



MINUTES
COMMUNITY SERVICES COMMITTEE
CITY HALL - 808 2ND AVENUE EAST – BASEMENT BOARDROOM
February 17, 2021 - 5:30 P.M.

MEMBERS PRESENT: Mayor Ian Boddy (via WebEx)
Deputy Mayor Brian O'Leary (via WebEx)
Councillor Travis Dodd (via WebEx)
Councillor Marion Koepke
Councillor Richard Thomas (via WebEx)
Nicole Amos-Uotila (via WebEx)
Waleed Aslam

**MEMBERS
ABSENT/REGRETS:** None

STAFF PRESENT: Tim Simmonds, City Manager
Pam Coulter, Director of Community Services
Kristan Shrider, Senior Manager of Property and Parks & Open Space (via WebEx)
Amy Cann, Manager of Planning & Heritage (via WebEx)
Brent Fisher, Manager of Community Development & Marketing (via WebEx)
Ryan Gowan, Manager of Arena Operations (via WebEx)
Kevin Linthorne, Chief Building Official (via WebEx)
Adam Parsons, Manager of Parks and Open Space (via WebEx)
Jacklyn Iezzi, Junior Planner (via WebEx)
Staci Landry, Community Services Administrative Assistant

1. CALL TO ORDER

Chair Koepke called the meeting to order at 5:32 p.m. All Committee and staff members listed above were present.

Chair Koepke advised that the Committee meeting was being conducted using electronic means due to the AV upgrades in Council Chambers. Chair Koepke added that the City Manager, Director of Community Services, and the Community Services Administrative Assistant were physically present in the Basement Boardroom.

2. CALL FOR ADDITIONAL BUSINESS

- a. Community Services Administrative Assistant Re: Committee Resignations

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

- a. Minutes of the Community Services Committee meeting held on January 20, 2021.

Moved by Councillor Thomas

CS-210217-001

"THAT the Community Services Committee approves the minutes of the meeting held on January 20, 2021."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

- a. Presentation from the Director of Community Services Re: Committee Orientation

The Director of Community Services provided a PowerPoint presentation outlining the Committee's mandate, meeting calendar, pertinent by-laws relating to their role on the Committee and procedural matters, the Code of Conduct, and Council-Staff Relations Policy.

The managers from divisions within the Community Services Department outlined their mandate, 2020 successes, and 2021 work plan highlights for each of the following divisions:

- Planning and Heritage
- Building
- Property and Building Management
- Parks, Open Space & Cemetery
- Community Development & Marketing – Facility Booking & Community Programs, Tourism, and Events

Chair Koepke thanked managers for their leadership and their dedication to their work with the City. Their guidance to this Committee is appreciated as it enables Committee to make good decisions and recommendations for Council.

Member Amos-Uotila inquired about the list of businesses in the Downtown that participated in the Digital Services Squad program. The

Manager of Community Development & Marketing advised that he does not have the list in front of him but will provide this list to the Committee via email.

6. PUBLIC QUESTION PERIOD

There were no questions from the public.

7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED

There were no correspondence items being presented for consideration.

8. REPORTS OF CITY STAFF

a. General

1. Report CS-21-011 from Director of Community Services Re: Committee Orientation, 2020 Highlights and 2021 Work Plans

The Director of Community Services presented the report noting that the 2021 work plan for each division within the Community Services Department has been attached to the report.

Moved by Councillor Thomas

CS-210217-002

"THAT in consideration of Staff Report CS-21-011 and the presentation by staff, the Community Services Committee recommends that City Council receive the 2021 work plans as presented for the Building, Planning & Heritage, Property & Building Management, Parks & Open Space, Community Development & Marketing, Events, and Community Programs & Facility Booking Divisions of Community Services for information purposes."

Carried.

b. Parks and Open Space

1. Report CS-21-013 from Director of Community Services Re: Donation of an Arbour for Harrison Park - Boley Family

The Director of Community Services presented the report noting that the City received correspondence from the Boley family in January 2021 respecting the possible donation of an arbour for Harrison Park. Based on an initial meeting with the family, a potential suitable location for the arbour has been selected in the area to the west of the Fitness Trail in the area beyond the toboggan hill. Coincidentally, the City's Licensing and Marriage Coordinator had identified a need for another location at Harrison

Park where people could choose to be married. A location on the east side of the river is quieter than the island where there is already the Black History Cairn, Putt n Paddle, playground, picnic shelter, and washroom.

The Boley family, with support from extended family, and teachers and students from Owen Sound District Secondary School wish to construct an arbour in Harrison Park in tribute to Mr. Barry Boley who passed away in December 2020. Based on the proposal and an initial meeting between staff and Teresa Boley, it is clear that it is the family's wish to make a donation to a project that honours Barry's memory as a dad, husband, part of a larger extended family, teaching colleague, educator, and coach. While the family has made a suggestion, they have also made it clear that they are flexible and also that it is their wish that the donation has a broad public benefit and can be used by all those who enjoy Harrison Park. The family also recognize the importance of accessibility in the design.

The Director of Community Services advised that the area is owned by the City, falls within the geographic boundary of the Township of Georgian Bluffs, is within the Niagara Escarpment Commission (NEC) Area of Development Control and is designated Escarpment Protection Area, and is regulated by the Grey Sauble Conservation Authority (GSCA). The proposed works would require a minor permit from the GSCA, a Development Permit Application from the NEC, and a building permit from the Township of Georgian Bluffs.

The Director of Community Services highlighted the benefits of the proposed location of the arbour:

- Provides an alternative picturesque location for weddings and natural back drop for photos;
- Provides excellent views of the Sydenham River and the Escarpment to the east;
- Is in an area of several memorial trees with a well worn footpath along the river's edge where many choose to walk and run;
- Is proximate to the parking area at the base of the toboggan hill;
- Is proximate to the Fitness Trail and a trail extension to the structure would be relatively simple; and
- The area to the south and east of the structure is a relatively flat grassy area that could accommodate seating for a number of attendees at a celebration or event.

Staff acknowledge that the process to donate an arbour involves the approval and coordination between the City, donor, and several agencies. If approved in principle by Committee, staff will

appoint a staff ambassador to work with the family to assist in navigating the necessary approvals.

Moved by Deputy Mayor O'Leary

CS-210217-003

"THAT in consideration of Staff Report CS-21-013 respecting the donation of an arbour in Harrison Park by the Boley Family, the Community Services Committee recommends that City Council:

- 1. Approves the donation;**
- 2. Requests that staff work with the family to undertake the steps outlined in table one of report CS-21-013; and**
- 3. Requests that staff report back with the approvals, final design and Memorandum of Understanding (MOU) as outlined in table one."**

Carried.

2. Report CS-21-010 from Manager of Parks & Open Space Re: Memorial Tree Program - Proposed Restructuring

The Manager of Parks & Open Space presented the report noting that the City has offered a successful memorial tree program since 1992. The current program fee is \$300.00 for a 50mm caliper tree installed at a specific requested location. Customers choose a tree from a list of approved native species included with the City's Memorial Tree Planting Policy OP 061 and information package. Materials and labour for the installation of a plaque is included in the program fee. Since 1992, the City has planted 360 trees under this program. Over the life of the program some areas are more popular than others. Harrison Park and the Inner Harbour have received the most requests and have reached their planting capacity. Planting additional trees in these areas will cause over-crowding of the tree canopies and begin to detract from the overall design intention of those areas. The City has received many positive inputs respecting the memorial tree program; however, there have been several comments regarding the aesthetic impact of the markers. These markers also become an issue if they are damaged by maintenance activities or vandalism.

The Manager of Parks & Open Space advised that staff have investigated other successful memorial tree programs and are recommending changes to the program to maximize the benefit and make the program more sustainable. Changing the existing memorial tree program to a "memorial forest model" would promote sustainable and responsible tree planting and provide for a more even distribution of new trees planted each year across the City's network of parks, trails and open space. Restructuring the memorial tree program would include repealing the City's

Memorial Tree Planting Policy OP 061. Highlights of the proposed memorial forest proposed program include:

- The City will select suitable planting locations annually throughout the parks and open space system, focusing on parks and open spaces with existing low density tree plantings or where augmented beautification and shade opportunities would benefit the property and neighbourhood (Harrison Park and the Inner Harbour would be closed to new memorial tree planting);
- Revenues collected would be directed to the City's Parks and Open Space division for the purpose of purchasing and planting trees, and related tree planting materials;
- A central monument commemorating the contribution to the memorial forest program would be constructed at a location to be determined where each contribution would be acknowledged on a standardized plaque with space for a name, date, and simple message (should one be desired). A central monument design, construction cost, and location would be brought forward to Community Services Committee via a report later in 2021.

It is proposed that the existing memorial tree program would end effective February 28, 2021. The memorial forest program would be launched March 1, 2021.

The Manager of Parks & Open Space highlighted the benefits of a memorial forest program:

- Prevents over-crowding of trees in popular locations;
- Promotes more even distribution of trees throughout the City's parks and trails;
- Permits staff to plan resources and optimize planting timing for each tree species;
- Permits staff to select native tree species that are best suited to soil microclimate and light conditions specific to each location;
- Allows for a long term approach when selecting tree species considering the tree's requirements over its entire lifecycle including typical crown diameter, height, and growing habit;
- The duty for perpetual care of plaques and markers at the base of trees in parks settings is eliminated;
- A memorial forest program requires less frequent customer contact related to each individual request, as planting locations will be arranged by the City and follow up contact related to plaque purchases and installation will be reduced;
- Avoids creating negative experiences in the future for donors when trees planted too close together do not mature evenly or with the classic characteristics of a chosen tree species;

- The proposed change in fee to \$358.05 will ensure the memorial forest program covers the City's cost to deliver.

Starting with the restructured program, trees planted as a part of the memorial forest program will be added to a public tree inventory on the City's GIS platform. Existing memorial trees planted prior to 2021 will be catalogued and added to the public GIS tree layer when the City refreshes its overall tree inventory. Staff will investigate options for offering an e-card option that could be sent to families who have had a contribution made in a loved one's name. The City would endeavour to host an annual ceremony where participants would be invited to acknowledge their contribution and share in a moment of fellowship and remembrance.

Councillor Thomas wondered if the name of the program could be changed to the Commemorative Forest Program because he did not realize that the program was for more than just memorials, and maybe there will be more uptake in the program if people are aware that it is for more than just memorials.

Chair Koepke inquired about the program fee of \$358.05. The Manager of Parks & Open Space noted that he utilized the City's charge out rates for equipment and labour and an average cost of a tree to plant. This fee will be reviewed annually as part of the Fees & Charges By-law. This fee is based on the current, actual cost to deliver the program.

Moved by Councillor Dodd

CS-210217-004

"THAT in consideration of Staff Report CS-21-010 respecting the proposed restructuring of the City's memorial tree program, Community Services Committee recommends Council:

- 1. Authorizes staff to restructure the memorial tree program to a memorial forest program as outlined in the report, noting the change of the program name to Commemorative Forest Program;**
- 2. Directs staff to provide notice of intent to amend the Fees and Charges By-Law; and**
- 3. Directs Staff to amend the Fees and Charges By-law No. 2019-106 to add a new memorial forest program fee of \$358.05 and repeal the Memorial Tree Planting Policy No. OP 061."**

Carried.

c. Community Development and Marketing

1. Report CS-21-004 from Events Assistant Re: 2021 Home and Cottage Expo

The Manager of Community Development & Marketing presented the report noting that the field hospital remains in place at the Bayshore Community Centre with no set date of removal. In addition to current COVID-19 regulations, many builders in Grey Bruce are experiencing a backlog of projects due to supply chain demand, as well as a labour shortage. With vendors already in such high demand, participation may be low in 2021. Planning meetings and preparation for the Home and Cottage Expo typically starts in October before the Spring event, with the venue being reserved and key contractors (electrician, drapery, etc.) being the first to be booked. Vendor registration opens mid-January, with spaces selling out shortly after. Once registration is closed, the floorplan is created, with booth spaces being allocated and communicated to vendors by mid-March. Most of the marketing to promote the event is booked between December and January to allow time for element creation. In total, the event takes roughly six months from initial planning to execution. In consultation and in agreement with the partner organizations regarding the feasibility of the 2021 Home and Cottage Expo moving forward, it is understood and agreed upon that the event cannot be planned or delivered in 2021 due to provincial restrictions, use of the Bayshore as a field hospital, and lack of certainty to properly plan and deliver this event.

Member Amos-Uotila inquired about utilizing a virtual platform for the Home and Cottage Expo. The Manager of Community Development & Marketing advised that the platforms to deliver a virtual program are very expensive at approximately \$18,000 to \$20,000. Many previous vendors also noted that they are extremely busy and are currently at their max with resources so they would not be interested in participating if there were an event in 2021. The Manager of Community Development & Marketing noted that staff will continue to look at different options for 2022 if circumstances are still the same.

Moved by Member Aslam

CS-210217-005

"THAT in consideration of Staff Report CS-21-004 respecting the 2021 Home and Cottage Expo, the Community Services Committee recommends that City Council approve the cancellation of the 2021 Home and Cottage Expo due to Provincial gathering restrictions."

Carried.

d. Planning and Heritage

1. Report CS-21-007 from Junior Planner Re: Community Improvement Program (CIP) Program Guidelines

The Junior Planner presented the report regarding the new program guidelines under the City's new Community Improvement Plan (CIP): Façade and Structural Improvement Grant, Accessibility Improvement Grant, and Start-up Space Leasehold Improvement Grant.

The following program limitations are included in the Façade and Structural Improvement Grant Program:

- Program Area includes the entirety of the Downtown, and the West and East Harbour Planning Areas.
- Program incentives include the waiving of building and sign permit fees, capital grant up to 33% of the cost of a single façade to a maximum of \$5,000 per project per year, and capital grant up to 50% of the cost of a double façade to a maximum of \$7,500 per project per year.
- Minimum project cost is \$3,000 for a single façade and an additional \$1,500, for a total of \$4,500, for a double façade.
- Owners and authorized tenants of properties within the Program Area, as well as owners of designated properties under Part IV of the *Ontario Heritage Act* located within the City boundary are eligible to apply.
- Improvements to street-facing exteriors of buildings, such as brick and masonry repointing, replacement windows and doors, painting, and exterior lighting are considered eligible. New construction and general maintenance projects continue to be considered ineligible.

The Junior Planner advised that Planning staff are proposing that the Façade and Structural Improvement Grant, the Accessibility Improvement Grant, and the Start-up Space Leasehold Improvement Grant programs would be processed on a “first come, first served” basis whereby applications would be accepted throughout the year and processed and decided upon the order in which they are received. When funding is exhausted, the application process would be closed until more funding becomes available. This is the City’s current process for façade grant applications.

Planning staff are continuing to create new program guidelines for the Property and Landscaping Improvement Grant and the Vacant Building Conversion/Expansion Grant programs added under the 2020 CIP and update existing program guidelines for the Heritage Property Tax Rebate Program. Staff are proposing

that all three of these programs would be processed on an intake window basis whereby an application deadline will be established, and all applications will be reviewed and decided upon at a meeting of Committee with final approval by Council.

The Junior Planner noted that the current approvals process for CIP program applications can be simplified through the implementation of a staff delegated approval process for first come, first served programs. In lieu of writing reports to Committee and Council, staff are proposing that applications that are consistent with program specific guidelines would be approved through Memorandum to the Director of Community Services and the City Manager, jointly as Council's delegates. Immediately after receiving sign-off from the Director and City Manager, staff would forward a copy of the Memorandum and Financial Incentive Program Agreement to the applicant to sign and return. The Director and City Manager would have the power to sign and execute the agreement jointly as Council's delegates. Based on this proposed process, there would be a time savings of approximately five (5) weeks compared to the current process. Following application approval, it would be the responsibility of the applicant to sign and return the agreement to have it authorized by the Director and City Manager.

In the interest of transparency and accountability, staff are proposing that Council would be circulated on all complete program applications that met the criteria for staff delegation. Council could request that any program application be brought forward for Council approval. This is currently the City's process for Site Plan Approval applications which satisfy certain criteria for delegated approval. Similarly, should a delegated approval process be implemented, staff will commit to providing quarterly updates to Committee and Council on applications approved through delegation.

Councillor Thomas noted that if Committee is going to approve a staff delegated process, then he does not need to receive all the applications. He does trust that staff will bring any applications to his attention that do need to come forward to Committee or Council for review. The Junior Planner suggested that when staff prepare the amendment to the Delegation of Power and Duties By-law, that this matter can be clarified that the applications would not be subject to circulation.

"THAT in consideration of Staff Report CS-21-007 respecting Community Improvement Plan (CIP) Program Guidelines, Community Services Committee recommends that City Council:

- 1. Approves the new guidelines for the Façade and Structural Improvement Grant Program, the Accessibility Improvement Grant Program, and the Start-up Space Leasehold Improvement Grant Program with a retroactive in force and effect date of February 17, 2021;**
- 2. Directs Staff to bring forward a by-law to delegate authority jointly to the City Manager and the Director of Community Services, subject to the parameters identified in this report, to:**
 - a. Approve applications under the Façade and Structural Improvement Grant Program, the Accessibility Improvement Grant Program, and the Start-up Space Leasehold Improvement Grant Program; and,**
 - b. Execute Financial Incentive Program Agreements between eligible applications and the City for these programs;**
- 3. Directs staff to bring forward a by-law to amend the Delegation of Power and Duties By-law No. 2014-109 to include the above delegation."**

Carried.

e. Building

None.

f. Property and Building Management

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

- a. Memorandum from Chief Building Official Re: Building Division Update - January 2021**

Councillor Dodd noted that these are great numbers and wanted to highlight the Cannabis Cultivation Operation on 16th Avenue East as well as the Amazon Prime Depot on East Bayshore Road.

- b. CHOnews Quarterly Edition - Winter 2021

Moved by Councillor Dodd

CS-210217-007

"THAT the Community Services Committee receives Items 11.a. to 11.b. for information purposes."

Carried.

12. DISCUSSION OF ADDITIONAL BUSINESS

- a. Committee Resignations

The Community Services Administrative Assistant advised that Sharif Rahman and Krista Youngblood have both resigned from the Community Services Committee. Chair Koepke shared her appreciation for both member's time and dedication to the Committee during their tenures.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Chair Koepke adjourned the meeting at 7:10 p.m.