



# Township of Georgian Bluffs Council Agenda

December 11, 2024, 5:00 p.m.

Council Chambers

Township Administration Offices

177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5

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Pages

1. **Call to Order**

2. **Land Acknowledgement Statement**

To be read by Carly Craig, Manager of Legislative Services/Clerk:

We acknowledge with respect, the history, spirituality, and culture of the Anishinaabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. We also recognize, the Metis and Inuit whose ancestors shared this land and these waters. May we all, as Treaty People, live with respect on this land, and live-in peace and friendship with all its diverse peoples.

3. **Approval of Agenda/Additions to the Agenda**

**Recommendation:**

That the agenda be approved as presented.

4. **Declaration of Pecuniary Interest**

5. **Minutes of Previous Meetings**

**Recommendation:**

That the minutes of the Council meeting held on November 20, 2024, be adopted.

**6. Announcements**

**7. Public Hearings**

None

**8. Delegations/Public Question Period**

**8.1 Items On The Agenda**

Any person who wishes to appear before Council regarding an item on the agenda shall make written application to the Clerk, by 3:00 p.m. the day of the meeting. To register: [www.georgianbluffs.ca/delegations](http://www.georgianbluffs.ca/delegations) or call the Clerk's Office at 519-376-2729 ext. 603.

**8.1.1 GEI Consultants - RE: Municipal Drainage Memo - 10 Year Capital Operating**

**Recommendation:**

That the order of business be amended to consider item 13.2.4. immediately following the presentation by GEI Consultants; and

That the Procedure By-Law be waived to allow additional time for presentation of the 10-Year Capital Operating Plan.

**8.2 Items Not On The Agenda**

Any person who wishes to appear before Council regarding an item not on the agenda may make written application to the Clerk, by the Thursday preceding the meeting they wish to speak at. To register: [www.georgianbluffs.ca/delegations](http://www.georgianbluffs.ca/delegations) or all the Clerk's Office at 519-376-2729 ext. 603.

**8.2.1 Municipal Housing Development - Daniel and Adam Segal**

**8.2.2 Kemble Community Centre - Keith Davidson**



## 9. Consent Agenda

### Recommendation:

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

9.1	Correspondence for Council's Information	
9.1.1	Southwestern Ontario Isotope Coalition - Our Isotopes Advantage	29
9.1.2	Letter from Minister Calandra on Additional Residential Units	46
9.1.3	AMO & World Animal Protection Resolution	48
9.2	Minutes	
9.2.1	Multi-Municipal Energy Working Group - September 12, 2024	49
9.2.2	Owen Sound & North Grey Union Public Library - September 26, 2024	70
9.2.3	Grey Sauble Conservation Authority - October 23, 2024	78
9.3	Resolutions From Other Municipalities	
9.3.1	Town of Petrolia - Increase to OPP Provincial Policing Contract	86
9.3.2	Township of King - Requesting the Redistribution of Provincial Land Transfer Tax and GST to Municipalities	87
9.3.3	Township of Papineau - Ontario Building Code	89
9.3.4	Township of Terrace Bay - Support for Billy Bishop Airport	91
9.3.5	Township of North Glengarry - Urging the Government to Promptly Resume the Assessment Cycle	95
9.3.6	Municipality of St. Charles - Public Sector Salary Disclosure	97
9.3.7	Municipality of St. Charles - Ontario Deposit Return	100
9.4	Informational Reports	
9.4.1	CAO2024-036 - 2024 Q3 & Q4 Council Direction Reporting	102

9.4.2	COR2024-053 – 2024 – Annual Accessibility Update - 2024-2028 Multi-Year Accessibility Plan	109
9.4.3	COR2024-054 - 2024 Emergency Planning Updates	113

**10. Consideration of Items Separated from Consent Agenda**

**11. Correspondence**

None

**12. Committee Reports**

12.1	Committee of Whole	175
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**Recommendation:**

That the minutes of the Committee of the Whole meeting held on December 4, 2024, be adopted, including recommendations COW2024-119 to COW2024-124.

12.1.1 Approval of Agenda

COW2024-119

Moved By: Councillor Tobin Day

Seconded By: Councillor Cathy Moore Coburn

**That the delegation by Bob Hope regarding Green Burials be deferred to the January 15, 2025 meeting of Council due to inclement weather; and**

**That the agenda be approved as amended.**

Approved

12.1.2 8.1 Letter of Support from the Georgian Bluffs Climate Action Team - GreenBurials

COW2024-120

Moved By: Councillor Rick Winters

Seconded By: Councillor Cathy Moore Coburn

**That the letter of support from the Georgian Bluffs Climate Action Team be received for information.**

Approved

12.1.3 DEV2024-064 - Award of Contract for Engineering Services for Pottawatomie Watermain Extension

COW2024-121

Moved By: Mayor Sue Carleton

Seconded By: Councillor Isaac Shouldice

**THAT Staff Report DEV2024-064, Award of Contract for RFP 2024-07, Engineering Services for Watermain Extension to the Community of Pottawatomie be received.**

**AND THAT a contract with the firm of WT Infrastructure Solutions Inc. for RFP 2024-07 in the amount of \$387,885.00 (excluding HST) be awarded.**

**AND THAT the Mayor and Clerk be authorized to execute a contract for services.**

Approved

12.1.4 CES2024-16 - 2024-2025 Winter Operations Plan

COW2024-122

Moved By: Councillor Isaac Shouldice

Seconded By: Councillor Cathy Moore Coburn

**That the Proposed Winter Operations Plan, attached as Schedule A to report CES2024-16, be approved.**

Approved

12.1.5 COR2024-050 - Council Committee and Board Appointments

COW2024-123

Moved By: Councillor Rick Winters

Seconded By: Councillor Tobin Day

**That Council hereby appoints members to Township Committees and Boards as follows, as amended:**

1. **That Councillor Ryan Thompson remain the appointed representative on the Owen Sound & North Grey Union Public Library Board;**
2. **That Councillor Rick Winters and Councillor Tobin Day be appointed to the Grey Sauble Conservation Authority Board;**

3. That Councillor Rick Winters remain the appointed representative on the Inter-Township Fire Department Joint Board of Management; and
4. That Councillor Ryan Thompson remain the appointed representative on the Grey County Farm Safety Association Committee; and
5. That Councillor Isaac Shouldice remain the appointed representative on the Physician Recruitment and Retention Committee; and;
6. That Deputy Mayor Grant Pringle remain the appointed representative on the Bruce Veterinary Services Committee; and
7. That Councillor Cathy Moore Coburn be appointed to the Community Schools Alliance; and

That all previously appointed alternates remain the same; and

That the following appointments made in 2024 remain in effect for the remainder of the Council term:

1. That Councillor Cathy Moore Coburn remains the appointed representative to the Grey Bruce OPP Detachment Board; and
2. That Mayor Sue Carleton remains the appointed representative to the Multi-Municipal Energy Working Group; and
3. That Deputy Mayor Grant Pringle remains the appointed representative to the Southwestern Ontario Isotope Coalition; and

That a by-law be presented at the December 11, 2024, meeting of Council to formalize appointments to Committees and Boards ending in November of 2026.

Approved

12.1.6 COR2024-051 - Committee of Adjustment - Council Member Appointments

COW2024-124

Moved By: Mayor Sue Carleton

Seconded By: Councillor Tobin Day

**That report COR2024-051 be received; and**

**That staff be directed to present a by-law for enactment at the December 11, 2024, meeting of Council to appoint Mayor Sue Carleton and Councillor Cathy Moore Coburn to the Committee of Adjustment, expiring December 11, 2025.**

Approved

### 13. Staff Reports

13.1 Office of the CAO

13.1.1 2024 Year-End Report

183

**Recommendation:**

That the 2024 Year-End Report be received for information.

13.2 Development and Infrastructure

13.2.1 DEV2024-069 - Zoning By-law Amendment - Z05-24 (Weppler)

209

**Recommendation:**

That staff report "DEV2024-069, Z05/24 Weppler Zoning By-law" be received for information, and;

That the Mayor and Clerk be authorized to sign the zoning by-law amendment related to this proposal as substantially contained in this report.

13.2.2 DEV2024-070 - Zoning By-law Amendment - Z06-24 (Hutchinson)

225

**Recommendation:**

That staff report "DEV2024-070, Z06/24 Hutchinson Zoning By-law" be received for information, and;

That the Mayor and Clerk be authorized to sign the zoning by-law amendment related to this proposal as substantially contained in this report.

13.2.3	DEV2024-071 - Cobble Beach Plan 42T-2004-02 Request for Draft Plan Extension	236
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**Recommendation:**

That correspondence from Design Plan Services, dated November 27, 2024, regarding the request for an extension of draft approval for Plan of Subdivision 42T-2004-02 for Georgian Villas Inc. (Cobble Beach) be received, and,

That Council support the request for a three-year extension of draft approval for Plan of Subdivision 42T-2004-02 for Georgian Villas Inc. to February 16, 2028, and,

That staff be directed to forward the motion in support of the request to the County of Grey.

13.2.4	DEV2024-072 - Municipal Drain Capital Operating Plan Memo	263
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**Recommendation:**

That the Municipal Drain Capital Operating Plan be received for information.

**14. By-laws**

14.1 Zoning By-laws

14.1.1	By-Law 2024-063 - Z06-24 Hutchinson	285
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See item 13.1.2.

Being a By-law to amend Zoning By-law No. 2020-020, as amended, of the Township of Georgian Bluffs.

**Recommendation:**

Whereas, Council has given consideration to the written comments submitted by the agencies in the decision on proposed Zoning By-law Amendment Application Z-06-24 for Larry Hutchinson, for property legally described at Pt Lot 31 Plan 857, Part 6 RP 16R-3098; and

Whereas Council has considered oral submissions made at the Public Meeting;

Therefore be it resolved that Council of the Township of Georgian Bluffs is satisfied that the proposed amendment is consistent with the Provincial Policy Statement 2020 and other governing regulations; and

That By-law 2024-063 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.

14.1.2 By-Law 2024-064 - Z05-24 Wepler

287

See item 13.2.1.

Being a By-law to amend Zoning By-law No. 2020-020, as amended, of the Township of Georgian Bluffs.

**Recommendation:**

Whereas, Council has given consideration to the written comments submitted by the agencies in the decision on proposed Zoning By-law Amendment Application Z-05-24 for Rob and Erin Wepler, for property located at 117064 Concession 9 (Derby); and

Whereas Council has considered oral submissions made at the Public Meeting;

Therefore be it resolved that Council of the Township of Georgian Bluffs is satisfied that the proposed amendment is consistent with the Provincial Policy Statement 2020 and other governing regulations; and

That By-law 2024-064 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.

14.2 Other By-laws

- 14.2.1 By-Law 2024-065 - Updated Reserve and Reserve Fund Policy 289
- Further to report COR2024-044 and recommendation RES2024-235 approved at the November 12, 2024, Special Council meeting: Special Council Meeting - November 12, 2024
- Being a By-law to adopt a Reserve and Reserve Fund Policy for the Township of Georgian Bluffs and repeal By-law 2019-090.
- Recommendation:**  
That By-law 2024-065, being a By-law to adopt a Reserve and Reserve Fund Policy for the Township of Georgian Bluffs and repeal By-law 2019-090, 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.
- 14.2.2 By-Law 2024-066 - Updated Emergency Plan 305
- See item 9.4.3.
- Being a By-law to adopt the 2024 Emergency Management Plan and Program for the Township of Georgian Bluffs.
- Recommendation:**  
That By-law 2024-066, being a By-law to adopt the 2024 Emergency Management Plan and Program 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.
- 14.2.3 By-Law 2024-067 - Council Committee and Board Appointments 362
- See item 12.1.6.
- Being a By-law to appoint members of Council to various Committees and Local Boards.
- Recommendation:**  
That By-law 2024-067, being a By-law to appoint members of Council to various Committees and Local Boards, 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.



14.2.4 By-Law 2024-068 - Council Committee of Adjustment Appointments

366

See item 12.1.7.

Being a By-law to appoint members of Council to the Committee of Adjustment for the Township of Georgian Bluffs.

**Recommendation:**

That By-law 2024-068, being a By-law to appoint members to the Committee of Adjustment for the Township of Georgian Bluffs, 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.

**15. Unfinished Business**

None

**16. New Business**

None

**17. Notice of Motion**

**18. Closed Session**

**Recommendation:**

That the Council of the Township of Georgian Bluffs hereby moves into closed session at \_\_:\_\_ p.m. in the Council Chambers with the Chief Administrative Officer and Manager of Legislative Services/Clerk remaining in the room to discuss:

18.1 personal matters about an identifiable individual, including municipal or local board employees (open meeting exemption "b" of section 239(2) of the Municipal Act, 2001) - CAO Performance Check-In

**19. Confirming By-law**

367

**Recommendation:**

That By-law No. 2024-069, being a by-law to confirm the proceedings of Council on December 11, 2024, 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.

**20. Date of Next Regular Meeting/Adjournment**

Council - Wednesday, January 15, 2024 at 5:00 p.m.



# Township of Georgian Bluffs

## Council Minutes

**November 20, 2024, 5:00 p.m.**  
**Council Chambers**  
**Township Administration Offices**  
**177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5**

Members Present: Mayor Sue Carleton  
Councillor Cathy Moore Coburn  
Deputy Mayor Grant Pringle  
Councillor Ryan Thompson  
Councillor Rick Winters  
Councillor Tobin Day  
Councillor Isaac Shouldice

Members Absent: Councillor Cathy Moore Coburn

Staff Present: Brittany Drury, Deputy CAO/Director of Corporate Services  
Carly Craig, Manager of Legislative Services/Clerk  
Samantha Buchanan, Treasurer  
Rayburn Murray, Deputy Clerk  
Niall Loble, Chief Administrative Officer  
Michael Benner, Director of Development and Infrastructure  
Jodi Ward, Legislative Services Coordinator

**This document can be made available in other accessible formats or with communications supports as soon as practicable and upon request.**

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**1. Call to Order**

Mayor Sue Carleton called the meeting to order at 5:02 p.m.

**2. Land Acknowledgement Statement**

Mayor Sue Carleton opened the meeting with the land acknowledgement statement.

**3. Approval of Agenda/Additions to the Agenda**

RES2024-238

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Rick Winters

**That the agenda be approved as presented.**

Carried

**4. Declaration of Pecuniary Interest**

None declared.

**5. Minutes of Previous Meetings**

5.1 November 6, 2024

RES2024-239

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Rick Winters

**That the minutes of the Council meeting held on November 6, 2024, be adopted.**

Carried

5.2 November 12, 2024

Councillor Isaac Shouldice and Councillor Ryan Thompson joined the meeting at 5:04 p.m.

RES2024-240

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Rick Winters

**That the minutes of the Special Council meeting held on November 12, 2024, be adopted.**

Carried

**6. Announcements**

None.

**7. Public Hearings**

None.

**8. Delegations/Public Question Period**

8.1 Items On The Agenda

None.

8.2 Items Not On The Agenda

None.

**9. Consent Agenda**

RES2024-241

Moved By: Councillor Rick Winters

Seconded By: Councillor Ryan Thompson

**That Council of the Township of Georgian Bluffs adopt the Consent Agenda for information, as circulated, less items 9.1.1 and 9.1.4; and**

**That all items contain herein be approved.**

Carried

9.1 Correspondence for Council's Information

9.1.1 Multi-Municipal Energy Working Group - Chasing the Wind - The value of wind generation in a low-emission nuclear and hydro-dominant grid: the case for Ontario

9.1.2 Light it Up for Disability Awareness Month - Thank You

9.2 Minutes

9.2.1 Grey Sauble Conservation Authority - September 25, 2024

9.3 Resolutions From Other Municipalities

9.3.1 City of Cambridge - Homelessness, Mental Health, Safety and Addiction Crisis

9.4 Informational Reports

None

**10. Consideration of Items Separated from Consent Agenda**

10.1 Derek DeVries - Maintenance of Road Allowance Between Lots 15 and 16 Off Grey Road 170 (Shallow Lake)

Councillor Rick Winters referred to the correspondence from residents and asked that the level of service be supported.

10.2 Mark and Heather Stewart - Maintenance of Road Allowance Between Lots 15 and 16 Off Grey Road 170 (Shallow Lake)

Councillor Rick Winters referred to the correspondence from residents and asked that the level of service be supported.

RES2024-242

Moved By: Councillor Rick Winters

Seconded By: Deputy Mayor Grant Pringle

**That items 9.1.1 and 9.1.4 be received for information; and**

**That staff be directed to resume maintenance on the Road Allowance Between Lots 15 and 16 Off Grey Road 170 (Shallow Lake).**

Carried

Councillor Isaac Shouldice left the meeting at 5:09 p.m. and returned at 5:12 p.m.

**11. Correspondence**

None.

**12. Committee Reports**

12.1 Committee of Whole

RES2024-243

Moved By: Councillor Ryan Thompson

Seconded By: Councillor Tobin Day

**That the minutes of the Committee of the Whole meeting held on November 13, 2024, be adopted, including recommendations COW2024-111 to COW2024-118, less COW2024-115; and**

**That all items contained herein be approved.**

Carried

12.1.1 Public Hearings

COW2024-111

Moved By: Councillor Rick Winters

Seconded By: Councillor Tobin Day

**That the regular meeting of Committee of the Whole be recessed to hold a public hearing for Zoning By-law Amendment Z-07-24 for 2036595 Ontario Inc / Stephan Barclay.**

Approved

12.1.2 DEV2024-058 - Z07/24 Barclay Public Meeting Report

COW2024-112

Moved By: Councillor Rick Winters

Seconded By: Councillor Isaac Shouldice

**That staff report DEV2024-058 - Z07/24 Barclay Public Meeting be received for information related to the November 13, 2024, Public Meeting.**

Approved

12.1.3 DEV2024-058 - Z07/24 Barclay Public Meeting Report

COW2024-113

Moved By: Councillor Tobin Day

Seconded By: Councillor Isaac Shouldice

**The public hearing was adjourned at 5:14 p.m.**

Approved

12.1.4 CAO2024-035 - Georgian Bluffs Vision 2050 and 2025-2030  
Strategic Plan

COW2024-114

Moved By: Mayor Sue Carleton

Seconded By: Councillor Tobin Day

**That the “View from the Top Strategic Plan 2025 – 2030” as appended to report CAO2024-035 be approved; and**

**That staff be directed to present a by-law to adopt the 2025-2030 Strategic Plan at a future meeting of Council.**

Approved

12.1.5 COR2024-045 - Award of RFP 2024-14 – Surplus Scrap Metal

COW2024-116

Moved By: Councillor Isaac Shouldice

Seconded By: Councillor Rick Winters

**That report COR2024-045 - Surplus Scrap Metal be received; and**

**That Staff be directed to enter into an agreement with All Ontario Recycling for the sale of surplus scrap metal, machinery, and equipment with All Ontario Recycling to be responsible for all costs associated with the removal of the surplus scrap metal and related waste materials.**

Approved

12.1.6 COR2024-046 - Mid Term Procedure By-Law Update

COW2024-117

Moved By: Councillor Tobin Day

Seconded By: Councillor Isaac Shouldice

**That report COR2024-046 be received; and**



**That staff be directed to present an amending By-Law to enact updates to By-Law 2019-125 - Procedure By-Law as presented in Schedule "A".**

Approved

12.1.7 COR2024-047 - Communications and Social Media Use Policies

COW2024-118

Moved By: Councillor Isaac Shouldice

Seconded By: Mayor Sue Carleton

**That the Communications Policy and Social Media Use Policies as appended to report COR2024-047 be approved to establish consistent, strategic approaches for public communication and social media engagement; and**

**That staff be directed to present a By-Law to adopt the policies at a future meeting of Council.**

Approved

**13. Items Pulled from Committee of the Whole**

13.1 DEV2024-059 - Shared Building Services with the City of Owen Sound

Councillor Rick Winters asked staff to confirm that the agreement will be presented to Council for review. Staff provided confirmation and indicated that the intention is for a one-year review period of the agreement and service.

COW2024-115

Moved By: Councillor Tobin Day

Seconded By: Councillor Ryan Thompson

**That staff report DEV2024-059, Shared Building Services with the City of Owen Sound be received for information, and;**

**That pending discussion and approval by the City of Owen Sound Council, staff be directed to transition the Shared Building Services pilot program with the City of Owen Sound**

**into a full Shared Service for the provision of Building Services, and;**

**That pending discussion and approval by the City of Owen Sound Council, staff be directed to present an agreement and corresponding by-law for the provision of Shared Building Services with the City of Owen Sound, as per this report, to be reviewed annually.**

Approved

RES2024-244

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Isaac Shouldice

**That recommendation COW2024-115 be approved.**

Carried

## **14. Staff Reports**

### **14.1 Corporate Services**

#### **14.1.1 COR2024-048 - Cemetery Fee Review & 2025 Recommendations**

The Clerk provided an overview of the report. She noted the cost-analysis among neighboring communities and highlighted the cost recovery approach for the increase in fees.

She responded to questions of Council noting the difference between the plot transfer fee and the interment rights search fee.

RES2024-245

Moved By: Councillor Rick Winters

Seconded By: Councillor Tobin Day

**That Council receive report COR2024-048 for information; and**

**That staff be directed to incorporate the proposed 2025 Cemetery Fee Structure in the draft 2025 Fees & Charges By-Law.**

Carried

**15. By-laws**

15.1 Zoning By-laws

Nil

15.2 Other By-laws

15.2.1 By-law 2024-058 - Fire Department Cost Recovery

Councillor Ryan Thompson asked for clarification regarding Section 2 within the By-law.

RES2024-246

Moved By: Councillor Rick Winters

Seconded By: Councillor Isaac Shouldice

**That By-law 2024-058, being a By-law to authorize cost recovery (fees) with respect to the fire department specific response, 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

15.2.2 By-law 2024-059 - Authorize an Agency Agreement with Fire Marque

RES2024-247

Moved By: Councillor Isaac Shouldice

Seconded By: Deputy Mayor Grant Pringle

**That By-law 2024-059, being a By-law to authorize an Agency Agreement with Fire Marque Inc, 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 2024-060 - Keppel Sarawak School Zone

RES2024-248

Moved By: Councillor Tobin Day

Seconded By: Councillor Rick Winters

**That By-law 2024-060, being a By-law to designate certain roads as forming a School Zone and authorize the required speed limit reductions, 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 2024-061 - Amend Procedure By-Law

RES2024-249

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Ryan Thompson

**That By-law 2024-061, being a By-law to amend Procedure By-Law 2019-125, 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**

None.

**17. New Business**

None.

**18. Notice of Motion**

None.

**19. Closed Session**

None.

**20. Confirming By-law**

RES2024-250

Moved By: Deputy Mayor Grant Pringle

Seconded By: Councillor Ryan Thompson

**That By-law No. 2024-062, being a by-law to confirm the proceedings of Council on November 20, 2024, 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**

Committee of the Whole - Wednesday, December 4, 2024 at 5:00 p.m.

Council - Wednesday, December 11, 2024 at 5:00 p.m.

Moved By: Councillor Rick Winters

Seconded By: Councillor Ryan Thompson

**That the meeting be adjourned at 5:30 p.m.**

Carried

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Mayor, Sue Carleton

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Clerk, Carly Craig

Segal Construction is committed to addressing Ontario’s housing crisis by building affordable, energy-efficient homes through innovative public-private partnerships. In alignment with Bill 23, More Homes Built Faster Act, we are delivering homes at or below Ontario’s Affordable Purchase Price for detached homes, supporting the province's goal of 1.5 million new homes by 2031. Our goal is to provide attainable housing for first-time buyers, retirees, and workers.

**FLEXIBLE LIVING FOR EVERY STAGE OF LIFE**



**First-time buyers**

Accessible, affordable homes designed to help buyers enter the housing market.



**Retirees**

Single-level, accessible homes, perfect for those looking to downsize.



**Worker housing**

Ideal for municipalities in need of temporary or permanent accommodations for local workers.

**OUR HOMES ARE RISK-ADJUSTED TO MEET DEMAND,  
MINIMIZING INVESTMENT RISKS WHILE OFFERING  
FLEXIBILITY TO MUNICIPALITIES:**



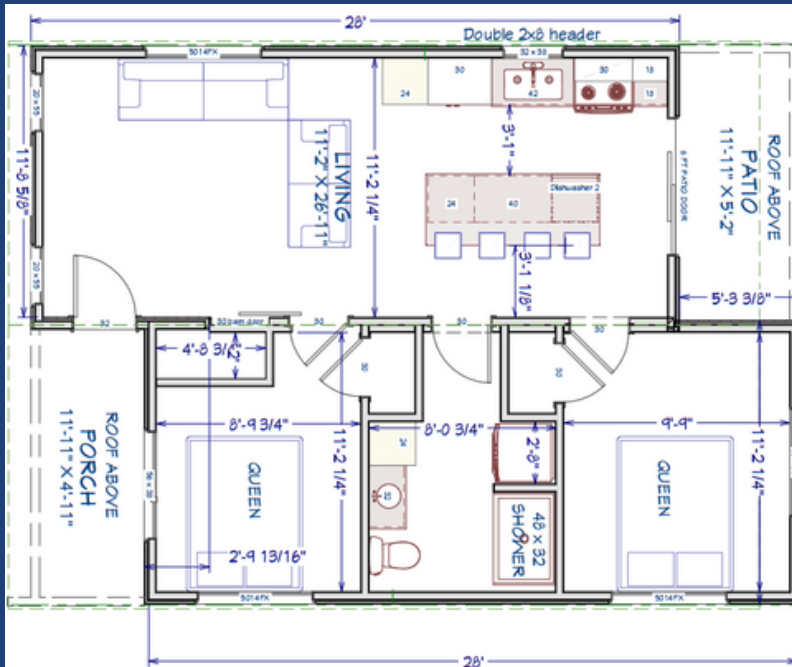
Low initial cost of investment to phase construction based on demand..

Prefabricated construction ensures cost efficiency and high-quality standards.



Rapid deployment ensures homes are built quickly, allowing communities to grow without delay.

**A SMART INVESTMENT FOR HOMEOWNERS  
AND MUNICIPALITIES**



With a 10% IRR over 30 years, this model is a smart, long-term investment for both buyers and municipalities, backed by a Tarion warranty for peace of mind.

**IF YOUR COUNCIL IS INTERESTED IN BEING PART OF THIS MOVEMENT, I WOULD APPRECIATE A COMMITMENT IN ONE OR MORE OF THE FOLLOWING AREAS:**

My ambitious goal for 2025 is to build 1,000 units, starting with phase one, which includes developing five compact communities across Ontario. Three municipalities have already signaled a willingness to partner, leaving two remaining spots for municipalities interested in addressing housing needs through this innovative solution.



## THE ASK

### **Facilitating Construction:**

Support by adopting flexible bylaws to streamline development, modeled after successful strategies from municipalities south of the border.



### **Access to Land:**

Providing access to serviced or unserviced land that is suitable for the project.



### **Financial Support for Services:**

A commitment to provide or finance essential community services such as roads, drainage, street lighting, and electrical infrastructure.



### **Mutual Non-Disclosure Agreements (NDA):**

Given the unpaid time invested in developing this scalable model, I request mutual NDAs to protect intellectual property and sensitive information shared during our discussions.

 **Contact Us**

Contact Us Today

To learn more to explore how your municipality can partner with us and bring this innovative housing solution to your community, contact our sales team:

Daniel Segal – Builder / Owner

Phone: 647-773-7946

Email: [Torontolaneway@gmail.com](mailto:Torontolaneway@gmail.com)

Web: [www.segalconstruction.ca](http://www.segalconstruction.ca)



**SOUTHWESTERN ONTARIO  
ISOTOPE COALITION**

# Our isotopes advantage

## SOIC Co-Chair reflections

SOIC continues to **secure meaningful partnerships** with public and private entities. Driving awareness and advocacy efforts, the Coalition will also **leverage innovation to support the region's isotope ecosystem** for years to come.

**Jessica Linthorne**

President & CEO, Nuclear Innovation Institute

# Our logistical advantages

This region can help build out the isotopes value chain because of:

- ▶ Bruce Power site
- ▶ Isotope production system
- ▶ Supportive municipal governments
- ▶ Existing isotope ecosystem



# Key infrastructure

## Bruce Power reactors



## Rural hospitals



## Innovation hub



## Strong coalitions



## Research & education



# Our logistical advantages

- ▶ Local packaging and logistics expertise
- ▶ Regional and international airports
- ▶ Less than three-hour drive from Toronto



# By the numbers: isotopes in Southwestern Ontario

**40%**

of global single-use  
medical equipment  
sterilized with  
Bruce Power  
Cobalt-60

**2x**

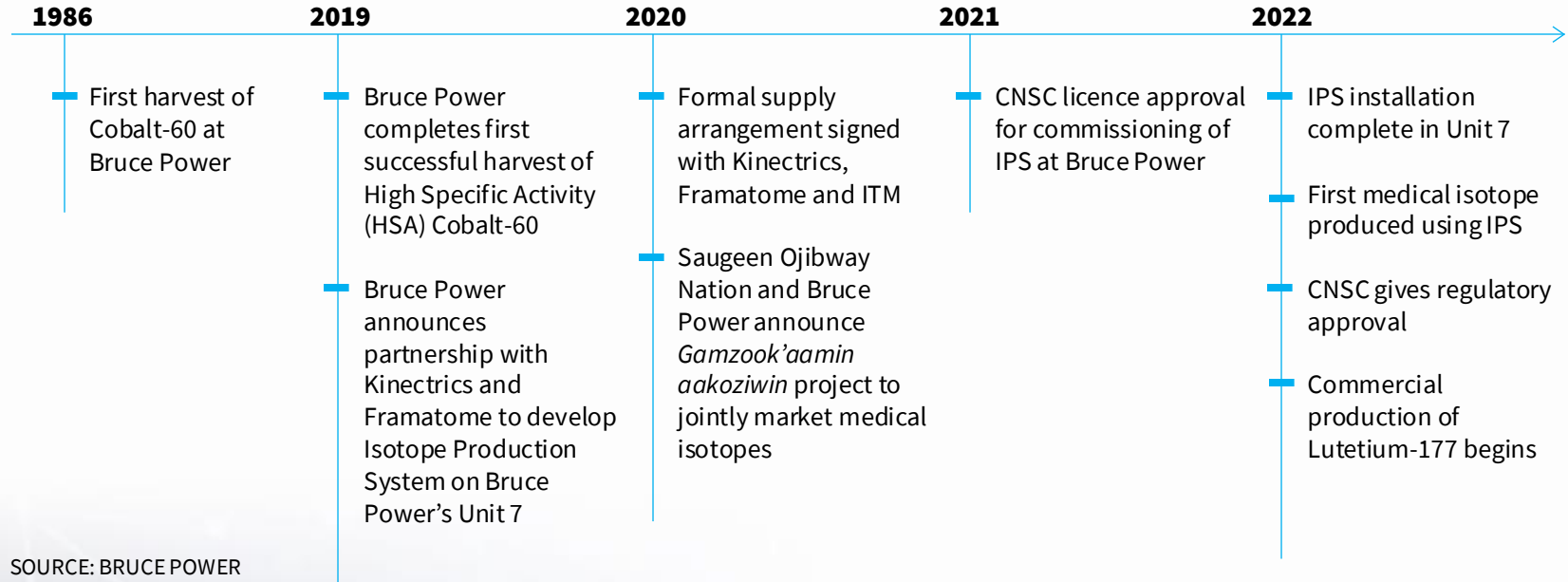
Lutetium-177 production  
started in 2024 to treat  
diseases like prostate  
cancer

**28**

SOIC regional partners...  
and growing!



# Timeline of our isotope production



SOURCE: BRUCE POWER

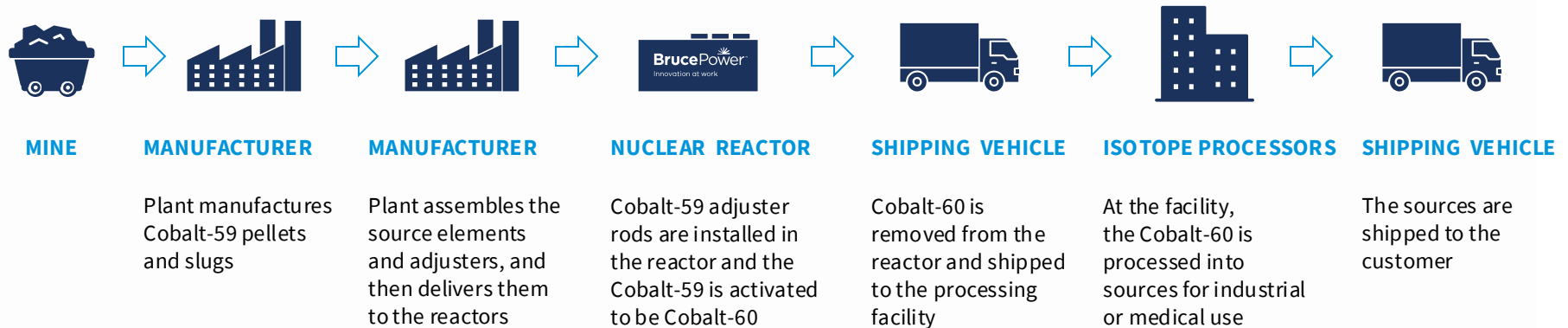
## SOIC Co-Chair reflections

As isotope demand grows, Canada is **on the verge of a transformative opportunity**. By uniting through initiatives like SOIC, our communities can position themselves not just as contributors to isotope production but as **drivers of Canada's growing role as an isotopes powerhouse**.

**James Scongack**

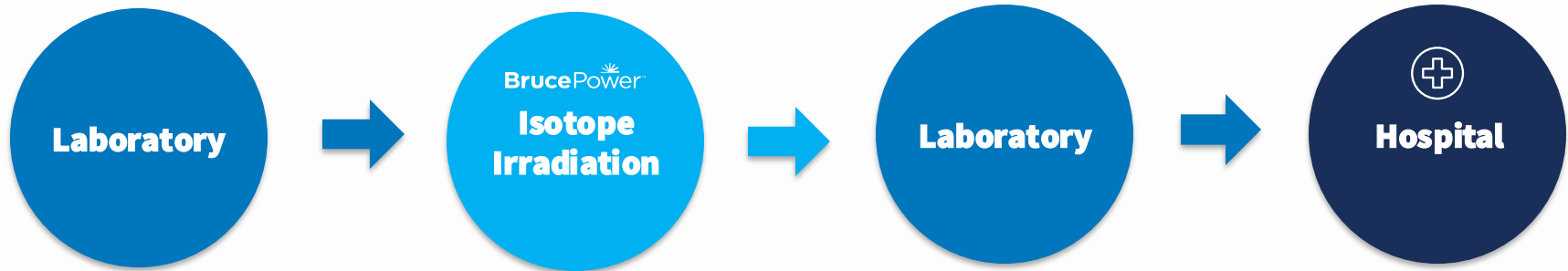
Chief Operating Officer & Executive VP, Bruce Power

# Isotope production chain: Cobalt-60



SOURCE: BRUCE POWER

# Isotope production chain: Lutetium-177



Fresh targets sent to Bruce Power

Irradiated targets sent to laboratory

Pharmaceutical Lu-177 sent to hospitals

There is no incremental long-term radioactive waste generated by the radio-isotope production.

# Southwestern Ontario isotope ecosystem



# SOIC partner spotlight



## SOIC Co-Chair reflections

The *Gamzook'aamin aakoziwin* partnership represents an opportunity for us to **not only help our own people**, but all people across the globe. We're teaming up on the sickness so that **the next seven generations** may enjoy a cancer-free future.

**Theron Solomon**

Councillor, Chippewas Of Nawash Unceded First Nation

# SOIC partner spotlight

## Collingwood

- Isowater

## Goderich

- Gateway Centre of Excellence in Rural Health
- Huron County
- Huron Health System

## Hanover

- Town of Hanover

## Kincardine

- Framatome
- Town of Kincardine

## London

- Western University

## Oakville

- Promotion

## Owen Sound

- A.I. VALI INC.
- Brightshores Health Systems
- BWXT Medical
- City of Owen Sound
- Georgian College
- Grey County
- STEVCON Packaging & Logistics Ltd.
- Township of Georgian Bluffs

## Port Elgin

- Nuclear Innovation Institute
- Town of Saugeen Shores
- Fermi Solutions

## Saugeen Ojibway Nation

- Gamzook'aamin aakoziwin

## Tiverton

- Bruce Power
- Kinectrics

## Toronto

- Canadian Nuclear Isotope Council

## Walkerton

- Bruce County
- Municipality of Brockton

## Western Ontario

- Western Ontario Wardens Caucus Inc.

## Wingham

- Township of North Huron



# SOIC partner spotlight



## SOIC Co-Chair reflections

By leveraging our region's potential in isotope production and development, we position ourselves as **a leader in innovation and global health**. We aim to attract **key isotope initiatives** for a healthier, sustainable future for people in our region and around the world.

**Ian Boddy**

Mayor, City of Owen Sound

# Questions?



[info@nii.ca](mailto:info@nii.ca)



[soic.ca](http://soic.ca)



Scan to learn more

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer  
Office of The Clerk

**[name of municipality] RESOLUTION**  
**Provincial regulations needed to restrict keeping of non-native (“exotic”) wild animals**

**WHEREAS** Ontario has more private non-native (“exotic”) wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

**WHEREAS** the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native (“exotic”) wild animals in captivity; and,

**WHEREAS** non-native (“exotic”) wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

**WHEREAS** the keeping of non-native (“exotic”) wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

**WHEREAS** owners of non-native (“exotic”) wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

**WHEREAS** municipalities have struggled, often for months or years, to deal with non-native (“exotic”) wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

**AND WHEREAS** the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection’s campaign for provincial regulations of non-native (“exotic”) wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

**THEREFORE, BE IT RESOLVED THAT** [given the recent [enter incidents if any]], the [name municipality] hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native (“exotic”) wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario’s citizens and the non-native (“exotic”) wild animal population;

**AND BE IT FURTHER RESOLVED** that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca)), Ontario Solicitor General ([michael.kerzner@ontario.ca](mailto:michael.kerzner@ontario.ca)), Ontario Minister for Natural Resources and Forestry ([graydon.smith@ontario.ca](mailto:graydon.smith@ontario.ca)) and MPP [name and email address provincial representative], AMO ([amo@amo.on.ca](mailto:amo@amo.on.ca)), AMCTO ([advocacy@amcto.com](mailto:advocacy@amcto.com)), and MLEAO ([mleo@mleo.ca](mailto:mleo@mleo.ca)).

**Multi Municipal Energy Working Group  
MINUTES**

**MMEWG-2024-04  
Thursday, September 12, 2024, 7:00 p.m.  
Virtually via Microsoft Teams**

Members Present: Mark Davis - Municipality of Arran-Elderslie - Citizen  
Appointee  
Ryan Nickason - Municipality of Arran-Elderslie  
Scott Mackey - Township of Chatsworth  
Dan Wickens - Municipality of Grey Highlands  
Jim Hanna - Township of Huron Kinloss  
Todd Dowd - Municipality of Northern Bruce Peninsula  
Sue Carleton - Township of Georgians Bluffs  
Stewart Halliday - Municipality of Grey Highlands -  
Citizen Appointee

Others Present: Julie Hamilton - Recording Secretary  
Bill Palmer - Technical Advisor

**1. Meeting Details**

**2. Call to Order**

The Chair and Vice-Chair were not in attendance. Member Mackey volunteered to be the Acting Chair and called the meeting to order at 7:05 pm. A quorum was present.

**3. Adoption of Agenda**

**MMEWG-2024-09-12-01**

**Moved by:** Dan Wickens - Municipality  
of Grey Highlands

**Seconded by:** Ryan Nickason -  
Municipality of Arran-  
Elderslie

Be It Resolved that the Multi-Municipal Energy Working Group hereby adopts the agenda of the Thursday, September 12, 2024 as distributed by the Recording Secretary.

**Carried**

**4. Disclosures of Pecuniary Interest and General Nature Thereof**

There were no disclosures made by the Members.

**5. Minutes of Previous Meetings**

**5.1 MMEWG May 9, 2024 Minutes**

**MMEWG-2024-09-12-02**

**Moved by:** Sue Carleton - Township of Georgians Bluffs

**Seconded by:** Todd Dowd - Municipality of Northern Bruce Peninsula

Be It Resolved that the Multi-Municipal Energy Working Group hereby approves the minutes of the Thursday, May 9, 2024 meeting as presented by the Recording Secretary.

**Carried**

**6. Business Arising from the Minutes**

**6.1 Grey County Committee Report - Battery Energy Storage Systems**

**MMEWG-2024-09-12-03**

**Moved by:** Ryan Nickason - Municipality of Arran-Elderslie

**Seconded by:** Todd Dowd - Municipality of Northern Bruce Peninsula

Be It Resolved that the Multi-Municipal Energy Working Group hereby receives agenda item, 5.1, Grey County Committee Report - Battery Energy Storage Systems, for information.

**Carried**

**7. Delegations/Presentations**

**7.1 Chasing The Wind - Article by Edgardo Sepulveda**

Mr. Sepulveda provided the members with a high-level overview of his article titled "Chasing the Wind" which discusses the value



of wind generation in a low emission nuclear and hydro-dominant grid, the case in Ontario.

He made a presentation to the Members which is appended hereto to form a part of the minutes.

By his calculation, wind should be \$46.00 per MWH, which is much lower than the \$151.00 per MWH that is being paid currently, a result of the contracts that were issued under the Green Energy Act. He provides an analysis of how strong the wind blows in Ontario as compared to the other regions. Ontario's wind power is not aligned with demand. It tends to die in the summer, when the demand is needed the most.

Acting Chair Mackey opened the floor for questions.

Technical Advisor, Bill Palmer, noted a discrepancy in the legend of Figure 7. Mr. Sepulveda concurred and will provide an updated version which has been appended hereto to form a part of the minutes.

Mr. Howard raised the question about whether this information would be beneficial to be sent to municipalities who are potentially going to be faced with wind proposals. Mr. Sepulveda notes that the report shows that wind is not invaluable and we should not be paying more than it is worth for it. One of the objectives of the report was to show that we need to have a balance. Wind is not invaluable, that it is expensive, it has limited use and it has its pros and cons. Municipalities should be given the authority to determine whether wind is a good for them or not. The article provides an economic value to wind so that everyone can make informed decisions.

Acting Chair Mackey questioned what the province was prepared to pay in light of the \$46.00/MWH value in the presentation. Mr. Sepulveda noted that Minister Lecce announced the new round of procurements and has asked IESO to provide more details by the end of September and procurement is expected to be completed by 1st quarter 2026. There is potentially still time to influence what the government is willing to pay and the government is committed to competitive procurement. He would like to see the IESO establish a maximum price of \$46.00/MWH and all bids must be below that. Previous procurement prices have been in the \$80.00/MWH range. Based on the current position of the IESO, they are desperately looking for power and it does not appear that will happen but it is hopeful that this report may influence that.

The report does not consider the cost of the Battery Energy Storage System's required to take the excess power from when the wind is blowing. It takes the grid as is at this point in time.

Acting Chair Mackey thanked Mr. Sepulveda for his presentation.

**MMEWG-2024-09-12-04**

**Moved by:** Mark Davis - Municipality of Arran-Elderslie - Citizen  
Appointee

**Seconded by:** Stewart Halliday - Municipality of Grey Highlands - Citizen  
Appointee

Be It Resolved that the Multi-Municipal Energy Working Group hereby receives Mr. Sepulveda's presentation regarding his article "Chasing the Wind"; and

Directs the Recording Secretary to circulate the revised version of the report to Technical Advisor, Bill Palmer, for review and approval prior to circulation; and

That it be forwarded to all member municipalities and all municipalities in Grey, Bruce and Huron Counties.

**Carried**

**7.2 IESO Update - Warren Howard**

Mr. Howard made a presentation to the Members on the recent updates relating to the IESO energy procurement processes. Since drafting the presentation, new documentation has been released. Mr. Howard will circulate a revised presentation which is appended to these minutes.

Vice-Chair Hanna joined the meeting during the presentation however was having technical difficulties. Acting Chair Mackey agreed to continue as Acting Chair for remainder of the meeting.

Acting Chair Mackey opened the floor for questions and raised a question regarding the current unwilling hosts and Chatham Kent. An unwilling host resolution recently failed in Chatham Kent which ignited opposition to wind turbines. Things are problematic in Chatham Kent because there is a proposal in the

same soil groups as the one in North Kent which has the well water problems.

One additional resolution was added to the list in Algoma District and in the City of Kawartha Lakes, a councillor attempted to have an unwilling host resolution repealed and the motion failed.

There are 159 unwilling host municipalities at this time.

Mr. Sepulveda raised a question if there had been discussions in the IESO process that there be a maximum price for generation resources or how it may be received. Mr. Howard has noted it had not been discussed and recommends working with the minister to provide direction to the IESO on this matter.

Member Davis left the meeting at 8:27 p.m.

Member Halliday noted that Grey County was discussing the impact of the new Provincial Policy and recalls the County in the past had made some regulatory provisions as part of its official plan which may be helpful.

#### **MMEWG-2024-09-12-05**

**Moved by:** Dan Wickens - Municipality of Grey Highlands

**Seconded by:** Todd Dowd - Municipality of Northern Bruce Peninsula

Be It Resolved that the Multi-Municipal Energy Working Group hereby receives for information Mr. Howard's presentation, IESO Update.

**Carried**

### **7.3 Board of Health Delegation Follow Up - Bill Palmer**

Mr. Palmer provided a brief update of his delegation to the Board of Health which has been appended hereto to form a part of the minutes.

Member Halliday enquired how health was defined by Public Health Ontario in relation to physical versus mental conditions. Mr. Palmer noted that Public Health Ontario has determined that wind turbines were not a "direct" public health concern.

#### **MMEWG-2024-09-12-06**

**Moved by:** Todd Dowd - Municipality  
of Northern Bruce  
Peninsula

**Seconded by:** Dan Wickens - Municipality  
of Grey Highlands

Be It Resolved that the Multi-Municipal Energy Working Group hereby receives for information Mr. Palmer's follow up in relation to the Board of Health delegation.

**Carried**

## **8. Correspondence**

### **8.1 Requiring Action**

8.1.1 Letter from Arran-Elderslie Re: Recording Secretary

#### **MMEWG-2024-09-12-07**

**Moved by:** Sue Carleton - Township of  
Georgians Bluffs

**Seconded by:** Dan Wickens - Municipality  
of Grey Highlands

Be It Resolved that the Multi-Municipal Energy Working Group hereby defer this item to the next meeting agenda for discussion.

**Carried**

### **8.2 For Information**

#### **MMEWG-2024-09-12-08**

**Moved by:** Ryan Nickason -  
Municipality of Arran-  
Elderslie

**Seconded by:** Dan Wickens - Municipality  
of Grey Highlands

Be It resolved that the Multi-Municipal Energy Working Group hereby receives, notes and file the correspondence for information purposes.

**Carried**

8.2.1 IESO Feedback Submissions

8.2.2 Minister of Energy Letter - Protection of Agricultural Lands

8.2.3 2024 Unwilling Host Resolutions to Date

8.2.4 Unwilling Host List

## **9. Members Updates**

Bill Palmer attended a presentation by the Local Chapter of Professional Engineers regarding Battery Energy Storage Systems.

## **10. New Business**

The Recording Secretary provided two updates.

The IESO would like to meet with the group in a method other than a public forum. It was discussed that Chair Allwood, Bill Palmer and Warren Howard set up a meeting for discussion with the IESO.

The Freedom of Information request regarding the Skyway 8 turbine failure has been received. There are 1500 pages included. A link will be provided to the members, Warren Howard and Vern Martin to review and a discussion can take place at the next meeting.

## **11. Closed Session (if required)**

Not required.

## **12. Confirmation of Next Meeting**

The next meeting will be held on Thursday, November 14, 2024 at 7:00 p.m. via Teams.

## **13. Adjournment**

### **MMEWG-2024-12-09**

**Moved by:** Sue Carleton - Township of Georgians Bluffs

**Seconded by:** Ryan Nickason - Municipality of Arran-Elderslie

Be it Resolved that the meeting of the Multi-Municipal Energy Working Group is hereby adjourned at 8:52 p.m.

**Carried**

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Tom Allwood, Chair

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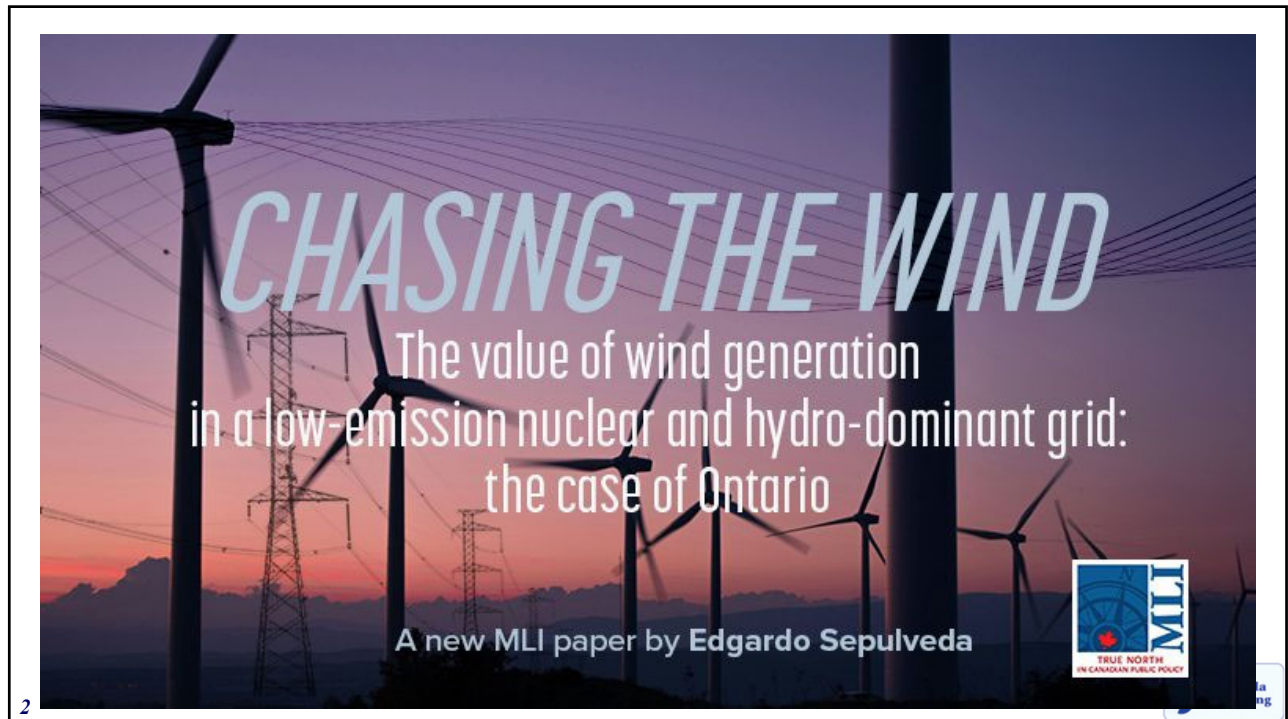
Julie Hamilton, Recording  
Secretary

# “Chasing the Wind: The value of wind generation in a low-emission nuclear and hydro-dominant grid: the case of Ontario, Canada”

Presentation to the Multi-Municipal Energy Working Group (MMEWG)  
September 12, 2024

Edgardo Sepulveda  
[es@esepulveda.com](mailto:es@esepulveda.com)

1



2

2

# Summary

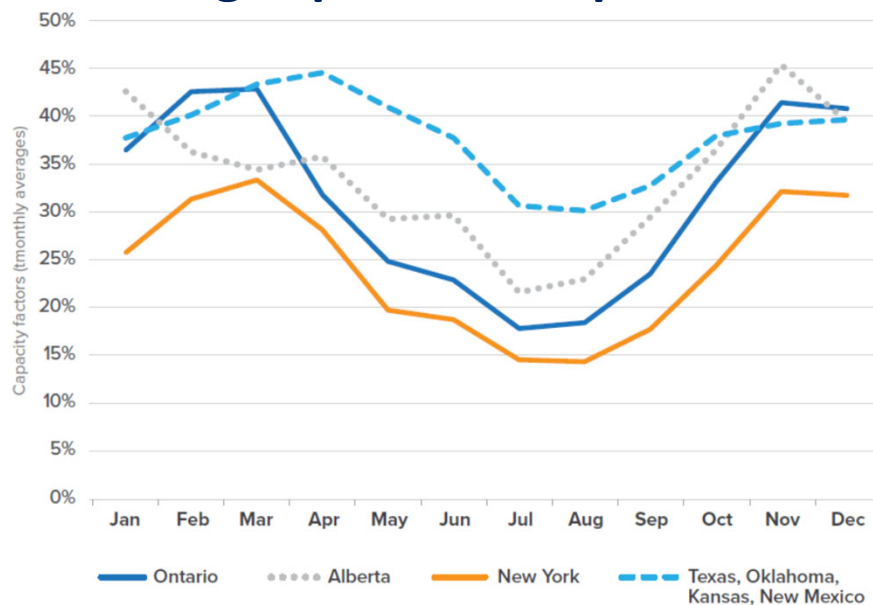
- Question: At what **price** should Ontario procure wind?
- Report
  - Chapter 2
    - Context on costs, wind profile, correlation with demand, etc. – **Ontario specific**
    - Calculate actual average wind price for 2020-2023 of \$151/MWh
  - Chapter 3
    - Use two social science quantitative methodologies
      - **Multiple regression analysis**: calculate coefficients as to whether/how much wind **displaces/contributes** to gas, hydro, nuclear & net exports
      - **Cost-benefit analysis**: calculate “break-even” societal wind price of **\$46/MWh** for 2027-30
      - Partial analysis of “what is” grid; no optimization; no general analysis of “should be”

3



3

## Fig. 6: Average Monthly Wind Capacity Factors ON has “average” profile; deep summer trough



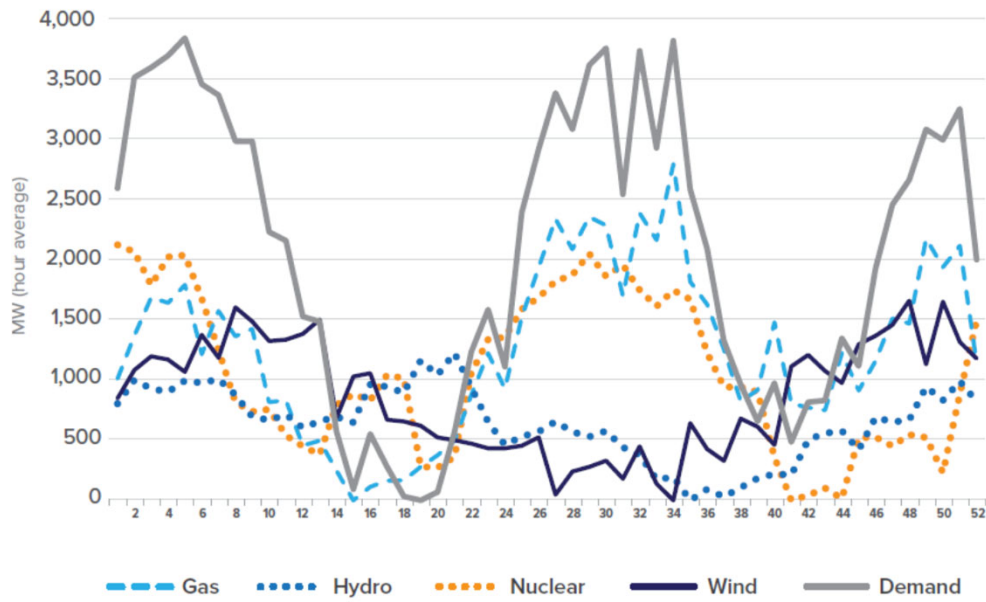
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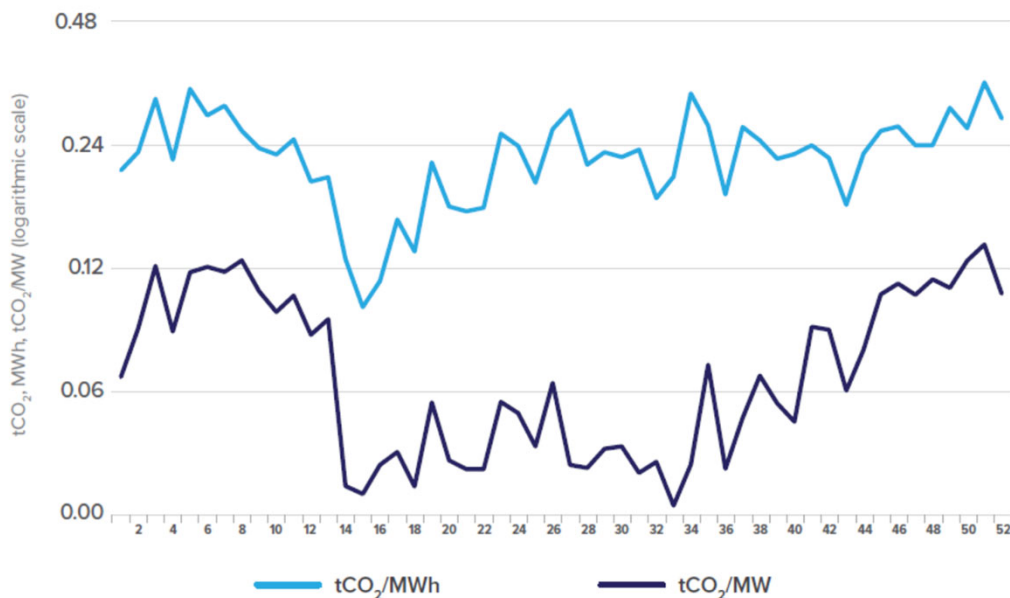
**Fig. 8: Demand & generation (from min, by week)  
ON wind has negative correlation with ON gas**



5

5

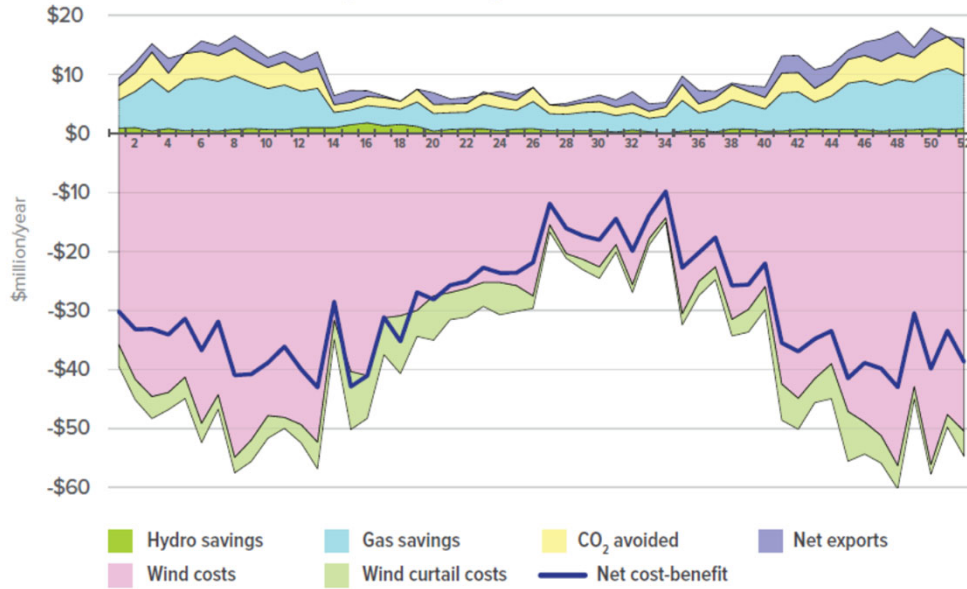
**Fig. 12: emissions reductions due to wind, by week  
0.227tCO<sub>2</sub>/MWh; 0.072 tCO<sub>2</sub>/MW/hour**



6

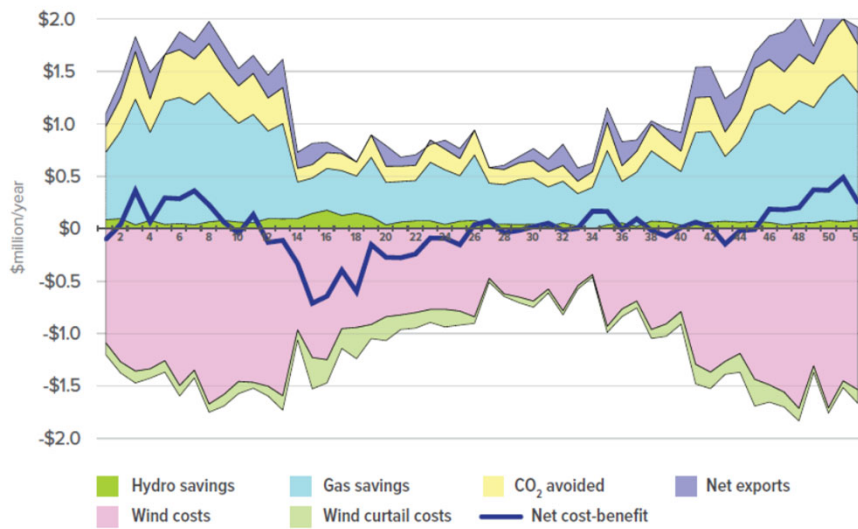
6

**Fig. 14: Cost-benefit of wind, 2020-2023  
= -\$124/MWh (wind price of \$151/MWh)**



7

**Fig. 16: Break-even scenario, 2027–2030  
Public value of wind = \$46/MWh**



Wind price (\$/MWh) \$46

8

**Thank you!**

## Multi Municipal Energy Working Group

### Update on IESO's Procurement Activities

Updated based on Sept 12  
IESO Webinar

### General Updates

- **LT RFP 2**
  - Behind Schedule - preliminary rules due – mid 2024
  - 2<sup>nd</sup> version of draft contract available for comments
  - Final RFP scheduled for release Dec. 2024; May slip to Jan 2025; Responses due December 2025
- **Key Issues Outstanding**
  - Locating projects in prime agricultural areas
  - Limited details on process requirements
  - Revenue model
- **Unwilling Host Municipalities**
  - Current total – 159
  - Motion to add Chatham-Kent – ignited community action
  - Motion to retract status failed in Kawartha Lakes (Lindsay)
  - Project being proposed in Zorra Twp, Oxford; 2 previous projects rejected by other townships

## Municipal Support

- **Continues to be Required**
  - Needed for all new projects
  - Not required for MT2 RFP – scope TBD
- **Consultation Requirements Not Defined**
  - Municipalities to develop their own
  - Projects involving two municipalities not addressed
  - Report on agricultural impact due 18 months later
  - Point of contact for municipality?
- **Impact of canceling municipal support later**
  - Legal exposure of municipality?
  - IESO – only involved in awarding contract
    - Does not guarantee zoning approval or approval of agricultural impact assessment

2024-09-16

3

## New PPS Rules for Agricultural Land

### Definitions In New 2024 Provincial Policy Statement

- **Prime Agricultural Land** - specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands.
- **Prime Agricultural Area** – important areas for agriculture. Includes prime agricultural lands plus Canada Land Inventory Class 4 through 7 lands and additional areas with a local concentration of farms.

