

# **The Corporation of the City of Kawartha Lakes**

## **Agenda**

### **Regular Council Meeting**

**CC2018-05**

**Tuesday, March 20, 2018**

**Closed Session Commencing at 1:00 p.m. Open Session Commencing at 2:00 p.m.**

**Council Chambers**

**City Hall**

**26 Francis Street, Lindsay, Ontario K9V 5R8**

#### **Members:**

**Mayor Andy Letham**  
**Councillor Isaac Breadner**  
**Councillor Pat Dunn**  
**Councillor Doug Elmslie**  
**Councillor Gord James**  
**Councillor Gerard Jilesen**  
**Councillor Brian S. Junkin**  
**Councillor Rob Macklem**  
**Councillor Mary Ann Martin**  
**Councillor Gord Miller**  
**Councillor Patrick O'Reilly**  
**Councillor John Pollard**  
**Councillor Kathleen Seymour-Fagan**  
**Councillor Heather Stauble**  
**Councillor Stephen Strangway**  
**Councillor Andrew Veale**  
**Councillor Emmett Yeo**

Accessible formats and communication supports are available upon request.

1. **Call to Order**
2. **Adoption of Closed Session Agenda**
3. **Disclosure of Pecuniary Interest in Closed Session Items**
4. **Closed Session**
  - 4.1 CC2018-05.4.1  
**Closed Session Minutes, Regular Council Meeting  
March 6, 2018  
Municipal Act, 2001 s.239(2)(e)**
  - 4.2 WM2018-006  
**Member Recruitment to the Fenelon Landfill Public Review Committee  
Personal Matters about an Identifiable Individual  
Municipal Act, 2001 s.239(b)  
Bryan Robinson, Director of Public Works**
  - 4.3 LGL2018-003  
**Secondary Plan Settlements  
Advice that is Subject to Solicitor-Client Privilege  
Municipal Act, 2001 s.239(2)(f)  
Litigation, Municipal Act, 2001 s.239(2)(e)  
Robyn Carlson, City Solicitor**
5. **Opening Ceremonies**
  - 5.1 Call Open Session to Order
  - 5.2 O Canada
  - 5.3 Moment of Silent Reflection
  - 5.4 Adoption of Open Session Agenda  
**That the Agenda for the Open Session of the Regular Council Meeting of  
Tuesday, March 20, 2018, be adopted as circulated (and with the  
following amendments:)**

6.	<b>Disclosure of Pecuniary Interest</b>	
7.	<b>Notices and Information by Members of Council and Staff</b>	
7.1	Council	
7.2	Staff	
8.	<b>Matters from Closed Session</b>	
9.	<b>Minutes</b>	
9.1	CC2018-05.9.1	16 - 43
	Special Council Meeting of February 27, 2018 Regular Council Meeting of March 6, 2018	
	<b>That</b> the Minutes of the February 27, 2018 Special Council Meeting and the March 6, 2018 Regular Council Meeting, be received and adopted.	
9.2	CC2018-05.9.2	44 - 47
	Executive Committee Meeting of February 8, 2018	
	<b>That</b> the Minutes of the February 8, 2018 Executive Committee Meeting, be received.	
10.	<b>Presentations and Deputations</b>	
10.1	CC2018-05.10.1	
	<b>Proposed Maintenance and Liability Agreement - Hickory Beach</b> Ken Shipman	
11.	<b>Consent Matters</b>	
	<b>That</b> all of the proposed resolutions shown in Section 11.1 and 11.2 of the Agenda be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered.	
11.1	Reports	
11.1.1	RS2018-010	48 - 64
	<b>Hickory Beach Licensing Agreement</b> Robyn Carlson, City Solicitor and Acting Manager of Realty Services	

**That** Report RS2018-010, **Hickory Beach Licensing Agreement**, be received;

**That** Council approves in principle the concept of licensing the use of property legally described as PIN 63125-0326, known as “Hickory Beach” in the former Township of Verulam, to the Hickory Beach Docking Association on a non-exclusive basis; and

**That** the Mayor and Clerk are authorized to execute an agreement substantially in the form as set out in Appendix A to Report RS2018-010.

