The Corporation of the City of Kawartha Lakes

Agenda

Regular Council Meeting

CC2018-16

Tuesday, August 14, 2018

Closed Session Commencing at 1:30 p.m. Open Session Commencing at 2:00 p.m.

Victoria Room

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

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

Accessible formats and communication supports are available upon request.

Pages

1. Call to Order

2. Adoption of Closed Session Agenda

3. Disclosure of Pecuniary Interest in Closed Session Items

4. Closed Session

4.1 CC2018-16.4.1

Closed Session Minutes, Regular Council Meeting of July 17, 2018
Municipal Act, 2001 s.239(2)(b)(c)(e)

4.2 LGL2018-007

Farquhar - Lot 8 Walsh Rd
Advice that is Subject to Solicitor-Client Privilege
Municipal Act, 2001 s.239(2)(f)
Robyn Carlson, City Solicitor

5. Opening Ceremonies

5.1 Call Open Session to Order

5.2 O Canada

5.3 Moment of Silent Reflection

5.4 Adoption of Open Session Agenda

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 CC2018-16.9.1 15 - 51

Regular Council Meeting Minutes of July 17, 2018

That the Minutes of the July 17, 2018 Regular Council Meeting, be received and adopted

9.2 CC2018-16.9.2 52 - 55

Drainage Board Meeting Minutes of July 26, 2018

That the Minutes of the July 26, 2018 Drainage Board Meeting, be received.

10. Presentations and Deputations

10.1 CC2018-16.10.1 56 - 71

Youth and Young Adult Strategy
Emma Drake, Economic Development Officer – Community
Brittany Lutes, Economic Development Summer Student – Arts, Culture and Heritage
Caroline Bull, Economic Development Summer Student – Agriculture
Lauren Tzogas, Economic Development Summer Student – Tourism
Elise Karklins, KLSBEC Summer Company Coordinator

10.2 CC2018-16.10.2 72 - 74

Seniors Play Parks
Penni Holdham

10.3 CC2018-16.10.3 75 - 76

Planning Fee Schedule and Minor Variance D20-2018-020
(Item 11.2.3 on the Agenda)
James Head

10.4 CC2018-16.10.4 77 - 78

Short Term Rentals
(Report LIC2018-005, Item 11.3.1 on the Agenda)
McGuire Beach Property Owner Association
Raymonde Blais Couture

11. Consent Matters

That all of the proposed resolutions shown in Section 11.1 and 11.2 of the Agenda be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered.

11.1 Reports

11.1.1 CLK2018-008 79 - 87

2018 Municipal Election - Compliance Audit Committee
Cathie Ritchie, City Clerk

That Report **CLK2018-008**, **2018 Municipal Election - Compliance Audit Committee**, be received;

That the revised Terms of Reference for the Compliance Audit Committee as attached to Report CLK2018-008 be approved;

That the Clerk and the Director of Corporate Service be authorized to recommend the proposed candidates for appointment to the Compliance Audit Committee; and

That a by-law be brought forward prior to October 1st, 2018 approving the terms of reference and committee members' appointments.

11.1.2 MLE2018-004 88 - 92

Parking By-law Amendments
Aaron Sloan, Manager, Municipal Law Enforcement and Licensing

That Report MLE2018-004, **Parking By-Law Amendments**, be received;

That the Parking By-law 2012-173, Schedule A be amended to include prohibited parking areas; and

That the necessary By-Law be forwarded to Council at a future meeting for adoption.

11.1.3 RS2018-024 93 - 109

Proposed closure of a portion of road allowance adjacent to 28 Mitchell Drive, Omemee and legally described as part of the road allowance between Lot 12, Concession 6 and 7, designated as Part 5 on 57R-7867, in the Geographic Township of Emily, City of Kawartha Lakes
Christine Oliver, Law Clerk – Realty Services

That Report RS2018-024, **Proposed closure of a portion of road allowance adjacent to 28 Mitchell Drive, Omemee and legally described as part of the road allowance between Lot 12, Concession 6 and 7, designated as Part 5 on 57R-7867, in the Geographic Township of Emily, City of Kawartha Lakes**, be received;

That the closure of the road allowance on the subject property, being a portion of road allowance adjacent to 28 Mitchell Drive, Omemee, and legally described as part of the road allowance between Lot 12, Concession 6 and 7, designated as Part 5 on 57R-7867, in the Geographic Township of Emily, City of Kawartha Lakes, be supported, in principle, in accordance with the provisions of By-law 2018-020, as amended, and the Municipal Act, 2001;

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

That a by-law (with any amendments deemed necessary) to close the road and authorize the release of the City's interest shall be passed; and

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and release of the City's interest in the lands.

11.1.4 CS2018-013 110 - 118

Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee
Lisa Peimann, Executive Assistant, Community Services

That Report CS2018-013, **Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee**, be received; and

That the Lindsay Legacy C.H.E.S.T. Fund Grant Committee Terms of Reference as appended to the Report be approved and replace any predecessor Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee.

11.1.5 CORP2018-011 119 - 126

2017 Q4 Capital Close Extensions
Nicole Owens, Junior Accountant

That Report CORP2018-011, **2017 Q4 Capital Close Extensions**, be received.

11.1.6 PUR2018-033 127 - 130

Procurement Awards Q2 2018
Launa Lewis, Supervisor of Financial Services

That Report PUR2018-033, **Procurement Awards for Q2**, be received.

11.1.7 PUR2018-037 131 - 133

Request for Proposal 2018-79-OP Implementation of a Document Imaging Program
Ashley Wykes, Buyer
Leanne Mitchell, Supervisor, Cost Accounting

That Report PUR2018-037, **Request for Proposal 2018-79-OP Implementation of a Document Imaging Program**, be received;

That Forza Consulting B.V., of The Netherlands be selected for the award of proposal 2018-79-OP Implementation of a Document Imaging Program for the proposal cost of $160,606 not including HST;

That subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award proposal 2018-79-OP; and

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

11.1.8 PUR2018-038 134 - 136

2018-81-CQ Road Lifecycle Extension – Asphalt Overlay
Linda Lee, Buyer
Mike Farquhar, Supervisor, Technical Services

That Report PUR2018-038, **2018-81-CQ Road Lifecycle Extension – Asphalt Overlay**, be received;

That Royel Paving, A division of CRH Canada Group Inc., be selected for the award of 2018-81-CQ Road Lifecycle Extension – Asphalt Overlay, for the total quoted amount of $267,839.50 plus HST.

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreements to award the contract; and

That the Procurement Division be authorized to issue a Purchase Order.

11.1.9 ED2018-010 137 - 168

Youth and Young Adult Action Plan
Denise Williams, Manager of Economic Development (Acting)
Emma Drake, Economic Development Officer – Community

That Report ED2018-010, **Youth and Young Adult Action Plan**, be received; and

That the draft Youth and Young Adult Action Plan be referred back to staff to address and incorporate comments from Council and the public and be brought forward to a subsequent Council meeting.

11.1.10 PLAN2018-062 169 - 178

Removal of Holding (H) Symbol for Stoll Metal Sales Inc.
Ian Walker, Planning Officer – Large Developments

That Report PLAN2018-062, **Removal of Holding (H) Symbol for Stoll Metal Sales Inc.**, be received;

That Zoning By-Law Amendment application D06-2018-017 identified as 1993 Glenarm Road, City of Kawartha Lakes, as generally outlined in Appendix C to Report PLAN2018-062, be approved and adopted by Council; and

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

11.1.11 PLAN2018-065 179 - 185

A by-law to deem Lots 31 and 32, Registered Plan 321, 38 Marlene Lane, Geographic Township of Carden (Morris) – Planning File D30-2018-011
David Harding, Planner II

That Report PLAN2018-065, respecting Lots 31 and 32, Registered Plan 321, geographic Township of Carden, **Morris – Application D30-2018-011**, be received;

That a Deeming By-law respecting Lots 31 and 32, Registered Plan 321, substantially in the form attached as Appendix D to Report PLAN2018-065, 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.

11.1.12 PLAN2018-066 186 - 195

An application to amend the Village of Omemee Zoning By-law 1993-15 to remove the Holding (H) symbol to permit a dwelling on former Part Midland Railway Lands, Part of Block 10, Plan 109, former Village of Omemee, now City of Kawartha Lakes (Westlake)
Mark LaHay, Planner II

That Report PLAN2018-066, respecting former Part Midland Railway Lands, Part of Block 10, Plan 109, Deane Street, former Village of Omemee, **Westlake – Application D06-2018-021**, be received;

That Zoning By-Law Amendment application D06-2018-021, identified as 46 Deane Steet, City of Kawartha Lakes as generally outlined in Appendix C to Report PLAN2018-066, be approved and adopted by Council; and

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

11.1.13 WWW2018-009 196 - 210

Woodville Drinking Water System Provincial Officer's Order Number 1-IXCS7
Kayla Strackholder, Contract Coordinator

That Report WWW2018-009, **Woodville Drinking Water System Provincial Officer's Order Number 1-IXCS7**, be received.

11.2 Correspondence

11.2.1 CC2018-16.11.2.1 211 - 211

Request for Noise By-law Exemption
Karol Hein

That the July 20, 2018 e-mail correspondence from Karol Hein regarding a **Request for Noise By-law Exemption**, be received; and

That the exemption of the City's Noise By-law 2005-025, as amended, for the wedding event being held at 442 Meadowview Road, Omemee, from 3:30 p.m. to 11:30 p.m. on August 18, 2018, be approved.

11.2.2 CC2018-16.11.2.2 212 - 212

Request for Noise By-law Exemption
Amanda Smit

That the July 19, 2018 correspondence from Amanda Smit regarding a **Request for Noise By-law Exemption**, be received; and

That the exemption of the City's Noise By-law 2005-025, as amended, for the wedding event being held at 21 Ridgewood Road, Lindsay, from 2:00 p.m. on September 22, 2018 to 1:00 a.m. on September 23, 2018, be approved.

11.2.3 CC2018-16.11.2.3 213 - 213

Planning Fee Schedule and Minor Variance D20-2018-020
James Head

That the (insert date) correspondence from James Head, regarding **Panning Fee Schedule and Minor Variance D20-2018-020**, be received.

11.2.4 CC2018-16.11.2.4 214 - 214

Reconstruction of Downtown Lindsay
Lindsay Downtown BIA

That the July 26, 2018 correspondence from the Lindsay Downtown Business Improvement Association, regarding **Reconstruction of Downtown Lindsay**, be received.

11.2.5 CC2018-16.11.2.5 215 - 218

Short Term Residential Rentals
(Report LIC2018-005, Item 11.3.1 on the Agenda)
Rolling Hills Estates Homeowners Association

That the August 1, 2018 correspondence from Rolling Hills Estates Homeowners Association, regarding **Short Term Residential Rentals,** Report LIC2018-005, Item 11.1.1 on the Agenda, be received.

11.2.6 CC2018-16.11.2.6 219 - 219

Memo - Revised Council Meeting Schedule
Cathie Ritchie, City Clerk

That the August 14, 2018 memorandum from Cathie Ritchie, City Clerk, regarding **Revised 2018 Council Meeting Schedule**, be received; and

That Council approves the revised 2018 Council Meeting Schedule as recommended in the 2018-08-14 Memorandum – Revised 2018 Council Meeting Schedule.

11.3 Items Extracted from Consent

11.3.1 LIC2018-005 220 - 243

Short Term Residential Rentals Follow-up Report
Alix Hick, Senior Licensing Officer
Aaron Sloan, Manger Municipal Law Enforcement

That Report LIC2018-005, **Short Term Residential Rentals Follow-up report**, be received;

That staff be directed to implement Option #1 Status Quo and Monitoring as outlined in Report LIC2018-004;

That By-Law 2016-206 be amended to amend **General Inspections (all Regulatory By-law Inspections not including Property Standards and Clean and Clear)**; and

That the necessary by-Law amendments be forwarded to Council for adoption.

11.3.2 PLAN2018-068 244 - 258

Planning Approvals Task Force Recommendations Update
Chris Marshall, Director of Development Services

That Report PLAN2018-068, **Planning Approvals Task Force Recommendations Update**, be received.

11.3.3 PLAN2018-069 259 - 331

Community Improvement Plan - Final
Leah Barrie, Policy Planning Supervisor

That Report PLAN2018-069, **Community Improvement Plan – Final**, be received;

That the By-law to adopt the Community Improvement Project Area and CIP, attached as Appendices A and B to Report PLAN2018-069, be approved by Council;

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

That a $100,000.00 contribution for Community Improvement Plan funding, with funding source options including the Economic Development Reserve, be included in the 2019 budget as a decision unit.

12. Committee of the Whole and Planning Committee Minutes

12.1 CC2018-16.12.1 332 - 336

Planning Advisory Committee meeting Minutes of August 1, 2018

That the Minutes of the August 1, 2018 Planning Advisory Committee Meeting be received.

13. Petitions

13.1 CC2018-16.13.1 337 - 342

Petition - McGregor Drive, Bobcaygeon
Patrick Callaghan

14. Other or New Business

15. By-Laws

That the By-Laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.13 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 CC2018-16.15.1.1 343 - 344

A By-law to Repeal By-law 2016-160, as amended, being A By-Law to Licence, Regulate and Govern Taxicab, Limousine, and Transportation Network Businesses and Their Owners, Operators, Brokers, and Drivers in Kawartha Lakes

15.1.2 CC2018-16.15.1.2 345 - 347

A By-Law to Stop Up and Close Part of the Original Shore Road Allowance in Front of Lot 7, Concession 11, in the Geographic Township of Laxton, City of Kawartha Lakes, Designated as Parts 1, 2, 3, 4, and 5 on Reference Plan 57R-10644, and to Authorize the Sale of the Land to the Abutting Owners

15.1.3 CC2018-16.15.1.3 348 - 350

A By-law to Stop Up and Close Part of the Road Allowance Between the Townships of Manvers and Cavan, in the Geographic Township of Manvers, City of Kawartha Lakes, Designated as Part 1 on Reference Plan 57R-10661, Being Part of PIN: 63266-0465 (LT), and to Authorize the Sale of the Land to the Abutting Owners

15.1.4 CC2018-16.15.1.4 351 - 352

A By-law to Stop Up and Close that Portion of the Road Allowance Set Out As Part of Lot 1 on Plan 186 as in R173327; Part of Road Allowance between Concession 6 and 7; Part 5 on Plan 57R-7867, together with R173327, Being Part of PIN: 63253-0264 (LT), in the Geographic Township of Emily, City of Kawartha Lakes

15.1.5 CC2018-16.15.1.5 353 - 354

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (J.C. Stubbings)

15.1.6 CC2018-16.15.1.6 355 - 356

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (V. Stagliano)

15.1.7 CC2018-16.15.1.7 357 - 358

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (G. Young)

15.1.8 CC2018-16.15.1.8 359 - 360

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (R. Parson)

15.1.9	CC2018-16.15.1.9 **A By-law to Amend By-law 2016-206, being the Consolidated Fees By-law in the City of Kawartha Lakes (Amendment No. 9)**	361 - 362
15.1.10	CC2018-16.15.1.10 **A By-law to Amend the Township of Fenelon Zoning By-law 12-95 to Remove the Holding Symbol (H) from a Zone Category on Property within the City of Kawartha Lakes** (West Half Lot 21 and Part of Lot 22, Concession 5 - Brenneman)	363 - 365
15.1.11	CC2018-16.15.1.11 **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 63108-0660 (LT) And PIN 63108-0807 (LT), Described as Lot 31 and Lot 32, Registered Plan 321, Geographic Township of Carden, now City Of Kawartha Lakes** (38 Marlene Lane (Lot 31) and Lot 32, Plan 321, Vacant Land on Marlene Lane – Morris)	366 - 368
15.1.12	CC2018-16.15.1.12 **A By-Law to Amend the Village of Omemee Zoning By-Law 1993-15 to Remove the Holding Symbol (H) from a Zone Category on Property within the City of Kawartha Lakes** (Former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, former Village of Omemee – Westlake)	369 - 371
15.1.13	CC2018-16.15.1.13 **A By-law to Designate Lands within the City of Kawartha Lakes as a Community Improvement Project Area and to Adopt a Community Improvement Plan**	372 - 436
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 CC2018-16.19.1 437 - 437

A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, August 14, 2018

That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, August 14, 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

CC2018-15
Tuesday, July 17, 2018
Closed Session Commencing at 1:00 p.m. Open Session Commencing at 2:00 p.m.
Victoria Room
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 1:00 p.m. Councillors I. Breadner, P. Dunn, D. Elmslie, G. James, G. Jilesen, B. Junkin, R. Macklem, M.A. Martin, P. O'Reilly, J. Pollard, K. Seymour-Fagan, H. Stauble, S. Strangway, A. Veale and E. Yeo were in attendance.

Absent: Councillor G. Miller

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

CR2018-412
Moved By Councillor Strangway
Seconded By Councillor James

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

CR2018-413
Moved By Councillor Dunn
Seconded By Councillor O'Reilly

That Council convene into closed session at 1:00 p.m. in order to consider matters on the Tuesday, July 17, 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 P. Dunn and E. Yeo 5:45 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

CR2018-419
Moved By Councillor Yeo
Seconded By Councillor O'Reilly

That Council waive the Procedural By-law to allow two (2) additional deputations to be added to the Agenda as Items 10.6 and 10.7; Kathy Morton and Leonard Siegel.

Carried

CR2018-420
Moved By Councillor Junkin
Seconded By Councillor Stauble

That Council waive the Procedural By-law to allow one (1) additional deputations to be added to the Agenda as Item 10.8; Afe Helleman.

Carried

CR2018-421
Moved By Councillor Breadner
Seconded By Councillor Yeo

That the Agenda for the Open Session of the Regular Council Meeting of Tuesday, July 17, 2018, be adopted as circulated and with the following amendments:

Additions - Deputations

Items 10.3 to and including 10.8

Additions - Consent Correspondence

Items 11.2.8 to and including 11.2.13

Revision/Addition - Items Extracted from Consent

Report PLAN2018-056 (previously Item 11.1.12) has been moved to Items Extracted from Consent as Item 11.3.1 and Item 11.3.1.1 has been added – Accompanying Memo Re: Report PLAN2018-056

Addition - Committee of the Whole and Planning Committee Minutes

Item 12.1.1 Memo – Sutcliffe OPA and ZBA (Iron Horse Ranch)

Addition - By-laws by Consent

Item 15.1.13

Carried

CR2018-422
Moved By Councillor Stauble
Seconded By Councillor Seymour-Fagan

That Council waive the Procedural By-law to allow one (1) additional item of correspondence from Afe Helleman to be added to the Agenda as Item 11.2.14.

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 Elmslie:

- The Fenelon Fair runs July 20th to 22nd at the Fenelon Fairgrounds.

- Maryboro Lodge, The Fenelon Museum, presents Simcoe Day on August 4th from 11 a.m. to 5 p.m., including a battle re-enactment and various other activities.

Councillor Martin:

- The Coronation Hall Concert Series presents Melissa Payne, performing on July 28th commencing at 8:00 p.m.

Councillor O'Reilly:

- The Jeff Beukeboom Charity Classic Golf Tournament is on August 2nd at the Wolf Run Golf Club.
- A group of Russian farmers are visiting Kawartha Lakes to tour various local farms and dairies.
- The Bulls and Bikes Show 2018 is on July 21st from 5:30- to 9:00 p.m. at the Lindsay Exhibition.
- Haliburton-Kawartha Lakes-Brock MPP Laurie Scott has been named the Minister of Labour.
- Greg Rickford, son-in-law of Ron Pearson, has been named the Minister of Northern Development and Mines and Minister of Indigenous Affairs.
- The 15th Annual Mark-a-thon Walk in support of a Place Called Homes is on August 11th, leaving from Victoria Park
- Ray Emery, former NHL player, recently passed away. Condolences to family and friends of Mr. Emery.

7.2 Staff

8. Matters from Closed Session

8.1 Item 4.2

The City Clerk was given direction regarding a Committee of Council.

CR2018-423
Moved By Councillor Macklem
Seconded By Councillor Martin

That the Kawartha Lakes Municipal Heritage Committee Terms of Reference be amended, temporarily reducing the minimum number of public members from 7 to 6 until the next term of Council.

Carried

8.2 Item 4.4

The City Solicitor was given direction regarding the Washington Drain.

9. Minutes

9.1 CC2018-15.9.1

Regular Council Meeting Minutes of June 19, 2018

CR2018-424
Moved By Councillor Stauble
Seconded By Councillor Pollard

That the Minutes of the June 19, 2018 Regular Council Meeting, be received and adopted.

Carried

10. Presentations and Deputations

10.1 CC2018-15.10.1

Licensing Agreement for Boathouse at 22 Walnut Street, Fenelon Falls
(Report RS2018-021, Items 11.1.1 and 11.2.1 on the Agenda)
Daniel Mellen
Candice Millroy

Mr. Mellen and Ms. Milroy attended Council to appeal a decision of the Land Management Committee. They identified their commitment to rehabilitation of the boathouse and requested Council to authorize a licensing agreement to allow them to keep their boathouse.

CR2018-425
Moved By Councillor Elmslie
Seconded By Councillor Yeo

That the deputation of Daniel Mellen and Candice Millroy, regarding **Licensing Agreement for Boathouse at 22 Walnut Street, Fenelon Falls, (**Report RS2018-021, Items 11.1.1 and 11.2.1 on the Agenda), be received.

Carried

10.2 CC2018-15.10.2

Licensing Agreement for Boathouse at 781 Kenstone Beach Road, Bobcaygeon
(Report RS2018-022, Items 11.1.2 and 11.2.2 on the Agenda)
Lucia DiLeo

Lucia DiLeo attended Council to appeal a decision of the Land Management Committee. She requested Council to grant a Licensing Agreement to allow her to do the required maintenance and keep their boathouse and dock.

CR2018-426
Moved By Councillor Miller
Seconded By Councillor Macklem

That the deputation of Lucia DiLeo, regarding **Licensing Agreement for Boathouse at 781 Kenstone Beach Road, Bobcaygeon**, (Report RS2018-022, Items 11.1.2 and 11.2.2 on the Agenda), be received.

Carried

10.3 CC2018-15.10.3

Planning Advisory Committee Recommendation PAC2018-034
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
John Dell

Mr. Dell expressed concern regarding the proposed Official Plan and Zoning By-law Amendments and requested that Council deny the applications as detailed in his correspondence.

CR2018-427
Moved By Councillor Pollard
Seconded By Councillor Stauble

That the deputation of John Dell, regarding **Planning Advisory Committee Recommendation PAC2018-034**
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe), (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

10.4 CC2018-18.10.4

Planning Advisory Committee Recommendation PAC2018-034
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Donna Querengesser

Donna Querengesser expressed concerns regarding the impact of the proposed development on neighbours in the surrounding farming community as detailed in her speaking notes.

CR2018-428
Moved By Councillor Stauble
Seconded By Councillor Yeo

That the deputation of Donna Querengesser, regarding **Planning Advisory Committee Recommendation PAC2018-034**
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe), (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

10.5 CC2018-18.10.5

Building Permit Application 2015-1495, Lot 8, Walsh Road, Kawartha Lakes
(Item 11.2.8 on the Agenda)
Jeff Farquhar

Jeff Farquhar attended Council to provide information on his application to date. He requested Council reinstate his cancelled Building Permit application, stating that the action of cancelling his permit has removed his right to appeal to the Ontario Building Code Commission on the technical matters of the application.

CR2018-429
Moved By Councillor Dunn
Seconded By Councillor Breadner

That the deputation of Jeff Farquhar, regarding **Building Permit Application 2015-1495, Lot 8, Walsh Road, Kawartha Lakes**
(Item 11.2.8 on the Agenda), be received.

Carried

10.6 CC2018-15.10.6

Planning Advisory Committee Recommendation PAC2018-034
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Kathy Morton

Kathy Morton outlined concerns regarding the applications as detailed in her correspondence (See Item 11.2.13 on the Agenda).

CR2018-430
Moved By Councillor Dunn
Seconded By Councillor Macklem

That the deputation of Kathy Morton, regarding **Planning Advisory Committee Recommendation PAC2018-034**
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe), (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

10.7 CC2018-15.10.7

Planning Advisory Committee Recommendation PAC2018-034
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Leonard Siegel

Leonard Siegel attended on behalf of the Applicant to speak in support of the application and request that Council approve the application as recommended by the Planning Advisory Committee, as detailed in his speaking notes.

CR2018-431
Moved By Councillor Veale
Seconded By Councillor Miller

That the deputation of Leonard Siegel, regarding **Planning Advisory Committee Recommendation PAC2018-034**
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe), (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

10.8 CC2018-15.10.8

Planning Advisory Committee Recommendation PAC2018-034
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Afe Helleman

Afe Helleman expressed concerns regarding the proposed applications as detailed in his correspondence (See Item 11.2.14 on the Agenda).

CR2018-432
Moved By Councillor Stauble
Seconded By Councillor Elmslie

That the deputation of Afe Helleman, regarding **Planning Advisory Committee Recommendation PAC2018-034**
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe), (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

11. Consent Matters

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

11.1.1 – Councillor Elmslie

11.1.2 – Councillor Elmslie

11.1.3 – Councillor Strangway

11.1.4 – Councillors Elmslie and Junkin

11.1.6 – Councillor Elmslie and Junkin

11.1.7 – Councillor Junkin

11.1.8 – Councillor Junkin

11.1.12 - Moved to 11.3.1 which is extracted

11.1.17 – Mayor Letham

11.2.8 - Councillor Breadner

Moved By Councillor Dunn
Seconded By Councillor O'Reilly

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, 11.1.3, 11.1.4, 11.1.6, 11.1.7, 11.1.8, 11.1.12, 11.1.17 and 11.2.8.

Carried

11.1 Reports

11.1.5 CLK2018-007

Delegation of Authority – Restricted Acts
Cathie Ritchie, City Clerk

CR2018-433

That Report CLK2018-007, **Delegation of Authority – Restricted Acts**, be received; and

That the Municipal Clerk be directed to prepare the necessary by-law prior to Nomination Day, delegating authority to the Chief Administrative Officer from July 27, 2018 to December 3, 2018 to enact the restricted powers of Council (Section 275(3)) during the Lame Duck period.

Carried

11.1.9 PUR2018-030

2018-57-CP Engineering and Design Services for Lindsay Water Pollution Control Plant Upgrades – Phase 1
Linda Lee, Buyer
Nafiur Rahman, Senior Engineering Technician

CR2018-434

That Report PUR2018-030, **2018-57-CP Engineering and Design Services for Lindsay WPCP Upgrades – Phase 1**, be received;

That Cima Canada Inc., of Bowmanville, be awarded 2018-57-CP Engineering and Design Services for Lindsay WPCP Upgrades – Phase 1, as the highest scoring Proponent;

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreements to award the contract; and

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

Carried

11.1.10 PUR2018-031

2018-69-CQ Road Lifecycle Extension – Single Surface Treatment
Linda Lee, Buyer
Mike Farquhar, Supervisor, Technical Services

CR2018-435

That Report PUR2018-031, **2018-69-CQ, Road Lifecycle Extension, Single Surface Treatment**, be received;

That Royel Paving, a division of CRH Canada Group Inc. of Oakville be selected for the award of Quotation 2018-69-CQ Road Lifecycle Extension, Single Surface Treatment for the quoted price of $107,380.00 plus HST; and

That subject to receipt of the required documents, the Purchasing Division be authorized to issue a purchase order.

Carried

11.1.11 PUR2018-032

2018-74-CQ Sylvan Crescent Reconstruction Deficiency Work
Launa Lewis, Supervisor of Financial Services
Corby Purdy, Supervisor/Infrastructure, Design, Construction

CR2018-436

That Report PUR2018-032, **2018-74-CQ Sylvan Crescent Reconstruction Deficiency Work**, be received;

That Hard-Co- Construction Ltd. be selected for the award of Quotation 2018-74-CQ Sylvan Crescent Reconstruction Deficiency Work for the quoted price of $199,900.00 plus HST;

That funding in the amount of $135,000.00 be released from the Capital Reserve for the purpose of awarding this contract;

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

That Purchasing be authorized to issue a purchase order.

Carried

11.1.12 PLAN2018-056

This item has been moved to Items Extracted from Consent. See Items 11.3.1 and 11.3.1.1

11.1.13 PLAN2018-059

Deeming By-law Application D30-2018-010 – 1590839 Ontario Inc. (Haslam)
Janet Wong, Planner II

CR2018-437

That Report PLAN2018-059, **Deeming By-law Application D30-2018-010 - 1590839 Ontario Inc. (Haslam)**, be received;

That a Deeming By-law respecting Lots 3 and 4, Registered Plan 57M-734, substantially in the form attached as Appendix E to Report PLAN2018-059, be approved and adopted by Council; and

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

Carried

11.1.14 PLAN2018-061

Downtown Parking Space Update
Chris Marshall, Director

CR2018-438

That Report PLAN2018-061, **Downtown Parking Space Update**, be received.

Carried

11.1.15 PLAN2018-064

Removal of Holding (H) Symbol (317 Ranchers Road, Township of Fenelon - Tow-All-Inc. c/o Lucas Lowell)
Mark LaHay, Planner II

CR2018-439

That Report PLAN2018-064, respecting Part of Lot 14, Concession 7, being Part 3, 57R-6073, geographic Township of Fenelon**, Tow-All-Inc. c/o Lucas Lowell – Application D06-2018-019**, be received;

That Zoning By-Law Amendment application D06-2018-019 identified as 317 Ranchers Road, City of Kawartha Lakes, as generally outlined in Appendix C to Report PLAN2018-064, be approved and adopted by Council; and

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

Carried

11.1.16 ENG2018-011

Engineering Policy Review Update
Juan Rojas, Director of Engineering and Corporate Assets

CR2018-440

That Report ENG2018-011, **Engineering Policy Review Update**, be received;

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

063 EPW 001 Street Lighting Assumption Policy; and

That the following policies be updated as outlined in the respective attachments to Report ENG2018-011:

071 EPW 004 Pre-Servicing of Subdivision Lands (as per Appendix A)

077 EPW 005 Streetlight Warrant Policy (as per Appendix B)

115 EPW 008 Right of Way Widths (as per Appendix C)

123 EPW 009 Roadway Level of Service Policy - Maintenance Priority Classification System (as per Appendix D)

Carried

11.1.18 ENG2018-015

Airport 2018 Capital Budget Update
Juan Rojas, Director of Engineering and Corporate Assets

CR2018-441

That Report ENG2018-015, **Airport 2018 Capital Budget Update**, be received;

That 2018 Capital Program AP1802 – Airport Facilities Program, be closed and $10,000 allocated to this program be transferred to Capital Reserves; and

That 2018 Capital Program AP1801 – Airport Siteworks Program, be increased by $10,000 for Minor Airside Improvements and be funded from Capital Reserve.

Carried

11.1.19 HS2018-002

Kawartha Lakes Health Care Initiative: Return of Service Incentive Repayment
Rod Sutherland, Director, Human Services

CR2018-442

That Report HS2018-002, **Kawartha Lakes Health Care Initiative: Return of Service Incentive Repayment**, be received; and

That Kawartha Lakes Health Care Initiative retain the repaid Doctor recruitment incentive for the sole purpose of supporting upcoming recruitment incentives prior to further Doctor Recruitment Reserve funding being requested from the City.

Carried

11.2 Correspondence

11.2.1 CC2018-15.11.2.1

Licensing Agreement for Boathouse at 22 Walnut Street, Fenelon Falls
Daniel Mellen
Candice Millroy

CR2018-443

That the June 5, 2018 e-mail correspondence from Daniel Mellen and Candice Millroy, regarding a **Licensing Agreement for Boathouse at 22 Walnut Street**, be received.

Carried

11.2.2 CC2018-15.11.2.2

Licensing Agreement for Boathouse at 781 Kenstone Beach Road, Bobcaygeon
Pasquale Di Leo
Lucia Di Leo

CR2018-444

That the July 5, 2018 correspondence from Pasquale and Lucia Di Leo, regarding a **Licensing Agreement for Boathouse at 781 Kenstone Beach Road, Bobcaygeon**, be received.

Carried

11.2.3 CC2018-15.11.2.3

Memo - Fence-Viewer Resignation
Joel Watts, Deputy Clerk

CR2018-445

That the July 17, 2018 memorandum from Joel Watts, Deputy Clerk, regarding Fence-Viewer Resignation, be received;

That the notice of resignation, dated June 29, 2018, of Fence-Viewer Charles Clarke, be received; and

That a by-law to amend by-law 2015-024 be presented to Council for adoption to reflect the resignation, effective the date of the by-law adoption.

Carried

11.2.4 CC2018-15.11.2.4

Policy Update - AMO Stands with Canada and Ontario on NAFTA
Andy Letham, Mayor

CR2018-446

That the June 25, 2018 e-mail correspondence from the Association of Municipalities of Ontario (AMO), regarding **Policy Update - AMO Stands with Canada and Ontario on NAFTA**, be received;

That the City of Kawartha Lakes support the AMO Resolution regarding NAFTA; and

That this resolution be circulated to Prime Minister Trudeau, Premier Doug Ford, AMO and the Federation of Canadian Municipalities.

Carried

11.2.5 CC2018-15.11.2.5

Request for Noise By-law Exemption
Alex Mitchell

CR2018-447

That the June 19, 2018 e-mail correspondence from Alex Mitchell regarding a **Request for Noise By-law Exemption**, be received; and

That the exemption of the City's Noise By-law 2005-025, as amended, for the wedding event being held at 30 Regent Street, Lindsay, from 4:00 p.m. on August 25, 2018 to 1:00 a.m. on August 26, 2018, be approved.

Carried

11.2.6 CC2018-15.11.2.6

Request for Noise By-law Exemption
Russell Wilmot
Kaitlin Jubb

CR2018-448

That the July 7, 2018 correspondence from Kaitlin Jubb and Russell Willmont regarding a **Request for Noise By-law Exemption**, be received; and

That the exemption of the City's Noise By-law 2005-025, as amended, for the wedding event being held at Shadow Lake Road 2, Cottage 44, from 3:00 p.m. on August 5, 2018 to 1:00 a.m. on August 6, 2018, be approved.

Carried

11.2.7 CC2018-15.11.2.7

Preserving Canada's Heritage: The Foundation for Tomorrow
Catherin McKenna, Minister of Environment and Climate Change

CR2018-449

That the June 26, 2018 correspondence from Catherin McKenna, Minister of Environment and Climate Change, regarding **Preserving Canada's Heritage: The Foundation for Tomorrow**, be received.

Carried

11.2.9 CC2018-15.11.2.9

Planning Advisory Committee Recommendation PAC2018-034
Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Jim and Carol Newton

CR2018-450

That the correspondence from Jim and Carol Newton regarding **Planning Advisory Committee Recommendation PAC2018-034, Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe),** (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

11.2.10 CC2018-15.11.2.10

Planning Advisory Committee Recommendation PAC2018-034 Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Pat and Len Peace

CR2018-451

That the July 14, e-mail correspondence from Pat and Len Peace regarding **Planning Advisory Committee Recommendation PAC2018-034, Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe),** (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

11.2.11 CC2018-15.11.2.11

Planning Advisory Committee Recommendation PAC2018-034 Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Rebecca Parker

CR2018-452

That the July 15, e-mail correspondence from Rebecca Parker regarding **Planning Advisory Committee Recommendation PAC2018-034, Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe),** (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

11.2.12 CC2018-15.11.2.12

Planning Advisory Committee Recommendation PAC2018-034 Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm

diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Dave and Sara Miller

CR2018-453

That the July 16, e-mail correspondence from Dave and Sara Miller regarding **Planning Advisory Committee Recommendation PAC2018-034, Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe),** (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

11.2.13 CC2018-15.11.2.13

Planning Advisory Committee Recommendation PAC2018-034 Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Kathy Morton

CR2018-454

That the correspondence from Kathy Morton regarding **Planning Advisory Committee Recommendation PAC2018-034, Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe),** (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received.

Carried

11.2.14 CC2018-15.11.2.14

Planning Advisory Committee Recommendation PAC2018-034 Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe)
(Items 12.1, 15.1.7 and 15.1.8 on the Agenda)
Afe Helleman

CR2018-455

That the July 16, 2018 e-mail correspondence from Afe Helleman regarding **Planning Advisory Committee Recommendation PAC2018-034, Applications to amend the City of Kawartha Lakes Official Plan and the Township of Manvers Zoning By-law to permit a variety of on-farm diversified uses on land identified as 804 Highway 7A (Sutcliffe),** (Items 12.1, 15.1.7 and 15.1.8 on the Agenda), be received

Carried

11.3 Items Extracted from Consent

11.1.1 RS2018-021

Boathouse Encroachment – 22 Walnut St., Fenelon Falls
Christine Oliver, Law Clerk of Realty Services

CR2018-456
Moved By Councillor Elmslie
Seconded By Councillor Seymour-Fagan

That Report RS2018-020, **Boathouse Encroachment – 22 Walnut St., Fenelon Falls**, be received; and

That staff be directed to enter into a License Agreement with the owner of 22 Walnut Street, Fenelon Falls, to allow the boathouse at the northwest corner of unopened road allowance of Walnut Street to remain its current location, as long as it is repaired in a timely manner.

Carried

11.1.2 RS2018-022

Boathouse Encroachment – 781 Kenstone Beach Rd., Bobcaygeon
Christine Oliver, Law Clerk of Realty Services

CR2018-457
Moved By Councillor Elmslie
Seconded By Councillor Strangway

That Report RS2018-022, **Boathouse Encroachment – 781 Kenstone Beach Rd., Bobcaygeon**, be received; and

That staff be directed to enter into a License Agreement with the owner of 781 Kenstone Beach Road, Bobcaygeon, to allow the boathouse at the north side of the travelled road allowance for Kawartha Lakes Road 24 to remain in its current location, as long as it is repaired in a timely manner.

Carried

Item 11.2.8 was moved forward on the Agenda to be dealt with next.

11.2.8 CC2018-15.11.2.8

Building Permit Application 2015-1495, Lot 8, Walsh Road, Kawartha Lakes
Jeff Farquhar

CR2018-458
Moved By Councillor Breadner
Seconded By Councillor James

That the July 5, 2018 correspondence from Jeff Farquhar regarding **Building Permit Application 2015-1495, Lot 8, Walsh Road, Kawartha Lakes**, be received.

Carried

CR2018-459
Moved By Councillor Elmslie
Seconded By Councillor Strangway

That the correspondence from Jeff Farquhar regarding Building Permit Application 2015-1495, Lot 8, Walsh Road, Kawartha Lakes be deferred to the August 14, 2018 Regular Council Meeting; and

That staff be directed to bring a Report to Council in Closed Session to provide a legal opinion on the matter.

Carried

Council recessed at 3:32 p.m. and reconvened at 3:40 p.m.

11.1.3 RS2018-023

Land Management Committee Policy CP2018-007
Robyn Carlson, City Solicitor

CR2018-460
Moved By Councillor Strangway
Seconded By Councillor Elmslie

That Report RS2018-023, **Land Management Committee Policy CP2018-007**, be received; and

That Staff draft a Management Directive for approval by the CAO with respect to the activities of the Land Management Committee, which Directive provides – at a minimum – that:

1. The Manager of Realty Services is to circulate the Agenda for the upcoming Land Management Committee to all members of Council and the Mayor one week in advance of an upcoming meeting;
2. Councillors will have an opportunity to submit written comment/ information to the Manager of Realty Services up to 4:30 pm on the day proceeding the Land Management Committee Meeting, which written comment/ information will be added to the Agenda for discussion.
3. Councillors will have an opportunity to attend the meeting, to make a statement or provide information to the Committee.
4. Councillors may attend the deliberations of the Committee.
5. Councillors expressing interest in an item will be copied on correspondence out to the applicant(s) of that item, in which the Committee advises of the Committee's decision and reasons therefore. This letter will advise the applicant that – if he/she is not satisfied with the decision of the Committee – he/she may make a deputation to Council.

Carried

11.1.4 CAO2018-005

Update – Review of City and Agency Boards and Committees
Ron Taylor, Chief Administrative Officer

CR2018-461
Moved By Councillor Elmslie
Seconded By Councillor Seymour-Fagan

That Report CAO2018-005, **Update – Review of City and Agency Boards and Committees**, be received;

That staff be directed to update the terms of reference for various Committees and Boards as generally outlined in Appendix A to Report CAO2018-005 in

advance of the next term of Council for approval and subsequent recruitment; and

That the City Clerk include regular monthly Committee of the Whole meetings in future annual meeting calendars beginning the next term of Council.

Carried

11.1.6 CORP2018-012

2018 Q2 Capital Close
Nicole Owens, Junior Accountant

CR2018-462
Moved By Councillor Elmslie
Seconded By Councillor Veale

That Report CORP2018-012, **2018 Q2 Capital Close**, be received;

That the capital projects identified in Attachment A to Report CORP2018-012 be approved to be closed due to completion;

That the balances in the table below be transferred to or from the corresponding reserves;

Reserve	Report Closing Balance
Capital Projects Reserve	$644,843.88
Public Works Fleet Reserve	$14,764.64
Sewer Infrastructure Reserve	$186,943.50

That $104.89 be withdrawn from Development Charges – Fire and applied to project 932170801 – Fire, Extrication Equipment to address the deficit;

That an additional $5,000 from the Capital Reserves be allocated to 950180306 – Bike Repair/Tire Pump Station as per requirements specified within OMCC Grant acceptance as per DEV2018-003, By-law 2018-018;

That project 953180112 – LSC Windows be closed and the remaining budget of $187,583.08 and all associated expenses be transferred to project 953170300 – LSC Windows;

That project 950180113 – Logie Park be closed and all remaining budget and expenses totaling $1,111,000.00 be transferred to multi-year project 950151801 – Logie Park;

That project 950180112 – Trail & Shoreline Restoration be closed and all remaining budget and expenses totaling $150,000 be transferred to multi-year project 950153301 – Trail & Shoreline Restoration;

That project 950164000 – City Boat Launches be closed and the remaining budget of $50,734.69 be transferred to 950180109 – City Boat Launches;

That project 950170300 – City Boat Launches be closed and the deficit of $37,494.34 be transferred to 950180109 – City Boat Launches;

That project 950170500 – Cemetery Site Works be closed and the remaining balance of $49,376.26 be transferred to corresponding projects within 950180400 – Cemetery Site Works;

That project 950170601 – 50/50 Community Park Projects be closed and the remaining budget of $12,229.20 be transferred to 950180110 – 50/50 Community Park Projects;

That project 950170701 – Wilson Estates be closed and the remaining budget of $100,830.75 be transferred to 950180111 – Wilson Estates;

That project 950170901 – Park Furniture be closed and the remaining budget of $32,799.27 be transferred to 950180301 – Park Furniture;

That the following projects be granted an extension to December 31, 2018:

928170301 - Upgrade/Replace Communication Equipment
928170401 - Upgrade/Replace Client Hardware
928170601 - Replace Printers
928171901 - Purchase Parks & Rec Software
932161401 - Fire Station Capital Repairs
932170501 - Equipment Replacement
938170200 - Paramedic Equipment
938170301 - Replace Light Duty Vehicle

938170401 - Replacement Ambulance
950170100 - Playgrounds - Various Locations
950170401 - Old Mill Park Dam Replacement
950170800 - Arena & Community Centre Equipment
950171000 - Arenas & Community Centres
950171101 - Victoria Park Armoury Repair
950171501 - Bobcaygeon Library
953150801 - City Hall – Roof and Atrium
953170200 - Building Services
983170100 – Bridges
983170600 - Gravel Resurfacing
983170700 - Road Lifecycle Extension
983171301 - Municipal Drains
998151201 - Lindsay WPCP Upgrade
998152200 – Glenelg St E Watermain Replacement & Design
998170100 - Water & Wastewater – Watermains
998170300 - Water & Sanitary
998170601 – Fenelon Water Treatment Plant Modifications
998170701 - Bobcaygeon Main Breaker
994171601 - Ice Machine Replacement
994172400 - Transit Hub and Shelters

That the following projects be granted an extension to December 31, 2019:

928151500 - ERP System
953170501 - Development 68 Lindsay St N
998151801 - Ridout St SPS – Pumps & Flow Meter
998161701 - Lindsay WPCP Upgrade-Construct
998170500 - Water & Wastewater – Upgrades
997146001 - Fenelon Landfill - Admin Building
997146301 - Laxton Landfill Site
997166101 - Pump Chamber Construction

That project 997170200 – Landfill Site Works completion date be extended to December 31, 2020.

Carried

11.1.7 CORP2018-013

High Bill Adjustment 5 Sussex St N
Jennifer Stover, Director of Corporate Services

Moved By Councillor Junkin
Seconded By Councillor Martin

That Report CORP2018-013, **High Bill Adjustment 5 Sussex St N**, be received;

That Council not approve any financial relief of the high water bill incurred at 5 Sussex St N, Lindsay for the billing period from November 2017 to January 2018.

Motion Failed

CR2018-463
Moved By Councillor Breadner
Seconded By Councillor James

That Report CORP2018-013, **High Bill Adjustment 5 Sussex St N**, be received;

That Council approve the recommendation of the High Water Bill Appeal Committee and provide a credit of $1,293.24, plus applicable penalty, to the account at 5 Sussex St N, Lindsay as a one-time exemption to the Section 8.0 of the High Bill Adjustment Policy; and

That staff review and report back to Council on the High Water Bill Adjustment Policy with consideration to removing the restriction on income producing properties.

Carried

11.1.8 CORP2018-014

High Bill Adjustment 18 Francis St, Fenelon Falls
Jennifer Stover, Director of Corporate Services

Moved By Councillor Junkin
Seconded By Councillor Martin

That Report CORP2018-014, **High Bill Adjustment 18 Francis St Fenelon Falls**, be received;

That Council not approve any financial relief of the high water bill incurred at 18 Francis Street, Fenelon Falls for the billing period from January to March 2018.

Motion Failed

CR2018-464
Moved By Councillor Elmslie
Seconded By Councillor James

That Report CORP2018-014, **High Bill Adjustment 18 Francis St Fenelon Falls**, be received; and

That Council approve the recommendation of the High Water Bill Appeal Committee and provide a credit of $1,298.56, plus applicable penalty, to the account at 18 Francis St Fenelon Falls as a one-time exemption to section 8.0 of the High Bill Adjustment Policy.

Carried

11.1.17 ENG2018-013

Site Plan Agreement Securities and Fees
Juan Rojas, Director of Engineering and Corporate Assets

CR2018-465
Moved By Councillor Elmslie
Seconded By Councillor Dunn

That Report ENG2018-013, **Site Plan Agreement Securities and Fees**, be received;

That site plan securities for engineering related work on the private property not be required;

That the Development Application Approval Process User Fee be increased to 3.7%; and

That the Guide to the Site Plan Approval Process and the City's Fees and Charges By-law be amended to reflect these changes.

Carried

11.3.1 PLAN2018-056

Request for Municipal Council Support Resolution Confirmation (Ground Mount Solar Projects, 1674 County Road 36, Geographic Township of Verulam)
Ian Walker, Planning Officer – Large Developments

To be dealt with in conjunction with Item 11.3.1.1

11.3.1.1 CC2018-15.11.3.1.1

Memo - Feed-In Tariff (FIT) Program – Prescribed Resolution of Support – Ground Mount Solar Project – 1674 CKL Road 36, Solar Provider Canada Origination Health LP (Kennedy)
Ian Walker, Planning Officer - Large Developments

CR2018-466
Moved By Councillor Junkin
Seconded By Councillor Elmslie

That Report PLAN2018-056, **Request for Municipal Council Support Resolution Confirmation**, be received; and

That the July 17, 2018 memo from Ian Walker, Planning Officer - Large Developments, regarding **Feed-In Tariff (FIT) Program – Prescribed Resolution of Support – Ground Mount Solar Project – 1674 CKL Road 36, Solar Provider Canada Origination Health LP (Kennedy)**, be received.

Carried

CR2018-467
Moved By Councillor Junkin
Seconded By Councillor Strangway

That the July 17, 2018 memo from Ian Walker, Planning Officer - Large Developments, regarding **Feed-In Tariff (FIT) Program – Prescribed Resolution of Support – Ground Mount Solar Project – 1674 CKL Road 36, Solar Provider Canada Origination Health LP (Kennedy)**, be received.

Carried

Moved By Councillor Elmslie
Seconded By Councillor Strangway

Whereas capitalized terms not defined herein have the meanings ascribed thereto in the FIT Contract, Version 3.1;

And Whereas Solar Provider Canada Origination Health LP (the "Supplier") has entered into a FIT Contract to construct and operate a ground mount solar Facility (the "Project") on 1674 CKL Road 36 (the "Lands") in the City of Kawartha Lakes (the "Local Municipality") under the Province's FIT Program;

And Whereas the Supplier previously requested that the Council of the Local Municipality ("Council") indicate by resolution Council's support for the construction and operation of the Project on the Lands and Council did provide such support in a prior resolution.

And Whereas the Supplier has requested that the Council indicate, by a resolution dated no earlier than June 10, 2015 (the "New Resolution"),

Council's continued support for the construction and operation of the Project on the Lands;

And Whereas where a New Resolution is received in respect of a Project, the Supplier will be recognized as fulfilling the requirements under Section 2.4(d)(vii) of the FIT Contract, which may result in the Supplier being offered Notice to Proceed in accordance with the terms of the Supplier's FIT Contract;

Now Therefore Be It Resolved That Council of the City of Kawartha Lakes supports the construction and operation of the Project on the Lands. This resolution's sole purpose is to enable the Supplier to achieve Notice to Proceed under its FIT Contract and may not be used for the purpose of any other form of municipal approval in relation to the FIT Contract or Project or for any other purpose.

Motion Failed

12. Committee of the Whole and Planning Committee Minutes

12.1 CC2018-15.12.1

Planning Advisory Committee Meeting Minutes of July 4, 2018

Councillor O'Reilly extracted Recommendation PAC2018-034.

CR2018-468
Moved By Councillor Veale
Seconded By Councillor Yeo

That the Minutes of the July 4, 2018 Planning Advisory Committee Meeting be received and the recommendations be adopted, save and except Recommendation PAC2018-034.

Carried

Recommendation PAC2018-034

A recorded vote was requested by Councillor Stauble.

CR2018-469
Moved By Councillor O'Reilly
Seconded By Councillor James

That Report PLAN2018-057, respecting **Part of Lot 13, Concession 7, Geographic Township of Manvers and identified as 804 Highway 7A, Application Nos. D01-2018-004 and D06-2018-013**, be received;

That a By-law to adopt Official Plan Amendment Application D01-2018-004 respecting Part Lot 13, Concession 7, Geographic Township of Manvers, now City of Kawartha Lakes, substantially in the form attached as Appendix D to Report PLAN2018-057, be approved and adopted by Council;

That a Zoning By-law Amendment Application D06-2018-013 respecting Part Lot 13, Concession 7, Geographic Township of Manvers, now City of Kawartha Lakes, substantially in the form attached as Appendix E to Report PLAN2018-057, 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.

Recorded	**For**	**Against**	**Absent**
Mayor Letham	X		
Councillor Breadner	X		
Councillor Dunn	X		
Councillor Elmslie	X		
Councillor James	X		
Councillor Jilesen		X	
Councillor Junkin		X	
Councillor Macklem	X		
Councillor Martin		X	
Councillor Miller	X		
Councillor O'Reilly	X		
Councillor Pollard		X	
Councillor Seymour-Fagan		X	
Councillor Stauble		X	

Councillor Strangway	X		
Councillor Veale	X		
Councillor Yeo	X		
Results	**11**	**6**	**0**

Carried

Council recessed at 5:45 p.m. and reconvened at 5:52 p.m.

Councillors P. Dunn and E. Yeo left Council Chambers at 5:45 p.m. and did not return.

12.1.1 CC2018-15.12.1.1

Memo - Sutcliffe Official Plan Amendment and Zoning By-law Amendment 804 Highway 7A, Geographic Township of Manvers, now City of Kawartha Lakes (Iron Horse Ranch)
Sherry L. Rea, Development Planning Supervisor

13. Petitions

14. Other or New Business

15. By-Laws

Item 15.1.12 was extracted from the Consent Agenda.

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

CR2018-470
Moved By Councillor Stauble
Seconded By Councillor Pollard

That the By-Laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.13 be read a first, second and third time, passed, numbered, signed and the corporate seal attached, save and except Item 15.1.12.

Carried

15.1 By-Laws by Consent

15.1.1 By-law 2018-112

A By-law to Delegate Authority for Decisions to the Chief Administrative Officer for Restricted Acts after Nomination Day in the City of Kawartha Lakes

15.1.2 By-law 2018-113

A By-law to Provide Tax Relief to Certain City of Kawartha Lakes Property Owners who are Low Income Elderly Persons, Low Income Persons Between the Ages of 55 And 64, Low Income Disabled Persons or Ontario Disability Support Program Recipients for the Year 2018

15.1.3 By-law 2018-114

A By-law to Provide Water Rate Relief to Certain City of Kawartha Lakes Property Owners who are Low Income Elderly Persons, Low Income Persons Between the Ages of 55 and 64, Low Income Disabled Persons or Ontario Disability Support Program Recipients

15.1.4 By-law 2018-115

A By-law to Amend By-law 2015-024, being A By-law to Appoint Fence-Viewers for the City of Kawartha Lakes

15.1.5 By-law 2018-116

A By-law to Designate 15 Cluxton Street, Kinmount in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest

15.1.6 By-law 2018-117

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 63269-0299 (Lt) and PIN 63269-0300 (LT), Described as Lot 3 and Lot 4, 57M-734, Geographic Township of Manvers, now City of Kawartha Lakes
(File D30-2018-010, Report PLAN2018-059, respecting 13 and 17 Sandbourne Drive – 1590839 Ontario Inc)

15.1.7 By-law 2018-118

A By-Law to Amend the City of Kawartha Lakes Official Plan to Add a Special Provision to Land within the City Of Kawartha Lakes
(File D06-2018-013, Report PLAN2018-057, respecting Part Lot 13, Concession 7, Geographic Township of Manvers, identified as 804 Highway 7A – Sutcliffe)

15.1.8 By-law 2018-119

A By-Law to Amend the Township of Manvers Zoning By-Law No. 87-06 to Rezone Land within the City Of Kawartha Lakes
(File D06-2018-013, Reports PLAN2018-036 and PLAN2018-057, respecting Part Lot 13, Concession 7, Geographic Township of Manvers, identified as 804 Highway 7A – Sutcliffe)

15.1.9 By-law 2018-120

A By-Law to Amend the Township of Ops Zoning By-Law No. 93-30 to Rezone Land within the City Of Kawartha Lakes
(File D06-2018-001, Report PLAN2018-060, respecting East Half of Lot 22, Concession 57, Geographic Township of Ops, identified as 417 Fieldside Road)

15.1.10 By-law 2018-121

A By-law to Repeal By-law 2011-260, (as amended), being a By-Law to Govern Water and Wastewater Services

15.1.11 By-law 2018-122

A By-law to Set the Remuneration Level to be Paid to the Municipal Council in the City of Kawartha Lakes

15.1.13 By-law 2018-123

A By-law to Amend the Township of Fenelon Zoning By-law 12-95 to Remove the Holding Symbol (H) from a Zone Category on Property within the City of Kawartha Lakes
(File D06-2018-019, Report PLAN2018-064, respecting Part of Lot 14, Concession 7, being Part 3, 57R-6073, Geographic Township of Fenelon - Tow-All Inc. (Lucas Lowell))

15.2 By-Laws Extracted from Consent

By-laws Extracted from Consent were moved on the Agenda to be dealt with following Item 18.2, pending completion of Closed Session.

16. Notice of Motion

17. Closed Session (If Not Completed Prior to Open Session)

CR2018-471
Moved By Councillor Veale
Seconded By Councillor Macklem

That Council convene into closed session at 5:54 p.m. in order to consider matters on the Tuesday, July 17, 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

18. Matters from Closed Session

18.1 Item 4.6

CR2018-475
Moved By Councillor O'Reilly
Seconded By Councillor Macklem

That Staff was given direction with respect to the acquisition, and if necessary, the expropriation, of a portion of the property municipally known as 51 Needham Street, Lindsay, for the Colborne Street Pumping Station and Forcemain Construction.

That Council receives and approves the making of the City's Application for Approval to Expropriate Land as at Appendix G;

That Council adopt the By-law at Appendix F, authorizing the making of the Application for Approval to Expropriate;

That Council authorizes Staff to take any and all necessary steps for the expropriation of the subject land; and

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

Carried

18.2 Item 4.5

The City Solicitor provided information on the Fenelon Falls Secondary Plan.

15.2 By-Laws Extracted from Consent

15.1.12 By-law 2018-124

A By-law to Authorize An Application for Approval to Expropriate Land

CR2018-476
Moved By Councillor Elmslie
Seconded By Councillor Breadner

That a By-law to Authorize An Application for Approval to Expropriate Land be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

19. Confirming By-Law

19.1 By-law 2018-125

A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, July 17, 2018

CR2018-477
Moved By Councillor Elmslie
Seconded By Councillor Jilesen

That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, July 17, 2018 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

20. Adjournment

CR2018-478
Moved By Councillor Strangway
Seconded By Councillor Seymour-Fagan

That the Council Meeting adjourn at 6:14 p.m.

Read and adopted this 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Minutes

Drainage Board Meeting

DB2018-02
Thursday, July 26, 2018
7:00 P.M.
Weldon Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Councillor Brian Junkin
Councillor Heather Stauble
Ed Bagshaw
Jim Bedard
Robert Bonis
Matt Hollinger
Jim Oriotis

Accessible formats and communication supports are available upon request.

1. Call to Order

Chair R. Bonis called the meeting to order at 7:03 p.m. Drainage Board members J. Bedard, and Councillors Junkin and Stauble were in attendance.

Supervisor of Technical Services M. Farquhar, and Deputy Clerk and Recording Secretary J. Watts were also in attendance.

Absent: E. Bagshaw, M. Hollinger, and J. Oriotis

2. Administrative Business

2.1 Adoption of Agenda

Moved By Councillor Junkin
Seconded By J. Bedard

That the agenda of the July 26, 2018 Drainage Board meeting be adopted as circulated.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest noted.

2.3 Adoption of Minutes from Previous Meeting

2.3.1 DB2018-02.2.3.1

Minutes of the February 1, 2018 Drainage Board Meeting

Moved By Councillor Junkin
Seconded By J. Bedard

That the minutes of the Drainage Board meeting held on February 1, 2018, be adopted as circulated.

