

**Minutes: The Blue Mountains Committee of the Whole Meeting**



**MEETING DATE:** December 2, 2013  
**MEETING TIME:** 1:00 p.m.  
**LOCATION:** Town Hall Council Chamber  
**PREPARED BY:** Corrina Giles, Clerk

**A. Call to Order**

- Deputy Mayor McKinlay called the meeting to order with all members in attendance, save Mayor Anderson, absent due to a previous commitment and Councillor McKean, absent due to a previous commitment.

Also in attendance were Chief Administrative Officer Troy Speck, Director of Engineering & Public Works Reg Russwurm, Manager of Water & Wastewater Services John Caswell, Manager of Roads and Drainage Jim McCannell, Construction Coordinator Mike Campbell, Design Technologist Mike Humphries, Director of Planning & Building Services David Finbow, Planners Shawn Postma and Bryan Pearce, Director of Recreation Shawn Everitt, Facility Manager Aaron McMullen, Director of Finance & IT Services Robert Cummings, Manager of Revenue Ruth Prince and Financial Accountant Renee Ouellette, Communications & Economic Development Coordinator Elizabeth Cornish, Chief Librarian Terri Pope, Deputy Fire Chief A.J. Lake and District Chief Steve Conn.

- The Committee then paused for a moment of Personal Prayer or Reflection.

- Approval of Agenda**

Moved by: R.J. Gamble                      Seconded by: Joe Halos

THAT the Agenda of December, 2013 be approved as circulated, including any items added to the Agenda, Carried.

- No member declared a pecuniary interest with any matter as listed on the Agenda.

- Previous Minutes**

Moved by: Michael Martin                      Seconded by: Joe Halos

THAT the Committee of the Whole adopt the minutes of November 13, 2013 as circulated, including any revisions to be made, Carried.

- Adoption of Consent Agenda**

With the adoption of the Consent Agenda, all Recommendations found within the staff reports at Agenda items **B.3, B.7 and B.11** are then approved or received by the Committee of the Whole, as noted. The Consent Agenda content is available to the public when the Agenda is finalized but is not subject to discussion from the floor at this time, however, representations may be made at subsequent meetings on matters of interest.

Agenda Items B.3, B.7 and B.11 were all requested to be removed from the Consent Agenda for separate review and discussion.

▪ **Appointment of Chairs for 2014**

Moved by: R.J. Gamble                      Seconded by:                      Joe Halos

THAT Councillor Gail Ardiel be appointed as Chair of Finance, Administration and Fire for the 2014 year, Carried.

Moved by: Michael Martin                      Seconded by:                      R.J. Gamble

THAT Councillor Joe Halos be appointed as Chair of Engineering & Public Works and Recreation for the 2014 year, Carried.

Moved by: Gail Ardiel                      Seconded by:                      Joe Halos

THAT Councillor Michael Martin be appointed as Chair of Planning, Building and By-Law Enforcement for the 2014 year, Carried.

**B. Staff Reports, Deputations, Correspondence**

**Finance, Administration and Fire Reports  
To be chaired by Councillor Joe Halos**

**B.1 DEPUTATIONS**

None

**B.2 STAFF REPORTS**

**B.2.1 Service Agreement between Community Connection / 211 and The Town of The Blue Mountains, FD.13.5**

Moved by: Duncan R. McKinlay                      Seconded by:                      Michael Martin

THAT Council receive Staff Report FD.13.5, "Service Agreement between Community Connection/211 and The Town of The Blue Mountains" for their information purposes;

AND THAT the Mayor and Clerk are authorized to sign the Service Agreement with 211, in the form set out as Appendix "A" to Staff Report FD.13.5, Carried.

**B.2.2 2014 Fees and Charges, FIT.13.58**

Moved by: Gail Ardiel                      Seconded by:                      Michael Martin

THAT Council does hereby receive Staff Report FIT.13.58, entitled "2014 Fees and Charges";

AND THAT a Public Meeting to review the proposed Amendments to By-law 2008-113 as amended "Fees & Charges By-law", Schedule "A" - Administration, Schedule "D" - Fire Department Services, Schedule "H" - Recreation Department Services, Schedule "I" - Harbour, Schedule "K" - Ice Rentals and Schedule "L" - Cemetery Fees be held on January 13, 2014, Carried.

### **B.2.3 Revised Integrated Accessibility Standards Regulation Policy, HR.13.04**

Moved by: Duncan R. McKinlay                      Seconded by: Gail Ardiel

THAT Council receive Staff Report HR.13.04 “Revised Integrated Accessibility Standards Regulation Policy”; and

THAT Council approve the “Revised Integrated Accessibility Standards Regulation Policy”, Carried.

### **B.2.4 Personnel Policy Development, CAO.13.13**

Moved by: Michael Martin                              Seconded by: Gail Ardiel

THAT Council receives Staff Report CAO.13.13 entitled “Personnel Policy Development” for information purposes;

THAT Council approves the Corporate Vehicle Policy;

THAT Council approves the Corporate Progressive Discipline Policy;

THAT Council approves the Corporate Sick Days Policy;

THAT Council approves the Corporate Leaves of Absence Policy;

THAT Council approves the Corporate Conference, Seminar & Meeting Attendance & Expenses Policy;

AND THAT Council rescinds the following sections of Township of Collingwood By-Law No. 93-42, being a by-law to consolidate the terms and conditions of employment for employees of the Corporation:

- Section 11.2 – Travel, Use of Township Vehicle
- Appendix “A” – Use of Township Vehicle
- Section 10.7 – Notice of Disciplinary Action
- Section 4.4 – Sick Leave
- Section 3 – Leave of Absence
- Section 11.4 – Expenses
- Section 9 – Hiring of Staff
- Section 16 – Job Posting
- Section 5 – Group Registered Retirement Savings Plan,

Carried.

## **B.3 FINANCE, ADMINISTRATION AND FIRE “INFORMATION REPORTS” AND CORRESPONDENCE TO BE CONSIDERED IN THE ADOPTION OF THE CONSENT AGENDA**

### **B.3.1 Ontario Municipal Partnership Fund – 2014 Allocation, FIT.13.62**

Moved by: Gail Ardiel                                      Seconded by: R.J. Gamble

THAT Council receive Staff Report FIT.13.62, entitled “Ontario Municipal Partnership Fund – 2014 Allocation” for information purposes, Carried.

### **B.3.2 Monthly Financial Report – October 2013, FIT.13.63**

Moved by: Gail Ardiel                      Seconded by: R.J. Gamble

THAT Council receive Staff Report FIT.13.63 “Monthly Financial Report – October 2013” for information purposes, Carried.

### **B.4 CORRESPONDENCE**

None

### **Engineering & Public Works and Recreation Reports To be chaired by Councillor R.J. Gamble**

### **B.5 DEPUTATIONS**

#### **B.5.1 Engineering and Public Works 2013 Slide Show, Reg Russwurm**

Director of Engineering and Public Works, Reg Russwurm presented the Engineering & Public Works Slide Show for 2013 year.

### **B.6 STAFF REPORTS**

#### **B.6.1 Tender Award for the Supply and Installation of Guide Rails 2013-17-T-EPW, EPW.13.098**

Moved by: Duncan R. McKinlay                      Seconded by: Michael Martin

THAT Council receive Report EPW.13.098 entitled “Tender Award for the Supply and Installation of Guide Rails 2013-17-T-EPW”;

AND THAT Council award the purchase of the supply and installation of guide rails to Royal Fence Ltd., a responsive and responsible bidder in the amount of \$122,126.00 plus applicable taxes;

AND THAT the Mayor and the Clerk be authorized to execute the Contract Documents with Royal Fence Ltd, Carried.

#### **B.6.2 No Stopping, Loading or Unloading on Jozo Weider Blvd. and Fairway Court, EPW.13.100**

Moved by: Joe Halos                                      Seconded by: Michael Martin

THAT Council receive Staff Report EPW.13.100, “No Stopping on Jozo Weider Blvd and Fairway Court”;

AND THAT Council enact a By-law to provide for the installation of No Stopping and No Loading and Unloading Signage as described in Report EPW.13.100, Carried.

### **B.7 ENGINEERING & PUBLIC WORKS AND RECREATION “INFORMATION REPORTS” AND CORRESPONDENCE TO BE CONSIDERED IN THE ADOPTION OF THE CONSENT AGENDA:**

### **B.7.1 Capital and Development Status Report, EPW.13.097**

Moved by: Duncan R. McKinlay      Seconded by: Michael Martin

THAT Council receive Staff Report EPW.13.097 entitled "Capital and Development Status Report" for their information, Carried.

### **B.7.2 DWQMS External Audit Results - 2013, EPW.13.088**

Moved by: Duncan R. McKinlay      Seconded by: Michael Martin

THAT Council receive Staff Report EPW.13.088 entitled "DWQMS External Audit Results - 2013" for their information, Carried.

## **B.8 CORRESPONDENCE**

None

### **Planning, Building and By-Law Enforcement Reports To be chaired by Councillor Gail Ardiel**

## **B.9 DEPUTATIONS**

None

## **B.10 STAFF REPORTS**

### **B.10.1 The Blue Mountains Model Home Policy, PL.13.132**

Moved by: Duncan R. McKinlay      Seconded by: Michael Martin

THAT Council receive Staff Report PL.13.132 respecting "The Blue Mountains Model Home Policy" and that Council approve Appendix "A" attached to this Report being "The Blue Mountains Model Home Policy" as revised, Carried.

### **B.10.2 Skyline "Back 9" Draft Plan of Condominium (Lots 9 and 11 and Block 17, Registered Plan 1065, The Town of The Blue Mountains), PL.13.131**

Moved by: Duncan R. McKinlay      Seconded by: Michael Martin

THAT Council receive Staff Report PL.13.131 respecting "Skyline "Back 9" Draft Plan of Condominium (Lots 9 and 11 and Block 17, Registered Plan 1065, The Town of The Blue Mountains) and that Council adopt the recommended conditions for Draft Plan of Condominium as found at Appendix "A" to this Report and that Council direct that the recommended conditions be forwarded to the County of Grey for their consideration as the Approval Authority, Carried.

### **B.10.3 Application for Consent B06-2013 Sean and Julie Regan, Lot 3, Registered Plan 910, Town of The Blue Mountains, PL.13.129**

Moved by: Duncan R. McKinlay      Seconded by: R.J. Gamble

THAT Council receive Staff Report PL.13.129 "Application for Consent B06-2013, Sean and Julie Regan, Lot 3, Registered Plan 910, Town of The Blue Mountains"; and,

THAT Council grant Application for Consent B06-2013 subject to the following condition:

1. That the Applicant provide a description of the land which can be registered in the Land Registry Office,

Carried.

**B.11 PLANNING AND BUILDING “INFORMATION REPORTS” AND CORRESPONDENCE TO BE CONSIDERED IN THE ADOPTION OF THE CONSENT AGENDA:**

**B.11.1 Delegated Authorizations – October 2013, PL.13.123**

Moved by: Duncan R. McKinlay      Seconded by:      Michael Martin

THAT Council receive Staff Report PL.13.123 “Delegated Authorizations – October 2013” for information purposes, Carried.

**B.11.2 By-Law Enforcement Activity – October 2013, B.13.41**

Moved by: Duncan R. McKinlay      Seconded by:      R.J. Gamble

THAT Council receive Staff Report B.13.41 “By-Law Enforcement Activity – October 2013” for information purposes, Carried.

**B.11.3 By-Law Enforcement: Short Term Accommodation Activity – October 2013, B.13.42**

Moved by: R.J. Gamble      Seconded by:      D.R. McKinlay

THAT Council receive Staff Report B.13.42 “By-Law Enforcement: Short Term Accommodation Activity – October 2013” for information purposes, Carried.

**B.11.4 Building Permit Activity – October 2013, B.13.39**

Moved by: Michael Martin      Seconded by:      Joe Halos

THAT Council receive Staff Report B.13.39 “Building Permit Activity: October 2013” for information purposes, Carried.

**B.11.5 Planning and Building Services Department Pending Business List, PL.13.124**

Moved by: Duncan R. McKinlay      Seconded by:      Joe Halos

THAT Council receive Staff Report PL.13.124 “Planning & Building Services Pending Business List” for information purposes, Carried.

**B.12 CORRESPONDENCE**

None

**C. 5:00 PM Public Meetings / Deputations**

Deputy Mayor McKinlay then resumed the Chair.

## **C.1 Statutory Public Meetings**

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

### **C.1.1 Public Meeting: Knechtel, Application for Consent, B07-2013 and Zoning By-Law Amendment, Conc. 2 S. Pt Lot 19 and Pt. Road Allowance and Con 2 Pt Lot 18 & Pt Road Allowance (127 and 131 Happy Valley Road)**

Deputy Mayor McKinlay called the Public Meeting regarding Application for Consent, File No. B07-2013, owner Dave Knechtel, Applicant, Andrew Pascuzzo, D.C. Slade Consultants Inc. Duncan noted the purpose of this consent is to consider a request to re-establish a residential lot that has merged together with an adjacent residential lot. This severance proposes to sever a 2061 square metre parcel and to retain a 1229 square metre parcel. The proposed boundaries for both the severed and retained parcels follow the previous lot lines. Duncan noted that a Zoning By-law Amendment has also been submitted with this application.

Duncan noted the legal description is CON 2 S PT LOT 19 AND PT ROAD ALLOWANCE and CON 2 PT LOT 18 & PT ROAD ALLOWANCE (127 and 131 Happy Valley Road). Duncan noted the severed parcel has a frontage of 33.4 metres, a depth of 60.0 metres and an area of 2061 metres. Duncan noted the retained parcel has a frontage of 40.6 metres, a depth of 30.5 metres and an area of 1229 square metres.

Duncan noted that the property has access on an open and maintained municipal road, has municipal water and does not have municipal sewer. Duncan noted the land is not subject to an Official Plan Amendment and is subject to a zoning by-law amendment

Duncan noted that all property owners within 120 metres (legislation requires 60 metres) of the subject land are hereby notified of the above application for consent.

Duncan noted if a person or public body that files an appeal of a decision of the Council of the Town of The Blue Mountains in respect of the proposed consent does not make written submissions to the Council of the Town of The Blue Mountains before it gives or refuses to give a provisional consent, the Ontario Municipal Board may dismiss the appeal.

Duncan noted that if you wish to be notified of the decision of the Council of the Town of The Blue Mountains in respect of the proposed consent, you MUST make a written submission to: Office of the Clerk, P.O. Box 310, Thornbury, Ontario N0H 2P0.

Duncan then read the Notice of Application and Public Meeting to Consider a Zoning By-Law Amendment noting that the Planning Department of the Corporation of the Town of the Blue Mountains has received an Application for Zoning By-law Amendment, and that the Council of the Corporation of the Town of The Blue Mountains will hold a Public Meeting for the purpose of considering an Application for Zoning By-Law Amendment.

Duncan noted that the purpose of this Public Meeting is to consider a request to re-establish a residential lot that has merged together with an adjacent residential lot (See also Consent File B07-2013). An amendment is required in order to recognize setback encroachments of the existing dwelling and detached shed, as well as to consider a request to increase the minimum side yard setback for the proposed vacant residential lot to be re-created.

Duncan noted that the effect of this By-law is to establish a new minimum rear yard setback of 3.9 metres for the existing dwelling, to establish a new minimum side yard and rear yard setback of 0.9 metres and 1 metre respectively for the existing shed and to establish a new minimum side yard setback of 6.0 metres for the northerly side lot line on the proposed vacant residential lot.

Duncan noted that in support of this application, a Planning Justification Report and Preliminary Servicing and Drainage Strategy has been submitted.

Duncan noted that the lands subject to this By-law are comprised of CON 2 S PT LOT 19 AND PT ROAD ALLOWANCE and CON 2 PT LOT 18 & PT ROAD ALLOWANCE and are locally described as 127 and 131 Happy Valley Road, Town of the Blue Mountains.

Duncan noted that any person or agency may attend the Public Meeting and/or make written or verbal representation either in support of or in opposition to the proposed Amendment.

Duncan noted that if a person or public body does not make oral or written submissions at a public meeting to the Town of The Blue Mountains in respect of the proposed Zoning By-law Amendment, the person or public body is not entitled to appeal the decision of Town Council to the Ontario Municipal Board; and may not be added as a party to the Hearing of an appeal before the Ontario Municipal Board.

The Clerk then noted Notice of the Public Meeting was given in accordance with the provisions of the *Planning Act*, and that in response correspondence was received from Grey County Planning and Development, Grey Sauble Conservation Authority, Niagara Escarpment Commission and Union Gas.

Planner Shawn Postma then reviewed the development proposal.

Councillor Halos then questioned if the location of construction activity would be located in Hazard lands.

Duncan then questioned if the four metre watermain easement is sufficient, Manager of Water and Wastewater Services John Caswell replying the four metre easement currently locates a 14 inch watermain and the Town currently has the minimum amount of easement required, further noting this easement is sufficient.

Councillor Ardiel then questioned the septic tile bed proximity to a watercourse, Shawn replying that Grey Sauble Conservation Authority had no issues with this.

Councillor Martin then questioned if the sideyard setback for the vacant lot is inclusive, Director of Planning and Building David Finbow replying the proposed six metre sideyard setback is measured from the lot line and is to accommodate overhangs.

As no-one else wished to speak Deputy Mayor McKinlay declared the Public Meeting to be adjourned.

## **C.2 Deputations**

None

## **D. New and Unfinished Business**

### **D.1 Notice of Motion**

None



**D.2 Additions to Agenda**

None

**E. Notice of Meeting Dates**

Special Meeting of Council, December 4, 2013 1:00 pm  
Town Hall, Council Chamber

Council Meeting, December 16, 2013 7:00 pm  
Town Hall, Council Chamber

Committee of the Whole Meeting, January 13, 2014 1:00 pm  
Town Hall, Council Chamber

**F. Adjournment**

Moved by: Gail Ardiel                      Seconded by: Joe Halos

THAT this Committee of the Whole meeting does now adjourn at 5:20 p.m. to meet again January 13, 2014, 1:00 pm, Town Hall, Council Chamber, or at the call of the Head of Council or designate, Carried.

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Ellen Anderson, Mayor

.....  
Corrina Giles, Town Clerk