REPORT RE: COUNCIL, OCTOBER 16, 2012

REPORT NO: CLK128-2012

SUBJECT: UNFINISHED BUSINESS

RECOMMENDATION: THAT Council notes the contents of report CLK128-2012 Unfinished Business presented on October 16, 2012

BACKGROUND: As directed by Council, a report is being furnished which details the progress and expected date of completion for each item listed on the agenda under “Unfinished Business”. Please note that where an item remains on unfinished business, progress will continue to be logged until the item is completed.

16.1 Cuesta Planning Delegation-Sauble Beach Growth Strategy Study and Area Discussion (August 9, 2011)

Description: Development of policy for Sauble Beach Growth

Responsibility: Council

Progress and Expected Date of Completion: Council has placed this study on hold until there is a decision about Sauble Sewers. It is anticipated that Council will discuss after December 2012


Description: Report required which provides a history of the entire system including cost estimates and final costs

Responsibility: Manager of Public Works

Progress and Expected Date of Completion:

a) Other Departments have volunteered to help prepare this report. It is anticipated that a report will be presented to Council before the end of March 2012. (February 21, 2012)

b) Staff will endeavour to have this report in March however it may not be presented until April (March 6, 2012)
c) Staff has not been able to perform the research required to compile this report. It is anticipated for April (March 20, 2012)
d) I have not been able to perform the necessary research to provide this report to Council at this time. It is anticipated for later in April if time permits (April 3, 2012)
e) I have not been able to research as required. Hopefully this can be completed for the May 1, 2012 meeting (April 17, 2012)
f) The research as not yet been undertaken. The report will be presented in the future (May 1, 2012)
g) Again, time has not permitted the report to be undertaken (May 15, 2012)
h) No report has been undertaken at this time (June 5, 2012)
i) Time has not permitted staff to undertake the research required to compile this report (June 19, 2012)
j) No report has been prepared at this time (July 3, 2012)
k) A great deal of research is required to complete this report. There has not been the appropriate amount of time to complete the research (July 17, 2012)
l) Time has not permitted the required research (August 7, 2012)
m) There has not been appropriate staff or time to complete the required research (August 21, 2012)

16.3  **PW72-2011-Jewel Bridge Natural Heritage and Archaeology Study (September 13, 2011)**

**Description:**  Need for studies and a new bridge

**Responsibility:**  Manager of Public Works

**Progress and Expected Date of Completion:**

a) Manager of Public Works has indicated that completion date is unknown as her priorities are not set. (February 21, 2012)
b) No action has been taken at this time (March 6, 2012)
c) No action has been taken at this time (March 20, 2012)
d) No action has been taken at this time (April 3, 2012)
e) No action has been taken at this time (April 17, 2012)
f) No action has been taken at this time (May 1, 2012)
g) No action has been taken at this time (May 15, 2012)
h) No action has been taken at this time (June 5, 2012)
i) No action has been taken at this time (June 19, 2012)
j) No action has been taken at this time (July 3, 2012)
k) No action has been taken at this time (July 17, 2012)
l) No action has been taken at this time (August 7, 2012)
m) No action has been taken at this time (August 21, 2012)
n) No action has been taken at this time (September 4, 2012)
o) No action has been taken at this time (September 18, 2012)
p) No action has been taken at this time (October 2, 2012)
q) No action has been taken at this time (October 16, 2012)

16.4  **MCKENZIE01-2011 Employee Satisfaction Survey/HR Firm (November 1, 2011)**