Carried

3. Deputations

4. New Business

4.1 Petition for Drainage Works by Owners - E. Wechsel

Memorandum
Re: Petition for Municipal Drainage to be added to the Webster Petition

Mike Farquhar, Supervisor Technical Services - Engineering and Corporate Assets

Mr. Farquhar provided an overview of the Webster Drain as detailed in his report. He noted that since M. Gerrits has been appointed engineer for the drain, two public meetings have been held with area property owners. E. Wechsel signed a Petition for Drainage Works by Owners with the intent to gain rights to drain subsurface water on their property. He noted that this petition will be merged with the petition submitted by A. Webster, upon approval from Council. He responded to questions from the members of the Board.

Moved By J. Bedard
Seconded By Councillor Stauble

Recommend that the Drainage Board receives the memorandum from the Supervisor of Technical Services- Engineering and Corporate Assets dated July 26, 2018, for information in response to the petition for drainage works by owners of:

Concession 5 N ½, Lot 8 and Lot 9 W ½ Lot 10, Geographic Township of Eldon

From: Ella Wechsel

That the Drainage Board recommends to Council for consideration this petition for a Municipal Drain as prescribed under the Ontario Drainage Act; and
That this petition is added to the current Webster petition

Carried

5. Other Business

5.1 Verbal Update on Waite Drain

Mr. Farquhar provided an update on the Waite Drain, as a public meeting with approximately 25 local area land owners was recently held. He stated that E. DeLay is the appointed engineer and is proposing three branches (Western, Southern, and Eastern). City staff and Mr. DeLay answered questions at the public meeting, including questions about the use of Mr. Waite's land, concerns about wells, and assessments. Mr. Farquhar identified that they will be holding a meeting in the near future for the consideration of the Engineer's report. He responded to questions from the members of the Board.

Moved By Councillor Junkin
Seconded By Councillor Stauble

That the verbal update of M. Farquhar, regarding the Waite Drain Update, be received.

Carried

5.2 Verbal Update on Drainage Issues Task Force

Mr. Farquhar noted that the Drainage Issues Task Force has had three meetings to date, and a fourth meeting is scheduled. He noted some issues that had been discussed at the meetings including engineering costs, Drainage Board authority, Drainage Act timeline compliance, and public education about the Drainage process. He also noted that consultation with Sid Vander Veen, Drainage Coordinator at OMAFRA, has been productive at identifying areas for improvement and change. It is expected that they will be forwarding a report to Council either on or after the August 14, 2018 Regular Council Meeting. Mr. Farquhar and Mr. Watts responded to questions from the members of the Board.

Moved By Councillor Stauble
Seconded By J. Bedard

That the verbal update of Mike Farquhar, regarding the Drainage Issues Task Force Update, be received.

Carried

6. Adjournment

Moved By Councillor Stauble
Seconded By Councillor Junkin

That the Drainage Board Meeting adjourn at 8:00p.m.

Carried

City of Kawartha Lakes
Youth and Young Adult Action Plan

Economic Development

Council Update
August 14, 2018

City of Kawartha Lakes Corporate Strategic Plan

- **Vision:** naturally beautiful, offering an exceptional lifestyle
- **Strategic Goals:**

A Vibrant & Growing Economy

An Exceptional Quality of Life

A Healthy Environment

Economic Development Strategy

Goal 1: Adopt a City-wide focus

Goal 2: Grow specific business sectors

Goal 3: Encourage a positive community business culture

Goal 4: Align and inspire City resources

Goal 5: Attract and retain a new generation of great entrepreneurs and workforce

Youth and Young Adult Action Plan

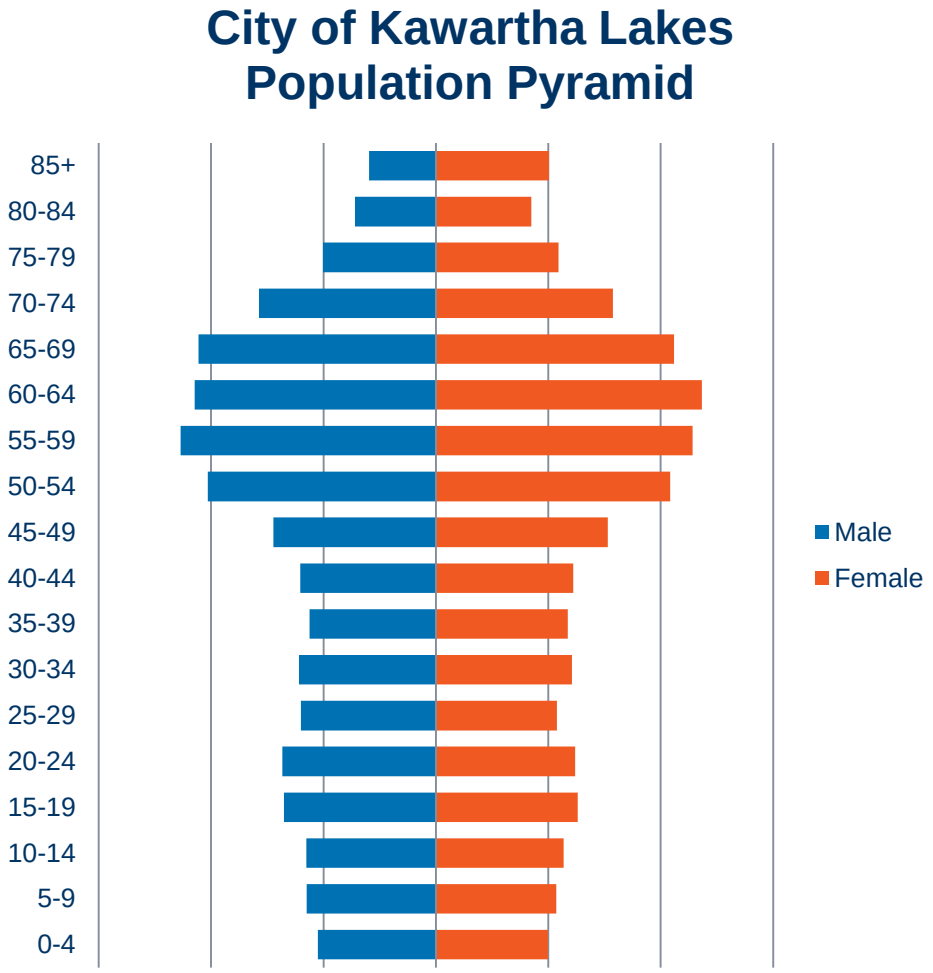
Attract, retain and engage youth in Kawartha Lakes to ensure a prosperous economy and diverse local culture.

A Vibrant & Growing Economy

An Exceptional Quality of Life

A Healthy Environment

Population Demographics in Kawartha Lakes

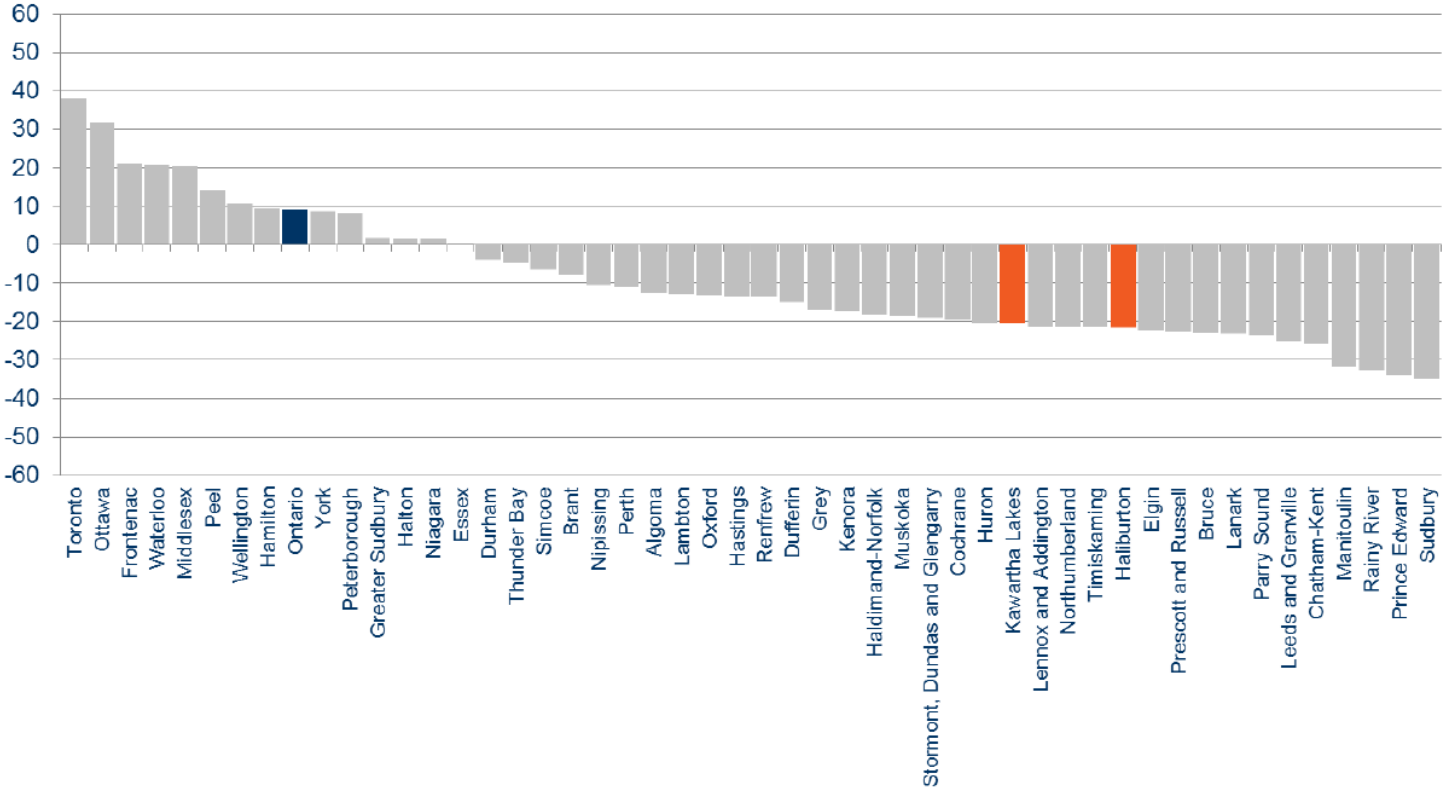


Youth Out-Migration in Kawartha Lakes

Age of the Population

Percentage difference in expected 2016 population based on 2006 population

20 to 24 year olds in 2016 were 10 to 14 year olds in 2006



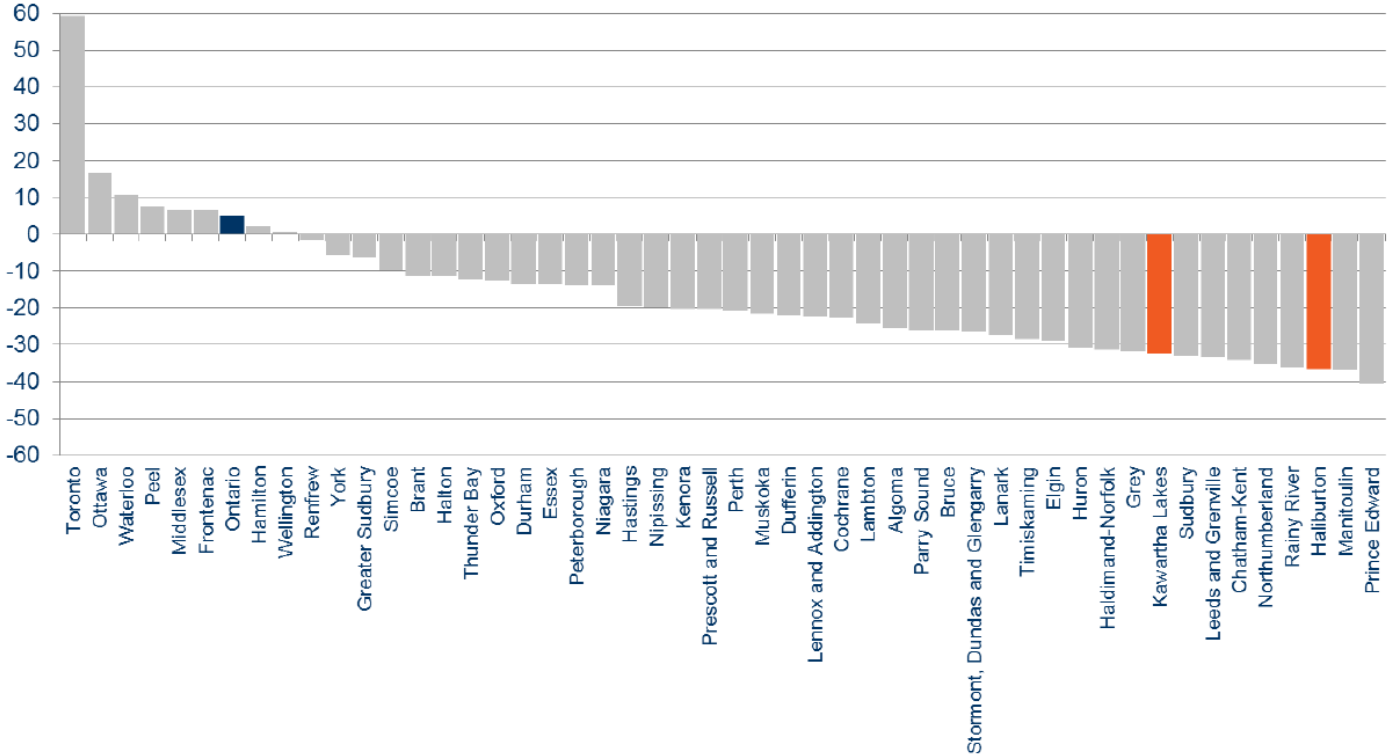
7

Youth Out-Migration in Kawartha Lakes continued

Age of the Population

Percentage difference in expected 2016 population based on 2006 population

25 to 29 year olds in 2016 were 15 to 19 year olds in 2006



8

Methodology

1. Review of existing practices and literature
2. Community outreach
    1. Surveys
    2. Focus group
    3. Stakeholder interviews
3. Data collection and analysis
4. Goal setting
5. Community SWOT analysis
6. Preparation of targeted Action Plan

Survey

- 168 total responses from across Kawartha Lakes
  - 143 from youth target aged 15-39

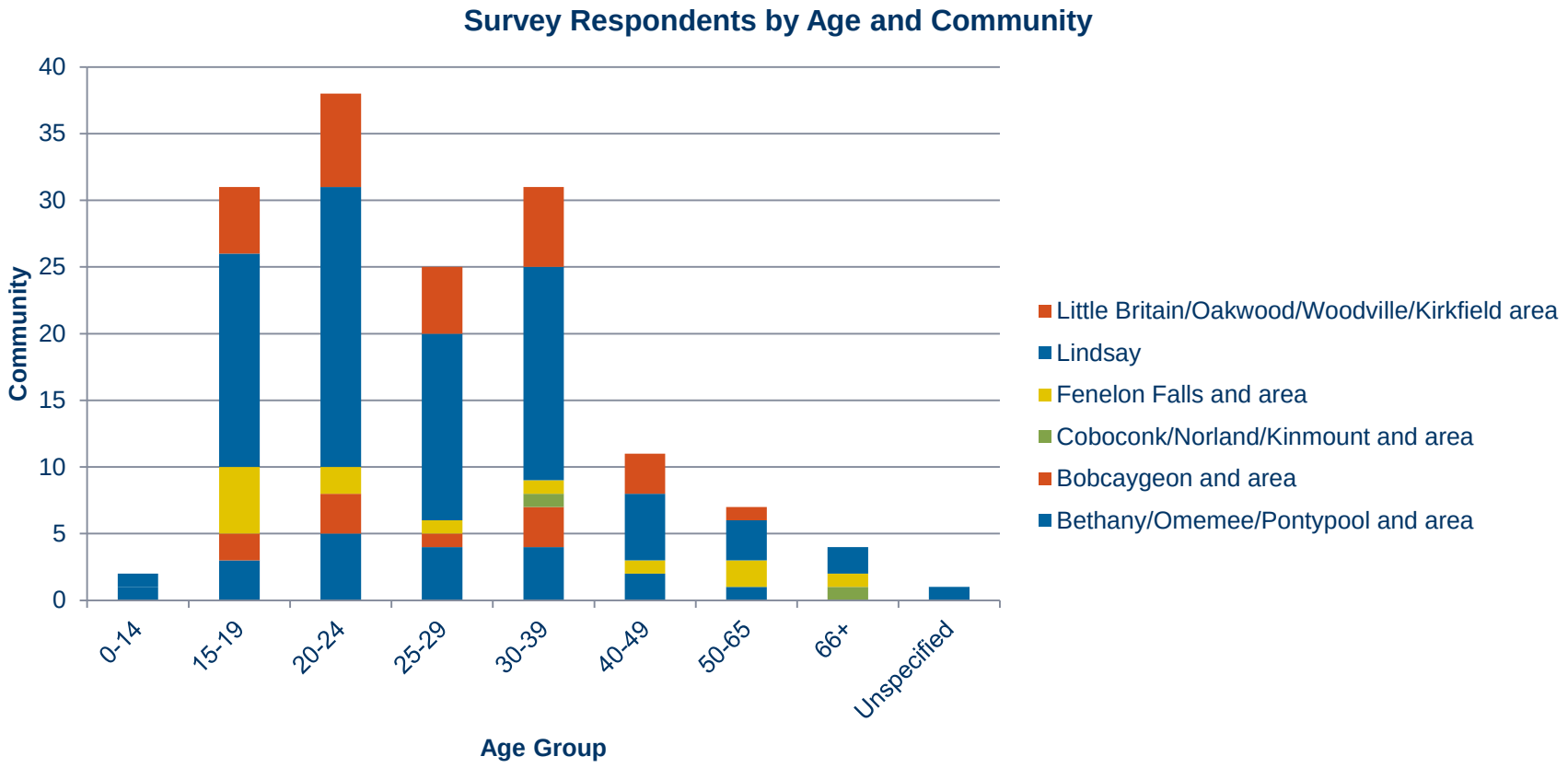
Focus Groups

- 5 engaged participants from across Kawartha lakes
- Continued engagement and collaboration with participants

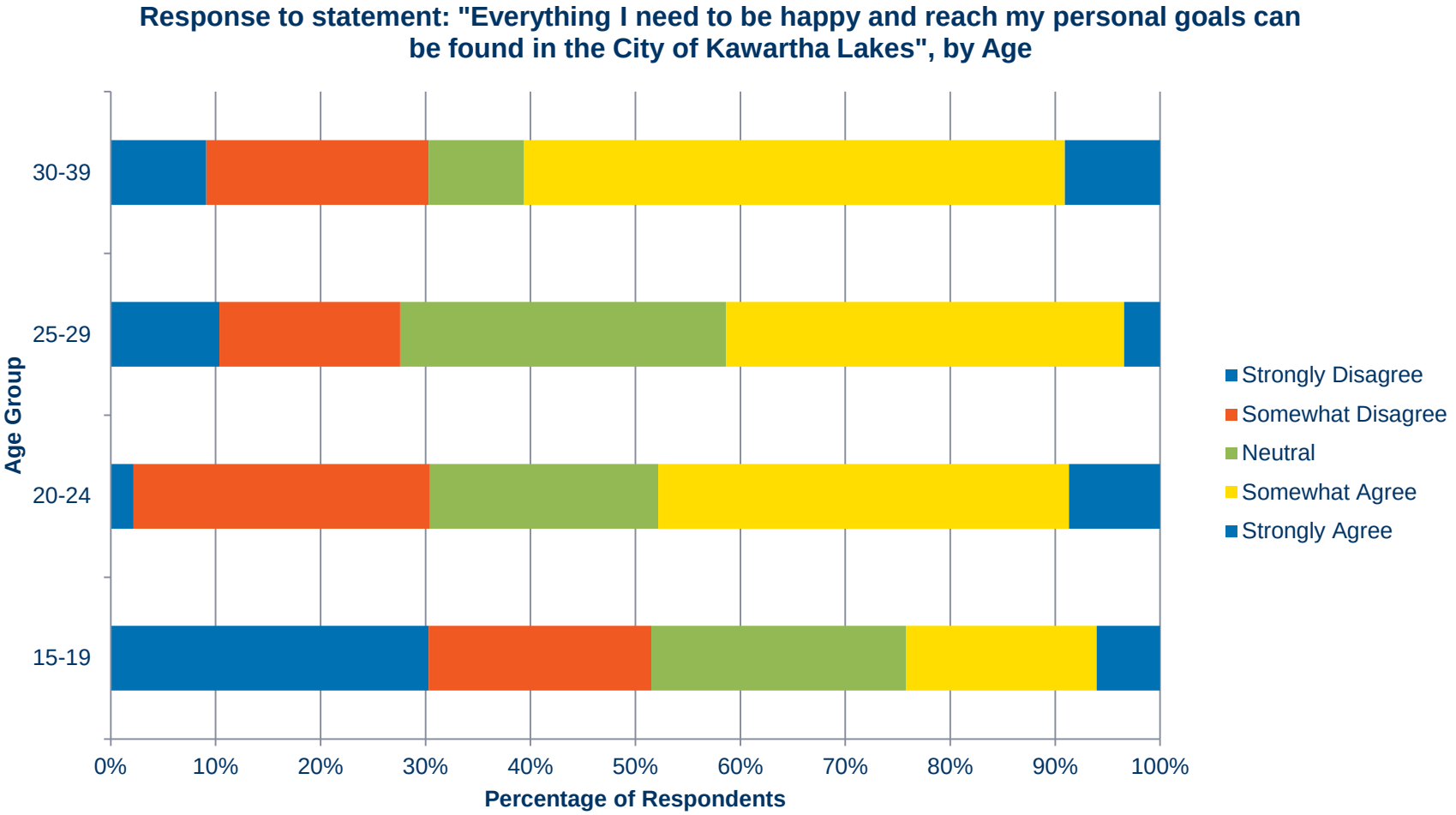
Stakeholder Interviews

- Multiple stakeholder groups interviewed including VCCS and the Boys and Girls Club
- Additional continued consultation with local Chambers, BIA, Cycling Groups, Housing, DR Committees and interested parties

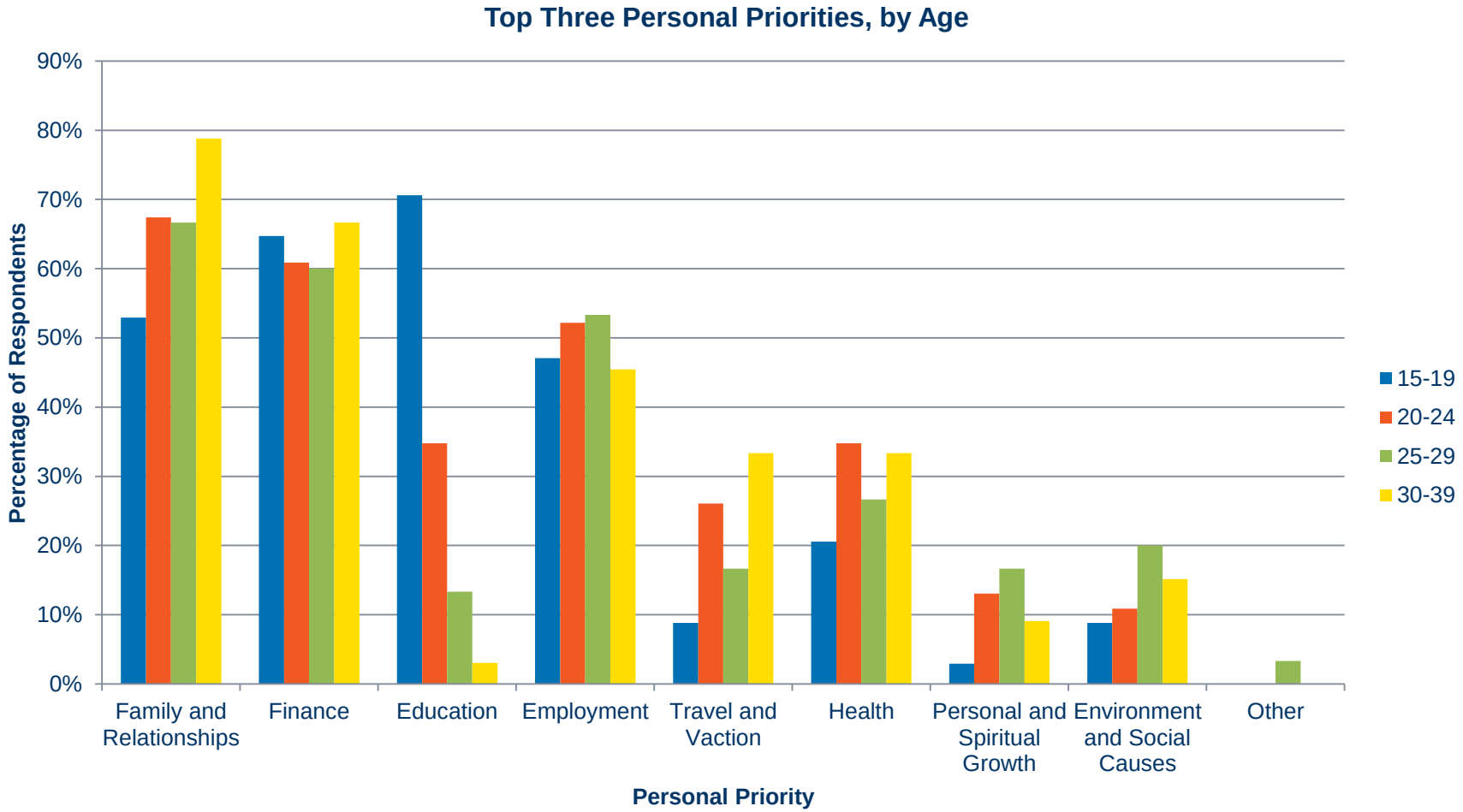
The Results


Survey Respondents by Age and Community
Community
40
35
30
25
20
15
10
5
0
0-14
15-19
20-24
25-29
30-39
40-49
50-65
66+
Unspecified
Age Group
Little Britain/Oakwood/Woodville/Kirkfield area
Lindsay
Fenelon Falls and area
Coboconk/Norland/Kinmount and area
Bobcaygeon and area
Bethany/Omemee/Pontypool and area

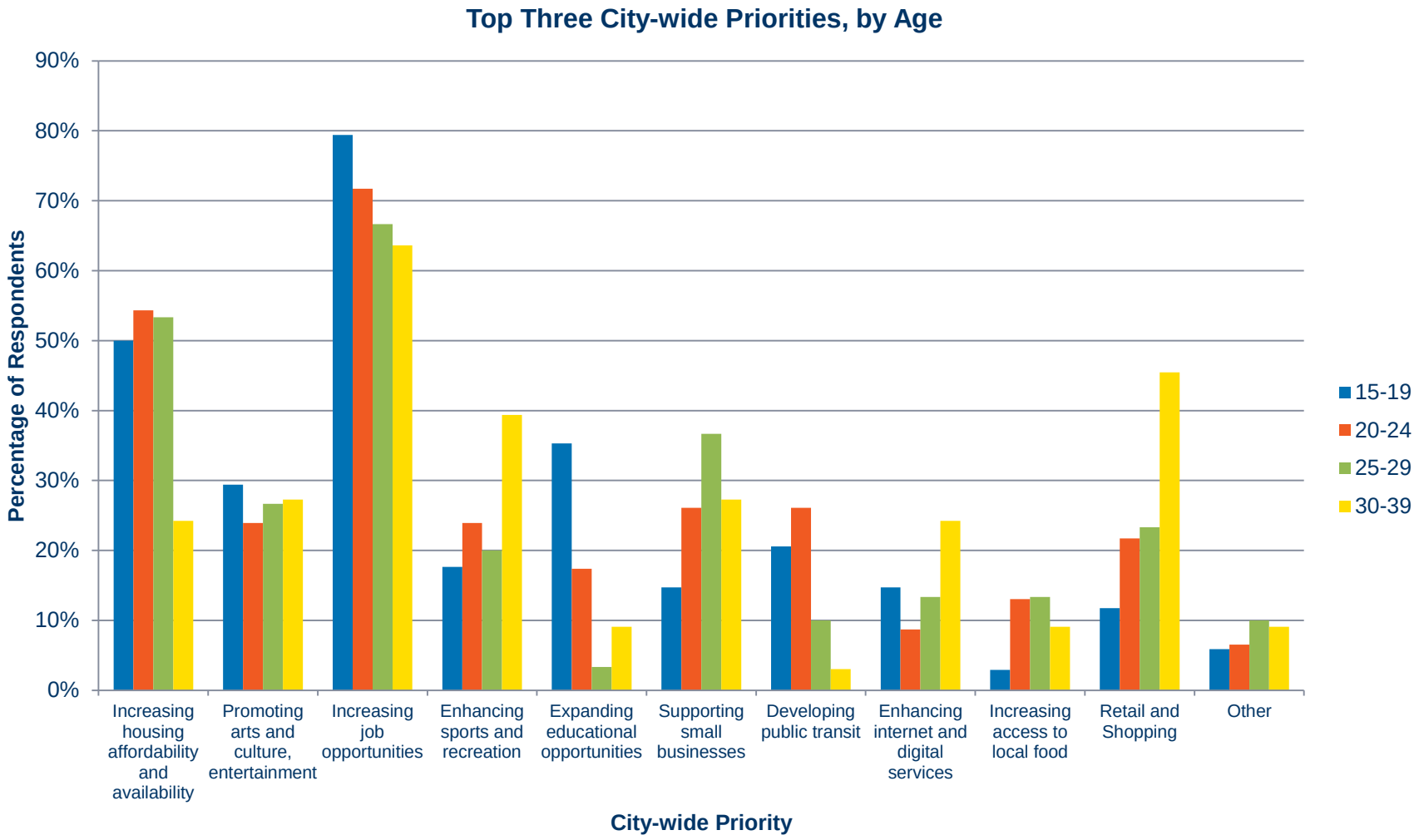
The Results – Happiness in Kawartha Lakes



The Results – Top Three Personal Priorities



The Results – Top Three City-wide Priorites



Youth Perceptions of Kawartha Lakes

"I think overall Kawartha Lakes is beautiful and has lots of potential, but it hasn't grown to appeal to the interests of young adults – people 20-35 who want more job opportunities and better options for shopping, and connections to transit to travel easier for commuting and recreational purposes."

– Respondent aged 20-24, Fenelon Falls and area

5 Strategic Goals

Goal 1: Increase the availability of activities and entertainment in Kawartha Lakes for Youth and Young Adults

Goal 2: Ensure Kawartha Lakes maintains a prosperous economy with a diversity of jobs for job-seekers at all levels of career development

Goal 3: Encourage the development of a diversity of affordable housing options in Kawartha Lakes

Goal 4: Develop and communicate a brand for Kawartha Lakes that targets and appeals to a younger demographic

Goal 5: Enhance public transportation and active transportation networks to suit the needs of young individuals

Youth and Young Adult Action Plan Mission

Attract, retain and engage youth in Kawartha Lakes to ensure a prosperous economy and diverse local culture.

Request to Make a Deputation/Presentation to Council/Committee

City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Penni Holdham

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

ON

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda: *

Penni Holdham

Please provide details of the matter to which you wish to speak: *

Topic: Seniors Play Parks- with first installation in Fenelon Falls. Seniors Play Parks are Outdoor 'gathering and activity' spaces designed for Mobility challenged individuals as well as Seniors. I am preparing a Submission to Ontario Trillium Foundation for CAPITAL Infrastructure funding - which is DUE to submit on Aug 23, 2018. If successful, OTF funds will cover ALL costs of Design, Components, development and installation with a rated Fall-Protect ground cover.

I have rec'd many letters of support from Community partners including Barb Condie from CoKL Accessiblity Advisory Committee. Seniors Play parks are NOT an outdoor Adult Gym. They are gentler in appeal and include spaces for socialization just like Children's Play Parks build agility, sense of physical person in space and confidence in young people- so to - Seniors Play spaces will reinforce agility and mobility in our aging population.

What action are you hoping will result from your presentation/deputation? *

Craig Shanks of Parks Recreation and Culture has advised that the best means to move forward is for Council to direct City Staff to work on this initiative with me and our group.
I am seeking commitment from Council for the following:
1. To confirm a space of 1500 Sq Ft will be made available in a Municipal Park in the area of Fenelon Falls
2. To provide a Letter of Endorsement for this initiative to which the City will be the benefactor of the final installation serving Seniors.
3. To be a partner on this with the view to ensuring all ground cover meets maintenance and City requirements and to make available the collective wisdom of our City Staff through the building and installation process.

I need to include a Letter to this effect - from the City - in my Submission to OTF for the funding so they know the City is in support.

Signature:

Penni Holdham
705 887 1996
discon@total.net

Date:

July 17, 2018

Please complete this form and return to the City Clerk's Office:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to Section 10 of City of Kawartha Lakes By-law 2014-266. This information may be circulated to members of Council, staff and the general public. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

SENIOR PLAY PARKS IN KAWARTHA LAKES – A LOCAL INITIATIVE

What is a Seniors Play Park?

It is an outdoor space where older persons gather and engage socially and physically. The outdoor park area consists of Action Stations designed to foster agility, mobility and stability. The intent of this initiative is not just for exercise but to spend time together, reinforcing a sense of community. It is accessible on a 24/7 basis, preferably three seasons in Canada. There is no fee or barrier to engagement.

Where will the first one be installed?

The first installation is planned for Fenelon Falls, Kawartha Lakes - first such park specifically built for seniors in Ontario. This designated area is planned on municipally owned and maintained park space. Ideally situated close to parking and accessible public washrooms. Other desired criteria include proximity to shade, such as a canopy of trees.

What is the size of a typical Seniors Play Park?

A mid-sized installation is 1,500 Sq Ft - 30' by 50' of designated space. The shape may be elongated or square depending on the space assigned and the layout of the various components. A mid-sized Play Park could include up to 7 different Action Stations, each featuring a different physical activity.

Are there additional items needed for the success of a Seniors Play Park?

To complement the selected action stations, weather-resistant steel canopies over the stations, social tables and benches, raised planters and a canopy of trees will provide an inviting outdoor space for seniors to gather, socialize and enjoy gentle exercise suitable to the target demographic.

When will it be open for participation?

Summer 2019

How is this to be funded?

Application for a Capital Grant from the Ontario Trillium Foundation is being prepared to seek $135,000.00 to fund and install the basic series of Action Stations complete with low-maintenance Rubber ground cover that meets Fall Protection metrics. Additional elements such as planters, seating and social tables would be additional cost as well as any potential need for windbreak walls or major landscaping should the selected site require revitalization.

How will this be maintained?

Once the Seniors Play Park is installed, ownership of the installation would revert to the municipality for ongoing management and maintenance. Parks & Recreation would include this park enhancement into their parks management plans. The proposed low-maintenance rubber ground surface will require minimal care as compared to typical mulch or bark chips ground surface.

For more information on this initiative, contact Penni Holdham 705.887.1996

KAWARTHA LAKES

Request to Make a
De ion/Presentation to
Council/Committee
y of Kawartha Lakes
City Clerk's Office
26 Fra s Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

JAMES HEAD

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

ONTARIO

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda: *

JAMES HEAD

Please provide details of the matter to which you wish to speak: *

REGARDING FEE SCHEDULE AT PLANING DEPT.
MINOR VARIANCE OR REZONING
SITE PLAN APPROVAL - MINOR SITE PLAN APPROVAL

What action are you hoping will result from your presentation/deputation? *

APPROVAL OF MINOR SITE PLAN PROCESS
MINOR VARIANCE D#20-2018-020

Signature:

Date:

12 July 2018

Please complete this form and return to the City Clerk's Office:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to Section 10 of City of Kawartha Lakes By-law 2014-266. This information may be circulated to members of Council, staff and the general public. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

KAWARTHA LAKES

Request to Make a
Deputation/Presentation to
Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Raymonde Blais Couture

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

on

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda: *

Please provide details of the matter to which you wish to speak: *

My first concerner is the short term rental that will be in the agenda on August 14th if I am right as the president of McGuire beach road I will represente the McGuire Beach property owner associaty in this matter a port folio will be given to each councils

What action are you hoping will result from your presentation/deputation? *

I will expect the board to study very deeply in the matters before making a final decission. I know that our voice can make a difference to the full time resident in the City of Kawartha Lakes. We have to make it right for everyone. I invite the councellors to spend a days with us beside those short term rental place

Thank you

Signature:

Raymonde Blais Couture

Date:

July 5th 2018

Please complete this form and return to the City Clerk's Office:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

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The Corporation of the City of Kawartha Lakes

Council Report

Report Number CLK2018-008

Date: August 14, 2018
Time: 2:00 p.m.
Place: Victoria Room

Ward Community Identifier: All

Title: 2018 Municipal Election - Compliance Audit Committee

Description: Appointment of Members and Revised Terms of Reference

Author and Title: Cathie Ritchie, City Clerk

Recommendation:

That Report **CLK2018-008**, **2018 Municipal Election - Compliance Audit Committee**, be received;

That the revised Terms of Reference for the Compliance Audit Committee as attached to Report **CLK2018-008** be approved;

That the Clerk and the Director of Corporate Service be authorized to recommend the proposed candidates for appointment to the Compliance Audit Committee; and

That a by-law be brought forward prior to October 1st, 2018 approving the terms of reference and committee members' appointments.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Under the Municipal Election Act (MEA) “an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances”.

Council approved, the formation of, and appointments to, a compliance audit committee in 2006, 2010 and 2014 to respond to any requests relating to those respective municipal elections.

The MEA was amended to regulate Third Party Advertising. Third party advertisers are subject to compliance audits.

Elections Act, 1996
Compliance audit of candidates’ campaign finances - Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;
(b) members of the council or local board;
(c) any persons who are candidates in the election for which the committee is established; or
(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Compliance audit of registered third parties - Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

The current Compliance Audit Committee's term has not concluded however, at present only two standing members remain, Greer Thornbury and Tony Sutcliffe. The Act requires a minimum of three members. It is intended that the two members will reapply for the next term of Council.

Rationale:

The MEA requires a council or local board, before October 1st of an election year, to establish a committee for the purpose of implementing those sections of the MEA that relate to election campaign compliance audits.

This report addresses the legislative requirements for election campaign compliance audit purposes for the 2018 municipal election.

The compliance audit committee is given the authority under the MEA to determine, first, if a compliance audit is required. Once a decision to proceed is made, the committee would be authorized to appoint an auditor, to possibly commence legal proceedings if there is an apparent contravention of the MEA and to seek a recovery of costs for the proceedings. The costs associated with this process are the responsibility of the municipality unless ordered otherwise by the courts.

It is important that the committee members:

- be familiar with financial statements,
- be familiar with the municipal election process
- not be affiliated with any candidate and are therefore free from political influence
- be impartial.

In 2010, the City received a request from the Trillium Lakelands District School Board (TLDSB) to contract with the municipality to have the City Compliance

Audit Committee process any compliance audit requests for public school board trustees. The City has provided coverage to the TLDSB in the last 3 elections. The School Board would cover the expenses for School Board audit purposes.

Financial/Operation Impacts:

If no application for a compliance audit are received, there would be no cost. However, should there be an application, the funds would be expended through the election budget and would vary depending on the work required by the committee and whether the application proceeded through to the courts.

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

Municipal Service Excellence.

Conclusion:

As a result of amendments to the Municipal Elections Act, the Compliance Audit Committee's mandate requires revisions to their Terms of Reference to include Third Party Advertising.

Before October 1, 2018 a Compliance Audit Committee must be established to be in compliance with the MEA.

To prevent falling below the 3 member minimum, it is recommended that the Terms of Reference provides for a minimum of 3 to a maximum of 5 members.

As the majority of Council are now certified candidates in the 2018 Municipal Election, it is recommended that the City Clerk and Director of Corporate Services be authorized to recommend the appointees on the Municipal Election Compliance Audit Committee to be approved by by-law for the 2018 Municipal Election and the next term ending 2022.

Attachments:

Appendix A – Election Compliance Audit Terms of Reference

Municipal Election
Compliance Audit Com

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie

Terms of Reference

Name: City of Kawartha Lakes Municipal Election Compliance Audit Committee

Date Established by Council:

Regular Review Timeframe: August 2022

Date Committee Ends: November 15, 2022

Mission:

The City of Kawartha Lakes Compliance Audit Committee has full authority under the *Municipal Elections Act, 1996*, as amended to address applications requesting an audit of a municipal and school board trustee candidate's and third party advertiser's election campaign finances. This authority includes, but is not limited to, the following:

- Review applications and grant or reject audit requests
- Where an audit is granted, to appoint an auditor and review the audit report
- Where indicated, decide whether legal proceedings shall be commenced.

Roles and Responsibilities:

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct,
- the City Accountability and Transparency Policy
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

Role of Clerk, Secretary:

The Clerk will act as the main contact between the Committee, compliance audit applicant, candidate and registered third party. In accordance with section 88.37 (6) of the Act, the

Clerk shall carry out any duties required under the Act to implement the Committee's decisions.

Activities: The following represent the general activities of the Committee:

The *Municipal Elections Act, 1996,* as amended, states that Council shall establish a Compliance Audit Committee who will be responsible for conducting a compliance audit on a municipal election candidate and third party advertisers' campaign finances.

Until otherwise informed, the committee will be responsible for Trillium Lakelands District School Board applications for trustee campaign compliance audits.

To ensure that the provisions of the *Municipal Elections Act, 1996*, as amended Section 81 are not contravened and to follow the necessary steps to ensure compliance as noted in Section 81.

The Committee will abide by any terms and conditions which may be set out by the City's Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

Composition:

The Committee shall be comprised of minimum of three and a maximum of 5 members of the public. Once appointed the number of members of the committee will established to determine quorum.

Members having a financial, legal or election background are preferred. Committee members will be appointed by Council in accordance with established policy. The Committee shall appoint such executive positions as it deems necessary to ensure its operations but shall include as a minimum, a Chair and Vice-Chair. The City Clerk shall act as Secretary to this Committee.

Under the *Municipal Elections Act, 1996,* as amended, members of Council or City Staff are prohibited from being appointed to the Committee.

At the first meeting of a Compliance Audit Committee, the members shall appoint one member to act as Chair for the duration of the Committee's term.

Term of Appointment:

Members will be appointed for the time frame to deal with applications received for compliance audits from October 1, until the term of Council ends November 15, 2022.

Resources:

The Clerk's Department will provide support in the form of advice, day-to-day liaison with the City and to attend meetings of the Committee upon request.

Timing of Meetings:

The first meeting will be called by the City Clerk upon receipt of an application to conduct a compliance audit. The date and time of the meeting will be determined by the City Clerk and communicated directly to the committee members. Subsequent meetings will be held at the call of the Chair. All time frames established in the *Municipal Elections Act, 1996,* as amended, and regulations shall be adhered to.

Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee

Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected.

Meetings:

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of Committee meetings will be determined by the Committee in consultation with the City Clerk.

The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Procedures:

Procedures for the formal business meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Open Meetings:

The meetings of the committee under the Election Act shall be open to the public, but the committee may deliberate in private.

Agendas and Minutes:

The City Clerk's office will distribute the agenda to committee members and posted on the website. At the first meeting, an Orientation Session shall be held for new members.

Minutes of all formal business meetings of the Committee shall be forwarded to the City Clerk's Office not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the City Clerk at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Reports:

The Committee will conduct the compliance audit in accordance with the *Municipal Elections Act, 1996, as amended*. The City Clerk will act as the main contact between the Committee and Council and will report on Committee activity as required to the appropriate individuals and Council.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

Meeting Attendance:

Any member of the Committee, who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

Location of Meetings:

The location of the meetings will be located at City owned facilities set by the Committee.

Budget:

The expenses of this Committee shall be the responsibility of the City Clerk under the Election Budget.

Positions:

Members of the Committee shall be paid $100.00 per meeting. The City Clerk shall ensure and verify the validity of the meeting.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Expulsion of Member:

The Committee and/or City Clerk may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the *Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act* and t*he Municipal Elections Act;* Council Code Conduct, disrupting the work of the Committee or other legal issues.

Administration:

Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with the *Municipal Elections Act, 1996,* as amended.

Council may, at its discretion change the Terms of Reference for this Committee in accordance with the *Municipal Elections Act*.. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report to Council.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number MLE2018-004

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: **Parking By-law Amendments**

Author and Title: **Aaron Sloan – Manager, Municipal Law Enforcement and Licensing**

Recommendation(s):

That Report MLE2018-004, Parking By-Law Amendments, be received;

That the Parking By-law 2012-173, Schedule "A" be amended to include prohibited parking areas; and

That the necessary By-Law be forwarded to Council at a future meeting for adoption.

Department Head:_____

Chief Administrative Officer:_____

Background:

From time to time citizens, businesses and City of Kawartha Lakes staff will bring forward parking concerns, which are then considered for parking by-law amendments based on the specific details. The purpose of parking regulations is to assist with safe movement of traffic and the safety of the public.

Municipal Law Enforcement Officers respond to concerns reported and take enforcement action if warranted.

Complaints are tracked and maintained in a database as a way to guide recommended amendments to the Parking By-Law. Citizens and Councillors will also request Council by way of correspondence or deputation to amend the Parking By-Law.

This report aligns with past practice and these amendments will satisfy the requests and safety concerns brought forward.

Rationale:

The purpose of parking regulation is to assist in the safe movement of all traffic, to ensure the safety of the public and to allow for the safe and efficient passage of emergency vehicles. Driveways are being blocked, and the identified roads are narrow and can become very congested if parking is unregulated. Currently parking is permitted on these roads.

Staff has attended the areas and assessed the parking issues as listed in the Parking By-Law amendment chart Schedule “A”. Staff is advising that the areas are not regulated by the Parking By-Law with the exclusion of the following sections:

- park a vehicle for longer than 12 hours;
- November 1st of one year to April 30th of the following year at any time between 11:00 p.m. and 6:00 a.m.;
- in front of or within 2.0 metres of an entrance or driveway;
- in a manner that obstructs or interferes with vehicular traffic
- in a manner that prevents the convenient movement or removal of another parked, standing or stopped vehicle; and
- park facing the wrong direction

Municipal Law Enforcement has received a total of 62 complaints for the areas listed in Schedule “A” below. Based on staff’s review of these complaints, it is recommended that prohibited parking zones be established (as identified in Schedule A).

No Parking Zones Schedule "A"- Amendments:

STREET	GEOGRAPHIC AREA	SIDE	FROM	TO	TIME RESTRICTIONS
Albert St. S.	Lindsay	East	a point 163m south	a point 30m further south	
Broad	Lindsay	Both	Angeline St. S.	Fallingbrook Cres.	
Fallingbrook Cres. (all three corner connections)	Lindsay	Both,	Broad St.	a point west 35m	
Fallingbrook Cres.	Lindsay	South	A point 35 metres west of Broad St.	Following the road until it reconnects with Broad St.	
George St.	Lindsay	North	Lindsay St. S.	a point west 25m	
Lisbeth Cres.	Lindsay	Both	Mary St. W.	a point north 35m	
Lisbeth Cres.	Lindsay	East and North	Mary St. W.	Adelaide St. S.	
Maple Cres.	Lindsay	Both	Angeline St. S.	a point west 50m	
Sunset Court	Lindsay	Both	Angeline St. S.	a point east 30m	
Thrushwood Trail	Lindsay	South	Broad St. (North connection)	Broad St. (South Connection)	
Fells Bay Rd.	Ward 6	Both	Northline Rd.	a point west 70m	
Northline Road	Ward 6	Both	Fells Bay Rd.	a point north 70 metres; a point south 90m	
Main St.	Bobcaygeon	East	A point in front of # 71	a point north of #181	
Mill St.	Omemee	Both	King St. E.	Mary St. E.	
Trent View Road	Ward 1	Both	Fenel Rd.	End of road.	
Aylmer Drive	Ward 7	Both	East Beehive Drive	End of road.	
Clonsilla Drive	Ward 7	Both	East Beehive Drive	End of road.	

Other Alternatives Considered:

Currently, MLE Staff do respond to complaints for the following issues:

- park a vehicle for longer than 12 hours;
- November 1st of one year to April 30th of the following year at any time between 11:00 p.m. and 6:00 a.m.;
- in front of or within 2.0 metres of an entrance or driveway;
- in a manner that obstructs or interferes with vehicular traffic
- in a manner that prevents the convenient movement or removal of another parked, standing or stopped vehicle; and
- park facing the wrong direction

The above regulations do not require signs or notice prior to enforcement action. Continuing with the above regulation will not prohibit parking in the suggested areas.

Prohibiting parking will satisfy the public requests for regulation and will serve to enhance public safety for the public while using our roadways.

Council can elect not to add these amendments to the Parking By-Law.

Financial/Operation Impacts:

The direct financial impact will be for the cost and installation labour for prohibited area signs that is required to bring the By-Law into effect. Additionally, Staff will coordinate the installations along with their established work, which will result in extended installation periods.

These costs will be absorbed within current budgets.

Enforcement of these Parking By-Law amendments will be re-active type enforcement by the MLE Division's Officers. We will only patrol these areas in response to complaints. Complaint response will be reflected in future data collection and as complaint numbers increase, service demand will also increase. This demand may impact future budgets.

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

This request aligns with Council's Vision of a Community with excellent quality of life and a healthy and safe environment.

Consultations:

Kawartha Lakes, Engineering
Kawartha Lakes, Public Works

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RS2018-024

Date: **August 14, 2018**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 15

Subject: **Proposed closure of a portion of road allowance adjacent to 28 Mitchell Drive, Omemee and legally described as part of the road allowance between Lot 12, Concession 6 and 7, designated as Part 5 on 57R-7867, in the Geographic Township of Emily, City of Kawartha Lakes**

Author Name and Title: Christine Oliver, Law Clerk – Realty Services

Recommendations:

RESOLVED THAT Report RS2018-024, **Proposed closure of a portion of road allowance adjacent to 28 Mitchell Drive, Omemee and legally described as part of the road allowance between Lot 12, Concession 6 and 7, designated as Part 5 on 57R-7867, in the Geographic Township of Emily, City of Kawartha Lakes**, be received;

THAT the closure of the road allowance on the subject property, being a portion of road allowance adjacent to 28 Mitchell Drive, Omemee, and legally described as part of the road allowance between Lot 12, Concession 6 and 7, designated as Part 5 on 57R-7867, in the Geographic Township of Emily, City of Kawartha Lakes, be supported, in principle, in accordance with the provisions of By-law 2018-020, as amended, and the Municipal Act, 2001;

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

THAT a by-law (with any amendments deemed necessary) to close the road and authorize the release of the City's interest shall be passed; and

THAT the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and release of the City's interest in the lands.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Land Management Committee received a request from the owner of 28 Mitchell Drive, Omemee, in the Geographic Township of Emily, City of Kawartha Lakes, for a release of the City's interest in its property, which interest is shown on title to its property .

In 1927, the Corporation of the Township of Emily passed a by-Law[1] that closed the road and approved the sale of property described as Part 5 on Plan 57R-7867 to the adjacent owners (being the owners of 28 Mitchell Drive, Omemee). In 1997, the Township of Emily dedicated Part 5 and 6 on Plan 57R-7867 into the road system and assumed them as a public highway.[2] A copy of Plan 57R-7867 is attached as Appendix C. The inclusion of Part 5 into the highway was done in error; only Part 6 should have been dedicated, as Part 5 was in private ownership at that time.

By-Law 1998-20 was passed to rectify the error in By-Law 1997-32. A copy of By-law 1998-20 is attached as Appendix D. The by-law authorized the completion of a Quit Claim Deed for Part 5 on Plan 57R-7867 in favour of the owner of 28 Mitchell Drive. A copy of the Quit Claim Deed is attached as Appendix E. However, Part 5 on Plan 57R-7867 did not have a By-Law to Stop up and Close the part of the road allowance intended to be released through the Quit Claim Deed. As a result of the above series of events, the City of Kawartha Lakes inadvertently retained an interest in property now privately owned and part of 28 Mitchell Drive.

The request to remove the City's interest in 28 Mitchell was reviewed by the Land Management Committee. The Committee determined that the City of Kawartha Lakes should honour the Corporation of the Township of Emily's intention to rectify the error in By-Law 1997-32. Accordingly, the purpose of this report is to request that Council pass a by-law to stop up and close the road on Part 5 on Plan 57R-7867.

Appendix F is an aerial photo of the subject road allowance and Appendix G is the Draft By-Law to stop up and close Part 5 on Plan 57R-7867.

Rationale:

The Land Management Committee has concluded that the release of the City of Kawartha Lakes' interest would honour the Corporation of the Township of Emily's decision as outlined in By-Law 1998-20 (Appendix D). The City does not own title to Part 5 on Plan 57R-7867, what the City will release is the ability of the public to use this land for travel.

[1]Attached as Appendix A.
[2] By-Law 1997-32 (attached as Appendix B).

Public notice was completed within the Kawartha Lakes This Week on July 19, July 26 and August 2. Also, notice was completed within the Peterborough This Week on July 20, July 27 and August 3. The notice provided the opportunity for the public to express any concerns with this proposal.

The subject road allowance does not lead to water, it borders private property, and therefore, the stop up and closure would not contravene section 8.00 of By-law 2010-118, as amended.

Other Alternatives Considered:

Council could refuse to close and release the City of Kawartha Lakes interest in the road allowance, but would be inconsistent with past practice and is not recommended in this circumstance.

Financial/Operation Impacts:

The interest in favour of the City of Kawartha Lakes as road allowance would be released at the expense of the City of Kawartha Lakes to rectify a historical error. The estimated financial cost of this transaction is $2,500.00 in advertising, legal and registration fees, which is included in the Realty Services' Operating Budget for 2018.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The report aligns with the strategic goal of a "vibrant and growing economy" and the strategic enable or "efficient asset management".

Consultations:

Land Management Committee

Attachments:

Appendix A – By-Law 1927-555

Appendix A-1927-555.pdf

Appendix B – 1997-32

Appendix B-1997-32.pdf

Appendix C – Reference Plan 57R-7867

Appendix C-57R-7867.pdf

Appendix D – By-Law 1998-20

Appendix D-1998-20.pdf

Appendix E – Quit Claim Transfer

Appendix E- Quit Claim Transfer.pdf

Appendix F – Aerial Map

Appendix F- Aerial Map.pdf

Appendix G – By-Law to Stop Up and Close

Appendix G - By-law to Stop Up and Close.

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

BY-LAW NUMBER 555.

A BY-LAW RESPECTING THE CLOSING AND SALE OF THAT PORTION OF THE ROAD ALLOWANCE BETWEEN THE SIXTH AND SEVENTH CONCESSIONS OF THE TOWNSHIP OF EMILY, WEST FROM THE MIDDLE LINE TO THE PIGEON RIVER.

WHEREAS it is considered advisable and expedient and in the public interest that the said portion of the road allowance mentioned should be closed.

AND WHEREAS Francis Wilbert Fee, the owner of the lands adjoining the said portion of the road allowance proposed to be closed has consented to and requested the closing of same.

AND WHEREAS no person or persons will be prejudicially affected by the closing of that portion of the said road allowance, and the closing of the said road allowance will not deprive any person of ingress or egress to, over, or from his land or place of residence.

AND WHEREAS the said Francis Wilbert Fee in consideration of the conveyance to him of the proposed portion of the said road allowance when closed has agreed to convey to the Municipal Corporation of the Township of Emily a strip of land on each side of the now travelled road leading to "Cowans Bridge" as shown on a plan thereof made by O.L.Smith, Provincial Land Surveyor.

AND WHEREAS Notice of this By-Law has been published once a week for four successive weeks in the "Watchman-Warder, a newspaper published at the Town of Lindsay in the County of Victoria, and the said Notice has been posted up for at least one month in six of the most public places in the immediate neighbourhood of the said road allowance.

AND WHEREAS The Council of the Township of Emily has heard in person or by Counsel or Solicitor or agent all persons whose lands might be prejudicially affected by the passing of this By-Law and who petitioned to be so heard.

THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EMILY ENACTS AS FOLLOWS:-

1.- That upon and after the passing of this By-Law that portion of the road allowance between the sixth and seventh concessions of the Township of Emily west from the Middle Line of the said Township to the Pigeon River be and the same is hereby closed and stopped up and be sold and conveyed to Francis Wilbert Fee of the said Township of Emily for the consideration aforesaid.

2.- That the Reeve and Clerk are hereby authorized and emppwered and directed upon the final passing of this By-Law, to execute under the Corporate Seal of the said Township and to deliver to the said Francis Wilbert Fee a conveyance of the said road allowance.

READ a first and Second time this Third day of May 1927, and read a Third time and passed, signed and sealed this Sixth day of September 1927.

Martin Carroll

REEVE.

Richd. James Sinnd

"

CLERK.

Appendix B
to
Report RS2018-024
File No. L25

Province of Ontario

Document General

Form 4 — Land Registration Reform Act

D

FOR OFFICE USE ONLY

0353001

CERTIFICATE REGISTRATION

'98 JUL 23 PM 2 03

(1) Registry [X] Land Titles [ ]

(2) Page 1 of 02 pages

(3) Property Identifier(s) Block Property

Additional: See Schedule [ ]

(4) Nature of Document

TOWNSHIP OF EMILY BY-LAW

(5) Consideration

Dollars $

(6) Description

Part of the road allowance between Lot 12, Concession 6 and Lot 12, Concession 7, Township of Emily, County of Victoria, Province of Ontario, designated as Part 5 and Part 6 on Plan 57R 7867.

New Property Identifiers

Additional: See Schedule [ ]

Executions

Additional: See Schedule [ ]

(7) This Document Contains: (a) Redescription New Easement Plan/Sketch [ ] (b) Schedule for: Description [ ] Additional Parties [ ] Other [X]

(8) This Document provides as follows:

By-law No. 1997-32 of The Corporation of the Township of Emily attached.

Continued on Schedule [ ]

(9) This Document relates to instrument number(s)

(10) Party(ies) (Set out Status or Interest)

Name(s)	Signature(s)	Date of Signature Y M D
THE CORPORATION OF THE TOWNSHIP OF EMILY, by its solicitors, HOWELL, FLEMING	Per: Robert E. Pakenham	1998 07 22

(11) Address for Service R. R. # 4, OMEMEE, Ontario K0L 2W0

(12) Party(ies) (Set out Status or Interest)

Name(s)	Signature(s)	Date of Signature Y M D

(13) Address for Service

(14) Municipal Address of Property

Not Assigned.

