

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

## **Amended Agenda**

### **Regular Council Meeting**

**CC2018-12**

**Tuesday, June 5, 2018**

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

**Council Chambers**

**City Hall**

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

#### **Members:**

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

Accessible formats and communication supports are available upon request.

1. **Call to Order**
2. **Adoption of Closed Session Agenda**
3. **Disclosure of Pecuniary Interest in Closed Session Items**
4. **Closed Session**
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, June 5, 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 CC2018-12.9.1

Regular Council Meeting Minutes of May 22, 2018

**That** the Minutes of the May 22, 2018 Regular Council Meeting, be received and adopted.

9 - 34

<b>10.</b>	<b>Presentations and Deputations</b>	
10.1	CC2018-12.10.1	35 - 41
	<p><b>Request for Fence Encroachment Licence Agreement - 59 Cambridge Street North</b></p> <p>(Items 11.1.3 and 11.2.2 on the Agenda)</p> <p>Jordan Bress</p>	
10.2	CC2018-12.1.2	
	<p><b>Municipal Accessibility Master Plan 2018-2023</b></p> <p>(Item 11.1.1 on the Agenda)</p> <p>Barbara Condie, Accessibility Officer</p>	
<b>11.</b>	<b>Consent Matters</b>	
	<p>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.</p>	
11.1	Reports	
11.1.1	CLK2018-005	42 - 78
	<p><b>Municipal Accessibility Master Plan 2018-2023</b></p> <p>Barbara Condie, Accessibility Officer</p> <p>That Report CLK2018-005, <b>Municipal Accessibility Master Plan 2018-2023</b>; be received;</p> <p>That the <b>Municipal Accessibility Master Plan 2018-2023</b> be approved; and</p> <p>That the necessary by-law be brought forward for adoption.</p>	
11.1.2	CLK2018-006	79 - 94
	<p><b>Accessibility Policy Update</b></p> <p>Barbara Condie, Accessibility Officer</p> <p>That Report CLK2018-006, <b>Accessibility Policy Update</b>, be received; and</p> <p>That the amended <b>Accessibility Policy</b> provided in <b>Appendix A</b> to Report CLK2018-006, be approved.</p>	

11.1.3	RS2018-016	95 - 103
	<b>Fence Encroachment - 59 Cambridge Street, Lindsay</b> Robyn Carlson, City Solicitor and Acting Manager of Realty Services  <b>That Report RS2018-016, Fence Encroachment – 59 Cambridge Street North, Lindsay, be received.</b>	
11.1.4	CS2018-010	104 - 111
	<b>Emergency Repairs to Murphy Barn (Settler's Village, Bobcaygeon)</b> Craig Shanks, Director of Community Services  <b>That Report CS2018-010 Emergency Repairs to Murphy Barn (Settler's Village, Bobcaygeon), be received; and</b>  <b>That</b> the emergency repairs to the Murphy Barn at Kawartha's Settler's Village be funded to a maximum amount of \$156,200.00 from the Contingency Reserve Fund; and  <b>That</b> a Change Order to the current Purchasing Orders to Terraspec Engineering and Woodrow Contracting to perform design of Phase 1 repair and construction work at the Murphy Barn, be approved to an upset limit of \$156,200.00.	
11.1.5	CEM2018-002	112 - 122
	<b>Janetville Presbyterian Cemetery, 595 Janetville Road</b> Cathy Sleep, Cemetery Administrator  <b>That Report CEM2018-002, Janetville Presbyterian Cemetery, 595 Janetville Road, be received;</b>  <b>That</b> staff take the necessary action to transfer ownership of Janetville Presbyterian Cemetery as set out in the Funeral, Burial and Cremation Services Act, 2002, Section 101.1 Subsections 1 to 8; and  <b>That</b> the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application/agreement/decision.	
11.1.6	PUR2018-023	123 - 126
	<b>Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP</b> Marielle van Engelen, Buyer Robert MacPherson, Water/Wastewater Technician	



**That** Report PUR2018-023, **Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP** (Water Pollution Control Plant), be received;

**That** Shepherd Enterprises Inc. (Shepherd Environmental Services) of Coboconk be selected for the award for the removal, haulage, storage and spreading of biosolids from the Bobcaygeon Water Pollution Control Plant (WPCP) and the Fenelon Falls WPCP for an initial two year term, for a total quoted estimated amount of \$497,466.00, not including HST;

**That** Council approve the three (3) – one (1) year renewal periods included in the quotation, with a unit price increase according to the Canadian Consumer Price Index percentage change, pending successful vendor performance review and annual budget approval;

**That** subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP; and

**That** the Purchasing Division be authorized to issue a purchase order(s) as required.

11.1.7 PUR2018-024 127 - 129

**2018-65-22 Single Source Purchase of Two Ambulance Remounts**

Ashley Wykes, Buyer

Andrew Rafton, Commander of Operations

**That** Report PUR2018-065, **2018-65-SS Single Source Purchase of Two Ambulance Remounts**, be received;

**That** Crestline Coach Ltd. of Saskatoon be awarded the single source purchase of two (2) ambulance remounts at a total cost of \$216,171.38 not including HST; and

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

11.1.8 PLAN2018-053 130 - 137

**By-law to Deem Lots 3 and 4, Registered Plan 129, Geographic Township of Fenelon, being 201 Snug Harbour Road (Heaslip)**

Mark LaHay, Planner II

**That** Report PLAN2018-053, respecting **Lots 3 and 4, Registered Plan 129, Geographic Township of Fenelon, Heaslip – Application D30-2018-009**, be received;

**That** a Deeming By-law respecting Lots 3 and 4, Registered Plan 129, substantially in the form attached as Appendix C to Report PLAN2018-053, 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.

11.1.9      ENG2018-014      138 - 144

**Request for Speed Reduction - Pigeon Lake Road**

Joseph Kelly, Senior Engineering Technician

**That** Report ENG2018-014 **Request for Speed Reduction – Pigeon Lake Road** be received;

**That** the speed limit of Pigeon Lake Road from CKL Rd 36 to a point 1.6 km south be reduced to 60 km/h;

**That** the necessary by-laws for the above recommendations be forwarded to Council for adoption; and

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

11.1.10      SOC2018-002      145 - 169

**Children's Services Update**

Janine Mitchell, Manager Social Services

**That** Report SOC2018-002, **Children's Services Update**, be received.

11.2      Correspondence

11.2.1      CC2018-12.11.2.1      170 - 170

**Request for Exemption from City's Noise By-law**

Lenny Hochberg, Bobcaygeon Bikefest Inc.

**That** the May 24, 2018 correspondence from Lenny Hochberg, Bikefest Inc., regarding a request for an exemption to the Noise By-law, be received; and

**That** the concert/dance event to be held at the Bobcaygeon-Verulam Community Centre, 51 Mansfield St, Bobcaygeon, be exempt from Noise By-law 2005-025, as amended, from June 23, 2018 at 7:00 p.m. to June 24, 2018 at 1:00 a.m.

11.2.2      CC2018-12.11.2.2      171 - 173

**Request for Fence Encroachment License Agreement - 59 Cambridge Street North**

Jordan Bress

**That** the May 25, 2018 correspondence from Jordan Bress, regarding a request for a Fence Encroachment License Agreement at 59 Cambridge Street North, Lindsay, be received.

11.2.3      CC2018-12.11.2.3      174 - 174

**Request for Exemption from City's Noise By-law**

Brenda Dainard

Ride for Sight & The Foundation Fighting Blindness- Canada

**That** the May 25, 2018 correspondence from Brenda Dainard, Ride for Sight & The Foundation for Fighting Blindness - Canada, regarding a request for an exemption to the Noise By-law, be received; and

**That** the Ride for Sight event to be held at the Fenelon Falls Fairgrounds, 24 Veterans Way, Fenelon Falls, be exempt from Noise By-law 2005-025, as amended, for the following dates and times:

From June 15, 2018 at 12:00 noon to June 16, 2018 at 12:30 a.m.

From June 16, 2018 at 12:00 noon to June 17, 2018 at 12:30 a.m.

11.3      Items Extracted from Consent

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

13.      **Petitions**

14.      **Other or New Business**

- 15. By-laws**
- That the By-Law shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.2 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 CC2018-12.15.1.1 175 - 176
- A By-law to Approve the Municipal Accessibility Master Plan 2018-2023 for the City of Kawartha Lakes**
- 15.1.2 CC2018-12.15.1.2 177 - 178
- 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 # 63144-0637 (LT) and Pin # 63144-0638 (LT), Described as Lots 3 and 4, Plan 129, Geographic Township of Fenelon, now City of Kawartha Lakes**
- 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 CC2018-12.19.1 179 - 179
- A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, June 5, 2018**
- That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, June 5, 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**

### **Regular Council Meeting**

**CC2018-11**

**Tuesday, May 22, 2018**

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

**Council Chambers**

**City Hall**

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

#### **Members:**

**Mayor Andy Letham**

**Councillor Isaac Breadner**

**Councillor Pat Dunn**

**Councillor Doug Elmslie**

**Councillor Gord James**

**Councillor Gerard Jilesen**

**Councillor Brian S. Junkin**

**Councillor Rob Macklem**

**Councillor Mary Ann Martin**

**Councillor Gord Miller**

**Councillor Patrick O'Reilly**

**Councillor John Pollard**

**Councillor Kathleen Seymour-Fagan**

**Councillor Heather Stauble**

**Councillor Stephen Strangway**

**Councillor Andrew Veale**

**Councillor Emmett Yeo**

**Accessible formats and communication supports are available upon request.**

**1. Call to Order**

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, J. Pollard, K. Seymour-Fagan, H. Stauble, S. Strangway, A. Veale and E. Yeo were in attendance.

CAO R. Taylor, City Clerk C. Ritchie, Deputy Clerk A. Rooth, City Solicitor R. Carlson and Directors C. Marshall, B. Robinson, J. Rojas and C. Shanks were also in attendance.

**2. Adoption of Closed Session Agenda**

**CR2018-306**

**Moved By** Councillor Macklem

**Seconded By** Councillor Strangway

**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**

**CR2018-307**

**Moved By** Councillor James

**Seconded By** Councillor Dunn

**That** Council convene into closed session at 1:30 p.m. in order to consider matters on the Tuesday, May 22, 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.

Early Departures: Councillors G. Miller and E. Yeo 4:34 p.m.

CAO R. Taylor, City Clerk C. Ritchie and Deputy Clerk A. Rooth 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

The Mayor requested the consent of Council to waive the City's Procedural By-law to allow two (2) additional deputations to be added to the Agenda.

**CR2018-313**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Jilesen

**That** Council waive the Procedural By-law to allow two (2) additional deputations to be added to the Agenda; and

**That** the Agenda for the Open Session of the Regular Council Meeting of Tuesday, May 22, 2018, be adopted as circulated and with the following amendments:

**Additions - Deputations**

10.7

**An application to amend the Village of Omemee Zoning By-law 1993-15 (Foley)**

(Planning Recommendation PAC2018-024, Item 12.1 on the Agenda)

Shannon Foley

10.8

**Secondary Plans Appeals Update**

(Planning Recommendation PAC 2018-026, Item 12.1 on the Agenda) Heather Sadler

**Additions - Consent Correspondence**

11.2.2

**Parking Requirements - Re-development of 171-183 Kent Street West**

(Report PLAN2018-046, Item 11.1.2 on the Agenda)

Shelly Peeken

11.2.3

**An application to amend the Village of Omemee Zoning By-law 1993-15  
(Foley)**

(Planning Recommendation PAC2018-024, Item 12.1 on the Agenda)

Shannon Foley

**Carried**

**6. Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest noted.

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

**7.1 Council**

Councillor O'Reilly:

- The City is hosting an open house regarding the reconstruction of downtown Lindsay on May 31st from 5:30 to 8:00 p.m. in the Victoria Room at City Hall.
- The Lindsay and District Chamber of Commerce Evening of Excellence 2018 Awards is June 1st at the Lakeview Arts Barn.
- The Rotary Club of Lindsay Greek Gods and Goddesses Dinner Fundraiser is May 31st at 6:00 p.m. at the Olympia Restaurant in Lindsay.
- The 15th Annual Trish's Wish Walk-a-thon is on June 2nd.
- The Kawartha Art Gallery is celebrating Canvas Confidential 2018 on May 25th at the Lindsay Golf and Country Club.
- Big Brothers and Big Sisters of Kawartha Lakes presents The Big Dinner/Auction June 7th from 6:00 to 9:30 p.m. at the Victoria Park Armoury.
- The Lindsay Curling Club presents the Flash Back fundraising dance on June 2nd at the Curling Club.
- Lilac Gardens of Lindsay is hosting the Lilac Open House on June 2nd from 11:00 a.m. to 4:00 p.m. at Flynn Park.

Councillor Stauble:

- The Cham Shan Temple in Bethany is hosting an Open House on June 24th.



Councillor Martin:

- Sunnymead Farm on Frankhill Road in Omemee will be hosting the Trilogy Combined Test Series' Championship in August.

7.2 Staff

**8. Matters from Closed Session**

**Item 4.2**

**CR2018-314**

**Moved By** Councillor Stauble

**Seconded By** Councillor Martin

**That** Larry Melnychuk be appointed as the City of Kawartha Lakes representative to the Ganaraska Forest Recreational User Committee for a term ending December 31, 2018.

**Carried**

**Item 4.3**

**CR2018-315**

**Moved By** Councillor Junkin

**Seconded By** Councillor Seymour-Fagan

**That** the following members of the public be appointed to the Bobcaygeon Legacy C.H.E.S.T. Fund Grant Committee for the applicable term of office as stated:

Gregg Mercer for a 3 year term ending December 31, 2020

Beth Gilroy for a 3 year term ending December 31, 2020; and

Tim Young for a 3 year term ending December 31, 2020.

**Carried**

**Item 4.4**

**CR2018-316**

**Moved By** Councillor Macklem

**Seconded By** Councillor Miller

**That** the acquisition of Part of Lot 18, Concession B, in the Geographic Township of Mariposa, City of Kawartha Lakes, being Part of PIN: 63196-0102 (LT) for road purposes, be approved;

**That** staff be directed to commence the process of obtaining ownership of the required land, for the price of \$5,000.00 and all related costs of the transaction, at the City's expense;

**That** all costs associated with the transfer (estimated at \$11,000.00) be drawn from the Property Development Reserve;

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

**That** the necessary By-laws (to transfer title to the land and dedicate the transferred land as a road) be forwarded to Council for adoption.

**Carried**

**9. Minutes**

**9.1 CC2018-11.9.1**

**Regular Council Meeting Minutes of May 8, 2018**

**Special Council Information Meeting Minutes of May 15, 2018**

**CR2018-317**

**Moved By** Councillor Strangway

**Seconded By** Councillor Pollard

**That** the Minutes of the May 8, 2018 Regular Council Meeting and the May 15, 2018 Special Council Information Meeting, be received and adopted.

**Carried**

**10. Presentations and Deputations**

10.1 CC2018-11.10.1

**Olde Gaol Museum Lease - Victoria County Historical Society**

(Report CS2018-009, Item 11.1.1 on the Agenda)

Victoria County Historical Society

Jessica Wilson

Sara Walker-Howe

Jessica Wilson and Sara Walker-Howe, on behalf of the Victoria County Historical Society, attended Council to request financial relief from the City to the end of 2019 to cover hydro, water, snow removal and grass cutting costs to provide the society with time for the development of a sustainable business plan.

**CR2018-318**

**Moved By** Councillor Martin

**Seconded By** Councillor Stauble

**That** the deputation of Jessica Wilson and Sara Walker-Howe, regarding the **Olde Gaol Museum Lease - Victoria County Historical Society** (Report CS2018-009, Item 11.1.1 on the Agenda), Victoria County Historical Society, be received.

**Carried**

10.2 CC2018-11.10.2

**Olde Gaol Museum Lease - Victoria County Historical Society**

(Report CS2018-009, Item 11.1.1 on the Agenda)

Joan Abernethy

Joan Abernethy advised that she was in support of the request for financial relief for the Victoria County Historical Society. She further requested that the City; make available to all not-for-profit agencies assistance in developing small business plans; appoint a member of Council to the Society's Board; provide clarity regarding whether Council intends the Society to administer the Olde Gaol Museum on behalf of the City or Lindsay; and provide financial oversight for so long as the City financially supports the Society.

**CR2018-319**

**Moved By** Councillor Dunn

**Seconded By** Councillor O'Reilly

**That** the deputation of Joan Abernethy, regarding **Olde Gaol Museum Lease - Victoria County Historical Society**, (Report CS2018-009, Item 11.1.1 on the Agenda), be received.

**Carried**

10.3 CC2018-11.10.3

**Proposed Surplus Declaration, Closure and Sale of Various Unopened Road Allowances Adjacent to 1684 Victoria Road, Bexley**

(Report RS2018-014. Item 11.1.8 on the Agenda)

James Webster

James Webster advised that he was in attendance to respond to questions from Council members. There were no questions put forward.

**CR2018-320**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Strangway

**That** the deputation of James Webster, regarding **Proposed Surplus Declaration, Closure and Sale of Various Unopened Road Allowances Adjacent to 1684 Victoria Road, Bexley**, (Report RS2018-014. Item 11.1.8 on the Agenda), be received.

**Carried**

10.4 CC2018-11.10.4

**Secondary Plans Appeals Update**

(Planning Recommendation PAC 2018-026, Item 12.1 on the Agenda)

James Webster

Doug Carroll

Mr. Webster and Mr. Carroll attended Council to request that the Fenelon Falls Secondary Plan be referred back to staff for further discussion regarding the lands owned by Black Bear Estates Inc., which have been predominantly removed from the Fenelon Falls Secondary Plan development designation area, expressing concern with the lack of consultation with stakeholders through the appeals process.

**CR2018-321**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Martin

**That** the deputation of James Webster and Doug Carroll, regarding the **Secondary Plans Appeals Update**, (Planning Recommendation PAC 2018-026, Item 12.1 on the Agenda), be received.

**Carried**

10.5 CC2018-11.10.5

**Parking Requirements – Re-development of 171-183 Kent Street West**

(Report PLAN2018-046, Item 11.1.2 on the Agenda)

Marco Pietrangelo, APG Kent Properties Corp.

Marco Pietrangelo of APG Kent Properties Corp attended Council to confirm their acceptance of the recommendation in Report PLAN2018-046. He provided information on the proposed development and requested that Council support the staff recommendation regarding cash in lieu of parking.

**CR2018-322**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Yeo

**That** the deputation of Marco Pietrangelo of APG Kent Properties Corp, regarding **Parking Requirements – Re-development of 171-183 Kent Street West**, (Report PLAN2018-046, Item 11.1.2 on the Agenda), be received.

**Carried**

Items 10.7 and 10.8 were moved forward on the Agenda to be dealt with next in sequence.

10.7 CC2018-11.10.7

**An application to amend the Village of Omemee Zoning By-law 1993-15 (Foley)**

(Planning Recommendation PAC2018-024, Item 12.1 on the Agenda)

Shannon Foley

Shannon Foley, owner of 5 King Street East, attended Council to request their support for her application for rezoning.

**CR2018-323**

**Moved By** Councillor Junkin

**Seconded By** Councillor Martin

**That** the deputation of Shannon Foley, regarding **An application to amend the Village of Omemee Zoning By-law 1993-15 (Foley)**

(Planning Recommendation PAC2018-024, Item 12.1 on the Agenda), be received.

**Carried**

10.8 CC2018-11.10.8

**Secondary Plans Appeals Update**

(Planning Recommendation PAC 2018-026, Item 12.1 on the Agenda)

Heather Sadler

Heather Sadler, on behalf of Fenelon Trails Inc., expressed concern regarding the lack of consultation with interested parties regarding revisions to the Fenelon Falls Secondary Plan through the appeals process and requested the matter be referred back to staff to allow for this.

**CR2018-324**

**Moved By** Councillor Dunn

**Seconded By** Councillor Breadner

**That** the deputation of Heather Sadler, regarding **Secondary Plans Appeals Update**, (Planning Recommendation PAC 2018-026, Item 12.1 on the Agenda), be received.

**Carried**

10.6 CC2018-11.10.6

**City's Strategic Plan**

**2017-2018 Progress Report**

Ron Taylor, CAO

CAO Taylor presented the City's Strategic Plan 2017-2018 Progress Report .

**CR2018-325**

**Moved By** Councillor Pollard

**Seconded By** Councillor Martin

**That** the presentation by CAO Taylor, regarding **City's Strategic Plan 2017-2018 Progress Report**, be received.

**Carried**

## **11. Consent Matters**

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

- Item 11.1.1 - Councillor Junkin
- Item 11.1.2 - Councillor Dunn
- Item 11.1.6 - Councillor Dunn
- Item 11.1.9 - Councillor Elmslie
- Item 11.1.11 - Councillor James

**Moved By** Councillor Stauble

**Seconded By** Councillor Pollard

**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 11.1.1, 11.1.2, 11.1.6, 11.1.9 and 11.1.11.

**Carried**

### **11.1 Reports**

#### **11.1.3 DEV2018-004**

##### **Development Services Department Policy Update**

Chris Marshall, Director

##### **CR2018-326**

**That** Report DEV2018-004 **Development Services Department Policy Update**, be received;

**That** the following policies be rescinded and removed from the policy manual:

- |             |   |
|-------------|---|
| 203 CAO 043 | Waiving of Minor Variance Fee - Accessibility |
| 070 ED 003  | Delegation of Authority, Tourism Kiosks       |
| 021 ED 001  | Economic Development Partnership Fund 2002    |

047 ED 002 Merchandising, City of Kawartha Lakes Logo and Promotional Material 2002; and

**That** Policy C 178 PLAN 001 - Telecommunications and Antenna System Siting Policy be amended as outlined in Attachment A to Report DEV2018-004.

**Carried**

11.1.4 PUR2018-022

**Tender 2018-56-OT Roadside Protection – Installation and Replacement of Guiderails**

Marielle van Engelen, Buyer

Richard Monaghan, Senior Engineering Technician

**CR2018-327**

**That** Report PUR2018-022, **Tender 2018-56-OT Roadside Protection – Installation and Replacement of Guiderails**, be received;

**That** Peninsula Construction Inc. of Fonthill be selected for the award of Tender 2018-56-OT for Roadside Protection – Installation and Replacement of Guiderails, for a tendered amount of \$175,207.50, not including HST;

**That** Council approve the four (4) one year terms included within the tender, pending budget approval and successful vendor performance review;

**That** subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award Tender 2018-56-OT Roadside Protection – Installation and Replacement of Guiderails; and

**That** the Purchasing Division be authorized to issue a purchase order(s) as required.

**Carried**

11.1.5 PUR2018-025

**Proposal 2018-55-CP Arena Equipment Repairs and Replacements**

Ashley Wykes, Buyer

Rod Porter, Supervisor Capital and Special Projects

**CR2018-328**



**That** Report PUR2018-025, **Proposal 2018-55-CP Arena Equipment Repairs and Replacements**, be received;

**That** Cimco Refrigeration a Division of Toromont Industries Ltd., of Toronto, be selected for the award of proposal 2018-55-CP Arena Equipment Repairs and Replacement for the proposal cost \$593,998.00 not including HST;

**That** the option to renew the contract for two (2) additional, one (1) year terms be awarded based on budget and performance;

**That** subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award proposal 2018-55-CP; and

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

**Carried**

#### 11.1.7 RS2018-013

**Proposed Surplus Declaration, Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 181 McCrackin Avenue, Carden**

Laura Carnochan, Law Clerk – Realty Services

**CR2018-329**

**That** Report RS2018-013, **Proposed Surplus Declaration, Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 181 McCrackin Avenue, Carden**, be received;

**That** the subject property, being the shoreline road allowance adjacent to 181 McCrackin Avenue, in the Geographic Township of Carden, 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**

11.1.8 RS2018-014

**Proposed Surplus Declaration, Closure and Sale of Various Unopened Road Allowances Adjacent to 1684 Victoria Road, Bexley**

Laura Carnochan, Law Clerk – Realty Services

**CR2018-330**

**That** Report RS2018-014, **Proposed Surplus Declaration, Closure and Sale of Various Unopened Road Allowances Adjacent to 1684 Victoria Road, Bexley**, be received;

**That** the subject lands, being various unopened road allowances adjacent to 11684 Victoria Road, in the Geographic Township of Bexley, City of Kawartha Lakes, more particularly described in Appendix A, be declared surplus to municipal needs;

**That** the closure of the various unopened road allowances and sale to the adjoining owner, 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;

**That** a deeming by-law be passed contemporaneously with the disposition; and

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

**Carried**

11.1.10 LIC2018-003

**Old Dog Brewing Company (By The Glass) Liquor Licence**

Alix Hick, Senior Licensing Officer

**CR2018-331**

**That** Report LIC2018-003, **Old Dog Brewing Company (By The Glass) Liquor Licence**, be received; and

**That** Council support the issuance of a Manufacturers Limited Liquor Sales (By The Glass) Liquor Licence to Old Dog Brewing Company for their facility at 30 King Street E., Bobcaygeon.

**Carried**

11.2 Correspondence

11.2.1 CC2018-11.11.2.1

**Request for Exemption from City's Noise By-law**

Nisha Borshettar

**CR2018-332**

**That** the May 11, 2018 correspondence from Nisha Borshettar, regarding a request for an exemption to the Noise By-law, be received; and

**That** the wedding event to be held at Eganridge Resort and Spa, 26 Country Club Drive, Fenelon Falls, be exempt from Noise By-law 2005-025, as amended, for the following dates and times:

From June 6, 2018 at 3:00 p.m. to June 7th at 12:30 a.m.

From June 7, 2018 at 6:00 p.m. to June 8th 12:30 a.m.

From June 8, 2018 at 2:00 p.m. to June 9th at 1:00 a.m.

**Carried**

11.2.2 CC2018-11.11.2.2

**Parking Requirements – Re-development of 171-183 Kent Street West**

(Report PLAN2018-046, Item 11.1.2 on the Agenda)

Shelly Peeken

**CR2018-333**

**That** the May 18, 2018 correspondence from Shelly Peeken, regarding Parking Requirements – Re-development of 171-183 Kent Street West, (Report PLAN2018-046, Item 11.1.2 on the Agenda), be received.

11.2.3 CC2018-11.11.2.3

**An application to amend the Village of Omemee Zoning By-law 1993-15 (Foley)**

(Planning Recommendation PAC2018-024, Item 12.1 on the Agenda)  
Shannon Foley

**CR2018-334**

**That** the May 17, 2018 correspondence from Shannon Foley, regarding an application to amend the Village of Omemee Zoning By-law 1993-15 (Foley), (Planning Recommendation PAC2018-024, Item 12.1 on the Agenda), be received.

11.3 Items Extracted from Consent

11.1.1 CS2018-009

**Olde Gaol Museum Lease - Victoria County Historical Society**

Craig Shanks, Director of Community Services

**CR2018-335**

**Moved By** Councillor Junkin

**Seconded By** Councillor Stauble

**That** Report CS2018-009, **Olde Gaol Museum Lease – Victoria County Historical Society**, be received;

**That** the City provide interim relief to the Victoria County Historical Society by providing the payment of utility invoices (Hydro One and Water costs) associated with the Olde Gaol Museum, to the end of Q1 2019: and,

**That** the Victoria County Historical Society report back to Council no later than the end of Q1 of 2019 with a Business Plan and Operating Model to guide the terms and conditions of a new lease agreement for the occupation of the Olde Gaol Museum.

**Carried**

11.1.2 PLAN2018-046

**Parking Requirements – Re-development of 171-183 Kent Street West**

Ian Walker, Planning Officer – Large Developments

**Moved By** Councillor Dunn

**Seconded By** Councillor Junkin

**That** Report PLAN2018-046, **Parking Requirements – Re-development of 171-183 Kent Street West**, be received;

**That** the report be referred back to staff;

**That** staff enter into meaningful discussion with the Lindsay Downtown Business Improvement Area;

**That** staff complete the appropriate research to determine the cost of a parking spot;

**That** staff determine whether there is in fact enough available parking to sell to the developer; and

**That** staff report back to Council by end of June 2018.

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Absent</b>
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	
<b>Results</b>	<b>5</b>	<b>12</b>	<b>0</b>
<b>Motion Failed</b>			

**CR2018-336**

**Moved By** Councillor Seymour-Fagan

**Seconded By** Councillor Strangway

**That** Report PLAN2018-046, **Parking Requirements – Re-development of 171-183 Kent Street West**, be received; and

**That** Council requires cash-in-lieu of parking for the re-development of 171-183 Kent Street West, Lindsay, in the sum of \$76,362.64 as cash in lieu for 100 parking spaces.

**Carried**

**CR2018-337**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Strangway

**That** staff be directed to meet with the Lindsay Downtown Business Improvement Area and bring a report back to Council regarding the financial information on the cost of parking in downtown Lindsay at the last meeting in June 2018.

Council recessed at 3:48 p.m. and reconvened at 3:57 p.m.

11.1.6 EA2018-013

**Terms of Reference for Development Charges Task Force**

Adam Found, Manager of Corporate Assets

**CR2018-338**

**Moved By** Councillor Dunn

**Seconded By** Councillor Yeo

**That** Report EA2018-013, **Terms of Reference for Development Charges Task Force**, be received;

**That** the terms of reference be amended to include a review of the commercial rate for development charges, including comparison with other comparable municipalities with a report back to Council on the results of the review and options to decrease commercial development charges;

**That** the terms of reference, attached as Appendix A to Report EA2018-013, as amended, be adopted as the basis for a Development Charges Task Force;

**That** public notice be provided in accordance with applicable policy to solicit applications from qualified persons for appointment to the Development Charges Task Force; and

**That** a set of recommended appointments to the Development Charges Task Force be prepared in accordance with applicable policy and presented to Council to finalize establishment of this committee.

**Carried**

11.1.9 RS2018-015

**Surplus Declaration and Proposed Sale of City-Owned Property – Adjacent to 8 Francis Street East, Fenelon Falls**

Laura Carnochan, Law Clerk – Realty Services

**CR2018-339**

**Moved By** Councillor Junkin

**Seconded By** Councillor Seymour-Fagan

**That** Report RS2018-015, **Surplus Declaration and Proposed Sale of City-Owned Property – Adjacent to 8 Francis Street East, Fenelon Falls**, be received;

**That** the City-owned property adjacent to 8 Francis Street East, and legally described as Part of Lot 2, S/S of Francis Street and E/S of Colborne Street, Plan

17, in the Geographic Township of Fenelon, designated as Part 1 on Plan 57R-4516, being PIN 63152-0093 (LT), be declared surplus to municipal needs;

**That** the subject property be investigated and, if suitable, prepared and offered for direct sale to the adjacent landowner, pursuant to Instrument No. R256881, and in accordance with City of Kawartha Lakes By-Law 2018-020, as amended, and any current or future policies in place, and sold for no less than the appraised value plus any and all costs associated with the transaction;

**That** all costs associated with investigating, preparing or marketing the property be taken from the Property Development Reserve;

**That** the Manager of Realty Services or the CAO be permitted to negotiate the legal fees, appraisal costs, survey costs, Registry costs, and advertising costs with a potential purchaser of the subject property;

**That** on completion of public notice, Council shall consider any deputation or public input in opposition of any sales, if any, and if appropriate, pass a by-law (with any amendments deemed necessary) to authorize the disposition;

**That** the Manager of Realty Services or the CAO be permitted to fully execute all surplus municipal land listing documentation and any documentation associated with the receipt of an offer to purchase surplus municipal land for the full appraised value plus any and all costs associated with the transaction; and

**That** the Mayor and Clerk be authorized to execute all legal closing documents required for the sale of the subject property.

**Carried**

#### 11.1.11 CORP2018-009

##### **High Water Bill Adjustment Appeals Committee**

Jennifer Stover, Director of Corporate Services

##### **CR2018-340**

**Moved By** Councillor James

**Seconded By** Councillor Yeo

**That** Report CORP2018-009, **High Water Bill Adjustment Appeals Committee**, be received; and

**That** Councillor James, Councillor Veale and Councillor Breadner be appointed to the High Water Bill Adjustment Appeals Committee, in accordance with By-law 2018-039, for the remainder of this term of Council;



**That** the Terms of Reference for the Committee be amended to include both High Water Bill Adjustment and Mandatory Connection Appeals; and

**That** the necessary by-law amendments and revised terms of reference be brought forward to Council.

**Carried**

11.3.1 CC2018-11.11.3.1

**Request for Licence Agreement Regarding Gate Posts at 782 Frank Hill Road**

(Referred from May 15, 2018 Special Council Information Meeting)

Bryan Robinson, Director of Public Works

**Moved By** Councillor Yeo

**Seconded By** Councillor Breadner

**That** staff be directed to proceed with a licensing agreement to permit the gate posts at 782 Frank Hill Road to remain in their current location;

**That**, alternatively, staff pursue the severance and sale of property to accommodate the current location of the gate posts at 782 Frank Hill Road; and

**That** all legal fees and surveying costs related to the severance and sale of property be borne by the landowner with the sale price for the land set at \$1.00 for 4 feet of land.

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Absent</b>
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			
<b>Results</b>	<b>6</b>	<b>11</b>	<b>0</b>	
				<b>Motion Failed</b>

**CR2018-341**

**Moved By** Councillor Martin

**Seconded By** Councillor Junkin

**That** the May 15. 2018 memo from Director Robinson regarding a Request for Licence Agreement Regarding Gate Posts at 782 Frank Hill Road, be received.

**Carried**

**CR2018-342**

**Moved By** Councillor Strangway

**Seconded By** Councillor Yeo

**That** the Terms of Reference for the Land Management Committee be brought to Council for review by end of July 2018.

**Carried**

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

12.1 CC2018-11.12.1

**Planning Advisory Committee Meeting Minutes of May 9, 2018**

Planning Advisory Committee Recommendation PAC2018-026 was extracted by Councillor Elmslie.

**CR2018-343**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Veale

**That** the Minutes of the May 9, 2018 Planning Advisory Committee Meeting be received and the recommendations be adopted, save and except PAC2018-026.

**Carried**

**PAC2018-026**

**CR2018-344**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Strangway

**That** Report PLAN2018-039, **Secondary Plans Appeals Update**, be received; and

**That** staff be directed by Council to pursue the revisions identified in Report PLAN2018-039 through the LPAT proceedings, save and except those relating to the Fenelon Falls Secondary Plan.

**Carried**

**CR2018-345**

**Moved By** Councillor Elmslie

**Seconded By** Councillor O'Reilly

**That** regarding the Fenelon Falls Secondary Plan, staff be directed to meet with the principals and their delegates for Black Bear Estates Inc. and Fenelon Trails Inc. to discuss and review the agreement with the Ministry of Municipal Affairs and Housing regarding the settlement areas and their boundaries; and

**That** staff report back to Council at the July 17, 2018 Regular Council Meeting on the results of these meetings.

**Carried**

Councillors G. Miller and E. Yeo left the Council Chambers at 4:34 p.m. and did not return.

12.1.1 CC2018-11.12.1.1

**Bill 139 and the Local Planning Appeal Tribunal Presentation**

Anna Kalnina, Planner II

**CR2018-346**

**Moved By** Councillor Stauble

**Seconded By** Councillor Pollard

**That** the presentation by Anna Kalnina, Planner II, regarding **Bill 139 and the Local Planning Appeal Tribunal Presentation**, be received

**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.

**CR2018-347**

**Moved By** Councillor Macklem

**Seconded By** Councillor Dunn

**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.

**Carried**

**15.1 By-Laws by Consent**

**15.1.1 By-law 2018-085**

**A By-law to Authorize the Borrowing of Serial Debentures in the Principal Amount of \$2,775,852.59**

15.1.2 By-law 2018-086

**A By-law to Authorize the Borrowing of Serial Debentures in the Principal Amount of \$1,891,449.21**

15.1.3 By-law 2018-087

**A By-law to Authorize the Borrowing of Serial Debentures in the Principal Amount of \$2,308,249.47**

15.1.4 By-law 2018-088

**A By-law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes (T. Stewart)**

15.1.5 By-law 2018-089

**A By-law to Appoint an Area Weed Inspector for the City of Kawartha Lakes (T. Stewart)**

15.1.6 By-law 2018-090

**A By-law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes (C. Neamtz)**

15.1.7 By-law 2018-091

**A By-law to Appoint an Area Weed Inspector for the City of Kawartha Lakes (C. Neamtz)**

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 By-law 2018-092

**A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, May 22, 2018**

**CR2018-348**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Veale

**That** a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, May 22, 2018 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**20. Adjournment**

**CR2018-349**

**Moved By** Councillor Breadner

**Seconded By** Councillor Macklem

**That** the Council Meeting adjourn at 4:45 p.m.

**Carried**

**Read and adopted this 5th day of June, 2018.**

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk































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

## **Council Report**

**Report Number CLK2018-005**

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**Date:** June 5, 2018

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Municipal Accessibility Master Plan 2018-2023

**Description:** Accessibility for Ontarians with Disabilities Act (AODA), 2005

**Author and Title:** Barbara Condie, Accessibility Officer

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### **Recommendation(s):**

**That** Report CLK2018-005, **Municipal Accessibility Master Plan 2018-2023**; be received;

**That** the **Municipal Accessibility Master Plan 2018-2023** be approved; and

**That** the necessary by-law be brought forward for adoption.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Accessible Ontario by 2025 is a goal set by the Province of Ontario. The Accessibility for Ontarians with Disabilities Act (AODA), 2005 is a unique piece of legislation enacted unanimously by all parties in the Legislative Assembly of Ontario.

Ontario's law requires accessibility planning and penalties are set for non-compliance. The Integrated Accessibility Standards Regulation (IASR), enacted under the Accessibility for Ontarians with Disabilities Act (AODA), 2005 sets out accessibility requirements for private and public organizations in the areas of customer service, information and communications, employment, transportation and the design of public spaces.

The Integrated Accessibility Standards Regulation (IASR) requires large public sector organizations with 50 or more employees to establish, implement, maintain and document a multi-year accessibility plan. The plan must meet the following requirements:

- Outline an organization's strategy to prevent and remove barriers and its work plan to meet the requirements of the AODA;
- Be developed in consultation with an accessibility advisory committee and people with disabilities and be made available to the public;
- Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
- Review and update the accessibility plan at least once every five years.

At the Kawartha Lakes AAC meeting held on Thursday, April 19, 2019 the following recommendation received:

### **KLAAC2018-016**

**Moved By** J. McLean

**Seconded By** C. Bell

**That** the Kawartha Lakes Accessibility Advisory Committee receive the draft of the City of Kawartha Lakes Municipal Accessibility Master Plan 2018-2023; and

**That** Staff forward the City of Kawartha Lakes Municipal Accessibility Master Plan 2018-2023 to Council for consideration and adoption.

**Carried**

## Rationale:

According to Statistics Canada (2012 statistics), one (1) in seven (7) people in Ontario (1.5 million) has a disability. Alarming statistics project that by 2036, 20% of all Canadians will have some form of disability. Release of current (2017) survey statistics is expected in the near future that will undoubtedly illustrate that people with disabilities represent a significant and one of the fastest growing sectors. With an aging population, the imperatives (need) for accessible communities are rising. Currently, the median age for Ontario is 41.3, the median age in the City of Kawartha Lakes is 51.2, which exemplifies the need for progressive planning and policy development to ensure City programs, services and spaces provide equal opportunity for **All** people to participate to their full potential.

Extensive consultation has taken place over the last year. The AODA Staff team provided input into the framework of the plan that set the stage for three open forum - visioning workshops lead by Strategic Management aimed at collecting feedback from the public. The well-attended visioning workshops included a diverse group consisting of people with disabilities, the Kawartha Lakes AAC members, City staff, business people, students, etc. Excellent feedback was received that helped shape the future accessibility plan including the apparent need to “Explore the options for a public education/ engagement strategy and program for Accessibility”. It was evident that more education and public awareness is necessary based on the fact that some of the comments received had already been completed or the barrier removed by the City. The consolidated listing of comments received by the participants during the consultation is available as **Appendix A**. The City has already invested in correcting or removing some of the barriers identified by the participants.

The **Draft Municipal Accessibility Master Plan 2018-2023** was introduced the same day as the draft update to the **Accessibility Policy** to the members of the Public Awareness and Public Spaces working groups of the Kawartha Lakes AAC. The collection of comments from committee members and suggested changes went into the final draft.

The CAO and Senior Management Team have provided their review, suggested amendments and approval of the content.

With the plan came a renewed City Vision with a desire to “**Become one of the most accessible, inclusive communities in Ontario**”. Through an on-going development of a culture within our organization that continuously values the four key people principles; dignity, independence, integration and equal opportunity and with City Council’s adoption of the **Draft Municipal Accessibility Master Plan 2018-2023** available as **Appendix B**, the City affirms the commitment to the growth of an inclusive and welcoming community.



## **Other Alternatives Considered:**

Development and endorsement of a Multi-year Accessibility Plan is a legislative requirement of section 4, Ontario Regulation 191/11 of the Integrated Accessibility Standard. Council has the option to amend the details contained within the plan.

## **Financial/Operation Impacts:**

The financial investment in accessibility proceeds with the Council approval of annual budget and the requests for specific programs and projects submitted by each corporate department. Adhering to accessibility criteria associated with procurement of programs, services and new infrastructure is a legislative requirement in keeping with the goal of an Accessible Ontario by 2025 and the Human Right Of equality of access. The City's Purchasing Policy and Management Directive, MD2017-020 has incorporated the requirements of the legislation. Addressing accessibility to programs, services, City facilities and spaces will continue to be a planned priority as an on-going process in keeping with the renewed vision to **"Become one of the most accessible, inclusive communities in Ontario"** with the endorsement of this renewed five year **Accessibility Master Plan**.

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

The key strategies rooted within the Corporate Strategic Plan 2016-2019, has guided the direction for the formation of the five (5) year Accessibility Master Plan, which identifies strategic priorities and opportunities for improving accessibility as identified in Goal 2 – An Exceptional Quality of Life.

The renewed plan will provide the necessary focus and assistance in guiding the organization and the public as we work together to ensure the continued progress to "An Exceptional Quality of Life" for all citizens that will complement and sustain "A Vibrant and Growing Community" and "Healthy Environment".

## **Consultations:**

Public (Visioning and Consultation Meetings)  
Kawartha Lakes Accessibility Advisory Committee  
CAO and Senior Management Team  
AODA Staff Team

## **Attachments:**

### Appendix A – Accessibility Public Meeting and Visioning Exercise – Comments



Consolidated list -  
Accessibility Public Se:

### Appendix B – Municipal Accessibility Master Plan 2018-2023



COKL\_Municipal  
Accessibility Master Pl:

**Department Head E-Mail:** [critchie@kawarthalakes.ca](mailto:critchie@kawarthalakes.ca)

**Department Head:** Cathie Ritchie, City Clerk

## **Accessibility Public Sessions**

### **Communication & Public Education**

- Add all department guides, documents to the website
- Include email and phone numbers
- Include multi-cultural language on website, documents and customer service
- Include all documents in accessible format on website
- Communicate standards through pamphlets, public events
- Educate via billboards and on transit shelters
- Advertise – communicate successes
- Appoint advocates in each community to monitor City communications
- City can communicate accessible matters to these advocates and through all other forms of communications
- More awareness in each community
- Billboards on highways re: our vision
- Use Facebook, Snapchat, Instagram, Twitter to share info
- Give talks in our schools
- Promote positive stories
- Celebrate accomplishments – with media
- Hold workshops (like today) in schools
- Share our accessibility successes
- Educate using members of community –charities, etc.
- Public education – video clips no longer than 20 seconds, eye attracting pics
- Post notices of tolerance
- Encourage residents to participate in forums at seniors/AAC meetings
- Address signage font size
- “Through other eyes” experience
- Early and continual education in schools
- Highlight positive stories in the community
- Educate around stigma
- Education – people with disabilities are customers too
- Education seminars
- Easy access to report issues – educate public on access
- Set a tone of inclusion
- Better PR/outreach – public education campaign
- Education workshops for business on incorporating accessible design features
- Have community events that provide “experience” living with a disability
- Provide good news stories on residents. Highlight businesses or areas that were exceptional – write ups in paper, TV, etc

- Match school age students with “elderly” to learn through observation and participation what it means to be disabled
- Have event where local celebrities have to get around with ‘fake’ disabilities and write up in paper
- Have an “accessible games” with teams from community and Council
- Showcase workers with disabilities stories
- Education – information and set the example at all city services
- Library ‘rent’ for ½ hour, proceeds to charity – people who can tell stories of life with a disability
- Communication city-wise
- Promote what is available in CKL
- Communication
- Public awareness
- Info on accessibility in tax bill
- Involve people with disabilities
- Create community advocates to deliver resources/info locally – grass roots
- Ask the audience/community what they need/what’s not working
- Engagement at local school levels – inform them of what’s out there
- Better communication by transparency from City staff
- Engage with local resources outside of municipal to help deliver message/service
- Getting public more involved
- Create marketing & PR campaign on successes – celebrate
- Accessibility ecosystem – information sharing, resource sharing
- How are we showcasing accessibility on our website and social media?
- Develop consistent and downloadable messages for the public – eg. Tweetable
- Host think tanks inviting global thought leaders – broadcast/share results
- Create experiences for average citizens to experience “a day in the life”
- Engage youth in social challenge to provide create solutions to resolve
- Create an influencer community – who are the cool kids?
- Create videos/media to share the ‘heart’ of the matter
- Host innovation/calls for challenges – solve accessibility challenges – start-up weekend
- Showcase those with a disability that have overcome and succeeded – eg TEDX
- Highlight successes on social media
- Expand/promote Accessibility Awards
- Share the love
- Accessibility awareness events – day in the life
- Toot our own horn – get accomplishments out there
- Use Promoter to tell residents what is being done

- Communicate successes, ask residents what still needs to be done
- Encourage local citizens to understand need for accessible facilities
- Communicate successes and roadblocks
- Help businesses realize little changes make a difference
- Train business owners
- Showcase the impact of a lack of accessibility in community
- Create ambassador program to showcase accessibility as a conversation topic
- Create a message non-barriered folks can resonate with – why care
- Enhance/promote Accessibility Awards – involve schools
- Immersive/Exponential opportunities – empathize
- Social media campaign/challenge – involve youth
- Show them that all accommodations don't have to cost a lot of money
- "Walk in my shoes" events in schools
- Messaging should be inclusive of languages – how do other cultures understand accessibility?
- Show proof that ensuring access is good business – people with accessibility issues spend money too. It's the right thing to do.
- Start messaging at a grade school level – make accessibility an everyday conversation
- New website is not as accessible as previous one
- Awareness of services to community (not just by email)
- Interview people working with disabilities
- An insert in Kawartha Lakes This Week, maybe once every 2 months re: accessibility
- Accessibility info on ads/signs in City buses and bus shelters
- Make all businesses aware of disabled people by signs
- Have signs in window showing disabled friendly facility available
- Accessibility info sent out to churches and doctor's offices
- Provide translator for language
- Letters to schools – speakers with accessibility challenges go to schools
- Visit businesses and explain the need for accessibility, people will shop there more
- Advertise all options available – media, buses
- Funds for educational workshops
- Sign language person
- Contests to identify best practices
- Google translate
- Meaningful surveys to family/person/caregiver

## **Development**

- Encourage developers to adopt accessible design for all new buildings
- Ensure zoning/code etc. is flexible for accessible options
- When businesses renovate, make accessibility improvement mandatory and fund improvements
- Promote accessible businesses
- Changes to businesses, ensure accessibility considerations
- Municipal programs: Community Improvement Plan
- Create the “accessible” message as part of investor attraction
- A lot of emphasis on business and access, what about not-for-profit organizations?
- Involve businesses – make it attractive to change
- Accessible parking
- Mandate all new building to meet all new accessibility guidelines
- Consult with accessibility professionals with all buildings/design – new and renovations
- Washrooms - need to consult with physical and occupational therapists
- Condos need to consult with occupational therapists

## **Feedback**

- Follow up on complaints
- Follow up on complaints re: accessibility, also to go through AAC
- Be responsive to suggestions from residents
- Make it easier for residents to provide suggestions
- Have more public meetings, visioning sessions
- Consult people with various disabilities
- Invite people with disabilities to share their challenges in CKL
- Include people with lived experience – ask them and listen
- Ask residents what needs to be done
- Suggestion box for residents and visitors
- Virtual suggestion box on the website
- Engage community in the process

## **Funding**

- Help/assist with information, contact info, funding (?) for businesses
- Improve funding levels
- Advertise business cash for accessibility
- Funding for local businesses to make their buildings accessible
- Invest in accessibility – more than lip service

- Make funding available for improvements
- Provide municipal grants for business and community retrofits
- Provide incentives to businesses (eg funding)
- Have businesses make their buildings more accessible through grant programs
- Municipal grants to perform building upgrades
- Financial incentives
- Publicize business case for inclusion – accessible \$\$\$
- Funding for infrastructure
- Look for funding opportunities – provincial, local, OTF
- Financial investment in these programs comes from ROI – showcase ROI
- Provide funding to businesses to make adaptations necessary
- Encourage community to fund accessibility needs through volunteer committees
- Information and funding
- Financial incentives to offset investing in accessibility
- Education, government financial incentives, CIP funding?
- Provide technology free/loan to people
- A specific budget for senior-related needs
- Get more \$
- Support businesses financially through reduction in taxes
- Sufficient budget to implement community ideas
- Incentives – bonus, part payment, loan
- Incentives for businesses or services or property owners

## **HR**

- Review hiring & training practices to ensure they are accessible
- Access talent hiring guidelines
- Offer training materials in multiple formats
- Follow Access Talent guidelines for hiring

## **Infrastructure**

- Cement walkway through Wilson Fields
- Elevators in arenas
- Arena doors – Pad #1 – replace with proper working unit, Pad #2 need button
- Expanded sidewalk network to link with our facilities
- Audible signals at intersections
- Ramp at Service Ontario (322 Kent St. W.) is too thin to maneuver wheelchair
- Pad #1 at arena has no accessible seating
- Invest in building retrofits and energy efficiency where lacking
- Set a standard for lighting in municipal facilities

- Arena bathroom has button on women's but "s" bend prevents wheelchair access
- More parking on streets near our buildings
- Accessible walkways from sidewalks to building (not through parking lots)
- Working APS (audible pedestrian signal) lights, regular maintenance required
- Exterior ramps at all city facilities
- Replace heavy spring on washroom doors
- Install braille buttons and audible signals in all elevators as per Lindsay Library
- More community based, city supplied accessible bathrooms
- Build accessible ramps and kiosks
- Provide 24 hour, 7 days per week accessible bathroom in City facilities
- If there were parkettes, some with fountains, every mile or so in winter they could be donated to small groups, manned by volunteers. Benches to sit on.
- Crosswalks that are placed where people naturally walk, not related to car count
- Housing all "public" departments within one or two buildings
- Call buttons if assistance is required
- Automated door openers at all libraries
- Improve facilities
- Provide accessible trails and recreational activities
- Physical access to buildings
- Consult with KLAAC before making accessible improvements
- Make sure our facilities are accessible. Just fund it locally – combination of city and community
- Handrails, flat surfaces
- Sidewalks should be upgraded – cracks, uneven, holes, slopes
- More than 1 handicap parking spot at parks
- More door openers available...doors are too heavy to open
- Crosswalks, especially where sidewalks are on one side of the street only
- Washrooms - need to consult with physical and occupational therapists

### **Partnerships/Working together**

- Hold meetings yearly with BIA and outside the city core for those on city fringe
- Collaborate with community agencies & charities
- Meet with labour organizations
- Partner/meet with Chambers, BIA, other organizations
- Keep in touch with Accessibility Directorate of Ontario, they are mentors of the AAC
- Meet with recreation groups, businesses (HB Cycle, Lindsay Cycle, KATVA)
- Partner with agencies to ensure accessibility
- Partner with local agencies on awareness and education campaigns



- Thank businesses that go over and above to assist
- Business: the KLAAC must continue to visit members of BIA each year to encourage and back up this need
- Link to community partners
- Partner/study other successful municipal projects
- Have an “accessibility concierge” to navigate local/regional/provincial systems
- Implement Accessible Facilities business engagement strategy
- Better communication with businesses by Chambers/BIA
- Presentations to all business organizations, service groups, committees

## **Roads Operations**

- Snow cleared every few spots downtown for access to businesses
- When snow cleared on city main streets, 36” openings be shoveled every so many feet
- Incorporate signage for emergencies with subdued flashing LEDs for the hearing impaired to arrows to indicate placement of offices, facilities
- Snow removal on Kent St. downtown – the sidewalks are cleared but the snow is piled by the meters blocking access to the sidewalks from parked cars
- Walking access on bridge needs ongoing attention particularly in winter (Fenelon Falls)
- Repair potholes/cracks
- Shovel the snow – remove snow from curbs in downtown areas, so access may be had from street to sidewalk

## **Signage**

- Signs for municipal things all have identifiable theme so it is generally recognizable as the ‘city’ eg. Colour, logo, style for building, trails, for way finding
- Signage that is good contrast (black/white) non-glare and has braille
- Recognize that signage/documents have to be legible to colour blind
- Ensure proper signage to direct to accessible bathrooms
- Welcome sign to visitors showing accessibility friendly
- Signage re: accessibility must be visible in downtown, at schools, churches, etc. in winter as well as in fair weather
- Make guests aware of accessibility or lack of, in each building
- Make all businesses aware of disabled people by signs
- Have signs in window showing disabled friendly facility available
- Signage of change to accessibility enhancement
- Ensure scent-free with signage

## **Transportation**

- Services available outside Lindsay too – especially transportation
- Transportation outside of Lindsay
- Buses outside Lindsay so someone could possibly use it to get to work or school
- Rural Transit
- Expand service hours for public transit
- Make all initiatives city wide – bus, internet

## **Other**

- Position municipality as an accessibility champion
- Make accessibility the first priority instead of a 'nice to have'
- Ensure that accessibility is a priority from a financial perspective
- Partner with Stop Gap for accessible store fronts
- You could have a kiosk manned with a person who can answer basic questions and email
- Staff that provide clear directions (left/right, north/south) to visitors entering buildings
- If people parked behind city buildings and Kent St. became a walking only area and parking lots were planned and designed in connected semi-circle
- Pick one spot and focus on that project to completion
- Start a project, finish a project
- Identify the 'go to people' in CKL – who do I see or talk to
- Right of persons with disabilities – AODA
- Review current bylaws that restrict accessibility to all
- Enhance focus outside Lindsay as well
- Engage in political advocacy at provincial/federal level (not partisan)
- Lead the way in accessibility issues
- City lead by example
- Make accessibility a priority
- Support private members bill on new approach to disability benefits
- Change by-law 2007-107 to be all inclusive under Highway Traffic Act 3/6/03. Modify gates on trail system to accept side by side recreational vehicles (Neighbouring Trent Lakes and Haliburton County allow these vehicles on trail system)
- Culture change
- Incentive like contests
- Have awards for "most" accessible business, community groups, etc.
- Celebrate
- Highlight the increase in business when everyone can access your building

- Create a volunteer bureau – have people who need help (the frail, young mothers, etc) shoveling snow and grass cutting register with the City and match up with students
- Ensure top of mind issue for local public leaders
- Change of Council's attitude
- Equity amongst/between communities
- Move beyond physical barriers to include addressing other barriers
- Develop data gathering tool that is ongoing
- Invest in teen/innovation to build better services
- Hire experts within core departments to drive/maintain agenda
- Council needs to prioritize accessibility
- Follow provincial laws
- Mandate accessibility and enforce it
- Lead by example
- Update internet service providers to most rural areas in CKL
- Have level playing field – public rules need to be the same as private rules
- Walk the talk
- Enforce current laws
- Help seniors with snow removal
- More PSWs
- Car pools going to Lindsay
- PSWs home related, not time or allowed
- Access to medical services
- Fair proportioning of services
- Snow removal and more openings to businesses
- Businesses need to clean mounds of snow in front so people can get it – make it law
- Should be a by-law that business and/or homeowner is responsible to try to clean snow from in front of their property
- City meetings in rural communities
- Be first to set the pace, get the biggest bang for the buck
- Less waste
- Contests to identify best practices
- Discounts for high needs
- More "leadership" like B. Condie's
- Indoor walking at community centre
- Consult with accessibility experts (physical and occupational therapists)

City of Kawartha Lakes

# Municipal Accessibility Master Plan 2018 – 2023



# The City of Kawartha Lakes

## City Hall

P.O. Box 9000, 26 Francis Street  
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Alternate formats for this document are available upon request or for information concerning the 2018-2023 Accessibility Plan, contact the Accessibility Officer, Barbara Condie, at 705.324.9411 extension 1185 or [bcondie@kawarthalakes.ca](mailto:bcondie@kawarthalakes.ca)

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## Message from Mayor Andy Letham and City Council

For more than a decade, the City of Kawartha Lakes has focused on creating an accessible community for our permanent and seasonal residents and visitors of all abilities.