11.1.2

CAO2018-002

65 - 73

**Local Improvement Loan Program - Agreement with Community Future Development Corporation**

Ron Taylor, Chief Administrative Officer

**That** Report CAO2018-002, **Local Improvement Loan Program – Agreement with Community Futures Development Corporation (CFDC)**, be received;

**That** the City of Kawartha Lakes provides \$500,000 in matching loan funding for community improvements from the Contingency Reserve;

**That** the Contingency Reserve be replenished with interest as improvement loans are paid back;

**That** staff be authorized to initiate a city-wide Community Improvement Plan (CIP) in accordance with the requirements of the Planning Act and as generally outlined in Report CAO2018-002; and

**That** the Mayor and Clerk be authorized to execute any agreement and/or promissory note to secure the maximum \$500,000 interest-free loan from the CFDC to support community improvement projects.

11.1.3

CAO2018-003

74 - 77

**Transit Council Resolution CR2018-045 - Clarification**

Ron Taylor, Chief Administrative Officer

**That** Report CAO2018-003, **Transit Council Resolution CR2018-045 – Clarification**, be received.

11.1.4	LIC2018-002	78 - 80
	<p><b>Canine Day Boarding</b>  Alix Hick, Senior Licensing Officer  Richard Holy, Manager of Planning</p> <p><b>That</b> Report LIC2018-002, <b>Canine Day Boarding</b>, be received; and</p> <p><b>That</b> staff be directed to prepare an amendment to By-Law 2014-141, a By-Law to Licence, Regulate, and Govern Kennels in Kawartha Lakes, to include licensing provisions to permit and regulate canine day boarding facilities located in industrial and commercial zones within the City of Kawartha Lakes and report back by the end of the third quarter of 2018.</p>	
11.1.5	PUR2018-009	81 - 87
	<p><b>2018-22-CT St. Paul and Denniston Street Reconstruction</b>  Launa Lewis, Supervisor Financial Services  Corby Purdy, Supervisor/Infrastructure, Design, Construction</p> <p><b>That</b> Report PUR2018-009 <b>2018-22-CT St. Paul and Denniston Street Reconstruction</b>, be received;</p> <p><b>That</b> Coco Paving Inc. of Bowmanville, be selected for the award of Tender 2018-22-CT St. Paul and Denniston Street Reconstruction for the tender price of \$3,218,695.46, plus HST;</p> <p><b>That</b> DM Wills Associates Ltd. be selected for the single source award for contract administration and inspection in the amount of \$122,250 plus HST;</p> <p><b>That</b> funds in the amount of \$189,561 be transferred to the project from the Sewer Infrastructure Reserve to cover the balance of projects 998151701 and 998170502. The current balance of the reserve is \$1,473,632;</p> <p><b>That</b> subject to receipt;of the required documents, the Mayor and Clerk be authorized to execute the agreement to award this tender; and</p> <p><b>That</b> Purchasing Division be authorized to issue a Purchase Order.</p>	
11.1.6	PUR2018-010	88 - 91
	<p><b>2018-24-CT East Street Watermain Replacement in Bobcaygeon</b>  Launa Lewis, Supervisor Financial Services  Corby Purdy, Supervisor/Infrastructure, Design, Construction</p>	

**That Report PUR2018-010 2018-24-CT East Street Watermain Replacement in Bobcaygeon**, be received;

**That** Balterre Contracting Ltd. of Peterborough, be selected for the award of Tender 2018-24-CT East Street Watermain Replacement in Bobcaygeon for the total tender price of \$727,757.93, plus HST;

**That** funds in the amount of \$240,714 be transferred to the project from the Water Infrastructure Reserve to cover the balance of project 998170104. The current balance of the reserve is \$1,311,574;

**That** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award this tender; and

**That** Purchasing Division be authorized to issue a Purchase Order.

11.1.7

PUR2018-011

92 - 96

**2018-19-CQ Design Services for Durham St. W., Glenelg St. W. and Bay Street**

Launa Lewis, Supervisor Financial Services

Corby Purdy, Supervisor/Infrastructure, Design, Construction

**That Report PUR2018-011, 2018-19-CQ Design Services for Durham St. W., Glenelg St. W. and Bay Street**, be received;

**That** CIMA Canada of Bowmanville be selected for the award of Request for Quotation 2018-19-CQ Design Services for Durham St. W., Glenelg St. W. and Bay Street for the total cost of \$61,025.73 plus HST;

**That** the scope of work for Glenelg Street West design be added to capital program RD1803;

**That** subject to the receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award Quotation 2018-19-CQ; and

**That** the Purchasing Division be authorized to issue a purchase order.

11.1.8

PUR2018-012

97 - 99

**Quotation 2018-36-OQ Microsoft Enterprise Licensing Agreement**

Ashley Wykes, Buyer

**That** Report PUR2018-012, **Quotation 2018-36-OQ Microsoft Enterprise Licensing Agreement**, be received;

**That** CDW Canada Corp. of Etobicoke be awarded Quotation 2018-36-OQ Microsoft Enterprise Licensing Agreement for a three year term for the total quotation amount of \$724,611.00 (not including HST);

