REGULAR MEETING OF COUNCIL

AGENDA

Tuesday, November 12, 2013 at 7:00 p.m.
Council Chambers

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF MINUTES
   a) Minutes of the Regular Meeting of Council held Tuesday, October 22, 2013
      at 7:00 p.m. in the Council Chambers

4. DEPUTATIONS, PETITIONS AND PUBLIC MEETINGS
   a) Petition received from the Park Place area residents with respect to the
      discontinuation of Bus Route #3

      Recommendation: That Council receive the petition presented at Public Works Committee
      from Park Place area residents with respect to the discontinuation of Bus Route #3; and;
      Further that the Petition be referred to staff for review and recommendations.

5. CORRESPONDENCE – Received for Information
   a) Municipal Property Assessment Corporation

      Recommendation: That Council receive the correspondence from the Municipal Property
      Assessment Corporation with respect to the delivery of nearly one million Property
      Assessment Notices to property taxpayers, for information.

   b) Allenwood Beach Ratepayers’ Association

      Recommendation: That Council receive the letter introducing the Allenwood Beach
      Ratepayers’ Association, for information.

CORRESPONDENCE – Requiring Action

a) Diabetes Month - November 2013

      Recommendation: That Council proclaim the month of November as “Diabetes Month” and
      that November 14th be proclaimed as “World Diabetes Day” in the Town of Wasaga Beach
b) Ministry of the Environment re Source Water Protection Grant Announcement

Recommendation: That Council receive the correspondence from the Ministry of the Environment regarding the Source Water Protection Grant announcement, and further that it be referred to the Director of Public Works.

6. UNFINISHED BUSINESS – None

7. COMMITTEE & OTHER BOARDS REPORTS

a) Committee of the Whole – October 22, 2013

Recommendation: That Council adopts the Committee of the Whole Report dated October 22, 2013, as circulated, and approves all actions contained therein.

b) Development Committee – October 23, 2013

Recommendation: That Council adopts the Development Committee Report dated October 23, 2013, as circulated, and approves all actions contained therein.

c) Committee of the Whole - November 5, 2013

Recommendation: That Council adopts the Committee of the Whole Report dated November 5, 2013, as circulated, and approves all actions contained therein.

d) Public Works Committee – November 7, 2013

Recommendation: That Council adopts the Public Works Committee Report dated November 7, 2013, as circulated, and approves all actions contained therein.

e) Accounts – September 1-30, 2013

Recommendation: That Council confirm the Accounts for September 1-30, 2013 in the amount of $7,570,846.71.

8. NOTICES OF MOTION - None

9. MOTIONS – WHERE NOTICE HAS BEEN PREVIOUSLY GIVEN - None

10. BY-LAWS AND CONFIRMATORY BY-LAW

a) A By-Law to Regulate the Placement of Election Signs in the Town of Wasaga Beach

b) A By-Law to Establish Advance Voting for the 2014 Municipal Election

c) A By-Law to Adopt Integrated Accessibility Standards Policies

d) A By-Law to Amend Town of Wasaga Beach Comprehensive Zoning By-Law No. 2003-60, as Amended (Wasaga Beach Village – Phase Three)
e) A By-Law to Adopt Official Plan Amendment No. 34 to the Official Plan of the Town of Wasaga Beach (Accessory Dwelling Units in Residential Dwellings)

f) A By-Law to Amend Town of Wasaga Beach Comprehensive Zoning By-Law No. 2003-60, as Amended (Wasaga Beach Distribution – 90 Nancy St.)

g) A By-Law to Adopt Official Plan Amendment No. 35 to the Official Plan of the Town of Wasaga Beach (Wasaga Beach Distribution – 90 Nancy St.)

h) A By-Law to Adopt an Encroachment Policy

i) A By-Law to Amend By-Law No. 2013-25, Being a By-Law to Establish a Wage Grid and Ladder Chart for Non-Union Employees

j) A By-Law to Amend By-Law No. 81-04, as Amended, Being a By-Law to Designate Through Streets

k) Confirmatory By-Law

11. MAYOR AND COUNCILLORS REPORTS

12. CALLING OF COMMITTEE MEETINGS

13. QUESTION PERIOD

“A fifteen (15) minute session wherein persons in attendance at the Regular Meeting of Council have an opportunity to raise questions pertaining to items that were dealt with by Council on the evening’s Agenda.”

13. ADJOURNMENT
THE CORPORATION OF THE TOWN OF WASAGA BEACH

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL

Held Tuesday, October 22, 2013 at 7:00 p.m.
In the Council Chambers

PRESENT:

C. Patterson       Mayor
D. Foster         Deputy Mayor
M. Bercovitch    Councillor
N. Bifolchi      Councillor
G. Watson        Councillor
S. Wells         Councillor
G. Vadeboncoeur Chief Administrative Officer
P. Archdekin   Deputy Clerk

ABSENT:

T. Nicholson      Clerk
R. Anderson      Councillor

1. CALL TO ORDER

Mayor Patterson called the meeting to order at 7:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST - None

3. ADOPTION OF MINUTES

MOVED BY G. WATSON
SECONDED BY D. FOSTER
RESOLUTION NO. 2013-18-01

RESOLVED THAT the Minutes of the Regular Meeting of Council, plus the holding of One (1) Public Meeting held Tuesday, October 8, 2013 at 7:00 p.m. in the Council Chambers, are hereby adopted as circulated.

CARRIED

4. DEPUTATIONS, PETITIONS AND PUBLIC MEETINGS

a) Mr. Giacomo (Jake) Pastore, Director, Municipal and Community Relations of the Ontario Lottery & Gaming Commission (OLG) provided an update on the OLG modernization and RFPQ status

Mayor Patterson welcomed Mr. Pastore to the table.

Mr. Pastore thanked Council for the opportunity to be back in Wasaga Beach. The OLG is taking the time with gaming host communities to talk with them and bring all up to speed on the modernization plan. He advised that the plan to modernize its lottery and gaming operations is to become more customer focused; expand regulated private sector delivery of lottery and gaming and renew OLG’s role in oversight of lottery and gaming. It is a multi-faceted process that will evolve in the coming months and years.
They are now in the request for pre-qualification stage and want to take the time to ensure they are doing everything correctly and are taking a careful approach. There is a full commitment by the Premier and Cabinet to move modernization forward for implementation by 2017-2018. Mr. Pastore provided two websites for those who wish to follow the process - ModernOLG.ca and PlayOLG.ca. Mr. Pastore spoke to other regions in which the bundled RFPQ’s (Request for Pre-Qualification) have been issued.

Mr. Pastore then spoke to the Host Funding Formula noting it is a standard agreement that is all the same and revenues are used at the discretion of Mayor and Council. He gave a few examples of the good things that have been done in communities with the revenues.

The next steps for Zone C7 is that the OLG will release the RFPQ by the end of the year and Council will be advised if it will be bundled or issued separately and possibly the number of tables. The private operator will rationalize the number of tables. The RFPQ will be on the market for about four (4) months to put together the business cases. There will then be a RFP (Request for Proposal) process followed by selection of the private sector service provider. Once the provider has been selected that provider will be responsible to develop a plan for gaming that respects the Town’s vision and any conditions identified by the Town. Before any facility is built there is three party agreement signed by the Town, private sector provider and OLG, with the Government of Ontario having final approval.

Mayor Patterson thanked Mr. Pastore for the update.

Deputy Mayor Foster spoke to revenue splitting and the operator would have input into table games. We had only heard slots before and inquired if table games going to be permitted.

Mr. Pastore confirmed the number of slot machines was indicated at 300 slots and it is yet to be determined the number of table games. That will be left up to private operators if they want table games in any location. It is up to them to make a business case and come back to OLG. Once the RFPQ’s are receive; if they want table games they will have a specific number of allowed tables at a specific site.

Deputy Mayor Foster commented that it has been indicated that the Town is interested in being a host municipality and our neighbor to the west has now indicated they want to be a host community. Deputy Mayor Foster inquired if Wasaga Beach is going to be a host community.

Mr. Pastore confirmed that two (2) communities in this Zone C7 have applied. Wasaga Beach and Collingwood have actually qualified to be host gaming sites through the regulations. The private operator at the end of the process will make the case and determination of the site to the OLG and the Minister of Finance has the final site approval.

Mayor Patterson stated that Council is aware that Collingwood did pass a resolution wanting more than 300 slots and we understand that there could be card games.

Councillor Wells has difficulty accepting that the neighbor did meet the regulation by the deadline given and now you confirm they are in the mix. To say they conformed to the regulations when there was a fixed deadline that we had to ask for a two (2) week extension to meet the deadline.
Councillor Wells questioned that we might now be bundled with Rama and Georgian Downs or Innisfil and this is the first time he has heard of this. He questioned what Georgian or Innisfil have to do with the Zone C7.

Mr. Pastore confirmed they are different communities. Each zone will have a facility. He spoke to other area RFPQ’s going out as a bundle and it was requested by the operators. Those bundled areas will be operated by one operator for all those regions. This area has not had that determination yet. It will be part of the RFPQ process to allow for operating deficiencies as they move through the process. It is an advantage to have one company operate the different sites.

Mayor Patterson asked for clarification that this has no impact that we could have 300 slots. Mr. Pastore confirmed that each zone is treated as its own. The Mayor noted that we could have one organization running the Rama, Wasaga Beach and Georgian Downs gaming facility. Mr. Pastore confirmed that could happen.

Mayor Patterson thanked Mr. Pastore and asked that Council be kept up to date as things progress.

b) Mr. Wayne Wilson, CAO/Secretary-Treasurer of the NVCA provided an update on the NVCA Strategic Plan and Watershed Health Checks

Councillor Bifolchi, as Chair of the Nottawasaga Valley Conservation Board of Directors introduced Mr. Wilson to the table. Mr. Wilson advised that he would speak briefly to the Strategic Plan; Protect, Enhance and Restore and the three (3) goals.

Councillor Wells advised that he read the Strategic Plan and complimented the NVCA and its leadership. The document has a lot to say about the role of the NVCA and what we can expect. He felt it clarified a lot of issues. He extended his congratulations to the Board to put the Plan into a perspective that people can understand.

Council Watson advised that he sat on the Strategic Plan Committee. This is a good document and the NVCA are moving in the right direction.

Mayor Patterson advised that he sat on the Board for four (4) years and this Plan has been a long time coming. It is a great document and the NVCA is in good hands with Chair Bifolchi.

Mr. Wilson continued on and spoke to the Health Checks. The Nottawasaga Valley Watershed Health Check is the entire watershed and the Lower Nottawasaga River Health Check is this area. The Health Check documents are produced every five (5) years and provide information in simple language that is easy to understand. They describe the health of our watershed and include a summary of stewardship action and encourage landowners and other people to be aware and take action. Mr. Wilson referred to the Lower Nottawasaga forest conditions as being fair noting that about 160 hectares of forest cover has been lost; however, they planted 150,000 trees last year. The forest protects the water quality and in Wasaga Beach there are some big blocks of forest. Mr. Wilson spoke to how very important the wetland is. Minesing swamp is a major sponge that prevents flooding in Wasaga Beach and is exceptionally important. They look at stream health and the little critters that live in the stream. The species of insects found tells of the health of the steam.
The phosphorus lever is higher than it should be because of upstream agriculture issues and the water treatment plants, as well as erosion. Mr. Wilson carefully explained that the quality of the water in the lower Nottawasaga is poor and that is not the water quality of the beach water. He referred to the water coming down the Nottawasaga and it is only poor quality. The water quality of the beach is excellent.

Mr. Wilson advised that the water quality in the deep aquifer is excellent and the ground water is in excellent shape. The Watershed Stewardship encourages people to protect the environment. The forestry program target is to plant 200,000 trees a year in the watershed. It is important that the 18 municipalities work collectively and do what is right as we are all connected and each municipality recognizes the importance of clean water.

Mr. Wilson noted that Council has been requested to support a proposed Ground Water Study of Quaternary Deposits in the Simcoe County area. This is being funded by Ontario Geological Survey.

Mayor Patterson thanked Mr. Wilson for the very informative presentation.

Deputy Mayor Foster referred to the stream health as being poor and with Wasaga Beach being at the end of the River. Land owners and municipalities upstream are putting things into the river. With respect to our own residents who back onto the water and rakes leaves etc. into the river, is there a “River Care for Dummies” to remind people not to dump leaves or anything else into the River.

Mr. Wilson advised that they have developed direct and specific stewardship for other areas and there is an opportunity in Wasaga Beach for education. It is an excellent opportunity to produce a brochure to get that information out. Mr. Wilson noted he has seen the video of leaves being dumped in the Nottawasaga River and noted that those organics use up oxygen as they decompose and cause issues in the river.

Councillor Watson inquired of pool water being drained into the river. Mr. Wilson advised if chlorine is present there is a concern. The Ministry of the Environment and possibly the Health Unit would be the contact for toxins being dumped in the river. Mr. Wilson would strongly not recommend release of pool water into the river.

Mayor Patterson advised that all of Council has seen the video of leaves and pool water being dumped into the river. He noted that any toxic material is the Ministry of the Environment’s responsibility.

Mayor Patterson spoke to the number of projects to clean up the river and a lot of good education to farmers. The water quality is still poor but it has to be better than it was in the past. Mr. Wilson indicated it is; however, they would like to improve it more with the significant growth in the area and the expected seven more sewage treatment plants, it will be a huge effort to maintain the current level.

Mayor Patterson noted it is good then for the healthy water in Georgian Bay.

Councillor Wells thanked Mr. Wilson for the update and appreciates the clarification as to water quality in the river as compared to the beach. Mr. Wilson was speaking about water quality that supports the micro life; spawning habitat, not to be confused with contamination. This is the water that will support insects and wildlife.
Mayor Patterson thanked Mr. Wilson for the update and was pleased to receive the positive news.

c) Mr. Colin Dobell, Founder and Executive Director of Stop the Drop - update on the water levels of Georgian Bay

Mayor Patterson welcomed Mr. Dobell to the table. Mr. Dobell thanked Council for the opportunity to make a presentation. He advised that Stop the Drop has registered 20,700 members over the summer that want to have their voices heard. The myth is that it is just a cycle and it will come back. It rains and we think the level will come back. Other lakes are at their average; however, Georgian Bay is 35 centimeters below the average. The objective is to engage the public and get them to pay attention all around the Great Lakes. They are also trying to help elected members understand what the public thinks and want. Mr. Dobell spoke to the many uses of the Bay and where the people come from to use it. He noted the membership is not just from this area. He concluded with three suggestions and ways Council could engage the public.

The Mayor thanked Mr. Dobell for the presentation and noted he appreciates what Mr. Dobell is doing. He is one of the 20,000 that signed up and suggested he keep the pressure on the area MP’s. Mother Nature helped with water levels this year and appreciates the message that is being given. The Mayor noted that from feedback he has received, the message is loud and clear to the Ministers. Mayor Patterson further noted that the area Mayor’s are doing their part. He encouraged Mr. Dobell to continue.

Mr. Dobell noted there is pressure being put on Federal Government.

Councillor Wells appreciates what is being done at the municipal government level and it is a good message getting the public generally involved and having them start to lobby their individual MP and MPP’s. He would like to see Wasaga Beach look in that direction to see what we can provide to our municipal residents to try to engage them such as an information flyer in the tax bill or articles in the paper. There is an opportunity to begin to encourage involvement of people to expand the public lobby to put additional pressure on the people that can make decisions that will make a difference. Mr. Cobell indicated Stop the Drop would be happy to partner with the Town.

Councillor Bercovitch advised he has been a boater for many years in the last five (5) years the drop in water between permanent docks all through Georgian Bay is five (5) feet. It is mind boggling the water could drop that much and a boater has to be very careful. Boaters would appreciate any work to get the levels up.

Mayor Patterson advised that he has attended other meetings hosted by Stop and Drop and individual people were encouraged to contact the Minister. During those meetings they handed out addresses for Premier Wynne and Minister Clement.

The Mayor thanked Mr. Dobell for his presentation.

5. CORRESPONDENCE – Received for Information – None
CORRESPONDENCE – Requiring Action

a) NVCA – Requesting support for Ground Water Project Proposal: Three Dimensional Mapping of Quaternary Deposits in the Central Simcoe County Area

MOVED BY G. WATSON
SECONDED BY N. BIFOLCHI
RESOLUTION NO. 2013-18-02

RESOLVED THAT Council does hereby support and endorse the NVCA Board of Director’s “Proposed Ground Water Study of the 3D mapping of Quaternary Deposits in the central Simcoe County area” with full funding provided by the Ontario Geological Survey.

CARRIED

b) Teachers of English as a Second Language – October 20 – 26, 2013

MOVED BY S. WELLS
SECONDED BY D. FOSTER
RESOLUTION NO. 2013-18-03

WHEREAS Ontario has been the destination of choice for many immigrants who have added to the diversity of the province by bringing their culture, customs and language, even as they endeavor to acquire the ability to communicate in English; and,

WHEREAS the community of English as a Second Language learners are represented in all aspects of society. They are students in elementary and secondary schools, universities, colleges, public and private schools, adult education students pursuing literacy and basic skills, participants in workplace-training programs, researchers and subjects, volunteers and workers, employees and business owners, labourers and professionals, neighbours and friends; and,

WHEREAS the professional organization Teachers of English as a Second Language Ontario hosts a conference in Toronto each year consisting of workshops, research symposia and a technology fair to maintain and expand the skills and abilities of its members;

THEREFORE BE IT RESOLVED THAT Council does hereby proclaim October 20-26, 2013 as “English as a Second Language Week” in the Town of Wasaga Beach.

CARRIED

MOVED BY G. WATSON  
SECONDED BY S. WELLS  
RESOLUTION NO. 2013-18-04

WHEREAS as a municipality, we are committed to reducing our waste, conserving resources and educating the community about sustainable living; and,

WHEREAS we recognize the generation of solid waste and the needless waste of resources as global environmental problems and endeavour to take the lead in our community toward environmental sustainability;

THEREFORE BE IT RESOLVED THAT Council does hereby proclaim October 21 – 27, 2013 as Waste Reduction Week in the Town of Wasaga Beach.

CARRIED

d) Child Care Worker & Early Childhood Educator Appreciation Day – Wednesday, October 30, 2013

MOVED BY N. BIFOLCHI  
SECONDED BY D. FOSTER  
RESOLUTION NO. 2013-18-05

WHEREAS years of research confirms the benefits of high quality child care for young children’s intellectual, emotional, social and physical development and later life outcomes; and,

WHEREAS child care promotes the well-being of children and responds to the needs of parents, child care workers and the broader community by supporting quality of life so that citizens can fully appreciate in and contribute to the economic and social like of their community; and,

WHEREAS many studies show trained and knowledgeable Early Childhood Educators and child care staff are the most important element in quality child care, and that good wages and working conditions are associated with higher job satisfaction and morale, lower staff turnover which leads to high quality education and care;

THEREFORE BE IT RESOLVED THAT October 30, 2013 be designated the 13th Annual “Child Care Worker & Early Childhood Educator Appreciation Day” in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.

CARRIED
e) Lung Month – November 2013

Councillor Watson advised that the first Mayor had lung surgery this week and wished him the best. He thought it was quite appropriate to be declaring Lung Month. It was then;

MOVED BY D. FOSTER  
SECONDED BY N. BIFOLCHI  
RESOLUTION NO. 2013-18-06

WHEREAS more than 2.4 million people in Ontario – that is one in five people in the Town of Wasaga Beach – lives with chronic lung disease such as asthma, chronic obstructive pulmonary disease or lung cancer and many more are at risk; and,

WHEREAS in November the Ontario Lung Association and our partners will engage in a series of information and outreach initiatives designed to inform and educate all Ontarians about how to protect and care for their lungs;

THEREFORE BE IT RESOLVED THAT Council does hereby proclaim November 2013 as “Lung Month” in the Town of Wasaga Beach.

CARRIED

CORRESPONDENCE – To be Referred – None

6. UNFINISHED BUSINESS – None

7. COMMITTEE & OTHER BOARDS REPORTS

a) Community Services Committee – October 15, 2013

Councillor Watson spoke to the highlights of the meeting and it was then;

MOVED BY G. WATSON  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-18-07

RESOLVED THAT Council does hereby adopt the Community Services Committee Report dated October 15, 2013, as circulated, and approves all actions contained therein.

CARRIED

b) Committee of the Whole – October 15, 2013

Mayor Patterson spoke to the highlights of the meeting. Councillor Bercovitch requested that Resolution No. 2013-12-02, the Clearview Agreement, be voted on separately. Councillor Wells noted he had the same request. Committee agreed and a vote was called for on the General Government Report with the exception of Resolution No. 2013-12-02.
MOVED BY D. FOSTER  
SECONDED BY G. WATSON  
RESOLUTION NO. 2013-18-08

RESOLVED THAT Council does hereby adopt the Committee of the Whole Report dated October 15, 2013, as circulated, and approves all actions contained therein.

CARRIED

Mayor Patterson advised that Council will now vote on Committee of the Whole Resolution No. 2013-12-02, Township of Clearview Amending Agreement.

Councillor Bercovitch advised that on September 14, 2010, Council approved an agreement with the Township of Clearview in which Wasaga Beach was to receive $12m in two (2) payments. Since that time there have been two or three amendments and no money up front. Payment of $6M is to be received in 2017 and a second payment at an undisclosed date. Councillor Bercovitch advised that in 2010 he voted against the Agreement and will again. He did not believe there was anything in it for the tax payers of Wasaga Beach and would not support it. Councillor Bercovitch requested a recorded vote.

Councillor Wells spoke to the initial proposal by the Township of Clearview for the community of Stayner. If this Amending Agreement is defeated it would fall back to the original agreement and that would be the status. It was initially proposed by Clearview and now they want to re-neg on the agreement. The original agreement provided a benefit to Wasaga Beach for being a good neighbour. He felt the in-ground works was a separate issue from this one and in-ground works were funded/supported by government funds of $10M. Clearview has contributed to the in-ground works in place and will fund works going forward. This agreement relates only to capacity purchase. The initial proposal provided for a lump sum $6M payment and that lump sum invested at the current interest rates would provide $120,000 annually as an investment to the community or some of it could be used to offset other capital costs or other priority projects that Council deems appropriate. The revised agreement is pay as you go for capacity and Wasaga Beach will receive $2,200 for each building permit issued in the community of Stayner. To equalize, it would require 2200 permits. Councillor Wells stated he does want to be a good neighbor. The new proposal does pay for capacity over long term but provides no short term or very long term benefit to Wasaga Beach and residents. Without a payment upfront we have actually committed 5,000 cubic metres of sewage treatment that cannot be given to any future developer. It has reduced our long term capacity by 5,000 cubic meters to offer it anywhere else. He also requested a recorded vote, and would not support it the motion. He felt the initial agreement was appropriate and had benefit, but this one is only one sided.

Mayor Patterson stated he would support the amended agreement. The waste water plant operates at 35% of its capacity. He is disappointed the original agreement has been amended so many times but felt that any money is found money for the taxpayers of Wasaga Beach. The plant has been sitting idle and a neighbouring community needs waste capacity and we can make money. There is a $12M agreement signed that is still in effect. The Mayor further noted that they have already put some money in and he would support the agreement.

Deputy Mayor Foster noted that even if we did not do this and we built out, it would not take the sewage treatment plant to its operating capacity. There is a 10% premium on any funds received from Stayner.
Councillor Bifolchi indicated she is frustrated by all the changes and it will be years before Stayner sees any growth; however, when it does happen those people would come to our community to shop and she wants to be a good neighbor.

Councillor Watson noted that Council did endorse the original agreement and there will be money flowing to us which will increase the plant and the infrastructure going in will benefit development in Wasaga Beach. Councilor Watson advised that $8M was received in 1979 for the sewage treatment plant, paid for by the people of Ontario by the Province which was 95% of the cost.

A recorded vote was then called on Resolution No. 2013-12-02 – Clearview Sewage Treatment Agreement:

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<th>Councillor</th>
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<td>Deputy Mayor Foster</td>
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CARRIED

**c) General Government Committee – October 17, 2013**

Council Wells spoke to the highlights and it was then;

MOVED BY S. WELLS
SECONDED BY D. FOSTER

RESOLUTION NO. 2013-18-09

RESOLVED THAT Council does hereby adopt the General Government Committee Report dated October 17, 2013, as circulated, and approves all actions contained therein.

CARRIED
8. NOTICES OF MOTION

a) Appointment of alternate representatives on the NVCA Board of Directors

Councillor Bifolchi noted that while it is a rare occasion, there are times when someone is absent and it is important for Wasaga Beach to have its voice heard. It was then;

MOVED BY N. BIFOLCHI
SECONDED BY G. WATSON
RESOLUTION NO. 2013-18-10

RESOLVED THAT due to other commitments, it may be necessary for the Wasaga Beach appointed representatives to be absent from some of the NVCA Board of Directors meetings;

THEREFORE BE IT RESOLVED THAT Council does hereby appoint Mayor Cal Patterson and Councillor Morley Bercovitch as the alternative representatives of the NVCA Board of Directors should either of our designated members be unable to attend a meeting of the NVCA Board of Directors and shall have full voting privileges in such situations.

CARRIED

9. MOTIONS – WHERE NOTICE HAS BEEN PREVIOUSLY GIVEN - None

10. BY-LAWS AND CONFIRMATORY BY-LAW

a) A By-Law to Adopt a Human Resources Policy Manual

Deputy Mayor Foster noted the employment premium refers to non-union positions except the Wasaga Beach Library is mentioned and as it applied to all non-union positions there is no need to mention the Wasaga Beach Public Library. It was then;

MOVED BY N. BIFOLCHI
SECONDED BY S. WELLS
RESOLUTION NO. 2013-18-11

RESOLVED THAT a By-Law to Adopt a Human Resources Policy Manual be received and be deemed to have been read a first, second and third time, passed and numbered No. 2013-86.

CARRIED

b) A By-Law to Appoint a Municipal Law Enforcement Officer and Property Standards Officer for the Town of Wasaga Beach (Brett Schmidt)

MOVED BY D. FOSTER
SECONDED BY S. WELLS
RESOLUTION NO. 2013-18-12

RESOLVED THAT a By-Law to Appoint a Municipal Law Enforcement Officer and Property Standards Officer for the Town of Wasaga Beach, be received and be deemed to have been read a first, second and third time, passed and numbered No. 2013-87.

CARRIED
c) Confirmatory By-Law

MOVED BY G. WATSON
SECONDED BY S. WELLS
RESOLUTION NO. 2013-18-13

RESOLVED THAT a By-Law to Confirm the Proceedings of the Council of the Town of Wasaga Beach at its Regular Meeting held Tuesday, October 22, 2013, be received and be deemed to have been read a first, second and third time, passed and numbered No. 2013-88.

CARRIED

11. MAYOR AND COUNCILLORS REPORTS

Councillor Watson attended the Home Hardware Tree Planting; attended a tour of the STP; Business after 5; NVCA meeting; municipal BBQ at MP Kellie Leitch’s home; Georgian Triangle Housing Resource; Mayor’s Breakfast; funding announcement $2M for Schoonertown Bridge and the Small Business Advisory Board.

Councillor Bifolchi advised she attended NVCA meetings and the $2M funding announcement for the Schoonertown Bridge.

Deputy Mayor Foster participated in the Geocashing Event, which is like a GPS Scavenger Hunt; Healthy Communities Network and he attended the funeral of former youth member Darren Laberge. He suggested the Kids Help Line phone number be put on our Website.

Deputy Mayor Foster attended County Council and COWOC meetings. The Community Theatre production begins on October 31st and the YMCA is getting new cardio equipment.

Mayor Patterson attended the Vanity Flair Pet Spa Grand Opening; a meeting with the Chamber of Commerce President and CAO with respect to Promote Wasaga strategy; Orillia Soldiers Memorial Hospital; Taste of Paradise Grand Opening and Ribbon Cutting; Simcoe Muskoka Health Board meeting; attended the change of Georgian Village Long Term Care Home where they moved 104 residents to the new home; Chamber of Commerce meeting; Friends of Springwater Park; Simcoe County employee Service Awards; formal presentation of his Diamond Jubilee Medal; reception for HRH Princess Royal Anne and had the opportunity to shake hands and speak for about 3 minutes; Mayor’s Breakfast; $2M grant announcement by Minister Leal for the Schoonertown Bridge; County Council and Committee of the Whole. The Mayor extended congratulations to Mrs. Webster on the Geocashing event.

The Mayor reminded Council of the Stayner Granite Curling Club’s 50th Anniversary celebrations on Saturday, October 26 at 1:00 p.m.

Councillor Wells attended the Mayor’s Breakfast.

Councillor Bercovitch attended the Mayor’s Breakfast and presentation of the $2M grant for Schoonertown Bridge.
12. CALLING OF COMMITTEE MEETINGS

Development Committee   October 23, 2013 at 1:30 p.m.
Public Works Committee   November 7, 2013 at 8:30 a.m.
Community Services Committee   November 19, 2013 at 8:30 a.m.
General Government Committee   November 21, 2013 at 2:30 p.m.
Committee of the Whole – Budget   October 29, 2013 at 7:00 p.m.

13. QUESTION PERIOD

“A fifteen (15) minute session wherein persons in attendance at the Regular Meeting of Council have an opportunity to raise questions pertaining to items that were dealt with by Council on the evening’s Agenda.”

13. ADJOURNMENT

Mayor Patterson adjourned the meeting at 9:22 p.m.

The Minutes of this Meeting were approved by Council on the 12th day of November 2013.

Cal Patterson, Mayor

Twyla Nicholson, Clerk
PETITION
TO THE COUNCIL OF
THE CORPORATION OF THE TOWN OF WASAGA BEACH

We, the undersigned residents of Wasaga Beach, petition the Council of the Town of Wasaga Beach regarding the discontinuation of Bus Route 3. We ask that Council reconsider and continue Bus Service at Park Place Area.

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<tbody>
<tr>
<td>Jean Dickson</td>
<td>35 Pennsylvania Ave</td>
<td>Dickson</td>
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<tr>
<td>Lyle Young</td>
<td>50 The Boardwalk</td>
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<td>Jackye Miles</td>
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<td>Betty Wilson</td>
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<td>Delmont Stotts</td>
<td>25 Pennsylvania</td>
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<td>Peggy Thompson</td>
<td>101 Pennsylvania</td>
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<td>Lee Ambury</td>
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<td>C. Grant</td>
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<td>L. Maci</td>
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<td>Joan E. Ehrlich</td>
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<td>Theresa McBride</td>
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<td>Larry Carroff</td>
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<tr>
<td>Edna Simmons</td>
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<td>Mark Groen</td>
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<td>Sheila Dorson</td>
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<td>Linda Durante</td>
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<td>Bob Parent</td>
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<td>Rita Parent</td>
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<td>Joe Agniss</td>
<td>74 Malta Ave</td>
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<td>Penny Bell</td>
<td>74 The Boardwalk</td>
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<tr>
<td>John Doe</td>
<td>Park Place</td>
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<td>Barb &amp; Evan MacDonald</td>
<td>Park Place</td>
<td>Roy</td>
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<td>Tom Swift</td>
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<td>Ray Mulholland</td>
<td>Park Place</td>
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<td>Eleanor Mulholland</td>
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<td>Cecilia Faulking</td>
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<td>Fred &amp; Lynda Benson</td>
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<td>John Wood</td>
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<td>Amy Librah</td>
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<td>Ellyne White</td>
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<td>Jack Casterhuis</td>
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<td>Cathy Simmons</td>
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<td>Wayne Simmons</td>
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<td>Donna Carey</td>
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<tr>
<td>Paul Balcaraza</td>
<td>1 MALTA AVE</td>
<td>Paul Balcarza</td>
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<tr>
<td>Beatrice Barbara</td>
<td>1 MALTA AVE</td>
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<tr>
<td>Mary Sammit</td>
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<td>Mary Sammit</td>
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<tr>
<td>Lavinia McCubbin</td>
<td>79 THE BOARDWALK</td>
<td>Lavinia McCubbin</td>
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<tr>
<td>Dorreen Taylor</td>
<td>79 THE BOARDWALK</td>
<td>Dorreen Taylor</td>
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<tr>
<td>Ellen Androm</td>
<td>71 KENTUCKY</td>
<td>Ellen Androm</td>
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<tr>
<td>Pauline Stanley</td>
<td>31 THE BOARDWALK</td>
<td>Pauline Stanley</td>
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<tr>
<td>Alice Chishon</td>
<td>21 PENNSYLVANIA</td>
<td>Alice Chishon</td>
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<tr>
<td>Pauline &amp; Barry Vincent</td>
<td>3 MALTA</td>
<td>Pauline &amp; Barry Vincent</td>
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<tr>
<td>Deb &amp; Barry Emmors</td>
<td>31 PENNSYLVANIA</td>
<td>Deb &amp; Barry Emmors</td>
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<tr>
<td>Mike &amp; Judy Davis</td>
<td>33 KENTUCKY</td>
<td>Mike &amp; Judy Davis</td>
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<tr>
<td>Deb &amp; Dave Oakley</td>
<td>24 KENTUCKY AVE</td>
<td>Deb &amp; Dave Oakley</td>
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<tr>
<td>Maggie Elizabeth Quinn</td>
<td>18 KENTUCKY AVE</td>
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<td>Flo &amp; Les Ferrey</td>
<td>17 KENTUCKY AVE</td>
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<tr>
<td>Phil Farrow</td>
<td>73 PENNSYLVANIA</td>
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<td>63 BOARD WALK</td>
<td>Phil Farrow</td>
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Ed Kanat, 429-1509.