(15) Document Prepared by:

ROBERT E. PAKENHAM
HOWELL, FLEMING
415 Water Street, Box 148
Peterborough, Ontario
K9J 6Y5
REP:llefley

FOR OFFICE USE ONLY

Fees and Tax	
Registration Fee	
Total	50

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SC400H 11/1992

2

THE CORPORATION OF THE TOWNSHIP OF EMILY

BY-LAW NO. 1997-32

being a by-law to incorporate Part 5 and Part 6
on Plan 57R-7867 into the township road system
as a public highway

NOW THEREFORE the Council of The Corporation of the Township of Emily enacts as follows:

1) That part of the road allowance between Lot 12, Concession 6 and Lot 12, Concession 7, Township of Emily, County of Victoria, Province of Ontario, designated as Part 5 and Part 6 on Plan 57R-7867 be and the same is hereby incorporated into the township road system and assumed as a public highway.

READ a first time this 17th day of November , 1997.

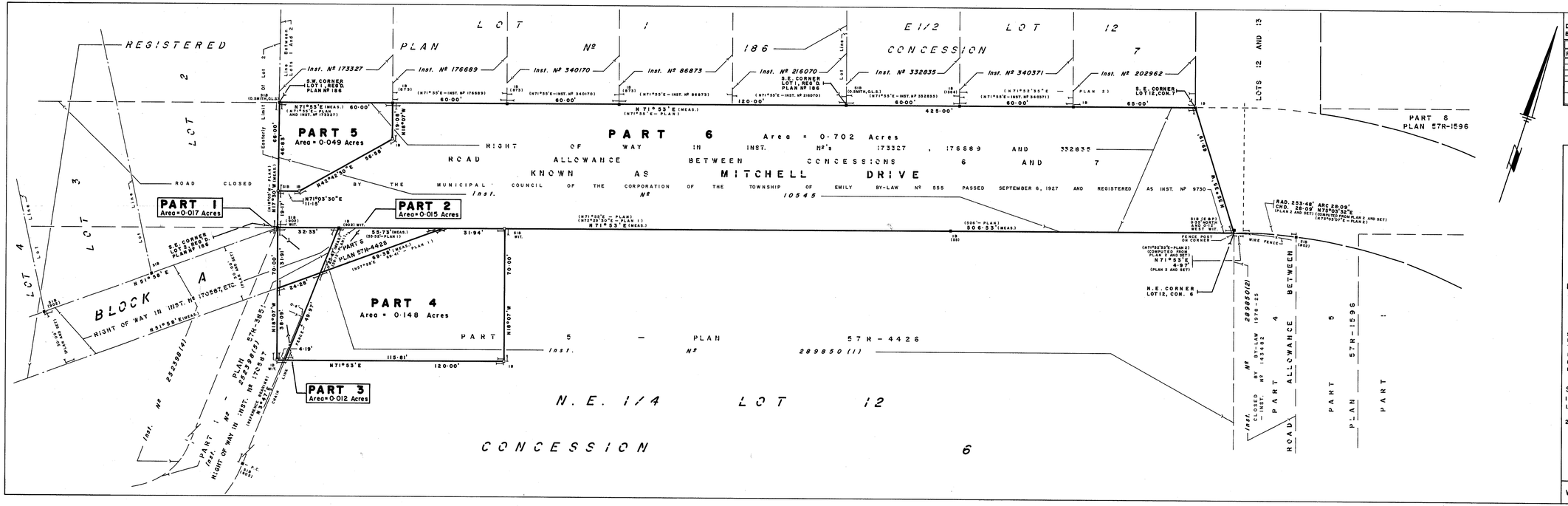
READ a second time this 17th day of November , 1997.

READ a third time and finally passed in open council this 17th day of November , 1997.

Reeve - Gordon Lawder

Clerk - Nancy Paish

Appendix C
to
Report RS2018-024
File No. L25


REGISTERED PLAN Nº 186
LOT 1
E1/2 LOT 12
CONCESSION 7
LOTS 12 AND 13
S.W. CORNER LOT 1, REG'D. PLAN Nº 186
Inst. Nº 173327
Inst. Nº 176689
Inst. Nº 340170
Inst. Nº 86873
Inst. Nº 216070
Inst. Nº 332835
Inst. Nº 340371
Inst. Nº 202962
S.E. CORNER LOT 1, REG'D. PLAN Nº 186
S.E. CORNER LOT 12, CON. 7
PART 5
Area = 0·049 Acres
PART 6
Area = 0·702 Acres
RIGHT OF WAY IN INST. Nº's 173327, 176689 AND 332835
ROAD ALLOWANCE BETWEEN CONCESSIONS 6 AND 7
KNOWN AS MITCHELL DRIVE
BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EMILY BY-LAW Nº 555 PASSED SEPTEMBER 6, 1927 AND REGISTERED AS INST. Nº 9730
ROAD CLOSED
PART 1
Area = 0·017 Acres
PART 2
Area = 0·015 Acres
PART 3
Area = 0·012 Acres
PART 4
Area = 0·148 Acres
BLOCK A
PART 5 — PLAN 57R-4426
Inst. Nº 289850(1)
N.E. 1/4 LOT 12
CONCESSION 6
PART 6 PLAN 57R-1596
ROAD ALLOWANCE BETWEEN
PART 4
PART 5
PLAN 57R-1596
PART 1
PLAN 57R-4426
PLAN 57R-3851
PLAN 252398(4)
PLAN 252398(5)
PLAN 252398(6)
PLAN 289850(2)
N.E. CORNER LOT 12, CON. 6
FENCE POST ON CORNER
WIRE FENCE
RAD. 253·48' ARC 28·09'
CHD. 28·09' N75°03'32"E
(PLAN 2 AND SET) (CONVERTED FROM PLAN 2 AND SET)
(N75°03'50"E - PLAN 2)
N71°53'E
115·81'
120·00'
425·00'
10545
506·53'(MEAS.)
N71°53'E (MEAS.)
N71°53'E - PLAN
N71°53'E - INST. Nº 176689
N71°53'E - INST. Nº 340170
N71°53'E - INST. Nº 86873
N71°53'E - INST. Nº 216070
N71°53'E - INST. Nº 332835
N71°53'E - INST. Nº 340371
N71°52'33"E
N71°53'E - INST. Nº 340371
N71°53'E - INST. Nº 332835
N71°53'E - PLAN 2
N71°53'E - PLAN 1
N71°53'E (MEAS.)
N71°53'E - PLAN
N71°53'E - PLAN 2
N71°53'E - PLAN 1
N71°53'E (MEAS.)
N71°53'E (MEAS.)
N71°53'E (MEAS.)

THE CORPORATION OF THE TOWNSHIP OF EMILY

BY-LAW NO. 1998- 20

being a by-law to correct By-law No. 1997-32
and By-law No. 1997-33

WHEREAS The Corporation of the Township of Emily had been maintaining as part of the highway system of the township a portion of the road allowance between Lot 12, Concession 6 and Lot 12, Concession 7;

AND WHEREAS the portion of the aforesaid road allowance known as Mitchell Drive has been surveyed and is Part 6 on Plan 57R-7867;

AND WHEREAS Part 5 on Plan 57R-7867 has not been actively and regularly maintained by the Township of Emily;

AND WHEREAS owing to inadvertence and misadventure By-law 1997-32 referenced the incorporation of both Part 5 and Part 6 on Plan 57R-7867 into the township road system as a public highway;

AND WHEREAS the by-law herein is passed to correct the error in By-law No. 1997-32 by deleting the reference to Part 5 on Plan 57R-7867 so that the only portion of the road allowance between Lot 12, Concession 6 and Lot 12, Concession 7 which is incorporated into the township road system and assumed as a public highway is Part 6 on Plan 57R-7867;

AND WHEREAS The Corporation of the Township of Emily enacted By-law 1997-33 on the 17th day of November, 1997 wherein reference is made in the first recital to a by-law having been passed incorporating both Part 5 and Part 6 on Plan 57R-7867 into the township road system as a public highway;

AND WHEREAS it is necessary for the reason set forth herein to delete the reference to Part 5 on Plan 57R-7867;

AND WHEREAS the third recital of By-law No. 1997-33 makes reference to the township entering into an Encroachment Agreement with the owners of Part of Lot 1, Registered Plan No. 186, Township of Emily;

AND WHEREAS the township proposes to execute a Quit Claim Deed for Part 5 on Plan 57R-7867 in favour of the abutting land owner thereto;

AND WHEREAS it is necessary to further amend By-law No. 1997-33 by deleting the third recital in the said By-law No. 1997-33 as well as Paragraph 2 in said by-law;

NOW THEREFORE the Council of The Corporation of the Township of Emily enacts as follows:

1) That By-law No. 1997-32 be and the same is hereby retroactively amended to the 17th day of November 1997 so as to delete any reference to Part 5 on Plan 57R-7867 therefrom.

2) That the first recital of By-law No. 1997-33 be retroactively amended to the 17th day of November 1997 so as to delete any reference to Part 5 on Plan 57R-7867 therefrom.

3) That the third recital set forth in By-law No. 1997-33 be deleted in its entirety and that the following recital be substituted in its place and stead:

"**AND WHEREAS** the Council of the said Corporation is desirous of executing a Quit Claim Deed in favour of the owners of Part of Lot 1, Plan 186 abutting Part 5 on Plan 57R-7867".

4) That Paragraph 2 of By-law 1997-33 be deleted in its entirety and that the following paragraph be substituted in its place and stead:

"That the Reeve and Clerk be authorized to execute a Quit Claim Deed for Part 5 on Plan 57R-7867 in favour of Alan Joseph Valois and Elizabeth Carolyn Valois."

READ a first, second and third time and finally passed in open council this 25th day of May, 1998.

Reeve - Joseph McGuire

Clerk - Nancy Paish

of Ontario

Transfer/Deed of Land

Form 1 — Land Registration Reform Act

A

(1) Registry [X] Land Titles [ ]

(2) Page 1 of pages

(3) Property Identifier(s) Block Property Additional: See Schedule [ ]

(4) Consideration
ONE THOUSAND ———————— 00/100 Dollars $1,000.00

(5) Description This is a: Property Division [ ] Property Consolidation [X]

In the Township of Emily, County of Victoria, Province of Ontario, more particularly described as that part of the road allowance between Lot 12, Concession 6 and Lot 12, Concession 7, designated as Part 5 on Plan 57R-7867.

FOR OFFICE USE ONLY

New Property Identifiers Additional: See Schedule [ ]

Executions Additional: See Schedule [ ]

(6) This Document Contains (a) Redescription New Easement Plan/Sketch [ ] (b) Schedule for: Description [ ] Additional Parties [ ] Other [ ]

(7) Interest/Estate Transferred ~~Fee Simple~~ QUIT CLAIM

(8) Transferor(s) The transferor hereby transfers the land to the transferee and certifies that the transferor is at least eighteen years old and that

Name(s)	Signature(s)	Date of Signature Y M D
THE CORPORATION OF THE TOWNSHIP OF EMILY		
PER: JOSEPH MCGUIRE, REEVE		1998 05
PER: NANCY PAISH, CLERK		1998 06

(9) Spouse(s) of Transferor(s) I hereby consent to this transaction

Name(s)	Signature(s)	Date of Signature Y M D

(10) Transferor(s) Address for Service R. R. No. 4, Omemee, Ontario, K0L 2W0

(11) Transferee(s)

	Date of Birth Y M D
VALOIS, Alan Joseph	
VALOIS, Elizabeth Carolyn	
as joint tenants	

(12) Transferee(s) Address for Service

Planning Act — OPTIONAL

(13) Transferor(s) The transferor verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene section 50 of the Planning Act.

Signature Date of Signature Y M D Signature Date of Signature Y M D

Solicitor for Transferor(s) I have explained the effect of section 50 of the Planning Act to the transferor and I have made inquiries of the transferor to determine that this transfer does not contravene that section and based on the information supplied by the transferor, to the best of my knowledge and belief, this transfer does not contravene that section. I am an Ontario solicitor in good standing.

Name and Address of Solicitor

Signature Date of Signature Y M D

(14) Solicitor for Transferee(s) I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in subclause 50 (22) (c) (ii) of the Planning Act and that to the best of my knowledge and belief this transfer does not contravene section 50 of the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

Name and Address of Solicitor

Signature Date of Signature Y M D

(15) Assessment Roll Number of Property Cty. Num. Map Sub. Par. not assigned

(16) Municipal Address of Property
not assigned

(17) Document Prepared by:
ROBERT E. PAKENHAM
HOWELL, FLEMING
415 Water Street, Post Office Box 148
Peterborough, Ontario
K9J 6Y6
REP/ngunther

FOR OFFICE USE ONLY

Fees and Tax	
Registration Fee	
Land Transfer Tax	
Total	

Additional Property Identifier(s) and/or Other Information

SCHEDULE "A"

SCHEDULE TO DEED – TOWNSHIP OF EMILY TO VALOIS
Part 5, Plan 57R-7867

The lands herein described are part of the original road allowance between Lot 12, Concession 6 and Lot 12, Concession 7, in the Township of Emily, in the County of Victoria, closed by the Municipal Council of the Corporation of the Township of Emily By-law No. 555 passed September 6th, 1927 and registered as Instrument No. 9730 in the Registry Office at Lindsay.

Since the closing of the road allowance mentioned above, the land comprising Part 5, Plan 57R-7867 has not been used as a roadway; the Township of Emily has not maintained it and has not expended any public funds in the improvement of it as a roadway.

The transferee, Alan Joseph Valois, named herein obtained title to the lands abutting Part 5, Plan 57R-7867 on October 20th, 1975 and, since shortly after that time, alone or jointly with his wife, he has had exclusive possession and occupation of the said Part 5.

The transferees herein have requested the transferor to provide confirmation of their possessory title to the said Part 5, Plan 57R-7867 and this quit claim deed is executed by the Township of Emily for that purpose.

LAND OFFICE USE ONLY

KAWARTHA LAKES GEOMATICS MAPPING

28 Mitchell Drive, Omemee

Appendix F to Report RS2018-024
File No. L25

Legend

- ☐ Upper Municipalities
- ☐ Lower Tier Municipalties
- ☐ Property ROLL#

Notes

Notes

0.05 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

© City Of Kawartha Lakes

NORTH

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.
THIS MAP IS NOT TO BE USED FOR COMMERCIAL OR LEGAL PUPOSES

Appendix	**G**
to	
Report	RS2018-024
File No.	L25

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Stop Up and Close that Portion of the Road Allowance Set Out As Part of Lot 1 on Plan 186 as in R173327; Part of Road Allowance between Concession 6 and 7; Part 5 on Plan 57R-7867, together with R173327, Being Part of PIN: 63253-0264 (LT), in the Geographic Township of Emily, City of Kawartha Lakes

Recitals

1. Pursuant to the *Municipal Act*, *2001* Council is empowered to stop up and close any part of a highway under its jurisdiction;

2. It is desirable to stop up and close that part of the road on 57R-7867, more particularly described as Part 5 on 57R-7867, Geographic Township of Emily, being part of PIN: 63253-0264 (LT), to authorize the release of the City of Kawartha Lakes' interest in Part 5 on Plan 57R-7867 in accordance with the By-law number 1998-20.

4. By-law number 1997-33 dedicated Part 5 on 57R-7867 as a road in error. By-law 1998-20 directed staff to execute a Quit Claim Deed to correct the error, but did not stop up and close the highway on the land. This By-law is to have Part 5 on 57R-7867 stopped up and closed to release the City of Kawartha Lakes' interest in the land.

5. Notice of the intention of City Council to pass this By-law was given by ad notice duly published in the Kawartha Lakes This Week on July 19, 2018, July 26, 2018, and August 2, 2018, and the Peterborough This Week on July 20, 2018, July 27, 2018 and August 3, 2018, in accordance with the provisions of the *Municipal Act, 2001* and By-law 2018-020, as amended.

6. The proposed By-law came before Council for consideration at its regular meeting on the 14th day of August, 2018 at 2:00 p.m. and at that time no person objected to the proposed by-law nor claimed that his land would be prejudicially affected.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"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;

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: Road Closure

2.01 **Closure:** That part of the road allowance described as Part 5 on Plan 57R-7867, Emily, being part of PIN: 63253-0264 (LT) has been declared to be surplus to municipal needs and is hereby stopped up, closed and authorized to release the City’s interest to the abutting owners for nominal consideration.

Section 3.00: Effective Date

3.01 **Effective Date:** This By-law shall come into force on the date it is finally passed by Council and has been deposited on title in the Registry Office for the Registry Division of Victoria (No. 57).

By-law read a first, second and third time, and finally passed, this 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CS2018-013

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Lindsay

Title: Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee

Author and Title: Lisa Peimann, Executive Assistant, Community Services

Recommendation(s):

That Report CS2018-013, **Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee**, be received; and,

That the Lindsay Legacy C.H.E.S.T. Fund Grant Committee Terms of Reference as appended to the Report be approved and replace any predecessor Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Lindsay Legacy C.H.E.S.T. Fund Grant Committee met on May 17, 2018, to discuss a number of items, most notable a review of the Terms of Reference and operational procedures for the Committee.

This report has been prepared to seek Councils approval in the Committees recommendations.

Rationale:

The Committee felt a review of the Terms of Reference was in order to determine if any changes were required. Each section was reviewed and discussed (attached as Appendix A with track changes, as well as a few other minor housekeeping items), resulting in the following motions being made for Council's consideration:

Name:
Add "Grant" to the Committee name (housekeeping item)

Roles and Responsibilities:
Format title to Heading 1; add the word "fund" to bullet 3 (housekeeping item)

Composition:
The current composition was discussed as a result of the restructuring of Council. Questions rose in regards to keeping the composition the same size by increasing the public members or reduce the composition by the decrease in Council representatives.

RECOMMEND THAT the composition remain at a maximum of nine (9) members by increasing the public members to seven (7) and decreasing the Council representatives by two (2). **CARRIED LEG18-03**

Term of Appointment:
Dialogue ensured with respect to the terms of appointment, in regards to maintaining status quo or change to the public appointments to the term of Council.

RECOMMEND THAT the public members varying appointments to a maximum of a three (3) year term, be changed to a term concurrent with the term of Council, and;
THAT the initial appointment will be three (3) members for a two (2) year term, and four (4) members for a four (4) year term, and successive appointments thereafter will be for a four (4) year term. **CARRIED LEG18-04**

RECOMMEND THAT the term of appointment be further updated to include "Members/Successors are eligible for re-appointment/appointment to the Committee to a maximum of two (2) consecutive four (4) year terms". **CARRIED LEG18-05**

Administration:
Add "Grant" to the Committee name (housekeeping item)

Appointment of Officers:
A brief discussion took place regarding the appointment of officers. The word "Grant" has been added to the Committee name (housekeeping item).

RECOMMEND THAT "at its first meeting **in each** year" be changed to "at its first meeting **every second** year", and that the last sentence in the paragraph be removed. **CARRIED LEG18-06**

Meetings:
The Committee requested specific timeframes for the two (2) meetings each year

RECOMMEND THAT the first sentence be changed to include: The Committee shall hold a minimum of two (2) meetings **in the Spring and Fall** in each calendar year. **CARRIED LEG18-07**

Agendas And Minutes:
Add "Grant" to the Committee name (housekeeping item)

Reports:
Add "Grant" to the Committee name (housekeeping item)

Meeting Attendance:
Previously identified in the Meetings section it notes the Committee shall hold at a minimum two (2) meeting in each calendar year. Therefore it is being recommended to change the meeting attendance from three (3) to two (2)

RECOMMEND THAT "Any member of the Committee who misses **three (3)** consecutive meetings", be changed to "Any member of the Committee who misses **two (2)** consecutive meetings". **CARRIED LEG18-08**.

Other Alternatives Considered:

Council could choose not to make the recommended changes to the Terms of Reference; however, this is not recommended as the changes are positive for the future of the Committee.

The recommended changes are in keeping with those endorsed by Council in July of 2018 respecting Council representation on this Committee.

Financial/Operation Impacts:

There are no financial considerations.

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

This Terms of Reference report does not directly impact or align with a specific Strategic Priority.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications associated with this report.

Servicing Implications:

Not applicable.

Consultations:

Lindsay Legacy C.H.E.S.T. Fund Grant Committee

Attachments:

Appendix A – Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee

Proposed ToR Legacy CHEST.docx

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

Terms of Reference

Name:

Lindsay Legacy Community Hydro-Electric Systems Transfers (C.H.E.S.T.) Fund Grant Committee

Mission:

To make recommendations concerning financial assistance through the Lindsay Legacy C.H.E.S.T. Fund to non-profit, community based organizations and single organizations that provide programs, projects, services, or activities that enhance the quality of life for Lindsay residents in the areas of health, arts, culture, heritage, education and the environment.

Objectives:

To make recommendations to Council on the expenditure and/or investment of the C.H.E.S.T. Funds within Lindsay and within the Grant Policy approved by Council.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

Roles and Responsibilities:

The following are the roles and responsibilities of the Committee*:*

- Provide guidance in the intake process
- Review and collate project submissions
- Advisory Board to provide C.H.E.S.T. fund grant recommendations to Council

Activities:

The following are the activities and responsibilities of the Committee:

(a) To make recommendations to Council on various issues which may arise concerning the Lindsay Legacy C.H.E.S.T. Fund.

(b) To meet as required to prioritize projects and respond to requests for funding.

(c) To make funding recommendations to Council for approval based upon the approved Grant Policy for the Lindsay Legacy C.H.E.S.T. Fund.

(d) To monitor and review projects funded with the Lindsay Legacy C.H.E.S.T. Fund, where a request for change has been made by the applicant.

(e) Staff will provide the Committee the applicant's completed reconciliation of actual expenditures for each grant. A final report on grant dispositions will be provided to Council after the Committees approval.

(f) To review and make recommendations concerning changes to the Grant Policy/Application for the Lindsay Legacy C.H.E.S.T. Fund.

Composition:

The Committee shall be comprised of a maximum of nine (9) members consisting seven (7) members of the Lindsay Community and two (2) Council representative(s) from Wards 5 and 7. Committee members will be appointed by Council in accordance with established policy. The Committee shall appoint such executive positions as it deems necessary to ensure its operations but shall include at a minimum, a Chair, Vice-Chair and Secretary. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.

Term of Appointment:

Unless exempted by legislation, members shall hold office for a term concurrent with the term of Council and shall continue to hold office until their successors are appointed. Members/Successors are eligible for re-appointment/appointment to the Committee to a maximum of two (2) consecutive four (4) year terms. Council members shall sit for the term of office.

Resources:

The City Council, CAO, Clerk, and staff of the Community Services and Finance Departments will be available to assist the Committee and attend meetings of the Committee upon request. Other Departments or other resources (i.e. auditors, Community Services) may be requested to review particular projects. Notwithstanding the general involvement of City resources as needed, it is understood that arrangements may be made by the Committee with any City Department for ongoing project administration and co-ordination.

Staff Assigned:

Staff from the Community Services Department will be available to assist the Committee, to attend meetings, prepare agenda's, minutes, reports and correspondence. Staff will also be responsible for the project administration and co-ordination.

Timing of Meetings:

It is anticipated the Committee will meet as required to address matters concerning the Lindsay Legacy C.H.E.S.T. Fund. A meeting for programs, projects requesting to be funded by the Fund will be required annually and/or as necessitated based upon current issues/projects relating to the Fund. Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Administration:

The final approval of the recommendations of the Committee rests with the City of Kawartha Lakes Council. The Council, in consultation with the Lindsay Legacy C.H.E.S.T. Fund Grant Committee, may change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference by the Committee shall be recommended to Council via the Director or staff of the Community Services Department through a report to Council.

Appointment of Officers:

The Lindsay Legacy C.H.E.S.T. Fund Grant Committee shall, at its first meeting every second year, elect from its membership a chairperson and a vice-chairperson. In the event that there is a staff liaison appointed pursuant to Staff Appointment, that person shall serve as the Secretary.

Meetings:

The Committee shall hold a minimum of two (2) meetings in the Spring and Fall in each calendar year. Staff from the Community Services Department shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. A copy of the Agenda shall be provided to the Clerk's office. Agenda and Minutes of these meetings will also be circulated to Council for information/communication purposes.

Procedures:

Procedures for the meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Closed Meetings:

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies.

Agendas And Minutes:

A copy of the Agenda shall be provided to the Clerk's office at the same time it is provided to Committee Members.

Minutes of all meetings of the Lindsay Legacy C.H.E.S.T. Fund Grant Committee shall be forwarded to the Clerk's Office not later than two weeks after the meeting.

Action items requested of staff and/or Council will be brought to the attention of the Community Services Department at that time. The Clerk's Office will electronically circulate the minutes to all members of Council for their information. The Clerk's Office will maintain a set of printed minutes on file for public review.

Reports:

All recommendations of the Lindsay Legacy C.H.E.S.T. Fund Grant Committee are to be forwarded to Council in a formal written report on the City report template. It will be the responsibility of the Committee to identify those recommendations to the Community Services Department for final preparation of the report.

Conflicts Of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

Meeting Attendance:

Any member of the Committee who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member in accordance with adopted policy.

Location Of Meetings:

The location of the meetings will be set by the Committee.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Budget:

Committees will not be responsible for a budget unless Council approves their budget and delegation of responsibility to the Committee through the Committee's Terms of Reference. The budget for this Committee will be funded through the Lindsay Legacy C.H.E.S.T. Fund Reserve.

Volunteer Positions:

Unless approved by Council, as part of the Terms of Reference or establishing by-law, all Committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

Insurance:

This Committee does not require insurance.

Dissolution:

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

Expulsion of Member:

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues. The process for expulsion of a member is outlined with Policy Number 028 CAO 002.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CORP2018-011

Date: July 17, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: 2017 Q4 Capital Close Extensions

Author and Title: Nicole Owens, Junior Accountant

Recommendation(s):

That Report CORP2018-011, **2017 Q4 Capital Close Extensions**, be received;

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of May 8, 2018 Council adopted the following resolution:

CR2018-286

Moved By: Pat Dunn
Seconded by: Gord James

That staff report back to Council by Q3 of 2018 to provide details on why project extensions were required for all projects granted an extension to December 31, 2018, as identified in Report CORP2018-004.

This report addresses that direction.

Rationale:

This report is provided to advise Council on all capital projects requesting extensions beyond their current scheduled completion date. For a variety of reasons, many projects need to be extended beyond the 18 month timespan they are allotted when created.

Extensions are requested through semi-annual Capital Close reports. Staff are required to supply an update of progress, new expected completion date, and any other recommendations that are then reviewed and carried through council.

932170201	Bethany Fire hall	Tender for construction has been awarded. Waiting on site plan approval from KRCA in order to obtain a building permit to begin the build.
983150600	Urban/Rural Recon Projects	1. Front Street – complete 2. Anne Street – complete 3. Main Street Utility – complete, waiting for final utility invoices 4. Adelaide St. S – complete 5. Elgin Street Utility – complete 6. Logie Street – complete 7. Regent Street – complete 8. Glenelg Street Design – Utility conflicts stalled design at 30%, 60% and 90% stages. Currently Phase 1 design is complete, Phase 2 is 90% complete. Expected completion Q3 2018. 9. Bob Brown Way – complete 10. Bradley St. – complete 11. Melbourne St. - complete
983160600	Urban/Rural	1. Helen Street – complete

	Reconstruct Projects	2. Prince Street – complete 3. Front/Anne surface works – complete 4. Bond Street – complete 5. Elgin Street Phase 1 – complete 6. Melbourne Street Utility – complete 7. Glenelg Street Utility – Bell, Hydro and Enbridge infrastructure all had to be relocated. 50% utility relocation complete. 8. Murray Street – PIC complete, 90% design complete. Delays due to coordination with Enbridge project. Expected completion Q4 2018. Items 8, 9, 10 are one award. 9. Ellice Street - PIC complete, 90% design complete. Delays due to coordination with Enbridge project. Expected completion Q4 2018. Items 8, 9, 10 are one award. 10. Elliot Street - PIC complete, 90% design complete. Delays due to coordination with Enbridge project. Expected completion Q4 2018. Items 8, 9, 10 are one award. 11. Hamilton Street – complete 12. Kawartha Drive – complete
983170300	Urban /Rural Reconstruction	1. Elgin Street Phase 2 – underground work complete, surface works scheduled for 2018. Cannot complete underground and surface work in single construction season. Expected completion Q4 2018 2. Melbourne Street – underground work complete, surface works scheduled for 2018. Cannot complete underground and surface work in single construction season. Expected completion Q4 2018 3. Main Street – underground work complete, surface works scheduled for 2018. Cannot complete underground and surface work in single construction season. Expected completion Q4 2018 4. Duke Street – underground work complete, surface works scheduled for 2018. Cannot complete underground and surface work in single construction season. Expected completion Q4 2018 5. Canal Street – First PIC has been complete. Some of the proposed works are located not on CKL property. CKL is finalizing agreements with TSW (Trent Severn

		Waterway) to complete the works. TSW has recently provided comments and CKL is moving forward with the detailed deisgn and will host a second PIC most likely in fall 2018. Projects of this nature usually take longer than 18 months. 6. Downtown Lindsay – First PIC has been complete. Consultant is moving into preliminary design. Second PIC is expected to happen fall of 2018. A project of this size and scope would typically take longer than 18 months. 7. Porter Road – Options have been explored. Staff are preparing a report to take to council with the alternatives and preferred solution. 8. Lindsay Street (CKL 121) – To be release in combination with 2018 capital project Colborne Street FF for continuity
983170800	Road Restoration WWW Projects	1. East Street – currently under construction. Cannot complete underground and surface work in single construction season. Expected completion prior to Q4 close 2018 2. Sylvan Cres. - work on going via bonding company. Project delayed due to contractor deficiencies.
983171001	Streetlights	Streetlight project will fund part of the phase 1 of the Lindsay LED Streetlight replacement, in accordance with the corporate energy incentive. Project delayed to ensure energy incentive grant is approved to be able to complete the full scope of the project.
997131000	Landfills - Cell Construction	1. Fenelon Landfill – Phase 2 Base Grade – complete. 2. Fenelon Landfill – Testing / Reporting - complete, waiting for final invoices.
997141000	Landfills - Cell Construction	1. Fenelon Landfill – Phase 2 Continued Use - The majority of this work was completed in 2017, however Golder had Four Brothers reseed the cell in May 2018. We are just reviewing the current project to ensure everything is completed before we close this project 2. Eldon Landfill – Phase 2 complete, Prepare Phase 3 – The construction of this cell was delayed in 2017. Four Brothers started construction later part of May 2018.

		Construction is currently ongoing.
997161201	Eldon Landfill Construction - Phase 3	Construction scheduled to start in May 2018, anticipated to be finished by fall of 2018. Delays in Phase 1 & 2 pushed back start of Phase 3, extension required.
997170200	Landfill Site Works	1. Lin-Ops Compost Pad Relocation - complete 2. Lin-Ops Gas Extraction Wells - Design projects ongoing for Gas Collection and Flaring System. Waiting for MOECC approval before construction can begin. Average wait time for MOECC approval is one year.
998110100	Omemee WPC Plant Upgrades	1. Omemee WPCP Construction – complete 2. Update Capital Charge Study – ongoing 3. Omemee LSSDS – complete Project to remain open until December 31st, 2019 as capital charge by-law implementation is expected for 2019.
998151201	Lindsay WPCP Upgrade – Lagoon 6 Retrofit	Work complete – final report and invoices pending.
998151501	Lindsay WPCP Septage Receiving	WWW portion is complete – outstanding work to be completed by IT for automated arm and security camera connection to Lindsay Ops Landfill Scale House. IT portion of project could not begin until all outside and installation was complete, requiring extension.
998151601	Fenelon Falls Ellice St SPS Up	Following the substantial performance, there were some construction and operational deficiencies identified. This project is unique and the process control of the new upgrade is somewhat complex in nature and also sensitive to fluctuation of wet weather events as the Ellice SPS requires to control detention tank and remote Colborne St SPS simultaneously. Therefore, following the commissioning of the SPS and detention tank, several operational issues were encountered. As a result, a modification to process control design, installation of additional control panel and integration of SCADA system were performed which delayed the completion of the project. Again, some of the construction deficiencies (such as tank crack repair) were required to rectify and few others (such as pipe seal leak) are also pending to address.
998152200	Glenelg St E Watermain Replacement &	Utility conflicts stalled design at 30%, 60% and 90% stages. Currently Phase 1 is complete, Phase 2 is 90% complete

	Design	
998160501	Pinewood Production Well	The tender closed at the end of October 2017, but there was only one bid which was over budget. The council report requesting additional funding and award of contract was approved at the end of January 2018. Originally the work was scheduled to start in November 2017, however due to the delay of awarding the contract and other commitments made by the contractor; it was negotiated with the contractor would begin the work in mid-April, 2018. The preconstruction meeting was held in the 3rd week of April, 2018. However, due to unforeseen circumstances, incurred by the contractor, he is currently unavailable, causing another delay. Also, the commission of the new well is subject to securing amendment of relevant permit and license from MOECC. For pump testing of new well, a temporary PTTW is required for which well record needs to be submitted along with the application for permit.
998160800	Fenelon Falls Watermain Upgrades	PIC complete, 90% design complete. Delays due to coordination with Enbridge project. Expected completion Q4 2018.
998161401	Kings Bay - RBC Units Upgrades & Replacement	Single source to OCWA - 2 units required replacement, first unit is complete. Second unit work could not be completed during winter months (outside units). Project scheduled to start mid-May. Expect completion prior to Q4 2018
998162001	Adelaide St N Sewer	90 % complete, final reports and invoicing pending.
991150300	Depot/Sand/Salt Build Rep-East	1. Burnt River Quonset Air Quality – Complete/Close 2. Sturgeon Point Air Quality – Complete/ Close 3. New Bobcaygeon Depot Facility – Close and release funding. Work to be deferred to align with PW Depot Master Plan. To be closed in the next Capital Close 4. Ops Depot Salt Management/Storm Water – Complete/Close 5. Ops Depot Roof Replacement – Complete/Close Project was on hold; extension requested to ensure unfinished portions of the project would receive funding and be recreated through the new Master Depot Plan. To be closed once MDP is(was) approved and funding returned.
991150400	Depot/Sand/Salt	1. Eldon Depot Heating System Update - Works

	Build Replacement - West	planned for 2018. Work previously deferred pending completion Depot Master Plan which is now complete. With Master Plan complete and the Eldon Facility planned to be part of the long term depot structure, Staff will be implementing the planned improvements. Close extension request to Dec 31, 2018 2. Oakwood Depot Exterior Insulation – Complete/Close 3. Lindsay Depot - Grade Ch & Retaining Wall – Complete/Close 4. Lindsay Depot - Roof Replacement/Masonry Replacement – Complete/Close Project was on hold; extension requested to ensure unfinished portions of the project would receive funding and be recreated through the new Master Depot Plan. To be closed once MDP is(was) approved and funding returned.

Other Alternatives Considered:

As per CR2018-285 below, staff will analyze and present recommendations for capital project timelines and extensions when a full review of the Capital Close Policy is completed in 2019.

CR2018-285
Moved By: Doug Elmslie
Seconded by: Brian S. Junkin

That Staff be directed to initiate a review of the City's capital close and procurement policies, and related supporting policies and processes, in 2019, and include consideration for capital project cycle times, budget estimates and actuals, and project reporting.

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

This recommendation assists in achieving the Strategic Enabler goal. The Capital Close enables Council and the public to see that the projects that have been approved are being monitored, closed within budgets, and in a timely manner. This illustrates responsible fiscal resource management.

http://links/corpdocs/Corporate/2016%20Strategic%20Plan%20-%20City%20of%20Kawartha%20Lakes.pdf?Web=1

Consultations:

Directors, Managers and Staff

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-033

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Title: Procurement Awards Q2 2018

Description: Awards in Q2

Author and Title: Launa Lewis, Supervisor of Financial Services

Recommendation(s):

That Report PUR2018-033 Procurement awards for Q2 be received;

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In accordance with Section 3.2 of the Purchasing Policy, staff shall provide a quarterly report to Council summarizing all tender awards greater than $100,000 where the award was within budget and within scope.

In accordance with Section 4.4 of the Purchasing Policy Emergency Reports must be reported to Council on a quarterly basis through a Council Report.

This report addresses these directions.

Rationale:

This report provides the results of procurement awards during the period of April 1, 2018 to June 30, 2018. The summary report shall provide: the project number, successful vendor, total budget, contract term and any optional renewals and amount of award. Any irregular results were identified separately as to the irregularity.

Other Alternatives Considered:

None as the awards were in accordance with Purchasing Policy.

Financial/Operation Impacts:

All procurement process awards had available funding or were within the $10,000 allowable overage in accordance with the Capital Close Policy. Any surplus or shortage for the final payment of the goods and services has or is being reported in the Capital Close Report by the Treasurer.

All Emergency reports had funding identified by Treasury and are listed in the attached report.

Consultations:

Junior Accountant
Director of Engineering and Corporate Assets
Treasurer
Supervisor, Technical Services
Senior Engineering Technician
Supervisor/Infrastructure, Design, Construction

Attachments:

PUR2018-033
Quarterly Report - 2r

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover, Corporate Services Director

Information Report to Council for Awards over $100,000 made within budget and within scope and Emergency Reports

Account Number	Project Description	Project Balance at Time of Award	Awarded Amount (Including HST)	Contingency	HST Rebate	Total Cost	Remaining Project Balance	Awarded To	Contact Term	Optional Renewals	Comments
2nd Quarter 2018 - Projects over $100,000 within budget and within scope											
991170201 991180101	2018-06-CT Rehabilitation of Manvers and Fenelon Depots	$ 131,568.00	$ 134,072.00	$ 5,000.00	$13,335	$ 125,737.00	$ 5,831.00	Van Pelt Construction Inc.	Upon Completion	N/A	
983180600	2018-45-CT Gravel Resurfacting on Specified Municipal Roads	$ 1,280,250.00	$ 1,285,404.00	$ -	$ 127,857.00	$ 1,157,547.00	$ 122,703.00	Dufferin Aggregates	Upon Completion	N/A	
983180501 - 983180531	2018-31-CT Rural Resurfacing	$3,049,715	$1,877,251	$187,729	$186,727	$ 1,878,253.00	$1,171,462.00	Royel Paving Limited	Upon Completion	N/A	
983180501 - 983180531	2018-32-CT Prep Work	$ 1,171,463.00	$ 460,729.00	$ 46,073.00	$ 45,828.00	$ 460,974.00	$ 710,489.00	Four Brothers Construction	Upon Completion	N/A	
983180501 - 983180531	2018-33-CT Granular Material	$ 710,488.00	$ 490,928.00	$ 47,504.00	$ 48,832.00	$ 489,600.00	$ 220,888.00	Robert E. Young Construction	Upon Completion	N/A	
19200.74452	2018-44-OT Shoulder Gravel Rehabilitation	$250,000	$ 280,522.50	$ -	$ 27,903.00	$ 252,619.50	$ (2,619.50)	Drain Bros. Construction	Upon Completion	N/A	
998180301 983180404	2018-47-CT Sussex Street Watermain Replacement	$ 769,005.00	$ 410,661.00	$ 41,066.00	$ 44,932.00	$ 406,795.00	$ 362,210.00	Fidelity Engineering	Upon Completion	N/A	
Emergencies											
997170202 (SW1702)	2018-38-E Emergency Replacement of Two Pumps for Landfill Gas Collection System	$ 174,898.57	$ 64,000.00	$ 11,114.00	$ 1,126.44	$ 76,240.44	$ 98,658.13	Comcor Environmental Limited	Upon Completion	N/A	
19250.74305.08 010	Repairs to Salt Storage Structure at the Lindsay Depot	$19,295.91	$17,697.00	$ -	$311.27	$18,008.27	$1,287.44	Van Pelt Construction	Upon Completion	N/A	

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-037

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: N/A

Title: Request for Proposal 2018-79-OP Implementation of a Document Imaging Program

Author and Title: Ashley Wykes, Buyer
Leanne Mitchell, Supervisor, Cost Accounting

Recommendation(s):

That Report PUR2018-037 Request for Proposal 2018-79-OP Implementation of a Document Imaging Program be received;

That Forza Consulting B.V., of The Netherlands be selected for the award of proposal 2018-79-OP Implementation of a Document Imaging Program for the proposal cost of $160,606 not including HST;

That subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award proposal 2018-79-OP; and

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The City of Kawartha Lakes currently has two (2) Full-Time Accounts Payable staff as well as four (4) staff who enter invoices periodically, matching invoices to purchase orders and entering vouchers. Most invoices are paper based, with only some being received electronically. Accounts Payable would like to automate the processes of both invoice matching and payment approvals. A document imaging program would automate the process by allowing electronic receipt of invoices as well as electronic workflow approvals, eliminating the need for the majority of the paper copy and manual processes currently in place. At this time most invoices are received by the departments located all over the City and Accounts Payable has no way of knowing what is outstanding. This program will alleviate this problem and will track electronically the status of all invoices.

Request for Proposal 2018-79-OP Implementation of a Document Imaging Program was advertised and released in accordance with the Purchasing Policy. The proposal closed on July 19, 2018 and was opened in public by Steve Strangway, Councillor and Linda Lee, Buyer. Four proposals were submitted as outlined in the chart below:

Company Name
360 Business Ventures Inc.
Forza Consulting B.V.
Octacom Limited
Process Fusion Inc.

Each proposal was carefully reviewed with one proposal being disqualified from the process due to non-compliance to the Purchasing Policy. The remaining submissions were evaluated based on the criteria in the proposal document. Forza Consulting B.V. was found to be the highest scoring compliant proposal submission.

References were checked for Forza Consulting B.V. with no issues identified.

Rationale:

Moving to a document imaging program would help eliminate the need to keep paper based invoices, improve the efficiency in how invoices are matched to purchase orders and provide the ability to use workflows to distribute invoices for approval and payment on a timely basis.

Staff recommend Forza Consulting, of The Netherlands be selected for the award of proposal 2018-79-OP Implementation of a Document Imaging Program for the proposal cost of $160,606 not including HST.

Other Alternatives Considered:

No other alternative is being considered as the highest scoring proponent is being recommended through an open, fair and transparent process.

Financial/Operation Impacts:

Funds for the acquisition and implementation of document imaging are allocated in the 2018 Information Technology and Treasury operating budgets and maintenance and support costs will be allocated annually in the operating budget of Information Technology. Activities and costs will be monitored by the departments.

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

The implementation of a document imaging program relates to the Strategic Enabler of Responsible Fiscal Resource Management and Municipal Service Excellence.

Consultations:

Business Analyst
Treasurer

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

Department File: 2018-79-OP

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2018-038

Date: **August 14, 2018**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: various wards

Title: 2018-81-CQ Road Lifecycle Extension – Asphalt Overlay

Author and Title: Linda Lee, Buyer
Mike Farquhar, Supervisor, Technical Services

Recommendation(s):

That Report PUR2018-038, 2018-81-CQ Road Lifecycle Extension – Asphalt Overlay, be received;

That Royel Paving, A division of CRH Canada Group Inc., be selected for the award of 2018-81-CQ Road Lifecycle Extension – Asphalt Overlay, for the total quoted amount of $267,839.50 Plus HST.

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreements to award the contract; and

That the Procurement Division be authorized to issue a Purchase Order.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Within the 2018 Capital budget the program RD1807 Road Life Cycle Extension was approved for the treatment of road sections with preservation measures to insure and extend the surface life cycle of the selected road sections. These preservation measures can involve localized paving, single surface treatment, micro surfacing, crack sealing and slurry sealing as listed under RD1807.

This tender was issued under RD1807 for Localize paving. Residual funds from RD1707 Road Life Cycle Extension will be used to fund these works as well. RD1707 had been given carryover approval in the 2018 Q2 capital close report CORP2018-012.

The Request for Quotation (RFQ) 2018-81-CQ Road Lifecycle Extension – Asphalt Overlay was released and advertised in accordance with the Purchasing Policy.

The RFQ closed on Thursday July 26, 2018 and was opened in public by Mayor Andy Letham and Ashley Wykes, Buyer of Financial Services.

Quotations were received from the following:

Company	
Royel Paving, a division of CRH Canada Inc.	$267,839.50
Coco Paving Inc.	$357,877.40

In accordance with the Purchasing Policy the results of a competitive procurement process are considered to be irregular when fewer than three submissions are received in a formal competitive procurement process.

Irregular results of a competitive procurement process require that the selection of the vendor for award be approved according to the Table of Authority (4.04).

Bids received were checked for mathematical errors and compliance to the bid call.

Royel Paving is the lowest compliant quote and is known to the City.

Rationale:

Staff recommends that Royel Paving, a division of CRH Canada Group Inc. be selected for the award of Quotation 2018-81-CQ Road Lifecycle Extension, Asphalt Overlay for the quoted price of $267,839.50 plus HST.

Other Alternatives Considered:

No other alternative is being considered as the competitive procurement processes were followed and the lowest compliant bid is being recommended.

Financial/Operation Impacts:

Funds for 2018-81-CQ were approved in the 2017 and 2018 Capital Budget as indicated in the table below.

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	10% Contingency	HST Payable	Total Amount	Project Balance
RD1707 983170700	$500,000	$407,143	$92,857	$82,955	$8,295	$1,606	$92,856	$0
RD1807 983180701	$310,300	$0	$310,300	$184,884	$18,488	$3,579	$199,793	$110,207
Total	$810,300	$407,143	$402,857	$267,839	$26,783	$5,185	$292,649	$110,207

Upon completion of the work, any remaining surplus or deficit will be dealt with through the Capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

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

This project relates to Goal1 by maintaining the City existing infrastructure :

- Goal 1 – A Vibrant and Growing Economy

Consultations:

Junior Accountant

Department Head E-Mail: jrojas@kawarthalakes.ca
Department Head: Juan Rojas, Director of Engineering and Corporate Assets

Department File: 2018-81-CQ

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ED2018-010

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Youth and Young Adult Action Plan

Description: The Youth and Young Adult Action Plan outlines specific goals, objectives and actions to be met in key priority areas that will enable the attraction, retention and engagement of youth aged 15-39 in Kawartha Lakes.

Author and Title: Denise Williams, Manager of Economic Development (Acting)
Emma Drake, Economic Development Officer – Community

Recommendation(s):

That Report ED2018-010, **Youth and Young Adult Action Plan**, be received; and

That the draft Youth and Young Adult Action Plan be referred back to staff to address and incorporate comments from Council and the public and be brought forward to a subsequent Council meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of August 22, 2017 Council adopted the following resolution:

CR2017-693

THAT Report ED2017-016, City of Kawartha Lakes Economic Development Strategy, be received; and

THAT the Economic Development Strategy as outlined in Appendix A to Report ED2017-016 be approved and adopted by Council.

Council's direction provides basis for the implementation of the Economic Development Strategy, which includes a goal to attract and retain a new generation of great entrepreneurs and workforce. The Youth and Young Adult Strategy addresses this goal and provides recommendations for the Kawartha Lakes community to attract retain and engage young people who will in turn contribute to our local economy and culture.

Rationale:

The City of Kawartha Lakes Economic Development Strategy identifies the need to attract and retain youth in Kawartha Lakes to diversify the talent and age of the community. Youth attraction and retention is an important priority to ensure a prosperous economy and a diverse local culture.

The current proportion of youth in Kawartha Lakes is lower than provincial and national figures. In Kawartha Lakes, youth and young adults aged 15 to 39 make up approximately 24 percent of the total population, while at a provincial and national level, this age demographic makes up 32 percent of the total population.

Youth continue to out-migrate from Kawartha Lakes. When comparing the number of youth aged 10-14 in 2006 who would have been 20-24 in 2016, there is a negative 20 percent population difference, representing the migration of youth out of Kawartha Lakes. When comparing 25 to 29 year olds in 2016 who were 15 to 29 in 2006, there is more than a negative 30 percent population difference.

As youth continue to out-migrate from Kawartha Lakes, the median age of the population has increased. In Kawartha Lakes, the median age increased from 45 to 52 years from 2006 to 2016. It is important to attract, re-attract and retain youth in Kawartha Lakes to bring balance back to the population, and ensure a vibrant workforce is available to help serve the needs of the aging population. Attracting, retaining and engaging youth is important for the workforce, the economy, local culture and quality of life.

Methodology

To understand the desires and priorities of youth in general, an analysis of existing literature and youth strategies was conducted by staff in Economic Development. Following this, to provide a more specific scope and understanding, an online survey was distributed, targeted towards youth in Kawartha Lakes and the surrounding area. In total, 168 responses to the survey were received, of which 143 were from those aged 15-39. In addition to the surveys, a focus group discussion was held with engaged youth living in Kawartha Lakes to provide additional insights and ideas to create the action plan.

After the community outreach stage had concluded, a community SWOT analysis was prepared. The results of the surveys, focus groups and SWOT analysis were used to build the targeted Youth and Young Adult Action Plan.

Action

The results of community outreach and internal analyses identified a variety of needs and priorities for the youth demographic, with specific emphasis on five key areas: entertainment, employment, housing, branding and transportation.

The Youth and Young Adult Action plan has been prepared to address these five priorities. Each priority has been given a goal in the action plan, supported by objectives and specific actions. The actions recommended in the action plan are justified by the results received. Many of the actions and goals also align with existing policies and plans within the City of Kawartha Lakes, including the Affordable Housing Framework and the Transit Master Plan.

Other Alternatives Considered:

Council could choose to not receive the action plan. However, this would not align with the Economic Development Strategy, which was implemented as an action under the Corporate Strategic Plan.

Financial/Operation Impacts:

There are no financial or operation impacts associated with the Youth and Young Adult Action Plan in the current state of progress. As the plan is implemented, funds may need to be allocated to complete identified actions and reach the outlined goals. Financial requirements would be considered in annual work planning.

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

The City of Kawartha Lakes Strategic Plan, which provides the vision for Kawartha Lakes, identified the creation of a comprehensive Economic Development Strategy under Goal 1: A Vibrant and Growing Economy. An Economic Development Strategy was adopted in 2017 which provides the framework for this Youth and Young Adult Action Plan. The fifth goal of the Economic Development Strategy is to attract and retain a new generation of great entrepreneurs and workforce. Specifically, it was identified that economic development programs will focus on retaining, repatriating and attracting a younger demographic to balance the population age and support a healthy, vibrant economy. Specific actions in the Economic Development Strategy provide rationale for the development of youth retention, repatriation and attraction plans, of which this Action Plan is intended to deliver.

Specific actions in this plan relate to supporting businesses and creating jobs. This will have a direct and positive impact on achieving Goal 1 in the Strategic Plan: A Vibrant and Growing Economy. Other actions in this plan relate to improving access and availability of housing, and improving entertainment and cultural resources which is directly aligned with Goal 2 of the Strategic Plan: An Exceptional Quality Life. Through actions related to active transit, this plan also supports the City in achieving Goal 3: A Healthy Environment.

Review of Accessibility Implications of Any Development or Policy:

Accessibility will be considered as a priority in all measures related to promoting and implementing the Youth and Young Adult Action Plan.

Consultations:

City of Kawartha Lakes Summer Students (various divisions)

Various Business Owners and Chambers of Commerce Representatives throughout the City of Kawartha Lakes

Mike Perry, Shopping Bus Initiative Lead

Attachments:

Appendix A – Youth and Young Adult Action Plan

Youth and Young
Adult Action Plan Drat

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

City of Kawartha Lakes
Youth and Young Adult Action Plan

DRAFT

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Acronyms

BGCKL: Boys and Girls Clubs of Kawartha Lakes

BIA: Business Improvement Association

CKL: City of Kawartha Lakes

DR: Downtown Revitalization

HRDC: Human Resources Development Canada

KLREA: Kawartha Lakes Real Estate Association

KLSBEC: Kawartha Lakes Small Business and Entrepreneurship Centre

RTO8: Regional Tourism Organization 8

TLDSB: Trillium Lakelands District School Board

VCCS: VCCS Employment Services

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Framework for a Youth and Young Adult Action Plan

Youth attraction and retention is an important priority for the City of Kawartha Lakes. The City recognizes that youth are an integral component to achieve the vision for Kawartha Lakes: naturally beautiful, offering an exceptional lifestyle. Attracting, retaining and engaging a younger demographic will help the City to offer an exceptional lifestyle by boosting the local economy while working to enhance and diversify local culture.

The City of Kawartha Lakes Strategic Plan, which provides the vision for Kawartha Lakes, identified the creation of a comprehensive Economic Development Strategy as a key action to ensure a vibrant and growing economy and in turn to help deliver our vision. An Economic Development Strategy was completed in 2016 which provides the framework for this Youth and Young Adult Action Plan. The fifth goal of the Economic Development Strategy is to attract and retain a new generation of great entrepreneurs and workforce. Specifically, it was identified that "economic development programs will focus on retaining, repatriating and attracting a younger demographic to balance the population age and support a healthy, vibrant economy." Specific actions in the Economic Development Strategy provide rationale for the development of youth retention, repatriation and attraction plans, of which this Action Plan is intended to deliver.

This Youth and Young Adult Action Plan is also aligned with the Kawartha Lakes Cultural Master Plan, which celebrates and supports the natural and unique cultural resources of Kawartha Lakes to promote a vibrant cultural identity. Aspirations within the Cultural Master Plan outline the need to attract and retain talented youth in the community through enhanced youth engagement and cultural participation.

Supported by the Kawartha Lakes Cultural Master Plan and facilitated through the Economic Development Strategy, this Youth and Young Adult Action Plan, and the attraction, retention and engagement of youth in Kawartha Lakes, will help the City offer an exceptional lifestyle for all members of our community.

Defining Youth

The term youth is often associated with young children. However, the City of Kawartha Lakes recognizes that the term youth encompasses a much broader range of individuals. This is why this plan has been named to target youth and young adults, to ensure the actions in this plan cover the entire youth demographic that the City seeks to attract, retain and engage in Kawartha Lakes.

Specifically, the target youth demographic for this plan are those youth and young adults aged 15 to 39. This age group spans many different lifestyles and life stages, and the actions in this plan seek to reflect all of them. The youth the City seeks to attract,

retain and engage include high school students, post-secondary ages, the new workforce, and young families.

High school students make up the portion of our youth demographic that are aged 15 to 19. These youth tend to be living with their parents, and some have part-time jobs. Post-secondary ages represent those aged 20-24. Youth in this age may be attending post-secondary education or beginning to enter the workforce. From ages 25-29 is the new workforce age; generally these youth have finished any post-secondary education and are beginning their first full-time careers. Finally, those aged 30-39 make-up the young family demographic in Kawartha Lakes. This age group tends to be focused in a career path, and may be starting families.

This youth demographic highly contrasts against the generation before them. They bring a different dynamic to what were once considered the traditional steps in life, such as education, employment, home ownership and relationships. Youth today are achieving higher levels of education than previous generations, and are often slower to buy a house and establish a family than their parents[1]. Their priorities differ when it comes to employment. High-value is placed on achieving a work-life balance, having flexibility in the workplace and finding employment that enables them to achieve meaning in their work[2,3].

The youth generation is also much more diverse, both racially and ethnically[4]. They bring new values and traditions to local culture.

Importance of a Youth Action Plan

Youth are a key component of the future of Kawartha Lakes. They are the human capital that will become the new workforce and ensure prosperous local economies. They are the engaged citizens that will ensure preservation and diversification of local culture.

Youth today represent a large proportion of the total population. The 15 to 39 youth demographic sought in Kawartha Lakes includes those born to Generation Y (1977-1994) and Generation Z (1995-2012)[4]. These youth represent a large potential for population growth; the Generation Y population cohort is the largest seen since the Baby Boomer generation[4]. The numbers of youth mean they have power to drive change and reformation in their communities. Attracting a high number of youth to

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[1] Frey, W. H. (2018). The Millennial Generation: A demographic bridge to America's diverse future.
[2] The Environics Institute. (2017). Canadian Millennials Social Values Study.
[3] Deloitte. (2018). 2018 Deloitte Millennial Survey.
[4] WJ Schroer. (n.d.). Generations X, Y, Z and the others.

Kawartha Lakes will help grow the workforce and support the local economy, while ensuring all communities in Kawartha Lakes can keep up in an age of rapid technological innovation. The youth demographic has grown up working with technology and are technologically wise[4]. They are continuous learners and adapt rapidly to new technology and ideas, bringing creative solutions to current challenges.

Youth in Kawartha Lakes

As of the 2016 Census, the population of Kawartha Lakes included 18,425 youth and young adults aged 15 to 39, making up approximately 24 percent of the total population. In comparison to provincial and national numbers, the proportion of youth in Kawartha Lakes is significantly lower; in Ontario and Canada youth and young adults aged 15 to 39 constitute 32 percent of the total population[5].

In addition to having a lower proportion of youth, Kawartha Lakes continues to lose youth through out-migration. Based on the census number of youth aged 10 to 14 in 2006, the number of youth aged 20 to 24 in 2016 was twenty percent lower than expected. When comparing the number of 25 to 29 year olds in 2016 to the number of 15 to 19 year olds in 2006, this number is more than 30 percent lower than expected[6].

The statistics provide evidence that Kawartha Lakes continues to lose youth via out-migration, an issue that many rural municipalities are faced with, and highlights the importance of attracting youth along a broad age spectrum. The literature suggests that out-migration is often associated with improving education or economic status; youth from rural areas often migrate to urbanized centres to gain a higher education or participate in a career not available in their home municipality[7,8]. The need and desire to attend post-secondary education is often one of the largest pulls for outmigration; even if courses are offered locally, youth are likely to migrate out for other opportunities and experiences associated with urban centres, including greater entertainment and cultural experiences[7].

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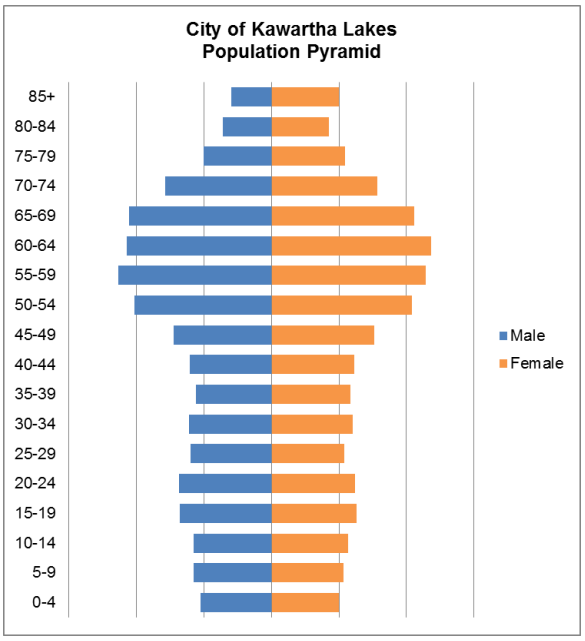
[5] Statistics Canada. (2017). Ontario [Province] and Canada [Country] Census Profile.
[6] Mulcaster, A. (2018). 2016 Census Review.
[7] Liu, Y. (2015). Exploring Strategies for Rural Youth Retention: A Case Study of the Town of Goderich, Huron County, Ontario.
[8] Avis, M. (2013). Exploring the Issue of Young Adult Migration and Retention in Rural Communities: explanations from the class of 2008 from St. Anne's Catholic Secondary School, Huron County, Ontario.



