



Staff Report

Administration

Report To: Committee of The Whole
Meeting Date: October 7, 2019
Report Number: FAF.19.123
Subject: 3rd Quarter of 2019 Committees of Council Update
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Recommendations

THAT Council receive Staff Report FAF.19.123, entitled "3rd Quarter of 2019 Committees of Council Update" for information.

B. Overview

This report provides an update on the following Committees of Council for the 3rd Quarter of 2019:

1. Agricultural Advisory Committee
2. Community Communications Advisory Committee
3. Council Compensation Review Committee
4. Economic Development Advisory Committee
5. Grants and Donations Committee
6. Joint Municipal Physician Recruitment and Retention Committee
7. Police Services Board
8. Sustainability Committee
9. The Blue Mountains Attainable Housing Corporation
10. 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 3rd Quarter of 2019 update.

A Special Meeting of Council was held July 16, 2019 to provide Committees of Council training by Solicitor Harold Elston. The training covered Code of Conduct, *Municipal Freedom of Information and Protection of Privacy Act*, Integrity Commissioners and the *Municipal Conflict of Interest Act*. The training was livestreamed and an archived recording was made available for any Committee member unable to attend in person. The training session was well-received overall by Committee members.

Currently, staff are developing a draft Procedural By-law for the Committees of Council. This By-law will be provided to Committees of Council throughout October and November 2019 to allow Committee members advance review and a chance to provide initial comments. Following review by the Committees of Council, the draft Procedural By-law will be provided to Council for consideration with a request to initiate the public consultation process.

Committees have received initial staff reports from Finance to allow each Committee to consider potential projects for inclusion in the 2020 to 2022 Corporate Budget. Finance has requested all Committee budgets to be supplied by November 2019 for Council consideration in the draft 2020 budget.

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

D. Analysis

Brief updates on Committees are noted below.

Agricultural Advisory Committee

The Agricultural Advisory Committee has been coordinating its recent meeting with the Regional Cycling Focus Group which is comprised of Community Services and Roads and Drainage staff, Ontario Provincial Police personnel, Grey and Simcoe County representatives, Ministry of Transportation and Share the Road representatives, and a local cyclist. The coordination between Agricultural Advisory Committee and the Regional Cycling Focus Group is intended to foster alignment between the cycling, enforcement, Town, and agricultural community, and provide additional communication regarding cycling events which may impact movement on the roads by agricultural equipment. The Committee is also reviewing revised Share the Road signage, which includes reference to vehicles, cyclists, and agricultural equipment.

The Agricultural Advisory Committee reviewed the single-use plastics motion and is considering impact to the agricultural community. During the public consultation process which will be initiated by the Sustainability Committee and Council, the Agricultural Advisory Committee may provide comments regarding this matter.

The Committee is still discussing Wild Chervil and potential options for educating the public. This may result in recommendations to Council and staff regarding how to control weed population and how to educate the public on Wild Chervil mitigation measures. The Committee is also considering the prevalence of Wild Parsnip in the municipality, an invasive species that causes burning if in contact.

Community Communications Advisory Committee

The Community Communications Advisory Committee, under the umbrella of the approved Communications Strategy budget, recently launched a six-month trail of “Your View – The Blue Mountains”, a public engagement software that allows users to register and comment on various Town initiatives and activities.

A Working Group was established to develop top communications priorities for the Committee, which resulted in the following recommendations to the Committee:

1. Research target audiences and their characteristics.
2. Allocate more funding and organized resources to Communications. e.g. research, newsletter, preparation of the new Vision Statement.
3. Create a meaningful Vision Statement for the TOBM which reflects the passion that the community feels. Explore conducting a Graphic Facilitation session with members of our community. Consider incorporating the new Vision Statement in all Town communications.
4. Conduct more working group sessions with members of our community.

The Committee recently endorsed a Communications Survey Campaign tied to the Communications Strategy budget for staff’s consideration with the intent to advertise a Communications Survey and to promote Town email subscription. The Committee also recently endorsed an updated draft POL.COR.12.11 Corporate Media Relations Policy which will be presented for Council consideration. At the September 2019 Committee meeting, direction was provided to have Council consider directing staff to undertake a review of newspaper and local advertising with presentation of findings, and also for staff to consider the operational criteria for potentially establishing an official Town of The Blue Mountains Facebook account.

The Committee remains focused on development of a Communications Strategy with the assistance of Town staff, particularly Communications and Economic Development Project Specialist Jeremy Chan, and Communications and Economic Development Coordinator Tim Hendry.

Council Compensation Review Committee

The Council Compensation Review Committee has developed a recommendation report with a request for Council to initiate the public consultation process regarding the 2019 Council Remuneration Market Review. This report, and an associated presentation, is being provided at the October 7, 2019 Committee of the Whole meeting.

If Council endorses the recommendation to initiate public consultation, the schedule for public consultation is as follows:

- Monday, October 7, 2019 – Committee report FAF.19.187 Council Compensation Review received by Committee of the Whole
- Monday, October 21, 2019 – October 7, 2019 Committee of the Whole recommendations adopted by Council

- Tuesday, October 22, 2019 – Public Meeting Notice posted
- October 24, 31 and November 7, 2019 – Public Meeting Notice advertised in newspaper
- Wednesday, November 13, 2019 at 7:00 p.m. – Public Meeting regarding Council Remuneration Market Review 2019
- Monday, December 9, 2019 – Committee of the Whole meeting – Follow-up Report from Public Meeting Process
- December 16, 2019 – December 9, 2019 Committee of the Whole recommendations adopted by Council

The Committee will continue to meet monthly while the matter of Council Compensation is before Council, with the final Committee meeting date expected to be December 4, 2019.

Economic Development Advisory Committee

The Economic Development Advisory Committee has recently received deputations from several businesses in The Blue Mountains, including The Blue Mountains Creator Space and Collingwood Driverseat. These deputations present an opportunity to hear from businesses about their unique needs and service areas and develop a greater understanding of economic development in The Blue Mountains. Recently, Grey County also provided a presentation to the Committee highlighting economic development data for Town of The Blue Mountains.

The Committee remains focused on development of an Economic Development Strategy with the assistance of Town staff, particularly Communications and Economic Development Project Specialist Jeremy Chan, and Communications and Economic Development Coordinator Tim Hendry. A sub-committee was also established with the mandate to work with Town staff and Ontario Ministry of Agriculture, Food, and Rural Affairs on the development of the Strategy. The sub-committee has been meeting regularly to develop material for presentation at the full Committee meetings, most recently, a Strengths, Weaknesses, Opportunities, and Threats (“SWOT”) Analysis for Committee consideration.

Grants and Donations Committee

At the September 30, 2019 Council meeting, Council appointed three Members to the Grants and Donations Committee for the 2018 – 2022 term of Council. The Committee’s Terms of Reference was previously approved by Council but will be reviewed by Committee members at the first meeting.

Joint Municipal Physician Recruitment and Retention Committee

The Joint Municipal Physician Recruitment and Retention Committee is in the process of finalizing its draft Terms of Reference for Council's approval. The Committee has determined its regular meeting schedule, being the third Thursday of every month at 10:00 a.m. in Council Chambers, or at the call of the Chair. The Committee is identifying its next steps and key Committee term priorities and recently extended an invitation to neighbouring municipalities to join the Joint Municipal Physician Recruitment and Retention Committee.

Lastly, the Committee recently invited Nora Holder, President and CEO of the Collingwood General & Marine Hospital, Maria LaRosa, Executive Director of the Georgian Bay Family Health Team, and Michelle Hunter, Director of Rural Ontario Medical Program to attend a Committee meeting. The intent was to develop rapport and a mutual understanding of the opportunities and strategies for physician recruitment.

Police Services Board

The Police Services Board has recently relocated its meetings to Town Hall, Committee Room. The Provincial appointment remains vacant, and composition remains unchanged. The Police Services Board recently renewed the Reduced Impaired Driving Everywhere (R.I.D.E.) 2019/2020 Agreement with the Minister of Community Safety and Correctional Services.

A report by Chief Administrative Officer Shawn Everitt to initiate a Joint Police Services Board Meeting with the Collingwood Police Service Board was considered by Council at the July 15, 2019 meeting. Through that report Council authorized the Mayor to initiate a formal written invitation to the Mayor of the Town of Collingwood, the Chair of the Collingwood Police Service Board, and the Collingwood Detachment Commander of the Ontario Provincial Police to attend a Joint Police Services Board to be hosted in The Blue Mountains.

The Chair of The Police Services Board recently brought a Deputation to Council regarding recent changes to the *Police Services Act* in regards to Community Safety and Wellness Planning, and Rolls of Police Service Boards. Municipalities are required to prepare and adopt via resolution, a Community Safety and Well-Being Plan by January 1, 2021.

Sustainability Committee

The Sustainability Committee has requested Council's endorsement of a revised Terms of Reference for the Committee. The Terms of Reference review included reconsideration of the Committee's meeting schedule and it was determined that once the 2020 schedule for Council and Committee of the Whole is known, the Sustainability Committee will determine a revised, consistent meeting time. A focus for the Committee has been on requested resources and Council endorsement of various initiatives. A staff report outlining these resource requests and the direction proposed by the Committee regarding various sustainability initiatives was presented at the September 16, 2019 Committee of the Whole meeting.

The Sustainability Committee, at the September 9, 2019 Council meeting, provided Council with correspondence outlining the Pillars of Sustainability, being economy, environment, and society, for Council's additional information. This material will also be shared with all Committees of Council. Recently, a Tree Canopy Sub-Committee was struck to assist Councillor Matrosovs and Planning and Development Services in the development of long-term solutions and public consultation related to municipal tree preservation. As well, the Sustainability Committee developed an ad hoc Renewable Energy Working Group to review renewable energy options and potential siting considerations for the Committee's, and ultimately Council's, consideration.

