



The Corporation of the Township of Scugog  
Council Meeting  
Agenda

Monday, June 29, 2020

Closed Session at 6:15PM, Open Session at 6:30PM

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 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**
  - 3.1 **Minutes of the Closed Session of the Council Meeting held May 25, 2020**

To discuss personal matters about an identifiable individual, including municipal employees, pursuant to Section 239(2)(b) of the Municipal Act, 2001;

To discuss labour relations or employee negotiations, pursuant to Section 239(2)(d) of the Municipal Act, 2001; and

To provide Council with eScribe, Meeting Management Training, pursuant to Section 239(3.1) of the Municipal Act, 2001.
  - 3.2 **Minutes of the Closed Session of the General Purpose and Administration Committee held June 15, 2020**

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

**3.3 Minutes of the Closed Session of the Planning and Community Affairs Committee held June 22, 2020**

To discuss a proposed or pending acquisition of land by the municipality, pursuant to Section 239(2)(a) of the Municipal Act, 2001, as it pertains to 60-88 Water Street;

To discuss personal matters about an individual, including municipal employees, pursuant to Section 239(2)(b) of the Municipal Act, 2001; and

To discuss labour relations or employee negotiations, pursuant to Section 239(2)(d) of the Municipal Act, 2001, as it pertains to employee recruitment.

**4. Rise from Closed Session**

**5. Call Open Session to Order and Moment of Silence**

**6. Matters from Closed Session**

**7. Disclosure of Pecuniary Interest and Nature Thereof**

**8. Announcements from Council and Staff**

**9. Presentations and Delegations**

**9.1 2019 Draft Consolidated Financial Statements** 5  
Trina Connell, BDO Canada LLP  
(refer to Item 10.2.11, Report FIN-2020-017)

**9.2 Construction Update - June 2020**  
Carol Coleman, Director of Public Works, Parks and Recreation

**9.3 Development Services Update - June 2020**  
Kevin Heritage, Director of Development Services

**10. Consent Agenda**

<b>10.1 Adoption of Minutes of Previous Meeting</b>	
10.1.1 Council - May 25, 2020	21
10.1.2 General Purpose and Administration Committee - June 15, 2020	32
10.1.3 Planning and Community Affairs Committee - June 22, 2020	42
10.1.4 Scugog Environmental Advisory Committee - May 13, 2020	50
10.1.5 Scugog Tourism Advisory Committee - May 28, 2020	53
10.1.6 Scugog Heritage Advisory Committee - June 2, 2020	58
10.1.7 Port Perry Business Improvement Area Board - June 9, 2020	62
10.1.8 Scugog Housing Advisory Committee - June 11, 2020	70
10.1.9 Economic Development Advisory Committee - June 12, 2020	76

<b>10.2</b>	<b>Reports</b>	
10.2.1	CAO-2020-003 Strategic Plan Update Lori Bowers, Manager of Communications and Strategic Initiatives	81
10.2.2	COMS-2020-037 New Radio System for Public Works Rob Frasca, Manager of Public Works and Parks	87
10.2.3	COMS-2020-038 Lake Scugog Enhancement Project Update Carol Coleman, Director of Public Works, Parks and Recreation	92
10.2.4	COMS-2020-039 Scugog Stage 2 Recreation and Culture Reopening Plan Shawna Cornish, Manager of Recreation and Culture	103
10.2.5	COMS-2020-040 Street Sweeping Contract Award Rob Frasca, Manager of Public Works and Parks	209
10.2.6	COMS-2020-041 Anti-Idling By-Law Cameron Murphy, Public Works Technologist	212
10.2.7	DEV-2020-023 Zoning By-law Amendment Application Z/06/2020 1746 Coates Road West (Part of Lot 18, Conc. 1), Ward 1 Information & Recommendation Report Robin Prentice, Manager of Planning	217
10.2.8	DEV-2020-024 Interim Control By-Law - Cannabis Cultivation & Production Facilities Jamie Robinson, MHBC Planning Robin Prentice, Manager of Planning	225
10.2.9	FIN-2020-015 2021 Budget Timetable Dianne Valentim, Director of Finance / Treasurer	232
10.2.10	FIN-2020-016 2020 COVID Projections Dianne Valentim, Director of Finance / Treasurer	236
10.2.11	FIN-2020-017 2019 Draft Consolidated Financial Statements Dianne Valentim, Director of Finance / Treasurer	245

10.2.12	LIB-2020-002 Library - Phase 2 Re-opening Amy Caughlin, Chief Executive Officer / Librarian	248
10.3	Correspondence	
10.4	By-Laws	
10.4.1	By-Law No. 38-20, being a By-Law to Adopt the Adopt-A-Park Policy (as authorized by Report COMS-2020-035 on June 15, 2020)	251
10.4.2	By-Law No. 39-20, being a By-Law to Execute the Authorization of Scugog Community Recreation Centre Pro Shop Agreement (as authorized by Report COMS-2020-036 on June 15, 2020)	259
10.4.3	By-Law No. 40-20, being a By-Law to Amend the Procedure By-Law No. 66-18 to Allow Members of Council to Participate Electronically at Meetings and Other Administrative Amendments (as authorized by CORP-2020-008 on June 15, 2020)	266
10.4.4	By-Law No. 41-20, being a By-Law Passed Pursuant to the Provisions of Sections 34 & 36 of the Planning Act, R.S.O. 1990, to Amend Zoning By-Law 14-14 with Respect to Part of Lot 18, Concession 1, Township of Scugog (1746 Coates Road W) Ward 4	268
10.4.5	By-Law No. 42-20, being a By-Law Passed Pursuant to Section 38 of the Planning Act to Impose Interim Control on the Use of Lands, Buildings and Structures within the Geographic Boundaries of the Township of Scugog (Cannabis)	270
10.4.6	By-Law No. 43-20, being a By-Law to Regulate the Idling of Motor Vehicles	272
10.4.7	By-Law No. 44-20, being a By-Law to Dedicate Part of Lot 3, Concession 10, Designated as Part 3 on 40R28994 (Platten Boulevard), Township of Scugog, Regional Municipality of Durham, as a Public Highway	274
11.	Items Extracted from Consent Agenda	
12.	Notice of Motion	
13.	New Business/General Information	
14.	Closed Session (if needed)	
15.	Confirming By-Law	
16.	Adjournment	



# Council Presentation for the Corporation of the Township of Scugog

Consolidated Financial Statements  
December 31, 2019

Presented by:  
Trina Connell, CPA, CA





# INDEPENDENT AUDITOR'S REPORT

## Audit Opinion

- The consolidated financial statements present fairly in all material respects, the financial position of the Corporation of the Township of Scugog

## Responsibilities of Management and Those Charged with Governance

- Preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards
- Internal control necessary to enable preparation of financial statements that are free from material misstatement
- Assessing matters related to going concern and using the going concern basis of accounting
- Those charged with governance are responsible for overseeing the financial reporting process



## Auditor's Responsibility

- To obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- To issue an auditor's report that includes our opinion
- To conduct the audit under Canadian Generally Accepted Audit Standards
- Identify and assess the risks of material misstatement
- Design and perform audit procedures responsive to those risks
- Obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion
- Obtain an understanding of internal control relevant to the audit in order to design appropriate audit procedures
- Evaluate the appropriateness of accounting policies
- Evaluate the reasonableness of management's accounting estimates
- Conclude on management's use of the going concern basis of accounting
- Evaluate overall presentation, structure and content of the financial statements and disclosures



# CONSOLIDATED STATEMENT OF FINANCIAL POSITION

Financial Assets - \$30,114,484

Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations.



# CONSOLIDATED STATEMENT OF FINANCIAL POSITION

## Net Financial Assets - \$15,282,802

Net financial assets form a part of the financial position and is the difference between financial assets and liabilities.

Net financial assets have increased from prior year by approximately \$921,000.



# CONSOLIDATED STATEMENT OF FINANCIAL POSITION

## Non-Financial Assets - \$84,337,079

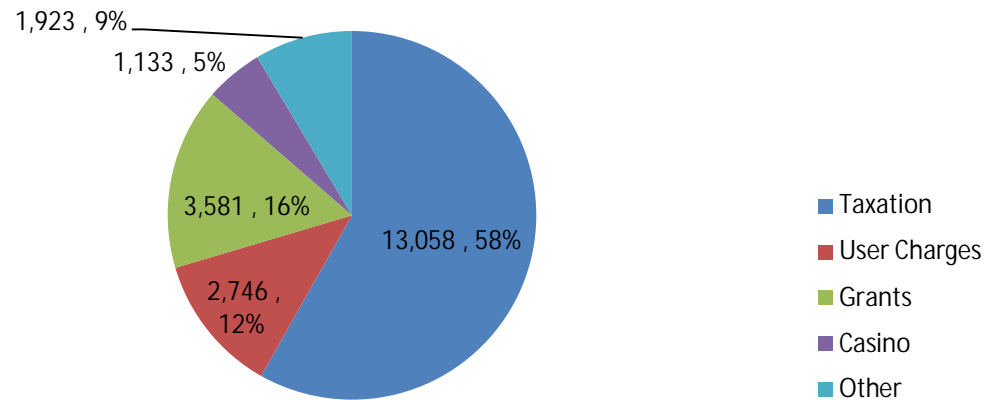
Non-financial assets are normally used to deliver services and are primarily comprised of tangible capital assets.

Capital outlays in 2019 amounted to \$5.2 million. The main capital outlays were for:

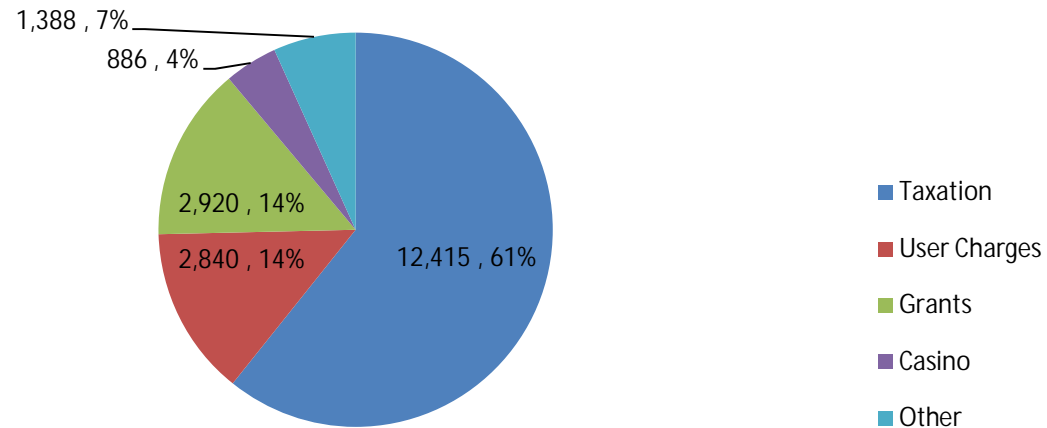
- Seagrave bridge rehabilitation
- Road resurfacing/treatment for various roads
- Machinery and equipment additions including excavators, graders and plows
- LED Streetlights
- Victoria Village Swimponds

# CONSOLIDATED STATEMENT OF OPERATIONS

## Revenue - 2019



## Revenue - 2018





# CONSOLIDATED STATEMENT OF OPERATIONS

Revenues - \$22,441,407

Revenues increased by \$1.9 million from the prior year. The increase is due to:

- Increase in tax levy of \$643,000 which was budgeted for
- Increase in grant revenue of \$661,000
- Increase in casino revenues of \$247,000
- 88k increase in investment income
- Increase in donations by \$308,000
- Change in loss of disposal of assets \$117,000

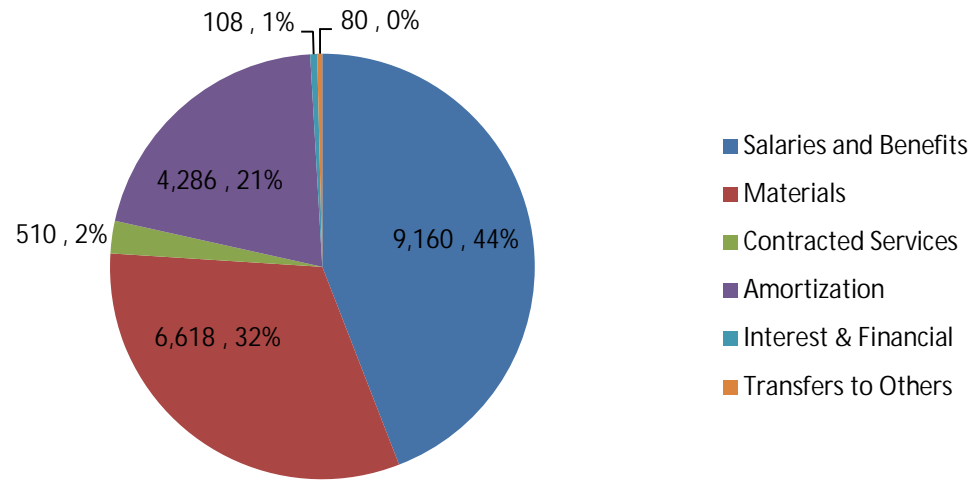
Offset by:

- Decrease in user charges by \$94,000
- Decrease in development charges of \$15,000

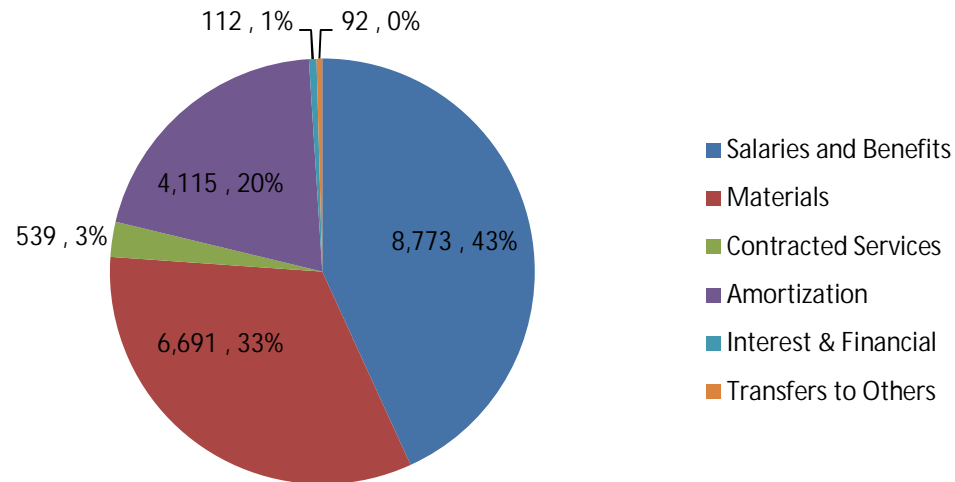


# CONSOLIDATED STATEMENT OF OPERATIONS

## Expenses - 2019



## Expenses - 2018





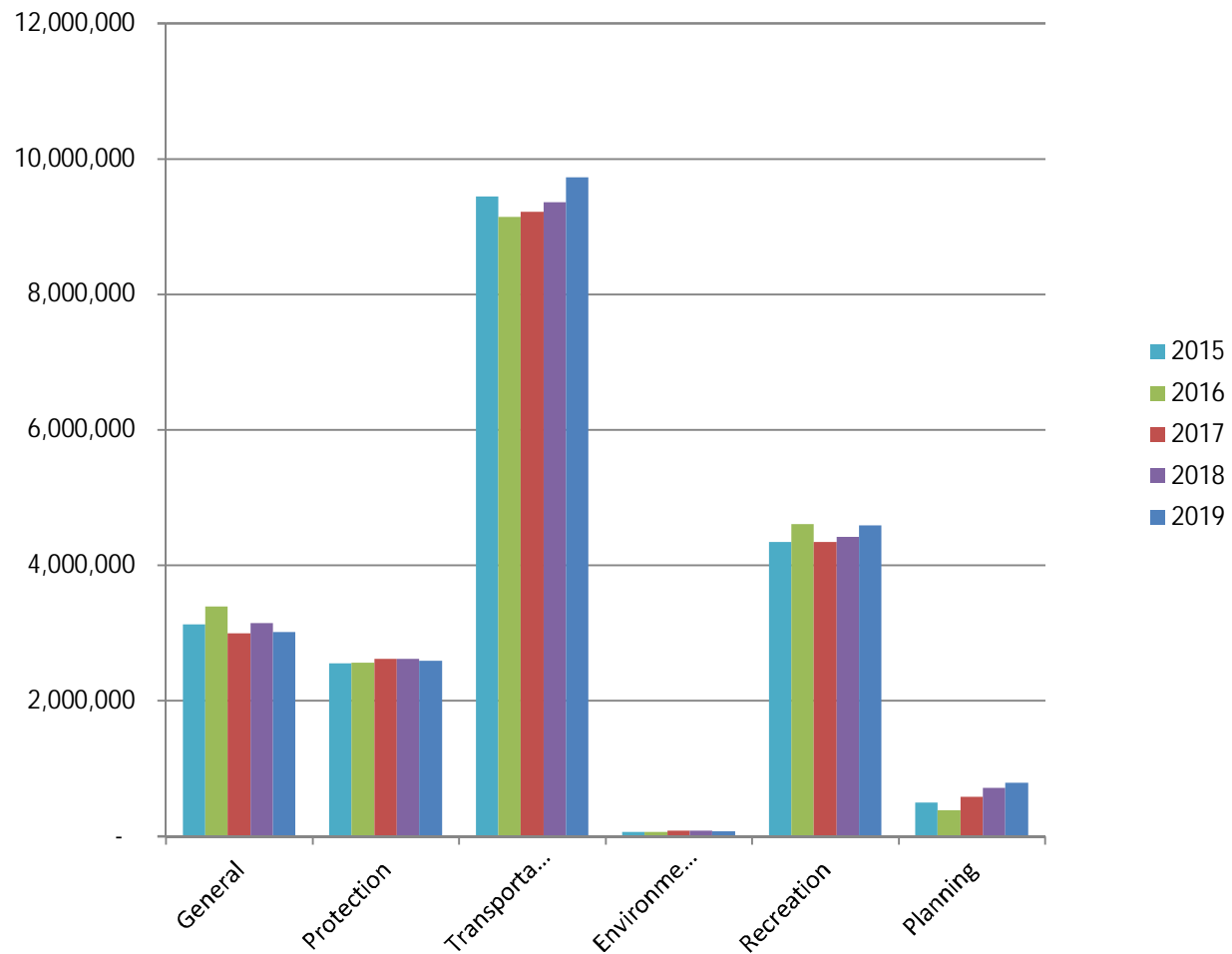
# CONSOLIDATED STATEMENT OF OPERATIONS

Expenses - \$20,761,959

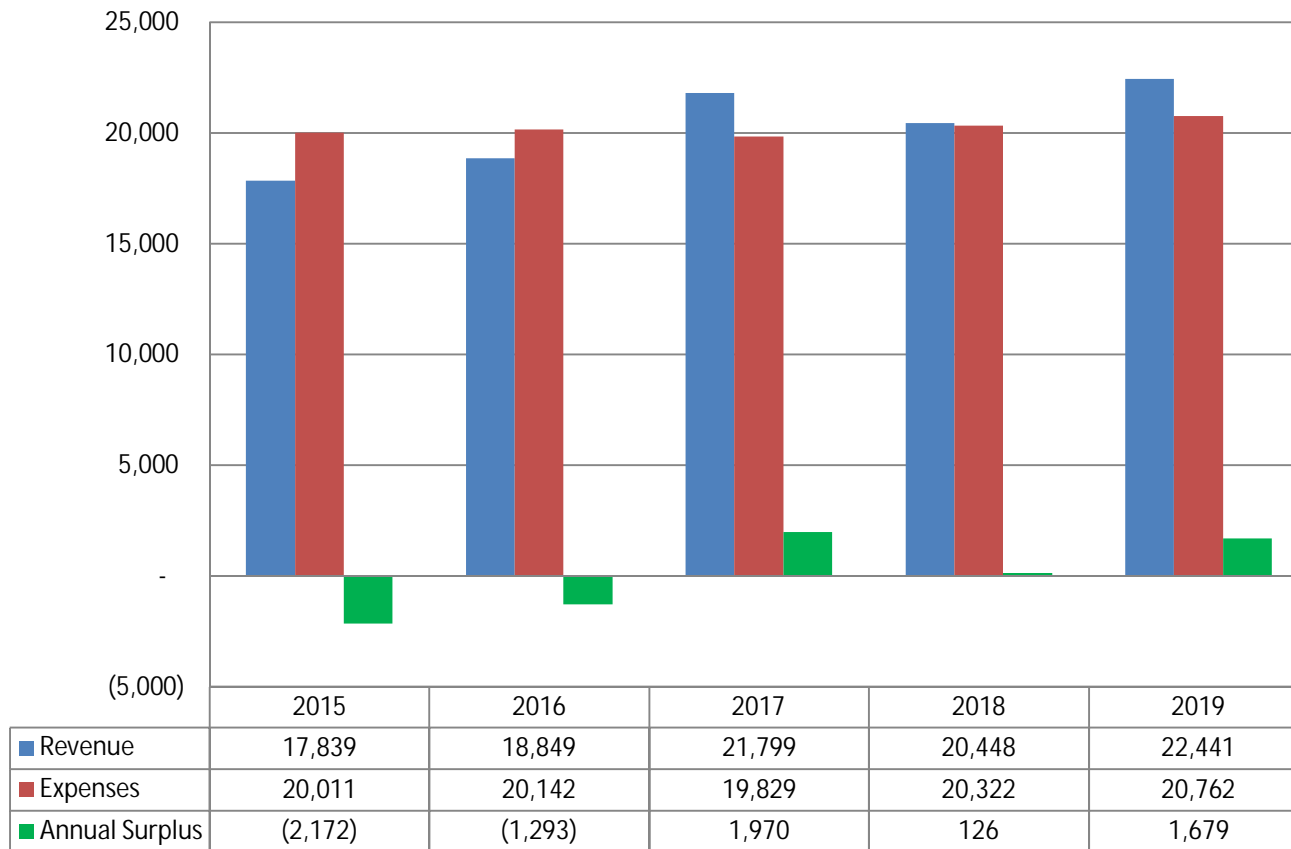
Expenses increased by \$439,000 from 2018. The main cause is due to:

- General government expenses decreased \$134,000 mostly due to:
  - 2018 municipal election costs
- Transportation expenses increased \$367,000 due to:
  - Increased winter maintenance costs
  - Increased repairs and maintenance on fleet
- Recreation expenses increased \$170,000 due to:
  - Increase in salaries due to program changes and restructuring of positions in parks and recreation departments
  - Increase in repairs and maintenance expenses

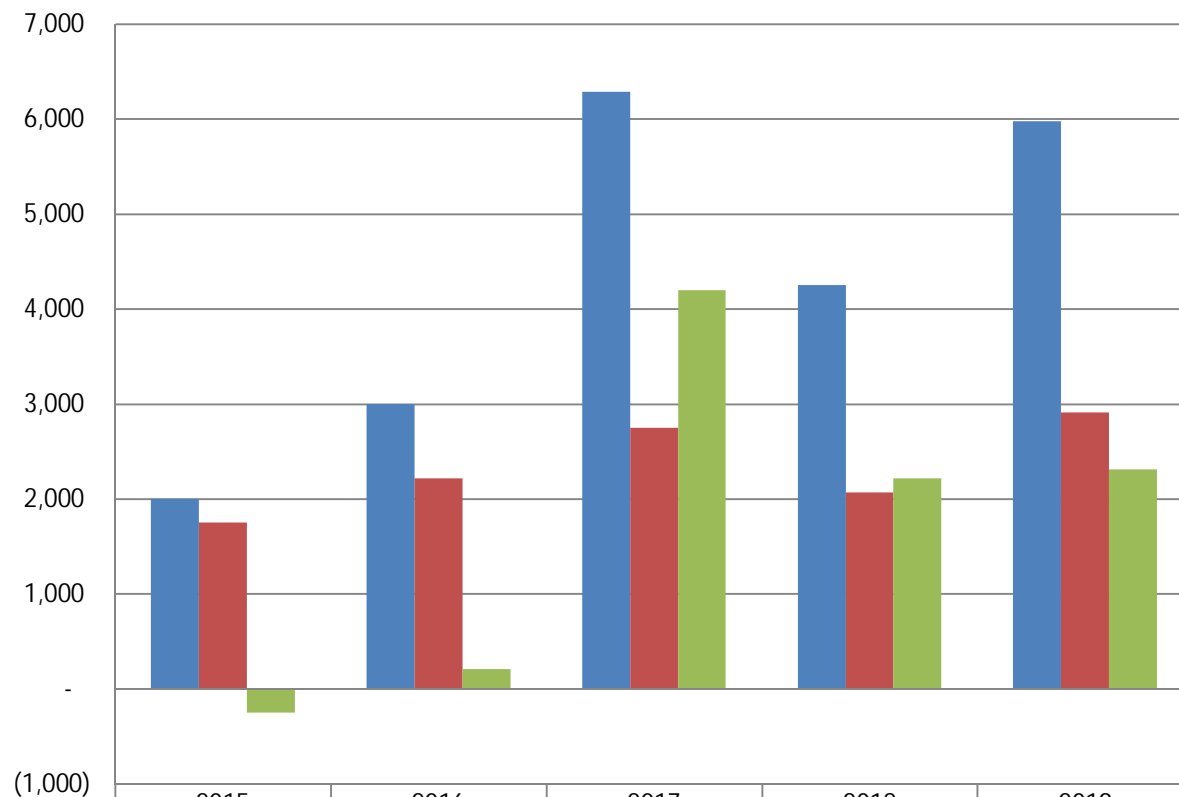
# 5 YEAR EXPENSE ANALYSIS BY DEPARTMENT



# KEY PERFORMANCE INDICATORS (IN 000's)

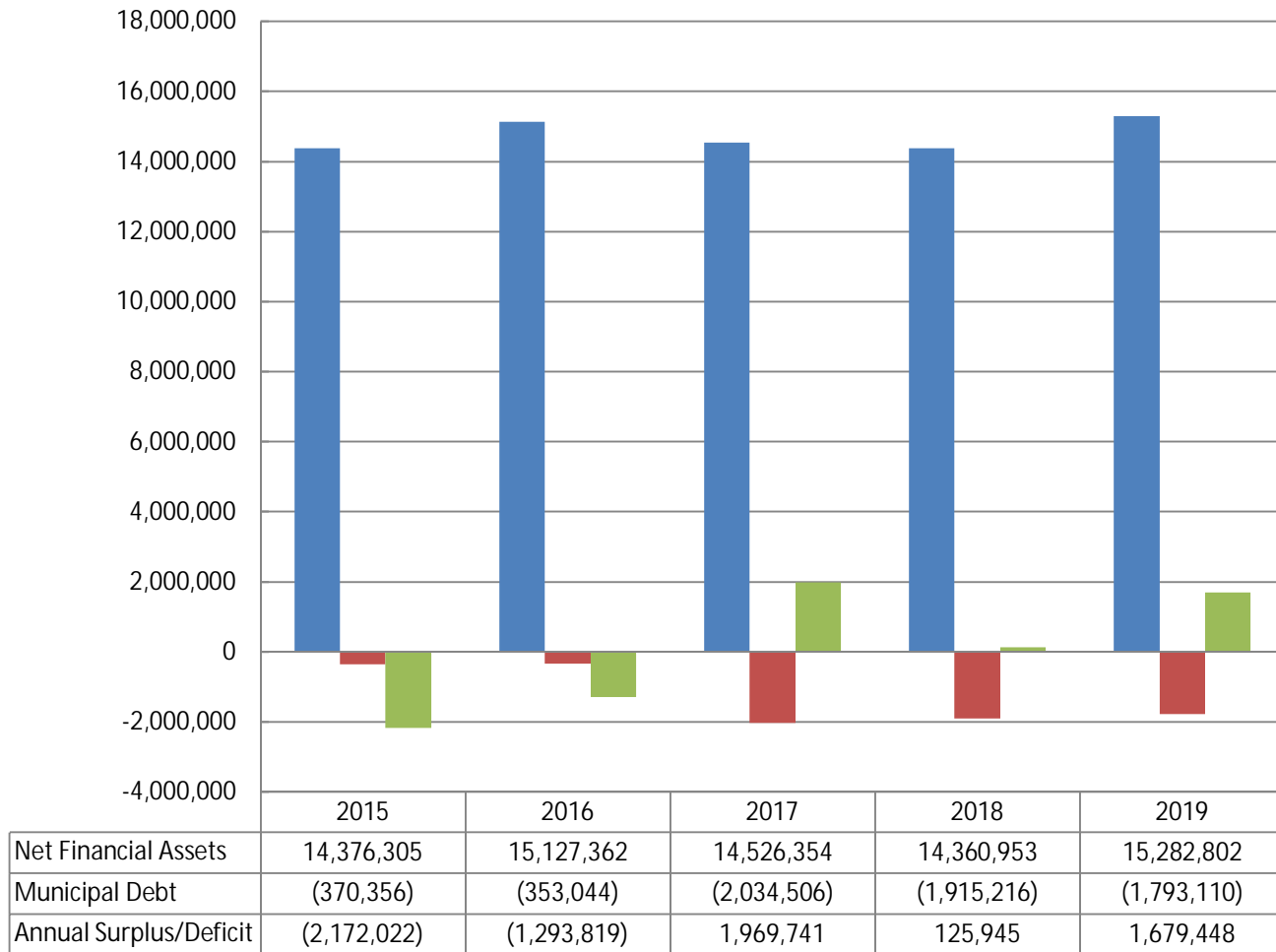


# COMPARISON OF ANNUAL ADDITIONS TO SURPLUS AND AMORTIZATION AND AMORTIZATION



	2015	2016	2017	2018	2019
Annual Surplus + Amortization	1,997	3,000	6,283	4,248	5,973
TCA Additions	1,751	2,217	2,746	2,067	2,908
WIP Change	(251)	207	4,196	2,217	2,308

# COMPARISON OF NET FINANCIAL ASSETS, DEBENTURE DEBT AND ANNUAL SURPLUS/DEFICIT





# SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO FINANCIAL STATEMENTS

The remaining pages of the financial statements give more detail on the accounting policies in place and values and reconciliations associated with amounts reported in the financial statements, which can be traced back using the note reference numbers on the face of the financial statements already presented.



# QUESTIONS?







**The Corporation of the Township of Scugog  
Council Meeting Minutes**

**May 25, 2020, 6:30 p.m.  
Via Electronic Participation**

Members Present: Mayor Mrs. B. Drew  
Regional Councillor Ms. W. Wotten  
Ward Councillor Mr. L. Brown  
Ward Councillor Ms. J. Guido  
Ward Councillor Ms. D. Kiezebrink  
Ward Councillor Mr. I. McDougall  
Ward Councillor Mr. A. Ross

Staff Present: Chief Administrative Officer Mr. P. Allore  
Director of Corporate Services / Clerk Mr. J.P. Newman  
Director of Finance / Treasurer Ms. D. Valentim  
Director of Public Works, Parks and Recreation Ms. C. Coleman  
Director of Development Services Mr. K. Heritage  
Director of Emergency Services / Fire Chief Mr. M. Berney

Also Present: Library CEO Ms. A. Caughlin  
Manager of Recreation and Culture Ms. S. Cornish  
Parks and Recreation Associate Ms. M. Michell  
Manager of IT / GIS Mr. A. Dubecki

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**1. Call to Order**

The Mayor called the meeting to order at 6:30PM.

The Clerk confirmed attendance by roll call to confirm a quorum was present and provided procedural advice to Council members for their electronic participation in the meeting.

**2. Disclosure of Pecuniary Interest and Nature Thereof in Closed Session**

No member declared a pecuniary interest in Closed Session.

**3. Closed Session**

**Resolution CR-2020-143**

**Moved by** Councillor McDougall

**Seconded by** Councillor Guido

**THAT** this Council enter into a closed session to discuss:

(a) To discuss personal matters about an identifiable individual, including municipal employees, pursuant to Section 239(2)(b) of the Municipal Act, 2001;

(b) To discuss labour relations or employee negotiations, pursuant to Section 239(2)(d) of the Municipal Act, 2001; and

(c) To provide Council with eScribe, Meeting Management Training, pursuant to Section 239(3.1) of the Municipal Act, 2001.

**Carried**

**3.1 Closed Session Minutes - May 14, 2020**

**3.2 Closed Session Minutes - May 19, 2020**

**3.3 Recess: 6:35PM**

**4. Call Open Session to Order and Moment of Silence**

The Mayor called the meeting to order at 6:45PM and asked everyone to observe a moment of silence.

The Mayor acknowledged the traditional territories of the Mississaugas of Scugog Island First Nation and recognized the contributions of First Nations, Metis, and Inuit peoples to the community, the province and the country.

The Clerk confirmed attendance by roll call to confirm a quorum was present and provided procedural advice to Council members for their electronic participation in the meeting.

**5. Matters from Closed Session**

The Mayor advised that during closed session Council approved the closed session minutes of two previous meetings.

**6. Disclosure of Pecuniary Interest and Nature Thereof**

**6.1 Councillor Brown - Seasonal Patios**

Step son works for Marwan who has a patio.

**6.2 Councillor Guido - Port Perry Business Improvement Area Board - May 12, 2020**

A motion was added on the Council floor regarding the reduction to the BIA levy. My husband is a property owner within the BIA which is required to pay the levy.

**6.3 Councillor Kiezebrink - Planning and Community Affairs Committee - May 11, 2020**

Youngfield Farms Ltd., rents her family's farm.

**6.4 Councillor Wotten - Planning and Community Affairs Committee - May 11, 2020**

Sister and brother-in-law live across the road from the property under consideration.

**6.5 Councillor Kiezebrink - Scugog Heritage Advisory Committee - May 5, 2020**

Personal business does business with Branching Out Florist.

**7. Announcements from Council and Staff**

- Mayor Drew advised that the Township has been following emergency orders and directions and was pleased that with the lifting of orders to permit access to recreational amenities, the public was respectful of physical distancing guidelines while using the park and along Queen and Water Streets over the weekend
- Durham Regional Police Services and By-Law Officers monitored the active spaces
- Reminder to residents to continue to shop locally while respecting orders and each other and to wear a mask in public
- Farmers are in need of support and residents are encouraged to consider various food programs offered by local farms
- The Chief Administrative Officer provided a COVID-19 update:
  - Provincial declaration has been extended to June 2, 2020

- All related emergency orders have been extended to May 29, 2020 (including public events, gatherings of more than five people, and non-essential businesses) with a further extension anticipated
- Changes were made to permit opening of outdoor recreational amenities (off leash dog park, benches, picnic shelter, piers, skateboard parks, and golf courses)
- Playground equipment remains closed and team sports are not permitted
- Recovery and Re-opening Plan Report on tonight's agenda
- By-Law officers, in conjunction with the Durham Regional Police, are patrolling active areas seven days a week, including Palmer Park, municipal boat launches, parking lots, and skateboard parks; there were no major issues over the weekend
- By-Law officers continue to respond to individual complaints
- The week of May 24 – 30, 2020, is National Paramedics Week

## **8. Presentations and Delegations**

### **8.1 Recovery and Re-opening of Municipal Facilities and Programs Plan**

Ms. Cornish provided an overview of the plan for the re-opening of municipal facilities, parks and recreational programs and a summary of the financial implications for the implementation of the safety measures outlined in the plan.

Ms. Caughlin provided an overview of the Library re-opening plan.

Questions from members of Council followed.

#### **Resolution CR-2020-147**

**Moved by** Councillor Wotten

**Seconded by** Councillor Ross

**THAT** the presentation by Shawna Cornish, Manager of Recreation and Culture and Amy Caughlin, Library CEO, regarding the Recovery and Re-opening of Municipal Facilities and Programs Plan, be received.

**Carried**

**9.2.1 COMS-2020-027 - Recovery and Re-opening of Municipal Facilities and Programs Plan**

With the consent of Council members, the Mayor brought forth Report COMS-2020-027 for consideration.

**Resolution CR-2020-148**

**Moved by** Councillor Brown

**Seconded by** Councillor McDougall

**THAT** Report COMS-2020-027, Recovery and Re-opening of Municipal Facilities and Programs Plan, be received.

**Carried**

**9. Consent Agenda**

**Resolution CR-2020-149**

**Moved by** Councillor Guido

**Seconded by** Councillor Wotten

**THAT** the consent agenda be approved, save and except for items 9.1.3, 9.1.8, 9.1.10, 9.2.3 and 9.2.4.

**Carried**

**9.1 Adoption of Minutes of Previous Meeting**

**9.1.1 Council - April 27, 2020**

**Resolution CR-2020-150**

**THAT** the minutes of the Council meeting held April 27, 2020, be adopted.

**9.1.2 General Purpose and Administration Committee - May 4, 2020**

**Resolution CR-2020-151**

**THAT** the minutes of the General Purpose and Administration Committee meeting held May 4, 2020, be adopted.

**9.1.4 Special Council - May 14, 2020**

**Resolution CR-2020-152**

**THAT** the minutes of the Special Meeting of Council held May 14, 2020, be adopted.

**9.1.5 Special Council - May 19, 2020**

**Resolution CR-2020-153**

**THAT** the minutes of the Special Council meeting held May 19, 2020, be adopted.

**9.1.6 Port Perry Business Improvement Area Board - April 14, 2020**

**Resolution CR-2020-154**

**THAT** the minutes of the Port Perry Business Improvement Area Board meeting held April 14, 2020, be received.

**9.1.7 Port Perry Business Improvement Area Board - April 24, 2020**

**Resolution CR-2020-155**

**THAT** the minutes of the Port Perry Business Improvement Area Board meeting held April 24, 2020, be received.

**9.1.9 Economic Development Advisory Committee - May 1, 2020**

**Resolution CR-2020-156**

**THAT** the minutes of the Economic Development Advisory Committee held May 1, 2020, be received.

**9.1.11 Scugog Housing Advisory Committee - May 14, 2020**

**Resolution CR-2020-157**

**THAT** the minutes of the Scugog Housing Advisory Committee held May 14, 2020, be received.

**9.2 Reports**

**9.2.2 COMS-2020-028 - Special Events Update**

**Resolution CR-2020-158**

**THAT** Report COMS-2020-028, Special Events Update, be received.

**9.2.5 FIN-2020-013 - 2019 Year-end Reserve Balances**

**Resolution CR-2020-159**

**THAT** Report FIN-2020-013, 2019 Year-end Reserve Balances, be received.

**9.2.6 Regional Report - Regional Councillor Wotten**

**Resolution CR-2020-160**

**THAT** the Regional Report be received.

**9.3 Correspondence**

**9.4 By-Laws**

**9.4.1 By-Law 33-20 - Being a By-Law to Amend Zoning By-Law 14-14, with respect to Part Lot 15, Concession 6, now Parts 1 & 2, Plan 40-R10590, Municipally Known as 1401 Scugog Line 6**

**Resolution CR-2020-161**

**THAT** By-Law No. 33-20, be read a First, Second, and Third time and finally passed this 25th day of May, 2020, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

**9.4.2 By-Law 34-20 - Being a By-Law to Amend Zoning By-Law 14-14, with respect to Part of Lot 11, Concession 3, Township of Scugog**

**Resolution CR-2020-162**

**THAT** By-Law No. 34-20, be read a First, Second, and Third time and finally passed this 25th day of May, 2020, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

**9.4.3 By-Law 35-20 - Being a By-Law to Authorize the Execution of a Lease Agreement with the North Durham United Football Club**

**Resolution CR-2020-163**

**THAT** By-Law No. 35-20, be read a First, Second, and Third time and finally passed this 25th day of May, 2020, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

**9.4.4 By-Law 36-20 - Being a By-Law to Exempt Certain Lands from Part Lot Control, Being Lots 4, 5, 6, 7, 8, 21 and 22, Plan 40M-2618, in the Township of Scugog**

**Resolution CR-2020-164**

**THAT** By-Law No. 36-20, be read a First, Second and Third time and finally passed this 25th day of May, 2020, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

**10. Items Extracted from Consent Agenda**

**9.1.3 Planning and Community Affairs Committee - May 11, 2020**

Councillor Kiezebrink declared a conflict on this item. (Youngfield Farms Ltd., rents her family's farm.)

Councillor Wotten declared a conflict on this item. (Sister and brother-in-law live across the road from the property under consideration.)

**Resolution CR-2020-165**

**Moved by** Councillor McDougall

**Seconded by** Councillor Brown

**THAT** the minutes of the Planning and Community Affairs Committee meeting held May 11, 2020, be adopted.

**Carried**

**9.1.8 Port Perry Business Improvement Area Board - May 12, 2020**

Councillor Guido declared a conflict on this item. (A motion was added on the Council floor regarding the reduction to the BIA levy. My husband is a property owner within the BIA which is required to pay the levy.)

**Resolution CR-2020-166**

**Moved by** Councillor Brown

**Seconded by** Councillor Kiezebrink

**THAT** the minutes of the Port Perry Business Improvement Area Board meeting held May 12, 2020, be received; and

**THAT** the 2020 BIA levy be reduced by 25% from \$113,833 to \$84,374.75



**Carried**

**9.1.10 Scugog Heritage Advisory Committee - May 5, 2020**

Councillor Kiezebrink declared a conflict on this item. (Personal business does business with Branching Out Florist.)

**Resolution CR-2020-167**

**Moved by** Councillor Wotten

**Seconded by** Councillor Ross

**THAT** the minutes of the Scugog Heritage Advisory Committee held May 5, 2020, be received.

**Carried**

**9.2.3 COMS-2020-029 - Virtual Canada Day Celebrations**

**Resolution CR-2020-168**

**Moved by** Councillor Wotten

**Seconded by** Councillor Guido

**THAT** Report COMS-2020-029, Virtual Canada Day Celebrations, be received.

**Carried**

**9.2.4 FIN-2020-012 - Review of Operating Expenditures and Revenues as at April 30, 2020**

**Resolution CR-2020-169**

**Moved by** Councillor McDougall

**Seconded by** Councillor Ross

**THAT** Report FIN-2020-012, Review of Operating Expenditure and Revenues as at April 30, 2020, be received.

**Carried**

**9.3.1 Correspondence No. 79-20, received from the Town of Whitby, regarding the Provincial Electric Vehicle Rebate Program**

With the consent of Council members, the Mayor extracted this item from the consent agenda for consideration.

**Resolution CR-2020-170**

**Moved by** Councillor Kiezebrink

**Seconded by** Councillor McDougall

**THAT** Correspondence No. 79-20 received from the Town of Whitby regarding the Provincial Electric Vehicle Rebate Program, be received and endorsed.

**Carried**

**11. Notice of Motion**

**11.1 Seasonal Patios**

Councillor Brown declared a conflict on this item. (Step son works for Marwan who has a patio.)

**Resolution CR-2020-171**

**Moved by** Councillor Kiezebrink

**Seconded by** Councillor Wotten

**WHEREAS** all businesses have been severely affected by the restrictions of operations during the COVID-19 Crisis;

**WHEREAS** it is anticipated there will be an announcement about a forthcoming “opening at a later date” for eat-in establishments with social distancing consideration in place;

**WHEREAS** if inside service for “eat in” establishments is allowed the number of tables may be restricted per square foot;

**WHEREAS** these distancing restrictions may be in place for a considerable length of time reducing the revenue and viability of the business;

**WHEREAS** it is a possibility that outside restaurant seasonal patios only will be permitted to open also with physical distancing in place;

**WHEREAS** this permission may be given well into the 2020 summer season;

**WHEREAS** the addition of seasonal patios will help to augment the loss of inside seating;

**THEREFORE BE IT RESOLVED THAT** the parking spot fee and Road Occupancy Permit fee for seasonal patios be waived for 2020.

**Carried**

**12. New Business/General Information**

**13. Closed Session (if needed)**

**14. Confirming By-Law**

**Resolution CR-2020-172**

**Moved by** Councillor McDougall

**Seconded by** Councillor Brown

**THAT** By-Law No. 37-20, confirming the proceedings of the Regular Council meeting held Monday, May 25, 2020, be read a First, Second, and Third time and finally passed this 25th day of May, 2020, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

**Carried**

**15. Adjournment**

8:25PM

**Resolution CR-2020-173**

**Moved by** Councillor Guido

**Seconded by** Councillor Kiezebrink

**THAT** this meeting be adjourned.

**Carried**

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MAYOR, Roberta A. Drew

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CLERK, John Paul Newman



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

**June 15, 2020  
Closed Session at 1:15PM, Open Session at 1:30PM  
Via Electronic Participation**

- Members Present: Mayor Mrs. B. Drew  
Regional Councillor Ms. W. Wotten  
Ward Councillor Mr. L. Brown  
Ward Councillor Ms. J. Guido  
Ward Councillor Ms. D. Kiezebrink  
Ward Councillor Mr. I. McDougall  
Ward Councillor Mr. A. Ross
- Staff Present: Chief Administrative Officer Mr. P. Allore  
Director of Corporate Services / Clerk Mr. J.P. Newman  
Director of Finance / Treasurer Ms. D. Valentim  
Director of Public Works, Parks and Recreation Ms. C. Coleman  
Director of Development Services Mr. K. Heritage  
Director of Emergency Services / Fire Chief Mr. M. Berney  
Recording Secretary Sandra Frey
- Also Present: Chief Executive Officer / Librarian, Ms. A. Caughlin  
Manager of IT / GIS Mr. A. Dubecki  
Manager of Communications and Strategic Initiatives Ms. L. Bowers  
Manager of Public Works and Parks Mr. R. Frasca  
Manager of Finance Ms. T. Barton  
Manager of Recreation and Culture Ms. S. Cornish  
Capital Project Technologist Mr. K. Arsenault  
Payroll Clerk Ms. J. Parker  
Tax Associate Ms. S. Fox  
Public Works and Parks Associate Ms. M. Michel

**1. Call to Order**

The Mayor called the meeting to order at 1:15PM.

The Clerk confirmed attendance by roll call to verify a quorum was present.

**2. Disclosure of Pecuniary Interest and Nature Thereof in Closed Session**

No member declared a pecuniary interest in Closed Session.

**3. Closed Session**

**Recommendation GPA-2020-034**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Brown

**THAT** this Council enter into a closed session to discuss:

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

**Carried**

**3.1 CONF-2020-006 - Economic Development Advisory Committee Appointments**

**4. Rise from Closed Session 1:27PM**

**5. Call Open Session to Order and Moment of Silence**

The Mayor called the open session of the meeting to order at 1:34PM and asked everyone to observe a moment of silence.

The Clerk confirmed attendance by roll call to verify a quorum was present and provided procedural advice for electronic participation in the meeting.

**6. Matters from Closed Session**

**6.1 CONF-2020-006 - Economic Development Advisory Committee Appointments**

**Sandra Frey, Legislative Services Associate**

**Recommendation GPA-2020-037**

**Moved by:** Councillor Guido

**Seconded by:** Councillor Wotten

**THAT** Birgitta MacLeod, representing the Port Perry Business Area Improvement Board, and John Rowinski, representing the Mississaugas of Scugog Island First Nation, be appointed as members to the Economic Development Advisory Committee for the remainder of the 2018-2022 term.

**Carried**

**7. Disclosure of Pecuniary Interest and Nature Thereof**

No member declared a pecuniary interest.

**8. Announcements from Council and Staff**

- Mayor Drew expressed thanks for an incredible response by the Scugog Fire Department to the fire and explosion at a Fralicks Beach Road residence on June 9, 2020 and to neighbouring fire services, paramedics and police for their assistance
- Past mistakes regarding systemic racism and discrimination are being addressed with peaceful protests and efforts by the Durham Regional Police Services for equality and inclusion are supported
- A Go-Fund-Me campaign is raising money for the victims of the Fralicks Beach Road fire
- The Chief Administrative Officer provided a COVID-19 update, including but not limited to the following:
  - The Township of Scugog will be entering Stage 2 of the re-opening plan as of 12:01AM on Friday, June 19, 2020
  - Provincial State of Emergency is still in effect until June 30, 2020
  - Emergency orders, as amended, in effect until June 19, 2020
  - Stage 2 allows outdoor dine-in services at restaurants and bars; the opening of shopping malls, swimming pools, splash pads, hair salons and tattoo parlours
  - Social gatherings are increased from 5 to 10 people
  - Residents can create social bubbles/circles up to 10 consenting people
  - Places of worship now permit a 30 percent capacity
  - Child care centres may open subject to guidelines

- Summer day camps may use community centre facilities as its sole purpose
- Port Perry Tennis Club courts will reopen two courts to the public; there is no organized league play permitted at this time
- Scugog Community Recreation Centre and the Library may be made available for cooling centres if needed
- Port Perry Medical Association is looking to open a COVID-19 testing site in Port Perry and is seeking a suitable location

## **9. Presentations and Delegations**

### **9.1 2020 Employee Service Awards and Council Service Recognition**

Mayor Drew provided recognition of the following employees and Council members for their years of service to the Township of Scugog:

#### **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 Awards**

##### **5 Years of Service**

Janna Guido

##### **10 Years of Service**

Wilma Wotten

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

**Geoff Carpentier and Stefan Martens**

Mr. Martens provided a PowerPoint presentation to report on the work done by the Scugog Environmental Advisory Committee during the past year and to provide their future plans. A question period with members of Council followed.

**Recommendation GPA-2020-038**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Kiezebrink

**THAT** the delegation by Stefan Martens and Geoff Carpentier regarding the Scugog Environmental Advisory Committee 2019 Annual Report and Proposed 2020 Work Plan, be received.

**Carried**

**10. Consent Agenda**

**10.2 Reports**

**10.2.3 COMS-2020-032 - Scugog Environmental Advisory Committee 2019 Annual Report and Proposed 2020 Work Plan**

**Maegan Michel, Public Works and Parks Associate**

With the consent of members of Council, the Mayor brought forth Item 10.2.3 for discussion.

**Recommendation GPA-2020-039**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Kiezebrink

**THAT** Report COMS-2020-032, Scugog Environmental Advisory Committee 2019 Annual Report, be received; and

**THAT** the Scugog Environmental Advisory Committee's 2020 Work Plan attached as Attachment 1 to this Report, be endorsed.

**Carried**

**10. Consent Agenda**



**Recommendation GPA-2020-040**

**Moved by:** Councillor Brown

**Seconded by:** Councillor Wotten

**THAT** the items listed under Section 10, Consent Agenda, be approved, save and except items 10.2.1, 10.2.2, 10.2.5, 10.2.8, and 10.2.9.

**Carried**

**10.1 Adoption of Minutes of Previous Meeting**

**10.2 Reports**

**10.2.4 COMS-2020-033 - Scugog Float Flyers Memorandum of Understanding Renewal**

**Maegan Michel, Public Works and Parks Associate**

**Recommendation GPA-2020-041**

**THAT** Report COMS-2020-033, Scugog Float Flyers – Memorandum of Understanding Renewal, be received; and

**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.

**10.2.6 COMS-2020-035 - Adopt-a-Park Update**

**Maegan Michel, Public Works and Parks Associate**

**Recommendation GPA-2020-042**

**THAT** Report COMS-2020-035, Adopt-a-Park Policy, be received; and

**THAT** the attached Adopt-a-Park Policy, appended as Attachment 1 to Report COMS-2020-035, be approved.

**10.2.7 COMS-2020-036 - Scugog Community Recreation Centre Pro Shop Operations Agreement**

**Shawna Cornish, Manager of Recreation and Culture**

**Recommendation GPA-2020-043**

**THAT** Report COMS-2020-036, Scugog Community Recreation Centre Pro Shop Operations Agreement, be received;

**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

**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.

**10.2.10 LIB-2020-001 - Reallocation of Library Capital Project Funds**

**Amy Caughlin, Chief Executive Officer / Librarian**

**Recommendation GPA-2020-044**

**THAT** Report LIB-2020-001, Reallocation of Library Capital Project Funds, be received;

**THAT** Capital Account 50-500-500-90000-2012 – Makerspace be canceled and funds returned to the Municipal Projects Reserve; and

**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.

**10.3 Correspondence**

**11. Items Extracted from Consent Agenda**

**10. Consent Agenda**

**10.2 Reports**

**10.2.1 COMS-2020-030 - Pine Point Road Additional Funding**

**Kevin Arsenault, Capital Project Technologist**

**Recommendation GPA-2020-045**

**Moved by:** Councillor Kiezebrink

**Seconded by:** Councillor Ross

**THAT** Report COMS-2020-030, Pine Point Road Additional Funding, be received; and

**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.

**Carried**

**10.2 Reports**

**10.2.2 COMS-2020-031 - 2020 Summer Student Update**

**Carol Coleman, Director of Public Works, Parks and Recreation**

**Recommendation GPA-2020-046**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Ross

**THAT** COMS-2020-031, 2020 Summer Student Update, be received; and

**THAT** the hiring of summer student positions that have received Federal funding, as outlined in COMS-2020-031, be approved.

**Carried**

**10.2.5 COMS-2020-034 - Townline Road Culvert Replacement**

**Rob Frasca, Manager of Public Parks and Works**

**Recommendation GPA-2020-047**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Guido

**THAT** Report COMS-2020-034, Townline Road Culvert Replacement, be received;

**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

**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.

**Carried**

**10.2.8 CORP-2020-008 - Electronic Participation at Meetings - Post State of Emergency**

**John Paul Newman, Director of Corporate Services / Clerk**

**Recommendation GPA-2020-048**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Wotten

**THAT** Report CORP-2020-008, Electronic Participation at Meetings – Post State of Emergency, be received; and

**THAT** the By-law substantially in the form appended as Attachment 1 to Report CORP-2020-008, be brought forward for adoption.

**Carried**

**10.2.9 FIN-2020-014 - Indexing of Municipal Development Charges**

**Terri Barton, Manager of Finance**

**Recommendation GPA-2020-049**

**Moved by:** Councillor Kiezebrink

**Seconded by:** Councillor Wotten

**THAT** Report FIN-2020-014, Indexing of Municipal Development Charges, be received.

**Carried**

**12. Notice of Motion**

**13. New Business/General Information**

**13.1 Proclamations for the Month of June**

**Recommendation GPA-2020-050**

**Moved by:** Councillor Guido

**Seconded by:** Councillor Ross

**THAT** Proclamations for the Month of June be received.

**Carried**

**14. Closed Session (if needed)**

**15. Adjournment 2:41PM**

**Recommendation GPA-2020-051**

**Moved by:** Councillor Guido

**Seconded by:** Councillor McDougall

**THAT** this meeting be adjourned.

**Carried**

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MAYOR, Roberta A. Drew

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CLERK, John Paul Newman



**The Corporation of the Township of Scugog  
Planning and Community Affairs Committee Meeting Minutes**

**June 22, 2020  
Closed Session at 5:30PM, Open Session at 6:30PM  
Via Electronic Participation**

Members Present: Mayor Mrs. B. Drew  
Regional Councillor Ms. W. Wotten  
Ward Councillor Mr. L. Brown  
Ward Councillor Ms. J. Guido  
Ward Councillor Ms. D. Kiezebrink  
Ward Councillor Mr. I. McDougall  
Ward Councillor Mr. A. Ross

Staff Present: Chief Administrative Officer Mr. P. Allore  
Director of Corporate Services / Clerk Mr. J.P. Newman  
Director of Development Services Mr. K. Heritage  
Director of Emergency Services / Fire Chief Mr. M. Berney

Also Present: Manager of IT / GIS Mr. A. Dubecki  
Manager of Communications & Strategic Initiatives Ms. L. Bowers  
Manager of Planning Ms. R. Prentice

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**1. Call to Order**

The Mayor called the meeting to order at 5:30PM.

The Clerk confirmed attendance to verify a quorum was present for the meeting.

**2. Disclosure of Pecuniary Interest and Nature Thereof in Closed Session**

No member declared a pecuniary interest in Closed Session.

**3. Closed Session**

**Recommendation PCA-2020-017**

**Moved by:** Councillor Ross

**Seconded by:** Councillor Brown

**THAT** this Council enter into a closed session to discuss:

- (a) personal matters about an identifiable individual, including municipal employees, pursuant to Section 239(2)(b) of the Municipal Act, 2001; and
- (b) labour relations or employee negotiations, pursuant to Section 239(2)(d) of the Municipal Act, 2001, as it pertains to employee recruitment; and
- (c) a proposed or pending acquisition or disposition of land by the municipality, pursuant to Section 239(2)(a) of the Municipal Act, 2001, as it pertains to 60-88 Water Street.

**Carried**

**4. Rise from Closed Session 6:23PM**

**5. Call Open Session to Order and Moment of Silence**

The Mayor called the meeting to order at 6:34PM and asked everyone to observe a moment of silence.

The Clerk confirmed attendance by roll call to verify a quorum was present and provided procedural advice for electronic participation in the meeting.

**6. Matters from Closed Session**

**3.2 CONF-2020-007**

**Disposition of Land - 60 - 88 Water Street**

**John Paul Newman, Director of Corporate Services / Clerk**

**Recommendation PCA-2020-021**

**Moved by:** Councillor Kiezebrink

**Seconded by:** Councillor Brown

**THAT** the parcel of land described as the easterly part of Lot 111 as it fronts on Water Street, be declared surplus to the Township's needs; and

**THAT** the Clerk be authorized to proceed with the process for disposing of the land by directing the Township solicitor to prepare all the required legal documentation to effect the conveyance and to register the by-law and any other such relevant processes as may be required.

**Carried**

## **7. Disclosure of Pecuniary Interest and Nature Thereof**

### **7.1 Councillor Brown - Port Perry Business Improvement Area Board (BIA)**

My step-son works for Marwan's Bistro.

### **7.2 Councillor Brown - Scugog Chamber of Commerce (SCC)**

My step-son works for Marwan's Bistro.

### **7.3 Councillor McDougall - Proposed Comfort Inn - 1430 King Street**

Our Farm is next to the hotel site. Declaring at this time, as no opportunity to declare at public meeting, as there was not one.

### **7.4 Councillor McDougall - DEV-2020-021**

Our farm is next door to the hotel site.

## **8. Announcements from Council and Staff**

- Paul Allore, Chief Administrative Officer, provided a COVID-19 update, including but not limited to:
  - An extension made to orders and emergency until June 30, 2020
  - Tennis courts are open
  - Splash pad opened on Friday, June 19, 2020; limited to 10 people at a time
  - Stage 2 Recreation and Culture reopening plan will provide timing for opening of the pool and museum, modified camp programs, and sports fields for training; the opening of the municipal building and phasing-in plan for the return of staff
  - Toronto and Peel will enter Stage 2 on Wednesday, June 24, 2020; Windsor-Essex is still Stage 1
  - Request for people when shopping to wear a mask for added security and safety
- Stage 2 in Durham Region provides for restaurant patios to open but no in-dining is permitted; the Township of Scugog has 4 permits for extending patios; once the emergency ban is lifted, the patios must be removed
- By-Law Officers patrolled over the weekend and reported no issues; the park was crowded on Sunday but people respected physical distancing measures



- Drone footage of downtown Port Perry for Canada Day Celebration is scheduled for Wednesday, June 24, 2020 at 11:00AM

**9. Adoption of Minutes of Previous Meeting**

**10. Public Meetings**

**11. Presentations and Delegations**

At this juncture of the meeting, the Mayor advised of a late delegation request and sought Council's consent to permit the delegation on the agenda.

**Recommendation PCA-2020-022**

**Moved by:** Councillor Wotten

**Seconded by:** Councillor Ross

**THAT** Hubert Schillings be permitted to address Council as a delegate with respect to Items 11.1 and 12.1, Site Plan Application SP/07/2019, proposed Comfort Inn - 1430 King Street, in accordance with Section 7.19(g) of the Procedure By-Law.

**Carried on a 2/3 majority vote**

**11.1 Proposed Comfort Inn - 1430 King Street**

**Kevin Heritage, Director of Development Services**

Councillor McDougall declared a conflict on this item. (Our Farm is next to the hotel site. Declaring at this time, as no opportunity to declare at public meeting, as there was not one.)

The Director of Development Services provided a PowerPoint presentation as an overview of the proposal for a 4 storey, 72 suite hotel at 1430 King Street. Questions with members of Council followed.

**Recommendation PCA-2020-023**

**Moved by:** Councillor Kiezebrink

**Seconded by:** Councillor Brown

**THAT** the presentation by Kevin Heritage, Director of Development Services, regarding the Proposed Comfort Inn - 1430 King Street, be received.

**Carried**

At this juncture, the delegation by Mr. Schillings was permitted.

**Hubert Schillings, White Feather Farms Inc.  
205 Raglan Road East, Oshawa, ON**

Mr. Schillings owns farm land next the proposed hotel property

- Expressed concerns for the ramifications of the hotel on current and future MDS agricultural buildings
- MDS rules need to be enforced to their fullest extent

Questions with members of Council followed.

**Recommendation PCA-2020-024**

**Moved by:** Councillor Kiezebrink

**Seconded by:** Councillor Ross

**THAT** the delegation by Hubert Schillings regarding Site Plan Application SP/07/2019, proposed Comfort Inn - 1430 King Street, be received.

**Carried**

## **12.1 DEV-2020-021**

**Site Plan Application SP/07/2019, GHD Limited on behalf of North King Street Port Perry Limited Partnership [Proposed Comfort Inn] – 1430 King Street (Part of Lot 15, Concession 5), Ward 1 - Recommendation Report  
Kevin Heritage, Director of Development Services**

Councillor McDougall declared a conflict on this item. (Our farm is next door to the hotel site.)

At this juncture, with the consent of Council members, the Mayor brought forth Item 12.1, Report DEV-2020-021, for consideration.

**Recommendation PCA-2020-025**

**Moved by:** Councillor Kiezebrink

**Seconded by:** Councillor Brown

**THAT** Report DEV-2020-021 entitled “Site Plan Application SP/07/2019, GHD Limited on behalf of North King Street Port Perry Limited Partnership [Proposed Comfort Inn] – 1430 King Street (Part of Lot 15, Concession 5), Ward 1 – Recommendation Report”, be received;

**THAT** the Site Plan Application (SP/07/2019) submitted by GHD Limited, on behalf of North King Street Port Perry Limited Partnership [Proposed Comfort Inn] be approved, in principle, and that the Director of Development Services be delegated authority to issue final Site Plan approval; and

**THAT** the Mayor and Clerk be authorized to execute the Site Plan Agreement on behalf of the Township.

**Carried**

## **11.2 2019 Scugog Fire and Emergency Services Annual Report**

### **Mark Berney, Director of Emergency Services / Fire Chief**

The Director of Emergency Services / Fire Chief provided the annual Scugog Fire and Emergency Services Report for 2019, providing a summary of division reports, statistics, fire master plan update, emergency management update, along with accomplishments and future initiatives. Questions with members of Council followed.

#### **Recommendation PCA-2020-026**

**Moved by:** Councillor Wotten

**Seconded by:** Councillor Ross

**THAT** the presentation by Mark Berney, Director of Emergency Services / Chief, regarding the 2019 Scugog Fire and Emergency Services Annual Report, be received.

**Carried**

## **12.3 FIRE-2020-001**

### **2019 Scugog Fire and Emergency Services Annual Report**

#### **Mark Berney, Director of Emergency Services / Fire Chief**

At this juncture of the meeting, with the consent of Council members, the Mayor brought forth Item 12.3, Report FIRE-2020-001, for consideration.

#### **Recommendation PCA-2020-027**

**Moved by:** Councillor Wotten

**Seconded by:** Councillor McDougall

**THAT** Report FIRE-2020-001, 2019 Scugog Fire and Emergency Services Annual Report, be received.

Carried

## 12. Reports

### 12.2 DEV-2020-022

#### **Port Perry Waterfront Action Plan Update Robin Prentice, Manager of Planning**

Robin Prentice, Manager of Planning provided an overview of the three concept options for the Port Perry Waterfront Action Plan. Questions with members of Council followed.

#### **Recommendation PCA-2020-028**

**Moved by:** Councillor Wotten

**Seconded by:** Councillor Ross

**THAT** Report DEV-2020-022, Port Perry Waterfront Action Plan Update, be received.

Carried

## 13. Correspondence

### 13.1 Port Perry Business Improvement Area Board (BIA)

Councillor Brown declared a conflict on this item. (My step-son works for Marwan's Bistro)

#### **Recommendation PCA-2020-029**

**Moved by:** Councillor Wotten

**Seconded by:** Councillor Kiezebrink

**THAT** the correspondence received from the Port Perry Business Improvement Area Board, seeking assistance to explore and plan for opening up parts of the BIA area, be received;

**THAT**, subject to concurrence with the Port Perry BIA Board, Queen Street from Water Street to Perry Street and Perry Street to John Street, be closed to vehicular traffic and opened for pedestrian use on Friday or Saturday or Sunday or any combination thereof, during July, 2020;

**THAT** Perry Street remain open; and

**THAT** during the month of July, 2020 the open street pedestrian pilot project options be developed and presented to Council and the Port Perry BIA prior to August, 2020.

**Carried**

**13.2 Scugog Chamber of Commerce (SCC)**

Councillor Brown declared a conflict on this item. (My step-son works for Marwan's Bistro.)

**Recommendation PCA-2020-030**

**Moved by:** Councillor McDougall

**Seconded by:** Councillor Kiezebrink

**THAT** the correspondence received from the Scugog Chamber of Commerce, providing their support for a Queen Street closure, be received.

**Carried**

**14. New Business/General Information**

**15. Closed Session (if needed)**

**16. Adjournment 9:58PM**

**Recommendation PCA-2020-031**

**Moved by:** Councillor Guido

**Seconded by:** Councillor Kiezebrink

**THAT** this meeting be adjourned.

**Carried**

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MAYOR, Roberta A. Drew

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CLERK, John Paul Newman

**MINUTES OF THE 10<sup>th</sup> REGULAR MEETING OF THE  
SCUGOG ENVIRONMENTAL ADVISORY COMMITTEE  
WEDNESDAY, MAY 13, 2020 AT 3:00PM  
MICROSOFT TEAMS VIRTUAL MEETING**

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**PRESENT:**

**Members**

Chair

Mr. S. Martens

Vice-Chair

Ms. K. Lui

Treasurer

Mr. A. Pukitis

Members

Mr. R. Szarek

Mr. S. Ardron

Mr. G. Carpentier

Ms. E. Hoog

Councillor, Ward 1

Mr. I. McDougall

**ALSO PRESENT:**

Public Works Technologist

Mr. C. Murphy

Committee Coordinator

Ms. M. Michel

Director, Public Works, Parks and Recreation

Ms. C. Coleman

**REGRETS:**

Councillor, Ward 2

Ms. J. Guido

**1. Call to Order**

The Chair called the meeting to order at 3:05 p.m.

**2. Disclosure of Pecuniary Interest & Nature Thereof**

No member made a disclosure of pecuniary interest.

**3. Adoption of the Minutes**

- i. Minutes of the Scugog Environmental Advisory Committee meeting held March 11, 2020.**

**Recommendation:**

**Moved by: Arnis P.**

**THAT** the Minutes of the Scugog Environmental Advisory Committee meeting held March 11, 2020 be adopted.

**Carried.**

#### **4. Presentation – NA**

#### **5. Business Arising out of the Minutes**

- i. Environmental Art/Educations publications – a more detailed action plan will be prepared to give better direction to the art students we are looking to have create the artwork – on hold due to COVID-19 school closures
- ii. Annual Report and Work Plan to council June 15th

#### **6. Updates:**

- i. Council
  - Boat Launches remain closed
  - Increased dumping on the side roads
  - Invasive Species Capital account closed – can re-request for 2021
  - Adopt-A-Road – follow up with Geoff RE: training that the Region implements – Update the program and push promotion
- ii. Kawartha Conservation – No update at this time
- iii. DEAC
  - Haven't had a meeting in the last few months due to COVID-19
  - Awards have been postponed to Spring or Fall of 2021
  - Climate Resiliency Committee meeting next week
- iv. Township of Scugog
  - Invasive Species Capital account closed – A further application for funding can be requested in the next budget process with an solid plan in place
  - Annual Compost event – interest in a fall event if possible – will ask Durham Region if this is a possibility
  - Goldfish in the Stormwater management pond – staff and authorities working together to find a solution and remove the invasive species
- v. Treasurer - \$1500
  - Possible purchase of trees for a fall pollinator giveaway at a Fall Compost Event

#### **7. Correspondence - NA**

#### **8. New Business**

- i. Pollinator Project Update – With the cancellation of the Compost event we are now in possession of 124 packets of pollinator seeds  
Online contest/giveaway for the seed packets  
Mail out the seeds with an information sheet included  
Arnis P. to create content – Staff will push out on SM and Website and continue to promote for the timeframe selected

- ii. Private Tree By-Law discussion (does not include Development Applications) – Issue raised about a tree on a local street where some houses were built that is most likely damaged  
If a by-law was in place this build would have required a tree inventory and tree preservation plan. Options being save the tree or remove and replace dependent on size – if cannot replace then tree compensation required  
If a property owner has a healthy tree that they want to remove they would be required to submit an application for removal and compensate for the tree loss by either planting more trees or monetary  
- Committee to clarify what they are wanting to put in place and create a one page document with their recommendations to be submitted to Council for review  
-This type of By-Law would require public consultation prior to its approval. Also reminder that Scugog works on complaint based concerns
- iii. Idling-By-Law – Committee completed their research and work on the addition of Idling to the Traffic By Law. Carol C. suggested that we create a stand-alone bylaw for Idling – she will put the information in by-law form and consult with the By-Law department for comments

## 9. Roundtable

- i. Working group to be created to come up with a plan for Invasive Species to request capital funds for 2021- Keiko L., Geoff C., Emma R., Steven A.
- ii. Keiko L. provided update for the Port Perry Waterfront Action Plan – Survey coming to committees to share with others and groups – There will be different ideas about Waterfront Action Plan for review
- iii. Recycling in the Park – there are blue lids for the large drums to denote recycling
- iv. With the COVID-19 situation the committee is wanting to request that we retain the student we currently have in order for her to get the full experience of being on the committee – Staff to ask the clerk the for direction

## 10. Next Meeting Date

**June 10, 2020 at 3:00 PM via Microsoft Teams Virtual Meeting**

**11. Adjournment 4:32 p.m.**

**Moved by: Stefan Martens**

**THAT** the meeting be adjourned.

**Carried.**



**UNAPPROVED MINUTES OF THE 3<sup>RD</sup> REGULAR MEETING OF THE  
TOURISM ADVISORY COMMITTEE  
HELD THURSDAY, MAY 28, 2020 AT 11:00 A.M.  
VIA ELECTRONIC PARTICIPATION**

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**PRESENT:**

Chairperson	Ms. Carey Nicholson
Treasurer	Mrs. Kenna Kozak
Members	Mr. Stewart Bennett
	Ms. Marion Meyers
	Regional Councillor Mrs. Wilma Wotten

**ALSO PRESENT:**

Manager of Communications and Strategic Initiatives	Mrs. Lori Bowers
Committee Coordinator	Mrs. Lindsay Burnett
North Durham Tourism Coordinator, Region of Durham	Ms. Kristyn Chambers
Central Counties Tourism	Ms. Eleanor Cook
Central Counties Tourism	Mr. Chuck Thibeault

**REGRETS:**

CAO	Mr. Paul Allore
Museum Curator	Mrs. Shannon Kelly
Members	Ms. Charlotte Hale
	Vice Chairperson Mr. Jack Doak

**1. Call to Order**

Staff called the meeting to order at 11:02 a.m.

**2. Disclosure of Pecuniary Interest and Nature Thereof – Nil**

**3. Adoption of Minutes**

- i. Minutes of the 2<sup>nd</sup> Regular Meeting of the Tourism Advisory Committee held Tuesday, February 18, 2020.

**Errors and Omissions:** - Nil

**Committee Recommendation:**

**Moved by:** Kenna Kozak

**THAT** the Minutes of the 2<sup>nd</sup> Regular Meeting of the Tourism Advisory Committee held Tuesday, February 18, 2020 be adopted.

Carried

**4. Business Arising Out of the Minutes - Nil**

**5. Deputations - Nil**

**6. Reports**

- i. Wayfinding Strategy - Draft  
Chuck Thibeault & Eleanor Cook  
Central Counties Tourism

Mr. Thibeault and Ms. Cook were welcomed to the meeting and thanked for participating and updating the Tourism Advisory Committee on the progress that has been made on the Wayfinding Strategy. Mr. Thibeault provided a brief

review of the draft document. His presentation included but was not limited to the following:

- The Strategy is a work in progress;
- Meet with the Working Group in February to review the draft;
- The purpose of wayfinding is to draw people to an area, that they otherwise would not have planned to stop and visit;
- Central Counties Tourism (CCT) is looking for the Tourism Advisory's commitment to provide comments and notes on the draft before it is presented to Council;
- Snowmobile signage is an aspect of the draft that will draw more people during the winter;
- Staff noted that the wayfinding strategy should be coordinated in conjunction with the Port Perry Waterfront Action Plan as well as Durham Tourism branding;
- Members of the Tourism Advisory Committee do not like the use of the word "heritage" to describe downtown as it is used in many small Ontario towns and is not unique;
- Disappointed that there were no mention with words or symbols nor any indication of theatre or art places in the directional signage;
- The homework survey that is for the working group can be revised;
- The survey has been circulated to the TAC;
- Mention of temporary signage to modify vehicle traffic so that sidewalks can be widened to allow restaurants tables to spill out onto the side walk;
- A member noted that he would like to see Queen Street closed to vehicle traffic;
- A survey has been circulated to the BIA about closing Queen Street;
- The Township is hopeful that a closure of some sort along Queen Street can be tried as a pilot this summer;
- People are coming to Queen Street, extending walking space would help alleviate concerns and address COVID-19 social distancing protocols;
- Some restaurants may have to move tables out to patios to accommodate social distancing;
- The Township has waived patio fees for the 2020 season;
- Tourism is a bi-product of a vibrant community;
- Many local residents do not want visitors coming to the downtown, especially right now during a global pandemic;
- Complaints were received this past week regarding the amount of visitors visiting Palmer Park;
- Locals shop at the box store, business owners on Queen Street rely on visitors to sustain their stores.

Although the Committee did veer off topic, Mr. Thibeault wrapped up his presentation by commenting that CCT would like to see the Wayfinding Strategy presented to Council in the fall.

**Committee Recommendation:**

**Moved by:** Marion Meyers

In consideration of current social distancing protocols as set out by the Provincial Emergency Order due to the COVID-19 pandemic,

And that Scugog businesses thrive on local community members and tourists visiting Downtown Port Perry,

And knowing that locals and tourists will continue to come to Downtown Port Perry as the province continues to open up the economy,

The Scugog Tourism Advisory Committee is in support of converting driving lanes to pedestrian space and outdoor shopping and eating space on Queen Street, so as to assist in providing the required social distancing requirements for our local community members and visitors alike.

Carried

ii. Virtual Canada Day Celebration  
Maegan Michel, Township of Scugog

Ms. Michel explained that Canada Day plans have changed this year, due to COVID-19. The format for 2020 will be virtual and will be a Durham wide event. All eight Durham municipalities are participating.

Each municipality will be providing pre-recorded content, including messages from each Mayor and will showcase unique attractions and talents that drive our vibrant arts and culture scene. There may even be a virtual fireworks display at the end. The event is being streamed on each municipality website as well as on Rogers. A pre-promotional video will be released next week and the news release will be released today.

iii. Durham Tourism Update  
Kristyn Chambers, Region of Durham Tourism

On behalf of Brandon Picard, Ms. Chambers thanked Ms. Kozak for keeping the Scugog Chamber of Commerce up to date with all the information that the Region is providing to the area Chambers, BIA and Board of Trade regarding COVID-19.

Other happenings with Durham Tourism include:

- During this time, Durham Tourism has created and compiled one downtown campaign and website for all the Durham BIA's -downtownsofdurham.ca;
- Several video productions promoting Durham Tourism are in the works with the first anticipated to be launched next week;
- Culture Days is still determining how this event will look. The event will now be hosted for one month allowing for more opportunities to take part in online activities and virtual tours. Culture Days created the Culture Guide with which unfortunately does not include all municipalities. Durham Tourism is in discussion with Culture Days about making changes to the guide;
- A new Durham Tourism brand was approved by Region Council yesterday;
- The Durham Tourism strategy is still moving forward with a new framework establishing how target markets will look over the next five years.

iv. March 2020 Curator's Report

The Curator's Report was included in the agenda for information.

v. April 2020 Curator's Report

The Curator's Report was included in the agenda for information.

**7. Other Matters / New Business**

i. Ambassador Program

The Committee would like to have an Ambassador Program in place for when the province and the municipality are able to safely re-open. Central Counties Tourism has two resources the Committee has access to: a program delivered through Ontario Tourism Education Corporation, there is a fee for this program. The second is a 30 minute webinar that can be held in a group setting and is free of charge. Durham Tourism and CCT can assist in creating a Program for Scugog. The Chair and Mr. Bennett volunteered to be part of a working group along with CCT and Durham Tourism to create a Program for Scugog.

ii. Shoulder Season Event

The Committee feels that is important to continue to support a shoulder season event (Polar Plunge and Pond Hockey), however, under the current climate, suggest that whatever event is supported could be held in a virtual format.

This project needs a "leader" but not this Committee. This Committee's support needs to be communicated to the organizers of the Polar Plunge and Pond Hockey Tournament. These two groups have already connected and anticipate that both will be combined into a winter festival.

It was noted that the Rotary Club is looking for an event to work or assist with. Councillor Wotten will make the connection with the Rotary Club with the organizers of the Polar Plunge and Pond Hockey Tournament.

## 8. Correspondence

- i. John Paul Newman, Director of Corporate Services / Clerk  
Tourism Oriented Destination (TOD) Signage Fee Increases

### **Committee Recommendation:**

**Moved by:** Kenna Kozak

**Whereas** the Ministry of Heritage, Sport, Tourism and Culture Industries and the Ministry of Transportation supervise the delivery and maintenance of tourism oriented destination signage through a third party – Canadian TODS Limited;

**And whereas** our tourism stakeholders and other enterprises rely heavily on this signage to direct customers to their businesses;

**And whereas** Canadian TODS Limited has recently advised their customers that fees will be doubling beginning in 2020;

**And whereas** this will result in significant financial hardship for those business owners;

**And whereas** those business owners are currently facing unprecedented financial hardship due to the COVID-19 pandemic;

**Now** therefore be it resolved that the Township of Scugog Tourism Advisory Committee and the Township of Scugog Council request that the Minister of Heritage, Sport, Tourism and Culture Industries and the Minister of Transportation reconsider or phase in this fee increase, allowing an appropriate amount of time for businesses to adjust.

Carried

- i. John Paul Newman, Director of Corporate Services / Clerk  
2019 Building Permit Activity Review

The correspondence was included in the agenda for the Committee's information.

### **Committee Recommendation:**

**Moved by:** Wilma Wotten

**THAT** the correspondence from John Paul Newman, Director of Corporate Services / Clerk regarding the 2019 Building Permit Activity Review be received for information.

Carried

## 9. Date and Time of Next Meeting

The next meeting is scheduled for Tuesday, June 16, 2020 at 11 a.m. The meeting will be held virtually via the Teams platform.

10. **Adjournment** 12:38 p.m.

### **Committee Recommendation:**

**Moved by:** Stewart Bennett

**THAT** the meeting be adjourned.

Respectfully submitted,

~~Carey Nicholson, Chairperson~~

**MINUTES OF THE 5<sup>TH</sup> REGULAR MEETING  
OF THE SCUGOG HERITAGE ADVISORY COMMITTEE  
HELD TUESDAY, JUNE 2, 2020 AT 2:00 PM  
VIA ELECTRONIC PARTICIPATION**

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**Present:**

Council Representative  
Chair  
Vice-Chair  
Committee Treasurer  
Member(s)

Mr. Lance Brown  
Mr. Guy Latreille  
Ms. Marina Brock  
Mr. Jonathan van Bilsen  
Mr. Peter Hvidsten  
Mr. Stephen Rowe (2:20 pm)  
Ms. Jasmine Stein

**Also Present:**

Committee Coordinator  
Director of Development Services

Ms. Kim Cox  
Mr. Kevin Heritage

**1. Call to Order**

The meeting was called to order at 2:07 PM.

**2. Disclosure of Pecuniary Interest & Nature Thereof – Nil**

**3. Adoption of the Minutes**

- i. **Minutes of the 4<sup>th</sup> Regular Meeting of the Scugog Heritage Advisory Committee held May 5, 2020**

**Errors & Omissions: - Nil**

**Committee Recommendation:**

**Moved by: Marina Brock**

**THAT** the Minutes of the 4<sup>th</sup> Regular Meeting of the Scugog Heritage Advisory Committee held May 5, 2020 be adopted.

**Carried**

**4. Business Arising Out of the Minutes**

- i. Cemetery Heritage Value Statements
- Breadalbane Presbyterian Cemetery
  - Pine Grove Cemetery

The Chair advised that the Heritage Consultant has not provided these statements.

- ii. Church of the Ascension
- 2020 Heritage Grant Application

Due to the COVID-19 Pandemic, this matter is on hold

**5. Presentation(s) / Delegation(s) – Nil**

**6. Reports/Updates**

Updates

- i. BIA
- The gift certificate program was very successful and is now closed
  - Voted by the BIA and passed at the May 25, 2020 Council meeting, the 2020 BIA levy is reduced by 25%

- Survey to provide comment on street closures to vehicle traffic to permit pedestrian travel is now closed
- ii. Township of Scugog/Planning Issues
  - This item was addressed under Section 10 of the agenda
- iii. Tourism Committee/Wayfinding Working Group
  - Nothing to report at this time
- iv. Waterfront Action Plan Technical Advisory Committee Update
  - Staff advised the Metroquest survey will be available soon with a voting module outlining each of the proposed elements

**NOTE:** After the meeting the committee coordinator provided the My Scugog Our Community website link to the committee  
<https://my.scugog.ca>

**7. Heritage Permit/Grant Matters - Nil**

**8. Education and Public Awareness - Nil**

**9. Correspondence - Nil**

**10. Other Matters / New Business**

i. Materials Suitable for Signage in Heritage Conservation District

Staff provided an update to the committee that the Heritage sign permit application for Cycle Life at 173 Queen Street, has been received.

Concerns were raised regarding the background colour used in the Cycle Life sign at 173 Queen Street.

**Committee Recommendation:**

**Moved by:** Jasmine Stein

**THAT** as the background colour of the Cycle Life sign located at 173 Queen Street does not reflect a color on the Heritage Conservation District colour palette, the owner is requested to change the background colour to match a colour on the heritage colour palette or heritage paint colour schemes published by major paint manufacturers.

**Carried**

Peter Hvidsten left the meeting at this juncture.

ii. Town of Markham – Hints for Appropriate Heritage Signage

This was provided to the committee for information purposes

iii. Township of Scugog Sign By-Law –Section 4.3.1 Main Central Area

The Chair advised the members that a document entitled Heritage Design Guidelines referenced in this section of the Sign By-law does not exist.

Prior to the meeting, the Chair and Vice Chair requested a draft document they had prepared titled Heritage Conservation District Signage Toolkit be circulated to the committee for review and comment. This item was not included in the agenda package.

The committee discussed meeting over the summer to prepare Heritage Design Guidelines to be forwarded to Staff for review and presentation at an upcoming Council meeting.

iv. Heritage Permit Guide and Application

This item was not discussed.

v. Non Compliant Signs in the Heritage Conservation District

The committee discussed a number of properties within the Heritage Conservation District where signs have been erected apparently without permits. Staff advised they would contact the property owner and request that a sign permit be submitted for review.

Staff advised a heritage permit application for a sign for the new Casual Men's Wear Store located on Queen Street has been received and approved. In addition, Staff anticipate receiving a sign permit application that will be reviewed and issued through the Building Department.

The Chair mentioned the Scugog Council for the Arts may possibly be moving into space at the old Home Hardware store location. The Chair will contact Scugog Council for the Arts to advise if they require signage on the exterior of the building, an application is required to be submitted to the Township.

**11. Outstanding Matters**

Item	Description	Agenda Date	Status
2020 Heritage Grant Application	Church of the Ascension	June 2/20	Due to COVID-19 Pandemic, this item is on hold
Cemetery Heritage Value Statements	<ul style="list-style-type: none"> <li>• Breadalbane Cemetery</li> <li>• Pine Grove Cemetery</li> </ul>	June 2/20	Follow up with Heritage Consultant for completion of HVS
173 Queen St	Cycle Life - Installation of garage door	May 5/20	Waiting to receive Heritage Permit Application
173 Queen St.	Branching Out Florist-Signage	May 5/20	Waiting to receive Heritage Permit Application re: Sign
531 Queen St	Heritage Value Statement	March 3/20	Due to COVID-19 Pandemic, this item is tabled to a future date
Bell Tower	Town Hall 1873		Staff will provide an update to the Committee when appropriate

**12. Date and Time of Following Meeting**

September 9, 2020 at 2:00 PM via electronic participation.

**13. Adjournment 3:20 PM**



**Committee Recommendation:**

**Moved by:** Stephen Rowe

**THAT** the meeting be adjourned.

**Carried**

Respectfully submitted,

---

Guy Latreille, Chair

DRAFT

**UNAPPROVED ANNUAL GENERAL MEETING MINUTES  
OF THE EXECUTIVE COMMITTEE OF THE PORT PERRY BIA**

**HELD Tuesday, June 9th, 2020 online via Zoom**

IN ATTENDANCE: B. MacLeod, L. Brown, M. Brock, D. Smith, S. Bennett, G. Evans, M. Dib,  
J. Callery, P. Lyver

Also in attendance: S. Albers, E. and J. Riviere, C. Hall, G. Grainger

1. Call meeting to order: 6:05 pm
2. Disclosure of pecuniary interest: L. Brown regarding Seasonal Patios discussion
3. Adoption of the Minutes:  
Motion by S. Bennett to adopt the May 12<sup>th</sup>, 2020 minutes. Second by L. Brown. Carried
4. Business Arising From Minutes:
  - a) Queen Street Closure  
The discussion brought out the shared passion and commitment for the whole town. The underlining consensus is for the street closure to be done properly or not done at all. To consider the street closure requires a solid plan. Resulting from the lively discussion regarding the Queen Street Closure were 4 main topics to address.
    - 1) Liability for the BIA.  
M. Brock brought forward the concern. B. MacLeod agreed to contact the Township to investigate the insurance pertaining to the street closure.
    - 2) Parking and accessibility.  
J. Callery mentioned concern for tenants and deliveries with the street closure. B. MacLeod agreed to contact Robin at the Township office. Robin has been working on the street closure scenario and may have concept drawings for the board to consider.
    - 3) Inclusion of all members.  
M. Brock raised the concern that the survey results did not represent all the members and that too many members didn't receive the survey. Agreement with the importance to have all members work together supported the increase in hours for M. Rada to receive an updated membership list, from the Township, and contact each member personally. This initiative will begin Thursday, June 11<sup>th</sup>, 2020.

4) Public washrooms.

S. Bennett discussed the request by the Chamber of Commerce for the Township to address the public washroom issue. It is suggested the Porta-potty is not sanitary and recommends they be replaced by a trailer washroom. D. Smith recommended the trailer be placed more central. M. Brock asked about the washrooms behind the Branching Out location. L. Brown answered that he spoke with J. Doak, on May 20<sup>th</sup>, and J. Doak suggested a shipping container washroom in Palmer Park.

S. Bennett had not heard about the container washroom but was told the space behind Branching Out is not available. Resulting from the discussion was the consensus to consider the purchase or rental of a trailer style washroom. All agreed the cost should be shared between the BIA, Chamber of Commerce and Township.

M. Brock asked for the cost of the washroom trailer so as to review the impact to the budget.

5. Chair Report: Birgitta MacLeod

B. MacLeod announced Kenna Kozak, at the Scugog Chamber of Commerce, had resigned and that we wish her success in her new endeavour.

## **BIA Chair's Report – Port Perry BIA – June, 2020**

### Office & Staffing

The office is still closed. Sharon will continue to work remotely to prioritize the health of her family. Melissa will begin going to the office part-time, although she is able to respond to phone calls and work remotely. When the office officially re-opens, Melissa will return to her regular schedule of working Thursdays and Fridays with some extra time working from home.

I do not have any new information regarding accessibility improvements.

### Queen Street Closure

A survey was developed and distributed to board members for input prior to distribution. Melissa emailed the survey to all BIA members, sending the notice several times and making personal calls to some businesses to remind them to take part prior to the deadline. We collected surveys until May 31<sup>st</sup>.

Survey results were distributed to members by email. Further discussion will be required as there is no clear consensus.

I left a message with the Durham Public Health Dept. seeking some guidance on the street closure, from a public health perspective, but received no response.

We received some correspondence from concerned citizens. One letter and one email, with my reply, is attached to be received as correspondence. I also made one phone call in response to the email.

### Port Perry Waterfront Action Plan:

The township is distributing a survey asking for feedback on proposed ideas. Melissa distributed this survey to all BIA members. The survey is easy to complete and well-designed. I encourage every BIA member to participate and share the survey.

### Gift Card Program:

This was a great success. Details are included in Melissa's report. We also received some good coverage of this program in the local press.

### Downtowns of Durham website and other regional economic development

The site is now active and there are numerous promotional campaigns underway and planned.

Additional funding may become available for content creation. There was some discussion of grant funding to hire students to create content. There are no specific details yet.

Respectfully submitted,

Birgitta MacLeod,  
Chair, Port Perry BIA

6. Treasurers Report: Marina Brock  
The reduced levy requires S. Albers and M. Brock to revise the Budget. With the changes considered we should expect an \$8,000 balance by year end plus the surplus. The gift card program was successful and had a net cost of \$11,500.

S. Albers requested e-transfers be allowed for vendor payments and payroll in order to maintain efficiency.

Motion by M. Brock to allow e-transfers for vendor payments and payroll. Second by S. Bennett. Carried

7. Area Development Committee Report: JoAnne Callery  
Welcome banners and flowers are up. S. Bennett shared his appreciation for the benches being out. Weeds are sprayed 2-3 times a year. They were sprayed at 6:30 am. A concern resulted when some spray got onto a blue box. J. Callery clarified the spray is not toxic. The spray consists of 30% vinegar, Epson salt and water. Our regular street cleaner, Carol, could not return so two students, working on their community hours, are cleaning the street twice a week. M. Brock asked that everyone be told to keep their store front clean. S. Bennet expressed concern about picking up garbage.
8. Economic Development Committee Report: none
9. Marketing Committee Report: none  
D. Smith said one ad was placed in the Watershed magazine.
10. Marketing and Events Coordinator Report: M. Rada

## Marketing and Events Report

Melissa Rada

May 8th to June 3rd

### General

- Answered and replied to emails
  - store updates from owners
  - gift card inquiries
- Forwarded emails to the appropriate parties
- Sent a newsletter to the general public:
  - gift card program
  - store updates
  - new to town - The Port Cheese Co.
- Sent multiple newsletters to BIA members:
  - COVID-19 Updates
  - Gov't announcements
  - Helpful resources for small businesses
  - Gift card program
  - surveys
- Participated in weekly Zoom calls with Durham Region and local BIAs for tourism recovery campaign and completed follow up tasks
- Created a part-time road closure survey with Google forms and distributed to members
  - followed up with members that didn't respond close to survey deadline
  - compiled survey results in an easy to read report

### Social Media

- Edited and created content as needed
- Scheduled content to be published on Instagram and Facebook via Hootsuite:
  - launch of Downtowns of Durham website
  - individual business in the gift card program
  - takeout day
- Shared/retweeted relevant posts on Twitter and Facebook
- Highlighted member profiles in Instagram stories
  - featuring online shopping and shop updates
- Community management - responded to comments on BIA posts

### Website

- Updated events
  - removed any canceled events
- Updated store lists with who has reopened and any new hours
- Optimized the site to make it faster
  - reduced the number of revisions being saved

### Gift Card Program

- Tracked and monitored sales and delivered daily spreadsheets with sale updates to all participating members
- Added new businesses to gift card shop
- 'Closed' the gift card shop
  - changed all businesses to sold out, so the initiative remains but cards can no longer be purchased (informed members this would be happening first)
- Wrote draft release about success of the program for local media

#### **Gift Card Program Highlights:**

- Total sales from May 2 - 31 are \$24,412.50
- 341 total orders
- 18 of the 25 businesses sold out, with another 2 extremely close!
- Marwan's, The Port Cheese Co., The Piano Cafe, and Old Flame all sold out in less than 48 hours of being live on the site
- the majority of traffic originated on Facebook, though the highest amount of sales came from the direct traffic
- More than three times as many people visited the shop on a mobile device than a desktop

#### 11. New Business:

S. Bennett announced he is with the Central Counties Tourism representing the Durham region. The group are working on signage on 7A Hwy to bring people to the downtown. One sign is being considered at 7A and the Island Road to guide to downtown and the second at 7A and Water Street.

#### 12. Correspondence:





T O G E T H E R F O R B U S I N E S S

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June 8, 2020

To: Mayor Drew & Council – Township of Scugog

At our recent Scugog Chamber of Commerce virtual board meeting on June 4<sup>th</sup>, 2020, the Board of Directors discussed the closure of Queen street. It was a unanimous decision to provide the Scugog Chamber's recommendation to close Queen Street to traffic, from Water St to Perry St, and from Perry St to John St. This would leave Perry Street open to north / south traffic.

Port Perry and Scugog have always been an attraction for many and if we are being honest, people are still coming to enjoy the area and they have been picking up essentials in Scugog from the very first week when this pandemic started. **Let us make it safe for all residents and visitors!**

By closing the street, it will provide the proper safety protocols and set-up for each store to enable to social distance properly. Whether they are waiting to enter one of the many stores or shops on Queen street, to curbside pick-ups, to waiting for take-out from their favorite restaurant, overall there is not enough side walk space currently to provide the required 6 metres between individuals. The street closer would also provide a major economic driver, helping to ensure that our downtown businesses, who rely heavily on tourism revenues, are able to operate safely. It is about being beneficial for all stores in the core to keep safety protocols in place.

Scugog would not be the first Municipality to provide street closes during COVID-19. Communities large and small from Timmins to Port Hope to Barrie to Stouffville will be moving toward this model this month.

The Scugog Chamber of Commerce makes this recommendation with one proviso, that there is adequate outside washroom and hand washing stations available. We encourage the Township and the BIA to bring in rental units like the Classy Potty units, that are in a trailer, as it would be easier for staff to clean. The tourism information centre, in keeping with the Township timelines, will open when the Township of Scugog opens its facilities.

We are hopeful for a smooth summer transition for our business community, by ensuring everyone remains safe, to help ensure that we do not have a second wave.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tony Janssen", written over a white background.

Tony Janssen  
Chair, Scugog Chamber of Commerce

CC: Mayor Drew & Council

250 Queen Street, P.O. Box 1282, Port Perry, Ontario L9L 1B9  
TELEPHONE: 905-985-4971 • FAX: 905-985-7698  
www.scugogchamber.ca • [info@scugogchamber.ca](mailto:info@scugogchamber.ca)  
#scugogchamber @scugogchamber



13. Up Coming Events:

14. Adjournment

Motion by S. Bennett to adjourn the meeting at 8:10 pm

Next Meeting:

Tuesday, July 14th, 6 pm via Zoom

DRAFT

**MINUTES OF THE 4<sup>TH</sup> REGULAR MEETING OF THE  
SCUGOG HOUSING ADVISORY COMMITTEE  
JUNE 11, 2020 AT 2:00 P.M.  
VIA ELECTRONIC PARTICIPATION**

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**PRESENT:**

Regional Councillor  
Chair  
Member(s)

Wilma Wotten  
Valerie Cranmer  
Martha Casson  
John Lucyk  
Christine Robinson  
Julie Curran

**ALSO PRESENT:**

Committee Coordinator

Kim Cox

**REGRETS:**

Vice-Chair  
Committee Treasurer  
Director of Development Services

Tracy McGarry  
Lois McIntosh  
Kevin Heritage

**1. Call to Order**

The meeting was called to order at 2:02 PM

**2. Disclosure of Pecuniary Interest - Nil**

**3. Adoption of the Minutes**

- i. Minutes of the 3<sup>rd</sup> Regular Meeting of the Scugog Housing Advisory Committee held Thursday, May 14, 2020.

**Errors & Omissions - Nil**

**Committee Recommendation:**

**Moved by:** Martha Casson

**THAT** the Minutes of the 3<sup>rd</sup> Regular Meeting of the Scugog Housing Advisory Committee held Thursday, May 14, 2020 be approved.

**Carried**

**4. Business Arising Out of the Minutes**

- i. Secondary Suites Program Update

Ms. Casson advised that due to the COVID-19 Pandemic, the Landlord Registry Service is not available at this time.

**5. Presentation / Delegations**

- i. Committee Member Service Awards - Regional Councillor Wotten

Regional Councillor Wotten presented Ms. Casson with her Certificate of Appreciation in recognition of 5 years of volunteer service with the Scugog Housing Advisory Committee and on behalf of the committee thanked her for her contributions to the committee.

**6. Reports - Nil**

**7. Correspondence - Nil**

**8. New / Other Matters**

i. Monthly Regional Report – Regional Councillor Wotten

- The Region has developed a ‘Regional Recovery Framework and Action Plan’ comprised of 4 pillars – 1) social 2) built 3) economic and 4) municipal:

Within the social recovery pillar key actions and priorities include recognized the need to develop supportive housing options for unsheltered residents, both for the long term and as transitional housing. The plan ties in nicely with the Region’s implementation plan for the strategic plan.

Within the plan goal #2 speaks to community vitality with the first priority being to revitalize existing neighborhoods and build complete communities that are walkable, well connected and have a mixing affordable housing.

Goal #4 within this plan is social investment with the priority being to revitalize community housing and improve housing choice, affordability and sustainability.

- At a previous council meeting the Region voted to develop 1000 more housing units within the year
- Also work is underway to complete the community improvement plan by 2020 to help support the delivery of affordable housing

ii. Marsh Forest Development – Scugog Island

Martha Casson advised the committee she had sent an email regarding this matter as a private citizen, not as a housing committee member, to Mayor Drew, Regional Chair Henry and MPP Lindsey Park. A discussion developed around the information in the email and the following motion was made:

**Committee Recommendation:**

**Moved by:** John Luyck

**THAT** further to the conversation about the Marsh Forest Development proposal for Scugog Island, the Housing Committee recommends to Council that they explore options to encourage the Marsh Forest desire to proceed with their affordable housing for seniors’ initiative.

**Carried**

**NOTE:** Ms. Casson’s email was provided to the committee following the meeting and is attached to the June 11, 2020 Housing Advisory Committee meeting minutes for Council’s information.

**9. Outstanding Matters - Nil**

**10. Next Meeting Date**

The next meeting is scheduled for September 10, 2020 at 2:00 pm. The format of the meeting is to be determined.

**11. Adjournment 2:40 PM**

**Committee Recommendation:**

**Moved by:** John Lucyk

**THAT** the meeting be adjourned.

**Carried**

Respectfully submitted,

---

Valerie Cranmer, Chair

DRAFT

June 11, 2020

Re: Marsh Forest Development, Scugog Island

Dear Mayor Drew, Regional Chair Henry and MPP Park:

I hope that you don't mind that I am including all three of you in this email.

I think that my comments relate to all levels of government that have a voice in this matter that affects a potential development in Scugog.

I also think that individually or hopefully, collectively, you can create a minor change regarding land use, which could make this development a reality. Also, I think that this project is exactly what is sought as one of many recovery strategies in regard to the Covid 19 response plans that each of your respective governments has tabled in recent weeks. It addresses seniors housing, employment, economic development, community development and the long term sustainability of all of these things.

I refer to the very sad fact that the property known as the Marsh Forest property on Scugog Island, facing the town of Port Perry, has been put up for sale.

To me this situation foreshadows the likely departure of a development organization with a vision for a hotel and accommodation initiative here in Scugog. This initiative has seen \$1.5 million and 15 years of this company complying with every request and going through every hoop required by all levels of government, to bring a resort community to Scugog.

There is an opportunity here to explore a minor change in the approval to this potential development that currently prevents permanent residences (low rise, condo style) on the Greenbelt site. In fact, everything has been approved to allow time-share purchases of units, on the same land, in exactly the same units, along with the hotel/resort plans that have also been approved.

However, everyone knows that an approval for time-share sales for any property on Lake Scugog is a ridiculous approval. No one will buy them and no investor will support a development with the only prospect for sales being to people who will buy five weeks of "cottage time" on our lake.

Yet such an approval was given. That approval was given in addition to every approval required that resulted from the hundreds of studies and plans that this company was required to undertake, completed and passed, from all levels of government including federal levels

Surely we are in a unique time that will require creative solutions for any and all forms of community and economic development. From your various jurisdictions, you each have committed to supporting communities to help them rebound from what is happening right now, and I'm sure it is your desire to do so.

There are several points I would like to make in addition to the above:

- We are going to be in a restrictive environment for months, if not years, in terms of moving through this pandemic
- The recovery of tourism revenue here in Scugog will be very slow
- We have very few housing options for local seniors as they age and as a result we are losing seniors to other communities
- It is highly unlikely that seniors will line up to get into retirement homes in the future given the horrid impact that the virus has had; seniors will want to downsize and have alternative affordable housing options and there are none in Scugog, and
- The designs for the Marsh Forest units allow for seniors to share ownership and to bring in home-care given the very affordable plan that the company is now proposing

The proposed Marsh Forest development would bring a critical infusion of capital, jobs and affordable seniors housing that will not come to our community from ANY other source.

- The estimated capital expenditure is \$350 million
- The project is shovel ready
- The job creation for construction alone will involve a significant number of jobs
- The job creation for the hotel operation and the condominium/ grounds/ marina operation will create long term permanent and part time jobs for locals, in numbers that no other organization will be able to develop here
- The land-lease structure recently proposed would keep only one land owner of the property in the ownership and management role (not hundreds of people owning 5 week blocks)
- The modular nature of the construction and the land lease plan for a seniors-only community would mean that units would range between \$350,000 (one bedroom) to \$550,000 (three bedroom), making them very affordable for seniors
- The designs would support shared ownership among seniors, a concept that each one of you has endorsed as a signature seniors lifestyle, piloted in Port Perry and celebrated by the Province of Ontario.
- New tax revenue would accrue to the municipality and the region
- Under the approvals in place, all infrastructure requirements are covered and cause no cost to the municipality: roads, water treatment, winter maintenance, water supply, waste disposal and more
- There is a significant opportunity to make the development net zero energy

- Approval as a seniors land lease complex would ensure that there would be no need for school facilities on the island

Is there not something that the three of you could lead to explore what is really necessary at each of your levels of government to encourage this company to stay and develop their idea here, rather than in another location?

My opinion is that the Greenbelt restrictions that were put in place to protect farm lands and prevent giant housing developments are good.

But surely there could be an exception and a pilot project for a seniors housing resort complex to prove that, on an exception basis, there are some developments that simply make good sense and that do still prevent the development of 500 home developments on vulnerable land. I think that the non-farmable, hillside land proposed for this development is one such exceptional situation.

The province, the region and municipalities will be exploring new ways to kick start job creation programs, economic development and new affordable housing for our rapidly increasing number of seniors.

I am hopeful that with some discussion Scugog, Durham Region and the Province of Ontario can come together to support just such a project.

Respectfully submitted

Martha Casson  
100 Perry Street  
Port Perry

**UNAPPROVED MINUTES OF THE 3<sup>RD</sup> REGULAR MEETING OF THE  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
HELD FRIDAY, JUNE 12, 2020  
AT 9:00 A.M. VIA ELECTRONIC PARTICIPATION**

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**PRESENT:**

Chairperson	Mr. Brett Puckrin
Vice Chairperson	Mr. Tony Janssen
Treasurer	Mr. Matthew Mackenzie
Members	Councillor Mrs. Janna Guido
	Mr. Stephen Aked
	Ms. Kathy Post
	Mr. Marvin Stevenson (9:18 a.m.)

**ALSO PRESENT:**

Mayor	Mrs. Bobbie Drew
CAO	Mr. Paul Allore
Director of Development Services	Mr. Kevin Heritage
Recording Secretary	Mrs. Lindsay Burnett
Manager of Communications & Strategic Initiatives	Mrs. Lori Bowers
Public Works and Parks Associate	Mrs. Maegan Michel
Agriculture Program Coordinator, Region of Durham	Ms. Allison Brown
Manager, Agriculture & Rural Economic Development, Region of Durham	Ms. Stacey Jibb
Economic Development Advisor, OMAFRA	Ms. Carolyn Puterbough
Mississaugas of Scugog Island	
First Nations	Mr. John Rowinski

**REGRETS:**

Members	Mr. Jordan Mckay
	Ms. Mandeep Sandhu

**1. Call to Order**

The meeting was called to order at 9:03 a.m.

**2. Disclosure of Pecuniary Interest & Nature Thereof - Nil**

**3. Election of Chair and Treasurer**

Staff called for nominations from the floor for the position of Chair Person. The only nomination received was for Mr. Brett Puckrin who accepted the nomination.

**Committee Recommendation:**

**Moved by:** Janna Guido

**THAT** Brett Puckrin be elected as Chair of the Scugog Economic Development Advisory Committee for 2020.

Carried

Nominations for the position of Treasurer were called for from the floor. The only nomination received was for Mr. Matthew Mackenzie who accepted the nomination.

**Committee Recommendation:**

**Moved by:** Brett Puckrin

**THAT** Matthew Mackenzie be elected as Treasurer of the Scugog Economic Development Advisory Committee for 2020.

Carried



**4. Adoption of Minutes**

- i. Minutes of the 2<sup>nd</sup> Regular Meeting of the Economic Development Advisory Committee held Friday, May 1, 2020.

**Errors and Omissions:** - Nil

**Committee Recommendation:**

**Moved by:** Tony Janssen

**THAT** the Minutes of the 2<sup>nd</sup> Regular Meeting of the Economic Development Advisory Committee held Friday, May 1, 2020 be approved.

Carried

**5. Business Arising Out of the Minutes - Nil**

**6. Deputations - Nil**

**7. Reports**

- i. Departmental Updates

a. Partner Organization

- OMAFRA has been conducting a weekly “watch brief”, that tracks the percentage of agriculture businesses operating; finding out what the needs for agri-food business are, where funding programs are needed;
- The successful applicants for the latest RED grant intake have been notified;
- New funding program, “Digital Main Street” (a digital “how to” guide and program to help grow your business, is a partnership between the Government of Canada and the Province of Ontario) was announced yesterday.

b. Agriculture Sector

- Seeding season has started and great weather this spring has been encouraging
- Usually about 23,000 migrant and seasonal workers in the farming sector; this number is anticipated to be lower because of COVID-19; Durham represents 4% of that number;
- Not all migrant workers were able to arrive due to COVID-19; those who did had to quarantine for 14 days upon arrival; employers had to provide appropriate distancing measures in the working environment including sleeping quarters; PPE is required for all workers;
- No outbreaks on farms in this part of the province;
- OMAFRA is reaching out to farm operators to offer testing to migrant and seasonal workers who are a-systematic;
- It is too early to tell if there will be an issue with getting the crops out of the ground due to lack of labourers;
- Some larger farms are seeking Canadian employees who can and will do hard manual labor;
- All farming sectors have been affected due to COVID-19, all have been given reduced allocation;
- Certain products are spoiling, being donated or dumped because food services (restaurants / bars, where a large portion of these products are destined for) have been closed;
- The horticulture sector has had a phenomenal turn out; sales have been unprecedented with many nurseries selling out of product;
- Durham Farm Fresh has seen an increase in demand; an area where there are challenges for Market farmers will be shortage of storage capacity.

c. Accommodations Sector

- The accommodations sector has been devastated since March, due to COVID-19;
- Some of the Bed Breakfasts can open but 50% cannot open up yet – they don't have PPE or distancing measures in place.
- It appears that the 2020 spring/summer rental season is done.

d. Real Estate Sector

- The housing market for March and April was non-existent; May approached and the market was up 50% over April;
- Supply and demand have remained relatively equal, the demand level was in check;
- The market has been resilient; the last two weeks have seen a “seller's market”, the likes of which have not been seen since 2017;
- Agents “showing” homes have been following the Association and health department protocols; virtual tours and 3D tours have taken place;
- Most landlords for commercial rentals have been working with their tenants to provide them with some financial relief;
- Commercial real estate / investment properties are moving;
- Many of the provincial and federal financial programs were too onerous for property owners to institute.

**8. Other Matters / New Business**

i. Canada Day Event – Virtual for 2020  
Maegan Michel, Township of Scugog

As announced earlier, the Township has cancelled the live Canada Day event for this year. Canada Day 2020 will be a collaborative regional virtual show entitled Canada Day the Durham Way. It is being produced in collaboration with all eight Durham municipalities with support from Durham Tourism and Central Counties Tourism

The event includes but is not limited to the following:

- Virtual show will feature Durham-based talent performing pre-recorded interactive sessions, as well as inspirational videos and messages from council, community members and Durham-based celebrities;
- Pre-recorded show will be shared as a watch-party on social media channels across the Region, available on Municipal websites, and will be broadcast simultaneously on Roger's Community Television;
- Scugog will have a number of interactive activities, shout outs, messages, virtual Kids' Zone and other content on our own Scugog Tourism page to supplement the main event as well as host either Facebook or Instagram LIVE for our pre and post show videos;
- A pre-promotional video is tentatively scheduled to be aired on Wednesday June 10th 10:30am; In the video residents will be encouraged to show their community spirit, which will be pushed out as a lead up campaign for Canada Day;
- Residents are encouraged to share photos of their Canadian spirit by tagging Scugog and Durham Region at @TwpofScugog and @RegionofDurham; these photos may be included in a montage that is being created for inclusion in this event.

ii. Social Media Messaging for the Farming Community

Allison Brown, the Region of Durham Agriculture Program Coordinator was introduced to the Committee. Ms. Brown will be a regular invitee to future meetings.

A request from Durham Farm Fresh was received relating to social media messaging for the local farming community. The Township has sought assistance from the Region to create social media postings for its use and the other agriculture focused municipalities. Items like celebrating specific days in

commemoration of the agriculture sector, highlighting key themes that support agriculture and sharing and recognizing some new resources available to support and promote the sector can be put together to share via social media channels at the Region and Scugog.

iii. BIA Survey Results – Part Time Queen Street Closure  
Birgitta MacLeod, Chair, Port Perry BIA

Ms. MacLeod participated in the meeting to speak to the results of the BIA survey regarding a part-time closure of Queen Street. Her comments and the discussion with the Committee included, but was not limited to the following:

- The BIA held a meeting last week where the focus was on closing Queen Street;
- Almost an even split between the members who want the street open and those who don't;
- Those opposed have concerns with reduced parking availability, accessible parking for their clientele who may require a spot close to the door, public health and public washrooms;
- The BIA are not rejecting the idea of a street closure, however, they will not approve a closure without the benefit of reviewing and approving concepts first;
- Business concerns need to be addressed first before a closure of any type;
- The Chamber is requesting to be involved in the discussions with the BIA;
- Township is in favor of exploring a closure of Queen Street, however, the program will require the full support of the businesses who are directly affected;
- A street closure pilot project is an approved 2020 Capital project;
- The BIA survey indicates it does not have the majority of the support to conduct a street closure;
- From the Township perspective, the BIA should give its recommendation to Council on what they want to proceed with; the BIA would need to meet and discuss prior to June 29<sup>th</sup> Council meeting in order to have a written request to Council prior to the summer recess;
- Staff did start on a design earlier in the year by retaining an urban designer, however, it was put on hold until the BIA provides in writing their approval;
- Could take an urban designer two-three weeks to have a concept together for consideration;
- Public health measures in place have led to COVID-19 numbers declining; closing Queen Street to vehicle traffic should be an economic development focus to improve business on Queen Street;
- Public washroom design for Queen and Water Streets is possible for 2021;
- Has the BIA considered that social distancing cannot be met currently on the sidewalks, where there are clothing racks, tables and chairs and floral displays?
- A closure of Queen Street was identified in the Township Strategic Plan, based on the assumption that proper public consultation take place.

The Chair thanked Ms. MacLeod for speaking with the Committee and has offered his assistance to work with her to move this pilot along.

iii. Public Washrooms

Currently there are port-a-potties for public use in Palmer Park and Joe Fowler Park. They are not the most sanitary and the BIA and Chamber have raised concerns that something better needs to be in place for when Scugog will be fully open for business. They suggest using what is called "Classy Potties" or have Township Staff clean the existing potties on a regular basis.

The Chair and the President of the Chamber suggested a collaborative effort be put forth to pay for the "Classy Potties". There is a local business owner who rents these out for \$850/week. This price includes pumping them out, however, due to COVID-19, the contractor will not disinfect clean them.

There was a suggestion to open the washrooms at the Latcham Centre as they lock from the inside, therefore there shouldn't be any concern with the public gaining access to the main part of the building. It was noted that there is not enough space within these washrooms to ensure that proper social distancing protocols are being met. The Library is not an option at this time either.

Both the BIA and Chamber suggested that two locations to be considered for "Classy Potties" would be at the pier and behind the Tourist Centre. The BIA and Chamber can get together to get additional pricing on these as well as a contractor who will properly disinfect them. Township staff cannot clean any potties. It was noted that the Township has had to scrutinize expenses and have reduced expenses since the pandemic was declared, there are no funds from the Township at this time for "Classy Potties" and /or a contractor for the disinfecting of them.

iv. Scugog Chamber of Commerce – General Manager

It was announced with sadness that Kenna Kozak, the General Manager of the Scugog Chamber of Commerce has resigned after 13 years of service.

**9. Correspondence - Nil**

**10. Date and Time of Next Meeting**

The next meeting is scheduled for Friday, July 10, 2020 at 9 a.m. The format is to be determined.

**11. Adjournment** 11:11 a.m.

**Committee Recommendation:**

**Moved by:** Janna Guido

**THAT** the meeting be adjourned.

Respectfully submitted,

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Brett Puckrin, Chair



# Township of Scugog Staff Report

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

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**Report Number:** CAO-2020-003

**Prepared by:** Lori Bowers

**Department:** Office of the CAO

**Report To:** Council

**Date:** June 29, 2020

**Reference:** CAO-2019-003, Strategic Plan Session Overview and Draft Strategy, March 18, 2019

[Township of Scugog Strategic Plan](#)

**Report Title:** **Strategic Plan Update, June 2020**

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## Recommendations:

1. **That** Report CAO-2020-003, Strategic Plan Update, June 2020, be received; and
  2. **That** the updated list of accomplishments appended as Attachment 1 to Report CAO-2020-003, be sent to all staff and added to the Township's website.
- 

## 1. Background:

In March 2019, Council approved for release the Township of Scugog Strategic Plan. The plan was released to the public in spring, 2019. The final strategy included updates to the Township Vision, Mission and Values as well as seven Strategic Directions. Under those seven strategic directions, was a comprehensive list of projects and initiatives identified

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through the work of the Speak Up Scugog Survey, Scugog Employee feedback and Council Strategic Planning Sessions. This report will provide council an update on the progress of major projects and initiatives to date.

## **2. Discussion:**

The Strategic Plan is comprised of seven Strategic Directions. A Strategic Plan tracking document (Attachment 1) is updated regularly to track the progress of projects and achievements so far in each area since the plan was approved. The attachment highlights the progress of key projects under each Strategic Direction. Some projects have a start and end date with associated percentage of completion. Some initiatives including policy, process and financial reviews are always ongoing. Due to COVID-19, some projects have been delayed slightly or deferred for financial reasons. However, through modified work arrangements the main services of the Township have continued to move forward. Overall, there are close to 80 varying projects and initiatives associated with the Strategic Plan. Out of these strategic projects, work plans and associated tasks are derived for staff.

## **3. Financial Implications:**

Efficiencies gained in all departments resulted in positive financial streamlining and fiscal management. For 2019 and as reported in the Core Services and Efficiency Review report, there has been a financial savings of over \$600,000. Many other projects and initiatives will include an efficiency analysis as well as ongoing research for funding opportunities and partnerships. Improvements have also been made in the administration and monitoring of capital projects. Savings are made yearly through the closure of capital projects resulting in substantial savings being returned to the reserves yearly.

## **4. Communication Considerations:**

This report will be shared in a news release and on social media to communicate to the public an update on the progress of the Strategic Plan. This report will be made available on [Scugog.ca/strategicplan](https://scugog.ca/strategicplan)

## **5. Conclusion:**

Although some projects and initiatives were deferred or slightly delayed due to COVID-19, solid progress has been made in many areas. The success and advancement of the strategic plan is a direct result of the commitment and endorsement from Council as well as hard work and dedication of all Township staff. Staff stepped up in the face of the COVID-19 emergency and have worked to maintain a full suite of services to the community. Adaptations were made for some to work from home or work a combination of home and office. Staff and Council both rose to the challenge of learning new technology and embraced virtual solutions

to keep the business of the Township moving forward. Currently, the Township is still operating in a state of emergency. Changes have been made to our facilities in the way of new policies, protocols and procedures. We look forward to a reopening to the public later this summer. Staff will continue to work to successfully deliver and implement the Strategic Plan.

Respectfully Submitted by:

Reviewed By:

Lori Bowers  
 Manager of Communications and Strategic Initiatives

Paul Allore  
 Chief Administrative Officer

**Attachments:**

ATT-1: Progress Tracking Strategic Plan June 2020

Strategic Plan Progress	IN - In Progress	C- Complete	ON- Ongoing	NC - Not Commenced	Status %	*Dept	Comments
Updated June 2020							
*PW-Public Works, REC -Recreation, CORP- Corporate Services, FIN- Finance, DEV - Development Services, LIB- Library							
<b>Strategic Direction # 1: Roads &amp; Municipal Infrastructure</b>							
Complete Township speed limit review study	IN				50	PW	Study underway, anticipated completion Q4 2020
Township Active Transportation and Transportation Master Plan	IN				80	PW	Study underway, anticipated completion Q4 2020
State of the Infrastructure Review		C			100	PW	Completed in 2019
Complete preliminary design and consultation on a new arena in Blackstock	IN				75	REC	Anticipate completion Q4 2020
Commence the preliminary design of indoor municipal pool				NC		REC	Capital Long Range Forecast 2022
Design second access to Scugog Island and seek funding to construct from OLG, MSIFN, the Province, and Region of Durham	IN				40	PW	Study underway, anticipated completion 2021
Review the decommissioning of underutilized community halls as identified in the Parks, Recreation and Culture Master Plan	IN				25	REC/CORP	Review and analysis ongoing
Develop and Implement a long-range fleet and equipment replacement schedule		C			100	PW	Complete
Design and construct an off-leash dog park	IN				100	PW	Complete
Replace municipal bridges that are beyond rehabilitation			ON			PW	Seagrave completed and others dependent on OCIF funding. Design for Scugog Line 8 underway.
Through EA process, work with Durham Region regarding the upgrade and potential relocation of the sewer pumping station presently located on the waterfront	IN				80	DEV/PW	Progress delayed due to COVID-19 anticipated completion, Q1 2021
Seek a safety review of Island Road by Durham Region		C			100	PW/REGION	Complete
<b>Strategic Direction #2: Financial Sustainability</b>							
Commence financial planning for new major facilities (i.e. arena and future pool)		C			100	FIN	Established a new reserve for Major Facilities
Establish a dedicated levy for maintenance of existing buildings and facilities		C			100	FIN	Established two new reserves for Building and Facilities
Advocate for funding related to compensation for growth restrictions imposed by the Greenbelt & Oak Ridges Moraine			ON			CAO/FIN/Council	Mayors have advocated by various means - Delegations, letters and reports
Continue to pursue funding and grant opportunities			ON			ALL DEPT	2020 draft grant application submitted for Blackstock Recreation Complex and Lake Scugog Enhancement Project and Electric Vehicle Charging Stations
Resolve Fire Protection and Road Maintenance Agreement with MSIFN	IN				90	MAYOR/CAO	Negotiations near completion
Complete Strategic Asset Management Policy		C			100	PW/FIN	Subject to annual review
Update Development Charge Background Study	IN				90	FIN	Currently in place - subject to LPAT appeal
Advocate for Durham Regional Revitalization Program - funding for proposed hotel in Port Perry				NC	20	DEV	To be considered once site plan is complete
<b>Strategic Direction #3: Economic Development &amp; Tourism</b>							
Finalize Community Improvement Plan for the Port Perry Employment Area	IN				90	DEV	By-law, Procedure Manual and Application form - Delayed by COVID-19, anticipated completion Q4
Explore an Open Streets pilot project on Queen St. from Water to Perry	IN				10	DEV	Consultation commenced Q1 2020, delayed by COVID-19
Pursue an Agriculture Centre of Excellence in collaboration with Durham Region including satellite agri technology innovation hub			ON			CAO/DEV/PW/Region	Stakeholder evaluation underway
Complete Scugog Community Tourism Plan		C			100	DEV/CORP	Community Tourism plan released
Implement the Scugog Community Tourism Action Plan	IN				60	DEV/CORP	Action plan developed, tourism committee established
Commence a Community Improvement Plan for Downtown Port Perry	IN				15	DEV	Consultation has commenced with downtown stakeholders
Liaison with Durham Region for sewer pumping station for Port Perry Employment Lands	IN				40	DEV	Ongoing discussions with the Region and area stakeholders
Liaison with Durham Region for new elevated water storage tank for the Port Perry Employment Lands	IN				80	DEV/PW	Proposed site location determined
Advocate for Region of Durham Tourism Coordinator full-time for North Durham		C			100	DEV/CORP/Council	Complete, North Durham Tourism Coordinator hired by the Region



Continue to liaise with the film industry and community to be film ready			ON			CORP	Increased film activity and revenues
<b>Strategic Direction #4: Municipal Services</b>							
Continue to update and modernize service delivery through corporate IT Strategy			ON		60	CORP/All Depts	Significant changes and upgrades made to the IT infrastructure since approval of the IT Strategic Plan in 2017
Continue the Core Services and Efficiency Review			ON			CORP	Ongoing review resulting in financial savings of over \$600,000 in 2019
Continue policy and procedure updates to improve efficiency and accountability			ON			CAO/All DEPT	All policies being reviewed and updated as necessary. Examples include: Employee Code of Conduct, Education and conference policy and flexible work arrangement policy.
Prepare for the future through a long-term staffing strategy and enact a succession plan		C			100	CAO/All DEPT	Complete and being implemented
Improve Fire Protection and Prevention for the communities through risk assessment and annual reporting			ON			FIRE	Evalutaion ongoing though annual risk assesment and reporting
Improve accessibility in Municipal Services (AODA improvements and soft services availability and transparency)			ON		90	All Depts	Ongoing. Examples include: Curb cut at the library and New My Scugog, Our Community
Develop a User-Friendly / Interactive Zoning Guide	IN				5	DEV/IT/Region	Delayed due to COVID-19, anticipated completion Q2 2021
Integrated Library System		C			100	LIB/FIN	Complete
<b>Strategic Direction #5: Natural Environment</b>							
Advance the Lake Scugog Enhancement Project and pursue financial assistance	IN				50	PW	EA complete, Design and Fundraising underway. Applied for grants from Region. ICIP grant unsuccessful.
Resolve lawsuits and environmental concerns related to the Greenbank Airport site	IN				55	PW	Legal matter, discussions ongoing
Work with community partners/agencies on community stewardship education initiatives			ON			All Depts	Ongoing work with community partners
Finalize Source Water Protection Policies and Regulations		C			100	DEV	Complete
Promote sustainable, low impact and green development			ON			DEV	Implemented through the approval of development applications
Liaise for the Regional review of North Durham Transit and GO Service	IN				30	PW/Council	Council resolution submitted to reinstate GO Service 81A. North Durham transit plan and consultation underway by the Region
<b>Strategic Direction #6: Community Engagement</b>							
Continue to improve or enhance communications and customer service (including website content refresh)			ON			Corp Services	Significantly increased public communicaitons due to COVID-19 pandemic and declared municipal emergency. Launched My Scugog, Our Community interactive engagement site.
Continue to encourage volunteerism and committee activities			ON			Corp Services	Ongoing work of Council Adviosry Committees, Steering Committees and Special working groups
Enhance Township relationship with Mississaugas of Scugog Island First Nation for education and staff training			ON			All Depts	All staff training provided by Chief LaRocca in April 2019. Mayor provides a statement of recognition to Indigenous peoples at the start of every Council meeitng or special event.
Establish an annual meeting with the arts and culture community			ON		10	Mayor	Delayed by COVID-19, anticipated completion Q1/Q2 2021.
Host an Agricultural Roundtable		C			100	Mayor	Roundtables held in March and December 2019. Annual to be considered
Continue to deliver fire safety education and engagement			ON			FIRE	Increased youth and public engagement through social media and in-person presentations throughout the community
<b>Strategic Direction #7: Complete Community</b>							
Provide a variety of housing opportunities in terms of type, tenure, density and affordability to meet the needs of the present and future residents			ON			DEV	Ammendments to the Scugog Official Plan (OP) being developed to implement recent provincial legislaion, anticipated completion Q1/Q2 2021.
Enhance connectivity (broadband, transit, trails)			ON			PW	Region retained new Broadband Coordinatior and initiated Broadband Stakeholder Committee to implement regional Strategy. Active Transportation Plan includes evaluation of trail connectivity and continue to liaise for opportunities in Regional and Provincial Projects.
Complete a comprehensive Waterfront Strategy	IN				70	DEV	Phase One consultation complete. Three concepts developed and Phase Two consultation underway. Anticipated completion, Q4 2020.
Encourage local entrepreneurship and community services in the hamlets	IN				40	CAO/REC/LIB	Grant for Blackstock Community Complex includes cultural service and programs through a future Satellite Library. Opportunity for cannabis agri-business, cultivation and retail sales in the rural communities.
Advocate for the provision of a pedestrian/cycling lane on Highway 7A as part of provincial construction project	IN				70	PW	Provincial paving of the shoulder to function as a cycling lane
Establish a Registration Program for Residential Secondary Suites (Secondary Dwelling Units)	IN				50	DEV	Open House to be scheduled, anticipated completion, Q1 2021
Provide a conducive environment to attract a variety of business investment			ON				Liaised with the Region to develop and launch the INScugog investment website.
Promote community health through infrastructure and policy			ON			DEV/PW	Working with the Region to advance the construction of the pumping station in the Employment Area that will attract development, increase local employment opportunities that will contribute to community health through alternative commuting options and reduced commuting time.

Partner with Durham College for location in Scugog Library for employment services			ON		100	LIB	Partnership was established. Program unavaliable at the moment due to COVID-19
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# Township of Scugog

## Staff Report

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

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**Report Number:** COMS-2020-037

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

**Department:** Community Services – Public Works and Parks

**Report To:** Council Meeting

**Date:** June 29, 2020

**Reference:** Strategic Direction #1 – Roads and Municipal Infrastructure  
Strategic Direction #4 - Municipal Services  
Capital Account #1936 – New Radio System for Public Works  
Operating Account No. 30-427-420-74000 Telecommunications

**Report Title:** **New Radio System for Public Works**

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### **Recommendations:**

1. **That** Report COMS-2020-037, New Radio System for Public Works, be received; and
  2. **That** the contract award to Williams Communication for the upgrading of the Townships radio communication, in the amount of \$54,833.25 (including HST), be approved.
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### **1. Background:**

The purpose of this report is to obtain Council approval to award the contract for Radio Communications upgrade to Williams Communication.

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The Township currently communicates using vehicle mounted two-way radio systems that transmits signals off one analog repeater for the entire Township. The age and condition of the repeater has met its life expectancy and is not performing to the Township's needs. As a result staff are having trouble communicating as signals have been dropping and not reaching certain hamlets. This communication assists the Township with efficient and quick responses during winter storm events, emergency road closures, extreme weather events, and day to day operations.

The current repeater is located at a third party location. The Township pays rental fees for the use of the equipment and power. The Township also pays an annual fee to the Department of Innovation, Science and Economic Development Canada, for a Radio Licence to broadcast a private frequency within the Township. This helps the Township maintain a private communication, however without any privacy encryption.

Since the introduction of the Distracted Driving Law, staff are not to use any electronic devices while operating a Township vehicle. This includes the use of mobile devices. This is why the Township requires the use of two-way radios so communication can flow through the depots to maintain efficiency and co-ordination during summer and winter events.

Through the Ontario Highway Traffic Act, staff are exempt as a road authority from using a two-way radio transmitter while operating a vehicle for the purpose of road patrol, repair, and maintenance or construction activities. O. Reg. 366/09, s.11 (2), O. Reg. 253/12, s. 1 (2)

## **2. Discussion:**

### **2.1 Scope of Work**

All of the solutions reviewed, required the need to purchase new radio equipment hardware. Some solutions required monthly or annual related charges. Included in the review of service was the ability to connect to Durham Region's private radio frequency, which has been made available to all municipalities within Durham Region.

Since 2012, Durham Region has successfully installed over 20 communication towers within its borders. This initiative was taken on in order to amalgamate all emergency communication for the purpose of Fire services, Ambulatory services and Police services. Since this initiative began Durham Region has expanded their radio frequencies to municipalities. Municipalities such as; Town of Whitby, City of Oshawa, Municipality of Clarington, City of Pickering and all Fire and Emergency services within the Durham Region boundaries have all taken advantage of this service. Using this service will provide advantages to the Township for features that are not currently

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available on our existing broadcast. All these features were compared to other providers or solutions, and could not be matched.

The details of features that are included in Durham Region's frequency are:

- High Level Encryption – This radio frequency is highly secured protecting critical information transmitted over our waves. Information like damages to private property, public knowledge of sensitive information, and emergency response.
- Durham Region owned – All communication towers are owned and maintained by the Region.
- Over 20 Communication Towers – These towers provide strong and clear frequencies to reach anywhere within the Region with no loss of communication.
- Communication Tower Backups – Each tower is equipped with a UPS backup. During power failures the radio communication will continue to broadcast. This is crucial during extreme weather events where power outages are experienced.
- Communication backup – All communication is recorded and available for playback on request for liability purposes.
- Shared Communication – There is the ability to share communications with joining Municipalities or Emergency Services for a significant Regional emergency.

Williams Communication is the approved supplier for all radio communication hardware for Durham Region. The scope of work includes the replacement of all vehicle mounted hardware with handheld radios for each Public Works Staff. In addition, Williams Communication will remove the Township's existing repeater and cancel the Township's Radio Licence with the Department of Innovation, Science and Economic Development.

## **2.2 Single Source Procurement**

Section 10 of the Procurement Bylaw states that "Notwithstanding any other requirement of this by-law, circumstances may arise where competitive tendering is undesirable and a proposed procurement excluded from the requirement to obtain competitive Bids, or where direct negotiations are appropriate, provided that such measures are not taken for the purpose of avoiding competition, discriminating against any Supplier, or circumventing any requirement of this by- law."

Section 10 also states the following rationale for Single Source Procurement:

10.2.5. The need for compatibility with goods/ services previously acquired and there are no reasonable alternatives, substitutes or accommodations;

10.2.13. When a single source is being recommended because it is more cost effective or beneficial for the Township;

10.2.17. Single or Sole source purchases greater than twenty five thousand (>\$25, 000) require a report to Council for authorization.

Single Source awarding for this contract to Williams Communication is being recommended for the following reasons:

- Williams Communication is the only authorized dealer for Harris radio equipment which is required to connect to the Region's radio frequency.
- Williams Communication has been awarded the supplier for radio communication hardware and repairs by Durham Region through their procurement process.

### 3. Financial Implications:

Funds for this project are provided through the Ministry of Municipal Affairs and Housing for modernizing service delivery.

Capital Account No. 30-427-420-90000-1936 New Radio System for Public Works

2019 Approved Capital Budget		\$50,000.00
Cost of Purchase (net of HST rebate)	\$46,326.24	
Car Chargers	\$3,052.80	
Under Budget		<u>\$620.96</u>

Operating Account No. 30-427-420-74000 Telecommunications

<b>Annual Costs</b>	<b>Current</b>	<b>Proposed</b>
Turriss (Tower rental Fee)	\$8,172.00	
Radio Licence fee	<u>\$1,500.00</u>	
Total	<u>\$9,672.00</u>	
Durham Region (NextGen) Network Fee		<u>\$13,000.00</u>
<b>Additional annual costs</b>		<b><u>\$3,328.00</u></b>

### 4. Communication Considerations:

N/A

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**5. Conclusion:**

It is recommended that the contract for the New Radio System for Public Works be awarded to Williams Communication.

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Respectfully Submitted By:

Reviewed By:

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

Carol Coleman, P. Eng  
Director of Community Services/Clerk

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**Attachments:**

N/A



# Township of Scugog Staff Report

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

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**Report Number:** COMS-2020-038

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

**Department:** Community Services Department – Public Works and Parks

**Report To:** Council

**Date:** June 29, 2020

**Reference:** Strategic Direction #3 – Economic Development and Tourism  
Strategic Direction #5 – Natural Environment  
COMS-2019-045, Lake Scugog Enhancement Project Update and ICIP Enabling By-law  
Capital Account #1746 – Lake Scugog Enhancement Project

**Report Title:** **Lake Scugog Enhancement Project Update**

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## Recommendations:

1. **That** Report COMS-2020-038, Lake Scugog Enhancement Project, be received; and
  2. **That** an additional change order for GHD Limited to address requests regarding the Lake Scugog Enhancement Project, received by the Ministry of Environment, Conservation and Parks, Parks Canada, Fisheries and Oceans Canada, Environment and Climate Change Canada and Transport Canada, in the amount of \$67,574 (including HST), be approved.
-



## 1. Background:

The purpose of this report is to provide an update on the Lake Scugog Enhancement Project since the last update on December 16, 2019. Lake Scugog Enhancement Project (LSEP) is an environmental improvement and dredging project for Port Perry Bay that benefits the whole lake. The range of benefits is broad including environmental, social, economic, tourism and recreation.

The project was initiated by the Healthy Lakes Scugog Steering Committee (HLSSC) which was established in 2013 as a Committee of Council to the Township of Scugog. The purpose of the HLSSC is to research short and long term solutions to the health of Lake Scugog to improve the environmental, financial and social economies of the Lake Scugog watershed. The HLSSC is comprised of representatives from: Township of Scugog Council and staff; local MP office; local MPP office; Kawartha Conservation; Parks Canada/ Trent Severn Waterway; Scugog Lake Stewards; Ministry of Natural Resources and Forestry; business owners; Township of Scugog residents; BIA/ Chamber of Commerce and Mississaugas of Scugog Island First Nation.

## 2. Discussion:

The detailed design for the LSEP is well underway. An integral part of the design process is working with the many permitting agencies to ensure that all the permit requirements are met. Below is a summary of the status for each of the permitting agencies.

### **2.1. Municipal Class Environmental Assessment – Ministry of the Environment, Conservation and Parks**

As part of the LSEP project, the Township of Scugog retained GHD Limited to undertake a Schedule 'B Class Environmental Assessment (EA) study and preliminary design in accordance with the *Municipal Engineers Association, Municipal Class Environmental Assessment*, 2000 (as amended in 2007, 2011 and 2015).

The draft Project File Report (PFR) for the Class EA was presented and endorsed by Council on December 10, 2018. The report was then submitted to the Ministry of the Environment, Conservation and Parks (MECP). To date there have been three iterations of comments from the MECP and responses from our consultant, GHD. Throughout, the Township, Kawartha Conservation and GHD have been addressing each of these issues raised including additional sampling. The main concern from the MECP is the reuse of dredged material within the wetland from two areas that were found to have parameters above the Ministry's limits.

The MECP has indicated that they are unable to finalize their comments at this time until the Federal agency reviews are complete.

## **2.2 Basic Impact Analysis – Parks Canada**

The in-lake portion of the project requires authorization and permitting from Fisheries and Oceans Canada (DFO), Transport Canada (TC), and Parks Canada (PC). One requirement of federal authorization and permitting is an environmental impact assessment. The project is being assessed by Parks Canada Basic Impact Assessment (BIA) and includes an Environmental Risk Assessment (ERA) to address the sediment quality concern. Parks Canada is coordinating the review with DFO, Environment and Climate Change Canada (ECCC) and TC.

Initial comments on the BIA and ERA have been received from DFO and ECCC. Additional agency requested field work is being carried out, such as Species at Risk surveys. A human health impact assessment is also being carried out focusing on the potential reuse of the sediment from the marina areas. An In-Waters Works Permit is also underway.

## **2.3 Canadian Navigable Waters Act – Transport Canada**

An application was submitted to Transport Canada under the Canadian Navigable Waters Act for approval of the LSEP project. The Public Notice for the application was included in The Standard Newspaper and The Port Perry Star on January 30, 2020 for a 30 day public review period which ended on March 1, 2020. If there are any significant changes to the design as a result of permit requirements from other agencies then the permit application would need to be posted again for public review.

Transport Canada also performs the review of the Basic Impact Assessments and provides comments under their jurisdictional responsibility.

## **2.4 Fisheries Authorization – Fisheries and Oceans Canada**

A draft Fisheries Authorization application has been prepared and will be submitted once the BIA has been completed.

A draft Fish Offsetting Plan has been submitted and comments have been received from DFO. A revised plan will be submitted once the BIA has been completed.

DFO also performs the review of the Basic Impact Assessments and provides comments under their jurisdictional responsibility.

As part of the process, Kawartha Conservation is collaborating with the Ministry of Natural Resources and Forestry on the offsets and Fisheries Management zone priorities.

## **2.5 Additional Costs**

Based on the requirements stipulated by the various permitting agencies, the following additional work is required to obtain the necessary permits.

### **2.5.1 Address DFO/ECCC/PC Comments**

Comments were received from DFO Federal Contaminated Sites Action Plan (FCSAP) and ECCC on May 13<sup>th</sup>, 2020. The comments were focused on the Ecological Risk Assessment.

GHD has started to prepare responses to the comments. Tasks will include:

- Preparation of a response to comments document
- Updating the PFR, design brief and BIA as necessary to address the comments
- Preparation of an Environmental Management Plan (see Item 2.5.2)
- Completion of a Human Health Risk assessment (see Item 2.5.3)

Once these comments have been addressed, the comments and updated documents will be resubmitted to the agencies. It is expected that minor comments will be received back from PC/ DFO/ ECCC. Ideally, these comments will allow MECP to provide their final comments on the PFR.

### **2.5.2 Environmental Management Plan**

GHD will prepare a Site-Specific Environmental Management Plan (SSEMP) to describe the management of environmental issues during construction activities related to the Lake Scugog Enhancement Project. In order to prepare this document, the following tasks will be completed:

1. Prepare a report addressing the following scope:
  - a) Project background
  - b) Project contacts
  - c) Best Management Practices (BMPs) and specific protocols to be followed during construction in relation to the following areas:
    - i) Erosion and Sediment Control (ESC) Measures
    - ii) Water quality monitoring

- iii) Vegetation removal and management
- iv) Invasive species management
- v) Wildlife protection
- vi) Species at Risk (SAR) protection
- vii) Vehicle and equipment refueling and maintenance
- viii) Archaeology and heritage structures (if needed)
- ix) Noise and air pollution control
- x) Waste management
- xi) Workplace Hazardous Materials Information System (WHMIS)
- xii) Isolation and water management, which will include dewatering, fish rescue, discharging of water, and related turbidity monitoring
- xiii) Spills, environmental incident reporting and emergency preparedness
- xiv) Contamination prevention plan

d) Figures and/or approved detailed design drawings depicting:

- i) Site location
- ii) Water quality monitoring locations
- iii) ESC plan
- iv) Dewatering plan
- v) ESC Inspection template
- vi) Water quality monitoring template
- vii) Wildlife and SAR encounter template
- viii) Equipment inspection templates (to be provided by contractor)
- ix) Site materials and data sheets (to be provided by contractor)

Updates will then be completed based on any comments received and a final SSEMP report will be provided as the final deliverable.

### **2.5.3 Human Health Risk**

A human health risk assessment was requested in the April 29<sup>th</sup>, 2020 email from ECCC and also requested by Parks Canada during the all agency call on May 27<sup>th</sup>, 2020.

The HHRA report will present all related tasks and findings in a clear and concise manner, and will include the preparation of tables and figures pertinent to communicating the key findings of the HHRA. The HHRA will be prepared following MECP guidance presented in the following documents:

- Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act, Ontario Ministry of the Environment, Standards Development Branch, dated April 15, 2011 (MOE, 2011a).
- Procedures for the Use of Risk Assessment under Part XV.1 of the Environmental Protection Act, Ontario Ministry of the Environment, Standards Development Branch, dated October 2005 (MOE, 2005).
- Rationale for the Development of Generic Soil and Ground Water Standards for Use at Contaminated Sites in Ontario, Ontario Ministry of the Environment, Standards Development Branch, dated April 15, 2011 (MOE, 2011b).
- Modified Generic Risk Assessment (MGRA) (Tier 2) Approved Model V16pa, PIBS 7381e01 dated April 15, 2011 (MOE, 2011c).

The HHRA will involve assessing potential risks to human health posed by the site-related contaminants of concern (COCs). The HHRA will consist of the following components: problem formulation, exposure assessment; toxicity assessment; risk characterization; and uncertainty analysis. All exposure assumptions and toxicity information for the HHRA will be consistent with (MOE, 2011b) and/or site-specific information. Any updates in toxicity values will also be incorporated as necessary.

Given the remediation measures proposed, the HHRA will assess health risks to a range of human receptors that would have the greatest potential for exposure, including construction workers and recreational users. Within the HHRA, risk-based concentrations (RBCs) for sediment/soil that are protective of these receptors will be developed to help with the delineation of the potential future risk management measure (RMMs) as required such as health and safety plans etc.

#### **2.5.4 Address PC/DFO/ECCC Additional Comments**

Additional comments may be received from PC/ DFO/ ECCC based on our response to comments and the submission of the HHRA and Environmental Management Plan. It may be necessary to address these comments prior to PC/ DFO/ ECCC releasing their final comments to MECP. The extent of the comments is not known, however we recommend an estimated allowance to address another round of comments.

### 2.5.5 Address MECP Comments and PFR Filing

MECP has requested that we do not file the final PFR until they approve our approach. They will not approve the PFR until they have comments and assurances from the Federal agencies that the preferred alternative is satisfactory. The tasks proposed above should allow the Federal agencies to release their final comments to MECP. The remaining EA scope will include:

- Reviewing MECP’s final comments on the revised draft PFR
- Responding to MECP’s comments
- Updating the revised draft PFR to address MECP and Federal requirements. This will include incorporating any Federal requirements so there is consistency with the BIA and adding in post EA commitments to satisfy the regulators (e.g., monitoring, permits, etc.)

### 2.5.6 Basic Impact Assessment

GHD has reviewed the draft BIA prepared by Kawartha Conservation and the 110 comments received from Parks Canada. The BIA requires many details that are to be worked out once the preferred design option is accepted through the submission of the Project File Report. There will be overlap with the information required for preparation of the Environmental Management Plan. We recommend finalizing the PFR and EMP before proceeding further with the BIA. We will update the BIA as necessary for obtaining Parks Canada approval.

Table 1 provides a summary of the costs for the additional work.

**Table 1: Estimated Cost for Additional Work to Meeting Permitting Agency Requirements**

<b>Description</b>	<b>Estimated Cost</b>
Address DFO/ ECCC/ PC Comments	\$4,300
Environmental Management Plan	\$7,200
Human Health Risk Assessment	\$10,200
Address DFO/ECCC/ PC Comments	\$8,500
Address MECP Comments and PFR Filing	\$10,100

Design Updates	\$4,800
Basic Impact Assessment	\$9,100
Meetings	\$5,600
<b>Total</b>	<b>\$59,800</b>

The above costs do not include construction supervision, detailed design of the Oil Grit Separators, final design of the pedestrian crossing, or preparation of tender documents. The cost for these works are estimated to be approximately \$50,000.

## **2.6 Project Timing**

Based on the information provided to date from the various permitting agencies, the timing for construction will be limited by the various timing windows in place to protect wildlife as shown in Table 2 below.

**Table 2: Timing Window Considerations**

<b>Consideration</b>	<b>Timing Window</b>
MNRF in-water works timing window for warm water fisheries	In-water works may occur between July 15 and March 15
Migratory Birds Act breeding bird window for vegetation clearing and grubbing activities	Works may occur between September 1 and March 31 unless a nest search is conducted by a qualified avian biologist within 48 hours of clearing
MNRF guideline for in-water work where herptiles (e.g. frogs, toads, snakes, turtles, etc.) may overwinter	In-water works may occur between April 15 and September 30
Expected period of ice cover that could impact in-water works and erosion controls	Risk of ice cover approximately December to March

As a result of the various timing windows any work on land involving the removal of vegetation must be done between September 1<sup>st</sup> and March 31<sup>st</sup> and any in-water works must be done between July 15<sup>th</sup> and September 30<sup>th</sup>.

The project timing is dependent upon receipt of permit approvals and availability of funding. At this time the earliest start date for the project would be winter 2021 for the removal of vegetation and summer 2021 for berm construction and dredging.

### 3. Financial Implications:

#### 3.1 Design Budget

Capital Account No. 50-410-460-90000-1746 – Lake Scugog Enhancement Project

Total Capital Budget To Date	\$253,338.00
Recent Grant Received for Design	\$50,000.00
Total Capital Budget Available	\$303,338.00

Previous Awards

GHD Limited (net of HST rebate)	\$205,040.83	
KRCA Project Management	\$15,000.00	
Others	\$859.80	\$220,900.63
Available Budget		\$82,437.37

Additional Costs

Change Order for GHD (net of HST rebate)	\$60,852.48
Available Budget	\$21,584.89

#### 3.2 Construction Budget

The capital costs construction for the project is currently estimated at \$4.7 million but may vary based on requirements of permitting agencies and the final design.

In January 2020, the Township of Scugog submitted a grant application under the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure Stream. The ICIP is a federal program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy. The Federal contribution is 40.00%, the Provincial contribution is 33.33% and the remaining 26.67% is to be paid by municipalities or other partners. The project funding cap for the Township of Scugog is \$2,351,490. Therefore the total grant applied for was \$1,724,348.



Unfortunately, on June 11, 2020 the Township was notified from the Province that the ICIP grant application for LSEP was not nominated by the Province for Federal review and approval. Staff are following up with the Province to determine why the application was not successful to be prepared for future ICIP grant opportunities.

The Township was recently notified of the successful receipt of a grant for the LSEP project for \$100,000. \$50,000 will be provided in 2020 for design fees and a further \$50,000 in 2021 towards construction costs. The Township has been asked to not mention the source of the grant at this time as the organization would like to make an official announcement in the near future.

The project team has also made a request to the Region of Durham for \$2,000,000 in funding towards the construction of the Lake Scugog Enhancement Project. Township staff are working with the Region to provide requested additional information. No decision has yet been made for funding, however, Regional staff have indicated that should any funding be provided, it would most likely be included in the Region's 2021 Capital Budget.

The 2019 Development Charges (DC) Background Study was updated and includes \$500,000 for Lake Scugog Enhancement Project and approximately 78% of the cost provided through grant funding and donations.

The Scugog Lake Stewards continue to fundraise for this project and have retained the services of a grant writer to apply for smaller grant opportunities. Township staff will also continue to seek out grant opportunities to support the project so that it can be completed.

#### **4. Communication Considerations:**

Throughout the Class Environmental Assessment process, extensive consultation was undertaken including notices to the public and affected agencies, a public open house with over 60 people in attendance and a presentation at Township of Scugog Council meeting. All reasonable efforts were made to ensure that stakeholders were involved in the evaluation of the alternatives and the selection of the preferred solution.

#### **5. Conclusion:**

The Lake Scugog Enhancement Project is an environmental improvement and dredging project for Port Perry Bay that benefits the whole lake. The range of benefits is broad including environmental, social, economic, tourism and recreation. The LSEP is a complex project involving many external permitting agencies. The project continues to move forward

to satisfy all of the permitting requirements and staff are hopeful that funding will be available to commence construction in 2021.

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Respectfully Submitted By:

Reviewed By:

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

Paul Allore, MCIP, RPP  
Chief Administrative Officer

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**Attachments:**

N/A



# Township of Scugog Staff Report

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

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**Report Number:** COMS-2020-039

**Prepared by:** Shawna Cornish, Manager of Recreation and Culture  
Carol Coleman, Director of Public Works, Parks and Recreation

**Department:** Community Services – Recreation and Culture

**Report To:** Council

**Date:** June 29, 2020

**Reference:** Strategic Direction #4 Municipal Services  
Strategic Direction #6 Community Engagement  
COMS-2020-027 Recovery and Re-opening Plan of Municipal Facilities

**Report Title:** **Scugog Stage 2 Recreation and Culture Re-opening Plan**

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## Recommendations:

1. **That** Report COMS-2020-039 Scugog Stage 2 Recreation and Culture Re-opening Plan, be received;
  2. **That** the modified day camp program as outlined in COMS-2020-039, be approved;
  3. **That** the modified pool program as outlined in COMS-2020-039, be approved;
  4. **That** the modified museum program as outlined in COMS-2020-039, be approved;  
and
  5. **That** the permitting of sports fields for team training activities, be approved.
-

## **1. Background:**

Under the Declaration of Emergency by the Province of Ontario and the Township of Scugog, and following the guidance of Regional and Provincial Health orders and information the Township has closed all public facilities and cancelled all programs and events until July 3, 2020.

Based on updates provided by the Province, as of June 19, 2020 the following recreation facilities are to remain closed:

- Facilities for indoor sports and recreational fitness activities (with some exceptions);
- All playgrounds, play structures and equipment; and
- All portions of park and recreational areas containing outdoor fitness equipment.

Further, as of June 19, 2020 the following outdoor recreational facilities can now be re-opened to the public:

- Splash pads;
- Day camps;
- Pools;
- Museums;
- Facilities for outdoor sports and recreational fitness activities for training sessions only; and
- Community Centres for providing space for day camp for children.

The Provincial Order also states that, people using the facilities “shall ensure that they maintain a physical distance of at least two metres from any other person who is also using the facility” unless they are part of the same household.

## **2. Discussion:**

On March 17, 2020 the Province issued Order in Council 18/2020 – Declaration of Emergency under the Emergency Management and Civil Protection Act. The Emergency declaration has now been extended to June 30, 2020. Based on the declared emergency a number of Order in Councils were subsequently issued as shown in Table 1 below.

**Table 1: Provincial Orders Related to Municipal Facilities and Parks**

Date	Ontario Regulation No.	Details	Current Expiry Date
June 11, 2020	263/20	Stage 2 Closures	June 30, 2020
June 12, 2020	52/20	Organized Public Events, Certain Gatherings – prohibits gatherings of more than 10 people.	June 30, 2020

At the time of writing this report, the Provincial Orders will expire on June 30, 2020, given the current situation there is a strong likelihood that the date will be further extended.

**2.1 Splash Pad**

Based on the Region of Durham being allowed to move to Stage 2 Re-opening beginning on June 19, 2020 and the fact that a Heat Alert was expected beginning on June 19<sup>th</sup> with humidex readings around 35 degrees Celsius, the CAO approved the opening of the splash pad on June 19<sup>th</sup>. Signs were installed as shown in Figure 1 below and include a maximum of 10 users at any one time.



**Figure 1: Splash Pad Signage**

The cost for operating the splash pad is expected to be as per the 2020 Operating Budget.

## 2.2 Day Camps

O.Reg. 263/20 for Stage 2 Re-opening states the following:

- “3. (1) *Community centres may open for the following purposes if they comply with the conditions set out in subsection (2):*
2. *Providing space for day camp for children that is in compliance with section 15.*
15. (1) *Day camps for children may open if they operate in a manner consistent with the document entitled “COVID-19 Guidance: Summer Day Camps”, dated June 1, 2020 and available on a website of the Government of Ontario.”*

The COVID -19 Guidance for Summer Day Camps is attached. Some of the main requirements include:

- Practice infection prevention and control prevention measures such as cleaning and disinfecting toys, equipment and frequently touched items (e.g. doorknobs, water fountains, toilets, etc.).
- Encourage physical distancing between camp participants, parents/ guardians and camp participants.
- Provide personal protective equipment when physical distancing cannot be maintained such as drop off and pickups.
- Operate programs in consistent cohorts of no more than 10 individuals including both staff and camp participants for the duration of the week and providing each cohort with their own space.
- Ensure spaces shared by cohorts (e.g. washrooms) are cleaned and disinfected before and after use.
- Minimize personal belongings brought to camp, label all items and ensure items are not shared.
- Ensure daily screening of camp participants, parents/ guardians, staff and visitors.
- Follow protocols for management of camp participants with suspected COVID-19.

The following is proposed for the modified day camp program for Scugog:

- Train staff about COVID-19 - new procedures, guidelines and expectations.
- Limit the number of campers to six cohorts at the SCRC (two on Pad 1, two on Pad 2 and two in the community hall).
- Each cohort to consist of 8 campers and 2 staff to allow for break coverage and additional cleaning and sanitizing (maximum 48 campers each week).
- Cancel all trips.

- Provide day camps for age 5 to 12 only (no Kindercamps).
- Open registration for Scugog residents on July 6<sup>th</sup>.
- If additional spaces are available, open registration for non-residents on July 13<sup>th</sup>.
- Run day camps for 7 weeks from July 20<sup>th</sup> to September 4<sup>th</sup>

At this time it is not known whether ice programs will be begin at their usual time at the end of August. This will depend on Provincial orders, guidance from health experts for the safety of the public and staff and decisions made by ice user groups. Should ice be installed for the end of August then the number of camp participants would be reduced. Therefore registration will be limited for the last two weeks of day camps until more is known on ice usage.

**Table 2: Proposed Staffing for Modified Day Camps**

Position	Number Required	Comments
<b>Recreation Coordinator</b>	1	In preparation for the modified day camp program, the Recreation Coordinator was returned from Parks to Recreation on June 22 <sup>nd</sup>
<b>Recreation Programmer</b>	1	In preparation for the modified day camp program, the Recreation Programmer was returned from Parks to Recreation on June 22 <sup>nd</sup> and hours were increase to full time hours as per the Operating Budget
<b>Camp Supervisors</b>	3	To be hired beginning July 6 <sup>th</sup> to assist with programming. Positions are mostly funded by Canada Summer Jobs grant.
<b>Camp Councillors</b>	9	To be hired beginning July 13 <sup>th</sup> for training. 6 of the positions are mostly funded by Canada Summer Jobs grant.
<b>Inclusion Councillors</b>	TBD	To be hired based needs of campers enrolled. Grants may be available to assist with cost.

The estimated revenue from the modified camp program is \$47,700 plus the Canada Summer Jobs grant of \$38,000 for a total of \$85,700. Overall, there is expected to be a decrease in the operating budget revenues of approximately \$45,000 for day camps.

Staff recommend proceeding with the modified day camp program for the following reasons.

1. The risks can be managed by following the Provincial guidelines.

2. Day camps provide childcare so that more parents can return to work.
3. Since the closures of schools and cancellation of many activities, children will benefit from supervised, engaging programs.
4. The program would provide revenue for the Township.
5. It provides an opportunity to provide jobs and experience for local youth.
6. A portion of the staffing costs would be provided through a federal grant.

### **2.3 Pool**

Under O.Reg. 263/20 for Stage 2 Re-opening, pools are permitted to re-open. The regulation allows for change rooms, showers and washrooms to open but states that they must be cleaned and disinfected as frequently as is necessary to maintain a sanitary environment.

Guideline for the operation of pools in a COVID-19 environment are provided by Ontario Lifesaving Society (see Attachment No. 2). Some of the main requirements include:

- Take measures to avoid crowds gathering or long waiting times such as a reservation system giving patrons a time limitation for use of the aquatic facility.
- Encourage patrons to shower at home before and after swimming.
- Provide facility access with one entry point and a separate exit point.
- Access to facility should be available without going through the building or change room.
- Ensure that surfaces, sinks and toilets are cleaned and disinfected regularly.
- On arrival, patrons must use hand sanitizer.
- Screen or assess patrons to ensure they do not have COVID-19 symptoms by asking common questions.
- Install floor markings to guide patrons and remind patrons of physical distancing requirements.
- Bather loads should be reduced. For example, the total number of patrons on deck and in the water may not exceed the number obtained by allowing 7m<sup>2</sup> of water surface per person.

In addition, the following modifications are recommended for the Birdseye Pool for the summer of 2020:

- Train staff about COVID-19 - new procedures, guidelines and expectations.
- Pool opening July 13, 2020.
- During Stage 2, change rooms to remain closed. Consider opening change rooms in Stage 3.
- Two portable toilets to be provided outside of fenced pool area for both park and pool users.



- Entrance to the pool to be provided through fence gates.
- Tent and table with protective screen to be set up at entrance to screen users, collect entrance fees and control capacity limits.
- Initially reduce number of users to 25% of bather load (22 people), number may be increased as further restrictions are lifted.
- Provide swimming lessons as per guidelines with parent in water for students at level 3 or under.
- Provide lane swimming, aquafit classes and public swimming.
- Warning signs to be posted similar to splash pad signage.
- Lifeguards to enforce physical distancing.
- Time limits may be imposed to allow for more people to enjoy the pool.

**Table 3: Proposed Staffing for Modified Pool Program**

Position	Number Required	Comments
<b>Deck Supervisor</b>	2	To be hired beginning July 6 <sup>th</sup> for training.
<b>Instructors</b>	5	To be hired beginning July 6 <sup>th</sup> for training. One position is mostly funded by Canada Summer Jobs grant.
<b>Part Time Instructor</b>	1	To be hired beginning July 6 <sup>th</sup> for training.

The estimated revenue from the modified pool program is \$21,000 plus the Canada Summer Jobs grant of \$4,000 for a total of \$25,000. Estimated staff expenses are approximately \$18,000 lower than budgeted due to the shorter pool opening. Overall there is an increase for the operation of the pool over 2020 Operating Budget of approximately \$1,700. This includes the difference in the budgeted amount for Canada Summer Jobs grant of \$18,000 compared to the actual of \$4,000. The budgeted amount was based on prior year’s actuals.

Staff recommend proceeding with the modified pool program for the following reasons:

1. It is a relatively low risk activity that can be provided for the benefit of the community.
2. Risks can be managed by putting precautions in place.
3. As there currently is no indoor pool in Scugog, summer is the only time that residents have access to local swimming lessons.
4. As many families will be staying home for vacations this year, it provides an option for fun family activity.
5. It provides a relatively low risk opportunity for exercise.
6. The costs are similar to the Operating Budget.

7. It provides an opportunity to provide jobs and experience for local youth.
8. A portion of the staffing costs would be provided through a federal grant.

## 2.4 **Museum**

Stage 2 of Provincial regulations also allows for the opening of museums with the following conditions:

*“No member of the public may be permitted access to interactive exhibits or exhibits that would create a high risk of personal contact.”*

Guidelines for the re-opening of museums in a COVID-19 environment are provided by the Ontario Museum Association (see Attachment No. 3). Some of the main requirements include:

- High contract exhibits will remain closed.
- Define a maximum number of visitors allowed into the museum.
- Define a maximum number of visitors per exhibition room.
- Consider opening hours dedicated to certain groups of public.
- Screen or assess patrons to ensure they do not have COVID-19 symptoms by asking common questions.
- Encourage separate flows of entrances and exits are maintained if possible.

As per the Scugog Recovery and Re-opening for Municipal Facilities and Programs Plan presented in May 2020, the museum could be re-opened with the following precautions in place:

- Train staff about COVID-19 - new procedures, guidelines and expectations.
- Install physical distancing signage.
- Monitor number of attendees and limit to 50 on the property and 5 per building at one time.
- Reserve washrooms in school house for staff and provide washrooms in church for public use.
- Establish cleaning protocol for washrooms and high touch areas.

In addition, it is proposed to reduce the number of operating days from 7 days a week to 5 days a week (Wednesday to Sunday) and maintain the daily hours of 10 am to 4 pm. The museum would be ready to re-open for July 13<sup>th</sup> and would remain open until the Friday prior to Labour Day, which is the usual closing date of the village.

In addition to opening the museum for visitors, there is also the option to add an additional day camp cohort at the museum. The museum provides plenty of open space and

educational activities to make it well suited for summer day camps. It will also provide additional capacity should the ice be installed at the arenas.

**Table 4: Proposed Staffing for Modified Museum Program**

Position	Number Required	Comments
<b>Curator</b>	1	To assist with administration for various Recreation and Culture programs the Curator was returned to from Parks to Recreation on June 22nd. If approved, the Curator will begin preparation for opening the museum.
<b>Heritage Programmer</b>	1	To be hired beginning July 6 <sup>th</sup> for training. Position is 50% funded by Young Canada Works grant.
<b>Heritage Interpreter</b>	1	To be hired beginning July 6 <sup>th</sup> for training. Position is 50% funded by Young Canada Works grant.
<b>Part Time Heritage Interpreter</b>	1	To be hired beginning July 6 <sup>th</sup> for training.
<b>Camp Councillors</b>	2	To be hired beginning July 13 <sup>th</sup> for training

As there will be no events or school programming at the museum this summer or fall, it is proposed not to hire the seasonal part time Museum Assistant. As a result of the shorter hours for the museum and not hiring the Museum Assistant, it is estimated that the museum can operate this summer for an overall cost of approximately \$17,000 lower than the Operating Budget.

Staff recommend proceeding with the modified museum program for the following reasons.

1. It is a relatively low risk activity that can be provided for the benefit of the community.
2. Risks can be managed by putting precautions in place.
3. It is an opportunity to promote the museum to the local community.
4. As many families will be staying home for vacations this year, it provides an option for an educational and fun family activity.
5. It provides additional capacity for day camps.
6. The costs for the modified museum program are less than the Operating Budget.
7. It provides an opportunity to provide jobs and experience for local youth.
8. A portion of the staffing costs would be provided through a federal grant.

## **2.5 Impacts to Permanent Staff**

In April 2020, four Arena Attendants and three Recreation and Culture staff were redeployed to the Parks team to assist with park maintenance. This allowed for the deferral/ cancelling of the hiring of three seasonal Park Attendants and five Parks summer students.

With the re-opening of day camps, the pool and the museum, the three Recreation and Culture staff have returned to their original positions. During the summer months, Arena Attendants typically maintain facilities and maintain the pool. For the summer of 2020, it is recommended that the four Arena Attendants remain redeployed with the Parks team to continue Parks maintenance and that they also be responsible for the morning cleaning and maintenance of the pool.

The hiring of the five Parks summer students was deferred from the original start date of May 4, 2020 and are now scheduled to begin July 6, 2020. The cost for these students will mostly be provided by the Canada Summer Jobs grant.

To assist in the maintenance of the Scugog Community Recreation Centre, provide coverage for vacations and to provide the evening pool cleaning and maintenance, it is recommended that two of the part time Arena Attendants be brought back to work for July and August.

Overall this will provide significant savings to help offset the loss in recreational revenues from the closure of facilities and cancellation of programs from March 14, 2020 to July 3, 2020. Total savings are approximately \$120,000 if the ice is not installed in August and the Arena Attendants remain in parks for the fall. If the Arena Attendants are needed for ice maintenance, then the seasonal employees would need to be hired for Parks in the fall and these savings would be reduced.

## **2.6 Sports Fields**

Under O.Reg. 263/20 allows for the use of outdoor sports and recreational fitness activities as follows:

*“14.(2) Facilities for outdoor sports and recreational fitness activities, other than playgrounds, play structures and facilities containing outdoor fitness equipment, may open if they comply with the following conditions:*

- 1. Any person who enters or uses the facility must maintain a physical distance of at least two metres from any other person who is using the facility.*
- 2. Team sports must not be practised or played within the facility, with the exception of training sessions for members of a sports team that do not include games or scrimmage games.*
- 3. Activities that are likely to result in individuals coming within two metres of each other must not be practised or played within the facility.*

4. *Subject to subsection 19 (2), any locker rooms, change rooms, showers and clubhouses in the facility must be closed, except to the extent they provide access to equipment storage, a washroom or a portion of the facility that is used to provide first aid.*
5. *Any equipment that is rented or provided to users of the facility must be cleaned and disinfected between each use.*
6. *Activities that require the use of equipment or fixed structures that cannot be cleaned and disinfected between each use must not be practised or played within the facility.”*

Based on the regulation, the Township may allow permits for the 7 baseball diamonds (Joe Fowler, Carolyn Best and Seagrave) to any league for the purpose of training only. Currently, the Township has not received any inquiries from the leagues to use the diamonds for training purposes. The approved fees and charges for the ball diamond use would be applied to any permit.

The Soccer Fields are maintained by and is the responsibility of the North Durham United Football Club through a land use agreement. The Football Club must follow the Ontario Regulation that limits the use of the fields for training purposes only.

The Port Perry Lawn Bowling Club is also responsible for the maintenance of the grounds and building for the Lawn Bowling Club. The same Ontario Regulation must be adhered to which does not permit games to be played during the Stage 2 re-opening.

### **3. Financial Implications:**

Financial implications for the implementation of the proposed modified recreation and culture programs is expected to result in an overall increase of \$30,000 over the 2020 Operating Budget as a result of lower revenue from day camps.

The redeployment of Arena Attendants and Recreation and Culture staff has been beneficial to staff in providing them full time, meaningful employment during the COVID-19 emergency situation and beneficial to the Township in providing up to \$120,000 in savings by deferring or cancelling the hiring of seasonal staff and summer students.

### **4. Communication Considerations:**

Staff will be working with the Manager of Communications and Strategic Initiatives to develop additional signage at each facility to remind the public of physical distancing and personal hygiene requirements. Ongoing communication initiatives will continue through the Township's social media platform, the Township's website and through the Township's Bulletin Board.

## **5. Conclusion:**

The re-opening of Township facilities and programs will align with the directives from public health and other levels of government and staff will follow the recovery and re-opening plan developed by staff.

---

Respectfully Submitted by:

Reviewed By:

Shawna Cornish  
Manager of Recreation and Culture

Paul Allore  
CAO

Carol Coleman  
Director of Public Works, Parks and Recreation

---

## **Attachments:**

- Attachment No. 1 – COVID-19 Guidance: Summery Day Camps, dated June 1, 2020
- Attachment No. 2 – Guide to Re-opening Pools and Waterfronts dated June 2020
- Attachment No. 3 – Guidance for Museums Re-opening After Closure due to COVID-19

Ministry of Health

# COVID-19 Guidance: Summer Day Camps

Version 1 – June 1, 2020

This guidance provides basic information only. It is not intended to take the place of medical advice, diagnosis, treatment, or legal advice.

In the event of any conflict between this guidance document and any orders or directives issued by the Minister of Health or the Chief Medical Officer of Health (CMOH), the order or directive prevails.

- Please check the [Ministry of Health \(MOH\) COVID-19 website](#) regularly for updates to this document, Reference Document for Symptoms, mental health resources, and other information.
- Please check the [Directives, Memorandums and Other Resources](#) page regularly for the most up to date directives.

In order to support phased reopening of Ontario businesses, services and public spaces during the post-peak period of the COVID-19 pandemic, certain summer day camps are permitted to operate during the months of July and August 2020.

Overnight camps are prohibited from operating during the summer of 2020.

Summer day camps are required to follow all existing worker health and safety requirements as outlined in the [Occupational Health and Safety Act](#) and its regulations, public health requirements as directed by the local medical officer of health, and other relevant requirements as outlined in policies and guidelines issued by the Ministry of Education and Ministry of Heritage, Sport, Tourism and Culture Industries. Plans must also be in place to respond should any staff, camp participant, or parents/guardians be exposed to or diagnosed with COVID-19.

## Requirements for Health and Safety

1. Ensure all current infection prevention and control practices are adhered to. This includes, but is not limited to:

- Ensuring all toys and equipment used at the summer day camps are made of material that can be cleaned and disinfected (i.e., avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g., craft supplies);
  - Minimizing the sharing and frequency of touching of objects, toys, equipment and surfaces, and other personal items;
  - Increasing the frequency (minimum twice a day) of cleaning and disinfecting objects, toys, equipment and frequently touched items;
  - Cleaning and disinfecting, at least twice a day, frequently touched surfaces. These surfaces are most likely to become contaminated, including doorknobs, water fountain/cooler knobs, light switches, toilet and faucet handles, electronic devices, and tabletops. Refer to PHO's [Environmental Cleaning fact sheet](#);
  - Only using cleaning and disinfectant products that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used;
  - Checking expiry dates of cleaning and disinfectant products used and always following the manufacturer's instructions. Ensure that the product used are compatible with the item to be cleaned and disinfected;
  - Performing and promoting frequent, proper hand hygiene (including supervising or assisting camp participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub (ABHR) for children. Refer to PHO's [How to Wash Your Hands fact sheet](#); and,
  - Incorporating additional hand hygiene opportunities into the daily schedule. This may be needed in instances where toileting and assistance with activities of daily living are provided to camp participants.
2. Encourage physical distancing of at least 2 metres between camp participants, parents/guardians and staff by:
- Spreading camp participants out into different areas;
  - Spreading furniture, camp equipment, and activity stations out into different areas;
  - Using visual cues (e.g., signs, posters, floor markings, etc.);
  - Staggering or alternating lunchtime and outdoor playtime to reduce number of individuals in lunch area;
  - Incorporating more individual activities or activities that encourage more space between camp participants; and,
  - Using telephone or video conferencing when possible for meetings between staff and parents/guardians.



3. Operate programs in consistent cohorts of no more than 10 individuals including both staff and camp participants who stay together throughout the duration of the program for minimum 7 days, with the following considerations:
- While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices should still be encouraged, where possible;
  - Face coverings (non-medical masks) should be used if physical distancing of at least 2-metres cannot be maintained between cohorts:
    - Face coverings may not be tolerated by everyone based on underlying health, behaviour issues or beliefs. Consideration should be given to mitigating any possible physical and psychological injuries that may inadvertently be caused by wearing a face covering (e.g., interfering with the ability to see or speak clearly, or becoming accidentally lodged in equipment the wearer is operating).
    - Face coverings should be changed if visibly soiled, damp, or damaged.
    - Education must be provided about the safe use, limitations and proper care (e.g., cleaning) of face coverings. See Ontario's [COVID-19 website](#) and [PHO's website](#) for additional information.
  - Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pick-ups and drop-offs, mealtimes, playtime, outdoor activities, program spaces, tents, staff areas/rooms, etc.;
  - Programs that utilize a room/space that is shared by cohorts or has other user groups (e.g., programs in museums, community centres, etc.) must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log must be posted and used to track cleaning;
  - Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses;
  - Personal belongings brought to camp should be minimized. If brought to camp, personal items (e.g., backpack, clothing, towel, water bottles, food, etc.) should be labeled and kept in an area designated for the individual's cohort and should not be handled by individuals from other cohorts;

- Camp participants should bring their own sun protection, and this should not be shared;
  - In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort;
  - Play structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort; and,
  - Plans should be made to prevent mixing of cohorts in washrooms/ changerooms and to frequently clean and disinfect shared surfaces in washrooms/ changerooms.
4. Avoid getting close to faces of camp participants, where possible.
  5. Avoid singing activities indoors and ensure physical distancing for singing activities outdoors.
  6. Do not use water or sensory tables.
  7. Do not plan field trips and activities requiring group transportation.
  8. Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool etc.) must adhere to regulated requirements as well as to municipal guidance and restrictions at the time of activity.
  9. Do not plan activities with exposures to animals or pets.
  10. Do not plan activities that involve camp participants in preparing or serving of food.
  11. If meals or snacks are provided by the program or brought by the camp participant:
    - Ensure camp participants and staff perform proper hand hygiene before and after eating;
    - Ensure each camp participant has their own drink bottle that is labeled, kept with them during the day, and not shared;
    - Fill water bottles rather than drink directly from the mouthpiece of water fountains;
    - Ensure each camp participant has their own individual meal or snack with no common food items (e.g., salt/pepper shaker, condiments);
    - Remove self-serving food items and open access dishware;
    - Multi-use utensils must be cleaned after each use;
    - Reinforce “no food sharing” policies; and,
    - Physical distancing should be maintained while eating.

12. If the program includes naps, increase the distance between nap mats of cohorts to at least 2 metres, if possible. If space is tight, place camp participants head-to-toe or toe-to-toe and use temporary barriers, where possible. Linens must be laundered between camp participants.
13. Pick-up and drop-off of camp of camp participants should happen outside the program setting unless it is determined that there is a need for the parent/guardian to enter the setting.
14. Pick-up and drop-off procedures should support physical distancing and cohorting using strategies such as, but not limited to: avoiding group transportation, separate cohort entrances, having one designated parent/guardian pick-up and drop-off each camp participant, staggering entry, or limiting the numbers of people in entry areas.

## Screening

15. All individuals, including camp participants, parents/guardians, staff, and visitors must be screened including daily temperature checks either at home prior to arrival or upon arrival at program setting prior to entry. Deny entry to any individual who has any of the symptoms outlined in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's COVID-19 [website](#) or who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days. Camp participants, in particular, should be monitored for atypical symptoms and signs of COVID-19.
16. Where possible, daily screening should be done electronically (e.g., via online form, survey, or e-mail) prior to arrival at camp. If screening is done at the camp setting, screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, being separated by a physical barrier (such as a plexiglass barrier), or wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield)). Refer to [Public Health Ontario resources](#) for how to properly wear and take-off masks and eye protection.
17. Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations and entrances to the program. Dispensers should not be in locations that can be accessed by young children.
18. Summer day camps requiring licensing under the [Child Care and Early Years Act, 2014](#), have a duty to report suspected or confirmed cases COVID-19 under the [Health Protection and Promotion Act](#). The program should contact their local public health unit to report a camp participant suspected to have COVID-19. The local [public health unit](#) will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff

members and camp participants.

19. Thermometers must not be used between camp participants/staff without single-use protective covers or disinfecting between use.
20. Do not permit camp participants who are ill to attend the program. Signs should be posted at screening stations and entrances to the program to remind staff, parents/guardians, and other visitors.
21. Programs must have protocols in place to notify parents/guardians if their camp participant begins to show symptoms of COVID-19 while in camp, including the need for immediate pick-up and an area to isolate the camp participant until pick-up.
22. Programs must keep daily records of anyone (e.g., camp participants, parent/guardian, staff and visitors) entering the program setting who stays for 15 minutes or longer. Records (e.g., name, contact information, time of arrival/departure, screening completion etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

## Management of Camp Participants with Suspected COVID-19

23. If a camp participant begins to experience symptoms of COVID-19 while attending day camp, it is recommended that:
  - Symptomatic camp participants be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the camp participant should maintain a distance of at least 2 metres.
  - If a 2-metre distance cannot be maintained from the ill camp participant, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
  - Contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of camp participants in the program.
  - While contacting the public health unit, at a minimum the camp participant and staff member should wear a surgical/procedure mask (if tolerated), and the staff member should also wear eye protection (goggles or face shield).
  - Camp participants should be reminded of hand hygiene and respiratory etiquette while waiting to be picked-up.

- Tissues should be provided to the camp participant to support proper respiratory etiquette, along with proper disposal of the tissues.
- Environmental cleaning/disinfection of the space and items used by the camp should be conducted once the camp participant has been picked up. Items that cannot be cleaned and disinfected (e.g., paper, books, cardboard puzzles) should be removed from the program and stored in a sealed container for a minimum of 7 days.
- Camp participants with symptoms should be tested (see "Testing for COVID-19" section below for details).
- Other camp participants and staff who were present while a camp participant or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.
- Camp participants or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the program setting for 14 days.

## Testing for COVID-19

24. Symptomatic staff and camp participants should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's COVID-19 [website](#).

- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. If a symptomatic person receives a negative result, a repeat test within 24-48 hours can be considered if clinical suspicion is high.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

25. Day camps must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or camp participant as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

26. Camp participants or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.
27. Staff members and camp participants awaiting test results should be excluded from camp.

## Occupational Health & Safety

28. Employers must have written measures and procedures for staff safety, including for infection prevention and control. Detailed guidelines for COVID-19 are available on the Ministry of Health's [COVID-19 website](#).
29. If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset and has received clearance from the local public health unit.
30. If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member must remain off work for 14 days from last exposure.
31. The staff member should consult with the local public health unit to determine when they can return to work. Staff members should also report to their Employee Health/Occupational Health and Safety department prior to return to work.
32. If the staff member's illness is determined to be work-related, in accordance with the [Occupational Health and Safety Act](#) (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the:
  - Ministry of Labour, Training and Skills Development;
  - Joint health and safety committee (or health and safety representative); and
  - Trade union, if any.
33. Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

# Guide to Reopening Pools and Waterfronts

Lifesaving Society guidelines for reopening aquatic facilities  
after COVID-19 closure

June 2020 Edition



LIFESAVING SOCIETY  
*The Lifeguarding Experts*



LIFESAVING SOCIETY

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## **Guide to Reopening Pools and Waterfronts**

**Lifesaving Society guidelines for reopening aquatic facilities after COVID-19 closure**

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Phone: 416-490-8844 • Fax: 416-490-8766 • Email: [experts@lifeguarding.com](mailto:experts@lifeguarding.com)  
[www.lifesavingsociety.com](http://www.lifesavingsociety.com) • [www.lifeguarddepot.com](http://www.lifeguarddepot.com)

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The Lifesaving Society is Canada's lifeguarding experts. The Society works to prevent drowning and water-related injuries through its training program, Water Smart<sup>®</sup> public education initiatives, drowning research, aquatic safety management services and lifesaving sport.

The Society establishes aquatic safety standards and consults widely on aquatic safety issues for aquatic facility owners and operators, governments, agencies and the judicial system.

Annually, over 1.2 million Canadians participate in the Society's training programs. The Society sets the standard for aquatic safety in Canada and certifies Canada's National Lifeguards. The Society is an independent, charitable organization educating Canadian lifesavers since the first Lifesaving Society Bronze Medallion Award was earned in 1896.

The Society represents Canada internationally as an active member of the Commonwealth Royal Life Saving Society and as Canada's Full Member in the International Life Saving Federation. The Society is the Canadian governing body for lifesaving sport – a sport recognized by the International Olympic Committee and the Commonwealth Games Federation.

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# Table of Contents

## **Introduction | 4**

Background

## **General Recommendations | 5**

Reopening Timeline

Facility Staff

Employee Equipment

Employee Personal Protective Equipment (PPE)

Facility Admission

Facility Access

Deliveries

Communicating Physical Distancing Measures

Aquatic Facility and Amenities

## **Aquatic Facility Inspection and Activity Assessments | 15**

Inspection of the Facility

Activity Assessment

Sample Signage

## **Programming Aquatic Facilities | 20**

General

Patron Equipment

Recreational Swimming

Lane / Lap Swimming

Day Camps and Groups

Organized Activities

## **Staff Training Plan | 25**

Aquatic Policy and Procedures Update

First Aid and Resuscitation

Personal Protective Equipment (PPE) for Aquatic Staff

## **Aquatic Facility Maintenance, Cleaning and Disinfection | 33**

Information

Background / Rationale

Implementation

Cleaning and Disinfecting and Personal Protection

Where to Clean

What to Clean With

Create a Cleaning Procedure

Specific Equipment

## **Safe Water Management of Aquatic Facilities | 37**

Chlorine / Bromine

Other Tests

Water Testing Requirements

References

## **Community Waterfront Safety | 39**

Swimming Area Assessments

Community Education

## **Appendices | 42**

Appendix A: Progressive Reopening Phases Model

Appendix B: Reopening Timeline Model

Appendix C: Operator's Daily Checklist

Appendix D: WHO Procedure to Remove Gloves

Appendix E: WHO Procedure to Remove Personal Protective Equipment

Appendix F: Access and Circulation Layout Model

Appendix G: WHO How to Handwash Signage

Appendix H: Recreational Swimming / Day Camp and Groups Organization Model

Appendix I: Lanes / Lap Swimming Organization Model

Appendix J: Lifeguard Training Model

Appendix K: Rescue Ready Assessment Recommendations

Appendix L: COVID-19 Guidelines for In-water Rescue

Appendix M: COVID-19 Protocols for Safety Education and Rule Enforcement

Appendix N: First Aid and Resuscitation Guidelines for COVID-19

Appendix O: COVID-19 Decision Tree for First Aid & Resuscitation

Appendix P: Lifeguard Personal Protective Equipment

## **References | 65**

## Acknowledgements

We thank and acknowledge the Lifesaving Society's National Standards Commission for its work in the development of many of these guidelines. In addition, we recognize and thank the Lifesaving Society BC and Yukon for their compilation of this data. This document and its contents will ensure swimming pool and waterfront operators have the guidance to safely reopen their aquatic venues in light of the COVID-19 pandemic.

**Note:** These guidelines are meant to assist facility owners, operators and Lifesaving Society leadership personnel to adapt their facility's operation to mitigate the risk to staff and public health posed by COVID-19.

The guidelines reflect the best available data at the time they were prepared and may require revision as new information becomes available. Examples used within the document do not guarantee the prevention of aquatic-related incidents or disease transmission and do not replace other strategies for promoting health and aquatic safety.

The *Guide to Reopening Pools and Waterfronts* does not replace or supersede local, provincial/territorial or federal legislation or regulations or directives from the Ministry of Health and Medical Officer of Health.

## Introduction

The COVID-19 pandemic has generated questions and concerns about potential exposure to the virus when aquatic facilities and waterfronts reopen.

The objective of this document is to assist owners and operators of aquatic facilities to minimize the risk of COVID-19 transmission to employees and patrons when facilities reopen by providing guidance to facility operators and aquatic staff at swimming pools and waterfronts.

Owners and operators should also review Lifesaving Society Canada's National Standards and the Lifesaving Society Ontario Information Bulletins which provide additional operational details to assist swimming pool and waterfront operators. All of these guidelines are based on expert opinion and evidence-based research from many credible health organizations throughout Canada and globally. Recommendations should be adapted to meet local conditions of the disease burden as well as resource availability.

The Lifesaving Society continues to reassess the public health risk based on the best available evidence as the COVID-19 situation evolves. These recommendations will be updated as additional information becomes available.

## Background

Aquatic recreational activities have many physical and mental health benefits for the population. In the context of climate change, swimming is an accessible cooling measure to better adapt to increasing and extreme heat conditions.

Swimming is the second most popular activity (after bicycling) in Canada among school-age children 5 to 12 years of age, thus contributing to the adoption and maintenance of healthy lifestyle habits. To take full advantage of its many benefits, it is imperative that the population be able to participate in aquatic activities in a safe manner and minimize potential health risks.

Less than 1% of all fatal drownings in Canada occur in lifeguard supervised swimming locations. Aquatic facilities provide an essential public service at all times and especially during heat waves; opening them is part of many public health injury prevention plans. Therefore, as COVID-19 poses a public health threat, it is essential to address operational concerns for aquatic facilities while maintaining the prevention measures recommended by provincial/territorial public health authorities.

In the event of increasing summer temperatures and heat wave health advisories, in consultation with local health authorities, owners and operators of public aquatic facilities need to plan to open their pools and waterfronts to allow the public to cool off while continuing to adhere to all current COVID-19 precautions.

The Lifesaving Society advises owners, operators, lifeguards, aquatic instructors and coaches to follow the existing recommendations outlined on the World Health Organization (WHO) website. Refer to the Public Health Agency of Canada, the Centers for Disease Control and Prevention (CDC) recommendations and guidelines provided by provincial and territorial public health authorities.

## General Recommendations

In summary, the owner and/or operator should:

1. Create a plan for the reopening of aquatic facilities according to provincial and territorial health authority requirements which includes the notification of the health unit of your plans to reopen. This notification must be delivered to your local health unit in writing at least 14 days before the planned reopening date.
2. Ensure that every employee suspected or confirmed to have contracted COVID-19 stays home or seeks medical attention and has a detailed plan to manage their return to work.
3. Establish a strategy for safe employee access to the facility.
4. Develop human resource policies that are fully compliant with existing workplace health and safety regulations and labour codes.
5. Avoid sharing equipment and supplies between employees, or disinfect shared equipment before re-use.
6. Ensure employees are provided with the appropriate personal protective equipment (PPE) for the work being performed, and that the equipment is disposed of or cleaned and sanitized between users.
7. Post signs at the facility entrance to inform all bathers that:
  - a. patrons may not enter the facility if they suspect they have COVID-19 symptoms
  - b. if admitted, maintain social distancing of 2 m from other bathers and employees
  - c. all patrons maintain proper hygiene when in the facility.
8. Provide facility access with one entry point and a separate exit point.
9. Install physical markers on the floor or walls (cones, lines, stickers, wooden structures, etc.) that indicate appropriate 2 m spacing distance for patrons waiting in line.
10. Ensure that a physical barrier is provided between the cashier and the client and that no physical contact is made between the employee and the patron.
11. Take measures to avoid crowds gathering or long waiting times such as a reservation system giving patrons a time limitation for use of the aquatic facility.
12. Encourage patrons, where possible, to shower at home before and after swimming.
13. Ensure that the occupancy rate in changerooms is reduced to allow physical distancing, and that the total occupancy always allows a minimum space of 5 m<sup>2</sup> per person.
14. Ensure delivery personnel/suppliers drop off goods at a designated delivery location.
15. Limit the exchange of paperwork; use electronic signatures on contracts or delivery forms.

16. If a bathroom is available on the pool deck, encourage bathers to use this toilet to avoid patrons from entering other areas of the facility.
17. Post signs to inform patrons on how to do a proper hand washing.
18. Ensure that surfaces, sinks and toilets are cleaned and disinfected regularly.
19. Educate patrons that treated pool water is an effective disinfectant and that risk while in contact with treated pool water is considered minimal.
20. Use hard-surface disinfectants that meet Health Canada requirements for viral pathogens. These authorized disinfectants may be used against, the coronavirus that causes COVID-19.
21. Use antiseptic/antibacterial skin cleansers or hand sanitizers that meet Health Canada's requirements for emerging viral pathogens. The list of authorized products is available online.
22. Ensure that policies for the use of diving boards, waterslides and rope swings are adjusted to establish physical distancing measures.
23. Prevent access to whirlpools (including hot tubs and spas), saunas and steam rooms which present a higher risk of COVID-19 contamination.

### Reopening Timeline

1. Determine when activity can resume according to provincial/territorial health authority recommendations. Consider the example of a *Progressive Reopening Phases Model* (Appendix A) in order to plan a progressive reopening of aquatic facilities.
2. Create a timeline with milestone steps. See Appendix B: *Reopening Timeline Model*.
3. Stay in contact with local aquatic community, clubs and partners to identify their needs.
4. Order pool chemicals, first aid equipment, personal protective equipment (PPE) and other goods as soon as possible to avoid shortage and delivery delay.
5. In coordination with the provincial/territorial health authority, create an emergency plan for a possible outbreak. Assess if community members are at higher risk for COVID-19 infection and plan accordingly.

### Facility Staff

1. Owners and operators of aquatic facilities should have a detailed plan to manage the return to work for their employees to help ensure the workplace is not a source of COVID-19 transmission. The approach must be proactive and focus on the protection of the workers. Employers also have a responsibility to provide appropriate education and training to all facility employees.
2. Establish a daily checklist. See Appendix C: *Operator's Daily Checklist*.

3. Screen employees daily by asking common questions to ensure they do not have COVID-19 symptoms.
4. Follow your established employee sickness and return-to-work protocols.
5. Higher risk employees of severe illness from COVID-19 (e.g., older adults and people of any age who have serious underlying medical conditions) should inform the employer of their condition to determine if it is safe for them to resume work. Such individuals should not reintegrate into the workplace until their provincial/territorial health authority confirms it is safe to do so.
6. Develop human resource policies that are fully compliant with existing workplace health and safety regulations and labour codes.
  - a. Under health and safety legislation, employees retain the right to refuse work if they believe the workplace and their duties may cause them harm. For more information, consult the Canadian Centre for Occupational Health and Safety and provincial/territorial legislation and regulations.
  - b. Workplace health and safety committees have a legal obligation to participate in the development of any workplace prevention and preparation strategies dealing with the virus.
7. Communicate exceptional return-to-work policies to all facility and aquatic staff and ensure they follow them.
8. Employees must wash their hands when arriving and leaving the aquatic facility, and before and after:
  - a. eating
  - b. breaks
  - c. smoking
  - d. blowing one's nose, coughing, or sneezing
  - e. going to the toilet
  - f. being in contact with animals or pets
  - g. using shared equipment (e.g., water test kit)
  - h. providing routine care for another person who needs assistance
9. Personal items and clothing (backpacks, jackets, shoes, etc.) brought in by staff members should be kept to a minimum. Where staff must bring items in, they should be stored separately, with adequate space between each staff member's items (e.g., leave a hook between items on a coat rack, taped off spaces on the floor in a storage area, render bags available to store items).
10. Staff lockers should be emptied and sealed. If they are not shared and required, they should be sanitized before use.
11. Enforce physical distancing of 2 m at all times. Operator could stagger employees' time of arrival/departure and lunch breaks.

12. Prohibit events and meetings that require close contact; rather, use telephone or online technology.
13. Utilize consistent work teams (same workers in shift work) to avoid increasing the number of interactions.
14. Provide information on proper cough etiquette.

### Employee Equipment

1. Equipment should not be shared between employees.
  - a. If possible, ensure that each employee has their own equipment needed for each shift (e.g., one rescue tube per lifeguard).
  - b. Ensure there is no sharing of equipment (pen, stopwatch, etc.), condiments and common use food dispensers (ketchup, mustard, salt, pepper, etc.).
  - c. Do not share cups, glasses, plates, utensils. Wash in hot water with soap.
  - d. Any equipment or tool that must be shared needs to be cleaned with soap and disinfected after each use and at the end of each shift.
2. Clean staff room table before and after each use.
  - a. The table should be covered with an easily washable surface (plastic or smooth surface).
  - b. The staff room, as well as its appliances and accessories (refrigerator, microwave, chairs, handles, etc.), must be cleaned every shift to avoid cross contamination.
3. Remove non-essential items (magazines, newspapers, trinkets) from common areas.
4. If possible, do not store equipment, first aid and resuscitation equipment, PPE or similar items in the lunchroom.
5. Deck/beach staff should change clothes before and after their shift.
  - a. Remove work clothes and/or bathing suit at the end of the shift.
  - b. Used clothes and/or bathing suit should be placed in a bag until cleaned.
  - c. Make bags available, if necessary.
  - d. Clean clothes using laundry soap and hot water.

### Employee Personal Protective Equipment (PPE)

1. Ensure that each employee has the PPE needed for their shift and avoid sharing these. If this is not possible, disinfect the equipment between each exchange.
2. PPE recommendations vary for employees and is dependent on the duties they perform in the workplace. Use adequate PPE when performing cleaning routines or administering first aid.



3. Where possible, designate a first aid responder equipped with more robust PPE equipment (e.g., gown, visor) to prevent undue delays in responding to first aid or resuscitation requirements caused by donning appropriate PPE.
4. When wearing gloves, avoid touching the face.
  - a. Follow the procedure prescribed by the World Health Organization (WHO) when removing gloves. See Appendix D: *WHO Procedure to Remove Gloves*.
  - b. Follow the procedure prescribed by the WHO in order to remove personal protective equipment (PPE) while avoiding contamination. See Appendix E: *WHO Procedure to Remove PPE*.
5. Staff should not share personal first aid equipment (fanny packs).

### Facility Admission

1. At the entrance, signs must inform all bathers that:
  - a. Patrons must not enter if they suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
  - b. Patrons must maintain physical distance of 2 m from other patrons and staff.
  - c. Cough into your bent elbow, or into a tissue that you throw away immediately after use, then wash hands immediately.
2. On arrival, patrons must wash their hands with soap and water or hand sanitizer (60% alcohol or higher) for 20 seconds.
3. Screen or assess patrons to ensure they do not have COVID-19 symptoms by asking common questions.
4. Where appropriate and where local protocols allow, screen all employees' and patrons' temperature before admittance. Those with temperatures at or above 37.8 C or 100 F should not be admitted.
5. Post signage which illustrates the layout plan of the aquatic facility including specific COVID-19 measures such as a circulation path around the pool allowing patrons to familiarize themselves with it prior to entry.
6. Admission fee payment methods should allow for minimal contact between employees and patrons.
  - a. Install a physical barrier between the cashier and patron.
  - b. If a fee is charged, avoid cash transactions by accepting alternate payment methods.
  - c. If cash is accepted, specific procedures to prevent contamination need to be established (e.g., employee should wear gloves and/or wash hands before and after handling money).

7. If bracelets (wrist-bands) are required, the operator must use self-applied bracelets and provide waste containers for their disposal.
8. Employees located at an admission station should be protected by glass or plexiglass.
  - a. If this is not possible, provide a face shield and train employees to don and remove it safely.
  - b. If the employee is located at an outdoor admission station, sun protection must be provided (e.g., umbrella).
9. Depending on the expected level of use of the aquatic facility, some measures may need to be put in place to avoid crowd gathering or long waiting times, for example:
  - a. A reservation system.
  - b. Swim time limitations to allow other bathers to use the facility.
10. Additional signage should inform people to avoid aquatic facilities if they are at high risk for severe illness from COVID-19 based on provincial/territorial health authorities.

#### Facility Access

1. Provide facility access with one entry point and a separate exit point (see Appendix F: *Access and Circulation Layout Model*). If both entry and exit points are located at the same place, put measures in place to provide physical distancing of at least 2 m, for example:
  - a. Assign employee to supervise entry and exits.
  - b. Install signage to direct patrons to enter one at a time.
  - c. Provide floor markings to guide patron travel in, through and out of the facility.
  - d. Install a physical separation with a transparent material which can be cleaned and disinfected frequently (e.g., plexiglass) and of at least 2 m in height to separate the entry and exits allowing patrons to enter and exit simultaneously.
2. Install physical markers on the floor or walls (cones, lines, stickers, etc.) that indicate appropriate 2 m spacing for patrons waiting in line at the cash desk or entrance.
3. Patrons may keep non-medical face masks on until they enter the pool. Each personal face mask should be stored in a labelled disposable bag during activity. The mask should also be worn at all times by those accompanying the user (parents of children, for example).
4. For outdoor aquatic facilities, access to the pool deck should be available without going through a building or changing room (e.g., using a service gate).
5. For indoor aquatic facilities, access should be via the shortest direct path to the aquatic facility.

- a. Where possible, avoid access through change rooms (e.g., using a service door from the reception).
  - b. Bathers could arrive in their bathing suit and access to change rooms be limited to bathers who need to use the bathroom.
6. If a shower is available near the pool deck (without the need to enter the change room), consider advocating its use. When no showers are available on the pool deck and to avoid circulation in the changing rooms, operators could encourage good pool hygiene by asking bathers to shower at home before and after facility use.
7. The occupancy rate of change rooms should be reduced to allow physical distancing. For example, only 1 in 2 lockers should be used and total change room occupancy should allow a minimum space of 5 m<sup>2</sup> per person.
8. Operator should institute one-way traffic flow around the pool and changeroom areas using appropriate signage or other methods.

#### Deliveries

1. Operators should request that suppliers send the same delivery person to their facility for drop-offs.
2. Operators should require that all drop-offs from outside suppliers be accepted by the same employee.
3. Ideally, organize tasks so that delivery personnel and suppliers are able to drop goods at the entrance or at a designated delivery location of the facility to avoid the coming and going of workers from other companies on the premises.
4. Where possible, limit the exchange of paperwork to a minimum (e.g., electronic signature of contracts or delivery notes). When paper documents are required:
  - a. Place the documents on a clean surface to transmit and retrieve the documents respecting the distance of 2 m between individuals.
  - b. Employee and delivery person do not use the same pen.
  - c. Provide pens in case delivery person does not have one.
  - d. Clean pens with a disinfectant wipe after use.

#### Communicating Physical Distancing Measures

1. Inform all employees of the physical distancing measures that are in place at the facility by way of memorandums, on employee social media groups and during training sessions.
2. Inform the public of the physical distance measures in place at the facility through all communication resources and social media to which they have access.
3. Post the signs and symptoms of COVID-19.
4. Update staff manuals and safety plans to include all physical distancing measures.

5. If applicable, inform and educate the public, parents and caregivers of their responsibility in maintaining physical distancing.
6. Indicate on the entrance door to an area (e.g., pool lobby, change room), the maximum number of people allowed in the room at one time.
7. To ensure distancing measures are respected by employees and patrons, operators should consider adding staff, especially in the early days of reopening, as many adjustments should be expected.

## Aquatic Facility and Amenities

### *Toilets*

1. If a bathroom is available on the pool deck, encourage patrons to use it to avoid entry into other areas of the facility.
2. Ensure that a toilet is available to employees and patrons as well as a sink supplied with clean, temperate water.
  - a. Provide soap or another recommended cleaning substance.
  - b. Provide roll-up towels or paper towels (hand dryer could be less effective).
3. Signage should remind people of hand washing as well as the proper procedure (see Appendix G: *WHO How to Handwash Signage*).
4. Ensure that toilets are disinfected on a regular basis.
5. Hand sanitizer should be made available where possible at the entrance/exit of the washroom.
6. Some urinals and sink basins may need to be decommissioned (e.g., taped off) if 2 m (6 ft.) spacing cannot be maintained in the current set up.

### *Diving boards, waterslides and rope swings*

1. Install physical markers on the floor or walls (lines, stickers, cones, etc.) to indicate the distance of 2 m between patrons at the queues.
2. Provide floor markings to guide patrons. Where possible line up bathers on the deck and not the stairs leading to the device entrance.
3. Clean all touch points on diving boards and waterslides as usual.
4. Provide signage to remind bathers to avoid putting their unwashed hands to their eyes, nose or mouth, especially after touching railings.
5. Rope swings represent a higher transmission risk and their use should be prohibited in early phases of reopening.

### *Wading pools*

1. Follow the same guidelines as for swimming pools.

### *Water playgrounds (Splash pads)*

1. Even when operating with effective disinfection, maintenance or operating procedures, water playgrounds (splash pads) present higher risk of COVID-19 contamination due to:
  - a. Design and features that make it more difficult to maintain appropriate physical distancing.
  - b. The size and design of the facility creating a challenge to keep surfaces clean and disinfected.
  - c. The potential for the virus to be spread when patrons touch common surfaces, then touch their unwashed hands to eyes, nose or mouth.
  - d. The common use of fresh water with no added disinfectant (bromine or chlorine).
2. Operate water playgrounds only while there is no ongoing community spread of COVID-19 in your region in accordance with provincial/territorial health authority recommendations.
3. Install a fence around the perimeter of the water playground to control access by identifying a separate entrance and exit.
4. During opening hours, always ensure the presence of an employee able to ensure access control and patron supervision.
5. Conduct regular disinfection of common contact surfaces, such as water play activation mechanisms, nozzles, rainbows, etc.
6. If using treated water for water playgrounds, maintain at least the same disinfection levels of water quality as swimming pool water standards.
7. Adopt and follow all other guidelines as described in this document.

### *Waterparks*

1. Even when operating with effective disinfection, maintenance or operating procedures, water parks present a higher risk of COVID-19 contamination due to:
  - a. Design and features that make it more difficult to maintain appropriate physical distancing.
  - b. The size and design of the facility creating a challenge to keep surfaces clean and disinfected.
  - c. The potential for the virus to be spread when patrons touch common surfaces, then touch their unwashed hands to eyes, nose or mouth.
2. Operate water parks only while there is no ongoing community spread of COVID-19 in your region in accordance with your provincial/territorial health authority recommendations.

3. Reduce bather loads to maintain physical distancing measures.
4. Prioritize and schedule the operation of features and installations where supervision and distancing measures are in place to allow easier cleaning and disinfection.
5. Adopt and follow all other guidelines as described in this document.

#### *Whirlpools, saunas and steam rooms*

1. Even when operating with effective disinfection, maintenance or operating procedures, whirlpools (including hot tubs and spas), saunas and steam rooms present a higher risk of COVID-19 contamination due to:
  - a. Design and features that make it more difficult to maintain appropriate physical distancing.
  - b. The size and design of the facility creating a challenge to keep surfaces clean and disinfected.
  - c. The potential for the virus to be spread when patrons touch common surfaces then touch their unwashed hands to eyes, nose or mouth.
2. Operate whirlpools, saunas and steam rooms only while there is no ongoing community spread of COVID-19 in your region in accordance with your provincial/territorial health authority recommendations.
3. Reduce bather loads to maintain physical distancing measures.
4. Prioritize and schedule the operation of features and installations where supervision and distancing measures are in place to allow easier cleaning and disinfection.
5. Adopt and follow all other recommendations as described in this document.

## Aquatic Facility Inspection and Activity Assessments

To reduce the risk of transmission of COVID-19, aquatic facility inspections and activity assessments should be completed prior to reopening. An inspection of the facility should be conducted first noting public and staff access points, frequently touched surfaces, objects, equipment and travel routes. Areas of concern (pinch points, access and exit doors, equipment rooms, common collection areas such as viewing areas) should be noted and mapped as well as possible strategies that would rectify these concerns such as: posting staff at specific spots for information sharing/questions, hand washing/sanitizing stations at locations, signage, etc.

### Inspection of the Facility

Following the inspection, a review of planned bather activities should be completed. This should then be compared to frequently travelled routes within the facility by the public and staff. Some modifications to the aquatic facility and its operating procedures may be necessary because of this assessment. Logs of daily checks should be created and maintained.

Specific areas of concern include:

#### *Entrance area*

In the entrance area, maximize the distance between all individuals to ensure adequate physical distancing of at least 2 m (e.g., patrons and patrons, patrons and staff). The following measures will assist with the management of a safe facility:

- A screening process should be established for bathers at the entrance to the facility. This may include temperature checks (those with a temperature at or above 37.8 C or 100 F should not be admitted) and the completion of a COVID-19 assessment questionnaire that includes assessment for:
  - Recent travel.
  - Exposure to a confirmed or probable case of COVID-19.
  - New or worsening respiratory systems, such as a cough, and fever.
  - In addition, vulnerable populations or those with underlying medical conditions should be encouraged not to attend.

Staff should be trained and knowledgeable of steps to take with the result of bather's assessment.

- Distance markings on the floor for queues with a minimum distance of 2 m between any individual; in the case of large crowds, queues can be guided through additional markings or barriers.
- Provide reception counters with protection made of plexiglass or safety glass.
- Set up possibilities for cashless and contactless payments.
- Where possible introduce a web-based reservation system to limit the number of users at any given time.

- Assign staff to monitor the entrances and exits, i.e., the number of bathers entering and exiting (checkout system, possibly staff).
- Stagger the number of persons entering/exiting the facility to prevent crowding.
- The swimming pool admission standard should be used, and bather identification system continued. If wrist banding is used as an identification system, then bathers should be permitted to affix the band.
- Post signage at the entranceway and at the front of the building indicating that if they meet certain criteria (e.g., respiratory symptoms, recent travel) that they are not permitted inside.
- Post on the corporation website admission policies with regard to COVID-19 admission.

### *Changing areas / washrooms*

In changing and washroom areas, physical distancing between bathers should be supported by a variety of measures including:

- Decommission selected lockers to ensure 2 m distancing and enhance cleaning and disinfection.
- Limit changeroom occupancy/stagger changeroom access.

Signage (see below) in strategic locations such as: on the entrance doors, walls inside the rooms and on the floor can reinforce this physical distancing requirement.

Staff should also reinforce hand hygiene and respiratory etiquette among bathers. Bathers should also be motivated in their hand hygiene by setting up disinfectant stands or encouraged to use soap and water. Signage in the washroom areas (see sample signage) can also reinforce this message.

To reduce the amount of time in changerooms, bathers should be encouraged to come to the pool in the swimming attire. Proper shower etiquette should be enforced.

### *Shower areas*

Operators can install mobile splash protection walls or decommission every other shower where showers are set up inside the physical distancing limit. In shower areas where there are individual shower stalls, every other shower can be taken out of operation to ensure proper physical distancing. Touchless soap dispensers should be provided to bathers so that they can take a cleansing shower.

### *Swimming pool*

The following measures are recommended in the pool and pool deck areas:

- Seating in the swimming pool should be removed or reduced to provide for 2 m physical distancing. For continuous seating areas such as benches, distance markings should be made if necessary.



- Place distance markings on the ground in front of attractions (slides, diving boards, etc.). Where this is not possible or lineups for these devices interfere with bather flow on deck, the equipment should be closed.
- Small pools with limited space may need to be taken out of operation if there is insufficient space to guarantee physical distancing (e.g., spas, wading pools, therapy pools).
- Adjustments to bather loads will be necessary to ensure bathers have adequate physical distancing. Initially, legislated bather loads should be reduced by approximately 75%. Following an assessment of this adjustment, loading can be increased to a maximum where physical distancing can be maintained. Lifeguards should be trained to manage patron physical distancing on deck and in the pool although their primary duty will be to provide safety supervision.
- Lane lines use during recreational swims should be minimized to enable bathers to maintain physical distancing. Only drop-off buoy lines should be maintained during open recreational swims. Lane lines may be used during lesson periods and lane swims to reinforce physical distancing.
- Any equipment provided to the public should be sanitized following each use. Operators may restrict equipment usage if disinfection is not feasible or encourage bathers to bring their own equipment (kickboards, water bottles, lifejackets, etc.) to the swimming pool.

### *Sauna area*

In saunas, there are some precautions to take before opening:

- Place distance markings in sauna rooms. If these rooms are too small, then they should not be opened.
- Reduce the number of loungers and seating options and keep a clear 2 m distance.

### *Office areas*

Physical distancing should always be maintained by staff. Staff will set the example for the public who attend swimming pools. Staff areas (lunchrooms) are often quite small and so alternative staff areas may be required. Staff should be discouraged from bringing and storing personal equipment and gear to the facility.

Management should consider staggering staff shifts and programs to allow for physical distancing measures or creating dividing staff into two groups that have no contact with each other. Regardless of the daily requirement of social distancing, these two groups could be strictly separated so that, in the event of one group being quarantined, restricted operation would then be possible with the other group.

Staff should be encouraged to:

- Eat lunch individually and not in groups.
- Wash their hands thoroughly before eating and after using communal facilities.
- Not leave dishes behind in the kitchen.
- Not share cups, cutlery, etc.
- Disinfect table and counter after each use.

### *Viewing gallery*

The viewing area should be closed if the area is too small or congestion may be present when the public enter or exit. Alternatively, the number of attendees in the gallery can be restricted through signage or staff monitoring the use of the area.

### *Equipment room*

Access to the equipment room should be restricted at this time. If equipment such as lifejackets, kickboards, etc. are shared with bathers then steps should be taken to clean and disinfect them before and after each use. Bathers can also be encouraged to provide their own equipment for their use only.

### *Ventilation*

Operators should ensure that indoor pool ventilation systems are operating properly. Operators should increase the introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Care must be taken that opening of windows and doors does not pose a safety risk to staff, patrons, or swimmers.

### **Activity Assessment**

Swimming pools in general provide recreational swimming, lessons, and various rental periods. Initially it may be necessary during any one of the above activities to reduce the number of visitors present at one time to ensure that bathers have a reasonable chance of complying with the required physical distancing rules. This can be achieved through supervision and control at the reception area, reservation or class registration system or measures in the changing area.

Management should review planned activities for the swimming pool and anticipated numbers attending, their expected user area within the pool, resources required such as PFDs, and staff requirements. A daily schedule should be mapped out indicating pool use, bather flow, equipment use, etc. Parameters for the safe operation of these activities should be established and then monitored and adjusted if necessary. Cleaning protocols should be created that will ensure adequate cleaning of these areas.

It is likely that the first activities permitted in public pools will be those that can easily accommodate physical distancing such as swim clubs, lane swims, staff training sessions, etc. As COVID-19 measures ease, aquatic lessons for participants that do not require in-water support by instructors (Lifesaving Society Swimmer Level 3 and up, Bronze

programs, etc.) may be introduced. Finally, lesson programs with full instructor in-water support and open recreational swims may be permitted as pool operation returns to normal. Management should consider this phased-in approach when planning the reopening of public pools.

### Sample Signage



## Programming Aquatic Facilities

For all aquatic facilities, bather loads should be reduced to allow appropriate physical distancing. The operator needs to take in consideration the activities held and amenities available within their facility. Bather loads may increase in time based on provincial/territorial health authority recommendations.

### General

1. For programmed activities, adopt and follow all other guidelines as described in this document.
2. People at higher risk of COVID-19 should not participate in programmed activities until approved.
3. Participants should not share water bottles, towels, goggles or any other equipment. Water bottles should be filled at home.
4. Users should not spit, cough, urinate or blow their nose in the water.
5. Patrons in need of assistance due to physical limitations should receive help from a family member.

### Patron Equipment

1. Since there is currently no evidence that COVID-19 survives in treated pool water, there are no special disinfection procedures to put in place for all equipment that are regularly in contact with chlorinated water (railings, slides, etc.).
2. Signage should inform bathers to not share water bottles, towels, goggles, or any other equipment other than with family members.
3. The use of goggles should be encouraged to avoid mucus contamination.
4. Snorkels should be prohibited because they encourage spitting of the mouth's contents.
5. Following the first phase of reopening, only essential equipment should be available to patrons (e.g., PFDs).
6. All shared equipment (such as PFDs) must be disinfected between users.

### Recreational Swimming

1. The owner and operator should prepare a plan for recreational swimming (see Appendix H: *Recreational Swimming / Day Camps and Groups Organization Model*).
2. For all aquatic facilities, bather loads should be reduced to allow physical distancing. Operators need to consider activities held and amenities available. Bather loads may increase in time depending on provincial/territorial health authority recommendations.

For example, the total number of patrons on deck and in the water may not exceed the number obtained by allowing 7 m<sup>2</sup> of water surface per person, therefore a 25 m pool with 6 lanes 2.5 m wide each has a total of 375 m<sup>2</sup> (25 x 6 x 2.5). Bather admission should not exceed approximately 53 bathers (375 ÷ 7).

### Lane / Lap Swimming

1. The owner and operator should prepare a plan for lane/lap swimming.
2. To maintain physical distancing of 2 m, swimmers should swim in the middle of the lane only and return by the adjacent lane (e.g., swimming towards the deep area in lane #1 and coming back to the shallow area in lane #2). See Appendix I: *Lanes / Lap Swimming Organization Model*. Swimmers of the same family or household may swim together in one lane.

### Day Camps and Groups

1. The owner and operator should prepare a plan for day camps and groups (Appendix H: *Recreational Swimming / Day Camps and Groups Organization Model*).
2. Inform day camp and group supervisors of the facility's established physical distancing measures.
3. Inform the camp and group leader of their shared responsibility to maintain the facility's established physical distancing measures.
4. Participants should not share water bottles, towels, goggles or any other equipment with others.
5. When transporting participants to the aquatic facility, it is recommended to reduce the bus occupancy rate according to local guidelines.
6. Reduce the number of participants allowed in programs to adjust to the facility's revised bather load and the number of program leaders available for participant supervision.
7. Day camp and group supervisors should organize activities to encourage physical distancing between participants rather than free swimming.
8. All other guidelines and admission requirements regarding day camps and groups must be followed.

### Organized Activities

For all aquatic facilities, bather loads should be reduced to allow physical distancing. The operator needs to consider the activities held and amenities available in each facility. Bather loads may increase in time based on provincial/territorial health authority recommendations.

### *General*

For organized activities, adopt and follow all other recommendations as described in this document:

1. Users should not spit, cough, urinate, or blow their nose in the water.
2. Reduce group ratios to maintain distancing measures.
3. Reducing duration of lessons may allow operator to offer more lessons.
4. Aquatic instructors should explain safety guidelines to all participants before starting a class or a training session.
5. Aquatic instructors should not be in the water except for demonstrations.
6. Disinfection of equipment is required after activities. If possible, avoid using equipment during activities.
7. The following individuals should not participate in organized activities:
  - a. People 65 years and older.
  - b. People who live in a nursing home or long-term care facility.
  - c. People of all ages with underlying medical conditions, particularly these conditions are not well controlled.
8. Instructors should encourage each swimmer to bring their own equipment. Participants should not share water bottles, towels, goggles or any other equipment with others.
9. Patrons in need of assistance due to physical limitations should receive help from a family member.

### *Swimming lessons*

The owner and operator should prepare a plan for swimming lessons. This plan should take into account the following:

1. Maintaining physical distancing with swimming lesson participants can be challenging, especially with younger participants.
2. Offer swimming lessons while there is no ongoing community spread of COVID-19 in your region in accordance with provincial/territorial health authority recommendations.
3. Prioritize swimming lessons according to group levels where physical distancing measures can be easily implemented (younger participants usually need more physical manipulation and proximity).
4. Swimming lessons could be given in groups similar to infant lessons so that each participant is accompanied by a parent responsible for managing and handling their child.

5. The owner and operator should prepare a plan for training lifeguards (see Appendix J: *Lifeguard Training Model*).
6. See current/amended program standards from the respective swimming organizations.

#### *Aquatic fitness classes*

1. Maintaining physical distancing with aquatic fitness class participants can be challenging.
2. Offer aquatic fitness classes only while there is no ongoing community spread of COVID-19 in your region in accordance with provincial/territorial health authority recommendations.
3. Prioritize aquatic fitness classes to group levels where physical distancing measures can be easily implemented and in the early stages, low risk individual groups participate.
4. See current/amended program standards from the respective aquatic fitness organizations.

#### *Aquatic sports*

1. Offer organized aquatic sports only while there is no ongoing community spread of COVID-19 in your region in accordance with provincial/territorial health authority recommendations.
2. Offer organized aquatic events (such as competitions) only after provincial/territorial health authority approval has been granted.
3. Younger athletes that need physical manipulation and close proximity to others should not resume training before provincial/territorial health authority approval has been granted (corresponding with the start of swimming lessons and following the same recommendations).
4. Masters athletes or athletes at high-risk for severe illness from COVID-19 (see admission guidelines) should not resume training before provincial/territorial health authority approval has been granted.
5. Head trainers must present a plan to the operator for the organization of training in order to respect the basic principles of COVID-19 precautions. The plan should establish guidelines for the spatial, temporal and physical organization of a swimming pool, making it possible to comply with the rules of physical distancing while presenting an overall vision of the development and movement of individuals.
6. Follow respective sport federation or organization recommendations.

7. All aquatic sports:
  - a. Organize local training only (athletes should not come from another region/province to practice their sport).
  - b. Parents should not attend training sessions. If possible, the athlete should go to the aquatic facility on their own or the parent should stay in their vehicle.
  - c. Put measures in place that prevent the instructor or coach from being alone with an athlete.
  - d. Keep the same group of athletes for each training session.
  - e. Maintain physical distancing of at least 2 m between each athlete.
  - f. Encourage solo skill training rather than group events.
  - g. Do not hold dry land training by the pool.
  - h. Athletes should not leave equipment or sport bags at the facility.
  - i. Athletes are encouraged to act responsibly and promote appropriate behaviour on social media with their peers.
8. Competitive swimming:
  - a. Goggles are mandatory.
  - b. Lanes/lap swimming recommendations must be followed.
  - c. Keep the same group of swimmers in a lane for each training session.
  - d. Swimmers of the same family or household may swim in the same lane.
9. Diving:
  - a. Keep the same group of divers for each training session.
10. Artistic swimming:
  - a. Goggles are mandatory.
  - b. Practice solos (no group figures).
11. Water polo:
  - a. Goggles are mandatory.
12. Triathlon training:
  - a. See competitive swimming recommendations.



## Staff Training Plan

After a prolonged absence from work, aquatic staff must be ready to provide effective safety supervision to the public participating in aquatic activities with a minimum of risk of transmission of COVID-19.

Employers are responsible for the health and safety of their staff and therefore new protocols should be in place to minimize the risk of COVID-19 transmission. Aquatic staff should be trained and competent in the new protocols prior to reopening aquatic facilities.

The outbreak of COVID-19 has generated questions and concerns about potential exposure upon reopening aquatic facilities. This Information is intended to provide guidance to owners and operators of aquatic facilities regarding staff training for the progressive reopening of aquatic facilities during the COVID-19 pandemic.

The objectives of the recommendations for staff training as part of a progressive reopening of aquatic facilities are:

1. To minimize the risk of COVID-19 transmission at public aquatic facilities between aquatic staff and the public.
2. To ensure that lifeguards and all aquatic staff who provide safety supervision can provide effective safety supervision during a progressive approach to returning aquatic facilities to a complete operating schedule.

Owners and operators of aquatic facilities should consider the following when developing their plan:

1. Put strategies in place to reduce the risk of COVID-19 transmission. Training must be provided in COVID-19 specific protocols for all janitorial, clerical and lifeguard staff.
2. Employers should consider the emotional and mental stress that staff may be experiencing and ensure that training provides the opportunity for staff to ask questions and express concerns. This will assist in reassuring staff that they are returning to a work environment with layers of safety in place for both staff and participants.
3. Document all training. Records must have the date, name and signature of all staff members who receive training.
4. Use a blended learning approach to train returning staff. Prior to in-person training, use online learning for COVID-19 specific protocols to manage the facility and operations.<sup>1</sup>
5. Develop training plans to reactivate returning staff that will help ensure aquatic safety supervision staff are able to successfully perform rescues when called on to do so after a prolonged absence from work.

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<sup>1</sup> Aquatic Facility Information Bulletin – COVID-19 Facility Operations: Recommendations for Progressive Reopening

6. Although the Lifesaving Society has granted an extension on vocational awards of 90 days once the government has opened aquatic facilities, a recertification schedule for aquatic staff whose certifications have expired or are close to expiring should be developed.
7. During training, staff should be supplied with their own PPE and personal first aid equipment (e.g., pocket mask, rescue tubes, hand sanitizer) as well as follow hand hygiene recommendations, practice physical distancing and wear protective facemasks/face-covering.
8. During the initial onboarding of returning staff a Rescue Ready Assessment of should be completed by supervision staff. See Appendix K: *Rescue Ready Assessment Recommendations*.
9. Owners and operators of aquatic facilities should provide staff training prior to opening aquatic facilities. The training, at minimum, should include:
  - Aquatic Policy and Procedures Update
  - First Aid and Resuscitation Protocols Update
  - PPE (Personal Protection Equipment) Update

#### Aquatic Policy and Procedures Update

##### *Facility operations*

Owner/operator should review their facility's operating procedures and guidelines to ensure they address the following:

- Prior to entering the facility, all staff and the public should be screened for COVID-19 (temperature above 37.8 C or 100 F and COVID assessment available from your local public health unit) and informed of responsibilities regarding physical distancing for all activities and facility amenities.
- Inform and educate the public concerning one-way traffic measures around the facility such as, entering and exiting showers, changerooms or toilet facilities.
- Inform and educate the public concerning measures established to ensure physical distancing for recreation equipment such as rope swings or slides.
- Inform and educate program participants about not sharing personal equipment such as water bottles, towels, goggles, etc.

In addition, owner/operators should take steps to update staff protocols regarding:

- Rescues to ensure lifeguard interventions minimize the possibility of COVID-19 transmission. See Appendix L: *Guidelines for In-water Rescue*.
- Additional safety education protocols and changes made to facility rules. See Appendix M: *Protocols for Safety Education and Rule Enforcement*.

- Owner/operators may use a blended learning approach to train your staff. Prior to in-person training on-line learning for COVID-19 specific protocols developed to manage your facility and its operations can be used.
- Practice physical distancing while providing safety education and rule enforcement.
- Remind staff of the need for tact when providing information to and enforcing rules with patrons who may not be willing to accept the new protocols. Provide staff with guidance on policies concerning customer service and safely managing difficult patrons.

After updating relevant procedures and guidelines, staff should receive training. This training should focus on the following:

- Facility requirements for physical distancing and disinfection protocols.
- In-water rescues and lifeguard Interventions protocols with respect to transmission mitigation.
- First aid and resuscitation protocols with respect to transmission mitigation.
- Operators should provide at least the following PPE equipment for staff: BVM or pocket mask (preferably with HEPA filters), protective eyewear, mask, gloves, and hand sanitizer.
- Staff on deck should wear at least a non-medical mask and gloves. During an in-water emergency, masks should be removed before entering the swimming pool.
- Staff on lifeguard towers may wear gloves and a non-medical mask and have other PPE equipment readily available.
- No person-to-person contact should occur during first aid or resuscitation skill assessments or practice situations. Manikins should be used for in water and CPR skill assessment.
- In-water rescue-breathing or victim assessments will not be used at this time.
- Disinfect all training equipment before and after training.
- Wherever possible, provide surveillance and scanning from an elevated platform to promote physical distancing. After each rotation, lifeguards should disinfect the platform's railings and common surfaces. These supplies may be kept at each lifeguard station.
- Lifeguards should be provided with a rescue aid for the duration of their shift.

### *Emergency procedures*

Owners/operators may use a blended learning approach to train returning staff to limit in-person training to the extent possible. Prior to in-person training, the use of online learning for COVID-19 specific protocols can be developed to manage their facilities and their operations. During in-water sessions, staff should demonstrate an understanding of in-water emergency response protocols and an ability to perform these to National Lifeguard standards. Principles of these protocols include:

- At all times, rescuers should use the lowest risk rescue possible given the situation. Rescues that allow for a quick response and recovery while maintaining physical distancing should be encouraged.
- For all rescues minimize the number of rescuers who have direct contact with victims.
- For in-water rescuers, whenever possible approach the victim to avoid face-to-face proximity.
- Staff providing first aid should be equipped with the appropriate PPE required to safely manage victim care and provide the required follow-up (at least a BVM or pocket mask, eye protection, gloves, surgical mask, and hand sanitizer).
- The designate permits the in-water rescuer(s) time to dry off and don PPE before continuing victim care.
- At each focal point (e.g., first aid station) provide a dry container including hand sanitizer and PPE for at least two rescuers.
- Following rescues, all rescuers should practice hand hygiene and if appropriate shower with soap, change their clothes, bag clothes worn during the rescue (to be washed).
- Disinfect or replace all equipment used by staff after care has been provided.

### *Safety supervision*

Owner/operators may need to adjust their safety supervision plans for their facility. Additional on-deck staff may be required to provide screening of bathers, touch point cleaning, additional on-deck supervisor, and overall safety supervision of activities in the swimming pool.

Whenever possible lifeguard towers should be utilized for the safety supervision of recreational swimming. They offer a good view of the swimming pool and ensure physical distancing.

Supervisory staff should confirm that any adjustments to lifeguard positioning maintains swimming pool safety supervision standards.

## First Aid and Resuscitation

### *First aid*

The following guidelines are COVID-19 adaptations of assessment and treatment actions that can be performed in conjunction with any specific intervention required by the victim's condition. See Appendix N: *First Aid and Resuscitation Guidelines for COVID-19*.

#### **Scene and risk assessment**

- Ensure scene is safe
- Minimize the number of rescuer contacts with victim (where possible maintain physical distancing of at least 2 m)
- Don appropriate PPE (protect self/partner/other responders)
- Manage/mitigate any hazards/risks
- Victim health history
- Mechanism of injury
- Continuous and dynamic scene assessment

#### **Primary assessment**

- PPE
- ABCs
- EMS
- Treat for shock
- Preparing for transport

#### **Secondary assessment**

*Promote self-treatment or treatment by a family member*

- Vital signs
- Head-to-toe exam
- Treatment

#### **Respiratory hygiene measures for victims**

- When victim is conscious, have victim turn face away from rescuer.
- Ensure that all victims cover their nose and mouth with a tissue or elbow when coughing or sneezing.

#### **First aid for children and minors**

- Wherever possible, initiate first aid for children and minors by asking parents or caregivers to provide aid.

## *Resuscitation*

The need for resuscitation during a rescue in a public swimming pool is rare. Nevertheless, the outcome of such an incident depends on two highly variable factors: how quickly the person is removed from the water, and how quickly effective resuscitation is performed. Lifeguards have an obligation to help those in need as long as it does not risk harm to themselves. The following should be considered by staff:

- Bathers have undergone an active screening prior to entry.
- Individuals with moderate or severe infections are unlikely to be participating in water-related activities.
- Proper personal equipment, hand hygiene and screening at sites can help decrease the risk to rescuers.
- The provision and use of proper PPE, hand hygiene, and modified rescue/ first aid protocols can help decrease the risk to rescuers.
- Rescuers should always assess the risk of providing care. This includes an assessment of their own health status – staff with underlying medical conditions are more likely to experience complications from COVID-19, and during times with high infection rates should consider doing other duties that do not involve direct public interaction.

### **General recommendations**

- Rescuers should don gloves for all first aid interventions or during (or at the latest, immediately after) removing a victim from the water. It would be reasonable for rescuers to wear face masks with eye protection when performing first aid if available.
- If using Bag Valve Mask (BVM) or face masks, a viral filter can be used to decrease possible exposure.
- Rescuers should minimize the number of people in direct contact with the victim. Follow up procedures should be limited, where possible, to one rescuer. In addition, a minimum 2 m radius should be kept clear around the rescuer and victim as an added physical distancing precaution, and enhanced access for EMS should they be required.
- Rescuers should properly discard of all PPE after the rescue and wash their hands before continuing with their duties.

### **Resuscitation (CPR) for a drowning victim**

Rescuers should follow the current established protocols for responding to an unconscious, non-breathing drowning victim with the following exceptions:

- In-water ventilations should not be performed.
- Mouth-to-mouth ventilations should not be performed.

- CPR with ventilations via a BVM or face mask is the preferred technique for all drowning resuscitations. To minimize exposure, the order of preferred ventilation technique is:
  - 2-rescuer Bag-valve-mask (BVM) technique (rescuer holding the mask maintains a tight seal during ventilations and compressions). HEPA filters should reduce the risk of contamination.
  - If no BVM is available, or the rescuer is not trained in the proper use of a BVM, rescuers may consider mouth-to-mask ventilations, however, due to the close proximity to victim's airway there is an increased risk of pathogen transmission. The rescuer giving the breaths, should maintain a tight seal during ventilations and compressions. One-way valves with HEPA filters should reduce the risk of contamination.
  - If there is only one rescuer responding, the pocket mask should have a head strap and be tightly placed on the victim's face to create a seal.
  - If family members or close contacts are nearby and trained, it is reasonable to see if they would be willing to provide the ventilations.
  - If there is insufficient PPE, rescuers should perform compression-only CPR.

#### **CPR resuscitation for a non-drowning victim**

- If the cause of the victim's cardiac arrest is not drowning, it is reasonable for the rescuer to perform compression-only CPR for adults with early AED use where possible. During compression-only CPR, rescuers may use a face shield or another protective covering over the victim's mouth/nose to decrease the possibility contaminating rescue environment.
- If the victim is a child, CPR with ventilations is preferred for all cardiac arrests and should use the same precautions as for a drowning victim (above).

#### **Other first aid interventions**

- Rescuers should adhere to general precautions such as gloves, face mask, eye protection and good hand washing for all first aid interventions.
- If victims can tolerate a mask, they should be encouraged to wear a mask. Masks that cover the mouth and nose of a victim may create significant anxiety which the rescuer should be aware of and attempt to manage when on scene. Operators should stock additional masks for this purpose.

## Personal Protective Equipment (PPE) for Aquatic Staff

Rescuers and lifeguard Interventions may provide a source of COVID-19 transmission. Infection prevention and control (IPC) during rescues is essential to prevent or limit transmission. To limit this transmission, staff should be directed to follow these guidelines:

- Instructors and lifeguards on deck or in lifeguard tower should wear at least a non-medical mask
- Lifeguards performing first aid are required to wear at least a surgical mask, eyewear and gloves while optional wear includes a gown.
- Staff should be trained in the appropriate use and fitting of PPE. They should be equipped with the appropriate PPE to safely manage victim-care and provide the required follow-up.
- In-water rescuers should be given time to dry off and don PPE before assisting with victim care. In-water rescuers should not wear masks in the water but may wear gloves.
- Lifeguards stationed in lifeguard towers or on deck should wear non-medical masks. Masks should be removed when initiating any in water rescues. Appropriate masks should be reapplied on deck when providing direct first aid care for the victim.
- Staff responding to first aid incidents must don appropriate PPE depending on the nature of the incident and care being provided (see Appendices O and P).
- Gloves may be worn by staff stationed on deck and in lifeguard towers.



## Aquatic Facility Maintenance, Cleaning and Decontamination

Surfaces frequently touched with hands are most likely to be contaminated with COVID-19. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. The virus responsible for COVID-19 can survive for a certain time (a few hours to several days) on different surfaces but is easily eliminated by most regular cleaners and disinfectants.

It is important to ensure that the product has sufficient contact time with the surface to be disinfected. This contact time is usually specified by the product manufacturer (Public Health Ontario, 2020).

### Background / Rationale

COVID-19 is a serious health threat, and the situation is evolving daily. The risk will vary between and within communities, but given the increasing number of cases in Canada, the risk to Canadians is considered high. This does not mean that all Canadians will get the disease, it means that there is already a significant impact on our health care system.

We will continue to reassess the public health risk based on the best available evidence as the situation evolves.

### Implementation

The Government of Canada and the United States Centers for Disease Control have created several online resources that will guide owner/operators in the cleaning and disinfection of aquatic facilities. Owner/operators should check these sites for the most current recommendations regarding cleaning and disinfecting of recreation facilities. The guidance provided in these resources on the cleaning and disinfection of public areas is aimed at limiting the survival of COVID 19 disease. These recommendations will be updated if additional information becomes available.

These guidelines focus on community, non-healthcare facilities such as schools, institutions of higher education, recreation centres, offices, daycare centers, businesses, and community centers that do not house persons overnight.

### Cleaning and Disinfecting and Personal Protection

The first step in addressing this disease is the personal protection of staff responsible for the cleaning of aquatic facilities. These individuals must be provided with adequate Personal Protective Equipment (PPE). In addition, they must practice personal hand hygiene.

The risk of exposure to cleaning staff is inherently low. Even though the risk is low, cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

Gloves and gowns should be compatible with the disinfectant products being used.

Additional PPE such as masks, goggles or face shields may be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves.

If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered after each use. Hands should be washed after handling dirty laundry. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.

Follow normal preventive actions and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.

The use of a spray should be avoided if possible, in order to limit the formation of aerosol of disinfectant product which can be inhaled and thus irritate the respiratory tract. If such a spray bottle is used, adjust it so that you have a large spray.

### Where to Clean

Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics. These areas are therefore high priority cleaning areas within the facility. It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

A detailed cleaning schedule should be created which would include where, what and frequency of cleaning. Log sheets should be posted and completed each time cleaning occurs.

## What to Clean With

When cleaning public spaces, choose products that clean and disinfect all at once (e.g., premixed store-bought disinfectant cleaning solutions and/or wipes when available). Cleaning products remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting products kill germs on surfaces using chemicals.

Use only approved hard-surface cleaner disinfectants that have a Drug Identification Number (DIN). Drug Identification Number (DIN) is a computer-generated eight-digit number assigned by Health Canada to a drug product prior to being marketed in Canada. It uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada. Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace.

A DIN uniquely identifies the following product characteristics: manufacturer; product name; active ingredient(s); strength(s) of active ingredient(s); pharmaceutical form; route of administration.

## Create a Cleaning Procedure

Operators of aquatic facilities should develop or review protocols and procedures for cleaning their facility. This will help determine where improvements or additional cleaning may be needed. Manufacturer's instructions for safe use of cleaning and disinfection products (e.g., wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used) should be reviewed and appropriate products should be selected for use by staff. Employers should work with their local health units to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed.

When setting up procedures staff should:

- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- Place contaminated disposable cleaning items (e.g., mop heads, cloths) in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.

In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty. Shared spaces such as kitchens and bathrooms should also be cleaned more often.

In public places, where people touch surfaces, cleaning should be done at least daily and if possible, even more frequently (every 2 or 4 hours) (Finnish Institute of Occupational Health, 2020).

## Specific Equipment

### *Cleaning and disinfect rescue equipment (rescue tube, rescue can, rescue pole, ring buoys)*

Clean and disinfect rescue equipment at the end of the day or during an exchange between lifeguards after cleaning, leave the rescue equipment immersed in the water for 15 minutes during disinfection.

### *Cleaning and disinfect training accessories and recreational toys and games*

Clean and disinfect toys, games and training accessories after use by a bather or daily after cleaning, leave the equipment immersed in the water for 15 minutes during disinfection and then store to dry overnight. You may not be able to disinfect some larger toys (inflatables) and in these cases they should not be used.

### *Cleaning and disinfect PFD*

Clean and disinfect training accessories after use by a bather or daily after cleaning, leave PFD immersed in the water for 15 minutes during disinfection and store to dry overnight.

### *Cleaning and disinfect deck equipment*

Clean and disinfect all surfaces of deck equipment that are frequently touched with hands at least daily.

### *Cleaning toilets*

Toilets require careful cleaning instructions. Typically, carefully planned aseptic work instructions do not need to be changed according to these instructions. However, it is essential to note that viruses spread through feces and that cleaning a toilet bowl may create small droplets which could pose a risk to staff.

Cleaning instructions, which should be followed, are listed at: <https://www.ttl.fi/en/cleaning-guidelines-for-the-prevention-of-covid-19-infections%E2%80%AF/>

## Safe Water Management of Aquatic Facilities

The management of safe water is imperative during viral outbreaks like COVID 19. We know through the work of the United States Centres for Disease Control and Prevention that:

***“There is no evidence that COVID-19 can be spread to humans through the water. Proper operation, maintenance, and disinfection (with chlorine or bromine) of pools should kill COVID-19.”***

To ensure the disease is killed in swimming pool water aquatic facility operators should ensure water testing takes place as required by regulation or more frequently if required by protocols established by the facility.

Owner/operators should ensure their swimming pool water testing meets or exceeds the requirement of the Regulation.

### Chlorine / bromine

#### *FAC Levels*

Free Available Chlorine levels should be carefully maintained at levels recommended by regulation or provincial guidelines. Operators may choose to enhance disinfection levels by raising levels above minimum levels until the COVID-19 virus is no longer present in the community.

	<b>Indoor/Outdoor Pool</b>	<b>Outdoor Pool</b>	<b>Spa or Hot Tub</b>
Chlorine	1.0–3.0 mg/l	3.0–5.0 mg/l	5.0–8.0 mg/l
Bromine	2.5–4.0 mg/l	3.0–5.0 mg/l	5.0–6.0 mg/l

### Other tests

The control of other variables in the swimming pool water will ensure disinfection is effective. Careful monitoring of pH, Total Alkalinity, Calcium Hardness, Cyanuric Acid levels will enhance water safety.

The Lifesaving Society recommends the following minimum standards:

#### *pH*

Recommendation: pH 7.4–7.6

#### *Total Alkalinity*

Recommendation: Total Alkalinity 90–120 mg/l

### Calcium Hardness

Recommendation: Calcium Hardness 200–400 ppm

### Cyanuric Acid

Recommendation: Cyanuric Acid 25–40 ppm

Cyanuric Acid is used in Outdoor pools only. It extends the life of chlorine and prevents burn off from the effects of the sun.

### Water Testing Requirements

	Automatic Devices	Manual Testing
Chlorine: Residual & Total	One manual reading per day and checked every 4 hr.	<ul style="list-style-type: none"><li>• 30 minutes before pool opens</li><li>• Every 2 hr. the pool is open to bathers</li></ul>
Bromine: Residual & Total	One manual reading per day and checked every 4 hr.	<ul style="list-style-type: none"><li>• 30 minutes before pool opens</li><li>• Every 2 hr. the pool is open to bathers</li></ul>
Alkalinity	One manual reading per day and checked every 4 hr.	<ul style="list-style-type: none"><li>• 30 minutes before pool opens</li><li>• Every 2 hr. the pool is open to bathers</li></ul>
Cyanuric Acid	N/A	<ul style="list-style-type: none"><li>• Once per week minimum</li></ul>
Water Clarity	Black disc visible from 9 m  One manual reading per day and checked every 4 hr.	<ul style="list-style-type: none"><li>• 30 minutes before pool opens</li><li>• Every 2 hr. the pool is open to bathers</li></ul>

### Helpful Links

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=fr>

<https://www.inspq.qc.ca/covid-19/environnement/nettoyage-surfaces>

<https://www.ttl.fi/en/cleaning-guidelines-for-the-prevention-of-covid-19-infections%E2%80%AF/>

<https://www.cdc.gov/healthywater/swimming/pdf/fecal-incident-response-guidelines.pdf>

## Community Waterfront Safety

In Canada, drowning is the number one cause of unintentional injury deaths among children 1 to 4 years of age, and the second leading cause of preventable death for children under 10 years. With some 500 fatalities annually, drowning is the third leading cause of unintentional death among Canadians under 60 years of age (surpassed only by motor vehicle collisions and poisoning).

This summer as we slowly reopen our aquatic facilities it is likely that many bathers will also utilize public waterfronts for recreational swimming. To ensure their safety in these unsupervised sites, owners of these waterfronts should take preventive measures before drownings occur.

For a comprehensive list of these measures, owner/operators should refer the Lifesaving Society *Waterfront Safety Standards* which offers recommendations for minimum standards of operation for waterfront facilities. Recommendations apply to both supervised and unsupervised swimming areas unless otherwise specified. All facilities that “invite” the public to use the waterfront (by providing and maintaining beaches, parking lots, pathways, etc.) should implement these standards. Many of the guidelines contained in this document apply to public waterfronts.

### Swimming Area Assessments

To assess the activity levels and risks associated with waterfront use, owner/operators should conduct swimming area assessments. This should be done by initially identifying known public swimming areas in the community. Areas where swimming is known to occur and that “invite” the public to use the waterfront (by providing and maintaining beaches, parking lots, pathways, etc.) should be logged.

A site visit may be necessary to examine the waterfront areas including bather use, access points, water depths, hazards, etc. Those areas should be categorized into either dangerous swimming areas or safe swimming areas.

#### *Dangerous swimming areas*

For those public waterfront areas where swimming is known or likely to occur and it is unsafe for swimming due to dangerous drop-offs, currents, underwater hazards or other conditions that pose a high risk to bathers, signs should be posted “No swimming” in these areas.

#### *Safe swimming areas*

For all areas where swimming is known to occur and it is safe for swimming, every owner/operator has a responsibility to maintain the swimming area in a safe condition. For a full description of standards please refer to the Lifesaving Society *Waterfront Safety Standards*.

Generally, owners/operators should ensure that at least the following steps are taken:

- Swimming areas and beaches intended for use by patrons are clearly designated through signs, buoy lines, buoy/swim markers or a combination of these.
- Signs should be posted that include:
  - Where no lifeguard supervision or patrol is provided, or when lifeguards or patrol are off duty, the owner/operator shall ensure that signs indicating safety supervision status. These signs should be posted at entrances and exits, or where there are not specific entrances and exits, at reasonable intervals along/near the swimming area indicating: “Swimming area is not supervised; children require direct supervision by parents or adults.”
  - Location of a telephone for emergency use (or other communication device), and nearest first aid station.
- The following rescue equipment is provided in places conveniently located for emergency use at waterfronts where the public is invited to swim, but where the swimming area is not supervised, or when lifeguards have gone off duty:
  - A reaching pole at least 3 m in length
  - A buoyant throwing aid attached to a 6 mm line at least 8 m long

When reopening supervised waterfronts in COVID times, operators should consider the following:

**Limit use:** Passive uses should be avoided as they tend to gather crowds. Active use, such as exercise, is easy to differentiate from passive use. Prohibiting items that lend themselves to lounging, including chairs and blankets, can deter non-permitted usage.

**Limit access points:** Smaller numbers of access points allow for resources to be concentrated where they are most needed. Limited access points will allow visitors to be more easily monitored to ensure compliance and provides centralized places for education and signage. The reduction of parking will also limit access.

**Open on a non-busy day:** The first day(s) of opening will likely see the largest number of visitors, so avoiding typically popular days like weekends will lessen the need for resources to provide education and ensure compliance. If changes or additions to the plan are necessary, they can be done ahead of peak usage.

**Maintain a physical enforcement presence:** In any group, there will be a small number of individuals that will eschew the rules if they feel that they can “get away with it.” A visible enforcement presence will lessen the likelihood of bad behaviour.

**Have an overflow plan:** It is important to create a system of relief that can be enacted when enforcement and education need to be increased due to visitor demand in excess of supply.



***Make the rules easy to understand:*** Visitors are more likely to follow rules if they are presented in a clear and concise manner, void of ambiguity and include some rationale. Rules with many exceptions are harder to convey in a manner that results in compliance.

***Communicate early and often:*** As soon as uses, access and rules are developed, it is best to convey them to the public so that learning can start ahead of openings.

***Be empathetic:*** Visitors are under an enormous amount of stress. They should be welcomed to our public spaces and encouraged to follow the rules in a gentle, empathetic manner. If possible, provide ways for visitors to comply with rules, if they are unable.

## Community Education

Communities should take this opportunity to warn and educate residents about drowning prevention. Many of them will be swimming at these unsupervised sites this summer and should be informed about some basic safety steps they can take to protect themselves and their family members.

The Lifesaving Society's ongoing public education campaign aims to make Canadians "water smart." The campaign target groups, messages, and priorities are based on the Society's analysis of its annual drowning and other relevant research. The Water Smart® campaign encourages individuals in high-risk target groups to exercise safe and responsible behaviour in and around water to prevent water-related injuries.

Many resources are available at <http://www.lifesavingsociety.com/water-safety.aspx>. Many can be provided in different languages and are easily downloadable.

Appendix A:  
Progressive Reopening Phases Model

*The suggested phases of reopening aquatic facilities in this table are guidelines only, do not necessarily correlate with provincial/territorial health authority plan phases for reopening and are not meant in any way to supersede them.*

PHASES	PRECAUTIONS	ALLOWABLE ACTIVITIES AND FACILITIES
<p><b>Phase 0</b></p> <p>Ongoing community spread of COVID-19 in your region.</p>	<p>Act with extreme caution and keep all aquatic facilities closed.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Phase 1</b></p> <p>Progressive reopening of aquatic facilities in compliance with provincial/territorial health authority.</p>	<p>The following activities and facilities can resume with:</p> <ul style="list-style-type: none"> <li>• Controlled access and strict supervision.</li> <li>• Reduce bather loads and ensure physical distancing and disinfection measures.</li> <li>• High risk participants are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>• Lifesaving or lifeguard training.</li> <li>• Emergency use of the facility for seasonal health emergencies (heat wave/high temperature warning).</li> <li>• Aquatic sports training for athletes recognized as being of national interest in view of their participation in the Olympic Games or national and international events.</li> <li>• Allow only essential equipment (e.g., PFD).</li> </ul> <p><i>For waterfronts, outdoor pools and indoor pools only.</i></p>

PHASES	PRECAUTIONS	ALLOWABLE ACTIVITIES AND FACILITIES
<p><b>Phase 2</b></p> <p>If Phase 1 reopening does not generate a reoccurrence of the virus within the community, consider allowing more activities to be held in aquatic facilities.</p>	<p>The following activities and facilities can resume with:</p> <ul style="list-style-type: none"> <li>• Controlled access and strict supervision.</li> <li>• Reduce bather loads and high distancing and disinfection measures.</li> <li>• Higher instructor/coach ratio.</li> <li>• High risk participants are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual swimming lessons or training sessions that do not need physical manipulation by the instructor or coach</li> <li>• Supervised lane/lap swimming with reduced bather loads</li> <li>• Aquatic sports excluding groups that need physical manipulation by the coach</li> <li>• Aquatic fitness classes with instructors being out of the water (except for demonstrations)</li> <li>• Day camps</li> <li>• Water playgrounds with controlled access and supervision</li> <li>• Water parks with reduced bather loads and operating installations allowing easy distancing and disinfection measures</li> </ul>
<p><b>Phase 3</b></p> <p>If phase 2 reopening do not generate a reoccurrence of the virus within the community, consider allowing more activities to be held in aquatic facilities.</p>	<p>The following activities and facilities can resume with:</p> <ul style="list-style-type: none"> <li>• Reduce bather loads and high distancing and disinfection measures.</li> <li>• Higher instructor/coach ratio.</li> <li>• High risk participants are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>• Recreational swimming</li> <li>• Swimming lessons excluding groups that need physical manipulation by the instructor and with instructors being out of the water (except for demonstrations)</li> <li>• Water parks</li> <li>• Whirlpools, saunas and steam rooms</li> <li>• Allow other equipment (e.g., toys) with proper disinfection procedure</li> </ul>
<p><b>Phase 4</b></p> <p>Pandemic is over, COVID-19 is under control due to an appropriate treatment or an effective vaccine.</p>		<ul style="list-style-type: none"> <li>• All activities can resume</li> </ul>

## Appendix B: Reopening Timeline Model

Step	Predecessor	Start	Duration	End
Government Announcement : Date when we know that operations can resume.		May 4, 2020		
Authorization to resume operations : Date when the break ends and aquatic activities can resume..				July 2, 2020
Guidelines for reopening by the Public Health Department.		May 4, 2020		
Carry out inventories and order equipment (sanitary, chemical, CPR and first aid products, etc.).	In order to reduce supply delays due to stock shortages, proceed now and shorten the schedule!	May 5, 2020	28 days	June 2, 2020
Integrate the Public Health Department's guidelines concerning COVID-19 (communication with clients, equipment procurement, updating the procedures and staff training.	Guidelines for reopening by the Public Health Department.	May 4, 2020	28 days	June 1, 2020
Fill, heat and empty the pool.	Government announcement.	May 5, 2020	14 days	May 19, 2020
Contact partners (clubs) and discuss their needs. Ideally maintain open communication from now on.	Government announcement.	May 5, 2020	5 days	May 10, 2020
Make programming adjustments and accept requests from partners.	Government announcement.	May 5, 2020	5 days	May 10, 2020
Hire staff and submit schedules.	Make programming adjustments and accept requests from partners.	May 5, 2020	14 days	May 19, 2020
Publicize updated programming and keep track of registrations.	Make programming adjustments and accept requests from partners.	May 11, 2020	25 days	June 5, 2020
Re-certify staff before the 2 years and 3 months expiry date of their certificates.	Fill, heat and empty the pool.	May 19, 2020	88 jours	August 15, 2020
Period where certificates are valid for a maximum period of 2 years and 3 months.	Authorization to resume activities.	July 2, 2020	45 days	August 15, 2020
Open to the public: Open swims and access to clubs.	Integrate the Public Health Department's recommendations, receive material orders and hire staff.	July 2, 2020		
Open to the public: Swimming and fitness classes.	Publicize updated programming and keep track of registrations.	June 6, 2020		
Holding sports competitions (the directives of the Public Health Department will take precedence).	One (1) month following the start of training..	August 2, 2020		

This chart is available online at <https://www.lifesaving.ca/safety-management-services.phyp>

Appendix C:  
Operator's Daily Checklist

QUESTION	YES	COMMENTS
Does the employer check the condition of employees arriving at the aquatic facility?	<input type="checkbox"/>	
Are employees advised to leave the aquatic facility if they have any COVID-19 symptoms?	<input type="checkbox"/>	
Has the employer planned the work to respect physical distancing?	<input type="checkbox"/>	
Is physical distancing respected during the entry-exit of the aquatic facility? During breaks? During meals?	<input type="checkbox"/>	
Are toilets accessible at the aquatic facility?	<input type="checkbox"/>	
Are the toilets cleaned every 2 to 4 hours?	<input type="checkbox"/>	
Is the staff room table and high-touch points cleaned before and after each use?	<input type="checkbox"/>	
Is the staff room cleaned every day?	<input type="checkbox"/>	
Is there presence of water and hand washing soap?	<input type="checkbox"/>	
Are shared equipment or workstations cleaned after each use?	<input type="checkbox"/>	

## Appendix D: WHO Procedure to Remove Gloves

### GLOVE USE INFORMATION LEAFLET

#### Technique for donning and removing non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

#### I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand



6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

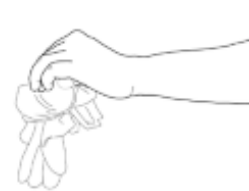
#### II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

## Appendix E: WHO Procedure to Remove Personal Protective Equipment

- 1** Remove waterproof apron and dispose of safely. If the apron is to be reused, place it in a container with disinfectant.



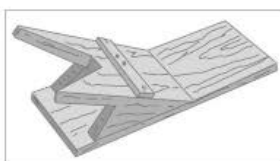
- 2** If wearing overshoes, remove them with your gloves still on (If wearing rubber boots, see step 4).



- 3** Remove gown and gloves and roll inside-out and dispose of safely.



- 4** If wearing rubber boots, remove them (ideally using the boot remover) without touching them with your hands. Place them in a container with disinfectant.



- 5** Perform hand hygiene.



- 6** If wearing a head cover, remove it now (from behind the head).



- 7** Remove face protection:  
**7a** Remove face shield or goggles (from behind the head). Place eye protection in a separate container for reprocessing.



- 7b** Remove mask from behind the head. When removing mask, untie the bottom string first and the top string next.



- 8** Perform hand hygiene.

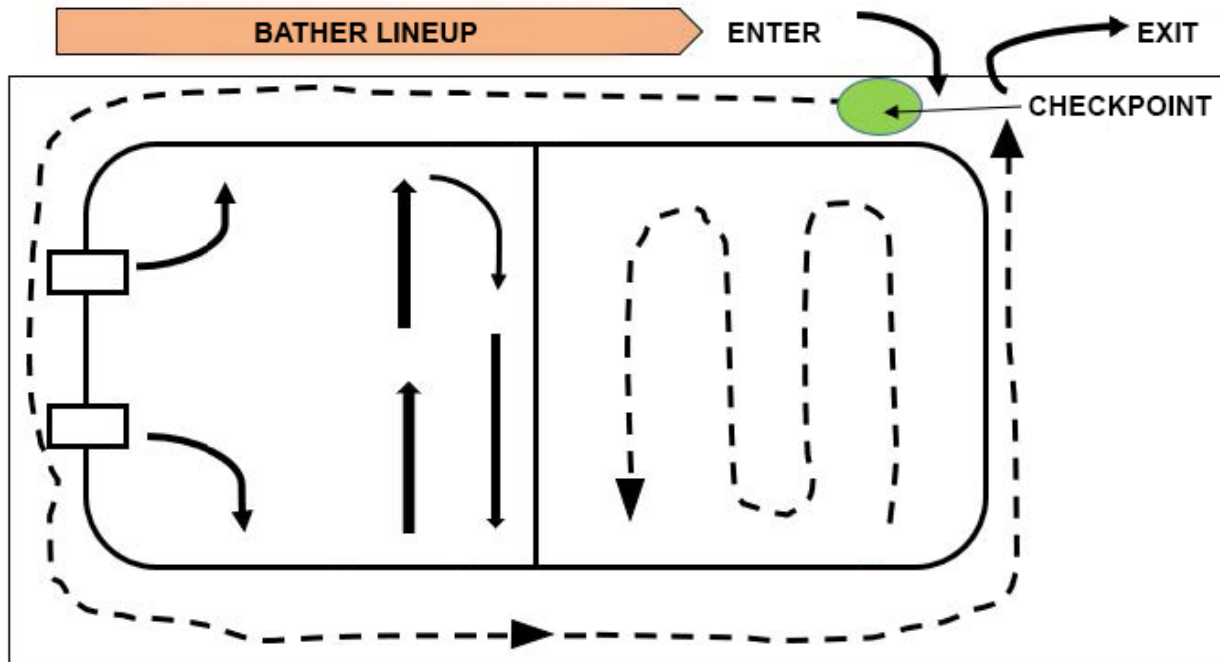


Source: Modified from Clinical Management of Patients with Viral Haemorrhagic Fever: A pocket Guide for the Front-line Health Worker. World Health Organization, 2014



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Appendix F:  
Access and Circulation Layout Model

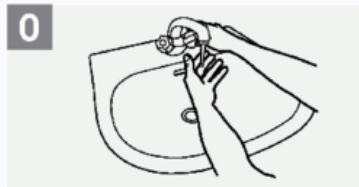




# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

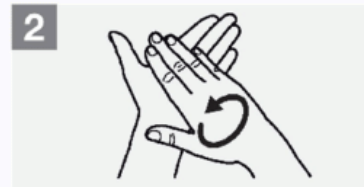
 **Duration of the entire procedure: 40-60 seconds**



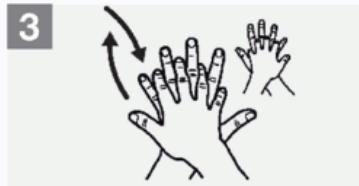
0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



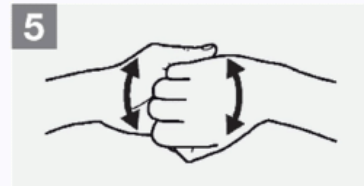
2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



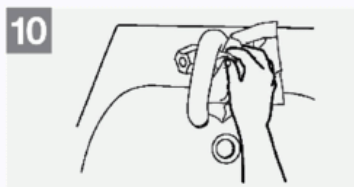
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES  
Clean Your Hands

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## Appendix H: Recreational Swimming / Day Camp and Groups Organization Model

### Reception, Participant Health Check and Promotion of Behaviours that Prevent the Spread of COVID-19

- Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette.
- Do not allow entry to anyone with symptoms or who has been in contact with someone with symptoms.
- Encourage swimmers to bring their own PFD and training equipment.

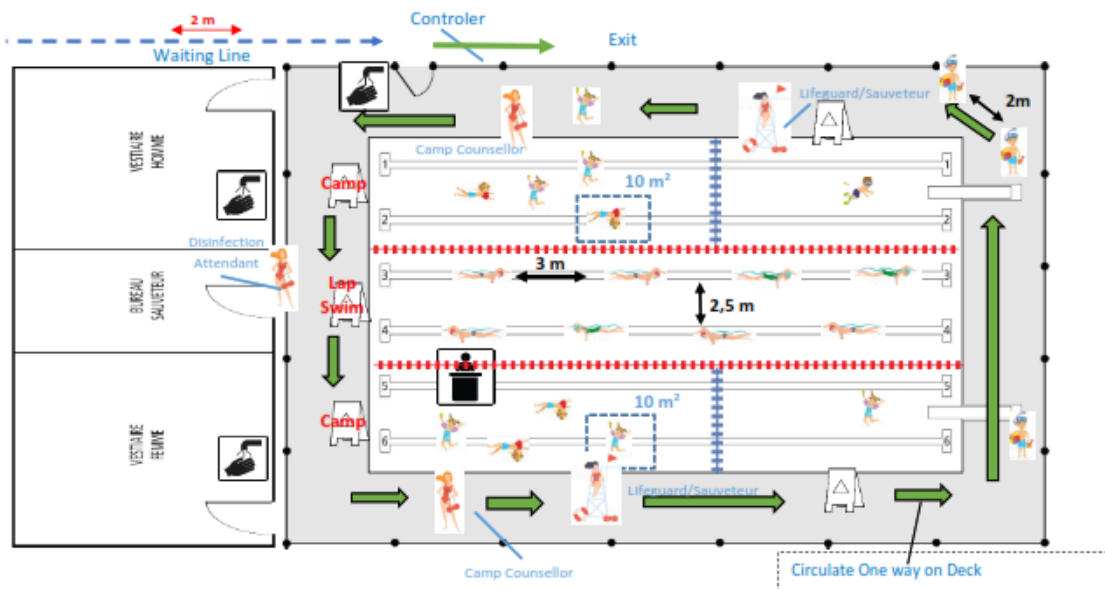
### Physical Distancing (2 m)

- If possible, participants take a shower and change at home with access to the change room limited.
- Swimming in one-way lanes, no overtaking, maintain a distance between swimmers and keep ends of lanes free.
- Use the space on deck reserved for you or your household members or camp group.

### Hand Hygiene and Respiratory Etiquette, Cloth Face Coverings

- Ask swimmers to wash hand with soap for 20 seconds before swimming.
- Encourage swimmers to wash hands often, to cover a sneeze or cough and throw away tissues as soon as used.
- Encourage swimmers to cover their face: wear a cloth or mask when on deck except for swimming in the water.
- Do not share training equipment, kickboard, pull buoy or personal flotation device (PFD); otherwise disinfect between each use.

Model of organization of aquatics activities with physical distance



**SCHEDULE TYPE (from 9 am to 4 pm)**

<b><u>LAP SWIM (# patrons)</u></b>
9:00 am to 10 am (x8)
10:15 am to 11:15 am (x8)
11:30 am to 12:30 pm (x8)
12:45 pm to 1:30 pm (x8)
1:45 pm to 2:30 pm (x8)
2:45 pm to 3:45 pm (x8)
6 groups of 8 patrons = 48 patrons/day

**Estimated space allowed per swimmer**

Pool= 25m x 15m = 375m<sup>2</sup>

Lap swim = 125 m<sup>2</sup> for 8 swimmers = 15 m<sup>2</sup> per swimmer

Diving = 2 x 50 m<sup>2</sup> = 100 m<sup>2</sup> for 2 divers = 25 m<sup>2</sup> per diver

Shallow = 2 x 75 m<sup>2</sup> = 150 m<sup>2</sup> for 25 children = 6 m<sup>2</sup> per bather

Deck = 220 m<sup>2</sup> for 34 bathers + 6 staff = 40 persons = 5.5 m<sup>2</sup> per bather

Restroom = 2 x 10 m<sup>2</sup> = 20 m<sup>2</sup> for 4 children + 1 staff = 5 persons = 4 m<sup>2</sup> per user

## Appendix I: Lanes / Lap Swimming Organization Model

### Reception, Participant Health Check and Promotion of Behaviours that Prevent the Spread of COVID-19

- Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette.
- Deny entry to anyone with symptoms or who has been in contact with someone with symptoms.
- Encourage swimmers to bring their own PFD and training equipment.

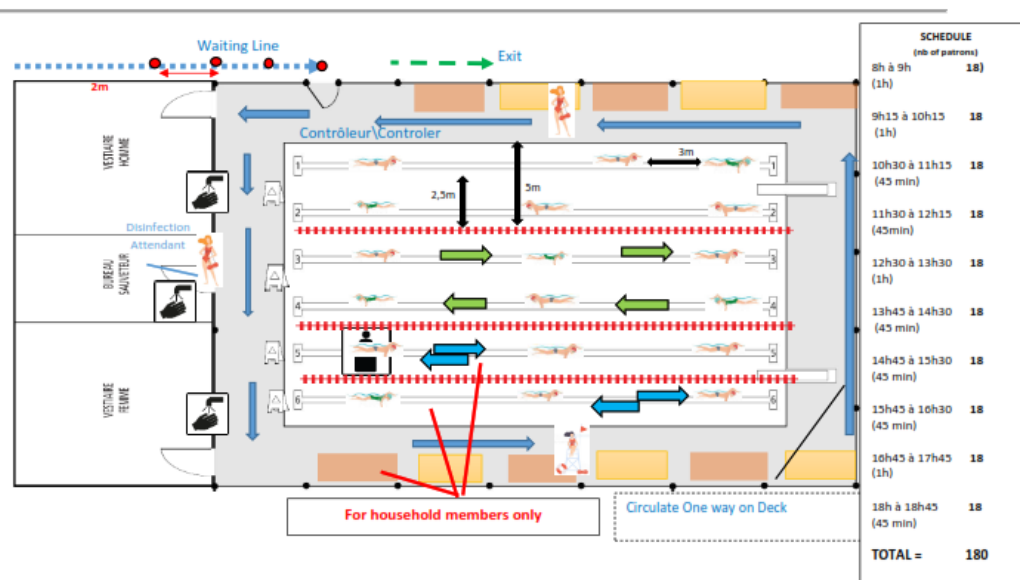
### Physical Distancing (2 m)

- If possible, take a shower and change at home with access to the changeroom limited.
- Swimming in one-way lanes. No overtaking. Maintain a distance between swimmers and keep ends of lanes free.
- Use the space on deck reserved for you or your household members or camp group.

### Hand Hygiene and Respiratory Etiquette/ Cloth Face Coverings

- Ask swimmers to wash hand with soap for 20 seconds before swimming.
- Encourage swimmers to wash hands often and to cover a sneeze or cough and throw away tissues as soon as used.
- Encourage swimmers to cover their face: wear a cloth or mask when on deck except for swimming in the water.
- Do not share training equipment, kickboard, pull buoy or personal floating device (PFD); otherwise disinfect between each use.

Model of organization of aquatics activities with physical distance



## Appendix J: Lifeguard Training Model

### Reception, Participant Health Check and Promotion of Behaviours that Prevent the Spread of COVID-19

- Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette.
- Deny entry to anyone with symptoms or who has been in contact with someone with symptoms.

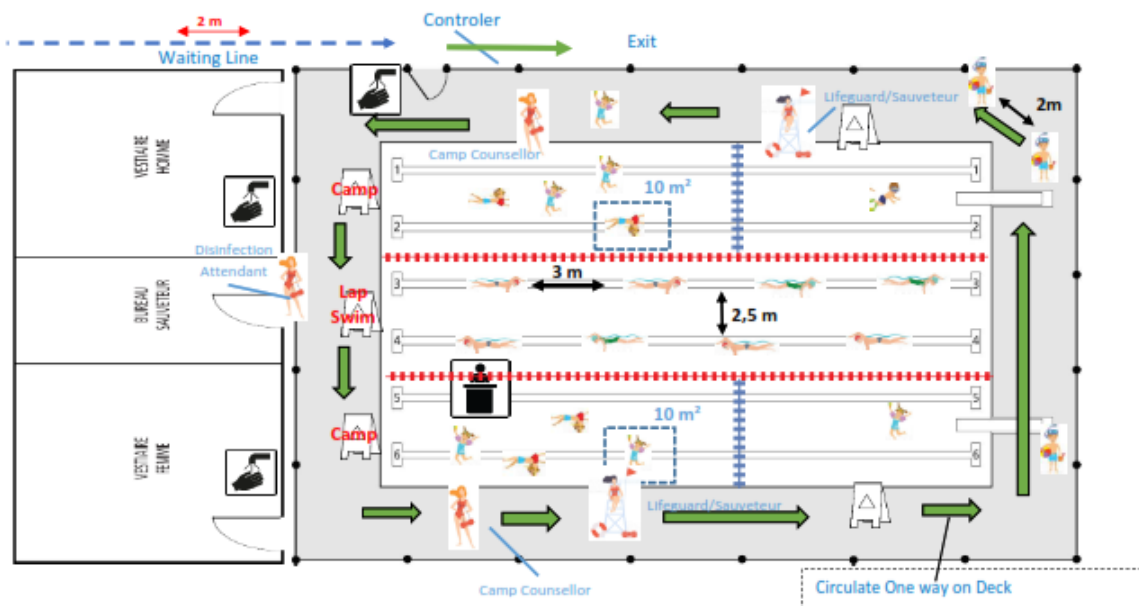
### Physical Distancing (2 m)

- Whenever possible, perform all components of the training and distance training using physical distancing.
- If possible, participants take a shower and change at home with limited access to change rooms.
- Swimming in one-way lanes. No overtaking. Maintain a distance between swimmers and keep ends of lanes and exit points free.
- Use manikins when possible or encourage practice with a resident at the same address.

### Hand Hygiene and Respiratory Etiquette / Cloth Face Coverings

- Frequent hand washing for 20 seconds. Cover a sneeze or cough and throw away tissues as soon as used.
- Cover your face: wear a fabric mask when on deck and during rescue practices within 2 m except for activities in the water.
- Do not share manikins, rescue and training equipment; otherwise disinfect them between each use.

Model of organization of aquatics activities with physical distance



## Appendix K: Rescue Ready Assessment Recommendations

The Rescue Ready Assessment recommendations do not replace National Lifeguard or First Aid recertification courses. The recommendations are intended to provide guidance to owners and operators of aquatic facilities when reactivating returning staff.

- Use a blended learning approach to train returning staff. Prior to in-person training use online learning for COVID-19 specific protocols developed to manage your facility and its operations.<sup>2</sup>
- Follow your community guidelines that have been developed for restoring services.

### Rationale

After an extended period of absence from work, aquatic staff must be ready to provide effective safety supervision to the public participating in aquatic activities.

### Strategies

1. Owners and operators should assess skills and fitness items specific to the facility's needs.
2. The Rescue Ready Assessment recommendations provide an example of skills and fitness that may be required by the owner and operator for staff to successfully perform rescues in their facility when called on to do so.
3. Address the assessment criteria with staff prior to the assessment taking place as well as what remedies will be in place should assessment results be unsatisfactory.
4. Document all return to work assessments of staff. Records must have the date, name and signature of all staff members who receive training.
5. Ensure that candidates maintain physical distance requirements during all aspects of the assessment and that equipment is appropriately disinfected.

### Lifeguard and Assistant Lifeguard\* Pool Sample Assessment:

The owner and operator need to adjust the assessment according to the aquatic facility specifications and activities.

Fitness is an injury prevention measure for the employee and demonstrates their ability to perform rescue skills following aerobic requirement of a rescue.

1. Object recovery: Starting in the water, swim 15 m and surface dive to recover a 9 kg (20 lb.) object; surface and carry the object 5 m.
2. Demonstrate anaerobic fitness: Starting in the water, swim 50 m head-up.
3. Demonstrate effective management of a distressed or drowning victim in deep water in a pandemic context (COVID-19 protocols: use a training manikin, family member, etc.).

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<sup>2</sup> Aquatic Facility Information Bulletin – COVID-19 Facility Operations: Recommendations for Progressive Reopening

4. Demonstrate effective management of a submerged, non-breathing victim and perform 10 cycles of 30 compressions on a CPR manikin (COVID-19 protocols: use a training manikin, family member, etc.)

Lifeguard and Assistant Lifeguard\* Waterfront Sample Assessment:

The owner and operator need to adjust the assessment according to the aquatic facility specifications and activities. Fitness is an injury prevention measure for the employee and demonstrates their ability to perform rescue skills following aerobic requirement of a rescue.

1. Demonstrate aerobic endurance: Run 100 m with a rescue aid to enter the water; swim 100 m to recover a conscious victim; tow the victim 100 m.
2. Demonstrate effective use of a rescue board or rescue craft: Approach 5 m on a beach; enter the water with a rescue craft; pick up a victim (a floating object) 100 m away and return to shore.
3. Demonstrate effective management of a distressed or drowning victim in deep water in a pandemic context (COVID-19 protocols: use a training manikin, family member, etc.).
4. Demonstrate effective management of a submerged, non-breathing victim and perform 10 cycles of 30 compressions on a CPR manikin (COVID-19 protocols: use a training manikin, family member, etc.).

\*Where **Assistant Lifeguards** are employed for safety supervision, the number of Assistant Lifeguards on active swimmer safety surveillance (on deck) shall not exceed the number of National Lifeguards on deck.

## Appendix L: COVID-19 Guidelines for In-Water Rescue

**Includes any water-related incident** (spinals, DNS, seizures, submerged victims)

Use a blended learning approach to train your returning staff. Prior to in-person training use online learning for COVID-19 specific protocols developed to manage your facility and its operations.

Follow your community guidelines that have been developed for restoring services.

**Rescuers should consider the use of non-contact rescue where appropriate.**

1. Prior to entering the water rescuers should remove any face coverings being worn.
2. For in-water rescuers, whenever possible, approach the victim in a manner to avoid face-to-face proximity.<sup>3</sup>
3. For all rescues, minimize the number of rescuers who have direct contact with victims.
4. Where possible, designate a staff member to take the lead during first aid and resuscitation. This allows in-water rescuers time to dry off and don PPE before they continue victim care.
5. At each focal point, provide a dry container including hand sanitizer and PPE for 2 rescuers, a victim and a bystander.
6. After each rescue, all rescuers, victims and bystanders should practice hand hygiene, shower with soap, change their clothes, bag clothes worn during the rescue (to be washed).
7. Follow the disinfection protocols<sup>4</sup> for all rescues and equipment used by staff when providing care.

The following guidelines are COVID-19 adaptations of assessment and treatment actions to be performed in conjunction with specific interventions required by a victim's condition.

### **Scene & Risk Assessment**

- Ensure scene is safe
- Minimize the number of rescuer contacts with victim (where possible maintain physical distancing of 2m)
- Don appropriate PPE (protect self/partner/other responders)
- Manage/mitigate any hazards/risks
- Victim health history - COVID-19

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<sup>3</sup> International Liaison Committee on Resuscitation (ILCOR) COVID-19 Practical Guidance for Implementation

<sup>4</sup> US Centers for Disease Control and Prevention (CDC) - Cleaning and Disinfecting Your Facility - Everyday Steps, Steps When Someone is Sick, and Considerations for Employers. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>



- Mechanism of Injury
- Request additional resources as required
- Continuous and dynamic scene assessment

#### **Primary Assessment**

- ABCs
- EMS
- Treat for shock
- Preparing for transport

#### **Secondary Assessment** (promote self-treatment or treatment by a family member)

- Vital signs
- History - Functional Inquiry
- Head-to-Toe Exam
- Treatment
- Victims who can walk to the ambulance or access point should be encouraged to do so to reduce the risk of COVID-19 transmission.

#### **Respiratory hygiene measures for victims**

- Offer a facemask/face-cover to all victims.
- Ensure that all victims cover their nose and mouth with a tissue or elbow when coughing or sneezing.

#### **First aid for children and minors**

- Wherever possible initiate first aid for children and minors by asking parents or caregivers to provide aid.<sup>5</sup>
- Provide appropriate PPE i.e. facemask/face cover and gloves for those providing aid and the victims.

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<sup>5</sup> Appendix N: First Aid and Resuscitation Guidelines for COVID-19

*Below are some examples of how these guidelines may be applied. Rescuers should consider the use of non-contact rescues where appropriate. The First Aid designate is highlighted in blue.*

<p><b>Example 1</b></p> <p><b>1 guard* &amp; trained backup</b></p> <p>e.g., trained back-up or Assistant Lifeguard</p>	<ol style="list-style-type: none"> <li>1. <b>Lifeguard</b> signals and enters water with rescue aid.</li> <li>2. Other staff providing backup clear the water, get equipment, don PPE<sup>6</sup>.</li> <li>3. If needed - assists in victim removal.</li> <li>4. <b>All Rescuers involved with victim care should dry off and don appropriate PPE before continuing victim care.</b></li> <li>5. Provide face mask to victim during care.</li> <li>6. If available, direct other facility staff or a bystander. <ul style="list-style-type: none"> <li>• to assist in complex rescues</li> <li>• to call EMS</li> </ul> </li> <li>7. Follow disinfection protocols post-rescue.</li> </ol>
<p><b>Example 2:</b></p> <p><b>2 guards*</b></p> <p>e.g., 2 LGs or 1 LG + 1 Assistant Lifeguard</p>	<ol style="list-style-type: none"> <li>1. <b>Rescuer 1:</b> Signals and enters water with rescue aid.</li> <li>2. <b>Rescuer 2:</b> Initiates clearing the water, provides backup, assists with victim removal. <ul style="list-style-type: none"> <li>• if not needed in the water, get equipment and don PPE.</li> </ul> </li> <li>3. <b>All Rescuers involved with victim care should dry off and don appropriate PPE before continuing victim care.</b></li> <li>4. Provide face mask to victim during care.</li> <li>5. If available, direct other facility staff or a bystander. <ul style="list-style-type: none"> <li>• to assist in complex rescues</li> <li>• to call EMS</li> </ul> </li> <li>6. Follow disinfection protocols post-rescue.</li> </ol>
<p><b>Example 3:</b></p> <p><b>3 (or more) guards*</b></p> <p>e.g., 3 LGs or 2 LGs + 1 Assistant Lifeguard</p>	<ol style="list-style-type: none"> <li>1. <b>Rescuer 1:</b> Signals and enters water with rescue aid.</li> <li>2. <b>Rescuer 2:</b> initiates clearing the water, provides backup and assist with victim removal.</li> <li>3. <b>Rescuer 3/First Aid Designate:</b> upon removal assume primary victim care.</li> <li>4. <b>All Rescuers involved with victim care should dry off and don appropriate PPE before continuing victim care.</b></li> <li>5. Provide face mask to victim during care.</li> <li>6. If available, direct other facility staff or a bystander. <ul style="list-style-type: none"> <li>• to assist in complex rescues</li> <li>• to call EMS</li> </ul> </li> <li>7. Follow disinfection protocols post-rescue.</li> </ol>

\*Where **Assistant Lifeguards** are employed for safety supervision, the number of Assistant Lifeguards on active swimmer safety surveillance (on deck) shall not exceed the number of National Lifeguards on deck.

<sup>6</sup> Appendix P: Lifeguard Personal Protective Equipment

Appendix M:  
COVID-19 Protocols for Safety Education and Rule Enforcement

- Use a blended learning approach to train returning staff. Prior to in-person training use online learning for COVID-19 specific protocols developed to manage your facility and its operations.<sup>7</sup>
- Practice physical distancing which may include wearing protective facemask/face-covering while providing safety education and rule enforcement.
- Where possible and needed, designate a staff member to inform and educate the public concerning COVID-19 specific protocols.
- Staff performing safety supervision should not be engaged in any other duties.
- An important reminder for staff is that when providing information and enforcing rules, not all patrons will be initially accepting of the new protocols for the facility.
- All staff should be reminded of the need for sensitivity regarding policies concerning customer service as well as personal safety in regard to harassment in the workplace.

**Below are examples of how these guidelines may be applied.**

1. Prior to entering the facility, inform and educate the public, parents and caregivers of all new admission requirements including health questions and their responsibilities regarding physical distancing from non-family members for all activities and facility amenities.
2. Inform and educate patrons concerning one-way traffic measures around the facility, such as, entering and exiting showers, change rooms or toilet facilities.
3. Inform and educate patrons on measures put in place to avoid crowd gathering and to encourage physical distancing in waiting lines for recreational equipment.
4. Inform and educate program participants about not sharing personal equipment such as water bottles, towels, goggles, etc.
5. Wherever possible, lifeguards should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
6. Wherever possible, lifeguards should maintain physical distancing when providing information with other team members.
7. Lifeguards should follow and maintain new protocols concerning regular disinfection of common contact surfaces throughout the operational day<sup>8</sup>.

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<sup>7</sup> Aquatic Facility Information Bulletin – COVID-19 Facility Operations: Recommendations for Progressive Reopening

<sup>8</sup> COVID-19 Aquatic Facility Maintenance: Cleaning, Decontamination and Safe Water Management for Aquatic Facilities.

## Appendix N: First Aid and Resuscitation Guidelines for COVID-19

### Principles of Mitigating Risk of Infection When Administering First Aid and Resuscitation

The purpose of this section is to assist lifeguards in assessing risk at each step of the rescue process. These principles do not replace lifeguard skills acquired in Standard First Aid. They provide supplemental considerations for use throughout the process to assist in mitigating risk.

#### SCENE ASSESSMENT

- Maintain physical distancing (2 m) whenever possible.
- Collect information about the health status of the victim with regard to COVID-19.
  - It is important to pass this information on to EMS, allowing them to provide optimal treatment to the victim.
  - This information may be obtained from the victim, the victim's caregiver, bystanders, etc.
  - Determining the victim's health status and COVID-19 infection can be accomplished by asking common questions.

#### PRIMARY ASSESSMENT

- Maintain physical distancing (2 m) whenever possible.
- Determine if the victim's condition requires the lifeguard to make direct contact with the victim. For clarity on 'no contact' as compared to 'direct contact' first aid treatment, see Appendix O: *Decision Tree for First Aid During a COVID-19 Era*.
  - Alternative options may include a victim's caregiver or family member administering first aid treatment with lifeguard direction (e.g., direct pressure to a wound, cleaning and bandaging, providing ventilation when resuscitation is required).
  - Don PPE: surgical mask, eyewear protection, gloves. A gown is optional. Where possible the victim should also don PPE. For level of PPE required, see Appendix E: *Personal Protective Equipment*.
- When victim history indicates positive or suspected COVID-19, inform EMS.
- Regardless of direct or indirect contact, proper hand hygiene is important following all first aid treatment. Proper hand hygiene includes washing with soap and water or hand sanitizer (60% alcohol or higher) for 20 seconds.

## SECONDARY ASSESSMENT

- Maintain physical distancing (2 m) whenever possible.
- Only take vital signs that can be observed from a distance (i.e., skin colour, visual breathing check) or are required for victim treatment decisions (i.e., skin temp of a possible heat stroke victim).

## POST-RESCUE PROCESS

- Take care to remove and dispose of PPE in a safe manner.
- Disinfect all surfaces that may have come in contact with the victim or rescuer during treatment (e.g., chair, clipboard, pen).
- Where required, practice personal decontamination
- For clarity regarding first aid disinfection protocols, see *Aquatic Facility Maintenance, Cleaning and Disinfection*, p. 33.

## Levels of Risk and Personal Protective Equipment (PPE)

Due to the nature of COVID-19 as an aerosol transmitted pathogen, first aid protocols have been categorized into low-risk and high-risk categories. High-risk protocols include all treatments that generate aerosols, while protocols that do not generate aerosols fall under the low-risk category. Rescuers don PPE in accordance with the level of risk they encounter.

Identified high-risk (aerosol-generating) protocols are as follows:

- Chest compressions
- Ventilations
- High-flow oxygen administration (great than 5 lpm)
- Suction
- Abdominal thrusts/back blows

**All rescuers within 2 m of the victim must don appropriate PPE for high-risk protocols.** For clarity on when to use PPE, see Appendix P: *Lifeguard Personal Protective Equipment*.

## Oxygen

The use of high flow oxygen is considered high-risk as it generates aerosols and therefore should be reserved for:

- Victims in need of resuscitation
- Children and infant victims
- Drowning victims

## Suction

The use of suction is considered high-risk as it generates aerosols. Clearing an airway using suction is not recommended at this time. Instead, roll the victim to allow drainage and utilize a finger sweep (with proper PPE) if required.

## Itemized List of Personal Protective Equipment for Lifeguards

Most PPE components come in different sizes and it is important to stress that PPE does not follow a one-size-fits-all principle. A proper PPE fit is essential to obtain protection; a non-suitable size will not protect its wearer. Employers must ensure that PPE is available in proper sizes, is clean, workers are trained on its use, fit testing where required, and workers follow established protocols for its use.

**Respiratory Protection:** Aquatic staff who cannot maintain physical distancing should wear at least a non-medical mask or cloth face covering. Aquatic staff responding to a first aid situation should wear at least a surgical mask.

***Surgical Mask (3-layered):*** reduces transmission of aerosol by 50% and protects from contracting aerosol route infection from others by 75%-80%. Surgical masks must be dry to be effective.

***Non-medical mask or cloth face coverings:*** Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be made from household items. Wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations.

Mask and face coverings are prohibited in the water for lifeguards and patrons at all times.

**Eye Protection:** Face shields or personal protective goggles may be used. Both face shields and personal protective goggles prevent virus exposure of the eye mucosa. Protective goggles must fit the user's facial features and be compatible with the respiratory protection. Corrective lenses or safety glasses do not provide adequate protection. Protective eyewear may be reused once disinfected.

**Hand Protection:** Non-latex medical exam gloves should be used. Practice hand hygiene after gloves are removed.

**Body Protection:** Where possible, long-sleeved water-resistant gowns should be used to prevent body contamination. If water-resistant gowns are not available, remove and launder all clothing once treatment is finished. For both options, practice personal hygiene following use.

**Bag-valve-mask with viral filter (e.g., HEPA):** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of virus spread during ventilations. Viral filters must remain in their original packaging and be dry to be effective.

**Pocket Mask with a viral filter (e.g., HEPA):** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of virus spread during ventilations. Viral filters must remain in their original packaging and be dry to be effective.

#### Keeping Personal Protective Equipment Organized, Clean and Dry

As certain PPE (such as masks) must remain dry to be effective, it is strongly recommended that protocols that address PPE storage be added to facility safety plans.

#### Examples

Each lifeguard will have first contact PPE on their person including gloves and 2 surgical masks. The gloves and surgical masks may be kept in a resealable zip-top bag to avoid getting wet.

Each focal point will have a dry storage container that includes PPE for 2 rescuers and a bystander, resuscitation equipment (BVM with viral filter, etc.), hand sanitizer and disinfection wipes.

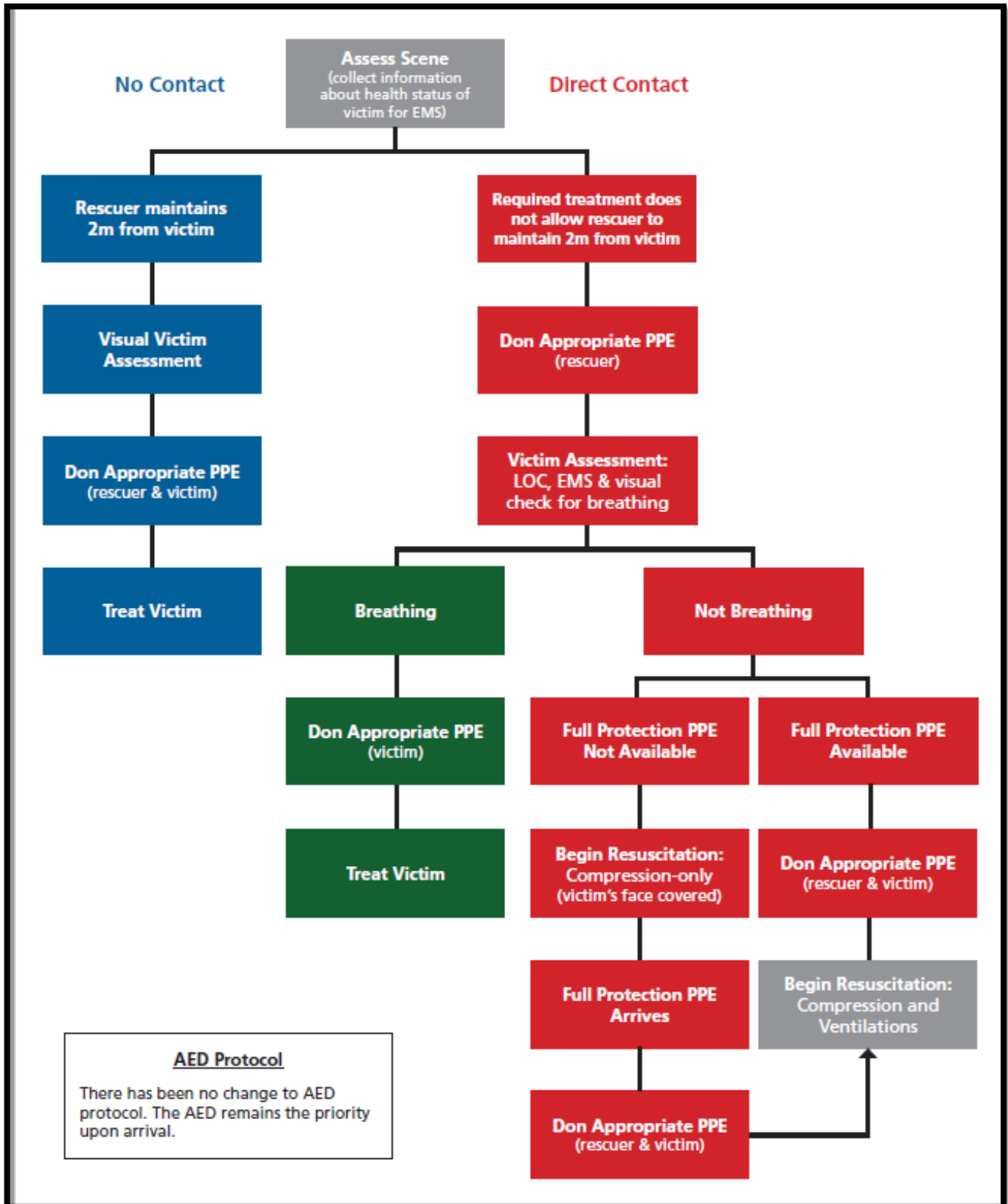
#### Personal Protective Equipment Disinfection

Proper disposal of single-use equipment and proper disinfection of reusable equipment is necessary for ensuring the safety of both staff and patrons. For proper disinfection of reusable equipment, see manufacturer's specifications. Where no specifications exist, the following ratios are recommended.

The Centers for Disease Control and Prevention (CDC) recommend a 1:10 dilution ratio for household bleach, or a 1:20 ratio for commercial sodium hypochlorite solution to disinfect PPE, then let air dry. Typically, 1 to 10 minutes contact time is recommended.

For full disinfection recommendations, see *Aquatic Facility Maintenance, Cleaning and Disinfection*, p. 33.

Appendix O:  
 COVID-19 Decision Tree for First Aid & Resuscitation





Appendix P:  
Lifeguard Personal Protective Equipment

NO CONTACT	DIRECT CONTACT	
2 m physical distancing is maintained between the rescuer and victim	<p style="text-align: center;"><b>LOW-RISK</b></p> <p style="text-align: center;">Non-aerosol-generating treatment</p> <p style="text-align: center;">2 m physical distancing will compromise victim outcome</p>	<p style="text-align: center;"><b>HIGH-RISK</b></p> <p style="text-align: center;">Aerosol-generating treatment</p> <p style="text-align: center;">2 m physical distancing will compromise victim outcome</p>
<p><b>RESCUER:</b></p> <p>gloves, surgical mask with face shield/goggles</p> <p><b>VICTIM:</b></p> <p>surgical mask if possible</p>	<p><b>RESCUER:</b></p> <p>face shield/goggles, gloves, surgical mask</p> <p><b>VICTIM:</b></p> <p>surgical mask if possible</p>	<p><b>RESCUER:</b></p> <p>face shield/goggles, gloves, surgical mask, gown optional</p> <p><b>VICTIM:</b> (in order of preference)</p> <p>BVM with viral filter &amp; continuous seal</p> <p><b>OR</b></p> <p>Pocket mask with viral filter &amp; continuous seal</p> <p><b>OR</b></p> <p>Non-rebreather face mask with supplemental oxygen and open airway</p> <p><b>OR</b></p> <p>Pocket mask with viral filter and head strap (single rescuer only)</p> <p><b>OR</b></p> <p>Surgical mask (compression-only CPR)</p> <p><b>NOTE:</b> When continuous seal cannot be maintained during compressions, a pocket mask with a head strap to maintain a seal must be put over the victim's mouth and nose (i.e. while the AED is being applied).</p>

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Publications of the Lifesaving Society are available from any Branch office. Inquiries from outside Canada should be directed to the National Office.

**Alberta & Northwest Territories Branch**

13123 - 156 Street NW  
Edmonton, Alberta T5V 1V2  
Telephone: (780) 415-1755  
Fax: (780) 427-9334  
E-mail: [experts@lifesaving.org](mailto:experts@lifesaving.org)  
Web site: [www.lifesaving.org](http://www.lifesaving.org)

**British Columbia & Yukon Branch**

112 - 3989 Henning Drive  
Burnaby, British Columbia V5C 6N5  
Telephone: (604) 299-5450  
E-mail: [info@lifesaving.bc.ca](mailto:info@lifesaving.bc.ca)  
Web site: [www.lifesaving.bc.ca](http://www.lifesaving.bc.ca)

**Manitoba Branch**

100-383 Provencher Blvd.  
Winnipeg, Manitoba R2H 0G9  
Telephone: (204) 956-2124  
Fax: (204) 944-8546  
E-mail: [info@lifesaving.mb.ca](mailto:info@lifesaving.mb.ca)  
Web site: [www.lifesaving.mb.ca](http://www.lifesaving.mb.ca)

**National Office**

1145 Hunt Club Road, Suite 001  
Ottawa, Ontario K1V 0Y3  
Telephone: (613) 746-5694  
Fax: (613) 746-9929  
E-mail: [experts@lifesaving.ca](mailto:experts@lifesaving.ca)  
Web site: [www.lifesaving.ca](http://www.lifesaving.ca)

**New Brunswick Branch**

70 Melissa Street  
Fredericton, New Brunswick E3A 6W1  
Telephone: (506) 455-5762  
Fax: (506) 450-7946  
E-mail: [info@lifesavingnb.ca](mailto:info@lifesavingnb.ca)  
Web site: [www.lifesavingnb.ca](http://www.lifesavingnb.ca)

**Newfoundland & Labrador Branch**

11 Austin Street  
P.O. Box 8065, Station "A"  
St. John's, Newfoundland A1B 3M9  
Telephone: (709) 576-1953  
Fax: (709) 738-1475  
E-mail: [info@lifesavingnl.ca](mailto:info@lifesavingnl.ca)  
Web site: [www.lifesavingnl.ca](http://www.lifesavingnl.ca)

**Nova Scotia Branch**

5516 Spring Garden Road, 4th Floor  
Halifax, Nova Scotia B3J 1G6  
Telephone: (902) 425-5450  
Fax: (902) 425-5606  
E-mail: [experts@lifesavingsociety.ns.ca](mailto:experts@lifesavingsociety.ns.ca)  
Web site: [www.lifesavingsociety.ns.ca](http://www.lifesavingsociety.ns.ca)

**Ontario Branch**

400 Consumers Road  
Toronto, Ontario M2J 1P8  
Telephone: (416) 490-8844  
Fax: (416) 490-8766  
E-mail: [experts@lifeguarding.com](mailto:experts@lifeguarding.com)  
Web site: [www.lifesavingsociety.com](http://www.lifesavingsociety.com)  
[www.lifeguarddepot.com](http://www.lifeguarddepot.com)

**Prince Edward Island Branch**

40 Enman Crescent  
Charlottetown, Prince Edward Island C1E 1E6  
Telephone: (902) 967-4888  
E-mail: [info@lifesavingsocietypei.ca](mailto:info@lifesavingsocietypei.ca)  
Web site: [www.lifesavingsocietypei.ca](http://www.lifesavingsocietypei.ca)

**Quebec Branch**

4545 Pierre de Coubertin Avenue  
Montreal, Quebec H1V 0B2  
Telephone: (514) 252-3100 or 1-800-265-3093  
Fax: (514) 254-6232  
E-mail: [alerte@sauvetage.qc.ca](mailto:alerte@sauvetage.qc.ca)  
Web site: [www.sauvetage.qc.ca](http://www.sauvetage.qc.ca)

**Saskatchewan Branch**

2224 Smith Street  
Regina, Saskatchewan S4P 2P4  
Telephone: (306) 780-9255  
Fax: (306) 780-9498  
E-mail: [lifesaving@sasktel.net](mailto:lifesaving@sasktel.net)  
Web site: [www.lifesavingsociety.sk.ca](http://www.lifesavingsociety.sk.ca)



**LIFESAVING SOCIETY®**

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50 RUE BALDWIN STREET | TORONTO ONTARIO | M5T 1L4 | CANADA  
TEL./TÉL.: 416-348-8672 | TF/S.F.: 1-866-OMA-8672 | FAX/TÉLÉC.: 416-348-0438  
EMAIL/COURRIEL: OMA@MUSEUMSONTARIO.CA | MUSEUMSONTARIO.CA OR/OU MUSÉESONTARIO.CA

# Guidance for Museums Reopening After Closure due to COVID-19

# Guidance for Museums Reopening After Closure due to COVID-19

## Contents

- Introduction ..... 3
- Disclaimer..... 3
- Public Health and Provincial Reopening Guidelines..... 4
  - Reopening Requirements for Museums, Attractions and Heritage Institutions ..... 4
- Considerations for Re-entry and Re-opening ..... 7
  - Create Your Reopening and Recovery Plan..... 7
    - Plan Templates and Resources ..... 7
    - Create a Reopening and Recovery Team ..... 7
    - Create a plan with a phased timeline ..... 7
    - Maintain Clear and Consistent Internal and External Communications ..... 7
  - Determine the Minimum Requirements that Need to be in Place for Museum Staff and Volunteers to Re-enter the Museum *Before it is Open to the Public* ..... 8
    - Questions and Considerations ..... 8
    - Resources..... 9
- Ontario Guidelines for Workplaces ..... 9
- Recommended Considerations..... 9
  - Update your policies ..... 11
  - Cleaning protocols ..... 12
  - Collections Management Protocols ..... 12
- Determine the minimum requirements that need to be in place for the museum to *re-open to the public* ..... 13
  - Questions and Considerations ..... 13

## Introduction

In *A Framework for Reopening our Province*, the Government of Ontario has laid out a three-phase plan to responsibly reopen businesses, services and public spaces while keeping health and safety of Ontarians as the top priority.

As of the writing of this document (June 17, 2020) [Stage 2 of Phase 2 of the Province's reopening plan has begun on June 12, 2020 for certain regions of Ontario](#). Museums may open in these regions if they follow specific restrictions (see page 3). Regions not included on the list must remain in Stage 1 and therefore museums in those regions must remain closed until further notice.

Since March 2020, the Ontario Museum Association has been updating the dedicated [COVID-19 Resources page](#) on our website and organizing webinars to give members the information they need to operate during closure and prepare to reopen. Please visit this page regularly to access compiled resources from organizations in Ontario and around the world.

The OMA has created this document to provide information that will help Ontario museums to make decisions about whether to reopen, when to reopen, and how to reopen responsibly and safely. ***That all museums will reopen to the public in the near future is not a foregone conclusion.*** The decision to reopen any museum will be based on government and scientific guidance, but the financial and operational considerations that directors, funders and policy-makers must take into account mean that reopening will be a difficult process for many museums.

The OMA is working to support museums to operate safely and with the resources they need to be sustainable in a new and uncertain reality. Whether museums are able to welcome visitors into their buildings or whether they engage with their communities in other ways, the OMA is and will be a staunch advocate and champion of the value of museums to all communities in Ontario.

***This is a living document that will be updated as new information becomes available.***

## Disclaimer

This resource is intended to serve as a guide to help museums to make informed decisions as they plan to reopen sites to staff, volunteers, and the public. Wherever possible this document points to Ontario Government resources and guidelines, and to Ontario-specific guidance from trusted sources. This document is not meant to supersede any regulations or guidance from provincial, federal or local governments or public health authorities, and where any discrepancies exist, guidance from these authorities must take precedence.

The Ontario Museum Association encourages museums to consult with their local government and public health authorities as they develop their reopening plans, and to seek legal advice and consult their insurance companies regarding their specific circumstances as needed.



## Public Health and Provincial Reopening Guidelines

Museums must base decisions on the most current public health guidance and provincial reopening guidelines available.

- [Health Canada](#)
- [Public Health Ontario](#)
- [Province of Ontario COVID-19 Information](#)
- [Framework for Reopening Our Province](#)

We encourage museums to monitor all announcements from the above organizations and modify their plans accordingly.

**In consultation with the Ministry of Heritage, Sport, Tourism and Cultural Industries, the following provincial requirements for museums have been compiled.**

### Reopening Requirements for Museums, Attractions and Heritage Institutions

#### Overview

Museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions may reopen during Stage 2 if they comply with Reg. 263/20 under the Emergency Management and Civil Protection Act, as well as the requirements provided in the Framework for Reopening our Province: Stage 2.

Reg. 263/20 under the Emergency Management and Civil Protection Act can be found [here](#).

A Framework for Reopening our Province: Stage 2 can be found [here](#).

#### **Reg. 263/20 Under the Emergency Management and Civil Protection Act**

Museums need to comply with two sections of the regulation - general compliance for businesses and specific instructions for museums:

#### **General Compliance**

4. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

(3) The person responsible for a business that is open to the public, or an organization responsible for a facility that is open to the public, shall ensure that the place of business or facility is operated to enable members of the public in the place of business or facility

Version 1: June 17, 2020

to, to the fullest extent possible, maintain a physical distance of at least two metres from other persons.

(4) Subsection (3) does not require the business or facility to be operated in such a way as to enable physical distancing of persons who have arrived at the business or facility together.

(5) The person responsible for a business or place that is open shall ensure that any washrooms made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary environment.

Information on cleaning and safety can be found [here](#).

### **Museums, etc.**

**23.** Museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions may open if they comply with the following conditions:

1. No member of the public may be permitted access to interactive exhibits or exhibits that would create a high risk of personal contact.
2. Lockers must not be provided to members of the public.
3. Any equipment that is rented or provided to patrons must be cleaned and disinfected between each use.

Information on cleaning and safety can be found [here](#).

### **A Framework for Reopening our Province: Stage 2**

In addition to the provisions in Reg. 263/20, museums must also comply with the requirements laid out in *A Framework for Reopening our Province: Stage 2*:

Museums, galleries, aquariums, zoos outdoor heritage institutions (for example, landmarks, outdoor historic sites, botanical gardens), and other establishments primarily engaged in preserving and exhibiting objects, sites and natural wonders of historical, cultural and educational value are permitted to reopen with restrictions.

- Interactive and high-contact exhibits, amusement parks, water parks and conference centres will remain closed in Stage 2.
- Lockers will remain closed.
- The opening of commercial areas (for example, restaurant, cafe, bookshop, giftshop) are subject to the related guidelines and restrictions.
- Persons in the place of business shall maintain physical distancing of at least two

metres from each other at all times by:

- Timed entry
- A Limited number of visitors allowed in a place at one time
- Managed visitor flow (for example, one-way flow)
- Establishments should consider operating by appointment and/or record each patron's name and contact information for the purpose of contact tracing.

Museums must also comply with requirements around retail and food services if relevant to their institutions.

### **Existing Provincial Guidance Material**

Any guidance provided to museums, attractions and heritage institutions on how to safely reopen must align with existing provincial guidance. A few relevant examples are provided below:

- [Workplace Safety & Prevention Services: Guidance on Health and Safety for Tourism and Hospitality Sector during COVID-19](#)
- [Public Services Health & Safety Association: Health and Safety Guidance During COVID-19 For Library Employers](#)
- [Workplace Safety & Prevention Services: Guidance on Health and Safety for Retail Sector during COVID-19](#)
- [Workplace Safety & Prevention Services: Guidance on Health and Safety for Office Sector during COVID-19](#)

## Considerations for Re-entry and Re-opening

Ontario museums always strive to achieve best practices and to meet the [Standards for Community Museums in Ontario](#) and consult with heritage and museum advisory staff at the [Ministry of Heritage, Tourism, Sport and Cultural Industries](#). At this time more than ever, museums are finding creative ways to meet standards and fulfil their mandates while keeping people safe.

The following are topics and links to resources to help museums to create their own plans for reopening both to staff and volunteers and to the public. Every museum's situation will be unique and will need to take into account direction from local public health authorities and the specific context of the physical site and the individuals, organizations, and communities involved.

### Create Your Reopening and Recovery Plan

#### Plan Templates and Resources

- The Government of Ontario has provided information on how to [develop your COVID-19 workplace safety plan](#) that includes a template you can use to create your own.

#### Create a Reopening and Recovery Team

- Create a team within your museum if possible. This group could include Board members, staff, and volunteers, and members of your [Joint Health and Safety Committee](#).
  - The [Alberta Museums Association Membership Advisory Part 1](#) includes helpful information and resources for creating an Emergency Response Team (ERT) which can act as a Reopening and Recovery Team.
- If your organization is very small, consider creating a Reopening and Recovery Team with other small organizations within your Regional Museum Network. [Contact the OMA](#) to find your local Regional Museum Network.

#### Create a plan with a phased timeline

- Ontario's [Framework for Reopening Our Province](#) identifies three phases for reopening and recovery. Consider using a similar approach for your museum that identifies what steps need to happen and what conditions need to be met before the next phase can begin.
- Allow for flexible timelines as shifts will be necessary and timelines may be longer than anticipated.

#### Maintain Clear and Consistent Internal and External Communications

- It is important to maintain clear and consistent messaging about your reopening plans both internally (with board, staff and volunteers) and externally.
  - Provide regular updates to all staff and volunteers, including those on temporary leave.
  - Update your website and social media channels to keep your community informed.

- Keep suppliers, community partners, funders, and insurers informed about changes to your operations.
- Consider sharing and reviewing your reopening plan with other museums and community organizations in your area, as well as your local government [public health unit](#), and tourism partners.
- Sharing with other organizations may highlight opportunities for collaboration, such as bulk ordering of supplies.
  - [Workplace PPE Supplier Directory](#)
- Keep your members and audience informed about your plans and find out what they need.
  - Consider reaching out to your local community to find out what measures need to be in place for people to be comfortable visiting your site when it reopens. Some examples include:
    - [Lang Pioneer Village](#)
    - [The Diefenbunker](#)
    - [Pickering Museum Village](#)

## Determine the Minimum Requirements that Need to be in Place for Museum Staff and Volunteers to Re-enter the Museum *Before it is Open to the Public*

### Questions and Considerations

Consider the following within the timelines laid out in your plan.

- Financial
  - What resources does the museum need to meet all normal financial commitments (e.g. rent, utilities, internet, wages, etc.) as well as additional costs such as cleaning supplies and personal protective equipment?
  - What grants or subsidies need to be confirmed or received?
- Staffing
  - Many museums have laid off or furloughed staff or postponed seasonal hiring. Consider how long it will take to hire or bring staff back and to train them in new cleaning protocols, emergency procedures, etc.
  - Be aware that some individuals may need to remain on leave or may need to continue working from home to care for family members.
  - Consider the needs of individuals who may be more at risk than others e.g. elderly volunteers, those with underlying conditions, those whose roles put them in closer contact with others.
  - Build in time to review policies and to train staff in new visitation patterns, customer service protocols, and dealing with non-compliant visitors.
- Facility
  - If the museum has been inaccessible while closed – has it been inspected to ensure that buildings and grounds are safe for staff and volunteers to return to work?
  - Do work areas need to be rearranged to ensure physical distancing?
  - Who has had access to the museum and has the space been thoroughly cleaned and disinfected or quarantined?

- Safety equipment and supplies
  - Does the museum have an adequate supply of products and materials to properly clean and disinfect all work areas?
  - Does the museum have an adequate supply of personal protective equipment (e.g. masks, gloves) for staff and volunteers if needed?
  - Does the museum have a reliable source for restocking supplies as needed?

## Resources

- [Post Pandemic Business Resumption Checklist](#)
- [Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#)
- [Post-Pandemic Business Playbook: A guide for COVID-19 Pandemic Preparedness and Response](#)

## Ontario Guidelines for Workplaces

Working at your museum after COVID-19 will not be the same as it was before the pandemic. The Ministry of Labour, Training and Skills Development and Provincial health and safety associations have created guidance documents for different kinds of workplaces.

As museum work incorporates a wide variety of roles, several different guides may apply and the OMA encourages consultation of the following:

- Government of Ontario - [Resources to prevent COVID-19 in the workplace](#)
- Government of Ontario - [COVID-19 \(coronavirus\) and workplace health and safety](#)
- Government of Ontario - [Develop your COVID-19 workplace safety plan](#)
- Ontario Ministry of Health - [COVID-19 Guidance: Essential Workplaces](#)
- Workplace Safety and Prevention Services - [COVID-19 Resources for Business still operating, for businesses operating remotely, and for businesses preparing to reopen](#)
- Public Service Health and Safety Association - [Novel Coronavirus \(COVID-19\) Resource Centre: Links & Resources for Workers & Employers](#)

## Recommended Considerations

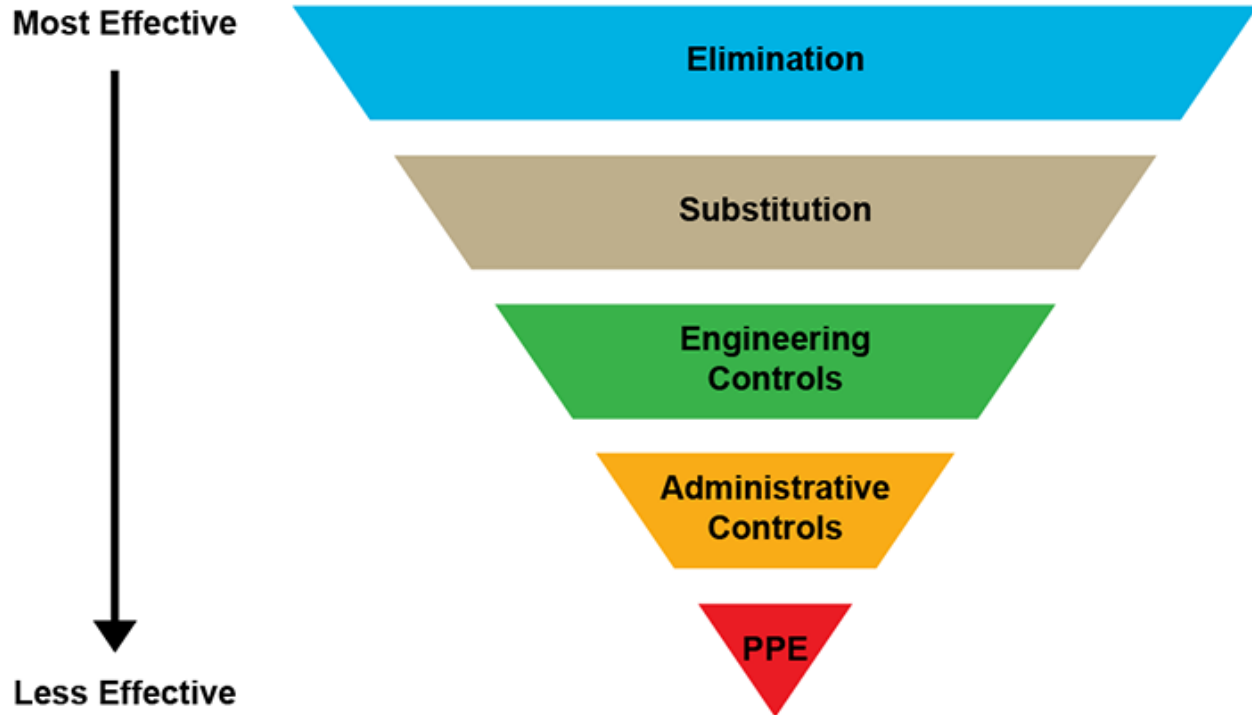
- The Hierarchy of Controls  
“The hierarchy of controls (image and description below) can help you choose the right controls for your workplace. This applies to all workplace hazards, not just COVID-19.

The levels in the hierarchy of controls, in order from most effective to least effective, are:

- elimination
- substitution
- engineering controls
- administrative controls
- personal protective equipment (PPE)”<sup>1</sup>

<sup>1</sup> Quoted from: <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>. More details descriptions of controls can be found at this page.

## Hierarchy of Controls



1 Hierarchy of Controls - <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

- Physical Distancing
  - Ensure that staff and volunteers are able to maintain 2 metres of distance while at work, including during breaks.
    - Public Health Ontario – [Physical Distancing](#)
- Handwashing and Hand Sanitizer
  - Ensure that handwashing facilities are available or where that is impossible that hand sanitizer is available and determine appropriate placement throughout the site.
    - Public Health Ontario – [How to Wash Your Hands and How to Use Hand Sanitizer](#)
  - Provide non-touch, lined waste disposal receptacles throughout the workplace.
- Protective Equipment
  - Where physical distancing is not possible, create physical barriers or ensure that staff and volunteers have access to personal protective equipment and that they are trained on how to use it.
    - [Mask Use for Non-Healthcare Workers](#)
    - [When and How to Wear a Mask](#)
    - [Non-medical Masks and Face Coverings](#)
- Staggered Shifts
  - If necessary, stagger shifts so that staff and volunteers are able to maintain physical distance while at work and while entering and leaving the site.

- Screening
  - Encourage staff and volunteers to perform daily self-screening at home prior to coming to work using the [self-assessment tool online](#). Communicate that it is not permitted for anyone to enter the premises if they are sick or have symptoms of COVID-19.
- Procedures for People who are Sick
  - If staff or volunteers become ill while at work, they should be sent home, instructed to do a [self-assessment](#) and to follow the recommended next steps.
- Signage
  - Post signage informing staff and volunteers of symptoms of COVID-19 and to reinforce safe work practices such as screening, hand washing, physical distancing, and what to do if they become sick.
    - [Posters for Employers and Employees](#)
- Accessibility
  - In keeping with the [Accessibility for Ontarians with Disabilities Act](#), ensure that all information is available to employees in accessible formats on request.
    - [How to Make Information Accessible](#)

### Update your policies

Many organizations will require workers to work in new ways and your HR and other policy documents must reflect changes to your workplace.

- Find out about your responsibilities as an employer and recent amendments to the Employment Standards Act in response to COVID-19
  - [COVID-19 \(coronavirus\) and your employment standards protections](#)
- Remote work policies – while museums are closed, as they begin to reopen, and in the case that museums must close again, there will be individuals who need to continue to work remotely. Make sure that you have policies in place that outline your approach to remote work.
- Working alone on-site – it is not uncommon for museum employees to be sole employees and for museum workers to be spread out on large museum sites. However, as museums modify their operations to ensure physical distancing it may be more common for individuals to work alone or physically removed from their colleagues. Ensure that your protocols and training for working alone are in place to ensure the safety and security of staff and volunteers.
  - Public Services Health and Safety Association: [Protecting Workers Who Work Alone](#)
  - Canadian Centre for Occupational Health and Safety – [Working Alone - General](#)
  - Ensure that sign-in and sign-out protocols are in place to ensure accurate headcounts in case of emergency. This may be particularly important with individuals working on staggered or modified schedules.
- Mental health supports – the COVID-19 pandemic and its effects will continue to impact people as they resume their work at museums and as they reintegrate into the workplace.
  - [Canadian Mental Health Association - COVID-19 and mental health](#)
  - Government of Ontario - [Mental health, wellness and addictions support](#)



- Workplace Safety and Prevention Services has created a COVID-19 [Mental Health Resources](#) list of tools to help employees, including leaders, during the pandemic and in the returning to the workplace.
- Workplace Safety & Prevention Services (WSPS) and HowattHR have launched the [Psychological Safety Blog](#) as a source for information, tools and resources to help leaders protect the health, safety and wellness of their people.

### **Cleaning protocols**

Review and update all cleaning protocols to ensure that they are consistent with public health direction.

- Government of Canada: [Cleaning and disinfecting public spaces during COVID-19](#)
- Public Health Ontario: [Cleaning and Disinfection for Public Settings](#)
- Workplace Safety and Prevention Services: [Pathogen Decontamination Checklist](#)
  - Train staff on cleaning procedures and safe use of all products and equipment.
  - Ensure that staffing levels are adequate to complete required cleaning (hire additional cleaning staff if necessary) and ensure that time for new cleaning processes is reflected in workplans.
  - Equipment and supplies – ensure that cleaning equipment and supplies are stocked and that reliable sources are available to restock.
    - Government of Canada: [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#)

### **Collections Management Protocols**

In most cases, it will not be possible to disinfect museum collection objects with chemical processes without the risk of permanent damage. The Canadian Conservation Institute has provided guidance on [Caring for Collections During the COVID-19 Pandemic](#). Update procedures and train staff to ensure that staff and volunteers are protected, and that collections are not damaged.

- The OMA presented a [webinar with CCI to elaborate on the advice in the above publication, the recording is available online](#).

## Determine the minimum requirements that need to be in place for the museum to re-open to the public

As of the writing of this document, museums in certain regions of the Province are permitted to reopen to the public. The following considerations are intended to help museums to plan for reopening when it is permitted by the Government of Ontario. This document will be updated as specific directives for safe operation of museums are released.

### Questions and Considerations

- Financial
  - What resources does the museum need to meet all normal financial commitments (e.g. rent, utilities, internet, wages, etc.) as well as additional costs such as cleaning supplies and personal protective equipment?
  - What grants or subsidies need to be confirmed or received?
  - What additional equipment needs to be purchased (e.g. Plexiglas shields for reception desks, additional tools and equipment to avoid sharing among staff)?
- Staffing
  - Many museums have laid off or furloughed staff or postponed seasonal hiring. Consider how long it will take to hire or bring staff back and to train them in new cleaning protocols, emergency procedures, new ticketing software, etc.
  - Be aware that some individuals may need to remain on leave or may need to continue working from home to care for family members.
  - Consider the needs of individuals who may be more at risk than others e.g. elderly volunteers, those with underlying conditions, those whose roles put them in closer contact with others.
  - Build in time to review policies and to train staff in new visitation patterns, customer service protocols, and dealing with non-compliant visitors.
- Safety Equipment and Supplies
  - Does the museum have an adequate supply of products and materials to properly clean and disinfect all work areas?
  - Does the museum have an adequate supply of personal protective equipment (e.g. masks, gloves) for staff and volunteers if needed?
  - Does the museum have a reliable source for restocking supplies as needed?
- Physical Distancing
  - Physical distance of 2 metres must be maintained between groups of visitors, between staff members, and between visitors and staff members.
  - Physical barriers (e.g. Plexiglas shields) or personal protective equipment (e.g. masks) should be used where 2 metre distance is not possible (e.g. admission desks)
  - How can outdoor spaces be used to provide physical distancing?
- Capacity, Access, and Flow
  - Consider using a single public entrance to the building to control the number of people who enter.
  - What areas must remain inaccessible to visitors to prevent crowding or access to high-touch interactives e.g. touch screens, buttons, dress-up clothes.
  - What interactives must be removed or covered?

- How will visitors move through the museum while maintaining physical distance of 2 metres?
- How will designated routes be indicated in the space to ensure that visitors do not cross paths or encounter bottlenecks? Apply markers to the floor to indicate 2 metre distance and direction of travel.
- Ticketing
  - When museums reopen it may be necessary or recommended to implement timed entry to the museum to control capacity and ensure physical distancing.
    - Does your existing point of sale software include timed ticketing capabilities?
    - Can you proceed with a phone-based reservation system for booking visits?
    - Does your website allow for online payment or will visitors pay on-site?
    - What online tools do you have available to you that can manage online bookings?
  - Consider cashless or no-touch options for payment of admission fees or donations.
- Interpretation
  - How will your interpretation be impacted by physical distancing, no-touch requirements, or staff shortages?
  - How can signage, audio, video, or apps be used to communicate interpretive messages to visitors?
- Communication
  - What updates need to be made to your website and other communication vehicles to let the public know how they can visit your site?
  - What signage must be created to communicate new policies and protocols for visitors? Post all policies and reminders about hygiene and physical distancing practices at entrances.
    - Ontario Public Health [COVID-19 Symptoms Poster for Visitors](#)
  - What training must staff and volunteers receive to ensure that they are delivering consistent messaging to visitors?
- Accessibility
  - How will signage, directions, and interpretation be made accessible to people with disabilities?
  - How will changes to how people access your site be communicated?
- Handwashing and Hand Sanitizer
  - Ensure that handwashing facilities are available or where that is impossible that hand sanitizer is available and determine appropriate placement throughout the site.
    - Public Health Ontario – [How to Wash Your Hands and How to Use Hand Sanitizer](#)
  - Provide non-touch, lined waste disposal receptacles throughout the museum.
- Cleaning Protocols
  - Review and update all cleaning protocols to ensure that they are consistent with public health direction.
    - Government of Canada: [Cleaning and disinfecting public spaces during COVID-19](#)

- Public Health Ontario: [Cleaning and Disinfection for Public Settings](#)
    - Workplace Safety and Prevention Services: [Pathogen Decontamination Checklist](#)
  - Train staff on cleaning procedures and safe use of all products and equipment.
  - Ensure that staffing levels are adequate to complete required cleaning (hire additional cleaning staff if necessary) and ensure that time for new cleaning processes is reflected in workplans.
  - Equipment and supplies – ensure that cleaning equipment and supplies are stocked and that reliable sources are available to restock.
    - Government of Canada: [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#)
- Update Emergency Plans
  - Ensure that emergency plans are updated to reflect new work patterns and protocols.
  - Ensure that emergency plans include pandemic response protocols in case the museum must close again in future.
    - The Alberta Museums Association [Membership Advisory Managing Your Museum's Pandemic Response PART1: Activating Your Emergency Response](#) provides some guidance and links to resources from [HELP! An Emergency Preparedness Manual for Museums](#).
    - Canadian Centre for Occupational Health and Safety - [Flu and Infectious Disease Outbreaks Business Continuity Plan](#)
    - Ontario Ministry of Health [COVID-19 Guidance: Workplace Outbreaks](#) provides information intended for Public Health Units, but it also includes useful information for employers.
    - Canadian Conservation Institute [Risk management for heritage collections](#)
    - The Canadian Conservation Institute CCI Note [Closing a Museum for the Winter](#) is a good resource in case of future closure.



# Township of Scugog Staff Report

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

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**Report Number:** COMS-2020-040

**Prepared By:** Robert Frasca, Manager of Public Works and Parks

**Department:** Community Services Department – Public Works and Parks

**Report To:** Council Meeting

**Date:** June 29, 2020

**Reference:** Strategic Direction #1 – Roads and Municipal Infrastructure  
Operating Account No. 30-421-405-73030-0000 – Street Sweeping

**Report Title:** **Street Sweeping - Contract Award**

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## Recommendations:

1. **That** Report COMS-2020-040, Street Sweeping - Contract Award, be received; and
  2. **That** the contract for Street Sweeping, in the amount of \$80,000.00 (including HST), be awarded to A&G The Road Cleaners Ltd. (A&G).
- 

## 1. Background:

The purpose of this report is to recommend award of the contract for street sweeping at various locations throughout the Township of Scugog.

Each year the Township retains a contractor to provide spring street sweeping to remove sand and other debris left behind from winter maintenance activities. In addition the contractor provides periodic summer downtown sweeping, and fall sweeping to help cleanup fallen leaves to avoid flooding concerns.

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## 2. Discussion:

This spring startup was a difficult start to the Townships summer season. With the COVID-19 emergency situation and physical distancing restraints many contractors were not operating at full capacity or not operating at all. It was difficult for contractors to provide quotes as the season was unsure. Typically the Township places an order for sweeping in the late winter, with sweeping to resume mid to late spring. Many municipalities and Regions in the same circumstance chose to hold off contractor work momentarily. This provided an opening for the Township to begin sweeping earlier than usual.

The Township has previously used two other contractors for road sweeping in the past. Both contractors were proven unsatisfactory with constant equipment breakdowns and sweepers not functioning to our requirements. A&G Road Maintenance Equipment was first used two seasons ago. The result was noticeable as roads were swept cleaner and in a more efficient time. A&G Road maintenance equipment was still operating at one third capacity this spring. They agreed to maintain their 2019 prices, and were able to start immediately.

Section 10 of the Procurement Bylaw states that “Notwithstanding any other requirement of this by-law, circumstances may arise where competitive tendering is undesirable and a proposed procurement excluded from the requirement to obtain competitive Bids, or where direct negotiations are appropriate, provided that such measures are not taken for the purpose of avoiding competition, discriminating against any Supplier, or circumventing any requirement of this by- law.”

Section 10 also states the following rationale for Single Source Procurement:

10. 2. 5. The need for compatibility with goods/ services previously acquired and there are no reasonable alternatives, substitutes or accommodations;

10. 2. 13. When a single source is being recommended because it is more cost effective or beneficial for the Township;

10.2. 17. Single or Sole source purchases greater than twenty five thousand (>\$25, 000) require a report to Council for authorization.

It is recommended that A&G be awarded a single source contract for street sweeping as their hourly rate is competitive with other firms, they have sufficient supply of equipment to meet the Town’s schedule and were able to meet physical distancing requirements.

### **3. Financial Implications:**

Funds for street sweeping are included in the Community Services – Public Works operating budget.

### **4. Communication Considerations:**

Information will be provided on our website and social media regarding the timing for street sweeping.

### **5. Conclusion:**

It is recommended that the contract for the Street Sweeping be awarded to A&G.

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Respectfully Submitted By:

Reviewed By:

Robert Frasca, CET  
Manager of Public Works and Park

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

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### **Attachments:**

N/A



# Township of Scugog Staff Report

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

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**Report Number:** COMS-2020-041  
**Prepared by:** Cam Murphy, Public Works Technologist  
**Department:** Community Services – Public Works and Parks  
**Report To:** Council  
**Date:** June 29<sup>th</sup> 2020  
**Reference:** Strategic Plan Direction 5: “Natural Environment: Protect and Enhance our natural environment”  
**Report Title:** Anti-Idling By-Law

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## Recommendations:

1. **That** Report COMS-2020-041, Anti-Idling By-Law, be received; and
  2. **That** the Anti-Idling By-law appended as Attachment 1 to Report COMS-2020-041, be adopted.
- 

## 1. Background:

The Township currently does not have a by-law in place to help prevent the unnecessary idling of vehicles. The Scugog Environmental Advisory Committee (SEAC) identified the need for the by-law to help reduce air pollutants and greenhouse gas emissions in Scugog. As part of SEAC’s 2020 work plan, the advisory committee researched by-laws from other municipalities and prepared the attached Anti-Idling By-law with assistance from Township staff. Following the Strategic Plan Direction #5, this by-law will strengthen our policies and by-laws to help protect our environment in Scugog.



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## 2. Discussion:

The Township of Scugog is supportive of strategies to reduce emissions of air pollutants and greenhouse gas emissions. This By-Law will give the Township By-Law Officers authority to fine drivers that are found idling vehicles for unnecessary reasons for greater than two consecutive minutes.

According to Natural Resources Canada (NRCAN):

- An operating vehicle emits a range of gases from its tailpipe into the atmosphere, one of which is carbon dioxide (CO<sub>2</sub>) – the principal greenhouse gas that contributes to climate change.
- Every litre of gasoline that is burned produces about 2.3 kg of CO<sub>2</sub> and the easiest way to reduce fuel consumption is to stop unnecessary idling.
- An idling vehicle emits nearly 20 times more air pollution than one traveling at 50km/hr.
- Engine wear is greater at prolonged idle than during normal operation.
- NRCAN recommends that if a vehicle is stopped for more than 60 seconds, except in traffic, that the vehicle engine be turned off.
- If Canadian drivers of light-duty vehicles avoided unnecessary idling for just three minutes every day of the year, we would collectively save 630 million litres of fuel, worth over \$630 million and we would prevent 1.4 million tonnes of CO<sub>2</sub> from entering the atmosphere. That's equivalent to taking 320,000 cars off the road.

By reducing idling, the Township is maintaining its commitment to preserve the environment, improve local air quality and reduce greenhouse gas emissions.

## 3. Financial Implications:

A fine of \$150 is proposed for the unnecessary idling of vehicles.

## 4. Communication Considerations:

This By-Law will be posted on the Township website and signage will be installed in popular park spaces and areas in the Township.

## 5. Conclusion:

It is recommended by SEAC and staff that the Anti-Idling By-Law be adopted by Council to help support strategies to reduce emissions of air pollutants and greenhouse gas emissions in accordance with Strategic Plan Direction #5 of Protecting and Enhancing the Natural Environment.

Respectfully Submitted by:

Reviewed By:

Cameron Murphy  
Public Works Technologist

Carol Coleman  
Director of Public Works, Parks and Recreation

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**Attachments:**

Attachment 1: Anti-Idling By-Law

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 43-20

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**BEING A BY-LAW TO REGULATE THE IDLING  
OF MOTOR VEHICLES**

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**WHEREAS** the Municipal Act, S.O. 2001, c. 25, as amended, authorizes municipalities to regulate activities for the health, safety and well-being of the inhabitants of the municipality:

**AND WHEREAS** the Township of Scugog is supportive of strategies to reduce emissions of air pollutants and greenhouse gas emissions;

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

**1. DEFINITIONS**

- a) "Idle" means the operation of the engine of a motor vehicle, while the motor vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic function of the motor vehicle, and "idling" shall have a similar meaning;
  - b) "Motor Vehicle" means a Motor Vehicle as defined by the Highway Traffic Act, R.S.O. 1990, c. H.8 except that "Motor Vehicle" also includes recreation vehicles including but not limited to: a motorized snow vehicle, an all-terrain vehicle, a mobile workshop, a power-assisted bicycle, a motorized watercraft and any other vehicle propelled or driven otherwise than by muscular power;
  - c) "Officer" means a provincial offences officer or municipal law enforcement officer of the Township, or any other person appointed by or under the authority of a Township by-law to enforce this By-law, and shall include a police officer.
2. **THAT** this by-law applies to all Idling within the Township of Scugog unless specifically exempted by this by-law or by statute or regulation.
  3. **THAT** no person shall cause or permit a Motor Vehicle to idle for more than two (2) consecutive minutes in a sixty (60) minute period.
  4. **THAT** Section 3 does not apply to:
    - a) Police, Fire, Ambulance, or Township of Scugog Motor Vehicles, while engaged in operational activities, including training activities;
    - b) Motor Vehicles assisting in an emergency activity; except where the idling is substantially for the convenience of the operator of the vehicle;
    - c) Agricultural vehicles while they are in the course of being used for their basic function; or following warm up and/or cool down procedures related to diesel engines;
    - d) Mobile workshops while they are in the course of being used for their basic function;
    - e) Idling that is necessary for the Motor Vehicle's maintenance or repair;

- f) Armoured vehicles while engaged in, and for which Idling is required for, the provision of armoured vehicle services.
  - g) Motor Vehicles that remain motionless because of emergency, traffic or weather conditions or mechanical difficulties over which the operator of the vehicle or boats has no control;
  - h) Motor Vehicles engaged in a parade, a race or any other event authorized by the Township of Scugog;
  - i) Transit vehicles while at a layover or stopover location , except where the Idling is substantially for the convenience of the operator of the vehicle;
  - j) Motor Vehicles when the ambient outside temperature is more than 27°C or less than minus 5°C and idling of the vehicle is necessary to the operation of air conditioning or heating equipment;
  - k) Motor Vehicles transporting a person where a medical doctor certifies in writing for medical reasons, the person requires the temperature or humidity to be maintained within a certain range and idling the vehicle is necessary to achieve that temperature or humidity level.
  - l) Motor Vehicles while engaged in, and for which Idling is required for, the provision of construction activities;
  - m) Motor Vehicles using heating or refrigeration systems powered by the vehicle's engine for the preservation of perishable cargo;
5. **THAT** every person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction is liable to a fine or penalty, as prescribed by the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
6. **THAT** the provisions of this By-law may be enforced by an Officer.
7. **THAT** this by-law may be cited as the "Anti-Idling By-law".
8. **THAT** this by-law shall come into full force and effect on the date of passing.

READ a First, Second and Third time and finally passed this 29<sup>th</sup> day of June, 2020.

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**MAYOR, Roberta A. Drew**

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**CLERK, John Paul Newman**

# Township of Scugog Staff Report

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

**Report Number:** DEV-2020-023

**Prepared by:** Robin Prentice, Manager of Planning

**Department:** Development Services – Planning

**Report to:** Council

**Date:** June 29, 2020

**Reference:** Strategic Direction #7, Complete Community

**Report Title:** Zoning By-law Amendment Application Z/06/2020  
1746 Coates Road West (Part of Lot 18, Conc. 1), Ward 1  
Information & Recommendation Report

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## Recommendations:

1. **That** Report DEV-2020-023 “Zoning By-law Amendment Application Z/06/2020 –1746 Coates Road West (Part of Lot 18, Conc. 1), Ward 1, Information & Recommendation Report”, be received;
  2. **That** the application to amend Zoning By-law 14-14 (Z/06/2020) to remove the Holding (H) symbol to enable the construction of an attached garage and veranda, be approved; and
  3. **That** a By-law removing the Holding (H) symbol appended as Attachment 2 to Report DEV-2020-023, be approved.
-

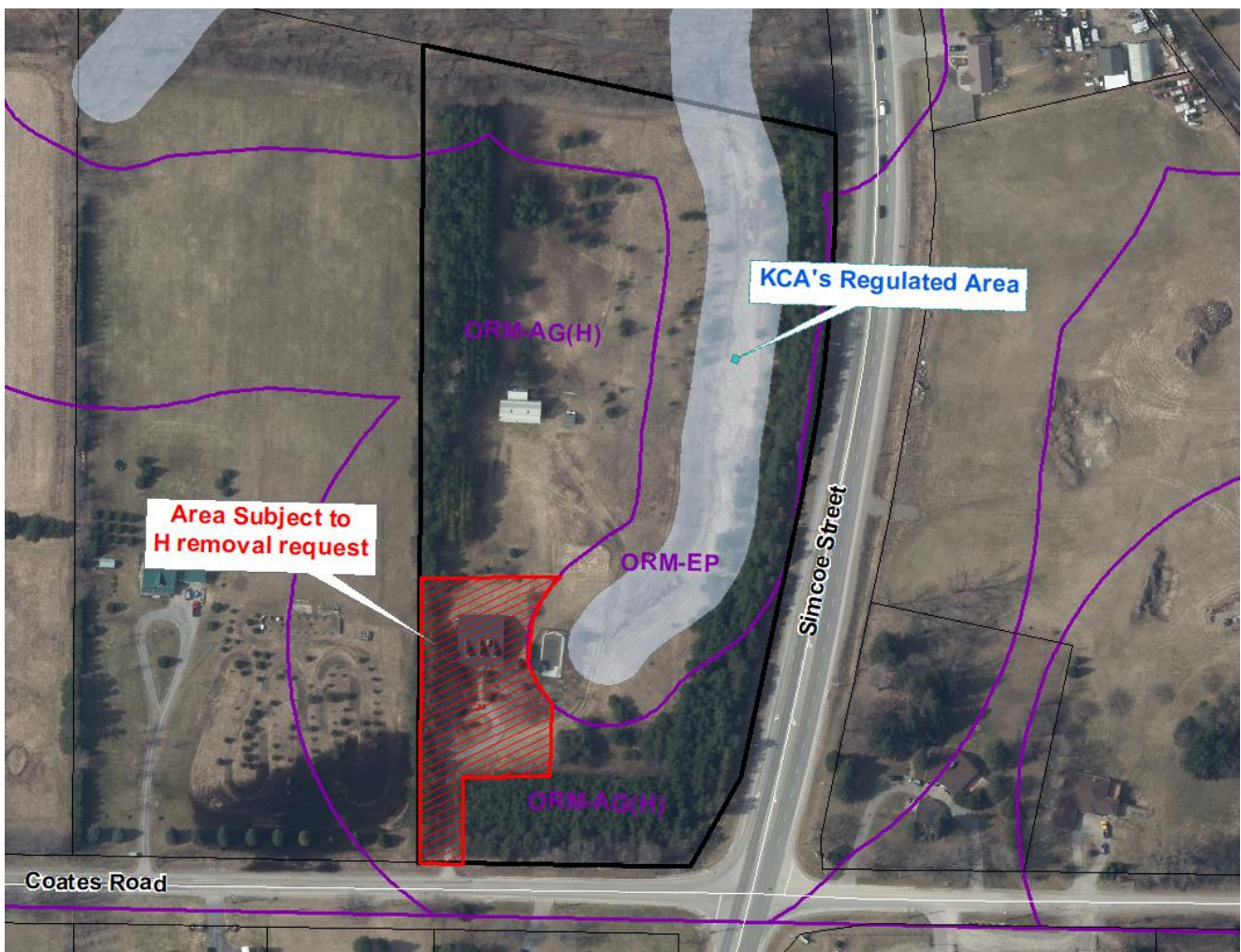
# 1. Background:

## 1.1. Introduction and Proposal

On May 28, 2020, an application to amend Zoning By-law 14-14 was received from M. Sauder (Applicant) on behalf of N. Sousa and R. Giroux (Owners). The application was deemed complete on June 2, 2020.

The owners intend to build an attached 2 car garage, as well as a veranda on the rear of the existing house, as shown on Attachment 1.

The Oak Ridges Moraine - Agricultural Holding (ORM-AG(H)) Zone provides a minimum 90m (295 ft) buffer to the Oak Ridges Moraine - Environmental Protection (ORM-EP) Zone. The intent of the Holding (H) symbol on the ORM-AG Zone is to ensure that any proposed structures will not adversely impact the adjacent natural heritage features located within the ORM-EP Zone. If it is determined that there will be no adverse impacts, the Holding symbol can be lifted and permitted development can proceed. This application seeks to remove the Holding (H) symbol from the subject property.



## 1.2. Location and Context

<b>Location:</b>	1746 Coates Road West (Part of Lot 18, Conc. 1), Ward 1
<b>Official Plan Designation:</b>	Oak Ridges Moraine Natural Linkage Area
<b>Zone Category:</b>	Oak Ridges Moraine-Agricultural Holding (AG(H)) and Oak Ridges Moraine-Environmental Protection (ORM-EP)
<b>Present Use:</b>	Rural residential and environmental
<b>Adjacent Uses:</b>	Agricultural, rural residential and environmental
<b>Total Lot Area:</b>	10.06 acres
<b>Area to be Rezoned:</b>	+/-0.93 acres

The property is serviced by private water and private waste disposal systems.

## 2. Discussion:

The proposed amendment is consistent with the Provincial Policy Statement (PPS) and conforms with the Oak Ridges Moraine Conservation Plan, Durham Regional Official Plan and the Scugog Official Plan.

The proposed location of the new agricultural structure is not within Kawartha Conservation Authority's regulated area. In addition, as the proposed development is adhering to the prescribed setbacks to environmental features in the area, no Environmental Impact Statement was required. Township staff are satisfied that the proposed use will not adversely impact the adjacent natural heritage features located within the ORM-EP Zone. Given that the criteria for removal has been met, it is recommended that Council approve the Zoning By-law Amendment application to remove the Holding (H) symbol from the subject lands.

### Circulation Comments

<b>Kawartha Region Conservation Authority:</b>	No comments or concerns.
<b>Region of Durham:</b>	
• <b>Planning &amp; Economic Development Department:</b>	No comments received.
• <b>Health Department:</b>	No comments received.
• <b>Works Department:</b>	No objection.
<b>Township of Scugog:</b>	
• <b>Development Services Department (By-law):</b>	No comments or concerns.
• <b>Development Services Department (Building):</b>	No comments or concerns.
• <b>Fire Department:</b>	No comments received.
• <b>Development Services Department (Engineering):</b>	A grading plan will be required as part of the building permit and will be reviewed at that time.

### **3. Financial Implications:**

The associated Zoning By-law Amendment application fees have been paid.

### **4. Communication Considerations:**

Circulation was provided to Township Staff and external agencies. A notice of intention to remove the Holding (H) symbol was placed in the local newspaper on June 18 and 25, 2020 in accordance with the Planning Act in order to notify the public of the application.

### **5. Conclusion:**

The content of this report is intended to provide sufficient information for Council to make a decision on this application. The Applicant is the only party able to appeal Council's decision regarding the subject application.

Given that the criteria for removal has been met, it is recommended that the Holding symbol be removed from this portion of the property to facilitate the construction of an agricultural structure.



Respectfully Submitted:

Reviewed By:

Robin Prentice, MCIP, RPP  
Manager of Planning

Kevin Heritage, MES, MCIP, RPP  
Director of Development Services

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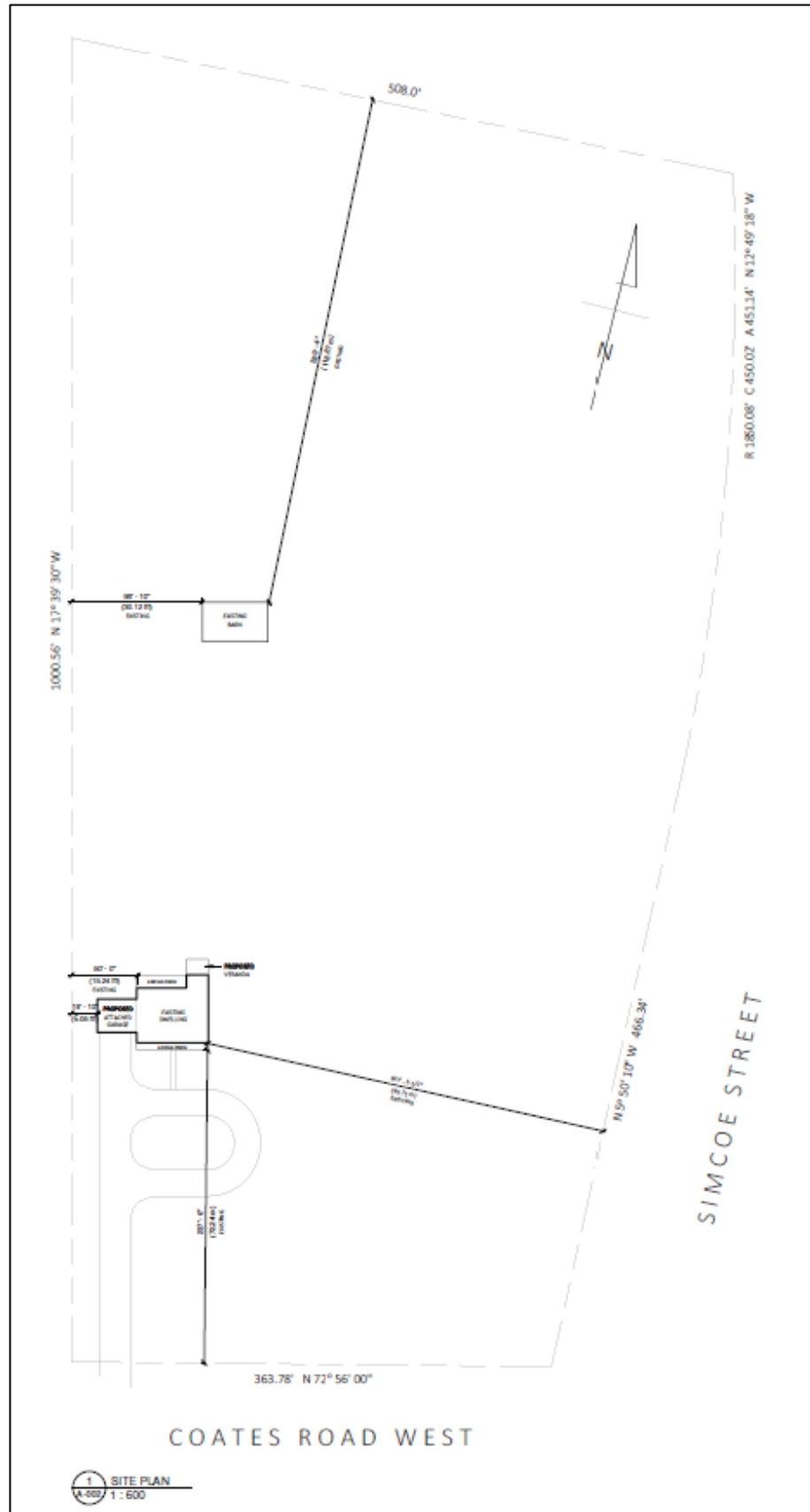
**Attachments:**

ATT-1: Site Sketch

ATT-2: Draft Zoning By-law

**Attachments:**

**ATT-1: Site Sketch**



**ATT-2: Draft Zoning By-law**

THE CORPORATION OF THE TOWNSHIP OF SCUGOG  
ZONING BY-LAW NUMBER XX-20

**BEING A BY-LAW TO PASSED PURSUANT TO THE  
PROVISIONS OF SECTIONS 34 & 36 OF THE PLANNING ACT, R.S.O. 1990,  
TO AMEND ZONING BY-LAW 14-14 WITH RESPECT TO  
PART OF LOT 18, CONCESSION 1, TOWNSHIP OF SCUGOG  
(1746 COATES ROAD W) (ROLL #010.007.02300), WARD 4**

**WHEREAS** the owners of lands located in Part of Lot 18, Concession 1 (1746 Coates Road W), Ward 1, made an application to the Township of Scugog (Zoning By-law Application Z/06/2020) to amend Zoning By-law 14-14 to remove the Holding (H) symbol from the Oak Ridges Moraine-Agricultural Zone to permit the construction of an attached garage and veranda;

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

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

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG HEREBY AMENDS ZONING BY-LAW 14-14 AS FOLLOWS:**

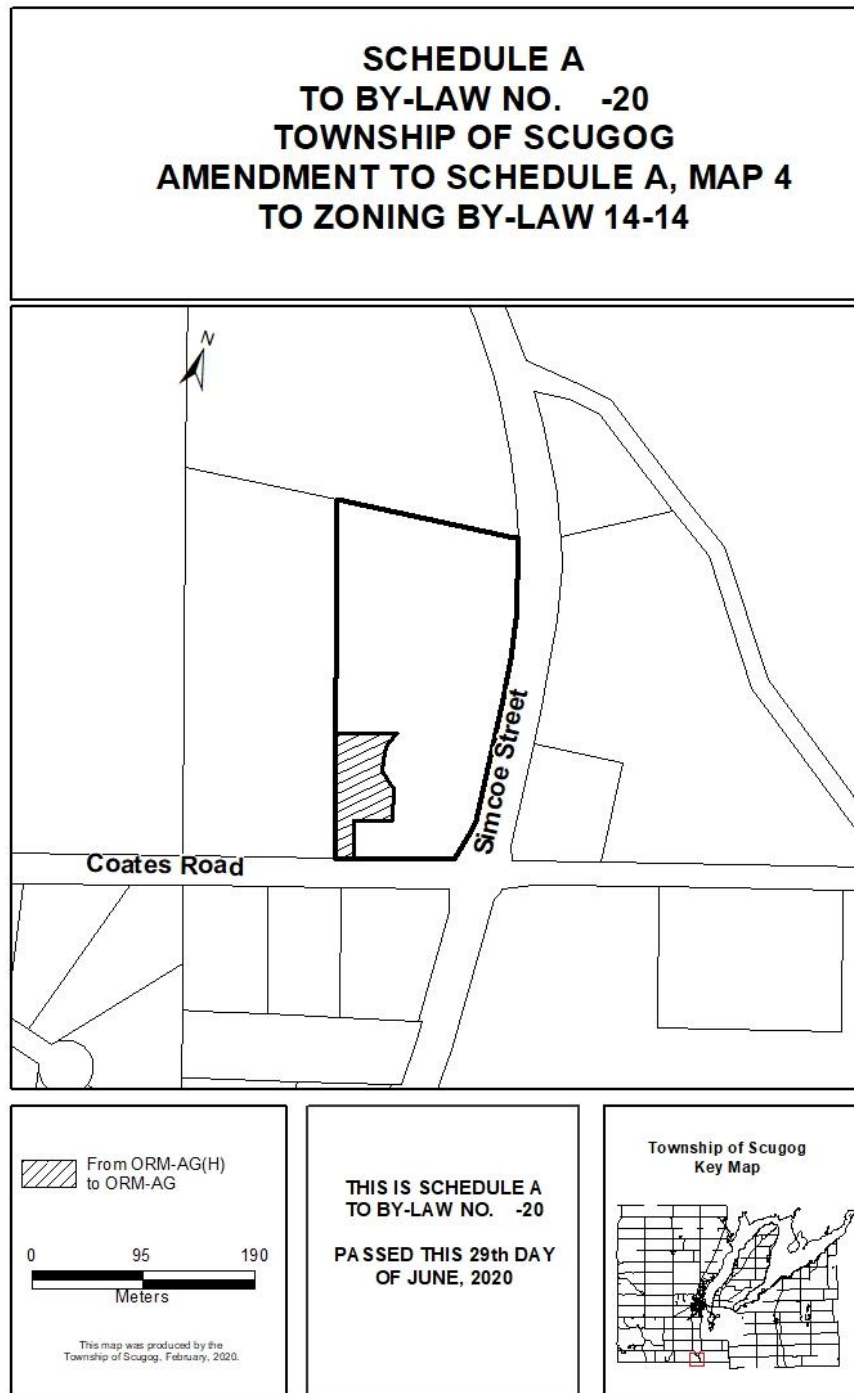
**THAT** Schedule A, Map 4 to Zoning By-law 14-14 is hereby amended by removing the Holding (H) symbol from the Oak Ridges Moraine-Agricultural (ORM-AG) Zone with respect to Part of Lot 18, Concession 1 (1746 Coates Road W), (Roll # 010.007.02300), Ward 1, as shown as Schedule “A” attached to and forming part of this By-law.

This By-law shall come into force in accordance with Sections 34 and 36 of the *Planning Act*.

READ a First, Second and Third time and finally passed this 29<sup>th</sup> day June, 2020.

\_\_\_\_\_  
MAYOR, Roberta A. Drew

\_\_\_\_\_  
CLERK, John Paul Newman





# Township of Scugog

## Staff Report

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

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**Report Number:** DEV-2020-024

**Prepared by:** Robin Prentice, MCIP, RPP Manager of Planning  
Jamie Robinson, BES, RPP, MCIP | MHBC Planning

**Department:** Development Services - Planning

**Report To:** Council

**Date:** June 29, 2020

**Reference:** Strategic Direction No. 6: Community Engagement  
DEV-2018-033 Cannabis Strategy Background Report

**Report Title:** Interim Control By-law - Cannabis Cultivation & Production Facilities

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### Recommendation:

1. **That** Report DEV-2020-024, dated June 29, 2020, entitled "Interim Control By-law – Cannabis Cultivation and Production Facilities" be received;
  2. **That** the Interim Control By-law, included as Attachment 1 to Report DEV-2020-024, be approved;
  3. **THAT** the Clerk provide notice of passing of the Interim Control By-law in accordance with Section 38 of the Planning Act; and
  4. **That** the Clerk forward a copy of Report DEV-2020-024 and Council's Resolution to the Region of Durham.
-

## **1.0 Background:**

The purpose of this Report is to provide Council with an Interim Control By-law (Attachment 1) for consideration and passing that will have the effect of prohibiting the development of any new cannabis cultivation and production facilities on certain lands within the Township until the Township has had an opportunity to complete its study and review of cannabis-related land uses that has been initiated, and consider implementing Official Plan policies and Zoning By-law regulations.

### **1.1. Township Zoning By-law & Cannabis Act**

The Township of Scugog Zoning By-law 14-14, as amended (“Township Zoning By-law”), was passed by the Council of the Corporation of the Township of Scugog on March 17, 2014 and approved and modified by the Ontario Municipal Board on September 29, 2014.

On October 17, 2018 the Cannabis Act came into effect which legalized the cultivation, production, and use of cannabis for recreational purposes. While the licensing of commercial cannabis production falls under federal jurisdiction, regulating the location of cannabis facilities (cultivation and/or production) is done, in part, through the Township Zoning By-law 14-14, as amended.

At the time the Township Zoning By-law was prepared and enacted, the cultivation and production of cannabis for recreational purposes was not contemplated as a legal land use, and therefore the Township Zoning By-law contains no reference to cannabis. Cannabis cultivation and production facilities are not specifically defined or identified as a permitted use and there are no performance standards in the Township Zoning By-law to address land use planning considerations, such as compatibility with other permitted uses in the Township Zoning By-law.

As cannabis is a crop that is grown, the growing of cannabis is captured by the Agricultural Use definition in the Township Zoning By-law. Agricultural uses are permitted in a number of zones in the Township Zoning By-law as-of-right and as a result, under the current framework of the Township Zoning By-law, cannabis cultivation would be permitted in any zone that permit agricultural uses. Cannabis production facilities would currently be interpreted as a manufacturing, processing, assembly or fabrication plant and directed to industrial zones.

Since the Cannabis Act came into effect, and particularly in recent months, the Township has received an increasing number of enquiries regarding potential locations for cannabis cultivation and production facilities, as well as an increasing number of complaints regarding already established cannabis operations within the Township.

### **1.2. Background Report and Review**

In 2018, the Township retained MHBC Planning to prepare a Background Report reviewing options to regulate legal cannabis production facilities within the Township.

On September 17, 2018, staff report DEV-2018-033 and the Background Report were received by Council, and the following resolution was passed:

“THAT Report DEV-2018-033 “Cannabis Strategy Background Report”, be received;

THAT Staff be authorized to prepare draft amendments to the Scugog Official Plan, Zoning By-law 14-14, and the Site Plan Control By-law, to regulate the siting and design of cannabis production facilities, as well as draft language to be included in the new Development Charges By-law regarding a charge for cannabis production facilities; and,

THAT the draft amendments be forwarded to Council for review and consideration in early 2019, prior to Staff conducting a public open house.”

Township staff and the consulting team continue to review and prepare draft policy documents however, the required public consultation process has been delayed because of the Covid-19 Emergency.

In order to allow for time to properly complete this review and implement land use control measures that effectively regulate the siting and design of cannabis cultivation and production facilities, an Interim Control By-law is being proposed. This Interim Control By-law would prohibit development of cannabis cultivation and production facilities within the Township for a period of one (1) year and may be extended as detailed in the following section of this Report.

## **2.0 Discussion:**

### **2.1. Overview of Interim Control By-laws**

Due to the recent pressure to establish cannabis cultivation and production facilities, a number of municipalities have enacted interim control by-laws. Some of these municipalities include the Town of Pelham, Town of Georgina, Township of Oro-Medonte and the Township of Brock. The effect of an Interim Control By-law is to put a temporary freeze on certain land uses while a municipality is studying or reviewing associated land use policies. The basis for the use of this regulatory tool is provided in Section 38(1) of the Planning Act and states that:

Where the Council of a local municipality has, by by-law or resolution, directed a review or study be undertaken in respect of land use planning policies in the municipality or in any defined area or areas thereof, the Council of the municipality may pass a by-law (herein referred to as an interim control by-law) to be in effect for a period of time specified in the by-law, which period shall not exceed one year from the date of passing thereof, prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law.

Based on the ongoing study to establish Official Plan policies and Zoning By-law regulations to implement and regulate cannabis facilities within the Township, it is Staff’s recommendation for Council to pass the Interim Control By-law which has been included as Attachment 1 to this

Report. The proposed Interim Control By-law would not apply to the entire Township, and cannabis production facilities would continue to be permitted in Industrial Zones.

As identified in Section 38(1) of the Planning Act, once enacted, the Interim Control By-law would be in effect for up to one (1) year, following which the Township may, if necessary, extend the Interim Control By-law for another year.

The initial passing of the Interim Control By-law may only be appealed by the Minister, within sixty (60) days of the date of passing of the By-law. However, should Council decide to extend the duration of the By-law past one (1) year, then the extension of the Interim Control By-law could be appealed by any person or public body that received notice in accordance with Section 38(4.1) of the Planning Act.

While the Interim Control By-law is in effect, it will be the responsibility of the Township to complete the cannabis background study which may include the implementation of policies in the Official Plan and regulations in the Township Zoning By-law to regulate cannabis facilities. If the Interim Control By-law expires prior to Council passing a By-law under Section 34 of the Planning Act, then the provisions of the Zoning By-law that applied prior to the Interim Control By-law will once again apply.

Should an Interim Control By-law be passed by Council, it is noted that any legally existing cannabis operations are permitted to continue. The onus will be on the proponent to demonstrate that a cannabis operation was existing prior to the implementation of the Interim Control By-law.

Furthermore, the prohibition of the development of cannabis cultivation and production facilities within the Township is not intended to extend to the cultivation of cannabis for personal use, being no more than four plants.

## **2.2. Region of Durham Official Plan**

As it relates to the cultivation and production of cannabis, the Durham Regional Official Plan broadly supports economic development and the protection of agricultural lands. The Regional Official Plan would permit cannabis cultivation and production facilities in rural, agricultural, and employment areas. However, like the Township, the Region does not have any specific policy that directly addresses cannabis cultivation or production.

As such, implementing an Interim Control By-law to allow for the review of cannabis cultivation and production facilities in the Township to consider and establish appropriate land use controls to be implemented, is prudent.

## **3.0 Financial Implications:**

There are no financial implications identified at the present time. Future financial implications could occur as a result of enforcement of the Interim Control By-law.



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## 4.0 Communication Considerations:

As per Section 38(3) of the Planning Act, there are no requirements to provide notice or hold a public meeting prior to the passing of an Interim Control By-law. The Township Clerk shall, in the manner and to the persons and public and containing the information prescribed, give notice of the passing of an Interim Control By-law within thirty (30) days of the passing of the By-law.

## 5.0 Conclusion:

The purpose of this Report is to provide Council with background information regarding cannabis facilities and Interim Control By-laws, and to provide an Interim Control By-law for consideration. The Interim Control By-law proposes to establish a temporary freeze on the development of new cannabis cultivation and production facilities on certain lands in the Township. The effect of such action would be to provide the Township time to complete the ongoing cannabis land use study and consider the implementation of land use controls to effectively regulate the siting and design of cannabis facilities in the Township.

Staff recommend that Council approve the recommendations outlined in this Report.

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Respectfully Submitted:

Reviewed By:

Robin Prentice, MCIP, RPP  
Manager of Planning

Kevin Heritage, MCIP, RPP  
Director of Development Services

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### Attachments:

ATT-1: Draft Cannabis Interim Control By-law

**THE CORPORATION OF THE TOWNSHIP OF SCUGOG**

**BY-LAW NUMBER XX-20**

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**BEING A BY-LAW PASSED PURSUANT TO SECTION 38 OF THE PLANNING ACT TO IMPOSE INTERIM CONTROL ON THE USE OF LANDS, BUILDINGS AND STRUCTURES WITHIN THE GEOGRAPHIC BOUNDARIES OF THE TOWNSHIP OF SCUGOG.**

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**WHEREAS** Section 38 of the Planning Act, R.S.O. 1990, as amended, provides that where the Council of a local municipality has by By-law or resolution, directed that a review or study be undertaken in respect of land use planning policies in the Township or in any defined area or areas thereof, the Council of the municipality may pass a By-law to be in effect for a period of time specified in the By-law, which period shall not exceed one year from the date of passing thereof, prohibiting the use of land, buildings or structures within the Township or within the defined area or areas thereof, or except for, such purposes as are set out in the By-law;

**AND WHEREAS** the Government of Canada has legalized the cultivation of cannabis for recreational purposes subject to a cultivation licence issued by Health Canada and compliance with municipal zoning requirements;

**AND WHEREAS** the cultivation of cannabis for recreational purposes was not contemplated as a legal land use when Township Zoning By-law 14-14 was drafted and enacted;

**AND WHEREAS** Township Council has directed staff to undertake a review of the potential impacts on sensitive land uses and the options to regulate the cultivation of cannabis through Township land use planning documents;

**AND WHEREAS**, the Council of the Corporation of the Township of Scugog deems it necessary to enact this Interim Control By-law to provide the Township time to complete the review referenced above in order to ensure that any cannabis cultivation or production facility is appropriately sited and designed;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG** enacts as follows:

1. In this By-law:

- (a) "Act" means the Planning Act, R.S.O. 1990, c. P13 as may be amended from time to time;
- (b) "Township" means The Corporation of the Township of Scugog;

- (c) “Cannabis Production” means any land, building or structure used for growing, producing, processing, testing, destroying, storing, packaging and/or shipping of cannabis, licenced by Health Canada under the Cannabis Act. A Cannabis Production Facility does not include the growth, production or processing of four or fewer cannabis plants on a lot for personal use and does not include the retailing of cannabis or cannabis products under a retail operator license issued under the Cannabis License Act, 2018;
2. Notwithstanding the permitted uses, accessory uses and regulations of the Township’s Zoning By-law 14-14, as amended, no person shall within the Cannabis Interim Control Area as described in Section 3, use any land, building or structure for any cannabis production, except for a use that lawfully existed on the date of the passage of this By-law as long as it continues to be used for such purposes.
  3. The Cannabis Interim Control Area shall include all lands within the following Zones in Zoning By-law 14-14, as amended: Agricultural (AG); Oak Ridges Moraine-Agricultural (ORM-AG); Environmental Protection (EP); Oak Ridges Moraine-Environmental Protection (ORM-EP); Recreational (RE); and Oak Ridges Moraine-Recreational (ORM-RE).
  4. This By-law shall remain in effect for a period of one (1) year from the date of its enactment, unless otherwise extended in accordance with the provisions of the Act.
  5. This By-law shall be known as the “Cannabis Interim Control By-law”.

READ a first, second and third time and finally passed this 29<sup>th</sup> day of June, 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.

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**Report Number:** FIN-2020-015  
**Prepared By:** Dianne Valentim, Director of Finance / Treasurer  
**Department:** Finance Department  
**Report To:** Council  
**Date:** June 29, 2020  
**Reference:** Strategic Direction No.2 – Financial Sustainability  
Strategic Direction No. 4 – Municipal Services  
**Report Title:** **2021 Budget Timetable**

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## Recommendations:

1. That Report FIN-2020-015, 2021 Budget Timetable, be received and endorsed.
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## 1. Background:

The purpose of this report is to provide Council with the key dates for the 2021 Operating and Capital budgets.

## 2. Discussion:

The Capital and Operating budgets for 2021 will be completed separately with Capital presented for Council consideration in November 2020 and Operating presented to Council for consideration in February 2021.

Separating the Capital from Operating will allow staff to prepare tenders and release them for the start of 2021 to ensure that they are out on the streets as quickly as possible. Past experience has demonstrated that tenders released early in the year typically render better pricing. As the construction calendars fill up during the year, tender prices increase.

## **2.1 Public Engagement**

Public engagement is a big component of the budget process and once again for 2021, an on-line survey will be posted on the new Township platform – My.Scugog.ca in September for residents to provide input into the upcoming budgets.

Two public open houses will be offered, one for the Capital budget and another for the Operating budget. Both of these open houses will be conducted in Council Chambers and will be live streamed on the Township YouTube Channel. Members of the public will be invited to attend in person in Council Chambers provided that it is considered safe to open the building based on the state of the COVID-19 emergency at that time. This process was initiated for the operating budget in 2020 and was very successful. We are hoping to reach a larger audience for the 2021 budgets. This information will be communicated on the Township website and through social media posts. Both of the public open houses will be done on the same day as the draft budgets are presented to Council.

## **2.2 Budget Calendar**

The budget calendar for staff is quite comprehensive and requires significant time and effort by staff, departmental managers, department heads and the CAO. The end result that is presented to Council and the public is a comprehensive collaboration that begins shortly after this schedule is established.

## **2.3 Budget**

Staff utilize several resources to establish departmental budgets including items such as asset management plans, the strategic plan, development forecasts as well as Council and public feedback that is received not just at budget time but on a continuous cycle. Prior year budgets and forecasts are utilized as a starting point, however, budget items and costing is always reviewed and the three year historical actual trends are also analyzed.

The capital forecast is a funded forecast whereby, based on the funding assumptions, the projects identified are the priority projects that fit within the funding envelope. These forecasted projects are reviewed annually along with the funding assumptions and on occasion, projects do shift. This can be for many reasons including project costs, funding availability, priority and synergies with other organizations. Senior staff do rank and prioritize capital projects annually utilizing several mechanisms including the prioritization criteria identified in report COMS-2017-048 and endorsed by Council on October 23, 2017.

Operating budgets are prepared by departments and then reviewed jointly by the department head, finance and the CAO to ensure that departmental budgets are in line with corporate priorities. There are often many iterations of the department budgets as work is done to consolidate into the corporate budget. Departmental work plans and budgets are adjusted and fine-tuned to meet the tax levy target set by Council.

## 2.4 Tax Target

Having Council establish a tax target assists staff in prioritizing projects within the allotted funding envelope. Budget allocations from operating (or the tax levy) to capital helps to establish the funding available for capital projects. The capital forecast is built annually utilizing funding assumptions. If these assumptions change from year to year, such as development projections, grant funding or budget allocations, the capital forecast would also likely change. This is why the capital budget projects are approved for the first year, but the forecast is only approved in principal.

Staff typically use the CPI or consumer price index as the initial starting point for the tax target, but also review and take governmental legislations and organizational efficiencies into consideration when providing the recommendation to Council. Staff will be requesting Council approve a target tax rate in October.

## 2.5 State of the Infrastructure Report

A State of the Infrastructure report for Township roads was completed in 2019 and provides valuable information regarding road condition and assessment. Additionally, the bi-annual Structure Inventory and Inspection report will also inform the budget and identifies priority repairs. Both reports are utilized to help inform the budget.

The table below provides the key dates for the upcoming budget process:

<b>2021 Budget Timetable</b>	
<b>Date</b>	<b>Activity</b>
29-Jun	Budget Timetable provided for Council approval
17-Aug	Deadline for Mayor & Council to provide Council List of Items / Projects for Budget consideration
1-Sep	Commence Online Public Consultation (survey) on Capital and Operating Budget
19-Oct	Draft 2021 Budget Guideline & Target tax rate to be Presented to Council (tentative)

30-Oct	Draft 2021 Capital Budget circulated to Council (10 days prior to meeting)
9-Nov	Draft 2021 Capital Budget presented to Council (afternoon)
9-Nov	2021 Capital Budget and 2022 – 2025 Capital Forecast Open House (evening)
23-Nov	Final 2021 Capital Budget and 2022 – 2025 Capital Forecast presented to Council for Approval
28-Jan	Draft 2021 Operating Budget circulated to Council (10 days prior to meeting)
8-Feb	Draft 2021 Operating Budgets to be Presented to Council (afternoon)
8-Feb	2021 Operating Budget Open House (evening)
22-Feb	Final 2021 Operating Budgets to be Presented to Council for Approval

### 3. Financial Implications:

N/A

### 4. Communication Considerations:

The budget will be included in the Township agenda for the specific meetings for discussion and approval. The budget will also be posted on the Township website. The dates and times of budget deliberations and open houses will be posted on the Township website and advertised in the local newspaper and through social media.

### 5. Conclusion:

The 2021 Budget Timetable will provide staff with key dates required to undertake the comprehensive work in delivering both the Operating and Capital Budgets.

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Respectfully Submitted:

Signed and Reviewed by:

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

Paul Allore, MCIP, RPP  
CAO

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**Attachments:** N/A



# Township of Scugog Staff Report

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

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**Report Number:** FIN-2020-016  
**Prepared By:** Dianne Valentim, Director of Finance / Treasurer  
**Department:** Finance Department  
**Report To:** Council  
**Date:** June 29, 2020  
**Reference:** Strategic Direction No.4 – Municipal Services  
**Report Title:** **2020 COVID Projections**

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## Recommendations:

1. That Report FIN-2020-016, 2020 COVID Projections, be received.
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## 1. Background:

The COVID pandemic that has swept across the globe has impacted the ability of the Municipality to provide all of the services as approved in the 2020 Budget. The Operating Budget was approved by Council on March 9<sup>th</sup> and the pandemic caused the municipality to close facilities and cancel programs on March 13<sup>th</sup>. The township has had to adapt to a new way of doing business with offices and facilities closed. Services such as permit and licensing applications and payments are now being offered online, however recreation programming and facility rentals have ceased for the time being as directed under the Provincial Order. At the onset of the pandemic, senior management did a thorough review of the operating and capital budgets to identify items and projects that could be deferred or canceled to ensure that a sufficient cash flow was maintained. The purpose of this report to provide Council with the projected Township expenditures and revenues to the end of the year.



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## 2. Discussion:

This report and projections are at a point in time and the assumptions built into these forecasts are made with the best information available at the time of writing this report. With the ever changing direction from the Province, the assumptions continue to change, as a result, finance staff are continually monitoring the revenues, expenditures and cash flow of the municipality.

### 2.1 Property Taxes

Property tax revenue is the main source of revenue to the Township.

Cash receipts identified are modelled from previous years and with information gathered to date through the pandemic. The second tax installment was deferred from April to July as penalty and interest was waived for May and June. The third installment has been postponed one month from June to July and this is reflected in the tax line item in attachment 1. Pre-Authorized Payment (PAP) plans are continuing for both monthly and installment plans. Collections are down slightly for 2020 (5%) based on the same timing from the previous two years.

Penalty and interest (P&I) charges were waived for May and June resulting in a loss of approximately \$106,000 for those two months. It is assumed going forward, P&I will be charged monthly on outstanding balances.

The Township collects taxes on behalf of the Region and the school board. The Region had deferred part of the second installment and based payment on collections. The final payment for the second installment is due on July 8<sup>th</sup>. There has been no other discussion to date on deferral of subsequent payments. Remittances to the Region are due seven days after the installment date.

The school board has deferred the municipal payment of the final two installments to December.

### 2.2 Investment Income

It is assumed that interest earned will be significantly decreased based on the current environment. Interest earned last year was just over \$365,000 which was significantly greater than the budgeted amount. Interest income for 2020 will be much lower given the significant drop in rates of return since April, it is anticipated that interest income for 2020 will be approximately \$260,000 which is \$30,000 less than budget.

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## 2.3 Grants

The Township receives two main provincial grants, the Ontario Community Infrastructure Fund (OCIF) and Ontario Municipal Partnership Fund (OMPF). Receipt of these funds has not been impacted by COVID-19. OCIF is received in six equal payments spread across the year and OMPF is received in four equal payments throughout the year.

Federal gas tax funding for 2020 was accelerated and the Township received one payment in June versus the usual two payments split in July and November.

## 2.4 Operating Expenditures

### 2.4.1 Recreation and Culture

As the province continues to announce stage 2 of opening communities, staff are still in the process of determining what facilities and programs can open or be offered. At the time of writing this report, the splash pad has been opened for community use, the pool is scheduled to open on July 13<sup>th</sup> and camps are expected to begin the week of July 20<sup>th</sup> and run for seven weeks to September 4. The government has provided eight weeks of funding for summer students therefore the staffing costs will be minimal, but there are also full time staff that are required to run and maintain these facilities and programs. In order to offer programs in a safe manner, fewer camps will be offered and fewer admissions will be allowed at the pool, this will result in lower revenue.

One of the largest unknowns at this time is if, when and how the arenas will operate in the fall of 2020. This will be dependent on Provincial orders, guidance from health experts for the safety of the public and staff and decisions made by ice user groups. However for the purpose of this projection, it is assumed that the ice will be available at the Scugog Community Recreation Centre beginning in early September with full operational expenditures and only 50% of revenues due to the expectation of extra sanitation requirements and physical separation. It has also been assumed that the ice will not be available at the Blackstock Recreation Centre.

Overall, based on the above assumptions, the Recreation and Culture area is expected to be over budget by approximately \$180,000 by the end of 2020. This is largely due to the lost revenue from ice usage.

#### 2.4.2 Public Works and Parks

Maintenance of roads and parks has continued through the course of the pandemic. Modifications to work plans were implemented to ensure safety of workers. The cash flow projections include assumptions that roads maintenance will be relatively similar to prior years for the months of July onward – this will include gravel maintenance, ditching dust suppression and winter control. Contracted patching and traffic counts have been deferred and less tree replacement is being done in 2020.

Playgrounds remain closed as per the Provincial order however some of the other facilities including the splash pad and sports fields are beginning to open with stage 2. Cash flow projection includes assumptions that there will be no special events held in the gazebo for 2020 and new bench and picnic table purchases will be delayed. Additionally, with the mandate to only allow training on sports field and no team play, minimal maintenance is anticipated on the sports fields resulting in some cost savings.

Currently fewer staff are working in these areas as the hiring of summer students and seasonal workers were delayed.

Based on the above, it is projected that there will be an overall savings in the Public Works and Parks area of approximately \$378,900. This is largely due to eliminating the patching contract, delaying the replacement of the Roads Manager position, reduced costs for Crossing Guards, and redeployment of Arena Attendants to the Parks area.

#### 2.4.3 Development Services

Many services are still being provided by development services.

By-law services have been monitoring and enforcing physical distancing parameters throughout the pandemic and continue with their duties.

Planning applications are still being accepted and being processed. However, currently planning applications are significantly below budget. A new online payment option has been implemented to assist with payment of applications.

Building services has seen a significant increase in permit activity and subsequently building permit revenue to date has exceeded the 2020 budget.

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Overall in the Development Services department it is projected that to be within the allocated 2020 Budget.

#### 2.4.4 Library

The library had been closed since March 13th, but continued to provide online services through the course of the pandemic. The Library has opened up curbside service and will be partially re-opening the facility beginning in early July. The library grant from the municipality has continued as in previous years and is being paid in four installments.

### 2.5 Capital Projects

Staff have reviewed the capital program and there are currently still 18 projects that have been deferred to September and three that are grant dependent. These projects are being evaluating regularly. Several other projects specifically road and equipment purchases are currently under way. Estimated expenditures for 2020 are identified in Attachment 1. A review of all active capital projects, contract awards and progress have been utilized to determine estimated cash flow for July to December.

Capital projects that are currently deferred include:

- Sand Dome replacement, Port Perry Public Works Depot
- Museum renovations – Schoolhouse and new picnic shelter/ gazebo
- Digital information sign
- Park designs – Palmer Park washroom, Sherrington Drive Park, Ash Street Park
- Library Makerspace (replaced with self-checkout kiosks)
- Heritage program
- Community hall projects
- Blackstock Recreation Complex detailed design
- Electric vehicle charging stations
- Town Hall 1873 bell tower rehabilitation
- Lake Scugog Enhancement Construction

### 2.6 Staffing

For the purpose of this cash flow projection, the hiring of vacant and new positions has been deferred to September. Summer students will be hired for eight weeks to tie in with the Canada Summer Jobs grant funding.

The hiring of vacant and new positions is continually being evaluated and monitored with the phased opening of facilities and expansion of work plans.

### **3. Financial Implications:**

Estimated revised projections are provided in Attachment 1. This attachment provides estimated payroll, expenditures and revenues by department to the end of the year.

Overall, the Township is projecting approximately \$1,122,000 in payroll and other expenditure savings and a loss of \$872,200 in revenues, a total net savings of \$249,800.

### **4. Conclusion:**

It is the recommendation of staff that Council receive report FIN-2020-016 2020 COVID Cash Flow Projections.

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Original Copy Signed by:

Signed and Reviewed by:

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

Paul Allore, MCIP, RPP  
CAO

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Attachment: 2020 COVID Projection

Township of Scugog - 2020 COVID Projections

	2020 Budget	2020 Revised COVID Estimate	2020 to June	Budget Remaining \$	Budget Remaining %
<b>COUNCIL &amp; MAYOR</b>					
Payroll	289,700	289,700	125,980	163,720	56.5%
Total Expenditures	33,000	16,615	4,551	28,449	86.2%
Total Revenues	0		(125)	125	
<b>Total Mayor &amp; Council</b>	<b>322,700</b>	<b>306,315</b>	<b>130,406</b>	<b>192,294</b>	<b>59.6%</b>
<b>CAO &amp; HUMAN RESOURCES</b>					
Payroll	412,000	412,000	183,196	228,804	55.5%
Total Expenditures	213,400	206,415	20,540	192,860	90.4%
Total Revenues	0		0	0	
<b>Total Office of the CAO</b>	<b>625,400</b>	<b>618,415</b>	<b>203,736</b>	<b>421,664</b>	<b>67.4%</b>
<b>CORPORATE SERVICES</b>					
Payroll	646,300	637,150	291,424	354,876	54.9%
Total Expenditures	679,000	635,971	287,021	391,979	57.7%
Total Revenues	(449,400)	(451,820)	(234,280)	(215,121)	47.9%
<b>Total Corporate Services</b>	<b>875,900</b>	<b>821,301</b>	<b>344,165</b>	<b>531,735</b>	<b>60.7%</b>
<b>FINANCE</b>					
Payroll	843,300	802,376	337,300	506,000	60.0%
Total Expenditures	1,278,000	1,269,230	489,312	788,688	61.7%
Total Revenues	(1,871,300)	(1,731,600)	(804,907)	(1,066,393)	57.0%
<b>Total Finance</b>	<b>250,000</b>	<b>340,006</b>	<b>21,706</b>	<b>228,294</b>	<b>91.3%</b>
<b>FIRE DEPARTMENT</b>					
Payroll	1,459,700	1,459,700	628,720	830,980	56.9%
Total Expenditures	401,800	378,054	161,966	239,834	59.7%
Total Revenues	(100,700)	(100,200)	(96,492)	(4,208)	4.2%
<b>Total Fire &amp; Emergency Services</b>	<b>1,760,800</b>	<b>1,737,554</b>	<b>694,194</b>	<b>1,066,606</b>	<b>60.6%</b>
<b>CROSSING GUARDS</b>					
Payroll	119,600	93,360	34,967	84,633	70.8%
Total Expenditures	1,300		226	1,074	82.6%
Total Revenues	0		0	0	
<b>Total Crossing Guards</b>	<b>120,900</b>	<b>93,360</b>	<b>35,193</b>	<b>85,707</b>	<b>70.9%</b>
<b>COMMUNITY SERVICES - PUBLIC WORKS</b>					
Payroll	2,207,100	2,125,400	969,602	1,237,498	56.1%
Total Expenditures	5,216,700	5,049,640	1,120,165	4,096,535	78.5%
Total Revenues	(950,900)	(901,900)	(533,035)	(417,865)	43.9%
<b>Total Community Services - Public Works</b>	<b>6,472,900</b>	<b>6,273,140</b>	<b>1,556,732</b>	<b>4,916,168</b>	<b>75.9%</b>
<b>COMMUNITY SERVICES - PARKS</b>					
Payroll	443,500	316,400	138,594	304,906	68.7%
Total Expenditures	261,700	204,800	65,589	196,111	74.9%
Total Revenues	(59,100)	(26,600)	(5,885)	(53,215)	90.0%
<b>Total Community Services - Parks</b>	<b>646,100</b>	<b>494,600</b>	<b>198,298</b>	<b>447,802</b>	<b>69.3%</b>
<b>MUSEUM</b>					
Payroll	124,400	102,400	40,913	83,487	67.1%
Total Expenditures	58,300	38,500	14,775	43,525	74.7%
Total Revenues	(52,700)	(28,350)	(5,668)	(47,032)	89.2%
<b>Total Museum</b>	<b>130,000</b>	<b>112,550</b>	<b>50,020</b>	<b>79,980</b>	<b>61.5%</b>

## Township of Scugog - 2020 COVID Projections

	2020 Budget	2020 Revised COVID Estimate	2020 to June	Budget Remaining \$	Budget Remaining %
<b>POOL</b>					
Payroll	66,800	48,700	0	66,800	100.0%
Total Expenditures	33,600	26,600	1,522	32,078	95.5%
Total Revenues	(51,800)	(25,000)	(5,166)	(46,634)	90.0%
<b>Total Pool</b>	<b>48,600</b>	<b>50,300</b>	<b>(3,644)</b>	<b>52,244</b>	<b>107.5%</b>
<b>DAYCAMP</b>					
Payroll	184,000	68,760	1,134	182,866	99.4%
Total Expenditures	25,900	11,200	2,287	23,613	91.2%
Total Revenues	(265,400)	(89,836)	(54,691)	(210,709)	79.4%
<b>Total Daycamp</b>	<b>(55,500)</b>	<b>(9,876)</b>	<b>(51,270)</b>	<b>(4,230)</b>	<b>7.6%</b>
<b>SCUGOG RECREATION CENTRE</b>					
Payroll	664,600	656,200	266,530	398,070	59.9%
Total Expenditures	603,500	576,200	182,076	421,424	69.8%
Total Revenues	(755,400)	(485,270)	(289,508)	(465,892)	61.7%
<b>Total Scugog Recreation Centre</b>	<b>512,700</b>	<b>747,130</b>	<b>159,097</b>	<b>353,603</b>	<b>69.0%</b>
<b>RECREATION PROGRAMS</b>					
Payroll	223,800	178,990	102,320	121,480	54.3%
Total Expenditures	31,700	24,730	13,160	18,540	58.5%
Total Revenues	(65,000)	(36,000)	(21,093)	(43,907)	67.5%
<b>Total Recreation Programs</b>	<b>190,500</b>	<b>167,720</b>	<b>94,387</b>	<b>96,113</b>	<b>50.5%</b>
<b>BLACKSTOCK ARENA</b>					
Payroll	121,100	46,800	44,068	77,032	63.6%
Total Expenditures	144,000	122,100	48,768	95,232	66.1%
Total Revenues	(131,500)	(75,903)	(75,903)	(55,597)	42.3%
<b>Total Blackstock Arena</b>	<b>133,600</b>	<b>92,997</b>	<b>16,933</b>	<b>116,667</b>	<b>87.3%</b>
<b>REC &amp; CULTURE ADMIN</b>					
Payroll	110,600	94,867	51,609	58,991	53.3%
Total Expenditures	11,500	0	0	11,500	100.0%
Total Revenues	(6,200)	0	0	(6,200)	100.0%
<b>Total Rec &amp; Culture</b>	<b>115,900</b>	<b>94,867</b>	<b>51,609</b>	<b>64,291</b>	<b>55.5%</b>
<b>MARINA</b>					
Payroll	0	0	0	0	
Total Expenditures	8,100	8,100	1,799	6,301	77.8%
Total Revenues	(26,200)	(26,200)	(13,110)	(13,090)	50.0%
<b>Total Marina</b>	<b>(18,100)</b>	<b>(18,100)</b>	<b>(11,310)</b>	<b>(6,790)</b>	<b>37.5%</b>
<b>COMMUNITY HALL &amp; FACILITIES</b>					
Payroll	0	0	0	0	
Total Expenditures	122,800	118,800	70,281	52,519	42.8%
Total Revenues	(20,100)	(11,470)	(9,722)	(10,378)	52
<b>Total Community Hall &amp; Facilities</b>	<b>102,700</b>	<b>107,330</b>	<b>60,559</b>	<b>42,141</b>	<b>41.0%</b>
<b>PLANNING</b>					
Payroll	238,000	227,800	105,263	132,737	55.8%
Total Expenditures	125,800	99,300	33,042	92,758	73.7%
Total Revenues	(293,900)	(183,900)	(100,310)	(193,590)	65.9%
<b>Total Planning</b>	<b>69,900</b>	<b>143,200</b>	<b>37,995</b>	<b>31,905</b>	<b>45.6%</b>

Township of Scugog - 2020 COVID Projections

	2020 Budget	2020 Revised COVID Estimate	2020 to June	Budget Remaining \$	Budget Remaining %
<b>BUILDING</b>					
Payroll	211,200	211,200	87,109	124,091	58.8%
Total Expenditures	142,700	137,200	40,113	102,587	71.9%
Total Revenues	(301,800)	(351,800)	(326,165)	24,365	(8.1%)
<b>Total Building</b>	<b>52,100</b>	<b>(3,400)</b>	<b>(198,942)</b>	<b>251,042</b>	<b>481.8%</b>
<b>DEVELOPMENT SERVICES</b>					
Payroll	360,100	360,100	162,314	197,786	54.9%
Total Expenditures	54,700	26,130	8,214	46,486	85.0%
Total Revenues	(12,000)	(12,000)	(6,000)	(6,000)	50.0%
<b>Total Development Services</b>	<b>402,800</b>	<b>374,230</b>	<b>164,528</b>	<b>238,272</b>	<b>59.2%</b>
<b>BY-LAW</b>					
Payroll	171,300	185,381	73,715	97,585	57.0%
Total Expenditures	18,100	12,281	2,563	15,537	85.8%
Total Revenues	(64,800)	(64,800)	(24,406)	(40,394)	62.3%
<b>Total By-Law</b>	<b>124,600</b>	<b>132,862</b>	<b>51,871</b>	<b>72,729</b>	<b>58.4%</b>
<b>ANIMAL CONTROL</b>					
Payroll	4,700	4,700	288	4,412	93.9%
Total Expenditures	187,900	187,900	96,257	91,643	48.8%
Total Revenues	(15,500)	(15,500)	(8,009)	(7,491)	48.3%
<b>Total Animal Control</b>	<b>177,100</b>	<b>177,100</b>	<b>88,536</b>	<b>88,564</b>	<b>50.0%</b>
<b>LIBRARY</b>					
Payroll	0		0	0	
Total Expenditures	684,200	684,200	342,100	342,100	50.0%
Total Revenues	0		0	0	
<b>Total Library</b>	<b>684,200</b>	<b>684,200</b>	<b>342,100</b>	<b>342,100</b>	<b>50.0%</b>
<b>Total Organization</b>	<b>13,745,800</b>	<b>13,537,801</b>	<b>4,036,897</b>	<b>9,708,903</b>	<b>70.6%</b>
<b>Township of Scugog</b>					
Payroll	8,901,800	8,321,984	3,645,045	5,256,755	59.1%
Total Expenditures	10,337,700	9,833,966	3,006,326	7,331,374	70.9%
Total Revenues	(5,493,700)	(4,618,149)	(2,614,473)	(2,879,227)	52.4%
<b>Total Township of Scugog</b>	<b>13,745,800</b>	<b>13,537,801</b>	<b>4,036,897</b>	<b>9,708,903</b>	<b>70.6%</b>





# Township of Scugog Staff Report

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

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**Report Number:** FIN-2020-017  
**Prepared By:** Dianne Valentim, Director of Finance / Treasurer  
**Department:** Finance Department  
**Report To:** Council  
**Date:** June 29, 2020  
**Reference:** Strategic Direction No.4 – Municipal Services  
**Report Title:** **2019 Draft Consolidated Financial Statements**

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## Recommendations:

1. **That** Report FIN-2020-017, 2019 Draft Consolidated Financial Statements, be received; and
  2. **That** the 2019 Draft Consolidated Financial Statements, be approved.
- 

## 1. Background:

As per the Municipal Act. S294.1 “A municipality shall, for each fiscal year prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.”

Also, per section 296 “A municipality shall appoint an auditor licensed under the Public Accounting Act, 2004 who is responsible for,

- a) Annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- b) Performing duties required by the municipality or local board.”

The Township has appointed BDO as the auditors for the municipality.

## **2. Discussion:**

Management is responsible for the preparation and fair presentation of the accompanying financial statements. Management is also responsible for the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

The auditors are responsible to express an opinion on the consolidated financial statements based on their audit. BDO conducted an interim audit of the financial records and controls of the Township at the end of November and conducted the final audit in April virtually due to the pandemic. All documentation was uploaded electronically to the BDO secure portal for review by the auditors. Regular communication via e-mail, telephone and video conference were conducted to complete the audit and financial statements for 2019.

The financial statements are consolidated statements that include the Township of Scugog financials, the Trust Funds, the Scugog Memorial Public Library, the Scugog Memorial Public Library Trust Funds and the Port Perry Business Improvement Area Board. The financial statements will be presented by our Auditors at this meeting.

## **3. Financial Implications:**

Audit costs related to the 2019 Draft Financial Statements are budgeted for in the Finance Operating Budget.

## **4. Communication Considerations:**

A copy of the Township's 2019 Consolidate Financial Statements will be posted on the Township's website and available at the front counter of the Municipal Office for review once the office reopens and finalized copies are received from the Auditors.

## **5. Conclusion:**

It is the recommendation of staff that Council approve the 2019 Draft Consolidated Financial Statements.

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Original Copy Signed by:

Signed and Reviewed by:

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

Paul Allore, MCIP, RPP  
CAO

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Attachment: n/a

# Township of Scugog Staff Report

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

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**Report Number:** LIB-2020-002  
**Prepared by:** Amy Caughlin, CEO  
**Department:** Library  
**Report To:** Council  
**Date:** June 29, 2020  
**Reference:**  
**Report Title:** Library – Phase 2 Re-opening

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## Recommendations:

1. **That** Report LIB-2020-002, Library – Phase 2 Re-opening, be received for information.
- 

## 1. Background:

Durham Region was cleared by the Provincial government and the local health unit to move forward to Phase 2 re-opening activities effective Friday, June 19, 2020. The order included specific conditions that needed to be met around public library activities to ensure safe operations:

- Circulating materials may only be exchanged with members of the public through contactless drop-off and pick-up.
- Patrons must only be permitted to enter the premises to facilitate contactless drop-off and pick-up or to access computers, photocopiers or similar services.

- Patrons must not be permitted to be in the book stacks, or to handle circulating materials that are shelved, or in other areas of library storage.
- Circulating materials returned to the library must be disinfected or quarantined for an appropriate period of time before they are recirculated.

## 2. Discussion:

The Library launched its Contactless Pickup service on Tuesday, June 2<sup>nd</sup>. After reviewing the Province's conditions for Phase 2 public library operations, staff made several recommendations to the Library Board which were approved:

1. That the re-opening of the library building to the public for Phase 2 take place on Tuesday, July 14<sup>th</sup> to allow sufficient time for staff to train on new equipment and software that will be used in Phases 2 & 3, and to allow sufficient time to procure safety supplies (i.e. hand sanitizer and disposable masks) in sufficient quantity to support public use.
2. That the operating hours of the Library in Phase 2 be modified to allow for scheduling with high risk staff still on leave and possible staff absences due to vacation or illness.
3. That the public washrooms remain closed in the Library during Phase 2 in order to limit traffic in and out of the building (particularly the heavy use that comes from people using the adjacent park areas in the summer).

Some specific details regarding Phase 2 Library operations:

- Contactless pickup service will continue with patrons entering the building to retrieve their materials from tables set up in front of the main desk;
- The number of patrons in the library will be limited to 10 at a time, stickers on the floor will mark appropriate social distancing at the service desk and in lobby;
- Washrooms will remain closed to the public;
- We will request/encourage mask use by our patrons and will have disposable masks available if they do not have their own and would like to wear a mask;
- A staff person will be stationed in the lobby to direct customers and brief them on the safety practices and service changes (i.e. where the hand sanitizer is located, how many people are allowed in the building, lack of access to shelves, etc.) and to let them know that they need to wait if there are already 10 people in the building;
- Access will be given to 4 socially-distanced public computers through reservation software that will limit use to 45 minutes with a 15-minute break between users for staff to sanitize desktops, keyboards & mice. Computers will be placed at standing terminals to remove the need to disinfect chairs and to encourage brief visits;
- Patrons will also be able to use the photocopier and printer and payment will be taken by debit or credit card only;

- Online programs will continue and we will be launching a new fully online Summer Reading club program using Beanstack software;
- We will not take room bookings in Phase 2 as closing access to our shelves (as per the Province’s order) will mean blocking access to most of the study rooms;
- There will be no access to chairs/lounge areas as quick visits are encouraged.

### **3. Financial Implications:**

Library staff have been tracking COVID-19 related expenses, however there were some savings in utility and supply costs during the closure as staff were not in the building from March 20<sup>th</sup> to June 1<sup>st</sup>. Many of the part-time staff were also on declared emergency leave at different times during this period. Staff are hopeful that these limitations will help to balance out the revenue loss and added COVID-related expenses expected in the remainder of 2020.

### **4. Communication Considerations:**

Details around Library’s Phase 2 re-opening will be shared via press releases, social media streams and the Library’s website.

### **5. Conclusion:**

Staff respectfully submit these details of the Library Board’s Phase 2 Re-Opening for Council’s information.

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Respectfully Submitted by:

Reviewed By:



Amy Caughlin  
CEO, Scugog Memorial Public Library

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THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 38-20

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**BEING A BY-LAW TO ADOPT AN ADOPT-A-PARK POLICY  
FOR THE TOWNSHIP OF SCUGOG**

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**WHEREAS** Council deems it desirable to adopt a policy to provide guidelines and outline responsibilities for an Adopt-A-Park policy that provides the opportunity for volunteer groups or citizens to voluntarily enhance the park system throughout the Township of Scugog;

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

1. **THAT** the Adopt-A-Park Policy, attached as Schedule "A" to this By-Law, is hereby adopted.
2. **THAT** this By-Law shall come into full force and effect on the date of passing.

READ a First, Second and Third time and finally passed this 29<sup>th</sup> day of June, 2020.

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**MAYOR, Roberta A. Drew**

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**CLERK, John Paul Newman**

# COUNCIL POLICY

## **Adopt-a-Park Policy**

EFFECTIVE: June 30, 2020

APPROVED BY COUNCIL: [MEETING DATE]

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### **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)

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

Signature:  Date:

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 39-20

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**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT  
FOR THE MAINTENANCE AND OPERATIONS OF A PRO SHOP  
LOCATED IN THE SCUGOG COMMUNITY RECREATION CENTRE (SCRC)**

---

**WHEREAS** the Council of the Corporation of the Township of Scugog deems it advisable to enter into an Agreement with TSO Teamwear with respect to the maintenance and operations of a pro shop located in the Scugog Community Recreation Centre (SCRC);

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

1. **THAT** the Mayor and Clerk be authorized to execute the Agreement, appended as Attachment 1 to this By-law, with TSO Teamwear. The said Agreement is attached hereto and forms part of this by-law; and
2. **THAT** this By-Law shall come into full force and effect on the day of passing.

Read a First, Second and Third time and finally passed this 29<sup>th</sup> day of June, 2020.

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**MAYOR, Roberta A. Drew**

---

**CLERK, John Paul Newman**

**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 it 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

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 40-20

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**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**

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**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 29<sup>th</sup> day of June, 2020.

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**MAYOR, Roberta A. Drew**

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**CLERK, John Paul Newman**

THE CORPORATION OF THE TOWNSHIP OF SCUGOG  
ZONING BY-LAW NUMBER 41-20

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**BEING A BY-LAW TO PASSED PURSUANT TO THE  
PROVISIONS OF SECTIONS 34 & 36 OF THE PLANNING ACT, R.S.O. 1990,  
TO AMEND ZONING BY-LAW 14-14 WITH RESPECT TO  
PART OF LOT 18, CONCESSION 1, TOWNSHIP OF SCUGOG  
(1746 COATES ROAD W) (ROLL #010.007.02300), WARD 4**

---

**WHEREAS** the owners of lands located in Part of Lot 18, Concession 1 (1746 Coates Road W), Ward 1, made an application to the Township of Scugog (Zoning By-law Application Z/06/2020) to amend Zoning By-law 14-14 to remove the Holding (H) symbol from the Oak Ridges Moraine-Agricultural Zone to permit the construction of an attached garage and veranda;

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

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

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG HEREBY AMENDS ZONING BY-LAW 14-14 AS FOLLOWS:**

**THAT** Schedule A, Map 4 to Zoning By-law 14-14 is hereby amended by removing the Holding (H) symbol from the Oak Ridges Moraine-Agricultural (ORM-AG) Zone with respect to Part of Lot 18, Concession 1 (1746 Coates Road W), (Roll # 010.007.02300), Ward 1, as shown as Schedule "A" attached to and forming part of this By-law.

This By-law shall come into force in accordance with Sections 34 and 36 of the *Planning Act*.

READ a First, Second and Third time and finally passed this 29<sup>th</sup> day June, 2020.

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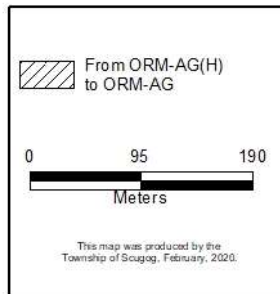
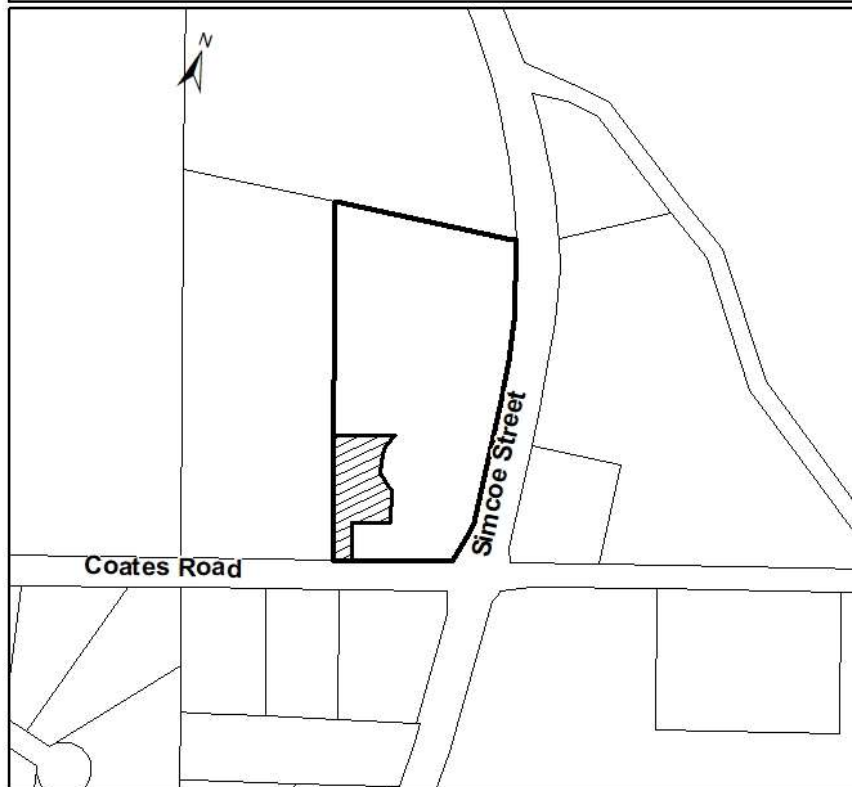
**MAYOR, Roberta A. Drew**

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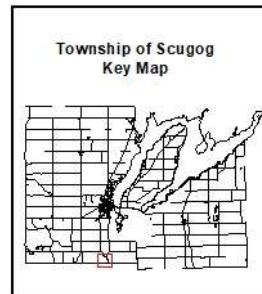
**CLERK, John Paul Newman**



**SCHEDULE A  
TO BY-LAW NO. -20  
TOWNSHIP OF SCUGOG  
AMENDMENT TO SCHEDULE A, MAP 4  
TO ZONING BY-LAW 14-14**



**THIS IS SCHEDULE A  
TO BY-LAW NO. -20  
PASSED THIS 29th DAY  
OF JUNE, 2020**



**THE CORPORATION OF THE TOWNSHIP OF SCUGOG**

**BY-LAW NUMBER 42-20**

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**BEING A BY-LAW PASSED PURSUANT TO SECTION 38 OF THE PLANNING ACT TO IMPOSE INTERIM CONTROL ON THE USE OF LANDS, BUILDINGS AND STRUCTURES WITHIN THE GEOGRAPHIC BOUNDARIES OF THE TOWNSHIP OF SCUGOG (CANNABIS)**

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**WHEREAS** Section 38 of the Planning Act, R.S.O. 1990, as amended, provides that where the Council of a local municipality has by By-law or resolution, directed that a review or study be undertaken in respect of land use planning policies in the Township or in any defined area or areas thereof, the Council of the municipality may pass a By-law to be in effect for a period of time specified in the By-law, which period shall not exceed one year from the date of passing thereof, prohibiting the use of land, buildings or structures within the Township or within the defined area or areas thereof, or except for, such purposes as are set out in the By-law;

**AND WHEREAS** the Government of Canada has legalized the cultivation of cannabis for recreational purposes subject to a cultivation licence issued by Health Canada and compliance with municipal zoning requirements;

**AND WHEREAS** the cultivation of cannabis for recreational purposes was not contemplated as a legal land use when Township Zoning By-law 14-14 was drafted and enacted;

**AND WHEREAS** Township Council has directed staff to undertake a review of the potential impacts on sensitive land uses and the options to regulate the cultivation of cannabis through Township land use planning documents;

**AND WHEREAS**, the Council of the Corporation of the Township of Scugog deems it necessary to enact this Interim Control By-law to provide the Township time to complete the review referenced above in order to ensure that any cannabis cultivation or production facility is appropriately sited and designed;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG** enacts as follows:

1. In this By-law:

- (a) "Act" means the Planning Act, R.S.O. 1990, c. P13 as may be amended from time to time;
- (b) "Township" means The Corporation of the Township of Scugog;

- (c) "Cannabis Production" means any land, building or structure used for growing, producing, processing, testing, destroying, storing, packaging and/or shipping of cannabis, licenced by Health Canada under the Cannabis Act. A Cannabis Production Facility does not include the growth, production or processing of four or fewer cannabis plants on a lot for personal use and does not include the retailing of cannabis or cannabis products under a retail operator license issued under the Cannabis License Act, 2018;
2. Notwithstanding the permitted uses, accessory uses and regulations of the Township's Zoning By-law 14-14, as amended, no person shall within the Cannabis Interim Control Area as described in Section 3, use any land, building or structure for any cannabis production, except for a use that lawfully existed on the date of the passage of this By-law as long as it continues to be used for such purposes.
  3. The Cannabis Interim Control Area shall include all lands within the following Zones in Zoning By-law 14-14, as amended: Agricultural (AG); Oak Ridges Moraine-Agricultural (ORM-AG); Environmental Protection (EP); Oak Ridges Moraine-Environmental Protection (ORM-EP); Recreational (RE); and Oak Ridges Moraine-Recreational (ORM-RE).
  4. This By-law shall remain in effect for a period of one (1) year from the date of its enactment, unless otherwise extended in accordance with the provisions of the Act.
  5. This By-law shall be known as the "Cannabis Interim Control By-law".

READ a first, second and third time and finally passed this 29<sup>th</sup> day of June, 2020.

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MAYOR, Roberta A. Drew

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CLERK, John Paul Newman

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 43-20

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**BEING A BY-LAW TO REGULATE THE IDLING  
OF MOTOR VEHICLES**

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**WHEREAS** the Municipal Act, S.O. 2001, c. 25, as amended, authorizes municipalities to regulate activities for the health, safety and well-being of the inhabitants of the municipality:

**AND WHEREAS** the Township of Scugog is supportive of strategies to reduce emissions of air pollutants and greenhouse gas emissions;

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

**1. DEFINITIONS**

- a) "Idle" means the operation of the engine of a motor vehicle, while the motor vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic function of the motor vehicle, and "idling" shall have a similar meaning;
  - b) "Motor Vehicle" means a Motor Vehicle as defined by the Highway Traffic Act, R.S.O. 1990, c. H.8 except that "Motor Vehicle" also includes recreation vehicles including but not limited to: a motorized snow vehicle, an all-terrain vehicle, a mobile workshop, a power-assisted bicycle, a motorized watercraft and any other vehicle propelled or driven otherwise than by muscular power;
  - c) "Officer" means a provincial offences officer or municipal law enforcement officer of the Township, or any other person appointed by or under the authority of a Township by-law to enforce this By-law, and shall include a police officer.
2. **THAT** this by-law applies to all Idling within the Township of Scugog unless specifically exempted by this by-law or by statute or regulation.
  3. **THAT** no person shall cause or permit a Motor Vehicle to idle for more than two (2) consecutive minutes in a sixty (60) minute period.
  4. **THAT** Section 3 does not apply to:
    - a) Police, Fire, Ambulance, or Township of Scugog Motor Vehicles, while engaged in operational activities, including training activities;
    - b) Motor Vehicles assisting in an emergency activity; except where the idling is substantially for the convenience of the operator of the vehicle;
    - c) Agricultural vehicles while they are in the course of being used for their basic function; or following warm up and/or cool down procedures related to diesel engines;
    - d) Mobile workshops while they are in the course of being used for their basic function;
    - e) Idling that is necessary for the Motor Vehicle's maintenance or repair;

- f) Armoured vehicles while engaged in, and for which Idling is required for, the provision of armoured vehicle services.
  - g) Motor Vehicles that remain motionless because of emergency, traffic or weather conditions or mechanical difficulties over which the operator of the vehicle or boats has no control;
  - h) Motor Vehicles engaged in a parade, a race or any other event authorized by the Township of Scugog;
  - i) Transit vehicles while at a layover or stopover location , except where the Idling is substantially for the convenience of the operator of the vehicle;
  - j) Motor Vehicles when the ambient outside temperature is more than 27°C or less than minus 5°C and idling of the vehicle is necessary to the operation of air conditioning or heating equipment;
  - k) Motor Vehicles transporting a person where a medical doctor certifies in writing for medical reasons, the person requires the temperature or humidity to be maintained within a certain range and idling the vehicle is necessary to achieve that temperature or humidity level.
  - l) Motor Vehicles while engaged in, and for which Idling is required for, the provision of construction activities;
  - m) Motor Vehicles using heating or refrigeration systems powered by the vehicle's engine for the preservation of perishable cargo;
5. **THAT** every person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction is liable to a fine or penalty, as prescribed by the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
6. **THAT** the provisions of this By-law may be enforced by an Officer.
7. **THAT** this by-law may be cited as the "Anti-Idling By-law".
8. **THAT** this by-law shall come into full force and effect on the date of passing.

READ a First, Second and Third time and finally passed this 29<sup>th</sup> day of June, 2020.

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**MAYOR, Roberta A. Drew**

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**CLERK, John Paul Newman**

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 44-20

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**BEING A BY-LAW TO DEDICATE PART OF LOT 3, CONCESSION 10,  
DESIGNATED AS PART 3 ON 40R28994 (PLATTEN BOULEVARD),  
TOWNSHIP OF SCUGOG, REGIONAL MUNICIPALITY OF DURHAM,  
AS A PUBLIC HIGHWAY**

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**WHEREAS** certain lands (Part of Lot 3, Concession 10, now Part 3 on 40R28994) were acquired by the Corporation of the Township of Scugog pursuant to a transfer/deed registered from Gloria Fralick to the Corporation of the Township of Scugog;

**AND WHEREAS** the Council of the Corporation of the Township of Scugog deems it desirable to dedicate the said lands for the purposes of a public highway;

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

1. **THAT** the lands described as Part of Lot 3, Concession 10, now Part 3 on 40R28994, Township of Scugog, Regional Municipality of Durham, are hereby dedicated as a public highway and declared to form part of Platten Boulevard.

READ a First, Second and Third time and finally passed this 29<sup>th</sup> day of June, 2020.

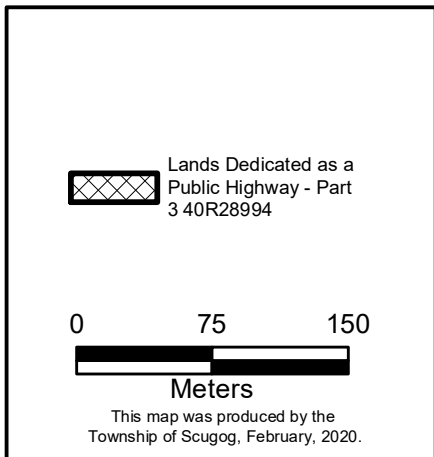
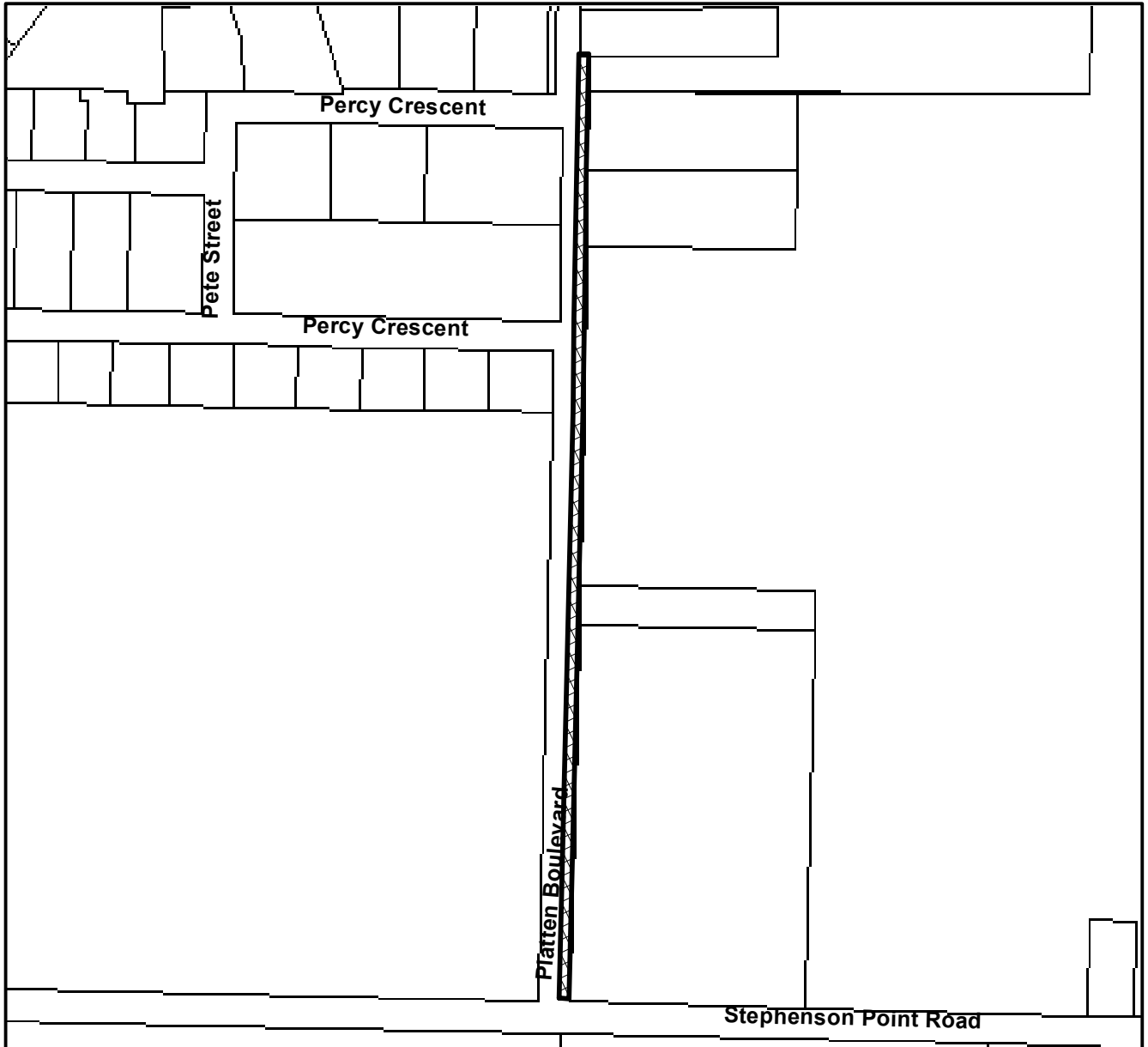
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**MAYOR, Roberta A. Drew**

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**CLERK, John Paul Newman**

# SCHEDULE A TO BY-LAW NO. 44-20 TOWNSHIP OF SCUGOG



**THIS IS SCHEDULE A  
TO BY-LAW NO. 44-20**

**PASSED THIS 29th DAY  
OF JUNE, 2020**