**That** the option to renew this agreement for one additional three (3) year term be approved pending vendor performance and in accordance with the Purchasing Policy;

**That** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute an agreement; and

**That** the Financial Services Division be authorized to execute the purchase order to award this contract.

11.1.9

PUR2018-013

100 - 104

**Tender 2018-01-CT Construction of Concrete Sidewalks, Curbs and Gutters**

Launa Lewis, Supervisor Financial Services

Corby Purdy, Supervisor/Infrastructure, Design, Construction

**That** Report PUR2018-013 **2018-01-CT Construction of Concrete Sidewalks, Curbs and Gutters**, be received;

**That** Signature Contractors of Oldcastle be selected for the award of Tender 2018-01-CT – Construction of Concrete Sidewalks, Curbs and Gutters for the tender price of \$439,474.00 excluding HST;

**That** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award Tender 2018-01-CT; and

**That** the Financial Services Division be authorized to issue a purchase order.

11.1.10

PLAN2018-017

105 - 113

**Revision to Consolidated Fees By-Law**

Richard Holy, Manager of Planning

**That** Report PLAN2018-017, **Revised Consolidated Fees By-Law**, be received;

**That** By-Law 2016-206 be amended to remove the following fees from Schedule E - Planning in the Consolidated Fees By-Law as follows;

## **E – 1 Planning Fees**

<b>Service Description</b>	<b>Unit</b>	<b>Fees Effective January 1, 2018</b>
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### **OMB Appeal Processing Fee**

OMB Appeal Processing Fee

Consent or Minor

Variance

Applications

each

\$150.00

All other Planning Act

\$300.00

Applications

**That By-law 2016-206 be amended to include the following new fees in Schedule E – Planning in the Consolidated Fees By-Law as follows:**

**That** By-law 2016-206 be amended to include the following new fees in Schedule E – Planning in the Consolidated Fees By-Law as follows;

## **E – 1 Planning Fees**

<b>Service Description</b>	<b>Unit</b>	<b>Fees Effective January 1, 2018</b>
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### **Administration**

Prescreening Application to  
Open a Road Allowance

each

\$200.00

### **Deeming By-law or Repeal of Deeming By-law**

Deeming Application where  
required as a condition of  
consent

each

\$385.00

### **Minor Variance**

Minor Variance for Approval  
of Accessibility Structures

each

\$550.00 plus  
\$220.00  
advertising fee

### **Preparation of Development Agreement**

Where required to facilitate  
the merger of one or more  
properties

each

\$1,500.00

**That the fee amendments contained in Report PLAN2018-017 be approved; and**

**That** the attached By-law be forwarded to Council for adoption.



11.1.11	PLAN2018-020	114 - 120
	<p><b>A By-law to Deem Lots 11 and 12, Registered Plan 291, Geographic Township of Fenelon, being 584 Birch Point Road (Kelly - D30-2018-003)</b></p> <p>Janet Wong, Planner II</p> <p><b>That Report PLAN2018-020, A By-law to Deem Lots 11 and 12, Registered Plan 291, Geographic Township of Fenelon, being 584 Birch Point Road (Kelly - D30-2018-003), be received;</b></p> <p><b>That a Deeming By-law respecting Lots 11 and 12, Registered Plan 291, substantially in the form attached as Appendix D to Report PLAN2018-020, be approved and adopted by Council; and</b></p> <p><b>That the Mayor and Clerk be authorized to execute any documents required by the approval of this application.</b></p>	
11.1.12	PLAN2018-021	121 - 127
	<p><b>A By-law to Deem Lot 13, Registered Plan 55, Former Village of Bobcaygeon, being 235 Front Street West (Maguire - D30-2018-004)</b></p> <p>Janet Wong, Planner II</p> <p><b>That Report PLAN2018-021, A By-law to Deem Lot 13, Registered Plan 55, former Village of Bobcaygeon, being 235 Front Street West (Maguire - D30-20018-004), be received;</b></p> <p><b>That a Deeming By-law respecting Lot 13, Registered Plan 55, substantially in the form attached as Appendix D to Report PLAN2018-021, be approved and adopted by Council; and</b></p> <p><b>That the Mayor and Clerk be authorized to execute any documents required by the approval of this application.</b></p>	
11.1.13	PLAN2018-027	128 - 135
	<p><b>An Application to Amend the Township of Manvers Zoning By-law 87-06 to remove the Holding (H) Symbol to Permit 3 Single Detached Dwellings on Part of Lot 25, Concession 8, Geographic Township of Manvers, now City of Kawartha Lakes - Woodland Hills Community Inc. and Watersmeet Corporation</b></p> <p>Richard Holy, Manager of Planning</p>	