The Sustainability Committee is currently considering an education and training workshop with a focus on Integrated Community Sustainability Plans ("ICSP"). At this time, the intent of the training workshop is to guide Committee members in understanding what an ICSP is, and the process required to produce an ICSP. Additional ICSP Workshop details will be released as they come available.

The Blue Mountains Attainable Housing Corporation

The Blue Mountains Attainable Housing Corporation ("AHC") finalized its Conceptual Business Model at the August 1, 2019 meeting. At that same meeting, AHC also adopted POL.COR.07.07 Code of Conduct for Members of Council and Local Boards and confirmed that the Board of Directors will adhere to the Code of Conduct outlined therein. A Public Meeting was held to consider comments regarding a draft AHC Purchasing Policy. In response, comments were provided by the Town, suggesting that the AHC adopt the existing Town Policy for Corporate procurement. At its September 5, 2019 meeting, the Attainable Housing Corporation confirmed its decision to adhere to the Town's Purchasing Policy.

Currently, the AHC has issued a Request for Information on the Development of Attainable Housing in Town of The Blue Mountains. The purpose of the Request for Information is to seek input from Respondents on all aspects of the attainable housing development process including:

- level of market interest;
- scope of partnership and key transaction parameters in the design, build, and operations of attainable housing;
- impediments or issues that need to be addressed prior to considering any next steps of the process (if AHC considers appropriate);
- a vision for the development of attainable housing that meets AHC's goals and objectives; and,
- any conditions that may cause a Respondent to not consider responding to a potential future Request for Proposal.

AHC extended the closing date of the Request for Information to 4:30 p.m. local time, October 11, 2019. Findings from the Request for Information will assist Council and The Blue Mountains Attainable Housing Corporation in informing an eventual Request for Proposal for Development of Attainable Housing in The Blue Mountains that considers feedback received throughout the Request for Information process.

Transportation Committee

The Transportation Committee has requested a considerable number of transit and transportation-related resources, which will assist Committee members in developing a strong base knowledge of transportation, transit, and active transportation related matters.

After receiving correspondence and deputations related to the Peel Street Reconstruction project, the Transportation Committee, through its approved minutes, is providing some recommendations to Council for consideration regarding an additional construction option and outreach to affected residents. Further, the Transportation Committee will request that Council direct staff to include additional options for rural and urban cross sections in the Town's Engineering Standards.

The Transportation Committee is focusing on development of the Town's Transportation and Transit Master Plan ("Plan"). Director of Planning and Development Services Nathan Westendorp is providing some guidance regarding the scope and intent of the Plan, which will assist in focusing the Committee's efforts. Any identified resource requests related to completion of the Transportation Master Plan will be brought to Council for consideration. The Committee has also requested information on Clendenan Bridge Review and the possibility of reinstating the historic centre line at the intersection of Highway 26 and Bruce Street to allow for right-hand passing.

In addition to the updates above, the current Committee of Council Action Item Tracking Chart is provided as Attachment 1.

E. The Blue Mountains Strategic Plan

- Goal #2: Engage Our Communities & Partners
Objective #1 Improve External Communication with our Constituents
- Goal #3: Support Healthy Lifestyles
Objective #1 Promote the Town as a Healthy Community
Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability
Objective #3 Manager Growth and Promote Smart Growth
Objective #4 Commit to Sustainability
- 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

Ryan Gibbons, Director of Community Services

Corrina Giles, Town Clerk

Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

Serena Wilgress, Manager of Purchasing and Risk Management

Tim Hendry, Communications and Economic Development Coordinator

Krista Royal, Deputy Clerk

Karen Hilgendorf, Executive Assistant to the Chief Administrative Officer

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, 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:
Sarah Merrifield, Executive Assistant Committees of Council
committeesea@thebluemountains.ca
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Committees of Council Action Item and Motion Tracking