While Kawartha Lakes is losing youth, the number of individuals in an older demographic in Kawartha Lakes continues to rise. This has resulted in an increase in the median age, rising from approximately 45 to 52 years from 2006 to 2016. The population pyramid for the City, shaped like the CN tower, reflects the higher proportion of older adults and the missing youth demographic in Kawartha Lakes. It is important to re-attract and retain youth in Kawartha Lakes to maintain a well-balanced and diversified population and culture.

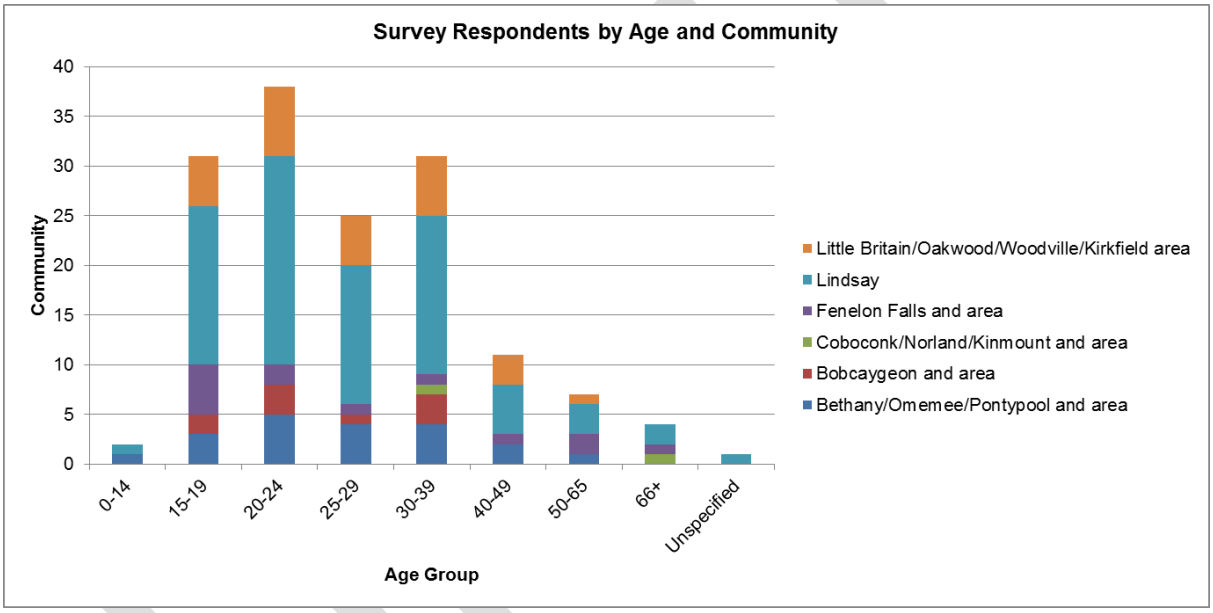
Methodology

To ensure effective outcomes, this action plan was built through a methodology that focused on engaging with youth and young adults and the stakeholders with which they often interact. The creation of this plan followed several steps over the course of four months.

1. Review of existing practices and literature
2. Community outreach
    a. Youth surveys
    b. Youth focus groups
    c. Stakeholder interviews (Victoria County Career Services, Kawartha Lakes Boys and Girls Club)
3. Data collection and analysis
4. Goal setting
5. Community SWOT analysis
6. Preparation of targeted Action Plan

The Results

Responses to the survey were collected over a period of three weeks in June of 2018. The survey was promoted through a news release on the City of Kawartha Lakes website, which was shared through the City of Kawartha Lakes and Economic Development social media accounts. A link to the survey was also sent directly to known interested participants through personal and business connections. Trillium Lakelands District School Board and Fleming College were also contacted and shared the survey on their student newsletters. In total, 168 responses to the survey were received, of which 143 were from those aged 15-39. Majority of respondents lived within Kawartha Lakes; for those that did live in Kawartha Lakes, responses covered the entire Kawartha Lakes geography.

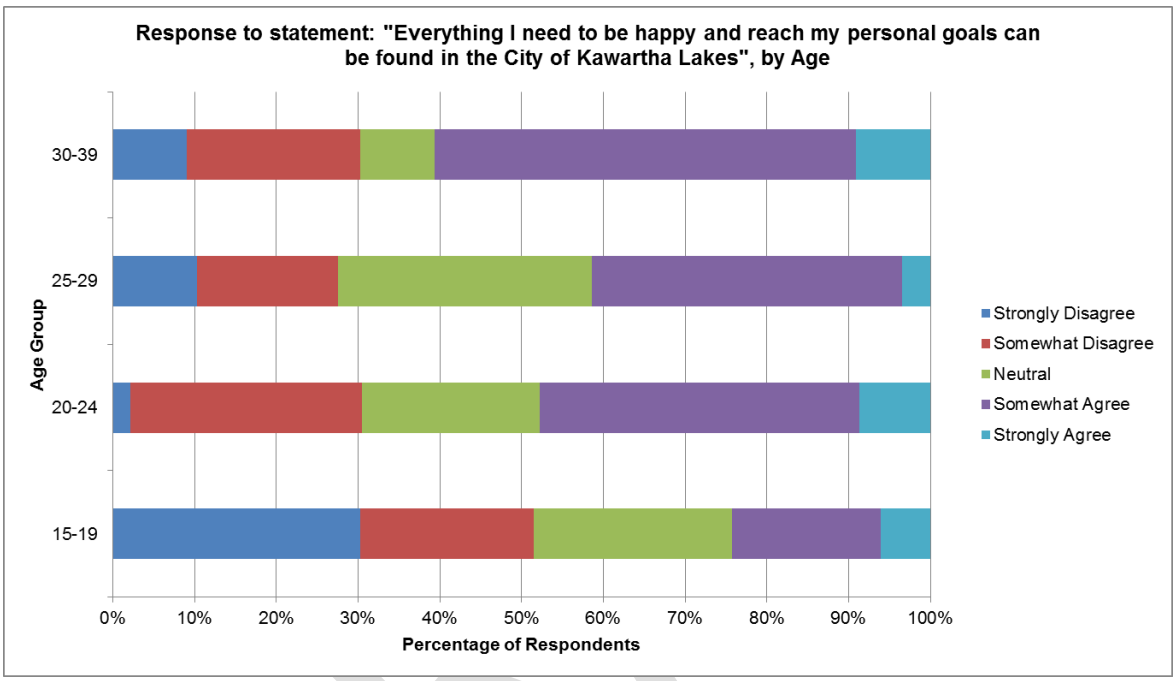


The survey responses provided many further insights into the targeted youth demographic categories, which included:

- High-school students
- Post-secondary students
- Entering workforce
- Young families

Within the high-school student age group, many were working in addition to attending school. This group has high educational aspirations; each respondent indicated a desire to obtain a college certificate or higher. Their educational aspirations are linked to desired employment career fields that require higher education such as Science and Research; Arts, Design, Media and Communication; and Health and Medicine. Education is the top priority for this age group, and this group was more likely to indicate

expanding educational opportunities in Kawartha Lakes as a priority versus any other age. It appears many are intending to move away for educational opportunities; nearly 60 percent of respondents in this group indicated that they only plan to continue living in Kawartha Lakes for 0-4 years. This group also had the highest percentage of respondents, over 50 percent, who either somewhat disagreed or strongly disagreed that everything they need to be happy and reach their personal goals can be found in the City of Kawartha Lakes.



The post-secondary ages, 20-24, constituted the largest proportion of respondents to the survey, totaling almost 28% of respondents. In this group, most were post-secondary students, while some were employed full-time. Similar to the high-school student age group, the 20-24 year-olds had high educational aspirations and a desire to work in career fields such as Agriculture, Food and Natural Resources; Education, Law and Government; and Health and Medicine. However, education was not the highest priority for this group. Instead, their priorities were on Family and Relationships and Finance. In this group, 46% indicated they only intend to live in Kawartha Lakes for 0-4 years, and 15% indicated they intend to live in Kawartha Lakes for the rest of their life. Reflecting their goals on Family and Finance, this age demographic would like to see more job opportunities and greater housing affordability and availability in Kawartha Lakes.

"I think overall Kawartha Lakes is beautiful and has lots of potential, but it hasn't grown to appeal to the interests of young adults - people 20-35 who want more job opportunities and better options for shopping and connections to transit to travel easier

for commuting and recreational purposes." – Resident aged 20-24, Fenelon Falls and area

Within the 25-29 new workforce demographic, similar trends persisted. They too strive to achieve high education levels to obtain careers in Education, Law and Government; and Business, Finance and Entrepreneurship. Similar to the age group before them, they place priority on Family and Relationships and Finance, while also emphasizing the importance of Employment. This group had a higher proportion of respondents who indicated Employment as a personal priority (53%) than any other age group. Increasing job opportunities, housing affordability and availability and supporting small businesses are all important to this group. More respondents in this category believe they will stay in Kawartha Lakes for the rest of their life (33%) while fewer believe they will leave in 0-4 years (23%).

In the young family age demographic, captured by those aged 30-39, new trends begin to emerge. There is still a desire for high education, however a larger proportion of respondents are full-time employed (70%). Priorities placed on Education and Employment decreased, and instead the largest priority for this group is Family and Relationships (79%), making them the group most likely to indicate this as a priority. This family-oriented attitude may be reflected in the fact that 61% of respondents in this age group plan to continue living in Kawartha Lakes for the rest of their life. This group is highly satisfied living in Kawartha Lakes; 61% somewhat agree or strongly agree that everything they need to be happy and reach their personal goals can be found in the City of Kawartha Lakes. For those respondents that moved to Kawartha Lakes in this group, nearly 37% did so because they believe Kawartha Lakes is a good place to raise a family. This group indicated increasing job opportunities and enhancing sports and recreation as some of the most important priorities to encourage them to continue living in Kawartha Lakes.

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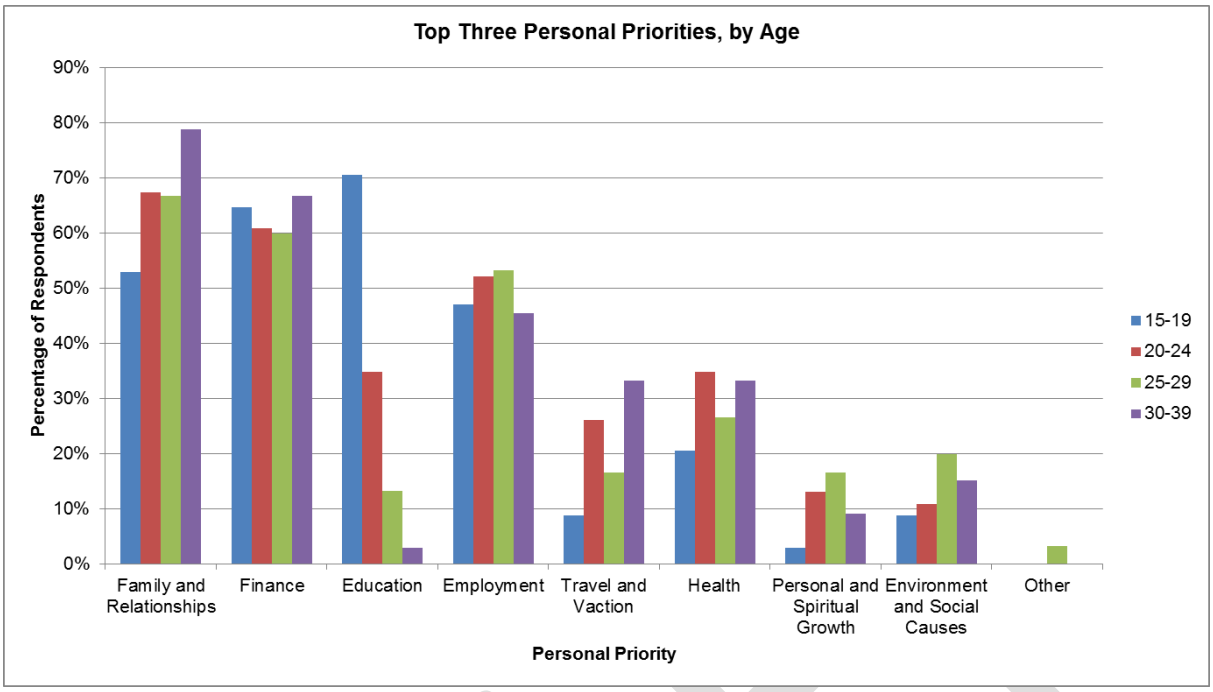


General trends that were identified in the results of the survey showed that within the targeted demographic, Family and Relationships increased as a personal priority as respondents aged, while Education as a priority decreased as respondents aged. Finance was constant priority for all age groups. Employment as a priority increased to a peak at the 25-29 age group, before decreasing for the 30-39 age group. As respondents aged, they were also more likely to indicate satisfaction with living in Kawartha Lakes, and plan to live in Kawartha Lakes for a longer period of time.

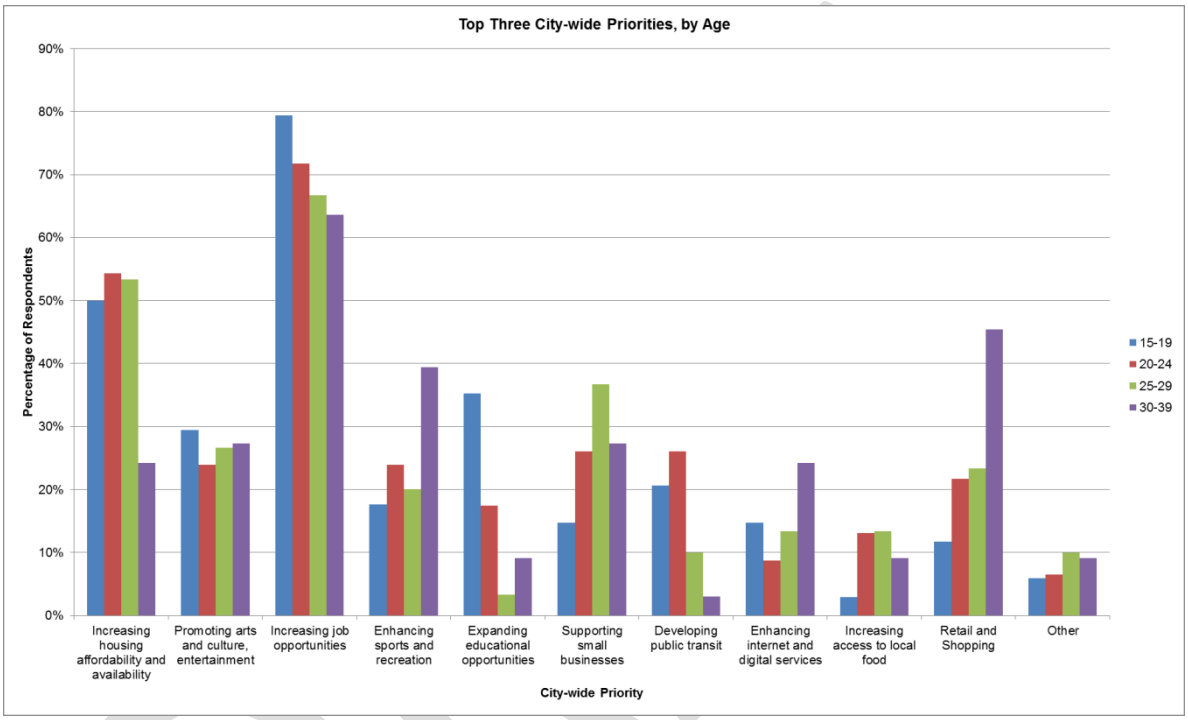
"Our economy needs to grow … We need to find ways to create jobs that center around the environment, tourism, heritage preservation etc. These are the things that bring people to our communities." – Resident aged 30-39, Bethany/Omemee/Pontypool and area

Increasing job opportunities was of highest importance to all age groups; 71% of respondents in the targeted age group indicated this as one of the top three priorities that would convince them to stay in Kawartha Lakes. Increasing housing affordability and availability was especially important to the 15-29 age groups, and in total 46% of respondents aged 15-39 indicated this as a priority.

Expanding recreational and entertainment opportunities also emerged as a priority for all groups; 25% of respondents in the targeted age group included enhancing sports and recreation as one of the top three priorities that would convince them to stay in Kawartha Lakes, while 27% chose promoting arts, culture and entertainment. This priority was further emphasized in the survey comments, and in the focus group discussion. Respondents and participants emphasized that there seems to be little

priority placed on providing recreation and entertainment for a younger demographic. They would like to see more experiences and events that draw a younger crowd; events such as food festivals or concerts. A recent study found that seven in ten city-dwelling Canadians feel it is important to live in a neighbourhood that has a vibrant arts scene including live music[9].

"More entertainment - food, beverage, music, bar, festivals - would be lovely. There isn't much to do on weekends with a group of friends." Resident aged 25-29, Lindsay



While not indicated as one of the top three priorities in the survey, a need for public transit was identified in the focus group conversations and in survey comments. In Kawartha Lakes, those youth who don't have a car feel trapped, and they have even less opportunities to access recreation and entertainment. Having a personal vehicle is seen as a necessity for living in Kawartha Lakes, to access work and play. Public transit within our community and to nearby communities, such as Peterborough and Oshawa, was seen as a priority for some respondents.

"[I would like to see] GO Transit to allow transportation outside of the City for those who cannot afford cars. Especially important for college students with family from afar." Resident aged 20-24, Lindsay

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[9] Durham Radio News. (2018). Young Canadians want to live in neighbourhoods with live music: study.

Other discussion in the focus group highlighted the need for improved branding and communication in Kawartha Lakes that ensures the City has a positive image and targets young adults.

"Growing up outside of Kawartha Lakes, the perception I had about the City, based on stories I had heard, wasn't a positive one. Now, my life has brought me to Kawartha Lakes, and I really enjoy it here. We need to ensure the messaging and brand of Kawartha Lakes is a positive one that is communicated out proudly." Resident aged 25-29, Little Britain/Oakwood/Woodville/Kirkfield area

The survey results also highlighted what respondents liked most about living in Kawartha Lakes. Most popular, with 68% of respondents in the targeted age group indicating this as one of their favourite things, are the lakes, rivers and natural resources. The proximity to family and friends (51%) and sense of community (44%) were also favorited characteristics, while community safety (22%) and affordability (18%) had lower rankings, but rounded out the top five favourite characteristics about Kawartha Lakes.

Community SWOT Analysis

Using the identified priorities from the survey and focus group, a community SWOT analysis was conducted. The SWOT analysis analyzed the existing assets in resources in Kawartha Lakes as they pertained to entertainment, housing, transit, employment and branding. The results of the SWOT analysis are listed below.

Strengths

1. Abundance of natural resources and parks for recreation and entertainment
2. Zoning policies to permit diverse housing development (e.g. secondary suites)
3. Large local employers in desired career areas (e.g. Education, Law, Government; Health and Medicine)
4. Strong local career support services
5. Existing transit infrastructure and services in Lindsay
6. Small-town charm and sense of community
7. Proximity to Fleming College and Trent University

Weaknesses

1. Lack of events and attractions appealing to a youth demographics, particularly in arts and culture
2. Minimal range of organized recreation for all ages outside of larger community zones
3. Limited diversity of housing stock, especially lacking rental units
4. Poor youth awareness of job opportunities in Kawartha Lakes
5. Limited attraction of employers requiring specialized or advanced skills

6. Insufficient public transit and active transit networks connecting City
7. Poor advertisement of events targeted to youth
8. Current perception of Kawartha Lakes as a retirement community

Opportunities

1. Developing arts network
2. Growing agricultural industry to support jobs and interest in local food
3. Collaboration with Fleming College and Frost Student Association
4. Lower median home prices compared to GTA and province[10]
5. Apartment infrastructure in mixed-buildings
6. Increased interest in entrepreneurship
7. Growing job opportunities in economies that are not tied to public funding
8. Expansion of 407 road network
9. Authentic messaging on social media and blog sites
10. Capitalizing on work-life balance in Kawartha Lakes

Threats

1. Nearby cities offer greater entertainment and recreation opportunities
2. Rising home and rental prices beyond affordable threshold[11]
3. Higher incomes[6] and greater perceived job opportunities in nearby regions
4. Changing workforce dynamics contrast traditional employer expectations
5. Negative perception about rural living by public youth
6. Stronger transit networks outside of Kawartha Lakes

An Inclusive Action Plan

Though the different age groups within the targeted youth demographic share priorities such as increasing job opportunities, increasing housing affordability and availability, and enhancing recreation and entertainment, their varying life stages cause other differences that need to be recognized through an inclusive youth action plan.

High-school and post-secondary aged youth (15-24) are likely to leave the City of Kawartha Lakes for educational opportunities. However, it is important to cater to the needs and priorities of this group so they feel happy and satisfied while they are living here, and are motivated to move back to Kawartha Lakes upon completing their education.

At the post-secondary and new workforce stage (20-29) higher emphasis is focused on employment, housing and family and relationships. As such, it will be important to

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[10] The Canadian Real Estate Association. (2018). Housing Market Stats: Median Price.
[11] SHS Consulting. (2017). City of Kawartha Lakes and County of Haliburton Affordable Housing Framework Final Report.

ensure that the jobs are here, and that affordable housing is available, as this group seeks to establish themselves while spending time with family. Ensuring jobs and affordable, diverse housing options are available will help to motivate those that have left for post-secondary opportunities to return to Kawartha Lakes to begin their professional lives.

For the young family demographic, greater priority is placed on family. The City of Kawartha Lakes will need to provide for the individuals in this age (30-39), but also for the young children they may have as their families grow.

The varying and diverse life stages highlight the different priorities for each of the targeted youth groups. Acknowledging this, this plan has been designed to include all life stages and reach the goals that are most important to all youth and young adults in Kawartha Lakes.

Mission

The mission of this action plan is to attract, retain and engage youth in Kawartha Lakes to ensure a prosperous economy and diverse local culture.

Strategic Plan

This strategic plan has five overarching goals that relate back to the priorities identified in engagement with youth and involved stakeholders. For each goal, several objectives and actions to achieve the objectives have been set. Each action has also been given a priority and a list of partners and stakeholders that will be key to ensuring this action plan progresses forward to meet the defined goals. The set priorities are:

- High (complete within 1-2 years)
- Medium (complete within 3 years)
- Low (complete within 5 years)

Evaluation of the progress of the Youth and Young Adult Action Plan will occur informally on a bi-annual basis. A formal evaluation of the plan will be conducted each year. Presentations to council will be given annually to provide updates on the progress and successes of the action plan.

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Goal 1: **Increase the availability of activities and entertainment in Kawartha Lakes for youth and young adults**

Objective	Actions	Priority	Partners and Stakeholders
Maintain and enhance programming offered internally and by local partners	Initiate discussions with local partners (e.g. Kawartha Lakes Boys and Girls Club) to identify recreational gaps.	High	CKL; BGCKL; Sports Leagues and Associations
	Explore potential of partnering with local businesses and charities to provide funding for recreation opportunities (e.g. Canadian Tire Jump Start).	Low	CKL; BGCKL; Sports Leagues and Associations
	Continue to develop and promote recreation opportunities offered by the City of Kawartha Lakes, with specific emphasis on organized recreation for youth and young adults.	High	CKL
Develop targeted marketing of activities and recreation to increase awareness within Kawartha Lakes	Create a central online location to post events and recreational opportunities. Include internal and externally organized activities in online hub.	Medium	CKL
	Expand use of social media to promote special events.	High	CKL, Community
Enhance diversity of events and entertainment Kawartha Lakes	Evaluate the opportunity for a Youth Strategist/Events Planner/Social Coordinator position within the City of Kawartha Lakes to coordinate new entertainment opportunities for youth and young adults.	High	CKL

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Objective	Actions	Priority	Partners and Stakeholders
	Create social events and opportunities that align with current trends: ● Food (e.g. food truck festivals, Food from the World) ● Seasonal (e.g. Christmas Markets, Oktoberfest, Winterlude) ● Music (Music fests, concerts) ● Fitness (Colour Run, Obstacle course, yoga festivals)	Medium	CKL, Community, DR Committee
	Encourage established and new businesses to create experience-oriented opportunities. Ensure new experiences are appropriately marketed.	Medium	CKL, Chambers, BIA
	Develop experience packages that connect local communities.	Low	CKL, RTO8, Chambers, Tourism Groups
	Work with local partners to enhance arts and cultural events and offerings in Kawartha Lakes.	Medium	CKL, Kawartha Lakes Arts Council
Ensure Kawartha Lakes policies and regulations are supportive of entertainment opportunities	Review and adjust patio bylaws to allow larger patios during certain seasons and special events.	Medium	CKL
	Ensure bylaws and regulations are supportive of pop-up events (e.g. music, food truck lunches).	High	CKL
	Create a guide for pop-up events that outline processes, regulations, permitted locations and uses.	Medium	CKL

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Objective	Actions	Priority	Partners and Stakeholders
	Designate specific spaces throughout the City that are appropriate for pop-up events.	Medium	CKL

Goal 1 Measures

- Increased number of youth participants in recreation and events
- Engagement with youth on social media
- Number of new events and participant counts

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Goal 2: **Ensure Kawartha Lakes maintains a prosperous economy with a diversity of jobs for job-seekers at all levels of career development**

Objective	Actions	Priority	Responsible Partners
Enhance youth awareness of career opportunities within Kawartha Lakes	Connect local employers with high-school students to provide co-op, job shadowing and volunteer hour experiences.	High	CKL, TLDSB, Community, VCCS
	Create partnerships between local industries and educational institutions to craft hands-on learning opportunities tied to real-word outcomes (i.e. graphic design competitions for local events).	Medium	CKL, TLDSB, Fleming College, Community
	Develop career fairs targeting youth and young adults at the high-school and post-secondary levels, featuring local Kawartha Lakes businesses.	Low	TLDSB, Fleming College, VCCS
	Work with local partners to create an accessible job board or job marketing platform that effectively communicates opportunities to a youth demographic.	Low	CKL, VCCS
Attract high-paying, specialty jobs to Kawartha Lakes	Create an incentive program for new employers of choice to locate in Kawartha Lakes (e.g. rebates based on number of jobs created).	Medium	CKL
	In collaboration with Downtown Revitalization efforts, create a Toolkit for New Business as a guide for new employers locating in Kawartha Lakes.	High	CKL
	Promote opportunities for potential new businesses in Kawartha Lakes using insights gained through annual business analysis. Provide information on the demand for specific sectors in Kawartha Lakes to help make the case	Medium	CKL, Chambers, BIA

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Objective	Actions	Priority	Responsible Partners
	for businesses.		
Create an employment environment that is attractive to the youth demographic	Encourage local businesses to offer involved summer and student employment and internship opportunities.	High	KLSBEC, Chambers, VCCS, HRDC
	Advocate for increased network connectivity in Kawartha Lakes to enable work from home opportunities.	Medium	CKL, Chambers, DR Committee
	Conduct workshops with employers to inform and encourage flexible scheduling, alternative hours and methods to improve business culture.	Low	KLSBEC, Chambers, VCCS
	Work with local business to inform how to attract and retain a strong workforce through proper job posting techniques and promoting opportunities for advancement.	Low	Chambers, VCCS, KLSBEC
Encourage entrepreneurship in the youth community	Continue to offer Summer and Starter Company programs.	High	KLSBEC
	Secure funding to maintain an annual business competition to celebrate and support new entrepreneurs in Kawartha Lakes (e.g. Downtown Dreams, Win this Space)	Medium	KLSBEC, Chambers, Community sponsors
	Coordinate business networking nights for young entrepreneurs and professionals to share ideas and resources.	Medium	KLSBEC, Chambers, Local Businesses
	Facilitate the development of a co-working space for to be shared by local entrepreneurs looking for a small space to	Low	Chambers, KLSBEC,

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Objective	Actions	Priority	Responsible Partners
	operate their business. Provide space and resources for a monthly membership fee.		Community

Goal 2 Measures

- Participation counts in career fairs, co-ops, job shadowing etc.
- Business retention and growth
- Successful Summer and Starter Company program applicants

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Goal 3: **Encourage the development of a diversity of affordable housing options in Kawartha Lakes**

Objective	Actions	Priority	Responsible Partners
Ensure development of a variety of housing options to meet the needs of youth in Kawartha Lakes	Provide incentives to developers to create medium and high-density, affordable living options (e.g. density bonusing).	High	CKL
	Create an incentive/competition for mixed-use property owners to renovate and lease residential units above commercial spaces.	Medium	CKL, Chambers, BIA
	Promote the need for and support the continued development of rental housing in Kawartha Lakes by encouraging the development or renovation of rental units.	Medium	CKL, KLREA
Align City resources and policies to support the development of a diverse range of housing that is affordable for youth and young adults	Continue to complete the actions as outlined in the Affordable Housing Framework.	As per Affordable Housing Framework	CKL
	Continue to allocate funding for various housing and homeownership programs in Kawartha Lakes. Ensure dedicated amounts of funding are targeted towards creating smaller units that meet the needs of for youth and young adults.	High (On-going)	CKL
	Identify and zone additional RM1, RM2, RH1 and RMC lands through a comprehensive zoning by-law review to support the creation of smaller, high-density units.	Medium	CKL
	Implement stronger Official Plan and Secondary Plan policies to mandate the housing targets set out in the Housing and Homelessness Plan (25% all new residential	Low	CKL

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Objective	Actions	Priority	Responsible Partners
	development to be affordable to low and moderate income families; 71% low density, 20% medium density and 9% high density).		
	Create emphasis in the Official Plan and Secondary Plan on creating a diverse range of housing options including smaller units for youth and young adults.	High	CKL
Promote Kawartha Lakes as an attractive housing market for younger demographics	Encourage developers to market affordable developments to a youth demographic.	Medium	CKL, Community, KLREA
	Create a marketing campaign highlighting the lower-cost of housing in Kawartha Lakes and available housing and homeownership programs to attract youth to the area. Use social media and engaging marketing tactics to reach a broader audience.	Low	CKL, KLREA
Ensure resources are in place to support youth in housing and homeownership	Create housing and homeownership workshops to educate youth on how best to prepare and save to reach their housing goals.	Medium	Community finance institutions, KLREA

Goal 3 Measures

- Number of high-density, rental, affordable housing units created
- Funds allocated to youth under housing and homeownership programs
- Number of youth and young adults on housing waitlists

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Goal 4: **Develop and communicate a brand for Kawartha Lakes that targets and appeals to a younger demographic**

Objective	Actions	Priority	Responsible Partners
Design an inspired brand that appeals to youth and young adults	Conduct conversations with youth to determine what they like most about Kawartha Lakes.	High	Community, CKL
	Use results from conversations to connect with community partners and design a youthful brand for Kawartha Lakes, separate from the City Corporate brand (e.g. Muskoka - Adirondack Chairs).	High	Community, CKL
	Translate brand into tangible features within the community (e.g. TORONTO sign, Red Chairs, Murals and art).	Low	Community, DR Committee, Chambers, CKL
Increase internal capacity to engage with youth and young adults	Evaluate the opportunity for a Youth Strategist/Events Planner/Social Coordinator position within the City of Kawartha Lakes to create and market events and opportunities for a younger demographic.	High	CKL
	Create a Youth Ambassador group to promote and advocate for Kawartha Lakes and provide input on City initiatives.	High	CKL, Chambers, Community
	Strengthen connections with youth organizations and institutions in the area (e.g. local schools, Fleming College, Boys and Girls Club).	Medium	CKL, Community, TLDSB, Fleming College, BGCKL

DRAFT

Objective	Actions	Priority	Responsible Partners
Implement appropriate outreach to engage intended youth and young adult audiences	Market brand with partners using unique techniques (e.g. viral marketing, social media ads, geofilters, consumer apparel).	Medium	CKL, Community
	Design and run innovative contests to market and appeal to youth audiences (e.g. Instagram photo contests, radio contests). Incorporate tangible features of community and brand into the contests.	Low	CKL
	Connect with local celebrities to identify partnerships for promotion of Kawartha Lakes (e.g. Strumbellas, Neil Young, James Barker Band).	Medium	CKL, Community
	Develop a strong online presence using personal and social influencing blogs (e.g. Buzzfeed, Narcity, blog.TO).	High	CKL, Community

Goal 4 Measures

- Meetings of Youth Ambassador group
- Mentions and engagements on social media
- Reach and engagement on personal and social blogs

DRAFT

Goal 5: **Enhance public transportation and active transportation networks to suit the needs of young individuals**

Objective	Actions	Priority	Responsible Partners
Enhance recognition of desired and most effective public transit routes throughout Kawartha Lakes	Work with Kawartha Lakes Rural Transit Working Group to analyze data on most important and effective public transit routes.	High	CKL, Kawartha Lakes Rural Transit Working Group, Local Chambers, Community
Develop local partnerships to enhance public transit delivery that suits the needs of youth and young adults	Explore opportunities to fund partnership shuttle service with Frost Student Association to expand service between Lindsay and Peterborough to community.	High	CKL, Fleming College, Rural Transit Working Group
	Work with the Kawartha Lakes Boys and Girls Club to determine an appropriate shuttle service to recreation programs.	Medium	CKL, BGCKL, Community
	Following recommendations in the Transit Master Plan, provide transit service to residents across Kawartha Lakes.	As per Transit Master Plan	CKL, Rural Transit Working Group
Advocate for presence of larger transit lines	Engage in conversations with GO Transit and Metrolinx to identify potential future transit lines between Kawartha Lakes and GTA.	Low	CKL, Rural Transit Working Group
	Connect with proximal municipalities to investigate a regional transit network.	Medium	CKL, Rural Transit Working Group

DRAFT

Objective	Actions	Priority	Responsible Partners
Encourage car and ride-sharing programs for commuters to employment locales	Ensure that City by-laws and policies are permissive of UBER and other ride-sharing programs.	High	CKL, Community
	Develop a secure ride-sharing network and web platform for residents.	Low	CKL, Community
Make Kawartha Lakes a pedestrian and bicycle-friendly community	Encourage dedicated bike lanes in new development and large reconstruction projects.	High	CKL
	Provide connected bike routes from Kawartha Trans-Canada Trail into community downtowns.	Low	CKL, DR Committee, Chambers, BIA
	Provide bike-racks in community downtowns.	Medium	CKL, DR Committee, Cycling Club, Chambers, BIA
	Create a bike-share program in communities throughout Kawartha Lakes.	Medium	Cycling Club, BIA, Community
	Provide training to cyclists regarding how to ride on roads and city streets to ensure safety in active transit delivery.	High	Cycling Club

Goal 5 Measures

- Number and demographic of transit users
- Kilometers of new bike trails and bike lanes
- Number of cycling training courses delivered and participation rates

DRAFT

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-062

Date: **August 14, 2018**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 5 – Fenelon

Title: Removal of Holding (H) Symbol for Stoll Metal Sales Inc.

Description: Application to amend the Township of Fenelon Zoning By-law 12-95 to remove the Holding (H) symbol, to allow the construction of a 1,412.5 square metre building for a custom metal roofing, siding and supplies business at 1993 Glenarm Road, Fenelon (Brenneman)

Author and Title: **Ian Walker, Planning Officer – Large Developments**

Recommendations:

That Report PLAN2018-062, **Removal of Holding (H) Symbol for Stoll Metal Sales Inc.**, be received;

That Zoning By-Law Amendment application D06-2018-017 identified as 1993 Glenarm Road, City of Kawartha Lakes, as generally outlined in Appendix "C" to Report PLAN2018-062, be approved and adopted by Council; and

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

This application was received on April 26, 2018 and deemed to be a complete application. This application proposes to remove the Holding (H) symbol from Schedule A of the Township of Fenelon Zoning By-law 12-95, which regulates development and use of 1993 Glenarm Road. The removal of the Holding (H) symbol would permit a portion of the lot to be developed with a 1,412.5 square metre industrial building for a custom metal roofing, siding and supplies business in accordance with the permitted uses in the Agricultural Exception Twenty-Two (A1-22) Zone.

Owner:	Simon, Joseph and Regina Brenneman
Applicant:	Thorstone Consulting Services – Dan Stone
Legal Description:	West Half Lot 21 and Part of Lot 22, Concession 5, Geographic Township of Fenelon
Designation:	Prime Agricultural and Environmental Protection, City of Kawartha Lakes Official Plan
Zone:	Agricultural (A1) Zone, Agricultural Exception Twenty-Two – Holding [A1-22(H)] Zone, and Environmental Protection (EP) Zone on Schedule A of the Township of Fenelon Zoning By-law No. 12-95
Lot Area:	58.8 hectares [141.78 acres – MPAC], of which a maximum of 0.65 hectares (including a maximum of 1,600 square metres for all buidings) are devoted to the custom metal roofing, siding and supplies business use
Site Servicing:	Private individual on-site sewage disposal and well
Existing Uses:	Agricultural, Stoll Metal Sales, Provincially Significant Wetland
Adjacent Uses:	North: Rural Residential, Agricultural East: Lee's Road, Rural Residential, Agricultural South: Glenarm Road, Rural Residential, Agricultural West: Balsam Grove Road, Rural Residential, Agricultural

Rationale:

A 0.65 hectare (1.6 acre) portion of the subject land is zoned Agricultural Exception Twenty-Two Holding [A1-22(H)] Zone. The lot is currently developed with agricultural uses, and the existing Stoll Metal Sales business. The A1-22(H) zone was applied to this property on July 11, 2017 (By-law 2017-148). The Holding (H) symbol is to be removed to permit development of a portion of the lot in accordance with the following criteria:

- The owner shall enter into a site plan agreement for the proposed development.

The applicant has applied on behalf of the landowner to have the Holding (H) provision removed to allow the construction of a new 1,412.5 square metre industrial building in accordance with the A1-22 zone provisions. See Appendix B. The development of this property is subject to the owner entering into a site plan agreement with the City. On July 10, 2018, the Director of Development Services signed the site plan drawings as part of a plans-only site plan approval. On this basis, the owner has satisfied the condition above; therefore it is appropriate for Council to consider removal of the Holding (H) provision for this lot.

Provincial Policies:

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

Official Plan Conformity:

The land is designated Prime Agricultural and Environmental Protection on Schedule A-5 of the City of Kawartha Lakes Official Plan. The proposed development is in the portion of the property designated as Prime Agricultural, and conforms to the applicable policies of the designation.

Zoning By-law Compliance:

The portion of the property being considered by this application is zoned Agricultural Exception Twenty-Two – Holding [A1-22(H)] Zone, which permits a custom metal roofing, siding and supplies business, subject to established development provisions. Any proposed use of the property would need to conform to the appropriate zoning provisions. The applicant has submitted a rezoning application for removal of the Holding (H) provision to implement the proposed development.

Other Alternatives Considered:

No other alternatives have been considered.

Financial/Operation Impacts:

There are no financial considerations unless Council’s decision is appealed by the owner/applicant to the Local Planning Appeal Tribunal. In the event of an appeal there could be costs for legal representation and planning staff.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

The Council Adopted Strategic Plan identifies these Strategic Goals:

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

This application aligns with the vibrant and growing economy strategic goal as it provides to expand the employment base, and allow some of the existing agricultural buildings to return to agricultural uses.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications for the City.

Servicing Implications:

The lot is serviced by a private individual well and septic system.

Consultations:

Notice was given in accordance with the Planning Act. To date, we have received the following comments:

Agency Review Comments:

August 1, 2018 – The Building Division advised it has no concerns.

Development Services – Planning Division Comments:

The landowner has received a plans-only site plan approval from the City. Staff support this application based on the information contained in this report and the comments received as of August 1, 2018. As such, staff respectfully recommends that the proposed zoning by-law application to remove the Holding (H) symbol be approved and adopted by Council.

Attachments:

The following attached documents may include scanned images of appendixes, maps, and photographs. If you require an alternative format, please call Ian Walker, Planning Officer – Large Developments, (705) 324-9411 extension 1368.

Appendix ‘A’ – Location Map

PLAN2018-062
Appendix A.pdf

Appendix ‘B’ – Proposed Development Plan, dated July 4, 2018

PLAN2018-062
Appendix B.pdf

Appendix ‘C’ – Draft Zoning By-law Amendment

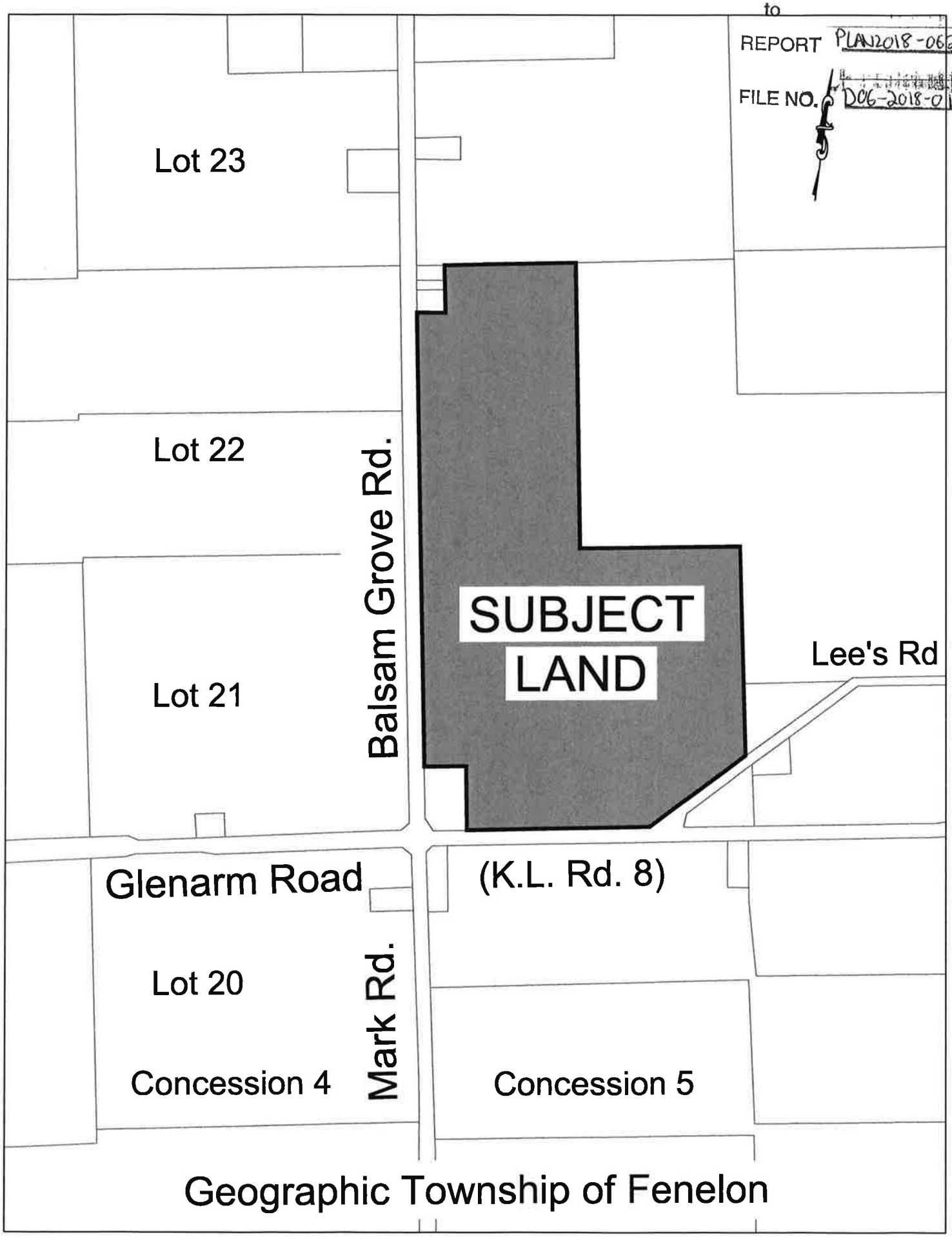
PLAN2018-062
Appendix C.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

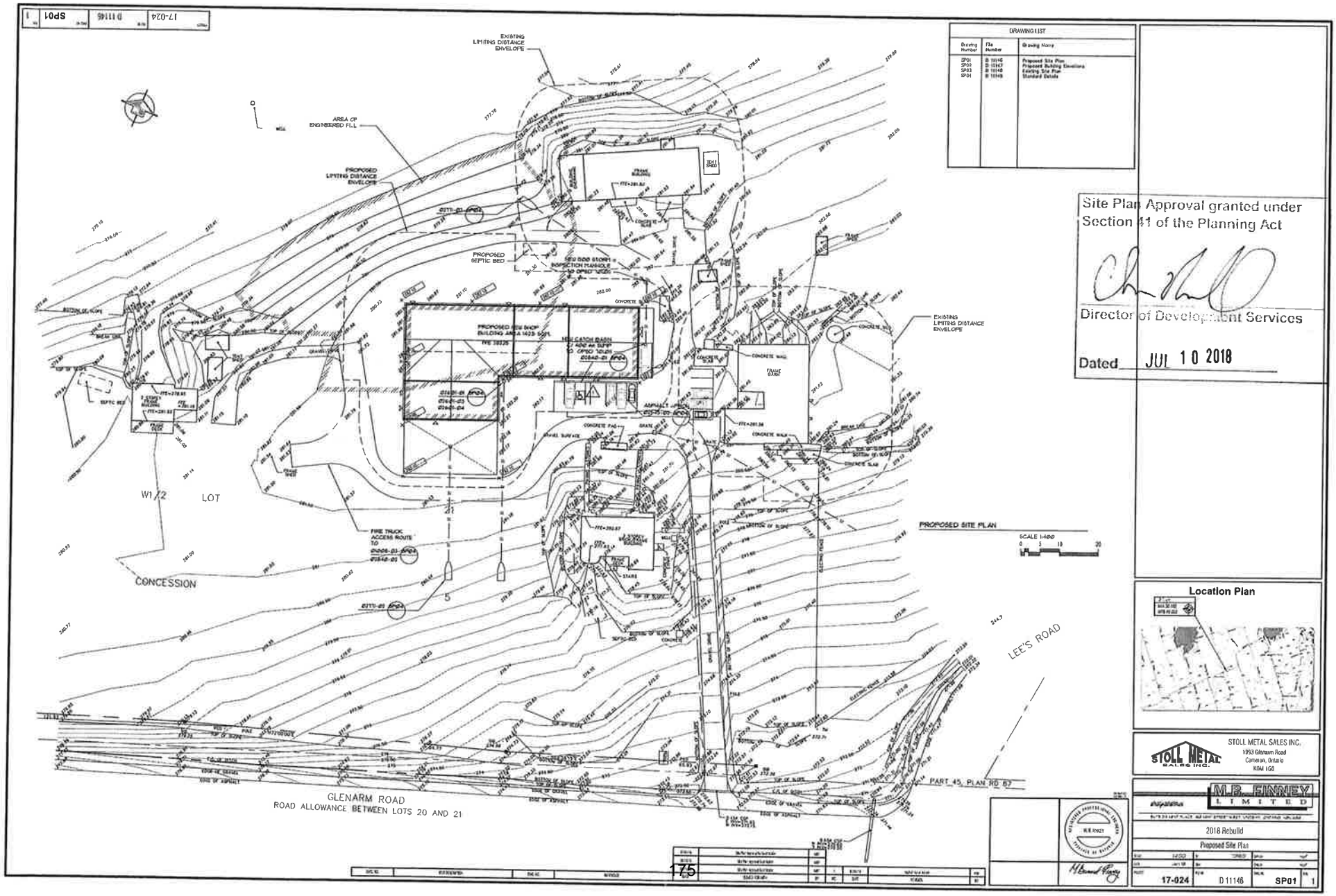
Department Head: Chris Marshall, Director, Development Services

Department File: D06-2018-017

APPENDIX "A"
to
REPORT PLAN2018-062
FILE NO. D06-2018-017



APPENDIX "B"
to
REPORT PLAN2018-062
FILE NO. D06-2018-017



APPENDIX "C"
to 1/3
REPORT PLAN2018-062
FILE NO. D06-2018-017

The Corporation of the City Of Kawartha Lakes

By-Law 2018 -

A By-Law To Amend The Township Of Fenelon Zoning By-Law 12-95 To Remove The Holding Symbol (H) From A Zone Category On Property Within The City Of Kawartha Lakes

[File D06-2018-017, Report PLAN2018-062, respecting West Half Lot 21 and Part of Lot 22, Concession 5 – Brenneman]

Recitals:

1. Section 36 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.

2. The Council of the City of Kawartha Lakes enacted By-law No. 2017-148, which contained a Holding (H) symbol relating to the use of the property.

3. Council has received a request to remove the Holding (H) symbol from the Agricultural Exception Twenty-Two – Holding [A1-22(H)] Zone.

4. The conditions imposed by Council and shown in By-law 2017-148 have been complied with.

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

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this By-law is described as West Half Lot 21 and Part of Lot 22, Concession 5, geographic Township of Fenelon, now in the City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule A to By-law No. 12-95 of the Township of Fenelon is further amended to remove the Holding (H) symbol from the Agricultural Exception Twenty-Two – Holding [A1-22(H)] Zone for the land referred to as A1-22, as shown on Schedule A attached to this By-law.

Section 2:00 General Terms

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 and 36 of the Planning Act R.S.O. 1990, c.P.13.

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

Andy Letham, Mayor

Cathie Ritchie, City Clerk

APPENDIX "C"
to 2/3
REPORT PLAN2018-062
FILE NO. D06-2018-017

THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

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

THIS _____ DAY OF _____ 2018.

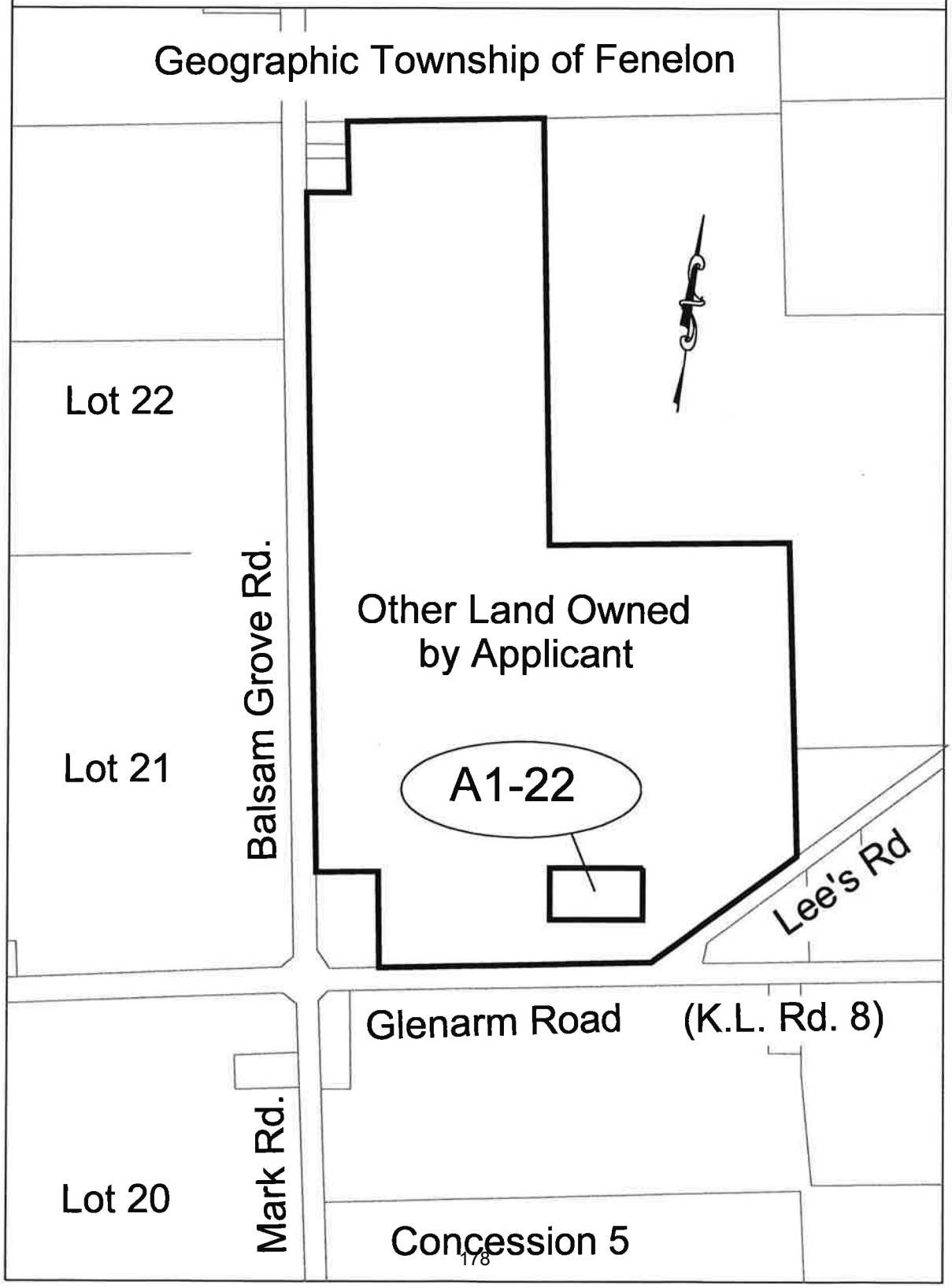
MAYOR _____ CITY CLERK _____

APPENDIX "C" 3/3

to

REPORT PLAN2018-062

FILE NO. D06-2018-017



The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-065

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 1 - Carden

Subject: A by-law to deem Lots 31 and 32, Registered Plan 321, 38 Marlene Lane, geographic Township of Carden (Morris) – Planning File D30-2018-011

Author and Title: David Harding, Planner II

Recommendation:

RESOLVED THAT Report PLAN2018-065, respecting Lots 31 and 32, Registered Plan 321, geographic Township of Carden, **Morris – Application D30-2018-011**, be received;

THAT a Deeming By-law respecting Lots 31 and 32, Registered Plan 321, substantially in the form attached as Appendix D to Report PLAN2018-065, 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:	To deem Lots 31 and 32, Registered Plan 321, not to be lots within a registered plan of subdivision.
Owner:	Gareth Morris
Official Plan:	Waterfront – City of Kawartha Lakes Official Plan
Zone:	Limited Service Residential (LSR) Zone – Township of Carden Zoning By-law Number 79-2
Site Servicing:	Lot 31 – well and septic system Lot 32 – Vacant Land
Existing Use:	Lot 31 – Residential Lot 32 - Vacant Land
Adjacent Uses:	North, South: Second Tier Shoreline Residential/Forest East: Second Tier Shoreline Residential West: Rural/Agricultural/Forest

Rationale:

The owner is proposing to construct a detached garage on Lot 32, located to the west of the dwelling on Lot 31 (38 Marlene Lane), see Appendices B and C. The proposal does not comply with the Zoning By-law as the garage, an accessory building, would not be accessory to a dwelling on the same lot. The lots must be consolidated for the proposed development to proceed. Thus, the owner has requested Council pass a Deeming By-law to deem Lots 31 and 32, Registered Plan 321, not to be lots within a registered plan of subdivision.

Adoption and subsequent registration of this Deeming By-law (see Appendix D) will consolidate Lots 31 and 32, both of Plan 321, into one larger lot so they cannot be sold separately. The legal description will remain the same: Lots 31 and 32, Plan 321.

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

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

This application aligns with the quality of life and healthy environment priorities by creating a property with a larger building envelope to support a proposed residence, which reduces the total number of undersized shoreline residential back lots and provides additional space should a new septic system or well be required in the future.

Conclusion:

The consolidation of the two separate lots will create one larger lot. The deeming by-law will facilitate the issuance of a building permit for the proposed detached garage. Planning staff do not anticipate any negative impacts as a result of the consolidation.

