TOWN OF PERTH
AGENDA
COMMITTEE OF THE WHOLE MEETING
Held: 5:30 PM, Tuesday, March 7, 2017
Location: Council Chambers – 2nd Floor – Perth Town Hall

1. **FOURTH MEETING IN 2017:**
   1. Call to Order – Councillor Brown, Chair
   2. Declaration of Interest and General Nature Thereof
   3. Approval of Last Minutes – February 7, 2017

2. **UNFINISHED BUSINESS:**

3. **DISCLOSURE OF ADDITIONAL ITEMS:**

4. **RECEIVING DELEGATIONS:**
   1. 2017 Major Provincial Baseball Championship – Pat Habel, Chair, Volunteer Committee (+Corresp.)
   2. Rideau Valley Diabetes Services – Peter McKenna, Executive Director, Rideau Community Health Services

5. **PRESENTATIONS BY STAFF (OTHERS):**
   2. Kari Clarke, Business Improvement Area (BIA) Coordinator – BIA Update

6. **RECEIVING CORRESPONDENCE AND OTHER COMMUNICATIONS:**

   **For Information:**
   1. January 19 – Youth Action Kommittee (YAK) – Thank you
   2. February 8 – Lanark County – Media Release – Highlights from Lanark County Council Meeting – February 8, 2017
   3. February 21 – Tay Valley Township – Community Alliance for Refugee Resettlement (CARR) Newsletter
   4. February 23 – Township of Lake of Bays – Schedule 5 of Bill 7 – An Act to Amend or Repeal Various Acts with Respect to Housing and Planning (Property Standards)

7. STAFF REPORTS:
1. 2017 Perth Triathlon and Budget Deviation – Shannon Baillon – Report Attached

8. DISCUSSION OF ADDITIONAL ITEMS:

9. CLOSED SESSION:
In accordance with Section 239.2 of the Municipal Act, 2001, Council may meet in closed session for the purpose of discussing the following:

☐ Security of Property of Municipality or Local Board
☐ Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees
☒ A Proposed or Pending Acquisition or Disposition of Land by the Municipality
  • PerthWorks Proposals
☐ Labour Relations or Employee Negotiations
☐ Litigation or Potential Litigation, including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board
☐ Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose
☐ A Matter in Respect of Which a Council, Board, Committee or other Body may hold a Closed meeting under Another Act

10. OPEN SESSION:

11. MATTERS ARISING FROM CLOSED SESSION:

12. NEXT MEETING: Tuesday, April 4, 2017 – Councillor Graff, Chair

13. QUESTIONS FROM THE MEDIA:

14. ADJOURNMENT:
REPORT

Date Presented: March 7, 2017

To: Mayor, Chair and Members of the Committee of the Whole

From: John deRosenroll, Chief Administrative Officer (CAO)

Subject: Honeywell 60% Engineering Report

Recommendation:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF PERTH:

1. SUPPORT THE HONEYWELL 60% ENGINEERING REPORT, AND;
2. AUTHORIZE HONEYWELL TO PROCEED TO THE 90% ENGINEERING REPORT,

AS PRESENTED IN REPORT 2017-COW-4.UB.1.

Executive Summary:
This report details the energy projects that are recommended in the Honeywell 60% Engineering Report and thus, provides project scope and savings estimates (Report attached).

Upon Council’s direction in this matter Honeywell will proceed to the Honeywell 90% engineering report which will finalize the program scope and final costs and savings estimates and will be presented to Council for final review and approval in the early spring 2017.

Strategic Plan Comments:
Section 3 – Governance – Strategic Initiative (SI) #4: That the Town of Perth embrace the “Spirit of Innovation” in all aspects of our corporate being.

Actions
All employees will be asked to embrace change in tandem with their managers. Successful innovation will require a coordinated approach with our employees. Innovation comes from all corners of our organization. Management will engage staff to contribute to and participate in being part of the innovation solutions. Participation in effecting positive change is not optional, as change will be a key part of the corporate culture.
Background/Discussion
Honeywell Plan:
✓ Identify energy & deferred maintenance opportunities
✓ Review capital plans, and FCI goals
✓ Define support service requirements
✓ Identify opportunities for grants and rebates
✓ Prepare communication & awareness plan
✓ Finalize contract document
✓ Arrange financing

Please note that the attached chart has two (2) different classes of Projects:
1. Projects with a payback of under twelve (12) years and are recommended as priority projects.
2. Projects with a payback of over twelve (12) years and are projects that may be recommended for pre-budget approvals for the 2018 budget.

Options:
Option 1: Recommended: Support the Honeywell 60% Engineering Report, and; Authorize Honeywell to proceed to the 90% Engineering Report.

Option 2: Not Recommended: Support an alternate version of the Honeywell 60% Engineering Report and then proceed to an alternate version of the 90% Engineering Report.


Financial Considerations:
A comprehensive, bundled “self-funded” project whereby the equipment and technology Honeywell installs to modernize buildings and facilities is paid by revenue, grants, guaranteed energy savings and operational savings.

Applicable Policy/Legislation:
Council has the legislated authority to enter into this agreement with Honeywell.

Others Consulted:
All Directors,
All Managers.

Respectfully submitted,

_____________________________________
John deRosenroll, CAO
## SAVINGS SUMMARY

<table>
<thead>
<tr>
<th>ID#</th>
<th>COST SAVING MEASURES (CSM)</th>
<th>In / Out</th>
<th>Utility Savings $</th>
<th>Maintenance Savings $</th>
<th>Total Savings $</th>
<th>Total Sale Price$</th>
<th>Simple Payback</th>
<th>GHG Avoided CO2 Tonnes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSM 1 Upgrade Existing Lighting to LED</td>
<td>X</td>
<td>$3,478</td>
<td>$174</td>
<td>$3,652</td>
<td>$34,923</td>
<td>9.56</td>
<td>3.8</td>
</tr>
<tr>
<td>3</td>
<td>CSM 1 Improve Ice Rink Sequence of Operation</td>
<td>X</td>
<td>$1,679</td>
<td>$84</td>
<td>$1,763</td>
<td>$20,956</td>
<td>11.88</td>
<td>2.3</td>
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<tr>
<td>4</td>
<td>CSM 2 Replace Ice Rink Dehumidifiers</td>
<td>X</td>
<td>$630</td>
<td>$32</td>
<td>$662</td>
<td>$92,206</td>
<td>139.39</td>
<td>0.9</td>
</tr>
<tr>
<td>5</td>
<td>CSM P1 Install Condensing Boiler Snow Melt Pit</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>8.6</td>
<td></td>
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<tr>
<td>6</td>
<td>CSM P2 Install New Ice Plant Heat Exchanger</td>
<td>X</td>
<td>$1,201</td>
<td>$60</td>
<td>$1,261</td>
<td>$206,765</td>
<td>164.02</td>
<td>1.6</td>
</tr>
<tr>
<td>7</td>
<td>CSM P3 Install New Compressors</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>2.2</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CSM B1 Building Envelope Upgrades</td>
<td>X</td>
<td>$930</td>
<td>$47</td>
<td>$977</td>
<td>$10,757</td>
<td>11.01</td>
<td>6.1</td>
</tr>
<tr>
<td>1</td>
<td>CSM L1 Upgrade Existing Lighting to LED</td>
<td>X</td>
<td>$1,842</td>
<td>$92</td>
<td>$1,934</td>
<td>$15,425</td>
<td>7.97</td>
<td>1.7</td>
</tr>
<tr>
<td>3</td>
<td>CSM B1 Building Envelope Upgrades</td>
<td>X</td>
<td>$738</td>
<td>$0</td>
<td>$738</td>
<td>$11,176</td>
<td>15.15</td>
<td>4.6</td>
</tr>
<tr>
<td>1</td>
<td>CSM M1 Install Pool Pump VFD and HE Motor</td>
<td>X</td>
<td>$4,722</td>
<td>$236</td>
<td>$4,958</td>
<td>$27,997</td>
<td>5.65</td>
<td>6.4</td>
</tr>
<tr>
<td>3</td>
<td>CSM B1 Building Envelope Upgrades</td>
<td>X</td>
<td>$674</td>
<td>$34</td>
<td>$708</td>
<td>$4,401</td>
<td>6.22</td>
<td>5.1</td>
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<tr>
<td>1</td>
<td>CSM L1 Upgrade Existing Lighting to LED</td>
<td>X</td>
<td>$2,708</td>
<td>$0</td>
<td>$2,708</td>
<td>$14,845</td>
<td>5.41</td>
<td>2.2</td>
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<td>3</td>
<td>CSM B1 Building Envelope Upgrades</td>
<td>X</td>
<td>$735</td>
<td>$0</td>
<td>$735</td>
<td>$11,175</td>
<td>15.15</td>
<td>4.6</td>
</tr>
<tr>
<td>1</td>
<td>CSM L1 Upgrade Existing Lighting to LED</td>
<td>X</td>
<td>$902</td>
<td>$0</td>
<td>$902</td>
<td>$4,282</td>
<td>4.75</td>
<td>1.0</td>
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<tr>
<td>3</td>
<td>CSM B1 Building Envelope Upgrades</td>
<td>X</td>
<td>$355</td>
<td>$0</td>
<td>$355</td>
<td>$2,375</td>
<td>6.69</td>
<td>2.7</td>
</tr>
<tr>
<td>4</td>
<td>CSM C2 Improve AHU Sequence of Operation</td>
<td>X</td>
<td>$4,052</td>
<td>$203</td>
<td>$4,254</td>
<td>$10,929</td>
<td>2.57</td>
<td>18.7</td>
</tr>
<tr>
<td>1</td>
<td>CSM L1 Upgrade Existing Lighting to LED</td>
<td>X</td>
<td>$2,795</td>
<td>$0</td>
<td>$2,795</td>
<td>$27,432</td>
<td>9.81</td>
<td>3.2</td>
</tr>
<tr>
<td>3</td>
<td>CSM B1 Building Envelope Upgrades</td>
<td>X</td>
<td>$355</td>
<td>$0</td>
<td>$355</td>
<td>$2,375</td>
<td>6.69</td>
<td>2.7</td>
</tr>
<tr>
<td>4</td>
<td>CSM C2 Improve AHU Sequence of Operation</td>
<td>X</td>
<td>$4,052</td>
<td>$203</td>
<td>$4,254</td>
<td>$10,929</td>
<td>2.57</td>
<td>18.7</td>
</tr>
<tr>
<td>2</td>
<td>CSM S1 Install Vehicle Charging Station</td>
<td>x</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$30,530</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

### Project Measures Grand Total

- Engineering: $28,237
- Project Management, Site Supervision & Commissioning: $80,000
- Project Development (EFR): $51,282
- Owner Training: $0
- Communication & Awareness: $0
- Construction M&V: $10,000

### Annual M&V (Year 1) - $32,955

### Total Project Costs

- Engineering: $28,237
- Project Management, Site Supervision & Commissioning: $80,000
- Project Development (EFR): $51,282
- Owner Training: $0
- Communication & Awareness: $0
- Construction M&V: $10,000

### INCENTIVES:

- a. SaveOnEnergy Grant: $12,247

### Grand Total less Incentives

- $32,955

### Cash allowance for unscheduled repairs

### Note 1:

Annual M&V cost is subject to an escalation as defined in the EFR Report.
Date Presented: March 7, 2017

To: Mayor, Chair and Members of the Committee of the Whole

From: John deRosenroll, Chief Administrative Officer

Subject: Master Policy Review Project – Amend By-law No. 4108 – Council Remuneration and Spending Policy: Vision Care Plan

For Information Only _____ Delegation _____ Presentation _____ Attachment _____X

Recommendation:


Executive Summary:
This report continues an ongoing series of both new policies and policy updates for Council’s consideration, in order to meet its fiduciary responsibility as the governing body for the Town of Perth.