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	Fall 2019		Draft Terms of Reference approved by Committee, and were provided to Council for final approval. Following Council approval, the Sub-Committee will be dissolved.
2	Sustainability Committee	THAT the Sustainability Committee direct staff to provide alternate meeting dates and times for the Committee's consideration to be included in the draft Terms of Reference, Carried.	Executive Assistant Committees of Council	Fall 2019		Report provided at the August 14, 2019 Sustainability Committee meeting with direction from the Committee to delay finalizing a new meeting schedule until the Council/COW Procedural By-law review is complete.
3	Sustainability Committee	THAT Council receive Staff Report FAF.19.135, entitled "Sustainability Committee Resources" for information purposes; AND THAT the Sustainability Committee request that Council consider additional funding to an upset limit of \$21,000 be established in 2019 and \$58,000 in 2020 to hire a 12 month contract Sustainability position reporting to the CAO and to provide resources to the Sustainability Committee; AND THAT the Sustainability Committee request Council to use the \$34,000 from taxation Sustainability Plan funding in 2019 and replace that sum with \$34,000 from the extra gas tax funding received following approval of the 2019 budget; AND THAT the Sustainability Committee request that staff develop a Request for an Additional Full Time Staff Position "Manager of Sustainability" for consideration in the proposed 2020 Budget, Carried.	CAO	Fall 2019		Council reviewed recommendation at September 30, 2019 Council meeting to confirm the direction. Staff to develop a request for additional full-time staff position "Manager of Sustainability" for consideration in the proposed 2020 budget.
4	Sustainability Committee	THAT the Sustainability Committee receive Staff Report FAF.19.101 entitled "Sustainable Path Funding Information" for information purposes. AND THAT the Sustainability Committee recommend to Council this funding be used to develop an Integrated Community Sustainability Plan ("ICSP"), Carried.	CAO	Fall 2019		Council reviewed recommendation at September 30, 2019 Council meeting to confirm the direction.
5	Sustainability Committee	Development of information package and relevant background documents for the Sustainability Committee to review.	Councillor Matrosov, Town staff	14-Aug-19		Committee members have been provided with requested resources.
6	Sustainability Committee	Follow-up with the Committee regarding Ecological Offsetting presentation.	Deputy Mayor Bartnicki	TBD		Presentation anticipated in Fall 2019.
7	Sustainability Committee	THAT the Sustainability Committee refer to staff Items 2 and 3 from the June 3, 2019 single-use plastics motion being: • 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 governmental practices; • 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; AND THAT the Sustainability Committee include: Items 4 and 5 from the June 3, 2019 single-use plastics motion being: • 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; • 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	Shawn Everitt and Committee	Fall 2019		Council reviewed recommendation at September 30, 2019 Council meeting to confirm the direction.







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		in the direction for the Sustainability Committee to work with 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 1, 2020, Carried.				
8	Sustainability Committee	<p>THAT the Sustainability Committee recommends to Council that the second portion of the June 3, 2019 single-use plastics motion which “direct[s] 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” be included into the Integrated Community Sustainability Plan.</p> <p>Deputy Mayor Bartnicki requested a recorded vote: Bartnicki, Odette Nay Leppard, Sally Yay Matrosovs, Andrea Yay Mesley, Rosemary Yay Scarcella, Julie Yay Spence, Pamela Abstained Stinson, James Yay Mehi, Ken Yay Potter, Rob Yay The motion is CARRIED</p>	CAO	Fall 2019		Council reviewed recommendation at September 30, 2019 Council meeting to confirm the direction.
9	Sustainability Committee	THAT the Sustainability Committee receive correspondence items D.1 to D.3 for information purposes and sends acknowledgement of receipt regarding Item D.3 City of Brantford Re: Request for Support regarding Single-Use Plastics Straws dated April 16, 2019, Carried.	Executive Assistant Committees of Council, CAO	14-Aug-19		Acknowledgement provided to City of Brantford by forwarding a copy of the approved motion. CAO to include reference to this motion in Sustainability Committee Update report.
10	Sustainability Committee	<p>Staff to follow-up with Sustainability Committee regarding: THAT the Sustainability Committee refer to staff Items 2 and 3 from the June 3, 2019 single-use plastics motion being:</p> <ul style="list-style-type: none"> • 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 governmental practices; • 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. 	CAO	Fall 2019		
11	Sustainability Committee	THAT the Sustainability Committee has determined there is adequate representation on the Sustainability Committee, and adequate opportunity for representation throughout the Committees, and does not require a representative from the Economic Development Advisory Committee at this time, and encourages information sharing amongst Committees;AND THAT the Sustainability Committee provides this information to Council and the Advisory Committees of Council through circulation of the August 14, 2019 Sustainability Committee minutes once adopted, Carried.	Executive Assistant Committees of Council	Fall 2019		Economic Development Advisory Committee will receive notice of the Carried Motion at its October 2019 meeting.
12	Sustainability Committee	THAT the Sustainability Committee directs Sally Leppard, Julie Scarcella, and James Stinson to develop a summary of the three (3) Pillars of Sustainability and their relation to the Terms of Reference and provide the same to the Committee Co-Chairs for review prior to distribution to Council and Town Advisory Committees, Carried.	Sally Leppard, Julie Scarcella, James Stinson	11-Sep-19		Committee members to provide the Pillars of Sustainability summary to Co-Chairs for inclusion on the September 9, 2019 Council meeting agenda as correspondence. Town Advisory Committees will be supplied with the material following Council's direction.









Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
13	Sustainability Committee	THAT the Sustainability Committee directs Ken Mehi, Julie Scarcella, and Sally Leppard to develop a framework and schedule for an Integrated Community Sustainability Plan (“ICSP”) Training and Process Workshop, Carried.	Ken Mehi, Julie Scarcella, Sally Leppard	Fall 2019		To be considered at the October 9, 2019 Sustainability Committee meeting.
14	Sustainability Committee	THAT the Sustainability Committee requests staff to investigate whether the Town’s Procedural By-law 2018-20 allows for the Integrated Community Sustainability Plan (“ICSP”) Training and Process Workshop to be conducted in a Closed Session meeting of the Committee, with identified representatives from Town Advisory Committees and Town staff, Carried.	CAO, Town Clerk	11-Sep-19		At the September 11, 2019 Committee meeting, the Committee provided confirmation the ICSP Training and Process Workshop will be held in an Open Session of the Committee.
15	Sustainability Committee	THAT the Sustainability Committee creates a Tree Canopy sub-committee and appoints Councillor Matrosovs as Chair, including Rosemary Mesley and members of the public who will assist Councillor Matrosovs and Planning and Development Services in the development of long-term solutions and public consultation related to municipal tree preservation; AND THAT the Sustainability Committee requests the sub-committee to hold meetings in open session, pending staff input, Carried.	Sub-Committee, Town Clerk and CAO	Fall 2019		Tree Canopy updates are a standing item on Sustainability Committee agendas.
16	Sustainability Committee	THAT the Sustainability Committee include Pamela Spence as a member to the Tree Canopy Sub-Committee which is currently comprised of Chair Councillor Matrosovs, Rosemary Mesley, and members of the public, Carried.	Sub-Committee			
17	Sustainability Committee	THAT the Sustainability Committee appoint an ad hoc renewable energy working group comprised of Chair Rosemary Mesley, Julie Scarcella, James Stinson, and Sally Leppard to review renewable energy options and potential siting considerations, as outlined in report PDS.19.100, and follow-up with the Sustainability Committee at the October 9, 2019 meeting, Carried.	Sub-Committee	Fall 2019		
18	Sustainability Committee	THAT the Sustainability Committee receive Staff Report FAF.19.152, entitled “2020 – 2022 Budget”; AND THAT the Sustainability Committee requests Co-Chairs Potter and Mehi to work with staff to develop a draft 2020, 2021, and 2022 Sustainability Committee budget for the Committee’s consideration at the October 9, 2019 Committee meeting, Carried.	Co-Chairs, Finance staff and CAO	Fall 2019		
19	Sustainability Committee	THAT the Sustainability Committee receive Staff Report FAF.19.179, entitled “Sustainability Initiatives Update”; AND THAT the Sustainability Committee endorse the use of 100,000 in gas tax funding for the Integrated Community Sustainability Plan project, Carried.	CAO	Fall 2019		Council reviewed recommendation at September 30, 2019 Council meeting to confirm the direction.
20	Sustainability Committee	THAT the Sustainability Committee requests Council to endorse the Town of The Blue Mountains as a recognized “Blue Community” by: i. Recognizing water and sanitation as human rights; ii. Banning or phasing out the sale of bottled water in municipal facilities and at municipal events; iii. Promoting publicly financed, owned, and operated water and wastewater services, Carried.	Council Members on Sustainability Committee and Executive Assistant Committees of Council	Fall 2019		Matter will be brought before Council via the approved September 11, 2019 Committee minutes.
21	Communications Advisory Committee	Provide quarterly website analytics reporting, including variances, to the Committee.	Communications and Economic Development Coordinator	ongoing		
22	Communications Advisory Committee	Manager of IT Services to provide a report regarding the Town's website security and cyber security for the Committee's information.	Manager of IT	19-Aug-19		

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
23	Communications Advisory Committee	<p>THAT the Community Communications Advisory Committee receive Staff Report FAF.19.160 entitled "Costing Estimate for Communications Strategy Advertisement";</p> <p>AND THAT the Community Communications Advisory Committee recommends that staff proceed with the Communications Survey Campaign using the distribution methods, at the discretion of staff, identified in staff report FAF.19.160 including road signs, local service clubs and associations, and ski groups to advertise the Communications Survey;</p> <p>AND THAT the Community Communications Advisory Committee endorses the postcard format and design as explained within this report, Carried.</p>	Communications and Economic Development Coordinator	19-Aug-19		
24	Communications Advisory Committee	<p>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.</p>	Sub-Committee and Communications and Economic Development Coordinator	15-Jul-19		<p>Working Group brought back the following four communications priorities:</p> <ol style="list-style-type: none"> 1. Research target audiences and their characteristics. 2. Allocate more funding and organized resources to Communications. e.g. research, newsletter, preparation of the new Vision Statement. 3. Create a meaningful Vision Statement for the TOBM which reflects the passion that the community feels. Explore conducting a Graphic Facilitation session with members of our community. Consider incorporating the new Vision Statement in all Town communications. 4. Conduct more working group sessions with members of our community. These recommendations were received for information.
25	Communications Advisory Committee	<p>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.</p>	Communications and Economic Development Coordinator	15-Jul-19		<p>Your View - The Blue Mountains was launched to the public September 2019.</p>
26	Communications Advisory Committee	<p>Staff report regarding the Town's Corporate Media Relations Policy Update.</p>	Communications and Economic Development Coordinator	19-Aug-19		<p>Committee endorsed the draft Corporate Media Relations Policy which will be provided to Council for consideration.</p>
27	Communications Advisory Committee	<p>THAT the Community Communications Advisory Committee request Council to direct staff to conduct a fulsome newspaper and local media advertising analysis with the findings presented to Council and the Community Communications Advisory Committee for consideration, Carried</p>	Communications and Economic Development Coordinator	Fall 2019		<p>Staff are reviewing this matter presently and will follow up with Council.</p>
28	Communications Advisory Committee	<p>THAT the Community Communications Advisory Committee requests staff to investigate an official Town of The Blue Mountains Facebook account with any operating criteria, including estimated staff time for monitoring the page, for the Committee's consideration, Carried.</p>	Communications and Economic Development Coordinator	Fall 2020		<p>Staff are reviewing this matter presently.</p>

