



**The Corporation of the Township of Scugog
Council Meeting
Revised Agenda**

Monday, April 24, 2023

6:30PM

**Council Chambers, Municipal Building
181 Perry Street, Port Perry**

Council Chambers is open to the public. The meeting will be recorded and live streamed and will be available from the Council meeting schedule on the Council and Meeting Calendar page of the Township's website. Please note that Members of Council, staff and the public may participate electronically as authorized under Section 238 of the Municipal Act, 2001, as amended, and as permitted by the Township of Scugog Procedural By-law by arranging it in advance with the Clerk. Those wishing to submit written correspondence with respect to items on the agenda may do so by emailing clerks@scugog.ca, or by sending or dropping off at 181 Perry Street, Port Perry.

Alternative formats available upon request. Please contact accessibility@scugog.ca / 905-985-7346.

Pages

1. Call to Order
2. Disclosure of Pecuniary Interest and Nature Thereof in Closed Session
3. Closed Session
4. Rise from Closed Session
5. Call Open Session to Order, Moment of Silence and Land Acknowledgment
6. Disclosure of Pecuniary Interest and Nature Thereof
 - *6.1 Councillor Guido - DEV-2023-014 - Downtown Port Perry Community Improvement Plan (CIP) – Recommended Implementation Guidelines
 - *6.2 Councillor McDougall - DEV-2023-014 - Downtown Port Perry Community Improvement Plan (CIP) – Recommended Implementation Guidelines
My family resides at a Residential/Commercial property directly adjacent to the CIP area Boundary.
7. Matters from Closed Session
8. Announcements from Council and Staff
9. Presentations and Delegations
 - 9.1 Emergency Management Program
Mark Berney, Director of Emergency Services / Fire Chief
10. Consent Agenda

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10.1.9	Healthy Lake Scugog Steering Committee Meeting Minutes - April 11, 2023	55
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10.2	Reports	
10.2.1	FIN-2023-015 - 2023 Final Levy By-Law Laura Barta, Director of Finance / Treasurer	109
10.2.2	PWIS-2023-008 - Updated Memorandum of Understanding - LSEP Carol Coleman, Director of Public Works and Infrastructure Services	119
10.2.3	DEV-2023-014 - Downtown Port Perry Community Improvement Plan (CIP) – Recommended Implementation Guidelines Kevin Heritage, Director of Development Services Councillor Guido declared a conflict on this item. (Own properties within the proposed CIP area) Councillor McDougall declared a conflict on this item. (My	169

family resides at a Residential/Commercial property directly adjacent to the CIP area Boundary. ;)

10.3 Correspondence

- | | | |
|----------------|---|------------|
| 10.3.1 | Correspondence received from Kawartha Conservation regarding Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Selection of Candidates - April 13, 2023
Mark Majchrowski, Chief Administrative Officer, Kawartha Conservation, Kawartha-Haliburton Source Protection Authority | 241 |
| *10.3.2 | Correspondence received from Kawartha Conservation regarding Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Selection of Candidates - February 28, 2023
Mark Majchrowski, Chief Administrative Officer, Kawartha Conservation, Kawartha-Haliburton Source Protection Authority | 243 |

10.4 By-Laws

- | | | |
|---------------|---|------------|
| 10.4.1 | 28-23 - Being a By-Law to amend Zoning By-law 14-14 with respect to Part of Lot 24, Concession 7, Township of Scugog, Regional Municipality of Durham, (17400 Island Road), (Roll # 1820.030.001.13275), Ward 3
(as authorized by DEV-2023-013 at the Planning and Community Affairs Committee Meeting of April 17, 2023) | 245 |
| 10.4.2 | 29-23 - Being a By-Law to amend By-law number 04-23 to impose fees for services and activities provided or done by or on behalf of the Township of Scugog and for the use of municipal property
(as authorized by COMS-2023-003 at the General Purpose and Administration Committee meeting of April 3, 2023) | 247 |
| 10.4.3 | 30-23 - Being a By-Law to Levy rates of taxation for the year 2023 | 248 |
| 10.4.4 | 31-23 - Being a By-Law passed pursuant to the provisions of Section 28 of the Planning Act, R.S.O. 1990, to designate and adopt a Community Improvement Plan for the Downtown Port Perry Project Area
(as authorized by DEV-2023-014) | 251 |
| 10.4.5 | 32-23 - Being a By-Law to appoint Blake Cullaton and Carter Benns as Municipal Law Enforcement Officers and Property Standards Officers, and Lottery Licensing Officers for the Township of Scugog | 255 |

10.4.6	33-23 - Being a By-Law to repeal the various By-laws pertaining to all Advisory Committee Terms of References (as authorized by CORP-2023-005 at the Council Meeting of March 27, 2023)	257
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11.	Items for Separate Discussion	
12.	Notice of Motion	
13.	New Business/General Information	
14.	Closed Session (if needed)	
15.	Confirming By-Law - 34-23	258
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The Corporation of the Township of Scugog

Council Meeting Minutes

March 27, 2023, 6:30 PM

Council Chambers, Municipal Building

181 Perry Street, Port Perry

Members Present: Mayor Mrs. W. Wotten

Regional Councillor Mr. I. McDougall

Councillor Mr. D. LeRoy

Councillor Mrs. J. Guido

Councillor Mr. H. Wright

Councillor Mr. T. Coyne

Members Absent: Councillor Mr. R. Rock

Staff Present:

Acting CAO Ms. C. Coleman

Director of Finance / Treasurer Ms. L. Barta

Director of Emergency Services / Fire Chief Mr. M. Berney

Director of Community Services Ms. L. Bowers

Chief Executive Officer / Librarian Ms. A. Caughlin

Director of Development Services Mr. K. Heritage

Director of Corporate Services / Clerk Ms. B. Jamieson

Manager of Parks, Recreation and Culture Ms. S. Cornish

Manager of Finance / Deputy Treasurer Ms. S. Durward

Manager of Office of Mayor and CAO and Strategic Initiatives Ms. L. Fitton

Acting Deputy Clerk Ms. A. MacDougall

Network Analyst Mr. D. Popham

1. Call to Order

The Mayor called the meeting to order at

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

3. Closed Session

4. Rise from Closed Session

5. Call Open Session to Order, Moment of Silence and Land Acknowledgment

The Mayor called the meeting to order at 6:33PM and asked everyone to observe a moment of personal reflection.

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 to verify a quorum was present.

6. Disclosure of Pecuniary Interest and Nature Thereof

There were no disclosures of pecuniary interest.

7. Matters from Closed Session

8. Announcements from Council and Staff

- Councillor Coyne was present at the March Port Perry Business Improvement Area board meeting and provided an update to Council. Two large sponsored events will make a return this season, Diva Night on Friday, May 5, 2023 and Moonlight Madness on Friday, June 2, 2023. A few other events that will be happening in downtown Port Perry are the Tartan Day parade on Sunday, April 2, 2023, and in June two events will return to Palmer Park, the Dragon Boat Festival on Saturday, June 17, 2023, and Roar by the Shore Tuesday, June 25, 2023.
- On Wednesday, March 22, 2023, Councillor Wright attended an information evening by Young Life. Young Life is an international organization, which operates in 60 countries providing guidance and advice to high school aged youth. They are a non-denominational group who organizes activities and events, camps and so on.
- Friday, March 31, 2023, is International Transgender Day of Visibility, a day dedicated to recognize many achievements of transgender, two spirit and non-binary people and to celebrate their vibrancy and reliance. Members of Council and the public are asked to remember that on March 31.
- Sunday, April 2, 2023, is World Autism Awareness Day and will be observed at the Municipal Office on Friday, March 31, 2023, with staff dressing in blue. A flag raised at the Municipal Office.
- Sunday, April 9, 2023, the Annual Easter bonnet parade will return to downtown Port Perry.
- Every spring the Township of Scugog implements and enforces a Township wide, spring Burn Ban. With wet weather the burn ban is not in currently in effect, however, will likely be in effect in the next couple of weeks.
- Fire Chief / Director of Fire and Emergency Services Mark Berney attended the Durham Regional Police Change of Command ceremony on Friday, March 24, 2023, and on behalf of the Township of Scugog and all our residents, wished and expressed thanks and appreciation to outgoing Chief Rollauer. Listening to incoming Chief Moreira comments on his priorities were very uplifting and highlighted road safety. Fire Chief Mark Berney said he is looking forward to working with Chief Moreira as we address community safety and well-being across the region.
- A reminder to residents, there is still time to share feedback on the Township of Scugog's draft corporate strategic plan. The quick poll is available on my.scugog.ca/strategicplan until Tuesday, April 11, 2023. Paper copies are also available at the Municipal facilities for those who would like to complete a paper survey.
- Thanks were expressed to Director Eli Roth and location managers Marty and Adam for selecting Port Perry to film portions of the film Thanksgiving. Thank you to the BIA members and Queen Street businesses for collaborating on this project. This project collected \$8,600 in permit and rental fees for the Township of Scugog. A case study will be coming out in conjunction with Durham Region Film Office to provide an overview of the economic gains and highlights from the project. We are, at this time,

anticipating approximately \$160,000 infused in the community in economic development from this project.

- Durham Region Health Department and Uxbridge/Scugog Animal control are currently monitoring reports of dead or sick wild migratory birds for Avian Influenza. The Federal Community and Health Cooperative is testing these specimens of deceased geese found in our area. As we await results it is recommended that residents take the following precautions, stay away from ponds or areas, keep cats and dogs away from wildlife, remove bird baths and bird feeders, and do not touch sick or dead birds that you may come upon. There is more information on scugog.ca or call 1-866-673-4781 to report a sick or dead bird. At this time Durham Regional Health Department does not believe there is a risk of this spreading to humans. This situation will continue to be monitored and reports provided as they become available.
- Mayor Wotten extended thanks and appreciation to Director Bowers and Scugog team members who were involved in the filming project over the past week. Thanking them for their professional involvement and have heard many positive comments on how excellent the Scugog team was to work with from the film director and location managers.
- Review period for the Lake Scugog Enhancement Project, Environmental Assessment, is open until Wednesday, March 29, 2023. If anyone has comments or questions, please send them to Director Coleman at ccoleman@scugog.ca or call the office at 905-985-7346. The next phase of the project will be the detailed design and will provide an additional opportunity for public input, this is expected to occur later this spring.

9. Presentations and Delegations

9.1 Presentation by Scugog Arts - Literacy Programs Committee regarding a Poet Laureate for the Township of Scugog

Lucy Black, Laura Francis, Kyle Brough, Anna Kozma, and Marion Meyers, Literary Programs Committee Scugog Arts

The Scugog Arts - Literacy Programs Committee, Lucy Black, Laura Francis, Kyle Brough, Anna Kozma, and Marion Meyers, made a PowerPoint presentation requesting Council to support Poet Laureate.

At this juncture of the meeting, with the consent of Council, Mayor Wotten brought forward item 12.1, Notice of Motion.

Resolution CR-2023-106

Moved by: Councillor Wright

Seconded by: Councillor Coyne

THAT the presentation by Scugog Arts Literacy Committee, regarding a Poet Laureate for the Township of Scugog, be received.

Carried

12. Notice of Motion

12.1 Poet Laureate

Moved By: Councillor LeRoy

Seconded By: Councillor Guido

Resolution CR-2023-107

Moved by: Councillor LeRoy

Seconded by: Councillor Guido

THAT the proposal from the Scugog for the Arts Council for the appointment a Poet Laureate for the Township of Scugog be endorsed and that staff be directed to work with the Scugog for the Arts Council to develop guidelines and appoint a Poet Laureate.

Carried

10. Consent Agenda

Resolution CR-2023-108

Moved by: Councillor McDougall

Seconded by: Councillor LeRoy

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

Carried

10.1 Adoption of Minutes of Previous Meeting

10.1.1 Closed Council Meeting - February 27, 2023

Resolution CR-2023-109

THAT the Minutes of the Closed Session of the Council Meeting of February 27, 2023, be adopted.

10.1.2 Closed Special Council Meeting - March 6, 2023

Resolution CR-2023-110

THAT the Minutes of the Closed Session of the Special Council Meeting of March 6, 2023, be adopted.

10.1.3 Closed Special Council Meeting - March 20, 2023

Resolution CR-2023-111

THAT the Minutes of the Closed Session of the Special Council Meeting of March 20, 2023, be adopted.

10.1.4 Council Meeting - February 27, 2023

Resolution CR-2023-112

THAT the Minutes of the Council Meeting of February 27, 2023, adopted.

10.1.5 Special Council Meeting - March 6, 2023

Resolution CR-2023-113

THAT the Minutes of the Special Council Meeting of March 6, 2023, be adopted.

10.1.6 Special Council Meeting - March 20, 2023

Resolution CR-2023-114

THAT the Minutes of the Special Council Meeting of March 20, 2023, be adopted.

10.1.7 General Purpose and Administration Committee Meeting - March 6, 2023

Resolution CR-2023-115

THAT the Minutes of the General Purpose and Administration Committee Meeting of March 6, 2023 be received.

10.1.8 Planning and Community Affairs Committee Meeting - March 20, 2023

Resolution CR-2023-116

THAT the Minutes of the Planning and Community Affairs Meeting of March 6, 2023, be adopted.

10.1.9 Scugog Memorial Public Library Board Meeting Minutes - February 16, 2023

Resolution CR-2023-117

THAT the Minutes of the Scugog Memorial Public Library Board of February 16, 2023.

10.2 Reports

10.2.3 FIN-2023-010- Delegation of Authority to Negotiate Extension Agreements

Laura E. Barta, CPA, CMA, Director of Finance/Treasurer

Resolution CR-2023-118

1. **THAT** Report FIN-2023-010, Delegation of Authority to Negotiate Extension Agreements, be received; and
2. **THAT** By-Law #23-23 be recommended for approval.

10.2.4 FIN-2023-011 - 2022 Council Remuneration and Expenses

Sarah Durward, CPA, CA, Manager of Finance

Resolution CR-2023-119

1. **THAT** Report FIN-2023-011, 2022 Council Remuneration and Expenses, be received for information.

10.2.5 PWIS-2023-004 - Roy E. Cater Park Playground Replacement - Contract Award

Carol Coleman, Director of Public Works and Infrastructure

Resolution CR-2023-120

1. **THAT** Report PWIS-2023-004, Roy E. Carter Park Playground Replacement – Contract Award, be received; and
2. **THAT** the contract for the supply and installation of playground equipment at Roy E. Carter Park in Blackstock be awarded to Playground Planners, in the amount of \$73,647 (excluding HST).

10.3 Correspondence

10.4 By-Laws

10.4.1 22-23 - 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 11, Concession 8, Township of Scugog (1082 Scugog Line 9), (Roll #1820.010.004.37100)

(as authorized by DEV-2023-010 at Planning and Community Affairs Committee Meeting, March 22, 2023)

Resolution CR-2023-121

THAT By-Law No. 22-23, be read a First, Second, and Third time and finally passed this 27th day of March, 2023, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

10.4.2 23-23 - Being a By-Law to delegate authority to the municipal Treasurer to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the Municipal Act, 2001

Resolution CR-2023-122

THAT By-Law No. 23-23, be read a First, Second, and Third time and finally passed this 27th day of March, 2023, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

11. Items for Separate Discussion

10.2 Reports

10.2.1 FIN-2023-008 - Pre-Authorized Payment Arrears Plan

Brianne Smith, Manager of Tax and Revenue

A question and answer period with members of Council ensued.

Resolution CR-2023-123

Moved by: Councillor McDougall

Seconded by: Councillor LeRoy

1. **THAT** Report FIN-2023-008, Pre-Authorized Payment Arrears Plan, be received for information.

Carried

10.2.2 FIN-2023-009 - 2023 Final Operating Budget

Laura Barta, Director of Finance / Treasurer

A question and answer period with members of Council ensued.

Resolution CR-2023-124

Moved by: Councillor McDougall

Seconded by: Councillor Wright

1. **THAT** Report FIN-2023-009, 2023 Final Operating Budget, be received,

2. **THAT** the 2023 Net Operating Budget in the amount of \$17,591,500 be approved,
3. **THAT** the amount of \$17,266,500 be set as the tax levy for 2023,
4. **THAT** the transfer of \$2,938,000 allocated to the Roads and Other Infrastructure Capital Reserve Fund, be approved,
5. **THAT** the transfer of \$388,300 allocated to the Vehicles and Equipment Capital Reserve Fund, be approved, and
6. **THAT** the transfer of \$327,000 allocated to the Building and Facilities Capital Reserve Fund, be approved.

Carried

13. New Business/General Information

Councillor Coyne brought forward new business from the Port Perry Business Information Area March meeting. The BIA's minutes were not received by the agenda deadline.

Resolution CR-2023-125

Moved by: Councillor Coyne

Seconded by: Councillor Guido

THAT Council appoint Christy Stone-Curry to the Tourism Advisory Committee as the Port Perry Business Improvement Area (BIA) representative for the 2022-2026 Term of Council.

Carried

14. Closed Session (if needed)

15. Confirming By-Law -24-23

Resolution CR-2023-126

Moved by: Councillor McDougall

Seconded by: Councillor LeRoy

THAT By-Law No. 24-23, be read a First, Second, and Third time and finally passed this 27th day of March, 2023, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

Carried

16. Adjournment - 7:20PM

Resolution CR-2023-127

Moved by: Councillor Guido

Seconded by: Councillor Coyne

THAT this meeting be adjourned.

Carried

MAYOR, Wilma Wotten

CLERK, Becky Jamieson



The Corporation of the Township of Scugog

Special Council Meeting Minutes

April 3, 2023, 3:30 p.m.

Council Chambers, Municipal Building

181 Perry Street, Port Perry

Members Present: Mayor Mrs. W. Wotten
Regional Councillor Mr. I. McDougall
Councillor Mr. D. LeRoy (attended virtually)
Councillor Mrs. J. Guido
Councillor Mr. R. Rock
Councillor Mr. H. Wright
Councillor Mr. T. Coyne

Staff Present: Chief Administrative Officer Mr. K. Nix
Director of Finance / Treasurer Ms. L. Barta
Director of Emergency Services / Fire Chief Mr. M. Berney
Director of Community Services Ms. L. Bowers
Director of Development Services Mr. K. Heritage
Director of Corporate Services / Clerk Ms. B. Jamieson
Manager of Capital Projects Mr. K. Arsenault
Contract Deputy Clerk Ms. A. MacDougall

1. Call Open Session to Order, Moment of Silence and Land Acknowledgment

The Mayor called the meeting to order at 4:47PM.

The Clerk confirmed attendance to verify a quorum was present.

2. Disclosure of Pecuniary Interest and Nature Thereof

There were no disclosures of pecuniary interest.

3. Closed Session

4. Rise from Closed Session

5. Matters from Closed Session

6. Presentations and Delegations

7. Consideration of Business for which Notice was given

7.1 CORP-2023-005 - Terms of References for Advisory Committees

The Clerk provided a brief overview on the report.

A question and answer period with members of Council ensued.

Resolution CR-2023-128

Moved by Councillor McDougall

Seconded by Councillor Guido

1. **THAT** Report CORP-2023-005, Terms of References for Advisory Committees, be received;
2. **THAT** Council approve the Blackstock Recreation Complex Advisory Committee Terms of Reference as contained in Attachment No. 1;
3. **THAT** Council approve the Community Grant Committee Terms of Reference as contained in Attachment No. 2;
4. **THAT** Council approve the Economic Development Advisory Committee Terms of Reference as contained in Attachment No. 3;
5. **THAT** Council approve the Environmental and Climate Change Advisory Committee Terms of Reference as contained in Attachment No. 4;
6. **THAT** Council approve the Healthy Lake Scugog Steering Committee Terms of Reference as contained in Attachment No. 5;
7. **THAT** Council approve the Heritage Advisory Committee Terms of Reference as contained in Attachment No. 6;
8. **THAT** Council approve the Housing Advisory Committee Terms of Reference as contained in Attachment No. 7;
9. **THAT** Council approve the Scugog Accessibility, Diversity, Equity and Inclusion Advisory Committee Terms of Reference as contained in Attachment No. 8;
10. **THAT** Council approve the Tourism Advisory Committee Terms of Reference as contained in Attachment No. 9; and
11. **THAT** Council approve the Rules of Procedures for Committees, as amended, as contained in Attachment No. 10 and that staff be directed to bring the By-law forward for enactment.

Carried

Resolution CR-2023-129

Moved by Councillor Guido

Seconded by Councillor McDougall

Further that Staff be directed to develop a detailed appointment process policy by year end which will outline all matters related to membership to committees and boards including recruitment, appointment, etc. to be appended to the Rules of Procedures for Committees.

Carried

7.2 PWIS-2023-005 - Palmer Park Washroom Construction – Contract Award

A question and answer period with members of Council ensued.

Manager of Capital Projects, Kevin Arsenault provided responses to Council's questions.

Resolution CR-2023-130

Moved by Councillor McDougall

Seconded by Councillor Rock

1. **THAT** Report PWIS-2023-005, Palmer Park Washroom Construction – Contract Award, be received;
2. **THAT** the contract for the construction of prefabricated washrooms for Palmer Park, in the amount of \$490,439.00 (excluding HST), be awarded to Green Flush Technologies;
3. **THAT** Council endorse and support an application under the Ministry for Seniors and Accessibility 2023-2024 Inclusive Community Grant Program for the construction of the Palmer Park washroom; and
4. **THAT** the Mayor and Clerk be authorized to enter into a Transfer Payment Agreement between the Township of Scugog and His Majesty the King in the Right of Ontario as represented by the Minister for Seniors and Accessibility for funding for construction of the Palmer Park washroom, should the grant application be successful.

Carried

8. By-Laws

8.1 25-23 - Being a by-law to adopt the Rules of Procedures for all Advisory Committees and Hall Boards.

Resolution CR-2023-131

Moved by Councillor Guido

Seconded by Councillor Rock

THAT By-Law No. 25-23, be read a First, Second, and Third time and finally passed this 3rd day of April, 2023, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

Carried

9. Confirming By-Law - 27-23

Resolution CR-2023-132

Moved by Councillor Coyne

Seconded by Councillor Wright

THAT By-Law 27-23 confirming the proceedings of the special meeting of Council held Monday, April 3, 2023, be read a First, Second, and Third time and finally passed this 3rd day of April, 2023, and the Mayor and Clerk are hereby directed to sign same and affix the Corporate seal thereto.

Carried

10. Adjournment - 5:20PM

Resolution CR-2023-133

Moved by Councillor Guido

Seconded by Councillor Rock

THAT this meeting be adjourned.

Carried

MAYOR, Wilma Wotten

CLERK, Becky Jamieson



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

Monday, April 3, 2023 at 1:30PM
Council Chambers, Municipal Building
181 Perry Street, Port Perry

Members Present: Mayor Mrs. W. Wotten
Regional Councillor Mr. I. McDougall
Councillor Mr. D. LeRoy (attended virtually)
Councillor Mrs. J. Guido
Councillor Mr. R. Rock
Councillor Mr. H. Wright
Councillor Mr. T. Coyne

Staff Present: Chief Administrative Officer Mr. K. Nix
Director of Finance / Treasurer, Ms. Laura Barta
Director of Emergency Services / Fire Chief Mr. M. Berney
Director of Community Services Ms. L. Bowers
Chief Executive Officer / Librarian Ms. A. Caughlin
Director of Development Services Mr. K. Heritage
Director of Corporate Services / Clerk Ms. B. Jamieson
Manager of Capital Projects Mr. K. Arsenault
Manager of Parks, Recreation and Culture Ms. S. Cornish
Manager of Finance / Deputy Treasurer Ms. S. Durward
Manager of Planning Ms. V. Hendry
Contract Deputy Clerk Ms. A. MacDougall

1. Call to Order

The Mayor called the meeting to order at 1:33pm

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

3. Closed Session

4. Rise from Closed Session

5. Call Open Session to Order, Moment of Silence and Land Acknowledgment

The Mayor called the meeting to order at 1:33PM and asked everyone to observe a moment of personal reflection.

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 to verify a quorum was present.

6. Disclosure of Pecuniary Interest and Nature Thereof

Councillor McDougall noted if any discussion on 10.1.4 involves settlement boundary area, he will need to recuse himself from the discussion.

7. Matters from Closed Session

8. Announcements from Council and Staff

- On Sunday, April 2, 2023 the Tartan parade took over Queen Street, attended by Mayor Wotten, and Councillors Guido, Coyne, Wright and Rock. The Uxbridge Pipe and Drums band were wonderful, and a special thank you to Stuart Bennet at the Wee Tartan Shoppe who dawned members of Council in beautiful kilts for the day. Councillor Guido said It was truly a great event celebrating Scottish heritage.
- A thank you to Chief Mark Berney for hanging the photos of the previous serving Township Mayors and members of Council, in Council Chambers.
- On Sunday, April 9, 2023, the 34th Annual Easter Egg Hunt and Easter bonnet parade will take place in downtown Port Perry, beginning at 11:30AM. The event is sponsored by The Nutty Chocolatier, Port Perry Focus, United Church, and The Kids Cupboard. The Easter bonnet parade will involve five (5) contests and will see Mayor Wotten as a judge.
- On Saturday, April 1, 2023, the Big Brothers, Big Sisters of North Durham hosted their annual Pizza and Wing night. Councillor Coyne was in attendance and noted it was well attended, had great music and auction prizes and was a successful night for the organization.
- Current conditions continue have allowed for a delay in the annual Spring Burn Ban. The Townships fire team continues to monitor the spring thaw along with factors that contribute to wildland fire risk and fire spread and will work closely with Corporate Communications to update residents and communicate clearly when the Spring Burn Ban is in effect.
- A cooking safety reminder from the Fire Chief was provided. A leading cause of residential fires and fire related inquiries is unattended cooking. In the coming days many residents will be involved in seasonal cooking. If you are, you are being reminded:
 - Attend to your stove top cooking until completion
 - Keep pot lids nearby as they act as an excellent fire extinguisher
 - And, while around HOT stove top burners, be cautious of loose clothing
- The Avian Flu remains status quo in the Township of Scugog. The Township continues to work closely with the Region of Durham Health Department and will continue to provide updates when they are available.
- Earlier today, Monday, April 3, 2023, Councillor Rock was elected vice chair of the Conservation Ontario board and is looking forward to seeing what the next year has in store for the group. Mayor Wotten extended her congratulations.
- Mayor Wotten highlighted that this week, April 3-6, is Achieves Awareness Week. The Lake Scugog Historical Society are recipients of many family histories, photos etc. and if you have the opportunity, please realize the achieves are at the Scugog Museum and please visit once the Museum opens for the season.

9. Presentations and Delegations

9.1 2022 Year End Report and Policing Statistics in Scugog - Durham Regional Police Services

S/Sgt. Todd Brown and Inspector Mike Brown, Durham Regional Police North Division

S/Sgt. Todd Brown and Inspector Mike Brown, Durham Regional Police North Division provided a PowerPoint presentation regarding the 2022 Year End Report and Policing Statistics in Scugog - Durham.

A question and answer period with members of Committee ensued.

Recommendation GPA-2023-021

Moved by: Councillor Rock

Seconded by: Councillor McDougall

THAT the presentation by S/Sgt. Todd Wilson and Inspector Mike Brown of The Durham Regional Police North Division, regarding the 2022 year end update on policing in North Durham, be received.

Carried

9.2 Port Perry Dog Guides - Port Perry Pet Valu Walk for Dog Guides

Sue Brain and Ivo Finotti

Sue Brain of Port Perry Pet Valu provided a PowerPoint presentation regarding Port Perry Pet Valu Walk for Dog Guides.

A question and answer period with members of Committee ensued.

Recommendation GPA-2023-022

Moved by: Councillor Guido

Seconded by: Councillor McDougall

THAT the delegation by Sue Brain and Ivo Finotti, regarding the Port Perry Pet Valu Walk for Dog Guides and Dog Guides updates, be received;

THAT the fees for 2023 event be waived; and

THAT the request for a memorandum of understanding be referred to staff to report back by end of 2023.

Carried

9.3 Delegation by The Biglieri Group regarding Durham Region's Municipal Comprehensive Review ("MCR") process (Envision Durham)

Mark Jacobs, Senior Planner, Biglieri Group

Mark Jacobs, Senior Planner provided a PowerPoint presentation regarding Durham Region's Municipal Comprehensive Review (MCR) process (Envision Durham).

A question and answer period with members of Committee ensued.

Recommendation GPA-2023-023

Moved by: Councillor Guido

Seconded by: Councillor Rock

THAT the delegation by Marc Jacobs, Senior Planner, The Biglieri Group, regarding Durham Region's Municipal Comprehensive Review ("MCR") process (Envision Durham), be received.

Carried

9.4 Asset Retirement Obligations

Laura Barta, Director of Finance / Treasurer

Director of Finance / Treasurer, Laura Barta, provided a PowerPoint presentation on the Asset Retirement Obligations.

At this juncture of the meeting, with the consent of Council, Mayor Wotten brought forth Item 10.1.6, FIN-2023-013 - Asset Retirement Obligations Policy for consideration.

10.1 Reports

10.1.6 FIN-2023-013 - Asset Retirement Obligations Policy

Laura Barta, Director of Finance / Treasurer

A question and answer period with members of the Committee ensued.

Sarah Durward, Manager of Finance / Deputy Treasurer and Matthew Haire, Auditor from BDO, joined the meeting at 2:26PM and provided responses to the Committee during the question and answer period.

Recommendation GPA-2023-024

Moved by: Councillor McDougall

Seconded by: Councillor Guido

1. **THAT** the presentation by Laura Barta, Director of Finance / Treasurer, regarding the Asset Retirement Obligations, be received;
2. **THAT** Report FIN-2023-013, Asset Retirement Obligations Policy report, be received; and
3. **THAT** the Asset Retirement Obligations (ARO) Policy be adopted for implementation in 2023 in accordance with the Public Sector Accounting Standards Board requirements.

Carried

10. Consent Agenda

Recommendation GPA-2023-025

Moved by: Councillor Rock

Seconded by: Councillor Guido

THAT the items listed under Section 10, Consent Agenda, be approved, save and except items 10.1.2, 10.1.4, 10.1.6, 10.1.7.

Carried

10.1 Reports

10.1.1 COMS-2023-001 - 2023 Dragon Boats Festival

Shawna Cornish, Manager of Parks, Recreation and Culture

Recommendation GPA-2023-026

1. **THAT** Report COMS-2023-001, 2023 Dragon Boats Festival, be received; and
2. **THAT** Council waive all applicable rental fees in the amount of \$3,837.00 for Palmer Park.

10.1.3 COMS-2023-003 - Additions to Schedule F to Fees and Charges By-law 04-23

Shawna Cornish, Manager of Parks, Recreation and Culture

Recommendation GPA-2023-027

1. **THAT** Report COMS-2023-003, Additions to Schedule F to Fees and Charges By-law 04-23, be received; and
2. **THAT** the By-law appended as Attachment No. 1 to Report COMS-2023-003, be approved and forwarded for adoption.

10.1.5 FIN-2023-012 - 2022 Year End Audit Plan

Laura Barta, Director of Finance / Treasurer

Recommendation GPA-2023-028

1. **THAT** Report FIN-2023-012, 2022 Year End Audit Plan, be received for information.

10.2 Correspondence

11. Items for Separate Discussion

10.1 Reports

10.1.2 COMS-2023-002 - Scugog Float Flyers – Memorandum of Understanding Renewal 2023

Shawna Cornish, Manager of Parks, Recreation and Culture

A question and answer period with members of the Committee ensued.

Recommendation GPA-2023-029

Moved by: Councillor McDougall

Seconded by: Councillor Guido

1. **THAT** Report COMS-2023-002, Scugog Float Flyers – Memorandum of Understanding Renewal, be received; and
2. **THAT** the Mayor and Clerk be authorized to sign and execute the Memorandum of Understanding with the Scugog Float Flyers Club, for use of municipal property, substantially in the form appended as Attachment 1 to Report COMS-2023-002.

Carried

10.1.4 DEV-2023-012 - Envision Durham: Durham Region's Draft Official Plan

**Kevin Heritage, Director of Development Services,
Valerie Hendry, Manager of Planning**

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Councillor McDougall noted a conflict if the settlement boundary area is discussed.

Main Motion

Recommendation GPA-2023-030

Moved by: Councillor Rock

Seconded by: Councillor Wright

1. **THAT** Report DEV-2023-012, Envision Durham: Durham Region's Draft Official Plan, be received;
2. **THAT** Council endorse the comments on the Region of Durham's Official Plan (ROP) set out in DEV-2023-012, and in doing so, Council requests that prior to adoption, the Region:
 - a. Amend draft ROP policy 3.1.21 to require a minimum of 35% of residential units in each new development application located within Strategic Growth Areas to be affordable housing to ensure that the Region's target is achieved through the approval of applicable applications;
 - b. Confirm the supply of employment land in Port Perry is sufficient based on the construction and operation of a new sanitary sewer pumping station to service the Port Perry Employment Area;
 - c. Amend draft ROP policy 6.5.13 by either deleting it as minor rounding out of Hamlets is not permitted within the Greenbelt Plan or refining the Hamlet policies to identify the types of uses permitted within Hamlets and how they should develop over time; and
 - d. Consider including a definition for attainable housing in the draft ROP if the province provides clarification before the ROP is adopted; and
3. **THAT** the Township Clerk forward a copy of this report immediately following this meeting to Durham Region and to the Ministry of Municipal Affairs and Housing as the Township of Scugog's input into the Region's Municipal Comprehensive Review.

RECESS: 3:34PM

RECONVENE: 3:52PM

The Clerk confirmed all members of Committee and staff were in attendance.

Amendment to Main Motion:

Recommendation GPA-2023-031

Moved by: Councillor Rock

Seconded by: Councillor Guido

THAT that main motion be amended to remove "in each new development application" from point 2. a.; and

THAT point 2. b. "Confirm the supply of employment land in Port Perry is sufficient based on the construction and operation of a new

sanitary sewer pumping station to service the Port Perry Employment Area" be removed.

Councillor McDougall requested that the amended motion be divided to vote on separately.

Recommendation GPA-2023-031

Moved by: Councillor Rock

Seconded by: Councillor Guido

THAT that main motion be amended to remove "in each new development application" from point 2. a.; and

Carried

Recommendation GPA-2023-032

Moved by: Councillor Rock

Seconded by: Councillor Guido

THAT point 2. b. "Confirm the supply of employment land in Port Perry is sufficient based on the construction and operation of a new sanitary sewer pumping station to service the Port Perry Employment Area" be removed.

Carried

Motion as Amended:

Recommendation GPA-2023-030

Moved by: Councillor Rock

Seconded by: Councillor Wright

1. **THAT** Report DEV-2023-012, Envision Durham: Durham Region's Draft Official Plan, be received;
2. **THAT** Council endorse the comments on the Region of Durham's Official Plan (ROP) set out in DEV-2023-012, and in doing so, Council requests that prior to adoption, the Region:
 - a. Amend draft ROP policy 3.1.21 to require a minimum of 35% of residential units located within Strategic Growth Areas to be affordable housing to ensure that the Region's target is achieved through the approval of applicable applications;
 - b. Amend draft ROP policy 6.5.13 by either deleting it as minor rounding out of Hamlets is not permitted within the Greenbelt Plan or refining the Hamlet policies to identify the types of uses permitted within Hamlets and how they should develop over time; and
 - c. Consider including a definition for attainable housing in the draft ROP if the province provides clarification before the ROP is adopted; and
3. **THAT** the Township Clerk forward a copy of this report immediately following this meeting to Durham Region and to the Ministry of Municipal Affairs and Housing as the Township of Scugog's input into the Region's Municipal Comprehensive Review.

Carried

Councillor Guido put a motion regarding the Wannop lands located at 1520, 1540, and 1580 Reach Street, Port Perry on the floor.

RECESS: 4:22PM

RECONVENE: 4:29PM

The Clerk confirmed all members of Committee and staff were in attendance.

Recommendation GPA-2023-033

Moved by: Councillor Guido

Seconded by: Councillor Rock

WHEREAS Council adopted Resolution CR-2020-157 on December 13, 2020, supporting the conversion of Rick Wannop Lands located at 1520, 1540, and 1580 Reach Street, Port Perry from designated employment lands to non-employment uses;

WHEREAS Council adopted Resolution CR-2021-084 on April 26, 2021, advising Minister Steve Clark, Minister of Municipal Affairs and Housing that it supports the request for a Minister's Zoning Order for the properties municipally known as 1520, 1540, and 1580 Reach Street, Port Perry, to help expedite the land conversion request;

WHEREAS Council adopted Resolution CR-2023-028 on January 30, 2023, in response to Envision Durham – Phase 2: Draft Settlement Area Boundary Expansions and Area Municipal Growth Allocations, that the Township supports the request by Mr. Richard Wannop for the Region to reconsider its decision to not endorse the Employment Area Conversion for 1520, 1540, and 1580 Reach Street in Port Perry; and

WHEREAS it is anticipated that the Region of Durham's Official Plan (ROP) will not be revisited for a significant number of years;

NOW THEREFORE BE IT RESOLVED:

THAT Council of the Township of Scugog requests that prior to the adoption of the Region of Durham's Official Plan (ROP), that Mr. Richard Wannop's part of the lands located at 1520, 1540, and 1580 Reach Street in Port Perry be converted to a community areas designation as per the letter dated March 6, 2023 from Mr. Don Given of Malone Given Parsons Ltd. to the Region of Durham Planning and Economic Development Department; and

FURTHER THAT this Motion be forwarded to the Premier of Ontario, the Honourable Doug Ford, Durham MP, Durham MPP, Durham Region and the area municipalities.

Carried

12. New Business/General Information

The Clerk brought forward an announcement to read that was missed by staff during staff announcements.

- The Township of Scugog is participating in Pitch In Week April 16-22, 2023. Residents are encouraged to work together to clean up garbage

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that has accumulated over the winter from neighbourhoods, green spaces, local parks, in an effort to keep them looking beautiful and safe for everyone to enjoy. Participants can sign up on our website and receive a pitch in week kit which will include a garbage bag and gloves at scugog.ca. Please see the news item released on the Townships website for more information on how you can participate.

13. Closed Session (if needed)

14. Adjournment - 4:43PM

Recommendation GPA-2023-035

Moved by: Councillor Guido

Seconded by: Councillor Coyne

THAT this meeting be adjourned.

Carried

MAYOR, Wilma Wotten

CLERK, Becky Jamieson



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

April 17, 2023
Closed Session at 5:30PM, Open Session at 6:30PM
Council Chambers, Municipal Building
181 Perry Street, Port Perry

Members Present: Mayor Mrs. W. Wotten
Regional Councillor Mr. I. McDougall
Councillor Mr. D. LeRoy
Councillor Mr. J. Guido
Councillor Mr. R. Rock
Councillor Mr. H. Wright
Councillor Mr. T. Coyne

Staff Present: Chief Administrative Officer Mr. K. Nix
Director of Finance / Treasurer Ms. L. Barta
Director of Emergency Services / Fire Chief Mr. M. Berney
Director of Community Services Ms. L. Bowers
Director of Public Works and Infrastructure, Ms. C. Coleman
Director of Development Services Mr. K. Heritage
Director of Corporate Services / Clerk Ms. B. Jamieson
Manager of Planning Ms. V. Hendry
Contract Deputy Clerk Ms. A. MacDougall
Planner Ms. N. Alston
Public Works and Infrastructure Associate Ms. M. Michel

1. Call to Order

The Mayor called the meeting to order at 5:31PM.

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

There were no disclosures of pecuniary interest.

3. Closed Session

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Recommendation PCA-2023-023

Moved by: Councillor Rock

Seconded by: Councillor Guido

THAT this Council enter into a closed session to discuss personal matters about an identifiable individual, including municipal employees pursuant to Section 239(2)(b) of the Municipal Act, with respect to the CAO performance review.

Carried

3.1 CAO Performance Review

4. Rise from Closed Session

Recommendation PCA-2023-024

Moved by: Councillor Guido

Seconded by: Councillor Rock

THAT this Council rise from closed session at 6:22PM.

Carried

RECESS: 6:22PM

RECONVENE: 6:33PM

The Clerk confirmed all members of Committee and staff were in attendance following the recess.

5. Call Open Session to Order, Moment of Silence and Land Acknowledgment

The Mayor called the meeting to order at 6:34PM and asked everyone to observe a moment of personal reflection, while recognizing this is Earth Week and consider how we will preserve the earth for our children's children.

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 to verify a quorum was present.

6. Disclosure of Pecuniary Interest and Nature Thereof

There were no disclosures of pecuniary interest.

7. Matters from Closed Session

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Mayor Wotten noted that prior to the open session the committee met to discuss personal matters about an identifiable individual, including municipal employees pursuant to Section 239(2)(b) of the Municipal Act, with respect to the CAO performance review process.

8. Announcements from Council and Staff

- On Thursday April 13, 2023, Mayor Wotten and Councillor Coyne attended the kick off for the tenth (10th) year of Roar by the Shore. Sunday, June 25, 2023, is the date set aside for cars to gather and assemble on Water Street. There will be awards handed out in several categories.
- Tomorrow evening, Tuesday April 18, 2023, at the Scugog Memorial Public Library, the Scugog Lake Stewards will be holding their annual meeting, doors open at 6:30PM. Following the meeting proceedings there will be a guest speaker, Chief David Mowat of the Alderville First Nation. This meeting will be open to all.
- On Tuesday, April 11, 2023, Mayor Wotten and Councillor Guido attended a meeting arranged by MPP Todd McCarthy, with Minister Sarkaria, President of the Treasury Board. They hosted a small gathering with some business owners, where some of the challenges and successes experienced as a small North Durham business, and areas where the government can be of some assistance, were discussed. Highlighted in that was the difficulty for some of our businesses to obtain employees due to the lack of transit services.
- Councillor McDougall attended The Good Roads Annual Conference and would like to thank manager Rob Frasca for taking the initiative to attend this conference and obtain valuable information and knowledge to help our municipality move our roads forward, bit by bit, year by year.
- On Sunday April 9, 2023, Mayor Wotten had the good fortune of judging the Easter bonnet parade. It was very well attended and organized by the United Church. A huge kudos to Ken Curry for all his contributions. Well done to all.
- This Thursday, April 20, 2023, Scugog is hosting the 2023 Scugog Sports Hall of Fame induction ceremony. Doors open at 6:30 PM with the ceremony beginning at 7:00 PM at the Scugog Recreation Centre. It is a free of charge event and open to all. Mayor Wotten, on behalf of Council recognizes the 2023 inductees: Individual for Lacrosse, Bob Carnegie, 1986 Goreski's Broomball Team, and Builder Rick Finlay for his continued

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and on-going development to the Durham Angels Softball Association. Congratulations extended to all inductees.

- The Emily Project, which is the Farm 911 program, has officially been launched in the Township of Scugog. The Farm 911 program will improve emergency response to remote rural locations, by providing rural landowners with a civic address and signs to clearly mark their property access points. There is no cost to the landowner. To apply, please visit scugog.ca/farm911, complete the application form, staff will review your application and contact you either way.
- Scugog is one week into our spring burn ban and there has been one non-compliance issue which resulted in a large acreage fire. Chief Berney thanks all residents and the agricultural community, who continue to follow the burn ban in place.
- Staff are pleased to introduce the special event planning guide has been designed to walk event organizers through the process of planning an event from start to finish, while considering everything they'll need regarding approvals from the Township of Scugog or external authorities, such as Durham Region Health Department. To obtain a copy of the special events planning guide please visit scugog.ca/specialevent or email events@scugog.ca.
- Saturday, June 3, 2023, the 53rd Annual Canoe the Nonquon will be back in the community. We need volunteers to assist to put on this event. Please email recreation@scugog.ca if interested in becoming a volunteer. Registration for the event will take place at the Latcham Centre in Port Perry on Friday, June 2 from 6:00 - 9:00PM and on Saturday, June 3, 2023 from 7:00 - 10:00AM.
- With Saturday, April 22, 2023 being Earth Day, the Township of Scugog is once again participating in Pitch In Week. If you contact the Township and complete the form online we will provide you with garbage bags and gloves to pick up around your neighbourhood and then schedule to have the garbage picked up after the clean up. There are currently eleven (11) groups signed up, and registration is open until this Thursday, April 20 at 12:00 noon. Supplies available while they last. Other upcoming environmental events include; Tuesday, May 9, 2023 is Provincial Day of Action on Litter. Mayor and Council as well as Township Staff will be doing a twenty (20) minute makeover around the Municipal office and residents are encouraged to do the same in their area.

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- Saturday May, 13, 2023, is the annual compost giveaway. It will take place at the Boat Launch Parking Lot #8 on Old Rail Line from 8:00 AM - 12:00 PM. Quantity will be limited. Bring a shovel and container. A non-perishable food item for Operation Scugog would be appreciated but is not mandatory.
- Saturday, May 27, 2023, the Scugog Environmental and Climate Change Advisory Committee will be hosting a seedling giveaway at the Port Perry Farmer's market, while supplies last.

9. Public Meetings

10. Presentations and Delegations

10.1 Barry Bryan Associates Presentation regarding Birdseye Pool Accessible Changerooms Conceptual Design

Crystal Gardner, Barry Bryan Associates

Crystal Gardner of Barry Bryan Associates made a presentation on the Birdseye Pool Accessible Changerooms Conceptual Design.

At this juncture of the meeting, with the consent of the Committee, Mayor Wotten brought forth Item 11.2, PWIS-2023-006 - Birdseye Pool Accessible Changerooms Conceptual Design, for consideration.

A question and answer period with members of Council ensued.

11.2 PWIS-2023-006 - Birdseye Pool Accessible Changerooms Conceptual Design

Carol Coleman, Director of Public Works and Infrastructure Services

Main Motion

Recommendation PCA-2023-025

Moved by: Councillor Rock

Seconded by: Councillor LeRoy

1. **THAT** the presentation by Crystal Gardner of Barry Bryan Associates, regarding the Birdseye Pool Accessible Changerooms Conceptual Design, be received.
2. **THAT** Report PWIS-2023-006, Birdseye Pool Accessible Changerooms Concept Design, be received; and

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3. **THAT** the preferred conceptual design be approved and carried forward for detailed design.

Amendment

Recommendation PCA-2023-026

Moved by: Councillor McDougall

Seconded by: Councillor Guido

THAT the main motion be amended to add a point 4. that reads as follows
"4. Further, that staff be directed to work with regional staff to seek building efficiencies including consideration for combining the buildings into one (1) facility"

Carried

Main Motion as Amended

Recommendation PCA-2023-025

Moved by: Councillor Rock

Seconded by: Councillor LeRoy

1. **THAT** the presentation by Crystal Gardner of Barry Bryan Associates, regarding the Birdseye Pool Accessible Changerooms Conceptual Design, be received.
2. **THAT** Report PWIS-2023-006, Birdseye Pool Accessible Changerooms Concept Design, be received;
3. **THAT** the preferred conceptual design be approved and carried forward for detailed design; and
4. **FURTHER THAT** staff be directed to work with regional staff to seek building efficiencies including consideration for combining the buildings into one (1) facility

Carried

10.2 Delegation from The Port Perry Farmer's Market

Samantha Burkus and Diane Knutson, Port Perry Farmer's Market

Ms. Samantha Burkus and Diane Knutson, of the Port Perry Farmer's Market made a delegation to Council, requesting that the hydro fees for 2023 be waived.

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At this juncture of the meeting, with the consent of the Committee, Mayor Wotten brought forth Item 11.3, PWIS-2023-007 - Port Perry Farmer's Market - Land Use Agreement, for consideration.

A question and answer period with members of Council ensued.

11.3 PWIS-2023-007 - Port Perry Farmer's Market – Land Use Agreement

Maegan Michel, Public Works Associate

Main Motion

Recommendation PCA-2023-027

Moved by: Councillor Guido

Seconded by: Councillor Coyne

1. **THAT** the presentation by Samantha Burkus and Diane Knutson of the Port Perry Farmers Market, regarding the Port Perry Farmers Market 2023 season, be received.
2. **THAT** Report PWIS-2023-007, Port Perry Farmer's Market – Land Use Agreement, be received; and
3. **THAT** the Mayor and Clerk be authorized to sign the proposed Land Usage Agreement for use of municipal property as stipulated in the attached Land Usage Agreement.

Amendment

Recommendation PCA-2023-028

Moved by: Councillor Rock

Seconded by: Councillor Wright

FURTHER, THAT the fees for hydro use be waived.

Carried

Main Motion as Amended

Recommendation PCA-2023-027

Moved by: Councillor Guido

Seconded by: Councillor Coyne

1. **THAT** the presentation by Samantha Burkus and Diane Knutson of the Port Perry Farmers Market, regarding the Port Perry Farmers Market 2023 season, be received;

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2. **THAT** Report PWIS-2023-007, Port Perry Farmer's Market – Land Use Agreement, be received;
3. **THAT** the Mayor and Clerk be authorized to sign the proposed Land Usage Agreement for use of municipal property as stipulated in the attached Land Usage Agreement; and
4. **FURTHER, THAT** the fees for hydro use be waived.

Carried

10.3 Delegation from Jeff Fleischmann regarding a proposal for the Old Mill

Shawn Sutcliffe and Jeff Fleischmann of S.A. Sutcliffe made a delegation regarding a proposal for the Old Mill, looking to pursue funding for the old elevator/mill and site.

A question and answer period with members of questions ensued.

Recommendation PCA-2023-029

Moved by: Councillor Guido

Seconded by: Councillor Wright

THAT the delegation from Jeff Fleischmann of S.A. Sutcliffe regarding a proposal for the Old Mill, be received; and

THAT the Council of the Township of Scugog supports Jeff Fleischmann of S.A. Sutcliffe applying for funding opportunities available through various grants related to renovations and rehabilitation of the Old Mill and that MSIFN be consulted.

Carried by 2/3

11. Reports

11.1 DEV-2023-013 - Zoning By-law Amendment Application Z/12/2022, Fourteen Estates Ltd. and M. Dawkins-Treloar - 17400 Island Road (Part of Lot 24, Concession 7), Ward 3, Recommendation Report

Nicola Alston, Planner

Recommendation PCA-2023-030

Moved by: Councillor Guido

Seconded by: Councillor LeRoy

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1. **THAT** Report DEV-2023-013, Zoning By-law Amendment Application Z/12/2022, as submitted by The Biglieri Group on behalf of Fourteen Estates and M. Dawkins Treloar – 17400 Island Road (Part of Lot 24, Concession 7), Ward 3, Recommendation Report, be received;
2. **THAT** the application submitted by The Biglieri Group on behalf of Fourteen Estates Ltd., to amend Zoning By-law 14-14 (File: Z/12/2022) at 17400 Island Road to rezone the subject lands from Agricultural (AG) and Agricultural with Holding Provision (AG(H)) to Shoreline Residential (SR) zone, be approved; and
3. **THAT** Council enact the implementing Zoning By-law amendment.

Carried

11.4 CAO-2023-004 - 2023 Service Level and Organizational Review

Ken Nix, Chief Administrative Officer

A brief question and answer period with members of Council ensued.

Mayor Wotten removed herself from the Chair to make a friendly amendment to the motion.

Deputy Mayor Guido chaired this portion of the meeting.

Recommendation PCA-2023-031

Moved by: Councillor McDougall

Seconded by: Councillor Coyne

1. **THAT** Report CAO-2023-004, 2023 Service Level and Organizational Review, be received; and
2. **THAT** Council approve the draft Terms of Reference for the 2023 Service Level and Organizational Review;
3. **THAT** Staff be directed to proceed with the Request for Proposal for a Consultant to conduct this review within the approved budget.

Carried

Mayor Wotten resumed her role as Chair.

12. Correspondence

13. New Business/General Information

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14. Closed Session (if needed)

15. Adjournment - 8:30PM

Recommendation PCA-2023-032

Moved by: Councillor Rock

Seconded by: Councillor Guido

THAT this meeting be adjourned.

Carried

MAYOR, Wilma Wotten

CLERK, Becky Jamieson



**The Corporation of the Township of Scugog
Community Grants Committee Meeting Minutes**

**March 20, 2023
Open Session at 3:00PM
Via Electronic Participation**

Members Present: Councillor Terry Coyne
Tracy Marshall, Chair
Robert Noel Hunt, Vice Chair
Bonnie Lebovic

Staff Present: Laura Barta, Director of Finance/Treasurer
Christy Harrison, Committee Coordinator

1. Call to Order

The Committee Coordinator called the meeting to order at 3:00pm and a quorum was present.

The Committee Coordinator 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.

2. Disclosure of Pecuniary Interest and Nature Thereof

Councillor Coyne proclaimed a Pecuniary Interest in section 8.2 concerning the Prince Albert Spaghetti Dinner application. He did not participate, comment, or vote on this matter.

3. Election of Chair and Chairperson

At this point in the proceedings, in accordance with the Rules of Procedures for Advisory Committees, a Township Staff member officiated the 2023 election of the Chair and Vice Chair and called for nominations from the floor.

3.1 Election of Chair

Moved by: Bonnie Lebovic

THAT Tracy Marshall be elected as Chair of the Scugog Community Grants Advisory Committee for 2023.

Carried

3.2 Election of Chairperson

Moved by: Bonnie Lebovic

THAT Robert Noel Hunt be elected as Vice Chair of the Scugog Community Grants Advisory Committee for 2023 to act in place and stead of the Chair when absent.

Carried

Ms. Marshall assumed the Chair to conduct the remainder of the meeting.

4. Adoption of Minutes

4.1 2022-11-10 Community Grants Advisory Committee Meeting Minutes

Moved by: Bonnie Lebovic

THAT the Minutes of the 1st Regular Meeting of the Community Grants Advisory Committee held November 10, 2022 be adopted as circulated.

Carried

5. Business Arising Out of the Minutes

6. Presentations and Delegations

7. Reports / Updates

8. Review of Applications

8.1 Greenbank District Lions Club

The Committee reviewed the submission received from Greenbank District Lions Club requesting a \$500.00 grant to assist with the cost of renting the

Scugog Arena Ice Pad for the Port Perry High School Reunion on May 6th, 2023.

The Committee confirmed that the above noted application complies with the criteria set out in the Grants Policy.

Moved by: Robert Noel Hunt

THAT the Community Grants Committee provide the Greenbank District Lions Club with a \$500.00 grant to assist with the cost renting the Scugog Arena Ice Pad on May 6, 2023 for the Port Perry High School Reunion.

Carried

8.2 Prince Albert Public School - SCC Spaghetti Dinner

The Committee reviewed the submission received from Prince Albert Public School requesting a \$500.00 grant to assist with the cost of the rental of the Prince Albert Hall on February 23, 2023.

The Committee confirmed that the above noted application does not comply with the criteria set out in the grants policy as the event date has already passed.

The Chair requested that a letter be sent to the applicant to encourage early submission of their application within the timelines set out in the grants policy.

Moved by: Robert Noel Hunt

THAT the Community Grants Committee denies the above Grant application from the Prince Albert Public School as the event has passed and therefore does not comply with the terms set out in the current Community Grants Policy.

Carried

8.3 Port Perry Lakefront Farmers Market

The Committee reviewed the submission received from Port Perry Lakefront Market requesting a \$1,000.00 grant to assist with the cost to cover hydro fees for the market & help advertise to drive growth.

The Committee confirmed that the above noted application complies with the criteria set out in the Grants Policy.

Moved by: Bonnie Lebovic

THAT the Community Grants Committee provide the Port Perry Lakefront Farmers Market with a \$1,000.00 grant to cover hydro fees for the market & help advertise to drive growth.

Carried

8.4 Big Brothers Big Sisters - Clothing Sale

The Committee reviewed the submission received from Big Brothers Big Sisters requesting a \$500.00 grant to assist with the cost of the rental of Scugog Community Recreation Centre on April 13, 2023.

The Committee confirmed that the above noted application complies with the criteria set out in the Grants Policy.

Moved by: Robert Noel Hunt

THAT the Community Grants Committee provide Big Brothers Big Sisters with a \$500.00 grant to cover the cost of renting the Scugog Community Recreation Centre for the clothing sale event on April 13, 2023.

Carried

9. Submitted Summaries

9.1 Cartwright Sports and Recreation - Comedy Night

9.2 Caesarea Regatta

The Committee reviewed the above noted summaries for information. It was briefly noted that a new summary form will be created for applicants to fill out rather than provide their personal receipts.

10. New Business / Other Matters

10.1 Approval of the 2023 Committee Meeting Dates

- Monday March 20, 2023 at 3:00 PM (April-June)
- Monday June 19, 2023 at 3:00 PM (July-Sept.)
- Monday September 18, 2023 at 3:00 PM (Oct-Dec)
- Monday December 11, 2023 at 3:00 PM (to review the 2024 applications)

Applications will be due on March 15, June 15, September 15 and Dec 8 of 2023

Moved by: Robert Noel Hunt

THAT the above proposed Scugog Community Grants Advisory Committee meeting dates for 2023 be approved as noted above.

Carried

11. Outstanding Matters

12. Date and Time of Next Meeting

The next Community Grants meeting will be held virtually on Monday June 19, 2023 at 3:00 PM to review applications for events between July to September 2023.

13. Adjournment

The Community Grants Meeting adjourned at 3:38 pm

Moved by: Bonnie Lebovic

THAT this meeting be adjourned.

Carried

CHAIR



**The Corporation of the Township of Scugog
Heritage Advisory Committee Meeting Minutes**

**April 4, 2023
Open Session at 2:00PM
Council Chambers, Municipal Building
181 Perry Street, Port Perry**

Members Present: Councillor David LeRoy
Marina Brock, Vice Chair
Jasmine Stein
Peter Hvidsten
Stephen Rowe
Allan Honey
Dan Stone

Staff Present: Kevin Heritage, Director of Development Services
Christy Harrison, Committee Coordinator

Absent: Guy Latreille, Chair

1. Call to Order

Staff called the meeting to order at 2:03 pm and a quorum was present and round table introduction followed.

Staff 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.

2. Disclosure of Pecuniary Interest and Nature Thereof

No member made a disclosure of pecuniary interest.

3. Election of Chairperson and Vice Chairperson

At this point in the proceedings, in accordance with the Rules of Procedure for Committees, a township staff member officiated the 2023 election of the Chair and Vice Chair and called for nominations from the floor.

3.1 Election of Chairperson

Mr. Latreille was unable to attend today's meeting due to personal family health matters, he sent notice in writing ahead of today's meeting in regard to the 2023 Committee election for Chair. He advised that if the committee so chooses to forward a nomination in his name, that he would accept.

The committee unanimously put forth the nomination for Mr. Latreille to act as Chair.

Moved by: Peter Hvidsten

THAT Guy Latreille be elected as Chair of the Heritage Advisory Committee for 2023.

Carried

3.2 Election of Vice Chairperson

Moved by: Dan Stone

THAT Marina Brock be elected as Vice Chairperson of the Heritage Advisory Committee for 2023 to act in place and stead of the Chair when absent.

Carried

At this time, Ms. Brock (Vice Chair) stepped in as Chair as Mr. Latreille was absent to carry out the remainder of the meeting.

4. Adoption of Minutes

4.1 2022-09-06 Heritage Advisory Committee Meeting Minutes

Section 9.1 - remove Mr. Hvidsten's name and replace with "it was discussed"

Moved by: Stephen Rowe

THAT the Minutes of the 7th Regular Meeting of the Scugog Heritage Advisory Committee held September 6, 2022 be adopted as amended.

Carried

5. Business Arising Out of the Minutes

5.1 Street Naming Policy - Update

Mr. Heritage provided an update that included but was not limited to the following:

- The committees suggested street names were sent to the Region of Durham for their review/approval
- The Region noted that the majority of the suggested names have been approved
- Will circulate the final list to the committee once it has been received back from the Region
- Next steps- once staff have revised the listing and the committee members approve, the committee will forward a recommendation to Council.

5.2 Cartwright High School - Update

Mr. Heritage provided an update that included but was not limited to the following:

- The High School was proposed to be designated - and was rejected by the DDSB
- The Township has now come to a agreement for a land exchange
- Working out the details at this time, including obtaining appraisals, completing an ESA level 1 and a building assessment will be actioned.
- Mr. Heritage advised that if/when there are any further updates that he would bring them to the committee's attention.

5.3 Museum Heritage Buildings- poor condition

The committee discussed the above noted matter and agreed that a working group should be formed for the purpose of touring the Scugog Shores Museum and conducting a review of the property to determine if it is worthy of a heritage designation.

The members will report back to the main committee for their input and feedback on their findings.

Mr. Rowe left at this juncture of the meeting, however advised of his wishes to be a part of this working group.

The motion for the chair and members for this working group will be selected later within this meeting.

5.4 Town Hall - Bell Tower

It was discussed that the Bell will be placed back in the Old Town Hall's Bell Tower and is projected to be completed before October of 2023.

6. Presentations and Delegations

6.1 Committee Member Review and Binders

The Committee Coordinator provided a brief outline of the binders and the contents within them. The committee noted their interest in receiving them when completed.

7. Reports / Updates

7.1 Heritage Grant Matters

7.1.1 183 Queen Street - Panorama

The committee members reviewed the above noted application in detail and agreed that the application could be adjusted to ensure it meets the criteria set within the scope of the program and that a working group should be formed with a full report back to the committee in June.

The motion for the Vice-Chair and members for this working group will be selected later within this meeting.

7.1.2 Port Perry United Church - Church Doors

Applicant, Mr. Neil Olorenshaw attended the meeting and provided a brief overview of the scope of the project for the committee members.

The committee members reviewed the above noted application in detail and agreed that the application could be adjusted to ensure it meets the criteria set within the scope of the program and that a working group should be formed with a full report back to the committee in June.

Again, the motion for the chair and members for this working group will be selected later within this meeting.

7.2 Heritage Permit Matters

7.2.1 264 Mary Street - Heritage Building Permit Review

The Committee reviewed the above noted application and noted that 264 Mary Street is on the Township's Heritage Register but is not designated and therefore the committee will only be encouraging the applicant to consider heritage aspects within their project.

The Vice-Chair asked staff to forward the committee's standard letter onto the planning department for the file as a courtesy.

8. Correspondence

9. New Business / Other Matters

9.1 Review of Bill 23

Ms. Stein provided a review of the above captioned matter that included but was not limited to the following:

- Focus on matters related to the heritage register - will prepare a more detailed summary of bill 23 and bill 108
- Heritage register must be placed online - Scugog has done this already
- All "listed" properties must meet at least 1 of the requirements before listing the property
- Designated properties must meet 2 of the requirements
- Bill 108 - now required to give notice to those properties being designated and homeowners can now object - the objection goes to council etc.
- Further to that - any owner of the property already designated can now object to the designation
- All listed properties currently on the list must give notice to designate by Jan 1 2025
- If a prescribed event occurs, Council has 90 days to give notice to designate

- Timing of all submissions will be crucial
- Risk of properties being demolished
- Must look at all the properties on the list and prioritize
- May have to consider outsourcing additional heritage consulting services
- The committee expressed their appreciation for the hard work that went into this review.

9.2 2023 Meeting Dates

- Tuesday April 4, 2023 at 2:00 pm
- Tuesday June 6, 2023 at 2:00 pm
- Tuesday September 5, 2023 at 2:00 pm
- Tuesday November 7, 2023 at 2:00 pm

Moved by: Jasmine Stein

THAT the above proposed Scugog Heritage Advisory Committee meeting dates for 2023 be approved as follows: Tuesday April 4, Tuesday June 6, Tuesday September 5 and Tuesday November 7 at 2:00 pm.

Carried

9.3 Working Group Meetings

Working Groups - consist of the following members:

Museum

Stephen Rowe - Chair

Peter Hvidsten - Member

Dan Stone – Member

Marina Brock – Member

Heritage Grants

Marina Brock – Chair

Dan Stone – Member

Allan Honey – Member

Bill 23

Jasmine Stein – Chair

Guy Latreille – Member

Stephen Rowe – Member

Dan Stone – Member

Bill 108

Jasmine Stein – Chair

Guy Latreille – Member

Stephen Rowe – Member

Allan Honey – Member

Moved by: Peter Hvidsten

THAT the Heritage Advisory committee agree that the above noted working groups be formed for their specific purpose/project and that no more than 4 members sit on each group;

AND THAT the working groups be dissolved once the project/purpose has been satisfied.

Carried

10. Outstanding Matters

10.1 2023 Work Plan

The committee will review and provide an update at the next meeting in June.

11. Date and Time of Next Meeting

The next Heritage Advisory Committee meeting will be held in person on June 6, 2023 at 2:00 pm.

12. Adjournment

The Heritage Advisory Committee Meeting adjourned at 4:25 pm.

Moved by: Peter Hvidsten

THAT this meeting be adjourned.

Carried

VICE-CHAIR, Marina Brock

DRAFT



**The Corporation of the Township of Scugog
Tourism Advisory Committee Meeting Minutes
Open Session at 2:00PM**

**April 6, 2023
2:00 PM**

**Scugog Community Recreation Centre Meeting Room
1655 Reach Street, Port Perry, ON**

Members Absent:

Chair

Vice Chair

Carey Nicholson

Stewart Bennett

Beverly Brown

Michael Filip

Lisa Follows

Kenneth Laroza (2:35 p.m.)

Josh McIlmoyle

Councillor

Robert Rock

Christy Stone-Curry

Also Present:

Lori Bowers, Director of Community Services

Lindsay Burnett, Committee Coordinator

Kristyn Chambers, North Durham Tourism Specialist, Durham Tourism

Becky Jamieson, Director of Corporate Services / Clerk

Brandon Picard, Manager of Tourism, Durham Tourism

Michelle Rahm, Recreation and Culture Coordinator

Absent:

David Slute

1. Call to Order

Staff called the meeting to order at 2:04 p.m. A roundtable of introductions of all participants took place.

2. Land Acknowledgment

3. Disclosure of Pecuniary Interest and Nature Thereof

Nil

4. Election of Chair and Vice Chair

Staff called for nominations from the floor that resulted in two nominations, Ms. Carey Nicholson and Mrs. Christy Stone-Curry. Both members accepted the nomination, which required a ballot vote. The results of the ballot vote was a tie.

Noting that another voting member of the Committee was expected to join the meeting a bit late, the option put forth to the Committee was to defer the election for Chair and Vice Chair to later in the meeting. The Committee agreed this would be a good solution.

5. Adoption of Minutes

5.1 Minutes of the June 14, 2022 Tourism Advisory Committee

Moved by: Christy Stone-Curry

That the Minutes of the June 14, 2022 Tourism Advisory Committee be adopted.

Carried

6. Business Arising Out of the Minutes

Nil

7. Presentations and Delegations

7.1 Review Township Documents

7.1.1 Tourism Advisory Committee Terms of Reference

- Staff briefly reviewed the 2023-2026 Tourism Advisory Committee Terms of Reference with the Committee.
- There was a brief question and answer period, where the Municipal Clerk was able to answer questions regarding the creation of subcommittee and working groups; it was noted

that subcommittee and / or working groups are to have a clear goal to address, and that the work plan for a subcommittee and / or working group is to be provided to Council.

- Noted that the Committee is entitled to have a youth member serve on the Committee, however as a non-voting member.

At this juncture (2:35 p.m.) of the meeting, Mr. Laroza arrived. With his arrival, Staff resumed the process for the election of the positions of Chair and Vice Chair.

Staff called for nominations from the floor for the position of Chair. Ms. Carey Nicholson and Mrs. Christy Stone-Curry were nominated and both accepted the nomination. A ballot vote proceeded, resulting in Mrs. Nicholson being elected as the Chair.

Staff handed the meeting over to the newly elected Chair, who conducted the election for Vice Chair. Mrs. Stone-Curry was nominated as Vice Chair, which she declined. A second call from the floor for nominations resulted in Mr. Stewart Bennett being nominated, which he accepted. A third call from the floor resulted in no other nominations being put forth, which resulted in Mr. Bennett being appointed as the Vice Chair.

7.1.2 Rules of Procedures for Township Committees

- Staff provided a brief overview of the Rules of Procedure with the Committee, highlighting responsibilities and expectations of: Council representative, Staff Liaison and Committee Coordinator.
- Reviewed the necessity of responding to meeting invitations as this is what provides the information to determine if the Committee will have quorum; if the Committee Coordinator does not receive confirmation of quorum 24 hours prior to a scheduled meeting, the meeting will be cancelled and / or rescheduled.
- Discussed the need for an annual work plan; the Committee agreed that the next meeting should be dedicated to creating a work plan for 2023.

8. Reports / Updates

Nil

9. Correspondence

9.1 Scugog Council for the Arts – Culture Days

Marion Meyers

Staff advised that the correspondence from Mrs. Meyers was received after the agenda was circulated, however, due to the timing of the item in the correspondence and the Committee's next meeting a verbal report on the correspondence is being provided by Staff. The correspondence included but was not limited to:

- Culture Days runs 3 weeks Saturday September 23 – October 15, 2023
- Scugog has been granted the status of HUB with Ontario Culture Days; this will provide us with focused support from Ontario Culture Days.
- We must register our key HUB activities by July 1, 2023; we've already started our list for these.
- The deadline to register all events is July 31, 2023.
- We'd like to look at holding the main bulk of events at Palmer Park and Latham Centre and look forward to working with the Township on this.

Staff was requested to circulate the correspondence to the Committee for information.

10. New Business / Other Matters

10.1 List of Upcoming Tourism Related Events

Staff noted that the previous Tourism Advisory Committee requested an ongoing list of Scugog tourism related events to be included in each meeting agenda. It was used by the Committee members for information sharing. This Committee indicated that it too would like to receive this listing. Staff noted there is a calendar of tourism related events on the Scugog Tourism website that is populated by tourism stakeholders.

10.2 Future Presentations

- Eileen Kennedy, Economic Development Officer and Film Liaison, Durham Region
Overview of Film/Television Projects in Durham Region, and a Highlight of Scugog Projects

- Tom Guerquin, Manager, Research and Development, Central Counties Tourism (RTO6)
Overview of Environics Visitor Data Report

Staff noted that the Region's Economic Development Officer and Film Liaison is working on a case study of the feature film "Thanksgiving" that was recently filmed in Port Perry. That case study will be presented to the Tourism Advisory Committee at a future meeting as well as to Council. Several of the Committee members present expressed what a great experience and has a tremendous economic value for Scugog.

Mrs. Stone-Curry offered to pen a report on her positive experiences with film in Scugog. Staff suggested that the report from Mrs. Stone-Curry should be timed so that it can be included in the agenda at the same meeting that the Region's Economic Development Officer and Film Liaison is presenting at.

During the previous Council term, Durham Tourism commissioned an environics visitor dataset to be collected by Central Counties Tourism, in three key tourism areas of Scugog. The Manager, Research and Development from Central Counties Tourism will be invited to attend a future Tourism Advisory Committee meeting to go over the data and explain it to the Committee. Staff was requested to circulate the reports to the Committee.

10.3 Review Tourism Strategy

In 2018 Central Counties Tourism assisted the Township in writing a Scugog Community Tourism Strategy. The Tourism Strategy contained an action plan, which guides a work plan for the Tourism Advisory Committee to follow. As the Strategy is now five years old, it may need to be updated. Staff was asked to circulate the Strategy and the updated action plan to the Committee. This item will be added to a future meeting agenda for discussion. Establishing a 2023 work plan will be on the next Tourism Advisory Committee agenda.

10.4 Formation of Subcommittees

The Council Representative advised he would like to see two subcommittees created for film and for the museum. All subcommittees require a specific work plan. This item will be added to a future meeting agenda for discussion.

10.5 Shoulder Season Event

Mr. Bennett advised that a community group had established a committee to develop a shoulder season event. It was noted that this item is part of the Tourism Action Plan and was part of the previous Tourism Advisory Committee work plan, however, due to the pandemic and restrictions that were in place at the time, the Tourism Advisory Committee at that time could not proceed with the event.

Staff was asked to add this item to the June meeting agenda.

10.6 Tourism Advisory Committee Meeting Schedule 2023-2026

The Committee and Staff discussed various weekdays and times to establish a set schedule to meet every other month, preferably in the first half of the month. Noting that the first week of the month can be difficult for local business owners to avail themselves to participate at that time, the Committee agreed that the meetings will take place on either the first or second Thursday of every other month, at 2:30 p.m. in Council Chambers.

The Committee agreed to meet on May 4th at 2:30 p.m. to establish a work plan for the remainder of 2023. It was further agreed that the remaining regular meetings would be scheduled as follows:

- Thursday, June 8th
- Thursday, September 7th
- Thursday, November 9th

11. Date and Time of Next Meeting

The next meeting scheduled for Thursday, May 4th at 2 p.m. will be dedicated to establishing the 2023 Tourism Advisory Committee work plan.

12. Adjournment

The meeting adjourned at 3:48 p.m.

THAT this meeting be adjourned.

Carried

Carey Nicholson, Chair



The Corporation of the Township of Scugog
Healthy Lake Scugog Steering Committee Meeting Minutes

April 11, 2023
Open Session at 2:00PM
Via Electronic Participation

Members Present: Regional Councillor Ian McDougall
Bobbie Drew, Chair
Rob Messervey, SLS, Vice Chair
Mark Majchrowski, KCA
Tanner Liang, KCA
Nancy Aspden, KCA (alternate)
Barbara Karthein, Scugog Lake Stewards
Pat Bunting, Fundraising Lead
Jeff Forbes, MSIFN
John Mackey, Port Perry Marina, Lakeside Business Owner
Terry Vos, Vos Independent Grocer, Lakeside Business Owner
Aaron Christie, Durham Region Works Department
Carolyn Hall, Scugog Resident
Charles Shearer, Scugog Resident

Staff Present: Carol Coleman, Director of Public Works and Infrastructure
Kevin Arsenault, Capital Project Technologist
Christy Harrison, Committee Coordinator

Guests: Ken Nix, CAO
Councillor Janna Guido
Ashley MacDougall, Deputy Clerk

Regrets: Erin O-Toole, Office of the MP
Todd McCarthy, Office of the MPP
Stephen Braham, Ontario Waterways
Valerie Minelga, Parks Canada
Colin Higgins, MNRF
Colin Hoag, TSW
Cass Stabler, Parks Canada

1. Call to Order

Staff called the meeting to order at 2:02 pm and a quorum was present.

Staff 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.

2. Disclosure of Pecuniary Interest and Nature Thereof

No member made a disclosure of pecuniary interest.

3. Election of Chairperson and Vice Chairperson

At this point in the proceedings, in accordance with the Rules of Procedure for Committees, a township staff member officiated the 2023 election of the Chair and Vice Chair and called for nominations from the floor.

3.1 Election of Chairperson

Two nominations were put forward for the role of Chair of the Healthy Lake Scugog Steering Committee.

Bobbie Drew - Accepted.

Rob Messervey - Declined.

Mr. Messervey respectfully declined the nomination for the position of Chair.

Bobbie Drew was then selected for the position of Chair and a motion was called from the floor.

Moved by: Rob Messervey

THAT Bobbie Drew be elected as Chair of the Healthy Lake Scugog Steering Committee for 2023.

Carried

3.2 Election of Vice Chairperson

Moved by: Pat Bunting

THAT Rob Messervey be elected as Vice Chairperson of the Healthy Lake Scugog Steering Committee for 2023 to act in place and stead of the Chair when absent.

Carried

Bobbie Drew assumed the position to Chair the remainder of the meeting.

4. Adoption of Minutes

4.1 2022-09-13 Healthy Lake Scugog Steering Committee Minutes

Moved by: Rob Messervey

THAT the Minutes of the 4th Regular Meeting of the Healthy Lake Scugog Steering Committee held September 13, 2022 be adopted.

Carried

5. Business Arising Out of the Minutes

The Chair asked that KCA's Environmental Management Plan be circulated to the committee.

6. Presentations and Delegations

7. Reports / Updates

7.1 Kawartha Conservation Authority (KCA)

Mr. Majchrowski provided an update that included but was not limited to the following:

- A new Board of Directors in place at Kawartha Conservation - Councilor Robert Rock of Scugog has been elected as Chair. Councilor Harold Wright also represents the Township of Scugog on the Board of Directors.
- Robert Rock was elected as one of the Vice-Chairs for Conservation Ontario, the organization that represents Conservation Authorities across Ontario.
- Issued a Watershed Condition Statement on April 4th. No flooding is expected but high-water levels may be present in smaller water courses and in low-laying areas.
- The Scugog Water Fund is open now through April 30th. Landowners will have the opportunity to get funding to undertake environmental projects.
- Native Plant Sale opens April 17th - visit our Healthy Gardens webpage to learn more and subscribe to be notified when the sale opens. Orders are taken online, and pickup is at Ken Reid Conservation Area on May 26th.

- Exploring interest from landowners that may be interested in large-scale tree plantings for spring of next year (2024) (large-scale is >500 trees), under the 5M Tree program.
- LID sidewalk feature installation in Port Perry anticipated before the fall season.
- Working on a large-scale naturalization project in Durham East Cross Forest in the hydro corridor, which is in the very early stages. We're excited to work with the Mississaugas of Scugog Island First Nation on this project.
- FREE Native Plant Garden Guides - coming soon to our Healthy Gardens webpage. Guides will feature templates, species lists, and materials and supplies to implement your own native plant garden (for Pollinator, Understory, and Rain Garden designs). Visit our Healthy Gardens webpage to learn more and subscribe to be notified when the guides are available.

7.2 Scugog Lake Stewards (SLS)

Mr. Messervey provided an update that included but was not limited to the following:

- The Lake Stewards to host their AGM next week on April 18th at the library. Doors open at 6:30 pm for a meet and greet, meeting begins at 7:00 pm.
- There will be 3 keynote speakers - Chief Dave Mowat, Alderville First Nation, Dr. Jennifer Korosi, Associate Professor, York University and Pat Bunting and Rob (Messervey) to provide an overview of the LSEP.
- Continuing with science research and monitoring program in partnership with Kawartha Conservation and Kawartha Lake Stewards Association
- Continuing with the Lake Partner program
- Continuing the lake monitoring of the invasive aquatic macroalgae - Starry Stonewort
- Beaver management proposal update - partnering with Ontario Streams - will defer any further consideration until their study for the Township of Caledon is concluded.

- Proposing a number of smaller-scale stream improvement projects in conjunction with Ontario Streams and KC, involving community engagement along with the Healthy Lake Scugog Steering Committee
- Ms. Karthein provided an update to note that the SLS will be extending Lake Week to become Lake Month in hopes to involve more people within the community
- Two main days of the event will be - Corn Roast and burger night at 2 Blokes Cidery will show videos about the lake research and a panel of speakers and Lake Discovery Day at the Latcham Centre
- Lake Month will be the entire month of August

The Chair thanked Mr. Messervey and Ms. Karthein for their updates.

7.3 Parks Canada (TSW)

Both members were unable to attend, however an update was provided to staff that included the following:

- Continuing to work with Andrea Kirkwood, Colin Rennie, Steve Cooke, Jesse Vermaire and their students to facilitate the new NSERC project under Objective 1 that is looking to evaluate the efficacy and environmental impacts of different aquatic-weed removal approaches including (traditional veg harvesters, aquatic thrusters and rakes).
- The study area for this project will be on Scugog and Canal Lakes.
- Target volunteer recruiting is underway. We're hoping to start the study this summer. Results should help inform permitting and policy updates.
- Continuing to work with KCA on document submissions for LSEP as they come in.

7.4 Ministry of Natural Resources and Forestry (MNRF)

Nothing to report at this time.

7.5 Mississaugas of Scugog Island First Nation (MSIFN)

Nothing to report at this time.

7.6 Durham Region Works

Nothing new to report at this time.

7.7 Office of Erin O'Toole, MP

Nothing to report at this time.

7.8 Office of Todd McCarthy, MPP

Nothing to report at this time.

Moved by: Mark Majchrowski

THAT this Committee receives the updates listed under section 6 and section 7 for information.

Carried

8. Lake Scugog Enhancement Project Update

8.1 Kawartha Conservation Authority

Provincial Environmental Assessment:

- In the previous submission to MECP in September 2022, no further technical comments were received.
- The 30-day public commenting period for the Project File Report, which occurred from Feb 28th to March 30th has been completed. The 30-day Minister's review period will end on the 29th of April.

Federal Environmental Assessment:

- Putting the final touches on the next iteration of the Basic Impact Assessment for the wetland creation. This will address comments from the previous submission while the project team finalizes the detailed design.

Fisheries Offsetting:

- Completed the 30-day public commenting period for the three shoals and woody structures under the Canadian Navigable Waters Act.
- As requested by DFO, we are now establishing a habitat bench on the lake-ward side of the berm. This will replace the previously proposed riparian planting.
- Finalized the sites to address the two perched culverts: Mast Rd (Nonquon River) and Byer Rd (Blackstock Creek) - proposing a

rocky ramp on Mast Rd and will be replacing the culvert on Byers Rd.

- Completing the design and cost for the habitat bench and the rocky ramp to be included in the next submission of the Fisheries Offsetting Plan.

Oil-Grit Separators:

- Completed the installation of the Casimir OGS on March 22nd.
- Completed the underground utilities survey and have completed the design of the Baagwating OGS.

Others

- The project team presented to Council on February 21st and 27th on updates and progress of LSEP. This resulted in the endorsement of the EA Project File Report.
- Presented LSEP to the new KC Board of Directors on March 21st.
- Met with MSIFN and Hiawatha FN on the progress of LSEP.
- [Watershed Report Card](#) for 2023 is available [online](#).

8.2 Fundraising Cte. - Scugog Lake Stewards

Mr. Bunting provided an update that included the following:

Estimate

- LSEP all in funding target (project support, project management, engineering, and construction) currently at \$5.75M. Construction contingencies of 20% are included with areas of potential saving also identified. Notwithstanding, final cost will be determined by:
 - Final estimate quantities and rates.
 - Rate escalation
 - Actual vs estimate quantity variations.

Fundraising

- Grant fundraising efforts continued through the winter with major donor commitments now in place that have brought us very close to our current funding target.

Community Campaign

- Given the current funding status, this summer's community campaign will now focus on engagement, education as well as fundraising.
- The original LSEP Community Campaign website design was conceived at a time when we had a looming construction start date, we were in the heart of the Covid pandemic, and our fundraising gap was over \$2M. The website is now being re-focused given current requirements.

Communication

- A meeting has been requested with the Township to coordinate on Community Campaign communication needs.

8.3 Scugog Township

Class EA

- The Project File Report for the Municipal Class Environmental Assessment was endorsed by Council in February
- Notice of Project Completion was issued for a 30-day public comment period
- Received 8 written comments (see attached)
- Currently under a 30-day review period by Minister of the Environment, Conservation and Parks – over at the end of April

Detailed Design

- Draft expected this month for review by staff
- Public meeting for input to design mid- to late May
- Report to Council in June

Schedule

- Tender in July or August
- Construct berm in fall 2023 – monitor settlement and add material, as needed
- Dredge and construct wetland in fall 2024
- Seeding and planting in spring 2025

MOU with KCA and SLS

- Township to update and bring to Council later this month

Other projects

- New washroom in Palmer Park – fall 2023
- Design for new splashpad to start shortly
- Design for accessible changerooms at Birdseye Pool – to Council April 17th
- Water Street reconstruction – planned for August 2023
- New Picnic Shelter – Joe Fowler – out for tender

The Chair thanked Ms. Coleman for her update.

Moved by: Rob Messervey

THAT this Committee receives the updates listed under section 8 for information.

Carried

9. Correspondence

10. New Business / Other Matters

10.1 2023 Remaining Meeting Dates

After a brief back and forth discussion, the following committee meeting dates and locations were agreed upon:

April 11 (today's meeting)

June 15 - Teams meeting

September 21 - Hybrid if available

November 16 - will discuss location closer to the date.

Moved by Terry Vos

THAT the above proposed Healthy Lake Scugog Steering Committee meeting dates for 2023 be approved as follows: Thursday April 11, Thursday June 15, Thursday September 21 and Thursday November 16 at 2:00 pm.

Carried

10.2 2023 Work Plan

Selected members agreed to work with staff and provide an update at the next meeting in June.

11. Outstanding Matters

12. Date and Time of Next Meeting

The next meeting of the Healthy Lake Scugog Steering Committee meeting will be Thursday June 15th at 2:00 pm via Teams.

13. Adjournment

The Healthy Lake Scugog Steering Committee Meeting adjourned at 3:18 pm

Moved by: Mark Majchrowski

THAT this meeting be adjourned.

Carried

CHAIR, Bobbie Drew



The Corporation of the Township of Scugog

Scugog Environmental and Climate Change Advisory Committee Meeting Minutes

April 12, 2023

3:00 PM

**Council Chambers, Municipal Building
181 Perry Street, Port Perry**

PRESENT:

Members

Chair

Ms. K. Lui

Vice Chair

Mr. Z. Jina

Treasurer

Mr. S. Ardron

Members

Ms. J. Janwin

Councillor, Regional

Mr. I McDougall

ALSO PRESENT:

Committee Coordinator

Ms. M. Michel

Staff Representative

Mr. J. Mishko

KRCA Representative

Mr. T. Liang

REGRETS:

Member

Ms. Snider-McGrath

1. Call to Order

The Committee Coordinator called the meeting to order at 3:11 pm.

At this point in the proceedings, Municipal Staff member shall officiate for the election of Chairperson, Vice Chairperson and Committee Treasurer.

2. Election of Chairperson and Vice Chairperson

Election of Chairperson

Three calls will be made for nominations. No seconder required.
Nominations:

Keiko Lui

THAT nominations for the position of Chairperson be closed.

THAT Keiko Lui is acclaimed as Chairperson.

Election of Vice Chairperson

Three calls will be made for nominations. No seconder required.
Nominations:

Zahir Jina

THAT nominations for the position of Vice Chairperson be closed.

THAT Zahir Jina is acclaimed as Vice Chairperson.

Election of Committee Treasurer

Three calls will be made for nominations. No seconder required.
Nominations:

Steven Ardron

THAT nominations for the position of Committee Treasurer be closed.

THAT Steven Ardron is acclaimed as the Committee Treasurer.

3. Disclosure of Pecuniary Interest and Nature Thereof

N/A

4. Adoption of Minutes

N/A

5. Presentations and Delegations

N/A

6. Business Arising Out of the Minutes

N/A

7. Reports / Updates

7.1 Council

Lake Scugog Enhancement Project (LSEP) – Oil Grit Separator (OGS) installation at Joe Fowler, OGS also going in at Baagwatting

Regional council side - lots of things coming, Greener homes grants

7.2 Kawartha Conservation

General Updates – Kawartha Conservation

- We have a new Board of Directors at Kawartha Conservation. Councilor Robert Rock of Scugog has been elected as Chair. Councilor Harold Wright also represents the Township of Scugog on the Board of Directors.
- Our [Watershed Report Card](#) for 2023 is available [online](#).
- Robert Rock was elected as one of the Vice-Chairs for Conservation Ontario, the organization that represents Conservation Authorities across Ontario.
- We issued a Watershed Condition Statement on April 4th. No flooding is expected but high-water levels may be present in smaller water courses and in low-laying areas.
- The Scugog Water Fund is open now through April 30th. Landowners will have the opportunity to get funding to undertake environmental projects.
- Native Plant Sale opens April 17th - visit our Healthy Gardens webpage to learn more and subscribe to be notified when the sale opens. Orders are taken online, and pickup is at Ken Reid Conservation Area on May 26th.
- We are exploring interest from landowners that may be interested in large-scale tree plantings for spring of next year (2024) (large-scale is >500 trees), under the 5M Tree program.
- LID sidewalk feature installation in Port Perry anticipated before the fall season.
- Working on a large-scale naturalization project in Durham East Cross Forest in the hydro corridor, which is in the very early stages. We're excited to work with the Mississaugas of Scugog Island First Nation on this project.

- FREE Native Plant Garden Guides - coming soon to our Healthy Gardens webpage. Guides will feature templates, species lists, and materials and supplies to implement your own native plant garden (for Pollinator, Understory, and Rain Garden designs). Visit our Healthy Gardens webpage to learn more and subscribe to be notified when the guides are available.

Updates - Lake Scugog Enhancement Project

Provincial Environmental Assessment:

- In our previous submission to MECP in September 2022, we received no further technical comments. The 30-day public commenting period for the Project File Report, which occurred from Feb 28th to March 30th has been completed. We are currently within the 30-day Minister's review period, which will end on the 29th of April.

Federal Environmental Assessment:

- We are putting the final touches on the next iteration of the Basic Impact Assessment for the wetland creation. This will address comments from the previous submission while the project team finalizes the detailed design.

Fisheries Offsetting:

- We've completed the 30-day public commenting period for the three shoals and woody structures under the Canadian Navigable Waters Act.
- As requested by DFO, we are now establishing a habitat bench on the lake-ward side of the berm. This will replace the previously proposed riparian planting.
- We've finalized the sites to address the two perched culvert: Mast Rd (Nonquon River) and Byers Rd (Blackstock Creek). We are proposing a rocky ramp on Mast Rd and will be replacing the culvert on Byers Rd.
- We are completing the design and cost for the habitat bench and the rocky ramp to be included in the next submission of the Fisheries Offsetting Plan.

Oil-Grit Separators:

- We've completed the installation of the Casimir OGS on March 22nd.
- We've completed the underground utilities survey and have completed the design of the Baagwating OGS.

Others

- The project team presented to Council on February 21st and 27th on updates and progress of LSEP. This resulted in the endorsement of the Project File Report.
- We presented LSEP to the new KC Board of Directors on March 21st.
- We met with MSIFN and Hiawatha FN on the progress of LSEP.

7.3 DEAC

Geoff Carpentier will be updating going forward.

DEAC - is DECAC - Durham Environmental and Climate Advisory Committee

Spring Bee pollinator giveaway - Saturday May 13 during Compost Day here in Scugog

7.4 Township of Scugog

7.5 Treasurer

\$1500 Operating budget

Posts for bird boxes

8. Correspondence

Mentioned the Council Information Index and that it is posted weekly - check for anything we would like to discuss during our meetings.

9. New Business / Other Matters

9.1 SECCAC 2023 Meeting Dates

Meeting dates discussed.

Motion to go Hybrid for meetings.

CARRIED

9.2 Compost Day May 13

DECAC - Will be handing out seedling packets at the Scugog event

9.3 Seedling Giveaway

May 27th requested to attend Farmers Market

Seedlings for Farmers market as well as RH Cornish wellness event on May 25th - SECCAC will volunteer to attend and have a booth. Will create a pamphlet with information about the trees and the reasoning for the choice of species with respect to climate change.

Motion to spend \$1000 on seedlings (shrubs and trees) for both above noted events.

CARRIED

9.4 Bird and Bat Boxes

Being stored at Parks. Still need to put these up however on hold due to current Avian Flu concerns. Bat boxes will be scheduled to be put up. Still need posts for the boxes.

9.5 LSEP - stakeholder and comment

The SECCAC would like to be considered a stakeholder in the LSEP as well as be given an opportunity to comment on the design prior to the public open house.

9.6 Donations to Committee

Is the committee allowed to accept donations towards their budget?

10. Outstanding Matters

Tree By-Law - ask where we are with this item

11. Roundtable

- Trees in general
 - LEAF – promote that (when the timing is right)
 - See if there is an opportunity with the funding available to do something similar to Clarington and their Trees for Rural Roads.
 - Promote Kawartha Lake's tree program and the Regions Trees program (plus any others that are relevant)
- Website – include information in the areas of Climate Change (these are just some examples)
 - Durham Community Energy Plan,

- Durham Community Climate Adaptation Plan, etc...
(<https://www.durham.ca/en/living-here/climateenergyandresilience.aspx?mid=32210>)
- EV Chargers
- LEAF Program
- Emergency preparedness - floods and extreme weather
 - Include the information from the province (and Region)
(<https://www.ontario.ca/page/floods>,
<http://www.ibr.ca/on/disaster/water>,
https://www.intactcentreclimateadaptation.ca/programs/home_flood_protect/, <https://www.durham.ca/en/living-here/adaptation-and-resilience.aspx#Preparing-for-Flooding-or-extreme-Weather>)
- Information on the Website highlighting the work done by the Region (including the municipalities) on Climate Change
- Add to the Environmental Initiatives page?
- Electricity rates changed again
 - Highlight for residents that they have a choice of either TOU or Tiered Rates
- Programs for residents offered:
 - Enbridge's Home Efficiency Rebate
<https://www.enbridgegas.com/residential/rebates-energy-conservation>
 - The Region's Greener Home Program
<https://durhamgreenerhomes.ca/>
 - Ontario Electricity Support Program, etc.

12. Date and Time of Next Meeting

Wednesday June 14, 2023

13. Adjournment

Adjourned at 4:38p.m.

THAT this meeting be adjourned.

CHAIR



The Corporation of the Township of Scugog
Economic Development Advisory Committee Meeting Minutes

April 14, 2023
Open Session at 9:00AM
Council Chambers, Municipal Building
181 Perry Street, Port Perry

Members Present:

Chair Keith Williams
Vice Chair Michael Cascone
Ivo Finotti
Karey Anne Large
Brad MacIsaac

Councillor

Robert Rock
John Rowinski
Mathew Somerville
Penny Waller

Also Present:

Lindsay Burnett, Committee Coordinator
Kevin Heritage, Director of Development Services
Kally Klose, BR&E Coordinator, Scugog Business Program
Ashley MacDougall, Contract Deputy Clerk
Glen Macfarlane, Rural Economic Development Program
Coordinator, Region of Durham

Absent:

Stacey Jibb, Manager, Agriculture & Rural Economic
Development, Region of Durham
Brett Puckrin
Carolyn Puterbough, Economic Development Advisor, OMAFRA

1. Call to Order

Staff called the meeting to order at 9:03 a.m.

2. **Land Acknowledgement**
3. **Disclosure of Pecuniary Interest and Nature Thereof**

Nil

4. **Election of Chair and Vice Chair**

Staff called for nominations from the floor for the position of Chair that resulted in two nominations, Mr. Keith Williams and Mr. Michael Cascone. Both members accepted the nomination, which required a ballot vote. The results of the ballot vote were, Mr. Williams, six votes, Mr. Cascone, three votes

A call from the floor for nominations for the position of Vice Chair resulted in one nomination, Mr. Michael Cascone, which he accepted. Seeing no other nominations for Vice Chair, Mr. Cascone was acclaimed for Vice Chair.

Committee Recommendation:

Moved by: Karey Anne Large

That Keith Williams be elected as Chairperson of the Economic Development Advisory Committee for 2023.

and

Moved by: Karey Anne Large

That Michael Cascone be elected as Vice Chairperson of the Economic Development Committee for 2023, to act in place and stead of the Chairperson when he is absent.

Carried

5. **Adoption of Minutes**

- 5.1 **Minutes of the September 16, 2022 Economic Development Advisory Committee Meeting**

Errors and Omissions:

Pg. 4 - The beginning of the third bullet should be corrected to Tim Hortons.

Committee Recommendation:

Moved by: Robert Rock

That the minutes of the September 16, 2022 Economic Development Advisory Committee be adopted as amended.

Carried

6. Business Arising Out of the Minutes

Nil

7. Presentations and Delegations

Nil

8. Reports / Updates

8.1 Review of Township Documents

8.1.1 Economic Development Advisory Committee Terms of Reference

- Staff briefly reviewed the 2023-2026 Economic Development Advisory Committee Terms of Reference with the Committee.
- Purpose reviewed.
- Committee composition was reviewed, noting that six (6) voting members are required to be present to make quorum in order for meeting to proceed.
- That subcommittee and / or working groups are to have a clear goal to address, and that the work plan for a subcommittee and / or working group is to be provided to Council.

8.1.2 Rules of Procedure for Township Committees

- Staff provided a brief overview of the Rules of Procedure with the Committee, highlighting responsibilities and expectations of: Council representative, Staff Liaison and Committee Coordinator.

9. Correspondence

None

10. Other Matters

10.1 Scugog Business Program

Kally Klose, BR&E Coordinator, Scugog Business Program

Ms. Klose provided a PowerPoint presentation regarding the Scugog Business Program (SBP). The presentation included, but was not limited to the following:

- BR&E is a structured, action-oriented and community-based approach to business and economic development.
- Four stages: preparation, collect and analyze, develop goals and action plans and implement mentor.
- Currently in the later part of stage one - finalizing the survey and recruitment and training for volunteer interviewers.
- SBP will facilitate relationship building and dialogue with business community and municipal leaders; support strategic and long term planning to become more competitive and will build capacity for local economic development and community involvement.
- Prioritizing in person interviews / survey's, however, the survey is available online for those businesses are not able or interested in in-person interviews / survey's.
- Durham Region provided the list of Scugog businesses; Staff to circulate the target list of businesses to the Committee.
- Staff to circulate the 2013 BR&E to the Committee.
- Question and answer period with the members of the committee ensued.
- Seeking volunteers from EDAC to be interviewers; training will be provided. Keith Williams, Penny Waller, Mike Cascone and Matthew Somerville volunteered to be interviewers.
- EDAC member to be appointed to the SBP leadership team - 10 hour time commitment in total; Keith Williams volunteered to represent EDAC on the leadership team.

10.2 2021 Economic Development Work Plan

The 2021 EDAC workplan was included in the agenda for the Committee's information. Question raised regarding the previously proposed business visitation program, "get a better understanding as to why businesses who inquire about investing in Scugog are not investing / landing". Specifically, why a local home based bakery moved to a storefront in Uxbridge. Questioned if there is a follow-up survey for businesses who either don't choose Scugog or existing businesses that leave Scugog. Staff noted that the most common reason why investors don't choose Scugog is the lack of servicing in the employment area.

10.3 Growing North Durham, Rural Economic Development Action Plan - 2023-2027

Mr. Macfarlane provided a brief presentation on the Growing North Durham, Rural Economic Development Action Plan. Noting that there are three main pillars of the Plan, people, prosperity and places. The Plan will help form the EDAC work plan.

The Committee inquired if there is a report card for Vibrant North Durham Plan (VND) 2013-2018. If so, would be beneficial to the committee if they could read it. Staff will share the VND Plan with the Committee.

The Committee also asked if there was a common sharing space where all documents they have asked for today can be stored and accessed by all. Mrs. MacDougall advised she will investigate if there is an option for this through an existing program the Township uses.

10.4 Economic Development Advisory Committee Meeting Schedule 2023-2026

The Committee and Staff discussed various weekdays and times to set a schedule to meet every other month, preferably in the first half of the month. Noting that the first Friday of the month was when the previous Economic Development Advisory Committee met, the Committee agreed that following that schedule would work. The EDA meetings will take place on the first Friday of every other month, at 9 p.m. in Council Chambers. Some members inquired if a hybrid meeting option would be available. It is hoped that by later this year, after IT upgrades are performed in Council Chambers, that hybrid meetings would be an option.

Noting that the Committee does not have a work plan yet, the Committee agreed that holding an EDAC meeting in May that can be dedicated to

establishing the 2023 work plan is necessary. The May meeting is going to be scheduled for Friday, May 5th at 9 a.m. in Council Chambers. It was further agreed that the remaining regular meetings would be scheduled as follows:

- Friday, June 2nd
- Friday, September 8th
- Friday, November 3rd

11. Date and Time of Next Meeting

The next meeting is scheduled for Friday, May 5th at 9 a.m. in Council Chambers and will be dedicated to establishing a 2023 work plan for the EDAC.

12. Adjournment

The meeting adjourned at 10:52 a.m.

Committee Recommendation:

Moved by: Matthew Somerville

THAT this meeting be adjourned.

Carried

Keith Williams, Chair



The Corporation of the Township of Scugog

Accessibility Diversity, Inclusion, Equity Advisory Committee Meeting Minutes

April 18, 2023

Open Session at 3:00PM

Via Electronic Participation

Members Present: Councillor Janna Guido
Patricia Thomas, Chair
Kelsey Ford, Vice-Chair
Aislin OHara Kell
Gillian Daly
Bonnie Blackstock

Staff Present: Robyn Hulowski, HR
Christy Harrison, Committee Coordinator

Also Present: Ashley MacDougall, Deputy Clerk

Members Absent: Candace Morgan

1. Call to Order

Staff called the meeting to order at 2:06 pm and a quorum was present.

Staff 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.

1.1 Getting to know the SADIE Committee - Roles and Responsibilities

Members got to know one another and discussed various ways to ensure the mandate of the SADIE committee is met.

2. Disclosure of Pecuniary Interest and Nature Thereof

No member made a disclosure of pecuniary interest.

3. Election of Chairperson and Vice Chairperson

At this point in the proceedings, in accordance with the Rules of Procedure for Committees, a township staff member officiated the 2023 election of the Chair and Vice Chair and called for nominations from the floor.

3.1 Election of Chairperson

Two nominations were put forward for the role of Chair of the Scugog Accessibility, Diversity, Inclusion, Equity Advisory Committee.

Kelsey Ford - Declined.

Patricia Thomas - Accepted.

Ms. Ford respectfully declined the nomination for the position of Chair. Patricia Thomas was then selected for the position of Chair and a motion was called from the floor.

Moved by: Gillian Daly

THAT Patricia Thomas be elected as Chair of the Scugog Accessibility, Diversity, Inclusion, Equity Advisory Committee for 2023.

Carried

3.2 Election of Vice Chairperson

Moved by: Patricia Thomas

THAT Kelsey Ford be elected as Vice Chairperson of the Scugog Accessibility, Diversity, Inclusion, Equity Advisory Committee for 2023.

Carried

Ms. Thomas, along with assistance from the Committee Coordinator assumed the Chair position to run the remainder of the meeting.

4. Adoption of Minutes

4.1 2022-06-01 Accessibility Advisory Committee Meeting Minutes (Previous Committee Name)

Moved by: Gillian Daly

THAT the Minutes of the 4th Regular Meeting of the Scugog Accessibility Advisory Committee held June 1, 2022 be adopted as circulated.

Carried

5. **Business Arising Out of the Minutes**
6. **Presentations and Delegations**
7. **Reports / Updates**
8. **Correspondence**
9. **New Business / Other Matters**

9.1 2023 SADIE Committee Meeting Dates

2023 Meeting Dates

- Tuesday April 18, 2023 at 2:00 pm - Teams
- Tuesday June 20, 2023 at 2:00 pm - Hybrid
- Tuesday September 19, 2023 at 2:00 pm - Hybrid
- Tuesday November 21, 2023 at 2:00 pm - Hybrid

Moved by: Gillian Daly

THAT the Scugog Accessibility, Diversity, Inclusion, Equity Advisory Committee meeting dates for 2023 be approved as follows: Tuesday April 18, Tuesday June 20, Tuesday September 19 and Tuesday November 21 at 2:00 pm.

Carried

9.2 Work Plan

The Committee members discussed some quick wins regarding the above captioned matter that included but was not limited to the following:

- Input in the Multi-Year Accessibility Plan.
- Continue with Site Plan review
- Inclusion in the LSEP Project design
- *Action item - Committee Coordinator to invite Ms. Coleman to provide an LSEP update at the next meeting
- Members inquired about accessibility plans/grants available for the downtown core

- Members noted their interest in providing education sessions and spreading awareness within the community
- Create an accessibility tool kit for accessible services
- *Action item - Committee coordinator to circulate last years work plan for the committee members to review
- *Action item - members to prepare discussion items to include within the work plan to the next meeting in June.

10. Outstanding Matters

11. Date and Time of Next Meeting

The next SADIE committee meeting date will be on June 20 at 2:00 via Hybrid

12. Adjournment

The Accessibility Advisory Committee Meeting adjourned at 3:18 pm

Moved by: Bonnie Blackstock

THAT this meeting be adjourned.

Carried

CHAIR, Patricia Thomas

**APPROVED REGULAR MEETING MINUTES
OF THE EXECUTIVE COMMITTEE OF THE PORT PERRY BIA**

HELD Wednesday, March 22nd, 2023 6 pm

In Attendance: Board: Marina Brock, Jennifer Noble, Terry Coyne, Sharon Runnalls, Jane Eksten, Gareth Grainger, JoAnne Callery, Christy Stone-Curry.

BIA Members: Kelly Wamboldt, Brian Wamboldt

Regrets: Marwan Dib, Andrea Thompson

1. Meeting called to order at 6:05 p.m.
2. New Board Introductions and what each member would like to see accomplished or improved during this term. Items discussed included:
 - Weekend garbage improvement/new liners and spring washing
 - Snow removal improved around garbage cans
 - Membership expansion to include 7A, Water St. and Scugog St.
 - Blue bins in Palmer Park
 - Review of film policy
 - Improved admin procedures and ensuring a complete member contact list – procedures on how to keep up to date
 - BIA return to business first and business focused
 - Parking issues to be resolved.
 - North St – should they come off the BIA
 - Targeted social media towards town experience and broad Port Perry recognition

3. Disclosure of pecuniary interest – None

4. Adoption of minutes: Motioned by: J. Callery Seconded: G. Grainger.
Carried.

5. Business arising from the minutes:

J. Callery noted that the grant for hiring office staffing for students application date has passed.

G. Grainger – Discussion of public washroom availability at Latcham Centre on weekends.

M. Brock – new bathrooms – Heritage committee was consulted. BIA not consulted on the design. We were just advised it was happening after the fact.

G. Grainger, C. Stone-Curry, S. Runnalls all reported issues with public urination around town.

6. Chair Report

Chairs Report

I am grateful for the opportunity to be Chair of the BIA and to be able to work closely my fellow board members. It is my wish to work collaboratively and create some real traction on making Port Perry a top pick for a day trip excursion for families and friends. The notion of 'the get away that's not far away' is something that I would like to embody in the general public's mind, so when they are looking for a quick get away or something to do, that downtown Port Perry will come to their mind first, for a fun day of shopping, relaxing and great meals with family and friends.

It is imperative for us to increase foot traffic in our downtown by both tourists and local residents alike. We need to focus on why downtown is 'the' place to come to first when choosing a restaurant to eat in, to find the latest fashion of the season, to get their hair done, to relax and have a facial or manicure, to catch up with friends at a café or to utilize the vast service sector that reside in our BIA.

If our BIA is clean, inviting, and current, and our service is second to none- because in our BIA customers are quite often served by the owners, then there is no doubt we can become the 'it' place to be.

Jennifer

7. Treasurers Report: Bookkeeper on vacation. Statements will be prepared for next meeting. M. Brock reported that the BIA received \$3,390 (\$3000 plus tax) from the filming of Thanksgiving. Discussion on re-allocating certain line items or portions of due to new ideas and direction of the new board. M.Brock will review and confirm. Board discussed the office lease line item and want to review the lease duration and options.

8. Area Development Report: - J. Callery

- New schematic for garbage cans and benches coming. Will visit businesses regarding benches.
- Flowers are ordered and will be here by the end of June.
- End of the month (March) the rest of the Christmas lights will come down. Some were frozen to building so those had to be put on hold for removal.
- Mothers Day carriage rides are confirmed for May 14th. Using Bob Chapman's services.


9. Economic Development Committee – Appoint Representative
No member volunteered. Committee would like to ask Council if we can offer a rotating member to be available and represent the BIA at every meeting.
10. Marketing Committee Report – The board established a new committee consisting of Christy Stone-Curry, Jane Eksten, and Gareth Grainger.

Marketing and Events Manager Report

VINTAGE

Marketing and Events Report

Melissa Rada - February 2023

	General <ul style="list-style-type: none"> Replied to general tourism emails sent to info@discoverportperry.ca <ul style="list-style-type: none"> Forwarded emails to the appropriate <u>parties</u> Answered the BIA phone and replied to <u>voicemails</u> Assigned weekend staff <u>tasks</u> Tourism centre housekeeping: <ul style="list-style-type: none"> vacuumed ALL <u>floors</u> cleaned BOTH <u>bathrooms</u> tidied common areas Added AGM video to <u>YouTube</u>
	Social Media <ul style="list-style-type: none"> Organized reels and footage collection with members Collected images and reels footage around <u>downtown</u> Created content for TikTok, IG, and FB Scheduled content to be published on above <u>platforms</u> Developed following month content plan: https://docs.google.com/spreadsheets/d/1i_LFQMxweKXISyM-YopONM9a998-tIhaLTAF6PewprA/edit?usp=sharing Highlighted member profiles in IG stories, when time allowed <u>it</u> Community management (responding to messages and engaging with comments) Updated FB cover photo
	Website <ul style="list-style-type: none"> Updated event listings: https://discoverportperry.ca/upcoming-events/ General fixes and updates Set up a staging site for website <u>revision</u> Cleaned out (freed up space) website media, posts, plugins, and <u>pages</u>
	Newsletter <ul style="list-style-type: none"> Members: <ul style="list-style-type: none"> AGM video Student hackathon DRPS survey Volunteer fair Public: <ul style="list-style-type: none"> N/A

11. Tourism Advisory Committee – Appoint Representatives
Christy Stone-Curry was appointed as the BIA representative on this committee.

Update from Council – T. Coyne
Township of Scugog Council Report

BIA Meeting March 22/23

- An OGS (oil grit separator) is being installed at the Casimir outlet to Lake Scugog
- Request For Proposal (RFP) has been released for design and replacement of the Palmer Park Splash Pad. Public consultation, construction planned for 2024
- Damaged sidewalk tender is closed with work starting in May
- Finalize cost and construction timing (2023) for new washrooms for Palmer Park
- Joe Fowler Picnic Shelter has been approved and will be tendered shortly
- Design, repair and replacement of Town Hall 1873 bell tower is underway. Re-installation is expected by August 2023
- Design of the Birdseye Accessible Changeroom will be brought before Council in April
- Speed cameras are coming to Scugog. More information as it becomes available
- All three new crosswalks are operational (Greenbank Hwy 12, Old Simcoe Street and Doctor Archer Drive, Simcoe and Paxton Street)
- Combined meeting of the BIA and Chamber of Commerce members will be held on April 12/23 at the Scugog Memorial Library (Rotary Room) to hear the plan for the refurbishment of Water Street from Scugog Street (7A) to Queen Street. Kevin Arsenault-Manager of Capital Projects will present the itinerary and timing of the project. All members are urged to attend.
- Most Advisory Committee and Hall Board members have been appointed for the current term. There are, however, still a number of openings for volunteers to apply. Information is online for anyone who would like to serve.

12. Correspondence:

- Letter P. Hvidsten (see attached at end of document) regarding parking lot behind Brock's. There was a brief discussion and T.Coyne offered to help facilitate dialogue with Township.
- Letter A. Cannon (received after agenda printed – see attached at end of document) regarding access to stores on main street. Writer wants a solution to accessibility to the aging population or those with disabilities. Action is to forward to Township Accessibility committee for comment. C. Stone-Curry commented that Heritage Conservation District main street buildings face challenges with providing this access and are “grandfathered”.

13. New Business:

- a) Administration Review: With new board in place and a new marketing committee established a meeting needs to be held to review and set directives and guidance of events, social media and marketing with our Marketing employee M.Rada. Directives will include a focus on ensuring all businesses are equally represented and an emphasis on marketing the town experience vs concentrating on individual

businesses. S. Runnalls and J. Eksten will meet with M.Rada to set directives and establish communication channels.

Other admin topics: lease terms on building will be explored by C. Stone-Curry. Scugog Chamber of Commerce has expressed interest in having a non-voting seat on their board and vice-versa. Board determined that this was not necessary as our meetings are open to the public but that liaising and communicating with the Chamber is always welcomed.

- b) Thanksgiving film: long and involved discussion regarding filming in the downtown. Many thoughts and comments positive and negative. Comments included: parking issues, closure of street up to Simcoe was not needed, businesses were not ALL compensated, film production team was accommodating, concern over what township was making vs. harm done to business, want more input in the decision and planning, we are not a free movie set, there are benefits to filming not seen immediately, people want to come to see the place where things have been filmed, town employees become employees of the film company,
- c) Film Policy Review – discussion on whether we need to open up the film policy dialogue with the Township in light of the confusion, the street closures, the lack of parking during filming, the inconvenience and mostly the lack of adequate compensation.

Motion: That there be a moratorium on any future filming as of March 22, 2023 in the downtown BIA district until staff review and update the Film Policy and include the BIA in consultation and drafting of the Film Policy for prioritizing BIA requirements.

Motioned by: G. Grainger Seconded by: M. Brock. Motion carried.

- d) Music on the Street – budget/grant – M. Rada will apply for a \$2000 grant from Central Counties Tourism to supplement the Music on the Street program. She is starting to book musicians and will work within the allocated budget of \$3000 in the short term.
- e) Spring event – Board agreed to organize a return the DIVA Night event on Friday May 5th. Board also agreed to organize a Moonlight Madness event during the usual calendar slot of Friday June 23rd. Discussion of other street events ensued and included discussion of the street closure determination process. Board needs to clarify if Brits on the Lake is returning this summer and if a street closure is happening. More information is needed about Roar by the Shore car show and where the intended street closure will be.

Motion: Anytime there is a street closure involved on the main streets in town, the BIA are to be approached and BIA approval should be mandatory for the function to go forward. Motioned by C. Stone-Curry. Seconded by G. Grainger. Motion carried.

f) Water St. Project: Board recommended a meeting separate to the Regular Scheduled BIA meeting to be held April 19th 6pm. Location TBD. T. Coyne to advise.

g) MOU review: A copy of the existing MOU was handed out for review at next meeting.

14. Meeting Schedule and Location:

Next meeting Wed April 12th 6pm at the BIA Office Boardroom 250 Queen St.

15. Motion to Adjourn meeting J.Callery. Seconded G. Grainger. Carried.

Correspondence a)



Mailing Address:
188 Mary Street
Suite A
Port Perry, Ont.
L9L 1A2

Contact Numbers:
905-449-6690
Residence
905-985-3089

Email Address:
jpeterhvidsten
@gmail.com

March 2, 2023

Port Perry BIA
250 Queen St.,
Port Perry, Ontario
Attention: BIA Directors

For a number of years now, I have been witness to a situation that I feel Scugog Township, the BIA, and other interested parties should address before this summer.

I'm referring to the lack of parking on the south side of Queen St.

A number of years ago, the BIA removed itself from an cooperative venture between the Brock's, the BIA and Scugog Township which increased the amount of free parking available to the public. That venture began in 1991, and until a few years ago it provide in excess of 100 parking spaces convenient to local shops.

I don't know all the details of why the BIA, and later the Township, decided providing parking for customers was not in its best interest, but I have always felt it was a mistake.

The BIA is a great organization and its admirable that the organization spends large sums of money to beautify our streets and promote Port Perry to visitors, but in my opinion it should also be active in assuring there is plentiful and convenient parking for visitors and residents alike when they come to town.

Far too often, from my vantage point on Mary St., I see cars circling around and around the parking lot behind the post office, only to get frustrated and drive away, park on the side of Mary St., or in private parking spaces of neighbouring businesses.

As a participating member of the BIA, who pays more than \$2,500 per year in BIA tax, I would request that the BIA spearheads a movement to re-establish, with the Township, parking behind the Brock's stores.

Sincerely

J. Peter Hvidsten
188 Mary Street
Port Perry, Ont.

Correspondence b)

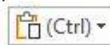
From: **Arlene Cannon** <arlene.cannon2905@gmail.com>
Date: Sat, Mar 18, 2023 at 5:54 PM
Subject: Accessibility issues in Port Perry
To: <info@discoverportperry.ca>

Good day,

I am writing in regards to the accessibility issues in some of the Port Perry businesses. Seniors and those with disabilities who are relatives of mine are finding it very difficult to enter and exit businesses, shops and restaurants that have stairs and/or no railings. I find it dangerous to gain entrance to these places with my family members who have walkers and or wheelchairs when there are no ramps to accommodate them. Tourists and residents of all ages and abilities should definitely have access in this day and age. It seems discriminatory not to provide safe passage for those who require it. With two retirement homes within walking distance of the downtown I find it disturbing that consideration has not been given to these valuable members of this town. Safety should be a number one priority for these businesses. Restaurants also need to ensure they have chairs with arms on them to assist those with mobility issues to rise from a seated position. Small considerations such as these go a long way in providing seniors and the disabled with a safe, enjoyable outing.

Thank you for your attention to this matter.

Regards,
Arlene Cannon



Downtown Port Perry Business Improvement Association

Profit & Loss Budget vs. Actual

January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
49200 · Film Revenue	3,000.00		
50740 · Annual Levy	31,304.00	140,000.00	-108,696.00
Total Income	34,304.00	140,000.00	-105,696.00
Gross Profit	34,304.00	140,000.00	-105,696.00
Expense			
1 · Administration			
71110 · Part Time Staff & Bookkeeping	10,902.50	36,155.00	-25,252.50
74000 · Office Expenses	660.56	1,100.00	-439.44
75050 · Phone,internet,postage,computer	574.03	2,550.00	-1,975.97
76000 · Rent	2,544.00	10,176.00	-7,632.00
77000 · Utilities	377.16	1,200.00	-822.84
Total 1 · Administration	15,058.25	51,181.00	-36,122.75
2 · Marketing & Promotion			
66500 · Media Buy			
66005 · Digital incl. Facebook, Google	0.00	2,200.00	-2,200.00
66010 · Print/Radio/TV	895.49	8,000.00	-7,104.51
Total 66500 · Media Buy	895.49	10,200.00	-9,304.51
68000 · Events			
68003 · Special Event Marketing	0.00	1,500.00	-1,500.00
Total 68000 · Events	0.00	1,500.00	-1,500.00
69000 · Website Maintenance	0.00	500.00	-500.00
Total 2 · Marketing & Promotion	895.49	12,200.00	-11,304.51
3 · Events			
79900 · Christmas Lighting			
a) · Store building tops	0.00	23,600.00	-23,600.00
b) · Street lampposts and bows	0.00	14,756.00	-14,756.00
d) · Post Office Tree	0.00	5,000.00	-5,000.00
Total 79900 · Christmas Lighting	0.00	43,356.00	-43,356.00
79902 · Christmas - Santa, sleigh rides	0.00	7,764.00	-7,764.00
79903 · Special Event Costs (excl Mktg)	0.00	2,000.00	-2,000.00
79905 · Spring Event	0.00	1,137.00	-1,137.00
79906 · Fall Event	0.00	180.00	-180.00
79910 · Street Entertainment	0.00	3,000.00	-3,000.00
79915 · Carriage rides	0.00	1,500.00	-1,500.00
Total 3 · Events	0.00	58,937.00	-58,937.00
4 · Area Beautifications			
62801 · Street Cleaning	0.00	2,000.00	-2,000.00
62840 · Flowers	0.00	7,000.00	-7,000.00
62845 · Lighting Infrastructure	0.00	5,682.00	-5,682.00
Total 4 · Area Beautifications	0.00	14,682.00	-14,682.00
5 · Capital Expenditures			
70000 · Capital Purchases			
70001 · Gabage cans / recycle / benches	0.00	3,000.00	-3,000.00
Total 70000 · Capital Purchases	0.00	3,000.00	-3,000.00
Total 5 · Capital Expenditures	0.00	3,000.00	-3,000.00

Profit & Loss Budget vs. ActualJanuary through March 2023

	Jan - Mar 23	Budget	\$ Over Budget
Total Expense	15,953.74	140,000.00	-124,046.26
Net Ordinary Income	18,350.26	0.00	18,350.26
Net Income	<u>18,350.26</u>	<u>0.00</u>	<u>18,350.26</u>

**UNAPPROVED REGULAR MEETING MINUTES
OF THE EXECUTIVE COMMITTEE OF THE PORT PERRY BIA**

HELD Wednesday, April 12th, 2023 6 pm

IN ATTENDANCE:

Board: Jennifer Noble, M. Brock, J. Callery, Christy Stone-Curry, Gareth Grainger, Sharon Runnalls, Councillor Coyne

Regrets: Marwan Dib, Andrea Thompson

BIA Members: Jane Eksten

BIA Staff: S. Albers

Presenters: Michael Galita, North Durham Pride; Ivo Finotti, John Eaen, Lisa Mani and Scott Riley, Walk for Dog Guides

1. Meeting called to order: 6:02 pm
2. Disclosure of pecuniary interest: None
3. Adoption of minutes:

UNAPPROVED REGULAR MEETING MINUTES MARCH 22, 2023

Resolution 23-001

Moved by J.Callery

Seconded by G.Grainger

THAT the Minutes dated March 22, 2023 be approved. Carried.

4. Business Arising from Minutes:

M. Brock explained the AGM minutes from February 15, 2023 did not include the motion electing the Chair and Treasurer.

Resolution 23-002

Moved by S. Runnall

Seconded by C. Stone-Curry


THAT the election of Jennifer Noble to the Chair position and Marina Brock to the Treasurer position should be added to the AGM meeting minutes on February 15, 2023. Carried.

5. Presentations:

a) Durham Pride

2022 Port Perry Pride Metrics

Port Perry PRIDE June 11th, 2022
Port Perry Pride Celebration
Estimated participants: 500-600




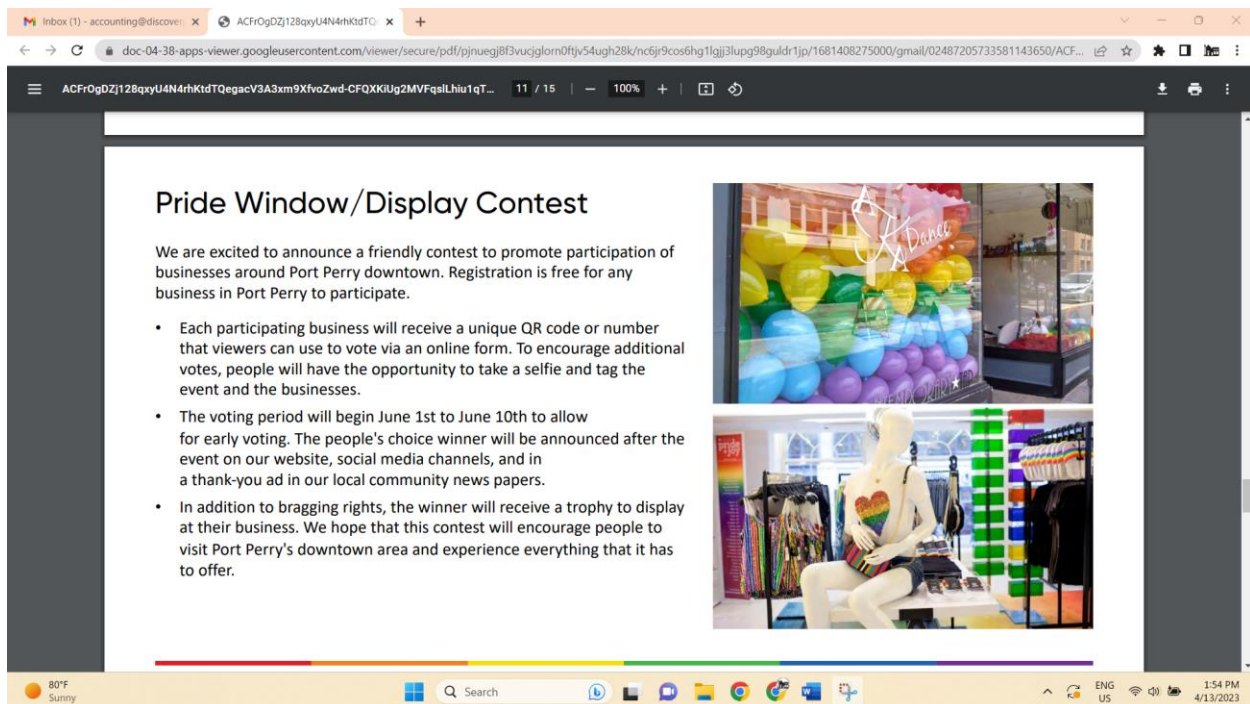
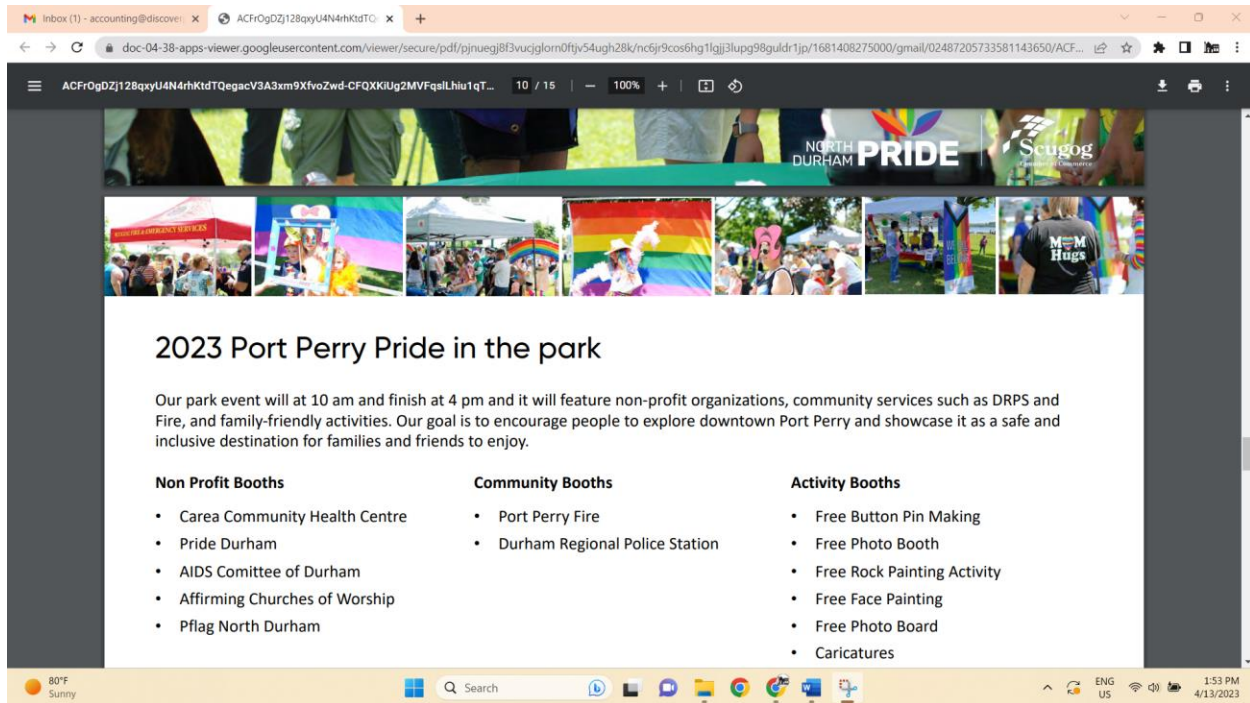
Non Profit Booths	Activity Booths	Entertainment
<ul style="list-style-type: none">Pflag North DurhamAids Committee of DurhamPride DurhamPort Perry FireDurham Regional Police StationAffirming Churches	<ul style="list-style-type: none">Free Button Pin MakingFree Photo BoothFree Rock Painting ActivityFree Face Painting	<ul style="list-style-type: none">Abby Richards & Myanna HansenAlex Uptight (Drag King/Host)Charlie DunsmuirDJ Mike/MichelleKali Love (Drag Queen)Anne Lane

The first North Durham Pride march

Last year, we received a lot of interest from our community to participate in a Pride march. With the help of the Scugog Chamber of Commerce, we will be closing Queen St. from Simcoe St. to Water St. from 9am – 10am.

- We will have a booth in front of Reflection Park to assemble for the march and hand out paper flags for participants to carry with them to Palmer Park
- March will start at 9:30am, and everyone is welcome to join. We will have a Drag Queen/King to lead, followed by the kids from the Port Perry Dance Academy
- There will be a banner at the front showing each township with our event theme "Growing Together"
- At Palmer Park, we will have an installation for everyone to place their paper flags on. The display will be left there for the duration of the event as a photo opportunity for the community





There will be a window decorating contest. The winner will receive a trophy to display and ads will be purchased in the local newspapers promoting their win.

Banners, window clings and buttons are available to help with fundraising.

Flyers with the event details will be distributed as well.

J. Noble offered her support for the event as she believes it is vital for everyone in our community to be included and truly feel that they belong.

C. Stone-Curry will purchase an extra-large flag to put up at Piano Café.

J. Callery will assist to coordinate the Pride banners going up on Queen Street. Michael Galita will ask how pflag can assist and meet with J. Callery to discuss further.

June 1st is the Pride flag raising at the Township office, June 4th is the Durham Pride event and the North Durham Pride event is June 10th.

S. Runnalls suggested flags be distributed in time for June 1st so all of Port Perry shows unity.

b) Pet Value Walk for Dog Guides

Ivo gave a brief history of the Port Perry Pet Value Walk for Dog Guides (PPPVWFDG) and then introduced some members and Port Perry resident Lisa whose daughter will be receiving an autism dog in the next six to 12 months. Lisa explained the important benefits of a dog guide for her daughter's independence and growth and thanked the BIA profusely for supporting the walk.

PPPVWFDG asked the BIA to email BIA members about the walk, sponsorship, door Prizes, Silent Auction items and Donations and asked for our help and permission to add a Dog Guide sign on BIA welcome signs for May. The issue of our May sale arose and Ivo agreed to wait until our May sale is done. PPPVWFDG thanked you for proactively reaching out to us and putting the walk on BIA online calendar

PPPVWFDG outlined their original goals

- ▶ Have FUN Walk
- ▶ Increase donations and registrations year over year
- ▶ Get a dog guide for someone local
- ▶ Create BUZZ ! Keep the buzz going
- ▶ Keep our walk relevant in the community
- ▶ Maximize visibility of our walk throughout Durham and GTA

With Lisa getting the first Scugog Dog Guide, the goals are now effectively accomplished. PPPVWFDG thanked the BIA members for their help.

PPPVWFDG outlined what was new at the walk this year

- ▶ Matt's Ice Cream Shoppe is donating Kawartha Ice Cream to the walkers
- ▶ Professional Social Media volunteer on our organizing committee
- ▶ Face Painting and temporary tattoos
- ▶ Expanded Old Flame area to alleviate crowded afterparty
- ▶ Zip line in Palmer Park is a hit and attracts more kids and families!

PPPVWFDG thanked Christie Stone for stepping up and donating the ice cream for the walkers.

PPPVWFDG discussed the 2023 demographics of the walk

- ▶ 81 Registrations, 224 Walkers 102 Dogs
- ▶ 240 hot dogs, 300 Ice creams
- ▶ 50.6% from Port Perry, 39.9% of \$
- ▶ 11.1% Scugog 7.6% \$
- ▶ 38.2% outside Scugog 52.4% \$

Based on registration data from last year we see that 38% of the attendees are from outside Scugog. And they donated 52% of the funds. Keeping in mind that a registration could be multi generational family of 8. This means PPPVWFDG brought at least 85 of the 224 walkers from outside Scugog. And the buzz they create outside Scugog keeps bringing people back. And when we ask Toine and her family why they make the trip up from downtown Whitby every year when the Whitby walk is begging them to walk with them the response is consistently. Because the Port Perry Walk is more fun. Toine is the recipient of a diabetes dog that has been defacto mascot of our walk from day one

At the volunteer fair we just had, Christine Smith brought her foster dog up from Oshawa. That's a future dog guide being socialized for the 1st year. Christine told Scott "I walk in Oshawa but all we talk about is Port Perry"

PPPVWFDG shared that effectively we were the #2 of 193 walks in 2023 when we add in the Compton's and the 100 men contributions that are earmarked for a Scugog dog we beat Toronto and take into account Uxbridge received a \$72,000 donation last year. The fact that Port Perry is ahead of larger towns with more established walks a testament to the generosity of our community and businesses and the wonderful walk location including downtown historic Port Perry

PPPWFDDG shared pictures from past walks, the walk route and the sponsor page and apologized for the sheer number of dogs around Mrs. Fields last year. Jennifer mentioned how dogs now habitually stop in front of her store for cookies now.

PPPWFDDG shared that they will expand at the Old Flame by closing a small part of Perry Street until 2 pm Sunday to accommodate all the tourists and walkers and thanked Scugog Rentals for donating the fence rental.

PPPWFDDG showed that on the back of the walk map they acknowledge the local business community that supports them including the BIA.

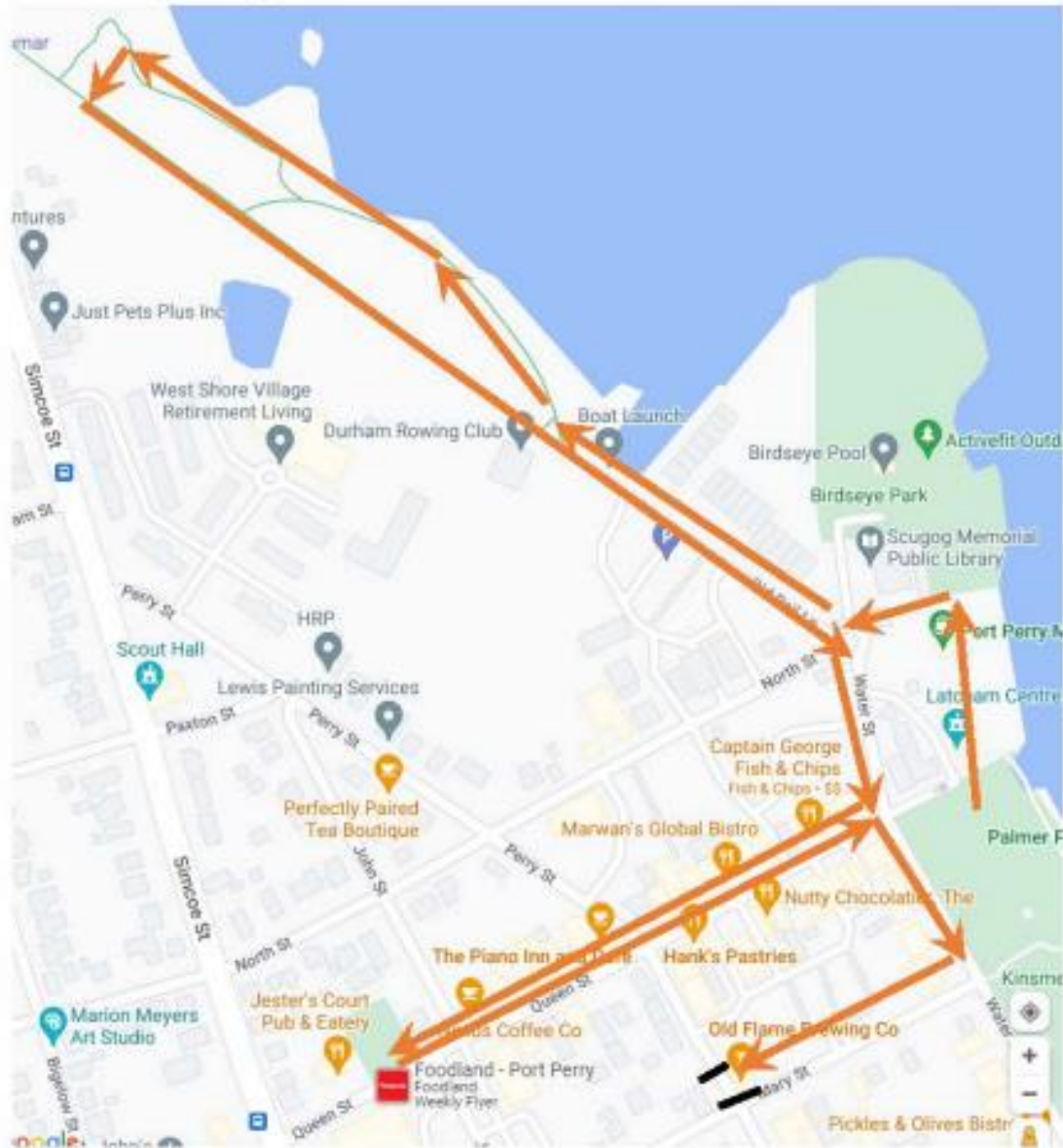
PPPWFDDG stated they to work with the BIA and develop an add on of the BIA welcome signs for the month of May for such a big event that draws tourists into the downtown

PPPWFDDG left some donation forms that also explain the different Dog Guide programs, some posters that we hope the BIA members will display, an overview of the PPPWFDDG history and the walk map. PPPWFDDG invited us to join the walk and donate

DRAFT

2023 Port Perry Pet Valu Walk for Dog Guides

The Port Perry Pet Valu Walk for Dog Guides will start in Palmer Park, follow the boardwalk past Post Perry Marina, cut thru between Port Perry Marina and the library to Water Street then walk toward the boat launch and then onto the boardwalk returning via the railway paved path to Water Street to Queen street. Up Queen to Reflection Park, cross Queen and come down the other side of Queen to Water, turn right on Water past the Pantry Shelf and Gao Bella and then right on Mary Street to the Old Flame.



Thank You to our Sponsors



The Ron and Nancy Compton Foundation

I. Finotti explained that the Port Perry Walk for Dog Guides is unique walk because of the waterfront, downtown and brewery. This is the 6th year for the walk and are proud to say a family in Port Perry is receiving a dog.

L. Mani shared her excitement to receive a Guide Dog for her autistic daughter, Lauren.

I. Finotti expressed their gratitude for the generous donation, a picture of a golden retriever, from The Framers Gallery.

I. Finotti thanked C. Stone-Curry for the introduction to Matt who has donated the ice cream for the walk.

I. Finotti explained that the distribution of the dog treats, provided by Mrs. Fields, will be move to Reflection Park in order to avoid congestion on Queen Street.

Part of Perry Street will be blocked off for part of the day.

A map of the walk along with sponsors listed on the back will be given out to everyone who attends.

Currently, 75 dogs are being distributed per year and with the expansion plans scheduled they hope to increase that to 250 dogs per year.

6. Chair Report: J. Noble

Chairs Report

As the weather begins to improve I am excited about what the Spring/Summer season will bring to our beautiful downtown. It has been a long, dark winter and I think all of the business owners are looking forward to opening their doors to warm breezes and an increase in customer traffic over our crucial fair weather season.

I am also very optimistic about our new BIA board. Our marketing committee has been busy brainstorming ideas and shopping events that will be easily executed and focused on driving customer traffic into our downtown with shoppers that are also excited to be outside and ready to enjoy our shops and restaurants. Our marketing committee is a very talented bunch of business owners that I have no doubt will draw attention to why Port Perry is the get away not far away.

Our board is also busy at streamlining policies and procedures so that the majority of the BIA directors' time and talents will be spent on brainstorming ideas and promotions to market each and every business within the BIA and to market our downtown and our town as the place to shop, relax, unwind and to be seen.

I look forward to the return of Diva Night which kicks off our busy shopping season. It seems like our summer months will be full of activity be it BIA initiated or from fellow community members utilizing our beautiful downtown for their event. I want to have Port Perry on the minds of GTA residents. When people are looking for something to do on a weekend, ideally Port Perry should come to mind. We as business owners must embrace this and ensure our customer experience is far beyond people's expectation. It is that unique owner operated shop advantage that will set us apart from the malls and power centres. This uniqueness will bring people back, which is what our goal should be. Welcome new tourists and customers and let them know we hope to see them again soon.

Jennifer

7. Treasurer Report: (Current Financial statements link on email header)

M. Brock presented the Draft 2022 Audited Financial Statements to the board.

Resolution 23-003

Moved by J.Callery

Seconded by S.Runnalls

THAT the Draft 2022 Audited Financial Statements be approved. Carried.

M. Brock reviewed the year-to-date financials and said they are on target with the budget.

8. Area Development Report: JoAnne Callery

Carriage Rides are scheduled for Sunday, May 14th, 2023, Mother's Day, between noon and 4 pm in front of Titlers.

Umbrellas are being organized and distributed. There are 16 remaining to be given out. The goal is to have 3 umbrellas each business. Additional umbrellas may need to be purchased.

Insert signs for the 7A and Simcoe Street corner are being done for Diva Night and Moonlight Madness. The Moonlight Madness sign will be inserted early June and the Diva Night will go up next week. J. Callery will provide the sign make contact to Ivo and will coordinate installation for the Walk for Dog Guides.

Banners will possibly go up next week once the Pride banners are coordinated. The board agreed to put up the red and white Welcome/Old Mill banners. Some banners are showing damage and will need replacement next year.

G. Grainger suggested an additional sign holder on the 2nd tier be created for the 7A and Simcoe Street corner to show more activities within town.

9. Economic Development Committee Report: C. Stone-Curry started the discussion about the need for a board member to join the Economic Development Committee and perform the Secretary position. J. Noble will email both M. Dib and A. Thompson to determine who will take on those positions.

S. Runnalls agreed to the new role of “Membership Liaison”. She will welcome new members and maintain the integrity of the membership list.

J. Noble established the procedure for the minutes. The Unapproved Minutes will be reviewed before sent to the Board and the Township Clerk only. Only the Approved Minutes will be distributed to the members. Until a board member takes the Secretary position, S. Albers will complete the minutes that will be reviewed by M. Brock.

10. Marketing Committee Report:

a) Diva Night Event, May 5th, 2023

J. Eksten has hired 2 entertainers for Diva night between 6 pm and 10 pm. The entertainers have offered to perform, as well as, walk around Queen Street and interact with attendees. Discussions resulted with the entertainers participating at the BIA table, in front of Titlers, and walk around interacting with attendees.

The marketing committee will distribute the posters. S. Runnalls will ask our part time staff person, T. Healy, to manage the BIA table. The BIA table would be set up between 6 pm and 8 pm to give away gifts to the first 200 attendees. M. Brock will look for the gift idea under \$2.00.

J. Eksten suggested a shopping passport be developed for next year’s event.

Everyone agreed with music playing throughout the event. J. Noble suggested contacting a radio station to provide the music and provide live broadcasting. S. Runnalls agreed to contact the local station.

J. Eksten has walked Queen Street to ensure everyone knows about Diva night and compile a list of the specials everyone is planning. M. Brock will work with J. Eksten to complete the list to be sent to past attendees via email.

Focus on Scugog article will be sent out May 2nd.

b) Moonlight Madness, June 23rd, 2023 planning- Deferred to next meeting

c) Music on the Street

The proposal for funding from the Central Counties for the enhanced music project is not complete. A board member must contact Central Counties for clarification and follow-up.

J. Noble explained that some artists have been contacted and there is the need for a coordinator to schedule, greet the artist and assist them with the set up and their hydro needs. M. Brock suggested a working group be created for events.

11. Tourism Advisory Committee:

C. Stone Curry announced the chair of the Tourism Advisory Committee is Carey Nicholson. The committee will be active with Robert Rock initiating numerous meetings and stressed the need for BIA representation.

C. Stone-Curry had the opportunity to share the desire to have public transit in Port Perry and extended an invitation to a BIA meeting.

12. Heritage Committee update

M. Brock said the committee will meet every two months. The heritage grant is still available to building owners for facades, parapets, porches and architectural restoration.

13. Correspondence: none

14. New Business:

a) SKU business program update – The target of the program is to survey 100 businesses between April and October, 2023. The survey is approximately 1 to 1.5 hours in length. S. Runnalls has volunteered to be the test retailer. This feedback will allow for changes to improve the survey before they approach others in town.

There will be an online option, however the preference is to conduct the survey in person.

b) Lake Stewards Lake month

The Lake Stewards are planning all of August as Lake Month. Specifically on August 19th there will be an information and interactive event at the Latcham Centre – Lake Discovery Day.

There will again be the window decorating contest in August and the Stewards have asked the board to encourage all the members to participate.

Resolution 23-004

Moved by S.Runnalls

Seconded by M.Brock

THAT the current meeting end time be extended past 8 pm until affairs are concluded. Carried.

c) Blue Boxes

G. Grainger would like recycling bins in Port Perry. Miller will pick up the bags that are removed and set beside the garbage bins. Suggested the use of oil drums with a lid tailored for recyclable garbage. The lids would be approximately \$152.00 each.

J. Noble suggested the drums go to local schools to be painted and arrange for someone to remove the bag for Miller to pick up. J. Noble asked Councillor Coyne whether a summer student from the Parks Department could assist. Councillor Coyne will ask.

G. Grainger will ask Miller for additional recycling container and service suggestions.

J. Callery said the garbage cans will be power washed before being distributed. 19 garbage cans will be along Queen Street and 3-4 on Water Street.

J. Callery will inquire about the company the CIBC bank has hired to clean in front of their business.

d) Water Street Project update

Councillor Coyne advised that a combined BIA/Chamber meeting has not been approved by staff. More information/dates to be determined.

15. Township of Scugog Council Report - Terry Coyne Scugog Councillor Ward 5

tcoyne@scugog.ca

--CANCELLED--TO BE RESCHEDULED AT A LATER DATE--Combined meeting of the BIA and Chamber of Commerce members will be held on April 12/23 at the Scugog Memorial Library (Rotary Room) to hear the plan for the refurbishment of Water Street from Scugog Street (7A) to Queen Street. Kevin Arsenault-Manager of Capital Projects will present the itinerary and timing of the project. All members are urged to attend.

--Hall Board and Advisory Committee Training--mandatory attendance for volunteers who sit on Hall Board and Advisory Committees. Marina Brock and Township Clerk, Becky Jamieson have been in discussion to set a date for BIA Board training.

--Scugog Arts is seeking a Poet Laureate for Port Perry who will attend and participate in community events.

--An OGS (oil grit separator) has been installed at the Casimir outlet into Lake Scugog and is ready to be commissioned

--Damaged sidewalk tender has been awarded with work scheduled to start in May

--Costing and timing of construction (2023) for new washrooms at Palmer Park have been finalized and tendered

--Joe Fowler Picnic Shelter has been approved and will be tendered shortly
--Design, repair and replacement of Town Hall 1873 bell tower is underway. Re-installation is expected before August 2023 and the 150 th anniversary celebration.
--Speed cameras are coming to Scugog. Initial information is the section of Reach Street between Sheridan Drive and Simcoe Street.
--Most Advisory Committee and Hall Board members have been appointed for the current term. There are, however, still a number of openings for volunteers to apply. Information is online for anyone who would like to serve.
--Request for Proposal (RFP) has been released for design and replacement of the Palmer Park Splash Pad. Public consultation, construction planned for 2024
--Design of the Birdseye Accessible Changeroom will be brought before Council in April

C.Stone-Curry discussed the regular March 12th meeting's motion on the moratorium on any future filming. She explained the importance to meet with the Township staff person L. Bowers. G. Grainger agreed reach out to L. Bowers to arrange a meeting to discuss both the filming and closing of Queen Street. G. Grainger will draft an email that will be reviewed by M. Brock. The email will be sent to L. Bowers, cc'd to the Mayor and Council.

C. Stone-Curry suggested that a member meeting should be held as it will be important to share ways to improve compensation for members with film productions.

Resolution 23-005

Moved by G.Grainger

Seconded by S.Runalls

THAT all BIA email communication will be approved by an additional board member before being sent through the info@discoverportperry.ca email address. Carried.

16. Closed Session:

Resolution 23-006

Moved by M.Brock

Seconded by J.Callery

THAT this Board enter into closed session at 8:45pm to discuss personal matters about an identifiable individual, including board employees. Carried

16.1 Resignation Letter

17. Rise from Closed Session

Resolution 23-007

Moved by Councillor Coyne

Seconded by M.Brock

THAT this Board rise from closed session at 10:25PM. Carried.

18. Matters from Closed Session

Resolution 23-008

Moved by J. Callery

Seconded by G.Grainger

THAT the Board accepts the letter as presented. Carried

19. Discussion of Lease at 250 Queen

G.Grainger, C.Stone-Curry and M.Brock met with landlord representative R.Lomas to discuss current lease agreement in light of changes to space allocation and use. R.Lomas to review and report back to board.

Resolution 23-009

Moved by G. Grainger

Seconded by S. Runnalls

THAT the meeting be adjourned at 10:31pm. Carried

Next Meeting: Wednesday May 10th, 2023

Location: To be determined

Balance Sheet

As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Chequing/Savings	
11010 · RBC 5048053	34,538.55
Total Chequing/Savings	34,538.55
Accounts Receivable	
12000 · Accounts Receivable	3,390.00
Total Accounts Receivable	3,390.00
Other Current Assets	
TCA Cost	
15901 · Original Cost	166,315.80
16910 · Accum. Amortization	-124,390.28
Total TCA Cost	41,925.52
12005 · Clearing Account	76.90
13010 · Prepaid Expenses	848.00
Total Other Current Assets	42,850.42
Total Current Assets	80,778.97
Other Assets	
11020 · Investments	
GIC 00190176522	2,000.00
Total 11020 · Investments	2,000.00
Total Other Assets	2,000.00
TOTAL ASSETS	82,778.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 · Accounts Payable & Accruals	404.67
Total Accounts Payable	404.67
Credit Cards	
22000 · RBC Visa	268.33
Total Credit Cards	268.33
Other Current Liabilities	
25500 · GST/HST Payable	-327.14
25552 · PST Payable (ON)	240.00
Total Other Current Liabilities	-87.14
Total Current Liabilities	585.86
Total Liabilities	585.86
Equity	
32100 · Retained Earnings	63,842.85
Net Income	18,350.26
Total Equity	82,193.11
TOTAL LIABILITIES & EQUITY	82,778.97

Downtown Port Perry Business Improvement Association

Profit & Loss Budget vs. Actual

January through March 2023

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Expense			
1 · Administration			
71110 · Part Time Staff & Bookkeeping	10,902.50	36,155.00	-25,252.50
74000 · Office Expenses	660.56	1,100.00	-439.44
75050 · Phone,internet,postage,computer	574.03	2,550.00	-1,975.97
76000 · Rent	2,544.00	10,176.00	-7,632.00
77000 · Utilities	377.16	1,200.00	-822.84
Total 1 · Administration	15,058.25	51,181.00	-36,122.75
2 · Marketing & Promotion			
66500 · Media Buy			
66005 · Digital incl. Facebook, Google	0.00	2,200.00	-2,200.00
66010 · Print/Radio/TV	895.49	8,000.00	-7,104.51
Total 66500 · Media Buy	895.49	10,200.00	-9,304.51
68000 · Events			
68003 · Special Event Marketing	0.00	1,500.00	-1,500.00
Total 68000 · Events	0.00	1,500.00	-1,500.00
69000 · Website Maintenance	0.00	500.00	-500.00
Total 2 · Marketing & Promotion	895.49	12,200.00	-11,304.51
3 · Events			
79900 · Christmas Lighting			
a) · Store building tops	0.00	23,600.00	-23,600.00
b) · Street lampposts and bows	0.00	14,756.00	-14,756.00
d) · Post Office Tree	0.00	5,000.00	-5,000.00
Total 79900 · Christmas Lighting	0.00	43,356.00	-43,356.00
79902 · Christmas - Santa, sleigh rides	0.00	7,764.00	-7,764.00
79903 · Special Event Costs (excl Mktg)	0.00	2,000.00	-2,000.00
79905 · Spring Event	0.00	1,137.00	-1,137.00
79906 · Fall Event	0.00	180.00	-180.00
79910 · Street Entertainment	0.00	3,000.00	-3,000.00
79915 · Carriage rides	0.00	1,500.00	-1,500.00
Total 3 · Events	0.00	58,937.00	-58,937.00
4 · Area Beautifications			
62801 · Street Cleaning	0.00	2,000.00	-2,000.00
62840 · Flowers	0.00	7,000.00	-7,000.00
62845 · Lighting Infrastructure	0.00	5,682.00	-5,682.00
Total 4 · Area Beautifications	0.00	14,682.00	-14,682.00
5 · Capital Expenditures			
70000 · Capital Purchases			
70001 · Gabage cans / recycle / benches	0.00	3,000.00	-3,000.00
Total 70000 · Capital Purchases	0.00	3,000.00	-3,000.00
Total 5 · Capital Expenditures	0.00	3,000.00	-3,000.00

Profit & Loss Budget vs. ActualJanuary through March 2023

	Jan - Mar 23	Budget	\$ Over Budget
Total Expense	15,953.74	140,000.00	-124,046.26
Net Ordinary Income	18,350.26	0.00	18,350.26
Net Income	<u>18,350.26</u>	<u>0.00</u>	<u>18,350.26</u>

Township of Scugog Staff Report

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

Report Number: FIN-2023-015
Prepared by: Brianne Smith, Manager of Tax and Revenue
Department: Finance
Report To: Council
Date: April 24, 2023
Reference: N/A
Report Title: **2023 Final Tax Levy By-Law**

Recommendations:

1. **That** Report FIN-2023-015, 2023 Final Tax Levy By-Law, be received;
2. **That** the 2023 Final Tax Levy By-Law be adopted; and
3. **That** the Manager of Tax and Revenue be directed to prepare the Final Tax Bills.

1. Background:

At the March 27, 2023 Council Meeting the 2023 Net Operating Budget in the amount of \$17,591,500 was approved. This net operating budget is mainly being funded by the tax levy (\$17,266,500), supplementary taxes and Payment in Lieu of taxes (\$325,000).

1.1. Payments in Lieu of Taxation

The Payments in Lieu (PIL) of Taxation represents revenue received in lieu of taxation from any level of Government owning or leasing property in Scugog Township. The Township is required to share revenues received in lieu of taxation with Durham Region and the Boards of Education. Government properties, including those owned by municipalities, are traditionally treated as exempt from property taxation. The total PIL revenue that the Township anticipates collecting in 2023 is \$351,860. The Municipal share of this payment is estimated at \$92,000. In addition, there is no obligation to transfer the education share of Federal PIL's for properties classified as industrial and commercial. These are also treated as Municipal PIL revenue with an estimated value of \$80,000.

1.2. Supplementary Tax

The tax rates are set each year based on the assessments listed for each property in the Collector's Roll - a listing of all properties in Scugog Township and their corresponding assessment received from the Municipal Property Assessment Corporation (MPAC) in December of the prior year. MPAC notifies the Township of any subsequent increases in assessment values (improvements to properties, etc.) by providing a supplemental tax roll and this information is used to generate an additional tax bill. Additional revenues from all the Supplementary Tax Bills are estimated at \$160,000 for 2023.

1.3. Business Improvement Area (to be determined)

The Business Improvement Area (BIA) is a special levy billed to commercial and industrial businesses located in downtown Port Perry. The BIA Board of Directors establishes the budget and manages the funds. Staff are awaiting approval of the BIA budget for 2023 and will incorporate it into the final property tax billing prior to issuance. The Township of Scugog facilitates the billing and collection of the BIA levy annually and remits the funds to the BIA quarterly.

1.4. Tax Rate

Taking the foregoing budget requirements into account the local residential tax rate has been set at .00378807 for the taxation year 2023 (.00350950 in 2022). Tax rates are calculated for each class according to Taxation Ratios (see Schedule 'B' attached) i.e. Farmland tax ratio at 20% of Residential is .00075761 (.00070190 in 2022).

The total residential tax rate for Scugog Township taxpayers is .01177326 for 2023 (.01116235 in 2022).

- Township residential tax rate .00378807
- Region residential tax rate .00645519
- Board of Education residential tax rate .00153000
- Total residential tax rate .01177326

The total levy of \$56,319,724 (\$52,334,236 in 2022) includes:

- Collection for the Region of Durham (\$29,423,559)
- Collection for the Boards of Education (\$9,277,805)
- Collection for the Township of Scugog (\$17,266,500)
- Collection for the Payments in Lieu (\$351,860)
- Collection for the Business Improvement Area (to be determined)

2. Discussion:

An interim tax bill (50% of 2022 tax levied) was issued in February. This interim bill was payable in two instalments which were/are due in February and April.

- After approval of the Township, the Region and the School Board budgets, the tax rates are calculated.
- The Township calculates the individual property tax bills by multiplying the calculated tax rate by the individual property's Current Value Assessment, to arrive at the amount of tax due.
- The total amount due will be reduced by the amount on the individual property's interim tax bill.
- The Township will issue final tax bills for approximately 9,442 properties, which will be due in two instalments: June and September.
- The Township portion of the property tax bills will total the levy amount approved by Council on March 27, 2023 (\$17,266,500).
- Township will remit the total amount of the Region's portion of the tax calculated in four payments. Each payment is typically due seven days after the Township's established due dates. These payments are not reduced by any outstanding tax amounts from taxpayers.
- The Township will remit the total amount of the Boards of Education's portion of the tax calculated in four payments. These payments are made at the end of the months of March, June, September, and the middle of December. These payments are not reduced by any outstanding tax amounts from taxpayers.
- Taxpayer payments not received on the due dates are subject to 1.25% penalty/interest charge (not compounded) per month. These penalty/interest charges on outstanding tax amounts are not shared with the Region or the Boards of Education. The Penalty/interest Revenue budget amount for 2023 has been estimated at \$570,000.

3. Financial Implications:

N/A

4. Communication Considerations:

N/A

5. Conclusion:

Approval of the Final Property Tax Levy By-law ensures that the property tax revenues necessary for each property class are received on a timely basis, thereby facilitating the cash flow requirements of the Municipality.

Respectfully Submitted by:

Brianne Smith,
Manager of Tax and Revenue

Reviewed By:

Laura E. Barta, CPA, CMA
Director of Finance/Treasurer

Attachments:

Attachment 1: Schedule 'A' which details all classes of property tax rates, total assessments and corresponding levy amounts for the Township, Region, and Boards of Education for the year 2023.

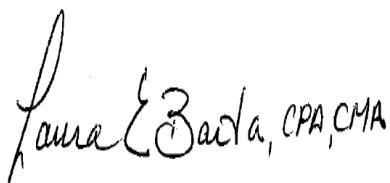
Attachment 2: Schedule 'B', lists the tax ratio for each property class.

Attachment 3: 2023 Final Levy By-Law

Report Approval Details

Document Title:	2023 Final Levy Tax By-Law - FIN-2023-015.docx
Attachments:	<ul style="list-style-type: none">- FIN-2023-015 Attachment 1 Schedule A.pdf- FIN-2023-015 Attachment 2 Schedule B.pdf- FIN-2023-015 Attachment 3 - Final Levy By-Law 34-21.docx
Final Approval Date:	Apr 19, 2023

This report and all of its attachments were approved and signed as outlined below:



Laura Barta



Kenneth Nix

SCHEDULE "A"

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

2023 TAX RATES AND LEVY

PROPERTY CLASS	ASSESSMENT	TAX RATES				TOTAL TAXES RAISED			
		DURHAM	BOARD OF	SCUGOG	TOTAL	REGIONAL	EDUCATION	TOWNSHIP	TOTAL
		REGION	EDUCATION	GENERAL	TAX RATE	LEVY	LEVY	LEVY	LEVY
Residential /Farm Taxable: Full	3,866,478,514	0.00645519	0.00153000	0.00378807	0.01177326	24,958,853	5,915,712	14,646,496	45,521,061
Commercial Taxable: Full	232,124,986	0.00936003	0.00880000	0.00549270	0.02365273	2,172,693	2,042,700	1,274,994	5,490,386
Commercial Small Scale On Farm Business	87,500	0.00936003	0.00220000	0.00549270	0.01705273	819	193	481	1,492
Commercial New Cons Small Scale On Farm Business	133,100	0.00936003	0.00220000	0.00549270	0.01705273	1,246	293	731	2,270
New Construction Commercial: Full	0	0.00936003	0.00880000	0.00549270	0.02365273	0	0	0	0
Commercial Taxable: Vacant Unit/Excess Land	4,242,893	0.00936003	0.00880000	0.00549270	0.02365273	39,714	37,337	23,305	100,356
Commercial Taxable: Vacant Land	15,269,000	0.00936003	0.00880000	0.00549270	0.02365273	142,918	134,367	83,868	361,154
New Construction Commercial: Excess Land	0	0.00936003	0.00880000	0.00549270	0.02365273	0	0	0	0
Farmlands 1	606,000	0.00484140	0.00114750	0.00284105	0.00882995	2,934	695	1,722	5,351
Farmlands Taxable: Full	567,827,482	0.00129104	0.00038250	0.00075761	0.00243115	733,088	217,194	430,194	1,380,476
Parking Lot Taxable:Full	2,623,000	0.00936003	0.00880000	0.00549270	0.02365273	24,551	23,082	14,407	62,041
Industrial Taxable: Full	35,739,612	0.01306208	0.00880000	0.00766516	0.02952724	466,834	314,509	273,950	1,055,292
Industrial Small Scale On Farm Business	62,500	0.01306208	0.00220000	0.00766516	0.02292724	816	138	479	1,433
New Construction Industrial: Full	0	0.01306208	0.00880000	0.00766516	0.02952724	0	0	0	0
New Constructing Industrial: Vac / Excess Land	0	0.01306208	0.00880000	0.00766516	0.02952724	0	0	0	0
Industrial Taxable: Vac/Excess Land	2,811,434	0.01306208	0.00880000	0.00766516	0.02952724	36,723	24,741	21,550	83,014
Industrial Taxable: Vacant Land	4,763,700	0.01306208	0.00880000	0.00766516	0.02952724	62,224	41,921	36,515	140,659
Multi-Residential Taxable: Full	20,691,720	0.01204862	0.00153000	0.00707043	0.02064905	249,307	31,658	146,299	427,264
Pipeline Taxable: Full	13,753,000	0.00793601	0.00880000	0.00465705	0.02139306	109,144	121,026	64,048	294,219
Shopping Centre Taxable: Full	34,697,439	0.00936003	0.00880000	0.00549270	0.02365273	324,769	305,337	190,583	820,689
Shopping Centre Taxable: Vacant Land/Excess Land	955,971	0.00936003	0.00880000	0.00549270	0.02365273	8,948	8,413	5,251	22,611
Shopping Centre-New Con - Full	0	0.00936003	0.00880000	0.00549270	0.02365273	0	0	0	0
Shopping Centre Taxable: New Con - Vacant Land/Excess Land	0	0.00936003	0.00880000	0.00549270	0.02365273	0	0	0	0
Office Building Taxable: Full	5,718,700	0.00936003	0.00880000	0.00549270	0.02365273	53,527	50,325	31,411	135,263
Managed Forest Taxable: Full	21,347,367	0.00161381	0.00038250	0.00094702	0.00294333	34,451	8,165	20,216	62,832
	4,829,933,918					\$ 29,423,559	\$ 9,277,806	\$ 17,266,500	\$ 55,967,864

						52.57%	16.58%	30.85%	0	Bus Improvement Area
									351,860	Total Payments in Lieu
									56,319,724	TOTAL BILLING
									56,319,724	TOTAL PAGE Billing Report
									0	DIFFERENCE (BIA) = BALANCED

TOWNSHIP OF SCUGOG

SCHEDULE 'B'

2023 TRANSITION RATIOS

PROPERTY CLASS	RATIO
Commercial Taxable: Full	1.4500
New Construction Commercial: Full	1.4500
Commercial Taxable: Vacant Unit/Excess Land	1.4500
Commercial Taxable: Vacant Land	1.4500
Farmlands 1	0.7500
Farmlands Taxable: Full	0.2000
Parking Lots (Commercial Occupied)	1.4500
Industrial Taxable: Full	2.0235
Industrial Taxable: Vacant Unit/Excess Land	2.0235
Industrial Taxable: Vacant Land	2.0235
Multi-Residential Taxable: Full	1.8665
New - Multi-Residential Property Class	1.1000
Pipeline Taxable: Full	1.2294
Res/Farm Taxable: Full	1.0000
Shopping Centre Taxable: Full	1.4500
Shopping Centre Taxable: Vacant Land/Excess Land	1.4500
Office Building Taxable: Full	1.4500
Managed Forest Taxable: Full	0.2500

Note 1: Tax ratios for vacant units/excess lands and vacant land subclasses in the Industrial class are set at 100% of the full industrial tax rate which applies to that class

Note 2: Tax ratios for vacant units/excess lands and vacant land subclasses in the commercial class are set at 100% of the full commercial tax rate which applies to that class

Note 3: A tax ratio of 2.0235 for the industrial class means that the industrial properties will be taxed at 2.0235 times the residential tax rate.

Note 4: The transition ratios are used to determine local and regional tax rates only.

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER XX-23

BEING A BY-LAW TO LEVY RATES OF TAXATION FOR
THE YEAR 2023.

WHEREAS it was necessary for the Council of the Corporation of the Regional Municipality of Durham pursuant to section 308(5) of the Municipal Act, S.O. 2001, c. 25 (Municipal Act), to establish tax ratios for 2023 for the Region and its Area Municipalities;

AND WHEREAS the tax ratios were set by the Regional Municipality of Durham under By-law No.16-2023;

AND WHEREAS the tax ratios establish the relative amount of taxation to be borne by each property class;

AND WHEREAS all property assessment rolls on which the 2023 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c.A.31, as amended subject to appeals presently outstanding;

AND WHEREAS the property classes have been prescribed by the Minister of Finance pursuant to section 7 of the Assessment Act, R.S.O. 1990, ch.A.31, as amended and Regulations thereto;

AND WHEREAS the Council of the Region is required to specify the percentage by which tax rates are to be reduced for the prescribed property subclasses for 2023 pursuant to section 313(3)(a) of the Municipal Act;

AND WHEREAS the property subclasses for which tax rate reductions are to be established are in accordance with section 8 of the Assessment Act;

AND WHEREAS the tax rate reductions reduce the tax rates that would otherwise be levied for municipal purposes;

AND WHEREAS it is necessary for the Council of the Corporation of the Township of Scugog pursuant to the Municipal Act to levy on the whole rateable property according to the latest returned assessment roll, which is subject to adjustment by the Court of Revision, for The Corporation of the Township of Scugog the sums set forth for various purposes in Schedule "A" hereto attached for the current year;

AND WHEREAS pursuant to The Regional Municipality of Durham By-laws Numbers 17-2023 to 19-2023 inclusive, the Regional Municipality of Durham passed By-laws to adopt estimates of all sums required by the Regional Municipality of Durham for the purposes of the Regional Corporation and to provide a levy on Area Municipalities;

AND WHEREAS pursuant to the Education Act, Ontario Regulation 400/98, as amended by various Ontario Regulations from time to time, tax rates on the assessment for school purposes have been specified;

AND WHEREAS an Interim levy was made before the adoption of the estimates for the current year;

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

1. For the taxation year 2023, the tax ratio for property in:

(a) The Residential and Farm Class	1.0000
(b) The Multi-Residential Class	1.8665
(c) The New Multi-Residential Class	1.1000
(d) The Commercial Class	
Residual - Occupied	1.4500
Residual - Vacant Units	1.4500
Residual - Vacant Lands	1.4500
(e) The Shopping Centre Class	
Shopping Centre - Occupied	1.4500
Shopping Centre - Vacant Units	1.4500
(f) The Office Building Class	
Office Building -Occupied	1.4500
Office Building - Vacant Units	1.4500
(g) The Industrial Class	
Residual - Occupied	2.0235
Residual - Vacant Units	2.0235
Residual - Vacant Lands	2.0235
(h) The Large Industrial Class	
Large - Occupied	2.0235
Large - Vacant Units	2.0235
(i) The Pipelines Class	1.2294
(j) The Farmlands Class	0.2000
(k) The Managed Forests Class	0.2500

2. For the year 2023 The Corporation of the Township of Scugog shall levy upon the Residential and Farm Assessment, Multi-Residential Assessment, Commercial Assessment including Shopping Centres and Office Buildings, Industrial Assessment, Pipeline Assessment, Farmland Assessment and Managed Forest Assessment the rates of taxation per current value assessment for general purposes as set out in Schedule “A” attached to this By-law.

3. Taxes for Residential and Farm, Pipeline, Farmland and Managed Forest, including local improvement assessments, shall be payable in two instalments; estimated dates June 21st, 2023, and September 21st, 2023. Commercial including Shopping Centres and Office Buildings , Industrial, and Multi-Residential taxes will be levied in accordance with Bill 140 and shall be payable in two installments; estimated dates June 21st , 2023 and September 21st , 2023. Taxpayers shall have the right to enter into the optional Pre-Authorized Payment System for taxes as authorized under the authority of By-law 6-01.

4. The estimates for the current year are as set forth in Schedule “A” attached to this By-law. The Township will collect and forward Region and Education levies in accordance with the rates established by the Region of Durham and the Province of Ontario.
5. The levy provided for in Schedule “A” attached to this By-law shall be reduced by the amount of the Interim levy for 2023.
6. For payments-in-lieu of taxes due to the Corporation of the Township of Scugog, the actual amount due to The Corporation of the Township of Scugog shall be based on the assessment roll and the tax rates for the year 2023.
7. For the railway rights of way taxes due to The Corporation of the Township of Scugog in accordance with the Regulations as established by the Minister of Finance, pursuant to the Municipal Act, S.O. 2001, c.25, as amended, the actual amount due to The Corporation of the Township of Scugog shall be based on the assessment roll and the tax rates for the year 2023.
8. It is understood that if any properties are determined to be in the Parking Lot Class that the taxation will be the same as the Commercial Class.
9. The Manager of Tax and Revenue shall mail or deliver or cause to be mailed or delivered, to the address on file of the property owner or place of business of each person taxed, a notice specifying the amount of taxes payable by such person.
10. The penalties and interest for non-payment on due dates shall be levied in accordance with the provisions of By-Law 68-14.
11. The Manager of Tax and Revenue and Treasurer are hereby authorized, to accept part payment from time to time on account of any taxes due and to give a receipt therefore; such part payment shall not affect the collection of any percentage charge imposed and collectable under Clause 10 in respect of non-payment of taxes or any instalment thereof.
12. The Treasurer is hereby authorized to revise assessments, and resulting tax rates, if deemed necessary in conjunction with changes made by Municipal Property Assessment Corporation.
13. Schedule “A” attached hereto shall be and form a part of this By-law.

READ A FIRST, SECOND and THIRD time and finally passed this 24th day of April 2023.

MAYOR,

CLERK,

Township of Scugog Staff Report

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

Report Number: PWIS-2023-008

Prepared by: Carol Coleman, Director of Public Works and Infrastructure

Department: Public Works and Infrastructure Services

Report To: Council

Date: April 24, 2023

Reference: Strategic Plan Direction No. 1: Roads & Municipal Infrastructure
Strategic Plan Direction No. 5: Natural Environment
Capital Account No. 1746 – Lake Scugog Enhancement Project
Capital Account No. 2239 – Lake Scugog Enhancement Project Construction
PWIS-2023-002 – Lake Scugog Enhancement Project Class
Environmental Assessment Project File Report

Report Title: **Updated Memorandum of Understanding - LSEP**

Recommendations:

1. **That** Report PWIS-2023-008, Updated Memorandum of Understanding - LSEP, be received; and
 2. **That** an updated Memorandum of Understanding for the Lake Scugog Enhancement Project between the Township of Scugog, Kawartha Conservation and the Scugog Lake Stewards Inc., substantially as shown in the draft Memorandum of Understanding in Attachment 2, be approved.
-

1. Background:

The purpose of this report is to obtain endorsement from Council for an updated Memorandum of Understanding (MOU) for the Lake Scugog Enhancement Project (LSEP) between the Township of Scugog, Kawartha Conservation and the Scugog Lake Stewards Inc.

2. Discussion:

The LSEP is a complex project involving the collaboration of many stakeholders. As such, an MOU was developed for the project in 2018 to identify the key partners, define their roles and responsibilities, and to establish a schedule and reporting structure. As well, as funding is critical to the project's success and all funds must be properly managed and accounted for, the MOU clearly delineated roles and responsibilities within the project partnership for fundraising and the management of funds.

For the management of the project the three key partners are the Township of Scugog, Kawartha Conservation and the Scugog Lake Stewards Inc. (SLS). The original MOU (Attachment 1) set the terms of understanding between these partners for the Lake Scugog Enhancement Project.

At a high level, the Township of Scugog was identified as the proponent for the project and is responsible for overseeing the project, awarding and administering contracts, providing appropriate approvals and managing the funds received from Fundraising Team through grants, donations and other sources.

Kawartha Conservation has been the technical lead for the project and has provided project management for contracts during the design, EA and permitting phases of the project.

The primary responsibilities for the Scugog Lake Stewards (SLS) have been to support community engagement and enable fundraising. Fundraising has been carried out on behalf of SLS by a Fundraising Team (FRT) working under the direction of the Healthy Lake Scugog Steering Committee.

The MOU is one of the grant requirements related to funding through Kawartha Conservation and Environment and Climate Change Canada. The original MOU expired on January 1, 2020. Since the signing of the original MOU significant progress has been made on the project, additional funding has been secured and the scope and timing for construction has been further refined. The updated MOU is intended to extend the partnership through the construction and monitoring phases of the project and reflect the additional information now available for the project. The overall role of each partner remains consistent in the updated MOU.

The updated Draft MOU is provided in Attachment 2. Attachment 3 highlights the main areas of changes in the updated MOU as compared with the original MOU.

3. Financial Implications:

There are no direct financial impacts related to the signing of the MOU. Project financial details and the roles and responsibilities for managing the project funds are detailed in the MOU.

4. Communication Considerations:

N/A

5. Conclusion:

It is recommended that the Memorandum of Understanding for the Lake Scugog Enhancement Project, substantially as shown in the draft Memorandum of Understanding in Attachment 2, be approved.

Respectfully Submitted by:

Reviewed By:

Carol Coleman, P.Eng.
Director of Public Works and Infrastructure

Ken Nix
Chief Administrative Officer

Attachments:

Attachment 1: 2018 Memorandum of Understanding Lake Scugog Enhancement Project

Attachment 2: 2023 Updated Draft Memorandum of Understanding Lake Scugog Enhancement Project

Attachment 3: Main Changes Between Original MOU and Updated MOU

Report Approval Details

Document Title:	Updated Memorandum of Understanding - LSEP - PWIS-2023-008.docx
Attachments:	<ul style="list-style-type: none">- PWIS-2023-008 - ATT-1 - 2018 Memorandum of Understanding Lake Scugog Enhancement Project.pdf- PWIS-2023-008 - ATT-2 - 2023 Updated Draft Memorandum of Understanding Lake Scugog Enhancement Project.pdf- PWIS-2023-008 - ATT-3 - Main Changes Between Original MOU and Updated MOU.pdf
Final Approval Date:	Apr 19, 2023

This report and all of its attachments were approved and signed as outlined below:



Kenneth Nix

MEMORANDUM OF UNDERSTANDING

Lake Scugog Enhancement Project (LSEP)

between the

TOWNSHIP OF SCUGOG,

KAWARTHA CONSERVATION

and

SCUGOG LAKE STEWARDS INC.

This Memorandum of Understanding (MOU) sets the terms of understanding between the Township of Scugog (the Township), Kawartha Conservation and the Scugog Lake Stewards Inc. (SLS) for the management of the Lake Scugog Enhancement Project.

1.0 Background

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 project was initiated by the Healthy Lake Scugog Steering Committee (HLSSC) in conjunction with the Scugog Lake Stewards (SLS). HLSSC 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.

In January 2016, the contract for the design of the proposed Lake Scugog Enhancement Project was awarded to the GHD Limited consulting firm. Kawartha Conservation has been supporting the consultant during the design phase by way of obtaining the proper research and collection permits with Parks Canada and completing the necessary studies/surveys needed for the Basic Impact Analysis (BIA), Natural Heritage Report, and Municipal Class EA environmental study report in addition to providing technical data needed to complete the design phase. Kawartha Conservation is the science and technical lead for the Steering Committee, acting as the main point of contact for inquiries from government agencies, the consultant and other various stakeholders (See Appendix A for list of Project Contacts).

In November 2016 Township of Scugog Council unanimously approved the recommended resolution to support the Lake Scugog Enhancement Project (Appendix B).

In 2016, various design options were presented to the committee by GHD for consideration and one option was chosen as the preferred option. A preferred solution was presented to the committee on October 19th and on October 25th for public view and consultation.

The Municipal Class EA (Schedule B) process began in fall 2017 and included a public information centre (PIC) presenting the preferred solution on December 5, 2017. Upon completion and filing of the Project File Report there will be a 30 day public commenting period.

2.0 Purpose

The proposed Lake Scugog Enhancement Project is a complex project involving the collaboration of many stakeholders. The purpose of this MOU is to identify the key partners, define their roles and responsibilities, and to establish a schedule and reporting structure. As well, as funding is critical to the project's success and all funds must be fully and properly managed and accounted for, the MOU is to clearly delineate roles and responsibilities within the project partnership for fundraising and the management of funds.

3.0 Project Scope and Rationale

The Lake Scugog Enhancement Project includes the creation of an engineered wetland to mitigate the effects of stormwater inputs into the Port Perry Bay. The wetland will be created by dredging the lake and strategically placing the dredgate to form a berm from Palmer Park Beach to the point of land behind Vos' Independent Grocers to create a large engineered wetland for the purpose of proactively managing stormwater. This wetland will encompass three significant stormwater outlets, including the largest input catchment area within Port Perry Bay - the Casimir Street outlet. The wetland treatment of these stormwater outlets will reduce the excess nutrients and sediment entering the lake and prolong the life of the dredged portion of the bay. In addition, pre-treatment of water flowing out of these outlets is proposed to ensure the best quality of water entering the wetland, as this area will form an important ecological function for the area. The Lake Scugog Enhancement Project will provide a wide range of economic, environmental, recreation and social benefits resulting in better navigation, diversity of fish habitat; an engineered wetland that naturally filters water coming into the lake and provides habitat for fish, birds, turtles and other wildlife; in addition to increasing positive human/nature interactions along an educational walking trail.

4.0 Project Funding

Initial funding for the engineering consultants design and supporting technical studies have already been arranged by Kawartha Conservation (Appendix C). The process of stages of the project are detailed in Appendix D. Preliminary cost estimates to complete detailed engineering are included in the Appendix E. Additional costs have also been identified for the Environmental Assessment, post construction monitoring and future maintenance. As well, additional costs associated with Department of Fisheries and Oceans Canada permitting requirements will need to be addressed. At the completion of the detailed design phase, an updated cost estimate will be provided. A portion of the funding will be required for security for the DFO Fisheries Authorization (Letter of Credit). Upon release of the security, finances may be used for additional phases of work (i.e. fishing platforms, landscaping, etc).

The fundraising campaign will be the responsibility of the Fundraising Team (FRT) on behalf of SLS under the direction of the HLSSC. SLS will manage deposits, disbursements and financial stewardship of funds raised by the FRT. Funding for this project will be generated through grants from all levels of government, non-government grants, and a community campaign. Fundraising will include for business procedures and marketing costs required to support fundraising. As such, administration costs, as

approved by the HLSSC will thereby be provided to cover the costs to the fundraising activities.

Funds will be provided to the Township for the distribution of funds for the project. Funding will be used for LSEP specific activity as approved by the HLSSC and the Township. The utilization of funds by the project will occur through the transfer of funds from the Scugog Lake Stewards to the Township of Scugog for distribution to contractors and consultants working on the project and to Kawartha Conservation for project management and technical study work (see Appendix G). SLS will forward funds to the Township as long as the Township remains as an approved qualified donor, registered with the CRA.

If the preliminary cost estimate of \$3 million, including a required security deposit, proves to be too low, an agreed upon project value or project scoping will be discussed and direction provided by the Healthy Lake Scugog Steering Committee.

5.0 Management of Funds

Funds will be made available for all phases of the project (including design, construction, MEA, permits and post construction phases) (see Appendix D). Procedural requirements regarding the management of, request for and transfer of funds will be included in the LSEP Fundraising Plan:

- a) For all purchase orders and contracts, prior to being awarded, lump sum amounts will be transferred from SLS to the Township of Scugog, equal to the contract award plus 10% contingency (Appendix G).
- b) Kawartha Conservation will invoice the Township for fees of project management and technical studies required by the project.
- c) Funds will be maintained by the Township of Scugog in a separate account.
- d) Regular reconciliation and status of fund balances and transactions should be completed by the Township of Scugog and forwarded to SLS, HLSSC and KC.
- e) Invoices and purchase orders to be authorized by the Township of Scugog, Director of Community Services or their delegate.

6.0 Project Governance

6.1 Healthy Lake Scugog Steering Committee

The Healthy Lake Scugog Steering Committee consists of representatives from key stakeholders for the project and as such, reporting and recommendations requiring approval from Township of Scugog Council (as noted above) will first be approved by the committee, and then forwarded to Council for final approval (Appendix F).

6.2 Project Management/ Technical Team

A Project Management Team (PMT) will be established to oversee the management of the LSEP project and administration of the contracts. The Project Lead for the PMT will be by the CAO of Kawartha Conservation, or their designate. Other members of the PMT will include a second representative from Kawartha Conservation and two representatives from the Township of Scugog Community Services Department. Any design development changes that result in an increase above the approved amounts must be pre-approved by both Kawartha Conservation and the Township of Scugog;

- a) The PMT will provide a work plan to be drafted by June 30 of each year.

- b) The PMT will provide regular update reports to the HLSSC detailing the status of project versus plan (schedule status, period accomplishments, plan for next period, issues and concerns). In addition the PMT will keep the fundraising team (FRT) up to date on a regular basis. The HLSSC will provide milestone reporting to the Township of Scugog Council.

6.3 Roles and Responsibilities

6.3.1 Township of Scugog

The Township will be responsible for the following:

- a) As the benefactor, the proponent for this Project is the Township of Scugog. Therefore approval will be required from the Township of Scugog Council for decision points such as:
 - i. Selection of the preferred alternative at the completion of the Schedule 'B' Class Environmental Assessment;
 - ii. Approval of the final design and estimated cost for construction of the LSEP;
 - iii. Authorization for the PMT to award any contract valued at \$25,000 or more, and
 - iv. Final project results, funding and costs.
- b) The Director of Community Services, in consultation with Kawartha Conservation, will award contracts valued at less than \$25,000. The Township will develop and submit grant applications to government granting bodies that accept applications from municipal governments. Township staff will be responsible for the reporting requirements for any grants received directly by the municipality and will provide supporting information to the SLS for any grants received directly by SLS in addition to administration support.
- c) The Township consents that Kawartha Conservation will act as the project management for contract(s) during all phases of the project (including design, construction, MEA and post construction phases) on behalf of the Township of Scugog (see Appendix D).
- d) Township staff will participate on the Project Management Team and assist with providing meeting space, as required, providing Township information related to the project, assisting with the organization and scheduling of public meetings and other logistical assistance and will provide any required information.
- e) The Township will submit grant applications proposed on their behalf by either the SLS or Kawartha Conservation and provide any required support letters or information.
- f) The Township will be also be responsible for the long term maintenance of the infrastructure after the project is completed and this responsibility will survive the length of this MOU.
- g) A Communication Plan will be developed for the coordination of project related communication efforts led by the Township of Scugog's Manager of Communications and Strategic Initiatives, and Kawartha Conservation's Marketing and Communication Specialist with input from the Scugog Lake Stewards and the Fundraising Team. The Township will have ultimate decision making regarding communication matters.

- h) The Township will provide approval and payment of all invoices from consultants and contractors.

6.3.2 Kawartha Conservation

As the project lead, Kawartha Conservation will be responsible for:

- a) Setting the agenda and preparing minutes for PMT meetings and for determining the time, place and frequency of the meetings.
- b) The day-to-day management of the contracts with the consultants and contractors.
- c) Verifying the appropriateness of all invoices and progress payments submitted by the contract awards to the Township for payment in a timely manner.
- d) Ensuring that other public agencies, such as Parks Canada, the Ministry of Natural Resources and Forestry and The Department Fisheries and Oceans Canada, are engaged in the permit application process when and where necessary. The Project Lead will make all reasonable efforts to transfer accurate and timely information to and from Parks Canada, the Ministry of Natural Resources and Forestry and The Department of Fisheries and Oceans Canada, and such other Federal and Provincial agencies as may be appropriate recognizing that Kawartha Conservation shall not be held responsible for the timelines of such agencies' responses.
- e) Assisting with leading, in a professional capacity, for the Municipal Class EA process by carrying out required technical studies which may require ancillary fees in support of the project.
- f) Kawartha Conservation will submit grant applications proposed on their behalf by either the SLS or the Township of Scugog and provide any required support letters or information.

6.3.3 Scugog Lake Stewards

The primary responsibilities for the Scugog Lake Stewards (SLS) will be to support community engagement and enable fundraising. Fundraising will be carried out on behalf of SLS by a Fundraising Team (FRT) working under the direction of the HLSSC.

6.3.4 Fundraising Team

- a) The LSEP Fundraising Team (FRT) is a subcommittee of the HLSSC.
- b) An LSEP Fundraising Execution Plan will be developed by the FRT under the guidance of the HLSSC and SLS. In addition to execution strategy and schedule, the plan will address required operating procedures (banking requirements, transfer methodologies, donor recognition, tax receipting).
- c) Project direction to the FRT regarding financial targets to be reached, timing and final design will be provided by the HLSSC.
- d) The FRT will develop grant applications on behalf of the Scugog Lake Stewards. As such, in preparation, the FRT Chairperson will involve the Scugog Lake Stewards and the Township in all major decisions and grant applications. The President of the Lake Stewards will sign for all grants submitted on behalf of SLS

as well as ensure all reporting obligations are met. In support of the FRC's grant application program, SLS will organize *Successful Grant-Writers'* forums and provide related documentation.

- e) The Township and Kawartha Conservation will separately make large grant requests which will not go through the Scugog Lake Stewards dedicated LSEP account. These grant requests and their eventual outcome will be outlined to the Chairperson of the FRT on a timely basis.
- f) The cost of additional administrative support to cover required grant reporting and appreciation events will be built into grants.
- g) The FRT will provide regular reports at the HLSSC meetings detailing the status of fundraising and disbursements.

7.0 Insurance and Indemnity

Each partner is responsible for only their individual component and contribution to the overall project. The purchasing of insurance for the project will occur, and has been accounted for in the project budget. Each project partner indemnifies the other members of the agreement from losses incurred while conducting the activities associated with the project. Any breach of contract with third parties represents an exception to this indemnity, and any loss from which is the sole responsibility of the individual collaborator who entered into said contract.

All contractors shall have Comprehensive General Liability insurance of not less than \$5,000,000 inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use thereof. The form of this insurance must be acceptable to the Township and shall be maintained continuously from either the commencement of the work or the signing of the Contract, whichever is sooner. The contractor will also name the Township of Scugog, Kawartha Conservation and Scugog Lake Stewards as additional insured.

8.0 Review of the MOU

In the interest of overall project success, the effectiveness of this MOU will be evaluated periodically by the Township, Kawartha Conservation and SLS. Any issues regarding the execution of this agreement can similarly be brought to these designated parties for resolution.

9.0 Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Township, Kawartha Conservation and/or the Scugog Lake Stewards. This MOU shall become effective upon signature by the authorized officials from the Township, Kawartha Conservation and SLS and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Township, Kawartha Conservation and SLS this MOU shall end on January 1, 2020.

SLS maintains the right to unilaterally terminate with cause. This modification or termination on the part of the SLS would be brought on by unforeseen events. In such a case, SLS cannot be held liable for continuing said project's responsibilities. Under

any termination SLS would require the full cooperation from the other partners to complete its appropriate reporting duties to funding agencies and other contributor's.

10.0 Signatures

By signing below the respective parties agree to the terms of this Memorandum of Understanding, for the duration of its tenure.



Paul Allore

Township of Scugog, Chief Administrative Officer

Feb. 13/18

Date:



Mark Majchrowski

Kawartha Conservation, Chief Administrative Officer

January 15, 2018

Date:



Barbara Karthein

Scugog Lake Stewards Inc., President

January 13/18

Date:

APPENDIX A

Project Contacts

Township of Scugog
Bobbie Drew
Regional Councillor
Chair, HLSSC
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
Tel: 905-985-7183
bdrew@scugog.ca

Township of Scugog
Paul Allore
Chief Administrative Officer
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
Tel: 905-985-7346 Ext. 117
pallore@scugog.ca

Township of Scugog
Carol Coleman
Director of Community Services
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
Tel: 905-985-7346 Ext. 149
Fax: 905-985-9914
ccoleman@scugog.ca

Township of Scugog
Kevin Arsenaault
Capital Projects Technologist
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
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Fax: 905-985-9914
karsenaault@scugog.ca

Kawartha Conservation
Mark Majchrowski
Chief Administrative Officer
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 215
Fax: 705-328-2286
MMajchrowski@KawarthaConservation.com

Kawartha Conservation
Debbie Balika
Water Quality Specialist
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 227
Fax: 705-328-2286
DBalika@KawarthaConservation.com

Scugog Lake Stewards Inc.
Barbara Karthein
President
P.O. Box 1282
905-985-0958
bkarthein@yahoo.ca

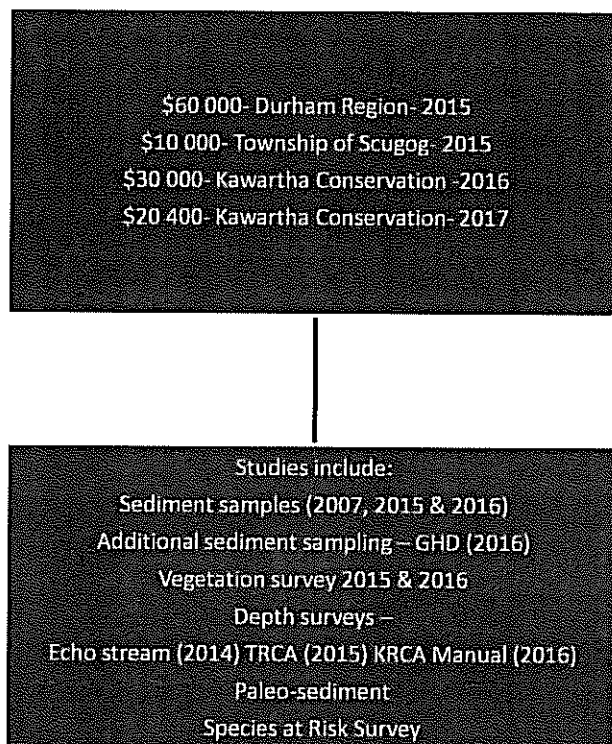
Pat Bunting
Scugog Lake Stewards Inc.
Vice Chair HLSSC
447 Kent Street
Port Perry, ON, L9L 1N6
Tel: 416-409-8296
pmbunting@gmail.com

TBD
Fundraising Chair

APPENDIX B
Township of Scugog Council Resolution (November 28, 2016)

1. That the staff report entitled "Lake Scugog Enhancement Project" be received;
2. That Council supports the "Lake Scugog Enhancement Project" in principle, and directs the Healthy Lake Scugog Steering Committee, Township staff and Kawartha and Regional Conservation Authority (KRCA) to investigate and report back to Council on the following matters:
 - (a) to assess whether an Environmental Assessment is required to receive project approval;
 - (b) to complete the necessary inventory and assessment work to address application requirements for all approval agencies;
 - (c) to determine the estimated costs of construction and a refinement of the estimate based on completion of a detailed design;
 - (d) to determine whether the Township will be responsible for any portion of the design and construction costs of the facility;
 - (e) to explore various contract administration options for the project with KRCA staff;
 - (f) to investigate the financial implications for the long term maintenance of the facility; and
 - (g) to determine whether an Environmental Assessment is required to remove sediments as part of the long term maintenance of the facility.
3. That the Healthy Lake Scugog Steering Committee be authorized to launch a fund-raising campaign for the project.

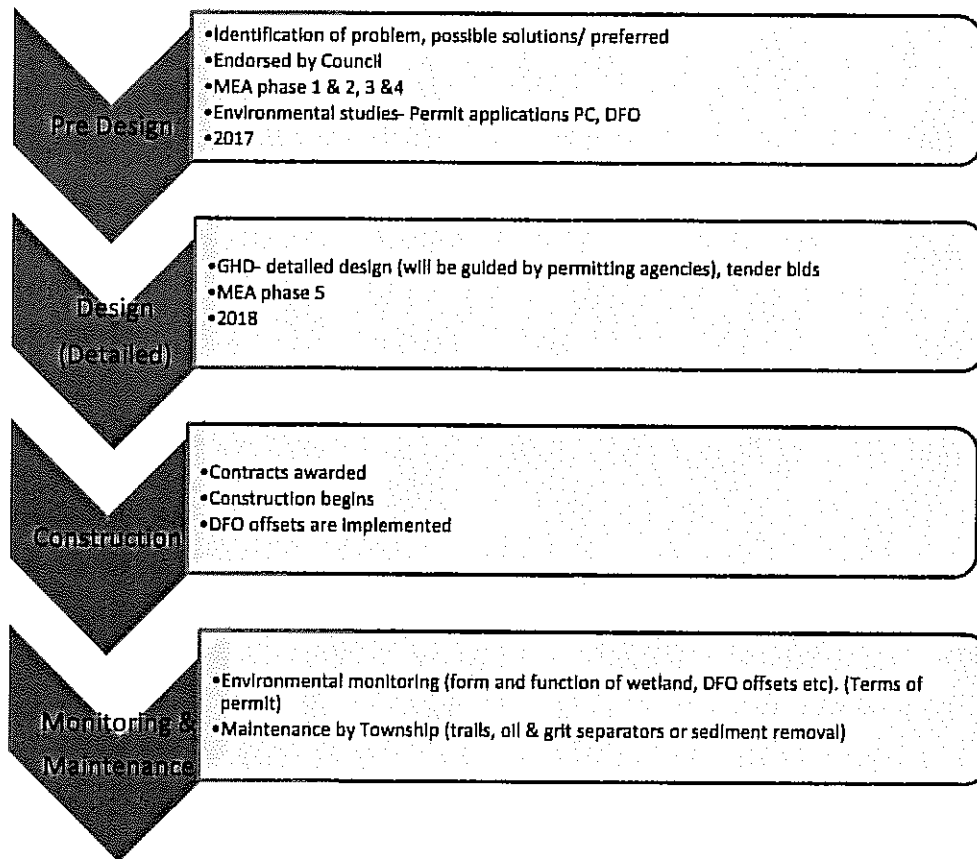
Appendix C
Arranged Finances To Date



Appendix D Preliminary Schedule

The preliminary schedule provided below is based on information known at the time of signing of this MOU and is dependent upon obtaining sufficient funding and will be updated as information is refined:

Fundraising Drive Commencement	Winter 2016
Schedule 'B' Class Environmental Assessment Completed	Spring 2018
Detailed Design Completed	Summer 2018
Permits Received	Summer 2018
Required Funds Confirmed	TBA
Tendering for Construction	TBA
Phase 1 Construction (Dredging and berm construction)	TBA
Phase 2 Construction (Plantings)	TBA



Appendix E

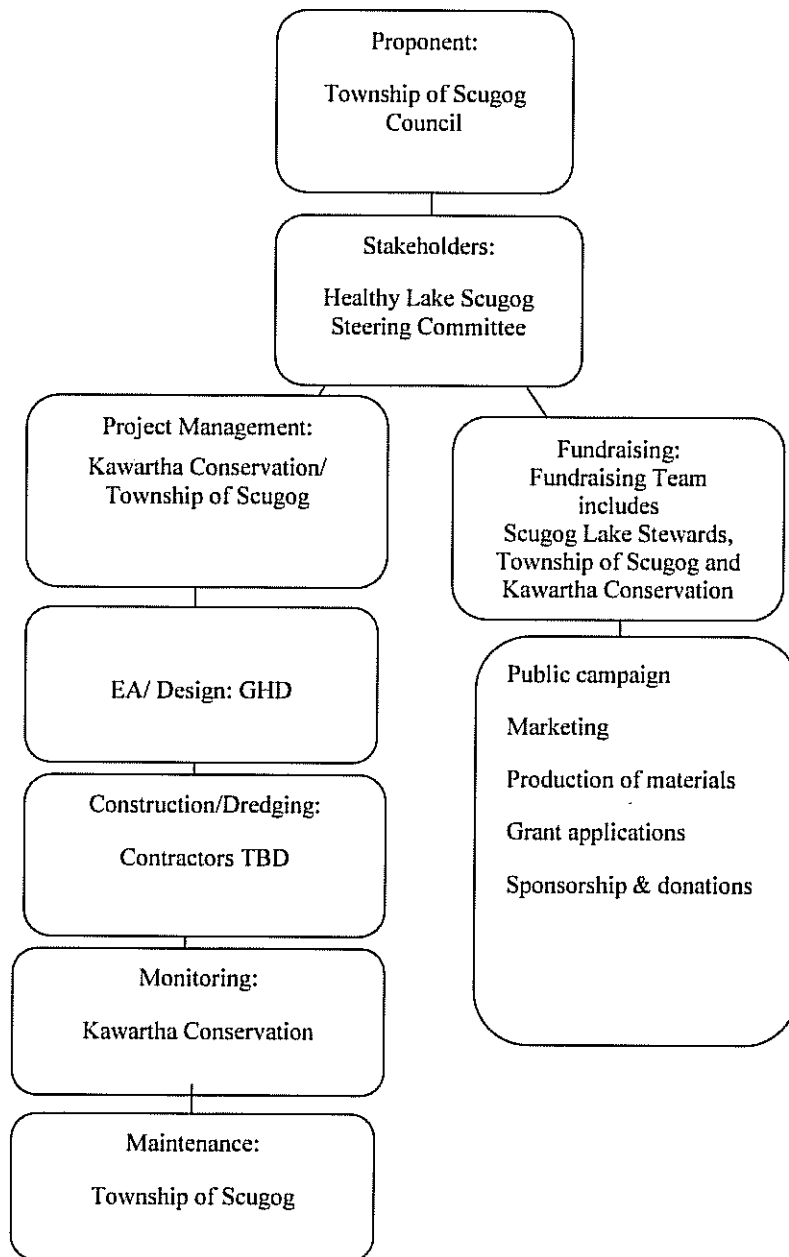
Estimated Cost of extended work scope by GHD

Table 1 Budget Estimate

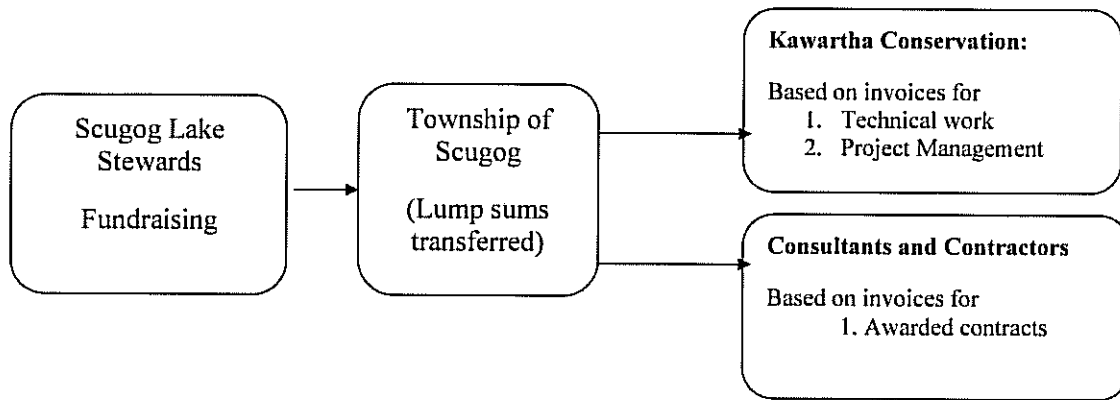
Item	Task	Budget	Disbursements
1.1	Design Revisions	\$4,000	\$100
1.2	Design of Landscape Features	\$2,500	
1.3	Artist Renditions	\$3,700	\$100
1.4	Oil Grit Separators	\$2,800	
1.5	Contaminant Dredgate Management	\$2,400	
1.6	Addressing Comments During Permitting	\$3,000	
1.7	Sanitary Overflow Pipe Integration	\$700	
1.8	Municipal Class EA Schedule B	\$9,000	\$350
1.9	Fish and Wildlife Rescue	\$3,700	\$300
1.10	Meetings	\$4,200	\$500
1.11	Bridge Design	\$18,600	\$100
1.12	Geotechnical Assessment	\$12,000	\$15,500
1.13	Evaluation of Ecological Risks	\$15,050	\$3,400
	Totals (excluding HST)	\$81,650	\$20,350
	Grand Total (excluding HST and optional item)		\$102,000
Optional Item	Field sampling for contaminant testing including provision of boat	\$2,750	\$500
	Grand Total including optional item (excluding HST)		\$105,250

Note: all items, but #1.9 were approved by the Township of Scugog Council on September 25, 2017

Appendix F
Project Governance
Reporting Structure



Appendix G
Flow of Finances



DRAFT MEMORANDUM OF UNDERSTANDING

Lake Scugog Enhancement Project (LSEP)

between the

TOWNSHIP OF SCUGOG,

KAWARTHA CONSERVATION

and

SCUGOG LAKE STEWARDS INC.

This Memorandum of Understanding (MOU) sets the terms of understanding between the Township of Scugog (the Township), Kawartha Conservation and the Scugog Lake Stewards Inc. (SLS) for the management of the Lake Scugog Enhancement Project.

1.0 Background

The Lake Scugog Enhancement Project is an environmental improvement and dredging project which aims to improve the recreational function of Port Perry Bay while creating a healthy wetland habitat and providing water quality and lake ecosystem benefits.

The project was initiated by the Healthy Lake Scugog Steering Committee (HLSSC) in conjunction with the Scugog Lake Stewards (SLS). HLSSC 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 attributes 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 Mississauga's of Scugog Island First Nation.

In January 2016, the contract for the design of the proposed Lake Scugog Enhancement Project was awarded to the GHD Limited consulting firm. Kawartha Conservation has been supporting the consultant during the design phase by way of obtaining the proper research and collection permits with Parks Canada and completing the necessary studies/surveys needed for the Basic Impact Analysis (BIA), Natural Heritage Report, and Municipal Class EA environmental study report in addition to providing technical data needed to complete the design phase. Kawartha Conservation is the science and technical lead for the Steering Committee, acting as the main point of contact for inquiries from government agencies, the consultant, First Nations and other various stakeholders (See Appendix A for list of Project Contacts).

In November 2016 Township of Scugog Council unanimously approved the recommended resolution to support the Lake Scugog Enhancement Project (Appendix B).

In 2016, various design options were presented to the committee by GHD for consideration and one option was chosen as the preferred option. A preferred solution was presented to the committee on October 19th and on October 25th for public view and consultation.

The Municipal Class EA (MCEA) (Schedule B) process began in fall 2017 and included a public information centre (PIC) involving a comprehensive presentation of the preferred solution to the public on December 5, 2017. The Notice of Completion for the MCEA was posted on February 28th, 2023, for a 30-day public commenting period. The MCEA is currently under the 30-day Minister review.

A permit application was submitted to Transport Canada in 2019 under the requirements of the Canadian Navigable Waters Act. The 30-day public consultation has now ended.

A Basic Impact Analysis (BIA) is required from Parks Canada and was formally submitted in 2019, 2020, 2022, and 2023 and is under review.

The Department of Fisheries and Oceans is requiring a Fisheries Authorization which is in current consultation between the project team and DFO. The Fisheries Authorization will include a Fisheries Offsetting Plan (submitted 2019, 2021, and 2023 for review) and is dependent on the approval of the BIA from Parks Canada.

2.0 Purpose

The proposed Lake Scugog Enhancement Project is a complex project involving the collaboration of many stakeholders. The purpose of this MOU is to identify the key partners, define their roles and responsibilities, and to establish a schedule and reporting structure. As well, as funding is critical to the project's success and all funds must be fully and properly managed and accounted for, the MOU is to clearly delineate roles and responsibilities within the project partnership for fundraising and the management of funds.

3.0 Project Scope and Rationale

The Lake Scugog Enhancement Project includes the creation of a wetland to mitigate the effects of stormwater inputs into the Port Perry Bay. The wetland will be created by dredging the lake and strategically placing the dredgate behind an engineered berm from Palmer Park Beach to the point of land behind Vos' Independent Grocers. This wetland will encompass two significant stormwater outlets, including the largest input catchment area within Port Perry Bay - the Casimir Street outlet. The wetland treatment of these stormwater outlets will reduce the excess nutrients and sediment entering the lake and prolong the life of the dredged portion of the bay. In addition, pre-treatment of water flowing out of these outlets is proposed to ensure the best quality of water entering the wetland through the installations of oil-grit separators (OGSs), as this area will form an important ecological function for the area. The installation of the OGS at the Casimir Street outlet was completed in March 2023.

The Lake Scugog Enhancement Project will provide a wide range of economic, environmental, recreation and social benefits resulting in better navigation, diversity of fish habitat; an engineered wetland that naturally filters water coming into the lake and provides habitat for fish, birds, turtles and other wildlife; in addition to increasing positive human-nature interactions along an educational walking trail.

4.0 Project Funding

The funding for the construction of the Lake Scugog Enhancement Project has been provided through various levels of government, agencies and grant programs as well as community fundraising by the Scugog Lake Stewards. Below is a summary of funding received to date.

Township of Scugog

The Township of Scugog 2019 Development Charges (DC) Background Study was updated and includes \$750,000 for Lake Scugog Enhancement Project. As well, the Township has committed an additional \$75,000 from the Solar/ Environmental Reserve.

Greenbelt Foundation

Kawartha Conservation was successful in receiving a grant from the Greenbelt Foundation for \$100,000 for the LSEP project in February 2020. Greenbelt Foundation provided \$50,000 in 2020 for design fees and a further \$50,000 in 2021 for material costs. The funds were provided to Kawartha Conservation who will then forward to the Township once construction begins.

Mississaugas of Scugog Island First Nation

On March 8, 2022, the Mississaugas of Scugog Island First Nation and the Township of Scugog signed an agreement for the Township to provide road, fire and emergency services to the MSIFN lands and in exchange the MSIFN will make a \$1,500,000 contribution to the construction of the Lake Scugog Enhancement Project.

Environment and Climate Change Canada (ECCC) Nature Smart Climate Solutions Fund

On June 10, 2022, ECCC announced that Kawartha Conservation was also successful in receiving a grant from ECCC in collaboration with Conservation Ontario \$692,690 for this fiscal year where \$538,000 is allocated for construction and installation of the OGSs and \$75,000 is for design and planning by GHD. The Nature Smart Climate Solution Fund aims to restore, conserve, and enhance wetland and grassland ecosystems across the country, while reducing greenhouse gas emissions and providing habitat for wildlife. The actual amounts from this grant for construction have been revised to \$470,000 based on actual costs for the OGS installations.

Region of Durham

On June 29, 2022, the Region of Durham Council approved \$1,200,000 in funding towards the construction of the Lake Scugog Enhancement Project over three years.

Community Fundraising

The Scugog Lake Stewards continue to fundraise for this project and apply for grant opportunities. The SLS current bank balance is approximately \$102,000.

The project schedule and process of each project stage is outlined in Appendix D. Preliminary cost estimates for construction are included in Appendix E. At the completion of the detailed design phase, an updated cost estimate will be provided. A portion of the funding will be required for security for the DFO Fisheries Authorization (Letter of Credit). Upon release of the security, finances may be used for additional phases of work (i.e. landscaping, maintenance, etc.).

The fundraising campaign will be the responsibility of the Fundraising Team (FRT) on behalf of SLS under the direction of the HLSSC. SLS will manage deposits, disbursements and financial stewardship of funds raised by the FRT. Funding for this project will be generated through grants from all levels of government, non-government grants, and a community campaign. Fundraising will include business procedures and marketing costs required to support fundraising. As such, administration costs, as approved by the HLSSC will thereby be provided to cover the costs of the fundraising activities.

Funds will be provided to the Township for the distribution of funds for the project. Funding will be used for LSEP specific activity as approved by the HLSSC and the Township. The utilization of funds by the project will occur through the transfer of funds

from the Scugog Lake Stewards to the Township of Scugog for distribution to contractors and consultants working on the project and to Kawartha Conservation for project management and technical study work (see Appendix G). SLS will forward funds to the Township as long as the Township remains as an approved qualified donor, registered with the CRA.

The current estimated project cost is \$5.14 million, with a total fundraising target of \$5.25 million including a required security deposit, and some contingencies. If this estimate proves to be too low based on final design changes, an agreed upon project value or project scoping will be discussed and direction provided by the Healthy Lake Scugog Steering Committee. Ultimately, Township Council will review and consider project costs, based on tender results, that are significantly (> 15%) in excess of the cost estimates.

Kawartha Conservation receives funds from the Region of Durham to undertake lake management implementation activities; approximately \$20,000 is allocated annually for its work on the project. Kawartha Conservation can request additional funding through the Conservation Authority budgeting (to the municipalities) process. Kawartha Conservation may request additional funding from the Township of Scugog and/or Scugog Lake Stewards if work exceeds this amount.

5.0 Management of Funds

Funds will be made available for all phases of the project (including design, construction, Municipal Class Environmental Assessment (MCEA), permits and post construction phases) (see Appendix D). Procedural requirements regarding the management of, request for and transfer of funds will be included in the LSEP Fundraising Plan:

- a) For all purchase orders and contracts, prior to being awarded, lump sum amounts will be transferred from SLS to the Township of Scugog, equal to the contract award plus 10% contingency (Appendix G).
- b) Kawartha Conservation will invoice the Township for fees of project management and technical studies required by the project.
- c) Funds will be maintained by the Township of Scugog in a separate account.
- d) Regular reconciliation and status of fund balances and transactions should be completed by the Township of Scugog and forwarded to SLS, HLSSC and KC.
- e) Invoices and purchase orders to be authorized by the Township of Scugog, Director of Public Works and Infrastructure, or delegate.
- f) Management of grant funding should follow that of the source agency.
- g) Management and administration of secured grants are the responsibility of the grantee.

6.0 Project Governance

6.1 Healthy Lake Scugog Steering Committee

The Healthy Lake Scugog Steering Committee consists of representatives from key stakeholders for the project and as such, reporting and recommendations requiring approval from Township of Scugog Council (as noted above) will first be approved by the committee, and then forwarded to Council for final approval (Appendix F).

6.2 Project Management/ Technical Team

A Project Management Team (PMT) will be established to oversee the management of the LSEP project and administration of the contracts. The Project Lead for the PMT will be by the CAO of Kawartha Conservation, or their designate. Other members of the PMT will include a second representative from Kawartha Conservation and two representatives from the Township of Scugog Public Works and Infrastructure Services Department. Any change orders that result in an increase above the approved amounts must be pre-approved by both Kawartha Conservation and the Township of Scugog.

- a) The PMT will provide a work plan to be drafted by June 30 of each year.
- b) The PMT will provide regular update reports to the HLSSC detailing the status of project versus plan (schedule status, period accomplishments, plan for next period, issues and concerns). In addition, the PMT will keep the fundraising team(FRT) up to date on a regular basis.
- c) The HLSSC will provide milestone reporting to the Township of Scugog Council.

6.3 Roles and Responsibilities

6.3.1 Township of Scugog

The Township will be responsible for the following:

- a) As the benefactor, the proponent for this Project is the Township of Scugog. Therefore, approval will be required from the Township of Scugog Council for decision points such as:
 - i. Selection of the preferred alternative at the completion of the Schedule 'B' Class Environmental Assessment;
 - ii. Approval of the final design and estimated cost for construction of the LSEP;
 - iii. Authorization for the PMT to award contracts as required based on the Township's Procurement By-law, and
 - iv. Final project results, funding, and costs.
- b) The Director Public Works and Infrastructure Services, in consultation with Kawartha Conservation, will award contracts valued up to \$100,000. Contracts over \$100,000 will require approval of the Township of Scugog CAO or Scugog Council based on the requirements of the Township's Procurement By-law.
- c) The Township will develop and submit grant applications to government granting bodies that accept applications from municipal governments. Township staff will be responsible for the reporting requirements for any grants received directly by the municipality and will provide supporting information to the SLS for any grants received directly by SLS in addition to administration support.
- d) The Township consents that Kawartha Conservation may act as the project manager for various contract(s) of the project (including design, pre-construction, and post construction phases) on behalf of the Township of Scugog (see Appendix D).

- e) Township staff will participate on the Project Management Team and assist with providing meeting space, as required, providing Township information related to the project, assisting with the organization and scheduling of public meetings and other logistical assistance and will provide any required information.
- f) The Township will submit grant applications or support grant applications proposed on their behalf by either the SLS or Kawartha Conservation and provide any required support letters or information.
- g) The Township will be responsible for any necessary land agreements, easements or permissions-to-enter.
- h) The Township will also be responsible for the long-term maintenance of the infrastructure after the project is completed and this responsibility will survive the length of this MOU.
- i) A Communication Plan will be developed for the coordination of project related communication efforts led by the Township of Scugog's Director of Community Services and Kawartha Conservation's Marketing and Communication Specialist with input from the Scugog Lake Stewards and the Fundraising Team. The Township will have ultimate decision-making regarding communication matters.
- j) The Township will provide approval and payment of all invoices from consultants and contractors.
- k) The day-to-day management of the contracts with the consultants and contractors for the construction phase of the project.
- l) The Township will coordinate with Kawartha Conservation and the SLS the development and implementation of an action plan that addresses the requirements for monitoring, maintenance and remediation of the wetlands complex.

6.3.2 Kawartha Conservation

As the Project Lead, Kawartha Conservation will be responsible for:

- a) Setting the agenda and preparing minutes for PMT meetings and for determining the time, place and frequency of the meetings.
- b) The day-to-day management of the contracts with the consultants and contractors for the design, permitting and fisheries offset phases of the project.
- c) Verifying the appropriateness of all invoices and progress payments submitted by the contract awards to the Township for payment in a timely manner.
- d) Ensuring that other public agencies, such as Parks Canada, the Ministry of Natural Resources and Forestry, Transport Canada and The Department Fisheries and Oceans Canada, are engaged in the permit application process when and where necessary. The Project Lead will make all reasonable efforts to transfer accurate and timely information to and from Parks Canada, the Ministry of Natural Resources and Forestry and such other Federal and Provincial agencies as may be appropriate recognizing that Kawartha Conservation shall not be held responsible for the timelines of such agencies' responses.

- e) Consulting and liaising with First Nations during all phases of the project.
- f) Assisting with leading, in a professional capacity, for the Municipal Class EA process by carrying out required technical studies which may require ancillary fees in support of the project.
- g) Kawartha Conservation will submit grant applications proposed on their behalf by either the SLS or the Township of Scugog and provide any required support letters or information.
- h) Lead the post-construction monitoring for the wetland construction and the activities related to the Fisheries Offset Plan.

6.3.3 Scugog Lake Stewards

The primary responsibilities for the Scugog Lake Stewards (SLS) will be to support community engagement and enable fundraising. Fundraising will be carried out on behalf of SLS by a Fundraising Team (FRT) working under the direction of the HLSSC.

6.3.4 Fundraising Team

- a) The LSEP Fundraising Team (FRT) is a subcommittee of the HLSSC.
- b) An LSEP Fundraising Execution Plan will be developed by the FRT under the guidance of the HLSSC and SLS. In addition to execution strategy and schedule, the plan will address required operating procedures (banking requirements, transfer methodologies, donor recognition, tax receipting).
- c) Project direction to the FRT regarding financial targets to be reached, timing and final design will be provided by the HLSSC.

The FRT will develop grant applications on behalf of the Scugog Lake Stewards. As such, in preparation, the FRT Chairperson will involve the Scugog Lake Stewards and the Township in all major decisions and grant applications. The President of the Lake Stewards will sign for all grants submitted on behalf of SLS as well as ensure all reporting obligations are met. In support of the FRC's grant application program, SLS will organize *Successful Grant-Writers'* forums and provide related documentation.

- d) The Township and Kawartha Conservation will separately make large grant requests which will not go through the Scugog Lake Stewards dedicated LSEP account. These grant requests and their eventual outcome will be outlined to the Chairperson of the FRT on a timely basis.
- e) The cost of additional administrative support to cover required grant reporting and appreciation events will be built into grants.
- f) The FRT will provide regular reports at the HLSSC meetings detailing the status of fundraising and disbursements.

7.0 Insurance and Indemnity

Each partner is responsible for only their individual component and contribution to the overall project. The purchasing of insurance for the project will occur and has been accounted for in the project budget. Each project partner indemnifies the other members

of the agreement from losses incurred while conducting the activities associated with the project. Any breach of contract with third parties represents an exception to this indemnity, and any loss from which is the sole responsibility of the individual collaborator who entered into said contract.

All contractors shall have Comprehensive General Liability insurance of not less than \$5,000,000 inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use thereof. The form of this insurance must be acceptable to the Township and shall be maintained continuously from either the commencement of the work or the signing of the Contract, whichever is sooner. The contractor will also name the Township of Scugog, Kawartha Conservation and Scugog Lake Stewards as additional insured.

8.0 Review of the MOU

In the interest of overall project success, the effectiveness of this MOU will be evaluated periodically by the Township, Kawartha Conservation and SLS. Any issues regarding the execution of this agreement can similarly be brought to these designated parties for resolution.

9.0 Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Township, Kawartha Conservation and/or the Scugog Lake Stewards. This MOU shall become effective upon signature by the authorized officials from the Township, Kawartha Conservation and SLS and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Township, Kawartha Conservation and SLS this MOU shall end on December 31, 2028.

SLS maintains the right to unilaterally terminate with cause. This modification or termination on the part of the SLS would be brought on by unforeseen events. In such a case, SLS cannot be held liable for continuing said project's responsibilities. Under any termination SLS would require the full cooperation from the other partners to complete its appropriate reporting duties to funding agencies and other contributor's.

10.0 Signatures

By signing below the respective parties agree to the terms of this Memorandum of Understanding, for the duration of its tenure.

_____ Ken Nix Township of Scugog Chief Administrative Officer	_____ Date:
--	----------------

_____ Mark Majchrowski Kawartha Conservation Chief Administrative Officer	_____ Date:
--	----------------

_____ Rob Messervey Scugog Lake Stewards Inc. President	_____ Date:
--	----------------

APPENDIX A

Project Contacts

Township of Scugog
Ken Nix
Chief Administrative Officer
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
Tel: 905-985-7346 Ext.117
knix@scugog.ca

Township of Scugog
Carol Coleman
Director of Public Works and
Infrastructure Services
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
Tel: 905-985-7346 Ext. 149
ccoleman@scugog.ca

Township of Scugog
Kevin Arsenault
Manager of Capital Projects
181 Perry Street, P.O. Box 780
Port Perry, ON L9L 1A7
Tel: 905-985-7346 Ext. 138
karsenault@scugog.ca

Scugog Lake Stewards Inc.
Rob Messervey
President
RobMesservey@bell.net

Scugog Lake Stewards Inc.
Pat Bunting
pmbunting@gmail.com

Kawartha Conservation
Mark Majchrowski
Chief Administrative Officer
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 215
MMajchrowski@KawarthaConservation.com

Kawartha Conservation
Nancy Aspden
Acting Manager, IWM
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 218
naspden@KawarthaConservation.com

Kawartha Conservation
Matthew Mantle
Director, Planning and Development
Services
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 213
mmantle@kawarthaconservation.com

Kawartha Conservation
Tanner Liang
Water Quality Specialist
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 228
tliang@KawarthaConservation.com

Kawartha Conservation
Brett Tregunno
Aquatic Biologist
277 Kenrei Road
Lindsay, ON K9V 4R1
Tel: 705-328-2271 Ext. 222
btregunno@KawarthaConservation.com

APPENDIX B
Township of Scugog Council Resolution (November 28, 2016)

1. That the staff report entitled “Lake Scugog Enhancement Project” be received;
2. That Council supports the “Lake Scugog Enhancement Project” in principle, and directs the Healthy Lake Scugog Steering Committee, Township staff and Kawartha and Regional Conservation Authority (KRCA) to investigate and report back to Council on the following matters:
 - (a) to assess whether an Environmental Assessment is required to receive project approval;
 - (b) to complete the necessary inventory and assessment work to address application requirements for all approval agencies;
 - (c) to determine the estimated costs of construction and a refinement of the estimate based on completion of a detailed design;
 - (d) to determine whether the Township will be responsible for any portion of the design and construction costs of the facility;
 - (e) to explore various contract administration options for the project with KRCA staff;
 - (f) to investigate the financial implications for the long term maintenance of the facility; and
 - (g) to determine whether an Environmental Assessment is required to remove sediments as part of the long term maintenance of the facility.
3. That the Healthy Lake Scugog Steering Committee be authorized to launch a fund-raising campaign for the project.

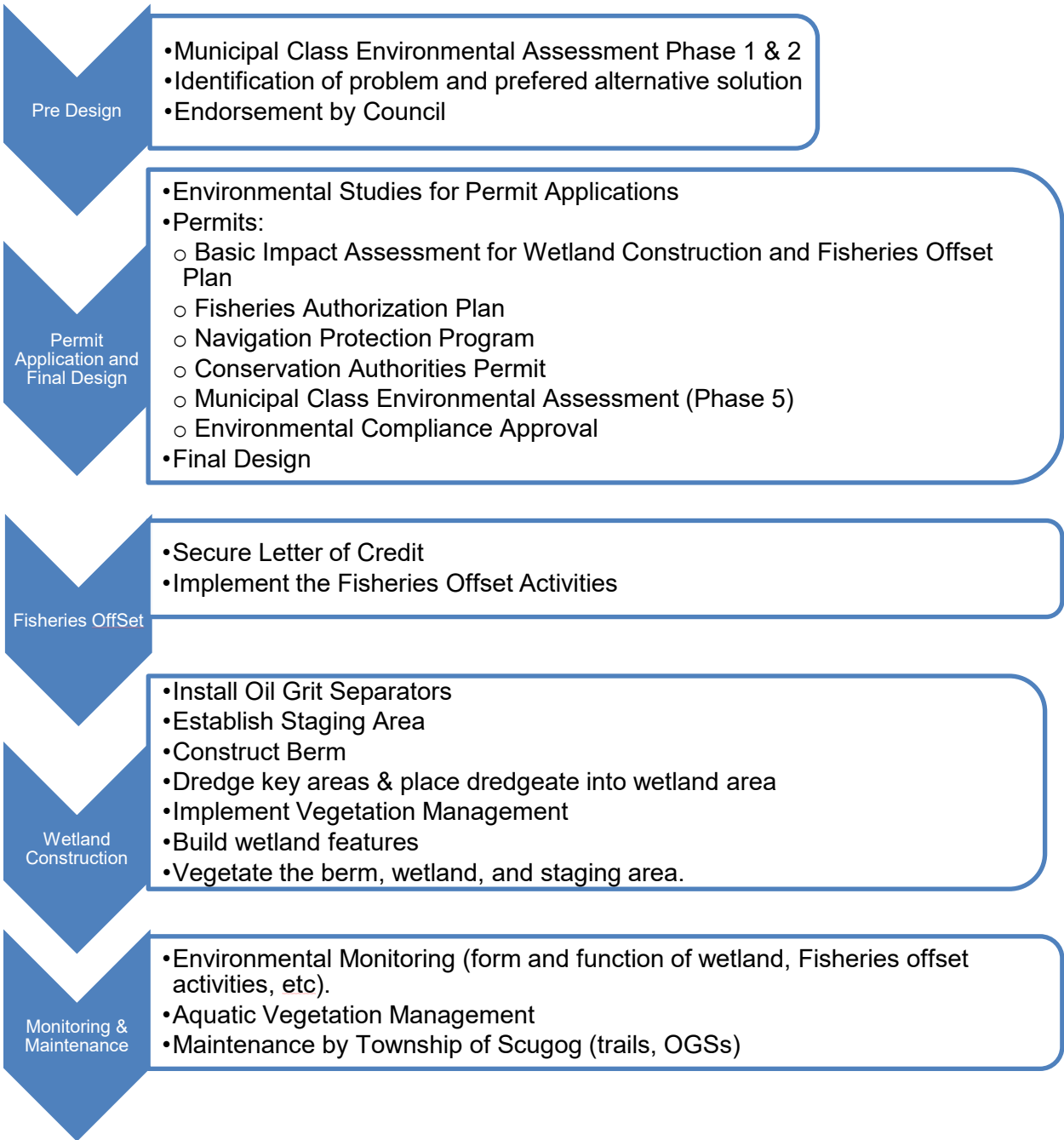
Appendix C
Funding To Date for LSEP Construction

Partner	Funding Source	Amount
Township of Scugog	Development Charges	\$750,000
	Solar/ Environmental Reserve	\$75,000
	Region of Durham	\$1,200,000
	Mississaugas of Scugog Island First Nation	\$1,500,000
	Confidential Funding	\$1,000,000
Kawartha Conservation	Environment and Climate Change Canada’s Nature Smart Climate Solution Fund (for OGSs design and construction)	\$470,000
	Greenbelt Foundation Fund	\$47,000
Scugog Lake Stewards	Scugog Lake Stewards Fundraising	\$102,000
Total		\$5,144,000

Appendix D
Preliminary Schedule

The preliminary schedule provided below is based on information known at the time of signing of this MOU and is dependent upon obtaining sufficient funding, receiving permits and approval of the design and cost by Township of Scugog Council. The schedule will be updated as information is refined:

Task	Timeline
Final Project File Report (PFR) approved by Scugog Council	February 28, 2023
Class Environmental Assessment Completed	April 30, 2023
Casimir Outlet Oil Grit Separator Installed	March 31, 2023
Public Consultation on Detailed Design	May 2023
Detailed Design to Scugog Council for Approval	June 2023
Baagwating Outlet Oil Grit Separator Installed	June 2023
Permits and Approvals Received	July 2023
Construction Tendered	July 2023
Construction of Berm	Fall 2023
Dredging and Construction of Wetland	Fall 2024
Plantings for Wetland	Spring 2025
Monitoring and Maintenance	Ongoing



Appendix E

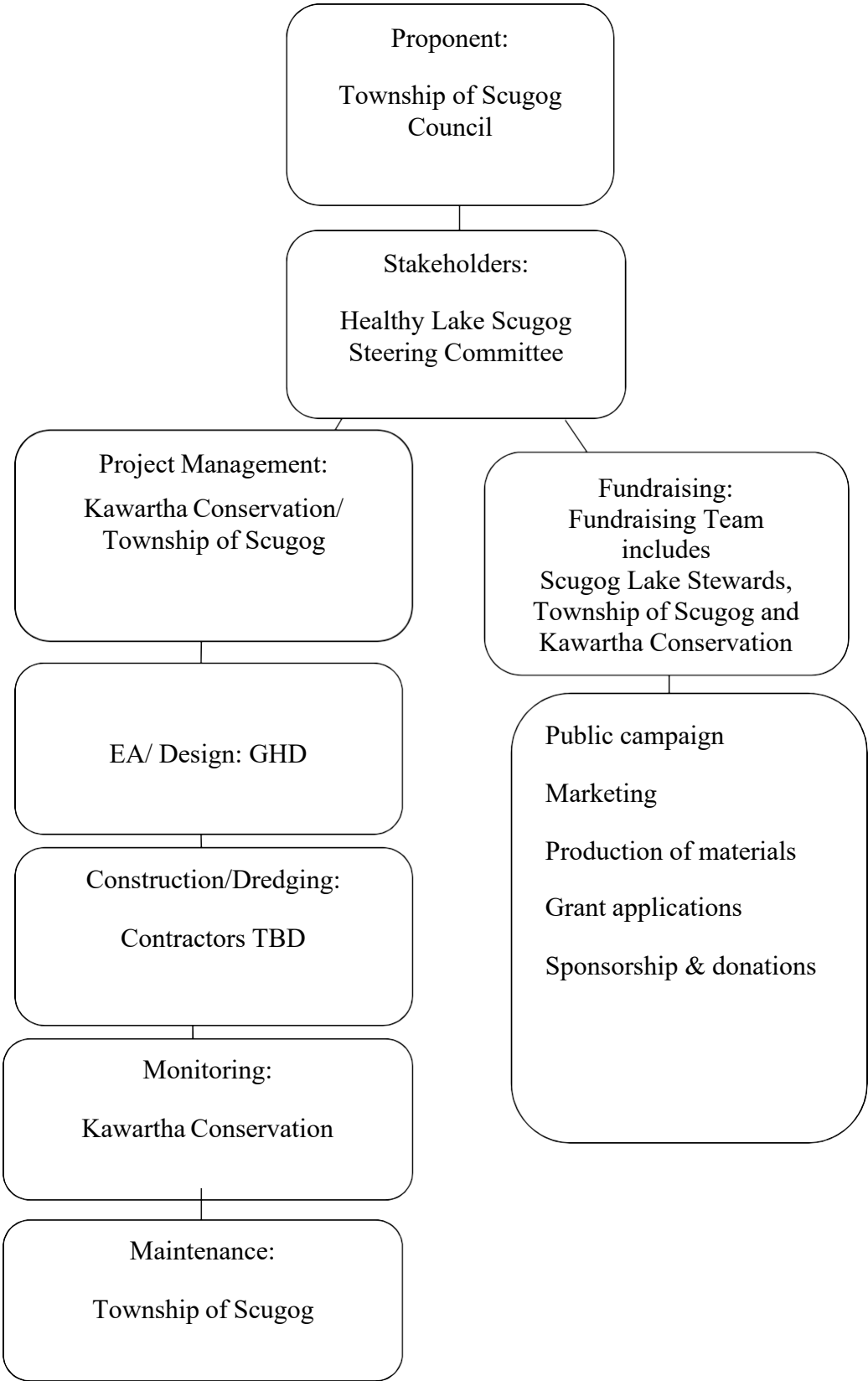
Estimated Construction Cost for LSEP by GHD

The estimated construction cost provided below is based on information known at the time of signing of this MOU and will be updated as information is refined.

Construction Item	Approximate Cost Estimate
Construction Inspection/Contract Admin	\$144,000.00
Mobilization/Access Road/Layout/Bond	\$30,000.00
Material and Geotechnical Testing	\$20,000.00
Berm Construction	\$1,067,000.00
Suction Dredging	\$1,067,000.00
Offsite Disposal	\$490,000.00
Wetland Features	\$174,000.00
Oil Grit Separators	\$470,000.00
Letter of Credit for DFO	\$500,000.00
Fisheries Compensation	\$280,000.00
Post Construction Monitoring	\$40,000.00
15% Contingency	\$643,000.00
Cost Estimate Total	\$4,925,000.00

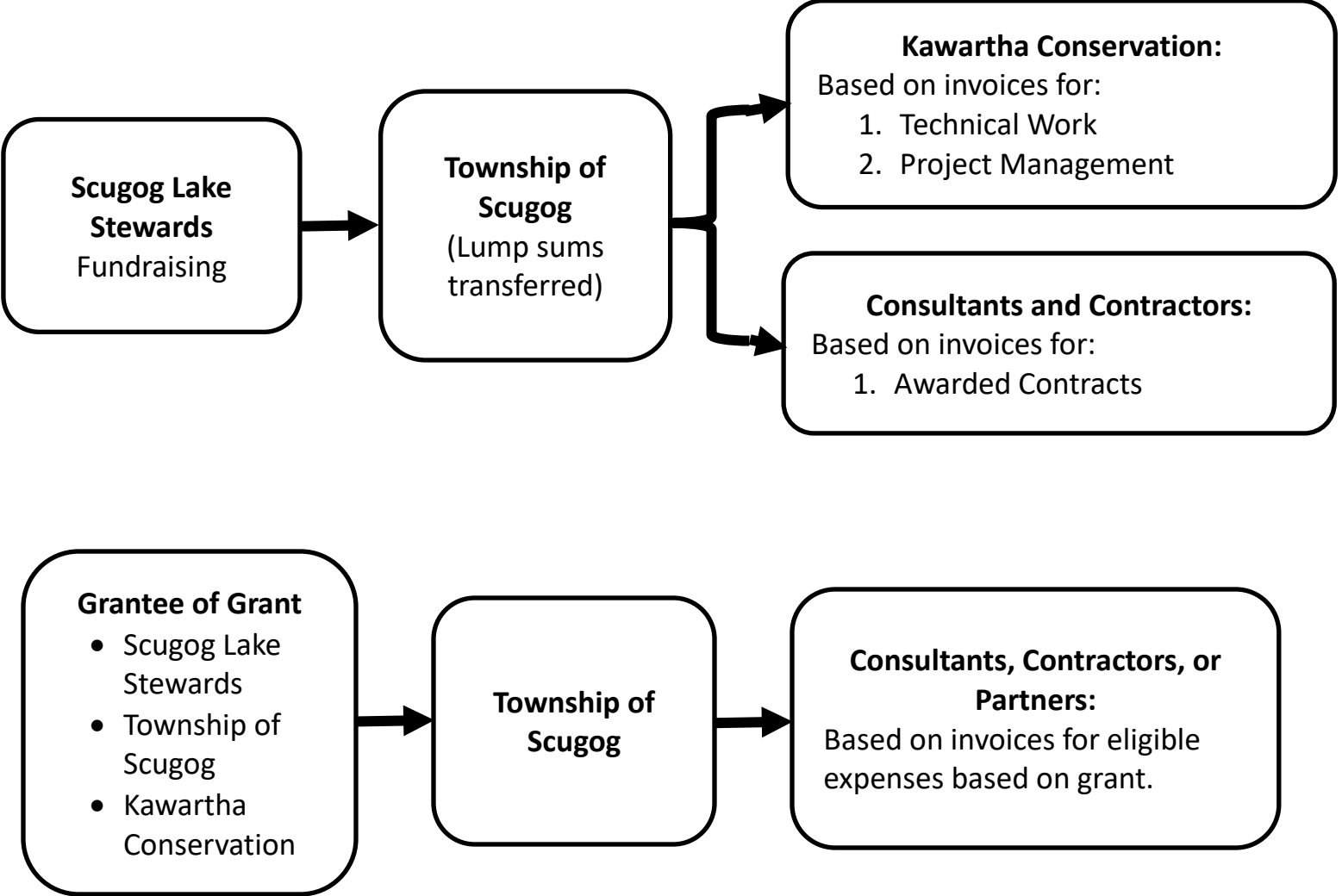
Appendix F

Project Governance
Reporting Structure



Appendix G

Flow of Finances



MEMORANDUM OF UNDERSTANDING
Lake Scugog Enhancement Project (LSEP)
between the
TOWNSHIP OF SCUGOG,
KAWARTHA CONSERVATION
and
SCUGOG LAKE STEWARDS INC.

This Memorandum of Understanding (MOU) sets the terms of understanding between the Township of Scugog (the Township), Kawartha Conservation and the Scugog Lake Stewards Inc. (SLS) for the management of the Lake Scugog Enhancement Project.

1.0 Background

The Lake Scugog Enhancement Project is an environmental improvement and dredging project which aims to improve the recreational function of Port Perry Bay while creating a healthy wetland habitat and providing water quality and lake ecosystem benefits.

The project was initiated by the Healthy Lake Scugog Steering Committee (HLSSC) in conjunction with the Scugog Lake Stewards (SLS). HLSSC 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 attributes 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 Mississauga's of Scugog Island First Nation.

In January 2016, the contract for the design of the proposed Lake Scugog Enhancement Project was awarded to the GHD Limited consulting firm. Kawartha Conservation has been supporting the consultant during the design phase by way of obtaining the proper research and collection permits with Parks Canada and completing the necessary studies/surveys needed for the Basic Impact Analysis (BIA), Natural Heritage Report, and Municipal Class EA environmental study report in addition to providing technical data needed to complete the design phase. Kawartha Conservation is the science and technical lead for the Steering Committee, acting as the main point of contact for inquiries from government agencies, the consultant, First Nations and other various stakeholders (See Appendix A for list of Project Contacts).

In November 2016 Township of Scugog Council unanimously approved the recommended resolution to support the Lake Scugog Enhancement Project (Appendix B).

In 2016, various design options were presented to the committee by GHD for consideration and one option was chosen as the preferred option. A preferred solution was presented to the committee on October 19th and on October 25th for public view and consultation.

The Municipal Class EA (MCEA) (Schedule B) process began in fall 2017 and included a public information centre (PIC) involving a comprehensive presentation of the preferred solution to the public on December 5, 2017. The Notice of Completion for the MCEA was posted on February 28th, 2023, for a 30-day public commenting period. The MCEA is currently under the 30-day Minister review.

A permit application was submitted to Transport Canada in 2019 under the requirements of the Canadian Navigable Waters Act. The 30-day public consultation has now ended.

A Basic Impact Analysis (BIA) is required from Parks Canada and was formally submitted in 2019, 2020, 2022, and 2023 and is under review.

The Department of Fisheries and Oceans is requiring a Fisheries Authorization which is in current consultation between the project team and DFO. The Fisheries Authorization will include a Fisheries Offsetting Plan (submitted 2019, 2021, and 2023 for review) and is dependent on the approval of the BIA from Parks Canada.

2.0 Purpose

The proposed Lake Scugog Enhancement Project is a complex project involving the collaboration of many stakeholders. The purpose of this MOU is to identify the key partners, define their roles and responsibilities, and to establish a schedule and reporting structure. As well, as funding is critical to the project's success and all funds must be fully and properly managed and accounted for, the MOU is to clearly delineate roles and responsibilities within the project partnership for fundraising and the management of funds.

3.0 Project Scope and Rationale

The Lake Scugog Enhancement Project includes the creation of a wetland to mitigate the effects of stormwater inputs into the Port Perry Bay. The wetland will be created by dredging the lake and strategically placing the dredgate **behind an engineered** berm from Palmer Park Beach to the point of land behind Vos' Independent Grocers. This wetland will encompass two significant stormwater outlets, including the largest input catchment area within Port Perry Bay - the Casimir Street outlet. The wetland treatment of these stormwater outlets will reduce the excess nutrients and sediment entering the lake and prolong the life of the dredged portion of the bay. In addition, pre-treatment of water flowing out of these outlets is proposed to ensure the best quality of water entering the wetland **through the installations of oil-grit separators (OGSs)**, as this area will form an important ecological function for the area. **The installation of the OGS at the Casimir Street outlet was completed in March 2023.**

The Lake Scugog Enhancement Project will provide a wide range of economic, environmental, recreation and social benefits resulting in better navigation, diversity of fish habitat; an engineered wetland that naturally filters water coming into the lake and provides habitat for fish, birds, turtles and other wildlife; in addition to increasing positive human-nature interactions along an educational walking trail.

4.0 Project Funding

The funding for the construction of the Lake Scugog Enhancement Project has been provided through various levels of government, agencies and grant programs as well as community fundraising by the Scugog Lake Stewards. Below is a summary of funding received to date.

Township of Scugog

The Township of Scugog 2019 Development Charges (DC) Background Study was updated and includes \$750,000 for Lake Scugog Enhancement Project. As well, the Township has committed an additional \$75,000 from the Solar/ Environmental Reserve.

Greenbelt Foundation

Kawartha Conservation was successful in receiving a grant from the Greenbelt Foundation for \$100,000 for the LSEP project in February 2020. Greenbelt Foundation provided \$50,000 in 2020 for design fees and a further \$50,000 in 2021 for material costs. The funds were provided to Kawartha Conservation who will then forward to the Township once construction begins.

Mississaugas of Scugog Island First Nation

On March 8, 2022, the Mississaugas of Scugog Island First Nation and the Township of Scugog signed an agreement for the Township to provide road, fire and emergency services to the MSIFN lands and in exchange the MSIFN will make a \$1,500,000 contribution to the construction of the Lake Scugog Enhancement Project.

Environment and Climate Change Canada (ECCC) Nature Smart Climate Solutions Fund

On June 10, 2022, ECCC announced that Kawartha Conservation was also successful in receiving a grant from ECCC in collaboration with Conservation Ontario \$692,690 for this fiscal year where \$538,000 is allocated for construction and installation of the OGSs and \$75,000 is for design and planning by GHD. The Nature Smart Climate Solution Fund aims to restore, conserve, and enhance wetland and grassland ecosystems across the country, while reducing greenhouse gas emissions and providing habitat for wildlife. The actual amounts from this grant for construction have been revised to \$470,000 based on actual costs for the OGS installations.

Region of Durham

On June 29, 2022, the Region of Durham Council approved \$1,200,000 in funding towards the construction of the Lake Scugog Enhancement Project over three years.

Community Fundraising

The Scugog Lake Stewards continue to fundraise for this project and apply for grant opportunities. The SLS current bank balance is approximately \$102,000.

The project schedule and process of each project stage is outlined in Appendix D.

Preliminary cost estimates for construction are included in Appendix E. At the completion of the detailed design phase, an updated cost estimate will be provided. A portion of the funding will be required for security for the DFO Fisheries Authorization (Letter of Credit). Upon release of the security, finances may be used for additional phases of work (i.e. landscaping, maintenance, etc.).

The fundraising campaign will be the responsibility of the Fundraising Team (FRT) on behalf of SLS under the direction of the HLSSC. SLS will manage deposits, disbursements and financial stewardship of funds raised by the FRT. Funding for this project will be generated through grants from all levels of government, non-government grants, and a community campaign. Fundraising will include business procedures and marketing costs required to support fundraising. As such, administration costs, as approved by the HLSSC will thereby be provided to cover the costs to the fundraising activities.

Funds will be provided to the Township for the distribution of funds for the project. Funding will be used for LSEP specific activity as approved by the HLSSC and the Township. The utilization of funds by the project will occur through the transfer of funds

from the Scugog Lake Stewards to the Township of Scugog for distribution to contractors and consultants working on the project and to Kawartha Conservation for project management and technical study work (see Appendix G). SLS will forward funds to the Township as long as the Township remains as an approved qualified donor, registered with the CRA.

The current estimated project cost is \$5.14 million, with a total fundraising target of \$5.25 million including a required security deposit, and some contingencies. If this estimate proves to be too low based on final design changes, an agreed upon project value or project scoping will be discussed and direction provided by the Healthy Lake Scugog Steering Committee. Ultimately, Township Council will review and consider project costs, based on tender results, that are significantly (> 15%) in excess of the cost estimates.

Kawartha Conservation receives funds from the Region of Durham to undertake lake management implementation activities; approximately \$20,000 is allocated annually for its work on the project. Kawartha Conservation can request additional funding through the Conservation Authority budgeting (to the municipalities) process. Kawartha Conservation may request additional funding from the Township of Scugog and/or Scugog Lake Stewards if work exceeds this amount.

5.0 Management of Funds

Funds will be made available for all phases of the project (including design, construction, Municipal Class Environmental Assessment (MCEA), permits and post construction phases) (see Appendix D). Procedural requirements regarding the management of, request for and transfer of funds will be included in the LSEP Fundraising Plan:

- a) For all purchase orders and contracts, prior to being awarded, lump sum amounts will be transferred from SLS to the Township of Scugog, equal to the contract award plus 10% contingency (Appendix G).
- b) Kawartha Conservation will invoice the Township for fees of project management and technical studies required by the project.
- c) Funds will be maintained by the Township of Scugog in a separate account.
- d) Regular reconciliation and status of fund balances and transactions should be completed by the Township of Scugog and forwarded to SLS, HLSSC and KC.
- e) Invoices and purchase orders to be authorized by the Township of Scugog, Director of Public Works and Infrastructure, or delegate.
- f) Management of grant funding should follow that of the source agency.
- g) Management and administration of secured grants are the responsibility of the grantee.

6.0 Project Governance

6.1 Healthy Lake Scugog Steering Committee

The Healthy Lake Scugog Steering Committee consists of representatives from key stakeholders for the project and as such, reporting and recommendations requiring approval from Township of Scugog Council (as noted above) will first be approved by

the committee, and then forwarded to Council for final approval (Appendix F).

6.2 Project Management/ Technical Team

A Project Management Team (PMT) will be established to oversee the management of the LSEP project and administration of the contracts. The Project Lead for the PMT will be by the CAO of Kawartha Conservation, or their designate. Other members of the PMT will include a second representative from Kawartha Conservation and two representatives from the Township of Scugog Public Works and Infrastructure Services Department. Any change orders that result in an increase above the approved amounts must be pre-approved by both Kawartha Conservation and the Township of Scugog.

- a) The PMT will provide a work plan to be drafted by June 30 of each year.
- b) The PMT will provide regular update reports to the HLSSC detailing the status of project versus plan (schedule status, period accomplishments, plan for next period, issues and concerns). In addition the PMT will keep the fundraising team (FRT) up to date on a regular basis.
- c) The HLSSC will provide milestone reporting to the Township of Scugog Council.

6.3 Roles and Responsibilities

6.3.1 Township of Scugog

The Township will be responsible for the following:

- a) As the benefactor, the proponent for this Project is the Township of Scugog. Therefore, approval will be required from the Township of Scugog Council for decision points such as:
 - i. Selection of the preferred alternative at the completion of the Schedule 'B' Class Environmental Assessment;
 - ii. Approval of the final design and estimated cost for construction of the LSEP;
 - iii. Authorization for the PMT to award **contracts as required based on the Township's Procurement By-law**, and
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Scugog (see Appendix D).

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- j) The Township will provide approval and payment of all invoices from consultants and contractors.
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- l) The Township will coordinate with Kawartha Conservation and the SLS the development and implementation of an action plan that addresses the requirements for monitoring, maintenance and remediation of the wetlands complex.

6.3.2 Kawartha Conservation

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- a) Setting the agenda and preparing minutes for PMT meetings and for determining the time, place and frequency of the meetings.
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6.3.4 Fundraising Team

- a) The LSEP Fundraising Team (FRT) is a subcommittee of the HLSSC.
- b) An LSEP Fundraising Execution Plan will be developed by the FRT under the guidance of the HLSSC and SLS. In addition to execution strategy and schedule, the plan will address required operating procedures (banking requirements, transfer methodologies, donor recognition, tax receipting).
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- e) The cost of additional administrative support to cover required grant reporting and appreciation events will be built into grants.
- f) The FRT will provide regular reports at the HLSSC meetings detailing the status of fundraising and disbursements.

7.0 Insurance and Indemnity

Each partner is responsible for only their individual component and contribution to the overall project. The purchasing of insurance for the project will occur and has been

accounted for in the project budget. Each project partner indemnifies the other members of the agreement from losses incurred while conducting the activities associated with the project. Any breach of contract with third parties represents an exception to this indemnity, and any loss from which is the sole responsibility of the individual collaborator who entered into said contract.

All contractors shall have Comprehensive General Liability insurance of not less than \$5,000,000 inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use thereof. The form of this insurance must be acceptable to the Township and shall be maintained continuously from either the commencement of the work or the signing of the Contract, whichever is sooner. The contractor will also name the Township of Scugog, Kawartha Conservation and Scugog Lake Stewards as additional insured.

8.0 Review of the MOU

In the interest of overall project success, the effectiveness of this MOU will be evaluated periodically by the Township, Kawartha Conservation and SLS. Any issues regarding the execution of this agreement can similarly be brought to these designated parties for resolution.

9.0 Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Township, Kawartha Conservation and/or the Scugog Lake Stewards. This MOU shall become effective upon signature by the authorized officials from the Township, Kawartha Conservation and SLS and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Township, Kawartha Conservation and SLS this MOU shall end on **December 31, 2028**.

SLS maintains the right to unilaterally terminate with cause. This modification or termination on the part of the SLS would be brought on by unforeseen events. In such a case, SLS cannot be held liable for continuing said project's responsibilities. Under any termination SLS would require the full cooperation from the other partners to complete its appropriate reporting duties to funding agencies and other contributor's.

10.0 Signatures

By signing below the respective parties agree to the terms of this Memorandum of Understanding, for the duration of its tenure.

Ken Nix Township of Scugog Chief Administrative Officer	Date:
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Mark Majchrowski Kawartha Conservation Chief Administrative Officer	Date:
---	-------

Rob Messervey Scugog Lake Stewards Inc. President	Date:
---	-------

APPENDIX A

Project Contacts

Township of Scugog
Ken Nix
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Infrastructure Services
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Scugog Lake Stewards Inc.
Rob Messervey
President
RobMesservey@bell.net

Scugog Lake Stewards Inc.
Pat Bunting
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Kawartha Conservation
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APPENDIX B
Township of Scugog Council Resolution (November 28, 2016)

1. That the staff report entitled “Lake Scugog Enhancement Project” be received;
2. That Council supports the “Lake Scugog Enhancement Project” in principle, and directs the Healthy Lake Scugog Steering Committee, Township staff and Kawartha and Regional Conservation Authority (KRCA) to investigate and report back to Council on the following matters:
 - (a) to assess whether an Environmental Assessment is required to receive project approval;
 - (b) to complete the necessary inventory and assessment work to address application requirements for all approval agencies;
 - (c) to determine the estimated costs of construction and a refinement of the estimate based on completion of a detailed design;
 - (d) to determine whether the Township will be responsible for any portion of the design and construction costs of the facility;
 - (e) to explore various contract administration options for the project with KRCA staff;
 - (f) to investigate the financial implications for the long term maintenance of the facility; and
 - (g) to determine whether an Environmental Assessment is required to remove sediments as part of the long term maintenance of the facility.
3. That the Healthy Lake Scugog Steering Committee be authorized to launch a fund-raising campaign for the project.

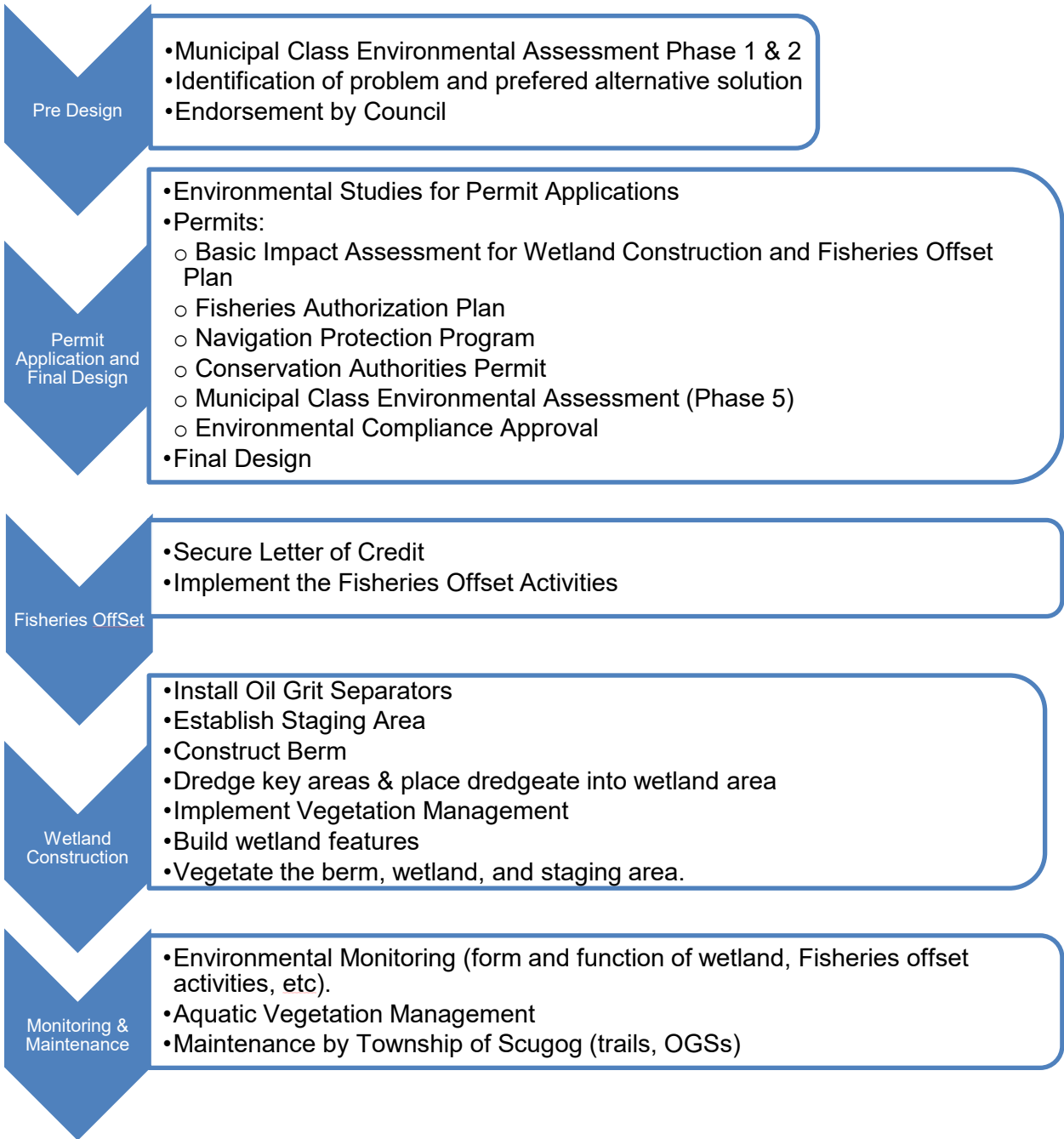
Appendix C
Funding To Date for LSEP Construction

Partner	Funding Source	Amount
Township of Scugog	Development Charges	\$750,000
	Solar/ Environmental Reserve	\$75,000
	Region of Durham	\$1,200,000
	Mississaugas of Scugog Island First Nation	\$1,500,000
	Confidential Funding	\$1,000,000
Kawartha Conservation	Environment and Climate Change Canada’s Nature Smart Climate Solution Fund (for OGSs design and construction)	\$470,000
	Greenbelt Foundation Fund	\$47,000
Scugog Lake Stewards	Scugog Lake Stewards Fundraising	\$102,000
Total		\$5,144,000

Appendix D Preliminary Schedule

The preliminary schedule provided below is based on information known at the time of signing of this MOU and is dependent upon obtaining sufficient funding, receiving permits and approval of the design and cost by Township of Scugog Council. The schedule will be updated as information is refined:

Task	Timeline
Final Project File Report (PFR) approved by Scugog Council	February 28, 2023
Class Environmental Assessment Completed	April 30, 2023
Casimir Outlet Oil Grit Separator Installed	March 31, 2023
Public Consultation on Detailed Design	May 2023
Detailed Design to Scugog Council for Approval	June 2023
Baagwating Outlet Oil Grit Separator Installed	June 2023
Permits and Approvals Received	July 2023
Construction Tendered	July 2023
Construction of Berm	Fall 2023
Dredging and Construction of Wetland	Fall 2024
Plantings for Wetland	Spring 2025
Monitoring and Maintenance	Ongoing



Appendix E

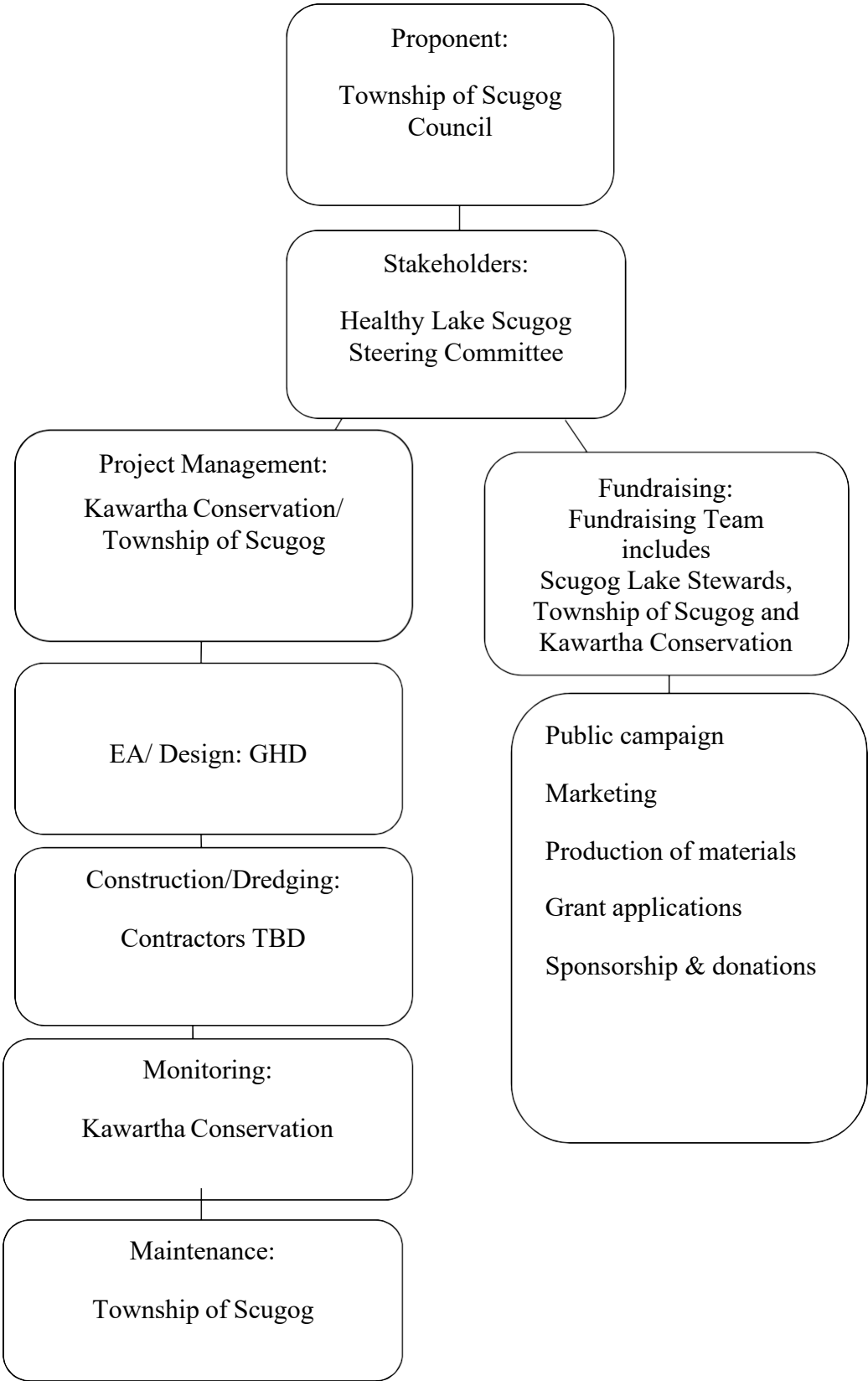
Estimated Construction Cost for LSEP by GHD

The estimated construction cost provided below is based on information known at the time of signing of this MOU and will be updated as information is refined.

Construction Item	Approximate Cost Estimate
Construction Inspection/Contract Admin	\$144,000.00
Mobilization/Access Road/Layout/Bond	\$30,000.00
Material and Geotechnical Testing	\$20,000.00
Berm Construction	\$1,067,000.00
Suction Dredging	\$1,067,000.00
Offsite Disposal	\$490,000.00
Wetland Features	\$174,000.00
Oil Grit Separators	\$470,000.00
Letter of Credit for DFO	\$500,000.00
Fisheries Compensation	\$280,000.00
Post Construction Monitoring	\$40,000.00
15% Contingency	\$643,000.00
Cost Estimate Total	\$4,925,000.00

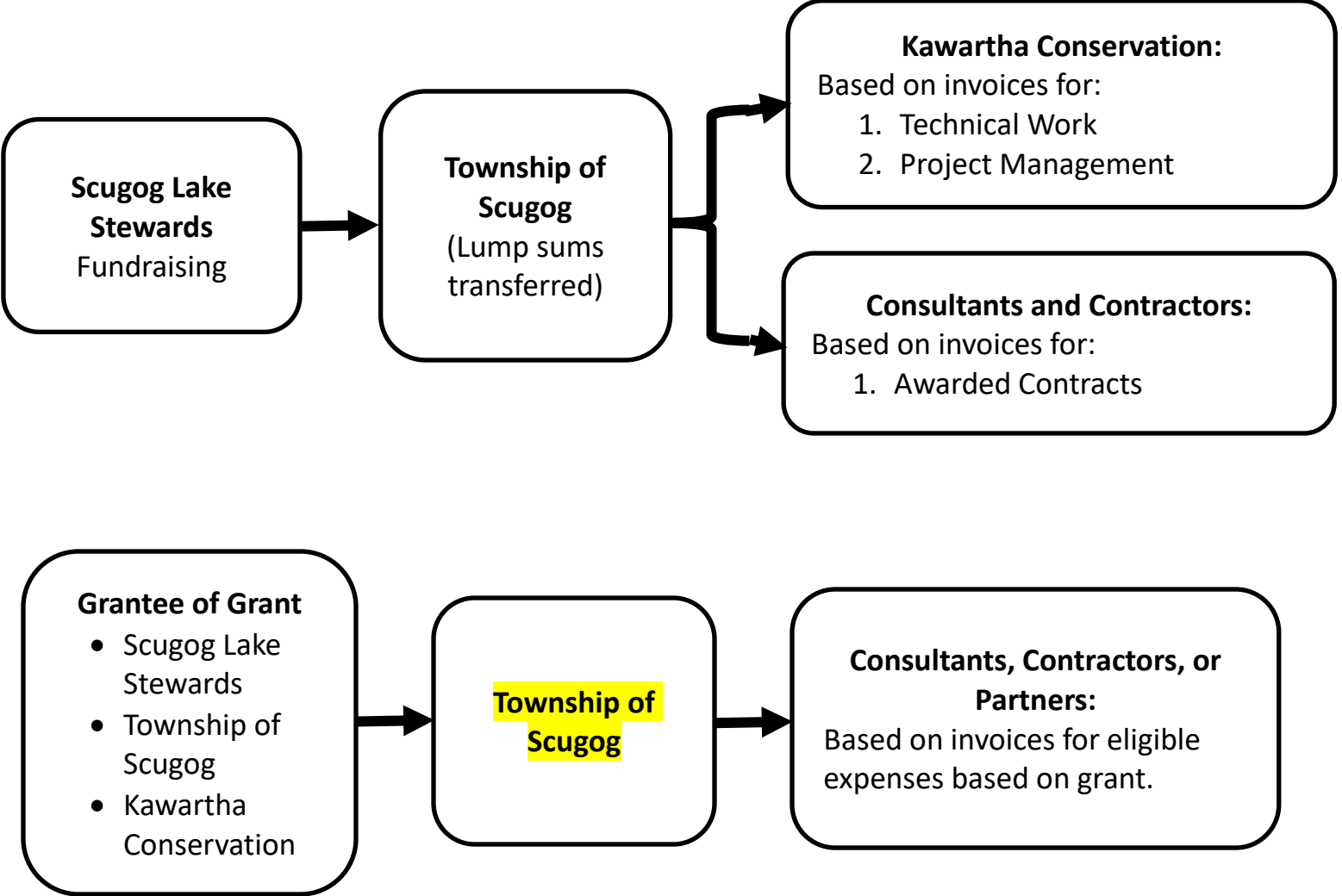
Appendix F

Project Governance
Reporting Structure



Appendix G

Flow of Finances



Township of Scugog Staff Report

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

Report Number: DEV-2023-014

Prepared by: Kevin Heritage, MCIP, RPP
Director of Development Services

Department: Development Services

Report To: Council

Date: April 24, 2023

Reference: Strategic Direction #2 – Financial Sustainability
Strategic Direction #3 – Economic Development
[DEV-2021-022 Update Report](#) with [Attachment 1](#)
[DEV-2021-028 Recommendation Report](#) with [Attachment 1](#), [Attachment 2](#), [Attachment 3](#), and [Attachment 4](#)

Report Title: Downtown Port Perry Community Improvement Plan (CIP) – Recommended Implementation Guidelines

Recommendations:

1. **That** Report DEV-2023-014, Downtown Port Perry Community Improvement Plan (CIP) – Recommended Implementation Guidelines, be received;
 2. That the Downtown Port Perry Community Improvement Guide and Application Package be endorsed; and
 3. That the CIP Implementing By-law, appended to this report as Attachment 2, Attachment 3 and Attachment 4 be enacted.
-

1. Background:

Sierra Planning and Management was retained by the Township to prepare a Community Improvement Plan (CIP) for Downtown Port Perry, which was endorsed by Township Council in December, 2021. The CIP will allow the Township to provide grants, and other financial incentives to private landowners within the CIP Area to encourage private sector investment and assist with improvements to certain types of properties. The CIP Guide and Application Package outlines the detailed process to enable landowners to apply for the various financial incentive programs (Attachment 1).

The Downtown Port Perry Community Improvement Project Area boundary is focused on the Main Central Area and Corridor Commercial designations in the Township's Official Plan, as outlined in the figure below.



2. Discussion:

A CIP is a planning tool that is available to municipalities under Section 28 of the Planning Act and Section 106 of the Municipal Act. A CIP provides the ability for a municipality to identify an area where development incentives can be applied. The CIP also provides the criteria that must be met for a particular development to be eligible for funding that is provided by the CIP.

The goals of the CIP for the Downtown Port Perry Area support the following:

- The Township's strategic direction to promote tourism and economic development based on the rich cultural heritage resources located in Downtown Port Perry and throughout the Township; and
- The economic development related goal of the Official Plan to encourage development that provides opportunities for economic growth that is compatible with the character and environment of the community, and which is to be achieved by:
 - providing opportunities to improve and enhance the quality of tourist facilities and the variety of tourism related businesses in the Township; and
 - maintaining Downtown Port Perry as the focal point of the commercial structure of the Township.

The CIP for the Downtown Port Perry Community Improvement Project Area (CIPA) includes three programs as follows:

Commercial Property Improvement / Building Renovation Grant Program

This program assists property owners with the façade and targeted interior improvements to ground floor or upper story units to improve the aesthetics, functionality and energy efficiency of existing buildings.

This program includes three eligibility streams:

- a) The Façade and Signage Improvement Stream assists property owners with the financing of building façade and signage improvements. The grant is subject to the following:

- i. Matching grant of up to 50% of Eligible Costs or a maximum grant of \$10,000 per property, whichever is less;
 - ii. Project applications including amounts sought from the Township under \$500 (as 50% of the project costs) in improvements will not be considered;
 - iii. Buildings identified by the Township as having heritage value would be eligible for an additional \$5,000 in matching grant assistance; and
 - iv. Installation of new signage in accordance with the Township of Scugog By-law 40-15 and any subsequent Sign By-laws, and the Township of Scugog Heritage Sign Design Guidelines as applicable, only as part of a larger facade improvement project.
- b) The Accessibility Improvement Stream promotes accessibility improvements to existing buildings within the Downtown:
- i. Matching grant of up to 50% of Eligible Costs or a maximum grant of \$5,000 per property, whichever is less.
- c) The Energy Efficiency Retrofit Stream offers grants to eligible Commercial, or mixed-use property owners for retrofits that improve the overall energy efficiency of buildings that are within the Downtown.
- i. Matching grant of up to 50% of Eligible Costs or a maximum grant of \$7,500 per property, whichever is less.

Planning Fees and Building Permit Grant Program

This program offers property owners with plans to develop new Commercial, Mixed-Use or Multi-Residential properties (with three or more dwelling units), a grant equivalent to 50% of applicable planning and building permit fees.

A planning fees grant is equivalent to 50% of planning fees combined from all Township planning fees at the time of application. The maximum total grant is \$2,000 per property or 50% of combined planning fee costs, whichever is less. There is a limit of one grant per property.

The building permit fees grant is equivalent to 50% of building permit fees for new builds or major renovations at the time of application. The maximum grant is \$5,000 per property or 50% of building permit fee costs, whichever is less.

Development Charge Deferral Program

The Development Charge Deferral Program is designed to provide assistance for the significant (re)development of sites by deferring the cost of development related to the Township's Development Charges for commercial uses.

Separate and apart from this CIP, provisions of the Development Charge Act regarding the deferral (installment) payments for rental housing, non-profit housing and institutional development may be applicable to any residential development contemplated in the Community Improvement Project Area.

This program provides for the deferral of 50% of Scugog's Township-wide development charge levied on commercial developments within the Community Improvement Project Area for up to a maximum of 18 months after the issuance of building permit issuance. Any interest on the deferred fees as part of the CIP will not accrue or be charged. Full payment of the Township Development Charge will be due no later than eighteen (18) months after the building permit is issued.

Implementation and CIP Application Process

Staff have compiled detailed implementation guidelines into an application package (Attachment 1). Once the implementing by-law is passed by Council, applicants can submit the application form to the Township. Applications for façade and signage improvements, accessibility and energy efficiency improvements within the Heritage Conservation District shall be forwarded to the Heritage Advisory Committee for review and input. Any applications submitted for lands located beyond the Heritage Conservation District shall be forwarded to an Evaluation Committee comprising of staff, a member of the Economic Development Advisory Committee, a member of the Heritage Advisory Committee, a member of the BIA, a member of the Chamber of Commerce and one Council member. Both the Heritage Advisory Committee and the Evaluation Committee will forward all recommendations in response to applications regarding the CIP programs to Council for final approval.

A landowner would be ineligible if there were any outstanding tax arrears or municipal utility bills on the subject property. In addition, all applicants shall be in good standing regarding any other municipal fees and levies liable on the property.

All applications that require funding will be accepted, evaluated and determined on a first-come first serve basis. Council will make the final approval decisions on all applications. The CIP is proposed to have an initial 5-year term subject to the performance of the Plan.

Council also can terminate any or all the programs should it be determined, as necessary, on fiscal grounds or other reasons established by the Township during the life of the Plan.

Next Steps

Staff recommend that Council endorse the detailed CIP Guide and Application package and enact the implementing by-law. The passing of the by-law will be subject to a 20-day appeal period and if no appeals are received, the Township will begin to accept applications under the Downtown Port Perry CIP program. As noted, any applications within the Heritage Conservation District would be reviewed by the Heritage Advisory Committee. Further, any applications located beyond the Heritage Conservation District would be reviewed by an Evaluation Committee. All applications would be presented to Council for final approval.

3. Financial Implications:

The CIP program is intended to provide financial incentives for eligible projects. The approved 2023 Capital Budget has allocated funds to each of the programs as follows:

Commercial Property Improvement / Building Renovation Grant Program

Façade and Signage Improvement Stream	\$30,000
Accessibility Improvement Stream	\$10,000*
Energy Efficiency Retrofit Stream	<u>\$10,000*</u>
Total	\$50,000

*The cumulative funding for the Accessibility Improvement Stream and the Energy Efficiency Retrofit Stream shall not exceed a total of \$20,000.

Planning Fees and Building Permit Grant Program Foregone revenue

Planning and building permit revenues are budgeted based on the projected applications that may be submitted each year. The foregone planning and building permit fees would impact the ability to achieve budgeted revenues, and ultimately the municipality would need to make up the reduced revenues. These amounts should be recognized as a grant and should be funded through surplus allocations or budget applications in the future.

Development Charge Deferral Program Foregone revenue on accrued interest

As previously noted, this program provides for the deferral of 50% of Scugog's Township-wide development charge levied on commercial developments within the Community Improvement Project Area for up to a maximum of 18 months after the issuance of building

permit issuance. Any interest on the deferred fees as part of the CIP will not accrue or be charged. Full payment of the Township Development Charge will be due no later than eighteen (18) months after the building permit is issued.

4. Communication Considerations:

As part of the CIP process, the Township invited local businesses and property owners to a focus group session to provide input on the Downtown Port Perry CIP process. Consultation was also held with several Township advisory committees, as well as the Chamber of Commerce and the Business Improvement Association. A Statutory Public Meeting was held on October 18, 2021. The CIP Guide and Application package implements the policies and provisions of the CIP as endorsed by Council on December 20, 2021.

5. Conclusion:

This Report provides the detailed application process and implementation guidelines for the Downtown Port Perry CIP. The CIP will enable the Township to provide grants and other financial incentives to private landowners within the CIP Area to encourage private sector investment and assist with property improvements. In addition, an approved CIP will enable applicants that have eligible projects to benefit from the Region's Revitalization Program. Staff are recommending that the implementing CIP By-law be forwarded to Council for approval.

Respectfully Submitted by:

Reviewed By:

Kevin Heritage, MCIP, RPP
Director of Development Services

Ken Nix
Chief Administrative Officer

Attachments:

- Attachment 1: Downtown Port Perry Community Improvement Plan (CIP) - Guide and Application
- Attachment 2: By-law Number xx-23
- Attachment 3: Schedule A of By-law Number xx-23
- Attachment: 4 Schedule B of By-law Number xx-23

Attachment 5: [DEV-2021-022 Update Report](#) with [Attachment 1](#)

Attachment 6: [DEV-2021-028 Recommendation Report](#) with [Attachment 1](#), [Attachment 2](#), [Attachment 3](#) and [Attachment 4](#)

Report Approval Details

Document Title:	Port Perry Downtown Community Improvement Plan (CIP) - Recommended Implementation Guidelines - DEV-2023-014.docx
Attachments:	<ul style="list-style-type: none">- 2023 04 13 Downtown CIP Guide and Application Form.docx- Template - By-law with Schedules - Scugog.docx- By-law Schedule A.docx- By-law Schedule B.pdf
Final Approval Date:	Apr 19, 2023

This report and all of its attachments were approved and signed as outlined below:



Kenneth Nix



DOWNTOWN PORT PERRY COMMUNITY IMPROVEMENT PLAN (CIP) GUIDE & APPLICATION

Dated: April 2023

DOWNTOWN PORT PERRY COMMUNITY IMPROVEMENT PLAN (CIP) GRANT PROGRAM GUIDE & IMPLEMENTATION GUIDELINES

A CIP is a planning tool that is available to municipalities under the Planning Act and it provides the ability for a municipality to identify an area where development incentives can be applied. The CIP also provides the criteria that must be met for a particular development to be eligible for funding that is provided by the CIP.

The goals of the CIP for the Downtown Port Perry Area support the following:

- The Township's strategic direction to promote tourism and economic development based on the rich cultural heritage resources located in Downtown Port Perry and throughout the Township; and
- The economic development related goal of the Official Plan to encourage development that provides opportunities for economic growth that is compatible with the character and environment of the community, and which is to be achieved by:
 - Providing opportunities to improve and enhance the quality of tourist facilities and the variety of tourism related businesses in the Township; and
 - Maintaining Downtown Port Perry as the focal point of the commercial structure of the Township.

The CIP for the Downtown Port Perry Community Improvement Project Area (CIPA) includes three grant programs:

Program 1: Commercial Property Improvement / Building Renovation Grant Program

This program assists property owners with the façade and targeted interior improvements to ground floor or upper storey units to improve the aesthetics, functionality and energy efficiency of existing buildings.

This program includes three eligibility streams:

- a) The Façade and Signage Improvement Stream assists property owners with the financing of building façade and signage improvements. The grant is subject to the following:
 - i. Matching grant of up to 50% of Eligible Costs or a maximum grant of \$10,000 per property, whichever is less;
 - ii. Project applications including amounts sought from the Township under \$500 (as 50% of the project costs) in improvements will not be considered;

- iii. Buildings identified by the Township as having heritage value would be eligible for an additional \$5,000 in matching grant assistance; and
 - iv. Installation of new signage in accordance with the Township of Scugog By-law 40-15 and any subsequent Sign By-laws, and the Township of Scugog Heritage Sign Design Guidelines as applicable, only as part of a larger facade improvement project.
- b) The Accessibility Improvement Stream promotes accessibility improvements to existing buildings within the Downtown:
 - i. Matching grant of up to 50% of Eligible Costs or a maximum grant of \$5,000 per property, whichever is less.
- c) The Energy Efficiency Retrofit Grant Program offers grants to eligible Commercial, or mixed-use property owners for retrofits that improve the overall energy efficiency of buildings that are within the Downtown.
 - i. Matching grant of up to 50% of Eligible Costs or a maximum grant of \$7,500 per property, whichever is less.

Eligible Costs for Each Stream

Stream A – Façade and Signage Improvements

Contributing (Heritage) Properties within the Heritage Conservation District

- Repair or restoration of original features or an approved facsimile (cornices, parapets, eaves, or other architectural features)
- Repair, restoration or replacement of windows and doors;
- Cleaning of masonry in a sensitive manner where proven necessary (excluding sandblasting);
- Re-pointing of masonry in a traditional manner;
- Removal of non-original siding or facing;
- Removal of inappropriate signage;
- Repair or restoration of authentic historic storefront treatment;
- Painting in original or period colours – only as part of a larger façade improvement project;
- Exterior lighting improvements;
- Awnings;
- Installation of new signage in accordance with the Township of Scugog Sign By-law 40-15, and any subsequent sign by-laws, and the Township of Scugog Heritage Sign Design Guidelines, only as part of a larger façade improvement project; and

- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

Non-Contributing (Non-Heritage) Properties within the Heritage Conservation District

- Renovation of existing storefronts in accordance with standard principles of traditional storefront design (fascia board for signage above storefront, appropriate display windows, removal of incompatible alterations, etc.);
- Improvements to the principal facades of incompatible buildings being sympathetic and compatible with the historic character of the area and the policies of the Heritage Conservation District Plan;
- Re-cladding in more traditional materials complementary to the district character;
- Installation of traditional awnings; and
- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

Non-Contributing Properties outside the Heritage Conservation District

- Enhancement, replacement and rehabilitation of commercial/retail doors, windows, and facades
- Restoration of existing façade and surfaces (wood, tuck pointing, cleaning)
- New surface materials
- Architectural design fees;
- Enhancement or replacement of existing exterior lighting fixtures
- Improvements and enhancements to street front signage only as part of a larger façade;
- Rear and side yard façade improvements designed specifically to enhance the look and appearance of these elevations of the property and yard areas where accessible by the public;
- Costs associated with the production and installation of signage for Eligible Property;
- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

Accessibility Improvement

- Power assist door operators
- Renovation of building entrances
- Upgrading of doors
- Installation of ramps
- Installation of elevating devices
- Renovations to create accessible washrooms

Energy Efficient Retrofit

Interior or exterior renovations that result in a third-party certification or meet a third party energy efficiency standard which exceeds the requirements of the Ontario Building Code, and demonstrably increases energy efficiency including: upgrades to insulation in attics, exterior walls, basements, and crawl spaces.

- Replacement of existing heating or central air-conditioning systems with Energy Star systems
- Replacement of doors, windows, and skylights with Energy Star units
- Replacement of existing hot water systems with energy efficient systems
- Installation of small-scale renewable energy generation systems
- Similar improvements maybe approved, but applicant must demonstrate how proposed works improve building energy efficiency. Approval is at the discretion of the Township.

The completion of an energy audit is required prior to commencing retrofit work.

Energy audits are not eligible for funding through this program.

Program 2: Planning Fees and Building Permit Grant Program

This program offers property owners with plans to develop new Commercial, Mixed-Use or Multi-Residential properties (with three or more dwelling units), a grant equivalent to 50% of applicable planning and building permit fees.

A planning fees grant is equivalent to 50% of planning fees combined from all Township planning fees at the time of application. The maximum total grant is \$2,000 per property or 50% of combined planning fee costs, whichever is less. There is a limit of one grant per property.

The building permit fees grant is equivalent to 50% of building permit fees for new builds or major renovations at the time of application. The maximum grant is \$5,000 per property or 50% of building permit fee costs, whichever is less.

Program 3: Development Charge Deferral Program

The Development Charge Deferral Program is designed to provide assistance for the significant (re)development of sites by deferring the cost of development related to the Township's Development Charges for commercial uses.

Separate and apart from this CIP, provisions of the Development Charge Act regarding the deferral (installment) payments for rental housing, non-profit housing and institutional development may be applicable to any residential development contemplated in the Community Improvement Project Area.

This program provides for the deferral of 50% of Scugog's Township-wide development charge levied on commercial developments within the Community Improvement Project Area for up to a maximum of 18 months after the issuance of building permit issuance. Any interest on the deferred fees as part of the CIP will not accrue or be charged. Full payment of the Township Development Charge will be due no later than eighteen (18) months after the building permit is issued.

Eligibility Requirements

For a project to be eligible for any of the Grant Programs, the following must be met before an application is considered by either the Evaluation Committee or the Heritage Advisory Committee:

- Eligibility will be on a first come first served basis. The decision to fund, and the amount of funding will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Such criteria for evaluating applications within the Heritage Conservation District are outlined in Appendix 1. Criteria used to evaluate applications beyond the Heritage Conservation District will be determined by the Evaluation Committee and adjusted from time to time as required.
- Only eligible properties located within the boundary of the Downtown Port Perry CIPA are eligible for financial incentive programs offered under this CIP.
- Properties which are in default of any By-law of the Township, as well as applicants with any properties in tax arrears at the time of application or applicants who have outstanding municipal permit fees or other bills (water, wastewater and other additional billings from the Township) are ineligible for consideration under this program. All applicants shall also be in good standing regarding any other municipal fees and levies liable on the property. Applicants will be given an opportunity to reinstate their applications once tax arrears and outstanding municipal bills have been cleared.
- Applicants who are involved in ongoing litigation with the Township are ineligible for consideration.
- Under Section 28(7) of the Planning Act, 1990, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.
- The operation of the CIP is not retroactive. Applicants for program support under the CIP must be submitted in advance of undertaking any eligible works.

The decision by Council to fund property enhancement through the CIP is entirely at the discretion of Council. Council reserves the right to determine the level of funding which shall be received by an applicant, whether to fund at all or in part, and what conditions, obligations and other requirements are attached to funding allocations.

In all cases of program funding assistance, the Township reserves the right to limit or refuse funding where applicants have successfully applied for and received funding for similar purposes from other sources of grant or preferential loan assistance.

Administration

The application process for CIP funding is as follows:

- Prior to submitting a CIP application, pre-consultation with the Township is required. An applicant proposing to improve a property within the Heritage Conservation District will be required to describe in general terms, the proposed improvements at a pre-consultation meeting with the Heritage Advisory Committee. Application requirements for properties located beyond the Heritage Conservation District will be outlined at or following the pre-consultation meeting with Township staff.
- Applications for façade and signage improvements, accessibility and energy efficiency improvements within the Heritage Conservation District shall be forwarded to the Heritage Advisory Committee for review and input.
- The Heritage Advisory Committee will review and provide comment/input to:
 - Determine if the property is eligible to receive funding;
 - Discuss and review any high-level restoration or rehabilitation proposals and receive input/feedback.
 - Following pre-consultation and general support from the Committee to proceed, a completed application will be required including two estimates from contractors, professionally prepared and scaled drawings of the proposed work, and samples of proposed materials or paint colours, if applicable. All materials must be submitted in an accessible format.
- An applicant will generally be expected to submit a completed CIP application to Planning Services at the time of a Site Plan Application submission. If applicable, the application must include information with the gross floor area, timeline, and commitment to proceed to building permit.
- An Evaluation Committee that will evaluate applications beyond the Heritage Conservation District is to be comprised of the following individuals:
 - Chair or designate of the Economic Development Advisory Committee
 - One member of the Heritage Advisory Committee
 - Director of Development Services
 - Manager of Planning
 - Director of Finance/Treasurer or designate
 - One member of the BIA
 - One member of the Chamber of Commerce
 - One Council member

- The Heritage Advisory Committee and the Evaluation Committee will forward all recommendations to Council for final approval. Applicants will be notified of Council's decisions in writing.
- At all times, the principle of matched funding necessitates that Council will not fund more than 50% of Eligible Costs or stated funding caps, whichever is less.
- The applicant pays all applicable fees including planning application fees, building permit fees, and development charges at the applicable times. Approved grants are paid back to the applicant at substantial completion of the project.
- Grants for planning application and building permit fees do not absolve an applicant of the responsibility for funding studies and site technical reviews, or other executing actions in order to remove conditions of approval as may be required by the Township.
- If the owner/applicant is in tax arrears in any subsequent year, regarding this or other properties in its ownership in the Township, the applicant will, at the discretion of the Township, be required to repay part of the entire grant as determined by the Township.
- Site visits by Township staff or a designated committee member may be required in order to ensure that the project has been completed to the Township's satisfaction before the grant(s) can be disbursed.
- If during construction, the owner/applicant is in default of relevant By-laws or payments to the Township and fails to remedy this within a reasonable period determined by the Township, or if the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Township retains the right to cancel the disbursement of funds.

CIP Grant Program Process

Pre-Consultation: Pre-consultation meeting is held with Township staff and external agency representatives or the Heritage Advisory Committee as required. Supporting documents and studies for an application are determined.

Application Submission: A 'complete' application is submitted with all supporting documents in an accessible format.

Application Circulation: The applicable application is circulated to either the Evaluation Committee or the Heritage Advisory Committee.

Review and Recommendations: The Evaluation Committee or the Heritage Advisory Committee reviews the application and associated materials and determines their recommendations to Council.

Report to Council: Staff prepare a report based on the Evaluation Committee's recommendations.

Council Decision: Council will make a decision to support or reject the recommendations of either the Evaluation Committee or the Heritage Advisory Committee.

Grant Agreement and Payment: Should Council approve an application, the applicant will be required to enter into an agreement with the Township. The approved grant payments would be made in accordance with the Agreement upon proof of all associated costs and once the Township takes a site visit to the project.



APPLICATION FOR PORT PERRY DOWNTOWN AREA COMMUNITY IMPROVEMENT PLAN (CIP) GRANT PROGRAMS

OFFICE USE ONLY

DATE RECEIVED

DATE DEEMED TO BE COMPLETE

ASSOCIATED FILE NO(S).

PROPERTY ROLL NO.

1. REQUIRED DOCUMENTS

Please indicate that the minimum required documents are attached by placing a checkmark in the box provided:

- ☐ **CIP Grant Program Application Form**
- ☐ **Site Plan** of Proposed Development (if applicable)
- ☐ **Rationale** to justify how the CIP Program Grant is appropriate for the development (as required)

2. OWNER / APPLICANT / AGENT INFORMATION

Please list the contact information for each of the following (if applicable):

Name	Mailing Address	Contact Information
Owner:*		Phone:
		Email:
Applicant:**		Phone:
		Email:
Authorized Agent:		Phone:
		Email:

*If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

**An Owner's authorization is required if the applicant is not the owner.

ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)

APPLICANT ☐

AGENT ☐

OWNER ☐

3. LOCATION/DESCRIPTION OF SUBJECT PROPERTY:

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

ASSESSMENT ROLL NO: _____

LOT AREA (m²): _____

4. PROJECT DESCRIPTION (SCOPE OF WORK)

☐ New Construction

☐ Alteration

☐ Improvement/Renovation

Provide a description (building size/type, number of stories, construction materials, etc) of the proposed development/improvements to take place on the property.

5. ECONOMIC DESCRIPTION (if applicable)

Provide a description of the economic benefits of the project (assessment, jobs, synergies with other industries, local production, community partnerships, etc).

How many people are currently employed by the business/organization? _____

How many new jobs will be created as a result of the proposed development? _____

How many existing jobs will be retained as a result of the proposed development? _____

6. CONSTRUCTION

Expected START date of construction: _____

Expected END date (ie. occupancy): _____

7. ENVIRONMENTAL DESIGN

Provide a description of the environmental/sustainable design elements of the proposed development (if applicable): _____

8. Have you received funding from the CIP Grant Program in previous years for this subject property? ☐ Yes ☐ No

Year in which funding was granted: _____

Amount(s) & CIP program(s) through which previous funding was granted:

9. CIP GRANT PROGRAMS

Please select the CIP program(s) to which you are applying and complete the corresponding sections of the table below.

GRANT(S) APPLIED FOR:

GRANT REQUEST:

FAÇADE AND SIGNAGE

IMPROVEMENT

ACCESSIBILITY IMPROVEMENT

ENERGY RETROFIT

PLANNING FEES

BUILDING PERMIT FEES

DEVELOPMENT CHARGES

DEFERRALS(DC)

9

\$ _____

□

\$ _____

1

\$_____

7

\$_____

1

\$_____

7

\$_____

TOTAL \$

Grant(s) Applied for	Additional Information
Façade and Signage Improvement	Proposed Scope of Work to be submitted for pre-consultation After the pre-consultation meeting, the following information is

	<p>After the pre-consultation meeting, the following information is required:</p> <p>Professionally prepared and scaled drawings(s) of the proposed work</p> <p>Preferred Contractor: Amount (\$):</p> <p>Second Contractor: Amount (\$):</p>	
<p>Planning Application Fees</p> <p>Please list all eligible municipal fees that have been paid to permit construction of this project.</p>	<p>Fee Type(s):</p>	<p>Fee(s) Paid (\$):</p>
<p>Building Permit Fees</p> <p>Please list all eligible municipal fees that have been paid to permit construction of this project.</p>	<p>Fee Type(s):</p>	<p>Fee(s) Paid (\$):</p>
<p>Development Charges Deferral (DCs)</p>	<p>Type of DC Deferral applying for:</p>	<p>Total Estimated Value of Work:</p>
	<p>Total GFA (breakdown):</p>	
<p>Additional Funding Sources</p> <p>Please indicate any other sources of government and/or non-profit organization funding being applied against eligible costs for the project.</p>		

10. AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this CIP Grant Program Application and I/we authorize _____ to make this application on my/our behalf.

Signature

Date

Signature

Date

11. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION

I/We _____ am/are the Owner(s) of the property that is the subject of this CIP Grant Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

12. AFFIDAVIT TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER

I/We _____ of the _____ of _____ in the _____ of _____, do solemnly declare that:

All above statements contained within and any information submitted with this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *"The Canada Evidence Act"*.

DECLARED before me at the

_____ of _____
in the _____ of _____
this _____ day of _____, 20____.

Signature of Applicant or Agent

Signature of Applicant or Agent

A Commissioner, etc.

OFFICE USE ONLY

This application has been:

Pre-Consultation Completed:

Final Grant Approved by Council:

Amount Approved by Committee/Council:

Work Review Date:

Reviewed By:

Work Completed as Specified – Yes ☐ or No ☐

Grant Amount Paid:

Date Grant Paid:

Completed on:

CRITERIA FOR EVALUATING HERITAGE GRANT APPLICATIONS

In addition to the general questions outlined in the application form, the following criteria shall be considered when evaluating an application:

Does the proposed work preserve, restore, repair, or replicate a significant heritage feature of the building?

Does the proposed work accurately restore or replicate a significant architectural feature of the building based on archival photographs, physical evidence, or appropriate local historic examples, either existing, or obtained from archival photographs?

Is the proposed work visible from the public realm?

Is the long-term preservation of the building threatened if the proposed work is not undertaken?

Is the proposed work related and required due to the policies and guidelines of the Heritage Conservation District Plan, or is related to the routine maintenance of any structure regardless of its heritage significance?

What is the relative impact of the proposed work on the street, relative to that of other proposals?

Does the proposed work have any potential negative impacts on the building such as overly harsh cleaning procedures?

Is the proposed work for the restoration or repair of an original heritage feature, or is to replace that feature with a new copy?

By-law Number XX-2023

of The Corporation of The Township of Scugog

Being a by-law passed pursuant to the provisions of Section 28 of the Planning Act, R.S.O. 1990, to designate and adopt a Community Improvement Plan for the Downtown Port Perry Project Area.

Whereas the Township of Scugog's Official Plan contains provisions related to community improvement in the Township;

And Whereas Section 28 of the Planning Act, R.S.O. 1990, as amended, authorizes Council of the Corporation of the Township of Scugog to pass a by-law adopting a Community Improvement Plan designating whole or part of an area of the municipality as a Community Improvement Area;

And Whereas the Council of the Corporation of the Township of Scugog deems it in the public interest to designate the land hereinafter described as a Community Improvement Project Area in accordance with the provisions of Section 28(2) of the Planning Act, R.S.O. 1990, as amended;

And Whereas pursuant to the provisions of Section 28 of the Planning Act, R.S.O. 1990, as amended, Council of the Corporation of the Township of Scugog may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area;

And Whereas such a plan has been prepared and attached hereto as Schedule "B" and forming part of this By-law;

And Whereas a public meeting was held on October 18, 2021 pursuant to the Planning Act R.S.O. 1990, as amended, to hear submissions respecting the proposed Community Improvement Plan;

Now therefore, the Council of The Corporation of the Township of Scugog hereby enacts as follows:

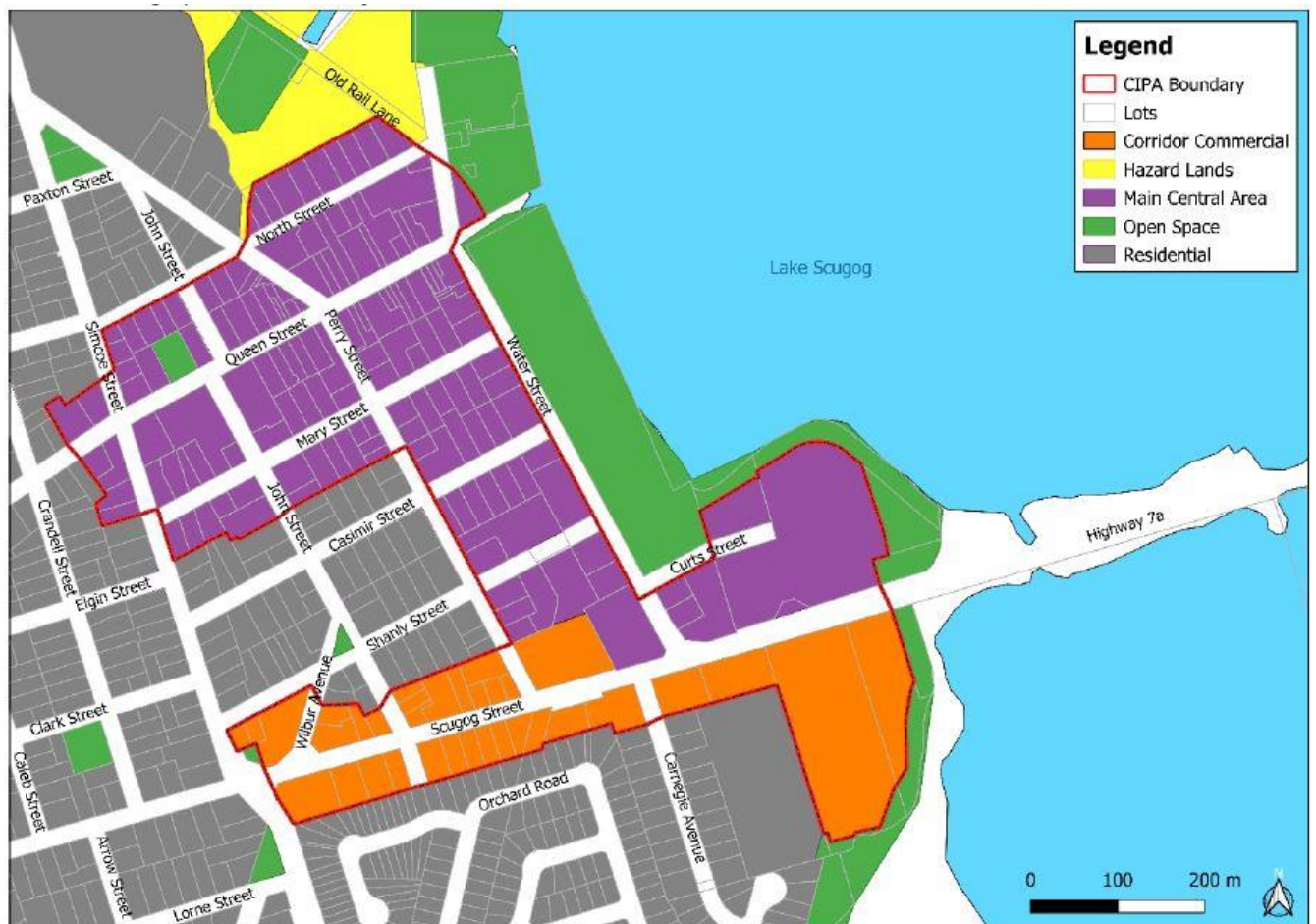
1. That pursuant to Section 28(2) of the Planning Act, the lands illustrated on Schedule "A" to this By-law attached hereto and forming part of this By-law are hereby designated as a Community Improvement Project Area.
2. That Council hereby adopts the Community Improvement Plan attached hereto as Schedule "B" and forming part of this By-law.
3. That the Downtown Port Perry Community Improvement Plan be effective as of January 1, 2023.
4. This By-law expires five (5) years from the date this By-law is passed.
5. The Township reserves the right to amend, cancel, or alter the incentive programs described in Schedule "B" attached to and forming part of this By-law at any time.
6. That Schedules "A" and "B" attached hereto are hereby declared to form part of this By-law.

This By-law Read and Passed on the 24th day of April, 2023.

Wilma Wotten, Mayor

Becky Jamieson, Clerk

Schedule “A”
To By-law No. xx-23
Township of Scugog
Downtown Port Perry
Community Improvement Project Area



Schedule “B”

Downtown Port Perry Community Improvement Plan

Schedule “B”

Downtown Port Perry Community Improvement Plan



Downtown Port Perry Community Improvement Plan

December 2021



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1 Introduction

1.1. Strategic Planning Context

The development of a Community Improvement Plan (CIP) for Downtown Port Perry is a strategic priority of the Township of Scugog outlined in the 2019 Strategic Plan to meet the stated strategic direction of economic development and tourism to create, grow, and attract employment opportunities. This is supported by Durham Region's Strategic Plan (2015-2019) and Economic Development Strategy (2017-2021) which emphasizes promotion of economic development through enhanced partnerships, facilitating investment and growth by supporting new and existing businesses to grow and develop, building a stronger rural and small-town identity and fostering vibrant downtown areas, as well as supporting business retention and expansion efforts of municipal partners. These goals are further echoed by the Vibrant North Durham Economic Development Plan (2013-2018) and implementing Township of Scugog Action Plan, as well as the Scugog Business Retention and Expansion Report, which further highlights the need for enhanced public-private cooperation and investments in infrastructure, as well as cultural and heritage identity in order to improve the business climate.

This CIP acts as an implementation mechanism for these plans and strategies and is intended to guide and support future development and redevelopment in the Downtown and to establish programs to stimulate community revitalization of the commercial core area. The key objective of the CIP is to preserve and enhance those characteristics that have made the Downtown what it is today – historic buildings, beautiful streets, a great waterfront and a destination for residents, tourists, and shoppers. To help achieve the vision and objectives of these studies, this CIP promotes the improvement of existing commercial space and (re)development of underutilized/unutilized lots, and is part of a broader commitment of the Township to enhance the principle assets of its communities, in particular its cultural and heritage assets, and tourism opportunities.

The CIP offers financial incentive programs for private owners that are designed to 1) improve existing retail and commercial areas 2) facilitate and encourage the creation of additional, secondary uses within buildings; 3) encourage new development through infill and intensification opportunities, as well as redevelopment; 4) enhance the aesthetics and character of key retail strips within the Downtown.

In general, a CIP is focused on private ownership commercial and residential stock and is a tool available to municipalities under Section 28 of the Ontario *Planning Act* (R.S.O. 1990, c. P.13) to help facilitate revitalization and redevelopment efforts in defined target areas that are in decline or in need of improvement.

1.2. Alignment with Concurrent Initiatives

The plan is both focused on commercial building stock in Downtown Port Perry and appropriate infill and redevelopment that may include a range of residential development opportunities. Residential redevelopment is supported in those programs of this CIP designed to facilitate infill and redevelopment of underutilized sites.

The implementation of this plan is aligned with recent changes to the Ontario Development Charges Act that better enable certain classes of development, such as rental housing, through a range of means

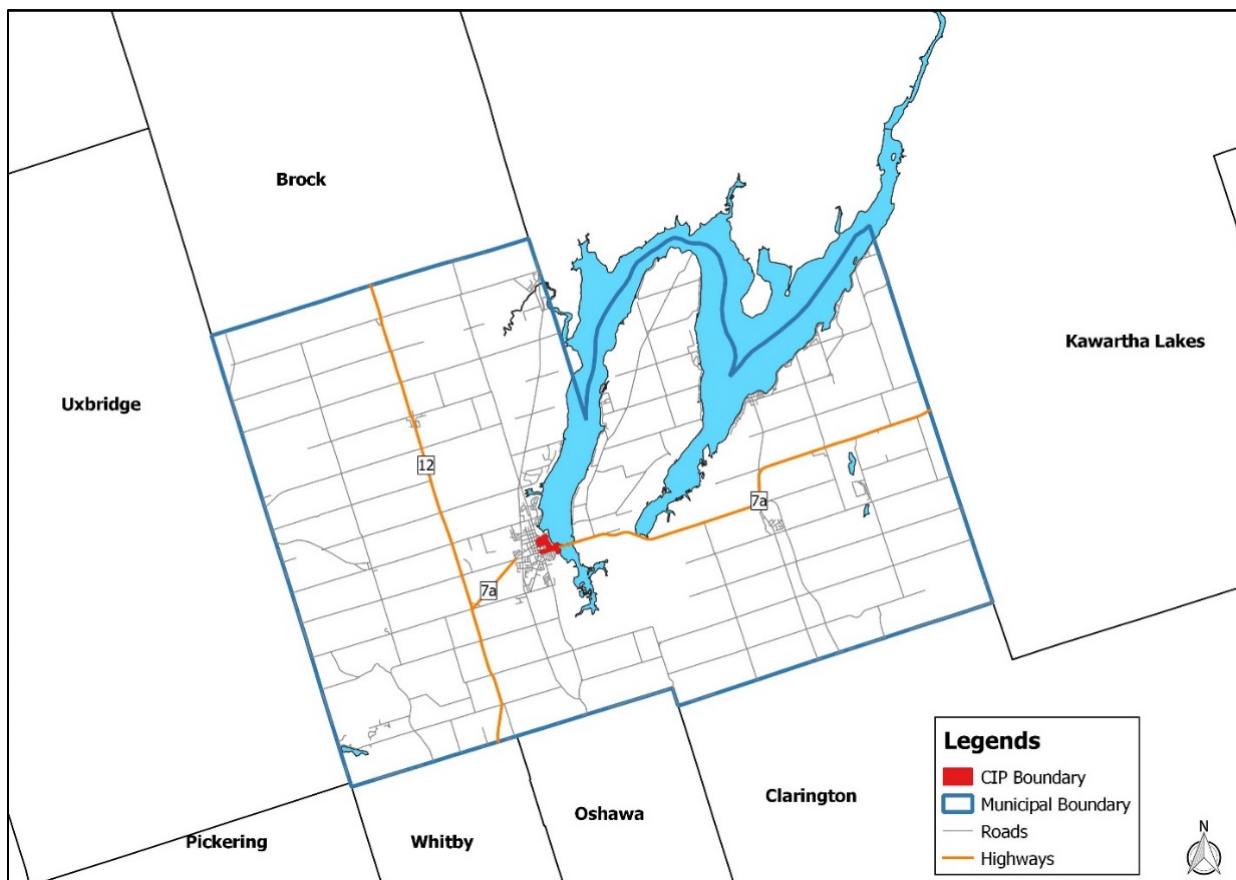
including development charge installment payments and the freezing of applicable development charge rates.

Housing for All Ages and Stages, prepared by the Township of Scugog Housing Advisory Committee (April 2018) supports appropriate diversity of housing types, with a focus on the supply of affordable housing, and diversity of both form and tenure. The vision of that plan includes incentives for affordable housing and recommended Action #7 includes the preparation of a CIP for Downtown Port Perry to support affordable residential development.

1.3. Locational Context

The Town of Port Perry is a community within the lower-tier municipality of the Township of Scugog located within the upper-tier municipality of Durham Region. Downtown Port Perry has a significant base of heritage assets making it an integral part of the Township of Scugog due to its unique historical and commercial significance that has established it as an excellent example of a historic downtown and vibrant commercial district. The Community Improvement Project Area (CIPA) is situated in the centre of the Township along the western shore of Lake Scugog with a regional thoroughfare running adjacent to the Downtown Core and presents significant opportunity to leverage regional and provincial attraction over the course of the revitalization of this area.

Exhibit 1: CIP Area Regional Context*

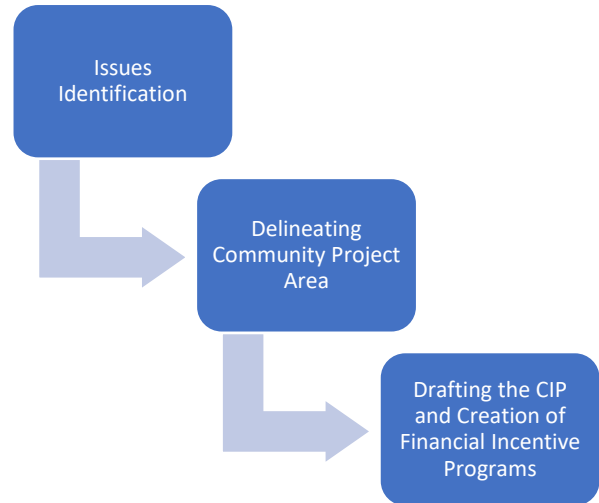


*More detailed mapping of the CIPA is forthcoming in Section 4.1

1.4. The CIP Process

The three phases involved in developing a suite of incentives that appropriately address the revitalization needs of Downtown Port Perry are outlined below:

1. **Issues Identification:** Extensive consultations with Township staff, relevant advisory committees, and downtown property and business owners, as well as review of planning/policy priorities were undertaken to identify key issues in the downtown and form the basis of this plan, building on the issues identified in the 2008 Downtown Development Strategy. The consulting team also completed a field review of the existing built character of Downtown Port Perry in addition to a property tax assessment analysis to understand current uses.



2. **Delineating the Community Improvement Project Area (CIPA) boundary (within which CIP programs can occur):** Based on the results of consultations and assessment of local economic development opportunities, the boundaries of the CIPA were confirmed and priority areas were identified within which CIP Program Assistance should be focused.
3. **Drafting the CIP and Creation of Financial Incentive Programs:** Programs are tailored to address identified issues within the CIPA, outlining detailed program protocols, eligibility requirements, and measures for monitoring program achievement.

2 Rationale and Goals of the Community Improvement Plan

2.1. Rationale and Goals for Community Improvement

The development of a Community Improvement Plan (CIP) for Downtown Port Perry was identified as a priority from the 2008 Downtown Development Strategy (DDS). This Strategy provided an overarching framework to guide future development, preservation, and investment in initiatives in the Downtown based on the results of key strategic issues identified through public consultations. A three-pronged approach for action that integrates the distinct elements of a Heritage Conservation District Plan, Urban Design Strategy and a CIP formed the basis of the strategy. The development of a CIP was identified as the mechanism for the Township to co-ordinate public works to improve public lands and spaces with financial incentives to private property owners to encourage investment on private lands.

Based on the strategies and actions outlined in the following documents this CIP is intended to promote long-term economic viability and ensure the ongoing sustainability of existing commercial nodes:

- Vibrant North Durham Economic Development Plan and associated Scugog Action Plan,
- The Scugog Strategic Plan;
- The Scugog Business Retention and Expansion Report;
- Official Plan objectives and associated urban design guidelines as envisioned by the 2008 DDS,

Specifically, the goals of the Downtown CIP support the following:

- The Township's strategic direction to promote tourism and economic development based on the rich cultural heritage resources located in Downtown Port Perry and throughout the Township;
- The economic development related goal of the Official Plan to encourage development that provides opportunities for economic growth that is compatible with the character and environment of the community, which is to be achieved by:
 - Providing opportunities to improve and enhance the quality of tourist facilities and the variety of tourism related businesses in the Township; and
 - Maintaining Downtown Port Perry as the focal point of the commercial structure of the Township.

Further objectives of the Official Plan that are supported by this CIP and that relate to Main Central Area and Corridor Commercial Area land use designations that constitute the CIPA include:

Strategies of the Vibrant North Durham Economic Development Plan

Be Open for Business: Retain and grow existing businesses, facilitate local business expansion

Inspire and Support Entrepreneurship: Facilitate new ideas and new opportunities including resources for business start up, expansion, labour force development, innovation and supporting new market opportunities.

Create a Vibrant Future for Young Adults: Engagement and retention of youth and young adults (under 40) and welcoming them back into the community when they are ready to return.

Build a Stronger Rural and Small Town Identity: Building pride and great spaces in our local communities and sharing the stories of the people, businesses and places that make north Durham so desirable.

Scugog Business Retention and Expansion Action Plan

1. Build relationships between government and business to be open for business

2. Support business development and expansion to inspire entrepreneurship

3. Invest in culture and heritage to celebrate our identity and foster business development.

4. Grow a talented workforce to create a vibrant future of business opportunities.

5. Continually improve infrastructure to serve the needs of businesses, residents and tourists

Main Central Area:

- Maintain and promote the Main Central Area as the focal point for commerce, tourism and pedestrian-scale activity in the Township;
- Encourage tourism and development in the Main Central Area that capitalizes on expected growth in the Region of Durham and beyond;
- Encourage the development of a mix of uses to enhance the character and vitality of the Main Central Area; and
- Encourage streetscape and façade improvements that revitalize the cultural and historic character of the Main Central Area.

Corridor Commercial:

- Recognize the existing linear commercial development that has occurred along Scugog Street (Highway 7A), from Simcoe Street (Regional Road 2) east to Lake Scugog;
- Encourage the consolidation, intensification and expansion of commercial uses in this area;
- Encourage the redevelopment of existing Commercial uses to foster a more pedestrian-oriented environment, oriented to both Scugog Street and the waterfront of Lake Scugog, and to improve traffic conditions; and,
- Support and complement the planned function of the *Main Central Area* in providing goods and services to the community.

The Official Plan also recognizes the built form of the Historic Downtown Area as a significant asset to the community and sets an objective to protect the existing historical resources while promoting vibrant community development and redevelopment. This CIP will assist in promoting and achieving the policies in the Official Plan that relate to maintaining the architectural character and identity of the Historic Downtown Area and the restoration and enhancement of the building facades within this area.

2.2. Supporting Municipal Policy

Concurrent with the development of the Port Perry Downtown CIP a number of other aligned municipal priorities and initiatives are ongoing within the CIPA.

In accordance with Part V of the *Ontario Heritage Act (1990)*, the Township has designated a Heritage Conservation District, along Queen Street (see Exhibit 4 below) and undertook a Heritage Conservation District Plan in 2010 to establish provisions and protections that apply to designated properties within the Heritage District. In relation to community improvement, the provisions of the HCD Plan seek to:

- Preserve and enhance the existing heritage building stock;
- Maintain and support historically pedestrian-oriented environment and heritage landscapes

- Preserve and enhance Downtown Port Perry’s historic cultural and commercial role as a hub of Scugog Township,
- Ensure that new designs contribute to the heritage character of the district.

In addition to the properties designated within the HCD under Part V of the *Ontario Heritage Act*, a number of individual Part IV designated heritage buildings lie outside of the HCD but within the CIPA.

The Heritage Conservation District Grant Program is currently offered by the Township to support the objectives of the HCD Plan and to encourage the restoration and improvement of building facades in the HCD by providing financial assistance and promoting joint public/private action and investment to complement and enhance streetscape and other municipal service improvements. Assistance is provided in the form of a 50/50 matching grant paid upon completion of the approved work. To avoid overlapping programs this CIP will replace the existing HCD Grant Program as outlined in Section 6 below.

The Port Perry Waterfront Action Plan includes short, medium and long-term recommendations for recreation, natural and cultural heritage features, economic development and tourism on the waterfront. As the CIPA boundary runs adjacent to the waterfront along Water Street, aligning the recommendations, actions, strategies and implementation frameworks of the CIP and the Waterfront Action Plan will be important for ensuring the two plans support each other.

Through the provision of an energy retrofit grant program, this CIP aligns with the policies and objectives of the Township’s 2013 Energy Management Plan to create a culture of conservation within the Township to reduce greenhouse gas emissions and ensure the wise use of resources and ensure that environmental considerations and energy conservation are fully integrated into all decisions respecting community planning, service delivery and operations.

The CIP should have consideration for the goal, objectives, opportunities, and challenges outlined in the Township’s Active Transportation and Transportation Master Plan.

3 Legislative Framework and Policy Rationale

3.1. Planning Act Provisions for Community Improvement Plans

Municipalities with community improvement policies in their official plans have the authority under Section 28 of the *Ontario Planning Act, 1990*, to designate a Community Improvement Project Area, hereafter referred to as CIPA, and to prepare and adopt a Community Improvement Plan (CIP).

“Community improvement” refers to the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement in energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary (Ontario Planning Act, Section 28).

In implementing the CIP, municipalities may also provide “grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area (*Planning Act, 1990*, Section 28(7)).” Eligible Costs include those “related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities (*Planning Act, 1990*, Section 28(7.1)).”

3.2. Municipal Act Provisions for CIP Grants and Loans

The following section of the Ontario *Municipal Act, 2001* are relevant to the implementation of community improvement plans:

- Section 106(1) prohibits municipalities from engaging in bonusing – the practice of providing direct or indirect assistance to manufacturing, industrial or commercial businesses through the use of financial incentives. However, a municipality exercising its authority to implement a community improvement plan under Section 28 of the *Planning Act*, is exempt from this section (*Municipal Act*, Section 106(3)).
- Section 365.2 permits local municipalities – despite the prohibition set out in Section 106 – to provide tax reductions or refunds with respect to eligible heritage properties.

3.3. Provincial Policy Statement

The Provincial Policy Statement (PPS) issued by the Government of Ontario in 2020 provides direction on matters of provincial interest as it relates to planning and development. Section 1.7.1 supports the goals of this CIP by calling for the following:

- “a) promoting opportunities for economic development and community investment-readiness;
- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;

- c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*
- d) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;*
- e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;”*

3.4. Durham Region Official Plan

The regional Official Plan is the guiding legislative framework for all municipal planning policy in Durham Region, serving to guide and coordinate growth and development across local municipalities. The following sections are relevant to the implementation of a CIP in Scugog:

- 14.4.2: The Region recognizes that the area municipalities may adopt Community Improvement Plans in accordance with the *Planning Act*, to stimulate the re-use, revitalization, redevelopment and rehabilitation of Urban Areas, based on local needs and priorities.
- 14.4.3: To assist in the implementation of area municipal Community Improvement Plans, the Region may adopt a Revitalization Program [see Section 3.5 below] that will guide how the Region may participate financially, or otherwise, in area municipal Community Improvement Plans
- 14.4.4: The Region’s participation in an area municipal Community Improvement Plan will be subject to both the Region’s Revitalization Program and the Region’s annual Business Plan and Budget process.
- 14.4.5: The Region’s participation in the implementation of an area Municipal, Community Improvement Plan is intended for projects that contribute to achieving the goals of the Regional Official Plan for the development of Urban Areas.

3.5. Regional Revitalization Program

At its discretion, the Township may seek financial assistance from Durham Region for projects with specific challenges through the Regional Revitalization Program (RRP). This CIP provides for the Township to seek support under the RRP based on the provisions of the RRP in force at the time of application. The following details on the Regional Revitalization Program are extracted from the ‘*Guideline for the Regional Revitalization Program Regional Municipality of Durham*’ which is available on the Region’s website:

- **Purpose:** The Regional Revitalization Program (RRP) is a partnership between the Region of Durham and participating area municipalities and aims to strategically target regional investment towards key areas of Durham Region’s area municipalities that advance the goals of the Regional Official Plan and achieve positive economic and community objectives. Overall, the RRP is founded on the premise that the general public will benefit from municipalities providing financial support to redevelopment and intensification projects that otherwise would not be initiated without municipal financial assistance.

- **Matching Assistance:** Eligible Community Improvement Plan (CIP) projects must be supported by the area municipality. In addition, the participating area municipality must provide a significant financial contribution to the project, pursuant to the CIP. Regional financial assistance will not be greater than the area municipality's financial contribution.

RRP Application Requirements

The RRP outlines mandatory criteria that must be satisfied as a prerequisite for program eligibility and consideration of Regional participation and financial support. This eligibility criteria forms the basis of the Program and includes the following:

- 1) The CIP project must be recommended by the area municipality.
- 2) The project must conform with and support Regional Official Plan policies, such as encouraging the development of people-oriented places that are accessible by public transit and active transportation.
- 3) RRP projects must encourage both residential and employment growth in the Region's key urban locations, including Urban Growth Centres, Regional Centres, Regional Corridors, and brownfield sites throughout the Region, which will be given preference.
- 4) The project must entail significant and substantial revitalization. Development and construction cannot already be underway. Examples of eligible project types are:
 - New construction
 - Addition to existing
 - Redevelopment
 - Brownfield Redevelopment
 - Projects involving façade improvements, streetscaping, etc. are not eligible under the RRP.
- 5) The area municipality must provide a significant financial contribution to the project, pursuant to the CIP. Regional financial assistance will not be greater than the area municipality's financial assistance.
- 6) The area municipality must submit an application to the Region's Commissioner of Finance, including a business case for the development and implementation of the CIP project by the proponent, which details the proposed project and demonstrates the need for Regional financial assistance.
- 7) The proponent's property tax and utility accounts must be current, and the proponent must not be in debt or involved in litigation with the Region or any area municipality.
- 8) The participating area municipality must be willing to enter into a legal agreement with the Region that outlines the terms and conditions for the funding and ensures accountability for the Regional funding.
- 9) The participating area municipality must also agree to conduct periodic post-project reviews for five years after substantial occupancy in conjunction with the Region to provide accountability and ensure effective utilization of Regional resources.

Regional Development Charges and Other Fees

Projects will be required to fully pay all applicable Regional fees and charges, including Development Charges.

Financing the Program and Flow of Funds

Increased property tax revenue generated from the increased current value assessment of approved projects of the RRP will be used to replenish the Regional Revitalization Reserve Fund for a time period after substantial occupancy to be determined by Regional Council at project approval.

In recognition of the need for upfront direct financial assistance, funds for approved CIP projects will be transferred to the applicable area municipality at the following milestones:

- Building permit issued by area municipality: **50%**
- Framing inspection, or equivalent structural completion, passed by the area municipal building inspection authority: **40%**
- Occupancy permit received from area municipal building authority or passed preoccupancy inspection of those municipalities which do not issue an occupancy permit: **10%**

3.6.Scugog Official Plan

The Scugog Official Plan defines Community Improvement as encompassing all those activities, both public and private, which maintain, rehabilitate and redevelop the existing physical environment to accommodate the social and economic priorities within the community.

Section 9.10.1 provides that Community Improvement Plans shall be prepared and adopted to:

- Improve conditions in older residential neighbourhoods and industrial areas;
- Improve the property and business tax base by encouraging economic expansion and new development by both the private and public sectors;
- Promote the revitalization for the downtown business area;
- Undertake significant improvements to the waterfront;
- Improve parking facilities in the downtown business areas;
- Encourage investment and improvement in the maintenance and rehabilitation of existing commercial, industrial, institutional and residential buildings and structures;
- Encourage rehabilitation of brownfield sites; and
- Improve energy efficiency.

Section 9.10.2 of the Scugog Official Plan identifies the criteria for designation of a CIP:

a) A number of the non-residential land uses conflict with residential uses in a predominantly residential area; or	f) The potential exists to achieve economic growth in an area as a result of building improvement, repair and/or replacement; or
b) The area contains a number of buildings in need of maintenance, repair or rehabilitation due to age, appearance and inability to meet current energy efficiency and structural standards; or	g) A number of potential or existing environmental problems such as soil contamination exist in the area; or
c) There are deficiencies in the sanitary sewer, water or stormwater systems in the area; or	h) There are a number of screening, buffering, streetscaping or landscaping deficiencies in the area; or
d) There are deficiencies in the road network and associated infrastructure in the area including parking facilities and signage; or	i) There are cultural heritage resources in an area warranting protection and/or enhancement; or
e) There is a lack of appropriate parkland and other recreational facilities within the area; or	j) There are poor drainage conditions such as flooding, ponding in low lying and flat areas and inadequate ditching.

3.7. Port Perry Secondary Plan

The Port Perry Secondary Plan amends the Scugog Official Plan to provide more detailed policies to guide development within the Port Perry Urban Area, updating the Official Plan with policies regarding sustainability and urban design as well as more detailed policies regarding infilling and intensification. The following sections demonstrate alignment of the Secondary Plan with the goals of the 2008 Downtown Development Strategy and Heritage Conservation District Plan of preserving the historic character of the downtown while enhancing Port Perry's role as a cultural and commercial hub:

- 3.16: New development shall reflect the existing built and natural heritage of the local areas to foster a complete community that accommodates all stages of life and provides a range of land uses to promote a variety of community, employment and commercial opportunities, and a full range of housing types including retirement housing.
- 4.1.6: Port Perry has a unique, well defined historic character that reflects the history of the community and the culture of a small town. This character shall be reflected in the design of the new urban residential and commercial areas and buildings.

The Secondary Plan designates Priority Intensification Areas and Established Neighbourhoods. In Priority Intensification Areas intensification is encouraged in a manner that is compatible with existing development yet at higher densities. Intensification is also encouraged within the remainder of the built up area. In regard to this S.4.1.3 states:

"However, outside of the Priority Intensification Areas intensification shall occur in a manner that preserves and protects the character of existing Established Neighbourhoods in accordance with the criteria established in this section. The utilization of under-utilized sites and buildings, brownfields and the adaptive re-use of buildings will be supported for infill and intensification."

Intensification within the Established Neighbourhoods shall only be considered where Council is satisfied that the character of the neighbourhood is not altered as the result of development and developments are of similar density and massing as the neighbourhood.”

The majority of the CIPA is designated as an Established Neighbourhood with the exception of the block of retail strip mall format development along Water Street from Casimir Street to Scugog Street, and a Priority Intensification Area in the commercial plaza on Scugog Street adjacent to the causeway.

In addition, the Secondary Plan adds S. 9.14 which allows Council to pass a density bonusing by-law pursuant to the *Planning Act*, for medium and high-density residential developments if the increase will result in the provision of significant public benefit. A significant public benefit could include:

- a. Provision of needed community recreation facilities;
- b. Provision of parkland in excess of what would be otherwise required by this Plan;
- c. Provision of public transit facilities;
- d. Conservation/enhancement/restoration of a significant built heritage feature;
- e. Provision of public art in a key location;
- f. Provision of affordable and/or attainable housing; and
- g. Any other public benefit that has been identified in a Council-initiated study

Exhibit 2: Port Perry Urban Area Priority Intensification Areas and Established Neighbourhoods



Under changes to the *Planning Act* through Bill 198 (More Homes, More Choices Act, 2019), existing Section 37 bonusing provisions are replaced with a Community Benefits Charge option for municipalities to utilize in meeting prescribed and approved community benefits (as contained in a Community Benefits Strategy).

4 The Downtown Port Perry Community Improvement Project Area

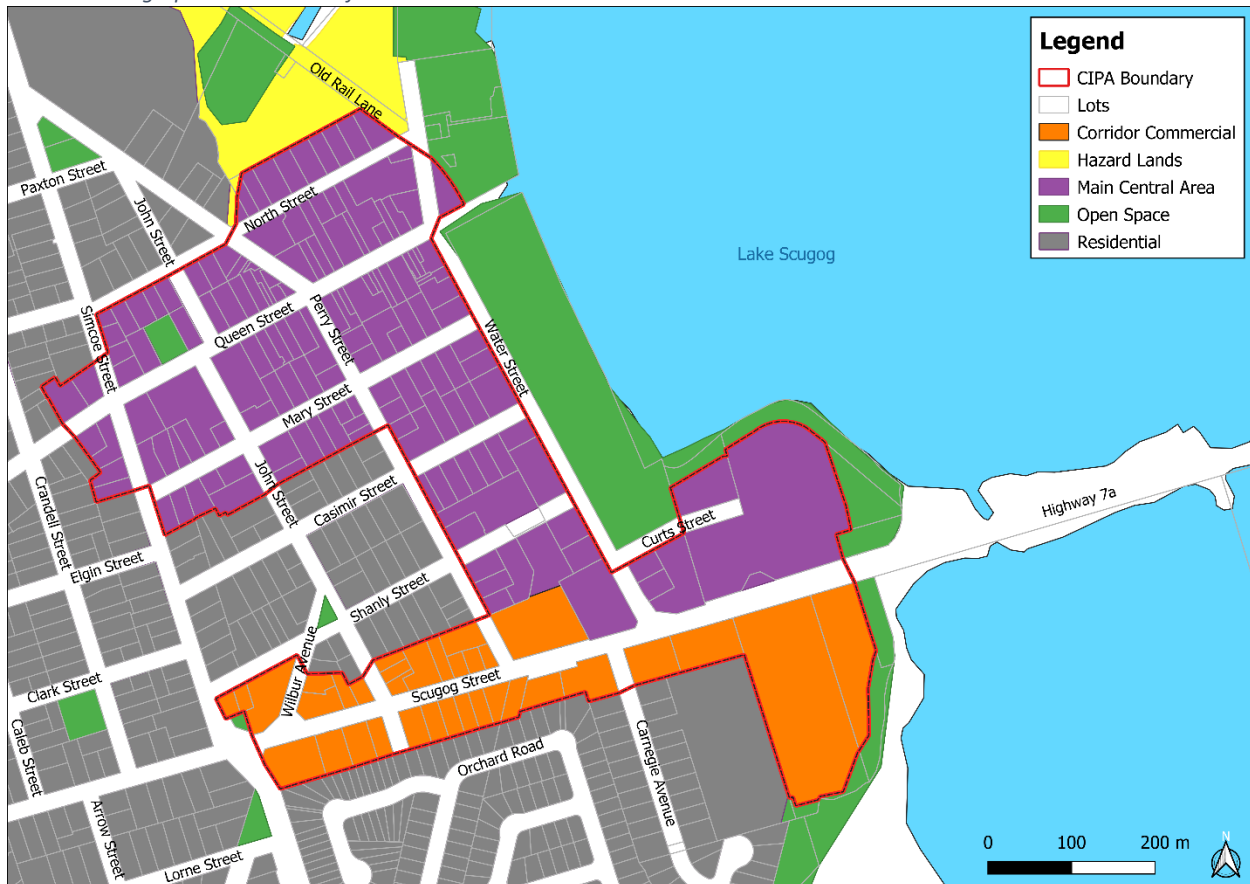
4.1. Geographic Boundaries of the CIPA

Exhibit 2 delineates the boundaries of the Downtown Port Perry CIPA Area. The Township of Scugog will only accept applications for financial assistance for redevelopment or property enhancement projects for properties located in the Downtown Port Perry CIPA for the five-year duration of the CIP.

The Downtown Port Perry CIPA boundary is further described as comprising the following land use designations as contained in the Township of Scugog Official Plan as demarcated on Schedule A-1 Port Perry Urban Area Land Use:

- Main Central Area; and
- Corridor Commercial

Exhibit 3: Geographic Boundaries of the CIPA



The Port Perry Main Central Area is further comprised of the following sub-designations:

- Downtown Commercial Historic Downtown Area; and
- Downtown Commercial – Water Street Area.

4.2.Existing Investment Conditions

Based on field review, public consultations and mapping of land uses based on Municipal Property Assessment Codes (MPAC) data, a more granular depiction of building stock and parcels within the CIPA (as well as the neighbourhood immediately surrounding the boundary) demonstrates the range of functions, services and land use types that comprise the downtown core and highway commercial area within and immediately beyond the CIPA:

Exhibit 4: Characterization of Potential Investment Zones in Downtown Port Perry

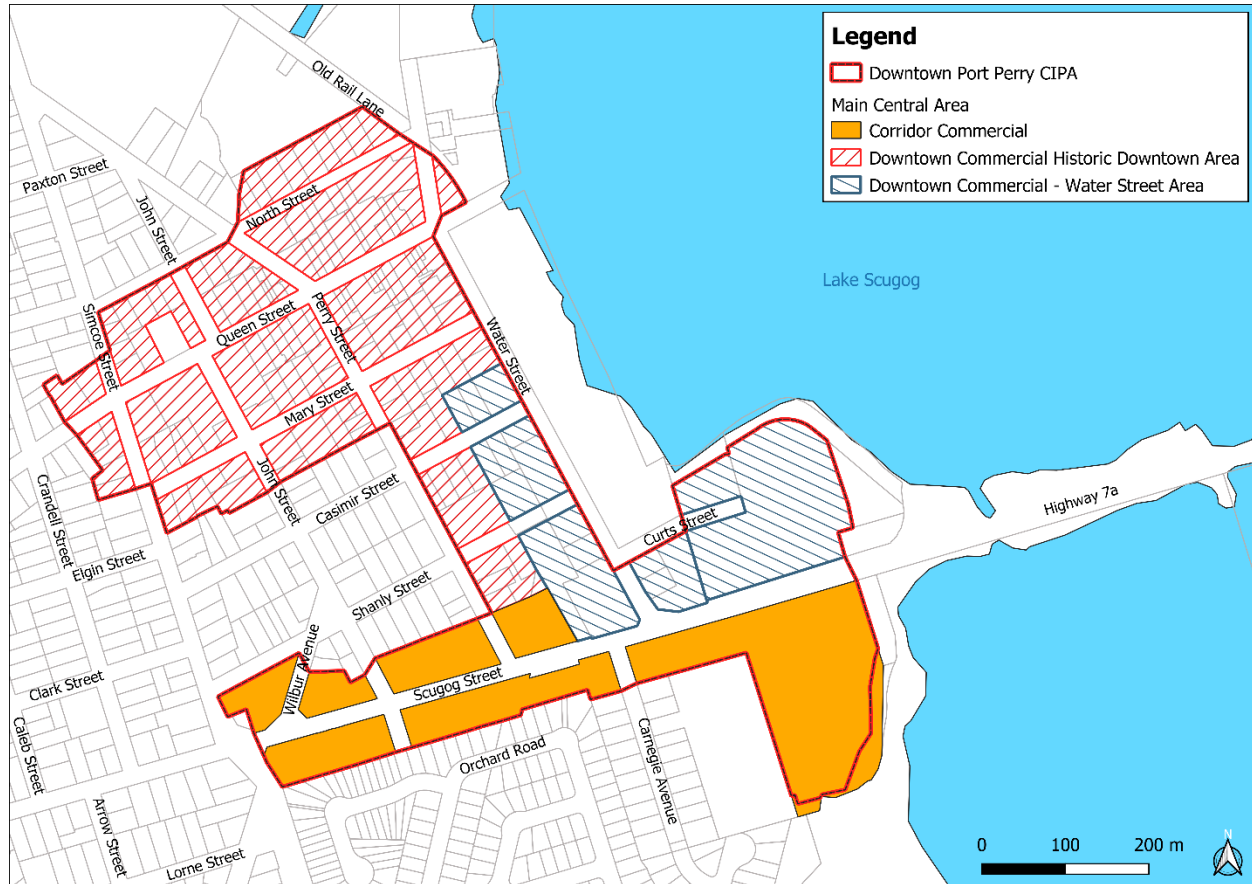


Exhibit 5: Properties in the CIPA by Property Tax Category

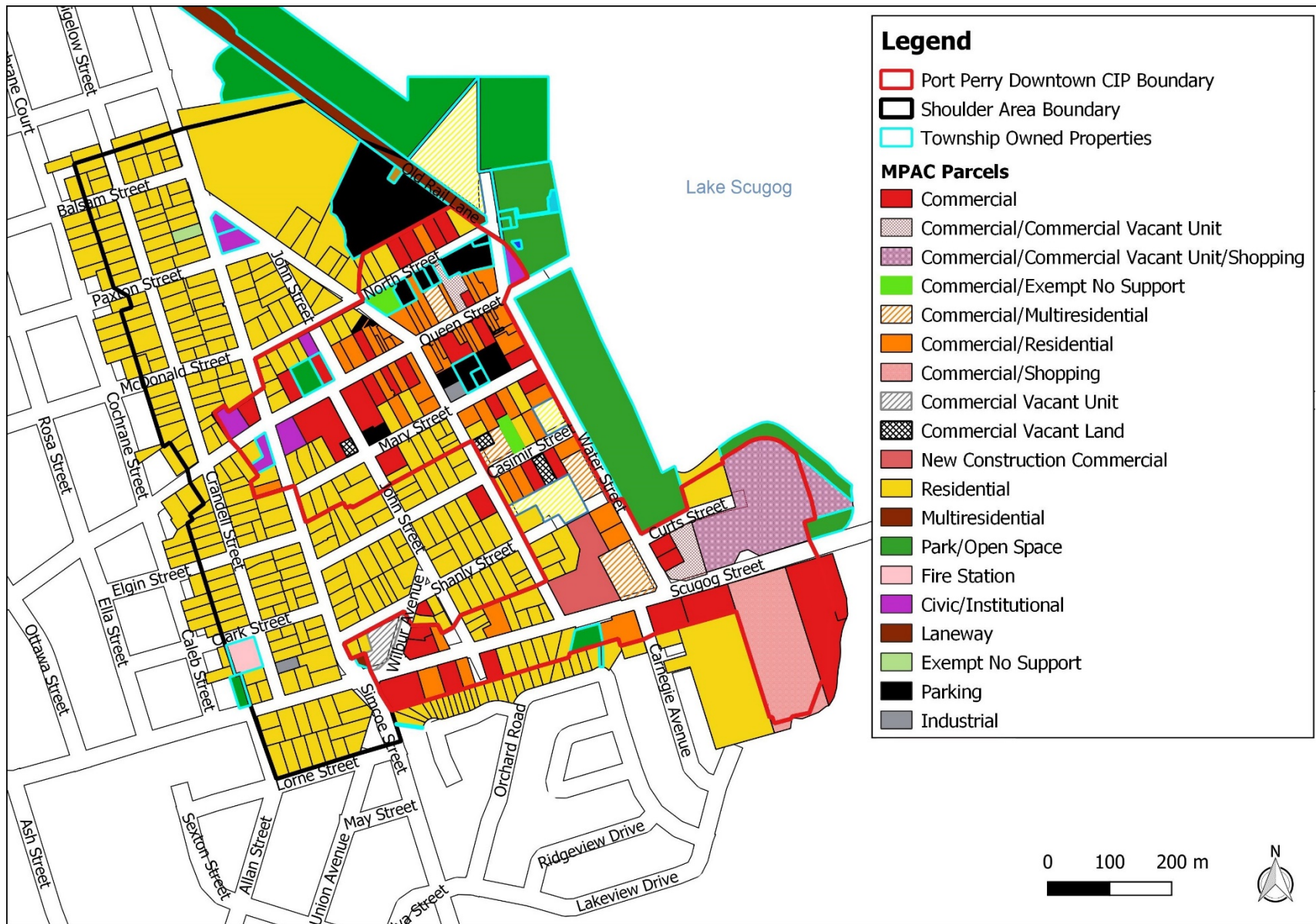
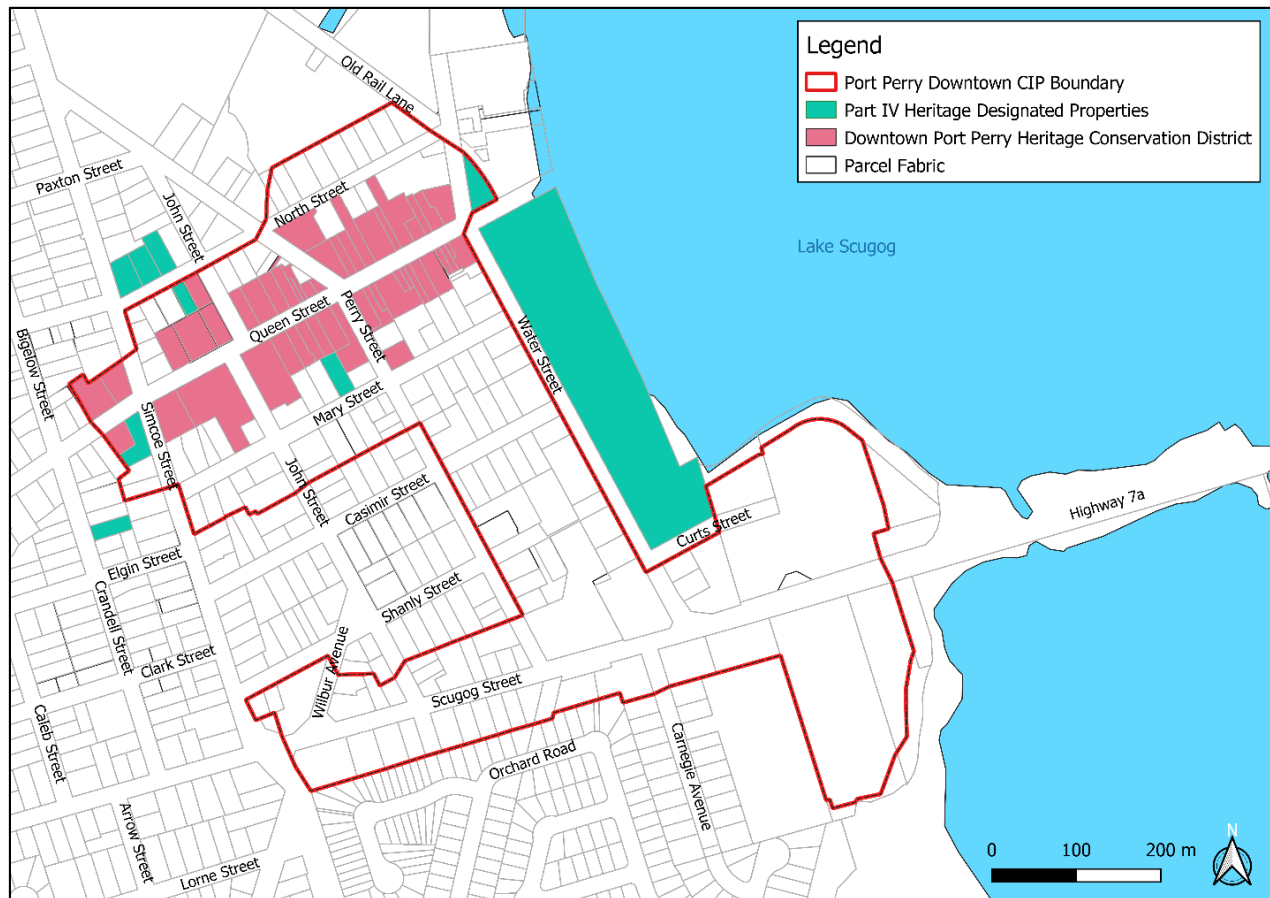


Exhibit 6: Part IV and V Designated Properties in Port Perry



4.3. Issues of Community Improvement in the CIPA

Older Building Stock and Heritage Buildings

Running east-west along Queen Street predominantly between Water Street and Simcoe Street is the historic core of Port Perry – the Heritage Conservation District – characterized by a tight-knit built fabric of 2-story, primarily heritage designated buildings with commercial at grade and upper floor uses. Primary use of the upper floor is residential with some office uses. The majority of heritage buildings are located here creating a generally consistent quality and design of building facades with the exception of some non-contributing buildings and backlit signage which are inconsistent with the heritage character. Other individually designated properties under Part IV of the Heritage Act are interspersed throughout the CIPA. As identified in the 2008 Downtown Development Strategy many of the heritage buildings were constructed with classic Victorian brick designs in 1883 and 1884 following the historic fires. Some of these brick facades have deteriorated over the years and are in need of replacement or



Tight knit built fabric of 2-storey heritage properties with retail at grade and 2nd storey

repainting. Older buildings are also more energy inefficient and as a result can have high operating costs on top of the higher costs of compliance associated with meeting heritage building and construction standards.

Many property owners have already undertaken renovations to their heritage properties to restore them to their characteristic facade and signage designs of their own accord as a matter of community pride and through support offered through the existing HCD Grant Program. This CIP supports continued preservation and enhancement of the existing heritage building stock as well as non-contributing heritage buildings within the HCD to strengthen the heritage character of the Downtown and reduce operating costs through energy efficiency retrofitting. Facade and signage improvement and energy efficiency retrofits will be important for all commercial tenants and property owners in the Downtown through energy efficiency retrofitting as well.

Accessibility and Walkability

As in many municipalities across Ontario and Canada Port Perry is experiencing an aging population. With 27% of the population 65 years of age and older, Port Perry has a high proportion of seniors to population. In addition, Port Perry attracts many older adults and retirees to the downtown with its historic buildings, unique retail opportunities and access to the waterfront. Enhancing the pedestrian environment, ensuring walkability, and maintaining high levels of accessibility to stores through barrier free access and proximity of parking to store fronts, as well as access to upper floor commercial and residential units in the Downtown will be important for long-term community improvement by maintaining access for a large demographic of residents and tourists. Township plans to pilot pedestrian only zones along Queen Street will also play a large role in influencing walkability and accessibility.



Examples of a non-contributing buildings along Queen Street



Narrow setbacks and raised entrances on Queen Street can create accessibility issues on can prevent the installation of



Example of a barrier free access ramp installed at TD Bank on Queen Street.

While some properties have installed barrier free access ramps and/or doors along Queen Street, many shops have raised entrances that require steps for entry. However, accessibility opportunities are constrained by the sidewalk width and the need to maintain clear walking paths between store fronts and streetside infrastructure such as lamp posts, telephone poles and landscaping elements. Internal building accessibility improvement needs were also identified along Queen Street such as accessible main floor washrooms, and elevators or lifts to access second floor residential and commercial units. Second floor accessibility to residential units is also needed in the retail strip mall developments along Water Street.

Large rear parking lots as well as on-street parking currently provide important vehicle access for residents, shoppers and tourists alike. Properties with rear access points have an opportunity to create a second barrier free entrance fronting onto the parking lot to overcome constraints associated with accessibility improvements fronting onto Queen Street. Walkability has also been identified as an issue along Water Street with the lack of street crossings to Palmer Park between Queen Street and Scugog Street.

Inconsistent Built Form and Built Transition

The heritage character of Queen Street is carried over to Water Street near their intersection before transitioning into a more inconsistent, lower density mix of restaurants, multi-residential buildings with commercial at grade, and retail strip mall developments nearing the intersection of Water and Scugog Street. Buildings South of Mary Street on Water Street represent a more modern building stock of varied setbacks and inconsistent design compared with the historic core. There is a clear need to create a better sense of shared identity and character in this area and to improve the quality of the building stock. This issue carries over to the Corridor Commercial which is characterized by commercial plazas, and strip mall formats with large setbacks to accommodate parking in front and consisting of a range of retail shops and restaurants, as well big box stores, chain establishments and highway commercial uses. The Corridor Commercial along Highway 7a is a major regional thoroughfare and functions as the primary gateway to the Downtown from the east and west. As a primary gateway to the Downtown the Corridor Commercial should act to draw travelers into the historic core area and waterfront. At present



Looking at the rear of buildings on Queen Street from the parking lot between Queen Street and Mary Street



Water Street looking north to Queen Street displays the heritage character carried over from Queen Street



Transition looking South on Water Street to multi-unit residential properties with commercial at grade.

the character of the Corridor Commercial does not accurately reflect the character of the rest of the Downtown.



Highway 7a Corridor Commercial looking east to the Lake Scugog Causeway.



Commercial strip mall plazas moving to big box store and chain establishments along Highway 7a.



Retail Strip Mall Development with second story residential units along Water Street

Infill and Intensification

Running parallel to the Historic Conservation District along Queen Street are the smaller side streets of North Street, Mary Street and Casimir Street that constitute the transitional areas in terms of land use. These areas are lower density, predominantly commercial retail, service and professional offices, multi-tenant commercial and commercial/residential properties with some detached residential housing interspersed throughout. Intersecting with these streets and running north-south across the Downtown CIPA are Perry Street and John Street which are characterized by detached single-family homes and home offices. These streets contribute to the small-town character and rural identity of Downtown Port Perry, which is supported by the strategic objectives guiding this CIP. In addition to accessibility and energy efficiency upgrades, improvements to these areas can be achieved through infill and intensification opportunities in the vacant and underdeveloped lots.



Vacant lot on Casimir Street



Commercial/Residential and Multi-Tenant Commercial along Mary Street.

5 Matching Program Support to Needs and Opportunities within Downtown Port Perry

The distinct areas of Downtown Port Perry reflect differing opportunities. Hence this CIP offers a suite of program support that is tailored to collectively address the diverse needs, challenges and opportunities of the CIPA based on reasonable likelihood of impact. Programs of the CIP support the following:

1. Property enhancements and upgrades (heritage-sensitive) via a range of signage, façade, accessibility improvements and energy efficiency retrofits;
2. Intensification of retail, commercial and mixed uses (commercial/Multi-Residential) within the CIPA, bringing underutilized and/or vacant sites and buildings into highest and best use.
3. (Re)Development of new mixed-use buildings (Multi-Residential with commercial at grade, multi-tenant commercial with a range of upper floor uses) so as to encourage a mix of uses and to enhance the vitality and functionality of the Downtown as a dynamic, vibrant and pedestrian-friendly hub.
4. Opportunities for private sector redevelopment in the Corridor Commercial and along Water Street to:
 - a. Enhance economic and social vitality;
 - b. Encourage the redevelopment and/or improved utilization of underused, dilapidated, or vacant properties; and
 - c. Improve the built form and built transition.

Challenges include an established core and older building stock that provides opportunity for reinvestment and improvement of accessibility and walkability, inconsistent built form and design of the lower density plazas on the fringes of the core that will remain features of the Downtown and provide anchor retail as well as highway uses; and potential redevelopment and infill sites which can be supported through the CIP to achieve their development potential.

A range of concerns were identified by participants in public consultation as part of the CIP development process. The following are examples of issues raised, a number of which are contextual in nature and for which other planning and policy measures are designed to address:

- Overall parking availability for residents, tourists and businesses;
- A desire for improved accessibility to the Waterfront from the surrounding streets;
- A need for improved accessibility of older buildings including accessible upper floors, main entrances and washrooms);
- Better wayfinding, signage and gateways to draw visitors into the Commercial Historic Downtown Area;
- More pedestrian friendly streetscapes with enhanced beautification, benches, bike racks, public washrooms, and more patios particularly with views to the Waterfront;
- A desire for a more balanced mix of retail, restaurants and commercial services in Downtown. It should be noted that improved business mix to support a downtown as a tourist destination is a general goal in many economic development strategies for historic downtowns.

These issues are broad in nature and pertain to a number of related strategies that the Township has developed. The role of the CIP is to provide property-specific assistance to promote investment, which is also supported by other, wider strategies which are developed from time to time.

6 General Incentive Programs

6.1. Overview of General Incentive Programs

For the purposes of CIP funding, only properties located in the CIPA (identified in Section 4.1) are eligible for program support. To qualify for funding, any property must:

- Comply with screening criteria related to its location (within the CIPA as defined in this Plan),
- Conformity with municipal by-laws and Provincial regulations,
- Conformity with any other applicable law of regulation identified by the Township.
- Be in good standing with respect to payment of property taxes.

Additionally, all owner-occupied housing is excluded from the CIP programs. However, Multi-Residential buildings (containing three or more units) are eligible for receiving assistance under Program 2 of this CIP.

The following suite of programs is in effect for the initial five-year period of the CIP. However, Council retains the right, in its sole and absolute discretion, to extend, revise or alter this CIP beyond the five-year horizon, at any time during the five-year operational period of the Plan, subject to the objectives of Council and the satisfactory performance of the Plan in the opinion of Council:

1. Commercial Property Improvement/Building Renovation Grant Program
 - Stream A. Façade and Signage Improvement
 - Stream B. Accessibility Improvement
 - Stream C. Energy Efficiency Retrofit
2. Planning and Building Fee Grant Program
3. Development Charge (DC) Deferral Program

The Community Improvement Project Area is categorized into different Focus Areas outlined in Section 4.2. Eligible Property owners anywhere in the CIPA may apply for all programs, however, each CIP program is intended to focus on some areas more than others. For example, **projects in the Downtown Commercial Historic Downtown Area will be prioritized for façade and signage improvement funding**, while **projects in the Port Perry Corridor Commercial along Highway 7A and Water Street, south of Mary Street will be prioritized for planning fee and building permit fee grants and DC deferral**.

The CIP programs are designed to encourage long-term private sector actions involving property enhancement, and property rehabilitation and development. Because any property owner seeking to access each of these programs may only do so contingent on meeting the necessary eligibility under each program, programs are likely to be accessed at different times in the development process. The final approval of support under each program is deferred until the detailed eligibility criteria and any other conditions of approval have been met as a result of the progress of the project from concept to construction and re-evaluation of the property.

Council will maintain its discretion to determine an appropriate level of support for individual projects based on the merits of each project. In any one year, applicants may only receive support from one

program (or stream) per property. All grants are subject to the availability of funds in the approved Township of Scugog budget.

Additional funding through the Durham Regional Revitalization Program (RRP) is available for assistance to CIP projects recommended by the Township that support Regional Official Plan policies in a way that entails significant and substantial revitalization. The requirements of the RRP are outlined in Section 3.5.

6.2. Incentive Program Summaries

6.2.1. Program 1: Commercial Property Improvement/Building Renovation Grant Program

Description	The Commercial Property Improvement/Building Renovation Grant Program assists property owners with the façade and targeted interior improvements to ground floor or upper storey units to improve the aesthetics, functionality and energy efficiency of existing buildings.
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The program includes three eligibility streams:

- **Façade and Signage Improvement**
- **Accessibility Improvement**
- **Energy Retrofit**

The Façade and Signage Improvement Stream assists property owners with the financing of building façade and signage improvements. All improvements made under this plan must comply with all policies of the Downtown Port Perry Heritage District (HCD) Plan and the Heritage Act. This grant replaces the Heritage Conservation District Grant Program.

The Accessibility Improvement Stream promotes improves accessibility to existing buildings within the Downtown CIPA. Accessibility Improvements must follow the Accessibility Requirements in the Ontario Building Code in order to be approved. Improvements in general must follow the policies of the HCD Plan, possible exemptions will be addressed on a case-by-case basis.

The Energy Efficiency Retrofit Grant Program offers grants to eligible Commercial, or mixed-use property owners for retrofits that improve the overall energy efficiency of buildings that are within the Downtown CIPA.

As a guideline, the Township will **prioritize projects** which are **in the Downtown Commercial Historic Downtown Area** or which are otherwise identified by the Township as having heritage value as eligible for **Stream A (Façade and Signage Improvements)**, however the Township reserves the right to fund other projects within this stream on a case-by-case basis.

There is no geographic priority for proponents seeking funding from Streams B and C (Accessibility Improvement and Energy Retrofit), as long as the project is

within the Downtown CIPA. An **energy audit is required** prior to receiving approval for **Stream C**.

Eligibility

Program eligibility is limited to existing Commercial and Commercial mixed-use (commercial-at-grade) properties within the CIPA; including former residential buildings now used, in part or in whole, for Commercial use.

Program Specifics

Stream A - Façade and Signage Improvement:

- Matching grant of up to 50% of Eligible Costs or a maximum grant of \$10,000 per property, whichever is less;
- Project applications including amounts sought from the Township under \$500 (as 50% of the project costs) in improvements will not be considered.
- Buildings identified by the Township as having heritage value would be eligible for an additional \$5,000 in matching grant assistance.
- Installation of new signage in accordance with the Township of Scugog Sign By-Law 40-15 and any subsequent Sign By-laws, only as part of a larger façade improvement project.

Stream B - Accessibility Improvement:

- Matching grant of up to 50% of Eligible Costs or a maximum grant of \$5,000 per property, whichever is less.

Stream C - Energy Efficiency Retrofit:

- Matching grant of up to 50% of Eligible Costs or a maximum grant of \$7,500 per property, whichever is less.

**Examples of
Eligible Costs
(Not exclusive)**

Stream A - Façade and Signage Improvement:

Contributing (Heritage) Properties within the Heritage Conservation District

- Repair or restoration of original features or an approved facsimile (cornices, parapets, eaves, other architectural features)
- Repair, restoration or replacement of windows and doors
- Cleaning of masonry in a sensitive manner where proven necessary (excluding sandblasting)
- Re-pointing of masonry in a traditional manner
- Removal of non-original siding or facing
- Removal of inappropriate signage
- Repair or restoration of authentic historic storefront treatment
- Painting in original or period colours – only as part of a larger façade improvement project
- Exterior lighting improvements
- Awnings
- Installation of new signage in accordance with the Township of Scugog Sign By-Law 40-15, only as part of a larger façade improvement project
- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

Non-Contributing (Non-Heritage) Properties within the Heritage Conservation District

- Renovation of existing storefronts in accordance with standard principles of traditional storefront design (fascia board for signage above storefront, appropriate display windows, removal of incompatible alterations, etc.)
- Improvements to the principal facades of incompatible buildings being sympathetic and compatible with the historic character of the area and the policies of the heritage conservation district plan
- Re-cladding in more traditional materials complementary to the district character
- Installation of traditional awnings
- Other capital improvements which the Township determines are

important to incorporate as an integral part of the total façade improvement design.

Non-Heritage Properties outside the Heritage Conservation District

- Enhancement, replacement and rehabilitation of commercial/retail doors, windows, and facades
- Restoration of existing façade and surfaces (woods, tuck pointing, cleaning)
- New surface materials
- Architectural design fees
- Enhancement or replacement of existing exterior lighting fixtures
- Improvements and enhancements to street front signage only as part of a larger facade
- Rear and side yard façade improvements designed specifically to enhance the look and appearance of these elevations of the property and yard areas where accessible by the public
- Costs associated with the production and installation of signage for Eligible Property
- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

Stream B - Accessibility Improvement:

- Power assist door operators
- Renovation of building entrances
- Upgrading of doors
- Installation of ramps
- Installation of elevating devices
- Renovations to create accessible washrooms

Stream C - Energy Efficiency Retrofit:

Interior or exterior renovations that result in a third-party certification or meet a third party energy efficiency standard which exceeds the requirements of the Ontario Building Code, and demonstrably increases energy efficiency including: Upgrades to insulation in attics, exterior walls, basements, and crawl spaces.

- Replacement of existing heating or central air-conditioning systems with Energy Star systems.
- Replacement of doors, windows, and skylights with Energy Star units.
- Replacement of existing hot water systems with energy efficient systems.
- Installation of small-scale renewable energy generation systems.
- Similar improvements maybe approved, but applicant must demonstrate how proposed works improve building energy efficiency. Approval is at the discretion of the Township.

Note that completion of an energy audit is required prior to commencing retrofit work.

Energy audits are not eligible for funding through this program.

Implementation Specifics

Grants will not be payable until such time as all work has been completed to the satisfaction of the Township. When the work has been completed, the applicant must submit copies of all paid invoices for approved work.

The Township reserves the right to reduce the amount of the grant upon completion of the project where it is of the opinion that unapproved modifications diminish the beneficial effects of the project.

Applicants are reminded that all grants are subject to the availability of funds in the approved Township of Scugog budget. An application for this program must be submitted to the Township prior to the commencement of any site works and/or issuance of a building permit, as applicable.

Stream A - Façade and Signage Improvement:

The following considerations will apply when reviewing all applications for grant assistance:

- The project must comply with the policies and guidelines of the area's Heritage Conservation District Plan;
- Preference will be given to applications proposing work on contributing buildings;
- On heritage properties, conservation and restoration of original architectural features will occur to the extent possible;
- There will be a monetary participation by the applicant (for eligible work) equivalent to that being requested from the Township;
- The grant program should not reward poor stewardship;

Stream B - Accessibility Improvement:

- Accessibility improvements shall be in accordance with, or exceed, the requirements of the Ontario Building Code, as applicable to the property.

Stream C - Energy Efficiency Retrofit:

- Eligibility for the Energy Efficiency Retrofit Grant will be contingent on completing an energy audit and demonstrated application for existing energy efficiency grants such as through incentives available through the IESO's SaveOnEnergy Program or Enbridge's Commercial Custom Retrofit Program;
- Funding for energy audits can be found through the Save on Energy Audit Funding Program as well as through the Save On Energy Retrofit Program Custom Track;
- In addition, Enbridge's Commercial Custom Retrofit Program provides free site walkthroughs to identify energy saving opportunities;

6.2.2. Program 2: Planning Fees and Building Permit Grant

Description

This program offers property owners with plans to develop new Commercial, Mixed-Use or Multi-Residential properties (with three or more dwelling units), a grant equivalent to 50% of applicable planning and building permit fees. Such a grant may, in concert with other program support, help encourage new development efforts through reducing initial regulatory costs. Projects in the

Corridor Commercial and the **Strip Mall** area of **Water Street south of Mary Street** will be prioritized for this program.

In keeping with the goals for the **Corridor Commercial** outlined in Section 2.1, the Township will **prioritize** assistance towards desired development along and in proximity to **Scugog Street/Highway 7A in addition to the strip mall segment of Water Street, South of Mary Street**. Projects that will be prioritized include:

- Redevelopment of strip malls
- Multi-Residential development with Commercial at grade
- Multi-tenant Commercial / multi use
- Infill development

Program Specifics

Planning Fees Grant:

- A grant equivalent to 50% of planning fees combined from all planning fees as itemized by the applicable fee schedule of the Township of Scugog at the time of application.
- Maximum total grant of \$2,000 per property or 50% of combined planning fee costs, whichever is less;
- Limit of one grant per property.

Building Permit Fees Grant:

- A grant equivalent to 50% of building permit fees for new builds or major renovations as itemized by the applicable fee schedule of the Township of Scugog at the time of application.
- Maximum grant of \$5,000 per property or 50% of building permit fee costs, whichever is less.

Grant covers:

- Planning application fees for: Zoning By-law amendments; Site Plan Agreement; Minor Variance; Application for Consent, Part Lot Control Agreement and Subdivision/ Condominium Agreement. The Grant is limited only to those fees outlined in the Township's current Fees and Charges By-law at the time of application and is always limited to the grant maximums available under this program.
- Building permit fees for: residential (OBC Group C) Value Calculations for Apartment Buildings and Condominiums, Office and Personal Services (OBC Group D), Mercantile (OBC Group E) Value Calculations and Demolition Permits.

Implementation Specifics	The applicant pays all planning and development permit fees as required and at the times required. These fees are reimbursed to the applicant, per the approved amount of grant once the works have been completed to the satisfaction of the Township.
Fiscal Implications	The Township incurs the costs of administration and any other overhead costs related to reviewing and processing the application. The applicant pays all required fees and permits in advance of receiving the grant assistance. The requirement to pay building permit fees at the required rate is therefore retained. The payment of the grant is specifically to defray in part the cost of these fees and is provided pursuant to provisions of the <i>Ontario Planning Act R.S.O. 1990, Section 28(7)</i> .

6.2.3. Program 3: Development Charge (DC) Deferral Program

Description	<p>This program is provided for under Section 28 of the <i>Planning Act, 1990</i>, in respect of Community Improvement Plans. Specifically, the Township removes the requirement of the successful application to pay interest on the deferral of development charges. As such, this is a grant program equivalent to the interest charges arising from the deferral of charges.</p> <p>Section 27 (1) of the <i>Development Charges Act, S.O. 1997</i> provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge. Interest calculated on Development Charges subject to deferral will be determined by the Township from time to time based on legislative and regulatory frameworks in place at that time.</p> <p>The Province recently introduced changes to the Development Charges Act (the DC Act) that requires municipalities to offer 5-year deferral payment plans for development charges associated with rental housing and institutional developments and a 20 year deferral payment plan for non-profit housing projects (Section 26.1 of the DC Act).</p> <p>Accordingly, this Development Charge Deferral Program is designed to provide assistance for the significant (re)development of sites by deferring the cost of development related to Development Charges for commercial uses.</p> <p>Separate and apart from this CIP, provisions of the Development Charge Act in respect of deferral (installment) payments for rental housing, non-profit housing and institutional development may be applicable to any residential development contemplated in the CIPA.</p> <p>In keeping with the goals for the Corridor Commercial (Scugog Street/Highway 7A) outlined in Section 2.1, the Township will prioritize DC deferral assistance towards desired development along and in proximity to Scugog Street/Highway 7A and the strip mall segment of Water Street, South of Mary Street. Projects that will be prioritized include:</p>
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-
- Commercial redevelopment of strip malls
 - Commercial component of Multi-Residential development
 - Multi-tenant Commercial / multi use
 - Commercial infill development
-

Program Specifics This program provides for the deferral of 50% of Scugog’s Township-wide development charge levied on **commercial developments** within the CIPA for up to a maximum of 18 months after the issuance of building permit issuance.

Interest on the deferred fees as part of the CIP will not accrue or be charged.

The deferral shall be dependent upon the applicant/developer providing an Irrevocable Letter of Credit to the Township of Scugog (named as the beneficiary) at the time of the Building Permit issuance.

Full payment of the Township Development Charge will be due no later than eighteen (18) months after the building permit is issued.

This Development Charge Deferral program applies only to Development Charges imposed by the Township of Scugog. It does not apply to Durham Region Development Charges nor Education Development Charges collected by the Township on behalf of the Region and School Boards.

Recommended Annual Budget Municipal deferment of Development Charge revenues will result in the Municipality realizing the full benefits of this income over time (i.e. within 18 months of building permit issuance) and does not warrant funding from a CIP Reserve.

7 Implementation

7.1. Evaluation Committee Composition and Application Intake Process

An Evaluation Committee is to be established to administer the application, evaluation and approval process of the programs within this CIP. The Evaluation Committee will be comprised of:

- Chair or designate of the Economic Development Advisory Committee
- One member of the Heritage Advisory Committee
- Director of Development Services
- Manager of Planning
- Director of Finance/Treasurer
- One member of the BIA
- One member of the Chamber of Commerce
- 1 Council Member

The Evaluation Committee will be led by a staff member whose primary responsibility is to manage the implementation of the CIP. The Evaluation will bring all recommendations to Council for final approval.

Application intake will occur on a first come-first served basis in order to facilitate the revitalization intentions of developers and property owners in a timely manner. The Evaluation Committee will meet as needed and make recommendations regarding applications via staff report. Final approval decisions on all applications will be made to Council.

All applications that require annual funding under Programs 1 and 2 will be accepted, evaluated and determined on a 'first-come first-served' basis. All funds committed in any one year (based on calendar years) will be assumed to be drawn down from the annual funding limit for the CIP as during the year of approval for funding, even where funds are disbursed in the following calendar year.

At all times, the principle of matched funding necessitates that Council will not fund more than 50% of Eligible Costs or stated funding caps, whichever is less. Council also has the right to extend, revise or alter this CIP beyond the initial five-year horizon subject to the objectives of Council and the performance of the plan in the opinion of Council.

Changes to the provisions of this CIP which are considered to represent a material change which necessitates a formal amendment to the Plan include the following:

1. Changes to the boundary of the geographic area subject to the CIP;
2. The addition of new programs of financial assistance operationalized within this CIP;
3. An extension to the approved term (duration) of the CIP;
4. A significant, order of magnitude increase in the maximum amount of financial assistance offered as part of the guidelines for funding contained in this plan; and
5. A significant change in the eligibility criteria for access to program support under this CIP.

7.2. General Eligibility Requirements

The following are General Eligibility Requirements that must be met by all applications before being considered by the Evaluation Committee. The General Eligibility Requirements must be read in association with the program-specific eligibility requirements detailed in Section 6.2. The decision to fund and the amount of funding will be generally determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Eligibility will be on a discretionary basis and based on the merits of each application.

The General Eligibility Requirements include the following:

- Only eligible properties located within the boundary of the Downtown Port Perry CIP as defined in Section 4, are eligible for financial incentive programs offered under this CIP;
- Applications received for programs intended to focus on a particular investment zone and address the identified issues in that zone as described in section 4 will be prioritized.
- Properties which are in default of any By-law of the Township of Scugog, as well as applicants with any properties in tax arrears at the time of application or applicants who have outstanding municipal permit fees or other bills (water, wastewater and other additional billings from the Township) are ineligible for consideration under this program. All applicants shall also be in good standing with regard to any other municipal fees and levies liable on the property. Applicants will be given the opportunity to reinstate their applications once tax arrears and outstanding municipal bills have been cleared.
- Eligibility will be on a first come first served basis. In addition, the decision to fund, and the amount of funding, will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Such criteria will be determined by the Evaluation Committee and adjusted from time to time as required. The development of these criteria and their use in evaluation of applications which have successfully passed the screening test, will be at the sole discretion of the Evaluation Committee in performing its mandate under this Plan.
- Applicants who are involved in ongoing litigation with the Township are ineligible for consideration.
- Under Section 28(7) of the *Planning Act, 1990*, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.
- The operation of the CIP is not retroactive. Applications for program support under the CIP must be submitted in advance of undertaking any eligible works.

The decision by Council to fund property enhancement through the instrument of this CIP is entirely at the discretion of the Council of the Corporation of the Township of Scugog. The Council reserves the right to determine the level of funding which shall be received by an applicant, whether to fund at all or in part, and what conditions, obligations and other requirements are attached to funding allocations.

Further, Council reserves the right to amend the process of application and evaluation, at any time and for any reason, without the requirement to amend the approved Community Improvement Plan. If during the course of construction, the applicant is in default of relevant By-laws or payments to the Township and fails to remedy this within a reasonable period determined by the Township, the applicant will be required to repay any received grant assistance in part or in whole at the discretion of the Township. Such a requirement will be a condition of approval of funding, signed and acknowledged by the applicant.

In all cases of program funding assistance, the Township of Scugog reserves the right to limit or refuse funding where applicants have successfully applied for and received funding for similar purposes from other sources of grant or preferential loan assistance – this includes, for example, any other building-related grant or loan incentive provided by upper levels of government and agencies of government.

Notwithstanding this provision, where Council determines that full access to Township funding sources in addition to funding from other public sources is merited by virtue of the particular circumstances, nature or scope of the project, Council may choose, in its sole discretion, to waive this provision.

8 Monitoring Program

8.1. Community Improvement Plan Performance

Programs will be monitored for effectiveness on an annual basis as a means of assessing individual program uptake and the scale of private sector investment leveraged by each approved funding allocation (by application). At the end of each year a published estimate of private sector investment (and/or ratio of private-public investment) is to be provided.

A more comprehensive interim review is to be undertaken in year 3 of implementation and a detailed review in year 5 to determine whether each program has met the goals of the Downtown Port Perry Community Improvement Plan, evaluating 1) the effectiveness of the funding and organizational structure of the CIP process 2) the composition and operation of the Evaluation Committee and 3) the effectiveness of staff and other resources to administer, monitor and market the Plan. The overall CIP should be monitored as follows.

For each approved incentive program, the following general variables should be measured and recorded:

- Total amount of committed funds annually;
- The number of applications submitted;
- The number of successful applications submitted (overall uptake of each program) and total value of each project;
- Assessment as to the quality of improvements when work is completed; and
- Applicant satisfaction with application process and communication materials and protocols.

Program-specific performance measures include:

CIP Program	Program-specific Variables
Commercial Property Improvement/ Building Renovation Grant	Total amount of funds disbursed by type of improvement (Façade, Signage, Accessibility Improvements, Energy Retrofits); Total value of improvements.
Planning Fees and Building Permit Grant Program	Total amount of the planning and building permit fees grants; Total value of the work; Type of work (conversion, mixed use development, etc.)
Development Charge (DC) Deferral Program	Total amount of development charges that have been deferred; Total value of construction; Number of residential units (if applicable); Total square footage of commercial and residential space constructed.

Schedule A: Glossary of Terms

Building Permits: are issued by the local body responsible for enforcing Ontario’s Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

Commercial: non-residential uses permitted in the applicable zone in accordance with the Township of Scugog Zoning By-Law 14-14.

“Community improvement” refers to the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement in energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary (Ontario Planning Act, Section 28).

Community Improvement Plan (CIP): is a planning tool under Section 28 of the Ontario Planning Act which permits planning and financial assistance programs involving lands, buildings, loans, grants and tax assistance for designated community improvement project areas.

Community Improvement Project Area (CIPA): “means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason (Ontario Planning Act, Section 28).”

Development Charges: are fees levied on development to help finance the infrastructure required to service growth. Under the *Development Charges Act, 1997*, as amended, local municipal councils may pass a By-law imposing development charges.

Eligible Costs: include all capital cost categories for which the Owner is entitled to Program Assistance from the Township as may be approved and as may be provided for in the CIP and further specified in any Agreement that may be required to execute funding. Eligible costs do not equate to the maximum levels of financial assistance under individual programs.

Eligible Property: is property located in the Community Improvement Project Area (CIPA) and is Commercial, Mixed-Use or Multi-Residential in nature. This excludes all owner-occupied residential, institutional and public use buildings such as civic buildings, recreational buildings, schools, institutional uses and public open space. Any such property must be in accordance with the zoning in effect for lands contained in the CIPA, or achieves such status prior to determination of any application made under the provisions of this CIP.

Multi-Residential: residential use per Township of Scugog Zoning By-Law 14-14. Specifically, a building with three or more dwelling units.

Property Owner: means either the registered owner of the lands and includes any successors, assigns, agents, partners and any affiliated corporation, or assessed owner.

Program Assistance means all or any of the programs contained in and provided for by the CIP.

April 13, 2023

TO: Municipalities that form the Kawartha-Haliburton Municipal Working Group

- City of Kawartha Lakes
- Municipality of Trent Lakes
- Township of Minden Hills
- Municipality of Dysart et al
- Township of Algonquin Highlands
- Municipality of Highlands East
- County of Haliburton
- Township of Brock
- Township of Scugog
- Township of Uxbridge

Attention: Becky Jamieson

RE: Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Selection of Candidates

Following our letter to you dated December 8, 2022, we have received a second nomination from municipalities within the Kawartha-Haliburton Source Protection Area. This nomination process served to identify candidates to fill one vacancy on the Source Protection Committee (SPC), who will represent all member municipalities from our Source Protection Area.

The City of Kawartha Lakes has made a nomination for the second member. Supervisor, Policy Planning Paul Pentikainen is the candidate moving forward in the appointment process. As per O. Reg. 288/07 of the Clean Water Act, 2006 all municipalities identified above are included in the grouping of municipalities in the Kawartha-Haliburton SPA. A formal council resolution endorsing Paul Pentikainen as the SPC representative for this area would be appreciated. We plan on bringing this matter to our Source Protection Authority Board to approve the appointment and a council resolution supporting this appointment as soon as possible is requested in order to support the SPA in its decision.

A suggested resolution is included below:

Resolved, That, Township of Scugog endorse City of Kawartha Lakes Supervisor, Policy Planning Paul Pentikainen as the Kawartha-Haliburton municipal representatives on the Trent Conservation Coalition Source Protection Committee.

We would also like to take the opportunity to thank all municipalities for their continued cooperation in protecting our municipal drinking water sources. Your efforts are greatly appreciated.

For additional information or clarification please do not hesitate to call me at 705-328-2271 ext. 215.

Sincerely,



Mark Majchrowski
Chief Administrative Officer,
Kawartha Conservation,
Kawartha-Haliburton Source Protection Authority

Copy: Jim Hunt, Chair, Trent Conservation Coalition Source Protection Committee
Keith Taylor, Project Manager, Trent Conservation Coalition Source Protection Region
Robert Rock, Chair, Kawartha-Haliburton Source Protection Authority

February 28, 2023

TO: Municipalities that form the Kawartha-Haliburton Municipal Working Group

- City of Kawartha Lakes
- Municipality of Trent Lakes
- Township of Minden Hills
- Municipality of Dysart et al
- Township of Algonquin Highlands
- Municipality of Highlands East
- County of Haliburton
- Township of Brock
- Township of Scugog
- Township of Uxbridge

Attention: Becky Jamieson

RE: Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Selection of Candidates

Following our letter to you dated December 8, 2022, we have received a nomination to fill the vacancy for the Haliburton representative on the Source Protection Committee from members within the Kawartha-Haliburton Source Protection Area. This nomination process served to identify a candidate who will ultimately represent all member municipalities from our Source Protection Area.

Deputy Mayor Cecil Ryall from the Township Highlands East is the candidate moving forward in the appointment process. As per O. Reg. 288/07 of the *Clean Water Act, 2006* all municipalities identified above are included in the grouping of municipalities in the Kawartha-Haliburton SPA. A formal council resolution endorsing Cecil Ryall as the SPC representative for this area would be appreciated. We plan on bringing this matter to our Source Protection Authority Board to approve the appointment and a council resolution supporting this appointment prior to March 23rd is requested in order to support the SPA in its decision.

A suggested resolution is included below:

Resolved, That, Township of Scugog endorse Township of Highlands East Deputy Mayor Cecil Ryall as the Kawartha-Haliburton municipal representative on the Trent Conservation Coalition Source Protection Committee.

We would also like to take the opportunity to thank all municipalities for their continued cooperation in protecting our municipal drinking water sources. Mayor Elmslie will continue to serve as the Source Protection Committee and if, in the event that this position becomes vacant, we will initiate the nomination process again. Your efforts are greatly appreciated.

For additional information or clarification please do not hesitate to call me at 705-328-2271 ext. 215.

Sincerely,



Mark Majchrowski
Chief Administrative Officer,
Kawartha Conservation,
Kawartha-Haliburton Source Protection Authority

Copy: Jim Hunt, Chair, Trent Conservation Coalition Source Protection Committee
Keith Taylor, Project Manager, Trent Conservation Coalition Source Protection Region
Robert Rock, Chair, Kawartha-Haliburton Source Protection Authority

The Corporation of The Township of Scugog

By-law Number 28-23

Being a by-law passed pursuant to the Provisions of Section 34 of the Planning Act, R.S.O. 1990, to amend Zoning By-law 14-14 with respect to Part of Lot 24, Concession 7, Township of Scugog, Regional Municipality of Durham, (17400 Island Road), (Roll # 1820.030.001.13275), Ward 3.

Whereas the owners of lands located in Part of Lot 24, Concession 7 (17400 Island Road), Township of Scugog, Ward 3, made an application to the Township of Scugog (Zoning By-law Amendment Application Z/12/2022) to amend Zoning By-law 14-14;

And Whereas the Council of the Corporation of the Township of Scugog held a public meeting (March 20, 2023) under Section 34 of the Planning Act with respect to this matter and has considered the application following that public meeting;

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

And Whereas the matters herein 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 enacts as follows:

1. **That** Schedule A, Map 5 to Zoning By-law 14-14 is hereby amended as follows:
 - a. Part of Lot 24, Concession 7, Township of Scugog, Regional Municipality of Durham, (17400 Island Road), (Roll # 1820.030.001.13275), more particularly shown on Schedule “A” attached hereto, is changed from **“Agricultural (AG)”** Zone to **“Shoreline Residential (SR)”** Zone.
 - b. Part of Lot 24, Concession 7, Township of Scugog, Regional Municipality of Durham, (17400 Island Road), (Roll # 1820.030.001.13275), more particularly shown on Schedule “A” attached hereto, is changed from **“Agricultural Holding (AG(H))”** Zone to **“Shoreline Residential (SR)”** Zone.

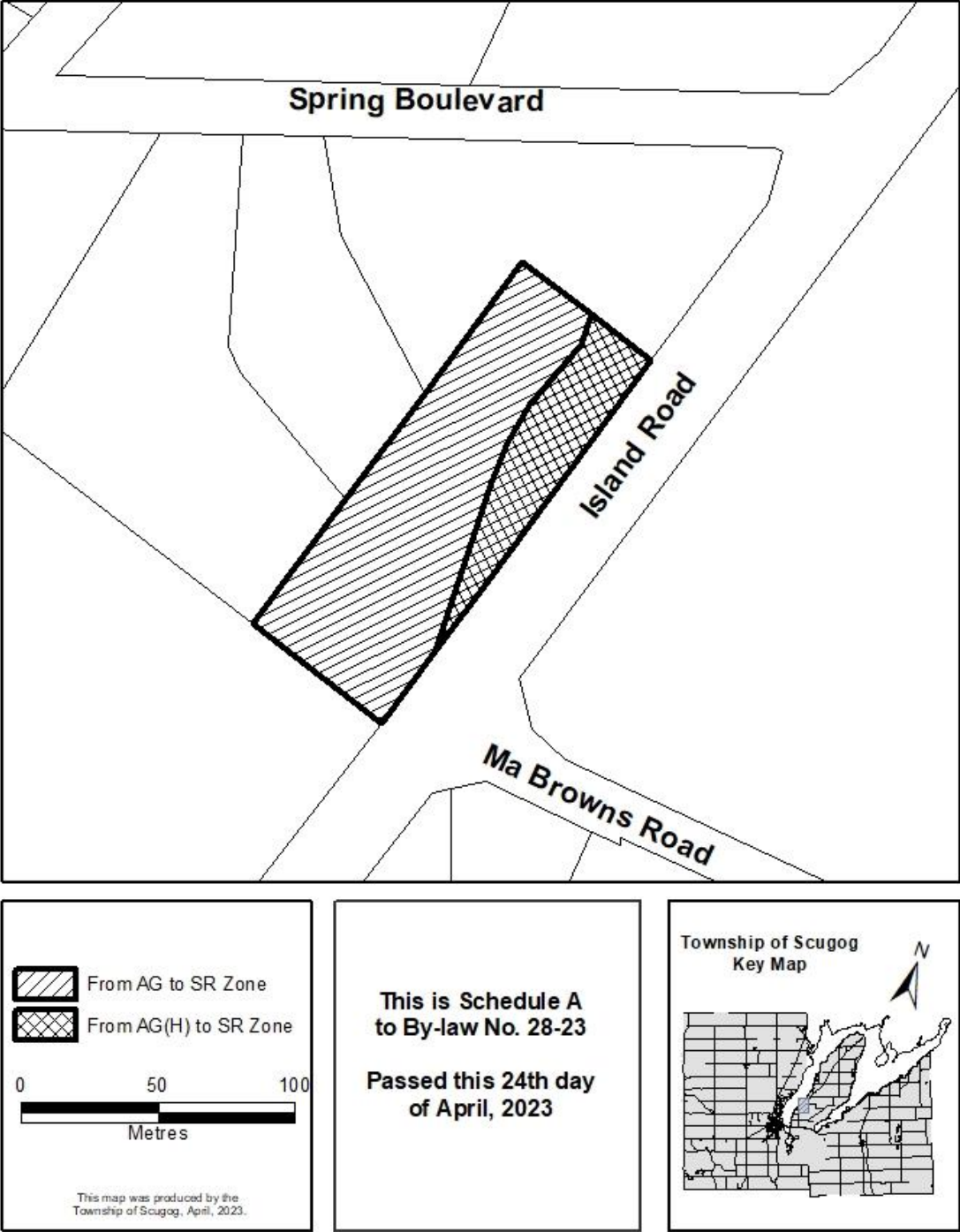
This By-law shall come into force in accordance with Sections 34 of the Planning Act.

This By-law Read a First, Second and Third time and Passed on the 24th day of April, 2023.

MAYOR, Wilma Wotten

CLERK, Becky Jamieson

Schedule A
To By-law 28-23
Township of Scugog
Amendment to Schedule A, Map 5
To Zoning By-law 14-14 (as amended)



The Corporation of The Township of Scugog
By-law Number 29-23

Being a by-law to amend By-law number 04-23 to impose fees for services and activities provided or done by or on behalf of the Township of Scugog and for the use of municipal property.

Whereas pursuant to Section 391 of the *Municipal Act* S.O. 2001, as amended, authorizes Council to impose fees for services and activities provided or done by or on behalf of the Township of Scugog and for the use of municipal property; and

Whereas it is deemed expedient to amend the Fees and Charges By-law Number 04-23;

Now therefore, the Council of The Corporation of The Township of Scugog hereby enacts as follows:

1. **That** Schedule F – Community Services Department – Recreation and Culture, be amended to add:

“Ball Diamond Advertising fee per season per ball diamond advertising board per diamond”

Ball Diamond Advertising \$200.00 HST Applicable Per Diamond per season (May – Oct)
2. **That** That Schedule F – Community Services Department – Recreation and Culture, be amended to add:

“A daily rate for 2023 for the Seagrave Hall”

Daily Rate \$62.60 HST Applicable Maximum; and
3. **That** this By-Law shall come into full force on the day of its passing and the required signage has been erected.

This By-law Read a First, Second and Third time and Passed on the 24th day of April, 2023.

MAYOR, Wilma Wotten

CLERK, Becky Jamieson

The Corporation of The Township of Scugog

By-law Number 30-23

Being a by-law to levy rates of taxation for the year 2023.

Whereas it was necessary for the Council of the Corporation of the Regional Municipality of Durham pursuant to section 308(5) of the Municipal Act, S.O. 2001, c. 25 (Municipal Act), to establish tax ratios for 2023 for the Region and its Area Municipalities;

And Whereas the tax ratios were set by the Regional Municipality of Durham under By-law No.16-2023;

And Whereas the tax ratios establish the relative amount of taxation to be borne by each property class;

And Whereas all property assessment rolls on which the 2023 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c.A.31, as amended subject to appeals presently outstanding;

And Whereas the property classes have been prescribed by the Minister of Finance pursuant to section 7 of the Assessment Act, R.S.O. 1990, ch.A.31, as amended and Regulations thereto;

And Whereas the Council of the Region is required to specify the percentage by which tax rates are to be reduced for the prescribed property subclasses for 2023 pursuant to section 313(3)(a) of the Municipal Act;

And Whereas the property subclasses for which tax rate reductions are to be established are in accordance with section 8 of the Assessment Act;

And Whereas the tax rate reductions reduce the tax rates that would otherwise be levied for municipal purposes;

And Whereas it is necessary for the Council of the Corporation of the Township of Scugog pursuant to the Municipal Act to levy on the whole rateable property according to the latest returned assessment roll, which is subject to adjustment by the Court of Revision, for The Corporation of the Township of Scugog the sums set forth for various purposes in Schedule "A" hereto attached for the current year;

And Whereas pursuant to The Regional Municipality of Durham By-laws Numbers 17-2023 to 19-2023 inclusive, the Regional Municipality of Durham passed By-laws to adopt estimates of all sums required by the Regional Municipality of Durham for the purposes of the Regional Corporation and to provide a levy on Area Municipalities;

And Whereas pursuant to the Education Act, Ontario Regulation 400/98, as amended by various Ontario Regulations from time to time, tax rates on the assessment for school purposes have been specified;

And Whereas an Interim levy was made before the adoption of the estimates for the current year;

Now therefore, the Council of The Corporation of The Township of Scugog hereby enacts as follows:

1. For the taxation year 2023, the tax ratio for property in:

(a) The Residential and Farm Class	1.0000
(b) The Multi-Residential Class	1.8665
(c) The New Multi-Residential Class	1.1000
(d) The Commercial Class	
Residual - Occupied	1.4500
Residual - Vacant Units	1.4500
Residual - Vacant Lands	1.4500
(e) The Shopping Centre Class	
Shopping Centre - Occupied	1.4500
Shopping Centre - Vacant Units	1.4500
(f) The Office Building Class	
Office Building -Occupied	1.4500
Office Building - Vacant Units	1.4500
(g) The Industrial Class	
Residual - Occupied	2.0235
Residual - Vacant Units	2.0235
Residual - Vacant Lands	2.0235
(h) The Large Industrial Class	
Large - Occupied	2.0235
Large - Vacant Units	2.0235
(i) The Pipelines Class	1.2294
(j) The Farmlands Class	0.2000
(k) The Managed Forests Class	0.2500
2. For the year 2023 The Corporation of the Township of Scugog shall levy upon the Residential and Farm Assessment, Multi-Residential Assessment, Commercial Assessment including Shopping Centres and Office Buildings, Industrial Assessment, Pipeline Assessment, Farmland Assessment and Managed Forest Assessment the rates of taxation per current value assessment for general purposes as set out in Schedule “A” attached to this By-law.
3. Taxes for Residential and Farm, Pipeline, Farmland and Managed Forest, including local improvement assessments, shall be payable in two instalments; estimated dates June 21st, 2023, and September 21st, 2023. Commercial including Shopping Centres and Office Buildings , Industrial, and Multi-Residential taxes will be levied in accordance with Bill 140 and shall be payable in two installments; estimated dates June 21st , 2023 and September 21st , 2023. Taxpayers shall have the right to enter into the optional Pre-Authorized Payment System for taxes as authorized under the authority of By-law 6-01.
4. The estimates for the current year are as set forth in Schedule “A” attached to

this By-law. The Township will collect and forward Region and Education levies in accordance with the rates established by the Region of Durham and the Province of Ontario.

5. The levy provided for in Schedule “A” attached to this By-law shall be reduced by the amount of the Interim levy for 2023.
6. For payments-in-lieu of taxes due to the Corporation of the Township of Scugog, the actual amount due to The Corporation of the Township of Scugog shall be based on the assessment roll and the tax rates for the year 2023.
7. For the railway rights of way taxes due to The Corporation of the Township of Scugog in accordance with the Regulations as established by the Minister of Finance, pursuant to the Municipal Act, S.O. 2001, c.25, as amended, the actual amount due to The Corporation of the Township of Scugog shall be based on the assessment roll and the tax rates for the year 2023.
8. It is understood that if any properties are determined to be in the Parking Lot Class that the taxation will be the same as the Commercial Class.
9. The Manager of Tax and Revenue shall mail or deliver or cause to be mailed or delivered, to the address on file of the property owner or place of business of each person taxed, a notice specifying the amount of taxes payable by such person.
10. The penalties and interest for non-payment on due dates shall be levied in accordance with the provisions of By-Law 68-14.
11. The Manager of Tax and Revenue and Treasurer are hereby authorized, to accept part payment from time to time on account of any taxes due and to give a receipt therefore; such part payment shall not affect the collection of any percentage charge imposed and collectable under Clause 10 in respect of non-payment of taxes or any instalment thereof.
12. The Treasurer is hereby authorized to revise assessments, and resulting tax rates, if deemed necessary in conjunction with changes made by Municipal Property Assessment Corporation.
13. Schedule “A” attached hereto shall be and form a part of this By-law.

This By-law Read a First, Second and Third time and Passed on the 24th day of April, 2023.

MAYOR, Wilma Wotten

CLERK, Becky Jamieson

The Corporation of The Township of Scugog

By-law Number 31-23

Being a by-law passed pursuant to the provisions of Section 28 of the Planning Act, R.S.O. 1990, to designate and adopt a Community Improvement Plan for the Downtown Port Perry Project Area.

Whereas the Township of Scugog's Official Plan contains provisions related to community improvement in the Township;

And Whereas Section 28 of the Planning Act, R.S.O. 1990, as amended, authorizes Council of the Corporation of the Township of Scugog to pass a by-law adopting a Community Improvement Plan designating whole or part of an area of the municipality as a Community Improvement Area;

And Whereas the Council of the Corporation of the Township of Scugog deems it in the public interest to designate the land hereinafter described as a Community Improvement Project Area in accordance with the provisions of Section 28(2) of the Planning Act, R.S.O. 1990, as amended;

And Whereas pursuant to the provisions of Section 28 of the Planning Act, R.S.O. 1990, as amended, Council of the Corporation of the Township of Scugog may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area;

And Whereas such a plan has been prepared and attached hereto as Schedule "B" and forming part of this By-law;

And Whereas a public meeting was held on October 18, 2021 pursuant to the Planning Act R.S.O. 1990, as amended, to hear submissions respecting the proposed Community Improvement Plan;

Now therefore, the Council of The Corporation of the Township of Scugog hereby enacts as follows:

1. **That** pursuant to Section 28(2) of the Planning Act, the lands illustrated on Schedule "A" to this By-law attached hereto and forming part of this By-law are hereby designated as a Community Improvement Project Area.
2. **That** Council hereby adopts the Community Improvement Plan attached hereto as Schedule "B" and forming part of this By-law.
3. **That** the Downtown Port Perry Community Improvement Plan be effective as of January 1, 2023.
4. **This** By-law expires five (5) years from the date this By-law is passed.
5. **The Township reserves the right** to amend, cancel, or alter the incentive programs described in Schedule "B" attached to and forming part of this By-law at any time.
6. **That** Schedules "A" and "B" attached hereto are hereby declared to form part of this By-law.

This By-law Read and Passed on the 24th day of April, 2023.

Wilma Wotten, Mayor

Becky Jamieson, Clerk

Schedule “A”

To By-law No. xx-23

Township of Scugog

Downtown Port Perry

Community Improvement Project Area



Schedule “B”

Downtown Port Perry Community Improvement Plan

PDF Attachment

The Corporation of The Township of Scugog

By-law Number 32-23

Being a by-law to appoint Blake Cullaton and Carter Bennis as Municipal Law Enforcement Officers and Property Standards Officers, and Lottery Licensing Officers for the Township of Scugog.

Whereas The Police Services Act, R.S.O. 1990, c.P. 15, Section 15(1) authorizes a Council of any Municipality to appoint one or more Municipal Law Enforcement Officers who shall be Peace Officers for the purposes of enforcing the By-Laws of the Municipality;

And Whereas subsection 15.1(3) of the Building Code Act, S.O. 1992, C.23, as amended, authorizes a municipality to pass a by-law prescribing the standards for the maintenance and occupancy of property within the municipality provided the Official Plan for the municipality includes provisions relating to property conditions;

And Whereas the Township of Scugog has in effect an Official Plan that includes provisions relating to Property Standards as provided in the Building Code Act, S.O. 1992, c.23; (as amended);

And Whereas Sections 8 & 11 of the *Municipal Act, 2001*, as amended, provides that Council may pass By-Laws for the purposes of exercising its authority;

And Whereas the Council of the Corporation of the Township of Scugog deems it necessary to appoint a Municipal Law Enforcement Officer and Property Standards Officer;

And Whereas it is deemed expedient to appoint a Lottery Licensing Officer;

Now Therefore the Council of The Corporation of The Township of Scugog Enacts as follows:

1. **That** By-Law 32-22 is hereby repealed in their entirety;
2. **That** Blake Cullaton and Carter Bennis are hereby appointed as a Municipal Law Enforcement Officers for the purpose of exercising all the powers and performing all the duties of a municipal law enforcement officer in the enforcement of the By-Laws of the Corporation of the Township of Scugog;
3. **That** Blake Cullaton and Carter Bennis are hereby appointed as a Property Standards Officers for the purpose of enforcing the Township of Scugog Property Standards By-Law and any related By-Law or other legislation;
4. **That** Blake Cullaton and Carter Bennis are hereby appointed as a Lottery Licensing Officers for the Township of Scugog and shall exercise all the authority, powers, rights and shall perform all duties and obligations which by statute or By-Law may be conferred or imposed upon the Lottery Licensing Officer and any other duties that may be imposed by Council;
5. **That** this By-Law remain in effect until such time as Blake Cullaton and/or Carter Bennis cease to be employed as a Municipal Law Enforcement Officer and Lottery Licensing Officer for the Township of Scugog; and

6. **That** this By-Law shall come into full force and effect on the day of its passing.

This By-law Read a First, Second and Third time and Passed on the 24th day of April, 2023.

MAYOR, Wilma Wotten

CLERK, Becky Jamieson

The Corporation of The Township of Scugog

By-law Number 33-23

Being a By-Law to repeal the By-Laws pertaining to all Advisory Committees Terms of Reference.

Whereas the *Municipal Act, 2001*, as amended, provides that a Council of a municipality may establish Advisory and other Committees;

And Whereas the Council of the Corporation of the Township of Scugog has established and adopted terms of reference by resolution for each of the following committees;

- Blackstock Recreation Complex Advisory Committee
- Community Grant Committee
- Economic Development Advisory Committee
- Environmental and Climate Change Advisory Committee
- Healthy Lake Scugog Steering Committee
- Heritage Advisory Committee
- Housing Advisory Committee
- Scugog Accessibility, Diversity, Equity, and Inclusion Advisory Committee
- Tourism Advisory Committee

Now therefore, the Council of The Corporation of The Township of Scugog hereby enacts as follows:

1. **That** By-law Numbers 13-21, 14-21, 15-21, 16-21, 17-21, 18-21, 19-21, and 20-21 hereby be repealed in their entirety.
2. **That** this By-law shall come into full force and effect on the day of passing.

This By-law Read and Passed on the 24th day of April, 2023.

MAYOR, Wilma Wotten

CLERK, Becky Jamieson

The Corporation of The Township of Scugog

By-law Number 34-23

Being a by-law to confirm the proceedings of the Regular Meeting of Council held April 24, 2023.

Whereas it is desirable that Council, by By-Law, adopt the proceedings of the Council at each meeting:

Now therefore, the Council of The Corporation of The Township of Scugog hereby enacts as follows:

1. **That** the action of the Council of the Corporation of the Township of Scugog at its Regular Meeting held April 24, 2023 and in respect of each recommendation contained therein and in respect of each motion, resolution and other action passed and taken by the Council at its meeting is, hereby adopted, ratified and confirmed as if all such proceedings were expressly in this By-law.
2. **That** the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and the Mayor and Clerk are hereby directed to execute all documents necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal of the Corporation to all such documents.

This By-law Read a First, Second and Third time and Passed on the 24th day of April, 2023.

MAYOR, Wilma Wotten

CLERK, Becky Jamieson