Attachments:

Appendix A – Location Map

Appendix A to PLAN2018-065.pdf

Appendix B – ApplicantSketch

Appendix B to PLAN2018-065.pdf

Appendix C – Subdivision Plan Excerpt

Appendix C to PLAN2018-065.pdf

Appendix D – Draft Deeming By-law

Appendix D to PLAN2018-065.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

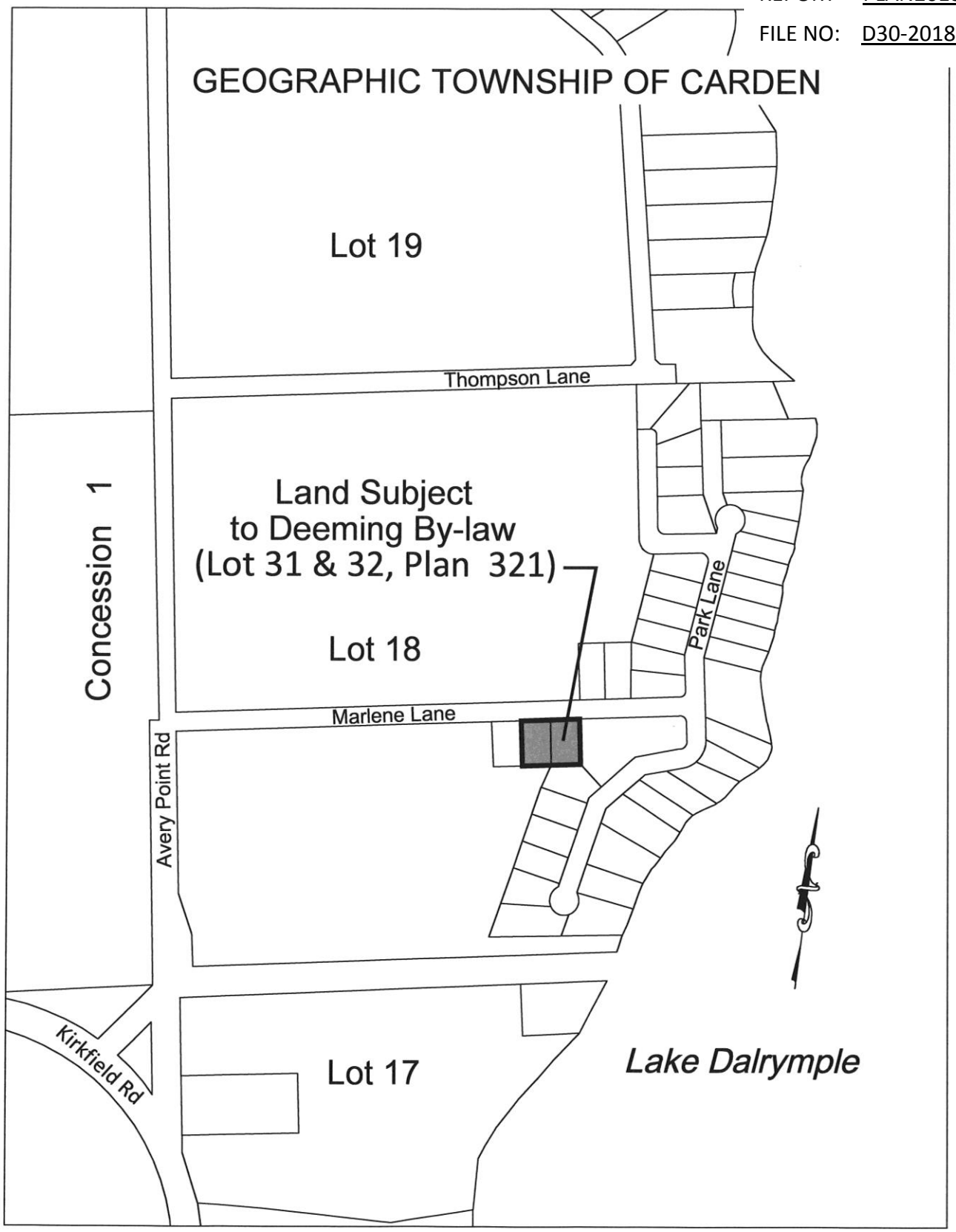
Department File: D30-2018-011

APPENDIX " A "

to

REPORT PLAN2018-065

FILE NO: D30-2018-011

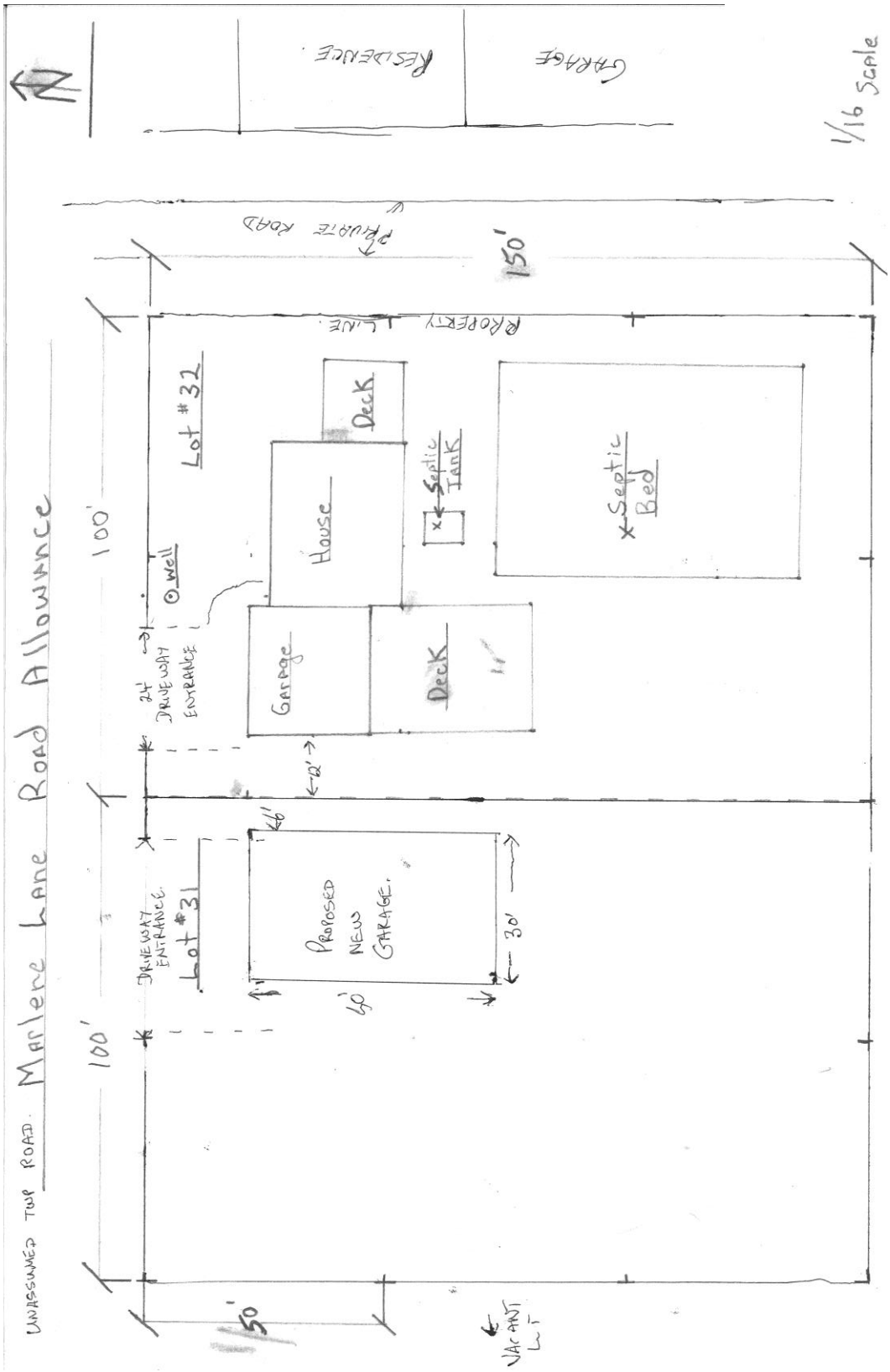


APPENDIX " B "

to

REPORT PLAN2018-065

FILE NO: D30-2018-011

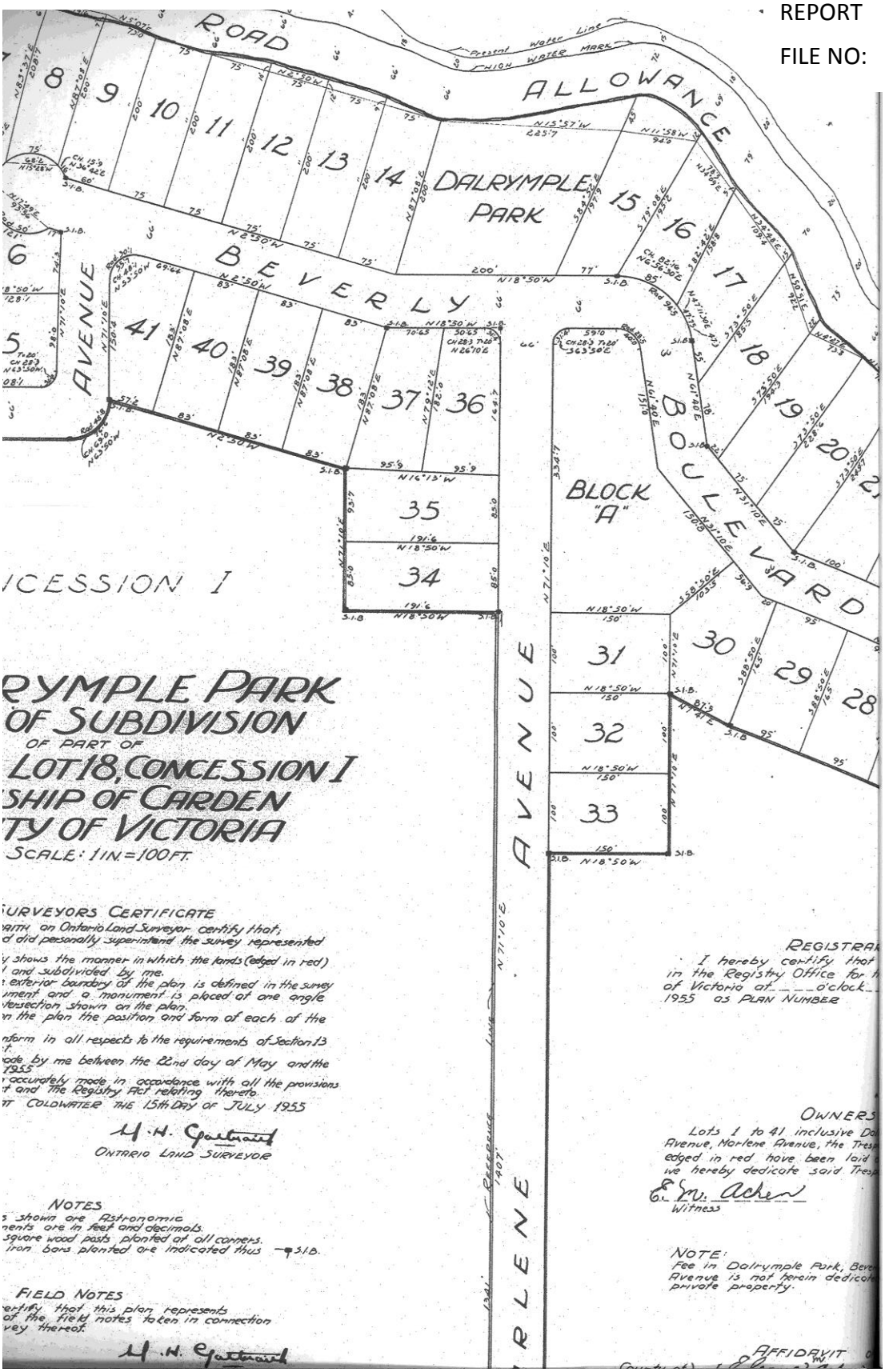


APPENDIX " C "

to

REPORT PLAN2018-065

FILE NO: D30-2018-011



APPENDIX " D "
to
REPORT PLAN2018-065
FILE NO: D30-2018-011

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 63108-0660 (LT) And PIN 63108-0807 (LT), Described As Lot 31 and Lot 32,
Registered Plan 321, Geographic Township Of Carden, Now City Of Kawartha Lakes**

File D30-2018-011, Report PLAN2018-065, respecting 38 Marlene Lane (Lot 31) and Lot 32, Plan 321, Vacant Land on Marlene Lane – Morris.

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 63108-0660 (LT) and PIN 63108-0807 (LT). The Property affected by this By-law is described as Lot 31 and Lot 32, Registered Plan 321, geographic Township of Carden, 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.

_____ _____
Andy Letham, Mayor Cathie Ritchie, Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-066

Date: August 14, 2018
Time: 2:00 p.m.
Place: Victoria Room

Ward Community Identifier: 14

Subject: **An application to amend the Village of Omemee Zoning By-law 1993-15 to remove the Holding (H) symbol to permit a dwelling on former Part Midland Railway Lands, Part of Block 10, Plan 109, former Village of Omemee, now City of Kawartha Lakes (Westlake)**

Author Name and Title: Mark LaHay, Planner II

Recommendation(s):

THAT Report PLAN2018-066, respecting former Part Midland Railway Lands, Part of Block 10, Plan 109, Deane Street, former Village of Omemee**, "Westlake – Application D06-2018-021"**, be received;

THAT Zoning By-Law Amendment application D06-2018-021, identified as 46 Deane Steet, City of Kawartha Lakes as generally outlined in Appendix C to Report PLAN2018-066, be approved and adopted by Council; and

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The application proposes to remove the Holding (H) symbol from Schedule A of the Village of Omemee Zoning By-law 1993-15, which regulates development and the use of land on former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, in the former Village of Omemee. The removal of the Holding (H) symbol would permit the construction of a residence and associated driveway access on the subject land referenced as 46 Deane Street (see Appendix A and B attached).

Owner/Applicant:	Austin and Alana Westlake
Legal Description:	Former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, former Village of Omemee, now City of Kawartha Lakes.
Designation:	Urban in the County of Victoria Official Plan
Zone(s):	Residential Type One Holding (R1 (H)) Zone and Residential Type One (R1) and Community Facility (CF) Zone in the Village of Omemee Zoning By-law 1993-15.
Lot Area:	1.242 ha. (3.070 ac.) - MPAC
Site Servicing:	Private water well and septic system
Existing Uses:	Vacant land
Adjacent Uses:	North: Trans Canada Trail/Rural South: Vacant Residential/Industrial/Walnut Street East: Scott Young Public School West: Vacant Residential/Residential/Sibley Avenue N.

Rationale:

The subject property, oriented in a northwest direction, was once part of the former railway corridor and is located at the north end of Deane Street between Vine and Oak Streets (both unopened) and intersects Sibley Avenue North on the south side of the Trans Canada Trail. The property contains three older buildings. The buildings are now being used for warehouse and office use, along with indoor and outdoor storage together with a towing business. A single detached dwelling with private services is proposed on the residential zoned centre portion of the land that is not subject the Holding symbol. A portion of the associated driveway to access Deane Street and the northwesterly portion of the subject land associated with the proposed residential use is within the residential zoned area containing the Holding symbol, which needs to be removed to permit the proposed future residential use and driveway access for the construction of aforementioned residential dwelling (see Appendix A and B attached). The Manager of Planning has advised that the current buildings and other existing uses on the property will be recognized through appropriate planning applications, which will be identified through the preconsultation process.

In the Village of Omemee Zoning By-law 1993-15, lands that have been zoned with a Holding Symbol pursuant to Section 36 of the Planning Act, as amended, shall be limited to existing uses, conservation or forestry uses exclusive of buildings or structures. At such time as the holding symbol is removed, by amendment to this By-law, the land may be used in accordance with the applicable zone provisions. In accordance with By-law 1993-15, the removal of the (H) Holding Symbol requires either the provision of adequate municipal roads, electricity, storm drainage services, sewage and water services and other matters as appropriate to a specific area or an agreement is entered into between the owner and the Corporation of the City of Kawartha Lakes to provide the aforementioned services and other matters as appropriate. This requirement is being satisfied as the owner has submitted a Site Grading Plan for building permit identifying drainage, well, septic and building locations including driveway and road access. This plan has also been reviewed/approved by Engineering and it is now appropriate to remove the (H) holding provision.

Provincial Policies:

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

Official Plan Conformity:

The Urban designation in the Victoria County Official Plan (VCOP) applies to this property as the policies in the proposed Urban Settlement Area designation in the City of Kawartha Lakes Official Plan (CKLOP) and the Residential designation in the Omemee Secondary Plan (SP), are both subject to appeal to the Local Planning Appeal Tribunal. The proposed use on the property conforms to the applicable policies of the official plan designation.

Zoning By-law Compliance:

The property is zoned Residential Type One - Holding (R1)(H) Zone, Residential Type One (R1) Zone and Community Facility (CF) Zone in the Village of Omemee Zoning By-law 1993-15. The existing R1 zoned centre portion of the subject land permits the single detached dwelling use and the proposed driveway access and the balance of land associated with the residential use will be permitted once the Holding (H) provision is removed.

Other Alternatives Considered:

No other alternatives have been considered.

Financial Impacts:

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

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

The Council Adopted Strategic Plan identifies these Strategic Goals:

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

This application aligns with the exceptional quality of life goal as it increases the supply of affordable housing to attract new residents.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications for the City.

Servicing Implications:

The property will be developed on private well and septic system services.

Development Services – Planning Division Comments:

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

Attachments:

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

Appendix 'A' PLAN2018-066.pdf

Appendix 'B' PLAN2018-066.pdf

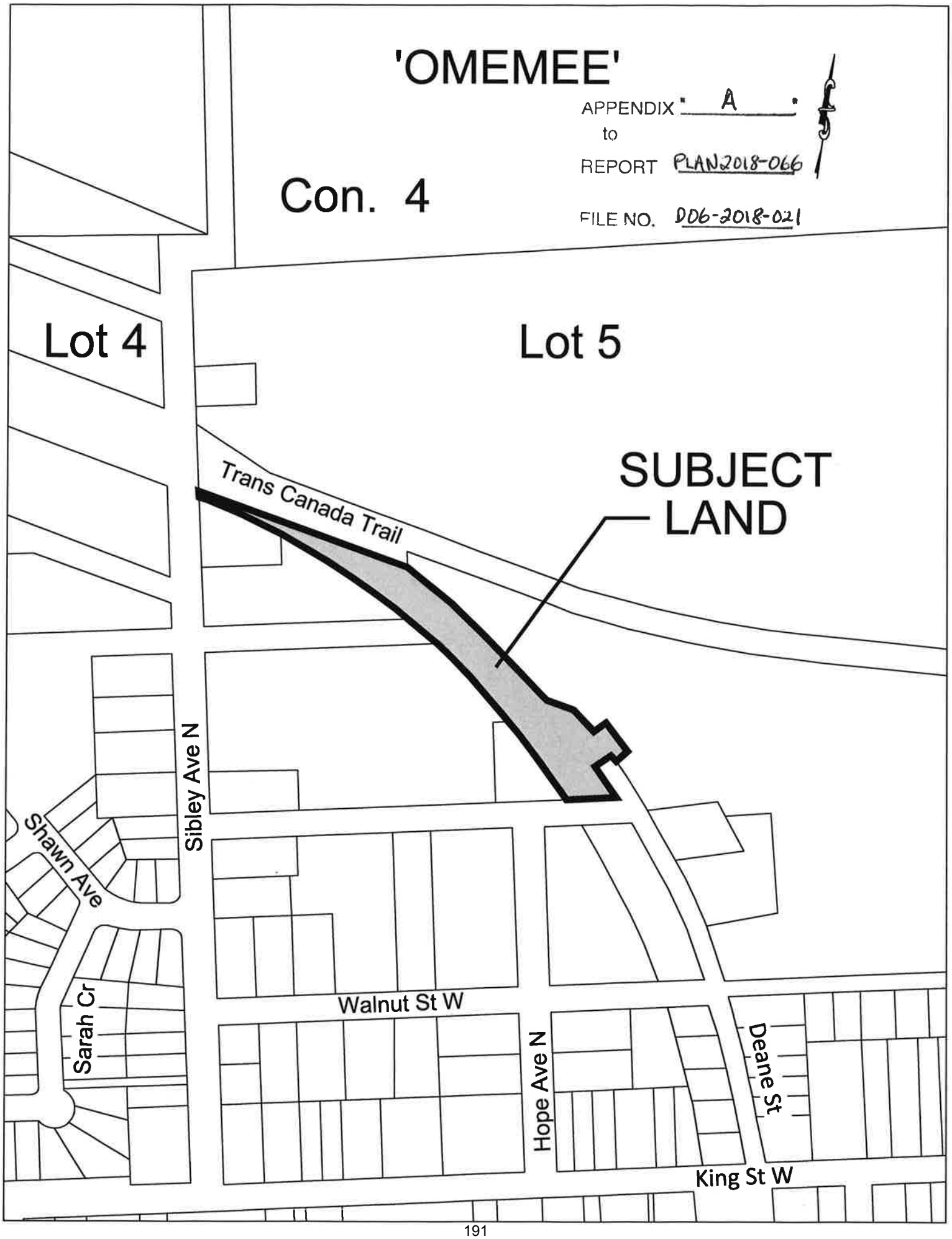
Appendix 'C' PLAN2018-066.pdf

Appendix A – Location Map
Appendix B – Site Grading Plan, dated May 5, 2018
Appendix C – Draft Zoning By-law Amendment

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

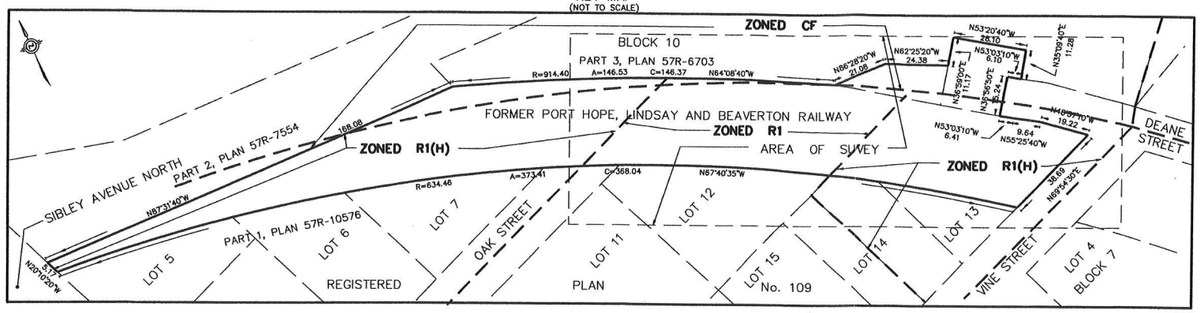
Department File: D06-2018-021


'OMEMEE'
APPENDIX A
to
REPORT PLAN2018-066
FILE NO. D06-2018-021
Con. 4
Lot 4
Lot 5
SUBJECT LAND
Trans Canada Trail
Sibley Ave N
Shawn Ave
Sarah Cr
Walnut St W
Hope Ave N
Deane St
King St W

APPENDIX "B"
to
REPORT PLAN2018-066

FILE NO. D06-2018-021

KEY MAP
(NOT TO SCALE)



CIVIC ADDRESS: 46 DEANE STREET
OWNER: AUSTIN AND ALANA WESTLAKE
BUILDER:
BUILDING PERMIT No.
ROLL No.

FOR CONSTRUCTION PURPOSES ONLY

SITE GRADING PLAN OF
PART OF MIDLAND RAILWAY LANDS AND PART OF BLOCK 10 REGISTERED PLAN No. 109
VILLAGE OF OMEMEE
CITY OF KAWARTHA LAKES

SCALE 1 : 400
10 0 10 20 30 metres

COE, FISHER, CAMERON
© COPYRIGHT 2018

METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

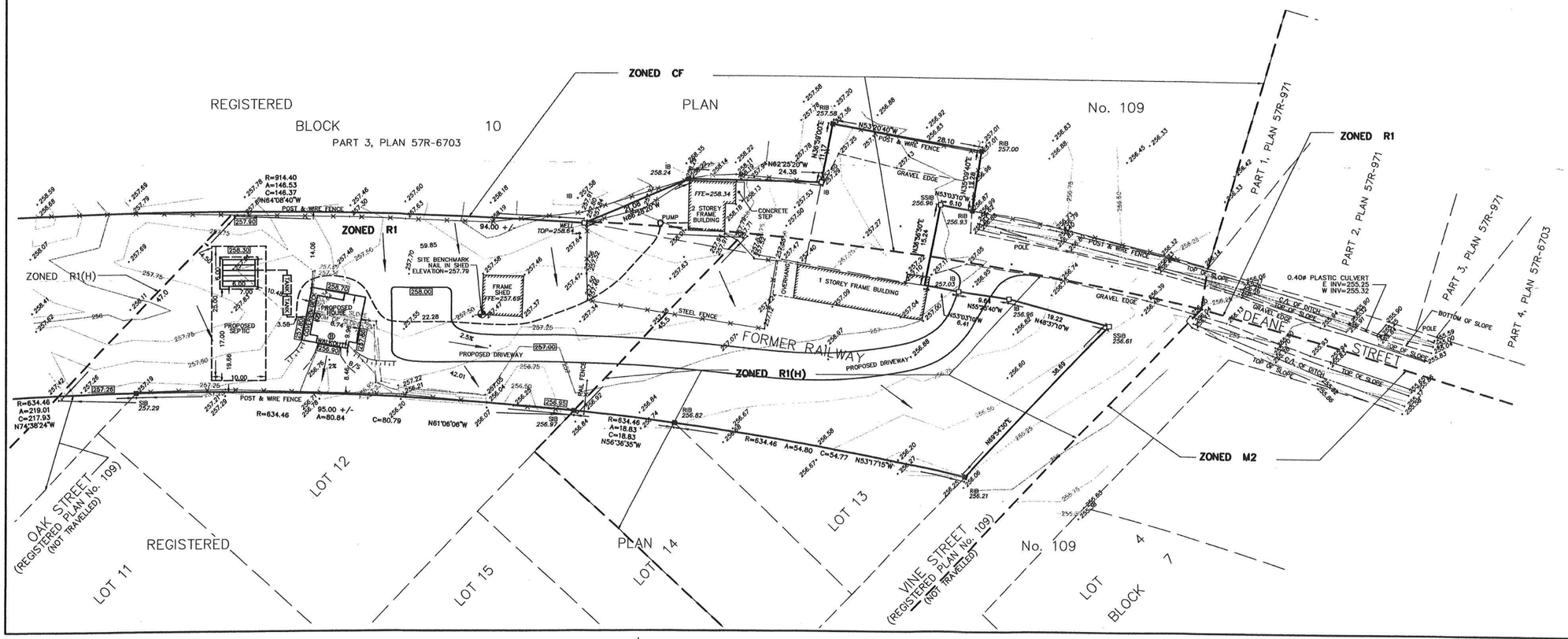
LEGEND:

- FOUND SURVEY MONUMENT
- SIB – STANDARD IRON BAR
- IB – IRON BAR
- CC – CUT CROSS
- 250.50 PROPOSED ELEVATION
- 248.38 ORIGINAL GROUND
- SLOPE
- SWALE
- SET SURVEY MONUMENT
- F.F.E. – FIRST FLOOR ELEVATION
- T.B.W. – TOP OF BASEMENT WALL
- T.B.S. – TOP OF BASEMENT SLAB
- T.G.S. – TOP OF GARAGE SLAB
- T.G.W. – TOP OF GARAGE WALL
- U.F. – UNDERSIDE OF FOOTING
- HP – HIGH POINT

ZONING	CF, R1, R1(H)
LOT AREA	12265.70 SQ. m.
HOUSE AREA	97.81 SQ. m.

	F.F.E.	259.69
A	T.B.W.	259.39
B	T.B.W.	257.05
	T.B.S.	257.05
A	U.F.	256.80
B	U.F.	255.68

No.	DATE	DESCRIPTION
		REVISIONS
		SHEET 1



GENERAL NOTES:

1. DRAINAGE SHALL BE SELF-CONTAINED ON SITE BY THE CONSTRUCTION OF SWALES OR DRAIN TO A PROTECTED OUTLET. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES.
2. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT MIGRATION OF SILT AND SEDIMENT FROM THE SUBJECT LOT TO ANY ADJACENT LOT, INCLUDING MUNICIPAL RIGHT-OF-WAY. SPECIAL CARE SHALL BE TAKEN TO ENSURE THAT SILT AND SEDIMENT LADEN SURFACE WATER DOES NOT ENTER ANY WATERCOURSES OR ENVIRONMENTALLY SENSITIVE AREA, EITHER OVERLAND OR THROUGH THE STORM DRAINAGE SYSTEM. THE OWNER/BUILDER SHALL COMPLY WITH ALL DIRECTIVES ISSUED BY ANY OF THE ENVIRONMENTAL AGENCIES.
3. INTERIM GRADING MEASURES MAY BE REQUIRED DURING BUILDING CONSTRUCTION TO ENSURE THAT DRAINAGE DOES NOT ADVERSELY AFFECT THE NEIGHBOURING PROPERTIES. ROUGH GRADING OF THE PROPERTY SHALL BE COMPLETED SUCH THAT DRAINAGE IS CONTAINED ON SITE OR CONTROLLED TO A PROTECTED OUTLET.
4. ALL DOWNSPOUTS AND OTHER DRAINAGE DISCHARGE POINTS SHALL DISCHARGE ONTO A SPLASH PAD OR APPROVED EQUIVALENT.
5. THE OWNER/BUILDER IS RESPONSIBLE FOR OBTAINING UTILITY AND SERVICING LOCATES PRIOR TO ANY WORKS.
6. ALL DISTURBED AREAS ARE TO BE SODDED OR SEEDED OVER A MINIMUM OF 150MM OF TOPSOIL OR APPROVED EQUIVALENT.
7. THE OWNER/BUILDER MUST OBTAIN A ROAD OCCUPANCY PERMIT FROM PUBLIC WORKS PRIOR TO ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.
8. A COPY OF THE REVIEWED BY ENGINEERING LOT GRADING AND DRAINAGE PLAN IS TO BE ON SITE FOR REFERENCE AT ALL TIMES DURING CONSTRUCTION.
9. BUILDER TO ENSURE MINIMUM OVERBURDEN FOR FROST PROTECTION ON FOOTINGS.
10. SWALES WITH LESS THAN 2% SLOPE HAVE POTENTIAL FOR PONDING WATER.
11. FOUNDATION TO BE STEPPED FROM REAR WALKOUT AROUND SIDES OF HOME. NO ELEVATIONS WILL BE LESS THAN 0.15m BETWEEN GROUND AND T.B.W.

ELEVATIONS:

ELEVATIONS SHOWN HEREON ARE GEODETIC DERIVED BY GPS OBSERVATIONS AND ARE REFERRED TO A SITE BENCHMARK EING A NAIL IN A SHED LOCATED WITHIN THE SUBJECT PROPERTY, HAVING AN ELEVATION OF 257.79m (CGVD–1928:1978).

MAY 5, 2018
DATED:

GERALD G. HICKSON
ONTARIO LAND SURVEYOR

COE FISHER CAMERON
LAND SURVEYORS
SURVEYING MAPPING GIS
A wholly owned subsidiary of J.D. Barnes Limited
257 KENT STREET WEST, LINDSAY, ON K9V 2Z3
T: (705) 324-4152 F: (705) 324-8406 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
M.C.L./ D.C.	G.G.H.	18-17-041-01
FILE: G:\18-17-041\01\Drawing\18-17-041-01.dgn		DATED: 5/03/2018

PLOTTED: 5/3/2018

APPENDIX "C"
to
REPORT PLAN2018-066
FILE NO. D06-2018-021

The Corporation of the City Of Kawartha Lakes

By-Law 2018 -

A By-Law To Amend The Village of Omemee Zoning By-Law 1993-15 To Remove The Holding Symbol (H) From A Zone Category On Property Within The City Of Kawartha Lakes

File D06-2018-021, Report PLAN2018-066, respecting former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, former Village of Omemee – Westlake

Recitals:

1. Section 36 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.

2. The Council of the former Village of Omemee enacted By-law No. 1993-15, which contained a Holding (H) symbol relating to the use of the property.

3. Council has received a request to remove the Holding (H) symbol from the Residential Type One Holding "R1 (H)" Zone.

4. The conditions imposed by Council and shown in By-law 1993-15 are no longer required.

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

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this By-law is described as former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, former Village of Omemee, now in the City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule 'A' to By-law No. 1993-15 of the Village of Omemee is further amended to remove the Holding (H) symbol from the "Residential Type One - Holding [R1(H)] Zone" for the land referred to as 'R1', as shown on Schedule 'A' attached to this By-law.

Section 2:00 General Terms

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 and 36 of the Planning Act R.S.O. 1990, c.P.13.

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

Andy Letham, Mayor	Cathie Ritchie, City Clerk

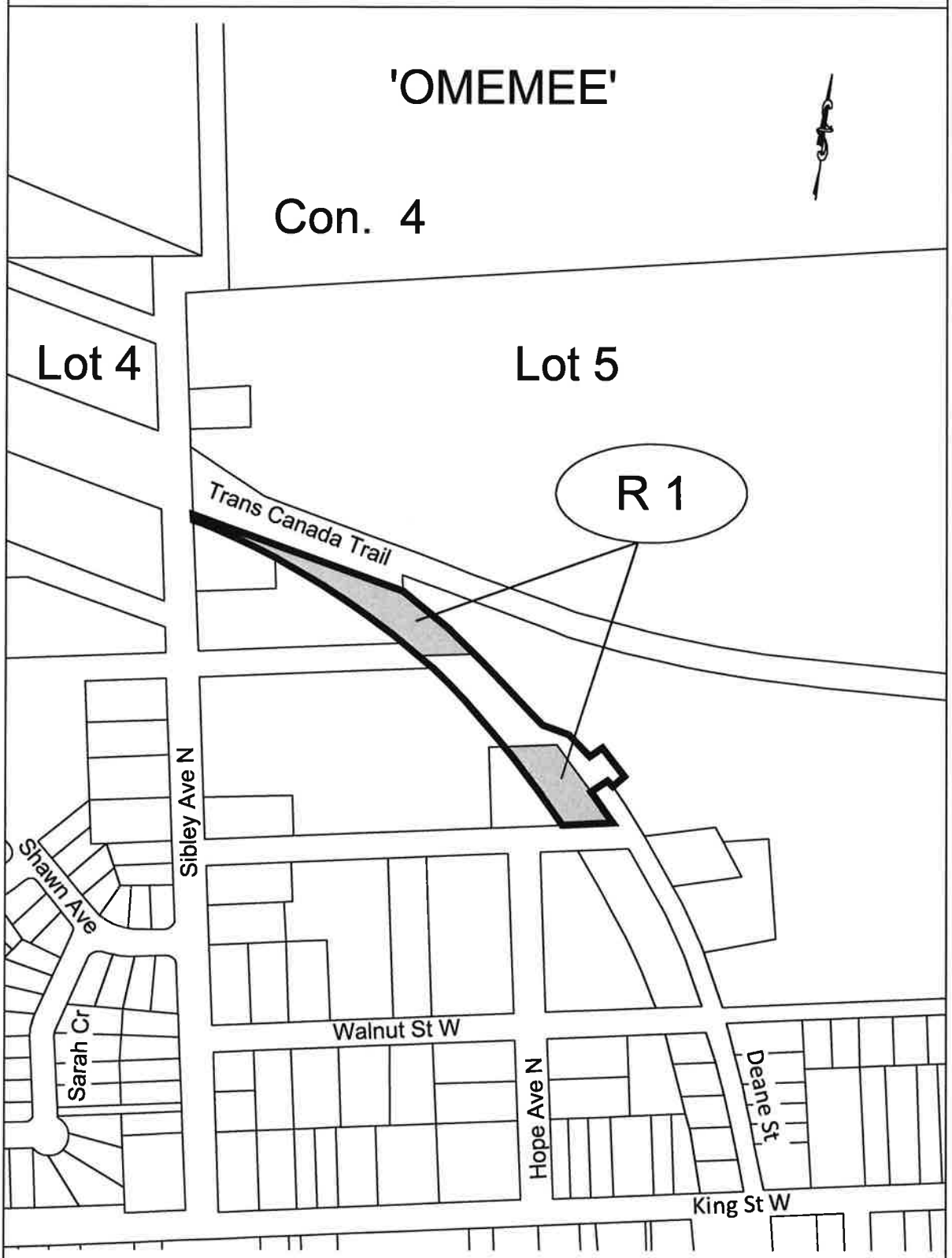
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

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

THIS _____ DAY OF _____ 2018.

MAYOR _____ CITY CLERK _____



The Corporation of the City of Kawartha Lakes

Council Report

Report Number WWW2018-009

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward Number 8 and 4

Title: Woodville Drinking Water System Provincial Officer's Order Number 1-IXCS7

Description: Woodville Drinking Water System Provincial Officer's Order

Author and Title: Kayla Strackholder, Contract Coordinator

Recommendation(s):

That Report WWW2018-009, "Woodville Drinking Water System Provincial Officer's Order Number 1-IXCS7", be received.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of November 23, 2004 Council adopted the following resolution directing staff to forward all Provincial Officer's Orders regarding water systems to Council:

CARRIED UNANIMOUSLY CR2004-1263

> ***THAT staff be directed to bring forward to Council, upon reception, any and all Provincial Orders regarding water systems.***

This report is consistent with this resolution as it provides an overview of the recent Provincial Officer's Report and Order received by the City. As well this report provides the action staff has taken to ensure compliance with the order. The full Provincial Officer's Report and Order is appended as Appendix A. The following provides a summary of the order:

On July 04, 2018, the Ontario Clean Water Agency received Provincial Officer's Order Number 1-IXCS7 for the Woodville Drinking Water System (DWS), owned by The Corporation of the City of Kawartha Lakes.

The Provincial Officer's Report identified a series of events that lead to the non-compliance and the following is a summary of the issues the Ministry of the Environment, Conservation and Parks (formerly the Ministry of the Environment and Climate Change, MOECC) identified in their Report:

> On May 8, 2018 the Ministry of the Environment, Conservation and Parks (the Ministry) met with Ontario Clean Water Agency (OCWA) personnel to conduct a compliance inspection of the Woodville Drinking Water System. During the inspection it was identified that the cartridge filters installed, may not have met the recently developed ANSI/NSF Standard 53 certification that was a requirement as per Schedule E of the Municipal Drinking Water License (number 141-115).
>
> On May 23, 2018 the Ministry requested that OCWA contact the filter manufacturer to confirm if the filters installed meet the NSF 61 equivalence (which is a further standard in addition to NSF Standard 53).
>
> On June 15, 2018, OCWA and the filter manufacturer confirmed that the filters installed did meet NSF 61 equivalence however, are not NSF 53 certified. The filters need to meet the new NSF certification in order to prove they are capable of disinfecting water. It is a requirement under Schedule 1 of O.Reg. 170/03, to provide properly disinfected water at all times to users. Therefore, the Ministry believed it was warranted to advise OCWA to report to the Health Unit and the Spills Action Centre that the water may not be disinfected to the new NSF standard and corrective actions were immediately implemented by the City and OCWA. Until sufficient filters were installed, OCWA obtained verification samples

to confirm the water was safe to drink which the results confirmed as bacteria levels were not found to be present. Also to further ensure the water was safe to drink OCWA increased the free chlorine residual to provide further disinfection and increased the amount of bacteriological samples collected.

The Provincial Officer ordered that cartridge filters be replaced with the NSF Standard 53 (or equivalent) certified filters by no later than July 27, 2018. They also required that detailed documentation be provided indicating the corresponding specifications.

Rationale:

On July 6, 2018, OCWA provided the City and the Ministry with their response to the Provincial Officer's Order. They confirmed that the required NSF 53 certified filters were installed and had attached the documentation requested to validate the response. A copy of OCWA's resolution is appended as Appendix B. OCWA was using the proper filters previously, however their last shipment of filters did not have the NSF 53 certification. The correct NSF 53 filters had been previously ordered and installed at the facility however; the supplier had shipped the wrong ones. The filters were the exact same as the NSF 53 filters with the exception of the part numbers being off by one letter and not having gone through the standard testing for of the NSF 53 requirements, and therefore not being certified. It should be noted that during the time that the improper filters were installed, there was no negative health impacts to the consumers and water was safe to drink. Bacteriological sample results support that the filters that were in installed still met the drinking water quality standards. OCWA will be reviewing/updating their procedures to provide staff sufficient training to prevent a future occurrence.

OCWA has confirmed that they have thoroughly inspected all other facilities, which they operate for the City, to ensure that they are meeting the proper NSF 53 or equivalent filters, and/or are meeting the log removal credits required.

During their investigation two other drinking water facilities were identified to be potentially affected by the new requirement for NSF 53 certified cartridge filtration for log removal; Manorview (Bethany) and Western Trent/Palmina Drinking Water Systems. It was later determined that the cartridge filters at Manorview DWS are not required to be NSF 53 certified, as log removal credits are being achieved from UV disinfection in addition to chlorination at the facility.

For the Western Trent/Palmina Drinking Water System (DWS) the requirement for NSF 53 certified cartridge filtration is still under review by the Ministry's Environmental Assessment and Permissions branch. The reason that Western Trent/Palmina DWS may be interpreted differently by the Ministry with regards to filtration certification is that the two systems have different components to their treatment process, such that the Western Trent/Palmina System may not require the same level of filtration as the Woodville System. Sampling has indicated that Western Trent is consistently safe to drink, however similar to Woodville additional sampling will be undertaken until the Ministry confirms the method of filtration/log removal which is required. City staff,

OCWA and the Ministry are working together and discussing recommendations to ensure compliance at this facility.

Other Alternatives Considered:

No other alternatives may be considered outside of the stipulated requirements within the Provincial Officer's Order, in order to comply with applicable legislation to reduce liability to the City.

Financial/Operation Impacts:

No financial impacts to consider. The Provincial Officer's Order was addressed to OCWA and no fines were associated with the Order.

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

This Report is consistent with Council Adopted Strategic Plan in that it contributes to the following goals:

- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment.

These goals are reflected by our efforts to provide safe drinking water that is essential for the quality of life of residents and visitors. We will continue to work with OCWA and the Ministry to ensure compliance with the Safe Drinking Water Act and associated regulations.

Consultations:

Director, Public Works
Manager, Environmental Services
Supervisor, Water and Wastewater Operations

Attachments:

Appendix A – Woodville Drinking Water System POO Number 1-IXCS7

Woodville Drinking Water System POO Nu

Appendix B – OCWA Resolution Woodville WTP POO 1-IXCS7

OCWA Resolution Woodville WTP POO 1

Department Head E-Mail: brobinsom@kawarthalakes.ca

Department Head: Bryan Robinson

Appendix # A

to

Report # WWW2018-009

Ministry of the Environment, ~~and Climate Change~~ CONSERVATION AND PARKS

Ministère de l'~~Environnement~~ 13 et de l'Action en matière de changement climatique

Ontario

Provincial Officer's Order

Order Number
1-IXCS7

Environmental Protection Act, R.S.O. 1990, c.E 19 (EPA)
Nutrient Management Act, R.S.O. 2002, c.4 (NMA)
Ontario Water Resources Act, R.S.O. 1990, c.O. 40 (OWRA)
Pesticides Act, R.S.O. 1990, c. P11 (PA)
Safe Drinking Water Act, S.O. 2002, c.32 (SDWA)

To: KAWARTHA ~~LAKES~~ 13, CITY OF
12 PEEL ~~St~~
LIND~~SAY~~ ON K9V 5R8
Canada

ONTARIO CLEAN WATER AGENCY
123 East St.
Bobcaygeon, ON
K0M 1A0

Site:
Woodville Drinking Water System Treatment Plant,
Mariposa Geographic Township,
Concession 6 Lot 13.

Site: WOODVILLE DRINKING WATER SYSTEM

Work Ordered

I hereby order Ontario Clean Water Agency to do the following with respect to the Woodville Drinking Water System.

This Order is being issued pursuant to my authority under sections 105 and 106, and subsection 162(1) of the Safe Drinking Water Act, 2002, S.O. 2002, c. 32.

1. By no later than July 27, 2018 replace the cartridge filters currently in use with cartridge filters that are NSF Standard 53 (or equivalent) certified. Provide a copy of the certification to the undersigned Provincial Officer or make application to the Ministry, with copy to the undersigned Provincial Officer for relief from the requirement to provide NSF 53 certified filtration as required by Schedule 1 of O.R. 170/03."

2. By no later than July 27, 2018 provide to the undersigned Provincial Officer documentation confirming that the certified cartridge filters have been installed, including detailed documentation indicating the specifications of the cartridge filters.

A. While this Order is in effect, a copy or copies of this order shall be posted in a conspicuous place.

B. While the Order is in effect, report in writing, to the District or Area Office, any significant changes of operation, emission, ownership, tenancy or other legal status of the facility or operation.

This Order is being issued for the reasons set out in the annexed Provincial Officer's Report which forms part of the Order.

Issued at Peterborough this 04/07/2018 (dd/mm/yyyy)

Corey Biswanger
Badge Number: 1814
Peterborough District

APPEAL/REVIEW INFORMATION

REQUEST FOR REVIEW

You may request that this order be reviewed by the Director. Your request must be made in writing (or orally with written confirmation) within seven days of service of this order and sent by mail or fax to the Director at the address below. In the written request or written confirmation you must,

- specify the portions of this order that you wish to be reviewed;
- include any submissions to be considered by the Director with respect to issuance of the order to you or any other person and within respect to the contents of the order;
- apply for a stay of this order, if necessary; and provide an address for service by one of the following means:
  1. Mail
  2. Fax

The Director may confirm, alter or revoke this order. If this order is revoked by the Director, you will be notified in writing. If this order is confirmed or amended by order of the Director, the Director's order will be served upon you. The Director's order will include instructions for requiring a hearing before the Environmental Review Tribunal.

DEEMED CONFIRMATION OF THIS ORDER

If you do not receive oral or written notice of the Director's decision within seven days of receipt of your request, this order is deemed to be confirmed by order of the Director and deemed to be served upon you.

You may require a hearing before the Environmental Review Tribunal if, within 15 days of service of the confirming order deemed to have been made by the Director, you serve written notice of your appeal on the Environmental Review Tribunal and the Director. Your notice must state the portions of the order for which a hearing is required and the grounds on which you intend to rely at the hearing. Except by leave of the Environmental Review Tribunal, you are not entitled to appeal a portion of the order or to rely on grounds of appeal that are not stated in the notice requiring the hearing. Unless stayed by the Environmental Review Tribunal, the order is effective from the date of service.

Written notice requiring a hearing must be served personally or by mail upon:

The Secretary Environmental Review Tribunal 655 Bay Street, 15th Floor Toronto, ON M5G 1E5	and	Director (Provincial Officer Orders) Ministry of the Environment and Climate Change Robinson Place (705) 755 4343

Where service is made by mail, it is deemed to be made on the fifth day after the date of mailing and the time for requiring a hearing is not extended by choosing service by mail.

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal by

Tel: (416) 212-6349 Fax: (416) 326-5370 www.ert.gov.on.ca

FOR YOUR INFORMATION

- Unless stayed by the Director of the Environmental Review Tribunal, this order is effective from the date of service. Non-compliance with the requirements of this order constitutes an offence.
- The requirements of this order are minimum requirements only and do not relieve you from complying with the following:
  - Any applicable federal legislation;
  - Any applicable provincial requirements that are not addressed in the order; and
  - Any applicable municipal law.
- The requirements of this order are severable. If any requirement of this order or the application of any requirement to any circumstances is held invalid, the application of such requirement to other circumstances and the remainder of the order are not affected.
- Further orders may be issued in accordance with the legislation as circumstances require.
- The procedures to request a review by the Director and other information provided above are intended as a guide. The legislation should be consulted for additional details and accurate reference.

Ministry of the Environment, ~~and Climate Change~~ CONSERVATION AND PARKS

Ministère de l'Environnement et de l'Action en matière de changement climatique

Ontario

Provincial Officer's Report

Order Number
1-IXCS7

To:
KAWARTHA LAKES, CITY OF
12 PEEL St
LINDSAY ON K9V 5R8
Canada

ONTARIO CLEAN WATER AGENCY
123 East St.
Bobcaygeon, ON
K0M 1A0

Site:
Woodville Drinking Water System Treatment Plant,
Mariposa Geographic Township,
Concession 6 Lot 13.

Site:

Observations

This Order is being issued pursuant to my authority under sections 105 and 106, and subsection 162(1) of the Safe Drinking Water Act, 2002, S.O. 2002, c. 32.

For the purpose of this Order, the following terms shall have the meanings described below:

"Ontario Regulation 170/03" means Drinking Water Systems Ontario Regulation 170/03 under the Safe Drinking Water Act, 2002, S.O. 2002, c. 32.

"Operator" means a person who conducts operational checks of or who adjusts, tests or evaluates a process that controls the effectiveness or efficiency of a drinking water system and includes a person who adjusts or directs the flow, pressure or quality of the water.

"Operating Authority of the Woodville Drinking Water System" means the Ontario Clean Water Agency.

"Provincial Officer" means the undersigned provincial officer or, in the event that the undersigned is unable to act, any other provincial officer authorized to act pursuant to the Safe Drinking Water Act, 2002.

"Woodville Drinking Water System" means the drinking water system located at the Site that services the the town of Woodville Ontario in the City of Kawartha Lakes.

"Site" means the Woodville Drinking Water System Treatment Plant located in the Mariposa Geographic Township, Concession 6 Lot 13.

Woodville Drinking Water System

The Woodville Drinking Water System is located in the Mariposa Township, Concession 6 Lot 13 in the City of Kawartha Lakes. The Woodville Drinking Water System Treatment Plant is owned by The Corporation of the City of Kawartha Lakes and is operated by crown corporation Ontario Clean Water Agency. The Woodville Drinking Water System, assigned Drinking Water System number 210001077, is a large municipal residential drinking water system. The system serves a population of 740. The Woodville treatment plant consists of groundwater under the direct influence of surface water supply from two drilled production wells. Water treatment components consist of two filter trains operated individually through a series of 1 micron nominal cartridge filters followed by a second series of 1 micron absolute cartridge filters. Primary disinfection is achieved using sodium hypochlorite.

Events Leading to the Order

On May 8, 2018 I met with Ontario Clean Water Agency personnel and conducted the field portion of the drinking water system compliance inspection for the Woodville Drinking Water System.

During the inspection I asked for evidence indicating that all chemicals and materials which come into contact with water within the drinking water system have met all the applicable NSF standards in accordance with the Drinking Water Works Permit #141-215 and Municipal Drinking Water Licence #141-115 issued to the owner, The Corporation of the City of Kawartha Lakes for the Woodville drinking water system. I was provided with a document for the Flotrex GF 1 micron absolute cartridge filters. I found that this document did not confirm that the filters are NSF 61 certified as per Woodville Drinking Water System Municipal Drinking Water Licence #141-115 and asked Ontario Clean Water Agency personnel on May 23, 2018 to confirm with the filter manufacturer whether or not these filters meet the NSF 61 requirement and provide documentation confirming this.

On June 15, 2018 at 15:29 I was sent an email stating that although the cartridge filters meet NSF 61 equivalence, the Flotrex GF cartridge filters are not NSF 53 certified.

Since the Flotrex GF cartridge filters are not NSF 53 certified the Woodville Drinking Water System is not meeting the log removal/inactivation requirements prescribed in Schedule E of the Municipal Drinking Water Licence #141-115 for Cryptosporidium Oocysts and Giardia Cysts.

On June 15, 2018 at 15:53 I advised Ontario Clean Water Agency personnel that since some of the filters are not NSF 53 certified they are required to report to the Health Unit and Spills Action Centre that potentially untreated water is being supplied to the consumers.

On June 15, 2018 Ontario Clean Water Agency personnel confirmed that the Health Unit corrective actions were to increase the free chlorine residual to 2.0 mg/l and collect a treated water bacteriological sample and continue to collect 3 bacteriological samples every week until NSF 53 certified cartridge filters are installed. Ontario Clean Water Agency personnel confirmed that corrective actions prescribed by the Health Unit were in place.

For the reasons set out in the Report, I reasonably believe that The Corporation of the City of Kawartha Lakes and Ontario Clean Water Agency has contravened or is contravening those provisions of Ontario Regulation 170/03 as outlined in the Suspected Violation(s)/Offence(s) section of this Report.

I am issuing this Order to Ontario Clean Water Agency as the party that manages and has control of the Woodville Drinking Water System to comply with the directions in this Order.
Ontario Clean Water Agency has confirmed for me that the cartridge filters have been ordered and the expected date of arrival is on or before July 27, 2018.
The issuance of this Order is to formalize the required compliance matter.

Offence(s)

Suspected Violation(s)/Offence(s)

Act – Regulation – Section

Description

O.Reg. 170/03 1-2(2)3

1-2(2) The owner of a drinking water system and the operating authority for the system shall ensure the following: 3. The water treatment equipment required by section 1-3 or 1-4 is operated in a manner that achieves the design capabilities it is required to have under that section.

Corey Biswanger
Provincial Officer
Badge Number: 1814

Appendix # B

to

Report # WWW2018-009

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

July 6, 2018

Mr. Corey Biswanger
Senior Environmental Officer
Peterborough District Office
Ministry of the Environment, Conservation and Parks
300 Water Street, 2nd Floor, South Tower
Peterborough, ON
K9J 3C7

Dear Mr. Biswanger:

Re: Woodville DWS Provincial Officer's Order 1-IXCS7

Please accept this document in response to Provincial Officer's Order 1-IXCS7. The Provincial Officer's Order requires that NSF 53 certified filters be installed at the Woodville DWS and a copy of the NSF 53 certification be provided to you by July 27, 2018.

NSF 53 certified filters (Flotrex GF-C filters Model FGF012EHE-C) were received and installed on July 5, 2018. Please see attached information sheet, invoice and picture of NSF 53 certification on the filters.

All non-NSF 53 certified filters were removed from the facility and disposed of.

Please contact me if you have any questions.

Sincerely,

Geoff Redden
General Manager
Ontario Clean Water Agency
Kawartha Hub
(705) 738-9734

cc. A. Hayter, City of Kawartha Lakes, Supervisor, Water and Wastewater
K. Strackholder, City of Kawartha Lakes, Contract Coordinator
B. Martin, Ontario Clean Water Agency, Senior Operations Manager
W. Henneberry, Ontario Clean Water Agency, Safety Process Compliance Manager
J. Fuller, Ministry of the Environment, Conservation and Parks, Supervisor

Flotrex* GF-C

pleated cartridge filters with glass microfiber media certified to NSF/ANSI standard 53 for cyst retention

description and use

The Flotrex GF-C (FGF-C) filters are designed for the removal of Cryptosporidium and Giardia cysts from potable water sources. The cysts from these parasitic microorganisms are a significant cause of water born disease. Because of their small size and resistance to chlorine disinfection, they are not reliably controlled by conventional water treatment methods. By meeting NSF/ANSI Standard 53, the FGF-C filters retain >99.95% of these cysts and can help prevent the illnesses they cause.

The FGF-C filter is just one example of our strong commitment to liquid, air and gas treatment. Our complete portfolio includes filters for every stage of processing, and we offer custom solutions for your unique applications. SUEZ is your complete source for filters, housings and other filtration equipment.

applications

Flotrex GF filters are used for cyst reduction and clarification. Typical applications include:

- Filtration of Bottled Water
- Beverage Clarification
- Potable Water

general properties

As required by NSF/ANSI Standard 53, the Flotrex GF-C filters have a 1.0 micron absolute pore size rating. Tables 1, 2, 3 and 4 provide details on materials of construction, dimensions, operational limits and water flow performance.

Table 1: Materials of Construction

Description	Material of Construction
Filtration Media	Acrylic Resin-Bonded Glass Microfiber
Support Layers	Polypropylene Microfiber
Core and Cage	Polypropylene
Endcaps and Adapters	Polypropylene

Find a contact near you by visiting www.suezwatertechnologies.com and clicking on "Contact Us."

*Trademark of SUEZ; may be registered in one or more countries.
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Table 2: Dimensions

Nominal O.D.	Nominal I.D.	Effective Filtration Area
2.75" (70 mm)	1.25" (31mm)	4.4 ft² (0.41m²)

Table 3: Operational Limits

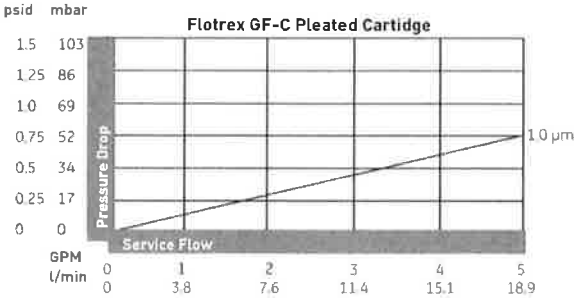
Description	Operational Limits
Maximum Forward Differential Pressure	60 psi (4.1 bar) at 70°F (21°C)
Maximum Reverse Differential Pressure	30 psi (2.1 bar) at 70°F (21°C)
Maximum Operating Temperature	180°F (82°C) at 10 psid (0.69 bar) in water
Maximum Recommended Water Flow	5 gpm (18.9 L/min) per 10-inch length of filter

additional information

- Flotrex GF-C filters with stainless steel insert supported o-ring adapters (Q or Z adapter) may be autoclaved or in situ steam sterilized at 125°C (30 minute cycles) for a maximum accumulated exposure of 10 hours. Alternatively, the filters may be sanitized with compatible chemical agents.
- SUEZ certifies that the materials contained in its Flotrex GF-C filters meet US FDA requirements for food contact under the applicable regulations in 21 CFR. For further information, contact SUEZ technical services.
- Flotrex GF-C filters meet the test criteria for USP Class VI-121°C Plastics. Aqueous extracts from the filters typically contain less than 0.25 EU/ml. The filters typically exhibit low levels of non-volatile residues.

Flotrex GF-C filters have been certified by NSF International to meet Standard 53 and retain >99.95% of Cryptosporidium and Giardia cysts.

Table 4: Flow Performance in Clean Water[1]



[1] per 10-inch length of filter

NSF®

COMPONENT

This Flotrex GF-C filter is tested and certified by NSF International against NSF/ANSI Standard 53 for cyst reduction and material requirements.

ISO 9001 registered

Table 5: Ordering Information

Type	Absolute Pore Size Rating	Nominal Cartridge Length	End #1 Adapter	End #2 Adapter	Elastomer Material	Grade
FGF	**01** = 1.0µm	**1** = 10 inch (25cm) **2** = 20 inch (51cm) **3** = 30 inch (76cm) **4** = 40 inch (102cm)	**E** = 222 O-Ring **F** = 226 O-Ring **Q** = 222 O-Ring with Stainless Steel Insert **Z** = 226 O-Ring with Stainless Steel Insert	**G** = Closed End Cap **H** = Fin Adapter	**E** = EPDM **S** = Silicone **T** = Teflon® Encapsulated Viton® **V** = Viton	**-C** = certified by NSF to meet Standard 53 requirements for cyst retention
Example: FGF013EHS-C						

®Teflon and Viton are registered trademarks of DuPont.

Durpro

...clairement la solution/Providing clear solutions...

