GENERAL PURPOSE & ADMINISTRATION COMMITTEE

MEETING #3

MONDAY, MARCH 4, 2013
COUNCIL CHAMBERS
PUBLIC SESSION 1:30 PM

AGENDA

Notice

Personal information is being collected pursuant to the Freedom of Information and Protection of Privacy Act. Individuals who submit letters and other information to Council or who appear as a delegation should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council agenda process which includes publication on the Township’s website and may be of interest to the media.

Questions regarding the collection of information should be directed to the Clerk of the Township of Scugog.

CELLULAR PHONES/PAGERS MUST BE SWITCHED TO THE NON-AUDIBLE FUNCTION DURING THIS MEETING

Accessible Format Available Upon Request
1. CALL TO ORDER
   MOMENT OF SILENCE
   PRESENTATIONS
   ANNOUNCEMENTS

2. DISCLOSURE OF PECUNIARY INTEREST & NATURE THEREOF

3. ADOPTION OF THE MINUTES
   i) Minutes of the 2nd Regular Meeting of the General Purpose and Administration Committee held February 4, 2013

   Errors & Omissions

   Committee Recommendation:

   THAT the Minutes of the 2nd Regular Meeting of the General Purpose and Administration Committee held February 4, 2013 be Received and Endorsed.

   ii) Minutes of the Special Meeting of the General Purpose and Administration Committee held February 11, 2013

   Errors & Omissions

   Committee Recommendation:

   THAT the Minutes of the Special Meeting of the General Purpose and Administration Committee held February 11, 2013 be Received and Endorsed.

4. BUSINESS ARISING OUT OF THE MINUTES
5. **DEPUTATIONS / PUBLIC HEARINGS**

1:40PM  Mr. Roger Anderson  
Regional Chair  
The Regional Municipality of Durham  
Re: Annual Address To Scugog Council  

2:00PM  Mr. Walter Heeney  
President  
Durham Down Syndrome Association  
Re: World Down Syndrome Day March 21, 2013  

2:10PM  Mr. Neil Robbescheuten  
Mr. Stuart Lancaster  
Mr. John Weroski  
Re: Ice Rescue Costs of January 13, 2013  

2:30PM  Heather Prokopich & Brad Puckrin  
Represented by Ms. Valerie Cranmer  
Valerie Cranmer & Associates  
Re: Zoning By-Law Amendment Application Z/03/2012
Re: Zoning By-Law Amendment Application Z/03/2012, Heather Prokopich & Brad Puckrin, 1795 Reach Street (South Part Lot 18, Conc. 7, Part 1, Plan 40R-14925), Ward 5, Supplementary Report

Recommendation:

THAT the recommendation in Staff Report COMS-2012-58-GP&A be lifted from the table and received for information purposes only; and

THAT the application to amend Township of Scugog Zoning By-Law No. 75-80 (Z/03/2012), submitted by Valerie Cranmer & Associates Inc. on behalf of Heather Prokopich & Brad Puckrin, to rezone the property at 1795 Reach Street (South Part Lot 18, Conc. 7, Part 1, Plan 40R-14925) to facilitate the creation of a total of five single dwelling residential lots on the subject property, be deferred pending completion of the proposed Port Perry Secondary Plan in 2013.

Re: Port Perry Downtown Waterfront Revitalization Phase 2 Project Status Update – March 2013

Recommendation:

THAT Staff be authorized to seek a proposal from Infrastructure Ontario for professional services for the Port Perry Downtown Waterfront Revitalization Phase Two Project, including but not limited to, financial, procurement, and legal advice on the project;

AND THAT a Steering Committee be established to oversee the project, to be comprised of Mayor Mercier, Regional Councillor Drew, Councillor Danson, Councillor Hancock and Mr. Glenn Garwood, as well as two additional citizen representatives to be recruited.
CORRESPONDENCE

OUTSTANDING MATTERS

OTHER MATTERS

RECREATION & CULTURE - NIL

CORRESPONDENCE

OUTSTANDING MATTERS

OTHER MATTERS

i) Minutes of the 4th Meeting of the Public Art Advisory Committee held Tuesday, November 20, 2012

GP&A Committee Recommendation:

THAT the Minutes of the 4th Meeting of the Public Art Advisory Committee held Tuesday, November 20, 2012 be Received for Information.

ii) Minutes of the 1st Meeting of the Heritage Permit Sub-Committee held Tuesday, February 5, 2013

GP&A Committee Recommendation:

THAT the Minutes of the 1st Meeting of the Heritage Permit Sub-Committee held Tuesday, February 5, 2013 be Received for Information.

iii) Unapproved Minutes of the 2nd Meeting of the Heritage Permit Sub-Committee held Tuesday, February 12, 2013

GP&A Committee Recommendation:

THAT the unapproved Minutes of the 2nd Meeting of the Heritage Permit Sub-Committee held Tuesday, February 12, 2013 be Received for Information.
iv) Unapproved Minutes of the 3rd Meeting of the Heritage Permit Sub-Committee held Tuesday, February 26, 2013

GP&A Committee Recommendation:

THAT the unapproved Minutes of the 3rd Meeting of the Heritage Permit Sub-Committee held Tuesday, February 26, 2013 be Received for Information.

7. PUBLIC WORKS & PARKS (Pages P1–P26)

PUBLIC WORKS

OPS-2013-04-GP&A
Ian Roger, P. Eng.
Director of Public Works and Parks

Supply, Delivery and Placement of Granular Material

Recommendation:

THAT the low tender received from Bedard Sand and Gravel Ltd., Woodville, in the amount of $314,888.95 (excluding taxes) be accepted for the supply, delivery and placement of granular material and a unit price contract be awarded for Contract No. S2013-01;

AND THAT the total estimated project cost of $352,500 (including net taxes) be financed as follows:

2013 Public Works Department Operating Budget

Gravel Resurfacing (Acct#30-422-409-73030-0000) $352,500.00

TOTAL FINANCING $352,500.00
Re: Report on Tenders for Contract No. S2013-02
Supply, Delivery and Placement of Slurry Seal

Recommendation:

THAT the low tender received from Miller Paving Limited, Gormley, in the amount of $84,050.00 (excluding taxes) be accepted for the supply, delivery and placement of slurry seal and a unit price contract be awarded for contract No. S2013-02;

AND THAT the total estimated project cost of $94,100.00 (including applicable taxes) be financed as follows:

2013 Operating Budget (Public Works & Parks Department)

Slurry Seal (Acct#30-421-431-73030-0000) $94,100.00

TOTAL FINANCING $94,100.00

Re: Site Alteration Permit Extension – Greenbank Airways

Recommendation:

THAT Council approve a six month extension to interim site alteration permit for 1140 Regional Highway 47 (Greenbank Airways).
**CORRESPONDENCE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>68-13</td>
<td>Correspondence received from Geoff Carpentier, providing comments to Greenbank Airport Fill Permit.</td>
</tr>
<tr>
<td>69-13</td>
<td>Correspondence received from Lillian and Larry Hall expressing concerns and opposition to the Greenbank Fill operation.</td>
</tr>
<tr>
<td>74-13</td>
<td>Correspondence received from Joe Mancuso, providing comments to Greenbank Airport Fill Permit.</td>
</tr>
<tr>
<td>75-13</td>
<td>Correspondence received from Greig McCarter, expressing concerns for the proposed changes at Greenbank Airport and the resulting impact to the community.</td>
</tr>
<tr>
<td>76-13</td>
<td>Correspondence received from Lisa Newman Greenspan, citing increased traffic volume and noise as potential outcomes to the proposal for the Greenbank Airport.</td>
</tr>
<tr>
<td>77-13</td>
<td>Correspondence received from Sarela and Farid Jenabieh, voicing concerns of traffic and the condition of Lakeridge Road.</td>
</tr>
<tr>
<td>82-13</td>
<td>Correspondence received from Al Playter, providing comments to Greenbank Airport Fill Permit.</td>
</tr>
<tr>
<td>83-13</td>
<td>Correspondence received from Renee Nerima stating opposition to the Greenbank fill site due to traffic, noise pollution, and possible contamination to the water table.</td>
</tr>
<tr>
<td>84-13</td>
<td>Correspondence received from Lisa Jennings, requesting non-renewal of the fill permit at Greenbank Airport.</td>
</tr>
</tbody>
</table>

**OUTSTANDING MATTERS**

**OTHER MATTERS**

**PARKS - NIL**

**OUTSTANDING MATTERS**

**OTHER MATTERS**
8. **FIRE & EMERGENCY SERVICES** (Pages F1-F7)

| F&ES-2013-02-GP&A | Richard Miller | Fire Chief |

**Re:** Collective Agreement – Local 4679, IAFF

**Recommendation:**

*THAT* this report be received for information;

*AND THAT* the Fire Department undertake an operation review as per the 2013 Work Plan.

---

**CORRESPONDENCE**

53-13 Correspondence received from Allison J. Stuart, Assistant Deputy Minister and Chief, Ministry of Community Safety and Correctional Services, congratulating the municipality for completing the mandatory emergency management program.

---

**OUTSTANDING MATTERS**

---

**OTHER MATTERS**

---

9. **CORPORATE SERVICES** (Pages CS1-CS30)

**OFFICE OF THE CAO**

| CORP-2013-11-GP&A | Lisa Fitton | Assistant to the Mayor & CAO |

**Re:** Christmas Closure At The Municipal Office

**Recommendation:**

*THAT* Committee recommend that Council approve a Christmas Closure at the Municipal Office for 2013.
Re: Municipal Law Enforcement Office Activity Report
Fourth Quarter 2012

Recommendation:

THAT Staff Report No. CORP-2013-09-GP&A be Received for Information.

Re: Municipal Law Enforcement Office Activity Report
Year End 2012

Recommendation:

THAT Staff Report No. CORP-2013-10-GP&A be Received for Information.

FINANCE DEPARTMENT - NIL

CORRESPONDENCE

OUTSTANDING MATTERS
OTHER MATTERS

i) Minutes of the 2nd Regular Meeting of the Scugog Seniors Advisory Committee held Tuesday, February 5, 2013

GP&A Committee Recommendation:

THAT the Minutes of the 2nd Regular Meeting of the Scugog Seniors Advisory Committee held Tuesday, February 5, 2013 be Received for Information.

ii) Recommendations of the Minutes of the 2nd Regular Meeting of the Scugog Seniors Advisory Committee held Tuesday, February 5, 2013

Committee Recommendation:

THAT this Committee recommend that Council forward a letter of concern regarding parking fees at the Medical Centre to the Medical Associates on behalf of senior citizens in the Township of Scugog.

Committee Recommendation:

THAT this Committee recommend to Council that the age of a Senior in the Township of Scugog be defined as age 55 years.

iii) Minutes of the Special Meeting of the Economic Development Advisory Committee held Thursday, February 21, 2013

GP&A Committee Recommendation:

THAT the Minutes of the Special Meeting of the Economic Development Advisory Committee be Received for Information.

10. NEW BUSINESS/GENERAL INFORMATION

11. CLOSED SESSION

12. ADJOURNMENT
MINUTES OF THE 2ND REGULAR MEETING OF THE
GENERAL PURPOSE & ADMINISTRATION COMMITTEE
HELD MONDAY, FEBRUARY 4, 2013 AT 1:30 PM
IN COUNCIL CHAMBERS

PRESENT:

Mayor
Regional Councillor
Ward Councillors

Mr. C. Mercier
Mrs. B. Drew
Mr. L. Corrigan
Mr. J. Hancock
Mr. J. Howard
Mrs. W. Wotten
Mr. H. Danson

ALSO PRESENT:

CAO/Acting Clerk
Recording Secretary
Director of Public Works & Parks
Director of Community Services
Fire Chief
Planning Technician
Tax Collector
Planning Consultant

Ms. B. Hendry
Mrs. S. Frey
Mr. I. Roger
Mr. D. Gordon
Mr. R. Miller
Mrs. D. Knutson
Mrs. B. Goslin
Mr. J. Dyment

ABSENT:

Clerk
Director of Finance/Treasurer

Ms. K. Coates
Ms. T. DeBruijn

1. CALL TO ORDER
The Mayor called the meeting to order at 1:30PM.

MOMENT OF SILENCE
The Mayor asked all those present to observe a moment of silence.

PRESENTATIONS
NIL
ANNOUNCEMENTS

One Billion Rising
- Councillor Corrigan advised of V-Day, a global activist movement, and of their One Billion Rising event on February 14, 2013 to bring attention of the fight to stop violence against women and girls

Scugog Pond Hockey
- 4th Annual Lake Scugog Pond Hockey Charity Tournament on Saturday February 2, 2013 in Port Perry was a huge success
- Approximately $15,000 raised for Lakeridge Health's Neonatal Intensive Care Unit and the purchase of a neonatal monitor
- Councillor Drew thanked all participants, volunteers, sponsors and supporters

Cartwright Fields Winterfest
- Reminder by Councillor Wotten of Winterfest to take place on Sunday, February 10, 2013 at Cartwright Fields from 1:00PM to 5:00PM
- Councillor Hancock has agreed to prepare chili for the Chili Cook Off

2. DISCLOSURE OF PECUNIARY INTEREST
No Member made a disclosure of pecuniary interest on any of the following matters.

3. ADOPTION OF THE MINUTES
i) Minutes of the 1st Regular Meeting of the General Purpose and Administration Committee held Monday, January 28, 2013

Errors and Omissions - NIL

Committee Recommendation:

THAT the Minutes of the 1st Regular Meeting of the General Purpose and Administration Committee held Monday, January 28, 2013 be Received and Endorsed.

4. BUSINESS ARISING OUT OF THE MINUTES
Page 3 Road Safety – Marsh Hill Road & Regional Road 21

Councillor Corrigan inquired as to a Regional update from the Director of Public Works and Parks and was advised that there has been no feedback as of yet. The Director of Public Works and Parks agreed to forward a letter to Regional staff regarding the matter.
5. DEPUTATIONS / PUBLIC HEARINGS

i) Mr. Don Igboke
Mr. Fanuel Ephraim
Mr. Ron King
Ms. Maria Igboke
Ms. Joanie Gertier
Durham Multi Faith World Religion Day Committee

Re: World Religion Day

Mayor Mercier welcomed Mr. Igboke and the Durham Multi Faith World Religion Day Committee. Mr. Igboke spoke on behalf of the Committee and extended appreciation to Scugog for hosting World Religion Day, one of many around the globe, to promote spiritual unity and harmony through diversity of different cultures. The Committee then presented the Mayor and Council with a plaque of appreciation, at which time Mayor Mercier expressed thanks to the Committee for their hard work and for the inclusion of the Mississaugas of Scugog Island First Nation on January 20, 2013.

ii) Ms. Tammy Horvath
Canadian Cancer Society

Re: Relay for Life

Ms. Horvath attended on behalf of the Canadian Cancer Society to bring awareness of the fight against the disease while raising vital funds for the Society’s mission. Her deputation included, but was not limited to:

• 2013 marks the 75th anniversary of the Canadian Cancer Society;
• Canadian Cancer Society launching new nation wide campaign, The FearLess Project, to help change the way Ontarians think about, talk about and deal with cancer;
• Relay For Life is an inspirational, non-competitive, 12-hour overnight fundraising event that brings the community together to celebrate life and fight cancer;
• To be held Friday, June 7, 2013 in Elgin Park in Uxbridge;
• Mayors of North Durham invited to “laugh at cancer” and are being challenged to dress as clowns for the event.

Mayor Mercier thanked Ms. Horvath for her important message and powerful presentation and expressions of support were received by Councillors Corrigan and Hancock.
Ms. Carmela Marshall  
Lakeridge Citizens for Clean Water  

Re: Greenbank Site Alteration Permit Agreement  

Ms. Marshall shared concerns and questions on behalf of the Lakeridge Citizens for Clean Water, with recommendations summarized as follows:

- Ensure transparency in Portal; source sites should be listed
- Restrict volume of trucks per day and hours of operation (Township hours, 8:30AM to 4:30PM should be maintained for adequate Township supervision) and minimal truck numbers per day enforced
- Township needs to retain its' own consultant to review incoming documentation; costs should be borne to proponent
- Deadline of three days for review of documentation by staff is insufficient; allow for adequate time and research of source sites and accompanying materials
- Remove the blanket statement of unlimited geographical regions; be specific
- Minimum testing requirements for proponent should be stipulated in the agreement as per MOE guidelines for sites under provincial regulations, i.e. 1 test for every 60 cubic metres for imported fill
- Minimum testing by Township should be included in the agreement; costs should be borne by the proponent
- Agreements should go no longer than six months to one year with a full review at the end of that time
- Elevated SAR ratios (an indication of salt impacted soils) should not be permitted due to potential impacts to groundwater
- GFL should not be exempt from appropriate sampling and laboratory testing to ensure that all chemical parameters in the soil are characterized; documentation signed by a QP with appropriate and representative soil analysis, confirming the quality of fill meets the soil site condition

A question and answer period followed with Mayor Mercier expressing appreciation of the input received but also validating the Township of Scugog’s continual attention to the matter and the time and efforts put forth in providing answers to the concerns.

Committee Recommendation:

THAT this Committee request that staff give consideration to the recommendations made by Lakeridge Citizens for Clean Water as the agreement is developed.
iv) Mr. Mark Smith  
OPA-2005-15  
Marsh Forest Inc.  
Re: Application for Regional Official Plan Amendment  
Mr. Smith left the meeting with his apologies due to a family emergency.

6. COMMUNITY SERVICES  
Councillor Hancock presiding.

PLANNING & DEVELOPMENT - NIL

OUTSTANDING MATTERS  
The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with no new items discussed.

OTHER MATTERS - NIL

RECREATION & CULTURE - NIL

OUTSTANDING MATTERS  
The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with the following items discussed:

i) Correspondence #465-12, Scugog Shuffleboard Club  
   - Councillor Danson advised that the Scugog Seniors Advisory Committee is currently researching recreational fees for senior citizens within the Township of Scugog

OTHER MATTERS - NIL
7. **PUBLIC WORKS & PARKS**

Councillor Corrigan presiding.

**PUBLIC WORKS**

OPS-2013-03-GP&A

Mr. Ian Roger, P. Eng.

Director of Public Parks and Works

Re: Mailbox Installation and Replacement Policy

**Recommendation:**

**THAT** this Committee recommend to Council approval of the draft policy on Rural Mailbox replacement and Installation Guidelines.

AND **FURTHER,** that this Committee recommend to Council that direction be provided to staff to contact all residents with non-compliant mailbox installations directing they be corrected by October 1, 2013.

**Committee Recommendation:**

**THAT** this Committee concur with the recommendation as outlined in Staff Report OPS-2013-03-GP&A.

**CORRESPONDENCE – NIL**

**OUTSTANDING MATTERS**

The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with the following items discussed:

i) **Correspondence #779-12, Cartwright Central Public School**

   - The Director of Public Parks and Works advised that staff has a written draft prepared for the Principal of the school

**OTHER MATTERS**

**PARKS - NIL**

**OTHER MATTERS - NIL**

**OUTSTANDING MATTERS**

The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with no new items discussed.
8. **FIRE & EMERGENCY SERVICES**
   Councillor Howard presiding.

   F&ES-2013-01-GP&A
   Richard Miller
   Fire Chief/CEMC


   **Recommendation:**

   THAT this report be received for information.

   **Committee Recommendation:**

   THAT this Committee concur with the recommendation as outlined in Staff Report F&ES-2013-01-GP&A.

   **CORRESPONDENCE - NIL**

   **OUTSTANDING MATTERS**

   The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with no new items discussed.

   **OTHER MATTERS - NIL**

9. **CORPORATE SERVICES**
   Councillor Danson presiding.

   **From the Office of the CAO - Nil**
   **From the Clerk’s Department - Nil**
   **From the Finance Department - Nil**

   **CORRESPONDENCE - NIL**

   **OUTSTANDING MATTERS**

   The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with no new items being discussed.

   **Note:** Items 903-09 Port Perry Marina Lease and 884-12 Scugog Council of the Arts may be removed from Outstanding Matters.

   **OTHER MATTERS - NIL**
10. **OTHER BUSINESS (NEW BUSINESS)**

i) **Sustainability of Lake Scugog**

Councillor Corrigan suggested inviting a representative from the Ministry of Natural Resources to provide information about the health of the fish and sustainability of Lake Scugog.

ii) **Queen Elizabeth II Diamond Jubilee Medals Ceremony – February 20, 2013**

Queen Elizabeth II Diamond Jubilee Medals will be presented to 12 deserving citizens during a ceremony at the Scugog Community Centre on Wednesday, February 20, 2013.

11. **CLOSED SESSION – NIL**

12. **ADJOURNMENT** 3:13 PM

__________________________

MAYOR, Charles D. Mercier

__________________________

ACTING CLERK, Bev Hendry
MINUTES OF THE SPECIAL MEETING OF THE
GENERAL PURPOSE & ADMINISTRATION COMMITTEE
HELD MONDAY, FEBRUARY 11, 2013 AT 3:00 PM
IN COUNCIL CHAMBERS

PRESENT:
Mayor
Regional Councillor
Ward Councillors

Mr. C. Mercier
Mrs. B. Drew
Mr. L. Corrigan
Mr. J. Hancock
Mr. J. Howard
Mrs. W. Wotten
Mr. H. Danson

ALSOPRESENT:
CAO
Clerk
Recording Secretary
Director of Public Works & Parks
Director of Community Services
Fire Chief
Director of Finance/Treasurer
Manager of Recreation & Culture
CEO Library

Ms. B. Hendry
Ms. K. Coates
Mrs. S. Frey
Mr. I. Roger
Mr. D. Gordon
Mr. R. Miller
Ms. T. DeBruijn
Mr. C. Belfry
Ms. A. Caughlin

ABSENT:
Ms. B. Hendry
Ms. K. Coates
Mrs. S. Frey
Mr. I. Roger
Mr. D. Gordon
Mr. R. Miller
Ms. T. DeBruijn
Mr. C. Belfry
Ms. A. Caughlin

1. CALL TO ORDER
The Mayor called the meeting to order at 3:00PM.

MOMENT OF SILENCE
The Mayor asked all those present to observe a moment of silence.

PRESENTATIONS
NIL

2. DISCLOSURE OF PECUNIARY INTEREST
No Member made a disclosure of pecuniary interest on any of the following matters.
3. **CORPORATE SERVICES**

Councillor Danson presiding

CORP-2013-08-GP&A
Trena DeBruijn, CGA
Director of Finance/Treasurer

Re: 2013 Capital and Operating Budget and Business Plans

**Recommendation:**

**THAT** Council approve the budget levy in the amount of $10,512,570 (residential tax rate .00335876) which represents a 3.51% municipal tax levy increase, as follows;

<table>
<thead>
<tr>
<th>Department</th>
<th>2013 Tax Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works &amp; Parks</td>
<td>4,965,165</td>
</tr>
<tr>
<td>Fire &amp; Emergency Services</td>
<td>1,698,385</td>
</tr>
<tr>
<td>Community Services</td>
<td>1,692,765</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>2,253,515</td>
</tr>
<tr>
<td>Library</td>
<td>523,840</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>81,500</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>11,215,170</strong></td>
</tr>
<tr>
<td>OMPF Levy Reduction</td>
<td>(472,600)</td>
</tr>
<tr>
<td>Rate Stabilization Draw</td>
<td>(180,000)</td>
</tr>
<tr>
<td>Payment In Lieu Reduction</td>
<td>(40,000)</td>
</tr>
<tr>
<td>Growth/Supplemental Billings</td>
<td>(10,000)</td>
</tr>
<tr>
<td><strong>Total Levy Requirement 2013</strong></td>
<td><strong>10,512,570</strong></td>
</tr>
</tbody>
</table>

**AND THAT** this Council approve the 2013 funding sources, as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levy</td>
<td>10,512,570</td>
</tr>
<tr>
<td>Growth/Supplemental Billings</td>
<td>10,000</td>
</tr>
<tr>
<td>Payment In Lieu</td>
<td>40,000</td>
</tr>
<tr>
<td>Rate Stabilization</td>
<td>180,000</td>
</tr>
<tr>
<td>User Fees</td>
<td>2,418,425</td>
</tr>
<tr>
<td>Grants</td>
<td>282,100</td>
</tr>
<tr>
<td>OMPF</td>
<td>1,222,600</td>
</tr>
<tr>
<td>Gas Tax</td>
<td>650,000</td>
</tr>
<tr>
<td>DCA</td>
<td>45,000</td>
</tr>
<tr>
<td>CEF</td>
<td>1,254,918</td>
</tr>
<tr>
<td>Parks Reserve</td>
<td>175,000</td>
</tr>
<tr>
<td>Other Reserves (Municipal Projects)</td>
<td>219,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17,010,113</strong></td>
</tr>
</tbody>
</table>
AND THAT Council approve the 2013 Capital Program and funding sources in the schedule attached to this report;

AND THAT Council approve the 2013 Staff Complement as shown in Section 1;

AND THAT Council approve a wage increase of 2.2% for non-union/non-management employees (including Council) for 2013;

AND THAT Council direct staff to extend the lease arrangement with the Port Perry Annex Corporation for Unit G1 for one additional year to March 31, 2014 (with partial re-payment being provided by the Scugog Council for the Arts).

Committee Recommendation:

THAT this Committee concur with the recommendations as outlined in Staff Report CORP-2013-08-GP&A.

4. **ADJOURNMENT** 3:55 PM

__________________________
MAYOR, Charles D. Mercier

__________________________
CLERK, Kim Coates
5. **DEPUTATIONS / PUBLIC HEARINGS**

1:40PM  Mr. Roger Anderson  
Regional Chair  
The Regional Municipality of Durham

**Re: Annual Address To Scugog Council**

2:00PM  Mr. Walter Heeney  
President  
*Durham Down Syndrome Association*

**Re: World Down Syndrome Day March 21, 2013**

2:10PM  Mr. Neil Robbescheuten  
Mr. Stuart Lancaster  
Mr. John Weroski

**Re: Ice Rescue Costs of January 13, 2013**

2:30PM  Heather Prokopich & Brad Puckrin  
Represented by Ms. Valerie Cranmer  
*Valerie Cranmer & Associates*

**Re: Zoning By-Law Amendment Application Z/03/2012**
TOWNSHIP OF Scugog

DELEGATION REQUEST

PLEASE ENSURE THIS FORM IS FULLY COMPLETED
PLEASE EMAIL THIS APPLICATION TO sfrey@scugog.ca OR HAND DELIVER TO THE
TOWNSHIP OFFICE NO LATER THAN 4:30PM ON THE TUESDAY PRECEDING THE COUNCIL
MEETING

DATE OF MEETING: ___March 4/13________________________

NAME OF DELEGATION(S):
Walter Heeney, President, Durham Down Syndrome Association

FULL MAILING ADDRESS OF DELEGATION(S):
PO Box 231, Whitby, ON L1N 5S1

TELEPHONE #:

EMAIL ADDRESS:

GROUP DELEGATION REPRESENTS:

GENERAL NATURE OF DELEGATION:
Official Proclamation recognizing March 21/13 at World Down Syndrome Day
Introduction of DDSA – presentation of initiatives
Encourage municipal staff to wear blue and yellow on March 21/12
Presentation to AAC

PLEASE INDICATE THE ACTION BEING REQUESTED BY COUNCIL:

Delegations have five (5) minutes to address Council. Groups are encouraged to appoint one
or two spokespersons to address Council on behalf of the group. The group is limited to ten
(10) minutes for its delegation.
Please be advised that any presentation materials are required by noon the Friday prior to the
meeting.
For further information on the procedure for appearing before Council as a delegation, please
refer to the Township of Scugog website at www.scugog.ca
Did you know that March 21st is World Down Syndrome Day?

The Durham Down Syndrome Association (DDSA) needs your help and support to celebrate World Down Syndrome Day on March 21, 2013.

How Can You Help?

• Connect with us on Facebook and help us spread the word
• Buy a wrist band
• Volunteer or become a DDSA Ambassador
• Wear blue and yellow on March 21, 2013
• Participate in upcoming events or host a fundraising event
• Make a donation or become a corporate sponsor
• Make March 21 as Down Syndrome Day at your home, school or office
• Wear blue and yellow on March 21, 2013
• Connect with us on Facebook and help us spread the word

For more information, please visit www.ddsa.ca

WORLD DOWN SYNDROME DAY • MARCH 21, 2013
The Durham Down Syndrome Association (charitable#891444572R0001) is a registered charity which acts as a resource for health and education professions to support families and individuals with Down Syndrome within the Durham Region. Please give generously.

Please mail donations to:
Durham Down Syndrome Association
P.O.Box 231
Whitby, ON L1N 5S1

Donate online at ddsa.ca

World Down Syndrome Day postcard ind 2/2/2013 1h 14:20 AM
The Durham Down Syndrome Association (DDSA) is a non-profit registered charitable organization which acts as a resource for health and education professionals to support families and other interested persons working to improve life for those individuals with Down syndrome within the Region of Durham, Ontario, Canada.

WHAT DO WE DO?

- Provide Parent/Family Support
- Hospital/View Parent Visits
- Members available to speak to community groups about Down syndrome
- Provide representation on a variety of community and government service agencies
- Family Linkages
- Quarterly Newsletter
- Monthly Meetings - with speakers
- Resources, periodicals and magazines
- Social Events - Christmas Party, Teen Dance, Family Picnics, Swim Party
- Provides Parent/Family Support
- What do we do?

The DDSA is always happy to have new members. Anyone can be a member, families with children or other members of the family who have Down syndrome, friends, schools, organizations and more. The DDSA is a member of the DDSA of the region. The DDSA is a member of the DDSA of the region.

The DDSA is a member of the DDSA of the region.
Durham Down Syndrome Association
P.O. Box 231
Whitby, ON L1N 5S1
Tel: (289) 275-2537
www.ddsa.ca
mastermail@ddsa.ca

• P.O.Box 231 • Whitby, ON L1N 5S1 • Tel: (289) 275-2537 • www.ddsa.ca • mastermail@ddsa.ca

2010-2012 EXECUTIVE BOARD OF DIRECTORS & OFFICERS

BOARDOFDIRECTORS
Chair & President Walter Heeney, DDSA

Vice President Sandi Graham-McWade

Secretary JDiane Cobbing

Treasurer Anca Popescu

Director Anita Walis

Director Darwin Hamer

Director of Events & Fundraising Kevin Komolowich

Director of Communication & Language Jilli Clements-Baartman

Director of Resources & Memberships Sandi Graham-McWade

OFFICERS
Ontario DSAO Representative Donna Wright

SEAC REPRESENTATIVES
Webmaster | Sandi Graham-McWade
Newsletters | Kathy Wetmore
Phone Liaison | Sandi Graham-McWade
Ontario DSAO Representative | Donna Wright

BOARDOPPORTUNITIES
If you are interested in serving on the DDSA board of directors, please contact:
Walter Heeney, Chair & President
Tel: 289-275-2537
walter@ddsa.ca

Ambassador Jan Heeney, DDSA
accompanied by Walter Heeney, DDSA Chair and President

DDSA Ambassador Jan Heeney, DDSA

Durham District Catholic School Board 
Monica Dorgan
Durham District Public School Board
Michelle Smith (Alternate)
Durham District Public School Board
Tara Culley

Durham District Catholic School Board
Monica Dorgan
Durham District Public School Board
Tara Culley

2010-2012 EXECUTIVE BOARD OF DIRECTORS & OFFICERS

Barbara Jack

Director

Director of Events & Fundraising

Director of Communication & Language

Director of Resources & Memberships

Treasurer

Secretary

Vice President

Chair & President
FACTS ABOUT DOWN SYNDROME

• Occurs naturally when a person has an extra 21st chromosome. It is present at conception.
• Occurs equally in all races and genders.
• It is not a disease. It does not require treatment nor is it not a disease.
• 80% of babies with Down syndrome are born to women under the age of 35.
• 80% of babies with Down syndrome are born to women under the age of 35.
• Occurs in all races and genders.
• Occurs in all races and genders.
• It is not a disease. It does not require treatment nor is it not a disease.

FACTS & FIGURES

PEOPLE WITH DOWN SYNDROME

• Have a wide variety of interests and abilities.
• Like to go out with their friends.
• Have jobs and/or volunteer in their communities.
• Are more like their families than they are like other people with Down syndrome.
• Live independent lives supported by family, friends and in their communities.
• Go to regular schools and attend regular classes with their peers.
• Take part in regular community activities.
• Take part in regular community activities.

Durham Down Syndrome Association
P.O. Box 231
Whitby, ON, L1N 5S1
Tel (289) 275-2537
www.ddsa.ca
mastermail@ddsa.ca
PROGRAMS & SERVICES

- Summer Literacy Program
- Speaker Series
- Regular meetings with guest lecturers
- Tutoring
- New parent packages
- Awareness events
- Social and networking events

Durham Down Syndrome Association
P.O. Box 231
Whitby, ON, L1N 5S1
Tel: (289) 275-2537
www.ddsa.ca
mail@ddsa.ca
Jan has Down syndrome and through her years in elementary and secondary school, she has been extensively involved in the Special Olympics Program. She developed into a skillful swimmer, rhythmic gymnast, track and field athlete, and bowler. Jan has competed in these sports in and out of the province. She has appeared in Toronto Blue Jays brochures and broadcasts highlighting various Special Olympics activities. The same applies to local and city newspapers.

Since completing high school at St. Mary Catholic Secondary School in Pickering, ON, Jan has worked as the Assistant Librarian helping educators and students daily. She has been extensively involved in the Special Olympics,volunteering at Our Lady of the Bay, St. Bernadette and St. Mary for wonderful memories. Everything they taught me has helped me to be confident in my work and also in my personal life.

I would like to thank the great teachers at Our Lady of the Bay, St. Bernadette and St. Mary for wonderful memories.

I really love my volunteer job at Our Lady of the Bay. I would like to thank the great teachers at Our Lady of the Bay, St. Bernadette and St. Mary for wonderful memories.

I really love my volunteer job at Our Lady of the Bay, St. Bernadette and St. Mary for wonderful memories.

I really love my volunteer job at Our Lady of the Bay, St. Bernadette and St. Mary for wonderful memories.
The career of composer, virtuosopianist and acclaimed performer, Eric Genuis, began in Krakow, Poland in 1997. A government dignitary heard Genuis's music and was invited to headline the premier performance of his music at an AIDS benefit concert. This performance was attended by 15,000 people. Since then, Genuis has performed worldwide, up to 100 concerts each year. Erichas received praise from music industry greats such as Joel Sill (Music Supervisor for films "Munich" and "Forest Gump") who said, "I remain a fan and look forward to hearing more broadly performed..." and John Debney (Film Composer for "The Passion of the Christ" and "Spy Kids"), who proclaimed, "From a musician's perspective, Eric Genuis's music is brilliant—superbly crafted, unique in style and expertly performed. Eric has collaborated with famed British Maestro, Allen Wilson and the Slovak National Symphony in production of his original work..."

Genuis's musical education includes achieving First Class ARCT in Piano Performance from the Royal Conservatory of Music in Toronto. He has completed course work in film scoring from the Berklee College of Music. Eric has received praise from music industry greats such as Joel Sill (Music Supervisor for films "Munich" and "Forest Gump") who said, "Erichas received praise from music industry greats such as Joel Sill (Music Supervisor for films "Munich" and "Forest Gump"), who said, "I remain a fan and look forward to hearing more broadly performed..." and John Debney (Film Composer for "The Passion of the Christ" and "Spy Kids"), who proclaimed, "From a musician's perspective, Eric Genuis's music is brilliant—superbly crafted, unique in style and expertly performed. Eric has collaborated with famed British Maestro, Allen Wilson and the Slovak National Symphony in production of his original work..."

Genuis's musical education includes achieving First Class ARCT in Piano Performance from the Royal Conservatory of Music in Toronto. He has completed course work in film scoring from the Berklee College of Music. Eric has received praise from music industry greats such as Joel Sill (Music Supervisor for films "Munich" and "Forest Gump") who said, "I remain a fan and look forward to hearing more broadly performed..." and John Debney (Film Composer for "The Passion of the Christ" and "Spy Kids"), who proclaimed, "From a musician's perspective, Eric Genuis's music is brilliant—superbly crafted, unique in style and expertly performed. Eric has collaborated with famed British Maestro, Allen Wilson and the Slovak National Symphony in production of his original work..."
Welcome to apply. If you are interested in becoming a DDSA Volunteer, please contact: Walter Heeney, Chair & President. Walter@ddsa.ca. Tel: 289-275-2537. We are currently looking for volunteers with event planning, fundraising, media relations, and marketing experience. High school students are welcome to apply. If you are interested in becoming a DDSA Volunteer, please contact: Walter Heeney, Chair & President. Walter@ddsa.ca. Tel: 289-275-2537.

Volunteer Opportunities:

We are currently looking for volunteers with event planning, fundraising, media relations, and marketing experience. High school students are welcome to apply. If you are interested in becoming a DDSA Volunteer, please contact: Walter Heeney, Chair & President. Walter@ddsa.ca. Tel: 289-275-2537.

2012/13 EVENT CALENDAR

June 8 | DDSA Porsche-Abilities Race Track Day at Canadian Tire Motorsport Park in Bowmanville, ON

November 1-7 | National Down Syndrome Awareness Week

November 24 | DDSA Christmas Party at the Whitby Marina

March 9 | Charity Curling Event at the Ajax Anndale Golf & Curling Club in Ajax

March 21 | World Down Syndrome Day

March 21 | DDSA AGM at the Iroquois Park Sports Centre in Whitby, ON (7:00 PM)

March 27 | DDSA Winter Pool Party at the Whitby Civic Centre

February 27 | DDSA Winter Pool Party at the Whitby Civic Centre

February 24 | DDSA Christmas Party at the Whitby Marina

January 27 | DDSA Winter Pool Party at the Whitby Civic Centre

If you are interested in becoming a DDSA Volunteer, please contact: Walter Heeney, Chair & President. Walter@ddsa.ca. Tel: 289-275-2537.

We are currently looking for volunteers with event planning, fundraising, media relations, and marketing experience. High school students are welcome to apply. If you are interested in becoming a DDSA Volunteer, please contact: Walter Heeney, Chair & President. Walter@ddsa.ca. Tel: 289-275-2537.
United Nations Resolution on World Down Syndrome Day

On December 19, 2011, the United Nations General Assembly declared March 21 as World Down Syndrome Day (A/RES/66/149). The General Assembly decided, with effect from 2012, to observe World Down Syndrome Day on 21 March each year and invites all Member States, relevant organizations of the United Nations system and other international organizations, as well as civil society, including non-governmental organizations and the private sector, to observe World Down Syndrome Day on 21 March each year, and invites all Member States, relevant organizations of the United Nations system and other international organizations, as well as civil society, including non-governmental organizations and the private sector, to observe World Down Syndrome Day on 21 March each year.

The Durham Down Syndrome Association (DDSA) needs your help and support to celebrate World Down Syndrome Day in their respective communities. DDSA has also gained the approval of both the public and separate school boards. We will be launching an official media campaign starting in December 2012.

We are pleased to announce that the municipalities of Pickering, Ajax, Whitby, Oshawa and Bowmanville have agreed to officially proclaim March 21, 2013 as Down Syndrome Day in their respective communities. Ajax, Whitby, Oshawa and Bowmanville have agreed to officially proclaim March 21, 2013 as Down Syndrome Day in their respective communities.

March 21, 2013 marks the 8th anniversary of World Down Syndrome Day. Each year the voice of people with Down syndrome, and those who live and work with them, grows louder. But there is still so much more we can do.

How can you help?

- Wear blue and yellow on March 21, 2013
- Support our corporate sponsors
- Volunteer or become a DDSA Ambassador
- Host a fundraising event in support of DDSA
- Participate in upcoming events
- Donate today or become an official corporate sponsor
- Buy a wristband

Calendare!

Mark Your

MARCH 21, 2013
WORLD DOWN SYNDROME DAY
Did you know March 21st is World Down Syndrome Day! Help Durham Region Celebrate.

WORLD DOWN SYNDROME DAY - MARCH 21, 2013

PLANED ACTIVITIES INCLUDE:

- Service clubs, churches, businesses and presentations at schools, offices and community centers, shopping malls, municipal school boards, businesses, information displays at libraries, mall campaigns, post card distribution and direct mail campaigns and daily Einstein CDs, sales of wrist bands and Eric Genuis composer and piano virtuoso.

- Special performances by Eric Genuis, composer and pianist, and media campaign including TV, radio and print media channels.
- Information displays at libraries, schools, businesses, and community centers.
- Presentations at schools, churches, businesses and service clubs.
- Support to schools and children.

NOTE: Eric Genuis will donate a portion of CD sales to DDSA.

Composed and piano virtuoso Eric Genuis will donate a portion of all CD sales to DDSA.

Eric Genuis is a composer and pianist based in Whitby, Ontario. He has released several original compositions and concertos for piano and orchestra. Genuis has received numerous awards and accolades for his music, including compositions for film and television. He has performed in concert halls and music festivals around the world, and his music is featured on several record labels. Genuis is a proud supporter of the Durham Down Syndrome Association (DDSA) and is committed to raising awareness and support for people with Down Syndrome and their families. Visit his website at www.ericgenuis.com for more information on his music and upcoming performances.
<table>
<thead>
<tr>
<th>Contribution</th>
<th>Event Co-Branding (Title Sponsorship)</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Release Acknowledging Sponsorship</td>
<td>Recognition in DDSA media and website (Logo and URL)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Thank you plaque and letter</td>
<td>Personal appearance at company event by DDSA Ambassador</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Information display at official event(s) - TBD</td>
<td>Logos on WDSD flyers, posters, and posters</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Participation at media events and photo opportunities (e.g., TV and radio)</td>
<td>Logos on DDSA stationery</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Private performance by Eric Genuis ($5,000 value)</td>
<td>Event Co-Branding (Title Sponsorship)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>250</th>
<th>100</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page</td>
<td>1/2 page</td>
<td>1/4 page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$500</th>
<th>$2,500</th>
<th>$10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary silicone wristbands</td>
<td>Ad in DDSA bi-monthly newsletter (2013)</td>
<td>Recognition in DDSA media and website (Logo and URL)</td>
</tr>
</tbody>
</table>

Durham Down Syndrome Association • RO. Box 231 • Whitby, ON L1N 5S1 • Tel (289) 275-2537 • www.ddsa.ca • mastermail@ddsa.ca

WORLD DOWN SYNDROME DAY - CORPORATE SPONSORSHIP OPPORTUNITIES

**MEDIA KIT**

Charitable Number 891444572 RR0001
Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Tri-M Machine Works Inc.

www.tmg سنتر

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.

Sponsorship Opportunities

The Durham Down Syndrome Association is seeking corporate sponsors and partners. Contact: Walter Heeney, Chair & President. Tel: 289-275-2537. Walter@ddsa.ca

Flight School Clothing

Flying Tigers

www.flyingtigers.com
Tel: (905) 989-7999
Fax: (905) 430-7119
Walter@flyingtigers.ca

Intensive TIC Inc.

Talking Language & Communication Inc.

Tel: 905-470-2131
Markham ON
T-M Machine Works Inc.
TOWNSHIP OF

Please ensure this form is fully completed
Please email this application to nlindell@scugog.ca or hand deliver to the
township office no later than 4:30pm on the tuesday preceding the council
meeting

Date of meeting: Monday February 24th 2013

Name of delegation(s):

Neil Robbescheuten, Stuart Lancaster, John Weroski

Full mailing address of delegation(s):

1237 Glenridge Ct Oshawa. Ontario L1H 8L9

Telephone #: 

Email address:

Group delegation represents: Neil Robbescheuten and Ice Fishermen on Lake Scugog

General nature of delegation: To revoke Neil Robbescheuten's invoice for the January 13
2013, Ice / Water rescue at approximately 7:30 p.m., and to have Scugog Council adopt option #1 from
the Fire Department Report #F&ES 2012-03-GP&A Dated March 5, 2012.

Please indicate the action being requested by council:

Adopt option #1 instead of option #2 of the Fire Department's Report # F&ES-2012-03-GP&A.
Have Chief Miller look at ways to use current technology to reduce costs of Ice/Water rescues.

Delegations have five (5) minutes to address council. Groups are encouraged to appoint one
or two spokespersons to address Council on behalf of the group. The group is limited to ten
(10) minutes for its delegation.
For further information on the procedure for appearing before Council as a delegation, please
refer to the Township of Scugog website at www.scugog.ca
From Neil Robbescheuten  
Subject: 911 Rescue  
Date: Wed, 13 Feb 2013 10:50:06 -0500

Mr. Mayor and Councillors of Scugog Township, the Press and all the Guests assembled here this afternoon. May I firstly "Thank You" for the opportunity to present this Deputation and express my deepest Gratitude to the 9-1-1 Response Team and especially the Fire Department for my ice/water rescue on January 13th of this year.

A little background to who I am. My name is Neil Robbescheuten, and I have been a resident of Oshawa for over 40 years. I am a retired Elementary Principal with the Durham Catholic School Board. I am married to my beautiful wife Audrey for 39 years and have 3 wonderful daughters and son-in-laws as well as 7 treasured grandchilden. My life is centered around outdoor activities such as camping, fixing outdoor machinery, fishing and walking my dog for 2 hours a day through the forest. I have one passion that I wait for all year round and that is ice fishing. My two best friends who are here this evening Stu Lancaster and John Weroski and I count the days that we can come to your community to ice fish, on opening day Jan. 1st. For the past 30 years I have spent 2-3 days a week in January and February on your lake. For the past 10 years I have put up a 3 man fishing hut at the top of Scugog Island approximately 150-200 metres from the Crownland Property Boat Launch. This year was no different from the past. The day of my rescue was January 13th and it was the 4th time I had been to our regular spot. Being that the weather had been warm, I was excited about spending the afternoon jigging my fishing line and enjoying the tranquility. I ventured out by myself on this particular day, because my friends had family commitments. When I arrived at the Crown Land property the gate was open and I proceeded to the boat launch where I parked my truck and ventured out on to the ice. Conditions were perfect. I checked the ice thickness as I walked out and had a comfortable 5 inches of ice ( MNR guidelines as well as Ice thickness Guidelines will tell you 5 inches of good ice will support 800 pounds ). I stayed a little closer to shore (about 130 yards) because I was by myself and never venture out too far by myself. On this day there were a couple of fishermen on the Port Hoover shore but overall not too many fishermen which is often typical for this particular spot. ( that’s one reason we enjoy this location). After 1 hour of fishing I contacted my wife and a couple of friends and told them things were great and I was having a most enjoyable day. Shortly after around 5-5:30 things started to change very unexpectedly. The shores surrounding the lake became densely covered with fog as darkness fell. Normally staying till about 8 p.m. I decided I would wait till 7 p.m and see if this fog would lift. Unfortunately, it didn’t, in fact it became so dense I couldn’t see 3-4 feet in front of me. I had to make a decision and thinking I was only 130 yards from my truck parked right on the boat launch, I decided to line myself up with what I thought was the boat launch and start walking. Hoodwinked with dense, dense fog and no snow on the bared ice to show my previous tracks that I normally used for back tracking in senarious like this I found myself totally disoriented. The coleman lantern and LED lights were merely lighting up a small bubble around me with no penetration into the fog. The shore line and truck parked on shore were not to be seen. Where was I heading? - was the question. I came across snowmobile tracks engraved in the ice. Thinking they may take me to shore, I followed them for a brief time before realizing that they should of taken me to shore before now. Suddenly, I spotted bull rushes. What a
relief. Shore was now close at hand and luckily I had wandered out to deeper areas of the lake—a real possibility when totally blinded by darkness and fog. Seeing the bull rush I proceeded in that direction. Suddenly my left leg went through the ice followed immediately by my right leg. My coleman lantern doused by the muddy waters, I was now in absolute darkness with my knee high boots anchored in a quagmire of mud that would not let go of its grib and steadily pulled me downward as I wriggled to try to escape. Feeling my heart pound at a rate I was unaccustomed to, I thought this was definitely the end. Remembering the importance of not panicking I relaxed and drew my composure. Thinking I need help in this life threatening situation I called my friend John in Oshawa and told him I was stuck in a swamp somewhere close to where we normally fished and probably close to the boat launch. After realizing I wasn’t kidding, John and Stu hurried off to my rescue. Having composed myself I now started to think of a swim out technique I used to show the school students in ice safety films at school. Using my floatation suit for buoyancy, I turned on my side and tried to lay on the water while pulling on the bullrushes and kicking my legs loose. It worked! With tremendous perseverance and an eventual stretched MCL ligament, I managed to escape the clutches of the swamp and pull myself up on to a clump of bull rushes. At this point, I reached for my cell phone a second time and decided to call 9.1.1 because with another slip into the ice/muddy waters it would certainly spell my death or the risk of injuring my companions that were on their way.

Boots feeling like frozen anchors I clung to a small stump or clump of bullrushes. A small LED gave me limited light in what seemed to be an eternity before help arrived. Fortunately, the calming voice of Kim the 9-1-1 dispatch and knife in hand guarding against the sounds of animals in the background, gave me a little solitude. About 20-30 minutes later help arrived. Looking over my shoulder to the west, I saw blue flashing lights and now realized my death harrowing experience was almost over. Flashing both the LED flashlight and the Colman lantern that I had restarted, the rescue crew with the help of my cell phone communication, spotted me about 500 feet to the west of the launch, in the thick marsh. Quickly a crew of 4 firefighters crossed the frozen ice with life boat in hand and brought me to safety.

Once on shore and changing into some dry clothes and thanking the firemen, I was approached by both the police officers and the Fire Captain. The Fire Captain asked for my name and address and subsequently mentioned something to the effect—"for billing". When I asked about "billing", the Captain replied that each rescue is reviewed and that I might receive a bill. The police officers then started chatting with me for a moment and asked if my truck was registered in my name. Then, I met my friends who happened to have just arrived and were videotaping the latter part of the rescue and we drove back to Oshawa, with what appeared to be only a knee injury.

Two days later after quite some consternation regarding the Captain’s "for billing" phrase I decided to drive to Port Perry to see Chief Miller and discuss what seemed to me extremely unusual (911 Billing or User Fee" for 911. It was at this time that I discovered that Scugog Council has had many deliberations about trying to recoup fees for Ice/Water rescues and guess what, I was going to be the first person to be so invoiced.
Scugog Council, after weeks of sleepless nights and much deliberation, as well as, National attention on television, radio, newspapers, sports and fishing articles as well as computer Facebook, Twitter etc., I realize the magnitude of my precedent setting case. I do not believe that Scugog Council realized at the time that you passed the motion or passed the Recommendation "of trying to recoup fees for 9-1-1 Ice/Water rescues" the impact of your decision. Considering, the very small direct impact to the overall budget ( $20 dollars per day) an Ice/Water rescue costs, according to Chief Miller, I can't imagine Mr. Mayor and Council, that you would jeopardize the recovery efforts of citizens of this Township, tourists visiting this Township or the numerous people from this day forward, that will need the expedient services of 911 personnel without hesitation, in times when their very life, is in a life threatening situation. Time is of the essence, when we call 911. When we call 9-1-1, we DO NOT WANT TO THINK ABOUT, whether we can afford the $5,000 or more dollars. 9-1-1 has been a Municipal, Regional and Provincial service advertised widely on web sites for Fire, Ambulance, Police and even on signs in your Township (ie-Gateway to Crown land). Never, have I seen a post script that indicates that "User Fees" are in effect for this service. The people of Ontario have a great Medical system and part and parcel to this are the Professional Police, Ambulance and Fire staff that attend to us quickly to provide Emergency services and get us to the hospitals quickly. Any hint of "User Fees" in this Province will in all likelihood delay response times, which in turn will lead to increased Health care costs for rehabilitation, the possibility of law suits and possibly many more casualties. I for one, do not want to shoulder this responsibility. As a former school Principal, who has always taken the opportunity to have Ice/Water safety assemblies and have always instructed students to call 911 in times of a life endangering situation to self or others, cannot and will not support a change to 911 protocol, which sees "User Fees" charged for Fire Departments trying to recoup fees that are already budgeted for from our municipal, regional and provincial taxation.

Scugog Council needs to put this long outstanding issue at rest. Scugog Township, in my mind, needs to "bite the bullet", and realize we need to provide these Ice/Water emergency services to support our residents and visitors to this "water centered" Township. Reading the Heritage Website for Scugog, you will read of countless incidents of water rescues and sorry to say fatalities since early recorded times. Horse and wagons, travellers, boaters, fishermen, ice skaters, swimmers, fisherman and in recent decades snowmobilers who have fallen victim to the Ice/Water and muddy bottom conditions of this lake. People in this community have always tried to come to the rescue of a stranded person or even an animal caught in a life threatening situation. Lake Scugog and Scugog Township represents the "Gateway" to the Kawarthas with its abundant Water and Ice recreational activities that provide tremendous financial assets to the Commerce of this community. This Council has a responsibility to provide not only education regarding the safe use of it's waters but a safety net of professional people namely 911 Fire, ambulance and Police to help protect it's citizens and visitors from danger and rescue them if need be, from life threatening situations, at no direct cost to them.

Scugog township is a wonderful thriving community, that is envied by many. It's wonderful Morrain, watersheds, places of Commerce and Tourism are to be cherished. Scugog Council I believe stands on the threshold today of making a significant decision. A decision that can bring confidence back to the community. A decision that will effect the safety of it's citizens as well as
the citizens of other municipalities spanning our Province. Scugog Council needs to revoke my Invoice and the recommendation it made to the Fire chief last March to try try to recoup Ice/Water rescue fees. Scugog Council needs to tell its community and the rest of this Province that anyone who resides in this great community or visits here will have the full benefit of our 911 services, when they are in a life threatening situation, with no direct cost to them for Ice/Water rescue Fire Services.

In my mind, after doing much research and speaking to many of the stakeholders of the 9-1-1 service in this Municipality, Durham Region and even in the Province, I believe that if Scugog Council does not rescind their Recommendation to have the "Fire Department attempt to recover costs for these rescues" (Ice/Water) "wherever possible" you will be ethically, morally and possibly legally responsible, for future injuries and casualties associated with Ice/Water rescues, in cases where 9-1-1 protocol has been hampered because of the fear of 9-1-1 associated billing.

I beg of Scugog Council to rescind my Invoice and the Recommendation of the GP&A Meeting #4 of March 5, 2012. I beg of Scugog Council to be compassionate, and to send the right message across this Province, that Scugog Township will continue to provide the 9-1-1 Ice/Water services as they have in the past at no charge to the victims or their families. Tell the people of this Province that the value of a quick 9-1-1 response and the value of human life is paramount. Tell the people of this Municipality and the Province that you will continue to show your support for the Commerce and Tourism of your community by providing free 9-1-1 Ice/Water rescues. Tell the people of this Province that you will not jeopardize the great work of the men and women who work for our 9-1-1 Emergency Services. Finally, tell the people of this Municipality and Province, that you will continue to work, at reducing the need for 9-1-1 Ice/Water Emergency services by Educating our adults and youth and by using better communication, technological and human interactive skills, to stress Ice/Water safety throughout the year.

Dear Council Members. Let me leave you with a quote from Chief Miller, from your local paper on February 07, 2006.

"Do we charge them? I don't know' said the chief "Traditionally, when people call for help we go and we never really consider charging on the lake. We live on the lake and that's the business".

Mr. Mayor and Councillors, I beg of you today to offer for the cost of 20 dollars a day the best most expedient 911 Ice/Water rescue servies possible as you have in the past at no cost to the victims or their families.

Thank You!
TOWNSHIPOF Scugog

DELEGATION REQUEST

PLEASE ENSURE THIS FORM IS FULLY COMPLETED
PLEASE EMAIL THIS APPLICATION TO lburnett@scugog.ca OR HAND DELIVER TO THE TOWNSHIP OFFICE NO LATER THAN 4:30PM ON THE TUESDAY PRECEDING THE COUNCIL MEETING

DATE OF MEETING:  _March 4, 2013________________________

NAME OF DELEGATION(S):
Valerie Cranmer, Valerie Cranmer & Associates Inc.

FULL MAILING ADDRESS OF DELEGATION(S):
681 High Point Road, Port Perry, On L9L 1B3

TELEPHONE #: __
905-985-7208____

EMAIL ADDRESS:
_vcranmer@sympatico.ca

GROUP DELEGATION REPRESENTS:
Heather Prokopich & Brad Puckrin

GENERAL NATURE OF DELEGATION:
To address staff recommendation report regarding Z/03/2012

PLEASE INDICATE THE ACTION BEING REQUESTED BY COUNCIL:
To request Council to approve the submitted Zoning By-law Amendment Application

Delegations have five (5) minutes to address Council. Groups are encouraged to appoint one or two spokespersons to address Council on behalf of the group. The group is limited to ten (10) minutes for its delegation. Please be advised that any presentation materials are required by noon the Friday prior to the meeting. For further information on the procedure for appearing before Council as a delegation, please refer to the Township of Scugog website at www.scugog.ca
February 26, 2013

Mayor Mercier,
Members of Council,
Township of Scugog,
181 Perry Street,
Port Perry, Ontario,
L9L 1A7

Dear Mayor Mercier and Members of Council:

Re: Zoning By-law Amendment Application – Z/03/2012
Heather Prokopich & Brad Puckrin
1795 Reach Street (South Part Lot 18, Conc. 7
Part 1, Plan 40R-14925) Ward 5

On behalf of Heather Prokopich and Brad Puckrin, the owners of property located in the
northwest quadrant of the intersection of Reach Street and Simcoe Street in Port Perry,
I would like to register their disagreement with the staff recommendation that rezoning
application Z/03/2012 be deferred. On behalf of the owners, I respectfully request that
the General Purpose & Administration Committee adopt a recommendation that the
rezoning application be approved as submitted to the Township on April 27, 2012.

As you are aware, the proposal is to develop the southern portion of the property with
three additional residential units. The existing house would remain until such time
additional sewage capacity is available. The house would then be torn down and
replaced with two residential units for a total of five residential units. The request is to
rezone the subject property from Urban Residential Type Two (R2) to Urban Residential
Type One (R1). The R1 zone regulations can be met by the proposed development.

Since purchasing the property more than 10 years ago, the owners have considered a
variety of development alternatives on the site, most of which have been discussed with
Township and Regional staff. These include commercial and townhouse developments.
A townhouse development of 8 units was discussed with three residential development
companies. As a result of the detailed examination by these companies of the
proposed townhouse development, it was determined that a townhouse development on
the site was not economically feasible. This conclusion was based on the size of the
subject property, the costs involved in developing the site and the relocation of the
sewer and water mains to the Simcoe Street. The site is too small for a condominium
development. The development of the site with street townhouses is constrained by the limited access to Simcoe and Reach Streets.

In developing the site for residential uses, the owners have a number of options:

1. Tear down the existing house and build one house with the existing Urban Residential Type Two (R2) zoning;

2. Tear down the existing house and sever the property into 3 residential lots as permitted in the existing Urban Residential Type Two (R2) zoning utilizing two of the sewage capacity units that have been allocated to the property;

3. Rezone the property to Urban Residential Type One (R1) zoning and develop the site in two phases. In the first phase, the southern portion of the property would be severed into 3 residential units for which sewage capacity has been reserved by the Township. The second phase would occur once 1 additional sewage capacity unit became available and the existing house would be torn down and replaced with 2 residential units.

4. Accept the proposal from Township staff that the site be considered for higher density uses which is to be determined through the preparation of a Secondary Plan for Port Perry. Higher density uses may also require the assembly of adjacent residential properties. The Secondary Plan, which may take several months to complete, may or may not result in a high density designation in the general area of the subject property.

Following a review of these options and further discussions with Don Gordon, Director of Community Services, the owners have decided that Option 3 is still their preferred option. The proposal to develop a portion of the site with three new residential units with the potential for one additional unit once servicing is available while retaining the existing residential unit (which is connected to the existing sewer system), is considered to be intensification and will provide the Township with some much needed intensification units in the built up area of Port Perry. All planning documents, from the Planning Act to the Township Official Plan, actively promote intensification, particularly within the built-up areas.

Option 4, the development of the site for higher development, specifically townhouses has been examined and discussed with three residential development companies that are active in other municipalities in Durham Region. Advice received from them is that the site is too constrained for it to be economically feasible to develop with townhouses. The owners accept this advice and do not support Option 4. In addition, the age and quality of the adjacent residential buildings; that are in the area that could be considered as part of a larger land assembly are relatively new and significant in size. It may be many years, if ever, that these land could be considered as suitable for redevelopment as part of a larger block. There are several areas in Port Perry that are more suitable
for high density developments that would not require the assembly of expensive residential properties.

In summary:

In an ideal world, it would be possible to develop the property as suggested in the staff report. However, the actual situation is:

- The proposed redevelopment is intensification;
- The proposed redevelopment conforms to the provisions of all planning documents – Provincial, Regional and the Township Official Plan;
- There are no objections from circulation to the proposed infilling intensification residential development;
- There is no opportunity to obtain the adjacent properties – none of which are in a condition that would be suitable for consideration for redevelopment that would be economically feasible;
- The value of the adjacent homes is too great for the consideration of redevelopment even at a higher density;
- The Township has allocated three sanitary sewage units to the property. Only one more would be required to complete the redevelopment of the whole site;
- It is not appropriate to expect the land owners to purchase the adjacent properties so that a high density development could be considered for the subject property;
- It is not appropriate for the Township to defer consideration of the proposal to await the completion of a Secondary Plan that was only first suggested in November 2012. Monies for the study were included in the 2013 budget.

The General Purpose and Administration Committee and Council is requested to approve the zoning amendment application as submitted and require staff to bring forward a Zoning By-law Amendment for approval by Council at its next meeting.

Yours truly,

Valerie Cranmer, MCIP, RPP

c.c.: Heather Prokopich & Brad Puckrin
Meeting:  GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date:  March 4, 2013

Dept:  Community Services - Planning

Report No:  COMS-2013-06-GP&A

Title:  ZONING BY-LAW AMENDMENT APPLICATION – Z/03/2012
HEATHER PROKOPICH & BRAD PUCKRIN
1795 REACH STREET (SOUTH PART LOT 18, CONC.7, PART 1, PLAN 40R-14925), WARD 5
SUPPLEMENTARY REPORT

RECOMMENDATION:

THAT the recommendation in Staff Report COMS-2012-58-GP&A be lifted from the table and received for information purposes only; and

THAT the application to amend Township of Scugog Zoning By-Law No. 75-80 (Z/03/2012), submitted by Valerie Cranmer & Associates Inc. on behalf of Heather Prokopich & Brad Puckrin, to rezone the property at 1795 Reach Street (South Part Lot 18, Conc, 7, Part 1, Plan 40R-14925) to facilitate the creation of a total of five single dwelling residential lots on the subject property, be deferred pending completion of the proposed Port Perry Secondary Plan in 2013.

BACKGROUND:

1.  INTRODUCTION

On April 27, 2012, an application to amend Zoning By-Law No. 75-80 was received from Valerie Cranmer & Associates Inc. on behalf of Ms. Heather Prokopich and Mr. Brad Puckrin (Owners). The application was deemed complete on June 15, 2012.
Also submitted in support of the application were the following reports:

- Planning Justification Report;
- Environmental Screening Assessment; and
- Noise Impact Study.

A Public Meeting notice concerning this application was provided to all property owners within 120 metres of the subject property. A sign was also posted on the property to notify the public of the application.

A statutory Public Meeting was held on September 10, 2012. A staff report was prepared for the consideration of Council on the same date. The report presented information with respect to the application, including a preliminary planning analysis and a review of agency comments.

A further Staff report was considered by the General Purpose and Administration Committee of Council on November 26, 2012. The purpose of the report was to review any comments received at the Statutory Public Meeting, as well as any subsequent written comments, including those received from agencies, and to make a recommendation on the rezoning application.

Township Staff recommended the deferral of the application in the November 26, 2012 report pending the completion of the proposed Port Perry Secondary Plan. The consultant for the applicants, Valerie Cranmer of Valerie Cranmer and Associates Inc., objected to the Staff recommendation in a deputation to Committee (see letter attached as Attachment 1). Committee tabled the recommendation and directed Staff to meet with Ms. Cranmer to discuss her objections. That meeting took place on January 16, 2013 and, among other things, included discussion of alternative development options for the property, including a condominium townhouse concept.

Ms. Cranmer consulted with her clients after the meeting and advised Township Staff that they believe the only viable proposal is for the creation of a total of five single dwelling residential lots on the property.
2. LOCATION AND CONTEXT

Location: South Part Lot 18, Conc.7, Part 1, Plan 40R-14925 (1795 Reach Street, Port Perry), Roll #020.030.217, Ward 5

Official Plan Designation: Residential

Existing Zone Category: Urban Residential Type Two (R2) Zone

Present Use: Residential – existing single family dwelling

Adjacent Uses:
- North: Residential
- South: Multi-Residential (apartment building)
- East: Residential & Chiropractic Office
- West: Residential

Lot Area: 3,064m² (0.76 acres)

Frontage:
- 25m (82 ft.) along Reach Street
- 96m (315 ft.) along Simcoe Street
The survey of the property, identifying the existing dwelling and the new lot lines for the proposed new residential building lots, is attached as Attachment 2.

The lands are serviced by municipal water and sanitary sewers.

3. PROPOSAL

The original application sought to amend the zoning on the property from Urban Residential Type Two (R2) to Urban Residential Type One (R1) to facilitate the creation of three new residential buildings lots to be located immediately south of the existing dwelling located at 1795 Reach Street (i.e. three new lots plus the remainder lot, for a total of four lots).

At the November 26, 2013 GP&A meeting, Ms. Cranmer advised that it was the intention of the Owners to create a total of five lots on the property rather than four as noted in the original rezoning application. This would be achieved by demolishing the existing house on the property and dividing Lot 1 into two parcels (see Attachment 2).

The subject rezoning application, if approved, would:

- Rezone the lands to provide for the creation of a total of five residential buildings lots, with lot areas ranging from 505m² to 753m².

4. SUPPLEMENTARY PLANNING ANALYSIS

As noted in the November 26th Staff report, the primary issue with the subject development proposal is whether or not it is appropriate for this site and location. While the applicable planning policy documents - including the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe, the Greenbelt Plan, the Durham Region Official Plan and the Township of Scugog Official Plan - are all supportive of urban intensification, the form of intensification proposed in this application is not considered by Staff to be appropriate for this site and location.

A total of five single dwelling residential lots are now proposed for the property. Four would front onto Simcoe Street and one onto Reach Street. It is understood that the four Simcoe Street lots would share two entrances and the Reach Street lot would have its own entrance.
Both Simcoe Street and Reach Street are designated as arterial roads in the Township Official Plan. Simcoe Street is a Type A arterial with a potential right-of-way width of 45 metres and Reach Street is a Type B arterial with a potential width of 36 metres. Regional Staff have confirmed that the ultimate design for this intersection will be four lanes, including turning lanes, on both roads.

It is the opinion of Staff that single dwelling residential lots fronting onto two arterial roads at an intersection in the manner proposed is not sound planning and is not representative of current best practices in planning and urban design. Arterial road intersections of this type are more suitably flanked by either commercial uses or higher density residential uses. Since the Township Official Plan designates the subject property as Residential, higher density residential development is the only appropriate form of development for this particular site and location.

A review of development trends within Durham Region confirms this. Where new development flanks the intersection of two arterial roads, one consistently finds either commercial development or higher density residential development. The residential development usually takes the form of street or condominium townhouses with rear access (i.e. not direct access from the arterial roads), or apartment buildings of varying sizes. This form of residential development presents the following planning and urban design attributes:

- It reduces the number of individual vehicular access points in the vicinity of a major intersection;
- Residential intensification and forms of higher density development are best located on arterial roads where the vehicular traffic generated by such development does not need to use the nearby collector and local road system;
- It is a transit supportive form of development located on the main public transit route serving Port Perry;
- It supports the Township's objective of providing a greater diversity of housing types and affordability than that offered through single detached residential development;
- It can be efficiently serviced by existing water and wastewater infrastructure; and
• It offers an opportunity to have a development of superior architectural design at a prominent location that simply cannot be achieved with single dwelling residential development.

There are other planning arguments put forward in the letter from the Owners’ planning consultant that was received by the GP&A Committee on November 26th (see Attachment 2). Staff have addressed them as follows:

• The fact that the outside agencies and adjacent land owners have indicated they have no objection to the proposal does not mean it constitutes good planning; it simply means that within their particular area of jurisdiction or interest, they have no objections or concerns with the proposal;
• While the subject proposal is a form of intensification, Staff do not consider it an acceptable form of intensification for this site and location for the reasons outlined previously;
• Staff concede that property assembly is not always an easy venture but it is necessary in this case to create parcels of suitable size for the form of development and intensification appropriate for this site and location;
• The fact that the Owners have been unable to sell the property is not a planning argument; Staff accept the fact that this is a difficult property from a planning point of view but the Township does not have to approve a development that it believes is not appropriate for this particular site and location;
• Staff concede that the notion of a Secondary Plan for Port Perry was not raised in the pre-consultation meeting and that the Owners have the right to proceed with their application now instead of waiting for the completion of the Secondary Plan; that being said, Staff do not support the application in its present form;
• Based on discussions with Region of Durham Staff, it is possible that new sewage capacity could be available to parts of Port Perry in 2015, which is less than the five years speculated in Ms. Cranmer’s letter;
• The Secondary Plan is expected to be completed in 2013, which is well before the new sewage capacity becomes available; therefore, there will be no need to “halt” all development proposals;
• While there is no “requirement” for a Secondary Plan for Port Perry, Staff believe it is appropriate to have a more detailed planning policy framework than that outlined in the Official Plan;
Staff agree that intensification forms of development and the designation of sites for such development in the Secondary Plan could generate objections, but such is the case with any planning policy document; and yes it could further delay the redevelopment of the subject property; nonetheless, the Township has no obligation to approve a development that it believes is unacceptable from a planning point of view;

- There is funding in the 2013 operating budget for the preparation of the Secondary Plan; and
- The allocation of sewage units to the subject property is not automatic, and is conditional on Township approval of an acceptable development proposal.

Staff continue to recommend that the subject application be deferred pending preparation of the Port Perry Secondary Plan, which among other things, will identify locations for intensification forms of development. Should the subject property and those surrounding it be identified for such development, the Owners can decide how they wish to proceed at that time. Staff do not recommend approval of the subject application in its present form.

4.1 Planning Permissions Under Existing Zoning

It should be noted that under the existing R2 zoning, the subject property could be divided into a total of three lots that would comply with the minimum lot area and frontage requirements of this zone (i.e. 670 m² and 18 m, respectively). From a legal point of view, the Owners would have the right to proceed with consent applications for the creation of these lots, notwithstanding Staff's reservations regarding this form of development on the property. The owners, of course, would still have to satisfy the criteria for consent set out in Sections 53 and 51(24) of the Planning Act and at that time the concerns described herein would be considered. However, rather than five lots as requested in the rezoning application, a total of three lots might be created if the Owners proceed under the existing zoning.

ENVIRONMENTAL CONSIDERATIONS: N/A
ACCESSIBILITY CONSIDERATIONS: N/A
FUNDING OPTIONS: N/A
CONCLUSION:

Staff continue to recommend that the subject application be deferred. Should the proposed Secondary Plan exercise not confirm the property and those surrounding it as a preferred location for higher density development and not allocate the necessary sewage capacity, the application could be revisited at that time.

Alternatively, the Owners could proceed with consent applications to divide the property into three lots, which would be permitted under the existing zoning.

Respectfully submitted:

[Signature]

Donald F. Gordon, MCIP, RPP
Director of Community Services
November 26, 2012

Mayor Mercier,
Members of Council,
Township of Scugog,
181 Perry Street,
Port Perry, Ontario,
L9L 1A7

Dear Mayor Mercier and Members of Council:

Re: Zoning By-law Amendment Application – Z/03/2012
Heather Prokopich & Brad Puckrin
1795 Reach Street (South Part Lot 18, Conc. 7
Part 1, Plan 40R-14925) Ward 5

On behalf of Heather Prokopich and Brad Puckrin, the owners of property located in the northwest quadrant of the intersection of Reach Street and Simcoe Street in Port Perry, I would like to register their disagreement with the recommendation contained in Report No. COMS-2012-58-GP&A. It is recommended in the report that the application be deferred until such time that a Secondary Plan for the entire Port Perry Urban Area has been undertaken and incorporated into the Official Plan and this recommendation is not supported by the owners.

The proposal is to develop the southern portion of the property with three additional residential units. The existing house would remain until such time additional sewage capacity is available. The house would then be torn down and replaced with two residential units for a total of five residential units. The request is to rezone the subject property from Urban Residential Type Two (R2) to Urban Residential Type One (R1).

The recommendation report confirms the following:

- The provisions of the Greenbelt Plan do not apply as the property is located within the Port Perry Urban Area;
- The Region of Durham Official Plan designates the lands as "Living Areas". Land uses within these areas are to be predominantly for housing purposes. Additional residential units within an existing residential area are permitted;
- The lands are designated Residential in the Township of Scugog Official Plan and the creation of three new additional residential lots in this location is a form
of intensification that is supported by the Official Plan as well as by the senior government planning policy documents;

- The Kawartha Region Conservation Authority has no objection;
- The Region of Durham Planning Department has no objection;
- The Region of Durham Works Department has no objection;
- The Durham Region Transit has no comment;
- The Township of Scugog Corporate Services Department (By-law) has no objection or concerns;
- The Township of Scugog Community Services Department (Building) has no objection;
- The Township of Scugog Fire Department has no objection or concerns;
- The Township of Scugog Public Works and Parks Department has no objection;
- No objections to the proposed residential development have been received from the adjacent landowners; and;
- Sewage allocation for the proposed three units has been confirmed.

The proposal to develop a portion of the site with three new residential units with the potential for two additional units once servicing is available, is considered to be intensification. All planning documents, from the Planning Act to the Township Official Plan, actively promote intensification, particularly within the built-up areas of the settlement areas such as Port Perry. In fact, the Township is required to have a certain amount of intensification within the built-up area prior to the consideration of additional development within the greenfield areas of Port Perry.

Mr. Gordon is suggesting that the development of the subject land should be part of a larger assembly of land consisting of the subject lands and four other residential properties in the immediate vicinity. None of the four residences on these additional properties are in a state of disrepair that might encourage the consideration of a land assembly for higher density as is proposed in the recommendation report. See Attachment #1 to this submission. It has been estimated that the value of these four homes ranges from $350,000 to $495,000, for a total of 1.5 to 2 million dollars. The owners of the subject property are not large developers who may be able to afford to purchase properties over 15 to 20 years to assemble a larger parcel of land while waiting for servicing capacity to become available. They have owned the land for more than ten years and have tried to sell it several times. As a result they decided to proceed with intensifying the residential development on the site themselves. They do not wish to wait for an additional 5-10 years in order to develop the land.

Mr. Gordon is also suggesting that before the properties can be designated for higher density (higher than what is proposed as an official plan amendment is not required to permit the density being proposed) a Secondary Plan for the Port Perry Area would be required. He is suggesting that such a Secondary Plan could be prepared in 2013. This is the first time that Mr. Gordon has mentioned this requirement with regard to the proposed development. In this regard it is noted that:
No mention of such a study was made during Preconsultation.

The application was deemed to be complete upon submission last April and not considered premature due to the lack of a Secondary Plan;


A Secondary Plan, if started in 2013 would take some time for completion. Public Meetings will be required to involve the public and businesses in the preparation of the plan. Consideration of amendments to the Township Official Plan to implement the Secondary Plan will require further public consultation as will the Region's approval process of the proposed Amendment. Such a planning exercise cannot normally be conducted within a year's time.

It is indicated that the Secondary Plan would allocate the new sewage capacity being created as a result of the proposed expansion of the sewage treatment facility. At the Public Meeting in September, the Mayor indicated that the capacity would not be available for at least 5 years. It is more appropriate that the Secondary Plan be conducted once the sewage capacity is known, and it is my understanding that this will not happen in 2013.

A Secondary Plan would address all forms of development, not just residential. Is Council going to halt the consideration of all development proposals, including industrial and commercial, until the Secondary Plan is complete?

The Township has only recently completed a review of its Official Plan. This Official Plan contains very detailed policies with regard to development within the Residential designations. There is no requirement for a Secondary Plan prior to the consideration of higher density proposals contained in the Official Plan;

High density residential infill developments generate a great deal of concern from existing residents and are the most difficult to receive approval. The Secondary Plan and implementing Official Plan amendment would have the potential to generate objections to be considered by the Ontario Municipal Board. An OMB Hearing would delay even further the approval of the Secondary Plan and the suggested redevelopment of the subject property;

The Township is embarking on the review of its Zoning By-law. This process is a time consuming and expensive process. Is it appropriate or financially feasible for the Township to proceed with a Secondary Plan while the review of the Zoning By-law is ongoing?

Has Council included the preparation of the Secondary Plan in the 2013 budget as inferred in the Staff report?
In summary:

In an ideal world, it would be possible to develop the property as suggested in the staff report. However, the actual situation is:

- The proposed redevelopment is intensification;
- The proposed redevelopment conforms to the provisions of all planning documents – Provincial, Regional and the Township Official Plan;
- There are no objections to the proposed infilling intensification residential development;
- There is no opportunity to obtain the adjacent properties – none of which are in a condition that would be suitable for consideration for redevelopment that would be economically feasible;
- The value of the adjacent homes is too great for the consideration of redevelopment even at a higher density;
- The Township has allocated three sanitary sewage units to the property. Only one more would be required to complete the redevelopment of the whole site;
- There are detailed policies in the Official Plan for the Port Perry Urban Area that guide future development. No additional policies are required for the development of the subject property as proposed.
- It is not appropriate to expect the land owners to purchase the adjacent properties so that a high density development could be considered for the subject property;
- It is not appropriate for the Township to defer consideration of the proposal to wait for the completion of a Secondary Plan that is only now being suggested and may not even have funds allocated in the 2013 budget.

In my professional opinion, the proposed redevelopment represents good planning principles. Council is requested to approve the zoning amendment application as submitted and require staff to bring forward a Zoning By-law Amendment for approval by Council at its next meeting.

Yours truly,

Valerie Cranmer, MCIP, RPP

Attachment #1. Adjacent properties

cc: Heather Prokopich & Brad Puckrin
ATTACHMENT #1

ADJACENT RESIDENTS
Distances shown on this plan are in metres and can be converted to feet by dividing by 0.3048.

Lot Areas

<table>
<thead>
<tr>
<th>Lots</th>
<th>Area (sq m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>1.224</td>
</tr>
<tr>
<td>Lot 2</td>
<td>398</td>
</tr>
<tr>
<td>Lot 3</td>
<td>753</td>
</tr>
<tr>
<td>Lot 4</td>
<td>1,614</td>
</tr>
</tbody>
</table>
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE
Date: March 4, 2013
Dept: Community Services - Planning
Report No: COMS-2013-07-GP&A

Title: PORT PERRY DOWNTOWN WATERFRONT REVITALIZATION PHASE 2 PROJECT STATUS UPDATE – MARCH 2013

RECOMMENDATION:

THAT Staff be authorized to seek a proposal from Infrastructure Ontario for professional services for the Port Perry Downtown Waterfront Revitalization Phase Two Project, including but not limited to, financial, procurement and legal advice on the project;

AND THAT a Steering Committee be established to oversee the project, to be comprised of Mayor Mercier, Regional Councillor Drew, Councillor Danson, Councillor Hancock and Mr. Glenn Garwood, as well as two additional citizen representatives to be recruited.

BACKGROUND:

1. INTRODUCTION

Staff have provided progress reports on the Port Perry Downtown Waterfront Revitalization Phase 2 Project at various times during 2012, including a Work Plan for the project that was approved by Council in May.

Subsequent reports were presented to Council in October and November, 2012, and January, 2013.

The purpose of this report is to outline further progress on the project and to update the status of the various project elements as outlined in the project
Work Plan. In addition, the report will recommend changes to the governance and oversight of the project.

The project area includes the Old Mill, the Latcham Centre, the Marina, and the publicly owned land that surrounds these facilities as shown in Attachment 1.

2. PROJECT UPDATE

Since last reporting on the project in January, 2013, the contract for the cleaning of the stairwell in the Old Mill has been awarded to Restoration Environmental Contractors and the work completed. This will allow our environmental consultants (T. Harris Environmental Management Inc.) and Township Staff to access the structure and view its interior from bottom to top.

It is apparent that significant cleaning will need to be done in the remainder of the building before a structural audit can be completed and renovation work begun. Staff are in the process of preparing a cost estimate for the additional clean-up work. As noted previously, this will be a major decision point on the next steps the Township will consider.

Likewise, a cost estimate is being prepared for the temporary covering of the existing holes in the building envelope to prevent anymore water penetration and intrusion by birds and animals.

An updated project Work Plan is appended as Attachment 2.

3. THE NEED FOR PROFESSIONAL ADVICE ON THE PROJECT

The original project Work Plan adopted by Council in May, 2012 identified the need for outside advisors because of the complicated business arrangements typical of Public-Private Partnership (P3) projects of this type. In particular, it was noted that business/financial, procurement and legal advice would be required, as well as a fairness monitor to verify the fairness of the procurement process. It was suggested that the Project Manager report back on the need for such outside assistance at the earliest opportunity.
It is anticipated that the procurement component of the project will get underway this spring with the issuance of a Request for Qualifications (RFQ), followed by a Request for Proposals (RFP). The professional advisors should be in place before the RFQ document is released to the marketplace.

On February 4, 2013, an Education and Training Session was held for Council on the subject of P3s. Staff from Infrastructure Ontario (IO) were invited to speak on their experience with P3s, or as the Ontario government calls them, Alternative Financing and Procurement (AFP) projects.

IO is a crown agency of the Ontario government “…focused on modernizing and financing the renewal of public infrastructure, maximizing the value of public real estate and managing government facilities”.

While not part of its original mandate, IO now provides advisory services to municipalities on a cost recovery basis. All of the professional advice required for the Waterfront Revitalization Phase 2 project is available through IO. Staff are recommending that a proposal be sought from IO to provide the necessary advisory services for the project.

The alternative to using IO in this capacity would be to seek proposals from individual management consulting and legal firms, or consortia of the two. This process would be more complicated and time consuming for Staff. Given that IO is a provincial government agency and is willing to provide these services on an at-cost basis, Staff consider it appropriate to seek a proposal from them. Council approval of the proposal will ultimately be required.

4. **PROJECT GOVERNANCE AND OVERSIGHT**

In anticipation of the professional advisors being brought on-board, it is considered an appropriate time to revisit the governance and oversight of the project.

Staff are recommending the formation of a Steering Committee comprised of political and citizen representatives to oversee the project on a go-forward basis. The Steering Committee would be accountable to Council and supported by Township Staff and the professional advisors.

This form of project governance and oversight is common in municipal government, particularly with major projects that have a heightened level of public interest. While not common in Scugog, such a structure was used in
connection with the Library expansion component of the Waterfront Revitalization Phase 1 Project, and has been used most recently in the Township of Uxbridge in connection with their skateboard park and Kennedy House property projects.

Four political representatives are being recommended for the Steering Committee as follows:

- Mayor Mercier;
- Regional Councillor Drew;
- Councillor Danson (Ward 5); and
- Councillor Hancock (Ward 2).

It should be noted that the Port Perry waterfront is split between Wards 2 and 5, thus the rationale for Councillors Danson and Hancock to be on the Steering Committee. Both Councillors are also on the Heritage & Museum Advisory Committee and the Heritage Permit Sub-Committee.

As for the community representatives, Staff are recommending that the current Project Manager, Glenn Garwood, be appointed to the Steering Committee, along with two others. The two remaining positions would be filled through a recruitment process. Individuals with project management, heritage architecture, engineering, legal or finance experience would be preferred. Candidates must not have a conflict or financial interest with respect to the project.

A terms of reference for the Steering Committee will be drafted by Staff for review by the members and Council. Staff support will include the CAO and Director of Community Services, and other Township Staff on an as-needed basis.

Steering Committee meetings would be open to the public.

ENVIRONMENTAL CONSIDERATIONS:

As already noted, T. Harris Environmental Management Inc. has been retained to oversee the clean-up and decontamination of the Old Mill. The stairwell clean-up in the grain elevator has been completed. A determination will have to be made on the cleaning of the remainder of the interior space and the conducting of a structural audit. Depending on the cost of this additional work, a decision could be made to transfer the responsibility and risk to the Township’s future private sector partner.
FUNDING OPTIONS:

Staff are suggesting that the Smart Centres fund be used for the IO assignment. This can be confirmed at a later date when Council reviews the IO proposal.

It should be noted that, of the $250,000 originally deposited into the fund, approximately $20,000 has either been spent or committed to various elements of the Waterfront Revitalization Phase 2 Project, including project management fees (Glenn Garwood - $7,300), environmental consulting fees (T. Harris - $5,100) and environmental clean-up fees (Restoration Environmental Contractors - $7,600).

Approximately $229,000 is remaining in the Smart Centres fund.

Staff are also exploring other potential grant programs through the senior levels of government to help offset Township costs associated with the project.

CONCLUSION:

The retention of professional advisors as recommended in this report is considered by Staff to be a best practice for P3 projects of this type. Likewise, the governance and oversight of the project by a Steering Committee is considered appropriate in this instance.

Respectfully submitted:

Donald F. Gordon, MCIP, RPP
Director of Community Services
# Waterfront Revitalization Phase 2 Workplan
## March, 2013 Update

### Activity Timing / Status Comments

**Retain Project Manager**

- **Council approved**
  - June 2012
  - Completed June 4, 2012

**Meet with Key Stakeholders**

- **Trent Severn Waterway**
  - Completed August 1, 2012

- **Kawartha Region Conservation Authority**
  - Completed July 26, 2012

- **Mill tenants**
  - Completed September 26, 2012

- **Marina**
  - Completed August 22, 2012

- **Port Perry Seniors Club (Latcham Centre)**
  - Completed October 26, 2012

- **Scugog Island Cruises**
  - Completed December 13, 2012

**Conduct Environmental Clean-up and Structural Audit of Old Mill**

- **Hire Environmental Consultant to oversee environmental clean-up**
  - Completed January 17, 2013
  - T. Harris Env. Management retained

- **Hire Contractor for stairwell clean-up**
  - Completed February 21, 2013

- **Secure building envelope**
  - Approach and timing to be confirmed
  - Contractor to review building, recommend approach and provide cost estimate
  - Tenants will not be...
<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing / Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Tender for clean-up of remainder of building</td>
<td>Timing depends on cost estimate and decision to proceed</td>
<td>- Estimate for clean-up of remainder of building currently being obtained.</td>
</tr>
<tr>
<td>- Tender for structural audit</td>
<td>Timing depends on outcome of building inspection</td>
<td>- Estimate for structural audit to be obtained.</td>
</tr>
<tr>
<td>- Report back to Council for direction</td>
<td>By end of April, 2013</td>
<td></td>
</tr>
</tbody>
</table>

Obtain Professional Services Proposal from Infrastructure Ontario (IO)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing / Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Request proposal from IO and negotiate contract</td>
<td>By end of April, 2013</td>
<td>- Timing details are tentative only and are dependent on discussions with IO.</td>
</tr>
<tr>
<td>- Council approval of contract with IO</td>
<td>By end of May, 2013</td>
<td></td>
</tr>
</tbody>
</table>

Establishment of Project Steering Committee

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing / Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Steering Committee composition approved by Council</td>
<td>To be considered by GP&amp;A March 4, 2013</td>
<td></td>
</tr>
<tr>
<td>- Additional citizen representatives recruited</td>
<td>By end of March, 2013</td>
<td></td>
</tr>
<tr>
<td>- Steering Committee Terms of Reference approved by Committee and Council</td>
<td>By end of April, 2013</td>
<td></td>
</tr>
</tbody>
</table>

impacted by this work. However, tenant concerns are paramount and could impact work schedule.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing / Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and Issue Request for Qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Conduct Market Sounding with development industry</td>
<td>By end of April, 2013</td>
<td>- To establish marketability of project - Dates in this section are tentative only</td>
</tr>
<tr>
<td>- RFQ preparation</td>
<td>By end of May, 2013</td>
<td>- RFQ (Request for Qualifications) can be done concurrently with tenders for remainder clean-up and structural audit.</td>
</tr>
<tr>
<td>- RFQ submissions evaluated and shortlisted</td>
<td>By end of June, 2013</td>
<td>- Expertise / experience in re-purposing of heritage buildings will be key consideration; also financial strength.</td>
</tr>
<tr>
<td>- Shortlist presented to Council for approval</td>
<td>By end of June, 2013</td>
<td></td>
</tr>
<tr>
<td>Conduct Public Meeting / Information Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Draft Terms of Reference prepared for RFP (Request for Proposals) and presented to Council for approval for presentation to the public</td>
<td>By end of July, 2013</td>
<td>- Terms of Reference will include design and use parameters for project - Dates in this section are tentative only</td>
</tr>
<tr>
<td>- Draft Terms of Reference presented to public at Public Meeting / Information Session</td>
<td>By end of August, 2013</td>
<td>- Direction required by Council on public engagement during summer.</td>
</tr>
<tr>
<td>- Comments from Public reported to Council</td>
<td>By end of August, 2013</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Timing / Status</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RFP Terms of Reference — including detailed evaluation criteria and scoring methodology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Final Terms of Reference prepared for Council Approval</td>
<td>By end of September, 2013</td>
<td></td>
</tr>
<tr>
<td>- RFP released to short-listed proponents</td>
<td>By end of September, 2013</td>
<td>- Proponents should be given at least six weeks to respond.</td>
</tr>
<tr>
<td>- RFPs evaluated</td>
<td>By end of October, 2013</td>
<td></td>
</tr>
<tr>
<td>- Staff recommendation for Council approval of preferred proponent</td>
<td>By end of November, 2013</td>
<td></td>
</tr>
<tr>
<td>Negotiation of Final Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Final contract negotiated with preferred and Council approved proponent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### OUTSTANDING MATTERS
COMMUNITY SERVICES - PLANNING

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>CORRESPONDENCE REFERRED TO STAFF</strong></td>
<td></td>
</tr>
<tr>
<td>Dec. 5/11</td>
<td>PLAN</td>
<td>Corr. #: 811-11 P.M. Madill, Region of Durham re: Durham Trail Co-ordinating Committee (DTCC) Regional Trail Network Update</td>
<td>Referred to the Director of Community Services and the Director of Public Works and Parks as per the Township's trail planning initiatives</td>
</tr>
<tr>
<td>Nov. 26/12</td>
<td></td>
<td>Item to be considered by staff in context of 2013 budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TABLED STAFF REPORTS</strong></td>
<td></td>
</tr>
<tr>
<td>Nov. 5/12</td>
<td>PLAN</td>
<td>Proposed Sale of 72 Honey’s Beach Road</td>
<td>Item tabled.</td>
</tr>
<tr>
<td>Dec 10 / 12</td>
<td></td>
<td></td>
<td>Staff is waiting on comments from Region of Durham Health Department. Will provide a report in the new year.</td>
</tr>
<tr>
<td>Nov. 26/12</td>
<td>PLAN</td>
<td>Zoning By-Law Amendment application Z/03/2012, submitted by Valerie Cramner &amp; Associates for Heather Prokopich &amp; Brad Puckrin, 1795 Reach Street</td>
<td>Item tabled and Staff to meet with Valerie Cramner to discuss any concerns of Ms. Prokopich and Mr. Puckrin.</td>
</tr>
</tbody>
</table>

Refer to Staff Report COMS-2013-06-GP&A
## OUTSTANDING MATTERS
COMMUNITY SERVICES - RECREATION & CULTURE

### Date  Dept.  Description  Status

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 22 / 12</td>
<td>COMS</td>
<td>Corr. #465-12 – Nancy Bryans and R.W. Darren of the Scugog Shuffleboard Club – Request for consideration of lowering rental fees at the Blackstock Arena</td>
<td>Staff attended Sr.’s Advisory Committee and suggested the Committee create a sub committee to review fees and charges and then make a recommendation to Council with their proposal.</td>
</tr>
</tbody>
</table>

### TABLED STAFF REPORTS – NIL
1. Call to Order

The Chair called to order at 1:33pm.

2. Disclosure of Pecuniary Interest

No members made a disclosure of pecuniary interest on any of the following matters.
3. Adoption of the Minutes
   i. Minutes of the 3rd Regular Meeting of the Public Art Advisory Committee held Wednesday, June 27, 2012
   
   RECOMMENDATION:
   
   THAT the minutes of the June 27, 2012 meeting of the Public Art Advisory Committee be approved as amended.

4. Business Arising out of the Minutes
   a. Gateway Signage – MTO Regulations Regarding Size, Location and Design of Signage

      The Committee was provided with a copy of the Ontario Traffic manual. Gateway signage can be 3m off the ground, and 15m wide, including the gardens.

      The landscaping should include indigenous plants that are drought tolerant. The structure construction should consist of natural materials, i.e. stone or wood; lighting is permitted.

      The Township would like to have some input on the wording that will be used in the sign.

      It was noted the MTO have cautioned they normally don't approve this type of signage on local highways; approval is usually only given for signage on the 400 series of highways.

      The next step in this project is to put out a call for entry. Mrs. Farndale and Councillor Drew will speak with Carey Nicholson of Scugog Council for the Arts to develop the entry document. Once the document has been drafted it will be circulated to the Committee for comment. It was
noted the BIA would like to have someone sit on the judges panel.

Mr. Lightfoot will review the MTO manual to verify if details have been missed.

b. Inventory of Public Art in Municipal Office

Mr. Lightfoot has created a colour catalogue of the public art. Staff has been asked to find “Date Acquired” for art that is located in the Municipal Office.

5. Deputations - Nil

6. New Business

a. Recording Secretary

Mrs. Burnett, the recording secretary has temporarily moved departments within the Municipal Office and it was unclear if she would remain the recording secretary. Staff advised Ms. Burnett will remain the Recording Secretary for this Committee, until a replacement has been selected.

b. Vacant Unit at Old Mill

The Committee suggested placing artwork in the windows of the vacant unit at the Old Mill, formerly leased by Car Quest. Ideas mentioned included asking students to produce artwork to be displayed in the windows. Mrs. Farndale will speak with members of the Scugog Council for the Arts for suggestions.
7. **Other Matters**
   
a. **Revised Terms of Reference**

   The Terms of Reference was reviewed with notes made. Staff requested to advise the Clerk to remove the student requirement under “Committee Composition”.

8. **Outstanding Matters**

   The status of the outstanding items was listed in the agenda for the Committee’s information. Those items were reviewed with no items discussed.

9. **Date of Next Meeting**

   To be scheduled after December 13th, to accommodate Councillor John Hancock’s availability.

10. **Adjournment**

    The meeting adjourned at 4:14pm.

Respectfully submitted,

[Signature]

Kent Farndale, Chair
MINUTES OF THE 1ST MEETING
OF THE HERITAGE PERMIT SUB-COMMITTEE
TUESDAY, FEBRUARY 5, 2013 AT 4:00 P.M.
MUNICIPAL OFFICE, COUNCIL CHAMBERS

PRESENT:
Chair Councillor Howard Danson
Vice-Chair Councillor John Hancock
Members Susan Clearwater
               Dan Stone

ALSO PRESENT:
Director of Community Services Don Gordon
Manager of Recreation & Culture Craig Belfry
MLEO 1 Chris Goode
MLEO 2 Scott Honey
Heritage Advisor Peter Wokral

ABSENT:
Recording Secretary Lindsay Burnett

1. Call to Order

The Chair called the meeting to order at 4:00pm.

2. Adoption of the Minutes

Minutes of the November 27, 2012 were not circulated. They will be brought forward for approval at the next scheduled meeting.

3. Business Arising out of the Minutes

Nil
4. Applications for Discussion

Nil

5. Other Matters

a. Non-Compliant Signs in the Heritage Conservation District

It was agreed that a press release is no longer required given the press coverage of non-compliant signs late last year.

Municipal By-law Enforcement Officers Good and Honey were present to discuss the letter to be sent out regarding compliance. There are about 30 properties on the list of non-compliant signs. The letters will include a paragraph advising that there is no fee to bring an application before this Sub-Committee. Staff will work with MLEO on the letter.

It was noted that this is not just an exercise in having existing signs recognized and approved; the Sub-Committee could be seeking changes to signs already installed.

Considerable discussion about abandoned signs took place. It was noted that the by-law definition of an abandoned signed actually relates to the building itself.

It will be important to review all applications in the context of all relevant polices including the Heritage Conservation District Plan, the Official Plan etc.

It was agreed that letters to property owners will give them until the end of March to submit an application the Heritage Permit Sub-Committee.

Staff were asked to include the Township correspondence for the Mueller sign applications, and Brock’s foundation repairs to the next scheduled Heritage Permit Sub-Committee meeting.
6. **Outstanding Matters**

   The outstanding items list was not discussed at this meeting.

6. **Date of Next Meeting**

   The date of the next meeting is to be determined.

7. **Adjournment**

   The meeting adjourned at 5:15pm.

Respectfully submitted,

Councillor Howard Danson, Chair
UNAPPROVED MINUTES OF THE 2ND MEETING
OF THE HERITAGE PERMIT SUB-COMMITTEE
TUESDAY, FEBRUARY 12, 2013 AT 4:00 P.M.
MUNICIPAL OFFICE, COUNCIL CHAMBERS

PRESENT:
Chair Councillor Howard Danson
Vice-Chair Councillor John Hancock
Member Susan Clearwater

ALSO PRESENT:
Director of Community Services Don Gordon
Manager of Recreation & Culture Craig Belfry
Recording Secretary Lindsay Burnett
Applicant Larry Horack

ABSENT:
Member Dan Stone
Heritage Advisor Peter Wokral

1. Call to Order

The Chair called the meeting to order at 4:00pm.

2. Adoption of the Minutes

i. Minutes of the 19th Meeting of the Heritage Permit Sub-Committee held September 25, 2012.

Errors and Omissions: Nil

Recommendation:

THAT the Minutes of the 19th Meeting of the Heritage Permit Sub-Committee held September 25, 2012 be approved.

Carried
ii. Minutes of the 20th Meeting of the Heritage Permit Sub-Committee held November 27, 2012.

**Errors and Omissions:** Nil

**Recommendation:**

THAT the Minutes of the 20th Meeting of the Heritage Permit Sub-Committee held November 27, 2012 be approved.

Carried

iii. Minutes of the 1st Regular Meeting of the Heritage Permit Sub-Committee held February 5, 2013.

**Errors and Omissions:** Nil

**Recommendation:**

THAT the Minutes of the 1st Regular Meeting of the Heritage Permit Sub-Committee held February 5, 2013 be approved.

Carried

3. **Business Arising out of the Minutes**

**Pg. 2 Non-Compliant Signs in the Heritage Conservation District**

- The letters to property owners are being delivered via Canada Post and the letters to the tenants are being hand delivered the week ending February 15, by MLEO.
- The letters state to contact the Community Services Department for information on the permit process.
4. Applications for Discussion

i. Heritage Permit – 268 Queen Street, Unit 2
Curves
New Storefront Signage

The Sub-Committee reviewed the application. It was noted although the Sub-Committee did not have an issue with the colours in the sign, the design of the sign does not conform to the sign requirements for the Heritage Conservation District. The sign must have a three inch decorative border. The sign must be hung above the arches in the brick work and in line with the Royal LePage sign (existing tenant).

The Sub-Committee agreed the proposal would need to be sent back to the applicant for re-design; however a taller sign would be acceptable in order to be proportionate to the taller building façade in the centre of the building. The applicant will be asked to photo-shop the new sign onto the building façade to show its location and size.

**Recommendation:**

**THAT** the Heritage Permit application submitted by Tammy Kapchis on behalf of Curves for new wall signage for 268 Queen Street, Unit 2 be deferred and that the applicant be requested to re-design the sign in accordance with the following:

a. That heritage colours be used throughout;

b. That raised lettering be used;

c. That a three inch decorative border be used;

d. That the revised sign be centred above the arches and in line with the sign of the existing tenant to the west; and
e. That a slightly taller sign be permitted, that is proportionate to the taller façade in the centre of the building.

Carried

ii. Heritage Permit – 235 Queen Street
Plum Loco
New Storefront Signage

Mr. Larry Horack made a brief presentation on his proposed sign for 235 Queen Street. The sign is his corporate logo and has already been made as it was used at a previous store on Queen Street several years ago. He also has used this logo for stores in Huntsville and Orillia.

The sign comes in two pieces and when put together and mounted measures 12ft long by 2ft high and would fit within the sign band on the building facade. The backboard of the sign is of a heritage colour, but, the letters which are raised (1.5 inches) are not of a heritage colour. They are, however, very close to colours in the heritage palate.

Recommendation:

THAT the Heritage Permit application submitted by Larry Horack for new wall signage for 235 Queen Street be approved as presented.

Carried

5. Other Matters

i. Correspondence to J. Mueller – July 4, 2011

The Sub-Committee reviewed the letter that Staff sent to Mr. Mueller in July of 2011. The definition of an “abandoned sign” in the Township of Scugog Sign By-law was also reviewed. It was agreed that the sign and structure are now considered as
abandoned. Staff will discuss with MLEO to enforce the removal of the abandoned structure.

Staff will also discuss with MLEO if the existing banner is on the list of non-compliant signs in the Heritage Conservation District.

ii. Correspondence to J. Brock – November 8, 2011

The Sub-Committee reviewed the letter that Staff sent to Ms. Brock in November of 2011. It was agreed that Mr. Stone be requested to speak with Ms. Brock to clarify what foundation work / repairs were done.

6. Outstanding Matters

The status of the outstanding items was presented for the Sub-Committee’s information.

6. Date of Next Meeting

The date of the next meeting is to be determined.

7. Adjournment

The meeting adjourned at 5:35pm.

Respectfully submitted,

Councillor Howard Danson, Chair
UNAPPROVED MINUTES OF THE 3rd MEETING OF THE HERITAGE PERMIT SUB-COMMITTEE TUESDAY, FEBRUARY 26, 2013 AT 4:00 P.M. MUNICIPAL OFFICE, COUNCIL CHAMBERS

PRESENT:
Chair Councillor Howard Danson
Vice-Chair Councillor John Hancock
Members Susan Clearwater Dan Stone

ALSO PRESENT:
Director of Community Services Don Gordon
Manager of Recreation & Culture Craig Belfry
Recording Secretary Lindsay Burnett
Heritage Advisor Peter Wokral
Applicant Tammy Kapchis
Applicant Craig Kelsey
Applicant Diane Smith
Applicant Elizabeth Browne

1. Call to Order
The Chair called the meeting to order at 4:00pm.

2. Adoption of the Minutes
i. Minutes of the 2nd Meeting of the Heritage Permit Sub-Committee held February 12, 2013.

Errors and Omissions: Nil

Recommendation:
THAT the Minutes of the 2nd Meeting of the Heritage Permit Sub-Committee held February 12, 2013 be approved.

Carried
3. **Business Arising out of the Minutes**

NIL

4. **Applications for Discussion**

i. **Heritage Permit – 268 Queen Street, Unit 2**
   Curves
   New Storefront Signage

Ms. Tammy Kapchis presented her revised proposal, a four by eight white sign with raised letters in Heritage Violet, which is on the heritage palate. She was quite concerned about the inclusion of a border on the sign as that is not part of the corporate standard set out by Curves. Ms. Kapchis also stressed that her sign cost has tripled in price to accommodate the Sub-Committee's recommendations.

Ms. Kapchis agreed to revise her sign, to include a white 2.5 inch “chair rail” style border mounted onto the sign. She will submit it to the corporate head office of Curves for approval. If Curves does not approve of the sign, Ms. Kapchis will contact the Sub-Committee to advise.

**Recommendation:**

**THAT** the Heritage Permit application submitted by Tammy Kapchis on behalf of Curves for new wall signage at 268 Queen Street, Unit 2 be approved as presented, subject to the following:

a) That a white 2.5 inch “chair rail” style border be used on the sign.

Carried
Heritage Permit – 278 Queen Street
Foodland
Relocating of Sign and Painting of South Exterior Wall

Mr. Craig Kelsey made a brief presentation on his proposal, which included removing the existing Foodland sign on the east wall and installing an identical but smaller sign over the existing entrance of the store. His proposal included gooseneck style lighting. Foodland is also proposing to repaint the south exterior block wall in Woodstock Tan, which is on the heritage pallete.

Mr. Kelsey advised that Foodland would also like to enhance the entrance of Foodland, including the installation of a canopy at the entrance, moving the grocery cart housing unit away from the front door, and installation of a garbage bin enclosure at the rear of the building. Mr. Kelsey was advised by the Sub-Committee that he would be required to apply for a Heritage Permit for these projects. It was noted, that the Sub-Committee liked this entrance enhancement in principal, however, a building permit would also be required for the structure, and Staff would need to investigate if Site Plan approval would also be required.

**Recommendation:**

**THAT** the Heritage Permit application submitted by Craig Kelsey on behalf of Foodland to remove the existing sign on the east wall and install an identical but smaller sign over the existing entrance, and to paint the south exterior block wall in Woodstock Tan at 278 Queen Street, be approved as presented;

**AND THAT** further design details be provided by the applicant with respect to the entrance canopy, the grocery cart housing unit and garbage bin enclosure projects for the Sub-Committee’s review.

Carried
iii. Heritage Permit – 249 Queen Street  
db Silversmith Designs  
New Storefront Signage  

Ms. Diane Smith on behalf of db Silversmith Designs made a brief presentation on her signage proposal. She advised that she would like to use three signs, one wall sign, one outside the door to the right and one mounted to the east wall facing the alley. Ms. Smith advised that the two smaller signs were previously approved through a Sign Variance application, and are already being used at her current location on Water St.

Ms. Smith was advised that she would not be permitted to use the smallest sign as presented, to the right of the door, as each address is permitted one wall sign, as per the Sign By-law.

The Sub-Committee further advised Ms. Smith to revise the wall sign so that it extends the length of the sign band above the windows. The sign would be rectangular in shape and would include a border.

**Recommendation:**

**THAT** the Heritage Permit application submitted by Ms. Diane Smith on behalf of db Silversmith Designs for new signage at 249 Queen Street be approved as follows:

a) The east wall sign be approved as submitted;

**THAT** the small wall sign beside the entrance door not be approved;

**THAT** the large front wall sign be redesigned so that it extends the length of the sign band above the entrance and the windows, and that it be rectangular in shape and include raised lettering and a painted border;
THAT the redesigned front wall sign be brought back for the review of the Sub-Committee.

Carried

iv. Heritage Permit – 172 Water Street
Pantry Shelf
New Storefront and Hanging Signage

Ms. Elizabeth Browne advised the Sub-Committee that her old signs were in need of refreshing and that new redesigned signs were installed. She further advised that the new wall sign does not have raised letters.

The Sub-Committee agreed the new signs were of heritage colours and design, however, the wall sign would be required to have raised letters.

Recommendation:

THAT the Heritage Permit application submitted by Elizabeth Browne on behalf of the Pantry Shelf for new wall and hanging signs at 172 Water Street be approved subject to the following:

a) That raised letters be added to the wall sign.

Carried

5. Other Matters

i. Exemptions from the Sign By-Law

This item was deferred to the next meeting.
ii. Brock’s Foundation Repair

The Sub-Committee agreed to conduct site visits of the property to view the foundation repairs. The matter will be discussed further at the next meeting.

6. Outstanding Matters

The status of the outstanding items was presented for the Sub-Committee’s information.

6. Date of Next Meeting

The date of the next meeting is to be determined.

7. Adjournment

The meeting adjourned at 6:25pm.

Respectfully submitted,

Councillor Howard Danson, Chair
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE
Date: March 4, 2013
Dept: Public Works and Parks
Report No: OPS-2013-04-GP&A

Title: REPORT ON TENDERS FOR CONTRACT NO. S2013-01 – SUPPLY, DELIVERY AND PLACEMENT OF GRANULAR MATERIAL

RECOMMENDATION:

THAT the low tender received from Bedard Sand and Gravel Ltd., Woodville, in the amount of $314,888.95 (excluding taxes), be accepted for the supply, delivery and placement of granular material and a unit price contract be awarded for Contract No. S2013-01;

AND THAT the total estimated project cost of $352,500 (including net taxes) be financed as follows:

2013 Public Works Department Operating Budget
Gravel Resurfacing (Acct# 30-422-409-73030-0000) $352,500.00

TOTAL FINANCING $352,500.00
BACKGROUND:

1. INTRODUCTION
The purpose of this report is to make a recommendation regarding the award of Contract No. S2013-01 for the supply, delivery and placement of granular material (gravel) on various rural roads within the Township.

2. TENDER INFORMATION
The 2013 Operating Budget provided financing for the annual Gravel Resurfacing Program. Staff is proposing that this funding be used at the following locations:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>LIMITS</th>
<th>ESTIMATED QUANTITY (tonnes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scugog Line 14</td>
<td>Simcoe Street and Old Simcoe Street</td>
<td>13,950</td>
</tr>
<tr>
<td>2. Scugog Line 3</td>
<td>Simcoe Street and Highway 12</td>
<td>7,560</td>
</tr>
<tr>
<td>3. Cragg Road</td>
<td>Old Scugog Road and Cartwright West Quarter Line</td>
<td>9,225</td>
</tr>
<tr>
<td>4. Depot Stockpiles</td>
<td>Port Perry and Blackstock</td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL ALL LOCATIONS</strong></td>
<td><strong>34,735</strong></td>
</tr>
</tbody>
</table>

The work involves the placement of Granular ‘A’ material at all noted locations.

In accordance with the Procurement By-Law No. 122-07, bid documents were prepared to solicit competitive prices for the granular material contract. Invitations to bid were issued to known vendors in the area and placed on the website notifying prospective contractors.

The Township received five (5) tenders for the contract by the deadline of February 21, 2013, as summarized below:
<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Total Tender Amount (excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedard Sand and Gravel Ltd., Woodville</td>
<td>$314,888.95</td>
</tr>
<tr>
<td>Robert E. Young Construction Ltd., Peterborough</td>
<td>$348,112.20</td>
</tr>
<tr>
<td>Coco Paving Inc., Bowmanville</td>
<td>$433,907.95</td>
</tr>
<tr>
<td>CRD Young Aggregates Inc., Pontypool</td>
<td>$450,280.90</td>
</tr>
<tr>
<td>Vicdom Sand and Gravel Limited, Uxbridge</td>
<td>$481,079.75</td>
</tr>
</tbody>
</table>

Staff has examined the submissions and found the unit prices to be reasonable and the tenders to be complete, complying with the general bidding requirements. Bedard Sand and Gravel has been awarded this contract in the past, and there are no concerns with their past performance. Staff recommends acceptance of the low tender and award of a unit price contract to Bedard Sand and Gravel.

3. COSTS AND FINANCING

The total project cost is estimated as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Amount</td>
<td>$314,888.95</td>
</tr>
<tr>
<td>Sundry Costs (geotextile, magnesium chloride, material testing) and Contingency Allowance (+/- 10%)</td>
<td>$31,500.00</td>
</tr>
<tr>
<td>Sub-Total (before taxes)</td>
<td>$346,388.95</td>
</tr>
<tr>
<td>Net HST (22% of 8% PST)</td>
<td>$6,096.45</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED PROJECT COST</strong></td>
<td><strong>$352,485.40</strong></td>
</tr>
</tbody>
</table>

Financing is proposed to be provided from the following source:

2013 Public Works Department Operating Budget

Gravel Resurfacing (Account No. 17.32.750) $352,500.00

**TOTAL FINANCING** $352,500.00
The approved 2013 Operating Budget provides financing in the amount of $409,000.00 for the Gravel Resurfacing Program (Account No. 17.32.750). The budget estimate had been prepared on the basis that the 2013 unit prices would be greater than 2012 (low bid is 12.2% lower than 2012).

4. ENVIRONMENTAL CONSIDERATIONS

It is acknowledged that magnesium chloride, the dust suppressant applied to fresh gravel, is a “salt” and its over-application can have deleterious impacts on water courses and roadside vegetation. Staff will ensure application rates are minimized to avoid over-application.

5. ACCESSIBILITY CONSIDERATIONS

N/A

6. FUNDING OPTIONS

As discussed above. The Director of Finance/Treasurer concurs with the financial recommendations.

7. CONCLUSION

It is recommended that the low tender received from Bedard Sand and Gravel Ltd. for the supply, delivery and application of granular material be accepted and Contract No. S2013-01 be awarded.

Financing for the total estimated project cost of $352,500.00 is available from budgeted sources. Township Staff prepared the tender document and will administer the contract, which includes quality assurance specifications and penalties for non-compliant material. A purchase order will be issued to the vendor upon Council approval. The public will be advised of the work in the Bulletin Board and on the website.

Respectfully submitted:

Ian Roger, P. Eng.
Director of Public Works and Parks
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: March 4, 2013

Dept: Public Works and Parks

Report No: OPS-2013-05-GP&A

Title: REPORT ON TENDERS FOR CONTRACT NO. S2013-02 – SUPPLY, DELIVERY AND PLACEMENT OF SLURRY SEAL

RECOMMENDATION:

THAT the low tender received from Miller Paving Limited, Gormley, in the amount of $84,050.00 (excluding taxes), be accepted for the supply, delivery and placement of slurry seal and a unit price contract be awarded for Contract No. S2013-02;

AND THAT the total estimated project cost of $94,100.00 (including applicable taxes) be financed as follows:

2013 Operating Budget (Public Works and Parks Department)
Slurry Seal (Acct# 30-421-431-73030-0000) $94,100.00

TOTAL FINANCING $94,100.00
BACKGROUND:

1. INTRODUCTION

The purpose of this report is to make a recommendation regarding the award of Contract No. S2013-02 for the supply, delivery and placement of slurry seal on various rural Township roads.

2. SCOPE OF WORK AND PROCUREMENT PROCESS

Slurry seal is a pavement preservation treatment used for sealing road surfaces, filling minor cracks, restoring skid resistance and returning aesthetic appeal. The Township has been in the practice of applying slurry seal to recently surface treated roads to extend their service life.

The approved 2013 Operating Budget provides funding for the application of slurry seal to several roads within the Township. Staff is proposing that the following roads be treated:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>APPROXIMATE LIMITS</th>
<th>LENGTH (m)</th>
<th>AREA (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medd Road</td>
<td>Ashbridge Road to Ma Browns Road</td>
<td>2,400</td>
<td>17,020</td>
</tr>
<tr>
<td>Head Road</td>
<td>Reg. Rd. 8 to Reg. Rd. 23</td>
<td>3,300</td>
<td>23,760</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>5,700</td>
<td>40,780</td>
</tr>
</tbody>
</table>

The following bid was received by the February 21, 2013 closing date:

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>TOTAL TENDER PRICE (Township of Scugog Share only, excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller Paving Ltd., Gormley</td>
<td>$84,050.00</td>
</tr>
</tbody>
</table>

Staff has analyzed the tenders and recommends awarding a unit price contract to Miller Paving Limited for the work. The contractor is qualified
and capable of performing the work given past performance on Township contracts as well as Town of Whitby contracts for work on Boundary Road. The municipality has typically in the past only received bids from Miller and Duncor Enterprises, and Duncor chose not to bid on this tender.

It is noted that the 2013 bid price is 6.8% lower than the 2012 price paid for the work on Boundary Road.

3. **COSTS AND FINANCING**

The Township's cost is estimated at $94,100.00 inclusive of applicable taxes net rebate amounts. The approved 2013 Operating Budget included financing in the amount of $100,000.00 for the work.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Amount</td>
<td>$84,050.00</td>
</tr>
<tr>
<td>Material Testing and Contingency Allowance</td>
<td>$8,400.00</td>
</tr>
<tr>
<td>(+/- 10%)</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total (before taxes)</strong></td>
<td><strong>$92,450.00</strong></td>
</tr>
<tr>
<td>Net HST (22% of 8% PST)</td>
<td>$1,627.12</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED PROJECT COST</strong></td>
<td><strong>$94,077.12</strong></td>
</tr>
</tbody>
</table>

4. **ENVIRONMENTAL CONSIDERATIONS**

The application of slurry seal will help to extend the service life of the treated roads, thereby delaying the requirement for rehabilitation, and the energy consumption and greenhouse gas emissions resulting from that process. A smoother surface also improves fuel economy and reduces emissions for vehicles travelling on the road.

5. **ACCESSIBILITY CONSIDERATIONS**

N/A

6. **FUNDING OPTIONS**

Financing is discussed above. This report was reviewed with the Director of Finance who concurs with the financial recommendation.
7. CONCLUSION

It is recommended that the bid received from Miller Paving Limited for the application of slurry seal to various Township roads be accepted. Upon approval, a purchase order will be issued to the vendor. Township Staff will administer the contract and inspect the work.

Respectfully submitted:

Ian Roger, P. Eng.
Director of Public Works and Parks
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: March 4, 2013

Dept: Public Works and Parks

Report No: OPS-2013-06-GP&A

Title: SITE ALTERATION PERMIT EXTENSION – GREENBANK AIRWAYS

RECOMMENDATION:

THAT Council approve a six month extension to interim site alteration permit for 1140 Regional Highway 47 (Greenbank Airways).

BACKGROUND:

Council approved at June 25, 2012 meeting an interim site alteration permit for Greenbank Airways (OPS-2012-25-CNC). Greenbank Airways had made an application for a site alteration permit to place fill that would support improvements to the airport runways and operations.

The applicant had also applied for and received an interim permit from the Ministry of Transportation (MTO) for the fill activities adjoining the provincial highway.

The placement of fill did not start until November 2012. Prior to that, the applicant had been making site preparations like topsoil removal and on-site haul road construction. The municipality's interim permit allowed for an extension to March 4, 2013 to coincide with the expiry date of the MTO permit, and this extension was made when it was apparent the work was only starting late last fall.

During this period, the applicant's consultant, Genivar, had submitted to the MTO an application for the full permit. The review is currently underway,
but it became apparent the full permit would not be approved prior to the March 4, 2013 expiry date for the interim permits. Genivar requested that the interim permits be extended until the full permits are received (Attachment #1).

The Ministry of Transportation confirmed on February 21, 2013 that the MTO interim permit would be extended until September 4, 2013 with no changes other than the expiry date. The MTO has advised the applicant that the 200 trucks per day limit will stay in place until the full permit is approved or the applicant files a separate request (with a traffic impact study) to increase the number of trucks.

As the MTO and Region have determined that there are no conditions in the interim permit requiring changes and are extending it for six months, staff recommend the municipality's current interim permit also be extended for the same six month period.

The municipality has received some comments from residents about the permit, and a number have been included in the Correspondence section of the agenda of the March 4, 2013 General Purpose and Administration Committee meeting.

The bulk of the comments relate to concerns about increased truck traffic and hours of operation. The site alteration operations at the Greenbank Airport have not yet come close to the current limit of 200 trucks per day, and as noted previously, neither the MTO or Region have any concerns with the permit extension based on current traffic volumes.

The review to-date by the MTO and Region has determined that improved truck washing facilities to prevent mud tracking onto Highway 47 will be required as part of the ultimate permit. The MTO and Region are still determining the location of the ultimate entrance/exit, but no other issues have been identified at this time.

**ENVIRONMENTAL CONSIDERATIONS:**

The applicant's consultants have undertaken environmental reviews, and these have been peer reviewed on behalf of the Township. No changes to the environmental conditions previously approved will be made with the extension of the interim permit.
ACCESSIBILITY CONSIDERATIONS:
N/A

FINANCIAL CONSIDERATIONS:
N/A

CONCLUSION:
The Ministry of Transportation and the Region on Durham have confirmed that the current interim site alteration permit application for the Greenbank Airport has been extended.

The Ministry of Transportation's extension is scheduled to expire on September 4, 2013. The Ministry has advised Greenbank Airways that this may be extended again in September if required.

The Ministry of Transportation is currently reviewing the application materials for the full permit, and it appears at this time that the full permit will be approved sometime in 2013.

Given the MTO permit is being extended with exactly the same conditions for an additional six months, staff recommends Council approve a similar six month extension to the municipality's interim site alteration permit.

Respectfully submitted:

Ian Roger, P. Eng.
Director of Public Works and Parks
Afternoon,

The purpose of this email is to request an extension to the interim fill permit for the Greenbank Airport. Immediately following the issuance of the interim permit, GENIVAR initiated the process to update the required reports for resubmission to the Municipality, Region and MTO. In an effort to preemptively mitigate concerns over the revised Traffic Impact Study, Airport Site Plan, Airport Grading Plan and Storm Water Management Plan, significant detail and analysis has gone into these updated documents.

GENIVAR would like to schedule a meeting with the Town, Region and MTO to review the latest reports and findings. After this meeting, GENIVAR will revise as necessary and submit with new permits to each authority. It is anticipated that review and/or approval of these reports will not be obtained prior to the interim permit expiring on March 4, 2013.

Therefore, at this time GENIVAR, on behalf of Greenbank Airways, would like to formally request that the interim permit be extended. In an effort to ensure a full review of the permanent permit, such that reviewing agencies are not rushed, it is recommended that the interim commercial fill permit be extended until such time that resolution of the permanent permit is obtained, provided that Greenbank Airways is continuing to seek permanent resolution in good faith. All conditions associated with the existing interim permit would be extended, including the maximum number of trucks/day.

It should be noted that the Traffic Impact Study submitted as part of the interim permit fully supports the current capacity of 200 trucks/day using the current infrastructure. With the acquisition of the adjacent property (towards the east) concerns regarding impacts in the drainage pattern on this property have been fully mitigated. Furthermore, it is our understanding that there have been little, if any, complaints made against the current fill operation and that the Airport has fully complied with any recommendations made as part of the study or any requests made by the Town, Region or MTO.

The Airport has been acting in good faith and it is reasonable to extend the existing interim permit until such that a full review of the permanent permits can be completed. I look forward to hearing from you all on this matter.

If you have any questions, please do not hesitate to call.

Sincerely,

James P. Lindsey, M.Sc., C.M. | Aviation Consultant
GENIVAR Inc.
Dear Ms Hendry:

First of all, please excuse the extended "cc" list for this email but time is short and to follow normal circulation protocols would mean that some interested respondents and decision makers won’t see my comments in a timely fashion.

As the time for the Township of Scugog nears regarding considering extending the Greenbank Airport Fill Permit, there are serious outstanding community and health issues that must be considered by the Township as they review this fill permit. I have copied KRCA as they have indicated that they are concerned about the quality of the local environment and community impacts. MTO, MOE, the ECO and the Regional Municipality of Durham also have a vested interest in decisions the Township is making.

As a homeowner who lives along the haul routes associated with the Greenbank Airport Fill Permit, I am alarmed and distressed that our community (near Reach and Lakeridge) was not directly consulted as part of the outreach by the Township, particularly now that a long-term permit is being considered. The position of Scugog seems simply to have been that we have put the information forward that a permit is being considered and the public should make their own efforts to comment or consider the facts, either by going online, talking to staff or attending public forums. I have taken advantage of all these options, but answers have not always been forthcoming and/or are unsatisfactory.

You will note that the details of the exact haul routes were not released until it was too late for the public to launch an effective challenge or effectively voice their concerns. In cases where a community is unquestionably negatively impacted, the Township should have made better efforts to be more forthcoming and open about their decisions and considerations and should have made direct contact with impacted parties, much as one would with development proposal applications that impact neighbours and bystanders.

I realize that, if the permit is approved, the trucks must go somewhere, but to arbitrarily funnel them past the front door of a small community is unfair and unjust. Louder voices like the Township of Uxbridge were heeded, but quieter voices were not heard or even acknowledged. The Township decided that the residents along Goodwood and Lakeridge Roads would face this barrage of vehicles without recourse.

I moved to Scugog a couple of years ago to get out of the city and the noise associated with it. I realize I live near a regional road and am prepared to accept the consequences of that, but I am not prepared to have my lifestyle altered or my health jeopardized by thousands of trucks that are
I feel that I have been met with indifference and roadblocks are put before me by staff, when I ask questions such as:

Can the haul route be designed so that one community does not face the brunt of it (e.g. haul along one route Monday, Wednesday and Friday and another on alternate days)? Can the hours of operation be shortened and weekends be excluded? Can measures be put in place to minimize the noise these trucks make with their engine brakes as they travel down the hill in front of my house? Can the speed limit on Regional Road 23 be altered to slow them down and therefore help mitigate noise impacts? Can the trucks be marked in such a way that bystanders can identify if they are associated with the Greenbank Airport project or not?

In every case, my concerns have been brushed aside by MTO or Township staff and no solutions or alternatives offered. This is not reassuring and certainly is not reflective of the Mayor’s public promise to ensure that the quality of life within the community is paramount in the decision making process.

The road Scugog is traveling down is a dangerous one as it allows more and more fill into our rural landscape without all the safeguards that should be in place and without fully recognizing the immediate and long term impacts on the environment and the health of people who live along these haul routes and near the fill site itself.

Thank-you for considering my comments.

Geoff Carpentier
Feb. 25, 2013

"Correspondence to Council for the March 4, 2012 GP&A meeting regarding Greenbank"

%Kim Coates, Clerk
Corporation of the Township of Scugog

From:
Lillian and Larry

Council Members and Mayor Mercier

We are writing to express our concerns and opposition to the continuation of the Greenbank Fill operation. To not allow renewal of the Permit is our wish. If this is not an option then review and renewals to be every six months. Anything longer allows for a gradual loss of control as other community matters take the attention of staff and council. We fear approvals for the Greenbank site will set a precedent. The subsequent re-opening of the LakeRidge Rd. Earthworx's and possibly other sites will fall under the same set of guidelines, though the areas are all very different. Recently driving by the Greenbank airport site we saw that the fill added to the airport field is now higher than the neighbouring field. There is now quite a ridge for erosive runoff at the fence line and how long will it be before the groundwater contaminates the already fragile Lake Scugog.

We have lived in this area well before all the issues of quarries and infill arose, not moving into an area where the situation had already been established and are now 'complaining'. We built our eco-conscious home fastidiously following all the rules and requirements set by CLOCA for living on a pristine headwater lake. This was before the area was declared part of the 'dark green' of the Oak Ridges Moraine.

Our neighbourhood community consciously takes care of this lake and is frustrated with our lack of control of what may happen coming through the groundwater from the north.

We are angered at the number of trucks with fill travelling along LakeRidge Rd. No matter what time of day we travel north or south along LakeRidge there are always trucks in both directions. It is not unusual to get one or more stone hits to the car windshield. At the frequency of seeing these trucks on the road we believe there are currently more than the 200/day. As morning and evening daylight increase the number of trucks increase. The noise of bouncing and clanging along this portion of rough tar patched road combines with the braking and acceleration gearing. We are now living with noise, air, water, soil pollution in an area that was to be free of all of these environmental issues.

How can we go back to the old days when Toronto took care of its own waste and built the Leslie St. spit. As long as the northern communities just beyond the GTA give in to the monetary 'carrot' that is dangled control of our environment will be forever compromised.

Appreciative of this opportunity to have our wishes considered.

Lillian and Larry Hall
Dear Sir(s)

Many in Durham live here by choice and pay the comparatively high taxes with low service levels to do so.

Of the many reasons we have made this choice is to evade the high noise and pollution levels of large city Especially when the rest of the community will in future be forced to subsidize and foot the bill for the repairs for the damaged that this activity will inevitably cause and then the community will be saddled with having to live with the enviromental damaged to land and clean water that this will cause and which will most probably be irreparable.

Destroying our most precious asset- the water we all drink and one of the many natural beauties for which the area is famous.

The only benefit deriving from the fill is to the pit owner' and no appreciable benefit to the larger community especially when one considers the enviromental damage as well as reputational damage as a once clean area that has become a cheap dump zone.

When one considers the lack of respect for the extremely light limitions imposed on the pit owners such as ; time of travel limits reporting requirements load compostion inspection requirements among others all of which have either been not followed or disregarded entirely.

For example

Dump trucks are regularly seen and heard on route from 5:30 am onwards grossly contravening the policy as well as the stated speed limits.

The loud noises and heavy loads not only wake people up but rattle and shake houses especially along Lakeridge Road where in many areas the substrata is muskeg like.

Where this occurs damage to the roads and homes is inevitable and here the public again through road repair taxes and repairs to their own homes.

Why should the public continue to be forced to subsidize the profits of the pit owners?
Especially when the load composition, quality control plan or even the simplest of limits such as travel times are not being followed.

The only conclusion one can reasonably draw is that enforcement and regulatory limits are not working and are not being respected, so the area is and remains at risk from this operation that has shown it will not respect lawfully imposed guidelines.

Several are residents are against this and some such as Carmella Marshall have done some intensive research into the matter. I believe Council must consider the needs of the physical area and the community at large in this matter as opposed to the profits of the pit which only accrue to its owners while leaving the bill for its damaging effects in the hands of the rest of the community to clean up and pay for.

The reasonable conclusion is to deny the permit or strongly limit the pits' activities but also to strictly enforce these new guidelines and impose some real penalties for nonadherence so that the limits have some hope of being respected and followed.

Sincerely

joe mancuso

RECEIVED BY EMAIL FEBRUARY 26, 2013
I am a resident on Chalk Lake Road with my family. I am quite concerned with the proposed changes at Greenbank Airport and the resulting impact on our community. Namely, the volume and size of trucks that this change will drive during early morning and rush hour. I can see no reason to allow the increased flow of traffic as proposed. There are road safety issues. Full trucks will destroy the roads. They will interfere with the flow of traffic unless regulated to off-peak times. The increase in number of dump trucks to date, especially on Highway 21 is already a hazard to other drivers and pedestrians. Please issue appropriate and enforceable controls.

Regards,

Greig McCarter  
Project Executive,  
Global Technology Services, IBM Canada Ltd.

RECEIVED BY EMAIL FEBRUARY 26, 2013
Dear Sirs

As a longtime resident of Sumac Lane and a taxpayer to the township, I am extremely concerned at the proposal to increase the traffic volume on Lakeridge Road.

It is already very loud and obnoxious as trucks rumble by early in the morning, on what is a quite neighbourhood. I urge you to keep the existing hours for trucks unchanged, 8:30am-4:30pm, as this will allow the Township to supervise the activity, in the interests of we local residents and taxpayers. As well, the present truck numbers per day should be enforced; the proposed 200 trucks per day is unacceptable to local residents; this will transform a beautiful space in the greenbelt into a noisy industrial area.

Thank you for your attention and your protection of our neighbourhood!

Lisa Newman Greenspan

RECEIVED BY EMAIL FEBRUARY 26, 2013
Dear sir/Madame,

This is to voice our concern about the traffic and the condition for Lakeridge rd. This road at moment has so much load and with the new traffic for the dump field, leave me puzzled. No centre lane for major exits such as Columbus rd, chalk lake rd ....... And fast travelling trucks. The trucks Travelling time must be limited to before and after rush hours. road improvements for left turns. strict speed control since I have not seen more than a few time all last year any police on this road. This road Has had and has many accidents and the City could very well held responsible.

Thank you,

Sarela , & Farid Jenabieh

RECEIVED BY EMAIL FEBRUARY 26, 2013
Ms. Coates

I am writing to share my dismay with the proposed increase in truck traffic to the Greenbank airport. I live on Chalk Lake Road and commute to Toronto and have noticed the increase in truck traffic on Lakeridge Road as early as 5:30 a.m. This is, I believe, an attempt to shortcut the "official" truck route. Further is the safety aspect of these trucks speeding on any of their routes, bullying at intersections (pulling into the right turn lane on Lakeridge going south and then accelerating from the light forcing drivers to let them in, be hit or forced into oncoming traffic) tailgating and the running of red lights due to excessive speed or lack of respect for other drivers. The increase in traffic not only causes a safety hazard on the roads but also adds considerably to the amount of pollution caused by diesel exhaust, engine and hydraulic oil leaks, fluid leaks and cast off tires. I would wonder what it would take to reduce this traffic? A major fatality? Do we need this type of traffic in the Durham area? Perhaps a referendum, to be voted on by the people that it affects would be in order.

A Playter
Port Perry
Correspondence to council for the March 4th GP&A meeting regarding Greenbank,

I am a property owner on Sumac Lane, located just northeast from the intersection of Chalk Lake Rd and Lakeridge Rd. I am opposed to the Greenbank fill site which will create extreme noise pollution, traffic, and possibly contamination of the water table.

The David Suzuki foundation deems that the Oakridges Moraine is a vital watershed area critical to the ecosystem. The foundation's statements are substantiated with scientific studies. Why does the government undermine such research and threaten the wellbeing of the community and greater GTA for short term economic gain that benefits a few.

I bought my property in the country to get away from noise pollution. We have experienced the noise created by the parade of trucks that squeal and brake as they rush through the hillside to fill sites to meet their agenda which is acrimonious to the residents and taxpayers of the community. It is very uncomfortable to be woken up to the noise of heavy truck traffic as early as 6:30 in the morning as trucks work their way toward the sight that opens at 7:00. It is not fair that a large community is subjected to such adverse conditions for the profit of one company.

Where is the accountability that justifies that Greenback have a permit?

Please respond.

Renee Nerima
To whom it may concern:

We do not approve of the proposal. We think the township of Scugog should **reduce the hours of operation** at Greenbank re: the fill operation and to reduce the **volume of trucks per day** traveling past the community and into the Greenbank site.

This amount of traffic destroys the peace and tranquility of the rural community. It is disturbing to the people that live in this community and especially the people who live along Lakeridge Road. The proposed times and volumes of trucks will have a significant effect on the value of real estate and subsequently associated property taxes.

We are bewildered as to how this benefits the Scugog region and the people represented by the Township of Scugog.

We are asking that the permit not be renewed.

We are also concerned about the Earthworx site which is up for sale. We are concerned about the effects on the groundwater and the overall environmental impact on the community. The amount of time for testing needs to be addressed to ensure the safety to the community and the surrounding environment.

Sincerely,

Lisa Jennings

Sent from my iPad
## OUTSTANDING MATTERS
### PUBLIC WORKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 2/12</td>
<td>PW</td>
<td>Request for Signage from Local Cyclist</td>
<td>Director advised that he would report back in approximately one month</td>
</tr>
<tr>
<td>May 14/12</td>
<td>PW</td>
<td>Deputation: Bastiaan Benschop – Permission to place Fill on the south part of 1280 Scugog Line 3</td>
<td>Received and Referred to Staff for review and recommendation back to Council</td>
</tr>
<tr>
<td>Jan 28/13</td>
<td></td>
<td>Benschop accepting fill</td>
<td>Staff updating 52-10 to ensure Township activity is consistent with Q4</td>
</tr>
<tr>
<td>Nov. 5/12</td>
<td>PW</td>
<td>Staff Report OPS-2012-42-GP&amp;A Re: Barriers on Public Right-of-Ways and Unopened Road Allowances</td>
<td>Staff directed to: prepare a policy on the installation of barriers and gates on unmaintained or unopened road allowances, update and/or prepare current detailed drawings for dead end barricades and gates</td>
</tr>
</tbody>
</table>

## CORRESPONDENCE REFERRED TO STAFF

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Corr. #:</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 23/11</td>
<td>PW</td>
<td>202-11</td>
<td>Mayor John Henry, City of Oshawa – HWY 407 East Extension</td>
<td>Director of Public Works and Parks advised that he has received information from the Region of Durham and will report back next month</td>
</tr>
<tr>
<td>Dec. 5/11</td>
<td>PW</td>
<td>811-11</td>
<td>P.M. Madill, Region of Durham re: Durham Trail Co-ordinating Committee (DTCC) Regional Trail Network Update</td>
<td>Referred to the Director of Community Services and the Director of Public Works and Parks as per the Township’s trail planning initiatives</td>
</tr>
<tr>
<td>Oct. 15/12</td>
<td>PW</td>
<td>779-12</td>
<td>Elizabeth Kagazchi, Principal, Cartwright Public School – Safety concern affecting Cartwright Central P.S., using the existing</td>
<td>Referred to the Director of Public Works and Parks for a report and recommendation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff to meet with Principal and Community Safety Officer to</td>
</tr>
<tr>
<td>Date</td>
<td>Dept.</td>
<td>Description</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>----------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>crosswalk located at the south corner of Alexander St. and Old Scugog Road</td>
<td>discuss alternate options.</td>
<td></td>
</tr>
</tbody>
</table>

ITEMS REFERRED TO 2013 BUDGET
## OUTSTANDING MATTERS
### PARKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORRESPONDENCE REFERRED TO STAFF – NIL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb. 13/12</td>
<td>PWP</td>
<td>145-12 – Toni Ellis, President of the Ontario Urban Forest Council regarding the imported pest Emerald Ash Borer (EAB)</td>
<td>Referred to Staff for comment</td>
</tr>
<tr>
<td>June 412</td>
<td>PWP</td>
<td>Corr. #453-12 – Leanne Ashbridge, Port Perry &amp; District Minor Softball Association – “Play, Live, be Tobacco Free Program”</td>
<td>Referred to Staff for a recommendation regarding other facilities</td>
</tr>
</tbody>
</table>

### TABLED STAFF REPORTS – NIL

### ITEMS REFERRED TO 2013 BUDGET

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 2/12</td>
<td></td>
<td>Susie Bollon – Caesarea Skate Park for Kids</td>
<td>Director requested to meet with Ms. Bollon to review a potential location for a skate park in Caesarea</td>
</tr>
</tbody>
</table>
Meeting: GENERAL PURPOSE AND ADMINISTRATION COMMITTEE

Date: March 4, 2013

Dept: FIRE

Report No: F&ES-2013-02-GP&A

Title: COLLECTIVE AGREEMENT — LOCAL 4679, IAFF

RECOMMENDATION:

THAT this report be received for information;

AND THAT the Fire Department undertake an operation review as per the 2013 Work Plan.

BACKGROUND:

In 2005 the Township of Scugog Fire Department began to implement recommendations of the Master Fire Plan prepared by the consulting firm Leber/Rubes Inc. Among the recommendations was that the Fire Department immediately begin introduction of full-time firefighters to meet the fire and rescue emergency service demands of the community. Reports to Council indicated that beginning the process of hiring full-time firefighters would not result in reduced expenses for the Municipality but that it would enhance emergency services provided to our residents. Council agreed to allocate a 1% levy based funding for the building of the Fire Department, which funding was received for two years.

Two full-time firefighters were hired on October 3, 2005 with an additional firefighter hired on September 17, 2007.

It should also be noted that a Chief Fire Prevention Officer had already been hired on September 22, 2003 to allow the municipality to provide essential fire prevention and public education services to the public.
On October 2, 2008, the full-time firefighters and Chief Fire Prevention Officer notified the municipality that they had affiliated with the International Association of Fire Fighters (IAFF) and the Ontario Professional Fire Fighters Association (OPFFA) and were now the Scugog Professional Fire Fighters Association, IAFF Local 4679.

In 2009 the Township bargaining team consisting of Bev Hendry, CAO, Richard Miller, Fire Chief and Mark Mason of Hicks Morley began a series of meetings with the Local 4679 officers and representatives of the IAFF to attempt to agree upon an initial Collective Agreement. After 17 days of negotiation, the matter eventually went to mediation on November 3, 2011 and arbitration on January 11, 2012.

Although wages were frozen in 2009 at 2008 rates due to being in the bargaining process, as a gesture of good faith, the municipality in May 2011 provided an interim pay increase of 8% retroactive to 2009 wages.

After 13 months of waiting, the Award of the arbitrator was received by the municipality on February 7, 2013. The award covers the period of 2009 to 2012. The most significant impact to the municipality of the award involves salary and hours of work.

The settlement sets out a wage schedule which provides for salary increase every 6 months retroactive from January 1, 2009. This wage settlement amounts to a 26.7% increase over the term of the four (4) year agreement for a 1st. class firefighter – an increase from an annual salary of $63,500 in 2008 before negotiations began to $80,440 as of December 31, 2012.

<table>
<thead>
<tr>
<th>Date</th>
<th>2008 (Starting base rate)</th>
<th>2009 Jan 1</th>
<th>2009 July 1</th>
<th>2010 Jan 1</th>
<th>2010 July 1</th>
<th>2011 Jan 1</th>
<th>2011 July 1</th>
<th>2012 Jan 1</th>
<th>2012 July 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Interim Increase</td>
<td>$63,500</td>
<td>$65,405</td>
<td>$67,367</td>
<td>$68,714</td>
<td>$68,714</td>
<td>$68,714</td>
<td>$68,714</td>
<td>$68,714</td>
<td>$68,714</td>
</tr>
<tr>
<td>Arbrator Award Increase</td>
<td>$63,500</td>
<td>$65,405</td>
<td>$67,367</td>
<td>$69,388</td>
<td>$71,470</td>
<td>$73,614</td>
<td>$75,822</td>
<td>$78,097</td>
<td>$80,440</td>
</tr>
<tr>
<td>Total %*</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>26.7%</td>
</tr>
</tbody>
</table>

* Interim increases are included in the total increase awarded by the arbitrator. Percentage increases have been compounded to arrive at total increase of 26.7% over the term of the contract.
In addition to wages, the award further stipulates that the Captain and Chief Fire Prevention Officer shall be paid 115% of First Class Fire Fighter rate commencing January 1, 2012. (Current payment has been 110%.)

In addition, “recognition pay”, a normative provision in the police and fire sector, was awarded starting January 1, 2011 in the form of an additional 3%, 5% and 7% of salary after 8, 17 and 23 years of service respectively. These amounts increase to 3%, 6% and 9% at the same service thresholds effective January 1, 2012.

Based on years of service, the CFPO is the only person that will receive “recognition pay” and will be at the 3% recognition pay threshold.

However the Captain and one 1st class firefighter will start receiving the “recognition pay” beginning in October 2013.

With all wage increases in place, the overall increase is approximately 26.7% (inclusive of the awarded amounts and the previous interim increases), when compounded, before the application of the recognition pay.

Retroactive wages have been calculated and involve over $132,000 in gross wages. This includes the interim wage increase paid in May 2011 which was calculated at $32,072. As this has already been paid, this component has no impact on the 2013 budget however the remaining settlement of approximately $100,000 must be paid in 2013. Also it must be noted additional costs to the municipality in the form of benefits, pension payments, etc. have not been calculated.

The municipality has been putting aside unspent fire payroll into a reserve in anticipation for a future settlement to cover the retroactive costs. The full time wage impact on the 2013 budget is approximately $30,000. This does not include benefits, pension payment etc.

The settlement also directs that the parties implement a four day work shift. The Fire Chief is undertaking an analysis of the response data to determine a schedule that meets the conditions of the new agreement, management rights and community safety.
It is understood that there are financial implications to the municipality from this settlement. In addition to the retroactive payment to be made, the adjusted wage schedule going forward as well as the implementation of a four day shift schedule will significantly affect the Fire Department budget, both the full-time payroll accounts and the volunteer response account line. To this end, the department will be carrying out a complete operational and organizational review to find efficiencies while maintaining effectiveness.

In addition, the current Collective Agreement, once ratified will already be expired and a new bargaining process will need to be commenced.

ENVIRONMENTAL CONSIDERATIONS: N/A
ACCESSIBILITY CONSIDERATIONS: N/A
FUNDING OPTIONS: Discussed above.

CONCLUSION:

It is understood that there are financial implications to the municipality from this settlement. To the best of the Township's knowledge, this is the largest wage increase, as the result of either negotiations or an arbitration award, for the period of time in question in the fire sector. The arbitration award does not appear to take into account any of the local factors and general economic conditions that were presented to the Arbitrator nor does it reflect that a reasonable minded taxpayer would support. The Township had anticipated a catch up factor in the wage increases similar to rates applied to other township collective agreements and a process to slowly begin the process of narrowing the gap between our fire personnel and reasonable comparators. The Arbitrator did not have any regard for the increases freely negotiated by other township employees nor did she have regard for the Township's financial position, its taxation realities or the general economic situation in Ontario. However, given the complete lack of any meaningful explanation within the award, it is ultimately very difficult to understand the arbitrator's rationale.

As part of the 2013 work plan, which was previously scheduled to occur in advance of receipt of the arbitration award and which will now continue, the Township of Scugog Fire Department will be undergoing a complete operational and organization review to find efficiencies while maintaining effectiveness, as is expected of all Departments. We anticipate that there will be recommendations forthcoming from this review and a subsequent report to committee.
In addition, the current Collective Agreement, once ratified will already be expired and a new bargaining process will need to be commenced. However, given the short period of time between bargaining cycles and the fact that there is now a base collective agreement to work from, it is expected that negotiations will proceed more efficiently and conclude faster. We do anticipate, however, that the Association will be seeking additional significant financial gains in these subsequent negotiations as well.

Respectfully submitted:

Richard C. Miller
Fire Chief
February 8, 2013

His Worship Chuck Mercier
Township of Scugog
181 Perry Street PO Box 780
Port Perry, ON  L9L 1A7

Dear Mayor Mercier:

I am writing to congratulate your municipality for completing the mandatory emergency management program elements required under the Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 for 2012.

Your Council and staff are to be commended on this accomplishment, particularly during a year in which all levels of government have confronted significant challenges. I am comforted that we share the same commitment to public safety. As a direct result of your efforts, the residents of your municipality are better prepared.

I wish you, your colleagues and your municipality the best for 2013.

Sincerely,

Allison J. Stuart
Assistant Deputy Minister and Chief

cc. Community Emergency Management Coordinator
   Sector Field Officer
   Deputy Chief Jeff Edwards
### OUTSTANDING MATTERS

#### FIRE & EMERGENCY SERVICES

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28/12</td>
<td></td>
<td>Deputation: Mariano Perini re: Review of Fire Protection Services and Recommendations</td>
<td>Staff requested to provide an update on the guidelines</td>
</tr>
</tbody>
</table>

**CORRESPONDENCE REFERRED TO STAFF – NIL**

**TABLED STAFF REPORTS - NIL**

**REFERRED TO 2012 BUDGET DISCUSSIONS - NIL**
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: March 4, 2013

Dept: Corporate Services - CAO

Report No: CORP-2013-11-GP&A

Title: CHRISTMAS CLOSURE AT THE MUNICIPAL OFFICE

RECOMMENDATION:

THAT Committee recommend that Council approve a Christmas Closure at the Municipal Office for 2013.

BACKGROUND:

In 2011 and 2012, the Municipal Office has been closed during the week in between Christmas and New Year’s. This change of service came about as part of the Collective Agreement which added an article to allow, with Council approval, the closure of the Municipal Office from Christmas Eve until January 2\textsuperscript{nd}. Article 18 – Designated Holidays language follows:

18.01 (b) The Employer, subject to Council approval on an annual basis, agrees to a Christmas shutdown for the inside employees within the Municipal Building, 181 Perry Street, from Christmas Eve until January 2\textsuperscript{nd}. Employees shall be permitted to take lieu or vacation time in order to keep their pay whole. If employees do not have vacation or lieu time, they shall be permitted, where possible, to make up their time by working additional hours.

The following notes the methods utilized to inform the public of the closure along with feedback received regarding the closure. Notice for the 2012 closure was included on the Township website, in the newspaper (Bulletin Board), signage on the doors, voicemail details and the CAO sent an email to remind Council and staff of the closure.
Access for the Region of Durham Health Department clients, this facility was open on a December 28th, 29th and 31st while the municipal office was closed. Signage was placed on the front door advising visitors for the Health Department to access via the back entrance. This access continues to work well, as the Health Department currently is open late two nights a week and their visitors are required to access via the back entrance. With any future Christmas closure, the above practice would be continued.

Feedback was sought from Council, Region of Durham Health Department and Township staff on the 2012 closure. Several responses indicate there were no comments or concerns experienced during the Christmas closure at the Municipal Office. The following notes comments received:

- Township Public Works & Parks staff encountered members of the public at the Municipal Office during the closure who appeared displeased with the office closure and indicated they would return when the office re-opened. Advised there were two occurrences.
- Health Department staff advised that they had some clients with Township of Scugog related issues. Region staff advised they would have to return when the office re-opened. One individual wanted the staff to take his tax money and forward it to you folks as he didn't want to "come back to town". Another gentleman was upset that the Township was closed saying that "he was a tax payer". In both cases, Region staff explained that we are two separate government offices and both were satisfied with that response.

Ensuring the public is informed continues to be a key component of the Christmas closure. Noting the above concerns, it is suggested that advertising and notices of the closure be circulated starting at the first of December. As well, signs will be placed in the entrance and in the second floor lobby noting the Region of Durham Health Department is unable to assist with Township of Scugog related business and advising when our office will re-open. These efforts will assist, however, as the Region and Township staff are aware this is a common occurrence that is part of sharing a facility. Businesses that share a facility will experience inquiries for agencies in the same building, visitors come in and look for directions as well ask about the other businesses hours and if one is closed inquire if you can assist. Township staff direct people to the Health Department office daily and during times when the reception at the Health Department is not staffed (on occasion) or the office is closed (when we are open for late meetings) members of the public come to our office looking for assistance related to the Region of Durham Health Department. Township staff provide
the necessary direction and/or advise of the need to come back when a representative from the Region of Durham Health Department can assist them.

Should the closure be approved for 2013, the Municipal Office will close at 12:00 p.m. on Tuesday, December 24th and reopen on Thursday, January 2, 2014.

In order to allow municipal office staff to appropriately plan their vacation time for 2013, this report is coming forward early in 2013. If the municipal office is closed from Christmas Eve to January 2nd it would require staff to use 2.5 days of vacation, lieu time or time off without pay.

CONCLUSION:

The 2011 and 2012 Christmas closure continues to be positive from the staff perspective. With the noted comments and proposed increased signage and notification, staff recommend that the closure continue for 2013. Staff will continue to monitor and provide feedback to Council regarding its success in 2014.

ACCESSIBILITY CONSIDERATIONS: N/A
ENVIRONMENTAL CONSIDERATIONS: N/A
FUNDING OPTIONS: N/A

Respectfully submitted:

Lisa Fitton
Assistant to the Mayor & CAO
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE
Date: March 4, 2013
Dept: Corporate Services – Clerk's
Report No: CORP-2013-09-GP&A

Title: Municipal Law Enforcement Office Activity Report:
Fourth Quarter – 2012

RECOMMENDATION:

THAT Staff Report No. CORP-2013-09-GP&A be received for information.

BACKGROUND:

Municipal Law Enforcement Activity Reports are to be presented on a quarterly basis for information. The attached Quarterly Report is submitted for Committee's perusal.

The figures set forth in Report CORP-2013-09-GP&A represent the number of complaints received by the Municipal Law Enforcement Office by category and ward, and includes a breakdown as to the number of reported complaints for each category and ward accordingly. This report also represents all permits, licensing, and parking infraction activity carried out by Municipal Law Enforcement Staff.

During this reporting period, the Municipal Law Enforcement Office consisted of 2 full-time Municipal Law Enforcement Officers.

ENVIRONMENTAL CONSIDERATIONS: N/A
ACCESSIBILITY CONSIDERATIONS:  N/A

FUNDING OPTIONS:  N/A

Respectfully submitted:

[Signature]
Chris Goode,
Municipal Law Enforcement Officer

Reviewed by:

[Signature]
Kim Coates, AMCT
Clerk
The Corporation of the
TOWNSHIP OF SCUGOG

ACTIVITY REPORT - FOURTH QUARTER 2012

ALL WARDS

<table>
<thead>
<tr>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>4TH 2012</td>
<td>45</td>
<td>34</td>
<td>76%</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>65</td>
<td>45</td>
<td>69%</td>
<td>3</td>
<td>19</td>
</tr>
</tbody>
</table>

BREAKDOWN OF COMPLAINTS BY CATEGORY

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Zoning</th>
<th>Property Standards</th>
<th>Sign</th>
<th>Parking</th>
<th>**Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>4TH 2012</td>
<td>17</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>24</td>
<td>5</td>
<td>15</td>
<td>3</td>
<td>15</td>
<td>3</td>
</tr>
</tbody>
</table>

** Other Complaints include Site Alteration and Stagnant Water
* General Complaints include snow removal, dumping, fences, swimming pools, etc.

2011 / 2012 FOURTH QUARTER COMPLAINT COMPARISON

<table>
<thead>
<tr>
<th>Complaints Recorded</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Standards</td>
<td>15</td>
<td>8</td>
<td>-7</td>
</tr>
<tr>
<td>Zoning</td>
<td>5</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>General</td>
<td>24</td>
<td>17</td>
<td>-7</td>
</tr>
<tr>
<td>Parking</td>
<td>15</td>
<td>11</td>
<td>-4</td>
</tr>
<tr>
<td>Signs</td>
<td>3</td>
<td>1</td>
<td>-2</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>1</td>
<td>-2</td>
</tr>
<tr>
<td>Complaints Recorded</td>
<td>65</td>
<td>45</td>
<td>-20</td>
</tr>
</tbody>
</table>

COMPLAINTS CARRIED OVER FROM PREVIOUS QUARTER(S)

<table>
<thead>
<tr>
<th># Carried Over</th>
<th>Cleared</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>39</td>
<td>21</td>
</tr>
</tbody>
</table>

*Note - Many files carried over from previous quarters are complaints which require continuous monitoring and/or require extended time frames for required work to be completed satisfactorily.
The Corporation of the
TOWNSHIP OF SCUGOG

ACTIVITY REPORT - FOURTH QUARTER 2012

WARD BREAKDOWN

<table>
<thead>
<tr>
<th>WARD</th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WARD 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4TH 2012</td>
<td>11</td>
<td>9</td>
<td>82%</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>15</td>
<td>10</td>
<td>67%</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>WARD 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4TH 2012</td>
<td>10</td>
<td>5</td>
<td>50%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>15</td>
<td>10</td>
<td>67%</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>WARD 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4TH 2012</td>
<td>7</td>
<td>6</td>
<td>86%</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>6</td>
<td>4</td>
<td>67%</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
### WARD 4

<table>
<thead>
<tr>
<th></th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>4TH 2012</td>
<td>7</td>
<td>3</td>
<td>43%</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>14</td>
<td>10</td>
<td>71%</td>
<td>0</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>

### WARD 5

<table>
<thead>
<tr>
<th></th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>4TH 2012</td>
<td>11</td>
<td>8</td>
<td>73%</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4TH 2011</td>
<td>15</td>
<td>11</td>
<td>73%</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>
The Corporation of the
TOWNSHIP OF SCUGOG
ACTIVITY REPORT - FOURTH QUARTER 2012

PARKING ENFORCEMENT

<table>
<thead>
<tr>
<th></th>
<th>Infractions</th>
<th>Paid</th>
<th>Pay Rate</th>
<th>Court</th>
<th>*Void</th>
<th>**Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>54</td>
<td>28</td>
<td>52%</td>
<td>0</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>160</td>
<td>102</td>
<td>64%</td>
<td>1</td>
<td>26</td>
<td>33</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>144</td>
<td>98</td>
<td>68%</td>
<td>0</td>
<td>19</td>
<td>14</td>
</tr>
</tbody>
</table>

*Void means a ticket has been withdrawn because of error on ticket or explanation
**Other are tickets that are now payable to Provincial Courts OR Tickets for which payments are outstanding

2011/2012 FOURTH QUARTER PARKING INFRACTION COMPARISON

<table>
<thead>
<tr>
<th></th>
<th>Parking Infractions Issued</th>
<th>Parking Infractions Issued</th>
<th>YTD 2011</th>
<th>YTD 2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>104</td>
<td>54</td>
<td>844</td>
<td>1111</td>
<td>267</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>51</td>
<td>160</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td>45</td>
<td>144</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>200</td>
<td>358</td>
<td></td>
</tr>
</tbody>
</table>

PAYMENTS RECEIVED AND PAYTICKETS.CA

<table>
<thead>
<tr>
<th></th>
<th>Paid</th>
<th>Received</th>
<th>Paytickets Payments</th>
<th>Paytickets %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>28</td>
<td>$630.00</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>102</td>
<td>$2,355.00</td>
<td>29</td>
<td>28%</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>98</td>
<td>$2,340.00</td>
<td>30</td>
<td>31%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>228</td>
<td>$5,325.00</td>
<td>63</td>
<td>28%</td>
</tr>
</tbody>
</table>
**SIGNS**

**SIGNS IMPOUNDED OR REMOVED**

<table>
<thead>
<tr>
<th></th>
<th>Signs Impounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>4</td>
</tr>
<tr>
<td>November</td>
<td>10</td>
</tr>
<tr>
<td>December</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>19</td>
</tr>
</tbody>
</table>

*Impounded signs include hydro-pole signs and illegal temporary signs*

*All Companies that have erected illegal signs have been contacted and given a warning. These company names and contacts are logged for reference. Any future signs erected by the noted companies will result in charges being laid.*

**SIGN PERMITS ISSUED TO DATE 2012**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Number of Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable</td>
<td>0</td>
</tr>
<tr>
<td><strong>Billboard</strong></td>
<td>0</td>
</tr>
<tr>
<td>Mobile</td>
<td>2</td>
</tr>
</tbody>
</table>

Note - Sign requirements are currently under review due to high volume of incomplete applications.

*Portable Sign Permits have not been re-issued to signs not in compliance.*

**No Billboard Sign Permits have been issued as per October 20, 2008 Moratorium.*
The Corporation of the
TOWNSHIP OF SCUGOG
ACTIVITY REPORT - FOURTH QUARTER 2012

LICENSING

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ISSUED</th>
<th>REVOKED</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIREWORKS</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>SALVAGE YARD</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>HAWKERS/PEDDLERS</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>REFRESHMENT VEHICLE</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>TAXI OWNER</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>TAXI DRIVER</td>
<td>2</td>
<td>0</td>
<td>$200.00</td>
</tr>
<tr>
<td>GROUP HOMES</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>KENNEL</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2</strong></td>
<td>0</td>
<td><strong>$200.00</strong></td>
</tr>
</tbody>
</table>

LOTTERY LICENSING

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ISSUED</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAFFLE</td>
<td>2</td>
<td>$164.75</td>
</tr>
<tr>
<td>BREAK OPEN</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2</strong></td>
<td><strong>$164.75</strong></td>
</tr>
</tbody>
</table>

2011/2012 POOL PERMITS ISSUED COMPARISON

<table>
<thead>
<tr>
<th>Pool Permits Issued</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE
Date: March 4, 2013
Dept: Corporate Services – Clerk’s
Report No: CORP-2013-10-GP&A

Title: Municipal Law Enforcement Office Activity Report: Year End - 2012

RECOMMENDATION:

THAT Staff Report No. CORP-2013-10-GP&A be received for information.

BACKGROUND:

The Township of Scugog Municipal Law Enforcement Office is dedicated to administering and enforcing Township By-Laws and regulations, while striving to ensure the health, safety, and enjoyment of the community.

The Municipal Law Enforcement Office consists of 2 full-time Officers and 1 part-time Officer, and operates on a complaint basis, save and except for the Traffic By-law which is enforced on a regular basis. Once a complaint is received, it is investigated and appropriate actions are taken.

The Municipal Law Enforcement Office is also responsible for administering the Township of Scugog’s Crossing Guard Program (which consists of managing and scheduling 12 full-time and 4 part-time Adult Crossing Guards), in addition to the issuance and enforcement of all Business Licences, Portable and Mobile Sign Permits, Kennel Licences, Fenceviewer Requests, Fence Variances, Lottery Licences, Swimming Pool Permits, and Noise By-Law Exemptions.
Municipal Law Enforcement Activity Reports are to be presented on a quarterly basis and a final Year End Report for information. The attached Year End Report is submitted for Committee’s perusal.

Note the totals set forth in Report CORP-2013-10-GP&A represents the final number of complaints received by the Municipal Law Enforcement Office by category and a breakdown as to the number of reported complaints for each category accordingly, as well as all Licensing Activity carried out by the Municipal Law Enforcement Office.

The Parking Enforcement Section represents only the amounts collected through the Municipal Law Enforcement Office either by mail, direct pay or by Pay Tickets. The amounts collected do not represent payments received through the Court process or Ministry of Transport process.

ANALYSIS:

Officers are experiencing a number of cases which are often very complex and in some instances, have been on-going for several years. Due to the complexity of many of these investigations, the amount of time required to resolve the matters can often take up to several months, which in turn, creates a surplus of files which are carried over from quarter to quarter. A majority of files which often require extended time frames for compliance relate to large scale property standards issues, which accounts for 78% of all files carried over from 2011, and 50% of all files carried into 2013.

The Municipal Law Enforcement Office maintains records regarding frequent parking complaints, and use these records to determine areas within the Township where parking infractions may be most likely to re-occur. Although a majority of Officer time is spent reactively addressing formal complaints, some time is allocated for routine patrols with regard to proactively enforcing parking concerns within the Township, in an effort to resolve or deter parking violations prior to having them become a safety concern for the public.

ENVIRONMENTAL CONSIDERATIONS: N/A
ACCESSIBILITY CONSIDERATIONS: N/A

FUNDING OPTIONS: N/A

Respectfully submitted:

[Signature]

Chris Goode,
Municipal Law Enforcement Officer

Reviewed by:

[Signature]

Kim Coates, AMCT Clerk

Page 3 of 3
The Corporation of the
TOWNSHIP OF SCUGOG

ACTIVITY REPORT
YEAR END 2012

ALL WARDS

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Q</td>
<td>78</td>
<td>50</td>
<td>64%</td>
<td>1</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>2nd Q</td>
<td>139</td>
<td>76</td>
<td>55%</td>
<td>4</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>3rd Q</td>
<td>108</td>
<td>79</td>
<td>73%</td>
<td>6</td>
<td>37</td>
<td>0</td>
</tr>
<tr>
<td>4th Q</td>
<td>45</td>
<td>34</td>
<td>76%</td>
<td>1</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>370</td>
<td>239</td>
<td>65%</td>
<td>12</td>
<td>66</td>
<td>2</td>
</tr>
</tbody>
</table>

BREAKDOWN OF 2012 COMPLAINTS BY CATEGORY & QUARTER

<table>
<thead>
<tr>
<th>Category</th>
<th>1st Q</th>
<th>2nd Q</th>
<th>3rd Q</th>
<th>4th Q</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>34</td>
<td>35</td>
<td>29</td>
<td>17</td>
<td>115</td>
</tr>
<tr>
<td>Zoning</td>
<td>1</td>
<td>20</td>
<td>13</td>
<td>7</td>
<td>41</td>
</tr>
<tr>
<td>Property Standards</td>
<td>12</td>
<td>51</td>
<td>37</td>
<td>8</td>
<td>108</td>
</tr>
<tr>
<td>Sign</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Parking</td>
<td>16</td>
<td>19</td>
<td>18</td>
<td>11</td>
<td>64</td>
</tr>
<tr>
<td>*Other</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>1</td>
<td>27</td>
</tr>
</tbody>
</table>

* Other Complaints include site alteration and Stagnant Water
# Activity Report

## Year End 2012

### WARD BREAKDOWN

#### WARD 1

<table>
<thead>
<tr>
<th></th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Q</td>
<td>14</td>
<td>10</td>
<td>71%</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>2nd Q</td>
<td>25</td>
<td>18</td>
<td>72%</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>3rd Q</td>
<td>15</td>
<td>9</td>
<td>60%</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>4th Q</td>
<td>11</td>
<td>9</td>
<td>82%</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>65</strong></td>
<td><strong>46</strong></td>
<td><strong>71%</strong></td>
<td><strong>4</strong></td>
<td><strong>14</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### WARD 2

<table>
<thead>
<tr>
<th></th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Q</td>
<td>22</td>
<td>12</td>
<td>55%</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2nd Q</td>
<td>33</td>
<td>20</td>
<td>61%</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>3rd Q</td>
<td>32</td>
<td>22</td>
<td>69%</td>
<td>3</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>4th Q</td>
<td>10</td>
<td>5</td>
<td>50%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>97</strong></td>
<td><strong>59</strong></td>
<td><strong>61%</strong></td>
<td><strong>4</strong></td>
<td><strong>26</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>WARD 3</td>
<td>Complaints Recorded</td>
<td>Complaints Cleared</td>
<td>Clearance Rate %</td>
<td>Orders to Comply</td>
<td>Notices &amp; Letters</td>
<td>Charges</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>---------</td>
</tr>
<tr>
<td>1st Q</td>
<td>7</td>
<td>5</td>
<td>71%</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2nd Q</td>
<td>12</td>
<td>11</td>
<td>92%</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>3rd Q</td>
<td>15</td>
<td>11</td>
<td>73%</td>
<td>2</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>4th Q</td>
<td>7</td>
<td>6</td>
<td>86%</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>41</td>
<td>33</td>
<td>80%</td>
<td>2</td>
<td>13</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 4</th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Q</td>
<td>20</td>
<td>12</td>
<td>60%</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>2nd Q</td>
<td>38</td>
<td>15</td>
<td>39%</td>
<td>2</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>3rd Q</td>
<td>25</td>
<td>20</td>
<td>80%</td>
<td>1</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>4th Q</td>
<td>7</td>
<td>3</td>
<td>43%</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>90</td>
<td>50</td>
<td>56%</td>
<td>5</td>
<td>17</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 5</th>
<th>Complaints Recorded</th>
<th>Complaints Cleared</th>
<th>Clearance Rate %</th>
<th>Orders to Comply</th>
<th>Notices &amp; Letters</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Q</td>
<td>15</td>
<td>11</td>
<td>73%</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2nd Q</td>
<td>30</td>
<td>13</td>
<td>43%</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>3rd Q</td>
<td>21</td>
<td>17</td>
<td>81%</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>4th Q</td>
<td>11</td>
<td>8</td>
<td>73%</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>77</td>
<td>49</td>
<td>64%</td>
<td>1</td>
<td>23</td>
<td>0</td>
</tr>
</tbody>
</table>
### Parking Enforcement

<table>
<thead>
<tr>
<th>Month</th>
<th>Infractions</th>
<th>Paid</th>
<th>Pay Rate</th>
<th>Court</th>
<th>Void</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>194</td>
<td>113</td>
<td>58%</td>
<td>2</td>
<td>36</td>
<td>44</td>
</tr>
<tr>
<td>February</td>
<td>61</td>
<td>37</td>
<td>61%</td>
<td>0</td>
<td>10</td>
<td>14</td>
</tr>
<tr>
<td>March</td>
<td>42</td>
<td>26</td>
<td>62%</td>
<td>0</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>April</td>
<td>60</td>
<td>39</td>
<td>65%</td>
<td>0</td>
<td>16</td>
<td>5</td>
</tr>
<tr>
<td>May</td>
<td>139</td>
<td>79</td>
<td>57%</td>
<td>2</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>June</td>
<td>98</td>
<td>53</td>
<td>54%</td>
<td>0</td>
<td>17</td>
<td>29</td>
</tr>
<tr>
<td>July</td>
<td>54</td>
<td>30</td>
<td>56%</td>
<td>0</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>August</td>
<td>67</td>
<td>36</td>
<td>54%</td>
<td>0</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>September</td>
<td>38</td>
<td>19</td>
<td>50%</td>
<td>0</td>
<td>5</td>
<td>14</td>
</tr>
<tr>
<td>October</td>
<td>54</td>
<td>28</td>
<td>52%</td>
<td>0</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>November</td>
<td>160</td>
<td>102</td>
<td>64%</td>
<td>1</td>
<td>26</td>
<td>33</td>
</tr>
<tr>
<td>December</td>
<td>144</td>
<td>98</td>
<td>56%</td>
<td>0</td>
<td>19</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1111</strong></td>
<td><strong>660</strong></td>
<td><strong>59%</strong></td>
<td><strong>5</strong></td>
<td><strong>191</strong></td>
<td><strong>247</strong></td>
</tr>
</tbody>
</table>

*Other are tickets that are now payable to Provincial Courts OR Tickets for which payments are outstanding*

*Void means a ticket has been withdrawn because of error on ticket or explanation*
The Corporation of the
TOWNSHIP OF SCUGOG

ACTIVITY REPORT
YEAR END 2012

PARKING ENFORCEMENT

Payments Received & Paytickets.ca

<table>
<thead>
<tr>
<th></th>
<th>Paid</th>
<th>Received</th>
<th>Paytickets Payments</th>
<th>Paytickets %</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>113</td>
<td>$2,665.00</td>
<td>27</td>
<td>24%</td>
</tr>
<tr>
<td>February</td>
<td>37</td>
<td>$900.00</td>
<td>12</td>
<td>32%</td>
</tr>
<tr>
<td>March</td>
<td>26</td>
<td>$655.00</td>
<td>8</td>
<td>31%</td>
</tr>
<tr>
<td>April</td>
<td>39</td>
<td>$1,065.00</td>
<td>10</td>
<td>26%</td>
</tr>
<tr>
<td>May</td>
<td>79</td>
<td>$2,370.00</td>
<td>14</td>
<td>18%</td>
</tr>
<tr>
<td>June</td>
<td>53</td>
<td>$1,305.00</td>
<td>24</td>
<td>45%</td>
</tr>
<tr>
<td>July</td>
<td>30</td>
<td>$815.00</td>
<td>11</td>
<td>37%</td>
</tr>
<tr>
<td>August</td>
<td>36</td>
<td>$920.00</td>
<td>17</td>
<td>47%</td>
</tr>
<tr>
<td>September</td>
<td>19</td>
<td>$390.00</td>
<td>4</td>
<td>21%</td>
</tr>
<tr>
<td>October</td>
<td>28</td>
<td>$630.00</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>November</td>
<td>102</td>
<td>$2,355.00</td>
<td>29</td>
<td>28%</td>
</tr>
<tr>
<td>December</td>
<td>98</td>
<td>$2,340.00</td>
<td>30</td>
<td>31%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>660</td>
<td>$16,410.00</td>
<td>190</td>
<td>29%</td>
</tr>
</tbody>
</table>
The Corporation of the
TOWNSHIP OF SCUGOG

ACTIVITY REPORT
YEAR END 2012

2011 / 2012 COMPLAINT COMPARISON

<table>
<thead>
<tr>
<th>Complaints Recorded</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Standards</td>
<td>96</td>
<td>108</td>
<td>12</td>
</tr>
<tr>
<td>Zoning</td>
<td>20</td>
<td>41</td>
<td>21</td>
</tr>
<tr>
<td>General</td>
<td>119</td>
<td>115</td>
<td>-4</td>
</tr>
<tr>
<td>Parking</td>
<td>69</td>
<td>64</td>
<td>-5</td>
</tr>
<tr>
<td>Signs</td>
<td>9</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>*Other</td>
<td>13</td>
<td>27</td>
<td>14</td>
</tr>
<tr>
<td><strong>Complaints Recorded</strong></td>
<td>326</td>
<td>370</td>
<td>44</td>
</tr>
</tbody>
</table>

*Other Complaints include site alteration and Stagnant Water

2011 / 2012 PARKING INFRACTION COMPARISON

<table>
<thead>
<tr>
<th>Parking Infractions Issued</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>37</td>
<td>194</td>
<td>157</td>
</tr>
<tr>
<td>February</td>
<td>21</td>
<td>61</td>
<td>40</td>
</tr>
<tr>
<td>March</td>
<td>59</td>
<td>42</td>
<td>-17</td>
</tr>
<tr>
<td>April</td>
<td>24</td>
<td>60</td>
<td>36</td>
</tr>
<tr>
<td>May</td>
<td>43</td>
<td>139</td>
<td>96</td>
</tr>
<tr>
<td>June</td>
<td>94</td>
<td>98</td>
<td>4</td>
</tr>
<tr>
<td>July</td>
<td>195</td>
<td>54</td>
<td>-141</td>
</tr>
<tr>
<td>August</td>
<td>93</td>
<td>67</td>
<td>-26</td>
</tr>
<tr>
<td>September</td>
<td>78</td>
<td>38</td>
<td>-40</td>
</tr>
<tr>
<td>October</td>
<td>104</td>
<td>54</td>
<td>-50</td>
</tr>
<tr>
<td>November</td>
<td>51</td>
<td>160</td>
<td>109</td>
</tr>
<tr>
<td>December</td>
<td>45</td>
<td>144</td>
<td>99</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>844</td>
<td>1111</td>
<td>267</td>
</tr>
</tbody>
</table>
The Corporation of the  
TOWNSHIP OF SCUGOG

ACTIVITY REPORT  
YEAR END 2012

<table>
<thead>
<tr>
<th>Parking Infractions Issued</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$460.00</td>
<td>$2,665.00</td>
<td>$2,205.00</td>
</tr>
<tr>
<td>February</td>
<td>$600.00</td>
<td>$900.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>March</td>
<td>$1,530.00</td>
<td>$655.00</td>
<td>-$875.00</td>
</tr>
<tr>
<td>April</td>
<td>$260.00</td>
<td>$1,065.00</td>
<td>$805.00</td>
</tr>
<tr>
<td>May</td>
<td>$560.00</td>
<td>$2,370.00</td>
<td>$1,810.00</td>
</tr>
<tr>
<td>June</td>
<td>$1,790.00</td>
<td>$1,305.00</td>
<td>-$485.00</td>
</tr>
<tr>
<td>July</td>
<td>$3,325.00</td>
<td>$815.00</td>
<td>-$2,510.00</td>
</tr>
<tr>
<td>August</td>
<td>$1,426.00</td>
<td>$920.00</td>
<td>-$506.00</td>
</tr>
<tr>
<td>September</td>
<td>$1,115.00</td>
<td>$390.00</td>
<td>-$725.00</td>
</tr>
<tr>
<td>October</td>
<td>$1,421.00</td>
<td>$630.00</td>
<td>-$791.00</td>
</tr>
<tr>
<td>November</td>
<td>$640.00</td>
<td>$2,355.00</td>
<td>$1,715.00</td>
</tr>
<tr>
<td>December</td>
<td>$680.00</td>
<td>$2,340.00</td>
<td>$1,660.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$13,807.00</strong></td>
<td><strong>$16,410.00</strong></td>
<td><strong>$2,603.00</strong></td>
</tr>
</tbody>
</table>
The Corporation of the
TOWNSHIP OF SCUGOG
ACTIVITY REPORT
YEAR END 2012

LICENSING

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ISSUED</th>
<th>REVOKED</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIREWORKS</td>
<td>6</td>
<td>0</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>SALVAGE YARD</td>
<td>5</td>
<td>0</td>
<td>$805.00</td>
</tr>
<tr>
<td>HAWKERS/PEDDLERS</td>
<td>4</td>
<td>0</td>
<td>$800.00</td>
</tr>
<tr>
<td>REFRESHMENT VEHICLE*</td>
<td>42</td>
<td>0</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>TAXI OWNER</td>
<td>3</td>
<td>0</td>
<td>$1,255.00</td>
</tr>
<tr>
<td>TAXI DRIVER</td>
<td>18</td>
<td>0</td>
<td>$1,525.00</td>
</tr>
<tr>
<td>GROUP HOMES</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>KENNEL</td>
<td>17</td>
<td>0</td>
<td>$2,450.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>95</td>
<td>0</td>
<td><strong>$11,415.00</strong></td>
</tr>
</tbody>
</table>

* Includes Canada Day/Special Event Vendors

LOTTERY LICENSING

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ISSUED</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAFFLE</td>
<td>8</td>
<td>$714.65</td>
</tr>
<tr>
<td>BREAK OPEN</td>
<td>1</td>
<td>$66.90</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>9</td>
<td><strong>$781.55</strong></td>
</tr>
</tbody>
</table>

2011/2012 POOL PERMITS ISSUED COMPARISON

<table>
<thead>
<tr>
<th>Pool Permits Issued</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>13</td>
<td>16</td>
<td>3</td>
</tr>
</tbody>
</table>
### OUTSTANDING MATTERS

**CORPORATE SERVICES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 7/11</td>
<td>Clerk</td>
<td>Staff Report CORP-2011-53-GP&amp;A: Code of Ethics for Council &amp; Committees</td>
<td>Awaiting response from Region Staff</td>
</tr>
<tr>
<td>May 28/11</td>
<td>CAO</td>
<td>Mid-Year Budget Review</td>
<td>CAO requested to include a mid-year budget review as part of the 2nd quarter report with the goal to address 2012 budget cuts; and to conduct a salary review for Council in addition to non union staff.</td>
</tr>
</tbody>
</table>

### CORRESPONDENCE REFERRED TO STAFF

- **TABLED STAFF REPORTS — NIL**
- **REFERRED TO 2013 BUDGET DISCUSSIONS**

- Oct 22/12  | Finance | Corr 810-12 – Rob Rice, Lions Club of Port Perry – requesting $4,000 towards 2013 Santa Claus Parade |
MINUTES OF THE 2ND REGULAR MEETING
OF THE SCUGOG SENIORS ADVISORY COMMITTEE
HELD TUESDAY, FEBRUARY 5, 2013 AT 9:30 A.M.
AT THE MUNICIPAL OFFICES OF THE TOWNSHIP OF SCUGOG
IN THE COUNCIL CHAMBERS

PRESENT:

Council Representatives  Mr. Howard Danson
                         Ms. Wilma Wotten
Chair                   Mr. Patrick Bowden
Vice Chair              Ms. Martha Casson
Members                 Ms. Sharon Blacktopp
                         Ms. Karen Davis
                         Mr. Larry Doble
                         Ms. Enci Dhanoosingh
                         Ms. Rila Hilker
                         Ms. Marlene Beaver

ALSO PRESENT:

Recording Secretary     Ms. Sandra Frey

ABSENT:

Members                 Mr. Len Joel

1. CALL TO ORDER

The Chair called the meeting to order at 9:35 a.m.

2. ADOPTION OF MINUTES

i) MINUTES OF THE 1ST REGULAR MEETING OF THE
   SCUGOG SENIORS ADVISORY COMMITTEE HELD
   JANUARY 8, 2013

   (presented to General Purpose & Administration Committee

   Committee Recommendation:

   THAT the Minutes of the 2nd Regular Meeting of the Scugog
   Seniors Advisory Committee held January 8, 2013 be
   adopted as circulated.
3. BUSINESS ARISING OUT OF MINUTES

i) 2012 Annual Report & 2013 Work Plan

Members received the 2012 Annual Report and 2013 Work Plan and requested that a monthly checklist of initiatives from the Work Plan be compiled for Committee use.

Committee Recommendation:

THAT this Committee approve the 2012 Annual Report & 2013 Work Plan.

4. DEPUTATIONS

The Committee discussed the importance of arranging deputations and suggested various organizations/groups for invitation to future meetings. A list of deputations will be included in the monthly schedule of initiatives.

5. CORRESPONDENCE

NIL

6. OTHER MATTERS

i) SSAC Tax Seminar

Members gave consideration to the planning and organization of the Tax Seminar to be held Wednesday, February 27, 2013 at 1:30PM until 4:00PM. The Scugog Community Centre has been secured and Ms. Janet McGhee, Chartered Accountant has agreed to attend to provide the tax presentation. Advertising will be placed on the Township website and a poster distributed to members to circulate amongst their respective wards.

ii) Parking Fees at Medical Centre

Members discussed imminent fees for parking at the Medical Centre, expressing concern that there does not appear to be a drop off for seniors nor pharmacy pickup without being subject to paying the parking fees.

Committee Recommendation:

THAT this Committee recommend that Council forward a letter of concern regarding parking fees at the Medical Centre to the Medical Associates on behalf of senior citizens in the Township of Scugog.
iii) **Absentee Member**

Mr. Len Joel has not attended any meetings of the Scugog Seniors Advisory Committee. A letter will be forwarded to Mr. Joel to request his intentions regarding membership and future attendance at SSAC meetings.

7. **OUTSTANDING MATTERS**

i) **Proposal for Seniors' Recreational Fees**

Members were advised that the sub-committee formed to determine Senior's recreational fees was able to meet with Township Staff to discuss and determine of fees. The sub-committee would like to meet with the Blackstock Shuffleboard Club and the Port Perry Pickleball Club to finalize their report.

ii) **The Age Definition for a Senior in Scugog**

Ms. Hilker advised that she had canvassed various stores within Port Perry to request their age determination of a Senior and discovered a wide variance in responses. After much discussion, members agreed it best to be consistent with the Port Perry Seniors Club and adopt an age of 55 years.

**Committee Recommendation:**

**THAT** this Committee recommend to Council that the age of a Senior in the Township of Scugog be defined as age 55 years.

8. **DATE AND TIME OF NEXT MEETING**

The next meeting is scheduled for March 5, 2013 at 9:30 a.m.

9. **ADJOURNMENT**

The Chair adjourned the meeting at 11:05 a.m.

Respectfully Submitted,

Mr. Patrick Bowden, Chair
Recommendations of the Minutes of the 2nd Regular Meeting of the Scugog Seniors Advisory Committee held Tuesday, February 5, 2013

i) Parking Fees at Medical Centre

Members discussed imminent fees for parking at the Medical Centre, expressing concern that there does not appear to be a drop off for seniors nor pharmacy pickup without being subject to paying the parking fees.

Committee Recommendation:

THAT this Committee recommend that Council forward a letter of concern regarding parking fees at the Medical Centre to the Medical Associates on behalf of senior citizens in the Township of Scugog.

ii) The Age Definition for a Senior in Scugog

Committee Recommendation:

THAT this Committee recommend to Council that the age of a Senior in the Township of Scugog be defined as age 55 years.
MINUTES OF THE SPECIAL MEETING
OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
HELD THURSDAY, FEBRUARY 21, 2013 AT 9:00AM
AT THE MUNICIPAL OFFICES OF THE TOWNSHIP OF SCUGOG
IN THE COUNCIL CHAMBERS

PRESENT:
Chair Mr. Brett Puckrin (for part of the meeting)
Vice Chair Mr. Tony Doyle
Members Mr. Tony Janssen
Ms. Deborah Kiezebrink
Ms. Kenna Kozak
Mr. Marvin Stephenson
Ms. Christy Stone-Curry
Ms. Karen Yellowlees

ALSO PRESENT:
CAO Ms. Beverly Hendry
Councillors Mr. John Hancock
Mrs. Wilma Wotten
Mr. Larry Corrigan
OMAFRA Ms. Kathy Simpson
Manager, Economic Development Ms. Nancy Rutherford
Director of ED and Tourism Ms. Kathy Weiss
Coordinator ED and Tourism Ms. Rebecca Mustard
Recording Secretary Ms. Sandra Frey

REGRETS:
Members Mr. Stacy Millar
Ms. Carey Nicholson
Ms. Teri Venner

1. CALL TO ORDER

The Vice Chair called the meeting to order at 9:15 AM. Round table introductions were made to acquaint all members.

2. ADOPTION OF MINUTES

i) MINUTES OF THE 1ST REGULAR MEETING OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE HELD FRIDAY, JANUARY 19, 2013

(presented to General Purpose & Administration Committee – January 28, 2013).

Committee Recommendation:

THAT the Minutes of the 1st Regular Meeting held January 18, 2013, be adopted as circulated.
3. 2013 BUSINESS RETENTION & EXPANSION PROGRAM

Ms. Weiss reviewed the BR&E program, a community driven initiative focused on promoting job and business growth within the Township of Scugog and partnered with the Region of Durham.

Attention was given to the proposed timelines and potential commitment of volunteers to contact and interview businesses using a standard questionnaire. A list of businesses was previously supplied by Ms. Weiss and members discussed the suggested sectors, agreeing to keep all sectors on the list rather than select a few.

Members were asked to provide the following information to the Committee Coordinator by Friday, March 1, 2013:

- Hours available per month
- General update of business list (additions/deletions/correct sector)
- List priority businesses to review
- Selection of businesses preferred to visit

Training dates will then be arranged by the Region of Durham. Members of the BIA and Chamber of Commerce will be advised of the initiative and asked to participate. A letter from the Mayor will then be forwarded to the selected business to provide an explanation.

4. OTHER MATTERS

i) Horse Lovers Equine Tour

Councillor Wotten advised of an initiative between the Townships of Scugog and Uxbridge to provide free tours of local equine farms to bring public awareness and make use of facilities. Two tours of 5 farms each are scheduled to take place:

- May 25, 2013 in Uxbridge
- June 2, 2013 in Scugog

The Region of Durham has agreed to provide brochures and signage for the event and the Township of Uxbridge Economic Development has donated $1,000.00. Councillor Wotten requested consideration of a donation from the Township of Scugog Economic Development Advisory Committee.

**Committee Recommendation:**

THAT this Committee provide a donation of $1,000.00 towards the Horse Lovers Equine Tour initiative.
ii) **1st Annual Port Perry Junior Early Bird Cash Spiel**

Ms. Kozak advised that the Port Perry Curling Club will be hosting an Ontario Junior Curling Tour cash bonspiel on September 13-15, 2013 and they are seeking sponsorship to help support the event.

iii) **Ontario Summer Company 2013**

Ms. Mustard advised of a youth program for students between the ages of 15 and 29 to turn their ideas into a business for the summer. The Summer Company provides grants up $3,000, hands-on coaching and mentoring to help start and operate a business. Details and how to apply are located on the Ministry of Economic Development website at http://www.ontariocanada.com.

iv) **Township Bulletin Board**

The Chair requested that information and events from the Economic Development Advisory Committee be posted on the Township Bulletin.

4. **DATE AND TIME OF NEXT MEETING**

The next meeting will take place on Thursday, May 2, 2013 at 9:00AM.

5. **ADJOURNMENT**

The Chair adjourned the meeting at 10:20AM.

Respectfully Submitted,

Mr. Tony Doyle, Vice Chair