The Accessibility for Ontarians with Disabilities is an important piece of legislation with the ultimate goal of creating an Ontario where it is possible for all people to realize their full potential.

The City has been proactive with its approach through identifying, removing and preventing barriers through accessibility planning. The City's Municipal Accessibility Master Plan 2018 to 2023 highlights our accomplishments as well as the accessibility work ahead of us to address the needs of our growing and diverse community. Accessibility is rooted in many of our key strategies, including our 2016 to 2019 Corporate Strategic Plan and our Accessibility Policy. These strategies affirm the City's commitment to creating an inclusive and welcoming community where all people can access the same programs, services and facilities.

With help from the Kawartha Lakes Accessibility Advisory Committee, we will continue to make accessibility a part of the way we do business every day.



**Kawartha Lakes City Council**

# Message from Chief Administrative Officer

## – Ron Taylor

This Five Year City Accessibility Plan 2018-23 is about renewing the City's five (5) year plan of 2012-17 and in doing so renewing the vision for a more accessible, inclusive future. When renewing the plan it is imperative that the City meets and if possible exceeds the legislative requirements of the standards set within the Integrated Accessibility Standards Regulation (IASR) enacted under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Throughout the report and renewed plan, you will read about the investments and the achievements made during the past five years not only complying with the Standards, but to reach past this to offer greater accessibility for all people. Council has shown their commitment by supporting the report recommendations of the Kawartha Lakes Accessibility Advisory Committee and by granting what is necessary to achieve greater community accessibility. City Staff deserve congratulations for their dedication and the hard work involved from the request (report process) through to the completion of projects, now recognized as corporate achievements.

Moving forward throughout the next five years the City has a vision **“To create one of the most accessible, inclusive communities in Ontario”**. The incorporation of a **Culture of Diversity and Inclusion** into everything we do is the next and one of the most important steps. We must incorporate this as our corporate culture and into our practices, ensuring we are living and breathing it every day. The City will reach out beyond the corridors of City Hall to engage and encourage our whole community to embrace the City culture and to participate.



# Message from the Chair of the Kawartha Lakes Accessibility Advisory Committee (AAC)

– Norman Price

The members of City of Kawartha Lakes Accessibility Advisory Committee (AAC) are a dedicated group of individuals who reside in our City. The members are a cohesive group with a common interest of sharing their personal experiences and perspectives related to the many challenges faced by people with disabilities. As a result, the group is able to provide invaluable support and advice to the City as it continues to identify and eliminate barriers.

The Kawartha Lakes AAC endorses this multi-year accessibility plan, which illustrates the efforts of many staff, community partners, volunteers and City Council in working towards a community where all individuals of all abilities can live, work and play inclusively. The committee assists by reviewing City projects and initiatives to offer comments that include meeting or exceeding legislative requirements.

On behalf of the AAC, I would like to take this opportunity to thank the AODA Staff Working Group for their time and commitment regarding accessibility planning. It is also my pleasure and honour to work with and learn from all of my fellow Accessibility Advisory Committee members.

# Introduction

The Legislative Assembly of Ontario knew the importance of healthier, happier and financially sustainable economy for the public and Ontario communities. A unique piece of legislation enacted unanimously by all parties in the Legislative Assembly of Ontario in 2005 titled the Accessibility of Ontarians with Disabilities Act (AODA) is to create a society that will include and benefit all Ontarians. Through the Act, Accessibility Standards were developed, implemented and enforced in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025.

Currently one (1) in seven (7) people in Ontario (1.5 million) has a disability. As the population ages the imperatives (need) for accessible communities will rise. Alarming statistics project that by 2036, 20% of all Canadians will have some form of disability. It is expected that in the next 20 years, an aging population and people with disabilities will represent 40% of the total income in Ontario – which equates to approximately \$536 billion (Ontario Population Projections 2008-2036, Fall 2009 Ministry of Finance Report).

Thirteen years after the enactment of the AODA the Province of Ontario have set five standards, Customer Service, Design for Public Spaces, Employment, Information and Communication and Transportation to form the Integrated Accessibility Regulation Standard under the Act. The Ontario Building Code also updated to include a number of enhancements to make new build more accessible. Along with discussions of strengthening current standards, the Province has entered into discussion regarding the standards development involving Education and Health.

Thirteen years after the enactment of the AODA, there is grown awareness of the fact that making customer service, places, employment, information and communication and transportation inclusive is important for so many reasons that includes economic sustainability. This is supported by a quote from The Honourable David Onley “It is not just the right thing to do it is the smart thing to do”.

For more information on making Ontario accessible, visit [www.AccessON.ca](http://www.AccessON.ca). [The Honourable Carla Qualtrough, Minister of Sport and Persons with Disabilities](#) has recently consulted with Canadians to discuss the movement of Accessibility in Federal Legislation. A report is now available titled [“Creating new federal accessibility legislation: What we learned.”](#)

# Legislation

In June 2005, the Ontario Government passed the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) setting the goal of a fully Accessible Ontario by 2025.

Ontario has set standards in the five areas of [customer service](#), [employment](#), [information and communications](#), [public transportation](#) and [public spaces](#) (built environment).

## Accessibility Standards for Customer Service

The Accessibility Standards for Customer Service came into effect on January 1, 2008, making them the first to become law under the AODA. This regulation required all municipalities to be in compliance by January 1, 2010 and all private and not-for-profit sectors to follow suit by January 1, 2012. Customer Service joins the four other standards as part of the [Integrated Accessibility Standards](#) (Ontario Regulation 191/11).

## Integrated Accessibility Standards

The Integrated Accessibility Standards came into effect on July 1, 2011. This law applies to all organizations – public, private and non-profit sectors. Each of the five areas of the regulation is phased-in through time for each sector. Each Standard provides guidelines and deadlines for organizations in the Province, with one or more employees, to follow and meet. The Accessibility Directorate ([www.Access.ON](http://www.Access.ON)) has created a [Guide to Ontario's Accessibility Regulations](#) to assist organizations with planning.

## The Ontario Human Rights Code:

The Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) both deal with accessibility, but are two very different pieces of legislation. The Ontario Human Rights Code is an individual complaints-based legislation that addresses discrimination. The Integrated Accessibility Standards Regulation created under the AODA applies to all organizations in Ontario.

Under the Ontario Human Rights Code, everyone has the right to equal treatment without discrimination. The goal of the Code is to provide for equal rights so as to create a climate of respect where everyone feels part of the community and can contribute fully. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

The Integrated Accessibility Standards Regulation (IASR) does not replace or affect the legal rights or obligations that arise under the Ontario Human Rights Code and other laws relating to the accommodation of people with disabilities. The IASR establishes a compliance framework that applies to all public, private and not-for-profit organizations with at least one employee. The goal of the AODA and the standards enacted is to make Ontario accessible by 2025.

## City of Kawartha Lakes Statement of Commitment:

In keeping with the Provincial legislation and the developed standards, the City of Kawartha Lakes recognizes the importance of creating an inclusive community, one where all people are given an equal opportunity to live, visit, raise a family, work and retire. The City is committed to improving opportunities for persons with disabilities by identifying, removing, and preventing barriers so that individuals of all abilities can participate to their full potential in everything that this community has to offer.

The City of Kawartha Lakes is committed to the principles of independence, dignity, integration, and equality of opportunity, as described in the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and to meeting or exceeding the requirements of the standards enacted under the AODA.

# The Kawartha Lakes Accessibility Advisory Committee (AAC)

The Kawartha Lakes Accessibility Advisory Committee (AAC) continues to be a fundamental partner as we work together to remove barriers for people with disabilities. Two working groups consisting of Council appointed AAC members addressing Public Awareness (services, employment/information and communication) and the Public Spaces Standards (built environment, transportation and parks) have provided a venue to explore best practices, substantiate and formulate recommendations for introduction at regular AAC meetings for consideration. City Staff have attended working group meetings to discuss proposed projects, plans, policy pieces and have incorporated a number of ideas shared with them by members of the AAC during these meetings into their respective action plans and policies.

The Kawartha Lakes Accessibility Advisory Committee has dedicated their time, energies, expertise and advocacy through participation in a number of projects throughout the last two years, which include but are not limited to the following:

- a) Participation by providing comment on a number of City Policies and processes which include:
  - Integrated Community Sustainability Plan where they have identified that Accessibility is very much a part of community sustainability;
  - Poverty Reduction Strategy;
  - Downtown Revitalization Committee;
  - Secondary Plans and Community Design Standards;
  - Lindsay Parks Committee;
  - Transit Advisory Board;
  - Purchasing Policy – Accessible Procurement;
  - City “New” Website Development Team;
  - Participation in the Age Friendly Business Engagement Strategy 2017; this participation is on-going as part of public outreach;
  - And more.
- b) Public awareness activities: Lunch and learn sessions, workshops and special events to engage all people of all ages to think about the importance of advancing accessibility.
- c) The annual presentation of the Accessibility Awareness Awards is one of the

greatest successes when it comes to raising awareness. The number of nominations received annually has grown over the last eleven (11) years. The awards have been highly recognized by local media. Over the last decade the AAC through Council, has recognized 57 (fifty-seven) residents, business owners and community groups for their efforts to make the City of Kawartha Lakes more accessible. Our award winners have gone above, and beyond the expectation in removing barriers and have increased awareness of accessibility issues within the City.

- d) Mapping of Community Accessibility Features at an event held during Accessibility Awareness Week 2016.
- e) Involvement in Social media - find [Kawartha Accessibility](#) on Facebook and [@AccessCKL](#) on Twitter.

It is important to recognize the work of the Kawartha Lakes Accessibility Advisory Committee (AAC). Each member dedicates a countless number of hours, volunteering their assistance and expertise as they advocate the needs of people with disabilities to Council, to staff and to the private sector. For more information on the work of Kawartha Lakes AAC please visit our [accessibility webpage](#).



**2016 Accessibility Awareness Awards**



## Consultation

Consultation on the accessibility plan was conducted through a series of meetings with the Kawartha Lakes Accessibility Advisory Committee, the AODA Staff Team and the CAO and Senior Management Team and contributing City departments throughout 2017 and into the first half of 2018.

During the first quarter of 2018, with the assistance of the Office of Strategy Management, three (3) public presentations and visioning sessions took place. There was strong attendance by a variety of people that ranged from City staff, to older adults, people with disabilities, with business people to students, professional health service organization, caregivers, not for profit organizations, etc. The sessions were very successful with a great variety of barriers identified and suggested remedies discussed. From the information gathered, a planned direction then formulated as per [Appendix A](#).

A joint meeting of the Kawartha Lakes Accessibility Advisory Committee with members of the Staff AODA Task Force held April 19, 2018 provided an opportunity to discuss and suggest amendment to the draft five-year Accessibility Plan.

A presentation and report was included on the Council Agenda of June 5, 2018. The recommendation submitted by the Kawartha Lakes Accessibility Advisory Committee to adopt the Five-Year City Accessibility Plan (2018-2023).



**Kawartha Lakes Accessibility Advisory Committee**

# Guiding Principles

The guiding principles of the City's five year Accessibility Master Plan include:

1. Working consultatively with the Kawartha Lakes Accessibility Advisory Committee and other community members to ensure the actions identified in the five-year plan are responsive to the needs of the community;
2. Meeting or exceeding compliance timelines;
3. Being fiscally responsible by using provincial tools, templates and guides where applicable;
4. Developed in conjunction with other Council approved plans;
5. Responsibly spreading the cost of implementation over multiple years;
6. Seeking efficiencies by training all staff on an on-going basis and/or as needed based on evolving legislation, policy, procedures and available resources;
7. Ensuring the areas of accountability are clearly defined by implementing clauses by department; and developing support tools and templates to assist staff with implementation;
8. This plan is a fluid document and will evolve or change over time. A proactive approach has and will continue as the City identifies, removes and prevents barriers through accessibility planning.



## The City of Kawartha Lakes

# Five Year Accessibility Master Plan

By approving and supporting this plan the City demonstrates its corporate commitment to planning for an accessible, inclusive future by ensuring that accessibility is an integral part of everyday business.

City Council supported the creation of accessible services to help improve inclusion across the City benefiting all residents, visitors and employees. Towards that end, the City has approved a revised corporate-wide Accessibility Policy which includes all updates under the AODA regulations. In addition, Council also supports accessibility by including accessibility statements in the 2016-2019 Corporate Strategic Plan within Goal 2 – An exceptional quality of life and with the request that all Staff comment on the identification, prevention and or potential creation of barriers within all reports going to Council.

The effectiveness of the accessibility planning process is dependent on the support of Council, the collaboration of the Kawartha Lakes Accessibility Advisory Committee, the AODA Staff Team and the Chief Administrative Officer and Management Team who endorse and support improvements to City facilities, policies, public spaces and procedures.

## Past Successes and Achievements

The City of Kawartha Lakes has made a number of changes making their goods, services, communication, employment, transportation and public spaces more accessible and inclusive throughout our community for everyone. The list to follow is a sampling of the achievements that should be celebrated.

- Transit meets annually with the AAC to discuss past and future initiatives for input and remove barriers;
- LIMO Specialized Transit ID cards are now accepted Ontario wide;
- Delays and service disruptions are shared on Twitter, Facebook and the City's website;
- Fare parity for Conventional and LIMO Specialized Transit;
- Specialized transit eligibility standards are reviewed annually;
- Increased Specialized Transit hours of service to meet demand;
- New scheduling software for specialized transit to maximize service availability by identifying rides that could be shared going to a close or similar location;
- New accessible tourism and library websites;
- Improvements to way-finding signage with attention to font type and size;
- Audio walking tours that are accessible on smart phones or by a brochure and all text version;
- Inclusion of accessibility features and elements within the Downtown Revitalization Projects - Lindsay, Cobocok/Norland, Fenelon Falls and Omemee. Businesses are encouraged to consider Barrier Free Access and accessibility features in their new publication;
- Fenelon Splash Pad in Garnet Graham Park - barrier free access;
- Carden Community Centre- improved the approach to the buildings accessible entrance and the asphalt surface also improves traction/footing;
- Playground Surfacing with Engineered Fiber in 2017: Mayor James Flynn Park, Garnet Graham Park, Woodville Park, Arbour Court Park, Cambray Ball Park, Centennial Park (Verulam), Nimigon Memorial Park (Pontypool), Oakwood Arena, Little Britain Arena;
- Involvement with Age-Friendly Communities initiative - Age-Friendly Business Engagement project and work with the Local Action Groups in Fenelon Falls and Omemee;

- The new municipal website is in 100% compliance with AODA. The Communications, Advertising and Marketing division and Human Resources are leading ongoing document training and other considerations to ensure Corporate documents are accessible both online and offline;
- Municipal Events Application includes the question “Have you considered accessibility for people with disabilities and the older adult?” and references the Access Ontario Planning Accessible Events Guide;
- Accessible door automation system for Community Services building, Fenelon Falls Library, Woodville Library, Kawartha Lakes Police Services, Lindsay Service Centre;
- Accessibility improvements including ramps, walkways and handrails at Oakwood Library, Coboconk Community Hall, Lindsay Service Centre;
- Human Services have shared new accessible documents training tools with partner agencies so they can educate their staff on the requirements;
- Kawartha Lakes Housing at 68 Lindsay Street North and 48 St. Paul have increased their accessible units by seven in total.



**Accessible swing  
at Old Mill Park**



**Rivera Park  
Playground**



**Garnet Graham  
Beack Park in  
Fenelon Falls**



**Old Mill Park accessible  
picnic area**

## The 2018-2023 Accessibility Plan priorities:

1. Meeting the legislative requirements mandated by the Province of Ontario. These legislative requirements provide the framework for creating accessible, inclusive communities; and
2. Removing existing barriers; the City of Kawartha Lakes is working towards building inclusive facilities, services and programs. The intention is to update this portion of the Plan annually as part of the budget planning process.

Information on how the City is meeting the legislative requirements of the five (5) Standards that are currently enforceable under the Integrated Accessibility Standards Regulation, legislated under the Accessibility for Ontarians with Disabilities Act, 2005 are as follows:

### **Accessible Customer Service Standard**

The Accessible Customer Service Standard came into effect on January 1, 2008. The City of Kawartha Lakes created an Accessible Customer Service Policy and supporting procedures in 2009. With Council approval training for City staff, Volunteers, etc. began and was completed prior to January 1, 2010 with a report of compliance filed.

The City of Kawartha Lakes continues to:

- train all staff (full-time, part-time, students) and volunteers on-going through an employee orientation program;
- to monitor its customer service in order to maintain and improve upon the level of accessibility in its programs and services.

The Customer Service Policy went through a review was updated and incorporated into an overall Accessibility Policy in 2012. That policy encompasses all Accessibility Standards and is available on the City's website. An additional review to ensure changes to the Standard are reflected into the policy and procedures was completed in the first quarter of 2018, prior to the release of this plan.

The Accessibility Officer participated as a member of the Municipal Service Excellence task force during 2016/17 in the development of a corporate service excellence strategy, customer service standards and associated management directive. This provided an opportunity to highlight and include tips on serving people with varied abilities along with a number of other considerations. This will serve as a reminder to City Staff to consider the needs of people with varied abilities to ensure excellence in Municipal service and the importance of equal access to City goods and services.

## Information and Communications Standards

The City of Kawartha Lakes has met all of the current requirements of the Information and Communications Standard. The City will continue to:

- provide information in a range of accessible formats when requested, to meet the needs of a person requesting a particular format or communication support, including any public documents and emergency plans;
- provide a public feedback process, providing for accessible formats and communications supports, upon request;
- provide notice to the public of the availability of alternate formats and communication supports on the City's website and in print material. Maintain the City's newly refreshed website, to conform with World Wide Web Content Accessibility Guidelines (WCAG) 2.0 level AA, monitoring additional content to ensure that information is included in an accessible format or noted that an alternate format can be requested.

## Employment Standards

Removing barriers to employment for people with disabilities is a focus and the City continues to encourage potential and current employees disclose how the City can be of assistance. An accommodation policy is in place and the City will continue:

- to consult with applicants and employees to determine their accommodation requirements;
- to continue to provide supports and refresh plans throughout the employment cycle as necessary;
- to provide an individual accommodation plan that includes emergency response procedures and with provisions for periodic review and updating;
- to provide notification to both employees and applicants of the availability of accommodation for people with disabilities;
- to provide a return to work process for employees who have been absent due to a disability.

## Transportation Standard

The City of Kawartha Lakes operates both conventional and specialized transit services in the town of Lindsay. Lindsay Transit has met all requirements as set out in the transportation standard and will continue:

- to provide municipal service excellence to users;
- to consult with the public annually on the removal of barriers to transit services;
- to be receptive to public feedback;
- to meet the technical requirements when acquiring new vehicles;
- to provide accessibility training to drivers;

- to make the public aware of service disruptions;
- to provide visitors with access to specialized transit;
- to provide fare parity and parity in hours of service between conventional and specialized transit services;
- to make all bus stop locations accessible or to provide a safe boarding and de-boarding location should the stop not be safe;
- to review and update if necessary the eligibility requirements associated with specialized transit services;
- New scheduling software has been purchased to enhance the services provided by the specialized transportation services (LIMO);
  - meet all other requirements as per the [transportation standard](#) for conventional and specialized transportation services.

### **Design for Public Spaces Standard**

- Incorporate the City Facility Design Standards and Facility Accessibility Design Management Directive;
- Incorporate the Design for Public Spaces criteria as per the Integrated Accessibility Regulation Standard (technical requirements for recreational trails and beach access routes, outdoor public use eating areas, outdoor playspaces, exterior paths of travel (ramps, paths, stairs, curb ramps, depressed curbs, pedestrian signals, rest areas, etc.), accessible parking and service counters).

The City is committed to establishing Council Policies and/or Corporate Management Directives that will strengthen our community vision “to create one of the most accessible, inclusive communities in Ontario” and shape our community culture.

Note: Appendix A includes Planned Projects and Tasks, updates for specific Built environment, Accessibility Related Projects, Master Plans, Management Directives and Policies throughout the next five (5) years.



## Appendix A:

### Planned Projects and Tasks for 2018 to 2023

The Kawartha Lakes Accessibility Advisory Committee (AAC) will play an important role by providing review and comment on all action items listed.

(Appendix A is updated annually as part of the City of Kawartha Lakes annual budget process and is subject to Council approval of the respective budget)

Action Item	Lead	Year 2018 - 2023
Investigate ways to encourage, educate and support accessible development.	Engineering & Corporate Assets, Development Services	2018 On-going
Funding of \$1,000,000 available through the Community Improvement Program (CIP) where, an application to improve accessibility is a highlighted qualifier. The City will continue to seek additional funding streams.	Development Services	2018
In cooperation with local partners, provide Accessibility Awareness and Age-Friendly training for local businesses.	Economic Development	2018 On-going
Determine a plan and schedule for accessibility audits of City buildings	Office of Strategy Management	2018
Incorporation of accessibility in City policies, Master Plans, Management Directives and processes as reviewed and renewed	All Departments	2018 On-going
City Staff to partner with and support the work plan of the Age-Friendly Communities Designation	Accessibility Officer	On-going
Explore the options for a public education/ engagement strategy and program for Accessibility	Accessibility Officer	2019 On-going

Action Item	Lead	Year 2018 - 2023
The City will continue to plan and deliver projects to improve accessibility for staff and public spaces throughout the City's buildings portfolio. In so doing, we will focus on both the physical and the ambient aspects of the built environment.	Community Services	2019 On-going
Review the process for follow-up on complaints received from the Public regarding accessibility	Accessibility Officer	2019 On-going
Explore the development of a Corporate Culture of Diversity and Inclusion	Human Services	2019
Annual meeting between the Kawartha Lakes Accessibility Advisory Committee and Chambers/BIA	Kawartha Lakes Accessibility Advisory Committee	2019 On-going
Review winter sidewalk level of service policy	Council, Public Works	2020
Review Human Resources policies and processes to ensure accessibility	Human Resources	2020



# Appendix B:

## Glossary of Key Definitions:

**“Accessibility”** a general term describing the degree of ease that something (e.g., device, service, physical environment and information) can be accessed, used and enjoyed by persons with disabilities. The term implies conscious planning, design and/ or effort to make sure something is barrier-free to persons with disabilities. Accessibility also benefits the general population, by making things more usable and practical for everyone, including older people and families with small children.

**“Barrier”** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)

**“Disability”** means,

Defining disability is a complex, evolving matter. The term “disability” covers a broad range and degree of conditions. A disability may have been present at birth, caused by an accident, or developed over time. Section 10 of the Human Rights Code defines “disability” as:

1. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
2. a condition of mental impairment or a developmental disability,
3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. a mental disorder, or
5. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.



# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number CLK2018-006

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**Date:** June 5, 2018

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Accessibility Policy Update

**Description:** Accessibility for Ontarians with Disabilities Act (AODA), 2005

**Author and Title:** Barbara Condie, Accessibility Officer

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### Recommendation(s):

**That** Report CLK2018-006, **Accessibility Policy Update**, be received; and

**That** the amended **Accessibility Policy** provided in **Appendix A** to Report CLK2018-006, be approved.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

As per Ontario Integrated Accessibility Standards Regulation (IASR), enacted under the Accessibility for Ontarians with Disabilities Act (AODA), regulation number 191/11 states that:

**3. (1)** Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.

(2) Obligated organizations, other than small organizations, shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.

(3) Every obligated organization, other than a small organization, shall,

(a) prepare one or more documents describing the policies it developed under subsection (1); and

(b) make the documents publicly available and, on request, provide them in an accessible format.

At the Kawartha Lakes AAC meeting held on Thursday, April 19, 2019 the following recommendation received:

### **KLAAC2018-015**

**Moved By** L. DaSilva

**Seconded By** D. Foster

**That** the Kawartha Lakes Accessibility Advisory Committee receive the draft City of Kawartha Lakes Accessibility Policy; and

**That** the Kawartha Lakes Accessibility Advisory Committee recommend that Staff forward the Draft City of Kawartha Lakes Accessibility Policy to Council for consideration and adoption.

**Carried**

## **Rationale:**

Amendment of City Accessibility Policy is to reflect the changes introduced by the Province of Ontario on July 1, 2016 to the Accessible Customer Service Standard. After review of the required amendments to the existing policy the decision was to defer and align the release with the introduction of the renewed Municipal Accessibility Master Plan 2018-2023.

