



## Minutes

### Community Services Committee

September 20, 2023, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

#### MEMBERS

##### PRESENT:

Vice Chair Suneet Kukreja  
Member Jason Dantas  
Councillor Jon Farmer  
Member Lloyd Lewis  
Councillor Melanie Middlebro'  
Member Janet Walker

#### MEMBERS

##### ABSENT/REGRETS:

Chair Travis Dodd  
Member Nicole Amos-Uotila  
Member Morgan Kemick

##### STAFF PRESENT:

Tim Simmonds, City Manager  
Pam Coulter, Director of Community Services  
Kevin Linthorne, Chief Building Official (via video)  
Adam Parsons, Manager of Parks and Open Space (via video)  
Sabine Robart, Manager of Planning and Heritage  
Jocelyn Wainwright, Junior Planner  
Lauren Stewart, Community Services Administrative Assistant

---

#### 1. CALL TO ORDER

Vice Chair Kukreja called the meeting to order at 5:30 p.m.

#### 2. CALL FOR ADDITIONAL BUSINESS

2.a Member Walker Re: Pickleball Courts

#### 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 July 19, 2023

CS-230920-001

Moved by Councillor Farmer

**"THAT the Community Services Committee approves the minutes of the meeting held on July 19, 2023."**

Carried.

#### 5. DEPUTATIONS AND PRESENTATIONS

- 5.a Deputation from Robert Hope Re: Greenwood Cemetery Natural Burials Location

Robert Hope provided a deputation respecting Greenwood Cemetery Natural Burials Location. Mr. Hope advised that the site selected cannot be easily re-naturalized and will require significant maintenance. Mr. Hope described the ideal for natural burials for both soil conditions and the surrounding area were provided in contrast with the conditions present at Greenwood Cemetery.

The main concern of Mr. Hope was the site selected for natural burials, which should already be naturalized.

In response to a question from Committee, the Director of Community Services described the City's process that led to a natural burial area in the Greenwood Cemetery Master Plan including public consultation, amendment to the Cemetery By-law and the approved design for this area at Greenwood Cemetery. The Public engagement was a component of this process, including surveys and open houses.

The Manager of Parks and Open Space advised that both the natural burial site location and the landscape plan were approved by the Bereavement Authority of Ontario. It was further noted that the purpose of the landscape design is to promote the naturalization of the site faster than it would occur on its own. This includes natural seed mixes and plant varieties along with locally natural sourced materials. The centralized monument will allow the name inscription of those interred.

In response to a question from Committee, the Director of Community Services advised that the natural burial site selection balanced both an area that respected those that already purchased plots and expect a certain level of maintenance and an area that was approximate to the ravine and undeveloped and suitable to establish a natural burial area.

The Director of Community Services clarified that funds are available in the 2023 capital budget to initiate the landscape plan. Staff were awaiting both the

amendment to the Cemetery By-law and BAO approval; final approvals were received in June. Pending staff availability, the construction is anticipated to begin in Fall 2023. The Director of Community Services advised that the natural burial location and plan was thoughtfully developed and approved by Committee and Council based on the public input received at the time.

CS-230920-002

Moved by Councillor Middlebro'

**“THAT in consideration of the deputation presented on September 20, 2023 from Robert Hope respecting Greenwood Cemetery Natural Burials Location, the Community Services Committee recommends that City Council receive the deputation for information purposes.”**

Carried.

## **6. PUBLIC QUESTION PERIOD**

- 6.a Silvan Alexander, Owen Sound resident asked the following question respecting the development of the Wellness and Recovery Centre on 6<sup>th</sup> Street East:

What will be the post-support procedures that will be put in place for the new Wellness and Recovery Centre on 6<sup>th</sup> Street East?

The Director of Community Services advised that the facility will be operated by Brightshores Health System and staff will connect Mr. Alexander with Naomi Vodden, the Director of Mental Health and Addiction Services with Brightshores Health System for more details.

- 6.b James Green, Owen Sound resident asked the following question respecting the British Methodist Episcopal (BME) Church renovations:

What are BME Church's requirements to replace and repair for any renovations required?

The Director of Community Services advised that as the building is designated under the *Ontario Heritage Act*, a heritage permit would be required, and staff will work with the BME Church to discuss the requirements for any replacement and repair.

