



**Agenda  
Owen Sound City Council**

**April 27, 2026**

**5:30 p.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

The public can attend meetings in person. Meetings will be livestreamed to the City's Council and Committees webpage and can be viewed live on Rogers Cable TV or the Rogers TV Website. If there are technical issues with the livestream that cannot be fixed within 15 minutes, the meeting will continue, and a recording will be available later on the webpage or by contacting the City Clerk. People who cannot attend the meeting in person for Public Forum should send their comments to the City Clerk one business day before the meeting. These comments will be shared with members and included in the updated agenda.

---

**Pages**

1. **CALL TO ORDER**
2. **CALL FOR ADDITIONAL BUSINESS**
3. **DECLARATIONS OF INTEREST**
4. **CONFIRMATION OF THE COUNCIL MINUTES**
  - 4.a Minutes of the Closed Session of the Regular Council meeting held on March 23, 2026
  - 4.b Minutes of the Regular Council meeting held on April 13, 2026 6
5. **MOTION TO MOVE COUNCIL INTO COMMITTEE OF THE WHOLE**

**COMMITTEE OF THE WHOLE**
6. **PUBLIC MEETINGS**

There are no public meetings.
7. **DEPUTATIONS AND PRESENTATIONS**
  - 7.a Presentation from the Acting City Manager (Director of Corporate Services) Re: City Manager's Update
8. **PUBLIC FORUM**
9. **CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COUNCIL IS REQUIRED**

There are no correspondence items being presented for consideration.

**10. REPORTS OF CITY STAFF**

10.a Verbal Report from the Deputy Mayor Re: Grey County Council

**11. CONSENT AGENDA**

11.a Report CS-26-030 from the Manager of Planning and Heritage Re: Bill 98, Building Homes and Improving Transportation Infrastructure Act, 2026 17

11.b Report CS-26-031 from the Senior Planner Re: Patio Permit By-law 39

11.c Final approvals issued for the following Business Licences:

- GlowUp Beauty, a nail and eye lash studio located at 968 2nd Avenue West
- Good Neighbour Resale, a grocery store for dry goods located at 956 2nd Avenue East
- Rowan's Roost, a take-out restaurant located at 791 1st Avenue East

11.d Final approvals issued for the following City Hall Illumination Requests: 81

- Ontario Medical Association for Doctors' Day

11.e Correspondence received which is presented for the information of Council 83

**12. COMMITTEE MINUTES WITH RECOMMENDATIONS FOR APPROVAL**

12.a Minutes of the Corporate Services Committee meeting held on April 9, 2026 103

12.b Minutes of the Operations Committee meeting held on April 23, 2026 (Minutes to Follow)

12.c Minutes of the Service Review Implementation Ad Hoc Committee meeting held on April 8, 2026 109

**13. MATTERS POSTPONED**

- 13.a Council Resolution No. S-241209-003 Postponed from the December 9, 2024 Special Meeting Re: Research Art Gallery Operating Models  
S-241209-003

"THAT in consideration of the 2025 draft operating budget, City Council directs staff to add to their workplan to research art gallery operating models and report back to Council on the options available."

S-241209-004

"THAT in consideration of the 2025 draft operating budget, City Council postpones Resolution No. S-241209-003 respecting art gallery operating models until the report evaluating Service Review Project 3a3 - 2024 Tourism Services at the Tom Thomson Art Gallery Pilot Project is received."

Carried.

**14. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

There are no motions for which notice was previously given.

**15. DISCUSSION OF ADDITIONAL BUSINESS**

**16. MOTION THAT COMMITTEE OF THE WHOLE RISE AND REPORT**

**FORMAL SESSION**

**17. MOTION TO ADOPT PROCEEDINGS IN COMMITTEE OF THE WHOLE**

**18. NOTICES OF MOTION**

**19. MOTION TO MOVE INTO CLOSED SESSION**

"THAT City Council now move into 'Closed Session' to consider:

1. Minutes of the Closed Session of the Regular Council meeting held on April 13, 2026;
2. One matter regarding a proposed or pending disposition of land by the municipality, and a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting property on 3rd Avenue West; and
3. One matter regarding a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting an assignment of lease."

**20. REPORTING OUT OF CLOSED SESSION**

**21. BY-LAWS**

- 21.a By-law No. 2026-038

"A By-law to confirm the proceedings of the Regular Meeting of the Council of The Corporation of the City of Owen Sound held on the 27th day of April, 2026"

- 21.b By-law No. 2026-039  
"A By-law to authorize the Mayor and Clerk to execute an agreement with The Corporation of the Municipality of Meaford and The Corporation of the Township of Georgian Bluffs respecting access to and use of the City's Leaf and Yard Waste Composting Site"
- 21.c By-law No. 2026-040  
"A By-law to amend Fees and Charges By-law No. 2025-060 to establish an Election Map fee and a Contractor Disposal fee for the City's Leaf and Yard Waste Site"
- 21.d By-law No. 2026-041  
"A By-law to Adopt a Policy Respecting Taxes for the City of Owen Sound"
- 21.e By-law No. 2026-042  
"A By-law to licence, regulate and govern the construction, erection and operation of Street Furniture and Sidewalk Patios on Public Lands"
- 21.f By-law No. 2026-043  
"A By-law to amend Preservation of Order on Streets By-law No. 1989-138 to repeal section 2.18 in its entirety"
- 21.g By-law No. 2026-044  
"A By-law to authorize the Mayor and Clerk to execute a Collective Agreement with the Owen Sound Professional Fire Fighters Association Local 531, for the years 2019-2026"
- 21.h By-law No. 2026-045  
"A By-law to amend Delegation of Powers and Duties By-law No. 2014-109 respecting approval authority for patio permits"
- 21.i By-law No. 2026-046  
"A By-law to authorize the Mayor and Clerk to execute an agreement with The Corporation of the County of Grey respecting street sweeping"
- 21.j By-law No. 2026-047  
"A By-law to authorize the Mayor and Clerk to execute a Letter of Agreement with His Majesty the King in right of Ontario as represented by the Minister of Transportation respecting the Dedicated Gas Tax Funds for Public Transportation Program"

21.k By-law No. 2026-048

"A By-law to authorize the Mayor and Clerk to execute a Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Solicitor General respecting the Court Security and Prisoner Transportation (CSPT) Program"

**22. ADJOURNMENT**



**Minutes**

**Owen Sound City Council**

**April 13, 2026**

**5:30 p.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

**MEMBERS PRESENT:** Mayor Ian Boddy  
Deputy Mayor Scott Greig  
Councillor Travis Dodd  
Councillor Jon Farmer  
Councillor Brock Hamley  
Councillor Marion Koepke  
Councillor Suneet Kukreja  
Councillor Carol Merton

**MEMBERS**

**ABSENT/REGRETS:** Councillor Melanie Middlebro'

**STAFF PRESENT:** Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Pam Coulter, Director of Community Services  
Lara Widdifield, Director of Public Works and Engineering  
Phil Eagleson, Fire Chief  
Janet Ashfield, Manager of Human Resources  
Briana Bloomfield, City Clerk  
Staci Landry, Deputy Clerk

---

**1. CALL TO ORDER**

Mayor Boddy called the meeting to order at 5:30 p.m.

All Council members and staff listed above were present except for the Manager of Human Resources.

**2. CALL FOR ADDITIONAL BUSINESS**

2.a Mayor Boddy Re: Mayor's Update

**3. DECLARATIONS OF INTEREST**

3.a Councillor Hamley:

- Discussion Arising out of Item 9.a – Correspondence from Donald Statham, Lutheran Social Services Re: Request to Waive Building Permit Fees for St. Clare Place.
- Report CR-26-035 from the Director of Corporate Services Re: 2026 Provincial Gas Tax Letter of Agreement.
- Report CR-26-036 from the Director of Corporate Services Re: 2026 Court Security and Prisoner Transportation Program.
- Correspondence items 1.c and 2.b contained within Item 11.I – Correspondence Received which is Presented for the Information of Council.

- By-law No. 2026-036 being “A By-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the Ministry of Transportation respecting 9th Avenue East reconstruction project”.

Councillor Hamley declared a conflict of interest with discussion arising out of Item 9.a, Items 11.b, 11.c, discussion arising out of items 1.c and 2.b contained within Item 11.l, and 21.i of the agenda, due to his personal employment with the Government of Ontario.

#### 4. CONFIRMATION OF THE COUNCIL MINUTES

- 4.a Minutes of the Closed Session of the Regular Council meeting held on March 9, 2026
- 4.b Minutes of the Closed Session of the Community Services Committee meeting held on March 18, 2026
- 4.c Minutes of the Regular Council meeting held on March 23, 2026

R-260413-001

Moved by Deputy Mayor Greig

Seconded by Councillor Hamley

**"THAT the minutes of the following meetings be adopted as printed:**

1. **Closed Session of the Regular Council meeting held on March 9, 2026;**
2. **Closed Session of the Community Services Committee meeting held on March 18, 2026; and**
3. **Regular Council meeting held on March 23, 2026."**

Carried.

#### 5. MOTION TO MOVE COUNCIL INTO COMMITTEE OF THE WHOLE

R-260413-002

Moved by Deputy Mayor Greig

Seconded by Councillor Hamley

**"THAT City Council now move into Committee of the Whole to consider public meetings, deputations and presentations, public forum, matters arising from correspondence, reports of City staff, consent agenda, committee minutes, matters postponed, motions for which notice was previously given and additional business."**

Carried.

### COMMITTEE OF THE WHOLE

#### 6. PUBLIC MEETINGS

There were no public meetings.

#### 7. DEPUTATIONS AND PRESENTATIONS

- 7.a Deputation from Shauna Doyle, Owen Sound & North Grey Union Public Library Information Specialist Re: Introduction of Poet Laureate, Jennifer Frankum

Ms. Doyle introduced the 2026-2027 poet laureate, Jennifer Frankum. Ms. Doyle advised that the Poet Laureate program is hosted by the Owen Sound & North Grey Union Public Library with funding from several members of the community as opposed to tax-based funding.

Ms. Doyle advised that Jennifer Frankum fashions poems out of everyday moments of wonder.

Ms. Frankum read two of her poems, "A Rather Serious Poem" and "Ink rivered my journal".

## 8. PUBLIC FORUM

### 8.a Doug Murdoch, Owen Sound resident

Mr. Murdoch raised concerns regarding building permit enforcement, encampments along the rail trail near 26th Street East, and the loss of City trees near the Wastewater Treatment Plant.

Mayor Boddy advised Mr. Murdoch and other residents to utilize the City's "Report a Concern" feature on its website, noting that it enables issues to be formally tracked and followed up.

### 8.b Kelly Carmichael, Owen Sound resident

Ms. Carmichael, on behalf of a group of residents in the Brooke area, expressed support for the inclusion of a bicycle lane on 4th Avenue West as part of the reconstruction project, noting that it would enhance safety for families and other users.

## 9. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COUNCIL IS REQUIRED

### 9.a Correspondence from Donald Statham, Lutheran Social Services Re: Request to Waive Building Permit Fees for St. Clare Place

The Director of Community Services advised that the estimated building permit fees for the development are \$127,575.84 and 50 per cent of units will be affordable.

R-260413-003

Moved by Councillor Hamley

**"THAT in consideration of the correspondence listed on the April 13, 2026 Council agenda from Donald Statham of Lutheran Social Services respecting a Request to Waive Building Permit Fees for St. Clare Place, City Council directs staff to waive the building permit fees for St. Clare Place."**

Carried.

The Manager of Human Resources joined the meeting.

Councillor Hamley declared a conflict of interest at this time with discussion arising out of Item 9.a due to his personal employment with the Government of Ontario and left the Council Chambers.

R-260413-004d

Moved by Councillor Merton

**"THAT in consideration of the correspondence listed on the April 13, 2026 Council agenda from Donald Statham of Lutheran Social Services respecting a Request to Waive Building Permit Fees for St. Clare Place, City Council directs the Mayor to send a letter to the Honourable Doug Ford, Premier of Ontario, indicating that the City of Owen Sound has met the Province's mandate for affordable housing."**

Defeated.

Councillor Hamley returned to his chair.

## 10. REPORTS OF CITY STAFF

### 10.a Report CR-26-028 from the Director of Corporate Services Re: 2026 Multi-Residential Tax Rate Reduction - Final Phase

The Director of Corporate Services provided an overview of the report.

R-260413-005

Moved by Councillor Farmer

**"THAT in consideration of Staff Report CR-26-028 respecting the 2026 Multi- Residential Tax Rate Reduction, City Council directs staff to:**

- 1. Reduce the multi-residential tax ratio to 1.0, representing the final increment in the City's four-year phased approach; and**
- 2. Bring forward a by-law to authorize the collection of 2026 property taxes based on the approved tax ratios and rates."**

Carried.

10.b Report CR-26-031 from the City Clerk Re: 2027 Committee Structure and Calendar

The City Clerk provided an overview of the report through a PowerPoint presentation.

R-260413-006

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-26-031 respecting the 2027 Committee Structure and Calendar, City Council:**

- 1. Approves the Terms of Reference for the Resilient Community Advisory Committee;**
- 2. Approves the Terms of Reference for the Sustainable Community Advisory Committee;**
- 3. Approves the Terms of Reference for the Vibrant Community Advisory Committee;**
- 4. Approves the Terms of Reference for the Tom Thomson Art Gallery Advisory Committee;**
- 5. Directs staff to bring forward a by-law to amend the Board, Committee and Seat Selection Policy No. GOV001 to amend committee start dates and Council seating start dates;**
- 6. Directs staff to bring forward the 2027 Board and Committee By-law for approval, including new terms of reference, working group clauses, and any changes to the Grey Sauble Conservation Authority Board;**
- 7. Directs staff to bring forward a by-law to amend the Procedural By-law to publish committee agendas earlier, remove standing committee references, and make housekeeping changes to the absence of the chair section as outlined in the report;**
- 8. Directs staff to provide notice of the proposed amendment to the Procedural By-law in accordance with the Notice By-law; and**
- 9. Approves the 2027 Council and Committee meeting calendar, substantially in the form attached to the report."**

Prior to a vote on the motion, Councillor Farmer requested a recorded vote:

	In Favour	Opposed
Councillor Dodd	X	
Councillor Farmer		X
Councillor Hamley	X	
Councillor Koepke	X	
Councillor Kukreja	X	
Councillor Merton		X
Deputy Mayor Greig	X	
Mayor Boddy	X	

The resolution was carried with six (6) votes in favour and two (2) votes opposed.

10.c Verbal Report from the Deputy Mayor Re: Grey County Council

Deputy Mayor Greig reported that Grey County Council:

- Awarded tenders for two road projects, including the Dundalk Main Street reconstruction and Grey Road 12.
- Received the 2025 Provincial Offences Court report which noted the most common cases arose under the *Highway Traffic Act*, municipal by-laws, the *Compulsory Automobile Insurance Act*, *Dog Owners' Liability Act*, *Building Code Act*, *Trespass to Property Act*, and *Liquor Licence and Control Act*. The Owen Sound Police Service issued 1,100 of the 11,796 total tickets filed across Bruce and Grey Counties. For municipal by-law offences, 25 per cent of each fine is retained by the Provincial Offences Court while 75 per cent is remitted to the municipality under which the by-law offence originated.
- Approved the voluntary Green Development Program with an anticipated launch in spring 2026.
- Postponed the primary motion from the Urban Road and Road Exchange Task Force and referred the matter back to the Task Force for further review with additional staff reporting and lower-tier municipal participation.
- Supported the reduction of the multi-residential tax class ratio to 1.
- Received a Strategic Plan status update which indicated that 33 per cent of objectives and goals have been completed, with 65 per cent currently in progress.

Deputy Mayor Greig advised that the Cruise and Connect: A Grey & Bruce Networking Event will be held aboard the M.S. Chi-Cheemaun on April 23, 2026 at 6:30 p.m., with tickets available for purchase via [Eventbrite](#).

R-260413-007

Moved by Deputy Mayor Greig

**"THAT in consideration of the Verbal Report provided April 13, 2026 from Deputy Mayor Greig respecting Grey County Council, City Council receives the Verbal Report for information purposes."**

Carried.

**11. CONSENT AGENDA**

11.a Report CR-26-034 from the City Clerk Re: 2026 Election Report No. 3

11.b Report CR-26-035 from the Director of Corporate Services Re: 2026 Provincial Gas Tax Letter of Agreement

- 11.c Report CR-26-036 from the Director of Corporate Services Re: 2026 Court Security and Prisoner Transportation Program
- 11.d Report OP-26-020 from the Director of Public Works and Engineering Re: Extension of Grey County Street Sweeping Agreement
- 11.e Report OP-26-017 from the Manager of Public Works and Engineering Re: Delegation of Authority for Servicing Agreements
- 11.f Report OP-26-018 from the Engineering Technologist III Re: 9th Avenue East Reconstruction - 6th Street East to Superior Street Phase 2 Encroachment and Delegation of Authority for Encroachment Approvals
- 11.g Report CR-26-032 from the Purchasing and Claims Coordinator Re: Award of City of Owen Sound Component of Grey County Joint Tender RFT-TS-20-26 Milling and Hot Mix Asphalt Paving
- 11.h Report CR-26-029 from the Deputy Clerk Re: Appointment of a Director to the River District Board of Management
- 11.i Minutes of Boards and Committees for Receipt Re: Bruce Grey Poverty Task Force meeting held on March 20, 2026
- 11.j Minutes of Boards and Committees for Receipt Re: Owen Sound & North Grey Union Public Library Board meeting held on February 5, 2026
- 11.k Minutes of Boards and Committees for Receipt Re: Owen Sound Police Service Board meeting held on February 18, 2026
- 11.l Correspondence received which is presented for the information of Council  
R-260413-008  
Moved by Deputy Mayor Greig

**"THAT in consideration of the items listed on the April 13, 2026 Consent Agenda, City Council:**

1. **Receives Items 11.a, 11.d, 11.e, 11.f, 11.h, 11.i, 11.j, and 11.l (save and except items 1.c and 2.b); and**
2. **Approves the recommendations contained in Items 11.a, 11.d, 11.e, 11.f, and 11.h."**

Carried.

Having declared a conflict of interest with Items 11.b and 11.c, Councillor Hamley left the Council Chambers.

R-260413-009  
Moved by Deputy Mayor Greig

**"THAT in consideration of the items listed on the April 13, 2026 Consent Agenda, City Council approves the recommendations contained in Items 11.b and 11.c."**

Carried.

Councillor Hamley returned to his chair.

R-260413-010  
Moved by Deputy Mayor Greig

**"THAT in consideration of the items listed on the April 13, 2026 Consent Agenda, City Council approves the recommendation contained in Item 11.g."**

Carried.

R-260413-011  
Moved by Councillor Farmer

**"THAT in consideration of the items listed on the April 13, 2026 Consent Agenda, City Council receives Item 11.k."**

Carried.

Councillor Hamley declared a conflict of interest at this time with discussions arising out of items 1.c and 2.b on the correspondence package (Item 11.l) due to his personal employment with the Government of Ontario and left the Council Chambers.

R-260413-012  
Moved by Councillor Farmer

**"THAT in consideration of items 1.c and 2.b on the correspondence package (Item 11.l) listed on the April 13, 2026 Consent Agenda respecting Regional Governance Changes, City Council directs staff to send a letter to Paul Vickers, MPP for Bruce-Grey-Owen Sound expressing concerns with the proposed changes to the *Regional Governance Act*."**

Carried.

Councillor Hamley returned to his chair.

## 12. COMMITTEE MINUTES WITH RECOMMENDATIONS FOR APPROVAL

12.a Minutes of the Community Services Committee meeting held on March 18, 2026

R-260413-013  
Moved by Councillor Koepke

**"THAT the minutes of the Community Services Committee meeting held on March 18, 2026 be received and the recommendations contained therein be approved."**

Carried.

12.b Minutes of the Operations Committee meeting held on March 19, 2026

R-260413-014  
Moved by Deputy Mayor Greig

**"THAT the minutes of the Operations Committee meeting held on March 19, 2026 be received and the recommendations contained therein be approved."**

Carried.

Deputy Mayor Greig presented a motion respecting a preferred option for the 4th Avenue West reconstruction from 15th Street to 20th Street.

In response to a question from Council, the Director of Public Works and Engineering advised that the project would not be able to commence until 2027 if an option is not selected at tonight's meeting. The City Manager suggested that the matter be referred to the April 23, 2026 Operations Committee meeting and subsequently brought forward to Council on April 27, 2026.

Mayor Boddy requested a recess for staff to consider timing of a decision.

Council recessed from 7:14 p.m. to 7:23 p.m.

The City Manager advised that referring the 4th Avenue West preferred option to the April 23, 2026 Operations Committee meeting can be accommodated by staff and meet the applicable timelines. Deputy Mayor Greig withdrew his motion in favour of a subsequent motion.

R-260413-015

Moved by Deputy Mayor Greig

**"THAT in consideration of a presentation at the Operations Committee meeting held on March 19, 2026 from WSP Canada Inc. respecting the 4th Avenue West Reconstruction (15th Street to 20th Street), City Council refers the selection of a preferred option for the 4th Avenue West reconstruction project to the April 23, 2026 Operations Committee meeting."**

Carried.

**13. MATTERS POSTPONED**

There were no postponed matters.

**14. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

14.a Motion for Which Notice was Previously Given by Deputy Mayor Greig at the March 23, 2026 Regular Council Meeting Re: Rescue on Georgian Bay

In response to a question from Council, the Fire Chief advised that \$4,700 in operating costs was incurred by Owen Sound Fire and Emergency Services related to fuel and staff time for the rescue operation that day.

R-260413-016d

Moved by Deputy Mayor Greig

**"WHEREAS on March 8, 2026, Owen Sound Fire and Emergency Services responded to a rescue on Georgian Bay;**

**NOW THEREFORE BE IT RESOLVED THAT City Council directs staff to prepare a report on the costs borne by the City and prepare to issue proportionate invoicing."**

Prior to a vote on the motion, Councillor Merton requested a recorded vote:

	In Favour	Opposed
Councillor Dodd		X
Councillor Farmer		X
Councillor Hamley		X
Councillor Koepke		X
Councillor Kukreja		X
Councillor Merton		X
Deputy Mayor Greig		X
Mayor Boddy		X

The resolution was defeated with zero (0) votes in favour and eight (8) votes opposed.