**That** Report PLAN2018-027, **Woodland Hills Community Inc. and Watersmeet Corporation - D06-17-032**, be received for information;

**That** a Zoning By-law Amendment respecting Application D06-17-032, substantially in the form attached as Appendix C to Report PLAN2018-027, be approved and adopted by Council; and

**That** the Mayor and Clerk be authorized to execute any documents required by the approval of this application.

11.1.14      SOC2018-001      136 - 141

**Children's Services Update and 2018 Funding Allocations**

Janine Mitchell, Manager Social Services

**That** Report SOC2018-01, **2018 Children's Services Update and Funding Allocations**, be received.

11.1.15      WM2018-004      142 - 163

**Adopt a Road Program**

David Kerr, Manager Environmental Services

**That** Report WM2018-004, **Adopt A Road Program**, be received;

**That** the City of Kawartha Lakes endorses the revised Adopt a Road Program as outlined in Report WM2018-004; and

**That** volunteers and groups participating in the current Adopt a Road Program be advised of the revised program changes in writing.

11.1.16      WWW2018-005      164 - 172

**2017 Annual Waterworks Summary Report**

Julie Henry, Quality Management and Policy Coordinator

Attachments are available on the City Website at:

<https://www.kawarthalakes.ca/en/living-here/water-and-wastewater-services.aspx>

**That** Report WWW2018-005, **2017 Annual Waterworks Summary Report**, be received; in accordance with reporting requirements of Ontario Regulation 170/03 Schedule 22 under the *Safe Drinking Water Act*, 2002 for the following Municipal Residential Drinking Water Systems (DWS) owned by the City of Kawartha Lakes:

- Birchpoint Estates DWS
- Bobcaygeon DWS
- Canadiana Shores DWS
- Fenelon Falls DWS
- Janetville DWS
- King's Bay DWS
- Kinmount DWS
- Lindsay DWS
- Manilla DWS (Woods of Manilla)
- Manorview DWS
- Mariposa Estates DWS
- Norland DWS
- Omemee DWS (Victoria Glen)
- Pinewood DWS
- Pleasant Point DWS
- Sonya DWS
- Southview Estates DWS
- Victoria Place DWS
- Western Trent DWS
- Woodfield DWS
- Woodville DWS

11.1.17

TR2018-004

173 - 184

**Rescind Transit Charter Policy C 180 EPW 017**

Todd Bryant, Manager of Fleet and Transit Services

**That** Report TR2018-004, **Rescind Transit Charter Policy C 180 EPW 017**, be received;

**That** Council rescinds Transit Charter policy C 180 EPW 017; and

**That** the attached Management Directive titled Transit Charters, be adopted and updated as necessary by Staff in accordance with Council Policy CP2016-003 (City of Kawartha Lakes – Policy System), as amended.

11.1.18      RD2018-001      185 - 198

**Potential to Utilize City Owned Pits for the Provision of Gravel for City Wide Gravel Resurfacing**

David Lembke, Acting West Maintenance Area Manager

**That** Report RD2018-001, **Potential to Utilize City Owned Pits for the Provision of Gravel for City Wide Gravel Resurfacing**, be received; and

**That** Staff be directed to maintain pit operation practices to provide aggregate for operational needs and to supply gravel to the capital gravel program where deemed feasible by the Director of Public Works.

11.1.19      RD2018-002      199 - 209

**Rescind Installation of Banners Over City Roads Policy**

Bryan Robinson, Director of Public Works

**That** Report RD2018-002, **Rescind Installation of Banners Over City Roads Policy**, be received;

**That** Council rescinds Installation of Banners Over City Roads policy C 140 EPW 012; and

**That** the attached Management Directive titled Installation of Banners Over City Roads be adopted and updated as necessary by Staff in accordance with Council Policy CP2016-003 (City of Kawartha Lakes – Policy System), as amended.

11.2      Correspondence

11.2.1      CC2018-05.11.2.1      210 - 212

**Memo - Per Diem and Mileage Compensation for Council Members Serving on Committees/Boards/Agencies (2018-2022 Council Term**  
Mayor Andy Letham (on behalf of Executive Committee)

**That** the memorandum from Mayor Letham, on behalf of Executive Committee and dated March 20 2018, be received;

**That** mileage paid to any Council Member for attendance at any committee, board or agency, on behalf of the City of Kawartha Lakes, in fulfilling their responsibilities as a member of Council, be compensated through the established Council budget and not through any budget of that committee, board or agency;

**That** no Per Diems be paid to any Council Member for attendance at any committee, board or agency meeting, on behalf of the City of Kawartha Lakes, in fulfilling their responsibilities as a committee, board or agency appointee;

**That** any committee, board or agency that currently budgets mileage and/or per diems as compensation to City of Kawartha Lakes Council Members be requested to eliminate this compensation from their budgets effective the 2018-2022 term of Council; and

**That** the necessary by-law and/or policy amendment(s) be brought forward to Council for approval by end of Q2, 2018.

11.2.2      CC2018-05.11.2.2      213 - 220

**Memo - Scheduling of Council and Committee Meetings (2018-2022 Council Term)**

Mayor Andy Letham (on behalf of Executive Committee)

**That** the memorandum from Mayor Letham, on behalf of the Executive Committee, and dated March 20 2018, be received;

**That** Option 2, Regular Council meetings be scheduled in the evening, with committee and special council meetings remaining as currently scheduled, effective the next term of Council (2018-2022);

**That** Council review meeting scheduling in 2020; and,

**That** the necessary by-law amendment(s) be brought forward to Council before the end of Q2 2018 for approval.

11.3      Items Extracted from Consent

**12.      Committee of the Whole and Planning Committee Minutes**

12.1      CC2018-05.12.1      221 - 231

Planning Advisory Committee Meeting of March 7, 2018

**That** the Minutes of the March 7, 2018 Planning Advisory Committee Meeting be received and the recommendations be adopted.

**13. Petitions**

**14. Other or New Business**

**15. By-Laws**

**That** the By-Laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.7 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**15.1 By-Laws by Consent**

**15.1.1 CC2018-05.15.1.1 232 - 232**

**A By-law to Repeal By-law 2017-090, being a By-law to Appoint an Inspector and Municipal Law Enforcement Officer for the City of Kawartha Lakes (A. Yurick)**

**15.1.2 CC2018-05.15.1.2 233 - 234**

**A By-law to Amend By-law 2017-216, being a By-law to Regulate Fences in the City of Kawartha Lakes (Amendment No. 1)**

**15.1.3 CC2018-05.15.1.3 235 - 237**

**A By-law to Amend By-law 2016-206, the Consolidated Fees By-law in the City of Kawartha Lakes (Amendment No. 8)**

**15.1.4 CC2018-05.15.1.4 238 - 238**

**A By-law to Deem Part of a Plan of Subdivision, previously Registered for Lands within Kawartha Lakes, Not to be a Registered Plan of Subdivision in Accordance with the Planning Act, PIN 631270423 (LT), Described as Lot 13, Registered Plan 55, Former Village of Bobcaygeon, now City of Kawartha Lakes (235 Front Street West – Maguire)**

15.1.5	CC2018-05.15.1.5	239 - 239
	<p><b>A By-law to Deem Part of a Plan of Subdivision, Previously Registered for Lands within Kawartha Lakes, Not to be a Registered Plan of Subdivision In Accordance with the Planning Act, PIN 631650702 (LT) and PIN 631650703 (LT), Described as Lot 11 and Lot 12, Registered Plan 291, Geographic Township of Fenelon, now City of Kawartha Lakes (584 Birch Point Road – Kelly)</b></p>	
15.1.6	CC2018-05.15.1.6	240 - 241
	<p><b>A By-law to Amend the Township of Manvers Zoning By-law 87-06 to Remove the Holding (H) Symbol from a Zone Category on Property within the City of Kawartha Lakes (Woodland Hills Community Inc. and Watersmeet Corporation)</b></p>	
15.1.7	CC2018-05.15.1.7	242 - 243
	<p><b>A By-law to Amend the City of Kawartha Lakes Oak Ridges Moraine Zoning By-law No. 2005-133 to Rezone Land within the City of Kawartha Lakes (510 Telecom Road – Darmar Farms Inc.)</b></p>	
15.2	By-Laws Extracted from Consent	
16.	Notice of Motion	
17.	Closed Session (If Not Completed Prior to Open Session)	
18.	Matters from Closed Session	
19.	Confirming By-Law	
19.1	CC2018-05.19.1	244 - 244
	<p><b>A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, March 20, 2018</b></p> <p><b>That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, March 20, 2018 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.</b></p>	
20.	Adjournment	