



**Date:** Wednesday, December 13, 2023

**From:** Rayburn Murray, Legislative Services Coordinator

**Subject:** Quarter 4 Council Direction Reporting

**Report COR2023-057**

This document and its attachments are public and available in an accessible format upon request.

### **Recommendation**

That report COR2023-057 be received for information.

### **Background**

At their meeting on January 18, 2023, Council directed staff to provide quarterly updates on action items as directed by Council.

This report is authored by the Clerks Department at the end of each quarter, in their capacity as administrative support to Council. The direction log is updated following each Council meeting and kept up to date in consultation with the senior management team. The below action items are outstanding.

### **Outstanding Action Items/Council Direction**

**December 4, 2023 – Special Council** (Minutes to be approved at the December 13, 2023, meeting of Council)

RES2023-285 – 2024 Budget - Strategic Session

Moved By: Councillor Tobin Day

Seconded By: Councillor Rick Winters

That staff be directed to include the following budget requests with the 2024 draft budget for consideration:

1. Development and Infrastructure
  1. Pottawatomie Water System
  2. Replacement of Emery Bridge
  3. Replacement of Sideroad 3 Bridge



4. Cold in Place Recycling - Single Surface Treatment
5. Biennial OSIM Report
6. Traffic Count Program
7. Sidewalk Replacement
8. Old Beach Drive Reconstruction
9. Balmy Beach Drainage
2. Community and Environmental Services
  1. Portable Toilet Service Provider
  2. Regulatory and Warning Sign Retro Reflectivity Inspection and Inventory Update
  3. Private Road Maintenance
  4. Kubota Compact Tractor (V234)
  5. Purchase Replacement for M245 Chipper
  6. Shallow Lake Dog Park
  7. Facilities Master Plan
  8. Corporate Climate Action Plan Implementation – Non staff dependent
3. Corporate Services
  1. Laptop Replacement
  2. Community Events
  3. Budget Software
  4. Website Rebuild
  5. Cemetery Software
  6. Council Chambers Technology and Upgrades
  7. Mount Pleasant Columbarium
4. Office of the CAO
  1. The following Additional Staffing Requests:
    - Asset Management Coordinator
    - Summer Students
  2. Corporate Strategic Plan
  3. Shoreline Road Allowance
  4. Fire Services Master Plan; and

That staff be directed to aim for a target budget increase of no more than 10%;  
and

That staff be directed to utilize up to 3 million from reserves.

**November 22, 2023 – Council** (Minutes to be approved at the December 13, 2023, meeting of Council).



#### COW2023-142 – Donation Applications

Moved By: Councillor Rick Winters

Seconded By: Councillor Isaac Shouldice

Whereas, Council adopted FIN-01-2022 Donation Policy on March 9, 2022; and  
Whereas, the 2024 application period was advertised and open from July 13, 2023, to September 30, 2023; and

Whereas, staff received donation requests outside of the application period; and  
Whereas, at the February 27, 2023, Special Council Meeting Council directed staff to include the request from REACH for the 2024 and 2025 application period;

Now therefore, be it resolved that Council hereby waives Township Donation Policy FIN-01-2022 to consider providing donations to applications made outside of the application process and timeline; and

That, upon the passing of the 2024 annual budget, Council directs staff to prepare all administrative documentation required to award donations to successful applications as follows:

1. Crime Stoppers of Grey Bruce - \$1,250
2. Georgian Riding for Challenged Equestrians (G.R.A.C.E.) - \$1,000
3. Owen Sound District Community School (OSDSS) - \$1,250
4. Bruce Peninsula Hospice - \$1,250
5. Sauble Wiarton MD Quest - \$5,000
6. REACH Centre Grey Bruce - \$2,500
7. Grey Bruce Hospice - \$1,250; and

That Council directs staff to prepare a letter to all unsuccessful applicants advising of Council's decision; and

That staff be directed to bring back the policy with evaluation criteria and the option of a Committee of Council to review donation applications.

#### COW2023-143 - Pottawatomi Water Supply

Moved By: Councillor Rick Winters

Seconded By: Mayor Sue Carleton

That Council direct staff to engage with staff at the City of Owen Sound to explore feasibility of assuming the responsibility, administration and management of the City water supplies that exist in the Veterans subdivision of Brooke, with the installation of a bulk water meter, and,

That staff work with City staff in developing an agreement that the Township may extend this service, at the Townships cost, to Atkins Drive, and,



That if it is possible, that such a service includes fire suppression along the length of the new water infrastructure corridor and,  
That staff will negotiate a proposed connection fee from the City of Owen Sound for establishing 25 new connections to the City water system, and,  
That only those residents connected to the Pottawatomi Municipal Supply will be connected to an alternative supply at this time, and,  
That staff be directed to organize and host a community meeting with residents on Atkins Street to answer questions in respect to water supplies, and,  
That staff be directed to engage the RFP process and,  
That staff bring back a report as part of budget 2024 on potential costs, funding avenues and timelines for a new service to be established.

**November 8, 2023 – Council ([Minutes](#))**

COW2023-115 - Alzheimer Society Grey Bruce

Moved By: Councillor Tobin Day

Seconded By: Councillor Ryan Thompson

That the Township hereby commits to recognizing and participating in Alzheimer's Awareness Month in January and Blue Light Campaign; and  
That staff be directed to work with the Alzheimer's Society of Grey Bruce to promote the campaign.

COW2023-120 - Report for Georgian Villas Inc. - Phase 3 of Cobble Beach (The Dell)  
(DEFERRED)

Moved By: Councillor Rick Winters

Seconded By: Councillor Tobin Day

THAT staff be authorized to provide a formal commenting letter to the County of Grey which includes proposed conditions for the draft plan of subdivision with respect to Application 42T2022-10 as attached as Appendix B to this report, and;

COW2023-121 - Report for Georgian Villas Inc. - Phase 3 of Cobble Beach (The Dell)  
(DEFERRED)

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Rick Winters

THAT The Mayor and Clerk be authorized to sign the Pre-Servicing Agreement



with Georgian Villas Inc. for Phase 3 of the Cobble Beach Development through By-law as substantially attached as Appendix C to this report.

COW2023-123 - Shallow Lake Village Improvement Committee and Proposed Dog Park

Moved By: Mayor Sue Carleton

Seconded By: Councillor Cathy Moore Coburn

That Council directs staff to bring forward a proposal for Township funding in the amount of \$75,000 as part of budget 2024 to support the creation of a Dog Park and associated parking at the Shallow Lake Athletic Fields in partnership with the newly formed Shallow Lake Village Improvement Committee, and,  
If Council supports the allocation of budget in 2024, that staff work with community members across the Township and in the Shallow Lake Village Improvement Committee to design a dog park area, and,  
If Council supports the allocation of budget in 2024, that staff be directed to receive funds raised by the community for the dog park and issue tax receipts for such donations, and,  
That staff be directed to present a by-law for enactment to repeal By-law 2016-041 being a by-law to establish the Shallow Lake Village Improvement Project Board and By-law 2018-051 to appoint members, and,  
That Council direct staff to work with and support the Shallow Lake Village Improvement Committee where there are works of mutual interest and of benefit to the Township as a whole.

RES2023-255 – Private Road Big Bay

Moved By: Councillor Tobin Day

Seconded By: Councillor Cathy Moore Coburn

That report CAO2023-012 be received for information; and  
That staff be directed to reach out Mr. McPherson to determine how the Township can facilitate a meeting of the residents to work towards a solution.

RES2023-262 - Kemble Women's Institute Meeting Report

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Rick Winters

Whereas the Kemble Community Centre renovation was deferred due to an increase in costing; and  
Whereas residents of the community of Kemble have expressed a need for a



community hub;

Now therefore be it resolved that Council hereby directs staff to investigate options, through a Township wide Facilities Review (subject to budget approval); and

That staff be directed to schedule community meetings across the Township including within Kemble to build on feedback provided during other engagements (such as Derby Community Centre and Kemble Arena Renovation) to inform the Facilities Review; and

That staff be directed to work with the community in Kemble to enhance existing recreational uses of the Kemble Arena property, where feasible, utilizing funds, and grants if available, from the former Kemble Community Arena Committee in 2024.

### **October 18, 2023 – Council ([Minutes](#))**

RES2023-041 – Land Acknowledgment Statement

Moved By: Councillor Rick Winters

Seconded By: Councillor Cathy Moore Coburn

Whereas the Council of the Township of Georgian Bluffs adopted policy ADMIN-03-21 – Land Acknowledgement Statement in July of 2021; and

Whereas Council of the Township of Georgian Bluffs is committed to meaningful reflection and sharing of the land acknowledgment statement as part of the decision-making process; and

Whereas Council approved an amendment to the policy in June of 2023 to provide that the statement be read on a volunteer basis by members of Council and staff, with a personal reflection where possible to reflect on the statement's meaning for the work being undertaken by the Township; and

Whereas the Township is committed to ensuring the dialogue around truth and reconciliation continues in a meaningful way;

Now therefore be it resolved that Council hereby approves the following changes to policy ADMIN-03-21 – Land Acknowledgement Statement:

1. That the land acknowledgement statement be amended to include "In the spirit of reconciliation, we acknowledge" at the beginning.
2. That the reading and personal reflection by members of Council and staff occur at the first Council meeting of each month on a volunteer basis.

And that staff be directed to consult Saugeen Ojibway Nation as part of the comprehensive review of the Policy, due in 2023.



COW2023-108 – Derby Arena Proposal

Moved By: Councillor Isaac Shouldice

Seconded By: Councillor Cathy Moore Coburn

That staff be directed to inform the proponent that Council is uninterested in exploring an agreement for alternative use of the Derby Community Centre; and  
That a staff report and formal proposal for further consideration of Council is not supported at this time; and  
That staff be directed to bring back a report outlining opportunities to optimize use of the Derby Community Centre.

#### **October 4, 2023 – Council ([Minutes](#))**

RES2023-212 – Building Service Improvements

Moved By: Councillor Rick Winters

Seconded By: Councillor Ryan Thompson

That staff be directed to undertake a review of the Townships Building Bylaw to:

- Ensure it includes an updated Code of Conduct for Building Officials
- Ensure it provides clarity on required documentation required for Permit and Plan Review
- Ensure it provides clarity on required inspections for permit issuance
- And, generally is consistent with the adopted processes of the Township in regards to permit review, inspection and issuance

That staff be directed to remove the requirement for Electrical and HVAC submissions as part of the building bylaw and make these discretionary at the direction of the CBO based on building use and function.

That staff be directed to ensure that the CloudPermit system adopted by the Building Services Team enables clear labelling of inspections associated with meeting Ontario Building Code (mandatory) and Township Building Bylaw requirements.

And, that the Chief Building Official be directed to ensure that all approved drawings be included in the final approval package on CloudPermit.

COW2023-103 - Disposal of Surplus Scrap Metal and Machinery

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Rick Winters





Whereas the Township of Georgian Bluffs is the sole owner of various equipment and machinery which it received and stored during the preparation and presentation of a proposal to the BioGrid Board of Management to retrofit the facility to accept source separated organics; and

Whereas the BioGrid Board of Management subsequently rejected this proposal in 2019, and as agreed in advance, all equipment and machinery were left with the Township;

Now therefore, the Committee of the Whole hereby recommends to Council that this equipment and machinery be declared surplus to the needs of the Township; and,

That Staff be directed to release a Request for Proposal (RFP) to be distributed to companies that specialize in the removal and recycling of metal to provide bids on the purchase of this material.

### **September 13, 2023 – Council ([Minutes](#))**

COW2023-096 – Dark Sky Preservation

Moved By: Mayor Sue Carleton

Seconded By: Councillor Rick Winters

Whereas the Township of Georgian Bluffs has significant natural heritage assets; and

Whereas protecting the dark sky has social, economic, and environmental advantages; and

Whereas there is a significant economical impact associated with the cost of wasted outdoor lighting that shines upwards; and

Whereas dark sky lighting keeps the sky dark by directing the light downward, reduces light pollution, and conserves energy; and

Whereas outdoor dark sky friendly lighting can still provide a sense of security and is inexpensive to implement; and

Whereas humans and animals depend on natural light-dark cycles for wellbeing and light pollution disrupts mammal, bird, insect, and amphibian behaviors; and

Whereas there is social value associated with dark sky preservation such as the view of the moon, stars, and northern lights, including a value to tourism; and

Whereas neighbouring municipalities including the Municipality of Northern Bruce Peninsula and the Municipality of West Grey are undertaking dark sky policy work; and

Whereas a collective effort to protect the dark sky is most effective; and





Whereas the County of Grey Official Plan Update includes a request of lower-tier municipalities to include dark sky policies in their Official Plans for new development;

Now therefore, be it resolved that Council of the Township of Georgian Bluffs hereby directs staff to investigate dark sky preservation techniques, including by-laws, that best suit the Township of Georgian Bluffs.

COW2023-092 - Grey County Cycling Route Signposting

Moved By: Councillor Tobin Day

Seconded By: Councillor Cathy Moore Coburn

That staff be directed to work with staff at Grey County to implement signage on Township roads to promote active transportation and cycling routes as identified in the Grey County Cycling and Trails Master Plan.

#### **August 16, 2023 – Council ([Minutes](#))**

COW2023-080 - Speed Limits Keppel Sarawak School

Moved By: Councillor Rick Winters

Seconded By: Councillor Cathy Moore Coburn

That Council direct Georgian Bluffs staff to work with City of Owen Sound staff in supporting the creation of a school zone at Keppel Sarawak school; and

That subject to the approval of Owen Sound Council, Georgian Bluffs staff work with City of Owen Sound staff on implementing a 30 km/hr. speed limit on:

- 24<sup>th</sup> Street between Carney Street and 8<sup>th</sup> Avenue West
- Finden Street at 24<sup>th</sup> Street for approximately 300 m due north and,
- 8<sup>th</sup> Avenue between 24<sup>th</sup> Street West and 26<sup>th</sup> Street West; and

That staff be directed to develop a bylaw reflective of these changes as required.

#### **July 12, 2023 – Council ([Minutes](#))**

RES2023-172 - Development and Drainage Impacts on Church Sideroad and Balmy Beach Road

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Tobin Day

That Council direct staff to bring back report regarding drainage in Church



Sideroad and Balmy Beach Area.

COW2023-065 - Request for Access to May 17, 2023, Closed Session Recording

Moved By: Mayor Sue Carleton

Seconded By: Councillor Rick Winters

That staff be directed to bring back an amended Closed Session Policy to allow recording access to Council members upon request.

RES2023-148 – Property Concern

Moved By: Councillor Tobin Day

Seconded By: Councillor Cathy Moore Coburn

Whereas staff and Council have received concerns relating to private property in Georgian Bluffs; and

Whereas there appear to be concerns related to:

1. alterations of the shore road allowance
2. nuisance complaints associated with a business being run from the property
3. septic system servicing the property
4. drinking water concerns for the neighbouring properties; and

Whereas Council wishes to be informed generally, about septic and water permit processes, processes regarding violations and appeals, and which local authorities have jurisdiction over these concerns (Conservation Authority/GSCA, Grey Bruce Public Health, MOE, SON, etc.);

Now therefore be it resolved that staff be directed to bring back information about the status of this business on violations/appeals, permits for septic and water service in place and the approval process undergone to date, and that staff invite relevant local authorities to attend and respond to questions about their role in such matters.

## **June 7, 2023 – Council [\(Minutes\)](#)**

COW2023-046 – Asset Management Plan

Moved By: Councillor Isaac Shouldice

Seconded By: Mayor Sue Carleton

That Council approve waiving By-law 2019-047 being a by-law for the procurement of goods and services, to allow for external advice on a



temporary retainer basis, up to a maximum of \$50,000, related specifically to creation of an updated Asset Management Plan to be provided by PSD Citywide Inc.; and

That Council endorse the next steps required for creation of an updated Asset Management Plan to meet the requirements as set out in O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure; and

That Council direct staff to bring forward an updated Asset Management Plan for final approval by Council.

#### **April 12, 2023 – Council [\(Minutes\)](#)**

RES2023-064 - Building Energy Monitoring

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Ryan Thompson

That Council direct staff to implement a whole building monitoring system supported by SustainErgy at Shallow Lake Arena/Community Centre and the Administrative Offices supported by the Community Building and Monitoring Grant, up to the cost of \$10,600.

#### **December 2021 – Council**

COW2021-121 – Off Road Vehicle Use Within the Township

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Carol Barfoot

That the Committee of the Whole receive report OPS 2021-58 entitled “Off Road Vehicle Use Within the Township”; and

That staff are hereby directed to create a “Trails Working Group”, including trail users, stakeholders and staff to evaluate and establish a Township Trail Network, and

That an amendment to Township ORV By-law 2020-128, to close the Kemble Mountain Trail to use of Off-Road Vehicles, be presented at the January 12, 2022 meeting of Council.

COW2021-118 – Parkland Dedication Information Report

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Ryan Thompson



That report PL.2021.46 regarding Parkland Dedication, be received for information; and  
That the Official Plan Parkland policies be updated as part of the 2021-2022 Official Plan update; and  
Further that the Committee of the Whole direct staff to draft a Parkland Dedication By-law for Council's consideration.

### **January 28, 2020 – Special Council Draft 2021 Budget**

Council directed that staff prepare a report regarding the existing Keady Arena operating agreement for consideration at a future meeting.

Council also directed that that staff investigate and review the current agreement with the Derby Pioneers Club for use of the Derby Community Centre.

### **Strategic Priorities**

This report achieves the first strategic goal, Improve Communication, Collaboration and Transparency, as included in the 2020-2024 Township of Georgian Bluffs Strategic Plan.

Respectfully Submitted:

Rayburn Murray, Legislative Services Coordinator (in consultation with the Senior Management Team)



### Report Approval Details

Document Title:	COR2023-057 - Q4 Quarterly Action Tracking.docx
Attachments:	
Final Approval Date:	Dec 8, 2023

This report and all of its attachments were approved and signed as outlined below:

Carly Craig, Acting Clerk

Niall Loble, Director of Community Services