The **Draft Accessibility Policy** was introduced the same day as the draft Master Plan during working group meetings of the Kawartha Lakes AAC – Public Awareness and Public Spaces. The collection of comments from committee members and suggested changes went into the final draft.

The CAO and Senior Management Team and the AODA Staff Team have provided their review, suggested amendments and approval of the content.

Amendments to the original Accessibility Policy included the following:

- **physician or nurse** has been changed to **regulated health professional** to provide a wider list of professionals that can provide a letter of the requirement of a service animal;
- The inclusion of the statement under Support Person: After consultation with the person with a disability to understand their needs, the City of Kawartha Lakes may require that a support person accompany a person with a disability if there is no other reasonable way to protect the health or safety of the person or others on the premises.

The updated City Accessibility Policy is attached as **Appendix A**.

Standard Operating Procedures involving Customer Service Feedback, Assistance of a Service Animal, Assistance of a Support Person and Notice of Temporary Service Disruption currently are under review and will be amended and reinstated under the current Management Directive format. An Accessible Formats and Communication Supports Management Policy established in 2014 will also go under the same review, amendment and format change in the near future.

Management Directives continue to evolve as necessary to incorporate the requirements of the legislation and move the organization in the direction of the corporate accessibility vision to “**Become one of the most accessible, inclusive communities in Ontario**”. An Accessible Buildings and Outdoor Spaces Management Directive and accompanying Facility Accessibility Design Standards (FADS) has been approved by the CAO and Senior Management Team and is ready to be signed and released as one of the City’s most current directives.

## **Other Alternatives Considered:**

To develop, implement and maintain an Accessibility Policy is a legislative requirement of section 3 of the Integrated Accessibility Standards Regulation.

## **Financial/Operation Impacts:**

Adoption of the Accessibility Policy will not have direct financial implications. Meeting the legislative requirements of the Accessibility Policy is addressed through the annual budget process by each City Department.

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

The Accessibility Policy and Policy Statement affirms the City's commitment to providing a welcoming, accessible and inclusive environment for all persons with disabilities that is respectful to the four key people principles of dignity, independence, integration and equal opportunity. The Policy directly aligns with identifying strategic priorities and opportunities for improving accessibility in Goal 2 – An Exceptional Quality of Life.

## **Consultations:**

Kawartha Lakes AAC  
CAO and Senior Management  
AODA Staff Team

## **Attachments:**



Accessibility  
Policy.docx

**Department Head E-Mail:** [critchie@kawarthalakes.ca](mailto:critchie@kawarthalakes.ca)

**Department Head:** Cathie Ritchie, City Clerk

**Department File:**

Council Policy No.:	
Council Policy Name:	Accessibility Policy
Date Approved by Council:	November 27, 2012
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	

## Policy Statement and Rationale:

### Purpose and Background:

The Accessibility for Ontarians with Disabilities Act (AODA), 2005 is a Provincial Act with the purpose of developing, implementing and enforcing accessibility standards to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises by January 1, 2025.

The Accessibility Policy is a requirement of the Ontario Regulation 191/11, the Integrated Accessibility Standard as enacted under the Accessibility for Ontarians with Disabilities Act (AODA), 2005. It will serve as an overarching framework to guide the organization with the review and development of policies, operating procedures, standards, by-laws and guidelines and then adopted by the Corporation of the City of Kawartha Lakes. The policy provides the overall strategic direction for the City of Kawartha Lakes and demonstrates a corporate commitment to making accessibility an integral part of everyday business. By considering the principles that are contained within this policy when developing new policies, practices, and procedures, accessibility planning will become entrenched within the decision making process which will satisfy the spirit with which the AODA, 2005 was enacted.

### Policy Statement:

The Corporation of the City of Kawartha Lakes is committed to providing quality goods and services that are accessible to all persons. The Corporation of the City of Kawartha Lakes will strive to provide its goods and services, in a manner that respects the dignity and independence of each individual. The City will integrate the needs of each individual, as fully as practicable into the method of service delivery; and will ensure that people with disabilities be given an equal opportunity to use and benefit from the goods, services and areas that are provided by the Corporation of the City of Kawartha Lakes.

## Scope:

This policy applies to all employees, members of Council, agents, or volunteers who provide goods and services to the general public on behalf of the Corporation of the City of Kawartha Lakes. This policy shall also apply to all persons who participate in the development of policies, practices and procedures which govern the provision of goods and services by the Corporation of the City of Kawartha Lakes.

## Policy:

### Definitions:

**“Accessible Format”** may include, but are not limited to, large print, recorded audio, electronic, braille or any other format that is usable by a person with a disability.

**“Agent”** means a person who is authorized to act or to do business for, or on behalf of, the City of Kawartha Lakes.

**“Assistive Device”** means a tool, technology or other mechanism that enables a person with a disability to maintain a level of independence at home, in the workplace or in the community. (i.e. wheelchair, screen reader, listening device, or walking cane);

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.

**“Communication Supports”** include, but are not limited to, captioning, plain language, sign language, alternative or augmentative communication supports or any other supports that facilitate effective communication.

**“Dignity”** means that a service is provided in a way that allows a person with a disability to maintain self-respect and the respect of other people.

**“Disability”** – is defined, per Section 2 of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 and the Human Rights Code, R.S.O. 1990, c. H.19, as follows:

- a) Any degree of physical infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a guide dog, or other animal or on a wheelchair or other remedial appliance or device,
- b) A condition of mental impairment or a developmental disability,



- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) A mental disorder,
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

**“Equal Opportunity”** means that access to goods or services shall be equal for all persons.

**“Independence”** means doing things on your own without unnecessary help or interference from others.

**“Integration”** means benefiting from the same services, in the same place, and in the same or similar manner as another individual.

**“Kiosk”** means an interactive electronic terminal, including a point-of-sale device that is intended for public use to provide users with access to services or products.

**“Public”** means, all people seeking goods and services from the City;

**“Regulated Health Professional”** means, the person must provide documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:

- (i) A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
- (ii) A member of the College of Chiropractors of Ontario.
- (iii) A member of the College of Nurses of Ontario.
- (iv) A member of the College of Occupational Therapists of Ontario.
- (v) A member of the College of Optometrists of Ontario.
- (vi) A member of the College of Physicians and Surgeons of Ontario.
- (vii) A member of the College of Physiotherapists of Ontario.
- (viii) A member of the College of Psychologists of Ontario.
- (ix) A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16.

**“Service Animal”** is defined by Section 4(9) of the Accessibility Standards for Customer Service, O. Reg. 429/07, as follows:

“An animal” is a service animal for a person with a disability:

- a) If it is readily apparent that the animal is used by the person for the reasons relating to their disability; or
- b) If the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

“A “guide dog”, as defined in Section 1 of the ‘Blind Persons Rights’ Act R.R.O. 1990;

**“Support Person”** is defined by Section 4(8) Accessibility Standards for Customer Service, O. Reg. 429/07, as follows:

“a support person means, in relation to a person who accompanies a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or with access to goods or services.”

**“Unconvertible”** means that it is not technically feasible to convert information to another format or the technology that is needed to convert the information is not readily available.

## Policy Requirements:

### General

The City of Kawartha Lakes is committed to advancing accessibility for people with disabilities.

### 1.0 Multi-Year Accessibility Plans

- 1.1 Kawartha Lakes' Multi-Year Accessibility Plan ("the Plan") is established to outline a strategy to prevent and remove barriers to accessibility and to address the current and future requirements of the AODA legislation.
- 1.2 The Plan is created in consultation with the Kawartha Lakes Accessibility Advisory Committee.
- 1.3 The Plan will be reviewed annually through a report to Council and will be updated and approved at least once every five years by Council in consultation with the Kawartha Lakes Accessibility Advisory Committee.
- 1.4 The Plan will be posted on the Corporation of the City of Kawartha Lakes website and will be provided in alternate formats upon request.

### 2.0 Accessible Formats and Communication Supports

- 2.1 The Corporation of the City of Kawartha Lakes will provide information that is produced or controlled by the City to members of the public in an alternate format upon request and in a timely manner, at no additional cost. In the event that the City is unable to provide an alternate format the City will provide an explanation regarding same. Cost cannot be a factor when determining whether or not an alternate format can be provided.
- 2.2 The City will provide communication supports to members of the public upon request, in a timely manner. If City staff are unable to obtain the requested communication support they will work with the requestor to determine a practicable and appropriate method for communication.

### 3.0 Procurement of Goods, Services, Facilities and Kiosks

When procuring goods, services, self-service kiosks or facilities, the City shall incorporate accessibility criteria and features into the procurement as per the [Purchasing Management Directive MD 2017 - 020](#), unless it is not feasible (practicable). In the event that it is not practicable to incorporate accessibility criteria into a particular procurement, the City shall provide an explanation regarding same, upon request.

## 4.0 Training

Training of all City employees, volunteers and third parties who provide goods and services on the City's behalf is a **mandatory** requirement of the Accessibility for Ontarians with Disabilities Act and the Standards enacted under that legislation. Each individual will be required to undergo training about the requirements of the AODA accessibility standards and on the Human Rights Code as it pertains to persons with disabilities. The training shall include all aspects addressed within this Accessibility Policy. Additional training will be required as is deemed appropriate to satisfy the duties of the employee, volunteer or third party. Training shall take place as soon as is practicable.

The City shall keep a record of the training provided, including dates on which accessibility training took place and the names of the individuals trained. A record of the names of individuals provided with the training retained for administration purposes, subject to the Municipal Freedom of Information and Protection of Privacy Act. ("MFIPPA").

## 5.0 Feedback

All individuals will have the opportunity to submit feedback regarding the provision of accessible goods and services by or on behalf of the City of Kawartha Lakes.

The feedback process will permit feedback to be provided in person, by telephone, by mail, e-mail, fax, or otherwise.

Information about the feedback process will be readily available to the public will be posted on the City's website at [kawarthalakes.ca](http://kawarthalakes.ca).

Feedback information will be analyzed, addressed and utilized in Accessibility Planning and Reporting.

## 6.0 Customer Service Standards

### 6.1 Assistive Devices

City employees, volunteers and third party contractors shall have regard for persons with disabilities when they use their personal assistive devices to obtain, use, or benefit from the services that offered by the City of Kawartha Lakes.

City employees, volunteers and third party contractors shall inform persons with disabilities of known accessibility features in the immediate environment that are available for use (e.g. automatic doors, accessible washrooms, assistive listening devices, etc.).

It is the responsibility of the person with a disability to ensure that they use their assistive device in a safe and controlled manner at all times.

## 6.2 Service Animals

The Corporation of the City of Kawartha Lakes welcomes service animals into all City-owned or operated facilities where the public is allowed. A person with a disability may be accompanied by their service animal when accessing a facility or obtaining goods and services unless the animal is otherwise excluded by law, such as food preparation areas as prohibited by Food Premises, R.R.O. 1990, Reg.562 under the Health Protection and Promotion Act, R.S.O. 1990, c.H.7.

If a Service Animal is excluded from the premises by law, the City shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the goods or services that are provided by the City.

If it is not readily apparent that an animal is a service animal the City may ask the person with a disability for a letter from a regulated health professional confirming that the person requires the animal for reasons relating to their disability. The City may alternatively, ask for a valid identification card signed by the Attorney General of Canada or a certificate of training from a recognized guide dog or service animal training school as confirmation that an animal is a service animal.

The care and control of the service animal is the responsibility of the owner.

## 6.3 Support Persons

After consultation with the person with a disability to understand their needs, the City of Kawartha Lakes may require that a support person accompany a person with a disability if there is no other reasonable way to protect the health or safety of the person or others on the premises.

The City will not charge a support person an admission fee when accompanying a person with a disability.

Third parties contracting the use of City facilities and public spaces may have a contradicting policy on fees. The City is not responsible for the policies of said third party.

## 6.4 Notice of Temporary Service Disruption

Temporary disruptions in City services or facilities may occur due to reasons that may or may not be within the City's control or knowledge. The City will make every reasonable effort to provide notice of a service disruption to the public. The notice will include the reason for the disruption, its anticipated duration, and a description of any alternative services that are available.

If feasible, notice of the service disruption will be given by posting the information at a conspicuous place on the premises experiencing the disruption, by posting it on the City's website or by such other method that is determined to be reasonable in the circumstances.

## **7.0 Information and Communication Support Standards**

### **7.1 Communication**

When communicating with a person with a disability, City employees, volunteers and third party contractors shall do so in a manner that takes into account the person's disability. Guidelines for communicating with people who have various types of disabilities are provided at [AccessOn.ca](http://AccessOn.ca).

### **7.2 Emergency Procedures, Plans and Information**

The City shall provide all existing public emergency procedures, plans and public safety information, upon request in an accessible format or with appropriate communication supports in a timely manner.

### **7.3 Accessible Websites and Web Content**

The Corporation of the City of Kawartha Lakes is committed to ensuring accessibility of its website for people with disabilities. All the pages on our website will conform to W3C WAI's [Web Content Accessibility Guidelines](http://www.w3.org/WAI/standards-guidelines/webcontent/) 2.0 at Level A and AA conformance with the time schedule set out in the AODA Integrated Accessibility Standard Ontario Regulation 191/11.

## **8.0 Employment Standards**

The Corporation of the City of Kawartha Lakes Human Resources Division, in consultation with the appropriate Department Director and/or Division Manager/Supervisor will provide equal opportunity to employment and ensure compliance is achieved as outlined within the Integrated Accessibility Standard Ontario Regulation 191/11 under the AODA.

### **8.1 Recruitment, Assessment or Selection Process**

During the recruitment process, Human Resources Division Staff will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. If a selected applicant requests an accommodation, the City of Kawartha Lakes shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs.

## 8.2 Employee Supports

The Human Resources Division Staff will inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on job accommodation that take into account the employee's accessibility needs due to a disability. New employees will be informed as soon as practicable after they begin their employment. Where there are changes to existing policies on the provision of job accommodation, all employees will be provided updated information.

## 8.3 Accessible Formats and Communication Supports for Employee

Upon request, the City shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order for the employee to perform the employee's job; and
- Information that is generally available to employees in the workplace.

The Director/Manager/Supervisor will consult with the employee making the request in determining the suitability of an accessible format or communication support.

## 8.4 Workplace Emergency Response Information

The provision of Individualized workplace emergency response information to employees who have a disability:

- Where the disability is such that individualized information is necessary, and
- Where the City of Kawartha Lakes Manager/Supervisor is aware of the need for accommodation due to the employee's disability.
- If an employee with individualized information requires assistance and provides consent, The City of Kawartha Lakes will provide the individualized information to the person designated by The City of Kawartha Lakes to provide assistance to the employee.
- Individualized information is provided as soon as practicable after The City of Kawartha Lakes becomes aware of the need for accommodation due to an employee's disability.



The City of Kawartha Lakes will review the individualized workplace emergency response information:

- When the employee moves to a different location,
- When the employee's overall accommodation needs or plan are reviewed (minimum every 5 years), and
- When the City of Kawartha Lakes reviews its general emergency response policies.

## 8.5 Documented Individual Accommodation Plans

A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities if requested, these plans shall include information regarding accessible formats and communication supports. If requested, the plans shall include individualized workplace emergency response information.

## 8.6 Return to Work

The Human Resources Division staff will ensure that a documented return to work process is completed for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process as outlined in the Integrated Accessibility Regulation Ontario Regulation 191/11 does not replace or override any other return to work process created by or under any other statute.

## 8.7 Performance Management, Career Development and Redeployment

The Human Resources Division staff shall take the accessibility needs of its employees with disabilities as well as any individual accommodation plans into account when providing career development, performance management and when considering redeployment.

## 9.0 Transportation Standards

### 9.1 Conventional and Specialized Transportation Services

The Corporation of the City of Kawartha Lakes program for conventional and specialized transit services are committed to providing excellence in accessible transportation services to all residents and visitors and in doing so are committed to meeting the requirements of the Integrated Accessibility Standards, O.Reg. 191/11 made under the Accessibility for Ontarians with Disabilities Act 2005, S.O. 2005, c. 11.in particular, Part IV, Transportation Standards, of such Regulation. This will be accomplished through the development and



implementation of policies, practices, procedures, resources, equipment, and training in the provisions as outlined.

## 9.2 Transportation Services Licenced by the City

Owners and operators of taxicabs licensed by the City will operate in accordance with the Accessibility Standards for Customer Service (Ontario Regulation 429/07) and the Integrated Accessibility Standards (Ontario Regulation 191/11) under the AODA. Without limitation, the City requires that taxicabs licensed by the City make available vehicle registration and identification information in an accessible format.

## 10.0 Built Environment

- 10.1 The Corporation of the City of Kawartha Lakes will continue to plan and advance with the provision of increased accessibility for persons with disabilities to City owned facilities, parks and other publicly used areas.

## 11.0 Responsibilities

- 11.1 The Corporation of the City of Kawartha Lakes Council and Staff are responsible for adhering to the parameters of this policy and for ensuring the needs of people with disabilities is addressed as described in each section of this Corporate Accessibility Policy and Policy Statement.

## Enquiries

For further information regarding this policy or to request other accessible formats, contact:

The Accessibility Officer  
[accessibility@kawarthalakes.ca](mailto:accessibility@kawarthalakes.ca)

## References

[Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005 c.11](#)

[Accessibility Standards for Customer Service Regulation Ont. Reg 429/07](#)

[Integrated Accessibility Standards Regulation Ont. Reg 191/11](#)

[AccessON - Making Ontario Accessible](#)

[Ontario Human Rights Code](#)



# Council Policy

## Revision History:

## Proposed Date of Review:

Revision	Date	Description of changes	Requested By
1.0	June 5/18	Second Release Updated to reflect changes to the AODA	B. Condie

DRAFT

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

## **Council Report**

**Report Number RS2018-016**

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**Date:** June 5, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** 10

**Title:** Fence Encroachment – 59 Cambridge Street North, Lindsay

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

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### **Recommendation:**

**That Report RS2018-016, Fence Encroachment – 59 Cambridge Street North, Lindsay, be received.**

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

The City passed the City Lands Encroachment By-law 2018-017 in February 2018. The City Lands Encroachment By-law provides that encroachments on City property are not permitted, unless authorized by the City pursuant to by-law, statute, regulation, policy, resolution of the City, or encroachment agreement.

The City Lands Encroachment By-law provides further that any person wishing to encroach on City lands must make an application to the Land Management Committee.

The Land Management Committee consists of the Director of Public Works, the City Solicitor, the Asset Manager, the Director of Engineering and Corporate Assets, the Director of Development Services and a Land Use Planner. All members are employed by the City. Unlike other Committees, the purpose of the Land Management Committee is not only to make recommendations to Council; in some cases, the purpose of this Committee is to make administrative decisions within Staff's delegated authority, set out in the City Lands Encroachment By-law and the Signing Authority By-law.

More specifically, the Land Management Committee makes recommendations to Council regarding land acquisition and land disposition, and with respect to longer term leases and licenses having a higher annual associated revenue or expense. The Land Management Committee also is used as a venue for Staff to process shorter term leases and licenses that have a lower annual associated revenue or expense, for which Staff have delegated authority.

Pursuant to section 5.05 of the Signing Authority By-law 2016-009, License Agreements with associated revenue of \$10,000.00 or less per year are signed by the City Solicitor or the Director of Corporate Services. A Council by-law is not required.

With respect to License Agreements for encroachments, the criteria upon which the Land Management Committee makes its decisions is set out at section 4.01 of the City Lands Encroachment By-law. Some examples of when an application will be denied include: the encroachment creates an unsafe condition; the encroachment creates liabilities for which the City cannot assign full responsibility to the owner of said encroachment; etc.

Section 4.04 of the City Lands Encroachment By-law provides that an applicant will be advised of the Committee's decision and has the opportunity to bring a deputation to a Special Meeting of Council. At that Special Meeting, Council may refer the matter back to Staff for a Report, which will allow Council to consider the matter and make a final decision on it.

## **Rationale:**

The Applicant, being the homeowner at 59 Cambridge Street North, Lindsay, applied to the Land Management Committee to allow an existing fence (photographs and aerial showing property lines at Appendices A – D) to remain in its current location in the front yard of 59 Cambridge Street North, at the intersection of Cambridge Street North and Bond Street. The fence encroaches approximately 8 feet into the City's road allowance.

In his application, the Applicant noted that his fence lines up with fences along Bond Street. He states the need to retain the fence in its current location as being that he has insufficient backyard space for his young children to run around, and this low fence allows a barrier between his children and traffic, for the safety of his children. If the fence was relocated to the property line, there would be insufficient space for the children to run around.

The Committee denied the application on the grounds that the fence was within the sight triangle, with the associated large masonry columns causing reduced visibility and in turn causing a hazard for those using the road network at that intersection.

Further, between the property line and the fence line on Cambridge Street North, the following utilities are present: main gas line; City fiber that runs from City Hall to 12 Peel and 180 Kent Street; Bell line; water service connect and service valve.

Along this section of Bond Street, the location of the Bell line is unknown. The gas line runs under the south curb line, so the fence does not block in this utility. Water runs under the north curb line, so the fence does not block in the water. There is no City fiber along this section of Bond Street.

The Applicant made a deputation request, however, with the next available Special Council date not scheduled until September (the July Special Council being full), and with the Applicant indicating some urgency in his request, Realty Services authored this Report to give the Applicant an earlier venue to request reconsideration of Council.

## **Other Alternatives Considered:**

The City could choose to enter into a License Agreement with the applicant to allow the fence to remain in its current location. This would be achieved by adding a second statement to the recommendation, in passing the Council Resolution: "That Staff be directed to enter into a License Agreement with the owner of 59 Cambridge Street North, Lindsay, to allow the fence at the South

West corner of Cambridge Street and Bond Street to remain in its current location.

### **Financial Implications:**

None, if the encroachment is not permitted.

If the encroachment is permitted, then the License Agreement will be structured in a way so that the City will be insured and indemnified for any third party claim (such as a collision at the intersection) resulting from the encroachment. The 5 year Agreement should be registered on title at the cost of the owner of 59 Cambridge Street North, to bind successor owners.

Similarly, any License Agreement will require the owner of 59 Cambridge Street North to waive his rights for compensation in the event that the fence needs to be removed for location/relocation of utilities or road widening.

Further, any License Agreement will require the owner of 59 Cambridge Street North to waive his rights for compensation in the event of damage to the fence as a result of snow clearing activities.

### **Relationship of Recommendation to the 2016-2019 Strategic Plan:**

This Report does not specifically align with any of the goals in the Council Adopted Strategic Plan. This Report is in alignment with the strategic enabler of “efficient infrastructure and asset management”.

### **Consultations:**

Land Management Committee

### **Attachments:**

Appendix A – Photograph of Fence



Appendix A -  
Photograph of Fence.

Appendix B – Photograph of Fence looking North on Cambridge Street North



Appendix B -  
Photograph of Fence

## Appendix C – Photograph of Fence looking West on Bond Street



Appendix C -  
Photograph of Fence

## Appendix D – Aerial Photograph



Appendix D - Aerial  
Photo.pdf

**Department Head E-Mail: [rcarlson@kawarthalakes.ca](mailto:rcarlson@kawarthalakes.ca)**

**Department Head: Robyn Carlson**

**Department File: L17-18-RS034**





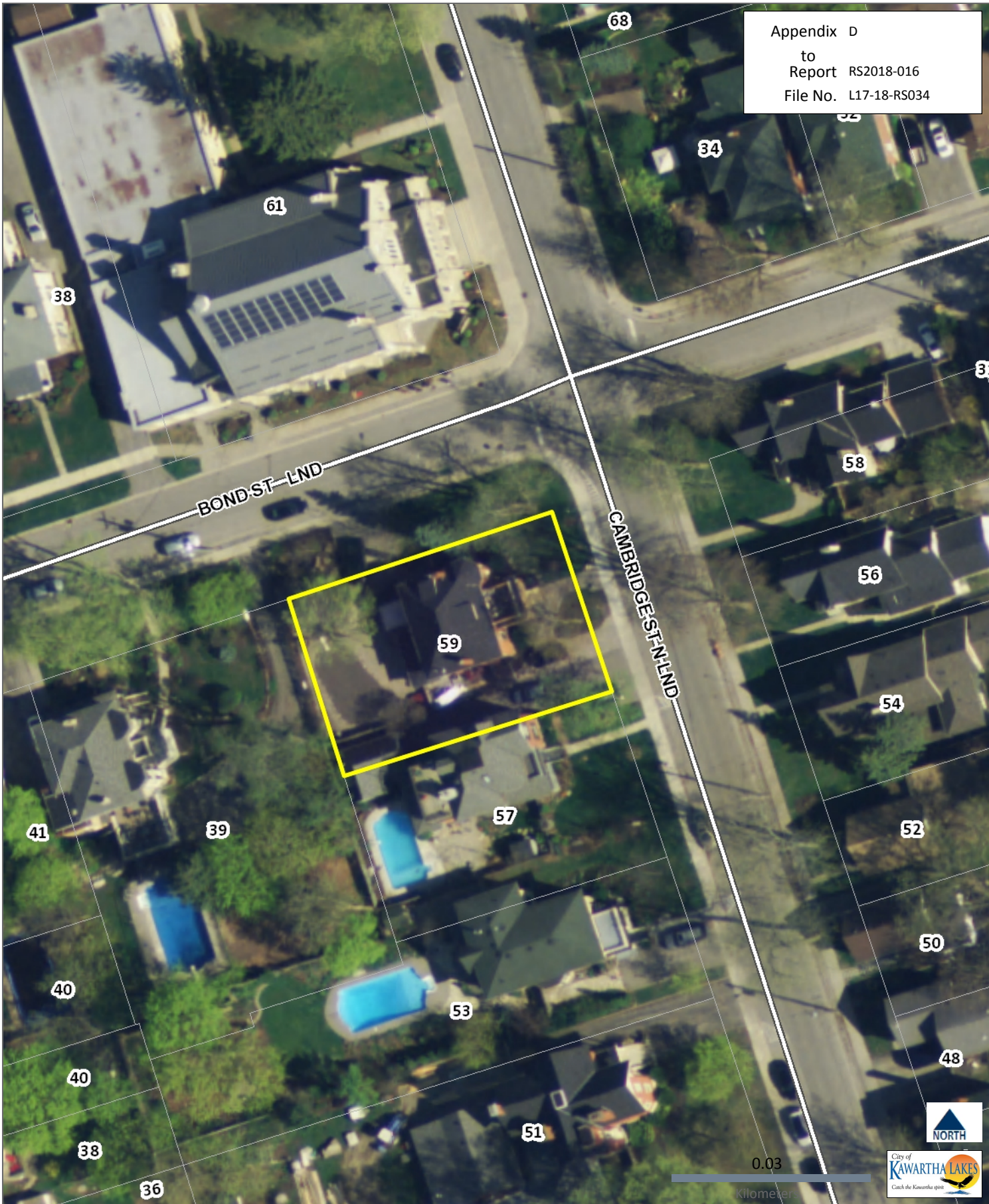












THIS MAP IS NOT TO BE USED FOR NAVIGATION  
© City Of Kawartha Lakes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Date:

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

## **Council Report**

**Report Number CS2018-010**

---

**Date:** June 5, 2018

**Time:** 2:00 p.m.

**Place:** Council Chambers

---

**Ward Community Identifier:** Wards 7 & 13

**Subject:** Emergency Repairs to Murphy Barn (Settler's Village, Bobcaygeon)

**Author Name and Title:** Craig Shanks, Director of Community Services

---

### **Recommendation(s):**

**RESOLVED THAT** Report CS2018-010 **Emergency Repairs to Murphy Barn (Settler's Village, Bobcaygeon)**, be received; and,

**THAT** the emergency repairs to the Murphy Barn at Kawartha's Settler's Village be funded to a maximum amount of \$156,200.00 from the Contingency Reserve Fund; and,

**THAT** a Change Order to the current Purchasing Orders to Terraspec Engineering and Woodrow Contracting to perform design of Phase 1 repair and construction work at the Murphy Barn be approved to an upset limit of \$156,200. entered into for this amount.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

The Kawartha Arts and Heritage Society leases and manages the Settler's Village property in Bobcaygeon as a Museum, Cultural and Heritage site within the City of Kawartha Lakes (Appendix A). The property itself is owned by the City of Kawartha Lakes, as is the Murphy Barn. All other buildings on the site are owned by the Kawartha Arts and Heritage Society. This is one of the major attractions in the Kawartha Lakes and draws thousands of visitors per year while also hosting numerous local events. The property has been highlighted in many successful larger scale events such as Doors Open and Communities in Blooms. The use of the Murphy Barn, a 1900's era barn facility, as a museum display area and special events assembly area for the Society acts as their largest revenue generator. Such special events are, but not limited to; weddings, Jack and Jill's, Festivals, etc. The largest event and biggest fundraiser for the Society is the annual Festival of Trees held every Christmas season. The Society has invested funds (external grant funds and their own funds) previously in the Murphy Barn to enhance the facility for use. Without the use of the facility for these events and the funds they raise the Society would not be able to continue to operate the Settler's Village property.