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<tr>
<td>Elvis Kanat</td>
<td>29 Kentucky Ave</td>
<td>Elvis Kanat</td>
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<tr>
<td>Ed Kanat</td>
<td>29 Kentucky Ave</td>
<td>Ed Kanat</td>
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<tr>
<td>Ray Collins</td>
<td>34 Kentucky Ave</td>
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<tr>
<td>Mike Conn</td>
<td>8 Vermont</td>
<td>Mike Conn</td>
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<tr>
<td>Millie Seely</td>
<td>13 Benning Ave</td>
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<tr>
<td>Sue Smith</td>
<td>29 St James Place</td>
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<tr>
<td>Geoffrey Lovely</td>
<td>29 St James Place</td>
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<tr>
<td>Frank Bowler</td>
<td>46 New York Ave</td>
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<td>Terry Bowler</td>
<td>46 New York Ave</td>
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<tr>
<td>Barry Vincent</td>
<td>3 North Ave</td>
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<td>Kathleen Vincent</td>
<td>35 Indiana</td>
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<td>Bob Lapell</td>
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<td>Jack McClain</td>
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<td>Sharon McClain</td>
<td>50 Illinois Ave</td>
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<tr>
<td>June Demille</td>
<td>51 Andrews Ave</td>
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<td>Carol Demille</td>
<td>19 Virginia Ave</td>
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<tr>
<td>Betty Lachlan</td>
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<tr>
<td>Janie Ken Cundy</td>
<td>54 Indiana</td>
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<tr>
<td>Nancy Thomas</td>
<td>98 New York</td>
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TO THE COUNCIL OF
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<tr>
<td>Winnie Elliott</td>
<td>14 The Boardwalk</td>
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<tr>
<td>Terence Appleyard</td>
<td>5 Malta Ave</td>
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<tr>
<td>Gayle Collins</td>
<td>34 Kentucky Ave</td>
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<tr>
<td>Kathleen Bannerman</td>
<td>89 Pennsylvania Ave</td>
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<td>L-azel Sullivan</td>
<td>21 The Boardwalk</td>
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<td>Phyllis Ellis</td>
<td>6 St James Place</td>
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<td>Sheila Boneham</td>
<td>11 St James Place</td>
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<td>Jane Lynch</td>
<td>27 Pennsylvania Ave</td>
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<td>Joanne Densmore</td>
<td>51 Indiana Ave</td>
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<tr>
<td>Judy Smith</td>
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<td>Olive Kanat</td>
<td>29 Kentucky Ave.</td>
<td>Olive Kanat</td>
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<tr>
<td>Ed Kanat</td>
<td>29 Kentucky Ave.</td>
<td>Ed Kanat</td>
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<tr>
<td>Betty Anne Randall</td>
<td>49 Indiana Ave.</td>
<td>Randall</td>
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<tr>
<td>Dela Salvador</td>
<td>6 Illinois</td>
<td>Dela Salvador</td>
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<tr>
<td>Charlotte Dorey</td>
<td>10 Birchmount Circle</td>
<td>Charlotte Dorey</td>
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<tr>
<td>Sheila Wilson</td>
<td>45 Boardwalk K.</td>
<td>Sheila Wilson</td>
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<tr>
<td>Max Dow Lanham</td>
<td>103 Pennsylvania</td>
<td>Max Dow Lanham</td>
</tr>
<tr>
<td>Lila Kelson</td>
<td>30 Indiana Ave.</td>
<td>Lila Kelson</td>
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<tr>
<td>Margaret McGregor</td>
<td>Hometown 10 Illinois</td>
<td>Margaret McGregor</td>
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<tr>
<td>Sarah McLean</td>
<td>Hometown Judicial Crt</td>
<td>Sarah McLean</td>
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<tr>
<td>T. Koch</td>
<td>3455 James Pl.</td>
<td>T. Koch</td>
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<tr>
<td>Rick Cumma</td>
<td>27 Kentucky</td>
<td>Rick Cumma</td>
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<tr>
<td>Wayne Crowe</td>
<td>27 Illinois Cres.</td>
<td>Wayne Crowe</td>
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<td>George May</td>
<td>Illinois Cres</td>
<td>George May</td>
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<td>Mary May</td>
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<td>Janet Crowe</td>
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<td>Joan Kell</td>
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<tr>
<td>James O'Malley</td>
<td>28 Illinois Cres.</td>
<td>James O'Malley</td>
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<tr>
<td>Baid Simerson</td>
<td>Andrew Crt W.B.</td>
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<tr>
<td>Pat McMillan</td>
<td>705-239-9829</td>
<td>McMillan</td>
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</table>


October 23, 2013

Dear Sir/Madam:

On November 1, 2013, the Municipal Property Assessment Corporation (MPAC) will begin delivering nearly one million Property Assessment Notices to property taxpayers across the province.

The last province-wide Assessment Update took place in 2012 when every property owner in Ontario received a Property Assessment Notice from MPAC. During non-Assessment Update years, MPAC continues to review properties as new homes are built, owners renovate, structures are removed and properties change use.

Some of the reasons for receiving a Property Assessment Notice this fall include:

- a change in property ownership or legal description;
- a change to the property's assessment resulting from a Request for Reconsideration or Assessment Review Board decision;
- a property value increase or decrease reflecting a change to the property, for example, a new structure, addition, or removal or demolition of an old structure; or,
- a change in the classification or tax liability of a property.

Each Notice mailed this fall shows the assessed value and classification of a property based on the legislated valuation date of January 1, 2012, which is in place for the 2013-2016 tax years. All eligible assessment increases are phased-in over four years while decreases are applied immediately. The next province-wide Assessment Update will take place in 2016.

Although each Notice includes a variety of ways to contact MPAC, you may also receive enquiries. The enclosed information kit will help you and your staff respond to property owners’ questions. The kit includes:

- a sample Property Assessment Notice;
- a copy of the Information Insert included with every Notice;
- an Important Information About Your Property Assessment brochure; and,
- a fact sheet about MPAC.
The key dates for the 2013 Notice mailing are:

**November 1 – November 15, 2013**  
Property Assessment Notice delivery period

**November 27, 2013**  
Amended Property Assessment Notice delivery

**December 10, 2013**  
Assessment Rolls delivered to municipalities

**March 31, 2014**  
Deadline for filing a Request for Reconsideration with MPAC or Appeal with the Assessment Review Board

Property owners are encouraged to visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) to confirm their property details and compare their property with others in their neighbourhood. Login information is included with every Notice mailed.

Enquiries about Property Assessment Notices and assessment matters in general may be directed to the Customer Contact Centre at 1 866 296-MPAC (6722) or 1 877 889-6722 (TTY). Property taxpayers may also visit [www.mpac.ca](http://www.mpac.ca) or their local MPAC office. The hours and address for the local office are included on every Notice mailed.

We are pleased to provide support to help you answer questions and address the concerns of property taxpayers in your community and members of your associations. If you have any questions, please do not hesitate to contact me at 705-728-3572 ext. 236.

Yours truly,

Lisa Eakley  
Municipal Relations Representative/A  
Simcoe County  
65 Cedar Pointe Dr, Suite 800  
Barrie, ON L4N 5R7  
t/705-728-3572 ext 236  
c/705-818-1824  
Lisa.Eakley@mpac.ca

Enclosure
2013 PROPERTY ASSESSMENT NOTICES

In 2012, MPAC completed a province-wide Assessment Update and mailed a Property Assessment Notice to Ontario’s nearly 5 million property owners.

2012 Notices provided the classification and updated assessed value for all properties in Ontario based on a legislated valuation date of January 1, 2012, in place for the 2013-2016 tax years.

MPAC continues to review properties during non-Assessment Update years. New homes are built, owners renovate, additions are built, structures are removed or demolished and properties change use.

2013 Property Assessment Notices, mailed this fall, show the assessed value of your property based on the January 1, 2012 legislated valuation date.

MPAC is legislatively responsible for updating this information even in a year when a province-wide Assessment Update is not taking place.

5 Major factors usually account for 85% of a residential property’s value:

✓ Location
✓ Lot Dimensions
✓ Living Area
✓ Age of the Structure(s) (adjusted for any major renovations/additions)
✓ Quality of Construction

Approximately 1 million taxpayers will receive a Property Assessment Notice from MPAC in 2013.

During a non-Assessment Update year, property owners will receive a Notice from MPAC due to:

✓ a change in ownership/legal description;
✓ a change in value as a result of a Request for Reconsideration or Appeal;
✓ a change in value as a result of a change to the property;
✓ a change in classification/tax liability; and/or,
✓ a change in school support.

IS MY ASSESSMENT ACCURATE?

It is important that MPAC has accurate information on file for every property. Property owners should review their Property Assessment Notice to make sure all information is accurate and up to date.

Visit www.aboutmyproperty.ca to learn HOW and WHY your property was assessed the way it was, and compare your assessment with other properties in your neighbourhood - free of charge.

Login information is included on your latest Property Assessment Notice.

Visit www.mpac.ca to learn more about MPAC and property assessment in Ontario.

WHAT IS THE RELATIONSHIP BETWEEN MY ASSESSMENT AND PROPERTY TAXES?

When your municipality/local taxing authority sets property tax rates, your assessed value and classification are used to determine your property taxes. An assessment increase does not necessarily mean that your property taxes will increase. For questions about your property taxes, please contact your municipality/local taxing authority.

Building better communities, together.
MPAC's role is to accurately value and classify all properties in Ontario in accordance with the Assessment Act and regulations established by the Ontario Government.

When your municipality/taxing authority sets property tax rates, your assessed value and classification are used to determine your property taxes. An assessment increase does not necessarily mean that your property taxes will increase. For questions about your property taxes, please contact your municipality/taxing authority.

Education tax rates, where applicable, are set by the Ontario Government and will also be applied to the assessed value.

**WHY DID I RECEIVE A NOTICE FROM MPAC?**

You may have received this Notice for one of the following reasons:

- change to property ownership, legal description, or school support;
- change to the property's value resulting from a Request for Reconsideration or Assessment Review Board decision;
- property value increase/decrease reflecting a change to the property; for example, a new structure, addition, or removal of an old structure; or
- change in the classification or tax liability of the property.

Your 2013 Property Assessment Notice shows the assessed value of your property based on the January 1, 2012 valuation date, which is in place for the 2013-2016 tax years.

To provide an additional level of property tax stability and predictability, market increases in the assessed value of your property between 2008 and 2012 are phased in over four years (2013-2016). The phase-in program does not apply to decreases in assessed value, which are applied immediately.

**HOW MPAC ASSESSES PROPERTIES**

To establish your property's assessed value, MPAC analyzes property sales in your area. This method is used by most assessment jurisdictions in North America.

When assessing a property, we look at all of the key features that affect market value. For example, when assessing residential properties, five major factors usually account for 85% of the value: location; lot dimensions; living area; age of the structure(s), adjusted for any major renovations or additions; and quality of construction.

Examples of other features that may affect a residential property's value include fireplaces, garages, workshops, boathouses and the number of bathrooms.

Site features in urban and suburban areas such as traffic patterns; being situated on a corner lot; proximity to a golf course, hydro corridor, railway or green space can also increase or decrease the assessed value of your property.

In rural or semi-urban areas, site features such as type of access, topography, and lot services such as hydro, water and sanitary/septic services can also increase or decrease the assessed value of your property.
WHAT SHOULD I DO IF I DON'T AGREE WITH MY ASSESSMENT?

1 REVIEW THE DETAILS OF YOUR ASSESSMENT

Please review your Notice carefully to make sure the information is correct. If a factual error has been made, we will correct it.

Comparing your assessment to similar properties in your area will help you determine its accuracy. You can obtain detailed information about your property and information on up to 24 additional properties of your choice, free of charge, by logging on to www.aboutmyproperty.ca.

Enter your Roll number and personalized Access key for AboutMyPropertyTM included on your 2013 Notice and follow the instructions to register and obtain the information. AboutMyPropertyTM will be updated with the latest Notice information in December 2013.

You may also obtain detailed information on six properties MPAC believes to be comparable to yours by sending a written request to:

MPAC
Attention: GRAD
P.O. Box 9808
Toronto ON M1S 5T9
Fax: 1 866 297-6703

2 ASK MPAC TO REVIEW YOUR ASSESSMENT THROUGH A REQUEST FOR RECONSIDERATION (RFR)

If you feel your assessed value as of the legislated valuation date or property classification is not correct, we will review it free of charge. Your deadline to file a RFR with MPAC is March 31, 2014.

There are two ways to file a RFR:

- The preferred method is to submit a RFR form online through AboutMyPropertyTM at www.aboutmyproperty.ca. You will be able to attach documents, pictures and reports to accompany your RFR, as well as check the status of your request. You may also mail or fax a RFR form to MPAC. Forms are available at www.mpac.ca or by contacting us by phone at 1 866 296-MPAC (6722).
- Write a letter requesting a reconsideration. In your letter, please include the 19-digit Roll number on your Notice, your full name, address and phone number, and the reasons why you feel your assessment is not correct, including any information you have to support your request.

3 FILE AN APPEAL WITH THE ASSESSMENT REVIEW BOARD (ARB)

You may also choose to file an Appeal with the ARB, an independent tribunal of the Ontario Ministry of the Attorney General.

PROCESS FOR RESIDENTIAL, FARM AND MANAGED FORESTS PROPERTIES

If your property, or a portion of it, is classified as residential, farm or managed forests, you must first file a RFR with MPAC before you are eligible to file an Appeal with the ARB. The classification of your property is indicated on your Notice.

You have 90 days after MPAC has notified you of its decision on your RFR to file an Appeal with the ARB. The ARB has its own Appeal process. For more information, please contact the ARB at 1 866 448-2248 or 416 212-6349 or visit their website at www.arb.gov.on.ca.

To request that your property be eligible for the farm or managed forests classes or conservation land exemption, you must file a RFR with the respective program administrator. For more information, please contact MPAC or visit www.mpac.ca.

PROCESS FOR OWNERS OF OTHER PROPERTY TYPES

For any other property type, you can choose to either file a RFR with MPAC or file an Appeal with the ARB by the deadline included on your Notice. The deadline to file your RFR/Appeal is March 31, 2014.

MPAC’S ROLE AT AN ARB HEARING

At an ARB hearing, the onus is on MPAC to prove the accuracy of the assessed value of your property. MPAC will present comparable properties as evidence and will share that information with you prior to the hearing. You will also be asked to provide evidence to support your position. Ideally, you should select properties that are similar to yours (for example, area, lot dimensions, living area, age of structure(s) and quality of construction). Please contact MPAC if you have any questions.

CONTACT US

Please have your 19-digit Roll number found on your Notice available when you contact us.

CALL
1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday – Friday
8 a.m. to 5 p.m.

WRITE
P.O. Box 9808
Toronto ON M1S 5T9

WEB SITE
www.aboutmyproperty.ca
www.mpac.ca

FAX
1 866 297-6703

If you have accessibility needs, please let our representatives know how we can best accommodate you.
To: Mayor Cal Patterson and Council  
Town Hall  
30 Lewis Street  
Wasaga Beach ON L9Z 1A1

30 October 2013

Re: Introducing the Allenwood Beach Ratepayers’ Association

Dear Mayor Patterson, Councillors, and Council staff,

We are pleased to introduce the Allenwood Beach Ratepayers’ Association as a stakeholder in debates and decisions affecting the Allenwood Beach area of Wasaga Beach. The Association was founded on August 31, 2013, in a meeting of around 40 Allenwood Beach property owners. We would like to work with Council and the town’s administration to secure and improve the quality of life of residents, property owners, and visitors of our community.

It will come as no surprise to you that the conflict between kiteboarding and other uses of the beach has been a motivation to form the Association. As Wasaga Beach taxpayers, we look forward to your strong support in this matter vis-à-vis the Provincial Park and the Ontario Kiteboarding Association.

We are also more generally calling for Council’s attention to the Northeast end of Wasaga Beach, as our community currently has few public amenities. Furthermore, we are planning to collect and archive information on the history of Allenwood Beach and facilitate community events.

Please keep us informed of all matters concerning our community. We can be reached by mail or email at the contacts provided above.

Respectfully,

Dr. Claus Rinner, Secretary  
Ann Munro, President  
Jean-Paul Morresi, Vice President  
Faye Ego, Treasurer

| Martha Dodaro-Del Greco, Director  
| Jennifer Denomme, Director  
| Ron Ego, Director  
| John Klonowski, Director  
| Joan LaJeunesse, Director  
| Fabio Morresi, Director  
| John Ricciutelli, Director |
Mayor Cal Patterson  
Town of Wasaga Beach  
30 Lewis Street  
Wasaga Beach, Ontario  
L9Z 1A1

Friday, September 6, 2013

Your Worship:

**November is Diabetes Awareness Month.**

Diabetes is an epidemic, with more than three million Canadians living with diabetes today - a number that is increasing dramatically. In Ontario alone, the recently released report from the Ontario Diabetes Cost Model estimates that there are currently almost 1.4 million people, or 9.4 per cent of the population, living with diabetes – increasing to more than 1.9 million people, or 11.9 per cent of the population, by 2020.

**We ask that November be declared Diabetes Month and that November 14th be declared as World Diabetes Day in the Town of Wasaga Beach** in an effort to raise awareness of the seriousness of diabetes. Enclosed is a draft “Mayor’s Proclamation” for your reference.

If you have any questions or require further information, please feel free to contact me by phone at (705) 737-3611 ext. 28 or by email at joann.warren@diabetes.ca

We look forward to receiving your approval.

Respectfully yours,

[Signature]

JoAnn Warren  
Canadian Diabetes Association
Please find attached a Grant Funding Agreement that offers provincial funding to your municipality. Your municipality is asked to respond to this offer by December 13, 2013.

Ontario committed $13.5 million in the 2013 budget to work in partnership with small, rural municipalities to protect the quality and quantity of their drinking water supply sources. The Source Protection Municipal Implementation Fund provides one-time funding to offset a portion of the costs for small, rural municipalities in preparing to implement and implementing source protection plans. More information on the fund, including frequently asked questions and a list of eligible municipalities, is available on our website.

The agreement attached to this email specifies the amount of the grant available to your municipality.

To accept this funding, please:
1. Complete section 11.1 of the Grant Funding Agreement by typing in the address of your municipality, the contact name and contact information;
2. Have the agreement signed by at least one individual with the authority to bind the municipality;
3. Return two original signed copies and your certificate of insurance to the address below by December 13, 2013.

Ministry of the Environment
Source Protection Programs Branch
40 St. Clair Avenue W. 14th Floor
Toronto, ON M4V 1M2
Attn: Paul Heeney, Manager, Source Protection Implementation

You’re invited to join an online session by teleconference and webinar to learn more about the fund. The information session will take place at 1 p.m. E.D.T. on November 13, 2013. If you would like to attend, please RSVP to SourceProtectionFunding@Ontario.ca so we can send you the teleconference and webinar details.

For more information please contact us:

Email: SourceProtectionFunding@Ontario.ca
Please include the following in the subject line to help us assist you, “SPMIF – Name of your Municipality”

Telephone: In the Greater Toronto Area: 416-325-4000
SCHEDULE "A"

BACKGROUND AND OBJECTIVES

A.1 BACKGROUND

Ontario is committed to protecting drinking water from source to tap. The Clean Water Act, 2006 enables communities to protect their drinking water sources through the preparation of collaborative, locally developed, science-based assessment reports and source protection plans.

Municipalities have a key role to play in implementing these plans. On May 2, 2013 the Province announced, as part of the 2013 Ontario Budget, an investment to help support small municipalities protect existing and future sources of drinking water. The Source Protection Municipal Implementation Fund provides one-time funding to offset a portion of the costs for small, rural municipalities.

A.2 FUND OBJECTIVES

A.2.1 Source Protection Municipal Implementation Fund Objective and Goals

The objective of the Source Protection Municipal Implementation Fund is to provide funding to assist small, rural municipalities in fulfilling policy obligations for significant drinking water threats as specified in an approved or proposed source protection plan that has been submitted for approval.

Those with policy obligations under source protection plans, including municipalities, are required to undertake preparatory activities such as acquiring the necessary resources (human, financial and technical) to position themselves to deliver on their obligations under the Clean Water Act, 2006 and source protection plans.

The goals of the Source Protection Municipal Implementation Fund are to help build municipal capacity to implement source protection plans; and support sustainable, local actions to protect drinking water.

A.2.2 Project Objectives

The objectives of the Project are for the Municipality to use the Funds toward fulfilling their responsibility to implement one or more of the following significant drinking water threat policies in an approved or proposed source protection plan that has been submitted for approval:

- Policies for the purpose of Part IV of the Clean Water Act, 2006;
- Policies that govern Planning Act decisions;
- Policies that establish education and outreach programs; or
- Policies that specify other types of actions the municipality is required to take.
A.3 COLLABORATION INCENTIVE

To support the development of sustainable, local actions to protect drinking water and to help increase collaboration efforts among municipalities, up to $15,000 in funding from the Source Protection Municipal Implementation Fund is available to each eligible municipality that collaborates with other municipalities. The Maximum Funds amount referenced in Article 1 includes the amount of up to $15,000. As set out in section 3.1(a), the Province will determine the exact amount of the collaboration incentive funding based on the information set out in the collaboration statement referred to in Schedule “D.” In order to receive any of the $15,000, the Municipality must complete the collaboration statement and provide it to the Province by the due date shown in Schedule “D”. The Province will subsequently notify the Municipality of the amount of collaboration incentive funding the Municipality is entitled to, based on the collaboration statement.

The Municipality’s eligibility for this collaboration incentive funding is dependent upon the number of other municipalities that the Municipality has joined with to perform the Project. The Municipality may receive one of following amounts: $5,000 for collaborating with one to two other municipalities; or $10,000 for collaborating with three other municipalities, or $15,000 for collaborating with four or more other municipalities.

To be eligible for this collaboration incentive funding, the Municipality must meet the following criteria:

a) Municipal collaborator(s) are located in a source protection area and have vulnerable areas where activities could be a significant drinking water threat;

b) Collaboration activities are related to the eligible activities listed in Schedule “B,” section B.1; and

c) Collaboration activities must take place within a reasonable time frame.
SCHEDULE “B”

ELIGIBLE COSTS AND ACTIVITIES

B.1 Eligible Activities

The Municipality may only spend the Funds on the following eligible activities undertaken by the Municipality, or are undertaken on the Municipality’s behalf, between December 13, 2013 and December 7, 2015 that are directly related to the following:

Risk management

a) Establishing and enforcing risk management plans under Part IV of the Clean Water Act, 2006;

b) Communication with landowners affected by policies pertaining to Part IV of the Clean Water Act, 2006;

c) Refining the number of threats within the Municipality pertaining to Part IV of the Clean Water Act, 2006;

Land use policies

d) Implementing the Municipality’s municipal land-use planning policies related to activities that are identified as significant drinking water threats;

Education and outreach

e) Implementing education and outreach policies to address significant drinking water threats;

Other activities

f) Working with the local source protection authority and local source protection committee to understand the Municipality’s requirements under the source protection plan;

g) Developing and/or modifying the Municipality’s business processes in order to implement significant drinking water threat policies;

h) Establishing processes for information sharing among municipalities and source protection authorities;

i) Developing a reporting framework for the Municipality that aligns with the collection of data under section 65 of Ontario Regulation 287/07, made under the Clean Water Act, 2006; and

j) Other activities the Municipality undertakes to fulfill its requirements to implement
significant drinking water threat policies.

B.2 Ineligible Activities

The following activities are not eligible for funding under the Agreement and the Municipality may not spend the Funds on the following:

a) Refining the number of threats within the Municipality not pertaining to Part IV of the Clean Water Act, 2006;

b) Threat refinement work already funded by the Province through source protection authorities;

c) Activities that are already funded through another program, funding body, partners, or other means;

d) Activities that are funded by the Source Protection Municipal Implementation Fund through another municipality;

e) Fulfilment of the Municipality's responsibilities as a property owner undertaking activities identified as significant drinking water threats;

f) Fulfilment of the Municipality's responsibilities under other legislation (e.g., Building Code); and

g) Activities not related to fulfilling the Municipality's requirements to implement significant drinking water threat policies specified in an approved or proposed source protection plan that has been submitted for approval.

B.3 Eligible Costs

The eligible costs listed below must be directly related to the source protection implementation activities outlined in B.1:

a) Municipal staff salaries and benefits for time spent working on the Project (such as hiring or re-assigning Municipal staff to serve as Risk Management Officials and Risk Management Inspectors as specified under the Clean Water Act, 2006; or administrative support required to establish and/or maintain the Risk Management Office);

b) Fees incurred for contracted professional services from professionals, technical personnel, consultants, and contractors for work on the Project (such as hiring a consultant to support the Risk Management Official in determining appropriate measures the Municipality should include in a risk management plan); and

c) Printing and distribution costs related to education and outreach programs and activities necessary to implement a source protection plan.
B.4 Ineligible Costs

The following costs are not eligible for funding under the Agreement and the Municipality may not spend the Funds on the following:

a) Travel, meals, accommodation and hospitality;

b) Overhead (such as rent, utilities, human resources services, office supplies);

c) Capital (such as vehicles, office furniture, computers, software licenses, etc.);

d) Training (including staff and contracted professional services associated with training);

e) Land expropriation or purchase;

f) Incentives or compensation for property owners; and

g) Costs for establishing risk management plans if costs have been or will be recovered from property owners.
<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following Province execution of Agreement</td>
<td>$35,042</td>
</tr>
<tr>
<td>Following Province approval of progress report as indicated in Schedule D (if applicable)</td>
<td>$0</td>
</tr>
<tr>
<td>Following Province approval of collaboration statement as indicated in Schedule D (if applicable)</td>
<td>Up to $15,000 as determined by the Province (see Schedule “A,” section A.3)</td>
</tr>
<tr>
<td>Following Province approval of final report as indicated in Schedule D</td>
<td>$21,804</td>
</tr>
</tbody>
</table>
SCHEDULE “D”

REPORTS

<table>
<thead>
<tr>
<th>Name of Report</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collaboration Statement (if applicable)</td>
<td>December 12, 2014</td>
</tr>
<tr>
<td>2. Progress Report</td>
<td>December 12, 2014</td>
</tr>
<tr>
<td>4. Other Reports as specified from time to time</td>
<td>On a date or dates specified by the Province.</td>
</tr>
</tbody>
</table>

Report Details

1. The Municipality will use the collaboration statement template to set out the following:

   (i) A brief description of the collaboration activities, the municipalities that are collaborating, and the lead organization for each activity;

   (ii) the policies that the activities are supporting;

   (iii) the timelines for each activity; and

   (iv) the contact information and signatures of the collaborating municipalities.

2. The Municipality will use the progress report template which will set out the following:

   (i) actions undertaken to the date of the report in relation to the eligible activities and related expenditures outlined in Schedule “B”, sections B.1 and B.3;

   (ii) information on general progress under the Project, including how it is meeting the Project objectives outlined in Schedule “A”, section A.2.2;

   (iii) an assessment of the Municipality’s readiness to fulfill its responsibilities under the source protection plan(s); and

   (iv) an attestation confirming that all Project expenditures were spent in accordance with Schedule “B” and confirming the Project is in compliance with the terms and conditions of the Agreement signed by the Chief Administrative Officer, or equivalent unless otherwise agreed to by the Province.
Grant Funding Agreement

3. The Municipality will use the final report template which will include the following:

(i) a final description of the actions undertaken in relation to the eligible activities and related expenditures outlined in Schedule “B”, sections B.1 and B.3;

(ii) information on all progress under the Project, including a confirmation that the Project objectives outlined in Schedule “A”, section A.2.2 were met;

(iii) a final assessment of the Municipality’s readiness to fulfill its responsibilities under the source protection plan(s);

(iv) an attestation confirming that all Project expenditures were spent in accordance with Schedule “B” and confirming the Project is in compliance with the terms and conditions of the Agreement signed by the Chief Administrative Officer, or equivalent unless otherwise agreed to by the Province;

(v) a description of the status of the progress made as a result of the collaboration activities, including any variance from the information provided in the collaboration statement; and

(vi) an accounting of any unspent Funds and an explanation as to why there are remaining Funds.

4. Other Reports:

(i) the Province will specify the timing and content of any other Reports as may be necessary.
COMMITTEE CHAIR REPORT

TO: Council

FROM: Mayor Cal Patterson, Chair
       Committee of the Whole

SUBJECT: Actions from the October 22, 2013 Committee of the Whole Meeting

DATE: November 12, 2013

RECOMMENDATION

That Council adopt the Committee of the Whole Report dated October 22, 2013, as circulated, and approve all the actions contained therein.

BACKGROUND

Listed below are the actions resulting from the Committee of the Whole meeting held on October 22, 2013. They are before Council for consideration.

ACTIONS

Treasurer’s Report – 2014 First Draft Operating Budget

RESOLUTION NO. 2013-13-01

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby receive the 2014 Draft Budget Presentations – Part 1.

CARRIED

Respectively Submitted,

Cal Patterson, Mayor
Chair, Committee of the Whole
1. CALL TO ORDER

Mayor Patterson called the meeting to order at 9:30 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST – None

3. DEPUTATIONS, PETITIONS AND PUBLIC MEETINGS - None

4. UNFINISHED BUSINESS

    a) Access to Beach front – L. Lanty – 20 September 2011
    b) Parks & Facilities Manager/EDCCO – Trails Inventory and Comprehensive Trail Map
    c) Township of Clearview Agreement – Commercial Sewage
5. **NEW BUSINESS**

   a) **Treasurer’s Report - 2014 First Draft Operating & Capital Budget**

   MOVED BY S. WELLS  
   SECONDED BY D. FOSTER  
   RESOLUTION NO. 2013-13-01  
   RESOLVED THAT Committee of the Whole as Budget Committee does hereby receive the 2014 Draft Budget Presentations – Part 1.  
   CARRIED

   In the absence of the Treasurer, the Chief Administrative Officer acknowledged the hard work of her and Ms. Moore, who is here tonight.

   This is the first round of budgets for these departments and is very preliminary. The Chief Administrative Officer spoke briefly to the Treasurer’s memo noting staff is working towards the 1.95% tax increase as a guideline with an effort to reach 1.5%. Committee asked a few questions with respect to the Schoonertown Bridge cost of $2.9m expenditure for 2014 and the cost being offset by Development Charges so there will be no impact to the tax payer.

   The Mayor extended his congratulations to Ms. Moore acknowledging it takes a lot of work to produce budgets and it is easy to read. The Mayor also inquired if the OMPF grant reduction and OPP increase were included in the budget to which the CAO responded yes.

   The Chief Administrative Officer advised that some of the departments are present tonight and next week the remaining departments will present their budgets. There will then be a budget presentation of any remaining additional items and another review of the budget.

   b) **2014 Department Budget Presentations**

   **Council**

   The Chief Administrative Officer spoke to the highlights of the 2014 Council Operating and Capital Budget, noting it is basically a status quo budget.

   **Administration (Excluding Elections, Records Management & Committees)**

   The Chief Administrative Officer spoke to the highlights of the 2014 Administration Operating and Capital Budgets which included Chief Administrative Officer and Human Resources. It was noted that the Clerk will present the other Administration budgets next week. He noted there is no information yet on what the OMPF grant will be; the money has been put into reserves for other uses. Two million dollars ($2m) has been put into reserves to offset when the grant is discontinued. It was noted that if the OMPF grant continues it would be Council’s to use at its discretion; however, every indication is that it will be discontinued.
Cemetery

The Chief Administrative Officer spoke to the highlights of the 2014 Cemetery Operating and Capital Budgets noting that in July, Council approved survey work for completion of Phase 2 and 3. The Cemetery is basically self-sustaining and self-balancing. He noted that the Cemetery Custodian does an excellent job of managing the Cemetery and there are no significant changes.

Property Purchase and Sale

The Chief Administrative Officer noted this is an arbitrary budget it is unknown what we are going to buy or sell. The budget is set up the same as in the past.

Policing

The Chief Administrative Officer spoke to highlights of the 2014 Policing Budget. He noted revenues are based on the number of tickets issued in Wasaga Beach. As of January 1, 2014 there will be an 8.4% wage increase. Council started setting aside funds a couple years ago which will be used to help with the increase approximately $115,000 from reserves to minimize that impact. The same amount will be transferred in 2015 with Council feeling the full impact in 2016. Inspector Hunter is not certain of summer compliment costs yet and is still reviewing the summer service.

Information Technology

Mr. Bowers spoke to the highlights of the Information Technology 2014 Operating and Capital Budgets. He noted the budget is the same as last year; however, did request support to make the IT 18 month contract that expires October 31, 2014, a permanent position. He spoke to a $20,000 transfer to reserves and software maintenance. And there is no forecast of capital costs for 2014.

Fire, Emergency Planning & Occupational Health & Safety

Fire Chief McWilliam spoke to the highlights of the Fire, Emergency Planning and Occupation Health & Safety 2014 Operating and Capital Budgets. The revenues remain status quo and he spoke to the Master Fire Plan that is to be completed. A consultant will have to be hired to work with the Fire Department and Town to develop a strategic plan for the next 10 years. He has budgeted $50,000. The Fire Chief spoke to the capital items in his budget.

Library

Ms. Beaudin, Chief Librarian, spoke to the highlights of the Library’s 2014 Operating and Capital Budgets. The budget is consistent with 2013 with a capital increase for part time hours of $7,800. She spoke to software licenses and a capital adjustment in furniture and computer equipment. The Library does receive grants and they appreciate the support by the Town. Ms. Beaudin spoke to the back log due to a full time employee being on sick leave and the additional part time hours are to try and catch up on the backlog until the full time person returns.

The Chief Administrative Officer noted the time and advised that Mayor that to continue past 10:00 p.m. a motion is required to amend the Rules of Procedure. It was then, verbally;
MOVED BY D. FOSTER
SECONDED BY N. BIFOLCHI

THAT the Rules of Procedure be amended to permit the Committee of the Whole meeting to continue past 10:00 p.m.

CARRIED

Special Events

Mrs. Webster spoke to the highlights of the 2014 Special Events 2014 Operating and Capital Budgets and advised of two proposed events for 2014.

Parks, Facilities & Recreation

Mr. Reinders spoke to the highlights of the 2014 Parks, Facilities & Recreation Operating and Capital Budgets. He spoke to the proposed purchase of new equipment noting the oldest piece will be sold.

The Chief Administrative Officer advised that the remainder of the departments will be presenting their budgets at the next meeting.

6. ITEMS FOR FUTURE MEETINGS
   a) Lawn Watering – April 2013
   b) Business Park – September 2013

7. ADJOURNMENT

Mayor Patterson adjourned the meeting at 10:45 p.m.
COMMITTEE CHAIR REPORT

TO: Council

FROM: Councillor Nina Bifolchi, Chair
Development Committee

SUBJECT: Actions from the October 23, 2013 Development Committee Meeting

DATE: November 12, 2013

RECOMMENDATION

That Council adopt the Development Committee Report dated November 12, 2013, as circulated, and approve all the actions contained therein.

BACKGROUND

Listed below are the actions resulting from the Development Committee meeting held on October 23, 2013. They are before Council for consideration.

ACTIONS


RESOLUTION NO. 2013-10-01

RESOLVED THAT the Development Committee receives the Staff Report prepared by the Planning Department Planner dated October 23, 2013 on the Accessory Dwelling Units in Residential Dwellings and authorize the adoption of the Official Plan Amendment No. 34. CARRIED

OP03/13 & Z09/13 – Report back from Public Meeting – Beach Areas One & Two Official Plan and Zoning By-Law Amendments

RESOLUTION NO. 2013-10-02

RESOLVED THAT the Development Committee recommend to Council that the Staff Report prepared by the Planning Department Planner dated October 23, 2013 describing the Statutory Public Meeting held in regards to the Proposed Official Plan and Zoning By-law Amendments and Community Improvement Plan for the Beach Area One and Two Community Improvement Project Area be accepted for information; and

That the project continue through the appropriate municipal planning review and process. CARRIED


RESOLUTION NO. 2013-10-03
RESOLVED THAT the Development Committee recommend to Council that the application for Official Plan Amendment and Zoning By-law Amendment made by Wasaga Distribution be adopted.

CARRIED

**2013 Consolidation – Comprehensive Zoning By-Law 2003-60, as amended**

RESOLUTION NO. 2013-10-04

RESOLVED THAT the Development Committee recommends that with regards to the land use Schedules of Zoning By-Law 2003-60, as amended, Council consider the consolidation of the schedules to include zoning amendments previously passed by Council up to and including August 2013.

CARRIED

**Z03/13 – Report back from Public Meeting - Proposed Commercial Accommodation Rezoning (Acchionne) – 66 – 90 River Road East (former Allistonia Lodge property)**

RESOLUTION NO. 2013-10-05

RESOLVED THAT that the Development Committee recommend to Council that it accept the Staff Report prepared by the Senior Planner dated October 23, 2013 on the public comments received at the Public Meeting held on June 25th, 2013 for the application to amend Comprehensive Zoning By-law submitted by 2323918 Ontario Limited, for lands legally described as Lots 2, 4, 5 and Part of Lot 3 on Plan 648 and Parts 1 – 3 on Plan 51R-2289, in the Town of Wasaga Beach, for information.

CARRIED

**Z10/13 – Lifting of the Holding Provision – Commercial Site Plan Minor Amendment – Lot 16, Registered Plan 1061**

RESOLUTION NO. 2013-10-06

RESOLVED THAT the Development Committee recommend that Council lift the Holding (H) symbol from the property legally described as Lot 16, Plan 1061 on Queensdale Avenue provided a revised Site Plan Agreement taking account of the subject lands is completed by the applicant.

CARRIED

**Review of DAS Developments Site Plan Application Fee**

RESOLUTION NO. 2013-10-07

RESOLVED THAT the Development Committee receives the Planning Report prepared by the Manager of Planning and Development dated October 23, 2013, on the Need for the Review of Site Plan Control Planning Application Fee for Large Commercial Projects and recommends Council request staff to provide proposed revisions to the Rates and Fees By-law for Site Plan Control; and

Further that, Development Committee recommends Council accept the existing DAS Developments Site Plan application as a candidate for fee relief when the Rates and Fees By-law is updated.

CARRIED
Committee of Consent/Adjustment Matters
RESOLUTION NO. 2013-10-08

RESOLVED THAT the Development Committee does hereby receive the Notices for B26/13, A11/13, A12/13, and A13/13 and the Decision for A12/13, for information.

CARRIED

Vacant Lot Unit Report dated October 1, 2013
RESOLUTION NO. 2013-10-09

RESOLVED THAT the Development Committee receives the Vacant Lot Unit Report dated October 1, 2013, for information.

CARRIED

New Unit Report dated October 1, 2013
RESOLUTION NO. 2013-10-10

RESOLVED THAT the Development Committee receives the New Unit Report dated October 1, 2013, for information.

CARRIED

Building Department Report dated October 1, 2013
RESOLUTION NO. 2013-10-11

RESOLVED THAT the Development Committee receives the Building Department’s Report dated October 1, 2013, for information.

CARRIED

Age Friendly Community Planning Information Document
RESOLUTION NO. 2013-10-12

RESOLVED THAT the Development Committee recommends that Council accept the Government of Ontario 2013 document “Finding the Right Fit, Age Friendly Community Planning” which provides guidelines and objectives for building communities and planning and design for a growing senior population, for information purposes.

CARRIED

Revised Regulatory Fill Mapping by Nottawasaga Valley Conservation Authority – Policy Alternatives for Existing Development and Checkerboard Areas
RESOLUTION NO. 2013-10-13

RESOLVED THAT the Development Committee accept the Staff Report prepared by the Planning Department Planner dated October 23, 2013 pertaining to NVCA Ontario Regulation 172/06 2013 draft map updates to the Regulated Areas Boundary Mapping, and that the Staff Report dated October 23, 2013 provide a summary of action to date as it pertains to review and discussion on the proposed 2013 mapping, for information.

CARRIED
Z21/10 – Recommendation for Approval – Zoning By-law Amendment Application – Berkley Homes (Wasaga) Inc. – Wasaga Beach Village Phase 3

RESOLUTION NO. 2013-10-14

RESOLVED THAT the Development Committee recommend to Council that the proposed Zoning By-law Amendment by Berkley Homes (Wasaga) Inc., for Phase 3 of the Wasaga Beach Village project on River Road West be passed.

CARRIED

DB05/13 – Deeming By-Law – Home Hardware, Lot 16, Registered Plan -1061 Queensdale Avenue

RESOLUTION NO. 2013-10-15

RESOLVED THAT the Development Committee recommend to Council that it adopt a By-Law, pursuant to Section 50(4) of the Planning Act, deem Lot 16, Plan 1061 and Lot 90, Plan 1696 on Queensdale Avenue not be a lot within a Registered Plan of Subdivision.

CARRIED

Third Quarterly Financial Report – Planning and Building Divisions 2013 Operational Budget

RESOLUTION NO. 2013-10-16

RESOLVED THAT the Development Committee receives the Third Quarterly Report of the Planning and Building Division for 2013, for information.

CARRIED

Beach Area One and Two Proposed Natural Hazards Study

RESOLUTION NO. 2013-10-17

RESOLVED THAT the Development Committee recommend to Council that it authorize staff to prepare a Terms of Reference (TR) for a Natural Hazard Study to be undertaken by the municipality for the Beach Area One and Two Community Improvement Project Area.

CARRIED

Planning and Building Department Accounts (September 1 - 30, 2013)

RESOLUTION NO. 2013-10-18

RESOLVED THAT the Planning and Building Department Accounts for September 1 - 30, 2011, as reviewed by the Development Committee, are hereby confirmed.

CARRIED
Ainley Project Status Report dated September 30, 2013

RESOLVED THAT the Development Committee receives the Ainley Project Status Report of September 30, 2013, for information.

CARRIED

Public Works / Engineering Technologist Development Project Status Report dated October 17, 2013

RESOLVED THAT the Development Committee receives the Public Works / Engineering Technologist Development Project Status Report of October 17, 2013, for information.

CARRIED

Planning Application Tracking System Report

RESOLVED THAT the Development Committee receives the Planning Application Tracking System Report dated October 18, 2013, for information.

CARRIED

Healthy Community Network Committee Report dated September 19, 2013

RESOLVED THAT the Development Committee hereby receives the Healthy Community Network Committee Report of September 19, 2013, for information.

CARRIED

Accessibility Advisory Committee Report dated June 27, 2013

RESOLVED THAT the Development Committee hereby receives the Accessibility Advisory Committee Report of June 27, 2013, for information.

CARRIED

Respectively Submitted,

Nina Bifolchi, Councillor
Chair, Development Committee
1. **CALL TO ORDER**

   Councillor Bifolchi called the meeting to order at 1:30 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

   Councillor Bercovitch declared a conflict with Item 5(e) - Committee of Consent/Adjustment Matters as he resides in the neighbourhood pertaining to File No. A13/13.

3. **DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING**

   **Delegations**

   a) **Ms. Kris Menzies, MHBC Planning – DAS Planning Application Fee Rebate**

   The Chair advised that Ms. Menzies from MHBC Planning will not be attendance to present the delegation with respect to the matter.
4. UNFINISHED BUSINESS

File No.
Z19/08 Proposed Service Commercial Official Plan Amendment & Zoning By-Law Amendment – Mary Picard In Trust (Maram Building Corporation) – Hwy 26 & Fairgrounds Road; 15 Oct 08; Public Meeting 25 Nov 2008; Public Meeting 26 August 2009; (on hold)
OP05/08 Draft Plan of Subdivision & Zoning By-Law Amendment – Sunnidale Estates Ltd., – Hwy 26 & Fairgrounds Road; 15 Oct 08; Public Meeting 25 Nov 2008; Public Meeting 26 August 2009; (on hold)
PS02/10 Fresun Estates Ltd. – River’s Edge Subdivision, Phase 2, Freethy Road (Mr. Fred Picavet) – 24 November 2010 – 29 August 2012 – On hold at the request of the applicant
Z03/12 Proposed General Amendment to Section 3 – Accessory Uses, Building and Structures – Shipping Containers – 22 February 2012
OP01/12 Woodlands Village Resort - Sceptre Developments – River Road West, Concession 9,
PS04/11 Part Lot 24 (geographical Township of Flos) – 22 February 2012; 27 June 2012- Public
Z13/11 Meeting 31 July 2012 (On hold pending payment of Accounts Receivable)
Z01/13 Proposed Zoning By-Law Amendment – Corallo (2077143 Ontario Ltd.) – 25 Mosley Street - 20 February 2013; Public Meeting 26 March 2013; 24 April 2013; (On hold pending outcome of Tourism Accommodation Review)
Z08/13 Proposed Zoning By-Law Amendment, Official Plan Amendment and Site Plan Control–
OP02/13 Wasaga Distribution – 90 Nancy Street - 28 August 2013; Public Meeting 24 September
SP02/13 2013; On Agenda
Z03/13 Proposed Commercial Accommodation Rezoning (Acchionne) – 66 – 90 River Road East (former Allistonia Lodge property) – 12 June 2013; On Agenda
PS03/13 Proposed Draft Plan of Subdivision – Marocco Subdivision – Ramblewood Drive – 27 March 2013; Public Meeting 27 August 2013
PS04/12 Draft Plan Approved Subdivision – Villas of Upper Wasaga – Wasaga Sands Drive – Baycliffe Homes (Mr. Nick Falvo) – 12 June 2013; 25 September 2013

5. DEPARTMENT REPORTS

a) Official Plan Updates and Amendments


Mr. Wukasch spoke to the matter. Mr. Wukasch advised that the proposed Zoning By-Law Amendment will not come into effect until the Official Plan Amendment has been approved by the County which gives some time to sort out the finer details of the requirements for second unit dwellings.

Councillor Bifolchi asked for clarification of how inquiries to the Planning Department for this issue are being handled in the interim. Mr. Wukasch advised that Staff has been advising any inquiries with the information that is available to date as well as pointing out some of the provisions that may need to be considered.
Mr. Kelso stated that Staff have not been advised of anyone who presently is underway with construction with a proposed second unit.

Deputy Mayor Foster entered the meeting at 1:38 p.m.

Councillor Wells agreed with the principle of the amendments however, he highlighted two (2) reservations:

1. Permission for second units within townhouse units which he indicated would cause some difficulty due to lack of parking and existing parking on grass;

2. Second dwellings within a basement or cellar only be allowed provided the floor is above sewer connection and there be a requirement for the installation of window wells to allow for natural light and emergency access.

Mayor Patterson suggested that Staff check with other municipalities like Barrie to see how this is being handled.

Councillor Bercovitch asked if construction of a carriage house or granny flat will ever be allowed within a certain sized lot. Mr. Wukasch advised that this possibility has been considered during the Housing Strategy process however there are many variables making it too complex to fit into a specific regulation. Mayor Patterson asked if this proposal could be considered site specific. Mr. Wukasch advised that this type of proposal would need to be considered through the site specific Zoning By-Law Amendment process.

Mr. Wukasch advised that discussions within the working group took place regarding whether the second units would be appropriate within townhouse developments. Mr. Wukasch stated that some proposed townhouse developments may work with the proposed requirements. Mr. Wukasch stated that to disqualify second units within townhouses in principle would go against the Provincial Policy requirements. Mr. Wukasch stated that townhouses will have more difficulty meeting the parking requirements to allow a second unit.

Mr. Wukasch reported that the requirement for additional parking to accommodate second units has been considered which would restrict second units on properties with smaller frontages.

Discussion ensued regarding the issue of existing parking within smaller townhouse complexes that could be compounded if an additional unit would be permitted.

Discussion continued amongst the Committee and it was decided that they would change the wording of the resolution to authorize the adoption of the Official Plan Amendment but not the associated proposed Zoning By-Law Amendment and give verbal direction to Staff regarding the Zoning By-Law Amendment.

Mr. Kelso highlighted the timeline for the proposed amendments. The Committee continued to discuss the possibility of proceeding with the Official Plan Amendment which would give time for Staff to work with Committee on their zoning issues.
Discussion ensued regarding the Provincial legislation that has been enacted to municipalities for the implementation of Official Plan and Zoning By-Law provisions to allow for second units within residential dwellings.

The Chair reread the amended resolution. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-01

RESOLVED THAT the Development Committee receives the Staff Report prepared by the Planning Department Planner dated October 23, 2013 on the Accessory Dwelling Units in Residential Dwellings and authorize the adoption of the Official Plan Amendment No. 34.

CARRIED

ii) OP03/13 & Z09/13 – Report back from Public Meeting – Beach Areas One & Two Official Plan and Zoning By-Law Amendments

Ms. Martin highlighted the information report following the Public Meeting and Open House where positive comments were received from the public. It was then;

MOVED BY S. WELLS
SECONDED BY M. BERCOVITCH
RESOLUTION NO. 2013-10-02

RESOLVED THAT the Development Committee recommend to Council that the Staff Report prepared by the Planning Department Planner dated October 23, 2013 describing the Statutory Public Meeting held in regards to the Proposed Official Plan and Zoning By-law Amendments and Community Improvement Plan for the Beach Area One and Two Community Improvement Project Area be accepted for information; and

That the project continue through the appropriate municipal planning review and process.

CARRIED


Ms. Martin gave a brief follow-up to the Public Meeting for the Zoning By-Law Amendment and Official Plan Amendment at 90 Nancy Street.

Councillor Wells indicated that he did not have a problem with the principle of the application however, he stated that he did not support the application due to the relief that is required for buffering between the commercial and abutting residential properties. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-03
RESOLVED THAT the Development Committee recommend to Council that the application for Official Plan Amendment and Zoning By-law Amendment made by Wasaga Distribution be adopted.

CARRIED

b) Zoning Amendments

i) 2013 Consolidation – Comprehensive Zoning By-Law 2003-60, as amended

Mr. Kelso advised that the consolidation of the Comprehensive Zoning By-Law 2003-60, as amended which included all of the zoning amendments from the last year. It was then;

MOVED BY S. WELLS
SECONDED BY M. BERCOVITCH

RESOLUTION NO. 2013-10-04

RESOLVED THAT the Development Committee recommends that with regards to the land use Schedules of Zoning By-Law 2003-60, as amended, Council consider the consolidation of the schedules to include zoning amendments previously passed by Council up to and including August 2013.

CARRIED

ii) Z03/13 – Report back from Public Meeting - Proposed Commercial Accommodation Rezoning (Acchionne) – 66 – 90 River Road East (former Allistonia Lodge property)

Mr. Herron spoke to the matter highlighting with a quick summary of the developer’s proposal to construct 14 townhomes on the subject property.

Discussion was held regarding the proposed mixed use within the development.

Mr. Herron advised that the MLEO has indicated that licensing could be used as a secondary tool in extreme cases with the option to remove the business license however this type of neighbourhood control has not ever been used as an option.

The Chair reiterated that the Staff Report was for information adding that the zoning issues are still being worked through with Staff and the developer. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS

RESOLUTION NO. 2013-10-05

RESOLVED THAT that the Development Committee recommend to Council that it accept the Staff Report prepared by the Senior Planner dated October 23, 2013 on the public comments received at the Public Meeting held on June 25th, 2013 for the application to amend Comprehensive Zoning By-law submitted by 2323918 Ontario Limited, for lands legally described as Lots 2, 4, 5 and Part of Lot 3 on Plan 648 and Parts 1 – 3 on Plan 51R-2289, in the Town of Wasaga Beach, for information.

CARRIED
iii) **Z10/13 – Lifting of the Holding Provision – Commercial Site Plan Minor Amendment – Lot 16, Registered Plan 1061**

Ms. Martin advised that the application is for the proposed use for the existing storage for the Home Hardware location.

MOVED BY M. BERCOCVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-06

RESOLVED THAT the Development Committee recommend that Council lift the Holding (H) symbol from the property legally described as Lot 16, Plan 1061 on Queensdale Avenue provided a revised Site Plan Agreement taking account of the subject lands is completed by the applicant.

CARRIED

iv) **Z21/10 – Recommendation for Approval – Zoning By-law Amendment Application – Berkley Homes (Wasaga) Inc. – Wasaga Beach Village Phase 3**

Councillor Bercovitch indicated his concern with the proposed development due to the awkwardness of the development plan and the possible difficulty for garbage trucks and emergency vehicles to move around within the site.

Mr. Wukasch confirmed that the County will remove the garbage from this proposed development.

Discussion ensued regarding the circulation and commenting process of Zoning By-Law and Official Plan Amendments to internal departments.

Mr. Vadeboncoeur left the meeting at approximately 2:16 p.m.

Discussion was held regarding the process of internal circulation of proposed developments and the response from the other internal departments. Mayor Patterson stated that Planning Staff must ensure that they receive responses from the internal departments that have been circulated.

The Chair called for a break in the meeting to allow time for the CAO to contact the Fire Chief regarding the access within the development.

Mr. Vadeboncoeur re-entered the meeting at approximately 2:22 p.m.

Councillor Bifolchi called the meeting back to order at 2:26 p.m. and advised that Agenda Item 5(b)(iv) would be reviewed once the Fire Chief arrived to the meeting.

c) **Subdivision/Condominium Matters - None**
d) **Site Plan Matters**

i) **Review of DAS Developments Site Plan Application Fee**

Mr. Kelso highlighted the review of the Site Plan Application fees pertaining to large commercial projects following Staff determining that the DAS Development had paid municipal fees that exceeded most municipal comparables. Mr. Kelso highlighted the development at the Superstore and Walmart sites that happened prior to the comprehensive Planning Application Fees Review in 2010 and noted that their fees were considerably less.

Further discussion continued amongst the Committee regarding fees paid by previous developments.

Fire Chief McWilliams entered the meeting at 2:30 p.m.

MOVED BY M. BERCOVITCH
SECONDED BY C. PATTERSON
RESOLUTION NO. 2013-10-07

RESOLVED THAT the Development Committee receives the Planning Report prepared by the Manager of Planning and Development dated October 23, 2013, on the Need for the Review of Site Plan Control Planning Application Fee for Large Commercial Projects and recommends Council request staff to provide proposed revisions to the Rates and Fees By-law for Site Plan Control; and

Further that, Development Committee recommends Council accept the existing DAS Developments Site Plan application as a candidate for fee relief when the Rates and Fees By-law is updated.

CARRIED

e) **Committee of Consent/Adjustment Matters**

i) **Notices (previously circulated to Council)**

**Notices (previously circulated to Council)**

- B26/13  186 Main Street / Dowling
- A11/13  469 Bluewater Lane / Kolish
- A12/13  509 Shore Lane / Ramanauskas
- A13/13  53 Knox Road East / Stein

**Decisions**

- A12/13  509 Shore Lane / Ramanauskas

Councillor Bercovitch’s previously declared pecuniary interest was noted and the Councillor withdrew from the table.
MOVED BY C. PATTERSON  
SECONDED BY S. WELLS  
RESOLUTION NO. 2013-10-08

RESOLVED THAT the Development Committee does hereby receive the Notices fir B26/13, A11/13, A12/13 and A13/13 and the Decision for A12/13, for information.

CARRIED

Councillor Bercovitch returned to his place at the table.

f) **Planning Division**

i) **Vacant Lot Unit Report dated October 1, 2013**

MOVED BY C. PATTERSON  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-10-09

RESOLVED THAT the Development Committee receives the Vacant Lot Unit Report dated October 1, 2013, for information.

CARRIED

ii) **New Unit Report dated October 1, 2013**

MOVED BY S. WELLS  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-10-10

RESOLVED THAT the Development Committee receives the New Unit Report dated October 1, 2013, for information.

CARRIED

g) **Building Division**

i) **Building Department Report dated October 1, 2013**

MOVED BY C. PATTERSON  
SECONDED BY S. WELLS  
RESOLUTION NO. 2013-10-11

RESOLVED THAT the Development Committee receives the Building Department’s Report dated October 1, 2013, for information.

CARRIED

h) **Other Business**

i) **Age Friendly Community Planning Information Document**

Councillor Wells asked for clarification of what is planned following the release of the document. Ms. Martin advised that following discussion with Staff many of the issues outlined within the document have been completed.
Mr. Kelso added that many of the issues are suitable for the Healthy Community Network. Deputy Mayor Foster advised that Mr. Wukasch introduced the information to the Committee at their last meeting who will review the information and present Council with their proposals. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS

RESOLUTION NO. 2013-10-12

RESOLVED THAT the Development Committee recommends that Council accept the Government of Ontario 2013 document “Finding the Right Fit, Age Friendly Community Planning” which provides guidelines and objectives for building communities and planning and design for a growing senior population, for information purposes.

CARRIED

ii) Revised Regulatory Fill Mapping by Nottawasaga Valley Conservation Authority – Policy Alternatives for Existing Development and Checkerboard Areas

Ms. Martin spoke to the matter. Discussion was held regarding the will be prepared by the Authority and circulated further. It was then;

MOVED BY C. PATTERTSON
SECONDED BY S. WELLS

RESOLUTION NO. 2013-10-13

RESOLVED THAT the Development Committee accept the Staff Report prepared by the Planning Department Planner dated October 23, 2013 pertaining to NVCA Ontario Regulation 172/06 2013 draft map updates to the Regulated Areas Boundary Mapping, and that the Staff Report dated October 23, 2013 provide a summary of action to date as it pertains to review and discussion on the proposed 2013 mapping, for information.

CARRIED

The Chair stated that Agenda Item 5(b)(iv) - Z21/10 – Recommendation for Approval – Zoning By-law Amendment Application – Berkley Homes (Wasaga) Inc. – Wasaga Beach Village Phase 3 would be reviewed at this point of the meeting.

Mr. Wukasch stated that Staff focuses on fire protection for the site adding the following:

- The functional site has identified fire suppression by providing watermain and water service proposing fire hydrants on the end of the ‘t’ within the development; and
- The Site Plan will show the details of the fire route for further review.

Discussion ensued regarding the following:

- No Parking signs will be placed within the development to ensure that the fire route is kept clear allowing for access by emergency vehicles;
- The County will provide door to door garbage collection; and
- Chief McWilliam confirmed that the Fire Department vehicles do not back in or out of a development.
Further discussion continued regarding the circulation of development Site Plans for review and approval from internal municipal departments.

Chief McWilliam stated that he would review the ingress and egress for the development more specifically during the Site Plan process.

The Chair reread the resolution. It was then;

MOVED BY C. PATTERSON  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-10-14

RESOLVED THAT the Development Committee recommend to Council that the proposed Zoning By-law Amendment by Berkley Homes (Wasaga) Inc., for Phase 3 of the Wasaga Beach Village project on River Road West be passed.

CARRIED

Chief McWilliam left the meeting at 2:45 p.m.

iii) DB05/13 – Deeming By-Law – Home Hardware, Lot 16, Registered Plan 1061 Queensdale Avenue

MOVED BY M. BERCOVITCH  
SECONDED BY S. WELLS  
RESOLUTION NO. 2013-10-15

RESOLVED THAT the Development Committee recommend to Council that it adopt a By-Law, pursuant to Section 50(4) of the Planning Act, deem Lot 16, Plan 1061 and Lot 90, Plan 1696 on Queensdale Avenue not be a lot within a Registered Plan of Subdivision.

CARRIED

iv) Third Quarterly Financial Report – Planning and Building Divisions 2013 Operational Budget

MOVED BY M. BERCOVITCH  
SECONDED BY C. PATTERSON  
RESOLUTION NO. 2013-10-16

RESOLVED THAT the Development Committee receives the Third Quarterly Report of the Planning and Building Division for 2013, for information.

CARRIED

v) Beach Area One and Two Proposed Natural Hazards Study

Ms. Martin outlined the request from the Nottawasaga Valley Conservation Authority for the completion of a Shoreline Hazard Study for the development/zoning/designation limit for the lands between 3rd Street and 6th Streets with respect to the Beach Areas One and Two areas. With further review of this requirement, Staff determined that they should complete a Wave Rush Study at the same time to allow for the process to continue.
Councillor Bifolchi reiterated that this proposed Study would be for the beach side and asked if the Study would include the river side of the Beach Areas One and Two areas. Mr. Kelso confirmed that the Nottawasaga Valley Conservation Authority only commented on the beach side between 3rd Street and 6th Streets. Mr. Kelso briefly outlined the estimated cost for the proposed Study which will need to be presented to the Authority when complete as well as Council members.

Discussion ensued regarding whether the proposed Study was recommended or obligatory. The Chair advised that she believed it was obligatory.

Deputy Mayor Foster asked if the proposed Study would be allocated to the 2013 or the 2014 budget. Mr. Vadeboncoeur advised that the costs would be proposed for the 2014 budget. Discussion was held the proposed consultation process.

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-17

RESOLVED THAT the Development Committee recommend to Council that it authorize staff to prepare a Terms of Reference (TR) for a Natural Hazard Study to be undertaken by the municipality for the Beach Area One and Two Community Improvement Project Area.

CARRIED

i) **Departmental Accounts**

i) **Planning and Building Department Accounts (September 1 - 30, 2013)**

MOVED BY C. PATTERSON
SECONDED BY M. BERCOVITCH
RESOLUTION NO. 2013-10-18

RESOLVED THAT the Planning and Building Department Accounts for September 1 - 30, 2011, as reviewed by the Development Committee, are hereby confirmed.

CARRIED

6. **OTHER AGENCY REPORTS**

a) **Ainley Project Status Report dated September 30, 2013**

MOVED BY C. PATTERSON
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-19

RESOLVED THAT the Development Committee receives the Ainley Project Status Report of September 30, 2013, for information.

CARRIED
b) Public Works / Engineering Technologist Development Project Status Report dated October 17, 2013

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-20

RESOLVED THAT the Development Committee receives the Public Works / Engineering Technologist Development Project Status Report of October 17, 2013, for information.

CARRIED

c) Planning Application Tracking System Report

MOVED BY S. WELLS
SECONDED BY M. BERCOVITCH
RESOLUTION NO. 2013-10-21

RESOLVED THAT the Development Committee receives the Planning Application Tracking System Report dated October 18, 2013, for information.

CARRIED

d) Healthy Community Network Committee Report dated September 19, 2013

Deputy Mayor Foster advised that due to the quorum requirements not being met for this meeting, the report was for information purposes. It was then;

MOVED BY C. PATTERSON
SECONDED BY S. WELLS
RESOLUTION NO. 2013-10-22

RESOLVED THAT the Development Committee hereby receives the Healthy Community Network Committee Report of September 19, 2013, for information.

CARRIED

e) Accessibility Advisory Committee Report dated June 27, 2013

MOVED BY C. PATTERSON
SECONDED BY M. BERCOVITCH
RESOLUTION NO. 2013-10-23

RESOLVED THAT the Development Committee hereby receives the Accessibility Advisory Committee Report of June 27, 2013, for information.

CARRIED

Mr. Vadeboncoeur asked Staff for a status update of the curbing at the Mosley Street Grill parking lot. Mr. Herron advised that Staff is looking at two approaches which include:
1) The comments received from Ainley Group indicating the preferred shared driveway to allow for adequate movement; and

2) From a legal approach with consideration of the Site Plan Control Agreement.

Mr. Herron advised that a meeting was scheduled between the parties however needed to be deferred to October 24th. Mr. Herron reiterated the goal to convince the parties of the direction of the common entrance.

Councillor Wells asked for an update for the property located at 361 Mosley Street. Mr. Kelso advised that Staff met with the new owners of the property. Mr. Kelso further advised that he has discussed how the existing securities will be dealt with following the purchase of the property.

Mr. Vadeboncoeur asked if Staff was aware of the expansion of the parking lot at the church property located at 208 Mosley Street which included the removal of some trees and installation of fence posts. Discussion ensued regarding the requirement for the minor revision through the Site Plan Control process. Mr. Kelso advised that Staff was not approached regarding the proposed changes to the church parking lot.

7. DATE OF NEXT MEETING

Wednesday, November 20, 2013 at 1:30 p.m. in the Classroom.

8. ADJOURNMENT

Councillor Bifolchi adjourned the meeting at 3:08 p.m.
COMMITTEE CHAIR REPORT

TO: Council

FROM: Mayor Cal Patterson, Chair
Committee of the Whole

SUBJECT: Actions from the November 05, 2013 Committee of the Whole Meeting

DATE: November 12, 2013

RECOMMENDATION

That Council adopt the Committee of the Whole Report dated November 05, 2013, as circulated, and approve all the actions contained therein.

BACKGROUND

Listed below are the actions resulting from the Committee of the Whole meeting held on November 05, 2013. They are before Council for consideration.

ACTIONS

Proposed 2014 Beach Area 1 & 2 Visioning Improvements

RESOLUTION NO. 2013-15-01

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby receive the proposed 2014 Beach Area One & Two Visioning Improvements and the recommended method to finance the improvements using Option 2.

CARRIED

2014 Grants to Organizations requests

RESOLUTION NO. 2013-15-02

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby receive the Grants to Organization’s request for 2014 as information; and,

FURTHER THAT the organization included in the Treasurer's report dated November 5th 2013 be invited to a future Committee of the Whole meeting to present their requests.

CARRIED
Revised Budget for the Publication of the New Book – Compilation of “Articles from the Archives”

RESOLUTION NO. 2013-15-03

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby recommend to Council that it approve the publication of 2,000 books at a cost of $11,687; and,

FURTHER THAT the budget for the publication of the book be set as recommended in the Treasurer’s report, dated November 5, 2013.

CARRIED

Water & Wastewater Rates 2013 Study Update

RESOLUTION NO. 2013-15-04

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby recommend to Council that Water/Wastewater By-Law No. 21012-56, Schedule “A” and Schedule “N” of Fees and Charges By-Law No. 2012-102 be amended as proposed in the Treasurer’s Report dated November 5, 2013 recommending a 1.0% increase in the Water/Wastewater base and consumption charges for 2014.

CARRIED

CLOSED SESSION

Property matter – Beach Area 1; Proposed 2014 Cost of Living Wage Adjustment Non-Union Staff & Council; Recommendations from the Job Evaluation Committee

RESOLUTION NO. 2013-15-05

RESOLVED THAT pursuant to Section 239 of The Municipal Act, 2001, as amended, the next portion of the Committee of the Whole be closed to the public to consider a proposed acquisition or disposition of land by the municipality, labour relations and personal matters about identifiable individuals.

CARRIED

RESOLUTION NO. 2013-15-06

RESOLVED THAT the November 5, 2013 Closed Session of the Committee of the Whole meeting does now adjourn and the Open Session resumes.

CARRIED
RESOLUTION NO. 2013-15-07

RESOLVED THAT the Committee of the Whole of November 5, 2013 does hereby confirm the direction provided to the Chief Administrative Officer, in the Closed Session.

CARRIED

Respectively Submitted,

Cal Patterson, Mayor
Chair, Committee of the Whole
COMMITTEE OF THE WHOLE

REPORT

Held Tuesday, November 05, 2013 at 7:00 p.m.
In the Classroom

PRESENT:

C. Patterson   Mayor
D. Foster       Deputy Mayor
R. Anderson    Councillor
M. Bercovitch  Councillor
N. Bifulchi    Councillor
G. Watson      Councillor
S. Wells       Councillor

G. Vadeboncoeur  Chief Administrative Officer
P. Archdekin    Deputy Clerk
M. Quinlan      Treasurer
D. Henry        HR Coordinator

ABSENT:  T. Nicholson  Clerk

1. CALL TO ORDER

Mayor Patterson called the meeting to order at 7:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DEPUTATIONS, PETITIONS AND PUBLIC MEETINGS - None

4. UNFINISHED BUSINESS

   a) Access to Beach front – L. Lanty – 20 September 2011
   b) Township of Clearview Agreement - Commercial Sewage Flows

5. NEW BUSINESS

   a) Proposed 2014 Beach Area 1 & 2 Visioning Improvements – Financial Plan

The Treasurer spoke to her memo, noting it is a working document. It outlines a financial plan for 2014 and beyond to address the costs of implementing the Beach Area 1 and 2 Vision, commencing with the work to establish Festival Square in 2014. The costs are very preliminary and she is building the financial plan based on the recommendation in her report. The figures are estimates only to give Council an idea of the magnitude of the projects currently being considered. Background work, such as engineering studies etc. has not been completed. Going forward the Beach Area 1 & 2 Implementation Project will be noted as any other project in the Capital Budget with expenditures outlined and funding sources shown.
The Chief Administrative Officer spoke to the next steps and pursuing Council’s support to use reserve funds to pay for the cost of the capital works to be replenished when Town owned properties are sold or developers make contributions either through special area rates or Community Improvement Contributions in exchange for increased density.

Mrs. Quinlan noted the 2014 objective is to get Festival Square established and in operation. The costs being focused on currently are for the landscaping, Main/Mosley intersection realignment, and events. Other improvements may not be done in 2014. Items very specific to Festival Square are the priority for 2014.

Mayor Patterson inquired if the proposed $175,000 in expenditures for 2014 includes Beck Square. Mrs. Quinlan clarified it includes the Beck Square and adjacent parking lot landscaping, such as trees, signage, planter boxes, those types of improvements.

Councillor Bifolchi commented that she felt this was being done backwards. The projects listed have not been talked about yet and agreed to by Council. She finds it hard to approve something that has not had any discussion. There also has not been any discussion on Beck Square.

Mrs. Quinlan acknowledged Councillor Bifolchi’s concerns and noted that is only presenting an “if this is what Council approves” this is what the estimated costs will be and this is how it will be financed. The report’s focus is on how the projects are to be financed, not the projects themselves. She spoke to use of reserve money to finance the works.

The Chief Administrative Officer confirmed that the report deals with a financial strategy on how to pay for projects. Any proposed projects will have to go through the regular process of Council review. Currently staff are working on reports on the various aspects of the 2014 Implementation Plan that will come forward to Council for consideration. Once they are approved by Council the financial plan outlines how they will be financed and identified in the Capital Budget.

Councillor Bifolchi felt that because Council has not had a discussion on the projects members may be on a different page than staff.

Deputy Mayor Foster agreed with Councillor Bifolchi. This is just a “how” we are going to finance it; the “what” has not been discussed. Money has been put aside for four (4) years and if we use that and then take money from other places, the audit trail has to be extremely clear. If we don’t have enough money for the project after discussions, then Council will decide how to finance it. Mrs. Quinlan confirmed that the financial trail will be very clear in her quarterly and annual reports to Council.

Mayor Patterson stated we have said this will not cost the taxpayers anything.

Deputy Mayor Foster inquired is the proposed multi-use stage is just for Festival Square or can it be used elsewhere. In his opinion, unless it is a permanent fixture at Festival Square, he prefer it show under Parks and Facilities accounts.

Mayor Patterson suggested it would be a Parks and Facilities asset.

Deputy Mayor Foster then inquired of the tents as a permanent item for Festival Square or is the thought to implement a covered structure in phases.
The Chief Administrative Officer responded that it will be in two phases; temporary initially and then permanent. Part of the idea behind a tent is to place a multi-use shelter at Festival Square that can be used there and other locations. This would give the Town an opportunity to explore the best location on the property for a permanent structure taking a number of factors into consideration. The concern is building a permanent structure in Festival Square and then finding out later it is in the wrong location.

Councillor Bercovitch saw the stage as an opportunity for rental income and would like to see something happen at Festival Square, even if just the landscaping that is started.

Councillor Watson inquired about the amount of private investment on this component as the Town should not be front ending all these costs.

Mrs. Quinlan advised that we don’t have the private sector portion yet. Part of the funds could come from a contribution from sale of lands; we could develop a special area rate; community improvement plan as well as other things to obtain private investment. If Council wishes to do things, it has the money in reserves and it is up to Council how they wish to spend it.

The Chief Administrative Officer spoke to the Community Improvement Program that Council adopted through an OPA and the changes to the Zoning in Beach Area 1 that allows increases in density. If a developer wants to increase height they are required to make contributions to the municipality. There is an opportunity for the private sector to make contribution through that Zoning process which will be a significant contribution when those properties re-develop.

Councillor Wells suggested that if the vision is to come to reality, the Town has to take the lead and do some things that are highly visible, highly transitional and it will cost money. These actions would provide a catalyst to other things happening. Council has to decide in finality what things it is going to do. He would support Option 2 of the Treasurer’s report. Councillor Wells is skeptical of the MNR participating as they have never been a partner yet. Councillor Wells agreed with the financial concept if all Council is doing is receiving the report with the idea of using reserves vs. taxation as a funding model. Council with staff’s input can figure out the use, using reserves. There being no further discussion it was then;

MOVED BY M. BERCOCVITCH  
SECONDED BY G. WATSON  
RESOLUTION NO. 2013-15-01

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby receive the proposed 2014 Beach Area One & Two Visioning Improvements and the recommended method to finance the improvements, using Option 2.

CARRIED

b) 2014 Grants to Organizations requests

Councillor Anderson suggested that a Committee of Staff be established to review the grant requests, make the decision and then be approved by Council through the Budget.
Councillor Wells preferred that they come to this Committee.

Councillor Bercovitch inquired of the Good Food Box and Mrs. Quinlan advised this is a new request.

Councillor Anderson inquired of the value of the property that was given to Habitat for Humanity and is it on the list of 2012 donations. Mrs. Quinlan advised it is not known yet or shown. What is shown is the forgiving of the Building fees.

Mrs. Quinlan noted that the Airport’s request is received every year and she is asking which groups Council would like to make a presentation.

Mayor Patterson asked that staff inquire about the level of municipal support provided to Food Banks in surrounding municipalities.

Councillor Wells questioned the grant request from the Ladies Hobby Club to offset rental fees. Council grants rental fees to Rotary and Lions and what they make comes back to community projects. He would like a better understanding of the Ladies Hobby Club, what comes back to the community and would like to have them at the table. It was then;

MOVED BY N. BIFOLCHI
SECONDED BY G. WATSON
RESOLUTION NO. 2013-15-02

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby receive the Grants to Organization’s requests for 2014 as information; and,

FURTHER THAT the organizations included in the Treasurer’s report of dated November 5th, 2013 be invited to a future Committee of the Whole meeting to present their grant requests.

CARRIED

c) Revised Budget for the Publication of the New Book – Compilation of Articles “from the Archives”

Deputy Mayor Foster questioned the stock of Wasaga Saga books that remains and noted most books are now given away. In theory out of the 2,000 new books 200 hundred will be given away. Deputy Mayor Foster questioned if there is a demand to sell these books and noted that he has also heard of publishing on demand as orders are received. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-15-03

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby recommend to Council that it approve the publication of 2,000 books at a cost of $11,687; and,

Further That the budget for the publication of the book be set as outlined in the Treasurer’s report dated November 5th, 2013.

CARRIED
d) Water & Wastewater Rates 2013 Study Update

Councillor Watson noted he was opposed to the rates when they first came in and is glad to see a little bit of a decrease compared to what was projected.

Councillor Bercovitch inquired about the status of the push to get every home connected to municipal services. Mrs. Quinlan advised that 54 residents have not hooked up despite multiple letters sent to the owners. The files are now with By-Law for the next step. Councillor Bercovitch inquired of the new connections on the Knox area servicing and if the wastewater forecast included Clearview sewage. Mrs. Quinlan advised the new connections will be added in 2014 and Clearview flows are not included at this point in the time.

Mr. Vadeboncoeur advised that at the border of Clearview and Wasaga Beach there will be a pumping station with flow meter to record flows. It was then;

MOVED BY D. FOSTER
SECONDED BY S. WELLS
RESOLUTION NO. 2013-15-04

RESOLVED THAT the Committee of the Whole as Budget Committee does hereby recommend to Council that Water/Wastewater By-Law No. 2012-56, Schedule “A” and Schedule “N” of Fees and Charges By-Law No. 2012-102 be amended as proposed in the Treasurer’s Report dated November 5, 2013 recommending a 1.0% increase on the Water/Wastewater base and consumption charges for 2014.

CARRIED

6. ITEMS FOR FUTURE MEETINGS

   a) Lawn Watering – April 2013
   b) Business Park Review– September 2013

7. CLOSED SESSION

   a) Property Matter – Beach Area 1
   b) Proposed 2014 Cost of Living Wage Adjustment for Non-Union Staff & Council
   c) Recommendations from the Job Evaluation Committee

MOVED BY S. WELLS
SECONDED BY N. BIFOLCHI
RESOLUTION NO. 2013-15-05

RESOLVED THAT pursuant to Section 239 of The Municipal Act, 2001, as amended, the next portion of the Committee of the Whole being be closed to the public to consider a proposed acquisition or disposition of land by the municipality and personal matters about identifiable individuals.

CARRIED

Mr. Don May was in attendance to speak to the Beach Area 1 property matter. Council discussion was held.
Ms. Henry spoke to her reports on the proposed cost of living increase for non-union staff and Council and the recommendations from the Job Evaluation Committee. It was then;

MOVED BY D. FOSTER
SECONDED BY N. BIFOLCHI
RESOLUTION NO. 2013-15-06

RESOLVED THAT the November 5, 2013 Closed Session of the Committee of the Whole meeting does now adjourn and the Open Session resumes.

CARRIED

MOVED BY S. WELLS
SECONDED BY D. FOSTER
RESOLUTION NO. 2013-15-07

RESOLVED THAT Committee of the Whole of November 5, 2013 does hereby confirm the direction provided to the Chief Administrative Officer, in the Closed Session.

CARRIED

8. ADJOURNMENT

Mayor Patterson adjourned the meeting at 8:50 p.m.
COMMITTEE CHAIR REPORT

TO: Council

FROM: Deputy Mayor David Foster, Chair
Public Works Committee

SUBJECT: Actions from the November 7, 2013 Public Works Committee Meeting

DATE: November 12, 2013

RECOMMENDATION

That Council adopt the Public Works Committee Report dated November 7, 2013, as circulated, and approve all the actions contained therein.

BACKGROUND

Listed below are the actions resulting from the Public Works Committee meeting held on November 7, 2013. They are before Council for consideration.

ACTIONS

Nottawasaga River Crossing-Municipal Class EA Resolution No. 2013-09-01 Phase 3-PIC No. 2

RESOLVED THAT the Public Works Committee does hereby receive the Nottawasaga River Crossing Class Environmental Assessment Phase 3 Public Information Centre (PIC) No. 2, for information. CARRIED

Engineer's Report Resolution No. 2013-09-02

RESOLVED THAT the Public Works Committee does hereby receive the October 29, 2013 Engineer’s Status Report on Capital Works Projects, for information. CARRIED

Screened Winter Sand Tender Resolution No. 2013-09-03 Contract No. PW2013-15

RESOLVED THAT the Public Works Committee does hereby recommend to Council to award Contract No. PW2013-15 for the Supply and Mixing of Screened Winter Sand to The Sarjeant Company Limited in the amount of $43,740.00 (excluding HST). CARRIED
Fuel Tender, Contract No. PW2013-18

RESOLVED THAT the Public Works Committee does hereby recommend to Council to award Contract No. PW2013-18 for the Supply & Delivery of Gasoline and Diesel Fuel to Pye Brothers Fuels Limited, in the amount of $4,388.50, (excluding HST).

CARRIED

Bulk Highway Coarse Salt Quotation, Contract No. RFQ PW2013-17

RESOLVED THAT the Public Works Committee does hereby recommend to Council to award Contract No. PW2013-17 for the Supply of Bulk Highway Coarse Salt to The Canadian Salt Company Limited in the amount of $30,895.00 (excluding HST).

CARRIED

Water Conservation Measures Rebate Program

RESOLVED THAT the Public Works Committee recommends to Council that the Water Conservation Measures Rebate Program continue in 2014 and that it be reviewed at the end of the year to determine if it should continue in 2015.

CARRIED

Ministry of Transportation-Pavement Rehabilitation of Beachwood Road from Mosley St to Hwy. 26

RESOLVED THAT the Public Works Committee does hereby receive the Ministry of Transportation correspondence dated October 10th, 2013 with respect to Pavement Rehabilitation of Beachwood Road from Mosley Street to Highway 26, for information.

CARRIED

Encroachments on Town Property – Policy.

RESOLVED THAT the Public Works Committee does hereby recommend to Council to adopt the proposed policy for encroachments on road allowances and municipally owned property.

CARRIED

County of Simcoe-County’s Transportation Master Plan (TMP) Update

RESOLVED THAT the Public Works Committee does hereby receive the invitation to review the County of Simcoe Transportation Master Plan Interim Report #1, for information.

CARRIED
Proposed 2014 Rates & Fees Amendments/Additions  Resolution No. 2013-09-10

RESOLVED THAT the Public Works Committee does hereby recommend to Committee of the Whole, as Budget Committee, that Council approve the proposed rates and fees for the Public Works Department, as follows:

Watermain Extension, including amendment to Water License $750.00
Sewer Extension-MOE Sewer Application Process (Transfer of Review) $750.00

CARRIED

Sunnidale Trails Secondary Plan Water Booster Station  Resolution No. 2013-09-11
Class EA-Notice of Recommended Solution

RESOLVED THAT the Public Works Committee does hereby receive the Sunnidale Trails Secondary Plan Water Booster Station Class Environmental Assessment – Notice of Recommended Solution, for information.

CARRIED

River Resources Committee – Minutes of Meeting  Resolution No. 2013-09-12
October 28, 2013

RESOLVED THAT the Public Works Committee does hereby receive the River Resources Committee Report of October 28, 2013, as circulated.

CARRIED

2014 ROMA/OGRA Combined Conference Attendance  Resolution No. 2013-09-13
(February 23-26, 2014)

RESOLVED THAT the Public Works Committee does hereby authorize the attendance of the following Staff and Council members to the 2014 ROMA/OGRA Combined Conference, February 23-26, 2014, as well as registration and associated costs.

Stan Wells       Kevin Lalonde
Nina Bifolchi
George Vadeboncoeur
George Watson

CARRIED
Public Works Accounts – September 2013         Resolution No. 2013-09-14

RESOLVED THAT the September 2013 Accounts, as reviewed by the Public Works Committee, are hereby confirmed.

CARRIED

Transfer of Responsibility for Transit Service         Resolution No. 2013-09-15

RESOLVED THAT the Public Works Committee does hereby recommend to Council that it receive for information the Chief Administrative Officer’s report pertaining to the transfer of responsibility for the Transit Service to the Director of Public Works effective November 8, 2013.

CARRIED

Transit Service – Extension Down Ramblewood Drive         Resolution No. 2013-09-16

RESOLVED THAT the Public Works Committee does hereby recommend to Council that it approve the extension of Route 1 of the Wasaga Beach Transit Service down Ramblewood Drive to Lyons Gate, turning around at Mosley Street.

CARRIED

Transit Service – Procedure for Picking Up and Dropping Off Passengers         Resolution No. 2013-09-17

RESOLVED THAT the Public Works Committee does hereby receive the Transit Operator’s Procedure for Picking up and dropping off passengers, for information.

CARRIED

Transit - Wasaga Link Expanded Service         Resolution No. 2013-09-18

RESOLVED THAT the Public Works Committee does hereby recommend to Council that it approve the expanded Collingwood-Wasaga LINK service over a six (6) month trial period commencing November 11, 2013;

AND FURTHER THAT Council approves the six (6) month trial service at a cost of $9,500.00 for the Town of Wasaga Beach portion of the service per the current Collingwood-Wasaga Beach LINK Agreement, with $3,167.00 coming from the 2013 Budget and the balance being budgeted in 2014;

AND FURTHER THAT Council authorizes staff and the Mayor to execute an amending Agreement with the Town of Collingwood, who act as the “host” municipality for the LINK operations, to accommodate the expanded hours of operation during the trial period and to meet the requirements for the Provincial Gas Tax Grant.

CARRIED
Wasaga Beach Transit Report – September 2013 Resolution No. 2013-09-19
and Monthly Ridership Statistics

RESOLVED THAT the Public Works Committee does hereby receive the Wasaga Beach Transit Reports for September 2013, for information.

CARRIED

Wasaga Beach-Collingwood Link Ridership Resolution No. 2013-09-20
September 2013 Statistics

RESOLVED THAT the Public Works Committee does hereby receive the Wasaga Beach-Collingwood Link Ridership Statistics for September 2013, for information.

CARRIED

Recommendation from River Resources Committee Resolution No. 2013-09-21

RESOLVED THAT pursuant to a recommendation from the River Resources Committee, the Public Works Committee recommends to Council that it request staff to develop a public education program related to the dumping of foreign material in the Nottawasaga River;

FURTHER THAT Council request staff to investigate the Town’s authority to create and enforce a by-law that prohibits the dumping of foreign material in the Nottawasaga River.

CARRIED

Respectively Submitted,

David Foster, Deputy Mayor
Chair, Public Works Committee
PUBLIC WORKS COMMITTEE

REPORT

Held Thursday, November 7, 2013 at 8:30 a.m.
In the Classroom, Town Hall

PRESENT:

C. Patterson  Mayor
D. Foster  Deputy Mayor/Chair
N. Bifolchi  Councillor/Co-Chair
M. Bercovitch  Councillor
S. Wells  Councillor
G. Vadeboncoeur  Chief Administrative Officer/Deputy Clerk
K. Lalonde  Director of Public Works
M. Pincivero  Public Works Engineer
S. Chapman  Recording Secretary

ABSENT:

1. CALL TO ORDER

Deputy Mayor Foster called the meeting to order at 8:30 a.m.

2. DISCLOSURE OF PECUNIARY INTEREST - None

Deputy Mayor Foster declared no disclosure of pecuniary interest. He informed Committee that Councillor Bifolchi has declared a Pecuniary Interest with respect to item 5 m) Public Works Accounts – September 2013, cheques #14970 and 148540, as they pertain to a family member. Deputy Mayor Foster advised Committee that if they have a disclosure of pecuniary interest during the meeting, they can come forward at that time.

3. DEPUTATIONS/PRESENTATIONS

a) Mr. Edward Kanat from Seniors Without Wheels will be in attendance with respect to the cancellation of Bus Route #3 to Park Place.

Mr. Kanat was welcomed to the meeting. He then thanked Committee for allowing him to conduct his presentation. Mr. Kanat stated he is legally blind, his wife has dementia. He indicated he lives in Park place and enjoys the bus service the Town of Wasaga Beach provides. He mentioned that there are approximately 900 baby boomer residents within the Park Place Development, some with licenses and some without, due to medical reasons. He expressed that residents within this community are going to need a bus service and it is a setback with taking the bus service away. He noted there are twelve riders steady that utilize the service off and on, but the timing of the service was not sufficient in getting to Doctors/Dentist appointments, etc. He mentioned that many residents within the Park Place development shop, bank, spend money in town, pay taxes and vote and they are very shocked that they have been casted aside. Mr. Kanat stated that in time, he feels the bus service for this area will progress. He stated several residents have disabilities and it is too far for them to walk and that Public transportation should be available.
Mr. Kanat then spoke to Bus Service Route 1, which he had travelled on along Mosley Street back in 2011 and pointed out that at that time there was no one on it, but since then it has progressed. He then spoke to the bus route that travels to Archer Road and back to the Waterside Retirement Complex. He stated on several occasions he has noticed there has been no one on the bus and feels it is a waste of fuel, as well as wear and tear on the vehicle. He suggested consideration be given to alternate the service to have the bus come down to Park Place.

Mr. Kanat expressed that the bus service that was provided twice a day was too short and did not provide enough time for residents to get to Doctor appointments and back home. He suggested extending the service from 9:00 a.m. to 5:00 p.m. He further mentioned that this would also allow residents to be able to travel to Collingwood. Mr. Kanat then spoke to the ridership numbers outlined for the Park Place Development during the trial period. He indicated the information does not appear to be correct given the twice a day, twice a week operation on the nine passenger bus and believes there was a mistake made.

Mr. Kanat then spoke to Bus Route 3, where residents getting on the bus at Foodland head east to the Arena, and once they are at the Arena, they must pay a fee again for the bus to commence the route. He pointed out that very few individuals get on the bus from the Arena to the next stop at Walmart and feels this area of the route should be reviewed. Mr. Kanat asked Committee if they can reconsider the bus service for Park Place as there is potential for this area growing and feels the bus service will be utilized, it just needs to give it time. Mr. Davidson then spoke to Committee, noting that Park Place is a community off the beaten track and it is difficult for residents to get around. The Park is growing and outlined the concerns residents have with many getting older, and physical constraints. The bus service is very important to them in having the opportunity for their independence, in being able to get out. Mr. Kanat stated many residents were shocked to read in the local newspaper that subsidy was provided for the bus service to Collingwood/Blue Mountains and found that their bus service was cut off. Mr. Kanat then thanked Committee for their time. He stated he has gathered a petition to drop off, as he understands it must go to Council. He then left the petition with the CAO. Deputy Mayor Foster stated the Transit Service is evolving and this was a trial period that was conducted, but he stated they are continuing to look at ways to improve the service. Deputy Mayor Foster then thanked Mr. Kanat for his presentation. He then left the meeting.

b) Mr. Reid Mitchell from Ainley Group will be in attendance to discuss the Nottawasaga River Crossing – Municipal Class Environmental Assessment Phase 3 – Public Information Centre (PIC) No. 2.

Deputy Mayor Foster welcomed Mr. Mitchell and his Assistant Wendy Smeh to the meeting. Mr. Mitchell stated he was asked by Mr. Pincivero to attend the meeting to briefly outline the Nottawasaga River Crossing Class Environmental Assessment, Phase 3 boards to be presented at the Public Information Centre (PIC) No. 2. Mr. Mitchell then reviewed the Class EA Problem Statement and the Phase 2 recommended solution. He then outlined the Municipal Engineer’s Association’s Municipal Class Environmental Assessment Planning and Design Process and pointed out where the Nottawasaga River Crossing Class EA is designated in Phase 3. He noted that bridge cross-section and alignment options were reviewed in order to determine the most suitable type of bridge to accommodate the river crossing in the vicinity of Powerline Road.
He further indicated that through the EA process that the bridge should accommodate vehicular and pedestrian traffic, as well as recreational traffic such as bicycles and snowmobiles. He then identified the four different options displaying diagrams depicting each one of them. He stated Ainley Group’s recommended option is Option 4, based on the evaluation of the bridge cross-section options, as it provides the most benefits of the cross-section options.

Mr. Mitchell then outlined the Bridge Alignment options A through D(c). He stated it is considered that Option D(b) would provide the best alignment and cross-section, as the advantage is that there are fewer developed properties to be acquired. He further pointed out that this option allows for a pedestrian/recreational bridge to be built in as early as ten years and/or as warranted and approved by Council for Active Transportation connectivity to accommodate the growing recreational traffic in Wasaga Beach. He further stated this alignment option also provides safety to pedestrians during construction and during future use due to its distance from the vehicular traffic bridge, as it will channel pedestrian traffic away from 18th Street intersection. Mr. Mitchell suggested holding the Public Information Centre in the spring, as some residents are away during the winter months. Committee agreed. Discussion then ensued as to the costing and the advantages of having two bridge projects, instead of just one, other than the time frame. Mr. Mitchell stated it allows the provision of a multi-use bridge at an earlier date while deferring the vehicular bridge. Councillor Bercovitch stated he has concerns with building a bridge and then having to build another bridge. He suggested Option 2, with two lanes of traffic with multi-use lane. He pointed out that identifying the options as (a), (b), and (c) in the presentation will be confusing to the public identifying it this way. Mr. Lalonde informed Committee that Environmental Assessments are looked at every ten years. He indicated that through Development Charges, there is the potential for recovery and opportunities there. He stated if cost is the controlling factor, it is more flexible in identifying the need for the construction. Mayor Patterson thanked Mr. Mitchell for the excellent presentation and agrees that the recommendations for two bridges make sense. Councillor Bifulchi suggested there is a need to secure property now for down the road. Deputy Mayor Foster agreed. Mr. Lalonde advised Committee that the recommended solution will be presented at the (PIC) for public comment. Committee concurred. The CAO then inquired about the Option 4 diagram and if the rectangular shaped piers outlined in the diagram would be going into the river? Mr. Pincivero stated this is a longer clear span bridge and, at this point, there is no indication that the piers will be installed in the river. The CAO stated this would be beneficial information to relay to the public at the meeting. He further mentioned that the feedback he received from the last (PIC) was the residents thought the project was proceeding in five years, therefore they should be made aware of the timeframe for this project. It was then;

MOVED BY N. BIFOLCHI
SECONDED BY M. BERCOVITCH

RESOLUTION NO. 2013-09-01

RESOLVED THAT the Public Works Committee does hereby receive the Nottawasaga River Crossing Class Environmental Assessment Phase 3 Public Information Centre (PIC) No. 2, for information.

CARIED
Mr. Lalonde informed Committee that a By-law has been drafted for the installation of the stop signs at Ramblewood Drive and Green Pine Crescent. He indicated that once the By-law is passed by Council, he will proceed to have the stop signs installed.

Councillor Wells then inquired about the installation of the speed and “No Heavy Truck” signs. Mr. Lalonde stated the speed sign was installed at Lyons Court and Ramblewood Drive and the “No Heavy Truck” signs were installed immediately following the opening of Ramblewood Drive some time ago. Deputy Mayor Foster asked if OPP speed enforcement can be conducted in this area? Mr. Lalonde stated that traffic counters can be placed in the area to confirm speeds in this area as well.

4. UNFINISHED BUSINESS

5. DEPARTMENT REPORTS

Public Works

a) Mr. Pincivero to provide Engineer’s Report on Capital Works Project Status Report.

Mr. Pincivero provided Committee with further information with respect to his Engineer’s Report on Capital Works Projects. He stated the Robinson Road Storm Water Management Pond Project; the site review scheduled, has since been cancelled and another meeting has not yet been rescheduled. He stated some of the deficiencies may not be able to be completed until the spring of 2014.

He then spoke to the Knox Road East Servicing Project; He stated they are planning to pave the side roads next week, and noted that all the paving is anticipated to be completed by the last week of November. He stated with the Shore Lane and Betty Boulevard Drainage Outlet Improvement Project; He noted the property at 2222 Shore Lane has been sold and now he will be going through the total cost of the purchase and sale to determine the cost sharing amount, which he believes will be half the budgeted amount.

Mr. Pincivero then outlined the Design Projects. He indicated that the Trillium Creek Flow Containment Berm RAP 5C Project; Acquisitions are still required. He then spoke to the Schoonertown Bridge Widening Design Project; He pointed out that plans are to prepare the tender this year in November or December, with construction to commence in the spring of 2014. Mr. Pincivero then reviewed the Constance Boulevard and Thomas Street Drainage Improvements Project, noting that the cross-section has been developed by Ainley Group and a conceptional plan for the Nottawasaga Valley Conservation Authority (NVCA) for review between the Town and the private property owner.

Mr. Pincivero then reviewed the Studies. He stated the Town Wide Water Well Development Study and Environmental Assessment Project; the 30 day review period has elapsed and the report will be filed with the Ministry of the Environment (MOE) and the Town may proceed with the proposed expansion of the well supply system. He then stated with the Sunnidale Trails Secondary Plan – External Water Booster Station Class Environmental Assessment Project; He met with the Developers and Ainley Group last Friday to discuss the location of the pump station, and a copy of the recommendation solution is attached to the Public Works Committee Agenda.
Mr. Pincivero then spoke to the Pedestrian Crossing Locations along Mosley Street through Beach 1 Area Study; He indicated a Request for Quotation was prepared for Electrical Contractors. He stated they are in the process of purchasing materials for the installation. He noted the prices are reasonable and he will have a report to come forward at the next Public Works Committee meeting. He stated the install will be completed before the May long weekend 2014. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS
RESOLUTION NO. 2013-09-02

RESOLVED THAT the Public Works Committee does hereby receive the October 29, 2013 Engineer’s Status Report on Capital Works Projects, for information.

CARRIED


Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY N. BIFOLCHI
RESOLUTION NO. 2013-09-03

RESOLVED THAT the Public Works Committee does hereby recommend to Council to award Contract No. PW2013-15 for the Supply and Mixing of Screened Winter Sand to The Sarjeant Company Limited in the amount of $43,740.00 (excluding HST).

CARRIED


Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY S. WELLS
SECONDED BY M. BERCOVITCH
RESOLUTION NO. 2013-09-04

RESOLVED THAT the Public Works Committee does hereby recommend to Council to award Contract No. PW2013-18 for the Supply & Delivery of Gasoline and Diesel Fuel to Pye Brothers Fuels Limited, in the amount of $4,388.50, (excluding HST).

CARRIED
d) ** Bulk Highway Coarse Salt, Contract No. PW2013-17.**

Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY N. BIFOLCHI  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-09-05

RESOLVED THAT the Public Works Committee does hereby recommend to Council to award Contract No. PW2013-17 for the Supply of Bulk Highway Coarse Salt to The Canadian Salt Company Limited, in the amount of $30,895.00, (excluding HST).

CARRIED

e) ** Water Conservation Measures Rebate Program.**

Deputy Mayor Foster then read the motion. Councillor Bercovitch inquired if a Supplier of rain barrels could be contacted to attend the Home Show. Mr. Lalonde stated he can contact a specific company to inquire if they could attend. Deputy Mayor Foster stated this is a good program and pointed out it is advertised on the Town website. It was then;

MOVED BY M. BERCOVITCH  
SECONDED BY N. BIFOLCHI  
RESOLUTION NO. 2013-09-06

RESOLVED THAT the Public Works Committee recommends to Council that the Water Conservation Measures Rebate Program continue in 2014 and that it be reviewed at the end of the year to determine if it should continue in 2015.

CARRIED

f) ** Encroachments on Town Property - Policy.**

Deputy Mayor Foster then read the motion. The CAO informed Committee that the Clerk will be coming to the meeting to speak to this item. Deputy Mayor Foster then asked Committee if they are in agreement to move on with the Agenda until the Clerk is present to discuss this item. Committee concurred.

g) ** Ministry of Transportation – Pavement Rehabilitation of Beachwood Road from Mosley Street to Highway 26.**

Deputy Mayor Foster then read the motion. Mr. Lalonde advised Committee that a meeting is scheduled for November 20th, 2013 with the Ministry of Transportation, Town of Collingwood, Town of Clearview and the Town of Wasaga Beach to discuss downloading, and at that time Mr. Lalonde stated he will address pavement rehabilitation of Beachwood Road from Mosley Street to Highway 26 once again. He stated he will keep Committee informed following the meeting. Mr. Lalonde indicated that the asphalt costs for the paved shoulders could be upwards of $110,000.00.
It was then;

MOVED BY S. WELLS
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-09-07

RESOLVED THAT the Public Works Committee does hereby receive the Ministry of Transportation correspondence dated October 10th, 2013 with respect to Pavement Rehabilitation of Beachwood Road from Mosley Street to Highway 26, for information.

CARRIED

Deputy Mayor Foster then referred back to item 5 f) Encroachments on Town Property - Policy.

The Clerk then spoke to the Encroachment Policy. She mentioned a general policy was created to address encroachments on town property and provide guidance and direction on how Council wishes to deal with encroachments on municipal property. She indicated there have been more and more concerns that have come forward related to encroachments, such as concerns addressed with Public Works operations, By-law Office operations, real estate sales, planning applications, but mostly through public complaints, and there needs to be some guidelines on how to deal with these types of situations. She pointed out that at the October 17th, 2013 General Government Committee meeting it was recommended that Council adopt the proposed policy for encroachments on road allowances and municipally owned property, subject to the review of the Public Works Committee. She indicated it is a general policy, to provide clear direction and guidance for a simplified and transparent approach to dealing with encroachments on Town lands. She briefly identified the different types of encroachments that staff frequently deal with. Discussion then ensued as to enforcement of the Policy. The Clerk stated once the Policy is in place, the guidance is there to have encroachments removed. She stated the Town can conduct the work in removing the encroachment and bill back to the property owner through their property taxes, or depending on the encroachment, an Agreement between the property owner and the Town could be entered into. Councillor Wells stated he is in agreement with the Policy, but asked if the wording could be changed under the section noted Encroachments will not be permitted in the following circumstances; bullet one-on page 3 of the Policy. He suggested clarifying this further, we should include that the encroachment creates an unsafe condition/poses a danger to the public, such as, but not restricted to sight lines, for an example. Following discussion, The Clerk stated she would look at rewording this section of the Policy and bring it forward to Council. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY N. BIFOLCHI  
RESOLUTION NO. 2013-09-08

RESOLVED THAT the Public Works Committee does hereby recommend to Council to adopt the proposed policy for encroachments on road allowances and municipally owned property.

CARRIED
h) County of Simcoe – County’s Transportation Master Plan (TMP) Update Interim Report #1.

Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY N. BIFOLCHI
SECONDED BY M. BERCOVITCH  RESOLUTION NO. 2013-09-09

RESOLVED THAT the Public Works Committee does hereby receive the invitation to review the County of Simcoe Transportation Master Plan Interim Report #1, for information.

CARRIED

i) Proposed 2014 Rates & Fees – Amendments/Additions.

Deputy Mayor Foster then read the motion. Mr. Lalonde stated as Committee may be aware, the reason why these fees were introduced is that the Engineering Division was to take over responsibilities for administering Water Application approvals in-house and recover fees associated with the same. He stated Environmental Compliance Approvals are the new approvals that are issued in lieu of the Certificates of Approval (C of A). It was then;

MOVED BY . BERCOVITCH
SECONDED BY S. WELLS  RESOLUTION NO. 2013-09-10

RESOLVED THAT the Public Works Committee does hereby recommend to Committee of the Whole, as Budget Committee, that Council approve the proposed rates and fees for the Public Works Department, as follows:

Watermain Extension, including amendment to Water License $750.00
Sewer Extension-MOESewer Application Process (Transfer of Review) $750.00

CARRIED

j) Sunnidale Trails Secondary Plan Water Booster Station Class Environmental Assessment – Notice of Recommended Solution.

Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY N. BIFOLCHI
SECONDED BY M. BERCOVITCH  RESOLUTION NO. 2013-09-11

RESOLVED THAT the Public Works Committee does hereby receive the Sunnidale Trails Secondary Plan Water Booster Station Class Environmental Assessment – Notice of Recommended Solution, for information.

CARRIED
k) River Resources Committee – Minutes of Meeting October 28, 2013.

Deputy Mayor Foster then read the motion. He questioned the increase and decrease readings provided for 3rd Street and Nancy Island, dated June 27, 2011. Councillor Wells stated that Mr. Dali, a Member of the River Resources Committee provides this information. Mr. Lalonde stated he would follow up on this inquiry.

Councillor Wells then spoke to recommendations that came from the River Resources Committee meeting. He stated the slide presentation attached to the River Resources Committee Report was prepared by Mr. Jason Ruttan, and it was recommended by River Resources Committee that he attend a Committee of the Whole meeting to present to all Members of Council the information he has gathered on the river depths and his findings on the emerging trends occurring. Councillor Wells stated River Resources Committee recommended that a public education program be addressed on the negative effects of the dumping of chemicals, yard waste or other foreign material into the Nottawasaga River be undertaken by the Town and that the Town investigate establishing a By-law prohibiting the same. Councillor Wells suggested putting notices out with the tax bills outlining the risks and the impact. It was then;

MOVED BY S. WELLS  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-09-12

RESOLVED THAT the Public Works Committee does hereby receive the River Resources Committee Report of October 28, 2013, as circulated.

CARRIED


Deputy Mayor Foster then read the motion. The following Council and Staff members expressed interest in attending the Conference; Councillor Bifolchi, Councillor Wells, CAO and Mr. Lalonde. It was mentioned that Councillor Watson also attends. It was then;

MOVED BY S. WELLS  
SECONDED BY N. BIFOLCHI  
RESOLUTION NO. 2013-09-13

RESOLVED THAT the Public Works Committee does hereby authorize the attendance of the following Staff and Council members to the 2014 ROMA/OGRA Combined Conference, February 23-26, 2014, as well as registration and associated costs.

Stan Wells     Kevin Lalonde
Nina Bifolchi  
George Vadeboncoeur  
George Watson

CARRIED

Mr. Lalonde then asked Committee to notify Sherryl Chapman as to their accommodation requirements for the Conference.
m) Public Works Accounts - September 2013.

Councillor Bifolchi then left the table. Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY S. WELLS RESOLUTION NO. 2013-09-14

RESOLVED THAT the September 2013 Accounts, as reviewed by the Public Works Committee, are hereby confirmed.

CARRIED

Councillor Bifolchi then returned to the table.

6. OTHER AGENCY REPORTS

Transit

a) Transfer of Responsibility for Transit Service.

Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY M. BERCOVITCH
SECONDED BY N. BIFOLCHI RESOLUTION NO. 2013-09-15

RESOLVED THAT the Public Works Committee does hereby recommend to Council that it receive for information the Chief Administrative Officer’s report pertaining to the transfer of responsibility for the Transit Service to the Director of Public Works effective November 8, 2013.

CARRIED

b) Transit Service – Extension Down Ramblewood Drive.

Deputy Mayor Foster then read the motion. Councillor Bercovitch expressed concern with the bus service going down Lyons Court and the service not being utilized in this area. He asked if there was any way the bus could turn around in the Subdivision off Ramblewood Drive. Deputy Mayor Foster then asked Mr. Doug Harrison from Georgian Coach Lines if he could speak to this request. Mr. Harrison stated they could consider turning on Green Pine Crescent, but he did indicate there are a few houses on Lyons Court, and the main reason is that the Collingwood LINK bus connects in this area as well. Discussion then ensued with the extension of this service to this area and whether it was found to be not warranted, if the service could be altered to go down 58th Street South instead. Mr. Lalonde stated the route terminates at 71st Street. Following discussion, Committee suggested in terms of efficiency, monitoring of the service should be conducted to determine whether or not it is feasible and functional. Mr. Harrison pointed out that with the extension along Ramblewood Drive, it is going past a major school and it is the extension of an existing route.
It was then;

MOVED BY S. WELLS
SECONDEd BY M. BERCovITCH
RESOLUTION NO. 2013-09-16

RESOLVED THAT the Public Works Committee does hereby recommend to Council that it approve the extension of Route 1 of the Wasaga Beach Transit Service down Ramblewood Drive to Lyons Gate, turning around at Mosley Street.

CARRIED

c) Transit Service – Procedure for Picking Up and Dropping Off Passengers.

Deputy Mayor Foster then read the motion. Deputy Mayor Foster indicated it is a very comprehensive Report. Councillor Wells expressed concern with the virtual bus stops and questioned the rational as to why a post and sign could not be placed on the opposite side of the road. He pointed out that for safety purposes he feels signage should be there. Mr. Lalonde stated the CAO and himself recently discussed this concern and from a safety standpoint, they will be looking into this further. He stated this information has been advertised and a public notice has been placed on the website. The CAO stated from a public awareness standpoint, it is confusing for transit riders. He indicated it is used in other jurisdictions and normally on the one sign; there is a tab that indicates there is a stop on the opposite side of the road.

Discussion then ensued with respect to the transit buses stopping to pick up individuals with disabilities at locations other than designated bus stops. Councillor Bercovitch then questioned if the bus will continue to do this? Mr. Harrison indicated there are very few wheelchair passengers that ride the bus and if there are, they normally go to the bus stop locations. Mr. Harrison indicated that as an Operator, he does not like stopping anywhere but at a bus stop for liability reasons. Mr. Lalonde stated we have been accommodating in this respect and must be mindful of the Accessibility of Ontarians with Disabilities Act (AODA). The CAO stated we have accommodated where feasible at a customer service perspective. Councillor Bifolchi stated she does not agree with making these types of stops and feels we should be following the Procedures as outlined. Councillor Wells agreed. Following further discussion, Committee asked that Mr. Lalonde speak with the Clerk regarding the (AODA) requirements and investigate the liability options and come back to Committee with a Policy on this. It was then;

MOVED BY M. BERCovITCH
SECONDEd BY N. BIFOLCHI
RESOLUTION NO. 2013-09-17

RESOLVED THAT the Public Works Committee does hereby receive the Transit Operator’s Procedure for Picking up and dropping off passengers, for information.

CARRIED
d) Transit – Wasaga Link Expanded Service.

Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY S. WELLS  
SECONDED BY M. BERCOVITCH  
RESOLUTION NO. 2013-09-18

RESOLVED THAT the Public Works Committee does hereby recommend to Council that it approve the expanded Collingwood/Wasaga LINK service over a six (6) month trial period commencing November 11, 2013;

AND FURTHER THAT Council approves the six (6) month trial service at a cost of $9,500.00 for the Town of Wasaga Beach portion of the service per the current Collingwood-Wasaga Beach LINK Agreement, with $3,167.00 coming from the 2013 Budget and the balance being budgeted in 2014;

AND FURTHER THAT Council authorizes staff and the Mayor to execute an amending Agreement with the Town of Collingwood, who act as the “host” municipality for the LINK operations, to accommodate the expanded hours of operation during the trial period and to meet the requirements for the Provincial Gas Tax Grant.

CARRIED


Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY S. WELLS  
SECONDED BY N. BIFOLCHI  
RESOLUTION NO. 2013-09-19

RESOLVED THAT the Public Works Committee does hereby receive the Wasaga Beach Transit Reports for September 2013, for information.

CARRIED

f) Wasaga Beach-Collingwood Link Ridership – September 2013 Statistics.

Deputy Mayor Foster then read the motion. Committee had no comments. It was then;

MOVED BY N. BIFOLCHI  
SECONDED BY S. WELLS  
RESOLUTION NO. 2013-09-20

RESOLVED THAT the Public Works Committee does hereby receive the Wasaga Beach-Collingwood Link Ridership Statistics for September 2013, for information.

CARRIED

Deputy Mayor Foster then referred back to item 5 k) regarding a recommendation from the River Resources Committee. He then read the motion that was prepared. Committee had no comments.
It was then;

MOVED BY S. WELLS
SECONDED BY M. BERCOVITCH
RESOLUTION NO. 2013-09-21

RESOLVED THAT pursuant to a recommendation from the River Resources Committee, the Public Works Committee recommends to Council that it request staff to develop a public education program related to the dumping of foreign material in the Nottawasaga River;

FURTHER THAT Council request staff to investigate the Town’s authority to create and enforce a by-law that prohibits the dumping of foreign material in the Nottawasaga River.

CARRIED

Mr. Lalonde advised Committee that the Third Annual Public Works Safety & Truck Rodeo is scheduled for tomorrow, and everyone is welcome to attend the event. He stated a lunch will be provided. In preparation for the winter season, he noted they will be going over safety and training obstacles which will be set up for this event.

Mr. Lalonde then informed Committee that the Public Works Department will be going to a morning and afternoon shift for winter operations, effective December 1st, 2013. He stated there was an opportunity for exploring and improving on times when equipment is deployed. He stated there were challenges with having the morning shifts starting at 7:00 a.m., as they were finding that the majority of the peak morning traffic had already come through town, before the typical start time of 7:00 a.m. Therefore, they have established a morning shift from 5:00 a.m. to 2:00 p.m., which allows staff to be out on the roads earlier and prior to peak traffic volumes. He feels this will be very effective. He indicated the afternoon shift will be from 2:00 p.m. to 11:00 p.m. and this time shift will also be effective, as they had challenges in the past with equipment noise and had limitations when it came to hauling snow, etc. Mr. Lalonde stated this is just one of the improvements they have considered; he noted they are looking at others such as introducing the pre-treated salt application on arterial roads. Councillor Bercovitch stated this is a great idea. Deputy Mayor Foster then inquired if By-law will be starting on their winter parking policy? The CAO stated the By-law Department is responsible for enforcing the By-law and they normally advertise the Policy in the local newspaper prior to enforcement, advising the residents of this. Committee concurred.

7. DATE OF NEXT MEETING

Thursday, December 5, 2013 at 8:30 a.m. in the Classroom.

8. ADJOURNMENT

Deputy Mayor Foster adjourned the meeting at 10:15 a.m.
Committee Chair Report

TO: Members of Council
FROM: Councillor Ron Anderson, Chair General Government Committee
SUBJECT: Approval of Accounts Payable September 1-30, 2013
DATE: November 12, 2013

RECOMMENDATION: That the listed accounts be approved.

BACKGROUND: In accordance with Council policy, the following accounts payable cheque, EFT and pre-authorized payment distributions have been reviewed by their respective Committees and are hereby recommended to Council for approval:

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<td>Administration</td>
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**TOTAL**               | **$7,570,846.71**

Respectfully Submitted,

Councillor Ron Anderson  
Chair General Government Committee
Explanatory Note

To

By-Law No. 2013-___

The purpose of the by-law is to regulate the placement of election signs on public roadways and properties for the purpose of preventing hazards to vehicles and pedestrians and to prevent an unsightly proliferation of elections signs.

At its meeting of October 17/13, the General Government Committee recommended to Council that the proposed election sign by-law be adopted with amendments regarding the separation of signs and “traffic circles/roundabouts”. The following amendments were made as follows:

Page 4 – section 2.3 (k) – “in such a position that the sign would obstruct or block the visibility of another candidate’s sign” – we deleted the specific measurement of separation and the requirement that it is for public property only – signs permitted on private property are the responsibility of the property owner.

Page 7 – section 4.6 (a) – “on any centre median, centre boulevard, traffic island, roundabouts, traffic circles, rotaries, or variations thereof” – the Director of Public Works confirmed the wording stating that Wasaga Beach has “roundabouts” and does not have “traffic circles”; however, it was felt that it was best to cover all options.

The by-law is before Council for consideration.
THE CORPORATION OF THE
TOWN OF WASAGA BEACH

BY-LAW NO. 2013-____

A BY-LAW TO REGULATE THE PLACEMENT OF ELECTION SIGNS
IN THE TOWN OF WASAGA BEACH

WHEREAS, Section 8 of the Municipal Act, 2001 S.O. 2001, c. 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of capacity, rights, powers and privileges of a natural person for the purpose of easing the authority under the Act;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as they consider appropriate and, b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 11 of the Municipal Act, 2001, provides that a lower tier municipality may pass by-laws within the spheres of jurisdiction set out therein, inter alia structures, including fences and signs;

AND WHEREAS Section 99 of the Municipal Act, 2001 provides the rules which apply to a by-law of a municipality respecting advertising devices, including signs;

AND WHEREAS, Section 425 of the Municipal Act, 2001 establishes that any person who contravenes any by-law of the municipality passed under this Act, is guilty of an offence;

AND WHEREAS in accordance with By-Law No. 2008-04 public notice of the Council’s intention to pass the by-law was given;

AND WHEREAS, the Council of the Corporation of the Town of Wasaga Beach deems it is expedient to regulate the placement of election signs on public roadways and properties for the purpose of preventing hazards to vehicles and pedestrians and to prevent an unsightly proliferation of election signs.

NOW THEREFORE, the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. **Definitions**

“Campaign Office” means a building or portion of a building which is used by a candidate or an agent of a candidate as part of an election campaign and where a candidate’s campaign staff is normally present and the public may enter to obtain information about the candidate.
“Candidate” means a person who is running or has expressed an intention to run in a municipal, provincial or federal election, and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or by-law submitted to the electors under the Municipal Elections Act, 1996, Election Act or Canada Elections Act.

“Election Sign” means any officially authorized sign or other advertising device, including, without limitation, posters, placards, bulletins, banners, notices, pictures or any combination thereof:

i) advertising or promoting by use of words, pictures or graphics or any combination thereof is used by or on behalf of a candidate in a federal, provincial or municipal election or by-election, including an election of a local board or commission; or

ii) intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under the Municipal Elections Act, 1996.

“Highway” means a common and public walkway, lane, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and pedestrians and includes the untraveled portion of a road allowance and adjacent ditches and shoulders thereof.

“Mobile Sign” means any sign mounted on a trailer or other freestanding structure, which is designed in such a manner so as to facilitate its movement from place to place, but does not include a sign attached to a motorized vehicle where the principle use of the vehicle is transportation of people.

“Municipality” shall mean the Corporation of the Town of Wasaga Beach.

“Municipal Law Enforcement Officer” means a person appointed by the Council of the Town of Wasaga Beach for the purposes of enforcing Town by-laws and included an Elections Officer for the purposes of enforcing this by-law.

“Municipal Election Sign Identification Sticker” shall mean the official sticker supplied by the Town of Wasaga Beach to a candidate for use on the Candidates’ Election signs only.

“Required Municipal Sign-sticker Boundary Area” means the area of Municipally-owned property of any street or highway and their rights-of-ways, that is delineated by a utility service-line (power pole, hydro or phone box, fire hydrant or similar installation) closest to private (or public) property-lot on one side of the street, to the utility service-line closest to the private (or public) property-lot on the opposite side of the street, and includes all lands in-between.

“Official Sign” means a sign placed by the Town to control and regulate the movement of vehicles and pedestrians, signs posted by the Town under the provision of the sign by-law, including a sign approved by the Ministry Transportation Ontario and includes signs described in the Highway Traffic Act.
“Person” means any individual, association, firm, partnership, incorporated company, corporation, agent or trustee, and the heirs, executors or other legal representative of a person whom the context can apply according to law;

“Private Property” means lands which are not defined as Public Property or a Public Utility Facility including lands leased by the Town to others.

“Public Property” means property owned by or under the control of the Town of Wasaga Beach or any of its agencies, boards or commissions, including highways, boulevards and road allowances, roadside ditches, parks, gardens and shall be deemed to include public utilities facilities, regardless of whether the poles are owned by or under the control of the Town and shall also be deemed to include buses, bus shelters, benches, municipal garbage containers or other structures located on a highway regardless of whether the shelters, containers or structures are owned by the Town.

“Public Utility Facility” means a pole, transformer box, service container, equipment or other such structure, owned or controlled by an entity which provides a municipal or public utility service, including the Town, Bell Canada, Enbridge Consumers Gas, Wasaga Distribution, Hydro One, and any other utility providers that may supply services over or within the Town’s Public Property, and further includes any subsidiaries thereof.

“Premises” includes the parking lot, adjoining fences and road allowances.

“Road allowance” means the portion of the road that is not ordinarily used for vehicular traffic such as the shoulder, roadside ditch and/or boulevard;

“Roadway” means the part of the road allowance that is improved, designed or ordinarily used for vehicular traffic, and, where a road allowance includes two or more separate roadways, the term “roadway” refers to any one roadway separately, and not to all of the roadways collectively;

“Shoulder” means a minimum distance of 2 metres (6.5 ft) from the travelled portion of the road allowance and includes the entire gravel shoulder thereof.

“Sign Height” means the vertical distance measured from the highest point of the sign to grade and includes any support structure.

“Sight Triangle” means the triangular space formed of a corner lot and a line drawn from a point in one street line to a point in the other street line, each such point being 9 metres from the point of intersection of the street lines (measured along the street lines). Where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street line or the intersection of the tangents to the street lines, except as permitted at “T”-intersections as described in Schedule “D”, attached.

“Town” means The Corporation of the Town of Wasaga Beach".
“Vehicle” includes any means of transportation powered by any type of motor or human power.

“Voting Place or Polling Place” means the entire building where voting will occur and the entire property associated with the building where voting is scheduled to take place, including advance-voting activities, or such place as designated by the Clerk of the Town.

2. **General Provisions**

2.1 Prior to any election campaign sign being erected within the municipality, a $100.00 deposit and contact information must be submitted to the Town, on the prescribed form attached as Appendix “A”.

2.2 No candidate or his agent or any other person shall affix, erect or otherwise display an election sign except as permitted by this By-Law.

2.3 No candidate or his agent or any other person shall affix or otherwise display an election sign or permit an election sign to be affixed, erected or otherwise displayed:
   a) which includes electronic displays that incorporates in any manner any flashing or moving illumination which varies in intensity or which varies in colour and signs which have any visible moving parts or visible mechanical movement of any description;
   b) which are located in a sight triangle;
   c) in addition to a sight triangle, any location that would, by reason of size, location, or illumination, obstruct the vision of drivers or pedestrians, or obstruct or detract from the visibility or effectiveness of any traffic sign or control device or any other sign authorized pursuant to the Sign By-law.
   d) Inside or outside of a municipal facility or on associated property;
   e) which make use of words such as ‘STOP’, ‘ONE WAY’, ‘DANGER’, ‘YIELD’, or any similar words, phrases, symbols, lights or characters in such manner which may interfere with, mislead, or confuse traffic;
   f) on a tree, stone or other natural object;
   g) inside or outside of a voting place and the associated property;
   h) in or on a bus shelter
   i) on a vehicle or trailer or any mobile device within 100 metres (325 feet) of a voting place;
   j) within 100 metres (325 feet) of a voting place;
   k) in such a position that the sign would obstruct or block the visibility of another candidate’s sign;
   l) in a sight triangle as illustrated on attached Schedule “D”, forming part of this by-law;
   m) on a public sidewalk or near a sidewalk so as to interfere with or obstruct normal pedestrian traffic;
n) in a location where the election sign:
   i) obstructs, impedes or conceals any required fire escape, fire exit, door, window, etc or so as to prevent or impede access or firefighters to any part of a building;
   ii) constitutes a danger or hazard to the general public

2.4 The candidate to whom the election sign relates shall be responsible for the election sign, maintenance or display of the election sign and shall ensure that all the requirements of this by-law have been met.

2.5 No person, without lawful authority, shall pull down or remove a lawfully erected election sign without the consent of the candidate to whom the sign relates or the owner of the property on which the sign is erected.

2.6 No person, without lawful authority, shall deface or willfully cause damage to a lawfully erected election sign.

2.7 No person shall place an election sign in such a position that such sign would contravene any other applicable legislation.

2.8 No person shall display on any election sign a logo, crest, trademark or official mark, in whole or in part, owned or licensed by the Town or that could reasonably be mistaken for such identification.

2.9 No person shall erect, cause or permit to be erected a campaign sign, in any public park, parkette, or garden or on any public property owned or occupied by the Town of Wasaga Beach or any local board, except where otherwise permitted by this by-law.

2.10 No person shall erect, cause or permit to be erected a Campaign sign prior to Nomination Day in a municipal election year.

2.11 No person shall at any time on any election voting day (12:00:01 a.m. to 11:59 p.m.) including those days when advance election voting is held, erect, cause or permit to be erected a campaign sign on any grounds associated with any place being used as a polling place or voting place, including the building and parking lot, on either side of the public highway in front of and/or alongside the voting location, except on private property. In the event that a municipal facility is being utilized as a voting location, this section shall apply and no election sign shall be located within 150 meters (325 ft) of the voting location. See Schedule “G”.

2.12 No election sign shall be located on either side of a public highway fronting or alongside or on any property owned and/or operated by the Town on which buildings/structures exist, including offices, facilities, fire stations, community halls, and public library, except on private property. This provision shall not apply to public highways fronting or alongside any municipally owned lands utilized for recreational purposes, including municipal parks. See Schedule “F”.
2.13 Every candidate shall ensure that campaign signs associated with a federal or provincial election are erected or installed in accordance with the Canada Elections Act (Federal) or Elections Act (Provincial).

3. **Election Signs on Private Property**

3.1 Election signs may be erected or displayed on private property if:

a) The signs are erected with the consent of the owner or tenant of the property

b) The signs do not interfere with the safe operation of vehicular traffic or with the safety of pedestrians; and

c) They do not exceed 1.2 X 1.2 meters (4X4 feet) in size.

d) They are not located, except as provided in Schedule “D”, within a Sight Triangle.

3.2 No more than two (2) election signs per candidate are permitted on any one piece of land zoned residential.

3.3 No more than three (3) election signs per candidate are permitted on any one piece of land zoned other than residential.

3.4 For greater certainty in calculating the number of signs on a private lot in Sections 3.2 or 3.3 above, any election signs which are on Municipal property outside of the Required Municipal Sign-Sticker Boundary (don’t require a sticker) and such signs immediately abut the private property in question, then these signs shall be included in the calculation for that adjacent property.

3.5 An election sign may be displayed on an illuminated billboard or mobile sign provided that each billboard structure or mobile sign has been installed under the authority of a permit issued under the applicable Town of Wasaga Beach By-Law. Any such illumination shall be of a constant (non-flashing) light, and shall be maintained in only one visible color of light.

3.6 The use of any otherwise approved sign structure is governed by the Town of Wasaga Beach’s Sign By-Law.

4. **Election Signs on Public Property**

4.1 Candidates may not use any municipally-provided facilities for any election-related purposes.

4.2 Except where otherwise prohibited by this by-law, election signs shall be permitted within the Required Municipal Sign-Sticker Boundary along highways (roads & streets), providing that each Election sign displays the required Municipal Election Sign Identification Sticker. Signs shall not be placed on the traveled surfaces and shoulders of highways or within intersection “islands” or Sight Triangles, except as provided in Schedules “C”, “D” and “E” attached.
4.3 No person shall at any time place an election sign, or cause an election sign to be placed on public property or on highways adjacent to any public property owned by or under the control of the Town of Wasaga Beach, except as provided for in section 4.2.

4.4 The restrictions on public property do not apply to a motorized vehicle where the principle use of the vehicle is for the transportation of people on the part of the road allowance that is improved, designed or ordinarily used for vehicular traffic.

4.5 This By-Law shall not apply to signs erected, placed or displayed by the Town to provide information concerning the election or any part of an election process.

4.6 Election Signs shall not be located, erected or displayed:

a) On any centre median, centre boulevard, traffic island, roundabouts, traffic circle, rotaries, or variations thereof;

b) In or on overhanging public property, including a Town park, parkette, garden or open space, or a facility that is owned, operated or controlled by the Town, associated property or on the adjacent Highway;

c) On any building or structure or property owned or operated by the Town or its local boards, or on the adjacent Highway;

d) So as to obstruct, impair, impede or hinder the movement of vehicular or pedestrian traffic, or the visibility of railway crossings, warning devices and traffic signs or signals;

e) On a sidewalk;

f) On a utility pole or light standard;

g) On any official sign or official sign structure

h) On, inside, or outside of a location/building or facilitated property or adjacent highway designated as a voting location.

4.7 The number of election signs, on municipal property, is restricted to twenty (20) small signs no larger than 60.9 cm x 91.4 cm (24” x 36”) and five large (5) signs up to 1.2 m x 2.4 m (4’ x 8’) per candidate.

4.8 Upon payment of election sign deposit, the Town will provide 20 small and 5 large Election Sign Identification Stickers for use on approved signs.

i) Approved stickers must be placed on the top right hand corner of the election sign, facing direction of oncoming traffic in the closest lane.

ii) Replacement stickers for lost, damaged or stolen signs may be purchased at a cost of $10.00 each.

iii) Stickers cannot be given or lent to other candidates for use on their signs.

4.9 Candidates are required to complete the election Signs Deposit form included as Schedule “A” to this by-law. By completing this form, each candidate shall register with the Town and submit it to the Town when such candidate seeks the return of his or her election sign deposit.
4.10 Sign guidelines:

a) signs that are single or double sided are considered one sign;

b) small signs that are erected side by each and attached as a “v” sign is considered to be one sign and require one sticker;

c) double sided billboards are considered one sign;

d) double sided (printed on both sides) or back-to-back signs, with the same message mirrored on each side, and the exact same size are to be one sign. This could mean that stakes are used or stapled or glued, etc. between two panels to create one sign that is double sided with a mirror image; two different messages would constitute two signs.

e) Schedule “B” attached hereto and forming part of this by-law, provides a diagram of sign guidelines, for illustrative purposes only.

4.11 In determining the Required Municipal Sign-Sticker Boundary line, the following criteria are used:

a) The boundary line is the area of Municipally-owned property of any street or highway and their rights-of-ways, that is delineated by a utility service-line (power pole, hydro or phone box, fire hydrant or similar installation) closest to private (or public) property-lot on one side of the street, to the utility service-line closest to the private (or public) property-lot on the opposite side of the street, and includes all lands in-between.

b) Election signs may only be placed on a public highway adjacent to a residential property except where the owner or occupant of the adjacent residential property objects to the placement of the sign.

c) Candidates are to place their signs either completely on private property, with consent, or on the road allowance. Signs straddling the boundary line will not be permitted, unless they have an approved election identification sticker.

d) Schedule “E”, attached hereto and forming part of this By-Law, provides a diagram of the required municipal sigh-sticker boundary line requirements, for illustrative purposes only.

5. **Timing**

5.1 No candidate or his agent or any other person shall affix, erect or otherwise display an election sign or permit to cause an election sign to be erected, affixed, or otherwise displayed prior to:
a) the issuance of writs for a provincial or federal election
b) eight (8) weeks (56 days) immediately preceding the day of a municipal election; however, not before the candidate has filed his or her nomination papers and paid the required filing fee.

5.2 In order to prepare for the placement of election signs, the candidate or his or her agent may make the required $100 deposit with the Town at any time prior to the above timelines noted in Section 5.1. In all cases, such deposit shall be made to the Municipality prior to erecting any Election signage.

5.3 Despite Section 5.1, election signs may be erected on campaign offices once the candidate has filed his or her nomination papers and paid the required filing fee.

5.4 An election sign shall be removed within seven (7) days immediately following 11:59 p.m. of the day of the election. The candidate shall be responsible for the removal of his or her election signs within the prescribed timeframe.

6. **Removal of Unlawful Election Signs**

6.1 Where an election sign has been affixed, erected or otherwise displayed in contravention of any provision of this By-Law, Town of Wasaga Beach Municipal Law Enforcement Officers or any other individual designated by the Town Clerk may cause the sign to be removed immediately without notice or liability and/or take any further action as provided within this By-Law.

6.2 Signs that have been removed under Section 6.1 shall be stored by the Town for a minimum of 30 days, during which time the owner of the sign or the owner’s agent may retrieve the sign by contacting the Municipal Law Enforcement Department and paying the required sign removal and return fee as determined by Council from time to time. No campaign sign shall be returned to the sign owner on Election Day.

6.3 Any election sign that is stored by the Town for more than thirty (30) days and not redeemed by the owner of the sign or his/her agent within that period of time, may be destroyed or otherwise disposed of by the Town without notice and without compensation to the owner of the sign.

6.4 The Town shall not be liable for any damage or loss of campaign sign that was displayed in accordance with this By-law or that was removed by an Officer of the Town.

7. **Penalties and Offences**

7.1 Any person who contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable to a fine not to exceed ten-thousand ($10,000) dollars for each offence, as provided by Section 429 of the *Municipal Act, S.O. 2001*, c.25 as amended.
7.2 Where an offence continues for more than one calendar day, each and every day the original offence continues, shall be considered a separate offence.

7.3 Where multiple offences occur on the same day at more than one municipal address, then each separate municipal address location shall be deemed to be separate and distinct offences.

7.4 It shall be an offence for a person to hinder or obstruct, or obstruct, or attempt to hinder or obstruct, an Officer who is exercising a power or performing a duty under the Municipal Act, 2001 or under a by-law passed under the Municipal Act, 2001.

8. Liability

8.1 The provisions of this By-Law shall not be construed as relieving or limited the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person, or his or her agents or employees, in the construction, erection, maintenance, repair or removal of any such signs. Likewise, the provisions of this section shall not be construed as imposing on The Corporation of the Town of Wasaga Beach, its officers, employees, servants, agents and contractors any responsibility of liability (whatsoever) by reason of the removal of any sign.

9. Conflicts

9.1 In the event of a conflict between the provisions of this by-law and the provisions of another by-law of The Corporation of the Town of Wasaga Beach regulating signage, the provisions of the more restrictive enactment shall prevail.

9.2 All previous By-Laws and resolutions and parts of by-laws and resolutions relating to the placement of election signs in the Town of Wasaga Beach inconsistent with the provisions of this by-law, are hereby repealed.

10. Other Laws

10.1 Nothing in this by-law relieves any person of the responsibility for adhering to other applicable laws where regulating signs or for obtaining the approval of the Federal and Provincial governments or agencies thereof as required or for obtaining the approval of the property owner.

11. Validity

11.1 In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction, to be ultra vires, such provision or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all provisions of this by-law shall remain in full force and effect.
12. **Title**

12.1 This by-law may be cited as the “Election Sign By-Law”.

13. **Force and Effect**

13.1 This By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12TH DAY OF NOVEMBER, 2013.

__________________________
Cal Patterson, Mayor

__________________________
Twyla Nicholson, Clerk
SCHEDULE “A”

THE CORPORATION OF THE TOWN OF WASAGA BEACH

ELECTION SIGNS DEPOSIT AND RETURN

Deposit required for erection of municipal election signs within the Town of Wasaga Beach
Deposit will be returned upon removal of the signs within the required seven (7) days after the Election

Signs permitted: 20 no larger than 24” x 36”; 5 no larger than 4’ x 8’

Please complete the form below and return it with your payment of $100.00 to the Town of Wasaga Beach Clerk’s Office at Town Hall, 30 Lewis Street, Wasaga Beach.

CANDIDATE: __________________________

ADDRESS: ____________________________

______________________________ POSTAL CODE: __________________

PHONE: ____________________________ CELL: ____________________________

EMAIL ADDRESS: __________________

I, the undersigned, do hereby acknowledge that I have received and read a copy of the Town of Wasaga Beach Election Sign By-Law and agree to the conditions contained therein. I understand that any contravention to the By-Law may result in the waiver of this deposit.

Upon satisfactory removal of all municipal elections signs by a candidate from public and private property within seven (7) days after Election Day, this deposit will be returned to the candidate in a timely manner.

Candidate’s Signature ____________________________ Date ________________

Deposit Received: _______________ No. of Stickers Issued: _______________

Date signs removed: _______________ Refund Returned: _____________________

No of additional stickers issued: _______________ Date: ______________________

Default and Waiver of Deposit Due To: (please explain):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Schedule ‘B’ - ELECTION SIGN GUIDELINES

Municipal Property
Sign Dimension Guidelines, Per Candidate:

Maximum of 20 signs no larger than 24” x 36”

and

Maximum of 5 signs no larger than 4’ x 8’

All 2 surface signs will be the same dimensions and material on each surface

Deemed to be 1
Small sign - 1 sticker

2 sides
One or more stakes
Same message = 1 sign

Side 1
Side 2

Deemed to be 2
signs - 2 stickers

2 sides
One or more stakes
Different message = 2 signs

Side 1
Side 2

Deemed to be 1
sign - 1 sticker

1 sign comprised of 2 small
Same message

Attached

Side 1
Side 2

Deemed to be 2
signs - 2 stickers

1 sign comprised of 2 small
Different message

3 or more stakes = 2 signs

Side 1
Side 2

Wasaga Beach Election Campaign Sign Regulations
Effective: May 1st, 2011
Schedule 'C'
SETBACK FROM ROAD ALLOWANCE
Election Sign By-law

For Safety reasons no election sign shall be located within 2 metres (6.5ft) of the travelled portion of the road allowance and in no case shall be within the gravel shoulder of the roadway.

For illustrative purposes only. Not to Scale
Schedule 'D'
SIGHT TRIANGLE
Election Sign By-law

For safety reasons no election sign shall be located within 9 metres (29.5ft) of an intersecting street.

Permited

Not Permited

Travelled Road
Intersection

9m / 29.5ft

9m / 29.5ft

9m / 29.5ft

Illustrative purposes only. Not to Scale.
Schedule 'E'
Required Municipal Sign Sticker Boundary Area
(Sticker Required)
Election Sign By-law

PRIVATE LOT

Sticker Required

Hydro Line

PRIVATE LOT

Sticker required between public utilities

PRIVATE LOT

Hydrant

PRIVATE LOT

Sticker not required

PRIVATE LOT

Sticker not required

PRIVATE LOT

Sticker required
Schedule 'G'
Voting Location - Prohibited Areas

<table>
<thead>
<tr>
<th>Prohibited Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulevard</td>
</tr>
<tr>
<td>Public Highway</td>
</tr>
<tr>
<td>100m</td>
</tr>
<tr>
<td>Private Property</td>
</tr>
<tr>
<td>Boulevard</td>
</tr>
<tr>
<td>Private Property</td>
</tr>
<tr>
<td>Private Property</td>
</tr>
<tr>
<td>Boulevard</td>
</tr>
</tbody>
</table>

- Voting Location
- Property Limits: 100m
- Prohibited Areas:
  - Public Highway
  - Private Property
  - Boulevard

Diagram shows the layout with prohibited areas and property limits marked.
THE CORPORATION OF THE
TOWN OF WASAGA BEACH

BY-LAW NO. 2013-____

A BY-LAW TO ESTABLISH ADVANCE VOTING FOR
THE 2014 MUNICIPAL ELECTION

WHEREAS Section 43(1) of the Municipal Elections Act, 1996, as amended, provides that a municipal council shall pass a by-law establishing one or more dates for an advance vote, and the hours during which voting places shall be open on that date or dates;

AND WHEREAS Section 46(2) of the Municipal Elections Act, 1996, as amended, provides that a municipal council may pass a by-law providing that specified voting places shall be open on voting day at a specified time before 10:00 a.m.;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT, subject to nominations received, advance voting shall be held on the following dates and at the times as listed:
   a) Friday, October 17th at 10:00 a.m. to Sunday, October 26th at 11:59 p.m. using Electronic (Internet and Telephone) voting.
   b) Election Day commences at 12:00:01 a.m. Monday, October 27, 2013.

2. THAT all places designated by the Clerk as Voting Places, include the entire building and parking lot, and shall be subject to the provisions of the Municipal Elections Act, Election Procedures and Elections Sign Policy; no campaigning, campaign material or literature shall be permitted on the day and within the times designated for Voting.

3. THAT opening of voting places prior to 10:00 a.m. on Voting Day is not required.

4. THAT in the event of an emergency situation or an unusual circumstance, as per the Municipal Elections Act, the Clerk may amend or alter any of the designated dates, times and places, subject to providing adequate notice.

5. THAT this By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

______________________________       Cal Patterson, Mayor

______________________________       Twyla Nicholson, Clerk
THE CORPORATION OF
THE TOWN OF WASAGA BEACH

BY-LAW NO. 2013-____

A BY-LAW TO ADOPT INTEGRATED ACCESSIBILITY STANDARDS POLICIES

WHEREAS pursuant to The Municipal Act, 2001, S.O. 2001, c.25, as amended, the Council of a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and shall be exercised by by-law;

AND WHEREAS the Accessibility for Ontarians with Disabilities Act, 2005 has the purpose of developing, implementing and enforcing accessibility standards in order to achieve accessibility for persons with disabilities with respect to goods, services, facilities, employment, transportation, communication, information, buildings, structures and premises;

AND WHEREAS the Integrated Accessibility Standards Ontario Regulation 191/11 requires the Municipality to develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements, including information and communication;

AND WHEREAS the Corporation of the Town of Wasaga Beach deems it advisable to adopt policies stating the Town’s commitment to meeting the accessibility requirements in compliance with the Integrated Accessibility Standards Information and Communication regulation;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT the following Integrated Accessibility Standards Policies, attached hereto, be adopted, as follows:

   Appendix “A” - Information and Communications Policy
   Appendix “B” – Planning Accessible Meetings and Events Policy

2. THAT this By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

____________________________
Cal Patterson, Mayor

____________________________
Twyla Nicholson, Clerk
PURPOSE

The purpose of this policy is to outline the requirements established under the Integrated Accessibility Standards, Ontario Regulation 191/11 of the Accessibility for Ontarians with Disabilities Act, 2005, which relates to information and communications. The following policy and procedures set out the actions the Town of Wasaga Beach will undertake to comply with these requirements.

STATEMENT OF COMMITMENT

The Town of Wasaga Beach is committed to developing, implementing, maintaining, and enhancing accessibility in the areas of customer service, information and communications, for all residents with disabilities, in a manner that:

- Respects the individuals’ dignity and independence;
- Provides an equal opportunity to utilize, and benefit from, the Town’s goods and services; and
- Allows persons with disabilities to benefit from the same goods and services at the same time, and location, as all other residents.

LEGISLATIVE AUTHORITY

1. The Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) was passed with the purpose of developing, implementing and enforcing accessibility standards in order to achieve accessibility for all persons with disabilities with respect to goods, services, facilities, accommodations, employment, buildings structures and premises.
2. Ontario Regulation 191/11 entitled “Integrated Accessibility Standards Regulation” (“IASR”) came into force in July 2011. Part II of the IASR establishes accessibility standards specific to information and communications for public sector organizations that provide goods and services to members of the public or third parties.

3. This policy is legislated under the IASR, which requires broader public sector organizations, including municipalities, to develop and implement policies, procedures, and best practices governing how they will meet the requirements set out within the Regulation.

SCOPE

This policy applies to all employees, volunteers, and other persons or organizations that provide goods, services or facilities to the public or other third parties on behalf of the Town, in accordance with the Integrated Accessibility Regulation developed under the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and in support of the Town of Wasaga Beach’s Integrated Accessibility Standards Policy. All employees, volunteers, and other persons or organizations will be required to sign off certifying that they have read and understand the policy.

APPLICATION

The policy and procedures apply to all materials and communications produced by the Town of Wasaga Beach for release to the public whether produced in house or on behalf of the Town (i.e. consultant reports). It does not apply to unconvertible information and information that the Town does not control directly or indirectly through a contractual relationship.

Each publication should be produced in such a way as to reduce barriers in the original document. Adaptation to another format can be accommodated easily and quickly when accessibility is considered during the development.

DEFINITIONS

“Accessible formats” may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

Some of the most common accessible formats are (but not limited to):
- HTML, PDF, TIFF or electronic text version on line that meet the WCAG 2.0 level A or AA;
- Text saved as a Word document;
- Large Text;
- Plain language versions;
- Braille
- Read, write or draw, clarifying or restating the information
“Communications” means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received;

“Communication supports” may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Common communication supports are (but not limited to):
- Screen Reader software (ex. BrouseAloud)
- Verbal explanation of a written document;
- Video Captioning, transcripts;
- Alternative and augmentative communication supports such as an FM loop system or Communication Access Real-time Translation (CART);
- Sign language interpretation
- Read, write or draw
- Clarifying or restating the information

“Conversion Ready” means an electronic or digital format that facilitates conversion into an accessible format.

“Disability” shall mean:
- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act. (Ontario Human Rights Code)

“Electronic Text” means an electronic text means of presentation of information in order to enable various computer programs to convert the information into a “readable” format. Electronic text where an illustrations or graphical information is explained fully in text.

“Employees” shall mean every person who deals with members of the public or other third parties on behalf of the Town of Wasaga Beach, whether the person does so as an employee, agent, elected official, volunteer or otherwise.
“Information” includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning. The information and communications standards do not apply to the following:

- Products and product labels
- Unconvertible information or communications
- Information that the Town does not control directly or indirectly through a contractual relationship.
- “Persons with Disability” shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

“Unconvertible” means it is not technically possible to convert the information or communications; or the technology to convert the information or communications is not available.

POLICY STATEMENT

The Town shall use reasonable efforts to ensure that its policies and procedures are consistent with the following principles:

- Upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person’s accessibility needs, at a cost that is no more than the regular cost charged to other persons;
- Consult with the person making the request in determining the suitability of an accessible format or communication support;
- Notify the public about the availability of accessible formats and communication supports;
- Communicate with a person with a disability in a manner that takes into account the person’s disability;
- Ensure that publications designed for the general public will be written in a manner/format that will be best suited for the target audience.

Notification

The Town will advise the public of the availability of accessible formats and communications supports, which will include:

- A link on all Town websites to the Accessible Formats and Communication Supports request form;
- Signage at every public service counter advising of the availability of Accessible Formats and Communication Supports;
- The line “Accessible formats and communication supports are available, upon request” is placed on the Town’s website;
- Documents for Town-wide public consultation (such as the Budget, Zoning By-Law or the Official Plan);
- All documentation available for Town–wide public consultation, including Council and Committee agenda, minutes, reports; and anywhere else the Town determines that notification is reasonable.
Accessible Formats and Communication Supports

Upon request, the Town will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person’s disability and at a cost that is no more than the regular cost charged to other persons. The Town will also notify the public about the availability of accessible formats and communication supports.

Emergency Procedure, Plans or Public Safety Information

Upon request, the Town will provide existing public emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports in a timely manner.

Accessible Websites and Web Content

The Town’s internet websites and web content controlled directly by the Town or through a contractual relationship that allows for modification of the product shall conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level A and AA.

Processing Requests

Requests for an accessible format or communication support can be received by staff in person, by phone or by electronic formats such as emails. Upon receipt of a request, staff will complete the Request Form, which is forwarded to the Clerk’s Office for record keeping purposes. The request is to be responded to by the appropriate departmental staff of origin. The Accessibility Request Form (Alternate Formats) can be found on the Town’s Accessibility webpage and attached as Appendix “A”.

All Town staff, upon request, and in consultation with the person making the request, provides or makes arrangements to provide accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person’s accessibility needs and at a cost that is no more than the regular cost charged to other persons.

A list of Accessibility Services contacts and supports can be found on the Town’s Accessibility webpage and attached as Appendix “B”.

Timeframe

The timeframe for the conversion process of a document into an accessible format, or the provision of a communication support, can vary depending on the media chose, the size, complexity, quality of source documents, and the number of documents to be converted. Documents shall be returned in a timely manner depending on the factors previously noted.
If the document being requested is the subject of a public consultation or has a set timeframe for public comment, the timeframe for document conversion and distribution must be taken into consideration.

**Cost of Conversion**

When a member of the public requests a Town document in an accessible format or information with a communication support, the department of origin is responsible for the cost of conversion, materials and distribution of information. The cost charged shall be no more than the regular cost charged to other persons.

**Monitoring**

Once the appropriate format or support is determined with the requestor, staff shall provide or arrange for the provision of the accessible formats and/or communication support for persons with disabilities.

If a staff member determines that information is unconvertible, they shall, in consultation with their Manager, provide the person request the information or communication with:
- A written explanation as to why the information or communications are unconvertible, and
- A summary of the unconvertible information or communication.

**RESPONSIBILITIES**

**Clerk’s Office is responsible for:**
- Collecting information about requests from departments for record keeping purposes;
- Assist departments and provide consultation, as requested/as needed;
- Monitor compliance with Policy.

**Departments**
- Familiarize, being knowledgeable about accessibility requirements and follow guidelines when creating documents and providing them in alternate formats to ensure accessibility and good customer service.
- Provide notification that “Accessible formats and communication supports are available, upon request”, on all documents/webpages, where applicable.
- Tracking accessibility requests, following up, and forwarding to Clerk’s Office.
- Processing requests, making arrangements for the conversion to an alternate format or the provision of communication supports, and administering costs.
- Providing public notice (of disruption of service) and ensure posting.
- Reviewing sections of the website and updating new content in a timely manner
- Collecting feedback, following up, and forwarding to Clerk’s Office.
- Dealing with inquiries or forwarding to the appropriate department
Department Heads (Managers/Supervisors) are Responsible for:

- Administration of and ensuring compliance with this policy and procedure;
- Reviewing of communications materials to ensure plain language techniques are incorporated where possible;
- Developing and/or reviewing all major published materials and information prior to release;
- Creating and maintaining service free from discrimination toward persons with disabilities;
- Tracking costs associated with requests;
- Budgeting for the costs associated with accessible formats and communication supports of materials originating from their departments;
- Ensuring employees are aware of this procedure and are logging requests that are received by their departments;
- Ensuring employees are providing residents with the requested accessible format and communication support;
- Ensuring that staff provide residents with an explanation as to why information or communications are unconvertible; and,
- Monitoring situations where requests for accessible formats and communication supports have not been provided and determine ways to make the information more convertible in the future.
- Overseeing the provision of a summary of the unconvertible information or communication support to the resident.

Information Technology

- Developing and managing content for the Town’s websites.
- Developing, supporting and maintaining the technology for the Town’s websites.
- Ensure and provide notification that “Accessible formats and communication supports are available, upon request”, on Town’s website pages applicable to web content.
- Supporting requests for technical-related accessible formats and communications supports.

Town Employees

- Familiarize, being knowledgeable about accessibility requirements and follow guidelines when creating documents and providing them in alternate formats to ensure accessibility and good customer service.
- Create all documents in an accessible format.
- Communicating program information to stakeholders.
PROCEDURE & GUIDELINES

When communicating with a person with a disability, employees shall take the person’s disability into account. The Town shall follow four core principles:
- Dignity;
- Independence;
- Integration; and
- Equal opportunity.

What can employees do to help persons with disabilities access our documents?
- Ask how you can help;
- Offer a variety of methods and formats of communication and how to interact with persons with disabilities; and
- Understand the nature and scope of the service offered.

Communication Practice

In-house printed material and publications produced on behalf of the Town shall contain a note indicating “alternative formats are available upon request” and include relevant contact information. Where possible, the Town publications/documents shall follow the CNIB’s Clear Print Standards, being, but not limited to:
- Use high contrast colours for text and background (examples: black or dark blue text on a white or yellow background, or white/yellow text on a black/dark blue background, avoid use of red; avoid shading text);
- Printed material is most readable in black and white and reserve coloured text for titles, headlines or highlighted material;
- Keep the text preferably between 12 and 18 points;
- Leading space, which is the space between lines of text, should be at least 25 to 30 per cent of the point size;
- Avoid complicated or decorative fonts;
- Choose standard fonts with easily-recognizable upper and lower-case characters; good choices are an Arial or Tahoma or Verdana font;
- Use fonts with medium heaviness and avoid light type with thin strokes (examples: when emphasizing a word or sentence, use a bold or heavy font; avoid italics or upper-case letters);
- Don’t crowd your text; keep a wide space between letters;
- Choose a monospaced (non-justified) font rather than one that is proportionally (justified) spaced, keep a wide space between letters;
- Separate text into columns to make it easier to read (requires less eye movement and less peripheral vision);
- Use wide binding margins or spiral bindings if possible;
- Use flat pages;
- Use a matte or non-glossy finish to cut down on glare;
- Avoid watermarks or complicated background designs;
- Use distinctive colours, sizes and shapes on the covers of materials to make them easier to tell apart;
- Avoid using the return key to add multiple spaces.
Electronic materials and publications produced on behalf of the Town shall be provided in electronic formats such as, but not limited to, HTML, PDF, TIFF or MS Word.

Should the Town be requested to provide a person with a disability a public document or information, the Town will take into consideration the communication needs of the person with the disability and provide the document or information in a format that is agreed upon by the person with the disability.

If one form or method of communication cannot be used by a person with a disability, the Town will do their best to provide another form or method, or a combination.

**Assistive Devices**

A person with a disability may provide their own assistive device for the purpose of obtaining, using and benefiting from information and documentation. At all times, it is the responsibility of the person with the disability to be in care and control of the assistive device.

**Feedback**

The Town will invite and welcome any feedback and view it as an opportunity to learn and improve.

The Feedback Form, attached to this Policy as Appendix “E”, will be posted on the Town’s website at www.wasagabeach.com, or provided upon request in a manner that takes into account the person’s disability.

Feedback from members of the public shall be received by the Town Clerk in any communicative form appropriate for the person providing feedback or complaint.

Any responses will be coordinated appropriately per the direction of the Town Clerk in a timely manner.

Feedback will be reviewed by the appropriate employees to ensure that all appropriate and available measures will be undertaken by the Town in the provision of information and documentation to persons with disabilities.

Feedback will be considered highly confidential to ensure the protection of personal information.

If feedback is received verbally, the employee shall produce the feedback or complaint in a written format and repeat the information to the person providing the feedback or complaint to ensure accuracy.
TRAINING

The Town will ensure that all persons to whom this policy applies receives training as required by Ontario Regulation 191/11 entitled “Integrated Accessibility Standards Regulation”, as soon as reasonably practicable, and reviewed when any amendments are made to the Town’s policy and procedures.

ATTACHMENTS

Appendix “A” – Accessibility Request Form (Documents in Alternate Formats)
Appendix “B” – Resources for Accessible Formats & Communication Supports
Appendix “C” – Types of Disabilities and Guidelines for Communicating with People who have Disabilities
Appendix “D” – Ways to Make Information Accessible
Appendix “E” – Feedback Form
Appendix “F” – Sign Off Form

POLICY REVIEW AND PROCEDURE

This Policy will be reviewed as required, but in any case no later than five (5) years from the date of the most recent review.

The Town Clerk will be responsible for initiating the review of this Policy.
Personal Information (Please print.)
Name: ___________________________________________________
Address: _________________________________________________
Home phone number: _______________________________________
Cell phone number: _________________________________________
Email address: _____________________________________________

Document Information
Name of Document: _________________________________________
Department: _______________________________________________
Event (if applicable): _________________________________________
Which format would you prefer? (Check appropriate box.)

☐ Large Print
Preferred font size: __________________________
Preferred font style: _________________________

☐ Braille

☐ Plain Language

☐ Audio

☐ Electronic (Check preferred format.)
  ☐ Microsoft Word  ☐ HTML  ☐ Rich Text  ☐ PDF

☐ American Sign Language (ASL) / Langue des Signes Québécoises (LSQ)

☐ Other: _____________________________________________

Date Required by: (please allow time for conversion) ______________________________

Signature: __________________________________ Date:___________________________

Personal information, on this form, is being collected under the authority of section 12 of the Integrated Accessibility Standards, Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005, and will be used to process your request to provide accessible formats and communication supports, and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Town Clerk, Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach, ON L9Z 1A1 * 705-429-3844 ex 2223 or clerk@wasagabeach.com.
Braille Producers
http://www.cnib.ca/en/useful-links/alternative_format/Pages/default.aspx

Brain Injury Services of Simcoe County
560 Bryne Drive, Barrie, Ontario L4N 9P6
705-734-2178

Breaking Down Barriers Independent Living Resource Centre
115 Hurontario Street, Unit#203, Collingwood, Ontario L9Y 2L9
705-445-1543

Canadian Hearing Society
74 Cedar Point Drive, Unit#1009, Barrie, Ontario L4N 5R7
705-737-3190 TTY: 705-737-4911

Canadian Mental Health Association (Barrie Simcoe Branch)
15 Bradford Street, Barrie, Ontario L4N 1W2
705-726-5033

CNIB
20 Anne Street, Unit#10, Barrie, Ontario L4N 6S7
905-728-3352

Canadian Paraplegic Association Ontario
80 Bradford Street, Unit#111, Barrie, Ontario L4N 6S7
705-726-4546 or 1-800-870-5670

Canadian Red Cross
14 High Street, Unit#201, Barrie, Ontario L4N 1W1
705-721-4547

Deaf Access Simcoe Muskoka
74 Cedar Point Drive, Unit#1009, Barrie, Ontario L4N 5R7
705-728-3577 TTY: 705-728-3599 or 1-800-855-0511
Website: www.deafaccess.ca

Helping Hands Community Support Services
210 Memorial Avenue, Unit#126B, Orillia, Ontario L3V 7V1
705-325-7861
(Services for Senior’s and Adults with Physical Disabilities)
Independent Living Services
44 Cedar Point Drive, Unit#1102, Barrie, Ontario L4N 5R7
705-737-3263 TTY: 705-737-3242
(Attendant Care Services, Outreach, Supportive Housing, Respite, Public Education, Community Development, ARC)

Mobility Products:

Georgian Home Mobility Products
395C Hume Street, Collingwood, Ontario
705-444-2263 or 1-866-874-5363

Ontario Wheelchair Access & Mobility Equipment
31 Ontario Street, Orillia, Ontario L3V 6H1
705-327-1261 or 1-800-387-0245

Silver Cross (Recycled and New Health Care Equipment)
1228 Gorham Street, Unit#6, Newmarket, Ontario L3Y 8Z1
905-830-1337 or 1-855-830-1337

Communication Devices:

Collingwood Public Library
55 Ste. Marie Street, Collingwood, Ontario L9Y 3J9
705-445-1571
(Audio Books, Braille Software and Printer)

Jacob Yohannan, Account Manager
Accessible Printing Inc. National Transcription Services
6855 Airport Road, Unit 146
Mississauga, ON L4V 1Y9
416-414-3119
Email: Jacob@accessibleprinting.com Website: www.accessibleprinting.com

Braille Masters, Attn: Terry
Email: braillem@sympatico.ca
Website: info@braillemasters.com
The following is a list of additional resources that can be used in the provision of accessible formats and communication supports:

**Accessible Information and Communication, A Guide for Small Business:** provides a comprehensive overview of how to provide information in accessible formats at [http://www.gaates.org/aic/index.html](http://www.gaates.org/aic/index.html).

**Accessible Digital Office Documents Project:** a one stop shop for creating accessible digital documents using today’s most popular office applications (Microsoft, Open Office, iwork, Corel, Google Docs, etc) at [http://adod.idrc.ocad.ca/](http://adod.idrc.ocad.ca/).

**Communication Access Realtime Translation (CART):** this service can be used at public events to display spoken words on large screens to help participants with hearing loss to follow speeches. Services can be provided on location or remotely. To book CART services contact the Canadian Hearing Society.

**Sign Language Interpretation/Intervenor:** the two most frequently used sign languages in Canada are American Sign Language ASL (English) and Langue Signe due Quebec LSQ (French). To book these services contact the Canadian Hearing Society.

**Braille:** in order to make a request for a document in Braille you will need to ask the requestor if they require a document in Grade 1 or Grade 2 Braille and you will need to provide the document in a plain text format. Companies that provides print Braille and other accessible formats of documents is T-Base Communications or CNIB at [http://www.cnib.ca/en/useful-links/alternative_format/Pages/default.aspx](http://www.cnib.ca/en/useful-links/alternative_format/Pages/default.aspx) and others as shown on the list above.

**Assistive Technology (AT):** refers to devices which enable persons living with vision loss to perform tasks that would otherwise be more difficult to accomplish. To learn more about how to access these services contact the CNIB.

**Assistive Listening Devices (FM Loop system):** is used as a system where the audio source is broadcast wirelessly over an FM frequency. The person who is listening may use a small FM Receiver tuned into the signal, and listen at their preferred volume. FM Loop systems are available…… (Library/Town Hall?)

**Video Captioning Services/Transcripts:** many video production companies provide video captioning as an additional service. It is important to include this criterion when ordering the development of videos.
APPENDIX “C”

Types of Disabilities and Guidelines for Communicating with People who have Disabilities

Provided by the Ministry of Community and Social Services and Glenn Pound Methodology’s of Plain Language, the following are some ways you can provide better service to your customers with disabilities:

- Treat people with disabilities with the same respect and consideration you have for everyone else;
- Patience, optimism, and a willingness to find a way to communicate are your best tools;
- Smile, relax, and keep in mind that people with disabilities are just people;
- Don’t make assumptions about what type of disability or disabilities a person has;
- Some disabilities are not visible. Take the time to get to know your customers’ needs;
- Be patient. People with some kinds of disabilities may take a little longer to understand and respond;
- If you’re not sure what to do, ask your customer, “May I help you?”;
- If you can’t understand what someone is saying, just politely ask again;
- Ask before you offer to help – don’t just jump in. Your customers with disabilities know if they need help and how you can provide it;
- Find a good way to communicate. A good start is to listen carefully;
- Look at your customer, but don’t stare. Speak directly to a person with a disability, not to their interpreter or someone who is with them;
- Use plain language and speak in short sentences;
- Don’t touch or address service animals – they are working and have to pay attention at all times;
- Ask permission before touching a wheelchair or a piece of equipment.

Below are a few types of disabilities and in no way excludes other types of disabilities.

Physical Disabilities

Physical disabilities include a range of functional limitations in moving or coordinating one or more parts of the body (i.e. muscle weakness, tremors, paralysis, Muscular Dystrophy, tendonitis, Cerebral palsy, Multiple Sclerosis, Arthritis, heart or lung conditions or amputations, etc.). A physical disability may affect an individual’s ability to:
• Perform manual tasks such as holding a pen, turning a key or gripping a door knob;
• Move around independently;
• Walk for long distances;
• Sit or stand for extended periods of time;
• Control the speed or coordination of movements;
• Coordination and balance;
• Manipulate objects; and/or
• Have strength or endurance.

Suggested procedure to communicate:
• A person with a physical disability may not need assistance to verbally communicate, but may need other types of assistance to be served;
• Ask before you help. People with physical disabilities often have their own ways of doing things;
• Respect your customer’s personal space. Do not touch, lean on them or interfere with their assistive equipment as this is part of their personal space;
• Inform your customer of the accessible features in the immediate environment (automatic doors, lowered counters, accessible washrooms, elevators, ramps, mobi mats on the beach, etc.)
• Advise them of the Town’s use of the CNIB’s Clear Print Standards and ask if they require an alternative format (i.e. audio, PDF, HTML, TIFF, large print, provide the information electronically);
• Offer a verbal explanation of the information they are seeking;
• Ask for their format preference and provide the document or information accordingly.
• If you have permission to move a person in a wheelchair remember to make sure your customer is ready to be moved and that you describe what you are going to do beforehand. Don’t leave the individual in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors.

Deaf, Oral Deaf, Deafened and Hard of Hearing

Hearing loss may cause problems in distinguishing certain frequencies, sounds or words. People who experience hearing loss may use assistive devices, like hearing aids, special telephones, sign language, interpreters, various amplifiers or a pen and paper. They may also read lips or prefer to communicate through email, texting or a TTY.

TTY stands for Teletypewriter, a type of telephone that allows callers to send typed messages to each other cross phone lines. TTY users can directly call other TTY numbers or they can connect with a Relay Service. A standard phone user can also place a call to a TTY user through the Relay operator. You give the operator your name, the name of the person you are calling, and the number you wish to reach. Using the Relay Service locally is free. For long-distance, any standard long-distance charges would apply.
A person who is deaf, deafened or hard of hearing may be unable to:

- Maintain conversations over the telephone;
- Understand speech in noisy environments; and/or
- Pronounce words clearly enough to be understood.

**Suggested procedure to communicate:**

- Attract the customer’s attention before speaking. For example, try a gentle touch on the shoulder or wave of your hand;
- Don’t shout
- Make sure you are in a well-lit area where your customer can see your face;
- If the person uses a hearing aid, reduce background noise or move to a quieter area;
- Ask if they require assistance as people with disabilities often have their own way of doing things;
- Do not touch, lean on or interfere with their assistive equipment as this is part of their personal space;
- Ask for their format preference and provide the document or information accordingly.

**Vision Disabilities**

Vision disabilities can include loss of peripheral (side) vision, lack of central vision therefore the person cannot see straight, tunnel vision where a person can only see straight ahead, some people can see the outline of objects while others can see the direction of light, and some people are completely blind. Some customers may use a guide dog or white cane; others may not. Some customers simply need to view written materials like documents, receipts, menus, brochures, instructions or labels in large print, or with the help of a magnifier. Many also use reads which read information to them from an accessible document or an accessible website.

Did you know that few people who are blind have no vision? According to Canadian National Institute for the Blind (CNIB), nine out of ten people who use their services have some degree of vision. Three million Canadians have difficulty reading conventional text.

Vision loss may result in:

- Difficulty reading or seeing faces;
- Difficulty maneuvering in unfamiliar places;
- May restrict a person’s ability to read signs, locate landmarks or see hazards;
- Inability to differentiate colours or distances;
- A narrow field of vision;
- The need for bright light, or contrast; and/or
- Night blindness.
Suggested procedure to communicate:

- Don't assume the person can't see you or the document;
- Identify yourself when you approach your customer and speak directly to him or her;
- Offer your elbow to guide the person. If they accept, walk slowly, but wait for permission before doing so;
- Identify landmarks or other details to orient your customer to the environment around them;
- If you are given directions or providing any information, be precise and descriptive. For example, if you’re approaching a door, stairs or an obstacle, say so;
- Do not leave your customer in the middle of a room. Guide them to a chair or a comfortable location. Do not walk away without saying good-bye and let them know what to expect next;
- Offer to communicate pertinent information through email or links to websites where they can find more information;
- Ask for their format preference and provide the document or information accordingly.
- Offer a verbal explanation of the information they are seeking.

Deaf-Blindness Disabilities

Deaf-blindness is a combination of hearing and vision loss. A person who is deafblind cannot see or hear to some degree. A person with this disability may utilize sign language systems, Braille, telephone devices, communication boards or a combination these. Many people who are deaf-blind use the services of an Intervener, a professional who helps with communicating. Interveners are trained in special sign language that involves touching the hands of the client in a two-hand, manual alphabet or finger spelling. Deaf-blindness may result in great difficulty to:

- Access goods and services;
- Communicate;
- Learn or comprehend; and/or
- Orientation and mobility.

Suggested procedure to communicate:

- Speak directly to your customer, not to the intervenor;
- Identify yourself to the intervenor when you approach your customer who is deafblind;
- A customer who is deafblind is likely to explain to you how to communicate with them or give you an assistance card or a note explaining how to communicate with them.
- Ask for their format preference and provide the document or information accordingly.
- Ask if the person utilizes a screen reader (examples: JAWS, Dragon Naturally Speaking, Kurzwell) and if the person desires the document to be formatted to be read by a screen reader.
Speech Disabilities

Some people may have problems communicating because of their disability. A person with this type of disability may use a communication board or other assistive device. Speech disabilities involve the partial or total loss of the ability to speak, and includes difficulty with:
- Cerebral palsy
- Hearing loss
- Pronunciation;
- Pitch and loudness;
- Hoarseness or breathiness; and/or
- Stuttering or slurring.

Suggested procedure to communicate:
- Don’t assume the person can’t understand the information;
- Do not assume that just because a person has this disability they also have another;
- Give your customer whatever time they need to get their point across. If appropriate, offer to move to a more comfortable location;
- Ask questions that can be answered “yes” or “no”, if possible;
- Do not interrupt or finish your customer’s sentences; give them time to finish;
- Offer a verbal explanation of the information they are seeking.
- Ask for their format preference and provide the document or information accordingly.

Intellectual or Developmental Disabilities

Developmental or intellectual disabilities can mildly or profoundly limit a person’s ability to learn, communicate, do every day physical activities and live independently. You may not be able to know that someone has this disability unless you are told, or you notice the way the person acts, asks questions or uses body language. However, they may understand you more than you realize. Intellectual disabilities affect a person’s ability to think and reason and the person may have difficulty with:
- Understand verbal or written information;
- Conceptual information;
- Perception of sensory information; and/or
- Memory.

Suggested procedure to communicate:
- Don’t assume what a person can or cannot do;
- Don’t assume the person can’t understand the information;
- Use Plain Language (Appendix “D”).
- Be generous with white space;
- Offer a verbal explanation of the information they are seeking;
- Offer to provide the document in an abbreviated format and with extra white space.
- Make sure your customer understands what you’ve said. You can be direct and ask: “Do you understand this?”;
• Provide one piece of information at a time. You can break down the information into simpler concepts, without exaggerating speech or gestures or being patronizing;
• You may want to ask if the information needs to be repeated.
• Ask for their format preference and provide the document or information accordingly.

Learning Disabilities

Learning disabilities include a range of disorders that affect the how a person acquires, retains, or takes in information. People with learning disabilities just learn differently. Learning disabilities affect people from all backgrounds and are not caused by culture, language or a lack of motivation. This disability may become apparent in your customer service interaction when the person has difficulty reading material or taking in and processing the information you are providing. Learning disabilities are specific impairments that can result in difficulty with:
• Reading and language based learning (dyslexia), mathematical skills (dyscalculia), writing and/or fine motor skills (dysgraphia);
• Problem solving;
• Time management;
• Orientation and following directions; and/or
• Processing information.

Suggested procedure to communicate:
• Take some time – people with some learning disabilities may take a little longer to process, understand and respond;
• Provide information in a way that works for your customer; be prepared to provide the information in various forms (i.e. verbal, written, drawings), for example, keep a pen and paper handy. That way, you can explain, and then review and repeat the information using your notes;
• If you are discussing confidential information, consider giving the notes to your customer or offering to destroy them;
• Ask if they understand;
• Make sure you understand what they are asking for and if you don’t, ask them again;
• Provide one piece of information at a time;
• Be prepared to explain and provide examples regarding information;
• Remember that the person is an adult and unless you are advised otherwise, can make their own decisions;
• Speak directly to the person; and/or
• Be patient and ask a coworker for assistance if you require it.
• Use Plain Language (Appendix “D”).
• Ask for their format preference and provide the document or information accordingly.
Mental Health Disabilities

Mental health disabilities include a range of disorders; however there are three main types: anxiety, mood and behavioral. The important thing to remember when communicating with a person who has a mental health disability is to focus on completing the transaction in a calm, patient way and meeting the customer's needs. Mental health issues can affect a person’s ability to think clearly, concentrate or remember. Mental health disability is a broad classification for many disorders that can range in severity. Customers may experience anxiety due to phobias or panic disorders. Hallucinations, mood swings, and a deep lack of motivation may be signs of a mental health disability. A person may have a clinical depression or bipolar disorder.

The major barrier for people with mental health disabilities is the stigma associated with it and the lack of understanding.

Did you know that one in five people in Ontario will experience a mental health issue at some point in their lives?

People with mental health disabilities may appear:
- Irritated;
- Aggressive;
- Abrupt;
- Indecisive; and/or
- Spontaneous laughter or anger.

Suggested procedure to communicate:
- Don’t assume the person can’t understand the information;
- Be confident and reassuring. As with all customers, listen carefully and focus on meeting the customer’s needs.
- If the person appears to be in a crisis, ask them to tell you the best way to help;
- If a customer appears to show signs of a mental health disability, it may be helpful to keep in mind that the customer’s reactions are not connected to you personally, as a service provider. The customer may simply be showing symptoms of mental illness.
- Ask for their format preference and provide the document or information accordingly.
APPENDIX “D”

Ways to make information accessible

CNIB’s Clear Print Standards - Advise of the Town’s use of the CNIB’s Clear Print Standards and ask if they require an alternative format (i.e. audio, PDF, HTML, large print, provide the information electronically)

Use of Plain Language - Keeping your text as clear and as easy to read as possible is not only beneficial for clients with learning disabilities and low literacy skills, it improves comprehension for all clients and will make adaptation to other formats easier. All technical terms and acronyms should be fully explained.

Plain Language, being, but not limited to:

- Say what you mean, write what you mean;
- Use the verb form rather than the noun form (avoid use of impersonal tone);
- Use an active voice rather than a passive voice by using the word order: subject, verb and object);
- Use positive rather than negative;
- Cut out unnecessary words;
- Keep paragraphs short;
- Leave space between paragraphs;
- Be generous with white space;
- Offer a verbal explanation of the information they are seeking;
- Offer to provide the document in an abbreviated format and with extra white space.

American Sign Language (ASL) and French Sign Language (LSQ): ASL and LSSQ uses hand shapes, positions, facial expressions and body movements to convey meaning to people who are deaf, deafened, or hard of hearing.

Large Print: the minimum suggested font size is 12; however, someone with low vision may request up to 48 point font in order to read the information.

Braille: a tactile system of raised dots representing letters. It is used by people who are blind, or deafblind and is produced using Braille transcription software.

Transcriptions: the conversion of speech into a written or electronic text document.

Verbal or Written Descriptions: verbal or written explanation of a document or picture.

Reading Software for websites (BrowseAloud): a free software that read web pages out loud. It can help anyone who has difficulty reading online, including people with mild visual impairments, low literacy, English as a second language, or learning disabilities such as dyslexia.
**Screen Reader Software**: screen readers use a speech-synthesizer to read text from computer screen or covert it to Braille. For readers to work, the information must be formatted properly (in a structured electronic file) for the screen reader to recognize it.

**Captioning**: the provision of words, in a written format, that accompanies spoken words in a video. It usually appears on the bottom of the screen.

**Digital Accessible Information Systems: (DAISY)**: is an audio format for people who have trouble with print – including limited vision and learning disabilities like dyslexia. Daisy digital talking books are like audiobooks, but include navigation features to help readers skip forward or back through the material.

**Structured Electronic Files**: include information about how elements of the document are formatted, like titles, section headings, etc. These files can be created using “styles” in most standard word processing programs. Documents created as structured electronic files are easier to convert to accessible formats (including Braille, Daisy and web pages) and allow screen readers to navigate the information effectively.

**Tactile Signage**: tactile means “understood through sense of touch”. Characters and pictograms are raised 0.8 to 1.5 mm above the surface, and have Grade 1 Braille located directly below the associated pictograph or large text.
The Town of Wasaga Beach strives to ensure that our facilities and services meet your needs and expectations. We value our customers and your feedback. By answering the questions below, you will help us identify opportunities for improvements to meet your needs.

Date, time and location of your visit: ____________________________________________

What is your situation? (Check the appropriate box)

☐ I have a disability.

☐ Please identify your disability (optional): __________________________________________

☐ I am submitting this feedback on behalf of a person with a disability. Relation to the person with the disability (optional): __________________________________________

☐ Please identify their disability (optional): __________________________________________

What facility or service does the feedback pertain to? (Check all that apply)

☐ Facilities (parking lots, internal/external physical barriers, counters, doorways(handles)

☐ Recreation Programs

☐ Town Services (licensing, enforcement, snow removal, sidewalks, roads)

☐ Communications (website, publications, signage, meetings)

☐ Transit

☐ Parks and Open Space (trails, parks, playground equipment)

☐ Customer Service (cashier, front-line staff, queuing area)

☐ Other __________________________________________________________________________

Continued on back…..
Appendix “F”

EMPLOYEE SIGN OFF

Communication and Information Policy

Please detach and return the completed sign-off sheet to the Town Clerk:

I ________________________________ have read and understand the contents of the Town of Wasaga Beach Communication and Information Policy:

Name (Print):_______________________________________________

Department: ______________________________________________

Department Head/Supervisor: _________________________________

Date: __________________________________________________________________

Signature:_____________________________________________________

Please return this sign off sheet to:

Twyla Nicholson, CMO, CMM111
Town Clerk
Town of Wasaga Beach
30 Lewis Street
Wasaga Beach, ON L9Z 1A1
705-429-3844  ex 2223
email: clerk@wasagabeach.com
website: www.wasagabeach.com

September 2013
PurposE

The Town of Wasaga Beach (Town) is committed to eliminating barriers and improving accessibility of goods and services, including accessibility to meetings and events hosted by the Town of Wasaga Beach, to persons with disabilities.

STATEMENT OF COMMITMENT

The Town of Wasaga Beach is committed to developing, implementing, maintaining, and enhancing accessibility in the areas of customer service, information and communications, for all residents with disabilities, in a manner that:

- Respects the individuals' dignity and independence;
- Provides an equal opportunity to utilize, and benefit from, the Town’s goods and services; and
- Allows persons with disabilities to benefit from the same goods and services at the same time, and location, as all other residents.

LEgislative AUTHORITY

The Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) was passed with the purpose of developing, implementing and enforcing accessibility standards in order to achieve accessibility for all persons with disabilities with respect to goods, services, facilities, accommodations, employment, buildings structures and premises.

Ontario Regulation 191/11 entitled “Integrated Accessibility Standards Regulation” (“IASR”) came into force in July 2011. Part II of the IASR establishes accessibility standards specific to information and communications for public sector organizations that provide goods and services to members of the public or third parties.
This policy is legislated under the IASR, which requires broader public sector organizations, including municipalities, to develop and implement policies, procedures, and best practices governing how they will meet the requirements set out within the Regulation.

SCOPE

This policy applies to all public meetings and events hosted by the Town and its Boards and Committees, including Council, Standing Committees, and Advisory Committees, Ad Hoc, and Informational Meetings or events hosted and/or sponsored by the Town of Wasaga Beach.

DEFINITIONS

For the purpose of this policy:

“Accessible” – Capable of being entered or reached, approachable; easy to get at; capable of being influenced; obtainable; easy to understand or appreciate.

“Assistive Listening Systems”: An assistive listening system receives a feed from the audio system found in lecture halls or meeting or conference rooms. This communication support makes it easier for people who are hard of hearing to hear and understand speech even from a distance. For example, a wireless FM system, which consists of a transmitter and receiver, can be used with or without a hearing aid.

“Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, a technological barrier, a policy or a practice.

“Computerized Note Takers”: Computerized note taking is a service that can make a meeting or presentation more accessible to people who are deaf, deafened or hard of hearing. It may also be requested by people with visual disabilities because it allows them to refer to the saved electronic notes afterwards using screen reading software. Note takers use a laptop computer with a standard keyboard and an overhead screen or monitor. Computerized note taking is not a verbatim transcript, but summarizes what is spoken while still maintaining accuracy and the spirit and intent of the speaker.

“Disability” means:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, induces diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, hearing impediment, muteness or speech impediment or physical reliance on a dog guide or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
A mental disorder;
An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997. (Ontario Human Rights Code

“Real-Time Captioning” (Also known as CART): Real-time captioning can make a meeting or presentation accessible to people who are deaf, deafened or hard of hearing and who may not use sign language. It provides simultaneous (real-time) speech to text translation. A real-time captioner uses a court reporting steno machine, coded to type verbatim text with minimal keystrokes. The steno machine is connected to a laptop containing special software that converts the key strokes and displays the text being spoken for the user to read on an overhead screen or monitor.

“Sign Language Interpreters”: A sign language interpreter is necessary whenever communication is required between deaf and (non-signing) hearing people. Interpreters should be available at events, meetings or presentations attended by people who are deaf, deafened or hard of hearing.

RESPONSIBILITIES

All Departments are responsible for:

- Ensuring the Accessible Meeting/Event Checklist is followed, where reasonable, in order to ensure meetings and events are accessible;
- Being trained in the operation of assistive devices provided by the Corporation;
- Ensuring assistive devices to be used at a meeting/event are in good working order.

If you are in doubt about the level of accessibility at a potential venue, it is recommended that you consult with the Town Clerk, Town’s Accessibility Committee or a local disability group who has expertise in barrier-free access and/or meeting/event planning.

PROCEDURE

The Town will ensure that reasonable accommodation is made to ensure that its meetings are accessible so that persons with disabilities are able to fully participate in community life.

Critical areas of consideration to ensure meetings are accessible include:

- access to meeting agendas, information and proceedings; and
- physical access to the meeting/event space.
Advanced planning for accessible meetings/events is necessary to ensure that the accommodation of people with disabilities is anticipated and acted upon ahead of time. Anyone planning a meeting/event shall, where applicable, use the “Accessible Meeting/Event Checklist” attached as Appendix “A”.

Staff shall ensure any meeting/event notice is provided in accordance with the Town’s Public Notice Policy.

The Accessible Meeting/Event Checklist provides a guideline for accessibility. Staff, Department Heads or others with expertise in barrier-free access and public engagement should be consulted when required with respect to planning an accessible meeting/event.

**Pre-Event Planning**

The key to accessibility is advanced planning. Even when it is unknown whether any participants may require accessibility accommodations, staff should be prepared to organize the meeting or event so that it is accessible so that people with disabilities can participate.

Prior to the event you may wish to:

- Assign a member of the planning team for making the event accessible
- Ensure that the invitation/registration for the event or notice of meeting includes information about the accessibility of the event and if possible, as for specific accommodation needs (e.g. “Please indicate any additional requirements you may have in order to participate in the meeting or conference”).
- When appropriate, provide information about local services such as accessible transportation, emergency veterinarians, and/or wheelchair repair services.
- Prior to confirming the date of your event, determine if other disability-related events are taking place in the area during the same timeframe which may impact on the availability of service providers.
- Where feasible and reasonable, schedule sign language interpreters and/or real-time captionists as soon as possible after confirming the date of the event and the need for this service (s).
- If meals are not provided at the meeting/event, provide information about accessible restaurants in the vicinity.

**Physical Access to the Meeting Area**

When planning your event there are several aspects to the physical environment that should be considered to ensure the meeting/event area is accessible.

**Choosing a location**

Items to consider when choosing a location include the following:

- Parking
- Entrances
- Washrooms
• Meeting rooms
• Doors
• White noise (background noise that may interfere with hearing)
• Visual fire alarms (for use by persons who are deaf, deafened or hard of hearing)
• Telephone access
• Customer service areas
• Recent renovations/current construction
• Availability of auditory equipment
• Sensitivity training of staff
• Relieving area/water bowls for service dogs

Exterior Access

Items to consider when assessing exterior access include:
• Signage
• Parking
• Sidewalks/path of Travel
• Accessible Transit

Interior Access

Items to consider when assessing interior access include:
• Entrances and Lobbies
• Elevators/Lifts
• Accessible Washrooms
• Hallways and Corridors
• Meeting and Conference Rooms
• Making refreshment and dietary arrangements

Access to Meeting Contents and Materials

When planning your event it is important to remember to ensure the content of your event is also accessible.

Invitations and promotional materials

• Invitations and promotional material about your accessible event should contain the International Symbol of Accessibility and other accessibility symbols. (list of symbols attached as Schedule “B”)
• Where feasible, invitations should be made available in multiple formats for people or organizations that require or request them (see Town’s Information and Communications Policy and Guide to Accessible Information and Communication for format guidelines)
• The invitation and promotional materials should include a note that asks participants to request any additional requirements they may have in order to participate in the meeting or conference.
Accessible Communications

- Oral presentations should be supported with sign language interpreter/real-time captioner, where feasible.
- Print materials should also be made available in alternate formats, such as CD or large print, where feasible.
- Adjust the numbers of multiple format documents you will need according to the anticipated audience. For example, if the anticipated audience consists of seniors, you may consider producing a great number of printed materials in large print.

ATTACHMENTS

- Appendix A – Accessible Meeting/Event Checklist for Planning an Accessible Meeting/Event
- Appendix B – International Symbols of Accessibility

POLICY REVIEW AND PROCEDURE

This Policy will be reviewed as required, but in any case no later than five (5) years from the date of the most recent review.

The Town Clerk will be responsible for initiating the review of this Policy.
The following is an accessible meeting checklist to assist you in planning your meeting/event. This checklist reflects an optimum level of accessibility which may not always be feasible. Please use accordingly and in relation to the Town of Wasaga Beach Accessible Customer Service Policy, Information and Communications Policy and Guide to Accessible Information and Communications, to encourage participation by everyone.

## PLANNING A MEETING

### Pre Planning

- Assign responsibility for accessibility planning.
- Before confirming the date, find out if other accessibility-related events are taking place in the area during the same time frame. This may have an impact on your event and availability of service providers.
- Reception or refreshment area in a location with a clear path of travel. As part of pre-event planning, ask if participants require special accommodations.
- Ensure that the invitation or notice of meeting includes information about the accessibility of the event.

### Choosing a location

- Visual fire alarms for the safety of persons who are deaf, deafened or hard of hearing; if not, inquire about the facility’s evacuation plan or create your own
- Telephone available that is situated low enough for use by a person who uses a wheelchair
- Counter service areas low enough for person who use wheelchairs or scooters to see over
- Is there any renovation or construction work scheduled during the time of your meeting. This may affect accessibility.
- Where feasible, portable FM Listening Systems and/or telephones with auditory adjustments available for persons who have hearing loss
- Where feasible, sign language interpreter and/or real time captionist required
- TTY service available
- Staff trained in disability awareness
- Relieving area for service dogs. Water bowls for dogs.
Refreshments and Dietary Arrangements

☐ Give participants an opportunity to indicate any dietary needs ahead of time (i.e. when registered for the event/meeting)
☐ When beverages are being served, bendable straws and lightweight cups need to be available and within each reach of people using wheelchairs and scooters
☐ Have available sugar-free beverages, juices and water for people with dietary concerns such as diabetes
☐ If food is provided buffet-style, have someone on hand to help serve people with visual and physical disabilities
☐ If pastries and cookies are on the menu, also have fresh fruits and vegetables for people with dietary concerns
☐ Consider the height of tables suitable and/or adjustable for use by all individuals

EXTERNAL ENVIRONMENT

Signage

☐ Signs clearly marked and visible from the street for street address and building name
☐ Signage well lit at night (for evening events)
☐ Large letters and plain language used on signs directing people to specific areas
☐ Signs free of glare
☐ Additional signs specific to the event in large print

Parking

☐ Sufficient number of barrier-free designated parking spaces available for estimated number of attendees with disabilities. If not, arrange for more designated parking spaces close to the building during the event.
☐ Accessible metered parking or public parking lots with accessible spaces close by.
☐ Level access or a curb cut from the parking area to the main entrance.
☐ If it is winter, parking areas are clear of snow and ice.

Sidewalk/Path of Travel

☐ Barrier-free path of travel from parking lot or drop off area to meeting entrance. (Path to be free of stairs and obstructions, non-slip, few or no stairs, even level and clear)
☐ If winter, walkways clear of snow and ice.
☐ For safety, sidewalks separated from road and driveway.
☐ Event personnel aware of stair free pathways to the event.
☐ Area suitable for service dogs to relieve themselves and water bowls for dogs.
Accessible Transit

- Location serviced by accessible transit services.
- Drop off location close to the building entrance and covered (preferred).
- If winter, snow and ice removal provided.

INTERIOR ACCESS

Entrances and Lobbies

- All entrance doors wide enough for the passage of a person using equipment such as a wheelchair, walker or scooter and guide dog (2’ 8” to 3 feet).
- If main entrance is not accessible, are there signs directing people to accessible entrance?
- Entrances well lit and located centrally.
- Doors easy to open (2’ 7 ½”. to 3 feet) with a lever handle or an automatic door opener.
- Large letters and plain language used on signs directing people to specific areas. Signs mounted at approximately 60” from floor for people in wheelchairs or with low vision.
- Additional staff may be required at doorways to direct and assist.
- Telephones with auditory adjustments and TTY availability.
- At least one telephone that can be used by someone seated.
- Customer service areas low enough for wheelchair and scooter users to see over and across.

Elevators/Lifts

- Elevators/lifts located close to the meeting room and large enough to accommodate the size of equipment such as wheelchairs, walkers and scooters and a guide dog.
- Braille buttons and raised numerals, sound and/or light signals to indicate their operation as well as a control panel at an appropriate height for use by all individuals.
- Additional signs clearly marked and at a height suitable for all individuals.
- Elevator controls mounted at comfortable height.
- Auditory signals for persons with low vision or who are blind.
- Visual cue systems for persons who are deaf or hard of hearing.

Washrooms

- Accessible washrooms near the meeting location.
- Doors equipped with an automatic or push button door opener.
- Large enough to accommodate equipment such as wheelchairs and walkers.
- At least one accessible stall large enough to accommodate equipment such as wheelchairs, walkers and scooters.
- Stalls have grab bars and raised toilet seats.
- Door signage clearly marked preferably with raised tactile male or female sign or Braille lettering.
At least one accessible sink with handles that are easy to operate using one hand and accessories/dispensers are within easy reach for all individuals located at an accessible height for all. 

Event planners know the location of accessible washrooms.

**Hallways & Corridors**

- Wide and clear enough to accommodate the passage of equipment such as wheelchairs, walkers and scooters and guide dogs, to travel to meeting area, washroom facilities, elevators and exits (width of 72" for persons in wheelchairs to pass one another).
- Floors smooth and slip resistant, glare free with low pile carpeting, hardwood flooring or tile.
- Are interior doors minimum 32" clear width.
- Lighting adequate and adjustable for the environment.
- Stairs have handrails on both sides.

**Meeting Rooms**

- Large enough to accommodate seating and mobilization for anticipated number of participants who use wheelchairs, scooters, guide dogs, etc.
- Easy to navigate and located conveniently on the first floor.
- Refreshments and meals provided in a location that is accessible for all individuals.
- Refreshments served in containers or on dishware that is lightweight and easy to use.
- Is reception or refreshment area in a location with a clear path of travel?
- Stage and speaking areas such as podiums, lecterns clear of obstruction and accessible to wheelchair or scooter users; accessible to all individuals both presenting as well as in the audience (physically, visually and audibly).
- Check noise levels for distracting noise (ventilation systems, noise from adjacent rooms).
- Check meeting room that has drapes/blinds to provide reduction in glare or light form windows.
- Check that cables, wires, microphones are well secured (no loose cables) and are not blocking path of travel.
- Well-lit space and seating provided for the sign language interpreter/real-time captionist.
- Accessible seating available throughout.
ACCESS TO MEETING CONTENTS AND MATERIALS

Promotional Materials

☐ Promotional materials have the appropriate international symbol(s) of accessibility printed in obvious locations.
☐ Materials produced and available in formats that are required (e.g. Braille, large print, CD) based on the needs of the audience.
☐ Materials easy to read with colour contracts of black on white, minimum of 14 point size in a simple font choice on non-glossy paper.

Ensure Accessible Communications

☐ Provide materials in alternate formats (or the process to request materials) and provide contact information on how to obtain these formats (as per the Towns Information and Communications Policy).
☐ If necessary/feasible, arrange for a sign language interpreter for people who are deaf, deafened or hard of hearing.
☐ If feasible/necessary, arrange for Real-Time Captioning (CART) – uses simultaneous speech to text translation for people who are deaf deafened or hard of hearing.
☐ If feasible/necessary, computerized notetakers – use laptop computer with a standard keyboard and overhead screen or monitor.
☐ If feasible/necessary, Assistive Listening Systems – receives feed form the audio system found in meeting room.
☐ Interveners – may guide people who are deaf-blind.
☐ Communication Support Attendants - help people with disabilities access information.
### Universal Symbols of Accessibility

The following symbols can be used to promote and publicize accessibility of places, programs and other activities for people with various disabilities.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="International Symbol of Accessibility (ISA)" /></td>
<td>This is probably the most recognizable symbol of accessibility. The wheelchair symbol should only be used to indicate access for individuals with limited mobility, including wheelchair users. For example, the symbol is used to indicate an accessible entrance, bathroom or that a phone is lowered for wheelchair users.</td>
</tr>
<tr>
<td><img src="image" alt="Braille Symbol" /></td>
<td>This symbol indicates that printed matter is available in Braille, including exhibition labelling, publications and signage.</td>
</tr>
<tr>
<td><img src="image" alt="Accessible Print" /></td>
<td>The symbol for large print is 'Large Print' printed in 16-20 point font size. In addition to indicating that large print versions of books, pamphlets, museum guides and theatre programs are available, you may use the symbol on conference or membership forms to indicate that print materials may be provided in large print.</td>
</tr>
<tr>
<td><img src="image" alt="Assistive Listening Systems" /></td>
<td>This symbol is used to indicate that assistive listening systems are available for the event. The systems may include infrared, loop and FM systems.</td>
</tr>
<tr>
<td><img src="image" alt="Sign Language Interpretation" /></td>
<td>This symbol indicates that Sign Language Interpretation is provided for a lecture, meeting, performance, conference or other program.</td>
</tr>
<tr>
<td><img src="image" alt="Closed Captioning (CC)" /></td>
<td>This symbol indicates that a television program or videotape is closed captioned for deaf or hard of hearing people (and others).</td>
</tr>
</tbody>
</table>
WHEREAS pursuant to Section 34 and 36 of the Planning Act, R.S.O., 1990, c.P.13, as amended, the Council of the Town of Wasaga Beach has passed a comprehensive Zoning By-Law No. 2003-60 for the Town of Wasaga Beach;

AND WHEREAS an application to amend By-Law No. 2003-60 has been received with respect to Block 196, Plan 51M-914 and Part 1, Plan 51R-9511, Town of Wasaga Beach, County of Simcoe;

AND WHEREAS pursuant to Section 36 of the Planning Act, R.S.O., 1990, c.P.13, as amended, authority is granted to enact amendments to comprehensive Zoning By-Law No. 2003-60 to place a Holding ‘H’ Symbol on the lands;

AND WHEREAS Section 24(2) of the Planning Act, R.S.O., 1990, permits Council to pass a Zoning By-Law Amendment that does not conform to the Official Plan, but will conform with it if Official Plan Amendment No. 33 comes into effect;

AND WHEREAS Council deems it advisable and expedient to amend Zoning By-Law No. 2003-60;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT Zoning By-Law No.2003-60 as amended as follows:

   a. That Schedule “P” to By-law 2003-60 as amended is hereby further amended by changing the zoning of the subject property from the Residential Type 1 (R1) Zone and the Residential Type 1 Holding (R1H) Zone to the Residential Type 3 Holding 30th Exception (R3H-30) Zone and the Environmental Protection 6th Exception (EP-6) Zone as shown on Schedule “A” attached hereto and forming part of this By-law.
2. THAT Section 6 Residential Type 3 (R3) Zone, Subsection 6.4 Zone Exceptions is hereby amended by adding the following after Subsection 6.4.29:

"6.4.30 R3-30 Zone Schedule “P”

Section 6.3 Zone Provisions applies to the lands zoned R3-30, except where specifically identified below:

The maximum number of dwelling units shall be 22. For the purposes of the R3-30 Zone, a private street shall be deemed to be a public street.

The minimum front yard depth for a townhouse dwelling shall be 5.0 metres; the minimum interior side yard width for a townhouse dwelling shall be 1.5 metres; the maximum lot coverage for a townhouse dwelling including a deck shall be 47%.

The minimum lot area per unit for a street townhouse dwelling shall be 186 square metres; the minimum lot frontage per unit for a street townhouse dwelling shall be 6.25 metres; the minimum interior side yard width for an exposed end or side wall shall be 1.5 metres; the maximum lot coverage for a street townhouse dwelling including a deck shall be 47%; the minimum width of a street townhouse dwelling unit shall be 6.25 metres; the required Play Area may be situated in an adjacent zone; a Play Area may be situated within 1.5 metres of an exposed residential building wall; the maximum porch encroachment into a front or rear yard shall be 1.5 metres and the porch shall not exceed an area of 5 square metres."

3. THAT Section 23 Environmental Protection (EP) Zone, Subsection 23.4 Zone Exceptions is hereby amended by adding the following after Subsection 23.4.5:

"23.4.6 EP-6 Zone Schedule “P”

In addition to the permitted non-residential uses in Section 23.2.2, in the EP-6 Zone, a private Play Area accessory to an adjacent residential development shall also be permitted. The Play Area shall have a minimum size of 265 square metres and a maximum size of 330 square metres."

4. THAT all other respective provisions of Zoning By-Law 2003-60, as amended, shall apply.
5. THAT this By-Law shall come into force and effect in accordance with the provisions of the Planning Act, R.S.O., 1990, c.P.13.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

__________________________
Cal Patterson, Mayor

_________________________
Twyla Nicholson, Clerk
This is Schedule 'A' to By-Law _________
Passed the ___ day of __________ 2013.
Signatures of Signing Officers

Mayor _____________________________

Clerk _____________________________
AMENDMENT NO. 34 TO THE
OFFICIAL PLAN OF THE
TOWN OF WASAGA BEACH

ACCESSORY DWELLING UNITS
IN RESIDENTIAL DWELLINGS

October 10, 2013
AMENDMENT NO. 34 TO THE
OFFICIAL PLAN OF THE
TOWN OF WASAGA BEACH

The attached explanatory text constituting Amendment Number 34 to the Official Plan of the Town of Wasaga Beach, was prepared and adopted by the Council of the Corporation of the Town of Wasaga Beach, by By-Law Number 2013-_______ in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended.

______________________________
Cal Patterson, Mayor

______________________________
Twyla Nicholson, Clerk
THE CORPORATION OF THE
TOWN OF WASAGA BEACH

BY-LAW NUMBER 2013-

A BY-LAW TO ADOPT OFFICIAL PLAN AMENDMENT NO. 34
TO THE OFFICIAL PLAN OF THE TOWN OF WASAGA BEACH

WHEREAS Section 21 of the Planning Act, R.S.O. 1990, c.P.13., as amended provides that Council may amend its Official Plan;

AND WHEREAS the policies of the Official Plan of the Town of Wasaga Beach are approved and in force and effect at this time;

AND WHEREAS Council has considered the appropriateness of amending the Official Plan in regard to various lands and land use policies located within the Town of Wasaga Beach, County of Simcoe;

AND WHEREAS the Council of The Corporation of the Town of Wasaga Beach deems it necessary and desirable to adopt an amendment to the Official Plan of the Town of Wasaga Beach;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT the attached explanatory text and policies which constitute Amendment No. 34 to the Official Plan of the Town of Wasaga Beach are hereby adopted.

2. THAT the Clerk is hereby authorized and directed to make application to the County of Simcoe for approval of the aforementioned Amendment No. 34 to the Official Plan of the Town of Wasaga Beach.

3. THAT this By-Law shall come into force and take effect in accordance with the provisions of the Planning Act, R.S.O. 1990, c.P.13. as amended.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

Cal Patterson, Mayor

Twyla Nicholson, Clerk

CERTIFICATION

Certified that the above is a true copy of By-Law No. 2013- as enacted and passed by the Council of The Corporation of the Town of Wasaga Beach on the 12th day of November, 2013.
THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan of the Town of Wasaga Beach consists of three parts.

PART A – The Preamble – consists of the purpose, location and basis for the Amendment and does not constitute part of the actual Amendment.

PART B – The Amendment – consisting of the following text constitutes Amendment No. 34 to the Official Plan of the Town of Wasaga Beach.

PART C – The Appendices – consists of the background data and planning considerations associated with this Amendment. This section does not constitute part of the actual Amendment.
PART A – PREAMBLE

1.0 **Purpose**

The purpose of this Amendment is to permit an accessory dwelling unit in a residential dwelling in conformity with Provincial planning legislation.

2.0 **Location**

The policies contained within this Amendment apply generally across the Town and specifically to the Residential land use designation.

3.0 **Basis**

The Provincial government has legislated that municipalities implement Official Plan and Zoning By-Law provisions to allow second units, or accessory dwelling units, in residential dwellings and to bring their planning documents into conformity with the new legislation. This legislation is called the Strong Communities through Affordable Housing Act, and was acclaimed in 2011, and amended the Housing Services Act 2010, the Residential Tenancies Act 2006, and the Planning Act. In addition to provincial policy, the Town of Wasaga Beach Housing Strategy acknowledges the planned continued growth in population and the particular need for housing diversification within the Town.

The policy changes in this Amendment are consistent with the Provincial Policy Statement, conform to the County of Simcoe Official Plan, and are desirable additions to the Official Plan of the Town of Wasaga Beach.
PART B – THE AMENDMENT

1.0 Introduction

All of this part of the document entitled Part B – The Amendment consisting of the following text constitutes Amendment Number 34 to the Official Plan of the Town of Wasaga Beach.

2.0 Details of the Amendment

The Official Plan is amended as follows:

2.1 Section 5.1 of the Residential policies is hereby amended as follows:
   a) Existing Sections 5.1.7 and 5.1.8 are renumbered as Sections 5.1.8 and 5.1.9, respectively;
   b) A new Section 5.1.7 is added in proper sequence, as follows:

   “5.1.7 To support housing affordability and create rental housing opportunities by permitting accessory dwelling units within residential dwellings, where appropriate;”

2.2 Section 5.2 of the Residential policies is hereby amended as follows:
   a) Existing Sections 5.2.1.3 and 5.2.1.4 are renumbered as Sections 5.2.1.4 and 5.2.1.5, respectively;
   b) A new Section 5.2.1.3 is added in proper sequence, as follows:

   “5.2.1.3 In order to support housing affordability and provide for a wider range of housing options for residents of Wasaga Beach, an accessory dwelling unit is permitted in residential areas within a single-detached, a link, a semi-detached, and a townhouse dwelling unit. In order to maintain the character of the main residential use, any exterior alterations or additions shall not significantly change the appearance of the main residential dwelling and shall have regard for any applicable urban design guidelines.

   The Zoning By-law will set out the limitations for permitted locations, servicing requirements, and development standards for accessory dwelling units. The Town may establish a registration or licensing program to regulate and/or administrate attached accessory dwelling units.

   For the purpose of interpretation and clarification, the following shall apply:
a) When determining the density of a proposed development application or existing residential area, accessory dwelling units shall not be included in the density calculation to determine conformity with the maximum density constraints of Section 5, Residential, of this Plan; and

b) This policy shall also apply to the Residential land use designations in Section 21, The Sunnidale Trails Secondary Plan Area, of this Plan."

3.0 Implementation

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment.

4.0 Interpretation

The provisions of the Official Plan of the Town of Wasaga Beach, as amended from time to time, shall apply to this Amendment.
THE CORPORATION OF THE
TOWN OF WASAGA BEACH

BY-LAW NO. 2013-

A BY-LAW TO AMEND TOWN OF WASAGA BEACH
COMPREHENSIVE ZONING BY-LAW NO. 2003-60, AS AMENDED
(Wasaga Distribution – 90 Nancy Street)

WHEREAS pursuant to Section 34 of the Planning Act, R.S.O., 1990, the Council of the Town of Wasaga Beach has passed a comprehensive Zoning By-Law No. 2003-60 for the Town of Wasaga Beach;

AND WHEREAS an application to amend By-Law No. 2003-60 has been received with respect to Part Lot 10, Concession 16 (90 Nancy Street), County of Simcoe;

AND WHEREAS Council deems it advisable and expedient to amend Zoning By-Law No. 2003-60;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT Zoning By-Law No. 2003-60 is amended as follows:

   a. That Schedule "N" to By-Law 2003-60 as amended is hereby further amended by changing the zoning of the subject property as shown on Schedule "A" attached hereto from the Residential Type 1 (R1) Zone to the Institutional (I) Zone.

   b. That Section 17 Institutional (I) Zone, subsection 17.4 Zone Exceptions is hereby amended by the addition, after Subsection 17.4.5, of the following new Subsection:

      17.4.6 I-6 Zone Schedule "N"

      The Front Yard Depth (minimum) of the portion of the property fronting onto Nancy Street shall be 3m, and the Interior Side Yard Width (minimum) of the most northerly interior lot line in the I-6 zone shall be 3m.

2. THAT all other respective provisions of Zoning By-Law 2003-60, as amended, shall apply.
3. THAT this By-Law shall come into force and effect in accordance with the provisions of the *Planning Act*, R.S.O., 1990 c.P.13.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

_____________________   Cal Patterson, Mayor  

_____________________    Twyla Nicholson, Clerk  

AMENDMENT NO. 35 TO THE

OFFICIAL PLAN OF THE

TOWN OF WASAGA BEACH

The attached explanatory text and Schedule “A” constituting Amendment No. 35 to the Official Plan of the Town of Wasaga Beach, was prepared and adopted by the Council of the Corporation of the Town of Wasaga Beach, by By-Law No. 2013- in accordance with the provisions of Sections 17, 21, and 22 of the Planning Act, R.S.O. 1990, as amended.

_____________________            Cal Patterson, Mayor

_____________________             Twyla Nicholson, Clerk
THE CORPORATION OF THE TOWN OF WASAGA BEACH

BY-LAW NUMBER 2013-

A BY-LAW TO ADOPT AMENDMENT NO. 35 TO THE
OFFICIAL PLAN OF THE TOWN OF WASAGA BEACH

WHEREAS Section 21 and 22 of the Planning Act, R.S.O. 1990, c.P.13. as amended provides that Council may amend its Official Plan;

AND WHEREAS the policies of the Official Plan of the Town of Wasaga Beach are approved and in force and effect at this time;

AND WHEREAS Council has considered the appropriateness of amending the Official Plan in regard to lands located at 90 Nancy Street (Part Lot 10 Concession 16), Town of Wasaga Beach, County of Simcoe;

AND WHEREAS the Council of The Corporation of the Town of Wasaga Beach deems it necessary and desirable to adopt an amendment to the Official Plan of the Town of Wasaga Beach;

NOW THEREFORE the Council of The Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT the attached explanatory text and Schedule “A” which constitutes Amendment No. 35 to the Official Plan of the Town of Wasaga Beach is hereby adopted.

2. THAT the Clerk is hereby authorized and directed to make application to the County of Simcoe for approval of the aforementioned Amendment No. 35 to the Official Plan of the Town of Wasaga Beach.

3. THAT this By-Law shall come into force and take effect in accordance with the provisions of the Planning Act, R.S.O. 1990, c.P.13. as amended.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

______________________________
Cal Patterson, Mayor

______________________________
Twyla Nicholson, Clerk

CERTIFICATION

Certified that the above is a true copy of By-Law No. 2013- as enacted and passed by Council of the Town of Wasaga Beach on the 12th day of November, 2013
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2.0 Location
3.0 Basis

PART B – THE AMENDMENT
1.0 Introduction
2.0 Details of the Amendment
3.0 Implementation
4.0 Interpretation
5.0 Schedule “A”
THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan of the Town of Wasaga Beach consists of three parts.

PART A – The Preamble - consists of the purpose, location and basis for the Amendment and does not constitute part of the actual Amendment.

PART B – The Amendment - consisting of the following text, and Schedule “A”, constitute Amendment No. 35 to the Official Plan of the Town of Wasaga Beach.

PART C - The Appendices - consists of the background data and planning considerations associated with this Amendment. This section does not constitute part of the actual Amendment.
PART A – PREAMBLE

1.0 Purpose

The purpose of this Official Plan Amendment is to re-designate lands from the Residential designation, to the Institutional designation. The amendments are required in order to permit the expansion of an existing institutional use being Wasaga Distribution for the purpose of a storage yard and staging area.

2.0 Location

The subject lands are situated west of Nancy Street, and North of River Road West in the Town of Wasaga Beach. The subject lands are within the settlement boundary of the Town of Wasaga Beach. The property is legally described as Part Lot 10 Concession 16, formerly in the Township of Sunnidale, now in the Town of Wasaga Beach, County of Simcoe. This property is municipally known as 90 Nancy Street and is currently vacant of any structures and has existing tree cover. Total land area is approximately 1393m2 (14,986ft2), with frontage of approximately 45.71m (149.97ft) along the west side of Nancy Street, and an approximate depth of 30.47m (99.9ft) at the deepest point.

3.0 Basis

The development is situated within the existing settlement boundary of the Town of Wasaga Beach with Residential uses to the north and east, Commercial uses located to the south, and Institutional uses to the west.

The intent of the Corporation of the Town of Wasaga Beach Official Plan is to guide planning decisions within the Municipality by providing policies to help direct economic, environmental, and community building decisions that affect land use.

The property is currently designated Residential within the Corporation of the Town of Wasaga Beach Official Plan and zoned Residential Type 1 (R1) Zone within Zoning By-law 2003-60, as amended.

The proposed policy change on the subject lands will re-designate the subject lands from the Residential designation to Institutional. The type of development that is being proposed facilitate the use of the subject lands for the purpose of outdoor storage and staging to be used by Wasaga Distribution, located to the south of the subject lands.

The subject lands are located west of Nancy Street and North of River Road West, with frontage onto Nancy Street. Access to the expanded lands will be from the existing Wasaga Distribution lands that abut to the south and west. The lands are not proposed to be serviced as the area will be used for storage and staging; no structures are proposed on the subject lands.

The following documents were provided by the Proponent in support of the application:
- Planning Justification Report – Loft Planning Inc. (July 2013)
- Site Plan – CC Tatham & Associates (July 2013)
- Engineering Plans – CC Tatham & Associates (July 2013)
- Tree Preservation Plan – 7 Oaks Tree Care & Urban Forestry Consultants Inc. (July 2013)

Amended Drawings received:

- Site Development Plan (October 2013)
- Details and Notes (October 2013)
- Buffer Planting Plan (October 2013, newly submitted plan)
- Planting Details (October 2013, newly submitted plan)
- Site Servicing/Grading Plan (October 2013)
PART B – THE AMENDMENT

1.0 Introduction

All of this part of the document entitled Part B – The Amendment consisting of the following text and Schedule “A”, constitutes Amendment Number 35 to the Official Plan of the Town of Wasaga Beach.

2.0 Details of the Amendment

The Official Plan is amended as follows:

Schedule “A7”, Land Use Plan, of the Official Plan of the Town of Wasaga Beach is hereby amended by re-designating the area, as shown on the attached Schedule “A”, from the “Residential” designation, to the “Institutional” designation.

3.0 Implementation

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment.

4.0 Interpretation

The provisions of the Official Plan of the Town of Wasaga Beach, as amended from time to time, shall apply to this Amendment.
Explanatory Note

To

By-Law No. 2013-___

The purpose of the by-law is to adopt a policy to outline the steps necessary to address existing or proposed encroachments on municipal property.

At its meeting of October 17/13, the General Government Committee recommended to Council to adopt the proposed policy for encroachments on road allowances and municipally owned property, subject to the review of the Public Works Committee.

At its meeting of November 7/13, the Public Works Committee recommended that Council adopt the proposed policy, suggesting that amendments be made to the following reasons noted that encroachments will not be permitted. The amendments were made as follows:

- The encroachment creates an unsafe condition/poses a danger to the public, such as but not restricted to:
  - impeding or restricting sight lines, impedes normal access, obstructs vision of traffic or pedestrians, creates operational conflicts or creates hazards during the winter season, when snow covers the ground, such as rocks, boulders, wires, lines, etc.

- The encroachment diminishes the public’s right of usage, such as but not restricted to:
  - impedes the public's passage and/or access along a travelled portion of a road; or interferes or obstructs normal pedestrian, bicycles, snowmobile use

The By-Law is properly before Council for consideration.
WHEREAS pursuant to The Municipal Act, 2001, S.O. 2001, c.25, as amended, the Council of a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and shall be exercised by by-law;

AND WHEREAS the Corporation of the Town of Wasaga Beach deems it necessary and expedient to adopt a policy to provide guidelines for dealing with encroachments on road allowances and municipally owned property;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT the Encroachments on Road Allowances and Municipally Owned Property Policy, attached hereto as Appendix “A”, be adopted.

2. THAT where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provision of this by-law shall prevail.

3. THAT this By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

______________________________
Cal Patterson, Mayor

______________________________
Twyla Nicholson, Clerk
### PREAMBLE

Town property including road allowances, municipal parks and other Town owned lands shall be kept free of encroachments. However, under certain circumstances Council may allow encroachments to take place. This policy outlines the steps necessary to address existing or proposed encroachments on municipal property.

### PURPOSE

The purpose of this policy is to provide guidelines for dealing with encroachments on municipal properties and if warranted, the processing of applications to recognize existing encroachments upon property owned by the Town of Wasaga Beach.

There are numerous examples around the municipality where individual property owners innocently, or with intent, have improved or built within open or unopened road allowances or on other Town-owned property without the express permission of the municipality.

Where these situations exist, the Town has the authority under the provisions of its policies and the *Municipal Act, 2001, S.O., 2001*, to deal with the encroachments accordingly to manage the risk to the Municipality and continue to maintain access to public property either by removing the encroachments, entering into an Encroachment Agreement with the adjacent property owner or by conveying that portion of property.
POLICY

It is the general policy of the Town that encroachments not be allowed onto Town-owned lands. If an encroachment has been identified it must be removed and the lands returned to their original state to the satisfaction of the Town. All related costs shall be at the expense of the encroaching party.

Council may approve encroachments under special circumstances where public safety is not affected, Town interests are not adversely affected, and the public right of usage is not diminished by permitting the encroachment. Permission to allow an encroachment shall be by written agreement between the property owner and the Town. The department under whose jurisdiction the property falls is responsible for initiating this process. Failure on the part of the encroaching party to agree to this process will result in the removal of the encroachment at the encroaching party’s expense.

When an existing or proposed building or structure encroaches onto municipal property, the Town will exercise its right to require an encroachment agreement if the Town intends to allow the encroachment to remain under certain terms and conditions.

All encroachments, whether existing or proposed, shall be reviewed on a case by case basis. No decision of Council on one case shall be deemed to bind Council on another case.

Right-of-Way (ROW) Encroachments (Road Allowances, Highways, etc)

No person shall encroach upon a municipal right-of-way. If an encroachment is discovered, the encroaching party may make an application to the municipality to continue the encroachment. See Application for Encroachment set out below.

Other Encroachments (Parkland, Open Space, Development Lands, etc)

No person shall encroach upon or take possession of any municipally owned lands by any means whatsoever, including the construction, installation or maintenance of any fence or structure, the dumping or storage of any materials or plantings, or planting, cultivating, grooming or landscaping thereon.

Other encroachments may be structural (e.g. construction of decks, pools, and retaining walls) non-structural (e.g. pool drainage, application of pesticides, waste dumping), or vegetative (e.g. planting of vegetable gardens, removal of wildflowers, shrubs, and trees).

When an encroachment is discovered, the encroaching party may make an application to the municipality to continue the encroachment. See Application for encroachment set out below.

Consideration for encroachments to remain will only be given in the event that the encroachments do not interfere with municipal operations and/or capital construction or the public right of usage.
Encroachments will not be permitted in the following circumstances:

- The encroachment creates an unsafe condition/poses a danger to the public, such as but not restricted to:
  - impeding or restricting sight lines, impedes normal access, obstructs vision of traffic or pedestrians, creates operational conflicts or creates hazards during the winter season, when snow covers the ground, such as rocks, boulders, wires, lines, etc.
- The encroachment diminishes the public’s right of usage, such as but not restricted to:
  - impedes the public’s passage and/or access along a travelled portion of a road; or interferes or obstructs normal pedestrian, bicycles, snowmobile use
- The encroachment interferes with the Town’s intent and purpose in holding the Town-owned land;
- The encroachment is over park property;
- The encroachment is an addition to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
- The encroachment creates liabilities for which the Town cannot assign full responsibility to the owner of said encroachment;
- Construction has commenced prior to the issuance of a required permit from the Town;
- The encroachment adversely affects municipal operations, work, plans, efforts or initiatives of the Town to maintain municipally-owned lands;
- The encroachment interferes with any utility or other similar installation located on Town-owned lands including underground infrastructure;
- The encroachment creates a situation that is contrary to the any Town By-Law, Town policy or resolution or any provincial or federal regulation or legislation;
- The applicant is unable to reasonably demonstrate a need for the encroachment;
- The encroachment will be in conflict with and/or create an issue with future capital works projects.

Insurance

In cases of an approved encroachment on a right-of-way, the landowner must provide insurance in a form satisfactory and acceptable to the Town Clerk’s Office, at the time the Encroachment Agreement is signed by the property owner.

If the landowner is a company it will be required to maintain property damage and general liability insurance in the amount of $2,000,000 and the Corporation of the Town of Wasaga Beach must be named an additional insured. The onus is on the landowner to carry the insurance in perpetuity and to provide the Town with a certificate of insurance at renewal.

If the landowner is a private resident, it will be required to keep in force Property insurance on a replacement cost basis for the building(s) against fire and such other perils including liability in the amount of $2,000,000. The onus is on the landowner to carry the insurance in perpetuity and to provide the Town with a certificate at renewal.
Implementation Procedure

Upon the discovery of an encroachment, the registered owner of the property will be notified in writing of the encroachment and the options available to him/her.

1. Where the encroachment is to be removed, removal and the associated expenses are the responsibility of the encroaching party. Should the encroaching party not remove the encroachment within the specified period of time, then the Town shall do so at the registered owner’s expense. All associated fees and charges will be billed to the encroaching landowner. If the fees and charges are not paid as requested they will be added to the tax roll as provided for under section 398(2) of the Municipal Act.

2. If the encroaching party wants to apply to Council for the right to remain they may make an application to the Town following the process as outlined below under Application for an Encroachment Agreement.

3. Where the encroachment has existed for a number of years and the use has been exclusive to the encroaching party, consideration may be given to the disposition of the occupied lands for costs including, but not limited to, survey, legal and registration fees. Where appropriate the Town may require some compensation towards the value of the lands.

If the encroaching party does not wish to purchase the lands, then a lease agreement may be considered for a period equal to the shorter of:

a) As long as the occupant owns the adjoining lands; or
b) Until the encroachment is removed. Costs relating to the lease shall be the responsibility of the encroaching party.
c) Until the property is required for municipal purposes.

Staff shall forward a report outlining the details of a proposed sale or lease agreement to Council for approval.

Application for Encroachment

The following information must be submitted before Council will approve an existing encroachment upon municipal property:

1. A completed Application Form attached as Appendix “A” to this policy.
2. An application fee as established from time to time by Council.
3. A copy of the deed of the encroaching party’s lands which abut the subject municipal lands.
4. A plan or sketch of the subject lands with details of the encroachment clearly marketed thereon.
5. Any pertinent history of the encroachment such as the estimated length of time of the said encroachment has been in place, purpose, need to extend, etc.
The Application will be submitted to the Clerk’s Office and circulated to appropriate Departments for review, comment and recommendations.

A staff report with a recommendation is then presented to the appropriate Standing Committee of Council for their consideration.

If approved by Council, the applicant will be required to pay all costs associated with the transaction, including the costs of the registration of the encroachment agreement. A Registered Reference Plan indicating the encroachment as a Part thereon is required for the preparation of the Encroachment Agreement and for registration purposes.

The Encroachment Agreement will be prepared by the Town’s Clerk’s Office and registered by the Town’s Solicitors.

**Enforcement**

Encroaching on Town property and/or failing to remove encroachments by the owner may result in penalties pursuant to the *Municipal Act* and Town policy.

The Town of Wasaga Beach shall have the right to remove any encroachments within a Town road allowance or on municipally owned property in contravention to Town policy at the cost of the property owner.

Any fees, costs, and expenses incurred by the Town shall be enforceable by adding the same to the tax roll pursuant to Section 398 of the *Municipal Act, 2001*, as amended, from time to time.

**ATTACHMENT**

Schedule “A” – Encroachment Agreement Application Form
Schedule “B” – Encroachment Agreement Proposal Sketch Form

**POLICY REVIEW AND PROCEDURE**

This Policy will be reviewed as required, but in any case no later than five years from the date of the most recent review.

The Town Clerk will be responsible for initiating the review of this Policy.
This is an application to consider the possibility of allowing an encroachment onto Town owned property.

**Applicant Name:**

**Mailing Address/Town/Postal Code:**

**Telephone:**

**Email address:**

**ENCROACHMENT INFORMATION**

**Physical Address of property to encroach onto Town property:**

**Legal Description of Property:**

- Roll #
- Lot #
- Con #
- Plan #
- Parts #

Description of the encroachments: (sketch/survey must be attached or application will be considered incomplete)

Encroachment Already Exists:  □ Yes  □ No

Proposed Encroachment:  □ Yes  □ No

Reasons for requesting encroachment:

Do you have a survey showing the encroachments?  □ Yes  □ No

If yes, please submit four (4) full copies of the survey. Survey plan will be required for Agreement.

The Applicant understands that this application is being taken in accordance with the Town’s Encroachment Policy and may be denied based on the following criteria:

1. The encroachment interferes with the Town’s intent and purpose in holding the Town-owned land;
2. New encroachments onto park property;
3. Additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
4. The encroachment poses a danger to the public;
5. The encroachment creates an unsafe condition;
6. The encroachment creates liabilities for which the Town cannot assign full responsibility to the owner of said encroachment;
7. When construction has commenced prior to the issuance of a required permit from the Town;
8. Adversely affects municipal operations, work, plans, efforts or initiatives of the Town to maintain municipally-owned lands;
9. The encroachment interferes with any utility or other similar installation located on Town-owned lands;
10. The encroachment creates a situation that is contrary to the any Town By-Law, Town policy or resolution or any provincial or federal regulation or legislation;
11. The applicant is unable to reasonably demonstrate a need for the encroachment.
In the event that this application is approved, it will be necessary for the Applicant to execute an Encroachment Agreement.

**FEES ASSOCIATED WITH APPLICATION**

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<td>Administration Fee</td>
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<tr>
<td>Encroachment Agreement Fee</td>
<td>$250.00 – N/A if Agreement not pursued</td>
</tr>
<tr>
<td>Annual Fee to be included on property tax bill</td>
<td>$300.00 – if approved</td>
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</table>

**SOLICITOR (if applicable)**

Name:
Address:
Telephone # Email:

**CONSENT**

I/We understand and agree to provide the Town with an annual Certificate of Insurance, in perpetuity, as per Town policy.

I/We understand and agree to the terms of this Application.

I/We have enclosed the application fee: □Yes □No

I/We have enclosed a detailed sketch, site plan, or survey, “to scale”, which clearly shows the location and measurements of all existing and/or proposed structures/encroachments on the applicant’s property and all existing and/or proposed structures/encroachments on the abutting Town property (i.e. septic systems, well, landscaping, vegetation, fence/wall, driveways and paths) Yes □ No □

I/We have enclosed a letter of authorization from the applicant/property owner appointing an agent: Yes □ No □

I/We agree to pay the current applicable application and agreement fees and annual license fee.

I/We authorize Town staff to enter onto the subject lands to conduct a site visit in accordance with the processing of this Encroachment Licensing Agreement.

**SIGNATURE(S)**

________________________________________ ____________________________________ Owner                                       ... Authorized Agent (please attached letter of authorization) ______________________________________________ Date

**PLEASE RETURN THIS APPLICATION FORM TO**

CLERK’S OFFICE
Town of Wasaga Beach
30 Lewis Street
Wasaga Beach, ON L9Z 1A1

For further information, please contact the Clerk’s Office at 705-429-3844 ex 2223 or ex 2224

*Personal information on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of processing an Encroachment Licensing Agreement. Questions with respect to the collection and use of this information should be directed to the Clerk’s Office, Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach, ON L9Z 1A1 or call 705-429-3844 ex 2223.*
Explanatory Note

To

By-Law No. 2013-___

The purpose of this By-Law is to amend the non-union staff ladder chart and wage grid.

The effect of this By-Law is to move the Revenue Clerk – Taxes and Revenue Clerk - Utilities from Value Group 4 to Value Group 5 on the non-union ladder chart pursuant to a recommendation from the Job Evaluation Committee, supported by the Committee of the Whole at its meeting of November 5, 2013.

The responsibilities within these two positions changed in 2012 with the implementation of a minor reorganization in the Treasury Department and it was determined that it would be best to evaluate the positions one year after the changes took effect. Upon review by the Job Evaluation Committee it was determined that the changes made the positions more responsible, accountable and require additional qualifications to perform the tasks. As a result, it was recommended that these two positions move up one value group level. This change would be effective upon the passage of this By-Law.

Another aspect of this By-Law is to implement a 1.3% cost of living increase for non-union employees and Council, effective January 1, 2014. Committee of the Whole at its meeting of November 5, 2013 reviewed a comprehensive survey of wage information that included wage increase data from other municipalities, union contract settlements, 2014 salary forecasts and the Ontario Consumer Price Index and determined that a cost of living increase of 1.3% is reasonable in today’s economic climate.

This increase is also applicable to members of Council as it is Council’s policy that members of Council receive the same cost of living increase that is provided to non-union employees.

The annualized cost of the proposed increase has been built into the first draft of the 2014 Operation Budget.

This By-Law is properly before Council for consideration.
THE CORPORATION OF THE
TOWN OF WASAGA BEACH

BY-LAW NO. 2013 - ___

A BY-LAW TO AMEND BY-LAW NO. 2013-25, BEING A BY-LAW TO ESTABLISH A WAGE GRID AND LADDER CHART FOR NON-UNION EMPLOYEES

WHEREAS Section 5 of the Municipal Act, 2001, S.O. c. 25, as amended, states that the powers of the municipality shall be exercised by its council;

AND WHEREAS Section 8 of the Municipal Act, 2001, S.O. c. 25, as amended, confers authority on municipalities to govern their affairs as they consider appropriate;

AND WHEREAS Section 9 the Municipal Act, 2001, S.O. c. 25, as amended, provides a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Council is desirous of implementing changes to the non-union employee ladder chart and implementing a cost of living increase for its non-union employees and members of Council for 2014;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT Schedule “A” – Ladder Chart for Non-Union Employees – Value Groups 1 – 13 – of By-Law No. 2013-25, be deleted and replaced by the Schedule “A” attached hereto and forming part of this by-law, effective November 12, 2013.


3. THAT employees in Value Groups 3 to 13 receive a 1.3% wage increase, effective January 1, 2014.

4. THAT members of Council receive a 1.3% remuneration increase, effective January 1, 2014.

5. THAT where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law the provision of this by-law shall prevail.

6. THAT this By-Law shall be deemed to come into full force and take effect on its final day of passing, unless otherwise specified.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF NOVEMBER, 2013.

__________________________
Cal Patterson, Mayor

__________________________
Twyla Nicholson, Clerk
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<th>Value Group</th>
<th>Job Title</th>
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<tr>
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<td>Chief Administrative Officer</td>
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| 12          | Director of Public Works  
                Manager of Finance/Treasurer |
| 11          | Fire Chief/Emergency Services  
                Manager of Parks, Facilities & Recreation  
                Manager of Planning and Development |
| 10          | Deputy Fire Chief  
                Town Clerk  
                Manager of Engineering Services |
| 9           | CEO - Library  
                Chief Building Official  
                Deputy Treasurer  
                Human Resources Coordinator  
                Public Works Superintendent |
| 8           | Economic Development and Communications Officer  
                Chief Information Technology Officer  
                Sr. MLEO/Property Standards Officer  
                Senior Planner |
| 7           | Budget/Financial Analyst  
                Building Inspector  
                Deputy Clerk/Executive Assistant to the CAO/Mayor/Council  
                Engineer Technologist  
                Foreman – Facilities  
                Foreman – Parks  
                Foreman – Roads  
                Foreman – Water/Sewer  
                Planner  
                Project Coordinator  
                Recreation Coordinator |
| 6           | Assistant to the CAO  
                Junior Plans Examiner/Permit Clerk  
                Municipal Law Enforcement/Property Standards Officer  
                Zoning Administrator  
                Engineering Technician  
                GIS Technician  
                Public Works Technician  
                Revenue Coordinator  
                Special Events Coordinator  
                Youth Coordinator |
Schedule “A”

5
- Administrative Assistant – Parks, Facilities and Recreation
- Accounts Payable Clerk
- Public Works Clerk
- Revenue Clerk – Tax
- Revenue Clerk - Utilities
- Library Assistant 1 – Program Coordinator
- Library Assistant 2 – Circulation Supervisor

4
- Administrative Assistant - By-Law / Licensing Coordinator
- Administrative Assistant – Building / Permit Clerk
- Administrative Assistant – Fire
- Administrative Assistant – Planning
- Assistant Public Works Clerk 2
- Payroll Clerk

3
- Administrative Assistant – Receptionist
- Assistant Public Works Clerk 1
- Accounts Receivable Clerk
- Jr. Revenue Clerk
- Customer Service Representative
- Information & Records Technician
- Library Technician
- Library Assistant 1 – Circulation
- Library Assistant 1 - Adult

2A
- Summer By-Law Supervisor
- Youth Assistant

2B
- Summer / Contract By-Law Officer

1A
- Administrative Assistant
- Horticulturist Assistant
- Treasury / By-Law Assistant
- PT Administrative Assistant - Parks, Facilities and Recreation
- GIS Tech / Planner
- Planner/Building Student
- Senior Page

1B
- Labourer / Facility Attendant
- Outdoor Rink Attendant

1C
- Concession Attendant
## Town of Wasaga Beach
### 2014 Non-Union Wage Grid - Hourly Rates with 1.3% Increase

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Explanatory Note

To

By-Law No. 2013-

The purpose of this By-Law would allow the installation of an “All Way” stop at the intersection of Ramblewood Drive/Cherry Sands Crescent/Green Pine Crescent, as directed by Council.

This By-Law is properly before Council for consideration.
WHEREAS pursuant to The Highway Traffic Act, the Council of a local municipality is authorized to designate the location of yield and stop signs within a municipality;

AND WHEREAS pursuant to those Regulations, the Council of the Town of Wasaga Beach passed By-Law No. 81-04 on the 27th day of January, 1981;

AND WHEREAS the Council of the Corporation of the Town of Wasaga Beach deems it necessary to amend the said By-Law specifically as it relates to new stop sign locations for new subdivisions;

NOW THEREFORE, the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT Schedule “A” to By-Law No. 81-04, be amended, by adding the following:

   Ramblewood Drive through the intersection of Cherry Sands Crescent/Green Pine Crescent, creating an “all Way Stop” condition

2. THAT all other Sections of By-Law No. 81-04, as amended, shall apply and remain in effect.

3. THAT this By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12TH DAY OF NOVEMBER, 2013.

Cal Patterson, Mayor

Twyla Nicholson, Clerk
WHEREAS Section 5(1) of the Municipal Act, 2001, as amended provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, as amended, provides that municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9 of the Municipal Act, 2001, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the council does not lend itself to the passage of an individual by-law;

AND WHEREAS the Council of The Corporation of the Town of Wasaga Beach adopted By-Law No. 2006-20, as amended establishing rules of order and procedures for the Council;

AND WHEREAS provision was made in By-Law No. 2006-20, as amended, for enactment of a Confirmatory By-Law at the end of each Regular or Special Council Meeting to confirm recommendations and actions approved at that meeting;

AND WHEREAS the Council of the Town of Wasaga Beach deems it advisable and expedient that the proceedings of this meeting be confirmed and adopted by by-law;

NOW THEREFORE this Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. THAT the actions of the Council of the Corporation of the Town of Wasaga Beach, at its meeting held on the date listed above in respect of every report, motion, resolution, declaration or other action passed, taken or adopted by Council at this meeting, including the exercise of natural person powers, except where approval of another authority is required by law or where implementation is subject to other legislation, are hereby adopted, ratified, and confirmed as if each report, motion, resolution or other action was adopted, ratified, and confirmed by a separate by-law.

2. THAT where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Town of Wasaga Beach in the above-mentioned minutes, then this By-Law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Town of Wasaga Beach.
3. THAT any a member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this By-Law as it applies to such action or proceeding.

4. THAT the Mayor or designate and the proper officials of the Town of Wasaga Beach are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required and are to execute all documents as may be necessary in that behalf, and the Clerk or designate is hereby authorized and directed to affix the Corporate Seal to all such documents.

5. THAT this By-Law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12TH DAY OF NOVEMBER, 2013.

___________________________        Cal Patterson, Mayor

___________________________        Twyla Nicholson, Clerk