The Corporation of the Township of Scugog
Planning & Community Affairs Committee
Monday, October 16, 2017
Open Session at 6:30PM
Council Chambers, Municipal Building
181 Perry Street, Port Perry

Agenda
Alternative formats available upon request by contacting:
accessibility@scugog.ca or 905-985-7346 ext. 115

Anything in blue denotes an attachment/link. By clicking the links on the agenda page, you can jump directly to that section of the agenda. To maneuver back to the agenda page use the Ctrl + Home keys simultaneously or use the “bookmark” icon to the left of your screen to navigate from one report to the next.

1. Call to Order
2. Disclosure of Pecuniary Interest & Nature Thereof in Closed Session
3. Closed Session
4. Call Open Session to Order and Moment of Silence
5. Matters from Closed Session
7. Announcements from Council & Staff
8. Adoption of Minutes of Previous Meeting
   8.1 Planning & Community Affairs Committee - September 18, 2017 – pg. 3
9. Public Meeting – Nil
10. Presentations
   10.1 2017 Scugog Council Business Tour
      Stacey Jibb, Economic Development Coordinator, Region of Durham
      Refer to Staff Report CAO-2017-031, page 10
11. Delegations – Nil

12. Reports

12.1 CAO-2017-031
2017 Scugog Council Business Tour – pg. 10
Stacey Jibb, Economic Development Coordinator, Region of Durham

12.2 CORP-2017-036
Social Media Policy – pg. 14
Lori Bowers, Manager of Communications & Strategic Initiatives

12.3 FIN-2017-027
Scugog Summer Jam Final Report – Updated – pg. 24
Michelle Pick, Manager of Finance

13. Correspondence to be Received for Information

General
13.1 Correspondence No. 232-17 received from Roger Anderson, Regional Chair, Region of Durham, providing a copy of the letter sent to Outports and Postal Operations District, expressing disappointment of the closing of the CBSA Outports and Postal Operations office in Oshawa – pg. 30

14. Closed Session (if needed)

15. Adjournment
MINUTES OF THE REGULAR MEETING OF THE
PLANNING & COMMUNITY AFFAIRS COMMITTEE
HELD MONDAY, SEPTEMBER 18, 2017 AT 6:30PM
IN COUNCIL CHAMBERS

PRESENT:
Mayor Mr. T. Rowett
Regional Councillor Ms. B. Drew
Ward Councillors Ms. J. Back
Ms. J. Guido
Mr. D. Kett
Ms. B. Somerville
Ms. W. Wotten

ALSO PRESENT:
CAO Mr. P. Allore
Director of Corporate Services/Clerk Mr. J.P. Newman
Director of Development Services Mr. K. Heritage
Director of Finance/Treasurer Ms. D. Valentim
Director of Community Services Ms. C. Coleman
Planning Technician Mrs. D. Knutson
Manager of Communications & Strategic Initiatives Ms. L. Bowers
Recording Secretary Ms. S. Frey

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

1. CALL TO ORDER
The Mayor called the meeting to order at 6:30PM

2. DISCLOSURE OF PECUNIARY INTEREST IN CLOSED SESSION

3. CLOSED SESSION - NIL

4. CALL TO ORDER AND MOMENT OF SILENCE
The Mayor asked all those present to stand and observe a moment of silence.

5. MATTERS FROM CLOSED SESSION

6. DISCLOSURE OF PECUNIARY INTEREST & NATURE THEREOF
Councillor Wotten declared an interest pertaining to Section 11.1, Delegation by Cartwright Sports & Recreation Inc., being that she is a member of their Board of Directors.

7. ANNOUNCEMENTS
Council Announcements:
- Cartwright Sports & Recreation 17th Annual Fall Festival and Car Show - September 30, 2017, from 1:00PM to 5:00PM
• Durham Regional Police North Division Headquarters hosted Community Safety Day on September 17, 2017
• All residents encourage to complete the online budget survey which closes Friday, September 22, 2017
• BIA Chili Cook-off - Sunday, September 24, 2017
• Big Brother Big Sisters North Durham 2nd Annual Winding Roads Festival - September 23, 2017
• Scugog Housing Advisory Committee’s 3rd Annual Housing Symposium - November 4, 2017
• Betty and Len Somerville celebrated their 50th Wedding Anniversary
• Green Tractors held 50th Anniversary on September 16, 2017
• 5th Annual Dentistry From Our Hearts held Saturday Sept 16, 2017 at Port Perry Dental Associates
• 17th Annual Fore Scugog Golf Tournament - September 21, 2017

Staff Announcements:
• The Director of Community Services advised of recent road improvements, including:
  o Scugog Line 6 from Hwy. 12 to Adamson Engineering has been paved to base asphalt. The remaining section from Adamson Engineering to Hwy. 7A is scheduled to be done by the end of October. Access is available from Hwy. 12 for Winding Roads but will not be available from the east
  o Scugog Line 6 from Marsh Hill to Hwy. 12 is underway and will be completed this week
  o Manvers/Scugog Townline surface treatment was completed last Friday

8. ADOPTION OF MINUTES OF PREVIOUS MEETING

8.1 Planning & Community Affairs Committee – June 19, 2017

Recommendation # PCA-2017-193:

Moved by: Councillor Drew

THAT the Minutes of the Regular Meeting of the Planning and Community Affairs Committee held Monday, June 19, 2017, be approved.

Carried

9. PUBLIC MEETINGS – NIL

10. PRESENTATIONS

10.1 Fore Scugog Recipients – Cheque Presentations

A presentation of the distribution of funds from the 2016 Fore Scugog Charity Golf Tournament was made by Council and several members of the Golf Donations Committee. The Mayor recognized Lisa Fitton for her involvement with the committee and in organizing the event. Recipients that were in attendance included:

• Big Brothers Big Sisters of North Durham – Margaret Ayres
• Lake Scugog Regatta – Susie Bollon
• Port Perry Skating Club – Erin Lehman
• Blackstock Skating Club – Jenny McCready

Refer to Staff Report CAO-2017-005, page 5
10.2 Carol Coleman, Director of Community Services
Revised Seagrave Bridge and Bridge No. 9 Class Environmental Assessment

The Director of Community Services provided a PowerPoint presentation with the results of the environmental assessment and identified solutions to address the conditions. A question and answer period with members of Council followed.