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
29	Economic Development Advisory Committee	THAT the Economic Development Advisory Committee establish a sub-committee consisting of Peter Bordignon, Andrew Siegwart, Sarah Fillion, 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	ongoing		Strengths, Weaknesses, Opportunities, and Threats ("SWOT") Analysis presented to September EDAC Meeting.
30	Economic Development Advisory Committee	THAT the Economic Development Advisory Committee receive Staff Report FAF.19.150, entitled "2020 – 2022 Budget"; AND THAT the Economic Development Advisory Committee direct the Economic Development Advisory Sub-Committee to consider 2020, 2021, and 2022 budget options for the Committee's consideration at the October 16, 2019 Committee meeting, Carried.	EDAC Sub-Committee, Finance staff, Communications and Economic Development Coordinator	16-Oct-19		
31	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	Agricultural Advisory Committee			
32	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			
33	Agricultural Advisory Committee	THAT The AGAC members received the single use plastics resolution from Council and wish to participate in the handling of single use plastic and request that the Agricultural Advisory Committee meet with the Sustainability Committee, Carried.	Agricultural Advisory Committee			Agricultural Advisory Committee can be engaged in single-use plastics discussion during the public consultation process for the Integrated Community Sustainable Plan.
34	Agricultural Advisory Committee	THAT the Town of The Blue Mountains Agricultural Advisory Committee ("AGAC") congratulate the County of Grey on the proudly "Made in Grey County" initiative and recommend our Council advise our Economic Development Committee to explore cooperatively with this programs efforts, Carried.	Council representative for the Agricultural Advisory Committee			
35	Agricultural Advisory Committee	[REGARDING Township of Warwick Motion from Council] The below resolution was passed at the July 15, 2019 Council meeting: THAT Council of the Town of The Blue Mountains acknowledges receipt of the June 17, 2019 Council resolution of the Township of Warwick regarding enforcement for safety on family farms: AND THAT Council refer this resolution to The Blue Mountains Agricultural Advisory Committee and to the Grey County Farm Safety Association for review and recommendation back to Council, Carried. Andrea took this resolution to the GCFSA. The group did not do a formal response as it was discussed at other associations meetings and the other associations are compiling responses. Recommended THAT the Town of The Blue Mountains Agricultural Advisory Committee (AGAC) recommend that the Town of The Blue Mountains Council endorse the motion, Carried.	Council representative for the Agricultural Advisory Committee			

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
36	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			Letter provided to Town of Collingwood and Collingwood OPP Detachment regarding a Joint Police Services Board meeting.
37	Police Services Board	Deputation to Council regarding Community Safety and Well-Being Plan.	Chair of the Police Services Board			Chair of the Police Services Board attended September 9, 2019 Council meeting on this matter.
38	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			
39	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 and CAO			
40	Council Compensation Review Committee	Develop Committee report and powerpoint presentation regarding 2019 Council Remuneration Market Review, with request to initiate public consultation process.	Council Compensation Review Committee members.	Fall 2019		Staff report and associated powerpoint presentation being considered by Council at the October 7, 2019 Committee of the Whole meeting.
41	The Blue Mountains Attainable Housing Corporation	Finalize the Business Model for The Blue Mountains Attainable Housing Corporation, continue ongoing work with StrategyCorp.	Attainable Housing Corporation and StrategyCorp	Summer 2019		Conceptual Business Model approved at the August 1, 2019 Attainable Housing Corporation meeting.
42	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	2019		
43	The Blue Mountains Attainable Housing Corporation	WHEREAS The Blue Mountains Attainable Housing Corporation is a separate, wholly owned Corporation of the Town of The Blue Mountains;AND WHEREAS The Blue Mountains Attainable Housing Corporation acknowledges the Municipal Act, 2001 and the Town's Procedural By-law do not apply to Corporation proceedings;AND WHEREAS The Blue Mountains Attainable Housing Corporation Board of Directors, with the exception of the appointed Municipal Members, do not formally adhere to POL.COR.07.07 Code of Conduct for Members of Council and Local Boards;AND WHEREAS The Blue Mountains Attainable Housing Corporation is amending its operating procedures to reflect the Town of The Blue Mountains Procedural By-law relating to the calling and conduct of meetings;THEREFORE BE IT RESOLVED THAT The Blue Mountains Attainable Housing Corporation approves use of POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as amended from time-to-time, for Corporation purposes, and agrees that members of The Blue Mountains Attainable Housing Corporation, both Municipal Members, and non-Municipal Members, shall adhere to POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as amended from time-to-time, Carried.	Attainable Housing Corporation	1-Aug-19		Code of Conduct Review Sub-Committee of Council was advised regarding Attainable Housing Corporation adhering to Code of Conduct Policy.

