



# Committee Report

## The Blue Mountains

### Committee of the Whole Meeting

**Date:** Monday, September 15, 2025  
**Time:** 9:30 a.m.  
**Location:** Town Hall, Council Chambers and Virtual Meeting  
32 Mill Street, Thornbury, ON  
Prepared by: Corrina Giles, Town Clerk

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

Administration, Corporate & Financial Services - To be chaired by Deputy Mayor Bordignon

##### **B.4 Staff Reports**

##### **B.4.1 Part of Cedar Street Road Allowance (Plan 395) Property Purchase, ADM.25.058**

THAT Council receive Staff Report ADM.25.058, entitled "Part of Cedar Street Road Allowance (Plan 395) Property Purchase";

AND THAT Council approves the By-law to permanently close a portion of the Cedar Street Plan 395 Road Allowance, as attached to Staff Report ADM.25.058;

AND THAT Council approves the sale of a portion of the Cedar Street Plan 395 Road Allowance in the amount of \$13,225 to Wayne Smith and Donna Harrison and authorizes the Mayor and Clerk to execute the Agreement of Purchase and Sale, and all associated documentation to effect the sale of the subject lands. **CARRIED**

##### **B.4.2 Q2 2025 Financial Analysis and Capital Project Status, CFS.25.044**

THAT Council receive Staff Report CFS.25.044, entitled "Q2 2025 Financial Analysis and Capital Project Status", for information purposes;

AND THAT Council direct staff to include in subsequent reports the criteria utilized by staff in the colour coding **CARRIED**

##### **B.4.3 Budget Guidelines and Economic Overview Report, CFS.25.047**

THAT Council receive Staff Report CFS.25.047, entitled "Budget Guidelines and Economic Overview Report" for information;

AND THAT Council approve the proposed 2026 Budget framework and assumptions and guiding principles;

AND THAT Council approve the funding of previous years' unfinanced projects, in the total amount of \$12,207,705, as follows:

1. Purchase of the Grey Rd 19 property (known as the Tees Please property) through the creation of a Land Acquisition Reserve – noting that this will be considered internal borrowing until this reserve is funded – in the amount of \$3,616,982 (inclusive of internal interest);
2. Purchase of Grey Rd 2 property (known as the Ravenna Operations Centre), 75% Development Charges (DC) (as defined in the DC Background Study) and 25% through the Infrastructure and Public Works (IPW) Asset Replacement Reserve Fund – in the amount of \$1,689,217 (inclusive of internal interest and Studies);
3. Bridges 2 & 3 as defined in the Ontario Structure Inspection Manual (OSIM) report, through the Bridges & Culverts Asset Replacement Reserve Fund in the amount of \$1,462,708;
4. Public Works Replacement Equipment including a Grader in the amount of \$804,257 through the IPW Asset Replacement Reserve Fund;
5. The Blue Mountains Affordable Housing Corporation (BMAHC) loans including interest in the amount of \$744,671 through the Working Capital Reserve Fund (noting that this will be considered internal borrowing);
6. Birch View Trail Local Improvement (Asset Management Portion only, noting that the LI portion has been billed to the property owners) through the Water Reserve Replacement fund in the amount of \$606,154;
7. Purchase of the Arthur St. W property through the land acquisition reserve – in the amount of \$573,107 (noting that previously in the 2021 budget it was expected to be funded through DCs, however Parking is not an eligible service for DCs beginning in 2022 noting also that the DC reserve fund for this service is in arrears);
8. Thornbury West Road Construction to be funded by 33% from each of the following reserve funds: PW, Water and Wastewater Asset Replacement Reserve Funds, in the amount of \$529,044;
9. Grey Rd 40 / Indian Circle Wastewater project to be funded through the Wastewater Reserve Fund, in the amount of \$451,659;
10. Monterra Road resurfacing through the Ontario Community Infrastructure Fund (OCIF), in the amount of \$350,673;
11. A single axle plow to be funded through the PW Asset Replacement Reserve in the amount of \$315,787;

12. The Site Characterization Study and Landfill Expansion to be funded through the Solid Waste Asset Replacement Reserve in the amount of \$288,531;
13. 125 Peel Street N Studies to be funded through the DC Reserve Fund in the amount of \$240,246;
14. Financial Software replacement project to be funded through the Working Capital Reserve in the amount of \$161,051;
15. Water/Wastewater Projects including the Clarksburg Concept Design, Hoover/Tesky servicing, Craighleith Watermain, Wensley Dr Servicing and Swiss Meadows Water supply through the Water and Wastewater Asset Mgmt Replacement Funds in the amount of \$373,617. **CARRIED**

THAT, with respect to Staff Report CFS.25.047, entitled “Budget Guidelines and Economic Overview Report”, Council direct staff to provide a comprehensive table outlining the unfinanced projects to include the unfinanced amount, interest, original budgeted amount, variance, funding source, and remaining respective balances **CARRIED**

#### **B.4.4 Records Retention Bylaw Annual Update, ADM.25.060**

THAT Council receive Staff Report ADM.25.060, entitled “Records Retention By-law – Annual Update”;

AND THAT Council direct staff to include the attached draft “By-law to Provide a Schedule of Retention Periods for the Records of The Corporation of the Town of The Blue Mountains”, being a By-law to repeal and replace the current Records Retention By-law 2024-82, on the September 29, 2025 Council Agenda, for Council consideration **CARRIED**

#### **B.9 Staff Reports**

##### **B.9.1 Progress Update #1 - Status of the Corporate Strategic Plan Update, SI.25.029**

THAT Council receive Staff Report SI.25.029, entitled “Progress Update #1 - Status of the Corporate Strategic Plan Update” for information; **CARRIED**

**B.9.2 Overview of 2026 Strategic Initiatives Budget Requests, SI.25.031**

THAT Council receive Staff Report SI.25.031, entitled “Overview of 2026 Strategic Initiatives Budget Requests”;

AND THAT Council directs staff to include the Communications Review, Economic Development Action Plan and Phase 1 of the Gateway & Wayfinding projects in the 2026 Budget Process for consideration;

AND THAT Council directs staff to apply for external grants to support the identified projects as funding opportunities become available;

AND THAT Council acknowledges that progress reports on the implementation status of the 2021 - 2025 Communications Strategy and the 2021 – 2025 Economic Development Strategy will be presented to Council in Q4 2025. **CARRIED**

**B.9.3 Municipal Accommodation Tax Evaluation Criteria and Process, SI.25.030**

THAT Council receive Staff Report SI.25.030, entitled “Municipal Accommodation Tax Evaluation Criteria and Process”;

AND THAT Council approves the recommended evaluation criteria as attached to assess projects supported by the Town’s share of Municipal Accommodation Tax (MAT) funds;

AND THAT Council approves the Municipal Accommodation Tax project evaluation process as outlined and directs staff to follow this process as a trial for the 2026 Budget Process. **CARRIED**

**Community Services - To be chaired by Councillor Ardiel**

**B.11 Deputations, if any**

**B.11.1 Lyn Townsend & Frank Duyvelshoff, Marsh Street Community Centre Re: Update on Various Initiatives at the Marsh Street Community Centre**

THAT Council of the Town of The Blue Mountains receives the Deputation of Lyn Townsend & Frank Duyvelshoff, Board Members of the Marsh Street Community Centre providing an update regarding Various Initiatives at the Marsh Street Community Centre **CARRIED**

**B.13 Correspondence, if any**

**B.13.1 Kirby Philp, President Probus Re: Application for Proclamation (For Council Consideration)**

THAT Council of the Town of The Blue Mountains receives for information the September 4, 2025, correspondence from Kirby Philp, President, Beaver Valley Probus Club, requesting a proclamation to declare October 2025 as Probus Month;

AND THAT Council of the Town of The Blue Mountains supports the requested proclamation, being in keeping with the "Flag Protocol and Proclamation Policy, POL.COR.21.01" to recognize October 2025 as "Probus Month October 2025", and to raise the Beaver Valley Probus Flag on the Town Flag pole, subject to availability, in October, 2025. **CARRIED**

#### **B.14 Staff Reports**

##### **B.14.1 Report in response to Hazel Milne request, CS.25.035**

THAT Council receive Staff Report CS.25.035, entitled "Report in response to Hazel Milne request";

AND THAT Council approve Option #1 to coordinate with the gateway entrance sign project. **CARRIED**

##### **B.14.2 Leisure Activity Plan and Parks, Trails and Open Space Masterplan 2026, CS.25.033**

THAT Council receive Staff Report CS.25.033, entitled "Leisure Activity Plan and Parks, Trails and Open Space Masterplan 2026";

AND THAT Council direct Staff to include the Leisure Activity Plan and Parks, Trails and Open Space Masterplan in the 2026 budget process, for Council consideration;

AND THAT Council direct staff to include a comprehensive business case with scenarios for 2026 budgetary consideration. **CARRIED**

### **C. New and Unfinished Business**

#### **C.1 Committees of Council Reports**

##### **C.1.1 Agricultural Advisory Committee Report dated July 17, 2025**

THAT Council of the Town of The Blue Mountains receives for information the following recommendation from the Agricultural Advisory Committee dated July 17, 2025

That the Agricultural Advisory Committee receives for information the communications campaign for wild chervil and giant hogweed. **CARRIED.**

THAT Council of the Town of The Blue Mountains receives for information the following recommendation from the Agricultural Advisory Committee dated July 17, 2025

THAT the Agricultural Advisory Committee receives and endorses the 2026 meeting schedule as presented. **CARRIED.**

AND THAT Council approves the 2026 Agricultural Advisory Committee meeting schedule as presented **CARRIED**