



Staff Report

Administration – Chief Administrative Officer

Report To: Committee of the Whole
Meeting Date: June 15, 2021
Report Number: FAF.21.105
Title: 2nd Quarter Committees/Task Forces of Council Update 2021
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.21.105, entitled “2nd Quarter Committees/Task Forces of Council Update 2021” for information purposes;

B. Overview

This report provides a high-level overview of the work undertaken throughout the first 2 quarters of 2021 by Committees of Council and Task Forces that have been established by Council.

C. Background

The report has been developed in consultation with the Executive Assistant to Committees and outlines at a high level a summary of the related work completed by the Committees. It also provides an overview of the time tracking of the Committees by the Executive Assistant to provide an overview of the resources required by each Committee.

Staff suggest that Council Representatives will be able to provide additional subject matter information in the case where additional information is required.

D. Analysis

Much of the information contained in this report has been provided to Committee of the Whole and Council via agendas and minutes of Committees/Task Forces and the consideration of specific recommendations that are made by the specific Committees/Task Forces of Council and considered and resolved when approved by Council.

Brief Committee Summary

Agricultural Advisory Committee

Council Representative - Councillor Matrosovs

Chairperson – Councillor Matrosovs

- John Ardiel (Public)
- Duncan McKinlay (Public)
- James McKinlay (Public)
- Grant McMurchy (Public)
- Rosemary Mesley (Public)
- Dennis Ouellette (Public)
- Elora Tarlo (Public)
- Lynn Vail (Public)

The Agricultural Advisory Committee meets monthly to provide recommendations regarding a broad range of agricultural matters. Recent key areas of focus include: provision by Town staff of additional education and information sharing on the role of the Committee in provision of comments to Planning Services regarding planning applications, making recommendations with respect to the Town's Wild Chervil spraying program, and discussing matters such as parking concerns, livestock at large, and trespassing as it relates to food safety, security, and liability.

Community Communications Advisory Committee

Council Representatives – Councillor Hope, Deputy Mayor Potter

Chairperson – John Milne (Public)

- Mary Ferguson (Public)
- Lyn P. Logan (Public)
- Tom Maloney (Public)
- Jayne Sutherland (Public)

The Community Communications Advisory Committee meets monthly with a mandate to foster a collaborative engagement and function as a "listening piece" for stakeholders, residents, Town staff and Council. The key priority for the Committee is its Communications Strategy which was considered June 1st and 8th 2021. At the time of drafting this report, it is anticipated that Council will have considered a series of recommendations including the potential approval of the Communications Strategy contained in staff report [FAF.21.092](#) 2021 – 2025 Communication Strategy. The Committee has also been providing input with respect to the Town's Municipal Website Redevelopment project. In February 2021, the Committee held a Committee-led Virtual Public Engagement Session to allow members of the public to provide feedback regarding the Corporate Communications Survey and Strategy Planning.

Community Recovery Task Force

Council Representatives – Councillor Bordignon, Councillor Sampson, Mayor Soever

Chairperson – Mayor Soever

- **The Task Force is also comprised of non-voting, advisory participants from the community**

The Community Recovery Task Force met on a bi-weekly basis and has recently transitioned to meet on a monthly basis to consider and recommend recovery and relief efforts and implement programs to support the community and its stakeholders in reinvigorating the local and regional economies throughout the COVID-19 pandemic and its recovery process. It is not a Committee of Council. Through this Task Force, the Town has launched a Shop Local Campaign, along with an [ExploreBlue.ca](https://www.exploreblue.ca) website to provide local business and association information, in addition to local video experiences and a holiday special for individuals to explore from the safety of their homes.

The Task Force has been instrumental in drafting and circulating operational protocols through the summer of 2020, coordinated Personal Protective Equipment and key safety messaging for businesses, and recently drafted a letter to the Premier regarding the need for a clear provincial reopening strategy.

Council Compensation Review Committee

- Robert Turner (Public)
- John White (Public)

The Council Compensation Review Committee met at the beginning of the 2018 to 2022 Term of Council and will be reconvening in June 2021 for the purpose of reviewing the implementation of the final recommendations approved by Council. It is anticipated that the Committee will make recommendations, if any, regarding changes to Council Remuneration, through the draft 2022 budget process.

Economic Development Advisory Committee

Council Representatives – Councillor Bordignon, Councillor Hope

Chairperson – Councillor Bordignon

- John Ardiel (Dennis Ouellette, alternate) (Agricultural Advisory Committee, Transportation Committee)
- Andrew Siegwart, Vice Chair (Blue Mountain Village Association, The Blue Mountains Attainable Housing Corporation)
- Tony Poole (Thornbury BIA, The Blue Mountains Chamber of Commerce)
- Sarah Filion (Clarksburg Business Association)
- Pamela Spence (Sustainability Advisory Committee)

- Krystin Rennie (Georgian Triangle Development Institute)
- Mylisa Henderson (South Georgian Bay Tourism)
- Tim Newton (Small Business Enterprise Centre)

The Economic Development Advisory Committee meets monthly to provide insight into matters relating to the economic development and economic wellbeing of the Town. Recently, the Town approved the 2021-2025 Economic Development Strategy and a key focus of the Committee will be the implementation of the identified tactics. The Committee will also be undertaking a review of its Terms of Reference, following Council's direction.

Grants and Donations Committee

Council Representative – Councilor Bordignon, Councillor Sampson

Chairperson – Councillor Bordignon

- Michael Caron (Public)
- Caroline Harbinson (Public)
- Jacqueline Stewart (Public)
- Marc Anthony Venere (Public)
- Linda Wykes (Public)

The Grants and Donations Committee meets monthly with the purpose of raising funds to support the Grants and Donations program and for receiving, reviewing, and approving grants and donations applications based on the grant criteria and application process approved by Council. In its fundraising efforts, the Committee has held a Blue Mountains Gala, Lobsterfest, and Oktoberfest event and continues to make recommendations for allocating grants and donations requests. A 2021 Lobsterfest event is currently planned for July 3, 2021. Recently, Council approved the Committee's recommendation to explore options for a Community Foundation and that review process is being undertaken currently.

Joint Municipal Physician Recruitment and Retention Committee

Council Representative – Councillor Matrosovs (Alternate Councillor Sampson)

Chairperson – June Porter (Public)

- Municipality of Grey Highlands Councillor Tom Allwood
- Municipality of Meaford Mayor Barb Clumpus
- Town of Collingwood Councillor Yvonne Hamlin
- Township of Cleaview Mayor Doug Measures

The Joint Municipal Physician Recruitment and Retention Committee is comprised of representatives from the Town of The Blue Mountains, the Municipality of Grey Highlands, the Township of Clearview, the Town of Collingwood, and the Municipality of Meaford. The Committee meets monthly to review development, implementation, and progress monitoring of a sustainable solution for the recruitment and retention of Primary Care Physicians. The

Committee has released a Family Physician Survey and has also identified the priority to retain a Physician Recruiter. The Committee has also recently struck a sub-committee to consider potential alternate governance options.

Rural Access to Broadband Internet Technology (RABIT) Task Force

Council Representatives – Deputy Mayor Potter, Councillor Sampson, Mayor Soever,

Chairperson – Deputy Mayor Potter

The Rural Access to Broadband Internet Technology (RABIT) Task Force meets on a bi-weekly basis to consider matters related to the development, implementation and progress monitoring of sustainable solutions for Rural Access Broadband Internet in The Blue Mountains.

It is not a Committee of Council. The Task Force held a Public Information Centre for Internet Service Providers that resulted in several Internet Service Providers submitting broadband applications for The Blue Mountains to the Universal Broadband Fund. An application to the ICON program has also been filed by a local Internet Service Provider. The RABIT Task Force also held a Public Meeting in May 2021 to receive comments from members of the public.

The Task Force is initiating discussions with the University of Guelph R2B2 program and has also made connection to other municipalities and groups that can provide valuable perspective regarding enhancement of broadband internet. In May 2021 the Task Force also launched an Internet Speed Test Challenge in partnership with the Canadian Internet Registration Authority in an effort to collect internet speed information for the full community.

Sustainability Advisory Committee

Council Representatives – Councillor Matrosovs, Deputy Mayor Potter

Co-Chairs – Councillor Matrosovs, Kim Harris (Public)

- Andrew Siegwart (Sarah Filion, alternate) representing the Economic Development Advisory Committee
- Pamela Spence (Public)
- Elora Tarlo (Public)
- Steven Troster (Public)

The Sustainability Advisory Committee meets monthly and has been focusing on the development of an Integrated Community Sustainability Plan. The Plan has recently undergone its first phase of three, being the Current State Report with the same presented to Council June 8, 2021.

Transportation Committee

Council Representatives – Councillor Sampson, Councillor Uram

Chairperson – Councillor Sampson

- John Ardiel (Public)
- Andrew Siegwart (Public)
- John White (Public)

The Transportation Committee meets monthly to advise Council on matters related to active and vehicular transportation including: transportation needs, transit demand, traffic and parking regulations, development activity, trails, cycling, and safety, among others. A key priority of the Committee is the development of the Transportation Master Plan. The Committee is reviewing a number of matters within the context of the Transportation Master Plan, and on an as-directed basis by Council.

Other Committees

Abandoned Orchard Advisory Committee

Council Representative - Councillor Andrea Matrosovs

- Grant McMurchy (Public)
- Robert Taylor (Public)
- John Ardiel (Public)

Code of Conduct Review Committee

- Mayor Alar Soever
- Deputy Mayor Rob Potter
- Councillor Jim Uram

Committee of Adjustment

Council Representative - Deputy Mayor Potter

Chairperson – Robert B. Waind (Public)

- Peter Franklyn (Public)
- David Nathan (Public)
- Bill Remus (Public)
- Robert B. Waind (Public)

Fence Viewer Committee

Council Representatives – Councillor Matrosovs, Councillor Uram

- Duncan McKinlay (Public)
- Bill L. Remus (Public)
- Brendan Thomson (Public)
- Sandra Whitehead (Public)
- Ted Zahavich (Public)

Leisure Activities Plan Steering Committee

Council Representative – Councillor Bordignon

- Bill Abbotts (Public)
- Scott Bamford (Public)
- Cathy Innes (Public)
- Michael P. Thompson (Public)
- Marc Anthony Venere (Public)
- Barb Weeden (Public)

Police Services Board

Council Representative – Mayor Soever

Chairperson – James (Jim) L. Oliver

- Gail Ardiel (Provincial Appointee)
- James (Jim) L. Oliver (Public)

Property Standards Committee

- Councillor Paula Hope (Mayor Alar Soever, alternate)
- Deputy Mayor Rob Potter
- Councillor Jim Uram

General Recommendations and Insights

- Once Strategies are completed and adopted by Council (for those Committees working on a Strategy), a fulsome Terms of Reference review should be undertaken to evaluate whether there is a revised Mandate required, and to determine if there is still a need for the Committee to continue
- Bi-annual Committee updates should be provided to Council by the Committee Chairs at designated points in the year

- The Committees membership has seen turnover related to public Committee members and time must be allocated to provide a fulsome orientation to ensure new members understand the Code of Conduct/MFIPPA/Conflict of Interest, etc. requirements they are bound by
- When there are any issues related to Code of Conduct/MFIPPA/Conflict of Interest, etc.
 - Additional work on process and procedure should be completed that clearly identifies the appropriate steps to deal with concerns with Committees – particularly with respect to appropriate decorum and individual conduct
 - A process that supports the member of Council on the Committee meeting with the individual, along with the Mayor to discuss concerns and issues, etc. is being reviewed by staff for future Council consideration
 - Utilizing the current informal complaint resolution process identified in the Code of Conduct Policy may be the best process to use, however staff have heard that our formal process and procedures are sometimes not easy to understand for some members unfamiliar with municipal governance and procedures
 - Staff suggest it is critical that this area of focus be prioritized moving forward to ensure enhanced training and accountability is in place for the remainder of the Term of this Council and established for a new Term of Council in the 4th quarter of 2022
- Despite provisions for hybrid meetings in the Town's Procedural By-law, to maintain decorum it is recommended that Committees be exempt from this provision and meet exclusively in-person when meetings are permitted to resume in-person
- Recommend that Committee meetings take place during regular business hours, and meeting frequency be further considered (i.e. would quarterly meetings for some Committees – i.e. EDAC, Ag Advisory make sense)
 - Meetings become opportunities to track progress of Plan implementation where applicable and avoids involvement in typical operations by Committee
- Task Forces are a good option for projects that have a specific mandate, short duration (less than 2 years).

Committee Time Tracking Statistics, October 2020 to May 2021, and Annualized

Executive Assistant Committees of Council

Time Tracking Category	8 Months - Actual	Annualized	Percentage
Agricultural Advisory Committee	82.99	144	6.8%
Attainable Housing Corporation	158.20	274	12.9%
Thornbury BIA****	16.61	29	1.4%
Committee of Adjustment*****	3.25	6	0.3%
Community Communications Advisory Committee	83.49	145	6.8%
Community Recovery Task Force	98.75	171	8.1%
Economic Development Advisory Committee	44.49	77	3.6%
Grants and Donations Committee	54.74	95	4.5%
Joint Municipal Physician Recruitment and Retention Committee*	21.87	38	1.8%
Police Services Board**	0.50	1	0.0%
Rural Access to Broadband Internet Technology (RABIT) Task Force	16.00	28	1.3%
Sustainability Advisory Committee	52.12	90	4.3%

Time Tracking Category	8 Months - Actual	Annualized	Percentage
Transportation Committee	43.24	75	3.5%
South Georgian Bay Tourism Task Force***	13.00	23	1.1%
Committees of Council – General	197.23	342	16.1%
Council	124.37	216	10.2%
Corporate	121.75	211	10%
Other	91.00	158	7.4%
TOTAL	1,224	2,121	100%

*currently supported by Executive Assistant to the CAO and CAO

**currently supported by the Deputy Clerk and CAO

***Task Force is no longer meeting however was supported by Executive Assistant to Committees, Executive Assistant to the CAO, Manager of Communications and Economic Development and CAO

****BIA meetings are supported by the Executive Assistant to Committees to provide the recording of BIA meetings, along with assistance on Procedural matters as required. The BIA is also supported by the Director of Community Services and the Manager of Communications and Economic Development

*****Committee of Adjustment has secretary duties being provided by Planner 1 Travis Sandberg

Administrative Assistant Committees of Council (equivalent to one pay period)

Administrative Assistant Committees of Council Kyra Dunlop started April 26, 2021 and is taking a few months to familiarize herself with the work being completed by Committees. Staff are seeing additional capacity created in the Administration Department which is hugely beneficial.

Time Tracking Category	1 Pay Period	Percentage
Agricultural Advisory Committee	0.75	1.1%
Attainable Housing Corporation	N/A	N/A
Thornbury BIA	1.00	1.4%
Committee of Adjustment	N/A	N/A
Community Communications Advisory Committee	4.25	6.1%
Community Recovery Task Force	2.25	3.2%
Economic Development Advisory Committee	6.50	9.3%
Grants and Donations Committee	2.00	2.9%
Joint Municipal Physician Recruitment and Retention Committee	N/A	N/A
Police Services Board	N/A	N/A
Rural Access to Broadband Internet Technology (RABIT) Task Force	0.50	0.7%
Sustainability Advisory Committee	12.00	17.1%
Transportation Committee	N/A*	N/A
South Georgian Bay Tourism Task Force	N/A	N/A

Time Tracking Category	1 Pay Period	Percentage
Committees of Council – General	23.00	32.9%
Council	7.50	10.7%
Corporate	3.00	4.3%
Other	7.25	10.4%
TOTAL	70.0	100%

*Committee met after the pay period being reported on ended

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Many of these Committees provide areas of focus that highlight the importance of protecting the overall sustainability of our shared community and provides an important community perspective through its appointed members.

G. Financial Impacts

Funding for Committees are identified through the approved 2021 Budget and will be reviewed and tracked to actual time spent.

H. In Consultation With

Staff Resources to Committees

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer at cao@thebluemountains.ca.

J. Attached

No Attachments

Respectfully submitted,

Sarah Merrifield
Executive Assistant to Committees of Council

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	2nd Quarter Committees Task Forces of Council Update 2021 FAF.21.105.docx
Attachments:	
Final Approval Date:	Jun 8, 2021

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

Shawn Everitt - Jun 8, 2021 - 4:26 PM