### PPS Objective

- Protect “Prime Agricultural Areas”
- Remove only for settlement expansion
- Non-agricultural uses only permitted after alternate locations evaluated
  - Allowed only when there are no reasonable alternatives
  - No indication of when and who does this analysis

### On-Farm Diversified Uses

- PPS allows solar, wind and BESS projects as “On-farm Diversified Uses”
  - Projects are to be limited in area.
  - Details in Ministry of Agriculture policy statement

2024-09-16

4

## IESO RFP Requirements

- Focused on “Prime Agricultural Areas”.
- Directive from Ministers Smith/Thompson
  - Confirmed by Ministers Lecce/Flack
- Directive not fully aligned with new PPS
  - Ground-Mounted Solar – **Not allowed by IESO statement.**
  - Wind – allowed with an Agricultural Impact Assessment.
  - BESS – no specific direction.
- On-Farm Diversified Use Restriction
  - Applies to wind and BESS projects in agricultural areas
  - Land used limited to 20% of property area up to 1 HA

2024-09-16

5

## Agricultural Impact Assessment

- Existing process to assess impact of projects
  - Approved by municipality; no provincial role
- Key Output - determine total land area required.
  - Likely exceeds allowance for project to qualify as an on-farm diversified use.
- Gaps in existing AIA process:
  - 1 assessment for whole project.
  - Assessment of alternate sites considered.
  - Include all land required for construction and servicing as well as turbine base.
  - Include access roads, collector lines, transformer stations
- Prepared by proponent; Due 18 months after contract issued.

2024-09-16

6

## Projects in Agricultural Areas

### Ministerial Direction

- Ground-mounted solar projects are not allowed within prime agricultural areas.
- Wind projects face restrictions

### Industry response:

- Identify sites, then ask municipalities to rezone land which will trigger a change official plans.
- Will not work as provincial agreement required for changes to official plans.

### RFP Blocks Industry by Setting Deadline

- Zoning based on zoning as of the proposal submission deadline
- Further webinar being scheduled to discuss issues

2024-09-16

7

## Submission Requirements

### Mandatory Requirements

- Confirmation of Pre-Engagement Notice
- Municipal Support Confirmation
- Indigenous Support Confirmation (if appropriate)
- Municipal Approval of AIA (18 months later, if needed)

### Rated Criteria – affected 20% of price

- Indigenous Participation – up to 3 points
- Local Indigenous Participation – 3 additional points
- Not located on Prime Agricultural Areas – 3 points
- Located in Northern Ontario – 3 points

2024-09-16

8

## Revenue Model Approaches

### IESO Proposals

- Estimate output based on energy capacity
  - potential to adjust for monthly variation
- Estimate revenue based on average day-before price
- Calculate monthly income ~~and subsidize shortfalls~~

### Alternate Approach

- Base payments on actual output.
- Base revenue on price at the time of production – day of month and time of day.

### Approach Still Getting Push-Back in Supplier letters

- Not discussed in Sept 12 webinar

2024-09-16

9

## MT2 RFP - Separate RFP Process

- **IESO View**
  - Quick access to additional capacity
  - Opportunity to create more favourable contracts
- **Two Streams**
  - Capacity – Dispatchable
  - Supply – Variable
- **Initial focus on Dispatchable**
  - Final contract – November 2024
  - Proposals Due January 2025
  - Start Dates – May 2025
- **Municipal support not required**
  - Not clear if wind projects coming off contracts are involved
- **Separate process for Long Term Contracts coming**
  - 500 to 1000 MW of new capacity

2024-09-16

10



## MECP Missing in Action

- MECP will not be proposing changes in setbacks or noise limits.
  - Municipalities can enact larger setbacks in zoning by-laws.
- No setbacks being developed for BESS projects.
  - Ontario Federation of Agriculture recommended action – August 2024
  - Ontario Fire Marshall?
    - Recent BESS fire in Brantford
    - <https://www.brantfordexpositor.ca/news/local-news/battery-fire-in-container-storing-off-grid-energy>
- MECP responsible for enforcement, not Ministry of Energy.

2024-09-16

11

MMEWG Meeting – Sept. 12, 2024  
Agenda Item 7.3

Delegation/Presentations

7.3 Board of Health Delegation Follow up – Bill Palmer

Some members of the MMEWG will recall that I made a presentation to the Grey Bruce Board of Health on March 22, 2024 in response to a motion made by the MMEWG at the January 11, 2024 meeting.

At that presentation Dr. Ian Arra noted that he would facilitate a meeting between the MMEWG and Public Health Ontario which had identified wind turbines as a “nuisance” but not a health hazard.

On July 26, I provided a link for Dr. Arra to a paper published by the Acoustical Society of America based on a presentation I had given to the joint meeting of the Canadian Acoustical Association and the Acoustical Society of America in Ottawa on May 13, 2024.

On July 26, in a "Follow-Up" communication to Dr. Arra, I provided the link to the paper, "Objective measures confirm annoyance from wind turbine prominence (saliency) and psychoacoustic tonal-like perception," published in a .org journal of the Acoustical Society of America, Proc. Mtgs. Acoust. 54, 040001 (2024) (<https://doi.org/10.1121/2.0001917>) based on a presentation to the Joint Meeting of the Acoustical Society of America and the Canadian Acoustical Association.

Dr Arra responded to me by telephone that he had provided the request for a meeting between the staff of Public Health Ontario and representatives of the MMEWG to discuss the concerns of the MMEWG, noting the response of Public Health Ontario as, "Thanks for connecting. As part of PHO's mandate, we provide scientific and technical advice to the health care system which includes direct support to health units. We ask that any public facing discussions are held at the local level".

Further, Dr. Arra advised that a review of the Ontario Public Health Standards (which guide the boundaries of his work) will be conducted this year and he advised that advocacy for any public health matter might be best positioned by providing input through the review process. Verbally, he noted that he was not sure in what manner input to this review would be publicly communicated, but we should keep an eye out for it.

In summary,

- Dr. Arra will take no action on our request that the Grey Bruce Board of Health reopen the issue of health hazard from wind turbines, as he says it is not in his mandate to do so as Public Health Ontario has identified that they are not a health hazard.
- Public Health Ontario has advised Dr. Arra that they are unwilling to meet with representatives of the MMEWG to consider the subject, but identify that “the public”

(MMEWG?) should contact the local health reps, i.e. Dr. Arra and Grey Bruce Board of Health.

Since we are advised that any public input (for wind turbine impact on public health, or other issue of concern) should be made at the local level, my assessment is that the MMEWG should continue to identify concerns to the Grey-Bruce Board of Health, since that is our local level. We should also keep our eyes peaked for any opportunity to provide input to a review of the Ontario Public Health Standards and then provide input.

I add that Ruby Mekker, who initially raised the issue about the Local MOH being required to investigate complaints to determine if a "health hazard" exists, is not happy, and suggested that I am acting unethically by suggesting that there should be a further review to determine if a health hazard exists. In Ruby's words, "My concern all along has been the apathy of the Medical Officer of Health as well as of the Multi Municipal Energy Working Group, including you, with respect to the failure to carry out this duty imposed by law. I believe this has aggravated the harm experienced by the victims of the wind turbines." Various members of the MMEWG received a copy of the letter addressed to me.

Bill Palmer



**Owen Sound & North Grey Union Public Library Board  
Minutes**

**September 26, 2024 6:00 p.m.  
Library Auditorium**

**MEMBERS PRESENT:**

Richard Thomas, Chair (City of Owen Sound)  
Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)  
David Adair (City of Owen Sound)  
Deborah Eaton (City of Owen Sound)  
Frank Emptage (Meaford Public Library)  
Marion Koepke (City of Owen Sound, Councillor)  
Elizabeth Thompson (Township of Chatsworth, Councillor)  
Ryan Thompson (Township of Georgian Bluffs, Councillor)

**MEMBERS ABSENT/REGRETS:**

None

**STAFF PRESENT:**

Tim Nicholls Harrison, CEO  
Nadia Danyluk, Deputy Chief Librarian  
Lindsey Harris, Administrative & Facilities Manager

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:01 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Richard Thomas, Chair, at 6:01 p.m.

**2. ADDITIONAL ITEMS**

None

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE  
THEREOF**

None

**4. Financial Committee Report**

**4.3.1 Statements and Accounts:**

**31-24 Moved by Elizabeth Thompson THAT Library accounts totaling \$121,164.53 for June, July and August be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$281,832.15 for June, July and August be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to August 31, 2024 be received as information. Carried.**

**4.3.2 2025 Draft Operating Budget:**

**32-24 Moved by Elizabeth Thompson THAT the Library Board in preparation for the review process approve the draft 2025 Operating Budget as presented. Carried.**

Councillor Elizabeth Thompson left the meeting at 6:14 p.m.

**5. PRESENTATION – Nadia Danyluk, Deputy Chief Librarian**  
Nadia Danyluk presented the updated collection development plan.

**6. CONFIRMATION OF MINUTES**

**33-24 Moved by Marion Koepke THAT the minutes of the June 27, 2024 meeting of the Library Board be approved as presented. Carried.**

**7. DEPUTATIONS/QUESTIONS FROM THE PUBLIC**  
None

**8. CORRESPONDENCE**

Harris reported that there were two items of correspondence circulated in the package.

**Thank You:** A thank you card was received from our summer students, Malcolm Newton, Grace Pellizer and Laura Yeo.

**Thank You:** A thank you card was received from Adult Learning Centre employee Katie Skinner.

**9. REPORTS AND MATTERS TABLED**

**9.1 Board Chair's Report**

No report.

**9.2. CEO's Report**

**"Libraries are essential to a flourishing democracy"**

- Carl Sagan

**9.2.1. Library Service Index and August at a Glance:** Please see the attached performance report and infographic.

**9.2.2. Key Statistics:** Library membership has increased to 11,544, approximately 10.8% more than the same time last year. In August, we had 15,966 library visits and circulated 29,698 materials. Patrons used an additional 2,433 materials within the library during the month. There were 3,628 uses of technology. Our online outreach totaled 29,833. The library provided information assistance 2,783 times.

**9.2.3. Savings to Patrons:** The value of the physical materials that our library members borrow on a visit is shared, now, on their receipt which is printed at the main circulation desk. During the month of August, our library members as a community saved a total of \$455,898 by borrowing from the library. The total for 2024, so far, is \$3,472,360.

**9.2.4. Staff Anniversaries:** We extend congratulations to the following staff members on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Tim Nicholls Harrison	Admin	36 years
Roger Hannon	Adult Learning Services	28 years
Christina Mollon	Adult Learning Services	23 years
Sharon Wagenaar	Public Services	20 years
Lindsey Harris	Admin	17 years
Dale Albrecht	Technical Services	14 years
Shauna Doyle	Public Services	13 years
Renata Libicz	Public Services	7 years
Cvitka Marun	Public Services	7 years
Rebecca Steer	Public Services	5 years
Sarah Chamberlain	Youth Services	4 years
Susan DeRooy	Adult Learning Services	4 years
Arwen Greenwood	Public Services	4 years
Ben Lyons	Admin	4 years
Cassie Wood	Youth Services	4 years
Luke House	Public Services	3 years
Sofie Lanthier	Public Services	3 years
Stephanie Park	Public Services	2 years
Sydney Pettit	Public Services	2 years
Lindsay Schlonies	Public Services	2 years
Katie Skinner	Adult Learning Services	1 year

**9.2.5. Appreciation for Our Summer Students:** We'd like to thank Malcolm Newton, Grace Pellizzer and Laura Yeo for all their help this summer. Without their skills and hard work, we would be challenged to provide the quantity and quality of summer programming that happens at the library. We appreciated the hard work, enthusiasm, dedication, and good humour of our summer students. We wish them the very best with their academic pursuits this fall.

**9.2.6. Resignation of Board Member:** We received correspondence from Nancy Shaw on August 5<sup>th</sup> that she was resigning from the board, effective immediately.

**34-24 Moved by Marion Koepke THAT the Library Board extend sincere appreciation to Nancy Shaw for her service on the Board.**

**Carried.**

**35-24 Moved by Marion Koepke THAT the Library Board ask the City of Owen Sound to appoint a new community representative for the completion of this municipal term.**

**Carried.**

**9.2.7. Ontario Library Services Virtual Conference - Momentum:** The OLS is hosting <https://resources.olservice.ca/conference/2024>, a virtual conference on October 23<sup>rd</sup> and 24<sup>th</sup>. The Ontario Library Services has invited us to “explore strategies, share insights, and celebrate the unwavering spirit that propels Ontario’s public libraries forward.” The board-focused sessions coincide with our planned October library board meeting.

**36-24 Moved by Marion Koepke THAT the Library Board approve cancelling the regular meeting scheduled on Thursday, October 24<sup>th</sup> to allow members to participate in professional development.**

**Carried.**

**9.2.8. Fall Holiday Closures:** Though the library will be closed on the dates listed below, library patrons will still have access to our online resources. A limited number of staff will be available on the morning of November 11<sup>th</sup>, to support the usual community Remembrance Day needs, but regular library services will be unavailable.

- National Day for Truth and Reconciliation on Monday, September 30
- Thanksgiving Day on Monday, October 14
- Remembrance Day on Monday, November 11

**9.2.9. TD Summer Reading Program:** Thanks to the 278 library members in our TD Summer Reading Club! Together we logged 6430 books! Congratulations! Special thanks to our Youth Services staff and our summer students for making the summer reading program such a success.

**9.2.10. Ontario Public Library Statistics - 2023:** Each year, we complete a survey about library use in our community. The information is compiled by the Ministry of Tourism, Culture and Sport. Our library is in the 30,000 to 50,000 municipal population band. The 2023 data is available at <https://data.ontario.ca/dataset/ontario-public-library-statistics>. We will be reviewing and sharing this data.

**9.2.11. Annual Library Survey Week:** Some of the numbers in the provincial statistics are determined by multiplying the data (sourced during annual library survey week) by fifty. Since we are already counting this information every week as part of our library service index, our actual statistics are more accurate than multiplying a random sample week.

**37-24 Moved by Marion Koepke THAT the Library Board approve the use of the Library Service Index statistics for the completion of the Annual Survey, recognizing that these numbers reflect the most accurate annual statistics. Carried.**

**9.2.12. Collection Development Plan:** This plan defines the scope and character of the library's collection. It guides staff in the selection and de-selection of materials. The Collection Development Plan and the Materials Selection Policy work together to support key objectives of our library service delivery. Deputy Chief Librarian Nadia Danyluk has been revising and updating our Collection Development Plan. At the September 26<sup>th</sup> Board meeting, she will provide an update about the new plan. We applaud Nadia for the skill and effort that she has brought to this challenging project.

**9.2.13. Invitation for Community Art Exhibit:** Through our Public Art policy, the Library offers local visual artists the opportunity to display their work. Artists interested in displaying their work must complete the application and agree to the library policy. Art will be displayed on a Gridwall triangle mobile tower (2 x 2 x 6 1/2') for a 2-month period. We have two local artists that have applied to show their work in the coming months.

**9.2.14. Book Donation:** Thank you to the Grey Sauble Conservation Authority for donating several titles on environmental awareness purchased through funding from the Jane Goodall A.P.E Fund.

[https://osngupl.bibliocommons.com/list/share/2022422929\\_osngupl\\_adults/2601252629\\_environmental\\_book\\_club\\_reads](https://osngupl.bibliocommons.com/list/share/2022422929_osngupl_adults/2601252629_environmental_book_club_reads)

**9.2.15. Replacement of Window Glass on Main Floor:** The large pane of glass in the Eastern window on the main floor became cracked and fatigued. On September 9<sup>th</sup>, Owen Sound Glass replaced the glass. This activity occurred before we opened our doors to the public. We will continue to monitor the wear and tear of the other windows.

**9.2.16. Washroom Signage:** To deal with some of the ongoing challenges with the use of our public washrooms, we have posted new signs which include our library hours and state: *Please be aware. Washroom visits should be limited to under 15 minutes. Staff may check in regularly to ensure that the washroom is available for other people to use. If at any time, you don't respond, we will contact 911. This is not to invade your privacy. The Library follows this procedure to ensure*



*your safety and to make sure that the washrooms are available for all library visitors.*

**9.2.17. OPEN Card / OPEN Team Update:** The Open Card concept was developed from discussions in the summer of 2021 about ways that the Library, Art Gallery and Billy Bishop Museum could work together. Emily Bishop, Aidan Ware and I met to discuss relationships, synergies and opportunities that could benefit our three organizations and our members. From this discussion, we decided to explore the possibilities of a shared membership card.

Information was shared with our respective Boards, and we sought approval to go ahead with the special project and permit a shared membership between the three organizations. Soon, the Community Waterfront Heritage Centre expressed interest in being involved in the partnership.

During the OPEN card development and implementation of the project, the respective Boards have been informed and consulted. Changes continue to be made as we handle specific nuances needed for each organization. For example, the term “membership” is not used as it became confusing to differentiate between the overall use of the OPEN Card for access to the institutions and the individual membership needs of each organization.

As the project developed, we recognized the value of senior staff working together as the OPEN Team. It allows us to support each other in meeting our separate mandates, share information and resources, and develop programming, marketing and community awareness initiatives that benefit our collective organizations.

Currently the OPEN Team is comprised of Zach McLean, Aidan Ware, Morgan Woodhouse and Tim Nicholls Harrison. One article about our the OPEN Team initiatives can be found at <https://www.owensoundsuntimes.com/news/local-news/opem-team-leaders-tout-success-of-program-at-national-museums-conference>

**9.2.18. OPEN Card - Pollinator Corridor Update:** On September 7<sup>th</sup>, despite the wet weather, we celebrated the first of the four pollinator habitat gardens. Thank you to all that attended, including Mayor Ian Boddy and Alex Ruff, MP. We are grateful for the support of the Toronto Dominion Friends of the Environment Fund and Bruce Power’s Sponsorship Program,

<https://www.billybishopmuseum.org/pollinator-habitat>

**9.2.19. SPECS Project:** The Library is pleased to be a partner in the Social Prescriptions Engage Cultural Seniors Project (SPECS) that has been launched by the Community Waterfront Heritage Centre, <https://waterfrontheritage.ca/specs/>.

**9.2.20. Grey County Reads:** The 2024 *Grey County Reads* ([www.greycountyreads.ca](http://www.greycountyreads.ca)) has progressed from a five-book contest to finish with the focus on two books. Voting will end on October 4th. In this year’s contest, I am defending *Four Bullets, Four Witnesses, Four Liars: The True Story of a Murder and the Trial That Followed* by Brian Barrie. I will be introducing him at the *Book Slam*

event in Markdale on September 29<sup>th</sup>. Thanks to South Grey News for promoting local libraries and Canadian books.

**9.2.21. Community Volunteer Fair:** The Library is pleased to partner with the Owen Sound & Area Association of Volunteer Administrators. They are hosting a free volunteer fair here on Wednesday, October 2<sup>nd</sup>. Community members will be able to connect with local organizations and learn about volunteer opportunities.

**9.2.22. OSNGUPL Local Author Book Fair – October 18<sup>th</sup> & 19<sup>th</sup>:** We are excited that more than 30 local authors will be in attendance during the two-day event. Everyone is encouraged to come out and meet with authors who write poetry, fiction, non-fiction, young adult, and children’s books. It is wonderful to be able to honour our former Chief Librarian Andrew Armitage by celebrating local writers and their work.

**9.2.23. The Library this Fall:** Check out the many fall programs, services and resources available in our newsletter, <https://www.osngupl.ca/news-programs/library-news/>.

**9.2.24. Final Comments:**

***"It has amazing staff and they help you when you're having trouble and they have a wide variety of everything."* -T. (recent review on google.)**

What a busy summer. Hats off to our dedicated staff for their superlative efforts delivering so many programs inside the building and out in the community. I extend sincere appreciation to all our committed library team for their extraordinary efforts. Their goodwill and exemplary customer service helped us successfully promote the library and our many services and resources. We enter the fall of 2024, focused on supporting the information, education, employment and entertainment needs of our community.

Additional items as per verbal report:

None

**38-24 Moved by Marion Koepke THAT the Library Board approve the CEO's Report as presented. Carried.**

**9.3 Personnel Committee Report**

No report.

**9.4 Property/Building Committee Report**

No report.

**9.5 Library Foundation Committee Report**

No report.

**9.6 Policies and Bylaws Committee Report**

No report.

**9.7 Ontario Library Service Board Assembly Report**

Deborah Eaton attended the last meeting on May 3, 2024 and the next meeting is scheduled for November 13, 2024.

**9.8 Poet Laureate/Words Aloud Committee Report**

No report.

**10. OTHER BUSINESS**

None

**11. STRATEGIC PRIORITIES**

None

**12. RESOLUTION TO MOVE IN CAMERA – STRUCK**

**13. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK**

**14. NEXT MEETING: Regular Board meeting to be held Thursday November 28, 2024 at 6:00 p.m. in the Library Auditorium.**

**15. ADJOURNMENT:** The meeting was declared adjourned at 7:32 p.m.



Chair



Secretary

**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES**

**Full Authority Board of Directors**

**Wednesday, October 23, 2024, at 1:15 p.m.**

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The Grey Sauble Conservation Authority (GSCA) Board of Directors' meeting was held in a hybrid format of in-person at the Grey Sauble Conservation Authority Administrative Office and virtually via the meeting application, WebEx.

**1. Call to Order**

Vice Chair Nadia Dubyk called the meeting to order at 1:16 p.m., welcomed all those present in person and virtually and provided a land acknowledgment declaration.

Directors Present In-Person: Vice Chair Nadia Dubyk, Scott Mackey, Tobin Day, Scott Greig, Tony Bell, Sue Carleton, Jennifer Shaw

Directors Present Virtually: Jon Farmer

Regrets: Chair Robert Uhrig, Kathy Durst, Alex Maxwell

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Conservation Lands Technician, Margaret Potter; Water Resources Coordinator, John Bittorf

**2. Disclosure of Pecuniary Interest**

The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting.

**3. Call for Additional Agenda Items**

Nothing at this time.

**4. Adoption of Agenda**

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**Motion No.:**  
**FA-24-086**

**Moved By:** Tony Bell  
**Seconded By:** Jennifer Shaw

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of October 23, 2024.**

**Carried**

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5. **Approval of Minutes**

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Motion No.:  
FA-24-087

Moved By: Sue Carleton  
Seconded By: Scott Mackey

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of September 25, 2024.

Carried

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6. **Business Out of Minutes**

Nothing at this time.

7. **Consent Agenda**

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Motion No.:  
FA-24-088

Moved By: Scott Greig  
Seconded By: Jennifer Shaw

THAT in consideration of the Consent Agenda Items listed on the October 23, 2024, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – September 2024; (ii) Administration – Receipts & Expenses – September 2024; (iv) Conservation Ontario Council Minutes – April 15, 2024; (vi) Media – Recent Media Articles

Carried

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8. **Business Items**

i. **Administration**

a. **Watershed Based Resource Management Strategy Draft**

CAO, Tim Lanthier spoke with respect to the drafted Watershed Based Resource Management Strategy as required by the Ministry under the Conservation Authorities Act (CAA).

Mr. Lanthier outlined and detailed the contents of the finished report. As part of the process of drafting the document, staff conducted a gap analysis to discover and assess any barriers or deficiencies within GSCA's programs and services and assessed the cost of addressing these.

It was noted that GSCA is required to include a consultation period for this document. Upon approval, staff will circulate to municipal partners, Indigenous community partners, and will post on the GSCA website.

There was discussion on how the document will be used moving forward.

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<b>Motion No.:</b> <b>FA-24-089</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Sue Carleton</b> <b>Jon Farmer</b>
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**WHEREAS Ontario Regulation 686/21 – Mandatory Programs and Services Regulation, requires conservation authorities to develop and implement a Watershed Based Resource Management Strategy on or before December 31, 2024,**

**AND WHEREAS GSCA has developed a draft Strategy,**

**THAT the Grey Sauble Conservation Authority Board of Directors direct staff to circulate this Strategy for consultation.**

**Carried**

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**b. Awarding of Auditor Tender**

Manager of Finance and Human Resources Services, Alison Armstrong reviewed the results of the Auditing Services tender.

The RFP was issued on September 4<sup>th</sup> ,2024, after receiving approval from the Board of Directors in August. There were three respondents, Baker Tilly, BDO, and Lekadir. The Auditor Sub-Committee met to open and score the RFP submissions. Baker Tilly came in as the highest scoring proposal and the lowest cost.

Staff recommended awarding the tender to Baker Tilly for a five-year period.

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<b>Motion No.:</b> <b>FA-24-090</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Mackey</b> <b>Tony Bell</b>
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**WHEREAS the GSCA Board of Director’s passed resolution FA-24-068 at the August 28, 2024 Full Authority Meeting directing staff to issue an RFP for audit services for the five year period commencing with 2024;**

**AND WHEREAS staff recommended a selection committee be established to review and prepare a recommendation.**

**AND WHEREAS GSCA staff issued an RFP to this effect on September 4, 2024, and received three (3) proposals;**

**THAT the GSCA Board of Directors award Baker Tilly SGB LLP the contract for audit services for the five-year term 2024-2029.**

**Carried**

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**c. 2025 Draft Budget for Circulation**

CAO, Tim Lanthier, spoke with respect to the draft 2025 Budget noting that staff strived to be as conservative as possible in drafting this budget.

While the total budget remains generally consistent with 2024, an increase in levy of \$92,508, or 5.37%, will address an anticipated drop in self-generated revenue and reduced dependency on reserves and surplus.

Staff expect to see reduced revenue and expenses in the Environmental Planning, Forestry, and Environmental Education departments for 2025. The total number of permitting and planning applications have decreased slightly, and while staff are still very busy, it was decided to not fill an open position within the department for 2025. The Forestry staff expect to see less revenue from planting in 2025, which is not supported by levy. With construction anticipated to begin in 2025, staff have opted to not run their summer day camp. It was noted that staff spent significant time and effort to find an alternative location. However, the Environmental Education department is exploring opportunities to provide programming to other organizations and agencies on a fee-for-service basis.

A Member asked for clarification in the reduction of revenue in the planning department. Mr. Lanthier responded that a combination of the provincially mandated fee freeze and reduction in files accounts for the drop in revenue. It was noted that in some cases some files can take an extended amount of time to complete.

A Member asked for clarification on the increase in the GIS department. Mr. Lanthier responded that this corresponds with a similar decrease in Water Management to account for a recent staffing change.

A Member asked about the Ministry ordered Environmental Planning fee freeze and what work is being done to lift the freeze. Mr. Lanthier and Vice Chair Dubyk met with MPP Rick Byers to discuss the fee freeze and the constraints it puts on the department. At a broader level, Conservation Ontario has been meeting with the Minister of Natural Resources to discuss options, including a provision to allow an inflation-based adjustment. Staff have not factored any changes to the fees into the budget in anticipation of there being a continued fee freeze from the Province.

A member asked about the cost of the explore guide and if staff are considering advertising revenues. Mr. Lanthier responded that staff are looking into it, however; in the interim, staff opted to draw the full cost from parking revenues that would otherwise be going into reserves. Should any advertising revenue be generated, the difference will be re-directed to Lands Reserve.

Mr. Lanthier asked for direction from Members regarding including the Admin Centre renovation costs into the capital budget and apportionment. Direction from Members was as soon as possible.

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**Motion No.:**  
**FA-24-091**

**Moved By:** Scott Mackey  
**Seconded By:** Tony Bell

**WHEREAS GSCA Staff have prepared the 2025 Draft Budget for the Board of Directors' consideration,**

**AND WHEREAS the Conservation Authorities Act requires that this Draft Budget be circulated to participating municipalities for a minimum 30-day commenting period,**

**THAT the Grey Sauble Conservation Authority Board of Directors receive the 2025 Draft Budget,**

**AND THAT Staff be directed to distribute the 2025 Draft Budget and Budget Companion to participating municipalities for the minimum 30-day review period.**

**AND THAT Staff bring a report before the Board of Directors at the November 2024 meeting of the Board.**

**Carried**

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**d. Personnel Policy Final**

Manager of Finance and Human Resource Services, Alison Armstrong, spoke to the requested amendments to the draft Personnel Policy.

Ms. Armstrong spoke to the proposed wording of the bereavement leave.

There was discussion around the proposed wording and the enforcement implications of the bereavement leave section.

There was discussion around the changes to the calculation and maintenance of the Cost-of-Living Adjustment (COLA).

Members asked for staff to look at the wording of the bereavement leave section, with the addition of pre-birth child loss time for the non-child carrying parent or guardian wording.

CAO Lanthier requested that the Board of Directors move a resolution to accept the remainder of the Personnel Policy, save and except any items still under consideration by the Board.

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<b>Motion No.:</b> <b>FA-24-092</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Jon Farmer</b> <b>Jennifer Shaw</b>
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**WHEREAS, GSCA's Personnel Policy has not had substantive review and change for over 20 years,**

**AND WHEREAS, Management deems that it is necessary to update the policy to better reflect organizational needs,**

**THAT, the GSCA Board of Directors endorses the updated GSCA Personnel Policy as detailed in the attached document with the exception of Bereavement and Cost of Living Adjustment sections.**

**Carried**

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A Member put a motion on the floor to amend the wording of the Cost-of-Living Adjustment section.

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<b>Motion No.:</b> <b>FA-24-094</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Mackey</b> <b>Sue Carleton</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve an amendment to the COLA adjustment wording.**

**Defeated**

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A Member put a motion on the floor to amend the wording of the Cost-of-Living Adjustment section to remove percentages from the calculation.



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<b>Motion No.:</b> FA-24-095	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Greig</b> <b>Scott Mackey</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve an amendment to the COLA section to remove the application of percentages.**

**Defeated**

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A Member put a motion on the floor to approve the Cost-of-Living Adjustment section of the Personnel Policy as presented in the draft document provided in the Board Agenda Package.

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<b>Motion No.:</b> FA-24-096	<b>Moved By:</b> <b>Seconded By:</b>	<b>Sue Carleton</b> <b>Tony Bell</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve leaving the COLA wording as written.**

**Carried**

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**e. December and January Board Meeting Motions**

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<b>Motion No.:</b> FA-24-097	<b>Moved By:</b> <b>Seconded By:</b>	<b>Jennifer Shaw</b> <b>Sue Carleton</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve the cancellation of the December 18, 2024, Board of Directors meeting.**

**Carried**

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<b>Motion No.:</b> FA-24-098	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Mackey</b> <b>Tony Bell</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors set January 22, 2025, as the date of the GSCA Annual General Meeting.**

**Carried**

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**ii. Water Management**  
Nothing at this time.

**iii. Environmental Planning**  
Nothing at this time.

**iv. Operations**  
Nothing at this time.

**v. Conservation Lands**

**a. Conservation Lands Strategy Draft**

Conservation Lands Technician, Margaret Potter spoke to the drafted Conservation Lands Strategy as required under changes to the CAA.

A Member asked with regard to assessment and maintenance of trails with respect to Ash tree die off. Mr. Lanthier responded that the strategy is a higher-level document that does not address operational items. However, GSCA’s risk management guidelines address these types of situations.

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**Motion No.:**  
**FA-24-099**

**Moved By:** Tobin Day  
**Seconded By:** Jon Farmer

**WHEREAS Ontario Regulation 686/21 – Mandatory Programs and Services Regulation, requires conservation authorities to prepare a Conservation Area Strategy on or before December 31, 2024,**

**AND WHEREAS GSCA has developed a draft Strategy,**

**THAT the Grey Sauble Conservation Authority Board of Directors direct staff to circulate this Strategy for consultation.**

**Carried**

---

**vi. Forestry**

Nothing at this time.

**vii. Communications/Public Relations**

Nothing at this time.

**viii. Education**

Nothing at this time.

**ix. GIS/IT**

Nothing at this time.

**x. DWSP**

Nothing at this time.

**9. New Business**

Nothing at this time.

**10. CAO’s Report**

The CAO, Tim Lanthier, gave an update on recent activities.

Mr. Lanthier and Carl Seider, DWSP Coordinator participated in the Grey County Climate Adaptation working group on October 1<sup>st</sup>.

Mr. Lanthier participated in a Healthy Lake Huron Steering Committee meeting in Clinton. The committee oversees the Healthy Lake Huron program with funding for Stewardship work through OMAFA and MECP.

There will be an unveiling of the refurbished Eugenia Falls Cenotaph on November 11<sup>th</sup>. Mr. Lanthier extended thanks and congratulations to Conservation Lands Technician, Margaret Potter on her work to move this project forward.

**11. Chair's Report**

Vice Chair Dubyk extended her thanks to GSCA staff for their efforts in revitalizing the Eugenia Falls Cenotaph and will be in attendance on November 11<sup>th</sup>.

**12. Other Business**

Nothing at this time.

As the Closed Session was no longer necessary, Members moved to amend the agenda to remove the closed session item.

---

**Motion No.:**  
**FA-24-100**

**Moved By: Tony Bell**  
**Seconded By: Tobin Day**

**THAT the GSCA Board of Directors approve to amend the October 23, 2024, agenda to remove the closed session item.**

**Carried**

---

**13. Resolution to Move into Closed Session**

**14. Resolution Approving the Closed Session Minutes**

**15. Next Full Authority Meeting**

Wednesday November 27, 2024

**16. Adjournment**

The meeting was adjourned at 3:29 p.m.



---

Nadia Dubyk, Vice Chair



---

Valerie Coleman  
Administrative Assistant

November 27, 2024

Hon. Michael Kerzner, Solicitor General  
**Ministry of the Solicitor General**  
25 Grosvenor Street  
Toronto, Ontario M7A 1Y6  
Via email: [Minister.SOLGEN@ontario.ca](mailto:Minister.SOLGEN@ontario.ca)

RE: 2024 Increase to OPP provincial contract annual billing statement

Dear Minister Kerzner,

During the November 26, 2024, special meeting of council regarding the 2025 draft budget, recent increases issued through the annual billing statement, as provided to OPP policed municipalities in the fall of 2024 was brought forward and discussed, the following resolution was passed:

Moved: Liz Welsh                      Seconded: Debb Pitel

4060-0801 - Provincial OPP contract

WHEREAS municipalities across Ontario experienced a significant increase in the OPP provincial policing contracts expenses recently released, the Town of Petrolia would like to state our concern with the 21.5% increase to our municipality and this effect across the province;

AND WHEREAS the provincial auditor stated in the 2021 audit that the OPP did not have processes in place to consistently deliver provincial and municipal police services efficiently and effectively. The OPP does not have performance indicators with targets to measure and publicly report on the effectiveness of the police services it delivers.

NOW THEREFORE due to the high increases being difficult for small municipalities to adjust to each year. THAT the Council of the Town of Petrolia direct the Clerk to send a letter to the Solicitor General, Premier Doug Ford, MPP Bob Bailey, and copy municipalities across Ontario **to request that the province provide financial assistance to offset the large percentage increases as recently issued to municipalities through the OPP annual billing statement.**

Carried

Kind regards,

*Original Signed*

Mandi Pearson  
Director of Legislative Services | Deputy Operations | Clerk

cc: file  
Municipalities of Ontario  
[Premier@ontario.ca](mailto:Premier@ontario.ca) - Honourable Doug Ford, Premier of Ontario  
[bob.bailey@pc.ola.org](mailto:bob.bailey@pc.ola.org) - MPP Bob Bailey, Sarnia-Lambton  
[jgpsb.chair@gmail.com](mailto:jgpsb.chair@gmail.com) - Lambton OPP Detachment Board

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

[www.petrolia150.com](http://www.petrolia150.com) [www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)





King Township  
2585 King Road  
King City, Ontario  
Canada L7B 1A1

Phone: 905.833.5321  
Fax: 905.833.2300  
Website: [www.king.ca](http://www.king.ca)  
Email: [clerks@king.ca](mailto:clerks@king.ca)

November 18, 2024

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

[justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen’s Park  
Toronto, ON M7A 1A1

[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Prime Minister and Premier,

**RE: TOWNSHIP OF KING RESOLUTION – REQUESTING THE REDISTRIBUTION OF PROVINCIAL LAND TRANSFER TAX AND GST TO MUNICIPALITIES FOR SUSTAINABLE INFRASTRUCTURE FUNDING**

---

At its Council meeting of November 12, 2024, Council of the Township of King received and supported the following Resolution:

**Whereas** municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

**Whereas** the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

**Whereas** the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

**Whereas** the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

**Whereas** redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

**Whereas** a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

**Now Therefore Be It Resolved That;**

1. The Township of King Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. The Township of King Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

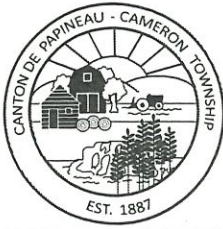
*Carried Unanimously.*

Yours sincerely,



Denny Timm  
Township Clerk

- cc. Hon. Peter Bethlenfalvy, Ontario Minister of Finance [Peter.Bethlenfalvy@pc.ola.org](mailto:Peter.Bethlenfalvy@pc.ola.org)  
Hon. Paul Calandra, Ontario Minister of Municipal Affairs and Housing  
[Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)  
Anna Roberts, MP, King-Vaughan [anna.roberts@parl.gc.ca](mailto:anna.roberts@parl.gc.ca)  
Scot Davidson, MP, York-Simcoe [Scot.Davidson@parl.gc.ca](mailto:Scot.Davidson@parl.gc.ca)  
Stephen Lecce, MPP, King-Vaughan [Stephen.lecce@pc.ola.org](mailto:Stephen.lecce@pc.ola.org)  
Hon Caroline Mulroney, MPP, York-Simcoe [caroline.mulroneyca@pc.ola.org](mailto:caroline.mulroneyca@pc.ola.org)  
444 Municipalities of Ontario  
The Federation of Canadian Municipalities (FCM) [info@fcm.ca](mailto:info@fcm.ca)  
Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Mayor Steve Pellegrini, King [spellegrini@king.ca](mailto:spellegrini@king.ca)  
Councillor David Boyd, King [dboyd@king.ca](mailto:dboyd@king.ca)



## THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0  
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072  
E-mail: [clerk@papineaucameron.ca](mailto:clerk@papineaucameron.ca) Website: [www.papineaucameron.ca](http://www.papineaucameron.ca)

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November 13, 2024

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

### **RE: Ontario Building Code**

The Council of Papineau-Cameron met at their regular Council meeting on November 12, 2024 and passed the attached resolution 2024-328.

Feel free to contact us if you have any questions.

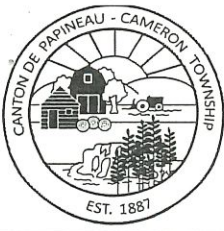
Sincerely,

Jason McMartin, BA, ADA  
CAO/Clerk-Treasurer

Encl. Council Resolution 2024-328

c.c. Hon. Paul Calandra MPP, Minister of Municipal Affairs and Housing  
Hon. Michael Parsa MPP, Minister of Children, Community and Social Services  
Hon. Victor Fedeli MPP, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade  
Association of Municipalities of Ontario  
Ontario Building Officials Association  
Municipalities of Ontario





**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0  
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072  
Website: www.papineaucameron.ca

**DATE:** November 12, 2024      **RESOLUTION NUMBER:** 2024- 328

**MOVED BY:** *Shelley Belanger*      **SECONDED BY:** *MChenier*

**WHEREAS** Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

**AND WHEREAS** the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

**AND WHEREAS** the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

**AND WHEREAS** current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

**AND WHEREAS** an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

**AND WHEREAS** providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

**THAT** the Council of Papineau-Cameron Township hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. Standardized Designs: Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. Flexible Design Standards: Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. Community Integration: Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. Support for Diverse Models: Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

**AND FURTHER THAT** the Council of Papineau-Cameron Township encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;

**AND FURTHER THAT** this resolution be provided to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

**CARRIED:** *Robert Corriveau*      **NOT CARRIED:** \_\_\_\_\_  
(Mayor)      (Mayor)

**COPY**

Recorded Vote (Upon Request of Councillor \_\_\_\_\_) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			





# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Honorable Anita Anand,  
President of the Treasury Board and Minister of Transportation  
House of Commons  
Ottawa, ON K1A 0A6  
Via Email: [Anita.anand@parl.gc.ca](mailto:Anita.anand@parl.gc.ca)

Her Worship Mayor Olivia Chow  
Office of the Mayor  
City Hall, 2<sup>nd</sup> Floor  
100 Queen St. W.  
Toronto, ON M5H 2N2  
Via Email: [mayor\\_chow@toronto.ca](mailto:mayor_chow@toronto.ca)

Dear Minister Anand and Mayor Chow,

At the Township of Terrace Bay Regular Council Meeting held on Monday October 21, 2024 the following resolution of support was passed.

## **Re: NOMA Letter re Billy Bishop Airport Support**

### **Resolution 293-2024**

**Moved By: Councillor St. Louis**

**Seconded By: Councillor Adduono**

WHEREAS Billy Bishop Airport serves more than 2 million passengers per year, making it the 9th-busiest airport in Canada, 5th-busiest serving the US market, 3rd busiest airport in Ontario, and making it a critical component of the national and regional air transportation system; and

WHEREAS the airport provides daily connections to the North with service to Thunder Bay, Sault Ste. Marie, Timmins and Sudbury, and enables access to many other neighbouring communities;

and WHEREAS Billy Bishop Airport is a critical access point for Northern communities for economic opportunities, tourism, social connectivity and critical medical care located in downtown Toronto;

WHEREAS the airport operates under a Tripartite Agreement among the City of Toronto, Transport Canada and PortsToronto, and that agreement is set to expire in 2033; and

WHEREAS the airport is seeking to secure its long-term future through a process to modernize and extend the Tripartite Agreement to drive sustainable growth and enhanced access and connections for passengers and the communities it connects to;

NOW THEREFORE BE IT RESOLVED THAT the Northwestern Ontario Municipal Association is seeking urgent action from the City of Toronto, PortsToronto and Transport Canada to commence a process and conclude it by the end of 2025 to modernize the current Tripartite Agreement and secure the future of Billy Bishop Airport.



## The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

AND FURTHER BE IT RESOLVED THAT a copy of this motion be sent to Hon. Anita Anand - President of the Treasury Board and Minister of Transport, Mayor Olivia Chow – Toronto City, Hon. Soraya Martinez Ferrada - Minister of Tourism, Government of Canada, Hon. François-Philippe Champagne - Minister of Innovation, Science and Industry - Government of Canada, Hon. Arun Thangaraj - Deputy Minister of Transport Canada - Government of Canada, John D. Elvidge - City of Toronto – Clerk, Paul Johnson - City of Toronto - City Manager, Jag Sharma - City of Toronto - Deputy City Manager, RJ Steenstra - President and CEO - Ports Toronto, Sandra Papatello – Chair of Board of Directors - Ports Toronto, Neil Pakey - President and CEO - Nieuport Aviation, Hon. Prabmeet Sarkaria - Minister of Transportation - Government of Ontario, Hon. Vic Fedeli - Minister of Economic Development, Job Creation and Trade - Government of Ontario, MP Patty Hajdu (Thunder Bay - Superior North), MP Marcus Powlowski – Thunder Bay-Rainy River, MP Eric Melillo – Kenora, MPP Greg Rickford, (Kenora – Rainy River), MPP Kevin Holland, (Thunder Bay - Atikokan), MPP Lise Vaugeois, (Thunder Bay - Superior North), and all NOMA member municipalities - CAOs and Clerks.

Sincerely,

J. Hall  
Chief Administrative Officer/Clerk

**CC:**

Minister of Tourism – Soraya Martinez Ferrada [Soraya.martinezferrada@parl.gc.ca](mailto:Soraya.martinezferrada@parl.gc.ca)  
Minister of Innovation, Science and Industry – Francois-Philippe Champagne [francois-philippe.champagne@parl.gc.ca](mailto:francois-philippe.champagne@parl.gc.ca)  
Deputy Minister of Transport Canada – Arun Thangaraj [arun.thangaraj@tc.gc.ca](mailto:arun.thangaraj@tc.gc.ca)  
City of Toronto Clerk -John D. Elvidge [jelvidge@toronto.ca](mailto:jelvidge@toronto.ca)  
City of Toronto Manager – Paul Johnson [paul.r.johnson@toronto.ca](mailto:paul.r.johnson@toronto.ca)  
City of Toronto Deputy Manager – Jag Sharma  
Ports Toronto President and CEO – RJ Steenstra and Ports Toronto Board of Directors Chair – Sandra Papatello [chair@portstoronto.com](mailto:chair@portstoronto.com)  
Nieuport Aviation President and CEO – Neil Pakey [neil@nieuport.com](mailto:neil@nieuport.com)  
Minister of Transportation – Prabmeet Sarkaria [prabmeet.sakaria@pc.ola.org](mailto:prabmeet.sakaria@pc.ola.org)  
Minister of Economic Development, Job Creation and Trade – Vic Fedeli [vic.fedelico@pc.ola.org](mailto:vic.fedelico@pc.ola.org)  
MP Patty Hajdu [patty.hajdu@parl.gc.ca](mailto:patty.hajdu@parl.gc.ca)  
MP Marcus Powlowski [marcus.powlowski@parl.gc.ca](mailto:marcus.powlowski@parl.gc.ca)  
MP Eric Melillo [eric.melillo@parl.gc.ca](mailto:eric.melillo@parl.gc.ca)  
MPP Greg Rickford [greg.rickford@pc.ola.org](mailto:greg.rickford@pc.ola.org)  
MPP Kevin Holland [kevin.holland@pc.ola.org](mailto:kevin.holland@pc.ola.org)  
MPP Lise Vaugeois [lvaugeois-qp@ndp.on.ca](mailto:lvaugeois-qp@ndp.on.ca)  
All Ontario Municipalities



Representing the Districts of Kenora, Rainy River and Thunder Bay  
P.O. Box 10308, Thunder Bay, ON P7B 6T8  
www.noma.on.ca  
p. 807.683.6662 e. admin@noma.on.ca

October 7, 2024

Honourable Anita Anand  
President of the Treasury Board and Minister of Transport  
House of Commons  
Ottawa, ON, K1A 0A6  
Via Email: [Anita.Anand@parl.gc.ca](mailto:Anita.Anand@parl.gc.ca)

Her Worship Mayor Olivia Chow  
Office of the Mayor  
City Hall, 2nd Floor  
100 Queen St. W.  
Toronto, ON M5H 2N2  
Via Email: [mayor\\_chow@toronto.ca](mailto:mayor_chow@toronto.ca)

Re: The Future for Billy Bishop Airport Requires Urgent Action and a Modern Governing Agreement

Dear Minister Anand and Mayor Chow,

I am writing to you to express my support for the sustained operation and development of Billy Bishop Toronto City Airport. As the President of the Northwestern Ontario Municipal Association, I am extremely concerned to learn that the Tripartite Agreement that governs operations at the Airport expires in 2033 – less than 9 years from now.

Billy Bishop Airport provides a critical service and point of connection for the North. Many of my community members rely on Billy Bishop airport to visit family, connect through to other destinations for work, travel and tourism or to access critical medical services, the convenience and ease of Billy Bishop Airport cannot be matched. It has been reported widely that Northern Ontario communities have experienced drastic reductions in air service coming out of the COVID pandemic. Reliable air connectivity available through Billy Bishop Airport is an important economic and social lifeline for my community.

We were pleased to see the Federal Government's investment in a US Customs and Border Patrol preclearance facility, which is expected to open in 2025. This is welcomed news for communities in Northwestern Ontario as it will enable more and better connections through Billy Bishop Airport and amplify the airport's already strong economic contribution. We viewed this investment in the airport's long term future as recognition of the very important role the airport has come to play for the communities it connects including Northwestern Ontario – very much at odds with an agreement that expires in a matter of years.

To that end, we would implore you, as signatories to the Tripartite Agreement, to commence a process to modernize the Tripartite Agreement and secure the long-term future of Canada's 9<sup>th</sup>-busiest airport and 3<sup>rd</sup>-busiest in Ontario. My community members rely on this service, and we

want to see even more connections and expanded services to the North. As elected leaders, we have a responsibility to think past our own front doors, reflect the needs of all of our constituents and those beyond our communities who are impacted by our decisions. Certainty about the airport's long-term future should not be something we as leaders should need to think long about. **The time is now for the parties of the agreement to move forward with urgency to ensure this vital piece of transportation infrastructure and the important connections it facilitates are sustained.**

Sincerely,



---

Wendy Landry  
President, Northwestern Ontario Municipal Association  
Mayor, Municipality of Shuniah

Cc:

Hon. Soraya Martinez Ferrada, Minister of Tourism, Government of Canada  
Hon. François-Philippe Champagne, Minister of Innovation, Science and Industry, Government of Canada  
Hon. Arun Thangaraj, Deputy Minister of Transport Canada, Government of Canada  
John D. Elvidge, City of Toronto, Clerk  
Paul Johnson, City of Toronto, City Manager  
Jag Sharma, City of Toronto, Deputy City Manager  
RJ Steenstra, President and CEO, Ports Toronto  
Sandra Papatello, Chair, Board of Directors, Ports Toronto  
Neil Pakey, President and CEO, Nieuport Aviation  
Hon. Prabmeet Sarkaria, Minister of Transportation, Government of Ontario  
Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade, Government of Ontario  
MP Patty Hajdu (Thunder Bay - Superior North)  
MP Marcus Powlowski – Thunder Bay-Rainy River  
MP Eric Melillo – Kenora  
MPP Greg Rickford, (Kenora – Rainy River)  
MPP Kevin Holland, (Thunder Bay - Atikokan)  
MPP Lise Vaugeois, (Thunder Bay - Superior North)  
All member municipalities - CAOs and Clerks

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Council Meeting**

**Resolution # 8**

**Date:** October 28, 2024

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**Moved By:** Carma Williams

**Seconded By:** Jamie MacDonald

**WHEREAS** the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province and;

**WHEREAS** the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners and;

**WHEREAS** the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values and;

**WHEREAS** both current and outdated assessments are inaccurate, increase volatility, and are not transparent and;

**WHEREAS** frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike and;

**WHEREAS** the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality and;

**WHEREAS** the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment and;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of North Glengarry hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation and;

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Council Meeting**

**Resolution #**

**Date:** October 28, 2024

---

**FURTHERMORE, THAT** all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality and;

**FINALLY RESOLVED THAT** a copy of this resolution be forwarded to the Premier Doug Ford, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.

**CARRIED**

**DEFEATED**

**DEFERRED**

  
\_\_\_\_\_  
**MAYOR / DEPUTY MAYOR**

	<b>YEA</b>	<b>NEA</b>
<b>Deputy Mayor:</b> Carma Williams	_____	_____
<b>Councillor:</b> Jacques Massie	_____	_____
<b>Councillor:</b> Brian Caddell	_____	_____
<b>Councillor:</b> Jeff Manley	_____	_____
<b>Councillor:</b> Michael Madden	_____	_____
<b>Councillor:</b> Gary Martin	_____	_____
<b>Mayor:</b> Jamie MacDonald	_____	_____

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 8.3.  
**Resolution Number** 2024-404  
**Title:** Resolution Stemming from October 16, 2024 Regular Meeting of Council - Item 8.1 - Correspondence #7  
**Date:** November 20, 2024

---

**Moved by:** Councillor Laframboise  
**Seconded by:** Councillor Pothier

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution #C-2024-09-16 passed by Tay Valley Township, regarding Public Sector Salary Disclosure; AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Premier of Ontario, Doug Ford; the Minister of Municipal Affairs and Housing, Paul Calandra; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.**

**CARRIED**

  
MAYOR





September 25, 2024

The Honorable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Sent by Email

Dear: Honourable Doug Ford

**RE: Public Sector Salary Disclosure**

The Council of the Corporation of Tay Valley Township at its meeting held on September 24<sup>th</sup>, 2024 adopted the following resolution:

**RESOLUTION #C-2024-09-16**

MOVED BY: Greg Hallam  
SECONDED BY: Wayne Baker

**"THAT**, the Council of the Corporation of Tay Valley Township support the Township of Stirling-Rawdon's resolution regarding Public Sector Salary Disclosure;

**THAT**, the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996;

**THAT**, the Act be further updated so that the inflation rate is applied each year to the requirement to report public salaries;

**AND THAT**, this resolution be sent to the Province of Ontario Premier's Office, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario and all Ontario Municipalities."

**ADOPTED**



If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca)

Sincerely,



Aaron Watt, Deputy Clerk

Cc: Ministry of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 8.2.  
**Resolution Number** 2024-403  
**Title:** Resolution Stemming from October 16, 2024 Regular Meeting of Council - Item 8.1 - Correspondence #4  
**Date:** November 20, 2024

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**Moved by:** Councillor Loftus  
**Seconded by:** Councillor Lachance

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the letter dated September 20, 2024 by the Town of Bradford West Gwillimbury, regarding the Ontario Deposit Return Program;**

**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Minister of the Environment, Conservation and Parks, Andrea Khanjin; the Minister of Finance, Peter Bethlenfalvy; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.**

CARRIED

  
MAYOR

September 20, 2024

**BY E-MAIL**

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

Dear Minister Khanjin:

### **Ontario Deposit Return Program**

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I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

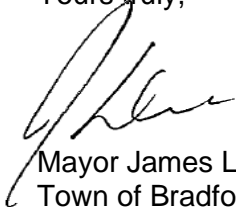
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc  
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe  
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic  
Ontario's Municipal Councils and Conservation Authorities



**Date:** Wednesday, December 11, 2024

**From:** Niall Lobley, Chief Administrative Officer

**Subject:** 2024 Q3 & Q4 Council Direction Reporting

**Report COR2024-036**

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

### **Recommendation**

That report COR2024-036 – 2024 Q3 & Q4 Council Direction Reporting 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.

In their capacity as administrative support to Council, the Clerks Department maintains a direction log that is updated following each Council meeting and updated in consultation with the Leadership Team. The direction log is attached as “Appendix A” for Council’s information.

### **Additional Updates for Information from Previous Council Direction**

At the Council meeting on March 20, 2024, Council directed staff to bring back further information regarding item 9.3.6 – Town of Cobourg – Affordability of Water and Wastewater Systems and the County of Renfrew resolution. The resolution referred to correspondence from the County of Renfrew, which was not appended to the agenda at that time. Staff have located the correspondence and it has been attached as “Appendix B” for Council’s information.

At the Council meeting on March 20, 2024, Council directed staff to bring back further information regarding item 9.3.11 – Tay Valley Township – Declaration of a Climate Change Crisis. Staff have looked into whether the Township has declared a climate change crisis and cannot locate that a declaration has been made by the Township.



At the Council meeting on June 12, 2024, Council directed staff to bring back a report on Township by-laws pertaining to exotic animal control. Staff have reviewed Township by-laws and can note that no by-law exists pertaining specifically to exotic animals control. That being said, [By-law 2013-079](#), being a by-law to control animals and provide for standards of care, was adopted by Council on September 4, 2013. This is the Township's active Animal Control By-law.

### **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:

Niall Loble, Chief Administrative Officer (in consultation with the Leadership Team)



### Report Approval Details

Document Title:	COR2024-052 - 2024 Q3 and Q4 Action Tracking.docx
Attachments:	- Appendix A.pdf - Appendix B.pdf
Final Approval Date:	Nov 28, 2024

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

Niall Loble, Chief Administrative Officer

Meeting Type	Meeting Date	Department	Agenda Item	Status	Description	Comments
Council Meeting	4/10/2024/ 5/15/2024/	CAO Corporate Services	Saugeen Mobility and Regional Transit - Stephan Labelle Principles Integrity - Recommendation Report	Incomplete In Progress	That staff be directed to bring back information regarding options to partner with Saugeen Mobility and Regional Transit. That the pay of Councillor Moore Coburn be suspended for a period of 30 days; and That a training session for Council be arranged to be provided by the Integrity Commissioner on the roles and responsibility of members of Council for which training should be mandatory for Councillor Moore Coburn.	Q1 2025.
Council Meeting	6/12/2024/	Corporate Services	Multi Municipal Energy Working Group - Minutes & Agendas	Incomplete	That staff be directed to look into canvas for community representation to represent the Township on the Multi Municipal Energy Working Group.	Q1 2025.
Special Council Meeting	6/17/2024/	Corporate Services	Fees and Charges	In Progress	In Progress That in drafting the Fees and Charges Policy, staff be directed to consider the following goals and objectives of Council: Ensure the principles of affordability, fairness, and equity; Consideration of fee types for Georgian Bluffs residents vs. non-residents. Consideration of rate subsidies for facilities for registered not-for-profit and youth sports organizations. Ensure our fees are competitive with direct urban/rural mix comparators with similar populations and services. Consider incentives such as reduced fees for climate and environmental renovations and upgrades. Consider upcoming changes to waste collection and maintain a fee for these services. Aim to decrease the burden on the tax base for parks and recreational user fees, at a target of 20% and consider increasing public drop-in fees. Introduce a cap on boat launch passes that are available to residents only and make remaining launch passes be available to non-residents on a first come first served basis. Investigate whether booking outdoor spaces such as pavilions is suitable for the Township. Investigate cemetery fees and charges and opportunities to decrease the tax burden. Maintain the pay-by incentive for dog tag fees. Investigate opportunities for police and fire user fees. Aim for a 100% recuperating rate for the Short-Term Accommodations licensing program. Consider including annual CPI increases for inflation; and That the areas of parks and recreation, planning and engineering and policy and fire be prioritized in 2025.	February 2025.
Council Meeting	9/11/2024/	CAO	CAO2024-017 - Dog Park Engagement Results Summary	Incomplete	That report CAO2024-017 be received for information; and That staff be directed to bring additional information to Council for use and uptake of dog parks in comparable municipalities; and That staff be directed to engage the Shallow Lake Village Improvement Committee to determine the status of any fundraising or interest in fundraising should the project be supported; and That staff be directed to include an analysis for the location of the dog park at the former Shallow Lake Ball Diamond and the Shallow Lake Community Centre.	Q2 2025.
Council Meeting	9/11/2024/	CAO	Extension of Transportation Services to Georgian Bluffs	Incomplete	That staff reach out to the Chamber of Commerce to confirm the status of the discussions regarding the extension of transportation services to Georgian Bluffs; and That staff be directed to bring back a report detailing the cost of potential transit services.	Q1 2025.
Council Meeting	10/16/2024/	Development and Infrastructure	Clean Yards By-Law	In Progress	Whereas the Township of Georgian Bluffs has adopted Committed to Change, a Corporate Climate Action Plan; and Whereas Committed to Change highlights the important role the municipality plays in demonstrating leadership to community; and Whereas nature-based solutions to climate change are recognized in Committed to Change as a significant way of reducing the affects of climate change and mitigating the impacts of emissions; and Whereas natural grasslands are one of the most endangered habitats in Canada having been reduced by 75% as a result of land use changes; and Whereas natural grasslands protect soil and are known to provide one of the most diverse and effective carbon sinks, helping to lock up and store climate changing gases and provide valuable ecosystem services such as clean air and water; and Whereas the government of Canada hosted the United Nation Biodiversity Conference in late 2022 (COP15) and was an author and signatory to the Kunming-Montreal Global Biodiversity Framework (GBF) that recognises that there is a dangerous decline in biodiversity as a result of human activity; and Whereas the GBF seeks to address biodiversity loss, restore ecosystems, and protect Indigenous rights; and Whereas the GBF seeks to 'protect 30 by 30' and see 30% of inland lands and waters protected and restored to natural ecological systems; and Whereas it is understood that land use changes and habitat loss are having a disproportionate impact on pollinating species of insects, particularly species such as bees; and Whereas more than three-quarters of commercial food crops rely on insect pollination to sustain their production; and Whereas heavily manicured and managed gardens and yards in residential areas have potential to be havens for biodiversity, support pollinators, and help to address climate change; and Whereas grasslands, pollinator gardens, winterized gardens, bioretention and rain gardens, habitat features such as rock piles and logs, and native woodland gardens do not always meet our current municipal bylaw requirements; and Whereas Ontario's noxious weed list does not include numerous invasive species that are locally present and Whereas legal precedent in Ontario supports naturalized gardens as freedom of expression; and Whereas the Township of Georgian Bluffs has a Clean Yards Bylaw established in 2017 that restricts the height of grassland on residential properties; Now therefore be it resolved that the Council of Georgian Bluffs demonstrate support for residents and communities that seek to re-establish, develop, and manage natural areas on properties for the benefit of biodiversity and pollinator species; and That staff be directed to review bylaw 2017-036 before the end of 2024 to support natural and longer grassland areas to be established; and That staff be directed to make available information on the Township's website as to how to establish and maintain a pollinator friendly yard and grassland; and That staff be directed to work with community to support residents that wish to participate in No Mow May programs, such as through promotional yard signage; and That staff be directed to investigate and implement other ways to promote, support and help facilitate private property owners in supporting biodiversity and pollinator species on their properties, including by considering implementing demonstration areas on a Township property or properties that seek to enhance the property for pollinators and increase its biodiversity.	February 2025.
Committee of the Whole	10/23/2024/	CAO	CAO2024-032 - Georgian Bluffs Green Fleet Strategy	In Progress	That Council acknowledge and recognize the valued contribution of Roger Martins expertise and generous volunteer support in helping to develop a Green Fleet Strategy and a fleet GHG estimating tool for Georgian Bluffs and, That staff be directed to use the tool in developing a draft a long-term strategy for fleet renewal and replacement to be embedded within the Georgian Bluffs Asset Management Plan in 2025, and, That staff be directed to develop a long-term (thru 2050) fleet renewal program that supports the adoption of zero emission vehicles (ZEVs) only as practical ZEVs become available for the Townships various jobs.	
Committee of the Whole	10/23/2024/	Corporate Services	COR2024-038 - Functional Road Classifications	In Progress	That Committee of the Whole receive report COR2024-038, Functional Road Classifications, and That staff proceed with drafting a level of service policy for each functional road classification and identified service consistent with current levels of service and inclusive of Committee comments received, and That the draft policy be promoted and shared for public engagement on Engage GB to receive feedback before presenting to Council for adoption.	
Council Meeting	11/6/2024/	Corporate Services	COR2024-041 - Amendments to Volunteer Recognition Program	In Progress	That Council proceed with Option #2 as described in Report COR2024-041 herein; and That staff be directed to author a follow up report that outlines the program framework in detail, in the form of an amended draft Volunteer Recognition Policy for consideration of Council.	
Special Council Meeting	11/12/2024/	Corporate Services	Strategic Session - 2025 Draft Budget	In Progress	That Council receive the amended Policy FIN-03-2019 titled Reserve and Reserve Fund Policy; and That Council approves the revised Reserve and Reserve Fund balances as presented in the attachments to this report as of January 1, 2024, as amended to include the following changes: 1. That the use of the Weather Stabilization reserve be expanded and that it be renamed the Environmental Stabilization Reserve; and 2. That the Biodegester Reserve be renamed the Georgian Bluffs/Chatsworth Wastewater Treatment Reserve; and 3. That staff be directed to merge the "Gateway Water System" Reserve with the "Oxenden Water System" Reserve, with funds being retained in the Oxenden Water System Reserve; and That Council approves the transfers between Reserve and Reserve Funds as requires to revise the Reserve and Reserve fund schedules; and That staff be directed to take all administrative steps required to open and close reserve and reserve funds as proposed; That staff be directed to present an updated Reserve and Reserve Fund Policy and approving By-law for Councils consideration at an upcoming Council meeting.	January 2025.
Special Council Meeting	11/12/2024/	Corporate Services	Budget Direction	In Progress	That the 2025 draft budget materials be received for information as presented at the November 12, 2024, Strategic Session; and That staff be directed to present the 2025 draft budget for approval as presented, inclusive of the Grey Sauble Conservation Administrative Centre Renovation, at the January 15th meeting of Council; and That the \$1.5 million hard top surface preservation program budget be used for surface treated roads, replacing the hot mix asphalt work proposed in the 2025 budget request with as many kilometers of surface treated road sections as possible in 2025; and That staff be directed to seek alternatives to purchasing a Water Tank Insert System, including rental options; and That the Kemble Playground budget request be approved conditionally as included in the draft budget, pending the outcome of public engagement around the proposal and a successful grant application; and That staff be directed to submit a delegation request for the 2025 ROMA Conference and work with attending Council members to prepare a presentation if successful, to appeal to the province for infrastructure funding, with an emphasis on road preservation funding needs; and That staff be directed to connect with Grey Bruce OPP Detachment Board member municipalities and submit a delegation request for 2025 ROMA or OGRA Conferences, either independently or jointly, to appeal to the province for funding to reduce burden on municipalities resulting from increased Ontario Provincial Police (OPP) service costing.	January 2025.
Council Meeting	11/20/2024/	CAO	CAO2024-035 - Georgian Bluffs Vision 2050 and 2025-2030 Strategic Plan	In Progress	That the View from the Top Strategic Plan 2025 2030 as appended to report CAO2024-035 be approved; and That staff be directed to present a by-law to adopt the 2025-2030 Strategic Plan at a future meeting of Council.	January 2025.
Council Meeting	11/20/2024/	Development and Infrastructure	DEV2024-059 - Shared Building Services with the City of Owen Sound	In Progress	That staff report DEV2024-059, Shared Building Services with the City of Owen Sound be received for information; and, That pending discussion and approval by the City of Owen Sound Council, staff be directed to transition the Shared Building Services pilot program with the City of Owen Sound into a full Shared Service for the provision of Building Services, and, That pending discussion and approval by the City of Owen Sound Council, staff be directed to present an agreement and corresponding by-law for the provision of Shared Building Services with the City of Owen Sound, as per this report, to be reviewed annually.	February 2025.

Office of the  
County Warden



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-7288  
FAX: 613-735-2081  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

January 31, 2024

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

DELIVERED VIA EMAIL

**RE: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on January 31, 2024, The County of Renfrew passed the following resolution:

**WHEREAS** the Provincial Policy Statement (PPS) (Section 1.6.6.2) states that municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety and that intensification and redevelopment within these settlement areas should be promoted; and

**WHEREAS** the PPS (Section 2.2.1 (f)) states that planning authorities shall protect, improve, or restore the quality and quantity of water by implementing the necessary restrictions on development and site alternation to protect all drinking supplies and designated vulnerable areas, and protect, improve, or restore vulnerable surface and ground water, sensitive surface water features and sensitive groundwater features, and their hydrologic functions; and

**WHEREAS** the PPS (Sections 2.2.1(h) and (i)) states that there is consideration of environmental lake capacity as well as stormwater management practices; and

**WHEREAS** the Ministry of the Environment, Protection and Conservation (MECP) Procedural Guideline B-1-5 Policy 2 provision states that water quality which presently does not meet the Provincial Water Quality Objectives shall not be further degraded and all practical measures shall be undertaken to upgrade the water quality to the Objectives; and

**WHEREAS** in 2014 the Township of Whitewater Region authorized Jp2gConsultants Inc. to undertake a Municipal Class Environmental Assessment (EA) for the purpose of evaluating viable options to upgrade the 1979 Cobden Wastewater Treatment Plant. This plant did not meet guidelines for effluent flow into Muskrat Lake and Cobden Wetland being highly sensitive, at-capacity, inland lake, and Provincial Significant Wetland (PSW) and acknowledged as one of



the most eutrophic in the province. The plant had ongoing seasonal overflow events, and was operating at maximum capacity; and

**WHEREAS** in 2018 the Council of the Township of Whitewater Region approved the construction of a new parallel mechanical system that would meet all provincial environmental and regulatory requirements including accommodating future growth. Federal and provincial contributions only covered 50% of the final construction costs, as there was no ability to renegotiate with federal and provincial partners once real costs were known. As a result, the balance of costs (\$6M) was debentured over 30 years at interest rates that are slightly punitive to rural and small urban municipalities; and

**WHEREAS** in 2019 the Council of the Township of Whitewater Region conducted a Water and Wastewater Rate Study that demonstrated the need for rate increases of over 100% to fund the new wastewater treatment plant construction debenture and the significantly increased operating costs for a parallel mechanical system. Rural and small urban municipalities experience very limited growth as federal and provincial policies heavily support growth in urban centers. As there are no other sources of available operational funding, rural and small urban municipalities are expected to fund the construction and operation of these state-of-the-art systems from existing property owners and nominal forecasted growth; and

**WHEREAS** in 2023 the Township of Whitewater Region combined water and wastewater rates have risen to almost \$3,000/year for its five hundred and eleven (511) users and are among the highest in the County of Renfrew and across the Province of Ontario. There are similarly high user rates in the Township of Madawaska Valley as a result of Provincial regulations and a small number of users. Other examples of rapidly increasing rates include the Towns of Deep River, Renfrew, Arnprior, Laurentian Hills, and Petawawa, and the Townships of Bonnechere Valley, Laurentian Valley and Killaloe, Hagarty and Richards, where significant upgrades in short periods of time are making rates unaffordable even with an increased number of users.

**NOW, THEREFORE BE IT RESOLVED THAT** the Council of the County of Renfrew:

Advocate to the provincial and federal levels of government to make them aware that rural and small urban water and wastewater systems are financially unsustainable; and Advocate to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally.

**AND THAT** a copy of this resolution be circulated to The Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks; AMO; ROMA; FCM; and all Municipalities in Ontario.

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Emon', with a long horizontal flourish extending to the right.

Peter Emon, Warden

County of Renfrew

[warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

cc: Honourable Kinga Surma, Minister of Infrastructure (Ontario)  
Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada)  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke  
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks  
AMO; ROMA; FCM; and all Municipalities in Ontario.



**Report** COR2024-53 – 2024 – Annual Accessibility Update - 2024-2028 Multi-Year Accessibility Plan Update

**Date** Wednesday, December 11, 2024

**From** Rayburn Murray, Deputy Clerk

## **Memo Report**

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

### **Background**

On November 8<sup>th</sup>, 2023, Council adopted By-law 2023-073, being a By-law to adopt the 2024-2028 Multi-Year Accessibility Plan, which came into effect on January 1, 2024. The plan contains the four areas within the *Integrated Accessibility Standards Regulation (IASR)*: customer service, information and communications, employment, training, and design of public spaces.

The Township is required to report on the progress of its Multi-Year Accessibility Plan on an annual basis under the *Accessibility for Ontarians with Disabilities Act, 2005*. Council received the most recent annual report in December 2023, reporting on progress from the previous plan. Since this time and following the adoption of the updated plan, the following progress has been observed in 2024:

### **Analysis**

Standards Area #1 – Customer Service

*Goal: To ensure people of all abilities have access to Township services and facilities.*

In 2023, Council adopted the Integrated Accessibility Standards Policy and Accessible Customer Service Policy. To support these policies, throughout 2024, an internal Customer Service Working Group comprised of front-line staff was created. This has provided a platform for staff to discuss and provide feedback from in-person, website, phone, and virtual experiences. As a result, staff continue to identify ways to improve customer service across the organization. Improvements have included updated phone queues, written materials for residents, and website improvements, among other achievements.

Standards Area #2 – Information and Communications



*Goal: To ensure all communications and information published by the Township are created and available in a manner that is accessible to people of all abilities.*

As approved by Council through Budget 2024, a new Township website is being onboarded and will go live on December 9, 2024. The new website achieves Web Content Accessibility Guidelines – Level AA compliance, and possesses a scanning tool to identify accessibility barriers alongside broken links, and misspellings. The new website also contains a re-imagined and accessible Township logo to support branding.

As approved by Council through Budget 2024, staff are currently engaged in an informal request for quotation process for the purchase of cemetery software. The software will contain interactive maps to enhance the availability and accessibility of cemetery information. This will allow individuals to access cemetery information via the Township's website and in person.

Council and Committee meetings continue to be livestreamed in a hybrid format (in-person and virtual attendance) for all meetings. Improvements to audio-visual systems in Council Chambers through Budget 2024 upgrades have occurred and are ongoing. This has improved both online and virtual experiences. Staff continue to make improvements where necessary and intend for improved closed captioning and timestamping of agenda items to be made available in 2025.

Finally, an audit of signage on the Georgian Bluffs Rail Trail throughout the Township has been completed throughout 2024 which will be used to inform improvements, including accessibility improvements, in 2025, subject to budget approval.

### Standards Area #3 – Employment

*Goal: To create an inclusive workplace that actively prevents barriers for employees of all abilities.*

Throughout 2024 and continuing into 2025, Human Resources Policy updates are underway. This builds on the updates identified in the 2023 audit ensuring the Township moves beyond basic compliance with the AODA and associated regulations.

Furthermore, staff are currently working on development for a Request for Proposal (RFP) for a Facilities Review and Master Plan. This work will include an audit of the accessibility of Township buildings and facilities. It is anticipated that the review and plan will provide guidance for the Township in making decisions for future upgrades to facilities, including improvements to accessibility. Staff intend to circulate the draft plan the Joint Grey County Accessibility Advisory for review and comment.

### Standards Area #4 – Training



*Goal: To ensure all staff, volunteers, and members of Council are equipped with the tools and knowledge to provide accessible customer and public service.*

Ongoing training will be delivered to staff to support the onboarding of the Township's new website. This will support staff when making updates to website content by ensuring changes are accessible and in line with the Web Content Accessibility Guidelines.

#### Standards Area #5 – Design of Public Spaces

*Goal: To ensure the Township's public spaces are accessible, and serve as a place where community members of all abilities can enjoy.*

Throughout 2024, numerous improvements have been made at the Township's public spaces. Enhanced paths of travel at Sarawak Family Park to and from parking spaces, picnic areas, and the beach have occurred. Specifically, new access paths have been completed and a Mobi-mat has been installed to enhance waterfront accessibility.

In addition, improvements to Kilsyth Park have included an accessible link trail to the Kilsyth Community Centre and landscaping to include seating.

To date, work has commenced to create a more accessible washroom at the Shallow Lake Arena. Fixtures have been installed and a new door with power operations is being installed by the end of 2024.

Furthermore, the old vault-style toilets have been decommissioned at Cedar Hill Park and Centennial Park. A contract is in place with a service provider to supply accessible portable toilets.

Staff are currently working on generating an RFP for washroom facility upgrades at the Shallow Lake Ball Diamond (Shouldice Park).

Finally, phase 1 of sidewalk improvements in Shallow Lake have been completed. Phase 2 of sidewalk improvements in Shallow Lake and Sarawak Family Park playground enhancements have been included within the 2025 budget and it is hoped that if budget is supported, staff can continue to improve the accessibility of Township sidewalks

#### **Self Serve Kiosk**

A self-serve kiosk (iPad) is available, with support from staff with accessibility features enabled. The iPad is connected to the internet and individuals can access the Township's website, Council agendas, minutes, and can access Cloud Permit with help from staff for submitting permitting and licencing applications. more.



## **Grey County Joint Accessibility Advisory Committee**

The Township of Georgian Bluffs continues to work with the Grey County Joint Accessibility Advisory Committee. The Committee's goal is to identify, prevent, and remove barriers from municipal services, by-laws, policies, programs, and facilities. As per legislated requirements, the committee is comprised of 50% plus one (1) persons with disabilities, political representatives, staff, and interested members of the public.

The Township will continue to engage in the consultation of the Committee on various projects throughout the 2024-2028 Multi-Year Accessibility Plan.

### **Financial Impact**

N/A

### **Strategic Priorities**

The Township will strive to be a leader in municipal and customer service excellence. We will continue to offer remarkable service to those we serve. This includes goal 5.2 to create more accessible meetings to encourage citizen engagement.

The Township of Georgian Bluffs is committed to building community through investment in recreation and community centres, and flexible use of community centres and playgrounds.

### **Respectfully Submitted:**

Rayburn Murray, Deputy Clerk



**Report** 2024 Emergency Planning Updates  
**Date** Wednesday, December 11, 2024  
**From** Brittany Drury, Deputy CAO / Director of Corporate Services

### **Memo Report**

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

### **Analysis**

Further to the requirements of the *Emergency Management and Civil Protection Act*, R.S.O, 1990, c.E.9 (the Act) and Ontario Regulation 380/04, municipalities are required to review and adopt an Emergency Plan and Program on an annual basis. Both the Plan and Program are submitted to Emergency Management Ontario, through the Office of the Solicitor General, prior to year-end for their review.

The Emergency Management Program (Appendix A) consists of the following pillars, as required by the Act:

- Community Emergency Management Coordinator (CEMC)

The Act requires that each municipality appoint, by by-law of Council, a Community Emergency Management Coordinator (CEMC), and such alternates as are deemed necessary to ensure that an appropriately qualified CEMC is available in all emergency situations. The CEMC and appointed alternates are required to obtain and maintain the qualifications deemed necessary by Emergency Management Ontario.

- Emergency Plan

The Township Emergency Plan, attached as Appendix B, has been developed in accordance with the Act, and further reviewed by the Office of the Solicitor General. The Plan is reviewed annually by the Township CAO, CEMC and Emergency Management Planning Committee. The Emergency Management Planning Committee met to review the Plan on November 5, 2024.

The Emergency Management Planning Committee is a group enacted by by-law of Council, with its soul purpose being to review the Plan to make any administrative updates prior to the Plan's presentation to Council on an annual



basis. Council formalized and updated appointments to said Committee via [By-law 2022-064](#).

The Act also mandates establishment of a Municipal Emergency Control Group, called to manage and coordinate the Township's response in a declared state of emergency. The Township's Municipal Emergency Control Group consists of various members of Township staff, the Mayor, Deputy Mayor and one additional member of Council. The membership of the group is defined in Part 1 of the plan.

The Township's Emergency Plan also includes the Hazard Identification and Risk Assessment (HIRA), attached to this report as Appendix C. The HIRA is a tool used to assess systematic risk in various real-life scenarios, and the projected overall impact of said scenarios to Township facilities and infrastructure. In addition to their annual review of the Plan, the Emergency Management Planning Committee reviews the HIRA to ensure all rated risks remain applicable year to year.

- Training

As required by the Act, members of the Emergency Management Program Committee and the Municipal Emergency Control Group, as defined in the Emergency Plan, shall receive annual training. Such training shall be organized by the CEMC and shall meet the requirements of Emergency Management Ontario.

The Township fulfilled its annual training requirement via a small table-top training and exercise session held on November 5, 2024.

- Exercise

An Emergency Management Exercise shall be conducted annually. The nature of the exercise shall be determined by the CEMC, in collaboration with the Program Committee and may include tabletop or live action elements.

The Township fulfilled its annual training requirement via a small table-top training and exercise session held on November 5, 2024, involving response various weather events, including loss of all power and communications during

- Public Education

As required by the Act, the Township of Georgian Bluffs shall conduct public education regarding the risks to public safety and public preparedness for emergencies.





Outreach initiatives have included:

- Media releases, to local newspapers, Township website and local radio stations;
- Social media; and
- Dedicated webpages on the Township website regarding emergency management.

## **Financial Impact**

Adoption of the 2024 Emergency Plan and Program will have no financial impact to the Township.

## **Strategic Priorities**

Approval of the recommendation as included in this report achieves the 5th Strategic Goal, Deliver Effective and Cost-Efficient Services, as defined in the 2020-2024 Strategic Plan.

Appendix A – Emergency Program

Appendix B – Emergency Plan

Appendix C - Hazard Identification and Risk Assessment (HIRA)

Respectfully Submitted: Brittany Drury, Deputy CAO / Director of Corporate Services



### Report Approval Details

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

Niall Lobley, Chief Administrative Officer



# Emergency Management Program

Implemented – May 6, 2020

Reviewed – December 16, 2020

Reviewed – November 26, 2021

Reviewed – August 17, 2022

Reviewed – December 6, 2023

Reviewed – November 5, 2024

## Policy Statement

The Township of Georgian Bluffs is committed to providing residents, visitors and businesses with the highest possible service during an emergency situation, and to meeting the legislative requirements of the *Emergency Management and Civil Protection Act, 1990* through emergency response, staff training, and public education.

## Program Summary

To ensure the Township of Georgian Bluff's readiness for emergency situations and compliance with the *Emergency Management and Civil Protection Act, 1990* (the Act).

## Definitions

### **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Municipal Emergency Control Group (MECG).

### **Emergency Management Ontario (EMO)**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of Emergency Management Programs in Ontario and partnering with municipalities to assist in their Emergency Management Programs. Also referred to as EMO.

## **Head of Council**

The Mayor, acting Mayor, or designated alternate of the Municipality is the Head of Council.

## **Municipal Emergency Control Group (MECG)**

A group appointed by Council who are responsible for directing the municipal response during an emergency, including the implementation of the Township Emergency Plan and ensures co-ordination between all agencies involved.

## **Program Details**

The Emergency Management Program shall consist of the following components, as specified in section 2.1 (2) of the *Emergency Management and Civil Protection Act, 1990*, Chapter E.9 and accompanying regulation O.Reg 380/04.

## **Community Emergency Management Coordinator (CEMC)**

The Township shall appoint, by by-law, a Community Emergency Management Coordinator (CEMC), and such alternates as are deemed necessary to ensure that an appropriately qualified CEMC is available in all emergency situations. The CEMC and appointed alternates shall obtain the qualifications deemed necessary by Emergency Management Ontario.

## **Emergency Plan**

An Emergency Plan shall be developed in accordance with the Act, to govern the provision of necessary services during an emergency. The Emergency Plan shall be developed by the CEMC and Emergency Management Program Committee and adopted by Council by by-law. The Emergency Plan shall be made available to the public in an accessible format.

## **Training**

In order to ensure that the Township is fully prepared for an unexpected emergency situation, members of the Emergency Management Program Committee and the Municipal Emergency Control Group, as defined in the Emergency Plan, shall receive annual training. Such training shall be organized by the CEMC and shall meet the requirements of Emergency Management Ontario.

## **Exercises**

An Emergency Management Exercise shall be conducted annually. The nature of the exercise shall be determined by the CEMC, in collaboration with the Program Committee and may include table top or live action elements.

## **Public Education**

As required by the Act, the Township of Georgian Bluffs shall conduct public education regarding the risks to public safety and public preparedness for emergencies.

Such public education may include participation in events and initiatives such as the following:

- Emergency Preparedness Week
- Township Communications, including: annual calendars, annual newsletters.
- Social media initiatives
- Municipal website information

## **Emergency Management Program Committee**

The Township shall appoint an Emergency Management Program Committee by by-law. The Committee shall consist of the Head of Council (or alternate), the CEMC and alternates, the EIO, and members of the Township's Management team.

## **Implementation**

The Emergency Management Program shall be implemented by the CEMC with the assistance of the Emergency Management Program Committee.

Each service or agency participating in the Emergency Management Program, generally through membership in the Municipal Emergency Control Group in the case of an emergency, shall ensure adequate functional emergency procedures are in place to assist in the fulfillment of roles and responsibilities in the event of an emergency.

## **Monitoring and Review**

The Emergency Management Program and Plan will be reviewed at least annually by the CEMC and the Emergency Management Program Committee. On an annual basis, the Emergency Management Program Committee will also identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

It is the responsibility of each person, department, agency or services named within the emergency plan to notify the CEMC forthwith, of any administrative changes or of any revisions to the appendices.

## Authority

This program is established pursuant to Section 2.1 of *the Emergency Management and Civil Protection Act, 1990*, Chapter E.9, which requires a municipality to establish an Emergency Management Program.

Subject to Section 23 of the *Municipal Act, 2001*, minor amendments to the Emergency Plan are delegated to the Community Emergency Management Coordinator (CEMC) with approval by the Township CAO, after review by the Emergency Management Program Committee. Such minor changes must ensure continued compliance with legislation and the spirit and intent of the overall plan adopted by Council through by-law.

The Emergency Plan shall be brought forward to Council for approval through by-law annually.



# Emergency Plan 2024

The Township of Georgian Bluffs

## Table of Contents

Executive Summary .....	3
Definitions And Relevant Terms .....	5
<b>Part I - Introduction, Aim, Alerting System, Control Group .....</b>	<b>9</b>
Introduction .....	9
Aim .....	10
Township Alerting System.....	10
Municipal Emergency Control Group.....	10
Diagram #1 .....	12
Diagram #2 .....	13
Emergency Operations Centre.....	14
<b>Part II - Declaration Of An Emergency.....</b>	<b>19</b>
Action Prior To Declaration .....	19
Municipal Emergency.....	19
<b>Part III - Termination Of Emergency .....</b>	<b>19</b>
Municipal Emergency.....	19
<b>Part IV - Request For Provincial Assistance .....</b>	<b>20</b>
Request For Provincial Assistance.....	20
<b>Part V- Responsibilities .....</b>	<b>21</b>
Municipal Emergency Control Group.....	21
Diagram #3 .....	23
Incident Command Post.....	23
Mayor.....	24
Chief Administrative Officer.....	25
Fire Chief(S) .....	27
Treasurer .....	28
Director Of Community Services .....	29
Chief Building Official.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
Facilities Coordinator .....	31
Grey County O.P.P. Commander .....	32
Social Services Administrator.....	34
Director/Medical Officer Of Health, Grey Bruce Owen Sound Health Unit .....	36
Manager, Ambulance Operations.....	38
Community Emergency Management Coordinator .....	39
Emergency Site Manager.....	40
<b>Part VI - Emergency Support And Advisory Staff.....</b>	<b>42</b>
Emergency Support And Advisory Staff .....	42
Solicitor.....	42
Clerk .....	42
Transportation Co-Ordinator .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
Amateur Radio Emergency Service .....	43
Canadian Transport Emergency Centre.....	43
Coroner.....	43
Critical Incident Stress Support .....	43
9-1-1 .....	43
Spills Action Centre.....	43
<b>Part VII - Media And Public Relations .....</b>	<b>44</b>
Introduction .....	44
On-Site Media Spokesperson .....	44
Emergency Information Officer / Media Coordinator (Eio) .....	45
Citizen Inquiry Supervisor .....	46
<b>Part VIII - Other Local Agencies, Services And Departments .....</b>	<b>47</b>
Grey Sauble Conservation Authority .....	47
Ontario Provincial Police .....	48



Bluewater District School Board And Bruce-Grey Catholic District School Board .....	48
Hospital Administrator .....	49
<b>Part IX- Plan Maintenance, Revision, Testing And Internal Procedures .....</b>	<b>50</b>
Plan Maintenance And Revision .....	50
Testing Of Plan .....	50
Internal Procedures.....	50
<b>Part X - Appendices .....</b>	<b>51</b>

## **Executive Summary**

### **Introduction**

This Plan has been prepared in order to provide key officials, agencies and departments within the Township of Georgian Bluffs with general guidelines on handling emergency situations where a controlled and coordinated response by the Township is warranted. For specific types of situations such as Pandemic Flu Outbreaks, supplements to this Emergency Plan exist and will be adhered to by members of the Municipal Emergency Control Group.

### **Scope**

If the emergency situation is isolated to this Township, the Township is responsible for activating its Township Alerting System first. If the Municipality's Emergency Control Group determines the need to declare that an emergency exists in all, or part, of the Municipality, they will notify the Mayor of the Township of Georgian Bluffs as part of their declaration procedures. The Mayor will in turn notify the Chief Administrative Officer (CAO).

In situations where the local Head(s) of Council determines immediate assistance from the County is necessary, the local Head of Council, Warden, County and Township Chief Administrative Officers, Georgian Bluffs Police Services Board, Grey County OPP Detachment Commander, local Medical Officer of Health, Mutual Aid (Fire) Coordinator or local Fire Chief(s) will activate the County's Alerting System by contacting 9-1-1 and identifying themselves. The 9-1-1 service will then notify members of the Municipal Emergency Control Group, advise of the situation and ask them to assemble at the Emergency Operations Centre. Assembling the Municipal Emergency Control Group does not constitute declaration of an emergency.

For this Plan to be effective, it is important that all concerned parties are aware of its provisions and that every official, agency, department and local municipality are prepared to carry out their assigned functions and responsibilities in a county-wide emergency. It is the responsibility of the concerned parties to know the contents of this Plan. Testing of the Plan will assist in becoming familiar with the contents of the Plan.

### **Background**

Provincial legislation, the *Emergency Management and Civil Protection Act, RSO 1990*, is the primary authority enabling Municipalities (Townships) to develop their own Emergency Plan.

An emergency is defined as "a situation or an impending situation caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property." Major threats to the Social, Environmental, Political and/or Economic wellbeing of the community may also be considered Emergencies.

In order to protect residents, visitors, and businesses, the Township of Georgian Bluffs requires the capability to conduct a coordinated and integrated emergency response

should it be necessary. This capability is over and above the normal procedures used by emergency services during day-to-day operations.

The Township of Georgian Bluffs Municipal Emergency Management Program Committee has developed this emergency response plan in accordance with current Emergency Management doctrine, guidelines, and procedures. Every official, municipal department and agency must be prepared to carry out assigned responsibility in an emergency. All departments and agencies shall prepare plans and procedures, and conduct training that enables them to undertake their assigned roles and responsibilities under this plan.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Georgian Bluffs Emergency Response Plan may be viewed at the Township of Georgian Bluffs Municipal Office located at 177964 Grey Road #18, in Springmount, Ontario. For more information, please contact the Community Emergency Management Coordinator (CEMC).

### **Authority**

The Legislation which is short titled the *Emergency Management and Civil Protection Act, 1990* states: the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

### **Short Title**

This emergency plan may be cited as the Township of Georgian Bluffs Emergency Plan.

## Definitions and Relevant terms

### Township Staff

**Chief Administrative Officer** means: The Chief Administrative Officer or alternate for the Township of Georgian Bluffs.

**Clerk** means: The Township Clerk for the Township of Georgian Bluffs is responsible for assisting the Chief Administrative Officer, as required, including, the activation of the Township Internal Alerting System

**County Emergency Control Group** means: The County of Gray Emergency Control Group as established by the County of Grey.

**Director/Medical Officer of Health, Bruce Grey Owen Sound Health Unit** means: The Director/Medical Officer of Health of the Grey Bruce Owen Sound Health Unit or alternate.

**Facilities Manager** means: The facilities manager, or alternate, for the Township of Georgian Bluffs.

**Head of Council of Affected Municipality** means: The Mayor of the local Municipality that is affected by the emergency.

**Manager of Ambulance Operations (EMS)** means: The Manager of Ambulance Operations (EMS) for the County of Grey.

**Mayor** means: The Mayor or alternate for the Township of Georgian Bluffs

**Medical Officer of Health** means: The local Medical Officer of Health, or alternate, for the County of Grey.

**Social Services Administrator** means: The Social Services Administrator or alternate for the County of Grey.

**Solicitor** means: the Solicitor as contracted by the Township of Georgian Bluffs.

**Treasurer** means: The Treasurer for the Township of Georgian Bluffs.

## Emergency Staff

**Community Emergency Management Coordinator** means: The Community Emergency Management Coordinator will be designated by Township Council. The Community Emergency Management Coordinator acts as a resource to the Municipal Emergency Control Group and updates the Emergency Plan on an annual basis.

**Emergency Site Manager** means: Appointed by the Municipal Emergency Control Group to ensure the agencies responding are co-ordinated in their response. The Emergency Site Manager communicates directly with the Mayor at the Municipal Emergency Control Group.

**Fire Chief(s)** means: The Chief(s) or alternate having authority in the affected catchment area.

**Grey County OPP Detachment Commander** means: The Grey County OPP Detachment Commander or alternate(s) having authority in the affected catchment area.

**Municipal Emergency Control Group** means: The group of individuals directing services necessary for mitigating the effects of the emergency. The names and contact numbers for the Municipal Emergency Control Group are listed in Appendix 1. The Chief Administrative Officer is responsible for co-ordinating the operations within the Emergency Operations Centre.

**Mutual (Fire) Aid Coordinator** means: The Mutual Aid Coordinator or alternate for the County of Grey.

**On-Site Media Spokesperson** means: An On-Site Media Spokesperson may be appointed by the Emergency Site Manager at the time of the emergency. This person co-ordinates the fast, accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson works with the Media Co-ordinator to ensure information released to the media from the Site is consistent with information being released from the E.O.C. Media Information Centre.

**Social Services Support Group** means: The Grey County Social Services Department is responsible for the dissemination of information between the Grey County Social Services Administrator and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Administrator and/or the Reception/Evacuation Centre(s).

**The Citizen Inquiry Supervisor** means: During an emergency, the Canadian Red Cross or alternate will assume the role of Citizen Inquiry Supervisor. The Citizen Inquiry Supervisor is responsible for the establishment of a Citizen Inquiry Service and liaises frequently with the Media Coordinator.

**Township Emergency Information Officer (EIO)** means: During an emergency, The Township Emergency Information Officer (EIO) will liaison with the designated Ontario Provincial Police Officer of the Grey County OPP who will assume the role of the Media Coordinator. The Media Coordinator acts as the spokesperson through which all information is released and all interviews are organized. To ensure information is accurate, news releases will be reviewed by the EIO/Municipal Emergency Control Group and authorized by the Mayor. When the County of Grey and/or other Municipalities are involved in an emergency it is crucial that the media coordinator works closely with the County Emergency Information Officer to maintain consistency and timeliness of messages ensuring that one coordinated voice is speaking for the management of the emergency using one approach. This includes reviewing all public safety announcements proposed by the affected Municipalities in a timely manner so as to ensure there are no delays in allowing the release of such information to the public.

**Transportation Co-ordinator** means: During an emergency, the Transportation Co-ordinator will be appointed by the Municipality Emergency Control Group.

## Other Terms

**Citizen Inquiry Service** means: A service established by the Citizen Inquiry Supervisor to respond to and redirect inquiries and reports from the public.

**Emergency Area** means: The area in which the emergency exists.

**Emergency Operations Centre** means: The location from which the Municipal Emergency Control Group operates. The addresses for the Emergency Operations Centres and alternates are listed in Appendix 2. For brevity, the Emergency Operations Centre is referred to as the E.O.C.

**Inner Perimeter** means: A restricted area in the immediate vicinity of the emergency site established by the On-Site Commanders (police/fire/ambulance). Access is restricted to essential emergency personnel actively involved in the occurrence.

**Media Information Centre** means: The location at, or near, the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. The location will be determined at the time of the emergency, or as designated by the Media Coordinator.

**On-Site Media Information Centre** means: The location at or near the site from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Site Media Spokesperson, with the approval of the Emergency Site Manager.

**Outer Perimeter** means: The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

**Reception/Evacuation Centre** means: A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. A list of possible evacuation centres is listed in Appendix 11.

**Recovery** means: The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

**Triage** means: The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

## **Part I - Introduction, Aim, Alerting System, Control Group**

### **Introduction**

Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. firefighting, police activities, normal hospital routines, ambulance routines.

While most peacetime emergencies could occur within the geographical area of responsibility of the Township of Georgian Bluffs, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

### **County of Grey Assistance:**

If a local municipality declares an emergency and determines that they require further assistance from the County of Grey, the local Head of Council can request County support by notifying the Warden. The Warden will in turn contact the County Chief Administrative Officer who will notify the appropriate department head(s). If the situation requires a significant amount of County resources or the Warden decides, in consultation with the local Head(s) of Council, that the emergency response activities could be better directed by the County, the Warden will notify 9-1-1 to activate the County Alerting System.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify 9-1-1 to assemble the County Control Group. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Control Groups cease. As identified in Appendix 1, selected members of the local Municipal Emergency Control Group will become part of the County's Control Group.



## **Aim**

The aim of this Emergency Plan is to outline how the Township of Georgian Bluffs will coordinate and organize its resources in an effort to mitigate a large-scale emergency to provide the earliest possible response to:

- i. protect and preserve life and property;
- ii. assist local municipalities as requested;
- iii. minimize the effects of the emergency on the Township of Georgian Bluffs; and
- iv. Restore essential services.

This plan does not intend to identify counter measures for all conceivable crisis situations, but rather develop a standard procedure from which Township authorities can monitor the incident, obtain additional support, and direct a controlled response.

## **Township Alerting System**

The Mayor, Chief Administrative Officer, the Mutual Aid Coordinator, the local Fire Chief(s) and the local Medical Officer of Health may request that 9-1-1 assemble the Municipal Emergency Control Group.

9-1-1 is responsible for alerting members of the Municipal Emergency Control Group, affected municipal representatives and Provincial Ministries, as required (refer to Appendices 6 through 8). The emergency alert will (1) apprise group members of the situation and (2) notify them to congregate at the designated Emergency Operations Centre (EOC). If a group member is unavailable or unable to fulfill his/her duties, a designated alternate will be notified. If this individual is also unavailable, the remaining members of the County Control group will designate a suitable alternate.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify 9-1-1 to assemble the County Control Group. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Control Groups cease. As identified in Appendix 1, selected members of the local municipality Control Groups will become part of the County's Control Group.

The Township Alerting System is illustrated in Diagram 1 of this Plan.

## **Municipal Emergency Control Group**

The Municipal Emergency Control Group is comprised of persons holding the following positions:

- (i) Mayor
- (ii) One other member of Council, as directed by Council
- (iii) Chief Administrative Officer
- (iv) Deputy CAO
- (v) Director of Community and Environmental Services
- (vi) Director of Corporate Services
- (vii) Director of Development Services
- (viii) Township Clerk
- (ix) Township Treasurer
- (x) Communications Specialist
- (xi) Facilities Coordinator
- (xii) Grey County O.P.P. Designate
- (xiii) Grey County Social Services Administrator
- (xiv) Director/Medical Officer of Health
- (xv) Local Fire Chief(s)
- (xvi) Community Emergency Management Coordinator
- (xvii) Manager of Ambulance Operations – County of Grey;
- (xviii) Any other members of Township staff as directed by the Mayor and CAO

Additional personnel called or added to the Municipal Emergency Control Group may include:

- (i) Members of Council and/or staff members  
Refer to Appendix 8, “Local Municipal Contacts” for contact information;
- (ii) Grey/Sauble Conservation Authority representative;
- (iii) Hydro One representative;
- (iv) Provincial Representative;
- (v) A representative of Bell Canada, GB Tel.
- (vi) Community Nursing Services;
- (vii) Children’s Aid Society/s;
- (viii) Any other officials, experts or representatives deemed necessary by the Municipal Emergency Control Group.
- (ix) Grey Bruce Health Services
- (x) Red Cross

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the **notification of all members** of the Municipal Emergency Control Group.

# Township Alerting System

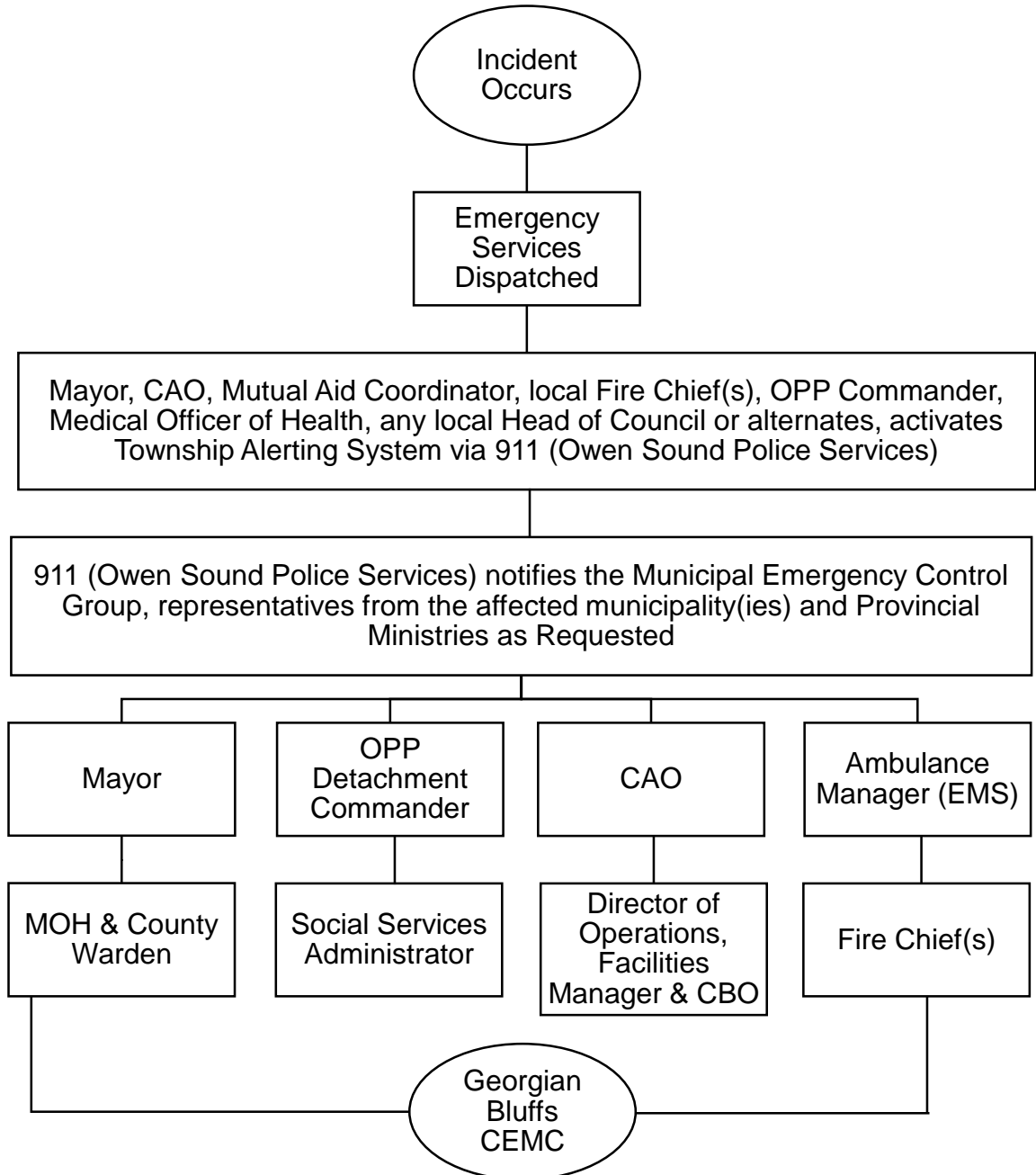
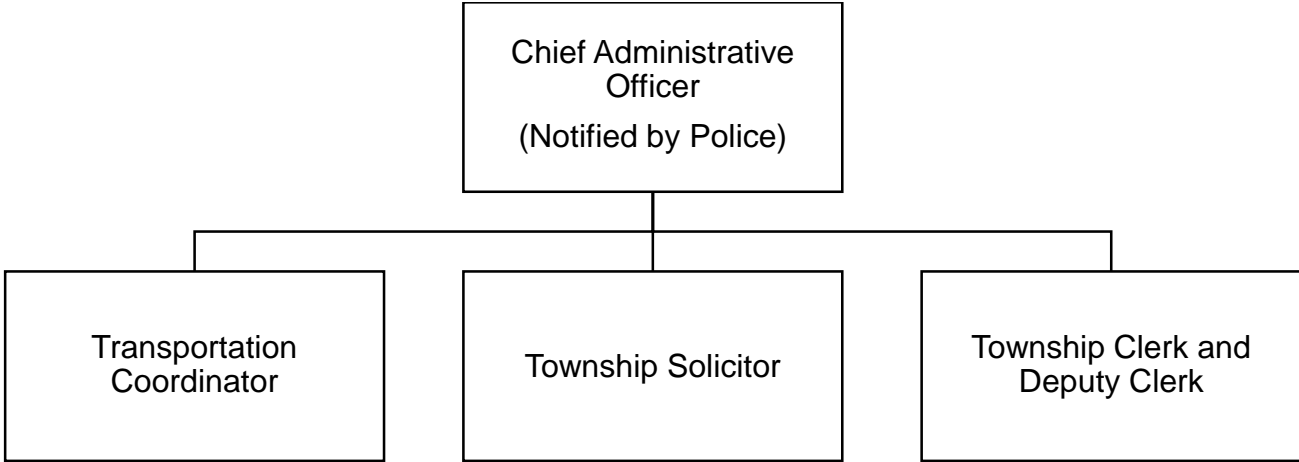


Diagram #2

# Internal Alerting System



## **Emergency Operations Centre**

In the event of an emergency, an Emergency Operations Centre (EOC) will be established within the Township of Georgian Bluffs. The Municipal Emergency Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Chief Administrative Officer is responsible for the **co-ordination of all operations** within the Emergency Operations Centre.

### **The Emergency Operations Centre will consist of:**

1. A meeting room for the Municipal Emergency Control Group which is the Council Chambers in the Municipal Building;
2. A Communications Room (Meeting Room in the Municipal Building);
3. A room for Health and Social Services (General Office Area of the Municipal Building)
4. Rooms for Emergency Support and Advisory Staff and other groups as required; and
5. A Media Information Centre and Press Conference Area will be designated at the time of the emergency and depending on the kind of emergency.

### **Location**

The primary location of the Emergency Operations Centre is the Township of Georgian Bluffs Administrative Building Council Chambers. If a situation arises where this site is inappropriate, the Emergency Site Manager or the Mayor will determine a suitable location for the EOC. A list of designated secondary Emergency Operations Centres is located in Appendix 2.

### **Features**

- a) The Administrative Building (the Building) has a natural gas backup generator permanently installed on site.
- b) The Building is heated by Natural Gas, however in the event that the supply of natural gas is interrupted, the EOC will transfer to the backup EOC building at the Shallow Lake Community Centre.
- c) The Building is supplied with water from a drilled well on Municipal property. In the event of a power outage, the Municipality has a backup generator able to supply water to this building.

## **Municipal Emergency Control Group Meeting Room**

The Municipal Emergency Control Group Meeting Room is a secure and quiet room located in the Council Chambers.

To promote an effective emergency meeting, this room will be equipped with:

1. A map(s) of suitable scale, depicting up-to-date information related to the emergency;
2. A visual board depicting up-to-date status information on the emergency;
3. A recording device and tapes suitable for recording Municipal Emergency Control Group meetings;
4. 2 (two) telephones for outgoing calls only.

## **Communication Room**

While the Municipal Emergency Control Group is engaged in meetings, assistants will be available to take messages and convey their decisions. Therefore, the Communication Room will be a separate room but in close proximity to the Municipal Emergency Control Group's, Emergency Operations Centre.

To be effective, the Communication Room will be the Meeting Room in the Municipal Building, and it is to include:

1. A map(s) of suitable scale depicting up-to-date information related to the emergency;
2. A visual board depicting up-to-date status information on the emergency;
3. A chronological log of all significant communications and events related to the emergency;
4. Sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators will be considered; and
5. All emergency or support services, with radio communication equipment, will utilize this equipment in the Communication Room.

Each member of the Municipal Emergency Control Group will designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assistance as otherwise required.

The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Municipal Emergency Control Group and other key locations.

## **Communications Manager – EOC Communications Room**

A Communications Manager will be designated by the Township Chief Administrative Officer to co-ordinate activities and communications within the Communication Room. The Communications Manager and an Assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.

The Communications Manager is responsible for:

- a) Providing the Township Chief Administrative Officer with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
- b) Providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
- c) Co-ordinating and prioritizing the flow of messages between the Communication Room and the Municipal Emergency Control Group, and other desired groups or locations;
- d) Maintenance of a chronological log of significant communications and events;
- e) Maintenance of a situation or status board;
- f) Maintenance of a map(s) containing vital information relative to the emergency;
- g) Making arrangements to obtain private sector communications equipment and facilities, if traditional systems are inoperative;
- h) Activating the emergency notification system of the local amateur radio operators' group, if appropriate.

## **Emergency Re-Fuelling Centre.**

In certain situations, fuel may not be available at the normal re-fuelling centres i.e. service stations. The Township has designated an emergency re-fuelling centre where an extra supply of clear and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply if necessary. Appendix 17 identifies the location of the Emergency Re-Fuelling Centre, maximum fuel available, and the average amount of fuel traditionally on hand along with a list of those organizations which have requested permission to access this supply if no other sources are available.

## **Resident Evacuation.**

In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, in an effort to ensure residents are not directly threatened by a crisis.

## **Evacuation Order.**

The Mayor, in consultation with the Municipal Emergency Control Group, will order the Police to evacuate residents from any area endangered by a crisis. A copy of an Evacuation Order is provided in Appendix 16. In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the Municipal Emergency Control Group to include the Fire Department in the execution of the evacuation. If citizens are immediately threatened, the senior Police or Fire Department official at the Site will issue an evacuation order.

## **Notification.**

The Police or Fire Departments will be responsible for notifying all individuals directly threatened by the incident. Depending upon the circumstances, residents will be advised to (1) leave the area or (2) assemble at an Evacuation Centre for registration and shelter provision. The chief official at the emergency site will update the Municipal Emergency Control Group on evacuation proceedings, as well as providing an estimate on the number of residents being relocated.

## **Inspection and Demolition.**

Municipal Building Officials are responsible for the Inspection of buildings damaged by the disaster prior to their re-occupation. Any decision to demolish unsafe structures should be made in consultation with qualified authorities, including the municipal engineering service.



## **Financial Compensation.**

All individuals and agencies assisting in disaster relief operations may be compensated by the affected municipalities. Invoices related to emergency response operations should be forwarded to the Township Treasurer, who will prepare a damage report for Township Council.

Disaster Recovery Assistance for Ontarians (DRAO) is a program that can help you recover costs after a natural disaster. They may activate DRAO for damage to private property if there is a sudden, unexpected natural event, such as a flood, or tornado that causes costly and widespread damage in your area. If eligible, reimbursement may be made available for cleanup expenses, cost to repair to, or replace, essential property and/or basic emergency expenses like evacuation travel costs. Further information on the process for applying for DRAO funding is available by contacting the representative of the Ministry of Municipal Affairs.

## **Employee Remuneration.**

As indicated in Section 1(2)(c) of the *Worker's Compensation Act, 1990* all employees of the Township of Georgian Bluffs involved in emergency activities will receive earnings equivalent to their regular employment.

## **Damage Claims.**

Residents affected by the disaster can petition their municipalities to submit a damage claim to the Disaster Recovery Assistance for Ontarians (*DRAO*). As public property is not recoverable under the DRAO, the Township will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Mayor can petition the Premier for additional financial support. The representative of the Ministry of Municipal Affairs will provide further information on the DRAO.

## **Liability for Actions.**

Under Section 11 of the *Emergency Management and Civil Protection Act, 1990* no employee or registered volunteer of the Township will be held responsible for actions taken or omitted during an emergency, granted these individuals were acting in good faith. In contrast, the Corporation of the Township of Georgian Bluffs can be held liable for any actions taken or omitted during an emergency.

## **Right of Action.**

Section 12 of the *Emergency Management and Civil Protection Act, 1990* states that where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board.

## Part II - Declaration of an Emergency

### Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the Township of Georgian Bluffs.

### Municipal Emergency

The Mayor is responsible for declaring that a township-wide emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Municipal Emergency Control Group. Upon such declaration, the Mayor notifies:

- (i) The Minister of the Solicitor General through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
- (ii) Chief Administrative Officer;
- (iii) Council of the Township Georgian Bluffs;
- (iv) Grey County Warden.
- (v) The Mayor ensures the public, the media, local Municipal Officials and neighbouring counties are also advised of the declaration and of an emergency.
- (vi) The Mayor ensures notification of the M.P. and the M.P.P.

## Part III - Termination of Emergency

### Municipal Emergency

- a) A municipal emergency may be declared terminated at any time by:
  - (i) The Mayor; or
  - (ii) The Premier of Ontario.
- b) Upon termination of a Municipal Emergency, the Mayor notifies:
  - (i) the Grey County Warden; and
  - (ii) The Ministry of Solicitor General through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
  - (iii) the Mayor ensures notification of termination to public, media, and local municipal officials is completed;
  - (iv) The Mayor ensures notification to the M.P. and the M.P.P.

## Part IV - Request for Provincial Assistance

### Request for Provincial Assistance

Departments or agencies responding in accordance with the Township of Georgian Bluffs Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

When the resources of the Township are deemed insufficient, the Mayor or alternate may request assistance from the Province of Ontario.

Such a request shall be made to the **Ministry of Solicitor General through Emergency Management Ontario (416) 314-0472 or (416) 314-0473 or toll free at (866) 314-0472**. During an emergency, assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario can be contacted 24/7 through their Duty Officer at **(416) 314-0472 or (416) 314-0473**. Call toll free at **(866) 314-0472**. Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario will send a staff member(s) to the Township of Georgian Bluffs to provide provincial liaison.

Under the *Emergency Management and Civil Protection Act, 1990*, the Premier of Ontario may:

- (i) Upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
- (ii) Exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
- (iii) Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
- (iv) Require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

## **Part V- Responsibilities**

The following section outlines responsibilities that will be carried out at the discretion of each individual or agency, or at the request of the Municipality Emergency Control Group. For all officials responding to emergencies, it is essential that:

- (a) All actions are made in good faith and are not contrary to law;
- (b) Precautions are taken to ensure the safety and welfare of any employee or volunteer under their control.

### **Municipal Emergency Control Group**

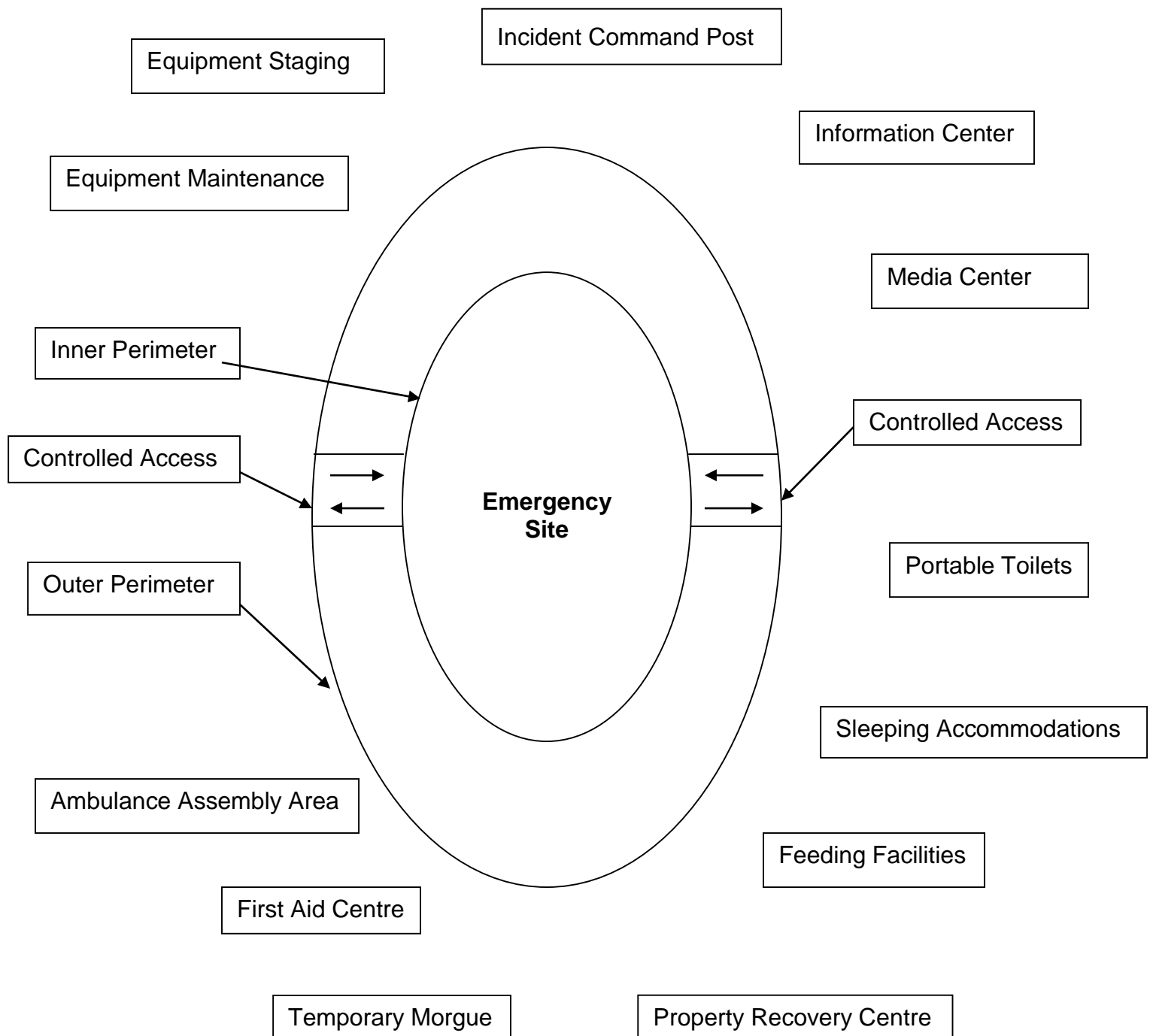
In an emergency situation, the Municipal Emergency Control Group acts as the coordinating body for all Township emergency services and are responsible for:

- (a) Assembling at the Emergency Operation Centre (*EOC*) at the request of the Emergency Alert;
- (b) Delegating a suitable alternate for any Municipal Emergency Control Group member and their alternate who is absent or unable to act;
- (c) Meeting as a group to exchange information, assess the situation and determine the appropriate response procedure;
- (d) Requesting resources from any agency or service prior to the declaration of a township-wide emergency, as required;
- (e) Advising the Mayor on the need to declare an emergency in all, or part, of the Township;
- (f) Appointing an Emergency Site Manager from the criteria outlined in this plan;
- (g) Appointing an individual possessing experience with the emergency communications network to act as the Communication Manager;
- (h) Advising the Mayor on the need to discontinue any utility or service provided by public or private organizations that directly threatens the welfare of residents or “emergency workers” (see Appendix 5);
- (i) Identifying areas where Township personnel and equipment will be assembled, as required;
- (j) Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Township control as considered necessary (see Appendices 6 through 8 and 19);
- (k) Appointing an individual possessing experience in media relations to act as a Media Coordinator, in order to release accurate and relevant information on emergency operations to the public;

- (l) Determining the need to establish a Media Information Centre and requesting the Emergency Information Officer (EIO) to manage the facility;
- (m) Identifying locations where “Emergency Centres” can be established to register volunteers, shelter evacuees and provide medical assistance, as necessary;
- (n) Determining if additional volunteers are required and if appeals for volunteers are warranted;
- (o) Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- (p) Determining the need to replace the lead agency responsible for on-Site operations with a department more suitable for emergency recovery activities;
- (q) Appointing a lead agency for emergency recovery operations, if the situation has changed and another agency would be more appropriate;
- (r) Determining the need to establish advisory group(s) and/or sub-committees;
- (s) Appointing an Emergency Site Manager for emergency recovery operations in accordance with this emergency plan;
- (t) Ensuring that all organizations under its direction are notified when the emergency is terminated;
- (u) Coordinating a debriefing session for all emergency workers after the emergency has been terminated;
- (v) Designating any area of the Township as an “emergency area”
- (w) Authorizing expenditure of monies required to deal with the emergency;
- (x) Prior to the termination of an emergency, the Municipal Emergency Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan, Refer to Appendix 19;
- (y) Participating in the debriefing following the emergency;
- (z) Providing support for on-site emergency workers during and post incident;
- (aa) Providing critical incident stress management for members of the Emergency Operations Centre;
- (bb) Recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management.

Diagram #3

# Emergency Site Design



## Mayor

In an emergency situation, the Mayor, or alternate, is ultimately in charge and is the Chair of the Municipal Emergency Control Group responsible for:

- (a) Consulting with officials from the emergency area and Township to activate the Township Alerting System through 9-1-1 if required
- (b) Declaring an emergency to exist and upon declaration authorize all Township Control decisions, including the;
  - (i) Evacuation of persons within the emergency area who are in danger or whose presence hinders emergency operations;
  - (ii) Discontinuation of any service which constitutes a hazard to residents or emergency workers;
  - (iii) Appeal for assistance from senior levels of government and any public or private agencies not under municipal control;
  - (iv) Contribution of Township funds for emergency response.
- (c) Declaring an emergency to be terminated;
- (d) Notifying the Minister of the Solicitor General of the declaration of an emergency and the termination of the declaration of an emergency;
- (e) With the assistance of Township Staff, ensure municipal officials are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- (f) Determining an alternative Emergency Operations Centre (EOC), if the Municipal Building is not appropriate.
- (g) Ensuring that the public, the media, municipal officials, the MP and the MPP are advised of both the declaration and termination of an emergency;
- (h) Ensuring Township Council is kept informed on the operations and decisions of the Municipal Emergency Control Group;
- (i) Approving, in consultation with the Municipal Emergency Control Group, major announcements and media releases;
- (j) Advising the Chief Administrative Officer to notify the Emergency Support and Advisory Staff and any other Township Staff that are required

## **Chief Administrative Officer**

In an emergency situation, the Chief Administrative Officer is responsible for:

- (a) Briefing the Mayor of any requests for assistance by local municipalities and consulting with him/her on the need to assemble the Municipal Emergency Control Group;
- (b) Activating the Township Alerting System through 9-1-1 if required;
- (c) Activating the Township Internal Alerting System if required;
- (d) Ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre (EOC) Communications Room;
- (e) Acting as the chief advisor to the Mayor on the Township of Georgian Bluffs policies and procedures as appropriate;
- (f) Ensuring the Municipal Emergency Control Group adheres to a reporting or business cycle, whereby the Municipal Emergency Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the EOC and ensures all decisions made and actions taken by the Municipal Emergency Control Group are recorded;
- (g) Maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
- (h) Approving major announcements and media releases prepared by the Media Co-ordinator, in consultation with the Municipal Emergency Control Group;
- (i) The provision of support staff to assist the Municipal Emergency Control Group in the co-ordination, collection and dissemination of information relative to the emergency;
- (j) Ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
- (k) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;
- (l) Ensuring that all key officials or the affected municipalities are notified to assemble at the Municipality Emergency Control Group;
- (m) Coordinating all activities of the EOC, including the provision of clerical staff and scheduling of meeting rooms;



- (n) Ensuring that all members of the Municipal Emergency Control Group are supplied with the necessary materials and communication devices to fulfill their emergency response duties;
- (o) Co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- (p) Upon direction from the Mayor, arranging a special meeting(s) of Township Council as required, and advising members of Council of the time, date, and location of the meeting;
- (q) Procuring staff to assist as required;

## **Fire Chief(s)**

In an emergency situation, the Fire Chief is responsible for:

- (a) Activating the Township Alerting System through 9-1-1, if required;
- (b) Making arrangements for the required additional fire or emergency team responses;
- (c) Advising the Municipal Emergency Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- (d) The establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;
- (e) The protection of life and property;
- (f) Providing an Emergency Site Manager, if required;
- (g) Organizing and co-ordinating their firefighting and rescue service;
- (h) Exercising control of the Fire Department(s), and any responding firefighting apparatus and manpower;
- (i) Liaising with the Fire Chief(s)/Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (j) Participating in a debriefing
- (k) Coordinating evacuation procedures, if required
- (g) Providing assistance to other agencies in large scale non-firefighting operations, including search and rescue, first aid and casualty collection, as appropriate;
- (h) Acting as a liaison with Provincial Ministries in a hazardous spill or forest fire situation;
- (l) Maintaining the usual responsibilities of the Fire Department(s);
- (j) Preparing a report outlining the Fire Department(s)' emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## Treasurer

In an emergency situation, the Treasurer of the Township of Georgian Bluffs, is responsible for:

- (a) Providing the Municipal Emergency Control Group with information and advice on financial matters, as they relate to the emergency;
- (b) Assuming the role of the Purchasing Coordinator or appointing an individual knowledgeable in the acquisition of materials to fulfill this responsibility;
- (c) Maintaining a record of all expenditures incurred during crisis relief activities;
- (d) Acting as a liaison with Treasurers of local municipalities;
- (e) Ensuring that all emergency response organizations maintain records of expenses incurred in relief operations;
- (f) Preparing a claim of the costs attributed to emergency operations and submitting this document to Township Council;
- (g) Maintaining the usual responsibilities of the Township Treasurer;
- (h) Preparing a report outlining the Treasurer's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.
- (i) The provision and securing of equipment and supplies not owned by the Township of Georgian Bluffs, as required by members of the Municipal Emergency Control Group and the Emergency Support and Advisory Staff, to mitigate the effects of the emergency;
- (j) Should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Mayor and Chief Administrative Officer or alternate(s) to resolve the matter;
- (k) Liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (l) Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (m) Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (n) Procuring staff to assist, as required.

## **Director of Community and Environmental Services**

In an emergency situation, the Director of Community Services is responsible for:

- (a) Coordinating the emergency response activities of the Roads Department;
- (b) The maintenance, construction, and repair of Township roads;
- (c) Designating an Emergency Site Manager from Roads Department personnel, if requested;
- (d) Providing the Municipal Emergency Control Group with information and advice on engineering and road-related matters;
- (e) Acting as a liaison with the senior public works officials from the affected municipalities;
- (f) Assisting in traffic control and evacuations by clearing emergency routes, marking obstacles and providing road signs, as appropriate;
- (g) Arranging for additional support from any industrial, engineering or construction companies that can assist emergency operations;
- (h) Working in conjunction with local conservation authorities and the Ministry of Natural Resources to coordinate the Township's response to a flood-related emergency;
- (i) Maintaining the usual responsibilities of the Roads Department;
- (j) Providing Township vehicles and equipment as required by any emergency service and ensuring that all vehicles and equipment - are ready for immediate use;
- (k) Procuring staff to assist, as required;
- (l) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (m) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination;
- (n) Maintaining an up-to-date inventory of supplies and equipment available within the Roads Department that might be required by the Municipal Emergency Control Group in an emergency.

## **Director of Development and Infrastructure Services**

In an emergency situation, the Director of Development and Infrastructure Services is responsible for:

- (a) Coordinating the emergency response activities of the Township building department;
- (b) The maintenance and examination, of buildings within the Township;
- (c) Providing the Municipal Emergency Control Group with information and advice on building safety;
- (d) Acting as a liaison with local building officials to determine (1) The structural safety of buildings affected by the disaster and (2) The need to demolish unsafe structures;
- (e) Maintaining the usual responsibilities of the Building Department;
- (f) Procuring staff to assist as required;
- (g) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (h) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administration Officer within two weeks following an emergency termination.

## **Facilities Coordinator**

In an emergency situation, the Facilities Coordinator is responsible for;

- (a) Coordinating emergency response activities of the Township facilities;
- (b) The maintenance and examination, of facilities within the Township;
- (c) Designing an emergency site manager from the facilities department when so directed;
- (d) Maintaining the usual responsibilities of the Facilities Department;
- (e) Procuring staff to assist as required;
- (f) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (g) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administration Officer within two weeks following an emergency termination.

## **Grey County O.P.P. Commander**

In an emergency situation, the Grey County O.P.P. Commander is responsible for:

- (a) Notification of necessary emergency services as required;
- (b) The establishment of an On-Site Command Post;
- (c) Ensuring that a communication link is established between the Municipal Emergency Control Group and the On-Site Command Post;
- (d) The establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (e) The establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- (f) The provision of traffic control to facilitate the movement of emergency vehicles;
- (g) Alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres;
- (h) The designation and initial opening of appropriate Evacuation Centres, as required;
- (i) Immediate alerting of the Administrator of Grey County Social Services regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (j) Where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Administrator of Grey County Social Services in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (k) The protection of life and property and the provision of law and order;
- (l) The provision of police service at Evacuation Centres, morgues and other facilities as required;
- (m) Notifying the coroner of fatalities and establishing temporary morgues, when required;
- (n) Providing an Emergency Site Manager if required;

- (o) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling the responsibilities;
- (p) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;
- (q) Acting as a liaison with other police agencies and arranging for additional police support, if necessary;
- (r) Maintaining the usual responsibilities of the O.P.P.;
- (s) Preparing a report outlining the O.P.P. emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.



## **Social Services Administrator**

In an emergency situation, the Administrator of Grey County Social Services is responsible for:

- (a) The management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Grey County Social Services Emergency Response Plan;
- (b) Liaising with the Grey County O.P.P. Commander with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (c) Designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the Grey County O.P.P. Commander regarding the locations of additional/secondary Reception/Evacuation Centres. Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;
- (d) Ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that Staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
- (e) Ensuring Volunteer Registration Forms (Appendix 18) are completed and a copy of each form is retained for Township use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct Staff to record specifically required details. After the termination of the emergency, the Volunteer Registration Forms must be delivered within 24 hours to the Chief Administrative Officer
- (f) Liaising with Township Treasurer for the purchase of food and supplies for “emergency workers” and Emergency Operations Centre staff; as required;
- (g) Acting as a liaison with public and private nursing care homes in the Township, as required;
- (h) Maintaining the usual responsibilities of the Social Services Department;

- (i) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.
- (j) Ensure emergency workers complete the necessary registration forms, and a copy of each agreement is retained for Township records;
- (k) Ensure identification cards are issued to emergency workers, where practical.
- (l) Co-ordinating offers of and appeals for volunteers and/or human resources in conjunction with the Media Co-ordinator and under the direction of the Municipal Emergency Control Group;
- (m) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- (n) Ensure food and supplies for "emergency workers", Emergency Operations Centre Staff and the Reception/Evacuation Centres are properly secured.
- (o) Procuring staff to assist, as required.

## **Director/Medical Officer of Health, Grey Bruce Owen Sound Health Unit**

In an emergency situation, the Director/Medical Officer of Health of the Bruce Grey Owen Sound Health Unit is responsible for:

- (a) Acting as a co-ordinating link for all health services at the Municipal Emergency Control Group;
- (b) Liaising with the Provincial Ministry of Health, Public Health Branch;
- (c) Providing advice to the Mayor on any matters, which may adversely affect public health;
- (d) Providing authoritative instructions on health and safety matters to the public through the Media Co-ordinator;
- (e) Co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (f) Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (g) Ensuring co-ordination of all efforts to prevent and control disease in the Township during an emergency;
- (h) Notifying the Township Operations Manager regarding the need for potable water supplies and sanitation facilities;
- (i) Assuring the implementation of casualty distribution procedures; first aid and morgue;
- (j) Liaising with the Administrator of Grey County Social Services on areas of mutual concern regarding operations in Evacuation Centres;
- (k) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (l) Assessing the emergency situation and determining its potential impact on public health;
- (m) Designating an Emergency Site Manager from Health Department personnel, if requested;
- (n) Coordinating the emergency response activities of the Health Department's Nursing and Public Health Inspection Teams;
- (o) Coordinating all efforts to prevent and control the spread of disease during an emergency;

- (p) Preparing a report outlining the Health Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## **Manager, Ambulance Operations**

In an emergency situation, the Manager of Ambulance Operations is responsible for:

- (a) Liaising with Police, Fire and other agencies active at the site of the emergency;
- (b) Liaising with the Medical Officer of Health;
- (c) Ensuring triage and treatment at the site of the emergency;
- (d) Liaising with hospitals for the efficient distribution of casualties;
- (e) Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the site for these medical teams.
- (f) Assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. ambulance buses, support units, paramedics, ambulance helicopters, etc. The representative of the Ambulance Service is then responsible for forwarding all requests to the Ambulance Communication Centre;
- (g) In conjunction with the Ambulance Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying the Warden who will notify Emergency Management of Ontario of requests for assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- (h) Liaising through the Administrator of Grey County Social Services/ Grey County Health Unit / Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require ambulance transportation;
- (i) Assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- (j) Ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s);
- (j) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;

## **Community Emergency Management Coordinator**

The Community Emergency Management Coordinator is responsible for:

- (a) If required, assist the Chief Administrative Officer in activating the Township of Georgian Bluffs Internal Alerting system;
- (b) Acting in a resource and advisory capacity to the Municipal Emergency Control Group and other emergency and support staff on emergency planning matters, as required;
- (c) Co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- (d) Maintain Emergency Operations Centre equipment and material;
- (e) Schedule training of staff annually;
- (f) Review plan annually;
- (g) Receive updates to Plan and update Plan.
- (h) Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;

## **Emergency Site Manager**

The Emergency Site Manager (ESC) will be **appointed** by the Municipal Emergency Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The Emergency Site Manager shall report directly to the Mayor. Selection of the Emergency Site Manager will take into consideration the following:

- a) Availability and approval of their agency;
- b) Training and field experience; and
- c) Knowledge of responding agencies, responsibilities and resources.

The **Emergency Site Manager**, upon appointment by the Municipal Emergency Control Group, has the authority to:

- a) Call meetings of the responding agency commanders for information sharing, evaluating the situation, prioritizing emergency response, delegating tasks and tactics to the responding groups and determining any extenuating factors which will affect emergency response operations;
- b) Mediate conflicts between agencies and to contact the Mayor at the Municipal Emergency Control Group should he/she be unable to resolve the matter;
- c) Request assistance from responding agencies for communications and other emergency site management tools;
- d) Appoint an on-site Media Spokesperson, i.e. police officer with media training background.

The **Emergency Site Manager** is responsible for:

- a) Ensuring that priorities, tasks and tactics have been established to contain the problem;
- b) In consultation with the responding emergency service agencies, define the inner and outer perimeters;
- c) Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
- d) Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief;
- e) Maintaining a communication link with the Mayor at the Municipal Emergency Control Group for the flow of accurate information and assistance in management of the emergency;

- f) Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
- g) Monitoring the operation of the site management and make suggestions where appropriate;
- h) Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
- i) Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
- j) Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Municipal Emergency Control Group is managing the day-to-day Township operations in our community;
- k) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.
- l) Assessing the existing resources at the site and notifying the Municipal Emergency Control Group when additional materials, administrative staff and medical services are required;
- m) Maintaining a communication link with the Communications Manager;
- n) Establishing a command post at the emergency site, if appropriate;
- o) Assuming the role of On-Site Media Coordinator, or delegating an official trained in media relations to fulfill this responsibility.



## **Part VI - Emergency Support and Advisory Staff**

### **Emergency Support and Advisory Staff**

Upon direction from the Mayor, the Chief Administrative Officer notifies the required Emergency Support and Advisory Staff (and any other required Township Staff) to report to the Emergency Operations Centre. The following Township Staff may be required to provide support, logistics and advice to the Municipal Emergency Control Group:

1. Solicitor
2. Clerk

#### **Solicitor**

The provision of advice to any member of the Municipal Emergency Control Group and the Emergency Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of Georgian Bluffs in its response to the emergency, as requested.

#### **Clerk**

1. Assists the Chief Administrative Officer, as required, including the activation of the Township Internal Alerting System;
2. Maintains a log, outlining decisions made and actions taken by the Municipal Emergency Control Group, and submits a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency as required;
3. Provides identification cards to Municipal Emergency Control Group members and support Staff.

## **Amateur Radio Emergency Service (ARES)**

When traditional methods of communication are not functioning effectively, the Chief Administrative Officer, or delegate, will request the assistance of a local representative of the Amateur Radio Emergency Service. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

## **Canadian Transport Emergency Centre (CANUTEC)**

In a transport-related accident involving dangerous goods, Transport Canada's CANUTEC provides information on handling these materials. The MECC can directly notify CANUTEC, or the Spills Action Centre may request its assistance.

## **Coroner**

When an incident has caused death, the Regional Coroner must be immediately notified by the senior official at the emergency site, or delegate. The coroner has the authority to take possession of the body or authorize a qualified official to secure the body. When necessary, the Coroner will also advise the Municipal Emergency Control Group on the establishment of a temporary morgue.

## **Critical Incident Stress (CIS) Support**

Individuals trained in Critical Incident Stress may be requested to support residents and emergency workers recovering from traumatic experiences.

## **9-1-1**

Provides the primary means to notify emergency crews during the early stages of a crisis. For this reason, when requested, 9-1-1 will carry out the Township Alerting System by notifying all Municipal Emergency Control Group members.

## **Spills Action Centre**

When a dangerous spill of pollutants has occurred, the Ministry of Environment and Energy's Spills Action Centre must be contacted. Emergency Management of Ontario Office should be notified. The Spills Action Centre will provide advice and investigate the incident.

## **Part VII - Media and Public Relations**

### **Introduction**

Upon implementation of this Emergency Plan, it is important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency. In order to fulfill these functions during an emergency, the following positions will be established:

1. An On-Site Media Spokesperson will be appointed by the Emergency Site Manager;
2. The Media Co-ordinator (EIO) will report directly to the Chief Administrative Officer;
3. The Canadian Red Cross Society will assume the role of Citizen Inquiry Supervisor.

Depending on the scale of the emergency, there may be a need to establish two Media Information Centres - one near the site (the On-Site Media Information Centre) and the other near the Emergency Operations Centre (EOC Media Information Centre). In some cases, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the EOC Media Information Centre.

### **On-Site Media Spokesperson**

The On-Site Media Spokesperson will be appointed by the Emergency Site Manager and is responsible for:

- a) Establishing and co-ordinating an On-Site Media Information Centre in a safe, appropriate location, at or near the site, for the media to assemble;
- b) Establishing a communication link and liaising regularly with the Media Co-ordinator (EIO) at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Site Media Information Centre is consistent with that released by the Media Co-ordinator at the EOC Media Information Centre;
- c) Redirecting all inquiries regarding decisions made by the Municipal Emergency Control Group and the emergency as a whole, to the Media Co-ordinator at the Emergency Operations Centre;
- d) Responding to inquiries from the media pertaining to the site only;

- e) Advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Site Media Information Centre:
  - (i) Media Co-ordinator (EIO)
  - (ii) Emergency Site Manager
  - (iii) Police Media Relations Officer
  - (iv) Emergency services personnel at site (where possible)
  - (v) Any other appropriate personnel or agencies.
- f) Controlling and redirecting media to the On-Site Media Information Centre;
- g) Where necessary and appropriate, co-ordinating media photograph sessions at the site;
- h) Co-ordinating on-site interviews between the emergency services personnel and the media.

### **Emergency Information Officer / Media Coordinator (EIO)**

The Media Coordinator for the Township of Georgian Bluffs (EIO) is responsible for:

- a) Upon arrival to the Emergency Operations Centre, reporting to the Mayor to be briefed on the emergency situation;
- b) As the primary Media Coordinator, the Media Coordinator will establish a communication link with the On-Site Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Media Coordinator(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- c) Designating and coordinating an EOC Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- d) Briefing the Municipal Emergency Control Group on how the EOC. Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- e) Liaising regularly with the Municipal Emergency Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
- f) Establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
  - (i) Media
  - (ii) Municipal Emergency Control Group
  - (iii) On-Site Media Spokesperson
  - (iv) Police Media Relations Officer
  - (v) Citizen Inquiry Supervisor(s)

- (vi) Any other appropriate persons, agencies or businesses
- g) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- h) Ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination, and distributing hard copies of the media release to the EOC Media Information Centre, the Municipal Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- i) Monitoring news coverage, and correcting any erroneous information;
- j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

### **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Canadian Red Cross Society and is responsible for:

- a) Automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal Building or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the EOC Media Information Centre;
- b) Apprising the Media Coordinator at the EOC Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) Apprising the affected emergency services and the Municipal Emergency Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) Continually liaising with the Media Coordinator to obtain current information on the emergency;
- e) Responding to and re-directing inquiries and reports from the public based on information from the Media Co-ordinator or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) Responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) Responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the Grey County branch of the Red Cross. This information should be obtained through Grey County Social Services Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
- h) Procuring staff to assist, as required.

## **Part VIII - Other Local Agencies, Services and Departments**

### **Grey Sauble Conservation Authority**

Should a flood emergency situation develop in the Township of Georgian Bluffs, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the local Conservation Authorities and through the Mayor, the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning "Declaration of Flood Emergencies and Flood Response Plans" from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

**"Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation."**

In flood emergency situations, the Mayor may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- a) The Mayor contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) If the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Grey Sauble Conservation Authority – (519) 376-3076.
- c) If you are unable to contact someone in either authorities, then request for assistance should be made through the Provincial Flood Emergency Coordinator. Emergency Management Ontario may also be contacted.

## **Ontario Provincial Police**

In the event of an emergency occurring on a Provincial Highway, or Provincial Parks within the Township of Georgian Bluffs, the Ontario Provincial Police will be responsible for:

- a) Implementing the Ontario Provincial Police Disaster Procedures Manual;
- b) Securing the site of the incident;
- c) Controlling the movement of emergency vehicles to and from the site of the incident;
- d) Preventing looting;
- e) acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;
- f) Maintaining law and order;
- g) Working together with the Township of Georgian Bluffs Police Services Board to co-ordinate matters of mutual concern;
- h) Providing an Ontario Provincial Police representative to participate on the Municipal Emergency Control Group, as required.

In the event of an emergency occurring within the Township of Georgian Bluffs but outside the normal jurisdiction of the Ontario Provincial Police, the O.P.P. will assist the Township of Georgian Bluffs, if requested by the Municipal Emergency Control Group, dependent upon resources available at that time.

## **Bluewater District School Board and Bruce-Grey Catholic District School Board**

The Bluewater District School Board and the Bruce-Grey Catholic District School Board are responsible for:

- a) The provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Social Services Administrator;
- b) Upon being contacted by the Administrator of Grey County Social Services or alternate, providing a Bluewater District School Board / Bruce-Grey Catholic District School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives, please refer to Appendix 11.

In the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:

- a) Implementing the school "Stay-Put" Emergency Plan; or
- b) Implementing the school "Evacuation" Plan, depending on the nature and scope of the emergency.

## **Hospital Administrator**

In a township-wide emergency, the Chief Administrative Officer(s) of the local hospitals are responsible for:

- a) Coordinating and liaising with their response
- b) Liaising with the Social Services Administrator of Grey County, Health Unit and the Manager of Ambulance Operations with respect to hospital and medical matters, as required;
- c) Evaluating requests for the provision of medical site teams;
- d) Liaising with the Ministry of Health, as appropriate.
- e) Implementing their Hospital Emergency Plan.

Within the County of Grey, there are six hospitals:

- 1. Grey Bruce Health Services (Owen Sound Site)
- 2. Grey Bruce Health Services (Meaford Site)
- 3. Grey Bruce Health Services (Markdale Site)
- 4. Hanover and District Hospital
- 5. South Bruce Grey Health Services (Durham Site)
- 6. South Bruce Grey Health Services (Chesley Site)  
(As well as the Grey Bruce Health Services Wiarton site)

Contact information for the various hospitals is provided in Appendix 21.



## **Part IX- Plan Maintenance, Revision, Testing and Internal Procedures**

### **Plan Maintenance and Revision**

The Township of Georgian Bluffs Emergency Plan will be maintained and distributed by the Township of Georgian Bluffs Community Emergency Management Coordinator. Refer to Distribution List, Appendix 20.

This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Municipal Emergency Management Program Committee. This will be co-ordinated by the Community Emergency Management Coordinator.

The Emergency Plan shall be only revised by By-law or by resolution of Township Council; however, revisions to the Appendices and minor administrative changes may be made by the Community Emergency Management Coordinator.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions to the Appendices or administrative changes.

### **Testing of Plan**

An annual exercise shall be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the Municipal Emergency Control Group and Township staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

### **Internal Procedures**

Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.

Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.

## **Part X - Appendices**

- Appendix 1 Emergency Contact List
- Appendix 2 Emergency Operations Centre
- Appendix 3 Emergency Scenarios
- Appendix 4 Additional Support
- Appendix 5 Utilities
- Appendix 6 Provincial Contacts
- Appendix 7 Federal Contacts
- Appendix 8 Municipal Contacts
- Appendix 9 Affiliated Emergency Plans
- Appendix 10 Public Information Plan
- Appendix 11 Reception/Evacuation Centres
- Appendix 12 Media Information Centre
- Appendix 13 Declaration of a Township Wide Emergency
- Appendix 14 Termination of a Township Wide Emergency
- Appendix 15 News Release Forms
- Appendix 16 Evacuation Order
- Appendix 17 Emergency Refuelling Stations
- Appendix 18 Volunteer Registration Forms
- Appendix 19 Recovery Management Plan
- Appendix 20 Distribution List
- Appendix 21 Hospital Administration Contact Info
- Appendix 22 HIRA and Risk Analysis Documents

### Township of Georgian Bluffs Hazard Identification and Risk Assessment Ranking

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL <i>(Frequency x Consequence x Changing Risk)</i>	Level of Risk
Farm Animal Disease	Very Unlikely	2	2	Minor	1	4	Very Low
Food Contamination	Very Unlikely	2	3	Minor	1	6	Very Low
Plant Disease or Infestation	Very Unlikely	2	3	Minor	1	6	Very Low
Drought or Low Water	Unlikely	3	3	Minor	4	36	High
Earthquake	Rare	1	1	Minor	1	1	Very Low
Erosion	Probable	4	3	Minor	4	48	Very High
Extreme Cold	Likely	5	3	Minor	2	30	High
Extreme Heat	Likely	5	3	Minor	2	30	High
Flood	Probable	4	4	Minor	2	32	High
Fog	Probable	4	1	Minor	2	8	Very Low
High Wind	Probable	4	2	Minor	4	32	High
Landslide	Very Unlikely	2	1	Minor	1	2	Very Low
Lightning	Probable	4	1	Minor	4	16	Low
Thunderstorm	Probable	4	1	Minor	1	4	Very Low
Tornado	Probable	4	8	Moderate	4	128	Extreme
Wildland Fire	Probable	4	3	Minor	1	12	Low
Winter Weather	Almost Certain	6	5	Slight	4	120	Extreme
Chemical	Probable	4	9	Severe	4	144	Extreme
Nuclear (Facility)	Very Unlikely	2	21	Catastrophic	4	168	Extreme
Oil or Natural Gas	Unlikely	3	9	Severe	4	108	Extreme
Water Quality	Very Unlikely	2	4	Minor	2	16	Low
Infectious Disease	Probable	4	6	Slight	4	96	Extreme
Substance Use & Overdose	Almost Certain	6	2	Minor	4	48	Very High
Active threat	Very Unlikely	2	3	Minor	1	6	Very Low
CBRNE	Very Unlikely	2	20	Catastrophic	2	80	Extreme
Civil Disorder	Very Unlikely	2	0		2		
Crowd Disaster	Rare	1	0		2		
Cyber Attack	Probable	4	3	Minor	4	48	Very High
Electromagnetic Pulse (EMP)	Very Unlikely	2	0		1		
Geopolitical Pressures	Rare	1	0		1		
Sabotage	Rare	1	5	Slight	1	5	Very Low
Building or Structure Failure	Very Unlikely	2	7	Moderate	2	28	Moderate
Fire/Explosion	Almost Certain	6	7	Moderate	4	168	Extreme
Communications Failure	Probable	4	3	Minor	4	48	Very High

Electrical Energy Failure	Unlikely	3	1	Minor	1	3
Food Shortage	Very Unlikely	2	1	Minor	2	4
Medical Drug, Blood Product or Supplies Shortage	Probable	4	1	Minor	4	16
Petroleum Product Shortage	Probable	4	1	Minor	2	8
Water or Wastewater Disruption	Probable	4	2	Minor	2	16
Aviation	Probable	4	4	Minor	1	16
Marine	Probable	4	5	Slight	1	20
Road and Highway	Almost Certain	6	6	Slight	4	144

Very Low
Very Low
Low
Very Low
Low
Low
Extreme



# Township of Georgian Bluffs

## Committee of the Whole Minutes

December 4, 2024, 5:00 p.m.  
Council Chambers  
Township Administration Offices  
177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5

Members Present: Mayor Sue Carleton  
Councillor Cathy Moore Coburn  
Deputy Mayor Grant Pringle  
Councillor Rick Winters  
Councillor Tobin Day  
Councillor Isaac Shouldice

Members Absent: Councillor Ryan Thompson

Staff Present: Carly Craig, Manager of Legislative Services/Clerk  
Samantha Buchanan, Treasurer  
Rayburn Murray, Deputy Clerk  
Niall Lobley, Chief Administrative Officer  
Michael Benner, Director of Development & Infrastructure  
Kevin Verkindt, Manager of Infrastructure and Engineering  
Jerry Haan, Manager of Operations, Waste, Facilities and Fleet  
Jodi Ward, Legislative Services Coordinator

**This document can be made available in other accessible formats or with communications supports as soon as practicable and upon request.**

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**1. Call to Order**

Deputy Mayor Grant Pringle called the meeting to order at 5:00 p.m.

**2. Land Acknowledgment Statement**

Deputy Mayor Grant Pringle opened the meeting with the land acknowledgement statement.

**3. Approval of Agenda**

COW2024-119

Moved By: Councillor Tobin Day

Seconded By: Councillor Cathy Moore Coburn

**That the delegation by Bob Hope regarding Green Burials be deferred to the January 15, 2025, meeting of Council due to inclement weather; and**

**That the agenda be approved as amended.**

Approved

**4. Declaration of Pecuniary Interest**

Councillor Tobin Day declared a conflict with Item 9.1.2 - Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive - due to a longstanding/close personal relationship with persons who are employed by GEI Consultants (formerly GM BluePlan).

**5. Announcements**

Council noted that the annual Kemble & District Lion's Club Non-Motorized Christmas Parade will take place on Sunday December 8, 2024, at 2:00 p.m.

Council also congratulated the Shallow Lake 'Lakers' under 15 hockey team on their recent success at a tournament in Forest, ON.

**6. Public Hearings**

None.

**7. Delegations/Public Question Period**

**7.1 Items On The Agenda**

Any person who wishes to appear before Council regarding an item on the agenda shall make written application to the Clerk, by 3:00 p.m. the day of the meeting. To register: [www.georgianbluffs.ca/delegations](http://www.georgianbluffs.ca/delegations) or call the Clerk's Office at 519-376-2729 ext. 603.

None.

## 7.2 Items Not on The Agenda

Any person who wishes to appear before Council regarding an item not on the agenda may make written application to the Clerk, by the Thursday preceding the meeting they wish to speak at. To register: [www.georgianbluffs.ca/delegations](http://www.georgianbluffs.ca/delegations) or all the Clerk's Office at 519-376-2729 ext. 603.

### 7.2.1 Bob Hope - Green Burials

Deputy Mayor Grant Pringle indicated that the delegate had requested for the delegation to be deferred and would be included on the January 15, 2025, Council agenda.

## 8. Correspondence

### 8.1 Letter of Support from the Georgian Bluffs Climate Action Team - Green Burials

COW2024-120

Moved By: Councillor Rick Winters

Seconded By: Councillor Cathy Moore Coburn

**That the letter of Support from the Georgian Bluffs Climate Action Team be received for information.**

Approved

## 9. Staff Reports

### 9.1 Development & Infrastructure

#### 9.1.1 DEV2024-064 - Award of Contract for Engineering Services for Pottawatomi Watermain Extension

The Manager of Engineering and Infrastructure provided an overview of the RFP.

Council raised concerns regarding project funding and the need for a renewed resident survey.

COW2024-121

Moved By: Mayor Sue Carleton

Seconded By: Councillor Isaac Shouldice

**THAT Staff Report DEV2024-064, Award of Contract for RFP 2024-07, Engineering Services for Watermain Extension to the Community of Pottawatomi be received.**

**AND THAT a contract with the firm of WT Infrastructure Solutions Inc. for RFP 2024-07 in the amount of \$387,885.00 (excluding HST) be awarded.**

**AND THAT the Mayor and Clerk be authorized to execute a contract for services.**

Approved

9.1.2 DEV2024-066 - Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive

Having declared a conflict, Councillor Tobin Day vacated her seat in advance of the discussion.

The Manager of Engineering and Infrastructure provided an overview of the report.

Questions and comments from Council included:

- Financial and funding concerns.
- Impact of supporting sole sourcing and if competitive prices could be achieved if not single sourcing.
- Support for a renewed resident engagement campaign from the previously completed 2014 survey.

Staff advised that the quote incorporated estimates for various studies, including archaeological, historical, and species at risk, which would not be executed, and therefore charged for, unless required and directed to do so.



*Moved By: Mayor Sue Carleton*

*Seconded By: Councillor Cathy Moore Coburn*

*THAT Council receive Staff Report DEV2024-066, titled “Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive.”*

*AND That Council waive Section 4.1 Limits of By-Law 2019-047 Purchasing Policy to authorize a single-source contract;*

*AND THAT a single-source contract with the engineering firm GEI Consultants in the amount not to be exceeded of \$1,320,000.00 (excluding HST) be awarded;*

*AND THAT the Mayor and Clerk be authorized to execute a contract for services.*

*Lost*

Councillor Tobin Day returned to her seat following conclusion of discussion.

## 9.2 Community & Environmental Services

### 9.2.1 CES2024-16 - 2024-2025 Winter Operations Plan

The Manager of Operations, Fleet, Facilities and Waste Services provided an overview of the Winter Operations Plan.

Council discussed the plan and noted that the following additions should be added in future years:

- Addition of route maps as scheduled to the plan.
- Inclusion of a more detailed plan for roads classification.

COW2024-122

Moved By: Councillor Isaac Shouldice

Seconded By: Councillor Cathy Moore Coburn

**That the Proposed Winter Operations Plan, attached as Schedule A to report CES2024-16, be approved.**

9.3 Corporate Services

9.3.1 Council Committee and Board Appointments

Following discussion, the motion was amended as follows:

COW2024-123

Moved By: Councillor Rick Winters

Seconded By: Councillor Tobin Day

**That Council hereby appoints members to Township Committees and Boards as follows, as amended:**

- 1. That Councillor Ryan Thompson remain the appointed representative on the Owen Sound & North Grey Union Public Library Board;**
- 2. That Councillor Rick Winters and Councillor Tobin Day be appointed to the Grey Sauble Conservation Authority Board;**
- 3. That Councillor Rick Winters remain the appointed representative on the Inter-Township Fire Department Joint Board of Management; and**
- 4. That Councillor Ryan Thompson remain the appointed representative on the Grey County Farm Safety Association Committee; and**
- 5. That Councillor Isaac Shouldice remain the appointed representative on the Physician Recruitment and Retention Committee; and;**
- 6. That Deputy Mayor Grant Pringle remain the appointed representative on the Veterinary Services Committee; and**
- 7. That Councillor Cathy Moore Coburn be appointed as a member of the Community School Alliance Committee; and**

**That all previously appointed alternatives remain the same; and**

**That the following appointments made in 2024 remain in effect for the remainder of the Council term:**

- 1. That Councillor Cathy Moore Coburn remain the appointed representative on the Grey Bruce OPP Detachment Board; and**
- 2. That Mayor Sue Carleton remain the appointed representative on the Multi-Municipal Energy Working Group; and**
- 3. That Deputy Mayor Grant Pringle remain the appointed representative on the Southwestern Ontario Isotope Coalition; and**

**That a by-law be presented at the December 11, 2025, meeting of Council to formalize appointments to Committees and Boards ending in November of 2026.**

Approved

9.3.2 COR2024-051 - Committee of Adjustment - Council Member Appointments

Following discussion, the motion was amended as follows:

COW2024-124

Moved By: Mayor Sue Carleton

Seconded By: Councillor Tobin Day

**That staff be directed to present a by-law for enactment at the December 11, 2024, meeting of Council to appoint Mayor Sue Carleton and Councillor Cathy Moore Coburn to the Committee of Adjustment, expiring December 11, 2025, amended,**

Approved

**10. Unfinished Business**

None

**11. New Business**

None

**12. Notice of Motion**

None.

**13. Closed Session**

None

**14. Date of Next Regular Meeting/Adjournment**

Deputy Mayor Grant Pringle indicated that the last Council Meeting of the year will take place on Wednesday, December 11, 2024, at 5:00 p.m.

Moved By: Councillor Isaac Shouldice

Seconded By: Councillor Tobin Day

**That the meeting be adjourned at 6:04 p.m.**

Approved

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Mayor, Sue Carleton

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Clerk, Carly Craig





# Georgian Bluffs

DEEPLY ROOTED. SUSTAINABLY GROWING.

## Year-End Report 2024

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# TERRITORIAL ACKNOWLEDGEMENT



In the spirit of reconciliation, we acknowledge with respect, the history and living culture of the Anishinaabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial.

We recognize that these lands are the territories of the Chippewas of Saugeen and the Chippewas of Nawash, collectively known as the Saugeen Ojibway Nation, the keepers of this land.

Georgian Bluffs is located on lands encompassed by Treaties 45 ½, 67, 72, 82 and 93. We reflect on our role as Treaty People and, the need to live in respect and peace and show respect to the first peoples who inhabit these lands and waters.

# CONTENTS

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This document is available in alternate accessible formats upon request.

02	<b>TERRITORIAL ACKNOWLEDGEMENT</b>
04	<b>MESSAGE FROM THE CAO</b>
05	<b>ORGANIZATIONAL CHART</b>
06	<b>VIEW FROM THE TOP</b>
09	<b>DEPARTMENTAL OVERVIEW</b>
18	ENHANCING SERVICE DELIVERY: <b>EXCELLENCE IN EVERY INTERACTION</b>
26	EMPOWERING COMMUNITIES: <b>CREATING SOCIAL AND ECONOMIC OPPORTUNITY</b>
32	ENHANCING ENVIRONMENT & INFRASTRUCTURE: <b>BUILDING FOR TODAY AND TOMORROW</b>
38	WORKFORCE DEVELOPMENT: <b>INVESTING IN PEOPLE</b>



## MESSAGE FROM THE CAO

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*This year has been one of significant growth, remarkable change, and notable success for Georgian Bluffs.*

A key focus has been on infrastructure, where new sidewalks have been installed, an extensive hard surface preservation program has been implemented, and engineering work on several bridges has been completed. These projects not only address pressing immediate needs but also lay the groundwork for the development of essential infrastructure in the years to come.

In addition to infrastructure, the team has placed renewed emphasis on operations. Essential activities such as ditching, culvert replacement, and a robust focus on grading and brushing have been prioritized to maintain and improve the transportation network. These core services are critical to ensuring safety and accessibility for residents, reinforcing the Township's commitment to operational excellence.

Community support has been another area of significant achievement this year. The Kemble Arena has become a hub of activity, the Shallow Lake Arena experienced its busiest season ever, and Junior Baseball made a welcome return. More than 1,500 residents participated in community events and activities, demonstrating the vibrancy and engagement of our population.



**Niall Lobley**

Chief Administrative Officer





The true measure of these plans' success will come as staff, Council, and the community work together to meet future challenges and pursue the shared goal of Deep Roots, Sustainable Growth in 2025 and beyond.

These initiatives reflect the Township's dedication to fostering opportunities for connection, recreation, and celebration. Efforts to improve communication and engagement have also taken center stage. Residents have been offered numerous ways to connect with municipal operations, both formally through meetings and consultations and informally through events and community initiatives. The Township has invested in customer service channels, enhancing communication through an updated website, expanded social media outreach, and informative newsletters.

Behind the scenes, the accomplishments of 2024 would not have been possible without the dedication of human resources, administrative staff, and finance teams. Their efforts often go unrecognized, yet they are critical to the smooth operation of the Township. Their work has provided the backbone for this year's successes, from planning and budgeting to ensuring seamless day-to-day operations.

Strategic planning has been another cornerstone of 2024. The Township's Asset Management Plan is coming together and will play a pivotal role in fostering sustainable growth and effective management for years to come. Similarly, the development of "View from the Top" has provided a guiding vision, offering a clear direction for what Georgian Bluffs aspires to achieve.

The true measure of these plans' success will come as staff, Council, and the community work together to meet future challenges and pursue the shared goal of Deep Roots, Sustainable Growth in 2025 and beyond. This year has also marked the beginning of a cultural reset within Georgian Bluffs. After several years of higher-than-desired staff turnover, Council and staff have collaborated to build greater stability within the team. Efforts have included reviewing staff policies, fostering a supportive workplace culture, and engaging employees in identifying core corporate values to guide the organization in the coming years. Building a stable, cohesive staff team is essential to preserving corporate memory, delivering consistent customer service, and achieving the priorities outlined in the emerging strategic plan.

As we prepare for 2025, I am excited to see these values come to life in everything we do. Together, we will continue to focus on delivering services to residents while aligning with our new Strategic Pillars. To every member of the community, staff, and Council who contributed to the momentum of 2024, thank you for helping us achieve the successes reflected in this report. Your dedication and hard work have been instrumental in shaping a stronger, more vibrant Georgian Bluffs.

*Niall Lobley*

# A YEAR OF SUCCESS

## View from the Top: 2025-2030 Strategic Plan

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Following an in-depth engagement process, including staff, Council and the Georgian Bluffs community, the 2025-2030 Strategic Plan and Vision2050 was presented to Council at their meeting on November 19, 2024. We thank Council, the staff team and community for their efforts in informing the elements of the Plan and assisting in its development.

The Plan, Vision and defined pillars will guide Council, staff and the broader community through the next five years, and well into the future

## OUR VALUES

COMMUNITY



RESPECT



SERVICE



INTEGRITY





# OUR VISION: DEEP ROOTS. SUSTAINABLE GROWTH.

---

## **Welcome to Georgian Bluffs.**

A place of astonishing beauty carved by glaciers into the Niagara Escarpment and inhabited for thousands of years.

Today, the people of Georgian Bluffs enjoy friendly and welcoming communities surrounded by a lush natural landscape, rich soil, famed hiking trails and beaches, and an atmosphere of serenity.

The future looks bright from here, with careful stewardship of our resources, events and activities to connect people at every stage of their lives, and economic development supporting local businesses and new investors. An inclusive, diverse, and vibrant community that looks ahead while honouring our shared histories and responsibilities to one another.

This is the place we choose to call home. A place where you're welcome to put down deep roots, or just stay awhile to enjoy the view.

This is a place that values sustainable growth, investing in the infrastructure, opportunities, and people who will carry this vision forward.

This is Georgian Bluffs.  
Deeply rooted. Sustainably growing.  
And a bright vision for the future of our community.

# A YEAR OF SUCCESS

## View from the Top: 2025-2030 Strategic Plan

**This report, and all future year-end and mid-year reports will gauge progress to Council’s identified pillars through tying all projects to their identified pillar.**

These pillars are key areas of focus that support the overall vision for Georgian Bluffs. They represent the fundamental priorities or themes that guide our actions, providing structure and direction for achieving long-term goals.

## OUR PILLARS

### SERVICE

Enhancing Service Delivery: Excellence in Every Interaction



### OPPORTUNITY

Empowering Communities: Creating Social & Economic Opportunity



### INFRASTRUCTURE

Enhancing Environment & Infrastructure: Building for Today & Tomorrow



### PEOPLE

Workforce Development: Investing in People





# DEPARTMENTAL Overview



## Corporate Services

The Corporate Services team supports the Township's day-to-day operations, including customer service, IT, finance, communications, clerks, and by-law enforcement. They handle payments, records, cemetery services, council support, and strategic planning. This team ensures the Georgian Bluffs corporation operates smoothly and efficiently, providing seamless services that meet the needs of the community.



## Community and Environmental Services

The Community and Environmental Services Department manages the Township's assets, including parks, roads, and water systems. From snow clearing to grass cutting and renting ice at Shallow Lake, the Operations, Fleet, Waste, and Facilities teams provide recreation opportunities while ensuring safe roadways, helping residents and visitors enjoy all that Georgian Bluffs has to offer.



## Development & Infrastructure Services

The Development and Infrastructure Services Department shapes the Township's future by facilitating development and providing building, planning, and engineering support. From pouring foundations to creating site plans and drainage works, this team supports every stage of building and development, ensuring Georgian Bluffs continues to grow sustainably and meet the needs of the community.



## Office of the CAO

The CAO, and officers within their office, work collaboratively with Council to ensure delivery of Township services while pursuing the strategic priorities and directions of Council. While all departments are overseen by the leadership of the CAO, the Human Resources, climate and Environment, and the Fire Department directly form part of the Office of the CAO.



# A YEAR OF SUCCESS:

## Enhancing Service Delivery: Excellence in Every Interaction

Public service is the heart of what we do. Community should clearly understand the role of the township and what it does. Every interaction with us should exemplify service delivery, and we should establish clear expectations around that service, and meet or exceed them. Communication is a critical role for Georgian Bluffs, and we should provide as many opportunities as possible for you to engage and build relationships.

Throughout 2024, the Georgian Bluffs staff team worked to support and enhance customer service excellence, including completion and roll-out of the following projects.

01

### Website Refresh / Citizen Portal

- Classification - Capital Project  
Budget: \$35,000  
Status: Complete

The new version of the Township's website soft-launched on December 9th, with introduction of the Citizen Portal, a carry-over project from previous budget cycles. The new website integrates the Township's updated branding schemes, while achieving compliance with provincial accessibility standards. As a grant funded project through the Municipal Modernization Fund, the Citizen Portal streamlines availability of information to residents, with opportunities for online payments, including the ability to view and pay tax statements.

Completion of this project supports multiple goals associated with the Service pillar, included in the Township's Strategic Plan.



Website was viewed

**138,141**

times by 42,143 active users

Increased social media followers by

**672** users,

a 21% jump over 2023.



Engaged

**3,598**

participants on Engage GB.

## 02

### Council Chamber Technology Upgrades

- Classification – Capital Project

Budget: \$25,000

Complete

Prior to the COVID-19 pandemic, the Township did not livestream meetings, nor provide virtual meeting opportunities. Upon moving into the first lockdown, the Township pivoted, quickly and vastly, to shift to virtual meetings, also livestreaming all Council content. To date, all meetings continue to be livestreamed, with hybrid meetings remaining as an option for the public and Council. Throughout the course of these IT shifts, Council and staff reworked existing equipment, with little financial investment to accommodate the changes.

The upgrades completed in 2024 improved overall user experience with Council and Committee participation and streamlined tech processes observed in administering said meetings.

## 03

### Development of a Records Management Program

- Classification - Pressure

Status: In Progress

Dubbed “The Year of Records”, 2024 brought a significant shift and enhanced commitment to managing the Township’s records in development of records management program. This project will transition the Township’s records library to SharePoint for improved access to and retention of Township records, while also ensuring compliance with applicable legislation. While this project is not a budgeted capital project, it will require significant staff time from our Legislative Services team and buy-in from the organization as a whole. In 2024, our Legislative Services team digitized and classified over 4000 documents, while developing an in-house file storage system through SharePoint. The same structure has been applied to a user-friendly public information portal, soft-launched for public use on December 9th.

Complete digitization of the Township’s records and roll files is an identified goals in the 2025-2030 Strategic Plan.

Digitized and Uploaded  
**1,801**  
documents to the Public  
Information Portal



Received and responded to  
**1,204**  
service requests  
through Contact GB.



Digitized and verified  
**1,392**  
by-laws.

- Classification - Pressure  
Status: In Progress

To improve the Township's service delivery and levels of service, many departments leant-in to updating the Township's policy framework from a service perspective. The following policies were created and/or renewed in 2024:



- Reserves and Reserve Funds
- Donation Policy
- Procedure By-law
- Commissioning Policy
- Communications Policy
- Social Media Policy

Internally, the staff team has created a Customer Service Working Group, formed of representation from each service area, focused on improving customer experiences with the Township. This group meets to generate materials, including customer service standards, communications, including newly refreshed website and streamline internal processes and procedures, including call queues and their effectiveness.

Policy work, with an emphasis on customer service, works towards accomplishing service specific goals in the 2025-2030 Strategic Plan.





Project Name	Current Status	Budget	Notes
Mount Pleasant Cemetery - Columbarium		\$30,000	Awaiting installation of unit at cemetery site. Anticipated to be delivered and installed prior to the end of Q2 2025.
Software Upgrades - Budget and Cemetery		\$95,000	Initial onboarding has occurred, with staff working to integrate the programs to existing Township services and processes. Anticipated to be complete prior to the end of Q3 2025.





# A YEAR OF SUCCESS:

## Empowering Communities: Creating Social and Economic Opportunity

The Township is one part of a complete community. Georgian Bluffs has a key role to play in helping to foster the social connections and economic opportunity that shape the place that we call home. Through seeking to support and grow community services to understanding our role in economic development, the Township as a facilitator and enabler of community activity is a priority.

Throughout 2024, the Georgian Bluffs team prioritized social opportunities, to define and create a feeling of community. We did so by creating opportunities for connection through improved park spaces and enhanced community events.

### 01

#### Community Events

- Classification – Operating Project  
Budget: \$20,000  
Complete

For the first time in its history, Council committed dedicated funds through the 2024 Budget cycle to host and increase the frequency of community events offered throughout the Township.

In 2024, the Township hosted multiple community events, including movie nights at the Shallow Lake Community Centre and Kemble, Connect and Collaborate, Canada Day at Big Bay, and Sparkle and Skate at the Shallow Lake Community Centre, just to name a few.



Georgian Bluffs has a key role to play in helping to foster the social connections and economic opportunity that shape the place that we call home.



Hosted **14**  
community events attended by  
over **1,500** people.

## 02

## Sarawak Family Park and Kilsyth Walkway

- Classification – Capital Project  
Budget: \$221,800  
Complete

Parks and communal spaces are central to the Township’s commitment to developing community. Improvements to the Sarawak Family Park and Kilsyth Playground Walkway enhanced the community’s enjoyment of the spaces, including installation of a Mobi-mat at Sarawak Family Park, to create an accessible beach area for people of all abilities. Installation of benches and trees at the Kilsyth Playground Walkway beautified the space, creating an enjoyable experience for community members. A grand opening of the Sarawak Family Park, also recognizing the accessible washroom project completed by the Scenic City Order of Good Cheer, was held on September 11, 2024.





- Classification – Pressure  
In progress

The draft Community Improvement Plan (CIP) was presented to Council in July of 2024. While the plan remains in draft form, immense efforts have been made to complete the plan and create opportunities to further the economic development of our community through a lens of cultural and environmental sustainability.

An open house to welcome comments regarding the CIP was held at the Township Admin Office on November 7, 2024, and was attended by 45 people.

The final plan is scheduled for final presentation to Council prior to the end of Q2 of 2025. The development and maintenance of the Township's CIP directly accomplishes goals tied to the Opportunity pillar included in the 2025-2030 Strategic Plan.



## 04

### Short Term Rental Accommodations

- Classification – Operating Project  
Budget: \$65,000  
Complete

The Township began exploring opportunities to observe and implement a Short Term Rentals Accommodations licensing program in 2022. In accordance with Council’s identified priorities and direction, staff developed a licensing program, by-law, enforcement mechanisms and application portal to licence Short Term Rental Accommodations throughout the Township. Licences have begun being collected for the 2025 season, with regular and consistent communications to local business owners and operators.

## 05

### Additional Projects

Project Name	Current Status	Budget	Notes
Shallow Lake Community Centre Brine Pump Replacement		\$30,000	Complete



Hosted

**219.5** hours

of public skating as the Shallow Lake Community Centre.



Hosted

**451** hours of

Pickleball Drop in Sessions with **3,065** participants.

Realized an

**800%**



increase in paid rentals at the Kemble Arena over 2023.



## A YEAR OF SUCCESS:

### Enhancing Environment & Infrastructure: Building for Today and Tomorrow

---

Infrastructure supports our ability to connect and move through the municipality. The core services of the Township include looking to maintain bridges, roads and facilities, and to look to the future in managing stormwater, water and wastewater, as well as plan and support sustainable growth. All of this must be done with a focus on the unique landscape and environment within which we operate.

In 2024, the Township worked through the initial phases of Asset Management Planning, identifying and quantifying the Township's infrastructure gaps. While the draft has not yet been finalized, the projects completed in 2024 inform the Township's strategy in addressing infrastructure challenges into the future.

01

#### Biennial Ontario Structure Inspection Manual (OSIM)

- Classification – Capital Project  
Budget: \$50,000  
Status: Complete

The Ontario Structure Inspection Manual (OSIM) is a manual that sets standards for detailed visual inspection and condition rating of structures and their components. It provides a uniform inspection approach for all structures in Ontario.

The OSIM, completed in 2024, evaluated the health of 37 bridges and culverts throughout the Township, and prioritized structural needs ranging from rehabilitations and replacement recommendations in a 10-year capital forecast. The metrics defined within the report assisted in creating the draft Asset Management Plan, for presentation to Council in Q1 of 2025.

With a focus on long-term financial planning, completion of the OSIM supported multiple goals, included in the 2025-2030 Strategic Plan.



Issued  
**274**



Building Permits with a combined construction value of **\$25,985,397.**



Maintained  
**36** km hard surface,  
and **114.5** km of gravel roads.



**28** New homes  
built with a construction  
value of **\$10,649,000.**



Processed  
**38**  
Planning Applications.

## 02

### Traffic Count Program

- Classification – Capital Project  
Budget: \$50,000  
Status: Complete

Traffic counts are used to determine average daily traffic counts, which are then used to inform Township policies, including maintenance levels, speed limits, growth rates and traffic scores as they apply to planning and building processes. Work completed in 2024 on Functional Road Classification, OSIM inspections and our Traffic Count program as well as past work on Road Condition surveys are soon to be shared publicly via a new GIS app on the Townships website.

As a capital project completed in 2024, the traffic count program assisted in informing the conclusions of the Township's draft Asset Management Plan.

In highlighting the use of Township's roadway assets and scaling the use from a policy perspective, completion of the traffic count program supported multiple goals, included in the 2025-2030 Strategic Plan.



## 03

### Surface Treatment – Concession 21

- Classification – Capital Project  
Budget: \$300,000  
Status: Complete

In 2024, staff and Council worked with Miller Paving Group, to rehabilitate Concession 21 from Thompson Sideroad to Zion Church Road. The road was rehabilitated using single and double surface treatment techniques, including pulverization and granular A to reshape the road base. This project extended the works completed on Elm Street, jointly by the Township and South Bruce Peninsula.

The roadway was rehabilitated given its relative scoring in the Township's asset management tool, Streetlogix, having a poor pavement condition index. Extrapolating this methodology outward to the remaining Township's road network will serve in support of Council's Infrastructure strategic pillar, continuing to be fiscally and strategically responsible when investing in Township infrastructure.

## 04

### Electric Vehicle Charging Stations

- Classification – Capital Project  
Budget: \$160,000  
Complete

The Township has committed to planning for and addressing the impacts of Climate Change, by investing in renewable energy and being a leader in the community's response to climate impacts. Installation of Electric Vehicle Charging station directly supports this commitment, while also making significant strides in achieving Council's third strategic pillar: Enhancing Environment and Infrastructure.

Installed at the Sarawak Family Park and awaiting installation at the Township Administration Office and Shallow Lake Community Centre, the EV chargers are available for public use. The project did not have any budgetary impact, as grants and private sector investments were secured for their installation.



## 05







### Sidewalk Improvements – Shallow Lake

- Classification – Capital Project  
Budget: \$140,000  
Complete

Awarded to C&G Concrete in the spring, works to repair and enhance the useability of sidewalks in Shallow Lake have been completed. The project replaced sidewalks on First, Second and Noble Street, completing repairs to approximately 500m of dilapidating sidewalks. The repairs improved the walkability of the area while creating more safe and accessible spaces for all.

## 06

### Additional Projects

Project Name	Current Status	Budget	Notes
Asset Management Plan / Maintenance Manager Implementation		\$116,000	Draft has been completed. Anticipated presentation to Council in Q1 of 2025
Facilities Master Plan		\$100,000	As a phased in project, works are anticipated to be completed in 2025.
Urban Asphalt Rehabilitation - 7th Street South-West		\$150,000	Complete
Emery Bridge Replacement (background study and preliminary design work)		\$427,300	Preliminary design work remains underway, with anticipated presentation to Council by the end of Q1 in 2025.
Sideroad 3 Bridge Replacement (Background Studies)		\$50,000	RFP for background studies has been awarded. Background studies remain ongoing.
Fire Services Master Plan		\$75,000	RFP issued in October 2024.



# A YEAR OF SUCCESS:

## Workforce Development: Investing in People

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Delivering on these commitments requires a team effort. In order to meet these commitments and rise to the challenges that face a small municipality, we must commit to stability into the staff team, and attract and retain a skilled workforce. The municipality will seek to enhance its team, focus on sustainability through succession planning, and seek to provide a supportive, safe and engaging place to live and work.

Our people are our greatest resource. In the words of others, “Culture Eats Strategy for Breakfast”. In the absence of a dedicated and collective team, efforts in achieving strategic success falter. 2024 brought significant shifts in the Township’s employee culture, leaning-in to a team-centric culture, driving the successes highlighted in the previous pages of this report.

In pulling staff together, the Georgian Bluffs team has been welcomed to influence our employee culture, shaping the workplace to a positive, welcoming space for all. As a marker of this success, the Township’s staff turnover rate fell a remarkable 26% in 2024, resting at 26%, over that of 52% in 2023. The Township’s 2024 turnover rate is the lowest since 2020.

Throughout 2024 the Township recruited for 22 vacancies, receiving a total of 457 applications for employment and ultimately onboarding 12 members to the team. These vacancies were attributed to both internal staff turnover and new positions approved through the 2024 Budget process.

To support our team, the following policies were reviewed and updated:

- Parental Leave Policy,
- Hybrid Work Policy,
- Personal Leave Policy,
- Hours of Work and Overtime Policy.

Staff turnover dropped  
 **26%**  
down from 52% in 2023.

2024 also saw commencement of an internal Health and Safety review, initiated to ensure and prioritize the health and safety of our team in the workplace. This work will continue into 2025, with a focus on training, policy work and ensuring our teams are prepared to serve our community in the most efficient, safe manner.

The achievements completed through 2024 directly support and achieve the goals associated with Workforce Development included in the 2025-2030 Strategic Plan.







# GET IN TOUCH

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Council generally meets on Wednesday evenings at 5 p.m. three times per month. Meetings are held at the Township Council Chambers at 177964 Grey Road 18 in Springmount. You can attend meetings in person, or participate online.

Council and Committee meetings are open to the public, and are livestreamed to our youtube channel so you can watch from the comfort of home. Meeting Agendas are posted the Friday prior to the meeting date.

You are also welcome to speak at Council by making a delegation. Please register with our Clerk's Department by the Thursday prior to the meeting you wish to speak at for items not on the agenda.



[GeorgianBluffs.ca/  
ContactGB](https://GeorgianBluffs.ca/ContactGB)



[GeorgianBluffs.ca](https://GeorgianBluffs.ca)



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**Ryan Thompson**  
Councillor

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# Georgian Bluffs

DEEPLY ROOTED. SUSTAINABLY GROWING.

## TOWNSHIP OF GEORGIAN BLUFFS

177964 Grey Road 18, Owen Sound

519-376-2729

[www.georgianbluffs.ca](http://www.georgianbluffs.ca)

[info@georgianbluffs.ca](mailto:info@georgianbluffs.ca)





**Date:** Wednesday, December 11, 2024  
**From:** Michael Benner, Director of Development and Infrastructure  
**Subject:** **Z05/24 Wepler Zoning By-law Amendment**  
**Report** DEV2024-069

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

## Recommendation

That staff report “DEV2024-069, Z05/24 Wepler Zoning By-law” be received for information, and;

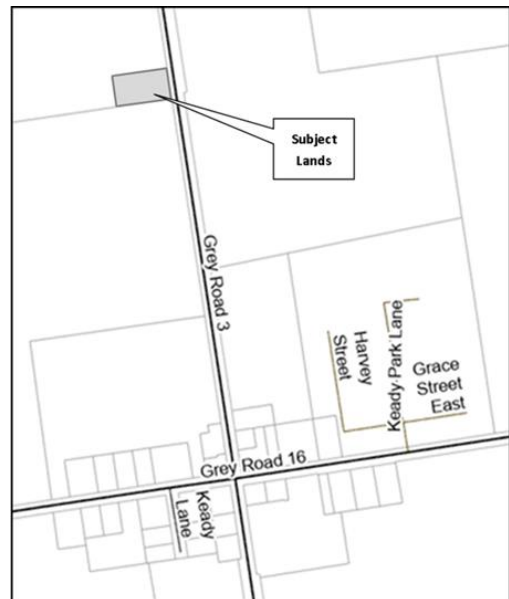
That the Mayor and Clerk be authorized to sign the zoning by-law amendment related to this proposal as substantially contained in this report.

## Application Summary

**Owner(s):** 982454 Ontario Inc.  
**Agent:** Rob and Ena Wepler  
**Civic Address:** 117064 Grey Road 3  
**Legal Desc:** Part Lot 2, Concession 9, Derby  
**Roll Number:** 420354000303501

The subject lands occupy approximately 4000 square metres of land just north of the hamlet of Keady. Application Z05/24 proposes to rezone lands currently zoned as Industrial M1-1 to a site-specific Agricultural use to allow the existing building containing an office and fabrication shop to be repurposed for 3 residential apartments.

The Industrial (M1-1) use was introduced through by-law 44-2003 and has operated as Air-Tech Mechanical until present. The current landowner wishes to retire and convert a part of the existing building into 3 apartments with associated parking and storage space.



Report DEV2024-069

Roll 420354000303501

Page 1 of 5

Page 209 of 367



## **Policies Affecting the Proposal**

### Provincial Policy Statement 2024

The Provincial Policy Statement (PPS) is issued under Section 3 of the Planning Act and provides policy direction on matters of provincial interest related to land use planning and development. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. In respect of the exercise of any authority that affects a planning matter, the Planning Act requires that decisions affecting planning matters “shall be consistent” with policy statements issued under the Act. The PPS is to be read in its entirety and the relevant policies are to be applied to each situation. Therefore, only excerpts from the PPS pertinent to the proposal are highlighted below.

The PPS strongly encourages the protection of prime agricultural areas for long-term use for agriculture. Section 2.3.3 provides the following permitted uses in Agricultural areas:

*2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.*

*2.3.3.2 In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.*

*2.3.3.3 New land uses in prime agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.*

### Grey County Official Plan

Schedule A of the County OP designates the subject lands as ‘Agricultural’. Section 5.2.1 provides policies for permitted uses in Agricultural areas that include the following policies related to residential use:

*4) Residential dwellings are generally permitted on existing lots of record, unless otherwise restricted by a zoning by-law amendment in the case of a surplus farmhouse severance. Where a new dwelling is permitted, Provincial Minimum distance separation formulae is applied to the new house. If there is no building area available which meets MDS I setbacks, then the house will be as far from the neighbouring livestock facility or*





*manure storage facility as possible. In the case of lots created after March 1, 2017, MDS I shall be met to the proposed house.*

*5) A permanent second house on a farm property for full-time farm labour purposes is also permitted, where adequate reasoning is provided (i.e. where the size and nature of the operation requires additional employment), and where it cannot be achieved through seasonal temporary means. Seasonal housing units in the form of trailers, or bunkhouses are permitted for seasonal farm labour. Additional seasonal or permanent housing for farm labour purposes shall generally be located in the farm cluster.*

*6) Additional residential units are permitted in the main house and in a non-agricultural accessory structure, provided the appropriate servicing is available and it is not located within hazard lands. Additional residential units and garden suites are required to be in the farm cluster*

*7) At no point shall the total number of permanent residential units on a farm property exceed three; however housing for temporary farm labour shall not be considered within this unit total. Severances will not be permitted to sever a secondary dwelling, or additional residential unit from a farm property. Surplus farmhouse severances will still be considered where two houses are the result of farm consolidation. Farm consolidation is the acquisition of additional farm parcels to be operated as one farm operation. All severances are required to meet section 5.2.3 of this Plan.*

#### Township of Georgian Bluffs Zoning By-law 2020-020

The subject lands are currently zoned Industrial M1-1. The M1-1 exception permits a sheet metal heating and cooling light industrial use to occupy a maximum of 250 square metres space on the subject lands. This use was introduced through by-law 44-2003 and has operated as Air-Tech Mechanical until present. It is intended to replace the current M1-1 zone with a site-specific Agricultural (AG-X) zone that will recognize the intended residential use of the subject lands.

It should also be noted that the existing lot is approximately 4000 square metres (1 acre) in size and is located within the Agricultural designation in the Township's Official Plan. Changing the zone to a site-specific Agricultural zone will bring the property back into conformity with the Official Plan.

### **Relevant Consultation**

A Public Meeting regarding the application was held on September 18, 2024. At that time no public comments were received. However, since that date, Public Comments were received from the Grey County Planning and Development Services Department.



In summary, Grey County Planning staff noted that the property does not contain natural heritage features nor their adjacent lands. As such, an Environmental Impact Assessment (EIS) was not required. They also noted that it was their understanding that stormwater management infrastructure was not needed for the proposal. They did recommend that confirmation of adequate servicing be received from the proponent.

To that end, the applicant recognizes that an upgraded septic system will be required to accommodate the 3 new apartment units. This system will be designed by a qualified professional and sized accordingly. There is sufficient lands available on the existing lot to accommodate the upgraded system.

### **Approval Process**

In the past, multi-unit residential developments such as that proposed were required to proceed through a formal Site Plan Approval process under Section 40 of the Planning Act following Zoning Approval. However, recent changes to the Planning Act have exempted residential development of 10 units or less from Site Plan approval. Accordingly, the Building Permit process (building and septic) are the only remaining municipal approval process available following approval of the Zoning By-law amendment.

### **Conclusion & Recommendation**

It has been demonstrated that application Z05/24 for Rob and Ena Weppler which proposes to rezone lands currently zoned as M1-1 to a site-specific Agricultural use to allow the existing building, containing an office and fabrication shop to be repurposed with the addition of 3 residential apartments is consistent with the Ontario Planning Act, the Provincial Policy Statement, the Grey County Official Plan and the general intent and nature of the Township of Georgian Bluffs Zoning By-law.

It is recommended that Application Z-05/24 be approved, and the amending by-law be presented to Council for adoption.

Respectfully Submitted:

Original signed by Michael Benner

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Michael Benner, MCIP, RPP



## Report Approval Details

Document Title:	DEV2024-069 Z05-24 Wepler Zoning By-law Amendment.docx
Attachments:	<ul style="list-style-type: none"><li>- Application.pdf</li><li>- Site Plan.pdf</li><li>- Notice Of Public Hearing Z05-24.pdf</li><li>- County Comments_Z05.2024 982454 Ont Inc_2024 Sep 9 (1).pdf</li></ul>
Final Approval Date:	Nov 27, 2024

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

Niall Loble, Chief Administrative Officer



# Township of Georgian Bluffs

## Application for Amendment to the Zoning By-Law

- **Pre-consultation** is required **prior** to the submission of applications for a Zoning By-law Amendment or Re-zoning.
- The Amendment process will not commence until a complete application is received.
- Incomplete applications will be returned to the Applicant.
- The Application will be filed with the Planning Office of the Township of Georgian Bluffs. A copy may be returned to the Applicant for their records.
- An accurate sketch or map is required. All measurements must be shown in metric units. **Hard and Digital Copy Must be Provided.**
- Please type or print the information clearly on this legal document. For assistance in filling out this application, contact the Township Planning Department. A Commissioner is usually available at the Municipal Office, please call ahead.
- A complete application must include a Justification Report, the complexity of the report will depend upon the proposal, it is not intended to replace detailed engineering or environmental reports. Reports must be provided in digital format.
- Planning application fees are required when the application is submitted.
- Grey Sauble Conservation Authority review fees are required when the application is submitted.

I/We hereby submit this application for an Amendment to the Township of Georgian Bluffs Zoning By-law, in respect of the lands hereinafter described.

### Declaration:

I/We, 982454 Ontario Inc of the Township of Georgian Bluffs  
in the County of Grey do solemnly declare:

- a) that I/We am/are the registered owner(s)/the authorized agent of the registered owner(s) of the lands hereinafter described (as per written verification attached).
- b) that, to the best of my/our knowledge and belief, all the information and statements given in this application and in all the exhibits transmitted herewith are true and accurate.
- c) it is understood and agreed that it will be my/our responsibility to reimburse the Township of Georgian Bluffs for any further costs, above any applicable fees already paid, incurred and charged to the Municipality in connection with the application (i.e. LPAT hearing, Legal or Engineering fees).
- d) that I/We hereby authorize municipal planning staff and the municipality's agents to enter the property for the purposes of performing inspections and gathering information, without further notice, related to the processing of this application.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in  
the \_\_\_\_\_ this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s) or Agent

### Authorization:

I/We, 982454 Ontario Inc (please print) am/are the registered  
owner(s) of the lands subject to this application and I/we authorize \_\_\_\_\_ to  
make this application on my/our behalf.

Date: March 26/24 Signed: Rob Ulysh

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Witness to signature: \_\_\_\_\_

Updated: March 2020

1. Name of Approval Authority: Township of Georgian Bluffs Council

2. Registered Owner's Name: 982454 Ontario Inc

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: (Bus.) \_\_\_\_\_

(Res.) \_\_\_\_\_

3. Authorized Agent's Name: Rob Weppler + Erin Weppler

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: (Bus.) \_\_\_\_\_

(Res.) \_\_\_\_\_

All correspondence should be sent to:  Owner  Agent  Both

4. Name and address of holders of any mortgage, charges or other encumbrances in respect of the Subject Lands: \_\_\_\_\_

5. Legal Description of Subject Lands: i.e. Lot/Concession/Registered Plan/Part/Reference Plan/Geographic Twp. (Keppel, Derby, Sarawak, Shallow Lake)  
Part Lot 2, Conc 9 Derby - Pt 1+2 16R-4393 Georgian Bluffs

Municipal Address (911#): 117064 Grey Rd 3

Assessment Roll No: 420354 000303501

**The following information must be complete. Details may be provided in the attached 'Justification Report'.**

6. Present Official Plan Designation: \_\_\_\_\_

7. Current Zoning of Subject Lands: M1-1 (Industrial)

8. Briefly describe the nature and extent of relief from the Zoning By-law for the proposed Amendment: (i.e. relief for lot frontage, density, height, area, setbacks, etc.).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Reasons why Zoning By-law Amendment is necessary:  
New purpose for existing structure



10. Dimensions of Subject Lands (entire property):

Lot Frontage: 160' Depth of Side Lot Line: 272' Lot Area: 1.08 acres  
Width of Rear Lot Line: 160' Depth of Side Lot Line: 272'

11. Present Use of Subject Lands:

- Residential       Farmland       Seasonal Residential
- Industrial       Commercial       Institutional
- Other (specify) \_\_\_\_\_

Date of acquisition by current owner: Nov 28, 2003

Length of time existing uses have continued: 21 years

12. List any existing Buildings or Structures on the Land:

Type/Use	Date Constructed	Indicate All Yard Setbacks				Building Dimensions W x D x H
		Front	Rear	Side	Side	
<u>Commercial</u>	<u>2003</u>	<u>35'</u>	<u>72'</u>	<u>36'</u>	<u>30'</u>	<u>80 x 50 x 17</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

13. Proposed Use of Subject Lands:

- Residential       Farmland       Seasonal Residential
- Industrial       Commercial       Institutional
- Other (specify) \_\_\_\_\_

14. List Proposed Buildings or Structures:

Type/Use	Indicate All Yard Setbacks				Building Dimensions W x D x H
	Front	Rear	Side	Side	
<u>None</u>	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Municipal Requirement: \_\_\_\_\_

15. % of Lot Coverage: Present: same Proposed: same

Municipal Requirement: \_\_\_\_\_

16. Existing Uses of Abutting Lands: (including properties on opposite side of road allowance)

North AG \_\_\_\_\_ South AG \_\_\_\_\_  
 East AG \_\_\_\_\_ West AG \_\_\_\_\_

17. Types of Servicing: (Check all that apply)

Water

- Publicly Owned and Operated Potable Water System
- Private Well/Source, Type
- Other (e.g. Lake), please specify

Sewage

- Publicly Owned and Operated Sanitary Sewage System
- Septic Tank and Tile Field
- Other (e.g. Lake), please specify \_\_\_\_\_

Access

- Public Road Owned and Maintained by the Local Municipality
- Public Road Owned and Maintained by the County
- Public Road Owned and Maintained by the Province
- Private Road
- Water Access Only - Information must be provided on parking and docking facilities.
- Other, please specify \_\_\_\_\_

Drainage

- Existing Storm Drainage System
- New On-Site Storm Drainage System
- New Area Storm Drainage System

18. The Applicant is required to attach a sketch to each copy of the application, and/or in the Justification Report, which will include the following information:

- True dimensions, boundaries and shape of property, drawn to scale, of the Subject Lands.
- Full extent of other lands owned by the Applicant if abutting the Subject Lands, or in the Applicants opinion may affect the application.
- Approximate location, size and distance of existing and proposed buildings and structures from the front, rear and side yard lot lines.
- Location of any entrances, right-of-ways and easements affecting the lands.
- Location of all natural and artificial features (i.e. railways, highways, steep slopes, wetlands, watercourses, drainage, well, septic fields, hydro lines etc.)
- The use of adjoining lands.
- The location, name and status of roads (opened, unopened, private, seasonal)

19. A complete application may be required to include one or more of the following:

- Planning Justification Report  
This is required for all applications. Depending upon the complexity of the proposal, these shall be prepared by the property owner or a qualified professional addressing the principles and objectives of the Official Plan and the Provincial Policy Statement, how the proposal meets the intent of the Zoning By-law and the details of the proposal clearly compared to existing provisions and proposed amendments. A summary of information on environmental issues and an engineer's reports may also be included or other matters depending on the proposal. (2 copies to be submitted)



SCALE: 1/32"=1'-0"

MARCH 2024

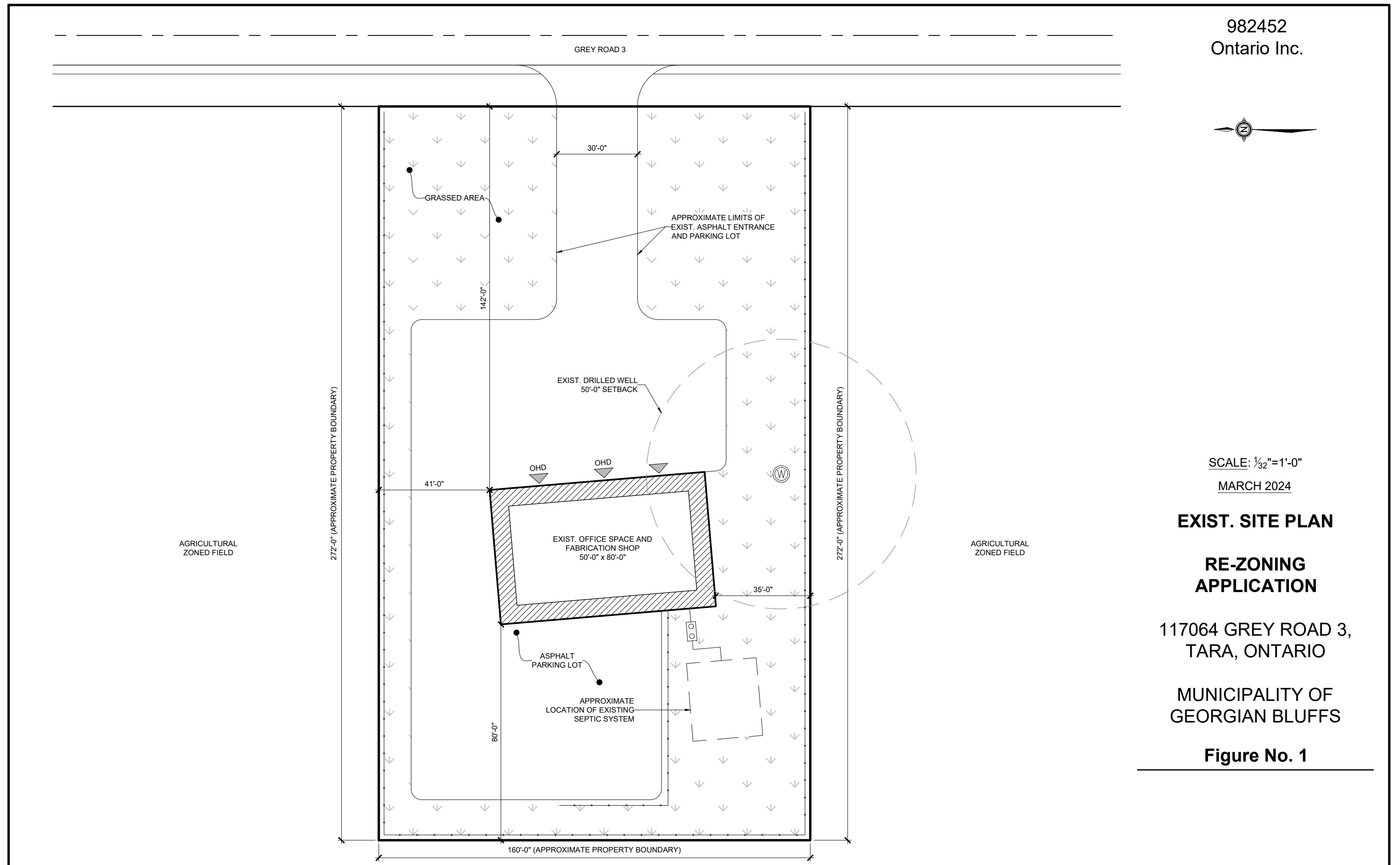
**EXIST. SITE PLAN**

**RE-ZONING  
APPLICATION**

117064 GREY ROAD 3,  
TARA, ONTARIO

MUNICIPALITY OF  
GEORGIAN BLUFFS

**Figure No. 1**





**Owner(s):** 982454 Ontario Inc.  
**Agent:** Rob and Ena Weppler  
**Civic Address:** 117064 Grey Road 3  
**Legal Desc:** Part Lot 2, Concession 9, Derby  
**Roll Number:** 420354000303501

## Notice of Complete Application, Public Hearing and Public Meeting

Zoning By-law Amendment Z-05-24 on September 18, 2024, at 5:00 pm.

Council Chambers are **OPEN** to the Public.  
Council Chambers: 177964 Grey Road 18  
Owen Sound, ON, N4K 5N5

Public participation is welcome and encouraged. To participate in the virtual public meeting or hearing, register here:

<https://georgianbluffs.formbuilder.ca/Public-Meeting-Registration>

Carly Craig, Clerk, by email at: [ccraig@georgianbluffs.ca](mailto:ccraig@georgianbluffs.ca) or by telephone at: 519-376-2729 ext. 602.

View electronic public and Council meetings here:

[www.youtube.com/channel/UCVD5m65WH42XTTxR5tSfafQ/videos](http://www.youtube.com/channel/UCVD5m65WH42XTTxR5tSfafQ/videos)

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent or the decision of Council in respect to the proposed Zoning By-law Amendment, you must make a written request to the Committee of Adjustment at 177964 Grey Road 18, Owen Sound, ON, N4K 5N5.

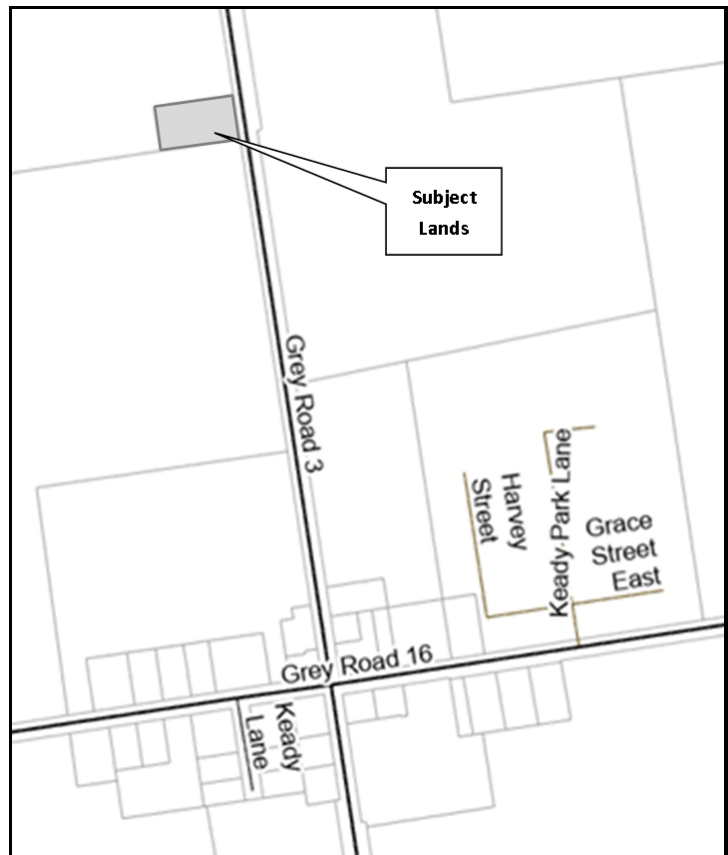
### What is proposed?

Application Z05/24 proposes to rezone lands currently zoned as Industrial M1-1 to a site-specific Agricultural use to allow the existing building containing an office and fabrication shop to be repurposed for 3 residential apartments.

It should be noted that the existing lot is approximately 4000 square metres (1 acre) in size and is located within the Agricultural designation in the Township's Official Plan. Changing the zone to a site-specific Agricultural zone will bring the property back into conformity with the Official Plan.

### How do I submit my comments?

For more information about this matter, including information about preserving your appeal rights or, if you would like to submit comments in writing or would like to be notified of a decision on this proposal, submit your written comments or request to



177964 Grey Road 18  
Owen Sound, ON

By email: [planning@georgianbluffs.ca](mailto:planning@georgianbluffs.ca)

Please note that any submitted comments become part of the **Public Record**, including names and addresses. Written comments are due by **September 9, 2024** for inclusion in the Planning Report and so that they may be read at the Public Hearing for the benefit of everyone in attendance.

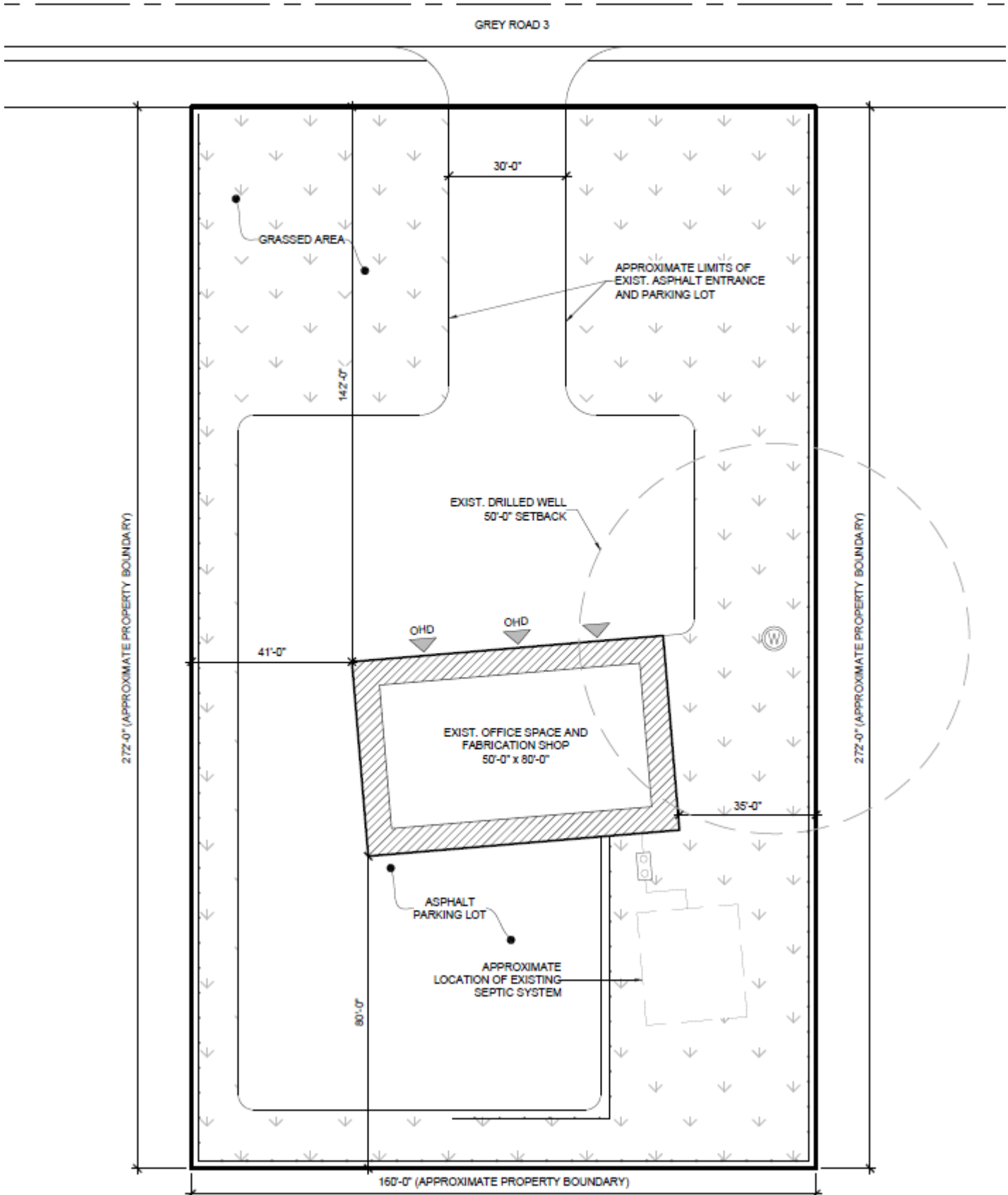
**For more information about this matter, contact:**

Michael Benner, Director of Development and Infrastructure, Township of Georgian Bluffs

By email: [planning@georgianbluffs.ca](mailto:planning@georgianbluffs.ca)

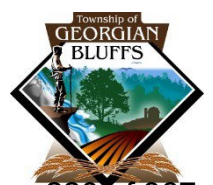
By telephone: 519-376-2729 ext. 201

**Site Plan Provided by Applicant:**



Under the authority of the Municipal Act, 2001 and in accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all information provided for, or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record, including resident deputations. This information may be posted on the Township's website and/or made available to the public upon request.

To view the additional information submitted with these applications visit our website at: <https://www.georgianbluffs.ca/en/business-development/planning.aspx>



September 9, 2024

Michael Benner, Director of Development and Infrastructure  
Township of Georgian Bluffs  
[planning@georgianbluffs.ca](mailto:planning@georgianbluffs.ca)

**RE: Zoning By-law Amendment application Z05-24**  
**117064 Grey Road 3, Township of Georgian Bluffs**  
**Roll: 420354000303501**  
**Owner: 982454 Ontario Inc.**  
**Agent: Rob and Ena Wepler**

Dear Michael Benner,

This correspondence is in response to the above noted application. We have had an opportunity to review the application in relation to the Provincial Policy Statement (PPS) and the County of Grey Official Plan (OP). We offer the following comments.

#### Proposal

Application Z05/24 proposes to rezone lands currently zoned as Industrial M1-1 to a site specific Agricultural use to allow the existing building containing an office and fabrication shop to be repurposed for 3 residential apartments. It should be noted that the existing lot is approximately 4000 square metres (1 acre) in size and is located within the Agricultural designation in the Township's Official Plan. Changing the zone to a site-specific Agricultural zone will bring the property back into conformity with the Official Plan.

The subject lands are identified as the following in the County Official Plan:

- Schedule A – Land Use Types – Agricultural

The subject lands are designated Agricultural in the County OP which permits residential dwellings and additional residential units. Section 5.2.1 states:

*6) Additional residential units are permitted in the main house and in a non-agricultural accessory structure, provided the appropriate servicing is available*

*and it is not located within hazard lands. Additional residential units and garden suites are required to be in the farm cluster.*

*7) At no point shall the total number of permanent residential units on a farm property exceed three ...*

Additional Residential Units (ARUs), also known as basement apartments or accessory apartments, are structurally permanent self-contained residential units with private kitchen, bathroom, and sleeping facilities within a main residence or structures additional to a dwelling (e.g., above garages). ARUs increase the supply and range of affordable rental accommodation while offering homeowners additional income. They also provide alternative housing options for the elderly, young adults, and populations looking for smaller living quarters; increase the efficiency of the rental housing stock and offer more affordable housing options. Section 4.2.5 of the County OP states that:

*The Planning Act requires that official plans permit Additional residential units by authorizing:*

- the use of two residential units in a detached house, semi-detached house or rowhouse; and*
- The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.*

*Variations of the above noted policies may be considered by the County, provided the total additional residential units does not exceed two per property or unless otherwise stated throughout this Plan (i.e. two ARU's may be permitted in a detached house, semi-detached house or rowhouse or two ARU's may be permitted in a structure ancillary to a detached house, semi-detached house, or rowhouse).*

*Municipalities shall develop local policies and zoning regulations that establish appropriate standards, which protect neighbourhood character, public health and safety, and enjoyment of abutting properties without unduly restricting the creation of such dwelling units. Municipalities may choose to establish zoning provisions that further limit the creation of ARUs on private or seasonally maintained public roads.*

*The County is generally permissive of Additional residential units provided development meets zoning provisions outlined by the local municipalities. In settlement areas or the countryside without full municipal services, well water records or designated appropriate authority for sewage systems may be necessary prior to granting a building permit...*

1. Staff understand that there is an existing approximately 371 meter square existing building formerly used for light industrial purposes (sheet metal, heating, and cooling) on the subject lands and that the applicants have proposed to convert the building into three residential units. Per 5.2.1(7), the total permanent residential units would not exceed three. Should the application be approved, staff suggest that any future Site-Specific Zone Exception includes reference to a

maximum of three permanent residential dwelling units for clarity purposes. Additional comments regarding Georgian Bluffs' specific policies and regulations for ARUs should be provided by Township staff.

In regard to servicing, Section 5.2.2 states:

*22) In accordance with Section 8.9 of this Plan, if municipal water and sewer services are not available, re-development of existing lots of record or the creation of new lots will require evidence of the site's suitability to provide an adequate potable water supply and sanitary sewage treatment and disposal system. Evidence of the site's suitability shall be provided in the form of an evaluation conducted in accordance with Ministry of the Environment, Conservation and Parks (MECP) Guidelines or the Ontario Building Code, where applicable (or any municipal procedure that achieves the same objective)...*

*More specifically, for individual lots of record, accommodating a single residence generating less than 10,000 litres of sewage per day, the individual private sewage treatment and sewage disposal system serving that single lot of record will be subject to the approval under the Ontario Building Code. For individual lots of record generating 10,000 litres of sewage per day, or more, the individual private sewage treatment and sewage disposal system servicing that single lot of record must be designed in accordance Ministry of the Environment, Conservation and Parks "Design Guidelines for Sewage Works" (2008), or any successor thereto, and apply for and receive approval under the Ontario Water Resources Act...*

2. It is unclear from the documents received if the proposed development can be adequately serviced. Additional details should be provided, including confirmation from a qualified professional regarding septic capacity and well-water availability.
3. County Transportation Services reviewed the application and have no concerns.
4. County Ecology staff reviewed the application and provided the following comments:
  - i. Natural Heritage - The property does not contain natural heritage features nor their adjacent lands. As such, an Environmental Impact Assessment (EIS) is not required.
  - ii. Stormwater Management - It is Grey County Staffs understanding stormwater management infrastructure is not needed for the proposal.
5. From a general planning perspective, the proposal represents a conversion from an industrial use to a more sensitive, residential land use. Staff suggest that a

letter of opinion be obtained from a qualified professional to determine if a Record of Site Condition would be appropriate to accommodate the proposed change of use.

County planning staff recommend that the application be deferred until confirmation is received that the proposed development can be adequately serviced.

The County requests notice of any decision rendered with respect to this file.

If you wish to discuss this matter further, please contact me.

Yours Truly,

**Cassandra Dillman**  
Intermediate Planner  
548 877 0853  
[Cassandra.dillman@grey.ca](mailto:Cassandra.dillman@grey.ca)  
[www.grey.ca](http://www.grey.ca)



**Date:** Wednesday, December 11, 2024

**From:** Michael Benner, Director of Development and Infrastructure

**Subject:** Z06/24 Hutchinson Zoning By-law

**Report** DEV2024-070

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

### Recommendation

That staff report “DEV2024-070, Z06/24 Hutchinson Zoning By-law” be received for information, and;

That the Mayor and Clerk be authorized to sign the zoning by-law amendment related to this proposal as substantially contained in this report.

### Application Summary

**Owner(s):** Angel Red Inc.

**Agent:** Larry Hutchinson

Civic Address: N/A

**Subject Lands:** PLAN 857 PT LOT 31

RP16R-3098 PART 6

**ARN:** 4203 620 009 15001

Zoning Amendment Application Z06/24 proposes to amend the zoning on the subject lands to permit a 5-unit townhouse development intended for long-term rentals on the subject lands. The development will be serviced with municipal water and a communal sanitary system. Access will be provided from Joynt Street.





A Public Meeting was held on October 9, 2024. During that Public Meeting comments were received from the Grey County Planning and Development Department, James Cook and Natasha McMillan. Matters to be addressed arising from that meeting included the request for additional information regarding servicing, traffic, and environmental impacts. A summary of that meeting and comments received is included in the Committee of the Whole report DEV2024-054.

### **Policies Affecting the Proposal**

The following policies relevant to the subject lands are provided for general information purposes.

#### 2024 Provincial Policy Statement (PPS)

The subject lands are located within the Shallow Lake Settlement area. Section 1.1.3 of the Provincial Policy Statement provides directions for settlement areas noting that:

*Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.*

*The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.*

#### Grey County Official Plan (GCOP)

The Grey County Official Plan designates the subject lands within a Secondary Settlement Area, namely Shallow Lake.

Section 3.6 of the GCOP provides policy direction for Secondary Settlement areas noting that:

*Secondary Settlement Areas are settlements areas that have lower density targets and have a limited range of uses and amenities compared to Primary Settlement Areas and have partial or private services. These areas accommodate limited residential growth as well as new community facilities and employment uses.*





*Permitted uses in the areas designated as Secondary Settlement Areas are residential uses, bed and breakfast establishments, home/rural occupations, commercial and dry industrial uses, public, recreational, and institutional uses intended to support the surrounding agricultural community.*

*Where partial services exist in a Secondary Settlement Area, development shall only be permitted to allow for the development of vacant and/or underutilized lots, as well as the creation of lots, subject to satisfying the following requirements:*

- a) The development is within the reserve sewage system capacity or reserve water system capacity;*
- b) Site conditions are suitable for the long-term provision of such services;*
- c) The development is within the existing settlement area;*
- d) Allow for infilling and minor rounding out of existing development.*

### Township of Georgian Bluffs Official Plan (TGBOP)

Similar to the GCOP, the TGBOP also places the subject lands within the Secondary Settlement Area of Shallow Lake. Section 3.2.2. of the TGBOP notes that:

*Secondary settlement areas are those settlements within the Township that generally contain partial municipal or communal services, a mix of land uses and a built environment characteristic of a rural village or hamlet. The intent of the Secondary Settlement area is to facilitate a mix of land uses that include residential, commercial, industrial, institutional, recreational and open space and future development areas. The Secondary Settlement Area should be supportive of those commercial and light industrial uses intended to serve the surrounding rural area as well as the needs of those residents within the community.*

The TGBOP also places the subject lands within the Residential designation. Section 3.4.1 provides policy direction for Residential areas noting that:

*Residential areas are important components of settlement areas and should be developed in a manner that supports a high quality of life. Given the rural nature of the Township, the historic housing preference has been the single detached dwelling. However, given the past statistical trends which depict an ageing population and a declining household family size, demand for other housing formats may shift from the traditional detached dwelling. The residential policies for settlement areas within this plan are therefore aimed at recognizing this predominance for the single-detached dwelling while encouraging other housing formats. Emphasis is placed on facilitating differing housing formats and densities within settlement areas with careful consideration being given to compatibility, sufficient amenity and servicing availability to ensure a high quality of living is provided for residents.*



## Township of Georgian Bluffs Zoning By-law 2020-020 (TGBZB)

The Township's Zoning By-law places the subject lands within the Residential R1 zone. Section 9.1 of the TGBZB provides Residential zone provisions noting that:

*There are three (3) Residential Zones in this Zoning By-law. These zones generally apply to residential properties in the Settlement Areas as well as recognize existing mobile home parks. Within Residential Zones, dwelling units and accessory buildings are generally permitted. The Residential Multiple One Zone generally applies to residential uses in Settlement Areas that contain multiple residential dwelling types such as triplexes, fourplexes, townhouses and apartment dwellings.*

An amendment to the zoning by-law has been proposed that will change the zoning from Residential (R1) to site-specific Residential Multiple (RM1) recognizing that the property will be serviced by municipal water and a private communal sewage system. The present zoning by-law does not recognize partially serviced residential multiple developments.

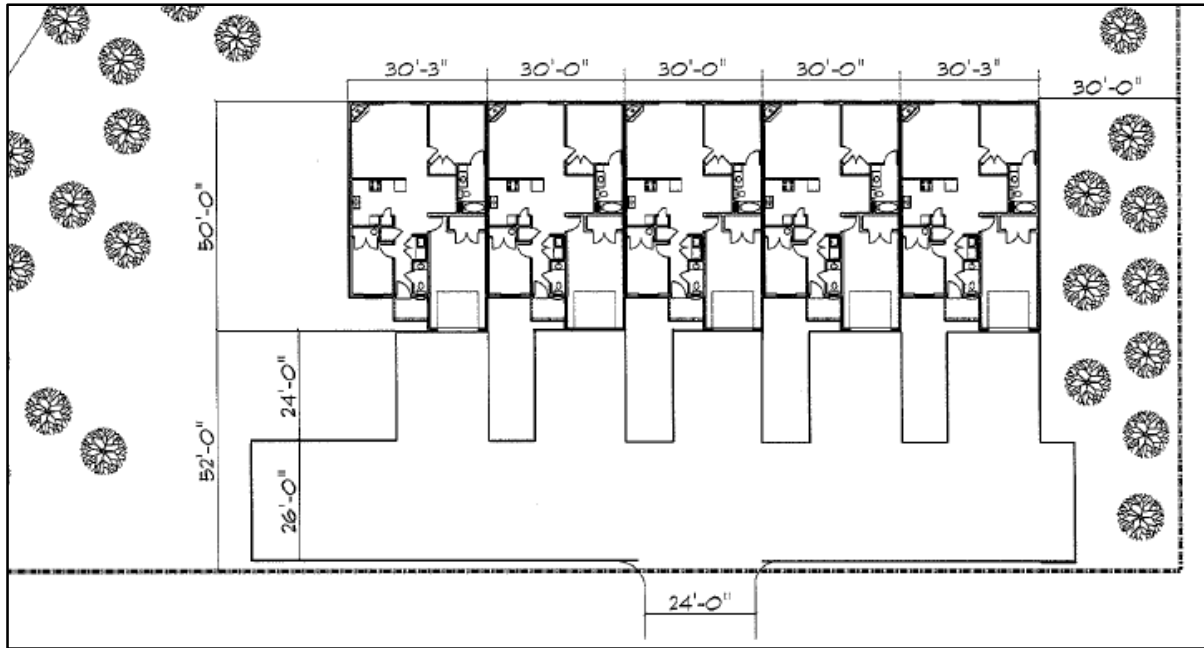
A copy of the proposed zoning by-law is attached to this report.

### **Analysis**

The subject lands are 0.7 hectares in size and are well wooded. The site is generally rolling and terraced, sloping generally to the southeast, and contains exposed rock faces along the terraces. Evidence of past filling activities are located in the northwestern portion of the site. The subject lands are located within a residential area of the Shallow Lake Community and partially abut the unopened extension of the Joynt Street Road Allowance.

The residential development proposed on-site will be comprised of a "row" style townhouse comprised of 5 two-bedroom units. Each unit will also have an attached garage. A concept plan showing the unit layout and a conceptual project rendering are noted below.

It is important to note that this development will be for purpose built long-term rental units only. A plan of condominium, which would see separate ownership of each unit, is not being applied to this development. The site is also not intended to be used for short-term rental accommodations (STAs). As purpose built rental units, the site can be developed utilizing one metered water service connection and a communal septic system as further detailed below. Additionally, the site will only have one municipal address with the individual units each having their own unit numbers (i.e. Unit A or Unit 1).



### Site Servicing

The property is located within the Shallow Lake Community and would be serviced by municipal water and a communal septic system. A 200 mm watermain exists along this portion of Joynt Street and a water service lead (lateral) from this main already exists for the subject lands. Through discussions with OCWA, the Ontario Clean Water Agency, staff have confirmed that there is sufficient capacity in the Shall Lake system to provide water to the five proposed units.

The proposed units will also be serviced by a communal Waterloo Biofilter Treatment system that will be sized to accommodate the 5 residential units. The system will be sized to accommodate the calculated flow rate of 6,750 litres per day and utilize a 1700 square metre contact area. There are sufficiently sized tablelands available to



accommodate the contact area behind the proposed units. A septic permit will be required from the Township as part of the Building Permit approval process. Details regarding the septic system are included as an attachment to this report.

### Site Access and Traffic

The property will be accessed from an existing entrance off Joynt Street. This entrance is located on the outside curve of Joynt Street providing good sightlines for traffic in both directions. An Entrance Permit and address number will be required from the township as part of the detailed review and approval phase for the proposal. An internal parking and staging area will be provided for the development limiting the traffic impact on Joynt Street to the one access point. Given the anticipated total of only 10 traffic movements per day, a further traffic impact study was not warranted.

### Environmental / Ecological Matters

A Karst Assessment for the proposed development is currently underway. This assessment will focus on the development area on the site and provide recommendations for development should karst features be discovered. The assessment will also be reviewed through the building permit approval process.

### **Approval Process**

In the past, multi-unit residential developments such as that proposed were required to proceed through a formal Site Plan Approval process under Section 40 of the Planning Act following Zoning Approval. However, recent changes to the Planning Act have exempted residential development of 10 units or less from Site Plan approval. Accordingly, the Building Permit process (building and septic) and the associated water connection and entrance permits are the only remaining municipal approval process available following approval of the Zoning By-law amendment.

### **Conclusion**

It has been demonstrated that Zoning By-law Amendment Z06/24 by Larry and Kathy Hutchinson complies with the 2024 Provincial Policy Statement, The Grey County Official Plan, The Township of Georgian Bluffs Official Plan and the general intent of the Township of Georgian Bluffs Zoning By-law 2020-020. It is therefore recommended that the Mayor and Clerk be authorized to enact the proposed zoning by-law amendment related to this development.

Respectfully Submitted:



Original signed by Michael Benner

---

Michael Benner, MCIP, RPP



## Report Approval Details

Document Title:	DEV2024-068 Z06-24 Hutchinson Zoning By-law.docx
Attachments:	<ul style="list-style-type: none"><li>- Septic information email.pdf</li><li>- Septic system.pdf</li><li>- DRAFT By-law Z06-24 Hutchinson.pdf</li><li>- Z06-24 Schedule A.pdf</li></ul>
Final Approval Date:	Nov 27, 2024


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

Niall Lobley, Chief Administrative Officer

**Fw: Larry - 5 plex project**

---

**From** Kathy Hutchinson [REDACTED]  
**Date** Tue 2024-10-29 12:51 PM  
**To** Michael Benner <mbenner@georgianbluffs.ca>

 1 attachments (1 MB)  
Hutchinson.pdf;

Hi Michael,

I have attached the septic information from our installer with his calculations and confirmation that the system is appropriate and sufficient to handle the sewage needs for the proposed development on this lot.

(We just installed a Waterloo Biofilter System on another property and part of the installation process was to have an annual maintenance agreement in place to inspect and service the system.)

Does this information have to be presented at another council meeting or is this an administrative process at this point?

Thanks,  
Kathy

---

**From:** Darren King [REDACTED]  
**Sent:** Monday, October 28, 2024 7:05:10 a.m.  
**To:** [REDACTED]  
**Subject:** Fwd: Larry - 5 plex project

Hello Kathy

Since this is a residential use, the digester and basket tanks can follow our charts.

Assuming Porter's tanks:

- AD-13600 - Anerobic digester septic tank 13600 liters
- PT-5700 - Pump tank
- BT-13600 - Basket tank to treat effluent
- Alternating duplex pumps

Please take a look at the sewage flow attached.

Based on using 6750 liters per day and a Waterloo Biofilter design with baskets tanks and an anerobic digester the flow calculation on the soil classification of a 50+ t- time the area for the septic bed would be 1700m<sup>2</sup> contact area.

Based on these calculations the property will have enough space to support this bed system.



## Schedule 3: Sewage System Specifications

**A. Proposed Sewage System**     Residential     Commercial

New Installation     Replacement     Alteration     Repair

**B. Proposed Sewage System Type**

CLASS 4 – SEWAGE SYSTEM     CLASS 5 – HOLDING TANK (Temporary or Limited Use)

**C. Building Information**

**Plumbing Fixtures** ( Include roughed-in plumbing and proposed additions (future basement bathroom)

Per Unit

Description	# Existing	+	#New (Proposed)	=	Total	x	Fixture Unit	=	Count
Bath Group -toilet/sink/shower		+	1	=		x	6	=	6
Sinks/Wash Basins		+	2	=		x	1.5	=	3
Bathtub/Showers		+		=		x	1.5	=	
Toilets (flush tank)		+	1	=		x	4	=	4
Dishwasher		+	1	=		x	1.0	=	1
Laundry Tub/Washer Machine		+	2	=		x	1.5	=	3
Other (T 7.4.9.3 or T 7.4.10.2.)		+		=		x		=	

Water Softener backwashes into Sewage System?     Yes     No

Volume of Backwash \_\_\_\_\_     Gal     Litres

**TOTAL FIXTURE UNITS** = 17 FU  
5 units x 17 = 85 f/u

**D. Design Flow Calculations (Q)**

BEDROOM FLOWS (A)	# of BEDROOMS		Number	Volume (litres)	Total Flow	FINISHED FLOOR AREA (M <sup>2</sup> )	
	<input type="checkbox"/>					FIRST FLOOR	
	<input type="checkbox"/>	1 Bedroom		750			750m <sup>2</sup>
	<input type="checkbox"/>	2 Bedrooms		1100			SECOND FLOOR
	<input type="checkbox"/>	3 Bedrooms		1600			THIRD FLOOR
	<input type="checkbox"/>	4 Bedrooms		2000			TOTAL
	<input type="checkbox"/>	5 Bedrooms		2500	2500	<b>DESIGN FLOW "Q"</b>	
Extra Bedroom Over 5 (B)	<input checked="" type="checkbox"/>	Each Bedroom	5	500	2500	Q = A + (B or C or D)	
LIVING AREA FLOWS (C)	<input type="checkbox"/>	Each 10m <sup>2</sup> over 200m <sup>2</sup> - 400m <sup>2</sup>	20	100	2000	A = <u>2500</u>	
	<input type="checkbox"/>	Each 10m <sup>2</sup> over 400m <sup>2</sup> - 600m <sup>2</sup>	20	75	1500	B = <u>2500</u>	
	<input type="checkbox"/>	Each 10m <sup>2</sup> >600m <sup>2</sup>	15	50	750	C = <u>4250</u>	
FIXTURE COUNT FLOW (D)	<input type="checkbox"/>	Each Fixture over 20 fixture units	65	50	3250	D = <u>3250</u>	
						<b>Q = <u>6750</u> litres/day</b>	



**Date:** Wednesday, December 11, 2024

**From:** Michael Benner, Director of Development and Infrastructure

**Subject:** Cobble Beach Plan 42T-2004-02 Request for Draft Plan Extension

**Report** DEV2024-071

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

### **Recommendation**

That correspondence from Design Plan Services, dated November 27, 2024, regarding the request for an extension of draft approval for Plan of Subdivision 42T-2004-02 for Georgian Villas Inc. (Cobble Beach) be received, and,

That Council support the request for a three-year extension of draft approval for Plan of Subdivision 42T-2004-02 for Georgian Villas Inc. to February 16, 2028, and,

That staff be directed to forward the motion in support of the request to the County of Grey.

### **Background**

On behalf of Georgian Villas Inc., Design Plan Services has submitted a request for a three-year extension of draft approval for Draft Plan of Subdivision 42T-2004-02 (Cobble Beach). Development at Cobble Beach was intended to proceed in phases and is ongoing. Phased development is commonly seen with larger development projects and extension requests are necessary to keep the draft approval active. The draft approval for 42T-2004-02 is set to expire on February 16, 2025. Recently, one phase of the development, Algonquin Heights was registered, and new lots are currently being built on. As the conditions of draft approval have not been met for the entire development, the plan cannot be registered and thus, requires an extension or it will lapse.



## **Analysis**

Draft Plan of Subdivision 42T-2004-02 is essentially the second phase of development for Cobble Beach. This plan included the development of the Algonquin Heights area, being the majority of Snowberry Lane, Algonquin Trail and Laurens Lane located to the northwest of Cobble Beach Drive. Additional lands, located to the south of Cobble Beach Drive were also approved for development as part of this Draft Plan.

The lands contained Plan 42T-2004-02 have not yet been fully developed and, as work on this phase of development continues, it is important to extend draft plan approval to ensure that the work complies with the conditions laid out in the original approved plan.

A copy of the most recent Draft Plan and a list of approved conditions for the plan are included as attachments to this report.

## **Financial Impact**

There are not any anticipated financial impacts to the Township resulting from the extension of this Draft Plan approval.

## **Conclusion**

Phased development is commonly seen with larger development projects such as the Cobble Beach development, and extension requests are necessary to keep the various draft approvals active as those phases build out over time. The Draft Plan approval for plan 42T-2004-02 is set to expire on February 16, 2025. Accordingly, it is recommended that staff be directed to forward the motion in support of the request to extend Draft Plan Approval for Plan 42T-2004-02 to February 16, 2028 to the County of Grey for approval.

Respectfully Submitted:

Original signed by

---

Michael Benner, MCIP RPP



### Report Approval Details

Document Title:	DEV2024-070 Cobble Beach Phase 2 Draft Plan Extension.docx
Attachments:	<ul style="list-style-type: none"><li>- Township - Request for extension of Draft plan Approval Nov-2024.pdf</li><li>- 42T-2006-12 revised draft plan June 13, 2019.pdf</li><li>- 42T-2004-02 Notice of Decision.pdf</li><li>- 42T-2004-02 Approval Memo April 4 2016.pdf</li></ul>
Final Approval Date:	Nov 28, 2024

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

Niall Loble, Chief Administrative Officer



**DESIGN  
PLAN  
SERVICES**  
TOWN  
PLANNING  
CONSULTANTS

Michael Benner  
Director, Development & Infrastructure  
Township of Georgian Bluffs  
177964 Grey Road 18  
Owen Sound, Ontario  
N4K 5N5

Wednesday, November 27, 2024

DPS File: 0518

**RE: Request for Draft Approval Extension – 3 year extension  
Draft Plan of Subdivision 42T-2004-02 (former 42T-2006-12)  
Georgian Villas Inc. (Cobble Beach)**

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On behalf of our client, the purpose of this letter is to request that a resolution be passed by the Township of Georgian Bluffs Council approving a 3 year extension to the Draft Plan of Subdivision Approval for File No. 42T-2004-02 (former 42T-2006-12). The existing Draft Approval will expire on February 16, 2025, and as part of the draft plan extension process by the County, a letter of support is required from the Township of Georgian Bluffs.

Work on the proposed development as shown on the approved Draft Plan of Subdivision No. 42T-2004-02 (former 42T-2006-12) is still ongoing, which is why an extension to the Draft Approval is currently being sought.

Policy 9.13.1 *Extension of Draft Approval* in the County of Grey Official Plan provides a list of criteria that must be considered for any Extensions of Draft Plan Approval. The requested draft plan extension as outlined by this letter meets the following criteria:

- The proposal is within an identified designated settlement area land use type in the County and municipal official plans.
- The proposal can be serviced with municipal services. Where an extension is being considered in a settlement area land use type that does not have municipal services, extensions can be supported if private or communal services can feasibly service the development.

- The proposal provides a lot density which meets any applicable County or municipal official plan targets. Where such density targets do not currently exist, it shall be demonstrated that the density makes efficient use of land and municipal water and wastewater services.
- The proposal provides a mix of housing types (e.g. single detached, semi-detached, townhouse, or multi-residential).
- The proposal provides for a mix of land uses, including more than just residential uses, but which may also include commercial, employment, or recreational uses. For the purposes of this policy recreational uses need to be either passive or active recreational uses, which go beyond a standard 5% parkland dedication.
- The proposal represents infilling, redevelopment of an underutilized property, and/or intensification within or immediately adjacent to a built-up area.
- Earlier phases of the same development have already been registered, and the draft approval extension represents development in accordance with an approved phasing plan, or master development agreement.
- Substantial progress towards clearance of conditions of draft approval, including at least one of the following actions have been demonstrated since the date of draft approval or previously granted extension of draft approval:
  - a) Completion of a supporting study as required by the conditions of draft approval;
  - b) Submission and/or acceptance of final servicing drawings;
  - c) Drafting and/or execution of a municipal agreement;
  - d) Zoning by-law amendment or site plan applications have been submitted and/or completed; or
  - e) Clearance letter received from a municipality or agency.

Please find enclosed a cheque for the extension fee in the amount of \$500.00.

Please do not hesitate to contact the undersigned with any questions, concerns or requests for additional information or documents.

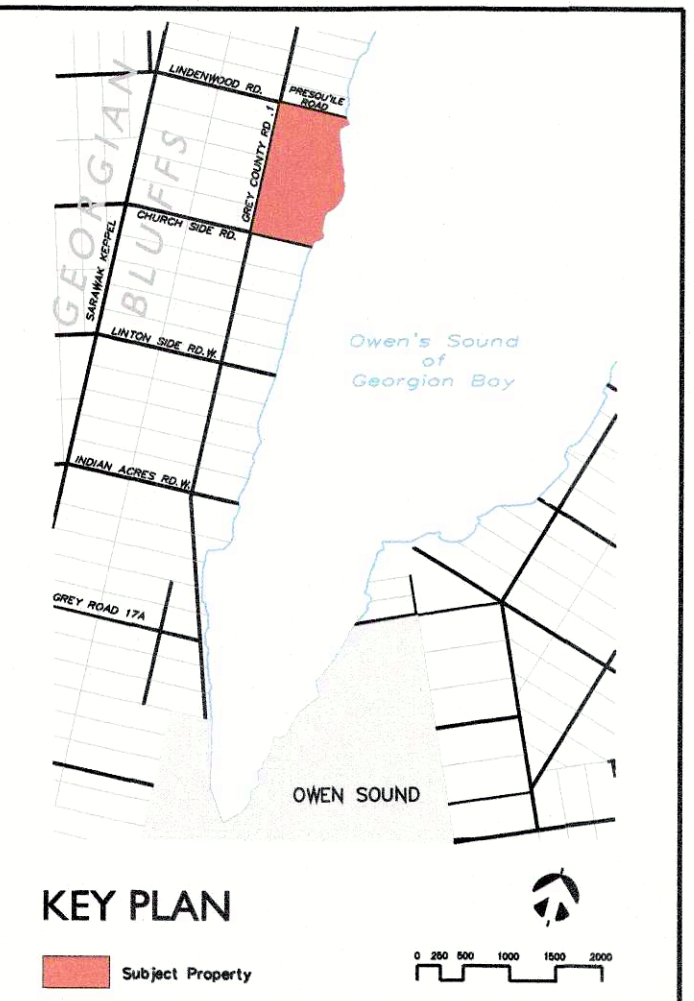
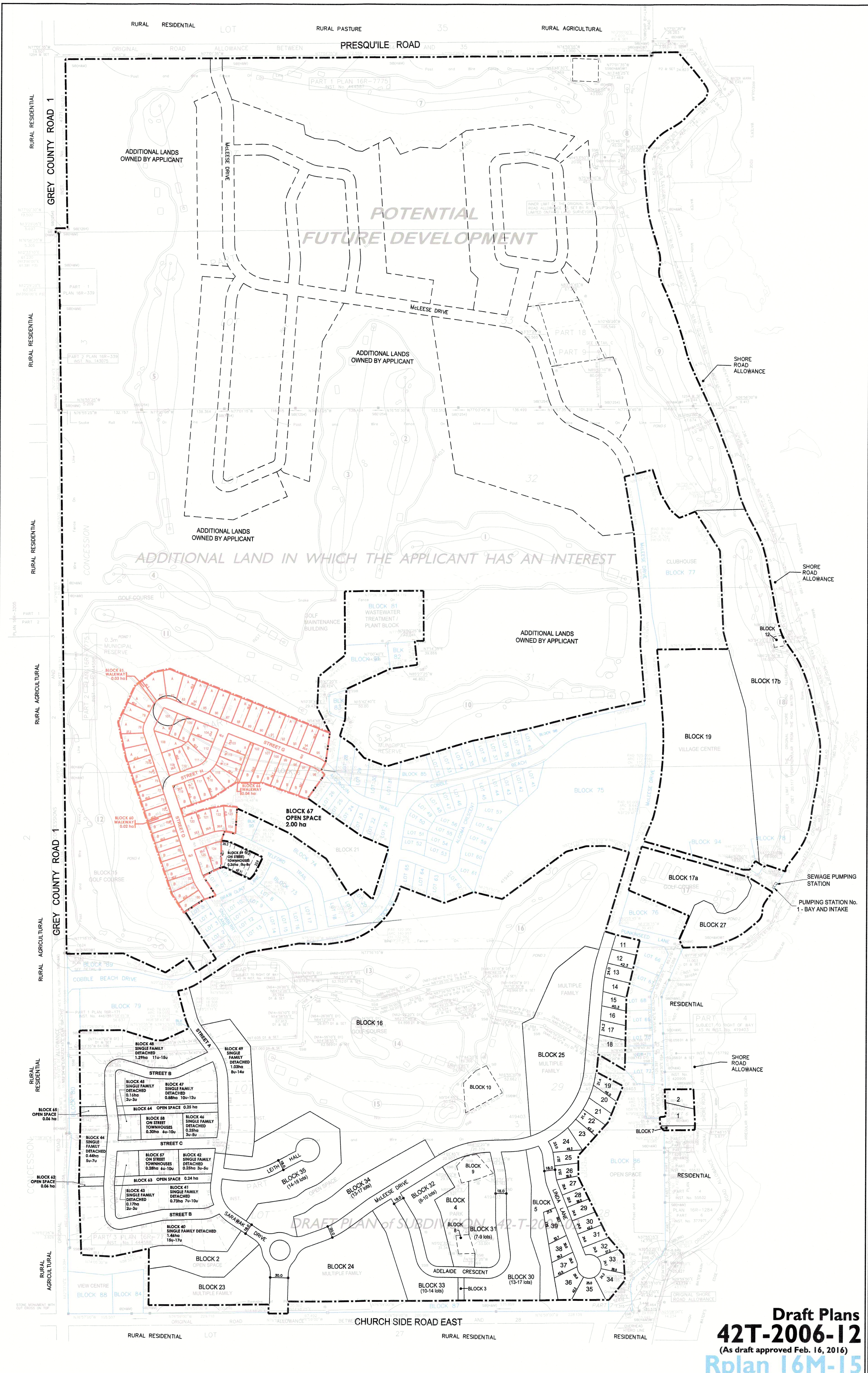
Sincerely,

DESIGN PLAN SERVICES INC.



Steven Qi, MA Planning MCIP RPP PMP  
Associate





**Draft Plan 42T-2006-12**

**AREA TABLE**

SINGLE DETACHED LOTS	Lots 1,21-39, 40-59, 60-68, 69-125	3.45	5.51
RESIDENTIAL UNITS	Blocks 40-59	12.26	6.66
ON STREET TOWNHOUSES	Blks 57-59	0.84	
OPEN SPACE / PARK	Blocks 2-5, 7	2.07	
HERITAGE SITES	Blocks 8-10 & 12	0.59	
GOLF COURSE	Blocks 15-17b	35.09	
MIXED USES	Block 19	5.14	
MULTIPLE FAMILY	Blocks 23-25	5.67	
PUBLIC UTILITY	Block 27	0.79	
SINGLE DETACHED	Blocks 30-35	6.37	
WALKWAY	Blocks 40-41, 42-43, 44-45	0.06	0.09
OPEN SPACE	Blocks 42-47, 48-49, 57	2.67	2.64
ADDITIONAL LANDS		108.60	
ROADS		7.43	
<b>TOTAL</b>		<b>191.03ha</b>	<b>190.94ha</b>

**UNIT COUNT**

RESIDENTIAL LOTS	(1-2, 11-39, 50-56, 68-125)	31u	96
RESIDENTIAL BLOCKS	(Blocks 30-35)	65-85	
RESIDENTIAL UNITS	(Blocks 40-49)	120-168u	66-91
ON STREET TOWNHOUSES	(Blks 57-59)	17-28u	
<b>TOTAL</b>		<b>233-312u</b>	<b>244-300u</b>

**ROADS**

30.0m (100') R.O.W.	75m
20.0m (66') R.O.W.	830
18.0m (59') R.O.W.	3,075
<b>TOTAL</b>	<b>3,980m</b>

*roadway lengths indicated refer to right of way lengths, not centerline lengths.*

NOTE: RPlan 16M-15 plans not included in Area Table.

- LEGEND**
- Boundary of Subdivisions
  - Boundary of additional land in which the applicant has an interest
  - Potential Lot / Block divisions
  - Pavement (diagrammatic only)

**NOTES**

All measurements are in metres.  
Contour interval 1m  
All elevations refer to Geodetic Datum.

**ADDITIONAL INFORMATION AS REQUIRED UNDER THE PLANNING ACT**

D. Residential single detached, on street townhouses, walkways, and open space.  
H. Piped water to be provided.  
I. Clay loam.  
K. Sanitary and storm sewers to be provided.

**SURVEYOR'S CERTIFICATE**

I hereby certify that the boundaries of the lands to be subdivided as shown on this plan, and their relationship to the adjacent lands are accurately and correctly shown.

Neil C. Mine - O.L.S. Signature Day Month Year  
Hermit & Mine Limited

**OWNERS AUTHORIZATION**

We, **GEORGIAN VILLAS INC.** hereby authorize **DESIGN PLAN SERVICES INC.** to prepare and submit a draft plan of subdivision for approval.

Wills McLeese Signature Day Month Year

**DRAFT APPROVAL GIVEN**

DATE: **June 13, 2019**

Approval Stamp

**REDLINE REVISED DRAFT PLAN of PROPOSED SUBDIVISION PART of LOTS 28,29,30,31,32,33 & 34 & PART of DRAFT PLAN of SUBDIVISION 42-T-2004-02 CONCESSION 3 GEOGRAPHIC TOWNSHIP of SARAWAK TOWNSHIP of GEORGIAN BLUFFS COUNTY of GREY**

**DESIGN PLAN SERVICES INC.**  
Town Planning Consultants  
900 The East Mall, Suite 300  
Etobicoke, Ontario M9B 6K2  
Telephone (416) 626-5445  
www.designplan.ca

**Draft Plans 42T-2006-12**  
(As draft approved Feb. 16, 2016)  
**Rplan 16M-15**

Scale	1:3000	Date	Nov. 16/18	Drawing Number	0518-136	Rev.	Nj	Yb
							Plan	Design





June 18, 2019

TJ Cieciora, BA, MCIP, RPP  
Design Plan Services Inc  
Development & Planning  
900 The East Mall, Suite 100  
Toronto, ON  
M9B 6K2

**Re: County File No. 42T-2004-02 (Cobble Beach) – Redline Revision  
Part of Lot 28 to 34, Concession 3  
Township of Georgian Bluffs (Geographic Township of Sarawak)  
Owner: Georgian Villas Inc. (Cobble Beach)**

Pursuant to Subsection 51(45) of the Planning Act R.S.O. 1990, as amended, the above noted draft plan of subdivision is hereby amended. Please see the attached Notice of Decision for further information regarding this decision.

The revised conditions that must be fulfilled prior to final approval are also attached.

The approval of this draft plan will still lapse on **February 16, 2022**. The approval may be extended pursuant to Subsection 51(33) of the Act, but no extension can be granted once the approval has lapsed.

Yours truly,

Randy Scherzer, MCIP, RPP  
Director of Planning & Development  
(519) 372-0219 –Ext. 1237  
[randy.scherzer@grey.ca](mailto:randy.scherzer@grey.ca)  
[www.grey.ca](http://www.grey.ca)  
Encl.

cc. MSO Southwest Ministry of Municipal Affairs and Housing, Regional Director  
Township of Georgian Bluffs  
Grey County Transportation Services  
Grey Sauble Conservation Authority  
Ministry of Environment, Conservation and Parks – London Office



Applicant: Georgian Villas Inc.

File No.: 42T-2004-02 (Revised)

Municipality: Township of Georgian Bluffs

Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian Bluffs, County of Grey

Date of Decision: June 13, 2019

Date of Notice: June 18, 2019

Last Date of Appeal: July 8, 2019

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## NOTICE OF DECISION

### On Application for Revision to Approval of Draft Plan of Subdivision under Subsection 51(45) of the Planning Act

Draft Plan Approval was originally given by the County to Plan of Subdivision 42T-2004-02 on October 13, 2005 and later revised October 12, 2006 and February 16, 2016. Revised Draft Plan Approval is hereby given by the County of Grey for the application regarding the above noted lands. A copy of the Decision is attached.

#### **PUBLIC AND AGENCY COMMENTS RECEIVED ON THE FILE**

All written and oral submissions received on the application were considered; the effect of which helped to make an informed recommendation and decision.

#### **WHEN AND HOW TO FILE A NOTICE OF APPEAL**

Notice to appeal the decision to the Local Planning Appeal Tribunal (LPAT) must be filed with the County of Grey no later than 20 days from the date of this notice, as shown above.

The notice of appeal should be sent to the attention of the Director of Planning and Development of the County, at the address shown below and it must,

- (1) set out the reasons for the appeal,
- (2) be accompanied by the fee prescribed under the LPAT Act, and
- (3) Include the completed appeal form from the LPAT's website.

#### **WHO CAN FILE A NOTICE OF APPEAL**

Only individuals, corporations or public bodies may appeal decisions in respect of applications for approval of draft plans of subdivision to the LPAT. A Notice of Appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group.

#### **RIGHT OF APPLICANT OR PUBLIC BODY TO APPEAL CONDITIONS**

The applicant or any public body may, at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the County of Grey to the LPAT by filing with the Director of Planning and Development of the County, or her delegate, a Notice of Appeal.

#### **HOW TO RECEIVE NOTICE OF CHANGED CONDITIONS**

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of the approval of draft plan of subdivision if you have either,

**Applicant: Georgian Villas Inc.**

**File No.: 42T-2004-02 (Revised)**

**Municipality: Township of Georgian Bluffs**

**Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian Bluffs, County of Grey**

**Date of Decision: June 13, 2019**

**Date of Notice: June 18, 2019**

**Last Date of Appeal: July 8, 2019**

- 
- (1) made a written request to be notified of the decision to give or refuse to give approval of draft plan of subdivision, or
  - (2) make a written request to be notified of changes to the conditions of approval of the draft plan of subdivision.

### **GETTING ADDITIONAL INFORMATION**

Additional information about the application is available for public inspection during regular office hours in the Planning & Development Office at the address noted below or by calling 519-376-2205 or 1-800-567-GREY.

### **ADDRESS FOR NOTICE OF APPEAL**

**County of Grey**

**595-9th Avenue East**

**OWEN SOUND, Ontario N4K 3E3**

**Attention: Mr. Randy Scherzer, MCIP RPP**

**Director of Planning & Development**

Applicant: Georgian Villas Inc.

File No.: 42T-2004-02 (Revised)

Municipality: Township of Georgian Bluffs

Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian Bluffs, County of Grey

Date of Decision: June 13, 2019

Date of Notice: June 18, 2019

Last Date of Appeal: July 8, 2019

That the Redline Revision to Plan of Subdivision File No. 42T-2004-02 has been granted draft approval. The previous conditions of draft approval that were approved on October 13, 2005 and later revised on October 12, 2006 and February 16, 2016 are hereby revised as follows.

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No. Conditions

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1. Condition 1 of the draft plan conditions approved as revised on February 16, 2016 is hereby deleted and replaced with the following:

**That this approval applies to the draft plan originally prepared by Hewett & Milne Limited, as revised by Design Plan Services dated November 16, 2018 showing a total of 96 single detached residential lots, 16 single detached residential blocks/units (total range of 131 units to 176 units), 3 on street townhouse blocks (total range of 17 to 28 townhouse units), 10 open space/public park blocks, 4 heritage site blocks, 3 walkway blocks, 1 public utility block, 4 golf course blocks, 1 mixed use block, 3 multiple family blocks, and various roads on Part Lots of 28 to 34, Concession 3 in the Township of Georgian Bluffs (geographic Township of Sarawak) in the County of Grey.**

2. Condition 2 of the draft plan conditions approved as revised on February 16, 2016 is hereby deleted and replaced with the following:

**This draft plan consists primarily of residential, parkland and open space uses to a maximum of 300 units (excluding the mixed use and multiple family blocks). The type and location of these units will be determined through the zoning by-law amendment process. Prior to final approval, the Township of Georgian Bluffs shall confirm to the County that the subject lands are appropriately zoned to implement the subject plan.**

3. Condition 3 of the draft plan conditions approved as revised on February 16, 2016 is hereby deleted and replaced with the following:

**That the lot layout for Single Detached Residential Blocks 40 to 49 and Blocks 30 to 35 be determined and approved by the Township of Georgian Bluffs in accordance with the following densities while ensuring conformity with the effective zoning by-law provisions of the Township and that**

**confirmation of the acceptance of the lot pattern be provided to the County of Grey prior to final approval being given:**

<b>Block Number</b>	<b>Minimum/Maximum Lots</b>	<b>Block Number</b>	<b>Minimum/Maximum Lots</b>
30	13 to 17 lots	42	3 to 5 lots
31	7 to 9 lots	43	2 to 3 lots
32	8 to 10 lots	44	5 to 7 lots
33	10 to 14 lots	45	2 to 3 lots
34	13 to 17 lots	46	3 to 5 lots
35	14 to 18 lots	47	10 to 12 lots
40	15 to 17 lots	48	11 to 15 lots
41	7 to 10 lots	49	8 to 14 lots

- Condition 6 of the draft plan conditions approved as revised on February 16, 2016 is hereby deleted and replaced with the following:

**That Block 4 be deeded to the Township of Georgian Bluffs for parkland purposes as a portion of the overall 5% parkland dedication as required by the Planning Act and that Blocks 2, 3, 5, 7, and Blocks 62 to 65, and 67 be deeded to the Township, if determined acceptable to the Township. If the Blocks are not conveyed to the Township as public open space, they shall be retained by the owner as private open space. The owner shall convey up to 5% of the land included in the plan to the municipality for park or other public recreational purposes. Alternatively, the municipality may accept cash-in-lieu of all or a portion of the remainder of the conveyance.**

- Condition 7 of the draft plan conditions approved as revised on February 16, 2016 is hereby deleted and replaced with the following:

**That Block 60, 61 and 66 be deeded to the Township of Georgian Bluffs for open space/walkway purposes including utility easements if necessary.**

Applicant: Georgian Villas Inc.

File No.: 42T-2004-02 (Revised)

Municipality: Township of Georgian Bluffs

Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian Bluffs, County of Grey

Date of Decision: June 13, 2019

Date of Notice: June 18, 2019

Last Date of Appeal: July 8, 2019

6. Condition 14 of the draft plan conditions approved as revised on February 16, 2016 is hereby deleted and replaced with the following:

**That prior to the registration of any lot containing a grassland area identified within the Scoped Site Environmental Impact Study prepared by SAAR Environmental dated August 1, 2006 within Lots 50 to 56 and Lots 68 to 80, an Ecological Planting Plan shall be completed by a qualified consultant for the grassland areas satisfactory to the Grey Sauble Conservation Authority and the Township of Georgian Bluffs. The findings and conditions of the Ecological Planting Plan shall be included within the Subdivision Agreement which shall also require that restrictive covenants be placed on the title of individual lots to ensure the grassland area is maintained.**

7. That all other conditions as draft approved on February 16, 2016 remain in effect.

April 4, 2016

TJ Cieciora, BA, MCIP, RPP  
Design Plan Services Inc  
Development & Planning  
900 The East Mall, Suite 100  
Toronto, ON  
M9B 6K2



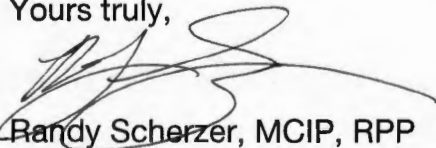
**Re: County File No. 42T-2004-02 (Cobble Beach) – Redline Revision  
Part of Lot 28 to 34, Concession 3  
Township of Georgian Bluffs (Geographic Township of Sarawak)  
Owner: Georgian Villas Inc. (Cobble Beach)**

Dear Mr. Cieciora,

Further to the letter sent to you on March 2, 2016 regarding the Notice of Decision for the above noted Plan, please note that based on the conditions of draft approval the new lapse date for the above noted Plan of Subdivision is **February 16, 2019**. The lapse date in the previous letter was incorrect. The revised conditions that must be fulfilled as previously circulated are attached. The approval may be extended pursuant to Subsection 51(33) of the Act, but no extension can be granted once the approval has lapsed.

Should you have any further questions, please do not hesitate to contact me.

Yours truly,



Randy Scherzer, MCIP, RPP  
Director of Planning & Development  
(519) 372-0219 –Ext. 1237  
[randy.scherzer@grey.ca](mailto:randy.scherzer@grey.ca)  
[www.grey.ca](http://www.grey.ca)

Encl.

cc. MSO Southwest Ministry of Municipal Affairs and Housing, Regional Director  
Township of Georgian Bluffs  
Grey County Transportation Services  
Grey Sauble Conservation Authority  
Ministry of Environment and Climate Change – London Office



# Planning and Development

595 9<sup>th</sup> Avenue East, Owen Sound ON N4K 3E3  
519-372-0219 / 1-800-567-GREY / Fax 519-376-7970

April 4, 2016

TJ Cieciora, BA, MCIP, RPP  
Design Plan Services Inc  
Development & Planning  
900 The East Mall, Suite 100  
Toronto, ON M9B 6K2

Dear Mr. Cieciora:

**RE:** Proposed Plan of Subdivision  
County of Grey File No.: 42T-2004-02 (Redline Revision)  
Part of Lot 28 to 34, Concession 3  
Township of Georgian Bluffs (Geographic Village of Sarawak)  
Owner: Georgian Villas Inc. (Cobble Beach)

Pursuant to Subsection 51(42) of the Planning Act R.S.O. 1990, as amended, enclosed please find a Sworn Declaration that Notice of the proposed decision was given in accordance with the provisions of the Planning Act and that **no appeals** were received within the 20 day appeal period with the last day of appeal having been March 22, 2016.

Should you require any further information regarding this file, please do not hesitate to contact our office.

Yours truly,

Randy Scherzer, MCIP, RPP  
Director of Planning & Development  
(519) 372-0219 ext 1237  
[randy.scherzer@grey.ca](mailto:randy.scherzer@grey.ca)

cc. MSO Southwest – Ministry of Municipal Affairs & Housing  
Township of Georgian Bluffs  
Grey County Transportation Services  
Grey Sauble Conservation Authority  
Ministry of Environment and Climate Change – London Office



**SWORN DECLARATION**

**In accordance with Subsection 51(42)**

**of the Planning Act**

**R.S.O. 1990, as amended**

**Applicant: Georgian Villas Inc. (Cobble Beach)**

**Municipality: Township of Georgian Bluffs**

**File No.: 42T-2004-02**

I, Randy Scherzer, of the Township of Georgian Bluffs, solemnly declare:

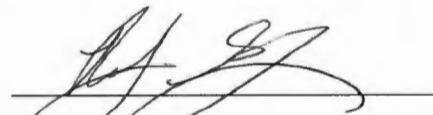
- 1) That in accordance with subsection 51(37) of the Planning Act, R.S.O. 1990, as amended Notice of the proposed decision in respect of the above noted matter was given as required on March 2, 2016.
- 2) That no appeal of the proposed decision was received by the County of Grey within the 20 day appeal period with the last day of appeal having been March 22, 2016, as provided by subsection 51(39) of the Planning Act, R.S.O. 1990, as amended.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Dated the 4<sup>th</sup> day of April, 2016



HEATHER LYNN MORRISON, a  
Commissioner, etc., County of Grey,  
while Deputy Clerk of the Corporation  
of the County of Grey.



Randy Scherzer, MCIP, RPP  
Director of Planning and Development  
County of Grey

Applicant: Georgian Villas Inc.

File No.: 42T-2004-02 (Revised)

Municipality: Township of Georgian Bluffs

Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian

Bluffs, County of Grey

Date of Decision: February 16, 2016

Date of Notice: March 2, 2016

Last Date of Appeal: March 22, 2016

## NOTICE OF DECISION

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### **On Application for Approval of Draft Plan of Subdivision under Subsection 51(45) of the Planning Act**

Draft Plan Approval was originally given by the County of Grey on October 13, 2005 and was revised on October 12, 2006. Draft Plan of Subdivision 42T-2006-12 lapsed on March 15, 2015. A request has been made by the Applicant to consider a major redline revision which would add the previous draft approved lots from the lapsed plan (42T-2006-12) to draft approved plan 42T-2004-02. Revised Draft Plan Approval is hereby given by the County of Grey for the application regarding the above noted lands. A copy of the Decision is attached.

#### **WHEN AND HOW TO FILE A NOTICE OF APPEAL**

Notice to appeal the decision to the Ontario Municipal Board must be filed with the County of Grey no later than 20 days from the date of this notice, as shown above.

The notice of appeal should be sent to the attention of the Director of Planning and Development of the County, at the address shown below and it must,

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Ontario Municipal Board Act.

#### **WHO CAN FILE A NOTICE OF APPEAL**

Only individuals, corporations or public bodies may appeal decisions in respect of applications for approval of draft plans of subdivision to the Ontario Municipal Board. A Notice of Appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group.

#### **RIGHT OF APPLICANT OR PUBLIC BODY TO APPEAL CONDITIONS**

The applicant or any public body may, at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the County of Grey to the Ontario Municipal Board by filing with the Director of Planning and Development of the County, or her delegate, a Notice of Appeal.

#### **HOW TO RECEIVE NOTICE OF CHANGED CONDITIONS**

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of the approval of draft plan of subdivision if you have either,

- (1) made a written request to be notified of the decision to give or refuse to give approval of draft plan of subdivision, or

**Applicant: Georgian Villas Inc.**

**File No.: 42T-2004-02 (Revised)**

**Municipality: Township of Georgian Bluffs**

**Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian Bluffs, County of Grey**

**Date of Decision: February 16, 2016**

**Date of Notice: March 2, 2016**

**Last Date of Appeal: March 22, 2016**

- (2) make a written request to be notified of changes to the conditions of approval of the draft plan of subdivision.

### **GETTING ADDITIONAL INFORMATION**

Additional information about the application is available for public inspection during regular office hours in the Planning & Development Office at the address noted below or by calling 519-376-2205 or 1-800-567-GREY.

### **ADDRESS FOR NOTICE OF APPEAL**

**County of Grey**

**595-9th Avenue East**

**OWEN SOUND, Ontario N4K 3E3**

**Attention: Mr. Randy Scherzer, MCIP RPP**

**Director of Planning & Development**

**Applicant: Georgian Villas Inc.**

**File No.: 42T-2004-02 (Revised)**

**Municipality: Township of Georgian Bluffs**

**Location: Part of Lots 28 to 34, Concession 3 (Geographic Township of Sarawak), Township of Georgian**

**Bluffs, County of Grey**

**Date of Decision: February 16, 2016**

**Date of Notice: March 2, 2016**

**Last Date of Appeal: March 22, 2016**

Plan of Subdivision File No. 42T-2004-02 was granted draft approval on October 13, 2005 and later revised on October 12, 2006. Plan of Subdivision File No. 42T-2006-12 lapsed on March 15, 2015. Draft Plan of Subdivision 42T-2004-02 is hereby further **Revised** by adding the previously draft approved lots from 42T-2006-12 along with some other minor revisions. The previous conditions of draft approval that were approved on October 12, 2006 are hereby deleted and replaced with this decision. The County's conditions of approval for this draft Plan of Subdivision are as follows:

**No. Conditions**

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1. That this approval applies to the draft plan originally prepared by Hewett & Milne Limited, as revised by Design Plan Services dated January 5, 2016 showing a total of 31 single detached residential lots, 23 single detached residential blocks (total range of 185 units to 253 units), 3 on street townhouse blocks (total range of 17 to 28 townhouse units), 11 open space/public park blocks, 4 heritage site blocks, 2 walkway blocks, 1 public utility block, 4 golf course blocks, 1 mixed use block, 3 multiple family blocks, and 11 roadways on Part Lots of 28 to 34, Concession 3 in the Township of Georgian Bluffs (geographic Township of Sarawak) in the County of Grey.
2. This draft plan consists primarily of residential, parkland and open space uses to a maximum of 312 units (excluding the mixed use and multiple family blocks). The type and location of these units will be determined through the zoning by-law amendment process. Prior to final approval, the Township of Georgian Bluffs shall confirm to the County that the subject lands are appropriately zoned to implement the subject plan.
3. That the lot layout for Single Detached Residential Blocks 40 to 56 and Blocks 30 to 35 be determined and approved by the Township of Georgian Bluffs in accordance with the following densities while ensuring conformity with the effective zoning by-law provisions of the Township and that confirmation of the acceptance of the lot pattern be provided to the County of Grey prior to final approval being given:

<b>Block Number</b>	<b>Minimum/Maximum Lots</b>	<b>Block Number</b>	<b>Minimum/Maximum Lots</b>
40	15 to 17 lots	52	3 to 5 lots

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<b>Block Number</b>	<b>Minimum/Maximum Lots</b>	<b>Block Number</b>	<b>Minimum/Maximum Lots</b>
41	7 to 10 lots	53	11 to 15 lots
42	3 to 5 lots	54	4 to 7 lots
43	2 to 3 lots	55	17 to 24 lots
44	5 to 7 lots	56	6 to 8 lots
45	2 to 3 lots	30	13 to 17 lots
46	3 to 5 lots	31	7 to 9 lots
47	10 to 12 lots	32	8 to 10 lots
48	11 to 15 lots	33	10 to 14 lots
49	8 to 14 lots	34	13 to 17 lots
50	2 to 3 lots	35	14 to 18 lots
51	11 to 15 lots	-	-

4. That the road allowances in this draft plan shall be shown and dedicated as public highways and named to the satisfaction of the Township of Georgian Bluffs.
5. That 0.3 metre reserves be established and conveyed to and held in trust by the Township of Georgian Bluffs along all open sides of road allowances shown on the draft plan in consultation with the Township, with these blocks being identified within the Subdivision Agreement and shown on the final plan for registration.
6. That Blocks 4 be deeded to the Township of Georgian Bluffs for parkland purposes as a portion of the overall 5% parkland dedication as required by the Planning Act and that Blocks 2, 3, 5, 7, and 62 to 67 be deeded to the Township, if determined acceptable to the Township. If the Blocks are not conveyed to the Township as public open space, they shall be retained by the owner as private open space. The owner shall convey up to 5% of the land included in the plan to the municipality for

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park or other public recreational purposes. Alternatively, the municipality may accept cash-in-lieu of all or a portion of the remainder of the conveyance.

7. That Block 60 and 61 be deeded to the Township of Georgian Bluffs for open space/walkway purposes including utility easements if necessary.
8. That a Master Development Agreement/Plan be entered into between the owner and the Township of Georgian Bluffs addressing but not limited to, the overall comprehensive development of the subject lands including such matters as the overall servicing strategy with respect to phasing of water supply and waste water treatment, road construction and standards, storm water management, easements, agreements and securities. The Master Development Agreement/Plan shall also contain appropriate guidance for the contents of the Master Servicing Plan, Environmental Management Plan, Urban Design and Architectural Guidelines and Environmental Guidelines. The Master Development Agreement/Plan shall also define the inter-relationships between these lands and the other lands owned by the developer and in particular the registration of common element condominiums or corporations for the maintenance and upkeep of certain common components of the development.
9. That the Master Development Agreement/Plan shall include provisions for a recreational trail routing and design plan to be prepared by a qualified consultant in consultation with the Township of Georgian Bluffs. The ultimate construction details as well as long-term maintenance and ownership of the trail system shall be provided for in the Agreement/Plan.
10. That the Master Development Agreement/Plan and/or each Subdivision Agreement entered into between the owner and the Township of Georgian Bluffs shall contain the following requirement:
  - a. that an advisory clause on all agreements of purchase and sale for all lots within the plan of subdivision that there is a quarry licensed pursuant to the Aggregate Resources Act of Ontario, located on part of Lots 40 and 41, Concession 2 (geographic Township of Sarawak) in the Township of Georgian Bluffs and that occasional blasting occurs on the said quarry property.



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- b. that an advisory clause on all agreements of purchase and sale of all lands within 100 metres of the boundary of the Block(s) containing the wastewater treatment facility recognize the location of the facility and the potential for odours and that no structures for human habitation within this area will be permitted except for office and maintenance facilities associated with the golf course.
11. That a Subdivision Agreement be entered into between the owner and the Township of Georgian Bluffs and contain all matters set out as Conditions of Approval as deemed necessary in this Decision, phasing of the development and any other matters as deemed appropriate including financial requirements by the Township of Georgian Bluffs regarding drainage, services, road construction, identification of appropriate maintenance periods etc. related to this draft approval.
12. That appropriate provisions be included within the Master Development Agreement/Plan and Subdivision Agreement for the deeding of Block 27 as a Public Utility Block/Storm Water Management Block at a time acceptable to the Township of Georgian Bluffs and the owner. The Subdivision Agreement shall contain appropriate provisions for the granting of an easement for Block 27 for the owner of the golf course to use and maintain the block as a golf course feature as well as provisions for the maintenance of the block for its storm water management purposes.
13. That the Subdivision Agreement includes a clause recognizing that portions of the Plan may be subject to the Grey Sauble Conservation Authority's 'Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' (Regulation No. 151/06) and in particular the requirement for a permit for the watercourse crossing for the construction of Cobble Beach Drive.
14. That prior to the registration of any lot containing a grassland area identified within the Scoped Site Environmental Impact Study prepared by SAAR Environmental dated August 1, 2006 within Blocks 51 and 53, an Ecological Planting Plan shall be completed by a qualified consultant for the grassland areas satisfactory to the Grey Sauble Conservation Authority and the Township of Georgian Bluffs. The findings and conditions of the Ecological Planting Plan shall be included within the Subdivision Agreement which shall also require that restrictive covenants be placed on the title of individual lots to ensure the grassland area is maintained.



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15. That the development be fully serviced with municipal sewerage and water to the satisfaction of the Ministry of the Environment and Climate Change and the Township of Georgian Bluffs.
16. That a Master Servicing Plan be prepared by a technically qualified consultant for the approval of the Township of Georgian Bluffs in consultation with the Ministry of the Environment and Climate Change and Grey Sauble Conservation Authority. The Master Servicing Plan shall include provisions for sanitary sewage, potable water services, road construction, utility services and surface/storm water management. The report will also detail the methods that will be used to control surface water flow and erosion and sedimentation within the development lands and abutting properties during and following construction. The Master Servicing Plan shall include suitable provisions for phasing of certain works and be incorporated into the Subdivision Agreement.
17. That Blocks 8, 9, 10 and 12 be retained as open space/heritage sites. Blocks 8 and 9 shall be deeded to the Township of Georgian Bluffs. Provision shall be made through the Subdivision Agreement and zoning by-law amendment to ensure that these sites are preserved in their natural state and identified by an appropriate cairn, plaque or similar identification to the satisfaction of the Township of Georgian Bluffs. The Subdivision Agreement shall contain provisions for the long term maintenance and ownership of these Blocks.
18. That the owner agrees to satisfy all the requirements, financial and otherwise, of the Township of Georgian Bluffs for the upgrading of Church Sideroad East from Grey Road 1 to McLeese Drive and that the appropriate provisions be contained within the Subdivision Agreement.
19. That the development shall be subject to suitable arrangements for the extension of municipal water from the East Linton Water system. Details of any upgrades to the system and financial requirements may form part of the Master Servicing Plan and will be included within the Master Development Agreement/Plan.
20. That Urban Design and Architectural Guidelines be prepared by a technically qualified consultant in consultation with the County of Grey and the Township of Georgian Bluffs for inclusion within the Master development Agreement/Plan and/or Subdivision Agreement registered on title, to ensure appropriate provisions for dark

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sky lighting, architectural design standards including but not limited to appropriate exterior building materials, pedestrian linkages and streetscapes.

21. That Environmental Guidelines be prepared by a technically qualified consultant to the satisfaction of the Township of Georgian Bluffs in consultation with the Grey Sauble Conservation Authority for inclusion within the Subdivision Agreement and implemented through a zoning by-law or site plan control. The Environmental Guidelines shall include the findings and mitigation measures included within the Scoped Environmental Impact Assessments prepared by SAAR Environmental Limited.
22. That an Environmental Management Plan including a monitoring plan, be prepared by a technically qualified consultant for those lands to be developed as part of the golf course (Blocks 15, 16, 17a and 17b) to the satisfaction of the Township of Georgian Bluffs and the Grey Sauble Conservation Authority for inclusion within the Subdivision Agreement or separate agreement.
23. That prior to final approval, the owner shall enter into an agreement with the County of Grey Transportation Services Department detailing all works and related improvements necessary for County Roads as determined through the Traffic Impact Study by Stantec Consulting Limited dated November 2001 and updated October 2002, June 2004 and July 2006 in consultation with the County. A provision shall be incorporated into the Subdivision Agreement for a re-evaluation of the regional impacts for residential development greater than 400 residential units in any phase or phases (both draft approved and previously registered units) prior to the Township removing/lifting the holding (-h) prefix from the zoning by-law. This work is to be carried out by the owner in consultation with the County and the Township. Further, that any additional road widening and daylight triangles that can be deeded to the County of Grey as per the County's Road Widening Policy are to be identified on the final plans and transferred to the County at the time of final approval.
24. That prior to the final approval by the County, we are advised by the Township that appropriate zoning utilizing the holding (-h) prefix, is in effect for this proposed subdivision including the requirements of the Grey Sauble Conservation Authority.

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25. That any easements, rights of way and reserves as may be required for utility or drainage purposes shall be granted to the appropriate authority and identified as Blocks for inclusion in the Subdivision Agreement.
26. The Owner shall make satisfactory arrangements with Canada Post and the Township, for the installation of Canada Post Community Mailboxes and shall indicate these locations on the appropriate servicing plans. The applicant shall further provide the following for the Community Mailboxes if required:
  - a. An appropriately sized sidewalk section (concrete pad), per Canada Post standards, to place the mailbox on, plus any required walkway access and/or curb depressions for wheelchair access.
  - b. A suitable temporary Community Mailbox location which may be utilized by Canada Post until the curbs, sidewalks and final grading have been completed at the permanent Community Mailbox Site locations to enable Canada Post to provide mail service to new residences as soon as homes are occupied.
27. That prior to final approval, a copy of the fully executed Master Development Agreement/Plan between the owner and the Township of Georgian Bluffs shall be provided to the County of Grey.
28. That prior to final approval, a copy of the fully executed Subdivision Agreement between the owner and the Township of Georgian Bluffs shall be provided to the County of Grey.
29. That prior to final approval, the County is advised in writing by the Township of Georgian Bluffs how conditions 2 to 28 inclusive, have been satisfied.
30. That prior to final approval, the County is advised in writing by the Grey Sauble Conservation Authority how conditions 13, 14, 16, 21, 22 and 24 have been satisfied.
31. That prior to final approval, the County is advised in writing by the Ministry of the Environment and Climate Change how conditions 15, 16 and 19 have been satisfied.

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32. That prior to final approval, the County is advised in writing by the County Transportation Services Department how condition 23 has been satisfied.
33. If final approval is not given to this plan prior to the lapsing date, and no extensions have been granted, draft approval shall lapse under Subsection 51(32) of the Planning Act, RSO 1990, as amended. If the owner wishes to request an extension to draft approval, a written explanation, together with the applicable application fee and a resolution from the local municipality, must be received by the County of Grey Director of Planning prior to the lapsing date. Please note that an updated review of the Plan and revisions to the conditions of approval may be necessary if an extension is to be granted.
34. That the owner provide the County of Grey with a computer disk containing a digitized copy of the Final Plan in a "geo referenced autocad dwg file" format acceptable to the County of Grey.

Applicant: Georgian Villas Inc.

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### Notes to Draft Approval

1. It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Grey, quoting the County file number.
2. An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 - Proximity - of the Regulations for Construction Projects in the Occupational Health and Safety Act, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "**DANGER - Overhead Electrical Wires**" in all locations where personnel and construction vehicles might come in close proximity to the conductors.
3. Portions of the Plan may be subject to the Grey Sauble Conservation Authority's 'Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' (Regulation No. 151/06). As such, written permission may be required from the Authority prior to any development occurring on the subject property.

4. Clearances are required from the following:

Township of Georgian Bluffs  
RR#3 177964 County Road 18  
Owen Sound, Ontario N4K 5N5

Grey Sauble Conservation Authority  
237897 Inglis Falls Road, RR#4  
Owen Sound, Ontario N4K 5N6

Ministry of the Environment and Climate Change  
733 Exeter Road  
London, Ontario N6E1L3

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County Transportation Services Department  
County of Grey  
595 9<sup>th</sup> Avenue East  
Owen Sound, Ontario N4K 3E3

5. We suggest you make yourself aware of the following subsections of the Land Titles Act:
  - i. subsection 144(1) requires all new plans to be registered in a Land Titles system if the land is situated in a land titles division; and
  - ii. subsection 144(2) allows certain exceptions.
6. It is suggested that the municipality register the subdivision agreement as provided by subsection 51(26) of the Planning Act against the land to which it applies, as notice to prospective purchasers.
7. Inauguration or extension of a piped water supply, a sewage system or a storm drainage system, is subject to the approval of the Ministry of the Environment under the Ontario Water Resources Act, RSO 1990, as amended.
8. All measurements in subdivision final plans must be presented in metric units.
9. The final plan approved by the County must be registered within thirty (30) days or the County may withdraw its approval under subsection 51(21) of the Planning Act RSO 1990, as amended.





**Report**      DEV2024-072 - Municipal Drain Capital Operating Plan  
**Date**        **Wednesday, December 11, 2024**  
**From**        **Kevin Verkindt, Manager of Engineering and Infrastructure**

### **Memo Report**

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

### **Recommendation**

That the Municipal Drain Capital Operating Plan be received for information.

### **Analysis**

There are a number of Municipal Drains in Georgian Bluffs. A Municipal Drain is an engineered and designed drain that conveys water away from properties and into natural drainage systems. A Municipal Drain is implemented through a legislated process at the request of benefiting property owners. Often, but not in all instances, a Municipal Drain is requested to support drainage of lands for agricultural purposes with each benefiting property owner bearing a portion of the installation and maintenance costs. Municipal Drains are operated by the municipality but are not tax supported as all costs associated to their operations are charged back to benefiting properties.

The municipality must appoint a Drainage Superintendent to oversee the Municipal Drain program. They are responsible for the management of Municipal Drains and making recommendations on cost apportionment. GEI (and its predecessor, GM Blueplan) have served as the Township Drainage Superintendent for many years.

As part of our ongoing efforts to maintain and improve the Township's municipal drainage systems, GEI Consultants (GEI) provides expert services in designing, planning, and overseeing various drainage projects. These projects aim to solve drainage problems within a watershed or need for a drainage outlet. Please refer to the attached detailed overview of the Municipal Drain Capital and Operating Plan, which outlines the services provided by GEI Consultants, as well as the regulatory requirements they adhere to for the Township.

### **Contracted Services:**





GEI, with their specialized expertise in municipal drainage and being representative as the Township's Drainage Superintendent, have been tasked with, but not limited to the following:

### **1. Drainage System Assessment and Mapping**

- GEI has conducted a comprehensive assessment of existing drainage infrastructure across multiple districts within the municipality.
- GEI developed detailed maps and reports that document municipal drains and historical maintenance activities.

### **2. Design and Engineering Support for Drainage Improvements, Inspections and Maintenance**

- GEI has provided engineering designs for improvements to Municipal Drains, including the replacement or enhancement of outdated culverts, drainage pipes, and outlets.
- Their design work ensures that new systems will meet the latest environmental standards and accommodate future development needs.

### **3. Compliance**

- The Drainage Superintendent must inform and report to Council on regular basis of any drainage works occurring in the Municipality.
- The Drainage Superintendent must initiate and supervise the maintenance and repair of any drainage works in accordance with the current by-law.

### **Eight Year Maintenance and Inspection Plan**

GEI has developed an eight-year maintenance and inspection plan that fully aligns with the regulatory requirements of the Drainage Act. Over this period, all of the Township's municipal drains will undergo thorough inspections, with necessary maintenance scheduled promptly to ensure ongoing compliance and system reliability.

### **Conclusions**

GEI Consultants' specialized services are vital to ensuring that the Township's drainage systems remain compliant with regulations while also being resilient to the increasing and evolving environmental challenges.

### **Respectfully Submitted:**



Kevin Verkindt, Manager of Engineering and Infrastructure



### Report Approval Details

Document Title:	Municipal Drain Capital Operating Plan.docx
Attachments:	- Attachment 1 - Capital Operating Plan .pdf
Final Approval Date:	Nov 21, 2024

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

Michael Benner, Director of Development and Infrastructure

Niall Loble, Chief Administrative Officer



**Township of Georgian Bluffs, ON**

## **Municipal Drain Capital Operating Plan 2024**

**Submitted to:**

Township of Georgian Bluffs  
177964 Grey County Rd 18  
Owen Sound, ON N4K 5N5

**Submitted by:**

GEI Consultants Canada Ltd.  
1260 2nd Ave E #1  
Owen Sound, ON  
N4K 2J3

November 2024

Project No. 2401177(210383)



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Christopher Slocombe,  
Drainage Superintendent

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Amanda Froese, B.Eng., P.Eng.  
Senior Project Manager

## **Table of Contents**

<b>1.</b>	<b>Introduction</b>	<b>1</b>
1.1.	Drainage Works	1
<b>2.</b>	<b>Responsibilities of Drainage Superintendent Vs Engineer</b>	<b>1</b>
2.1.	Duties of the Drainage Engineer	2
<b>3.</b>	<b>Overview of the last 15 Years (up to September 2024)</b>	<b>2</b>
<b>4.</b>	<b>Maintenance Requests Received</b>	<b>5</b>
<b>5.</b>	<b>Drains with Missing Information</b>	<b>6</b>
<b>6.</b>	<b>Eight-Year Maintenance and Inspection Plan</b>	<b>7</b>
<b>7.</b>	<b>Conclusions &amp; Recommendations</b>	<b>9</b>

## **Appendices**

Appendix A	MAP CONTAINING GEORGIAN BLUFFS MUNICIPAL DRAINS
Appendix B	FLOWCHART ON HOW ARE ASSESSMENTS CARRIED OUT

# 1. Introduction

GM BluePlan Engineering Limited (now GEI Canada) has been Georgian Bluffs' Drainage Superintendent and Drainage Engineer since 1972 with the construction of the Kramer Drain followed shortly after with the Vary-Gruber Drain in 1979. We have been working closely with Georgian Bluffs over the past fifteen (15) years; compiling and reviewing Municipal Drains to ensure proper mapping and documentation of all Municipal Drains in the area. This operating plan is to serve as a brief introduction to Georgian Bluffs sixteen (16) Municipal Drains along with a further, two (2) drains under review and six (6) stormwater projects/ drains that were abandoned or determined not to be a drain by the Drainage Superintendent.

## 1.1. Drainage Works

As a brief introduction to Drainage Works; under the Drainage Act for a Drainage Work is to be a Municipal Drain, it requires three (3) pieces of documentation; 1. a By-Law, 2. an Engineer's Report, and 3. an Engineer's set of Plans and Profiles. For a by-law to be valid, under Section 45 of the Drainage Act. A by-law is to be "given two (2) readings by council, the report shall be considered adopted and the by-law shall be known as a provisional by-law". Under Section 58 of the Drainage Act the provisional by-law "thereby authorizing the construction of the drainage works, and work may be commenced ten (10) days after the by-law is passed if no notice of intention to make application to contest the by-law has been filed". A third reading of the by-law is generally given at this stage, however, the Drainage Act does not specifically require it.

For an Engineer's Report to be valid under the Drainage Act, Section 8 of the Drainage Act requires the following:

- a) Plans, profiles, and specifications of the drainage works, including a description of the area requiring drainage;
- b) An estimate of the total cost thereof;
- c) An assessment of the amount or proportion of the cost of the works to be assessed against every parcel of land and road for benefit, outlet liability, and injuring liability;
- d) Allowances, if any, to be paid to the owners of land affected by the drainage works.

In summary, for Drainage Works to be considered a Municipal Drain it needs a by-Law that is read twice along with an Engineer's report including the information above, and a set of Engineer drawings including the Plans and Profiles of the Drain.

## 2. Responsibilities of Drainage Superintendent Vs Engineer

Under the Drainage Act of Ontario (O.Reg. 500/21 General) the Drainage Superintendent must initiate and supervise the maintenance and repair of any drainage works in accordance with the current by-law. This is done through the use of existing Engineer's Reports and Drawings along with the current by-law. A Drainage Superintendent must inform and report to the council on a regular basis of any

drainage works occurring in the Municipality. Inspection on a regular basis is recommended under the Drainage Act as directed by the council.

Other duties of the Drainage Superintendent are to advise landowners of approaches that they might take to solve their drainage problems, aid a person in drawing up a petition but not circulating the petition, review and comment on engineering reports received by council; attend meetings to consider the report to advise council and affected ratepayers at the time of consideration of the report, act as a liaison between council, engineer, contractor, and landowner during drain construction and inspect drain construction upon completion. Further duties of the Drainage Superintendent are found within the Drainage Act. However, as stated previously the main duty of the Drainage Superintendent is to initiate and supervise maintenance and repair of any drainage works and be a liaison between council, engineer, contractor, and landowners. This ensures drainage works are completed smoothly and in accordance with the Drainage Act.

## **2.1. Duties of the Drainage Engineer**

The Engineer shall, to the best of the engineer’s skill, knowledge, judgment, and ability, honestly and faithfully, and without fear of, favour to or prejudice against any person, perform the duty assigned to the engineer in connection with any drainage works and make a true report thereon.

A Drainage Engineer is responsible for the design and creation of Drainage Works through a Petition process Section 6 under the Act or an Improvement process Section 78 under the Act. They are responsible for ensuring the Report and Drawings contain enough information to properly maintain the drain in the future.

This is different and separate from the Drainage Superintendent. The Drainage Superintendent is responsible for maintaining Municipal Drains over time while reporting to council, where as the Drainage Engineer is responsible for the design and creation of new drains or improving existing drains. The activities of a Drainage Superintendent and Drainage Engineer are funded differently through OMAFRA. OMAFRA provides a 50% grant for employing a Drainage Superintendent and the costs of the Drainage Superintendent are not charged to the Landowners. Under the Drainage Act, the Drainage Engineers' costs are compiled and charged as part of the drain and costs are sent back to the landowners upon completion of the Drainage works.

## **3. Overview of the last 15 Years (up to September 2024)**

The table below describes the works carried out over the last 15 years. Where the item refers to “Maintenance” it means field work done to ensure the drain is functioning as intended and is considered to be general, common maintenance such as cleaning sediment out of the drain. Construction refers to constructing the drain or improving the drain from its original state. Other works, such as inspection, assessment updates, resolution, and abandonment are activities performed by the Drainage Superintendent in support of the Municipal Drains within Georgian Bluffs.



<b>Date</b>	<b>Item</b>	<b>Description of Action Taken</b>
November 2010	Maintenance	Johnson Drain (Portion of Branch A Cleanout)
July 2013	Maintenance	Ruhl Drain (Branch O, Q and a portion of Main Branch)
July 2013	Assessment Update	Ruhl Drain (Section 65 Report)
November 2015	Construction	Construction of the Springmount Drain
May 2016	Inspection	Johnson Drain (Recommending Removal of Beaver Dams and Repair of Tiles)
November 2016	Maintenance	Johnson Drain (Beaver Dam removal and Tile Repair)
November 2016	Inspection	Ruhl Drain (No Maintenance work deemed necessary at the time)
April 2017	Maintenance	Johnson Drain (Replacement of Clay/Concrete Tile to PVC for entire Branch D)
May 2017	Construction	Charlton Drain Constructed as of May 2017
August 2017	Inspection	Hall Drain (Recommended Main Drain Cleanout + Potential Culvert Repair Branch C)
August 2017	Maintenance	Hall Drain (1.8km of Open Drain, Cleanout)
July 2018	Inspection	Scott Municipal Drain (Recommending Cleanout of Branch B, Installation of rock check pool at STA B0+325, Cleanout + Removal of beaver dams on Branch A, Removal and Replacement of Culverts at STA A2+455 and A2+613, wooden bridge crossings be repaired by landowners)
July 2018	Maintenance	Scott Drain (Cleanout + Removal of beaver dams on Branch A and B)
July 2018	Inspection	Webb Drain (Recommending Cleanouts along the Main Drain, Erosion Control Measures Main Drain, Beaver Dam Removal, Main Drain, Cleanout of Branch A)

July 2018	Maintenance	Webb Drain (Branch A and B)
September 2018	Assessment Update	Assessment Update Scott Drain (Section 65 Report) Sept 2018
November 2018	Maintenance	Leask Drain (Beaver Dam removal)
July 2019	Inspection	Leask Drain Drain (Recommending Replacement of Culvert by Property Owner, 25m of cleanout, Consideration of Replacing Culvert on Concession Road 7, Retain a Drainage Engineer to Update the Assessment Schedule)
July 2019	Inspection	Inspection of the Taylor Drain
August 2019	Resolution	RES 2019-275 (Adopting the Leask Municipal Drain Inspection Report)
August 2019	Abandonment	Abandonment of the Taylor Drain (RES 2019 – 276)
September 2019	Assessment Update	Webb Drian (Section 65 Report)
October 2019	Assessment Update	Johnson Drain(Section 65 Report)
October 2019	Assessment Update	Leask Drain (Section 65 Report)
September 2024	Maintenance	Charlton Drain (Beaverdam Culvert Re-installation and Spillway Cleanout)

## 4. Maintenance Requests Received

### Current Maintenance and Repair Projects

Date	Item	Drain	Description of Maintenance
January 26, 2024	Maintenance and Repair	Johnson Drain	Landowner is requesting approximately 1km of Bottom Cleanout along Concession 4 and Brushing Top of one Bank. Along with approximately 800m of Debris removal in the Drain along Concession 5 up to Branch B.
March 2024	Mutual Agreement	Johnson Drain	A landowner is requesting to extend Branch B North through a Mutual Agreement Process. Information was provided to the landowner regarding the steps and required information for a Mutual Agreement.
April 10, 2024	Improvement Request	Ruhl Drain	A landowner requested a crossing along the Main Drain. Updated landowner of steps to take. We are awaiting a response. Next Steps are per the 2017 Inspection letter.
March 12, 2024	Maintenance and Repair	Webb Drain	A landowner is requesting a portion of the main drain be cleaned out. Would require a spot cleanout in two sections.

### Previous Maintenance and Repair Projects Requiring Confirmation of Assessment

From the available records, it appears that the following actions were taken as part of regular maintenance but assessment of the works to the landowners remains outstanding. These works, if completed, should be billed to the benefitting landowners (at the discretion of the municipality). It is believed that COVID-19 had a factor in these outstanding assessments.

Date	Item	Drain	Description of Maintenance
2017	Maintenance and Repair	Hall Drain	2017 Hall Drain (1.8km of Open Drain, Cleanout)
2022	Maintenance and Repair	Ruhl Drain	U-Branch Repair (450ft of Repair/Replace)
2019	Maintenance and Repair	Webb Drain	Cleanout of Beaver Dams and Bottom and One Side Cleanout in sections of Drain

## 5. Drains with Missing Information

Not all of the files that were reviewed were able to produce enough evidence to prove that they are in fact Municipal Drains, being Drains with the three (3) factors discussed previously. It is important to document the decision on how to address these drains. Our recommendations are described below, and further discussion will be brought back to Council for direction/decisions.

Drain	Item	Recommendation
Scott Drain	By-Law from 1974	Lost by-law of 1947 adopting the Repair and Improvement of Branch A. An inspection of the area is needed to confirm if the Improvement of Branch A from 1947 was constructed. If so, we recommended the reading of a by-law (First and second time as a minimum) adopting the engineer's report of 1974.
Scott Drain	By-Law of 1960	Township to review archives to determine by-law number and include in documentation. No further recommendation as this by-law is in accordance with the Drainage Act.
Hall Drain	Original Engineers Report and Drawings Lost	Branch A of the Hall Municipal Drain can not be maintained as there is no Engineer's Report including an Assessment Schedule for Branch A. Abandonment of Branch A Under Section 84 of the Drainage Act is recommended. This would result in a notification to all landowners assessed to the Hall Drain and would allow for Landowner feedback on the matter.
Webb Drain	By-Law from 1981	Lost by-law from 1981 adopting the improvement under the Engineer's Report completed by Gamsby and Mannerow. An inspection of the area is needed to confirm if the Improvement of from 1981 was constructed. If so, we recommended the reading of a by-law (First and second time as a minimum) adopting the engineer's report of 1981.
Ames Survey Drain	By-laws from 1918 and 1967	The by-law from 1967 was never signed or dated to have been read twice. The engineer's drawings have been lost and therefore does not meet the test of a Municipal Drain. Further work including Inspection is needed of the Ames Survey Drain area to determine if this was ever a Municipal Drain.
Sydenham River	Missing Engineered Drawings	The Provisional By-law and Engineers report are available however there are no records of the Engineer's Drawings. Further work including inspection is needed of the Sydenham River area to determine if this was ever a Municipal Drain.

It is recommended that inspections are held prior to any By-law readings to confirm the condition of the Municipal Drain. This may help determine if the Improvement projects were completed

In summary, the Scott, Hall, and Webb Drainage Works are clearly Municipal Drains. The Ames and Sydenham River Drainage Works have yet to be confirmed if they are Municipal Drains. It is recommended that the Township review its files to determine if there are any remaining pieces of documentation in accordance with the above. Missing by-laws result in the township being unable to perform the required maintenance and repair on a drain in accordance with the Drainage Act.

## 6. Eight-Year Maintenance and Inspection Plan

Going forward it is prudent for the Township of Georgian Bluffs to schedule and budget for the maintenance of the Municipal Drains. This will fulfill their duties under the Drainage Act, and the works are to be coordinated and overseen by the Drainage Superintendent, with regular updates to Council and direction from Council as necessary.

<b>Date</b>	<b>Item</b>	<b>Drain</b>	<b>Description of Works</b>	<b>Costs</b>
2025	Inspection	Ames Drain	Inspection to determine if the Ames Drain is a Municipal Drain	\$1000
2025	Inspection	Sydenham River Drain	Inspection to determine if the Sydenham Drain is a Municipal Drain	\$1000
2025	Maintenance	Johnson Drain	Maintenance of the Johnson Municipal Drain potentially involving a bottom only cleanout of approximately 2km	\$70,000
2026	Inspection	Scott Drain	Inspection to determine if Branch A is constructed in accordance with the Engineers report of 1974	\$2,000
2026	Maintenance	Scott Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$20,000
2027	Inspection	Vary-Gruber Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$1,000
2027	Inspection	Kramer Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$1,000
2027	Maintenance	Vary-Gruber Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization.	\$10,000

2027	Maintenance	Kramer Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$10,000
2028	Inspection	Kilsyth Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$1,000
2028	Maintenance	Kilsyth Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$10,000
2029	Inspection	Hall/Farrow Drains	Inspection to determine the existing condition of the drain and if maintenance is required	\$5,000
2029	Maintenance	Hall/Farrow Drains	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$30,000
2030	Inspection	Leask Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$2,000
2030	Maintenance	Leask Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$10,000
2031	Inspection	Ruhl Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$6,000
2031	Maintenance	Ruhl Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$80,000
2032	Inspection	Springmount Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$1,000
2032	Maintenance	Springmount Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$5,000
2033	Inspection	Charlton Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$500
2033	Maintenance	Charlton Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$1,000

2034	Inspection	Johnson Drain	Inspection to determine the existing condition of the drain and if maintenance is required	\$1,000
2034	Maintenance	Johnson Drain	General maintenance of Beaver dam removal, spot cleanout, bank stabilization	\$5,000

Maintenance and Repair recommendations found in Inspection processes are recommended to occur in the year of inspection or the following year. An inspection report will be created and delivered to the Township summarizing the condition of the Drain and any recommended works therein. Currently, there is one Maintenance and Repair request sent to the township regarding Johnson Municipal Drain.

## 7. Conclusions & Recommendations

GEI Canada is recommending the above scheduled inspections and maintenance works for the Municipal Drains to ensure that all drains are meeting the intended drainage requirements. Over the course of eight years all Municipal Drains throughout Georgian Bluffs will be inspected, and maintenance will be scheduled promptly to prevent future damages and costs accruing. As apart of the inspection works GEI will record the condition of road crossings to aid the Township in scheduling required maintenance or replacement of road crossing culverts.

Respectively Submitted;

### **GEI Consultants Canada Limited**

Prepared by:  
Christopher Slocombe, Drainage Superintendent

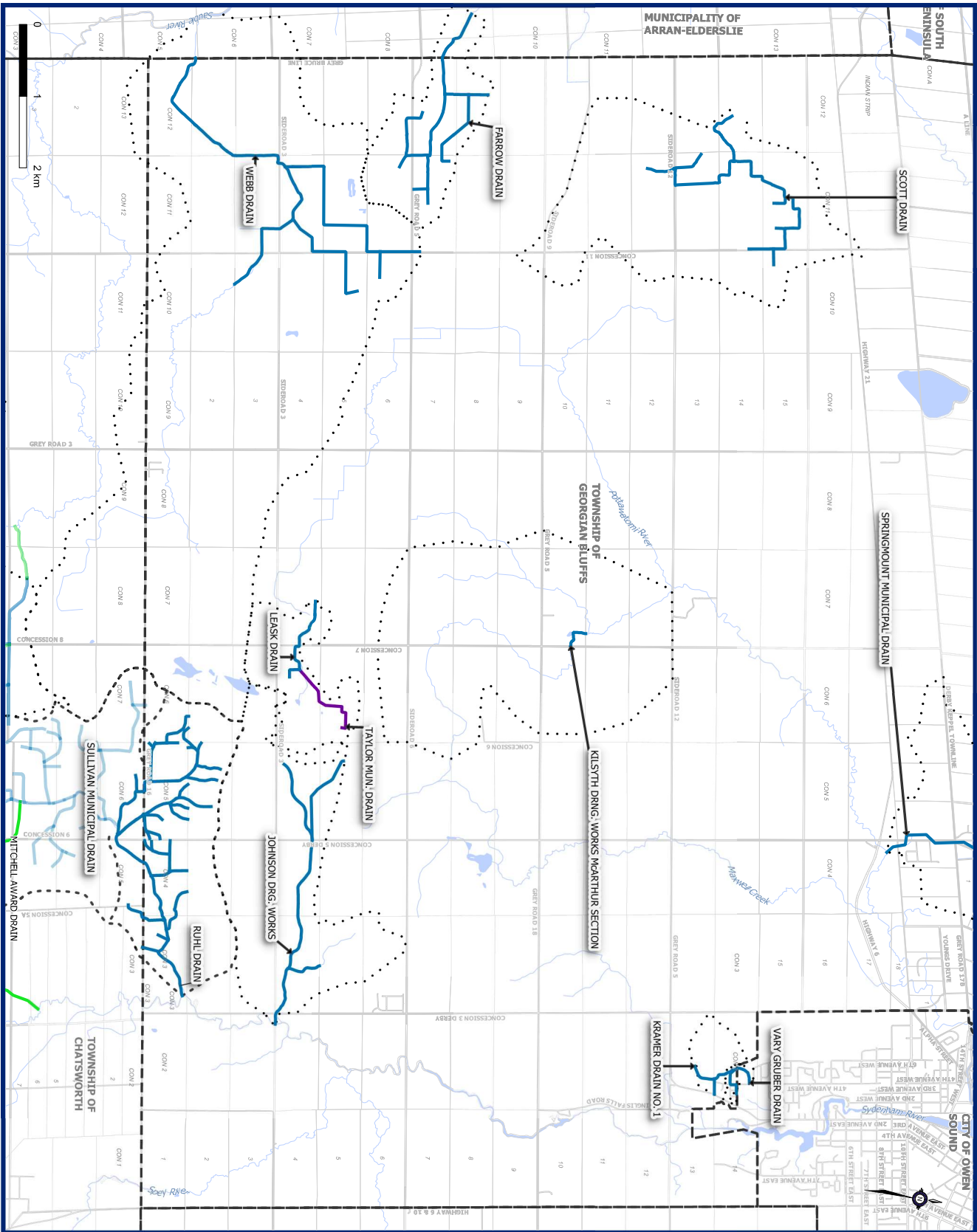
Reviewed by:  
Amanda Froese, B.Eng., P.Eng.



# **Appendix A**

## **MAP CONTAINING GEORGIAN BLUFFS MUNICIPAL DRAINS**





Township of Georgian Bluffs Municipal Drains

- Constructed Drain
- Award Drain
- Municipal Drain
- Other/Abandoned Drain
- Municipal Drain Catchment Boundary\*
- ... Catchment Boundary
- Water Features
- Waterway
- Water Body
- Lot Fabric
- Municipal Boundary

\* Refer to Individual Drain Drawings for Catchment Boundary Details. The original signed engineering drawings which are part of the Engineers Report take precedence.

### Municipal Drain Location Overview

Figure 2 of 3: South Portion of Georgian Bluffs

April 2023  
 Project: ESR628817



Figure 3 of 3: Detailed Municipal Drain Locations Including Branch Names

- Constructed Drain
- Municipal Drain
- Abandoned Drain
- Award Drain
- Other Municipality
- Municipal Drain Catchment Boundary\*
- Catchment Boundary
- Water Features
- Water Body
- Waterway
- Road Network
- Lot Fabric
- Municipal Boundary

\* Refer to Individual Drain Drawings for Catchment Boundary Details. The original signed engineering drawings which are part of the Engineers Report take precedence.





# Appendix B

## FLOW CHART OF HOW ASSESSMENTS ARE CARRIED OUT

# Updating Assessment Schedules – Land Use Changes or Connections

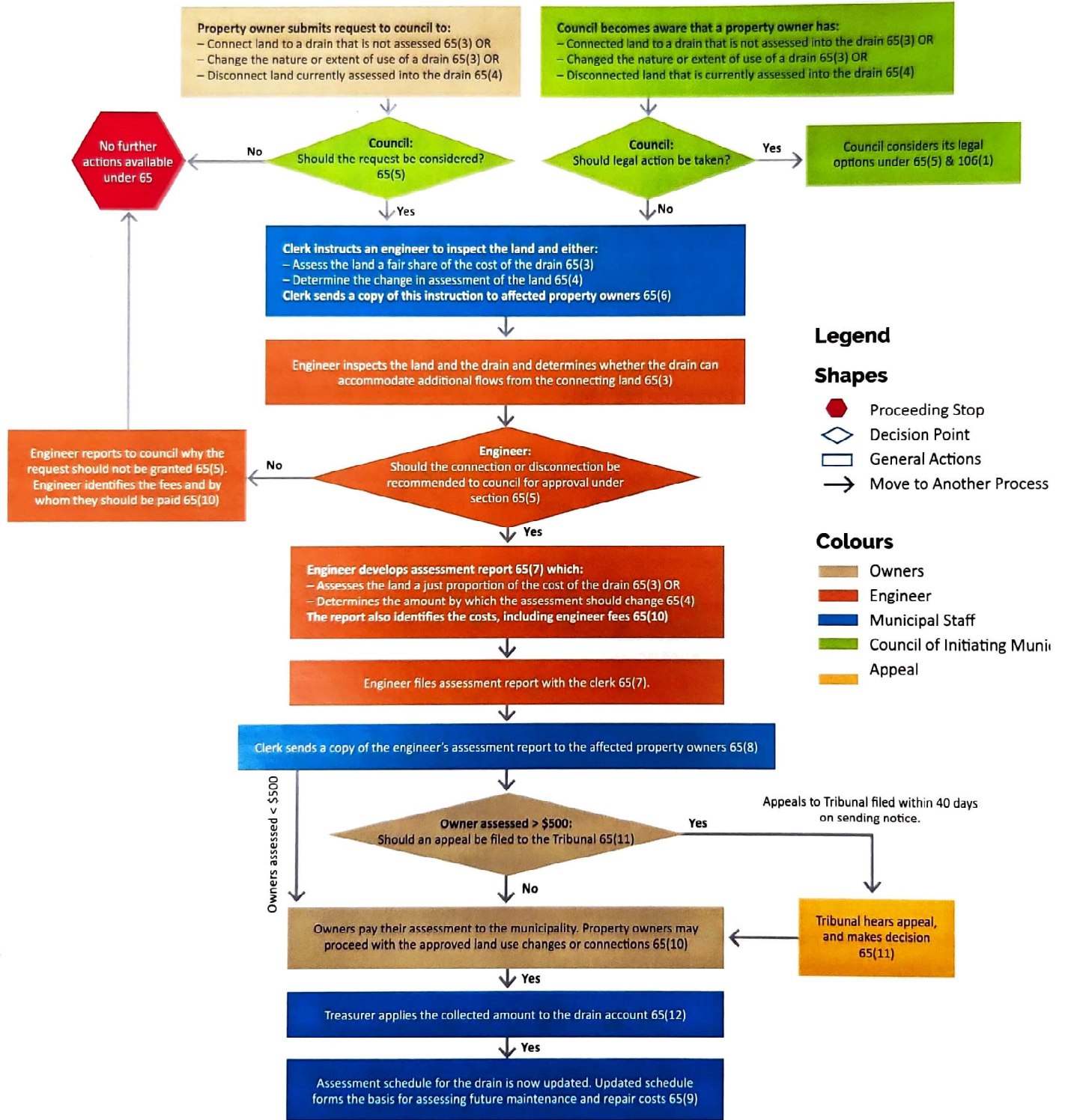





Figure A4-1. Updating assessment schedules – land use changes or connections.

# Updating Assessment Schedules – Severances or Subdivided Land

Section 65(1) and (2)

## Legend

### Shapes

-  Decision Point
-  General Actions
-  Move to Another Process

### Colours

-  Owners
-  Engineer
-  Municipal Staff
-  Council of Initiating Municipality
-  Appeal

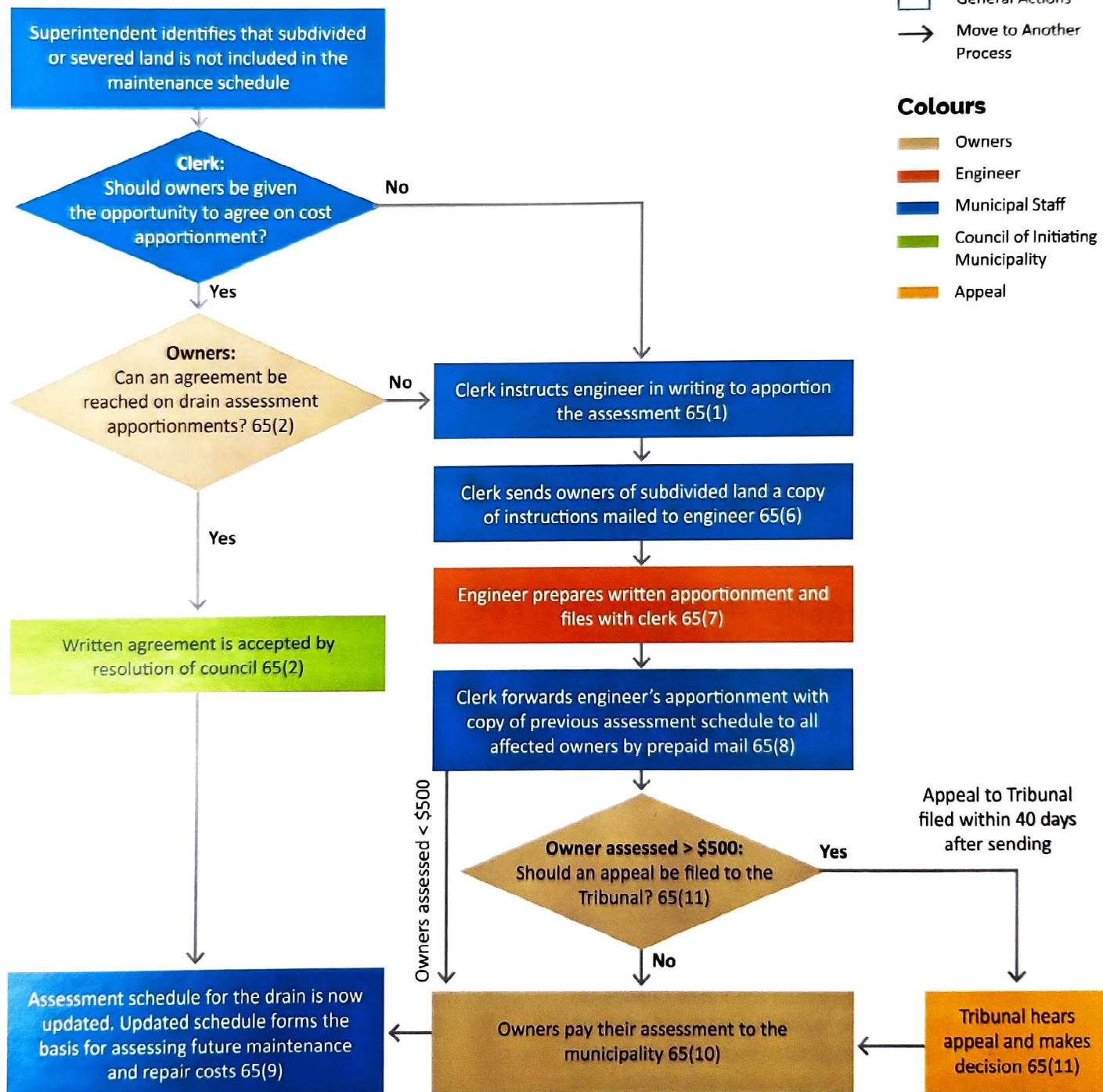


Figure A4-2. Updating assessment schedules – severances or subdivided land.



# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-063

This document is public and available in an accessible format upon request.

Being a By-law to amend Zoning By-law No. 2020-020, as amended, of the Township of Georgian Bluffs.

Whereas, the Council of the Corporation of the Township of Georgian Bluffs deems it in the public interest to pass a By-law to amend Bylaw No. 2020-020; and

Whereas, pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. By-law No. 2020-020 is hereby amended as it affects lands described as Part Lot 31, Plan 857, Geographic Village of Shallow Lake and shown on Schedule A affixed hereto and forming part of this By-law.
2. Schedule A, Map 44 to By-law No. 2020-020, is hereby amended by rezoning the lands described as Part Lot 31, Plan 857, Geographic Village of Shallow Lake from the Residential One (R1) Zone to the Residential Multiple One Exception 98 (RM1-98) Zone, as shown on Schedule A affixed hereto and forming part of this Bylaw.
3. Section 9, Residential Zones, is hereby amended by adding the following:

"Notwithstanding Section 9.4 of this By-law to the contrary, on lands legally described as Part Lot 31, Plan 857, Geographic Village of Shallow Lake, identified as Residential Multiple One Exception 98 (RM1-98) Zone on Schedule A, Map 44, a Townhouse Dwelling having five (5) units shall be permitted on the basis of partial servicing (i.e., municipal water services and private on-site sewer services)".

4. That this by-law shall come into force and effect upon being passed by Council.

Read a first and second time this 11<sup>th</sup> day of December 2024.

Read a third time and finally passed this 11<sup>th</sup> day of December 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig

# SCHEDULE "A"

BY-LAW No. \_\_\_\_\_

AMENDING BY-LAW No. 2020-020

## TOWNSHIP OF GEORGIAN BLUFFS

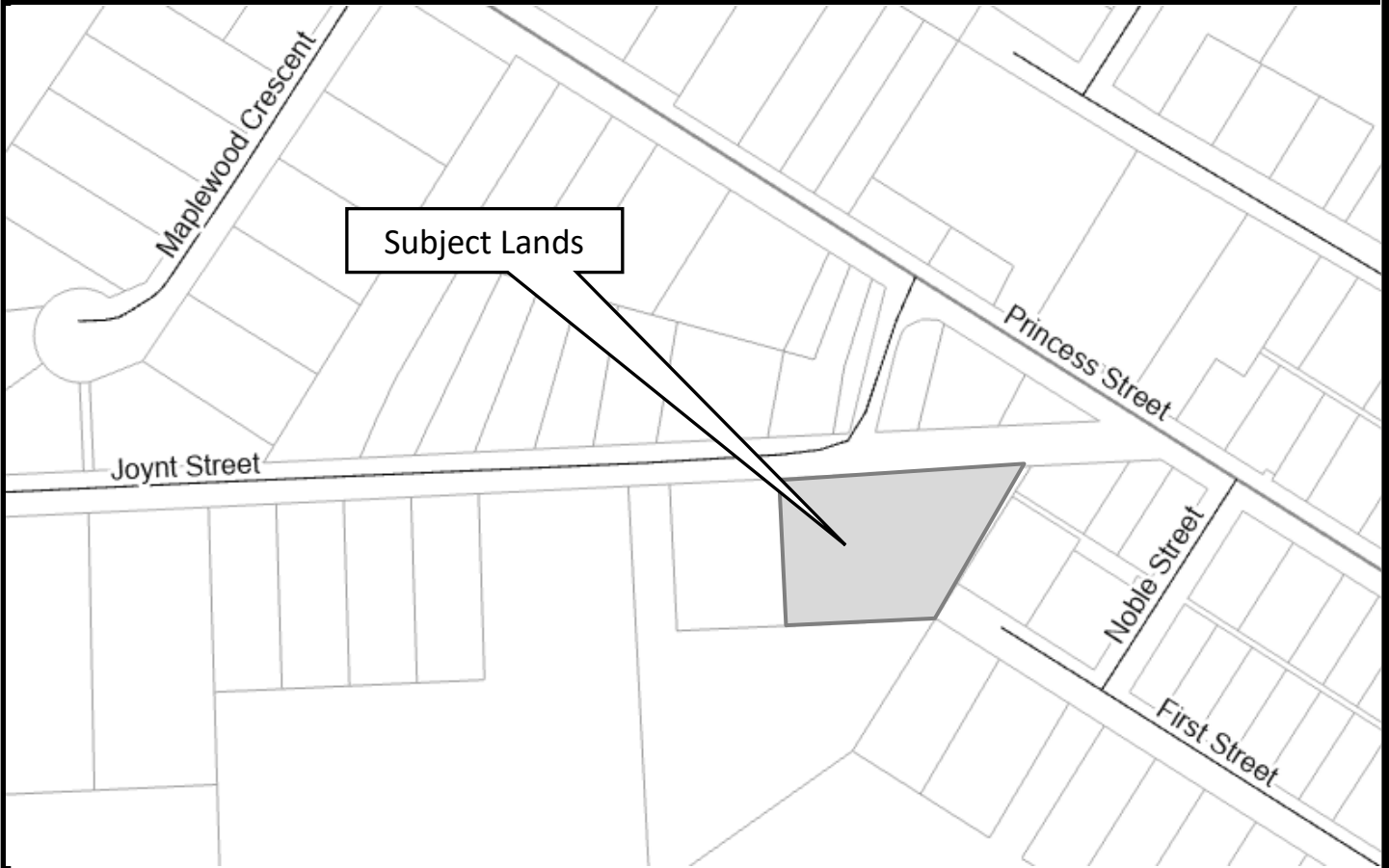
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Signed: \_\_\_\_\_

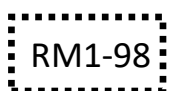
Sue Carleton, Mayor

\_\_\_\_\_

Carly Craig, Clerk



### LEGEND



RM1-98 LANDS TO BE REZONED

# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-064

This document is public and available in an accessible format upon request.

Being a By-law to amend Zoning By-law No. 2020-020, as amended, of the Township of Georgian Bluffs.

Whereas, the Council of the Corporation of the Township of Georgian Bluffs deems it in the public interest to pass a By-law to amend Bylaw No. 2020-020; and

Whereas, pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. By-law No. 2020-020 is hereby amended as it affects lands described as Part Lot 2, Concession 9, Geographic Township of Derby and shown on Schedule A affixed hereto and forming part of this By-law.
2. Schedule A, Map 53 to By-law No. 2020-020, is hereby amended by rezoning the lands described as Part Lot 2, Concession 9, Geographic Township of Derby from the Industrial (M1-1) Zone to the Agricultural Exception 103 (AG-103) Zone, as shown on Schedule A affixed hereto and forming part of this Bylaw.
3. Section 8, Residential Zones, is hereby amended by adding the following:  
"Notwithstanding Section 8.3 of this By-law to the contrary, on lands legally described as Part Lot 2, Concession 9, Geographic Township of Derby, identified as Agricultural Exception 103 (AG-103) Zone on Schedule A, Map 53, three (3) residential units shall be permitted in addition to the sheet metal heating and cooling light industrial use already permitted on the property".
4. That this by-law shall come into force and effect upon being passed by Council.

Read a first and second time this 11<sup>th</sup> day of December 2024.

Read a third time and finally passed this 11<sup>th</sup> day of December 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig

# SCHEDULE "A"

BY-LAW No. \_\_\_\_\_

AMENDING BY-LAW No. 2020-020

TOWNSHIP OF GEORGIAN BLUFFS

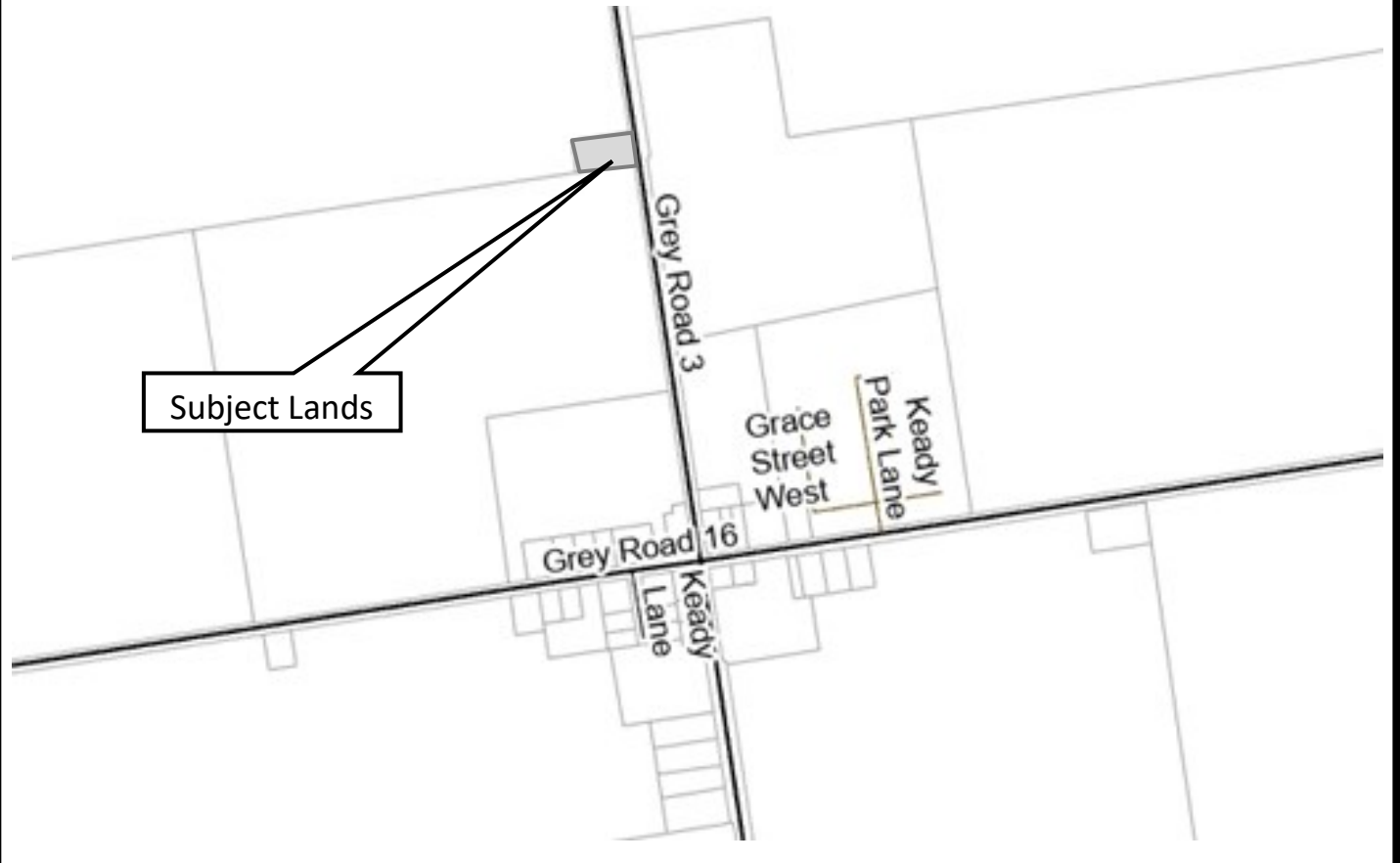
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Signed: \_\_\_\_\_

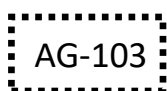
Sue Carleton, Mayor

\_\_\_\_\_

Carly Craig, Clerk



## LEGEND



LANDS TO BE REZONED

# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-065

This document is public and available in an accessible format upon request.

Being a By-law to adopt a Reserve and Reserve Fund Policy for the Township of Georgian Bluffs and repeal By-law 2019-090.

Whereas, Section 11(2) of the *Municipal Act S.O., 2001, c.25*, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality; and

Whereas, Section 417 of the *Municipal Act S.O., 2001, c.25*, as amended, allows a municipality to provide for the establishment or maintenance of reserve funds for any purpose for which it has authority to spend money; and

Whereas, Section 290(2) of the *Municipal Act S.O., 2001, C.25*, as amended, provides that a municipality's budget shall set out amounts to be paid into and out of reserves; and

Whereas, the Council of the Township of Georgian Bluffs deems it expedient to establish consistent principles, standards, and guidelines for the maintenance, management, and accounting of reserves and reserve funds; and

Whereas, Council of the Township of Georgian Bluffs adopted Reserve and Reserve Fund Policy FIN-03-2019 via By-law 2019-090 on August 7, 2019;

Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. That By-law 2019-090, being a by-law to adopt policy FIN-03-2019 – Reserve and Reserve Fund Policy is hereby repealed.
2. That Policy FIN2024-02 titled Reserve and Reserve Fund Policy, attached hereto as Schedule A, is adopted and shall form part of this by-law.
3. That the separate and distinct Reserve Funds as set out in Schedule A attached hereto are hereby ratified and confirmed as Reserve Funds under the provisions of Section 417 of the *Municipal Act S.O., 2001, c.25*.
4. That this by-law shall come into force and effect upon being passed by Council.

Read a first and second time this 11th day of December 2024.

Read a third time and finally passed this 11th day of December 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig



# Policy FIN2024-02

## Reserve and Reserve Fund Policy

**Implemented: November 2024**

**Revision Date:**

**References and Related Documents:** Township Investment Policy

**This document is public and available in an accessible format upon request.**

### Policy Statement

The Township of Georgian Bluffs (Township) is committed to responsible financial management and spending, revenue generating and program delivery within approved budgets and staff complement to ensure that the integrity of the municipality is maintained in accordance with the Municipal Act.

It is the policy of the Township to:

- Establish reserves and reserve funds for planned future capital expenditures, unexpected events or extraordinary expenditures which would otherwise cause fluctuations in the operating or capital budgets;
- Manage reserves and reserve funds in a responsible manner; and
- Utilize reserves and reserve funds solely for their intended purpose.

### Purpose and Scope

The purpose of this policy is to establish consistent principles, standards and guidelines for the maintenance, management, and accounting of reserves and reserve funds. Under the authority of council, reserve and reserve funds are appropriations from the Township's net revenues designated for purposes that may extend beyond the current fiscal year. They are an integral part of the townships budget process and long-term financing plan that contributes to the Township's sound financial position. The primary purpose for reserves and reserve funds is:

- To facilitate long-term financial planning;
- To adherence to statutory requirements;
- To provide for the cost of equipment or facility replacements;
- To smooth tax rate impacts and revenue fluctuations;
- To smooth expenditures which would otherwise cause fluctuations in the operating budget;



- To absorb the cost of one-time expenses not included in the operating budget;
- To fund future obligations.

## Definitions

Budget – an estimated financial plan of revenue and expenditures for a set period of time.

Discretionary Reserve Fund – monies set aside for a specific purpose by Council and legislated by municipal by-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new by-law must be passed under Section 417 (4) of the *Municipal Act*, 2001.

GAAP – refers to Generally Accepted Accounting Principles of Canada who provide the framework of broad guidelines, conventions, rules and procedures of accounting.

Obligatory Reserve Fund – monies set aside and legally restricted by provincial legislation, corporate agreement, or municipal by-law establishing a specific restricted fund. The funds are raised for a specific purpose and cannot be used for any other purpose.

PSAB – refers to the Public Sector Accounting Board, an independent board with the authority to set accounting standards for the public sector.

Reserve – monies set aside by approval of Council (either by Council resolution or budget adoption) and not restricted by legislation. These monies do not require the physical segregation of money and do not receive annual interest allocation.

Reserve Fund – monies set aside for a specific purpose as required by provincial legislation, a municipal by-law, or agreement. There are two types of reserve funds, discretionary reserve funds and obligatory reserve funds. Reserve funds receive an annual interest allocation based on the average annual balance.

Treasurer – the individual appointed by the Township as treasurer.

## Policy Requirements

### *Legislative Requirement*

All reserve and reserve funds will be managed in accordance with the *Municipal Act*, 2001.

- Section 290 (4) g: In preparing the budget, a local municipality may provide for such reserve funds as the municipality considered necessary.





- Section 293: The Minister may make regulations, requiring a municipality to establish a reserve fund designated for prescribed liability of the municipality, defining “liabilities”, requiring a municipality to make payments into the reserve fund, prohibiting the municipality from changing the purpose for which the reserve fund is designated, and prescribing the conditions under which the municipality may change the designation of all or any part of the reserve fund, and borrow from the reserve fund.
- Section 417 of the *Municipal Act*, 2001, provides a municipality may establish and maintain reserve funds for any purpose for which it has authority to spend money.

### *Responsibilities*

#### Municipal Council

- Approve transactions to and from reserves and reserve funds through the budget process or by specific resolution and by-laws.
- In accordance with Section 224 of the *Municipal Act*, 2001, ensure that administrative policies, practices and procedures and controllership policies, practices, and procedures, are in place and maintain the financial integrity of the municipality.

#### Treasurer

- Develop and update this policy as necessary and present changes to Council;
- Determine need for reserve and reserve funds for operating and capital budget;
- Set targets for reserves and reserve funds in line with directives contained in this Policy and other pertinent policies;
- Ensure that the principles and requirements contained in this policy are applied consistently across all departments;
- Perform the transfer to and from reserves and reserve funds as authorized by Council;
- Ensure that reserves and reserve funds are established, maintained, and used in compliance with this policy, PSAB and GAAP guidelines, and governing legislation;
- Recommend strategies for the adequacy of reserve levels;
- Report to Council the reserve balances and forecast as part of the annual budget approval process;
- Oversee the preparation of the annual financial statements (which are audited by an external audit firm). The annual audited financial statements shall include a statement of financial position, financial activities, and changes in fund balances for all reserves and reserve funds;



- Prepare, in conjunction with the Chief Administrative Officer, department Directors, and Managers, an annual operating and capital budget. Contributions to and draws from reserves and reserve funds are part of the annual budget; and
- Prepare annually a Reserve and Reserve Fund Report that provides a review to determine whether modifications are appropriate for the policy. The report will include a current year reserve continuity schedule reflecting the reserve provisions contained in the approved budget, and projected contributions and planned draws for a ten-year period. This report may also include new, modification of existing, and termination of existing reserve and reserve funds.

#### Chief Administrative Officer/Directors/Managers

- Provide the Treasurer with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves;
- Inform the Treasurer in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all departments; and
- Consult with the Treasurer when reserve monies are required for unbudgeted transactions.

#### *Delegation of Authority*

Once Council approves reserves by resolution and reserve funds by-law, the Treasurer shall have overall responsibility for this policy, and the authority to implement procedures consistent with the content of this policy.

The Treasurer has the responsibility for setting reserve and reserve fund targets. Targets will be periodically reported to Council through Reserve and Reserve Fund Reports (as discussed in the Annual Reporting section).

#### *Establishment of Reserves and Reserve Funds*

**Reserves** can be established through the following processes:

1. Inclusion in the annual operating or capital budget which is approved by Council;  
or
2. Through resolution of Council.

The budget document or resolution will clearly identify the name of the reserve being created and the purpose for the reserve. A reserve may be amended through resolution.

Reserves will be maintained to meet on the following purposes of the Township:



1. Asset Replacement Reserve – established to assist in the financing of community enhancements, equipment, supplement capital levy funding for infrastructure renewal and provide for unknown capital contingencies;
2. Stabilization Reserves – established to buffer against significant fluctuations in the economy and provide cash flow for operations to eliminate the requirement to borrow funds to meet immediate obligations; or
3. Specific Project and New Initiatives Reserves – established for planned savings within the budget to fund projects or expenses either identified at the time of the reserve is set-up or after. This allows the Township to save for planned or unanticipated projects or expenses that may arise and do not have another funding source.

**Reserve Funds** will be maintained in the following categories: Discretionary or Obligatory. Council, on the recommendation of the Treasurer, may establish a discretionary reserve fund and shall establish an obligatory reserve fund.

A reserve fund can be recommended only if at least one of the following applies:

1. A mandatory obligation exists, either pursuant to legislation or contract.
2. The funds are intended for purchasing or maintain capital assets.
3. The funds are donated for a specific purpose.
4. The funds are intended to fund a future liability.

Reserve Funds will be maintained to meet on the following purposes of the Township:

1. Obligatory – legally restricted by provincial legislation, corporate agreement, or municipal by-law establishing a restricted fund; or
2. Discretionary – set aside for a specific purpose by Council and legislated by municipal by-law.

#### *Closure of Reserves and Reserve Funds*

If the purpose or purposes for which the reserve or reserve fund was created has been accomplished and the reserve or reserve fund is determined to be no longer necessary, the Treasurer shall report to Council with the recommendation on:

1. The timing of closure of the reserve or reserve fund,
2. The allocation of any remaining funds, and
3. The necessary amendment to the Reserve and Reserve Fund policy and by-law.

A resolution of Council will be required to close a reserve and reserve fund.



### *Allocation of Operating Surplus/Deficit*

Any ending annual operating surplus/deficit, as identified during the annual financial audit, shall be addressed as follows:

1. Annual general tax levy surplus will be allocated 25% to the Climate Change Reserve, with the remaining 75% to be allocated to reserve/reserve funds as recommended by the Treasurer. Council must approve surplus allocation by resolution.
2. Annual general tax levy deficit will be funded from reserve/reserve funds as recommended by the Treasurer. Council must approve deficit allocation by resolution.
3. Departmental surplus/deficits should be contributed to/funded from the appropriate reserve as identified by the reserves or reserve funds source of funding.
4. Annual water and wastewater surplus will be allocated to the appropriate water or wastewater reserve.
5. Annual water and wastewater deficits will be funded from the appropriate water or wastewater reserve.

### *Interest Allocation*

1. Reserve funds will be invested in accordance with the Township's approved investment policy. Earnings shall be credited to each separate reserve bank account that invested the funds.
2. Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds annually based on the actual balance of the reserve fund.
3. Reserves shall not be invested and are not allocated interest.

### *Temporary Reserve Fund Borrowing*

Temporary borrowing to cover a reserve short-term deficit, interim servicing requirements or internal financing is permitted, when justified, adequately supported, and authorized by Council. The following conditions must be met to allow borrowing from reserve funds:

- Borrowing must not adversely affect the intended purpose of the reserve fund;
- A plan to repay the reserve fund within a reasonable timeframe is required and must be documented;
- Interest, equivalent to the township's interest on the reserve fund bank account, will be applied to outstanding amount borrowed; and
- Where applicable, legislative requirements may apply.



### *Annual Reporting*

1. A Reserve and Reserve Fund Report that provides a review to determine whether modifications are appropriate for the policy. The report will include a current year reserve continuity schedule reflecting the reserve provisions contained in the approved budget, and projected contributions and planned draws for a ten-year period. This report may also include new, modification of existing, and termination of existing reserve and reserve funds.
2. A year-to-date continuity schedule, with estimated forecasts, will be included for Council's review during the budget process.
3. Year-end audit and financial statements including balances of reserves, obligatory reserve, discretionary reserve, and reserve funds will be presented with note disclosure and comparative figures as required to meet PSAB reporting standards.
4. Where required, reporting to Council or other agencies may exist for reserved residual balances related to grants or other contribution funds (e.g., Federal or Provincial Grants).

### **Monitoring and Review**

This policy shall be presented to Council for review at least once in the term of each elected Council, or earlier as deemed necessary by Council, or the Treasurer.



## Appendix A to Reserve and Reserve Fund Policy – Specific Reserve/Reserve Funds

The following individual Reserves and Reserve Funds have been established with Council's approval:

### **Asset Replacement Reserves**

Policy: The asset replacement reserves are established to fund specific replacement, renewal, or acquisition of capital assets.

Included:

- Balmy Beach Boat Launch
- Balmy Beach Tennis Courts
- Bridges
- IT Hardware and Software
- Equipment and Fleet
- Municipal Facilities and Fixture
- Parks
- Roads
- Stormwater Management

Sources of Funding or Revenues: Many of these reserves receive annual allocations of operating and/or capital budget transfers based on annual lifecycle costing.

Expenditures or Uses: Used to fund replacement, renewal, or acquisition of capital assets.

Target Balance or Levels: The balance of each reserve should be sufficient to fund average annual replacement requires for capital purposes relating to the respective department based on the ten-year capital forecast, lifecycle replacements schedules, building condition assessments, and the asset management plan.

### **Stabilization Reserves**

Policy: Stabilization reserves are used to offset extraordinary and unforeseen expenses requirements, one-time expenses (including capital expenses), revenue shortfalls, and to avoid significant fluctuations on the general tax levy and to manage cash flows.



Included:

- Building Permit Sustainability
- Cemeteries Stabilization
- Compensation Sustainability
- Emergency Management
- Environmental Stabilization
- Working Capital

Sources of Funding or Revenues: Annual operating budget transfers, portion of net revenue budgeted from cash and investments that are greater than 1% of own purpose levy, any surplus funds realized from the annual budget. Other stabilization reserves will be based on historical costs and/or actuarial evaluations.

Expenditures or Uses: Used to mitigate one-time operating or capital costs for all departments, used to manage cash flows or mitigate significant increases in tax rates as determined by Council.

Target Balance or Levels: Minimum balance for the Working Capital Reserve a minimum target balance is 2% of net tax levy, and a maximum balance of 10% of net tax levy. If funding levels reach maximum, funds to be redirected to other reserves.

Other stabilization reserves will be based historical costs and/or actuarial evaluations.

## **Specific Projects & New Initiatives Reserves**

Policy: Specific project and new initiatives reserves are used for planned savings within the budget to fund projects or expenses either identified at the time the reserve is set-up or after. This allows the Township to save for planned or unanticipated projects or expenses that may arise and do not have another funding source.

Included:

- Asset Management Plan
- Climate Change
- Elections
- Georgian Bluffs/Chatsworth Wastewater Treatment
- Modernization
- Planning
- Waste Management

Reserve and Reserve Fund

Page 9 of 11





Sources of Funding or Revenues: Transfer from budget, Federal or Provincial government.

Expenditures or Uses: To fund specific projects and new initiatives.

Target Balance or Levels: The balances of these reserves should be sufficient to fund the identified project, upgrades, or replacements, based on an annual funding requirement and costing information.

## **Discretionary Reserve Funds**

Policy: Discretionary reserve funds are used to offset extraordinary and unforeseen expenses requirements, one-time expenses (including capital expenses), revenue shortfalls, and to avoid significant fluctuations on the water system user rates and to manage cash flows.

Included:

- East Linton Water System
- GVI Sewage System
- Oxenden Water System
- Pottawatomi Water System
- Shallow Lake Water System

Sources of Funding or Revenues: Annual operating budget transfers, any surplus funds realized from the annual budget and interest allocations.

Expenditures or Uses: To mitigate one-time operating or capital costs and used to manage cash flows or mitigate significant increases in water system user fees as determined by Council.

Target Balance or Levels: The balance of each reserve fund should be sufficient to fund average annual replacement requires relating to the respective water system based on the ten-year capital forecast, lifecycle replacements schedules, and the asset management plan.

## **Obligatory Reserve Funds**

Policy: Reserves which are set aside and legally restricted by Provincial legislation, corporate agreement or municipal by-law establishing a specific restricted fund.

Included:

- Canada Community-Building Fund;

Reserve and Reserve Fund

Page 10 of 11



- Parkland Dedication; and
- Cash in lieu of Parking.

Sources of Funding or Revenues: The Township receives funds from the Association of Municipalities of Ontario (AMO) on behalf of the Federal Government per the Agreement for the transfer of Canada Community-Building Fund or contributions under the Planning Act.

Expenditures or Uses: Expenditures for the Canada Community-Building Fund are to be used for the construction, renewal or enhancement of capital assets as approved in the agreement. For Parkland Dedication and Cash in lieu of Parking to provide funding for future park space and development.

Target Balance or Levels: The balance of the obligatory reserve funds should be monitored regularly to ensure all planned construction and development projects can be sufficiently funded. Reserve balance must be positive.

Township of Georgian Bluffs  
Appendix B to Reserve and Reserve Fund Policy (FIN-03-2019) - Reserve and Reserve Fund Policy Schedule

Reserve Category	Reserve Name	Sources of Funding	Uses of Funding	Purpose	Target Balance	Target Balance Minimum	Target Balance Maximum	2023 Audited Balance	Proposed Reserve Reallocation	Proposed 2024 Beginning Balance		
	Administrative Capital - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	1,193,439	-	1,193,439	-	
	Balmy Beach Boat Launch	Surplus user fees	Replace, renew or acquire Balmy Beach boat launch components	Capital	Maximum 4 times the estimated replacement cost	2023 replacment cost estimated at \$41,164	-	164,656	42,732	-	42,732	
	Balmy Beach Tennis Court	Surplus user fees	Replace, renew or acquire Balmy Beach tennis courts components	Capital	Maximum 4 times the estimated replacement cost	2023 replacment cost estimated at \$38,497	-	153,988	8,298	-	8,298	
	Bridges	Budget transfers	Replace, renew or acquire bridges	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$2,000,000	2,000,000	10,000,000	1,188,082	1,326,643	2,514,725	
	Equipment & Fleet	Budget transfers	Replace, renew or acquire equipment or fleet	Capital	Minimum two years average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$2,000,000	2,000,000	10,000,000	882,987	951,837	1,834,824	
Asset Replacement Reserves	General Parks & Recreation - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	1,604,467	-	1,604,467	-
	IT Hardware & Software	Budget transfers	Replace, renew or acquire computer hardware and software	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$400,000	400,000	2,000,000	497,065	80,935	578,000	
	Municipal Facilities & Fixtures - <b>New</b>	Budget transfers	Replace, renew or acquire Township owned buildings, furniture and fixtures	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$1,750,000	1,750,000	8,750,000	-	2,025,000	2,025,000	
	Parks - <b>New</b>	Budget transfers	Replace, renew or acquire parks and equipment at parks	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$1,000,000	1,000,000	5,000,000	-	1,250,000	1,250,000	
	Roads	Budget transfers	Replace, renew or acquire roads	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$2,500,000	2,500,000	12,500,000	2,290,231	588,755	2,878,986	
	Stormwater Management	Budget transfers	Replace, renew or acquire stormwater management assets	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$1,000,000	1,000,000	5,000,000	20,000	1,020,000	1,040,000	
	Building Permit Sustainability	Surplus departmental user fees and budget transfers	To mitigate the impact of fluctuations in building permit activities year over year	Operating	Minimum of 5% of the previous five year departmental expenditures (excluding transfer to reserves). Maximum 25% of previous five year departmental expenditures.	5 year expenditure (2023-2019) \$1,382,271	69,114	345,568	762,581	-	165,000	597,581
	Boyd Cemetery - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	8,583	-	8,583	-

Stabilization Reserves	Cemeteries Sustainability - <b>New</b>	Surplus user fees, departmental tax surplus and budget transfers	To fund operational pressures and capital expenditures at Township owned cemeteries	Capital and/or Operating	Minimum of 2% of the previous five year departmental expenditures (excluding transfer to reserves). Maximum 100% of previous five year departmental expenditures.	5 year expenditure (2023-2019) \$371,476	7,430	371,476	-	304,085	304,085	
	Compensation Sustainability - <b>New</b>	Unspent salaries and benefits, funded from tax levy	To manage operating budget variances related to employee benefits and other compensation related costs including medical/dental benefits, STD, LTD, severances, EAP, arbitration related costs, regulatory audit decisions, job evaluations, and pay equity	Operating	Minimum balance of 5% of annual budgeted salaries and benefits with a maximum of 10%	2023 budgeted salaries & benefits \$4,345,150	217,258	434,515	-	-	-	
	Emergency Management	Budget transfers	To mitigate the tax levy impact of providing emergency services (i.e. Emergency Planning & Protection, Fire, Police), to fund costs associated with updating and maintain emergency plans and purchase necessary equipment for emergency preparedness	Capital and/or Operating	Minimum balance of 10% of the previous five year Emergency Planning & Protection, Fire and Police department expenditures with a maximum of 25%	5 year expenditure (2023-2019) \$3,699,204	369,920	924,801	100,685	506,209	606,894	
	Environmental Stabilization - <b>New</b>	Road Maintenance (including winter control) and drainage departmental tax surplus and/or budget transfers	To mitigate the tax levy impact of extreme environmental events including but not limited to winter storms, harsh winters, freezes, heavy downpours and floods	Operating	Minimum balance of 5% of departmental annual budget with a maximum of 10%	5 year expenditure (2023-2019) \$5,011,304	250,565	501,130	-	-	-	
	Fire Services - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	100,000	-	100,000	-
	Mount Pleasant Cemetery - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	254,416	-	254,416	-
	Oxenden Cemetery - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	41,086	-	41,086	-
	Working Capital	Budget transfers	Support ongoing financial operations and cash flows	Working funds	Minimum balance of 2% of annual tax levy with a maximum of 10%	2023 annual tax levy - \$11,745,500	234,910	1,174,550	5,022,855	-	4,435,580	587,275
	Winter Control - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	105,985	-	105,985	-
	Airport - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	62,250	-	62,250	-
Asset Management Plan	Budget transfers	To fund costs associated with updating and maintain asset management plan to comply with provincial regulations	Operating	Minimum 1.5 times the historical cost updating the asset management plan. Maximum 5 times the historical cost updating the asset management plan.	2024 cost - \$55,195	82,793	275,975	127,638	-	-	127,638	
Climate Change	25% of annual operating surplus	To fund costs associated with emission reduction projects and projects stemming from the Township's Corporate Climate Action Plan	Capital and/or Operating	Maximum 10% of the annual tax levy	2023 annual tax levy - \$11,745,500	NA	1,174,550	231,166	61,023	-	292,189	

Specific Projects & New Initiatives Reserves	Elections	Budget transfers	To fund future municipal elections costs	Operating	Minimum 2 times the previous elections expenditures in the year before the next election (phased-in funding). Maximum 5 times the previous elections expenditures.	2022 election costs - \$55,180	110,360	275,900	87,820	-	87,820
	Georgian Bluffs/Chatsworth Wastewater Treatment	Budget transfers	To fund future operational and capital expenditures for the Georgian Bluffs Chatsworth Biodigester	Capital and/or Operating	Minimum 1.5 times the annual municipal contribution. Maximum 5 times the annual municipal contribution.	2023 contribution - \$98,352	147,528	491,760	100,000	47,528	147,528
	Modernization	Provincial funding	To modernize the delivery of critical municipal programs and services that the public rely on daily	Capital and/or Operating	Not applicable	Not applicable	NA	NA	122,658	-	122,658
	Planning - <b>New</b>	Budget transfers	To fund future planning study updates including but not limited to Official Plan background studies, Official Plan updates, community improvement plans (including provision of grants), secondary plans and zoning by-law updates	Capital and/or Operating	Minimum 2 times the cost of the most recent completed study. Maximum 10 times the cost of the most recent completed study.	2024 costs to date and PPS update - \$78,832	157,664	788,320	-	315,000	315,000
	Short-Term Accommodations	Surplus licensing fees and/or departmental tax surplus.	To mitigate any tax levy impact due to the short-term accommodations program	Operating	Maximum 1.5 times the annual cost of operating the program	2024 budgeted \$65,000	-	97,500	1,100	-	1,100
	Waste Management - <b>New</b>	Surplus departmental fees (for 2024) and Budget transfers	To mitigate the impact of changes in waste management anticipated for 2026	Operating	Anticipated increase in waste management contract upon expiration of current contract	Currently estimated at \$300,000	-	300,000	-	-	-
Discretionary Reserve Fund	East Linton Water System (ELWS)	Surplus ELWS user fees and/or budgeted transfer	Replace, renew or acquire capital assets for the ELWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$2,000,000	2,000,000	10,000,000	2,254,847	-	2,254,847
	Gateway Water System (GWS) - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	47,483	-	47,483
	GVI Sewage System	Surplus sewage system user fees and/or budgeted transfer; historical balance from GVI contributions	Replace, renew or acquire capital assets for the Sewage Treatment Plant or to mitigate annual operating costs and significant increase in sewage user fees	Capital and/or Operating	Minimum 10 times the annual revenue collected for Cobble Beach sewage. Maximum 5 times the annual revenue collected for Cobble Beach sewage.	2023 revenue collected - \$278,383	278,383	1,391,915	391,805	-	391,805
	Oxenden Water System (OWS)	Surplus OWS user fees and/or budgeted transfers	Replace, renew or acquire capital assets for the OWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$750,000	750,000	3,750,000	709,060	47,483	756,542
	Pottawatomi Water System (PWS)	Surplus PWS user fees and/or budgeted transfers	Replace, renew or acquire capital assets for the PWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$500,000	500,000	2,500,000	125,510	-	125,510

	Shallow Lake Water System (SLWS)	Surplus SLWS user fees and/or budgeted transfers	Replace, renew or acquire capital assets for the SLWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$1,500,000	1,500,000	7,500,000	1,359,659	-	1,359,659
	Wiaraton Area Fire - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	506,209	-	506,209
Obligatory Reserve Fund	Canada Community-Building Fund	Transfers pursuant to the Canada Community-Building Fund agreement	Construction, renewal or enhancements of capital assets as approved by agreement	Capital	Not applicable	Not applicable	NA	NA	308,422	-	308,422
	Parkland Dedication	Contributions under the Planning Act	Funding for future park space development	Capital	Not applicable	Not applicable	NA	NA	174,337	-	174,337
	Cash in lieu of Parking	Contributions under the Planning Act	Funding for future development	Capital	Not applicable	Not applicable	NA	NA	1,225	-	1,225

# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-066

Being a By-law to adopt the 2024 Emergency Management Plan and Program for the Township of Georgian Bluffs.

Whereas the *Emergency Management & Civil Protection Act*, R.S.O, 1990, Section 2.1 (1) requires every municipality to develop and implement an emergency management program; and

Whereas Section 2.1 (2) of the *Emergency Management & Civil Protection Act*, R.S.O, 1990, stipulates the content of each municipality's emergency management program; and

Whereas Section 14 (1) of the *Emergency Management & Civil Protection Act*, R.S.O, 1990, requires emergency management programs conform with regulatory standards, in accordance with international best practices; and

Whereas the Whereas Council of the Township of Georgian Bluffs hereby deems it necessary and expedient to adopt the 2024 Emergency Plan and Program, and the appendices therein;

Now Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. That the 2024 Emergency Plan and Program, attached hereto as Schedule 'A' and 'B' respectively, and forming part of this By-law are hereby adopted.
2. That the Township CEMC and CAO are hereby delegated the authority to make minor, administrative changes to the Emergency Plan and appendices as is necessary.
3. That the Township of Georgian Bluffs Emergency Management Program shall be reviewed annually by the CEMC, Emergency Management Program Committee and Township of Georgian Bluffs Council.
4. That By-law 2023-087 is hereby repealed.
5. That this By-law shall come into force and effect upon passing thereof.

Read a first and second time this 11th day of December 2024.

Read a third time and passed this 11th day of December 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig





# Emergency Management Program

Implemented – May 6, 2020

Reviewed – December 16, 2020

Reviewed – November 26, 2021

Reviewed – August 17, 2022

Reviewed – December 6, 2023

Reviewed – November 5, 2024

## Policy Statement

The Township of Georgian Bluffs is committed to providing residents, visitors and businesses with the highest possible service during an emergency situation, and to meeting the legislative requirements of the *Emergency Management and Civil Protection Act, 1990* through emergency response, staff training, and public education.

## Program Summary

To ensure the Township of Georgian Bluff's readiness for emergency situations and compliance with the *Emergency Management and Civil Protection Act, 1990* (the Act).

## Definitions

### **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Municipal Emergency Control Group (MECG).

### **Emergency Management Ontario (EMO)**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of Emergency Management Programs in Ontario and partnering with municipalities to assist in their Emergency Management Programs. Also referred to as EMO.

## **Head of Council**

The Mayor, acting Mayor, or designated alternate of the Municipality is the Head of Council.

## **Municipal Emergency Control Group (MECG)**

A group appointed by Council who are responsible for directing the municipal response during an emergency, including the implementation of the Township Emergency Plan and ensures co-ordination between all agencies involved.

## **Program Details**

The Emergency Management Program shall consist of the following components, as specified in section 2.1 (2) of the *Emergency Management and Civil Protection Act, 1990*, Chapter E.9 and accompanying regulation O.Reg 380/04.

## **Community Emergency Management Coordinator (CEMC)**

The Township shall appoint, by by-law, a Community Emergency Management Coordinator (CEMC), and such alternates as are deemed necessary to ensure that an appropriately qualified CEMC is available in all emergency situations. The CEMC and appointed alternates shall obtain the qualifications deemed necessary by Emergency Management Ontario.

## **Emergency Plan**

An Emergency Plan shall be developed in accordance with the Act, to govern the provision of necessary services during an emergency. The Emergency Plan shall be developed by the CEMC and Emergency Management Program Committee and adopted by Council by by-law. The Emergency Plan shall be made available to the public in an accessible format.

## **Training**

In order to ensure that the Township is fully prepared for an unexpected emergency situation, members of the Emergency Management Program Committee and the Municipal Emergency Control Group, as defined in the Emergency Plan, shall receive annual training. Such training shall be organized by the CEMC and shall meet the requirements of Emergency Management Ontario.

## **Exercises**

An Emergency Management Exercise shall be conducted annually. The nature of the exercise shall be determined by the CEMC, in collaboration with the Program Committee and may include table top or live action elements.

## **Public Education**

As required by the Act, the Township of Georgian Bluffs shall conduct public education regarding the risks to public safety and public preparedness for emergencies.

Such public education may include participation in events and initiatives such as the following:

- Emergency Preparedness Week
- Township Communications, including: annual calendars, annual newsletters.
- Social media initiatives
- Municipal website information

## **Emergency Management Program Committee**

The Township shall appoint an Emergency Management Program Committee by by-law. The Committee shall consist of the Head of Council (or alternate), the CEMC and alternates, the EIO, and members of the Township's Management team.

## **Implementation**

The Emergency Management Program shall be implemented by the CEMC with the assistance of the Emergency Management Program Committee.

Each service or agency participating in the Emergency Management Program, generally through membership in the Municipal Emergency Control Group in the case of an emergency, shall ensure adequate functional emergency procedures are in place to assist in the fulfillment of roles and responsibilities in the event of an emergency.

## **Monitoring and Review**

The Emergency Management Program and Plan will be reviewed at least annually by the CEMC and the Emergency Management Program Committee. On an annual basis, the Emergency Management Program Committee will also identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

It is the responsibility of each person, department, agency or services named within the emergency plan to notify the CEMC forthwith, of any administrative changes or of any revisions to the appendices.

## Authority

This program is established pursuant to Section 2.1 of *the Emergency Management and Civil Protection Act, 1990*, Chapter E.9, which requires a municipality to establish an Emergency Management Program.

Subject to Section 23 of the *Municipal Act, 2001*, minor amendments to the Emergency Plan are delegated to the Community Emergency Management Coordinator (CEMC) with approval by the Township CAO, after review by the Emergency Management Program Committee. Such minor changes must ensure continued compliance with legislation and the spirit and intent of the overall plan adopted by Council through by-law.

The Emergency Plan shall be brought forward to Council for approval through by-law annually.



# Emergency Plan 2024

The Township of Georgian Bluffs

## Table of Contents

Executive Summary .....	3
Definitions And Relevant Terms .....	5
<b>Part I - Introduction, Aim, Alerting System, Control Group .....</b>	<b>9</b>
Introduction .....	9
Aim .....	10
Township Alerting System.....	10
Municipal Emergency Control Group.....	10
Diagram #1 .....	12
Diagram #2 .....	13
Emergency Operations Centre.....	14
<b>Part II - Declaration Of An Emergency.....</b>	<b>19</b>
Action Prior To Declaration .....	19
Municipal Emergency.....	19
<b>Part III - Termination Of Emergency .....</b>	<b>19</b>
Municipal Emergency.....	19
<b>Part IV - Request For Provincial Assistance .....</b>	<b>20</b>
Request For Provincial Assistance.....	20
<b>Part V- Responsibilities .....</b>	<b>21</b>
Municipal Emergency Control Group.....	21
Diagram #3 .....	23
Incident Command Post.....	23
Mayor.....	24
Chief Administrative Officer.....	25
Fire Chief(S) .....	27
Treasurer .....	28
Director Of Community Services .....	29
Chief Building Official.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
Facilities Coordinator .....	31
Grey County O.P.P. Commander .....	32
Social Services Administrator.....	34
Director/Medical Officer Of Health, Grey Bruce Owen Sound Health Unit .....	36
Manager, Ambulance Operations.....	38
Community Emergency Management Coordinator .....	39
Emergency Site Manager.....	40
<b>Part VI - Emergency Support And Advisory Staff.....</b>	<b>42</b>
Emergency Support And Advisory Staff .....	42
Solicitor.....	42
Clerk .....	42
Transportation Co-Ordinator .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
Amateur Radio Emergency Service .....	43
Canadian Transport Emergency Centre.....	43
Coroner.....	43
Critical Incident Stress Support .....	43
9-1-1 .....	43
Spills Action Centre.....	43
<b>Part VII - Media And Public Relations .....</b>	<b>44</b>
Introduction .....	44
On-Site Media Spokesperson .....	44
Emergency Information Officer / Media Coordinator (Eio) .....	45
Citizen Inquiry Supervisor .....	46
<b>Part VIII - Other Local Agencies, Services And Departments .....</b>	<b>47</b>
Grey Sauble Conservation Authority .....	47
Ontario Provincial Police .....	48

Bluewater District School Board And Bruce-Grey Catholic District School Board .....	48
Hospital Administrator .....	49
<b>Part IX- Plan Maintenance, Revision, Testing And Internal Procedures .....</b>	<b>50</b>
Plan Maintenance And Revision .....	50
Testing Of Plan .....	50
Internal Procedures.....	50
<b>Part X - Appendices .....</b>	<b>51</b>



## **Executive Summary**

### **Introduction**

This Plan has been prepared in order to provide key officials, agencies and departments within the Township of Georgian Bluffs with general guidelines on handling emergency situations where a controlled and coordinated response by the Township is warranted. For specific types of situations such as Pandemic Flu Outbreaks, supplements to this Emergency Plan exist and will be adhered to by members of the Municipal Emergency Control Group.

### **Scope**

If the emergency situation is isolated to this Township, the Township is responsible for activating its Township Alerting System first. If the Municipality's Emergency Control Group determines the need to declare that an emergency exists in all, or part, of the Municipality, they will notify the Mayor of the Township of Georgian Bluffs as part of their declaration procedures. The Mayor will in turn notify the Chief Administrative Officer (CAO).

In situations where the local Head(s) of Council determines immediate assistance from the County is necessary, the local Head of Council, Warden, County and Township Chief Administrative Officers, Georgian Bluffs Police Services Board, Grey County OPP Detachment Commander, local Medical Officer of Health, Mutual Aid (Fire) Coordinator or local Fire Chief(s) will activate the County's Alerting System by contacting 9-1-1 and identifying themselves. The 9-1-1 service will then notify members of the Municipal Emergency Control Group, advise of the situation and ask them to assemble at the Emergency Operations Centre. Assembling the Municipal Emergency Control Group does not constitute declaration of an emergency.

For this Plan to be effective, it is important that all concerned parties are aware of its provisions and that every official, agency, department and local municipality are prepared to carry out their assigned functions and responsibilities in a county-wide emergency. It is the responsibility of the concerned parties to know the contents of this Plan. Testing of the Plan will assist in becoming familiar with the contents of the Plan.

### **Background**

Provincial legislation, the *Emergency Management and Civil Protection Act, RSO 1990*, is the primary authority enabling Municipalities (Townships) to develop their own Emergency Plan.

An emergency is defined as "a situation or an impending situation caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property." Major threats to the Social, Environmental, Political and/or Economic wellbeing of the community may also be considered Emergencies.

In order to protect residents, visitors, and businesses, the Township of Georgian Bluffs requires the capability to conduct a coordinated and integrated emergency response

should it be necessary. This capability is over and above the normal procedures used by emergency services during day-to-day operations.

The Township of Georgian Bluffs Municipal Emergency Management Program Committee has developed this emergency response plan in accordance with current Emergency Management doctrine, guidelines, and procedures. Every official, municipal department and agency must be prepared to carry out assigned responsibility in an emergency. All departments and agencies shall prepare plans and procedures, and conduct training that enables them to undertake their assigned roles and responsibilities under this plan.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Georgian Bluffs Emergency Response Plan may be viewed at the Township of Georgian Bluffs Municipal Office located at 177964 Grey Road #18, in Springmount, Ontario. For more information, please contact the Community Emergency Management Coordinator (CEMC).

### **Authority**

The Legislation which is short titled the *Emergency Management and Civil Protection Act, 1990* states: the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

### **Short Title**

This emergency plan may be cited as the Township of Georgian Bluffs Emergency Plan.

## Definitions and Relevant terms

### Township Staff

**Chief Administrative Officer** means: The Chief Administrative Officer or alternate for the Township of Georgian Bluffs.

**Clerk** means: The Township Clerk for the Township of Georgian Bluffs is responsible for assisting the Chief Administrative Officer, as required, including, the activation of the Township Internal Alerting System

**County Emergency Control Group** means: The County of Gray Emergency Control Group as established by the County of Grey.

**Director/Medical Officer of Health, Bruce Grey Owen Sound Health Unit** means: The Director/Medical Officer of Health of the Grey Bruce Owen Sound Health Unit or alternate.

