August 9, 2017, 7:00 p.m., Council Chambers

1. Call to Order

2. Declaration of Pecuniary Interest and the General Nature Thereof

3. Additions to the Agenda (if required)

4. Delegations or Deputations
   a) Zoning Public Meetings

      Karen and Philip Saar: 101824 Grey Road 5, Lot 84, Plan 117, (Derby)

      Robert and Angela Cruickshank: Civic address not assigned, Lot 49, Plan 857 (Shallow Lake)

      **Recommendation:** That Committee of the Whole recess the regular meeting to hold public meetings for the consideration of two Zoning By-law Amendment applications for properties located at 101824 Grey Road 5, Lot 84, Plan 117, (Derby) and Civic address not assigned, Lot 49, Plan 857 (Shallow Lake).

5. Public Question Period

6. Correspondence
   a) Ron Kidd – Letter regarding Drainage Concerns

7. Reports and Recommendations
   Corporate Services, Finance and Building
   a) LEG2017-13 – Mount Pleasant Columbarium

      **Recommendation:** That the Committee of the Whole receive the information for future discussion, and that the Mount Pleasant Columbarium be further reviewed in 2018 when the appropriate processes for cemetery maintenance have been implemented.
b) LEG2017-16 – 2017 Building Permit Fees

**Recommendation:** That Committee of the Whole receive Report LEG2017-16 and include the changes in the Building Permit Fee structure in the future Fees and Charges By-law.

c) LEG2017-17 – Parking Control By-law 35-2003

**Recommendation:** That Parking Control By-law 35-2003 be amended to include an early fine payment option and add additional contraventions.

d) LEG2017-18 – New Council Procedure By-law

**Recommendation:**

1. That the report regarding the New Council Procedure By-law be received, and
2. That the draft Procedure By-law attached to this report be finalized and brought forward for enactment at a future Council meeting, and
3. That public notice regarding consideration of the new Procedure By-law be given as required under By-law 93-2007.

**Operations**

a) OPS2017-65 – Interest in Pt. Lot 4, Plan 117, Georgian Bluffs (Kilsyth)

**Recommendation:** That Committee of the Whole receive Report OPS2017-65 and provide direction with regards to the declaration of Pt. Lot 4, Plan 117, Geographic Township of Derby, surplus and offering the parcel for sale to the abutting landowner.

8. Unfinished Business

9. New Business

   a) Site inspections were discussed by the Committee of Adjustment at the meeting on July 12, 2017. The Committee requested that this matter be forwarded to the Committee of the Whole for further discussion.

10. In Camera

   **Recommendation:** That Council of the Township of Georgian Bluffs does now go into closed session at __:___ p.m. in the Council Chambers with the Acting CAO, Clerk and Treasurer remaining in the room to discuss:
Township of Georgian Bluffs
Committee of the Whole Agenda
August 9, 2017

11. Adjournment

a) matters subject to solicitor – client privilege

b) matters subject to litigation or potential litigation
Notice of Complete Application and Public Meeting

Zoning By-law Amendment Z-09-17
August 9, 2017 at 7:00 PM

Council Chambers
177964 Grey Road 18, RR 3 Owen Sound, ON N4K 4P2

What is being proposed?

This application is to rezone the property from C4-18-2013 to General Residential (R1) and to permit a secondary suite in the lower level of the structure. The existing entrance and driveway will be used to access the residence and the suite and it will be serviced by the existing well and holding tank. The application indicates that 4 parking spaces can be accommodated.

The following relief is also requested:

- Section 10.2 to permit a deck to be built 2.4m (7.9ft) from the rear yard;
- to reconfigure and reduce the size of the front porch and permit a front yard setback of 4.75m (15.6 ft.);
- relief to Section 4.17.3 to permit a reduction and reconfiguration of the front porch within 15m (50ft) of the centerline of County Road 5; and,
- to recognize lot coverage at 37.5%.

Additional information is available to the public for inspection at the Township Office between the hours of 9:00 am and 4:30 pm. Monday to Friday.
Questions? Want more information? Ask a Staff Member!
Jenn Burnett, MSc., MCIP RPP  519-376-2729

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.

This document can be made available in other accessible formats upon request.
Date: August 9, 2017  
To: Committee of the Whole  
From: Jenn Burnett, Planner

Report No. PL.2017.24  
Public Meeting Report – Zoning By-law Amendment Application Z-09-17  
Owners: Karen and Philip Saar  
Lot 84, Plan 117 (Derby)  
Civic Address: 101824 Grey Road 5  
ARN: 4203 540 002 14200

APPLICATION SUMMARY
This application is to rezone the subject property from C4-18-2013 to General Residential (R1) and to permit a secondary suite in the lower level of the structure. Relief to front, rear and side yard setbacks has also been requested in order to allow the reconfiguration of the front porch to make the property more useable. It is the former Kilsyth Hall and the property is severely constrained due to the small lot area of the parcel.

POLICIES AFFECTING THE PROPOSAL
Provincial Policy Statement,  
Grey County Official Plan  
Township of Georgian Bluffs Official Plan

Township of Georgian Bluffs Comprehensive Zoning By-law 6-2003, as amended.
The 2014 Provincial Policy Statement (PPS) issued under Section 3 of the Planning Act requires that land use planning decisions ‘be consistent with’ provincial policies. Decision makers are asked to be consistent with the policies of the PPS including: 1. Building Strong Communities; 2. Wise Use and Management of Resources; and 3. Protecting Public Health and Safety. 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 have been highlighted to demonstrate the proposal’s conformity with the Provincial Policy Statement.

Under Section 4.7 of the PPS, the Official Plan is identified as, “the most important vehicle for implementation of this Provincial Policy Statement. Comprehensive, integrated and long-term planning is best achieved through official plans. Official plans should identify provincial interests and set out appropriate land use designations and policies.” (PPS 2014, pg. 33). The PPS directs decision makers to manage and direct land use to achieve efficient development and land use patterns.

The Grey County Official Plan (GCOP) designates the subject lands Secondary Settlement Area and permits a range of uses including residential. Section 6.17 permits accessory apartments within all residential areas in Secondary Settlement Areas subject to a zoning by-law amendment. The Township of Georgian Bluffs Official Plan locates this property within the residential designation of the Secondary Settlement Area of Kilsyth. Section 3.4.1.1 of the Township OP permits secondary suites within the residential designation.
Section 1.6.6.4 of the PPS identifies individual on-site sewage and individual on-site water services as the least preferred servicing option. They are permitted provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In this area of the Township, there are no municipal services therefore the proposed development will be serviced by the existing holding tank and existing private well.

Section 1.6.8.3 of the PPS addresses development on lands adjacent to transportation corridors.

"Planning authorities shall not permit development in planned corridors that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified. New development proposed on adjacent lands to existing or planned corridors and transportation facilities should be compatible with, and supportive of, the long-term purposes of the corridor and should be designed to avoid, mitigate or minimize negative impacts on and from the corridor and transportation facilities."

The location of the proposed secondary suite is on lands adjacent to Grey County Road 5. Comments from the County Transportation Department are supportive of the application and request that the owners apply for an exemption for the entrance.

Council should be aware that once a by-law authorizing a secondary suite has been passed, there is no appeal period.

**Comprehensive Zoning Bylaw 6-2003**
The subject lands were zoned ‘C4-18-2013’ and permit the structure to be used for storage. Initially, Council signed a parking agreement with the individual who purchased the building from the Township. The agreement permitted the new owner to park in the Township lot across the street. The agreement was with that specific property owner and did not go with the lands so, once the lands were sold, the parking agreement expired.

This application is to rezone the property from commercial to General Residential (R1) and to permit a secondary suite in the lower level of the structure. The existing entrance and driveway will be used to access the residence and the suite and it will be serviced by the existing well and holding tank. The application indicates that 4 parking spaces can be accommodated. The current owners propose a few modifications to the existing structure in order to make the lot more useable. They are requesting relief to the following:

1. Section 10.2 to permit a deck to be built the width of the existing structure and 2.4m (7.9ft) from the rear yard;
2. Section 10.2 to reconfigure and reduce the size of the front porch and permit a front yard setback of 4.75m (15.6 ft.). This will open up the front yard and increase the parking area;
3. Section 4.17.3 relief to the 23m setback from the centreline of the County Road to permit a reduction and reconfiguration of the front porch within 15m (50ft) of the centreline of County Road 5; and,
4. to recognize lot coverage at 37.5%.
The above-noted relief will allow the Saar’s more flexibility on a very constrained lot. The applicants maintain that the basement of the structure can be renovated for a secondary suite and if the relief is granted, they will be able to accommodate parking for four (4) vehicles. They are aware that they will be required to enter into an agreement with a sewage hauler and that an alarm is required for the holding tank.

RELEVANT CONSULTATION

Agencies
The Notice of Complete Application and Notice of Public Meeting was circulated to agencies for review. The following comments were received:

- **Township of Georgian Bluffs Building Department:** note that, “[t]he services proposed for the application is to reuse the existing holding tank. The Ontario Building Code allow a holding tank where there is not enough room for a conventional septic bed (Class 4). Section 8.8.1.2.(1)c states that a holding may be used: ‘to upgrade a sewage system in an existing building where upgrading through the use of a class 4 sewage system is not possible due to lot size...’”. The building department has reviewed the lot and found that a class 4 sewage system will not fit on the lot. Therefore the holding tank is sufficient for the proposed amendment. The existing holding tank has sufficient size to accommodate a dwelling and a secondary suite. During the inspection process the building department will verify that there are proper alarms in place and that a contract is in place with a sewage hauler.” (Email correspondence dated July 27, 2017).

- **Grey Sauble Conservation Authority:** have no objection to the application as there are no regulated areas on the subject property (correspondence dated July 27, 2017).

- **Grey County Planning & Development Department:** note provided the subject property can be adequately serviced and the applicants receive an exemption from the County transportation Department for the entrance, County Planning Staff have no further concerns with the subject application. The County requires notice of any decision rendered with respect to this application. (Correspondence dated July 25, 2017)

- **Historic Saugeen Metis (HSM)** in email correspondence dated July 12, 2017 the HSM note that, “The Historic Saugeen Metis (HSM) Lands, Resources, and Consultation Department has reviewed the relevant documents and has no objection or opposition to the proposed development, land re-designation, rezoning, land severance, Official Plan and/or Zoning By-law Amendments.”

The Notice of Complete Application and Notice of Public Meeting was circulated to all property owners within 120 m of the subject property. No written comments in support of or in opposition to this application were received.

**RECOMMENDATION:**
The proposed amendment to rezone from commercial to residential and to permit a secondary suite in the basement is consistent with the PPS, complies with the County
and Township Official Plans and the intent of the zoning by-law. The recommendation is to approve application Z-09-17.

A by-law will be presented at the August 23, 2017 Council meeting for your consideration.

Respectfully submitted,

Jenn Burnett, MSc., MCIP, RPP
Planner

Reviewed by: 

Supported by:
Notice of Complete Application and Public Meeting

Zoning By-law Amendment Z-10-17

August 9, 2017 at 7:00 PM

Council Chambers
177964 Grey Road 18, RR 3 Owen Sound, ON N4K 4P2

What is being proposed?

This application is to rezone a portion of the property from Planned Development (PD) to General Residential (R1) to permit residential development to occur within a 25m x 50m (1250 m²) development envelope approved by the Grey Sauble Conservation Authority. The Environmental Protection (EP) zone boundary will be realigned and the 15m setback to the EP area will be included in this new boundary. The remainder of the property will continue to be zoned PD, EP, and Wetland.

Additional information is available to the public for inspection at the Township Office between the hours of 9:00 am and 4:30 pm. Monday to Friday.

Date of this Notice: July 12, 2017

How can I make my views known about this proposal?

Comments at the Public Meeting aid the Township and Council in their decision making process, so be sure to have your say!

If you wish to be notified of the decision of the Council of the Township of Georgian Bluffs on the proposed zoning by-law amendment, you must make a written request to the Township of Georgian Bluffs at 177964 Grey Road 18, RR 3, Owen Sound, ON.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Georgian Bluffs before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of the Township of Georgian Bluffs to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Georgian Bluffs before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board, unless in the opinion of the Board, there are reasonable grounds to do so.