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
44	The Blue Mountains Attainable Housing Corporation	THAT The Blue Mountains Attainable Housing Corporation receive Staff Report FAF.19.134, entitled "The Blue Mountains Attainable Housing Corporation DRAFT Purchasing Policy - Follow-up from Public Meeting"; AND THAT The Blue Mountains Attainable Housing Corporation acknowledge receipt of Public Meeting comments arising from the August 1, 2019 Public Meeting; AND THAT The Blue Mountains Attainable Housing Corporation approve use of the Town of The Blue Mountains Purchasing of Goods and Services Policy, POL.COR.07.05 as amended from time-to-time for all Corporation-related procurement activities; AND THAT The Blue Mountains Attainable Housing Corporation request Town staff to provide notice to The Blue Mountains Attainable Housing Corporation when proposing updates to the Town of The Blue Mountains Purchasing of Goods and Services Policy, POL.COR.07.05 for information purposes, and to provide an opportunity to comment on matters that may affect the Corporation's purchasing activities, Carried.	Attainable Housing Corporation and Manager of Purchasing and Risk Management	5-Sep-19		
45	The Blue Mountains Attainable Housing Corporation	Request for Information process	Manager of Purchasing and Risk Management, StrategyCorp, Councillor Sampson	11-Oct-19		RFI closes on October 11, 2019. StrategyCorp providing an Interim Parcel Report to the Special General Meeting of The Attainable Housing Corporation on September 30, 2019.
46	The Blue Mountains Attainable Housing Corporation	THAT the Attainable Housing Corporation directs StrategyCorp to modify the draft Executive Director position to include additional emphasis on financing expertise, and update the position from full-time permanent, to contract; AND THAT the Attainable Housing Corporation requests StrategyCorp to provide the revised position description by September 16, 2019 for final presentation and approval at a future Special Meeting of the Attainable Housing Corporation, Carried		30-Sep-19		Revised Draft Job Description considered by Attainable Housing Corporation at September 30, 2019 Special General Meeting.
47	The Blue Mountains Attainable Housing Corporation	THAT the Attainable Housing Corporation receive Staff Report FAF.19.185, entitled "Request for Proposals options for Attainable Housing Corporation to retain Fairness Advisor and Financial Advisor Services"; AND THAT the Attainable Housing Corporation endorse Option 1 to issue a Request for Proposal for retaining the services of a Fairness Advisor; AND THAT the Attainable Housing Corporation endorse Option 3 to issue a Request for Proposal for retaining the services of a Financial Advisor; AND THAT the Attainable Housing Corporation receive the Draft Job Description for Executive Director for the Attainable Housing Corporation, subject to identified revisions; AND THAT the Attainable Housing Corporation endorse Option 5 for the potential hiring of an Executive Director for the Blue Mountains Attainable Housing Corporation, Carried.	CAO			
48	Transportation Committee	THAT the Transportation Committee recommends Council direct staff to submit a request to CC Tatham & Associates Ltd., through its work on the Elma and Alice Reconstruction project, to prepare a report regarding the warrants of a crosswalk, or alternate pedestrian solution, including costing, at the Elma Street South and Arthur Street West intersection, and provide the same to Council and the Transportation Committee for information, Carried.	Council representatives for the Transportation Committee	Fall 2019		
49	Transportation Committee	Development of a Resources Package for Committee Members	Councillor Uram, Executive Assistant Committees of Council, Town IPW and CS staff	10-Sep-19		Currently confirming the additional cycling material to be included with the resource package for Committees of Council.

