GENERAL PURPOSE & ADMINISTRATION COMMITTEE
MEETING #12
MONDAY, SEPTEMBER 30, 2013
COUNCIL CHAMBERS
PUBLIC SESSION 1:30 PM
CLOSED SESSION 4:00 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

Alternate 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 11th Regular Meeting of the General Purpose and Administration Committee Meeting held September 16, 2013

   Errors & Omissions:

   Committee Recommendation:

   THAT the Minutes of the 11th Regular Meeting of the General Purpose & Administration Committee Meeting held September 16, 2013 be Received and Endorsed.


4. BUSINESS ARISING OUT OF THE MINUTES

5. DEPUTATIONS / PUBLIC HEARINGS - NIL
6. **COMMUNITY SERVICES** (Pages C1 – C)

**PLANNING & DEVELOPMENT**

**COMS-2013-50-GP&A**

Donald F. Gordon
Director of Community Services

Re: Zoning By-Law Amendment Application – Z/13/2013
Youngfield Farms Ltd. – Portion of Property Known as 4250 Edgerton Road (Part Lot 19, Concession 4, Ward 4)
Recommendation Report

**Recommendation:**

**THAT** Staff Report COMS-2013-50-GP&A relating to the application to amend Township of Scugog Zoning By-Law No. 75-80 (Z/13/2013), submitted by Michael Fowler on behalf of Youngfield Farms Ltd., to facilitate the severance of a dwelling deemed surplus as a result of the consolidation of the subject farm parcel with an abutting farm, and to rezone the severed farm parcel to prohibit future severances and also prohibit the establishment of any future residential dwellings, be approved;

**AND THAT** the draft Zoning By-Law amendment attached to this report be presented to Council for adoption.

**CORRESPONDENCE**

**OUTSTANDING MATTERS**

**OTHER MATTERS**
RECREATION & CULTURE

CORRESPONDENCE - NIL

OUTSTANDING MATTERS

OTHER MATTERS

i) Minutes of the 18th Meeting of the Heritage Permit Sub-Committee held Tuesday, September 10, 2013

THAT the Minutes of the 18th Meeting of the Heritage Permit Sub-Committee held Tuesday, September 10, 2013 be Received for Information.
7. **PUBLIC WORKS & PARKS (P1-P)**

OPS-2013-25-GP&A
Ian Roger
Director of Public Works & Parks

Re: **Site Alteration Permit Extension – Greenbank Airways**

**Recommendation:**

**THAT** Council approve an extension to the interim site alteration permit for 1140 Regional Highway 47 (Greenbank Airways);

**AND FURTHER THAT** the extension terminate upon the earlier of
a) approval by the Ministry of Transportation of permit allowing 400 trucks per day, or
b) May 1, 2014

OPS-2013-28-GP&A
Ian Roger
Director of Public Works & Parks

Re: **Asset Management Plan Implementation**

**Recommendation:**

**THAT** Council approve the Asset Management Policy;

**AND THAT** staff be directed to bring back to the November 4, 2013 GP&A meeting the individual asset management policies for roads and bridges.

**CORRESPONDENCE**

**OUTSTANDING MATTERS**

**OTHER MATTERS**

**PARKS - NIL**

**OUTSTANDING MATTERS**

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

**CORRESPONDENCE - NIL**

**OUTSTANDING MATTERS**

**OTHER MATTERS**

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

**OFFICE OF THE CAO**

CORP-2013-45-GP&A
Nancy Rutherford
Region of Durham Economic Development

Re: Scugog Business Retention + Expansion Project 2013 Status Update

**Recommendation:**

**THAT** Committee receive Staff Report CORP-2013-45-GP&A for information.

**OFFICE OF THE CLERK**

CORP-2013-43-GP&A
Christopher Harris
Municipal Clerk

Re: Proposed Sale or Lease of 269 Queen Street, Port Perry

**Recommendation:**

**THAT** Staff be directed to tender for lease or sale the old library building located at 269 Queen Street with a reserve bid set in accordance with the appraisal received for the property.
FINANCE DEPARTMENT

CORP-2013-42-GP&A
Trena DeBruijn, CGA
Director of Finance/Treasurer

Re: 2012 Municipal Performance Measures

Recommendation:

THAT Committee receive the 2012 Municipal Performance Measures for information purposes and the results be posted on the Township website.

CORP-2013-44-GP&A
Trena DeBruijn
Director of Finance/Treasurer

Re: Procurement of Network Hardware

Recommendation:

THAT Committee recommend to Council that staff be authorized to purchase three new servers from Dell;

AND THAT the total estimated project cost of $16,383.36 (including net HST) be financed from the Municipal Projects Reserve.
CORRESPONDENCE

OUTSTANDING MATTERS

OTHER MATTERS

i) Minutes of the Scugog Memorial Public Library Board Meeting held Thursday, June 20, 2013

Recommendation:

THAT the Minutes of the Scugog Memorial Public Library Board Meeting held Thursday, June 20, 2013 be Received for Information.

ii) Minutes of the 7th Regular Meeting of the Scugog Seniors Advisory Committee held September 10, 2013

Recommendation:

THAT the Minutes of the 7th Regular Meeting of the Scugog Seniors Advisory Committee Meeting held September 10, 2013 be Received for Information.

10. NEW BUSINESS/GENERAL INFORMATION

11. CLOSED SESSION  4:00 PM

i) to discuss a proposed or pending acquisition or disposition of land by the municipality or local board pursuant to Section 239(2)(c) of the Municipal Act 2001 regarding 84 Greensboro Drive and 269 Queen Street.

12. ADJOURNMENT
MINUTES OF THE 11th REGULAR MEETING OF THE
GENERAL PURPOSE & ADMINISTRATION COMMITTEE
HELD MONDAY, SEPTEMBER 16, 2013 AT 1:30PM
IN COUNCIL CHAMBERS

PRESENT:
Mayor Mr. C. Mercier
Regional Councillor Mrs. B. Drew
Ward Councillors Mr. L. Corrigan

ALSO PRESENT:
CAO Ms. B. Hendry
Director of Public Works & Parks Mr. I. Roger
Clerk Mr. C. Harris
Recording Secretary Mrs. S. Frey
Director of Community Services Mr. D. Gordon
Manager of Recreation & Culture Mr. C. Belfry
Planning Technician Mrs. D. Knutson
Director of Finance/Treasurer Ms. T. DeBruijn
Manager of Finance Ms. A. Aasen
Fire Chief Mr. R. Miller

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

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

PRESENTATIONS - NIL

ANNOUNCEMENTS

Canadian Shoreline Cleanup
- Councillor Hancock has volunteered to coordinate Canadian Shoreline Cleanup and invited all to attend on Sunday, September 22, 2013 at 9:30 AM
- Plastic bags will be provided to gather litter
- Locations include Joe Fowler Park, Palmer Park and behind Vos' Independent
- Website at www.shorelinecleanup.ca
Terry Fox Run
- Terry Fox Run was held Sunday, September 15, 2013 at Port Perry Fairgrounds
- Councillor Hancock was present and reported good attendance
- Up to $902,000 raised to date with hopes of reaching $1 million next year

Town Hall 1873 Tea Party
- In celebration of 140th anniversary, a tea party was held on Sunday, September 15, 2013
- Friends of Town Hall Gala to be held this Saturday, September 21, 2013 at 8:00 PM

Cartwright Fall Festival
- Councillor Wotten advised of the Cartwright Fall Festival to be held Saturday, October 5, 2013 at Cartwright Fields in Nestleton

Youngfield Farms Crop Walk
- Fundraiser for the Canadian Foodgrains Bank is to be held on Saturday, September 21, 2013 to raise awareness about world hunger
- Youngfield Farms hosting the event at their farm on 3880 Jobb Road in Nestleton from 10:00 AM to 2:00 PM
- Educational crop tour, scarecrow making contest, crafts and refreshments

Change of Command Ceremony
- Councillors Drew, Danson and Wotten joined Mayor Mercier at the Change of Command Ceremony held Sunday, September 15, 2013
- Councillor Drew reported a very impressive ceremony with many cadets taking part in the parade
- Mayor Mercier thanked Councillors for attending this exceptional and historic event

United Church House Tour
- The House Tour takes place in Port Perry on Sunday, September 21, 2013 with proceeds to local Durham charities

Chili Cook Off
- The BIA is hosting their Chili Cook Off on Sunday, September 22, 2013
- There are 12 entrants this year

13th Annual Fore Scugog Charity Golf Tournament
- Golf tournament scheduled for Thursday, September 26th at the Oakridge Golf Club
- The CAO advised that golfers can still register
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 10th Regular Meeting of the General Purpose and Administration Committee Meeting held August 26, 2013

**Errors & Omissions:**

**Page 127 Errors & Omissions**

**Re: Conservation Guidelines**

- Councillor Corrigan requested that the wording be amended to state "the Conservation Authority Guidelines for development application in assessing hydrogeological applications and submissions"

**Committee Recommendation:**

Moved by: Councillor Corrigan

**THAT** the Minutes of the 10th Regular Meeting of the General Purpose & Administration Committee Meeting held August 26, 2013 be Received and Endorsed.

Carried

4. **BUSINESS ARISING OUT OF THE MINUTES**

**Page 137 Greenbank Airport**

- Councillor Corrigan requested an update regarding the status of the entrance permit issued by the MTO
- The Director of Public Work & Parks advised that the MTO has temporarily extended the entrance permit into next month
5. **DEPUTATIONS / PUBLIC HEARINGS**

**Committee Recommendation:**

Moved by: Councillor Howard

**THAT** Dan Young be permitted to speak as a deputation to Council in accordance with Section 3.10(h) of Procedure By-Law 89-11 regarding the sale of 48 Pettet Drive.

Carried

Mr. Dan Young
Resident of Pettet Drive

Re: 48 Pettet Drive

Mr. Young advised that he resides directly opposite the east lot line of 48 Pettet Drive and has lived there since 2002. His deputation included, but was not limited to, the following:

- 48 Pettet Drive was meant specifically to be a drainage lot and not an empty parcel of land
- Water travels across the road from his property to the lot at 48 Pettet Drive
- He is concerned that if a house is built on the lot there will be complaints
- Mr. Young states he has documentation outlining the purpose of the lot and requested further time to produce the documentation

Mayor Mercier thanked Mr. Young for attending and advised that this matter would be dealt with later in the agenda.

Refer to Staff Report No. CORP-2013-40-GP&A, page 159
6. **COMMUNITY SERVICES**

Councillor Hancock presiding.

**PLANNING & DEVELOPMENT**

COMS-2013-47-GP&A
Diane Knutson
Planning Technician

Re: Second Dwelling Agreement – SD/03/2013 – Raivue Farms Ltd. (Robert and Tamara Raines) – 1530 Regional Road 6 (West Part Lot 16, Concession 13), Ward 1

**Recommendation:**

**THAT** this Committee recommend to Council that an agreement be executed with Raivue Farms Ltd. on behalf of Robert & Tamara Raines, 1530 Regional Road 6, to permit them to reside in the existing dwelling on the property during the construction of a new dwelling and to provide for its removal upon completion;

**AND THAT** the necessary by-law be passed to authorize the execution of the agreement with the property owners in substantially the form appended as Attachment 1.

**Committee Recommendation:**

Moved by: Councillor Corrigan

**THAT** this Committee concur with the recommendations as outlined in Staff Report COMS-2013-47-GP&A.

Carried
Recommendation:

THAT Staff Report COMS-2013-48-GP&A relating to the application to amend Township of Scugog Zoning By-Law No. 75-80 (Z/10/2013) submitted by Michael Fowler on behalf of Arnold & Gail Kerry (Utica Farm Equipment) to facilitate the severance of a rural industrial lot from an agricultural parcel be approved;

AND THAT the draft Zoning By-Law amendment attached to this report be presented to Council for adoption at such time as the necessary consent application is approved by the Region of Durham Land Division Committee.

Committee Recommendation:

Moved by: Councillor Drew

THAT this Committee concur with the recommendations as outlined in Staff Report COMS-2013-48-GP&A.

Carried

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.
OTHER MATTERS

i) Unapproved Minutes of the 1st Meeting of the Port Perry Secondary Plan Steering Committee held August 27, 2013

Committee Recommendation:

Moved by: Councillor Corrigan

THAT the Minutes of the 1st Meeting of the Port Perry Secondary Plan Steering Committee held August 27, 2013 be Received for Information.

Carried

ii) Recommendations of the Minutes of the 1st Meeting of the Port Perry Secondary Plan Steering Committee held August 27, 2013

Committee Recommendation:

Moved by: Councillor Drew

THAT this Committee concur with the recommendations of the Minutes of the 1st Meeting of the Port Perry Secondary Plan Steering Committee held August 27, 2013.

Carried

iii) Minutes of the 4th Regular Meeting of the Township of Scugog Committee of Adjustment held Tuesday, August 27, 2013

Committee Recommendation:

Moved by: Mayor Mercier

THAT the Minutes of the 4th Regular Meeting of the Township of Scugog Committee of Adjustment held Tuesday, August 27, 2013 be Received for Information.

Carried
RECREATION & CULTURE

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 being discussed:

Zero Tolerance Policy
- The Director of Community Services advised that the matter will be brought back to the next meeting

OTHER MATTERS/NEW BUSINESS

i) Minutes of the 4th Regular Meeting of the Scugog Sports Hall of Fame Committee held Wednesday, August 14, 2013

Committee Recommendation:

Moved by: Councilor Drew

THAT the Minutes of the 4th Meeting of the Scugog Sports Hall of Fame Committee held Wednesday, August 14, 2013 be Received for Information.

Carried

ii) Minutes of the 17th Regular Meeting of the Heritage Permit Sub-Committee held Tuesday, August 27, 2013

Committee Recommendation:

Moved by: Councilor Danson

THAT the Minutes of the 17th Meeting of the Heritage Permit Sub-Committee held Tuesday, August 27, 2013 be Received for Information.

Carried

iii) Statutory Public Open House for Zoning By-Law

The CAO advised that a special Council meeting will be held in October and include a statutory public open house for the Zoning By-Law.
7. **PUBLIC WORKS & PARKS**

Councillor Corrigan presiding.

OPS-2013-26-GP&A
Ian Roger
Director of Public Works & Parks

Re: **All-Way Stop Request at Intersection of Old Simcoe Road & Chimney Hill Way/Bay Street**

**Recommendation:**

THAT this Committee recommend to Council the request for an all-way stop at the intersection of Old Simcoe Road and Chimney Hill Way/Bay Street be respectfully denied.

**Committee Recommendation:**

Moved by: Councillor Drew

THAT this Committee concur with the recommendations as outlined in Staff Report OPS-2013-26-GP&A.

Carried
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 being discussed:

Cartwright Central Public School
- Councillor Drew asked if the signage issue had been resolved
- Director of Public Works & Parks advised that the municipality is monitoring all school zones to ensure that the changes to the crossing guard program are working as planned

Request for Signage from Local Cyclist
- Councillor Wotten requested a status report
- The Director of Public Works & Parks advised that the Province is developing guidelines as part of the Ontario Traffic Manual
- A report will be brought back to Council once changes to the OTM have been finalized

OTHER MATTERS

i) Epsom Signage

Councillor Corrigan requested an information update and was advised by the Director of Public Works & Parks that the matter was referred to the Region’s Public Works Traffic department and determined that a safety analysis is not warranted. Signage has been installed advising of “Children Playing”.

ii) Town Line Fill Project

Councillor Corrigan forewarned of the possibility of a major fill project on Town Line that will require site alteration. The Director of Public Works & Parks advised that he has had discussions with the owner and that a site alteration permit was issued over three years ago and stopped. The owner has now approached Township staff to apply for a new permit.
PARKS

OPS-2013-27-GP&A
Ian Roger
Director of Public Works & Parks

Re: Request for Proposals – Park Design
Castle Harbour Community Park

Recommendation:

THAT the proposal received from AECOM, Cobourg, in the amount of
$27,316.00 (excluding taxes), be accepted for the Castle Harbour
park design;

AND THAT the total estimated project cost of $27,796.76 (including
applicable taxes) be financed as follows:

2013 Capital Budget (Public Works and Parks Department)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>Park Development Plan</td>
<td>$27,316.00</td>
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<tr>
<td>(Acct#: 50-410-460-90000-1309)</td>
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</tr>
<tr>
<td>Net HST</td>
<td>$480.76</td>
</tr>
<tr>
<td>TOTAL FINANCING</td>
<td>$27,796.76</td>
</tr>
</tbody>
</table>

Committee Recommendation:

Moved by: Councillor Danson

THAT this Committee concur with the recommendations
as outlined in Staff Report OPS-2013-27-GP&A.

Carried

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.

OTHER MATTERS

i) Bicycle Racks

Councillor Danson inquired about bike racks in town and was
advised by the Director of Public Works & Parks that two new
racks have been installed, one adjacent to the Splash Pad and
another at the Post Office.
8. **FIRE & EMERGENCY SERVICES**

Councillor Howard presiding.

F&ES-2013-10-GP&A
Richard Miller
Fire Chief

Re: Fire Department – First Quarter Report

Recommendation:

THAT this report be Received for Information.

**Committee Recommendation:**

Moved by: Councillor Corrigan

THAT this Committee concur with the recommendations as outlined in Staff Report F&ES-2013-10-GP&A.

Carried

F&ES-2013-11-GP&A
Richard Miller
Fire Chief

Re: Fire Department – Second Quarter Report

Recommendation:

THAT this report be Received for Information.

**Committee Recommendation:**

Moved by: Councillor Corrigan

THAT this Committee concur with the recommendations as outlined in Staff Report F&ES-2013-11-GP&A.

Carried
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.

OTHER MATTERS
i) Minutes of the 1st Quarterly Meeting of the Municipal Control Group of the Township of Scugog held February 28, 2013

ii) Minutes of the 2nd Quarterly Meeting of the Municipal Control Group of the Township of Scugog held May 24, 2013

Committee Recommendation:
Moved by: Councillor Hancock

THAT the Minutes of the 1st and 2nd Quarterly Meeting of the Municipal Control Group (MCG) be Received for Information.

Carried
9. **CORPORATE SERVICES**

Councillor Danson presiding.

*From the Office of the CAO - NIL*

*From the Clerk's Department*

CORP-2013-40-GP&A  
Christopher Harris  
Municipal Clerk

Re: Proposed Sale of 48 Pettet Drive, Scugog Island  
(Block A, Plan M49)

**Recommendation:**

THAT Staff be directed to finalize the sale of 48 Pettet Drive as per the Agreement of Purchase and Sale for a total sale price of $319,000.00; and

THAT the Clerk be authorized to bring forward the necessary by-law.

**Committee Recommendation:**

Moved by: Councillor Hancock

THAT this Committee concur with the recommendations as outlined in Staff Report CORP-2013-40-GP&A.

**Committee Recommendation:**

Moved by: Councillor Wotten

THAT the foregoing main motion be amended to include the following:

AND THAT Staff be requested to attend at the site to evaluate drainage along Pettet Drive to ensure that it is to the satisfaction of the municipality and consider an easement along 48 Pettet Drive, or any other consideration thereof, if necessary, before finalizing the sale.

Carried
The main motion, as amended, now reads as follows:

**Committee Recommendation:**

**THAT** this Committee concur with the recommendations as outlined in Staff Report CORP-2013-40-GP&A;

**AND THAT** Staff be requested to attend at the site to evaluate drainage along Pettet Drive to ensure that it is to the satisfaction of the municipality and consider an easement along 48 Pettet Drive, or any other consideration thereof, if necessary, before finalizing the sale.

**Carried**

CORP-2013-41-GP&A
Christopher Harris
Municipal Clerk

**Re: Blackstock Recreation Advisory Committee Citizen Appointment**

**Committee Recommendation:**

** Moved by:** Councillor Wotten

**THAT** Mike Semeniuk be appointed as a member to the Blackstock Recreation Advisory Committee for the remainder of the Council term.

**Carried**
From the Finance Department

CORP-2013-38-GP&A
Trena DeBruijn, CGA
Director of Finance/Treasurer

Re: 2013/2014 Insurance Renewal

Recommendation:

THAT Committee recommend to Council that this report be Received for Information.

Committee Recommendation:

Moved by: Councillor Corrigan

THAT this Committee concur with the recommendations as outlined in Staff Report CORP-2013-38-GP&A.

Carried

CORP-2013-39-GP&A
Amanda Aasen Trena DeBruijn, CGA
Manager of Finance Director of Finance/Treasurer

Re: Operating Results – August 31, 2013

Recommendation:

THAT this Committee receive this report for information purposes.

Committee Recommendation:

Moved by: Councillor Corrigan

THAT this Committee concur with the recommendations as outlined in Staff Report CORP-2013-39-GP&A.

Carried
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 being discussed:

Code of Ethics
- The CAO reported that the Region of Durham does not have a Code of Ethics for Council and Committee.

Committee Recommendation:

Moved by: Councillor Drew


Carried

OTHER MATTERS

i) Crossing Guard Positions

The Clerk advised there is one vacancy for a crossing guard which is posted on the Township Bulletin Board and website.

10. NEW BUSINESS/GENERAL INFORMATION - NIL
11. CLOSED SESSION 11:00 AM

Committee Recommendation:

Moved by: Councillor Wotten

THAT this Committee enter into a closed session:

i) to discuss a proposed or pending acquisition or disposition of land by the municipality or local board pursuant to Section 239(2)(c) of the Municipal Act 2001 regarding 72 Honey’s Beach Road; and

ii) personal matters about an identifiable individual, including municipal or local board members, pursuant to Section 239(2)(b) of the Municipal Act 2001 as it relates to an organizational restructuring; and

iii) to discuss litigation or potential litigation including matters before administrative tribunals under Section 239(2)(e) of the Municipal Act with respect to the Canadian Solar Project.

Carried

RISE FROM IN-CAMERA 12:55 PM

Committee Recommendation:

Moved by: Councillor Wotten

THAT this Committee rise and report.

Carried

Committee Recommendation:

Moved By: Councillor Danson

THAT Staff be directed to finalize the sale of 72 Honey’s Beach Road as per the Agreement of Purchase and Sale for a total price of $70,000; and

THAT the Clerk be authorized to bring forward the necessary by-law.

Carried
12. **ADJOURNMENT** 5:15 PM

**Committee Recommendation:**

Moved by: Councillor Howard

**THAT** this meeting be adjourned.

**Carried**

______________________________
MAYOR, Charles Mercier

______________________________
CLERK, Christopher Harris
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: September 30, 2013

Dept: Community Services - Planning

Report No: COMS-2013-50-GP&A

Title: ZONING BY-LAW AMENDMENT APPLICATION – Z/13/2013 YOUNGFIELD FARMS LTD. – PORTION OF PROPERTY KNOWN AS 4250 EDGERTON ROAD (PART LOT 19, CONCESSION 4, WARD 4) RECOMMENDATION REPORT

RECOMMENDATION:

THAT Staff Report COMS-2013-50-GP&A relating to the application to amend Township of Scugog Zoning By-law No. 75-80 (Z/13/2013), submitted by Michael Fowler on behalf of Youngfield Farms Ltd., to facilitate the severance of a dwelling deemed surplus as a result of the consolidation of the subject farm parcel with an abutting farm, and to rezone the severed farm parcel to prohibit future severances and also prohibit the establishment of any future residential dwellings, be approved;

AND THAT the draft Zoning By-law amendment attached to this report be presented to Council for adoption.

BACKGROUND:

1. INTRODUCTION

On July 10, 2013, an application to amend Zoning By-law No. 75-80 was received from Michael Fowler (the Agent) on behalf of Youngfield Farms Ltd. (Owners of the vacant agricultural lands to the south) and Martin & Carroll Nasager (Owners of 4250 Edgerton Road). The application was deemed complete on August 6, 2013.
A public meeting notice concerning this application was provided to all property owners within 120 metres of the subject property. A sign was also placed on the property to notify the public of the application.

A statutory Public Meeting was held on September 9, 2013. 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.

The purpose of this report is to review 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.

2. LOCATION AND CONTEXT

Location: Part Lot 19, Conc.4 (a portion of the property located at 4250 Edgerton Road), Roll #040.020.058, Ward 4

Official Plan Designation: Agricultural, Natural Core & Natural Linkage Areas (includes the following environmental features: Significant Forest Areas, Greenbelt Natural Heritage System and Waterbodies/Unclassified Streams) (See Attachment 1)
Zone Category: Rural (RU) and Environmental Protection (EP) (See Attachment 2)

Present Use: A single detached dwelling in addition to a crop farm operation

Adjacent Uses:
- North: Agricultural and rural residential
- South: Agricultural and rural residential
- East: Agricultural and rural residential
- West: Rural residential

Lot Area:
- Retained parcel (4250 Edgerton Road) — 1.15 hectares (2.84 acres)
- Severed parcel (to be consolidated with the vacant farmland to the south) — 37 hectares (91.43 acres)
- Consolidated parcel: 94.40 hectares (233.28 acres)

Frontage:
- Retained parcel — 98.40m (322.83 feet) along Edgerton Road
- Severed parcel — 491 m (1,611 feet) along Edgerton Road

Attachment 3 shows the proposed parcel configuration should the subject rezoning application be approved.

The surplus dwelling is serviced by private water and waste water systems.

3. PROPOSAL

This application seeks to amend the zoning for the parcel to be severed, from Rural (RU) to Rural Exception Seventy-Four (RU-74). This will facilitate the severance of a dwelling (4250 Edgerton Road) deemed surplus to a farming operation as a result of the consolidation of farm lands with the abutting farm to the south. In this case, the land containing the surplus dwelling and accessory building is the retained parcel.

Should the application be approved, the amendment would:

- Prohibit any future severances of the agricultural land to be severed and added to Youngfield Farms’ holdings to the south; and
- Prohibit any future residential uses on the consolidated agricultural parcel.

A concurrent application for consent (LD 091/2013) was approved by the Region of Durham Land Division Committee to sever the surplus dwelling
parcel on May 13, 2013, subject to satisfying the usual requirements of the Regional Planning & Economic Development Department and the Township of Scugog.

4. PLANNING POLICY ASSESSMENT


The subject lands are located within areas defined by the Provincial Policy Statement (2005) (PPS) as Prime Agricultural Areas. Although the PPS discourages lot creation within the prime agricultural areas, it is permitted for "a residence surplus to a farming operation as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance."

It is the opinion of Staff that the proposed and severance will comply with the PPS, as the proposed zone category (RU-74) will prohibit the establishment of any future residential dwellings on the remnant (severed) farm parcel.

4.2 Greenbelt Plan (2005)

The provisions of the Greenbelt Plan (2005) apply to the subject application because the lands are located in the rural area of the Township. The subject lands are located within the Protected Countryside designation, and more particularly, within the Prime Agricultural Areas designation. Within such areas, lot creation is permitted for "the severance of a residence surplus to a farming operation as a result of farm consolidation, which residence was an existing use as of the date this Plan came into force, provided that the planning authority ensures that a residential dwelling is not permitted in perpetuity on the retained lot of farmland created by this severance."

It is the opinion of Staff that the proposed rezoning complies with the Greenbelt Plan.

4.3 Region of Durham Official Plan

The Durham Official Plan (ROP) designates the subject lands as Prime Agricultural Areas. Regional Planning Staff have confirmed that the proposed rezoning is permitted by the policies of the ROP.
4.4 Scugog Official Plan

The Scugog Official Plan designates the subject lands as Agricultural, Natural Core and Natural Linkage Areas. The latter two designations are located outside of the boundaries of the proposed retained parcel that contains the surplus dwelling.

The severance policy of the Agricultural designation permits “...the severance of a residence surplus to a farming operation as a result of a farm consolidation, which residence was an existing use as of December 16, 2004, provided the retained farm parcel is zoned to prohibit any further severances and the establishment of any residential dwelling.”

It is the opinion of Staff that the proposed rezoning is supported by the policies of the Scugog Official Plan.

5. TOWNSHIP OF SCUGOG ZONING BY-LAW

The application to amend Zoning By-law 75-80 requests that the land to be severed and consolidated with the existing farm operation be rezoned from Rural (RU) to Rural Exception Seventy-Four (RU-74).

The table below illustrates the relevant requirements of Zoning By-Law 75-80 as they relate to the Rural (RU) Zone:

<table>
<thead>
<tr>
<th>Zoning By-Law 75-80</th>
<th>By-Law Requirement</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permitted Uses</td>
<td>A single detached dwelling and accessory uses in addition to agricultural pursuits.</td>
<td>Severed Parcel: Agricultural uses only. Retained Parcel: The existing single detached dwelling and detached accessory building. Consolidated Parcel: Agricultural uses only.</td>
</tr>
<tr>
<td>Minimum Lot Area</td>
<td>Severed Parcel: 20 ha (49 acres) Retained Parcel: 0.30 ha (0.74 acre)</td>
<td>Severed Parcel: 37 ha (91.43 acres) Retained Parcel: 1.15 ha (2.84 acres)</td>
</tr>
<tr>
<td>Zoning By-Law 75-80</td>
<td>By-Law Requirement</td>
<td>Proposed</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>Consolidated Parcel: 20 ha (49 acres)</td>
<td>Consolidated Parcel: 94.40 ha (322.83 acres)</td>
</tr>
<tr>
<td>Minimum Lot Frontage</td>
<td>Severed Parcel: 90m (295 ft.)</td>
<td>Severed Parcel: 491m (1,611 ft.)</td>
</tr>
<tr>
<td></td>
<td>Retained Parcel: 30m (100 ft.)</td>
<td>Retained Parcel: 98.4m (323 ft.)</td>
</tr>
<tr>
<td></td>
<td>Consolidated Parcel: 90m (295 ft.)</td>
<td>Consolidated Parcel: 491m (1,611 ft.)</td>
</tr>
</tbody>
</table>

The proposed severed and retained parcels comply with the Zoning By-law.

6. CIRCULATION COMMENTS (UPDATED)

The application has been circulated to the Kawartha Region Conservation Authority, the Region of Durham, Township of Scugog departments, and also to other agencies such as the Boards of Education, Bell and Hydro One. None of the agencies have expressed any concerns with the proposed rezoning and severance.

Kawartha Region Conservation Authority: No objection.

"Following a review of the application, KRCA has no objection to the rezoning of the property."

Region of Durham:

* Planning Department No objection.

"... The subject property is designated “Prime Agricultural Areas” in the Regional Official Plan (ROP). Section 9A.2.9 of the ROP encourages the consolidation of farms, allowing the severance of a habitable farm dwelling rendered surplus as a result, provided that:

a) The farms are merged into a single
b) The dwelling is not needed for a farm employee;

c) Within the Protected Countryside of the Greenbelt Plan Area, the dwelling was in existence as of December 16, 2004; and

d) The retained farm parcel is zoned to prohibit any further severances and the establishment of any residential dwelling."

No further severances from the farm parcel shall be granted.

The proposed zoning application is in accordance with the ROP, and fulfills a condition of approval for the related Land Division application.”

<table>
<thead>
<tr>
<th>Department</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Department</td>
<td>No objection.</td>
</tr>
<tr>
<td>Works Department</td>
<td>No objection.</td>
</tr>
<tr>
<td>Durham Region Transit</td>
<td>No comments.</td>
</tr>
<tr>
<td>Corporate Services Department (By-Law)</td>
<td></td>
</tr>
<tr>
<td>Community Services Department (Building)</td>
<td>No objection or concerns.</td>
</tr>
<tr>
<td>Fire Department</td>
<td>No objection or concerns.</td>
</tr>
<tr>
<td>Public Works &amp; Parks Department</td>
<td>No objection or concerns.</td>
</tr>
</tbody>
</table>

Township of Scugog:

- Corporate Services Department (By-Law)  
  - No objection or concerns.

- Community Services Department (Building)  
  - No objection or concerns.

- Fire Department  
  - No objection or concerns.

- Public Works & Parks Department  
  - No objection or concerns.
7. PLANNING ANALYSIS

The statutory public meeting on this application was held on September 9, 2013, at which time no concerns were raised by members of the public. (See Attachment 4).

ENVIRONMENTAL CONSIDERATIONS: N/A

CONCLUSION:

The subject rezoning application has been reviewed by agencies and municipal departments. The proposal to rezone a portion of the lands to facilitate the severance of a dwelling deemed surplus as a result of the consolidation of the subject farm parcel with an abutting farm, and to rezone the severed farm parcel to prohibit future severances and also prohibit the establishment of any future residential dwellings is considered by Staff to conform with all applicable planning policy, including those of the Province, the Region of Durham and the Township.

Staff recommend that the subject rezoning application be approved. The following conditions were communicated to the Regional Land Division Committee and approved in connection with the Applicant’s severance application:

- Both the severed and retained lands and the buildings located thereon shall comply with the requirements of Zoning By-law 75-80;

- The frame barn and metal clad shed as identified on the sketch prepared by H.F. Grander Co. Ltd., dated April 3, 2013, shall be removed from the severed lands; and,

- A lot grading plan and security deposit will be required to separate residential and agricultural drainage between the severed and retained lands.

The site specific Zoning By-law amendment will zone the severed agricultural parcel to prohibit the establishment of any future residential dwellings and any future severances.

Staff further recommend that the draft Zoning By-Law Amendment appended as Attachment 5 to this report be presented to Council for adoption.
Respectfully submitted:

Donald F. Gordon, MCIP, RPP
Director of Community Services
SKETCH FOR LAND SEVERANCE ON PART OF LOT 15, CONCESSION 4, TOWNSHIP OF SOURIS, REGIONS TOWNSHIP OF ONTARIO

NOTES:
- TOTAL AREA: 1.32 hectares
- ZONING IS RURAL (RU)

EDGERTON BETWEEN CONCESSIONS 4 AND 5

PART OF LOT

15

CONCESSION

AREA TO BE SEVERED AND ADDED TO THE SOUTH

AREA 15, No.

106.8

115.3

ROAD ALLOWANCE BETWEEN CONCESSIONS 4 AND 5

SCALE: 1:100 METRES

PROJECT NO. 72-334-11-10

H. F. GARDNER & CO., LTD.
ONTARIO LANDS RECLAMATION
Isis Highway 7, P.O. Box 0, Port Credit (905) 985-3690
FAX: (905) 985-2341

April 4, 2013

A D  L 0

BE AREA TO BE RETAINEED TO THE SOUTH

BE AREA TO BE SEVERED AND ADDED TO THE SOUTH

AREA 15, No.
The Mayor outlined the following points for the benefit of those in attendance.

The Mayor advised that this portion of the meeting is a statutory public information meeting under the Planning Act for an application for a Zoning By-Law Amendment submitted by Youngfield Farms Ltd. for property located at 4250 Edgerton Road, Blackstock, Ontario. If approved, the By-Law amendment will facilitate the severance of a dwelling deemed surplus as a result of the consolidation of the subject farm parcel with an abutting farm, by rezoning the consolidated farm parcel to prohibit future residential uses and any further severances.

The Mayor conveyed the importance that the public express their views, either in person or in writing, prior to decisions being made. If the public wishes to file an appeal of Council’s decision to the Ontario Municipal Board, they must first speak to the matter at this public meeting or provide a written submission before the by-law is passed. If they do not, they would not be added as a party to a hearing by the Ontario Municipal Board, unless the Board determines there are reasonable grounds to do so. Public notice was served by the Township of Scugog in accordance with the requirements of the Planning Act.

The Mayor then called upon the Director of Community Services to review the Staff Report COMS-2013-46-CNC.

On behalf of the Township, the Director of Community Services reviewed the contents of the Staff Report.

The Mayor then called upon the Applicant to present information.

Mr. Michael Fowler appeared in support of the application and concurred with the review brought forward by the Director of Community Services.
The Mayor then opened the meeting to the public to receive input concerning the subject application.

Upon enquiring, the Mayor determined that there were no public comments to be made either in support for or in opposition of the proposal.

(refer to Staff Report No. COMS-2013-46-CNC, page 163)
CORPORATION OF THE TOWNSHIP OF SCUGOG

ZONING BY-LAW NUMBER XX-13

BEING A BY-LAW PASSED PURSUANT TO THE
PROVISIONS OF SECTION 34 OF THE PLANNING
ACT, R.S.O. 1990, TO AMEND ZONING BY-LAW
75-80 WITH RESPECT TO PART LOT 19,
CONCESSION 4, TOWNSHIP OF SCUGOG, A
PORTION OF LAND MUNICIPALLY KNOWN AS
4250 EDGERTON ROAD, WARD 4

WHEREAS the owners of Part Lot 19, Concession 4, a
portion of 4250 Edgerton Road, Ward 4, made an application to the
Township of Scugog (Rezoning Application Z/13/2013) to amend Zoning
By-Law No. 75-80 from the Rural (RU) Zone to the Rural Exception
Seventy-Four (RU-74) Zone to facilitate the severance of a dwelling
deemed surplus through the consolidation of an abutting farm, by
rezoning the severed farm parcel to prohibit any future severances and
the establishment of any residential dwellings on the lands;

AND WHEREAS the Council of the Corporation of the
Township of Scugog held a public meeting (September 9, 2013) under
Section 34 of the Planning Act with respect to this matter and has
considered the application following that public meeting;

AND WHEREAS Council deems that adequate public notice
has been given and no further public meeting is required;

AND WHEREAS the Council of the Corporation of the
Township for Scugog has reviewed the request for an amendment to By-
Law Number 75-80 insofar as is necessary to amend the existing zoning
on the subject property from the Rural (RU) Zone to the Rural Exception
Seventy-Four (RU-74) Zone to prohibit future severances and to prohibit
the establishment of any residential dwellings on the lands;

AND WHEREAS the matters hereinafter set forth are in
conformity with the policies and designations contained in the Official
Plans of the Region of Durham and the Township of Scugog as are
currently in force and effect;

AND WHEREAS the proposed amendment to the Zoning By-
law would comply with the Official Plan as approved by Council;
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG HEREBY AMENDS BY-LAW NO. 75-80 AS FOLLOWS:

1. Schedule “A2” to By-law 75-80 is hereby amended by rezoning Part Lot 19, Concession 4, a portion of 4250 Edgerton Road, Ward 4, from the Rural (RU) Zone to the Rural Exception Seventy-Four (RU-74) Zone to prohibit any future severances and the establishment of any residential dwellings on the lands as shown on Schedule “A” attached to and forming part of this By-law.

This Bylaw shall come into force in accordance with Section 34 of the Planning Act.

Read a First, Second and Third time and finally passed this _____ day of ______________, 2013.

______________________________
MAYOR, Charles D. Mercier

______________________________
CLERK, Christopher Harris
SCHEDULE "A"
TO BY-LAW NO. XX-13
TOWNSHIP OF SCUGOG
ZONE MAP
<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
</table>

CORRESPONDENCE REFERRED TO STAFF

TABLED STAFF REPORTS
<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORRESPONDENCE REFERRED TO STAFF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>COMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLED STAFF REPORTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept 16/13 GP&amp;A</td>
<td>COMS</td>
<td>Zero Tolerance Policy</td>
<td>Director advised that policy will be brought back to next meeting</td>
</tr>
</tbody>
</table>
1. Call to Order

The Vice-Chair called the meeting to order at 4:02pm.

2. Adoption of the Minutes

   i. Minutes of the 17th Regular Meeting of the Heritage Permit Sub-Committee held August 27, 2013.

   **Errors and Omissions:** - Nil
Recommendation:

THAT the Minutes of the 17th Regular Meeting of the Heritage Permit Sub-Committee held August 27, 2013 be approved.

Carried

3. Business Arising out of the Minutes

pg. 88 176 Perry Street and 217 Queen Street

- It was noted the brick repair work has been completed and it looks great.

pg. 90 Dan Stone - 176 Perry Street

- The Sub-Committee was advised the trench has been dug and the redundant wires will be buried later this week.

4. Applications for Discussion - Nil

5. Other Matters

i) Old LCBO Building - 135 Queen Street
Discussion with Building Owner, Jack Doke and Mr. Frisk

Mr. Jack Doke and his architect, Mr. Bill Frisk advised the Sub-Committee that the removal of the stucco on the exterior of the building is expected to begin on September 17th. Currently Mr. Doke is working on an interior concept and then once the stucco has been removed from the exterior, he will begin working on the façade concept and design.
Mr. Doke informed the Sub-Committee that he will be keeping the existing roof height, as the brew tanks will work with the height of the building. He did note that some vents from the brew kettles will have to come out of the roof. There will be no odor from the brewing process. Typically if there is an odor it is from the spent grains that have not been disposed of. He did note that spent grains are often used as feed for livestock.

When questioned about noise concerns from a bottling plant, Mr. Doke advised that his operation will not be a bottling plant; his business will be filling kegs and cans.

Mr. Doke will require a shipping and receiving loading dock, which will be located on the south east corner of the addition to the original building. There are also plans for a 20 x 10 ft. cold storage area, noting nothing will be stored outside.

The Vice-Chair thanked Mr. Doke and Mr. Frisk for meeting with the Sub-Committee and mentioned the Sub-Committee would like to work along side Mr. Doke as this project progresses. Once the stucco has been removed, Mr. Doke will contact Staff to arrange for another meeting, at which time he anticipates to have a conceptual façade design to discuss.

ii) Millar's Market - 151 Queen Street
Discussion with Building Owner Stacy Millar and Lance Decaire

Mr. Stacy Millar and Mr. Lance Decaire brought the Sub-Committee up to date with the painting of the stucco on the building façade at 151 Queen Street. The contractor hired began the project, however as the paint was being rolled on, the first layer of the stucco was falling off.

Knowing the façade requires to be repaired, Mr. Millar and Mr. Decaire prepared a photo package of parts of Queen Street and other historic towns showing buildings with a clapboard façade. They would like to install a wooden clapboard façade overtop of the stucco, and wrapping the clapboard around the corners of the building and capping off the ends to finish the look.
The Sub-Committee suggested the applicants contact the new owner (Mr. Jack Doke) of the LCBO building at 135 Perry Street, who will be removing the stucco off the building, to investigate how difficult it would be to remove the stucco and reveal the brick façade on the Millar's Market building, 151 Queen Street.

The Vice-Chair asked the applicants to defer their request until after speaking with Mr. Doke. The Sub-Committee also suggested that the applicants be provided with pre-approval to remove a small portion of the façade stucco, in order to investigate how easy or difficult the stucco comes off, and also to verify if the bricks underneath are damaged.

**Recommendation:**

**THAT** a Heritage Permit be issued to Mr. Millar for the removal of a small portion of stucco from the building façade at 151 Queen Street;

**AND** that Mr. Millar's request to install a wooden clapboard façade be deferred until further investigation into the state of the bricks underneath the stucco can be determined.

Carried

6. **Outstanding Matters**

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

6. **Date of Next Meeting**

The next meeting is to be determined.
7. **Adjournment**

The meeting adjourned at 5:48pm.

Respectfully submitted,

[Signature]

Councillor John Hancock, Vice-Chair
RECOMMENDATION:

THAT Council approve an extension to the interim site alteration permit for 1140 Regional Highway 47 (Greenbank Airways);

AND FURTHER that the extension terminate upon the earlier of
   a) approval by the Ministry of Transportation of a permit allowing 400 trucks per day, or
   b) May 1, 2014.

BACKGROUND:

Council approved at the March 4, 2013 meeting a six month extension to an interim site alteration permit for Greenbank Airways (OPS-2013-06-GP&A). 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 permits from the Ministry of Transportation (MTO) and the Region and Durham for the entrance improvements related to the fill activities adjoining the provincial highway/regional road.

During the past six months, the applicant’s consultant, Genivar, had submitted to the MTO an application for the full permit of up to 400 trucks...
per day. The review is still ongoing. The Ministry of Transportation has confirmed that their interim permit will be extended until October 14, 2013 with no changes other than the expiry date.

The Region's permit has been issued for a period of three and one half years expiring in March 2016. The Region's permit would only be amended if the MTO's full permit required significant changes to the design or location of the ultimate entrance to the property.

Staff has had regular dialogue with all parties about the interim and full permits. Mayor Mercier, Councillor Corrigan and the undersigned have recently met with the applicant in accordance with the requirements of the municipality's interim permit.

There are no concerns from the municipality's perspective with the current operation that require amending conditions to the existing permit. The most pressing issue that all parties are attempting to resolve is the status of the MTO permits to allow uninterrupted operation.

The applicant's consultant, DL Services, has sponsored a Ph.D. candidate, from the University of Ottawa to review the sampling program at this project. The thesis will review the quantity of the samples taken and provide recommendations on the level of sampling that should be undertaken for this type of project. Given the importance of this research, the National Research Council has recently provided a significant grant to this project.

Given there are no serious operational issues at this point and it would not be beneficial to disrupt the Ph.D. sampling program, staff are recommending that the existing interim permit be extended again. The extension should be granted for a period of up to approximately seven months.

The extension would run until next spring at about the time that the half load season is over. If the MTO approves their full permit for up to 400 trucks per day, the municipal permit would be replaced with a new permit that included the requirements of the MTO permit.
It is expected that all parties will meet again at the MTO offices next week to review the requirements for the continuation of the existing permit and the requirements to finalize the full permit. It has always been understood that the full permit will require the construction of a new entrance, and this will likely include a turning lane(s) on Highway 47 as well as improved vehicle wash facilities to reduce mud tracking onto the road.

Given it is nearing the end of the current construction season, any improvements required for the full permit up to 400 trucks per day could not be constructed before next spring. This is the reason why it is recommended that the interim permit be extended until the earlier of next spring or the final approval of the full permit.

ENVIRONMENTAL CONSIDERATIONS:

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 existing interim permits from the Township of Scugog and Ministry of Transportation have expired as of September 4, 2013. The MTO has extended their interim permit to October 14, 2013, and a meeting will be held next week to discuss a further extension. The Region on Durham permit does not expire for another two and one half years.
Staff is recommending that the municipality's existing permit be extended until next spring. This would allow the applicant to finalize the requirements for a new permit from MTO to allow up to 400 trucks per day and construct a new entrance and any related improvements.

Respectfully submitted:

Ian Roger, P. Eng.
Director of Public Works and Parks
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE
Date: September 30, 2013
Dept: Public Works and Parks
Report No: OPS-2013-28-GP&A

Title: ASSET MANAGEMENT PLAN IMPLEMENTATION

RECOMMENDATION:

THAT Council approve the Asset Management Policy;

AND THAT staff be directed to bring back to the November 4, 2013 GP&A meeting the individual asset management policies for roads and bridges.

BACKGROUND

The Province of Ontario has mandated that all municipalities shall have asset management plans in order to access future provincial and federal funding programs for infrastructure renewal/construction. The Province requires asset management plans for roads, bridges, sanitary sewers, watermains and social housing.

The municipality has commenced the preparation of the required asset management plans for roads and bridges, the two asset categories the municipality administers. These plans must be completed by the end of 2013 as mandated by the Province.

Staff has begun the preparation of the asset management plan with the assistance of Mr. Dave Anderson of 4Roads Management Services. A training session with Council was held on May 13, 2013 to review the background of the asset management plan requirements.

At that meeting, draft policy documents were provided for review. Since that time, senior staff has reviewed the overall policy document which will provide the overall direction on asset management in the municipality. This
policy document, like the municipality's vision and mission statements, will provide the strategic direction for this activity. The document is attached to this report (Attachment #1) and is presented for Council's approval.

In addition to this policy document, draft policies for each of roads and bridges were also provided (Attachments #2 and #3). These documents will require further review and consideration by Council as they will both require the performance objectives to be met.

Establishing performance objectives, or system adequacy targets, will require Council to approve a financial plan to achieve these goals. The Director of Finance has been heavily involved with this component, and models related to performance targets and funding levels are being developed to assist Council's decision on the specific policies for roads and bridges.

Staff is also pursuing further information from the Province on specific requirements for the plans. The Province has stipulated the plans need to be prepared, but it has not provided any direction on targets for asset performance.

For example, when the Province provided road subsidy to municipalities it had established an overall system adequacy target of 60% for municipalities like Scugog. As it stands currently, the Province has not specified a target for municipalities for its roads or bridges.

This means for two similar adjoining municipalities, Municipality A could approve an asset management plan for its roads with a target of 70% adequacy while right beside it Municipality B has approved a target of 50% adequacy based on its financial resources.

Also, the asset management plan requirements do not speak to the permissibility of plans that allow assets to further deteriorate based on financial resources. It is likely that many smaller municipalities with funding constraints have to choose between significant tax increases to sustain their assets or to let them deteriorate to a level that their tax base can afford to maintain.
In order to better show this and provide Council with “food for thought” ahead of approving municipal objectives, Figure 1 shows two funding and performance scenarios for Scugog’s road system.

**FIGURE 1**

![Chart Title](image)

Both scenarios have been prepared to show how the municipality could bring the roads system adequacy up to the old MTO target of 60%. The scenarios have been prepared using the Worktech software the municipality has acquired for managing its assets. The modeling has shown the municipality needs to increase its roads spending from the current $1 million per year to approximately $3.5 million per year to achieve the 60% adequacy.

One option has the municipality increasing the roads budget by $200,000 per year for each year of the next ten years compared with $500,000 per year of the next five years. Both show the network reaching the performance target after 40 years.

Based on discussions with the Director of Finance and the Chair of the Finance Committee, additional scenarios are being developed for Council’s consideration. It is staff’s plan to review these additional scenarios with
Council at a training session proposed for October 28, and then present the individual policies for approval at the November 4th GP&A meeting.

FINANCIAL IMPLICATIONS

The financing strategies for the individual asset management plans for the roads and bridges will be reviewed and approved as part of each plan's review.

ENVIRONMENTAL CONSIDERATIONS

N/A

ACCESSIBILITY CONSIDERATIONS

N/A

CONCLUSION

The municipality is completing asset management plans to comply with Provincial requirements. Asset management plans are required to be competed by the end of 2013.

The overall policy providing the municipality's strategic direction on asset management has been completed and is being recommended for approval. This policy will provide the direction for all subsequent asset specific policies – roads, bridges, storm sewers, buildings, equipment, etc.

Draft policies have been prepared for the roads and bridges. To meet the provincial requirements, these policies will need to be approved before year end. Staff is recommending a further training session on, October 28 to discuss performance targets and financial implications with Council prior to the approval of the individual policies.

Ian Roger, P.Eng.
Director of Public Works and Parks
Township of Scugog Asset Management Policy

Township of Scugog is dedicated to development and maintenance of its entire asset inventory in order to provide Township residents with sustainable, reliable services that are appropriate for the Township, are regulatory compliant, and ensure assets will serve for their design life.

Further, the Township of Scugog will endeavour to manage its asset groups to deliver services that represent the optimum aggregate cost, rather than the least single cost, to the greatest extent practical.

**Scope:** The scope of this policy is applicable to all assets that the Township is responsible for. The Township understands that each asset group will have group specific criteria with respect to the general directives provided in this policy. As the Asset Management Plan (AMP) is developed for each asset group, the guiding principles of this policy shall be applied to develop the specifics for each asset group. Each Asset Group will have its specific asset policy added as addenda to this policy.

**Asset Data Storage:** To the greatest extent possible, all data for all assets and asset groups will reside in the corporate / enterprise asset management software.

**Asset Verification and Condition Rating:** The overall condition of each asset group and individual asset condition within a group is measureable. Asset lists shall be field audited to verify that the asset(s) is still retained by the Township and that it has not been disposed or replaced.

Asset condition has to be measured using appropriate engineering or other standards that are established, defensible and repeatable. It is understood that this may not be possible for all assets.

All AMP’s for all asset groups shall have

- A record of the assumptions that were made in the development of the conditions ratings, historic costs, replacement costs etc.
- Identify Historic Costs (PSAB records)
- Identify Current Replacement Costs.
- Identify Asset Age distribution (may not be possible for all assets due to improvement of visible elements (i.e. roads and structures)
- Condition rating by individual asset and by asset group, where possible

**Condition Assessment Cycle:** Asset condition shall be reviewed on a regular cycle, appropriate for the asset group. Determination of an appropriate review cycle shall be predicated upon the following factors

- Regulatory requirements
- Public health and safety
- Criticality
- Asset life cycle / Anticipated deterioration rate
- Consequences of lost opportunity for rehabilitation or maintenance
Asset Management Policy

**Level of Service (LOS):** All assets shall have a defined level of service or defined levels of service.

The overall AMP includes funding for both capital and operating components. For some assets, both capital and operating LOS may be required. LOS for assets must consider the following in their development:

- Regulatory Compliance
- Criticality
- Municipal Performance Measure Program compatibility/relevance
- Physical Condition LOS (i.e. average system)
- Operating LOS
- End User relevance, and perception of service
- Ease of understanding

**Asset Management Strategy:** Guiding principles for the preparation of AMP's for specific assets or asset groups shall consider/utilize the following principles:

- **Condition Sustainability** - The minimum outcome of any AMP will be to ensure that the overall condition of an asset group will not decrease over time, and that over time the asset group will achieve and sustain its’ LOS goal.
- **Return on Investment** – life cycle and return on investment analysis of treatments and improvements will be undertaken in order to support decision making. Selection of appropriate treatments, at the appropriate asset condition level, are critical to AMP optimization.
- **Financial Integration** – The AMP shall be integrated with the financial plan
- **Cross Asset Integration** - AMP and resultant strategies will consider other assets that may be affected by, or may affect a specific project scope and timing. This is particularly true of linear assets within the road allowance. Cross asset integration shall consider not only Township assets, but other asset that may have an effect on the Township asset lifecycle and performance, such as other levels of government and utilities.
- **Master Plan Integration** - AMP development shall include the requirements of any Master Planning studies that have been undertaken and shall be integrated into AMP's.
- **Near Term Programming** - Detailed project lists will be developed for a 10 year period as a minimum, and updated on an annual basis
- **Programming and Funding Level Analysis** - High level analysis of funding levels will be undertaken over 50 year periods or the life cycle of the asset, whichever is greater. This analysis will be updated annually to reflect current cost experience.

**Financial Strategy:** AMP financial strategies shall be fully integrated with the Asset Management Strategy. The financial strategy shall be developed such that the funding shall be sufficient, as a minimum, to sustain the asset or asset group at its current LOS and ideally funded at a level to improve the asset group condition to the target LOS.

Ideally the AMP financing strategy should consider inflation and discount rates over the time of the plan. However, this may not be practical given the volatility of certain product groups over much shorter periods.
Asset Management Policy

In lieu of a financial plan with estimated inflation and discount rates, current dollars and cost experience shall be used and updated annually.

The Financial Strategy shall:

- Identify Funding shortfalls to Council to meet planned/approved LOS
- Identify Funding Sources
- Review alternate funding opportunities / resources
- The financial plan shall include annual forecasts for
  - Non-infrastructure solutions
  - Maintenance Activities
  - Renewal / Rehabilitation Activities
  - Replacement Activities
  - Expansion Activities

**Funding Sources:** AMP’s shall consider the following funding sources;

- Levy Supported Operating Budget
- Rate Supported Operating Budget
- Levy Supported Capital Reserve
- Rate Supported Capital Reserve
- Federal and Provincial Conditional Grants
- Gas Tax
- Debt Financing
- Development Charges
- Other (i.e. Community Enhancement Fund)

**Plan Maintenance Continuity and Currency:** The AMP’s shall be updated on an annual basis to account for;

- Quantity of the asset or asset group (Expansion / Reduction)
- Inflationary changes
- Specific unit cost changes beyond inflation that negatively affects programming and have a negative impact on the average condition of an asset group or groups
- Regulatory changes
- Asset group constitution change
- Improvements to the Asset group
- Pre-mature failure of assets

**Innovation:**

Township of Scugog is committed to research and review of new technologies for usage by the Township. Trial projects and technologies are to be reviewed on a project specific basis and reported to council before and after trial.
Asset Management Policy

Public Notification:

Township of Scugog will provide notification of its asset management policy in a public forum either collectively for all assets, by asset group or by program group.
Township of Scugog Asset Management Policy for Roads

**Scope:** This policy is intended to address the road assets owned by Township of Scugog

**Asset Data Storage:** Road asset data will be stored in the corporate asset management software. Updated data will be shared/provided to the Ontario Good Roads Association (OGRA) Municipal Data Works (MDW) in the interests of ensuring that OGRA has current data to continue representing the collective interests of municipalities and furthering the development of asset management and potential funding opportunities. The data may be shared with other organizational groups as deemed appropriate by the municipality.

**Asset Verification:** The verification and condition of each road asset shall be field audited to verify that the asset(s) is still retained by the Township and that it has not been disposed or replaced. The initial verification of the entire asset group is required only once. Conformity with other requirements of the policy will ensure that the road asset group as a whole will remain current.

**Condition Assessment Methodology:** There are two levels of condition assessment required for municipal roads; capital condition and operational condition. The capital condition of all road sections shall be evaluated following the Ministry of Transportation Inventory Manual for Municipal Roads (1991). The operational condition of all road sections shall be evaluated in accordance with Regulation 239/02, as amended.

**Condition Assessment Cycle:** There are two levels of condition assessment required for municipal roads; capital condition and operational condition.

The capital condition assessment shall be reviewed on a 4 year cycle, either once every 4 years, or approximately ¼ of the system each year. If the system is reviewed annually, on a 4 year cycle, improvements undertaken in the other 3 quadrants have to be reviewed and the database updated also.

The operational conditional assessment shall be in accordance with the following regulations

- Municipal Act 2001, Section 44 (1) The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. 2001, c. 25, s. 44 (1).
- Regulation 239/02 is a result of Section 44

*Note; As these regulations may be amended by the Province of Ontario from time to time, the municipality shall adhere to the regulatory requirements in effect when the assessments are undertaken.*

The database will also be updated annually to reflect additional sections that have been added to the system.

**Level of Service (LOS):** Level of Service for road assets have measurable condition and service level indicators. Therefore there are multiple LOS measures.

**Operational LOS:** Regulation 239/02 (As amended by regulations 23/10 and 47/13) is a measure of level of service from a service delivery perspective that is identifiable to the public. Meeting the regulation requirements is a risk management exercise for the Township.
Asset Management Policy - Roads

**Condition LOS:** The overall condition of the system shall be measured on an annual basis, based on the data in the database by System Adequacy (Target to be determined once database is reviewed and will be a pro-rata blend of former MTO system targets)

- Average Physical Condition (Structural Adequacy multiplied by 5)
- Percentage of Good to very Good roads (MPMP measure)

**Asset Management Strategy:** Preservation activities offer the best Return on Investment (ROI) for road assets. Annual programming will be optimized for preservation activities such as crack sealing, micro surfacing, single surface treatment and hot mix resurfacing (where no conflicts with other assets exist) and programming satisfied prior to advancing projects with lesser ROI. In general the AMP and annual programming for roads assets shall follow the following process

- Project and treatment identification through condition evaluation
- Annual Calculation of updated replacement and improvement costs based on current unit costing
- Identification of funding requirements for current year programming to meet LOS – capital and maintenance
- Annual Integration with the financial plan
- Program optimization based on current condition data
  - Road sections at the appropriate condition for preservation activities will be optimized and prioritized
- Remaining available funding shall be directed to other road related projects and programs

Projects that may appear to be appropriate for preservation activities shall be vetted through a cross asset integration process to determine conflicts with other assets or other requirements.

All road projects will be vetted through a cross asset integration process that includes any Master Plans prior to being committed to the programming.

It is recognized that where it is anticipated that other related assets will likely require significant improvement within the plan horizon a **Holding Strategy** or treatment may be selected to ensure least aggregate cost expenditure while ensuring continuity of service a specific road asset.

**Financial Strategy:** AMP financial strategies shall be fully integrated with the Asset Management Strategy and shall include Capital and Operating costs. The financial strategy shall be developed such that the funding shall be sufficient, as a minimum, to sustain the asset or asset group at its current LOS and ideally funded at a level to improve the asset group condition to the target LOS.

Ideally the AMP financing strategy should consider inflation and discount rates over the time of the plan. However, this may not be practical given the volatility of certain product groups over much shorter periods. Plan updates shall be in current dollars using current unit costs. Annual Updates shall

---

* holding Strategy - a treatment or solution selected that is recognized as not being the final solution, but a solution that will defer the needs on one asset to meet the life cycle of other related assets
Asset Management Policy - Roads

- Identify Funding shortfalls to Council to meet LOS
- Review alternate funding opportunities / resources
- The financial plan shall include *annual* forecasts for
  - Non-infrastructure solutions
  - Maintenance Activities
  - Renewal / Rehabilitation Activities
  - Replacement Activities
  - Expansion Activities

Budget adjustments to the plan shall account for

- Increases in plant (additional road sections)
- General inflationary increases
- Exceptional inflationary increases for specific product groups that will affect

**Funding Sources:** AMP's shall identify finding sources for each identified project and shall consider the following funding sources;

- Levy Supported Operating Budget
- Rate Supported Operating Budget
- Levy Supported Capital Reserve
- Rate Supported Capital Reserve
- Federal and Provincial Conditional Grants
- Gas Tax
- Debt Financing
- Development Charges
- Other

**Plan Maintenance Continuity and Currency:** The AMP's shall be updated on an annual basis to account for changes in

- Quantity of the asset or asset group (Expansion / Reduction)
- Inflationary changes
- Specific unit cost changes beyond inflation that affect negatively affect programming and have a negative impact on the average condition of an asset group or groups.
- Regulatory changes
- Asset group constitution change
- Improvements to the Asset group

**Innovation:**

Township of Scugog is committed to research and review of new technologies for usage by the Township. Trial projects and technologies are to be reviewed on a project specific basis and reported to council before and after trial.
Asset Management Policy - Roads

Public Notification:

Township of Scugog will provide notification of its' asset management policy in a public forum either collectively for all assets, by asset group or by program group.
Township of Scugog Asset Management Policy for Bridges and Culverts

**Scope:** This policy is intended to address the bridge and culvert assets owned by Township of Scugog with a span of 3 metres or greater.

**Asset Data Storage:** Bridge and Culvert asset data will be stored in the corporate asset management software. Updated data will be shared/provided to the Ontario Good Roads Association (OGRA) Municipal Data Works (MDW) in the interests ensuring that OGRA has current data to continue representing the collective interests of municipalities and furthering the development of asset management and potential funding opportunities. The data may be shared with other organizational groups as deemed appropriate by the municipality.

**Asset Verification:** The verification and condition of each bridge and culvert asset shall be field audited to verify that the asset(s) is still retained by the Township and that it has not been disposed or replaced. The initial verification of the entire asset group is required only once. Conformity with other requirements of the policy will ensure that the bridge and culvert asset group as a whole will remain current.

**Condition Assessment Methodology:** The condition of all bridges and culverts with a span of 3m or greater shall be evaluated following the Ministry of Transportation Ontario Structure Inspection Manual (OSIM) or Municipal Bridge Appraisal Data Entry System (MBADES or Municipal Bridge Appraisal Manual.)

**Condition Assessment Cycle:** There are two levels of condition assessment required for municipal structures; capital/structural condition and operational condition

Capital/Structural condition shall be inspected on a 2 year cycle, in accordance with the following regulations:

- 104/97, 472/10 Standards for Bridges
- Regulation 103/97 Standard to determine Allowable Gross Weight for bridges and 160/02, 278/06 and 472/10 (Amending 104/97)

Operational Condition shall be inspected in accordance with the following:

- Municipal Act 2001, Section 44 (1) The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. 2001, c. 25, s. 44 (1).

Regulation 239/02 is a result of Section 44

*Note: As these regulations may be amended by the Province of Ontario from time to time, the municipality shall adhere to the regulatory requirements in effect when the assessments are undertaken.*
Asset Management Policy – Bridges and Culverts

The database will also be updated annually to reflect additional bridges and culverts that have been added to the system or improved.

**Level of Service (LOS):** Level of Service for bridge and culvert assets have measurable condition and service level indicators. Therefore there are multiple LOS measures.

**Operational LOS:** Regulation 239/02 (As amended by regulations 23/10 and 47/13) is a measure of level of service from a service delivery perspective that is identifiable to the public. Meeting the regulation requirements is a risk management exercise for the Township.

**Condition LOS:** The overall condition of the system shall be measured on an annual basis, based on the data in the database by

- Percentage of structures in Good to Very Good condition (MPMP measure)
- No load restricted structures that impede emergency service delivery.

**Asset Management Strategy:** Preservation activities offer the best Return on Investment (ROI) for structure assets. Annual programming will be optimized for preservation activities such as crack sealing, water proofing and hot mix resurfacing (where no conflicts with other assets exist) and programming satisfied prior to advancing projects with lesser ROI. In general the AMP and annual programming for bridge and culvert assets shall follow the following process

- Project and treatment identification through condition evaluation
- Annual Calculation of updated replacement and improvement costs based on current unit costing
- Identification of funding requirements for current year programming to meet LOS – capital and operating
- Annual Integration with the financial plan
- Program optimization based on current condition data
  - Bridge and Culvert assets at the appropriate condition for preservation activities will be optimized and prioritized
- Remaining available funding shall be directed to other structure related projects and programs or retained in the capital reserve.

Projects that may appear to be appropriate for preservation activities shall be vetted through a cross asset integration process to determine conflicts with other assets or other requirements.

All bridge and culvert projects will be vetted through a cross asset integration process that includes any Master Plans prior to being committed to the programming.

It is recognized that where it is anticipated that other related assets will likely require significant improvement within the plan horizon a **Holding Strategy** or treatment may be selected to ensure least aggregate cost expenditure while ensuring continuity of service a specific bridge or culvert asset.

**Financial Strategy:** AMP financial strategies shall be fully integrated with the Asset Management Strategy and shall include Capital and Operating costs. The financial strategy shall be developed such that the funding shall be sufficient, as a minimum, to sustain the asset or asset group at its current LOS and ideally funded at a level to improve the asset group condition to the target LOS.
Asset Management Policy – Bridges and Culverts

Ideally the AMP financing strategy should consider inflation and discount rates over the time of the plan. However, this may not be practical given the volatility of certain product groups over much shorter periods. Plan updates shall be in current dollars using current unit costs. Annual Updates shall

- Identify Funding shortfalls to Council to meet LOS
- Review alternate funding opportunities / resources
- The financial plan shall include annual forecasts for
  - Non-Infrastructure solutions
  - Maintenance Activities
  - Renewal / Rehabilitation Activities
  - Replacement Activities
  - Expansion Activities

Budget adjustments to the plan shall account for

- Increases in plant (additional road sections)
- General inflationary increases
- Exceptional inflationary increases for specific product groups that will affect

**Funding Sources:** AMP’s shall identify finding sources for each identified project and shall consider the following funding sources;

- Levy Supported Operating Budget
- Rate Supported Operating Budget
- Levy Supported Capital Reserve
- Rate Supported Capital Reserve
- Federal and Provincial Conditional Grants
- Gas Tax
- Debt Financing
- Development Charges
- Other

**Plan Maintenance Continuity and Currency:** The AMP’s shall be updated on an annual basis to account for changes in

- Quantity of the asset or asset group (Expansion / Reduction)
- Inflationary changes
- Specific unit cost changes beyond inflation that affect negatively affect programming and have a negative impact on the average condition of an asset group or groups.
- Regulatory changes
- Asset group constitution change
- Improvements to the Asset group
Asset Management Policy – Bridges and Culverts

Innovation:

Township of Scugog is committed to research and review of new technologies for usage by the Township. Trial projects and technologies are to be reviewed on a project specific basis and reported to council before and after trial.

Public Notification:

Township of Scugog will provide notification of its’ asset management policy in a public forum either collectively for all assets, by asset group or by program group.
## OUTSTANDING MATTERS
### PUBLIC WORKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 16/13</td>
<td>PW</td>
<td>Request for Signage from Local Cyclist</td>
<td>Director advised that Province is developing guidelines and report will be brought back once OTM is finalized</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>Staff updating 52-10 to ensure Township activity is consistent with Q4</td>
</tr>
<tr>
<td>Jan 28/13</td>
<td>PW</td>
<td>Benschop accepting fill</td>
<td></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>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 16/13</td>
<td>PW</td>
<td>Corr. #: 779-12 Elizabeth Kagazchi, Principal, Cartwright Public School – Safety concern affecting Cartwright Central P.S., using the existing crosswalk located at the south corner of Alexander St. and Old Scugog Road</td>
<td>Director advised all school zones are being monitored to ensure changes to crossing guard program are working as planned</td>
</tr>
<tr>
<td>June 24/13</td>
<td>PW</td>
<td>Council Corr#272-13 Turtle Crossing</td>
<td>Waiting for MTO and Region responses</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>June 17/13</td>
<td>PARK</td>
<td>OPS-2013-17 Smoking in Sports Fields</td>
<td>Awaiting By-Law from Regional Solicitors</td>
</tr>
</tbody>
</table>

**CORRESPONDENCE REFERRED TO STAFF — NIL**

**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>Aug 26/13</td>
<td>GPA</td>
<td>Susie Bollon – Caesarea Skate Park for Kids</td>
<td>Trillium grant denied; tabled for 2014 budget</td>
</tr>
</tbody>
</table>
## OUTSTANDING MATTERS
### FIRE & EMERGENCY SERVICES

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
</table>

**CORRESPONDENCE REFERRED TO STAFF – NIL**

**TABLED STAFF REPORTS - NIL**

**REFERRED TO 2013 BUDGET DISCUSSIONS - NIL**
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: September 30, 2013

Dept: Corporate Services - CAO

Report No: CORP-2013-45-GP&A

Title: SCUGOG BUSINESS RETENTION + EXPANSION PROJECT 2013 – STATUS UPDATE

RECOMMENDATION:

THAT Committee receive Staff Report CORP-2013-45-GP&A for information.

PURPOSE:

This report is intended to:

- Provide Council with an update on the progress of the Scugog Business Retention + Expansion (BR+E) Project 2013, and;
- Outline project next steps to complete the data analysis and action planning.

BACKGROUND:

The majority of business expansions and new jobs in a community come from existing and established businesses in the community. Supporting these businesses to thrive is important for encouraging local economic development. The BR+E project is an opportunity to meet with businesses owners and managers to learn about issues and opportunities in the local municipality.

The BR+E is a community economic development initiative that brings together different levels of government and community business organizations to address local issues in a comprehensive way. The project is a confidential business visitation with a set survey that fosters relationships and is designed to help identify, understand and respond to existing business needs, issues, trends and opportunities.
Scugog BR+E

The Scugog BR+E project is being led by the Region of Durham Economic Development Department with the assistance of BR+E resources provided by the Ministry of Agriculture and Food (OMAF) and the Ministry of Rural Affairs (MRA). The project is an initiative of the Township of Scugog and the Economic Development Advisory Committee and has support from the Durham Federation of Agriculture, Scugog Chamber of Commerce and Port Perry BIA.

The Scugog project was launched in February 2013 at an Economic Development Advisory Committee meeting at which time the Committee decided that the survey would include all industry sectors, including agriculture. Business lists were derived from the 2012 Durham Business Count data, Durham Region Economic Development contact lists and membership databases from the Scugog Chamber of Commerce and Port Perry BIA. Approximately 600 letters were sent to businesses requesting participation in the survey. Letters sent to the agricultural community were sent through the Durham Federation of Agriculture using confidential mailing lists from the Ontario Federation of Agriculture.

Interviews were set up by Durham Region Staff and conducted by volunteer interviewers. All interviewers received training in the BR+E program, survey and confidentiality requirements. Volunteer visitors were recruited from Durham Region, Township of Scugog (Council and Staff), Economic Development Advisory Committee and the Scugog Chamber of Commerce and Port Perry BIA. A total of 29 interviewers were trained to conduct the confidential business interviewers.

BR+E Survey Results

The BR+E survey was conducted between June and September 2013. A total of 114 business owners or managers completed the survey. Interviews were completed by businesses in all industry sectors. All businesses completed a base retention survey. Using the OMAF and MRA resources, four industry sectors also completed an additional industry specific survey:

- 29 Retail/Service
- 16 Agriculture
- 8 Manufacturing
- 6 Tourism
The 114 interviews demonstrate considerable interest and commitment from local businesses and volunteer interviewers representing approximately 130 hours from business owners and 200 hours from volunteer interviewers. The survey data is currently being analyzed by Region of Durham staff.

NEXT STEPS:
Following the completion of data analysis, an action plan will be developed to respond to the issues and opportunities identified in the results. It will be important for the BR+E action plan to align where possible with objectives of the Township's Corporate Plan and the Township's action plan developed out of the Vibrant North Durham Economic Development Plan. The draft BR+E action plan will be presented to Council. Survey results and the action plan will be then finalized into a final project report.

The final results will be presented to the business community at a Mayor's Breakfast on November 15, 2013. All members of Council will be invited.

CONCLUSION:
The Scugog BR+E project is an important tool for understanding the current needs, challenges, as well opportunities of the local business community. The project progress to date has demonstrated interest from the business community and local business organizations in working together to support local business. The data is currently being reviewed and Council will be provided with updates to the data analysis and action planning in preparation for the creation of the final report.

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

Respectfully prepared by:

Nancy Rutherford
Manager of Economic Development, Agriculture and Rural Affairs – Region of Durham
Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE
Date: September 30, 2013
Dept: Clerk's
Report No: CORP-2013-43-GPA

Title: PROPOSED SALE OR LEASE OF 269 QUEEN STREET, PORT PERRY

RECOMMENDATION:

THAT staff be directed to tender for lease or sale the old library building located at 269 Queen Street with a reserve bid set in accordance with the appraisal received for the property.

BACKGROUND:

At the June 17, 2013 General Purpose and Administration meeting, Council declared the former library located at 269 Queen Street as surplus to the needs of the municipality. At that meeting staff were directed to put the property on the market for sale or lease.

Securing real estate services was the method chosen to list the property. In accordance with the Sale of Land Policy, staff prepared Quote Q2013-04 for real estate services closing on July 19, 2013. No quotes from real estate agents were received.

The matter was brought back to Council at the closed GP&A session held on August 26, 2013. The resolution passed in open session directed the Clerk to lease or list the property for sale in accordance with the Sale of Land Policy.
Sale Considerations

If the old library building were to be sold, it would need to be severed from the adjoining park and an easement registered on title to permit accessible access to the park.

A sale of the old library building would allow the municipality to benefit from a one-time windfall while removing the possibility of future maintenance liabilities. Furthermore, it would reduce hassles associated with renting a property and acting as a landlord, a task that the municipality is not well suited to fulfill. The property is a “contributing building” within the Heritage Conservation District, and therefore, future private property owners would not be allowed to significantly change the façade.

Lease Considerations

Leasing the building at the above noted market rates would allow the municipality to offset costs associated with large maintenance items not covered in the lease agreement. Staff time and resources would be required to oversee landlord duties and any tenant disagreements as they may arise.

Securing a lease through a tender process does not guarantee a long term stable source of income. Generally, the lease period will be for a minimum of one year with an automatic extension being provided for in the agreement. Either party is generally permitted to cancel the lease with notice, as occurred with the last occupant of the building.

By leasing the building it would remain in public hands which some people believe is important given the building’s previous use as a war memorial.

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

THAT Committee receive the 2012 Municipal Performance Measures for information purposes and the results be posted on the Township website.

BACKGROUND:

The Province of Ontario requires municipalities to prepare and report specific annual performance measurements to the public and within their annual Financial Information Return (FIR). These measurements are calculated based on expenses reported in the annual FIR and statistical information provided by staff and the Province.

The Municipal Performance Measurement Program (MPMP) was designed to provide the public with information on service delivery in core municipal service areas. Performance measures can be used as a tool to measure change in service delivery and identify opportunities for economic and/or efficiency improvements.

Over the years continual additions have been made to the measures. Most recently, as a result of new financial reporting requirements to record and report tangible capital assets, new measures have been added to evaluate efficiency based on both direct operating costs and total costs. The total costs include amortization expense, which was a new reporting requirement as of January 1, 2009.
Due to the changes in reporting requirements, several expenses that were previously recorded as capital assets are now reported with operating costs because they do not meet the thresholds or definitions of a tangible capital asset. This can create large fluctuations in costs in various performance measurement areas compared to 2008 and prior reporting years. For example, gravel and surface treatment programs for roads previously would have been reported as a capital expense and not included in the costs reported in the performance measures. With the implementation of the new reporting format, these costs are now considered maintenance costs and are included as part of operating costs.

The primary objective for the Township’s MPMP results at the current time is for internal year to year comparisons. An analysis of the Township’s performance in comparison with other municipalities has not been completed and was not the objective of this report. The Township will strive to improve its results compared to its past experience and taking into account any changing circumstances.

Scugog’s measures may be measured against those of other lower tier municipalities; however, it is very difficult to evaluate the effectiveness and efficiencies of one municipality against another based on the information provided in the Financial Information Return. Municipal comparisons should be approached with an understanding that a higher or lower number does not necessarily indicate better or worse performance. There are many factors that affect the results for each municipality, such as population, geographic location, age of infrastructure, community and budget priorities, and accounting and reporting practices. These and other factors must be taken into consideration when comparing one municipality to another.

CONCLUSION:

The Township has a legislative requirement through the Municipal Act, 2001, to prepare and communicate annual performance measures to the local tax payers. To comply with the Municipal Act, this report will be posted on the Township website and a copy has been submitted to the Ministry of Municipal Affairs and Housing for information.
ENVIRONMENTAL CONSIDERATIONS: N/A

ACCESSIBILITY CONSIDERATIONS: N/A

FUNDING OPTIONS: N/A

Respectfully submitted:

Trena DeBruijn, CGA
Director of Finance
Questions about MPMP results should be addressed to:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Trena DeBruijn, CGA</th>
<th>Phone:</th>
<th>(905) 985-7346 ext. 109</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Director of Finance/Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipality:</td>
<td>Township of Scugog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tdebruijn@scugog.ca">tdebruijn@scugog.ca</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Related documents and links:

Local Government

CONTACT PERSON FOR LOCAL GOVERNMENT: Trena DeBruijn, Director of Finance

<table>
<thead>
<tr>
<th>1.1 GENERAL GOVERNMENT - EFFICIENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 a) Operating costs for governance and corporate management as a percentage of total municipal operating costs.</td>
</tr>
<tr>
<td>2012</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>15.6%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1.1 b) Total costs for governance and corporate management as a percentage of total municipal costs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>13.4%</td>
</tr>
</tbody>
</table>

OBJECTIVE:
Efficient local government.

REFERENCE:
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 0206 35 (Operating costs measure) and 91 0206 45 (Total costs measure).
Fire Services

CONTACT PERSON FOR FIRE SERVICES: Richard Miller, Fire Chief

### 2.1 FIRE SERVICES – EFFICIENCY

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 a) Operating costs for fire services per $1,000 of assessment.</td>
<td>0.49</td>
<td>$0.51</td>
<td>$0.52</td>
</tr>
<tr>
<td>2.1 b) Total costs for fire services per $1,000 of assessment.</td>
<td>$0.56</td>
<td>$0.58</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient fire services.

**REFERENCE:**
The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.

- Financial Information Return: 91 1103 35 (Operating costs measure) and 91 1103 45 (Total costs measure).

### 2.2 & 2.3 CIVILIAN FIRE RELATED INJURIES – EFFECTIVENESS

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 Number of residential fire related civilian injuries per 1,000 persons.</td>
<td>0</td>
<td>0</td>
<td>0.14</td>
</tr>
<tr>
<td>2.3 Number of residential fire related civilian injuries averaged over 5 years per 1,000 persons.</td>
<td>0.046</td>
<td>0.046</td>
<td>0.047</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Minimize the number of civilian injuries in residential fires.

**REFERENCE:**
- Financial Information Return: 92 1151 07 (2.2) and 92 1152 07 (2.3).
### 2.4 & 2.5 Civilian Fire Related Fatalities - Effectiveness

<table>
<thead>
<tr>
<th>Objective</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 Number of residential fire related civilian fatalities per 1,000 persons.</td>
<td>0.000</td>
<td>0.000</td>
<td>0.047</td>
</tr>
<tr>
<td>2.5 Number of residential fire related civilian fatalities averaged over 5 years per 1,000 persons.</td>
<td>0.000</td>
<td>0.046</td>
<td>0.047</td>
</tr>
</tbody>
</table>

**Objective:**

Minimize the number of civilian fatalities in residential fires.

**Reference:**

- Financial Information Return: 92 1155 07 (2.4) and 92 1156 07 (2.5).

### 2.6 Number of Residential Structural Fires - Effectiveness

<table>
<thead>
<tr>
<th>Objective</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.6 Number of residential structural fires per 1,000 households.</td>
<td>0.696</td>
<td>1.776</td>
<td>1.397</td>
</tr>
</tbody>
</table>

**Objective:**

Minimize the number of residential structural fires.

**Reference:**

- Financial Information Return: 92 1160 07.
# Roads

**CONTACT PERSON FOR ROADS:** Ian Roger, Director of Public Works and Parks

## 4.1 Paved Roads - Efficiency

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 a) Operating costs for paved (hard top) roads per lane kilometre.</td>
<td>$3,810.81</td>
<td>$5,661.10</td>
<td>$8,051.45</td>
</tr>
<tr>
<td>4.1 b) Total costs for paved (hard top) roads per lane kilometre.</td>
<td>$6,788.43</td>
<td>$8,265.11</td>
<td>$10,471.17</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient maintenance of paved roads.

**REFERENCE:**
- The formulas for efficiency measures for paved roads were revised in 2010 to net out revenue received from utilities for utility cut repairs.
- The Total cost measure was also revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 2111 35 (Operating costs measure) and 91 2111 45 (Total costs measure).

## 4.2 Unpaved Roads - Efficiency

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 a) Operating costs for unpaved (loose top) roads per lane kilometre.</td>
<td>$3,745.26</td>
<td>$2,358.97</td>
<td>$2,066.94</td>
</tr>
<tr>
<td>4.2 b) Total costs for unpaved (loose top) roads per lane kilometre.</td>
<td>$6,073.38</td>
<td>$4,702.14</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient maintenance of unpaved roads.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 2110 35 (Operating costs measure) and 91 2110 45 (Total costs measure).
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Municipal Performance Measurement Program (MPMP) • 2012 RESULTS

### 4.3 BRIDGES AND CULVERTS – EFFICIENCY

<table>
<thead>
<tr>
<th>4.3 a) Operating costs for bridges and culverts per square metre of surface area.</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$39.34</td>
<td>$61.53</td>
<td>$57.28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.3 b) Total costs for bridges and culverts per square metre of surface area.</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$54.65</td>
<td>$85.27</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient maintenance of bridges and culverts.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 2130 35 (Operating costs measure) and 91 2130 45 (Total costs measure).

### 4.4 WINTER MAINTENANCE OF ROADS – EFFICIENCY

<table>
<thead>
<tr>
<th>4.4 a) Operating costs for winter maintenance of roadways per lane kilometre maintained in winter.</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$451.52</td>
<td>$584.80</td>
<td>$436.27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.4 b) Total costs for winter maintenance of roadways per lane kilometre maintained in winter.</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$606.25</td>
<td>$737.59</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient winter maintenance of roads.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 2205 35 (Operating costs measure) and 91 2205 45 (Total costs measure).
### 4.5 Adequacy of Paved Roads – Effectiveness

<table>
<thead>
<tr>
<th>4.5 Percentage of paved lane kilometres where the condition is rated as good to very good.(^1)</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38.5%</td>
<td>38.5%</td>
<td>38.5%</td>
<td>39.1%</td>
<td>38.5%</td>
</tr>
</tbody>
</table>

**Objective:**
Pavement condition meets municipal objectives.

**Reference:**
- \(^1\) Pavement condition is rated using a Pavement Condition Index (PCI) such as the Index used by the Ontario Good Roads Association (OGRA) or the Ministry of Transportation's Roads Inventory Management System (RIMS).
- Financial Information Return: 92 2152 07.

### 4.6 Adequacy of Bridges and Culverts – Effectiveness

<table>
<thead>
<tr>
<th>4.6 Percentage of bridges and culverts where the condition is rated as good to very good.(^1)</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>52.2%</td>
<td>52.2%</td>
<td>52.2%</td>
</tr>
</tbody>
</table>

**Objective:**
Safe bridges and culverts.

**Reference:**
- The effectiveness measure for bridges and culverts was introduced in 2009.
- \(^1\) A bridge or culvert is rated in good to very good condition if distress to the primary components is minimal, requiring only maintenance. Primary components are the main load carrying components of the structure, including the deck, beams, girders, abutments, foundations, etc.

### 4.7 Winter Event Responses – Effectiveness

<table>
<thead>
<tr>
<th>4.7 Percentage of winter events where the response met or exceeded locally determined municipal service levels for road maintenance.</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**Objective:**
Response to winter storm events meets locally determined service levels for winter road maintenance.

**Reference:**
- Financial Information Return: 92 2251 07.
## Storm Water

**CONTACT PERSON FOR STORM WATER:** Ian Roger, Director of Public Works and Parks

### 7.1 URBAN STORM WATER MANAGEMENT – EFFICIENCY

<table>
<thead>
<tr>
<th>7.1 a) Operating costs for urban storm water management (collection, treatment, disposal) per kilometre of drainage system.</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,485.59</td>
<td>$1,798.44</td>
<td>$939.13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7.1 b) Total costs for urban storm water management (collection, treatment, disposal) per kilometre of drainage system.</th>
<th>2012</th>
<th>2011</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,942.09</td>
<td>$6,139.94</td>
<td></td>
</tr>
</tbody>
</table>

### OBJECTIVE:
Efficient urban storm water management.

### REFERENCE:
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.

- Financial Information Return: 91 3209 35 (Operating costs measure) and 91 3209 45 (Total costs measure).
# Parks and Recreation

**CONTACT PERSON FOR PARKS AND RECREATION:** Ian Roger, Director of Public Works and Parks; and Don Gordon, Director of Community Services

## 10.1 PARKS – EFFICIENCY

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 a) Operating costs for parks per person.</td>
<td>$34.53</td>
<td>$32.23</td>
<td>$28.60</td>
</tr>
<tr>
<td>10.1 b) Total costs for parks per person.</td>
<td>$42.96</td>
<td>$40.53</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**

Efficient operation of parks.

**REFERENCE:**

- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.

- Financial Information Return: 91 7103 35 (Operating costs measure) and 91 7103 45 (Total costs measure).

## 10.2 RECREATION PROGRAMS – EFFICIENCY

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.2 a) Operating costs for recreation programs per person.</td>
<td>$3.60</td>
<td>$2.85</td>
<td>$1.03</td>
</tr>
<tr>
<td>10.2 b) Total costs for recreation programs per person.</td>
<td>$3.60</td>
<td>$2.85</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**

Efficient operation of recreation programs.

**REFERENCE:**

- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.

- Financial Information Return: 91 7203 35 (Operating costs measure) and 91 7203 45 (Total costs measure).
### TOWNSHIP OF SCUGOG
Municipal Performance Measurement Program (MPMP) • 2012 RESULTS

#### 10.3 RECREATION FACILITIES – EFFICIENCY

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.3 a) Operating costs for recreation facilities per person.</td>
<td>$82.94</td>
<td>$83.59</td>
<td>$84.59</td>
</tr>
<tr>
<td>10.3 b) Total costs for recreation facilities per person.</td>
<td>$102.98</td>
<td>$104.47</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient operation of recreation facilities.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 7306 35 (Operating costs measure) and 91 7306 45 (Total costs measure).

#### 10.4 RECREATION PROGRAMS AND RECREATION FACILITIES (SUBTOTAL) – EFFICIENCY

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.4 a) Operating costs for recreation programs and recreation facilities per person (Subtotal)</td>
<td>$86.55</td>
<td>$86.44</td>
<td>$85.62</td>
</tr>
<tr>
<td>10.4 b) Total costs for recreation programs and recreation facilities per person (Subtotal)</td>
<td>$106.58</td>
<td>$107.32</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient operation of recreation programs and facilities.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 7320 35 (Operating costs measure) and 91 7320 45 (Total costs measure).
## 10.5 Trails—Effectiveness

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total kilometres of trails</td>
<td>239</td>
<td>239</td>
<td>239</td>
<td>239</td>
<td>6</td>
</tr>
<tr>
<td>Total kilometres of trails per 1,000 persons</td>
<td>11.081</td>
<td>11.081</td>
<td>11.148</td>
<td>11.148</td>
<td>0.280</td>
</tr>
</tbody>
</table>

**Objective:** Trails provide recreation opportunities.

**Reference:** 
- Financial Information Return: 92 7152 05 and 92 7152 07.

## 10.6 Open Space—Effectiveness

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hectares of open space (municipally owned)</td>
<td>180</td>
<td>180</td>
<td>180</td>
<td>180</td>
<td>81</td>
</tr>
<tr>
<td>Hectares of open space per 1,000 persons (municipally owned)</td>
<td>8.345</td>
<td>8.345</td>
<td>8.396</td>
<td>8.396</td>
<td>3.778</td>
</tr>
</tbody>
</table>

**Objective:** Open space is adequate for population.

**Reference:** 
- Financial Information Return: 92 7155 05 and 92 7155 07.

## 10.7 Participant Hours for Recreation Programs Effectiveness

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total participant hours for recreation programs per 1,000 persons.</td>
<td>32,085</td>
<td>17,355</td>
<td>15,167</td>
<td>8,624</td>
<td>308</td>
</tr>
</tbody>
</table>

**Objective:** Recreation programs serve needs of residents.

**Reference:** 
- Financial Information Return: 92 7255 07.
### 10.8 INDOOR REcreation FACILITY SPACE – EFFECTIVENESS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.8 Square metres of indoor recreation facilities (municipally owned)</td>
<td>9,890</td>
<td>9,890</td>
<td>9,890</td>
<td>9,890</td>
<td></td>
</tr>
<tr>
<td>10.8 Square metres of indoor recreation facilities per 1,000 persons (municipally owned)</td>
<td>458.5</td>
<td>458.5</td>
<td>461.3</td>
<td>461.3</td>
<td></td>
</tr>
</tbody>
</table>

**Objective:**
Indoor recreation facility space is adequate for population.

**Reference:**
- Financial Information Return: 92 7356 05 and 92 7356 07.

### 10.9 OUTDOOR REcreation FACILITY SPACE – EFFECTIVENESS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.9 Square metres of outdoor recreation facility space (municipally owned)</td>
<td>221</td>
<td>221</td>
<td>221</td>
<td>221</td>
<td>712</td>
</tr>
<tr>
<td>10.9 Square metres of outdoor recreation facility space per 1,000 persons (municipally owned)</td>
<td>10.2</td>
<td>10.2</td>
<td>10.3</td>
<td>10.3</td>
<td>33.2</td>
</tr>
</tbody>
</table>

**Objective:**
Outdoor recreation facility space is adequate for population.

**Reference:**
- Financial Information Return: 92 7359 05 and 92 7359 07.
Libraries

CONTACT PERSON FOR LIBRARIES: Amy Caughlin, CEO, Scugog Memorial Public Library

### 11.1 LIBRARY COSTS PER PERSON – EFFICIENCY

<table>
<thead>
<tr>
<th>Objective</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1 a) Operating costs for library services per person.</td>
<td>$34.47</td>
<td>$29.37</td>
<td>$27.27</td>
</tr>
<tr>
<td>11.1 b) Total costs for library services per person.</td>
<td>$48.26</td>
<td>$37.90</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient library services.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Financial Information Return: 91 7405 35 (Operating costs measure) and 91 7405 45 (Total costs measure).

### 11.2 LIBRARY COSTS PER USE – EFFICIENCY

<table>
<thead>
<tr>
<th>Objective</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2 a) Operating costs for library services per use.</td>
<td>$1.48</td>
<td>$1.32</td>
<td>$1.30</td>
</tr>
<tr>
<td>11.2 b) Total costs for library services per use.</td>
<td>$2.07</td>
<td>$1.71</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Efficient library services.

**REFERENCE:**
- The formulas for efficiency measures were revised in 2009 to reflect changes in the reporting of expenses consistent with accrual accounting concepts. New total cost measures were introduced and revised in 2010. Total costs mean operating costs as defined in MPMP, plus amortization and interest on long-term debt, less revenue received from other municipalities for tangible capital assets.
- Also, the calculation of electronic library uses was updated in 2009 to include the number of people using the public library wireless connection.
- Financial Information Return: 91 7406 35 (Operating costs measure) and 91 7406 45 (Total costs measure).
### 11.3 LIBRARY USES – EFFECTIVENESS

<table>
<thead>
<tr>
<th>11.3</th>
<th>Library uses per person.¹</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>48.26</td>
<td>22.19</td>
<td>20.91</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Increased use of library services.

**REFERENCE:**
- ¹ In the 2009 FIR, the definition of library uses was changed to add the number of people using the library's wireless connection. Therefore, this effectiveness measure, library uses per person, is not comparable to prior years.
- Financial Information Return: 92 7460 07.

**Line numbers for prior years:**
- The FIR reference for the measure, library uses per person, did not change in 2009.

### 11.4 ELECTRONIC LIBRARY USES – EFFECTIVENESS

<table>
<thead>
<tr>
<th>11.4</th>
<th>Electronic library uses as a percentage of total library uses.¹</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>21.0%</td>
<td>21.7%</td>
<td>25.8%</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Better information on library usage.

**REFERENCE:**
- ¹ In the 2009 FIR, the definition of library uses was changed to add the number of people using the library's wireless connection. Therefore, the effectiveness measure for the percentage of electronic library uses is not comparable to prior years.
- Financial Information Return: 92 7463 07.

### 11.5 NON - ELECTRONIC LIBRARY USES – EFFECTIVENESS

<table>
<thead>
<tr>
<th>11.5</th>
<th>Non-electronic library uses as a percentage of total library uses.¹</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>79.0%</td>
<td>78.3%</td>
<td>74.2%</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Better information on library usage.

**REFERENCE:**
- Financial Information Return: 92 7462 07.
- ¹ In the 2009 FIR, the definition of electronic library uses was changed to add the number of people using the library's wireless connection. Therefore, the effectiveness measure for the percentage of non-electronic library uses is not comparable to prior years.

**Line numbers for prior years:**
- The FIR reference for the measure, non-electronic library uses as a percentage of total library uses, did not change in 2009.
## Land Use Planning

**CONTACT PERSON FOR LAND USE PLANNING:** Don Gordon, Director of Community Services

### 12.1 LOCATION OF NEW RESIDENTIAL DEVELOPMENT - EFFECTIVENESS

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 Percentage of new residential units located within settlement areas</td>
<td>0.0%</td>
<td>0.0%</td>
<td>86.7%</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
New residential development is occurring within settlement areas.

**REFERENCE:**
- Financial Information Return: 928170 07.

### 12.2 PRESERVATION OF AGRICULTURAL LAND DURING REPORTING YEAR EFFECTIVENESS

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12.2 Percentage of land designated for agricultural purposes which was not re-designated for other uses during the reporting year</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Preservation of agricultural land.

**REFERENCE:**
- Financial Information Return: 928163 07.

### 12.3 PRESERVATION OF AGRICULTURAL LAND RELATIVE TO 2000 EFFECTIVENESS

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12.3 Percentage of land designated for agricultural purposes which was not re-designated for other uses relative to the base year of 2000</td>
<td>64.0%</td>
<td>64.0%</td>
<td>64.0%</td>
<td></td>
<td>121.2%</td>
</tr>
</tbody>
</table>

**OBJECTIVE:**
Preservation of agricultural land.

**REFERENCE:**
- Financial Information Return: 928164 07.
## TOWNSHIP OF SCUGOG
Municipal Performance Measurement Program (MPMP) • 2012 RESULTS

### 12.4 CHANGE IN NUMBER OF AGRICULTURAL HECTARES DURING REPORTING YEAR

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>12.4 Number of hectares of land originally designated for agricultural purposes which was re-designated for other uses during the reporting year.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**OBJECTIVE:** Preservation of agricultural land.

**REFERENCE:**
- Financial Information Return: 92 8165 07.

### 12.5 CHANGE IN NUMBER OF AGRICULTURAL HECTARES SINCE 2000

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12.5 Number of hectares of land originally designated for agricultural purposes which was re-designated for other uses since January 1, 2000.</td>
<td>8,343</td>
<td>8,343</td>
<td>8,343</td>
<td>-4,914</td>
<td></td>
</tr>
</tbody>
</table>

**OBJECTIVE:** Preservation of agricultural land.

**REFERENCE:**
- Financial Information Return: 92 8166 07.
RECOMMENDATION:

THAT Committee recommend to Council that staff be authorized to purchase three new servers from Dell;

AND THAT the total estimated project cost of $16,383.36 (including net HST) be financed from the Municipal Projects Reserve.

BACKGROUND:

The Township is currently operating a terminal server environment where individual work stations are run through physical servers. These servers are also responsible for operating all software programs. Given the additional software added over the years and the current age of the servers, replacement is required. Computer and network components generally have a lifespan of four to five years. Most of our servers are now more than five years old. Warranty on the older servers is ending, which would require the Township to purchase additional warranty coverage at a substantial cost due to the age of the equipment.

Staff productivity is at risk as the older servers are straining under the current load. Down time and software lag has been a serious issue recently. Brand new servers with next-day warranty coverage would
substantially reduce down time and virtually eliminate lag experienced by the user. As the system is at maximum capacity now, future software upgrade or purchases are not viable without first upgrading the network hardware.

As per the Procurement By-law, staff requested three quotes to upgrade our servers. Quotes from Hewitt Packard, IBM, and Dell were received. In some cases the quotes provided a discount for the bulk purchase of three servers. Three new servers would be enough to take all the old servers offline while still allowing room for future expansion.

<table>
<thead>
<tr>
<th>Company</th>
<th>Server Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBM</td>
<td>X3530 M4 7160AC1 (x3)</td>
<td>$24,810</td>
</tr>
<tr>
<td>Hewitt Packard</td>
<td>ProLiant DL360e Gen8 (x3)</td>
<td>$17,500</td>
</tr>
<tr>
<td>Dell</td>
<td>PowerEdge R420 (x3)</td>
<td>$14,600</td>
</tr>
</tbody>
</table>

It is recommended that the Dell servers be procured as they are the lowest price. The additional benefit in using Dell is that they supply a large amount of our other network hardware, thus requiring a call to only one vendor in the event of a problem.

In addition to authorizing the transfer of funds from the municipal projects reserve to cover the cost of purchasing new servers, additional funds will be required for server licenses and external components. Staff have estimated that the total cost for these additional charges would be $1,500.

ENVIRONMENTAL CONSIDERATIONS: N/A

ACCESSIBILITY CONSIDERATIONS: N/A

FUNDING OPTIONS:

Staff have reviewed the funds in the Municipal Projects Reserve that have been set aside in prior years for computer equipment and maintenance. There are sufficient funds available in this reserve to fund this purchase of three servers.
CONCLUSION:

The purchase of new servers is required to ensure ongoing operation of the network and replace aging IT infrastructure.

Respectfully Submitted:

Trena DeBruijn, CGA
Director of Finance/Treasurer
<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Aug 26/13</td>
<td>Clerk</td>
<td>Lease or List for Sale Property located at 269 Queen Street</td>
<td>Report to Sept 30/13 GP&amp;A</td>
</tr>
<tr>
<td>Sept 9/13 CNC</td>
<td>Clerk</td>
<td>Animal Shelter Quarterly Report to be reviewed</td>
<td>Clerk has scheduled meeting with Uxbridge and Animal Shelter Staff to review report</td>
</tr>
</tbody>
</table>

**CORRESPONDENCE REFERRED TO STAFF**

**TABLED STAFF REPORTS – NIL**

**REFERRED TO 2013 BUDGET DISCUSSIONS**
SCUGOG MEMORIAL PUBLIC LIBRARY BOARD MEETING
MINUTES

Thursday, June 20th, 2013

Present: Betty Somerville (Chair), Jennifer Hamilton, Howard Danson, Libbi Hood, Rob Winger, Greg Worona, Sarah Parry, Bobbie Drew.

Regrets: Sharon Hick

Secretary: Amy Caughlin

Meeting called to order at 7:00 pm.

1. **Additions to and Approval of Agenda:**

   2013-25 MOVED by Libbi Hood, SECONDED by Rob Winger, that the Agenda be approved as distributed.

   **CARRIED**

2. **Disclosure of Conflict of Interest:** No conflict of interest was declared.

3. **Consent Agenda:**

   2013-26 MOVED by Bobbie Drew, SECONDED by Libbi Hood, that the Consent Agenda be approved.

   **CARRIED**

4. **Committee Proposals Requiring Discussion and Items Removed from Consent Agenda:**

   4.1. **Treasurer’s Report:**

      4.1.1. **Treasurer’s Report:** Amy reported that she had been to the previous Council meeting to discuss the adjustments to the Library’s budget necessitated by the increases to the Employer Health Tax and OMERS contributions in 2013 that were not anticipated at the time the budget was initially approved. Amy had been asked by Council about whether the Library had a contingency budget. There is no contingency budget in place, but there are still funds in the Library’s reserve. Amy reported that the Township had picked up the extra chairs from the Rotary Room. There was some discussion regarding the value of the chairs and whether the value might be able to come out of the amount owed to the Township for the FF&E for the new building. The Library Board asked Amy to discuss this with the appropriate Township staff.

      2013-27 MOVED by Howard Danson, SECONDED by Greg Worona, to accept the Treasurer’s Report

      **CARRIED**

      4.1.2. **Monthly Statistics:** There were no questions about the monthly statistics

5. **Business Arising from the Minutes:**
5.1. **Room Rental Rates**—Amy distributed a report to the Library Board regarding small changes to the room rental rates to make bookings for short meetings more affordable.

2013-28 **MOVED by Rob Winger, SECONDED by Libbi Hood, to accept the room rental rates as amended**

5.2. **Library Board BBQ**—Greg will host the 2nd or 3rd week in August on a Thursday.

6. **New Business:**

6.1. **Draft 2012 Financial Statements**: Each member of the Library Board was provided with a copy of the Draft 2012 Financial Statements from the auditor. The Library Board noted that the auditor's note #4 referred to Development Charges. The Library Board directed Amy to follow up with Trena DeBruijn to discuss availability of these funds.

2013-29 **MOVED by Bobbie Drew, SECONDED by Sarah Parry, that the Library Board accept these amendments to the Library’s 2013 operating budget**

**CARRIED**

6.2. **Policy Review: B08-Donor Recognition**: The Library Board reviewed the policy, which had been originally developed prior to the launch of the capital campaign. The Library Board directed Amy to remove the appendices, which are specific to the capital campaign, and #6 from 'Principles', which refers to the appendices.

2013-30 **MOVED by Libbi Hood, SECONDED by Rob Winger, that the policy be accepted as amended**

**CARRIED**

7. **Date of Next Regular Meeting**—The date of the next meeting will be Thursday, September 19th, 2013 at 7 pm.

8. **Adjournment** - The meeting was adjourned at 7:40 p.m. on a Motion by Libbi Hood.
MINUTES OF THE 7TH REGULAR MEETING
OF THE SCUGOG SENIORS ADVISORY COMMITTEE
HELD TUESDAY, SEPTEMBER 10, 2013 AT 9:30 A.M.
AT THE MUNICIPAL OFFICES OF THE TOWNSHIP OF SCUGOG
IN THE COUNCIL CHAMBERS

PRESENT:
Council Representative  Mr. John Hancock
Chair                Mr. Patrick Bowden
Vice Chair           Ms. Martha Casson
Members              Ms. Claudette Archer
                      Ms. Karen Davis
                      Mr. Larry Doble
                      Ms. Enci Dhanoosingh
                      Ms. Rita Hilker

ALSO PRESENT:
Recording Secretary  Ms. Sandra Frey

REGRETS:
Council Representative  Mr. Howard Danson
Member                 Ms. Wilma Wotten
                      Ms. Sharon Blacktopp

1. CALL TO ORDER

The Chair called the meeting to order at 9:30 a.m.

2. ADOPTION OF MINUTES

i) MINUTES OF THE 6TH REGULAR MEETING HELD JUNE 4, 2013

Errors & Omissions:

Committee Recommendation:

THAT the Minutes of the 6th Regular Meeting held June 4, 2013, be adopted as amended.

(presented to General Purpose & Administration Committee – June 17, 2013).
3. **BUSINESS ARISING OUT OF MINUTES**

i) **Joint Meeting with Scugog Accessibility Advisory Committee**

A deputation from Edie Forsyth, Chair of SAAC, has been arranged for November 5, 2013 at the regular meeting of the Seniors Advisory Committee.

ii) **Peterborough Deputation**

The matter has been deferred until next meeting for discussion with Sharon Blacktopp.

4. **DEPUTATIONS**

**Committee Recommendation:**

THAT Louise Bardswich be permitted to speak as a deputation to the Seniors Quarterly Calendar.

Ms. Louise Bardswich
Seniors Quarterly Calendar

Ms. Davis introduced Ms. Bardswich who has been working on the Seniors' Calendar. Ms. Bardswich provided an update to members, including but not limited to the following:

- Mass mailing sent to many organizations requesting input
- Press release in Standard newspaper
- Intent to develop quarterly calendar of seniors events
- First issue for October – December 2013
- Publishing date is September 25, 2013
- Calendar will be a 4 page pull out in Standard
- Front page has information and Forum advertisement
- Inside pages are actual calendar with days listed

Ms. Bardswich was thanked for her time and efforts to compile the Seniors' Calendar.

5. **REPORTS - NIL**

6. **CORRESPONDENCE**

i) **Resignation from Marlene Beaver**

**Committee Recommendation:**

THAT this Committee recommend that Council declare the seat vacant;

AND THAT the Clerk be advised of the vacant seat and initiate the recruitment and selection process of a replacement member.
7. **OTHER MATTERS**

i) **Seniors Fall Forum 2013 Update**

The Vice-Chair provided an update and advised that to date, 36 participants have confirmed attendance at the Forum. The list was reviewed and outstanding details discussed. It was agreed to refer to the event as the Seniors Information Forum.

ii) **Seniors Day**

October 1, 2013 is Seniors Day as proclaimed by the Mayor and notice will be placed in the Township’s Bulletin Board.

iii) **Seniors Discount Sheet**

Mr. Doble provided an information sheet outlining the discounts provided to Seniors by local businesses. It was agreed to provide this information at the Seniors’ Information Forum.

8. **OUTSTANDING MATTERS - NIL**

9. **DATES AND TIMES OF FOLLOWING MEETINGS**

Tuesday, October 1, 2013 at 9:30 AM

10. **ADJOURNMENT**

The meeting was adjourned at 10:33 a.m.

Respectfully Submitted,

Mr. Patrick Bowden, Chair