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 during regular office hours (Monday to Friday from 8:30 a.m. to 4:30 p.m.) to Jenn Burnett, Planner at:

177964 Grey Road 18, RR 3, Owen Sound, ON Telephone: 519-376-2729 ext. 226

By fax to 519-372-1620,

By email, jburnett@georgianbluffs.on.ca

Please note that any submitted comments become part of the public record, including names and addresses. Written comments are due by July 28, 2017, so that they may be read at the meeting for the benefit of everyone in attendance.
Questions? Want more information? Ask a Staff Member!
Jenn Burnett, MSc., MCIP RPP  519-376-2729

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.

This document can be made available in other accessible formats upon request.
Report No.  PL.2017.25
Public Meeting Report – Zoning By-law Amendment Application Z-10-17
Owners: Robert and Angela Cruickshank
Lot 49, Plan 857 (Shallow Lake)
Civic Address: not assigned
ARN: 4203 620-009-04000

APPLICATION SUMMARY
This application is to rezone a portion of the property from Planned Development (PD) to General Residential ‘R1’ to permit residential development to occur within a 25m x 50m (1250 m²) development envelope approved by the Grey Sauble Conservation Authority. The Environmental Protection (EP) zone boundary will be realigned and the 15m setback to the EP area will be included in this new boundary. The remainder of the property will continue to be zoned PD, EP, and Wetland.

POLICIES AFFECTING THE PROPOSAL
Provincial Policy Statement,
Grey County Official Plan
Township of Georgian Bluffs Official Plan
Township of Georgian Bluffs Comprehensive Zoning By-law 6-2003, as amended.
The 2014 Provincial Policy Statement (PPS) issued under Section 3 of the Planning Act requires that land use planning decisions ‘be consistent with’ provincial policies. Decision makers are asked to be consistent with the policies of the PPS including: 1. Building Strong Communities; 2. Wise Use and Management of Resources; and 3. Protecting Public Health and Safety. 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 have been highlighted to demonstrate the proposal’s conformity with the Provincial Policy Statement. The PPS directs decision makers to manage and direct land use to achieve efficient development and land use patterns.

Under Section 4.7 of the PPS, the Official Plan is identified as, “the most important vehicle for implementation of this Provincial Policy Statement. Comprehensive, integrated and long-term planning is best achieved through official plans. Official plans should identify provincial interests and set out appropriate land use designations and policies.” (PPS 2014, pg. 33). The Grey County Official Plan (GCOP) designates the subject lands Secondary Settlement Area, Hazard Lands and Wetland. Residential development is permitted within the Secondary Settlement area, however, the development and site alteration is not permitted with in the Hazards Lands or the wetlands designations. The Township of Georgian Bluffs Official Plan also locates a portion of the lands within the Secondary Settlement area of Shallow Lake and designates a portion of it residential.

In the GCOP, Appendix B Constraint Mapping indicates the presence of Significant Woodland on the subject property. Section 2.1.8 of the PPS does not permit
development on adjacent lands to the Woodlands unless it has been evaluated and there will be no negative impacts. It has been determined by the GSCA that an EIS is not required for this application as development is proposed outside of any natural hazard lands and features and within a development envelope approved by the Grey Sauble Conservation Authority.

Section 1.6.6.5 b) of the PPS permits partial services only “within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long term provision of such services with no negative impacts.” with no negative impacts. The property will be serviced by municipal water and a septic system.

**Comprehensive Zoning Bylaw 6-2003**
The subject lands are zoned Planned Development ‘PD’, Environmental Protection ‘EP’ and Wetland ‘W’. This application is to rezone a portion of the property to General Residential ‘R1’ to permit residential development to occur within a 25m x 50m (1250m²) development envelope. The rest of the property will retain the existing zoning. The GSCA has provided updated EP mapping which slightly extends the EP zone, however, through this process they recommend that the 15m environmental setback required by section 4.17.4 b) of the Comprehensive Zoning By-law, be included in this new EP zone boundary. This can be reflected in the site-specific zoning by-law amendment.

The R1 zone permits single detached residential dwellings and accessory uses. No building plans have been submitted at this time. Future development will be within the development envelope and as the entire property is regulated by Ontario Regulation 151/06, a permit is required from the GSCA prior to any site alteration.

The proposed development envelope meets the intent of the R1 zone. In the future, should the property owner wish to sever this portion of the property to create a lot, they must meet the provisions of the R1 zone for lot area and frontage. The proposed location of the development also allows for the consideration of future residential development through a plan of subdivision on this property and does not impede future road connectivity with the adjacent development.

**RELEVANT CONSULTATION**
**Agencies**
The Notice of Complete Application and Notice of Public Meeting was circulated to agencies for review. The following comments were received:

- **Township of Georgian Bluffs Building Department**: note that, “[t]he property owner is eligible to connect to the water system. They will need to pay the capital connection charge of $6,000.00 plus install a curbstop which will involve crossing the road so we would not have a price on this yet as we would quote it once a formal application is made.” (Email correspondence dated August 3, 2017).
Grey Sauble Conservation Authority: recommend that the 15 m setback from the EP zone be included as the full extent of the EP zone in the absence of engineered flood plain mapping. And that no additional setback from the EP zone is necessary. They recommend that the applicant contact their office for specific permitting requirements. They request to be notified of the decision on this application. (correspondence dated July 28, 2017).

Grey County Planning & Development Department: have no concerns with a dwelling on this property provided the future road network and development potential of these lands is not compromised. Provided building takes place within the GSCA-approved building envelope, County planning staff have no further concerns with the subject application. They wish to be notified of the decision on this file. (Correspondence dated July 19, 2017)

Historic Saugeen Metis (HSM) in email correspondence dated July 12, 2017 the HSM note that, “The Historic Saugeen Metis (HSM) Lands, Resources, and Consultation Department has reviewed the relevant documents and has no objection or opposition to the proposed development, land re-designation, rezoning, land severance, Official Plan and/or Zoning By-law Amendments.”

The Notice of Complete Application and Notice of Public Meeting was circulated to all property owners within 120 m of the subject property. No written comments in support of or in opposition to this application were received.

RECOMMENDATION:
This application to rezone a portion of the property to General Residential 'R1' to permit residential development within an approved development envelope is consistent with the PPS, complies with the County and Township Official Plans and the intent of the zoning by-law. The recommendation is to approve application Z-10-17.

A by-law will be presented at the August 23, 2017 Council meeting for your consideration.

Respectfully submitted,

[Signature]

Jenn Burnett, MSc., MCIP, RPP
Planner

Reviewed by: ____________________________  Supported by: ____________________________
SITE PLAN
Lot 49, Plan 857 (Shallow Lake)
Civic Address: not assigned
ARN: 4203 620-009-04000

Figure 2: Proposed Zoning
- Subject Lands
- EP Environmental Protection
- R1 General Residential
- W Wetlands
- PD Planned Development

Zoning By-law Amendment
Robert Cruickshank
Shallow Lake

SCALE 1:3000
July 27, 2017

Corporation of the Municipality of Georgian Bluffs
R.R.#3 177964 Grey Road 18
Owen Sound, Ontario
N4K 5N8

Dear Mayor and Members of Council:

I reside at [redacted] in the Municipality of Georgian Bluffs. I am having a problem with water being drained onto my land from an adjacent property, [redacted]. The property is owned by [redacted]. The excess drainage is from a secondary sump pump and structural roof drainage of a 2000+ square foot home. This excess water is being piped out to the edge of property [redacted] and onto my property, [redacted]. The roof water from [redacted] has been draining onto my property for more than 10 years. I have been tolerant of this. However, the secondary sump pump, operating since Fall 2016 and running non-stop since then, with the exception of approximately 14 days, is causing the most water damage to property. Both sources of water drainage, in my opinion, are unacceptable and in contravention of the Municipality’s By-laws.

The excess water being drained onto my property is impacting my property in several ways.

First, there is continued flooding taking place around my septic system. A trained professional has deemed my system to be healthy and functioning. However, it cannot handle all of the excess water draining onto my property and parts of my backyard are constantly wet.

Second, the side of my property where the drainage is occurring is so wet that I am unable to cut the grass in this area with my lawnmower. I attempted this once and ended up getting the lawnmower stuck in the mud. The grass is now approximately two to three feet high.

Third, I have three blue spruce at the location where the excess water is being drained onto my property. Two of those trees are showing signs of stress created by the water drainage.

In summary, the drainage has hindered our ability to upkeep our home at a level to which we have become accustomed and it has ultimately reduced our property’s value.

I have attempted to resolve this matter myself by speaking with [redacted] on three separate occasions. I respectfully requested that he drain his excess water onto the other side of his property where there is
an approved drainage ditch, only to be met with extremely rude responses and ultimately, a lack of action or resolution.

Following these unsuccessful efforts, I contacted By-law Enforcement Staff at the Municipality. As a result, I understand that Staff visited [redacted] on two occasions, requesting he resolve the drainage issue, while presenting him with a copy of the relevant By-laws relating to drainage. Since then, the property owner has done nothing to resolve this matter.

I believe that [redacted] is acting in contravention of By-laws 2.09.1, 2.09.02, 2.09.03 and 3.08.3. I respectfully request that the Committee of the Whole make a recommendation to Council to resolve this matter on my behalf, and in a way which is consistent with the Municipality’s principles of protecting residents and bettering the community in which we all share.

I will be in attendance at the Committee of the Whole meeting and pleased to answer any questions you may have about this matter.

Attached please find photos of the drainage problem taking place on my property.

Thank you in advance for your attention to this matter.

Sincerely,

Ron Kidd

Ron Kidd
Jan 26/17 (-2°C)

Roil fence is property line
Jan 26/17 (-2°C)

pic of other side of lot

red property line
Feb 17/17 (-11°c) after 3" of fresh snowfall

He tried to fill some in so it wouldn't
Mar 2/17
(-2°C)
next door problem.

outlet of 4" o pipe from secondary sump pump
no snow on roof to add to it
Mar 22/17 (-10°C)

Red - property line
April 3/17 (8°C)

Outlet of next property owner, 3' from my property line

Next property line

No rain of snow for 1 week.
red fence - property line

red property line
Recommendation

That the Committee of the Whole receive the information for future discussion, and that the Mount Pleasant Columbarium be further reviewed in 2018 when the appropriate processes for cemetery maintenance have been implemented.

Background

At the June 13, 2016 Recreation and Property Committee meeting, a presentation was made regarding the installation of a Columbarium in Mount Pleasant cemetery. Direction was given to staff to prepare a report for consideration by the Committee of the Whole.

With the cremation rate rising in Ontario, 60% of burials being cremations, staff are exploring alternatives to cremation interments, such as a columbarium. As of 2016, all cemeteries within the Township are municipally owned and operated, placing the responsibility of maintenance and administration to the Township. The transition from privately to publicly maintained cemeteries is still an active effort, with the final processes and administrative actions remaining a work in progress.

Analysis

1. Financial: Although the columbarium does serve as an investment for the Township, the municipality would absorb the cost of the initial installation and purchase. Attached as Appendix A is detailed pricing breakdowns for both 48 niche and 64 niche units. Estimates provided from four separate columbarium dealers place the approximate initial costs to the Township between $22,000.00

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and $35,000.00.

2. Legislative: The Bereavement Authority of Ontario (BAO), the provincially delegated administrative authority, responsible for the provisions of the *Funeral, Burial and Cremation Services Act, 2002* requires that the municipality file an application 30 days prior to construction of the columbarium, including:

- A key Plan of the cemetery denoting the location of the columbarium
- Detailed plan of the columbarium, including dimensions, measurements and numbering system
- An amendment to the current Cemetery By-law (80-2012) addressing the purchase and use of the columbarium, including Care and Maintenance fund establishment and contributions
- Council’s approval of the installation

The proposed site of construction is within the jurisdiction of the Grey Sauble Conservation Authority, specifically within regulated watercourse, meander belt and valleyland areas. Prior to construction, the Township will be required to obtain a permit from the Conservation Authority. The application will include: a detailed site plan showing the exact location of the proposed columbarium with dimensions indicating the footprint of the structure and disturbed area.

**Financial Impact**

Initial costs for installation and purchase would be borne by the municipality, ranging from $22,000.00 to $35,000.00, with other additional costs exclusive (ie. Grey Sauble permit costs, cement foundation for the columbarium, etc.). Once installed, market value for each niche is approximately $1,050.00 - $2000.00. See the indexed pricing breakdowns for potential total sales revenues.

**Implications**

The implications of installing the columbarium are as follows:

- Initial financial investment
- Additional maintenance for cemetery staff
- Additional administrative tasks for staff, including: administering contracts, processing sales, etc.

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2 *Funeral, Burial and Cremation Services Act, 2002, Ontario Reg. 30/11, 2016, Section 146-148: Establishing, Altering or Increasing Capacity of a Cemetery*
Strategic Priorities

2.1 Land Use Planning and Control
Develop a comprehensive planning, property standard, and pro-active by-law enforcement program consistent with Provincial policy and considerate of local community needs, its health and heritage.

Consultation and Communications
Consultation has been made with the BAO and communication with cemetery representatives and staff have taken place.

Conclusion
It is recommended that the Township consider installing a columbarium in Mount Pleasant Cemetery, both for the benefit of the public and financial growth for the municipality. Prior to this action, staff will be developing clear cemetery management processes and further educating themselves in maintenance standards.

It is recommended that the installation of the columbarium be postponed to a later date, once the proper processes have been implemented.

Respectfully Submitted:

_____________________
Brittany Drury, Legislative Services Assistant

Reviewed By:

_____________________
Wendi Hunter, Clerk / Director of Legislative Services
These are current approximate pricing

48 dome 23,000
48 Central unit 19,000
Tuscan unit 29,550, same for 48 niche twin peak

Jeff Johnson
Regional Client Representative
Central Canada and USA
C: 905-706-9026
T: 905-655-1410
F: 905-655-1412
johnson.j@cmc-carrier.com

CMC
Carrier Mausoleums Constructions inc.
www.cmc-carrier.com

Follow us:

From: Jeff Johnson [mailto:johnson.j@cmc-carrier.com]
Sent: July 12, 2017 11:30 AM
To: bdrury@georgianbluffs.on.ca
Subject: FW: Exterior columbarium designs
Subject: Exterior columbarium designs

Good Morning Brittany
Here are some of our most popular selling units\they are all available in 12 x 12 size interiors, or 13 ½ x 13 ½
Also they come in 48, 72 and 84 niches
Hope this helps
If you need anything further don’t hesitate to contact me

Jeff Johnson
Regional Client Representative
Central Canada and USA
C: 905-706-9026
T: 905-655-1410
F: 905-655-1412
johnson.j@cmc-carrier.com

Carrier Mausoleums Constructions inc.
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Follow us:
RENAISSANCE
DOME-48
(13 1/2" c/c)

ELEVATION

3D VIEW

PLAN

HOLY TRINITY
ANGlicAN CEMETERY

NIAGARA FALLS, ON

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C125168

NICHE INVENTORY

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<td>13 3/8 x 13 3/8</td>
<td>12 x 12</td>
<td>GRANITE</td>
<td>48</td>
</tr>
</tbody>
</table>

WEIGHT: - Lbs

July 26th, 2012
RENAISSANCE
CENTRAL-48
(13 1/2" c/c)

ELEVATION

3D VIEW

PLAN

C135127
SACRED HEART
OF MARY
LOUISVILLE, (OH)

NicHe INVENTORY

<table>
<thead>
<tr>
<th>NOMINAL SIZE (&quot;)</th>
<th>INSIDE SIZE (&quot;)</th>
<th>OPENING SIZE (&quot;)</th>
<th>FRONT</th>
<th>QTY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 1/2 x 13 1/2</td>
<td>13 3/8 x 13 3/8</td>
<td>12 x 12</td>
<td>GRANITE</td>
<td>48</td>
</tr>
</tbody>
</table>

WEIGHT: 8383 Lbs

NOTE:
THIS IS THE PROPERTY OF CMC; UNAUTHORIZED REPRODUCTION, DISTRIBUTION OR USE OF THESE DRAWINGS IS PROHIBITED.

May 29th, 2013
RENAISSANCE
TWIN PEAK-72

ELEVATION

3D VIEW

PLAN

THESE DRAWINGS ARE THE PROPERTY OF CMC; UNAUTHORIZED REPRODUCTION, DISTRIBUTION OR USE OF THESE DRAWINGS IS PROHIBITED.

C155077

FAIRVIEW CEMETERY

NIAGARA FALLS, ON

<table>
<thead>
<tr>
<th>NOMINAL SIZE (&quot;)</th>
<th>INSIDE SIZE (&quot;)</th>
<th>OPENING SIZE (&quot;)</th>
<th>INSIDE DEPTH</th>
<th>FRONT</th>
<th>QTY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 x 12</td>
<td>11 7/8 x 11 7/8</td>
<td>10 1/2 x 10 1/2</td>
<td>13 5/8</td>
<td>GRANITE</td>
<td>72</td>
</tr>
</tbody>
</table>

WEIGHT: 20 785 Lbs

April 20th, 2015
To: MOUNT PLEASANT CEMETERY BOARD

Sanderson Monument Representative: STEVE PEYTON

Quote # 0736117sb                  Date: JULY 31, 2017

<table>
<thead>
<tr>
<th>RE - COLUMBARIUM (Rock of Ages Unicraft Construction)</th>
<th>RETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSIDE - Unpolished Stanstead Grey Granite</td>
<td></td>
</tr>
<tr>
<td>INSIDE - Aluminum</td>
<td></td>
</tr>
<tr>
<td>SHUTTERS - Polished Black (or any other granite)</td>
<td></td>
</tr>
<tr>
<td>BASE - Unpolished Stanstead Grey Granite</td>
<td></td>
</tr>
<tr>
<td>INSTALLATION - Included</td>
<td></td>
</tr>
<tr>
<td>FOUNDATION - Included</td>
<td></td>
</tr>
<tr>
<td>DRILL HOLES FOR BRONZE - Not Included</td>
<td></td>
</tr>
<tr>
<td>WARRANTY - Rock of Ages Full Perpetual Warranty (see below)</td>
<td></td>
</tr>
</tbody>
</table>

48 Niche Columbarium (6 wide x 4 high on 2 sides)

<table>
<thead>
<tr>
<th>Price (including foundation and installation)</th>
<th>Plus HST</th>
<th>Cost Per Niche</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20,850</td>
<td>434</td>
</tr>
</tbody>
</table>

WARRANTY - The Rock of Ages Perpetual Warranty covers the columbarium for cracks, checks or any other defect that is attributed to the granite or workmanship. **The warranty is backed by an independent trust fund** so that in the event that both Rock of Ages and Sanderson Monument cease to exist, a claim can still be made.

CONSTRUCTION - The columbarium units are put together in a controlled environment in the Rock of Ages facility. Bronze clamps, stainless steel dowels and special epoxies are used to ensure an secure and lasting construction. The roof has a water drip line around the bottom edge to help keep the columbarium clean.
Columbarium Worksheet

(Example: 48 niche unit, standard price as of Jan. 2017. **This is an illustration only. Prices must be set by the customer. This does not include incidentals, such as freight and end date plaques, which will vary from unit to unit)

**COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of columbarium unit (with any and all delivery costs)</td>
<td>$16,080</td>
</tr>
<tr>
<td>Cost of cement foundation poured in cemetery</td>
<td>$5,000</td>
</tr>
<tr>
<td>Cost of crane to set columbarium in cemetery</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>A. Total upfront cost of purchase and install:</strong></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$22,080</td>
</tr>
<tr>
<td>Cost per niche (Total upfront cost ÷ number of niches):</td>
<td></td>
</tr>
<tr>
<td><strong>Per niche:</strong></td>
<td>$460</td>
</tr>
</tbody>
</table>

**REVENUE**

Niche Sales

<table>
<thead>
<tr>
<th>Description</th>
<th>Per niche:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niche sale (averaged due to tiered pricing)</td>
<td>$1,050</td>
</tr>
<tr>
<td>Number of niches</td>
<td>48</td>
</tr>
<tr>
<td><strong>B. Total revenue from niche sales:</strong></td>
<td>$50,400</td>
</tr>
</tbody>
</table>

Door Identification or Personalization

<table>
<thead>
<tr>
<th>Description</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door plaque sale – cost: $600 - $400 (illustration for full dates)</td>
<td>$200</td>
</tr>
<tr>
<td>Number of doors plaques</td>
<td>48</td>
</tr>
<tr>
<td><strong>C. Total revenue from door plaque sales:</strong></td>
<td>$9,600</td>
</tr>
</tbody>
</table>

Memory wall

<table>
<thead>
<tr>
<th>Description</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory Wall plaque sale – cost: $350 - $170</td>
<td>$180</td>
</tr>
<tr>
<td>Number of memory wall plaques</td>
<td>48</td>
</tr>
<tr>
<td><strong>D. Total revenue from memory wall plaque sales:</strong></td>
<td>$8,640</td>
</tr>
</tbody>
</table>

Reinvestment back into the cemetery:  \[(B + C + D) - A = \frac{46,560}{\text{net profit}}\]
This timeless 48 Place Columbarium is manufactured using our signature all granite construction, using no aluminum or concrete. This memorial features a 6” thick floor, 4” walls and 4” center wall and roof.

Each niche (including the doors) is constructed of 1-1/4” solid granite. The size of each niche is 12-1/2” x 12-1/2” x 12-1/2”.

As with all of Nelson Granite’s product lines, this elegant and dignified model imparts the assurance of superior quality and craftsmanship.
# Columbarium Worksheet

48 niche curved unit (Example: Standard price as of Jan 2017** This is an illustration only. Prices must be set by the customer. This does not include incidentals, such as end date plaques, which will vary from unit to unit)

## COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of columbarium unit (with any and all delivery costs):</td>
<td>$18,000</td>
</tr>
<tr>
<td>Cost of cement foundation poured in cemetery:</td>
<td>$5,000</td>
</tr>
<tr>
<td>Cost of crane to set columbarium in cemetery:</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**A. Total upfront cost of purchase and install:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>$24,000</td>
</tr>
<tr>
<td>Per Niche:</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

## REVENUE

### Niche Sales

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Niche</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niche Sale (averaged due to tiered pricing):</td>
<td>$1,050</td>
</tr>
<tr>
<td>Number of Niches:</td>
<td>48</td>
</tr>
</tbody>
</table>

**B. Total revenue from niche sales:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50,400</td>
</tr>
</tbody>
</table>

### Door Identification or Personalization

<table>
<thead>
<tr>
<th>Description</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door plaque sale - cost: $600 - $400 (illustration for full dates)</td>
<td>$200</td>
</tr>
<tr>
<td>Number of door plaques:</td>
<td>48</td>
</tr>
</tbody>
</table>

**C. Total revenue from door plaque sales:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$9,600</td>
</tr>
</tbody>
</table>

### Memory Wall

<table>
<thead>
<tr>
<th>Description</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory Wall plaque sale - cost: $350 - $170</td>
<td>$180</td>
</tr>
<tr>
<td>Number of memory wall plaques:</td>
<td>48</td>
</tr>
</tbody>
</table>

**D. Total revenue from memory wall plaque sales:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$8,640</td>
</tr>
</tbody>
</table>

Reinvestment back into the cemetery: \( (B + C + D) - A = \)

\[ \text{net profit} = \frac{44,640}{\text{total revenue}} \]
This timeless 48 Niche Curved Columbarium is manufactured using our signature all granite construction, using no aluminum or concrete. This memorial features a 8" base and a solid granite domed roof.

Each niche (including the door) is constructed of a minimum of 1-1/4" solid granite. The size of each niche is 12-1/2" x 12-1/2" x 12-1/2". Shown with the Large Bottom Row option 12-1/2" x 12-1/2" x 16".

As with all of Nelson Granite's product lines, this elegant and dignified model imparts the assurance of superior quality and craftsmanship.
# Columbarium Worksheet

64 niche unit (Example: Standard price as of Jan 2017** This is an illustration only. Prices must be set by the customer. This does not include incidentals, such as end date plaques, which will vary from unit to unit)

## COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of columbarium unit (with any and all delivery costs):</td>
<td>$21,440</td>
</tr>
<tr>
<td>Cost of cement foundation poured in cemetery:</td>
<td>$5,000</td>
</tr>
<tr>
<td>Cost of crane to set columbarium in cemetery:</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>A. Total upfront cost of purchase and install:</strong></td>
<td>Total: $27,440</td>
</tr>
<tr>
<td>Cost per niche (Total upfront ÷ number of niches):</td>
<td>Per Niche: $428.75</td>
</tr>
</tbody>
</table>

## REVENUE

### Niche Sales

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Niche:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niche Sale (averaged due to tiered pricing):</td>
<td>$1,050</td>
</tr>
<tr>
<td>Number of Niches:</td>
<td>64</td>
</tr>
<tr>
<td><strong>B. Total revenue from niche sales:</strong></td>
<td>$67,200</td>
</tr>
</tbody>
</table>

### Door Identification or Personalization

<table>
<thead>
<tr>
<th>Description</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door plaque sale - cost: $600 - $400 (illustration for full dates)</td>
<td>$200</td>
</tr>
<tr>
<td>Number of door plaques:</td>
<td>64</td>
</tr>
<tr>
<td><strong>C. Total revenue from door plaque sales:</strong></td>
<td>$12,800</td>
</tr>
</tbody>
</table>

### Memory Wall

<table>
<thead>
<tr>
<th>Description</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory Wall plaque sale - cost: $350 - $170</td>
<td>$180</td>
</tr>
<tr>
<td>Number of memory wall plaques:</td>
<td>48</td>
</tr>
<tr>
<td><strong>D. Total revenue from memory wall plaque sales:</strong></td>
<td>$8,640</td>
</tr>
</tbody>
</table>

Reinvestment back into the cemetery: \( (B + C + D) - A = \) \$61,200 net profit
Date: Tuesday, August 01, 2017
From: Josh Planz - CBO
Subject: 2017 Building Permit Fees
Report: No. LEG2017-16

Recommendation
That Committee of the Whole receive Report LEG2017-16 and include the changes in the Building Permit Fee structure in the future Fees and Charges bylaw.

Background
The current Building Permit Fees have been in place since 2012. The Township of Georgian Bluffs' fees have been compared to the surrounding Municipalities and it has been established that the Township fees are lower than the Municipal average.

The current structuring of the fees is complicated and redundant; there are many fees that are never used by the Building Department. The new fee schedule is designed to be more user friendly to the public, which will aid in taking the guess work out of the building fees.

Analysis
The previous fee schedule was complicated to use with many unnecessary categories. The new layout is divided into structure categories which should make it easier for the public to navigate.

The two areas that have increased the most are the new residential fees (increased from $0.85 to $1.00/sq. ft.) and farm structures (increased from $0.10 to $0.25/sq. ft). The farm structure fee has been well below the
Municipal average for many years. The farm categories have added manure tanks and horizontal concrete silos as a per unit fee instead of the square foot fee that was previously charged.

The removed fees are (numbered as per Appendix 2, Existing Permit Fee Schedule):

1(b) (c) Commercial - The commercial classification was divided into two sizes (light and large commercial). The large classification added extra costs to an already sizable permit fee. The new classification has only one fee for all commercial buildings.

5) Foundation Repairs – The fee for foundation repairs would fall under the Alterations, additions and repairs to existing fee.

6) Plumbing Permit – A separate plumbing permit is not issued by the Township. The inspection of the plumbing is included in the original permit i.e. new house, addition, etc.

7) Water Connections/Plumbing Permit – This fee was removed as it was no longer used. The plumbing is still inspected and the fees are included in any new house or addition permit fee.

14) Occupancy Permit – The Township does issue Occupancy Permits for new houses. This inspection is included in the fee for a new house; the Township does not charge extra for this inspection.

15) Retaining Wall – The Township would only require this permit in certain circumstances (when it is deemed a designated structure in the Building Code). In the case that this permit was required we would charge the minimum permit fee.

16) Re-Insulation – This activity would be charged under the Renovations, Alterations, and Repairs to Existing Fee.

18) Solar Projects – Any ground mounted solar panel does not require a building permit. Any solar panel mounted on a roof would be charged under the Renovation, Alterations, and Repairs to Existing Fee.
22) Removal of Stop Work Order – There is no mechanism in the Building Act to recover fees for removing an Order. Any fees should be collected through the Townships Lawyer.

23) Removal of Order to Comply – Same explanation as #22

Financial Impact:

The revenue created by building permit fees will increase with the new fee schedule. A permit for a new house will increase by 17.5%. In 2016, 42% of the Township’s permit revenue was generated through new house permits.

In 2016 the Township collected $187,752.69 in permit revenue under the existing permit fees. With the new proposed fee schedule the same permits would generate approximately $213,520.12 in permit fees.

Implications

The fee increase will be an added cost to a building permit. The new fee structure should aid the public in determining their permit fees.

Please note that septic permit fees are administered by a separate bylaw. These fees are still current and do not require updating.

Conclusion

The Building Permit Fees have not been increased in the past five years. The new proposed fees will bring the Township in line with the surrounding Municipalities Building Fees. The new structure will simplify the permit fee process which, in turn, will assist the public.

It is recommended that these revised fees be included with the new Fees and Charges By-law to be presented to Council in the fall.

Supporting Documentation

Appendix 1 – Proposed Building Permit Fee Schedule
Appendix 2 – Existing Building Permit Fee Schedule
Appendix 3 – Municipal Comparison of Permit Fees
Respectfully Submitted:

__________________________
Wendi Hunter, Director of Legislative Services/Clerk

__________________________
Prepared by:
Josh Planz, Chief Building Official & By-law Enforcement Officer

__________________________
Reviewed by:
Rick Winters, Act'ing CAO
## GEORGIAN BLUFFS’ PROPOSED BUILDING PERMIT FEES

### RESIDENTIAL STRUCTURES
- **New Construction or Additions**: $1.00 per sqft
- **Renovations, Alterations, and Repairs to Existing**: $0.80 per sqft
- **Decks and Porches**: $0.50 per sqft
- **Attached Garage, Carport, Unfinished Space**: $0.50 per sqft
- **Accessory Structure (i.e. Garage, Shop)**: $0.50 per sqft
- **Renovation that cannot be measured in sqft**: $8.00 per $1000 of work

### FARM STRUCTURES
- **New Construction or Additions**: $0.25 per sqft
- **Tarp Structures (no livestock)**: $0.10 per sqft
- **Manure Tanks, Concrete Horizontal Silo**: $500.00 per unit
- **Grain Bins**: $150.00 per unit

### INSTITUTIONAL STRUCTURES
- **New Construction or Additions**: $0.75 per sqft
- **Renovations**: $3.00 per $1000 of work

### COMMERCIAL/INDUSTRIAL STRUCTURES
- **New Construction or Additions**: $0.80 per sqft
- **Renovations**: $4.00 per $1000 of work

### OTHER
- **Demolition**: $100.00
- **Tent (Over 646 sqft)**: $50.00
- **Change of Use**: $200.00
- **Swimming Pool**: $100.00
- **Moving**: $200.00
- **Fireplace**: $100.00

**Minimum Permit Fee**: $100.00
## Appendix 2

**SCHEDULE “B” TO BY-LAW NO. 26-2016**

**CLASSES OF BUILDING PERMITS & BUILDING PERMIT FEES**

All fees will be collected with complete applications

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Residential</td>
<td></td>
<td>$0.85 /sq ft</td>
</tr>
<tr>
<td>b) Light Commercial (under 7000 sq. ft)</td>
<td></td>
<td>$0.95 /sq ft</td>
</tr>
<tr>
<td>c) Large Commercial (over 7000 sq. ft)</td>
<td></td>
<td>$1.25 /sq ft</td>
</tr>
<tr>
<td>2. New Accessory Buildings (greater than 108 sq. ft)</td>
<td></td>
<td>$0.45 /sq ft</td>
</tr>
<tr>
<td>Includes attached garages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Decks and Porches</td>
<td></td>
<td>$0.45 /sq ft</td>
</tr>
<tr>
<td>4. Alterations, additions and repairs to existing</td>
<td></td>
<td>$0.60 /sq ft or</td>
</tr>
<tr>
<td>including Foundation repairs</td>
<td></td>
<td>$10.00/$1000 of work</td>
</tr>
<tr>
<td>6. Plumbing Permits</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>7. Water Connection/Plumbing Permit</td>
<td></td>
<td>$138/connection</td>
</tr>
<tr>
<td>Replacement meter Inspections</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>8. Demolition of any building or portion thereof</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>9. Moving permits for buildings</td>
<td></td>
<td>$.80/sq ft or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10.00/$1000 of work</td>
</tr>
<tr>
<td>10. Farm Buildings exclusive of dwellings</td>
<td></td>
<td>$0.10 /sq ft</td>
</tr>
<tr>
<td>(new and additions)</td>
<td></td>
<td>($2,000.00 Max)</td>
</tr>
<tr>
<td>11. Swimming Pools (includes fencing)</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>12. Change of Occupancy Permit (Inspection of</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>building in which occupancy is changed to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>more hazardous, refer to Code Sec. 3.2.9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Renewal Permits</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>14. Occupancy Permits - refers to requested</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>occupancy of partially completed buildings other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>than single family dwellings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Retaining Wall</td>
<td></td>
<td>$3.00/linear ft</td>
</tr>
<tr>
<td>16. Re-insulation of Existing Buildings</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>17. Chimney and Fireplaces</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>18. Solar Projects</td>
<td></td>
<td>$10.00/$50,000 of work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$75.00 minimum/$10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>maximum</td>
</tr>
<tr>
<td><strong>Note:</strong> For FIT applications $10,000 Mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>retaining fee returnable after 20 years or upon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>site restoration to predevelopment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Wind Turbines</td>
<td></td>
<td>$20.00/$1000 of work</td>
</tr>
<tr>
<td><strong>Note:</strong> For FIT applications $10,000 per wind</td>
<td></td>
<td></td>
</tr>
<tr>
<td>turbine Mandatory retaining fee returnable after</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 years or upon site restoration to predevelopment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>20.</td>
<td>Revision to Existing Permit</td>
<td>$10.00/$1000 of work</td>
</tr>
<tr>
<td>21.</td>
<td>Compliance letters to lawyers (Building &amp; Zoning)</td>
<td>$75.00</td>
</tr>
<tr>
<td>24.</td>
<td>Miscellaneous or Additional Inspections</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
| 25. | Tent Structures  
a) 646 sq. ft (60 sq. m) and under in size  
b) over 646 sq. ft (60 sq. m) in size  
i) Located on site up to a maximum of 14 days  
ii) Located on site up to a maximum of 30 days | No permit required  
$50.00  
$200.00 |
| 26. | Transfer of Permit | $75.00 |
| 27. | Re-inspection Fee / Extra Inspection Fee | $75.00 /hr  
$30.00(1 hr min.) |
| 29. | Refunds  
a) A minimum of $75.00 shall be retained for any application that is withdrawn  
b) An additional $125.00 shall be retained if a site visit was completed, prior to the withdrawal of the application.30. |   |
| 30. | Minimum Distance Separation Calculation  
Required for all existing lots in the Rural Zone | $200.00 |
| 31. | Application for placing a recreational trailer for occupancy while constructing of a residential dwelling. | $200.00 |
| 32. | The minimum permit fee is $75.00 unless otherwise noted above. |   |
| 33. | A $600.00 deposit is required at the time of issuing a building permit for a new residential home. The deposit will be refunded when the final inspection on the residence has been completed by the Chief Building Official or Building Inspector, the drainage is proper, and all other requirements are complete. After two years from the issuance of a building permit, the deposit is not refundable and will be credited to general revenue for the Municipality to cover administration costs, additional inspections and record keeping costs incurred over the two years. |   |
|   | A Grey County Development charge will be collected with all new permits, by the Township, where applicable. |   |
## Appendix 3

### 2017 Permit Costs / Square Foot

<table>
<thead>
<tr>
<th>Municipality</th>
<th>House</th>
<th>Residential Add.</th>
<th>Renovations</th>
<th>Accessory</th>
<th>dustrial/Commerc</th>
<th>Farm Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgian Bluffs</td>
<td>$0.85</td>
<td>$0.60</td>
<td>$0.60</td>
<td>$0.45</td>
<td>$0.95</td>
<td>$0.10</td>
</tr>
<tr>
<td>Meaford</td>
<td>$1.24</td>
<td>$1.24</td>
<td>$0.89</td>
<td>$0.48</td>
<td>$0.70</td>
<td>$0.36</td>
</tr>
<tr>
<td>South Bruce Peninsula</td>
<td>$1.35</td>
<td>$1.35</td>
<td>$1.35</td>
<td>$0.80</td>
<td>$1.40</td>
<td>$0.25</td>
</tr>
<tr>
<td>Hanover</td>
<td>$2.25</td>
<td>est</td>
<td>est</td>
<td>est</td>
<td>est</td>
<td>est</td>
</tr>
<tr>
<td>Saugeen Shores</td>
<td>$0.86</td>
<td>$0.48</td>
<td>$0.93</td>
<td>$0.72</td>
<td>$0.93</td>
<td>n/a</td>
</tr>
<tr>
<td>Chatsworth</td>
<td>$0.65</td>
<td>$0.65</td>
<td>$0.65</td>
<td>$0.40</td>
<td>est</td>
<td>$0.25</td>
</tr>
<tr>
<td><strong>Average (not including G.B.)</strong></td>
<td><strong>$1.27</strong></td>
<td><strong>$0.93</strong></td>
<td><strong>$0.96</strong></td>
<td><strong>$0.60</strong></td>
<td><strong>$1.01</strong></td>
<td><strong>$0.29</strong></td>
</tr>
</tbody>
</table>
That Parking Control By-law 35-2003 be amended to include an early fine payment option and add additional contraventions.

Background

The current Parking Control By-law only has a set fine option for parking infractions.

In addition the current by-law only enforces disabled parking spaces, fire routes and prohibited parking (signed areas).

Analysis

Most municipalities offer an early payment option for parking infractions. Under this option, if a person receiving a ticket pays within a certain amount of time (usually 7 days), they pay a lesser amount than the set fine. This early payment option can be an incentive for payment and can mean avoidance of administrative and court costs.

There are some common contraventions that are not cited in the by-law. By including these additional contraventions, public safety will be improved and any liability on the Township may be reduced. Enforcement of these contraventions will also mean increased revenues for the Township.

Contraventions that should be added include:

- parking the wrong way on a two way-street
o a danger due to the fact vehicles have to pull into oncoming traffic with a larger blind spot in order to reach the proper lane of travel.

- parking on the highway (no additional signage required):
  o in front of a public or private driveway or lane way or within three quarters (3/4) of a metre of the limits thereof;
  o within an intersection or within nine metres of the limits of an intersection;
  o in front of or within three metres of a fire hydrant;
  o or portion thereof in such a manner as to obstruct traffic;
  o in such a position so as to prevent the convenient removal of any vehicle previously parked or left standing;
  o in a manner other than parallel to the roadway;
  o where such vehicle is visibly in need of repair, or when such vehicle appears to be abandoned, or when such vehicle does not have attached to it, a validated number plate;

Changes to the By-law would include enabling the Township to enforce permit parking areas (Boat trailer parking on Old Beach Road and Big Bay boat launch) as this is not enforceable by the current by-law.

**Financial Impact**

At this time there is no additional signage recommended. There will be no additional costs related to the amended by-law. Amendments may result in addition revenue for the Township.

**Implications**

The Township may experience some negative reaction from residents and visitors who are ticketed under the changes to the By-law.

**Strategic Priorities**

2.7 Land Use Planning and Control

Develop a comprehensive planning, property standard, and pro-active by-law enforcement program consistent with Provincial policy and considerate of local community needs, its health and heritage.
Consultation and Communications

Parking Control By-laws were reviewed from various municipalities within the Province of Ontario in preparation of this report, and consultation was made with the Ministry of the Attorney General’s Crown Law Office.

Conclusion

It is recommended that the current Parking Control By-law be amended to reflect the Township’s current need for enforcement. A by-law to amend Parking Control By-law 35-2003 will be presented at a future Council meeting.

Supporting Documentation

Respectfully Submitted:

_________________________________
Eric Johnston
Municipal By-law Officer

_________________________________
Reviewed by:
Rick Winters, Director of Operations/Acting CAO
Date: Wednesday, August 09, 2017

From: Wendi Hunter, Clerk / Director of Legislative Services

Subject: New Council Procedure By-law

Report: No. LEG2017-18

Recommendation

1. That the report regarding the New Council Procedure By-law be received, and
2. That the draft Procedure By-law attached to this report be finalized and brought forward for enactment at a future Council meeting, and
3. That public notice regarding consideration of the new Procedure By-law be given as required under By-law 93-2007.

Background

Section 238 of the Municipal Act, 2001, requires that every municipality pass a procedure by-law for “governing the calling, place and proceedings of meetings.” Council passed Procedural By-law 14-2016 in February, 2016. Since that time, there have been a number of senior staff changes, and a number of Council and committee procedural changes have evolved.

The purpose of the reviewing the current Procedural By-law has been to:
- streamline procedures for Council and Committees,
- update language and references,
- reflect procedures that are currently in place, and
- provide a clear guide to Council and staff (helping with absences, new staff, etc.)

In reviewing the current Procedural By-law, staff have researched legislative requirements, and benchmarked other municipal procedure by-laws.

Analysis

The draft new Council Procedure By-law is attached as Appendix “A” to this report. Council members may find that the by-law looks significantly different than previous
procedure by-laws – effort has been made to make the by-law easier to read, follow and interpret. The following is a high-level discussion about differences between the draft and current By-law 14-2016. Items in the following marked with asterisk (*), and in some places italics, are where specific and/or substantive changes have been made to provisions in the previous by-law.

Title – Procedure By-law*
This is a change from “Procedural By-law” in keeping with how the required by-law is identified in the Municipal Act.

Organization of Sections
Parts and sections have been identified to create meaningful separations of subjects, and as stated earlier, to assist with reading, following and interpreting the by-law.

Statement of Purpose and Principles*
The purpose of the by-law is as defined in the Municipal Act. Principles help Council, staff and public to understand the rules of procedure that follow, and help guide Council when considering waiving provisions of the by-law during meetings.

Rules of procedure are set out in the By-law, and in the absence of specific reference in the by-law, reference will be made to Robert’s Rules of Order.

Meetings
The Meetings section has been updated to reflect current practices, and wording has been added to allow Council to make decisions regarding scheduling, creation and folding of committees without having to make amendments to the by-law.

*Section 8 – Special Meetings – In reviewing other municipal by-laws, staff have determined that about 50% require at least 48 hours' notice to call a special meeting, while the other 50% require 24 hours' notice. The current by-law requires 24 hours. Direction is required from Council regarding preferred notice.

Requirements for closed sessions have been clarified and updated. Council should note that changes to the Municipal Act, awaiting Proclamation, include expanded opportunities for closed sessions. When the new section in the Municipal Act is Proclaimed, staff will bring forward an amendment to the Procedure By-law.

Roles and responsibilities
The Mayor, or the Deputy Mayor in the absence of the Mayor, has been identified as Chair of Council and Committee of the Whole. Roles and responsibilities of the Chair and Members have been reorganized more clearly defined.
Council Meeting Procedures

These procedures have been more clearly defined, establishing deadlines for including items on an agenda, and identifying how additional items will be dealt with. The order of business is quite similar to the existing By-law, with the following changes/additions:

* Inclusion of “Announcements” – This provides a formal place on the agenda for announcements to be made regarding upcoming events, awards and recognition, and items to be brought to the attention of the public and/or Council. The public will have the opportunity to be added to the agenda under Announcements.

*Delegations – Staff recommends that delegations to Council or committees be considered and dealt with more formally. Many municipalities require that delegations simply be received, or received with the matter being referred to staff for report back, or referred to another committee for further discussion. This allows proper study and consideration to be made of a matter before a decision is made (where a decision of Council is required). The draft By-law has included this “receipt/refer” provision.

*Presentations – Presentations are dealt with in a similar manner as Delegations, although more notice is required for a presentation to be placed on an agenda. Since presentations tend to be lengthier, it is necessary to assure adequate time and space on an agenda for consideration of a presentation.

*Consent Agenda – Wording changes have been made to give effect to how the consent agenda has been dealt with at meetings in July and August of this year.

*Committee Reports - It is necessary for Council to adopt minutes and recommendations of Committee of the Whole and other committees, in order for such decisions to take effect. Wording changes have been made to give effect to how the Committee Reports have been dealt with at meetings in July and August of this year.

*Public Question Period – Many municipalities do not include a “public question period” on their agenda. It has been the practice of the Township to entertain public questions at every meeting. In order to contain issues that may arise during Public Question Period, specific wording has been included to require that questions be related to a matter on the agenda. Council may waive that requirement by majority vote if it chooses. A time limit of 5 minutes per person has been established.

*By-laws – Wording changes have been made to give effect to how by-laws have been dealt with at meetings in July and August of this year.
*Motions and Amendments – Wording has been added to formalize rules of procedure regarding motions and amendments thereto.*

**Committees**
Rules of procedure for Committee of the Whole and other committees are also established through the Procedure By-law, although application of the rules may be somewhat relaxed. No recommendation of Committee of the Whole or other committee is a decision of Council until the recommendation has been considered and adopted by Council.

**Statutory Public Meetings**
Statutory public meetings (e.g. public meetings required for consideration of Zoning By-law amendments), have not been spoken to in the current draft. Staff are conducting further research of legislation and best practices for procedures for statutory public meeting, and will include same when the new Procedure By-law is brought forward to Council.

**Financial Impact**
There is no financial impact at this time.

**Implications**
Passing a new Procedure By-law will assist Council, staff and the public in understanding the agenda and meeting process, and roles and responsibilities of all participants.

**Strategic Priorities**
This initiative in is accordance with the Over-riding Principles of the Strategic Plan specifically in regards to

- **Governance/Customer Service**
  Ensure that the Township structure is flexible and responsive to the impacts of long term growth, partnerships and volunteerism.

**Consultation and Communications**
This report is written to facilitate consultation with members of Council. Notice will be published as required under Public Notice By-law 93-2007 when the new Procedure By-law is brought forward to Council, to encourage consultation with and feedback from members of the public.
Conclusion

Staff requests Council members' consideration of the attached draft Procedure By-law, and welcomes feedback and suggestions from members for its improvement.

A new Procedure By-law will be presented to Council at a future date for enactment.

Respectfully Submitted:

_________________________________
Wendi Hunter
Clerk / Director of Legislative Services

Reviewed by:

________________________________
Rick Winters, Director of Operations/Acting CAO

Attachments: Appendix A “Draft Procedure By-law”
Draft Procedure By-law

BEING a By-law to govern the proceedings of Council and Committees

WHEREAS Section 238 (2) of the Municipal Act, R.S.O. 2001, as amended requires that every municipality and local Board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings.

AND WHEREAS it is desirable to provide rules for the conducting of public business at the meetings of the Township of Georgian Bluffs;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS ENACTS AS FOLLOWS:

Part I – Interpretation

1. Short Title

1.1 This by-law shall be known as “The Procedure By-law”.

2. Purpose

2.1 The purpose of this by-law is to govern the calling, place and proceedings of meetings.

3. Principles

3.1 This by-law sets out processes that are open, transparent and accountable to the public. In the context of Council proceedings, these principles are accomplished by:

   a) Ensuring the decision-making process is understood by the public and other stakeholders;
   b) Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this by-law and other statutory requirements; and
   c) Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.

3.2 The principles of parliamentary law governing Council Meetings include:

   d) The majority of Members have the right to decide;
   e) The minority of Members have the right to be heard;
   f) All Members have the right to information to help make decisions, unless otherwise prevented by law;
   g) All Members have a right to an efficient meeting;
Draft Procedure By-law

h) All Members have the right to be treated with respect and courtesy; and,

i) All Members have equal rights, privileges and obligations.

4. Definitions

4.1 In this By-law:

“Ad Hoc Committee” means a special purpose Committee of limited duration, created by Council to inquire and report on a particular matter or concern, and which dissolves automatically upon submitting its final report, unless otherwise directed by Council.

“Advisory Committee” means a Committee comprised of one or more Members of Council and/or members of the public appointed by Council for a specific purpose or mandate.

“CAO” means the Chief Administrative Officer of the Township.

“Chair” means the Mayor or the presiding officer of a meeting.

“Clerk” means the Clerk of the Township of Georgian Bluffs or his or her designate.

“Closed Session” means that portion of a meeting closed to the public in accordance with the Municipal Act and as defined in Section 11 of this By-law.

“Committee of the Whole” means Council sitting as a Committee generally once per month where:

a) Members consider and debate matters for recommendation to Council in an environment that is procedurally more relaxed than the formal Council meeting.

b) Motions adopted therein are not deemed to represent the final decision of Council until confirmed by resolution or by-law of Council.

“Committee Recommendation” means a motion passed by a committee during a committee meeting and recommended for adoption by the council.

"Consent Agenda" means a list of items on the Agenda, all of which may be adopted by one motion of the Council or Committee, but any of which may be transferred to the regular agenda for consideration upon the request of a Member;
Draft Procedure By-law

“Council” means the elected and sworn Members of the Council of the Township of Georgian Bluffs.

“Defer”, when used in connection with a matter or item before the council or a committee, means that the said matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that is specified in the motion to defer.

“Delegation” means a person intending to address the council or committee on a matter where a decision of the council may be required (may also be referred to as deputation).

“Deputy Mayor” means the Deputy Head of Council.


“Local Board” means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include the Township of Georgian Bluffs Police Services Board, a Public Library Board or a Conservation Board.

“Mayor” means the Mayor as Head of Council, or in the absence of the Mayor, the Deputy Mayor or, in the absence of both, another Member of Council appointed by Council.

“Member” means a Member of Council or Committee, and includes the Mayor and Deputy Mayor.


“Notice” means notice that includes the time and place of a meeting and, in the instance of a special meeting, shall include the purpose of the meeting and whether the meeting was called by the Mayor or upon petition.

“Notice of Motion” means notice, including the name of the mover, advising Council that the motion described therein will be brought at a subsequent meeting.

“Point of Order” means a Member calling attention to:

a) any breach of the rules of order pursuant to this Procedure By-law; or
b) the use of improper offensive or abusive language; or
Draft Procedure By-law

c) notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
d) any other informality or irregularity in the proceedings of the meeting.

“Point of Personal Privilege” means a Member calling attention to a matter relating to:

a) statements challenging the integrity of the council, committee or individual Members; or
b) an individual Member (e.g. statements made during the meeting naming that Member specifically, comments regarding a Member’s character, an incorrect record of a Member’s participation in a meeting contained in minutes approved in a Member’s absence); or
c) the rights and privileges of the council or committee (e.g. the accuracy of published reports of its proceedings; the conduct of its officers, employees or visitors; the comfort of Members with respect to heating, ventilation, lighting, noise).

“Presentation” means the verbal and/or visual provision of information to Council by an individual, community group or organization.

“Quorum” means a majority (more than half) of the whole number of Members of Council or a Committee except where a Member has or Members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, the quorum may be less than half plus one of the whole number of Members but shall not be less than two.

“Refer”, when used in connection with a matter or item before the council or a committee, means that the said matter or item is referred to the body or person named in the motion to refer, for further consideration and action.

“Recorded Vote” means a written record of the name and vote of each Member on a motion or question conducted by the Clerk.

“Rules of Procedure” means the rules and regulations provided in this by-law.

5 Application

5.1 This by-law applies to all meetings of Council and committees.

5.2 Notwithstanding section 5.1, Council may by resolution or by-law allow a board or committee to establish its own procedures.
Draft Procedure By-law

5.3 Notwithstanding section 5.1, the rules and regulations contained in this by-law may be suspended by a vote of two-thirds of the Members present and voting.

5.4 In the event of conflict between the provisions of this by-law and the Municipal Act or any other legislation, the provisions of the legislation shall prevail.

5.5 If there is a conflict between two or more rules in this by-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Robert’s Rules of Order.

Part II – Meetings

6 First Meeting

6.1 The Inaugural Meeting of Council after a regular election shall be held not later than the second Tuesday in December, and the meeting shall be held at 7:00 pm.

7 Regular Meetings

7.1 Regular meetings of Council and committees shall be held at the Council Chambers at the Township Offices, except as may be determined by Council resolution from time to time.

7.2 Regular meetings of Council shall be held on the first and third Wednesday of each month at 7:00 pm.

7.3 In the fall of the preceding year the Clerk shall submit a schedule of Council and committee meetings to Council for approval.

7.4 Notwithstanding the foregoing provisions, Council may, by resolution, dispense with or alter the date and time of a regular meeting of Council or any committee.

7.5 The Mayor or the Chair of a Committee, prior to a regularly scheduled meeting, may cancel the meeting due to inclement weather, a matter of respect or a lack of corporate business requiring immediate attention.

a) Where a statutory public meeting has been scheduled as part of a regular meeting that has been cancelled, every reasonable effort shall be made to conduct the meeting.

b) In the event of a cancelled statutory public meeting, Staff shall make every effort to give notice of the cancellation to interested parties and the public as soon as is practicable via either
Draft Procedure By-law

telephone or e-mail or the Township website or radio or any other method, as well as the date of re-scheduling.

8 Special Meetings

8.1 The Mayor may at any time summon a special meeting of the Council or Committee of the Whole.

8.2 The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council Members for the purpose and at the time and date mentioned in the petition.

8.3 In either of 8.1 or 8.2, the Special Meeting shall be held no sooner than \(48\) hours following the Mayor’s summons or receipt of the petition, as the case may be, and that the Clerk shall provide notice of a special meeting immediately following receipt of the summons or petition.

8.4 Notwithstanding the requirements set out in Section 8.3, and the notice requirements set out in Section 9.3, in the event of a bona fide emergency, the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone, fax, email or personal contact as determined by the Clerk.

9 Notice of Meetings

9.1 Notice of a Council or committee meeting is deemed to have been given to a Member if the agenda is:
   a) delivered by electronic mail, or
   b) because of technological failure, delivered personally or left at the usual place of residence or business of the Member.

9.2 Public Notice of all meetings shall be given by publication of future meetings in previous agendas, and posting the agenda on the Township website at least 2 business days prior to the meeting.

9.3 In the case of a special meeting called in accordance with Section 8.1 or 8.2 of this by-law, notice shall be given by delivering the agenda to Members in accordance with Section 9.1, and posting of the agenda on the Township website, as soon as is practicable after date and time of the special meeting has been established and any other notice that is permitted within the timeframe shall be given.

9.4 The notice for a special meeting shall specify the purpose for which the meeting is convened and no business shall be disposed of at special
Draft Procedure By-law

meeting of the Council or Committee of the Whole except that to which such notice related or by unanimous consent of the Members present.

9.5 Where a statutory public meeting under the Municipal Act, 2001, the Planning Act, the Development Charges Act or any other Act as scheduled for a cancelled meeting under Section 7.5, the public notice will indicate that the public meeting shall be held at the next regular meeting of Council or the Committee and any notice requirements shall be deemed to have been complied with.

10 Actions in Public

10.1 Except as provided in this by-law, all meetings shall be open to the public.

11 Closed Session

11.1 Council or a committee may meet in Closed Session if the following subject matters are being considered:

   a) the security of the property of the municipality or local board;
   b) personal matters about an identifiable individual, including municipal and local board employees;
   c) a proposed or pending acquisition of land for municipal or local board purposes;
   d) labour relations or employee negotiations;
   e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
   f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
   g) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.

11.2 A meeting of Council or a committee may be closed to the public if the following conditions are both satisfied:

   a) the meeting is held for the purpose of educating or training the Members; and
   b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

11.3 A meeting shall be closed to the public if the subject matter relates to

   a) the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council is the head of an institution for the purposes of that Act, or
   b) an ongoing investigation respecting the Township, a local board or a Township-controlled corporation by the Ombudsman appointed
Draft Procedure By-law

under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act*.

11.4 Before holding a meeting or part of a meeting that is to be closed to the public, Council or committee shall state by resolution:
   a) the fact of the holding of the Closed Session and the general nature of the matter to be considered at the closed meeting; or
   b) in the case of a meeting under Section 11.3 of this by-law, the fact of the holding of a closed meeting, the general nature of its subject-matter and that it is to be closed under that Section.
   c) any persons other than a Member and staff authorized to attend the closed meeting.

11.5 No meeting shall be closed to the public during the taking of a vote,
   a) unless Section 11.2 or 11.3 permits or requires a meeting to be closed to the public; and
   b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents for Council, or committee or persons retained by or under contract with the municipality.

11.6 The rules of the Council shall be observed in Closed Sessions as far as may be applicable.

11.7 A majority of the voting Members of the Council shall constitute a quorum of the Council for the Closed Session.

11.8 No Member or other person attending a Closed Session shall release a confidential report considered at a Closed Session, or discuss the content of such a report with persons other than Members of Council, or municipal staff members and/or agents of the Council concerned with the report, without the authorization of the Council.

11.9 Members of Council will not be permitted to take the confidential information away from the meeting at which it has been provided. Members of Council may take notes in Closed Session in handwritten format only. Any notes taken by Council Members in Closed Session will be given to the Clerk at the end of the Closed Session. These notes will be destroyed by the Clerk. There will be no recording devices of any kind during Closed Session.

**Part III – Roles and Responsibilities**
12 Chair

The Chair of the meeting is responsible for:

a) presiding at all meetings;
b) putting to a vote on all motions which are duly moved and seconded, and to announce the result of the vote;
c) declining to put to a vote any motion which contravenes this Procedure By-law;
d) enforcing the rules of order in this Procedure By-law and decorum among the Members and attendees/audience members of the public;
e) enforcing order and good behaviour of all Members in accordance with the Rules of Procedure when engaged in debate;
f) when a Member persists, following several reminders, in breaching the Rules of Procedure and disrupting the business of Council, ordering the Member to vacate the Council Chamber for the duration of the meeting;
g) ensuring that all Members who wish to speak on a motion have spoken;
h) ensuring clarity, where required, by reading, or requesting the Clerk, to read, motions before voting;
i) voting on all matters unless prohibited by law;
j) deciding all questions of order at the meeting, subject to an appeal by any Member on any question of order in respect to business before the Council;
k) maintaining, throughout the duration of a meeting, a list containing the names of the Members and public attendees who wish to speak to an item on the agenda;
l) adjourning the meeting without the question put, in the case of grave disorder arising in the meeting room;
m) adjourning the meeting when the business of the meeting has concluded;
n) executing, by his/her signature when necessary, all By-laws, resolutions and minutes of a meeting and other required documents;
o) representing and supporting Council, declaring its will, and implicitly obeying its decisions in all matters; and
p) respecting the confidentiality of matters discussed in Closed Sessions and not disclosing the subject or substance of these discussions unless authorized to do so.

13 Members

The Members are responsible for, where applicable:

a) attending scheduled meetings;
Draft Procedure By-law

b) carefully considering and making decisions about meeting business, including seeking information and advice from staff prior to and during a meeting;

c) respecting and following the rules of order, the Chair’s final ruling, and Council’s decision;

d) participating in a meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege, as set out in Section 32 of this By-law;

e) voting on all matters unless prohibited by law;

f) advising the Chair or Clerk of any absences; and

g) respecting the confidentiality of matters discussed in Closed Session and not disclosing the subject or substance of these discussions unless authorized to do so.

13.2 No Member shall:

a) use offensive words or unparliamentary language in or against the Council or against any member of staff or the public;

b) speak on any subject other than the subject in debate;

c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;

(d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;

e) disclose any information that is deemed to be confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

13.3 Where a Member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, “that such Member be ordered to leave his/her seat for the duration of the meeting of the Council”, but if the Member apologizes he/she may be permitted to retake his/her seat.

14 Clerk

14.1 The Clerk or Deputy Clerk shall be present at all meetings of Council.

14.2 The Clerk or the Clerk’s designate shall be responsible for the management and coordination of meeting agendas and related resolutions, by-laws, minutes, correspondence and records, and allow for public access to the same in accordance with the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c. M. 56 and other pertinent legislation.
Draft Procedure By-law

Part IV – Council Meeting Procedures

15 Agendas

15.1 The agendas shall be considered Notice of Meetings as provided in Section 9.

15.2 Any Member, Committee appointed by the Council, or Municipal Staff may, prior to the preparation of the agenda, file in writing, by fax, by email or personal phone call, with the Clerk, an item for inclusion on the agenda.

15.3 Items for inclusion on an agenda must be received by Thursday of the week preceding the scheduled meeting.

15.4 Items of an urgent nature may be placed on an addendum/addenda to the agenda if the items are received by the Clerk after the agenda has been published. The addendum/addenda shall be added to the Council agenda for approval at the meeting as per Section 16.3. The motion to approve the addendum/addenda shall be one motion.

16 Order of Business

16.1 The general order of business on a regular Council agenda shall be as follows:

1. Call to Order
2. Adoption of Agenda/Additions to the Agenda
4. Minutes of the Previous Meeting
5. Announcements
6. Delegations
7. Presentations
8. Adoption of Consent Agenda
9. Consideration of Matters Separated from Consent Agenda
10. Correspondence
11. Committee Reports
12. Staff Reports
13. Public Question Period
14. By-laws
15. Unfinished Business
Draft Procedure By-law

16. New Business

16.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless a change in order is moved and agreed to by a majority vote.

16.3 Additions to the agenda are discouraged, but shall be permitted for items of an urgent nature, with a two thirds majority vote.

16.4 Notwithstanding subsection 16.3, a Notice of Motion may be added to an agenda with a two-thirds majority vote provided the motion is to be dealt with at a subsequent meeting.

17 Commencement of Meeting

17.1 At the hour set for the meeting, or as soon thereafter as a Quorum is present, the Mayor or in the Mayor’s absence the Deputy Mayor, shall take the Chair and call the Members to order.

17.2 In case neither the Mayor nor the Deputy Mayor is in attendance within 30 minutes after the hour appointed, and subject to a quorum being present, Council shall appoint an acting Mayor who shall call the meeting to order and shall preside over the meeting until the arrival of the Mayor or Deputy Mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.

17.3 If a quorum is not present 30 minutes after the time appointed for the meeting, the Clerk shall record the names of the Members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.

17.4 Subject to provisions under the Conflict of Interest Act, if at any meeting the number of Members is reduced to less than the number required for a Quorum, Council shall stand adjourned.

17.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the Quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.

18 Announcements
Draft Procedure By-law

18.1 Members may present community and municipal related announcements when called upon by the Chair.

18.2 A member of the public who wishes an announcement to be made at a Council meeting must make the request in writing to the Clerk by Thursday of the week preceding the meeting.
   a) It shall be the decision of the Clerk, in consultation with the Mayor, whether the announcement will be included on the agenda.
   b) The announcement may be made at the meeting by the requesting member of the public, or the Mayor, or a Member of Council.

19 Delegations

19.1 Any person may, by written notice to the Clerk, request an opportunity to address the Members of the Council on any matter within the jurisdiction of the Township.
   a) Every request to be a delegation shall be received by the Clerk by Thursday of the week preceding the meeting, and shall include the complete name, address, telephone number, and/or email address, of the person requesting the opportunity to be a delegation, as well as the reasons for the delegation, and, if applicable, the name, address and telephone number of any person, corporation or organization represented.

19.2 It shall be the decision of the Clerk, in consultation with the Mayor, whether a delegation will be included on an agenda.

19.3 Delegates shall be encouraged to appear before a committee rather than before Council.

19.4 Delegations shall be limited to three (3) per meeting, unless delegations have been invited to address a specific matter. The Clerk may make a determination as to the deferral of a delegation to a subsequent meeting.

19.5 No delegation shall:
   a) speak disrespectfully of any person;
   b) use offensive words or unparliamentary language;
   c) speak on any subject other than the subject for which he received approval to address; or
   d) disobey the rules of order or a decision of the chair.

19.6 Persons making a delegation shall be limited in speaking to not more than ten minutes, unless Council has, by majority vote, extended the time given
Draft Procedure By-law

to the speaker.

19.7 Members may ask questions of the person making the Delegation, but shall not engage in debate with same.

19.8 For Delegations regarding matters listed elsewhere on the agenda, Council may, by majority vote, bring the matter forward to be dealt with at the same time as the Delegation.

19.9 Delegations regarding matters not listed on the agenda shall be received for information, or received and referred to staff for report to be considered at a future meeting, or received and referred to a committee for further discussion.

19.10 Delegations not on the agenda or wishing to address Council without prior approval may be heard if permitted by majority vote.

20 Presentations

20.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than 14 days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation must be provided by Thursday of the week preceding the meeting for inclusion in the package.

20.2 Presentations shall only be made in respect of matters within Council’s purview and jurisdiction.

20.3 Members may ask questions of the person making the Presentation, but shall not engage in debate with same.

20.4 For Presentations regarding matters listed elsewhere on the agenda, Council may, by majority vote, bring the matter forward to be dealt with at the same time as the delegation.

20.5 Presentations regarding matters not listed on the agenda shall be received for information, or received and referred to staff for report to be considered at a future meeting.

20.6 Presentations made by staff in support of a report or recommendation shall be included in the order of the agenda where the report or recommendation is being considered.

21 Consent Agenda
Draft Procedure By-law

21.1 Items on the Consent Agenda shall include, but are not limited to:
   a) Monthly Accounts report,
   b) Correspondence for Council’s information,
   c) Resolutions from other municipalities,
   d) Minutes of other committees and boards not requiring adoption by Council.

21.2 When the Consent Agenda is called, Members may request that any item be pulled for further discussion and/or direction. Items on the Consent Agenda shall be dealt with by a single motion, minus any items pulled.

22 Correspondence

22.1 Any person may request to have correspondence or a petition added to a Council agenda on any matter within the jurisdiction of the Township.

22.2 Every written correspondence or petition addressed to Council shall be delivered to the Clerk no later than Thursday of the week preceding the meeting.

22.3 Written correspondence must be legible, including a clear statement of purpose and at least one person’s contact information.

22.4 Anonymous correspondence will not be acknowledged, circulated, or placed on an agenda. If in the opinion of the Clerk, correspondence contains any obscene or improper material or language, the Clerk may decide that the correspondence not be included in the agenda.

23 Committee Reports

23.1 Minutes of Committee of the Whole and other committees reporting to Council shall be presented to Council for approval of the minutes and committee recommendations.

23.2 Any recommendation of Committee of the Whole or other committee may be pulled from the adopting resolution and dealt with separately from the remainder.

23.2 After the minutes of each meeting of the committee have been approved by the Council, the minutes shall be signed by the Chair.

24 Public Question Period

24.1 During public question period, any member of the public may ask a question related to any matter included on the agenda for that meeting, except a matter dealt with in a Closed Session.
Draft Procedure By-law

24.2 The maximum time allocated for each speaker during public question period shall be five (5) minutes, unless, by majority vote, Council agrees to extend that time limit.

24.3 Any member of the public asking a question during public question period shall first state their name for the meeting record and succinctly state the question related to the decision or recommendation made at that meeting.

24.4 Public questions regarding matters not on the agenda shall be discouraged, but may be permitted upon a majority vote.

25 By-laws

25.1 No by-law except a by-law to confirm the proceedings of the Council shall be presented to the Council unless the subject matter thereof has been considered and approved by the Council, through adoption of a committee recommendation or staff report recommendation, and a full copy of the by-law has been attached to the agenda.

25.2 Notwithstanding section 25.1, by-laws of a purely administrative nature, such as appointment of officials required for enforcement of other by-laws or legislation, may be considered without previous report or recommendation. The Clerk, in consultation with the CAO and the Mayor, shall determine where this circumstance is appropriate.

25.3 Every by-law presented to Council shall have three readings. Unless required to the contrary to comply with the provisions of any Act of Statutory procedure, or otherwise requested, all by-laws shall be given first, second and third reading at one meeting in a single motion.

25.4 Every By-law enacted by the Council shall be numbered and dated and shall be signed by the Mayor and Clerk, sealed with the seal of the corporation, engrossed in the By-law book and deposited for safe keeping.

25.5 Council shall enact a By-law to confirm all actions taken by Council.

26 Adjournment

26.1 The Council shall stand adjourned at 10:30 p.m. whether or not the business is concluded. Upon a vote of the majority of the Members present, the meeting may be extended to no later than 11:00 p.m.

26.2 All motions called in pursuance of the agenda and not disposed of shall be placed on the agenda for the next meeting unless otherwise decided by the Council.

Part V – Rules of Debate
Draft Procedure By-law

27 Speaking at Meetings

27.1 Every Member, prior to speaking to any matter or motion, shall ask leave of the chair to so speak.

27.2 When a Member is speaking, no other Member shall pass between him and the chair or interrupt the Member speaking except to raise a Point of Order or Personal Privilege.

28 Motions and Amendments

28.1 After a Motion has been moved and seconded, and placed under the direction of the Chair, it shall be considered to be in the possession of the Council but may be withdrawn with the consent of the mover and the support of a majority of Council.

28.2 Every Motion as herein provided when duly moved and seconded shall be read by the Chair in the precise form in which it was introduced and in which it will be recorded in the Minutes and the question shall then be open for discussion and consideration.

28.3 Prior to a question being voted on, each Member present in the Council Chamber shall take their seat in respect of the vote unless they have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act.

28.4 Every motion shall be in writing except motions:
   a) to defer;
   b) to refer;
   c) to call the question;
   d) to suspend the rules;
   e) any other procedural motion; and
   f) to adjourn.

28.5 A motion to amend when duly moved and seconded:
   a) shall receive disposition of Council before the original question;
   b) shall not be amended more than twice before voting;
   c) shall be relevant to the question to be received;
   d) shall not be received proposing a direct negative to the question;
   e) may propose a separate and distinct disposition of a question; and
   f) may propose to separate two or more components contained in the original question.
Draft Procedure By-law

28.6 After a question is deemed to be finally put by the Chair, no Member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.

28.7 The decision of the Chair as to whether the question has been finally put shall be final, except on appeal by any Member, upon which the decision of a majority of Council shall be conclusive.

28.8 Any Member may require any motion to be repeated from the Chair prior to the voting on such motion.

29 Taking the Vote

29.1 The manner of determining the decision of the Council on a motion shall be by show of hands.

29.2 If a Member moved that the vote be now taken (call the question) and another Member seconds it, the same shall be put without debate and if carried, the motion or amendment under discussion shall be immediately submitted to the Council without further discussion.

29.3 When the motion under consideration contains two or more propositions, the same shall, at the request of any Member of the Council, be put separately.

29.4 Every Member who is present at the meeting at the time of the vote, shall vote, unless disqualified by reason of interest or otherwise. A failure to vote shall be deemed to be a negative vote.

29.5 The Chair, except where disqualified to vote by reason of interest or otherwise, may vote with the other Members on all questions.

29.7 The Chair shall declare the vote on all motions and should his/her declaration be stated by any Member to be in doubt, the Chair shall require the vote to be retaken and the results of this vote shall be final.

29.8 Except as otherwise provided in the Municipal Act, every Member shall have one vote.

29.9 No vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect.

29.10 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.

30 Recorded Vote
Draft Procedure By-law

30.1 Where a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by reason of interest or otherwise, shall announce their vote openly and the Clerk shall record each vote.

30.2 Any failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

30.2 The names of those who vote for and those who vote against the question shall be entered in the Minutes. Each Member voting for the question shall say “yes” and each Member voting against the question shall say “no”.

30.3 When recording the “yes” votes and the “no” votes, the Clerk shall call the names of the Members and before the results of the vote are announced by the Chair, the Clerk shall, if requested, read the vote so taken.

31 Reconsideration

31.1 Any motion except a motion to refer, to amend, to table, to postpone indefinitely or to set a specific day or to adjourn may be reconsidered subject to the provisions contained in this section.

31.2 No discussion of the main question or the motion to reconsider the main question shall be allowed unless and until the Council shall have voted to reconsider the same, but the Member who gives the notice may have the privilege of stating their reasons for doing so.

31.3 A motion to reconsider a decision of the Council, within twelve (12) months shall have a vote of 2/3 of the whole Council.

31.4 No motion to reconsider shall be considered more than once during the same meeting.

31.5 No motion to reconsider shall be considered more than twice.

31.6 A motion to reconsider a decision of the Council at a future meeting shall be done by Notice of Motion.

32 Points of Order and Privilege

32.1 The chair of a meeting shall preserve order and decide questions of order and privilege.
Draft Procedure By-law

32.2 A Member may raise a Point of Order or a Point of Personal Privilege.

32.3 When a Member raises a Point of Order or a Point of Personal Privilege:
   a) the Member shall ask leave of the chair to raise the Point of Order or a Point of Personal Privilege and, after leave is granted, the Member shall state the Point of Order or a Point of Personal Privilege to the chair,
   b) the Chair shall decide the Point of Order or a Point of Personal Privilege,
   b) thereafter, a Member shall only address the chair for the purpose of appealing the chair’s decision to the council or committee in which the Point of Order or a Point of Personal Privilege was raised,
   c) if no Member appeals the decision of the chair, the chair’s decision shall be final, and
   c) if there is an appeal to the council or committee, the chair shall immediately take a vote to sustain the chair’s decision, without debate, and the decision shall be final.

33 Absenteeism and Leave of Absence

33.1 All Members will endeavor to provide substantive notice of absence from meetings to the Mayor and Clerk at least forty-eight (48) hours, if possible, to the commencement of the meeting from which the Member shall be absent.

33.2 Where a Member is absent from meetings of Council for three successive months without being authorized to do so by a resolution of Council, the office of that Member shall be declared to become vacant and procedures as set out in Section 263 of the Municipal Act, 2001 shall apply.

34 Minutes

34.1 The Clerk or designate shall prepare minutes of all meetings, including Closed Session, which shall record:
   (a) The place, date and time of meeting,
   (b) The name of the chair and vice-chair, or co-chairs, and the attendance of the Members,
   (c) The name of the recording secretary and senior staff present,
   (d) The resolutions, directions, decisions, and other proceedings of the meeting, without note or comment, and
   (e) The time of adjournment.

34.2 The minutes of each meeting of the council shall be presented to the council at the next regular meeting for approval.
Draft Procedure By-law

34.3 Notwithstanding subsection 34.2 above, if the meeting of the council is less than five (5) days prior to a regular meeting of the council, the minutes may be presented to the meeting of the council at the next following regular meeting for approval.

34.4 After the minutes of each meeting of the council have been approved by the council, the minutes shall be signed by the Mayor and Clerk.

34.5 The minutes of each meeting of a standing committee shall be presented to the council at the next regular meeting for approval of the recommendations therein and receipt of the minutes.

34.6 The Clerk or designate shall act as the recording secretary for Council and Committee of the Whole meetings, including Statutory Public Meetings.

Part VI - Committees

35. Committee of the Whole

35.1 Committee of the Whole shall meet once per month, generally the second Wednesday of the month, at 7:00 pm, or in accordance with the schedule adopted by Council.

35.2 The Mayor shall be the Chair of Committee of the Whole.

35.3 The Order of Business of Committee of the Whole shall be as follows:

1. Call to Order
2. Adoption of Agenda/Additions to the Agenda
4. Delegations
5. Presentations
6. Correspondence
7. Reports and Recommendations
8. Public Question Period
9. Unfinished Business
10. New Business
11. In Camera
12. Adjournment
Draft Procedure By-law

35.4 Recommendations of Committee of the Whole shall be in writing and shall have a mover and a seconder, but shall not be in force until adopted at a subsequent Council meeting.

35.5 The rules governing the procedures for Council shall be observed by Committee of the Whole insofar as applicable.

36. Other Committees

36.1 The Council may, by resolution, establish committees which shall advise the Council on matters assigned or referred to them by the Council.

36.2 Each committee shall elect a chairperson shall meet as per the schedule adopted by Council, or as otherwise adopted by Council by resolution.

36.3 A quorum for a Committee shall be a majority of those appointed to the committee by the Council.

36.4 The rules governing the procedures for Council shall be observed in all committees insofar as applicable, with the exception that motions need only a mover and not a seconder. Motions are required to conduct committee business.

36.5 Motions and recommendations made by committees shall not be in force until adopted at a subsequent Council meeting.

36.6 The Order of Business of committees shall be determined by each committee, but at least shall include:

1. Call to Order
2. Adoption of Agenda/Additions to the Agenda
4. Delegations
5. Reports and Recommendations
6. In Camera
7. Adjournment

36.7 A Committee which refuses or neglects to give due consideration to any matter assigned to it or before it may, by Council resolution, be discharged of such responsibility.

36.8 Each Committee is subject to the control and direction of the Council.
Draft Procedure By-law

36.9 Each Committee shall record minutes on all matters connected with their duties or referred to them by the Council.

36.10 The Clerk or designate shall act as secretary to committees.
Date       Wednesday, August 09, 2017
From       Rick Winters, Director of Operations
Subject    Interest in Pt. Lot 4, Plan 117, Georgian Bluffs (Kilsyth)
Report     No. OPS2017-65

Recommendation

That Committee of the Whole receive Report OPS2017-65 and provide direction with regards to the declaration of Pt. Lot 4, Plan 117, Geographic Township of Derby, surplus and offering the parcel for sale to the abutting landowner.

Background

The Township currently owns a 0.2456 acre vacant property in the former Township of Derby in the hamlet of Kilsyth. The property is adjacent to both the existing United Church and vacant public school. The property has been utilized as a parking lot, with the Township providing maintenance when the original Derby Hall and public school were in operation. The Township ceased the maintenance of the parking lot in 2016 when the Derby Public School permanently closed.

Analysis

Mr. Robert Vokes, Chair of the Kilsyth United Church Board of Directors has submitted written documentation expressing the Church’s interest in purchasing the property. The Church is proposing to continue the use of the property as a parking lot.

By-Law 11-2011 establishes procedures for the sale of real property.
Council must first declare, by resolution, any real property as surplus, seek an appraisal of the property, and publish a public notice of the disposal of the real property.

**Financial Impact**

The administrative cost for the appraisal and legal fees could be paid by the proceeds of the sale. The net proceeds could be placed into reserves.

**Implications**

None

**Strategic Priorities**

None

**Consultation and Communications**

N/A

**Conclusion**

The Kilsyth United Church is interested in possibly purchasing the vacant property owned by the Township of Georgian Bluffs immediately adjacent to their property for the continued use as a parking lot.

**Supporting Documentation**

Appendix 1 – E-mail from Robert Vokes, dated July 31, 2017
Appendix 2 – By-Law 11-2001

Respectfully Submitted:

_________________________________
Rick Winters, C.E.T.
Director of Operations/Acting CAO
July 31, 2017

To: Georgian Bluffs Council

On behalf of the Kilsyth United Church, I am sending this inquiry letter to you to advise the Township of Georgian Bluffs of our interest in purchasing the asphalt parking lot adjacent to the United Church property in Kilsyth.

Please advise us if you are interested in selling the property, and at what price would be fair for both parties. Thank you to the Council and all staff involved for your time involved with this request.

For any further questions or concerns, please contact me at home at 519-371-7338 or by cellular at 519-377-0197, or e-mail at rkvokes@gmail.com.

Thank you again,

Robert Vokes
Chair, Kilsyth United Church Board of Stewards

Robert Vokes
Utility Services Representative
Distribution Operations

Union Gas Ltd | An Enbridge Company
TEL: 800-659-0633
1602 23rd St. East, Owen Sound, Ontario, N4K 6H6

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THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS

BY-LAW NO. 11-2001

BEING a by-law to establish procedures regarding the sale of real property.

WHEREAS Section 193(2) of the Municipal Act, R.S.O., 1990, Chapter M.45, as amended, requires a Council of a municipality to pass a by-law to establish procedures governing the sale of real property owned by the municipality;

AND WHEREAS the Council of the Corporation of the Township of Georgian Bluffs deems it expedient to enact a by-law to establish procedures governing the sale of real property owned by the township;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS ENACTS AS FOLLOWS:

Definitions:

1. For the purposes of this by-law:
   (a) "appraisal" shall mean a written appraisal by an accredited appraiser as to the amount that the real property might be expected to realize if sold in the open market by a willing seller to a willing buyer.
   (b) "Township" shall mean the Corporation of the Township of Georgian Bluffs.
   (c) "disposal" shall mean the sale of real property or the lease of real property for a period of 21 years or longer.
   (d) "public notice" shall consist of the publication of a summary of the contents of the Council or Committee report in a newspaper having general circulation within the Township prior to the date of the Committee or Council meeting, as the case may be, at which the disposal is to be considered.

Surplus Lands:

2. Prior to the disposal of any real property, the Council shall by resolution declare the real property to be surplus.

Appraisals:

3. Except for disposals of those classes of property, or to those classes of public bodies exempted by The Municipal Act, the clerk shall, prior to the disposal of the real property, obtain at least one appraisal of the property, or to those classes of public bodies exempted by the Municipal Act, refer to Schedule "A" attached to and forming part of this by-law.

Public Notice:

4. (a) The Clerk shall ensure that public notice of the disposal of real property shall be effected prior to the passage of the by-law approving the disposal of the real property of the Township.
   (b) Notwithstanding subsection (1), in the event that notice to the public is specified by statute, the Clerk shall ensure that notice in accordance with the provisions of the applicable statute are effected in addition to the public notice required by this by-law.

Township of Georgian Bluffs
Real Property Disposal By-Law No. 11-2001
Public Register:

5. A public register shall be available for inspection during regular office hours, listing and describing the real property owned and leased by the Township, save and except for those classes of real property which may be exempt from listing in the public register by the Municipal Act, or the regulations made pursuant thereto, as the same may be amended from time to time. Those classes of real property exempt from the said register are outlined on Schedule “A” attached hereto and forming part of this by-law.

Effective Date:

6. This by-law shall come into full force and effect upon its final passage.

Certificate of Compliance:

7. The Clerk may issue a certificate of compliance verifying that the Council or Committee has complied with both the statutory provisions and those contained in the property disposal by-law. A certificate of compliance shall be in the form and content as outlined on Schedule “B” attached hereto and forming a part of this by-law.

Title:

8. This by-law may be cited as the “Real Property Disposal By-law”.

Validity:

9. This by-law rescinds all previous or existing by-laws of the former Townships of Derby, Keppel and Sarawak on issues covered by this by-law or contrary to the opinion of this by-law.

This by-law shall come into force and effect upon final passing thereof.

Read a first and second time this 17th day of January, 2001.

Read a third time and finally passed this 21st day of February, 2001.

Mayor - Larry J. Miller

Clerk - Kenneth Clarke
SCHEDULE “A” TO BY-LAW NO. 11-2001

EXEMPTIONS OF CLASSES OF REAL PROPERTY

1. Land 0.3 meters or less in width acquired in connection with an approval or decision under the Planning Act.

2. Highways, roads and road allowances (excepting leases in excess of 20 years).

3. Land formerly used for railway branch lines if sold to an owner of land abutting the former railway land.

4. Land that does not have direct access to a highway if sold to the owner of land abutting that land.

5. Land repurchased by an owner in accordance with section 42 of the Expropriations Act.

6. Land to be used for sites for the establishment and carrying on of industries and of industrial operations and incidental uses.

7. Land sold under sections 112, 112.1, 112.2 and 113 of the Municipal Act.

8. Easements granted to public utilities or to telephone companies.


EXEMPT CLASSES OF PUBLIC BODIES

1. Any municipality, including a metropolitan, regional or district municipality and the County of Grey.

2. A local board as defined under the Municipal Act.

3. An authority under the Conservation Authorities Act.

4. The crown in Right of Ontario or of Canada and their agencies.

PROPERTIES EXEMPT FROM LISTING IN REGISTER

1. Land 0.3 meters or less in width acquired in connection with an approval or decision under the Planning Act.

2. All highways, roads and road allowances, whether or not opened, unopened, closed or stopped up.

3. Land formerly used for railway branch lines.
SCHEDULE “B” TO BY-LAW NO. 11-2001

CERTIFICATE OF COMPLIANCE

Certificate of Compliance with Section 193 of the Municipal Act in the sale or disposition of real property described as


I hereby certify that:

1. The township passed By-law No. ______ on the ______ day of _______.

   It is a procedural by-law for the purposes of the sale or other disposition of real property and was in force on the date of the sale or disposition of the property described above.

2. The property was declared surplus under by-law or resolution No. ______ Enacted or passed on ____________________.

3. An appraisal of the fair market value of the property was obtained on ________________.

   OR

4. The property sale or disposition is exempt from the requirement to obtain an appraisal of its fair market value under the following exemption:


5. Public notice of intent to sell or dispose of the property was given by the following method(s):


Signature of Clerk

Date
At its meeting on July 12, 2017, the Committee of Adjustment directed that there be a discussion by Council regarding site visits for proposed applications.

When Committee members receive their agenda packages, they have an opportunity to make a site visit prior to the hearing to enable their understanding of the proposed application.

Another approach may be for the Secretary, or another staff member, to make a site visit and provide a report to the members of the Committee. At this time, the person completing the site inspection would be able to take pictures to be included in the planning report so that all members could review the property prior to making a decision.

There appears to be no standard approach to this matter. Some Committees require members to make individual site inspections while other assign that responsibility to staff members. The important thing to remember is that all members have the same information relating to the site.

If it is decided that each member attend individually, they must ensure that discussion on the specifics of the application does not take place between members and the applicant or nearby property owners. All information pertaining to the application should be presented at the public meeting. This will avoid any perception of bias on the part of the Committee member as may be perceived by the owner or a potential objector.