



AGENDA
Strategic Priorities Committee

March 20, 2018

9:00 am

Council Chambers, Town Hall

Pages

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF THE AGENDA

RECOMMENDATION

THAT the March 20, 2018 Strategic Priorities Committee agenda be accepted as presented.

4. CORRESPONDENCE

4.1 The Staffen Family Re: Recreation and Leisure Services Master Plan

3

RECOMMENDATION

THAT the correspondence from the Staffen Family regarding the Recreation and Leisure Services Master Plan be received.

5. DELEGATIONS AND PRESENTATIONS

6. STRATEGIC PRIORITIES REVIEW

6.1 DCS 05-2018 Recreation and Leisure Services Master Plan

6

RECOMMENDATION

THAT DCS 05-2018 Recreation and Leisure Services Master Plan be received; and

THAT the Strategic Priorities Committee recommend to Council:

THAT the draft Recreation and Leisure Plan be adopted as presented.

6.2 PW 10-2018 Service Club Sign By-Law

32

RECOMMENDATION

THAT PW 10-2018 Service Club Sign By-Law be received; and

THAT the Strategic Priorities Committee approve the proposed sign structure design and quotation from Signs Ontario;

AND THAT the Strategic Priorities Committee recommend to Council:

THAT the proposed Service Club Sign By-law be approved.

6.3 COR 07-2018 Video Surveillance Policy

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RECOMMENDATION

THAT COR 07-2018 Video Surveillance Policy report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT the draft Municipal Video Surveillance Policy be approved.

7. NEXT MEETING

April 17, 2018 - 9:00am, Council Chambers

- Planned Topics: Perth South Industrial Servicing Request, Data & Network Sharing Agreements for Huron & Perth Support Services Network, and UTRCA Flood Management

8. ADJOURNMENT

RECOMMENDATION

THAT this meeting of the Strategic Priorities Committee adjourn at _____ pm.

The Staffen Family

St. Marys Golf & Country Club Limited

Box 789, St. Marys, ON, N4X 1B5
519.284.1387 Home 519.857.7985 Cell

November 23, 2017

Town of St. Marys

175 Queen Street East,
St. Marys, ON, N4X 1B6

Re: Recreation & Leisure Services Master Plan

Attention: Mark Stone, Planner MLS Planning

mark@mlsplanning.ca

Cc. Brent Kittmer, CAO

Dear Mark (and Brent)

Our family has been very fortunate to live in this community since 1971. We have invested continually in our Community; both in our businesses and with our charities of choice.

St. Marys is blessed with many unique and incredible recreation and leisure facilities including the Pyramid Centre, Grand Trunk (and other trails), paved roads outside our community for cycling, Wildwood Park, the St. Marys museum, the St. Marys library, the Canadian Baseball Hall of Fame, refurbished tennis courts, the Quarry, the Curling rink and three Golf Courses in our area.

Even more remarkable are the beauty of our stone buildings, our downtown, our green bridge, the Thames River and Trout Creek connection, Central School Manor, the stunning Town Hall, the Andrews Building downtown, our main street Victoria Bridge, the St. Marys Hospital, the VIA rail station, beautiful churches, and much more.

We could be **great**; a destination centre for visitors, a special place to live and work and a community to locate a new business or industry.

Our family looks at the Recreation & Leisure Services Master Plan as an **OPPORTUNITY** to solve some of the critical issues our community has and work towards the 30 year plan in partnership with community leaders, local businesses, foundations and residents.

I had sent (and delivered at the Open House) a previous letter to Todd Brown, President/Principal Planner at Monteith Brown (copy cc'd to the Town). After a follow up request to meet with his team was ignored, Todd and I talked on the phone. He acknowledged receiving my correspondence; however, he felt that since a second draft version of the Master Plan was in the hands of Town staff- *Todd felt that any recommendation would have to come from staff*. He also stated that they were not in the business of writing a business plan for the Pyramid Recreation Centre; of which I strongly disagree.

I was fortunate enough to Chair the original group of remarkable people that wrote the Business Plan "The Living Life Project Community Services Plan".

I have shortened the recommendations in my original correspondence to provide insight into the final draft of the Recreation and Leisure Master Plan. As a Community what we require is actionable plan (not another report that sits on a shelf).

We have this **incredible Opportunity before us:**

- ❖ The Number One Priority of our Community is to address the **Pyramid Recreation Centre (PRC)** Issues (revenues NOT costs like in 2012 study). The economics show that the PRC can only survive with a Fitness Centre; it is a revenue issue. This facility is the number one attraction for industry, sports tourism and our residents;

Summary Recommendations #1, #13, #14, #19, #20, #32, #34, #35, #36, #37, #40, #41 and #48

- (a) A stand alone Pool is financially unsustainable operational cost wise. The original Pyramid Centre concept included a Fitness Centre and an indoor walking track. This issue needs to be solved. Closing Cadzow pool was the right decision as it will allow greater access and increased revenues to the Pyramid Centre Pool.
 - (b) Look at alternatives as a Business Case; we need to find a partner to build/renovate (provide) a Fitness Centre at the Pyramid Centre.
 - 1. This can be the YMCA relocated from the Wellness Centre (attendance has fallen 5 years in a row [>500 estimate] and the model will not survive as it is at this location- business fact, as many seniors no longer use the facility, nor is it attracting new members.) **FIRST CHOICE IS THE YMCA.**
 - 2. Failing the relocation from the Wellness Centre- pursue another concept for a Fitness Centre to the Pyramid Centre. Projected memberships of 2,000 members (including families) as with the senior complex, ice rink, the pool/fitness combination and other amenities every family will want to become members. Good Life Fitness, Goderich model and Leamington model as examples.
 - (c) Shut down the Recreation Hall rentals for weddings, and some special events; we can't compete with the private sector. Meeting rooms can still be rented.
 - (d) **Utilize this space** by adding 'Picketball Courts' [both seniors and youth centre] as part of the fitness membership (growth area), basketball courts and an indoor walking track (above and joined to the upper floor area) at the Pyramid Centre.
 - (e) **Unique Community Special Events like the Hospital Foundation Gala** and others can still be held in this space (perfect wooden floors) with temporary removal of the courts (can easily be built that way like arenas are today).
 - (f) Consider outsourcing the management of the Recreation Centre to the YMCA or Good Life. Goderich, Leamington, Gravenhurst and all the new Community Centre's around London as examples.
 - (g) The Advisory Board is an excellent idea (possibly a Board of Directors is required),
 - (h) It is interesting to note that ideas (a), (b), (e) and (f) plus the Smart and Caring Community Fund below were included in the original business case for the Pyramid Centre in 2006
 - (i) Our projected growth in population to 8,320 can support the Pyramid Centre in this format.
- ❖ The Second Priority with the YMCA is adding a Day Care to the PRC.
 - (a) St. Marys does an incredible job with our town run day care; however in order to attract young families to this Community we need more Day Care space.
 - (b) The YMCA is exceptional at this model.
 - ❖ The Third Priority is to create another Smart and Caring Community Foundation within the Stratford Perth Community Foundation. Goal of \$1,000,000 with the income earned annually to go to Parks, Recreation and Trails.

Summary Recommendations #1, #17, #25, #29, #31

- (a) In the original business case for the Pyramid Centre in 2006, the committee offered to raise \$4,000,000 with \$1,000,000 put in a Community Foundation for Parks, Trails and Recreation. Over \$5,000,000 was raised, yet the Foundation idea was never pursued. Where would we be now if we had this Community Foundation? In addition the Funds, a significant portion of the Funds raised went
- (b) If Cash is accepted in lieu of parkland for subdivision development, the amount is doubled and put into the Foundation.
- (c) Promote donations and Family estates, Gifts and Gifts of Insurance to the Foundation.

- (d) With the Active Transportation Plan and the New Official Plan encourage land donations to the Foundation.
- (e) The idea of raising money for the NEW Fitness Centre concept and the Foundation could involve the original donors under the direction of the Economic Development staff member.

❖ The Fourth Priority is to develop and improve our Trail System; it is not just about St. Marys- it is about Perth County and Stratford [Connecting the dots]:

Summary Recommendations #1, #3, #20, #21, #23, #25, #27, #28, #29, #30 and #31

- (a) We need to continue to invest in our walking trails. There should be a long term plan to encircle the town (including any new developments), that it should be lit (solar lighting) and paved, widened to include BIKE lanes (for kids to get to school, seniors walking, dogs walking, outdoor activities that lower long term health costs), that it should be signed to lead to downtown (already excellent) and other points of interest (Eaton House/ PM Meighen grave/Junction station/historical buildings downtown). Funding could be shared with a Community Group on a \$1 from the Town for every \$3 dollars raised privately.
- (b) Every City in Canada and the United States are embracing Cycling Trails [London \$15M]
- (c) Tie in CBHF and the Quarry with the Trail system,
- (d) **Work with other Communities, charitable organizations, citizens and business to create a Paved Cycling Trail from St. Marys to Stratford [Possibly with the Avon Maitland Trail]**
- (e) **Every new Road**, the Developer is required to included a Cycling Lane at their Cost,
- (f) **Every repaired road**, a Cycling lane is added during the design and construction process.
- (g) That is how it starts; communities working together.

The Recreation & Leisure Services Master Plan needs to be an actionable plan for the Community; we have a rare Opportunity.

Mark and Brent, I have never felt better about our future with the work you and your Team are doing for our Community. Our Family is forever grateful.

Rob

[Rob, Sharon, Matt and Ashton Staffen]

Owners of the St.Marys Golf & CC and other Businesses in our Community

Co-Founders of the Brain and Mind Matters Community Foundation

Chair of the Presbyterian Church Enduring Mission Foundation (Legacy Fund)

FORMAL REPORT

To:	Chair Strathtdee and Members of Strategic Priorities Committee
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	20 March 2018
Subject:	DCS 05-2018 Recreation and Leisure Services Master Plan

PURPOSE

This report presents the final Recreation and Leisure Master Plan. Representatives from Monteith Brown will attend the March 20th Strategic Priorities Committee meeting to present this report. Staff is requesting that Council consider the recommendations of the Recreation and Leisure Master Plan and decide if the recommendations are to be adopted as presented or need to be revised.

RECOMMENDATION

THAT DCS 05-2018 Recreation and Leisure Services Master Plan be received; and

THAT the Strategic Priorities Committee recommend to Council:

THAT the draft Recreation and Leisure Plan be adopted as presented.

BACKGROUND

In late 2016 Council authorized staff to proceed with securing a consultant to complete a recreation master plan. Through a competitive process Monteith Brown Planning Consultants and Tucker-Reid & Associates were hired to complete a recreation master plan.

A steering committee of key stakeholders was developed and meetings with the consultants began January 6, 2017. The initial meeting included background information, master plan goals and expectations and communications protocols. Monteith Brown has held a public meeting, surveyed the community, held focus groups and key informant interviews and presented to Council the review of the planning context report at the June 20th Strategic Priorities Committee. Information has been collected including budgets, policies, current programs/services, organization chart, recreation statistics, and recreation inventory, building condition studies and current partnerships and agreements in place.

Following Strategic Priorities Committee on October 4, 2017 staff held a public open house to collect feedback on the plan as presented. This feedback was collected by Monteith Brown and a number of revisions have been made to the draft Master Plan. The consultant has identified these changes in the appendices of the draft plan, as well as highlighting them in their presentation of the plan (attached to this report).

The Recreation and Leisure Services Master Plan as presented will help shape the direction for Recreation and Leisure Services for the next 10 years. The attached report contains 56 recommendations to guide Council and the Town administration in its efforts to optimize current recreation services, and to plan for recreation services into the future.

Staff is requesting that Council consider the recommendations of the Recreation and Leisure Master Plan and decide if the recommendations are to be adopted as presented or need to be revised.

REPORT

Given the time it has taken to bring forward the draft plan for adoption, Staff made an administrative decision to begin working on some of the recommendations contained in the plan. Staff have made progress on a number of the recommendations to date, they are as follows:

1. Business Plan **(Recommendations #13 (primary), with multiple others addressed via the process #1, 3, 5, 7, 9, 10, 11, 12, 17, 18, 19, 32, 36, 37, 39, 40)**
 - a. Working on a SWOT analysis for future improvements.
 - b. From the SWOT analysis, along with the consultant's recommendations, staff are working on developing a Strategic Business Plan for the PRC that lays out all recommendations and tactics for implementation. The goal of the Business Plan is to increase patronage to the PRC, improve the customer experience at the facility, and become more efficient in operations. Staff forecast that the draft plan will be presented at SPC in May or June of 2018.
2. YMCA **(Recommendation #14, #34)**
 - a. Collaborating with the YMCA to develop a partnership.
 - b. For the months of April and May as a trial, members of the pool will be able to access the YMCA facilities for these two months. Similarly the YMCA members will be able to use the pool for two months. This will be offered for no charge so that staff can determine the level of public interest in such a partnership. If successful, a partnership will be formed that will allow YMCA members to utilize the pool for an increase cost of their YMCA membership. Revenue sharing would occur between the YMCA and the Town.
3. Reciprocal Agreement **(Recommendation #38)**
 - a. Staff are engaged in preliminary discussions with school board.
4. Playworks Youth Friendly Community **(Recommendation #8, 41)**
 - a. Partnered with Parks and Recreation Ontario (PRO) for rural youth engagement project.
 - b. PRO is assisting with establishing a Youth Council and are funding this initiative.
 - c. Both of these initiatives are in the beginning stages so that staff can apply to become a Youth Friendly Community.
5. Applied for Swim to Survive Program **(Recommendation #16)**
6. Communications **(Recommendation #18)**
 - a. One staff member from the Communications department will be the representative for this department with their main focus being promotions for all Recreation and Leisure Services.
 - b. Staff will be installing new TV's this year. These TV's will be used to promote Centre events and communicate programs and services at the PRC along with other Town locations. These signs will also be used as directional signs within the complex.
 - c. New Guest Services desk.
7. High Five Active Aging Quality Assurance Program **(Recommendation #6)**
 - a. This program is currently under pilot. Staff applied to be part of this pilot in early 2017 and only minimal active aging centers were selected. Staff have been in contact with Parks and Recreation Ontario and were informed that more information will be out in the spring of 2018.
8. Gymnasiums Spaces **(Recommendation #39)**

- a. Currently offering programs and services on dry floor space for all ages. Some examples of gym based programs may be: fitness, shuffleboard, pickle ball, bubble soccer and dodge ball / dodge ball archery.
9. Older Adult Space (**Recommendation #42**)
 - a. Currently the Town of St. Marys supports the Senior Services Advisory Board. This group meets monthly to discuss older adult related items, programming gaps and services within the walls of the Friendship Centre. Staff have identified that this group is a first step in evaluating and further developing St. Marys as an Age-Friendly Community.
10. Volunteer Software (**Recommendation #15**)
 - a. Currently the Corporate volunteer program is administrated by the Senior Services department. Senior Services manages the volunteers through an information management system. Staff are working with Human Resources to transfer volunteer records into the InfoHR System to allow each department the ability to self-manage. This will include better documentation tracking of volunteer training and volunteer hours.
11. Aquatics operations costs (**Recommendation #13**)
 - a. Currently evaluating the life cycle of all aquatics equipment.
 - b. An energy audit has been completed and an engineer's report is currently being produced that will provide potential cost savings measures.
12. Energy reduction projects in PRC (**Recommendation #13**)
 - a. Replacing and removing light fixtures in the back of house / maintenance area to reduce energy costs. This will reduce our carbon footprint even further.
13. Maintenance life cycle project (**Recommendation #13**)
 - a. Staff are currently in the process of developing a plan for maintenance within the PRC.
14. Parkland Classification System, Parkland Supply and Distribution, Parkland Acquisition Policies and Guidelines, Enhancing Active Transportation opportunities (**Recommendations #21, 22, 23, 25, 26, 28, 29**)
 - a. Research papers developed by the Town Planner for the Official Plan review has incorporated these recommendations in their review and presentation to the Planning Advisory Committee.
15. Cadzow Park Splash Pad Construction (**Recommendation #51**)
 - a. Tender is awarded.
16. Water Based Recreation Opportunities on The Thames River (**Recommendation #52**)
 - a. Stand-up paddleboarding lessons will be offered on Rice Lake at Milt Dunnell Field on Saturday morning of the 2018 Heritage Festival.
17. Youth Spaces (**Recommendation #40**)
 - a. Program is currently running trial for grades 7 plus to use the youth centre on the weekends.
 - b. Establishing a Youth Council will help us engage youth to create new programs and program gaps and opportunities they would like to see in the future.

SUMMARY

The completion of an updated Recreation and Leisure Services Master Plan will benefit the community. Council's approval of this document will bring the Town in line with the goals of the Strategic Plan.

Staff is requesting that Council consider the recommendations of the Recreation and Leisure Master Plan and decide if the recommendations are to be adopted as presented or need to be revised.

Next steps: Once Council endorses this report staff will complete a business plan that will lay out an implementation strategy for each recommendation. This strategy will include the department responsible, implementation tactics, financial implications and timelines. This document will then become the roadmap for the department over the next 10 years.

FINANCIAL IMPLICATIONS

The cost of completing the Recreation and Leisure Master Plan was budgeted at \$63,615.63. Additional costs will be determined and documented within the future implementation plan.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4: Culture and Recreation – Recreation Services Master Plan:
 - Outcome: Assessing the real needs of residents in terms of providing the right fit for recreation services provided by the Town will require contracting out for a consultant who specializes in this area given the exhaustive analysis to be performed in providing key recommendations.
 - Tactic: Secure a consultant to complete a recreation master plan, implement the key recommendations as required, develop an inclusion policy, and review the long term effectiveness of the recreation master plan at key points in time to ensure currency and fit with the Town's priorities.
 - Pillar #4: Culture and Recreation – Recreation Services Master Plan:
 - Outcome: As the PRC is adequate to a population of 30,000, it far exceeds the needs of the current population and thus results in additional costs to the Town. A more integrated approach may be preferable.
 - Tactic: Align future use of the PRC with the findings of the recreation services master plan.
 - Pillar #4: Culture and Recreation – Recreation Services Master Plan:
 - Outcome: St. Marys' parks are not only a prized assets, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic: Perform an initial assessment of necessary improvements (beautification, accessibility etc.)

OTHERS CONSULTED

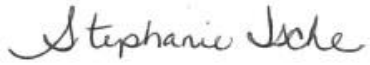
Grant Brouwer, Director of Building and Development
Jenny Mikita, Senior Services Supervisor
Ciaran Brennan, Recreation & Youth Services Supervisor
Andrea Slade, Aquatics & Guest Services Supervisor
Doug LaPointe, PRC Operations Supervisor

ATTACHMENTS

Summary of Recommendations
March 20 Presentation

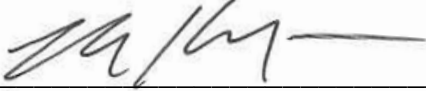
REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk



Summary of Recommendations

Recreation and Leisure Services Master Plan

November 2017

Service Delivery Assessment	Term
Service Delivery Model	
1. The Town should be proactive in engaging its service providers on matters related to recreation and leisure services. At a minimum, all recreation, leisure, and sport services provides should be convened to discuss joint vision, guiding principles, and strategic priorities for recreation and leisure in St. Marys. Other opportunities should include the ability to share resources and training opportunities, engage in joint planning, marketing, better understand total market penetration, legislative compliance and reduce duplication where it exists.	Ongoing
2. Complete an annual analysis of trends, social issues, community priorities and determine the opportunities that are offered through other accessible organizations. Offer programs where there are gaps in the fulsome provision of programs and services.	Ongoing
3. Develop an Affiliation Policy to ensure that all volunteer based community groups are supported in a consistent fashion.	Short
Key Result Area #1 – Programs and Services for All	
4. Test the list of Recreation and Leisure Core Services offered in the Master Plan with the public to ensure that these are reflective of their needs. Further ensure that Non-Core services are fully cost recoverable to profit making to offset costs of Core Services.	Medium
5. Develop an Access Policy to Recreation that is proactive in engaging and supporting marginalized populations.	Short
6. Implement the Parks and Recreation Ontario's High 5 Active Aging quality assurance program as it applies to providing/enabling recreational opportunities to older adults.	Short
7. Work with other recreation and leisure providers to develop a level of service for each discipline (aquatics, programs, camps, etc.) and age group. Further discuss the primary organization to provide the suggested level of service with a view to decreasing duplication and sharing resources.	Ongoing
8. Implement, where possible, the newly revised criteria of the Playworks Partnership to enable the Town of St. Marys to be designated a Youth Friendly Community.	Short
9. Work to better understand market penetration of the various age groups in recreation and leisure services by identifying the unique clients of the various agencies and organizations offering programs and services.	Ongoing
10. Develop an online central data source where all programs and services regardless of the provider can be promoted. Use social media, where possible, to cross promote all opportunities.	Ongoing