**Facilities Manager** means: The facilities manager, or alternate, for the Township of Georgian Bluffs.

**Head of Council of Affected Municipality** means: The Mayor of the local Municipality that is affected by the emergency.

**Manager of Ambulance Operations (EMS)** means: The Manager of Ambulance Operations (EMS) for the County of Grey.

**Mayor** means: The Mayor or alternate for the Township of Georgian Bluffs

**Medical Officer of Health** means: The local Medical Officer of Health, or alternate, for the County of Grey.

**Social Services Administrator** means: The Social Services Administrator or alternate for the County of Grey.

**Solicitor** means: the Solicitor as contracted by the Township of Georgian Bluffs.

**Treasurer** means: The Treasurer for the Township of Georgian Bluffs.

## Emergency Staff

**Community Emergency Management Coordinator** means: The Community Emergency Management Coordinator will be designated by Township Council. The Community Emergency Management Coordinator acts as a resource to the Municipal Emergency Control Group and updates the Emergency Plan on an annual basis.

**Emergency Site Manager** means: Appointed by the Municipal Emergency Control Group to ensure the agencies responding are co-ordinated in their response. The Emergency Site Manager communicates directly with the Mayor at the Municipal Emergency Control Group.

**Fire Chief(s)** means: The Chief(s) or alternate having authority in the affected catchment area.

**Grey County OPP Detachment Commander** means: The Grey County OPP Detachment Commander or alternate(s) having authority in the affected catchment area.

**Municipal Emergency Control Group** means: The group of individuals directing services necessary for mitigating the effects of the emergency. The names and contact numbers for the Municipal Emergency Control Group are listed in Appendix 1. The Chief Administrative Officer is responsible for co-ordinating the operations within the Emergency Operations Centre.

**Mutual (Fire) Aid Coordinator** means: The Mutual Aid Coordinator or alternate for the County of Grey.

**On-Site Media Spokesperson** means: An On-Site Media Spokesperson may be appointed by the Emergency Site Manager at the time of the emergency. This person co-ordinates the fast, accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson works with the Media Co-ordinator to ensure information released to the media from the Site is consistent with information being released from the E.O.C. Media Information Centre.

**Social Services Support Group** means: The Grey County Social Services Department is responsible for the dissemination of information between the Grey County Social Services Administrator and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Administrator and/or the Reception/Evacuation Centre(s).

**The Citizen Inquiry Supervisor** means: During an emergency, the Canadian Red Cross or alternate will assume the role of Citizen Inquiry Supervisor. The Citizen Inquiry Supervisor is responsible for the establishment of a Citizen Inquiry Service and liaises frequently with the Media Coordinator.

**Township Emergency Information Officer (EIO)** means: During an emergency, The Township Emergency Information Officer (EIO) will liaison with the designated Ontario Provincial Police Officer of the Grey County OPP who will assume the role of the Media Coordinator. The Media Coordinator acts as the spokesperson through which all information is released and all interviews are organized. To ensure information is accurate, news releases will be reviewed by the EIO/Municipal Emergency Control Group and authorized by the Mayor. When the County of Grey and/or other Municipalities are involved in an emergency it is crucial that the media coordinator works closely with the County Emergency Information Officer to maintain consistency and timeliness of messages ensuring that one coordinated voice is speaking for the management of the emergency using one approach. This includes reviewing all public safety announcements proposed by the affected Municipalities in a timely manner so as to ensure there are no delays in allowing the release of such information to the public.

**Transportation Co-ordinator** means: During an emergency, the Transportation Co-ordinator will be appointed by the Municipality Emergency Control Group.

## Other Terms

**Citizen Inquiry Service** means: A service established by the Citizen Inquiry Supervisor to respond to and redirect inquiries and reports from the public.

**Emergency Area** means: The area in which the emergency exists.

**Emergency Operations Centre** means: The location from which the Municipal Emergency Control Group operates. The addresses for the Emergency Operations Centres and alternates are listed in Appendix 2. For brevity, the Emergency Operations Centre is referred to as the E.O.C.

**Inner Perimeter** means: A restricted area in the immediate vicinity of the emergency site established by the On-Site Commanders (police/fire/ambulance). Access is restricted to essential emergency personnel actively involved in the occurrence.

**Media Information Centre** means: The location at, or near, the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. The location will be determined at the time of the emergency, or as designated by the Media Coordinator.

**On-Site Media Information Centre** means: The location at or near the site from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Site Media Spokesperson, with the approval of the Emergency Site Manager.

**Outer Perimeter** means: The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

**Reception/Evacuation Centre** means: A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. A list of possible evacuation centres is listed in Appendix 11.

**Recovery** means: The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

**Triage** means: The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

## **Part I - Introduction, Aim, Alerting System, Control Group**

### **Introduction**

Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. firefighting, police activities, normal hospital routines, ambulance routines.

While most peacetime emergencies could occur within the geographical area of responsibility of the Township of Georgian Bluffs, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

### **County of Grey Assistance:**

If a local municipality declares an emergency and determines that they require further assistance from the County of Grey, the local Head of Council can request County support by notifying the Warden. The Warden will in turn contact the County Chief Administrative Officer who will notify the appropriate department head(s). If the situation requires a significant amount of County resources or the Warden decides, in consultation with the local Head(s) of Council, that the emergency response activities could be better directed by the County, the Warden will notify 9-1-1 to activate the County Alerting System.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify 9-1-1 to assemble the County Control Group. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Control Groups cease. As identified in Appendix 1, selected members of the local Municipal Emergency Control Group will become part of the County's Control Group.



## **Aim**

The aim of this Emergency Plan is to outline how the Township of Georgian Bluffs will coordinate and organize its resources in an effort to mitigate a large-scale emergency to provide the earliest possible response to:

- i. protect and preserve life and property;
- ii. assist local municipalities as requested;
- iii. minimize the effects of the emergency on the Township of Georgian Bluffs; and
- iv. Restore essential services.

This plan does not intend to identify counter measures for all conceivable crisis situations, but rather develop a standard procedure from which Township authorities can monitor the incident, obtain additional support, and direct a controlled response.

## **Township Alerting System**

The Mayor, Chief Administrative Officer, the Mutual Aid Coordinator, the local Fire Chief(s) and the local Medical Officer of Health may request that 9-1-1 assemble the Municipal Emergency Control Group.

9-1-1 is responsible for alerting members of the Municipal Emergency Control Group, affected municipal representatives and Provincial Ministries, as required (refer to Appendices 6 through 8). The emergency alert will (1) apprise group members of the situation and (2) notify them to congregate at the designated Emergency Operations Centre (EOC). If a group member is unavailable or unable to fulfill his/her duties, a designated alternate will be notified. If this individual is also unavailable, the remaining members of the County Control group will designate a suitable alternate.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify 9-1-1 to assemble the County Control Group. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Control Groups cease. As identified in Appendix 1, selected members of the local municipality Control Groups will become part of the County's Control Group.

The Township Alerting System is illustrated in Diagram 1 of this Plan.

## **Municipal Emergency Control Group**

The Municipal Emergency Control Group is comprised of persons holding the following positions:

- (i) Mayor
- (ii) One other member of Council, as directed by Council
- (iii) Chief Administrative Officer
- (iv) Deputy CAO
- (v) Director of Community and Environmental Services
- (vi) Director of Corporate Services
- (vii) Director of Development Services
- (viii) Township Clerk
- (ix) Township Treasurer
- (x) Communications Specialist
- (xi) Facilities Coordinator
- (xii) Grey County O.P.P. Designate
- (xiii) Grey County Social Services Administrator
- (xiv) Director/Medical Officer of Health
- (xv) Local Fire Chief(s)
- (xvi) Community Emergency Management Coordinator
- (xvii) Manager of Ambulance Operations – County of Grey;
- (xviii) Any other members of Township staff as directed by the Mayor and CAO

Additional personnel called or added to the Municipal Emergency Control Group may include:

- (i) Members of Council and/or staff members  
Refer to Appendix 8, “Local Municipal Contacts” for contact information;
- (ii) Grey/Sauble Conservation Authority representative;
- (iii) Hydro One representative;
- (iv) Provincial Representative;
- (v) A representative of Bell Canada, GB Tel.
- (vi) Community Nursing Services;
- (vii) Children’s Aid Society/s;
- (viii) Any other officials, experts or representatives deemed necessary by the Municipal Emergency Control Group.
- (ix) Grey Bruce Health Services
- (x) Red Cross

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the **notification of all members** of the Municipal Emergency Control Group.

# Township Alerting System

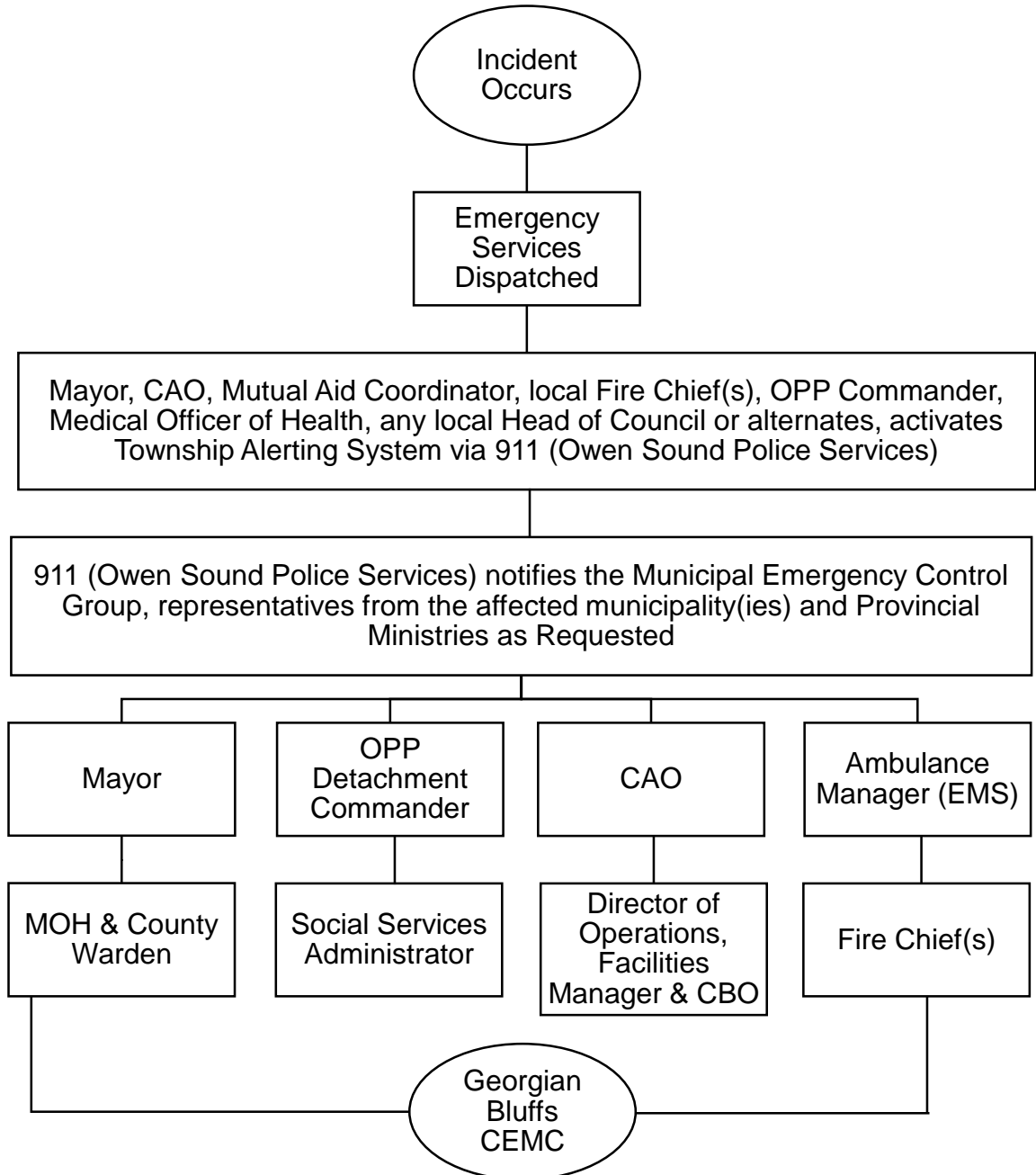
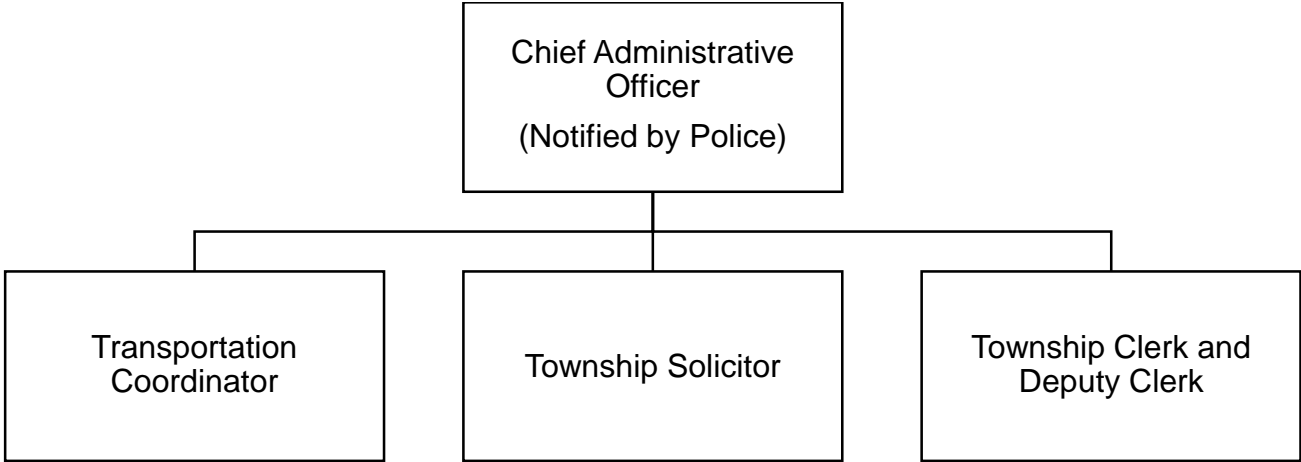


Diagram #2

# Internal Alerting System



## **Emergency Operations Centre**

In the event of an emergency, an Emergency Operations Centre (EOC) will be established within the Township of Georgian Bluffs. The Municipal Emergency Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Chief Administrative Officer is responsible for the **co-ordination of all operations** within the Emergency Operations Centre.

### **The Emergency Operations Centre will consist of:**

1. A meeting room for the Municipal Emergency Control Group which is the Council Chambers in the Municipal Building;
2. A Communications Room (Meeting Room in the Municipal Building);
3. A room for Health and Social Services (General Office Area of the Municipal Building)
4. Rooms for Emergency Support and Advisory Staff and other groups as required; and
5. A Media Information Centre and Press Conference Area will be designated at the time of the emergency and depending on the kind of emergency.

### **Location**

The primary location of the Emergency Operations Centre is the Township of Georgian Bluffs Administrative Building Council Chambers. If a situation arises where this site is inappropriate, the Emergency Site Manager or the Mayor will determine a suitable location for the EOC. A list of designated secondary Emergency Operations Centres is located in Appendix 2.

### **Features**

- a) The Administrative Building (the Building) has a natural gas backup generator permanently installed on site.
- b) The Building is heated by Natural Gas, however in the event that the supply of natural gas is interrupted, the EOC will transfer to the backup EOC building at the Shallow Lake Community Centre.
- c) The Building is supplied with water from a drilled well on Municipal property. In the event of a power outage, the Municipality has a backup generator able to supply water to this building.

## **Municipal Emergency Control Group Meeting Room**

The Municipal Emergency Control Group Meeting Room is a secure and quiet room located in the Council Chambers.

To promote an effective emergency meeting, this room will be equipped with:

1. A map(s) of suitable scale, depicting up-to-date information related to the emergency;
2. A visual board depicting up-to-date status information on the emergency;
3. A recording device and tapes suitable for recording Municipal Emergency Control Group meetings;
4. 2 (two) telephones for outgoing calls only.

## **Communication Room**

While the Municipal Emergency Control Group is engaged in meetings, assistants will be available to take messages and convey their decisions. Therefore, the Communication Room will be a separate room but in close proximity to the Municipal Emergency Control Group's, Emergency Operations Centre.

To be effective, the Communication Room will be the Meeting Room in the Municipal Building, and it is to include:

1. A map(s) of suitable scale depicting up-to-date information related to the emergency;
2. A visual board depicting up-to-date status information on the emergency;
3. A chronological log of all significant communications and events related to the emergency;
4. Sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators will be considered; and
5. All emergency or support services, with radio communication equipment, will utilize this equipment in the Communication Room.

Each member of the Municipal Emergency Control Group will designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assistance as otherwise required.

The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Municipal Emergency Control Group and other key locations.

## **Communications Manager – EOC Communications Room**

A Communications Manager will be designated by the Township Chief Administrative Officer to co-ordinate activities and communications within the Communication Room. The Communications Manager and an Assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.

The Communications Manager is responsible for:

- a) Providing the Township Chief Administrative Officer with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
- b) Providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
- c) Co-ordinating and prioritizing the flow of messages between the Communication Room and the Municipal Emergency Control Group, and other desired groups or locations;
- d) Maintenance of a chronological log of significant communications and events;
- e) Maintenance of a situation or status board;
- f) Maintenance of a map(s) containing vital information relative to the emergency;
- g) Making arrangements to obtain private sector communications equipment and facilities, if traditional systems are inoperative;
- h) Activating the emergency notification system of the local amateur radio operators' group, if appropriate.



## **Emergency Re-Fuelling Centre.**

In certain situations, fuel may not be available at the normal re-fuelling centres i.e. service stations. The Township has designated an emergency re-fuelling centre where an extra supply of clear and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply if necessary. Appendix 17 identifies the location of the Emergency Re-Fuelling Centre, maximum fuel available, and the average amount of fuel traditionally on hand along with a list of those organizations which have requested permission to access this supply if no other sources are available.

## **Resident Evacuation.**

In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, in an effort to ensure residents are not directly threatened by a crisis.

## **Evacuation Order.**

The Mayor, in consultation with the Municipal Emergency Control Group, will order the Police to evacuate residents from any area endangered by a crisis. A copy of an Evacuation Order is provided in Appendix 16. In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the Municipal Emergency Control Group to include the Fire Department in the execution of the evacuation. If citizens are immediately threatened, the senior Police or Fire Department official at the Site will issue an evacuation order.

## **Notification.**

The Police or Fire Departments will be responsible for notifying all individuals directly threatened by the incident. Depending upon the circumstances, residents will be advised to (1) leave the area or (2) assemble at an Evacuation Centre for registration and shelter provision. The chief official at the emergency site will update the Municipal Emergency Control Group on evacuation proceedings, as well as providing an estimate on the number of residents being relocated.

## **Inspection and Demolition.**

Municipal Building Officials are responsible for the Inspection of buildings damaged by the disaster prior to their re-occupation. Any decision to demolish unsafe structures should be made in consultation with qualified authorities, including the municipal engineering service.

## **Financial Compensation.**

All individuals and agencies assisting in disaster relief operations may be compensated by the affected municipalities. Invoices related to emergency response operations should be forwarded to the Township Treasurer, who will prepare a damage report for Township Council.

Disaster Recovery Assistance for Ontarians (DRAO) is a program that can help you recover costs after a natural disaster. They may activate DRAO for damage to private property if there is a sudden, unexpected natural event, such as a flood, or tornado that causes costly and widespread damage in your area. If eligible, reimbursement may be made available for cleanup expenses, cost to repair to, or replace, essential property and/or basic emergency expenses like evacuation travel costs. Further information on the process for applying for DRAO funding is available by contacting the representative of the Ministry of Municipal Affairs.

## **Employee Remuneration.**

As indicated in Section 1(2)(c) of the *Worker's Compensation Act, 1990* all employees of the Township of Georgian Bluffs involved in emergency activities will receive earnings equivalent to their regular employment.

## **Damage Claims.**

Residents affected by the disaster can petition their municipalities to submit a damage claim to the Disaster Recovery Assistance for Ontarians (DRAO). As public property is not recoverable under the DRAO, the Township will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Mayor can petition the Premier for additional financial support. The representative of the Ministry of Municipal Affairs will provide further information on the DRAO.

## **Liability for Actions.**

Under Section 11 of the *Emergency Management and Civil Protection Act, 1990* no employee or registered volunteer of the Township will be held responsible for actions taken or omitted during an emergency, granted these individuals were acting in good faith. In contrast, the Corporation of the Township of Georgian Bluffs can be held liable for any actions taken or omitted during an emergency.

## **Right of Action.**

Section 12 of the *Emergency Management and Civil Protection Act, 1990* states that where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board.

## Part II - Declaration of an Emergency

### Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the Township of Georgian Bluffs.

### Municipal Emergency

The Mayor is responsible for declaring that a township-wide emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Municipal Emergency Control Group. Upon such declaration, the Mayor notifies:

- (i) The Minister of the Solicitor General through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
- (ii) Chief Administrative Officer;
- (iii) Council of the Township Georgian Bluffs;
- (iv) Grey County Warden.
- (v) The Mayor ensures the public, the media, local Municipal Officials and neighbouring counties are also advised of the declaration and of an emergency.
- (vi) The Mayor ensures notification of the M.P. and the M.P.P.

## Part III - Termination of Emergency

### Municipal Emergency

- a) A municipal emergency may be declared terminated at any time by:
  - (i) The Mayor; or
  - (ii) The Premier of Ontario.
- b) Upon termination of a Municipal Emergency, the Mayor notifies:
  - (i) the Grey County Warden; and
  - (ii) The Ministry of Solicitor General through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
  - (iii) the Mayor ensures notification of termination to public, media, and local municipal officials is completed;
  - (iv) The Mayor ensures notification to the M.P. and the M.P.P.

## Part IV - Request for Provincial Assistance

### Request for Provincial Assistance

Departments or agencies responding in accordance with the Township of Georgian Bluffs Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

When the resources of the Township are deemed insufficient, the Mayor or alternate may request assistance from the Province of Ontario.

Such a request shall be made to the **Ministry of Solicitor General through Emergency Management Ontario (416) 314-0472 or (416) 314-0473 or toll free at (866) 314-0472**. During an emergency, assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario can be contacted 24/7 through their Duty Officer at **(416) 314-0472 or (416) 314-0473**. Call toll free at **(866) 314-0472**. Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario will send a staff member(s) to the Township of Georgian Bluffs to provide provincial liaison.

Under the *Emergency Management and Civil Protection Act, 1990*, the Premier of Ontario may:

- (i) Upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
- (ii) Exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
- (iii) Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
- (iv) Require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

## **Part V- Responsibilities**

The following section outlines responsibilities that will be carried out at the discretion of each individual or agency, or at the request of the Municipality Emergency Control Group. For all officials responding to emergencies, it is essential that:

- (a) All actions are made in good faith and are not contrary to law;
- (b) Precautions are taken to ensure the safety and welfare of any employee or volunteer under their control.

### **Municipal Emergency Control Group**

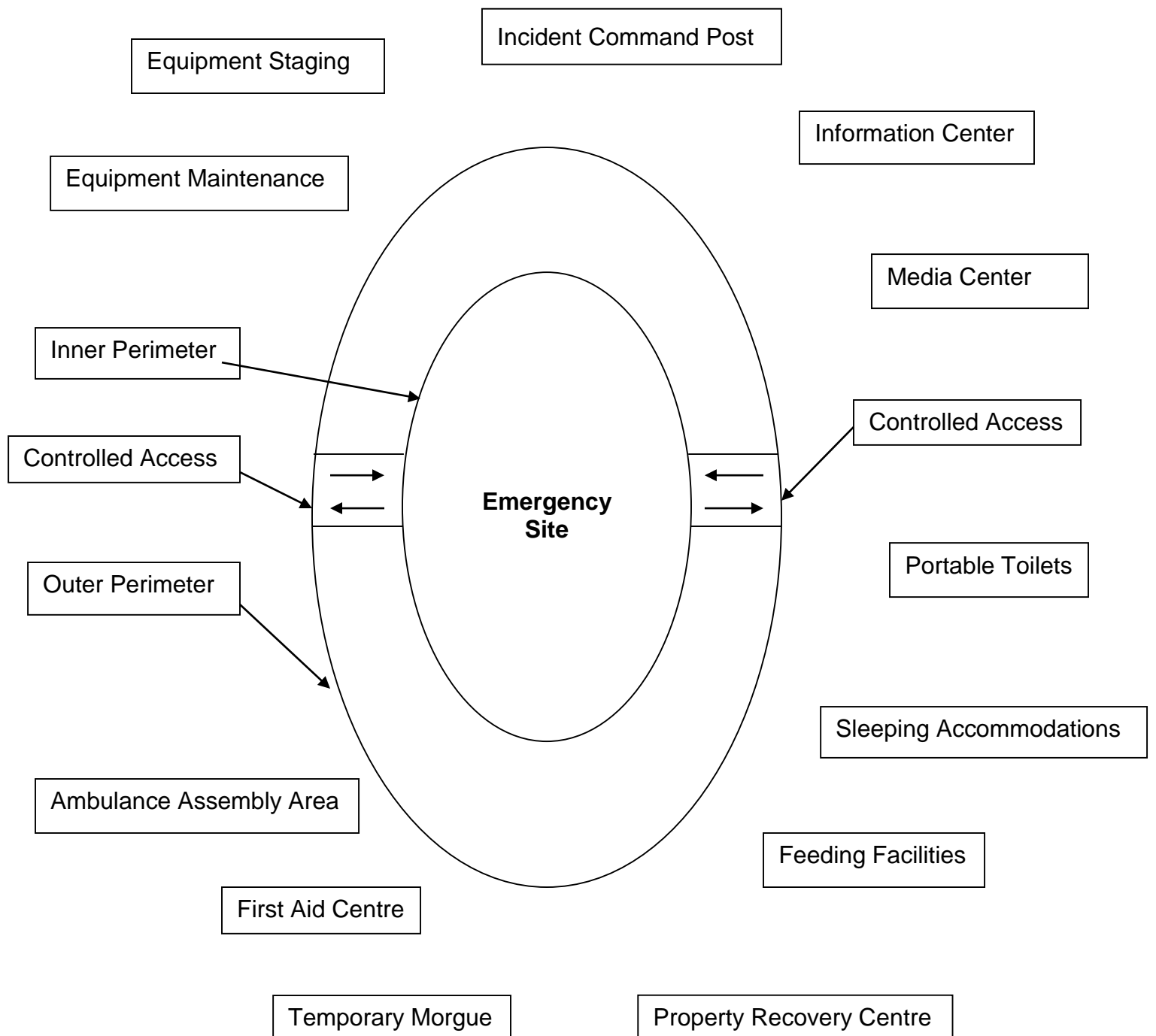
In an emergency situation, the Municipal Emergency Control Group acts as the coordinating body for all Township emergency services and are responsible for:

- (a) Assembling at the Emergency Operation Centre (*EOC*) at the request of the Emergency Alert;
- (b) Delegating a suitable alternate for any Municipal Emergency Control Group member and their alternate who is absent or unable to act;
- (c) Meeting as a group to exchange information, assess the situation and determine the appropriate response procedure;
- (d) Requesting resources from any agency or service prior to the declaration of a township-wide emergency, as required;
- (e) Advising the Mayor on the need to declare an emergency in all, or part, of the Township;
- (f) Appointing an Emergency Site Manager from the criteria outlined in this plan;
- (g) Appointing an individual possessing experience with the emergency communications network to act as the Communication Manager;
- (h) Advising the Mayor on the need to discontinue any utility or service provided by public or private organizations that directly threatens the welfare of residents or “emergency workers” (see Appendix 5);
- (i) Identifying areas where Township personnel and equipment will be assembled, as required;
- (j) Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Township control as considered necessary (see Appendices 6 through 8 and 19);
- (k) Appointing an individual possessing experience in media relations to act as a Media Coordinator, in order to release accurate and relevant information on emergency operations to the public;

- (l) Determining the need to establish a Media Information Centre and requesting the Emergency Information Officer (EIO) to manage the facility;
- (m) Identifying locations where “Emergency Centres” can be established to register volunteers, shelter evacuees and provide medical assistance, as necessary;
- (n) Determining if additional volunteers are required and if appeals for volunteers are warranted;
- (o) Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- (p) Determining the need to replace the lead agency responsible for on-Site operations with a department more suitable for emergency recovery activities;
- (q) Appointing a lead agency for emergency recovery operations, if the situation has changed and another agency would be more appropriate;
- (r) Determining the need to establish advisory group(s) and/or sub-committees;
- (s) Appointing an Emergency Site Manager for emergency recovery operations in accordance with this emergency plan;
- (t) Ensuring that all organizations under its direction are notified when the emergency is terminated;
- (u) Coordinating a debriefing session for all emergency workers after the emergency has been terminated;
- (v) Designating any area of the Township as an “emergency area”
- (w) Authorizing expenditure of monies required to deal with the emergency;
- (x) Prior to the termination of an emergency, the Municipal Emergency Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan, Refer to Appendix 19;
- (y) Participating in the debriefing following the emergency;
- (z) Providing support for on-site emergency workers during and post incident;
- (aa) Providing critical incident stress management for members of the Emergency Operations Centre;
- (bb) Recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management.

Diagram #3

# Emergency Site Design





## Mayor

In an emergency situation, the Mayor, or alternate, is ultimately in charge and is the Chair of the Municipal Emergency Control Group responsible for:

- (a) Consulting with officials from the emergency area and Township to activate the Township Alerting System through 9-1-1 if required
- (b) Declaring an emergency to exist and upon declaration authorize all Township Control decisions, including the;
  - (i) Evacuation of persons within the emergency area who are in danger or whose presence hinders emergency operations;
  - (ii) Discontinuation of any service which constitutes a hazard to residents or emergency workers;
  - (iii) Appeal for assistance from senior levels of government and any public or private agencies not under municipal control;
  - (iv) Contribution of Township funds for emergency response.
- (c) Declaring an emergency to be terminated;
- (d) Notifying the Minister of the Solicitor General of the declaration of an emergency and the termination of the declaration of an emergency;
- (e) With the assistance of Township Staff, ensure municipal officials are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- (f) Determining an alternative Emergency Operations Centre (EOC), if the Municipal Building is not appropriate.
- (g) Ensuring that the public, the media, municipal officials, the MP and the MPP are advised of both the declaration and termination of an emergency;
- (h) Ensuring Township Council is kept informed on the operations and decisions of the Municipal Emergency Control Group;
- (i) Approving, in consultation with the Municipal Emergency Control Group, major announcements and media releases;
- (j) Advising the Chief Administrative Officer to notify the Emergency Support and Advisory Staff and any other Township Staff that are required

## **Chief Administrative Officer**

In an emergency situation, the Chief Administrative Officer is responsible for:

- (a) Briefing the Mayor of any requests for assistance by local municipalities and consulting with him/her on the need to assemble the Municipal Emergency Control Group;
- (b) Activating the Township Alerting System through 9-1-1 if required;
- (c) Activating the Township Internal Alerting System if required;
- (d) Ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre (EOC) Communications Room;
- (e) Acting as the chief advisor to the Mayor on the Township of Georgian Bluffs policies and procedures as appropriate;
- (f) Ensuring the Municipal Emergency Control Group adheres to a reporting or business cycle, whereby the Municipal Emergency Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the EOC and ensures all decisions made and actions taken by the Municipal Emergency Control Group are recorded;
- (g) Maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
- (h) Approving major announcements and media releases prepared by the Media Co-ordinator, in consultation with the Municipal Emergency Control Group;
- (i) The provision of support staff to assist the Municipal Emergency Control Group in the co-ordination, collection and dissemination of information relative to the emergency;
- (j) Ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
- (k) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;
- (l) Ensuring that all key officials or the affected municipalities are notified to assemble at the Municipality Emergency Control Group;
- (m) Coordinating all activities of the EOC, including the provision of clerical staff and scheduling of meeting rooms;

- (n) Ensuring that all members of the Municipal Emergency Control Group are supplied with the necessary materials and communication devices to fulfill their emergency response duties;
- (o) Co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- (p) Upon direction from the Mayor, arranging a special meeting(s) of Township Council as required, and advising members of Council of the time, date, and location of the meeting;
- (q) Procuring staff to assist as required;

## **Fire Chief(s)**

In an emergency situation, the Fire Chief is responsible for:

- (a) Activating the Township Alerting System through 9-1-1, if required;
- (b) Making arrangements for the required additional fire or emergency team responses;
- (c) Advising the Municipal Emergency Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- (d) The establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;
- (e) The protection of life and property;
- (f) Providing an Emergency Site Manager, if required;
- (g) Organizing and co-ordinating their firefighting and rescue service;
- (h) Exercising control of the Fire Department(s), and any responding firefighting apparatus and manpower;
- (i) Liaising with the Fire Chief(s)/Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (j) Participating in a debriefing
- (k) Coordinating evacuation procedures, if required
- (g) Providing assistance to other agencies in large scale non-firefighting operations, including search and rescue, first aid and casualty collection, as appropriate;
- (h) Acting as a liaison with Provincial Ministries in a hazardous spill or forest fire situation;
- (l) Maintaining the usual responsibilities of the Fire Department(s);
- (j) Preparing a report outlining the Fire Department(s)' emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## Treasurer

In an emergency situation, the Treasurer of the Township of Georgian Bluffs, is responsible for:

- (a) Providing the Municipal Emergency Control Group with information and advice on financial matters, as they relate to the emergency;
- (b) Assuming the role of the Purchasing Coordinator or appointing an individual knowledgeable in the acquisition of materials to fulfill this responsibility;
- (c) Maintaining a record of all expenditures incurred during crisis relief activities;
- (d) Acting as a liaison with Treasurers of local municipalities;
- (e) Ensuring that all emergency response organizations maintain records of expenses incurred in relief operations;
- (f) Preparing a claim of the costs attributed to emergency operations and submitting this document to Township Council;
- (g) Maintaining the usual responsibilities of the Township Treasurer;
- (h) Preparing a report outlining the Treasurer's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.
- (i) The provision and securing of equipment and supplies not owned by the Township of Georgian Bluffs, as required by members of the Municipal Emergency Control Group and the Emergency Support and Advisory Staff, to mitigate the effects of the emergency;
- (j) Should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Mayor and Chief Administrative Officer or alternate(s) to resolve the matter;
- (k) Liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (l) Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (m) Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (n) Procuring staff to assist, as required.

## **Director of Community and Environmental Services**

In an emergency situation, the Director of Community Services is responsible for:

- (a) Coordinating the emergency response activities of the Roads Department;
- (b) The maintenance, construction, and repair of Township roads;
- (c) Designating an Emergency Site Manager from Roads Department personnel, if requested;
- (d) Providing the Municipal Emergency Control Group with information and advice on engineering and road-related matters;
- (e) Acting as a liaison with the senior public works officials from the affected municipalities;
- (f) Assisting in traffic control and evacuations by clearing emergency routes, marking obstacles and providing road signs, as appropriate;
- (g) Arranging for additional support from any industrial, engineering or construction companies that can assist emergency operations;
- (h) Working in conjunction with local conservation authorities and the Ministry of Natural Resources to coordinate the Township's response to a flood-related emergency;
- (i) Maintaining the usual responsibilities of the Roads Department;
- (j) Providing Township vehicles and equipment as required by any emergency service and ensuring that all vehicles and equipment - are ready for immediate use;
- (k) Procuring staff to assist, as required;
- (l) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (m) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination;
- (n) Maintaining an up-to-date inventory of supplies and equipment available within the Roads Department that might be required by the Municipal Emergency Control Group in an emergency.

## **Director of Development and Infrastructure Services**

In an emergency situation, the Director of Development and Infrastructure Services is responsible for:

- (a) Coordinating the emergency response activities of the Township building department;
- (b) The maintenance and examination, of buildings within the Township;
- (c) Providing the Municipal Emergency Control Group with information and advice on building safety;
- (d) Acting as a liaison with local building officials to determine (1) The structural safety of buildings affected by the disaster and (2) The need to demolish unsafe structures;
- (e) Maintaining the usual responsibilities of the Building Department;
- (f) Procuring staff to assist as required;
- (g) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (h) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administration Officer within two weeks following an emergency termination.

## **Facilities Coordinator**

In an emergency situation, the Facilities Coordinator is responsible for;

- (a) Coordinating emergency response activities of the Township facilities;
- (b) The maintenance and examination, of facilities within the Township;
- (c) Designing an emergency site manager from the facilities department when so directed;
- (d) Maintaining the usual responsibilities of the Facilities Department;
- (e) Procuring staff to assist as required;
- (f) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (g) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administration Officer within two weeks following an emergency termination.



## **Grey County O.P.P. Commander**

In an emergency situation, the Grey County O.P.P. Commander is responsible for:

- (a) Notification of necessary emergency services as required;
- (b) The establishment of an On-Site Command Post;
- (c) Ensuring that a communication link is established between the Municipal Emergency Control Group and the On-Site Command Post;
- (d) The establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (e) The establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- (f) The provision of traffic control to facilitate the movement of emergency vehicles;
- (g) Alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres;
- (h) The designation and initial opening of appropriate Evacuation Centres, as required;
- (i) Immediate alerting of the Administrator of Grey County Social Services regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (j) Where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Administrator of Grey County Social Services in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (k) The protection of life and property and the provision of law and order;
- (l) The provision of police service at Evacuation Centres, morgues and other facilities as required;
- (m) Notifying the coroner of fatalities and establishing temporary morgues, when required;
- (n) Providing an Emergency Site Manager if required;

- (o) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling the responsibilities;
- (p) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;
- (q) Acting as a liaison with other police agencies and arranging for additional police support, if necessary;
- (r) Maintaining the usual responsibilities of the O.P.P.;
- (s) Preparing a report outlining the O.P.P. emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## **Social Services Administrator**

In an emergency situation, the Administrator of Grey County Social Services is responsible for:

- (a) The management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Grey County Social Services Emergency Response Plan;
- (b) Liaising with the Grey County O.P.P. Commander with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (c) Designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the Grey County O.P.P. Commander regarding the locations of additional/secondary Reception/Evacuation Centres. Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;
- (d) Ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that Staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
- (e) Ensuring Volunteer Registration Forms (Appendix 18) are completed and a copy of each form is retained for Township use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct Staff to record specifically required details. After the termination of the emergency, the Volunteer Registration Forms must be delivered within 24 hours to the Chief Administrative Officer
- (f) Liaising with Township Treasurer for the purchase of food and supplies for “emergency workers” and Emergency Operations Centre staff; as required;
- (g) Acting as a liaison with public and private nursing care homes in the Township, as required;
- (h) Maintaining the usual responsibilities of the Social Services Department;

- (i) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.
- (j) Ensure emergency workers complete the necessary registration forms, and a copy of each agreement is retained for Township records;
- (k) Ensure identification cards are issued to emergency workers, where practical.
- (l) Co-ordinating offers of and appeals for volunteers and/or human resources in conjunction with the Media Co-ordinator and under the direction of the Municipal Emergency Control Group;
- (m) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- (n) Ensure food and supplies for "emergency workers", Emergency Operations Centre Staff and the Reception/Evacuation Centres are properly secured.
- (o) Procuring staff to assist, as required.

## **Director/Medical Officer of Health, Grey Bruce Owen Sound Health Unit**

In an emergency situation, the Director/Medical Officer of Health of the Bruce Grey Owen Sound Health Unit is responsible for:

- (a) Acting as a co-ordinating link for all health services at the Municipal Emergency Control Group;
- (b) Liaising with the Provincial Ministry of Health, Public Health Branch;
- (c) Providing advice to the Mayor on any matters, which may adversely affect public health;
- (d) Providing authoritative instructions on health and safety matters to the public through the Media Co-ordinator;
- (e) Co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (f) Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (g) Ensuring co-ordination of all efforts to prevent and control disease in the Township during an emergency;
- (h) Notifying the Township Operations Manager regarding the need for potable water supplies and sanitation facilities;
- (i) Assuring the implementation of casualty distribution procedures; first aid and morgue;
- (j) Liaising with the Administrator of Grey County Social Services on areas of mutual concern regarding operations in Evacuation Centres;
- (k) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (l) Assessing the emergency situation and determining its potential impact on public health;
- (m) Designating an Emergency Site Manager from Health Department personnel, if requested;
- (n) Coordinating the emergency response activities of the Health Department's Nursing and Public Health Inspection Teams;
- (o) Coordinating all efforts to prevent and control the spread of disease during an emergency;

- (p) Preparing a report outlining the Health Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## **Manager, Ambulance Operations**

In an emergency situation, the Manager of Ambulance Operations is responsible for:

- (a) Liaising with Police, Fire and other agencies active at the site of the emergency;
- (b) Liaising with the Medical Officer of Health;
- (c) Ensuring triage and treatment at the site of the emergency;
- (d) Liaising with hospitals for the efficient distribution of casualties;
- (e) Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the site for these medical teams.
- (f) Assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. ambulance buses, support units, paramedics, ambulance helicopters, etc. The representative of the Ambulance Service is then responsible for forwarding all requests to the Ambulance Communication Centre;
- (g) In conjunction with the Ambulance Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying the Warden who will notify Emergency Management of Ontario of requests for assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- (h) Liaising through the Administrator of Grey County Social Services/ Grey County Health Unit / Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require ambulance transportation;
- (i) Assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- (j) Ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s);
- (j) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;

## **Community Emergency Management Coordinator**

The Community Emergency Management Coordinator is responsible for:

- (a) If required, assist the Chief Administrative Officer in activating the Township of Georgian Bluffs Internal Alerting system;
- (b) Acting in a resource and advisory capacity to the Municipal Emergency Control Group and other emergency and support staff on emergency planning matters, as required;
- (c) Co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- (d) Maintain Emergency Operations Centre equipment and material;
- (e) Schedule training of staff annually;
- (f) Review plan annually;
- (g) Receive updates to Plan and update Plan.
- (h) Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;



## **Emergency Site Manager**

The Emergency Site Manager (ESC) will be **appointed** by the Municipal Emergency Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The Emergency Site Manager shall report directly to the Mayor. Selection of the Emergency Site Manager will take into consideration the following:

- a) Availability and approval of their agency;
- b) Training and field experience; and
- c) Knowledge of responding agencies, responsibilities and resources.

The **Emergency Site Manager**, upon appointment by the Municipal Emergency Control Group, has the authority to:

- a) Call meetings of the responding agency commanders for information sharing, evaluating the situation, prioritizing emergency response, delegating tasks and tactics to the responding groups and determining any extenuating factors which will affect emergency response operations;
- b) Mediate conflicts between agencies and to contact the Mayor at the Municipal Emergency Control Group should he/she be unable to resolve the matter;
- c) Request assistance from responding agencies for communications and other emergency site management tools;
- d) Appoint an on-site Media Spokesperson, i.e. police officer with media training background.

The **Emergency Site Manager** is responsible for:

- a) Ensuring that priorities, tasks and tactics have been established to contain the problem;
- b) In consultation with the responding emergency service agencies, define the inner and outer perimeters;
- c) Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
- d) Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief;
- e) Maintaining a communication link with the Mayor at the Municipal Emergency Control Group for the flow of accurate information and assistance in management of the emergency;

- f) Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
- g) Monitoring the operation of the site management and make suggestions where appropriate;
- h) Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
- i) Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
- j) Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Municipal Emergency Control Group is managing the day-to-day Township operations in our community;
- k) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.
- l) Assessing the existing resources at the site and notifying the Municipal Emergency Control Group when additional materials, administrative staff and medical services are required;
- m) Maintaining a communication link with the Communications Manager;
- n) Establishing a command post at the emergency site, if appropriate;
- o) Assuming the role of On-Site Media Coordinator, or delegating an official trained in media relations to fulfill this responsibility.

## **Part VI - Emergency Support and Advisory Staff**

### **Emergency Support and Advisory Staff**

Upon direction from the Mayor, the Chief Administrative Officer notifies the required Emergency Support and Advisory Staff (and any other required Township Staff) to report to the Emergency Operations Centre. The following Township Staff may be required to provide support, logistics and advice to the Municipal Emergency Control Group:

1. Solicitor
2. Clerk

#### **Solicitor**

The provision of advice to any member of the Municipal Emergency Control Group and the Emergency Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of Georgian Bluffs in its response to the emergency, as requested.

#### **Clerk**

1. Assists the Chief Administrative Officer, as required, including the activation of the Township Internal Alerting System;
2. Maintains a log, outlining decisions made and actions taken by the Municipal Emergency Control Group, and submits a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency as required;
3. Provides identification cards to Municipal Emergency Control Group members and support Staff.

## **Amateur Radio Emergency Service (ARES)**

When traditional methods of communication are not functioning effectively, the Chief Administrative Officer, or delegate, will request the assistance of a local representative of the Amateur Radio Emergency Service. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

## **Canadian Transport Emergency Centre (CANUTEC)**

In a transport-related accident involving dangerous goods, Transport Canada's CANUTEC provides information on handling these materials. The MECC can directly notify CANUTEC, or the Spills Action Centre may request its assistance.

## **Coroner**

When an incident has caused death, the Regional Coroner must be immediately notified by the senior official at the emergency site, or delegate. The coroner has the authority to take possession of the body or authorize a qualified official to secure the body. When necessary, the Coroner will also advise the Municipal Emergency Control Group on the establishment of a temporary morgue.

## **Critical Incident Stress (CIS) Support**

Individuals trained in Critical Incident Stress may be requested to support residents and emergency workers recovering from traumatic experiences.

## **9-1-1**

Provides the primary means to notify emergency crews during the early stages of a crisis. For this reason, when requested, 9-1-1 will carry out the Township Alerting System by notifying all Municipal Emergency Control Group members.

## **Spills Action Centre**

When a dangerous spill of pollutants has occurred, the Ministry of Environment and Energy's Spills Action Centre must be contacted. Emergency Management of Ontario Office should be notified. The Spills Action Centre will provide advice and investigate the incident.

## **Part VII - Media and Public Relations**

### **Introduction**

Upon implementation of this Emergency Plan, it is important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency. In order to fulfill these functions during an emergency, the following positions will be established:

1. An On-Site Media Spokesperson will be appointed by the Emergency Site Manager;
2. The Media Co-ordinator (EIO) will report directly to the Chief Administrative Officer;
3. The Canadian Red Cross Society will assume the role of Citizen Inquiry Supervisor.

Depending on the scale of the emergency, there may be a need to establish two Media Information Centres - one near the site (the On-Site Media Information Centre) and the other near the Emergency Operations Centre (EOC Media Information Centre). In some cases, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the EOC Media Information Centre.

### **On-Site Media Spokesperson**

The On-Site Media Spokesperson will be appointed by the Emergency Site Manager and is responsible for:

- a) Establishing and co-ordinating an On-Site Media Information Centre in a safe, appropriate location, at or near the site, for the media to assemble;
- b) Establishing a communication link and liaising regularly with the Media Co-ordinator (EIO) at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Site Media Information Centre is consistent with that released by the Media Co-ordinator at the EOC Media Information Centre;
- c) Redirecting all inquiries regarding decisions made by the Municipal Emergency Control Group and the emergency as a whole, to the Media Co-ordinator at the Emergency Operations Centre;
- d) Responding to inquiries from the media pertaining to the site only;

- e) Advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Site Media Information Centre:
  - (i) Media Co-ordinator (EIO)
  - (ii) Emergency Site Manager
  - (iii) Police Media Relations Officer
  - (iv) Emergency services personnel at site (where possible)
  - (v) Any other appropriate personnel or agencies.
- f) Controlling and redirecting media to the On-Site Media Information Centre;
- g) Where necessary and appropriate, co-ordinating media photograph sessions at the site;
- h) Co-ordinating on-site interviews between the emergency services personnel and the media.

### **Emergency Information Officer / Media Coordinator (EIO)**

The Media Coordinator for the Township of Georgian Bluffs (EIO) is responsible for:

- a) Upon arrival to the Emergency Operations Centre, reporting to the Mayor to be briefed on the emergency situation;
- b) As the primary Media Coordinator, the Media Coordinator will establish a communication link with the On-Site Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Media Coordinator(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- c) Designating and coordinating an EOC Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- d) Briefing the Municipal Emergency Control Group on how the EOC. Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- e) Liaising regularly with the Municipal Emergency Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
- f) Establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
  - (i) Media
  - (ii) Municipal Emergency Control Group
  - (iii) On-Site Media Spokesperson
  - (iv) Police Media Relations Officer
  - (v) Citizen Inquiry Supervisor(s)

- (vi) Any other appropriate persons, agencies or businesses
- g) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- h) Ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination, and distributing hard copies of the media release to the EOC Media Information Centre, the Municipal Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- i) Monitoring news coverage, and correcting any erroneous information;
- j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

### **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Canadian Red Cross Society and is responsible for:

- a) Automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal Building or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the EOC Media Information Centre;
- b) Apprising the Media Coordinator at the EOC Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) Apprising the affected emergency services and the Municipal Emergency Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) Continually liaising with the Media Coordinator to obtain current information on the emergency;
- e) Responding to and re-directing inquiries and reports from the public based on information from the Media Co-ordinator or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) Responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) Responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the Grey County branch of the Red Cross. This information should be obtained through Grey County Social Services Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
- h) Procuring staff to assist, as required.

## **Part VIII - Other Local Agencies, Services and Departments**

### **Grey Sauble Conservation Authority**

Should a flood emergency situation develop in the Township of Georgian Bluffs, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the local Conservation Authorities and through the Mayor, the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning "Declaration of Flood Emergencies and Flood Response Plans" from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

**"Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation."**

In flood emergency situations, the Mayor may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- a) The Mayor contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) If the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Grey Sauble Conservation Authority – (519) 376-3076.
- c) If you are unable to contact someone in either authorities, then request for assistance should be made through the Provincial Flood Emergency Coordinator. Emergency Management Ontario may also be contacted.



## **Ontario Provincial Police**

In the event of an emergency occurring on a Provincial Highway, or Provincial Parks within the Township of Georgian Bluffs, the Ontario Provincial Police will be responsible for:

- a) Implementing the Ontario Provincial Police Disaster Procedures Manual;
- b) Securing the site of the incident;
- c) Controlling the movement of emergency vehicles to and from the site of the incident;
- d) Preventing looting;
- e) acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;
- f) Maintaining law and order;
- g) Working together with the Township of Georgian Bluffs Police Services Board to co-ordinate matters of mutual concern;
- h) Providing an Ontario Provincial Police representative to participate on the Municipal Emergency Control Group, as required.

In the event of an emergency occurring within the Township of Georgian Bluffs but outside the normal jurisdiction of the Ontario Provincial Police, the O.P.P. will assist the Township of Georgian Bluffs, if requested by the Municipal Emergency Control Group, dependent upon resources available at that time.

## **Bluewater District School Board and Bruce-Grey Catholic District School Board**

The Bluewater District School Board and the Bruce-Grey Catholic District School Board are responsible for:

- a) The provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Social Services Administrator;
- b) Upon being contacted by the Administrator of Grey County Social Services or alternate, providing a Bluewater District School Board / Bruce-Grey Catholic District School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives, please refer to Appendix 11.

In the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:

- a) Implementing the school "Stay-Put" Emergency Plan; or
- b) Implementing the school "Evacuation" Plan, depending on the nature and scope of the emergency.

## **Hospital Administrator**

In a township-wide emergency, the Chief Administrative Officer(s) of the local hospitals are responsible for:

- a) Coordinating and liaising with their response
- b) Liaising with the Social Services Administrator of Grey County, Health Unit and the Manager of Ambulance Operations with respect to hospital and medical matters, as required;
- c) Evaluating requests for the provision of medical site teams;
- d) Liaising with the Ministry of Health, as appropriate.
- e) Implementing their Hospital Emergency Plan.

Within the County of Grey, there are six hospitals:

- 1. Grey Bruce Health Services (Owen Sound Site)
- 2. Grey Bruce Health Services (Meaford Site)
- 3. Grey Bruce Health Services (Markdale Site)
- 4. Hanover and District Hospital
- 5. South Bruce Grey Health Services (Durham Site)
- 6. South Bruce Grey Health Services (Chesley Site)  
(As well as the Grey Bruce Health Services Wiarton site)

Contact information for the various hospitals is provided in Appendix 21.

## **Part IX- Plan Maintenance, Revision, Testing and Internal Procedures**

### **Plan Maintenance and Revision**

The Township of Georgian Bluffs Emergency Plan will be maintained and distributed by the Township of Georgian Bluffs Community Emergency Management Coordinator. Refer to Distribution List, Appendix 20.

This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Municipal Emergency Management Program Committee. This will be co-ordinated by the Community Emergency Management Coordinator.

The Emergency Plan shall be only revised by By-law or by resolution of Township Council; however, revisions to the Appendices and minor administrative changes may be made by the Community Emergency Management Coordinator.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions to the Appendices or administrative changes.

### **Testing of Plan**

An annual exercise shall be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the Municipal Emergency Control Group and Township staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

### **Internal Procedures**

Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.

Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.

## **Part X - Appendices**

- Appendix 1 Emergency Contact List
- Appendix 2 Emergency Operations Centre
- Appendix 3 Emergency Scenarios
- Appendix 4 Additional Support
- Appendix 5 Utilities
- Appendix 6 Provincial Contacts
- Appendix 7 Federal Contacts
- Appendix 8 Municipal Contacts
- Appendix 9 Affiliated Emergency Plans
- Appendix 10 Public Information Plan
- Appendix 11 Reception/Evacuation Centres
- Appendix 12 Media Information Centre
- Appendix 13 Declaration of a Township Wide Emergency
- Appendix 14 Termination of a Township Wide Emergency
- Appendix 15 News Release Forms
- Appendix 16 Evacuation Order
- Appendix 17 Emergency Refuelling Stations
- Appendix 18 Volunteer Registration Forms
- Appendix 19 Recovery Management Plan
- Appendix 20 Distribution List
- Appendix 21 Hospital Administration Contact Info
- Appendix 22 HIRA and Risk Analysis Documents

# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-067

This document is public and available in an accessible format upon request.

Being a By-law to appoint members of Council to various Committees and Local Boards.

Whereas Section 5 (3) of the *Municipal Act*, S.O. 2001, c.25, as amended requires that a municipal power shall be exercised by by-law; and

Whereas Section 8 (1) of the *Municipal Act*, S.O. 2001, c.25, c.25, as amended provides municipalities broad authority to govern its affairs as appropriate to enhance the municipality's ability to respond to municipal issues; and

Whereas Committee and Local Board appointments were formerly established for a term of two years, expiring mid-term; and

Whereas Council of the Township of Georgian Bluffs hereby deems it necessary and expedient to appoint members of Council and the public to various standing committees, local boards, and other committees; and

Now Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. That the Committee and Local Board appointments listed in Schedule A and Schedule B, attached hereto and forming part of this by-law, are hereby confirmed.
2. That all appointments, as reflected in Schedule A, shall be recognized and in effect on January 1, 2025, and shall remain as such through to the end of the 2026-2026 Council Term.
3. That all appointments, as reflected in Schedule B, shall be recognized and in effect on January 18, 2023, and shall remain as such throughout the remainder of the 2022-2026 Council term.
4. That By-law 2023-003 is hereby repealed.
5. That this By-law shall come into force and effect upon passing thereof.

Read a first and second time this 11<sup>th</sup> day of December 2024.

Read a third time and finally passed this 11<sup>th</sup> day of December 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig

Schedule A – Committee and Local Board Appointments (2-Year Term)

Inter Township Fire Department Joint Board of Management:

Councillor Rick Winters

Mayor Sue Carleton

Deputy Mayor Grant Pringle

Georgian Bluffs / Chatsworth BioGRID Joint Board:

Mayor Sue Carleton

Deputy Mayor Grant Pringle

Grey Sauble Conservation Authority Board:

Councillor Rick Winters

Councillor Tobin Day

Grey County Farm Safety Association:

Councillor Ryan Thompson

Councillor Isaac Shouldice (Alternate)

Bruce Peninsula & District Veterinary Committee:

Deputy Mayor Grant Pringle

Councillor Cathy Moore Coburn (Alternate)

Physician Recruitment & Retention Committee:

Councillor Isaac Shouldice

Councillor Tobin Day (Alternate)

Committee of Adjustment:

Councillor Cathy Moore Coburn

Mayor Sue Carleton

Grey Bruce OPP Detachment Board:

Councillor Cathy Moore Coburn

Multi-Municipal Energy Working Group:

Mayor Sue Carleton

Community Schools Alliance:

Councillor Cathy Moore Coburn

Southwestern Ontario Isotope Coalition:

Deputy Mayor Grant Pringle

Schedule B – Committee and Local Board Appointments (4-Year Term)

Owen Sound & North Grey Union Public Library Board:

Councillor Ryan Thompson

Grey County Council Alternate:

Councillor Cathy Moore Coburn



# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-068

This document is public and available in an accessible format upon request.

Being a By-law to appoint members to the Committee of Adjustment for the Township of Georgian Bluffs.

Whereas, Section 54(1) of the *Planning Act, R.S.O. 1990, c. P. 13*, as amended allows the council of a County to delegate to a council of an area municipality the authority for the giving of consents under Section 53 of the *Planning Act, 1990*, as amended, in respect of land in a municipal planning area by by-law; and

Whereas, Section 54(2) of the *Planning Act, 1990* as amended, allows the Council who has been delegated the authority of giving consents under Section 54(1) to delegate the authority of any part of such authority to a committee of council by by-law; and

Whereas, Section 44 of the *Planning Act, 1990* provides municipalities with the authority to establish a Committee of Adjustment for the Township; and

Whereas, Section 44 (3) of the *Planning Act* provides that the members of the committee who are members of a municipal council shall be appointed annually; and

Whereas, Council of the Township of Georgian Bluffs passed By-law 2022-042, being a By-law to establish a Committee of Adjustment and Committee procedures, at their meeting on July 13, 2022; and

Whereas said By-law requires that the Committee of Adjustment be formed of no less than two (2) Council members of the Township of Georgian Bluffs; and

Whereas Council deems it expedient to appoint members to the Committee of Adjustment for the Township of Georgian Bluffs;

Now Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. That the following Council members are hereby appointed to the Township of Georgian Bluffs Committee of Adjustment: Mayor Sue Carleton and Councillor Cathy Moore Coburn.
2. That this By-law shall come into force and effect upon passing thereof.
3. That By-law 2023-085 be repealed.

Read a first and second time this 11<sup>th</sup> day of December 2024.

Read a third time and passed this 11<sup>th</sup> day of December 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig

# The Corporation of the Township of Georgian Bluffs

## By-law Number 2024-069

Being a By-law to confirm the proceedings of the Council meeting of the Corporation of the Township of Georgian Bluffs held on December 11, 2024.

Whereas, Section 5 (1) of the *Municipal Act* S.O. 2001, c. 25 states that the powers of a municipality shall be exercised by Council; and

Whereas, Section 5 (3) of the *Municipal Act* S.O. 2001, c. 25 provides that municipal power shall be exercised by by-law; and

Whereas, the Council of the Corporation of the Township of Georgian Bluffs deems it expedient and necessary that the proceedings of the Special Council meeting held on December 11, 2024, are confirmed and adopted.

Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:

1. That the actions of the Council of the Corporation of the Township of Georgian Bluffs at its meeting held on December 11, 2024, in respect to each motion and resolution passed, reports received and direction given by the Council at the said meeting, are hereby adopted and confirmed.
2. That the Mayor and the proper Officials of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of the Council.
3. That the Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf, and the Clerk is authorized and directed to affix the Seal of the Corporation to all such documents.
4. That this by-law shall come into force and effect upon being passed by Council.

Read a first and second time this 11th day of December, 2024.

Read a third time and finally passed this 11th day of December, 2024.

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Mayor – Sue Carleton

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Clerk – Carly Craig