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
50	Transportation Committee	THAT the Transportation Committee direct staff to invite Grey County staff, being Director of Transportation Pat Hoy, and Tourism Manager Bryan Plumstead, to a subsequent Transportation Committee meeting to provide a County infrastructure project overview and an update on the Cycling and Trails Master Plan, Carried.	Executive Assistant Committees of Council	Fall 2019		
51	Transportation Committee	Follow-up with Committee regarding Centre Line Painting configuration at Bruce St. S. and Arthur St. W. intersection.	Councillor Uram	10-Sep-19		
52	Transportation Committee	THAT the Transportation Committee suggest Council direct staff to consider inclusion of Option 4.5 as presented at the August 13, 2019 Transportation Committee meeting into the Peel Street Reconstruction project, and include additional urban and rural road cross section options into the Town Engineering Standards; AND THAT the Transportation Committee request Council to direct staff to make additional outreach to the residents and stakeholders within the Cameron Street, Peel Street, High Bluff Lane, Timber Lane, and Pheasant Run catchment area, Carried.	Council representatives for the Transportation Committee	Fall 2019		
53	Transportation Committee	THAT the Transportation Committee invites a facilitator(s) to a future Committee meeting to provide an overview of the key components and process to develop the Town's Transportation Master Plan; AND THAT the Transportation Committee request staff to provide relevant Transportation Master Plan guiding documents and resources, Carried.	CAO and Executive Assistant Committees of Council	Fall 2019		Director of Planning and Development Services Nathan Westendorp attended the September 10, 2019 Committee meeting and provided an overview of the Transportation Master Plan process. Example Master Plans are being gathered as resources for Committee members.
54	Transportation Committee	THAT the Transportation Committee requests staff to bring forward a report outlining the request for creation of contract staff to initiate the Transportation Master Plan process; AND THAT the Transportation Committee request the staff report to include the proposed Job Descriptions for the Committee's information; AND THAT the Transportation Committee acknowledges the intent that the staff report outlining staff resources go directly to Committee of the Whole pending the Transportation Committee's approval of the subject report, Carried.	CAO, Director of Planning and Development Services and Finance staff	Fall 2019		
55	Transportation Committee	THAT the Transportation Committee receive Staff Report FAF.19.184 entitled "Funding Source for Transportation and Transit Master Plan";AND THAT the Transportation Committee requests staff to provide a draft Terms of Reference for the Clendenan Bridge Review for the Committee's consideration at the October 8, 2019 Committee meeting, Carried.	CAO, and Finance staff	8-Oct-19		
56	Transportation Committee	THAT the Transportation Committee requests Council to direct staff to consult with the Ministry of Transportation regarding the possibility of reinstating the historic centre line at Bruce Street and Highway 26 intersection to allow for right-handed passing heading Westbound on Highway 26, Carried.	Council members appointed to Transportation Committee	Fall 2019		For Council review through the approved September 10, 2019 Transportation Committee minutes.
57	Joint Municipal Physician Recruitment and Retention Committee	THAT the Joint Municipal Physician Recruitment and Retention Committee accept the Draft Terms of Reference and ask staff for housekeeping editing prior to being presented to Council. Carried	Executive Assistant to the CAO	Fall 2019		

Action Item Number	Committee	Action Item/Motion	Assigned to	Due Date	Status	Notes
58	Joint Municipal Physician Recruitment and Retention Committee	<p>That the Joint Municipal Physician Recruitment and Retention Committee received Staff report FAF.19.248, entitled “Physician Recruitment and Retention Committee next steps” for information; AND THAT the Joint Municipal Physician Recruitment and Retention Committee</p> <ul style="list-style-type: none"> • Connect with all necessary stakeholders who may assist in the recruitment and retention of physicians, i.e. Medical Schools and their respective Post Graduate programs, local health care providers, Rural Ontario Medical Program (ROMP), the new Ontario Health Teams (LHIN replacements), local Chambers of Commerce etc. • Actively work with the local medical community, health care providers and ROMP in developing, supporting and sustaining physician mentoring/training program • Actively implement, monitor and evaluate ongoing programs for physician recruitment and retention for medical students, locums, or resident physicians or other incentives as deemed appropriate by the participating times and/or municipalities • The Committee shall not present a deficit budget without first seeking approval of the participating municipalities by Council resolution. <p>As the priorities and focus areas for 2019; AND THAT the Joint Municipal Physician Recruitment and Retention Committee</p> <ul style="list-style-type: none"> • Lead the development, implementation and evaluation of a Primary Physician Recruitment and Retention strategy with the support of Council, stakeholders and the participating communities <p>As the key deliverable to be achieved by the end of the Term of the Committee; AND THAT the Joint Municipal Physician Recruitment and Retention Committee identify goals to achieve in 8 years.</p> <ul style="list-style-type: none"> • Connect with all necessary stakeholders who may assist in the recruitment and retention of physicians, i.e. Medical Schools and their respective Post Graduate programs, local health care providers, Rural Ontario Medical Program (ROMP), the new Ontario Health Teams (LHIN replacements), local Chambers of Commerce etc. • The Committee may make recommendations to the participating municipalities that the services of a Physician Recruiter be retained to aid the Committee in meeting its specified mandate <ul style="list-style-type: none"> o Establish set of skills and competencies required to deliver the Primary Care physician recruitment and retention strategy for when there are funds in place to support a Physician Recruiter o The Physician Recruiter shall be governed and managed by the terms and conditions of a separate agreement with the participating municipalities 	Joint Municipal Physician Recruitment and Retention Committee	ongoing		