255 Montcalm N.
Candiac, QC J5R 3L6
Canada

Tel: 800 850 5035
Fax: 450 659 0805
Email: durpro@durpro.com

Customer Address :
Pat Lucas
Ontario Clean Water Agency, Kawartha Hub
48 Lagoon Street
Lindsay, ON K9V 4R4
Canada
1-705-879-5800

Contact Address :
Pat Lucas
Ontario Clean Water Agency, Kawartha Hub
48 Lagoon Street
Lindsay, ON K9V 4R4
Canada
1-705-879-5800

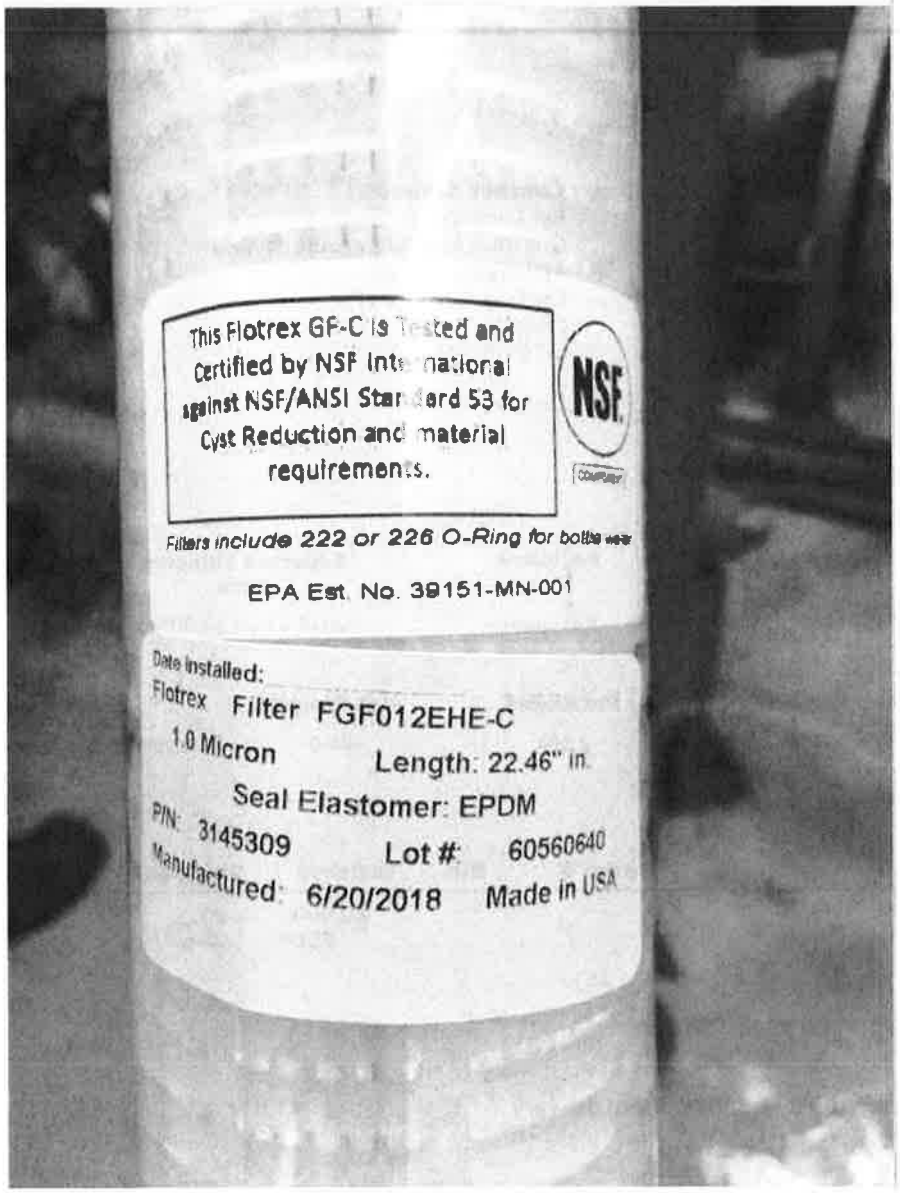
Packing List : OUT/08311

Client PO #	Order #	Recipient	Expected Shipping Date	Date
5842	SO11480	Pat Lucas	2018-07-10 12:00:00	3-07-2018

Carrier	Tracking/BOL	Packages	Net Weight	Shipper
Dicom PP+C dicom	W95147861	2 box	26.0	Nicolae Papagheorghe

Description	Serial #	Bin	Ordered	Shipped	B/O
[3145309] FGF012EHE-C Flotrex GF, Cartridge 1.0 u X 22.46" L, Glass-Fiber media, NSF53 Certified			20.000 PCE	20	Ø

Notes
Incoterms (2010): EX WORKS Durpro, Candiac, QC, Canada
Delivery: 4 weeks
Transport: Dicom PP+C
Ask transporter to call Pat Lucas on 705-879-5800 prior to delivery


This Flotrex GF-C is Tested and
Certified by NSF International
against NSF/ANSI Standard 53 for
Cyst Reduction and material
requirements.
NSF
Filters include 222 or 226 O-Ring for bottle use
EPA Est. No. 39151-MN-001
Date Installed:
Flotrex Filter FGF012EHE-C
1.0 Micron
Length: 22.46" in.
Seal Elastomer: EPDM
P/N: 3145309
Lot #: 60560640
Manufactured: 6/20/2018
Made in USA

Ann Rooth

From: Karol Hein [redacted]
Sent: Friday, July 20, 2018 6:42 PM
To: Agenda Items
Cc: Karla Hein
Subject: Noise Excemption for Wedding

Hello,

I am hosting my daughters wedding on my property August 18, 2018 from 3:30-11:30pm at 442 Meadowview Rd, Omemee, Ontario. I wanted to apply for a noise exception. We will have a dj from 5:30-11:30pm. Please let me know if you require anymore details.

Regards,

Karol Hein

Thursday July 19, 2018

Dear Mayor Letham and Council,

My name is Amanda Smit and I am currently planning my wedding in Lindsay, Ontario. The wedding will take place on private property. The property is located at 21 Ridgewood Rd, Lindsay, Ontario. It will begin Saturday September 22, 2018 at 14:00 and it will end on Sunday September 23, 2018 at 01:00. We will have approximately 200 guests. There are no structures on the property so a tent will set up.

I am requesting an exemption from By-law 2005-025, the Consolidated Noise By-law. We will have music at the event; however, it will not exceed 01:00 on September 22, 2018.

I thank you for your time and consideration in regards to my event.

Sincerely,

Amanda Smit

[redacted]

PROPERTY PART LOT 24/E SECTIONS 1+2
AT THE NORTH END OF ST. DAVID

1. Please consider my project to build a self storage facility to be under the Minor Site Approval Process. The project is a 1 acre flat lot with 3 3rd party engineered slabs with prefap steel sheds. There is no water sewer or hydro involved. I have no need of major services from the City. A Preconsultation Meeting was held ad the only thing asked for were plans. Therefore I wuld like to be considered a Plans Only Minor site Approval.

2 I would like to have some kind of reduction/relieve from the Development charges I have been told I am supposed to pay. I consider $210,000.00 dollars to be extreme.

3 A deferral of 3 years of any development charges. After the 3 year mark any development charges to be attached to the property tax roll.

JAMES HEAD

3/8/18

LINDSAY DOWNTOWN
BUSINESS IMPROVEMENT ASSOCIATION

July 26th, 2018

To:
City of Kawartha Lakes Council

CC:
Juan Rojas, Director of Engineering & Assets

Re: Recommendation for the Upcoming Reconstruction of Downtown Lindsay

With the reconstruction of Lindsay's downtown now in the near future, the impact to our downtown and businesses has been a topic of discussion among our Board of Directors and Sub-Committees.

The Parking Committee has discussed at length how the current configuration of downtown impacts traffic flow and parking, and with the reconstruction, believe that there is now an opportunity to make positive changes to the current setup.

At the present time, when proceeding west on Ridout Street, drivers are forced only to make left hand turns onto Lindsay Street South, bypassing the downtown all together. When proceeding east on Kent Street, drivers turning right are required only to turn on the green light, causing congestion in this area during busy times. The green lights also operate in each direction separately, causing the wait at the intersection to be one of the longest in Lindsay.

The Board of Directors, via the Parking Sub-Committee, would like to make a recommendation that this intersection be reconfigured to allow traffic to flow freely in all four directions, and also that smart lights be installed in the reconstruction so that the green light from Ridout Street only be activated when traffic is present, allowing the traffic on Kent Street and Lindsay to flow much more smoothly, assuming of course that it is configured in a way that also works best for the crosswalks and pedestrian traffic.

We thank you for taking this recommendation into consideration.

Sincerely,

Charlie McDonald
Chair
Lindsay Downtown BIA

117 Kent Street West, Lindsay, Ontario K9V 2Y7 | 705.324.7710 | info@mylindsay.com | www.mylindsay.com

ROLLING HILLS ESTATES HOMEOWNERS ASSOCIATION

1570194 ONTARIO INC.

130 PELLER COURT, BOBCAYGEON, ONTARIO, K0M 1A0

Mayor Letham and Members of Council
City of Kawartha Lakes
P.O. Box 9000
26 Francis Street
Lindsay, Ontario, K9V5R8

August 1, 2018

Subject: Short Term Residential Rentals, Report No. LIC2018-004

On behalf of the Rolling Hills Estates Homeowners Association I would like to offer the following observations and comments regarding Report No. LIC2018-004, Short Term Residential Rentals, which is scheduled for consideration at the August 14, 2018, meeting of City Council.

Our Association is appreciative of the time taken by both City Council and staff to address our very real concerns regarding the unbridled and uncontrolled establishment of short term residential rentals in the City. More particularly, our concerns are centered on established permanent residential areas such as the Rolling Hills Subdivision where such land uses are simply not in keeping with the character of the neighborhoods in which they are being located and jeopardize the very quality of life to which the area residents are entitled and have become accustomed.

Needless to say, we are disappointed that City staff, after reviewing the input and concerns of the various stakeholders, is recommending that no action be taken in response to the concerns of the Rolling Hills community and a number of other similar communities within the City. Despite staff's acknowledgement that there are problems with public safety, noise and nuisance associated with a number of short term rentals and , further, despite the fact that staff readily admits to being ill equipped to respond in a timely manner to citizen complaints particularly during the evening and weekend hours, staff is recommending a wait and see approach as the current problems, in staff's opinion, are just not pervasive enough to warrant

action of any kind! DO NOTHING!! MAINTAIN THE STATUS QUO!! Our only hope is that our elected representatives are more in tune with and responsive to the needs of their constituents who must rely on Council's good judgment and experience in situations such as this. There is a segment of our community that needs the City's help now to address a problem which will only get worse if not addressed in a timely fashion.

While staff no doubt put a fair amount of time and effort into preparing the report that you have before you, it comes up short in a number of areas.

First of all, the staff report gives considerable weight to the results of a short term rental public survey prepared and conducted by staff. It is arguable that the survey, as prepared, is drafted in such a way as to achieve a particular outcome. No checks or balances were employed to limit or control the number of times an individual could respond to the survey. As a result, we have no idea as to how many of the 607 survey responses came from residents of the City of Kawartha Lakes as opposed to short term renters and hosts living outside of the City who have no vested interest in the long term well being of the City and its residential communities.

Based on the shortcomings of the survey is it any surprise that the quantitative results indicate that the "public" does not think that short term residential rentals should be regulated and that short term residential rentals have minimal to no negative impacts on neighborhoods? It would have been undoubtedly more enlightening if the survey respondents had been asked if they were prepared to welcome a short term residential rental next to them in their neighborhood. The response, I'm sure, would have been quite different.

The one result of the quantitative survey that I do not take exception with is the finding that short term residential rentals play a positive role in economic and tourism development. And it is for this very reason that it is important to implement land use controls and regulations to dissuade the so called "bad actors" from spoiling the situation at the expense of community minded landlords who have a vested interest in maintaining good public relations with the neighborhoods in which they are situated. It is a matter of fact that Airbnb, HomeAway, Flipkey and hundreds of other rental websites have turned residential rentals into a booming underground commercial economy at the expense of long-term residents, neighborhood character and quality of life of neighbors. Long-term residents are moving out as a result, and the residential character of some traditional neighborhoods is slowly being destroyed.

The introduction of City created land use controls and regulations would safeguard the short term rental segment of the City's economic and tourism industry from the bad actors whose only interest is in making a quick buck by renting out their premises as many times as possible to multiple individuals at the ultimate expense of legitimate industry stakeholders and neighborhood communities.

The second criticism that I have with the report is that it falls short in setting out the alternatives available to the City to effectively deal with the very real and growing problem of short term residential rentals in the City of Kawartha Lakes. Option # 2 of the report refers to a registration program. What is the good of having a registration program if it is not backed up with the teeth of a comprehensive licensing program setting out proper regulations and

controls to protect industry stakeholders and the public alike. And a full fledged licensing program could include provision for the collection of licensing fees to mitigate the City's costs to administer and enforce such a program. For whatever reason this option was omitted from the staff report. Also, the financial/operation impacts of the various options as set out in the report are, in my opinion, overstated and require further review.

One very important omission in the report is the lack of reference to the option of introducing land use zoning controls under the Ontario Planning Act to control and regulate the location of short term residential rentals in the City. It is indeed interesting that the report fails to make any reference to this valuable tool in the City's tool box to effectively regulate short term residential rentals. The City currently makes effective use of the Planning Act to regulate bed and breakfast establishments. It is arguable from both a public safety and land use compatibility perspective that the regulation of short term residential rentals is equally, if not, more important to the public interest than the regulation of B&B's.

A number of progressive Ontario municipalities have already recognized the problems associated with this new underground economy and have taken very real and positive steps to curb the bad behavior of irresponsible hosts and renters. Kawartha Lakes City staff admittedly recognize the issues but argue that the issues are just not pervasive enough for City Council to act. This despite the fact that staff readily admits that they are not equipped to respond in a timely fashion to current citizen by-law complaints particularly during evening and weekend hours let alone dealing with any new by-laws or regulations. Staff's recommendation is for Council to maintain the status quo and do nothing to help those citizens whose lives are being totally and completely upended.

The homeowners in Rolling Hills Estates trust that after an exhaustive and thorough review of the facts, the Council of the City of Kawartha Lakes will refer this issue back to staff with direction that a report be brought forward setting out a plan of action that balances the needs of all stakeholders. At the very least the City needs to undertake a review of its' policing and municipal law enforcement staffing levels to ensure response to citizen by-law complaints is handled in a timely fashion 24/7 independent of the time or day of the week. Failing this, it is just a matter of time until a frustrated citizen takes matters into his or her own hands. That is the last thing any of us want particularly when such an incident can be readily and easily avoided. All that is required is the Council's will and commitment.

Respectfully Submitted,

Harold Bartlett
President
Rolling Hills Estates Homeowners Association

c.c. Ron Taylor, Chief Administrative Officer
rtaylor@kawarthalakes.ca

Chris Marshall, Director of Development Services
cmarshall@kawarthalakes.ca

Aaron Sloan, Manager of Municipal Law Enforcement
esloan@kawarthalakes.ca

Alix Scarr, Senior Licensing Officer
ascarr@kawarthalakes.ca

Richard Holy, Planning Coordinator
rholy@kawarthalakes.ca

Cathie Ritchie
P.O. Box 9000, 26 Francis St.
Lindsay, ON K9V 5R8
Telephone: (705) 324-9411, ext.1295
E-Mail: critchie@city.kawarthalakes.on.ca
Fax: (705) 324-8110
Website: www.city.kawarthalakes.on.ca

Memorandum

To: **Council**
Cc: **Ron Taylor**
Date: **August 14, 2018**
From: **Cathie Ritchie, City Clerk**
Subject: **Revised 2018 Council Meeting Schedule**

Due to scheduling and limited Council business during the Lame Duck period, it is recommended that the Council Meeting Schedule be revised and updated as follows:

August 15, 2018 – additional meeting date not required - cancelled

September 11, 2018 – cancelled

September 18, 2018 – scheduled Special Information Session

September 25, 2018 – scheduled Regular Meeting

October 16, 2018 – cancelled

November 13, 2018 – Regular Meeting changed to a Special Information Session

December 3, 2018 – Inaugural Meeting

December 11, 2018 – scheduled Regular Meeting

The Procedural By-law requires the annual Council Meeting Schedule to be approved by Council. Revisions to the schedule would need to be authorized by Council.

Section 4.00: Regular Meetings of Council

4.01 **Regular Council Meeting Dates and Time:** Council shall adopt an annual calendar for each year setting the Regular Council Meeting Dates and Start Times for Closed and Open Session.

Recommendation:

That Council approves the revised 2018 Council Meeting Schedule as recommended in the 2018-08-14 Memorandum – Revised 2018 Council Meeting Schedule.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number LIC2018-005

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Short Term Residential Rentals Follow-up Report

Author Name and Title: Alix Hick, Senior Licensing Officer
Aaron Sloan, Manager Municipal Law Enforcement

Recommendation(s):

That Report LIC2018-005, **Short Term Residential Rentals Follow-up report**, be received;

That staff be directed to implement Option #1 Status Quo and Monitoring as outlined in Report LIC2018-004;

That By-Law 2016-206 be amended to amend **General Inspections (all Regulatory By-law Inspections not including Property Standards and Clean and Clear)**; and

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

Department Head:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of July 11, 2017 Council resolved that the Rolling Hills Estates Homeowners Association correspondence regarding Short Term Residential Rentals be referred to staff for review and report back on alternatives and implications by the end of Q1, 2018.

At the Council meeting of October 10, 2017, after receiving a report recommending no action be taken towards the regulation of short term residential rentals, council resolved that the matter be referred back to staff for further consultation with interested parties with a report to Council on options to license or regulate Short Term Residential Rentals in the City of Kawartha Lakes and potential costs by end of Q2 2018.

At the Council meeting of June 19, 2018, staff presented a report summarizing findings from the review, public consultation, and survey conducted regarding short term residential rentals. Staff recommended that Council direct staff to follow Option #1 as outlined in the report as maintaining status quo and monitoring with regards to short term residential rentals. The report was referred and Staff were directed to report back to Council at the August 14, 2018 meeting with any additional information.

Since the June 19, 2018 Council Meeting, staff has received three inquiries regarding short term residential rentals. The first inquiry was requesting that staff regulate all rentals, not just short term residential rentals, and the second and third requested further explanation on information presented in report LIC2018-004.

From a policy perspective, staff continues to recommend maintaining the status quo, meaning no new policies or by-laws are recommended to deal with the issues arising from short term residential rentals. However, staff will be implementing new processes to fully utilize existing legislation to address complaints and recommends amendments to the Consolidated Fee's By-law to streamline how fees for service are administered. A comprehensive review and proposed amendments to existing nuisance legislation is also proposed. Staff will be implementing communication and outreach strategies to engage with property owners and renters to foster a climate of respect for residents, properties, and the environment. Staff will also be increasing proactive enforcement of by-law violations at short term rentals as they are discovered by municipal law enforcement officers.

Rationale:

As discussed in previous reports, staff maintains that sufficient legislation already exists to effectively address the issues arising from short term residential rentals. This report will outline how staff believes existing legislation and processes can

be amended to effectively address the issues arising from short term residential rentals.

Fee's for Service

The Fee's By-law outlines the fees that can be charged to the owner of a property for inspections by Municipal Law Enforcement (MLE) staff that result in a by-law violation being found. Below is the current format of the fee's listing within the by-law.

Service Description	Unit	Rate Effective January 1, 2018
Initial First Inspection	each	Free
Initial Final Inspection	each	Free
Second Offence Inspection	each	Free
Second Offence Final Inspection	each	$110.00
Third Offence Inspection	each	Free
Third Offence Final Inspection	each	$220.00
Fourth Offence Inspection	each	Free
Fourth Offence Final Inspection	each	$435.00
Fifth Offence Inspection	each	$875.00
Fifth Offence Final Inspection	each	$875.00
Subsequent offences	each	Fees double
Certificate of Compliance (Includes Discharge from title / deed)	each	$220.00

Staff are recommending wording changes and removing free additional inspections to make the schedule clear that fees are charged only when a violation is found. The changes will also protect owners of short term residential rental properties from vexatious complaints by including provisions that fee's for service are only levied if by-law violations are found. Staff is proposing the below chart be used to amend schedule A-12 of the Fee's By-Law.

Service Description	Unit	Rate Effective January 1, 2018
First Occurrence Inspection	each	Free
Second Occurrence Inspection	each	$110.00
Third Occurrence Inspection	each	$220.00
Fourth Occurrence Inspection	each	$435.00
Fifth Occurrence Inspection	each	$875.00

Subsequent Occurrences	each	Fees double
Certificate of Compliance (Includes Discharge from title / deed)	each	$220.00

Council should note that the inspection fees schedule as suggested will allow the cost recovery of the associated inspection. Fee's will increase for repeat issues, including an administrative fee, which will be added to the tax roll of the property and collected in a like manner to municipal taxes.

Improving Processes
As noted in previous reports, numerous pieces of legislation already exist to deal with many of the reported negative impacts resulting from short term residential rentals. The City has already enacted by-laws to address matters pertaining to parking, noise, property standards, burning, animals, and domestic waste disposal. Provincial law and statutes exist to address alcohol/controlled substance consumption, unsafe operation of motor vehicles or watercraft, and septic issues.

Often by-law violations can be remedied by education which results in increased knowledge of the expectations laid out in the by-laws and no further enforcement action is necessary. Issues such as parking have instant enforcement action by way of issuing a parking ticket to the owner of the vehicle. Other issues can require additional enforcement action by way of issuing orders or fines. Proceeding with legal action under the Provincial Offences Act can escalate to court which may result in higher fines and court ordered prohibition orders to discontinue the activity causing the by-law violation.

Education
Staff are also in the process of developing an education strategy which will involve an internal media component and an information sharing process that may reach out to a number of Cottage and Road Associations. As the strategy develops the education scope will expand as needed and as resources allow. Municipal Law Enforcement staff continue to be available to the public, Council and other city staff as a general information resource.

By-law Amendments
As part of this study/process staff has reviewed a number of by-laws. Staff are suggesting that the following by-laws be amended to reflect that the onus is additionally placed onto the property owner to ensure that they are taking responsibility for the activities that are occurring on the properties that they own.

Clean and Clear
The Corporation of the City of Kawartha Lakes By-Law 2014-026 as amended and being a by-law that requires owners of yards to clean and clear them. Section 3.05, 4.06 and 6.02 of the By-law allows for Cost

Recovery for clean and clear inspections. The mentioned sections currently reference “schedule A-9 of the Consolidated Fees By-law”. The suggested amendment to section 3.05, 4.06 and 6.02 will require the removal of the words “schedule A-9” to generally capture any future amendments or changes to the Consolidated Fees By-law.

Animals

The Corporation of the City of Kawartha Lakes By-Law 2017-039 as amended and being a by-law to regulate animals requires an Administrative Fee amendment by adding a section that advises “Where a Person or Owner has received an occurrence inspection an Administrative Fee may be charged for the inspection and the Administrative Fee as set out in the Consolidated Fees By-Law, if not paid, the fee shall be added to the tax roll of the property and shall be collected in a like manner as municipal taxes.”

Open Air Fires/Burning

The Corporation of the City of Kawartha Lakes By-Law 2016-110 as amended and being a by-law to regulate open air fires requires an Administrative Fee amendment by adding a section that advises “Where a Person or Owner has received an occurrence inspection an Administrative Fee may be charged for the inspection and the Administrative Fee as set out in the Consolidated Fees By-Law, if not paid, the fee shall be added to the tax roll of the property and shall be collected in a like manner as municipal taxes.”

Fireworks

The Corporation of the City of Kawartha Lakes By-Law 2007-236 as amended and being a by-law to regulate the sale and setting off of fireworks. The by-law advises that “no person shall discharge fireworks on any land of which he or she is not the owner, without obtaining permission of the owner to do so.” The by-law also describes situations in which a person may obtain a permit for a public exhibition of consumer fireworks. The by-law requires the addition of the following definition: “Person” means an individual, partnership, group or association, organization, company, corporation or cooperative and may also include owner. Section 8.19 currently advises the following “Where any holder of a permit fails or refuses to comply with a term or condition to which the permit is subject, the Fire Chief shall immediately revoke the permit and shall forthwith send a written notice of that revocation to the permit holder.” Section 8.19 may be changed to the following: “Where any holder of a permit fails or refuses to comply with a term or condition to which the permit is subject, the Fire Chief or Municipal Law Enforcement Officer shall immediately revoke the permit and the Fire Chief shall forthwith send a written notice of that revocation to the permit holder.”

Further the by-law requires an Administrative Fee amendment by adding a section that advises “Where a Person or Owner has received an occurrence inspection an Administrative Fee may be charged for the inspection and the Administrative Fee as set out in the Consolidated Fees By-Law, if not paid, the fee shall be added to the tax roll of the property and shall be collected in a like manner as municipal taxes.”

Noise
The Corporation of the City of Kawartha Lakes By-Law 2005-25 as amended and being a by-law to regulate noise requires an Administrative Fee amendment by adding a section that advises “Where a Person or Owner has received an occurrence inspection an Administrative Fee may be charged for the inspection and the Administrative Fee as set out in the Consolidated Fees By-Law, if not paid, the fee shall be added to the tax roll of the property and shall be collected in a like manner as municipal taxes.”

Scenarios
Below are examples of how existing by-laws and fees could be applied to situations at short term residential rentals. It is important to note that the below scenarios are hypothetical and mitigating factors and enforcement options are always considered when an officer attends a call.

Scenario #1
MLE staff is called to a short term residential rental property because a neighbour has complained that a dog is running at large. MLE staff attends the property and observe the dog running at large. Staff speaks to the renters and explains the by-law requiring that dogs must not roam off of the property. The renters tether the dog and no further complaints are received. A fee is not charged and the property owner is not invoiced because this was the first instance of a complaint regarding dogs at large at the property.

Scenario #2
MLE staff is called to a short term residential rental because of excessive noise. This is the second call and second time staff have attended the property for noise by-law violations. As staff approaches the property, they hear very loud music and noisemakers. Staff speaks to the renters and educates them on the by-laws. MLE staff may choose to charge/fine the renter for the noise by-law violation. Staff will also view this as the second staff attendance at the property to conduct an inspection for a noise complaint and the owner is invoiced a $110 inspection fee.

Scenario #3
MLE staff has been called to a property for the 5th time this year regarding excessive noise. Staff attend and determine that there is a noise violation. Staff charge/fine the violator (renter). In court, the renter pleads guilty and the fine amount is upheld. Considering that this is the 5th violation for the property, staff

considers it appropriate to invoice the owner the inspection fee of $875 as well as lay charges against the owner for permitting the violation of the noise by-law. Two weeks later, MLE staff are called to the property again for a noise violation. The officer decides to charge the owner again and also appeal to the Court to issue an order to discontinue activity as the issues are persistent and unlikely to end as long as the property is being used as a short term residential rental. Additional neighborhood citizens provide documents and testimony regarding the noise violation. The decision to issue the order is that of the Justice of the Peace hearing the matter.

Scenario #4
MLE staff receive a complaint that large amounts of garbage is strewn about a property. When staff attends, they verify that the property is not well kept and also note a strong odor of sewage. Staff uses the provisions of the clean and clear and property standards by-laws, to compel the owner to address the matter. Because a violation has been determined, the applicable administrative fees will apply. Staff also report to the Building Department regarding concerns about the septic system which are investigated by the appropriate staff person.

Complaint Process and Staffing
As noted throughout this review process, staff is unable to address issues at short term residential rentals if they are not informed of them. Staff continues to collect information from every applicable complaint that is reported to the Municipal Law Enforcement Division by phone or online by asking the following questions

- Is this a rental property?
  - If so,
    - Is it a long term rental (greater than 30 days); or
    - A short term residential rental (less than 30 days)
    - Unsure.

N/A is used for occurrence types that do not fall into a category that applies to the data collection. For example, a stray dog in a local park, parking in a fire route at City hall, littering from a vehicle, long grass on a vacant property etc.

As of the submission date for this report, 6 complaints specific to short term residential rentals were received by municipal law enforcement.

Period:	January 1-July 26, 2018	
Long Term Rental Over 30 Days		118
Short Term Rental Less Than 30 Days		6
N/A		356
Unsure		257

Staff have also noted a low frequency of complaints. A regulatory by-law is only useful if it is enforceable and staff is only able to take enforcement action if we are contacted regarding a violation. Future considerations for a regulatory by-law may be brought to Council if an increase in complaint frequency occurs or if service demands warrant changes to existing nuisance regulations or the creation of other regulations is needed to address the unregulated concerns.

Staff understands that issues arising from short term residential rentals are very real for certain areas of the City and that instances of by-law violations overwhelmingly occur during the evening and on weekends.

Other Alternatives Considered:

The other alternatives that were considered regarding the regulation of short term residential rentals are outlined in report LIC2018-004 which is attached to this report.

Consideration has also been given to the creation of additional permanent full time municipal law enforcement officers. The additional officers would allow for greater schedule flexibility, efficient complaint response by reducing time delays due to occurrence volume, and strengthen all response and training programs. Additional staff may also benefit other seasonal enforcement issues.

Council should be aware that if a new shift with expanded hours is created an amendment would be required to Article 15.01(vi) of the Collective Agreement between The City of Kawartha Lakes and the Canadian Union of Public Employees Local 855 for the agreed upon hours of work for municipal law enforcement officers.

To this end staffing increases are being considered as part of the 2019 budget process and recommendations will be brought to Council as part of the budget report. At present, limited evening and weekend enforcement exists, but not overnight. Random and focused enforcement in partnership with Police Services is being considered in future seasons.

Financial/Operation Impacts:

Implementation of Option #1 as outlined in report LIC2018-004.

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

Goal #1 of the 2016-2019 Strategic Plan is “A Vibrant and Growing Economy.” Objective 1.1.1 speaks to binging business to the City and to expand local employment. Legislation that supports the creation of tourism accommodation will increase the demand of businesses in the area and will have positive

implication on creating employment opportunities. Objective 1.3.1 is to enhance tourism. Short term residential rentals play a vital role in enhancing tourism by providing accommodation.

By consulting closely with resident regarding this matter, staff have utilized a strategic enabler of providing exceptional customer service.

Review of Accessibility Implications of any Development or Policy:

N/A

Consultations:

Manager of Municipal Law Enforcement

Attachments:

June19ShortTermRentalReport.pdf

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number LIC2018-004

Date: June 19, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Short Term Residential Rentals

Author Name and Title: Alix Scarr, Senior Licensing Officer
Aaron Sloan, Manager Municipal Law Enforcement

Recommendation(s):

That Report LIC2018-003, **Short Term Residential Rentals**, be received; and

That Report LIC2018-003, **Short Term Residential Rentals** and any additional information be referred to the August 14, 2018 Council Meeting for consideration.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of July 11, 2017 Council resolved that the Rolling Hills Estates Homeowners Association correspondence regarding Short Term Residential Rentals be referred to staff for review and report back on alternatives and implications by the end of Q1, 2018.

At the Council meeting of October 10, 2017, after receiving a report recommending no action be taken towards the regulation of short term residential rentals, council resolved that the matter be referred back to staff for further consultation with interested parties with a report to Council on options to license or regulate Short Term Residential Rentals in the City of Kawartha Lakes and potential costs by end of Q2 2018.

Beginning in January 2018, staff undertook a thorough review of the issues surrounding short term residential rentals. The review included:

1. Review of existing municipal by-laws and legislation that apply to the operation of and issues reported at short term residential rentals;
2. Review of other municipalities regulations of short term residential rentals and included consultation with staff;
3. A community survey;
4. A public forum.

Short Term Residential Rentals are those in which tenancy is 30 days or less. This would include renting a private room in a home, an entire home, a seasonal property (cottage), or any other space for 30 days or less. Short term rentals do not include established accommodation types such as bed and breakfasts, hotels, motels, trailer parks, or campgrounds.

Tourism
Access to short term residential rentals can enable additional visitation to the region. Consumers looking for something different than traditional accommodations may be attracted to visit the region because of short term residential rental options that suit their preferred style and price points. Increased visitation results in increased spending and positively impacts the City's local economy.

Tourism is one of the top economic drivers in Kawartha Lakes. The most recent tourism data is from 2016 for domestic visitors only (not including overseas and US visitors).

- over 1.6 million Canadian residents visit Kawartha Lakes annually
- Visitors spend over $106 million in the municipality.
- 60% of those visitors stay overnight and spend, on average, 2.4 nights in Kawartha Lakes.

- Domestic Tourists spent over $16 million on **accommodation**, which includes commercial accommodation, camping/RV facilities and private homes/cottages.
    - **Commercial** accommodation (hotels, motels, inns, B&Bs) accounted for 11% of domestic visitation,
    - **Camping/RV** facilities accounted for 15%,
    - **Private homes** accounted for 23%, and
    - **Private cottages** accounted for 51%.

  (Data Courtesy of Ontario Ministry of Tourism, Culture & Sport, analysis of Travel Survey of Residents of Canada, 2016).

The past decade has seen significant growth around the world in short-term rentals as accommodation options for visitors. The growth and popularity of short term residential rentals has been enabled by online platforms which offer property owners a cost effective way to connect with consumers and online marketing and booking options preferred by many consumers.

Responses to Short Term Residential Rentals in Other Municipalities
Municipalities across the country are taking steps to regulate short term residential rentals. In large urban centres, such as Toronto and Vancouver, short term residential rentals are being regulated as a means to ensure adequate and affordable housing in inflated and understocked rental markets. In municipalities with a large tourism industry, such as the Blue Mountains, ON and Whistler, BC, short term residential rentals are regulated from more of a nuisance prevention and consumer protection standpoint as those municipalities are a year round tourism destination. In the case of the Blue Mountains, they have implemented a regulatory by-law involving site inspections as well as a demerit point system wherein if a licensed short term rental property accumulates a certain number of demerit points based on verified by-law violations, the licence is not eligible for renewal. This approach requires one full time staff person to administer and enforce.
Other municipalities are implementing regulations for short term residential rentals that include only permitting owner occupied short term residential rentals, implementing a minimum stay requirement to avoid a high turn-over rate of tenants, and a registration system.

Public Forum
On May 3, 2018, staff hosted a public forum at City Hall. The forum included representatives from City of Kawartha Lakes Municipal Law Enforcement and Licensing Division, Kawartha Lakes Police Services, Fire Prevention, City of Kawartha Lakes Tourism/Economic Development, Kawartha Lakes Paramedic Services, and City of Kawartha Lakes Planning Department. The intent of the forum was to hear the public's ideas, concerns, and perspectives regarding short term residential rentals and to give the public an opportunity to ask questions and receive feedback from the appropriate agency.

Approximately 60 interested parties attended the meeting including neighbours of short term residential rentals, owners of short term residential rentals, local business owners, and individuals with no direct involvement with short term residential rentals. Staff heard positive and negative commentary regarding short term residential rentals in the City. The primary concerns raised at the public forum mirrored the concerns raised in the public survey and are discussed at length later in this report.

Community Survey

The community survey was available through the City website from April 10, 2018 – May 13, 2018. The purpose of the survey was to obtain information and input from the public regarding their opinions of and experiences with short term residential rentals in the City. At the outset of the survey, staff anticipated 300 survey responses which is considered to be a very good response rate for public surveys administered by the municipality. At the close of the survey, 607 responses were used in the qualitative and quantitative data analysis. The survey, as well as the public forum, was advertised on the City's website, the City's social media feeds, in the Promoter, and was also featured in Kawartha Lakes This Week and on local cable news media.

The intent of the survey was to gather as many opinions and perspectives about short term residential rentals as possible. Staff was interested in hearing about the positive and negative aspects of short term residential rentals, the impacts of short term residential rentals, and what the public would like to see in regards to regulations.

Overall, the quantitative survey results indicated that the public does not think that short term residential rentals should be regulated, that they play a positive role in economic and tourism development, and that short term residential rentals have minimal to no negative impacts on neighborhoods. Full findings of the survey are outlined below.

Short Term Rental Public Survey Results Total survey responses analyzed = 607	**Total responses to question**	**Percentage of Total responses to survey**
What types of spaces should be available for short term rental in Kawartha Lakes?		
An Entire Property	432	71%
One Spare Room	245	40%
Two Spare Rooms	226	37%
Three or more spare rooms	217	35%
A basement/Secondary suite	285	47%
Vacant properties	247	40%
Owner Occupied properties	306	50%

Short Term Rental Public Survey Results Total survey responses analyzed = 607	**Total responses to question**	**Percentage of Total responses to survey**
Short term residential rentals should not be allowed	105	17%
Select the statement that best applies to your opinions towards short term residential rentals (Tourism Impacts)		
Short term residential rentals play an important role in increasing tourism in our area	444	73%
Short term residential rentals do not have any value in creating tourism in our area	113	18%
I'm not sure	34	0.5%
Select the statement that best applies to your opinions towards short term residential rentals (Municipal Investment)		
I think the City should be developing policies to deal with the issue of short term residential rentals, across the entire City	192	31%
I think the City should be developing policies to deal with the issue of short term residential rentals in urban centres only	27	0.4%
I think the City should be developing policies to deal with the issue of short term residential rentals in waterfront/cottage areas only	80	13%
I don't feel that the City needs to licence/enforce short term residential rentals	303	50%
Select the statement that best applies to your opinions towards short term residential rentals (Economic Development)		
Short term residential rentals play a positive role in increasing investment and business growth in Kawartha Lakes	408	67%
Short term residential rentals do not have any impact on investment and business growth in Kawartha Lakes	126	20%
I'm not sure	54	0.8%
Select the statement that best applies to your opinions towards short term residential rentals (Neighbourhood Impacts)		
I feel that short term residential rentals have a significant negative impact on my neighbourhood	154	25%

Short Term Rental Public Survey Results Total survey responses analyzed = 607	**Total responses to question**	**Percentage of Total responses to survey**
I do not feel that short term residential rentals have any negative impact on my neighbourhood	228	37%
I feel that short term residential rentals have minimal negative impacts on my neighbourhood	168	27%
I'm not sure	35	0.5%
Have you ever contacted the municipality with concerns regarding short term residential rentals?		
Yes	47	7%
No	531	87%
What is your relationship to the short-term rental market in Kawartha Lakes (select all that apply)		
Operated a short-term rental in Kawartha Lakes	103	17%
Operated a short-term rental outside Kawartha Lakes	27	22%
Stayed in a short term rental in Kawartha Lakes	189	31%
Stayed in a short term rental outside Kawartha Lakes	153	25%
Live near a short term rental in Kawartha Lakes	205	33%
None of the above	83	13%
Prefer not to say	30	0.5%
Other	36	0.6%

The qualitative portion of the survey provided residents with the opportunity to provide additional information regarding their experiences with or feelings towards short term residential rentals. Distinct themes were found regarding concerns arising from short term residential rentals including dogs at large, excessive noise, overloading of septic systems, unsafe boating, large fires, parking, trespassing, drug and alcohol consumption, improper garbage disposal, speeding, and overcrowding. These are the same predominant concerns that arose from discussions at the public forum. The municipality's current and potential future capabilities to address these issues will be discussed later in this report.

The additional comments were also able to provide staff with feedback regarding the positive effects of short term residential rentals. For example, one respondent indicated that by having the ability to rent out a basement suite in a waterfront home it allowed for an elderly homeowner to stay in their home because of the additional rental income. There were also multiple examples of how families who are spread across Ontario congregate at a short term rental in

the City for a week or two in the summer to spend time with children and grandchildren.

Respondents were also asked to provide information regarding their location. From this information, staff was able to determine some particular areas of the City that are reporting a high level of concerns regarding activities at one or multiple short term residential rentals. These areas include McGill Drive in Janetville, McGuire Beach Road in Kirkfield, View Lake Road, and Rolling Hills Estates in Bobcaygeon. When looking at the locational information in concert with the quantitative analysis, staff was able to determine that although the majority of short term residential rentals operate with little to no disruption to the neighborhood, there are certain areas that have more issues.

Review of Existing By-Laws and Legislation

As noted above, the qualitative portion of the survey and the public consultation revealed some key areas of concern regarding short term residential rentals. For many of these issues, there are existing municipal or provincial laws or by-laws in place to regulate the activity/behaviour. Unsafe boating, trespassing, speeding, and drug and alcohol over consumption are all regulated by provincial and/or federal statues and enforced by the Ontario Provincial Police or local police. Matters such as large fires, parking violations, dogs running at large, excessive noise, improper garbage disposal, and septic issues are regulated by municipal by-laws and enforced by municipal staff such as Municipal Law Enforcement Officers, Building Inspectors and Fire Prevention .

By-laws, laws, and regulations exist as an effort to curtail behaviours. Unfortunately, the existence of laws does not necessarily dissuade individuals from carrying out or allowing acts to happen in violation of these statutes. Additionally, there is no guarantee that disallowing the operation of short term residential rentals will cause behaviours to cease. In discussions with local and provincial police as well as municipal law enforcement, the advice to individuals who are concerned about or witness illegal behaviour is to call the appropriate enforcement agency. To that end, regardless of the option Council directs staff to undertake, staff will be working with the Communications and Marketing division to create an awareness campaign about which agency residents should contact in response to a concern and will continue to review existing by-laws and practices as they pertain to short term residential rentals.

Options for the Regulation of Short term residential rentals in Kawartha Lakes

Staff has developed three options for Council consideration. All options would involve the implementation of a public relations/education program with rental owners, short term renters and concerned citizens, with the exception of Option #1, a new regulatory framework would be required and developed and be implemented by March 1, 2019.

Option #1 – Status Quo and Monitoring: Staff recommends this option. After analysis of the survey results, staff has determined that an additional level of regulation is not needed or being requested by the community at large. Under this option, staff will continue to respond to by-law violation complaints at short term residential rentals as per current practices and maintain the same hours of services as present. In the past, issues have been tracked by the issue themselves and not if they are occurring on a property being used as a short term rental. Staff has developed a new (summer 2017) tracking tool within the complaint management database to track calls that are coming specifically for rental properties. Staff will continue to review and update existing by-laws, and analyze the results compiled from the tracking tool. Specifically, staff will utilize the fee for service tools that are already built in to the Fee's By-law to charge the owners of individual properties for inspections resulting from multiple complaints. The 2018 fees are outlined below.

Service Description	**Unit**	**Rate Effective January 1, 2018**
Initial First Inspection	each	Free
Initial Final Inspection	each	Free
Second Offence Inspection	each	Free
Second Offence Final Inspection	each	$110.00
Third Offence Inspection	each	Free
Third Offence Final Inspection	each	$220.00
Fourth Offence Inspection	each	Free
Fourth Offence Final Inspection	each	$435.00
Fifth Offence Inspection	each	$875.00
Fifth Offence Final Inspection	each	$875.00
Subsequent offences	each	Fees double
Certificate of Compliance (Includes Discharge from title / deed)	each	$220.00

This approach allows for additional time to collect useable statistics regarding the frequency of issues at short term residential rentals and that information can be used to assist in developing policies and approaches beyond current by-laws. A public relations/education program would be developed with the assistance of Economic Development and Communications and Marketing based on tourism to promote safe and community friendly rentals and also provide residents who have concerns regarding short term residential rentals with the appropriate agency contacts to address their concerns.

Option #2 – Registration Program: Under this option, owners who rent their properties for 30 or less days will be required to register with the City. A $100

registration fee will be paid for the registration and be valid for 5 years or until the property ownership changes hands, whichever occurs first. The newly established fee of $100.00 will be included in an amendment to the City's Consolidated Fees By-Law and adjusted annually as per the By-Law. This will allow staff to collect owner information, information about the property, and local emergency contact information. Owners will receive and be required to post the registration certificate in the property in a conspicuous place, visible from the outside of the dwelling. Current legislation would be used to enforce for issues that arise from the property, including the provisions contained within the Fees By-law to charge a fee for service to the owner commencing after the 2nd call to the property as outlined in the chart above. This option would allow staff and neighbours access to the owners information and a local emergency contact to respond to issues at the property and provides staff with greater information that is useful to levy call back fees for when staff are called to the property. The registration fee will offset some costs associated with multiple responses and for maintaining a database, and the 5 year limit on the registration will allow registered owner information records to be current/accurate.

This option has the potential of being difficult to enforce as some owners will not see a perceived benefit to registering and failing to register will bring legal penalty. Additionally, seeking out short term residential rentals is difficult to do as many internet listings do not provide the exact address of the property until payment is received. Additional staff resources in Municipal Law Enforcement and Licensing Division will be required to realize the full potential of this option. There would also be minor impact to Information Technology as additional resources would be required to create and maintain new forms and database software.

Given that it is extremely difficult to assess how many short term residential rentals exist in the City, staff are unable to determine whether the registry program can operate as a cost recovery model. For example, a search of airbnb.com with the search term "Kawartha Lakes, ON" indicates more than 300 short term residential rentals available. However, official statistics from Airbnb indicate only 130 short term residential rentals available within the geographic boundaries of the municipality. A search for "Kawartha" on cottagerental.com generates 66 results, and a search on vbro.com also indicates more than 300 listings in "Kawartha Lakes, ON, Canada."

Option #3 – Increase Municipal Law Enforcement Hours of Service – Registry By-law: Under this option, Municipal Law Enforcement staff will have extended hours of service during the evenings and on weekends from May 1 – October 31 annually. Current legislation and/or a registry by-law would be used to enforce for issues that arise from the property, including the provisions contained within the Fees By-law to charge a fee for service to the owner commencing after the 2nd call to the property. Staff will utilize the tracking tool within the complaint management database to track calls that are coming specifically from rental properties.

Under this option, response time to complaints of all municipal by-law issues will be decreased as staff is re-organized to address hours of service which would occur outside of general operation hours. Currently MLE Staff work the following hours:

- Monday – Friday 8 am – 9 pm
- and Saturday – Sunday – 8am – 6:30 pm

Increasing the hours of service will be limited by By-law 2008-162 which a By-Law to Provide for Powers of Entry on Lands within the Municipality to Conduct Inspections. A reasonable time for inspections occurs between the hours of 7:00 am and 9:00 pm unless supported by court order/warrant authorizing another time period. Inspection limitations are further supported by section 8 of the Charter of Rights and Freedoms which protects an individual's right to be secure against unreasonable search and seizure.

Complaint response for issues such as noise could be investigated outside of normal staff hours, but the frequency of these issues is very low.

Regulation of short term residential rentals will be limited to properties where persistent issues exist therefore having the potential to effectively address concerns of neighbours.

This option if adopted would require a significant increase to the existing complement of municipal law enforcement officers in order for this initiative to be implemented without increasing response time to other enforcement issues. Increasing the municipal law enforcement staff during peak complaint periods will often result in investigations/legal action that stretch into the winter season which will require that additional staff be full time as opposed to seasonal as they would be required to appear in court at a later date. Municipal law enforcement staff increases will serve to strengthen all response programs and support an efficient staff work calendar and training programs. Additional staff resources in Municipal Law Enforcement and Licensing Division will be required to realize the full potential of this option. There would also be minor impact to Information Technology as additional resources would be required to create and maintain new forms and database software.

Due to the low frequency of complaints, this option could not operate as a cost recovery model.

It is important to note that this option will also require an amendment to Article 15.01(vi) of the Collective Agreement between The City of Kawartha Lakes and the Canadian Union of Public Employees Local 855 for the agreed upon hours of work for municipal law enforcement officers. Other staffing increases as described in Option #2 would also apply to this option.

Rationale:

After reviewing existing internal and external legislation, staff believes that there is enough legislation to effectively address the issues created by short term residential rentals. Staff has consulted with many internal and external agencies to discuss the enforcement of areas of concern brought to staffs attention during the review and determined that there is existing legislation that speaks to the vast majority of concerns raised regarding matters at short term residential rentals. With regards to unsafe boating, provincial and local police are responsible for the enforcement of maritime law. The Kawartha Lakes Detachment of the Ontario Provincial Police have communicated to staff that there will be a marine unit in local waters daily throughout the summer to monitor activities in waterways. The OPP encourage anyone who witnesses unsafe marine practices to call police. Other matters that were raised during the public consultation process that are enforced by local and provincial police include trespassing, speeding, excessive noise (as mischief), and illegal drug and/or alcohol use and overuse. Anyone witnessing any of the previously noted activities or any other illegal acts are encouraged to contact the appropriate policing agency.

With regards to septic systems, the City is responsible for the enforcement of the Ontario Building Code which includes maintenance and functionality of the sewage system. Staff heard many comments about concerns about the "overloading" of septic systems at short term rental properties. When septic systems are approved for installation, the approval does not indicate a maximum number of individuals who can occupy a dwelling. The approval is based on number of bedrooms, fixture units and total square metres of living space and it is generally accepted that two persons would be occupying each bedroom in a dwelling unit. Given this, people with concerns about a malfunctioning sewage system can complete a written Building Complaint form on the City's website. They must have a valid concern such as sewage escaping the system in a manner that is not intentional, signs of failure, or spongy ground/wet spots. Similarly, alterations to the physical structure of a property are regulated by the Ontario Building Code which assesses capacity as being two persons per bedroom. If alterations are suspected to have been made to a property without a building permit, a written Building Complaint form on the City's website can be completed and the matter will be investigated by a building inspector.

Municipal by-laws exist to address the issues of parking, dogs at large, excessive noise and dumping (i.e. improper garbage disposal). Municipal law enforcement officers follow up on all calls received and endeavors to respond while the offense is occurring or within a time frame in which the offender can be identified. However, call volume exceeds response capacity at present staffing levels.

The burn by-law is enforced by Municipal Law Enforcement as well as the Fire Department. If a fire appears to be out of control or too large, the Fire

Department should be called. Fire fighters will be dispatched to all calls when a report of unsafe burning is received.

By tracking complaints originating from properties that are being used as short term residential rentals and using the existing fees for service by-law, the City can create a sense of accountability among owners of short term rental properties at which by-law violations are frequently found. Additionally, implementing a public relations/education campaign will be an effective tool for neighbours to use when they feel intervention is needed for certain activities.

Other Alternatives Considered:

Legislative responses to regulate activities should be created with the uniqueness of each area in mind. There is no blanket response to regulating short term residential rentals that would be effective in every municipality.

The Toronto Approach

The City of Toronto is regulating short term residential rentals in large part because of the lack of available and affordable housing in that municipality. Although the City of Kawartha Lakes is currently experiencing a less than 1% vacancy rate for rental housing, the properties being offered as short term residential rentals are not suited or desirable for individuals seeking long term housing options as they are either seasonal properties or too costly. Therefore, regulating short term residential rentals would not assist in increasing the number of year-round residential rental units that are available in the City.

The Blue Mountains Approach

Town of the Blue Mountains implemented a by-law regulating short term residential rentals to reduce nuisance caused at short term residential rentals and also to address safety issues. The by-law involves site inspections as well as a demerit point system wherein if a licensed short term rental property accumulates a certain number of demerit points based on verified by-law violations, the licence is not eligible for renewal. This approach requires one full time staff person to administer and enforce. The Blue Mountain by-law affects all short term residential rentals within a certain geographical areas and outlines penalties for properties that are consistently in violation of municipal by-laws.

From the consultations, staff determined that it is a minority of short term residential rentals that are consistently in violation of municipal by-laws or other provincial and federal statutes and that the issues can be effectively addressed using tools already in place and by increasing enforcement staff. Additionally, staff does not feel that it is feasible to regulate short term residential rentals in only certain areas of the City.

Town of the Blue Mountains enjoys a year round tourism industry which justifies having a full time staff person dedicated to the program. In Kawartha Lakes, our tourism season is primarily from May – October.

Minimum Length of Stay Requirement

The suggestion of having a minimum length of stay requirement for short term rental tenants was brought forth to staff multiple times during the review and is being used in municipalities in Canada and the US. Staff is not recommending this option as we heard from prospective tenants that this would make short term residential rentals, and in particular waterfront/cottage short term residential rentals, unaffordable for many and owners of short term residential rentals also expressed that the majority of their bookings are for weekend or one week stays. Additionally, that implementing a minimum length of stay requirement would negatively impact the tourism industry and would be difficult to enforce. For example, one person could rent a property for a month and sublet to friends and family. The result would be one person signing for tenancy but still a high turnover in tenants.

Owner Occupied Requirement

Most short term residential rentals in Kawartha Lakes are not owner occupied. Requiring that all short term residential rentals be owner occupied at the time that they are being rented out would significantly impact seasonal residents who offer their properties as short term residential rentals for a portion of the high tourism season as a means of being able to maintain and finance their seasonal residences. An owner occupied requirement has the potential to cause many seasonal property owners who rely on the short term rental market to sell their properties therefore decreasing the availability of tourist accommodations.

Financial/Operation Impacts:

If Council elected to implement one of options 2 or 3, additional staffing costs will start at $53,142/year. There is also the potential for increased capital costs for vehicles.

Approximate Staffing Costs for Regulatory Options for Short Term Rentals	
Option #1 – Status Quo	No additional staff costs estimated at present
Option #2 – Registration Program	$119,218 for the first year for one municipal law enforcement officer and one administrative assistant.
Option #3 – Increased MLE Hours of Service	$185,294 for the first year for two municipal law enforcement officers and one administrative assistant. This option would require staff to work extended hours after 7pm requiring shift premium pay in addition to regular salary.

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

Goal #1 of the 2016-2019 Strategic Plan is "A Vibrant and Growing Economy." Objective 1.1.1 speaks to binging business to the City and to expand local employment. Legislation that supports the creation of tourism accommodation will increase the demand of businesses in the area and will have positive implication on creating employment opportunities. Objective 1.3.1 is to enhance tourism. Short term rentals play a vital role in enhancing tourism by providing accommodation.
By consulting closely with resident regarding this matter, staff have utilized a strategic enabler of providing exceptional customer service.

Review of Accessibility Implications of any Development or Policy:

N/A

Next Steps:

Staff will be bringing forth any further information that is received regarding short term residential rentals at the August 14th, 2018 regular Council meeting. Staff will continue to receive and review feedback on the report until that time.

Consultations:

Manager of Municipal Law Enforcement
Manager of Planning
City Clerk
Kawartha Lakes Police Service
Kawartha Lakes Fire Prevention
Ontario Provincial Police
Kawartha Lakes Paramedic Services
Supervisor, Part 8 Sewage Systems
Manager Environmental Services
Ministry of the Environment
The Town of the Blue Mountains
The City of Toronto
The Resort Municipality of Whistler
Tourism Development Officer

Attachments:

N/A

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-068

Date:	**August 14, 2018**
Time:	2:00 p.m.
Place:	Council Chambers

Ward Community Identifier: All

Subject: Planning Approvals Task Force Recommendations Update

Author and Title: Chris Marshall, Director

Recommendation(s):

RESOLVED THAT Report PLAN2018-068, Planning Approvals Task Force Recommendations Update, be received.

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

At the January 24, 2017 Council meeting the following resolution was adopted:

> **RESOLVED THAT** Report DEV2017-001, **Planning Approvals Task Force Recommendations**, be received;
> **THAT** staff be directed to implement the recommendations outlined in Report DEV2017-001 **Planning Approvals Task Force Recommendations**; and
> **THAT** the Director of Development Services report to the Planning Committee and Council semi-annually, starting in June 2017, outlining the implementation status of the recommendations listed in Report DEV2017-001 **Planning Approvals Task Force Recommendations.**

CARRIED

This is the third update that the Director of Development Services has presented to the Planning Advisory Committee and Council. This update is for the first half of 2018 for the months of January to the end of June.

Rationale:

Staff from the Planning, Building and Engineering Departments have implemented most of the recommendations from the Planning Approvals Task Force. However, this does not mean that there is not more staff can do to improve the customer service and application processes. This Fall the Planning Department will be reviewing the Site Plan Process and redoing the Site Plan Application Guideline document to find ways to improve the application process. The Planning Department has just completed the Terms of Reference for the Zoning Bylaw Consolidation work that will consolidate 17 Zoning Bylaws this work will begin in the Fall.

The Building Department will be adding guides and forms to the City Website to help the public with the Building Permit process. Building Department staff are regularly attending training sessions to ensure they are up to date on the latest changes to the Building Code and meet as a team on a monthly basis to work through any issues and share experiences.

The Engineering Department has updated many of their forms and guides for the subdivision application process and have found a number of ways to save the applicant money and time and make the application process clearer and easier to understand.

Planning and Building Department Statistics

The City of Kawartha Lakes had steady growth in the first half of 2018. Below is a summary of the Planning and Building Department applications over the last 4 years.

Building Department:

Thus far in 2018 the Building Department has seen a drop in single family dwellings and an increase in apartment style development. In speaking with the Chief Building Official for the City of Peterborough, they are seeing a similar drop in single family housing starts but are also seeing a rise in multi-family development.

The total value of construction in the City of Kawartha Lakes has been increasing steadily over the last four years from $108 million in 2015 to $152 million in 2017. In the first 6 months of 2018, the value of construction is slightly more than half the 2017 total value.

New subdivision in Lindsay under construction

Building Permits for New Residential – By Type

Type of unit	2015	2016	2017	First 6 Months of 2018
Total	**210**	**298**	**352**	**174**
Singles	177	260	287	76
Semis	2	0	6	2
Towns	30	0	12	4
Apartments	1	38	47	91
mobile homes	0	0	0	1
Value of Construction	$108,174,2017	$134,493,300	$152,783,878	$78,079,660

Building and sewage permit numbers are down in 2018 and this reflects the reduction in single family development.

Building and Sewage System Permits

Permit type	2015	2016	2017	First 6 Months of 2018	
Building Permits	1071	1161	1241	555	
Sewage Permits	265	307	341	129	
Sewage Reviews	156	129	140	45	

Building Division staff are continuing to process permits well above the provincially mandated expectation. In fact turnaround times are predominantly within the mandated timeframes even when applications are incomplete.

Lot sold in new subdivision in Lindsay

Planning Department

In the first 6 months of 2018, the Planning Department applications have had mixed results. The Official Plan, Zoning, Deeming Bylaws and Minor Variance applications are higher than last year at this time but the Consents, Site Plans and Compliance letters are down. The most encouraging sign is the large increase in Pre-consultation meetings that is trending well above the last four years numbers. This increase in Pre-Consultation applications will result in higher numbers of Planning applications in the future. The increase in pre-consultation applications was made possible by staff increasing the number of Pre-consultation meetings which was a recommendation from the Task Force.

Application	2014	2015	2016	2017	First 6 months of 2018
Official Plan Amendment (D01)	4	10	7	8	4
Zoning By-Law Amendment (D06)	29	21	37	32	18
Minor Variance (D20)	50	72	57	49	33
Consent (D03)	54	34	38	47	10
Site Plan (D19)	24	7	9	16	4
Subdivisions and Redline Revision (D05)	2	10	5	4	2
Condominiums (D04)	0	0	1	2	1
Compliance Letters	547	508	561	468	153
Consent Inquiries	35	19	21	21	19
Pre-Consultation Applications (D38)	**73**	**63**	**64**	**87**	**57**
Deeming Bylaws	2	2	9	9	11

Task Force Recommendations

The objective of the Planning Approvals Task Force was to improve customer service as well as streamline the planning and development approval processes, and implement strategies to accelerate growth and development in the City. In January of 2017 Council adopted a series of recommendations to help achieve these goals. The recommendations were broken into 4 main headings including:

1. Customer Service/Checklists;
2. Development Costs
3. Communications
4. KRCA Process Improvements

Under each of these headings were a number of recommendations and a time frame to implement the recommendations. Below is a summary of how the recommendations were implemented:

1. Customer Service/Checklists

The most common complaint from the public was the lack of customer service that was being provided by the Planning and Building Departments and this included a perception that:

- Staff had a negative or adversarial attitude with applicants;
- Staff were impatient when dealing with those not familiar with the process;
- that there were not enough staff to help the public through the applicatioin processes;
- and that the application process was too complicated, confusing and expensive.

In order to resolve these concerns the Task Force recommended that:

I. City Staff be required to take customer service Training:
   - As customer service was the most common complaint by the public, customer service training was set up for the Development Services staff and was completed in December 2016.
   - Corporate-wide Customer Service Standards were also rolled out in December 2017. These standards identify recommended time frames for returning telephone calls and emails and proper etiquette for face to face interaction and meetings with the public.

II. Improvements to general inquiries:

- The Engineering Department has standardized the approach to serviceability inquiries (i.e. connections to water and sewer services) to ensure improvements to overall public inquiries.

- Planning Department staff is working on a policy of returning emails and phone calls within 48 hours. Even if staff are unable to deal with the email or phone call immediately, at the very least they are encouraged to let the customer know that they got the message and can't deal with their inquiry right away but will get back to them within a certain time frame with the answer.