Service Delivery Assessment	Term
Key Result Area #2: Fiscal Sustainability in Recreation and Leisure Services	
11. Develop a policy on Core and Non-Core Services and levels of service in concert with the community.	Medium
12. Articulate the costs to provide individual units of service to develop an equitable and fair-minded Pricing Policy.	Ongoing
13. Further investigate the cost reductions and revenue enhancements suggested in the Service Review and create a formalized Business Plan for the Pyramid Recreation Centre to be approved by Council – increase arena rentals during prime time, food services cost reductions/revenue enhancements, arena overtime reduction and cost recovery for contracted services at the Friendship Centre, etc. Further, develop Program Based Budgets (program and operational costs) for Recreation and Leisure to fully understand the cost to provide these services. To ensure the successful delivery of this Plan, implement a process for annual reporting to Council with effectiveness measures based on the performance measures recommended as articulated in Recommendation 19.	Ongoing
14. Consult with the public on the principles of the potential partnership between the Town of St. Marys and the YMCA. Host discussions between the Town of St. Marys and the YMCA regarding any preliminary and beneficial (no cost/low cost) arrangements that could be made in the short term. Bring any short term recommendations and longer term vision to Council for discussion.	Short
15. Obtain volunteer software to offer online volunteer opportunities, provide an online screening process, training and tracking of volunteer hours with a view to increasing volunteerism in St. Marys.	Long
16. Apply for alternate funding to cover the costs of the Swim to Survive program.	Medium
Key Result Area #3: Organizational Effectiveness and Governance	
17. Coordinate discussions with Town staff to articulate the Departmental culture and supporting values and behaviours.	Medium
18. Develop a Communications Plan that engages community groups and serves to better inform the public as to the recreation and leisure opportunities available using traditional and social media communications vehicles at a minimum.	Short
19. Gather the data required to support the development of performance measures. Report annually to Council and the public and compare results year over year to inform continuous improvement initiatives in community engagement and service delivery.	Short
20. Provide the tasks involved and an implementation schedule on the development of a Recreation and Leisure Advisory Committee. Articulate the skills and competencies needed to implement the Master Plan recommendations and ensure that the Town recruits and selects members transparently based the needed skills and competencies.	Short

Parks and Trails Recommendations	Term
Parkland Classification System	
21. Incorporate a revised parkland classification system to provide greater clarity and accuracy towards locational characteristics, service area, permitted uses and amenities, and other details into the Town of St. Marys Official Plan at the time of its next review to guide the development and redevelopment of parkland in St. Marys.	Short
Parkland Supply and Distribution	
22. On an opportunity basis, pursue opportunities to rectify any parkland gaps that exist, utilizing parkland development strategies identified in this Master Plan, in addition to working with local non-municipal organizations (e.g., schools, St. Marys Memorial Hospital, Conservation Authority, etc.) to maximize access to a wide range of active and passive open spaces.	Ongoing
23. Strive to achieve a minimum parkland service area of 800 metres, unobstructed by major barriers such as major roads, railways, waterbodies, etc.	Ongoing
Park Naturalization	
24. Consider naturalization of select areas of parklands, including Meadowvale Park and Southvale Park, in order to reduce parkland maintenance efforts. The naturalization of these parks or park areas may require the removal and/or relocation of certain recreation facilities, as articulated in this Master Plan. Where appropriate, naturalization of other municipal lands is also encouraged.	Ongoing
Parkland Acquisition Policies and Guidelines	
<p>25. During the next Official Plan Review, explore opportunities to bolster existing parkland policies, with consideration given to the following:</p> <ul style="list-style-type: none"> a. Review the Town's parkland dedication policies to ensure that they consistent with the amended <i>Planning Act</i> as a result of Bill 73. b. Outline criteria for accepting cash-in-lieu of parkland, such as when the required dedication fails to meet an area of suitable shape, size, or location stipulated in the Town's parkland classification system or if parkland dedication would render the remainder of the site unsuitable or impractical for development, or other constraint preventing suitable park or land use development. c. Clarify that the where policies currently state that 5% of land be dedicated for parkland through development applies only to residential subdivision development. Consistent with the <i>Planning Act</i>, a new policy should be developed stating that 2% of land shall be required for all other forms of development (e.g., commercial or industrial). Additionally, policies should be established to consider applying the alternative parkland rate of one hectare per 300 dwelling units. d. Woodlots, storm water management ponds, naturalized areas, and environmentally sensitive areas should not be accepted as a part of parkland dedication, although the Town may assume these lands (over and above) for the purposes of protecting, natural areas for passive recreation (e.g., trail development) and educational uses. 	Short to Medium
26. Accepting parkland smaller than 0.5 hectares will be discouraged, except in instances that may be advantageous to the Town to reconcile gap areas and to address shortages in parkland.	Ongoing

Parks and Trails Recommendations	Term
27. Utilize alternative parkland acquisition tools, as necessary, to supplement parkland dedications and to enhance future parkland opportunities to serve current and future residents.	Ongoing
Enhancing Active Transportation Opportunities	
<p>28. Through an Official Plan Review, consider the following:</p> <ul style="list-style-type: none"> a. Strengthen policies that support active transportation, trail development, and pedestrian and cycling infrastructure, with reference to this Master Plan. b. Integrate the active transportation network (existing and conceptual trails) in Schedule “B-Road Classifications” or in a new Schedule to the Official Plan to serve as an awareness tool for Town staff, developers, planners, and interested members of the public. c. Establish policies requiring the dedication of land for pedestrian and bicycling facilities as a condition of plan of subdivision approval, with consideration given to the conceptual active transportation network contained in this Master Plan. 	Short to Medium
29. Utilize a range of strategies to secure new lands for active transportation network development.	Ongoing
30. Engage the public in the planning and design process in advance of trail construction to facilitate opportunities for public input.	Ongoing
<p>31. Prepare an Active Transportation Master Plan to assist with long-term implementation of the conceptual active transportation network contained in this Master Plan. The Active Transportation Master Plan should build upon the directions contained in this Recreation and Leisure Services Master Plan, including the following. The Town should identify other objectives for the Active Transportation Master Plan, as necessary.</p> <ul style="list-style-type: none"> a. Establish a vision statement and guiding principles to reflect the Town’s commitment to supporting and developing active transportation opportunities in St. Marys. b. Explore opportunities to enhance active transportation connections to the existing trail system. Modifications to existing conceptual trail routes may be permitted to recognize terrain and landscape features, as well as new trail opportunities. c. Identify active transportation design guidelines in the planning and development of trail routes, with consideration of provincial and municipal construction standards (including accessibility requirements). d. Engage the public and community groups to solicit input and feedback with respect to planning and designing active transportation infrastructure. e. Develop a trail hierarchy system to define types of active transportation routes, permitted uses, and design standards. f. Provide direction on the provision of active transportation amenities including, but not limited to, trail safety (e.g., pedestrian crossing design and locations), lighting, signage, parking, rest areas, and other ancillaries. 	Ongoing

Recreation and Leisure Facility Assessment	Term
Arenas	
32. To maximize revenue opportunities by making efficient use of the Town's ice pads by encouraging greater use of available ice, particularly during shoulder and weekend hours. Other strategies may include, but not be limited to, promoting drop-in skating programs during available prime time hours on the weekend and co-ordinating blackout periods with user groups to ensure that it does not negatively impact playing schedules. (The existing supply of two ice pads is expected to be sufficient to serve ice users over the planning period)	Ongoing
Curling Pads	
33. Working with the St. Marys Curling Association, the Town should take a proactive role in exploring strategies to maximize utilization and participation levels by attracting new members, programs, and events. (No additional curling pads are expected to be required during the planning period)	Medium
Indoor Aquatics	
34. Recognizing the financial burden associated with operating the indoor pool at the Pyramid Recreation Centre, the Town should investigate partnership opportunities in an effort to seek a third party facility operator / partner. Should this investigation fail to result in a partnership, the Town should consider the other, less desirable, option noted in the Master Plan.	Short
Fitness Spaces	
35. If a third party partnership necessitates the provision of a fitness centre at the Pyramid Recreation Centre, investigate facility options through an architectural assessment.	Short
36. Explore opportunities to offer the indoor walking program to all residents and expand walking routes to include circulation areas and/or the Community Hall at the Pyramid Recreation Centre to provide the program on a year-round basis when the arena is in use during the skating season.	Short
Community Halls, Multi-Purpose Spaces and Meeting Rooms	
37. Using a business mindset and entrepreneurial spirit, the Town should continue to explore strategies to maximize the use of existing spaces. This may include reviewing how the Town promotes and markets municipal spaces to ensure that the community and non-municipal organizations are aware of opportunities to utilize spaces.	Ongoing
Gymnasiums	
38. Engage the Huron-Perth Catholic School Board and continue to work with the Avon Maitland District School Board to formalize reciprocal agreements to facilitate regular access to school gymnasiums located in St. Marys (and other school facility space, as required).	Short
39. Continue to develop and offer, where feasible, gymnasium-based recreation activities in the Town's community halls, multi-purpose spaces, and arena dry floor pads, to improve utilization levels in those spaces.	Ongoing

Recreation and Leisure Facility Assessment	Term
Youth Spaces	
40. Continue efforts to enhance children and youth opportunities and access to the Youth Centre and expand eligibility requirements to include senior high school students. (No additional youth spaces are recommended during this planning period)	Ongoing
41. Establish an annual youth forum to identify programming gap areas, discuss opportunities to improve recreation opportunities, and other relevant matters related to youth.	Ongoing
Older Adult Space	
42. Facilitate regular meetings to engage older adult and seniors to discuss opportunities to become an “Age-Friendly Community” which may involve identifying gaps in programming and services, areas to improve recreation opportunities, and other relevant matters. (No additional dedicated older adult and seniors spaces are recommended during this planning period)	Ongoing
Soccer Fields	
43. Direct greater levels of maintenance and future improvements to soccer fields at Solis Park. In doing so, redirect resources through reducing the frequency of maintenance on lower use fields and reposition them as casual open field areas intended for unstructured, passive and pick-up forms of play.	Short
44. As a condition of soccer field permitting, require St. Marys Minor Soccer to collect and submit to the Town annual soccer game and practice schedules as well as membership figures to improve accuracy in tracking field usage and demand.	Ongoing
45. Once the Town has established a strong understanding of field usage trends, re-evaluate opportunities to consolidate, readjust maintenance practices, or decommission the soccer fields at Southvale Park and West Ward Park.	Short
Ball Diamonds	
46. Continue to work with the Canadian Baseball Hall of Fame, with input from its regular users, to identify and prioritize improvements while a cost-benefit analysis should be carried out prior to undertaking any improvements.	Ongoing
47. Readjust maintenance practices at ball diamonds with low utilization to a suitable level to support neighbourhood play and the occasional rental. As a result, the Town should be strategic in undertaking ball diamond renewal projects at these locations. The Town should also continue to monitor usage at these locations as enhanced improvements and maintenance may be required should utilization levels increase.	Short
Tennis Courts and Pickleball Courts	
48. Delineate playing boundaries for pickleball on two of the existing tennis courts (tennis court lines are to remain). Consideration should be given to using a distinct boundary colour to differentiate playing areas in order to avoid confusion between the two sports as well as installing a strap system to allow the net to be adjusted. The Town should subsequently monitor utilization, as well as work with the St. Marys Social Tennis Club and pickleball players to ensure that game scheduling does not conflict between the two activities, particularly during tournaments and special events. The need to expand the supply of outdoor tennis and pickleball courts should be evaluated during an update to the Master Plan, which should be based on court usage and demand.	Short

Recreation and Leisure Facility Assessment		Term
Basketball Courts		
49. Explore opportunities to construct at least one new basketball court in a future or existing park in an underserved area(s) to enhance outdoor recreation facilities for youth. Areas of focus include the southwest and north area of St. Marys.		Medium
Skateboard Parks		
50. Integrate a limited number of basic skateboarding components - such as a ramp, curb, and/or rail - into the design of a future park or within an existing park in the north end of St. Marys as a means to enhance geographic accessibility and provide local children and youth with introductory-level skateboarding opportunities.		Long
Outdoor Aquatics		
51. Proceed with the construction of a splash pad at Cadzow Park to support outdoor aquatic needs. Once the second splash pad is operational, the Town should monitor usage and demand of both locations and re-evaluate St. Marys' splash pad supply during an update to the Master Plan.		Short
52. Continue to maintain access to the Thames River to support water-based activities such as canoeing and kayaking. The Town should also explore opportunities to provide supporting amenities such as a floating dock and rentable storage lockers.		Ongoing
Playgrounds		
53. Explore opportunities to resolve playground gap areas through future park development. Consistent with the A.O.D.A. (2005), the design of new and redeveloping playgrounds should incorporate accessible playground features, such as using a firm and stable surface.		Ongoing
54. Through the replacement of the play structure located at Meadowridge Park at the end of its lifespan (2025), remove and construct a new playground in a more visible location in Southvale Park.		Long
Other Recreation Facilities		
55. Unsolicited proposals from established organizations should be supported by a proponent-led assessment and business plan that demonstrates the risks and benefits of the Town becoming involved in the provision of a non-core facility, the roles and responsibilities of the parties involved, as well as a funding strategy that is suitable to the Town.		Ongoing

Implementation		Term
Monitoring and Updating the Master Plan		
56. Establish a system for the regular implementation, monitor, and review of the Master Plan, including the creation of an annual work plan to identify accomplishments and priorities for the coming year. A high level 5 year review and a detailed 10 year update should be undertaken. As part of the implementation, the Town should seek ways to improve the sustainability of the recreation system (e.g. creation of an endowment fund, developing a capital reserve fund, etc.)		Medium / Long

Council Presentation

Recreation and Leisure Services Master Plan

Town of St. Marys
March 20 , 2018



Master Plan Purpose

- **Guide decision making** on matters related to recreation and leisure facilities and services for the next 10 to 15 years.
- **Enhance the Town's capacity** to provide, plan, facilitate and deliver the recreational and leisure needs of the community.
- **Complement and inform** the Town's Strategic Plan, development charges, annual budgets, and other future plans.

Master Plan Process



We are here

Strategic Priorities Committee

- A meeting was held on September 19, 2017 with the Strategic Priorities Committee to present and receive feedback on the Draft Master Plan.

Public Open House

- A Public Open House was held on October 18, 2017 to obtain public feedback on the Draft Master Plan.
- Feedback was received through comment sheets, e-mail, and from the Town's website.

Revisions to the Draft Master Plan

- Clarified that arts, culture, and library is excluded from the Master Plan scope given that a Cultural Plan and Public Library Strategic Master Plan was completed in 2013.
- Language was added to encourage naturalization of other municipal lands in addition to Meadowvale and Southvale Park.
- Encourage the Town to use a business mindset and entrepreneurial spirit to maximize usage and revenue opportunities associated with the spaces at the Pyramid Recreation Centre.
- Work with the St. Marys Curling Association to explore strategies to maximize utilization and participation levels.

Revisions to the Draft Master Plan

- Clarity was provided regarding strategies to minimize scheduling conflicts between pickleball and tennis users. The groups are encouraged to work together to maximize use of the courts. Re-evaluate the supply of tennis and pickleball courts during an update to the Master Plan, which should be based on court usage and demand.
- Once the splash pad at Cadzow Park is operational, re-evaluate the Town's supply of splash pads during an update to the Master Plan.
- Recognized the importance of the Thames River and Trout Creek as a recreational assets that should be preserved and enhanced by exploring opportunities to provide supporting amenities such as a floating dock and storage facilities at key access points.

2012 Mayor's Task Force on Recreation

1. Temporary closure of PRC aquatic facility through two options: (a) two year full closure; and (b) three month seasonal closure.

- It is recognized that the pool is a highly valued recreation asset that benefits all age groups and its importance is further emphasized due to the closure of Cadzow Pool.
- Closure of the pool is not expected to result in significant cost savings due to the need to maintain and operate pool equipment, and the closure may negatively impact the structure of the pool.
- It is recommended that the Town pursue partnership opportunities with a third party operator to off-set the operating deficit of the PRC aquatic facility to continue with pool operations.

2012 Mayor's Task Force on Recreation

2. Eliminate Town Operated Kitchen and Catering Services

- It is recognized that food services is not a core service for the Town. Reductions/revenue enhancements in food services should be included as part of the overall Service Review and Business Plan for the PRC.
- Cost containment measures as well as cost recovery efforts must be made to reduce the budget to at least a break-even scenario. Should this not be achievable, the attainment of an alternate provider at no net cost to the operating budget should be undertaken.

2012 Mayor's Task Force on Recreation

3. Three month Spring/Summer seasonal closure of both ice pads at the PRC for one season

- This recommendation has been fully implemented by the Town resulting in savings of approximately \$50,000. While the Task Force estimated a savings of \$121,800, arena staff were moved to the parks system.
- The Town continues to close both ice pads during this three month period to realize ongoing cost savings.

4. Cost recovery for user groups to a minimum of 50% of annual operating budget

- It is recommended that the Town determine the “true cost” of individual units of service in order to develop a Pricing Policy that takes into account actual costs and appropriate levels of cost recovery.

2012 Mayor's Task Force on Recreation

5. Friendship Centre operating deficit must be reduced

- Efforts to recover the full cost of critical services provided to older adults by contract are recommended as they do not include the operational costs of the Friendship Centre.
- It is recommended that contracted services at the Friendship Centre be investigated as part of an overall Service Review and Business Plan for the PRC.

6. Cadzow Pool should be permanently decommissioned

- The Town decided to decommission the Cadzow Pool, which is planned to be replaced by a splash pad.

2012 Mayor's Task Force on Recreation

7. Creation of a Recreation Advisory Board

- Consistent with the Task Force, the Master Plan recommended the formation of a Recreation and Leisure Advisory Committee.

8. Implement accurate management information system and cost accounting

- The Task Force was challenged to disentangle expenditures for varying cost centres, especially utility costs within the PRC.
- The current financial system is not capable of tracking actual cost by cost centre. Separate metering of utilities within the PRC will assist with this.
- It is recommended that the Town determine individual units of service costs and for the creation of a formal business plan for the PRC.

2012 Mayor's Task Force on Recreation

9. Recreation leadership to achieve long term recreation sustainability

- The Master Plan recommends the development of a policy on Core and Non-Core Services, a Service Review and Business Plan, and the creation of a Recreation and Leisure Advisory Committee.

10. Alternative sources of recreation funds

- While the Town has not moved forward with this recommendation, the Master Plan's implementation section addresses the need for funding, potential partnerships, etc., which could include stated examples of the creation of an endowment fund and creation of a capital reserve fund.

Thank You

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	27 March 2018
Subject:	PW 10-2018 Service Club Sign By-Law

PURPOSE

The purpose of this report is to follow up with the recommendations made at the Strategic Priorities Committee held on October 17, 2017 regarding a Service Club Sign By-Law.

RECOMMENDATION

THAT PW 10-2018 Service Club Sign By-Law be received; and

THAT the Strategic Priorities Committee approve the proposed sign structure design and quotation from Signs Ontario;

AND THAT the Strategic Priorities Committee recommend to Council:

THAT the proposed Service Club Sign By-law be approved.

BACKGROUND

The Town removed and replaced legacy entrance signs in 2005, the legacy entrance signs included some capacity for service club signage. The replacement entrance signs were installed but did not include capacity for the individual service club logos. At the time verbal agreements were made between Town staff and service clubs like the Rotary and Kinsmen that new standalone signs solely for service clubs logos would be installed. However, the signs have yet to be installed due to staff turnover and differing design ideas. In early 2017 Council directed staff to re-evaluate the installation of signs, in February 2017, Town staff engaged in discussions with the Service Clubs for their comments.

In October 2017, PW 53-2017 staff report was presented to the Strategic Priorities Committee for approval of a draft Service Club Sign By-Law and requested further direction for other items to be included in the By-Law. In the report, Public Works and Community Services outlined 5 keys areas requiring consideration by the Committee. Those topics include the locations of the proposed signs, the design of the sign, size of the logos, individual club messages, and tried to define which organizations should be allowed to procure a spot on the installation.

Based on the report presented in October, the Strategic Priorities Committee (SPC) recommended that the sign should be vertical to reduce the footprint and that the preferred look was of the signs in Laramie and Timmins. The Committee also determined that the signs should not include individual messaging from each club, and the order of display should be first served or alphabetical. SPC further directed staff to review the definition of service clubs and the inclusion of the Canadian Baseball Hal of Fame on the structure.

REPORT

1. Service Club Definition

As per the Strategic Priorities Committee's direction, the definition for "Service Club" has been modified to better clarify which organizations do, and do not, meet the criteria. Historically, the label "Service Club" has been applied to volunteer non-profit groups who meet regularly to perform charitable works and have a formal constitution or charter; those works provide essential services or benefits to the community in which they reside.

The amended definition in the current draft of the By-Law is as follows:

"Service Club" shall be defined as such: "a not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs."

Overall, the club should contribute to the fabric of the community by helping improve the quality of life. Limiting the definition to specific characteristics may be difficult since each club who is philanthropic may have different missions to improve the Town and different methods to achieve those missions.

Service clubs will have to obtain approval from Council for placement of their logo onto the service club sign. Clubs will have to pay an annual fee of \$1 to keep their logo in place on the sign, this provides a mechanism for Town staff to determine if the club is still active in the community.

2. Acknowledgement of Canadian Baseball Hall of Fame

The Strategic Priorities Committee also recommended the signage include an acknowledgement of the Canadian Baseball Hall of Fame.

Section 3.5 has been added to the By-Law, The Canadian Baseball Hall of Fame and Museum (CBHFM) will be permitted to install Service Club Logo signs at each location despite not conforming to the service club definition as the CBHFM is a nationally recognized entity and is a contributor to Town tourism and culture.

Additionally, Section 5.4 has been added to the draft by-law, stating that the sign structures shall also acknowledge that the Town is home to the Canadian Baseball Hall of Fame and Museum.

3. Proposed Design and Quotes for Service Club Sign Structure

The 2018 Capital Budget allocated \$24,000 for the construction and installation of 4 service club sign structures. This amount was based on estimates gathered in 2017, which estimated the cost per sign location as \$6,000. There are four locations including James St. North and South, and Queen St. East and West, for a total projected cost of \$24,000. Staff has engaged with Sign Ontario Stratford in regards to design considerations and costs, as they have constructed and installed several service club signs in surrounding municipalities, furthermore, it is a local contact point for service clubs to order logo signs as required.

Sign Ontario has drafted a preliminary design for Committee approval (See Attachment B). The design follows the recommendations by the Committee in October. A quotation for that design has also been acquired, the quote is "in-line" with the budget (See Attachment C).

SUMMARY

Staff has engaged service clubs within the Town of St. Marys in discussions regarding service club signage. Based on discussion with service club representatives staff is recommending the installation of four service club signs with uniform club logo sizing including acknowledgement that the Town is home to the Canadian Baseball Hall of Fame. To be located near existing entrance signs at James Street North, James Street South, Queen Street West and Queen Street East entrances to fulfill a verbal agreement circa 2005-2007.

Staff anticipates a total projected cost of \$24,000 for the design, construction, and installation of the four service club sign structures. Provided the attached by-law is approved and the service club sign capital project is approved within the proposed 2018 budget.

FINANCIAL IMPLICATIONS

There are four locations including James St. North and South, Queen St. East and West, for a total projected cost at \$24, 000. This amount has been included in the draft 2018 Capital Budget for consideration.

The labour cost of installation of the individual service logos and continued maintenance of the sign will be absorbed by the Public Works operating budget. Individual service clubs will be responsible for providing club logos that adhere to the design criteria detailed in the proposed by-law.

STRATEGIC PLAN

☒ Not applicable to this report.

ATTACHMENTS

Attachment A: By-Law XX-2018 Service Club Signs

Attachment B: Preliminary Design – Sign Ontario

Attachment C: Sign Structure Quotation

REVIEWED BY

Recommended by the Department



Morgan Dykstra
Public Works Coordinator



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Town of St. Marys

Capital Projects

Project	9340 SERVICE CLUB ENTRANCES SIGNS		
Department	Public Works		
Version	3. Draft 1	Year	2018

Description
Capital Project Forecast
Scope of Work
Installation of 4 combined service club logo signs located at James St - North & South , Queen St. - East & West. Aluminum construction, accommodating 15 - 18"x18" service club logos.
Project Justification
Fulfills long standing verbal agreements between the town and service clubs. Creates community awareness of the club and builds rapport with residents. Assists as catalyst for new membership. Service clubs historically have assisted in recreational capital projects via fundraising or in-kind donations.
Pre-Budget Approval Justification

Attributes		
Attribute	Value	Comment
Attributes		
Capital Grouping	Public Works	
AMP	New Asset	
PROJECT ATTRIBUTES		
Project Location	Queen St - East & West, James St. North & South, behind existing entrance signs	
Project Components	Design & Installation of 4 new service club signs	
Strategic Plan Pillar		

Budget			
	TOTAL	2018	2019
Expenditures			
EXPENDITURE			
OTHER CONTRACTED SERVICES	24,000	24,000	
	24,000	24,000	
Expenditures TOTAL	24,000	24,000	
Funding			
RESERVES			
CONTRIBUTIONS FROM RESERVES	24,000	24,000	
	24,000	24,000	
Funding TOTAL	24,000	24,000	

Town of St. Marys

Capital Projects

Project	9340 SERVICE CLUB ENTRANCES SIGNS		
Department	Public Works		
Version	3. Draft 1	Year	2018

Gallery

S:\FMWLINKS\Capital Project Images\2018 Budget\serviceclubsigns.JPG



BY-LAW XX OF 2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to regulate the erection and display of Service Club Signs on Town Service Club Sign structures at Town of St. Marys points of entry.

- WHEREAS:** Section 11(1), of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a single-tier municipality may pass by-laws respecting matters within its spheres of jurisdiction;
- AND WHEREAS:** Subsection 11(3), paragraph 7 of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes municipalities to pass by-laws respecting signs;
- AND WHEREAS:** The Corporation of the Town of St. Marys By-Law No. 33-2005 does not account for point of entry Town Service Club Signs;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;

1.0. DEFINITIONS

1.1. For the purpose of this By-Law:

“Philanthropic” means dispensing or receiving aid from funds set aside for humanitarian purposes or overall betterment of the Town;

“Service Club” means a not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs;

“Service Club Logo” means an organization’s registered or copyrighted official logo graphic;

“Service Cub Sign” means signs located at Town entranceways displaying the logos of Service Clubs active within the community;

“Town” means Town of St. Marys;

“Town Entry Sign” means a gateway road welcome sign placed near Town limits demonstrating the approximate delineation of municipal boundaries and displaying the Town’s name and logo.

2.0. GENERAL PROVISIONS

- 2.1. This by-law shall only apply to Service Club Signs positioned at roadway entrances to the Town.
- 2.2. No person shall erect, display, repair or alter or cause or permit to be erected, a Service Club Sign at the entrances of the Town, except in accordance with the provisions of this by-law.
- 2.3. Where a Service Club Sign has been approved pursuant to this by-law, no person shall erect, display, repair or alter or cause or permit to be erected, any signs except in accordance with the plans, and information that have been submitted and approved by the Town.

3.0. SERVICE CLUB SIGN ELIGIBILITY

- 3.1. Any Service Club requesting the placement of a Service Club Sign on the Service Club Sign structure will have to demonstrate their ability to meet the definition of “Service Club” as outlined in this by-law.
- 3.2. Service Club’s will have to complete an application form to be submitted to the Director of Public Works to be included on Service Club Sign structures.
- 3.3. Additionally, all requests are subject to Council approval and must comply with the Town’s strategic priorities and overall guiding principles.
- 3.4. Each Service Club shall pay an annual sum of 1 dollar (\$1.00) to the Town for the renewal of their Service Club Sign.
- 3.5. The Canadian Baseball Hall of Fame (CBHF) will be permitted to install Service Club Logo signs at each location despite not conforming to the Service Club definition as the CBHF is an integral contributor to Town tourism and culture.

4.0. SERVICE CLUB SIGN LOCATIONS

- 4.1. Service Club Sign structures will be positioned near the Town limits on or within the municipal road allowances on the following roads:
 - a) North side of Queen St. East by Cain St. intersection;
 - b) South side of Queen St. West near the existing Town Entry Sign;
 - c) West side of James St. North near the existing Town Entry Sign; and
 - d) East side of James St. South near the existing Town Entry Sign.
- 4.2. Exact locations are to be at the discretion of the Town of St. Marys Public Works department.

5.0. DESIGN CONSIDERATION

- 5.1. The number of signs per Service Club at each location will be limited to one.
- 5.2. Per location fifteen (15) Service Club Signs will be accommodated on a sign structure.
- 5.3. The signs structures will incorporate the Town of St. Marys logo at the top and use official Town branding colours.
- 5.4. The sign structures shall also acknowledge that the Town of St. Marys is home to the Canadian Baseball Hall of Fame.
- 5.5. All individual Service Club Logo's shall:
 - a) Be 18' x 18' in size, constructed of 0.081 sign grade aluminium;
 - b) Be limited to the registered or copyrighted official logo of the organization and will be made of vinyl and mounted on aluminum and;
 - c) Not to contain street addresses and hours of operation.
- 5.6. Priority placement of individual Service Club Signs will be on a first come, first served basis.
- 5.7. The Town reserves the right to rearrange the placement of Service Club Signs.
- 5.8. Service Clubs who choose to participate must have signs displayed at all four (4) locations, thus requiring a quantity of four (4) Service Club Logo signs per Service Club.

6.0. SIGN CONSTRUCTION, MAINTENANCE AND RESPONSIBILITIES

- 6.1. The Town of St. Marys is responsible for constructing, installing and maintaining the Service Club Sign structure;
- 6.2. The Service Club is responsible for supplying an approved Service Club Sign as set out in Section 5.5.
- 6.3. The Service Club is responsible for the cost of the original Service Club Sign and any sign replacement deemed necessary by the Town.
- 6.4. The Town is responsible for installing and removing all Service Club Signs.
- 6.5. The Town may remove a Service Club's sign if:
 - a) The sign is damaged;
 - b) The sign is in decay;
 - c) The Service Club is terminated.

- 6.6. It is the Service Club's responsibility to provide a replacement sign to the Town.
- 6.7. The Service Club may make a written request to the Director of Public Works at any time for the removal of their Service Club Signs from the Service Sign Structure.
- 6.8. The Town will determine the appropriate level of surface landscaping and accent lighting at its discretion.

7.0. SHORT TITLE

This By-Law may be referred as the "Service Club Sign By-Law".

8.0. ENACTMENT

This By-Law comes into force and takes effect on

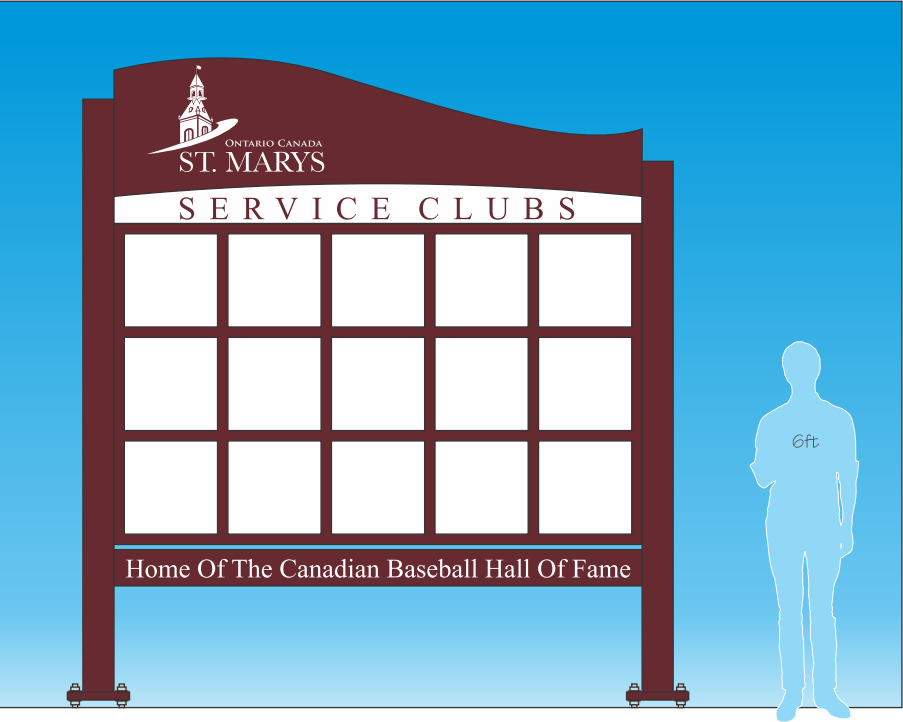
Read a first and second time **this XX day of XX, 2018.**

Read a third and final time and passed this **XX day of XX, 2018.**

Mayor Al Stratheed

Brent Kittmer, CAO / Clerk

Single Sided Ground Sign
 (Qty. 4)
 Layout "A"



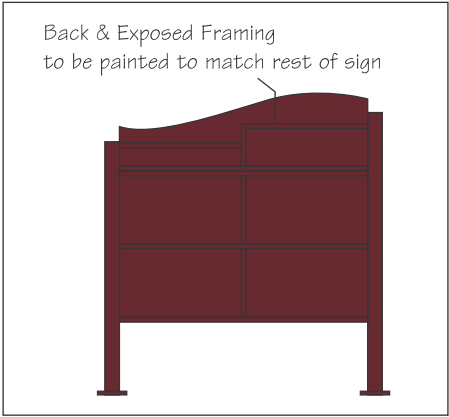
Layout "B" (Canadian Baseball Hall of Fame text is italicized)



Colour Specs

Burgundy
Painted MP 36154

White Vinyl
Logo & Lettering



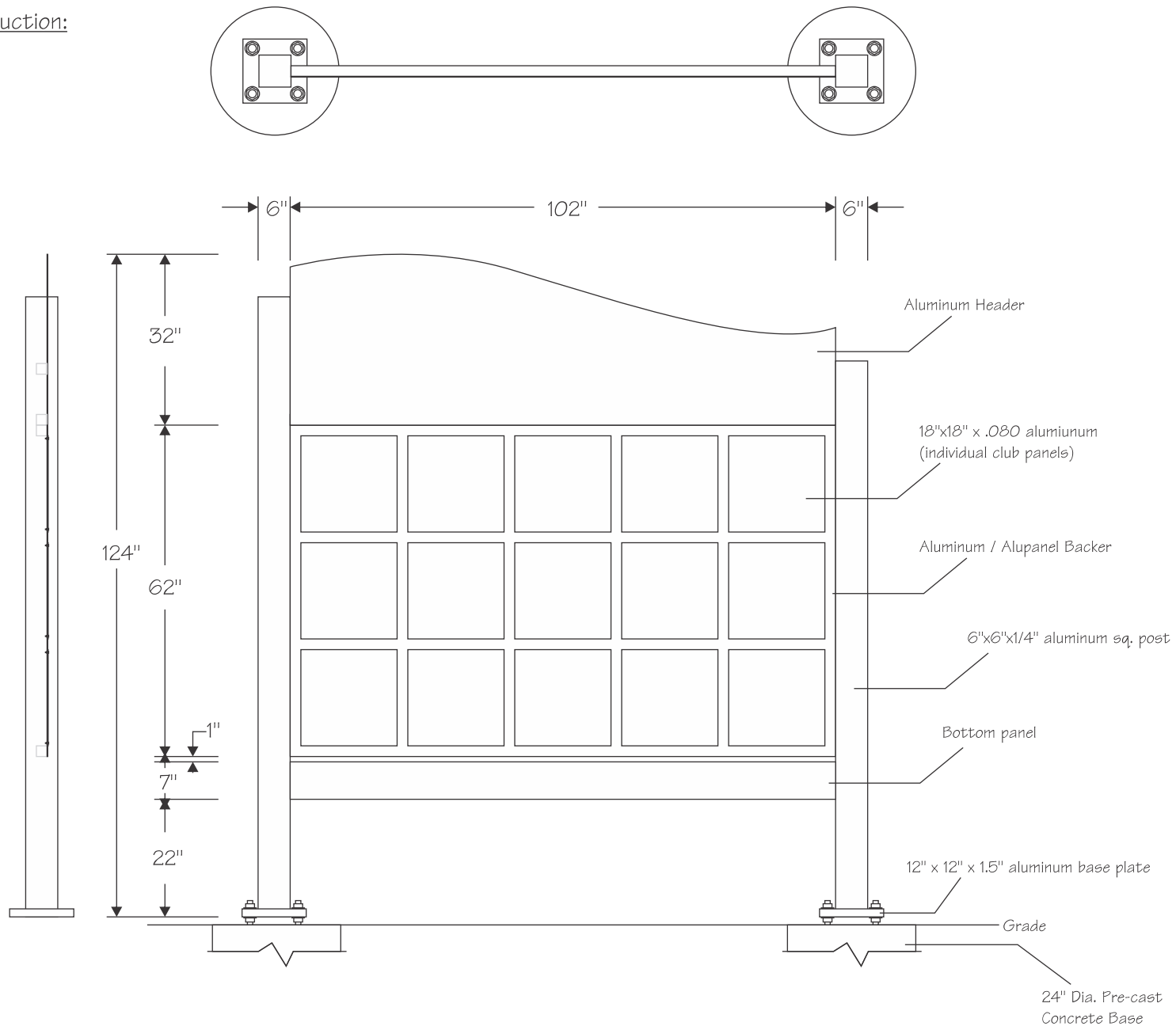
SIGN OFF SIGNATURE

DATE

* Drawings not to scale unless otherwise noted.

Client: Town of St. Marys	
Date: March 7, 2018	Design: J.G. Job: #15093
Ver. 4.0 (March 13, 2018 - J.G.)	
File: Gateway Signs	Pg. 1 of 2 Page 41 of 59

Sizing / Basic Construction:



* Drawings not to scale unless otherwise noted.



Client: Town of St. Marys	
Date: March 7, 2018	Design: J.G.
Ver. 4.0 (March 13, 2018 - J.G.)	Job: #15093
File: Gateway Signs	Pg. 2 of 2

FORMAL REPORT

To:	Chair Stratthdee and Members of Strategic Priorities Committee
Prepared by:	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Date of Meeting:	20 March 2018
Subject:	COR 07-2018 Video Surveillance Policy

PURPOSE

To provide the Strategic Priorities Committee with information on video surveillance in the municipality, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* implications, and to present the Committee with a draft Municipal Video Surveillance Policy.

RECOMMENDATION

THAT COR 07-2018 Video Surveillance Policy report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT the draft Municipal Video Surveillance Policy be approved.

BACKGROUND

Video surveillance may be either covert or overt depending on whether its use is concealed or made known to the individuals affected by it. As well, it may be fixed to a specific location (wall) or mobile such as in the case of body-worn cameras and drones. The video surveillance discussed in this report and accompanying draft Video Surveillance Policy is referring to overt, fixed surveillance.

The municipality has obligations under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* in regards to the use of video surveillance. As the video surveillance will involve the collection, possible use or disclosure of personal information the municipality is required to comply with *MFIPPA* with respect to information that falls under the definition of personal information. Section 2(1) of *MFIPPA* defines “personal information” as “recorded information about an identifiable individual,” which includes, but is not limited to, “information relating to the race, national or ethnic origin, colour, religion, age [or] sex” of the individual.

Section 28(2) of *MFIPPA* sets out the conditions under which personal information may be collected. This sections provide that no person shall collect personal information on behalf of an institution, unless the collection is:

1. Expressly authorized by statute,
2. Used for the purposes of law enforcement or
3. Necessary to the proper administration of a lawfully authorized activity.

At least one of these three conditions must be met in order for the municipality to have the legal authority to collect personal information.

In regards to #3 *Necessary to the proper administration of a lawfully authorized activity*, this condition may authorize a collection of personal information in a wide range of circumstances. To satisfy this condition, you must be able to demonstrate two things:

(1) That the activity for which personal information is collected is “lawfully authorized”. In the case of video surveillance, the activity will typically relate to the safe and secure operation of a building, facility or public space. The “lawfully authorized” may come in the form of a by-law or policy authorized by the municipality.

(2) That the collection of personal information is “necessary” to that activity.

REPORT

Notice of Collection

MFIPPA requires that individuals be notified of the collection of their personal information, subject to specific and narrow exceptions. Specifically, section 29(2) of *MFIPPA* provides that an individual must be informed of:

- (a) The legal authority for the collection;
- (b) The principal purpose or purposes for which the personal information is intended to be used; and
- (c) The title, business address and business telephone number of a public official who can answer the individual’s questions about the collection.

It is therefore recommended that the Town implement the following:

- Signs with a clear, language-neutral graphical depiction of the use of video surveillance are prominently displayed at the perimeter of the monitored areas and at key locations within the areas. The signs should include basic information to clarify that video surveillance is being used in the area.
- The information required by paragraphs (a)–(c) of section 29(2) of *MFIPPA* is available and easily accessible on the Town’s website.

Lawful Disclosure

While there may be other situations where the disclosure of video surveillance footage is permitted, video surveillance may be disclosed to a law enforcement agency when:

- the law enforcement agency approaches the Town with a warrant requiring the disclosure of the footage, as per section 32(e) of *MFIPPA*,
- the law enforcement agency approaches the Town, without a warrant, and asks that we disclose the footage to aid an investigation from which a proceeding is likely to result, as per section 32(g) of *MFIPPA*, or
- staff observe an illegal activity on our premises and disclose the footage to a law enforcement agency to aid an investigation from which a proceeding is likely to result, as per section 32(g) of *MFIPPA*.

In the instances where disclosure is permitted, the Town must protect the privacy and security of the personal information on the video surveillance. Section 3 of Regulation 823 of *MFIPPA* requires institutions to define, document and put in place reasonable measures to prevent unauthorized access as well as inadvertent destruction or damage of records. Accordingly, when disclosing personal information, it is important that the municipality:

- Maintains an auditable log of each disclosure;
- Ensures the log includes the date, time and location of the footage and, where applicable, the case file number of the law enforcement agency’s investigation;
- Ensures the log also includes a description of the circumstances justifying the disclosure, the amount of footage involved, the name, title and agency to whom the footage is being disclosed, the legal authority for the disclosure, the means used to disclose the footage and whether the footage will be returned or securely destroyed after use;

- Ensures that if digitized, the footage is securely encrypted.

Access

Individuals have a general right of access to records in the custody or under the control of institutions, under section 4 of *MFIPPA*. Additionally, individuals whose personal information is in the custody or under the control of institutions have a right of access to that personal information under section 36(1) of *MFIPPA*.

While an individual may have a right to access the relevant footage, the Town must remove or redact information from the video footage to protect the personal privacy of others on the video.

Retention

Section 5 of Regulation 823 of *MFIPPA* require institutions in general to retain personal information for at least one year after use, although Regulation 823 permits municipal institutions to reduce this time period through a resolution or bylaw. It is important to note that this retention requirement applies only to personal information that has been “used” by institutions. It does not apply to personal information that has been collected but not used, which in the case of video surveillance may have much shorter retention requirements.

Video Surveillance Policy

A Video Surveillance Policy assists the Town in defining, documenting and fulfilling the requirements set out in section 3 of Regulation 823 of *MFIPPA*. The attached draft Surveillance Policy sets out the guidelines for the following:

Guidelines	Section of Policy
A description of the status of the Town under <i>MFIPPA</i> and the duties and responsibilities that arise as a result of this status. Includes the Town’s obligations with respect to notice, access, use, disclosure, retention and disposal of records in accordance with <i>MFIPPA</i> .	Section 1.0, pg. 1 Section 2.0, pg. 1
The rationale, objectives and justification for implementing the video surveillance program.	Section 1.0, pg. 1
Description of the nature of the personal information collected.	Section 3.0, pg. 1
Limitations placed on access to and use of personal information by employees, including the individuals that can view the information and under what circumstances it may be viewed. A description of the procedure that must be followed in the event that an employee is requested to disclose personal information.	Section 5.4, pg. 3
The potential consequences to employees if they breach policies or procedures.	Section 8.0, pg. 5
The designation of a senior staff member to be responsible for the Town’s privacy obligations under <i>MFIPPA</i> and its policy.	Section 6.0, pg. 4
The administrative, technical and physical safeguards implemented by the Town to prevent unauthorized access to personal information and	Section 5.4 , pg. 3

Guidelines	Section of Policy
to protect personal information from inadvertent destruction or damage.	
The duties and responsibilities of employees in implementing the administrative, technical and physical safeguards put in place. This includes the signing of a written agreement to adhere to these duties, including an undertaking of confidentiality, and to undergo initial and ongoing privacy training.	Section 6.0, pg. 4
The retention periods of the surveillance footage.	Section 5.5, pg. 3

SUMMARY

This report provides the Strategic Priorities Committee with information on video surveillance and the Town's obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as well as a draft Video Surveillance Policy for the Committee's review and consideration.

FINANCIAL IMPLICATIONS

Manufacturing and installation of new signage - \$2,000

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

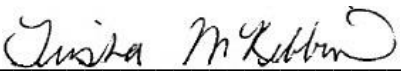
Information and Privacy Commissioner of Ontario
Mike Kuttschutter, IT Network Administrator
Senior Management Team
Ray Cousineau, Facilities Supervisor

ATTACHMENTS

Draft Video Surveillance Policy
List of Video Surveillance Systems

REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services / Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

VIDEO SURVEILLANCE POLICY

1.0 PURPOSE

Video surveillance, when utilized with other security measures, is an effective means of ensuring the security and safety of the Town of St. Marys facilities, the individuals who use them, and the assets housed within them. However, the need to ensure security and safety must be balanced with an individual's right to privacy.

The Town recognizes that video surveillance technology has a potential for infringing upon an individual's right to privacy. The Town's objective is to balance individuals' right to privacy with the need to enhance the safety of Town employees, clients/patrons, visitors and property.

Although a video surveillance system may be required for legitimate operational purposes, it must be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), as well as the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

The use of hidden surveillance systems to capture images of individuals without their knowledge is what is referred to as "covert surveillance". This policy is in place to establish guidelines for video surveillance systems that are not covert in nature.

This Policy establishes guidelines for the use of video surveillance systems within and around Town owned and leased buildings and properties.

2.0 LEGISLATED REQUIREMENTS

This Policy reflects the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

3.0 DEFINITIONS

Personal Information is defined in Section 2 of MFIPPA as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. If a video surveillance system captures and/or displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information" under the Act.

Receiving Equipment refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

Record, also defined in Section 2 of MFIPPA, means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a file, a microfilm, a videotape, a machine-readable record, and any record that is capable of being produced from a machine-readable record under the control of the Town of St. Marys.

Storage Device refers to a server, videotape, computer disk or drive, CD ROM, DVD, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

Town refers to The Corporation of the Town of St. Marys

Video Surveillance System refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals. In this policy, the term "video surveillance system" may refer to any component associated with capturing and/or recording the image of an individual.

4.0 PUBLIC CONSULTATION

The Town acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance systems are being considered for municipally owned or operated buildings to which the public are invited, such as a library, recreation facilities, or Town hall, as well as for open public spaces such as streets or parks, notice shall be provided at the site and on the Town's website with an opportunity for public feedback.

When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients/patrons, consultation shall not be required.

5.0 PROCEDURE

5.1 Privacy Assessment

Prior to the installation, or significant changes to, video surveillance equipment, departments must ensure that the use is justified on the basis of significant safety concerns, or for crime prevention. Effects that the video surveillance system may have on personal privacy must be minimized. The Clerks Department will be consulted during the privacy assessment.

5.2 Installation and Placement

Video surveillance equipment shall be installed in strictly controlled access areas that have been identified as requiring video surveillance and should never include areas where the public and employees have a reasonable expectation of privacy such as washrooms and change rooms. Adjustment of monitor position must be restricted to ensure that only designated areas are being monitored. The Clerk, or designate, with have final authorization for all installation and placement of video surveillance cameras.

5.3 Notification Requirements

The public must be notified of the existence of video surveillance equipment by clearly written signs prominently displayed at the entrances, exterior walls, and interior of buildings and/or perimeter of the video surveillance areas. Signage must satisfy the notification requirements under section 29(2) of Municipal Freedom of Information and Protection of Privacy Act and contain the following information:

- The legal authority for the collection;
- The principal purpose(s) for which the personal information is intended to be used; and
- The title, business address and business telephone number of someone who can answer questions about the collection.

5.4 Access to video surveillance footage

Circumstances which warrant viewing the information obtained through video monitoring are limited to incident and accident reports that occur at recreational facilities and other town properties, requests from a law enforcement agency and Municipal Freedom of Information requests.

Access to video surveillance systems and information obtained through video monitoring is strictly limited to the Information Technology Department and the Supervisor of Facilities. The ability to approve copying recorded surveillance images is limited to the Clerk, or designate, and subject to obtaining the required authorization as set out in sections 2 through 4 below.

1. Surveillance images that have not been accessed for any purpose shall be automatically erased by the system according to the Records Retention – Video Surveillance Schedule. Surveillance images that have been accessed will be subject to a separate retention period in accordance with the Records Retention Schedule.
2. Requests for copies of recorded surveillance images shall be logged in the Video Surveillance Footage Request system and must include sufficient detail to address the following:

- Contact Information, department, staff name, phone extension, e-mail address and date of request
 - Date, time, description of event and camera location
 - Type of Request:
 - Incident or Accident requests
 - Law Enforcement Investigation
 - Municipal Freedom of Information Request
3. Requests for copies of recorded surveillance images are authorized by the Clerk, or designate, prior to release.
4. Third party service providers and Law Enforcement officers granted access to records created as a result of video surveillance must agree that any records dealt with or created pursuant to the video surveillance program remain under the Town of St. Marys' control and are subject to the provisions of the Municipal Freedom of Information and Protection of *Privacy Act*.

5.5 Collection and Disposal

Personal Information collected by the Town pursuant to this Policy will be recorded and will only be used for the purposes set out herein, or as may otherwise be permitted or required by law. For example personal Information may be disclosed to the police or other law enforcement agencies in Canada to aid an investigation. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.

Disclosure of storage devices should be made to authorities only upon the presentation by the authorities of a warrant or court order for the same and upon completion of a form setting out the name of the individual(s) who took the storage device, under what legal authority, the date and whether the storage device will be returned or destroyed after its use by the authorities.

Storage devices containing personal information may be shared with third party service providers who have a need to access such information and only upon them entering into an agreement to keep such information confidential and handle the personal Information in accordance with the terms of this Policy and applicable law.

Upon receipt of a request and supply of video surveillance a second copy will be made of the information provided and stored in a secure place by the Clerk, or designate.

Storage devices (videos) that are not in use must be dated, labelled and stored securely. Access to the storage devices (videos) should only be by authorized personnel. Logs must be kept of all instances of access to, and use of, recorded material. The personal information

recorded by video surveillance is subject to the Municipal Freedom of Information and Protection of Privacy Act. Circumstances which warrant review of the information are limited to an incident that has been reported or to investigate a potential crime.

5.6 Records Retention

The retention periods for video surveillance images are governed by the receiving equipment, and are for thirty days. Requests from law enforcement agencies, a department manager, or MFIPPA request will be for the same duration as FOI request as governed by the Town of St. Marys Records Retention By-law.

6.0 DESIGNATED RESPONSIBILITIES

1. The Clerk, or designate, is responsible for ensuring that the implementation and administration of any video surveillance system is in accordance with this procedure and the Video Surveillance Policy. This includes:

- Documenting the reason for implementation of a video surveillance system for each designated area;
- Maintaining a record of the locations of the video surveillance equipment;
- Maintaining a list of personnel who are authorized to access and operate the system(s);
- Maintaining a record of the times when video surveillance will be in effect;
- Posting Notice of Collection(s); and
- Assigning a person responsible for the day to day operation of the system in accordance with the policy, procedures and directions that may be issued.

All requests must be submitted to the Clerk, or designate, for approval prior to purchasing and installing any video surveillance device.

2. The Information Technology Department, in conjunction with the Clerk, or designate, provide leadership, management and control over video surveillance application systems in order to ensure corporate strategies are supported, standardized, consistent and reliability.

3. The Clerk, or designate, is responsible for administering the requirements of Municipal Freedom of Information and Protection of Privacy Act and maintaining the following:

- a record of the locations of all video surveillance monitors;
- the location of postings of all Notices of Collection;
- a list of personnel who are authorized to access and operate the systems;
- a record of times when the video surveillance will be in effect); and
- control over the access and release of personal information recorded by the system. Maintain a log of all releases to law enforcement or FOI requests.

4. The video needs assessment will be assessed by the Clerk, or designate, to ensure compliance with the principles of Municipal Freedom of Information and Protection of Privacy Act and other relevant legislation.

5. Where the Town has a contract with a service provider, the contract shall provide that failure by the service provider to comply with the policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act and other relevant legislation is considered a breach of contract leading to penalties up to and including contract termination.

7.0 SIGN STANDARDS

Signage must satisfy the notification requirements under section 29(2) of Municipal Freedom of Information and Protection of Privacy Act and contain the following information:

- The legal authority for the collection;
- The principal purpose(s) for which the personal information is intended to be used; and
- The title, business address and business telephone number of someone who can answer questions about the collection.

The size of the sign shall fit the individual situation.

8.0 BREACH OF POLICY

Employees are responsible for compliance with this policy and shall be aware that any employee who breaches this policy may be subject to discipline up to and including dismissal.

List of Video Surveillance Systems

LOCATION	REQUESTED BY	DATE INSTALLED	AREA COVERED	RECORDING TIME	RECEIVER RETENTION	LOCATION SIGNAGE POSTED	Reason for Installation
Museum – 177 Church St. S.	Museum Manager	2008	Parking lot and exterior entrances of Barn and House	24 hours a day	Up to 30 days	Entrance to building	Installed due to vandalism to Museum Property
	Authorized Access	CAO, Director of Development & Planning, Supervisor of Facilities, Deputy Clerk					
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Guest Services Desk/lobby	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Arena Change Room Hallway facing East	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Arena Change Room Hallway Facing west	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2012 approximately	Friendship Centre Main Hall facing fire place	24 hours a day	Up to 30 days	Entrance to Building	Installed due to damage in Friendship Centre
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2013 approximately	PRC Community Centre Stairs	24 hours a day	Up to 30 days	Entrance to Building	Installed to ID deviants at functions

Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2012 approximately	Friendship Centre Main Hall facing Customer service desk	24 hours a day	Up to 30 days	Entrance to Building	Installed due to damage in Friendship Centre
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2012 approximately	Friendship Centre East Hall door Entrance	24 hours a day	Up to 30 days	Entrance to Building	Installed due to damage in Friendship Centre
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2012 approximately	Friendship Centre MP room	24 hours a day	Up to 30 days	Entrance to Building	Installed due to damage in Friendship Centre
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Pool Hallway facing east	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Pool Hallway 2 facing Women change room door	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Pool Hallway 3 facing Men Change room door	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Blue Rink ice surface stairs	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Canteen Lobby Area	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation	Facility Manager	2007	Lobby Entrance by Blue Rink	24 hours a day	Up to 30 days	Entrance to Building	Original build

Centre 317 James St. S.							
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Hallway/Lobby by Blue Rink	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	North Exterior Wall	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Rock Rink and Stands East view	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Rock Rink stairs by Lincoln Room	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Blue Rink East view	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Community Centre stairs/IT room	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Main Lobby/East entrance	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Rock Rink stairs and walkway	24 hours a day	Up to 30 days	Entrance to Building	Original build

Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Southwest Driveway by flag poles	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Upstairs Hallway	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2009 approximately	Youth Centre facing door	24 hours a day	Up to 30 days	Entrance to Building	Installed when Youth Center built
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2009 approximately	Endzone 2	24 hours a day	Up to 30 days	Entrance to Building	Installed due to issues at bar functions
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2013 approximately	Community Center Stairs 2	24 hours a day	Up to 30 days	Entrance to Building	Installed to ID deviants at functions
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2012 approximately	Friendship Centre South doors (Main Entrance)	24 hours a day	Up to 30 days	Entrance to Building	Installed due to damage in Friendship Centre
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Community Center 1/3 hall	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Community Centre 2/3 hall	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation	Facility Manager	2007	Blue Rink East view of stands	24 hours a day	Up to 30 days	Entrance to Building	Original build

Centre 317 James St. S.							
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Pool Family Change Room Door	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Guest Service desk 2	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Outside North side of pool	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Rock Rink East view players bench side	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Supervisor	2009 approximately	Youth Centre view of TV area	24 hours a day	Up to 30 days	Entrance to Building	Installed during build of youth center
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Elevator door and stairs lobby area	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	ATM machine and stairs lobby area	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Blue Rink Ice West view	24 hours a day	Up to 30 days	Entrance to Building	Original build

Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Canteen 2 – Rock Rink Lobby south view	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Endzone bar area	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Rock Rink Ice west view, players benches	24 hours a day	Up to 30 days	Entrance to Building	Original build
Pyramid Recreation Centre 317 James St. S.	Facility Manager	2007	Splash Pad and pool entrance	24 hours a day	Up to 30 days	Entrance to Building	Original build
	Authorized Access	CAO, Director of Community Services, Director of Development & Planning, Supervisor of Facilities, Deputy Clerk					
Fire Hall/Skate Park 172 James St. S.	Director of Community Services?	2018	Rear of Fire Hall and all of Skate Park	24 hours a day	Up to 30 days		Installed due to vandalism and drug use at the Skate Park and Fire Hall properties
	Authorized Access	CAO, Director of Community Services, Director of Development & Planning, Supervisor of Facilities, Deputy Clerk					
Landfill	Director of Public Works	2016	Landfill Cell	24 hours a day	Up to 30 days	????	Installed due to thefts at the Landfill site
	Authorized Access	CAO, Director of Community Services, Director of Development & Planning, Supervisor of Facilities, Deputy Clerk					

Municipal Operation Center 408 James St. S.	Director of Public Works	2016	Yard waste drop off and supply bunkers	24 hours a day	Up to 30 days	????	Installed due to thefts and unwanted dumping of garbage
	Authorized Access	CAO, Director of Community Services, Director of Development & Planning, Supervisor of Facilities, Deputy Clerk					
Thomas Street Camera	Director of Public Works		Thomas Street at corner of Park Street	24 hours a day	Up to 30 days	???	Installed to monitor truck traffic on Thomas Street