Recommendation # PCA-2017-194:

Moved by: Councillor Somerville

THAT the presentation by the Director of Corporate Services, entitled “Revised Seagrave Bridge and Bridge No. 9 Class Environmental Assessment”, be received.

Carried

Refer to Staff Report COMS-2017-043, page 5

10.3 Brian Kelly, Manager of Sustainability, Region of Durham
Kevin Heritage, Director of Development Services
Durham Community Climate Adaptation Plan, 2016

The Director of Development Services introduced Brian Kelly, Manager of Sustainability with the Region of Durham. Mr. Kelly provided a PowerPoint presentation regarding the Durham Community Climate Adaptation Plan 2016, which was completed to address and mitigate the potential future impacts of climate change within communities across the Region. A question and answer period with members of Council followed.

Recommendation # PCA-2017-195:

Moved by: Councillor Drew

THAT the presentation by Brian Kelly, Manager of Sustainability, Region of Durham, entitled “Durham Community Climate Adaption Plan, 2016”, be received.

Carried

Refer to Staff Report DEV-2017-029, page 6

10.4 Jim Dyment, Planning Consultant
Model Home Agreement 268499 Ontario Limited (Cawkers Creek Corporation)

The Planning Consultant provided a PowerPoint presentation to outline the Model Home Agreement which would enable the construction of model homes by the developer. A question and answer period with members of Council followed.

Recommendation # PCA-2017-196:

Moved by: Councillor Somerville

THAT the presentation by Jim Dyment, Planning Consultant, regarding “Model Home Agreement 268499 Ontario Limited (Cawkers Creek Corporation)”, be received.

Carried
10.5 Jim Dyment, Planning Consultant
Subdivision Agreement, Model Home Agreement & Architectural Control Processes

The Planning Consultant provided a PowerPoint presentation in support of implementing a more streamlined approach to completing the subdivision process and to expedite final approval of residential developments in the Township. A question and answer period with members of Council followed.

Recommendation # PCA-2017-197:

Moved by: Councillor Wotten

THAT the presentation by Jim Dyment, Planning Consultant, regarding “Subdivision Agreement, Model Home Agreement & Architectural Control Processes”, be received.

Carried

11. DELEGATIONS

Councillor Wotten previously declared a pecuniary interest and did not participate in discussion, nor vote, on the following matter.

11.1 Cartwright Sports & Recreation Inc.
Crystal King, Chair and Nancy Stinson, Treasurer

Ms. King and Ms. Stinson provided a PowerPoint presentation with an update of completed projects at Cartwright Fields and shared upcoming plans and events. A question and answer period with members of Council followed.

Recommendation # PCA-2017-198:

Moved by: Councillor Guido

THAT the delegation by Crystal King and Nancy Stinson, Cartwright Sports & Recreation, be received.

Carried

RECESS: 8:33PM

RECONVENE: 8:37PM
11.2 Field of Dreams
Rob Lovelock, Tim Myers & Peter Crawford

The representatives from the Field of Dreams Board provided a PowerPoint presentation which included their achievements and future plans to improve the baseball facilities at the Carolyn Best diamonds. A question and answer period followed with members of Council.

Recommendation # PCA-2017-199:

Moved by: Councillor Wotten

THAT the delegation by Rob Lovelock, Tim Myers, & Peter Crawford, Field of Dreams, be received.

Carried

12. REPORTS

At this juncture of the meeting, and with the consent of Council, the Mayor called for a Consent Agenda to be applied to Section 12, Reports.

Recommendation # PCA-2017-200:

Moved by: Councillor Guido

THAT the reports listed in Section 12 be approved as printed.

Carried

12.1 CAO-2017-005
Fore Scugog Charity Golf Tournament Proceeds Distribution
Lisa Fitton, Executive Assistant to the Mayor & CAO

Recommendation # PCA-2017-201:

THAT Report CAO-2017-005, Fore Scugog Charity Golf Tournament Proceeds Distribution - 2016, be received for information.

12.2 COMS-2017-043
Revised Seagrave Bridge and Bridge No. 9 Class Environmental Assessment Draft Project File Report
Carol Coleman, Director of Community Services

Recommendation # PCA-2017-202:

THAT Report COMS-2017-043, Revised Seagrave Bridge and Bridge No. 9, Class Environmental Assessment, Draft Project File Report, be received; and

THAT Council endorse the preferred solutions as identified in the Seagrave Bridge and Bridge No. 9 over the Nonquon River, Class Environmental Assessment, Draft Project File Report.
12.3 DEV-2017-028
Model Home Agreement
268499 Ontario Limited (Cawkers Creek Corporation) – Vacant residential land south of Reach Street on the west side of Old Simcoe Road (Part Lot 17, Concession 6), Ward 5 - Recommendation Report
Diane Knutson, Planning Technician

Recommendation # PCA-2017-203:

THAT Council authorize the Mayor and Clerk to enter into a Model Home Agreement with 268499 Ontario Limited (David Brand) to permit the construction of up to seven (7) model homes within the draft plan of subdivision S-S-2014-01.

12.4 DEV-2017-029
Durham Community Climate Adaptation Plan, 2016
Kevin Heritage, Director of Development Services

Recommendation # PCA-2017-204:

THAT the Durham Community Climate Adaptation Plan, be approved, in principle, subject to budgetary considerations and the availability of staffing resources; and

THAT the Clerk forward a copy of Report DEV-2017-029 and Council's Resolution to the Region of Durham.

12.5 DEV-2017-030
Subdivision Agreement, Model Home Agreement & Architectural Control Processes
Kevin Heritage, Director of Development Services

Recommendation # PCA-2017-205:

That By-law Number 32-14, being a By-law to adopt a delegation of powers and duties policy for the Township of Scugog, be amended, to include the following:

i) That the Mayor and the Clerk be delegated the authority to execute subdivision agreements and model home agreements.

13. CORRESPONDENCE

14. CLOSED SESSION – NIL
15. ADJOURNMENT  8:58 PM

Recommendation # PCA-2017-206:

Moved by:  Councillor Wotten

THAT this meeting be adjourned.

Carried

MAYOR, Thomas R. Rowett

CLERK, John Paul Newman
Township of Scugog Staff Report

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

Report Number: DEV-2017-031
Prepared by: Stacey Jibb, Economic Development Coordinator
Department: Development Services
Report To: Planning and Community Affairs Committee
Date: October 16, 2017
Reference: Strategic Direction # 3 – Economic Development
Report Title: 2017 Scugog Council Business Tour

Recommendations:


2. AND THAT a copy of this report be circulated to the Economic Development Advisory Committee, the Scugog Chamber of Commerce and the Port Perry BIA.

1. Background:

The annual Scugog Council Business Tour is identified as an action item in the Scugog Economic Development Advisory Committee (EDAC) 2017 Work Plan. The Scugog EDAC 2017 Work Plan corresponds to the strategies and goals outlined in the Vibrant North Durham Economic Development 2013-2018 (the Plan), which is a five year roadmap for economic development activities to foster a vibrant and resilient north Durham economy.
One of the four key strategies identified within the Plan is: Be open for business, which focuses on the community being open for business through retaining and growing existing businesses, facilitating local business expansion and welcoming new businesses to the community. The Scugog EDAC has identified that the annual Scugog Council Business Tour fulfills these priorities.

2. Discussion:

2.1 2017 Scugog Council Business Tour Highlights

The 2017 Scugog Council Business Tour took place on Friday, September 22, 2017 highlighting a cross-section of businesses and industries throughout the Township. The tour itinerary included in Attachment 1, highlights:

- **Christel Lake Lavender**: Located north of Greenbank, Christel Lake Lavender was started in 2008 by Gert and Christel von Englebrechten as a way to share their passion for lavender and promote the many positive benefits of the plant. Christel Lake Lavender is open to visitors from late spring to late summer for tours. Visitors can browse their on-farm lavender shop featuring a variety of products made by local artisans.

- **Woodland Mills**: Co-founded in 2009 by Neil Bramley and Josh Malcolm. The two owners began designing and engineering their own sawmills after struggling to address their needs for a personal sawmill. With expertise in project management, mechanical engineering and overseas product sourcing they built a business around an affordable yet functional sawmill that is now sold in Europe, Asia, Australia and throughout North America. Future plans for the business include consolidating operations and expanding to a new location in the Port Perry Employment Lands.

- **Wright’s Feeds ‘N Needs**: Offers a wide selection of agricultural inputs and products for any farming operation, from a hobby-farm to a full-time farm. This family owned business has been supporting the agriculture sector in Scugog since 1984. Owned and operated by Harold and Melanie Wright, the main product lines include Shur-Gain livestock and feed supplies, law and garden supplies as well as pet and bird food. In addition, Wright’s Feeds ‘N Needs also supports crop inputs such as seed and fertilizer sales.

- **Shared Housing 100 Perry Street**: This innovative housing arrangement is a partnership between four local women who were looking for a home where they could “age in place”. Many of the features in the home demonstrate a desire to make the home functional and enjoyable for the inhabitants, including wide-door frames, an elevator and a care-givers suite. The four women have received international media attention for the forward-thinking and innovative housing arrangement.
3. Financial Implications:

The Scugog Economic Development Advisory Committee budget is included in the Development Services 2017 Operating Budget.

4. Communication Considerations:

The Scugog Council Business Tour promotes an open for business approach and shows the value of local businesses in the community. Representatives from the media were invited to attend the tour and highlights from the tour were posted on the Township of Scugog and the Durham Agriculture and Rural Affairs Twitter accounts.

5. Conclusion:

The annual Scugog Council Business Tour provides a valuable opportunity for Council members, senior staff, politicians and EDAC members to gain a better understanding of the unique needs of businesses through first-hand experiences and dialogue.

Respectfully Submitted by:Reviewed By:

Stacey JibbKevin Heritage, MES, MCIP, RPP
Economic Development CoordinatorDirector of Development Services

Attachments:

ATT-1: 2017 Scugog Council Business Tour Itinerary
Scugog Business Tour 2017
Friday September 22, 2017
9 a.m. to 3 p.m.

Draft Itinerary

Attendees: Mayor & Members of Council, Economic Development Advisory Committee, Senior Staff Township, Regional Economic Development Staff and dignitaries.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td>Township of Scugog 181 Perry St., Port Perry</td>
<td>Depart by bus</td>
</tr>
<tr>
<td>9:30</td>
<td>Christel Lake Lavender 1381 Scugog Line 12, Greenbank</td>
<td>Gert &amp; Christel vonEngelbrechten</td>
</tr>
<tr>
<td>10:30</td>
<td>Woodland Mills 171 North Port Rd. Unit 1, Port Perry</td>
<td>Neil Bramley &amp; Josh Malcolm</td>
</tr>
<tr>
<td>11:30</td>
<td>Lunch Township of Scugog Council Chambers</td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>Wright's Feeds 'N Needs 3490 Hwy 7A, Blackstock</td>
<td>Harold &amp; Melanie Wright</td>
</tr>
<tr>
<td>2:15</td>
<td>Retirement Living Shared Housing Model 100 Perry St., Port Perry</td>
<td>Martha Casson</td>
</tr>
<tr>
<td>3:00</td>
<td>Return to the Township of Scugog</td>
<td></td>
</tr>
</tbody>
</table>
Township of Scugog Staff Report

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

Report Number: CORP-2017-036

Prepared by: Lori Bowers

Department: Corporate Services

Report To: Planning and Community Affairs Committee

Date: October 16, 2017

Reference: Strategic Direction #4, Municipal Services and Strategic Direction #6, Community Engagement

Report Title: Social Media Policy

Recommendations:

1. That Report CORP-2017-036, Social Media Policy, be received; and

2. That the Social Media Policy, Attachment 1 to Report CORP-2017-036, be approved; and

3. That a link to the Social Media Policy be posted in the ‘about section’ of all Township social media channels.

1. Background:

This Report outlines the proposed new Social Media Policy for use by Township Staff. Today social media communications is a leading source for news and information. The Township operates corporate and department level channels as a means to enhance customer service. Currently, the channels provide information on news, events, programs and services. The
channels are currently operated by Corporate Services as well as Community Services for recreation and museum information. Together, the moderators (Staff approved to post) deliver timely, accurate and engaging information to residents.

2. Discussion:

2.1 Durham Region municipalities as well as Durham Region corporate, operate social media as a means of public communications. As such, the neighbouring municipalities share a best practice to have policy, guidelines and procedures for online and social media use. A corporation’s communications policies provide clear direction and expectations for dissemination of trusted, timely and consistent corporate messaging.

3. Financial Implications:

3.1 There is no immediate financial implication for the Township to approve a Social Media Policy. However, in the absence of a policy to help guide online use, there could be financial implications associated with posts. Some posts could be challenged for copyright infringement or another complaint that may trigger legal action. A policy is not a guarantee mistakes won’t happen, but, serves as a tool to help educate and assist current and future Staff moderators. A moderator is the Staff member approved to post to social media channels.

4. Communication Considerations:

4.1 The draft Social Media Policy was shared with relevant internal Staff for comment. Once the policy is adopted, it will be emailed to All Staff for their information.

5. Conclusion:

An approved Social Media Policy provides clear direction and expectation for dissemination of trusted, timely and consistent corporate messaging via social media. This policy is aligned with the customer service standards and documents our continued pursuit of customer service excellence. Additional research of other neighbouring municipal policies identified the need for graphic standards and use of logo guidelines, as well as a brand identity. Work will be undertaken to modernize the communications guidelines and the associated policies in the future.
Attachments:

Attachment 1: Social Media Policy
1. Purpose

The purpose of this policy is to support the Township of Scugog’s use of social media technologies as a strategic communication tool. This policy will ensure social media is used in a way that positively manages the Township’s reputation by providing guidelines for Township employees who operate official Township social media accounts and/or personal accounts where Township interests may be involved.

1.1. The Township of Scugog recognizes that there is both value and public interest in its participation in social media. This policy states clear expectations about corporate use, personal use standards and guiding principles.

2. Goals

This policy is intended to guide social media usage by Township of Scugog Staff. Social media is an effective means to engage with the community and share information in a timely, cost-effective manner to support Township initiatives and enhance the Township’s reputation. In using social media, just as with traditional communications, it is important to always remember that the Township’s mission is to serve the community of Scugog and that, as a representative of Scugog; employees must recognize that they share responsibility for the reputation of the Township.

2.1 Social media is an effective way to connect with residents, get information out quickly to a targeted audience, and develop community partnerships and ambassadors. Social media can complement traditional communications tactics by:

- Increasing awareness of the Township of Scugog’s programs and services
- Listening to the community and providing two-way communication
- Distributing time-sensitive information
- Providing timely answers to inquiries with a customer service approach
- Building and developing partnerships with other community leaders using social media

2.2 This policy establishes the acceptable use of social media within the Township of Scugog. The following key principles form the basis of the Township of Scugog’s Social Media Policy:
1. **Responsibility:** The Township supports the responsible use of social media for official municipal business purposes with the goals of enhancing public communication and improving civic engagement.

2. **Engagement:** The Township recognizes that social media sites and/or networks create opportunities for enhanced communication and collaboration with stakeholders.

3. **Accuracy:** To ensure accuracy of information when using social media technologies, only designated Staff can represent and make comments on behalf of the Township and must follow departmental approval processes in doing so.

4. **Communication:** Initiating a social media account for a project or program should be considered and evaluated with a full understanding of the resources and procedures required to use them effectively as outlined in this policy and the Social Media Account Procedures.

5. **Accessibility:** The Township is committed to inclusivity and accessibility, and the use of social media can provide increased access and convenience to municipal services and information for specific audiences.

6. **Transparency:** In its commitment to openness, the Township accepts the risk of sharing negative feedback and criticism in a public forum when utilizing social media and will be accountable for its actions.

**3. Definitions**

Please see Appendix A for definitions relevant to this policy and social media terminology.

**4. General (overview of the policy)**

This policy applies to the Township of Scugog’s corporate and department social media accounts and all employees (e.g. full time, part time, temporary, contract, summer etc.) as well as anyone retained to represent the Township such as contractors, consultants, committee members participating in any online social media community while under contract with the Township of Scugog.

4.1. If a program area/department is interested in using social media to further promote their services, program staff should contact the Manager of Communications and Strategic Initiatives to assist with the facilitation of approvals from their Department Head.

4.2. Communications will flow through current corporate and department level channels. The development of additional social media accounts is subject to approvals by the appropriate Department Head, Chief Administrative Officer and Manager of Communications and Strategic Initiatives to ensure the best use of corporate resources and to avoid duplication of efforts.
4.3. The use of social media accounts by the Township of Scugog will adhere to existing policies and guidelines of the Township of Scugog, applicable laws and regulations and the terms of service of each social media site.

4.4. Staff must be aware that all corporate social media accounts, along with login and password information, are, and will remain, the property of the Township of Scugog and not the individuals managing the content. The Manager of Corporate Communications and Strategic Initiatives shall have administrative access to all accounts.

4.5. Staff will always conduct themselves as, and in a manner befitting, a representative of the Township of Scugog when overseeing the Township of Scugog’s social media accounts, in accordance with this policy and all Township policies.

4.6. Township will not post

5. Guidelines

5.1. Roles and Responsibilities

5.1.1. The standards set forth herein apply to all departments of the Township of Scugog. It is acknowledged that departments not serviced by Corporate Services may develop their own protocols pertaining to the use of social media within their program areas. That is permissible, provided that said protocols are consistent with the overall corporate policy contained herein.

5.1.2. The Manager of Communications and Strategic Initiatives shall:

- Ensure a consistent approach in the development of the Township of Scugog’s social media strategy for the departments and its services
- Oversee the Township of Scugog’s social media accounts, by providing protocols and guidelines to meet the outlined purpose of corporate use of social media
- Securely hold confidential social media login and password information to co-ordinate corporate social media accounts
- Provide a framework for approvals processes for existing corporate social media accounts, and co-ordinate approvals related to the development of new social media accounts
- If necessary, work with the appropriate Department Head to designate additional/existing staff as required to oversee corporate social media accounts
- If necessary, assign temporary access to seasonal staff as required to assist with posting from events
- Keep a master list of social media platforms approved for corporate use
- Administer access to approved social media accounts to designated staff
• Address potential security concerns
• Respond to other information technology issues at the discretion of the Director of Corporate Services/Clerk

5.2. Official Township of Scugog Social Media Accounts

5.2.1. Social media tools should only be used with a full understanding of the corporate resources and procedures required to effectively use them. To assist in this regard, Staff should follow the steps outlined in the Social Media Account Procedures document that accompanies this Policy. Social media is not a sole communications tactic; it should always be considered as one component of a successful communication strategy and integrated with a variety of communications tools and tactics.

5.2.2. When considering using social media, Staff must be clear about the purpose and the resource implications that maintaining and monitoring the account will involve. Site moderators will be held accountable for the accuracy and appropriateness of the content they produce. The views and opinions of any one employee or council member(s) will not be disseminated. Official Township of Scugog social media accounts are categorized as follows:

• Corporate Accounts
  Corporate Services will manage all primary Corporate Accounts on behalf of the Township in adherence with the Social Media Account Procedures for the purposes of:

  1) Disseminating public information from the municipality;

  2) Engaging the community in municipal events, programs and services; and

  3) Monitoring and responding (when necessary) to social media postings and conversations related to the Township and its interests.

• Department Accounts
  Social media accounts currently in use will remain in use and all moderators will meet quarterly to evaluate the channels success, make improvements, maintain analytic tracking and determine whether the channel should continue. Any new channel requests will require approval from Corporate Services and a department representative must meet the following criteria:

  1) Submits a preliminary request by email to, and receive approval from the Manager of Communications and Strategic Initiatives.
2) Submit a Business Case to Corporate Services outlining the need and use of a channel as well as examples of content and resourcing for content management

3) Consults with Manager of Communications and Strategic Initiatives on the development of a communication strategy.

4) Account adheres to the Social Media Account Procedures for all aspects including initial setup, design, content, management and termination (if necessary).

5) A Site Moderator is identified, trained, meets with Manager of Communications and Strategic Initiatives to create the site, follows procedures for post management and a designated backup Staff member is identified and trained.

6) Any unauthorized accounts will be deactivated. Manager of Communications and Strategic Initiatives will maintain a list of all Township of Scugog social media accounts, and have administrator access to all sites.

7) In the event of an emergency or significant event, all department level channels will cease and suspend post schedules to allow for official corporate communications. Department leads will await instructions from Township Emergency Information Officer to resume post schedules.
Appendix A
Social Media Definitions

a) “Blog” is a contraction of the term ‘Web log’; a website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material. Entries are commonly displayed in reverse-chronological order. Blog can also be used as a verb, meaning to maintain or add content to a Blog. Most Blogs are interactive by allowing visitors to leave Comments, which distinguishes them from other static websites.

b) “Comment” is a reply (usually of personal opinion) in reference to a topic on a Social Networking site. Comments can also be referred to as a post or posting.

c) “Corporate Accounts” are the official social media accounts for the Township of Scugog that are used to communicate municipal news, events, information and engage with the community. They are administered by the Corporate Services Department.

d) “Intellectual Property” describes ownership of an intellectual ‘product’ which may have commercial value. It encompasses areas including: copyright, trademarks and patents.

e) “Message Board” or ‘Forum’ is an online discussion site where people, looking to discuss particular issues or needing support, post threads (or messages) on the forum or message board to gain more information or start a conversation.

f) “Moderator” or “Site Moderator” is a Township of Scugog employee who is appointed and approved by their supervisor to act as an official online spokesperson. A Site Moderator is granted access to creating, posting and managing the content on a social media site for the purpose of moderating discussion, responding to questions and comments and ensuring proper use is adhered to.

g) “Post” or “Posting” refers to the action of creating an entry or comment or the entry or comment itself in a place of public view on the Internet.

h) “Department Accounts” are social media accounts that represent specific projects or programs that the Township of Scugog manages. These are typically larger scale projects and programs that have a specific audience they are targeting. They are administered by the respective division/department Staff responsible for the project or program with assistance and guidance provided by the Manager of Communications and Strategic Initiatives.

i) “RSS” (also called a “feed” and most commonly expanded as Really Simple Syndication) is a family of web feed formats used to automatically publish
frequently updated content such as Blog entries, news headlines and Podcasts in a standardized format that allows readers to subscribe to timely updates from a website or to aggregate feeds from many sites into one place.

j) **“Social Media”** refers to Internet-based tools and platforms that are used to help people produce, publish and share online user-generated content and to interact with one another in the public realm. Examples include Blogs, Wikis, Message Boards, Forums, Podcasts, photos, videos, etc.

k) **“Social Networking”** is defined as engaging in a social service which builds and engages online communities of people who share similar interests and/or activities and content. Some commonly used Social Networking sites include, but are not limited to:

I. Facebook - An online community for people to connect with others who share a common interest through the sharing of information, photos and videos to build their own personal network.

II. LinkedIn - A professional online community used to network with fellow professionals, share contacts and resumes based on industry, education and/or employer.

III. YouTube - An online site for uploading, viewing and commenting on videos.

IV. Twitter - A micro-blogging community where posts (called Tweets) and links are limited to 140 characters or less.

V. Instagram – a photo-sharing application and service that allows users to share pictures and videos either publicly or privately.

VI. Google – The world’s most popular search engine, used to find information on the World Wide Web.

l) **“Township”** or **“Township of Scugog”** or **“Scugog”** in this Policy and the Social Media Account Procedures means the Corporation of the Township of Scugog.

m) **“URL”** stands for Uniform Resource Locator and is a Uniform Resource Identifier (URI) that specifies where an identified resource is available and the mechanism for retrieving it. The best-known example of the use of URLs is for the addresses of web pages on the World Wide Web, such as www.scugog.ca.

**RELATED DOCUMENT:**
Social Media Procedure
Township of Scugog Staff Report

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

Report Number: FIN-2017-027
Prepared by: Michelle Pick, CPA, CGA, Manager of Finance
Department: Finance
Report To: Planning and Community Affairs Committee
Date: October 16, 2017
Report Title: Scugog Summer Jam Final Report - Updated

Recommendations:


1. Background:

The Scugog Summer Jam Final Report was brought forward to Council on September 25, 2017, the last Council meeting of September as per the terms of reference for the Scugog Summer Jam Committee. In the report and at the meeting, it was identified that there were still potential outstanding sponsorships and if there was a material change to the reported financial results, an updated reconciliation would be brought forward to Council.
2. Discussion:

Subsequent to the final report being issued, a material sponsorship was received by the Township. As a result, the attached updated reconciliation is being presented to Council to communicate the change in the financial result of the music festival. The updated sponsorship listing is presented below.

2.1 Sponsorship

The committee developed and distributed a sponsorship package to promote the festival with varying levels of contributions from potential partners. Sponsorship opportunities ranged from $30,000 to $1,000, with in kind donations also accepted. The following is a list of confirmed sponsors and partners:

- Geranium Homes - $30,000;
- OLG - $20,000;
- Stockworth - $20,000;
- Canadian Heritage Grant - $6,600;
- Cawkers Creek Corporation - $5,000;
- Oxnard PP - $5,000;
- Canadian Tire - $1,000;
- Ontario Picture Homes - $1,000;
- Embee Residential - $1,000;
- Rexlaw Management - $1,000;
- Oxford Developments - $1,000;
- Honey Heights Development - $500;
- Waterloo Brewing Company;
- The Rock 94.9;
- KX96;
- Camping in Style;
- Vos Independent; and
- The Port Perry Fair.

3. Financial Implications:

As of October 16, 2017, the Canada Day Music festival account reconciliation, as attached, is as follows:

- Total Revenue - $171,741.74;
- Total Expenditures - $199,170.12;
- Total Deficit – ($27,428.38)
4. Communication Considerations:

N/A

5. Conclusion:

This report updates the total expenditures of the Scugog Summer Jam as requested by Council.

Respectfully Submitted by: Reviewed By:

Michelle Pick, CPA, CGA Dianne Valentim, CPA, CGA
Manager of Finance Director of Finance / Treasurer

Attachments:

ATT-1: CANADA DAY 150 MUSIC FESTIVAL ACCOUNT RECONCILIATION – Updated
## APPROVED FUNDING / BUDGET

<table>
<thead>
<tr>
<th></th>
<th>ACTUALS 2017</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALANCE FORWARD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUDGETED FUNDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEF Heritage</td>
<td>(70,000.00)</td>
<td></td>
</tr>
<tr>
<td>CEF Heritage or MP Reserve</td>
<td>(205,351.50)</td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL FUNDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Grant - Canadian Heritage - 50% of $13,200 received</td>
<td>(6,600.00)</td>
<td></td>
</tr>
<tr>
<td>Gangster Cheese</td>
<td>(75.00)</td>
<td></td>
</tr>
<tr>
<td>Smoke's Poutinerie</td>
<td>(75.00)</td>
<td></td>
</tr>
<tr>
<td>Fantastic Events</td>
<td>(150.00)</td>
<td></td>
</tr>
<tr>
<td>Blake's Hot Dogs</td>
<td>(100.00)</td>
<td></td>
</tr>
<tr>
<td>Sweet Summer Ice</td>
<td>(125.00)</td>
<td></td>
</tr>
<tr>
<td>OLG</td>
<td>(20,000.00)</td>
<td></td>
</tr>
<tr>
<td>Cawkers Creek Corporation</td>
<td>(5,000.00)</td>
<td></td>
</tr>
<tr>
<td>Ron Cochrane</td>
<td>(250.00)</td>
<td></td>
</tr>
<tr>
<td>Canadian Tire</td>
<td>(1,000.00)</td>
<td></td>
</tr>
<tr>
<td>Oxnard PP</td>
<td>(5,000.00)</td>
<td></td>
</tr>
<tr>
<td>2402760 Ontario Picture Homes</td>
<td>(1,000.00)</td>
<td></td>
</tr>
<tr>
<td>Oxford Developments</td>
<td>(1,000.00)</td>
<td></td>
</tr>
<tr>
<td>Embee Residential</td>
<td>(1,000.00)</td>
<td></td>
</tr>
<tr>
<td>Perry Pines/Geranium</td>
<td>(30,000.00)</td>
<td></td>
</tr>
<tr>
<td>The Sandwich Shack</td>
<td>(250.00)</td>
<td></td>
</tr>
<tr>
<td>Rexlaw Management</td>
<td>(1,000.00)</td>
<td></td>
</tr>
<tr>
<td>Honey Heights Development</td>
<td>(500.00)</td>
<td></td>
</tr>
<tr>
<td>Stockworth</td>
<td>(20,000.00)</td>
<td></td>
</tr>
<tr>
<td>Summer Jam Deposit - Cash - Alcohol Sales</td>
<td>(26,325.00)</td>
<td></td>
</tr>
<tr>
<td>Summer Jam Deposit - Cash - Ticket Sales</td>
<td>(8,681.42)</td>
<td></td>
</tr>
<tr>
<td>Summer Jam Deposit - Cash - Parking Sales</td>
<td>(1,309.73)</td>
<td></td>
</tr>
<tr>
<td>Summer Jam Deposit -Debit Sales (net of $730 Showtech MerchPymt)</td>
<td>(3,412.41)</td>
<td></td>
</tr>
<tr>
<td>Summer Jam VOS Ticket Sales</td>
<td>(14,880.53)</td>
<td></td>
</tr>
<tr>
<td>Wagjag Revenue</td>
<td>(1,907.65)</td>
<td></td>
</tr>
<tr>
<td>Ticketfly Revenue</td>
<td>(22,100.00)</td>
<td></td>
</tr>
</tbody>
</table>

## CLOSING FUNDING

<p>| TOTAL FUNDING                  | (275,351.50) | (171,741.74) | (171,741.74) |
| EXPENDITURES                   |              |              |              |
| Performers                     | 62,003.20    | 57,268.24    | 57,268.24    |
| Advertising                    | 7,372.55     | 6,659.67     | 6,659.67     |
| Security / Operations          | 47,500.00    | 28,473.74    | 28,473.74    |
| Venue                          | 77,289.95    | 106,768.47   | 106,768.47   |
| TOTAL EXPENDITURES             | 194,165.70   | 199,170.12   | 199,170.12   |
| CURRENT YEAR BALANCE           |              | 27,428.38    | 27,428.38    |
| PROJECT G/L BALANCE            |              | 27,428.38    | 27,428.38    |</p>
<table>
<thead>
<tr>
<th>Awarded To</th>
<th>Spending Limit</th>
<th>Expenditures 2017</th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invictus (Aaron Pritchett)</td>
<td>(23,404.80)</td>
<td>18,981.30</td>
<td>18,981.30</td>
</tr>
<tr>
<td>Purolator (Aaron Pritchett)</td>
<td>49.15</td>
<td>49.15</td>
<td></td>
</tr>
<tr>
<td>Feldman (Big Wreck)</td>
<td>(33,072.00)</td>
<td>29,156.09</td>
<td>29,156.09</td>
</tr>
<tr>
<td>Feldman (Pick Brothers)</td>
<td>(750.00)</td>
<td>868.20</td>
<td>868.20</td>
</tr>
<tr>
<td>Darrin Smith - Sunday performer</td>
<td>(1,750.00)</td>
<td>1,750.00</td>
<td>1,750.00</td>
</tr>
<tr>
<td>Derrrik Gyles (The Bomb)</td>
<td>-</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Kim Stoneburg (Marshall Dane)</td>
<td>(1,526.40)</td>
<td>1,968.50</td>
<td>1,968.50</td>
</tr>
<tr>
<td>Kim Stoneburg (Brooklyn Roebuck)</td>
<td>(1,500.00)</td>
<td>1,635.00</td>
<td>1,635.00</td>
</tr>
<tr>
<td>Grape Lady Falls</td>
<td></td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Maharaj, Anil - Woodycrest Motel</td>
<td></td>
<td>180.00</td>
<td>180.00</td>
</tr>
<tr>
<td>Piano Café</td>
<td></td>
<td>180.00</td>
<td>180.00</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brand Ambitions</td>
<td>-</td>
<td>253.38</td>
<td>253.38</td>
</tr>
<tr>
<td>Durham Radio</td>
<td>(2,760.00)</td>
<td>2,808.58</td>
<td>2,808.58</td>
</tr>
<tr>
<td>Landmark Cinemas (advertising)</td>
<td>(2,000.00)</td>
<td>1,017.60</td>
<td>1,017.60</td>
</tr>
<tr>
<td>Spin Creative (festival poster and graphics)</td>
<td>(717.55)</td>
<td>1,002.34</td>
<td>1,002.34</td>
</tr>
<tr>
<td>Hometown Printing</td>
<td>(1,895.00)</td>
<td>1,434.82</td>
<td>1,434.82</td>
</tr>
<tr>
<td>Port Perry Digital (Posters)</td>
<td></td>
<td>45.79</td>
<td>45.79</td>
</tr>
<tr>
<td>Facebook Advertising - MR Visa</td>
<td></td>
<td>2.53</td>
<td>2.53</td>
</tr>
<tr>
<td>Facebook Advertising - MR Visa-received not processed</td>
<td></td>
<td>94.63</td>
<td>94.63</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overt</td>
<td>(20,000.00)</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Durham Regional Police</td>
<td>(10,500.00)</td>
<td>8,567.40</td>
<td>8,567.40</td>
</tr>
<tr>
<td>Universal Protection Agency</td>
<td>(17,000.00)</td>
<td>9,906.34</td>
<td>9,906.34</td>
</tr>
<tr>
<td>Venue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acord Fire Equipment</td>
<td></td>
<td>178.08</td>
<td>178.08</td>
</tr>
<tr>
<td>Ampot (portable toilets for venue)</td>
<td>(2,493.12)</td>
<td>342.00</td>
<td>342.00</td>
</tr>
<tr>
<td>Tim Bryers (portable toilets)</td>
<td>(1,200.00)</td>
<td>1,221.12</td>
<td>1,221.12</td>
</tr>
<tr>
<td>Brent Donnelly</td>
<td>(17,000.00)</td>
<td>15,000.00</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Canadian Tire - tarp</td>
<td></td>
<td>381.52</td>
<td>381.52</td>
</tr>
<tr>
<td>David Moore - runner</td>
<td></td>
<td>1,724.24</td>
<td>1,724.24</td>
</tr>
<tr>
<td>Day Rate Site Work</td>
<td></td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Dollarama (Beer Tickets) - LB</td>
<td>-</td>
<td>58.51</td>
<td>58.51</td>
</tr>
<tr>
<td>Float Issued</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Float Returned</td>
<td>(10,000.00)</td>
<td>(10,000.00)</td>
<td>(10,000.00)</td>
</tr>
<tr>
<td>Gervais Party Rentals (Tables and Chairs)</td>
<td>(1,508.08)</td>
<td>1,432.30</td>
<td>1,432.30</td>
</tr>
<tr>
<td>Global Payments - Debit Machine Fees</td>
<td></td>
<td>442.42</td>
<td>442.42</td>
</tr>
<tr>
<td>KJ Trailer Rentals (Classy Potties (for bands))</td>
<td>(814.08)</td>
<td>814.08</td>
<td>814.08</td>
</tr>
<tr>
<td>Lake Scugog Lumber</td>
<td>(1,950.00)</td>
<td>4,118.84</td>
<td>4,118.84</td>
</tr>
<tr>
<td>Lowes Parker</td>
<td></td>
<td>7,500.00</td>
<td>7,500.00</td>
</tr>
<tr>
<td>MedTech - wristbands</td>
<td></td>
<td>323.21</td>
<td>323.21</td>
</tr>
<tr>
<td>Maximum Signs - signs</td>
<td></td>
<td>1,172.42</td>
<td>1,172.42</td>
</tr>
<tr>
<td>Miller Waste (dumpsters)</td>
<td></td>
<td>297.97</td>
<td>297.97</td>
</tr>
<tr>
<td>Pizza</td>
<td></td>
<td>220.07</td>
<td>220.07</td>
</tr>
<tr>
<td>Port Perry Agricultural Society - hydro</td>
<td></td>
<td>174.71</td>
<td>174.71</td>
</tr>
<tr>
<td>Richard Larocque Electric - hook up</td>
<td></td>
<td>221.63</td>
<td>221.63</td>
</tr>
<tr>
<td>Rona</td>
<td></td>
<td>177.47</td>
<td>177.47</td>
</tr>
<tr>
<td>Scugog Equipment Rentals (lighting)</td>
<td></td>
<td>2,553.16</td>
<td>2,553.16</td>
</tr>
<tr>
<td>Signworks</td>
<td></td>
<td>223.87</td>
<td>223.87</td>
</tr>
<tr>
<td>LCBO</td>
<td></td>
<td>1,740.00</td>
<td>1,740.00</td>
</tr>
<tr>
<td>The Beer Store</td>
<td></td>
<td>6,822.35</td>
<td>6,822.35</td>
</tr>
<tr>
<td>Ticketfly Fees</td>
<td></td>
<td>457.09</td>
<td>457.09</td>
</tr>
<tr>
<td>Varsity Tent &amp; Event Rentals</td>
<td>(28,716.67)</td>
<td>28,716.67</td>
<td>28,716.67</td>
</tr>
<tr>
<td>Awarded To</td>
<td>Spending Limit</td>
<td>Expenditures 2017</td>
<td>Total Expenditures</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Vos - supplies</td>
<td>2,106.90</td>
<td>2,106.90</td>
<td></td>
</tr>
<tr>
<td>Westbury (Stage)</td>
<td>(18,508.00)</td>
<td>24,632.84</td>
<td>24,632.84</td>
</tr>
<tr>
<td>Lowes Parker - generator / labour</td>
<td>1,700.00</td>
<td>1,700.00</td>
<td></td>
</tr>
<tr>
<td>PW - Petty Cash</td>
<td>7.63</td>
<td>7.63</td>
<td></td>
</tr>
<tr>
<td>Shepstone - Gravel - received not processed</td>
<td>(2,600.00)</td>
<td>362.82</td>
<td>362.82</td>
</tr>
<tr>
<td>Port Perry Auto - cable ties</td>
<td>59.15</td>
<td>59.15</td>
<td></td>
</tr>
<tr>
<td>Upper Canada - Diesel Fuel - received not processed</td>
<td>1,185.41</td>
<td>1,185.41</td>
<td></td>
</tr>
<tr>
<td>Adamson Fencing</td>
<td>(2,500.00)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td>199,170.12</td>
<td>199,170.12</td>
</tr>
</tbody>
</table>
September 27, 2017

Ms. Laurelle Doxey
Director
Outports and Postal Operations District
Greater Toronto Area (GTA) Region
4567 Dixie Road
Mississauga, Ontario
L4W 1S2

Dear Ms. Doxey:

RE: Closure of the CBSA Outports and Postal Operations Office
1200 Airport Boulevard, Oshawa

On behalf of the Region of Durham, I am writing to express our extreme disappointment with the manner in which the decision to close the Oshawa office was made and subsequently communicated. We received just two weeks’ notice of CBSA’s intent to discontinue operations. While we continue to review the impacts of this closure, the following points have become clear and require your immediate response.

This decision appears to be based solely on an internal service review, in the absence of any consultation with key stakeholders. While electronic processes may appear to provide seamless service, removing the physical presence undermines the level of service available for both commercial services and passenger processing within Durham Region. The closure will require that officers to be dispatched, as needed, from either Mississauga or Billy Bishop Toronto City Airport, some 65 kilometres away along a highly congested highway.

We understand that the Oshawa airport’s AOE 50 designation is not changing at this time, however, the lack of CBSA services will be an impediment to international passenger arrivals, and would significantly reduce the number of leisure and business travellers that visit Durham through the Oshawa Airport. Proximity to an international airport is consistently reported to be a key factor for international investors seeking to locate a corporate office in Canada. Due in large part to the presence of the CBSA in Oshawa, the Airport reports approximately 3,500 corporate aircraft movements per year, which is projected to increase by 150% over the next 5 years. This suggests to me that the proposed closure is

If this information is required in an accessible format, please contact the Accessibility Co-ordinator at 1-800-372-1102 ext. 2009.
short-sighted, unduly constraining the future development and expansion of airport operations in Durham Region.

CBSA’s presence at the Oshawa Airport enables and supports local businesses of all sizes to engage efficiently in international trade and tourism, particularly with the U.S. market.

Further, I would ask you to consider that overall aircraft traffic at the Oshawa Airport is projected to grow from the current 61,500 to 102,000 aircraft movements per year over the next 5 years. Demand for new hangar space has increased 260% in the last 10 years. This rapid growth in demand for a CBSA-enabled airport is mirrored by the growth of our internationally-connected Regional economy. The CBSA presence plays a critical role in Durham’s transportation infrastructure network and economy. Disruption of customs capability may result in a material impact to our Region’s international trade.

Durham’s ability to compete in the global market and attract new investment depends heavily upon superior access to markets through easily-accessible transportation infrastructure options by sea, road, rail and air. As you are likely aware, the Port of Oshawa, with its capability to accommodate any size or type of vessel entering the St. Lawrence Seaway system, is a key component of our strategy to attract new investors to the Region. Again, the CBSA at the Oshawa Airport offers Durham a key differentiator to enable our readily-available access to international markets. With marine locations and warehouses located across all of our lakeshore communities, de-staffing the office affects the entire region.

Ms. Doxey, I respectfully request that your office delay this decision until such time that the impacts to businesses, current and future airport and port operations are fully understood. You may wish to consider a presentation to Durham Regional Council to further explain CBSA’s position and address our concerns. I look forward to your prompt attention to this matter.

Yours truly,

Roger Anderson
Regional Chair and CEO

c: See Attached List
c: The Honourable Ralph Goodale, Minister of Public Safety 
and Emergency Preparedness
Celina Caesar-Chavannes, MP – Whitby
Jennifer O’Connell – MP – Pickering/Uxbridge
Mark Holland, MP – Ajax
The Honourable Erin O’Toole, MP – Durham
Jamie Schmale, MP – Haliburton/Kawartha Lakes/Brock
Kim Rudd, MP – Northumberland/Peterborough South
Nancy Shaw, CEO, Greater Oshawa Chamber of Commerce
Gary Valcour, President, Greater Oshawa Chamber of 
Commerce and Chairman, Oshawa Port Authority Board of 
Directors
Mr. Stephen Wilcox, Airport Manager, Oshawa Executive 
Airport
Natalie Prychitko, CEO, Whitby Chamber of Commerce
Chryistine Langille, Executive Director, Ajax-Pickering Board 
of Trade
Nicole Wellsbury, Clerk, Town of Ajax
Thom Gettinby, CAO and Municipal Clerk, Township of 
Brock
Anne Greentree, Clerk, Municipality of Clarington
Andrew Brouwer, Clerk, City of Oshawa
Debbie Shields, Clerk, City of Pickering
John Newman, Clerk, Township of Scugog
Debbie Leroux, Clerk, Township of Uxbridge
Chris Harris, Clerk, Town of Whitby
Garry H. Cubitt, Chief Administrative Officer
Kathy Weiss, Director of Economic Development and 
Tourism
Ralph Walton, Regional Clerk