Overall, the issue is whether or not the Vision Care Plan should be deemed an eligible business expense for Council duties. Upon consideration of this issue it is viewed that reading is one of the most fundamental aspects of Council’s role and thus, the Vision Care Plan could be an eligible business expense under the Council Expense account provisions.

Report 2017-COW-1.10 was presented to the Committee of the Whole on January 17, 2017. Subsequently, Council passed Motion #17-006, requesting staff to compare Perth’s Council remuneration and benefit packages to that of Carleton Place, Mississippi Mills, Smiths Falls and other comparable urban municipalities. As requested, staff conducted a survey of the municipalities and the results are attached.

Strategic Plan Comments:
Sector 3 – Governance – Strategic Initiative (SI) #3: Town Council will provide the governance required to ensure openness and transparency in government: Action A) - Ongoing development of policies to govern the municipality.
**Background/Discussion:**
This Report is intended to be a follow up to Report 2017-COW-1.10, presented on January 17, 2017.

The attached Municipal Council Remuneration Survey is provided for further information. Overall, the survey tends to confirm that the Council remuneration practices of the Town of Perth is in the mid-range for municipalities our size.

Currently, the issue is whether or not the Vision Care Plan should be deemed an eligible business expense for Council duties. Upon consideration of this issue it is viewed that reading is one of the most fundamental aspects of Council’s role and thus the Vision Care Plan could be an eligible business expense under the Council expense account provisions.

Please note, the Vision Care benefit is not a family benefit. It is an individual Council members benefit. It would be expensed under the Councillor’s expense account and must accrue to the individual Councillor under the auspice of his/her office.

Therefore the following Policy amendments (highlighted) are being recommended to Council for consideration:

1. **HEALTH BENEFITS**
   Members of Council may enrol in the Town's current coverage for Extended Health and Dental Benefits, provided the member pays one hundred per cent (100%) of the premium charged for these benefits. Members of Council are eligible (every two years) for the individual’s Vision Care allowance of $400, which covers both eye exams and glasses for the member of Council (not the family), which can be claimed against Council Business expenses in Section #7 of this Policy.

2. **EXPENSES**
   A) Each member of Council shall be provided with an Expense Account in the amount of $3,500, to be used for conferences, per diems, events, cell phones, computer and computer expenses related to their duties (computer supplies, maintenance and internet usage). Pooling of expenses is not permitted.

   B) The Vision Care allowance of $400.00 (every two years), which covers both eye exams and glasses for the Council member is an eligible business expense for members of Council under the Expense Account.

**Options:**

**Option 1: Recommended:** Pass By-law No. 4108-x, being a By-law to amend By-law No. 4108, the Council Remuneration and Spending Policy

**Option 2: Not Recommended:** Do nothing. Maintain the status quo.
Financial Considerations:
This amended Policy will clarify the eligible items that Council may claim for municipal business expenses.

Applicable Policy/Legislation:
Council's authority under the *Municipal Act* to set policies.

Others Consulted:
The Directors.

Respectfully submitted,

_________________________
John deRosenroll, CAO
<table>
<thead>
<tr>
<th>Name of Municipality</th>
<th>Perth</th>
<th>Smiths Falls</th>
<th>Carleton Place</th>
<th>Gananoque</th>
<th>Arnprior</th>
<th>Mississippi Mills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>6,300</td>
<td>2011 Stats Canada 8795</td>
<td>10,000</td>
<td>5,200</td>
<td>8,795</td>
<td>12,385</td>
</tr>
<tr>
<td>Total Members on Council</td>
<td>7</td>
<td>1 Mayor / 6 Councillors</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>No. of Regular meetings per year</td>
<td>22</td>
<td>24 Council / 24 COW</td>
<td>40</td>
<td>22</td>
<td>21 Regular &amp; 3 Special Budget Meetings</td>
<td>22</td>
</tr>
<tr>
<td>Avg. no. of Committee assignments per member of Council</td>
<td>3 to 4</td>
<td>3 to 4</td>
<td>3 to 4</td>
<td>3</td>
<td>1 to 2 and Mayor Ex-Officio on All Committees as per Terms of Reference</td>
<td>3 to 4</td>
</tr>
<tr>
<td>Remuneration - Mayor</td>
<td>$25,673 (increased by CPI annually)</td>
<td>Mayor $2,603.52 (monthly) or $31,242.24 (annual)</td>
<td>$38,760</td>
<td>$19,051 (increased by CPI annually)</td>
<td>$31,324 (increased by COLA annually)</td>
<td>$32,171 (2016 rate) with CPI annually</td>
</tr>
<tr>
<td>Remuneration - Deputy-Mayor</td>
<td>$14,975 (increased by CPI annually)</td>
<td>N/A</td>
<td>$24,225</td>
<td>$11,701 (increased by CPI annually)</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Remuneration - Councillors</td>
<td>$13,906 (increased by CPI annually)</td>
<td>Council $1,318.41 (monthly) or $15,820.92 (annual)</td>
<td>$19,380</td>
<td>$10,491 (increased by CPI annually)</td>
<td>$16,359 (increased by COLA annually)</td>
<td>$16,429 (2016 rate) with CPI annually</td>
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<tr>
<td>Mayor - Discretionary Expense Account</td>
<td>$7,500 MD &amp; $3,500 Reg</td>
<td>Mayor/Council PR Account $6,500</td>
<td>$4,520</td>
<td>$0.00</td>
<td>n/a</td>
<td>$3,500</td>
</tr>
<tr>
<td>Deputy Mayor - Expense Account</td>
<td>$3,500</td>
<td>N/A</td>
<td>$2,200</td>
<td>No</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Council Members - Expense Account:</td>
<td>$3,500</td>
<td>Mayor/Council PR Account $6,500</td>
<td>$1,200</td>
<td>No</td>
<td>n/a</td>
<td>no max</td>
</tr>
<tr>
<td>Drug &amp; Health Care Benefits</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vision Care Benefits</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No, but HCSA ($750.00 per year)</td>
<td>No</td>
</tr>
<tr>
<td>Cell Phone Expense</td>
<td>Up to $56/month</td>
<td>Town pays for a phone-all Town related business is paid for</td>
<td>$50/month</td>
<td>No (only Mayor provided with cell phone)</td>
<td>$35/month</td>
<td>Yes</td>
</tr>
<tr>
<td>Conference Expenses</td>
<td>Yes</td>
<td>Yes (Hotel, Parking, Travel all fully paid). Meals capped at $80/day. Receipts must be submitted</td>
<td>Yes</td>
<td>Yes (no maximum)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of Municipality</td>
<td>Perth</td>
<td>Smiths Falls</td>
<td>Carleton Place</td>
<td>Gananoque</td>
<td>Arnprior</td>
<td>Mississippi Mills</td>
</tr>
<tr>
<td>----------------------</td>
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<td>--------------</td>
<td>----------------</td>
<td>-----------</td>
<td>----------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Per Diems:</strong></td>
<td>Max. $900/year</td>
<td>$135.00 per day for a maximum of three consecutive days for conferences/seminars/workshops or $67.50 for half a day. Elected Officials and/or Committee members may receive the per diem for an annual maximum of 10 days</td>
<td>-</td>
<td>None</td>
<td>n/a</td>
<td>No max</td>
</tr>
<tr>
<td>1/2 day per diem</td>
<td>$75</td>
<td>Above</td>
<td>$75</td>
<td>None</td>
<td>$75</td>
<td>$75</td>
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<tr>
<td>full day per diem</td>
<td>$150</td>
<td>Above</td>
<td>$150</td>
<td>None</td>
<td>$150</td>
<td>$150</td>
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<td>Mileage Rate</td>
<td>$0.46/km</td>
<td>$0.45/km</td>
<td>$0.49/km</td>
<td>$0.50/km</td>
<td>$0.54/km (CRA Rate)</td>
<td>$0.49/km</td>
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<tr>
<td>Computer expenses</td>
<td>Yes</td>
<td>No</td>
<td>In amount below</td>
<td>No</td>
<td>Provided laptop</td>
<td>Yes</td>
</tr>
<tr>
<td>Internet</td>
<td>Yes</td>
<td>No</td>
<td>$50/month</td>
<td>No</td>
<td>$50/month</td>
<td>No</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>I have attached our expenses policy for your reference</td>
<td></td>
<td></td>
<td></td>
<td>$30/month for in-town mileage</td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>* Note: All expenses listed under the &quot;Councillor Members - Expense Account&quot; are included in the $3,500 limit</td>
<td></td>
<td></td>
<td></td>
<td>*Note: Annual allowance does not include remuneration paid as a member of the PSB or other Boards/Committees. See attached By-law</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Note: Council Remuneration is reviewed by an Ad-Hoc Committee of Citizen Members each term of Council, where the Committee’s recommendations are then brought forward to Council for consideration and approval</td>
<td></td>
<td></td>
<td></td>
<td>*Note: Council Remuneration is reviewed by an Ad-Hoc Committee of Citizen Members each term of Council, where the Committee’s recommendations are then brought forward to Council for consideration and approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accidental death insurance $200,000. Meal allowance $75 for conferences &amp; seminars. Travel expenses substantiated by a receipt. No cost of living approved yet for 2017. Other reasonable expenses are paid if requested &amp; substantiated by documentation &amp; appropriate receipts</td>
<td></td>
<td></td>
<td></td>
<td>Accidental death insurance $200,000. Meal allowance $75 for conferences &amp; seminars. Travel expenses substantiated by a receipt. No cost of living approved yet for 2017. Other reasonable expenses are paid if requested &amp; substantiated by documentation &amp; appropriate receipts</td>
<td></td>
</tr>
</tbody>
</table>
REPORT

Date Presented: March 7, 2017

To: Mayor, Chair and Members of the Committee of the Whole

From: Shannon Baillon, Director of Community Services

Subject: Establish a Municipal Unmanned Air Vehicle (UAV) Policy

Recommendation:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF PERTH PASS BY-LAW NO. 4643, BEING A BY-LAW TO ESTABLISH A MUNICIPAL UNMANNED AIR VEHICLE (UAV) POLICY, AS PRESENTED IN REPORT 2017-COW-4.UB.3.

Executive Summary:
This report should be read in conjunction with Report 2017-COW-3.4, entitled “Establish a Municipal Unmanned Aircraft Vehicle (UAV) Policy”, and Report 2017-Council-2.1. Staff recommends that the Town of Perth adopt an Unmanned Air Vehicle (UAV) Policy to provide the criteria and the process for flying UAVs over property owned by the Town of Perth for work, research or commercial purposes.

Strategic Plan Comments:
Sector #6– Quality of Life – Strategic Initiative (SI) #2: Facilitate the hosting of tourists and residents of Perth in public spaces.

Background/Discussion:
The popularity of UAVs has increased and several operators have approached Town staff to request permission to fly over Town property. This Policy is intended to guide staff on how to deal with these requests.

Options:
Option 1: Recommendation: Pass By-law No. 4643, being a By-law to establish a Municipal Unmanned Air Vehicle Policy.

Option 2: Not Recommended: Maintain the status quo.

Financial Considerations:
There are no financial considerations.

Applicable Policy/Legislation:
Council’s ability to set in place Governing Policies, as per the Municipal Act.
Others Consulted:
Directors.

Respectfully submitted,            Approved by,

Shannon Baillon, Director of Community Services  John deRosenroll, CAO
To be a sustainable Community that respects both its Heritage and Natural Environment, while enabling a balanced lifestyle by means of a vibrant economy.

