



# **Minutes**

## **The Blue Mountains**

### **Grants and Donations Advisory Committee**

**Date:** November 21, 2024  
**Time:** 11:00 a.m.  
**Location:** Virtual Meeting, Teams  
**Prepared By:**  
Carrie Fairley, Legislative Coordinator

**Members Present:** Deputy Mayor Peter Bordignon, Michael Caron, Brandon Lapstra, Jackie Stewart, Marc Anthony Venere, Shawn McKinlay

**Staff Present:** Director of Community Services, Ryan Gibbons, Director of Corporate and Financial Services, Monica Quinlan

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#### **A. Call to Order**

##### **A.1 Traditional Territory Acknowledgement and Moment of Reflection**

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

##### **A.2 Committee Member Attendance**

Chair Bordignon called the meeting to order at 11:00 a.m. Legislative Coordinator Carrie Fairley noted all Committee Members were present, virtually save and except for Member Caron.

Michael Caron joined the meeting at 11:08 a.m.

##### **A.3 Approval of Agenda**

Moved by: Shawn McKinlay  
Seconded by: Jackie Stewart

THAT the Agenda of November 21, 2024, be approved as circulated, including any items added to the Agenda.

Yay (5): Deputy Mayor Peter Bordignon, Brandon Lapstra, Jackie Stewart, Marc Anthony Venere, and Shawn McKinlay

Absent (1): Michael Caron

**The motion is Carried (5 to 0)**

**A.4 Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2023-62, Council or Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

**A.5 Previous Minutes**

Moved by: Jackie Stewart

Seconded by: Brandon Lapstra

THAT the Grants and Donations Advisory Committee minutes of March 22, 2024, be adopted as circulated, including any revisions to be made.

Yay (5): Deputy Mayor Peter Bordignon, Brandon Lapstra, Jackie Stewart, Marc Anthony Venere, and Shawn McKinlay

Absent (1): Michael Caron

**The motion is Carried (5 to 0)**

**B. Staff Reports and Deputations**

None

**C. Public Comment Period**

None

**D. Matters for Discussion**

**D.1 Future Activities for the Grants and Donations Committee**

The Grants and Donations Committee discussed pausing future activities until after the 2025 Budget and council request for a Pitch Day seems to overlap with the Committee's objectives and mandate.

Moved by: Shawn McKinlay

Seconded by: Brandon Lapstra

THAT the Grants and Donations Committee requests Council to direct Staff to proceed to a call out for subsidy requests and funds based on the Grants and Donations reserves with a maximum of \$500 in funds, per application.

Yay (6): Deputy Mayor Peter Bordignon, Michael Caron, Brandon Lapstra, Jackie Stewart, Marc Anthony Venere, and Shawn McKinlay

**The motion is Carried (6 to 0)**

## **E. Correspondence**

None

## **F. New and Unfinished Business**

### **F.1 Additions to Agenda**

None

### **F.2 Items Identified for Discussion at the Next Meeting**

- Feedback to Committee regarding Council Budget
- Future Activities of the Committee

## **G. Notice of Meeting Dates**

At the Call of The Chair

## **H. Adjournment**

Moved by: Michael Caron

Seconded by: Marc Anthony Venere

THAT this Grants and Donations Advisory Committee Meeting does now adjourn at 11:45 a.m. to meet again at the call of the Chair.

Yay (6): Deputy Mayor Peter Bordignon, Michael Caron, Brandon Lapstra, Jackie Stewart, Marc Anthony Venere, and Shawn McKinlay

**The motion is Carried (6 to 0)**



# **Minutes**

## **The Blue Mountains**

### **Agricultural Advisory Committee**

**Date:** January 16, 2025  
**Time:** 6:00 p.m.  
**Location:** Virtual Meeting, Teams  
**Prepared By:**  
Carrie Fairley, Acting Deputy Clerk

**Members Present:** Gerbe Botden, Lynn Vail, Taylor Knott, Councillor Ardiel

**Members Absent:** Duncan McKinlay, Councillor Alex Maxwell

**Staff Present:** Director of Community Services, Ryan Gibbons, Communications and Economic Development Coordinator and Municipal Law Enforcement Officer

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#### **A. Call to Order**

##### **A.1 Traditional Territory Acknowledgement and Moment of Reflection**

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

##### **A.2 Committee Member Attendance**

Chair Ardiel called the meeting to order at 6:20 p.m. Acting Deputy Clerk Carrie Fairley noted all members were present virtually, save and except for Member McKinlay and Councillor Maxwell, who sent their regrets.

##### **A.3 Approval of Agenda**

Moved by: Gerbe Botden  
Seconded by: Lynn Vail

THAT the Agenda of January 16, 2025, be approved as circulated, including any items added to the Agenda.

Yay (4): Gerbe Botden, Lynn Vail, Taylor Knott, and Councillor Gail Ardiel

Absent (2): Duncan McKinlay, and Councillor Alex Maxwell

**The motion is Carried (4 to 0)**

**A.4 Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2023-62, Council or Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

**A.5 Previous Minutes**

Moved by: Gerbe Botden

Seconded by: Taylor Knott

THAT the Agricultural Advisory Committee minutes of October 2, 2024, be adopted as circulated, including any revisions to be made.

Yay (4): Gerbe Botden, Lynn Vail, Taylor Knott, and Councillor Gail Ardiel

Absent (2): Duncan McKinlay, and Councillor Alex Maxwell

**The motion is Carried (4 to 0)**

**B. Staff Reports and Deputations**

None

**C. Public Comment Period**

Brian Gilroy, President of Georgian Bay Fruit Growers provided comments regarding the Management Plan for Abandoned Orchards.

Kyle Ardiel, apple farmer and resident provided comments regarding the Management Plan for Abandoned Orchards.

Tom and Karen Ferri, apple farmers and residents provided comments regarding The Management Plan for Abandoned Orchards.

## **D. Matters for Discussion**

### **D.1 Allan Gibbons, Economic Development and Communications Coordinator, Re: Follow-up on Wild Chervil Management**

Moved by: Lynn Vail

Seconded by: Gerbe Botden

THAT the Agricultural Advisory Committee receives for information the Communication Plan for Wild Chervil and Noxious Weed Awareness.

Yay (4): Gerbe Botden, Lynn Vail, Taylor Knott, and Councillor Gail Ardiel

Absent (2): Duncan McKinlay, and Councillor Alex Maxwell

**The motion is Carried (4 to 0)**

### **D.2 Allan Gibbons, Economic Development and Communications Coordinator, Re: Gateway Signage Questionnaire**

Moved by: Gerbe Botden

Seconded by: Taylor Knott

THAT the Agricultural Advisory Committee receives for information the Gateway Signage information and Questionnaire.

Yay (4): Gerbe Botden, Lynn Vail, Taylor Knott, and Councillor Gail Ardiel

Absent (2): Duncan McKinlay, and Councillor Alex Maxwell

**The motion is Carried (4 to 0)**

### **D.3 Follow-up Direction from Council**

#### **D.3.1 Ryan Gibbons, Director of Community Services, Re: Discussion on Management Plan for Abandoned Orchards**

Moved by: Lynn Vail

Seconded by: Taylor Knott

THAT the Agricultural Advisory Committee receives for information the Management Plan for Abandoned Orchards in the Town of The Blue Mountains.

Yay (4): Gerbe Botden, Lynn Vail, Taylor Knott, and Councillor Gail Ardiel

Absent (2): Duncan McKinlay, and Councillor Alex Maxwell

**The motion is Carried (4 to 0)**

**D.4 2025 Agricultural Advisory Committee Schedule**

Acting Deputy Clerk Carrie Fairley will canvass the Committee regarding the proposed meeting dates, via email. The Committee agreed to a 6:30 p.m. start time for Agricultural Advisory Committee meetings in 2025.

**D.5 Chair Ardiel, Re: Verbal update on trip to South Africa**

Chair Ardiel provided a verbal update to the Committee regarding her trip to South Africa.

**D.6 Ontario Farm Land Trust Presentation- Cultivating a Legacy of Farmland Preservation. PLEASE NOTE this presentation is being provided to the Committee for information and discussion purposes ONLY.**

Chair Ardiel noted that she received this presentation at the Grey County Agricultural Committee and thought it was good information to pass along to the Committee.

**E. Correspondence**

None

**F. New and Unfinished Business**

**F.1 Additions to Agenda**

None

**F.2 Items Identified for Discussion at the Next Meeting**

None

**G. Notice of Meeting Dates**

At the Call of the Chair

**H. Adjournment**

Moved by: Taylor Knott

Seconded by: Gerbe Botden

THAT this Agricultural Advisory Committee Meeting does now adjourn at 7:40 p.m. to meet again, virtually, at the call of the Chair.

Yay (4): Gerbe Botden, Lynn Vail, Taylor Knott, and Councillor Gail Ardiel

Absent (2): Duncan McKinlay, and Councillor Alex Maxwell

**The motion is Carried (4 to 0)**



# **Minutes**

## **The Blue Mountains**

### **Economic Development Advisory Committee**

**Date:** February 10, 2025  
**Time:** 11:00 a.m.  
**Location:** Virtual Meeting, Teams  
**Prepared By:**  
Carrie Fairley, Acting Deputy Clerk

**Members Present:** John Ardiel, Patti Kendall, Paul Sandiford, Pamela Spence, Michael Thompson, Councillor Gail Ardiel, Councillor Paula Hope, David Thomson

**Members Absent:** Deputy Mayor Peter Bordignon

**Staff Present:** Director of Strategic Initiatives, Tim Hendry

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#### **A. Call to Order**

##### **A.1 Traditional Territory Acknowledgement and Moment of Reflection**

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

##### **A.2 Committee Member Attendance**

Vice Chair Ardiel called the meeting to order at 11:01 a.m. Acting Deputy Clerk Carrie Fairley noted that all members of the Economic Development Advisory Committee were in attendance, virtually save and except for Deputy Mayor Bordignon, Member Pamela Spence and Member John Ardiel, who sent their regrets.

Member John Ardiel joined the meeting at 11:15 a.m.

##### **A.3 Approval of Agenda**

Moved by: Councillor Paula Hope  
Seconded by: Councillor Gail Ardiel



THAT the Agenda of February 10, 2025, be approved as circulated, including any items added to the Agenda.

Yay (6): Patti Kendall, Paul Sandiford, Michael Thompson, Councillor Gail Ardiel, Councillor Paula Hope, and David Thomson

Absent (3): John Ardiel, Pamela Spence, and Deputy Mayor Peter Bordignon

**The motion is Carried (6 to 0)**

**A.4 Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2023-62, Council or Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

**A.5 Previous Minutes**

Moved by: Patti Kendall

Seconded by: Paul Sandiford

THAT the Economic Development Advisory Committee minutes of November 7, 2024, be adopted as circulated, including any revisions to be made.

Yay (6): Patti Kendall, Paul Sandiford, Michael Thompson, Councillor Gail Ardiel, Councillor Paula Hope, and David Thomson

Absent (3): John Ardiel, Pamela Spence, and Deputy Mayor Peter Bordignon

**The motion is Carried (6 to 0)**

**B. Staff Reports and Deputations**

None

**C. Public Comment Period**

**NOTE:** In accordance with the Town Procedural By-law 2023-62, ten minutes is allotted at the Meeting to receive public comments regarding Economic Development Advisory Committee matters included on the Agenda. The speaker shall provide their name and address and shall address their comments to the Chair. Comments shall not refer to personal, litigation or potential litigation matters, or regarding matters that are a follow-up to a Public Meeting.

Comments received by the public that have not been included on the Agenda will be read at the meeting by the Legislative Coordinator.

None

## **D. Matters for Discussion**

### **D.1 Draft Tourism Strategy Framework, Bannikin**

Director Hendry introduced the Bannikin Team and the Bannikin Team provided an overview of their presentation regarding the draft Tourism Strategy Framework.

Moved by: David Thomson

Seconded by: Michael Thompson

THAT the Economic Development Advisory Committee receives for information, the Destination Development Plan and Tourism Marketing Strategy Presentation from Bannikin.

Yay (7): John Ardiel, Patti Kendall, Paul Sandiford, Michael Thompson, Councillor Gail Ardiel, Councillor Paula Hope, and David Thomson

Absent (2): Pamela Spence, and Deputy Mayor Peter Bordignon

**The motion is Carried (7 to 0)**

### **D.2 Follow-up Direction from Council**

None

## **E. Correspondence**

None

## **F. New and Unfinished Business**

### **F.1 Additions to Agenda**

### **F.2 Items Identified for Discussion at the Next Meeting**

- Request to have Bylaw attend to discuss the restrictions of the by-law
- Request to have Director of Operations attend to discuss transportation
- Request to have Shawn Postma attend to discuss strategic integration of the OP in the tourism strategy

## **G. Notice of Meeting Dates**

At the call of the Chair

## **H. Adjournment**

Moved by: John Ardiel

Seconded by: Patti Kendall

THAT this Economic Development Advisory Committee Meeting does now adjourn at 12:14 p.m. to meet again virtually, at the call of the Chair.

Yay (7): John Ardiel, Patti Kendall, Paul Sandiford, Michael Thompson, Councillor Gail Ardiel, Councillor Paula Hope, and David Thomson

Absent (2): Pamela Spence, and Deputy Mayor Peter Bordignon

**The motion is Carried (7 to 0)**



# Minutes

## Thornbury Business Improvement Area

**Meeting Date:** Wednesday, March 5, 2025  
**Meeting Time:** 8:00 a.m.  
**Location:** Town Hall, Council Chambers  
**Prepared by:** Niki Hilton, General Manager

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### A. Call to Order

#### A.1 Traditional Territory Acknowledgement

We would like to begin our meeting by recognizing the First Nations, Metis, and Inuit Peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee, and Wendat-Wyandot-Wyandotte peoples.

#### A.2 Board of Directors Attendance

Chair Smith called the meeting to order at 8:02 a.m. In attendance were Renee Desrochers, Kelly Gale, Lesley Fisher, Marco Santaguida, Joe Halos, Councillor Shawn McKinlay and Chair Smith.

Town staff present were Allan Gibbons, Communications and Economic Development Coordinator and Tim Hendry, Director of Strategic Initiatives, who joined via Microsoft Teams.

#### A.3 Approval of Agenda

Moved: Councillor McKinlay

Seconded: Lesley Fisher

THAT the Agenda of Wednesday, March 5, 2025, be approved as circulated, including any items added to the Agenda.

Yay (7): Renee Desrochers, Kelly Gale, Lesley Fisher, Councillor Shawn McKinlay, Joe Halos, Marco Santaguida, and Chair Smith

Absent (0):

**The motion is Carried (7 to 0, 0 absent)**

#### A.4 Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* Business Improvement Area Directors must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

#### **A.5 Previous Minutes (Monday, February 5, 2025)**

Moved: Lesley Fisher

Seconded: Marco Santaguida

THAT the Minutes of Monday, January 6, 2025, be approved as circulated, including any revisions to be made.

Yay (7): Renee Desrochers, Kelly Gale, Lesley Fisher, Councillor Shawn McKinlay, Joe Halos, Marco Santaguida, and Chair Smith

Absent (0):

**The motion is Carried (7 to 0, 0 absent)**

#### **B. Deputations and Public Comment Period**

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##### **B.1 Deputations, if any**

None

##### **B.2 Public Comment Period (each speaker is allotted three minutes)**

Jaime Sirna from Thornbury Craft Co. introduced herself saying they would like to have more of a presence at the meetings to learn what is going on as they'd like to get more involved with the community.

#### **C. Matters for Discussion**

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##### **C.1 Council Update – Councillor, Shawn McKinlay**

Councillor McKinlay spoke about the Volunteer Service Awards and encouraged applications. He asked Allan Gibbons to comment about the CIP. He said it is being reviewed. He brought the gateway and wayfinding project to Council and they are going to look at designs to approve next month.

Tim Hendry provided an update about the Town's tourism strategy. In early April, there will be an open information session to learn about the strategy and engage with the Town's consultant. This strategy supports the industry and guides the Town's use of the funds generated through the Municipal Accommodation Tax.

Tim Hendry also spoke about the response to the US tariffs. He recapped the Team Blue meeting, which Niki participated in, to discuss how businesses are being impacted by tariffs.

##### **C.2 Sub-Committee Updates**

**1. Budget & Administration Sub-Committee:** Doug, Renee, Joe

Chair Smith provided an update about the first budget meeting.

Councillor McKinlay provided a recap of the second budget meeting that included Town staff. Once they have the audited statements, the committee can present the budget to the board.

Councillor McKinlay also mentioned the plans to have a vision session in the summer to decide on immediate goals and form 3-year and 5-year plans for the BIA.

Niki provided the budget timeline.

## **2. Marketing Sub-Committee: Kelly, Shawn, Andrea**

Niki provided an update about phase one of the website changes. She explained the design element has not changed at this time. New pages, copy, images, and icons were added. The SEO was updated on all website pages with the help of Andrea from Soma Leaf.

Board members provided feedback, and a discussion about affiliate membership occurred.

Niki provided an update about the Google listing. This is still being investigated.

Niki provided an update about the member survey. The response was low and Chair Smith spoke about keeping the survey going with some printed copies at the AGM and Meet & Greet.

Niki provided an update about the sponsorship document she has been working on. She has not circulated it yet as there is no final decision on the Winter Lights project.

Niki is still working on a welcome package to go to all existing businesses about communication with the BIA and a recap of what we are doing for members.

## **3. Beautification Sub-Committee: Lesley, Renee**

Renee provided an update that they met by email about flower baskets.

Niki commented that the flower baskets were ordered by the end of February.

Niki relayed that she has contacted Flags Unlimited about any new banners required. She explained that Nathan has taken inventory of all the banners and her and Councillor McKinlay, along with anyone who is interested, are going to look at the banners after the board meeting.

Renee asked about the lights on the lamp posts as she noticed some are not working downtown. Niki asked Lighthouse Group to look at this issue. Behn from Lighthouse Group reported that the majority of the issues are with Town plugs.

#### **4. Events & Cultural Tourism Sub-Committee: Renee, Kelly, Shawn**

Niki spoke about the committee's recent meeting about the overview of 2025 events.

Niki reached out to musicians, the Town of The Blue Mountains Library, and the Georgian Triangle Humane Society about programming the parkette.

Niki also suggested they could offer the space to BIA members for live painting, food sampling, or other promotional opportunities.

Niki detailed the idea of hosting a flower market once a month on a Saturday from May to September. A flower market could grow into something bigger in the future. The BIA would start with 3-5 flower vendors this year.

Niki presented an idea for once a month in good weather of mini block parties in less trafficked areas. A discussion by the board followed.

Niki summarized the programming the parkette is green lit, the flower market is green lit, and the block parties are yellow lit since the board is uncertain right now.

Niki spoke about the planning for Canada Day.

Niki said the sub-committee voted to continue with Wag-o-ween on Saturday, October 25.

Niki relayed some details about Olde Fashioned Christmas, which will take place on Saturday, December 13 this year, including expanding the Block Party, booking musicians and introducing more old fashioned elements like maple taffy.

Additional items were discussed, including the time Town staff puts into the event. More discussion is required.

Niki mentioned the sub-committee expressed interest in organizing something for Easter. Niki detailed a shop hop idea. Kelly suggested getting a bunny in a suit for photo opportunities and to create engagement. The board continued with a discussion about Easter.

Niki talked about the upcoming OBIAA conference and planning the mobile session the BIA is hosting in Thornbury.

Niki asked for the date to be changed for the spring meet and greet to May 1. There was an overlap with the Volunteer Fair, which the BIA is participating in on April 30.

Niki provided an update about the challenges with the Winter Lights and her recommendations for 2025. Councillor McKinlay provided additional information about the process of lighting and GFIs. The board discussed what should be invested in for 2025.

### **C.3 Arts & Crafts Walk Update – Niki Hilton**

Niki provided an update that an initial meeting is scheduled for March 6.

### **C.4 Signage – Niki Hilton**

Niki provided an update on the requests from the last meeting. The flower baskets for Louisa St E have been ordered.

Niki provided a quote for 4 banners – 2 for Louisa St E and 2 for Bruce St N.

Niki provided a quote for window decals with a QR code.

The board discussed the options.

Chair Smith proposed a recommended motion about the banners.

Moved: Kelly Gale

Seconded: Renee Desrochers

THAT the Thornbury Business Improvement Area (BIA) dedicates 4 banners indicating retail shops on Louisa Street East and Bruce Street North.

Yay (7): Renee Desrochers, Kelly Gale, Lesley Fisher, Councillor Shawn McKinlay, Joe Halos, Marco Santaguida, and Chair Smith

Absent (0):

**The motion is Carried (7 to 0, 0 absent)**

Chair Smith proposed a recommended motion about the QR code decals.

Moved: Marco Santaguida

Seconded: Renee Desrochers

THAT the Thornbury Business Improvement Area (BIA) produces a QR code sticker pointing to the BIA business directory on the website and respective websites.

Yay (7): Renee Desrochers, Kelly Gale, Lesley Fisher, Councillor Shawn McKinlay, Joe Halos, Marco Santaguida, and Chair Smith

Absent (0):

**The motion is Carried (7 to 0, 0 absent)**

## **D. Correspondence**

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### **D.1 (none)**



## **E. New and Unfinished Business**

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### **E.1 Additions to the Agenda**

#### **Joe Halos, Reserve Funds**

Joe detailed a conversation from the budget sub-committee meeting about reserve funds attracting interest. Joe proposed a recommended motion about taking this action to Council.

Moved: Joe Halos

Seconded: Councillor McKinlay

THAT the Thornbury Business Improvement Area (BIA) requests Finance staff place our reserve funds in an interest-bearing account, the proceeds of which to be credited to our yearly revenue account for Council consideration.

Yay (7): Renee Desrochers, Kelly Gale, Lesley Fisher, Councillor Shawn McKinlay, Joe Halos, Marco Santaguida, and Chair Smith

Absent (0):

**The motion is Carried (7 to 0, 0 absent)**

### **E.2 Items Identified for Discussion at the Next Meeting**

1. Arts & Crafts Walk Update

2. Signage Update

## **F. Notice of Meeting Dates**

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Wednesday, April 2, 2025 – BIA Board Meeting  
Town Hall, Council Chambers (in-person)

## **G. Adjournment**

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Moved: Marco Santaguida

Seconded: Lesley Fisher

THAT this meeting does now adjourn at 9:59 a.m. to meet again on Wednesday, April 2, 2025, at 8:00 a.m. at Council Chambers, Town Hall or at the call of the Chair.

Yay (7): Renee Desrochers, Kelly Gale, Lesley Fisher, Councillor Shawn McKinlay, Joe Halos, Marco Santaguida, and Chair Smith

Absent (0):

**The motion is Carried (7 to 0, 0 absent)**



# **Minutes**

## **The Blue Mountains**

### **Accountability and Transparency Committee**

**Date:** Thursday, March 13, 2025

**Time:** 9:30 a.m.

**Location:** Virtual Meeting, Teams

**Prepared By:**

**Jillian Stow, Legislative Coordinator**

**Members Present:** Councillor June Porter, Councillor Paula Hope, Councillor Gail Ardiel, Connie Craddock, Robert Turner

**Staff Present:** Town Clerk, Corrina Giles, CAO, Adam Smith, Human Resources Manager, Sarah Traynor, Acting Deputy Clerk, Carrie Fairley

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#### **A. Call to Order**

##### **A.1 Traditional Territory Acknowledgement and Moment of Reflection**

We would like to begin our meeting by recognizing the First Nations, Metis, and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

##### **A.2 Committee Member Attendance**

Chair Porter called the meeting to order at 9:30 a.m. Acting Deputy Clerk Carrie Fairley noted that all members of the Accountability and Transparency Committee were present, virtually.

### **A.3 Approval of Agenda**

Moved By: Connie Craddock

Seconded By: Robert Turner

THAT the Agenda of March 13, 2025 be approved as circulated, including any items added to the Agenda.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

### **A.4 Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2023-62, Council or Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

### **A.5 Previous Minutes**

Moved By: Robert Turner

Seconded By: Paula Hope

THAT the Accountability and Transparency Committee minutes of February 13, 2025 be adopted as circulated, including any revisions to be made.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

## **B. Staff Reports and Deputation**

None.

## **C. Public Comment Period**

**NOTE:** In accordance with the Town Procedural By-law 2023-62, ten minutes is allotted at the Meeting to receive public comments regarding Accountability and Transparency Committee matters included on the Agenda. The speaker shall provide their name and address and shall address their comments to the Chair. Comments shall not refer to personal, litigation, or potential litigation matters, or regarding matters that are a follow-up to a Public Meeting.

Comments received by the public that have not been included on the Agenda will be read at the meeting by the Legislative Coordinator.

## **D. Matters for Discussion**

### **D.1 Follow-up Direction from Council**

None.

### **D.2 Outcome of February 18, 2025 Council Meeting**

### **D.3 Procedural Bylaw**

Moved By: Paula Hope

Seconded By: June Porter

THAT the Accountability and Transparency Committee requests council to direct staff to prepare and infographic to assist members public with clear directions on how to communicate with the Town, Council and Committees of Council.

Nay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Lost (0 to 5)**

Moved By: Connie Craddock

Seconded By: Robert Turner

THAT the Accountability and Transparency Committee requests Council to direct staff to create a public communication plan to inform them on how to better communicate with the Town, Council and Committees of Council.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

### **D.4 Lobbyist Registry**

Moved By: Gail Ardiel

Seconded By: Paula Hope

THAT the Accountability and Transparency Committee requests Council to direct staff to add the Lobbyist Code of Conduct to a more visible section of the Town website and to add the effective date placed on the Lobbyist Registry currently on the homepage of the Town website.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**D.5 Accountability and Transparency in the context of a communication vehicle, including surveys**

Council discussed showing accountability and transparency in public communications.

**D.6 Code of Conduct**

Moved By: Paula Hope

Seconded By: Robert Turner

THAT the Accountability and Transparency committee members forward questions, by April 23, 2025, regarding new Code of Conduct to the Town Clerk for the Integrity Commissioner's attendance at a future meeting.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**E. Correspondence**

None.

**F. Work Plan**

**G. On-going and Continuous Monitoring of Accountability and Transparency Trends and Issues**

**H. Update: Strategic Task Force**

**I. New and Unfinished Business**

**I.1 Additions to Agenda**

**I.2 Items Identified for Discussion at the Next Meeting**

**J. Notice of Meeting Dates**

Accountability and Transparency Committee, April 10, 2025, Virtual

Accountability and Transparency Committee, May 15, 2025, Virtual

**K. Adjournment**

Moved By: Gail Ardiel

Seconded By: Paula Hope

THAT this Accountability and Transparency Committee Meeting does now adjourn at 11:38 a.m. to meet again April 10, 2025 Virtually, or at the call of the Chair.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Connie Craddock

Absent (1): Robert Turner

**The motion is Carried (4 to 0)**



## NVCA March 2025 Board Meeting Highlights

**Next Meeting: April 25, 2025, held in person at the Tiffin Centre for Conservation**

*For the full meeting agenda, including documents and reports, visit [NVCA's website](#).*

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### 2024 Annual Report

NVCA's 2024 Annual Report is now available.

The report highlights the work that NVCA staff accomplished to protect and enhance the Nottawasaga Watershed.

[Download the 2024 Annual Report here](#)

### Interim CAO Workplan Update

In the February 2025 board meeting, NVCA's Interim CAO announced an interim work plan that addresses current challenges while positioning the organization for success under new leadership. Below is a summary of the updates under the four key priorities and commitments:

#### Strengthening Municipal relationships

- Engaged with a number municipalities to discuss development priorities and address concerns.
- Continued with 48-hour response protocol for issues raised by municipal partners.

#### Restoring and Enforcing Customer Service Standards

- Reviewed compliance with NVCA's customer service strategy. No issues of concern were identified and full strategy compliance goal has been met within the Q1 of 2025.

#### Evaluating Planning, Permitting, and Engineering processes

- NVCA has identified a consultant to complete a comprehensive evaluation of planning, permitting, and engineering process. The Interim CAO's goal was to start this process review by March 31, 2025 of this year, however, given the cost and

the consultants desire to work with one person throughout the project, this will be placed on hold until the new CAO starts.

#### Developing a backlog reduction strategy for Planning, Permitting, and Engineering

- In 2024, the Board of Directors approved staff to hire a contract engineering technician to help reduce the Planning, Permitting, and Engineering file review backlog. However, Staff were unable to find a qualified contract engineering technician and have redirected those funds to the use of peer reviews to assist with the backlog instead of the contract position.

In addition, staff have continued to explore internal measures, such as triage and risk management to reduce the workload on engineering staff without compromising the service standards.

#### Short-Term Lease Renewal

The Board of Directors approved NVCA to enter into a 5-year lease agreement with Quality Sod Farms Ltd. to have overland access to Bear Creek at the Utopia Conservation Area for the purpose of agricultural irrigation.

#### Use of reserves for security upgrades

The Board of Directors approved the use of up to \$18,000 for security upgrades at John L. Jose Education Building, the John Hix Conservation Administration Centre and the workshops located at the Tiffin Conservation Area.

## Upcoming Events

### Spring Tonic Maple Syrup Festival

Hosted in partnership with the Rotary Club of Barrie, the Spring Tonic Maple Syrup Festival at the Tiffin Conservation Area is a tradition spanning more than three decades.

Visitors can explore how maple syrup was made in the past. After that, they will return to current times and see how maple syrup is made today! Ending the tour with a pancake and sausage breakfast with fresh maple syrup. Prices for most activities are included in the admission fee.

**Date:** April 5 – 6, 2025

**Location:** Tiffin Centre for Conservation

### Tiffin Nature School

At Tiffin Nature School, children aged 2.5 to 10 are invited to explore and connect with the natural world. We nurture their innate curiosity, offering immersive outdoor experiences that inspire discovery and growth.

**Dates:** Tuesdays & Thursdays until May 29, 2025

**Location:** Tiffin Centre for Conservation