**Description:** An HR company be contacted to provide an anonymous employee satisfaction survey conducted with staff

**Responsibility:** Council

**Progress and Expected Date of Completion:**

a) Council has established an Ad Hoc Committee and will report to Council in accordance with the Terms of Reference. (February 21, 2012)
b) No further action has taken place at this time (March 6, 2012)
c) Committee members met on March 6, 2012 and opened the submissions. They will be meeting on March 15, 2012 to further review the submissions (March 20, 2012)
d) There is no update at this time (April 3, 2012)
e) There is no update at this time (April 17, 2012)
f) There was no “end date” on the RFP. There is no update at this time (May 1, 2012)
g) I have been advised that the project is on hold at this time (May 15, 2012)
h) Project is still on hold (June 5, 2012)
i) Project is still on hold (June 19, 2012)
j) Project is on hold (July 3, 2012)
k) The project is on hold until further notice by Councillors (July 17, 2012)
l) The project is on hold until further notice by Councillors (August 7, 2012)
m) The project is on hold until further notice by Councillors (August 21, 2012)
n) The project is on hold until further notice by Councillors (September 4, 2012)
o) The project is on hold until further notice by Councillors (September 18, 2012)
p) The project is on hold until further notice by Councillors (October 2, 2012)
q) The project is on hold until further notice by Councillors (October 16, 2012)

16.5  **Sauble Water and Sewer Report ESR Consideration (November 15, 2011)**

**Description:** The consideration of the ESR has been deferred.

**Responsibility:** Council

**Progress and Expected Date of Completion:** Council deferred their decision on the consideration of the ESR until such time as the Ad Hoc Committee has filed their report with Council (before December 31, 2012).

16.6  **BOWMAN16-2012 Grants and Donations (February 21, 2012)**

**Description:** Working group to develop requirements and weighting measure for future grants and donations
Responsibility: Council

Progress and Expected Date of Completion:

a) It is anticipated that a report would be available prior to the 2013 budget deliberations. (March 6, 2012)
b) To date, no working group discussions have taken place (March 20, 2012)
c) To date, no working group discussions have taken place (April 17, 2012)
d) The working group are in the process of scheduling meetings in this regard (May 1, 2012)
e) The working group has begun conversation regarding a policy update (May 15, 2012)
f) No report has been presented at this time (June 5, 2012)
g) No report has been presented at this time (June 19, 2012)
h) No report has been presented at this time (July 3, 2012)
i) The working group has not had time to formulate a policy update (July 17, 2012)
j) The working group is brainstorming ideas to present to Council (August 7, 2012)
k) The working group has not formalized a report at this time (August 21, 2012)
l) No report brought forward at this time (September 4, 2012)
m) No report has been prepared (September 18, 2012)

16.7 Budget Deliberation - Bluewater Park Campground Report (March 5, 2012)

Description: A report is required which addresses transient tent versus transient trailer sites and the feasibility of making changes to the current structure.

Responsibility: Public Works

Progress and Expected Date of Completion: Council has directed that this is to be presented to Council after the 2012 camping season. A report will be expected in late October or early November of 2012 (March 20, 2012)

16.8 Budget Deliberations – In-House Garbage Collection (March 5, 2012)

Description: Report required to present the cost of in-house garbage collection and presenting costing for different frequencies of garbage collection.

Responsibility: Public Works

Progress and Expected Date of Completion: Council has directed that this report be presented eight months prior to the end of the current contract. The current contract expires December 31, 2013. (March 20, 2012)

16.9 Budget Deliberations – Paid Parking (March 5, 2012)

Description: Report with regard to Paid Parking areas and potential for new areas.
Responsibility: Councillor Kirkland

Progress and Expected Date of Completion: This report is expected to be received in October, 2012 (March 20, 2012)

16.10 CBO13-2012 Private Rental Cottages (March 6, 2012)

Description: Report to Council on rentals of private cottages pending outcome of Blue Mountains court case.

Responsibility: Chief Building Official

Progress and Expected Date of Completion:

a) No resolve to the pending court case. No further action at this time (March 20, 2012)
b) No further action has been taken at this time (April 3, 2012)
c) No resolve to the pending court case at this time (April 17, 2012)
d) No resolve to the pending court case at this time. Mr. Stolp is set to be a delegation on May 1 (May 1, 2012)
e) No resolve to the pending court case at this time. Staff have responded as such to Mr. Stolp (May 15, 2012)
f) No resolve to the pending court case at this time (June 5, 2012)
g) No resolve to the pending court case at this time (June 19, 2012)
h) No resolve to the pending court case at this time (July 3, 2012)
i) There has been no response regarding the court case (July 17, 2012)
j) No response regarding the court case to date (August 7, 2012)
k) The court response has now been received. The CBO will be bringing forward a report once she has had a chance to consider the matter (August 21, 2012)
l) The CBO will bring forward a report (September 4, 2012)
m) The CBO has indicated that she has not yet formalized a report (September 18, 2012)
n) The CBO continues to work on a report (October 2, 2012)
o) The CBO continues her research (October 16, 2012)

16.11 MLEO06-2012 Set Fines (March 6, 2012)

Description: Changes required to set fines for Animal Control By-Law, All-Terrain Vehicle By-Law, Dynamic Beach By-Law and Removal of Snow and Ice By-Law.

Responsibility: By-Law Department

Progress and Expected Date of Completion:

a) The By-Law Enforcement Officer is working on changes to the by-laws and anticipates introducing revised by-laws over the next month (March 20, 2012)
b) Work continues on the by-laws (April 3, 2012)
c) The MLEO continues to work on the by-laws (April 17, 2012)
d) The MLEO has presented reports for Animal Control and Removal of Snow and Ice. Awaiting other reports (May 1, 2012)
e) Reports pending (May 15, 2012)
f) Report on Dynamic Beach By-Law is pending (June 5, 2012)
g) Report on Dynamic Beach By-Law is being prepared (June 19, 2012)
h) Report on Dynamic Beach By-Law is being prepared (July 3, 2012)
i) Report on Dynamic Beach By-Law is being finalized (July 17, 2012)
j) The MLEO is working on a report (August 7, 2012)
k) The MLEO and other staff continue research prior to the Dynamic Beach By-Law being presented (August 21, 2012)
l) No report at this time (September 4, 2012)
m) No report has been prepared (September 18, 2012)
n) The MLEO continues to work on the by-law (October 2, 2012)
o) No report is prepared at this time (October 16, 2012)


Description: Review of BIA by-law and report to Council

Responsibility: Mayor and Councillor Thomas

Progress and Expected Date of Completion
a) A report is expected by the end of May (April 17, 2012)
b) Due to unforeseen circumstances, no report has been received (May 15, 2012)
c) No report has been formulated to date (June 5, 2012)
d) No report has been presented (June 19, 2012)
e) No report has been prepared (July 3, 2012)
f) Awaiting BIA meeting prior to meeting (July 17, 2012)
g) No report prepared (August 7, 2012)
h) Awaiting BIA meeting prior to report (August 21, 2012)
i) Awaiting BIA meeting prior to report (September 4, 2012)
j) Awaiting BIA meeting prior to report (September 18, 2012)
k) Awaiting BIA meeting prior to report (October 2, 2012)
l) Awaiting BIA meeting prior to report (October 16, 2012)

16.13 EDO08-2012 Trademark Agreements (May 1, 2012)

Description: A report is forthcoming regarding recommendations for Wiarton Willie Trademark Agreements.

Responsibility: Economic Development Officer

Progress and Expected Date of Completion
a) The EDO is working on a report (May 15, 2012)
b) The EDO is working on a report (June 5, 2012)
c) The EDO is working on a report (June 19, 2012)
d) No report at this time (July 3, 2012)
e) The EDO has not completed a report (July 17, 2012)
The EDO has not completed a report (August 7, 2012)
The EDO is working on the report (August 21, 2012)
The EDO is working on a report (September 4, 2012)
The EDO continues to work on a report (September 18, 2012)
No report is presented at this time (October 2, 2012)
No report is prepared (October 16, 2012)

16.14 Waste Management Committee (June 5, 2012)

Description: Formation of a Waste Management Committee to investigate waste diversion and management. Terms of Reference to be developed.

Responsibility: Councillor Bowman

Progress and Expected Date of Completion
a) No report has been received (June 19, 2012)
b) No report has been presented (July 3, 2012)
c) No report has been presented for the agenda (July 17, 2012)
d) No report has been presented (August 7, 2012)
e) No report has been presented (August 21, 2012)
f) No report has been presented (September 4, 2012)
g) No report has been presented (September 18, 2012)
h) No report has been presented (October 2, 2012)
i) No report has been presented (October 16, 2012)

16.15 Direction from Closed-Fiddlehead (July 3, 2012)

Description: Move forward on the Fiddlehead system-direction in closed

Responsibility: Clerk

Progress and Expected Date of Completion
a) The Clerk has proceeded as directed and awaits a response (July 17, 2012)
b) The Clerk is awaiting a response (August 7, 2012)
c) The Clerk awaits a response (August 21, 2012)
d) The Clerk is working toward a resolve (September 4, 2012)
e) The Clerk is setting up meetings to resolve the issue (September 18, 2012)
f) The Clerk is still attempting to set meeting dates (October 2, 2012)
g) Meeting dates are being set (October 16, 2012)

16.16 Direction from Closed-CLK91-2012 Workplace Conciliation (August 7, 2012)

Description: Item to be reviewed in three months

Responsibility: Clerk
Progress and Expected Date of Completion
This item will be placed on an agenda in three months time for consideration.

16.17  **EDC04-2012 Strategic Plan Committee (August 7, 2012)**

Description: Report regarding Terms of Reference, budget and projects for the Steering Committee

Responsibility: Economic Development Officer

Progress and Expected Date of Completion
a) The EDO will bring a report forward to Council (August 21, 2012)
b) The EDO will bring a report to Council (September 4, 2012)
c) The EDO will bring forward a report (September 18, 2012)
d) The EDO will bring forward a report (October 2, 2012)
e) The EDO has discussed with staff. A report is expected shortly (October 16, 2012)


Description: Water rate by-law preparation

Responsibility: Manager of Financial Services, Public Works

Progress and Expected Date of Completion
Report to come to Council by November 6, 2012 (September 4, 2012)


Description: Development of a policy dealing with barbeques on Lakeshore Blvd.

Responsibility: Manager of Emergency Services

Progress and Expected Date of Completion
Deferred until the Manager of Emergency Services is available for discussion.

16.20  **BOWMAN40-2012 Wiarton Water and Sewer Rates Review (September 4, 2012)**

Description: Review of water and sewer rates for Wiarton systems

Responsibility: Manager of Financial Services

Progress and Expected Date of Completion
a) Members of Council will meet with the MFS to review rates (September 18, 2012)
b) A meeting date is being set (October 2, 2012)
c) Report expected by November 15, 2012 (October 16, 2012)
16.21  CBO37-2012 Septic Re-Inspection (September 18, 2012)

Description: Place RFP for Septic Re-inspection contractor

Responsibility: CBO

Progress and Expected Date of Completion:
This will remain on unfinished business until the CBO can report to Council that the program is proceeding.

16.22  CLK111-2012 Organizational Review (September 18, 2012)

Description: Job description preparation, Pay Equity evaluation and report to Council

Responsibility: Clerk/All Staff

Progress and Expected Date of Completion:

a) Staff will continue with their review of the job descriptions (October 2, 2012)
b) Staff continue to prepare job descriptions (October 16, 2012)

16.23  CLK111-2012 Organizational Review (September 18, 2012)

Description: Review of Administrator position

Responsibility: Hiring Committee

Progress and Expected Date of Completion:
Directed for review prior to the three month period (October 2, 2012)

INTER-DEPARTMENTAL IMPACT: Unfinished business items affect those departments which have unfinished business outstanding. It is expected that departments would prioritize and bring forward reports for Council consideration.

BUDGET IMPLICATIONS: Approval of Manager of Financial Services

Where unfinished business items require funding, budgets have been prepared and presented during budget deliberations. It is the responsibility of the Department Head to ensure that sufficient funds have been provided for in the budget.

EXPECTED DATE OF COMPLETION: Unfinished business items are described with expected dates of completion for Council information.

Respectfully submitted,

Angie Cathrae, Clerk/CEMC