In late 2016 a concern was raised regarding the use of the facility for various events and whether or not the Murphy Barn was zoned accordingly and met with the respective Building and Fire Codes. A review was undertaken with the Society and the various required City Departments and it was determined that the Murphy Barn did in fact meet zoning requirements but some work was required from a structural and fire standpoint to bring the facility to code for current use. At the time of discovery (post 2017 City Budget approval) the anticipated repairs were relatively minor and the plan was to address and complete the required work through the 2018 Community Services Special Projects Operating Fund. This work began in late April of 2018, however upon initiation of the work, a larger structural concern was found which the current budget would not allow for and to a level which required a report to Council and approval of funds.

This report addresses the emergency structural integrity concerns of the Murphy Barn to allow for the scheduled events to continue for the 2018 season and to allow for the facility to be repaired for future years and seasons.

## **Rationale:**

The original proposed work was minor in scope and dealt with fire exit and signage items as well as minor structural concerns with support beams, posts and lintels. As stated the concept was to conduct the work through approved Special Projects funding. This work was to be conducted in the Spring of 2018 prior to the Settler's Village 2018 season beginning to allow for no impact on their ability to host events. Work to the lintels and beams were completed in May of 2018. However, when the work on the support posts was set to initiate a larger

structural concern was raised, highlighting an immediate need for work as the facility was deemed to have lost its structural integrity. This is due to post rot and deterioration, floor stabilization, ground water levels, rooftop stabilization and foundation concerns.

The completed work consists of \$63,000.00 for administrative work (meetings, inspections and plans), lintel work, beam work and initial construction operations for foundations. As stated this was funded through the 2018 Community Services Operations Budget funded by Council.

The new required work will be phased into 2 parts and listed as follows;

Phase 1 - 2018 Murphy Barn Emergency Work

<b>Work</b>	<b>Cost</b>
Terraspec Engineering - Re-Design/On-site Engineering	\$22,000
Woodrow Contracting – Foundation up-grades, sub-surface drainage system, support columns, main floor structural improvements, stairway closure, rafter cabling	\$120,000
Contingency - 10%	\$14,200
<b>Total</b>	<b>\$156,200</b>

Phase 2 - 2019 Murphy Barn Capital Budget Estimate Request (to be considered as part of the 2019 Budget)

<b>Work</b>	<b>Cost</b>
Terraspec Engineering/ Woodrow Contracting – Structural Design/On-site Engineering, structural improvements for main floor and roof to ensure assembly usages are permitted based on load, snow load, freezing, etc.	\$273,000

Work	Cost
Contingency - 10%	\$27,300
<b>Total</b>	<b>\$300,300</b>

The work has been phased as the Phase 2 component cannot be completed prior to the 2018 season. This phasing will allow for the facility to be brought to code for the 2018 summer season and structural needs while allowing for the winter requirements to be budgeted for and scheduled through the 2019 Budget cycle and completed prior to the Settler's Village 2019 season. It also allows the City better budget for required works and not have to fund through contingency for the entire requirements. It should also be noted that the completed work and the Phase 1 work are items that must be completed for overall code needs. There is no funding spent or being proposed to be spent that will not be used in the final project or have a need for changing/removal. Finally, Terraspec and Woodrow have committed to achieving the intended target dates that if approved at this time the work can be completed to allow for the 2018 season to take place uninterrupted.

### **Other Alternatives Considered:**

The City has reviewed various options with the Kawartha Arts and Heritage Society. This included use of other City facilities (Bobcaygeon/Verulam Community Centre) and the rental of an outdoor tent structure to host their 2018 summer season events.

While the current rental schedule of the Community Centre would allow for some of the scheduled Settler's Village events to re-locate, it would not allow for the re-location of all scheduled events. As well, for those dates which are open for re-location, the actual facility does not meet the intent of the scheduled event (ie. Farm theme, country theme, etc.).

The Society has also investigated the use and rental of an outdoor tent facility for their summer season events. The cost of such a rental (approximately \$3,000/event), the size of the tent and location on the Settler's Village grounds that it would need to be placed on again make it not a sufficient alternative. The cost for renting such a tent would be extreme and would not solve the long-term structural concerns of the Murphy Barn which need to be addressed for future use. The Society has rented a tent for some on the events scheduled at the beginning of the season so that they can continue with little impact while allowing the required work to take place to bring the Murphy Barn to code.



Council could choose not to fund this project but staff are recommending against such action. This is due to the inadequacies of the other alternatives which would cause the 2018 events to be cancelled and all future such events not to be able to be booked. As this is the Kawartha Arts and Heritage Society's greatest and primary source of revenue for operating and managing Settler's Village, the Society would not be able to function moving forward and would cease operations thereby putting an end to an extremely valuable and important cultural asset within the City of Kawartha Lakes.

### **Financial/Operation Impacts:**

The proposed work will have a 2018 budget impact of \$156,400.00 to be funded from the Contingency Reserve. The Contingency Reserve will have a remaining balance of \$1,524,566.22 after this transfer.

It should be noted that this will be considered Phase 1 of this work and will allow the scheduled 2018 events to take place in the Murphy Barn this summer. Staff will propose a Phase 2 budget of approximately \$300,000.00 for deliberation in the 2019 Capital Budget. This Phase would complete the necessary work to bring the Murphy Barn completely up to code for the style of uses it hosts and make the facility safe for public assemblies and events.

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

This report meets with the City's Strategic Plan in a number of ways. Specifically Goals 1 and 2 to allow for the support of community volunteer agencies, efficient use of City facilities and strategic investment in our assets to ensure their long-term viability:

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

Link to Strategic Plan

<https://www.kawarthalakes.ca/en/municipal-services/resources/Documents/City-of-Kawartha-Lakes-2016-2019-Strategic-Plan.pdf>

### **Review of Accessibility Implications of Any Development or Policy:**

The current and proposed work will allow the facility to meet code (Building and Fire) to allow it to continue to be used for both museum display style functions and assembly area special event functions.



## **Consultations:**

Terraspec Engineering  
Woodrow Contracting  
Mayor  
Councillors Seymour-Fagan and Junkin  
Corporate Services Department  
Fire Department  
Building Division  
CAO  
Kawartha Arts and Heritage Society (Kawartha Settler's Village)

## **Attachments:**

Appendix A – Kawartha Region Arts and Heritage Society Agreement



CS2018-010  
Appendix A.pdf

**Department Head E-Mail:** [cshanks@kawarthalakes.ca](mailto:cshanks@kawarthalakes.ca)

**Department Head:** Craig Shanks, Director

**Department File:**

THIS INDENTURE made in triplicate the 17<sup>th</sup> DAY OF September, one thousand nine hundred and ninety-one

B E T W E E N:

CORPORATION OF THE VILLAGE OF BOBCAYGEON

hereinafter called the LESSOR, OF THE FIRST PART

and

KAWARTHA REGION ARTS AND HERITAGE SOCIETY

hereinafter called the LESSEE, OF THE SECOND PART

WITNESSETH, that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Lessee, the Lessor DOTH demise and LEASE unto the Lessee, its executors, administrators, successors and assigns, all that messuage or tenement situate, lying and being Part of Part Block 4, Plan 70, North of Dunn Street as illustrated on the sketch attached hereto and marked as Schedule "A".

TO HAVE AND TO HOLD the said demised premises for and during the term of Ninety-nine (99) years to be computed from the 1st. day of October, 1990, one thousand nine hundred and ninety and from thence forth next ensuing and fully to be complete and ended September 30, 2089.

YIELDING AND PAYING therefor yearly and every year during the said term unto the Lessor, its heirs, executors, administrators, or assigns, the sum of TWO-----(\$2.00)-----DOLLARS of lawful money of Canada, to be payable on the following days and times, that is to say, on the 1st. day of October in each and every year the sum of Two (\$2.00) Dollars shall become due and payable, the first of such payment to become due and be made on the 1st. day of October, 1990.

SPECIAL PROVISIONS:

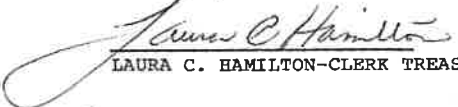
1. The Lessee acknowledges the existence of the Lawning Bowling Club's facilities on the property, as shown in the attached Schedule "A" and agrees not to construct permanent facilities or structures on the area immediately behind these facilities, in a size approximately equal to the present greens. When either party, the Lawn Bowling Club on the one hand and the Kawartha Region Arts and Heritage Society on the other hand, can demonstrate to the Village Council's satisfaction the need for additional space. The Council may either turn over this reserve land to the Lawn Bowling Club or to the Kawartha Region Arts and Heritage Society.
2. It is hereby further acknowledged that the Lessee recognizes that a major storm water retention pond is located on the property and is to remain for the foreseeable future, and further that a drain flows through the property from the pond to Dunn Street and this drain cannot be blocked in any way.
3. It is hereby further acknowledged that the Lessee recognizes that a water storage tank may be erected on the property in the future and that the water pipes will have to be installed to the tower from Dunn Street, (exact location of the tower to be determined). Prior to construction or placement of buildings on the site, Village approval is required.
4. It is hereby further acknowledged that the Lessee recognizes that a low area in the southeast corner of the property presently floods at certain times of the year. This low area is not to be changed in any way without Village approval.
5. The Lessee covenants and agrees that they shall be responsible for all maintenance and operational costs of the Society and shall not in any way hold themselves out to the public as being a legal statutory creation of the Village.

6. The Lessee covenants and agrees to maintain insurance on any and all improvements which they construct on the said lands and the Lessee further covenants and agrees to maintain their own liability insurance.
7. The Lessee covenants and agrees that should the Society lose or surrender its charter, then this agreement is null and void.
8. It is hereby further acknowledged that the Lessor/Lessee recognizes that various disciplines of the arts will be involved and that the various buildings will be used to accomodate work areas for these disciplines.
9. Lessor and Lessee realize that a museum will be located on the property.
10. The Lessee covenants and agrees that the said property shall not be used in a retail or commercial capacity, save and except those items which are related directly to the objects and purposes of the Society and may be sold on the subject property.
11. The Lessor acknowledges and agrees that the land may be used for concerts, displays, shows, classes, lectures, seminars, tours, dances, receptions, food and beverages prepared and consumed, and further that items directly related to the purposes of the Society may be sold on the property.
12. The Lessor covenants and agrees to pay the property taxes on the subject property.
13. The Lessee covenants and agrees to pay the water and sewer rates on the subject property.
14. The Lessor and Lessee agree that this lease shall automatically renew for a further ninety nine (99) years upon the termination of the original term.
15. The Lessor and Lessee acknowledge that a service corridor will be available from Dunn Street to accommodate such pipes to service the water tower which will be located in the rear half of the property (exact location of water tower to be determined at time of construction). The Lessor reserves the right to have vehicle access over the service corridor to gain access to the tower and the storm water retention pond.


IN WITNESS WHEREOF the parties hereto have affixed their corporate seals.

CORPORATION OF THE VILLAGE OF  
BOBCAYGEON

  
FRANK POOLE, REEVE

  
LAURA C. HAMILTON-CLERK TREASURER

KAWARTHA REGION ARTS AND  
HERITAGE SOCIETY.

  
ANNE CLELAND, PRESIDENT

  
JEAN WARD-SMITH, SECRETARY

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

## **Council Report**

**Report Number CEM2018-002**

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**Date:** June 5, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier: 16**

**Title:** Janetville Presbyterian Cemetery, 595 Janetville Road

**Description:** Transfer Ownership to Municipality

**Author and Title:** Cathy Sleep, Cemetery Administrator

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### **Recommendation(s):**

**That** Report CEM2018-002, **Janetville Presbyterian Cemetery, 595 Janetville Road**, be received;

**That** staff take the necessary action to transfer ownership of Janetville Presbyterian Cemetery as set out in the Funeral, Burial and Cremation Services Act, 2002, Section 101.1 Subsections 1 to 8; and,

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Janetville Presbyterian Cemetery is a one-quarter acre site located at 595 Janetville Road, just south of the village of Janetville. The cemetery abuts the Janetville United Church Cemetery. Each site is separately owned and operated, although there is no fence between them.

Many years ago, the Presbyterian Church at the site closed. The church building was moved to the Village of Janetville and became a residence. The only two volunteers who have kept the cemetery operating are aging and struggling to manage the administration and operational duties for the past few years.

In August 2017, the Secretary-Treasurer of Janetville Presbyterian Cemetery, Mary Lou Walker, wrote to request that the municipality assume ownership of the cemetery (Appendix A). The letter states that the cemetery does not have funds to obtain liability insurance or to maintain the operation.

There are no further lots available for sale and approximately six future interment rights to be exercised.

This report addresses the transfer of ownership of Janetville Presbyterian Cemetery to the City of Kawartha Lakes.

## **Rationale:**

The Funeral, Burial and Cremation Services Act, 2002 Section 101.1 (subsections 1 – 8) provides for the owner of a Cemetery to legally abandon a Cemetery and voluntarily turn ownership over to the Municipality (Appendix B). Upon a declaration that a cemetery is abandoned being registered in the appropriate land registry office, the municipality becomes the owner of the cemetery with all rights and obligations in respect to the cemetery and the assets, funds, and trust accounts related thereto that the previous owner had.

Pursuant to Section 101.1 s. 2 (b), staff advised Mary Lou Walker to contact the Bereavement Authority of Ontario (BAO) to make application to have the cemetery transferred to the municipality.

## **Other Alternatives Considered:**

As indicated in the Funeral, Burial and Cremation Services Act, the City is obliged to assume ownership.

## **Financial/Operation Impacts:**

THAT the maintenance of Janetville Presbyterian Cemetery grounds and monuments be incorporated in future budgets for Council's consideration.

- Estimated annual operating/maintenance costs are \$2,000.00
- There are no revenues from lot sales and interments revenue will be minimal
- Capital expenses: Future Monument Restoration estimated at \$2,000.00; fencing, stone gate post repairs and sign replacement estimated at \$7,000.00.

Scotiabank holds the care and maintenance account #78004702 with a balance of approximately \$1,859.00 as of December 31, 2017 (Appendix D). The account will be closed and the funds disbursed to the City for deposit to its Cemeteries Trust Account for Care and Maintenance.

The cemetery operator will notify Scotiabank to transfer ownership of GIC # 1923416 in the amount of \$1,349.25 due May 14, 2019 to the municipality (Appendix E).

Mary Lou Walker closed operating account # 63172 02873 26 at Scotiabank with the balance of \$143.40 paid to the grass cutting volunteer on July 11, 2017 to help offset gasoline and mower expenses (Appendix F).

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

This report speaks to Good Government and the responsibility of maintaining local heritage and public safety.

## **Review of Accessibility Implications of Any Development or Policy:**

There are no accessibility implications associated with this report.

## **Consultations:**

Ministry of Government and Consumer Services  
Bereavement Authority of Ontario  
Manager, Parks, Recreation & Culture  
Supervisor, Parks & Open Spaces



## **Attachments:**

Appendix "A"	Copy of letter from Mary Lou Walker dated August 11, 2017
Appendix "B"	Section 101.1 of the Funeral, Burial and Cremation Services Act, 2002
Appendix "C"	Photos of Site
Appendix "D"	Scotiabank Statement dated December 31, 2017
Appendix "E"	Scotiabank GIC # 1923416 dated June 30, 2017
Appendix "F"	Scotiabank Account #63172 02873 26 closing Receipt

**Department Head E-Mail: [cshanks@kawarthalakes.ca](mailto:cshanks@kawarthalakes.ca)**

**Department Head: Craig Shanks**

Appendix A

Mary Lou Walker  
698 Janetville Road  
Janetville ON L0B1K0

August 11, 2017

To Whom It May Concern:

As the Director of record for the Janetville Presbyterian Cemetery I am hereby requesting that the Cemetery may be turned over to the City of Kawartha Lakes.


This cemetery has no liability insurance, no donors and no workers and I am too old and not able to do this anymore. There is a GIC at the Scotia Bank, Lindsay Branch.

Mr. Don Hughes has been cutting the grass for many years and has offered to continue doing so.

I am very concerned about the lack of liability insurance and there are no funds to purchase such. The site is full and no further graves are available..

I urge the City of Kawartha lakes to take over this cemetery as soon as possible.

Sincerely,



Mary Lou Walker

Appendix A

Mary Lou Walker  
698 Janetville Road  
Janetville ON L0B1K0

August 11, 2017

To Whom It May Concern:

As the Director of record for the Janetville Presbyterian Cemetery I am hereby requesting that the Cemetery may be turned over to the City of Kawartha Lakes.


This cemetery has no liability insurance, no donors and no workers and I am too old and not able to do this anymore. There is a GIC at the Scotia Bank, Lindsay Branch.

Mr. Don Hughes has been cutting the grass for many years and has offered to continue doing so.

I am very concerned about the lack of liability insurance and there are no funds to purchase such. The site is full and no further graves are available..

I urge the City of Kawartha lakes to take over this cemetery as soon as possible.

Sincerely,



Mary Lou Walker

## **Appendix B**

### **Abandoned Cemeteries**

#### **Applications for declaration**

101.1 (1) A person set out in subsection (2) may apply to have a judge of the Superior Court of Justice declare a cemetery abandoned if the owner of the cemetery,

(a) cannot be found or is unknown;

(b) is unable to maintain it; or

(c) is not a licensed operator and there is no licensed operator for the cemetery. 2006, c. 34, Sched. D, s. 68.

#### **Who can apply**

(2) The application may be made by,

(a) the Crown if the cemetery is on land that is situated in territory without municipal organization;

(b) the local municipality within whose geographic boundaries the land of the cemetery is located;

(c) the owner or operator of the cemetery; or

(d) the registrar. 2006, c. 34, Sched. D, s. 68.

#### **Notice of application**

(3) An applicant shall give notice of the application to the following persons or entities, but is not required to give the notice to the applicant:

1. The owner or operator of the cemetery.

2. The local municipality within whose geographic boundaries the land of the cemetery is located, if there is one.

3. The Crown, if there is no local municipality within whose geographic boundaries the land of the cemetery is located.

4. The registrar. 2006, c. 34, Sched. D, s. 68.

## Appendix C



View of both cemeteries looking south, the Presbyterian site in the foreground and the United Church Cemetery in the background



Entrance to Janetville Presbyterian Cemetery



## Appendix D

NOTARY PUBLIC (12-3083)  
11-01-2018 0:00

All values in this statement are shown in Canadian dollars.  
The exchange rate used was \$1.39430 Canadian equals \$1.00 U.S.

JANETVILLE PRESBYTERIAN CEMETERY  
ACCO. NO. 2110466 1806-379  
December 31, 2017

### Account Summary

ASSET CATEGORY	CANADIAN VALUE	% OF TOTAL
<input checked="" type="checkbox"/> Cash & Short Term	\$2	0.09%
<input checked="" type="checkbox"/> Fixed Income	1,857	99.91%
<b>TOTAL ASSETS</b>	<b>\$1,859</b>	<b>100%</b>

\* Real estate and other assets may not be stated at current market value nor do they show estimated annual income

Appendix "E"



Your Investments

N001480263  
JANETVILLE PRESBYTERIAN CEMETERY  
April 1 to June 30, 2017

Your account details

100.00% OF YOUR TOTAL PORTFOLIO

Investment Account #0000000001923416

Your non-registered account with The Bank of Nova Scotia

Your investment mix and account value



TYPE OF INVESTMENT	PERCENTAGE	VALUE AT JUN 30, 2017 (\$)
Guaranteed investments	100.00%	1,348.66
<b>ACCOUNT VALUE</b>		<b>\$1,348.66</b>



100% Guaranteed Investments

Details of your investments

Guaranteed Investments

GUARANTEED INVESTMENT CERTIFICATES

PURCHASE DATE	MATURITY DATE	INITIAL RATE	PRIB AMOUNT (\$)	MATURITY VALUE (\$)	VALUE AT JUN 30, 2017 (\$)
#1010000019V988 May 13, 2017	RN1 Cashable GIC at maturity May 14, 2018	0.0500%	1,348.57	1,348.25	1,348.66
<b>TOTAL GUARANTEED INVESTMENTS</b>					<b>\$1,348.66</b>

0701486134-0000000001923416-0001-0000-000

3 of 3  
0701486134-0000000001923416-0001-0000-000

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Appendix F

SAVING ACCOUNT REGULATIONS

1. Cash withdrawals may only be made only by the person named on the form provided.
2. Interest is paid on the account at the rate and frequency as may be specified by the Scotia Bank. The interest is paid on the account balance.
3. Scotia Bank reserves the right to require ten days notice of withdrawal for full or partial withdrawals from all savings accounts. Scotia Bank also reserves the right to require you to provide your account password and to make a withdrawal.
4. This passbook should be kept safe and not be loaned to anyone else. If it is lost or stolen, you should report it to Scotia Bank immediately.
5. Information about any charges which may be applied to your account may be obtained from Scotia Bank.
6. U.S. Dollar Deposit Accounts are not insured by the FDIC under the Canada Deposit Insurance Corporation Act.

EXPLANATION OF SYMBOLS

100 - Cash on hand	101 - Cash on hand	102 - Cash on hand
103 - Cash on hand	104 - Cash on hand	105 - Cash on hand
106 - Cash on hand	107 - Cash on hand	108 - Cash on hand
109 - Cash on hand	110 - Cash on hand	111 - Cash on hand
112 - Cash on hand	113 - Cash on hand	114 - Cash on hand
115 - Cash on hand	116 - Cash on hand	117 - Cash on hand
118 - Cash on hand	119 - Cash on hand	120 - Cash on hand
121 - Cash on hand	122 - Cash on hand	123 - Cash on hand
124 - Cash on hand	125 - Cash on hand	126 - Cash on hand
127 - Cash on hand	128 - Cash on hand	129 - Cash on hand
130 - Cash on hand	131 - Cash on hand	132 - Cash on hand
133 - Cash on hand	134 - Cash on hand	135 - Cash on hand
136 - Cash on hand	137 - Cash on hand	138 - Cash on hand
139 - Cash on hand	140 - Cash on hand	141 - Cash on hand
142 - Cash on hand	143 - Cash on hand	144 - Cash on hand
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1240219 (12/2018)  
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CUSTOMER RECEIPT PAGE 01/01

DATE: 11/07/17  
TIME: 10:00 AM  
CASH  
AMOUNT: \$113.00  
TOTAL: \$113.00  
CASH RECEIVED: \$113.00  
ACCOUNT BALANCE: \$113.00  
SAVINGS CHANGES: \$113.00  
CASH RECEIVED: \$113.00  
ACCOUNT BALANCE: \$113.00  
SAVINGS CHANGES: \$113.00

Thank You  
Have an excellent day

July 11 2017

Money from Closing  
of The Bank Account  
given to Donald  
Hughes to wards  
Grass Cutting of  
J. P. Cemetery  
Donald Hughes

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

## **Council Report**

**Report Number PUR2018-023**

---

**Date:** June 5, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

---

**Ward Community Identifier:** 6 and 7

**Title:** Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP

**Author and Title:** Marielle van Engelen, Buyer  
Robert MacPherson, Water/Wastewater Technician

---

### **Recommendation(s):**

**That** Report PUR2018-023, **Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP** (Water Pollution Control Plant), be received;

**That** Shepherd Enterprises Inc. (Shepherd Environmental Services) of Coboconk be selected for the award for the removal, haulage, storage and spreading of biosolids from the Bobcaygeon Water Pollution Control Plant (WPCP) and the Fenelon Falls WPCP for an initial two year term, for a total quoted estimated amount of \$497,466.00, not including HST;

**That** Council approve the three (3) – one (1) year renewal periods included in the quotation, with a unit price increase according to the Canadian Consumer Price Index percentage change, pending successful vendor performance review and annual budget approval;

**That** subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP; and

**That** the Purchasing Division be authorized to issue a purchase order(s) as required.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## Background:

The City of Kawartha Lakes owns both the Fenelon Falls WPCP and the Bobcaygeon WPCP, with the Ontario Clean Water Agency (OCWA) being the accredited Operating Authority. Neither plant has the provisions for on-site storage or means of disposal for biosolids produced at each plant. Biosolids are organic matter removed from the wastewater stream during the treatment process and is a critical step before the treated water can be discharged back into the environment. Biosolids are generally removed from the WPCPs on a monthly basis and are land applied on pre-approved sites during permitted time periods of the year (there is no biosolids land application permitted between December 1<sup>st</sup> and March 31<sup>st</sup> as per regulatory requirements under the Nutrient Management Act). During non-permitted periods for land application the biosolids are stored at an approved biosolids storage facility.

Quotation 2018-52-OQ Removal, Haulage and Disposal of Biosolids at the Fenelon Falls and Bobcaygeon WPCP was released for advertising in accordance with the Purchasing Policy. Prior to commencement of applying biosolids from the Fenelon Falls and Bobcaygeon WPCPs the selected vendor must have prior approval from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMFRA) for the selected vendor's Non-agricultural Source Material (NASM) Plan. Estimated approval times can take up to four (4) months.

The Quotation closed on May 17, 2018 and was opened in public by Andy Letham, Mayor and Marielle van Engelen, Buyer, with the following results:

<b>Quotation Received From</b>	<b>Total Quotation Amount Read at Public Opening (excluding HST)</b>
Shepherd Enterprises Inc. (Shepherd Environmental Services) Coboconk, ON	\$497,466.00
Region of Huronia Environmental Services (2013) Ltd. (ROHES (2013) Ltd.) New Lowell, ON	\$1,117,600.00

Submissions were checked for compliancy to the quotation document and for mathematical errors. References were checked and found to be favorable.



## **Rationale:**

The current agreement expires December 31, 2018 and there are no in-house options to perform this service. It is vital to the wastewater facilities to have their biosolid waste removed from site in order to operate the plants in compliance with their Environmental Compliance Approval.

Staff recommends that Shepherd Enterprises Inc. (Shepherd Environmental Services) of Coboconk be selected for the award for the removal, haulage, and storage and spreading of biosolids from the Bobcaygeon and Fenelon Falls WPCPs for a two (2) year term. The proposed price includes a basic charge for removal, haulage, spreading and storage of biosolids for a quoted estimated amount of \$497,666.00 plus HST for the initial two (2) year term. The quoted amount is calculated using the quoted unit prices and the estimated annual volume of biosolids provided in the quotation document. The actual costs each year will be based on the actual volume of biosolids produced and hauled and will be charged at the set unit prices in the quotation. Three (3) – one (1) year renewal periods were included in the quotation, with a unit price increase according to the Canadian Consumer Price Index percentage change, pending successful vendor performance review and annual budget approval.

## **Other Alternatives Considered:**

No other alternatives are being considered as the recommendation to award was achieved through an open, fair and transparent competitive procurement process.

## **Financial/Operation Impacts:**

The Public Works department will ensure that costs for these services are incorporated in the proposed Water and Wastewater Operating Budget for each year of the contract. Annual operating budget amounts will be calculated using the unit prices provided in the quotation and the estimated volumes of biosolids for each year, which varies based on flows and operating conditions. The initial two year term of the contract is for the period of January 1, 2019 to December 31, 2020 with three (3) one (1) year optional renewal periods.

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

This Report contributes to the Council Adopted Strategic Plan in the following ways:

- a. This report directly addresses “*Goal 1 – A Vibrant and Growing Economy; Objective 1.1: A stronger more diversified economy*” of the Strategic Plan.

Awarding the contract to a local business that employs a number of staff from within the City of Kawartha Lakes promotes a stronger economy within CKL.

- b. This report directly addresses “*Goal 3 – A Healthy Environment; Objective 3.1: A healthier environment; Action 3.1.6: Protect & enhance water quality*” of the Strategic Plan. The removal of biosolids from the WPCPs in question allows for the plants’ treatment process to work effectively and efficiently. This in turn ensures the treated water’s quality is maintained, while protecting the overall community’s environment and health.
- c. This report relates to “*Enabler 4: Objective 3: Environmentally efficient municipal infrastructure*” of the Strategic Plan. The removal of biosolids allows the facilities to meet effluent parameter limits set by the MOECC. Discharge limits are set to ensure discharged effluent will cause no significant impacts to the surrounding environment.

**Department Head E-Mail:** brobinson@kawarthalakes.ca

**Department Head:** Bryan Robinson, Director of Public Works

**Department File:** 2018-52-OQ

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number PUR2018-024

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**Date:** June 5, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** 2018-65-SS Single Source Purchase of Two Ambulance Remounts

**Author and Title:** Ashley Wykes, Buyer  
Andrew Rafton, Commander of Operations

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### Recommendation(s):

**That** Report PUR2018-065, 2018-65-SS Single Source Purchase of Two Ambulance Remounts be received;

**That** Crestline Coach Ltd. of Saskatoon be awarded the single source purchase of two (2) ambulance remounts at a total cost of \$216,171.38 not including HST; and

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Crestline Coach Ltd. is one of the few companies certified as an approved manufacturer for new and remounted ambulances through the “Ontario Provincial Land Ambulance and Emergency Response Vehicle Standards” implemented by the Ministry of Health and Long-Term Care.

## **Rationale:**

The City has thirteen (13) ambulances in the Paramedic Services fleet with all thirteen being Crestline Coach. Paramedic Services has standardized their fleet as the ambulances have proven to be both dependable and reliable and Crestline Coach Ltd. has provided excellent customer service over the years.

Our neighboring Paramedic Services, (Haliburton, Peterborough and Northumberland County) use the same provincial ambulance communication centre as the City and back each other's systems up when dealing with large scale patient scenes. The entire ambulance fleet in Haliburton, Peterborough and Northumberland are Crestline.

In an emergency situation, vehicle familiarity plays an important role with response times for Paramedics working in cross border situations or when vehicles are loaned and/or borrowed from neighboring Paramedic Services.

Staff are recommending the award of the two remount ambulance purchases to Crestline Coach Ltd. of Saskatoon, at a total cost of \$216,171.38 not including HST.

## **Other Alternatives Considered:**

No other alternatives are being considered as the City's Purchasing Policy allows for a single source when there is more than one source in the market, but for reasons of function or service, one vendor is recommended.

In this case Crestline Coach Ltd., is being recommended in order to ensure compatibility with an existing product, equipment, facility or service required and the vendor has the skills related to an existing knowledge of the nature of the service.

### **Financial/Operation Impacts:**

The budget for the ambulance remounts was approved in the 2018 capital budget as per the chart below.

The balance remaining in the project once it is complete will be addressed in the Capital Close Report provided by the Treasury Division.

<b>Capital Project Number</b>	<b>Project Budget</b>	<b>Other Committed Funds</b>	<b>Capital Project balance</b>	<b>Purchase Amount (excluding HST)</b>	<b>HST Payable</b>	<b>Total Purchase</b>	<b>Project Balance</b>
938180203	\$330,000	\$0	\$330,000	\$216,171	\$3,805	\$219,976	\$110,024

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

The purchase of two ambulance remounts does not directly impact or align with the City's Strategic Plan.

### **Consultations:**

Junior Accountant

**Department Head E-Mail:** [kkirkpatrick@kawarthalakes.ca](mailto:kkirkpatrick@kawarthalakes.ca)

**Department Head:** Keith Kirkpatrick

**Department File:** 2018-65-SS



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

## **Council Report**

**Report Number PLAN2018-053**

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**Date:** June 5, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** 14

**Subject:** A By-law to Deem Lots 3 and 4, Registered Plan 129, geographic Township of Fenelon, being 201 Snug Harbour Road (Heaslip)

**Author and Title:** Mark LaHay, Planner II

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### **Recommendations:**

**That** Report PLAN2018-053, respecting Lots 3 and 4, Registered Plan 129, geographic Township of Fenelon, Heaslip – Application D30-2018-009, be received;

**That** a Deeming By-law respecting Lots 3 and 4, Registered Plan 129, substantially in the form attached as Appendix “C” to Report PLAN2018-053, 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.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## Background:

Proposal:	The owners have requested Council pass a Deeming By-law to deem Lots 3 and 4, Registered Plan 129, not to be a lot within a registered plan of subdivision (see Appendices “A” and “B”).
Owners:	Bruce Heaslip (Lot 3); Nadine Heaslip (Lot 4)
Applicant:	Bruce Heaslip
Legal Desc:	Lots 3 and 4, Registered Plan 129, geographic Township of Fenelon
Official Plan:	“Waterfront” in the City of Kawartha Lakes Official Plan
Zone:	“Rural Residential Type Three (RR3) Zone” in the Township of Fenelon Zoning By-law No. 12-95
Site Servicing:	Private individual well and private individual septic system
Existing Use:	Residential (single detached dwelling and residential accessory structures)
Adjacent Uses:	North: Waterfront Residential East: Snug Harbour Road, Rural, Rural Residential South: Waterfront Residential West: Sturgeon Lake

## Rationale:

The owners of Lots 3 and 4 have requested that Council pass a Deeming By-law to effect the consolidation of these two lots. The owners would like the future flexibility to build across both lots. They currently have their existing dwelling, a principal use, located on Lot 3, with a portion of the surrounding wood deck located on Lot 4, whereas the accessory uses, including a garage, shed and swimming pool are located on Lot 4 with a portion of the pool fence and deck and garage located on Lot 3. Accessory uses would typically not be permitted on Lot 4 as they are located on a separate lot without a principal dwelling. Furthermore, as the accessory buildings or structures straddle the mutual lot line, this consolidation would remove any potential contraventions with respect to the side yard setback provisions for buildings or accessory structures. Please refer to Appendices “A” and “B”.

Adoption and subsequent registration of this Deeming By-law (see Appendix “C”) will permit accessory structures on one property that contains a principal use. This will also allow greater flexibility for siting buildings and/or structures. The effect of the Deeming By-law is that Lots 3 and 4 will consolidate and be merged into one larger property, which cannot be sold as two separate lots. The legal description will remain the same as Lots 3 and 4, Registered Plan 129. Lot 5, Registered Plan 129 will remain as a separate lot.

## **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 owner'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 healthy environment priority and quality of life priority by reducing the total number of residential lots adjacent to Sturgeon Lake and by creating a larger property with a sufficient land area to support the existing and proposed development.

## **Planning Comments:**

Pursuant to Sections 50(26) and 50(28) of the Planning Act, a certified copy or duplicate of the Deeming By-law shall be registered by the Clerk in the registry office.

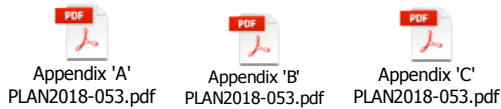
Pursuant to Section 50(29) of the Planning Act, a Notice of Passing is required to be sent within thirty days to the owners. If these owners, within twenty days of the mailing of the notice of passing, give notice to the Clerk that they desire to make representations respecting the amendment or repeal of the Deeming By-law, Council shall hear each person or agent.

## **Conclusions:**

The consolidation of the parcels of land will create a larger lot through the merger of the subject lots. This shall accommodate existing and future development on the property. Planning staff do not anticipate any negative impacts as a result of the consolidation.

## Attachments:

The following attached documents may include scanned images of appendices, maps, and photographs. If you require an alternative format, please contact Mark LaHay, Planner II at 705.324.9411 x 1324.



Appendix "A" – Location Map

Appendix "B" – Survey of Lots 3-5, Registered Plan 129

Appendix "C" – Draft Deeming By-law

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**Department Head E-Mail:** [cmarshall@kawarthlakes.ca](mailto:cmarshall@kawarthlakes.ca)

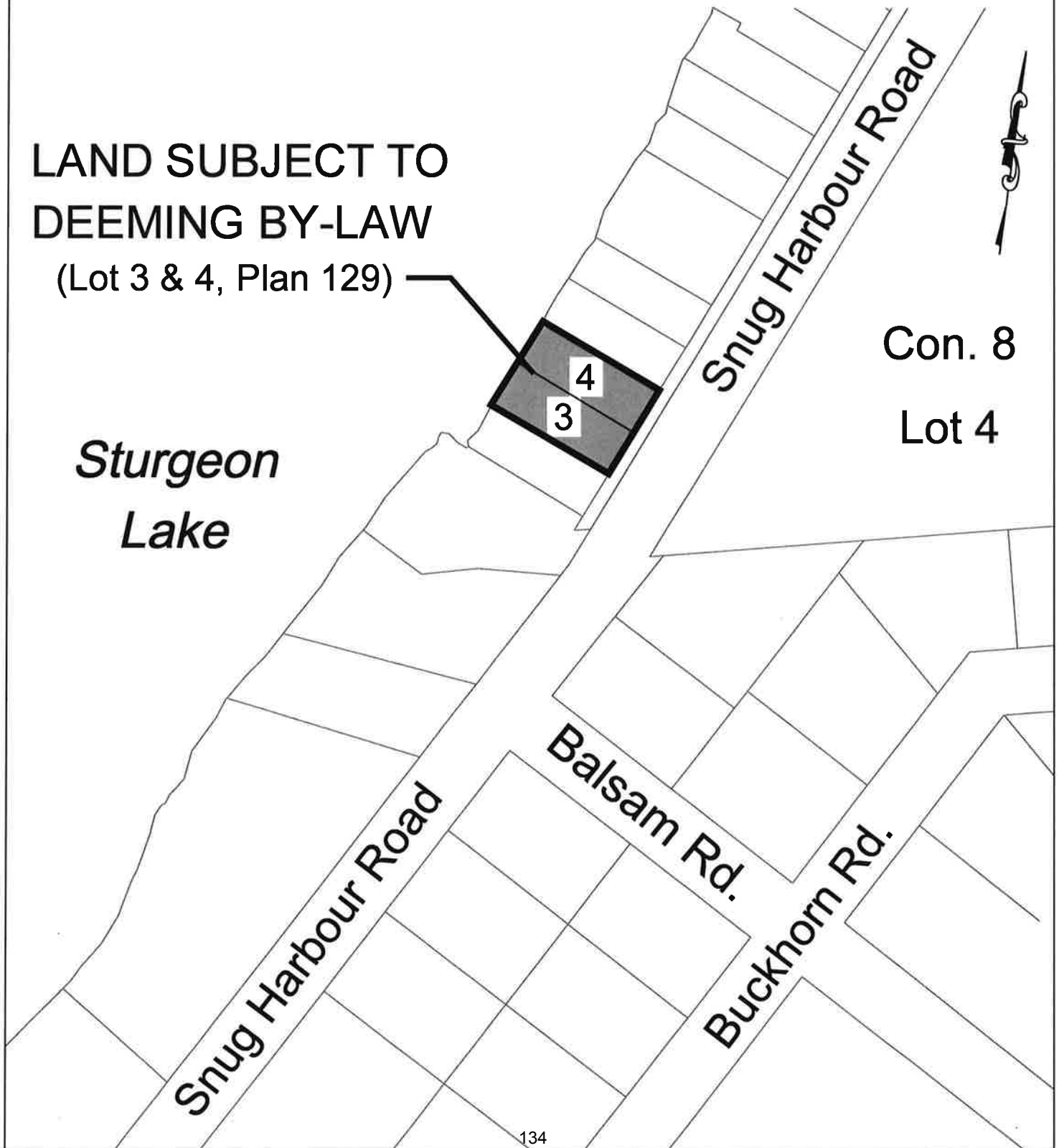
**Department Head:** Chris Marshall

**Department File:** D30-2018-009

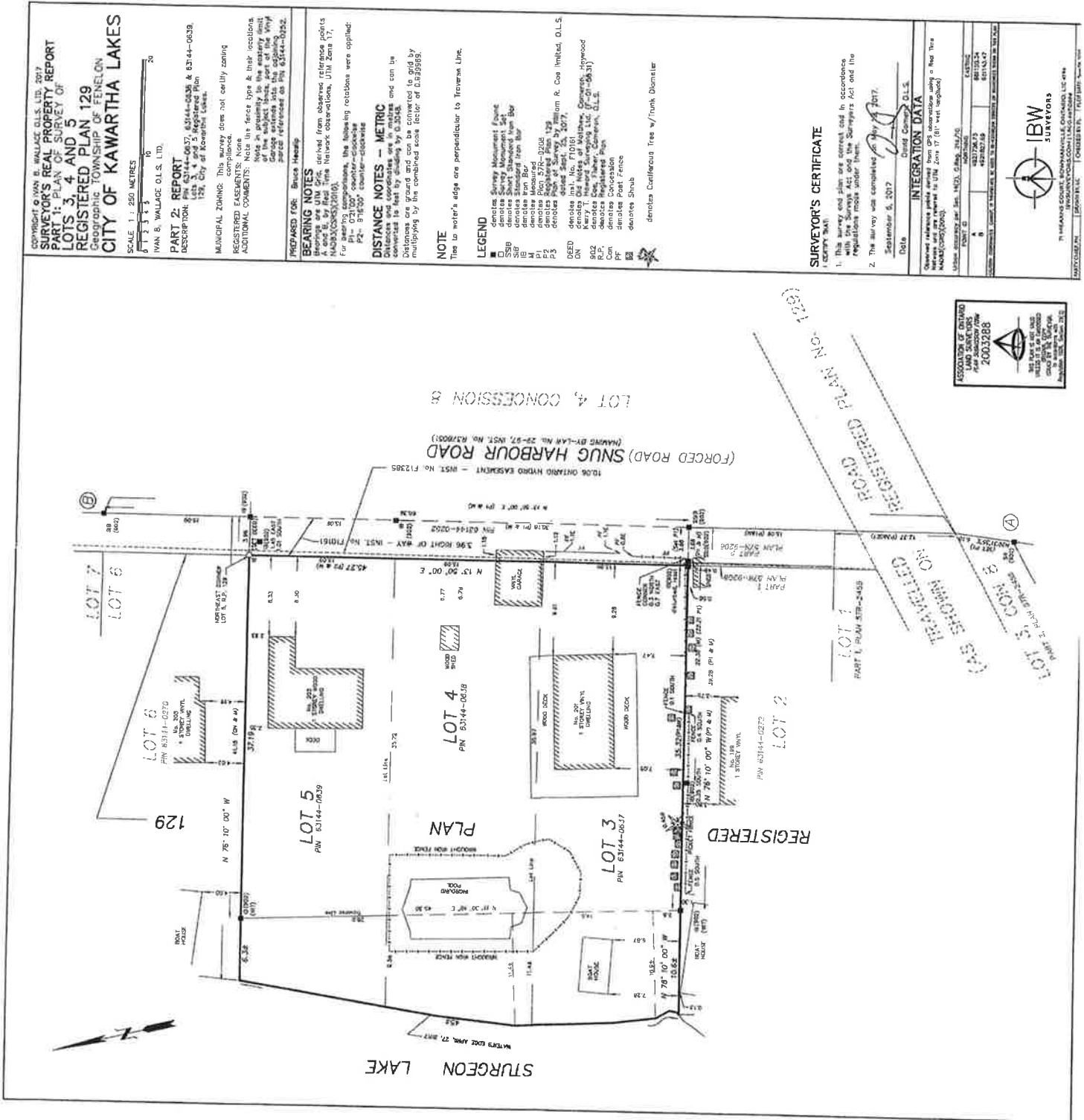
## GEOGRAPHIC TOWNSHIP OF FENELON

### LAND SUBJECT TO DEEMING BY-LAW

(Lot 3 & 4, Plan 129)







**The Corporation of the City of Kawartha Lakes** toREPORT PLAN 2018-053**By-Law 2018 -**FILE NO. D30-2018-009

**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 # 63144-0637 (LT) and Pin # 63144-0638 (LT), Described As Lots 3 and 4, Plan  
129, Geographic Township Of Fenelon, Now City Of Kawartha Lakes**

File D30-2018-009, Report PLAN2018-053, respecting 201 Snug Harbour Road –  
Heaslip.

**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.
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 # 63144-0637(LT) and PIN #63144-0638 (LT). The Property affected by this By-law is described as Lots 3 and 4, Registered Plan 129, 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 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.

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Andy Letham, Mayor

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Cathie Richie, City Clerk

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

## **Council Report**

**Report Number ENG2018-014**

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**Date:** June 5, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** 13

**Subject:** Request for Speed Reduction – Pigeon Lake Road

**Author Name and Title:** Joseph Kelly, Senior Engineering Tech

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### **Recommendation(s):**

**That** Report ENG2018-014 **Request for Speed Reduction – Pigeon Lake Road** be received; and

**That** the speed limit of Pigeon Lake Road from CKL Rd 36 to a point 1.6 km south be reduced to 60 km/h;

**That** the necessary by-laws for the above recommendations be forwarded to Council for adoption; and

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

An online petition has been submitted requesting the reduction of the speed limit on Pigeon Lake Road (CKL Rd 17) from CKL Rd 36 (just south of Bobcaygeon) to Victoria Place approximately 3km south.

Going south from CKL Rd 36 for 1.6km, there is some large residential lots, an entrance to a camping site and Fall's Bay shoreline community. The next 1.5km is swamp/forested lands leading into limited development of residential lots, and ending at a sharp curve at Victoria Place and an entrance to a trailer park.

Pigeon Lake Road is an arterial road with a posted speed limit of 80 km/h, and experiencing an estimated annual average daily traffic of 3150 vehicles. Surface and shoulder widths are in line with similar arterial roads.

There are two sharp curves near Victoria Place. A map can be seen in Appendix A.

## **Rationale:**

CKL Engineering follows The Transportation Association of Canada's (TAC) "Guidelines for Establishing Posted Speed Limits" as part of its formal speed reduction warrant process. The TAC guide recommends a road risk method to determine appropriate speed limits according to road engineering characteristics, geometry, roadside environment, classification, land use, access/intersection density, and vulnerable road users. This guide along with good engineering judgment represents a consistent, repeatable, and defensible method of determining speed limits.

When considering the full 3km section of Pigeon Lake Road using the TAC Speed Guidelines, the recommended posted speed limit as determined by rural road characteristics is 80 km/hr. This is due primarily to the amount of open space within this road section. Breaking it down into the first 1.6km, the recommended speed limit would be 70 km/hr (Appendix C).

Due to the built-up nature off of CKL Rd 36, and the active recreational nature of the roadside environment (entrance to campsite and shoreline community), it would be good engineering judgment to further reduce the recommended speed limit to 60 km/hr for this 1.6km section of Pigeon Lake Road.

An advisory speed of 60 km/hr was added to supplement the "sharp curve" warning signs along with chevron alignment signs at the curve near Victoria Place. Available collision records indicate a reduction in collisions at this location from 12 reported collision between 2001 and 2010 to zero reported collisions between 2011 and 2018.



**As a result of the justification review carried out by staff, it is recommended that the speed limit of Pigeon Lake Road from CKL Rd 36 to a point 150m south of Fell's Bay Road be reduced to 60 km/h by way of an amendment to Schedule "C" (Highways with a Speed Limit of 60 km/h) of By-law 2005-328.**

### **Other Alternatives Considered:**

N/A

### **Financial/Operation Impacts:**

Cost of sign installation to bring By-law into effect is approximately 7x450= \$3150 (Cost estimate includes signs, locates and installation).

60 Ahead x 1

60 Begins x 1

60 x 4

80 begins x 1

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

Providing life safety and protection, while considering rural road use for pedestrians and cyclists enjoyment is a priority objective of the City under the Council Adopted Strategic Plan Goal of An Exceptional Quality of Life.

### **Consultations:**

#### **Attachments:**

Appendix A – Key Map



ENG2018-014-Appendix A.pdf

Appendix B – TAC Speed Guidelines



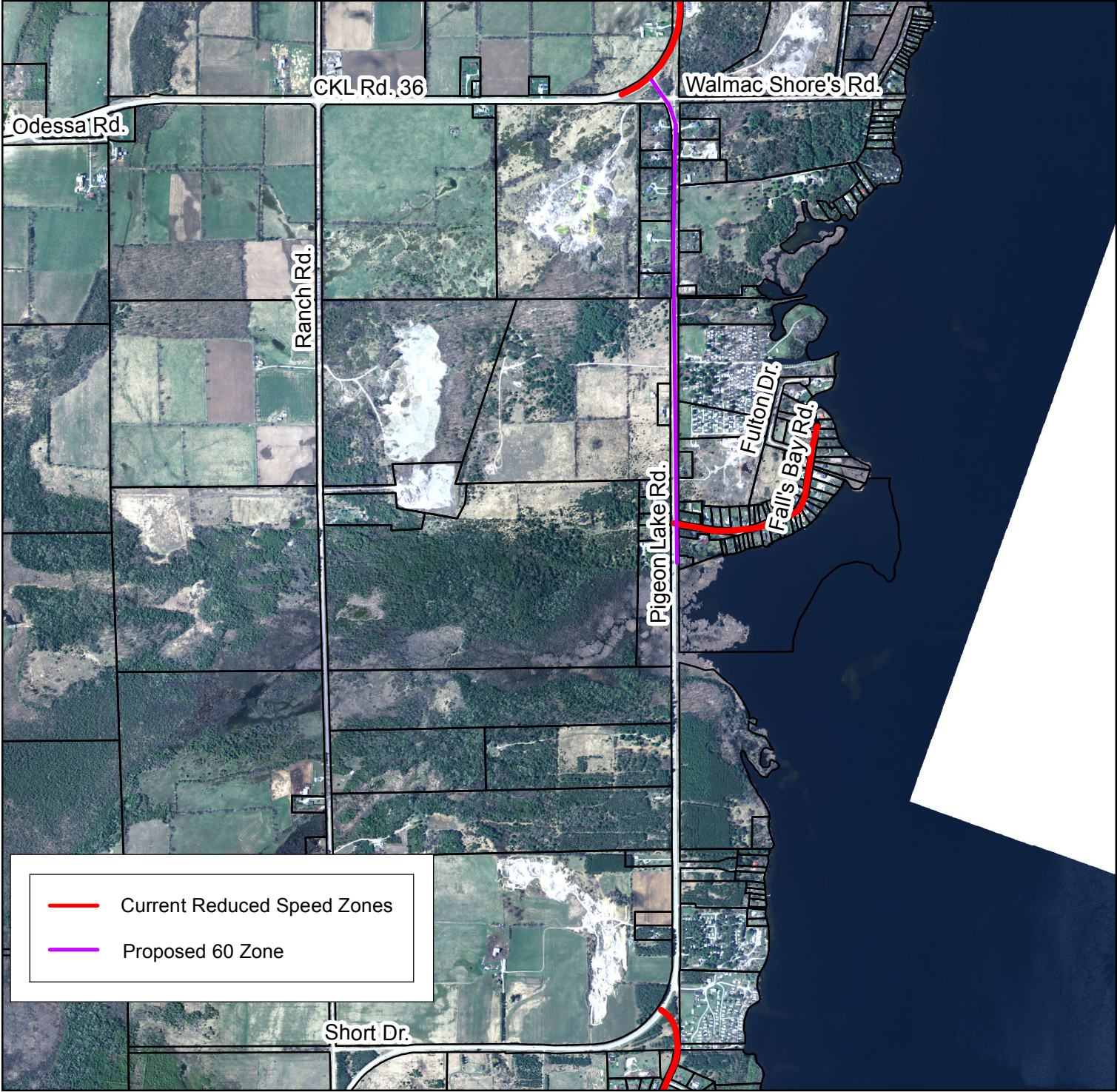
ENG2018-014-Appendix B.pdf

**Department Head E-Mail: [jrojas@city.kawarthalakes.on.ca](mailto:jrojas@city.kawarthalakes.on.ca)**

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

**Department File: Engineering**

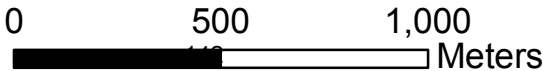
# Pigeon Lake Road Speed Reduction



Map produced by the City of Kawartha Lakes Engineering Department with data obtained under license. Reproduction without permission is prohibited.

The foregoing information is given for convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof are, or would be, in conformity with all applicable by-laws and regulations of the municipality.

All distances and locations are approximate and are not of survey quality. This map is illustrative only. Do not rely on it as being a precise indicator of privately or publicly owned land, routes, locations or features, nor as a guide to navigate.



Projection: Transverse Mercator  
Coordinate System: NAD83, Zone 17





# Automated Speed Limit Guidelines

## FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:  
10-Apr-09

Name of Corridor:	Pigeon Lake Road		
Segment Evaluated:	Victoria Place	to	CKL Rd 36
Geographic Region:	Verulam		
Road Agency:	CKL		
Road Classification:	Arterial	Length of Corridor:	3,000 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	80 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	3
A2	GEOMETRY (Vertical)	Lower	3
A3	AVERAGE LANE WIDTH	Medium	6
B	ROADSIDE HAZARDS	Lower	3
C1	PEDESTRIAN EXPOSURE	Medium	4
C2	CYCLIST EXPOSURE	Medium	6
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	Number of Occurrences	9
	STOP controlled intersection	1	
	Signalized intersection		
	Roundabout or traffic circle		
	Crosswalk		
	Active, at-grade railroad crossing		
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	Number of Occurrences	5
	Left turn movements permitted	26	
	Right-in / Right-out only		
E3	NUMBER OF INTERCHANGES	Number of Occurrences	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Medium	2

Total Risk Score:

44

Recommended Posted  
Speed Limit (km/h):

As determined by road characteristics

80

As determined by policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:



# Automated Speed Limit Guidelines

## FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:  
10-Apr-09

Name of Corridor:	Pigeon Lake Road		
Segment Evaluated:	Victoria Place	to	CKL Rd 36
Geographic Region:	Verulam		
Road Agency:	CKL		
Road Classification:	Arterial	Length of Corridor:	1,600 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	80 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	3
A2	GEOMETRY (Vertical)	Lower	3
A3	AVERAGE LANE WIDTH	Medium	6
B	ROADSIDE HAZARDS	Lower	3
C1	PEDESTRIAN EXPOSURE	Medium	4
C2	CYCLIST EXPOSURE	Medium	6
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	Number of Occurrences	10
	STOP controlled intersection	1	
	Signalized intersection		
	Roundabout or traffic circle		
	Crosswalk		
	Active, at-grade railroad crossing		
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	Number of Occurrences	8
	Left turn movements permitted	22	
	Right-in / Right-out only		
E3	NUMBER OF INTERCHANGES	Number of Occurrences	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Medium	2

Total Risk Score:

48

Recommended Posted  
Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number SOC2018-002

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**Date:** June 5, 2018

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** **Children's Services Update**

**Description:** Children's Services amended 2018 Ministry Funding Allocations and Child Care Community Capital Projects

**Author and Title:** Janine Mitchell, Manager Social Services

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### **Recommendation(s):**

**That** Report SOC2018-002, **Children's Services Update**, be received;

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_



## **Background:**

At the Council Meeting of March 20, 2018, Council adopted the following resolution:

### **CR2018-142**

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

This report addresses updated Ministry funding allocations for 2018.

In November 2017, the Ministry announced details of a new community-based capital funding program for child care and child and family programs, the 2017-2018 Community-Based Early Years and Child Care Capital Program (CBCP). The City, as the Consolidated Municipal Service Manager (CMSM), could apply for 100% provincial dollars to add new licensed child care spaces.

In January 2018, the City submitted two projects, for \$750,000 each, to add additional licensed spaces in Minden and Bobcaygeon. Mandatory submission requirements included prioritizing projects and confirmation that the new spaces would be supported with operational funding including fee subsidy and our general operating grant.

The City submitted additional information (not a requirement) to validate and demonstrate the need for access to additional licensed spaces in our community (See Appendix A and Appendix B). On April 26 2018, the City received confirmation that both projects were approved for a total of \$1,500,000.00.

Additionally, the province amended our 2018 operating allocations increasing our total funding received to \$8,728,420, an increase of \$372,249 over the initial allocation.

## **Rationale:**

Children's Services staff complete detailed reviews of service and community needs and capacity on an ongoing basis. The division has access to extensive data – based on the CBCP requirements, the following factors were considered to identify the two priority projects:

1. Community access to licensed child care spaces for all age groups within 30 minutes radius
2. The number of licensed spaces compared to the number of children 0 – 4
3. An analysis of the 0 – 4 population including mapping the location of children 0 – 4, the population of 0 – 4 within 30 minutes of communities
4. Commuting destinations

5. The willingness and financial and administrative capacity of service providers to complete the projects
6. The current waitlist for care in the areas

The two communities identified as priority projects were Bobcaygeon Day Care and Nursery School Corporation located in Bobcaygeon and the Children's Learning Centre located in Minden. There will be a total of 10 new infant spaces, 20 new toddler and 8 new preschool spaces created. The table below highlights the number of new infant, toddler and preschool spaces that will be created.

**Table 1: Community Based Capital Projects Details**

Community	Infant		Toddler		Preschool		Total	
	Current	New	Current	New	Current	New	Current	New
<b>Bobcaygeon</b>	9	10	10	15	32	0	<b>51</b>	<b>25</b>
<b>Minden</b>	0	0	10	5	16	8	<b>26</b>	<b>13</b>

The City 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. The additional operational dollars issued will be used to support additional children and families in need of fee subsidy and will to support the operational needs of our service providers.

Table 2 below has been updated to include the amended 2018 allocations:

Funding Category	Component	2016 Allocation	2017 Allocation	2018 Allocation	2018 Amended
<b>Operating</b>					
Core Services Delivery		4,116,619	5,103,969	5,606,926	5,969,957
Special Purposes Allocation	Rural/Remote	682,670	811,190	723,361	729,768
	Language	36,293	43,126	38,457	38,797
	FDK Transition	250,280	0	0	0
	Transformation	24,799	0	0	0
	Cost of Living	153,495	181,340	163,695	165,145
	Indigenous	18,773	22,308	19,892	20,068
	Capacity Building	30,212	35,189	31,554	31,833
	Repairs and Maintenance	12,593	13,585	11,677	11,677
	Utilization	-59,151	275	0	0

<b>Funding Category</b>	<b>Component</b>	<b>2016 Allocation</b>	<b>2017 Allocation</b>	<b>2018 Allocation</b>	<b>2018 Amended</b>
Capital	Retrofits	44,701	0	0	0
Capping		- 74,658	-60,432	-46,492	-45,928
<b>Total Operating<sup>1</sup></b>		<b>5,236,626</b>	<b>6,150,550</b>	<b>6,549,070</b>	<b>6,921,317</b>
<b>Other Allocations</b>					
Small Water Works		2,805	1,914	1,187	1,187
Wage Enhancement		609,886	616,515	674,670	674,670
Wage Enhancement Administration		25,574	25,574	25,574	25,574
<b>Total Other Allocations</b>		<b>638,265</b>	<b>644,003</b>	<b>701,431</b>	<b>701,431</b>
<b>Family Support Programs</b>					
Planning – Regular		20,600	20,600	20,600	20,600
Planning – Indigenous		1,800	1,800	1,800	1,800
Planning – Data Analysis Coordinator			72,953	72,953	72,953
EarlyON Child and Family Centre				1,010,319	1,010,319
<b>Total Family Support Programs</b>		<b>22,400</b>	<b>22,400</b>	<b>1,105,672</b>	<b>1,105,672</b>
<b>GRAND TOTAL</b>		<b>5,238,325</b>	<b>5,553,657</b>	<b>8,356,171</b>	<b>8,728,420</b>

### Other Alternatives Considered:

Funding allocations for the additional funding 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/Operation Impacts:

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

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

The recommendation relates to the strategic goal of providing an exceptional quality of life by supporting access to Human Services.

The Human Services Department's approach to customer service and service planning are built on the City's mission of providing responsible, efficient and effective services. The City's values of collaboration, continuous improvement, excellence, innovation and results are woven into the fabric of our work culture

<sup>1</sup> Total due to provincial rounding

## **Review of Accessibility Implications of Any Development or Policy:**

Funding agencies must comply with all applicable accessibility regulations and legislation.

## **Consultations:**

Program Supervisor, Children's Services  
Data Analysis Coordinator  
Ontario Early Years Centre Haliburton-Victoria-Brock  
Compass Early Learning and Care  
Bobcaygeon Day Care and Nursery School Corporations  
Ministry of Education

## **Attachments:**

Appendix A – Community-Based Early Years and Child Care Capital Program



180117 -  
CBCP\_Bobcaygeon v3.

Appendix B – Community-Based Early Years and Child Care Capital Program



180117 -  
CBCP\_Minden v3.pptx

**Department Head E-Mail: [rsutherland@kawarthalakes.ca](mailto:rsutherland@kawarthalakes.ca)**

**Department Head: Rod Sutherland**

# Community-Based Early Years and Child Care Capital Program

Bobcaygeon

January 17, 2018



# Key Points

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## Bobcaygeon

- There are only 12 licensed spaces available for the 369 infants within a 30 minute drive of Bobcaygeon
- Within a 30 minute drive of Bobcaygeon, only 8% of infants, toddlers and preschoolers up to and including those 4 years of age have access to licensed child care spaces
- Most commuters in the Bobcaygeon area of Kawartha Lakes remain in the City of Kawartha Lakes to work



# Licensed Child Care Spaces

Within 30 minutes of the Bobcaygeon Child Care Centre

This table includes all centre-based licensed child care spaces for infants, toddlers and preschoolers within 30 minutes of Bobcaygeon. There are three child care centres in the area, one in Bobcaygeon, one approximately 17 minutes (18 kilometres) away in Fenelon Falls and one in Buckhorn, 19 minutes (25 kilometres) away.

	Buckhorn	Bobcaygeon	Fenelon Falls	Total
Infants (0 up to 18 months)	3	9	0	12
Toddlers (18 months up to 30 months)	5	10	15	30
Preschool (30 months to 4 years*)	5	32	16	53
Total	13	51	31	95

\* The preschool age grouping is shown up to and including those 4 years of age. A majority of children begin school in year 1 of Kindergarten in September of the year they turn 4 years of age. While the population of preschool age children is up to and including those 4 years of age, the licensed capacity includes those spaces available to children up to 6 years of age.

# Licensed Spaces to Children 0 to 4

Within 30 minutes of the  
Bobcaygeon Child Care Centre

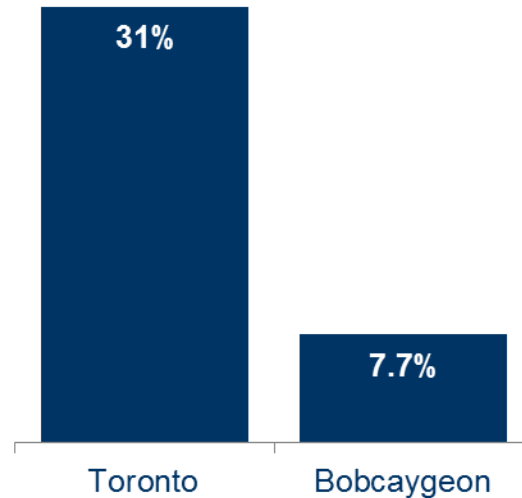
	Number of Children	Licensed Spaces	(%)
Infants (0 up to 18 months)	369	12	3.3
Toddlers (18 months up to 30 months)	246	30	12.2
Preschool (30 months to 4 years*)	615	53	8.6
Total	1230	95	7.7

\* The preschool age grouping is shown up to and including those 4 years of age. A majority of children begin school in year 1 of Kindergarten in September of the year they turn 4 years of age. While the population of preschool age children is up to and including those 4 years of age, the licensed capacity includes those spaces available to children up to 6 years of age.

# Licensed Spaces to Children 0 to 4

This graph shows that there are far fewer licensed child care spaces available for children 0 to 4 years of age in the Bobcaygeon area when compared to the City of Toronto.

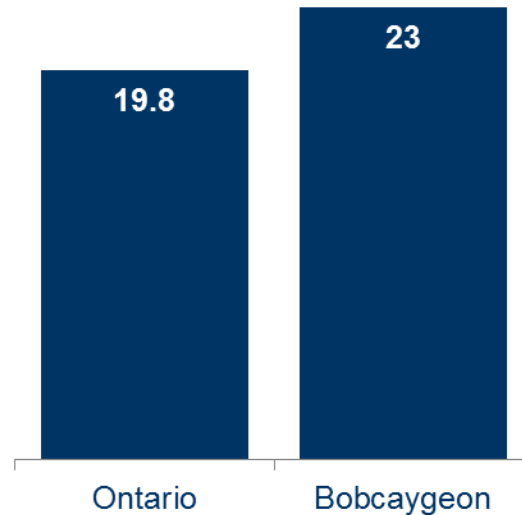
The percentage of licensed infant, toddler and preschool child care spaces to the number of children 0 to 4



# Children 0 to 5 in Low-Income After-Tax Households

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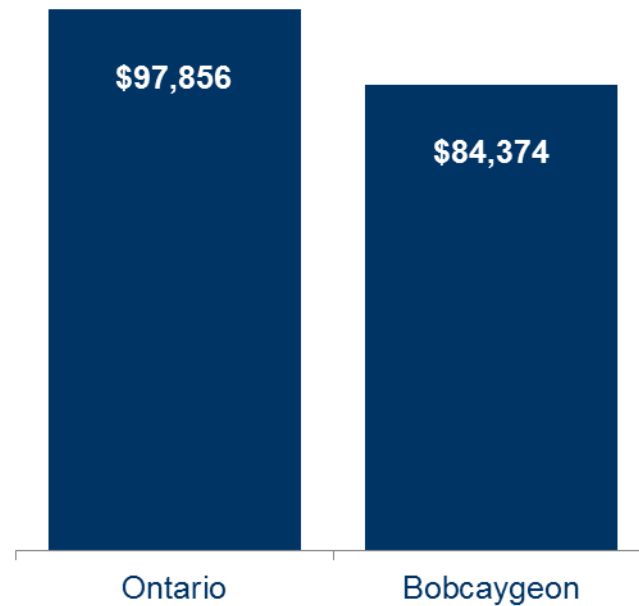
The percentage of children 0 to 5 years of age living in after-tax low-income households



Statistics Canada. 2017. *Dissemination Area Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.  
<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E> (accessed December, 2017).

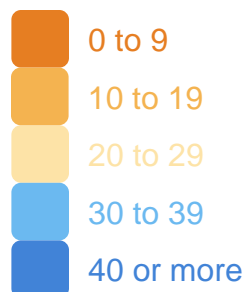
# Average Total Household Income

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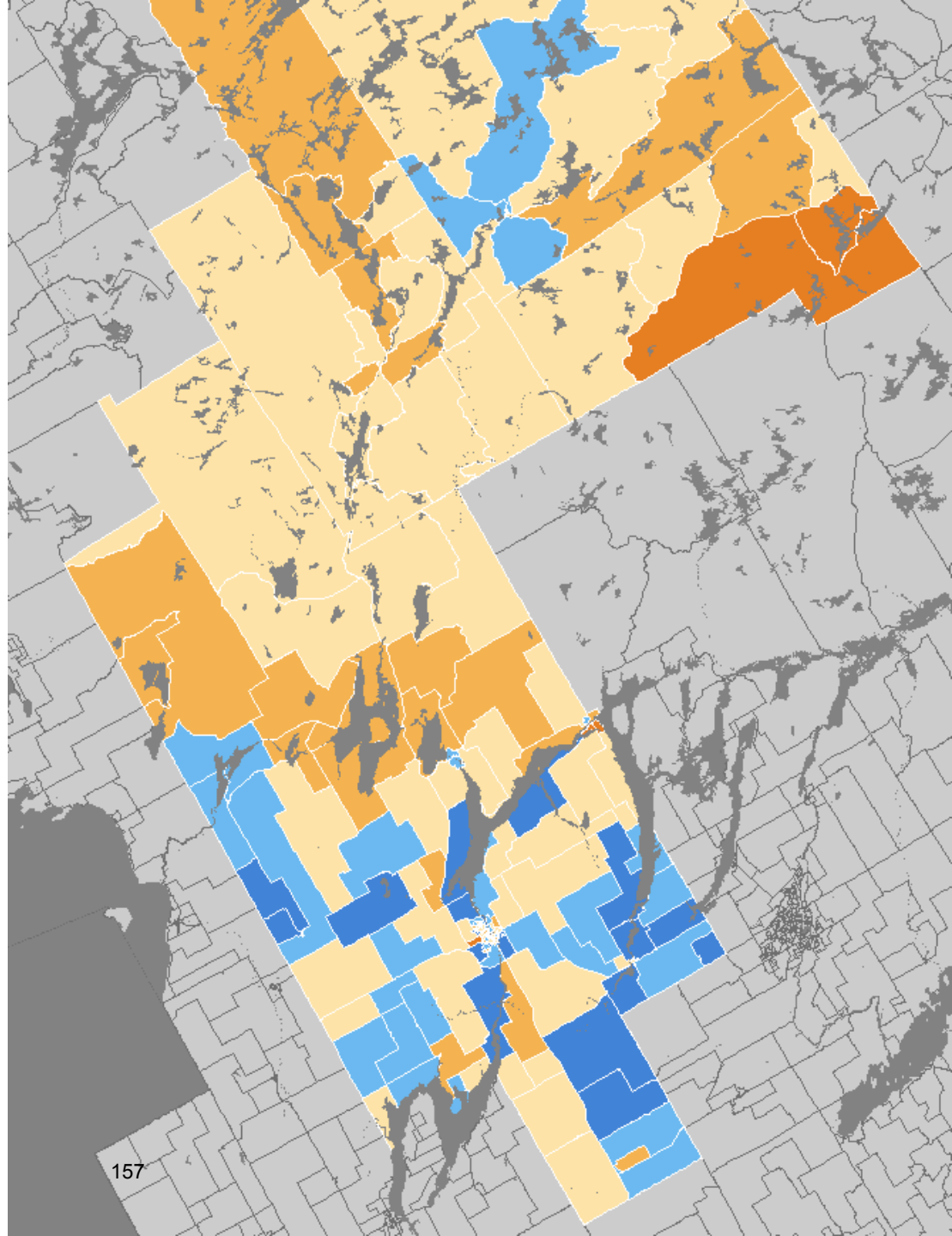


# Population 0 to 4 Years

## County of Haliburton & the City of Kawartha Lakes



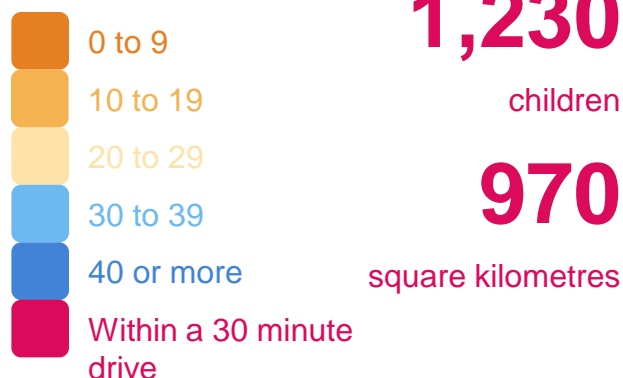
This map shows each of the 140 dissemination areas within the City of Kawartha Lakes and the County of Haliburton, coded by the number of children 0 to 4 years age based on the 2016 census.



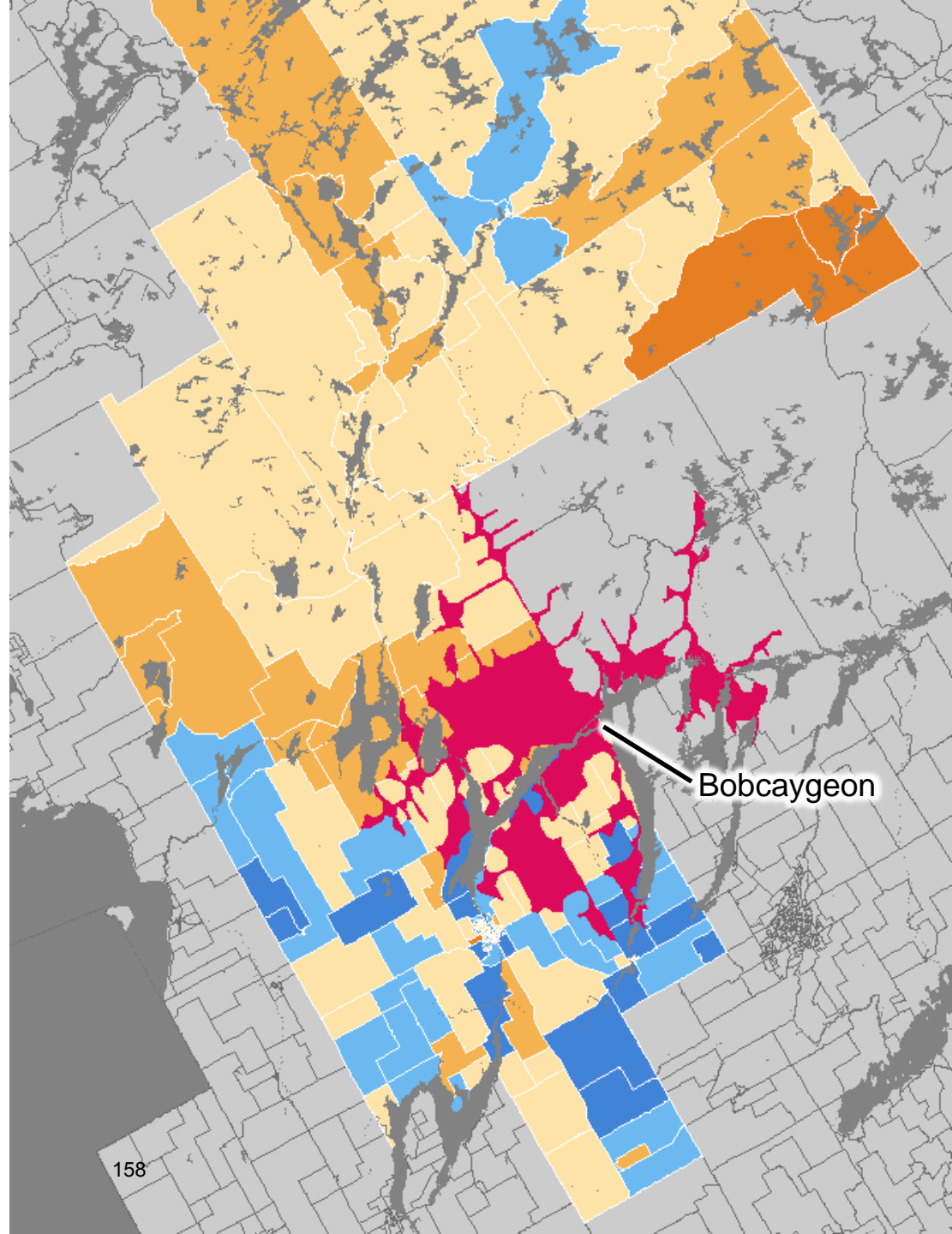


# Population 0 to 4 Years

Within 30 minutes of the  
Bobcaygeon Child Care Centre

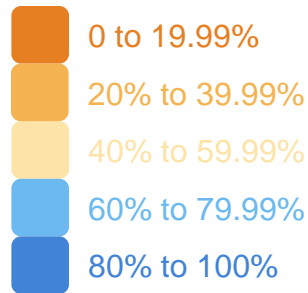


The total population of children 0 to 4 years of age within a 30 minute drive of the Bobcaygeon Child Care Centre is 1,230. This includes all dissemination areas within 30 minutes in the County of Haliburton and the County of Peterborough.



# Commuting within Census Division

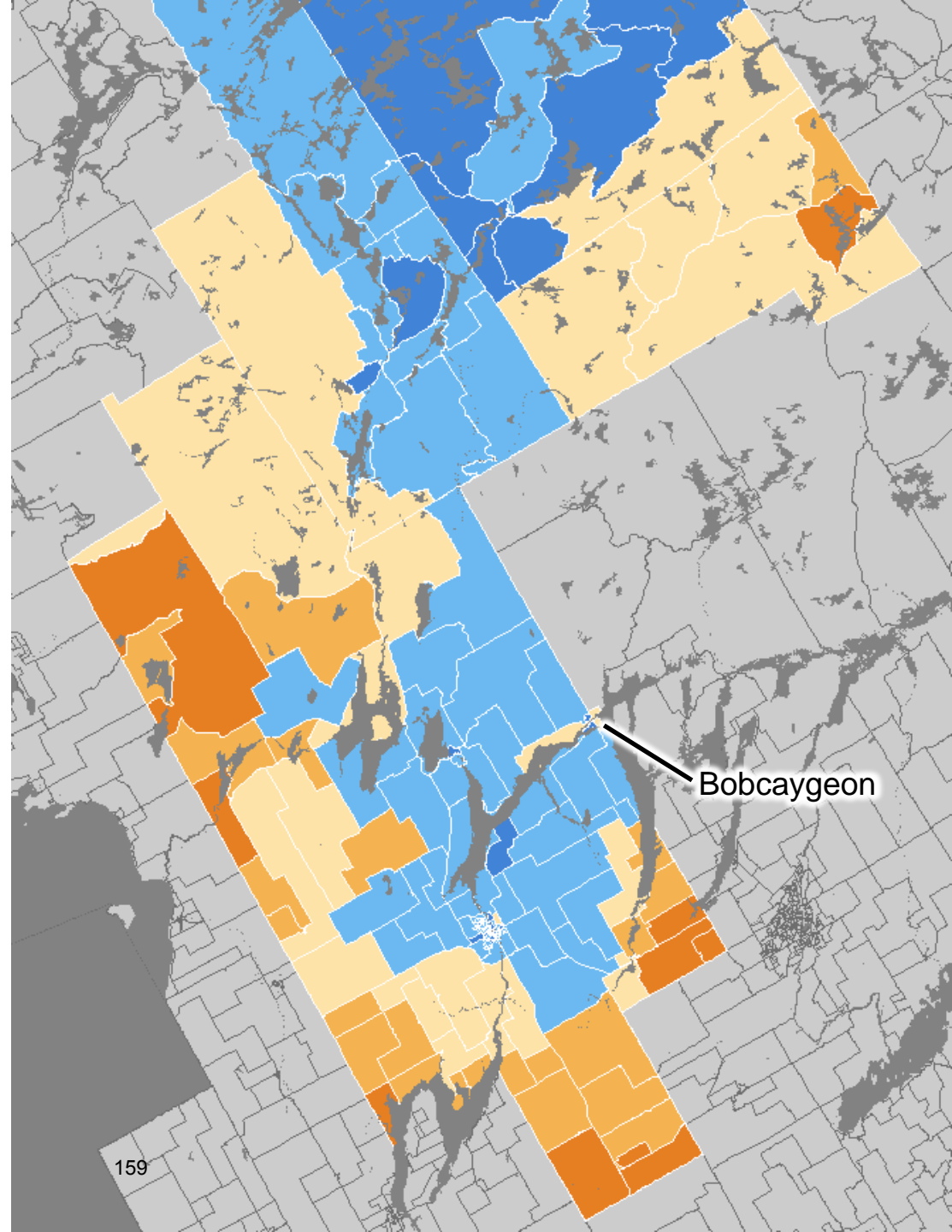
## Bobcaygeon



Commuting destination for the employed labour force aged 15 years and over with a usual place of work within the same census division.

The two census divisions within our service area are Haliburton County and the City of Kawartha Lakes.

This map shows the percentage of employed labour force that travelled to their regular place of work within the census division where they live.



# Community-Based Early Years and Child Care Capital Program

Minden

January 17, 2018



# Key Points

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## Minden

- There are 0 licensed spaces available for the 171 infants in the County of Haliburton
- Within a 30 minute drive of Minden, only 15% of infants, toddlers and preschoolers up to and including those 4 years of age have access to licensed child care spaces
- Most commuters in the Minden area remain in the County of Haliburton to work

# Licensed Child Care Spaces

This table includes all centre-based licensed child care spaces for infants, toddlers and preschoolers within 30 minutes of Minden. There are two child care centres in the area, one in Minden and one approximately 18 minutes (21 kilometres) away in Haliburton Village.

Within 30 minutes of the Minden Child Care Centre

	Minden	Haliburton Village	Total
Infants (0 up to 18 months)	0	0	0
Toddlers (18 months up to 30 months)	10	10	20
Preschool (30 months to 4 years*)	16	48	64
Total	26	58	84

\* The preschool age grouping is shown up to and including those 4 years of age. A majority of children begin school in year 1 of Kindergarten in September of the year they turn 4 years of age. While the population of preschool age children is up to and including those 4 years of age, the licensed capacity includes those spaces available to children up to 6 years of age.

# Licensed Spaces to Children 0 to 4

Within 30 minutes of the  
Minden Child Care Centre

	Number of Children	Licensed Spaces	(%)
Infants (0 up to 18 months)	171	0	<b>0.0</b>
Toddlers (18 months up to 30 months)	114	20	<b>17.5</b>
Preschool (30 months to 4 years*)	285	64	<b>22.5</b>
Total	570	84	<b>14.7</b>

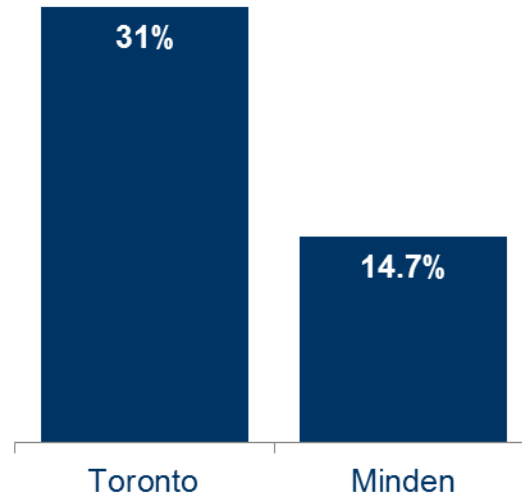
\* The preschool age grouping is shown up to and including those 4 years of age. A majority of children begin school in year 1 of Kindergarten in September of the year they turn 4 years of age. While the population of preschool age children is up to and including those 4 years of age, the licensed capacity includes those spaces available to children up to 6 years of age.



# Licensed Spaces to Children 0 to 4

This graph shows that there are far fewer licensed child care spaces available for children 0 to 4 years of age in the Minden area when compared to the City of Toronto.

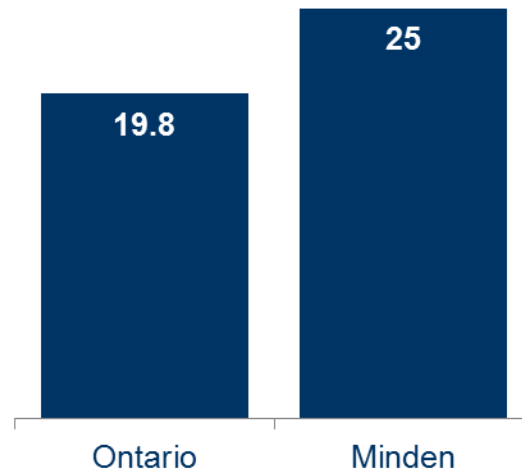
The percentage of licensed infant, toddler and preschool child care spaces to the number of children 0 to 4



# Children 0 to 5 in Low-Income After-Tax Households

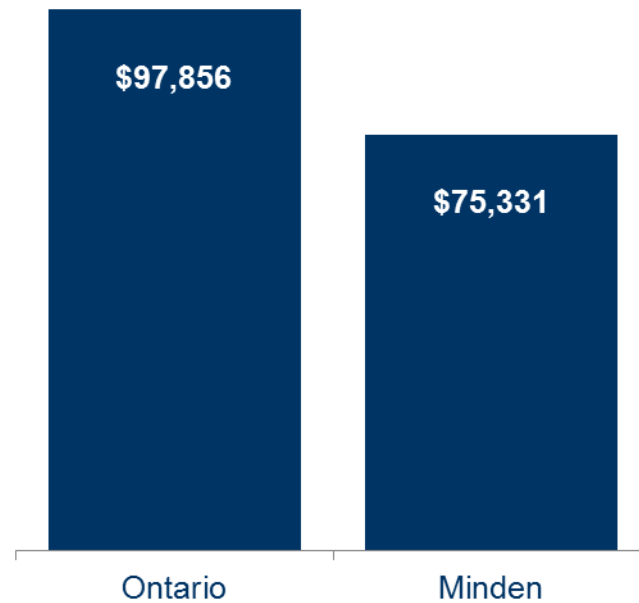
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The percentage of children 0 to 5 years of age living in after-tax low-income households



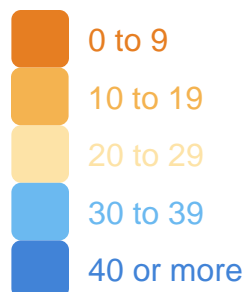
# Average Total Household Income

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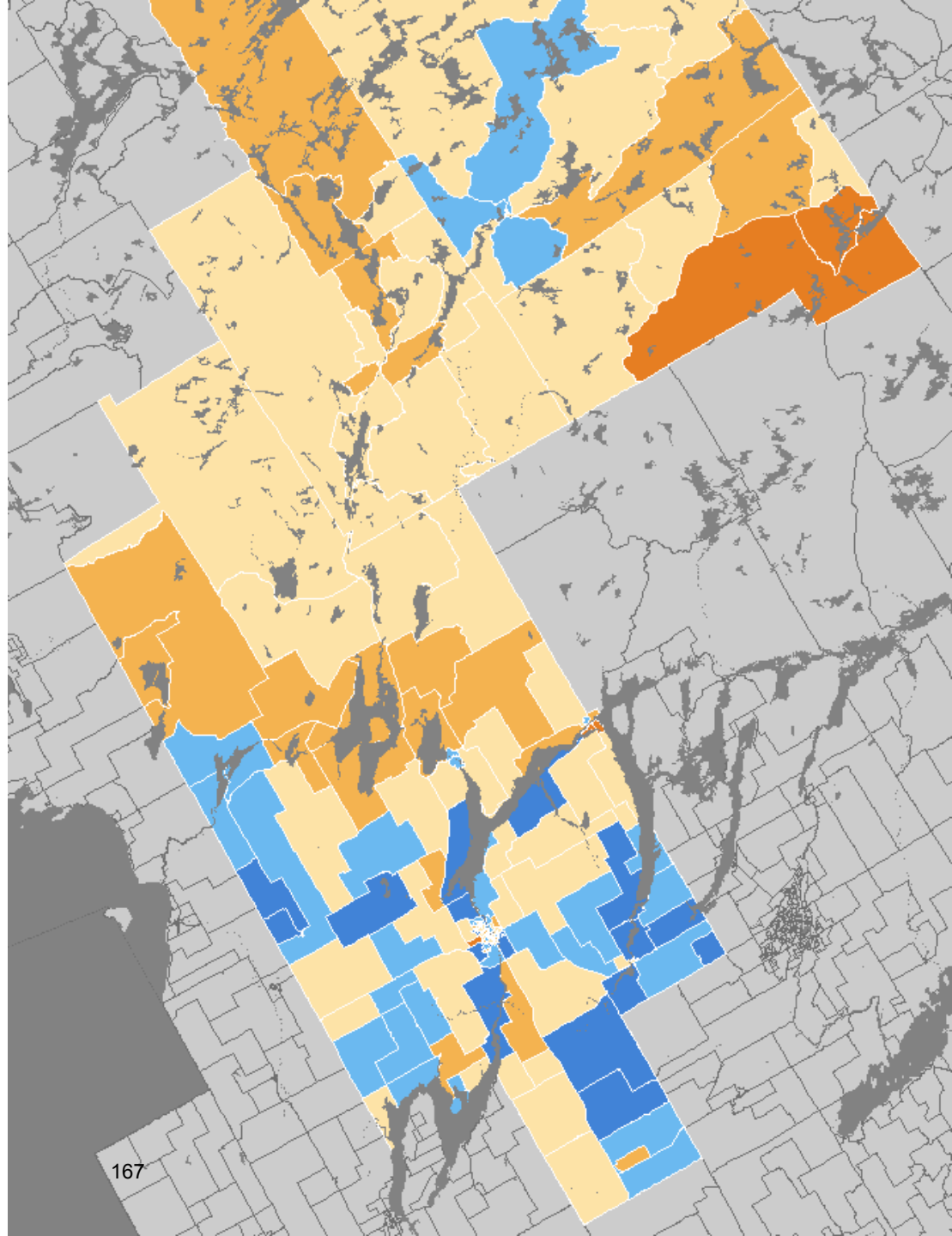


# Population 0 to 4 Years

## County of Haliburton & the City of Kawartha Lakes

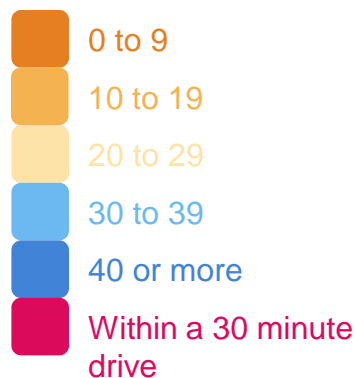


This map shows each of the 140 dissemination areas within the City of Kawartha Lakes and the County of Haliburton, coded by the number of children 0 to 4 years age based on the 2016 census.



# Population 0 to 4 Years

Within 30 minutes of the  
Minden Child Care Centre



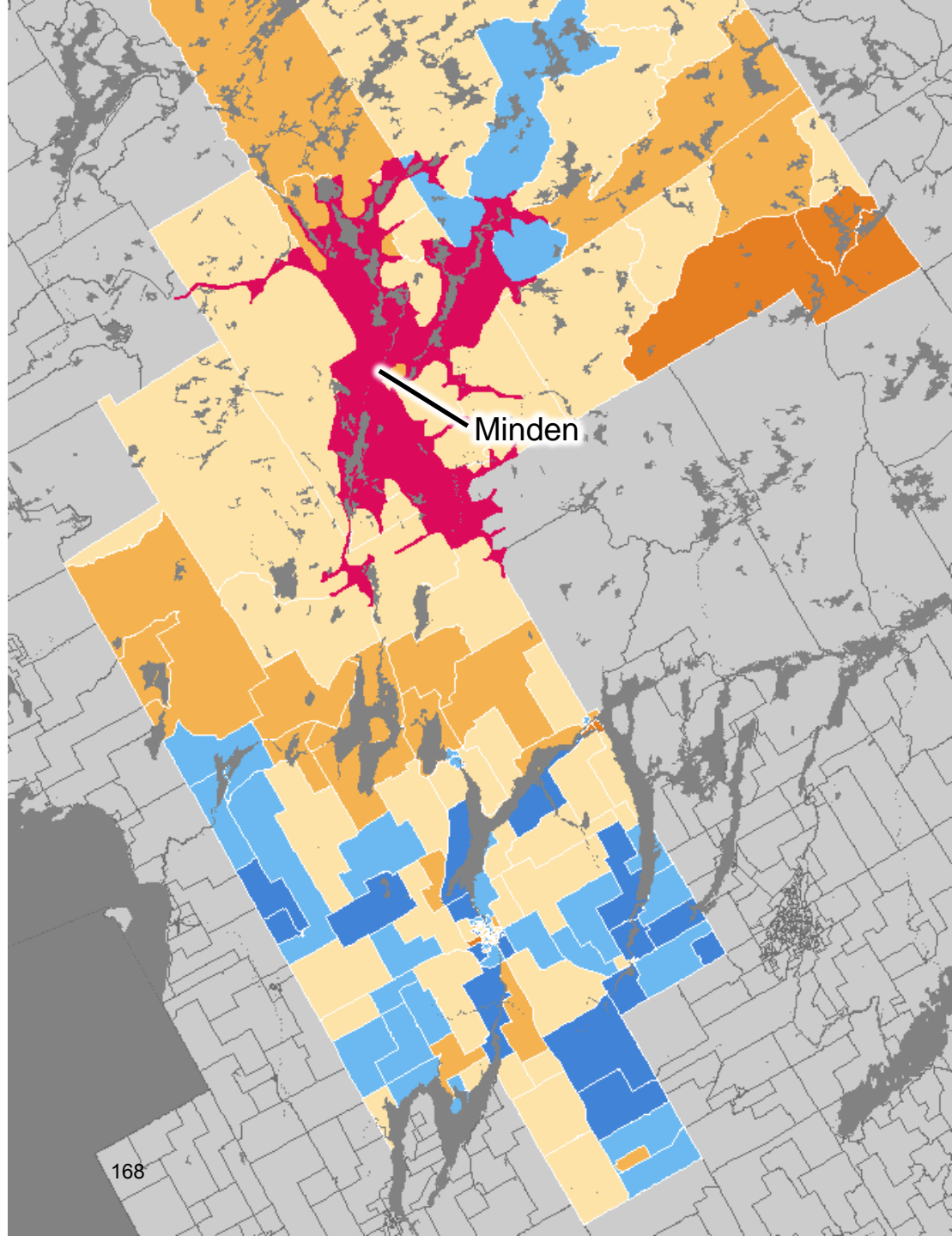
**570**

children

**1,031**

square kilometres

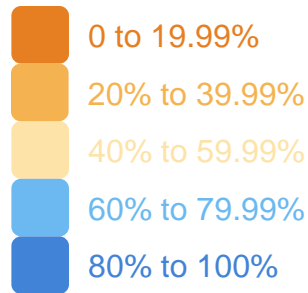
The total population of children 0 to 4 years of age within a 30 minute drive of the Minden Child Care Centre is 570. This includes all dissemination areas within 30 minutes in the City of Kawartha Lakes and the County of Peterborough.



The estimations of the 30 minute drive isochrones were calculated using [www.freemaptools.com/how-far-can-i-travel.com](http://www.freemaptools.com/how-far-can-i-travel.com) at 65km/h within 30 minutes and using [www.openrouteservice.org](http://www.openrouteservice.org) at 80km/h within 30 minutes with Open Street Map.

# Commuting within Census Division

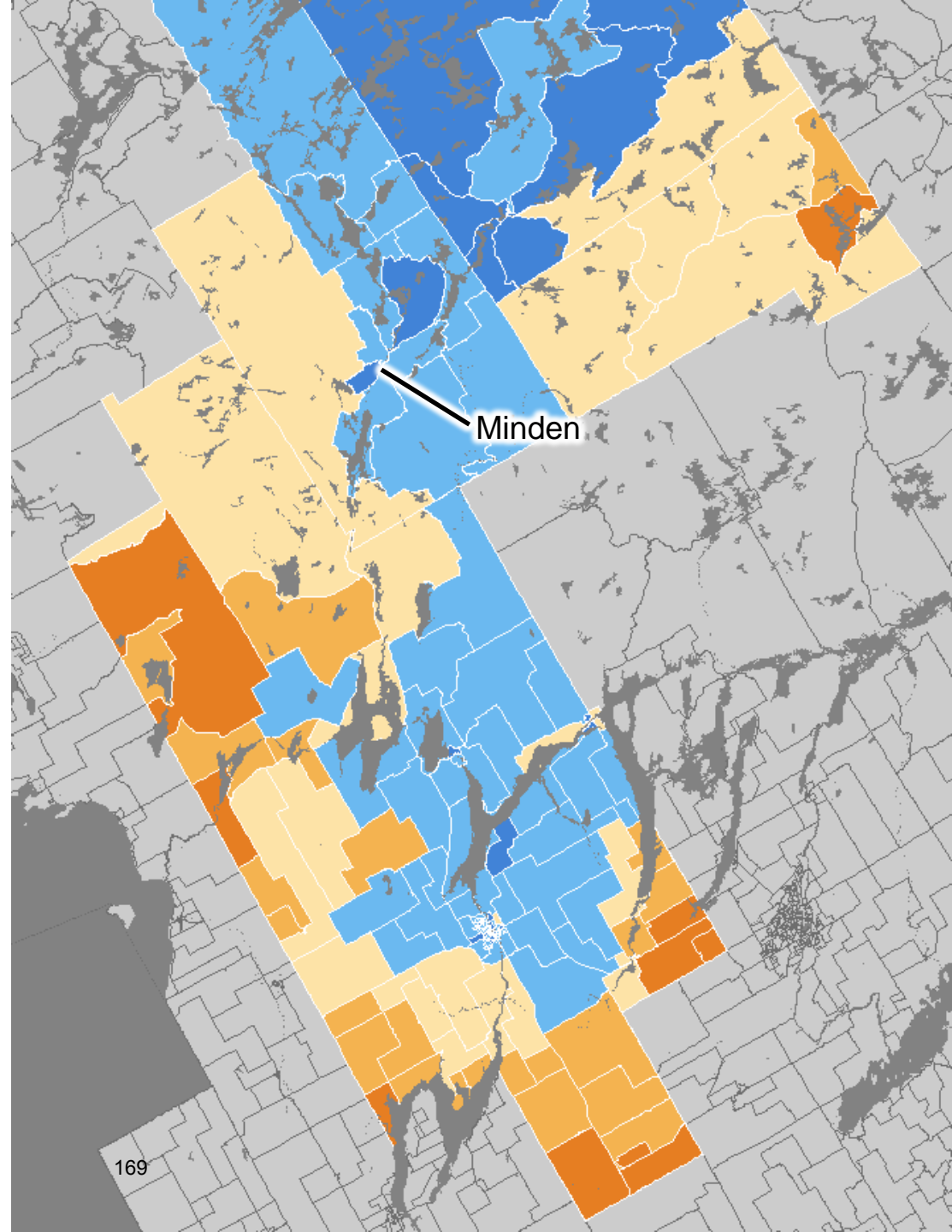
## Minden



Commuting destination for the employed labour force aged 15 years and over with a usual place of work within the same census division.

The two census divisions within our service area are Haliburton County and the City of Kawartha Lakes.

This map shows the percentage of employed labour force that travelled to their regular place of work within the census division where they live.





## Ann Rooth

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**From:** Lenny Hochberg <lenny@bobcaygeonbikefest.com>  
**Sent:** Thursday, May 24, 2018 12:02 PM  
**To:** Alix Hick  
**Cc:** Ann Rooth  
**Subject:** Noise Exemption Request

Bikefest Inc. requests an exemption pursuant to By-Law 2005-25. We are producing a concert/dance on June 23, 2018 at the Bobcaygeon-Verulam Community Centre. The event will commence at 7pm and end at approximately 1am on June 24, 2018.

We make the request for an exemption to the Noise By-Law as we expect up to 1000 attendees for this musical event. Due to the number of people and the music there may be excessive noise past the permissible hours set out in the By-Law. The event has been deemed municipally significant by the City of Kawartha Lakes and we expect that it will contribute to the culture and commerce of the area.

Thank you for your consideration.

May 25<sup>th</sup>, 2018

To: City of Kawartha Lakes City Hall

26 Francis Street

Lindsay, Ontario K9V 5R8

Re: Encroachment of perimeter fencing 59 Cambridge Street North

Dear City of Kawartha Lakes

I am writing this communication to the City of Kawartha Lakes for my deputation as it relates to a perimeter fence I have located on my property at 59 Cambridge street North in Lindsay Ontario.

On April 19<sup>th</sup> I was provided an approval to construct a two car garage on my property through a minor variance application. In obtaining this approval a condition was put forth by the committee stating I needed to enter into an agreement with Realty Services as my fence is on City property.

I filled out the proper documentation needed to have my file reviewed by the Realty Services department.

I was notified May 18<sup>th</sup> after several phone calls and in person meetings to seek communication on the status of my request. It was denied based on commentary from the City of Kawartha Lakes Director of Engineering.

**“Unfortunately, the Committee members could not approve your request as the Director of Engineering was of the opinion that this fence, being in a sight triangle of an intersection, resulted in reduced visibility and thus created a hazard to public safety”**

The fence that is located on my property was designed/built with public safety in mind and the safety of my family. Numerous attempts over the years have been made by residences living along Cambridge street north to the City as it relates to motor vehicles and the rate of speed they are traveling on our city streets.

Our Councilor Pat Dunn has been down to review our fence and where it is located and is in agreement that there is not a sight line issue.

In conjunction with that Cambridge United Church is located directly beside my home to which it has a congregation of close to 600 people. Our fence was constructed close to 3 years ago, and we have not had one complaint from individuals attending services or other individuals traveling down Bond Street.

In the May 18<sup>th</sup> letter the only concern was sight lines, however now the director of engineering is wanting to impose a second claim, which again was not advised in the communication from Realty Services as it pertains to Hydro, Bell, Water Services, Fibre optics etc. and the accessibility in the event items would need repair or upgrade.

I have provided numerous photos of evidence to help support my request to keep my fence where it is currently and the concern of services and accessibility.

Properties on Cambridge street North that have retaining walls that are directly located to the sidewalks which would create challenges for accessibility if repairs were needed as services would be under the ground and would require excavation.

Traveling up Bond street there are numerous large tree's and other encroachments similar to mine (fences, hedges and large trees) that are still in affect and would pose the same challenges to the City of Kawartha Lakes if repairs or upgrades were needed and sight lines.

I am seeking approval from the City of Kawartha Lakes Council to overturn the decision of the Realty Services committee and to allow myself and my wife as home owners to enter into an agreement with Realty Services as it pertains to my encroachment based on evidence provided not only on the sight lines, but also accessibility to utilities if repairs or upgrades are required.

I will also agree that if the fence is allowed to stay I will assume all cost for accessibility to the utilities.

Regards

Jordan Bress



REALTY SERVICES  
Legal Services  
Box 9000, 12 Peel St., Lindsay, Ontario, K9V 5R8  
Phone: 705-324-9411 Ext. 1261 Fax: 705-324-2982  
Toll Free: 1-888-822-2225  
e-mail: lcarnochan@kawarthalakes.ca

May 18, 2018

VIA E-MAIL: [redacted]

[redacted]  
Jordan & Christa Bress  
59 Cambridge Street North  
Lindsay, ON K9V 4C8

Dear Mr. and Mrs. Bress:

Re: Request for License Agreement – Fence Encroachment  
Road Allowances adjacent to 59 Cambridge Street North, Lindsay

We confirm your above-noted request was reviewed by the Land Management Committee at their meeting on May 14, 2018. Unfortunately, the Committee members could not approve your request as the Director of Engineering was of the opinion that this fence, being in a sight triangle of an intersection, resulted in reduced visibility and thus created a hazard to public safety.

We would ask that you please remove the encroaching fence by June 22, 2018 and provide written confirmation that removal has occurred. If you require additional time to comply with this request, please contact our office to discuss alternate arrangements. Should you fail to remove the encroachment, or make alternate arrangements, by June 22, 2018, the City will remove the encroachment at your expense and without liability to the City.

Should you not agree with this decision you are able to make a deputation directly to Council. Please note that deputations are scheduled through the Clerk's office and delegations are limited to a time period of not more than five (5) minutes inclusive of all speakers. The application form and additional information on this process can be found on the City of Kawartha Lakes website: <https://www.kawarthalakes.ca/en/municipal-services/speak-before-council.aspx>. You may also contact the Deputy Clerk by phone: 705-324-9411 extension 1266 or by e-mail: [clerks@kawarthalakes.ca](mailto:clerks@kawarthalakes.ca).

Sincerely,

The Corporation of the City of Kawartha Lakes

Laura Carnochan  
Law Clerk – Realty Services  
LC:lc

cc Pat Dunn, Councillor – Ward 10



# **Motorcyclists Fighting Blindness**

**Always in support of**  
**The Foundation Fighting Blindness - Canada**



**The FOUNDATION  
FIGHTING BLINDNESS**

May 25, 2018

Mayor Andy Latham & Members of Council  
City of Kawartha Lakes  
26 Francis St, 1<sup>st</sup> Floor  
Lindsay, ON K9V 5R8

Dear Mayor Latham & Members of Council,

**Ref: Request for an Exemption to the Noise By-law for the Ride for Sight June 15<sup>th</sup> & 16<sup>th</sup> 2018**

On Friday June 15<sup>th</sup> to Sunday June 17<sup>th</sup> 2017 the Ride for Sight will return to Fenelon Falls Fairgrounds. You may be aware that Ride for Sight is celebrating it's 40<sup>th</sup> year of fundraising for vision research. What you may not know is that it is also a little bit of motorcycling history being made; as Ride for Sight is the only Motorcyclists driven fundraising initiative that has had this kind of longevity.

We expect 350 Riders to join us at the fairgrounds, bringing with them \$150,000 in donations for The Foundation Fighting Blindness – Canada.

As with the previous events at Fenelon Falls Fairgrounds, our Riders and Volunteers will begin arriving on Friday afternoon at 1:00pm and most will either camp onsite or stay at local hotels for the duration of the weekend. The participants are asked to leave the Fairgrounds by 10:00am on Sunday morning.

On the afternoons and evenings of June 15<sup>th</sup> and 16<sup>th</sup> we would like a noise by-law exemption as we intend to host live bands at the Fairgrounds on the outdoor stage. The performances will be scheduled to end a before 12:30am each night.

Thank you for your consideration,  
and best regards,

Brenda Dainard  
Ride for Sight &  
The Foundation Fighting Blindness - Canada

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

## **By-Law 2018-001**

### **A By-law to Approve the Municipal Accessibility Master Plan 2018-2023 for the City of Kawartha Lakes**

#### **Recitals**

1. Section 4 of the Integrated Accessibility Standards (191/11) enacted under the Accessibility for Ontarians with Disabilities Act, as amended states that a municipality shall establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation has been updated and approved by Resolution CR2018-XXX.
2. This by-law formally approves the Municipal Accessibility Master Plan 2018-2023.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-001.**

#### **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;

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

**"Council" or "City Council"** means the municipal council for the City;

**"Mayor"** means the Chief Executive Officer of the City.

##### **1.02 Interpretation Rules:**

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

(b) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

##### **1.03 Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

##### **1.04 Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-



law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Approval and Authorization**

- 2.01 **Approval:** The Municipal Accessibility Master Plan 2018-2023 attached to this By-law as Schedule A is approved.
- 2.02 **Authorization:** The City Clerk is authorized to submit the necessary compliancy reports as required by the Province of Ontario in accordance with the Integrated Accessibility Standards (191/11) enacted under the Accessibility for Ontarions with Disabilities Act.

## **Section 3.00: Administration and Effective Date**

- 3.01 **Administration of the By-law:** The City Clerk 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 5<sup>th</sup> day of June, 2018.

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Andy Letham, Mayor

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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 # 63144-0637 (LT) and Pin # 63144-0638 (LT), Described As Lots 3 and 4, Plan 129, Geographic Township Of Fenelon, Now City Of Kawartha Lakes**

File D30-2018-009, Report PLAN2018-053, respecting 201 Snug Harbour Road – Heaslip.

#### **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.
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 # 63144-0637(LT) and PIN #63144-0638 (LT). The Property affected by this By-law is described as Lots 3 and 4, Registered Plan 129, 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 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.

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Andy Letham, Mayor

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Cathie Richie, City Clerk

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

## **By-Law 2018-XXX**

### **A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, June 5, 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, June 5, 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 5<sup>th</sup> day of June, 2018.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk