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.

Pages

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. **Disclosure of Pecuniary Interest**

7. **Notices and Information by Members of Council and Staff**

7.1 Council

7.2 Staff

8. **Matters from Closed Session**

9. **Minutes**

9.1 CC2018-05.9.1 16 - 43

Special Council Meeting of February 27, 2018
Regular Council Meeting of March 6, 2018

That 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

That the Minutes of the February 8, 2018 Executive Committee Meeting, be received.

10. **Presentations and Deputations**

10.1 CC2018-05.10.1

Proposed Maintenance and Liability Agreement - Hickory Beach
Ken Shipman

11. **Consent Matters**

That 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

Hickory Beach Licensing Agreement
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

Canine Day Boarding
Alix Hick, Senior Licensing Officer
Richard Holy, Manager of Planning

That Report LIC2018-002, **Canine Day Boarding**, be received; and

That 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.

11.1.5 PUR2018-009 81 - 87

2018-22-CT St. Paul and Denniston Street Reconstruction
Launa Lewis, Supervisor Financial Services
Corby Purdy, Supervisor/Infrastructure, Design, Construction

That Report PUR2018-009 **2018-22-CT St. Paul and Denniston Street Reconstruction**, be received;

That 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;

That DM Wills Associates Ltd. be selected for the single source award for contract administration and inspection in the amount of $122,250 plus HST;

That 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;

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.

11.1.6 PUR2018-010 88 - 91

2018-24-CT East Street Watermain Replacement in Bobcaygeon
Launa Lewis, Supervisor Financial Services
Corby Purdy, Supervisor/Infrastructure, Design, Construction

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

Service Description	Unit	Fees Effective January 1, 2018
OMB Appeal Processing Fee		
OMB Appeal Processing Fee		
Consent or Minor Variance Applications	each	$150.00
All other Planning Act Applications		$300.00

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

Service Description	Unit	Fees Effective January 1, 2018
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

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)
Janet Wong, Planner II

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;

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

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

11.1.12 PLAN2018-021 121 - 127

A By-law to Deem Lot 13, Registered Plan 55, Former Village of Bobcaygeon, being 235 Front Street West (Maguire - D30-2018-004)
Janet Wong, Planner II

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;

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

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

11.1.13 PLAN2018-027 128 - 135

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
Richard Holy, Manager of Planning

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

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)

15.1.6 CC2018-05.15.1.6 240 - 241

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)

15.1.7 CC2018-05.15.1.7 242 - 243

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.)

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

A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, March 20, 2018

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.

20. Adjournment

The Corporation of the City of Kawartha Lakes

Minutes

Special Council Information Meeting

CC2018-03
Tuesday, February 27, 2018
Open Session Commencing at 1:00 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. Statutory Public Meeting at 1:00 p.m.

1.1 Call to Order

Mayor Letham called the meeting to order at 1:00 p.m. Councillors I. Breadner, P. Dunn, D. Elmslie, G. James, G. Jilesen, B. Junkin, R. Macklem, M.A. Martin, G. Miller, J. Pollard, K. Seymour-Fagan, H. Stauble, S. Strangway, and A. Veale were in attendance.

CAO R. Taylor, City Clerk C. Ritchie, Administrative Assistant N. Sinopoli and various other staff were also in attendance.

Absent: Councillor P. O'Reilly

Late Arrival: Councillor E. Yeo arrived at 1:10 p.m.

Early Departure: Councillor E. Yeo left at 3:05 p.m.

1.2 Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest noted.

1.3 CC2018-03.1.3

Statutory Public Meeting - Amendment to Building By-law 2012-019 Fees with Respect to Use of Registered Code Agency
Susanne Murchison, Chief Building Official

Mayor Letham stated that, as required under the Building Code Act, a public meeting is being held prior to The City of Kawartha Lakes Council making a decision on adopting amendments related to the fee schedule of By-law 2012-019 passed under section 7 of the Building Code Act.

S. Murchsion advised the public and Council on the matter being proposed.

Mayor Letham called three times for persons who wished to speak on this matter.

No persons spoke on the matter.

Mayor Letham asked City Clerk Ritchie, if any written correspondence had been received relating to this meeting. No correspondence had been received.

Council will consider this matter at a Regular Meeting of Council on March 6, 2018.

CR2018-085
Moved By Councillor Strangway
Seconded By Councillor Junkin

That the presentation by S. Murchison, Chief Building Official, regarding **Amendment to Building By-law 2012-019 Fees with Respect to Use of Registered Code Agency,** be received.

Carried

1.4 Adjournment

The public meeting, held under the Building Code Act, was adjourned at 1:05 p.m.

2. Call to Order - Special Council Information Meeting

Mayor Letham called the Special Council Information Meeting to order at 1:05 p.m.

3. Adoption of Agenda

CR2018-086
Moved By Councillor James
Seconded By Councillor Miller

That the Agenda for the Special Council Information Meeting of Tuesday, February 27, 2018, be adopted as circulated.

Carried

4. Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest noted.

5. Reports

5.1 BLDG2018-001

Building By-law Amendment No. 4
Susanne Murchison, Chief Building Official

CR2018-087
Moved By Councillor Elmslie
Seconded By Councillor Strangway

That Report BLDG2018-001, **Building By-law Amendment No. 4**, be received; and

That a by-law substantially in the form attached as Appendix A to this report be forwarded to Council for adoption.

Carried

6. Presentations and Deputations

6.1 CC2018-03.6.1

How Municipalities Can Prepare for New Waste Management Legislation
David Kerr, Manager of Environmental Services
Dave Gordon, Association of Municipalities of Ontario (AMO)

D. Gordon, Senior Advisor, Waste Diversion, Association of Municipalities of Ontario, provided an overview of the Waste-Free Ontario Act, 2016 and the implications for municipal waste programs.

CR2018-088
Moved By Councillor Breadner
Seconded By Councillor Elmslie

That the presentation by David Kerr, Manager of Environmental Services and Dave Gordon, Association of Municipalities of Ontario (AMO), regarding **How Municipalities Can Prepare for New Waste Management Legislation**, be received.

Carried

6.2 CC2018-03.6.2

Kawartha North Family Health Team Funding Submission for Seniors Community Support Program
Marina Hodson, Executive Director

Marina Hodson, Executive Director, Kawartha North Family Health Team, provided an overview of the Seniors Community Support Program. She requested an in-kind financial contribution to support the program.

CR2018-089
Moved By Councillor Strangway
Seconded By Councillor Stauble

That the presentation by Marina Hodson, Executive Director, Kawartha North Family Health Team, regarding **Kawartha North Family Health Team Funding**

Submission for Seniors Community Support Program, be received and referred to staff for a report back by the end of April 2018.

Carried

6.3 CC2018-03.6.3

Communications, Advertising and Marketing Update
Cheri Davidson, Communications, Advertising and Marketing Manager

Manager Davidson provided an overview of the 3 year Communications Strategic Plan, highlighting the accomplishments for 2017 and the proposed actions for 2018-19.

CR2018-090
Moved By Councillor Martin
Seconded By Councillor Stauble

That the presentation by Cheri Davidson, Advertising and Marketing Manager, regarding **Communications, Advertising and Marketing Update**, be received.

Carried

6.4 CC2018-03.6.4

2018 Legislation and Structure Reviews Impacting Council
Ron Taylor, CAO
Cathie Ritchie, City Clerk
Robyn Carlson, City Solicitor

CAO Taylor provided an overview of the 2018 legislation and structure reviews impacting Council.

CR2018-091
Moved By Councillor Elmslie
Seconded By Councillor Breadner

That the presentation by Ron Taylor, CAO regarding **2018 Legislation and Structure Reviews Impacting Council**, be received.

Carried

7. Closed Session

8. Matters from Closed Session

9. Confirming By-Law

9.1 By-law 2018-022

A By-law to Confirm the Proceedings of a Special Information Meeting of Council, Tuesday, February 27, 2018

CR2018-092
Moved By Councillor James
Seconded By Councillor Macklem

That a by-law to confirm the proceedings of a Special Council Information Meeting held Tuesday, February 27, 2018 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

10. Adjournment

CR2018-093
Moved By Councillor Dunn
Seconded By Councillor Breadner

That the Special Council Information Meeting adjourn at 3:46 p.m.

Carried

Read and adopted this 20th day of March, 2018.

_____ _____

Andy Letham, Mayor Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Minutes

Regular Council Meeting

CC2018-04
Tuesday, March 6, 2018
Closed Session Commencing at 1:30 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

Mayor Letham called the Meeting to order at 1:30 p.m. Councillors I. Breadner, P. Dunn, D. Elmslie, G. James, G. Jilesen, B. Junkin, R. Macklem, M.A. Martin, G. Miller, P. O'Reilly, K. Seymour-Fagan, H. Stauble, S. Strangway, A. Veale and E. Yeo were in attendance.

CAO R. Taylor, City Clerk C. Ritchie, City Solicitor R. Carson and Directors C. Marshall, B. Robinson, J. Rojas and J. Stover were also in attendance.

Absent: Councillor J. Pollard.

2. Adoption of Closed Session Agenda

CR2018-094
Moved By Councillor Elmslie
Seconded By Councillor Dunn

That the Closed Session agenda be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest in Closed Session Items

There were no declarations of pecuniary interest noted.

4. Closed Session

CR2018-095
Moved By Councillor Macklem
Seconded By Councillor Yeo

That Council convene into closed session at 1:30 p.m. in order to consider matters on the Tuesday, March 6, 2018 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2) of the Municipal Act, S.O. 2001. S.25.

Carried

5. Opening Ceremonies

5.1 Call Open Session to Order

Mayor Letham called the Open Session of the Meeting to order at 2:00 p.m. Councillors I. Breadner, P. Dunn, D. Elmslie, G. James, G. Jilesen, B. Junkin, R.

Macklem, M.A. Martin, G. Miller, P. O'Reilly, J. Pollard, K. Seymour-Fagan, H. Stauble, S. Strangway, A. Veale and E. Yeo were in attendance.

CAO R. Taylor, City Clerk C. Ritchie, Administrative Assistant N. Sinopoli and various other staff members were also in attendance.

5.2 O Canada

The Meeting was opened with the singing of 'O Canada'.

5.3 Moment of Silent Reflection

The Mayor asked those in attendance to observe a Moment of Silent Reflection.

5.4 Adoption of Open Session Agenda

CR2018-099
Moved By Councillor O'Reilly
Seconded By Councillor Veale

That the Agenda for the Open Session of the Regular Council Meeting of Tuesday, March 6, 2018, be adopted as circulated.

Carried

6. Disclosure of Pecuniary Interest

Councillor Breadner declared a pecuniary interest to Item 11.1.2 as 61 Cameron Road, identified several times in the report, is his parents' residence.

7. Notices and Information by Members of Council and Staff

7.1 Council

Councillor O'Reilly

- The Boys and Girls Club Annual Shamrock Sprint is on Saturday, March 10th starting at 10:00 a.m.
- International Women's Day is Thursday, March 8th.
- The Lindsay Exhibition is hosting the East Central Farm Show on March 8th and 9th.
- The 50th Annual Community Champions Dinner is being held on Saturday, March 22nd at 6:00 p.m. at Celebrations on Lindsay St. N. in support of the United Way. Denise Hepbourn, 2017 Invictus Games Athlete, is the guest speaker and the event includes a silent and live auction.

- Kawartha Lakes This Week presents the Spring Outdoor Show March 16th-18th at the Lindsay Exhibition.
- March 17th is St. Patrick's Day.

Councillor Stauble

- Thursday, March 8th is International Women's Day celebrating and promoting social, economic, cultural and political achievements of women. The theme this year is #PressforProgress.

Councillor Seymour-Fagan

- A public meeting to discuss the reconstruction of Canal Street is being held at 6:00 p.m. on March 6th at the Bobcaygeon Service Centre.

7.2 Staff

8. Matters from Closed Session

9. Minutes

9.1 CC2018-04.8.1

Regular Council Meeting of February 13, 2018

CR2018-100
Moved By Councillor Strangway
Seconded By Councillor Stauble

That the Minutes of the February 13, 2018 Regular Council Meeting, be received and adopted.

Carried

10. Presentations and Deputations

11. Consent Matters

The following items were requested to be extracted from the Consent Agenda:

Item 11.1.2 - Mayor Letham
Item 11.1.6 - Councillor Breadner

Moved By Councillor Seymour-Fagan
Seconded By Councillor Elmslie

That 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, save and except Items 11.1.2 and 11.1.6.

Carried

11.1 Reports

11.1.1 PLAN2018-022

A by-law to deem Lots 40 and 41, Registered Plan 304, Vacant Land on Centennial Park Road, Geographic Township of Eldon (Kinney) – Planning File D30-2018-005
David Harding, Planner II

CR2018-101

That Report PLAN2018-022, respecting **Lots 40 and 41, Registered Plan 304, Geographic Township of Eldon, Kinney – Application D30-2018-005,** be received;

That a Deeming By-law respecting Lots 40 and 41, Registered Plan 304, substantially in the form attached as Appendix D to Report PLAN2018-022, be approved and adopted by Council; and

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

Carried

11.1.3 RS2018-007

Surplus Declaration and Proposed Closure and Sale of a Portion of Road Allowance Adjacent to 61-71 Homewood Park Road and 5 Treewood Lane and Legally Described as Part of Blocks A and B, Registered Plan No. 175, in the Geographic Township of Bexley, City of Kawartha Lakes
Laura Carnochan, Law Clerk – Realty Services

CR2018-102

That Report RS2018-007, **Surplus Declaration and Proposed Closure and Sale of a Portion of Road Allowance Adjacent to 61-71 Homewood Park Road and 5 Treewood Lane and Legally Described as Part of Blocks A and B, Registered Plan No. 175, in the Geographic Township of Bexley, City of Kawartha Lakes**, be received;

That the subject property, being a portion of road allowance adjacent to 61-71 Homewood Park Road and 5 Treewood Lane and legally described as Part of Blocks A and B, Registered Plan No. 175, in the Geographic Township of Bexley, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the portion of the road allowance and sale to the adjoining owners, be supported, in principle, in accordance with the provisions of By-law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional agreement of purchase and sale;

That staff be directed to commence the process to stop up and close the said portion of the road allowance;

That any deputation or public input in opposition of the closing, if any, shall be considered, and if appropriate, a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed; and

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and conveyance of the lands.

Carried

11.1.4 RS2018-008

Surplus Declaration and Proposed Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 26 Baker Lane and 28 Baker Lane, in the Geographic Township of Dalton, City of Kawartha Lakes
Laura Carnochan, Law Clerk – Realty Services

CR2018-103

That Report RS2018-008, **Surplus Declaration and Proposed Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 26 Baker Lane and 28 Baker Lane, in the Geographic Township of Dalton, City of Kawartha Lakes**, be received;

That the subject property, being the shoreline road allowance adjacent to 26 Baker Lane and 28 Baker Lane, in the Geographic Township of Dalton, City of Kawartha Lakes be declared surplus to municipal needs;

That Council support, in principle, the closure of the shoreline road allowance and sale to the adjoining owners in accordance with the provisions of By-law 2018-020, as amended, and the Municipal Act, 2001 and subject to the parties entering into a conditional agreement of purchase and sale;

That staff be directed to commence the process to stop up and close the said portion of the road allowance;

That any deputation or public input in opposition of the closing, if any, shall be considered, and if appropriate, a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed; and

That the Mayor and Clerk be authorized to execute any documents to facilitate the road closing and conveyance of the lands.

Carried

11.1.5 RS2018-009

Acquisition of Land for Road Purposes – Portion of Palestine Road
Laura Carnochan, Law Clerk – Realty Services

CR2018-104

That Report RS2018-009, **Acquisition of Land for Road Purposes – Portion of Palestine Road**, be received;

That the acquisition of Part of the West Half of Lot 15, Concession 4, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 1 on Plan 57R-10631, being Part of PIN: 63173-0071 (LT) for road purposes, be approved;

That staff be directed to commence the process of obtaining ownership of the required land, for nominal consideration, with all related costs payable by the applicants;

That the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this decision;

That the Mayor and Clerk be authorized to execute any documents and agreements required to release the municipality's interest in the subject property; and

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

Carried

11.1.7 WWW2018-007

Region of Durham and City of Kawartha Lakes Enforcement Responsibility Agreement for Source Water Protection
Kayla Strackholder, Contract Coordinator

CR2018-105

That Report WWW2018-007**, Region of Durham and City of Kawartha Lakes Enforcement Responsibility Agreement for Source Water Protection,** in connection with the Mariposa Estates Municipal Drinking Water System, be received;

That the agreement between the Corporation of the City of Kawartha Lakes and the Regional Municipality of Durham for Enforcement Responsibility Agreement attached as Appendix A to Report WWW2018-007, be approved; and

That the Mayor and City Clerk be authorized to execute any documents and agreements required by the approval of this agreement.

Carried

11.2 Correspondence

11.2.1 CC2018-04.11.2.1

Memo - Reduction of Speed Limit County Road 8 (Helen Street)
Doug Elmslie, Councillor

CR2018-106

That the March 6, 2018 memorandum from Councillor Elmslie regarding **Reduction of Speed Limit County Road 8 (Helen Street)**, be received;

That staff bring forward a by-law to Council to extend the 60 km per hour zone on County Road 8 (Helen Street) westbound from its present limit to Byrnell St.; and

That the eastbound lane on County Road 8 (Helen Street) from Byrnell St. to the 50 km per hour sign in Fenelon Falls also be included within the established 60 km per hour zone.

Carried

11.2.2 CC2018-04.11.2.2

Age Friendly Initiative Project Update - Positive Aging Strategy
John Daly, County Clerk
County of Simcoe

CR2018-107

That the February 15, 2018 correspondence from John Daly, County Clerk, County of Simcoe regarding **Age Friendly Initiative Project Update - Positive Aging Strategy**, be received.

Carried

11.2.3 CC2018-04.11.2.3

White Paper - Building a Seniors Campus
John Daly, County Clerk
County of Simcoe

CR2018-108

That the February 2, 2018 correspondence from John Daly, County Clerk, County of Simcoe, regarding **White Paper - Building a Seniors Campus**, be received.

Carried

11.2.4 CC2018-04.11.2.4

Request for Noise By-law Exemption
Jarrod Finlay, Technical Services Officer
Ministry of Transportation

CR2018-109

That the February 16, 2018 correspondence from Jarrod Finlay, Technical Services Officer, Ministry of Transportation, regarding **Request for Noise By-law Exemption**, be received; and

That the exemption from the City's Noise By-law 2005-025, as amended, for the construction activities at the intersection of Highway 35 and Highway 7 from June 1, 2018 to October 1, 2018, be approved.

Carried

11.3 Items Extracted from Consent

11.1.2 EA2018-008

Petition for Drainage Works By the Road Authority (Cameron)
Michael Farquhar, Supervisor, Technical Services

Councillor Breadner vacated his chair during the vote due to his previously declared pecuniary interest.

CR2018-110
Moved By Councillor Strangway
Seconded By Councillor Veale

That Report EA2018-008, **Petition for Drainage Works by Road Authority (Cameron)**, be received;

That Council proceed with the petition submitted by the Road Authority for drainage works and instruct the City Clerk to proceed with the notices required under Section 5 of the Drainage Act;

That Council appoint RJ Burnside & Associates for this project; and

That Council instruct RJ Burnside & Associates to combine the Waite petition and the Road Authorities petition into one report as per section 8(4) of the Ontario Drainage Act.

Carried

11.1.6 WWW2018-006

A By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes - Update
Amber Hayter, Supervisor of Water and Wastewater Operations

An Option 4 was introduced and considered along with 3 other options attached as Appendix B to Report WWW2018-006.

CR2018-111

That Report WWW2018-006, **A By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes – Update**, be received;

That the by-law, A By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes, substantially in the form attached as Appendix A and introduced as Appendix B-Option 4 to Report WWW2018-006 to be included as Schedule A to the by-law, be approved and adopted by Council; and

That a by-law to repeal By-law 2011-260, A By-law to Govern Water and Wastewater Services in the City of Kawartha Lakes, be brought forward for adoption.

Carried

12. Committee of the Whole and Planning Committee Minutes

12.1 CC2018-04.12.1

Planning Advisory Committee Meeting of February 14, 2018

B. Junkin requested the extraction of recommendation PAC2018-011.

CR2018-112
Moved By Councillor O'Reilly
Seconded By Councillor Veale

That the Minutes of the February 14, 2018 Planning Advisory Committee Meeting be received and the recommendations be adopted, save and except Item PAC2018-011.

Carried

Moved By Councillor Junkin
Seconded By Councillor Stauble

That Report PLAN 2018-015, respecting Part Lot 19, Concession 10, 57R-5049, Parts 1 to 4, Geographic Township of Emily, City of Kawartha Lakes, Application D06-17-008, be received; and

That the application to amend the Township of Emily Zoning By-law 1996-30 to replace the Environmental Protection (EP) zone across the shoreline of the subject properties with the Rural Residential Type One Exception Four (RR1-4) zone existing on the balance of 37 Wispi Shore Road and the Rural Residential Type One Exception Five (RR1-5) zone existing on the balance of 45, 57 and 61 Wispi Shore Road, on property legally described as Part Lot 19 Concession 10 57R-5049 Parts 1 to 4, Geographic Township of Emily, City of Kawartha Lakes (Cameron, Osmond, Gratz, Devers and Ashmeade), be denied.

Recorded	For	Against	Absent
Mayor Letham		X	
Councillor Breadner		X	
Councillor Dunn		X	
Councillor Elmslie		X	
Councillor James		X	
Councillor Jilesen		X	
Councillor Junkin	X		
Councillor Macklem		X	
Councillor Martin	X		
Councillor Miller		X	
Councillor O'Reilly		X	
Councillor Pollard		X	
Councillor Seymour-Fagan		X	
Councillor Stauble	X		
Councillor Strangway		X	
Councillor Veale		X	
Councillor Yeo		X	
Results	**3**	**14**	**0**

Motion Failed

CR2018-113
Moved By Councillor O'Reilly
Seconded By Councillor Strangway

That Report PLAN2018-015, respecting Part Lot 19, Concession 10, 57R-5049, Parts 1 to 4, Geographic Township of Emily, City of Kawartha Lakes, Application D06-17-008, be received;

That a By-law to implement Zoning By-law Amendment Application D06-17-008 respecting a proposed amendment to the Township of Emily Zoning By-law for property described as Part Lot 19, Concession 10, 57R-5049, Parts 1 to 4, Geographic Township of Emily, City of Kawartha Lakes, substantially in the form attached as Appendix D to Report PLAN2018-015, be approved and adopted by Council; and

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

Carried

13. Petitions

14. Other or New Business

15. By-Laws

The mover requested the consent of Council to read the by-laws by number only.

CR2018-114
Moved By Councillor Breadner
Seconded By Councillor Yeo

That the By-laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.16, be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

15.1 By-Laws by Consent

15.1.1 By-law 2018-023

A By-law to Amend By-law 2016-206, the Consolidated Fees By-law in the City of Kawartha Lakes
(Amendment No. 7)

15.1.2 By-law 2018-024

A By-law to Authorize the Sale of Municipally Owned Property Legally Described as Lot 2, Registered Plan No. 434, in the Geographic Township of Somerville, City of Kawartha Lakes Designated as Parts 1 and 2 on Plan 57R-10556 Being Part of PIN: 63119-0289 (LT)

15.1.3 By-law 2018-025

A By-law to Amend By-law 2012-173, being a By-law to Regulate Parking (Amendment No. 15)

15.1.4 By-law 2018-026

A By-law to Amend By-law 2012-019 and Schedule A of By-law 2012-019, being a By-law under the Building Code Act Respecting Permits and Related Matters (Amendment No. 4)

15.1.5 By-law 2018-027

A By-law to Appoint an Inspector and Municipal Law Enforcement Officer for the City of Kawartha Lakes (C. Bryant)

15.1.6 By-law 2018-028

A By-law to Repeal By-law 2014-128, being a By-law to Appoint an Inspector and Municipal Law Enforcement Officer for the City of Kawartha Lakes (N. Dawkins)

15.1.7 By-law 2018-029

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 # 63170-0556 (LT) and PIN # 63170-0557 (LT), Described as Lots 40 and 41, Plan 304, Geographic Township of Eldon, Now City of Kawartha Lakes

15.1.8 By-law 2018-030

A By-law to Amend the Township of Ops Zoning By-law No. 93-30 to Rezone Land within the City of Kawartha Lakes (1144 River Road - 2264768 Ontario Limited)

15.1.9 By-law 2018-031

A By-law to Amend the Township of Manvers Zoning By-law No. 87-06 to Rezone Land within the City of Kawartha Lakes (136 Golf Course Road - 2264768 Ontario Limited)

15.1.10 By-law 2018-032

A By-law to Amend the Township of Mariposa Zoning By-law No. 94-07 to Rezone Land within the City Of Kawartha Lakes (594 Highway 7 - 2264768 Ontario Limited)

15.1.11 By-law 2018-033

A By-law to Amend the Township of Manvers Zoning By-law No. 87-06 to Rezone Land within the City Of Kawartha Lakes (359 St. Mary's Road - 2264768 Ontario Limited)

15.1.12 By-law 2018-034

A By-law to Amend the Township of Manvers Zoning By-law No. 87-06 to **Rezone Land within the City Of Kawartha Lakes (63 Lifford Road - 2264768 Ontario Limited)**

15.1.13 By-law 2018-035

A By-law to Amend the Township of Ops Zoning By-Law No. 93-30 to Rezone Land within the City of Kawartha Lakes (771 Lilac Road - Popovic)

15.1.14 By-law 2018-036

A By-law To Amend the Town of Lindsay Zoning By-law No. 2000-75 to **Rezone Land within the City of Kawartha Lakes (85, 87, 89, 91, 93, 95, 96, 98, 100, 102, 104 and 106 Cook Street – multiple landowners)**

15.1.15 By-law 2018-037

A By-law to Amend the Township of Ops Zoning By-law No. 93-30 to **Rezone Land within the City of Kawartha Lakes (85, 87, 89, 91, 93, 95, 97, 99, 101, 103, and 105 Cook Street – multiple landowners)**

15.1.16 By-law 2018-038

A By-law to Amend the Township of Emily Zoning By-law No. 1996-30 to **Rezone Land within the City of Kawartha Lakes (37, 45, 57 and 61 Wispi Shore Road – Cameron, Osmond, Gratz, Devers, and Ashmeade)**

15.2 By-Laws Extracted from Consent

15.2.1 By-law 2018-039

A By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes

CR2018-115
Moved By Councillor Stauble
Seconded By Councillor O'Reilly

That a By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes, be read a first and second time.

Carried

CR2018-116
Moved By Councillor Strangway
Seconded By Councillor Dunn

That a By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes be amended inserting a revised Schedule A - Water and Sewer Rates (Option 4 Appendix B to Report WWW2018-006).

Carried

CR2018-117
Moved By Councillor Pollard
Seconded By Councillor Seymour-Fagan

That a by-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes as amended, be read a third time, passed, numbered, signed and the corporate seal attached.

Carried

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 By-law 2018-040

A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, March 6, 2018

CR2018-118
Moved By Councillor Dunn
Seconded By Councillor Breadner

That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, March 6, 2018 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

20. Adjournment

CR2018-119
Moved By Councillor Yeo
Seconded By Councillor Macklem

That the Council Meeting adjourn at 2:44 p.m.

Carried

Read and adopted this 20th day of March, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

Recommendations from the February 14, 2018 Planning Advisory Committee Meeting:

PAC2018-001
Moved By Councillor Miller
Seconded By Mayor Letham

That Report PLAN2018-006, respecting Part of Lot 10, Concession 5, geographic Township of Ops, and identified as 1144 River Road, 2264768 Ontario Limited – Application D06-2018-001, be received;

That a Zoning By-law Amendment respecting application D06-2018-001, substantially in the form attached as Appendix D to Report PLAN2018-006, be approved and adopted by Council; and

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

Carried

PAC2018-002
Moved By Councillor Veale
Seconded By Councillor Macklem

That Report PLAN2018-007, respecting Part of Lot 3, Concession 13, geographic Township of Manvers, and identified as 136 Golf Course Road; Application No. D06-2018-002, be received;

That a Zoning By-law Amendment respecting application D06-2018-002, substantially in the form attached as Appendix D to Report PLAN2018-007, be approved and adopted by Council; and

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

Carried

PAC2018-003
Moved By Councillor Veale
Seconded By D. Girard

That Report PLAN2018-008, respecting Part North Half of Lot 10, Concession 8, geographic Township of Mariposa, and identified as 594 Highway 7, 2264768 Ontario Limited – Application D06-2018-003, be received;

That a Zoning By-law Amendment respecting application D06-2018-003, substantially in the form attached as Appendix "D" to Report PLAN2018-008, be approved and adopted by Council; and

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

Carried

PAC2018-004
Moved By Mayor Letham
Seconded By Councillor Stauble

That Report PLAN2018-009, respecting Part of Lot 16, Concession 12, geographic Township of Manvers, and identified as 359 St. Mary's Road; Application No. D06-2018-004, be received;

That a Zoning By-law Amendment respecting application D06-2018-004, substantially in the form attached as Appendix D to Report PLAN2018-009, be approved and adopted by Council; and

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

Carried

PAC2018-005
Moved By Councillor Junkin
Seconded By Councillor Stauble

That Report PLAN2018-010, respecting Part of Lot 11, Concession 10, geographic Township of Manvers, and identified as 63 Lifford Road; Application No. D06-2018-005, be received;

That a Zoning By-law Amendment respecting application D06-2018-005, substantially in the form attached as Appendix D to Report PLAN2018-010, be approved and adopted by Council; and

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

Carried

PAC2018-006
Moved By Mayor Letham
Seconded By D. Girard

That Report PLAN2018-013, respecting Lots 7 & 8, Concession 13, geographic Township of Emily, and identified as 432 King's Wharf Road, Gingrich – Application D06-2018-006, be received; and

That the proposed Zoning By-law Amendment respecting Application D06-2018-006, be referred back to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City departments and that any comments and concerns have been addressed.

Carried

PAC2018-007
Moved By Councillor Veale
Seconded By Councillor Miller

That Report PLAN2018-014, respecting Part of Lot 14, Concession 10, geographic Township of Ops and identified as 771 Lilac Road; Application No. D06-2018-007, be received;

That a Zoning By-law Amendment respecting Application D06-2018-007, substantially in the form attached as Appendix C to Report PLAN2018-014, be approved and adopted by Council; and

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

Carried

PAC2018-008
Moved By Mayor Letham
Seconded By Councillor Miller

That Report PLAN2018-001, respecting Part of Blocks W and X, Plan 70, former Village of Bobcaygeon, Application No. D05-19-014, Lakes Terminal and Warehousing Ltd. – Arizona Heights, Phase 1 – 16T06505, be received;

That Schedule D Summary of Estimated Costs, in Appendix C to Report PLAN2018-001 shall list 100% of the cost of all works to the satisfaction of the Director of Development Services and the Director of Engineering & Corporate Assets;

That the Subdivision Agreement for File No. D05-19-014 substantially in the form attached as Appendix C to Report PLAN2018-001, be approved and adopted by Council; and

That the Mayor and Clerk be authorized to execute any documents and subsequent Agreement(s) required by the approval of this Agreement.

Carried

PAC2018-009
Moved By Councillor Veale
Seconded By Councillor Miller

That Report PLAN2018-002, respecting Lots 29 to 32, Plan 81, Part Lot 21, Concession 6, Ops and Part of King Street, former Town of Lindsay, now City of Kawartha Lakes and identified as 23-25 King Street, Application No. D04-17-002, be received;

That the Application for Condominium Description Exemption filed by Randy Lebow, Owens Wright, on behalf of Pyjama Factory Inc. for a 19 unit residential apartment building being Lots 29 to 32, Plan 81, Part Lot 21, Concession 6, Ops and Part of King Street, former Town of Lindsay, now City of Kawartha Lakes and identified as 23-25 King Street, be approved and adopted by Council; and

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

Carried

PAC2018-010
Moved By Councillor Veale
Seconded By M. Barkwell

That Report PLAN2018-011, GREG DE FREITAS on behalf of multiple landowners - Cook Street, Application D06-15-014, be received;

That a By-law to implement Zoning By-Law Amendment application D06-15-014 respecting a proposed amendment to the Town of Lindsay and Township of Ops Zoning By-laws for multiple lots on Cook Street, Former Town of Lindsay, and geographic Township of Ops, City of Kawartha Lakes, substantially in the form

attached as Appendix “D” and “E” to Report PLAN2018-011, be approved and adopted by Council; and

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

Carried

PAC2018-012
Moved By Mayor Letham
Seconded By Councillor Junkin

That Report PLAN2018-016, respecting Plan 11, Range 7 Part of Lot 9 East William Street, Former Village of Bobcaygeon, Nichol – Application D06-17-030, be received; and
That the matter be referred back to staff for further review.

Carried

PAC2018-013
Moved By Councillor Veale
Seconded By Councillor Junkin

That Report PLAN2018-012, Planning Approvals Task Force Recommendations Update, be received.

Carried

The Corporation of the City of Kawartha Lakes

MINUTES

EXECUTIVE COMMITTEE

2018-001
Thursday, February 8, 2018
9:00 A.M.
Weldon Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:
Mayor Andy Letham
Councillor Pat Dunn
Councillor Mary Ann Martin
Councillor Kathleen Seymour-Fagan
Councillor Andrew Veale

Accessible formats and communication supports are available upon request.

1. CALL TO ORDER

Mayor Letham called the meeting to order at 9:00 a.m. Councillors Councillor Dunn and A. Veale were in attendance. Regrets from Councillor Martin and Councillor Seymour-Fagan

Guest Councillors B. Junkin, E. Yeo and R. Macklem were in attendance.

Staff members R. Taylor, J. Stover, B. Robinson, C. Ritchie and J. Johnson were also in attendance.

2. ADMINISTRATIVE BUSINESS

2.1 Adoption of Agenda

Moved By Councillor Veale
Seconded By Councillor Dunn

RESOLVED THAT the agenda for the February 8, 2018 Executive Committee be adopted as circulated.

CARRIED

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest noted.

2.3 Adoption of Minutes

Moved By Councillor Veale
Seconded By Councillor Dunn

RESOLVED THAT the minutes from the November 2, 2017 Executive Committee meeting be adopted as circulated.

CARRIED

3. DEPUTATIONS/PRESENTATIONS

4. CORRESPONDENCE

5. NEW OR OTHER BUSINESS

5.1 Council Policies Update (Community Services and Public Works)

J. Johnson outlined the policy chary within Community Services and advised that there are a few policies that will be changing into management directives. J. Johnson also advised that the Adopt-a-Road policy will be removed from Community Services Division. B. Robinson also advised that there are only two policies that are changing to management directives.

Moved By Councillor Veale
Seconded By Councillor Dunn

RESOLVED THAT the verbal update from B. Robinson and J. Johnson be received.

CARRIED

5.2 Budget De-Brief/Introduction of Process- J. Stover

J. Stover presented the current budget timeline and advised that she will be setting a template approach. There is not much anticipated change within the schedule however we have to adjust according to the election. The committee advised that they would like to see more detail in both the operating and capital budgets. J. Stover also advised that there will still be information sessions on the budgets.

Moved By Councillor Dunn
Seconded By Councillor Veale

RESOLVED THAT the verbal update from J. Stover be received.

CARRIED

5.3 Committees of Council Review- R. Taylor

R. Taylor presented a power point on the current committee structure with C. Ritchie. R. Taylor advised that he will be sending out a survey to Council to collect information in the next few weeks on the current committee structure and how they would like to see the new structure and provide any feedback to him.

Moved By Councillor Veale
Seconded By Councillor Dunn

RESOLVED THAT the verbal update from R. Taylor be received.

CARRIED

5.4 Update on review of legislated changes for Council (next term) - R. Taylor

R. Taylor advised that in 2019 an Integrity Commissioner needs to be appointed to the municipality. R. Taylor advised that this will be through a third party and municipalities tend to share one. There will be further details released at a later date.

Moved By Councillor Dunn
Seconded By Councillor Veale

RESOLVED THAT the Verbal update from R. Taylor be received.

CARRIED

6. CLOSED SESSION

7. NEXT MEETING

The next meeting of the Executive Committee will be Thursday, March 1, 2018 at 9:00 a.m. in the Weldon Room, City Hall.

8. ADJOURNMENT

Moved By Councillor Dunn
Seconded By Councillor Veale

RESOLVED THAT the February 8, 2018 Executive Committee meeting adjourn at 10:35 a.m.

CARRIED

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RS2018-010

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 7

Subject: **Hickory Beach Licensing Agreement**

Author Name and Title: Robyn Carlson, City Solicitor and Acting Manager of Realty Services

Recommendations:

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of February 13, 2018, Council adopted the Encroachment By-law 2018-017 and Docking Policy 2018-001 pursuant to resolution CR2018-074.

The Encroachment By-law provides that no one may put a structure, such as a dock, shed or boathouse, on City property except with the consent of the City.

The Docking Policy allows for licensing of docks on City shoreline road allowances, subject to certain conditions. Approval for a 5 year term will issue where the conditions to approval have been met:

- The use does not adversely affect the use by others of the property (shoreline use will not be exclusive; dock use is exclusive);
- The use does not adversely affect the ability of the City to use, access and maintain its property
- The use does not adversely affect the ability of the general public to use the area adjacent to the dock, and to access the water
- The use does not result in overcrowding of the waterfront
- The use does not adversely affect the aesthetics of the area
- Federal and provincial permits are the obligation of the dock owner
- The use does not result in erosion or degradation of fish habitat
- Existing crib docks are to be replaced with post/ floating docks upon repair
- Continued obligation to maintain and insure the dock
- Payment: $125.00 application to the Land Management Committee + $150.00 per year
- Obligation to post permit number on the dock and provide notice to the public that the dock is private property.

The City owns a parcel of waterfront land just north of Hickory Beach Road, at the terminus of Pleasant Point Road, in the former Township of Verulam. This land, although it resembles shoreline road allowance in its dimensions, was given to the Township from a private individual for parkland use. This land is legally described as PIN 63125-0326 and is shown in Appendices B and C, and is referred to as “Hickory Beach”.

Hickory Beach is an entirely grassed strip of land in very close proximity to 11 homes that face directly onto Hickory Beach. Each of these 11 homes have a narrow, flat front yard. The City’s property slants steeply downwards from these front lot lines to a narrow grassed strip of flat land adjacent to the shoreline.

The steeply sloping portion of the City’s property is used by each of these 11 property owners as a front yard with, in many cases, landscaping and stone/ cement stairs down the hill, thereon. There are two private sheds of a size not requiring a building permit. These sheds seem to be well positioned so as not to interfere with the public use of using this strip of land as a walkway.

There is insufficient flat land on this parcel of land for a park or beach of any dimension.

Three roads lead to this strip of land. Cement access paths / stairs lead from each of these 3 entry points and down a steep hill to a flat, grassed strip of land to which each of the 49 docks are attached by cement pads. The 2 cement access paths (the last access being stairs) are in poor condition.

The dock construction is floating or pole construction in each case; there are no cement docks or crib docks, both of which are not permitted by the Trent Severn Waterway, which has jurisdiction over the water (this property being adjacent to Lake Scugog).

The docks appear to be in good condition.

Loose stone is placed along the entire shoreline. There are no apparent erosion issues.

There is no travelled roadway on this land.

The residents of the area without water access comprise approximately 200 owners (see Appendix D). These individuals form an Association called the Hickory Beach Association. The Hickory Beach Dock Holders Association, comprised of the 49 persons currently having docks on Hickory Beach, incorporated pursuant to the *Not for Profit Corporations Act* as Business Number 78089-6882 and Incorporation Number 10532894, are a subset of this larger Association.

Historical complaints in the area have mainly arisen due to new owners to the area, being those 200 owners not currently having docks on Hickory Beach, wanting to place docks on Hickory Beach.

Rationale:

The intent of the Association is to self-regulate the issuance of dock licenses in a manner that is to the maximum benefit of the existing dock holders. The Association's purpose is to maintain the status quo in terms of maximum number of dock licenses to be issued (50).

The Association intends to maintain insurance over the entire property, including all docks. The shoreline will remain open to the public, and thus not exclusive to the use by Association members (dock owners). The docks themselves, however, will be privately occupied.

The Association intends to maintain a waiting list, should a dock come available.

The Hickory Beach Association has been canvassed and take no position with respect to this proposal. See Appendix E.

Due to the extreme proximity to residential, the Association intends to regulate noise on the property.

The Association intends to permit dock construction in accordance with the guidelines provided by the Trent Severn Waterway.

Other Alternatives Considered:

Alternative 1: Council could decide not to enter into this Agreement. According to the Docking Policy, when a complaint next comes forward to Staff pertaining to Hickory Beach, Land Management Committee would consider:

- issuing licenses to each of the 49 dock owners, or
- a subset of them if overcrowding appears to be an issue preventing the larger community of 200 persons from accessing the water in this location.

This alternative is not preferred, as the recommended solution allows the community to manage its own affairs and create an approach that is tailored to the majority's best interests.

This alternative would result in increased revenue to the City, but it would be offset by the staff costs in maintaining the area, administering the licensing program and insuring the area (in other words, the licensing fee set out in section 3.01(b) of the Encroachment By-law is based on a cost-recovery basis).

Alternative 2: Council could decide to enter into this Agreement, but for a different term. The proposed term is recommended, as it provides enough time to both parties to determine how well the Agreement is working, and provides a check in point should

Financial/Operation Impacts:

Community Services has committed to doing brushing of hazardous trees and repairing the 2 cement access paths using its 2018 Operating Budget. This has a financial impact of approximately $5,000.00 to the City. This commitment was not contingent on the City entering the proposed Agreement.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

This Report contributes to the following Goals of the Strategic Plan:

- Goal 2 – An Exceptional Quality of Life

Moreover, the recommendation in this Report aligns with the Strategic Enabler of Efficient Asset Management and the Value of Collaboration.

Consultations:

Manager of Parks, Recreation and Culture – Community Services Department
Director of Engineering and Corporate Assets
Land Management Committee

Attachments:

Appendix A – License Agreement

Appendix A.pdf

Appendix B – Location Map

Appendix B.pdf

Appendix C – Aerial View

Appendix C.pdf

Appendix D – Map showing all potential users of the property

Appendix D.pdf

Appendix E – Letter from the Hickory Beach Association

Appendix E.pdf

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

MAINTENANCE AND LIABILITY AGREEMENT

B E T W E E N:

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

(the "City")

- and -

THE HICKORY BEACH DOCK OWNERS ASSOCIATION

(the "Association")

WHEREAS:

A. The City is a municipal corporation, incorporated pursuant to the provisions of the Municipal Act, 2001, S.O. 2001, c.25;
B. The City is the registered owner of lands legally described as Part of Lot 13, Concession 2, shown as Park on Plan 153; in the former Geographic Township of Verulam, City of Kawartha Lakes, being all of PIN 63125-0326 (LT) on which sits a park, natural beach area (no imported sands), approximately 50 docks, and a concrete staircase (the "Property"). The Property receives no sanitary or water servicing. The Property is not currently serviced by hydroelectricity;
C. The Association is a not-for-profit corporation incorporated in Ontario under the Ontario *Not-for-Profit Corporations Act*, *2010*, S.O. 2010, c. 15 as Business # 78089-6882 and incorporation number 10532894;
D. The Association wishes to manage the Property for use by its members; and
E. The City is desirous that the Association manage the property so as to reduce the tax burden (on the residents of the City of Kawartha Lakes as a whole) associated with the maintenance of this Property;

Now therefore, in consideration for the benefits conferred to each party to this Agreement (collectively, the "Parties") as specified in paragraphs (d) and (e) above, the parties agree as follows:

1. **USE:** The Property shall be used only for not-for-profit recreational and leisure activities. Excluding docks and staircases, no structure requiring a building permit shall be built on the Property without the consent of the City. The Association has full and exclusive authority to regulate the addition, removal and repair of all docks and staircases on the property. There shall be no consumption of alcohol on the premises. All use must comply with all City By-laws as well as provincial and federal legislation, as may be added or amended throughout the Term of the Agreement.

2. **TERM:**

   a. The Agreement shall be for a term of 5 years, commencing on the 1st day of April, 2017, and terminating on the 31st day of March, 2022.

   b. Provided the Association is not at any time in default of any covenants within the Agreement, the Association shall be entitled to renew this Agreement for 4 additional terms of 5 years each on written notice to the City given not less than 4 months prior to the expiry of the current term on the same terms. Renewal will issue only on the consent of the City.

3. **STATE OF THE PROPERTY:** The Association accepts the Property on an "as is" basis.

4. **ASSOCIATION'S RESPONSIBILITIES:**

   a. Maintenance of the Property: The Association shall, at its sole cost, manage, maintain, operate and repair the Property. This includes but is not limited to: garbage collection and removal, and grass cutting;

   b. Obtain all permits as may be required by the Kawartha Region Conservation Authority (pursuant to the *Conservation Authorities Act*, R.S.O. 1990, c. C.27, and regulations thereto, both as amended), Building Code (pursuant to the Ontario *Building Code Act, 1992*, S.O. 1992, c.23, and regulations thereto, both as amended) and the Trent Severn Waterway; and

   c. The Association shall insure the Property at its own cost.

5. **ASSOCIATION'S RIGHTS:**

   a. The Association is entitled to charge fees for parking, boat docking or locating on a cost-recovery basis only. "Cost recovery" shall include actual costs of insurance and maintenance;

   b. The Association is entitled to create and post park rules, provided the rules are in accordance with applicable legislation and the City has approved the signage;

   b. The Association, as occupier of the Property, is entitled to exclude persons from being on the Property, pursuant to the *Trespass to Property Act*, R.S.O. 1990, c. T.21, if those persons are causing a nuisance/ disturbance to others, are in breach of any applicable by-law, including the City of Kawartha Lakes Noise By-law 2005-025, as amended, or appear to be engaged in activity contrary to provincial law (including, but not limited to, the *Smoke-Free*

Ontario Act, S.O. 1994, c. 10 and regulation thereto, both as amended) or federal law (including but not limited to, the Criminal Code).

6. **CITY'S RIGHTS AND RESPONSIBILITIES:** The City will have the continuing right and responsibility to enter and install capital projects on the Property throughout the duration of the Term, at its sole cost. The City will have the continuing right and responsibility to enter to inspect the Property throughout the duration of the Term.

7. **SCHEDULES:** Schedule "A", attached hereto, shall form an integral part of this Agreement.

8. **NOTICES:** Any notice required or contemplated by any provision of this Agreement shall be given in writing and addressed as follows:

For the City:

City of Kawartha Lakes
26 Francis St., P.O. Box 9000
Lindsay, Ontario K9V 5R8
Fax: 705-324-8110
Attention: Clerk's Department
Clerks@city.kawarthalakes.on.ca

For the Association:

39 Pleasant View Drive
Fenelon Falls, Ontario
K0M1N0

Either party may, at any time, notify the other of a change in contact information for service.

9. **SIGNAGE:** The Association may, at its own expense, erect signage in a good and workmanlike manner, subject to municipal by-laws and government regulations and subject to the City's written approval as to the design, colour, and content of any such signs, which approval shall not be unreasonably withheld.

10. **INSURANCE:**

The Association shall provide and maintain during the term of the Agreement, and any renewal thereof, the following insurance coverage:

a. Commercial General Liability insurance including but not limited to bodily injury including death, property damage including loss of use thereof, personal injury, blanket contractual liability, sudden and accidental pollution coverage, products and completed operations liability, non-owned automobile liability, tenants legal liability and cross liability and severability of interest clause. The policy shall be in an amount no less than Five Million Dollars ($5,000,000.00) per occurrence and with a deductible acceptable to the City. The policy shall name the Corporation of the City of Kawartha Lakes as an additional insured.

b. All Risk Property insurance in an amount equal to the full replacement cost of property of very description and kind owned by the Association or for which the Association is legally responsible, and which is located on or about the Property, including anything in the nature of a leasehold improvement. The policy shall not allow subrogation claims by the Insurer against the City.

c. The Association shall provide the City within 10 days of signing the Agreement and annually thereafter, a Certificate of Insurance. All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario. The insurance shall be with insurers acceptable to the City and with policies in a form satisfactory to the City. All policies shall be endorsed to provide the City with not less than 30 days' written notice in advance of any cancellation, change or amendment restricting coverage. All premiums and deductibles under the insurance policies are the sole expense of the Association. All policies shall apply as primary and not as excess of any insurance available to the City. As determined by the City, the Association may be required to provide and maintain additional insurance coverage(s) or increased limits which are related to this Agreement.

11. **INDEMNITY AND LIMITATION OF LIABILITY:** The Association waives, releases, discharges, defends and indemnifies the City from and against any and all rights, claims, demands or actions whatsoever of every kind and nature, direct and indirect, or any person whether in respect of damage to person or property arising out of or occasioned by the maintenance, use or occupancy of the Property from any cause whatsoever, and including with respect to any design or feature of any capital item replaced or repaired by the Association. The Association agrees to look solely to its insurers in the event of loss. This term survives the Term of the Agreement.

a. **Environmental:** Without limiting the generality of the foregoing, the Association shall be, at its own expense, responsible for any loss, costs, damages, charges or expenses whatsoever which may be sustained by the City as a result of any environmental contamination, spill or hazard as may be created by the Association during its use of the Property. This Agreement shall constitute a Waiver on the part of the Association: The Association confirms that any environmental damage occurring as a result of its occupation of the Property shall be remedied upon the expiration of the Agreement at the sole cost of the Association.

12. **ACTS OF DEFAULT AND CITY'S REMEDIES:** An act of default has occurred when: the Association has breached any of its covenants, failed to perform any of its obligations under this Agreement, a construction lien is threatened or registered against the Property as a result of the Association's act or omission and the Association does not act swiftly to rectify the situation to the City's full satisfaction, or the Association fails to defend and indemnify the City as per section 10.

13. **ASSIGNMENT:** This Agreement shall not be assignable or otherwise transferable by the Association. The Association may not assign or transfer its interest in the Agreement

contemplated herein without securing the written consent from the City, which consent shall not be unreasonably withheld. This provision does not prevent the Association from contracting with third parties to carry out its maintenance obligations under this agreement.

a. If applicable, the transfer of the majority of the issued shares in the capital stock, or any transfer, issuance or division of shares of the corporation sufficient to transfer control of the corporation shall be deemed for all purposes to be an assignment within the meaning of this Agreement. This provision shall not apply to a corporation whose shares are listed and traded on any recognized public stock exchange in Canada or the United States.

14. **AMENDMENT:** Any amendment to this Agreement, with the exception of a change in contact details for notice as per section 7, shall take effect once reduced to writing and signed by both parties.

15. **TERMINATION UPON NOTICE AND AT END OF TERM:** Each party has the right to terminate this Agreement by giving 60 days prior written notice to the other party.

16. **AGREEMENT IN WRITING:** This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between the parties. There is no representation, warranty, collateral agreement or condition that affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.

17. **LEGAL, ACCOUNTING AND ENVIRONMENTAL ADVICE:** The Association acknowledges that any information provided by the City is not legal, accounting, tax or environmental advice. The Association is encouraged to obtain independent professional advice prior to signing this document.

18. **BINDING AGREEMENT:** This Agreement and the acceptance thereof shall constitute a binding agreement by the parties to enter into the agreement for the provision of maintenance and the assumption of liability for the Property and to abide by the terms and conditions herein contained.

19. **COPIES:** Copies of this Agreement will be treated as originals.

20. **ADMINISTRATION FEE:** The Association will pay the City $625.00 upon the execution of this Agreement on a cost-recovery basis to reimburse the City for the administration of this Agreement for the 5 year Term.

For the Association:

SIGNED AND DELIVERED in the presence of:	IN WITNESS whereof I have hereunto set my hand:
	DATE:
(Witness)	(Association by Authorized

_____ _____

Representative signature)

Name (print)

DATE:

_____ _____

(Witness) (Association by Authorized Representative signature)

_____

Name (print)

For the Corporation of the City of Kawartha Lakes:

IN WITNESS whereof I have hereunto set my hand:

DATE:

_____

Cathie Ritchie, Clerk

DATE:

_____

Andy Letham, Mayor

"We are authorized to bind the Corporation of the City of Kawartha Lakes pursuant to Council Resolution _____."

SCHEDULE “A”

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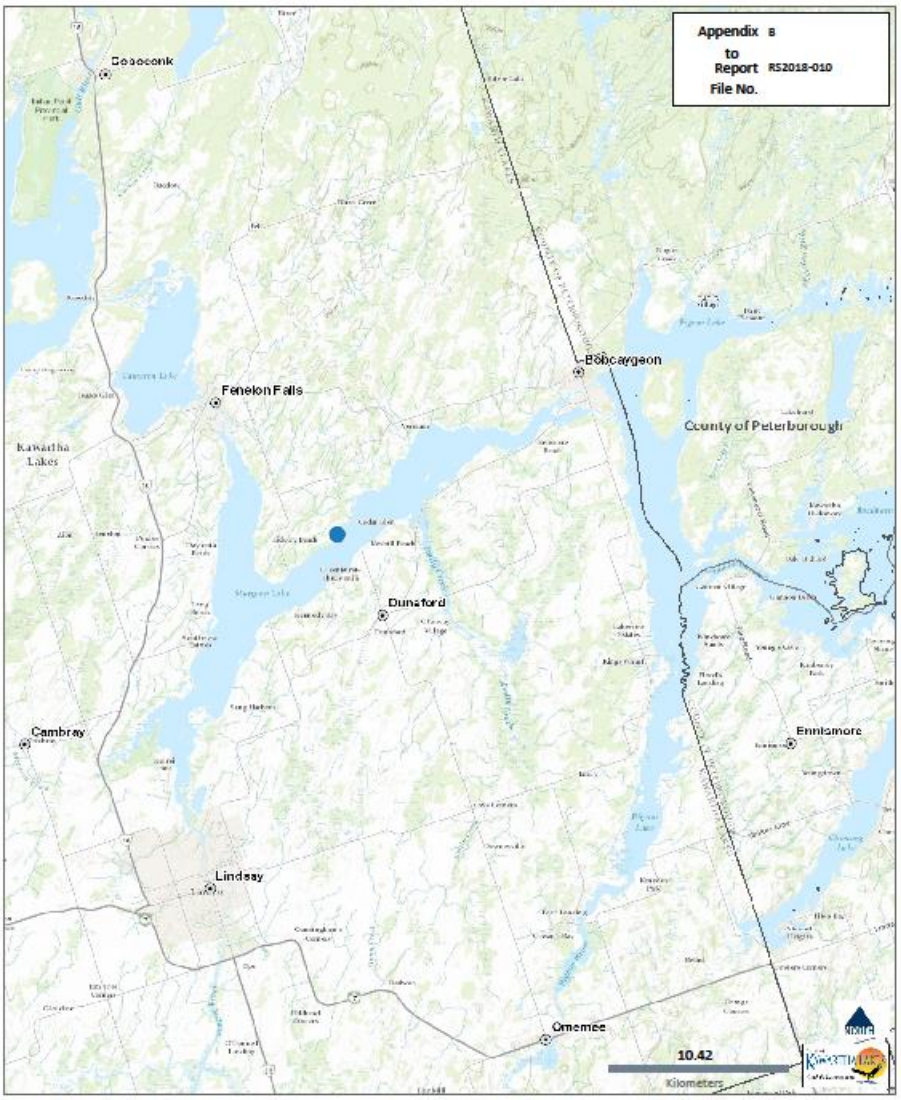

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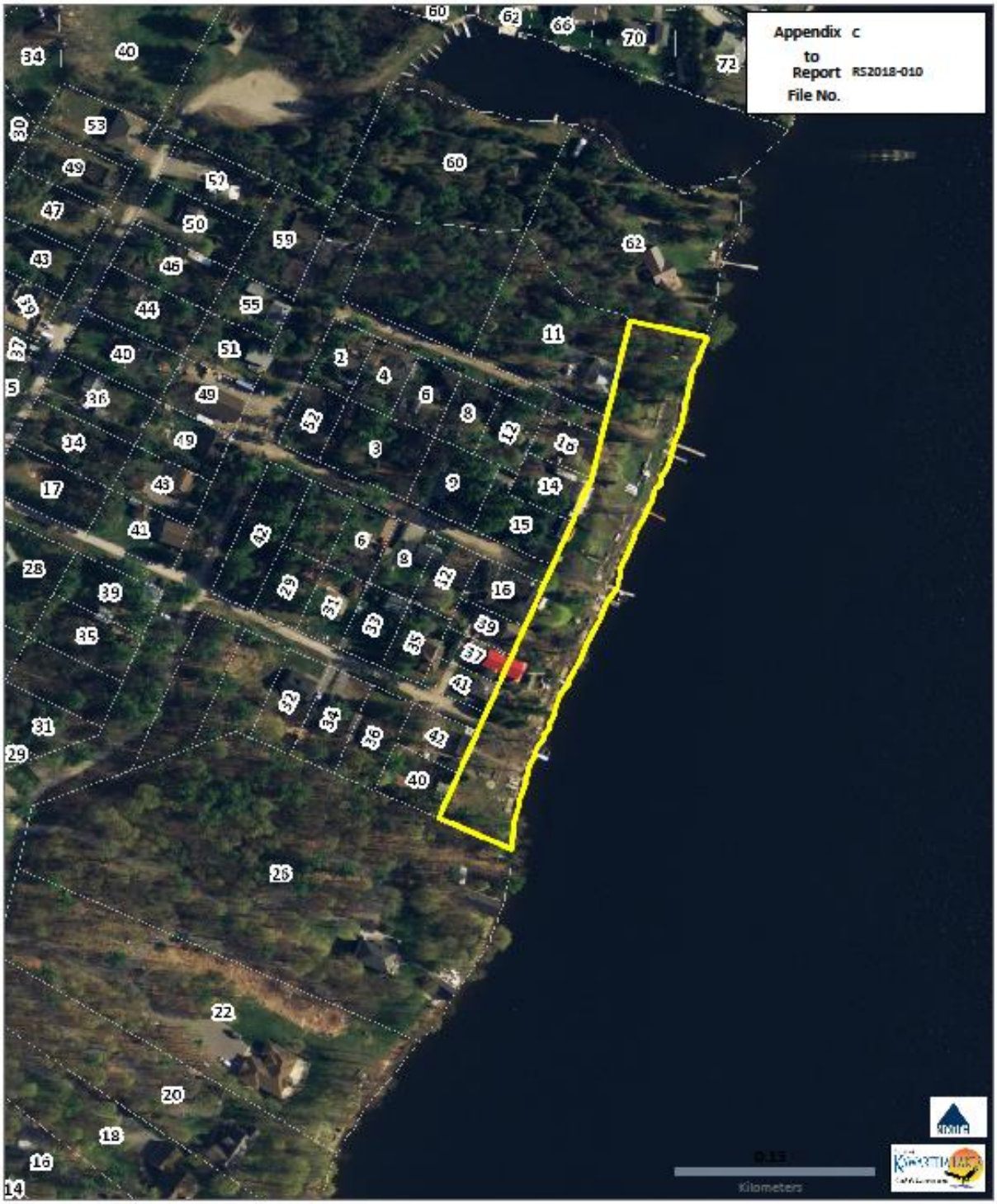

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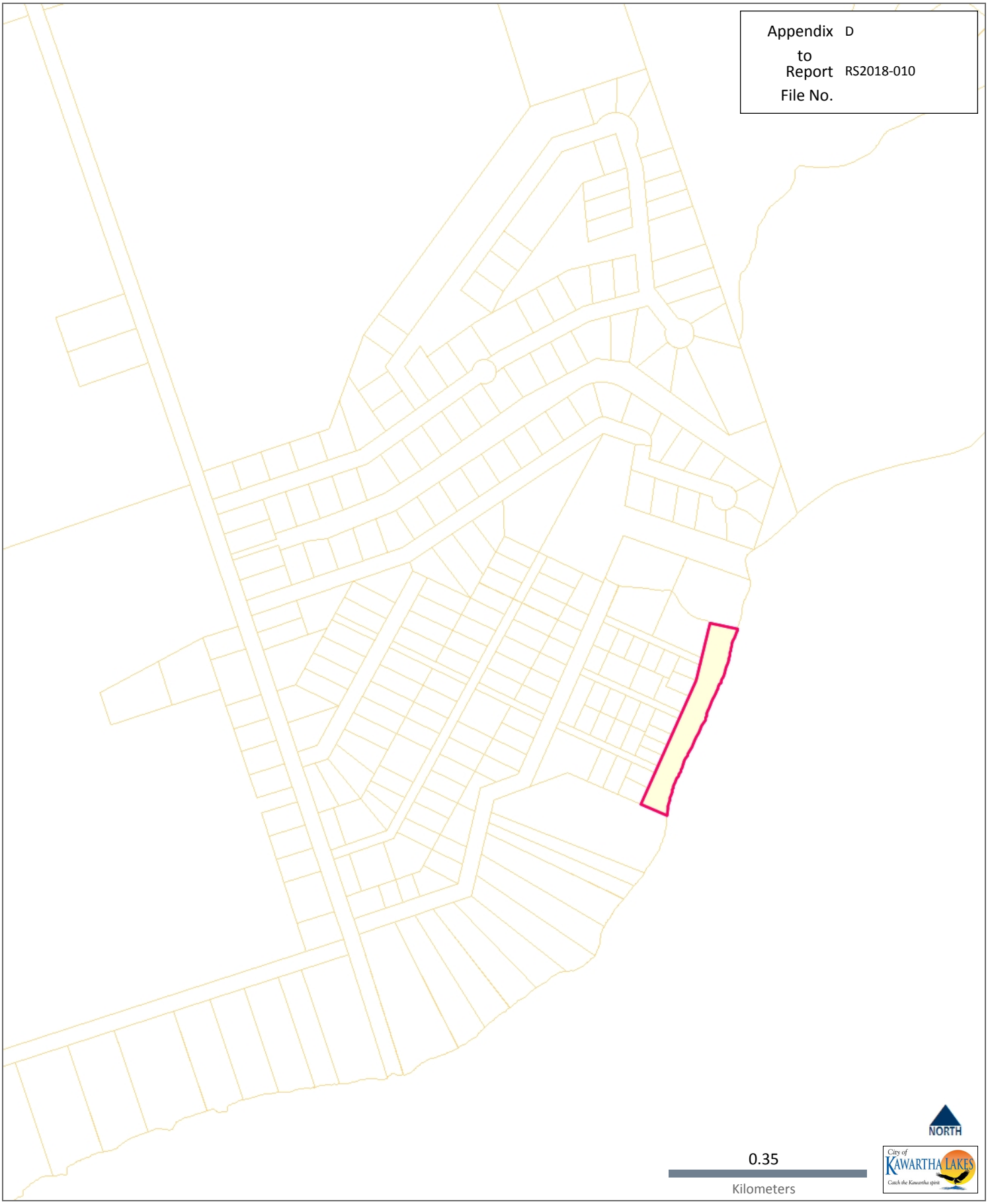

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Hickory Beach Association
hbassc@gmail.com
www.hickorybeach.ca

Appendix	E
to	
Report	RS2018-009
File No.	

JUNE 27, 2017

Mayor Andy Letham
City of Kawartha Lakes
PO Box 696, 26 Francis St., Lindsay, Ontario, K9V 4W9

Dear Mayor Letham,

Please accept this letter as the formal position of the Hickory Beach Association (HBA) concerning the public waterfront lands in the Hamlet of Hickory Beach (Hamlet) known as Lot 153.

The Hickory Beach Association has received a request from the Hickory Beach Dock Owners Association (HBDOA) to undertake to provide the Mayor's Office for the City of Kawartha Lakes a formal statement concerning the HBA's position relating to Lot 153 in the Hamlet.

In September of 2015 at a General Meeting of the HBA, representatives from the HBDOA, who were also members of the HBA, attended said meeting and made a presentation concerning use of the lands known as Lot 153 in the Hamlet. A motion was brought forward by those representing the HBDOA at said meeting that the HBA "cease and desist" concerning any further action involving Lot 153. The motion was voted on by the members of the HBA at said meeting and carried.

The HBA recognizes the HBDOA as a group with a vested interest in the public lands known as Lot 153, but as per the motion passed at the September 2015 General Meeting of the HBA, the HBA at this time takes no position concerning the use or disposition of the lands known as Lot 153.

Warm regards,

On behalf of the Hickory Beach Association Executive – President Greg Mills

millsbg@gmail.com (705 344-2624)

Cc: Councilor B. Junkin – CKL Ward 7

Cc: HBDOA Board Members (2)

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2018-002

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Local Improvement Loan Program – Agreement with Community Futures Development Corporation (CFDC)

Author Name and Title: Ron Taylor, CAO

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of February 13, 2018, Council adopted the following resolution:

> **CR2018-059**
> **That** Report CAO2018-001, **Proposed CKL Local Improvement Loan Program,** be received;
>
> **That** the CAO be authorize to negotiate an agreement with Kawartha Lakes Community Futures Development Corporation for an interest free improvement loan to a maximum of $500,000 and matched by the City; and
>
> **That** staff report back to Council on the details of implementing a Community Improvement Plan to incent local non-residential building improvements, inclusive of a supporting CKL Local Improvement Loan Program.
>
> **Carried**

This report is provided to update Council on the above-noted resolution. One of the objectives of the City's Economic Development Strategy is to "develop, fund, and implement a Downtown Community Improvement Plan" in 2018. The recommendations contained in this report directly address this objective.

Rationale:

KLCFDC is seeking an approval from FedDev Ontario to provide the City with an interest-free loan of up to $500,000 to administer locally for community improvement projects. The City is required to match this loan funding to be eligible to receive it.

These funds would be used in a multi-year program to incent building and land improvements in alignment with City priorities, programs and plans, such as:

- derelict building repairs and improvements;
- heritage district and building restoration and improvements;
- affordable rental housing private space retrofits in mixed-use buildings; and
- downtown mainstreet revitalization and enhancements.

Section 106(1) of the Municipal Act states: "a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose." Providing financial

or other assistance, or bonusing, is normally prohibited, and includes the following actions:

- Giving or lending money or municipal property;
- Guaranteeing borrowing;
- Leasing or selling municipal property below fair market value; or
- Giving a total or partial exemption from any levy, charge or fee.

Community improvement initiatives are an exception to this rule in accordance with Section 106(3) of the *Municipal Act* for municipalities exercising their powers under Section 28(6), (7), or (7.2) of the *Planning Act*, or under Section 365.1 of the *Municipal Act*. This provides the legislative basis for the City to offer a loan program to qualifying parties as part of a Community Improvement Plan.

With Council's approval, staff will proceed with the development of a Community Improvement Plan (CIP) in consultation with City departments, and local businesses, groups and committees (and in accordance with the *Planning Act*).

It is anticipated that the Statutory Public meeting to be held for the CIP will be scheduled this Spring, with recommendations and the Plan targeted for completion and Council consideration in August.

The CIP will outline the eligibility criteria of who can apply, and for what specific projects. The CIP will also detail how the Program will be administered including minimum and maximum loan amounts, low/no interest payments, payback period, and loan eligibility requirements. It is anticipated that a committee would be established to provide oversight to the Loan Program.

It is important to note that there is an opportunity for other partners, including the Province of Ontario, to support the CIP where priorities and funding scope are in alignment. Partners could consider additional interest free loan funds to contribute to the Program, and/or could offer small front-end grants for successful loan recipients to further incent improvement activities.

Other Alternatives Considered:

Status quo is an option whereby financial incentives are not offered to support the revitalization of our settlement areas.

Another option would be for the City to offer grants for community improvements rather than a low/no interest rate loan. The program would operate in a similar manner, however the City would fund the cost of eligible works through tax-supported budgets. The loan program will be monitored to determine uptake and effectiveness.

Financial/Operation Impacts:

A detailed CIP will be prepared in accordance with the *Planning Act* to outline, among other things, the specific loan criteria and eligibility.

KLCFDC will provide 50% of the total loan funding interest-free to the City. This funding will be secured through a promissory note with a 5-year payback period to the CFDC. First payment to the CFDC will be due in 2019.

The City will match these loan funds by committing $500,000 of the contingency reserve to this program. All loan funds will be managed through the City's Contingency Reserve, and replenished with interest as improvement loans are paid back.

The only financial impact to this initiative will be cash flow. Any City funds provided as a loan to approved applicants will be paid back, with cost recovery, and over a defined period of time. All loans will be registered on title and will have priority lien status should the party default.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

The recommendations within this report directly align with Council's goal to establish a Vibrant and Growing Economy by investing in community improvements that support local business and downtown revitalization and prosperity.

Review of Accessibility Implications of Any Development or Policy:

As noted earlier in this report, the development of a Community Improvement Plan is a stated objective of the Economic Development Strategy. It is anticipated that the CIP will provide loan opportunities for eligible businesses undertaking efforts to improve accessibility and/or provide affordable housing.

Consultations:

Kawartha Lakes Community Futures Development Corporation
Director, Development Services
Acting Manager, Economic Development
Director, Corporate Services
Treasurer

Attachments:

Appendix A - Staff Report CAO2018-001 – Proposed CKL Local Improvement Loan Program

CAO2018-001Propos
edLocalImprovementl

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, CAO

Department File:

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2018-001

Date: February 13, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: all

Subject: Proposed CKL Local Improvement Loan Program

Author Name and Title: Ron Taylor, CAO

Recommendation(s):

That Report CAO2018-001, **Proposed CKL Local Improvement Loan Program,** be received;

That the CAO be authorize to negotiate an agreement with Kawartha Lakes Community Futures Development Corporation for an interest free improvement loan to a maximum of $500,000 and matched by the City; and

That staff report back to Council on the details of implementing a Community Improvement Plan to incent local non-residential building improvements, inclusive of a supporting CKL Local Improvement Loan Program.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

One of the objectives of the Economic Development Strategy is to “develop, fund, and implement a Downtown Community Improvement Plan” in 2018.

In alignment with this objective, the Kawartha Lakes Community Futures Development Corporation (KLCFDC) offers a program, in conjunction with Fed Dev Ontario, to provide municipalities with an interest free loan to support downtown improvements.

KLCFDC is proposing an interest free loan of up to $500,000 with matching loan funding to be provided by the City. These funds would be used in a multi-year program to incent building and land improvements in alignment with City priorities, programs and plans, such as:

- derelict building repairs and improvements;
- heritage district and building restoration and improvements;
- affordable rental housing private space retrofits in mixed-use buildings; and
- downtown mainstreet revitalization and enhancements.

Rationale:

Section 106(1) of the Municipal Act states: “a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.” Providing financial or other assistance, or bonusing, is normally prohibited, and includes the following actions:

- Giving or lending money or municipal property;
- Guaranteeing borrowing;
- Leasing or selling municipal property below fair market value; or
- Giving a total or partial exemption from any levy, charge or fee.

Community improvement initiatives are an exception to this rule in accordance with Section 106(3) of the *Municipal Act* for municipalities exercising their powers under Section 28(6), (7), or (7.2) of the *Planning Act*, or under Section 365.1 of the *Municipal Act*.

This provides the legislative basis for the City to partner with the KLCFDC to offer a loan program to qualifying parties as part of a Community Improvement Plan.

With Council’s endorsement of the partnership with KLCFDC staff will proceed with the development of a Community Improvement Plan (CIP) in consultation with KLCFDC, City departments and local business groups. The Plan will outline the eligibility criteria of who can apply, and for what specific projects. The Plan will also detail how the Program will be administered including minimum and maximum loan amounts, low/no interest, payback period, and loan eligibility

requirements. It is anticipated that a committee would be established to provide oversight to the Program.

It is important to note that there is an opportunity for other partners, including the Province of Ontario, to support this Program where priorities and funding scope are in alignment. Partners could consider additional interest free loan funds to contribute to the Program, and/or could offer small front-end grants for successful loan recipients to further incent improvement activities.

Other Alternatives Considered:

Status quo is an option whereby financial incentives are not offered to support the revitalization of our settlement areas.

Another option would be for the City to offer grants for community improvements rather than a low/no interest rate loan. The program would operate in a similar manner, however the City would fund the cost of eligible works with no opportunity for recovery. The loan program will be monitored to determine uptake and effectiveness.

Financial/Operation Impacts:

A detailed CIP will be prepared to outline the specific loan criteria and eligibility. KLCFDC will provide 50% of the loan funding, with matching loan funds coming from the City.

The only financial impact to this initiative will be cash flow. Any City funds provided as a loan to approved applicants will be paid back, with cost recovery, and over a defined period of time. All loans will be registered on title and will have priority lien status should the party default.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The recommendations within this report directly align with Council’s goal to establish a Vibrant and Growing Economy by investing in community improvements that support local business and downtown revitalization and prosperity.

Review of Accessibility Implications of Any Development or Policy:

As noted earlier in this report, the development of a Community Improvement Plan is a stated objective of the Economic Development Strategy.
It is anticipated that the CIP will provide loan opportunities for eligible businesses undertaking efforts to improve accessibility and/or provide affordable housing.

Consultations:

Kawartha Lakes Community Futures Development Corporation
Director, Development Services
Acting Manager, Economic Development
Director, Corporate Services
Treasurer

CAO Email: rtaylor@kawarthalakes.ca

CAO: Ron Taylor

Department File:

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2018-003

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: all

Subject: Transit Council Resolution CR2018-045 – Clarification

Author Name and Title: Ron Taylor, Chief Administrative Officer

Recommendation(s):

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of January 30, 2018, Council adopted the following resolution:

> **Community Transportation Grant Application**
> Todd Bryant, Manager of Fleet and Transit Services
>
> **CR2018-045**
> **Moved By** Councillor Junkin
> **Seconded By** Councillor Miller
>
> **That** Report TR2018-003, **Community Transportation Grant Application**, be received; and
>
> **That** the City review the need for transit in 2023.
>
> **CARRIED**

At the Council Meeting of February 13, 2018, Council adopted the following resolution:

> **Lindsay Transit Master Plan**
> Todd Bryant Manager Fleet and Transit
>
> **CR2018-072**
> **Moved By** Councillor James
> **Seconded By** Councillor Breadner
>
> **That** Report TR2018-001, **Lindsay Transit Master Plan**, be received;
>
> **That** Council approve the recommendations of the draft “The City of Kawartha Lakes Lindsay Transit Master Plan 2018” report as outlined in Appendix A to Report TR2018-001;
>
> **That** Staff be authorized to place the Master Plan report on the City website for public review; and
>
> **That** Staff be directed to update the Capital Asset Management Plan based on the recommendations in the Master Plan.
>
> **Carried**

At this same meeting, Councillor Elmslie questioned if approving the Lindsay Transit Master Plan was in conflict with Council Resolution CR2018-045.

This report is provided to clarify the intent of Council Resolution CR2018-045.

Rationale:

Council Resolution CR2018-045 states that “the City review the need for transit in 2023.” This resolution was passed as part of consideration for pursuing a provincial community transportation grant application for an unidentified rural transit project. Staff provided information to Council to advise of the grant opportunity, and Council decided not to pursue the grant at that time due to fund limitations and lack of a rural transit project plan (and recent discontinuance of a previous rural transit pilot program).

Subsequently, on February 13, 2018 Council considered and approved recommendations contained within the updated City of Kawartha Lakes Transit Master Plan 2018. Councillor Elmslie questioned if approving these recommendations was in conflict with previous Council Resolution CR2018-045.

Councillor Junkin (the mover of Resolution CR2018-045) clarified that it was his understanding that:

- The intent of the Resolution was to limit implementation of a rural transit program to 2023 or beyond;
- That Resolution CR2018-045 was passed within the context of rural transit program and funding considerations; and
- That the updated Transit Master Plan would be recommending implementation of any rural or regional transit expansion programs to 2023 and beyond.

Council, by approving the recommendations contained in the Transit Master Plan 2018, in effect clarified its intent respecting review and implementation of rural transit expansion programs.

Council, staff and community transit stakeholders should continue to review rural transit program options. Included in Council’s Resolution CR2018-072 respecting the Transit Master Plan 2018 was that “staff be directed to update the Capital Asset Management Plan based on the recommendations in the Master Plan.”

The Asset Management Plan will be updated to forecast and accommodate financial implications of the approved Transit Master Plan, including provision for possible rural transit expansion programs.

Other Alternatives Considered:

Council could choose to rescind Resolution CR2018-045 (that would require a two-thirds majority vote). Council could then rely on Resolution CR2018-072 (Transit Master Plan 2018) as direction respecting future rural transit programming.

Council could also choose to pass a new Resolution further clarifying and/or providing direction respecting rural transit. This is not recommended as CR2018-072 provides sufficient guidance and intent respecting rural transit programs.

Financial/Operation Impacts:

N/A

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

Transit and alternative transportation options contribute to all of Council's stated goals, namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment

The City of Kawartha Lakes Transit Master Plan 2018 provides a clear and effective 10-year blueprint for transit programming, planning and implementation.

Consultations:

Councillors Junkin, Miller and Elmslie
City Clerk
Manager of Fleet and Transit Services

Attachments:

N/A

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, CAO

The Corporation of the City of Kawartha Lakes

Council Report

Report Number LIC2018-002

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Canine Day Boarding

Author Name and Title: Alix Hick, Senior Licensing Officer
Richard Holy, Manager of Planning

Recommendations:

That Report LIC2018-002, **Canine Day Boarding**, be received; and

That 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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the December 12, 2017 Council Meeting, staff were directed to review licensing of and zoning for canine day boarding facilities where canines are housed for daily care, not including overnight boarding, and report back to Council by end of Q1 2018.

Rationale:

The City does not currently licence or regulate canine day boarding facilities. By-Law 2014-141, a By-law to Licence, Regulate, and Govern Kennels in Kawartha Lakes, defines a kennel as:

> "any building, structure, dog run or other facility, which houses dogs for the purpose of breeding, boarding or training for profit or not for profit. For the purposes of a boarding and training kennel the dogs do not live at the property where they are to be boarded or trained on a permanent basis but will be at the kennel for more than 8 consecutive hours."

Canine day boarding facilities differ from kennels captured under the Kennel Licensing by-law because they do not offer breeding or overnight stays and operate as more of a commercial venture.

In response to the direction from Council, Planning and Licensing staff researched the matter and determined that canine day boarding facilities are a commercial enterprise and therefore are permitted on properties zoned for commercial and/or industrial use and where "personal service" is listed as a permitted use. Canine day boarding facilities are recommended to be licensed with appropriate noise attenuation measures, outdoor exercise areas, waste management protocols, and other regulations established.

Should Council wish to approve the recommendation of staff to create provisions to licence and regulate canine day boarding facilities within the kennel licensing by-law, the amending by-law would include the following elements:

- Definitions;
- Regulations on distance separations between properties on which the canine day boarding facilities are located and properties zoned and/or used for residential or institutional uses;
- A limit on the number of animals depending on the type of facility in accordance with facility size and existing by-laws;
- Fencing requirements;
- Noise mitigation requirements;
- Waste removal requirements.

Other Alternatives Considered:

Should Council wish to not take any action on this matter, the following resolution should be passed:

> **That** Report LIC2018-002, **Canine Day Boarding**, be received.

Financial/Operation Impacts:

Implementation of a by-law regulating canine day boarding facilities will have moderate impacts on staffing, namely on the Senior Licensing Officer, due to application processing and inspection requirements.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

N/A

Review of Accessibility Implications of any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Manager of Municipal Law Enforcement
Manager of Planning
City Clerk

Attachments:

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-009

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 10

Subject: 2018-22-CT St. Paul and Denniston Street Reconstruction

Author Name and Title: Launa Lewis, Supervisor of Financial Services

Co-Author and Title: Corby Purdy, Supervisor/Infrastructure, Design, Construction

Recommendation(s):

That Report PUR2018-009 **2018-22-CT St. Paul and Denniston Street Reconstruction**, be received;

THAT 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;

THAT DM Wills Associates Ltd. be selected for the single source award for contract administration and inspection in the amount of $122,250 plus HST;

THAT 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.

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The 2018 Capital Budget Program RD1803 identified seven sections to be reconstructed in 2018, and nine sections to be designed in 2018.

St. Paul and Denniston in the town of Lindsay is one of the reconstruction projects identified. The project limits include St. Paul Street north of Colborne Street to Denniston Street and Denniston Street from St. Paul Street to the East limits.

The 2017 and 2018 Water/Wastewater Capital Program WW1703 and WW1803 identified approximately 570m of watermain and 375m of sanitary sewer infrastructure for replacement.

The 2015 and 2017 Water/Wastewater Capital program WW1517 and WW1705 identified a new pump station be constructed to replace existing Colborne Street PS. Part of the construction includes a new forcemain that will run from the new pump station location to a maintenance hole at the intersection of St. David Street and Needham Street. The forcemain will be constructed along St. Paul Street, Denniston Street, and St. David Street to its ultimate discharge point.

The design of St. Paul and Denniston Street was completed in Q4 2017. During the design process, engineering staff conducted a public meeting with local residents and the ward councilor.

The work under this contract will include road reconstruction and full urbanization including storm sewer enhancements, sanitary sewer reconstruction, watermain replacement, new forcemain construction, sidewalks, curbs, and asphalt road surface.

Prior to commencing the construction work, a notice will be mailed out to all affected residents in the construction area.

Tender 2018-22-CT was prepared and advertised in accordance with the Purchasing Policy. The tender package was taken out by 12 companies.

Tender 2018-22-CT closed on Thursday, February 15, 2018 and was opened in public by Andy Letham, Mayor and Launa Lewis, Supervisor of Financial Services.

Results of Opening:

Tender Received From	Tender Amount (Excluding HST)
Coco Paving Inc.	$3,218,694.46

Tender Received From	Tender Amount (Excluding HST)
Hard-Co Construction Ltd.	$3,363,507.00
Enviro-Mag Construction Ltd.	$3,463,545.00

Tenders were checked for mathematical errors and conformity to the tender requirements.

The lowest, compliant tender received from Coco Paving Inc. of Bowmanville is compliant to the tender's requirements and is known to the City.

Rationale:

Staff recommends 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.

Other Alternatives Considered:

No other alternative is being considered based on the fact that a competitive procurement process was followed and the lowest, compliant tender is being recommended.

Financial/Operation Impacts:

Funds for reconstruction of St. Paul and Denniston Street was approved in the 2018 Capital Budget as noted in the table below.

Capital Project	Capital Project Budget	Other Committed Funds * (see below)	Capital Project Balance	Tender Amount (incl HST)	10% Contingency (incl HST)	HST Rebate	Total Tender Cost	Capital Project Balance
*983180304 (RD1803) Road and STM	$1,002,450	$56,445	$946,005	$1,182,389	$118,238	<$129,371>	$1,171,257	($225,252)
*998180307 /998170103 (WW1803/ WW1703) WAT and SAN	$1,038,835	$54,476	$984,359	$1,033,994	$103,850	<$113,135>	$1,024,709	($40,350)
998151701/ 998170502 (WW1517 / WW1705) Forcemain	$1,277,414	$59,609	$1,217,805	$1,420,742	$142,074	<$155,451>	$1,407,365	($189,561)
Total	$3,318,699	$170,530	$3,148,169	$3,637,125	$363,711	<$397,957>	$3,602,881	($455,163)

* Other Committed Funds include engineering costs for contract administration and inspection to be performed by D.M. Wills Associates Ltd. in the amount of $122,250, excluding HST and including material testing plus $48,280 for staff time and disbursements.

* Line 983180304 is over budget by $225,252; however the program RD1803 is in a surplus. See Financial Reconciliation table for projects under RD1803 below. Staff recommends proceeding utilizing the program surplus.

* Line 998180307 is over budget by $40,350; however the program WW1803 is in a surplus. See Financial Reconciliation table for projects under WW1803 below. Staff recommends proceeding utilizing the program surplus.

Financial Reconciliation of Reconstruction Projects Under 9831803:

Capital Project	Project Budget	Other Committed Funds *see below	Project Balance	Tender Amount (incl HST)	HST Rebate	Contingency	Total Cost	Project Balance
Glenelg Street E. 983180301	$1,260,000	$66,093	$1,193,907	$1,101,547	<$109,569>	$97,482	$1,089,460	$104,447
Kawartha Drive 983180303	$1,031,550	$49,846	$981,704	$804,653	<$80,038>	$71,208	$795,823	$185,881
Hamilton Street 983180302	$1,344,000	To be Tendered Q1						
St. Paul and Denniston 983180304	$1,002,450	$56,445	$946,005	$1,182,389	<$129,371>	$118,238	$1,171,257	($225,252)
Riverview Estates 983180305	$686,340	Currently Out for Tender						
Main Street 983180306	$190,900	Currently Out for Tender						
Porter Road 983180307	$115,000	Design Ongoing						
Totals	$5,630,240	$172,384	$3,121,616	$3,088,589	<$318,978>	$286,928	$3,056,540	$65,076

*Other committed funds include geotechnical quality control, construction administration and inspection services by consultant and internal staff time / wages.

Staff will utilize / maximize all funds in program RD1803 to complete additional road sections as prioritized in the council approved roads needs study criteria and 5 year capital plan.

Financial Reconciliation of Reconstruction Projects Under 9981803:

Capital Project	Project Budget	Other Committed Funds *see below	Project Balance	Tender Amount (incl HST)	HST Rebate	Contingency	Total Cost	Project Balance
Glenelg Street E. 998180305	$1,020,000	$47,111	$972,889	$785,191	<$87,952>	$69,486	$766,725	$206,164
Kawartha Drive 998180310	$1,038,000	$57,390	$980,610	$926,439	<$92,151>	$81,986	$916,274	$64,336
Hamilton Street 998180306	$942,000	To be Tendered Q1						
St. Paul and Denniston 998180307/ 998170103	$1,038,835	$54,476	$984,359	$1,033,994	<$113,135>	$103,850	$1,024,709	($40,350)
Totals	$4,038,835	$158,977	$2,937,858	$2,745,624	<$293,238>	$255,322	$2,707,708	$190,251

*Other committed funds include geotechnical quality control, construction administration and inspection services by consultant and internal staff time / wages.

Water and Wastewater capital projects do not close with a surplus, only the amount required is funded based on costs incurred. Therefore these projects will close with a zero balance in the capital close report.

Upon completion of the work, and remaining surplus or deficit will be dealt with through a capital close report presented to council by the treasury department in accordance with the capital close policy.

Any remaining surplus or deficit will be dealt with through the capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

2018-22-CT St. Paul and Denniston Street Reconstruction, in the Town of Lindsay aligns with the Corporate Strategic Goals "A Vibrant and Growing Economy", "An Exceptional Quality of Life", and "A Healthy Environment".

This Roads Capital Project directly aligns with these strategic goals by:

- Enabling efficient infrastructure and asset management;
- Update and execute Municipal Master Plans by implementing improvements to the road network
- Strategic Priority of creating connections within the community and externally by expanding and enhancing active transportation systems.

Review of Accessibility Implications of Any Development or Policy:

Not Applicable

Servicing Implications:

Not Applicable

Consultations:

Supervisor/Infrastructure, Design, Construction
Junior Accountant

Attachments:

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and Corporate Assets

Department File: 2018-22-CT

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-010

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 10

Subject: 2018-24-CT East Street Watermain Replacement in Bobcaygeon

Author Name and Title: Launa Lewis, Supervisor of Financial Services

Co-Author and Title: Corby Purdy, Supervisor/Infrastructure, Design, Construction

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The 2017 Water/Wastewater Capital Program WW1701 identified approximately 570m of watermain infrastructure replacement on East Street in the village of Bobcaygeon. This was Part A of Tender 2018-24-CT.

The 2018 Capital Budget Program RD1803 identified surface asphalt placement on Main Street and Duke Street in the village of Bobcaygeon. This was Part B of tender 2018-24-CT.

The design of East Street was completed in Q4 2017. During the design process, engineering staff conducted a public meeting with local residents and the ward councilor.

Prior to commencing the construction work, a notice will be mailed out to all affected residents in the construction area.

Tender 2018-24-CT was prepared and advertised in accordance with the Purchasing Policy. The tender package was taken out by 11 companies.

Tender 2018-24-CT closed on Tuesday, February 20, 2018 and was opened in public by Andy Letham, Mayor and Launa Lewis, Supervisor of Financial Services.

Results of Opening:

Tender Received From	Tender Amount – Part A (Excluding HST)	Tender Amount – Part B (Exculding HST)	Tender Price Correct To
Balterre Contracting Ltd.	$582,529.87	$145,228.06	
Coco Paving Inc.	$1,015,615.50	$163,239.33	
Accurex Inc.	$927,879.57	$195,533.70	
Hard-Co Construction Ltd.	$1,253,939.22	$160,914.94	
Royel Paving	No Bid	$184,410.00	
Enviro-Mag Construction Ltd.	$806,735.00	$181,000.00	$851,735.00

Tenders were checked for mathematical errors and conformity to the tender requirements.

The lowest, compliant tender received from Balterre Contracting Ltd. of Peterborough is compliant to the tender's requirements and is known to the City.

Rationale:

Staff recommend 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.

Other Alternatives Considered:

No other alternative is being considered based on the fact that a competitive procurement process was followed and the lowest, compliant tender is being recommended.

Financial/Operation Impacts:

Funds for reconstruction of East Street Watermain in Bobcaygeon was approved in the 2018 Capital Budget as noted in the table below.

Capital Project	Capital Project Budget	Other Committed Funds * (see below)	Capital Project Balance	Tender Amount (incl HST)	10% Contingency (Incl. HST)	HST Rebate	Total Tender Cost	Capital Project Balance
998170104 WW1701 Part A	**$280,000**	**$37,219**	**$242,781**	**$528,161**	**$52,816**	**<$57,788>**	**$523,188**	**($280,407)**
983170801 RD1708 Part A	**$150,075**	**$7,805**	**$150,075**	**$130,098**	**$13,010**	**<$14,234>**	**$128,873**	**$21,202**
983180306 RD1803 Part B	**$190,900**	**$9,846**	**$181,054**	**$164,108**	**$16,411**	**<$17,955>**	**$162,563**	**$18,491**
Total	**$620,975**	**$54,870**	**$573,910**	**$822,367**	**$82,237**	**<$89,979>**	**$814,624**	**($240,714)**

* Other Committed Funds include engineering costs for contract $43,345 for staff time and disbursements.

Any remaining surplus or deficit will be dealt with through the capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Tender 2018-24-CT –East Street Watermain Replacement, in the Village of Bobcaygeon, aligns with the Corporate Strategic Goals "A Vibrant and Growing Economy", "An Exceptional Quality of Life", and "A Healthy Environment".

This Water Capital Project directly aligns with these strategic goals by:

- Enabling efficient infrastructure and asset management;
- Update and execute Municipal Master Plans by implementing improvements to the road network
- Strategic Priority of creating connections within the community and externally by expanding and enhancing active transportation systems.

Review of Accessibility Implications of Any Development or Policy:

Not Applicable

Servicing Implications:

Not Applicable

Consultations:

Junior Accountant

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and Corporate Assets

Department File: 2018-26-CT

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-011

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 10

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

Author Name and Title: Launa Lewis, Supervisor Financial Services

Co-Author and Title: Corby Purdy, Supervisor/Infrastructure, Design, Construction

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The 2018 Capital Budget Program WW1803 identified four sections to be reconstructed in 2018, and nine sections to be designed in 2018.

Durham Street West, Glenelg Street West and Bay Street in the town of Lindsay are three of the design projects identified.

The 2018 Capital program RD1803 identified seven sections to be reconstructed and nine sections to be designed in 2018. Bay Street is one of those sections.

Durham Street West is overall in good condition and does not have any deficient storm sewers. Durham Street West was not included in the 2018 capital budget for design, but will be included as a future project in the road restoration for W/WW program.

Glenelg Street West is overall in good condition; however the storm sewer under Glenelg Street West is deficient. Staff have included storm sewer design component in the Quotation and request that Glenelg Street West be added to capital program RD1803 as a design project.

Quotation 2018-19-CQ was prepared and advertised in accordance with the Purchasing Policy.

The quotation was opened in public on February 13, 2018 by Launa Lewis, Supervisor of Financial Services and Andy Letham, Mayor with the following results:

Company	Quote Amount
CIMA Canada Inc.	$61,025.73
WSP Canada Inc.	$73,126.00

The quotations were received and carefully reviewed for compliance and evaluated based on the requirements in the document.

References were checked with no concerns identified.

Rationale:

Staff recommends 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;

Other Alternatives Considered:

None as the lowest, compliant bid is being recommended.

Financial/Operation Impacts:

Funds for Design Services for Durham St. W., Glenelg St. W. and Bay Street was approved in the 2018 Capital Budget as noted in the table below.

Capital Project	Capital Project Budget	Other Committed Funds * (see below)	Capital Project Balance	Tender Amount (incl HST)	10% Contingency (Incl. HST)	HST Rebate	Total Tender Cost	Capital Project Balance
998180302 Bay St. WWW	$51,000	$1,916	$49,084	$12,775	$1,278	<$1,398>	$12,655	$36,429
983180312 Bay St Roads	$40,000	$1,916	$38,084	$12,775	$1,278	<1,398>	$12,655	$26,429
998180304 Durham WWW	$86,000	$2,678	$83,321	$17,859	$1,786	<$1,954>	$17,691	$65,630
998180304 Glenelg St. WWW	$53,000	$1,916	$51,084	$12,775	$1,278	<$1,398>	$12,655	$38,429
983180317 Glenelg St W	$0	$1,916	($1,916)	$12,775	$1,278	<$1,398>	$12,655	($14,571)
Total	$230,000	$10,344	$219,656	$68,959	$6,898	$7,546	$68,311	$151,345

* Other Committed Funds include engineering costs for contract $10,344 for staff time and disbursements.

Financial Reconciliation of Reconstruction Projects Under 9831803:

Capital Project	Project Budget	Other Committed Funds *see below	Project Balance	Tender Amount (incl HST)	HST Rebate	Contingency	Total Cost	Project Balance
Glenelg Street E. 983180301	$1,260,000	$66,093	$1,193,907	$1,101,547	<$109,569>	$97,482	$1,089,460	$104,447
Kawartha Drive 983180303	$1,031,550	$49,846	$981,704	$804,653	<$80,038>	$71,208	$795,823	$185,881
Hamilton Street 983180302	$1,344,000	To be Tendered Q1						
St. Paul and Denniston 983180304	$1,002,450	$56,445	$946,005	$1,182,389	<$129,371>	$118,238	$1,171,257	($225,252)
Riverview Estates 983180305	$686,340	Currently Out for Tender						
Main Street 983180306	$190,900	Currently Out for Tender						
Porter Road 983180307	$115,000	Design Ongoing						
Totals	$5,630,240	$172,384	$3,121,616	$3,088,589	<$318,978>	$286,928	$3,056,540	$65,076

*Other committed funds include geotechnical quality control, construction administration and inspection services by consultant and internal staff time / wages.

Staff will utilize / maximize all funds in program RD1803 to complete additional road sections as prioritized in the council approved roads needs study criteria and 5 year capital plan.

Any remaining surplus or deficit will be dealt with through the capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

2018-19-CQ Design Services for Durham, Glenelg and Bay Streets, in the Town of Lindsay aligns with the Corporate Strategic Goals "A Vibrant and Growing Economy", "An Exceptional Quality of Life", and "A Healthy Environment".

This Roads Capital Project directly aligns with these strategic goals by:

- Enabling efficient infrastructure and asset management;
- Update and execute Municipal Master Plans by implementing improvements to the road network
- Strategic Priority of creating connections within the community and externally by expanding and enhancing active transportation systems.

Review of Accessibility Implications of Any Development or Policy:

Not Applicable

Servicing Implications:

Not Applicable

Consultations:

Junior Accountant

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and Corporate Assets

Department File: 2018-19-CQ

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-012

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Not Applicable

Subject: Quotation 2018-36-OQ Microsoft Enterprise Licensing Agreement

Author Name and Title: Ashley Wykes, Buyer

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

A three year agreement for Microsoft licensing and Software Assurance provides volume pricing for existing licenses and fixed pricing for potential future license purchases. Software associated with this agreement includes; Client Applications, Server Applications and Client Access Licenses. Examples of Client Applications are operating systems (Windows) and productivity suites (MS Office). Examples of Server Applications are operating systems (Windows Server), email (Exchange Server), collaboration and document management (SharePoint), database (SQL). Client Access Licenses are required for client applications to work with server applications. Examples of Client Access Licenses (CAL) are Windows, Exchange, SharePoint and SQL.

Microsoft Software Assurance is similar to annual maintenance agreements that we have for other application systems. It includes access to support resources, and software maintenance that entitles us to use new versions of licensed products released during the term of the agreement.

Under our existing Enterprise Agreement (EA) which expires on March 31, 2018, we are paying only for software assurance (SA) which covers software maintenance in addition to other benefits such as training vouchers, professional services, home use licensing, and online learning. If we renew our current Enterprise Agreement contract this would continue. However, if our EA lapses Microsoft may require us to enter into a new agreement. In this event they may require us to re-purchase licenses in addition to paying the software assurance. This would result in an increase of approximately 60% to what we are currently paying, paid annually from 2018 to 2020.

Request for Quotation 2018-36-OQ Microsoft Enterprise Licensing Agreement was advertised and released in accordance with the Purchasing Policy. The proposal closed on March 1, 2018 and was opened in public by Andy Letham, Mayor and Ashley Wykes, Buyer. Two quotations were received as outlined in the chart below:

Company Name	**Quotation Amount**
CDW Canada Corp., Etobicoke	$241,537.00
PCM Canada, Markham	$727,683.84 **(corrected to $242,561.28 per year)**

Each quotation was reviewed and no issues were identified. Although this purchase is within the approved operating budget, an irregular result occurred as there were fewer than three submissions received. Section 5.1 of the policy states when “fewer than three (3) submissions are received in a formal competitive procurement process, the selection of the vendor for an award is to be approved according to the Table of Authority”. In this case the purchase is within Council’s authority level.

Rationale:

Staff recommend CDW Canada Corp. of Etobicoke be awarded quotation 2018-36-OQ Microsoft Enterprise Licensing Agreement for a three (3) year term, with an option to renew for one (1) additional three (3) year term. The optional renewal will be utilized based on performance and in accordance with the Purchasing Policy.

Other Alternatives Considered:

No other alternatives are being considered as the company with the lowest quotation submitted is being recommended.

Financial/Operation Impacts:

Financing for the Microsoft Licensing Agreement is included in the Information Technology yearly operating budget. The total price of $724,611.00 (not including HST) is for three years with a yearly purchase price of $241,537.00. The 2018 operating budget has sufficient funds to cover this purchase.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

This report aligns with the Strategic Enabler of Efficient Infrastructure and Asset Management

Consultations:

Application Supervisor

Manager, Information Technology

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

Department File: 2018-36-OQ

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-013

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Various

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

Author Name and Title: Launa Lewis, Supervisor Financial Services

Co-Author: Corby Purdy
Supervisor/Infrastructure, Design, Construction

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Sidewalks are a key element of the urban environment and are important for safe movement of pedestrians.

As per Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways under the Municipal Act 2001, sidewalks need to be inspected every year. If a surface discontinuity on a sidewalk exceeds two centimeters, the minimum standard is to treat the discontinuity within 14 days after becoming aware of the fact.

As a result of the 2017 inspections by City staff, the candidate sections have been identified for removal and/or replacement. The proposed projects will result in reducing liabilities for the City and provides the desired attributes of a safety, walking comfort, appearance and service life.

The sections selected are based upon a condition rating.

List of Sidewalk Locations for 2018

Lorneville	CKL 46 (West Side) – 1273 CKL 46 to Lorneville Road Newman Drive (South Side) – King Street to CKL 46
Victoria Road	Richmond Street E (South Side) – Victoria Road to 8 Richmond Street E Richmond Street W (South Side) – Victoria Road to 13 Richmond Street W
Cambray	North Street (East Side) – 22 North Street to Cambray Road
Bethany	Hwy 7A (North Side) – Ski Hill Road to Jakeman Street
Bobcaygeon	William Street (East Side) – 36 William Street to King Street
Fenelon Falls	Lindsay Street (East Side) – Helen Street to Elliot Street Francis Street E (North Side) – Clifton Street to 61 Francis Street
Glenarm	Fenel Road (West Side) – Glenarm Road to Church Stairs Fenel Road (West Side) – Glenarm Road to 515 Fenel Road
Kirkfield	Kirkfield Road (West Side) – 1693 Kirkfield Road to John Street
Omemee	George Street S (West Side) – Hwy 7 to Mary Street George Street S (West Side) – Rutland Street E to Beach
Pontypool	Pontypool Road (South Side) – 66 Pontypool Road to 64 Pontypool Road
Lindsay	Angeline Street N (East Side) – 228 Angeline Street N to Alcorn Street Angeline Street N (East Side) – Orchard Park to Langton Place Crandall Street (West Side) – John Street to 17 Crandall Street Riverview Estates

Request for Tender 2018-01-CT was released and advertised in accordance with the Purchasing Policy. The tender package was taken out by eleven (11) companies.

The Tender closed on Thursday, January 25, 2018, and was opened in public by Mayor Andy Letham and Ashley Wykes, Buyer.

Results of Opening:

Tender Received From	Total Tender Amount Part A and Part B (excluding HST) As Read at the Public Opening	Total Tender Amount Part A and Part B (excluding HST) Corrected After Evaluation
Tri-Capital Construction Inc. Woodbridge	$398,710.00	n/a
Signature Contractors Windsor Inc. Oldcastle	$439,474.00	n/a
Accurex Inc. Peterborough	$494,126.00	n/a
Bennington Construction Ltd. Stouffville	$566,470.00	n/a
GMP Contracting Ltd. Scarborough	$625,080.70	n/a
Royel Paving Lindsay	$726,020.50	n/a
Pencon Construction Canada Corp Toronto	$1,235,300.00	$1,252,300.00

Part A of the tender includes costs associated with the removal and replacement of identified concrete sidewalks, curbs and gutters in various locations within the City.

Part B of the tender is to install sidewalks at Riverview Estates subdivision, as well as curb repairs, catchbasin adjustments and topsoil/sod work.

Tenders were checked for mathematical errors and conformity to the tender requirements.

The lowest bid from Tri-Capital Construction was non-compliant to the tender and therefore, the second lowest compliant tender from Signature Contractors of

Oldcastle is being recommended. References were checked and found to be favorable.

Rationale:

Staff recommends 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.

Other Alternatives Considered:

No other alternative is being recommended.

Financial/Operation Impacts:

Funds for the construction of the concrete sidewalks, curbs and gutters are allocated as approved in the 2018 Capital Project 983180900 (RD1809) as noted in the table below.

Capital Project	Capital Project Budget	Other Committed Funds * (see below)	Capital Project Balance	Tender Amount (incl HST)	Contingency (incl HST)	HST Rebate	Total Tender Cost	Remaining Budget
983180900 Part A	$306,883	$13,343	$293,540	$227,227	$20,109	<$22,602>	$224,734	$68,806
983180305 Part B Riverview Estates	$686,340	$152,876	$533,464	$269,378	$49,381	<$31,447>	$287,312	$246,152
Total	$993,223	$166,219	$827,004	$496,605	$69,490	<$54,049>	$512,046	$314,958

* Other committed funds include costs for internal staff time / wages contract administration and inspection. Other committed funds for 983180305 include surface asphalt works outlined in PAR 2018-006.

Staff will exhaust all funds in this program to complete as many sections of sidewalk that the additional funding will permit.

Any remaining surplus or deficit will be dealt with through the capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Tender 2018-01-CT - Construction of Concrete Sidewalks, Curbs and Gutters aligns with the Corporate Strategic Goals “A Vibrant and Growing Economy”, “An Exceptional Quality of Life”, and “A Healthy Environment”.

This Roads Capital Project directly aligns with these strategic goals by:
- Enabling efficient infrastructure and asset management;
- Update and execute Municipal Master Plans by implementing improvements to the road network
- Strategic Priority of creating connections within the community and externally by expanding and enhancing active transportation systems.

Consultations:

- Junior Accountant

Attachments:

Not Applicable

E-Mail: jrojas@city.kawarthalakes.on.ca

Department Head: Juan Rojas, Director of Engineering & Corporate Assets

Department File: Tender 2018-01-CT

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-017

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Revision to Consolidated Fees By-Law

Author Name and Title: Richard Holy, Manager of Planning

Recommendations:

RESOLVED 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		
Service Description	**Unit**	**Fees Effective January 1, 2018**
OMB Appeal Processing Fee		
OMB Appeal Processing Fee Consent or Minor Variance Applications All other Planning Act Applications	each	 $150.00 $300.00

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		
Service Description	**Unit**	**Fees Effective January 1, 2018**
Administration		

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

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.

Background:

The City of Kawartha Lakes charges fees for a number of services it provides. By-Law 2016-206, A By-Law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in the City of Kawartha Lakes, contains all fees established and charged by the City of Kawartha Lakes. Amendments to the Fees By-law were approved by Council on October 24, 2017.

Schedule E – Planning Fee Removals

The By-law established a number of new fees for the Planning Division to deal with current fees gaps with our fee structure. One of the fee categories that was approved by Council was processing fees for all OMB appeals. Processing of OMB appeals takes quite a bit of staff time so the fee was designed to help cover these costs. So as to not dissuade appeals related to Committee of Adjustment matters, a $150.00 appeal processing was established for consent or minor variance application and a $300 appeal processing fee for all other Planning Act applications. Staff had researched fees by-laws in the area and found that a number of municipalities had implemented these fees. When the By-law was being considered by Council for approval, the Planning Division received an inquiry from an interested party as to the validity of the OMB appeal processing fee suggesting that it was not legal. A further review of this matter with the City's solicitor has suggested that while we could implement the fee, we must fulfill the legislated timeframes for submission of appeal packages to the OMB. If a person doesn't pay the fee, then collection of the fee will become an issue. As a result, we are recommending that the fee be removed from the Planning Department list of fees. Staff will however be conducting a review of our costs associated with the preparation of OMB appeal packages and making further fee revision recommendations in the future.

Schedule E – Planning Fee Additions

The Planning Division has assessed our current planning service fee gaps and are proposing the following new fees and fee reductions on this basis.

1. A fee of $200.00 is being proposed to implement a prescreening process for landowners that own property that doesn't have frontage on an open and maintained road. We have numerous existing lots of record in both urban and rural areas where development would be possible if road access were available. Staff are developing a screening process to assist our customers with understanding the process and technical standards that need to be fulfilled to construct a new road or road extension. This proposed fee would cover staff costs.
2. When consent applications are approved by the Director or by the Committee of Adjustment, deeming by-laws may be necessary to implement a lot line adjustment or severance where these applications are within registered plans of subdivision. Where a deeming by-law is required by staff as a condition of approval, we are proposing to reduce the fee for

this application in half from $770.00 to $385.00. Council already approved a similar approach when rezoning applications are required as a condition of approval for a consent application. This helps to provide a consistent approach in our fee structure.

3. The City has an administrative policy whereby fees for the addition of an accessibility structure, such as an accessibility ramp to accommodate a person with a disability residing in the home, is reduced based on income. Rather than requiring the disclosure of personal financial information, staff are proposing to rescind this policy and reduce the application fee in half from $1,100.00 to $550.00. While the advertising fee of $220 would remain applicable, this option would be available to any property owner whether it be residential commercial, industrial, or institutional. There may be other unrelated variances required to accommodate development on a property. Staff would also allow these unrelated requests to be captured under the reduced rate as a way to encourage property owners to make properties and buildings more accessible.
4. We have a number of situations where approvals are being granted for severances where properties may be on opposite sides of a road. Situations also arise where a property owner in a subdivision that is less than 8 years old (Planning Act timeframe) cannot expand their lot through a deeming by-law process. The only way to facilitate this type of activity is to register a merger agreement on title that binds two parcels of land together. We are proposing a fee of $1,500.00 to cover the drafting, legal research, arranging postponements, and agreement registration.

Rationale:

Staff recommends that the fee removals and additions contained in Report PLAN2017-028 be approved and that By-Law 2016-206 be amended accordingly.

Other Alternatives Considered:

Council could choose to not approve the changes. This would result in a statement of claim against the City for implementing the OMB appeals fees which are not legislatively permitted. Should Council choose not to implement the fee additions, the fee savings and new processes described above would not be implemented.

Financial/Operation Impacts:

Revenue generated is included in our division's budget.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

The adoption of the Staff report contributes to the Council Adopted Strategic Plan by ensuring a fiscally responsible service delivery and ensuring the efficient allocation of government resources.

Consultations:

City Solicitor
Director of Development Services

Attachments:

The following attached documents may include scanned images of Appendices, maps, and photographs. If you require an alternative format, please contact Richard Holy, Manager of Planning at 705.324.9411 x 1246.

Appendix 'A' – Proposed Fees By-law

Appendix A - Proposed Fees By-lav

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services

Department File: F22

APPENDIX "A"
to
REPORT PLAN2018-017
FILE NO. F22

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

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

Recitals

1. By-law 2016-206, a By-law to establish and require payment of fees for information, services, activities and use of City property in the City of Kawartha Lakes was adopted by Council on November 8, 2016.
2. At the March 20, 2018 Regular Council Meeting, Council approved Resolution CR2018-___ for updates to Planning Fees.
3. This by-law amends By-law 2016-206 to reflect this decision.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-___.

Section 1.00: Definitions and Interpretation

Definitions:

All defined terms in the amending By-law take their meaning from By-law 2016-206 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Amendment:** Schedule E-1 to By-law 2016-206 – Planning Fees is amended by removing:

E – 1 Planning Fees						
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**
OMB Appeal Processing Fee						
OMB Appeal Processing Fee - Consent or Minor Variance Application	each	None			$150.00	NEW
OMB Appeal Processing Fee -	each	None			$300.00	NEW

E – 1 Planning Fees						
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**
Planning Act Applications						

2.02 **Amendment:** Schedule E-1 to By-law 2016-206 – Planning Fees is amended by adding:

E – 1 Planning Fees						
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**
Administration						
Prescreening Application to Open a Road Allowance	each	None			$200.00	NEW By-law 2018-___
Deeming By-law or Repeal of Deeming By-law						
Deeming Application where required as a condition of consent	each	None			$385.00	NEW By-law 2018-___
Minor Variance						
Minor Variance for Approval of Accessibility Structures	each	Advertising Fee			$550.00	NEW By-law 2018-___
Preparation of Development Agreement						
Where required to facilitate the merger of one or more properties	each	None			$1,500.00	NEW By-law 2018-___

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of the City Departments are responsible for the administration of the respective department fees as approved in Schedules A to H of By-law 2016-206.

3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-020

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 5

Subject: **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)**

Author Name and Title: Janet Wong, Planner II

Recommendations:

RESOLVED THAT Report PLAN2018-020, “Kelly – D30-2018-003”, be received;

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

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Proposal:	To deem Lots 11 and 12, Registered Plan 291, not to be a lot within a registered plan of subdivision
Owner:	Kerstin Kelly and Robert Kelly
Applicant:	Heather Richardson, Staples & Swain Professional Corporation
Official Plan:	"Waterfront" and "Environmental Protection" – City of Kawartha Lakes Official Plan
Zone:	"Residential Type Three (RR3) Zone" – Township of Fenelon Zoning By-law Number 12-95
Site Servicing:	Private individual septic system and lake-based water supply
Existing Use:	Shoreline Residential
Adjacent Uses:	North: Shoreline residential East: Balsam Lake South: Shoreline residential West: Rural

Rationale:

The property is comprised of three lots in a registered plan, but used as one lot with two residences. The owners are seeking to sever 787 sq.m. of residential land with part of an existing dwelling and accessory structures from Lot 12, Plan 291 to consolidate with Lot 11, Plan 291 and retain an existing dwelling on the balance of the lands. The consent application (D03-17-016) was conditionally approved November 2, 2017 by the Director of Development Services.

The owner is seeking to deem Lots 11 and 12, Registered Plan 291 in order to allow for the lot addition and consolidation on title of one parcel with an entire dwelling (Lot 11 and Part Lot 12) as well as allow for the retained lands with one dwelling to consolidate (Part Lots 12 and 13) into one property. As Part of Lot 13 is not the whole of a lot, Part of Lot 13 does not have to be deemed to not be a part of a registered plan in order for the consolidation of the retained lands to occur. Please refer to Appendices "B" and "C". The owners have requested that Council pass a Deeming By-law to effect the intended lot addition related to Lots 11 and 12, Registered Plan 291.

Adoption and subsequent registration of this Deeming By-law (Appendix "D") will allow the applicant to register the deed to effect the consolidation intended by consent application D03-17-016. The effect of this Deeming By-law is that Lot 11 and Part of Lot 12 will consolidate into one lot and allow for the lot addition to legally occur. The legal description will remain as Lot 11, Registered Plan 291 and Lot 12 and Part of Lot 13, Registered Plan 291 until such time as the consent application has been finalized. All agency comments have been addressed through consent file D03-17-016.

Other Alternatives Considered:

There are no other alternatives considered to be appropriate or represent good planning. The Deeming By-law is the appropriate method to legally consolidate the applicant's lands.

Financial/Operation Impacts:

The cost of registering the By-law is included in the application fee. There are no financial implications for the City.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

The City's Strategic Plan outlines Council's vision for the municipality. The vision consists of three main Strategic Goals: that of a vibrant and growing economy, an exceptional quality of life, and a healthy environment.

This application aligns with the quality of life and healthy environment priorities by creating a shoreline property with the dwelling and accessory structures to be located on one lot and by reducing the total number of undersized residential lots.

Conclusion:

The consolidation of the lands will allow for the creation of a lot with structures associated with the lot to be located on one property. Planning staff do not anticipate any negative impacts as a result of the consolidation.

Attachments:

Appendix "A" – Location Map
Appendix "B" – Consent Application Sketch
Appendix "C" – Registered Plan 291
Appendix "D" – Draft Deeming By-law

Appendix A.pdf Appendix B.pdf Appendix C.pdf Appendix D.pdf

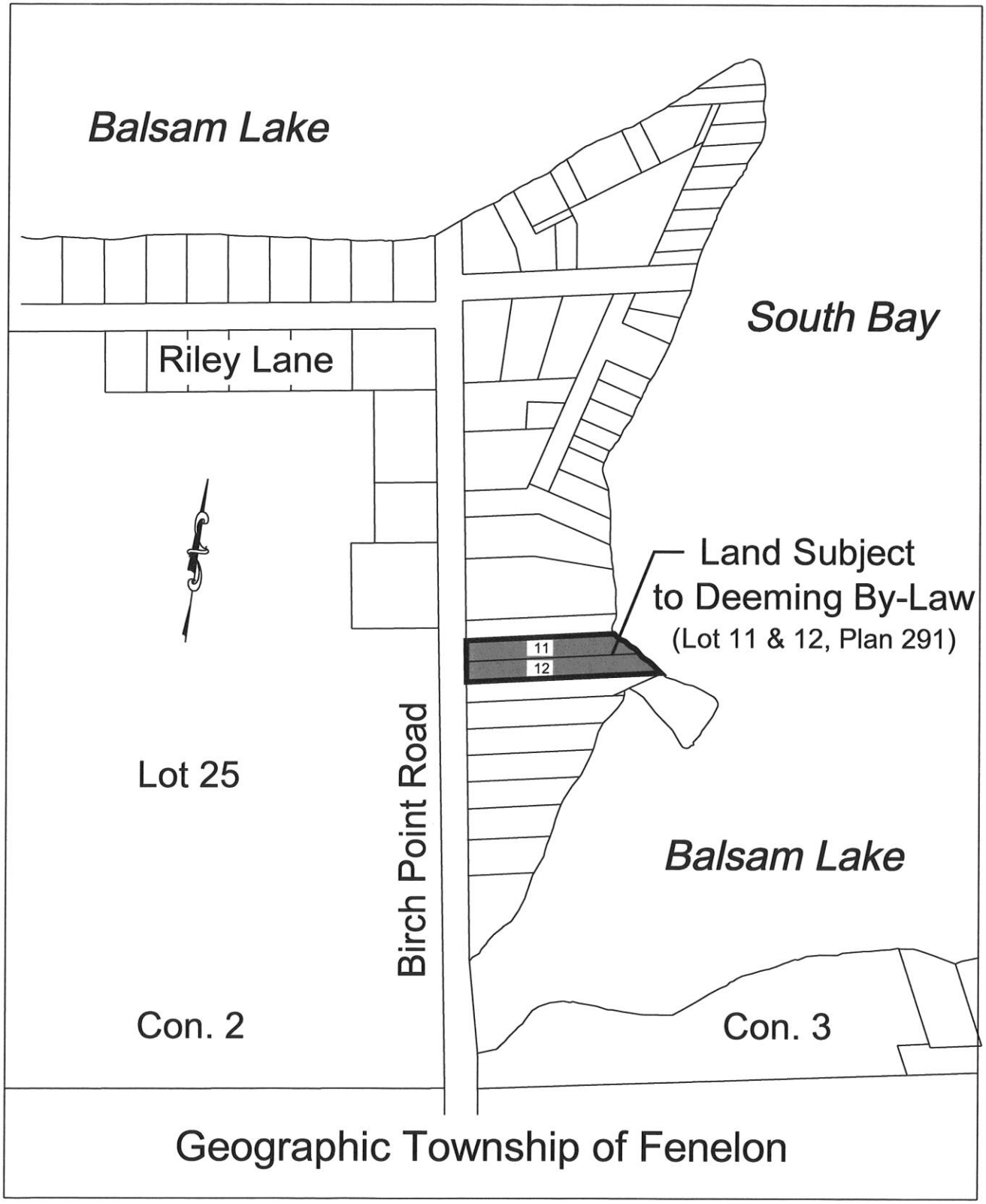
Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: D30-2018-003

APPENDIX " A "
to
REPORT PLAN2018-020
FILE NO: D30-2018-003

D30-2018-003

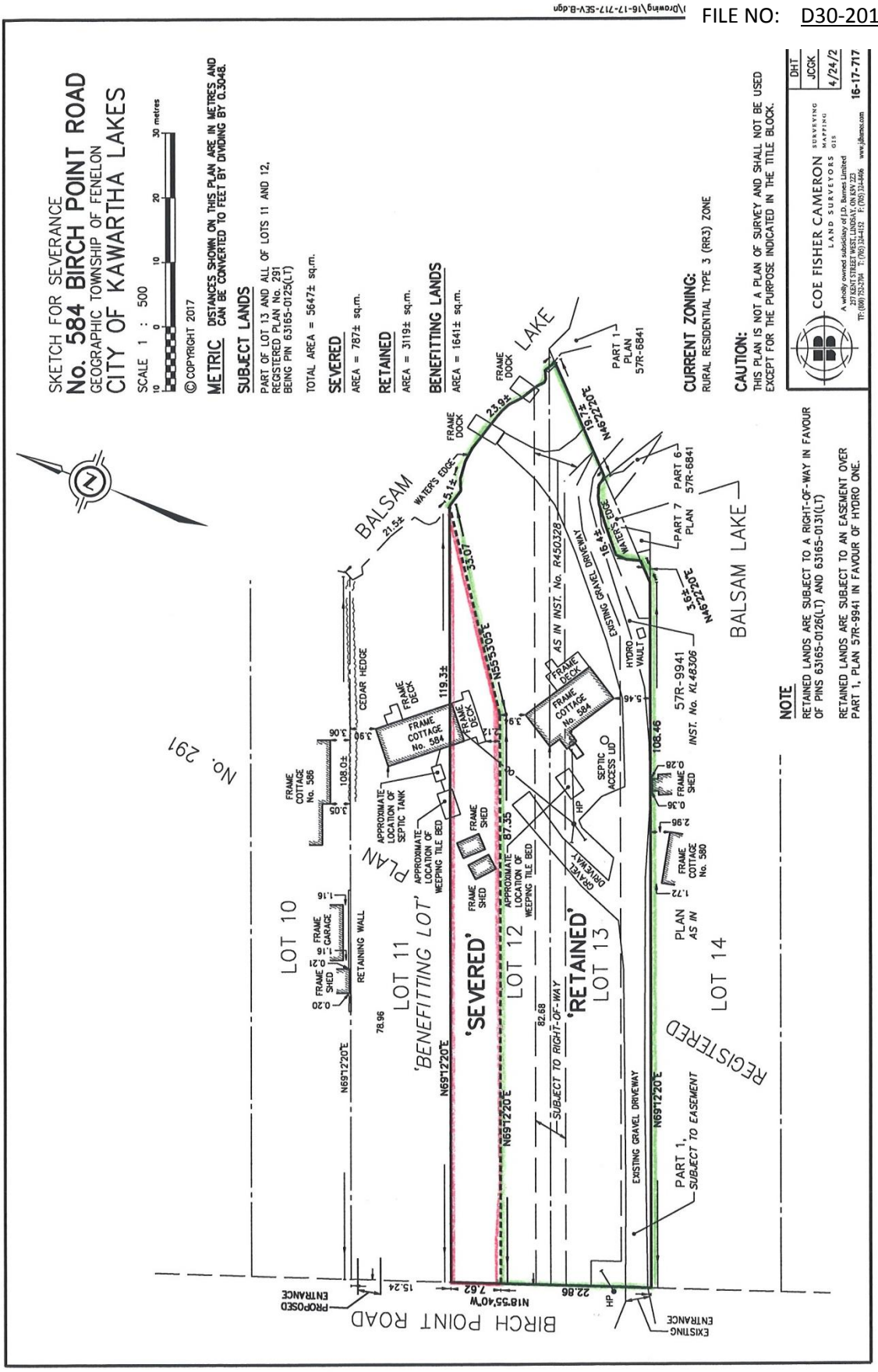


APPENDIX " B "

to

REPORT PLAN2018-020

FILE NO: D30-2018-003

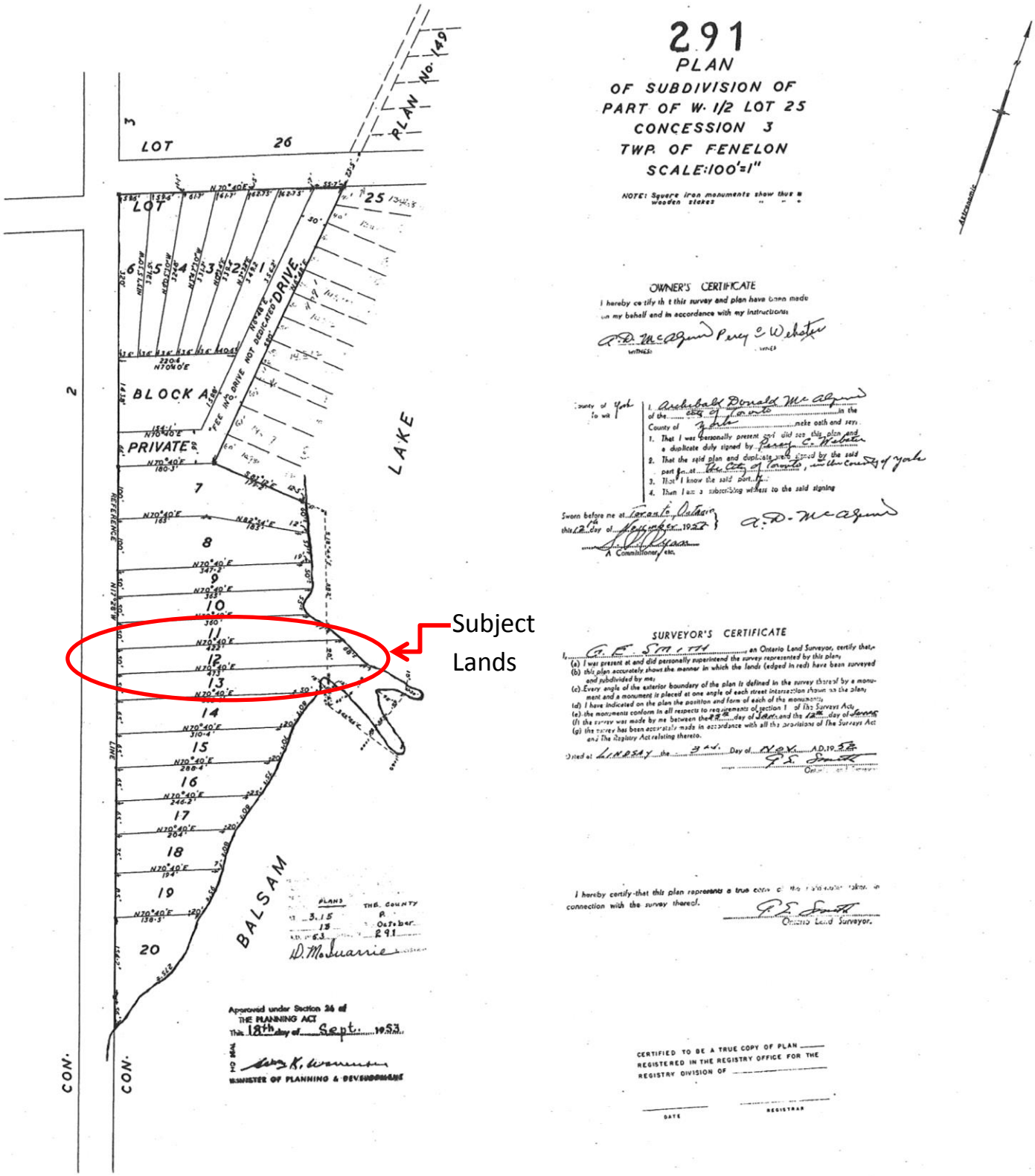


APPENDIX " C "

to

REPORT PLAN2018-020

FILE NO: D30-2018-003



See Ab. H – Pages 277 to 298

APPENDIX " D "

to

REPORT PLAN2018-020

FILE NO: D30-2018-003

The Corporation of the City of Kawartha Lakes

By-Law 2018 -

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

File D30-2018-003, Report PLAN2018-020, respecting 584 Birch Point Road – KELLY

Recitals:

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

2. Council has been requested to pass a deeming By-law, by the owner of the land described in Section 1 of this By-law in order to permit consolidation of lands through consent application D03-17-016.

3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.

4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.

5. Council considers it appropriate to enact the requested By-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1:00 Details

1.01 **Property Affected**: PIN 631650702 (LT) and PIN 631650703 (LT). The Property affected by this By-law is described as Lot 11 and Lot 12, Registered Plan 291, geographic Township of Fenelon, City of Kawartha Lakes.

1.02 **Deeming Provision**: The Property is deemed not to be part of a Registered Plan of Subdivision for of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

Section 2:00 General Terms

2.01 **Force and Effect**: This By-law shall come into force on the date it is finally passed, subject to the provisions of Sections 50(26), 50(28), and 50(29) of the Planning Act, R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this ** day of **, 2018.

Andy Letham, Mayor

Cathie Ritchie, Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-021

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 7

Subject: **A By-law to Deem Lot 13, Registered Plan 55, former Village of Bobcaygeon, being 235 Front Street West (Maguire – D30-2018-004)**

Author Name and Title: Janet Wong, Planner II

Recommendations:

RESOLVED THAT Report PLAN2018-021, Maguire – D30-2018-004, be received;

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

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Proposal:	To deem Lot 13, Registered Plan 55 not to be a lot within a registered plan of subdivision
Owner:	Christopher Maguire and Stephanie Maguire
Applicant:	Christopher Maguire
Official Plan:	"Urban" – County of Victoria Official Plan
Zone:	"Urban Residential One (R1) Zone" - Village of Bobcaygeon Zoning By-law Number 16-78
Site Servicing:	Municipal water and sewage systems
Existing Use:	Residential
Adjacent Uses:	North: Woodland East, South, West: Residential

Rationale:

The owners are seeking to sever 594 square metres of land with existing landscaping features for the purposes of a lot addition from property described as Lot 14, Registered Plan 55 (239 Front Street West). The consent application (D03-17-004) was conditionally approved July 13, 2017 by the Director of Development Services. The deeming by-law is required in order to allow the 594 square metres to merge on title with Lot 13, Registered Plan 55. The area to be added is identified on the draft reference plan as Part 2. Please refer to Appendices "B" and "C". The owners have requested that Council pass a Deeming By-law to allow the future consolidation of the severed lands with Lot 13, Registered Plan 55.

Adoption and subsequent registration of this Deeming By-law (Appendix "D") will allow the applicant to register the deed to effect the consolidation intended by consent application D03-17-004. The legal description will remain as Lot 13, Registered Plan 55 until the deed to effect the consolidation has been finalized. All agency comments have been addressed through consent file D03-17-004.

Other Alternatives Considered:

There are no other alternatives considered to be appropriate or represent good planning. The Deeming By-law is the appropriate method to legally consolidate the applicant's lands.

Financial/Operation Impacts:

The cost of registering the By-law is included in the application fee. There are no financial implications for the City.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The City's Strategic Plan outlines Council's vision for the municipality. The vision consists of three main Strategic Goals: that of a vibrant and growing economy, an exceptional quality of life, and a healthy environment.

This application aligns with the quality of life and healthy environment priorities by creating a property with landscaping associated with the dwelling to be located on one lot.

Conclusion:

The consolidation of the lands will allow for the creation of a residential lot along with associated amenity space to be located on one property. Planning staff do not anticipate any negative impacts as a result of the consolidation.

Attachments:

Appendix "A" – Location Map
Appendix "B" – Consent Application Sketch
Appendix "C" – Registered Plan 159 and Draft Reference Plan 57R-
Appendix "D" – Draft Deeming By-law

Appendix A.pdf Appendix B.pdf Appendix C.pdf Appendix D.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

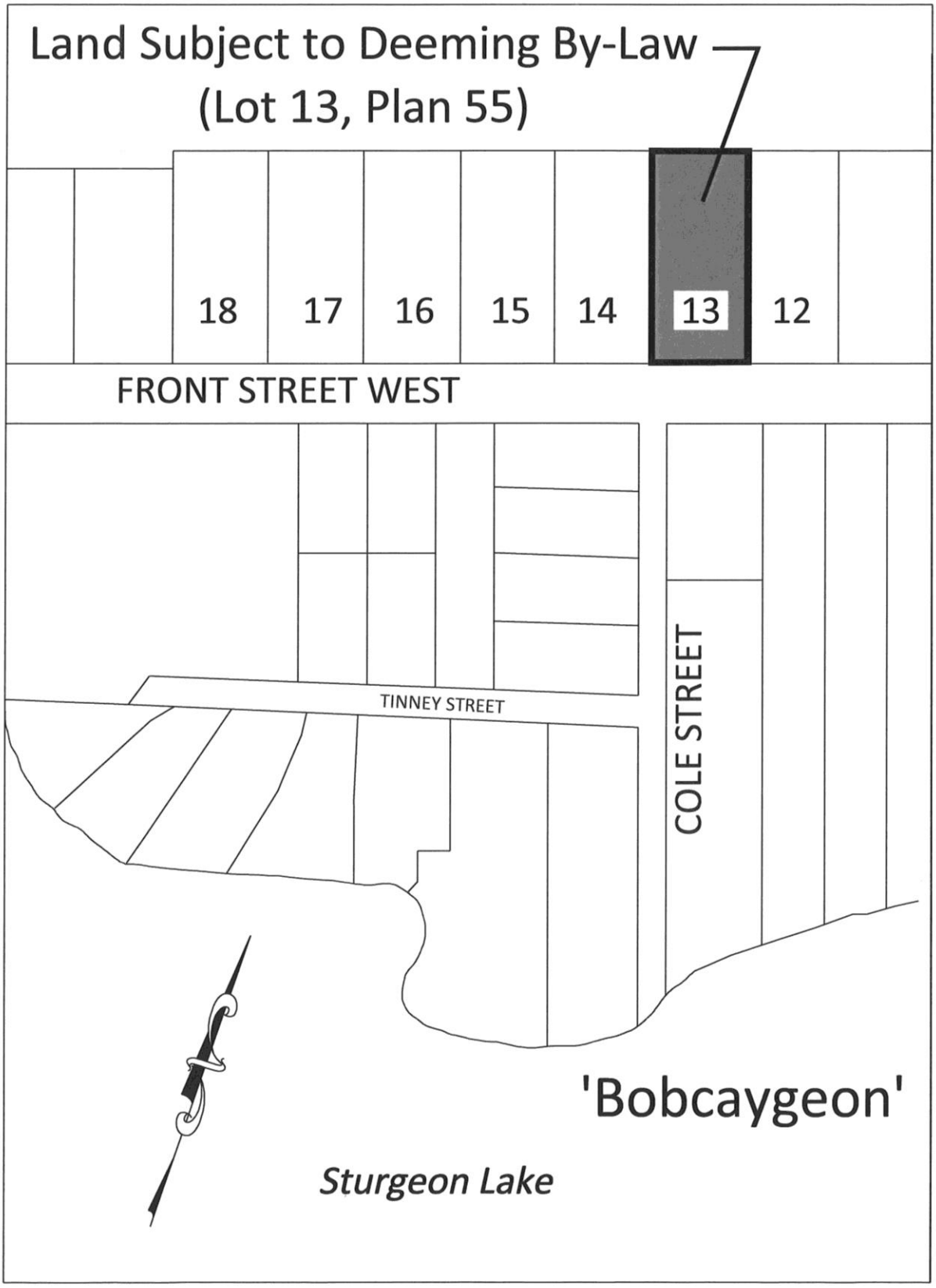
Department File: D30-2018-004

APPENDIX " A "

to

REPORT PLAN2018-021

FILE NO: D30-2018-004



APPENDIX " B "

to

REPORT PLAN2018-021

FILE NO: D30-2018-004

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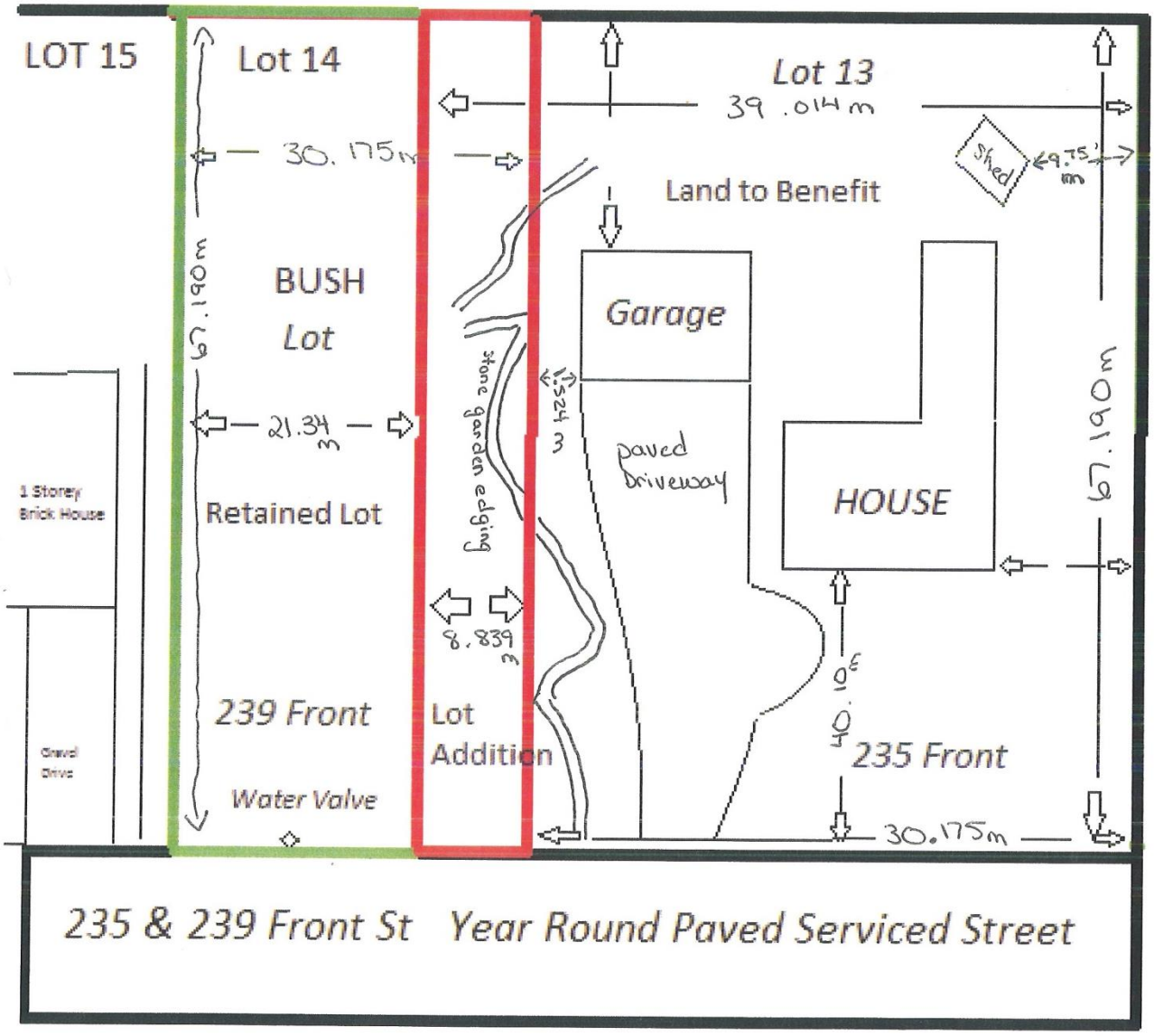
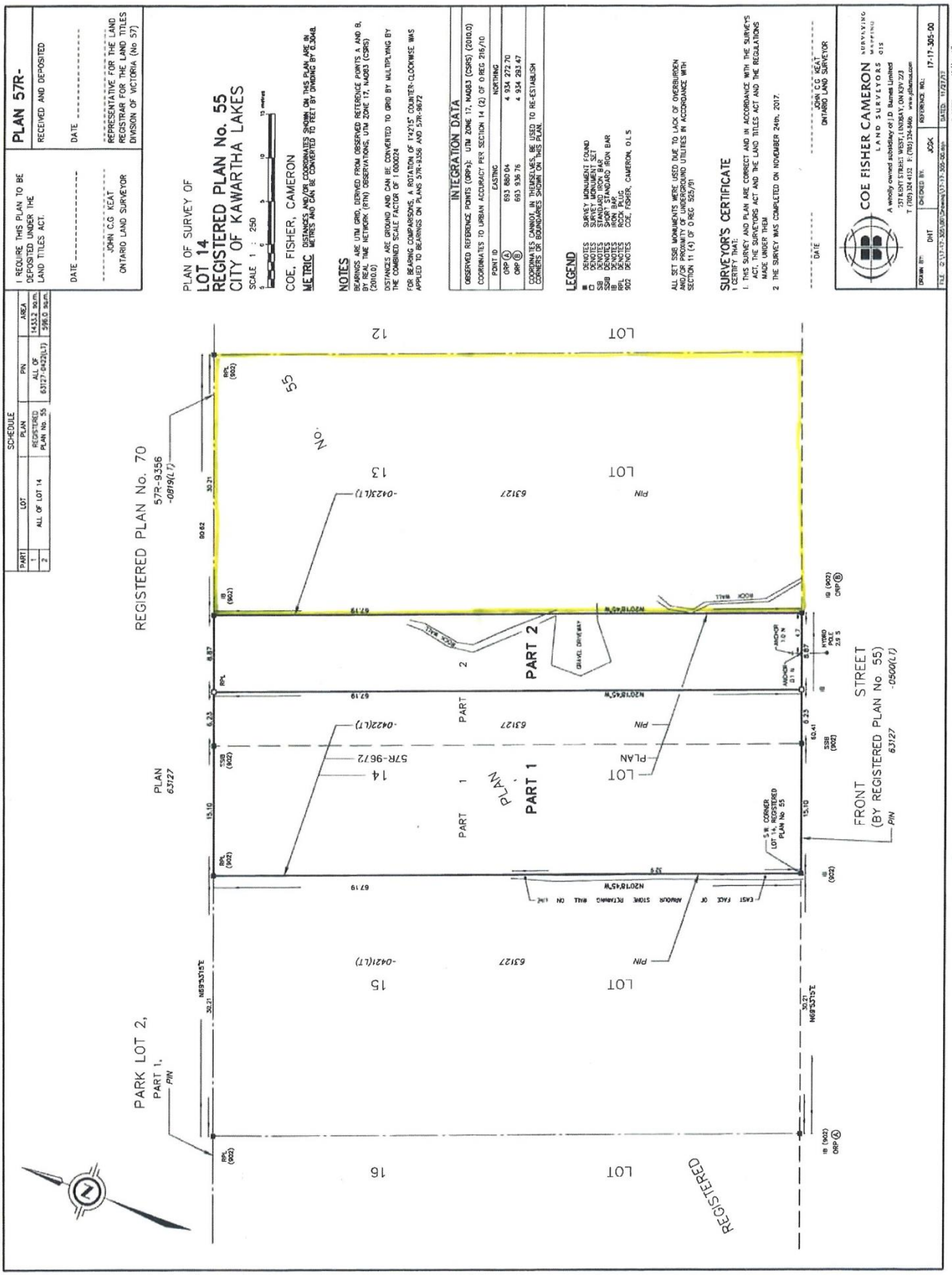


APPENDIX " C "

to

REPORT PLAN2018-021

FILE NO: D30-2018-004



APPENDIX " D "

to

REPORT PLAN2018-021

FILE NO: D30-2018-004

The Corporation of the City of Kawartha Lakes

By-Law 2018 -

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

File D30-2018-004, Report PLAN2018-021, respecting 235 Front Street West – MAGUIRE

Recitals:

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

2. Council has been requested to pass a Deeming By-law, by the owner of the land described in Section 1 of this By-law in order to permit consolidation of lands through consent application D03-17-004.

3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.

4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.

5. Council considers it appropriate to enact the requested By-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1:00 Details

1.01 **Property Affected**: PIN 631270423 (LT). The Property affected by this By-law is described as Lot 13 Registered Plan 55, former Village of Bobcaygeon, City of Kawartha Lakes.

1.02 **Deeming Provision**: The Property is deemed not to be part of a Registered Plan of Subdivision for of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

Section 2:00 General Terms

2.01 **Force and Effect**: This By-law shall come into force on the date it is finally passed, subject to the provisions of Sections 50(26), 50(28), and 50(29) of the Planning Act, R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this ** day of **, 2018.

Andy Letham, Mayor

Cathie Ritchie, Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-027

Date: March 20, 2018

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: 16

Subject: **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**

Author Name and Title: **Richard Holy, Manager of Planning**

Recommendations:

RESOLVED THAT Report PLAN2018-027, entitled "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.

Department Head: _____

Corporate Services Director / Other: _____

Chief Administrative Officer: _____

Background:

The application proposes to remove the Holding (H) symbol from Schedule “A” of the Township of Manvers Zoning By-law 87-06, which regulates development and the use of land on Part of Lot 25, Concession 8, in the geographic Township of Manvers. The removal of the Holding (H) symbol would permit these three blocks to be added to the abutting blocks to allow the construction of 3 single detached dwellings on the lots. See Appendix “A” and “B” attached.

Owners:	Woodland Hills Community Inc. and Watersmeet Corporation
Applicant:	Donald Kerr
Legal Description:	Part of Lot 25, Concession 8, gepgraphic Township of Manvers, now City of Kawartha Lakes.
Designation:	Designated Urban Settlement Area on Schedule “A-5” on the City of Kawartha Lakes Official Plan.
Zone:	“Rural Residential Type Two Special Fourteen - Holding (RR2-S14)(H) Zone” in the Township of Manvers Zoning By-law 87-06, as amended.
Site Servicing:	Private water well and septic system with ditches.
Existing Uses:	Vacant land
Adjacent Uses:	North and South: Vacant land East: Vacant land West: Vacant land

Rationale:

The subject land contains 3 blocks that would be merged with 3 blocks to create three lots fronting on Country Place. The lots are to be developed with a single detached dwelling on each lot. These blocks were previously contained in the abutting draft approved plan of subdivision and were added to this subdivision phase. See Appendix “A” and “B” attached.

Council for the Township of Manvers passed Zoning By-laws 99-04 and 2000-17 to permit the proposed development. Both By-laws contained a Holding (H) to ensure that a satisfactory subdivision agreement is entered into with the City. The applicant had entered into a subdivision agreement previously with the Township of Manvers, for which an extension was approved by Council late last year.

Provincial Policies:

The application conforms to the 2017 Growth Plan for the Greater Golden Horseshoe (Growth Plan) and is consistent with the 2014 Provincial Policy Statement.

Official Plan Conformity:

The land is designated “Hamlet Settlement Area” on Schedule “A-1” of the City of Kawartha Lakes Official Plan. The proposed use on the property conforms to the applicable policies of the official plan designation.

Zoning By-law Compliance:

The property is zoned “Rural Residential Type Two Special Fourteen - Holding (RR2-S14)(H) Zone” in the Township of Manvers Zoning By-law 87-06, which permits the development of single detached dwellings on these blocks once the Holding (H) provision is removed.

Other Alternatives Considered:

No other alternatives have been considered.

Financial Considerations:

There are no financial considerations unless Council’s decision is appealed by the owner to the Ontario Municipal Board. In the event of an appeal there could be costs for legal representation and planning staff.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

The Council Adopted Strategic Plan identifies these Strategic Goals:

- A Vibrant and Growing Economy
- An Exceptional Quality of Life
- A Healthy Environment

This application aligns with the exceptional quality of life goal as it permits residential development with access to municipal parks and the adjoining commercial core.

Review of Accessibility Implications of Any Development or Policy:

The accessibility standards established in the Building Code will be shown on the subsequent construction drawings, which must be approved by the City prior to the issuance of a building permit.

Servicing Comments:

The property will be developed on private well and septic system services with roadside ditches. The City’s Engineering & Corporate Assets was advised of the Notice to Remove the Holding provision.

Development Services – Planning Division Comments:

Staff supports the application based on the information contained in this report and as such, respectfully recommend that the proposed Zoning By-law application to remove the Holding (H) symbol be approved and adopted by Council.

Attachments:

The following attached documents may include scanned images of Appendices, maps, and photographs. If you require an alternative format, please contact Richard Holy, Manager of Planning at 705.324.9411 x 1246.

Appendix 'A' – Location Map

Appendix A - PLAN2018-032.pdf

Appendix 'B' – Draft M-Plan

Appendix B - PLAN2018-032.pdf

Appendix 'C' – Draft Zoning By-law Amendment

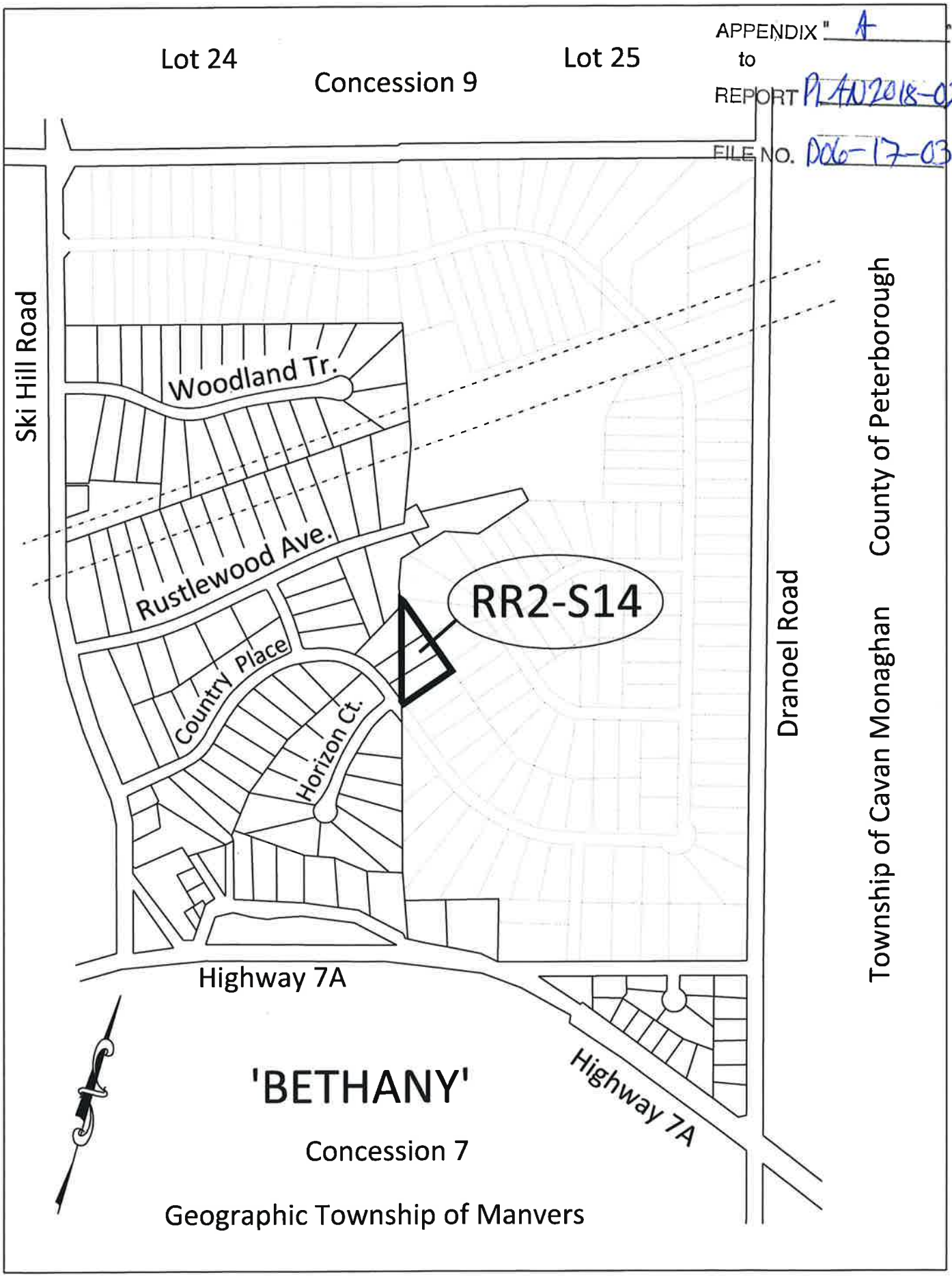
Appendix C - PLAN2018-032.pdf

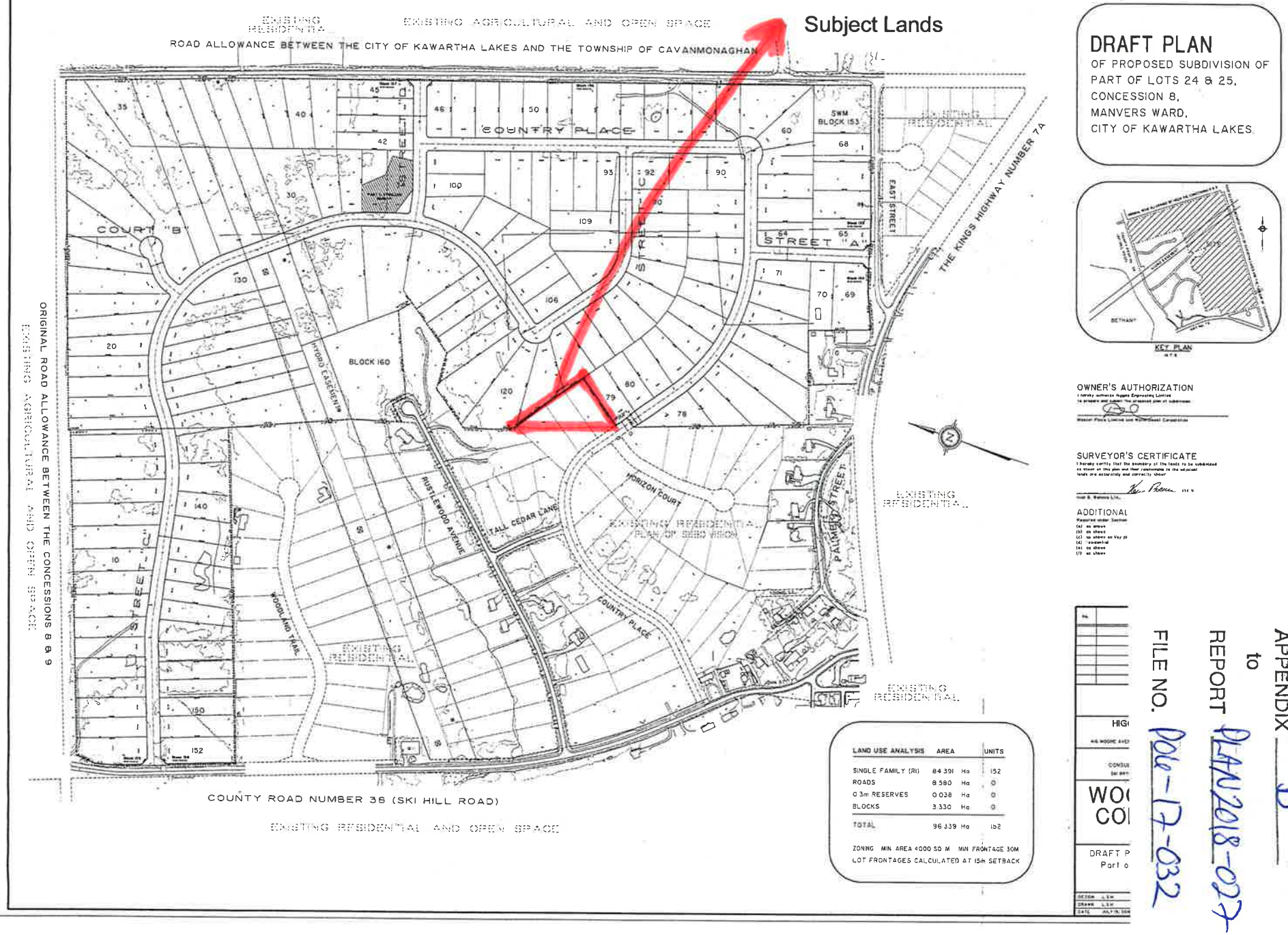
Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: D06-17-032

APPENDIX "A"
to
REPORT PLAN2018-027
FILE NO. D06-17-032





APPENDIX "B"
to
REPORT PLAN2018-027
FILE NO. D06-17-032

APPENDIX "C"
to
REPORT PLAN2018-027
FILE NO. D06-17-032

The Corporation of the City of Kawartha Lakes

By-law 2018-

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

[File D06-17-032, Report PLAN2018-027 respecting Part Lot 25, Concession 8, geographic Township of Manvers, - Woodland Hills Community Inc. and Watersmeet Corporation]

Recitals

1. Section 36 of the *Planning Act* authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.

2. The Council of the Township of Manvers enacted By-law No. 99-04 and By-law No. 2000-17, which contained a Holding (H) symbol relating to the use of the property.

3. Council has received a request to remove the Holding (H) symbol from the "Rural Residential Type Two Special Fourteen - Holding (RR2-S14)(H) Zone".

4. The conditions imposed by Council and shown in By-law No. 99-04 and By-law No. 2000-17 have been met.

5. Council deems it appropriate to remove the Holding (H) symbol.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-.**

Section 1.00: Zoning Details

1.01 **Property Affected**: The Property affected by this By-law is described as Part Lot 25, Concession 8, geographic Township of Manvers, now in the City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule 'A' to By-law No. 87-06 for the geographic Township of Manvers is further amended to remove the Holding (H) symbol from the "Rural Residential Type Two Special Fourteen - Holding (RR2-S14)(H)" Zone for the land referred to as 'RR2-S14', as shown on Schedule 'A' attached to this By-law.

Section 2:00 General Terms

2.01 **Force and Effect**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Sections 34 and 36 of the Planning Act.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

Andy Letham, Mayor

Cathie Ritchie, City Clerk

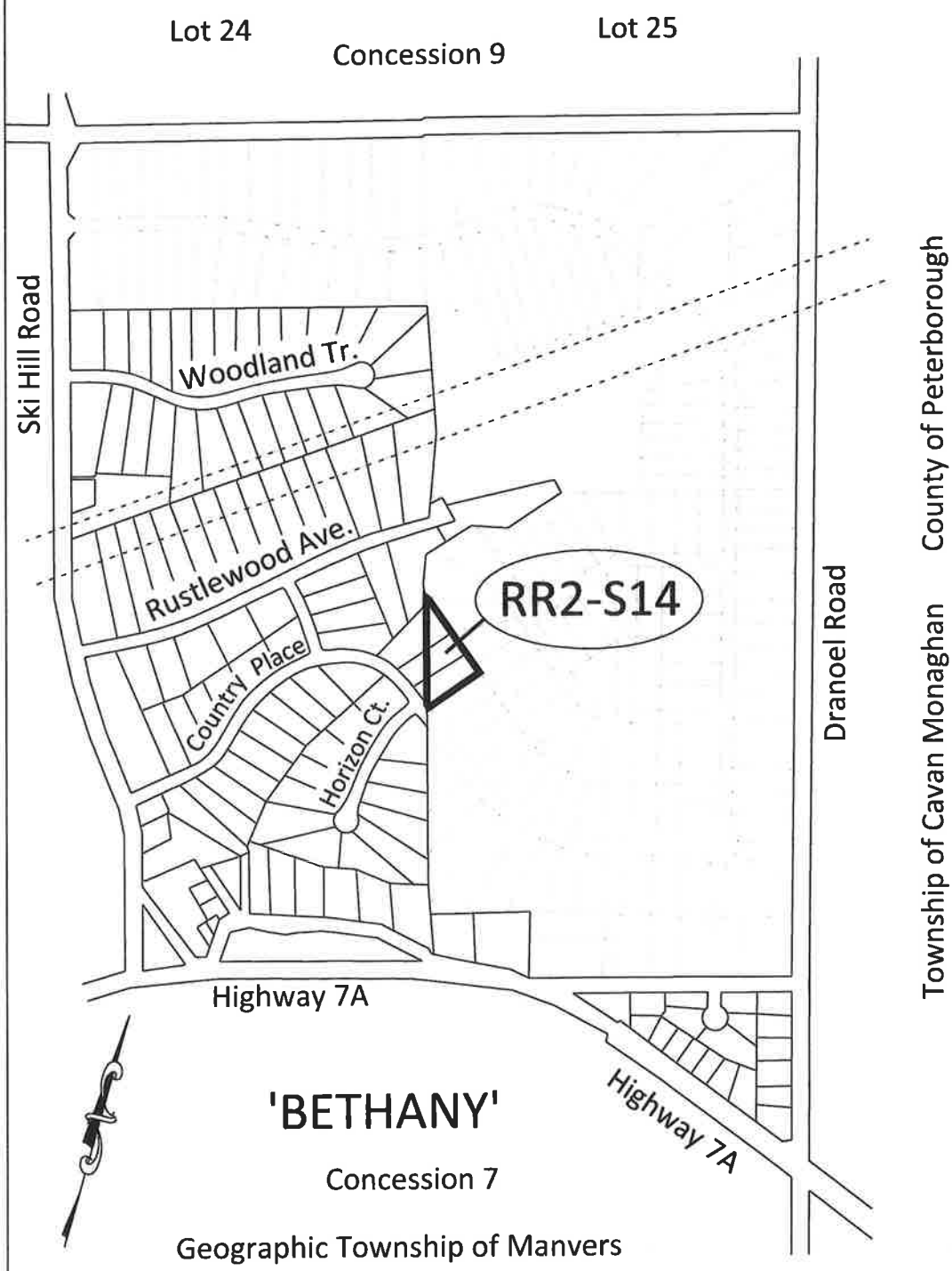
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2018.

MAYOR _____ CITY CLERK _____



The Corporation of the City of Kawartha Lakes

Council Report

Report Number SOC2018-001

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

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

Author Name and Title: Janine Mitchell, Manager Social Services

Recommendation(s):

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Background:

The City of Kawartha Lakes is the designated Consolidated Municipal Service Manager (CMSM) for Children's Services in the City and County of Haliburton. The City, through the Social Services Division, enters into an annual Service Contract with the Ontario Ministry of Education (MEDU) for Children's Services funding under the *Child Care and Early Years Act.*

Due to the timing of funding allocations from MEDU, the City's 2018 Operating Budget was developed and approved based on 2017 funding levels. The preliminary 2018 subsidy levels were released by MEDU in June but final allocations were not released until November 2017.

The current provincial funding formula was first implemented in 2013. Since 2013, the cumulative increase in provincial funding locally totals $4,769,432 although in 2018, there was a net decrease in operating funding from 2017 of just over $177,000.

CMSMs are required to maintain a minimum municipal contribution equivalent to 2012 annualized cost share requirements. For the City of Kawartha Lakes CMSM, that is approximately $625,725.

The province continues to fund the wage enhancement initiative for licensed child care and home child care program staff. This initiative is 100% provincially funded and once all applications have been reviewed and approved, the province will provide sufficient funding to fully meet the costs of the program to the CMSM.

Fee Stabilization funding was provided in 2018 intended to ensure that staff of child care agencies can meet the new minimum wage requirements with agencies having to increase fees to parents to directly offset those costs.

The province provides $25,574 in additional 100% one-time funding to support the additional administrative requirements for both the CMSM and agencies. The estimated wage enhancement allocation for 2018 is $674,670.

Rationale:

The CMSM has the responsibility of allocating funding to individual agencies consistent with provincial and local guidelines and policies. The allocations for 2018 were determined consistent with our current local funding allocation model that has been in place since 2013. While the provincial funding identified in Table 1 is based on specific allocation categories, the expenditures can be allocated to agencies in the following program areas:

- Administration: CMSM expenses related to the delivery agent role
- General Operating Grant: ongoing child care agency operating expenses
- Special Needs Resourcing: agency funding for programs for children with special needs
- Fee Subsidy: assistance with child care fees for eligible families based on income
- Small Water Works: for one agency's water testing requirements
- Planning: supports the local Children's Services Planning Table in broader community service planning and co-ordination
- EarlyON Child and Family Centre: ongoing EarlyON agency funding and administrative support funding

The last three program areas listed above have specific program criteria relating to special projects or needs and have limited or no flexibility to use for other programs areas.

Table 1 below lists the 2016-2018 provincial subsidies for Children's Services based on the Ministry's funding categories.

Table 1: Provincial Funding Allocations

Funding Category	Component	2016 Allocation	2017 Allocation	2018 Allocation
Operating				
Core Services Delivery		4,116,619	5,103,969	5,606,926
Special Purposes Allocation	Rural/Remote	682,670	811,190	723,361
	Language	36,293	43,126	38,457
	FDK Transition	250,280	0	0
	Transformation	24,799	0	0
	Cost of Living	153,495	181,340	163,695
	Indigenous	18,773	22,308	19,892
	Capacity Building	30,212	35,189	31,554
	Repairs and Maintenance	12,593	13,585	11,677
	Utilization	-59,151	275	0
Capital	Retrofits	44,701	0	0
Capping		- 74,658	-60,432	-46,492
	Total Operating[1]	**5,236,626**	**6,150,550**	**6,549,070**
Other Allocations				
Small Water Works		2,805	1,914	1,187
Wage Enhancement		609,886	616,515	674,670
Wage Enhancement Administration		25,574	25,574	25,574
	Total Other Allocations	**638,265**	**644,003**	**701,431**

[1] Total due to provincial rounding

Funding Category	Component	2016 Allocation	2017 Allocation	2018 Allocation
Family Support Programs				
Planning – Regular		20,600	20,600	20,600
Planning – Indigenous		1,800	1,800	1,800
Planning – Data Analysis Coordinator			72,953	72,953
EarlyON Child and Family Centre				1,010,319
Total Family Support Programs		**22,400**	**22,400**	**1,105,672**
GRAND TOTAL		**5,238,325**	**5,553,657**	**8,356,171**

Changes in 2018 allocations to agencies reflect changes as calculated under each agencies eligible allocation under the funding formula. The funding formula was updated in 2018. The funding formula includes the following categories to determine agency allocations:

- Number of spaces for each age group (i.e. infants, toddlers, preschool, etc.)
- Full day care provided in rural areas for infants, toddlers or preschoolers
- Care provided before 6:30 a.m. or after 6:00 (without additional per diem charges)

The Boys and Girls Club and Compass Early Learning and Care increased the number of licensed child care spaces and their funding allocations reflect these increases.

Compass Early Learning and Care and Wentworth Day Care Services have been provided with funding to support the recruitment of licensed home child care providers and were asked to specifically target areas without access to licensed care in rural communities in the Northern area of Kawartha Lakes and the County of Haliburton. To date they have recruited seven new home child care providers.

Table 2 below lists the anticipated funding allocations by program area and agency and includes the required municipal cost share. Agency funding allocations were reviewed and adjusted as per Ministry guidelines, local policies and procedures.

Table 2: Agency Operating Allocations

Program Area	Agency	2016 Allocation	2017 Allocation	2018 Allocation	Variance (from '17)
General Operating	Bobcaygeon Day Care and Nursery School Corp.	357,056	363,652	371,897[2]	8,245
	Boys and Girls Clubs Kawartha Lakes	246,800	273,182	419,680	146,498
	Haliburton Wee Care Day Nursery	171,621	171,621	192,141	20,520
	Heritage Christian School	37,800	37,880	46,880	9,000
	Compass Early Learning and Care	610,390	625,399	1,115,840	490,441
	Mother's Reaching Out Nursery School	18,945	18,945	0[3]	(1,623)
	Omemee Children's Centre	157,099	159,474	208,730	49,256
	Ontario Early Years Centre Victoria-Haliburton-Brock	128,311	125,311	160,811	35,500
	Preschool Centre for Child Enrichment (Lindsay Montessori)	45,483	42,483	44,821	2,338
	Wentworth Day Care Services (Wee Watch Home Child Care)	65,000	55,000	77,000	22,000
Special Needs Resourcing	Point in Time Centre for Children, Youth and Families	377,441	381,513	396,180.50	6,558
	Community Living Trent Highlands (formerly Kawartha Lakes)	1,045,077	1,056,631	1,088,802.50	15,302
EarlyON Child and Family Centre	Ontario Early Years Centre Victoria-Haliburton-Brock	N/A	N/A	1,010,319	1,010,319
ELCC Capital	Boys and Girls Club	N/A	N/A	205,000	205,000
Capacity Building	Community Living Kawartha Lakes	95,000	95,000	95,000	0
Small Water Works	Haliburton Wee Care	2,805	2,805	1,187[4]	0
	Total Agency Allocations	**3,358,828**	**3,408,896**	**3,287,851**	**1,346,273**
	Fee Subsidy Allocation	**1,905,775**	**2,091,341**	**$2,270,400**	

[2] Wage Enhancement, Capital Projects, Fee Subsidy Stabilization and Wage Enhancement Administration figures are not included in Operating Allocations
[3] Program has ceased operations
[4] This amount has been reduced based on the agency's actual costs

The fee subsidy allocation is not included in these allocations as it is issued based on actual approved subsidies per child, not by agency.

The additional 100% provincial funding in 2018 will continue to support the new spaces created in 2017 and will additionally support the creation of 24 new preschool spaces.

Other Alternatives Considered:

Funding allocations for 2018 were determined based on established processes and consistent with Ministry and local formulae. Staff completed extensive analyses and reviews of data and reports to assist in the determination of funding allocations and service needs.

Financial Considerations:

All additional funding described in this report that was not included in the 2018 operating budget is 100% provincially subsidized.

Consultations:

Program Supervisor, Children's Services
Data Analysis Coordinator
Ministry of Education

Director: Rod Sutherland
Phone: 324-9870 ext. 3206
E-Mail: rsutherland@kawarthalakes.ca

The Corporation of the City of Kawartha Lakes

Council Report

Report Number WM2018-004

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Adopt A Road Program

Author Name and Title: David Kerr, Manager Environmental Services

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Two reports on the Adopt A Road program were provided to Council in 2017. The initial report was brought to Council by Public Works Staff in July (WM2017-006). This report raised awareness of the risk of the current Adopt A Road program, noting other municipalities have cancelled similar programs due to liability concerns. After discussion, Council directed Staff to further review the program and provide recommendations.

In response, Staff reviewed Adopt A Road programs from other municipalities and sought advice from the City's Insurance and Risk Management division and our Insurance provider. After this further review, Staff recommended some modifications to stream-line the program and included this information in a report sent to Council in December of 2017 (WM2017-013). After some discussion at the meeting, Council resolved that the matter be referred back to staff to gather further input from the Lindsay-Ops Landfill Public Review Committee, Fenelon Landfill Public Review Committee and Waste Strategy Task Force. At the Council Meeting on December 12, 2017 Council adopted the following resolution:

CR2017-1052
Moved By Councillor Strangway
Seconded By Councillor Elmslie

Resolved That Report WM2017-013, **Adopt a Road Program,** be received; and

That the matter be referred back to staff to gather input from the Lindsay-Ops Landfill Public Review Committee, Fenelon Landfill Public Review Committee and Waste Strategy Task Force.

CARRIED

For reference information Report WM2017-013 is attached as Appendix A.

This report addresses that direction.

Rationale:

Staff followed this direction and facilitated a review of the Adopt A Road Program at each advisory committee. The Adopt A Road Program was discussed at the Waste Strategy Task Force meeting on January 10, 2018, the Lindsay-Ops Landfill Public Review Committee meeting on January 17, 2018, and the Fenelon Landfill Public Review Committee meeting on January 25, 2018.

Members of each committee were given a background briefing on the reports that were previously presented to Council and asked for their input through a series of questions to better decide the future direction of the Adopt A Road

Program. The questions and responses from each meeting have been provided in Appendix B.

Many useful comments were provided at the meetings. In addition the Lindsay Ops Landfill Public Review Committee made the following resolution on January 17, 2018.

Moved By L. Scrivens
Seconded By C. Appleton

RESOLVED THAT the Lindsay Ops PRC supports the Adopt A Road Program as outlined and recommended in the December 12, 2017 staff report.

CARRIED

The Waste Strategy Task Force and the Fenelon Landfill Public Review Committee also provided a variety of useful comments and feedback.

Staff reached out to a cross section of the volunteer groups across the City (five in total) currently engaged in the Adopt A Road Program to get their input on and what they would recommend for the program. Responses from the volunteers have been provided as Appendix C.

Staff have reviewed the comments from the advisory council committee groups, the volunteer groups, the City's Insurance and Risk Management division, and insurance provider. In conclusion, staff are supportive of going forward with the revised Adopt A Road Program outlined in the December 12, 2017 Council report (WM2017-013) with a few additional changes based on the comments received in the review process. This report suggested the following improvements to the current program:

- Strengthen the indemnity to better protect the City from liability;
- Additional precautions to ensure safety of volunteers;
- Streamline the Adopt A Road Program to make it easier for volunteers to participate and staff to administrate.

Staff recommends that the Adopt A Road agreement remain in place, as well as the waiver form. The agreement process allows for proper documentation of the program and the volunteers' individual participation. The City's insurer supports the revisions made to the existing program and the inclusion of the waiver form for all volunteers. The waiver process ensures that volunteers are well informed about the risk and dangers involved in participation in the program and the precautions that need to be taken while working road side. A well-documented program helps to protect both the City and the volunteer in the event of an insurance claim.

Although a number of the volunteer groups indicated they did not have an issue with signage of waivers, there were some groups that didn't think it was necessary and this extra paperwork could impact participation. Staff recognizes this concern however do not anticipate a significant drop in participation. It is proposed that staff monitor the participation rate after implementation to see if participation increases or decreases.

In summary, through the process of receiving feedback from council committees and volunteer groups, there were several common recommendations which staff agree could be implemented into the revised Adopt A Road Program. These are listed as follows with staff response in italics below each point indicating how the item will be managed in the revised program:

Allow a longer timeframe for Adopt A Road volunteers to bring waste collected to the landfill.

- *Staff will provide an annual letter to each group specifying two collection drop-offs including a spring range drop off (April 1-June 30) and a fall range drop off (Sept1-Nov 30th).*

Provide bag tags for smaller volunteer groups to put garbage collected curbside, reducing mileage and travel time to the landfill.

- *Staff can give each volunteer group 10 bag tags annually in addition to the landfill authorization letter as an option for the groups to place their Adopt A Road waste curbside.*

Make program forms and paperwork additionally available online, reducing the amount of trips to service centers by volunteers.

- *Agreed and will be incorporated in new program.*

Make the safety equipment provided optional; groups can use their own if they wish.

- *The City will provide safety vests and sandwich-type signs indicating workers ahead if the groups cannot provide these themselves (Service Centers will be stocked with safety vests and signs for groups). Groups will be responsible for transporting signs to and from the service centres. Groups are required to provide their own gloves and safety boots.*

Provide additional training to landfill staff on how to process Adopt A Road waste, to reduce wait times at the landfill.

- *Agreed and will be incorporated into semi-annual landfill training program.*

Provide additional recognition and incentives for volunteer groups.

- *Agreed and the City will send each group a letter thanking them for their service signed by the mayor, and continue to look for additional opportunities to thank volunteers.*

Monitor the number of volunteer groups after one year to determine if the changes have been successful.

- *Agreed and this will be reported back to council in 2020.*

As indicated above staff generally agree with the majority of these recommendations and will address them through changes in the revised Adopt A Road program which was recommended as per staff report WM2017-13.

Other Alternatives Considered:

With the known risk factors, Council could choose to terminate the Adopt A Road Program to eliminate the liability exposure to the City and volunteers. The City would then no longer provide this service to the public. Through the recommended improvements to the program, the risk can be effectively managed. Staff will continue to monitor this program and any insurance claims submitted in other municipalities. Should the ability to manage risk effectively change, Staff will report back to Council with recommendations.

Cancellation of the program at this time would likely be negatively received by the public. Ceasing the program would be counterproductive to the many volunteer groups that work to keep the City looking clean and attractive for the public and tourists.

Financial/Operation Impacts:

Costs incurred by the recommendation within this report include stocking safety vests and purchasing road signs as required. Most roads operations depots have temporary cautionary signs that could be used for the Adopt A Road Program. It is expected that the program costs are less than $5000 per year. Currently costs are charged to the Roads operating budget. Costs will be monitored through 2018 and the budget will be amended for 2019 if required.

The 33 volunteer groups provide services to better the community for all residents and visitors. There is no direct financial savings to the City as the cleanup work performed by the volunteers does not form part of the regular Public Works work plan. Assuming every volunteer group offsets a work crew group by one day the perceived benefit in additional work performed by volunteers would be approximately $23,000/year (33 groups x $700/day per work crew).

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The Staff recommendation is consistent with Councils Strategic Enablers under the Strategic Plan, specifically Enabler E3.1, Service Excellence. This enabler is to review and adopt best municipal practices and review operational efficiencies.

The Staff recommendations also contribute to Goal 3 of the Adopted Strategic Plan –A Healthy Environment. The Adopt A Road Program contributes to cleaner, litter free communities, and allows residents and visitors to enjoy the natural environment.

Consultations:

Insurance Risk Management Coordinator, Corporate Services

Administrative Assistants-Public Works

Roads Operations Managers

Waste Strategy Task Force

Lindsay Ops Landfill Public Review Committee

Fenelon Landfill Public Review Committee

Adopt A Road Volunteer Groups

Frank Cowan Insurance Company

Attachments:

Appendix A. WM2017-013.pdf

Appendix B Committee Group Res

Appendix C Volunteer Group Resp

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Appendix # A

to

Report # WM2018-004

The Corporation of the City of Kawartha Lakes

Council Report

Report Number WM2017-013

Date: December 12, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Adopt A Road Program

Author Name and Title: David Kerr, Manager Environmental Services

Recommendation(s):

RESOLVED THAT Report WM2017-013, **Adopt a Road Program,** be received;

THAT the City of Kawartha Lakes continue to administer a revised Adopt a Road Program as generally outlined in Report WM2017-013;

THAT volunteers and groups participating in the Program be advised of the Program changes, requirements and agreements.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of July 11, 2017 Council adopted the following resolution:

Report WM2017-006

David Kerr, Manager of Environmental Services
Adopt a Road Program

CR2017-633

RESOLVED THAT Report WM 2017-006 **Adopt a Roads Program**, be received; and
THAT staff review the Adopt a Roads Program and report back to Council with recommendations by December 31, 2017.

CARRIED

This report addresses that direction. For reference information WM2017-006 is attached as Appendix A.

The Adopt A Road Program has been operating within this municipality since before amalgamation to present. The program facilitates community groups and individual citizens to voluntarily clean-up litter on the side of municipal roads and within the road allowance. There are approximately 33 separate volunteer agreements for this program with the City.

The volunteers are required to sign an agreement with the City to clean-up sections of a specific road at various times of the year and bring the waste litter to any operating landfill owned by the City at no cost. The current agreement template is attached as Appendix B.

The Adopt A Road Program has been successfully enlisting the help of volunteers and facilitating the public to take pride and ownership of their communities. Approximately 1-5 new groups sign up for the program each year.

Some groups and volunteers have indicated that the process for approval is lengthy and onerous. As well some volunteers have indicated the current process needs to be streamlined and less confusing in order to increase participation. These concerns have been brought to the City's attention through various forums such as the Waste Management Task Force, Fenelon Public Review Committee and Senior Management Team.

The City's risk and liability has also been a concern with the Adopt A Road Program. As a result, other municipalities have recognized this risk and have ceased to offer the Adopt A Road program. After researching, Staff could not identify any claims directly as a result of an Adopt A Road Program in Ontario. However, there have been incidents where waste management contractors

working for the City have been exposed to noxious and explosive substances and even pricked with needles in the garbage and litter.

Based on this background information staff have provided the following rationale for recommended updates to the Adopt A Road Program to simplify it for both volunteers and staff and at the same time ensure the program is safe and the City's liability is minimized.

Rationale:

Staff has completed further investigation into the Adopt A Road Program. This included reviewing information from the following sources:

- Other Municipalities
- Comments from Adopt A Road volunteers
- City's Insurance Risk Management Coordinator
- City's legal counsel

Based on this review staff recommends that the City continues with the Adopt A Road Program with the following improvements:

- Strengthen the indemnity to better protect the City from liability
- Additional precautions to ensure safety of volunteers
- Streamline the Adopt A Road Program to make it easier for volunteers to participate and staff to administrate

Further details on each of these are provided as follows:

Strengthen the indemnity to better protect the City from liability:

Some municipalities such as the County of Peterborough, Haliburton County and Durham Region do not utilize indemnity agreements through their Adopt A Road Programs.

However many municipalities do have agreements such as Brock, Bruce County, Lanark County, and Woolwich. If municipalities did have agreements they were found to be generally similar to the City's current agreement.

After discussion with the City's Insurance Risk Management Coordinator and the City's insurance provider, the City's current agreement is recommended to be amended to better protect the City as follows:

- Additional Safety Guidelines
- A new Volunteer Sign in and Waiver form with a stronger indemnity statement
- Modernized and updated wording in compliance with new City policies (ex. Clear bag program)

- The Authorized Group Representative section that requires completion and signature that acknowledges that they have read and understand the policy terms and conditions has been moved to the end of the document

The proposed amended agreement is attached as Appendix C.

Additional precautions to ensure safety of volunteers:

Through research with City staff and other municipalities there are some additional measures that the City could take to ensure the safety of volunteers. These measures include providing:

- Safety Vests
- Traffic Cones
- Men at Work Signs
- Safety Do's and Don'ts on the City Website
- Develop a Standard Operating Procedure (SOP) document to identify requirement for notification so Staff are aware of work taking place and are informed about any incidents
- Have staff monitor work performed as part of regular routine road patrol

Streamline the Adopt A Road Program:

Currently the Adopt A Road Program is managed from three different locations within the City (the Coboconk and Bobcaygeon Service Centres and the Public Works Roads Lindsay depot).

In order to streamline the program the following changes are recommended:

- Utilize sharepoint for all electronic filing
- Staff at each of the three locations identified above manage a list of volunteers, signed agreements and waivers for the program in a central database
- Create a common template for the letter to the volunteers accessible for all involved and save documents in accordance with records retention requirements
- Create a Standard Operating Procedure (SOP) for this process coordinated between Waste Management and Roads Operations
- Create a document that indicates which segments of road are available for adoption coordinated between Waste Management and Roads Operations
- Remove road signs for volunteer groups which are no longer active

Summary

The streamlining process of the Adopt A Road Program will allow groups and volunteers to continue participating in the community, as well as speeding up and simplifying processes. The centralization of data and information collected will

help the City better report on the success and improvements. The new Adopt A Road Agreement will also help minimize the overall risks and liability for the City.

Other Alternatives Considered:

With the known risk factors, Council could choose to terminate the Adopt A Road Program to eliminate the liability. The City would then no longer provide this service to the public. Currently Staff believes with the recommended improvements to the program, the risk can be effectively managed. Staff will continue to monitor the program provincially and should the ability for the risk to be managed effectively change, Staff will report back to Council.

Cancellation of the program at this time would likely be negatively received by the public. Ceasing the program would be counterproductive to the many volunteer groups that work to keep the City looking clean and attractive for the public and tourists.

Financial/Operation Impacts:

Costs incurred by the recommendation within this report include stocking safety vests and purchasing cones as required. Most roads operations depots have temporary cautionary signs that could be used for the Adopt A Road Program. It is expected that the program costs are less than $5000 per year. Currently costs are charged to the Roads operating budget. Costs will be monitored thru 2018 and the budget will be amended for 2019 if required.

The 33 volunteer groups provide services to better the community for all residents and visitors. There is no direct financial savings to the City as the cleanup work performed by the volunteers does not form part of the regular PW work plan. Assuming every volunteer group offsets a work crew group by one day the perceived benefit in additional work performed would be approximately $23,000/year (33 groups x $700/day per work crew).

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The staff recommendation is consistent with Councils Strategic Enablers under the Strategic Plan, specifically Enabler E3.1, Service Excellence. This enabler is to review and adopt best municipal practices and review operational efficiencies.

The staff recommendation also contributes to Goal 3 of the Adopted Strategic Plan –A Healthy Environment. The Adopt A Road Program contributes to cleaner, litter, free communities and allows residents and visitors to enjoy the natural environment.

Consultations:

Insurance Risk Management Coordinator

Legal Counsel

Administrative Assistants-Public Works

Roads Operations Managers

Attachments:

Appendix A. WM2017006.pdf

Appendix B. Current Adopt A Road Agreer

Appendix C. New Adopt A Road Agreer

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Appendix # B

to

Report # WM2018-004

Question	Waste Management Strategy Task Force	Lindsay Ops Landfill Public Review Committee	Fenelon Landfill Public Review Committee
Do you think that the City should keep the Adopt A Road program?	Public will determine if program continues. Review in a year. Member doesn't care if it is eliminated. People will continue to clean ditches whether there is a program or not. Yes City should keep program. Creates awareness and encourages people to clean. Without the program we are discouraging people from doing it although some may do it anyway.	Yes, good. Supportive- City erected signs-good.	All members think Adopt A Road Program should Continue. There needs to be more promotion and advertising to the public. If City is going to continue with stringent regulations, scrap program.
Do you support the recommendations made in the staff report? If not please indicate why?	Report was good for busy roads but too stringent for secondary roads. The whole process is overkill. Supportive of recommendations in report. Supportive of recommendations in report. The world we live in demands documentation such as waiver.	Yes.	Scrap whatever regulation is not required by insurance (ex. specific days to bring garbage to landfill). Does not like the recommendations to have staff at clean ups, men at work signs, training, etc. Does not like age limits (under 12 unable to participate).

Question	Waste Management Strategy Task Force	Lindsay Ops Landfill Public Review Committee	Fenelon Landfill Public Review Committee
Do you think the Adopt A Road program should be for only low speed traffic roads or should it include all roads including highways?	Major roads should be excluded. Restrict to lower volume roads, no arterial roads. Include all roads.	All roads. Our own highways, *not on 7/12, City Roads, volunteers have flash lights. **Note: staff believe member meant to reference highway 7 and highway 35 which are provincially maintained*	All Roads.
Do you think the recommended Adopt A Road program is safe enough for the public? If not please indicate why not and what recommendations you would have?	Not safe for all roads, has concerns about arterial roads. Recommendations are overkill for secondary roads but concerned with safety on major roads. Thought recommendations cover City to the best of their ability. May be ways to make the process less onerous. Recommendations cover safety of public.	Safe enough. Have men working signs, or road cleaning please slow down.	The current program is safe enough.

Question	Waste Management Strategy Task Force	Lindsay Ops Landfill Public Review Committee	Fenelon Landfill Public Review Committee
Do you think that the volunteers should fill out an agreement/waiver before participating in a road side clean up? If not, why?	Leaning towards a two tier system where there is a waiver for main roads but not for secondary. Perhaps only the program coordinator could sign and not every individual on the team. Everyone should have to sign the waiver.	If it gives the City some flexibility, yes. Hard to say no, waiver is positive. Waiver should say City is not responsible. See if waivers are needed to be signed for those under 18.	No it is a hassle and turn off for people to participate. Waiver has no legal power anyway.
Should the Adopt A Road contract continue to be a 3 year term with two clean ups per year, switch to something different, or should this be discretionary?	No problem with 3 yr term but would like to see some flexibility. 3 yr term OK. Window for adopt a road should coincide with mayor's free tipping weeks.	No specific term. Should be 3 year term.	Discretionary.

Question	Waste Management Strategy Task Force	Lindsay Ops Landfill Public Review Committee	Fenelon Landfill Public Review Committee
Should the City continue to put up group recognition signs after they have adopted a road or should this be left up to the discretion of the groups?	Signs cost money so maybe ask them if they want a sign in recognition. A list at the landfill with groups and the landfill can track who participates and a letter of recognition could be sent to the groups at the end of the year. Signs aren't necessary, cost time and money and when the group stops the sign is still there. Recognize by putting group on website or in calendar. Recognize without asking perhaps on website and/or calendar. Saying thank you is important.	Signs are good ok for discretion of groups. Signs could act as a deterrent for garbage.	No signs. Discretion of the group.
What other recognition can we provide for volunteers?		Have Council recognize groups, plaque.	Service groups like recognition, individual families don't. Send out thank you letter to groups. Should advertise in newspaper about # of groups.

Question	Waste Management Strategy Task Force	Lindsay Ops Landfill Public Review Committee	Fenelon Landfill Public Review Committee
Should the contract and waiver be available to fill out and sign online vs. hard copies or should both be available?	Whatever is easiest. Both should be available. Online, anyone can access anywhere anytime.	Both.	Both.
Should the City supply safety gear (vests, gloves, men at work signs, etc.) or is safety gear something the volunteers should supply? If volunteers supply what specific gear should that be?	Arterial roads should have vest, gloves men at work signs supplied. Secondary roads not necessary to have safety equipment. Make the equipment available. Should be a minimum of equipment required (vests for sure) but not supplied by the City. Volunteers supply own equipment. Be flexible offer the supplies to groups if they want them.	City should supply everything for consistency. City supply vests, work signs, people supply gloves themselves.	Volunteers should supply, City could put up on website what safety equipment they suggest. Gloves and garbage bags should be supplied by City. City should supply t-shirts with advertising, good PR.

Question	Waste Management Strategy Task Force	Lindsay Ops Landfill Public Review Committee	Fenelon Landfill Public Review Committee
Currently the letters authorizing the groups to drop off their collected garbage for free specifies certain dates for cleanup and drop off at the landfill. Should this be more flexible i.e. should either the cleanup dates be kept flexible and/or the drop-off dates?	Would like to see a letter with 3 or 4 boxes on it that are signed off by landfill staff as garbage is brought in. This would keep the dates flexible. Clean up should be spring and fall to coincide with free tipping weeks. Be flexible, groups send an email and the landfill/admin staff have a list to track.	Flexible.	Flexible, cannot dictate when to bring garbage to landfill.
Do you have any other comments on the Adopt A Road Program?	Would like to see some of the groups approached to get feedback on what they would like the program to look like. Reassess numbers after a year will help to determine the success or failure of any new parameters put in place. We discourage people from doing anything else on City property because of the liability. We don't want just anybody picking up garbage because of the liability. Would also like to have feedback from the groups.	Lindsay Ops PRC supports outline as in staff report.	Simplify program, City should not be supplying anything. Program should continue but make it simple, streamline. Make as simple as possible.

Appendix # C

to

Report # WM 2018-004

Question	Volunteer Group 1	Volunteer Group 2	Volunteer Group 3	Volunteer Group 4	Volunteer Group 5
How has your overall experience been with the program? Do you have any comments, complaints, or suggestions?	Experience generally good, representative doesn't like that you have to bring the garbage collected to the landfill when volunteering and then have to use gas money etc. and put mileage on their vehicle to take garbage collected to the landfill.	Overall the experience has been good. Membership of the group is getting older and finding it harder and harder to find volunteers. Gravel that City puts in ditches on road makes this a safety concern for group, steep and slippery.	Overall, participating twice annually since 2006, my individual experience has been both rewarding and disappointing. The reward comes from knowing that in some small way I'm contributing to the environmental protection, maintenance and beautification of the City of Kawartha Lakes. The disappointment comes from seeing firsthand the huge amount of rubbish scattered along both sides of the road. We average 12-15 large bags, twice per year! That`s easily 500+ bags in 20 years! Disappointing that more roads are not adopted…disappointing that people continue to throw garbage out of their vehicles.	Overall experience has been good, but phasing out of the program because group is getting older and running out of volunteers.	Good, doesn't like using clear bag, likes to use a farmer's feed bag and then it can get gross when dumping garbage into a clear bag.
Do you think the City should keep the Adopt A Road Program?	Yes.	Yes, it's a good program, particularly the garbage on this road is bad especially alcohol bottles.	Yes absolutely why wouldn't we.	Yes it is a good program.	Yes, as long as enough volunteers sign up.

Question	Volunteer Group 1	Volunteer Group 2	Volunteer Group 3	Volunteer Group 4	Volunteer Group 5
Do you think the Adopt A Road Program is safe enough for the public?	Yes, no major safety concerns, wears vests supplied by the City.	Representative had a few safety concerns with gravel in ditches and speed of traffic on road. Has called OPP to put out speed signs monitoring traffic temporarily.	Yes	Yes, no safety concerns.	Yes.
Do you think the volunteers should fill out an agreement/waiver before participating?	Yes, no issues with the paperwork.	Never thought paperwork has been necessary, doesn't feel it is needed, but doesn't have a problem filling it out.	Can't comment without knowing the content of the agreement/waiver…Personally, I think asking volunteers to sign a waiver will lose some volunteers. Adopt-A-Road is a public service, operated by the City, on City property. The City should be taking more responsibility, not absolving the City of all liability.	Don't have a problem with signing an additional waiver.	Wouldn't be a problem but would be more of a hassle. She doesn't go to Service Centre currently and just calls when she is finished the cleanup and gets them to send her a letter.

Question	Volunteer Group 1	Volunteer Group 2	Volunteer Group 3	Volunteer Group 4	Volunteer Group 5
Should the Adopt A Road contract continue to be a 3 year term with two clean ups per year or switch to a one time clean up or shorter contract?	Fine with the current 3 year term.	Term is fine, thinks this should be up to the City's discretion.	Three years term. Twice a year is ideal… never gets to be too much. Once a year is pretty heavy going.	Three year term is fine.	Current is fine.
Should the contract and waiver be available to fill out and sign online vs. going into a City office?	Does not have a computer, fine with no online paperwork.	Does not have a computer, online availability not an issue.	Can't comment without knowing the content of the agreement/waiver….	Yes, having online forms and being able to get the letter online would be very helpful. Has to make two trips to Service Centre to request letter and then get letter after it is signed from Roads Manager.	Yes online forms would be helpful.
Should the City continue to put up group recognition signs?	Fine with the signs.	Fine with signs.	Absolutely continue with the recognition sign. Recognition of the volunteer in the Lindsay this week might be appropriate on the volunteer months. It is an incentive to continue, and to do a good job. Also, recognition is a very important part of community building.	Yes, It is nice to have them up so the groups can get some recognition.	Yes, recognition is nice.

Question	Volunteer Group 1	Volunteer Group 2	Volunteer Group 3	Volunteer Group 4	Volunteer Group 5
Should the City supply any additional safety gear?	Gloves would be nice but understands would be hard with everyone needing different sizes.	Maybe? Group uses vests donated to them, understands tax dollars only go so far.	Yes for sure.	No, it would be more of a nuisance, especially on less busy roads. On busier roads that would be fine.	No, would be a hassle, uses own safety vest.
Any additional comments?	Bobcaygeon pizza places should put out recycling bins or better recycling advertising because that is the majority of what this group collects.	No.	1. Grass on the big ditches in the summer could get very tall, makes it difficult to clean. Town could keep up with the cutting of the grass. 2. City staff operating the scales at the landfills need to be better informed about how to respond to a load of Adopt-A-Road waste, accompanied by a letter from the City. Without exception, this always causes a delay, while they figure out how to handle it….I've experienced this twice each year since 2006 3. When groups join the Adopt the Road program should receive some kind of orientation whether thorough online or in person, this could be on Dos and Don`ts of the Adopt The Road.	Has had issues bringing garbage to landfill/confusion because have had to take multiple trips because of so much garbage not fitting in one load but letter says you can only do one trip Since the City improved the road and raised it it's hard to pick up garbage as there are steep slopes and garbage is at the bottom of the ditches	Thinks the timeline on the landfill letter should be longer, around a month.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number WWW2018-005

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: ALL

Subject: **2017 Annual Waterworks Summary Report**

Author Name and Title: Julie Henry, Quality Management and Policy Coordinator

Recommendation(s):

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

- Victoria Place DWS
- Western Trent DWS
- Woodfield DWS
- Woodville DWS

Background:

Section 11 and Schedule 22 of Ontario Regulation 170/03 under the Safe Drinking Water Act (SDWA) requires owners of Large and Small Municipal Residential Drinking Water Systems to prepare two separate annual reports that include information on various aspects of the operations of the drinking water system(s) throughout the preceding calendar year.

Section 11 reports must contain a brief description of the drinking water system, including list of water treatment chemicals used by the system during the reporting period. It must also contain a summary of all reports made to the Ministry of the Environment and Climate Change (MOECC) under section 16-4 of Schedule 16 of the regulation, for any other observations that require reporting other than adverse results that could possibly indicate improper disinfection. A description of all corrective actions taken during this period is also included in the report. The report includes a summary of all results from tests required in the regulation covering the reporting period, including those test results from previous periods if testing was not required within the current reporting period. Section 11 reports are required to be made available to the public for viewing free of charge. These reports are published on the City's website and are made available through the Water and Wastewater Division and the Clerk's office upon request. They must be published on the website and available by February 28th of each following year.

Reports required under Schedule 22 of the regulation are required to be reported annually to Council not later than March 31st of the following year. The reports must include a list of requirements of the Act, the regulations, the system's approval and any order that the system failed to meet at any time during the reporting period as well as the duration of the failure. A description of the measures taken to correct the failures must also be included. This report includes information that can be used for the purpose of enabling the owner to assess the capability of the system in meeting existing and planned demands on the system. This type of information includes a summary of quantities, flow rates of water supplied (including monthly average), maximum daily flows and daily instantaneous peak flow rates. This information needs to be compared to the rated capacity and flow rates defined in the system's approval. A copy of the Schedule 22 reports for each of the City's twenty-one drinking water systems is attached to this report and is available for viewing at the clerk's office.

The resolution was carried in 2017 through the following:

10.3.11 WWW2017-003

Helena Milchin-Raposo, Contract Coordinator
2016 Annual Waterworks Summary Report

CR2017-232

RESOLVED THAT Report WWW2017-003, **2016 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 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
- Southview Estates DWS
- Mariposa Estates DWS
- Norland DWS
- Lindsay DWS
- Manilla DWS
- Manorview DWS
- Pinewood DWS
- Omemee DWS (Victoria Glen)
- Pleasant Point DWS
- Woodfield DWS
- Woodville DWS
- Victoria Place DWS
- Sonya DWS
- Western Trent/Palmina DWS

CARRIED

This report addresses the requirements under the legislation.

Rationale:

The Ministry of the Environment and Climate Change (MOECC) conducts unannounced and announced inspections at the twenty-one (21) municipally-owned Drinking Water Systems annually. The current reportable inspection cycle is from April 01, 2017 to March 31, 2018. Twenty (20) of the Water Treatment Plants are operated by Ontario Clean Water Agency (OCWA). The Lindsay Drinking Water System and all twenty-one (21) distribution systems are operated by the City of Kawartha Lakes staff in the Water and Wastewater Division.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to fourteen (14) inspection modules and consists of up to one hundred and twenty (120) regulatory questions. The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring, record keeping and other related matters.

Every three years the Ministry reviews their risk-rating methodology for inspections.

Key areas that the Ministry looks at when assessing compliance are: Capacity Assessment, Treatment Processes, Operations Manuals, Logbooks, Certification and Training, Water Quality Monitoring, Reporting and Corrective Actions and Treatment Process Monitoring. A Compliance Inspection Rating (CIR) of less than 100% is not necessarily an indication that water was unsafe during the year. Percentage could be lost from a range of items such as documentation or reporting where water produced still met required parameters.

This staff report satisfies the requirements of Schedule 22 of O. Reg. 170/03 under the SDWA.

The summary table below (Table 1.) provides a year over year comparison of facility compliance inspection ratings given following the annual MOECC inspection. Those facilities listed as "In Progress" were in the process of finalizing their annual inspection and reports were not available at the time of this report and will be made available once the MOECC Inspections are complete and the inspection reports are complete.

It is important to note that all systems included in this report provided healthy and safe drinking water to the public throughout the year. The ratings are summarized below in Table 1. Of the twenty drinking water systems that have received their inspection ratings for 2017-2018, nineteen of them received a 100% rating, with five facilities having an overall improvement in their rating from the 2016-2017 inspection rating. This shows the commitment and hard work from staff at CKL and OCWA and their commitment to providing safe drinking water to the residents of the City of Kawartha Lakes.

Table 1.

21 Drinking Water Systems	Operating Authority	Compliance Rating (2016 – 2017)	Compliance Rating (2017-2018)	Status as of March 2018 (Complete/In progress)
Birchpoint Estates	OCWA	100%		In Progress
Bobcaygeon	OCWA	100%	100%	Complete
Canadiana Shores	OCWA	96.94%	100%	Complete
Fenelon Falls	OCWA	100%	100%	Complete
Janetville	OCWA	100%	100%	Complete
King's Bay	OCWA	95.19%	100%	Complete
Kinmount	OCWA	100%	100%	Complete
Lindsay	CKL	98.54%	100%	Complete
Manilla	OCWA	97.10%	100%	Complete
Manorview	OCWA	100%	100%	Complete
Mariposa Estates	OCWA	96.96%	95.43%	Complete
Norland	OCWA	100%	100%	Complete
Omemee	OCWA	100%	100%	Complete
Pinewood	OCWA	100%	100%	Complete
Pleasant Point	OCWA	100%	100%	Complete
Sonya	OCWA	100%	100%	Complete
Southview	OCWA	100%	100%	Complete
Victoria Place	OCWA	96.67%	100%	Complete
Western Trent/Palmina	OCWA	100%	100%	Complete
Woodfield	OCWA	100%	100%	Complete
Woodville	OCWA	100%	100%	Complete

A summary of the non-compliances received during the 2017-2018 inspection period are listed below. All instances of non-compliance have been resolved to the satisfaction of the MOECC.

2017-2018 Non-Compliances:

The MOECC issued one non-compliance to OCWA with regards to the Mariposa Estates Facility that affected the CIR. The non-compliance was not issued as a health concern but rather due to "all microbiological water quality monitoring requirements for distribution samples prescribed not being met." Specifically, the HPC testing was over the allowable twenty-day period from when the last time HPC was tested for by one day. The MOECC issued an action stating that "by no later than December 1, 2017, the Owner or Operating Authority shall provide the

undersigned provincial officer documentation that shows the operators of this system are aware of the microbiological water quality monitoring requirements as per O. Reg. 170/03." The result was an inspection score of 95.43% out of a possible 100%.

Other Alternatives Considered:

Not applicable as this is an information report required by legislation.

Financial/Operation Impacts:

There are no financial implications associated with this report.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The 2017 Annual Waterworks Summary Report shows a commitment from the Water and Wastewater Division to protecting and enhancing water quality. As such, this report relates to strategic priorities through Goal 3 – A Healthy Environment and Goal 2 – An Exceptional Quality of Life. This report also addresses the action item 3.6.1 in the City Strategic Plan to Protect and Enhance Water Quality.

Inspection and reporting results indicate superior water quality provided to residents through the City's twenty-one drinking water systems.

Consultations:

Ontario Clean Water Agency (OCWA)
Director of Public Works
Manager, Environmental Services
Supervisor, Water and Wastewater Operations

Attachments:

A. City of Kawartha Lakes DWS Summary

CKL DW Facility Summary 2017.pdf

B. A copy of the 2017 Annual Waterworks Compliance Reports (Section 11) for each municipal residential drinking water system within the City of Kawartha Lakes. (Electronic copies of these reports are available on the City website and hard copies of these reports will be available for review at the Clerk's office.)

Birchpoint DWS Section 11 Annual Drir

Bobcaygeon DWS Section 11 Annual Rep

Canadiana Shores DWS Section 11 Annu

Fenelon Falls DWS Section 11 Annual Drir

Janetville DWS Section 11 Annual Rep

King's Bay DWS Section 11 Annual Rep

Kinmount DWS Section 11 Annual Rep

Lindsay DWS Section 11 Annual Report 201

Manilla DWS Section 11 Annual Report 201

Manorview DWS Section 11 Annual Rep

Mariposa Estates DWS Section 11 Annu

Norland DWS Section 11 Annual Report 201

Omemee DWS Section 11 Annual Rep

Pinewood DWS Section 11 Annual Rep

Pleasant Point DWS Section 11 Annual Rep

Sonya DWS Section 11 Annual Report 201

Southview DWS Section 11 Annual Rep

Victoria Place DWS Section 11 Annual Rep

Western Trent Palmina DWS Section

Woodfield DWS Section 11 Annual Rep

Woodville DWS Section 11 Annual Rep

C. A copy of the 2017 Annual Waterworks Compliance Reports (Schedule 22) for each municipal residential drinking water system within the City of Kawartha Lakes. (Electronic copies of these reports are available on the City website and hard copies of these reports will be available for review at the Clerk's office.)

Birchpoint DWS Schedule 22 Annual D
Bobcaygeon DWS Schedule 22 Annual D
Canadiana Shores DWS Schedule 22 Anr
Fenelon Falls DWS Schedule 22 Annual D
Janetville DWS Schedule 22 Annual D
King's Bay Schedule 22 Annual Drinking Wa
Kinmount DWS Schedule 22 Annual D
Lindsay DWS Schedule 22 Annual D
Manilla DWS Schedule 22 Annual D
Manorview DWS Schedule 22 Annual D
Mariposa Estates Schedule 22 Annual D
Norland DWS Schedule 22 Annual D
Omemee DWS Schedule 22 Annual D
Pinewood DWS Schedule 22 Annual D
Pleasant Point DWS Schedule 22 Annual D
Sonya DWS Schedule 22 Annual Drinking Wa
Southview Estates DWS Schedule 22 Anr
Victoria Place DWS Schedule 22 Annual D
Western Trent DWS Schedule 22 Annual D
Woodfield DWS Schedule 22 Annual D
Woodville DWS Schedule 22 Annual D

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

The Corporation of the City of Kawartha Lakes

Council Report

Report Number TR2018-004

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 9, 10, 11, 12

Subject: Rescind Transit Charter Policy C 180 EPW 017

Author Name and Title: Todd Bryant, Manager of Fleet and Transit

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Council has directed Staff to review all Council Policies during each term of Council.

At the Executive Committee meeting of February 8, 2018, Staff provided rationale that Council Policy C 180 EPW 017 “Transit Charter Policy” is no longer necessary and the procedures covered in the Policy are more appropriately covered within a Management Directive. The Executive Committee concurred with the rationale and requested that Staff provide a report to Council to rescind Policy C 180 EPW 017 (Transit Charter Policy) and establish a guiding Management Directive in its place.

This report addresses this direction.

Rationale:

The City has identified management directives as a framework to facilitate operational expectations. Currently the City has a Council approved Transit Charter Policy and appended forms that are procedural in nature.

Staff propose to rescind the Transit Charter Policy and establish guiding requirements within a management directive to be approved by the Chief Administrative Officer.

The rationale is that the procedures covered within the existing Transit Charter Policy are ones that should be within the oversight of staff and hence within the definition of a management directive. For reference the draft management directive has been attached as Appendix A. The existing Council Policy is attached as Appendix B. In addition, the City has a forms procedure which involves formalizing the templates in a shared location for staff to access outside of the policy section.

Upon approval of the recommendations attached to this report, the management directive will be forwarded to the Chief Administrative Officer for approval.

The City of Kawartha Lakes is committed to a consistent, clear and uniform process to establish a process for obtaining Transit Charter services.

Other Alternatives Considered:

No other alternatives are being considered at this time.

Financial/Operation Impacts:

There are no financial implications to this report.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This Report is in alignment with the City's Strategic Plan with respect to effective Transit Services.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications within this report.

Servicing Implications:

There are no servicing implications within this report.

Consultations:

Executive Committee

Transit Supervisor

Director of Public Works

Attachments:

Appendix A – Draft Transit Charter Management Directive

Appendix A
Management Directiv

Appendix B – Council Policy C 180 EPW 017

C180EPW017 Transit
Charter Policy.doc

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: Rescind of Transit Charter Policy C 180 EPW 017

Management Directive

Management Directive No.:	
Management Directive Name:	Transit Charters
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy	See Charter Application in Forms section

Directive Statement and Rationale:

The City of Kawartha Lakes is committed to a consistent, clear and uniform process to establish a process for obtaining Transit Charter services and defines the roles and responsibilities of the parties involved.

Scope:

This directive covers all issues relating to the availability of buses, how to request a booking and the cost of the charter.

Management Directive:

All charter requests must be submitted to the Transit Department with a minimum of 30 days advance notice before booking date. Chartering of a Lindsay Transit vehicle must be contracted by a person 18 years of age or older. The cost of the service will be fully covered by the organization requesting the charter and may (at the discretion of the Director or designate) require a damage deposit. All requests will be subject to the availability of resources.

The following information will be required with submission request; who is to be picked up, location and time of pick-up, drop off location and time, interim stops (if appropriate) and the number of passengers and return time. The charter application form must be fully completed before approval can be given. (See attached application form).

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Management Directive

Reserving a Charter:

The applicant must reserve the proposed charter a minimum of 30 days in advance. Phone the Lindsay Transit Office at 705-324-9411 or submit the “Transit Charter Application Form” (Attached) to reserve and provide the following details:

- Date of proposed charter
- Pick up location and time
- Return location and time
- Number of people and any accessibility requests
- Number of buses requested
- Suggested route

Purpose:

To operate charter services at competitive rates in the interest of residents and visitors to the City of Kawartha Lakes in accordance with current legislation and without affecting services provided to regular customers for the City of Kawartha Lakes conventional and specialized transit services.

Rates:

Rates will be set in accordance with the Consolidated Fees By-Law 2016-206, as amended; recognizing that no part of the subsidies provided for regular and specialized transit services will be allocated or available to the operation of this service.

Charter rates will be set in order to recover full cost, (including a share of all vehicle related costs) plus a nominal return.

Full payment (including damage deposit if deemed necessary) is due 24 hours (one business day) prior to commencement of the charter.

Rates for charter services will be reviewed annually and will be based on the actual costs of charters operated (in the most recently completed period) and will be escalated to allow for anticipated increases in costs, with provision to be made to ensure a return of 10% over the estimated full cost.

Buses shall be provided at no cost when requested through Emergency Services by Lindsay Police, Fire, or EMS departments to attend at an emergency scene for the accommodation of displaced or injured public or emergency personnel attending at the site.

Buses and chartered events may be provided on a compassionate basis, at a reduced cost upon approval by the City of Kawartha Lakes Council. For this approval, the charter

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must be requested 90 days in advance in order to be brought before Council for consideration.

Compassionate Clause:

This clause is intended for the use of non-profit agencies within the City of Kawartha Lakes. Upon application approval, non-profit organizations will be charged in accordance with the Consolidated Fees By-Law 2016-206, as amended.

Cancellation:

Notice of cancellation must be received by the Transit Department as soon as possible. Due to unknown operational issues, Lindsay Transit reserves the right to cancel any and all charter services with as much notice as possible and shall not be responsible for any losses incurred as a result of such cancellation.

Right to refuse group:

Lindsay Transit reserves the right to refuse any group from booking a charter. Any damage or excessive uncleanliness of/to the vehicle, caused by the passengers, will be charged by Lindsay Transit to the chartering party. Unauthorized signage or any other object displayed on interior or exterior of vehicle is prohibited. Smoking and consumption of alcoholic beverages on all vehicles are prohibited. These terms and conditions are subject to change without notice.

Responsibilities:

Transit Supervisor is responsible for the understanding and following the Transit Charter Management Directive.

The Transit Manager holds responsibility for departmental compliance to the Transit Charter Management Directive.

Director of Public Works will monitor corporate compliance with this management directive.

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Management Directive

Chief Administrative Officer (CAO) or designate will review and approved amendment of the Management Directive and any recommended amendments.

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Lindsay Transit Charter
APPLICATION FORM

Date of Charter_____

Name_____

Address_____

Phone_____

Pick-up location_____

Pick up time_____

Drop off location_____

Return Time_____

Return Location_____

Number of Buses Requested_____

Additional details_____

Signature of Applicant _____

Date _____

Deposit Received _____

Appendix #: B
To
Report #: TR2018-001

CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:			
C	180	EPW	017

Policy Name:
TRANSIT CHARTERS

DEVELOPED BY:	**Todd Bryant**	**DATE:**	**July 6, 2012**
DEPARTMENT:	**Transit**		
REVIEWED BY:	**Director of Public Works, Transit Advisory Committee**	**DATE:**	
APPROVED BY:	**Council**	**DATE:**	**August 14, 2012**
RESOLUTION NUMBER:	**CR2012-923**	**EFFECTIVE:**	
CROSS-REFERENCE:		**REVISIONS:**	

POLICY STATEMENT AND RATIONALE:

Lindsay Transit may provide a charter service within the boundaries of the City of Kawartha Lakes, when adequate resources are available. This policy establishes a process for obtaining this service and defines the roles and responsibilities of the parties involved.

SCOPE:

This policy covers all issues relating to the availability of buses, how to request a booking and the cost of the charter.

POLICY, PROCEDURE AND IMPLEMENTATION:

Request Submission:

All charter requests must be submitted to the Transit Department with a minimum of 30 days advance notice before booking date. Chartering of a Lindsay Transit vehicle must be contracted by a person 18 years of age or older. The cost of the service will be fully covered by the organization requesting the charter and may (at the discretion of the Director or designate) require a damage deposit. All requests will be subject to the availability of resources.

The following information will be required with submission request; who is to be picked up, location and time of pick-up, drop off location and time, interim stops (if appropriate) and the number of passengers and return time. The charter application form must be fully completed before approval can be given. See attached application form.

Reserving a charter

The applicant must reserve the proposed charter a minimum of 30 days in advance.

A deposit in the amount of $50.00 (fifty dollars) is required when booking your charter.

Phone the Lindsay Transit Office at 705-324-9411 to reserve and provide the following details:

- Date of proposed charter
- Pick up location and time
- Return location and time
- Number of people and any accessibility requests
- Number of buses requested
- Suggested route

Purpose

To operate charter services at competitive rates in the interest of residents and visitors to the City of Kawartha Lakes in accordance with current legislation and without affecting services provided to regular customers for the City of Kawartha Lakes conventional and specialized service.

Rates

Rates will be set; recognizing that no part of the subsidies provided for regular and specialized transit services will be allocated or available to the operation of this service.

Charter rates will be set in order to recover full cost, (including a share of all vehicle related costs) plus a nominal return of 10%.

A Minimum charge of $260.00 will apply for the first four hours of the charter or any portion there of, per vehicle. A $65.00 per hour charge will apply to each additional hour (or portion thereof), thereafter. Any variance or waiver of costs must be approved by Council.

Full payment (including damage deposit if deemed necessary) is due 24 hours (one business day) prior to commencement of the charter.

Rates for charter services will be reviewed annually and will be based on the actual costs of charters operated (in the most recently completed period) and will be escalated to allow for anticipated increases in costs, with provision to be made to ensure a return of 10% over the estimated full cost.

Buses shall be provided at no cost when requested through Emergency Services by Lindsay Police, Fire, or Ambulance departments to attend at an emergency scene for the accommodation of displaced or injured public or emergency personnel attending at the site.

Buses and chartered events may be provided on a compassionate basis, at a reduced cost upon approval by the City of Kawartha Lakes Council. For this approval, the charter must be requested 90 days in advance in order to be brought before Council for consideration.

Compassionate Clause: This clause is intended for the use of non-profit agencies within the City of Kawartha Lakes. Upon application approval, non-profit organizations will be charged a rate of $30.00 per hour for a minimum of 4 hours. These not for profit organizations, as determined by staff, will participate within the City of Kawartha Lakes accounts receivable program and be billed accordingly for services rendered.

Cancellation:

Notice of cancellation must be received by the Transit Department as soon as possible. A cancellation charge of $50.00 will apply to all charters cancelled later than 8:00am on the last business day prior to date of service. Due to unknown operational issues, Lindsay Transit reserves the right to cancel any and all charter services with as much notice as possible and shall not be responsible for any losses incurred as a result of such cancellation.

Right to refuse group:

Lindsay Transit reserves the right to refuse any group from booking a charter. Any damage or excessive uncleanliness of/to the vehicle, caused by the passengers, will be charged by Lindsay Transit to the chartering party. Unauthorized signage or any other object displayed on interior or exterior of vehicle is prohibited. Smoking and consumption of alcoholic beverages on all vehicles are prohibited. These terms and conditions are subject to change without notice.

Responsibility

Transit Supervisor

Manager of Fleet Services

Director of Public Works

LINDSAY CHARTER APPLICATION FORM

Date of Charter_____

Name_____

Address_____

Phone_____

Pick-up location_____

Pick up time_____

Drop off location_____

Return Time_____

Return Location_____

Number of Buses Requested_____

Additional details_____

_____

_____

Signature of Applicant_____

Date_____

Deposit Received_____

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RD2018-001

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

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

Author Name and Title: David Lembke, Acting West Maintenance Area Manager

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of October 24, 2017 Council adopted the following resolution:

Council Resolution Number CR2017-932

> **RESOLVED THAT** staff be directed to investigate options for using City owned pits for the provision of gravel for gravel resurfacing of roads with a report back to Council by end of Q1 2018.

This report addresses that direction.

Rationale:

Current Crushing Program

As a result of a two (2) year aggregate resource investigation, for City owned gravel pits (undertaken in 2012 and 2013), it was determined there are a number of excellent opportunities for aggregate extraction within City owned pits. The review identified an opportunity to supply the City with aggregate materials and at the same time build modest financial reserves for future rehabilitation (through prescribed payment of royalties). It was recommended in the investigation reports that caution be utilized in starting this process too aggressively, with the first step being to supply maintenance gravel only. The investigation recommended capital gravel resurfacing would continue to be managed by contracted services using third party gravel sources.

In alignment with the investigation recommendations, to date the focus has been on the production of granular ‘A’ for maintenance activities such as spot gravelling, spot shouldering, road and shoulder wash out rehabilitation, base repair and backfill for culvert repairs.

Staff initially recommended an annual production of at least 20,000 tonnes of ‘A’ gravel for maintenance purposes with the production funded through the operating budget. Since Council Report PW 2015-001 was received in January 2015, Public Works has completed annual crushing programs to produce maintenance gravel at selected City owned pits with great success.

The Maintenance Gravel Production is summarized in Table 1.

Table 1

Maintenance Gravel Crushing					
Year	**Gravel Pit**	**Material Type**	**Crushing Cost / Tonne**	**Quantity (Tonnes)**	**Total Contracted Cost**
2015	Manvers	5/8 Granular 'A'	$2.97	15,000	$44,550
2016	Manvers	5/8 Granular 'A'	$2.92	22,500	$65,700
2017	Manvers	5/8 Granular 'A'	$3.49	14,000	$48,860
2017	Taylor	5/8 Granular 'A'	$4.20	11,900	$49,980
Total Crushing				**63,400**	**$209,090**

The current crushing program is based on information collected from the 2012 and 2013 investigations. Staff also utilize Aerial Survey Technology to complete a site/operating plan for the pits with the most potential for cost effective gravel production. Manvers, Kerr/Logan, and Taylor Pits were identified as having the greatest potential and the most cost effective production. Potential for production exists at all City owned pits, but not in the quantities, or as cost effective and readily available as the three (3) pits noted above. Samples were obtained daily by a third party during crushing activities and were submitted to a CCIL Certified Laboratory for analytical testing. All results met OPSS 1010 Material Specifications.

Table 2 summarizes the estimated granular 'A' quantities remaining to date at the three (3) most active and cost effective sites, Manvers, Kerr/Logan, and Taylor Pits, based on the 2013 Investigations.

Table 2

Estimated Gravel Reserves (Granular 'A')		
Gravel Pit	**License**	**Available Product***
Manvers	A (<95,000 Tonnes / yr)	1,531,000 Tonnes**
Taylor	B (<20,000 Tonnes / yr)	127,000 Tonnes
Kerr/Logan	A/B (<320,000 Tonnes / yr)	457,000 Tonnes

*Estimate based on 2013 investigation less material used.
** Manvers pit not fully investigated and may be in excess of this amount.

Since 2015, the following quantities of Granular A from the above mentioned pits, has been utilized for gravel resurfacing, shoulder maintenance, base repair, and culvert backfill projects City wide;

- Manvers – 43,536 tonnes,
- Taylor – 7,710 tonnes,
- Kerr/Logan – 16,366 tonnes.

The remaining City owned pits, although currently not being utilized for the production of Granular A, are being utilized for other aggregate materials that are used in maintenance activities. These materials include, but are not limited to Type 1 Granular B**,** SSM, drainage stone, and sand for sand bagging. The following aggregate quantities have been utilized from each pit since 2015:

- Hartley Pit – 106 tonnes
- Eldon Pit – 100 tonnes
- Cameron Road Pit – 2,890 tonnes
- Mark Road Pit – 78 tonnes

It should also be noted that with the new Excess Soil Management legislation currently proposed by the MOECC, which is under review and development and is expected to become law by January 1st, 2020, we as a municipality will be considered as an excess soil generator. What this means is that the City may be required to register ALL infrastructure projects online, in order to monitor excess soil both from the source (i.e. road construction, culvert replacement, ditching activities, water and sewer line installation) as well as monitor the quantity and quality of material to the receiver site (both private or municipal owned) for quantities lower than 2000 m^3. In cases where soil quantities greater than 2000 m^3 are generated, the City will be required to generate an Environmental Soil Management Plan. In both instances, soils would need to be field screened and be submitted for chemical analysis, to determine the soil quality in order for the soils to be disposed of at Ministry approved receiver sites.

In order to comply with the new proposed legislation, and to handle excess soils in a responsible and cost effective way, the existing City owned gravel pits could be ideal soil receiver sites as they all contain a large surface area and will require topsoil for rehabilitation in the future. Once the legislation is passed, further review would be necessary to confirm they meet the requirements of applicable provincial agencies. As some pit locations do not contain the quantities of topsoil required for rehabilitation, using the pits as topsoil receiving sites would offset the need to purchase topsoil from a contractor.

Current Gravel Resurfacing Program

The current gravel resurfacing program is managed by the Engineering – Technical Services group, with input and consultation from Public Works – Roads.

Since 2006, the gravel program which includes supply, load, haul, and application has been completed through the tendering process. The costs to date have remained reasonable due to the abundance of privately owned aggregate resources within the City, and the utilization of affordable, qualified local contractors. A summary of the program over the last three (3) years is outlined within the table below.

Table 3

Gravel Resurfacing Program				
Year	**Material Type**	**Tender Quantity (Tonnes)**	**Material Cost/Tonne**	**Avg. Cost to Haul**
2015	Granular A	74,430	$ 6.20	$3.63
2016	Granular A	77,710	$ 6.40	$3.65
2017	Granular A	101,510	$ 6.70	$3.59

It should be noted that the costs identified in Table 3 includes haul and placement cost whereas Table 1 includes just the cost to produce the aggregate. When the haul and placement costs are removed, the costs for the core aggregate are very similar. There is likely a combination of reasons for the minimal variance in cost between contracted gravel and the use of City gravel pits. Considerations such as a current abundance of local aggregate pits, producers wanting to profit from the sale of their product as opposed to using City supplied material, producers wanting to ensure continuous operations of their facilities, volume of operations and comparable operational efficiency.

Since 2015, the Manvers Pit has provided gravel for the gravel resurfacing program for most roads located within approximately a 20 km radius of the pit location. Each year the trucking was contracted out and a provisional price was included for hauling in the winning tender.

Table 4 compares the cost to supply, haul, and apply granular ‘A’ by a contractor in 2017 versus if we had supplied the gravel from the City owned Manvers Pit and had contracted hauling and application.

Table 4

Gravel Application Comparison			
Road Name	**Approximate Distance From Manvers Pit**	***Cost Per Tonne (Contracted)**	**Cost Per Tonne (CKL Source)**
Post Road, Manvers	20	$9.03	$8.80
Wrenhaven Road, Fenelon	50	$9.87	$13.45
Taylor Road, Coboconk/Carden	75	$11.55	$16.55
Pinery Road, Sturgeon Point/Burnt River	100	$12.53	$21.20

*Cost to haul from contractor source not CKL source

As can be observed from Table 4, the largest factor in the cost of gravel applied from City pits is the distance from the pit to the end use (haulage cost). At this point in time, it is not feasible to use City pits to supply aggregate for the capital gravel resurfacing program. As time progresses and local aggregate resources are exhausted, then at such a time, it would be more cost effective to produce the gravel from City owned pits for the gravel resurfacing program and the hauling and placement of gravel be tendered.

Staff remain confident that the current approach to support operational needs within a 20 km radius of our pits that have production capability is the most appropriate use of City owned pits at this time.

Other Alternatives Considered:

No other alternatives were considered for this report.

The City owned pits are a valuable resource for the City and will prove to be beneficial assets as aggregate resource availability reduces in the City. Staff will continue to review and monitor city-owned pits, and provide future recommendations when appropriate, and provide performance updates to Council.

Financial/Operation Impacts:

As noted above, the City could produce gravel from City owned pits at a lower supplied cost than a local aggregate supplier. However, due to the large geographical footprint of the City of Kawartha Lakes, the haulage costs greatly outweigh the cost savings of in-house production in many cases. It may be practical to use gravel on roads within close proximity to the active City owned pits, but should be noted that prices increase significantly outside of an approximate 20 km radius.

Furthermore, Public Works Roads Operations do not possess the personnel or equipment resources that would be required to meet the haulage demands of the full Gravel Resurfacing Program.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Gravel Resurfacing on Specified Municipal Roads, aligns with the Corporate Strategic Goals "A Vibrant and Growing Economy", "An Exceptional Quality of Life", and "A Healthy Environment".

Capital Gravel Resurfacing directly aligns with these strategic goals by:

- Enabling efficient infrastructure and asset management;
- Update and execute Municipal Master Plans by implementing improvements to the road network
- Strategic Priority of creating connections within the community and externally by expanding and enhancing active transportation systems.

Consultations:

Manager West B – Public Works
Manager, East – Public Works
Senior Engineering Technician - Public Works
Supervisor - Public Works

Attachments:

Appendix A – PW 2015-001 Update on City owned Gravel Pit Operations

Appendix A
PW2015-001 Update

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Appendix #: A
To
Report #: RD2018-001

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PW 2015-001

Date: January 27, 2015
Time: 2:00 p.m.
Place: Council Chamber

Ward Community Identifier: All

Subject: Update on City owned Gravel Pit Operations

Author/Title:
Rod Porter, East Area Maintenance Manager

Signature:

Michel Gratton, Public Works Supervisor, Emily Depot

Signature:

Recommendation(s):

RESOLVED THAT Report PW 2015-001, Update on City owned Gravel Pits, be received.

Department Head: _____

Corporate Services Director / Other: _____

Chief Administrative Officer: _____

Background:

At the Special Council meeting of October 1, 2013 the following resolution was passed:

RESOLVED THAT Project Number PW1408a – Gravel Pit Upgrades and PW 1408c – Gravel Pit Rehabilitation be included in the 2014 operating budget with a total project cost of $59,225.00 and $59,225.00 respectively and

THAT staff provide a report on the gravel program and gravel operation.

CARRIED CR2013-1012

This report addresses the recommendation to report back to Council.

Rationale:

As a result of the two year aggregate resource investigation for City owned gravel pits (undertaken in 2012 and 2013), it was determined there are a number of excellent opportunities to pursue with regard to the use of materials available for extraction. There is an opportunity to supply the City with granular rock products at competitive prices and at the same time build up modest financial reserves for future rehabilitation (through prescribed payment of royalties). It was recommended in the investigation reports that caution be utilized in starting this process too aggressively, with the first step being to supply maintenance gravel only. The capital gravel resurfacing would continue to be managed by contracted services, as this process includes delivery and application with the use of specialized trucks capable of hauling up to 35 tonnes per load.

Winter sand production and supply is also an opportunity and may be considered at a future date. The supply of winter sand however includes a number of steps including delivery, blending and stockpiling which would require contracted services and equipment the City does not currently own. As well, replenishment of sand domes in the winter months is a service best contracted out as City staff are focusing on snow plowing operations and managing winter events.

In future years the City may opt to produce stone for High Float resurfacing activities from some of the suitable sites. This operation also allows for other products to be produced from the same operation such as 2” crushed gravel for road base repair needs.

Investigations have also shown there is an opportunity for the City to supply landfill cover for many years to come from several of the City owned pits. There may be an opportunity for considerable savings with this exercise.

At this time however, the focus is on the production of Granular ‘A’ for maintenance activities.

Staff initially recommended an annual production of at least 20,000 tonnes of 'A' gravel for maintenance purposes with the production funded through the operating budget. A pilot project commenced in 2013 for this purpose and the results were positive. Approximately 20,000 tonnes of gravel was produced in the Taylor Pit; the material produced was tested twice daily and met the standards of the OPSS 1010.

The 2014 program which included crushing at the Manvers and Kerr pits, was considered a success once again. The total volume of gravel crushing was 19,750 metric tonnes as noted in the table below. The crushing was funded through the operating budget and was utilized as part of operational maintenance activities such as loose top maintenance (spot graveling), spot shouldering, road and shoulder washout rehabilitation and back fill for culvert repairs.

Maintenance Gravel Crushing		
Gravel Pit	**Material Type**	**Quantity (Tonnes)**
Manvers	5/8 Granular "A"	6,000.00
Manvers	2" Crusher Run	2,000.00
Kerr Pit	5/8 Granular "A"	11,750.00
Total Crushing		**19,750.00**

The 2014 gravel crushing program also included the crushing of 12,000 metric tonnes of granular "A" out of the Kerr Pit that was funded through and utilized on roads identified for repair under the Ontario Disaster Relief Assistance Program (ODRAP) as a result of the 2013 flood damage.

In 2014 a program was initiated to utilize the information collected from the 2012 and 2013 investigations combined with new state of the art technology to complete an updated site/operating plan for the pits with the most potential for gravel production and therefore most active. Manvers, Kerr/Logan and Taylor Pits were identified as having the greatest potential. An aerial survey was completed on the three identified pits and drawings are in production. The goal is to complete an aerial survey annually (or more frequently based on crushing activities and volumes) on each of these three pits once the initial survey and plans have been generated.

Aerial survey technology is a cost effective way to collect topographic information at a fraction of the cost of conventional survey crews. This information is valuable while generating a gravel pit operations plan as it helps to quantify the location, quantity, effort and cost of producing granular materials. It enables staff to generate a working pit plan in the most cost effective manner to minimize wasted material, time and prevent the need to re-handle (load and re-load) material once its mined. The plan will also enable pit rehabilitation to take place

as crushing operations are in progress; overburden material can be placed in a fashion to be utilized during rehabilitation and eliminate the need for re-handling. The advantage of rehabilitating pits in progressive phases minimizes liability and capital rehabilitation cost. The information compiled on one operational plan acts as an exceptional planning tool for staff and aggregate crushing contractors. The information is invaluable during crushing operations and provides logical placement of stockpiles, overburden and source aggregate for crushing to increase productivity.

All the information collected to date enables staff the ability to monitor this resource closely with an increased emphasis on inventory control. Furthermore, the information will be utilized to confirm that all mining is completed in a responsible manner and complies with Provincial Regulations and is used for reporting purposes to the Ministry of Natural Resources and The Ontario Aggregate Resource Corporation (T.O.A.R.C.). Samples of the above described pit operation plan drawings have been provided as Attachment C through J.

Staff have planned for the annual production of at least 20,000 tonnes of “A” Gravel for maintenance purposes for 2015, funded through the operating budget. To date crushing operations have been limited to the Manvers, Kerr/Logan and Taylor gravel pits however there are additional gravel production opportunities at the Oakwood Road Pit. This pit is strategically located on the west side of the City therefore reducing trucking costs to the westerly operating areas. Additional investigation and planning will be completed for the Oakwood Road Pit and if conditions are conducive for granular “A” production, crushing operations be implemented at this location in 2015 for an additional 10,000 tonnes of “A” gravel. The production as well will be funded through the operating budget.

Other Alternatives Considered:

Council could take a status–quo approach to the gravel pits and continue not to utilize them however this is not recommended. Test results indicate there is an opportunity to produce good product and in doing so provide cost savings to the City.

Financial Considerations:

A cost analysis was undertaken to assess the financial viability of the City extracting, producing and supplying aggregate resources from City owned gravel pits. Below are three tables summarizing this cost analysis: Projected 2015 Market Cost, Projected 2015 City Cost and Prospective 2015 Supply Savings.

The cost analysis has been divided into the following aggregate material types and Public Works applications:

I. Granular “A” Gravel
   a. Shoulder Rehabilitation
   b. General Operations

Aggregate Resource Supply - Projected 2015 Market Cost						
Aggregate Material	Application	Estimated Tonnes	Estimated Supply Cost ($/tonne)			
			Method of Procurement	Supply	Net HST	Total
Granular "A"	Shoulder Rehabilitation	8,500	Request for Tender	$6.28	$0.11	$6.39
	General Operations	35,000	Casual Purchase or RFQ	$7.68	$0.13	$7.81

Aggregate Resource Supply - Projected 2015 City Cost						
Aggregate Material	Application	Estimated Tonnes	Estimated Supply Cost ($/tonne)			
			Production	Net HST	Net Royalty	Total
Granular "A"	Shoulder Rehabilitation	8,500	$4.12	$0.07	$0.04	$4.23
	General Operations	35,000	$4.12	$0.07	$0.04	$4.23

Aggregate Resource Supply - Prospective 2015 Supply Savings					
Aggregate Material	Application	Estimated Tonnes	Savings with City Supply		
			$/tonne	Percent (%)	$/Year
Granular "A"	Shoulder Rehabilitation	8,500	$2.16	33.79%	$18,360
	General Operations	35,000	$3.58	45.84%	$125,300
			Total:	**39.65%**	**$143,660**

The following assumptions underlie the above cost analysis:

The estimated annual quantities (i.e. tonnes) are based on current, recent and expected annual usages by the City.

1. Market supply costs are based on current supply prices quoted by local and regional aggregate producers via request for tenders and/or informal requests for quotations. A general cost inflator of 3% is used to translate 2014 prices into projected 2015 prices.

2. Production of aggregate in City owned pits includes site preparation, extraction, primary crushing (gravel only), secondary crushing (gravel only). Primary crushing is expected to not be required for the majority of extracted stone, but is included here for the purpose of calculating conservative savings estimates. Additional aggregate extraction is assumed to not increase the current rehabilitation liability of City owned pits. In the interest of being extremely conservative, the following costs have been assumed for aggregate production in City owned pits:

    a. For granular "A", the maximum price quoted via informal requests for quotations has been used.

3. When the City extracts aggregate from its own pits, it must pay the Ministry of Natural Resources a $0.115/tonne royalty, however a "royalty rebate" of $0.075/tonne is returned to the City via The Ontario Aggregate Resource Corporation (T.O.A.R.C) intended to defray the costs of pit rehabilitation liabilities. So the "net royalty" paid by the City is $0.04/tonne.

4. Municipalities in Ontario receive an 11.24 percentage point rebate on the 13% HST, meaning that the City pays a "net HST" of only 1.76% of the price of purchased goods and services.

Relationship of Recommendation(s) To Strategic Priorities:

This report relates one of the main Council Strategic Priorities, namely:

- Managing Aggregates.

Consultations:

Michelle Hendry, C.E.T., Director of Public Works
Bernie Furhmann, Aggregate Development Specialist, WSP Canada Inc.
Alex Pearson, Aerial Survey Specialist, AG Unmanned Aerial Surveying

Attachments:

Appendix A Summary of 2012 and 2013 Inv

Appendix B CKL Granular Procuct Usa

Appendix C Taylor_Pit_Operation

Appendix D Taylor_Pit_Operation

Appendix E Taylor_Pit_Operation

Appendix F Taylor_Pit_Est._Mate

Appendix G Taylor_Pit_Est._Mate

Appendix H Taylor_Pit_Existing_P

Appendix I Taylor_Pit_Cross_Sec

Appendix J Kerr_Pit_Stockpile_ Ir

Phone: 705-738-2363 (R. Porter)

E-Mail: rporter@city.kawarthalakes.on.ca

Department Head: Michelle Hendry

Department File:

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RD2018-002

Date: March 20, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: ALL

Subject: Rescind Installation of Banners Over City Roads Policy

Author Name and Title: Bryan Robinson, Director of Public Works

Recommendation(s):

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.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Council has directed Staff to review all Council Policies during each term of Council.

At the Executive Committee meeting of February 8, 2018, Staff provided rationale that Council Policy 140 EPW 012 “Installation of Banners Over City Roads” is no longer necessary and the procedures covered in the Policy are more appropriately covered within a Management Directive. The Executive Committee concurred with the rationale and requested that Staff provide a report to Council to rescind Policy 140 EPW 012 (Installation of Banners Over City Roads) and establish a guiding Management Directive in its place.

This report addresses this direction.

Rationale:

The City has identified management directives as a framework to facilitate operational expectations. The current City policy for installation of banners over City roads is procedural in nature. The process and requirements are those which can be administered at the Staff level.

Staff proposes to rescind the Installation of Banners Over City Roads Policy and establish guiding requirements within a management directive to be approved by the Chief Administrative Officer.

The rationale is that the procedures covered within existing Policy 140 EPW 012 (Appendix B) are ones that should be within the oversight of staff and hence within the definition of a management directive. For reference the draft management directive has been attached (Appendix A).

Upon approval of the recommendations attached to this report, the management directive will be forwarded to the Chief Administrative Officer for approval.

Other Alternatives Considered:

No alternatives are being considered at this time.

Financial/Operation Impacts:

There are no significant financial implications within this report.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This report aligns with the strategic plan by promoting event advertising thereby encouraging a vibrant and growing economy.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications within this report.

Servicing Implications:

There are no servicing implications within this report.

Consultations:

Manager, Roads Operations

Attachments:

Appendix A – Draft Installation of Banners Over City Roads Management Directive

Appendix A
Management Directiv

Appendix B – Existing Council Policy 140 EPW 012

140 EPW 012
Installation of Banner

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Management Directive

Management Directive No.:	
Management Directive Name:	Installation of Banners Over City Roads
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy	N/A

Directive Statement and Rationale:

The Installation of Banners management directive has been established to provide the framework of expectations and to guide to City staff to fulfill the operational requirements.

Scope:

This directive applies to the erection of banners where the City has installed the proper poles to adequately support these signs strung over the municipal roadways within the City of Kawartha Lakes.

The City has installed poles for installation of banners at the following location(s):

King Street East, Bobcaygeon.

Management Directive:

The City of Kawartha Lakes has committed to support the activities of not for profit, community based groups and organizations in their activities to enhance the quality of life within the City. One of the ways the City chooses to support the efforts of these groups is through promotion of their various activities and events.

This Management Directive clarifies the criteria for the installation of temporary banners over City roads within the City of Kawartha Lakes.

DRAFT

Management Directive

Definitions:

"Banner" means any painted polymer coated sign meeting the specifications included within this management directive to be attached to proper support poles and suspended over municipal roadways for the purpose of advertising specific community events.

"Not for Profit or Community Based Organization" means any community, charitable or not for profit group within the municipality as defined under the Income Tax Act.

Requirements:

Banner Installations, Regulations, Fee

Installation of banners shall be the responsibility of the Public Works Department of the City of Kawartha Lakes.

Banners shall be installed, upon approval of the 'Request for Installation of Banner' form (attached), receipt of the required fee as identified within By-Law 2016-206 as amended and a signed waiver of liability in a form satisfactory to the City Solicitor. The application, waiver and fee may be submitted to any City Service Centre.

Allocation of space will be on a first come first served basis. Space will be provided in blocks of one week. Additional time will be granted up to a maximum of three weeks, only if there are no other requests.

The Director of Public Works or designate will grant the final approval upon receipt of application within five working days of receipt. In the event that the application does not comply with specifications or other parts of this directive, and/or the space is not available, the application fee will be fully refunded.

The banner must meet ALL specifications set out by the City on drawing S-150 (attached). Any banner and ancillary components, not found to be in good condition will not be installed. Determination as to whether or not a banner is suitable for installation shall rest with the Director of Public Works whose decision shall be final. Any application which is refused on these grounds shall have the fees refunded less a 10% administration charge.

The banner must be delivered to the Public Works office at 89 St. David Street a minimum of one week prior to the requested date of installation.

Messages on the banner must be appropriate for a general audience. Decisions on the appropriateness of the message will be at the sole discretion of the Director of Public Works or designate. Banners relating to any political party or election campaign will not be accepted.

DRAFT

Management Directive

Banners will be removed within two working days following the final day of the community event or at the end of the approved and paid for time period in the case of commercial entities.

The banner must be picked up at the location where it was dropped off within five working days of removal. Unclaimed banners will be disposed of by the City. The City will not be held responsible for banners not picked up within this time frame.

Each not for profit, charitable and/or community based organization shall be permitted one installation per calendar year, at one location at no charge. Signs installed will be charged in accordance with Schedule G-4 to the By-law 2016-206 as amended, per location for the second and subsequent installations per calendar year. Where any extension of time is granted, no additional charge will apply.

(2016-209, effective November 22, 2016)

The City of Kawartha Lakes will not accept responsibility for lost, stolen or damages done to the banner how so ever caused.

Responsibilities:

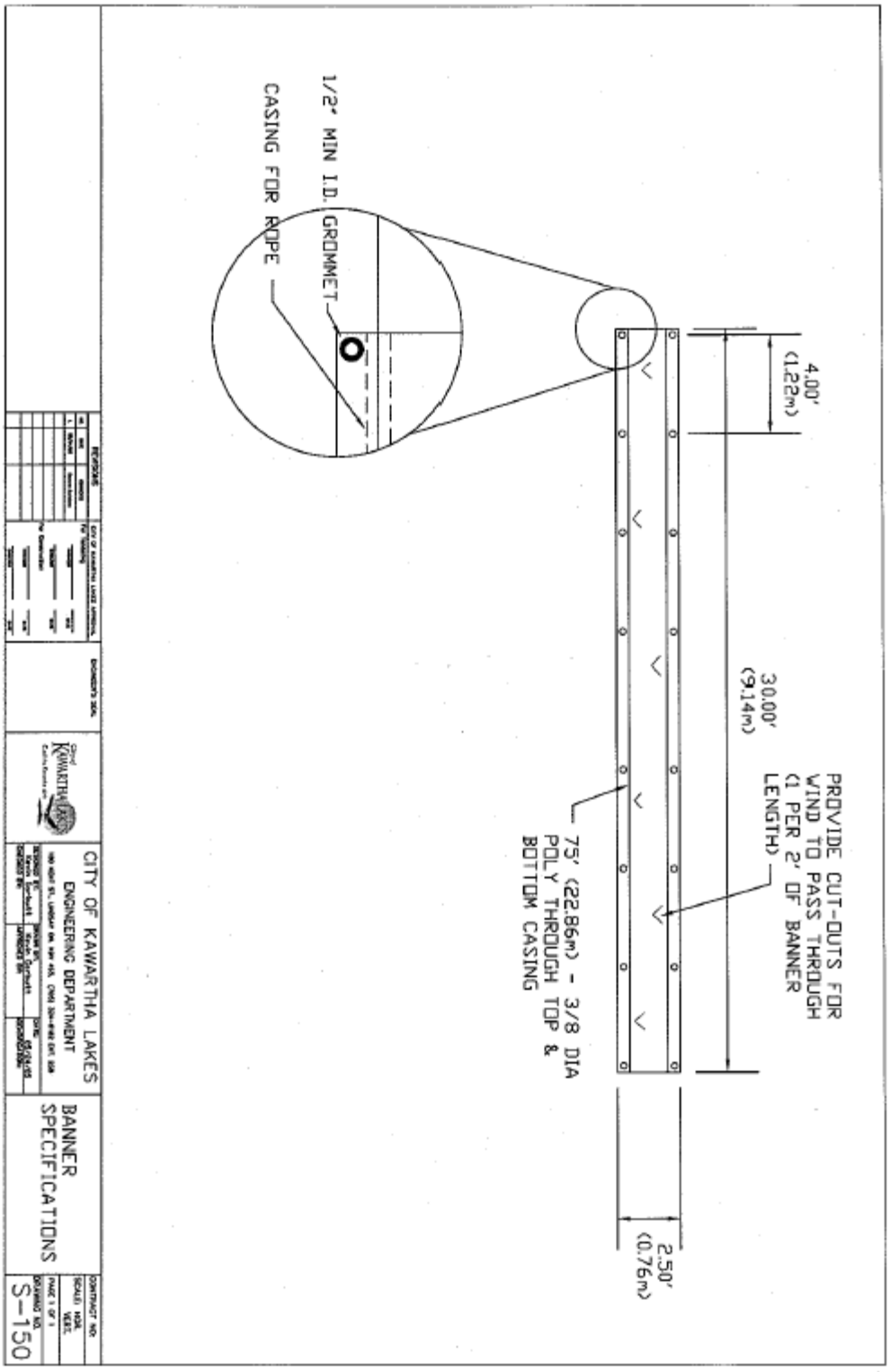
Supervisors and Managers of Roads Operations are responsible for the understanding and following the Directive.

Director of Public Works hold responsibility for departmental compliance to, and oversight of the Directive.

Chief Administrative Officer (CAO) will monitor corporate compliance with this directive and will follow up with appropriate departments, where necessary. The CAO will approve any amendments to this Management Directive.

DRAFT

Management Directive



Management Directive

Request for Installation of Banner

Date of Application: _____

Name of Organization: _____

Contact Person: _____

Telephone: _____

Dates Display Requested: _____

From: _____ to _____

Signature: _____

FEE: Not for Profit Organization - No Charge first installation per calendar year. All other and subsequent installation(s) are to be charged fees in accordance with Section G-4 of the Consolidated Fee By-Law 2016-206, as amended.

Note:

a) Application must be received three weeks prior to commencement of community event.
b) The banner must meet ALL specifications set out by the City of Kawartha Lakes Public Works on drawing S-150
c) The banner must be delivered to the Public Works Office at 89 St. David Street, or the nearest Service Centre one week before installation.
d) The banner must be picked up where it was dropped off with-in five working days after removal. FAILURE TO DO SO WILL RESULT IN BANNER BEING DISPOSED OF.
e) The City of Kawartha Lakes will NOT accept responsibility for damages done to the banner how so ever caused.

Message to be Displayed:

_____

_____

Approval: _____ Date: _____

Appendix #: B
To
Report #: RD2018-002

City of KAWARTHA LAKES
Catch the Kawartha spirit

CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:		
140	EPW	012

Policy Name:

INSTALLATION OF BANNERS OVER CITY ROADS

DEVELOPED BY:	**Kenneth D. Becking**	**DATE:**	
DEPARTMENT:	**Public Works**		
REVIEWED BY:	**Directors**	**DATE:**	
APPROVED BY:	**Chief Administrative Officer**	DATE:	
RESOLUTION NUMBER:	**DPW2006-213** **CR2006-614**	**EFFECTIVE:**	**June 27, 2006**
CROSS-REFERENCE:		**REVISIONS:**	

POLICY STATEMENT AND RATIONALE:

It is in the municipality's best interest to support the activities of not for profit, community based groups and organizations in their activities to enhance the quality of life within the City. One of the ways that the City can support the efforts of these groups is through the promotion of their various activities and events.

There are several locations throughout the City of Kawartha Lakes where banners can be erected to advertise upcoming community events. It is the intent of this policy to establish uniform guidelines and fees for the placement of banners throughout the City.

SCOPE:

This policy applies to the erection of banners where the city has installed the proper poles to adequately support these signs strung over the municipal roadways within the City of Kawartha Lakes. The pole locations are: Kent St. between Victoria Park and Sussex**, Lindsay**; Lindsay Street, **Fenelon Falls**; King St E., **Bobcaygeon** and Portage Road**, Kirkfield**.

DEFINITIONS:

Banner shall mean any painted polymer coated sign designed to be attached to proper support poles and suspended over municipal roadways for the purpose of advertising specific community events.

Not for Profit or Community Based Organizations shall mean any community, charitable or not for profit group within the municipality as defined under the Income Tax Act *;*

POLICY, PROCEDURE AND IMPLEMENTATION:

1.00 Banner Installations, Regulations, Fees

1.01 Installation of banners shall be the responsibility of the Public Works Department of the City of Kawartha Lakes.

1.02 Banners shall be installed, upon approval of the 'Request for Installation of Banner' and upon receipt of the associated fee and a signed waiver of liability in a form satisfactory to the City Solicitor. The application, waiver and fee may be submitted to any City Service Centre.

1.03 Allocation of space will be on a first come first served basis. Space will be provided in blocks of one week. Additional time will be granted up to a maximum of three weeks, only if there are no other requests.

1.04 The Director of Public Works or designate will grant the final approval upon receipt of application and fee within five working days of receipt. In the event that the application does not comply with specifications or other parts of this policy, and/or the space is not available, the application fee will be fully refunded.

1.05 The banner must meet ALL specifications set out by the City of Kawartha Lakes Public Works Department on drawing S-150 (attached). Any banner, including seat belts and ropes, not found to be in good condition will not be installed. Determination as to whether or not a banner is suitable for installation shall rest with the Director of Public Works whose decision shall be final. Any application which is refused on these grounds shall have the fees refunded less a 10% administration charge.

1.06 The banner must be delivered to the Public Works office at 89 St. David Street or the nearest Service Centre a minimum of one week prior to the requested date of installation.

1.07 Messages on the banner must be appropriate for a general audience. Decisions on the appropriateness of the message will be at the sole discretion of the Director of Public Works or designate. Banners relating to any political party or election campaign will not be accepted.

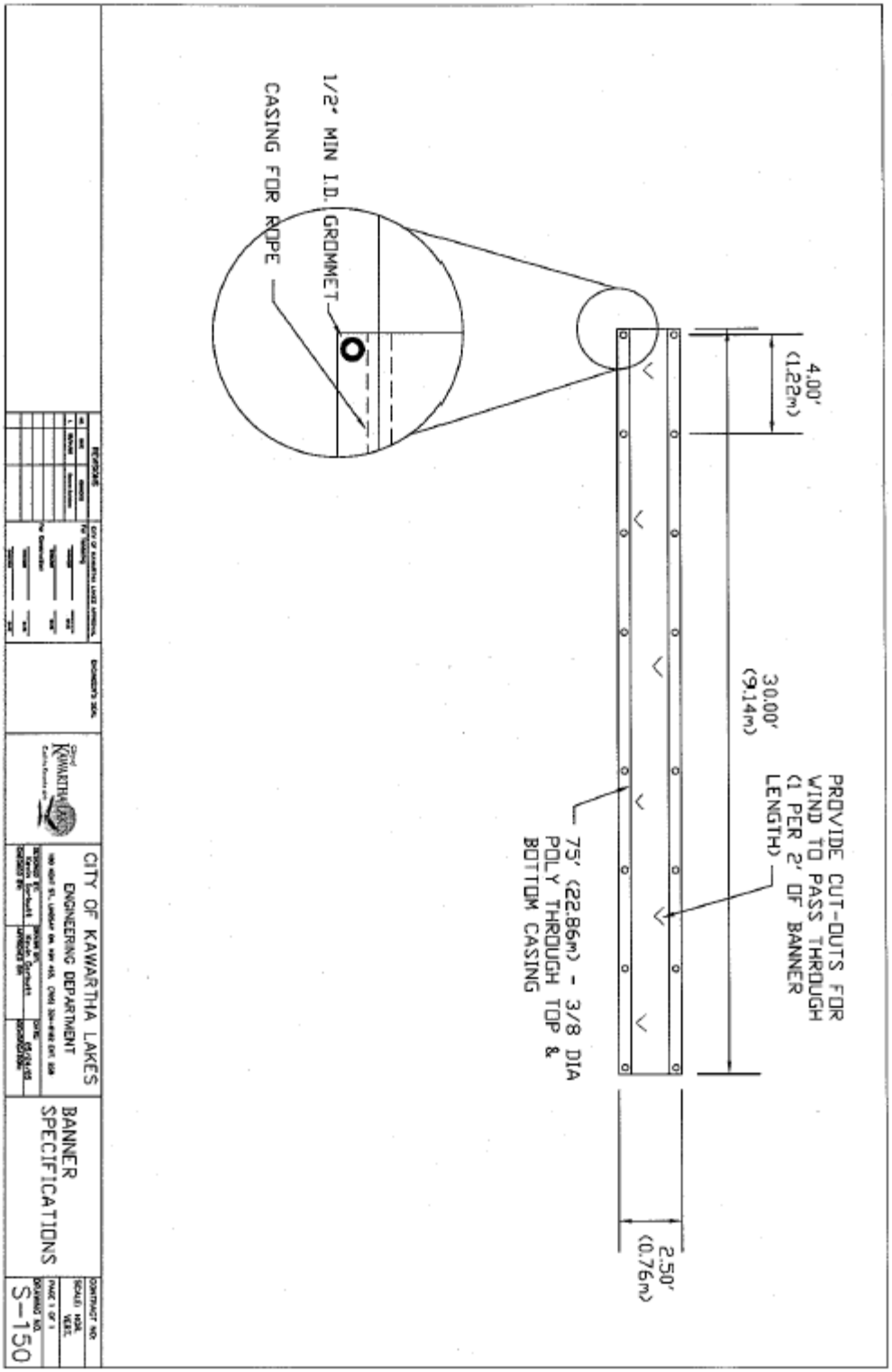
1.08 Banners will be removed within two working days following the final day of the community event or at the end of the approved and paid for time period in the case of commercial entities.

1.09 The banner must be picked up at the location where it was dropped off within five working days of removal. Unclaimed banners will be disposed of by the City. The City will not be held responsible for banners not picked up within this time frame.

1.10 Each not for profit, charitable and/or community based organization shall be permitted one installation per calendar year at one location at no charge. Signs installed will be charged in accordance with Schedule G-4 to the Consolidated Fees By-law, per location for the second and subsequent installations per calendar year. Where any extension of time is granted, no additional charge will apply.

(2016-209, effective November 22, 2016)

1.11 The City of Kawartha Lakes will not accept responsibility for lost, stolen or damages done to the banner how so ever caused.


4.00'
(1.22m)
30.00'
(9.14m)
PROVIDE CUT-OUTS FOR
WIND TO PASS THROUGH
(1 PER 2' OF BANNER
LENGTH)
75' (22.86m) - 3/8 DIA
POLY THROUGH TOP &
BOTTOM CASING
2.50'
(0.76m)
1/2" MIN I.D. GROMMET
CASING FOR ROPE
CITY OF KAWARTHA LAKES
ENGINEERING DEPARTMENT
BANNER
SPECIFICATIONS
S-150

Memo

To: **Members of Council**

From: **Mayor Letham (on behalf of Executive Committee)**

Date: **March 20th,2018**

Subject: **Per Diem and Mileage Compensation for Council Members Serving on Committees/Boards/Agencies (2018-2022 Council Term)**

Background

On November 28 2017, Council passed the following resolution respecting Council remuneration (2018-2022):

> **RESOLVED THAT** Report CAO2017-008, **Council Remuneration (2018-2022)**, be received;
> **THAT** Council salaries be established as outlined in Option 3 in Report CAO2017-008 effective the next term of Council (2018-2022);
> **THAT** a Deputy Mayor position be established effective the next term of Council (2018-2022) and appointed by Council for a one (1) year term with additional annual compensation of $2500;
> **THAT** all Council members are eligible for mileage reimbursement for any City business both within and outside of the City of Kawartha Lakes at the rate set by Council through policy; and
> **THAT** the necessary by-laws be forwarded to Council for adoption.

As well, Council members expressed an interest through recent budget deliberations to review the appropriateness of additional compensation paid to Council Members serving on committees/boards/agencies.

Considering the information above, at the March 1 2018 Executive Committee meeting, I initiated discussion on the appropriateness of per diem and mileage compensation to Council members for committee/board/agency attendance.

As a result, the Executive Committee passed the following motion:

That the Mayor bring forward a memorandum to Council on behalf of Executive Committee, recommending:

1) Mileage paid to any Council Member for attendance at any committee, board or agency, on behalf of the City of Kawartha Lakes be paid through the Council budget (and not through any budget of the committee, board or agency).
2) No Per Diems be paid to any Council Member appointee for attendance at any committee, board or agency, on behalf of the City of Kawartha Lakes
3) Any committee, board or agency that currently budgets mileage and/or per diems for City of Kawartha Lakes Council Members, be requested to adjust their budgets to eliminate this compensation, effective the next term of Council.

That these recommendations be forwarded to Council for consideration and discussion.

Rationale

Council approved a new compensation structure for Council Members effective the next term of Council. Through that review, Council established mileage reimbursement payable for any travel to conduct City business.

It is therefore recommended that Council Members do not claim mileage reimbursement through a committee/board/agency budget, if available, but instead through the established Council budget.

Council member salaries were also restructured and increased effective the next term of Council. In my opinion, the established salary considered and included compensation for:

- Increased area of representation;
- Increased number of constituents a Councillor is accountable to; and
- Required attendance at Council and committee/board/agency meetings.

It is therefore recommended that no per diems be paid to Council members as compensation for being a member of, and attending, committee/board/agency meetings. It is further recommended that any committee/board/agency that budgets for per diems payable to CKL Council members be requested to eliminate this compensation from their budgets effective the next term of Council.

Recommendations to Council

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.

Memo

To: **Members of Council**

From: **Mayor Letham (on behalf of Executive Committee)**

Date: **March 20th, 2018**

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

Background

The City of Kawartha Lakes Council has decided to change the way we do business. We are reducing the size of council, and increasing the area of responsibility for each councillor. We have restructured compensation to reflect changes to a council member's scope of work. We are changing the dynamic and structure of council and have publicly stated that we are trying to expand opportunities to attract new people to represent their communities and all residents through local government.

Our Strategic Plan establishes a goal of "Municipal Service Excellence", and states, …"enhance communications and citizen accessibility to government services".

Considering the information above, at the March 1, 2018 Executive Committee meeting, I brought forward for discussion consideration for scheduling certain Council meetings in the evening.

As a result, the Executive Committee passed the following motion:

That the Mayor bring forward a memorandum to Council on behalf of Executive Committee, regarding the scheduling of Council and committee meetings for the next term of council.

That three options be presented for Council consideration:

1) Status Quo (continue with daytime meetings as currently scheduled).
2) Evening Regular Council meetings (committees and special meetings would remain as currently scheduled).
3) All regular and special council meetings, as well as certain committee meetings of Council, be scheduled in the evening.

That Report CLK2015-019, previously circulated and adopted by Council, be included with the memorandum.

That consideration be given by the future Council to review this after 2 years.

That these options be forwarded to Council for consideration and discussion.

Rationale

I have received several comments from residents and constituents to consider night meetings. The rationale provided includes:

- Opportunity to potentially attract candidates that would not run otherwise (employment schedules, childcare commitments, etc); and

- Access for the public to attend Council meetings could be enhanced through the scheduling of evening meetings.

Recommendations to Council

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.

Attachment: Report CLK 2015-019

CLK2015-019Januar
ytoDecember2016Co

The Corporation of the City of Kawartha Lakes

COUNCIL REPORT

Report Number CLK 2015-019

Date: September 22, 2015
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Subject: **January to December 2016 Council and Planning Committee Calendar**

Author/Title: Judy Currins, City Clerk **Signature:**

Recommendation(s):

RESOLVED THAT Report CLK2015-019, **January to December 2016 Council and Planning Committee Calendar**, be received;

THAT the schedule for Planning Committee, Council Meetings and Special Council Information Meetings for 2016 as outlined in Schedule "A" – January to December 2016 calendars, and appended to this report be approved;

THAT the start time for Regular Council Meetings Open Session remain at 2:00 p.m. on the approved scheduled days with Closed Session scheduled prior to this; and

THAT the start time for Special Council Information Meetings remain at 1:00 p.m. on the approved scheduled days; and

THAT the start time for Regular Planning Committee Meetings remain at 1:00 p.m. on the approved scheduled days.

Department Head: _____

Corporate Services Director / Other: _____

Chief Administrative Officer: _____

Background:

A Council and Planning Committee meeting calendar for the entire year is developed and approved by Council which allows all parties to plan for reports and initiatives coming forward, as well as to assist in vacation and other meeting scheduling. This initiative has been looked upon favourably by Council, Staff and the Public. This report addresses January to December for 2016.

At the August 12, 2015 Special Council Meeting, the following resolution was adopted:

> **RESOLVED THAT** the memorandum from Mayor Letham regarding Council and Planning Committee Meetings, be received; and
> **THAT** the matter of the 2016 Council and Planning Committee Meeting Schedule be referred to staff for an analysis of the options available for day versus night meetings.
>
> **CARRIED CR2015-921**

This report also addresses that direction.

Rationale:

The purpose of this report is to put forward a calendar for 2016 for the benefit of Council, Staff, the public and media, to achieve the following goals:

a) To provide Council, Staff, the Public and Media with an outline of the Planning Committee and Council Meeting dates to occur in the calendar year – 2016;

b) To provide Council with reduced meeting commitments during the summer break period and a break during the Christmas season;

c) To assist with scheduling of holidays for Council and staff;

d) To accommodate Councillors and staff attendance at municipal conferences without having a conflict with a council meeting;

e) To schedule Special Council Information Meetings quarterly to allow for planned presentations and deputations from the public for new items to Council;

f) To schedule Special Council Information Meetings monthly to allow for planned presentations for Core Service Review Items.

g) To provide one week breaks throughout the year to allocate time for Special Council Meetings, Workshops, Training Opportunities and Strategic Sessions with Council without overburdening Members of Council during regular cycles. This will allow Council the preparation time to participate in these sessions;

h) To provide the schedule in advance to allow the purchasing staff to plan for reports to Council as required. This has eliminated or reduced the need for any delegation of authority.

Council will note that two Council meeting days, back-to-back, have been set aside in July and August. This is to allow for anticipated report volume prior to and during the summer break.

In addition to the meeting dates being established for the entire year, Council also requested that a review of the meeting times be included in this Report.

There were four Council meeting start time options identified to be considered:

- Status Quo (1:00 p.m.), Morning Start (9:00 or 9:30 a.m.), Late Afternoon Start (4:00 or 5:00 p.m.) or Evening Start (6:00 or 7:00 p.m.)

There were two Planning Committee meeting schedule options identified to be considered:

- Status Quo (1:00 p.m.) and Evening Start (6:00 or 7:00 p.m.)

Four areas that will be impacted by the start time options were reviewed as part of this analysis:

- Council Employment and Personal Time, Public Participation, Security, Staff Resources

The points raised within this section apply to both Council and Planning Committee Meetings.

<u>Council Employment and Personal Time</u> was considered with the impact on the member for outside of the municipal work commitments. Several members of Council have work commitments that the time of meetings impact on their obligations. It was noted that no matter when meetings are held, there is likely to be conflicts with members' employment or other family, volunteer or personal commitments.

<u>Public Participation</u> includes:

- Real Time Broadcast - Cogeco advised that broadcasting meetings in real time would be able to be accommodated if the start time was morning or early afternoon. Evenings or late afternoon start times caused them concern as the meeting would conflict with existing programs. The

difficulty for them with scheduling Council Meetings in the late afternoon or evening arises with variable end times of the meeting. If the meeting time did not allow them real time broadcasting, it would be taped and rebroadcast at a later time. There are other alternatives for broadcast, such as web casting, however, it would be an increase to the budget.

- public attendance at meetings - The time of a meeting start may influence attendance by members of the public. Historically, most people only attend meetings if they have a direct issue and there is little attendance simply for interest no matter what time meetings are held. The location of the Council Chambers was not included in this analysis nor the influence it has on public participation.
- impact on the business community – timing of meetings may impact on the business community. This would include impact on professional staff attending night meetings and the cost to applicants. Day meeting times might impact participation as business owners may not be able to attend as they must keep the business open during the day.
- impact on the individual – shift work may result in a person being unable to attend any of the times chosen for a meeting. It may result in the individual having to address Council in a written form and not actually attending the meeting. The Clerk's Office has not received any complaints about the timing of Council or Planning Committee Meetings, but have heard comment that it was inconvenient for the individual. Inviting representatives or staff of other agencies or organizations may be more difficult, in particular those travelling a long distance or the cost to the organization for overtime, etc. Meeting starts late in the afternoon may not make the meeting more accessible to individuals unless they come directly from work.
- season impacts and travel – consideration was given to the seasonal impacts of the area and travel distances as they relate to meeting times. Evening meetings result in more travel in darkness in the September to March time frame. Some members of Council, attending staff and the public may have long distances to travel to and from meetings. Seasonal impacts of the winter season for morning or night meetings due to road clearing was also another consideration.

<u>Security</u> - involves both personal and building securities. Due to the fact that meetings are open to the public, the building must be open. Many buildings are not designed to restrict the public only to the meeting area. This makes security of the personal safety of members of Council, the public attending and staff an issue. For example, someone could enter City Hall during an evening meeting without anyone in the Council Chambers seeing the entry. They could access many parts of the building undetected. Also, security is an issue exiting buildings after the meeting, particularly at night and alone. Day meetings allow all City Hall staff to assist guests within the building and provide direction to the meeting location.

Staff Resources - consideration of both union and non-union staff that may attend meetings. Currently, union staff would have to be scheduled a month in advance to change their normal work hours to enable them to attend evening meetings. This could be accommodated, however, with the consent agenda, the report may not be extracted and staff has been scheduled to attend. Finalizing the list of extracted items by noon the day of the meeting would assist to notify staff, however, it does not remedy the scheduling commitment required. Staff would be able to continue working if located at City Hall but if their normal work location is not City Hall, security issues arise. The unionized employees, if scheduling was not completed in accordance with the contract, would be paid overtime resulting in additional costs. Non-union staff are given lieu time up to 37.5 hours per year, after this, any additional hours is personal time used at no expense to the corporation. Senior staff would attend meetings to answer questions, however, they do not always have all of the answers to questions that arise. This could cause delays in the decision making process.

Lieu time can be accommodated, however, there is an impact on operations during normal working hours. For example, if there are three purchasing reports from three different buyers, those three union staff would have to attend the meeting. The time spent sitting at meetings is not productive work time except for their item and the corporation loses the normal working time as lieu time. The public and Council expect staff to be in attendance during normal working hours.

Change in the procedure and timing of the preparation and circulation of the amended agenda would be required if a morning start time was approved.

Information Technology staff would not be available for meeting times in the evening unless paid overtime. Staff resources are required for day operations so there is little rescheduling opportunities. This would be an additional expense.

Other Alternatives Considered:

The calendar is to be a guiding document for 2016. Council has the option to make any revisions to the calendar as they see fit or as circumstances change throughout the year. The calendar includes Council Information Meetings so the public are aware of meeting dates to bring new items or make presentations to Council. Council may choose to test evening meetings over a few months or alternate between day and night meetings for Council and/or Planning. This may cause confusion with the public, however, it might be a viable pilot.

Further, Special Council meetings may be called by the Chair subject to the usual notice and are not included on the calendars.

Should Council wish to change the start time of meetings, the following resolution would be substituted, with the new time inserted, for the recommended status quo resolution.

> **THAT** the start time for Regular Council Meetings and Special Council Information Meetings be changed to XX:00 (a.m. or p.m.) on the approved scheduled days; and
>
> **THAT** the start time for Regular Planning Committee Meetings be changed to XX:00 (a.m. or p.m.) on the approved scheduled days.

Financial Considerations:

N/A

Relationship of Recommendation(s) To Strategic Priorities:

The Schedule Guideline will allow Council and staff to deal with issues relating to the adopted strategic priorities in a planned manner.

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Comments:

Consultations:

Mayor Letham
Senior Management Team
Cogeco

Attachments:

Appendix A – January to December 2016 Calendars

2016 Calendar Meeting Schedule.doc

Phone: 705-324-9411 Ext. 1295
E-Mail: jcurrins@city.kawarthalakes.on.ca
Department Head: Ron Taylor, CAO
Department File:

The Corporation of the City of Kawartha Lakes

Minutes

Planning Advisory Committee Meeting

PC2018-02
Wednesday, March 7, 2018
1:00 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Mayor Andy Letham
Councillor Brian Junkin
Councillor Rob Macklem
Councillor Gord Miller
Councillor Patrick O'Reilly
Councillor Heather Stauble
Councillor Andrew Veale
Mike Barkwell
Debbie Girard

Accessible formats and communication supports are available upon request.

1. Call to Order and Adoption of Agenda

Chair O'Reilly called the meeting to order at 1:01 p.m. Mayor A. Letham, Councillors B. Junkin, R. Macklem, G. Miller, H. Stauble and A. Veale and M. Barkwell were in attendance.

Deputy Clerk and Recording Secretary A. Rooth, Administrative Assistant K. Lewis, Director C. Marshall, Supervisor C. Sisson, Planner IIs D. Harding and M. LaHay and Planning Officer I. Walker were also in attendance.

Absent: D. Girard

The Chair opened the meeting and introduced Planning Advisory Committee and the members of staff present.

Moved By Councillor Miller
Seconded By Councillor Junkin

That the agenda for the Wednesday, March 7, 2018 Planning Advisory Committee Meeting be adopted as circulated.

Carried

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest noted.

3. Public Meeting

The Chair stated that, as required under the Planning Act, a public meeting is being held prior to the City of Kawartha Lakes Council making decisions on the following planning matters.

3.1 PLAN2018-024

An application to amend the Township of Fenelon Zoning By-law 12-95 to make textual amendments to the Rural Residential Type Three Exception Seven (RR3-7) Zone and adjust the boundaries of the Rural Residential Type Three (RR3) Zone and Rural Residential Type Three Exception Seven Zone categories in order to facilitate two lot line adjustments between two residential lots with different zone categories and to recognize the setbacks established by the existing dwelling, deck, and pool on 14 Jubbs Shore Road. The subject lands are described as Lot 9 and Block 10, Plan 573, Geographic Township of Fenelon, City of Kawartha Lakes, identified as 14 and 24 Jubbs Shore Road (Robert (Bob) and Lois Elaine Bereznicki) –

Planning File D06-2018-008
David Harding, Planner II

The Chair requested staff to advise on the manner of giving notice for the proposed Zoning By-law Amendment. He also asked staff to briefly describe the proposal and summarize the correspondence, if any, received to date.

Mr. Harding confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 500 metres, and a sign was posted on the subject property. He summarized the application, explaining that it proposes to make textual amendments to the Rural Residential Type Three Exception Seven (RR3-7) Zone and adjust the boundaries of the Rural Residential Type Three (RR3) Zone and Rural Residential Type Three Exception Seven Zone categories in order to facilitate two lot line adjustments between two residential lots with different zone categories and to recognize the setbacks established by the existing dwelling, deck, and pool. The Zoning By-law Amendment will fulfill a condition of provisional consent to allow a land swap and reconfiguration of zone categories. The application conforms to the Growth Plan and is consistent with the Provincial Policy Statement. Mr. Harding summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional comments were received from Chippewas of Rama First Nation advising that they had no concerns, and from the property owner to the south, Mr. Lewis, expressing concerns regarding the proximity of the existing development to the lot line with his property and the area of his property that is currently being maintained as part of the subject land, suggesting ownership, and other encroachment concerns. Mr. Harding responded to questions from Committee members. Mr. Harding respectfully requested that the matter be referred back to staff, for a one month deferral, to allow staff and the applicant to engage with the adjacent property owner to address his concerns.

The Chair inquired if the applicant wished to speak to the application.

Rob Bereznicki, owner, advised that he had just been made aware of his neighbours concerns and that the one month deferral will allow time to work with the neighbour to come to a solution. He responded to questions from Committee members.

The Chair inquired if anyone wished to speak to the application.

David Lewis, neighbour to the south, advised that he had only recently become

aware of the exact location of the property line and expressed concern with the close proximity of the house, deck and pool to his property. He noted that there could be potential liability issues for him and the close proximity may cause conflict with future owners. Mr. Lewis responded to questions from members of Committee.

No other persons spoke to the application.

3.2 PLAN2018-025

Applications for Official Plan and Zoning By-law Amendment together with a Revised Draft Plan of Subdivision to permit 146 lots for single detached dwellings on the west side of Angeline Street North, Lindsay (CIC Developments Inc.)
Ian Walker, Planning Officer – Large Developments

The Chair requested staff to advise on the manner of giving notice for the proposed Official Plan and Zoning By-law Amendment. He also asked staff to briefly describe the proposal and summarize the correspondence, if any, received to date.

Mr. Walker confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120 metres, and a sign was posted on the subject property. He summarized the applications, explaining that there are three (3) applications, namely an Official Plan Amendment, a Zoning By-law Amendment and a Revision to a Draft Plan of Subdivision, originally approved in 1994. The applications, if approved, would permit 146 lots for single detached dwellings on the west side of Angeline Street North, Lindsay and would resolve issues with conflicting plans. The application conforms to the Growth Plan and consistency with the Provincial Policy Statement will be established through the complete review of the applications. Mr. Walker summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional inquiries were received from citizens at the Planning Division counter, via phone call and via e-mail regarding the application. One comment was also received by e-mail, objecting to the proposal to remove the block for the park addition. Mr. Walker advised that the Community Services Department indicated that should the City accept cash in lieu of parkland, the funds could be allocated to upgrades or enhancements to three other nearby parks; Elgin, Orchard and Sylvester Parks. Staff are recommending that the application be referred back to staff. Mr. Walker and Ms. Sisson responded to questions from Committee members.

The Chair inquired if the applicant wished to speak to the application.

Michael Bissett of Bousfields Inc., on behalf of applicant, advised that he was available to respond to questions from Committee. He responded to questions from Committee members.

The Chair inquired if anyone wished to speak to the application.

Joe McColl expressed concern regarding a lack of dedicated parkland for open space for the community and the distance residents would need to travel to get to other parks. He questioned the potential elimination of the north entrance, the narrowing of the Orchard Park Road access, the impact on traffic volumes and where sidewalks would be located.

Cindy Baldrel, resident of Hopkins Road, expressed concerns regarding traffic volume, the elimination of the north exit, lack of green space and safety for families trying to travel to access other local parks. She objected to the selling of green space with no guarantee of other parks being developed in new subdivisions.

Moti Tahiliani expressed concern regarding his property at 236 Angeline Street North in Lindsay, noting that he has been in negotiations with Dunster Investments Inc. to purchase a piece of road to accommodate a proposed trail beside the creek with the intent of developing the property. He noted that he had approached the City's Engineering Department last year with a request to extend his development from 7 to 14 lots and was advised that there was insufficient sewer capacity to allow for this and questioned how there was capacity to allow for the new lots proposed by this application.

Dorothy Carroll, resident of Orchard Park Road, expressed concern regarding traffic, particularly during times when school busses are accessing schools, and the need to have two entrances to the subdivision to allow for emergency vehicle access.

Carol Barkwell, resident of Richard Avenue, expressed concerns regarding traffic flow, having only one entrance and the loss of park space.

Bill Langdon, resident of Hopkins Road expressed concerns regarding the impact

of additional homes on traffic volumes in the area and the loss of the only green space, being Joan Park.

No other persons spoke to the application.

3.3 PLAN2018-026

Applications to amend the Lindsay Official Plan from the "Residential" to "Residential-Commercial" designation and to amend the Lindsay Zoning By-law from the "Residential (R3) Zone" to "Mixed Residential Commercial (MRC-S*) Special Exception Zone" to permit either a residential use or limited commercial uses on the property identified as 21 Victoria Avenue North, Lindsay (1035479 Ontario Limited – Rick Carter)
Mark LaHay, Planner II

The Chair requested staff to advise on the manner of giving notice for the proposed Amendment to the Lindsay Official Plan. He also asked staff to briefly describe the proposal and summarize the correspondence, if any, received to date.

Mr. LaHay confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120 metres, and a sign was posted on the subject property. He summarized the application, explaining that it proposes to permit either a residential use or limited commercial uses on the property identified as 21 Victoria Avenue North, Lindsay. The applicant intends to convert the existing building to a personal service establishment/clinical movement education workspace, and replace the existing building, in future, with a raised bungalow style single detached dwelling that could be used for either residential or limited commercial purposes. Mr. LaHay outlined reports and plans submitted in support of the application as detailed in his report and advised that staff cannot fully evaluate the appropriateness of the proposal at this time as responses from City Departments and commenting agencies have not yet been received. Further discussion with the applicant is required to refine the proposal with respect to conformity to applicable policies and/or zoning provisions. The application appears to conform to the Growth Plan and to be consistent with the Provincial Policy Statement. Mr. LaHay summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional comments were received from Chippewa of Rama First Nation, advising that they had forwarded the information to Williams Treaties First Nation. Staff are recommending that

the application be referred back to staff. Mr. LaHay responded to questions from Committee members.

The Chair inquired if the applicant wished to speak to the application.

Kent Randall of EcoVue Consulting, Planners for the applicant, summarized the intent of the proposal, being to allow for small commercial use to accommodate a home occupation within the constraints of the small lot and house. He noted that the combination of commercial and residential would allow the owner some flexibility should the property be sold in future. Mr. Randall responded to questions from Committee members.

The Chair inquired if anyone wished to speak to the application.

No other persons spoke to the application.

The public meeting adjourned at 2:12 p.m.

4. Business Arising from Public Meeting

4.1 Item 3.1

PAC2018-014
Moved By Mayor Letham
Seconded By Councillor Miller

That Report PLAN2018-024, respecting **Lot 9 and Block 10, Geographic Township of Fenelon, and identified as 14 and 24 Jubbs Shore Road, Bereznicki – Application D06-2018-008**, be received;

That Report PLAN2018-024 respecting Application D06-2018-002 be referred back to staff to allow for consultation with the neighbour who has raised concerns regarding the application.

Carried

4.2 Item 3.2

PAC2018-015
Moved By Councillor Veale
Seconded By Councillor Macklem

That Report PLAN2018-025, respecting Part of Lot 24, Concession 4 (Formerly Ops) 57R-7234, Parts 9 to 14, Former Town of Lindsay, CIC Developments Inc.

– Applications D01-2018-002, D06-2018-010, D05-2018-002 and D05-18-032, be received; and

That Report PLAN2018-025 respecting Applications D01-2018-002, D06-2018-010, D05-2018-002 and D05-18-032 be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City departments and that any comments and concerns have been addressed.

Carried

4.3 Item 3.3

PAC2018-016
Moved By Councillor Stauble
Seconded By Councillor Macklem

That Report PLAN2018-026, respecting Part Lot 14, South of Wellington Street, Town Plan**,** former Town of Lindsay, 1035479 Ontario Limited – Rick Carter – Applications D01-2018-001 and D06-2018-009, be received; and

That Applications D01-2018-001 and D06-2018-009 be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City departments and that any comments and concerns have been addressed.

Carried

5. Deputations

6. Correspondence

7. City of Kawartha Lakes Reports

7.1 PLAN2018-023

An application to amend the City of Kawartha Lakes Oak Ridges Moraine Zoning By-law 2005-133 to change the zone category on the majority of the property from Oak Ridges Moraine Country Side Area (ORMCS) Zone to an Oak Ridges Moraine Country Side Area Special (ORMCS-*) Zone to prohibit residential use on the proposed retained agricultural land described as Part of Lots 8 and 9, Concession 3, Geographic Township of Manvers, City of Kawartha Lakes, identified as 510 Telecom Road (Darmar Farms Inc.) –

Planning File D06-17-002
David Harding, Planner II

Mr. Harding provided a brief overview of his report. He responded to questions from Committee members.

PAC2018-017
Moved By Mayor Letham
Seconded By Councillor Miller

That Report PLAN2018-023, respecting **Part of Lots 8 and 9, Concession 3, Geographic Township of Manvers, and identified as 510 Telecom Road, Darmar Farms Inc. – Application D06-17-002**, be received;

That a Zoning By-law Amendment respecting application D06-17-002, substantially in the form attached as Appendix D to Report PLAN2018-023, be approved and adopted by Council; and

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

Carried

8. Adjournment

Moved By Councillor Veale
Seconded By M. Barkwell

That the Planning Advisory Committee Meeting adjourn at 2:32 p.m.

Carried

Recommendations from the March 7, 2018 Planning Advisory Committee Meeting:

PAC2018-014
Moved By Mayor Letham
Seconded By Councillor Miller

That Report PLAN2018-024, respecting **Lot 9 and Block 10, Geographic Township of Fenelon, and identified as 14 and 24 Jubbs Shore Road, Bereznicki – Application D06-2018-008**, be received;

That Report PLAN2018-024 respecting Application D06-2018-002 be referred back to staff to allow for consultation with the neighbour who has raised concerns regarding the application.

Carried

PAC2018-015
Moved By Councillor Veale
Seconded By Councillor Macklem

That Report PLAN2018-025, respecting Part of Lot 24, Concession 4 (Formerly Ops) 57R-7234, Parts 9 to 14, Former Town of Lindsay, CIC Developments Inc. – Applications D01-2018-002, D06-2018-010, D05-2018-002 and D05-18-032, be received; and

That Report PLAN2018-025 respecting Applications D01-2018-002, D06-2018-010, D05-2018-002 and D05-18-032 be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City departments and that any comments and concerns have been addressed.

Carried

PAC2018-016
Moved By Councillor Stauble
Seconded By Councillor Macklem

That Report PLAN2018-026, respecting Part Lot 14, South of Wellington Street, Town Plan**,** former Town of Lindsay, 1035479 Ontario Limited – Rick Carter – Applications D01-2018-001 and D06-2018-009, be received; and

That Applications D01-2018-001 and D06-2018-009 be referred back to staff to address any issues raised through the public consultation process and for further

review and processing until such time that all comments have been received from all circulated agencies and City departments and that any comments and concerns have been addressed.

Carried

PAC2018-017
Moved By Mayor Letham
Seconded By Councillor Miller

That Report PLAN2018-023, respecting **Part of Lots 8 and 9, Concession 3, Geographic Township of Manvers, and identified as 510 Telecom Road, Darmar Farms Inc. – Application D06-17-002**, be received;

That a Zoning By-law Amendment respecting application D06-17-002, substantially in the form attached as Appendix D to Report PLAN2018-023, be approved and adopted by Council; and

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

Carried

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

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

Recitals

1. Council adopted By-law 2017-090 on May 2, 2017 to appoint an Inspector and Municipal Law Enforcement Officer.

2. Council deems it appropriate to repeal By-law 2017-090 due to changes in staffing.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"Council" or "City Council" means the municipal council for the City.

Section 2.00: Repeals

2.01 **Repeal:** By-law 2017-090 is repealed.

Section 3.00: Effective Date

3.01 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

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)

Recitals

1. By-law 2017-216, being a By-law to Regulate Fenes in the City of Kawartha Lakes was adopted by Council on October 24, 2017.
2. An amendment is required to clarify the definition of "Construct a fence" within the by-law for enforcement purposes.
3. This change require an amendment to the original by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1.00: Definitions and Interpretation

Definitions:

All defined terms in the amending By-law take their meaning from By-law 2017-216 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Amendment:** Section 1.01 to By-law 2017-216 – Definitions be amended by removing the definition:

"Construct a fence" means to, construct, erect, build, install, alter, reconstruct or replace a fence or to cause or permit another person to do so and "construct a pool fence" has a corresponding meaning;

and replacing it with:

"Construct a fence" means to own, permit, construct, erect, build, install, alter, reconstruct or replace a fence or to cause or permit another person to do so and "construct a pool fence" has a corresponding meaning;

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Chief Building Official is responsible for the administration of this by-law.

3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

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

Recitals

1. By-law 2016-206, a By-law to establish and require payment of fees for information, services, activities and use of City property in the City of Kawartha Lakes was adopted by Council on November 8, 2016.
2. At the March 20, 2018 Regular Council Meeting, Council approved Resolution CR2018-XXX for updates to Planning Fees.
3. This by-law amends By-law 2016-206 to reflect this decision.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1.00: Definitions and Interpretation

Definitions:

All defined terms in the amending By-law take their meaning from By-law 2016-206 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Amendment:** Schedule E-1 to By-law 2016-206 – Planning Fees is amended by removing:

E – 1 Planning Fees						
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**
OMB Appeal Processing Fee						
OMB Appeal Processing Fee - Consent or Minor Variance Application	each	None			$150.00	NEW
OMB Appeal Processing Fee -	each	None			$300.00	NEW

E – 1 Planning Fees						
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**
Planning Act Applications						

2.02 **Amendment:** Schedule E-1 to By-law 2016-206 – Planning Fees is amended by adding:

E – 1 Planning Fees						
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**
Administration						
Prescreening Application to Open a Road Allowance	each	None			$200.00	NEW By-law 2018-XXX
Deeming By-law or Repeal of Deeming By-law						
Deeming Application where required as a condition of consent	each	None			$385.00	NEW By-law 2018-XXX
Minor Variance						
Minor Variance for Approval of Accessibility Structures	each	Advertising Fee			$550.00	NEW By-law 2018-XXX
Preparation of Development Agreement						
Where required to facilitate the merger of one or more properties	each	None			$1,500.00	NEW By-law 2018-XXX

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of the City Departments are responsible for the administration of the respective department fees as approved in Schedules A to H of By-law 2016-206.

3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018 -

**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**

File D30-2018-004, Report PLAN2018-021, respecting 235 Front Street West – MAGUIRE

Recitals:

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

2. Council has been requested to pass a Deeming By-law, by the owner of the land described in Section 1 of this By-law in order to permit consolidation of lands through consent application D03-17-004.

3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.

4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.

5. Council considers it appropriate to enact the requested By-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1:00 Details

1.01 **Property Affected**: PIN 631270423 (LT). The Property affected by this By-law is described as Lot 13 Registered Plan 55, former Village of Bobcaygeon, City of Kawartha Lakes.

1.02 **Deeming Provision**: The Property is deemed not to be part of a Registered Plan of Subdivision for of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

Section 2:00 General Terms

2.01 **Force and Effect**: This By-law shall come into force on the date it is finally passed, subject to the provisions of Sections 50(26), 50(28), and 50(29) of the Planning Act, R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this ** day of **, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018 -

**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**

File D30-2018-003, Report PLAN2018-020, respecting 584 Birch Point Road – KELLY

Recitals:

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

2. Council has been requested to pass a deeming By-law, by the owner of the land described in Section 1 of this By-law in order to permit consolidation of lands through consent application D03-17-016.

3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.

4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.

5. Council considers it appropriate to enact the requested By-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1:00 Details

1.01 **Property Affected**: PIN 631650702 (LT) and PIN 631650703 (LT). The Property affected by this By-law is described as Lot 11 and Lot 12, Registered Plan 291, geographic Township of Fenelon, City of Kawartha Lakes.

1.02 **Deeming Provision**: The Property is deemed not to be part of a Registered Plan of Subdivision for of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

Section 2:00 General Terms

2.01 **Force and Effect**: This By-law shall come into force on the date it is finally passed, subject to the provisions of Sections 50(26), 50(28), and 50(29) of the Planning Act, R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this ** day of **, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, Clerk

The Corporation of the City of Kawartha Lakes

By-law 2018-

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

[File D06-17-032, Report PLAN2018-027 respecting Part Lot 25, Concession 8, geographic Township of Manvers, - Woodland Hills Community Inc. and Watersmeet Corporation]

Recitals

1. Section 36 of the *Planning Act* authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.

2. The Council of the Township of Manvers enacted By-law No. 99-04 and By-law No. 2000-17, which contained a Holding (H) symbol relating to the use of the property.

3. Council has received a request to remove the Holding (H) symbol from the "Rural Residential Type Two Special Fourteen - Holding (RR2-S14)(H) Zone".

4. The conditions imposed by Council and shown in By-law No. 99-04 and By-law No. 2000-17 have been met.

5. Council deems it appropriate to remove the Holding (H) symbol.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-.**

Section 1.00: Zoning Details

1.01 **Property Affected**: The Property affected by this By-law is described as Part Lot 25, Concession 8, geographic Township of Manvers, now in the City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule 'A' to By-law No. 87-06 for the geographic Township of Manvers is further amended to remove the Holding (H) symbol from the "Rural Residential Type Two Special Fourteen - Holding (RR2-S14)(H)" Zone for the land referred to as 'RR2-S14', as shown on Schedule 'A' attached to this By-law.

Section 2:00 General Terms

2.01 **Force and Effect**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Sections 34 and 36 of the Planning Act.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018 -

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

[File D06-17-002, Report PLAN2018-023, respecting Part of Lots 8 and 9, Concession 3, geographic Township of Manvers, identified as 510 Telecom Road – Darmar Farms Inc.]

Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.

2. Council has received an application to amend the categories and provisions relating to a specific parcel of land to prohibit residential use on the subject land.

3. A public meeting to solicit public input has been held.

4. Council deems it appropriate to rezone the Property.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-__.

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described as Part of Lots 8 and 9, Concession 3, geographic Township of Manvers, City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule ‘A’ to By-law No. 2005-133 of the City of Kawartha Lakes Oak Ridges Moraine Zoning By-law is further amended to change the zone category on a portion of the Property from “Oak Ridges Moraine Country Side Area (ORMCS) Zone” to “Oak Ridges Moraine Country Side Special One (ORMCS-S1) Zone” for the land referred to as ‘ORMCS-S1’, as shown on Schedule ‘A’ attached to this By-law.

Section 2:00 Effective Date

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 of the Planning Act R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this ** day of ***, 2018.

_____ _____

Andy Letham, Mayor Cathie Ritchie, City Clerk

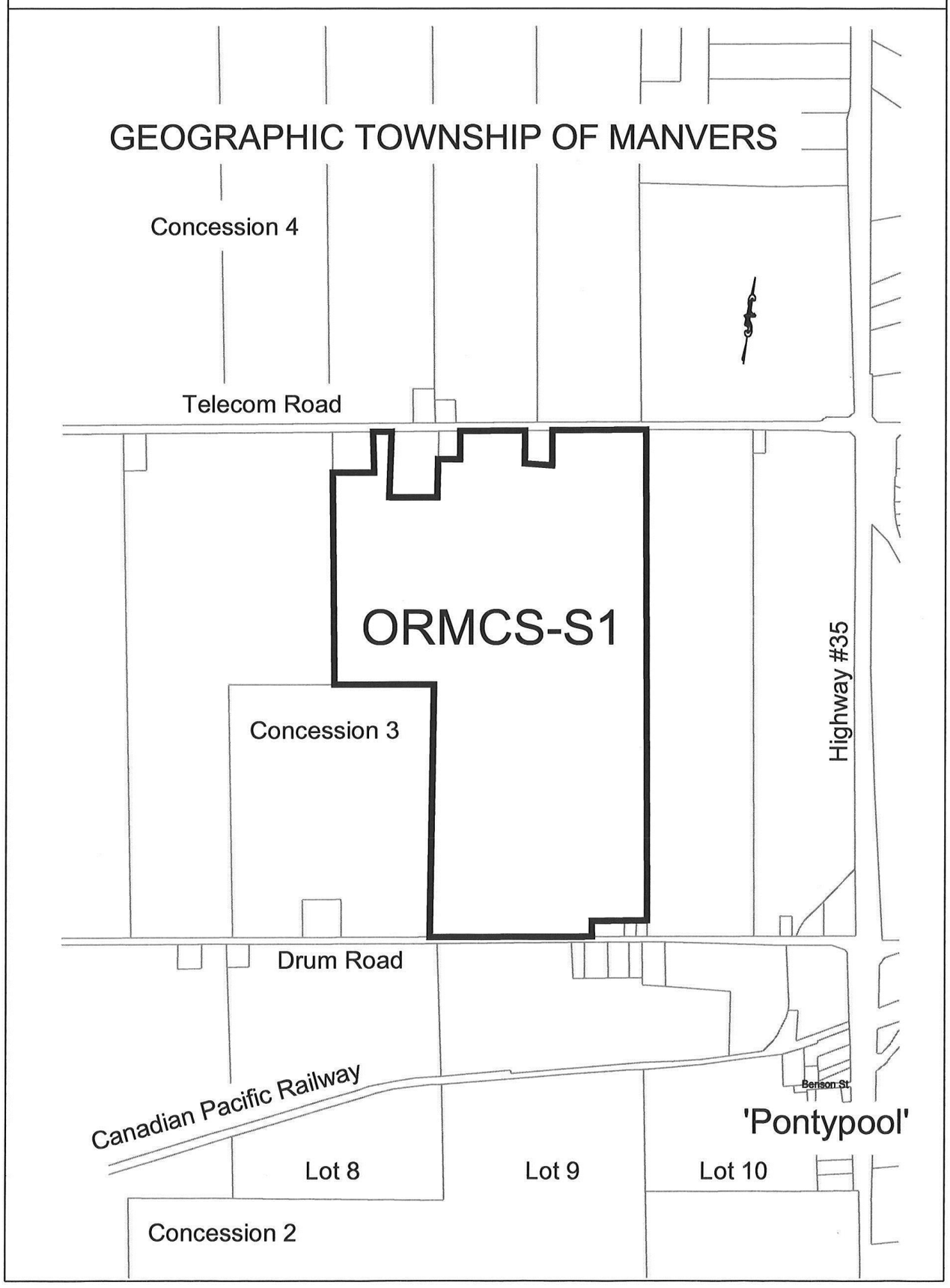
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2018.

MAYOR _____ CITY CLERK _____



The Corporation of The City of Kawartha Lakes

By-Law 2018-

A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, March 20, 2018

Recitals

1. The Municipal Act, 2001, S.O. 2001 c. 25 as amended, provides that the powers of a municipal corporation are exercised by its Council.

2. The Municipal Act, also provides that the Council's powers must be exercised by by-law.

3. For these reasons, the proceedings of the Council of The Corporation of the City of Kawartha Lakes at this meeting should be confirmed and adopted by by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-XXX.

Section 1.00: Confirmation

1.01 The actions of the Council at the following meeting:

Tuesday, March 20, 2018 Regular Council Meeting and each motion, resolution and other action passed or taken by the Council at that meeting is, except where prior approval of the Ontario Municipal Board is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

1.02 The Mayor and the proper officials of the City are authorized and directed to do all things necessary to give effect to the actions of the Council referred to in Section 1.01 of this By-law. In addition, the Clerk is authorized and directed to affix the corporate seal to any documents which require it.

Section 2.00: General

2.01 This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 20th day of March, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk