



Township of Georgian Bluffs

Council Minutes

October 6, 2021, 5:00 p.m.
Council Chambers/Virtual
Township Administration Offices
177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5

Members Present: Mayor Dwight Burley
Deputy Mayor Sue Carleton
Councillor Carol Barfoot
Councillor Cathy Moore Coburn
Councillor Grant Pringle
Councillor Ryan Thompson

Members Absent: Councillor Paul Sutherland

Staff Present: Brittany Drury, Clerk
Kassandra Rocca, Director of Finance / Treasurer
Jenn Burnett, Senior Planner
Steven Dollmaier, Director of Operations
Janet Hilts, HR Manager
Carly Craig, Deputy Clerk

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1. Call to Order

Mayor Dwight Burley called the meeting to order at 5:00 p.m.

2. Land Acknowledgement Statement

Mayor Dwight Burley opened the meeting with the land acknowledgment statement.

3. Approval of Agenda/Additions to the Agenda

Councillor Cathy Moore Coburn requested that discussion regarding a group's use of the Kemble Community Centre over the winter be added, as well as discussion about how groups can be notified of project updates.

The Interim CAO/Clerk requested that the written public submissions circulated to Council via PDF package regarding the sale of the airport be added. It was also requested that By-Law 2021-066 be moved in the agenda order to be discussed immediately following the public meeting.

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Cathy Moore Coburn

That the agenda be approved as presented.

Carried

4. Declaration of Pecuniary Interest

5. Minutes of Previous Meetings

5.1 Council - September 8, 2021

RES2021-167

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Grant Pringle

That the minutes of the Council meeting held on September 8, 2021, be adopted.

Carried

5.2 Special Council - September 9, 2021

Councillor Ryan Thompson joined the meeting at 5:08 p.m.

RES2021-168

Moved By: Councillor Ryan Thompson

Seconded By: Councillor Grant Pringle

That the minutes of the Special Council meeting held on September 9, 2021, be adopted.

Carried

5.3 Special Council - September 13, 2021

RES2021-169

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

That the minutes of the Special Council meeting held on September 13, 2021, be adopted.

Carried

6. Announcements

Nil.

7. Public Hearings

7.1 Sale of Wiarton Keppel International Airport

7.1.1 LEG2021-28 - Sale of Wiarton Keppel International Airport

The Interim CAO/Clerk gave a presentation on the Airport sale including the feasibility study, surplus process, and notice of sale given.

The Director of Finance outlined the financial considerations in listing the airport for sale including the investment made, cost savings, and future expenditures.

The meeting was opened to registered public meeting participants for comment. Registrants present at the meeting were: Ann Dumyn, Laura McNamara, Brian Ries, Dana Ceponis, Peter Ceponis, and Mike LeBer. Comments included:

- In support of sale.
- Suggestions for purchase criteria clarification.
- Not in support of the sale.
- The Airport is vital to health care in our area.
- The Airport is vital to the weather station; weather data supplied to environment Canada.

- The Airport is home to technology and equipment for marine and aviation emergency response.
- Summary of survey responses from the Air and Auto Show.
- Lands surplus to that being operated for the airport should be sold to fund capital.
- Federal funding should have been sought to keep up with caretaking costs.

Comments from Council included:

- Concerns about the randomization of the survey at the air and auto event.
- Council has looked at all options in keeping it in operation. The costs ahead are significant, and all options are being weighted by entertaining sale offers.

There was discussion regarding the sale criteria. The Interim CAO/Clerk and Director of Finance provided comments, clarifying that the condition of offer acceptance is that all offers alleviate the Township of future financial burdens.

RES2021-170

Moved By: Councillor Grant Pringle

Seconded By: Councillor Carol Barfoot

That report LEG2021-28, Sale of Wiarton Keppel International Airport, be received for information, and

That all comments submitted during the public meeting be received for information, and

That the Evaluation Criteria, as included in this report, form a part of the evaluation process.