**15. DISCUSSION OF ADDITIONAL BUSINESS**

15.a Mayor's Update

Mayor Boddy advised that he received correspondence from Statistics Canada indicating that the next Census of Population will commence on May 4, 2026, and encouraged residents to complete the questionnaire upon receipt of their census invitation and secure access code.

Mayor Boddy advised that he attended the Leadership Breakfast hosted by Bruce Power on March 27, 2026, and a session for municipal leaders at the Barrie Campus of Georgian College on April 10, 2026 to discuss the Regional Labour Needs Study.

Mayor Boddy noted two upcoming events:

- Earth Day Celebration on April 22, 2026 at 7:00 p.m. outside of City Hall.
- Arts, Culture and Volunteer Awards Ceremony on April 16, 2026 from 6:00 p.m. to 8:00 p.m. at the Bayshore Community Centre.

Mayor Boddy advised that turf installation is underway at the Bayshore Community Centre and encouraged the public to attend upcoming lacrosse games.

**16. MOTION THAT COMMITTEE OF THE WHOLE RISE AND REPORT**

R-260413-017

Moved by Deputy Mayor Greig

**"THAT the Committee of the Whole rise and report."**

Carried.

**FORMAL SESSION**

**17. MOTION TO ADOPT PROCEEDINGS IN COMMITTEE OF THE WHOLE**

R-260413-018

Moved by Deputy Mayor Greig

Seconded by Councillor Hamley

**"THAT the action taken in Committee of the Whole in considering public meetings, deputations and presentations, public forum, matters arising from correspondence, reports of City staff, consent agenda, committee minutes, matters postponed, motions for which notice was previously given and additional business be confirmed by this Council."**

Carried.

**18. NOTICES OF MOTION**

There were no notices of motion.

**19. MOTION TO MOVE INTO CLOSED SESSION**

Prior to moving into Closed Session, Mayor Boddy advised that for those who are watching the meeting live on Rogers Cable TV or the Rogers TV website, the Rogers feed will not reconnect to the meeting upon Council returning to the open session to report out of the Closed Session and review the by-laws. If anyone would like to view the remainder of the open session, they can watch the livestream on the City's Council and Committees webpage at [www.owensound.ca/meetings](http://www.owensound.ca/meetings). The video recording of the meeting will also be posted on this webpage following the meeting.

R-260413-019

Moved by Deputy Mayor Greig

Seconded by Councillor Hamley

**"THAT City Council now move into 'Closed Session' to consider:**

- 1. Minutes of the Closed Session of the Regular Council meeting held on March 23, 2026;**
- 2. One matter regarding labour relations or employee negotiations respecting Fire Services;**
- 3. One matter regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting consultation requirements; and**

**4. One matter regarding a proposed or pending acquisition of land by the municipality, and a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting property on 2nd Avenue West."**

Carried.

Council moved into the Closed Session at 7:50 p.m.

**20. REPORTING OUT OF CLOSED SESSION**

Mayor Boddy advised that Council returned to the open session at 9:00 p.m.

All Council members and staff listed above were present except for the Manager of Human Resources.

During the Closed Session, City Council:

- Reviewed minutes of the Closed Session of the Regular Council meeting held on March 23, 2026;
- Discussed one matter regarding labour relations or employee negotiations respecting Fire Services, and direction was provided to staff;
- Discussed one matter regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting consultation requirements, and no direction was provided; and
- Discussed one matter regarding a proposed or pending acquisition of land by the municipality, and a position, plan, procedure, criteria, or instruction to be applied to negotiations respecting property on 2nd Avenue West, and no direction was provided.

**21. BY-LAWS**

21.a By-law No. 2026-028

"A By-law to confirm the proceedings of the Regular Meeting of the Council of The Corporation of the City of Owen Sound held on the 13th day of April, 2026"

21.b By-law No. 2026-029

"A By-law to adopt Official Plan 2026 for the City of Owen Sound and repeal Official Plan 2021"

21.c By-law No. 2026-030

"A By-law to amend Zoning By-law No. 2010-078, for conformity with Official Plan 2026 and housekeeping purposes (ZBA No. 57)"

21.d By-law No. 2026-031

"A By-law to authorize the Mayor and Clerk to execute an agreement with IPAC Paving Limited, respecting milling and hot mix asphalt paving in accordance with RFT-TS-20-26"

21.e By-law No. 2026-032

"A By-law to adopt an External Communication Strategy for the City of Owen Sound"

21.f By-law No. 2026-033

"A By-law to amend Board and Committee By-law No. 2026-008 to appoint Maegan Cookson to the River District Board of Management"

21.g By-law No. 2026-034

"A By-law to adopt Council's Budget Policy GOV004 and repeal Policy CrS-HR40"

21.h By-law No. 2026-035

"A By-law to authorize the Mayor and Clerk to execute a Licence Agreement and all other documents necessary to complete Minutes of Settlement with Sonik Inc."

21.i By-law No. 2026-036

"A By-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the Ministry of Transportation respecting the 9th Avenue East reconstruction project"

21.j By-law No. 2026-037

"A By-law to amend Delegation of Powers and Duties By-law No. 2014-109 respecting encroachment agreements for construction purposes and servicing agreements"

R-260413-020

Moved by Deputy Mayor Greig

Seconded by Councillor Hamley

**"THAT By-law Numbers 2026-028, 2026-029, 2026-030, 2026-031, 2026-032, 2026-033, 2026-034, 2026-035, and 2026-037 be passed and enacted."**

Carried.

R-260413-021

Moved by Deputy Mayor Greig

Seconded by Councillor Koepke

**"THAT By-law Number 2026-036 be passed and enacted."**

Carried.

## 22. ADJOURNMENT

The business contained on the agenda having been completed, Mayor Boddy adjourned the meeting at 9:02 p.m.

---

Mayor Ian C. Boddy

---

Briana M. Bloomfield, City Clerk

## Staff Report

---

**Report To:** City Council  
**Report From:** Sabine Robart, Manager of Planning and Heritage  
**Meeting Date:** April 27, 2026  
**Report Code:** CS-26-030  
**Subject:** Bill 98, Building Homes and Improving Transportation  
Infrastructure Act, 2026

---

### Recommendations:

THAT in consideration of Staff Report CS-26-030 respecting Bill 98, *Building Homes and Improving Transportation Infrastructure Act, 2026*, City Council directs staff to:

1. Send this report to the Province of Ontario as the City's comments on Bill 98 and the Environmental Registry of Ontario posting:
  - a. 026-0300;
  - b. 026-0305;
  - c. 026-0309;
  - d. 026-0310;
  - e. 026-0311;
  - f. 026-0312;
  - g. 026-0313;
  - h. 026-0314; and
  - i. 026-0315; and
2. Forward this report to Paul Vickers, MPP for Bruce-Grey-Owen Sound.

## Highlights:

- On **March 30, 2026**, the Minister of Municipal Affairs and Housing introduced Bill 98, *Building Homes and Improving Transportation Infrastructure Act, 2026* ("Bill 98") as well as a series of proposed regulatory changes for consultation on the Environmental Registry of Ontario (ERO). The deadline for comments is May 14, 2026.
- **Schedule 7** of Bill 98 outlines changes to the *Planning Act* which will come into force on the day the *Building Homes and Improving Transportation Infrastructure Act, 2026* receives Royal Assent. The following amendments are intended to come into force immediately upon approval:
  - Streamlining and Standardizing Official Plans.
  - Prohibit Mandatory Municipal Enhanced Development Standards and Green Building Standards and Removal of Electric Vehicle Parking Requirements.
  - Prescribed Minimum Lot Standards and Minimum Lot Sizes – 175 square metres.
  - Encumbered Parkland and Privately Owned Public Spaces (POPS).
  - Development Charges Exemptions.
  - Removal of Notice Requirements for Minister's Zoning Orders.
  - County of Simcoe as a Prescribed Municipality.
- Many of the proposed changes in Bill 98 reflect a broad push toward provincial standardization to achieve time savings in the development process. While consistency can be beneficial, these changes will impact municipal flexibility and, if passed, it will require changes to established practices, processes and approved plans.
- The chart attached in Schedule 'A' provides comments on the associated ERO postings.

## Vision 2050 - Strategic Plan Alignment:

[Strategic Plan](#) Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

## Previous Report/Authority:

[CS-22-013](#) - Bill 276, the Supporting Recovery and Competitiveness Act, 2021 & Bill 13, The Supporting People and Businesses Act, 2021

[CS-22-084](#) - Bill 109 More Homes for Everyone Act

[CS-22-149](#) and [CS-23-078](#) - Bill 23 – More Homes Built Faster Act

[CS-23-053](#) - Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023

[CS-23-012](#) and [CS-23-080](#) - Proposed Provincial Policy Statement 2023

[CS-23-122](#) - Bill 139 Proposed Less Red Tape, More Common Sense Act, 2023

[CS-24-038](#) - Bill 185, Cutting Red Tape to Build More Homes Act, 2023

[CS-24-075](#) - Provincial Planning Statement, 2024

[CM-25-016](#) - Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025

[CS-25-118](#) - Bill 60, Fighting Delays, Building Faster Act, 2025 Update

## Background:

On **March 30, 2026**, the Minister of Municipal Affairs and Housing introduced Bill 98, *Building Homes and Improving Transportation Infrastructure Act, 2026* (“Bill 98”) as well as a series of proposed regulatory changes for consultation on the Environmental Registry of Ontario (ERO). These ERO consultations build on proposals that were initially introduced for consultation in 2025. The release of Bill 98 was accompanied by a [technical briefing](#) outlining the Province’s rationale for many of the proposed changes. Bill 98 has passed second reading. The deadline for comments is May 14, 2026.

**Schedule 7** of Bill 98 outlines changes to the *Planning Act* which will come into force on the day the *Building Homes and Improving Transportation Infrastructure Act, 2026* receives Royal Assent. The following amendments are intended to come into force immediately upon approval:

- Streamlining and Standardizing Official Plans.

- Prohibit Mandatory Municipal Enhanced Development Standards and Green Building Standards and Removal of Electric Vehicle Parking Requirements.
- Prescribed Minimum Lot Standards and Minimum Lot Sizes – 175 square metres.
- Encumbered Parkland and Privately Owned Public Spaces (POPS).
- Development Charges Exemptions.
- Removal of Notice Requirements for Minister’s Zoning Orders.
- County of Simcoe as a Prescribed Municipality.

### **Analysis and Options:**

Many of the proposed changes in Bill 98 reflect a broad push toward provincial standardization to achieve time savings in the development process. While consistency can be beneficial, these changes will impact municipal flexibility and, if passed, it will require changes to established practices, processes, and plans.

The following sections provide comments on the amendments proposed to come into force subject to Bill 98 receiving Royal Assent.

The chart attached in Schedule ‘A’ provides comments on the associated ERO postings.

### **Official Plans**

The amendment provides for a standardized Official Plan structure which includes a standardized set of land use designations to be used in local official plans, with the ability for the Minister to set out further direction on implementing any of these designations, including using two or more sub-designations. This includes 10 standard chapters with standardized sub sections and a standardized set of Schedules and Appendices to be included at chapter 11. Bill 98 also proposes a standardized set of twelve (12) land use designations, which are the only land use designations which may be used in the official plans of lower- and single-tier municipalities.

This templated approach to Official Plans was introduced in October 2025 with proposals from the Province, and several adjustments to the proposal have been made in consideration of the feedback received to date. The

proposed legislation identifies the timeline for implementation, which for Owen Sound would be January 1, 2029. Bill 98 provides that the former official plan framework continues to apply to a municipality until the day on which a new official plan or a revision of the official plan is adopted through a section 26 exercise after the applicable transition date. A section 26 exercise is an update to an official plan to bring it into conformity with provincial plans and into consistency with policy statements, such as the Provincial Planning Statement (PPS), 2024. The recently completed City Official Plan update was in part a section 26 update. Municipalities are required to do so no less frequently than 10 years after an official plan first comes into effect as a new official plan; and every five years thereafter. Should the legislation proceed, a more detailed analysis of the required work and associated impacts would be brought forward to Committee and Council. It is anticipated that an amendment would be required to the City's Official Plan to bring it into conformity with the provincial legislation.

### **Removal of Electric Vehicle Parking Requirements**

Bill 98 contains amendments to s. 34 (zoning) and s. 41 (site plan) to prohibit municipalities from imposing requirements for infrastructure that supports electric vehicles. The 2026 Update to the City's Zoning By-law (approved by Council on April 13 and currently in the appeal period) contains requirements for electric vehicle parking. If this legislation comes into effect, the provisions in the By-law would no longer be in force. Staff will explore and report back to Council through Community Services Committee regarding a possible housekeeping update to the Zoning By-law to address this situation. Once the legislation is in effect, the rules in the *Planning Act* would supersede any requirement in the City's Zoning By-law such that the requirement for electric vehicle charging infrastructure would not be required.

### **Enhanced Development Standards**

The Province has indicated that enhanced (green) development standards differ across jurisdictions causing complexity and increased costs. The proposed changes would create a shift from a mandatory to a voluntary approach for these enhanced development standards that are not required for purposes of health and safety or environmental functionality (i.e., stormwater management). The City planning policies currently do not contain enhanced development standards.

Grey County has recently developed a Green Development Program. The program is a voluntary recognition and capacity building program that aims to celebrate leadership in efficient, resilient, and sustainable residential development projects across Grey, Dufferin, and Wellington Counties. As a collaborative initiative between the three Counties, the program will create a consistent, supportive framework for new residential construction, with a focus on projects of 10 or more units.

The program consists of three main parts:

- **The Metrics** – Recognizing the diversity of development projects, the framework consists of a flexible menu of 18 possible development features or ‘Metrics’ that applicants may choose to incorporate into their project.
- **Recognition** – For each Metric incorporated, the project achieves a certain number of points. Based on their total number of points, the project would be recognized at a bronze, silver, or gold level.
- **Capacity Building** – Knowledge, best practices, case studies, resources, and training opportunities will be shared with the construction and development industry to overcome local barriers to advancing more efficient, resilient construction.

Grey County staff will provide a presentation on the [Green Development Program](#) to the Community Services Committee in the coming months.

### **Minimum Area of Parcel – Prescribed Minimum Lot Standards**

Bill 98 proposes to amend the *Planning Act* to limit the ability of municipalities to pass a by-law under section 34 that imposes a minimum lot area for residential land that is greater than an area to be prescribed through regulation. An additional subsection is proposed that would deem by-law provisions regulating minimum lot frontage and depth to be of no effect to the extent that they would require a parcel to be larger than the prescribed minimum lot area. The prescribed minimum lot size is proposed to be 175 square metres (1,880 square feet).

Notably, this proposal does not remove the requirement for proposals to be consistent with the PPS and conform or not conflict with provincial plans.

Staff note that the County of Grey has also put forward a Staff Recommendation Report. City Planning staff concur with County staff regarding the proposed minimum lot area:

“Staff would note that the combination of not having higher-order transit (or any transit in some communities) and high amounts of snowfall necessitating a degree of onsite winter snow storage would make a minimum residential lot size of 175 m<sup>2</sup> very difficult to support. The front yard area and need for snow storage becomes further compounded when space for sidewalks are also factored in. Staff also note that lots of this size may not be suitable to accommodate Additional Residential Units (ARUs) as are broadly permitted per the Planning Act on urban residential lands. Staff would generally support the province’s intent here, and suggest the province may wish to consider the following:

- a) Clarify if the 175 m<sup>2</sup> is meant to apply to any housing type, or if that minimum lot size could only be used for town or rowhouses, and
- b) Consider a range of minimum lot sizes depending on the characteristics of the urban residential land i.e., is there transit, what are the annual snowfall levels, etc.

This new minimum lot area may negatively impact the development of uses such as stacked townhouses. This lot area minimum also does not consider impacts on sanitary and water servicing or storm water management.

Should such minimum lot sizes be implemented, municipalities may also need to adjust other lot standards such as setbacks or maximum lot coverage percentages.

Staff would further flag there are implementation costs to municipalities for such changes. The Environmental Registry posting flags the following as it applies to costs. “The direct compliance cost for all 444 municipalities is estimated at approximately \$472,856 and an average annual direct compliance cost of approximately \$46,600. These one-time administrative impacts reflect staff familiarization and minor updates to internal planning guidance and workflows to apply the provincial minimum lot size.”

As such, staff would request that the province provide funding to municipalities to cover these implementation costs.” ([PDR-CW-18-26County Comments on Bill 98, Building Homes and Improving Transportation Infrastructure Act](#))

## **Parkland Dedication (ERO 026-0312)**

The Bill 23 changes contemplated an “owner initiated” conveyance of land, or an easement in land, to a municipality, to satisfy some or all the municipality’s parkland dedication requirements. Bill 98’s proposed changes, in addition to bringing these changes into force and effect, would now clarify that any easement received pursuant to such a conveyance is valid, regardless of whether the municipality owns adjacent lands that are capable of being accommodated or benefitted by the easement. Additionally, proposed changes will authorize municipalities to require agreements for encumbered lands and implement a credit system. Planning staff would echo the recommendations of the County of Grey as it relates to the Province providing template agreements to municipalities to offset the costs and workload associated with encumbered lands agreements.

## **Development Charge Exemption**

Bill 98 would add a new section to the *Development Charges Act, 1997* defining a “non-profit retirement home development” that will be exempt from development charges. The exemption will not apply to charges due before the day Bill 98 comes into force, however, future installments of development charge payments will be exempt if they are due after this day.

## **Removal of Notice Requirements for Minister’s Zoning Orders**

Bill 98 proposes to amend section 47 of the *Planning Act* by striking out the requirement that the Minister must give notice when the Minister initiates an amendment or revocation of an existing Minister Zoning Order.

## **County of Simcoe as a Prescribed Municipality**

Lastly, Bill 98 seeks to amend the definition of an “upper-tier municipality without planning responsibilities” in the *Planning Act* so that the County of Simcoe has three separate definitions, representing the three-phase removal of the County of Simcoe’s planning responsibilities based on the lower-tier municipalities’ readiness.

## **Resource Alignment:**

### **Financial Resources**

There are potential financial implications associated with bringing City policy into conformity with the proposed legislative amendments, should they come into force and effect.

As noted, an Official Plan amendment/update may be required depending on the transition timeline and requirements. Staff request that the Province provide municipalities with financial support to implement the changes as it is anticipated that the changes will require significant resources to operationalize.

As noted above, there are implementation costs to municipalities for such changes. The Environmental Registry posting flags the following as it applies to costs: "The direct compliance cost for all 444 municipalities is estimated at approximately \$472,856 and an average annual direct compliance cost of approximately \$46,600. These one-time administrative impacts reflect staff familiarization and minor updates to internal planning guidance and workflows to apply the provincial minimum lot size."

### **Human Resources**

As noted above, the proposed changes will require significant staff resources to implement. The time required by staff to review and provide comments to the Province, as well as understand and implement the updated legislation takes a significant amount of time. While staff always make an effort to process applications efficiently, this constant change creates confusion, delays and uncertainty, and takes away from the time staff should be spending processing applications. There may be updates required to City planning policies and this will have a direct human resource impact.

### **Time and Scheduling**

Depending on the outcome of the consultation and the bill receiving Royal Assent, works plans and capital budgets for the coming years may need be adjusted to provide for the required policy document changes.

### **Technology and Infrastructure**

N/A.

## **Climate and Environmental Impacts:**

There are no anticipated climate or environmental impacts.

Certain aspects of Bill 98 will limit the tools available for climate adaptation and mitigation. Specifically, municipalities will not be permitted to implement mandatory green development standards or sustainable design as part of a *Planning Act* application. A municipality could continue to incentivize these items through a Community Improvement Plan, if desired.

The proposed legislative amendments also amend Section 16(14) of the *Planning Act*, removing the requirement for municipalities to include climate change policies in their Official Plan. Despite this change, Planning Staff note that the policies in the PPS and matters of provincial interest outlined in Section 2 of the *Planning Act* are not proposed to change, which require the “mitigation of greenhouse gas emissions and adaptation to a changing climate”. It is expected that Official Plans will still need to include climate change policies direction, in order to implement matters of provincial interest and demonstrate consistency with the PPS.

## **Communication and Engagement:**

City Planning staff attended a meeting with all Grey County planners on April 10, 2026, to discuss the proposed legislative amendments.

The timeline to provide comments is compressed and makes it difficult for staff to review and provide comments to Council for submission to the Province for consideration.

## **Report Developed in Consultation With:**

Staff regularly consult a range of professional sources to inform their analyses and recommendations, including publications from associations such as the Association of Municipalities of Ontario (AMO), the Ontario Professional Planners Institute (OPPI), and other legal, financial, and business consultancies.

All staff within the City’s Planning and Heritage Division provided review and comments on the changes proposed.

## **Attachments**

Schedule 'A' – Comment Chart – ERO Postings related to Bill 98, *Building Homes and Improving Transportation Infrastructure Act, 2026*

### **Reviewed by:**

Pamela Coulter, Director of Community Services

### **Submission approved by:**

Kate Allan, Director of Corporate Services (Acting City Manager)

For more information on this report, please contact Sabine Robart, Manager of Planning & Heritage at [srobart@owensound.ca](mailto:srobart@owensound.ca) or 519-376-4440 ext. 1236.

## Schedule A -Comment Chart

### ERO Postings related to Bill 98, *Building Homes and Improving Transportation Infrastructure Act, 2026*

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
<p><a href="#"><u>ERO 026-0300</u></a></p> <p><b>Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 1, 2 and 7 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026)</b></p> <p>Comment Period: May 14, 2026</p>	<p>The government is seeking feedback on proposed legislative changes to the Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 through Bill 98, the proposed Building Homes and Improving Transportation Infrastructure Act, 2026.</p> <p>Schedules 1, 2 and 7 of Bill 98 propose a number of amendments to the Planning Act and City of Toronto Act, 2006 as described in Background section of the report.</p> <p>The following amendments are intended to come into force immediately upon Royal Assent:</p> <ul style="list-style-type: none"> <li>• Streamlining and Standardizing Official Plans <ul style="list-style-type: none"> <li>○ Proposed amendments to the <i>Planning Act</i> would put in place a standard structure for official plans, to be set out in Schedule 7. A summary of the structure can be found in the <a href="#"><u>ERO posting</u></a>. The proposed structure includes a standardized set of land use designations to be used in local official plans, with the ability for the Minister to set out further direction on implementing any of these designations, including using two or more sub-designations. Otherwise, the listed designations are the only ones that will be permitted in official plans.</li> </ul> </li> <li>• Complementary Changes to Support Implementation of Streamlining and Standardizing Official Plans</li> <li>• Site Plan: Prohibit Mandatory Municipal Enhanced Development Standards and Green Building Standards <ul style="list-style-type: none"> <li>○ remove municipal authority to require certain mandatory Enhanced Development Standards (EDS) at the lot level, outside of buildings (e.g., green development standards),</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Proposed changes are intended to provide provincial standardization. While consistency can be beneficial, these changes will impact municipal flexibility and will require changes to established practices, processes and plans.</li> <li>• The implementation timeline applicable to Owen Sound would be January 1, 2029.</li> <li>• Many municipalities, including Owen Sound, are undergoing costly and time-consuming processes to bring the local policies into conformity with the last set of provincial changes. These proposed changes will require these documents to be updated again. Given that the proposed changes are not substantive policy changes but rather mostly superficial formatting changes, the implementation timelines should provide for the changes to be implemented in the next required 5-year review, especially for smaller municipalities that do not have separate policy planning divisions.</li> <li>• Clear policy is critically important in ensuring that the Plan can be understood and allow for timely approvals.</li> <li>• Official Plans need to respond to specific context of communities across the province. A framework could actually cause redundancy and increase overlap within a document where context specific matters don't perfectly fit within a specific heading of a framework.</li> <li>• The province is asked to confirm if Hazard policies will be part of the standardized sections. C4 references Hazard. Ensuring the terminology aligns with the PPS would be helpful and minimize any misunderstanding.</li> <li>• Using the term "mixed use" areas gives the impression that these uses are all permitted without any policy context for how these uses should be developed.</li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
	<p>that are not specifically required for health or safety (e.g., stormwater management)</p> <ul style="list-style-type: none"> <li>○ provide clarity that green building/construction standards are voluntary and cannot be imposed by municipalities.</li> <li>○ remove references to “sustainable design” from site plan control</li> <li>○ clarify zoning cannot be used to require sustainable elements including prohibit municipalities from imposing requirements for infrastructure that supports electric vehicles.</li> <li>○ expressly provide that mandatory green building/construction standards are not permitted, including as part of site plan control, and</li> <li>○ remove provisions that would have authorized municipalities to require green building standards</li> </ul> <ul style="list-style-type: none"> <li>● Minimum Lot Sizes – 175 square metres <ul style="list-style-type: none"> <li>○ Changes are proposed to the Planning Act to create a regulation-making authority to allow the Minister of Municipal Affairs and Housing to set a minimum lot size on parcels of urban residential land, outside the Greenbelt Area.</li> <li>○ A parcel of urban residential land is defined in the Planning Act as a parcel within the settlement area of a municipality that is zoned for residential use (other than ancillary residential use) and is fully serviced by public sewage and water.</li> <li>○ Any municipal zoning requirement for minimum frontage and/or minimum depth that would not allow for the minimum lot size standard to be met would be inapplicable.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● What might be more helpful is if there is specific implementing language for certain provincial policies that should be consistent across the province, then the province could provide that specific language for inclusion. In some cases, the province already provides detailed guidance, but this guidance could become more prescriptive. On-farm diversified uses would be a good example, how to get municipal infrastructure across a highway is the opposite.</li> </ul> <p>Green Development Standards</p> <ul style="list-style-type: none"> <li>● On green development standards, rather than prohibit certain standards, provide supportive policy guidance and training to municipal staff for proven standards that are encouraged (such as green solutions for stormwater management that actually reduce impact and cost to municipal infrastructure as well) similar for climate change policies.</li> <li>● The City’s Official Plan as recently approved does not include any enhanced green development standards.</li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
	<ul style="list-style-type: none"> <li>○ A regulation under this authority would not apply directly to the subdivision or consent process, but could be relevant to such applications</li> <li>• Encumbered Parkland and Privately Owned Public Spaces (POPS) <ul style="list-style-type: none"> <li>○ Changes are proposed to the <i>Planning Act</i> to facilitate easements for POPS, authorize municipalities to require agreements for encumbered land (i.e., strata lands) that can be registered on title, provide for a credit system whereby encumbered land and POPS arrangements would receive a minimum credit of 70%, and establish a timeframe of 90 days for municipal decisions after which a developer could appeal a non-decision to the OLT.</li> </ul> </li> <li>• Upper-tier Planning Responsibilities in Simcoe County</li> </ul>	
<p><b><u>ERO 026-0301</u></b></p> <p><b>Proposed amendments to the Water and Wastewater Public Corporations Act, 2025 and consequential amendment to the Safe Drinking Water Act, 2002</b></p> <p>Comment Period: May 14, 2026</p>	<p>MMAH is proposing amendments to guarantee public sector ownership, help ensure contracts and employees that move to a corporation transfer uninterrupted; and prohibit the transfer of long-term debt from municipalities to a Water and Wastewater Public Corporation as well as consequential legislative amendment to the <i>Safe Drinking Water Act, 2002</i>.</p>	<p>No comment</p>
<p><b><u>ERO 026-0302</u></b></p> <p><b>Communal drinking water and wastewater system municipal consent requirements</b></p> <p>Comment Period: May 14, 2026</p>	<p>Amendments are proposed to the <i>Municipal Act, 2001</i> and <i>Safe Drinking Water Act, 2002</i>, to enable regulations to set out requirements for municipal consent of non-municipal communal drinking water and wastewater systems and to require municipalities to consent if requirements are met.</p>	<p>No comment</p>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
<p><a href="#">ERO 026-0304</a>  <b>Draft Projection Methodology Guideline (PMG) to support the implementation of the Provincial Planning Statement, 2024 (PPS, 2024)</b>            Comment Period: May 14, 2026</p>	<p>To support the implementation of the Provincial Planning Statement, 2024, the Ministry is seeking feedback on a further revised draft Projection Methodology Guideline to assist planning authorities with identifying population and employment forecasts and assessing land needs. This is the second consultation on this matter.</p> <p>The PMG is an important tool in implementing the growth projections that will guide amount of population and employment for which municipalities are planning.</p>	<p>No comment</p>
<p><a href="#">ERO 026-0305</a>  <b>Proposed Changes to Various Regulations Under the Planning Act to Facilitate the Electronic Submission of Information and Materials to Approval Authorities and Allow Notices to be Given Electronically to the Province</b>            Comment Period: May 14, 2026</p>	<p>The government is seeking feedback on proposed amendments to various regulations under the <i>Planning Act</i> to facilitate the electronic submission of information and material to approval authorities and allow notices to be given electronically to the Province.</p> <p>To support the government’s move towards building a digital Ontario, the government is seeking feedback on proposed changes to various regulations under the <i>Planning Act</i> that would:</p> <ul style="list-style-type: none"> <li>remove the requirement for information and material to include an original or certified copy, and</li> <li>allow required notices to be given electronically to the Ministry of Municipal Affairs and Housing.</li> </ul> <p>These proposed changes would facilitate the electronic submission of information and material to approval authorities. They are intended to help streamline and expedite review of land use planning matters and are complementary to the broader government move towards building a digital Ontario.</p>	<p>On submission items, it is ok for the forms to not require commissioning but should still require signature. Digital signature capabilities are widely available in 2026.</p> <p>Supporting documents should be stamped and signed by the qualified persons that prepared them.</p> <p>Digital submissions are generally the norm for most municipalities. Planning staff anticipate launching the Cloudpermit planning module June 2026.</p> <p>Any standardization that requires changing technology (for example, not using Cloudpermit) would be very costly and disruptive.</p> <p>To facilitate digital /electronic submissions across province, the province is strongly encouraged to focus on the ‘costumer’ experience and ensure ease of use by multiple different members of the same municipality. The current MTO portal is not user friendly and does not facilitate easy communication between various stakeholders.</p>
<p><a href="#">ERO 026-0309</a>  <b>Proposed Regulation to Prohibit Mandatory Enhanced Development</b></p>	<p>The government is seeking feedback on a proposed Minister’s regulation that would have the effect of removing authority to require, as a condition of land division approvals, mandatory enhanced development standards at the lot level (outside of buildings), that are</p>	<p>City Planning Staff would echo the comments of the County of Grey.</p> <p>The media briefing document released by the province notes examples of “landscaping and foliage requirements, soil composition and ornamental and design considerations” as items which would be prohibited. If the prohibitions</p>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
<b>Standards as a Condition of Land Division Approvals</b> Comment Period: May 14, 2026	not specifically required for health, safety, accessibility or protection of adjoining lands (e.g., stormwater management).	limit municipal requirements to those “required for health, safety, accessibility or protection of adjoining lands (e.g., stormwater management)” then this would appear to limit many environmental protections, including those that implement Environmental Impact Studies (e.g., tree preservation, planting, and native species requirements).  Clarification on the definitions of ‘sustainability’ and ‘enhanced development standards’ are needed, as well as potential carve-outs not only for health, safety, and accessibility, but also for the natural environment.
<a href="#"><u>ERO 026-0310</u></a> <b>Proposal to reform site plan control under the Planning Act and the City of Toronto Act, 2006</b> Comment Period: May 14, 2026	The following potential reforms to municipal site plan approvals reflect both Provincial and stakeholder concerns that the site plan process is taking too long. These potential reforms are intended to generate discussion on these challenges and work towards solutions that would enable a faster, more predictable, cost effective and coordinated site plan approval process.  Proposed reforms include: <ol style="list-style-type: none"> <li>1. Remove site plan control as a land use planning tool in the <i>Planning Act</i> and the <i>City of Toronto Act, 2006</i>.</li> <li>2. Require municipalities to have a maximum of three circulations after which a mandatory meeting is triggered with all relevant municipal department representatives and the applicant to work through and resolve all outstanding issues.</li> <li>3. Further scope the site plan review process to a standard site plan approval checklist of functional aspects of a site (e.g., those related to health and safety), with use of certified professionals for acceptance and approval of reports and studies. A municipality is not permitted to request additional studies and plans beyond what is included in the standard site plan approval checklist. If technical and drawing requirements identified in the checklist are met, site plan approval is issued.</li> <li>4. Establish or require a municipal arbitration process / site plan review panel for site plan applications that have exceeded the</li> </ol>	Owen Sound consistently grants site plan approval within the 60-day window that is mandated. Key to the maintaining the timelines are the following: <ul style="list-style-type: none"> <li>• A pre-consultation process that identifies the information necessary to make decisions and process an application efficiently.</li> <li>• The City uses a development team approach that brings the key staff in planning, building and development engineering together to collaborate and find solutions to move forward.</li> <li>• Matters of accessibility are delegated to staff utilizing a checklist so that committee schedules and approvals do not hold up timely development.</li> <li>• We use a checklist for complete applications based on pre-consultation. Everyone knows early on what is expected and conditions don’t change.</li> <li>• When approval is granted, staff immediately offer a meeting with developers to review conditions and changes so that limited re-submissions are required toward final approval. Robust pre-consultation often allows for complex developments to proceed with only one resubmission.</li> <li>• The City has a minor and major site plan approval process which already provides for a ‘streamed’ approach depending on the scale of the proposed development.</li> <li>• It is unlikely even the best arbitration process will improve timelines but having this as an option may be helpful. Who will pay the costs?</li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
	<p>government’s 60-day timeline and a specified number of circulations. Participants in this process would include the applicant and the municipal development review team. This would be an alternative to a hearing at the OLT with a goal of speeding up approvals and cutting down on associated costs. An arbitration process / site plan review panel decision-making timeline could be applied to ensure timely decisions on approvals.</p> <p>5. Establish or require municipalities to establish different site plan approval streams for different kinds of proposed development, with corresponding scope of matters that may be controlled. This would mean that a “full” site plan process would only be permitted for larger, complex development initiatives resulting in fewer matters being regulated through site plan control. Less complex development would be triaged to a more expedited stream or could be exempted from site plan control completely.</p>	<ul style="list-style-type: none"> <li>• Site Plan control is of critical importance, and it has a profound and lasting impact on the built environment and how people experience their community.</li> <li>• Without site plan approval, the building permit process will become a bottleneck with hold ups relating to items of provincial conformity such as servicing (water, sanitary, stormwater, roads, etc.), cultural or built heritage resources, archaeology, brownfields, EIS, endangered species etc.</li> <li>• Eliminating site plan approval leaves the community significantly at risk as planning will be short-sighted and not consider cumulative or long-term planning. Who will ensure that traffic is coordinated and planned, that servicing infrastructure is sufficient, that entrances are safe and pedestrians have a place to walk. Leaving these matters to chance and leaving these decisions to developers will have significant and negative long term community impact.</li> <li>• There are related by-laws and legislation to address prior to building permit that are usually identified through site plan approval to the benefit of developers since they are identified earlier in the process than would be the case if left to permit process. Removing this process creates ambiguity over who is reviewing plans for compliance with by-laws and applicable law. Building Divisions are good at identifying non-compliance, Planners are good at walking developers through necessary steps to obtain compliance.</li> <li>• Municipal arbitration processes <ul style="list-style-type: none"> <li>- If implemented, this requirement should include requirement for provincial Ministries that have permit or approval processes to attend.</li> <li>- This is only helpful if it is at the request of the developer or municipal staff. If both developers and municipal staff are working collaboratively through the process, this could disrupt something that is working.</li> </ul> </li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
		<ul style="list-style-type: none"> <li>• Approving development that ensures “adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems” per Section 2 of the Planning Act, requires a municipal public works and engineering departments that are resourced/staffed to have capacity for development review with strong understanding of available infrastructure or geological needs.</li> <li>• To have lands development ready and reduce the need for site specific study of servicing or stormwater capacity would require municipal wide servicing and infrastructure assessment and construction within urban areas. Ontario has a significant infrastructure maintenance deficit largely because of inability to fund infrastructure. Planning for infrastructure and asset management is very different than finding budget to implement that plan</li> <li>• Allowing review of critical matters that may impact health or have long term impacts such as environmental, storm water, traffic, servicing, etc. ensures that studies are not filed that will leave municipalities finding solutions to long term problems.</li> </ul>
<p><b><u><a href="#">ERO 026-0311</a></u></b></p> <p><b>Proposed Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas</b></p> <p>Comment period: May 14, 2026</p>	<p>The government is seeking feedback on a potential regulation under the <i>Planning Act</i> to establish a minimum lot size of 175 square metres on urban residential lands in Ontario.</p> <p>Other considerations would continue to apply to decisions on land division applications, such as policies in the Provincial Planning Statement (PPS), 2024 that prohibit development (including lot creation) in certain circumstances. In addition, the regulation-making authority would be scoped to zoning and would not apply to subdivision control, and any municipal zoning requirement for minimum frontage and/or minimum depth that would not allow for the minimum lot size standard to be met would be inapplicable. Land owners would retain the ability to apply for the creation of larger or smaller lots through the land division process.</p> <p>The authority for this proposal regulation is being consulted on concurrently as part of Bill 98 proposed <i>Building Homes and Improving</i></p>	<ul style="list-style-type: none"> <li>• The proposed minimum lot size is 175 square metres (1883 square feet). This is less than many homes today. Reducing the minimum lot size should consider: <ul style="list-style-type: none"> <li>- Servicing</li> <li>- Storm water</li> <li>- Setbacks (especially given the proposed as-of-right variances)</li> <li>- Can this lot size support ARU’s</li> <li>- Is there room for snow storage?</li> <li>- Minimum frontage for access and provision of underground services</li> </ul> </li> <li>• Instead of prescribing a size, prohibit minimum lot size in Official Plans (so no OPA required to change a lot size). Lot size descriptors in the OP</li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
	<p><i>Transportation Infrastructure Act, 2026</i> that proposes changes to the <i>Planning Act</i> <a href="#">ERO #026-0300</a>.</p>	<p>should be allowed, to consider matters such as access, stormwater and servicing capacity.</p> <ul style="list-style-type: none"> <li>• Consider impact of a very small minimum lot size in fragmenting lot fabric making it more difficult to consolidate for larger more dense forms of development may undermine the ability to build more “missing middle” housing.</li> <li>• If a minimum lot size of this nature moves forward, it should be applied only to multiple forms of housing (such as townhouses) to promote more “missing middle housing” types and deter small single detached lots that fragment urban blocks.</li> <li>• As noted above, these types of prescriptive regulations will require costly and time-consuming updates to the local planning documents. Staff time and municipal resources could be used much more efficiently.</li> </ul>
<p><a href="#">ERO 026-0312</a></p> <p><b>Proposed Changes to Support Standardizing of Parkland Requirements Under the Planning Act</b></p> <p>Comment Period: May 14, 2026</p>	<p>The government is seeking public feedback on a Minister’s regulation under the <i>Planning Act</i> to standardize parkland dedication requirements in Ontario in respect of the conveyance of developer-identified parkland, including encumbered lands and privately owned public spaces (POPS) arrangements, to implement Bill 23 provisions.</p> <p>The land suitability criteria that are proposed to be prescribed in regulation would include the following:</p> <ol style="list-style-type: none"> <li>1. <b>Ineligible Land</b> – land with any of the following conditions cannot be required to be conveyed to municipalities for park and recreational purposes: <ul style="list-style-type: none"> <li>• Contaminated lands – lands that have in or on them any contaminants from industrial or other uses that pose a public health risk</li> <li>• Natural and human-made hazard lands – hazardous lands and hazardous sites as described in section 5.2 of the Provincial Planning Statement, 2024 (PPS 2024) as well as lands affected by human-made hazards as described in section 5.3 of the PPS 2024.</li> </ul> </li> </ol>	<p>Planning Staff would echo the recommendations of the County of Grey as it relates to the Province providing template agreements to municipalities to offset the costs and workload associated with encumbered lands agreements.</p>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
	<ul style="list-style-type: none"> <li>• Lands within and adjacent to natural heritage features and areas are eligible on the condition that a park would not interfere with or compromise the natural heritage features and areas.</li> <li>• Lands in the Natural Heritage System of the Greenbelt Plan or in the Natural Core or Natural Linkage Areas of the Oak Ridges Moraine Conservation Plan or unless in accordance with policies of the Niagara Escarpment Plan.</li> <li>• Lands that would not support park use – lands that would not accommodate fill and/or soil depths to accommodate structural footings as per the Ontario Building Code or support tree planting.</li> <li>• Lands with financial encumbrances – lands with liens, charges, etc. registered on title.</li> <li>• Lands that are privately-owned and not accessible to public at all times.</li> </ul> <p>2. <b>Land Accessibility/Comfort for Use</b> – parkland must be accessible, visible and comfortable to facilitate public use of it and, in particular, must be:</p> <ul style="list-style-type: none"> <li>• Accessible by all users directly from the public realm and readily visible from the public realm.</li> <li>• Land must be of a size and shape that is capable of serving park or public recreational purposes.</li> </ul>	
<p><b><u>ERO 026-0313</u></b>  <b>Streamlining the information and material that planning authorities can require as part of a complete application</b></p>	<p>The Ministry is seeking feedback on a proposed list of information and material that has been categorized into two types of studies and when they could be required:</p> <p>1. <b>Core Studies:</b> Core studies are those that could always be required since planning authorities typically require these to assess most planning application types (i.e., official plan amendments, zoning by-law amendments, plans of subdivision/plans of condominium, site plan control, and/or</p>	<ul style="list-style-type: none"> <li>• These studies should not be a 'one size fits all' approach. Development scenarios across the province vary significantly and any list prescribed by the province may not be able to address all the situations.</li> <li>• The studies identified should be part of a thoughtful pre-consultation and based on a policy framework, not randomly or needlessly selected.</li> <li>• Having core studies and contingent studies is ok but always these study requirements need a policy basis.</li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
<p>Comment Period: May 14, 2026</p>	<p>consents). These studies address fundamental planning and engineering matters such as environmental impacts, existing servicing capacity, transportation impacts, and public health and safety.</p> <p>2. <b>Contingent Studies:</b> Contingent studies could only be required when a specific on-site or surrounding condition exists in the local municipality that makes the study relevant for the consideration of the planning application. For example, certain studies may only be needed if a subject property is located on or near airports, rail corridors, significant natural hazards, or major facilities, or when the property contains particular environmental, cultural, or resource-based features on site.</p>	<ul style="list-style-type: none"> <li>• Through the pre-consultation process both the need for studies and their scope are often clarified. In many cases, the scope can be limited to site specific matters which save developers time and money in the long run</li> <li>• It may be included, but the employment land conversion justification may not be in the list in accordance with the updated PPS and Planning Act for Employment areas.</li> <li>• Additional contingent studies: <ul style="list-style-type: none"> <li>- Visual Impact Study (NEC)</li> <li>- Housing Affordability Study</li> <li>- Lighting/Photometric Study</li> <li>- Appraisal (for purpose of parkland dedication)</li> </ul> </li> </ul>
<p><b><u>ERO 026-0314</u></b>  <b>Proposed Changes to Various Regulations Under the Planning Act and the City of Toronto Act, 2006 to Specify Additional “Prescribed Professions” for the Purposes of a Complete Application</b>  Comment Period: May 14, 2026</p>	<p>The government is seeking feedback on proposed changes to various regulations under the <i>Planning Act</i> and the <i>City of Toronto Act, 2006</i> to identify additional certified professionals for the purposes of a complete application.</p> <p>The government is now seeking feedback on adding additional certified professionals, for example registered landscape architects, for the purposes of a complete application. This change would help further speed up development approvals and reduce some initial application costs associated with development proposals.</p> <p>The prescribing of certified professionals by regulation means that municipalities would be required to accept technical studies and reports prepared by these professionals in the first instance as satisfying complete application requirements (without requiring further review or revisions).</p>	<p>Planning Staff would echo the comments of the County of Grey that the regulation clarify that prescribed professionals can only submit reports under their prescribed area of expertise. For example, the regulation should be clear that an engineer couldn’t also submit a planning report on behalf of a planner, with the aim of ‘sheltering’ under their prescribed profession status.</p>
<p><b><u>ERO 026-0315</u></b>  <b>Consulting on upper-tier official plans, secondary plans, and</b></p>	<p>Proposed modifications for official plans of upper-tier municipalities could include:</p> <ul style="list-style-type: none"> <li>• Limiting duplication with official plans of lower-tier municipalities by creating specific land use designations that only apply to</li> </ul>	<ul style="list-style-type: none"> <li>• In areas like Grey County, the City is a lower tier. As a fully serviced, primary settlement area, within Grey County, the County official plan primarily defers to the lower tier plan. Matters such as growth management, archaeology, housing are addressed at a county level. The</li> </ul>

Environment Registry of Ontario (ERO) Posting Number	Description Overview	Staff Comment
<p><b>site and area specific policies</b></p> <p>Comment Period: May 14, 2026</p>	<p>official plans of upper-tier municipalities with planning responsibilities. For example, this could mean creating a broader land use designation that would combine the designations of Neighbourhoods, Mixed Use Areas, and Mixed Use Commercial Areas into a “Community Areas” designation.</p> <p>We are also consulting on a proposal to create a distinct framework with clear parameters for secondary plans and SASPs with the aim of increasing consistency across municipalities while preserving development permissions.</p> <p>Proposed changes for secondary plans and SASPs could include:</p> <ul style="list-style-type: none"> <li>• identifying the types of areas where secondary plans could be used</li> <li>• separating secondary plans from the primary official plan, so they would exist as a standalone document while being subject to the same process requirements</li> <li>• exempting secondary plans from Minister’s approval (lower-tier municipalities in upper-tier municipalities with planning responsibilities would not be exempt from approval by the relevant upper-tier municipality).</li> </ul>	<p>role of a upper and lower tier plan should reflect the roles and responsibilities of the upper and lower tiers. For example, in Owen Sound, the County of Grey is responsible for housing and these key policies need to be addressed in the upper tier plan.</p> <ul style="list-style-type: none"> <li>• Growth areas benefit from the more detailed plans and policies of secondary plans.</li> <li>• It is hard to imagine the benefit of a stand-alone document. Again, making developers and staff refer to more than one document is not necessary. The secondary plan can easily be included in the main official plan. This allows it to rely on the main policies, for example Residential, with only the “additional information” included in the secondary plan.</li> <li>• Implementation timing should be tied to existing 5-year review cycle for efficiency of resource use.</li> <li>• Separating secondary plans from primary OP would require more repetition in the secondary plan unless there is a guidance document.</li> <li>• A guidebook by the province could provide consistent language for all municipalities to use in secondary plans while allowing municipalities to choose what applies where through more specific secondary plan policies. However, the main OP can also be that guide. Having secondary plans incorporated into main OPs, even if appendices, helps reduce repetition (MRP)</li> <li>• Any prescribed changes to Official Plans and Secondary Plan structure necessitate clear direction on how public input into these amendments is intended to proceed and whether anyone has the right to appeal (including agencies and public bodies).</li> </ul>

## Staff Report

---

**Report To:** City Council  
**Report From:** Jacklyn Iezzi, Senior Planner  
**Meeting Date:** April 27, 2026  
**Report Code:** CS-26-031  
**Subject:** Patio Permit By-law

---

### Recommendations:

THAT in consideration of Staff Report CS-26-031 respecting a Patio Permit By-law, City Council directs staff to:

1. Bring forward by-laws to:
  - a. Adopt the Patio Permit By-law substantially in the form attached as Schedule 'A' to this report;
  - b. Amend the Preservation of Order on Streets By-law No. 1989-138 to repeal Section 2.18 in its entirety; and
  - c. Amend Delegation of Powers and Duties By-law No. 2014-109 to update the authority to issue patio permits and renewals, with or without conditions, and refuse to issue or renew a patio permit, or revoke or suspend a patio permit, and execute patio agreements, to the Director of Community Services and the Director of Public Works and Engineering, or their designates, acting jointly;
2. Apply to the Ministry of the Attorney General for approval of the set fines for the Patio Permit By-law as outlined in Schedule 'B' of this report; and
3. Include the following amendments to the City's patio fees, as part of the overall update to the City's Fees and Charges By-law in July of 2026:
  - a. \$50 per business for first-year street furniture, frontage patio, and/or a curbside patio, as defined by the Patio Permit By-law;

- b. No fee for street furniture, frontage patio, and/or curbside patio renewals, where there are no changes proposed to the street furniture or patio layout, and a patio agreement has been executed with the City and the term of the agreement has not expired; and
- c. \$100 per parking stall per month, up to a maximum of two (2) parking stalls for a Curb Lane Patio, as defined by the Patio Permit By-law.

### **Highlights:**

- Patios in the municipal right-of-way in the River District are one way the City encourages a vibrant and pedestrian-friendly streetscape.
- The City's current Street Furniture and Sidewalk Patio Guidelines are a 2011 document and warrant review to ensure that universal accessibility, public safety and the streetscape experience are enhanced and not negatively impacted by the introduction of a patio within the right-of-way.
- Updated Street Furniture and Sidewalk Patio Guidelines were presented to the City's Community Services Committee at its meeting on March 18, 2026, through Staff Report [CS-26-013](#).
- City staff consulted with the River District Board of Management, the Grey County Joint Accessibility Advisory Committee, and River District business owners on the updated guidelines.
- The guidelines have been transitioned to a final Patio Permit By-law.
- The purpose of this report is to report on the feedback received from various stakeholders that has been considered in the final by-law and present the by-law to City Council for adoption.

### **Vision 2050 - Strategic Plan Alignment:**

[Strategic Plan](#) Priority: City Building – Enhancing urban development, planning and place-making processes to create places and spaces that contribute to complete communities for existing residents, future residents and tourists.

## **Previous Report/Authority:**

[Street Furniture and Sidewalk Patio Guidelines \(2011\)](#)

Community Services Committee Resolution No. [CS-210915-007](#).

Staff Report [CS-22-065](#) – Patio Funding Options

Staff Report [CS-23-051](#) – River District Patios – Ontario Traffic Council Guidelines for Patios within the Right of Way

Staff Report [CS-26-013](#) – Draft Sidewalk Patio Guidelines

## **Background:**

Sidewalk patios are outdoor extensions to existing commercial establishments that are located on City-owned property, such as the sidewalk or municipal on-street parking spaces. Street furniture and sidewalk patios are often located within the City's River District and Harbour area.

At its meeting on September 15, 2021, Community Services Committee adopted the following Resolution ([CS-210915-007](#)), which City Council subsequently adopted on September 27, 2021, through adoption of the meeting minutes (Resolution No. [R-210927-013](#)):

**"THAT the Community Services Committee recommends that City Council direct staff to:**

- 1. Bring forward a report to a future Community Services Committee meeting respecting the potential of facilitating sidewalk patios through the Community Improvement Plan; and,**
- 2. Undertake a review of the Street Furniture & Sidewalk Patio Design Guidelines."**

Over the last three months, Planning staff have been working together with the City's Development Team including Engineering Services, the Building Division, Clerks staff, Fire Prevention, and the River District Coordinator to address part 2 of the above noted resolution. Part 1 of the above noted resolution was addressed through Staff Report [CS-22-065](#) to the Community Services Committee on May 18, 2022.

Updated street furniture and sidewalk patio guidelines were presented to the Community Services Committee at its meeting on March 18, 2026, through Staff Report [CS-26-013](#). The Community Services Committee adopted the

following Resolution ([CS-260318-004](#)), which City Council subsequently adopted on April 13, 2026, through adoption of the meeting minutes:

**"THAT in consideration of Staff Report CS-26-013 respecting the draft Street Furniture and Sidewalk Patio Guidelines, the Community Services Committee recommends that City Council direct staff to:**

- 1. Consult with the Grey County Joint Accessibility Advisory Committee and River District business owners with previous patio approvals on the draft guidelines; and**
- 2. Bring forward a report including input received from stakeholders and a draft sidewalk patio by-law for consideration to the April 27, 2026, Regular Council Meeting."**

Planning staff consulted with the River District Board of Management on the updated street furniture and sidewalk patio guidelines at its meeting on March 11, 2026 and the Grey County Joint Accessibility Advisory Committee on April 17, 2026. Staff requested feedback from all River District business owners on the updated guidelines through the River District newsletter on March 24, 2026.

The guidelines have been transitioned to a final Patio Permit By-law attached as Schedule 'A', with a purpose of:

- a. Encouraging the accommodation of uses, such as restaurants, cafes, and entertainment facilities, and the provision of street furniture and amenities, that create an attractive, pedestrian friendly built environment, particularly within the City's River District and Harbour Area; and
- b. Ensuring that universal accessibility, public safety, and the streetscape experience are enhanced and not negatively impacted by the introduction of a patio within the municipal right-of-way.

As Council will recall, in Spring of 2022, the Ontario Traffic Council (OTC) released [Restaurant Patio Guidelines](#) that were developed by experts in the transportation industry and are the best practice for managing restaurant patios within a road authority's right-of-way. The proposed Patio Permit By-law implements the OTC Guidelines, consistent with the approach of other municipalities across Ontario.

The purpose of this report is to outline the feedback received from various stakeholders that has been considered in the final Patio Permit By-law and to present the by-law to City Council for adoption.

## **Analysis and Options:**

This section summarizes the feedback received from various stakeholders that has been considered in the final Patio Permit By-law:

### **By-law Format**

City Planning staff consulted with the Clerks Division on updated draft Street Furniture and Sidewalk Patio Guidelines on March 3, 2026. Based on the feedback received, it was recommended that the updated guidelines be transitioned to a by-law. This approach allows a mechanism for enforcement, should a patio be placed illegally within the municipal right-of-way, and is consistent with the approach of other municipalities across Ontario including the City of Ottawa, the Municipality of Kincardine, and the Township of Loyalist, which all have their own respective sidewalk patio by-laws.

The Patio Permit By-law is attached as Schedule 'A' to this report. In adopting the Patio Permit By-law, it is necessary to repeal Section 2.18 of By-law 1989-138, being a By-law to Regulate the Use of and Preservation of Order on Streets, to remove provisions related to outdoor patios that are in conflict with the new by-law.

Following adoption of the Patio Permit By-law, Planning staff will work with Communications staff to create a more visual, user-friendly guide to the by-law to assist staff and patio operators in the ongoing administration of the program.

### **Fines for Non-Compliance**

Staff are recommending the use of set fines for non-compliance. Wherever possible, infractions that can be applied to both the patio operator and the property owner will be applied to both. It is particularly important that the patio operator be held accountable as they ultimately own, operate, and manage the sidewalk patio.

Schedule 'B' outlines the proposed infractions and associated set fines. The maximum set fine that is permitted is \$1,000. The set fines in the attachment do not include the administrative costs that are added onto the fines (victim surcharge added by the Provincial Offences Court). The proposed set fines align with similar offences in other regulatory by laws. In

addition, the fines need to be high enough so that patio operators don't consider a fine as the cost of doing business.

Should Council approve the proposed set fines, staff will apply to the Ministry of the Attorney General for final approval. It is worth noting that tickets can be issued each day that there is a contravention of the by-law, and this would be communicated to the owner as part of the application process.

As with many other by-laws, circumstances in which staff would lay fines would be rare and used as a last resort. Staff would first work cooperatively with the patio operator to achieve compliance with the by-law.

## **Roadside Barriers**

As described in Staff Report [CS-26-013](#), the Patio Permit By-law implements the Ontario Traffic Council (OTC) Restaurant Patio Guidelines released in Spring of 2022 for patios located within the right-of-way, particularly as it relates to the use of roadside barriers for Curb Lane Patios located within an on-street parking space or a curb lane.

The Patio Permit By-law permits a Curb Lane Patio within a maximum of two (2) on-street parking spaces or a curb lane only on roadways with:

- A speed limit of 50 kilometres per hour, or less.
- No more than two lanes of traffic (one lane in each direction or two lanes in the same direction).
- On-street parking in the form of parking laybys or parking lanes.

The City's roadways of 2<sup>nd</sup> Avenue East, 3<sup>rd</sup> Avenue East, 8<sup>th</sup> Street East, and 9<sup>th</sup> Street East would meet these requirements.

Based on these road characteristics, the OTC Guidelines require the installation of TL-1 MASH (Manual for Assessing Safety Hardware) tested barriers to be installed within the road allowance to mitigate the risk of an errant vehicle striking either a pedestrian, restaurant patrons seated at tables, or restaurant staff serving patrons.

## **Comments received from the City's Director of Public Works and Engineering, as it relates to roadside barriers are as follows:**

The OTC specifies that a minimum of TL-1 rated barriers be employed in this scenario, however some barriers require specific setbacks to accommodate deflection from impacts, even at relatively low speeds such as 50 km/h. This is a critical factor; barricades work to keep vehicles on the road by absorbing the force of impact, typically at an

oblique angle (i.e. a glancing blow). Some absorb it by being able to withstand the impact, usually through sheer force of gravity (weight/mass); an example of this is the concrete jersey barrier. Others absorb the force by cradling the vehicle and deflecting it back onto the road. This type of barrier is meant to stretch or push backwards and angle the vehicle back into a straight trajectory. This principle is most commonly seen in the post and steel cable or steel w-beam guiderails on highways. These barriers, due to their designed deflection, require varying depths of setbacks to be able to function properly. Anything or anyone caught within this deflection zone is in extreme danger should the barrier be struck.

For this reason, the best and recommended choice in this case is the concrete jersey barrier style, having the least horizontal displacement, and therefore a minimal setback zone. Although the minimum clear zone required behind a particular type of barrier varies from product to product, in general, water or sand-filled jersey barriers would be next best, as they have a relatively small required clear zone at 0.5 m. However, these also require regular patrols to ensure they remain adequately filled. For comparison, 'Urban Barrier' has the largest displacement distance, at approximately 2 metres, even at 50 km/h.

An added benefit of using the concrete jersey barrier is that it is the most readily available style in this area. At the end of the day, any MASH rated barrier is acceptable, but any barrier used must be installed according to manufacturer's specifications. Notably, any clear/buffer zone required between the barrier and the patio must be observed.

A requirement that roadside barriers be installed according to manufacturer's specifications has been included in the Patio Permit By-law, consistent with comments received from the Director of Public Works and Engineering.

Examples of TL-1, TL-2, and TL-3 roadside barriers that would meet or exceed the requirements of the OTC Guidelines, and the associated cost of rental, are attached as Schedule 'C'. The supply, installation, and removal of roadside barriers within the City's road allowance will be required to be at the expense of the patio operator. A user pay system is consistent with the approach of other municipalities in Ontario, including the Municipality of Meaford (see [Staff Report DEV2025-29](#)). As demonstrated in Schedule 'C', costs associated with roadside barrier rental are expected to be between \$2,100 and \$2,500 for a six (6) month season (May 1 to October 31), based

on a Curb Lane Patio located within one (1) on-street parking space, and depending on the type of barrier selected by the operator.

Comments from the Community Services Committee were also received that question whether the OTC Restaurant Patio Guidelines are voluntary versus mandatory and noted concerns with the appearance of the roadside barriers within the downtown.

Traditionally, the City has permitted patios within on-street parking spaces with the installation of two (2) curb stops and planter boxes provided at either end of the patio. Based on OTC guidance, this type of patio delineation is not sufficient for providing any level of protection for restaurant patrons or staff against an errant vehicle. Ultimately, staff cannot recommend that patios be permitted within on-street parking without the installation of proper barricades, in the interest of maintaining public health and safety.

**While compliance with the OTC Guidelines is not provincially legislated, it is consistent with the advice of the City's insurer and is the practice followed widely by other municipalities in Ontario.**

As it relates to the appearance of roadside barriers, the Patio Permit By-law would permit a patio operator to utilize hanging plant materials to buffer the appearance of the barrier, though this would not be a mandatory requirement.

### **Temporary Encroachment Permit**

The Patio Permit By-law clarifies that the provisions of the City's Temporary Encroachment By-law do not apply to street furniture and sidewalk patios, where a patio permit has been obtained and a patio agreement has been executed with the City.

A temporary road closure in accordance with the Ontario Traffic Manual Book 7 will be required for Curb Lane Patios to facilitate installation and removal of the required roadside barriers. A Temporary Traffic Control Plan is required to be submitted as part of a complete patio permit application for a Curb Lane Patio, and the City's Engineering Services Division will provide review and comment through this process. A separate temporary encroachment permit and fee is not required.

Standard conditions of the City's Temporary Encroachment Permit, where applicable, will be incorporated into the City's patio agreement, in accordance with comments received from the City's Engineering Services Division.

## **Streamlining**

In consulting with the City's River District Coordinator, Planning staff have identified an opportunity to streamline the application approval process for the placement of street furniture and sidewalk patios within the right-of-way. Specifically, the proposed Patio Permit By-law provides a process for patio permit renewals, where there is no change in layout and a patio agreement with the City is in effect.

An application for a patio permit renewal is limited to the following:

1. Proof of liability insurance in the amount of \$5,000,000, indemnifying the City as an additional insured.
2. A copy of the patio operator's liquor licence, if applicable.
3. For a Curb Lane Patio, a Traffic Control Plan for the installation and removal of roadside barriers.

As discussed in the Fees and Charges section of this report, Planning staff are also recommending a reduced fee for street furniture, frontage patio, and curbside patio renewals.

## **Delegation and Appeals Process**

In 2021, City Council delegated approval authority for sidewalk patios to the City Manager, in consultation with the Director of Community Services, Director of Public Works and Engineering, and the Manager of Planning and Heritage, and subject to AGCO approval for a licenced patio in accordance with the provisions established in the Province's Stage 2 re-opening guidelines applicable at the time, including:

- Design, layout, and placement.
- Execution of agreement.
- Provision of correspondence to the Alcohol and Gaming Commission of Ontario (AGCO), indicating no objection to extension of liquor licences.
- Waive all fees.

Comments from the Community Services Committee questioned whether the City Manager is the appropriate delegate for sidewalk patios. Staff note that the delegation and certain limits thereof, were put in place during the COVID-19 pandemic, to provide staff flexibility in responding to a rapidly changing emergency situation.

Certain aspects of the delegation warrant review in the context of the updated Patio Permit By-law, however, staff delegated approval for sidewalk patios has generally worked well and resulted in improved customer service to patio operators. With delegation, staff were generally able to issue patio approvals within seven to ten business days.

The Patio Permit By-law proposes that the authority to issue patio permits and renewals, with or without conditions, and refuse to issue or renew a patio permit, or revoke or suspend a patio permit, be delegated to the Director of Community Services and the Director of Public Works and Engineering, or their designates, acting jointly.

The delegation of patio permits and renewals to senior management continues to ensure a streamlined approvals process that patio operators are accustomed to. Having both the Director of Community Services and the Director of Public Works and Engineering serve as the delegates ensures that input from both Planning and Engineering is considered in the approvals process.

The authority to execute patio agreements and provide correspondence to the Alcohol and Gaming Commission of Ontario (AGCO), indicating no objection to the extension of liquor licences for a licenced patio are also proposed to remain delegated to staff and conferred to the Director of Community Services and the Director of Public Works and Engineering, as these are administrative functions necessary for ensuring implementation of the Patio Permit By-law. The authority to waive patio fees and reference to the Province's Stage 2 reopening under the limits of the current delegation will be removed as part of the recommended update to the Delegation of Powers and Duties By-law, as these are no longer relevant.

Staff note that there are limited circumstances in which a patio permit or renewal would be refused, suspended or revoked, as set out in Section 29 of the by-law, however, in the interest of maintaining procedural fairness, the by-law establishes an appeals process for patio permit refusals or revocation that would be considered by the City Manager.

## **Fees and Charges**

In May of 2022, the Community Services Committee considered [Staff Report CS-22-065](#), respecting Patio Funding Options, and recommended that City Council direct staff to bring forward an amendment to the City's Fees and Charges By-law to revise the City's Sidewalk Patio Fees (Resolution No. [CS-220518-006](#)). City Council approved the recommendation of the Committee

through adoption of the meeting minutes (Resolution No. [R-220530-010](#)). The City’s current fees for street furniture and sidewalk patios are as follows:

<b>Patio Type</b>	<b>Current Fee</b>
Street furniture/sidewalk patio – amenity strip	\$50 per business, per year
Street furniture/sidewalk patio – parking stalls	\$200 for the first two (2) parking stalls, \$100 per each additional stall.

The current fee structure warrants an update to, among other matters, align the fees with the new patio definitions provided under the Patio Permit By-law. The fees proposed by staff are as follows:

<b>Patio Type</b>	<b>Proposed Fee</b>
First-year street furniture, frontage patio, or curbside patio, as defined by the Patio Permit By-law	\$50 per business
Street furniture, frontage patio, or curbside patio renewals	<p>No fee where the following conditions are met:</p> <ul style="list-style-type: none"> <li>a. No change to the street furniture or frontage patio and/or curbside patio layout is proposed.</li> <li>b. A patio agreement has been executed with the City and the term of such agreement has not expired.</li> </ul> <p>For clarity, if either of the above noted conditions are not satisfied, the \$50 first-year application fee would apply.</p>
Curb Lane Patio (new or renewal)	\$100 per parking stall per month, maximum two (2) parking stalls.

The intent of the revised street furniture and sidewalk patio fees recommended through Staff Report [CS-22-065](#), was to ensure that street

furniture and patios proposed within the limits of the sidewalk (i.e., at the building face or curbside) were attainable for businesses, particularly those not centered around food service. The updated fee structure proposed by staff maintains this intent and, subject to conditions, provides a reduced fee for street furniture, frontage patio, and curbside patio renewals, to further encourage this type of patio within the downtown to activate the streetscape.

Fees for Curb Lane Patios are proposed to be increased to \$100 per parking stall per month, to align with the City's existing fee to rent an on-street parking space (\$50 per week). Parking stalls are capped at a maximum of two (2), to align with the definition of a Curb Lane Patio provided by the Patio Permit By-law. A greater fee for Curb Lane Patios is appropriate, given the larger size/scale that results in additional review and monitoring by City staff.

## **Insurance**

The Patio Permit By-law continues to require that patio operators carry and provide proof of liability insurance for the operation of the street furniture or patio, indemnifying the City as the owner of the public lands on which the patio or street furniture is situated. The amount of liability insurance required has been increased from \$2,000,000, to \$5,000,000, consistent with comments received from the City's insurer, the Purchasing and Claims Coordinator, and the Engineering Services Division.

## **Accessibility**

As outlined in Staff Report [CS-26-013](#), patio operators are required to provide a patio layout that maintains a sufficient accessible route on the sidewalk for pedestrians. The *Accessibility for Ontarians with Disabilities Act* (AODA) requires the width of the accessible route to be a minimum of 1.5 metres. The OTC Guidelines for Restaurant Patios and other municipalities with updated guidelines (e.g., City of Guelph, City of Kingston), require the accessible route to be 1.8 metres.

Planning staff consulted with the Grey County Joint Accessibility Advisory Committee on the desired width of the accessible route at its meeting on April 17, 2026. Based on this consultation, the Patio Permit By-law requires a patio operator to design and maintain street furniture and patio layouts to provide for a sufficient accessible route on the sidewalk to accommodate a clear, unobstructed width, as follows:

- a. On 2<sup>nd</sup> Avenue East, between 7<sup>th</sup> Street East and 10<sup>th</sup> Street East: 1.8 metres.
- b. On 8<sup>th</sup> Street East, between 1<sup>st</sup> Avenue East and 3<sup>rd</sup> Avenue East: 1.5 metres.
- c. On 9<sup>th</sup> Street East, between 1<sup>st</sup> Avenue East and 3<sup>rd</sup> Avenue East: 1.5 metres.
- d. All other locations: 1.8 metres.

The intent of the by-law is to require that a greater accessible route be provided where the width of the right-of-way is larger.

## **Resource Alignment:**

### **Financial Resources**

There are no anticipated impacts to the City's budget as a result of the Patio Permit By-law.

It is recommended that staff be directed to update the City's existing fees and charges for patios to, among other matters, align with the patio definitions provided under the new by-law.

Fees generated from street furniture and sidewalk patios are generally low, as the City receives a low number of applications each year.

### **Human Resources**

Processing of patio applications will be completed within the existing operating budget. The Planning & Heritage Division administers the program on an annual basis, with input from the City's Development Team, including Engineering, Building, Police, and Fire.

It is recommended that approval authority for patios continue to be delegated to staff. Amendments are recommended to the Delegation of Powers and Duties By-law to delegate approval authority for patios and the execution of patio agreements to the Director of Community Services and the Director of Public Works and Engineering, acting jointly.

Processing timelines for patio applications is dependent on the size and location of a proposed patio, however, with an updated by-law, it is expected that application review timelines will be reduced. The by-law also provides a more streamlined approach for street furniture and patio renewals.

## **Time and Scheduling**

The updated Patio Permit By-law has been completed as part of the Planning & Heritage Division's 2026 Work Plan.

## **Technology and Infrastructure**

The City's Cloudpermit system will be used to manage patio applications beginning in 2027 and on a go forward basis.

## **Climate and Environmental Impacts:**

There are no anticipated climate or environmental impacts.

## **Communication and Engagement:**

The draft Street Furniture and Sidewalk Patio Guidelines were circulated to the City's Development Team, including Planning, Building, Engineering Services, Environmental Services, and Clerks staff, as well as the City's River District Coordinator, Communications staff, City Fire Prevention Services, and Police Services for review and comment on February 10, 2026.

An internal staff meeting to discuss the draft guidelines and obtain feedback was held on February 19, 2026.

Planning staff consulted with the River District Board of Management on the draft guideline at its meeting on March 11, 2026, the Community Services Committee on March 18, 2026, and the Grey County Joint Accessibility Advisory Committee on April 17, 2026.

Feedback on the updated Street Furniture and Sidewalk Patio Guidelines was requested from all River District Business owners on March 24, 2026 through the River District newsletter.

The Patio Permit By-law was developed in consultation with the City's Manager of Legislative Services and By-law Enforcement.

Feedback received from the various stakeholders is outlined in the Analysis section of this report and has been incorporated into the final by-law.

## **Report Developed in Consultation With:**

In updating the draft Sidewalk Patio Guidelines, staff consulted the following documents:

- [Ontario Traffic Council Restaurant Patio Guidelines within the Right of Way \(April 2022\)](#)
- [City of Guelph Seasonal Patio Program Guidelines](#)
- [City of Kingston Street Patio Standards and Application Guide](#)
- [Municipality of Meaford Corporate Policy – Commercial Patio on Municipal Lands](#)
- [Prince Edward County Sidewalk Patio Guidelines](#)
- [City of London Sidewalk Patio Guidelines](#)
- Municipality of Kincardine [By-law No. 2021-069](#), being a by-law to regulation seasonal on-street patios.
- City of Ottawa [Right of Way Patio By-law No. 2023-230](#)
- Loyalist Township [Patio Licence By-law 2012-025](#)

### **Attachments:**

Schedule 'A' – Patio Permit By-law

Schedule 'B' – Set Fines and Short Form Wording

Schedule 'C' – Roadside Barriers

### **Reviewed by:**

Sabine Robart, Manager of Planning & Heritage

Pamela Coulter, Director of Community Services

### **Submission approved by:**

Kate Allan, Director of Corporate Services (Acting City Manager)

For more information on this report, please contact Jacklyn Iezzi, Senior Planner at [planning@owensound.ca](mailto:planning@owensound.ca) or 519-376-4440 ext. 1261.

**Table of Contents**

**Part I. Short Title, Purpose and Scope ..... 1**

**Part II. Interpretation..... 2**

    Schedules ..... 2

**Part III. Administration ..... 3**

    Delegation ..... 3

**Part IV. Permit Required ..... 4**

    Permit required ..... 4

**Part V. Application for Permit..... 4**

    Submitting an application ..... 4

    Issuing licences ..... 6

**Part VI. Refusal, Suspension, Revocation..... 6**

    Grounds ..... 6

    Notice ..... 7

    Danger to health or safety ..... 8

    Appeals ..... 8

**Part VII. Operation Requirements..... 8**

    Timing ..... 8

    Responsibilities ..... 8

    General Prohibitions ..... 9

**Part VIII. Inspections, Orders and Notice ..... 10**

    Inspections ..... 10

    Obstruction ..... 10

    Orders ..... 10

    Notice ..... 11

**Part IX. Offence and Penalty ..... 11**

**Part X. Effective Date ..... 12**

**Consolidated Version**

*Last revised on XXX*

Revision History:	Passed On:	Description of amendment
2026-XXX (original)		-

**Consolidated for Convenience Only**

This is a consolidation copy of a City of Owen Sound By-law for convenience and information. While every effort is made to ensure the accuracy of this by-law, it is not an official version or a legal document. The original by-law should be consulted for all interpretations and applications on this subject. For more information or to view by-laws please contact the Clerks Department.

---

# The Corporation of the City of Owen Sound

## By-law No. 2026-XXX

### A By-law to licence, regulate and govern the construction, erection and operation of Street Furniture and Sidewalk Patios on Public Lands

---

WHEREAS subsection 5(3) of the *Municipal Act, 2001* S.O. 2001, c. 25 (the "Municipal Act") provides that a municipal power shall be exercised by by-law; and

WHEREAS subsection 11(2) of the Municipal Act authorizes the Council of The Corporation of the City of Owen Sound (the "City") to pass by-laws with respect to the public assets of the Town, for the economic, social and environmental well-being of the Town, and for the health, safety and well-being of persons; and

WHEREAS section 11(3) of the Municipal Act authorizes City Council to pass by-laws respecting the following spheres of jurisdiction: highways, structures, parking and business licensing;

WHEREAS sections 23.1 to 23.6 of the Municipal Act authorize City Council to delegate its powers and duties under the Municipal Act or any other Act to a person or body, subject to the restrictions set out in the Municipal Act; and

WHEREAS it is the opinion of City Council that the powers and duties being delegated in this by-law are of a minor nature, in accordance with sections 23.2(4) and 23.2(5) of the Municipal Act; and

WHEREAS section 151(1) of the Municipal Act authorizes City Council to provide for a system of licences with respect to a business; and

WHEREAS on April 27, 2026, City Council passed a resolution directing staff to bring forward the subject by-law for approval, in consideration of staff report CS-26-031;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

#### **Part I. Short Title, Purpose and Scope**

##### **Short Title**

1. The by-law may be referred to as the "Patio Permit By-law" and, when so referenced, includes all future amendments, unless otherwise specified.

##### **Purpose**

2. This by-law has been enacted to:
  - a. encourage the accommodation of uses, such as restaurants, cafes, and entertainment facilities, and the provision of street furniture and amenities, that create an attractive, pedestrian friendly built-environment, particularly within the City's River District and Harbour area; and
  - b. ensure that universal accessibility, public safety, and the streetscape experience are enhanced and not negatively impacted by the introduction of a patio on public lands.

**Scope**

3. This by-law applies to the City of Owen Sound in its entirety. However, for clarity, patios are only permitted where the City's Zoning By-law would permit a commercial use and where there is an area on adjacent public lands that can meet the requirements of this by-law.

**Part II. Interpretation****Headings**

4. The division of this by-law into parts and the insertion of headings are for convenient reference only and do not affect the interpretation of the by-law.

**Gender and Number**

5. In this by-law, unless the contrary intention is indicated, words used in the singular include the plural and words imparting a gender include all genders, where applicable.

**References to Applicable Law**

6. All references to applicable law are ambulatory and apply as amended, extended or re-enacted from time to time.

**Schedules**

7. Schedule 'A' – Design Requirements is attached to and forms part of this by-law.

**Severability**

8. In the event any provisions of this by-law are deemed invalid or void, in whole or in part, by any court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

**Definitions**

9. For the purposes of this by-law:

"Accessible Route(s)" means a continuous, unobstructed path connecting accessible elements and spaces;

"Cane Detectable" means leading edges that are within a cane sweep area;

"City" means the City of Owen Sound and a reference to the City is a reference to the geographical area or to The Corporation of the City of Owen Sound as the context requires;

"City Manager" means the City Manager of The Corporation of the City of Owen Sound;

"Contiguous to frontage" means the patio space is located directly in front of or adjacent to the building that houses the business for which the patio application was approved;

"Curbside Patio" means a patio located on the exterior edge of the sidewalk, adjacent to the curb, with an Accessible Route located between the building and the patio;

"Curb Lane Patio" means a patio located within a maximum of two (2) on-street parking spaces;

“Director” means the Director of Community Services and Director of Public Works and Engineering, acting jointly, and includes their designates;

“Frontage Patio” means a patio located immediately adjacent to the building but extending beyond the front property line onto public lands;

“Patio” means a seasonal structure or installation of street furniture on public lands for commercial use and includes:

- a. A Frontage Patio;
- b. A Curbside Patio; and,
- c. A Curb Lane Patio;

“Person” means an individual, corporation, partnership or association, and their heirs, executors, assignees and administrators;

“Permit” means a permit for a patio issued under this by-law and may be referred to as a Patio Permit;

“Public lands” means any property under the care and control of the City of Owen Sound;

“Officer” means any person authorized by the City to enforce by-laws and includes a Municipal Law Enforcement Officer appointed to enforce the by-laws of the City or a police officer while in the course of their duties;

“Operator” means the person or business applying for a permit or renewal of a permit under this by-law;

“Owner” means the person(s) on title as the owner(s) of a building or parcel of land identified on a parcel register from the Land Registry Office;

“Street Furniture” means those objects and pieces of equipment that work to enrich the utility and aesthetic value of the street and includes, but is not limited to, benches, flowerpots, retail or merchandise tables, and patio furniture; and

“Tactile Tape” means a textured, adhesive strip applied to the surface of the sidewalk and perimeter of a Patio that is yellow or white in colour, to provide touch-based guidance or warning cues, especially for people with visual impairments.

### **Part III. Administration**

#### **Delegation**

10. The administration of this by-law is assigned to the Director who will generally perform the administrative functions conferred upon them by this by-law, and without limitation may:
  - a. delegate any responsibilities to an employee of the City, conferred to the Director under this by-law;
  - b. receive and process all applications for patio permits and renewals of patio permits under this by-law;
  - c. issue patio permits and renew patio permits in accordance with the provisions of this by-law;

- d. impose conditions on patio permits at the time of issuance, renewal or any other time during the patio season, in accordance with this by-law and as necessary to give effect to this by-law;
- e. execute patio agreements between operators and the City required in fulfillment of a condition of a patio permit or renewal, in accordance with this by-law; and
- f. refuse to issue or renew a patio permit, or revoke or suspend a patio permit, in accordance with this by-law.

#### **Part IV. Permit Required**

##### **Permit required**

- 11. No person shall construct, erect or operate a patio, or cause a patio to be constructed, erected or operated, or authorize a patio to be constructed, erected, or operated, without first obtaining a permit in accordance with the provisions of this by-law.

#### **Part V. Application for Permit**

##### **Submitting an application**

- 12. The Director will receive, process, and review all applications for patio permits and renewals under this by-law.
- 13. No Operator is entitled to apply for a permit or to renew a permit if in the year prior to the application, the Operator had their permit revoked by the Director.
- 14. Between January 1 and April 1 of each year, an Operator shall file an application for a patio permit in such form and detail as the Director may prescribe from time to time, which application shall include, at the Operator's cost, the following:
  - a. A completed application form that includes the name, telephone number, and email address of the Operator and owner, if not the same person, along with the address of the proposed patio.
  - b. A detailed site plan and elevation drawings, which may be a hand drawn sketch, submitted in .jpeg or .pdf format provided it is fully dimensioned, showing:
    - i. the location and dimensions of the proposed patio;
    - ii. the premises to which the patio will be appurtenant;
    - iii. the location of all relevant lot lines; and
    - iv. all existing surface features located between the premises and the roadway.
  - c. A description of the proposed patio and of all materials to be used in the construction and operation of the patio, including all appurtenances such as:
    - i. canopies, umbrellas, and/or awnings;
    - ii. platforms;
    - iii. railings and/or fencing;
    - iv. any proposed landscaping, such as ground or hanging planter boxes;

- v. lighting;
  - vi. signage;
  - vii. waste storage;
  - viii. heaters;
  - ix. furniture, including, without limitation, tables, chairs, picnic tables or benches, and including the proposed material and colour of such furniture; and
  - x. roadside barriers where a Curb Lane Patio is proposed;
- d. photos of the proposed patio location and existing streetscape;
  - e. a copy of the Operator's business licence;
  - f. a copy of the Operator's liquor licence, if applicable;
  - g. where a Curb Lane Patio is proposed, a Traffic Control Plan for the installation and removal of roadside barriers in accordance with *Ontario Traffic Manual Book 7*; and
  - h. any other information required by the Director to approve the application and determine compliance with this by-law.
15. Where a patio permit is approved by the Director, the Operator shall enter into a patio agreement with the City, which may specify conditions for set-up and operation of the patio, among other matters. The term of the patio agreement shall be a minimum of one (1) year and may be up to a maximum of five (5) years, at the sole discretion of the Director.
  16. The Operator shall provide evidence of insurance, satisfactory to the Director and in accordance with the provisions of subsection 37.b. of this by-law, prior to the issuance of a patio permit.
  17. An Operator shall apply for a patio permit for each season that the applicant wishes to place a patio within the municipal right-of-way.
  18. Notwithstanding section 17 above, the Director will consider approval of patio permit renewals, where there is no proposed change to the patio layout, including any appurtenances thereto, and a patio agreement has been executed with the City and remains in force and effect.
  19. A patio permit that is not renewed prior to the end date specified in the patio agreement with the City is no longer valid and requires a new application.
  20. An application for a patio permit renewal pursuant to section 18 of this by-law shall be submitted between January 1 and April 1 of each year, and accompanied by the following, at the Operator's cost:
    - a. proof of insurance, satisfactory to the Director and in accordance with the provisions of subsection 37(b) of this by-law;
    - b. a copy of the Operator's liquor licence, if applicable; and
    - c. for a Curb Lane Patio, a Traffic Control Plan for the installation and removal of roadside barriers in accordance with *Ontario Traffic Manual Book 7*.
  21. Upon submission of a complete patio permit application or renewal by the Operator, as the case may be, the Director will calculate the required fees based on the patio type and provide an invoice to the Operator. The

Operator shall pay the fees owing in full by April 15 of each year otherwise, the patio permit will be refused.

22. The application fee is non-refundable regardless of whether or not the Director approves a permit and regardless of whether or not the Director imposes any conditions on the permit.
23. Patio permit applications and renewals are required to be submitted via the City's online permitting system in effect at the time of the application or renewal.
24. The Director shall request comments from the City's Development Team, including Planning, Building, and Engineering Services staff, as well as City Fire Prevention and Police Services, prior to making a determination on a new patio application or renewal, as the case may be.
25. The City's Development Team, including Planning, Building, and Engineering Services staff, as well as City Fire Prevention and Police Services are responsible for reviewing applications and providing feedback on any revisions required prior to approval. To determine approval, City staff will evaluate an application based on:
  - a. compliance with the requirements of this by-law;
  - b. suitability of the location and any impacts on existing services;
  - c. accessibility of the patio and surrounding area;
  - d. safety of the patio set-up, location, and materials; and
  - e. design quality and functionality of the patio layout.
26. The submission of an application for a permit, including the related fee(s) does not entitle an Operator to construct, erect, or operate a patio. The Operator is only entitled to construct, erect, and operate a patio once the permit has been issued under the provisions of this by-law, including the execution of a patio agreement pursuant to section 15, and a satisfactory inspection by the City's Building Division in accordance with section 37.d.

### **Issuing licences**

27. When an application for a patio or renewal is made in accordance with Part V of this by-law and the Operator meets all the requirements of this by-law, the Director will issue a permit.
28. The permit may include one or more conditions to be fulfilled by the Operator, at the discretion of the Director.

## **Part VI. Refusal, Suspension, Revocation**

### **Grounds**

29. The Director may refuse to issue or renew or may suspend or revoke a patio permit where:
  - a. the Operator has failed to pay the required fees, pursuant to section 21 of this by-law;
  - b. an application or other document provided to the Director by an Operator contains a false statement or false information;
  - c. the Operator's existing permit has been suspended or revoked pursuant to this by-law;

- d. the Operator is indebted to the City in respect of fines, penalties, judgements, outstanding property taxes, or any other amounts owing;
  - e. the Operator, or the property to which the patio is accessory, is subject to an order, or orders made pursuant to applicable law, including but not limited to a City by-law, the Building Code Act, the Fire Protection and Prevention Act, and the Health Protection and Promotion Act;
  - f. the Operator does not comply with any of the requirements of:
    - i. this by-law and all other applicable City laws or by-laws including, but not limited to, the City's Noise Bylaw, Encroachment By-law, Zoning By-law, Property Standards By-law, and Waste Management By-law;
    - ii. the Alcohol and Gaming Commission of Ontario, as applicable; or
    - iii. any other federal or provincial laws affecting the operation of the patio;
  - g. the Operator has three (3) or more contraventions of City laws or by-laws within a six-month period or four (4) or more contraventions of City laws or by-laws within a calendar year;
  - h. the permit was issued in error or granted based on incorrect or false information; or
  - i. the Director becomes aware of a fact or facts that, if known at the time of the application, may have resulted in the Director refusing to issue the permit.
30. Where the Operator's insurance policy expires, is cancelled, or is otherwise terminated, the applicable patio permit and patio agreement are automatically suspended effective on the date of such expiration, cancellation or termination and remain suspended until such insurance has been reinstated.

### **Notice**

31. Where the Director refuses to issue or renew a patio permit or where the Director elects to suspend or revoke a permit:
- a. the Director will send written notice advising the Operator of the refusal, suspension or revocation of the permit;
  - b. the written notice will be sent in accordance with the notice provisions set out in section 50 of this by-law;
  - c. the written notice will:
    - i. set out the grounds for the refusal, suspension or revocation;
    - ii. be signed;
    - iii. indicate the final date and time by which the applicant or licensee may appeal the decision of the Director and the method for doing so; and
    - iv. indicate the appeals fee, as set out in the City's Fees and Charges By-law.

**Danger to health or safety**

32. Notwithstanding section 31 above, the Director, if satisfied that the continuation of a permit poses a danger to the health or safety of any person, may for the time and on such conditions as are considered appropriate, suspend a permit for not more than fourteen (14) days without a hearing. If, after the suspension period has elapsed, the Director is satisfied that the continuation of a permit will continue to pose a danger to the health or safety of any person, they may further suspend for not more than fourteen (14) days or revoke the permit.

**Appeals**

33. An Operator who has been refused a permit in accordance with section 29 may appeal the refusal to the City Manager by submitting a request for review to the office of the City Manager within fourteen (14) days of the refusal.
34. Where a permit is refused, the Director will advise the applicant of the appeal option and provide further information on the process in effect at the time of the refusal.
35. The decision of the City Manager issued under this by-law is final.

**Part VII. Operation Requirements****Timing**

36. No person may construct, erect or operate a patio or allow a patio to be constructed, erected or operated between November 1 of any year and April 30 of the following year.

**Responsibilities**

37. Every Operator shall:
- a. construct, erect, and operate their patio in compliance with applicable laws, including but not limited to:
    - i. the Health Protection and Promotion Act;
    - ii. the Fire Protection and Prevention Act;
    - iii. the Building Code Act;
    - iv. the Liquor Licence and Control Act;
    - v. the Cannabis Control Act;
    - vi. the Smoke Free Ontario Act;
    - vii. the City's:
      1. Fireworks By-law;
      2. Noise By-law;
      3. Nuisance By-law;
      4. Property Standards By-law;
      5. Snow Removal By-law;
      6. Unauthorized Parking By-law;
      7. Waste Management By-law; and
      8. Zoning By-law;

- b. carry a minimum of five-million dollars (\$5,000,000) liability insurance for the operation of their patio, indemnifying the City as the owner of the public lands on which the patio is situated;
  - c. construct, erect and operate their patio in accordance with the associated patio agreement, where executed with the City;
  - d. obtain a satisfactory inspection from the Chief Building Official following patio installation, and prior to commencing operation;
  - e. keep their patio clean and in good repair at all times with ongoing and proactive maintenance;
  - f. return the public lands on which their patio is placed to its original condition after the season. All patio objects including, but not limited to, platforms, fencing, roadside barriers, and furniture, must be removed from public lands at the end of the season and stored elsewhere;
  - g. construct, erect, and operate their patio in a manner that is contiguous to the business' frontage; and
  - h. clean and maintain the public land under and directly adjacent to their patio, including, without limitation, the sidewalk, roadway, and gutter that may be inaccessible to City equipment due to the patios' location.
38. Notwithstanding subsection 37(a) of this by-law, the City's Temporary Encroachment By-law does not apply to a patio, so long as the requirements of this by-law are met, including that a patio agreement has been executed with the City.
39. Where, at any time, there is a change in, or relating to, any of the information or documents required to be filed with an application under this by-law, every Operator must report the change in writing to the Director no later than fifteen (15) days following the change. Examples of information that may change include:
- a. contact information;
  - b. patio layout or configuration;
  - c. fire safety measures; or
  - d. insurance.

### **General Prohibitions**

40. No Operator or Owner may construct, erect, or operate, or permit the construction, erection, or operation of a patio:
- a. without a valid patio permit issued under this by-law;
  - b. without a patio agreement executed with the City;
  - c. while their patio permit is under suspension or revoked;
  - d. except in accordance with the regulations of this by-law, including Schedule 'A' – Design Requirements; and
  - e. except in accordance with the terms and conditions of the applicable patio permit and patio agreement, as the case may be.
41. No Operator may:

- a. transfer or assign a patio permit, without the express consent of the Director;
- b. alter a patio's design or layout contrary to the conditions of the patio permit or patio agreement; or
- c. obtain a patio permit by providing false or incorrect information.

### **Part VIII. Inspections, Orders and Notice**

#### **Inspections**

42. The Director or an officer may at any reasonable time enter upon and inspect the land of any person to ensure that the provisions of this by-law are complied with.
43. For the purposes of conducting an inspection pursuant to this by-law, an officer may:
  - a. require the production for inspection of documents or things relevant to the inspection;
  - b. inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
  - c. require information from any person concerning a matter related to the inspection; and
  - d. alone, or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of inspection.
44. The Director or an officer will provide a receipt for any document or thing removed under subsection 43(b) and the document or thing will be promptly returned after the copies or extracts are made.

#### **Obstruction**

45. No person shall prevent, hinder, or obstruct, or attempt to prevent, hinder or obstruct anyone who is lawfully exercising a power or performing a duty under this by-law.
46. Any person who has been alleged to have contravened any of the provisions of this by-law must identify themselves to the Director or officer upon request. Failure to do so will result in the person being deemed to have obstructed or hindered the Director or officer in the execution of their duties.

#### **Orders**

47. An officer may make an order requiring the person who contravened this by-law, or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity or to do work to correct the contravention.
48. An order made pursuant to section 47 must:
  - a. include the reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred;
  - b. include the date by which there must be compliance with the order and/or the work to be done and the date by which the work must be done;

- c. direct that if the thing or matter that is required to be done is not completed by the time set out in subsection 48(b), the matter or thing will be done by the City at the person's expense and the City may recover the costs of doing the matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

49. Every person must comply with an order made pursuant to section 47.

### **Notice**

50. Any notice or order issued pursuant to this by-law may be given in writing in any of the following ways and is effective:
- a. on the date on which a copy is delivered to the person to whom it is addressed;
  - b. on the fifth day after a copy is sent by mail to the person's last known address;
  - c. upon the sending of a copy by e-mail transmission to the person's last known email address; or
  - d. posting on the premises, on the date of posting.
51. For the purpose of section 50, a person's last known address and last known email address are deemed to include information on the last revised assessment roll and on an application submitted pursuant to this by-law.

### **Part IX. Offence and Penalty**

52. Every person who contravenes any provision of this by-law, or fails to comply with an order issued pursuant to this by-law, is guilty of an offence and liable to a fine of:
- a. on a first offence, no more than \$50,000; and
  - b. on a second offence and each subsequent offence, not more than \$100,000,
- and such other penalties as provided for in the Provincial Offences Act and the Municipal Act.
53. Where a corporation contravenes any provision of this by-law or fails to comply with an order issued pursuant to this by-law, and every director or officer of a corporation who commits, concurs, assents to, or acquiesces to such contravention, is guilty of an offence and is liable to a fine of
- a. on a first offence, no more than \$50,000; and
  - b. on a second offence and each subsequent offence, not more than \$100,000,
- and such other penalties, as provided for in the Provincial Offences Act and the Municipal Act.
54. In addition to any penalty otherwise provided for in this by-law, every person convicted of an offence under this by-law is liable to a fine of not more than \$10,000 for each day during which the offence continues.
55. Upon conviction any penalty imposed under this by-law may be collected under the authority of the Provincial Offences Act.
56. If a person is convicted of an offence for contravening a provision of this by-law or an order made under this by-law, the court in which the

conviction has been entered, and any court of competent jurisdiction thereafter, may order the person to correct the contravention in such manner and within such period as the court considers appropriate.

**Part X. Effective Date**

- 57. This by-law comes into full force and effect on May 1, 2026 at which time all by-laws, policies or resolutions that are inconsistent with the provisions of this by-law are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 27 day of April, 2026.

\_\_\_\_\_  
Mayor Ian C. Boddy

\_\_\_\_\_  
Briana M. Bloomfield, City Clerk

Schedule 'A' to By-law No. 2026-XXX

Patio Permit By-law

---

**Part I. Design Requirements**

**Layout**

1. A Frontage Patio, Curbside Patio, and a Curb Lane Patio, as defined by this by-law, are permitted on public lands.
2. A Curb Lane Patio is permitted within a maximum of two (2) on-street parking spaces or a curb lane and is only permitted on roadways with:
  - a. A speed limit of 50 kilometres per hour, or less.
  - b. No more than two lanes of traffic (one lane in each direction or two lanes in the same direction).
  - c. On-street parking in the form of parking laybys or parking lanes.
3. The width of the public lands between the building's face and the edge of the curb must be a minimum of 3 metres, before a Frontage Patio or a Curbside Patio will be considered.
4. A Curbside Patio will only be permitted where adjacent to on-street parking.
5. A Curbside Patio shall be setback 0.5 metres from the edge of the curb, unless adjacent to a Curb Lane Patio.
6. An Operator shall design and maintain street furniture and patio layouts to provide for a sufficient Accessible Route on the sidewalk to accommodate a clear, unobstructed width as follows:
  - a. On 2<sup>nd</sup> Avenue East, between 7<sup>th</sup> Street East and 10<sup>th</sup> Street East: 1.8 metres.
  - b. On 8<sup>th</sup> Street East, between 1<sup>st</sup> Avenue East and 3<sup>rd</sup> Avenue East: 1.5 metres.
  - c. On 9<sup>th</sup> Street East, between 1<sup>st</sup> Avenue East and 3<sup>rd</sup> Avenue East: 1.5 metres.
  - d. All other locations: 1.8 metres
7. The Accessible Route required by Section 6 of Schedule A of this by-law shall be maintained in a straight line within a street block and be located at least 0.5 metres from the edge of the curb.
8. Patio layouts that propose a pedestrian clearway into a parking or curb lane are prohibited.
9. A Frontage Patio and Curbside Patio are not permitted to encroach upon the frontage of neighbouring properties without explicit consent.
10. Permission to utilize on-street parking spaces in front of neighbouring properties is not required for a Curb Lane Patio, as long as the requirements of this by-law are met.

11. City street furniture including, but not limited to, benches, trees, bollards, or poles, must be kept free and clear from all encumbrances and access must be maintained to hanging planters and other horticultural installations adjacent to the patio area.

### **Platforms**

12. A Curb Lane Patio, as defined by this by-law, requires the installation of a platform to bring the patio surface at grade with the sidewalk.
13. All platforms shall:
  - a. Be firm, flat, stable, and have a non-slip, level surface with a difference in elevation of no more than six (6) millimetres.
  - b. Be constructed of composite, metal, or wood decking material.
  - c. Have spaces between decking no more than one (1) centimetre in width, so as to not allow canes, walkers, wheels or other mobility assistance devices from becoming lodged or stuck between them.
  - d. Have entrances from the sidewalk that are a minimum of 1.2 metres in width.
  - e. Have fencing installed along the perimeter, in accordance with the requirements of Section 18 to 22 of Schedule A of this by-law, where there is a change in elevation between the adjacent surface.
  - f. Not obstruct stormwater flows or block stormwater drains. The Operator shall be responsible for clearance of any debris and overall maintenance to ensure free flow.
  - g. Not be affixed to the sidewalk, road, or curb edge with screws, bolts, adhesives, or any other materials.

### **Roadside Barriers**

14. A Curb Lane Patio requires the installation of roadside barriers to mitigate the risk of an errant vehicle striking either a pedestrian, restaurant patrons seated at tables, or restaurant staff serving patrons.
15. Roadside barriers are required to be provided and installed in the City road allowance at the expense of the Operator.
16. Roadside barrier installation and removal are required to be completed by a qualified contractor trained in the Ontario Traffic Manual Book 7.
17. Roadside barriers shall:
  - a. Be placed between 25 and 45 degrees upstream of the limits of a Curb Lane Patio to protect from lateral impact.
  - b. Be installed entirely within the limits of on-street parking spaces and shall not encroach into any driving lane.
  - c. Be installed according to the manufacturer's specifications.
  - d. Be a minimum of TL-1 MASH (Manual for Assessing Safety Hardware) tested, in accordance with Ontario Traffic Manual Book 7. TL-2 and TL-3 MASH tested barriers may also be accepted.
  - e. Be equipped with an appropriate amount of retroreflective material to provide adequate daytime and night-time visibility.

**Fencing**

18. Where possible, the requirement for fencing shall be minimized to reduce visual clutter.
19. A Frontage Patio and/or a Curbside Patio consisting of less than 15 tables are not required to have fencing however, the perimeter of the patio area is required to be delineated with tactile tape, as defined by this by-law, for the benefit of the visually impaired.
20. The Operator shall comply with all requirements of the Alcohol and Gaming Commission of Ontario as it relates to fencing of a licensed patio area.
21. A Curb Lane Patio is required to have fencing, regardless of whether the patio is licensed to serve alcohol or not.
22. Where fencing is required, the following requirements shall be met:
  - a. Fencing must have a minimum height of 0.9 metres and a maximum height of 1.2 metres from the surface of the patio.
  - b. Patios with fencing are required to have an open, unobstructed entrance from the sidewalk that is a minimum of 1.2 metres wide. The patio entrance shall align with the entrance of the applicable business, where possible. No appurtenances of the patio including, but not limited to, furniture, host stands, menu boards, or umbrellas, are permitted to impede the entrance such that the clear width is less than 1.2 metres.
  - c. Fencing is not permitted to encroach within any portion of any Accessible Route, as defined by this by-law. Fencing adjacent to the Accessible Route is required to have a solid, cane-detectable base, spaced no more than 0.3 metres apart and shall have a colour contrast to the sidewalk to make it easily identifiable to pedestrians.
  - d. Fencing shall be constructed of aluminum, steel, wrought iron, or other solid material and shall consist of a dark or neutral colour.
  - e. The use of chain-link, plastic, or vinyl fencing is prohibited.
  - f. Fencing shall be open and transparent to maintain visibility from the street.
  - g. Fencing shall be free of jagged edges and other safety threats brought on by poor design or construction.
  - h. Fencing must be removable, free-standing, and self-supporting with appropriate weights. Fencing required for a Curb Lane Patio is permitted to be secured to a platform required by Section 12 to 13 of Schedule A of this by-law. Any stability measures must not damage public property, must not be designed to penetrate the surface of the sidewalk or street and must be security without endangering any underground utilities.
  - i. Fencing is not permitted to obstruct vehicular or pedestrian sightlines, fire routes, or fire hydrants, and is not permitted to obstruct or be attached to any City street furniture including, but not limited to, trees, benches, or light posts.

**Sightlines**

23. Street furniture or a patio, including any appurtenances thereto, shall not obstruct vehicular or pedestrian sightlines, visibility, or movements.

24. No portion of street furniture or a patio shall obstruct the five metre by five metre sightline triangle at City street intersections or a three metre by three metre sightline triangle at private vehicular driveway entrances.
25. A Curbside Patio and/or a Curb Lane Patio are not permitted within five (5) metres of an intersection.

### **Furniture**

26. All patio furniture, including fencing, shall be made of durable, weather resistant materials. Composite, metal, painted or stained wood, or other durable material to the satisfaction of the Director, is required.
27. Plastic, vinyl, and pressure treated wood furniture is prohibited.
28. Patio furniture, including, but not limited to, tables, chairs, host stands, and umbrellas are not permitted to encroach into any portion of an Accessible Route or obstruct a building or patio entrance.

### **Sources of Shade**

29. The use of retractable awnings installed on the first storey of buildings is permitted to provide shade to Frontage Patios and Curbside Patios.
30. Awnings shall:
  - a. Be installed to have a minimum height of 2.4 metres above the walking surface.
  - b. Not conflict with trees or other City street furniture within the boulevard.
  - c. Be flame-retardant in accordance with the requirements of the Ontario Fire Code, where a fabric awning is proposed.
31. The installation of an awning requires a Building Permit from the City's Chief Building Official in accordance with the requirements of the Ontario Building Code.
32. Umbrellas and tents are permitted appurtenant to a patio as a source of shade.
33. Tents must be sized 10 square metres or less. If more than one tent is installed, they shall be 3 metres apart from each other, including from neighbouring establishments tents. Tents must not be closed on more than two sides. Abutting a building constitutes a closed side.
34. Umbrellas and tents must:
  - a. Stand at least 2.1 metres above the walking surface.
  - b. Be flame-retardant and approved by the City's Fire Prevention Officer.
  - c. Not encroach into any portion of an Accessible Route or obstruct a building or patio entrance.
  - d. Be properly weighed down to prevent being blown over by wind. Any stability measures must not damage public property, must not be designed to penetrate the surface of the sidewalk or street, and must be secured without endangering any underground utilities.
  - e. Be removed during inclement weather or high winds so as not to create a safety hazard.
  - f. Not obstruct sightlines for pedestrians, cyclists, or motorists.

35. Posts and beams and/or a gazebo, pergola, trellis roof, or other similar type of roof construction may be permitted as part of a proposed patio, where indicated as part of a patio application pursuant to Part V of this by-law, and subject to the requirements of the Ontario Building Code.
36. Except for pre-manufactured tents described above, tarps or similar roofing material are prohibited.

### **Fire Safety**

37. A minimum 1.8 metres clearance from fire department connections and fire hydrants must be maintained on a patio.
38. Fire hydrants and fire department connections must always be visible from the street and accessible by Fire Services.
39. If a patio is longer than 15 metres, emergency access points through the patio may be required by the City Fire Prevention Office. Fire routes must not be obscured by a patio.

### **Heaters**

40. All Patio flames and/or heaters, per the Ontario Fire Code, must meet the requirements of Technical Standards and Safety Authority, be assembled in accordance with the device's manufacturer's specifications and installation in accordance with the same, which encompasses locations and distances to combustibles.
41. If use of propane and other flammable gases in cylinders on the Patio is exercised, the Operator shall:
  - a. Not store any cylinders indoors.
  - b. Store cylinders in lockable, non-combustible cabinets or cages that are designed for such storage.
  - c. Not store cylinders on sidewalk or any public thoroughfare.
  - d. Store cylinders at least 0.9 metres from any building opening and 3.05 metres from any building's mechanical air intake; and,
  - e. Store propane cylinders 0.9 metres from other compressed gases.
42. No open flames are permitted where a fabric structure including, but not limited to, an awning, tent, or umbrella, is installed appurtenant to a patio.

### **Waste Storage**

43. Operators shall provide a minimum of one (1) garbage receptacle for patrons, the size and location of which shall be indicated on the Site Plan required as part of a patio permit application, pursuant to Part V of this by-law.
44. Waste storage, collection, and the use of garbage bag tags shall be in accordance with the City's Waste Management By-law.

### **Signage**

45. Menu and sandwich board signage is permitted in accordance with the City's Sign By-law.
46. Signage is not permitted to encroach into any part of an Accessible Route or obstruct a building or patio entrance.
47. Signage is not permitted to be displayed on any patio fencing or furniture.

48. Third-party advertisements within or on any part of the patio, including umbrellas, are prohibited.

### **Plant Materials**

49. Plant materials appurtenant to a patio must be healthy, living, and maintained throughout the season.
50. Planter boxes are permitted to be used as fencing, where the requirements of Section 18 to 22 of Schedule A of this by-law are met.
51. Plant materials may be affixed to fencing, provided they do not protrude more than 100 millimetres horizontally from the cane-detectable railing and do not obstruct any portion of an Accessible Route, building or patio entrance, or driving lane.
52. Ground planters may be used within the patio for decoration but shall not exceed 0.5 metres in width and 1.0 metre in height. Planters with plant material shall not exceed 1.2 metres in height.
53. Hanging planters are permitted provide plant material does not extend more than 0.5 metres from the hanging planter box and does not encroach into any portion of an Accessible Route, building or patio entrance, or driving lane.

### **Lighting**

54. Lighting is permitted within a patio, in accordance with the following requirements:
- a. Lighting features are required to be temporary and comply with all applicable safety standards and code.
  - b. Lights may not exceed 3 metres in height.
  - c. Lighting must be restricted to low voltage (12V system). 120VAC is not permitted.
  - d. Lights and power cables are not permitted to cross any portion of an Accessible Route, building or patio entrance.
  - e. Lighting shall be downward facing, dark sky compliant, and shall not deflect onto neighbouring properties or the City street.
  - f. Lights shall not attach City street furniture including, but not limited to, utility poles, trees, and benches.
  - g. Permission must be granted to the Operator for use of a power source, if the Operator does not own it.

### **Street Furniture**

55. The placement of Street Furniture, as defined by this by-law, on public lands, shall comply with the Operation requirements of Part VII of this by-law and the design requirements set out in Schedule "A" of this by-law.

**CITY OF OWEN SOUND**

PART I – PROVINCIAL OFFENCES ACT

**By-law No. 2026-XXX:  
Patio Permit By-law**

<b>Item</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision Creating or Defining Offence</b>	<b>COLUMN 3 Set Fine</b>
1	Construct, erect, operate patio between Nov 1 – Apr 30	s. 36	\$500
2	Permit construction, erection, operation of patio between Nov 1-Apr 30	s. 36	\$500
3	Operator - Fail to carry required insurance	s. 37.b.	\$1,000
4	Operator - Fail to construct, erect, operate patio in accordance with patio agreement	s. 37.c.	\$500
5	Operator - Fail to obtain satisfactory inspection from CBO before operating patio	s. 37.d.	\$400
6	Operator - Fail to keep patio clean and in good repair	s. 37.e.	\$500
7	Operator - Fail to return public land to original condition after season	s. 37.f.	\$500
8	Operator – Fail to construct, erect, operate patio contiguous to frontage of Operator’s business	s. 37.g.	\$400

<b>Item</b>	<b>COLUMN 1</b> <b>Short Form Wording</b>	<b>COLUMN 2</b> <b>Provision</b> <b>Creating or</b> <b>Defining Offence</b>	<b>COLUMN 3</b> <b>Set Fine</b>
9	Operator - Fail to clean and maintain public land under or adjacent to patio	s. 37.i.	\$500
10	Operator - Fail to report change in information	s. 39	\$400
11	Construct, erect, operate patio without a valid patio permit	s. 40.a.	\$1,000
12	Permit construction, erection, operation of patio without valid patio permit	s. 40.a.	\$1,000
13	Construct, erect, operate patio without an executed patio agreement	s. 40.b.	\$1,000
14	Permit construction, erection, operation of patio without executed patio agreement	s. 40.b.	\$1,000
15	Construct, erect, operate patio while patio permit suspended or revoked	s. 40.c.	\$1,000
16	Permit construction, erection, operation of patio while patio permit suspended or revoked	s. 40.c.	\$1,000
17	Construct, erect, operate patio in violation of design requirements	s. 40.d.	\$1,000

<b>Item</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision Creating or Defining Offence</b>	<b>COLUMN 3 Set Fine</b>
18	Permit construction, erection, operation of patio in violation of design requirements	s. 40.d.	\$1,000
19	Construct, erect, operate patio in violation of conditions in permit or agreement	s. 48.e.	\$1,000
20	Permit construction, erection, operation of patio in violation of conditions in permit or agreement	s. 48.e.	\$1,000
21	Operator – Transfer or assign patio permit without consent	s. 41.a.	\$400
22	Operator – Alter patio design/layout contrary to conditions	s. 41.b.	\$1,000
23	Operator – Obtain patio permit using false or incorrect information	s. 41.c.	\$500
24	Prevent/hinder/obstruct lawful exercise of power under by-law	s. 45	\$500
25	Fail to identify self upon request	s. 46	\$500
26	Fail to comply with an order	s. 49	\$500

NOTE: the general penalty provision for the offences listed above is section 52 of the By-law, a certified copy of which has been filed.

## SCHEDULE C

### ROADSIDE BARRIER OPTIONS

	Option	Cost Per Unit*	Single Unit Size (LxWxH)	Annual Rent
A	TL-1 Plastic (Sand or Water Filled)	\$50 per unit per month	1.8 m x 0.45 m x 0.8 m	\$2,400
B	TL-1 Urban Barrier	\$20 per meter per month	2.7 m x 0.15 m x 1.15 m	\$2,160
C	TL-3 Concrete Jersey Barrier	\$24 per meter per month	1.6 m x 0.8 m x 0.8 m	\$2,592

\* Source: Municipality of Meaford [Staff Report DEV2025-029](#)

Estimates assume a patio located within one (1) parking stall, sized 6 m in length and 3 m in width, operating for **six (6) months total** (May 1 to October 31).

Prices do not include delivery or other logistical costs.

**Option A – TL-1 Plastic (Sand or Water Filled)**



**Option B – TL-1 Urban Barrier**



**Option C – TL-3 Concrete Jersey Barrier**



# City Hall Illumination/Lighting Request Form

For full policy details outlining City Hall Illumination requests please [see the Flag Flying Proclamations and Public Awareness Campaigns policy here](#) (City Hall Illumination starts on page 7).

## Name of Requesting Organization \*

Ontario Medical Association

## Contact Information

### Name \*

Bianca Turchiaro

### Email Address \*

bianca.turchiaro@oma.org

### Home/Cell Phone Number \*

[REDACTED]

### Work Phone Number

6479832424

## City Hall Lighting Date(s)

Illumination requests will be granted for a maximum duration of seven (7) days unless there are no conflicting requests in which case the duration may extend to a maximum duration of fourteen (14) days, at the discretion of the City Manager.

Requests will be considered on a first come, first served basis, based on the date the request is received by the City Manager's office; requests should be made at least two (2) weeks in advance of the desired lighting date.

Please note that the changing of City Hall lights will take place on regular business days.

### Starting Date of Illumination: \*

5/1/2026



### End Date of Illumination: \*

5/1/2026



## Requested Light Colours

At this time, the only colour options available are: Green, Blue, Red, White, and Pink/Purple.

No other colours are available at this time.

### Please select the colour of your illumination request: \*

- Green
- Blue
- Red
- White
- Pink/Purple

**Details/Purpose of the illumination event: \***

Every year, the Ontario Medical Association asks Ontarians to celebrate Doctors' Day and thank the amazing doctors who work tirelessly to keep us healthy and safe. From doctors in the emergency room to specialists in a clinic, Ontario's physicians care for all of us, even during health system issues and systemic barriers to care. First recognized by the provincial government in 2011, the date was chosen to mark the birthday of Canada's first female physician, Dr. Emily Stowe. In recent years, various landmarks, city halls, and other municipal centers have lit up blue to celebrate our physicians, and we hope this year will be the biggest yet.

**Description of your organization including a brief history and any other relevant information: \***

The Ontario Medical Association is a not-for-profit organization that represents Ontario's 50,000+ physicians, medical students, and retired physicians. The OMA advocates for and supports doctors while strengthening their leadership role in patient care. We support doctors in their vision to be a trusted voice in transforming Ontario's healthcare system. The OMA has members across the province, from Niagara Falls to Sioux Lookout. The OMA will be promoting this event on our website and social media pages. For Doctors' Day 2026, the sign's likeness may appear in communications on both our website and our social media pages, should a physician in Owen Sound send us a photo of the illumination of City Hall.

**Would you like to submit your City Hall illumination request to happen annually? \***

- Yes, please repeat on an annual basis
- No, this one time only

Please note that it is up to the person/group submitting the request to contact the City if the annual date changes or discontinues for any reason.

By submitting this form, you affirm that the facts set forth in it are true and complete. All City Hall illumination requests must adhere to the [Flag Flying, Proclamations and Public Awareness Campaigns Policy](#).

The personal information on this form is collected under the authority of the Municipal Act, 2001, 227 and City Policy CMA34. The information is used for the City Hall lighting process including, but not limited to, evaluating requests for illumination events and contacting the requestor.

**City Manager Approval - signature & date**

**Date on Council Consent Agenda**



## **Correspondence Items Presented for Information April 27, 2026**

---

- 1) Correspondence from AMCTO Re: Advocacy Update – Follow-Up to Budget Update on Proposed MFIPPA Changes.
- 2) Correspondence from the Deputy Clerk, City of Owen Sound Re: Regional Governance Changes.
- 3) Correspondence from the Intermediate Planner, Grey County Re: Age-Friendly Action Plan Progress Report.
- 4) Correspondence from the Director, Environmental Assessment Modernization Branch, Ministry of the Environment, Conservation and Parks Re: Proposed *Environmental Assessment Act* Amendments to Improve the Comprehensive Environmental Assessment Process.
- 5) Correspondence from the Registrar, Ontario Energy Board Re: 2026 Generic Proceeding to Review the Model Franchise Agreement Extension of Intervention Deadline.
- 6) Correspondence from the Acting Chair, Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Re: Possible Implications to the *Clean Water Act*.
- 7) Correspondence from the Chair, Western Ontario Wardens' Caucus Re: Support of Finlay's Law on Emergency Room Reform.



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)



April 10, 2026

### **Advocacy Update: Follow-Up to Budget Update on Proposed MFIPPA Changes**

As a follow-up to our previous [advocacy update](#) outlining proposed changes to the *Municipal Freedom of Information and Protection of Privacy Act, 1990* (MFIPPA) made through the budget bill, we want to highlight our concerns regarding the scope and depth of proposed changes on the privacy side. These changes align the Act with similar changes made previously to the *Freedom of Information and Protection of Privacy Act, 1989* (FIPPA), but do not consider municipal staff capacity or financial constraints.

Privacy-related changes include:

- Requiring that the head of an institution ensure that a written assessment is prepared and contains certain information respecting any Personal Information (PI) that is to be collected. This includes but is not limited to:

- The purpose, intended use, and explanation for collection
  - Who will have access to the PI
  - Limitations or restrictions on collection, use or disclosure
  - Safeguard practices to protect the PI
  - Steps taken to prevent the likelihood of theft, loss, unauthorized use, or disclosure of the PI
- Requiring that risks are mitigated by ensuring the above steps are implemented before collecting PI
  - Requiring that institutions provide access to the written assessment to the Information and Privacy Commissioner (IPC)
  - Reporting any breach of privacy safeguards to the IPC and notifying affected individuals
  - Outlining factors to determine the real risk of significant harm
  - Removing the definition of personal information bank
  - Imposing a right of access to PI
  - Authorizing the IPC to review information practices of an institution where the IPC has received a complaint, with authorization to resolve the matter through mediation, conciliation, and other informal means.
  - Requiring an institution to assist the IPC in conducting a review

While we acknowledge that many of these proposals are important best practices moving forward, we would like to offer the following recommendations to the Ministry of Public and Business Service Delivery for consideration:

- Over 80% of Ontario municipalities have populations under 50,000. In many municipalities, the administrative function is performed by a single employee, often the municipal clerk, who manages FOI and privacy programs along with 80 other [statutory responsibilities](#),

which can include council governance, bylaw enforcement, and elections.

- As 2026 is a municipal and school board election year, wherein municipal budget processes are disrupted with councils inaugurated in November, requests for resources to support new requirements may not be contemplated until 2027. This timing makes it extremely challenging to transition to new rules that are proposed to be in effect by January 1, 2027.
- The January 1 deadline for privacy impact assessments is too short a timeframe for municipalities to address new requirements and seek new resources, including staff and funding support to action the new requirements.
- The scope of the privacy impact assessments is exceptionally broad. It is not clear whether these would apply to information collected going forward or would also retroactively apply, which would be an insurmountable task for already overburdened municipal staff.
  - If retroactively applied, this will likely result in substantial costs for institutions and take years for many municipalities to come into compliance, given the above-noted limitations.

Given the varying levels of capacity and maturity across MFIPPA institutions, we want to understand what resources the Ministry and the Information and Privacy Commissioner are developing to support municipalities in this transition and when they will be made available.

In the meantime, we have prepared the following redline version of the Act, which shows the amendments Bill 97 proposes. We hope this makes it easier for members to see the exact changes that are being proposed.

### **REVIEW REDLINE VERSION OF THE ACT**

We also invite you to send us your templates, policies, procedures, and other relevant resources related to:

- Privacy impact assessments

- Information management best practices
- Risk and breach management
- Job advertisement requirements for staffing
- Budget/business cases for more resources

Over the coming weeks, we will be reviewing materials to determine the best next steps for how to support members, municipal clerks, and their staff with implementing the proposed new requirements.

Please provide any resources you'd like to share with our [policy and advocacy team](#) by **Monday, April 20**.

Our team will be continuing to evaluate the proposals to determine the full impacts on municipal administration and service delivery, and welcomes feedback from members with expertise in FOI and privacy.

We will also be applying to speak at Standing Committee where your feedback will help inform our submission. Please [provide your feedback](#) as soon as possible.

We will be seeking clarity with the Ministry over the coming days and will provide updates as appropriate.

---

**Staci Landry, Deputy Clerk**  
City of Owen Sound  
808 2nd Avenue East  
Owen Sound, ON N4K 2H4



Phone: 519-376-4440 ext. 1235  
Facsimile: 519-371-0511  
Email: [slandry@owensound.ca](mailto:slandry@owensound.ca)  
Website: [www.owensound.ca](http://www.owensound.ca)

---

April 16, 2026

Via Email

Paul Vickers, MPP  
Bruce-Grey-Owen Sound  
[paul.vickers@pc.ola.org](mailto:paul.vickers@pc.ola.org)

Dear Mr. Vickers:

**Re: Regional Governance Changes**

City Council, at its meeting held on April 13, 2026, considered the above-noted matter, and passed Resolution No. R-260413-012 as follows:

**"THAT in consideration of items 1.c and 2.b on the correspondence package (Item 11.I) listed on the April 13, 2026 Consent Agenda respecting Regional Governance Changes, City Council directs staff to send a letter to Paul Vickers, MPP for Bruce-Grey-Owen Sound expressing concerns with the proposed changes to the *Regional Governance Act*."**

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Staci Landry".

---

Staci Landry  
Deputy Clerk



# Committee Report

<b>To:</b>	Warden Matrosovs and Members of Grey County Council
<b>Committee Date:</b>	March 26, 2026
<b>Subject / Report No:</b>	PDR-CW-11-26
<b>Title:</b>	Progress Report – Age-Friendly Action Plan
<b>Prepared by:</b>	Cassandra Dillman, Intermediate Planner
<b>Reviewed by:</b>	Scott Taylor, Director of Planning
<b>Lower Tier(s) Affected:</b>	All member municipalities in Grey County

## Recommendation

1. That report PDR-CW-11-26 regarding the County's Age-Friendly Action Plan progress be received for information; and
2. That staff be authorized to make minor amendments to the County's Age-Friendly Action Plan, without impacting the intent of the Plan, to enable plan implementation; and
3. That staff be directed to share the Progress Report with all member municipalities for information.

## Executive Summary

Grey County is advancing its Age-Friendly Community vision to ensure residents of all ages can live, work, and participate fully in safe and accessible environments. With the County population aging rapidly, projected to have more than one-third of residents over 65 by 2035, it is important to prioritize planning for inclusive and Age-Friendly housing, transportation, and community services.

Supported by a 2021 provincial grant, Grey County developed its Age-Friendly Community Strategy and Action Plan, endorsed in 2022. The Plan outlines over 100 recommended actions based on the World Health Organization's eight Age-Friendly community dimensions and relies on collaboration across County departments, municipalities, and over 20 community partners.

The progress report, linked in the attachment section below, identifies that half of the action items have been completed, are underway, or are embedded in ongoing County

operations, and items from all eight dimensions have been initiated. A four-page Progress Snapshot is also linked below to provide a high-level overview.

Staff are recommending minor updates to some action items to streamline actions, update leads, and better align responsibilities, strengthening the County's ability to support residents of all ages and maintain momentum toward building an Age-Friendly Grey County.

## Background and Discussion

An Age-Friendly Community is designed so everyone, including children, youth, adults, and older residents, can live, work, and play in safe, accessible, and welcoming spaces. Creating an Age-Friendly community begins by examining all parts of community life, including land development, transportation, parks, social services through an Age-Friendly lens. Committing to seeing and addressing projects, issues, and policies through this Age-Friendly lens is how we create Age-Friendly communities.

As Grey County grows and ages, the case for Age-Friendly planning only strengthens. By 2035, more than 1 in 3 Grey residents will be over 65. By planning for Age-Friendly housing, transportation, and community services, the County can support older adults to maintain independence and thrive in their communities, as well as their caregivers and their families. By focusing on the needs of the most vulnerable, from seniors to young children, our communities become places where everyone can thrive no matter their age, ability, or background.

## Developing the County's Age-Friendly Initiative

In 2021, Grey County successfully obtained a \$60,000 Inclusive Community Grant, from the Government of Ontario, to develop an Age-Friendly Community Strategy and Action Plan. The project was highly collaborative with contributions from a stakeholder committee, community organizations, member municipalities, County staff and over 700 residents. The completed Action Plan was endorsed by County Council in March 2022 and shared with all member municipalities.

Through this process, two important items emerged: a community vision focused on all ages and an understanding of the Age-Friendly community building that is already occurring throughout the County. As a result, the Action Plan emphasizes collaboration, outlining over 100 recommended actions to address and advance key Age-Friendly priorities regardless of age.

## Action Plan Implementation

Grey County's Age-Friendly Strategy and Action Plan are built around the World Health Organization's (WHO) eight community dimensions, ranging from physical infrastructure (outdoor spaces and buildings, transportation, housing) to soft infrastructure (respect and social inclusion, civic participation and employment, community and information, community support and health services, and social participation).

Since 2022, County staff have been working on plan implementation. While accountability for the Plan lies with Grey County's Planning department, successful implementation requires efforts from all County departments and a wide range of community partners. The Grey County Age-Friendly Communities Committee supports this work and serves as a cross-sector network sharing resources and fostering collaboration among those involved in Age-Friendly initiatives across the County.

The Action Plan also recommends regular progress reviews to help identify successes, address gaps, and guide resources effectively. As Grey County is a two-tier government, the Action Plan naturally connects and interacts with many existing municipal services and community initiatives. The Plan provides a framework for Age-Friendly community planning. Building an Age-Friendly community is an iterative planning process: revisions signal growth and strengthen the community's Age-Friendly vision. The detailed Progress Report and Progress Snapshot are linked in the attachments section below.

## What We've Learned

The following insights have emerged during the implementation and review of the Age-Friendly Action Plan:

<b>Theme</b>	<b>Summary</b>
<b>Organizational Age-Friendly lens</b>	Many County staff and departments apply an Age-Friendly lens in their daily work, making it part of our organizational culture.
<b>Broad range of Age-Friendly initiatives underway</b>	There are many projects and day-to-day activities across County departments that aid Age-Friendly community planning goals, some of which are above and beyond those identified in the Action Plan.
<b>Growing community engagement and participation</b>	Community interest in Age-Friendly initiatives continues to grow.

<b>Local Age-Friendly leadership</b>	Age-Friendly fairs were hosted by both Grey Highlands and Blue Mountains this past year. Grey County was recognized by the province as an Age-Friendly Community in 2026, alongside the Town of Hanover who has been a provincial leader in Age-Friendly planning since 2017.
<b>The importance of partnerships</b>	Partnerships are essential for addressing complex societal issues, such as mental health, addictions, health care and homelessness. These issues are beyond the capacity of one organization alone.
<b>The COVID-19 pandemic</b>	The pandemic changed how residents participate, communicate, and engage with their communities, while exposing the digital divide, disrupted volunteer networks, and increased risk of social isolation among older adults.
<b>Staffing Resources</b>	The absence of a dedicated Age-Friendly Community Coordinator has added some complexity to managing the plan and coordinating partners.
<b>Evaluation</b>	Although each action item included performance indicators and a project lead, much of the data was not easily available, the indicators did not always reflect meaningful outcomes, and some identified leads are no longer suitable.

These insights highlight that Grey County cannot achieve this vision alone. Partnerships with municipalities, volunteer groups, and not-for-profits are essential to advancing Age-Friendly community planning goals. Grey County’s continued leadership, collaboration, and commitment to learning will ensure a strong foundation for ongoing progress.

## Next Steps

Grey County has made meaningful steps forward in implementing the Age-Friendly Action Plan and important work remains ahead. The review identified opportunities to strengthen community partnerships, improve outcome tracking, and identified initiatives that require additional resources or collaboration.

Moving forward, staff will continue to implement and advance the Action Plan and support the Age-Friendly Communities Committee. The progress review has also identified some action items that would benefit from reassessment. Several action items were identified for consolidation, division, retirement or shifted to a more appropriate lead. Through this report staff are seeking Council’s support for making minor tweaks to the Action Plan, without changing the intent of the Plan. The changes would aid in the

implementation of the Plan to streamline actions, update leads, and to better align responsibilities. For example:

- Action Item 4.5 - regarding the creation of a Grey County Accessibility Group - is no longer necessary due to continued success of the Joint Accessibility Advisory Committee. The review also identified four duplicate items in the original Plan.
- In addition, staff separated nine action items within the report card into smaller, more specific components to improve clarity and tracking.
- The Action Plan assigns a lead and partner organization for each action; however, many of these leads are no longer suitable because the corresponding organizations or positions no longer exist.

After four years of working with the Plan, staff have identified these adjustments as minor but valuable improvements. They will help strengthen implementation, enhance tracking and maintain momentum toward building an Age-Friendly Grey County.

## Financial and Resource Implications

None.

## Relevant Consultation

Internal: All County departments were consulted, including Long Term Care, Transportation Services, Human Resources, Clerks and Legislative Services, Paramedic Services, Economic Development, Tourism and Culture, Climate Change Initiatives, Provincial Offences, and Communications

External: Municipal staff and community organizations, including Grey Bruce Health Unit, Beaver Valley Outreach, Alzheimer Society Grey-Bruce, Grey Bruce Legal Clinic, Grey Bruce Elder Prevention Network, Osteoporosis Canada, Breaking Down Barriers, and Regional Geriatric Program of Southwestern Ontario

## Appendices and Attachments

[Age-Friendly Action Plan Progress Report 2026.pdf](#)

[Age-Friendly Progress Snapshot 2026.pdf](#)

Ministry of the Environment,  
Conservation and Parks

Environmental Assessment  
Modernization Branch

135 St. Clair Avenue West  
4th Floor  
Toronto ON M4V 1P5

Ministère de l'Environnement, de  
la Protection de la nature et des Parcs

Direction de la modernisation des processus  
d'évaluation environnementale

135, avenue St. Clair Ouest  
4<sup>e</sup> étage  
Toronto ON M4V 1P5



April 20, 2026

TO: Stakeholder Distribution List

RE: Proposed *Environmental Assessment Act* (EAA) amendments to improve the comprehensive environmental assessment (EA) process

Today, Ontario introduced the [Protecting Ontario's Workers and Economic Resilience Act, 2026 \(POWER Act\)](#) in the Legislative Assembly of Ontario. If made, the changes would support a more efficient comprehensive EA process and make it easier to navigate by removing certain steps while maintaining strong environmental protections and other consultation opportunities.

The proposed legislation would, if passed, amend the *Environmental Assessment Act* (EAA) to make three key changes to the comprehensive EA process:

- Remove the requirement to publish and consult on a Ministry Review
- Remove the opportunity for the public to request a hearing before the Ontario Land Tribunal (Tribunal) while maintaining the Minister's authority to refer an application or matter related to an application to the Tribunal for a hearing and decision on their own initiative
- Remove the requirement for Cabinet approval of the Minister's decision, while providing the Minister discretion to refer an application to Cabinet for a decision

In addition, we also proposed minor updates to improve clarity and flexibility in the EAA.

If the proposed EAA amendments are made, the regulation that sets out deadlines for certain steps in the comprehensive EA process (Ontario Regulation 616/98 (Deadlines)) would be adjusted to align with the changes.

The proposal has been posted on the Environmental Registry of Ontario (ERO) for public comment. More information is available [here](#). Input is being accepted until **May 20, 2026**.

If you have any questions, please feel free to contact us at [EAModernization.MECP@ontario.ca](mailto:EAModernization.MECP@ontario.ca). Any comments on the proposal can be submitted through the ERO posting via the link above, or by email to us.

We are committed to keeping you apprised about EA modernization and working with you to build a strong EA program for Ontario. We value your perspectives on the EA program and look forward to your further participation. More information on our other efforts to modernize the EA program can also be found [here](#).

Sincerely,

A handwritten signature in black ink that reads "A. Cross". The signature is written in a cursive, slightly slanted style.

Annamaria Cross  
Director, Environmental Assessment Modernization Branch  
Ministry of the Environment, Conservation and Parks



Ontario  
Energy  
Board | Commission  
de l'énergie  
de l'Ontario

**BY EMAIL**

April 17, 2026

TO: All Municipalities  
All Natural Gas Utilities  
Frequent Intervenors  
Information Session Participants

**Re: 2026 Generic Proceeding to Review the Model Franchise Agreement  
Extension of Intervention Deadline  
Ontario Energy Board File Number: EB-2026-0009**

The Ontario Energy Board (OEB) wishes to thank all municipalities, gas utilities, and other interested parties who attended the recent municipal franchise generic proceeding information session on April 15, 2026. The high level of engagement and thoughtful questions underscored the importance of this proceeding and the value of broad participation.

As explained in the [Notice of Hearing](#), municipalities, gas utilities, and other interested parties who wish to actively participate in this proceeding must apply for intervenor status and, where applicable, cost eligibility using the [OEB's online Intervention Form](#).

Following the information session, the OEB noted a common concern that some municipalities may be unable to meet the pre-established deadline for requesting intervenor status in this proceeding. In response to this concern, the OEB is extending the deadline to apply for intervenor status to **May 1, 2026**.


The OEB also acknowledges comments from various municipalities regarding potential challenges for active municipal participation in this proceeding due to the upcoming municipal election cycle. The OEB intends to consider this in designing its procedural schedule, which will be issued at a later date.

The commissioners assigned to this proceeding are: David Sword (presiding), Robert Dodds, and James Sidlofsky.

Should you have any questions regarding this proceeding, please contact Natalya Plummer at [natalya.plummer@oeb.ca](mailto:natalya.plummer@oeb.ca).

Yours truly,

Ritchie  
Murray

 Digitally signed by Ritchie  
Murray  
Date: 2026.04.17  
14:26:16 -04'00'

Ritchie Murray  
Registrar



April 13, 2026

Hon. Todd J. McCarthy  
Minister of the Environment, Conservation and Parks

Dear Minister McCarthy,

Upon review of the recent changes to Ontario Conservation Authorities and proposed further changes that could impact the Clean Water Act and its Regulations, our Source Protection Committee collaborated on the following response.

Over the last 25 years, protection of municipal drinking water sources in Ontario has improved dramatically. However, as the landscape and the climate changes, we must remain vigilant and continue with drinking water source protection measures to ensure that there continues to be safe water available for public consumption. Recently, the Province announced changes to boundaries for the regional consolidation of Ontario's conservation authorities. This reconfiguration must align with the fundamental basis of Justice O'Connor's Walkerton Inquiry report recommendation to maintain watershed-based drinking water source protection at the local level. As a Source Protection Committee, we strongly advocate that Justice O'Connor's recommendations are respected to ensure that source protection planning and implementation remain responsive to local issues and policy approaches.

The integrity of the drinking water source protection program is local, watershed-based committees that include members from the agriculture, business/commerce/industry, municipal, environment and health sectors. These members have a vested interest in the sources and drinking water systems that supply their families, neighbours and constituents with a safe supply of drinking water. Dilution of this oversight to the new regional conservation authority scale will not serve the recommendations made by Justice O'Connor following the tragedy that happened in Walkerton in our Source Protection Region. Our region and its residents are considerably more familiar and unwilling to waver on the core principles of the program.

Justice O'Connor's Walkerton Inquiry report recommended watershed-based drinking water source protection planning at the local level by those most directly affected. To ensure that source protection planning and implementation remain responsive to local issues and policy approaches, and to minimize the need for time consuming administrative changes and conformity exercises, the province should consider:

- Adopting the current scale of Source Protection Regions as the largest geographic extent for the proposed regional Conservation Authorities. A single regional Source Protection Authority spanning numerous municipalities risks weakening local accountability, distancing decision-making from watershed-specific realities, and diluting the local focus that is foundational to effective watershed management.

- Retaining the current geographic scale of Source Protection Areas. Ensuring that Assessment Reports (ARs) and Source Protection Plans (SPPs) would continue to be reflective of local drinking water threats, vulnerabilities, and policy approaches. While also helping ensure that conformity exercises and consequential amendments to ARs and SPPs would be minimized. Consolidation of ARs and SPPs to reflect changed Source Protection Area boundaries would be time consuming and contribute little to the outcomes of the source protection program.
- Maintaining local representation on Source Protection Committees (SPCs) to ensure that municipal, economic, public interest holders, and implementation bodies continue to have a voice in identifying needed amendments to plans and overseeing progress towards achieving the objectives of SPPs. Continued alignment of SPCs with Source Protection Region jurisdictions would help ensure local representation and accountability.

The Source Protection Committee has deep concerns about possible implications to the Clean Water Act as a result of the recent Conservation Authority Act changes. It is our intent to continue to work with the province, local municipalities and local Source Protection Authorities to protect our local sources of drinking water in the spirit of Justice O'Connor's recommendations.

Sincerely,



Dick Hibma  
Acting Chair, Saugeen, Grey Sauble, Northern Bruce Peninsula  
Source Protection Committee

Cc via email: Kirsten Service, MECP  
Source Protection Authorities  
Municipal Clerks



Monday, April 20, 2026

Premier of Ontario  
Hon. Doug Ford  
Legislative Building, Queen's Park  
Toronto ON M7A 1A1  
Sent via email: premier@ontario.ca

**Re: Support of Finlay's Law on Emergency Room Reform**

At its regular meeting on April 10, 2026, the Western Ontario Wardens' Caucus adopted the following motion in support of Finlay's Law on Emergency Room Reform:

**#11 Moved by D. Bailey seconded by B. Clark:**

**WHEREAS** growing pressures across the Ontario healthcare system are increasing patient volumes in emergency rooms (ER), requiring more complex care, and contributing to longer patient wait times in ERs for residents in Ontario's largest municipalities; and

**WHEREAS** Health Quality Ontario data from October 2025 reports that patients needing admission to the hospital waited an average of 19-20 hours, with high-urgency patients waiting close to 5 hours on average to be seen by a physician; and

**WHEREAS** in December 2023, the Auditor General of Ontario reported that significant hospital staffing shortages were reducing access to timely emergency care; and

**WHEREAS** the Financial Accountability Office of Ontario reported in March 2023 that ER wait times were increasing significantly with the longest wait times recorded in over 15 years and that provincial funding was \$21.3 billion short to maintain current health programs through 2028; and

**WHEREAS** according to the Ontario Hospital Association (OHA), Ontario has had the lowest per capita hospital expenditure in Canada since 2018; and

**WHEREAS** according to the OHA, approximately 4,200 alternate level care (ALC) patients remain in acute beds (40% awaiting long term care), worsening ER delays; and

**WHEREAS** Canadian ER researchers have highlighted that between 8,000 and 15,000 Canadians die prematurely as a result of ER overcrowding; and

**WHEREAS** reports of patients dying in crowded ERs across Canada are increasing, such as 16-year-old Finlay van der Werken who waited over 8 hours in an Oakville ER without being seen by a physician and tragically passed away on February 9, 2024 from pneumonia that developed into sepsis; and

**WHEREAS** ER delays are contributing to excessive ambulance offload times, adding undue strain on response capacity of municipal paramedic services across Ontario; and

**WHEREAS** the Provincial Government has taken important steps to improve health care in Ontario, however additional funding and staffing resources for hospitals to reduce ER wait times and increase capacity to provide timely access to care for all patients in ER's remains critical; and

**WHEREAS** despite growing concerns regarding staffing shortages in and closures of ERs across Ontario, as well as failure to meet federal standards such as the Canadian Triage and Acuity Scale, the Provincial Government continues to receive full contributions of Canada Health Transfers from the federal government.

**THEREFORE BE IT RESOLVED THAT** the Western Ontario Wardens Caucus calls on the Provincial Ministry of Health to take immediate action to reduce ER wait times with consideration for the importance of enhanced ER triage protocols and increased funding to strengthen emergency readiness;

**AND THAT** the Western Ontario Wardens Caucus calls on the Provincial Ministry of Health to introduce Finlay's Law to ensure that no child in Ontario is left without timely emergency medical care in hospitals by:

- Setting legal maximum ER wait times for children under 18 (e.g., physician assessment within 2 hours, admission within 8 hours).
- Mandating safe pediatric nurse-to-patient and physician-to-patient ratios in emergency settings.
- Establish independent oversight to audit hospitals, investigate pediatric ER deaths, and enforce compliance.
- Mandate public, independent, and timely (within 1 year) inquiry by the Chief Coroner of Ontario of every pediatric death in an ER waiting area.
- Fund better pediatric emergency readiness, including staffing, training and infrastructure

**AND THAT** the Western Ontario Wardens Caucus calls on the Federal Ministry of Health to enforce the principles and requirements of the Canada Health Act through its spending power of Canada Health Transfers to Ontario by:

- monitoring compliance to national health standards, such as Canadian Triage and Acuity Scale (CTAS) in ERs;
- and establishing and ensuring compliance with a new sepsis care

**AND THAT** a copy of this resolution be sent to the Premier of Ontario, the Ontario Minister of Health, the Federal Minister of Health, the Ontario Medical Association (OMA), the Ontario Hospital Association (OHA), and the Association of Municipalities of Ontario (AMO).

**Carried.**

Please contact the office if you require any further information.

Yours sincerely,

A handwritten signature in cursive script that reads "Marcus Ryan".

Marcus Ryan  
Chair, Western Ontario Wardens' Caucus

cc.  
Hon. Marjorie Michel, Federal Minister of Health  
Hon. Sylvia Jones, Ontario Minister of Health  
Ontario Medical Association  
Ontario Hospital Association  
Association of Municipalities of Ontario  
Ontario Big City Mayors  
Eastern Ontario Wardens' Caucus  
Western Ontario Municipalities



**Minutes**

**Corporate Services Committee**

**April 9, 2026, 5:30 p.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

**MEMBERS PRESENT:** Chair Suneet Kukreja  
Vice Chair Melanie Middlebro'  
Member Monica Dale (via video)  
Councillor Travis Dodd  
Member Daniel Fletcher  
Member Neil McCutcheon  
Councillor Carol Merton  
Member Greg Milburn  
Member Franklin Morais

**STAFF PRESENT:** Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
David Crane, Manager of Revenue/Deputy Treasurer  
Jason Hoffman, Manager of Corporate Services  
Kristen Van Alphen, Manager of Legislative Services  
Shawn Dubosq, Corporate Facility Projects Coordinator  
Staci Landry, Deputy Clerk  
Christina McLean, Committee and Executive Support  
Coordinator

---

**1. CALL TO ORDER**

Chair Kukreja called the meeting to order at 5:30 p.m. All Committee members and staff listed above were present except for Councillor Middlebro'.

**2. CALL FOR ADDITIONAL BUSINESS**

There was no additional business.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. CONFIRMATION OF MINUTES**

4.a Minutes of the Corporate Services Committee meeting held on March 12, 2026

CR-260409-001

Moved by Member Milburn

**"THAT the Corporate Services Committee approves the minutes of the meeting held on March 12, 2026."**

Carried.

**5. DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

**6. PUBLIC FORUM**

There were no questions or comments from the public.

**7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED**

There were no correspondence items presented for consideration.

**8. REPORTS OF CITY STAFF**

8.a Clerks

8.a.1 Report CR-26-020 from the Deputy Clerk Re: Animal Control 2025 Year in Review

The Deputy Clerk provided an overview of the report.

In response to a question from Committee, Ms. Landry noted that a media release will be issued as a reminder to the public that animal tags can be purchased online and to note that there will no longer be an admin fee charged for ordering tags online. She added that communications, such as emails and letters, are sent to remind residents to license their pets prior to their annual expiry.

In response to a question from Committee, Ms. Landry clarified that an inquiry as noted in the report are any questions received regarding adopting an animal or other general questions, and complaints are regarding specific instances such as dogs at large or animal bites.

In response to a question from Committee, Ms. Landry clarified that cat licences do not expire and are valid for the lifespan of the pet, while dog licences are to be renewed annually.

In response to a question from Committee, Ms. Landry clarified that licences are only required for animals that reside within the City.

CR-260409-002

Moved by Councillor Merton

**"THAT in consideration of Staff Report CR-26-020 respecting the Animal Control 2025 Year in Review, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.a.2 Report CR-26-027 from the Manager of Legislative Services Re: Policy Review Project - 2026 Annual Update

The Manager of Legislative Services provided a PowerPoint presentation on the Policy Review Project annual review.

In response to a question from Committee, Ms. Van Alphen noted that divisional staff are consulted throughout the process to understand what policies are being repealed to ensure there are no operational gaps.

In response to a question from Committee, Ms. Van Alphen noted that the list of policies presented is sorted by those that are being repealed due to being obsolete, redundant, or better served as being a procedure.

In response to a question from Committee, Ms. Van Alphen noted that policies are kept and time stamped based on the state they are in when they are approved.

CR-260409-003

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-26-027 respecting the Policy Review Project – 2026 Update, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to repeal the policies listed in Appendix A to this report."**

Carried.

Councillor Middlebro' joined the meeting.

8.b Corporate and Facility Services

8.b.1 Report CR-26-033 from the Corporate Facility Projects Coordinator Re: Billy Bishop Museum Front Verandah Replacement - Budget Amendment and Project Authorization

The Corporate Facility Projects Coordinator provided an overview of the report.

In response to a question from Committee, Mr. Dubosq clarified that the project is set to commence in September once attendance volume slows

down, and that the facility will still be accessible at the rear of the museum throughout construction.

In response to a question from Committee, Mr. Dubosq noted that the proposed cost includes a 15% contingency in the case that additional costs are discovered once the tendering process is completed. He added that planned interior rehabilitation is currently up to date, therefore the reallocation of these funds does not put additional pressure on interior renovations of the facility.

In response to a question from Committee, Ms. Allan noted that Community Improvement Plan program funding can no longer be used to fund City projects.

CR-260409-004

Moved by Member Fletcher

**"THAT in consideration of Staff Report CR-26-033 respecting a budget amendment and project authorization for the Billy Bishop Museum Front Verandah Replacement, the Corporate Services Committee recommends that City Council:**

- 1. Approve increasing the Billy Bishop Museum Front Verandah Replacement project budget to \$131,400, subject to pricing received through the tender process;**
- 2. Approve allocating \$21,200 in surplus funds from the 2023–2026 Billy Bishop Museum interior rehabilitation projects toward the funding shortfall; and**
- 3. Approve allocating \$30,200 from the Capital Reserve which result from unspent funds allocated to this facility in previous years to fully fund the shortfall."**

Carried.

## 8.c Taxes and Revenue

### 8.c.1 Report CR-26-030 from the Deputy Treasurer Re: 2026 Fees and Charges Update - Corporate Services

The Deputy Treasurer provided an overview of the report.

In response to a question from Committee, the City Manager noted that setting appropriate user fees is always a balance between aligning with comparators, maintaining sufficient cost recovery and limiting taxpayer subsidization for specific services.

In response to a question from Committee, the Director of Corporate Services noted that highlighting transparency in which fees are subsidized

by the tax base and showing the true cost of a service is the goal for future fees and charges reviews.

CR-260409-005

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-26-030 respecting the 2025 Corporate Services Fees and Charges Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

8.d Accounting

8.d.1 Report CR-26-037 from the Director of Corporate Services Re: 2025 Year End

The Director of Corporate Services provided an overview of the report.

In response to a question from Committee, Ms. Allan clarified that the surplus as noted in the report is due to one-time items, and if it trends to be something that persists year over year, the City would manage the budget accordingly in future years.

CR-260409-006

Moved by Member Milburn

**"THAT in consideration of Staff Report CR-26-037 respecting 2025 Year End, the Corporate Services Committee recommends that City Council:**

- 1. Accept the Treasurer's statement with regard to compliance with the Development Charges Act;**
- 2. Direct staff to transfer the operating surplus to the tax stabilization reserve; and**
- 3. Approve all unbudgeted reserve transfers as presented in the report."**

Carried.

8.e Fire

None.

8.f Human Resources

None.

8.g Information Technology

None.

8.h Parking and By-law Enforcement

None.

**9. MATTERS POSTPONED**

There were no matters postponed.

**10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

There were no motions for which notice was previously given.

**11. CORRESPONDENCE PROVIDED FOR INFORMATION**

There were no correspondence items presented for information.

**12. DISCUSSION OF ADDITIONAL BUSINESS**

12.a Staff Introductions

The Director of Corporate Services introduced new staff members to the Committee, including the Manager of Corporate Services, Jason Hoffman and Deputy Treasurer, David Crane.

**13. NOTICES OF MOTION**

There were no notices of motion.

**14. ADJOURNMENT**

The business contained on the agenda having been completed, Chair Kukreja adjourned the meeting at 6:26 p.m.



**Minutes**

**Service Review Implementation Ad Hoc Committee**

**April 8, 2026, 9:00 a.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

**MEMBERS PRESENT:** Chair Ian Boddy  
Vice Chair Suneet Kukreja  
Deputy Mayor Scott Greig  
Councillor Melanie Middlebro'

**STAFF PRESENT:** Tim Simmonds, City Manager  
Kate Allan, Director of Corporate Services  
Pam Coulter, Director of Community Services  
Aidan Ware, Director and Chief Curator - Art Gallery, Culture,  
Tourism  
Eckhard Pastrik, Manager of Parks and Open Space  
Kim Sowerby, Corporate Applications Analyst (via video)  
Christina McLean, Committee and Executive Support  
Coordinator

---

**1. CALL TO ORDER**

The Committee and Executive Support Coordinator called the meeting to order at 9:05 a.m.

**2. ELECTION OF CHAIR**

The Committee and Executive Support Coordinator opened the floor for nominations for the position of Chair for the Service Review Implementation Ad Hoc Committee.

Councillor Middlebro' nominated Mayor Boddy for the position of Chair. The Committee and Executive Support Coordinator noted that in accordance with the Board and Committee By-law, a member may serve as Chair of a committee for two (2) consecutive years after which the Council member is not eligible to serve as Chair of the committee for one (1) year.

SR-260408-001  
Moved by Councillor Middlebro'

**"THAT in consideration of the Election of the Chair item listed on the April 8, 2026 Service Review Ad Hoc Committee meeting agenda, the Service Review**

**Implementation Ad Hoc Committee waives the provision in the Board and Committee By-law that a member is not eligible to serve as Chair of a committee for more than two (2) consecutive years in order to permit the Mayor to continue serving as Chair as there are only three (3) meetings left of the Committee."**

Carried.

Mayor Boddy accepted the nomination.

The Committee and Executive Support Coordinator asked for any further nominations. There being no further nominations, the Committee and Executive Support Coordinator declared nominations closed.

Mayor Boddy was acclaimed as Chair of the Service Review Implementation Ad Hoc Committee.

**3. ELECTION OF VICE CHAIR**

The Committee and Executive Support Coordinator opened the floor for nominations for the position of Vice Chair for the Service Review Implementation Ad Hoc Committee.

Deputy Mayor Greig nominated Councillor Kukreja for the position of Vice Chair. Councillor Kukreja accepted the nomination.

The Committee and Executive Support Coordinator asked for any further nominations. There being no further nominations, the Committee and Executive Support Coordinator declared nominations closed.

Councillor Kukreja was acclaimed as Vice Chair of the Service Review Implementation Ad Hoc Committee.

Mayor Boddy assumed the position of Chair for the remainder of the meeting.

**4. CALL FOR ADDITIONAL BUSINESS**

There was no additional business.

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6. CONFIRMATION OF MINUTES**

6.a Minutes of the Service Review Implementation Ad Hoc Committee meeting held on February 11, 2026

SR-260408-002

Moved by Councillor Middlebro'

**"THAT the Service Review Implementation Ad Hoc Committee approves the minutes of the meeting held on February 11, 2026."**

Carried.

**7. DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

**8. PUBLIC FORUM**

There were no questions or comments from the public.

**9. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED**

There were no correspondence items presented for consideration.

**10. REPORTS OF CITY STAFF**

- 10.a Report CR-26-022 from the Corporate Application Analyst Re: Conclusion of Project 1b1 - Integration of Microsoft Teams

The Corporate Application Analyst provided an overview of the report.

In response to a question from Committee, Ms. Sowerby noted that staff are now able to stay at their workstation and attend meetings virtually via Teams, which cuts down on travel time for staff moving from one location to another.

In response to a question from Committee, Ms. Allan noted that vehicle use is charged out to different accounts, and that while the amount saved is insignificant for insurance premium purposes, the amount saved for vehicle use and mileage reimbursements could be tracked.

SR-260408-003

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-26-022 respecting the completion of Project 1b1 - Integration of Microsoft Teams, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purpose."**

Carried.

- 10.b Report CR-26-026 from the Corporate Application Analyst Re: Conclusion of Project 2a1 - Investigate Cloud-based Solutions for a Digital Timecoding Solution

The Corporate Application Analyst provided an overview of the report.

SR-260408-004

Moved by Vice Chair Kukreja

**"THAT in consideration of Staff Report CR-26-026 respecting the completion of Project 2a1 – investigate cloud-based solutions for a digital timecoding solution, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purpose."**

Carried.

10.c Report CS-26-020 from the Director and Chief Curator Re: Conclusion of Project 3a3 - Tourism Services at the TOM Pilot Project

The Director and Chief Curator of the Tom Thomson Art Gallery provided an overview of the report.

In response to a question from Committee, the Director of Community Services noted that parking limitations at the Tom Thomson Art Gallery could be supported through education and increased signage directing users to the nearby parking lots.

In response to a question from Committee, Ms. Coulter noted that parking in municipal lots and on-street used to be tracked into three categories, low, medium and high usage, though this data is no longer collected.

In response to a question from Committee, Ms. Ware noted that expanding the shared model further to include the library would require an agreement with the library outlining the terms of use for lobby space.

In response to a question from Committee, Ms. Coulter noted that there are a lot of synergies between Tourism and TOM operations, and their integration has shown to be an effective way to deliver both of these services without comprising any professional integrity.

In response to a question from Committee, Ms. Coulter noted that the wayfinding signage project is a capital budget item which relies on grant funding, and that the first stage has taken place on the periphery of the downtown core, but it hasn't been completed within the River District.

SR-260408-005

Moved by Councillor Middlebro'

**"THAT in consideration of Staff Report CS-26-020 respecting the conclusion of Project 3a3 -Tourism Services at the Tom Thomson Art Gallery Pilot Project, the Service Review Implementation Ad Hoc Committee recommends that City Council approve the continuation of Tourism Services at the Art Gallery."**

Carried.

10.d Report CS-26-015 from the Manager of Parks and Open Space Re: Parks Service Levels for Playgrounds

The Manager of Parks and Open Space provided a PowerPoint presentation respecting the draft service levels for playgrounds.

In response to a question from Committee, Mr. Pastrok noted that the estimated playground replacement cost of \$284,000 is relative to the scope of work that was recently completed at Comm-R-Ette and Owen Heights playgrounds. He added that there are many City playgrounds that are beyond their useful life or

were removed for other reasons, leaving a number of playgrounds with minimal equipment.

In response to a question from Committee, the City Manager noted that the inspection and risk management requirements for playgrounds are always changing and are at a much higher standard today than they were in the past when many of these playgrounds were installed.

In response to a question from Committee, Ms. Coulter noted that there is limited frontage on some of the current parkland properties, which limits the ability to declare them as surplus for alternate non park use. Mr. Simmonds added that traditionally, declaring parklands and open spaces as surplus and making them revenue generating is often met with significant public feedback.

In response to a question from Committee, Mr. Pastrik noted that a GIS database has been built up over the past few years to help inform decision making on park assets.

In response to a question from Committee, Mr. Simmonds noted that information respecting an additional staff person or other opportunities would be brought back for consideration during operating budget discussions.

In response to a question from Committee, Mr. Simmonds noted that approximately 29 to 30 service review projects have been completed so far.

SR-260408-006

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CS-26-015 respecting Parks Service Levels for Playgrounds, the Service Review Implementation Ad Hoc Committee recommends that City Council:**

- 1. Approve the draft Service Level Documents; and**
- 2. Direct staff to move forward with the recommendations as outlined in the Service Level Documents for Playgrounds."**

Carried.

**11. MATTERS POSTPONED**

There were no matters postponed.

**12. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

There were no motions for which notice was previously given.

**13. CORRESPONDENCE PROVIDED FOR INFORMATION**

There were no correspondence items presented for information.

**14. DISCUSSION OF ADDITIONAL BUSINESS**

There was no additional business.

**15. NOTICES OF MOTION**

There were no notices of motion.

**16. ADJOURNMENT**

The business contained on the agenda having been completed, Chair Boddy adjourned the meeting at 10:20 a.m.