III. Two new staff members hired:

Two new staff were budgeted for and hired in 2017 including a new Building and Zoning Clerk and a Large Development Planner. The new Zoning Clerk was filled in April 2017 and has been a great addition as this staff member has been able to handle many of the counter inquiries for the Planning and Building Departments and provide consistent interpretations of the Zoning Bylaws. This staff member is able to steer the general public to the right staff and departments for their inquiries and reduce some of the confusion that the public faces when it comes up to the Building and Planning Departments.

The second new staff person was hired in June 2017 and is responsible for the larger more complex development applications. The intent of this new staff member is to provide a dedicated staff member to the larger developments and guide them through the application process. This will provide reduced processing times and better customer service.

IV. Pre-Consultation Summary, Application Guides and Checklists

In order to clarify what the applicant will be expected to provide in terms of studies and plans with their application and provide some understanding of the fees they will incur, the Task Force recommended that the following changes be made to the pre-consultation process:

- Provide outline of costs of application process and fees.

    - This information is now being included in Pre-Consultation Reports.

- Provide a basic checklist of reports followed by project specific details. This will enable staff to understand the scope of the project and make a judgement call on whether particular professional studies are required or not.

    - This information is now being included in Pre-Consultation Reports.

  - Engineering Department comments are provided in writing to ensure that what has been discussed with the applicant from an engineering perspective is shared consistently.

- Communicate time frames for the various steps in the application process. The expectation is that applicants will not see the process as a delay if the timelines meet expectations set out at the outset of the application process.

  - This information is now being included in Pre-Consultation Reports.

- Hold more pre-consultation meetings in order to reduce the backlog of applications.

  - Staff tried a couple of different ways of handling the backlog in Pre-consultation applications. Instead of having one half day per month for Pre-consultation meetings, staff held one full day to review Pre-consultations applications and this increased the number applications reviewed each month from 6 to 10. This took care of the backlog of applications but resulted in very long days for staff. As of February 2018, staff are holding two half day Pre-consultation meetings per month which has been easier on staff and enables up to 12 Pre-consultation applications to be reviewed each month.

- Enable applicants for minor applications to attend pre-consultation meetings via telephone conference to help streamline the process.

  - Staff have used the telephone conference call option on a number of occasions and are satisfied that this is an effective way of handling minor applications.

It was recommended that the application guides for each of the planning application processes be shorter and easier to read. It was suggested that staff look at the Township of Selwyn pamphlets as an example.

  - The Planning Department hired two Planning Graduate students for the summer of 2017and they rewrote four of the Planning application process guides with the intent of making them more lay person friendly and easier to follow and understand. The Planning Students hired this year have completed the remaining three guides and they are being circulated for input.

  - The Engineering Department presented infrastructure guidelines and the subdivision development process to the Planning Advisory Committee in August 2017. Information has been made accessible and placed on the City website.

V. Application Tracking System be Implemented

Presently when a member of the public phones in to complain about a pothole in a road or a ditch being over grown, customer service staff document the complaint, give it a number and send it to the appropriate department to deal with the complaint. With this type of tracking system the public can follow up on their issue and track its progress.

The Task Force recommended that a similar tracking system be put in place so that applicants can go on line punch in a tracking number and see what stage their application is at and who is responsible for the file. This would enable the applicant to follow the process and make staff more accountable for the timing of the application.

- On June 22, 2017 the Planning Department went live with a new software program called Cityworks. This program enables staff to store digitally all the information on properties including tracking for applications. At this stage the public is not able to access the information online but if an applicant calls to find out what stage their application is at, any staff member is able to call up the application on the computer and see which staff member is responsible for that file and exactly what stage the application is at. This will provide much better customer service as the applicant will get answers right away even if the Planner dealing with the application is on holidays or not available for whatever reason.

VI. Delegation of Authority

In order to help reduce redundancy and application processing time, the Task Force recommended that the Director of Development Services and the Mayor be given delegated authority in the draft plan approval motion by Council to execute the subdivision agreement once conditions of Draft Plan Approval are met. Presently, this subdivision agreement must be presented to Planning Committee and Council after the conditions of Draft Plan Approval are met, which can add approximately two months to the subdivision process.

- Staff has not been able to complete this recommendation as there was an OMB case related to this step in the subdivision process that recommended Council have oversight over the execution of the Subdivision Agreement.

VII Pre-Servicing Agreements

The Task Force recommended that the Pre-Servicing Process be better defined.

- The Engineering Department has updated the Pre-Servicing Policy and revised the Pre-Servicing Agreement Template. These updates were

reviewed at the July 5, 2017 Planning Advisory Committee Meeting and the Pre-Servicing Agreement Template has been updated.

- The Engineering Department clarified the model home building process in the Subdivision Guide and clarification has been included in the new pre-servicing agreement template.

- All updates have been received and approved through Planning Advisory Committee and Council.

VIII Transfer of Review Process

The City of Kawartha Lakes entered into a Transfer of Review Program agreement with the Ministry of the Environment and Climate Change (MOECC) for Type “A” works in April 2018. The new agreement saves applicants months in processing time as the City’s Engineering staff are now able to review the drainage plans and can do so much more quickly than Ministry Staff.

2. Development Costs

The Task Force heard from a number of builders and developers that all of the costs of development were requested at the beginning of the development process prior to any of the vacant lots, houses or apartments being sold. For many develpers these costs are difficult to finance. In order to relieve some of these financial pressures, the City made a number of changes to application fees, security deposits and development charges.

I Application Fees

Staff completed a survey of application fees with comparable municipalities for Planning applications and Building Permits and our fees were fairly similar to the other municipalities. The Task Force did not see any need to raise or lower the application fees and the public did not say that application fees were an issue. Although the application fees are comparable, it was recommended that the fees be adjusted on a sliding scale to acknowledge the size or complexity of the application.

- Staff adjusted a number of the Planning applications to address this recommendation. There are now “Minor” and “Major” Zoning and Official Plan amendment application fees.

II Security Deposits

At the July 17, 2018 Council meeting a motion was adopted to remove site plan securities for engineering related work on private property. This will reduce the up front cost that developers will be required to pay. Prior to this motion

applicants were required to put up securities for 50% of the onsite engineering works.

III Development Charge Deferral Policy

To better align developers' costs and cash flows, and thereby encourage development, the Task Force recommended that a Development Charge Deferral Policy be adopted to enable the payment of development charges to be deferred. This policy was adopted at the September 20, 2016 Council meeting. Subject to a maximum deferral period of 3 years, the policy gives developers/builders a number of options, including:

(a) Deferral to Condominium Registration and Occupancy: For residential condominium buildings, development charges for units occupied prior to condominium registration are payable at time of registration; otherwise, they are payable at time of occupancy.

(b) Deferral by Phase-In: For high-density residential buildings, development charges for each half of the units are payable at 1.5 and 3 years, respectively, after time of development agreement.

(c) Deferral to Occupancy: For low-density residential buildings (e.g. single-detached homes), development charges are deferred to time of occupancy.

(d) Deferral to Building Permit Issuance: For any building, development charges are deferred to time of building permit issuance.

The deferral of Development Charges provides substantial relief to the development industry. For instance,a developer building a 75 unit condominium would have previously paid 75 times $13,133/unit, or almost a million dollars, at the time of building permit issuance. This would especially be burdensome during the early stages of development as proceeds from condominium unit sales must be held in trust until registration. Now the condominium developer can defer development charge payments over time to registration and occupancy, aligning payment and cash flow timelines.

- This new policy has made it possible for a number of developments to proceed such as the new apartment buildings (The Railway Lands) that are close to completion on Victoria Street.

The Railway Lands under construction.

3. Communications

External:

Develop multi-platform approach that includes traditional and social media approaches to effectively communicate externally the new customer service standards and helpful tools available for residents and developers.

- A new website for the City was completed in July of 2017. This new website provides better tools for the public to get information.
- The new Cityworks software used by the Planning and Building Departments will enable faster, clearer and more accurate information to the customers.

Internal:

a) Better use of technology/software to ensure effective communication by or between departments throughout a project, including outside agencies involved in the project.
   - The new Cityworks software that was incorporated into the Planning and Building Departments will help to coordinate all information on properties and make sure everyone is on the same page and providing the same information to the customers.
   - The Engineering and Planning Departments host Wednesday morning coordinating meetings to try and centralize discussions on Planning Applications and/or grading issues through building permits.

- Development Review Team Meetings are held with staff from all development related departments and the KRCA to discuss upcoming Planning Applications.

b) Alignment of Economic Development Department with Building & Planning Departments to help promote particular areas for growth.

- The Planning Department is more consistently including the Economic Development Department staff in pre-consultation meetings with applicants and including their input on Planning Application reports.
- The new Economic Development Strategy adopted in July 2017 emphasizes the need for better collaboration between the Planning and Economic Development Departments.

Advocacy for Development with Government Agencies:

a) Increase advocacy efforts with MTO on both the staff and political levels to find solutions to help facilitate development along provincial highways.

- Staff has taken a more active role in advocating for solutions with outside agencies. A good example of this is the work that Planning Staff did bringing together staff from MTO, KRCA, Mason Homes, and City Staff to resolve the Fill Permit for the old Mason Homes lands (Craft Lands) at the Corner of Colborne and Highway 36.

4. Kawartha Region Conservation Authority (KRCA) Process Improvements

The KRCA was a member of the Planning Approvals Task Force and have implemented a number changes to their application and permit processes to improve customer service and expedite the application process:

Dedicated Support to CKL Planning Files

- The KRCA hired a qualified Professional Planner (OPPI/ CIP) which has enabled them to utilize staff resources more effectively so that planning applications and processes (e.g. Pre-consultation meeting, comments pertaining to Planning Act applications) within the CKL are dealt with in a timely and professional manner; at the same time, it allows the Director of Planning, Development and Engineering to focus on CKL priority projects which are critical to economic development in the area (e.g. Large Fill Permit for Mason Homes, expansions to servicing capacity and Official Plan Review);
- The KRCA completed draft floodplain mapping (Bobcaygeon, Dunsford Creek, Burnt River) and held open houses in 2018 to review this mapping. This mapping will help to inform municipal

planning documents and provide precise information to land owners and potential developers on flood hazards in these areas.

Permit Process Timing Improvements

- The timing of Permit processes is reported to the KRCA Board of Directors on a monthly basis. Statistics reveal;
  - a notable improvement in Permit process timing since the fall of 2016.
  - an increase in total Permits issued by the KRCA in the past three years from 290 permits in 2015 to 461 Permits in 2017.

Customer Service Process Improvements

- KRCA has doubled the number of pre-consultation meetings (now weekly) to prevent clients from having to wait any more than a few days to meet with Staff in order to discuss the development potential of their lands.
- KRCA has (in direct response to discussions with the development industry) instituted a new Letter of Permission as an on-the-spot Permit issued following a pre-consultation meeting for minor development activities within the Regulated Area; and
- KRCA continues to optimize the use of electronic and internet technologies, wherever possible, to simplify Permit application submission, payment and sign-off processes as well as in providing Planning comments to our Municipal partners in a timely fashion.

Other Alternatives Considered:

There were no other alternatives considered in this report.

The establishment of the Task Force was intended to provide an open and transparent venue for development and public stakeholders to provide inputs and advice to improve the City's planning approval processes.

City staff also capitalized on this opportunity to review and improve processes and efficiencies, while educating the public and development stakeholders of legislated and risk management process requirements. Council and the City are committed to implementing ongoing process improvements and efficiencies, priority infrastructure supporting growth, and investment attraction efforts to realize forecasted growth in the City.

The Director of Development Services is committed to reporting to the Planning Advisory Committee and Council semi-annually to provide updates on the implementation status of the recommendations of the Task Force, and other ongoing and planned process improvements and major growth-supporting special projects.

Financial/Operation Impacts:

The implementation of the Planning and Development Task Force recommendations is already providing financial benefits to the City of Kawartha Lakes. This is seen in the increases in Planning and Building applications which translates to more jobs, building supplies, customers for businesses, and taxes, development charges and application fees to the City.

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

Council adopted the Strategic Plan identifying the following Strategic Goals namely:

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

This report aligns with the vibrant and growing economy Strategic Goal as it outlines the ways in which the City can be better positioned to take advantage of the growth in development that is taking place now and into the future.

Consultations:

The following Departments and Agencies were consulted for this report:

Building Department
Planning Department
Engineering Department
Economic Development Department
Kawartha Lakes Conservation Authority

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Ron Taylor, CAO

Department File: D00-99-018

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2018-069

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Community Improvement Plan – Final

Description: The Strategic Community Improvement Plan (CIP) outlines the financial incentive programs and tools to business and property owners to encourage and support economic development in alignment with the City's strategic priorities over a 10-year period.

The CIP has been reviewed and updated as a result of staff, stakeholder and public consultation, and processed in accordance with the Planning Act.

Author and Title: Leah Barrie, Policy Planning Supervisor

Recommendations:

That Report PLAN2018-069 **Community Improvement Plan – Final**, be received;

That the By-law to adopt the Community Improvement Project Area and CIP, attached as Appendices A and B to Report PLAN2018-069, be approved by Council;

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

That a $100,000.00 contribution for Community Improvement Plan funding, with funding source options including the Economic Development Reserve, be included in the 2019 budget as a decision unit.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The required statutory public meeting was held by the Planning Advisory Committee (PAC) on July 4, 2018 and the following resolution was passed:

> **PAC2018-032**
>
> **That** Report PLAN2018-051, **Community Improvement Plan**, be received; and
>
> **That** the draft CIP be referred back to Staff pending the outcome of the public consultation component, and that any revisions to the draft CIP be brought back to a subsequent Planning Advisory Committee meeting.
>
> **Carried**

Following the completion of the public consultation component, a revised CIP was brought back to PAC on August 1, 2018 and the following resolutions were passed:

> **PAC2018-035**
>
> **That** Report PLAN2018-063 **Community Improvement Plan – Summary**, be received;
>
> **That** the By-law to adopt the CIP and Community Improvement Project Area, substantially in the form attached as Appendices A and B to Report PLAN2018-063, be approved and adopted by Council; and
>
> **That** the Mayor and Clerk be authorized to execute any documents and agreements required by this approval.
>
> **Carried**
>
> **PAC2018-036**
>
> **That** a $100,000.00 contribution for Community Improvement Plan funding, with funding source options including the Economic Development Reserve, be included in the 2019 budget as a decision unit.
>
> **Carried**
>
> This report addresses that direction. There have been no substantive changes to Report PLAN2018-063 adopted by PAC.

Rationale:

Issues identified in the submissions have been categorized into 5 themes:

I. Objectives
II. Project Area
III. Financial Incentive Programs
IV. Application Process
V. Housekeeping

I. Objectives

Submissions were seeking an expansion of program coverage for eligible land uses and public infrastructure, and clarification of residential options.

Explanations have been provided in the summary chart, and the CIP has been revised as appropriate.

II. Project Area

Submissions were seeking clarification of Focus Areas, and that grants be made available City-wide.

Explanations have been provided in the summary chart, and the CIP has been revised as appropriate.

III. Financial Incentive Programs

Submissions were seeking details over the operationalization of the financial tools (i.e. loan terms and conditions; grant availability; eligibility for multiple financial tools and their conditions; the City's re-payment commitments to its current funding partner (KLCFDC); annual budget assignments); program inclusions and grant amounts; and, clarification of specific program criteria. Additionally submissions were seeking program coverage to extend to community groups.

Explanations have been provided in the summary chart, and the CIP has been revised as appropriate.

The CIP is a long-term policy document that provides a framework for a broad and comprehensive range of financial tools and programs that Council can activate and deactivate as needed to align with City priorities and funding availability. Council approval of this framework marks the completion of Phase 1 of the CIP Workplan.

Phase 2 includes the implementation of the CIP, where the mechanics of the financial tools, programs and agreements are delivered. Like with other municipal

financial programs, the funding agreement will specify terms and conditions, duration, default and other provisions.

IV. Application Process

Submissions were seeking details over the application form and intake period; City staff roles; application scoring criteria; building and planning approvals; audits, timeframes and contractors; collection of securities; and, funding agreements.

Details are provided in the summary chart. All submissions will be further considered as part of Phase 2 of the CIP Workplan, where the application form and process are delivered.

V. Housekeeping

Submissions identified two mislabeled street names; the CIP has been revised.

Other Alternatives Considered:

Approval of the CIP as presented provides Council with a suite of choices going forward. It would be reasonable to initiate the loan incentive tool for all listed programs, and to scope the grant incentive tool based on our current funding partner's parameters (OMAFRA).

Financial/Operation Impacts:

The City has agreed to re-pay the KLCFDC interest-free loan of $500,000 over 5 years at $100,000 per year. OMAFRA's grant is due to expire in 2020.

The Director of Corporate Services will present a subsequent report to Council describing optimal cost recovery scenarios, and loan terms and conditions.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

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

Review of Accessibility Implications of Any Development or Policy:

The Accessibility Co-ordinator has been involved in the consultation process.

Servicing Implications:

Staff in the Engineering & Corporate Assets and Public Works Departments have been involved in the consultation process.

Consultations:

No further consultations have been held.

Attachments:

Appendix A – Community Improvement Project Area & CIP By-law

CIP_By-law.docx

Appendix B – Community Improvement Plan

CIP Final.pdf

Appendix C – Consultation Summary

Consultation_Summary.docx

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: D00-99-014

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

A By-law To Designate Lands within the City of Kawartha Lakes As A Community Improvement Project Area And To Adopt A Community Improvement Plan

File D00-99-014, Report PLAN2018-069, respecting lands within the City of Kawartha Lakes

Recitals

1. Section 28(2) of the Planning Act, R.S.O 1990, as amended, provides that where there is an Official Plan in effect in a municipality that contains provisions relating to community improvement in the municipality, the Council of the municipality may, by by-law, designate all or part of an area covered by such an Official Plan as a Community Improvement Project Area.

2. Section 28(4) of the Planning Act, R.S.O. 1990, as amended, provides that a municipality may, by by-law, adopt a Community Improvement Plan (CIP) for a Community Improvement Project Area.

3. The Corporation of the City of Kawartha Lakes has an Official Plan in effect which contains provisions relating to community improvement.

4. A public meeting to solicit public input has been held.

5. Council deems it appropriate to adopt the CIP and Community Improvement Project Area.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

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

"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;

“Director of Corporate Services” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

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: Details

2.01 **Property Affected:** The Property affected by this By-law includes all lands within the City of Kawartha Lakes.

2.02 **Project Area:** The Community Improvement Project Area, contained in Schedule 'A' to this By-law, a copy of which is attached to and forms part of this By-law, is hereby designated.

2.03 **Community Improvement Plan:** The Community Improvement Plan for the City of Kawartha Lakes, contained in Schedule 'B' to this By-law, a copy of which is attached to and forms part of this By-law, is hereby adopted.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Corporate Services 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, subject to the approval of the City of Kawartha Lakes in accordance with the provisions of Section 28 of the Planning Act, R.S.O. 1990, c.P.13., and shall remain in force for no less than 10 years, unless repealed before that date, being ___ day of ____, 2028.

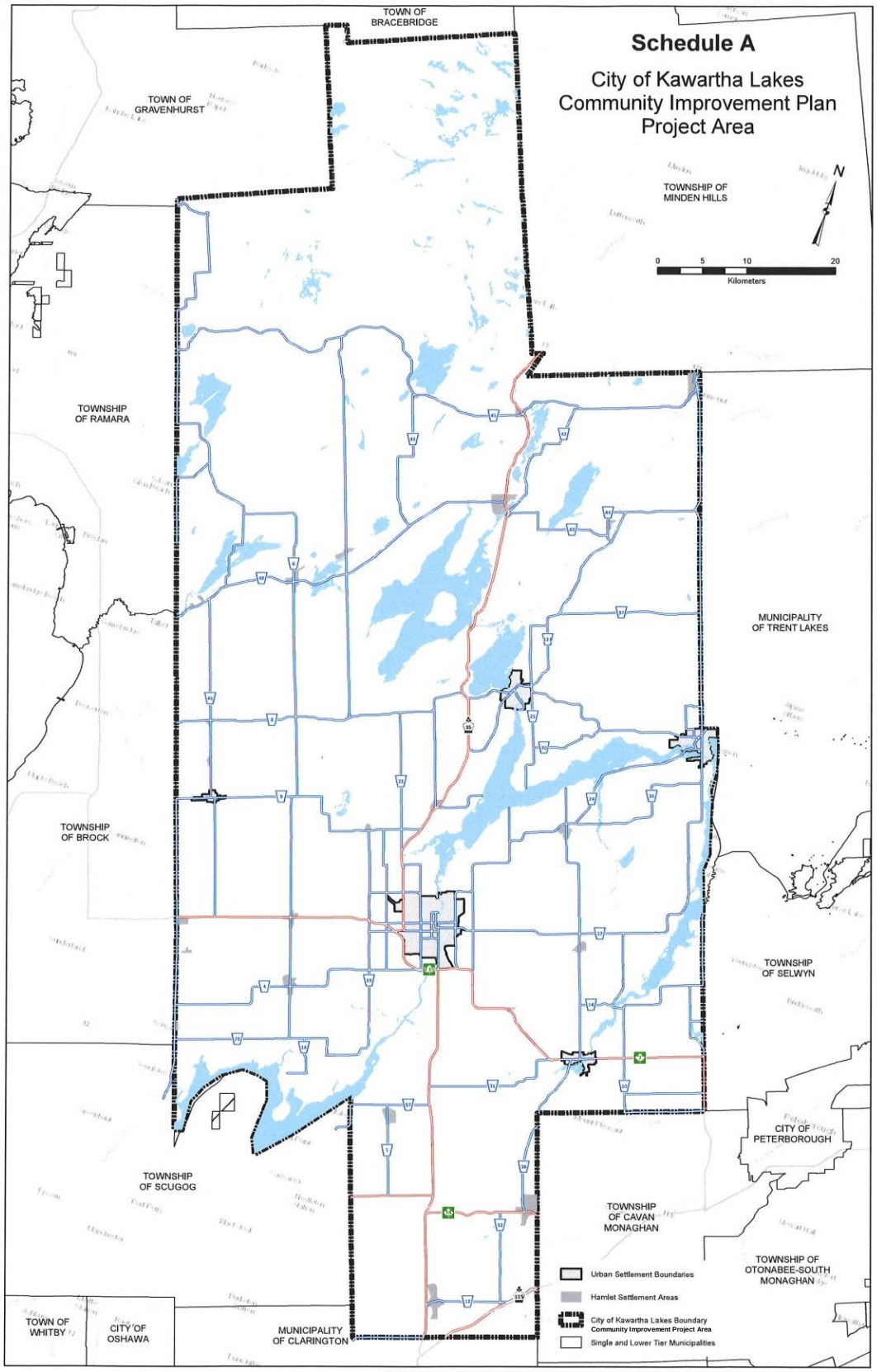
By-law read a first, second and third time, and finally passed, this ___ day of ____, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

Schedule 'A' to By-Law 2018-___

The Corporation of the City of Kawartha Lakes

Community Improvement Project Area



Schedule ‘B’ to By-Law 2018-___

The Corporation of the City of Kawartha Lakes

Community Improvement Plan

CIP Final.pdf

KAWARTHA LAKES

STRATEGIC COMMUNITY IMPROVEMENT PLAN

July 2018

Redesign | Rebuild | Revitalize

Through consultation with

DILLON CONSULTING

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1.0 Executive Summary

The City of Kawartha Lakes **Strategic Community Improvement Plan** ("CIP") has been prepared to provide a variety of financial incentive programs to business and property owners to encourage and support economic development in alignment with the City's strategic priorities over a 10-year period. The financial programs and tools can be activated and de-activated at the discretion of City Council, and are subject to the availability of funding. The CIP applies City-wide with priority areas described in Sections 4 and 5. The financial tools are summarized in Section 5 and are described in Appendix B. Complementary municipal programs that support this CIP are described in Section 6. The administration of this CIP is described in Section 7 and outlines implementation, marketing, monitoring, amendments, and the application process that business and property owners will undergo to access municipal funding. This CIP builds upon numerous planning, urban design and economic development policies, initiatives and public consultation described in Appendix C, and should be read with regard to those Plans. In particular the City of Kawartha Lakes **Official Plan** provides for adoption of a CIP in order to encourage improvements that can redevelop community structure and promote economic growth.

The legislative authority behind this CIP is described in Appendix D. The **Municipal Act** prohibits municipalities from assisting businesses either directly or indirectly unless the assistance is provided for community improvement within a Community Improvement Project Area through Section 28 of the **Planning Act**.

Highway 35, Norland

2.0 Purpose of Community Improvement Plans

CIPs are a popular implementation tool for municipalities to fulfil strategies and policies around maintenance, rehabilitation and redevelopment for targeted areas. Through CIPs, Councils are empowered to make grants or loans to businesses and property owners within CIP project areas to pay for the whole or any part of the cost of rehabilitating the lands and buildings in conformity with the CIP. Successful CIP programs result in several dollars invested by property owners for every incentive dollar offered by the municipality. Through a CIP, the municipality can help to implement a coordinated plan for improvements across the community.

By directing and stimulating private sector investment, a CIP can be used to address topics ranging from building repair and heritage conservation, to brownfield redevelopment, to energy-efficiency, to affordable housing and accessibility. The Community Improvement Planning Handbook 2008 – Produced by the Ministry of Municipal Affairs and the Ministry of Housing outlines the following purposes of Community Improvement Plans:

- Focus public attention on local priorities and municipal initiatives;
- Target areas in transition or in need of repair, rehabilitation, and redevelopment;
- Facilitate and encourage community change in a coordinated manner; and,
- Stimulate private sector investment through municipal incentive-based programs.

3.0 Purpose of the Kawartha Lakes CIP

This Strategic Community Improvement Plan for the City of Kawartha Lakes ("City") will provide support to property and business owners in the designated areas who wish to improve their properties. This will generate interest, strengthen partnerships and trigger investment in the City. The cumulative result of property improvements in priority areas will be more vital and vibrant downtown and main street areas which will attract residents, visitors, and economic development. The cumulative impact of individual projects undertaken by property owners can be as influential as area-wide public works projects.

In alignment with City priorities, programs and plans, this CIP is aimed at:

- **Derelict building repairs and improvements to functionality**
- **Heritage districts and building restoration and improvements**
- **Affordable rental housing retrofits in mixed-use buildings**
- **Downtown mainstreet revitalization and enhancements**

This CIP includes a variety of financial incentive programs, including loans, grants and tax assistance in the form of rebates aimed at addressing the City's priorities and strategic goals. The programs cover a broad range of improvements from minor aesthetic updates to major structural upgrades, as well as the professional services that may be needed to prepare plans, studies or reports, and are summarized in the table below:

TABLE 1				
CITY PRIORITIES / FINANCIAL INCENTIVE PROGRAMS	Derelict building repairs and improvements	Heritage district and building restoration and improvements	Affordable rental housing retrofits in mixed-use buildings	Downtown mainstreet revitalization and enhancements
Façade Improvement (Signage, Awning, Lighting, Landscaping, Exterior)	✔	✔	✔	✔
Trent-Severn Waterway (Façade Improvement, Marina Slips)	✔	✔		✔
Heritage Conservation (Interior, Exterior; Tax Relief)	✔	✔	✔	✔
Building, Fire and Electrical Code Improvements (Accessibility, Energy Efficiency)	✔	✔	✔	✔
Residential Upgrades and Conversion	✔	✔	✔	✔
New Business Construction (Start-Ups, Pop-Ups, Entrepreneurs)	✔	✔		✔
Outdoor Space (Patios, Art)	✔	✔		✔
Application Fees & Design Studies (Building, Planning, Development Charges)	✔	✔	✔	✔
Tax-Increment Financing	✔		✔	✔

This CIP encourages upgrades made to enhance the energy efficiency of buildings, comply with the Ontario Building, Fire and Electrical Codes, and implement the accessibility standards in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. Renovations that improve or expand existing commercial or mixed commercial-residential space, or that add or upgrade residential units above existing commercial space, are expected, as are conversions of dwellings into Bed & Breakfast establishments. Other renovations may include façade improvements and new signage, as well as the conservation of cultural resources including heritage-designated properties.

Improvement projects should take into account the existing precedents of desirable design elements and architectural materials from the immediate surroundings in each community, coordinated with the City's policy documents, described in Appendix C.

Colborne Street, Fenelon Falls

4.0 Community Improvement Project Area

In accordance with the Official Plan, a Community Improvement Project Area can be any area within the municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Improvements are encouraged where clusters of commercial and mixed-use activities are in highest concentration to achieve the greatest community impact. Through the **Community Improvement Project Area By-law**, this CIP extends city-wide. However, the Focus Areas identified on **Schedules B through J** including the downtown and main street areas of Bobcaygeon, Coboconk-Norland, Fenelon Falls, Lindsay, Omemee, and Woodville, are ideal candidates for downtown revitalization, heritage conservation, improved accessibility, and creation or renovation of affordable housing in mixed-use buildings, and are included in the CIP Area By-law.

Monck Road, Norland

5.0 Financial Incentive Programs

5.1 Financial Tools

The financial incentive tools are categorized into 3 streams: **Loans, Grants** and **Rebates**. All programs are described in Section 5 and Appendix B. Council may determine that certain programs are more desirable than others to achieve the City's goals at a particular time, and may choose to activate only those programs at that time. De-activated programs can be re-activated by Council throughout the life of the CIP.

All programs and incentives are subject to eligibility criteria as described in Section 5.2. All successful applicants will be required to enter into an Agreement with the City outlining the terms and conditions of funding.

Community Partners, including Kawartha Lakes Community Futures Development Corporation and the Province of Ontario, are encouraged to support the CIP where priorities and funding scope are in alignment. Supplementary funding may be available through other programs, such as the City's Secondary Suite Program, Multi-Unit Rehabilitation Program and New Rental Housing Program; and, other Provincial programs that may be available at a given time, such as the Province's rebate program for development charges on new, purpose-built rental housing. CIP financial incentives may be stacked with other sources of funding, subject to any applicable terms.

5.1.1 Grant Program

Grants may be offered to offset the costs associated with redevelopment. In addition to companion grants identified under Section 5.1.2, eligibility for grants may be prioritized for applicants within communities that have participated in Downtown Revitalization workshops resulting in Action Plans for redevelopment.

Conditions

1. Grants may be combined, but a property may not exceed a maximum total of $10,000 in combined grants for the duration of the CIP, unless approved by Council. Multiple grants cannot be applied to the same project cost;
2. A property is only eligible to receive the Trent-Severn Facade Improvement Grant one (1) time throughout the duration of the CIP;
3. The applicant may be the registered property owner or tenant, or a person to whom such an owner or tenant has assigned the right to receive a grant; and
4. In accordance with an Agreement, payments will only be made after a project is completed to the satisfaction of the City.

Kent Street West, Lindsay

TABLE 2			
PROGRAMS	**ELIGIBLE COSTS**	**FINANCIAL INCENTIVE TOOLS**	
		GRANTS	
		Up to % Cost Covered	**Up to Maximum $**
Design Studies	Preparation of supporting architectural, engineering or site plans	50%	$2,000
Planning Applications & Building Permits	Municipal portion (not Conservation Authority portion)	100%	N/A
Development Charges	DCs for new residential units (upper storey apartments in mixed use buildings; conversion of an existing dwelling into a B&B); Subject to passage of municipal by-law	50%	N/A
Signage Improvement	Business name, address, awnings, lighting	50%	$2,000
Façade Improvement	Exterior treatment; architectural features; windows / doors / awnings; lighting;; re-design of storefront	50%	$5,000
Trent-Severn Façade Improvement	As with Façade Improvement program; and, consistent with Parks Canada policy	50%	$5,000
Marina Slips	Developing new marina slips or other boat docking infrastructure to accommodate day-use from boaters traveling on the Trent-Severn Waterway area; and, consistent with Parks Canada policy	50%	$2,000
Building Repair & Renovation	Structural interior repairs; design restoration; code / safety / utility upgrades; renovation of existing or creation of new upper storey apartments in mixed use buildings	50%	$4,000
Start-up / Entrepreneur Building Improvement	As with Building Repair & Renovation program; and, recipient of SBEC or similar government program	50%	$2,000
"Pop-up" Business Construction	Costs to construct a seasonal or semi-permanent structure to house a new retail business; and, recipient of SBEC or similar government program; Subject to passage of municipal (license) agreement	50%	$2,000
Accessibility Improvement	Interior and exterior projects for improvement; and, in accordance with AODA	50%	$4,000
Heritage Conservation	Costs to preserve, repair, or maintain heritage characteristics of properties designated under the OHA; Subject to registration of Heritage Easement agreement	50%	$4,000
Outdoor Patio	Deck, patio, fencing, roll up or folding aluminum/glass garage doors or similar installations; subject to municipal public use agreement	50%	$2,000
Outdoor Art	Costs to commission, purchase or install permanent outdoor art installations including but not limited to murals and sculptures; subject to municipal public use agreement	50%	$2,000

5.1.2 Loan Program

Loans may range from as little as $10,000 for projects such as façade improvements, to upwards of $50,000 for more significant projects such as accessibility and other building upgrades. The funding may be amended over time, as approved by Council, based on interest and uptake. Funding for each initiative will be capped to ensure that loans are available to a maximum number of businesses.

A **Loan Increase Option** may be available to provide additional funding for improvements in accordance with accessibility, heritage or affordable housing legislation. Where the City has entered into a Loan Agreement for an improvement project in accordance with the policies of this CIP, the City may additionally offer a **companion grant** from Table 2 to the business or property owner as further incentive to undertake a supplementary project.

Conditions

1. The applicant must be the registered property owner to receive a loan.

TABLE 3			
PROGRAMS	**ELIGIBLE COSTS**	**FINANCIAL INCENTIVE TOOLS**	
		L O A N S	
		Terms	**Funding**
See Table 2	**See Table 2**	Low-/no-interest; Forgiveable	$10,000 to $50,000
		Accessibility, Heritage, Housing	Loan Increase Option
		Supplementary Project	Companion Grant

5.1.3 Rebate Program

Tax assistance may be available to eligible properties through passage of site-specific by-laws where required. Where improvements result in an increased property assessment and taxes, the City is authorized to rebate the municipal portion of the resulting property tax increase.

Conditions

1. A property is only eligible to receive a tax rebate one (1) time throughout the duration of the CIP;
2. The applicant must be the registered property owner to receive a tax rebate; and
3. In accordance with an Agreement, payments will only be made after a project is completed to the satisfaction of the City. In the case of tax rebates, payments will only be made after a project is completed to the satisfaction of the City and an appropriate re-assessment of property value has been conducted.

TABLE 4		
PROGRAMS	**ELIGIBLE COSTS**	**FINANCIAL INCENTIVE TOOLS**
		R E B A T E S
Tax Increment Equivalent	Amount of the municipal portion of the resulting property tax increase; effective for 10 yrs	Year 1 = 100% rebate Year 2 = 90% rebate ... Year 10 = 10% rebate
Heritage Property Tax	Amount of the municipal portion of the resulting property tax increase; effective for up to 10 yrs	10-40% annually up to a maximum of $500 per residential property and $750 per commercial property

5.2 Eligibility Criteria & Conditions

All improvement projects are subject to the following criteria and conditions to be eligible for any CIP program. Additional program-specific eligibility requirements are listed in Appendix B. All criteria and conditions will be discussed during the required pre-consultation meeting with City staff prior to applying for any funding program.

The Property

1. The property must be located within a designated CIP Project Area. Priority status may be given to properties within communities whose improvement proposals align most closely with the City's policy and design guidelines foundation.
2. The property must be a commercial, residential or mixed-use commercial/residential property, or be changing to one of these land uses as part of the proposed redevelopment.
3. The property and building(s) shall not have tax arrears, outstanding utility charges, contraventions, penalties, fines or fees, or any other legal claim, lien or order, including work orders that may adversely affect the title of the land, or other outstanding requirements, and must comply with all municipal by-laws

Kent Street West, Lindsay

The Project

1. The project to be undertaken must contribute to community improvement in accordance with this CIP, as well as the Official Plan, any community-based Secondary Plan for the respective community, any Streetscape and Façade Design Guidelines and any other relevant, municipally-endorsed plans, studies, guidelines, or regulations.
2. The minimum project cost shall be $1,000 or as determined through pre-consultation evaluation.
3. Appropriate building permits and planning approvals shall be in place.
4. Upon approval and/or completion of a project, the City reserves the right to audit the costs associated with any of the works described by the approved CIP application, and any audits will be undertaken at the expense of the applicant.
5. Upon approval and/or completion of a project, the City reserves the right to inspect any properties/buildings that are part of the approved CIP application.

The Application

1. A “complete application” will include a completed application form, and supporting materials such as plans, studies, cost estimates and contracts, applicable reports, and any additional information required by the City.
2. A complete application must be approved by the City before work commences (applications for projects that have already begun will not be considered).

The Funding

1. The total amount of the financial incentives will not exceed the eligible project costs of the property improvements (clearance/demolition, construction, reconstruction and rehabilitation, or improvement of energy efficiency), and may combine financial tools (grants, loans, rebates).
2. The City is not responsible for the costs associated with preparing a CIP application or any other related costs.

3. Should the applicant fall into default of any of the eligibility requirements or any other requirements of the City then the City may delay, reduce, or cancel the incentive, and may require repayment of any of the incentive program benefits, at the discretion of the City.
4. Any program commitments may be cancelled if work does not commence within six (6) months of the City's approval of an application, or in accordance with an Agreement with the City.

Highway 35, Coboconk

6.0 Other Complementary Tools & Initiatives

The City may employ additional tools and incentives for projects that support municipal strategic directions or for projects that address a specific element of community improvement. Other tools that can be leveraged to advance community improvement goals include:

- Community Design Guidelines
- Business & Service Associations
- Property Standards By-law
- Non-financial Assistance
- Other municipal programs:
    - An on-going urban furniture program is in effect for replacing benches, garbage receptacles, and ornamental features in municipal parks. Many of the settlement areas have had urban design-related projects prepared or implemented in recent years, including beautification efforts like gardens, hanging baskets, seasonal displays, welcome signs, decorations, and banners. The **City's Sponsorship and Dedication Program** offers opportunities to further these efforts and honour someone special with contributions likes dedicating a tree or park bench.
    - **Community Partnership and Development Funds** provide funding opportunities for Beautification Projects, Culture Funding and Special Events.

- **Legacy CHEST Funds** in Bobcaygeon and Lindsay are given to non-profit, community based organizations and individuals that provide programs, projects, services, or activities that enhance the quality of life for residents in the areas of health, arts, culture, heritage, education and the environment.

- **50/50 Community Project Capital Funding Initiative** helps community organizations complete capital projects. This program provides for the betterment of City facilities and parks.

While not all of these are direct financial incentive programs that fall under Section 28 of the *Planning Act*, they are all tools that are often used to identify and promote priorities that support community improvement.

6.1 Community Design Guidelines

The City may develop Community Design Guidelines that articulate desirable building and design elements, to aid the applicant/owner, City staff and Council during the preparation and approval of plans and agreements. CIP applicants are encouraged to refer to Community Design Guidelines at the outset of any improvement project. The City may use the Guidelines as a tool for prioritizing project funding.

6.2 Business & Service Associations

6.2.1 Business Improvement Areas

The City has a Business Improvement Area (BIA) in place for downtown Lindsay. BIAs may be established in other communities as well – the authority to establish a BIA comes from the *Municipal Act* (Sections 204-215). The City may implement a BIA By-law and add a levy to the municipal tax on businesses within the designated improvement areas. The money gathered through this tax is earmarked for improvements to the area, such as purchase of new street furniture or marketing the area.

6.2.2 Chambers of Commerce

There are currently four Chambers operating across the City of Kawartha Lakes, including Bobcaygeon & Area, Coboconk Norland & Area, Fenelon Falls & District, and Lindsay & District, who support local business and provide leadership through marketing and promotion, discounts, advocacy, networking and referrals, resource and information, and access to programs, partnership and best business practices. Member businesses are part of an overall effort to improve the local business environment, attract more residents and tourists, and promote sustainable economic development.

6.2.3 Service Clubs

A variety of long-standing Service Clubs operate across the City to support community improvement efforts through fundraising activities. Clubs such as the Lions and Rotary have contributed to streetscape and accessibility enhancements, as well as supportive housing initiatives.

6.3 Property Standards By-Law

The City's Municipal Law Enforcement Division is responsible for investigation and enforcement of the City's Property Standards By-law, which includes provisions for maintaining properties. The City may increase enforcement of the By-Law or review and amend the By-law, as needed, to maintain a high degree of property maintenance.

6.4 Non-financial Assistance

Complementary non-financial supports provided by the City's Small Business Entrepreneurship Centre (SBEC) include business plan and management plan development; coaching, guidance and training; hiring strategies and HR policies; insurance, regulations, licensing, and taxation; market research, marketing and sales plans; financial and cash flow development; referrals to professional and business organizations; and applying for other funding opportunities.

7.0 Administration

7.1 Implementation & Marketing

This CIP will be enacted by the approval of this document and the passing of the Community Improvement Project Area By-law by City of Kawartha Lakes Council. This CIP will be operationalized by establishing funding as necessary through the municipal budgeting process, and by continually seeking other sources of partner funding. Funding allocations may not be consistent from year to year, and may impact application intake periods and how many projects receive funding in a given year. Approval of applications for financial incentives is at the absolute discretion of the City.

An essential part of successful implementation is a marketing strategy that effectively communicates the CIP programs to property and business owners, and residents. Regular advertising and education actively supports the program and works to achieve the City's priorities.

King Street East, Bobcaygeon

7.2 Application Process

Applicants are required to pre-consult with City staff to discuss their project, and ascertain all program details, eligibility, and timeframes. Complete applications for financial incentive programs will be reviewed by the City's CIP Steering Committee. The Committee will assess applications based on the eligibility requirements and guidelines. Projects may also be prioritized based on the strategic goals of the municipality and financial considerations. The Committee will make recommendations to the City, or its delegated approval authority, as to whether or not an application should be approved.

7.3 CIP Agreement

If the submitted application is approved, the City and the applicant will enter into a CIP Agreement specifying the terms, duration, default, and any other provisions of the financial incentive program. Where the Agreement is between the City and a property tenant or business owner then the building owner must consent to the Agreement.

7.4 Monitoring and Amendments

This CIP will be monitored on an on-going basis to determine its effectiveness. Measureable criteria relating to CIP goals may involve increases in employment, retail uses, heritage designations, housing units, property tax revenues, and accessible properties; and, decreases in vacancy rates, housing waiting lists, and energy consumption.

The City may review this CIP periodically and amend it to ensure that the objectives of community improvement are being met. Amendments to the CIP may be required for the following reasons, in accordance with the *Planning Act*:

- Change or expansion in the Community Improvement Project Area;
- Change in the eligibility criteria;
- Addition of a new financial incentive program; and,
- Increase to a financial incentive program.

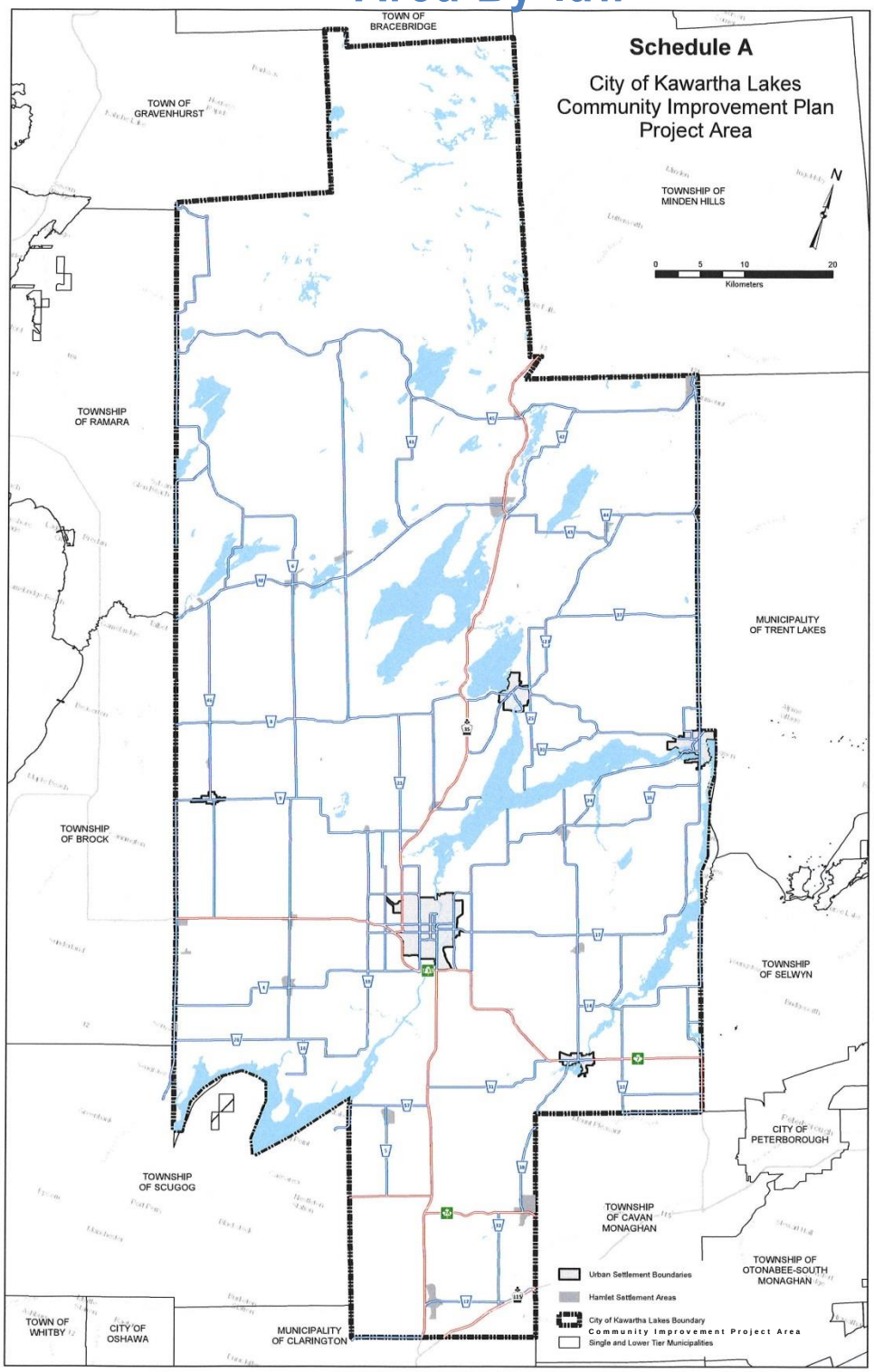
7.5 Dissolution of the CIP

When Council determines that the CIP has been implemented to a satisfactory level, it may repeal the Plan and/or dissolve the Community Improvement Project Area through a By-law. Any financial incentive program enabled through this CIP can be discontinued at any time, but approved projects already receiving benefits when a financial incentive program is discontinued shall continue to receive benefits as per the Agreement with the City.

King Street, Woodville

APPENDIX A

Schedule to Community Improvement Project Area By-law



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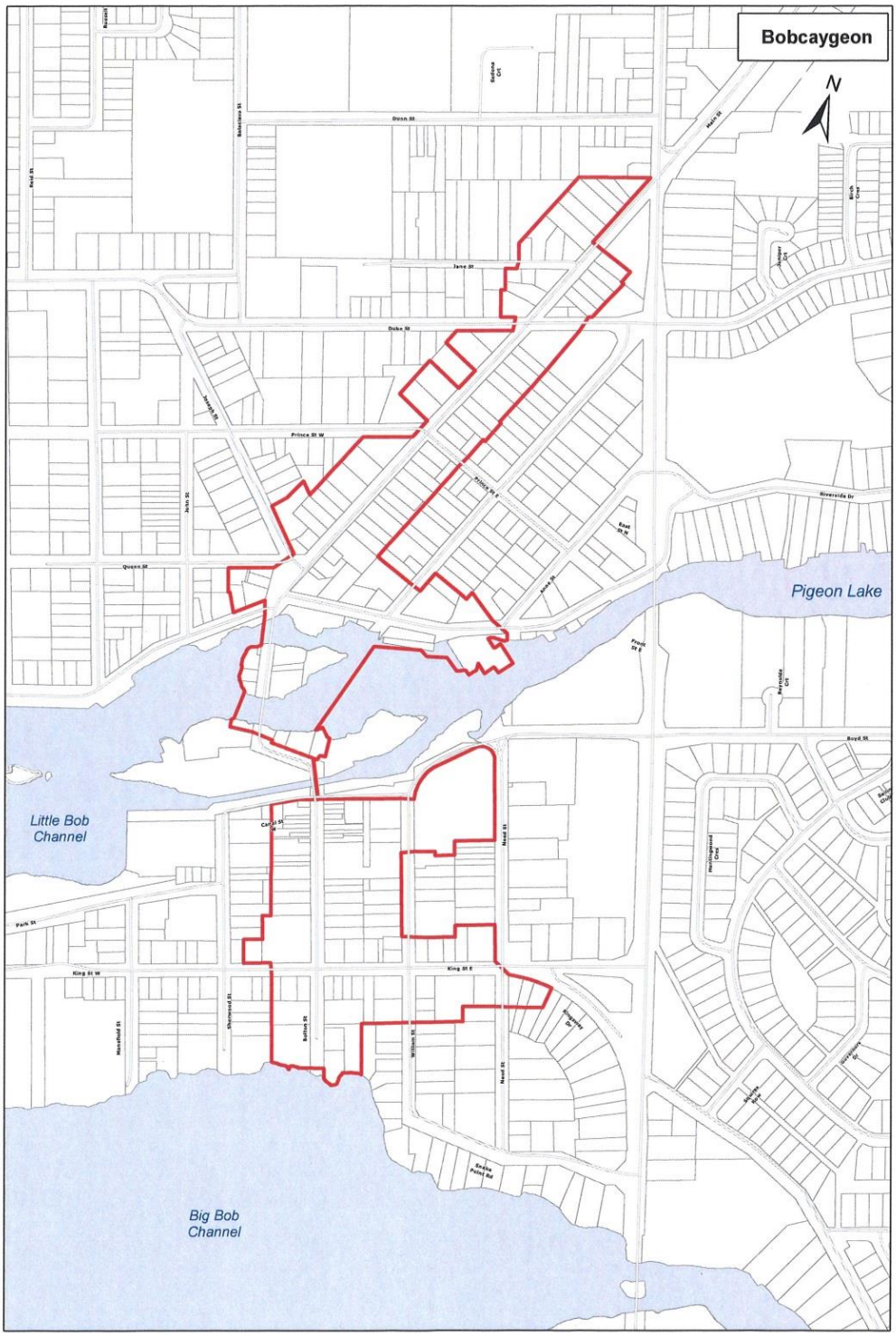
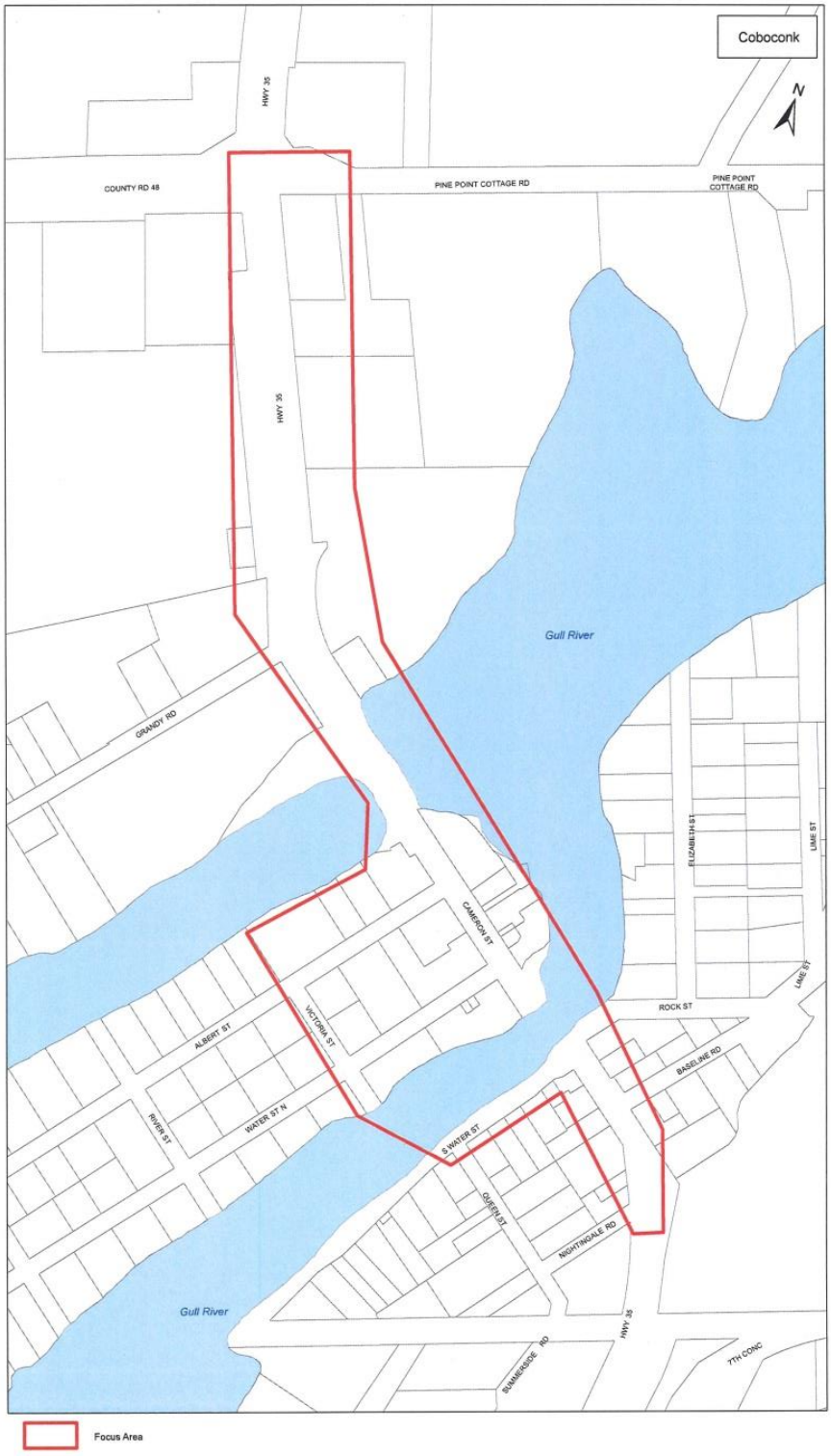


