



**The Corporation of the Township of Scugog
General Purpose and Administration Committee
Agenda**

Monday, June 15, 2020

Closed Session at 1:15PM, Open Session at 1:30PM

Via Electronic Participation

Alternative formats available upon request by contacting:

accessibility@scugog.ca or 905-985-7346 ext. 115.

Please note that this meeting will be video and audio recorded.

Due to the current COVID-19 State of Emergency, and as authorized under Section 238 of the Municipal Act, 2001, as amended, this meeting will be held via electronic participation.

The Council Chamber will not be open to the public.

Those wishing to submit written correspondence with respect to items on the agenda may do so by emailing to mail@scugog.ca, or by sending or dropping off at 181 Perry Street, Port Perry.

Pages

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof in Closed Session**
- 3. Closed Session**

To discuss personal matters about an identifiable individual, pursuant to Section 239(2)(b) of the Municipal Act, 2001, as it pertains to committee member appointments.

 - 3.1 CONF-2020-006 - Economic Development Advisory Committee Appointments**
- 4. Rise from Closed Session**
- 5. Call Open Session to Order and Moment of Silence**
- 6. Matters from Closed Session**
 - 6.1 CONF-2020-006 - Economic Development Advisory Committee Appointments**

Sandra Frey, Legislative Services Associate
- 7. Disclosure of Pecuniary Interest and Nature Thereof**
- 8. Announcements from Council and Staff**
- 9. Presentations and Delegations**
 - 9.1 2020 Employee Service Awards and Council Service Recognition**

9.2	Scugog Environmental Advisory Committee 2019 Annual Report and Proposed 2020 Work Plan Geoff Carpentier and Stefan Martens (refer to Report COMS-2020-032, Scugog Environmental Advisory Committee 2019 Annual Report and Proposed 2020 Work Plan)	5
10.	Consent Agenda	
10.1	Adoption of Minutes of Previous Meeting	
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10.2.9	FIN-2020-014 - Indexing of Municipal Development Charges Terri Barton, Manager of Finance	70
10.2.10	LIB-2020-001 - Reallocation of Library Capital Project Funds Amy Caughlin, Chief Executive Officer / Librarian	72
10.3	Correspondence	
11.	Items Extracted from Consent Agenda	
12.	Notice of Motion	
13.	New Business/General Information	
13.1	Proclamations for the Month of June	77
14.	Closed Session (if needed)	

15. Adjournment



Township of Scugog Service Awards / Recognition

2020 Employee Service Awards

5 Years of Service

- Martin Herlihey
- Johna Parker

10 Years of Service

- Tanya Budgen

15 Years of Service

- Dave Buxcey
- Steve McNeill

20 Years of Service

- Suzanne Fox

35 Years of Service

- Steve Bull

2020 Member of Council Service Recognition

5 Years of Service

- Janna Guido, Councillor Ward 2

10 Years of Service

- Wilma Wotten, Regional Councillor

Scugog Environmental Advisory Committee (SEAC) Annual Report to Council for the Period April 2018 to March 2020



Stefan Martens (Chair 2020)
Geoff Carpentier (Chair 2019-20)

History

- Created in 2015, the purpose of the Scugog Environmental Advisory Committee is:
 - To provide a direct link to the Mayor and Council on environmental issues;
 - To work with Council and Township staff to resolve environmental issues; and
 - To link with Local, Provincial and National environmental organizations as appropriate.
- SEAC's membership currently transitioned from 3 Councillors in 2018 to one Twp. of Scugog Councillor + an alternate (McDougall/Guido) in 2019, plus two staff members and 6 citizen members representing the agricultural and environmental communities. Additionally a non-voting student rep. and a staff person from KRCA sit on the committee

Expertise

- The members bring a great deal of experience to the Township:
 - Municipal processes, policies and legislation
 - Environmental compliance and technology
 - Invasive species
 - Tree management
 - Aquatics
 - Natural history
 - Soils technology
 - Education
 - Outreach and engagement

ToR & Work Plan

- SEAC is governed by Terms of Reference (updated annually) that details all the functional and operational issues under which the committee must work.
- Priorities for 2019-20:
 - Invasive species
 - Bottled Water/Plastics Recycling
 - Climate Change
 - Student Engagement
 - Tree Management
- Other priorities:
 - Ground & Surface Water
 - Green Energy
 - Waste Management
 - Trails
 - Outreach & Education
 - Infrastructure
 - Linkages
 - Sustainability
- Working group struck to better track projects and outcomes

Report on Successes

- Invasive species strategy/framework – field work, mapping, eradication and report complete + recommendations made to Town staff (2018-19)
- TNR – Council encouraged not to endorse (2018)
- Japanese Knotweed and Phragmites eradication – outreach to community and boat wash event (2019) programs (Reflection Park & Causeway + other areas) (2018)
- SEAC comments to MOECP re evolving soil management regulations (2018)
- Bioblitz at Heber Downs (2018)
- Participation in Lake Week – outreach & education, seedlings handed out by committee (2019)
- Advice re: development of a leash free dog park (2019)

Additional Successes

- Reduction of single use plastics in the Township (2019)
- Pollinator Project (2019-20) – seed package giveaway
- Scugog to implement a recycling (paper and plastic) pilot project at Palmer Park, Scugog Community Recreation Centre and Blackstock Recreation Centre (2020)

Presentations and Delegations

- April 2018 – Ontario Turtle Conservation
- May 2018 – Durham Active Transportation Plan
- June 2018 - Ontario Nature's Protected Places Campaign
- March 2019 – Ontario Forests – Ontario Heritage Tree Program
- September 2019 – Youngfield Farms – innovative approaches to farming
- November 2019 – Environmental requirements linked to developing sites in Scugog
- January 2020 – Durham Climate Action Plan
- February 2020 - Highway of Heroes Tree Campaign
- February 2020 - Delegation – Unnamed Citizen's Coalition Climate Emergency Declaration Request

Linkages

- KRCA/CLOCA
- Lakeridge Citizens for Clean Water
- Ontario Soil Regulation Task Force
- DEAC
- DAAC
- Durham Roundtable on Climate Change
- Scugog Lake Stewards
- North Durham Nature
- Friends of Nonquon
- Durham Sustainability
- Durham Region
- MSIFN – desirable linkage

The Future

- Develop & implement projects in support of Workplan priorities (e.g. invasive species, plastics reduction, idling and bottled water ban)
- Develop new and stronger linkages with community
- Educate and update through delegations and presentations
- Outreach
- Student engagement
- Strong decisive and organized Workplan
- Work more closely with partners
- More active role in planning applications or any environmentally linked project
- Student art project and SEAC Environmental Tip Tuesday (2020)

Thank-you

Questions?

The logo for SEAC, featuring the letters 'SEAC' in a bold, green, sans-serif font with a red outline. The logo is centered within a thin green rectangular border.



Township of Scugog Staff Report

To request an alternative accessible format, please contact the Clerks Department at 905-985-7346.

Report Number: COMS-2020-030

Prepared by: Kevin Arsenault, Capital Project Technologist

Department: Community Services - Public Works and Parks

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: COMS-2020-019 – Surface Treatment & Slurry Seal Contract Award
Strategic Plan Direction# 1: Roads & Municipal Infrastructure
Contract No. S2020-04 – Surface Treatment & Slurry Seal
Capital Account No. 2032 – Pine Point Road Rural Rehabilitation

Report Title: **Pine Point Road Additional Funding**

Recommendations:

1. **That** Report COMS-2020-030, Pine Point Road Additional Funding, be received; and
 2. **That** additional funding, not to exceed \$51,451.26, be allocated to Capital Account No. 30-427-420-90000-2032 – Pine Point Road Rural Rehabilitation from the OCIF Grant.
-

1. Background:

On March 23rd, 2020, Council awarded contract S2020-04 – Surface Treatment & Slurry Seal to Dufferin Construction Company for \$884,227.43 (including HST).

2. Discussion:

On report COMS-2020-019 the Approved Capital Budget for capital account 30-427-420-90000-2032 Pine Point Road Rural Rehabilitation was identified as \$310,000 in the Financial Implications section. This was not the correct budget. The correct approved Capital Budget amount is \$240,000. As a result, additional funding for this project is required. The additional funding is due to higher than anticipated quantities of ditching and culvert cleaning required to improve drainage and the associated inspection fees.

3. Financial Implications:

The corrected Financial Implications are as follows:

Capital Account No. 30-427-420-90000-2032 – Pine Point Road Rural Rehabilitation

Approved Capital Budget		\$240,000.00
Dufferin Construction Company (net of HST rebate)	\$262,072.63	
Contract Administration & Inspection	\$9,000.00	
Geotechnical Testing	\$6,500.00	
Contingency	\$13,878.63	<u>\$291,451.26</u>
Over Budget		<u>\$51,451.26</u>

Additional funding, not to exceed \$51,451.26 will be funded from the OCIF Grant.

4. Communication Considerations:

N/A

5. Conclusion:

It is recommended that additional funding, not to exceed \$51,451.26, be allocated from the OCIF Grant to provide appropriate funding for this project.

Respectfully Submitted by:

Reviewed By:

Kevin Arsenault
Capital Project Technologist

Carol Coleman
Director of Public Works, Parks and Recreation

Attachments:

ATT-1: 2020 Capital Project Detail Sheet for Pine Point Road Rural Rehabilitation

Township of Scugog
2020 Capital Budget and 2021 to 2024 Capital Forecast
Capital Projects

Project Name	Pine Point Rehab
Department	Community Services - Public Works
Project Manager	Kevin Arsenault, Capital Project Technologist
Start Year	2020
Project Number	2032

Project Description and Rationale

The scope of work for this project will include pulverizing, ditching, addition of granular, grading and hard surface treatment of Pine Point Road from 113 m east of Mississauga's Trail to 1200 m west of Mississauga's Trail.

The resurfacing and reconstruction of municipal roads is a critical component of the Township's infrastructure maintenance program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the State of the Infrastructure Study and other criteria such as maintenance costs, traffic volumes, synergies with works by others, eligibility for external grants, etc.

Reference:

Strategic Direction #1 - Roads & Municipal Infrastructure "Leverage and improve transportation, infrastructure and facilities."