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

There were no correspondence items presented for consideration.

## 8. REPORTS OF CITY STAFF

### 8.a Facility Bookings and Community Programs

#### 8.a.1 Report CS-23-094 from the Facilities Booking Coordinator Re: Summer Recreation Programs 2023 Wrap-up

The Facilities Booking Coordinator provided an overview of the report.

This included an overview of the youth programs offered in 2023, including survey results and financials. Additionally, a background on the 2023 Harrison Park Pool operations.

In response to a question from Committee, the Director of Community Services noted that swimming numbers at Harrison Park Pool were lower than anticipated for 2023 due to cooler temperatures in August. Similarly, the campground registration numbers were down in comparison to previous years for August.

In response to a question from Committee, the Facilities Booking Coordinator noted that the same camps are planned for 2024. It was further advised that the maximum number of individuals has been reached for the on-ice programming, however, there is anticipation that the numbers for the remainder of camps will be increased. The Facilities Booking Coordinator advised that the staff time is anticipated to be less for 2024 as the setup, operation and financials of the new camps have been finalized.

The Director of Community Services advised that staff will be working with Library staff to determine a plan respecting pool passes.

It was further noted by the Director of Community Services that in 2008, the City moved away from the direct delivery of recreation programming and partnered with the YMCA. The focus is to utilize contracted service providers, which protects the City from loss and leaves the contractor responsible for the direct supervision of staff. The Director of Community Services advised if there's a move to direct delivery offerings, there would be additional staffing requirements.

CS-230920-003

Moved by Member Dantas

**"THAT in consideration of Staff Report CS-23-094 respecting Summer Recreation Programs 2023 Wrap-up, the Community Services Committee recommends that City Council direct staff to:**

- 1. Undertake the necessary preparations to offer the Soccer Camp in 2024 in partnership with Owen Sound Minor Soccer Association and Oliver Clark;**

2. Undertake the necessary preparations to offer the Lacrosse Camp, Hockey Camp and Harrison Park Sports Camps in 2024;
3. Undertake the necessary preparations to offer Hockey Skills and Power Skating programs in 2024; and
4. Continue to explore options for the 2024 Springfest Games in collaboration with the Senior Coordinator at the Owen Sound Legion."

Carried.

8.b Parks and Open Space

8.b.1 Report CS-23-096 from the Manager of Parks and Open Space Re: Weaver's Creek Boardwalk Update and Next Steps

The Manager of Parks and Open Space provided an overview of the report.

CS-230920-004

Moved by Councillor Farmer

**"THAT in consideration of Staff Report CS-23-096 respecting Weaver's Creek Boardwalk Update and Next Steps, the Community Services Committee recommends that City Council direct staff to move forward with Option 1- an Open Call for community groups and skilled volunteers to support the project financially or in kind via materials and/or labour."**

Carried.

8.b.2 Report CS-23-091 from the Director of Community Services Re: Update to the 2020 Lease Agreement with Owen Sound Agricultural Society

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

The Director of Community Services noted the work currently being undertaken for partial demolition and repair of the grandstand structure. Once this work is completed, an updated agreement should reflect certain conditions relating to the structure. All other terms of the agreement remain, with the term ending in 2030.

Proposed modifications to the lease include:

- Acknowledge the reduced capacity of the structure and ensure that the responsibility for monitoring and enforcing this limit is with the Owen Sound Agricultural Society (OSAS) or any user that they may permit to use the structure;

- Acknowledge a new fence around the grandstand to improve security and have the maintenance of the area within the new fenced area be the responsibility of the OSAS; and
- Amend the schedule of the leased area.

It was further noted that the Unsafe Work order issued on June 13, 2022 by the City's Chief Building Official has been removed, temporary occupancy was issued, for the Fall Fair. Work will start again to complete the project under Building and Demolition permits.

In response to a question from Committee, the Director of Community Services noted that several events and additional users utilize the grandstands, including St. Mary's High School, the Fall Fair, and the Monster Truck Show.

CS-230920-005

Moved by Councillor Farmer

**"THAT in consideration of Staff Report CS-23-091 respecting an update to the current Lease Agreement with Owen Sound Agricultural Society to reflect updated conditions regarding the grandstand structure within the leased area, the Community Services Committee recommends that City Council direct staff to bring forward a by-law to authorize the Mayor and Clerk to execute the amendment to the lease."**

Carried.

## 8.c Planning and Heritage

### 8.c.1 Report CS-23-095 from the Manager of Planning and Heritage Re: Zoning By-law Housekeeping Update - Short Term Rental By-law

The Manager of Planning and Heritage provided an overview of the report.

The proposed housekeeping amendment will amend Section 4 Definitions and Section 5 General Provisions and will describe where in the City Short-Term Rentals (STRs) are permitted to be located. The specific regulation of STRs will be achieved through the STR By-law and the licensing process.

In response to a question from Committee, the Manager of Planning and Heritage advised that the previous report/authority section of the report highlights the process and the previous reports that have gone to both the Community Services Committee and Corporate Services Committee.

CS-230920-006

Moved by Councillor Farmer

**"THAT in consideration of Staff Report CS-23-095 respecting , the Community Services Committee recommends that City Council direct staff to initiate the housekeeping amendment process to incorporate the required changes in the City's Zoning By-law, 2010-078, as amended, to support the regulation and licensing of Short-Term Rentals within the City in accordance with the *Planning Act*, as outlined in the report."**

Carried.

8.c.2 Report CS-23-098 from the Junior Planner Re: CIP Application - 245 11th St W (British Methodist Episcopal Church)

The Junior Planner provided an overview of the report.

The proposed façade and structural improvement work includes the replacement of the existing gable roof of the sanctuary and office and the roof over the kitchen at the rear of the building. The application also proposes installing one (1) accessibility ramp under the Accessibility Improvement Grant.

In response to a question from Committee, the Junior Planner noted that there are a total of five community improvement grants, including both the Facade and Structural Improvement and Accessibility Improvement Grant. It was noted that staff are requesting that Committee look at this project from the perspective of heritage merit, which does not place a maximum grant funding that can be allocated for these projects. The Junior Planner advised that the proposed \$17,500 for the application for the Façade and Structural Improvement Grant will use the remaining 2023 Community Improvement Plan (CIP) funds and that the approval of the \$10,000 for the Accessibility Improvement Grant will be allocated from the 2024 CIP budget.

CS-230920-007

Moved by Councillor Farmer

**"THAT in consideration of Staff Report CS-23-098 respecting CIP Applications for 245 11<sup>th</sup> Street West (British Methodist Episcopal Church), the Community Services Committee recommends that City Council:**

- 1. Acknowledge that they may consider projects with heritage merit through the discretion provided by the Community Improvement Plan;**

2. **Approve the application for a facade and structural improvement grant (50% of eligible costs, up to a maximum of \$17,500) subject to the conditions outlined in Schedule 'J';**
3. **Approve the application for an Accessibility Improvement grant (50% of eligible costs, up to a maximum of \$10,000) from the City's 2024 CIP budget; and**
4. **Direct staff to bring forward a by-law to execute a Financial Incentive Program Agreement between the City and the property owner for the completion of the façade and structural improvement and accessibility improvement works."**

Carried.

#### 8.d Tourism and Cultural Services

##### 8.d.1 Verbal Report from the Director of Community Services Re: November Hockey Celebration Event

The Director of Community Services provided a verbal report respecting November Hockey Celebration Event. The involvement of Sportsnet and Scotia Bank brought significant support for the event that contributed to its success. At the end of Hockey Day 2023 – many of the participants indicated an interest in continuing with an annual celebration of the game.

City staff have been working to support a grassroots initiative with the Owen Sound Girls Ice Hawks, Minor Hockey, local schools, the Owen Sound Attack Hockey Club, and the University of Waterloo Women's Team.

At this time – the tentative schedule includes:

##### **Friday November 17**

- School visits (Schools that did not have a visit in January);
- High School games (boys and girls);
- A coaches clinic; and
- On-ice clinics run by Ontario University Athletics (OUA) Women.

##### **Saturday November 18**

- 4 showcase games (teams participating to be determined by the minor sports groups);
- OUA Women's game – featuring the University of Waterloo v. York;
- Participation in the Kiwanis Santa Claus Parade; and



- The River District Holiday Magic Celebration – will then welcome children and youth – to play hockey following the parade and after the light celebration and fireworks.

The Director of Community Services advised that the City is not leading or fundraising/sponsoring for the events, however, is working with all partners to bring the celebration to fruition.

Member Walker departed Council Chambers at this time.

CS-230920-008

Moved by Councillor Farmer

**“THAT in consideration of the Verbal Report presented on September 20, 2023 from the Director of Community Services respecting the November Hockey Celebration Event, the Community Services Committee recommends that City Council receive the report for information purposes.”**

Carried.

8.e Arena Operations

None.

8.f Building

None.

## **9. MATTERS POSTPONED**

There were no matters postponed.

Member Walker returned to Council Chambers at this time.

## **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 - July and August 2023

The Manager of Planning and Heritage provided an overview of the Development Updates for July and August 2023. It was noted that 88 building permits were issued totalling a construction value of \$5 million.

11.b Letter from the Manager of Parks and Open Space Re: Harrison Park Master Plan Stakeholder Letter

11.c Decision DA-22-007 - ST2022-011 Site Plan Approval - 2707 17th Street East

The Manager of Planning and Heritage provided an overview of the staff delegated site plan approvals. It was noted that due to planning staff shortages, there was a delay in reporting DA-22-007 and DA-23-001.

The Manager of Planning and Heritage clarified within the C-1 Commercial Zone, a special provision applies, which requires 45% of the ground floor to be maintained as commercial and permits residential behind the commercial front and above the first floor of the commercial properties.

In response to a question from Committee, the Manager of Planning and Heritage advised that there is a maximum 60-day under provincial legislation for staff to approve site plans. It was further clarified that once a site plan agreement is signed, there is normally a two-year timeline for the development to be completed based on the specific conditions approved.

11.d Decision DA-23-001 - ST2022-014 Site Plan Approval- 1730 27th Avenue East

11.e Decision DA-23-002 - ST2023-001 Site Plan Approval- 1555 18th Avenue East

11.f Decision DA-23-003 - GC2023-001 - Ed Taylor Community Garden

CS-230920-009

Moved by Councillor Middlebro'

**"THAT in consideration of correspondence provided for information purposes listed on the September 20, 2023 Community Services Committee agenda, the Community Services Committee recommends that City Council receive Items 11.a to 11.f for information purposes."**

Carried.

## 12. DISCUSSION OF ADDITIONAL BUSINESS

12.a Pickleball Courts

Member Walked noted it is difficult to find locations to play pickleball. An update was requested on the status of the tennis courts at Owen Sound District Secondary School (OSDSS) and if there are any consideration for additional sites.

The Manager of Parks and Open Space advised that Section 6 of the Recreation, Parks and Facilities Master Plan developed in 2018 does refer to pickleball. The Master Plan recommended that the City improve the current tennis and pickleball courts at Harrison Park, and this was completed at a cost of \$40,000.

It was further noted that there was previously an agreement with the Bluewater District School Board for use of the tennis courts at OSDSS. The agreement expired in 2019 and through the pandemic the City continued to maintain the

courts to allow access to outdoor recreation. The courts are owned by the School Board and are currently not in good condition. In Spring 2023, staff communicated to the School Board that the courts no longer met the standards the City required to allow public access.

The Director of Community Services noted that staff will explore the potential use of the Bayshore Community Centre for drop-in pickleball use in Summer 2024.

The Manager of Parks and Open Space noted that the Harrison Park Master Plan is currently being completed, and a future report will be brought to the Community Services Committee respecting public engagement feedback.

It was noted that there isn't a current mechanism to map the private offerings for recreation opportunities, and the Recreation, Parks and Facilities Master Plan references only City facilities.

CS-230920-010

Moved by Councillor Farmer

**"THAT City Council waives the notice provision in the Procedural By-law in order to deal with a time-sensitive matter relating to the City's website redesign process."**

Carried by a 2/3 vote.

CS-230920-011

Moved by Councillor Farmer

**"THAT in consideration of the upcoming redesign of the City of Owen Sound website, the Community Services Committee recommends that City Council direct staff to include considerations of an interactive map of community facilities and assets within the City's website redesign process."**

Carried.

### **13. NOTICES OF MOTION**

There were no notices of motion.

### **14. ADJOURNMENT**

The business contained on the agenda having been completed, Vice Chair Kukreja adjourned the meeting at 7:30 p.m.