	For	Against
Mayor Dwight Burley	X	
Deputy Mayor Sue Carleton	X	
Councillor Carol Barfoot	X	

Councillor Cathy Moore	X	
Coburn	X	
Councillor Grant Pringle		
Councillor Ryan Thompson	X	
Results	6	0

Carried (6 to 0)

As amended under agenda item 2, Council moved to consider By-law 2021-066.

15.2.2 By-law 2021-066

RES2021-177

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Grant Pringle

That By-law 2021-066, being a By-law to approve the sale of the lands and facility, known as the Wiarton Keppel International Airport, in accordance with By-law 83-2007, be read a first, second and third time, and finally passed, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

Carried

Councillor Grant Pringle left the meeting at 6:30 p.m.

Council recessed at 6:30 p.m. and returned at 6:35 p.m.

8. Delegations

Nil

9. Consent Agenda

RES2021-171

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Ryan Thompson

That Council of the Township of Georgian Bluffs adopt the Consent Agenda for information, as circulated, less items 9.2.1.

Carried

9.1 Correspondence for Council's Information

Nil

9.2 Minutes

9.2.1 Climate Action Committee - August 24, 2021

9.2.2 Council Remuneration Committee - September 2, 2021

9.3 Resolutions From Other Municipalities

Nil

10. Consideration of Items Separated from Consent Agenda

Councillor Cathy Moore Coburn pulled the Climate Action Committee meeting minutes of August 24, 2021, to address the Importance of Trees document authored by Dr. John Anderson, a committee member. She noted that the document has been published to the Township's website.

11. Correspondence

11.1 Jamie Walpole - Sponsorship Support for the Festival of Northern Lights

The Interim CAO/Clerk provided an overview of the event.

Deputy Mayor Sue Carleton noted that prior feedback had been received in relation to our signage at the festival, and that it could be improved.

RES2021-172

Moved By: Councillor Ryan Thompson

Seconded By: Deputy Mayor Sue Carleton

That Council hereby approves donation of \$250.00 to the 2021 Festival of Northern Lights.

Carried

11.2 Municipality of Meaford - ITFD Partnership Update

The Director of Finance provided a brief update and noted that the Municipality of Meaford wishes to maintain the relationship, with 25% ownership. She noted that the next step is to amend the agreement to better facilitate the partnership and to address existing concerns while maintaining the dual partnership. Further reports will be brought back to Council as staff move through the process.

12. Committee Reports

12.1 Committee of Whole

RES2021-173

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Cathy Moore Coburn

That the minutes of the Committee of the Whole meeting held on September 15, 2021, be adopted, including recommendations COW2021-093 to COW2021-099.

Carried

12.1.1 Official Plan Update

COW2021-093

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

That this report to supplement a special meeting of the Council scheduled on September 15, 2021, in relation to Township's Official Plan review, be received; and

That the comments received as part of the special meeting of the Council be considered in the Official Plan review process.

Approved

12.1.2 James Special Services – Mid Term Statistics

COW2021-094

Moved By: Councillor Grant Pringle

Seconded By: Councillor Cathy Moore Coburn

That the Mid Term Update from James Special Services, be received.

Approved

12.1.3 OPS2021-13 - Unassumed Township Road Construction Minimum Standards

COW2021-095

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Ryan Thompson

That Report OPS 2021-13, regarding Unassumed Township Road Construction Minimum Standards be received; and

That Policy OPS-2021-01 being the Assumption of Roadway Minimum Standards Policy be approved; and

That a by-law to adopt Policy OPS2021-01 Assumption of Roadway Minimum Standards, be presented for enactment at the October 6, 2021, meeting of Council.

Approved

12.1.4 OPS2021-045 - Finden Street Unopened Road Allowance Update

COW2021-096

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Grant Pringle

That report OPS2021-45, Finden Street Unopened Road Allowance Update, be received, and

Whereas Committee of the Whole, by recommendation COW2021-031, required that 60% of property owners be in support of opening of the Finden Street unopened road allowance to proceed with a Request for Quotes process, and

Whereas less than 60% of property owners indicated their support for opening of said road allowance;

Now Therefore, staff are hereby directed to notify property owners that the Finden Street road allowance will remain unopened.

Approved

12.1.5 OPS2021-46 - Purchase of Vehicle Attachments

COW2021-097

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Ryan Thompson

That Council hereby approve the awarding of the following tenders:

- 1. RFT 2021-16, Supply and Installation of Quick Attach Plate, Material Bucket, and Forks for Cat Backhoe Model 420E to Battlefield Equipment at the tendered price of \$14,686.00 (excluding HST) for an AMI Plate (LB50QCMC), Bucket (LB50GP150LBBOE), and Forks (LB50PF60C).**
- 2. RFT 2021-17, Supply of Pickup Sweeper for 2019 Case Backhoe Model 590 N to Strongco Ltd. at the tendered price of \$15,850.00 (excluding HST) for an HLA LA-BRB96B0500.**

As included in the 2021 Capital Budget and,

Whereas RFT 2021-15 for the Supply and Installation of One New Single Drum Fully Enclosed Grader Packer, received no tender submissions, Council hereby waives the procurement policy and sole sources this item from Neilson Custom Metal Works Inc. at a quoted price of \$22,500.00 (excluding HST).

Approved

12.1.6 CBO2021-04 - Approval of Building By-law

COW2021-098

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Grant Pringle

That Report CBO2021-04 Building By-law be received, and

That all previous by-laws governing and regulating building department operational procedures be repealed, and

That the draft Building By-law, as appended to this report, be approved, and

That a by-law to adopt the draft Building By-law be presented for enactment at the October 6, 2021, meeting of Council.

Approved

12.1.7 Closed Session

COW2021-099

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Grant Pringle

That Committee of the Whole move into closed session at 6:25 p.m. with the CAO, Director of Finance, Director of Operations and Clerk to discuss:

13.1 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

Approved

13. Staff Reports

13.1 Clerks

13.1.1 LEG2021-29 - Staff Appreciation Initiative

The Interim CAO/Clerk provided an overview of the report, noting that all staff appreciation events have been cancelled due to COVID-19. She outlined the importance of acknowledging the efforts of staff and prioritizing mental health, also noting the impact of the virus on Council and the public.

Council provided comments in support of the recommendation.

RES2021-174

Moved By: Councillor Ryan Thompson

Seconded By: Councillor Carol Barfoot

That report LEG2021-29, Staff Appreciation Initiative, be received for information, and

That all staff be provided 1 (one) day in lieu, to be used by the end of 2021, and

That said day in lieu be applied to a full-day closure of the Township Administration Offices on December 24, 2021, and December 31, 2021.

	For	Against
Mayor Dwight Burley	X	
Deputy Mayor Sue Carleton	X	
Councillor Carol Barfoot	X	
Councillor Cathy Moore Coburn	X	
Councillor Ryan Thompson	X	
Results	5	0

Carried (5 to 0)

13.2 Human Resources

13.2.1 HR2021-05 - Job Evaluations

The HR Manager outlined the reasoning for the proposed job evaluations, and outlined the positions to be evaluated including:

- It & Operations Coordinator
- Building & Planning Administrative Assistant
- Roads Supervisor
- Facilities Coordinator
- Senior Planner
- Utilities Coordinator

There was discussion regarding completing the review internally.

RES2021-175

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Carol Barfoot

That report HR2021-05, Job Evaluations, be received for information, and

That the Ward and Uptigrove Job Evaluation and Job Description proposal also be received for information, and

That Council direct staff to proceed with engaging Ward and Uptigrove to complete the job evaluation and job description process as outlined in the attached proposal.

Carried

14. Public Question Period

The Interim CAO/Clerk noted that no public questions had been received for consideration of Council.

15. By-laws

15.1 Zoning By-laws

Nil

15.2 Other By-laws

15.2.1 By-law 2021-065

RES2021-176

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Ryan Thompson

That By-law 2021-065, being a By-law to adopt Municipal Road Construction Minimum Standards Policy – OPS-2021-01, be read a first, second and third time, and finally passed, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

Carried

15.2.3 By-law 2021-067

RES2021-178

Moved By: Councillor Ryan Thompson

Seconded By: Councillor Cathy Moore Coburn

That By-law 2021-067, being a By-law respecting construction demolition, change of use permits and inspections, pursuant to the *Ontario Building Code Act*, S.O. 1992, C.23), be read a first, second and third time, and finally passed, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

Carried

15.2.4 By-law 2021-068

RES2021-179

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Ryan Thompson

That By-law 2021-068, being a By-law to amend Procedure By-law 2019-125, and adopt Policy COU-01-2021, Recording of Council and Committees of Council Closed Meetings, be read a first, second and third time, and finally passed, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

Carried

16. Unfinished Business

Nil

17. New Business

17.1 Notice of Motion Re: Amendment to Procedure By-Law regarding

Councillor Carol Barfoot outlined the notice of motion, noting that there should be more parameters around delegations including multiple presentations and adding topics not disclosed in their delegation request.

Council provided comments, noting that they were concerned it would limit public participation.

The Interim CAO/Clerk noted that when bringing the report back, she would be seeking the feedback of other Clerks in the area.

RES2021-180

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Cathy Moore Coburn

Whereas Council of the Township of Georgian Bluffs enacted Procedure By-law 2019-125, at their meeting on November 20, 2019, to govern the proceedings of Council and Committees; and

Whereas Section 20 of said By-law defines regulations and procedures for delegations by the public to Council and Committees of Council; and

Whereas Council deems it necessary to strengthen delegation procedures to provide further clarity to the public and Council;

Now Therefore, Council of the Township of Georgian Bluffs hereby supports amending Procedure By-law 2019-125 to include procedures for governing delegations which wish to present to the same discussion topic more than twice; and

That staff are hereby directed to prepare a report with suggested wording to facilitate this amendment.

Carried

17.2 Notice of Motion Re: Committee of Adjustment Model

Councillor Cathy Moore Coburn outlined the notice of motion, including the benefits of moving to a citizen model of Committee of Adjustment.

The Interim CAO/Clerk recommended that Council defer this and direct staff to prepare a report for consideration at a future meeting.

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Ryan Thompson

RES2021-181

Moved By: Councillor Carol Barfoot
Seconded By: Deputy Mayor Sue Carleton

That Item 17.2, Notice of Motion regarding the Township of Georgian Bluff's Committee of Adjustment model be deferred; and

That Council direct staff to prepare a report.

Carried

17.3 Use of Kemble Arena/Updates on Arena Project

Councillor Coburn noted that a community group in Cobble Beach would like to use the facility for pickle ball over the winter months. The Director of Operations noted there is no possibility of having heat at the Kemble Arena before it is retrofitted, noting that there are environmental and financial concerns with trying to heat the facility.

The Interim CAO/Clerk noted that an email chain has been developed for homeowners' associations in the Township of Georgian Bluffs to keep them informed on projects, opportunities for public engagement, and large council decisions.

18. Notice of Motion

Nil.

19. Closed Session

RES2021-182

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Carol Barfoot

That Council of the Township of Georgian Bluffs move into closed session at 7:25 p.m. with the Director of Finance, Director of Operations and Acting CAO / Clerk to discuss:

19.1 The security of the property of the municipality or local board

19.2 Personal matters about an identifiable individual, including municipal or local board employees

Carried

Council resumed open session at 7:46 p.m.

Mayor Dwight Burley reported out of closed session noting that Council went into closed session to discuss matters under open meeting exemptions A and B of Section 239 of the Municipal Act. As a result of closed session discussions, the following actions were taken:

19.1 - Direction was provided to staff;

19.2 - Received for information, no further action was taken.

20. Confirming By-law

RES2021-183

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Ryan Thompson

That By-law 2021-069, being a by-law to confirm the proceedings of Council on October 6, 2021, be read a first, second and third time, finally passed, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and engrossed in the By-law Book.

Carried

21. Date of Next Regular Meeting/Adjournment

Council will meet again as regularly scheduled on October 20, 2021, at 5:00 p.m.

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Ryan Thompson

That the meeting be adjourned at 7:52 p.m.

Carried

Mayor, Dwight Burley

Clerk, Brittany Drury