Township of Scugog Asset Management Plan

2019 State of the Infrastructure Study

Budget

	Total	2020	2021	2022	2023	2024
Expenditures						
Capital Expenditure (TCA)	240,000	240,000				
Expenditures Total	240,000	240,000				
Funding						
OCIF Grant	240,000	240,000				
Funding Total	240,000	240,000				

Township of Scugog
2020 Capital Budget and 2021 to 2024 Capital Forecast
Capital Projects

Project Name Pine Point Rehab
Department Community Services - Public Works
Project Manager Kevin Arsenault, Capital Project Technologist
Start Year 2020
Project Number 2032

Gallery





Township of Scugog Staff Report

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Report Number: COMS-2020-031

Prepared by: Carol Coleman, Director of Public Works, Parks and Recreation

Department: Community Services Department – Public Works and Parks

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Direction #1 – Roads and Municipal Infrastructure
Strategic Direction #4 – Municipal Services

Report Title: **2020 Summer Student Update**

Recommendations:

1. **That** COMS-2020-031, 2020 Summer Student Update, be received; and
 2. **That** the hiring of summer student positions, as outlined in COMS-2020-031, be approved.
-

1. Background:

In order to provide many of the Township services, especially in the Community Services Department, the Township typically hires approximately 55 students each summer. The practice of hiring summer students has many benefits for both the organization and the community such as:

- Ability to provide jobs and experience for local youth
- Flexibility to be able to increase staff for busy times with no long term commitment

- Availability of staff during peak times (weeknights, weekends, summer months)
- Increased ability to implement work plans/ operations/ support events
- Addition of new ideas and energy into services
- Opportunity to evaluate staff for future positions
- Cost savings to make programs and services more affordable

Typical positions include:

- Day Camps – supervisors, counsellors, inclusion counsellors
- Pool – deck supervisors, instructors
- Youth Centre staff
- Parks students
- Museum – interpreters, program assistants
- Public Works students
- Office positions - engineering, planning, communications, special events coordinator, finance clerk, IT help desk

To assist with the hiring of students, the Federal government provides funding through the Canada Summer Job (CSJ) program and Young Canada Works (YCW) program. The Township has been successful in receiving funding through the CSJ program each year with amounts ranging from \$15,543 in 2015 to \$104,958 in 2019.

2. Discussion:

Due to the COVID-19 emergency situation, all recreation facilities and programs were cancelled on March 13, 2020 resulting in significant decreases in revenue. As a result, in April 2020 a decision was made to defer or cancel the hiring of 2020 summer students.

On May 19, 2020 staff received notification from the Federal Government for approval of funding for 21 summer student positions under the CSJ program. Each position was approved for \$14.00 per hour, 35 hours per week for 8 weeks. This funding provides \$3,920 per position for a total of \$82,320 for all positions. The positions approved include:

- Public Works General Labourers (4)
- Parks Maintenance Worker
- Communication Specialist
- Special Events Coordinator
- Finance Clerk
- Help Desk Technician
- Planning Technician

- Engineering Student
- Camp Co-ordinator (2)
- Camp Leader (2)
- Camp Counsellor (5)
- Pool Lifeguard

There were also some temporary changes to the CSJ program for 2020 such as extending the end date of employment from August 28, 2020 to February 28, 2021 and allowing employers to adapt their projects and job activities to support essential services.

With the change of the annual Canada Day Celebrations to a virtual Canada Day Celebration, additional assistance is needed in the Communications area. As a result the Communication Specialist student has been hired for an 8 week period beginning on June 9, 2020. The student will assist with preparing content for video storyboards, web content and social media posts such as children activities, interactive displays of how Scugog is celebrating Canada, etc. After Canada Day, the Communication Specialist will assist with seasonal content refresh and general work for scugogtourism.ca as well as prepare a social media plan for the Township's Instagram channel, dedicated to tourism content.

Based on the current COVID-19 emergency restrictions, such as physical spacing of work stations, the cancellation of events and challenges in providing proper supervision due to remote working arrangements, some of the approved positions are being transferred to where there is a more immediate need and the emergency restrictions can be maintained. Staff have requested the transfer of four of the positions (Special Events Coordinator, Finance Clerk, Help Desk Technician and one of the Camp Co-ordinators) to the parks area to increase the number of students in Parks to five, as per the original CSJ application. The Parks Maintenance Worker students will provide maintenance activities in parks including grass cutting, trimming, litter pick up, gardening, general horticulture, parks and sports field maintenance.

At this time staff will proceed with hiring the following student positions to begin July 6, 2020 for a period of eight weeks.

- Parks Maintenance Workers (5)
- Public Works General Labourers (4)
- Engineering Student

The Public Works General Labourers will assist in road maintenance such as traffic control, pothole repair, shoveling, sweeping, litter pick up, grass cutting and minor outside maintenance.

The Engineering Student will provide technical engineering and project management support related to public health and safety and environmental protection by inspecting municipal sidewalk system and maintaining supporting documentation as well as creating and updating asset inventories for stormwater management ponds, sewers, street lights, trees, etc.

As noted above, the grants have been provided for \$14 per hour for 35 hours per week. The Public Works and Parks positions are based on 40 hours per week for logistical reasons to match the hours worked by the full time staff members. Additionally, the grant provided through CSJ does not contemplate the mandatory wage remittances such as vacation pay. Therefore, there will be an additional cost to the Township to hire these nine positions of approximately \$6,700.

The hiring of the day camp and lifeguard positions will be based on the Provincial Orders and guidance on if and when modified summer camps and pool programs are safe to return. Staff will continue to closely monitor the directions from the Province and health officials to determine when it is safe to offer these programs. It should be noted that there will be lead time of two to four weeks needed to hire staff and provide training before the programs can commence. In the event that the redeployed staff from Recreation and Culture are needed to return to their original positions prior to July 6th, then the Parks students and seasonal Parks staff will be hired before July 6th and will be needed for more than an eight week period. In addition, staff are reviewing the Provincial guidelines for day camps and pool operations, and should the programs proceed, additional staff will likely need to be hired. However, the number of staff and total cost is expected to be below the 2020 Operating Budget for day camps and pool staff.

The Planning Technician student position will be deferred until the fall of 2020 to allow for proper supervision of the student.

In addition, on April 15, 2020 the Township was notified that two positions had been approved under the YCW program for Heritage Programmer and Heritage Interpreter. Both positions were approved for funding based on 50% of the cost, at \$14.00 per hour, 35 hours per week for 12 weeks plus 12% mandatory employer costs (total \$3,292.80 for each position). Again staff will monitor direction from the Province to determine when the museum can safely be reopened and will consider the hiring for these positions at that time.

3. Financial Implications:

As a result of the generous grant provided by the Federal government under the Canada Summer Jobs program, the cost to the Township for hiring each of the ten listed positions will be limited to training, personal protective equipment and approximately \$6,700 for the

additional hours required for the Public Works and Parks positions and the mandated 4% vacation pay.

Additional students may be hired for day camps and pool programs should the Provincial Orders be modified to allow for these to continue. The summer student jobs were included in the operating budget in the various departments and the cost associated with hiring these students will be well below the budgeted amounts due to the increased grant and fewer weeks of employment.

4. Communication Considerations:

The hiring of 2020 summer students began in December 2019 with the posting of jobs on the Township website. Interviews were held in February and job offers were made before the start of the COVID-19 emergency. Students originally offered positions with the Township will be offered their respective 2020 summer student positions before any new applicants will be considered.

5. Conclusion:

This report has been written to provide an update on the hiring of students for the summer of 2020.

Respectfully Submitted By:

Reviewed By:

Carol Coleman, P.Eng.
Director of Public Works, Parks and Recreation

Paul Allore, MCIP, RPP
Chief Administrative Officer

Attachments:

N/A

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Township at 905-985-7346.

Report Number: COMS-2020-032

Prepared By: Maegan Michel, Public Works and Parks Associate

Department: Community Services Department – Public Works and Parks

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Direction #6 - Community Development

Report Title: **Scugog Environmental Advisory Committee 2019 Annual Report and Proposed 2020 Work Plan**

Recommendations:

1. **That** Report COMS-2020-032, Scugog Environmental Advisory Committee 2019 Annual Report, be received; and
 2. **That** the Scugog Environmental Advisory Committee's 2020 Work Plan attached as Attachment 1 to this Report, be endorsed.
-

1. Background:

Each year, advisory committees prepare reports to Council outlining accomplishments and identifying plans for the next year. The Scugog Environmental Advisory Committee (SEAC) has prepared the 2019 Annual Report and proposed 2020 Work Plan for Council's information and endorsement.

The activities of SEAC are supported at a staff level through the Community Services Department. The Committee itself is comprised of 7 members. The Chairperson for 2019 was

Geoff Carpentier and the current chair is Stefan Martens, with Councillor Ian McDougall acting as Council Liaison to the Committee.

2. Discussion:

2.1 2019 ACCOMPLISHMENTS

The Committee is pleased to present an overview of its accomplishments, as follows:

- Invasive species strategy/framework – field work, mapping, eradication and report complete as well as recommendations made to Township staff
- Japanese Knotweed and Phragmites eradication – outreach to community and boat wash event - 2019 programs
- Participation in Lake Week – outreach & education, seedlings handed out by committee
- Advice re: development of a leash free dog park
- Reduction of single use plastics in Township facilities
- Pollinator Project (2019-2020) – seed package giveaway

2.2 2019 PRESENTATIONS AND DELEGATIONS

The Committee welcomes opportunities for continued education and outreach for environmental projects and issues. At many meetings, a speaker attends to provide a presentation to the Committee. The following are the presentations and/or delegations received by SEAC in 2019:

- Ontario Forests – Ontario Heritage Tree Program
- Youngfield Farms – Innovative approaches to farming
- Environmental requirements linked to developing sites in Scugog

2.3 2020 PLANNED INITIATIVES

SEAC looks forward to bringing awareness of environmental issues to the municipality in 2020, and aims to address Workplan goals by seeking new partners and fostering current ones; seeking input from experts through volunteer projects/ opportunities or reports to SEAC; and overseeing environmentally significant projects including:

- Invasive species,
- Plastics Reduction;
- Anti-Idling By-law
- Outreach;
- Student engagement including student art Project;

-
- Work more closely with partners;
 - “Tip of the Month” from SEAC posted on the Township’s website,
 - Develop new and stronger linkages with community, and
 - Educate and update through delegations and presentations.

3. Financial Implications:

In 2018, Council approved a \$10,000 capital budget for the invasive species mitigation. These funds began to be used for the removal of the previously mapped invasive species cluster. The capital account has been closed out in 2020 and future requests will be made in order to continue to mitigate the spread of invasive species.

Also the advisory committee can request operation funds each year for implementation of initiatives and educational outreach.

4. Communication Considerations:

The Scugog Environmental Advisory Committee will continue to promote awareness within the community by posting information documents on the Township’s website and planning outreach activities and initiatives.

5. Conclusion:

SEAC had a busy and productive year in 2019 and look forward to Council’s support for its 2020 Work Plan.

Respectfully Submitted by:

Reviewed By:

Maegan Michel
Public Works and Parks Associate

Carol Coleman, P.Eng
Director of Public Works, Parks
and Recreation

Attachments: 2020 SEAC Workplan

Scugog Environmental Advisory Committee (SEAC)

DRAFT Work Plan 2020

(Version update-February 2020)

Item	Sub-Category	Comment/Target Date	Status/Outcomes
Invasive Species	Invasive species (flora, fauna, terrestrial, aquatic) Committee to focus/select up to 2-3 items that are necessary/most pressing item.	<ul style="list-style-type: none"> • Summer 2019 Phragmites spraying in select areas(TBD) • Summer 2019- KC to hold education workshop • Summer 2019- Phragmites spraying (need contractor and site) <p>Committee to be brought up to speed on issue and provided survey/plotting of all locations identified as most members are new to the committee.</p>	<p>2019 OFHA funding denied- funding cut –No Hit Squad students</p> <p>LEADS: Geoff Carpenter Keiko Lui Steven Ardron</p>
Responsible Practices	<p>Green Procurement Practices -Scugog</p> <ul style="list-style-type: none"> • Items such as consumables, staff clothing purchases etc... <p>Township Facilities</p> <ul style="list-style-type: none"> • Discourage plastic water bottles • Installation of water bottle filling stations • Single use plastics • Staff clothing purchases <p>Input to Township and Regional sustainability initiatives as required</p>	<p>Ongoing</p> <p>Investigate potential to include water bottle filling stations in future capital projects to reduce costs.</p>	<p>LEAD: Ian McDougall</p>
Climate Change	<p>Environmental Policy- Strategic Guidance</p> <p>Durham Region Climate Change Action Plan</p> <p>Durham Region Climate Change projections</p>	<p>Scugog approved in principal Durham Community Climate Adaptation Plan</p>	<p>LEAD: Arnis Pukitis</p>

		<p>Receive information when provided</p> <p>Proposal to have Township of Scugog create an Environmental Policy as an overall strategic and guiding document.</p>	
Education & Outreach	<p>Presentations and input to Council as applicable on timely and important environmental issues</p> <p>Shoreline clean-up – more year-long initiatives – Healthy Lake Scugog</p> <p>Social Media – promote more green initiatives</p>	<p>Ongoing</p> <p>Participated in Lake Stewards event signage created</p> <p>Connect with Scugog Lake Stewards for information booth at Community Event.</p>	<p>LEADS:</p> <p>KRCA</p> <p>Arnis Putikis</p>
Infrastructure: Environmental Impact	<p>Comment on planning or environmental applications from an environmental perspective as required</p> <p>Comment/input on municipal acts when it is relevant</p>	Ongoing	<p>LEAD:</p> <p>Richard Szarek</p>
Waste Management	<p>Township Waste Diversion Plan</p> <ul style="list-style-type: none"> • Waste Management within Township/Facilities/Parks etc... • Recycling/Organics Diversion • Adopt a road program – more advertising 	<p>Ongoing</p> <p>Monitor legislation changes and notices/impacts.</p> <p>Township to provide additional information on collection services provided.</p> <p>Proposal to implement Organics Collection at site locations were feasible.</p>	<p>LEAD:</p> <p>Stefan Martens</p>

		Proposal to implement at minimum recycling services at Township sites where not currently being done (i.e. parks, downtown streets etc...)	
Tree Management	<p>Tree by-law – review & update</p> <p>Public Consultation</p> <p>Tree planting</p> <p>Urban/Rural canopy</p> <p>Tree Registry</p> <p>Heat Island Effect – minimal impact for rural areas, keep as a consideration for downtown core as an area covered in considerable asphalt.</p>	<p>Tree Management Plan</p> <ul style="list-style-type: none"> • Review and propose tree by-law to cover trees not covered by the Region of Durham By-law. • Tree plotting/risk management • Ash Borer remaining • Oak Wilt future issue 	<p>LEAD:</p> <p>Steve Ardron</p> <p>Richard Szarek</p>
Active and Sustainable Transportation	<p>Trails</p> <ul style="list-style-type: none"> • Scugog/Uxbridge/Durham Walking Trails • Scugog Bicycle Trails <p>Active and Sustainable Transportation Charter</p> <p>Bicycle Racks</p> <p>Bicycle Lanes</p> <p>Walk and Rides to School/Work</p>	<p>Propose to install bicycle racks at Scugog Facilities/Parks to support riding.</p> <p>Support Environmental Initiatives such as Walk and Ride to School/Work</p> <p>Active Transportation Master Plan – results?</p>	<p>LEAD:</p> <p>Ian McDougall</p>
Green Travel	<p>Green Travel – EV Charging Stations</p> <p>Idling Bylaw</p>	<p>Ongoing</p> <p>2019-06-25 - Expression of Interest for Federal Government Grant sent to Scugog.</p>	<p>LEAD:</p> <p>Stefan Martens</p>

		<p>2019-05-16 - EV Charging OECM RFP Information sent to Scugog.</p> <p>Scugog Staff applied for funding for the installation of charging station</p> <p>Proposal for Idling By-law. June 2020</p>	
Linkages	2019 – Identify and establish linkages with all		
	Student Representation	Ongoing Selection process for Student – selected	LEAD: Arnis Putikis
	First Nations	Ongoing Reach out to Indigenous Community Leaders	LEAD: Ian McDougall
	KRCA	On going Support/communication to Committee	LEAD: KRCA
	Region of Durham	On going Communication/feedback to Committee	LEAD: Richard Szarek
	North Durham Nature (NDN)	On going Communication/feedback to Committee	LEAD: Geoff Carpenter
	Lake Scugog Stewards, etc.	On going Communication/feedback to Committee	LEAD: Geoff Carpenter
	MNRF	On going Communication/feedback to Committee	LEAD: Steve Ardron Debbie Balika
	Friends of the Greenbelt Foundation	On going Communication/feedback to Committee	LEAD: Debbie Balika

	Lakeridge Citizens for Clean Water (LCCW)	On going Communication/feedback to Committee	LEAD: Geoff Carpenter
	Save the Oak Ridges Moraine (STORM)	On going Communication/feedback to Committee	LEAD: Richard Szarek
	DEAC & other EACs	On going Communication/feedback to Committee	LEAD: Geoff Carpenter
	OFAH	On going Communication/feedback to Committee	LEAD: KRCA Paused • Funding denied
	Durham Sustainability	On going Communication/feedback to Committee Find out if they folded	LEAD: Cameron Murphy

FUTURE INITIATIVES

Agriculture

Community gardens

Green planning (e.g. Leeds, ISO ...)

Updated Feb 2020

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Township at 905-985-7346.

Report Number: COMS-2020-033

Prepared By: Maegan Michel, Public Works and Parks Associate

Department: Community Services Department – Public Works and Parks

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Direction #6 – Community Engagement

Report Title: **Scugog Float Flyers – Memorandum of Understanding Renewal**

Recommendations:

1. **That** Report COMS-2020-033, Scugog Float Flyers – Memorandum of Understanding Renewal, be received; and
 2. **That** the Mayor and Clerk be authorized to sign and execute the Memorandum of Understanding with the Scugog Float Flyers Club, for use of municipal property, substantially in the form appended as Attachment 1 to Report COMS-2020-033.
-

1. Background:

The purpose of this report is to seek Council approval for the annual agreement with the Scugog Float Flyers (SFF).

2. Discussion:

As Council may be aware, the SFF have had previous annual agreements for use of the municipal property behind VOS' Independent Grocery Store since the spring of 2005.

In that time, the SFF have fulfilled all conditions in the applicable agreements, and their use of the area has not resulted in any issues, nor raised any concerns amongst staff. The SFF

changed the operational hours in 2019 to Monday to Friday, 8:30 a.m. – 2:00 p.m. This will allow them to plan their three flying days for the week by looking at the projected weather.

The SFF have continued to be members of the Model Aeronautics Association of Canada (MAAC), have met all requirements regarding operation and club activities and will be providing the same insurance coverage as last year.

The 2019 season was a successful year for the Club, and as stated previously, resulted in no accidents or complaints from the public. The SFF have confirmed that they will operate using the recommended protocols for COVID-19 including maintaining a minimum distance of 2 m between members at all time and sanitizing hands, as necessary.

3. Financial Implications:

N/A

4. Communication Considerations:

Staff will install signage to remind SFF members to maintain physical distancing and sanitize hands frequently.

5. Conclusion:

Staff have reviewed with Club Executives all related requirements for the 2020 season and have confirmed the site continues to meet all Model Aeronautics Association of Canada (MAAC) guidelines and terms of the Memorandum of Understanding.

To complete the execution of this agreement, the Scugog Float Flyers must provide proof of appropriate insurance coverage and current membership in good standing with the MAAC. The attached “Memorandum of Understanding” is again limited to a one (1) year term.

Respectfully Submitted by:

Reviewed By:

Maegan Michel
Public Works and Parks Associate

Robert Frasca, CET
Manager Public Works and Parks

Attachments:

ATT 1: Memorandum of Understanding – Scugog Float Flyers



MEMORANDUM OF UNDERSTANDING

between

TOWNSHIP OF SCUGOG

And the

SCUGOG FLOAT FLYERS

This Memorandum of Understanding relates to the Township of Scugog (TWP) parkland directly north of VOS' Independent Grocers along the shores of Lake Scugog.

In order to recognize and implement Safety and Flying Rules, specific to the operation of the Scugog Float Flyers (SFF), any prior consent documents or procedures for the operation of radio controlled planes at this site are here by deemed null and void.

The Township will permit the SFF to use this land for the purpose of operating their radio control model planes, consistent with all Model Aeronautics Association of Canada (MAAC) guidelines and regulations. No aircraft shall exceed ¼ scale. The SFF will be permitted to use this site at the stated times, under this agreement.

The SFF must provide the Township with proof of current membership in good standing with the MAAC. Proof must also be provided of the required \$5,000,000 liability insurance coverage (included is the naming of the Township as a third party insured) and ensure that all pilots similarly hold current MAAC membership and related insurance.

The SFF must also submit to the Township a copy of their Official Club Rules governing their use of the site and enforce their use. Permission for use of the site may be withdrawn by the Township at any time for violation of the terms of this agreement.

Scugog Float Flyers will adhere to the following conditions:

- i) Ensure only MAAC licensed pilots operate on this site;
- ii) Not alter or add to the shoreline;
- iii) Keep the shoreline clean;
- iv) Control the litter on the site and empty the trash receptacles;
- v) Work in conjunction with various environmental groups along the shoreline;
- vi) Follow provincial boating regulations when operating recovery boat on the lake;

- vii) Acknowledge that suspension of the club's activities may be required in order to perform trail development work.

The Township will:

- i) Provide 2 trash receptacles and a supply of trash bags for use on the site;
- ii) Cut the grass on a two week cycle to a height of not less than 3". (A strip of tall grass along the water's edge is permitted to control Canada Geese access to the site);
- iii) Advise SFF when there are conflicting events precluding the use of model aircraft at the site;
- iv) Resolve any issues between SFF and other stakeholders at this location; the decision of the Township will be final and binding on all parties;
- v) Permit a sign on the site advising that only licensed flyers are permitted to fly from this location.

This agreement shall:

- i) Be in effect commencing Monday, July 6, 2020 until October 1, 2020;
- ii) Provide operational hours for the SFF of 8:30 am till 2:00 pm, Monday - Friday;
- iii) Be reviewed by the Township following completion of the term and re-evaluated within the context of the Parks, Recreation & Culture Strategic Master Plan;
- iv) Have the opportunity to be terminated by either party with 14 days written notice.

Ken Rawlins, Scugog Float Floaters Date

Roberta A. Drew, Mayor, Township of Scugog Date

John Paul Newman, Director of Corporate Date
Services / Clerk, Township of Scugog

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Clerks Department at 905-985-7346.

Report Number: COMS-2020-034

Prepared by: Robert Frasca, Manager of Public Works and Parks

Department: Community Services – Public Works and Parks

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Plan Direction# 1: Roads & Municipal Infrastructure

Report Title: **Townline Road Culvert Replacement**

Recommendations:

1. **That** Report COMS-2020-034, Townline Road Culvert Replacement, be received;
 2. **That** payment to the Town of Whitby up to \$350,000 for fifty percent funding towards the contract to replace the collapsed culvert on Townline Road, be approved; and
 3. **That** the transfer of \$350,000 to capital account 30-427-420-90000-2048 Townline Road Emergency Repairs from the Municipal Projects Reserve, be approved.
-

1. Background:

The purpose of this report is to recommend funding for the unbudgeted replacement of the Townline Road culvert over Lynde Creek.

On March 19, 2020 the Township was advised by the Town of Whitby about an emergency road closure on Townline Road due to a collapsed culvert. The culvert is located between Ashburn Road and Duffs Road and carries the flow from Lynde Creek. The issue was

discovered during a routine road inspection conducted by the Town of Whitby. The collapse of the existing culvert resulted in a portion of the paved road and ditch slope to slide into Lynde Creek. The culvert was inspected by Town of Whitby staff to evaluate the requirements for the repair. It was found that the structural integrity of the culvert had been compromised and a permanent road closure was put into place to avoid any further movement of the road and ensure the safety of road users.

Townline Road is a shared road allowance between the Town of Whitby and the Township of Scugog. In accordance with the Boundary Road Agreement, costs for capital projects are shared on a 50/50 basis between Whitby and Scugog.

2. Discussion:

The Town of Whitby retained a consultant (GEO Morphix) to complete a detailed design with specifications meeting the requirements of the: Ontario Provincial Standard Specifications; Canadian Highway Bridge Design Code; Central Lake Ontario Authority; Fisheries Act and the Ministry of the Environment Conservation and Parks.

The Scope of the Project includes:

- Removal of the existing collapsed 2,300 mm diameter Corrugated Steel Pipe (CSP) culvert and gabion retaining walls
- Excavation to install a new 13 m of 4,420 mm x 2,790mm CSP culvert with sheet pile retaining walls
- Restoration of the road with frost tapers and reconstruction of the embankment, reinstatement of existing fences and guard rails
- Creek re-alignment with in-stream fisheries upgrades
- Vegetation restoration

A Request for Tender will be issued by the Town of Whitby on behalf of both Whitby and the Township of Scugog. The tender will include a commencement date for construction in July, with a duration of 12 weeks to completion.

The Town of Whitby has obtained the required permits from CLOCA, and Fisheries and Oceans Canada. Whitby has also been in consultation with the Ministry of the Environment Conservation and Parks. As this culvert is within the Lynde Creek watershed and is a significant fish habitat location, works are restricted by the Department of Fisheries and Oceans (DFO's) Timing Window for the Protection of Fish and Fish Habitat. The purpose of these timing windows are to protect fish from impacts of works in and around water during spawning or other critical life stages. The timing for when works can be completed is between July 1st to September 15th each year.

3. Financial Implications:

Capital Account no 30-427-420-90000-2048

Townline Road Emergency Repairs is an unbudgeted Capital Project.

As the culvert failure was unexpected, the work was not budgeted for.

The estimated cost for the project is \$700,000 including engineering and approximately 10% contingency. Based on the Boundary Road Agreement the Township of Scugog is responsible for 50% of this cost (\$350,000).

As per the Reserve and Reserve Fund Policy, funding for unbudgeted projects and emergencies is provided by the Municipal Projects Reserve. Sufficient funding is available in this reserve to cover the Township's portion of this project.

4. Communication Considerations:

Signage regarding the road closure is currently in place. Information regarding the project will be posted on both the Town of Whitby and Township of Scugog websites and social media throughout the length of the project to provide the public with a means to keep updated on the progress of the project and to notify of any closures, detours, etc.

5. Conclusion:

It is recommended that funding in an amount not to exceed \$350,000 be provided to the Town of Whitby for the replacement of the culvert on Townline Road from the Municipal Projects Reserve.

Respectfully Submitted by:

Reviewed By:

Robert Frasca, C.E.T.
Manager of Public Works and Parks

Carol Coleman, P.Eng.
Director of Public Works, Parks
and Recreation

Attachments: N/A

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Township at 905-985-7346.

Report Number: COMS-2020-035

Prepared By: Maegan Michel, Public Works and Parks Associate

Department: Community Services Department – Public Works and Parks

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Direction #6 – Community Engagement

Report Title: **Adopt-a-Park Policy**

Recommendations:

1. **That** Report COMS-2020-035, Adopt-a-Park Policy, be received; and
 2. **That** the Adopt-a-Park Policy, appended as Attachment 1 to Report COMS-2020-035, be approved.
-

1. Background:

The purpose of this report is to seek Council approval for the Adopt-a-Park Policy.

2. Discussion:

The Township has a long standing Adopt-a-Park program that provides the opportunity for citizens to enhance the park system throughout the Township of Scugog. The current program is an environmental stewardship and public service program, whereby a volunteer group pledges to the municipality to carry out Environmental Cleanups at a designated park a minimum of twice a year.

Requests have been made to enhance the program to include the opportunity for volunteers to maintain gardens within park and open spaces as well. The attached policy is based on the

existing Terms of Reference for Volunteer Group Pledges and adds Garden Maintenance as another option for volunteer groups.

Volunteer groups would follow the same process as the existing Adopt-a-Park program by submitting an application and signing a Pledge with the Township. Township staff will provide safety training to the authorized group representative who will then be responsible to ensure that all volunteers receive and are familiar with the contents of the Township's safety brochure "Safety Guidelines for Volunteers" before participating in any Environmental Clean-Ups or Garden Maintenance activities within the adopted park area.

Volunteer groups for Garden Maintenance would need to undertake activities as required to keep the assigned garden in an acceptable state, as determined by the Township's Parks staff. These activities would include planting, weeding, mulching, fertilizing, etc. of a predetermined garden within a Park or Open Space. The Township would provide the planting materials and mulch.

3. Financial Implications:

The cost for planting materials, mulch and signs will be provided through the annual Operating Budget for Parks.

4. Communication Considerations:

The Township's website will be updated to include the new Adopt-a-Park Policy. Information on Adopt-a-Park participants will continue to be included on the website and Adopt-a-Park signage will continue to be installed in parks with the name of the volunteer groups.

5. Conclusion:

It is recommended that the attached Adopt-a-Park Policy be approved.

Respectfully Submitted by:

Reviewed By:

Maegan Michel
Public Works and Parks Associate

Carol Coleman, P. Eng.
Director of Public Works, Parks and Recreation

Attachments:

ATT 1: Adopt-a-Park Policy

COUNCIL POLICY

Adopt-a-Park Policy

EFFECTIVE: June 30, 2020

APPROVED BY COUNCIL: [MEETING DATE]

1. Purpose

The primary purpose of this Policy is to provide the opportunity for citizens to enhance the park system throughout the Township of Scugog.

2. Definitions

- 2.1 **Authorized Group Representative (AGR)** means an individual selected to represent a Volunteer Group.
- 2.2 **Environmental Clean-Up** means collecting refuse and debris within a predetermined Park or Open Space.
- 2.3 **Garden Maintenance** means maintaining gardens by planting, weeding, mulching, watering, fertilizing, etc. of a predetermined garden within a Park or Open Space.
- 2.4 **Volunteer Group** means a group of conscious citizens, an organization, a business, a club, a school, etc.

3. General

The Adopt-A-Park program is an environmental stewardship and public service program, whereby a volunteer or group pledges to the municipality to carry out Environmental Cleanups or Garden Maintenance at a designated park area on a periodic basis.

The Adopt-a-Park program is a way for environmentally conscious individuals and community groups to show their civic pride by contributing to a cleaner and more scenic local parks system.

Adopt-a-Park Policy

The Adopt-a-Park program has additional cleaning and maintenance activities that are optional and can be included as an additional part of the volunteer group pledge (pending approval from the Community Services Department).

These optional activities can include:

- Removal of graffiti
- Reporting unsafe conditions and major maintenance needs
- Refilling dog waste bags at dog park

The goal of the Adopt-a-Park program is to encourage and promote community involvement in maintaining and beautifying our Township parks and to instill a sense of pride for parks and public spaces through volunteerism.

An additional benefit is the creation of a safe, clean and well-maintained environment for all to enjoy.

Parks and Open spaces in the Township available for adoption include:

- Birdseye Park
- Canterbury Common Trail
- Carolyn Best Diamonds
- Cartwright Peace Park
- Cartwright Pioneer Parkette
- Georgian Woods SWMP
- Herbert A. Bruce Park
- Ianson Park
- Poplar Park
- Port Perry Dog Park
- Port Perry Fairgrounds
- Reflection Park
- Rotary Environmental Park
- Roy E. Carter Park
- Scout Hall Parkette
- Scugog Shores Millenium Trail
- Scugog Shores Museum
- Seagrave Park
- Victorian Village SWMP

4. Procedures

4.1 Participation in Adopt-a-Park Program:

Participant and group safety is of primary importance in all Township decisions related to the Adopt-a-Park Program.

Only groups and individuals determined by the Township to be responsible and to exhibit the desire and the ability to achieve Adopt-a-Park Program objectives within the parameters of these Terms and Conditions will be permitted to adopt a park. The Township may refuse to grant a request to adopt a section if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard, or be in conflict with government or Township policies.

Volunteers are not considered as Officers, Employees, or Agents of the Township. Any injuries, claims, liabilities, suits or costs arising from the volunteers' actions relating to the Adopt-A-Park Program shall be the sole responsibility of the volunteers. Volunteers shall indemnify the Township and agree to abide by the Township's guidelines and to not hold the Township responsible for any injuries or damages that they may cause or suffer as a result of their participation in the Adopt-a-Park Program.

Volunteers are encouraged to recycle materials collected from the adopted park whenever and wherever possible.

4.2 Volunteer Group Responsibilities:

The Volunteer Group participating in the Adopt-a-Park Program pledges to:

- a) Appoint an Authorized Group Representative to act on behalf of the group.
- b) The AGR must complete and submit a Pledge Application to the Township of Scugog, as provided in Appendix B. A Township Representative must approve the application of the group before any activities can begin.
- c) If the Pledge is for Environmental Clean-Ups Pick, then the group must pick up litter a **minimum of two (2) times a year for a period of three (3) years** to maintain a clean park area. If the Pledge is for Garden Maintenance then the group must undertake activities as required to keep the assigned garden in an acceptable state, as determined by the Township's Parks staff, for the duration of the year.

Adopt-a-Park Policy

- d) Obey and abide by all laws and regulations relating to safety and such conditions as may be required by the Township.
- e) The AGR must participate in training from Township staff and then ensure that all participants receive and are familiar with the contents of the Township's safety brochure "Safety Guidelines for Volunteers" before participating in any Environmental Clean-Ups or Garden Maintenance Activities within the adopted park area.
- f) Give the Municipal office 48 hours notice prior to beginning a litter pick-up.
- g) Ensure provision of all transportation, supervision, safety equipment and medical/first aid service.
- h) Ensure appropriate arrangements for parking or shuttle bus-type of travel to the park site, as required.
- i) Park all vehicles at the park site as far away as possible from the travelled portion of the road.
- j) Wear appropriate safety apparel during the pick-up.
- k) Wear clothing that will not impair vision or movement during the pick-up and not wear attire that might divert the attention of motorists during clean-up activities.
- l) Provide supervision by one adult (19 years of age or older) for every five (5) or less volunteers. The Township reserves the right to limit the number of volunteers on an adopted section of park.
- m) Ensure no volunteer possesses or consumes illegal drugs or alcoholic beverages immediately before or during clean-up activities.
- n) Ensure that no signs, posters, or other display material are brought to the adopted section during or between clean-ups.
- o) Ensure that no pets are present at the clean-up site.
- p) Suspend litter pick-up when weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.).
- q) Work only during daylight hours (1 hour after sunrise and 1 hour before sunset) or hours specified by the Township.
- r) Collect litter from the designated park area only.

Adopt-a-Park Policy

- s) Endeavour to sort litter into appropriate categories for recycling where practical.
- t) Place filled trash bags at the designated pick-up site(s) as pre-arranged by the Township Representative and the Authorized Group Representative.
- u) Flag closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by Township staff.
- v) Surrender items of value (wallet, purse, camera, etc.) found on Township property to the nearest police station (or Township Representative).

4.3 Township of Scugog Responsibilities:

The Township will:

- a) Participate and approve the selection of the specific Township Park Area to be adopted.
- b) Provide trash bags and gloves.
- c) Provide safety training to the AGR based on the "Safety Guidelines for Volunteers".
- d) Erect sign(s) with the Volunteer Group's name displayed at each adopted park. The Township must approve the name, titles, or words placed on Adopt-a-Park signs.
- e) Pay the tipping fees to dispose of collected refuse.
- f) Remove large, heavy, or hazardous items litter that have been flagged from the adopted park area.
- g) Provide plant materials and mulch for selected gardens.
- h) Monitor to ensure the objectives of the program are being met.

4.4 Modification/ Renewal/ Termination of the Agreement or Program:

The Adopt-a-Park pledge or policy may be modified in scope or altered in any manner at the discretion of the Township.

Volunteers will have the option of renewing their pledge, subject to the approval of the Township and continuation of the program. Updated volunteer information is required at the time of the renewal.

Adopt-a-Park Policy

The Township may terminate the arrangement and/or remove the Adopt-a-Park signs bearing the Volunteer Group's name if it finds that:

- a) The Volunteer Group is not meeting the conditions of the pledge;
- b) One or more volunteers of the Volunteer Group have not acted responsibly or contrary to the guidelines of the program; or
- c) The adoption is proving to be counter-productive to the program's objective or is resulting in undesirable effects such as increased litter, vandalism, or sign theft.

The Township of Scugog acknowledges that the Volunteer Group's pledge is not a contract at law, but a pledge to provide a community service without compensation. The Volunteer Group may terminate the pledge at any time on giving written notice to the Township if the Volunteer Group is no longer able to meet the provisions of this pledge.

Appendices:

Appendix A: Adopt-A-Park Safety Guidelines for Volunteers

Appendix B: Adopt-A-Park Pledge Application Form

For Use by Township

Date Received:	Applicant No:
----------------	---------------

A. Applicant Information

Volunteer Group	Authorized Group Representative	
Street Address		City/Town
Province	Postal Code	
E-mail	Telephone Number	

B. Location/Work Information

Please indicate requested park:

Type of Work Volunteering for:

- ☐ Environmental Clean Up (3 year commitment)
- ☐ Garden Maintenance (1 year commitment)

Optional Activities:

- ☐ Removal of graffiti
- ☐ Reporting unsafe conditions and major maintenance needs
- ☐ Refilling dog waste bags at Port Perry Dog Park
- ☐ Other (please specify)

If necessary, please use the space below to give further details:

C. Applicant Declaration

I, _____ certify that,
(print name)

- I have the authority to sign as the Authorized Group Representative (AGR).
- I, as AGR, agree to the terms set out in the Program documents for the volunteer group.

Signature:

Date:

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Township at 905-985-7346.

Report Number: COMS-2020-036

Prepared By: Shawna Cornish, Manager of Recreation and Culture

Department: Community Services Department – Recreation & Culture

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Direction #2 – Financial Sustainability
Township of Scugog Procurement By-Law No. 51-18

Report Title: **Scugog Community Recreation Centre Pro Shop Operations Agreement**

Recommendations:

1. **That** Report COMS-2020-036, Scugog Community Recreation Centre Pro Shop Operations Agreement, be received;
 2. **That** the proposal submitted by TSO Teamwear for the operation of the Scugog Community Recreation Centre pro shop in the amount of \$2,560.00 (plus H.S.T.) annually, be approved; and
 3. **That** the Mayor and Clerk be authorized and directed to sign the proposed Agreement appended as Attachment 1 to Report COMS-2020-036, for use of space at the Scugog Community Recreation Centre for the operation of a pro shop by TSO Teamwear.
-

1. Background:

The purpose of this report is to seek Council approval for an agreement with TSO Teamwear for the maintenance and operations of a Pro Shop located at the Scugog Community Recreation Centre (SCRC). In 2007, the 220 square foot space located between Pad 1 and 2 at the SCRC was used as a pro shop to provide skate sharpening services to our community user ice groups

by a local individual with much success. Due to the circumstances of the local individual, the operation ceased and the space was utilized as office space for the Manager of Recreation and Culture.

2. Discussion:

Over the last few months, with the space unoccupied, staff received several inquiries, ranging from businesses to local individuals, if consideration would be given to return to utilizing the space for a pro shop to serve the public. As of October, 2020 the Manager of Recreation and Culture has remained in the office space located at the main entrance, which has proven to be convenient for the staff and public to access the Manager.

A Request for Proposal was made public on March 11, 2020 with a closing of April 14, 2020. There was one plan taker for the RFP and one proposal was submitted by TSO Teamwear.

Staff are recommending the award of the contract to TSO Teamwear to maintain and operate the pro shop at the SCRC for a term of one (1) year with the option to extend the agreement for an additional two (2) year term. Currently, the space is being occupied by TSO Teamwear, through a facility rental contract, to sell apparel and has proven successful to both TSO Teamwear and the Township.

2.1 The Operations Proposal

TSO Teamwear is a local sporting goods business which has been providing organizations with their uniform needs for many years. Prior to the amalgamated North Durham Warriors Minor Hockey Association, they were the official supplier of both the Port Perry Predators and the Uxbridge Stars and now continue to supply the amalgamated Association. In addition to the local minor hockey association, TSO Teamwear supplies the Scugog Men's Hockey League, Scugog Women's Hockey League, North Durham Blades and Central Ontario Wolves AAA organizations their uniform needs.

TSO Teamwear will continue to provide apparel to the above mentioned organizations with the extended service of skate sharpening. This service has been missed at the SCRC, with many patrons of the facility surprised that sharpening is not offered, with TSO Teamwear providing skate sharpening service, this will fill a community service void.

Staff have developed a draft agreement for the operation of the pro shop based on a similar agreement for the operation of the concession booth at the SCRC. The agreement has also been reviewed and is to the satisfaction of the Region of Durham's Legal and Insurance Departments.

The minimum pro shop hours of operations are based on the facility operations and are as follows:

September 1 to April 30:

Monday to Friday	4:00 pm – 8:00 pm
Saturday and Sundays	10:00 am – 6:00 pm

The option exists to operate on reduced hours during the months of May through August or due to COVID-19 with the potential of reduced ice rentals due to registration numbers.

The Manager of Recreation and Culture or designate will provide the Contractor with a schedule of activities for the fall, winter, spring and summer and they may amend the schedule as necessary.

3. Financial Implications:

The proposal for the operation of the pro shop is as follows:

1. A one year contract with a termination clause, and a two year renewal option;
2. The monthly rent will include utilities and will be fixed for the duration of the agreement in the amount of \$320.00 plus H.S.T.
3. If it is mutually agreed by the Contractor and the Township to operate on reduced hours during the months of May through August, the monthly rent for these months would also be \$320.00 plus H.S.T.

The value of the contract for eight months is \$2,560 (plus H.S.T.) with an option of additional months of May through August.

The minimum bid amount published in the RFP was \$320.00, which was based on commercial rental rates obtained by a local real estate appraiser and what other neighbouring municipalities published as a minimum bid for the size of their space.

The contractor will be responsible to maintain and pay for comprehensive general liability insurance of not less than \$5,000,000, and shall name the Township as an additional insured.

4. Communication Consideration

Signage will be erected at the SCRC to advertise the pro shop and the services provided at the expense of the contractor.

5. Conclusion

Staff respectfully recommends that the proposal submitted by TSO Teamwear for the maintenance and operation of pro shop at the Scugog Community Recreation Centre in the amount of \$2,560 (plus H.S.T.) annually, and the attached agreement with TSO Teamwear, be approved.

Respectfully Submitted by:

Reviewed By:

Shawna Cornish
Manager of Recreation and Culture

Carol Coleman, P.Eng
Director of Public Works, Parks
and Recreation

Attachments:

ATT 1: Agreement with TSO Teamwear

THIS AGREEMENT made in triplicate this day of August, 2020.
BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SCUGOG
(hereinafter called the "Township")
PARTY OF THE FIRST PART

- and -

TSO TEAMWEAR
(hereinafter called the "Contractor")
PARTY OF THE FIRST PART

WHEREAS the Township wishes to engage the service of the Contractor for the provision of the maintenance and operation of the Pro Shop at the Scugog Community Recreation Centre (SCRC);

NOW THEREFORE THIS AGREEMENT WITNESSETH that the Contractor and the Township agree as follows:

1. TERM

- (a) Subject to the terms of this Agreement, the term of this Agreement shall be for a period of one (1) year, commencing September 1, 2020 and concluding April 30, 2021, the option exists to operate on reduced hours during the months of May through August;
- (b) Provided that the Contractor may, by notice in writing to the Township during the third last month of the term hereof, renew this lease for additional two (2) year term. The rental rate for any future or extended agreement shall be subject to an annual negotiated rate change.
- (c) Upon the expiration of the term or the renewal therefor, or if this lease shall earlier terminate for any reason, the Contractor shall surrender to the Township the possession of the space in the SCRC.

2. MINIMUM HOURS OF OPERATION

September 1 to April 30	Monday to Friday	4:00 pm – 8:00 pm
	Saturday and Sunday	10:00 am – 6:00 pm

The facility will be closed on Statutory Holidays with the exception of Family Day.

The Recreation and Culture Manager or designate will provide the Contractor with a schedule of activities for the fall, winter, spring and summer and will amend as necessary. Hours of operation shall be posted in the vicinity of the Pro Shop.

The above minimum hours of operation may be subject to change where mutually agreed upon by both parties.

3. GRANT OF LICENSE

Subject to the terms of this Agreement, the Township grants the Contractor a revocable license for the duration of the term of this Agreement to only occupy the location set out in the sketch attached hereto as Schedule 'A' to this Agreement and to any other location assigned by the Township of Scugog and agreed to by the Contractor, for the purposes of carrying out the Services contemplated hereunder. The Contractor agrees to grant access at all times to designated Township staff.

4. MAINTENANCE AND CLEANING

The Contractor shall be responsible for removal of all garbage and recycling materials from the building and stored in appropriate garbage and recycling

receptacles located at the exterior of the arena building.

The Contractor shall be responsible for any operational maintenance items, such as, sweeping/mopping floors, changing of light bulbs etc.

5. SIGNAGE

The Township shall not permit the Contractor to erect signage without obtaining the Township's approval and obtaining all the necessary permits all at the expense of the Contractor. All signage will be paid for by the Contractor and will only be located on the interior of the SCRC.

6. CONTRACTOR'S EQUIPMENT AND SUPPLIES

- (a) The Contractor agrees to install and maintain all Pro Shop equipment, including but not limited to, skate sharpener and shelving units.
- (b) On the consent of both parties, additional equipment may be installed should circumstances warrant such increase.
- (c) The Contractor agrees that installation, maintenance and servicing of said equipment shall be the financial responsibility of the Contractor.
- (d) Any electrical modifications to the SCRC to facilitate the Contractor shall be at the sole expense of the Contractor and completed by the Township's electrician.

7. MONTHLY PAYMENT PROVISIONS

- (a) The monthly rent will remain fixed for the duration of the Agreement beginning September 1, 2020 until April 30, 2021 in the amount of \$320.00 + H.S.T.
- (b) If it is mutually agreed by the Contractor and the Township to operate on reduced hours during the months of May through August, the monthly rent will remain \$320.00 + H.S.T. the option exists to operate on reduced hours during the months of May through August
- (c) Provided that the Contractor may, by notice in writing to the Township during the third last month of the term hereof, renew this lease for additional two (2) year term. The rental rate for any future or extended agreement shall be subject to an annual negotiated rate change.

8. PERMITS AND APPROVALS

The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by an authority having jurisdiction. The Contractor shall comply promptly and at its own expense with all laws, regulations and rules of all federal, provincial and municipal governmental authorities which may be applicable.

9. INSURANCE AND INDEMNIFICATION

- (a) The Contractor shall maintain, during the full term of this Lease and any renewal thereof, insurance and such insurance will name the Township of Scugog as an additional insured and will provide an annual certificate of Insurance protecting both the Contractor and the Township against claims for personal injury, death, property damage or third party liability claims arising from any accident or occurrence at the Lands arising from the operations of the Tenant, from any cause to an amount of not less than FIVE MILLION (\$5,000,000) DOLLARS for claims in respect to any one occurrence.
- (b) The Contractor shall fully defend, indemnify and hold the Township harmless from and against any liability loss, action, cause of action, suits, claims, demands, costs and expenses, including legal costs, whatsoever which may arise from the operations of the Contractor by reason of this Agreement or any other work undertaken by the Contractor in the SCRC.

10. WORKPLACE SAFETY AND INSURANCE BOARD

All the Contractor's personnel shall be covered by the insurance plan under the Workplace and Safety Insurance Act, 1997. Upon request by the Township, an original Letter of Good Standing from the Workplace Safety and Insurance Board shall be provided prior to the commencement of Services indicating that all payments by the Contractor to the Board have been made. Prior to the final payment, a Certificate of Clearance must be issued indicating that all payments by the Contractor to the Board in conjunction with the subject Agreement has been made and that the Township will not be liable to the Board for future payments in connection with the Contractor's fulfillment of the Agreement. Further Certificates of Clearance or other types of certificates shall be provided upon request.

11. LIABILITY

The Contractor agrees to defend, fully indemnify, and save harmless the Township from all actions, suits, claims, demands, losses, costs, charges and expenses whatsoever for all damage or injury including death to any person and all damage to any property which may arise directly or indirectly by reason of a requirement of the contract, save and except for damage caused by the negligence of the Township or its employees.

The Contractor agrees to defend, fully indemnify and save harmless the Township from any and all charges, fines, penalties and costs that maybe incurred or paid by the Township if the Township or any of its employees shall be made a party to any charge under the Occupational Health and Safety Act in relation to any violation of the Act arising out of the Agreement.

12. HEALTH AND SAFETY

The Contractor shall ensure compliance with all governing regulations related to employee health and safety, including the Township's Policy on Occupational Health and Safety Standards Act, Township's Fire Plan and WHMIS (copy available upon request). The Contractor agrees to keep personnel and authorized agents informed of such negotiations.

13. CHANGE OF LAW

For the purposes of this section;

- "law" is a statute or regulation of Ontario, or a statute or regulation of Canada applicable in Ontario; and
- "change of law" is the enactment or amendment of any law on or after the date of execution of this Agreement which imposes requirements respecting the performance of the Services contemplated by this Agreement which are materially more stringent than the requirements which exists as of the date of execution herefo;

If a change of law occurs and;

- The Contractor has given the Township for purposes of this section notice in writing of the change of law within three (3) months of the occurrence of the change; and
- The Contractor can demonstrate to the reasonable satisfaction of the Township that the change of law directly causes an increase in the costs of the Contractor in providing the services then the parties shall forthwith undertake negotiations, in good faith, with a view to agreeing on an adjustment to the terms of the Agreement, as of the date when the change of law occurs, which adjustment shall not exceed the amount of the increase in such costs directly.
- If the Township, on or after the commencement date, enacts a by-law and the Contractor can demonstrate to the reasonable satisfaction of the Township that the enactment of the by-law has had the effect of

directly increasing the Contractor's cost of providing the services, the parties will forth with, upon such demonstration, undertake in good faith negotiations with a view to agreeing on an adjustment to the terms of the Agreement, as appropriate, as of the date when the by-law comes into force, which adjustment shall not exceed the amount of such increased costs which are directly caused by the enactment of the by-law.

14. FORCE MAJEURE

- i. The term "Force Majeure" as used herein shall mean an act of God, strike, lockout or other industrial disturbance, act of public enemy, war, public riot, lightning, fire, storm, flood, explosion, government restraint or judicial restraint, provided that any such restraint does not result from any action or failure to act by the Contractor or the Township, and any other cause, whether of the kind specifically enumerated above or otherwise, which is not and could not reasonably be in control of such party.
- ii. If either party is rendered unable, wholly or in part, by Force Majeure to carry out its obligations hereunder, the obligations of such party, so far as they are affected by such Force Majeure, shall be suspended during, but no longer than, the continuance of such Force Majeure. The Party rendered unable to carry out its obligations by Force Majeure as quickly as possible, provided that such requirement shall not require the settlement of strikes, lockouts or other labour difficulties by such party contrary to its wishes.
- iii. If the Contractor can demonstrate to the reasonable satisfaction of the Township that in remedying or overcoming such Force Majeure its cost of providing the services has increased, the parties shall forthwith, upon such demonstration, undertake in good faith negotiations with a view of agreeing on an adjustment to the terms of the Agreement, as appropriate, as of the date when the Force Majeure occurred, which adjustment shall not exceed the amount of such increased costs which are directly caused by the Force Majeure. The provisions of subsection 11 apply mutatis mutandis if, despite good faith efforts, the parties are unable to agree to an adjustment within thirty (30) days of the demonstration referred to above.

15. DEFAULT

If the Contractor fails to comply with any request, instruction or order of the Township which is properly within the powers of the Township to give pursuant to the terms of this Agreement; or fails to pay its accounts; or fails to comply with statutes, regulations and by-law applicable to the performance of the services, or with the directives of relevant authorities relating to the performance of the services with which the Contractor is legally bound to comply; or fails to provide the Services with the skill diligence; or assigns or sublets this Agreement or any portion thereof without the Township's written consent; or refuses to correct Services which are deficient within the meaning of this Agreement; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of this Agreement, all without just cause, then, in any such case the Township shall give notice to the Contractor specifying the default or delinquency complained of and the rectification sought by the Township. The Contractor shall be in default if it has not, within 10 business days of the date it is deemed to have received such notice, remediation within the 10 day period, the Contractor will not be in default if it has not, within that period, taken all steps reasonably possible to remedy the default, and thereafter continued assiduously and diligently to pursue the remediation of the delinquency. In the event of default, the Township may terminate this Agreement.

16. TERMINATION

Either party may upon no less than thirty days' written notice terminate the

Agreement. The Contractor agrees to remove all their equipment and signage within thirty (30) days following the date of termination and restore the facilities, as nearly as possible, to the state they were in before such installations were made. Furthermore, the Contractor acknowledges and agrees that any such equipment remaining on the facilities after such date shall become the property of the Township without compensation to the Contractor.

17. ENTIRE AGREEMENT

This Agreement embodies the entire agreement between the parties with respect to matters herein and there are no representatives or warranties except as set out herein.

18. SUCCESSORS AND ASSIGNS

This Agreement shall endure to the benefit of and be binding on the parties and their respective successors. This Agreement shall be assigned by the Contractor without the express written consent of the Township.

19. NOTICE

Any notice, demand or other communication (in this section, a “notice”) required or permitted to be given or made under this Agreement shall be in writing and shall be sufficiently given or made if:

- a) Delivered in person during normal business hours on a business day and left with a receptionist or other responsible employee of the relevant party at the applicable address set forth below;
- b) Sent by prepaid first class mail; or
- c) Sent by an electronic means of sending messages, including telex or facsimile transmission, which produces a paper record (“Electronic Transmission”) during normal business hours on a business day.

In the case of a notice to the Contractor, addressed to it at:

TSO Teamwear
227 Union Avenue
Port Perry, ON
L9L 2C7

Attention: Brad Bricknell, President
Phone Number: 905-718-6382

And in the case of a notice to the Township, addressed to it at:

181 Perry Street
P.O. Box 780
Port Perry, ON
L9L 1A7

Attention: Township Clerk
Phone Number: 905-985-7346

With a copy to:

Manager of Recreation and Culture
181 Perry Street
P.O. Box 780
Port Perry, ON
L9L 1A7
Phone Number: 905-985-8698

Each notice sent shall be deemed to have been received;

- a) On the day it was delivered;
- b) On the third business day after it was mailed (excluding each business day during which there existed any general interruption of postal services due to strike, lockout or other causes); or
- c) On the same day that is was sent by Electronic Transmission or on the first business day thereafter if the day on which it was sent by Electronic Transmission was not a business day.

Either party may change its address for notice by giving notice to the other party as provided in this section.

IN WITNESS WHEREOF of the parties hereto have hereunto set their corporate seals duly attested to by the hands of the proper signing officers duly authorized in that regard.

SIGNED, SEALED AND DELIVERED
In the presence of:

**THE CORPORATION OF THE
TOWNSHIP OF SCUGOG**

Authorized to be
Executed by
By Law _____
passed on the
_____ day of

Mayor, Roberta A. Drew

Clerk, John Paul Newman

TSO TEAMWEAR

Per: _____
Name: Brad Bricknell
Title: President

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Clerks Department at 905-985-7346.

Report Number: CORP-2020-008

Prepared by: John Paul Newman, Director of Corporate Services / Municipal Clerk

Department: Corporate Services

Report To: General Purpose and Administration Committee

Date: June 15, 2020

Reference: Strategic Plan Direction #4: "Municipal Services"
Strategic Plan Direction #6: "Community Engagement"

Report Title: **Electronic Participation at Meetings – Post State of Emergency**

Recommendations:

1. **That** Report CORP-2020-008, Electronic Participation at Meetings – Post State of Emergency, be received; and
 2. **That** the By-law substantially in the form appended as Attachment 1 to Report CORP-2020-008, be brought forward for adoption.
-

1. Background:

On March 19, 2020, the provincial government passed Bill 187, the Municipal Emergencies Act, which amends the Municipal Act to allow municipalities to meet electronically in times of local or province-wide emergencies. The emergency would have to be declared under the Emergency Management and Civil Protection Act. The Bill allows municipalities to meet in

open and closed meetings electronically and have members be counted towards quorum. To participate in meetings electronically the municipality had to amend their procedure by-law to:

- Allow the use of electronic participation at meetings;
- State whether members can participate in both open and closed meetings; and
- State whether members participating electronically count towards quorum.

On March 23, 2020, the Township of Scugog passed such an amendment to their Procedure By-law and has been holding electronic meetings since.

It is important to note that once the emergency has ended, regular meeting rules apply. Currently the Township's Procedure By-law does not provide for electronic participation post state of emergency and that is the purpose of this report and associated amending by-law, among other things.

1. Discussion:

1.1. State of Emergency

At the time of writing this report the provincial state of emergency has been extended to June 30, 2020. This will allow the Township meetings scheduled in June to continue to be held electronically. Once the provincial state of emergency ends the Township will be able to hold electronic meetings while the local Scugog state of emergency is still in place but depending on the situation in Scugog at that time, the local state of emergency may end shortly after the provincial emergency.

1.2. Post State of Emergency

Once a municipality is no longer under a state of emergency either locally or provincially section 238 (3.1) and (3.2) of the Municipal Act applies for electronic participation at meetings. Subject to any future changes in the legislation, the current section regarding electronic participation states:

Section 238

Electronic participation

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. 2017, c. 10, Sched. 1, s. 25 (2).

Same

(3.2) The applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public. 2017, c. 10, Sched. 1, s. 25 (3).

The important parts to note is that members participating electronically (not in a declared emergency):

- Do not count towards quorum; and
- Cannot participate in a closed session.

Therefore, in the case of Scugog a maximum of 3 members could participate electronically provided that 4 members were present, in person, at the meeting but those 3 members could not participate in any closed session portion of the meeting.

The declared state of emergency related to COVID-19 will end, but physical distancing and quarantine requirements may still be in place following the state of emergency. If during a pandemic a Member is required to quarantine, or have symptoms that would make in-person attendance discouraged, the attached amendment to the Procedure By-law, permitting electronic participation would allow the flexibility for the Member to participate in a meeting remotely.

The amendment provides that members require the permission of the Mayor to attend a meeting electronically. This is to ensure that not more than the permitted number of members are participating electronically. Once a member is permitted to participate electronically it is also amended to ensure that the Township Clerk is notified immediately so that the required technical set up can be accommodated. The amendment also states “subject to any limits or restrictions imposed by statute”. This is to cover the restrictions outlined above but it is also written broadly so that if the legislation is changed a further amendment to the Procedure By-law may not be required.

This section also permits local boards and committees to hold electronic meetings. If they choose to hold electronic meetings they should establish their own rules and decide on their own technology solution.

1.3. Participation and Access

In order to maintain physical distancing, public participation and access to meetings is being provided by livestreaming and recording meetings, requesting written submissions and including members of the public in the electronic meeting upon request. Due to the continued health risks, this is likely to continue after the state of emergency has ended but will continually be reviewed to determine when public access to Council Chambers will be provided.

Non-members that would be permitted to participate electronically includes: Township Staff, delegations and invited presenters.

It should be noted that view counts on the Township's YouTube channel have been far greater than any in person attendance at Township meetings. At the time of writing this report the Township's May 25, 2020 Council meeting has 158 views, which does not include the people who viewed the meeting live.

1.4. Logistics

At the beginning of each meeting the Township Clerk provides procedural advice to Council and Staff for their electronic participation in the meeting. The advice includes:

- a) A roll call to ensure that a quorum of members is present. Staff members present are also announced.
- b) A request for participants to mute their microphone while not talking to avoid any background noise or echo.
- c) A request to use headphones for increased privacy and better audio, both incoming and outgoing.
- d) A request for members to use the chat function to request to speak, in place of raising a hand because the Township conducts an audio only meeting.
- e) A request for members to let the Mayor know if they leave their computer for any length of time to ensure quorum can continue to be met.
- f) A request for members to announce their name when moving or seconding a motion.
- g) A notice that the meeting is being recorded and live streamed to the Township's YouTube channel.
- h) Starting on May 25, 2020, the Township began using an electronic voting system which allows members to cast their vote by the press of a button and the result is displayed on screen for everyone to see. If this system fails for any reason, the Mayor will ask for each members vote verbally.

Delegates and outside guests that will be participating in the meeting are provided similar instructions but will be placed in the lobby of the electronic meeting until their item is

before Council and for security reasons they are asked to leave the meeting once their matter has been concluded. They are advised that the meeting is being live streamed to the Township's YouTube channel and that if they wish to continue to watch the meeting they can do so that way. Previously the Township Clerk conducted a test electronic meeting with the participants and went over the procedures. Depending on the number of participants this practice will be continued.

1.5. Technology

It should be noted that having half the participants attend a meeting in person and the other half attend electronically does create some technological difficulties as the 2 groups may be on 2 different systems. The system we have set up in Council Chambers and the system we've been using electronically. Staff will test the compatibility of these 2 systems prior to going live.

1.6. Other Procedure By-law Changes

1.6.1. Sections 6.1, 6.2, 6.3 and 6.4

The addition of a "Rise from Closed Session" item on the Council, GPA, PCA and Special Council agenda's is as a result from how the new meeting management software handles this process and the resulting minute package. This is an administrative change that occurs during the normal course of a meeting anyway but will allow greater flexibility within the meeting management software.

1.6.2. Section 6.1

Switching "Matters from Closed Session" with "Disclosure of Pecuniary Interest" allows Council members the ability to declare a pecuniary interest on a resolution that may come out of the closed session. This is just an administrative change.

1.6.3. Sections 6.1 (10) and 6.2 (10)

With the implementation of the new meeting management software, the consent agenda is treated differently. The new software does not move items to a separate section but moves the item to the bottom of the consent agenda list. Therefore section 10 "Items Extracted from Consent" is no longer needed. However, there are occasions where an item on the agenda should not be part of the consent agenda, so the recommendation is to change this section to "Items for Separate Discussion". This will ensure that a section of the agenda is still available for this situation.

1.6.4. Sections 6.2 (9) i. and 6.3 (8)

It was decided to remove the adoption of the previous minutes for standing committee meetings because the committee meeting minutes are brought forward to Council for adoption. As the members of the Council and the committee are the same it was redundant to have them adopted at the Council meeting then again at the next applicable committee meeting. Therefore it is proposed that the Council meeting adoption of the meeting minutes is sufficient in these circumstances and does not have to be done again at the committee meeting.

Adoption of the previous minutes of Council will continue as normal because they are not adopted anywhere else.

1.6.5. Section 6.3 (6)

The disclosure of pecuniary interest section is missing “and Nature Thereof”. It is proposed that this be added as this has always been the intention.

1.6.6. Section 6.3

It is proposed that a “New Business / General Information” section be added to the PCA meeting agenda. This was always the intention and was inadvertently left out.

1.6.7. Section 7.1.1

At the Township’s Council meetings the Mayor reads an acknowledgement of the traditional treaty lands. This amendment adds this to the Township’s Procedure By-law.

1.6.8. Section 7.12.1

This amendment deals with a member’s declaration of pecuniary interest. Firstly, when a member declares in a Council meeting, the declaration is understood and the member is not required to declare again for the vote on the confirming by-law as this by-law results in every decision and resolution passed at the meeting being passed as if each had been the subject of a separate by-law duly enacted.

The second part of this amendment states that a member is not required to submit another declaration of interest form for a declaration that is in a previous set of minutes, provided that the matter declared on is not further discussed or amended in any way. Therefore, if a member declares a pecuniary interest at a meeting, when the minutes of that meeting are before Council for adoption, the member can vote on the motion to adopt the minutes and a further declaration of interest form is not required.

1.6.9. Section 7.21.1

Although stated in section 7.30 regarding petitions, these restrictions regarding matters that are not permitted on a Council agenda were not included in the delegation section although this has always been the intention. Therefore this has been included to add further clarification. These restrictions do not apply to delegations that the Township has requested. For example, the Township Lawyer's update on a legal matter.

2. Financial Implications:

There are no financial implications with amending the Procedure By-law.

3. Communication Considerations:

Delegates participating in an electronic meeting will be advised of the meeting rules prior to their participation at the meeting. Previously the Township Clerk conducted a test electronic meeting with the participants and went over the procedures.

4. Conclusion:

Staff are of the opinion that, although the state of emergency regarding COVID-19 will end, there may still be restrictions or recommendations regarding physical distancing or gatherings of a certain number of people. Therefore it is recommended to amend the Township's Procedure By-law now to provide for additional flexibility in the way the Township conducts meetings in the future. In conducting this review, a number of other administrative changes were also identified. Staff respectfully recommend approving the amendments described.

Respectfully Submitted by:

Reviewed By:

John Paul Newman
Director of Corporate Services / Municipal Clerk

Paul Allore
Chief Administrative Officer

Attachments:

Attachment 1: Proposed Procedure By-law Amendment

Attachment 1 to Report CORP-2020-008
Proposed Procedure By-law Amendment

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER XX-20

**BEING A BY-LAW TO AMEND PROCEDURE BY-LAW 66-18 TO
ALLOW MEMBERS OF COUNCIL TO PARTICIPATE
ELECTRONICALLY AT MEETINGS AND OTHER ADMINISTRATIVE
AMENDMENTS**

WHEREAS section 238 (3.1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG Enacts As Follows:

THAT By-law 66-18, Procedure By-Law, be amended as follows:

1. **THAT** the following definition be added to section 1:

“Electronic Participation” means that a Member may attend the Council or Committee meeting remotely by electronic means. The electronic means must enable the Member to hear and to be heard by the other meeting participants. Acceptable formats may include teleconference, videoconference or webinar, or other interactive communications.

2. **THAT** section 5.26 be added as follows:

5.26 Electronic Participation at Meetings

- a) With the permission of the Mayor and subject to any limits or restrictions imposed by statute, a Member of Council may participate electronically in a Meeting.
- b) With the permission of the Chair and subject to any limits or restrictions imposed by statute, a Member of a local board or committee may participate electronically in a Meeting.
- c) If a Member of Council is permitted to participate electronically, the Township Clerk shall be notified immediately and at least 1 business day prior to the

meeting.

3. **THAT** section 6.1, 6.2, 6.3 and 6.4 be amended by adding “Rise from Closed Session” after the “Closed Session” item (#3) and that the remaining agenda items be renumbered.
4. **THAT** section 6.1 be amended by switching “Matters from Closed Session” with “Disclosure of Pecuniary Interest and Nature Thereof”, so that the disclosures come before the closed session matters.
5. **THAT** sections 6.1 (10) and 6.2 (10) be changed from “Items Extracted from Consent” to “Items for Separate Discussion”
6. **THAT** section 6.2 (9) i. “Adoption of the Minutes of Previous Meeting”, be removed from the GPA Meeting Agenda.
7. **THAT** section 6.3 (8) “Adoption of Minutes of Previous Meeting”, be removed from the PCA Meeting Agenda.
8. **THAT** “and Nature Thereof” be added to the end of section 6.3 (6).
9. **THAT** “New Business / General Information” be added to section 6.3, after 12) Correspondence and that all items following be renumbered accordingly.
10. **THAT** section 7.1.1 be added as follows:

“During a Council meeting the Mayor or Chair for the meeting may also read the acknowledgement of traditional treaty lands.”
11. **THAT** section 7.12.1 be added as follows:

“Notwithstanding sections 7.11 and 7.12, when a Member declares on a matter at a Council meeting, later in the meeting when the confirming by-law is on the floor, the Member’s declaration is understood and the Member may participate in the vote on the confirming by-law and is not required to submit another declaration of interest form. Further, if the Member declares on a matter at a meeting and at a subsequent meeting the minutes of the entire meeting are on the floor for adoption, the Member’s declaration is understood and the Member may participate in the vote on adopting the minutes and is not required to submit another declaration of interest form, provided that the matter the Member declared on is not further discussed or amended in any way.”
12. **THAT** section 7.21.1 be added as follows:

“The Township Clerk shall not place a delegation on the agenda, unless it has been requested by the Township, where the subject matter:

- a) Involves past, current or pending litigation;
- b) Involves past, current or pending insurance claims;
- c) Involves administrative complaints that have not been reported and investigated through the administrative process; or
- d) Is contrary to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

13. **THAT** this By-Law shall come into full force and effect on the day of passing and all other sections of By-Law 66-18 remain unchanged.

READ a First, Second and Third time and finally passed this XXst day of MONTH, 2020.

MAYOR, Roberta A. Drew

CLERK, John Paul Newman



Township of Scugog Staff Report

To request an alternative accessible format, please contact the Township at 905-985-7346.

Report Number: FIN-2020-014
Prepared By: Terri Barton, Manager of Finance
Department: Finance Department
Report To: General Purpose and Administration Committee
Date: June 15, 2020
Reference: Strategic Direction No.4 – Municipal Services
Report Title: **Indexing of Municipal Development Charges**

Recommendations:

1. That Report FIN-2020-014, Indexing of Municipal Development Charges, be received.
-

1. Background:

On May 27, 2019, Council passed Development Charge By-Law No 53-19 under section 12 of the Development Charges Act, 1997.

Section 16 of By-law 43-14 states: "The development charges set out in Schedule B to I hereto shall be adjusted without amendment to this By-law annually on July 1st in each year, commencing July 1, 2020, in accordance with Statistics Canada Quarterly, Construction Price Statistics based on the 12 month period ending March 31st."

2. Discussion:

The Statistics Canada Non-Residential Building Construction Price Index for the period of March 31, 2019 to March 31, 2020, as released on April 29, 2020 indicates an increase of 2.9%.

The change to the Township of Scugog Development Charges is summarized below:

Township of Scugog Development Charges	Current	Increase	Effective July 1, 2020
<u>Residential</u>			
Single & Semi Detached	16,889	490	17,379
Rows & Other Multiples	13,648	396	14,044
Apartments	9,383	272	9,655
<u>Non-Residential – per square metre</u>			
Commercial	100.07	2.90	102.97
Institutional	67.18	1.95	69.13
Industrial	52.56	1.52	54.08

Effective July 1, 2020, all Building Permits issued after June 30, 2020 will be subject to the new Development Charge rate.

3. Financial Implications:

The purpose of annual indexing is to reflect the current economic environment and the change in cost of capital projects which are identified in the 2018 DC Background Study.

4. Communication Considerations:

Staff will update the Township of Scugog Schedule of Development Charges by Service Category currently posted on our website and available at the front counter.

5. Conclusion:

Residential and Non-Residential Development Charges levied by the Township of Scugog are being indexed by 2.9% in accordance with By-law number 53-19.

Original Copy Signed by:

Signed and Reviewed by:

Terri Barton, CPA, CGA.
Manager of Finance

Dianne Valentim, CPA, CGA.
Director of Finance / Treasurer

Township of Scugog Staff Report

To request an alternative accessible format, please contact the Clerks Department at 905-985-7346.

Report Number: LIB-2020-001
Prepared by: Amy Caughlin, CEO
Department: Library
Report To: General Purpose and Administration Committee
Date: June 15, 2020
Reference:
Report Title: Reallocation of Library Capital Project Funds

Recommendations:

1. **That** Report LIB-2020-001, Reallocation of Library Capital Project Funds, be received; and
 2. **That** Capital Account 50-500-500-90000-2012 – Makerspace be canceled and funds returned to the Municipal Projects Reserve; and
 3. **That** Capital project LIB004 - Self-Check Terminal from the 2022 capital forecast be accelerated and approved for 2020 utilizing the funds in the Municipal Projects Reserve returned from the cancelling of the Library Makerspace capital project.
-

1. Background:

On November 25, 2019, Council approved a 2020 Capital Budget that included \$20,000 toward a MakerSpace that the Library planned to launch in the Fall of 2020. Also included in that budget report, was a 5-year projection for future Capital library projects including \$15,000 for Self-Checkout solutions slated for 2022.

2. Discussion:

The implications of COVID-19 have affected many aspects of planning for the MakerSpace project:

1. Staff do not have sufficient time to plan for it;
2. Many of the companies that supply the technology needed to equip it are closed;
3. A public launch event for the MakerSpace would likely not be possible this year;
4. A resource that is dependent on people using shared equipment may not be able to operate fully at this time.

Given these factors, the Scugog Memorial Public Library Board has determined that it is necessary to postpone the Makerspace project until 2021. However, in considering changes to library operations caused by COVID-19 and plans for a safe re-opening of the Library facility in future, the Board has concluded that it would be in the interest of staff and public safety for the Self-Checkout solutions originally proposed for 2022 to be implemented immediately.

The Self-Checkout solutions would include a kiosk, which patrons could use to check items in or out, and a mobile phone app. Some of the benefits of this technology in a COVID-19 environment are as follows:

- It will protect staff by directing fewer customers their way, thus exposing them to fewer people each day;
- It will give patrons options that will allow them to avoid line-ups, observe social distancing more easily, and handle their own materials;
- The phone app will allow patrons to go one step further and avoid both the circulation desk and the self-checkout kiosk by using their phone to checkout items anywhere in the library.

Implementing these solutions now will also take some of the pressure off staff, who will be navigating new safety protocols and spending more time on flexible services (e.g. answering phone calls from high-risk patrons unable to come to the building or arranging contactless pickup appointments).

3. Financial Implications:

The MakerSpace project was approved for \$20,000 and the budget for the Self-Checkout project is \$15,000, The resulting decrease of \$5,000 will remain in the Municipal Projects reserve to be utilized by future projects.

4. Communication Considerations:

N/A

5. Conclusion:

Staff respectfully recommend that Council approve the reallocation of the Library's 2020 Capital funding from the MakerSpace project to the purchase of Self-Checkout solutions.

Respectfully Submitted by:

Reviewed By:

Amy Caughlin
CEO, Scugog Memorial Public Library

Attachments:

LIB002 Capital Project Makerspace.pdf

LIB004 Capital Project Self-Checkout.pdf

Township of Scugog

2020 Capital Budget and 2021 to 2024 Capital Forecast

Capital Projects

Project Name	Makerspace
Department	Library Services
Project Manager	Amy Caughlin, CEO, Scugog Memorial Public Library
Start Year	2020
Project Number	LIB003

Project Description and Rationale

Emerging technologies and the increased focus on STEM (Science, Technology, Engineering, Math) in the school curriculum have led to increasing requests from the Scugog community for access to equipment such as 3D printers and laser cutters and computers running design (CAD) and audio/video editing software. Most of the other Durham public libraries (in Oshawa, Whitby, Pickering, Ajax & Clarington) have created Makerspaces to help address the demand in their community for access to these types of equipment.

This project would cover the design of the space, purchase and programming of equipment, and training of staff necessary to create a Makerspace for public use. This would be a resource for the community and would assist in bridging the digital divide to ensure the youth and entrepreneurs of Scugog have access to the same technology available in larger cities.

Reference:

Strategic Direction #4, Municipal Services ; to “Provide quality public services that are efficient, effective and affordable for the residents and businesses of Scugog” implement modern technologies to improve productivity and customer service.

Strategic Direction # 6, Community Engagement : to "Encourage the involvement of all Scugog citizens in sustaining and enhancing the quality of life in our community."

Budget						
	Total	2020	2021	2022	2023	2024
Expenditures						
Capital Expenditure (Non-TCA)	20,000	20,000				
Expenditures Total	20,000	20,000				
Funding						
Municipal Projects Reserve	20,000	20,000				
Funding Total	20,000	20,000				

Township of Scugog
2020 Capital Budget and 2021 to 2024 Capital Forecast
Capital Projects

Project Name	Self-Checkout Terminal
Department	Library Services
Project Manager	Amy Caughlin, CEO, Scugog Memorial Public Library
Start Year	2022
Project Number	LIB004

Project Description and Rationale

We have had many requests from our residents for a self-checkout option. Self-checkout desks are available at most other public libraries in the Durham region. It improves wait time for customers and frees staff up to spend more time with people who have more complicated queries or need enhanced services.

Reference:

Strategic Direction #4, Municipal Services; to “Provide quality public services that are efficient, effective and affordable for the residents and businesses of Scugog” implement modern technologies to improve productivity and customer service.

Budget						
	Total	2020	2021	2022	2023	2024
Expenditures						
Capital Expenditure (Non-TCA)	15,000			15,000		
Expenditures Total	15,000			15,000		
Funding						
Municipal Projects Reserve	15,000			15,000		
Funding Total	15,000			15,000		

MEMORANDUM



To: Mayor and Members of Council
Date: June 10, 2020
From: Administrative Services – Lisa Fitton
Re: Proclamations Issued by the Mayor's Office – June 2020

The following outlines Proclamations and Flag Raising requests that have been issued during for the month of June 2020 to date.

Name of Person / Group(s)	Title of Proclamation	Flag Raising	Date(s) Proclaimed
Pride Durham	<i>Pride Week</i>	Rainbow Flag raised on Monday, Jun 1, 2020 at the Municipal Office	May 31 to June 6, 2020
Scugog Accessibility Advisory Committee	<i>National Access Awareness Week</i>	Not requested	May 31 to June 6, 2020
Community Services, Township of Scugog	<i>Recreation & Parks Month</i>	Not requested	Month of June