PURPOSE
To ensure the safety of the public and that a consistent response is provided to the operators of Unmanned Air Vehicles (UAVs) that are flying for work, research or commercial purposes and wish to fly over Town property.

SCOPE
This Policy applies to all Unmanned Air Vehicle (UAV) operators flying for work, research or commercial purposes and wishing to fly over Town property. This policy does not cover operators of model aircraft.

RESPONSIBILITY
It is the responsibility of the Chief Administrative Officer (CAO) and the Director of Community Services to ensure compliance with this Policy.

DEFINITIONS
“Chief Administrative Officer (CAO)”, for the purpose of this Policy, shall mean the Chief Administrative Officer appointed by the Council of the Town of Perth.

“Director” shall mean the Director of Community Services.

“Model Aircraft” shall mean an aircraft with a total weight not exceeding 35 kg (77 lbs) that is mechanically driven or launched into flight for recreational purposes and that is not designed to carry persons or other living creatures.

“SFOC” means a Special Flight Operations Certificate

“UAV”, Unmanned Air Vehicle, means a power-driven aircraft, other than a model aircraft, that is designed to fly without a human operator on board.

POLICY STATEMENT
Transport Canada has jurisdiction over Unmanned Air Vehicles (UAV) Operators.

POLICY REQUIREMENTS
Any UAV Operator requiring permission from the land owner (Town of Perth) to fly over their property for work, research or commercial purposes, shall do so by submitting the completed UAV Application Form attached to the Director of Community Services for
approval. The CAO will determine if permission will be granted based on the scenario. Note, the Form may be amended from time to time by staff.

Any UAV Operator flying for work, research or commercial purposes on Town property not following this Policy, will be removed from the premises by law enforcement authorities.

ATTACHMENT

1. UAV Application Form – To Fly Over Town of Perth Property For Work, Research, or Commercial Purposes
UAV Application Form – To Fly Over Town of Perth Property
For Work, Research, or Commercial Purposes

APPLICANT

Date of Application: ________________________________

Name: ________________________________
Address: ________________________________
Phone Number: ________________________________
Email: ________________________________

Date(s) of fly over: ________________________________
Time(s) of fly over: ________________________________
Fly over location: ________________________________

I confirm that I understand and comply with all applicable Transport Canada regulations and shall operate my UAV within the Town approved location.

_________________________________________________
Signature of Applicant

SUBMIT APPLICATION TO:

Director of Community Services, 80 Gore St. E. Perth, ON K7H 1H9 (613) 267-3311

TOWN OF PERTH APPROVAL

I approve the requested fly over location: ________________________________

___________________________________
Signature of Director of Community Services

Reference Transport Canada: www.canada.ca/drone-safety
Date Presented: March 7, 2017

To: Mayor, Chair and Members of the Committee of the Whole

From: Grant Machan, Director of Environmental Services

Subject: Snow Removal in the Business Improvement Area (BIA) – Proposed Changes to Standards

Recommendation:


Executive Summary:
During the regular Council meeting held on February 21, 2017, Council passed Motion #17-014, requesting staff to prepare a report that provides options for a higher level of service for snow bank removals within the Business Improvement Area (BIA).

Strategic Plan Comments:
Sector 3 – Governance – Strategic Initiative (SI) #4 A): That the annual budget concentrate on innovative practices to demonstrate that we are striving to be cost effective and while maximizing value to the taxpayers in all our service delivery obligations.

Background/Discussion:
The BIA Board of Directors forwarded correspondence and Motion BIAB #2017-009 requesting Council consider increasing the frequency of snow removal on sidewalks in the BIA. Subsequently, on February 21, 2017, Council passed Motion #17-014, directing staff to prepare a report outlining the impacts of “changing the standard of removing snow banks in the BIA from 18 inches to 9 inches, and that any additional costs be taken from the yearend surplus”.

The removal of snow banks, both in the BIA and around the municipality, is based on:
- Pedestrian and vehicle safety (visibility and movement)
- Road width maintenance (emergency and service vehicles)
- Snow storage capacity
Snow bank removals are administered and carried out using municipal resources (staff and equipment) with the assistance of limited external contractors (large trucks). Snow removals are facilitated through a balance of opportunity and planning due to the extensive effort required of municipal staff and equipment. Since the removal process takes place during night-time hours (11:00 PM to 07:00 AM) staff scheduling is essential to find the balance between the snow bank removal processes and the normal day-to-day duties of Environmental Services. As well, during the winter season it is essential for staff to complete removals in a sequence to allow staff to be available for extended periods to attack daily snow events. Snowbanks are removed based on several variables that include:

- Snow storage (availability of storage on road edge, corners);
- Pending events (waste collection, recycling);
- Future winter weather events (scheduling of staff levels);
- Time of week (staff scheduling, business needs), and;
- Temperature changes (freezing, water ponding).

The normal level of staff and equipment effort for one (1) night of snowbank removal is:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backhoe</td>
<td>1.00</td>
<td>Municipal</td>
</tr>
<tr>
<td>Sidewalk Plows</td>
<td>2.00</td>
<td>Municipal</td>
</tr>
<tr>
<td>Payloader with blade/wing</td>
<td>1.00</td>
<td>Municipal</td>
</tr>
<tr>
<td>Payloader with large blower</td>
<td>1.00</td>
<td>Municipal</td>
</tr>
<tr>
<td>Payloader with Blade</td>
<td>1.00</td>
<td>Contractor</td>
</tr>
<tr>
<td>Traffic Controllers</td>
<td>3.00</td>
<td>Contractor</td>
</tr>
<tr>
<td>Dump Trucks</td>
<td>9.00</td>
<td>Contractor</td>
</tr>
</tbody>
</table>

Snowbank removal is based on the practice of removing snowbanks when a height of 45cm (18") is reached. That height of snow equates to a limitation for snow storage space on the side of streets and at intersections as well as limitations for vehicle visibility.

The removal of snowbanks in Perth has traditionally been completed under the direction of municipal staff using staff resources and equipment. The removal process is strategic with a number of variables involved (as summarized). The cost to the municipality is limited to the external resources of a loader and seven (7) to nine (9) dump trucks to move snow. This daily cost (not including municipal effort) is approximately $8,000, with most events lasting three (3) nights in duration. Historically, there have been four (4) to five (5) snowbank removal activities annually.

**Options:**
Staff reviewed three (3) options to address the concerns of the BIA with the request of increasing access to businesses from parked vehicles:

**Option 1: Recommended:** Maintain the current practice for the removal of snowbanks in the Business Improvement Area (BIA) downtown core.
**Option 2: Not Recommended: Contract the removal of snow banks in the BIA.**

The use of contractors to remove snowbanks at a lower vertical height would involve securing a team of external equipment and operators. Since the vertical height of snow banks and snow volume is an exponential relationship, the lower height standard would significantly affect the volume of snow to be removed from the edges of the roadway. Therefore, the snowbanks in the BIA could be removed entirely in one (1) night due to this lower snow volume. Since the relationship of snow volume and height are exponential, snow event standards would be estimated to be tripled (nine (9) additional events annually). The estimated per event cost would be approximately $10,800 ($97,560 annually), which has not been budgeted and would require a change to the 2017 budget.

**Option 3: Not Recommended: To contract a service provider to clear pathways through the snowbanks after each snow event in the BIA.**

Staff investigated a service provider to shovel snowbanks to allow the easier passage of pedestrians after each event. This level of service is currently being completed by numerous businesses in the BIA however staff reviewed this option to supplement businesses that are currently not taking responsibility for this service. A service provider would be required to monitor and return during and after each snow event while staff is plowing streets and sidewalks. BIA staff indicated that there are 110 storefronts within the proposed area and estimates from a contractor for this service is estimated at $15 per storefront per event. The estimated annual cost for this service would be $33,000 annually, (twenty (20) events annually), which has not been budgeted and would require a change to the 2017 budget.

**Financial Considerations:**

The existing annual budget is approximately $45,000 for all the snowbank removals throughout the entire municipality. This involves approximately three (3) events at three (3) nights per year.

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Annual Cost (est)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Quo (Entire municipality)</td>
<td>$44,856.00</td>
</tr>
<tr>
<td>Plus: Increase in BIA only (9 additional events)</td>
<td>$97,596.00</td>
</tr>
<tr>
<td>Plus: Contractor (Shovelling individual storefronts)</td>
<td>$33,000.00</td>
</tr>
</tbody>
</table>

**Applicable Policy/Legislation:** Municipal Act.

**Others Consulted:** Various contractor rate submissions.

Respectfully submitted,  
Approved by,

Grant Machan, Director, Environmental Services  
John deRosenroll, CAO
### Event Summary- Larger Volume in BIA

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Source</th>
<th>Duration</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backhoe</td>
<td>1.00</td>
<td>Municipal</td>
<td>8</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Sidewalk Plows</td>
<td>2.00</td>
<td>Municipal</td>
<td>8</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Payloader with blade/ wing</td>
<td>1.00</td>
<td>Municipal</td>
<td>8</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Payloader with large blower</td>
<td>1.00</td>
<td>Municipal</td>
<td>8</td>
<td>$105.00</td>
<td>$840.00</td>
</tr>
<tr>
<td>Payloader with Blade</td>
<td>1.00</td>
<td>Contractor</td>
<td>8</td>
<td>$60.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Traffic Controllers</td>
<td>3.00</td>
<td>Contractor</td>
<td>8</td>
<td>$79.00</td>
<td>$5,688.00</td>
</tr>
<tr>
<td>Dump Trucks</td>
<td>9.00</td>
<td>Contractor</td>
<td>8</td>
<td>$79.00</td>
<td>$5,688.00</td>
</tr>
</tbody>
</table>

### Event Summary- Smaller Volume in BIA

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Source</th>
<th>Duration</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backhoe</td>
<td>1.00</td>
<td>Contractor</td>
<td>8</td>
<td>$75.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Sidewalk Plows</td>
<td>1.00</td>
<td>Contractor</td>
<td>8</td>
<td>$65.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>Float Costs</td>
<td>1.00</td>
<td>Contractor</td>
<td>2</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Payloader with large blower</td>
<td>1.00</td>
<td>Contractor</td>
<td>8</td>
<td>$350.00</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>Payloader with Blade</td>
<td>1.00</td>
<td>Contractor</td>
<td>8</td>
<td>$105.00</td>
<td>$840.00</td>
</tr>
<tr>
<td>Dump Trucks</td>
<td>7.00</td>
<td>Contractor</td>
<td>8</td>
<td>$79.00</td>
<td>$4,424.00</td>
</tr>
<tr>
<td>Traffic Controllers</td>
<td>3.00</td>
<td>Contractor</td>
<td>8</td>
<td>$60.00</td>
<td>$1,440.00</td>
</tr>
</tbody>
</table>

**Cost per night** $10,844.00

### Level of Service Annual Cost (est)

<table>
<thead>
<tr>
<th>Level of Service</th>
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<td>$33,000.00</td>
</tr>
</tbody>
</table>
Date Presented: March 7, 2017

To: Mayor, Chair and Members of the Committee of the Whole

From: John deRosenroll, Chief Administrative Officer (CAO)

Subject: Tayside Community Options (TCO) Update

Recommendation:

FOR INFORMATION ONLY.

Executive Summary:
Staff were directed by Council, Motion #17-018, to meet with Tayside Community Options and conduct an information meeting to discuss the operations of the Day Care Centre and nature of the agreement and provide a report to the Committee of the Whole.

Strategic Plan Comments:
Sector #6 – Quality of Life - Strategic Initiative (SI) #7: To explore alternative partnerships and financing options for collaborative community facilities.

Actions
To meet with other groups to understand/discuss the potential for joint long term community/Institutional needs.

Background/Discussion
Staff met with Tayside Community Options (TCO) representatives and we were provided with the following TCO operational information:

**TayCare Children’s Centres**

<table>
<thead>
<tr>
<th>Current Enrolment</th>
<th>51 enrolled - avg. daily 36</th>
</tr>
</thead>
<tbody>
<tr>
<td>TayCare Junior Centre</td>
<td></td>
</tr>
<tr>
<td>TayCare Stewart Before and After Program</td>
<td>45 enrolled - avg. daily 28 after school</td>
</tr>
<tr>
<td>TayCare Queen Elizabeth Before and After Program</td>
<td>45 enrolled - avg. daily 28 after school</td>
</tr>
<tr>
<td>TayCare St. John’s Before and After Program</td>
<td>36 enrolled - avg. daily 25 after school</td>
</tr>
</tbody>
</table>

177 children enrolled - 117 avg. daily
The Senior Centre is used approximately 67 days of the year by the families of our before and after school programs. These are all of the non-school days. We had to decrease the use of the space when the Board of Education introduced the full time kindergarten program.

The building is used at other times for:

- From September to June the facility is used three mornings a week by the Ontario Early Years Centre. They hold a drop in play group for 144 families in which 225 children have access to these groups. This agency also hosts the Ready for Kindergarten program for children about to enter the school system as well as parenting workshops and parent training workshops such as math for adults.
- Tayside’s Supported Independent Living program holds social times for people with Intellectual Disabilities to enable them to get together with others and socialize as well as obtain Life Skills.
- Language Express has used the centre to hold speech and language programs for parents and children with speech difficulties to help the parents learn how to enhance their child’s speech.
- The Infant Development has used the facility to hold meetings for parents of children with physical challenges.

This facility was built in 1971 and was fully funded by the Provincial government. Tayside Community Residential & Support Options is a not for profit, charitable, community based organization that initiates and provides specific needs based service for children and their families. TCO was established in 1989. The original Board of Directors had a vision of an organization that would be responsive to the social needs gaps in Perth and district. In pursuit of this mandate, in 1992, the organization was asked by the Town of Perth and the Ministry of Community and Social Services to assume the operation of the two child care centres in Perth. We have, every year since the beginning, had a licence in good standing and an amazing reputation in the Town of Perth. Our annual licence reviews have always had great results. We are always very diligent in not letting ourselves go into a deficit position if at all possible. We have incurred lay-offs of personnel and changed our licenced capacity when necessary and possible. The staff of TayCare have also been holding an annual fundraiser to help offset the costs of items that are not included in our budget for at least 20 years.

The original agreement with the Town of Perth a grant for 28 spaces @ $1,200 per space for a total of $33,600.00 annually. Modifications to the agreement resulted in $20,000.00 being allocated each year to TCO for Day Care services, which are very important to the budget as it allows us to moderate the fees TCO must charge parents, particularly since we have lost the kindergarten age group. This age group allowed us to offset some of the costs of the more expensive programs, therefore making them more affordable for the families of Perth and the surrounding area. A high quality child care program that offers both full and part time care is a key part of modern family living. With most parents working and the long travel times between school, work and home, the child care programs that are close to the schools become particularly important in small communities. The Child care programs also provide high quality employment to many Perth Residents.
As a result of this meeting, staff were able to clarify a few issues that will enable greater communication in the future:

1. Tayside Community Options will forward their annual report to Council to ensure ongoing communications (note agreement compliance).

2. Tayside Community Options will forward a copy of their insurance policy to the Town of Perth (note agreement compliance).

For Council’s information staff reviewed the TCO Agreements including:

- The Lease Agreement and Indenture made between the Town and TCO on September 1, 1993:
- The Letter of Understanding signed on November 19, 2004, related to insurance, and;
- The Indenture between the Lanark County Board of Education and the Town for the sale of the subject land in 1971,
- The Town and TCO have a forty (40) year Lease Agreement made in 1993, expiring in the year 2033.
- Changes in grant funding are to be mutually agreed upon prior to February 1st of any given year.
- Exit clauses by either party are limited to:
  - TCO’s license being withdrawn or cancelled giving the Town the right to terminate the lease immediately;
  - Ministry of Community & Social Services discontinue or reduce unacceptably its funding for TCO, giving TCO the right to terminate the agreement with 60 days written notice to the Town.

- The School Board has the right to re-purchase the lands conveyed at a price to be negotiated between the parties if at any time the Town wishes to sell or convey the said lands.

Options:
For information only.

Financial Considerations:
The Town currently grants $20,000 annually to TCO for Day Care purposes.

Applicable Policy/Legislation:
Council has the authority to enter into service agreements under the auspice of the Municipal Act.

Others Consulted:
All Directors.

Respectfully submitted,

John deRosenroll, CAO
Mission Statement

TCO is a community-based charitable organization that was established in 1989 to provide urgently needed residential and family support services to the people of Perth and District. TCO is committed to providing services of the highest quality in a local setting that promotes social inclusion.

Accountable to our community, everyone involved in TCO, from staff to families to local volunteers, is committed to a caring, compassionate and inclusive organization where all are treated with respect and honesty. We are committed to responding to the needs of those most vulnerable in our community by integrating services into our neighbourhoods with innovation and creativity.

Vision

TCO will be a leading provider of:

- Safe, caring and high quality residential and support services for people with intellectual disabilities that promotes social inclusion
- Stimulating, safe and nurturing child care services of the highest quality
- Affordable, high quality housing

TCO will be a leader in:

- Advocating for safe, caring and inclusive communities
- Bringing organizations together to strengthen our voices
- Developing innovative services to emerging needs

TCO will:

- Institute fair employment practices that value and respect those who provide the services that are so important to our community

Values

- We believe our services should be provided with caring and compassion
- We believe in working as a team in a workplace that respects and values all employees
- We believe in a healthy workplace
- We believe in dealing with each other in a fair, honest and respectful manner
- We believe quality comes first
- We believe in respecting the dignity of all who we serve
- We believe that working in collaboration with others makes us more effective
- We believe that families have the right to high quality community services
- We believe we are accountable to the people and community we serve
OVERVIEW

2012-13 was a year of many activities. Tayside continued to be a leader in Lanark County advocating around the unmet needs of many families in our communities.

Tayside staff continued to work with families who remain on the P&P waiting list and who are advocating for greater accessibility of needed services. The provincial government continued its funding freeze for developmental service agencies, thus limiting Tayside’s ability to respond to the huge demand for supports. Tayside continued to forge strong partnerships with other community-based agencies to develop innovative solutions to the lack of provincial funding and support for the developmental service sector.

Tayside entered into space sharing arrangements with the Lanark Community Programs’ Autism Program and The Health Unit’s Speech and Language Program. Tayside provides program space to enable these groups to provide their programs at no charge within the community, at convenient hours and close to where people live.

Tayside also entered into a creative partnership with Lanark Community Programs to allow them to operate a summer PARC (Perth Adult Recreation) program for hard-to-serve and unfunded youth with serious intellectual disabilities.

2012-13 continued to be a year of collaboration between Tayside and CUPE 4474. A collective agreement was ratified even though MCSS has allocated 0% increase in funding for the past three years. The deal was fair and reasonable and Tayside provided leadership in signing the first deal with CUPE in Eastern Ontario. Tayside also provided a leadership role in the provincial labour relations fold by submitting a number of written presentations to the OASIS chat line advocating for a moderate approach that recognizes the legitimacy of a fair and reasonable settlement with the various unions involved. The labour management committee has been meeting regularly and has provided a respectful forum for the discussion of important workplace issues. The committee has dealt with a number of very thorny issues but all concerns have been dealt with in a spirit of collaboration and were successfully resolved.

The management team undertook a Communicating with Influence in-service workshop with great success and the general staff population attended Harassment-Free Workplace sessions which were also very successful.

The Executive Director also wrote a number of submissions to the OASIS list server critiquing the existing Developmental Service sector structure and philosophy and suggestions areas of reform. This submission advocated that once an individual has been assessed to be eligible for Developmental Services they should be entitled, as a right of citizenship, to receive those services within a reasonable period of time. The submission has been posted on the Tayside web site at http://www.tayside.ca/what-to-do-where-to-go-for-developmental-services-in-ontario/.
The financial action (restraint) plan that was in place for the 2011-12 fiscal year continued into 2012-13, resulting in an acceptable financial performance in the Developmental Service sector and Housing sector. The provincial government’s funding freeze has presented significant challenges to the agencies. The 0% budget increases faced with 2-3% inflation rates required the agency to implement a fiscal restraint program to ensure the financial viability of the agency.

The implementation of full-day junior and senior kindergarten within the local schools will also present challenges to the agency as we attempt to cope with the transition of these programs to the school boards. As an interim measure, Taycare Children’s Centre will operate another Ready 2 Learn Program out of Queen Elizabeth School and 100 Wilson Street during the 2013-14 school year. This program will be terminated in the spring of 2014 as Queen Elizabeth School implements full day kindergarten. Taycare Children’s Centres continues to operate Before and After programs in Stewart School and St. John’s Elementary School. The County has placed a cap on all fee subsidies for parents in 2013 thus threatening the viability of programs that rely on parents with fee subsidies for enrollment. Infant and toddler programs are particularly impacted by this freeze on child care fee subsidies, not to mention parents who do not have access to high quality licensed child care.

A permanent bursary program was established in 2012-13 to support Tayside staff who upgrade their training through accredited courses that lead towards Developmental Services or Early Childhood Education diplomas at an accredited community college in Ontario (Algonquin College or St. Lawrence College, for example).

**DEVELOPMENTAL SERVICES**

Tayside worked with other Lanark County developmental service providers to cope with the lack provincial funding to face the serious unmet needs of the area. Tayside also confronted the challenge of integrating an adult with pronounced Autism Spectrum Disorder into our residences. Tayside displayed leadership by responding to this growing demographic and coordinating a multi-agency approach to address the many challenges this population presents to our sector. Tayside developed a number of strategic plans to cope with the issues related to our particular experiences.

This approach included a strategic partnership with Kerry’s Place for mentoring, coaching, formal teaching and observation opportunities for both agencies’ staff.

Tayside also upgraded its in-house training capacity by upgrading its CPI trainers to the APT standard which is suited to behaviour management for adults with challenging behaviour characteristics. Tayside was also able to secure permanent support to enhance the staffing levels to manage challenging behaviors in the agency.

Tayside submitted and revised a number of capital proposals to the Ministry of Community and Social
Services around innovative housing options for adults with intellectual disabilities and new administrative offices for the agency. There is also a proposal pending to replace Brady House. The agency was able to secure funding and support to have automatic Sprinklers installed in Brady House to improve our fire protection for vulnerable adults and bring our emergency response capacity up to modern standards.

The agency displayed leadership in responding quickly and with care to a number of emergency cases for supportive housing in the county. Tayside continues to operate an unfunded enhanced Supported Independent Living pilot project intended to meet the needs of homeless and high need individuals. This involved renting an apartment adjacent to Rimmer House to provide a minimum level of support to two vulnerable individuals living independently in the community. Tayside continued this unfunded challenge by renting another house adjacent to Rimmer House to provide housing to two more adults who live independently but need some support from the neighboring group home.

Tayside organized a very successful three-day outing for all the folks we support in the Developmental Service sector at Merrywood Camp in September of 2012. It was enjoyed by all and will be repeated annually. The annual Christmas Dinner with all the trimmings was also well attended at the Perth Civitan Hall. Tayside actively observed the Developmental Services Worker Appreciation Day and conducted regular staff recognition ceremonies at staff meetings.

We continue to do policy work around the many issues that affect the smooth operation of the organization. Twenty four policies were revised and updated in 2012. The agency was again ranked as a low risk agency in compliance with the MCSS Risk Assessment Tool. We have also been able to undertake a number of capital and equipment improvements to the homes.

**CHILD CARE**

The child care committee met regularly over 2012-13 to discuss a number of significant challenges. Both school boards announced they would be implementing Ready2Learn programs in local schools. These programs would be in direct competition to our existing JK/SK programs. Tayside successfully completed negotiations with the Upper Canada District School Board to operate a fully licensed Ready2Learn Program in Queen Elizabeth School. The program will end in June 2014 when Queen Elizabeth School implements its Early Learning Program. Tayside continues to operate highly successful before and after school programs at Stewart School and at St. John’s Elementary School. Taycare Junior Centre and Taycare Senior Centre both achieved the Gold certification for the Raising the Bar certification process. All the Taycare Children’s Centre programs were in compliance with the provincial regulations in the MCSS annual review process.

The aging playgrounds continue to present challenges to the child care programs and efforts are underway to resolve this issue.

Tayside staff continued to meet regularly with other child care providers in Lanark County. The child care programs organized highly successful events during the year such as the Valentine’s Day Dance, the
CHEO Walkathon, the annual Christmas pageant and the annual spring picnics for parents. The parent child care fee subsidy freeze implemented by the County of Lanark continues to provide significant challenges to our agency, particularly the infant and toddler programs.

**Housing**

We will continue to explore development opportunities for social and supportive housing options in our community. With new provincial programs we are hoping that the many low and moderate income families in our community who need affordable accommodation will have an opportunity to live in high quality and secure housing they can afford. A number of proposals were developed over the years but nothing has been funded to date. Tayside will continue to explore possibilities in this sector.

The Board will continue to watch this situation carefully and attempt to develop creative approaches to housing for the disadvantaged population of Perth and District.

We will continue to ensure that our existing housing units are well maintained and the tenants are able to enjoy a quiet and secure neighborhood.

**Operations**

As always, the staff members in the office, Connie Peebles, Donna Harrison, Becky Walker and Laurie Ruddy, have been doing a terrific job. Sadly, Laurie Ruddy left the agency recently to pursue other career options and we wish her all the best in her future endeavours.

Let’s not forget Art Lawton and Fred Pierman, who have the very demanding job of keeping up with all the necessary maintenance for all of our properties. Thanks, Art and Fred, for doing great work with such a good nature.
Summer is around the corner and everyone at Brady House is looking forward to the wonderful outside activities available with the warmer weather. Plans are in place for Friends in Sport Fishing trips, baseball nights, visits to local petting farms, attending Camp Merrywood, therapeutic riding lessons and generally getting out and about.

This past year, Clint thoroughly enjoyed the week-long trip to Florida with other members of his day program. The trip occurred last November and December. Staff members at Brady House worked hard and were successful in fund-raising enough money to enable Clint to take advantage of this wonderful opportunity. Clint will be attending therapeutic riding lessons this summer. Becky seems to have settled into the house and continues to enjoy attending ‘Lil’s’ program two days each week. Perry has become a regular ‘walker’ at the Smiths Falls arena and Jill has enjoyed swimming at the Carleton Place pool. Jill’s room is now set up with a sensory stimulation and relaxation area which she appears to enjoy. Glendon will graduate from high school this June. He will attend a summer day camp program with Lanark Community Programs. We are hopeful this program will extend and become a permanent activity program which he and a few other new grads can attend in the fall.

We all enjoyed the annual Christmas party which included turkey and all the trimmings, carol singing, a snow person contest, presents and a visit from Santa. Our stay at Camp Merrywood in September was a lovely way to take in the last of the warm weather and relax by the water. Music therapy and massage therapy continue to be enjoyed by the folks.

This past fall, we said a sad goodbye to Joan Lee. She has taken a well-deserved retirement from the many years of work at Ellenvale Acres Nursing Home and then as a team member of the Brady House family. We wish her happiness for the future and hope she plans to come back for frequent visits. Jaime Rogers is now a full time counsellor at Brady House; however, she will be taking a year of parental leave to enjoy time with her new baby son who should be arriving sometime this August. All the best, Jaime.

Brady House continues to be a warm and welcoming home and family. The staff members offer creative and thoughtful care and support to the folks who live in the house.

To the support team at Brady House
THANK YOU
Your dedication and hard work are appreciated.
Your knowledge and skills are invaluable.
Davidson House is a very busy household. This year was no exception. Although
the van continues to be a troublesome vehicle (we keep threatening to drive it over a cliff)
the activities and appointments continue to happen on a regular basis. Thank you to the
other locations for the many times we have borrowed a van when the Davidson van is
'down and out' for repair.

This past year, Barb, Jim and Bonnie enjoyed regular swim time at the Carleton Place pool. Craig and
Jim attended therapeutic riding lessons. Bonnie may join them this year. Craig and Warren attended the LCSS
Lifeskills program. Bonnie is doing a 'weekly work placement' at Red Apple. She is also a champ at completing
puzzles on the new iPad. Warren and Craig managed to fit in a few golfing days last summer and will hopefully
do so again this year. Don celebrated his 87\textsuperscript{th} birthday and continues to live a quiet life of
retirement. Last summer, Barb watched Jaime and her wedding party come out of the
church. In June, she and Bonnie attended Jaime’s baby shower at Tabetha’s house. Bonnie
and Barb enjoyed a special 'spa' treatment at Tay River Reflections again this year. Craig
attended baseball practice during the summer and will again this year.

There have been many outings to various theatre and musical events in Perth and
area. Family visits, both at Davidson House and at family homes, happen on a regular
basis. All of the folks enjoyed Friends in Sport Fishing, various local festivals, dances,
Camp Merrywood, the annual Christmas party, trips to the library, local coffee shops and
general 'out and about' activities. The folks enjoy music therapy and massage therapy on a regular basis.

In and around the fun activities staff accompanied the folks to numerous medical
and specialist appointments. Much of the daily care for the folks at Davidson House
focuses on a variety of complex treatments and procedures.

The respite service at Davidson House continues to be in demand. There are a variety of
regular guests using the service. The summer months will be very busy with respite
guests.

This past June, Debbie McParland graduated (on the Dean's List) with a DSW diploma from Loyalist College.
It has been a long haul for Debbie, who continued to work full time and care for her family while studying.
CONGRATULATIONS and well done! We are so glad to have you on the team at Davidson House.

To the dedicated staff who work at Davidson House

THANK YOU

Your continued ability to offer excellent support and create wonderful opportunities for all
is greatly appreciated.
Deakin House
by Sherren Koeslag

The Deakin House Family has grown by a few new members. Paul moved in permanently last May and has livened up our home with smiles and generous compliments to residents and staff. He has certainly warmed his way into our hearts. We have enjoyed the company of a new Family Relief visitor, Taylor has recently graduated high school and spends many weekdays as well as some overnights with us at Deakin. Taylor also enjoys a few days a week at a day program with LCP, where she spends time with other women who have similar interests, enjoying various activities. Along with Taylor, we continue to have a very bustling Family Relief program with regular weekend visitors as well.

As in past years, the Deakin House residents continue to enjoy their regular recreational activities on Tuesdays, Wednesdays and Thursdays with Rec Night, Ladies’ Night and Special Olympics. Indoor bowling and basketball have recently been switched over to the summer activities of baseball and soccer. They have also participated in many tournaments, both locally and out of county, as well as the annual Special Olympics banquet and awards night.

Other annual activities that are mainstays for the residents are the seasonal dances, county fairs, parades and every festival we can find. We spent a lot of time last summer at the beach in Rideau Ferry, as well as other picnic areas near and far. We participated in Friends in Fishing, which is always a lot of fun.

Merrywood Camp continues to grow in organization as well as the number of days during our annual visit. This coming year we have the camp booked from Saturday September 7 to Thursday September 12. This will be our third year and we continue to develop and adapt to include activities participants want to experience while on vacation. One thing is for sure, everyone seems to look forward to it.

On top of the events we look forward to each year, there are always special trips and this year was no exception. Smaller groups attended The Lion King and Famous People Players during one trip to Toronto; on another trip to Toronto, a group visited the Medieval Times dinner theatre. One resident took part in a whirlwind trip to Disney last fall with the Life Skills program. She can’t wait to plan her next big trip. One of the most talked about trips was the live version of The Price is Right at Scotiabank Place in Ottawa a few months ago. As anyone who has been at Deakin House can tell you, The Price is Right is the favourite show among residents. Don’t even think of changing that channel between 11 and 12 each weekday!

Speaking of exciting times, two residents are celebrating milestone birthdays this year. Paul turned 65 in May and Linda G. turns 50 in June. No end to the parties!

The Deakin House gang would like to say a special “thank you” to Valerie Deakin, whose generosity over the years has provided funding for the special things in life that they enjoy so much. Last winter, the ladies
purchased a new TV for the living room. This spring, after our sun shelter could no longer hold everyone under it (we LOVE to spend many meals dining al fresco on the patio), we purchased a larger sun shelter along with two lounge chairs and a beautiful retractable umbrella to create an additional sheltered seating area. It has only been up a short time and it has been used quite a bit.

Last but not least, after many, many years of waiting for new flooring to replace the damaged and worn kitchen floor, we were able to have it replaced. While we were at it, we made the move and removed a partial wall separating the kitchen and the back room. You would not believe the difference in the space. It is completely open and light filled, making it a more social area. As everyone knows, the heart of the home is definitely the kitchen, and now we all fit.

Deakin house has had a few years of difficulty with resident illness, various challenges and the passing of a dear member of the gang. I would like to thank all the staff who have worked so hard to ensure that the residents of Deakin House weathered through the difficult times, and were there to help them enjoy the good times with the compassion and support that makes Deakin House such a great place to live.
Our newest member of Cameron House, who moved in a year and a half ago, has completely settled into his life here, making many friends. He continues to attend Lifeskills as well. Our other male resident who is also out during the day at school will be having a big change in his life this month as he is graduating high school.

The residents of the home are looking forward to enjoying their favourite summer activities such as Friends in Sport Fishing which just started up again for the summer, as well as the numerous festivals, parades and events in and around the Perth area. As well, we often plan picnics and outings taking advantage of the beautiful summer weather.

Some of the residents attended a big screen viewing of The Wizard of Oz in Kingston this past winter. It is by far the favourite movie of one of the men living at Cameron. We have played it for him so many times, it appears in our dreams.

Camp Merrywood is coming up again very soon. This year it will be from Saturday September 7 to Thursday September 12. With all the work it takes to pack up everyone’s belongings and speciality equipment in preparation for the trip, it only made sense to stretch out the visit to take advantage of the time there. We are sure that no one will want to leave early.

Chrissy L. is celebrating a milestone birthday this year. She will be turning 65 in September. We will definitely be planning some extra fun for this ageless woman.

Along with other leisure activities, the residents of Cameron house enjoy therapeutic swimming once per week in Carleton Place, where they meet up with the Lifeskills gang.

As well, many services come to the home such as a hairdresser, foot care nurse and massage therapist. On the subject of therapy, the ladies who do not go out to day programs enjoy music therapy once a week. They each have a 20 minute session with the therapist. Of course, this can be heard throughout the house. Lots of fun is always had by all.

I would like to thank the staff of Cameron House for all that they do to help the residents enjoy a safe and nurturing environment that really conveys the home and family atmosphere. We have had a great year.
Like all families, this year we have had our share of ups and downs. Luckily, the ups have prevailed over the downs (even though at times it did not feel like it).

We always start out our New Year celebrating a birthday with an in-house celebration of cake, fun and laughter, as well as the great gifts everyone usually comes up with.

At the same time, we had a new lad join our family; although he was very different from the rest of the folks at Rimmer, we decided that we would welcome him into our clan. As with anyone coming into an established environment, changes have to be made by all and everyone was up to the challenge. The group’s acceptance of this individual was not easy, but they handled it well. He would never take the place of our dear old Bob, but would have to carve a niche at Rimmer to be accepted for who he was.

Summer comes so quickly with trips to festivals, fairs and other trips of interest. Daily journeys to the Rideau Ferry Beach in the evening became a regular event.

We also held a celebration of Bob’s life at Dalhousie Lake with his friends and family. Like those that have gone before we enjoy giving them a royal send off with messages tied to balloons for a fine farewell. Except this time we got a little tangled in our balloons but once straightened, they made their way to Bob in heaven we are sure.

Does summer seem shorter as we get older? We sure find that to be true at Rimmer House. No sooner had we gone to the last fair then fall is upon us. Preparing our pumpkins, stuffing the big bird and making pies were just a few of the things we tackled to get fall underway. Our great apple peeler has made pie making a less challenging adventure, but now it’s far more tempting to make lots of pies. Who can resist that fresh apple cinnamon aroma drifting through the house?

No sooner has fall arrived and we are looking forward to gift buying for Christmas. If you have any good ideas for making gifts we will gladly take you up on them. To date, families have received our knitted scarves, baked goods, and lovely bird houses, just to name a few things we made and shared. Sadly, at this time we lost Mrs. Leona Kerr. She was great at passing on her favorite jam recipes as well as providing jar after jar. We were always so appreciative of her preserves, as they were always so much better than store bought. We must not forget her baking – it was incredible.

As has become tradition, we got our Christmas tree from Michael Kerr and had it beautifully lit up to announce to all of Gore Street that Christmas was on its way. We celebrated the annual Perth Santa Claus Parade at our house with hot chocolate and treats. Then off we went to see the Christmas lights at Upper Canada
Village. Although they were nice, nothing could compare to our tree. As we get older, Christmas seems quieter: this year as always turned out to be another great celebration of the wonderful friends and family we all care for and love.

You would think once Christmas was over we would settle down for our long winter’s naps but the thought of maple syrup, pancakes and sleigh rides through the bush beckoned us on to spring.

As we close our year end tales the Handsome Men’s Club bids a fine farewell to our President and friend Larry Leslie as he joins our other companions in heaven. You are truly missed and we know you are still watching over us.

As you see, we had an eventful year; despite all the changes and challenges, we have grown to take everything in stride and celebrate each and every life we touch.
The SIL Program continues to provide many different supports to the people we serve. The apartments next to Rimmer House provide a supportive environment to Flo, Shannon, Catherine, Kathleen and Darwin. They are all doing amazingly well due to continued support they receive from staff at Tayside and other local agencies involved.

In addition, we offer support to many other individuals residing on their own. This can be challenging due to serious medical concerns such as seizures and diabetes.

We provide person-centred support for medical and dental appointments, shopping, court proceedings, fire and safety, personal hygiene, community involvement and family issues.

Collaborating and brainstorming with other agencies is essential for planning support and providing care to our clients. We will continue to develop a plan to meet regularly with other agencies to provide the best possible care throughout the County.

As always, we support the ladies in our group and have recently welcomed Bernie to our ladies group this year. We are now called the Friday Group. Many activities have been planned this year including movies in Kanata, lunches, swimming at Rideau Ferry, day camp at Camp Merrywood and the Christmas party at the Civitan. The group regularly enjoys each other’s company. We’ve had a lot of laughs and good times over the year and look forward to many more. The group is a great way for people living on their own to socialize on a regular basis.
Home Share is a program where families have not only opened up their homes but their lives to provide support to an adult with a developmental disability.

Home Share involves a very close relationship between both parties. They spend a lot of time together and are very involved in each other’s lives.

Support is flexible and revolves around the individual's needs and wishes.

Home Share providers also help develop and build on skills in the areas of personal care and meal preparation. They also help develop and maintain relationships; introduction and inclusion to community events; and provide a safe and secure home to live in.
The Ladies’ Night Program has once again experienced a successful year. Through the different activities, opportunities have been provided to be involved in the community, continue ongoing friendships and further develop social skills and enhance life skills. A total of 18 women took part in Ladies’ Night and participated in the various activities.

The activities that the women participated in were restaurant outings, picnics, crafts, supporting their friends in their theatre endeavors, shopping, supporting the Angel Tree and exercising (not a favorite choice but a recognized necessity for healthy living). A highlight was the combined group day trip to Upper Canada Village last summer. The women continue to enhance their skills through various baking, meal preparation and safe food handling techniques and healthy food choices. Cooperative skills are developed through activities such as games, movies, choosing and preparing the schedule, and including everyone’s interests in the choice of activities.

Desire to participate in the group is often expressed through phone calls, emails and conversations with the women involved. Participants who have passed on or are no longer able to partake due to illness are remembered fondly. As well, one of the women who moved away frequently calls to ask about her friends in the group. Success depends on scheduling flexibility as well as creative input from all involved.

Through the planning process, multiple skills are developed.

The impact of the group on all the participants was clearly positive, as the women have developed socialization skills and learned to work on their problem solving strategies. Levels of self-esteem are clearly enhanced.

The Ladies’ Night group looks forward to another year of fun activities and the return of their friends who are unable to participate at this time due to illness.
It has been a very busy year for all the TayCare programs.

We expanded our infant program at the Junior Centre from six to 10 and were full for a number of months. Renovations were undertaken and staff put a lot of work into planning, organizing and rearranging the centre. This gave Sandra a non-shared office space for the first time in many years. We also moved eight of our older preschool children over to the Senior Centre and Colleen joined them. With the recent freeze in subsidy available to families it has been difficult to maintain the numbers in the infant program, but we are still trying.

Our Ready 2 Learn programs at Stewart School ended and we are now doing before and after school care for up to 50 children at that location. The before and after school program at St. John’s Elementary School continues to run successfully as well. With all the changes to programs, staff members were very good about being moved around based on where they were needed.

We had another successful CHEO fundraiser, donating over $3,000 for the second year in a row. Thank you to all the staff who froze outside the LCBO selling tickets for the raffle.

Our Christmas concert and social time for families was a success as usual. Peter Garrett did another wonderful job sitting in for Santa.

This year’s Valentine’s Dance and Silent Auction raised $2,500. The money will be put towards outings and purchasing items such as tricycles and program materials.

We had a fun summer in 2012, including a bike day with the Perth Police. Due to a very hot dry summer we had to cancel our water day with the Perth Fire Department spraying the children. Children enjoyed outings to Saunders Farm, Mont Cascade, and Cosmic Adventures. We also enjoyed a very entertaining magic show and a visit from Ray’s Reptiles.

We had quite a lot of ECE students throughout the year. Some were wonderful and we really appreciated their help. In particular, two male students (one from Queen’s University and the other from St. John’s High School) were excellent role models for the children at the Senior Centre. Sandra currently sits on the advisory board with the Algonquin College ECE program, and continues to work with the college to ensure graduates are well trained to provide quality child care.
We maintained our Gold Level of Raising the Bar this year. Many thanks to Karen White for all her hard work following up with staff for their input.

We have been asked by the Board of Education to run three Ready 2 Learn programs for Queen Elizabeth School starting in September 2013. Sandra and Cathy are working very hard on getting this planned; they attended a recent “Getting Ready for Kindergarten” open house at Queen Elizabeth School and provided information to parents on the program and our Senior Centre. In addition, local schools have emailed our summer calendar to parents on their contact lists, which has generated interest in the summer activities at our Senior Centre. Staff continue to work hard promoting Taycare within the community.

We have been loaned a motorized lift and will be getting a new change table constructed at the Senior Centre for one of our children with special needs.

The Senior Centre has received some generous donations during the year; computers were provided by Computers in Schools and the Schooley/Morgan family provided two couches and chairs.

Daycare staff had their annual Christmas party in June; the group went to Kingston for dinner and spent the night at a hotel. Everyone had a great time playing cards and relaxing.

We are preparing for a restructuring of the playgrounds on June 22nd. We are mostly using existing materials and making it an “At Ground Level Playground”. We have a number of parents volunteering to help us and a few have made monetary donations. Staff also did a last minute bake and plant sale, raising $350.00. We are hoping to have a family BBQ and playground opening celebration when it is complete.

Diane Horan left us for the Board of Education and Rudi Townend has taken a leave of absence to pursue higher education.

Our Taycare family continues to expand; Colleen welcomed two grandchildren and Victoria has just had another baby boy.
2012 was another quiet year at Rogers Road.

As has been the case in recent years, there was a relatively stable tenant population, with only one family moving out during the year and two new families moving in. We have one vacant unit, and a new family will be chosen to fill it once all the required repairs are completed.

We provided safe, affordable housing to 27 adults and 14 children.

No major capital projects were undertaken this year, but we did have two balconies replaced, some roofs re-shingled, and some wood siding replaced with aluminum.

Annuals were again purchased for each home, and these were appreciated by all of the tenants.
Thank You All

To all the volunteers, members of our Board and committees, and those who regularly help us in our support homes, housing and child care programs, thank you for giving of your time to provide the hands-on care and guidance that we need to continue our work.

To the Managers of the locations, Sandra, Kathy, Lesslie and Sherren, thank you for supporting the staff in the work that they do, problem-solving and keeping the focus on the quality of service we provide.

To the staff in all locations, thank you for continuing to strive to provide the best possible service and support to those who rely on us. Thank you for the personal touch that you bring to the work.

To the individuals, families and children that we support, thank you for being our inspiration, for challenging us and making us smile.
Board Members
2012-2013

Veronica Carter - Chair
Steve Tennant - Vice Chair
Scott Puckett - Treasurer
Rob Umpherson - Secretary
Bob Brady
Gord Chaplin
Donna Davidson
Craig Halpenny
Mary Lynn Paul

Committee Members
2012-2013

**Child Care**
Veronica Carter
Gord Chaplin
Claire Church
Dave Hagerman
Sandra MacGregor
Jill Widenmaier

**Developmental Services**
Kathy Cooke
Donna Davidson
Barb Geroux
Dave Hagerman
Sherren Koeslag
Lesslie Ross
Steve Tennant

**Non-Profit Housing**
Dave Hagerman
Art Lawton
Debbie Logue
Connie Peebles
Steve Tennant

**Executive Personnel/Finance**
Veronica Carter
Dave Hagerman
Scott Puckett
Steve Tennant
Rob Umpherson
Tayside Community Options
Service Recognition
June 17th, 2013

5 – 10 Years of Service
(as at Dec 15, 2012 seniority list)

Employees

Patti Neadow 9.97
Janinne Riopelle 9.78
Shannon Auger 9.72
Robert Harvey 9.67
Helen McKay 9.63
Jeanette Avery 9.13
Crystal Buchanan 8.40
Bruce Gillett 8.20
Melissa Stewart 8.09
Tracy Cote 8.05
Sherri-Lynne Cross 7.67
Emily McNaughton 7.39
Marie Primeau 7.21
Patti Greer 6.62
Trina Moore 6.47
Tabetha Hatch 6.37
Ken Hamilton 5.90
Sharon Drynan 5.81
Cheryl Allan 5.80
Jaime Rogers 5.74

Board Members

Veronica Carter 10+
Craig Halpenny 5+
Scott Puckett 5+
Rob Umpherson 5+
Mission Statement

TCO is a community-based charitable organization that was established in 1989 to provide urgently needed residential and family support services to the people of Perth and District. TCO is committed to providing services of the highest quality in a local setting that promotes social inclusion.

Accountable to our community, everyone involved in TCO, from staff to families to local volunteers, is committed to a caring, compassionate and inclusive organization where all are treated with respect and honesty. We are committed to responding to the needs of those most vulnerable in our community by integrating services into our neighbourhoods with innovation and creativity.

Vision

TCO will be a leading provider of:

- Safe, caring and high quality residential and support services for people with intellectual disabilities that promotes social inclusion
- Stimulating, safe and nurturing child care services of the highest quality
- Affordable, high quality housing

TCO will be a leader in:

- Advocating for safe, caring and inclusive communities
- Bringing organizations together to strengthen our voices
- Developing innovative services to emerging needs

TCO will:

- Institute fair employment practices that value and respect those who provide the services that are so important to our community

Values

- We believe our services should be provided with caring and compassion
- We believe in working as a team in a workplace that respects and values all employees
- We believe in a healthy workplace
- We believe in dealing with each other in a fair, honest and respectful manner
- We believe quality comes first
- We believe in respecting the dignity of all who we serve
- We believe that working in collaboration with others makes us more effective
- We believe that families have the right to high quality community services
- We believe we are accountable to the people and community we serve
Overview

Tayside Community Residential & Support Options has been a provider of community services within the town of Perth for the past 25 years and we are delighted to be celebrating our anniversary of incorporation this year. Over the summer months we will be creating a "celebratory" venue for the fall so we can gather together all contributors of the organization’s success and share our stories and visions for the future.

We are fortunate to have a team of people at TCO who bring a depth and breadth of experience and innovation to the residents and the children who we work for. We have invested in training to assist us with enhancement of our person-centred work and the strengthening of our leadership and teams. Educating ourselves with the transformation of developmental services and childcare is creating opportunities for innovation and diversity of our service delivery models.

Although the past year has seen some challenges for our organization, we have continued to provide high quality services to those for whom we work. We have emerged stronger through collaborations within our teams, partnering agencies and our funding providers.

I am confident that TCO will continue to grow and thrive. My thanks to the staff and the Board for working so well together to ensure that we operate efficiently and for the benefit of all the individuals we are proud to serve.

I am very honoured and blessed that I have been welcomed into your community.

Kim O’Connor
Interim Executive Director
Tayside Community Residential & Support Options
2013/14 was another good year at Rogers Road.

There was a relatively stable tenant population, with only two families moving out during the year and one new family moving in. New families will be selected this year after the required repairs are done to the units to ready them for new tenants.

We provided safe, affordable housing to 27 adults and 16 children.

No capital projects were undertaken this year. Eight, or 44%, of our aging furnaces were replaced, and major repairs were done to the elevator in the community space.

The annuals that we purchase every year are appreciated by all tenants, and it is heartwarming to see the tenants helping one another with the planting of them.

Connie Peebles
Housing Manager
TayCare Children’s Centres

Our summer camp program for the summer of 2013 was a success. The children celebrated Christmas in July by decorating a tree, wrapping presents, singing carols, and enjoying a visit from Santa Claus. Science Week at the Senior Centre was lots of fun, with the children making volcanoes and launching pop bottle rockets. We have a great summer planned for this year, with special visitors, outings, and creative theme weeks with amazing activities to keep the children busy and happy.

In the fall, we coordinated with the Upper Canada District School Board to run four Ready2Learn classrooms (three in our Senior Children’s Centre, and one at Queen Elizabeth School). Staff worked to provide a stimulating learning environment for over 100 children, with weekly themes, outings and lots of educational activities. Many of the kindergarten students enrolled in our Ready2Learn classes have also joined us in the before and after school program which is now running at Queen Elizabeth School.

Some of our staff, their spouses and many volunteers did a wonderful job of restructuring our playgrounds at the Junior and Senior Children’s Centres. The structures were in poor shape and we had no funds to replace them. Many of the pieces were reused to establish the equipment at ground level; the children have had a lot of fun using the structures in their new locations. The cost was covered by donations from a couple of families and funds raised from our annual Valentine’s Day dance and a one-time bake and flower sale the staff organized last spring. Our playgrounds have passed two annual inspections so far.
All of our locations have had a near perfect licence inspections this past year. In addition, all programs participating in Raising the Bar (day care accreditation) achieved the level they were working on. The Junior Children’s Centre and St. John’s before and after school program both have Gold Level, and The Stewart School before and after school program achieved Bronze. This was the first year The Stewart School program had participated in Raising the Bar. Due to programming changes, the Senior Children’s Centre and Queen Elizabeth School did not participate this year, but will do so next year.

TayCare had a booth at Maple Fest this year, with crafts and activities to engage families who were attending the festival. It was a great opportunity to inform the public about our excellent licensed care, and hopefully lead to new registrations. We also ran a CHEO fundraiser prior to and during the Maple Fest, which was very successful.

TayCare staff, parents and the Board Chair attended an information sharing meeting with local MPP Randy Hillier to discuss current challenges in childcare, including funding models, legislation, and ongoing promotion of programs. We engaged with local politicians to make them aware of issues concerning childcare, especially in rural areas such as Perth. Staff have been making great efforts to promote our programs within the community, and we will continue to do so through social media, local events, and partnerships with other organizations.

Thank you to all of our staff for their professionalism and continued dedication to the children in our programs. You make a difference in each child’s life every day.

*Sandra MacGregor and Cathy Patterson*
Supervisors, TayCare Children’s Centres
Rimmer House

As one door closes, another opens—and this was certainly the case at Rimmer House in the past year.

In 2013, we welcomed Alan into our home; Alan has settled in nicely and impresses us daily with his artistic talents.

During the summer, the residents went on day trips, packing a picnic for lunch and returning home in the afternoon. We also attended the daily activities at Merrywood Camp in September, but did not opt to stay overnight.

We had lots of visits with family and happily celebrated the holidays and special occasions with our friends.

The men at Rimmer House continue to attend day programs run by CSS or LifeSkills, and some have paying jobs within the community.

We are planning our family BBQ in August, which is a great time to get all the Rimmer House families together to enjoy good food and great company.

Thanks to the team who accommodate the interests of the Rimmer House residents, and get them out in the community. Their continued diligence is appreciated.

_Lezzie Ross_
Team Leader, Rimmer House
It was a great year at Brady House, and we are celebrating 25 years together this year (as of June 30th)!

We’re lucky to have friends in high places. Recently, the Juno award winning duo Splash ‘n Boots stopped by to visit their good friend Glendon. They treated us to an impromptu concert on the back deck, which was very enjoyable.

Last September, Glendon began attending Club 21, held in the basement at Cameron House. He still enjoys going four days a week.

Clinton enjoys his therapeutic riding sessions and will continue to participate this year.

Jill participates in a regular weekly swim at the Gallipeau Centre, and Clinton is now joining her in the pool along with the LifeSkills group.

Becky attends Lil’s program two days a week. She seems to be very at home in Brady House, and loves spending time on the swing in the back yard or out on the deck.

We are looking forward to another fun session at Camp Merrywood this September, and lots of outings and good times throughout the year.

As always, a big thank you to the support team at Brady House—your hard work and dedication are appreciated.

Kathy Cooke
Team Leader, Brady House
In November, Craig and Jim went to Toronto for a couple of days. They visited the Royal Agricultural Winter Fair, the new Ripley’s Aquarium and stayed in a downtown hotel. It was a great adventure.

Barb and Bonnie took a trip to the Canadian Tire Centre for a Cirque du Soleil performance, which they both enjoyed.

Bonnie continues to help out at Red Apple each week. Drop into the store on a Tuesday afternoon and you may find her having a good time with the pricing gun.

Craig and Warren went golfing a few times last summer. They both enjoy spending their days at the LifeSkills program; Warren particularly enjoys seeing his good friend Paul at LifeSkills.

Don - who is in his 89th year - enjoys a quiet life around the house. He appears to be most relaxed when listening to soothing music or the bird sounds on the back deck. He also enjoys being by the water and is a regular on the Friends In Fishing trips.

Each month at Davidson House is filled with regular activities such as swimming, music therapy, massage therapy, Friends In Fishing, shopping, appointments, haircuts, dances, community events, family visits and general outings. There is never a dull moment with plenty of laughter and excitement.

Lots of thanks to the staff at Davidson House—each of you offer excellent care and facilitate many good times.

Kathy Cooke
Team Leader, Davidson House
Cameron House

Cameron House continues to provide a supportive and loving home to four ladies and two gentlemen. Each of the residents has the opportunity to be themselves and are supported in their interests and needs.

Club 21 continues to operate in the downstairs recreation area. Run by staff from Lanark Community Programs, Club 21 provides support and activities for three young men with complex medical needs who have graduated high school in the last few years. Despite the ongoing challenges these individuals face, they are always engaged in wonderful activities, enjoying life as young men should.

The residents of Cameron House have enjoyed various outings into the community, including festivals, picnics and visits to friends’ homes throughout the past year. A favourite day outing tends to be Friends in Fishing. The men of the home recently attended a football game and it was a hit.

The annual Merrywood Camp excursion last fall was another success. The longer visit was appreciated by all. The overall excitement and laughter makes all the work worthwhile.

Thank you to the Cameron House staff for going that extra mile and noting every detail, trying new approaches and constantly being on top of every aspect of the care needs of the people they support. They continue to do their best to ensure the residents of Cameron House continue to live life to the fullest.

Sherren Koestlag
Team Leader, Cameron House
On top of the regular daily routine and evening activities, the people at Deakin are constantly on the move with planned outings. The folks have enjoyed various special events and festivals and Friends in Fishing. Merrywood Camp was expanded to six days last September and it definitely made all the packing and moving more worthwhile. The people we support thoroughly enjoy the week there with lots of fun, crafts, singing, and fishing. We are already booked for this September.

This year has seen some milestone birthdays; Linda Gr. turned 50 last June, celebrating with a trip to Toronto and sightseeing. Linda Gem. turned 50 as well in March. She had a wonderful party held at the Perth Legion with friends, family members and acquaintances attending.

Deakin House has seen a face lift in the kitchen and recreation room area. A partial wall that separated the two rooms was taken out, opening it up to be a brighter area where we can all spend time together.

Thanks to generous donations our backyard patio has seen a big makeover. The space is used constantly in the summer, as we enjoy dining al fresco almost every night. We have a beautiful new metal sun shelter and we also purchased new patio loungers which a few of the ladies use regularly.

Thank you to the staff at Deakin House for continuing to put a lot of care and commitment into providing a wonderful warm home for all of the residents.

Sherren Koelsag
Team Leader, Deakin House
SIL—Ladies’ Night

This past year, a total of 16 women took part in various Ladies’ Night activities, including spa visits, trips to the theatre, restaurant outings, shopping, swimming, picnics, and a boat tour. Activities help to foster ongoing friendships, develop social skills and enhance life skills by getting participants out into the community.

Participants were encouraged to offer suggestions for events and activities; each individual’s interests were taken into account when scheduling Ladies’ Night. The impact of the group on all the participants is clearly positive. Success depends on scheduling flexibility as well as input from all involved. Through the planning process multiple skills are developed. Self esteem and independence are enhanced as are socialization skills and problem-solving strategies.

The Ladies’ Night group looks forward to another year of fun and affordable activities.
Tayside Community Options 2014-2015 Annual Report
Rimmer House Annual Review

In the past year we lost two very special people in our lives and miss them even to this day.

In Loving Memory  
You are Missed

Paul Kerr 2005 - 2014  
Dave Hagerman 2005 - 2015

This past April, we celebrated our 10th year Anniversary in Rimmer House. Over the years our house has been filled with friends and families and we have enjoyed many great celebrations with dinners and BBQ’s with them all. This year was no exception as; we had our family, friends and members of the Board come in to share a meal with us.

We all thought back to when we first opened our doors and all the adventures that have come our way since leaving home with our family to living at Rimmer House. Our families have laughed at how well travelled and what social butterflies we have become. We have readily made Rimmer House our home. We still on occasion visit family at home for different celebrations they hold but it is always nice at the end of the day, knowing we are coming home to our warm bed at Rimmer.

We shared stories of our changes, we laughed and shed a few tears of our memories in the past and everyone agreed that, this is the house where LOVE, SUPPORT and HUMOR…. truly live.

In Retirement news, we want to say good-bye to our friends/staff Sandy, Bev, and Pauline and thank each of them for everything that they helped in by supporting us along the way. They too, have helped bring out the best of us and we miss them.

Person Centered Planning is a new tool which is now, being used to help us give direction to our personal lives. It replaces the Individual Support Plans that we used in the past. It is great to have our family, friends and staff in to discuss things we have enjoyed doing in the past year, things we didn’t like doing and look into the future possibilities of things we would like to try, learn or do in the coming year. For example, going out to dinner, seeing a latest film, going to a festival or to an item of interest in the surrounding area …..the possibilities are endless.
Our lives continue to be busy and we like to go off to our programs during the week and are glad to return in the evening for our coffee, milk or juice break and discussing our day with each other before going off to relax, or watch Ellen before dinner. After supper a few of us are going out and exploring the town on a nightly walk, before returning home to our PJ’s, TV and bed.

As we close we would like to take the opportunity to ‘Thank’ our families and staff for all the support you give us on this great new adventure we now experiencing.

A YEAR IN THE LIFE OF DEAarkin HOUSE

It has been a year of change and challenge. We have lost people we love. New people have entered our lives. There were wonderful trips and exciting outings.

Certainly, there is never a dull moment.

Linda and the pumpkins
Linda at Silver Lake

Birthday cake
snowshoeing
Happy 50th Virginia

A visit with Sparticat
Winterlude in Ottawa

Tracey and Emilia

Paul David 1948 – 2015
A BUSY YEAR FOR THE FOLKS AT DAVIDSON HOUSE
As always, we’ve had fun exploring our community, meeting new people and trying out new activities. We said goodbye to a dear friend and hello to a new person in the home. We are moving forward with Person Centred Plans to help determine the best supports for each individual. It has been an exciting year!
Hello from everyone at Cameron House. We have been busy as a staff team, learning about Person Centred Thinking and how it works into the daily lives of the People we support. It is a lot to adjust to, but we are looking forward to what the possibilities are.

Over the past year we have enjoyed many of our favourite events such as the local Festivals and Fairs, Friends in Fishing, Boat Cruises, and Provincial Parks. We have also expanded our contacts in the community by attending local sporting events, church socials and social groups hosted by other agencies and community programs. We have only tapped the surface, of the many events and social contacts in our community.

Two of our long standing staff at Cameron House (as well as other homes), have retired in the past year, Bev Milne and John Sherrard. I’m sure they are enjoying keeping busy with a long list of things they haven’t had a chance to do. We wish them well.

We have continued to share our basement space with Club 21. They have certainly spiced things up around here, often inviting us to their parties and fun. There is always something fun going on at Club 21!

Sherren Koeslag,
Team Leader
Brady House

Brady House has seen some change in the past year. Long standing Team Leader, Kathy Cooke and Sherren Koeslag transferred between Brady and Deakin Houses last spring. The change went well and both teams are adjusting to fresh outlooks and perspectives. Now if I can only remember where I am when I answer the house’ phones!

Like the other homes, Brady house is adjusting to Person Centred Thinking approaches. We benefit from having one of our own, Shannon Auger as one of the two trained PCT Facilitators for Tayside Community Options. We as an agency are all learning this together.

We are also enjoying some varied community events, as well as some favourite ones. People attend Parc Omega, the Movies, Dances, local Musical Plays and The Red Hats Society. As we learn more about supporting people in making connections to their own community, we are looking into one person visiting the local animal shelter to visit the cats, as well as drop off donations of blankets, food and Canadian Tire money. We are also looking into other ways that people can contribute to their community through food drives and awareness campaigns.

Brady House finally got its updated bathroom. While the layout of the bathroom has been greatly improved with cutting into an adjoining bedroom, we are still working out some of the finer detail updates around the mechanics of the tub lift that was custom built and no longer available.
Sherren Koeslag
Team Leader
Over the last year, 17 women have participated in the group activities. Numerous and various activities have provided opportunities to become involved in the community, create new ongoing friendships, develop social skills and enhance life skills.

New experiences, finding local and affordable activities can sometimes be a challenge but with rewarding results. Scheduling flexibility is required for group success. As well creative input from all involved is a necessity in the development of fun, age appropriate, low cost activities. Multiple skills are enhanced in the planning process.

A clear desire to participate in the group was often verbalized through phone calls, internet and conversations by all the women involved in the group. Even though former participants may no longer attend due to illness or relocation they are often fondly remembered by the current participants.

The women involved in the groups look forward to another active year.
It has been a busy and exciting year for the Taycare Children Centre’s this past year. Our St. John, and Jr. Centre programs earned Gold for Raising the Bar and Stewart school achieved silver. Much credit needs to be given to the staff for all their hard work in getting all the appropriate training and program expectations completed.

Unfortunately there were layoffs this past year. Our Kindergarten program ended now that the school board has fully instated Full Day Kindergarten programs. Cathy Patterson has now taken on the position of Head Teacher at the Junior Centre and Colleen Evans moved over to the Junior Centre to work with the Pre-School children. Unfortunately the layoff resulted in Judy Rogers, Tara Durnin and Janinne Riopelle being bumped from the Junior Centre, although they did all take on positions at our Before and After School programs. Katie MacDonald, Jessica Beute, and Emily McNaughton were laid off from their positions. Some chose to take the layoff and others chose to remain on our casual call in list.

We are still not able to enrol children in our Infant program due to the increased fees and lack of subsidy to cover our rates.

Instead of our Christmas concert last year we had a breakfast with Santa for all of our programs. Many of our families came and enjoyed a pancake breakfast with Santa. Our staff cooked and served the pancakes, sausage and fresh fruit to the families. Many families stayed for the whole event to socialize with the other parents, so fun was had by all.

Our St. John Before and After Program had an art show at the school’s spaghetti supper. The children at the program created canvass paintings and greeting cards which the families had the chance to take home for a donation. The event rose over $160.00 for the purchase of more canvas and paint supplies for next year’s art exhibit.

Our summer program was a huge success, with many days being full, requiring children to be put on a wait list. Field trips were taken too many local attractions such as the much enjoyed splash pad at Colon Farm, Fire station and Perth Museum. A field trip to spend the day on a pirate ship in full costumes was a huge success. The children enjoyed sports and water days as well as special fun days.

We received a Mitigation Grant for $29,000. We were able to purchase many table top toys, puzzles, chairs, tables and a Loft for the Pre-School Room. The children use the loft as a quiet place to look at books on the top, and underneath the loft, a housekeeping area for imaginative play. The children also take turns to have their cot put on the upper part of the loft for rest time. The money was also used for advertisement at the Perth location of the Perth & Smiths Falls District Hospital. The TV screen in the emergency waiting room runs two twenty second advertisements for the Junior Centre, Before & After Care as well as our Summer Program. Lastly the money was used for making pamphlets to hand out at any special activities we participate in, in the community.

Many staff helped to run the Children’s Tent at the Stewart Park Music Festival. We had our banner up so help make families in Perth familiar with us. Face painting and the canvas painting were the most popular activities.

The Junior Centre continues to mentor many students from Algonquin College as well as St. Lawrence College. We have also had co-op students from St. John’s High School as well as from PDCI. The staff has been very supportive of these programs putting many hours of work into guiding and evaluating these students.
Our biggest loss this year was the retirement of Colleen Evans. Colleen worked at Perth Day Care for many years before starting her family and then returned to us in 1989. 26 years later she has decided to change her life and spend more time with her husband and their 7 grandchildren. She plans to travel and just relax in the morning with her cup of coffee. This was not a total loss as this enabled Tara to return to TayCare Junior in Colleen’s position. With the implementation of the new “Child Care and Early Years Act” and the “How Does Learning Happen” document staff are busy learning about the changes that we have to put into place and what changes it means for our programs. Change is never easy but our “seasoned” employees are working on it. We look forward to another great year to come!
2014/15 was a good year at Rogers Road.

There was a little more tenant turnover than we have seen in previous years. One family moved out during the year, one of our tenants passed away, and three families moved in.

We provided safe, affordable housing to 32 adults and 15 children.

No capital projects were undertaken this year.

We again purchased annuals for all of the tenants, as we do every year. Not only are these appreciated by the tenants, they also help to beautify the area.
REPORT

Date Presented: March 7, 2017

To: Mayor, Chair and Members of the Committee of the Whole

From: Shannon Baillon, Director of Community Services

Subject: 2017 Perth Triathlon and Budget Deviation

Recommendation:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF PERTH:

1. AUTHORIZE THAT THE 2017 PERTH TRIATHLON BE OPERATED AS A PERTH POOL EVENT, UNDER THE AUSPICE OF THE COMMUNITY SERVICES DEPARTMENT, AND:

2. APPROVE A BUDGET DEVIATION IN THE AMOUNT OF $2,000,

AS PRESENTED IN REPORT 2017-COW-4.1.

Executive Summary:
Town staff recommend that the 2017 Perth Triathlon be run as a Perth Pool event, under the auspice of the Community Services Department.

Strategic Plan Comments:
Sector #6 – Quality of Life – Strategic Initiative (SI) #1: What are “the things that people do” which facilitates Tourism in the Town of Perth.

Background/Discussion:
The Perth Triathlon has been held for over twenty (20) years and is a very popular event for new and experienced triathletes in the area. Over the years, the responsibility of this event was held either solely by the Town or the Triathlon Committee volunteer group, or a combination of the two (2) configurations.

After discussions between the volunteer Triathlon Committee and staff, it is recommended that the Community Services Department be in care and control of the 2017 Triathlon event.

Staff recommend that a Budget Deviation in the amount of $2,000 be approved for Triathlon expenses, however; the Registration Fees should offset this cost.
It should be noted, any profit from the event will be divided evenly between the Perth Stingrays (providing volunteers and prizes) and the Town of Perth. The Town portion of the profit will be designated to an indoor pool project. The volunteer Triathlon Committee members will work with staff to administer all aspects of the event.

This approach brings together the expertise of the Triathlon volunteers and the Town to continue to provide the annual sporting event which supports community engagement and tourism in the Town of Perth. This arrangement will be reviewed following the 2017 Perth Triathlon to determine if it should continue in subsequent years.

**Options:**

**Option 1: Recommended:**

1. Authorize the 2017 Perth Triathlon be operated as a Perth pool event, under the auspice of the Community Services Department, and;
2. Approve a Budget Deviation in the amount of $2,000.

**Option 2: Not Recommended:** Do nothing.

**Financial Considerations:**
The Triathlon expenses will not exceed $2,000 and will be offset by registrations fees. Any profit will be split evenly between the Perth Stingrays and the Town.

**Applicable Policy/Legislation:**
None.

**Others Consulted:**
Directors,
Colleen Keeley, Recreation Programming Coordinator, and;
Perth Triathlon Committee.

Respectfully submitted, 
Approved by,

Shannon Baillon, Director of Community Services  
John deRosenroll, CAO