



## **Minutes**

### **Community Services Committee**

**April 20, 2022, 5:30 p.m.**

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

#### **MEMBERS**

##### **PRESENT:**

Councillor Marion Koepke  
Deputy Mayor Brian O'Leary  
Member Nicole Amos-Uotila  
Member Jason Dantas  
Chair Travis Dodd (via video)  
Councillor Brock Hamley  
Member Morgan Kemick  
Member Janet Walker

#### **MEMBERS**

**ABSENT/REGRETS:** Member Waleed Aslam

##### **STAFF PRESENT:**

Tim Simmonds, City Manager  
Pam Coulter, Director of Community Services  
Amy Cann, Manager of Planning and Heritage  
Brent Fisher, Manager of Community Development and Marketing  
Jacklyn Iezzi, Junior Planner  
Lauren Stewart, Community Services Administrative Assistant

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#### **1. CALL TO ORDER**

Vice Chair Koepke called the meeting to order at 5:32 p.m.

#### **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 Community Services Committee meeting held on March 16, 2022

CS-220420-001

Moved by Councillor Hamley

**"THAT the Community Services Committee approves the minutes of the meeting held on March 16, 2022."**

Carried.

**5. DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

**6. PUBLIC QUESTION PERIOD**

There were no questions 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 Community Development and Marketing**

**8.a.1 Report CS-22-035 from the Facilities Booking Coordinator Re: Staff Delegated Approval - Events on City Owned Lands**

The Facilities Booking Coordinator provided an overview of the report respecting Staff Delegated Approval for Events on City-Owned Lands.

Staff are recommending an amendment to the Delegations of Powers and Duties By-law in the interest of implementing efficiencies for events. This includes a proposal that Council allow Staff (Director of Community Services and Manager of Community Development and Marketing) to approve events on City lands that have occurred in the previous two years and be in substantially the same format as previous events.

In response to a question from Committee, the Facilities Booking Coordinator explained that the staff delegated approval process would cover events that fall under the same category. It was further noted that the saved time would be four to five weeks per event.

The Committee noted their appreciation of this change.

CS-220420-002

Moved by Member Amos-Uotila

**"THAT in consideration of Staff Report CS-22-035 respecting Staff Delegated Approval – Events on City Owned Lands, the Community Services Committee recommends that City Council:**

**1. Directs staff to bring forward a by-law to amend the Delegation of Powers and Duties By-law No. 2014-109 to delegate approval authority for:**

**a. Events in City Parks and Facilities to the Director of Community Services and Manager of Community Development and Marketing, provided that the event:**

- i. has previously been approved by Council;**
- ii. is being held in the same location, with the same format and subject to the same conditions as the event that was approved by Council; and**
- iii. has been running regularly since the approval with no more than a two-year hiatus.**

**b. Other approvals that are conditions of facility use agreements for delegated events, including:**

- i. Exempting the event under the City's Noise By-law;**
- ii. Designating the event under the City's Municipal Alcohol Policy (CS30);**
- iii. Deeming the event as municipally significant, in accordance with City's Municipally Significant Policy (CS80);**
- iv. Approving an extension to hours of operation; and**
- v. Closing municipal parking lots."**

Carried.

8.b Parks and Open Space

None.

8.c Planning and Heritage

8.c.1 Report CS-22-036 from the Junior Planner Re: Proposed Amendments to Community Improvement Plan (CIP) Program Guidelines

The Junior Planner provided an overview of the report respecting proposed amendments to the Community Improvement Plan Program.

This included recommended amendments to the following:

- Accessibility Improvement Grant Program; and

- Facade and Structural Improvement Grant Program.

In response to a question from Committee, the Junior Planner noted that the CIP budget in 2021 was 100% allocated.

The Director of Community Services noted that should the CIP's budget continue to be utilized in full, staff would bring forward an operational variance sheet at budget time for Council's consideration to increase the money allocated to these programs.

CS-220420-003

Moved by Member Dantas

**"THAT in consideration of Staff Report CS-22-036 respecting proposed amendments to the City's Community Improvement Plan Program Guidelines, the Community Services Committee recommends that City Council approve the modifications to the guidelines as outlined in the report."**

Carried.

#### 8.c.2 Report CS-22-044 from the Junior Planner Re: Community Improvement Plan (CIP) Financial Incentive Program Applications

The Junior Planner provided an overview of the report respecting the Community Improvement Plan Financial Incentive Program Applications.

There were two applications presented:

- Rakson (837 2<sup>nd</sup> Avenue East) – The Vacant Building Conversion/Expansion Grant; and
- Northridge Property (920 1<sup>st</sup> Avenue West) – The Landscaping and Property Improvement Grant.

These applications included the cost estimates and conditions as outlined in the report.

In response to a question from Committee, the Director of Community Services and Junior Planner noted that other standard procedures will remain, including items such as site plan approval and building permits. A requirement of an application to the grant programming requires the applicant to follow all laws relevant to the execution of the grant. The City's Zoning By-law is evaluated before approving the application. The Building Division would further monitor the stages of completion.

CS-220420-004

Moved by Member Walker

**"THAT in consideration of Staff Report CS-22-044 respecting applications to financial incentive programs under the City's Community Improvement Plan, the Community Services Committee recommends that City Council:**

- 1. Refuse the Façade & Structural Improvement Grant Application by Rakson Hospitality Investments Ltd. for work proposed on the front (west) and rear (east) façades of 837 2<sup>nd</sup> Ave E;**
- 2. Approve the Accessibility Improvement Grant Program Application (50% of eligible costs, maximum \$10,000) by Rakson Hospitality Investments Ltd. for the installation of an accessible ramp to the rear (east) of 837 2<sup>nd</sup> Ave E;**
- 3. Approve the Vacant Building Conversion/Expansion Grant Program Application (50% of eligible costs, maximum \$10,000) by Rakson Hospitality Investments Ltd. for the conversion of the vacant second-storey commercial office space at 837 2<sup>nd</sup> Ave E to eight (8) residential dwelling units;**
- 4. Approve the Landscaping & Property Improvement Grant Program Application (50% of eligible cost, maximum \$10,000) by Northridge Property Management Inc., for the installation of a rooftop patio at 920 1<sup>st</sup> Ave W; and**
- 5. Direct staff to bring forward by-laws to execute Financial Incentive Program Agreements between the City and the property owners for the completion of the works."**

Carried.

- 8.c.3 Report CS-22-045 from the Junior Planner Re: Technical Report - Housekeeping Amendment to Zoning By-law 2010-078, as amended (ZBA No. 30)

The Manager of Planning and Heritage provided an overview of the report respecting a Housekeeping Amendment to Zoning By-law 2010-078.

The Amendment allows clarification to interpretation, improves readability, and corrects certain omissions in the By-law.

In response to a question from Committee, the Manager of Planning and Heritage noted that a comprehensive review of the Zoning By-law will be issued later in 2022 to bring the by-law into compliance with the new Official Plan. The Housekeeping Amendment was completed by staff as an interim measure.

CS-220420-005

Moved by Deputy Mayor O'Leary

**"THAT in consideration of Staff Report CS-22-045 respecting a Housekeeping Amendment to Zoning By-law 2010-078, as amended, the Community Services Committee recommends that City Council:**

- 1. Endorse Zoning By-law Amendment No. 30, being the fourth City-initiated housekeeping amendment; and**
- 2. Direct staff to continue to process the amendment in accordance with the process outlined in the report."**

Carried.

8.d Building

None.

8.e Recreation Buildings

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**

11.a Memorandum from the Chief Building Official Re: Development Update - March 2022

11.b Memorandum Re: City of Owen Sound Climate Change Actions

The City Manager provided an overview respecting the City's Climate Change Actions.

11.c Locale Article Re: Revisiting the Battle to Save Railway Stations

CS-220420-006

Moved by Member Kemick

**"THAT in consideration of correspondence provided for information purposes listed on the April 20, 2022 Community Services Committee agenda, the Community Services Committee recommends that City Council receive Items 11.a to 11.c for information purposes."**

Carried.

**12. DISCUSSION OF ADDITIONAL BUSINESS**

There was no additional business.

**13. NOTICES OF MOTION**

There were no notices of motion.

**14. RESOLUTION TO MOVE INTO CLOSED SESSION**

CS-220420-007

Moved by Member Amos-Uotila

**"THAT the Community Services Committee now move into closed session to consider one matter relating to personal matters about identifiable individuals respecting Volunteer of the Year, Senior of the Year, and Youth Volunteer of the Year nominations."**

Carried.

**15. DECLARATION TO MOVE TO THE OPEN SESSION**

The business on the closed session being completed, Vice Chair Koepke adjourned the closed session at 6:34 p.m. Committee returned to the open session at 6:35 p.m. and all Committee and staff members listed above were present.

**16. REPORTING OUT OF CLOSED SESSION**

The Vice Chair advised that in closed session, Committee considered one matter regarding personal matters about identifiable individuals respecting Volunteer of the Year, Senior of the Year, and Youth Volunteer of the Year nominations, and a recommendation will be sent to Council for approval.

**17. ADJOURNMENT**

The business contained on the agenda having been completed, Vice Chair Koepke adjourned the meeting at 6:36 p.m.