SCHEDULE C Coboconk



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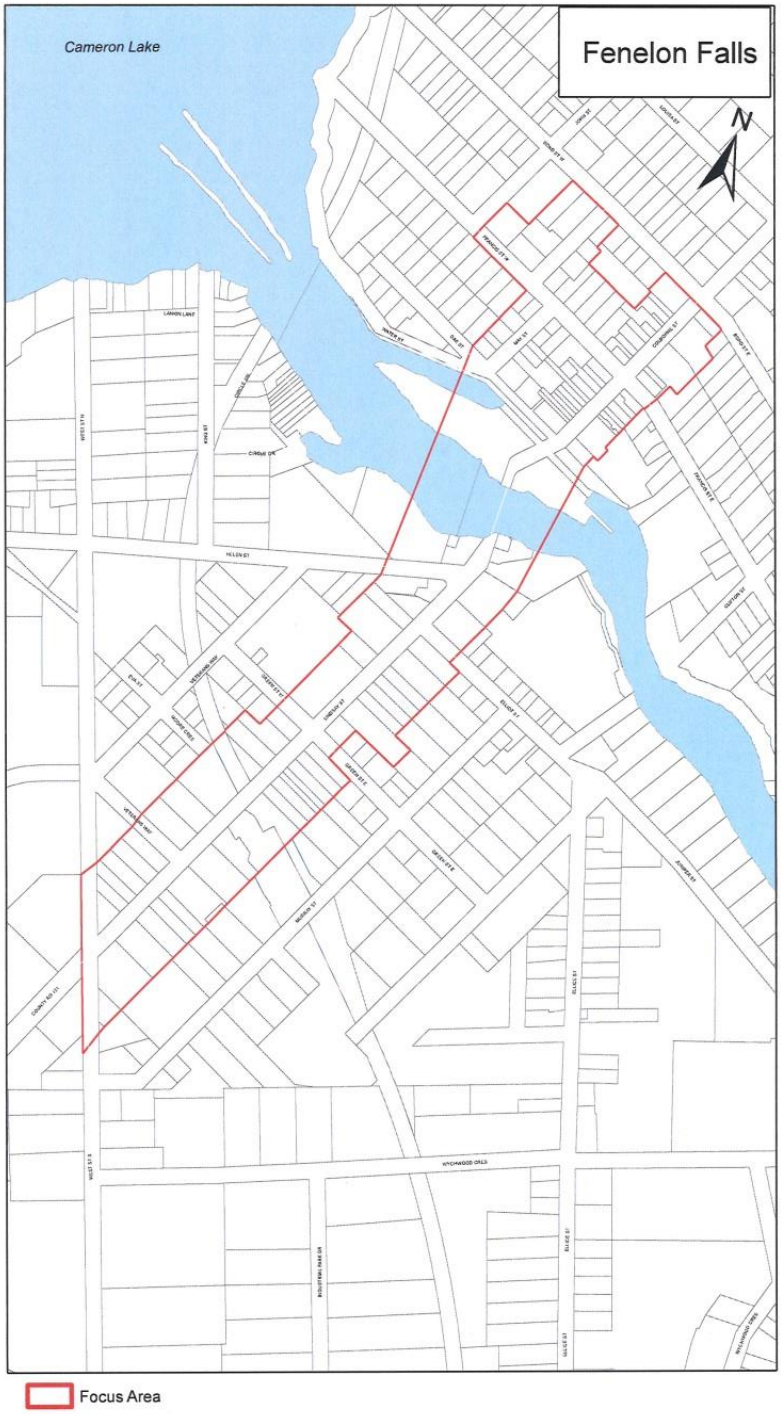
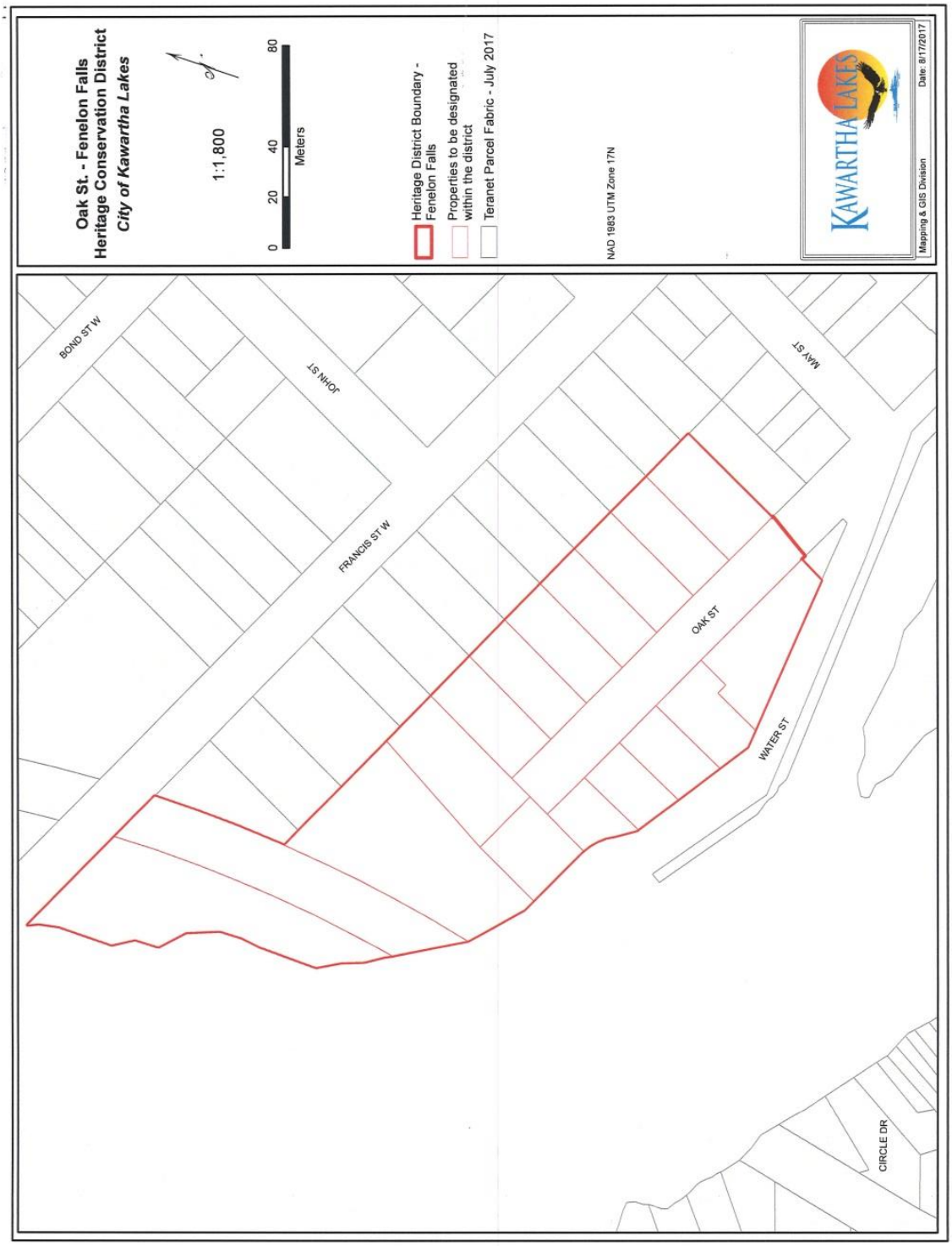
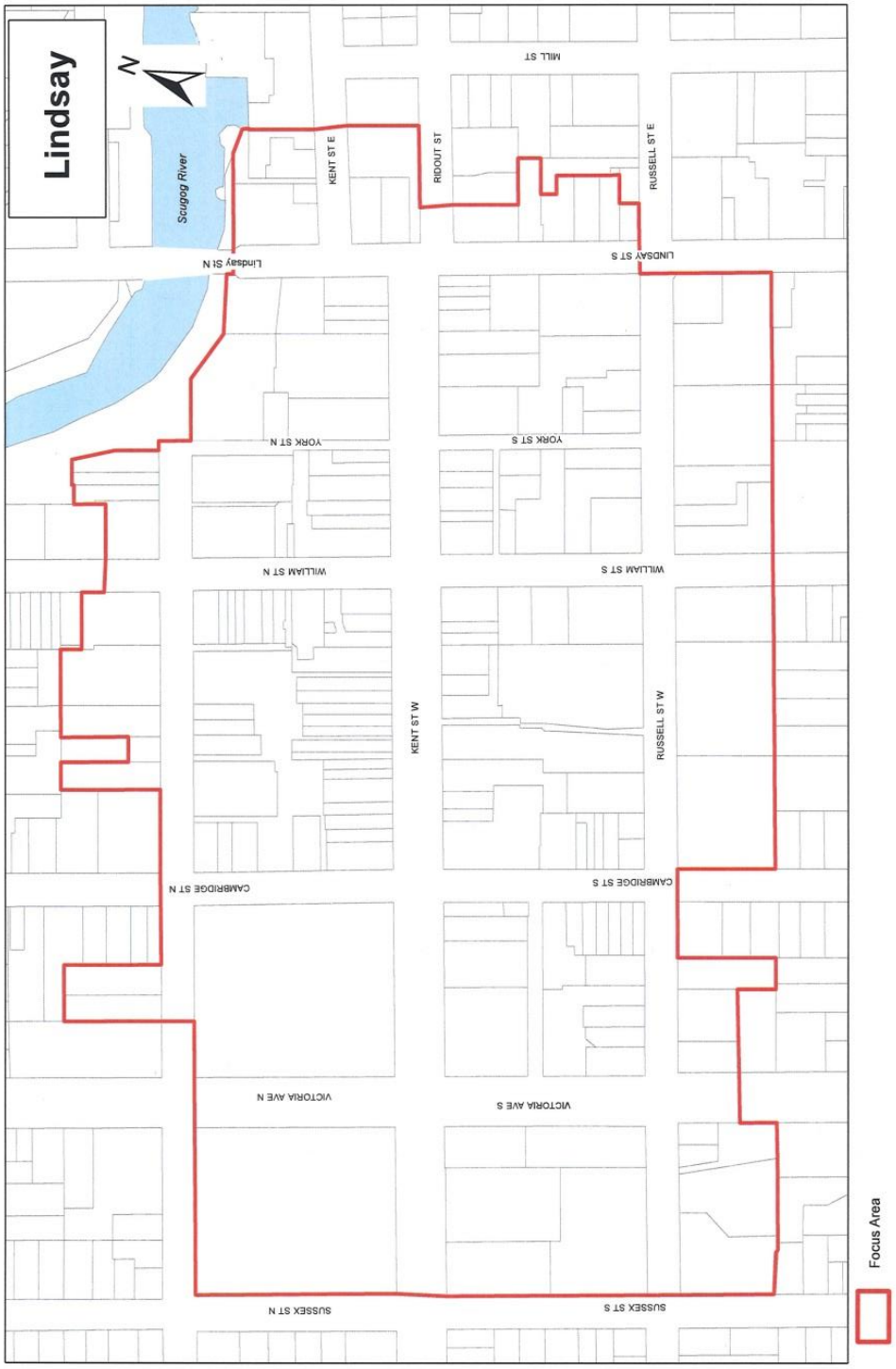
SCHEDULE E Fenelon Falls



SCHEDULE F Fenelon Falls HCD



SCHEDULE G Lindsay



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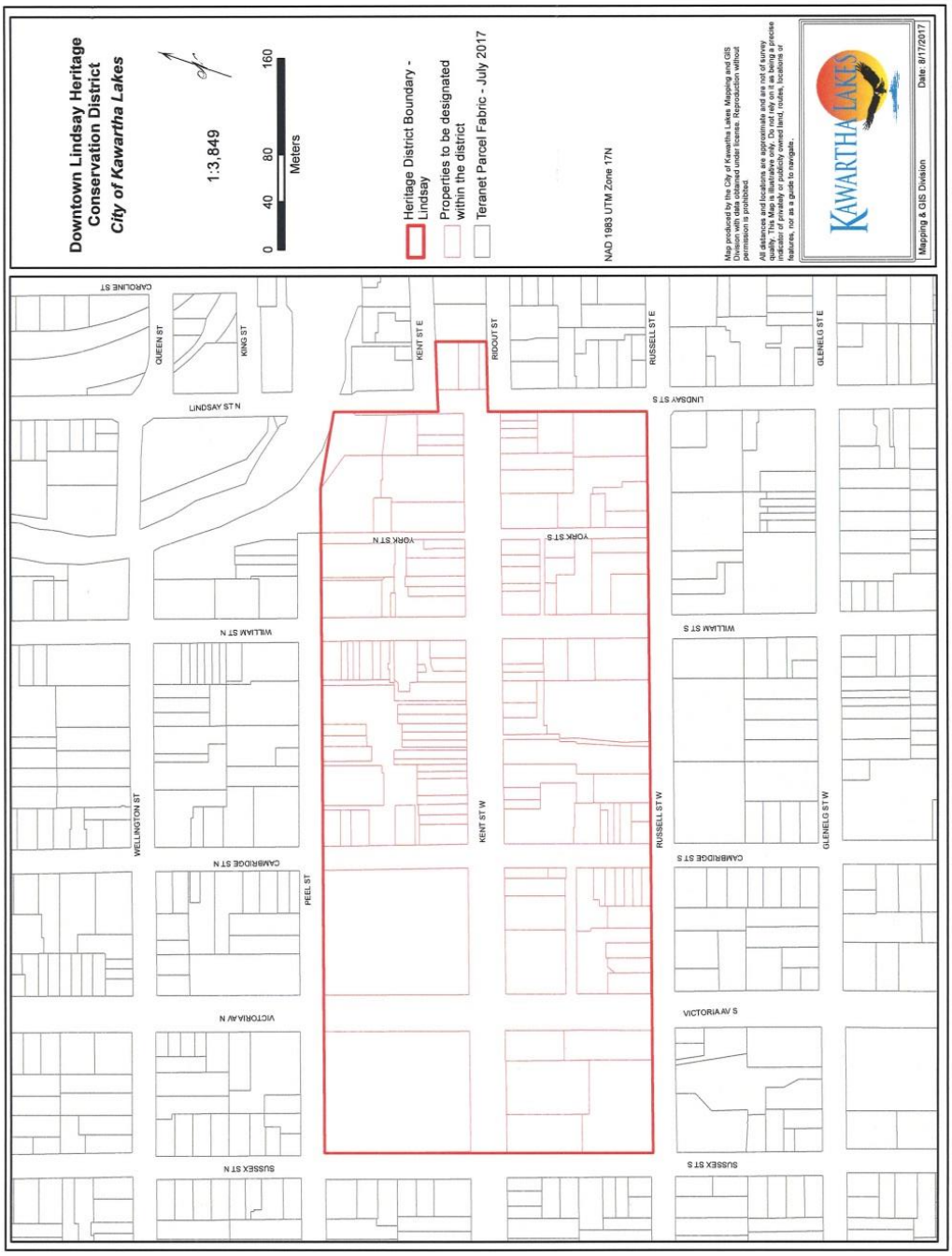

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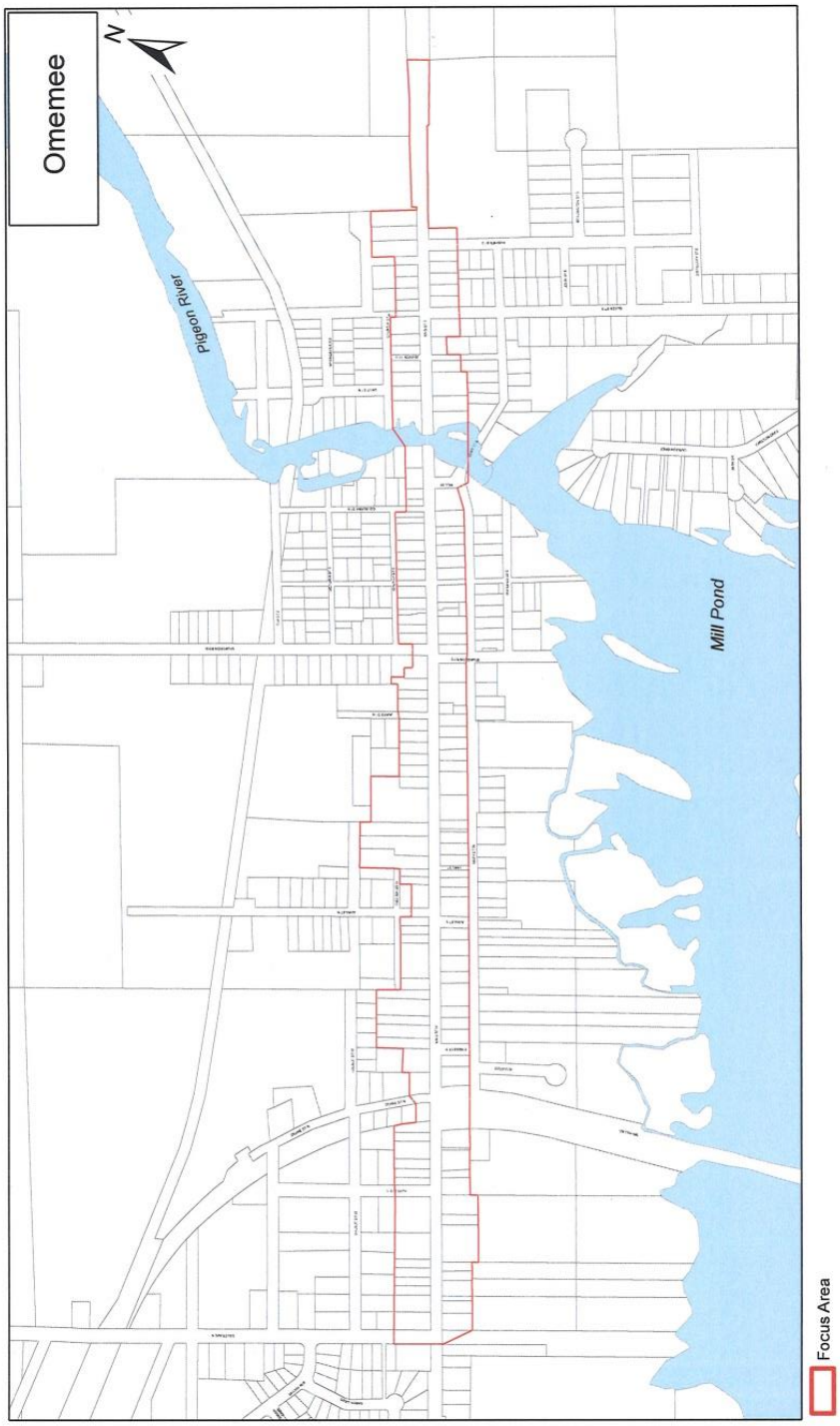
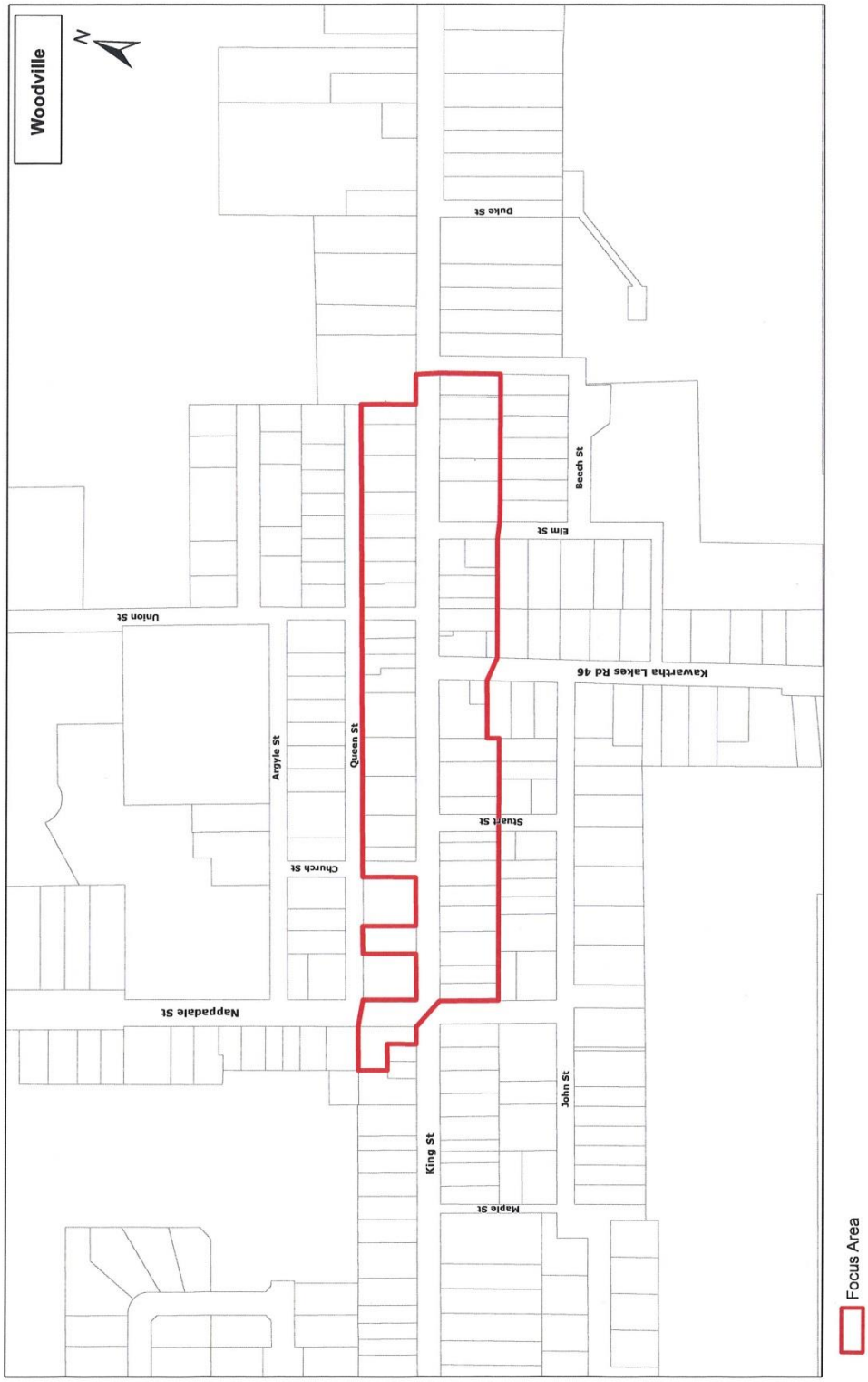


SCHEDULE J Woodville



APPENDIX B

Financial Incentive Programs

Design Studies

Project Phase: Planning / Design / Approvals

Objective/Strategic Directions	
Encourage high quality design in accordance with the City of Kawartha Lakes Official Plan and Secondary Plans, for projects within the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000
Eligible Costs:	
Cost of preparation of architectural or engineering plans and site plans for building façade improvements, Building, Fire or Electrical Code retrofits, Accessibility retrofits, or landscaping and property infrastructure improvements.	
Eligibility Requirements:	
General Eligibility Requirements	

Planning Applications & Building Permits

Project Phase: Planning / Design / Approvals

Objective/Strategic Directions	
Reduce barriers to development. Alignment with Strategic Goal for a Vibrant and Growing Economy.	
Percentage of Eligible Cost Covered	**Maximum Amount**
100%	N/A
Eligible Costs:	
The municipal portion (not the Conservation Authority portion) of planning application fees and building permit and change of use permit fees.	
Eligibility Requirements:	
General eligibility requirements.	

Development Charges

Project Phase: Planning / Design / Approvals

Objective/Strategic Directions	
Encourage intensification in the CIP area. Increase the supply of affordable housing and increase the availability of overnight accommodations for tourists. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	N/A
Eligible Costs:	
City of Kawartha Lakes Development Charges for: • New residential units in upper storey apartments in mixed use buildings; • Conversion of an existing residential building into a bed and breakfast.	
Eligibility Requirements:	
General eligibility requirements.	

Signage Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Improve the appearance/aesthetic/consistency of businesses signage in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$2,000

Eligible Costs:

Improvement or replacement of the business signage, street number, and/or awnings including:

- Removal of old signage;
- Purchase and installation of new signage or awnings; and,
- Lighting improvements associated with signage.

Eligibility Requirements:

General eligibility requirements.

Signage Improvement grant may be granted to a single property more than once, if the property is occupied by a new tenant or business.

King Street West, Omemee

Façade Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Improve and renew the exterior appearance/aesthetic of buildings in the CIP area with a focus on the front façade of the buildings. Alignment with Strategic Goal for a Vibrant and Growing Economy.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$5,000

Eligible Costs:

Costs to renew and update building façades with an emphasis on the front of buildings; side and rear façades may be considered if located on a corner lot, or if highly visible from a public space abutting other front façades. The following costs are eligible:

- Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
- Restoration or replacement of cornices, eaves, and parapets;
- Restoration or replacement of windows, doors and awnings;
- Restoration or replacement of exterior lighting;
- Exterior painting;
- Redesign of storefront or entrance modifications; and,
- Similar improvements and repairs that would improve the appearance of a building façade.

Costs that are eligible under the Signage Improvement grant are excluded from the Façade Improvement grant.

Eligibility Requirements:

General eligibility requirements.

Highway 35, Coboconk

Trent-Severn Façade Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Improve and renew the exterior appearance/aesthetic of buildings in the CIP area with a focus on the façade of buildings visible from the Trent-Severn Waterway area. Encourage tourism and leverage visitors associated with the Trent-Severn Waterway area. Alignment with Strategic Goal for a Vibrant and Growing Economy.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$5,000

Eligible Costs:

Costs to renew and update building façades facing the Trent-Severn Waterway area. The following costs are eligible:

- Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
- Restoration or replacement of cornices, eaves, and parapets;
- Restoration or replacement of windows, doors and awnings;
- Restoration or replacement of exterior lighting;
- Exterior painting;
- ;
- Redesign of storefront or entrance modifications; and,
- Similar improvements and repairs that would improve the appearance of a building façade.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. The property must be abutting the Trent-Severn Waterway area.
b. Façade improvements must be consistent with any policies and requirements outlined by Parks Canada pertaining to the Trent-Severn Waterway area as a National Historic Site.

Marina Slips

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Encourage the development of additional temporary docking spots for boaters travelling to/through the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000
Eligible Costs:	
Costs associated with developing new marina slips or other boat docking infrastructure to accommodate day-use from boaters traveling on the Trent-Severn Waterway area.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Improvements must be consistent with any policies and requirements outlined by Parks Canada pertaining to the Trent-Severn Waterway area.	

Bobcaygeon River, Bobcaygeon

Building Repair & Renovation

Project Phase: Completion

Objective/Strategic Directions	
Encourage rehabilitation through building repairs, renovation, energy retrofits, and utility upgrades in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy, an Exceptional Quality of Life and a Healthy Environment.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$4,000

Eligible Costs:

Costs of upgrades to the physical interiors of buildings:

- Structural repairs to walls, ceilings, floors, and foundations;
- Interior restoration and design; and,
- Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.

Eligibility Requirements:

General Eligibility Requirements.

King Street, Woodville

Start-Up / Entrepreneur Building Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Support entrepreneurs working with the Kawartha Lakes Small Business Entrepreneurship Centre. Encourage new businesses to locate in vacant buildings in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$2,000

Eligible Costs:

Costs of minor upgrades to the physical interiors of buildings:

- Structural repairs to walls, ceilings, floors, and foundations;
- Interior restoration and design; and,
- Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. Applicant must be a current recipient of the “starter company” or “summer company” program through the Kawartha Lakes Small Business Entrepreneurship Centre, or a similar program funded by the provincial or federal government.

"Pop-up" Business Construction

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Support entrepreneurs working with the Kawartha Lakes Small Business Entrepreneurship Centre. Encourage vibrant seasonal or semi-permanent uses in underutilized lots in the CIP area. Increase the speed of community improvement. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000

Eligible Costs:

Costs to construct a seasonal or semi-permanent structure to house a new retail business.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. Applicant must be a current recipient of the "starter company" or "summer company" program through the Kawartha Lakes Small Business Entrepreneurship Centre, or a similar program funded by the provincial or federal government.
b. Project must be located on a vacant or underutilized lot.

Accessibility Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Increase accessibility and walkability in CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$4,000
Eligible Costs:	
Costs of interior or exterior projects to improve accessibility for people with disabilities.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Project must be designed in accordance with the *Accessibility for Ontarians with Disabilities Act* and related standards and guidelines.	

Kent Street West, Lindsay

Heritage Conservation

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Encourage conservation of heritage characteristics for designated heritage properties or properties within a designated heritage district. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$4,000
Eligible Costs:	
Costs to preserve, repair, or maintain heritage characteristics of properties designated under the *Ontario Heritage Act.*	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Property must be designated under the *Ontario Heritage Act*. b. Project must address the designated heritage characteristics of the property as identified in the designation by-law.	

Lindsay Street South, Lindsay

Outdoor Patio

Project Phase: Construction / Implementation

Objective/Strategic Directions

Encourage the development of outdoor patios and similar "el fresco" dining opportunities in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$2,000

Eligible Costs:

- Costs for a deck, patio stones or a similar surface;
- Costs for fencing;
- Costs for roll up or folding aluminum/glass garage doors or similar installations to open up the building to the outdoors.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. Patio must be for use of business patrons of a commercial use or for the general public.

Colborne Street, Fenelon Falls

Outdoor Art

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Encourage permanent art installations in the public realm. Promote and support local arts and culture. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000
Eligible Costs:	
Costs to commission, purchase or install permanent outdoor art installations including but not limited to murals and sculptures.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Project must be located so as to be plainly visible from an adjacent public street or sidewalk. b. Project is subject to any applicable municipal public art policy and/or art acquisition process in effect.	

King Street East, Omemee

Tax Increment Equivalent Relief

Project Phase: Completion

Objective/Strategic Directions	
Encourage redevelopment in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
Tax rebate equal to the amount of the municipal portion of the resulting property tax increase	Rebate effective for 10 years following completion of eligible project: Year 1 = 100% rebate Year 2 = 90% rebate Year 10 = 10% rebate
Eligible Costs:	
Where property improvements are undertaken in a manner supported by this CIP, and where those improvements result in an increased property assessment and taxes.	
Eligibility Requirements:	
General Eligibility Requirements.	

Heritage Property Tax Relief

Project Phase: Completion

Objective/Strategic Directions	
Encourage conservation of heritage properties in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	Maximum Amount
Tax rebate equal to the amount of the municipal portion of the resulting property tax increase	10-40% annually for up to 10 years up to a maximum of $500 per residential property and $750 per commercial property
Eligible Costs:	
Where property improvements are undertaken in a manner supported by this CIP, and where those improvements result in an increased property assessment and taxes.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply:	

a. Property must be designated under Part IV or Part V of the *Ontario Heritage Act*.
b. Project must address the designated heritage characteristics of the property as identified in the designation by-law.
c. **By-law passed under Section 365.2 of the *Municipal Act* to provide tax relief in accordance with Grant Agreement**.
d. Applicant must enter into a Heritage Easement Agreement with the City in accordance with Sections 22 or 37 of the *Ontario Heritage Act*, and be registered on title at applicant's expense.
e. Inspections will be necessary to ensure compliance with the Easement Agreement. Inspections will take place upon application and any given time with 24 hours prior notice by the Municipal Heritage Committee or its assigns.

Oak Street, Fenelon Falls

APPENDIX C

Foundations of the Kawartha Lakes CIP

C.1 Green Hub CIP

The city-wide Green Hub CIP (2009) was developed to reinforce the City's Environment First Principle and to position the City as a centre for green development and technologies. The intent was to attract, through financial incentives, the development of businesses and industries that engage in environmentally significant activities, such as "green" technologies, services, and products; to address age and dilapidation of buildings through green construction and retrofits; and, to remediate and redevelop brownfields.

C.2 Official Plan

The Official Plan (2012) provides a policy framework for managing growth and land use decisions in the City of Kawartha Lakes for a 20-year horizon. The Official Plan encourages the provision of a wide range of affordable housing options; promotes the development of new businesses and economic activities, the expansion of existing businesses, and the improvement and revitalization of downtown cores; encourages the conservation and enhancement of cultural heritage resources; supports energy efficiency; protects the environment and agricultural areas; and identifies areas rich in natural resources.

Section 31.1 of the Official Plan explains that Secondary Plans for the Urban Settlement Areas of Bobcaygeon, Fenelon Falls, Lindsay, Omemee and Woodville will provide detailed policies addressing the growth management of the specific urban settlement areas. The **Community-based Secondary Plans** (2015) identify effective and efficient development patterns and opportunities, take into account current municipal conditions, reflect Provincial land use planning policy and implement the policies of the City of Kawartha Lakes Official Plan.

C.3 Accessibility Plan

The Accessibility Policy and the Multi-Year Accessibility Plan (2012-2017) demonstrate the City's commitment to identify, remove and prevent barriers to accessibility. The Plan addresses policy and procedure, customer service, information and communication, employment, transportation and built environment. Examples of the commitments the Plan makes as it relates to the built environment include improving sidewalk infrastructure; developing accessible streetscape and signage guidelines (i.e. way-finding); and, including a formula or percentage of inclusion of affordable, adaptable, accessible housing within planning documents.

C.4 Cultural Master Plan

The Cultural Master Plan (2013) recognizes that successful municipalities will be those that offer an appealing and attractive community, are diverse and welcoming, have interesting public spaces, celebrate public art and urban design, and understand linking these elements is the magnet to attract people and talent. A key direction is to strengthen connections between culture and economic development by supporting and growing start-up enterprises in underutilized downtown spaces, and by continuing to promote festivals and events in the City.

C.5 Integrated Community Sustainability Plan and Action Plan

The Integrated Sustainability Plan (ICSP) (2014) is a collection of goals and actions to improve the environment, economic, social, and cultural sustainability within the community of Kawartha Lakes. The Action Plan supports the ICSP by outlining an approach for implementing the actions identified in the ICSP.

C.6 Housing and Homlessness Plan

Further to the requirements in the *Housing Services Act* and the Provincial Long-Term Affordable Housing Strategy, the City of Kawartha

Lakes and the County of Haliburton completed the Housing and Homelessness Plan (2014-2023). The Plan identifies goals, objectives and actions to be achieved over its 10-year period. The Plan strives to increase the supply of affordable housing through second units, stimulate the creation of new purpose-built rental housing, and offset development charges and fees for new affordable housing.

C.7 Core Service Review

The City invests in projects that will improve services, protect public safety, maintain infrastructure, and enhance the quality of life for residents and visitors. A core service review process was undertaken in 2015 of all City services, departments and assets to determine how best to deliver the services that matter most to residents.

C.8 Corporate Strategic Plan

The vision for the City of Kawartha Lakes is “naturally beautiful, offering an exceptional lifestyle.” In light of the vision, the Strategic Plan (2016) identifies the City’s strategic goals and prioritizes actions for the years 2016 to 2019. The vision, strategic goals and actions guide the City’s operations and decision making. The strategic goals include a vibrant and growing economy; an exceptional quality of life; and, a healthy environment.

To advance the first goal, staff developed a comprehensive **Economic Development Strategy** (2017) that focuses on attracting and empowering residents and businesses. Through strategic goals, objectives and actions, the Economic Development Strategy engages the Economic Development division with the broader business community to work together to make a difference.

C.9 Streetscape and Façade Design Guidelines

The Design Guidelines (2017) were developed through comprehensive community consultation to create a common design vision for the four downtown revitalization areas of Coboconk-Norland, Fenelon Falls, Lindsay, and Omemee. Based on public input and the preferred theme

areas – nature and built heritage – the Design Guidelines identify place-making opportunities for each downtown revitalization area.

The **Downtown Revitalization Strategic Action Plans** (2017) build upon the background work and public input of the Design Guidelines, and are intended to be the blueprints for future revitalization efforts. The Action Plans incorporate the needs and desires of the communities; embrace and enhance the downtowns' strengths; address the weaknesses; prioritize the implementation of each of the communities' goals; and identify specific action plans to achieve those goals.

A precursor to the Design Guidelines and the Actions Plans is the **Omemee Downtown Revitalization Strategic Plan** (2006). The Strategic Plan was developed by the Omemee Business and Community Improvement Association (OBCIA), with support from the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and Kawartha Lakes Community Futures Development Corporation. OBCIA identified OMAFRA's Main Street Pilot Program as best suited to achieve the community's revitalization.

Recommendations, goals, objectives, and actions were included for economic development, marketing and promotion, organizational development, and physical enhancement. On-going monitoring reported on a number of positive changes, including an increase in the number of businesses and events in 2009.

C.10 Heritage Conservation District Plans

The City of Kawartha Lakes has designated two Heritage Conservation Districts (2017) – Downtown Lindsay and Oak Street in Fenelon Falls, predicated on the **Heritage Master Plan** (2012). Downtown Lindsay is widely recognized for its well-preserved Victorian architecture and its wide streets. Oak Street in Fenelon Falls is a rare example in the City of Kawartha Lakes of an early 19th century residential development.

APPENDIX D

Legislative Authority, Policy Framework and Urban Design Direction

D.1 Legislative Authority

For the purposes of this CIP all references to legislative Acts extend to subsequent amendments therein and/or their successors.

1.1 Municipal Act

The *Municipal Act* prohibits municipalities from assisting businesses either directly or indirectly (Section 106(1)) unless the assistance is provided for community improvement through Section 28 of the *Planning Act*.

Where a municipality has an approved CIP that contains provisions specifying tax assistance, Section 365.1 of the *Municipal Act* that operates within the framework of Section 28 of the *Planning Act*, allows municipalities to provide tax assistance for municipal purposes. Further, it allows municipalities to pass by-laws to provide tax assistance to eligible properties, in the form of a deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation and development periods of the property.

Similarly Section 365.2 specifies Heritage Property tax relief for locally designated heritage properties, subject to Agreement to protect the heritage features.

1.2 Planning Act

According to the *Planning Act*, Council may establish a Community Improvement Project Area for the area where community improvement is desirable. Community improvement within that area means:

> "the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary." (*Planning Act*, S.28(1)).

In the context of a CIP, municipalities may make grants or loans to owners of properties (or tenants with permission) within the CIP areas, to pay for the whole or part of eligible costs. The eligible costs may include:

> "costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities" (*Planning Act*, S.28(7.1)).

The *Planning Act* requires that a public meeting be held before a CIP can be considered by Council for adoption. Public consultation and involvement helps build consensus and community support, provides education, and leads to a more comprehensive and meaningful program that is reflective of community goals. Engaging the public also ensures accountability around municipal financial incentives to private property owners.

D.2 Legislative Direction

2.1 Accessibility for Ontarians with Disabilities Act

The *Accessibility for Ontarians with Disabilities Act* sets out a process for developing and enforcing accessibility standards by 2025. Accessibility standards are laws that government, businesses, non-profits and public sector organizations must follow to become more accessible in five areas: customer service, access to information, public transportation, employment, and outdoor public spaces.

The requirements for buildings are outlined in the Ontario Building Code, including requirements for ramps, elevators and washrooms.

2.2 Development Charges Act

A development charge is a fee levied on new development to pay for growth-related capital infrastructure. The *Development Charges Act* governs the calculation and application of development charges in Ontario.

Section 5 of the *Development Charges Act* allows a municipality, through a development charge by-law, to provide for full or partial development charge exemptions for certain types of development. Any resulting shortfall cannot be made up through higher development charges for other types of development.

2.3 Promoting Affordable Housing Act

The legislation makes changes to multiple Acts, including the *Planning Act*, to help increase the supply and suitability of affordable housing. As the legislative commitment to the Province's Long Term Affordable Housing Strategy and the National Housing Strategy, the Act gives municipalities the option to implement inclusionary zoning; makes second units less costly by exempting them from development charges; gives local service managers more choice in how they deliver and administer services and programs; prevents unnecessary evictions and creates more mixed-income housing; and, requires services managers to gather data about homelessness.

2.4 Ontario Heritage Act

The *Ontario Heritage Act* gives municipalities powers to conserve, protect and preserve heritage buildings and archaeological sites in Ontario. Under Part V of the *Ontario Heritage Act* municipalities may designate an area that is of cultural value or interest as a Heritage Conservation District (HCD).

Notwithstanding Section 106(1) of the *Municipal Act* that prohibits municipalities from assisting businesses, Section 39(1) of the *Ontario*

Heritage Act allows Council to make grants or loans (up-front or on a tax-increment basis) to owners of designated heritage properties to pay for all or part of alteration subject to conditions.

Section 39(2) of the *Ontario Heritage Act* requires that the amount and interest rate of a loan be determined by Council and registered as a lien or charge against the land for a maximum period of 5 years.

D.3 Policy Framework

3.1 Provincial Policy Statement

The 2014 PPS sets the policy foundation for regulating the development and use of land in Ontario. Community Improvement Plans support PPS objectives for sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy. The CIP has been prepared to address the PPS, including policies to:

- Maintain and enhance the vitality and viability of downtowns and main streets
- Promote opportunities for intensification and redevelopment, including brownfields
- Increase energy efficiency, active transportation and transit use
- Improve accessibility for persons with disabilities and older persons
- Accommodate residential growth and create affordable housing
- Conserve significant building heritage resources and significant cultural heritage landscapes
- Optimize existing infrastructure and public service facilities

3.2 Growth Plan for the Greater Golden Horseshoe

The Growth Plan (2017) complements the PPS and works to manage growth, build complete communities, curb sprawl, and protect the natural environment.

The Plan identifies that by 2041, the City of Kawartha Lakes is anticipated to reach a population of 107,000 people and 32,000 jobs. In an effort to plan for and manage growth in the City, the Growth Plan identifies

Lindsay, Fenelon Falls, Bobcaygeon, and Omemee as settlement areas where the majority of future development will be directed. The CIP supports the Growth Plan policies.

3.3 Official Plan

Section 9 of the 2012 City of Kawartha Lakes Official Plan (OP) provides for the adoption of Community Improvement Plans. The stated objectives are "to encourage community improvements, which encompass both public and private sector opportunities for the maintenance, improvement, rehabilitation and redevelopment of community structure" (CKL OP 9.2(a)). Further to this, CIP Areas may be identified by Council and enacted by way of a Community Improvement Project Area by-law.

Section 9.3.4 of the OP identifies criteria for preparing and implementing CIP Areas, including:

- Evidence of a need to improve municipal services
- Ability of CIP to facilitate the clean-up and redevelopment of brownfield properties
- Phasing of improvements to coincide with other improvements
- A significant number of buildings showing signs of deterioration and need for repair or that would benefit from improvements in energy efficiency
- Need for improvements to visual appearance or aesthetics
- Ability of CIP to strengthen the economic base of the community

3.4 Secondary Plans

The Community-Based Secondary Plans for Bobcaygeon, Fenelon Falls, Lindsay, Omemee, and Woodville place an emphasis on downtown and main street development. Lindsay, Fenelon Falls and Bobcaygeon have thriving downtowns with historic buildings and Victorian architecture. These areas serve as tourist attractors as well as providing services for residents. Downtown areas of Omemee and Woodville are at smaller scales than Lindsay, Fenelon Falls and Bobcaygeon. The main streets of Omemee and Woodville reflect the culture and heritage of their respective communities, and are equally cherished by local citizens and visitors.

The Secondary Plans policies indicate that the improvement and revitalization of these downtown and main street areas shall be encouraged with provision for a wide range of commercial, institutional, business, residential and recreational uses. This is in keeping with provincial policy which directs municipalities to conserve significant cultural heritage and built resources as well as to develop mixed use, transit-supportive, pedestrian-friendly urban environments. This also honours the communities' desire to preserve cultural heritage, while providing recreational opportunities for local residents and tourists.

With respect to urban design, the Secondary Plans may provide guidance on:

- Gateways and Entries
- Built-Form
- Streetscapes
- Public Open Spaces

Renovation projects accessing financial incentives are expected to conform to urban design policies in effect.

D.4 Urban Design Direction

The CIP establishes the framework to incentivize property and business owners to make improvements to their individual buildings and properties. Collectively, individual property improvements contribute to an area's revitalization. Urban design elements connect properties to make areas attractive, functional and sustainable.

Each community has undergone a partial renewal implementing various urban design elements; the changes have contributed to a wider community understanding and acceptance of how urban design can help promote economic growth.

It is the intent of this CIP that property improvements align with and employ the urban design direction provided in the following documents and initiatives.

4.1 Streetscape and Façade Design Guidelines

The Guidelines add detail to what has already been planned and built, so that the vision for the downtown revitalization areas is incorporated into the public realm – a communal, physical streetscape as well as its constituent facades that support the street. A theme and style guide further helps to define a character for the areas. Each element of the streetscape should reflect the context and character of the City, and embody the values that define each area as a unique and progressive community – pedestrian-friendly, accessible, supportive, unified, attractive, vibrant, landscaped, and full of heart.

Streetscape components include vehicular and pedestrian circulation patterns; street greening and site furnishings as well as public art; decorative- and purpose-lighting and utilities; the built form and open spaces; pavement treatment; and, gateway elements that provide first impressions.

Structural façade components include base panels, display windows, entrance ways, doors, cornices, middle and upper facades, roof cornices, windows, corner quoins, and pilasters. Decorative façade elements include canopies and awnings, signage, shutters, lighting, seasonal adornment, and sidewalk retailing. Building materials and colour considerations are chosen to add heritage-value to properties.

The Guidelines apply the streetscape and façade components to demonstrate how buildings can be transformed.

4.2 Heritage Conservation District Plans

A heritage district is a distinctive urban setting that has significant historical and cultural value as a function of the age of its structures, its pattern of development, the history of its occupation, and the land uses it contains. Its special character gives it a ‘sense of place’.

The Act requires District Plans to contain a statement of objectives to be achieved through designation; a statement explaining the cultural heritage value or interest; a description of the heritage attributes and properties; policy statements, guidelines and procedures for achieving the objectives

and managing change; and, a description of minor alterations that owners can undertake without requiring municipal approval.

The District Plans manage change and preserve unique characters of the Lindsay and Fenelon Falls designated areas through policies and guidelines for redevelopment, alterations, additions, infill, and changes to streetscape. Heritage permits are required for exterior alterations to buildings or protected features of heritage designated properties within the districts. Alterations should maintain the integrity of a property's heritage value and complement its designated heritage attributes.

SUMMARY OF CIPSUBMISSIONS

	WHAT WE HEARD	WHAT WE DID	WHY
I	**OBJECTIVES** (3 issues)		
1	Include a broader range of eligible land uses (i.e. agricultural, industrial, highway commercial)	No change; explained	Beyond scope Other policies need to be updated first (i.e. Official Plan); doesn't align with current funding objectives
2	Include sidewalks, streetlamps, garbage cans, other infrastructure, accessible beach access at the Bobcaygeon Beach Park, public washrooms	No change; explained	Beyond scope Other municipal programs, BIAs and Service Clubs help to support these works
3	Explain residential options	Revised CIP (Section 3.0)	Added clarity
II	**PROJECT AREA** (2)		
1	Explain intent of Focus Areas	Revised CIP (Section 4.0)	Added clarity
2	All communities should be eligible for grants	No change; explained	Beyond scope Doesn't align with current funding objectives and options; may still be eligible for loans or rebates, or future grants should other funding options become available
III	**FINANCIAL INCENTIVE PROGRAMS** (21)		
1	Funding should be available to community groups	No change; explained	Beyond scope CIP intended to incentivize private property and business owners; other municipal programs, BIAs and Service Clubs help to support these works
2	No-interest and forgiveable loans and grants shouldn't be from City's Contingency Reserve	No change; explained	Contingency Reserve to fund low-interest loans; if Council offers no-interest and/or forgiveable loan options, they are not intended to be funded from the Contingency Reserve; grants are to be funded through partner agencies
3	City should fund the program	No change; explained	The CIP provides for multiple funding options and future opportunities for Council to consider during annual budgeting process
4	Explain how much money will be available each year	No change; explained	The CIP is a long-term policy document that provides the framework for financial programs; annual reporting is intended to provide the details on available funding and funding sources for the given year
5	Explain how the money will be made available; KLCFDC loan terms; expiration of OMAFRA's $96,000 grant	No change; explained	KLCFDC provided a one-time $500,000 no-interest loan (to be repaid in 5 years at $100,000/yr) matched by City's $500,000 (from Contingency Reserve) to be replenished as loans are repaid with interest; OMAFRA provided a grant of approximately $96,000 (to be used by 2020)
6	Explain timing around grant roll-out versus loan roll-out, and whether applicants can be eligible for both	No change; explained	Subject to any applicable terms – CIP financial incentives may be stacked with other sources of funding, grants may be combined, and companion grants may be available; anticipated that all funding tools will be available starting from first intake period
7	Explain whether landowners can apply for the maximum amount per landlord, per commercial property or per unit within that property	Revised CIP (Table 2)	An applicant can submit an application for more than one property or project. An applicant can apply for funding up to the maximum amount, but may be awarded a lesser amount based on scoring criteria.
8	Explain whether businesses can apply for loans as well as grants	Revised CIP (Section 5.2)	Yes; and, subject to any applicable terms – "companion grants" may be available to successful loan applicants

9	Grants should be made available for utility upgrades and conversions	Revised CIP (Table 2, Appendix B)	The 'Building Repair & Renovation' program includes utility upgrades for improved energy efficiency
10	Reduce DC grant from 100% to 50%	Revised CIP (Table 2, Appendix B)	Disproportionate funding compared to other grants (approx. $9,000 per residential unit compared to $1,500 to $5,000 for other grants)
11	There should be a higher maximum dollar amount allocated to the Signage Improvement grant	Revised CIP (Table 2, Appendix B)	Signage and awnings are likely cost more than $3,000 to upgrade (anecdotal, but reasonable)
12	Explain why the programs fund Trent-Severn lands	No change; explained	Funding is for private property – not for Parks Canada property
13	Businesses that allow pop-ups (i.e. in parks or sidewalks) should not be eligible for funding	No change; explained	Pop-ups provide an alternative to traditional retail establishments, encourage new business, entrepreneurs, seasonal events and festivals, and can stimulate economic development
14	Explain the Heritage Conservation grant applicable areas	Revised CIP (Appendix B)	Heritage Conservation program is available for designated properties as well as for properties within a Heritage District. Eligibility is not limited to Focus Areas.
15	Explain the criteria for how loan terms and interest are determined; how the fund distribution process operates	No change; explained	The CIP is a long-term policy document that provides the overall framework. Like other City financial programs, a subsequent report will be presented to Council describing funding options, specific terms and conditions. Funding terms and conditions are to be discussed during a required pre-consultation meeting between the applicant and City staff. A successful loan applicant will be required to enter into a Loan Agreement with the City, complete with terms and conditions, prior to receiving funds.
16	Loans are not as attractive as grants	No change; explained	Loans have been included in the CIP to provide a full range of financial tools. Some property and business owners may not be eligible for loans from traditional financial institutions, but can meet the City's criteria.
17	The minimum loan amount should be reduced from $10,000	No change; explained	The CIP suggests but doesn't establish a minimum. Works that cost below the recommended minimum threshold may not achieve the City's overall objectives for appreciable changes. The financial terms can be amended by Council following monitoring and reporting on interest and uptake.
18	Explain whether the tax rebate is limited to the difference between pre- and -post values	No change; explained	Yes
19	Define 'façade'	Revised CIP (Appendix B)	Added clarity to distinguish front, side and rear façades
20	Explain how energy efficiency will be measured (i.e. in $ or KWh)	Revised CIP (Appendix B)	KWh
21	Establish Key Performance Indictors (KPIs) that Council can use to measure success of programs	No change; explained	Section 7.4 contains examples of measureable criteria that can be used to determine the effectiveness of CIP programs

IV	**HOUSEKEEPING** (2)		
1	Monk Road mislabelled	Revised CIP (Section 4.0)	Typographic
2	Bolton Street mislabelled	Revised CIP (Section 7.1)	Typographic

V	**APPLICATION PROCESS** (11)	**Noted for Phase 2 consideration**	
1	Application intake period	Phase 2 includes Application Process & Implementation	Consider rolling admission period with fixed dates (i.e. the last day of the month every 3 months to allow for application preparation); consider setting a deadline; include target approval dates from application intakes
2	Building permit and Planning approvals		Consider streamlining the processes; consider requiring building permits and planning approvals to be in place to release funds for approved projects, but not for the initial application
3	Audits		Consider conducting consistently and ensure funding is attributed to project cost

4	Timeframes		Consider seasons and contractor availability to provide estimates and initiate works; terms to include conditions regarding commencement and completion
5	Contractors		Ensure licensed, certified contractors are used
6	Staff Champion		Consider one staff point of contact to facilitate and simplify application, approvals, and other processes
7	Preconsultation		Ensure the criteria and application process are very clear and outlined to the applicant
8	Application Form		Ensure the application form and process is simple and concise
9	Scoring criteria		Present the point/merit system for applications
10	Funding Agreement		Ensure agreement specifies length of time a property is to maintain the funded project
11	Securities		Consider requiring a security deposit for successful loan applicants

The Corporation of the City of Kawartha Lakes

Minutes

Planning Advisory Committee Meeting

PC2018-08
Wednesday, August 1, 2018
1:00 P.M.
Victoria Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Mayor Andy Letham
Councillor Brian Junkin
Councillor Rob Macklem
Councillor Gord Miller
Councillor Patrick O'Reilly
Councillor Heather Stauble
Councillor Andrew Veale
Mike Barkwell
Debbie Girard

Accessible formats and communication supports are available upon request.

1. Call to Order and Adoption of Agenda

Chair O'Reilly called the meeting to order at 1:00 p.m. Mayor A. Letham, Councillors B. Junkin, R. Macklem, G. Miller, H. Stauble and A. Veale, and D. Girard were in attendance.

Deputy Clerk and Recording Secretary J. Watts, Director of Development Services C. Marshall, Policy Planning Supervisor L. Barrie, Planner II A. Kalnina, and Economic Development Officer L. Newton were also in attendance.

Absent: M. Barkwell

The Chair opened the meeting and introduced Planning Advisory Committee and the members of staff present.

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest noted.

3. Public Meeting

4. Business Arising from Public Meeting

5. Deputations

5.1 PC2018-08.5.1

Jim Garbutt
Relating to Report PLAN2018-063 (Item 7.1 on the Agenda)

Mr. Garbutt spoke as an independent business person, and stated that he had reviewed the Community Improvement Plan document and presentation and thought it was well crafted. He expressed three concerns including, the appropriateness of locating pop-up shops in downtown Lindsay and that locating them along the waterfront could help revitalize that area, creating equal opportunity low-income, mid and high end housing options for 2nd and 3rd floor renovations where a mix of affordability contributes to a healthy and complete community, and opportunities for change of use of 2nd and 3rd floor spaces in the downtowns. He also emphasized the importance of consultation opportunities with the BIA, Chambers and other stakeholders as the CIP moves forward. He responded to questions from the members of the committee.

Moved By Mayor Letham
Seconded By Councillor Veale

That the deputation of Jim Garbutt, regarding Report PLAN2018-063 (Community Improvement Plan - Summary), be received.

6. Correspondence

7. City of Kawartha Lakes Reports

7.1 PLAN2018-063

Community Improvement Plan - Summary
Leah Barrie, Policy Planning Supervisor

Ms. Barrie confirmed that the statutory Public Meeting on this matter was held on July 4, 2018 in accordance with the Planning Act. She and Ms. Kalnina summarized the report, explaining that it recommends to adopt the revised Community Improvement Plan (CIP) after consultations with the public, stakeholders, partner agencies and staff. Over forty comments were received and summarized as attached to her report and Ms. Barrie and Ms. Kalnina summarized the comments received to date. Comments received (with their respective revisions) were categorized into 5 themes: Objectives, Project Area, Financial Incentive Programs, Application Process, and Housekeeping. Staff are recommending that the Community Improvement Plan, and Community Improvement Project Area be approved and adopted by Council. Ms. Barrie and Mr. Marshall responded to questions from Committee members.

PAC2018-035
Moved By Councillor Miller
Seconded By Mayor Letham

Recommend That Report PLAN2018-063 **Community Improvement Plan – Summary**, be received;

That the By-law to adopt the CIP and Community Improvement Project Area, substantially in the form attached as Appendices A and B to Report PLAN2018-063, be approved and adopted by Council; and

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

Carried

PAC2018-036
Moved By Mayor Letham
Seconded By Councillor Stauble

Recommend That a $100,000.00 contribution for Community Improvement Plan funding, with funding source options including the Economic Development Reserve, be included in the 2019 budget as a decision unit.

Carried

8. Adjournment

Moved By Councillor Macklem
Seconded By Councillor Stauble

That the Planning Advisory Committee Meeting adjourn at 2:00 p.m.

Recommendations made at the August 1, 2018 Planning Advisory Committee Meeting:

PAC2018-035
Moved By Councillor Miller
Seconded By Mayor Letham

Recommend That Report PLAN2018-063 **Community Improvement Plan – Summary**, be received;

That the By-law to adopt the CIP and Community Improvement Project Area, substantially in the form attached as Appendices A and B to Report PLAN2018-063, be approved and adopted by Council; and

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

PAC2018-036
Moved By Mayor Letham
Seconded By Councillor Stauble

Recommend That a $100,000.00 contribution for Community Improvement Plan funding, with funding source options including the Economic Development Reserve, be included in the 2019 budget as a decision unit.

Person Submitting the Petition

Name:	Patrick Callaghan
Address:	114 McGregor Drive, Bobcaygeon, Ontario K0M 1A0
Phone:	705-738-1821

RECEIVED
JUL 16 2018
OFFICE OF THE CITY CLERK
KAWARTHA LAKES

Petition

To: the Council of the City of Kawartha Lakes, 26 Francis Street, Lindsay, ON K9V 5R8.
I/We the undersigned, petition the Council of the City of Kawartha Lakes as follows:

We, the residents of McGregor Drive, Bobcaygeon, Ontario are requesting that the City of Kawartha Lakes take measures to remediate the ongoing deterioration of our road. Our road runs parallel to Pigeon Lake in a Northerly direction from Walmac Shores. Many of us are permanent residents.

The condition of the road continues to deteriorate to the extent that at its most Northerly section there no longer is any pavement. Our road is a patchwork of patches; the shoulders of the road are eroding; sink holes are common; and periodically residents have resorted to driving off to the sides of both McGregor and Walmac in order to avoid damage to their vehicles. For the past decade, individual residents have spoken to the City's frontline staff with our concerns regarding the road conditions. This year, we were advised that the City has no existing plans to remediate the deteriorating road conditions, hence our petition.

Council, you are responsible for the stewardship of our region and its infrastructure. The residents of the City of Kawartha Lakes, even those on McGregor Drive, have a reasonable expectation that their representatives maintain the region's roads. In our minds, the City of Kawartha Lakes Public Works Department, as well as, this and previous Councils have failed the residents of McGregor Drive. It is time to do the right thing and address our concerns. It is time to resurface our road.

#	Name	Contact Information	Signature
1	PATRICK CALLAGHAN	114 McGregor Dr.	
2	Marilyn Callaghan	114 McGregor Dr.	M. Callaghan
3	WENDY HESLIP	120 McGregor Dr.	
4	JOHN HESLIP	120 McGregor Dr.	
5	JANE HILL	124 McGregor Dr.	Jane Hill

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Office of the City Clerk at 705-324-9411 extension 1295 or 1322. All signature pages submitted must include the petition request for the signatures to be considered valid.

Person Submitting the Petition

Name:	Patrick Callaghan
Address:	114 McGregor Drive, Bobcaygeon, Ontario K0M 1A0
Phone:	705-738-1821

6	DENNIS HILL	124	McGregor Dr.	
7	Honey Elbadawi	102	McGregor Dr.	
8	LAURA FISHER	101	McGregor Dr.	
9	RAYMOND RYAN	60	McGregor Dr.	
10	SUSAN RYAN	60	McGregor Dr.	
11	LLOYD MCINROY	80	McGregor Dr.	
12	Bill Quantock	72	McGregor Dr.	
13	DERRIE DWIGHT	36	McGregor Dr.	
14	ALAN CLARKE	36	McGregor Dr.	
15	JACQUES ROBIN	24	McGregor Dr.	

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Person Submitting the Petition

Name:	Patrick Callaghan
Address:	114 McGregor Drive, Bobcaygeon, Ontario K0M 1A0
Phone:	705-738-1821

16	Darios McNalley	90	McGregor Dr.	
17	Grant Gillhan	108	McGregor Dr.	
18	Danielle Chahine	108	McGregor Dr.	
19	Debbie Fraser	116	McGregor Dr.	
20	GREG FRASER	116	McGregor Dr.	
21	Kathleen Kennedy	72	McGregor Dr.	K. A. Kennedy
22	Heather McInroy	80	McGregor Dr.	
23	Janice McInroy	80	McGregor Dr.	
24	Nancy Dunk	76	McGregor Dr.	
25	Craig Dunk	76	McGregor Dr.	

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Person Submitting the Petition

Name:	Patrick Callaghan
Address:	114 McGregor Drive, Bobcaygeon, Ontario K0M 1A0
Phone:	705-738-1821

26	Dave Heaton	32	McGregor Dr.	D. Heaton
27	Peter Eldridge	62	McGregor Dr.	P. Eldridge
28	Carol Eldridge	62	McGregor Dr.	Carol Eldridge
29	Jack Walsh	64	McGregor Dr.	[illegible]
30	Willy Walsh	64	McGregor Dr.	[illegible]
31	Pat Walsh	64	McGregor Dr.	[illegible]
32	Shana Wilson	64	McGregor Dr.	[illegible]
33	Pete Stezey	66	McGregor Dr.	[illegible]
34	Noel White	86	McGregor Dr.	Noel White
35	Robbie Heather	32	McGregor Dr.	R Heather

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Person Submitting the Petition

Name:	Patrick Callaghan
Address:	114 McGregor Drive, Bobcaygeon, Ontario K0M 1A0
Phone:	705-738-1821

36	E. Williamson	56 McGregor Dr.	E. WILLIAMSON
37	W. Williamson	56 McGregor Dr.	W. Williamson
38	J.A. Smith	44 McGregor Dr.	J. A. SMITH
39	JANIS Smith	44 McGregor Dr.	Janis Smith
40	Liz McClelland	7 Cop's Cove	[illegible]
41	Scott McClelland	7 Cops Cove	[illegible]
42	Liz Cameron	9 Cops Cove	[illegible]
43	Bruce Cameron	9 Cops Cove	[illegible]
44	DON FARROW	5 COPS COVE	Don Farrow
45	SHARON FARROW	5 COPS COVE	[illegible]

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Person Submitting the Petition

Name:	Patrick Callaghan
Address:	114 McGregor Drive, Bobcaygeon, Ontario K0M 1A0
Phone:	705-738-1821

46	JANICE ALLWIN	72 WALMAC SHORES RD	
47	DAVID KEMP	72 WALMAC SHORES RD	
48	VICTOR URIBE	68 WALMAC CH	
49	STEVE KENNEY	15 COPS COVE	
50	LORRAINE BEAGAN	15 COPS COVE	
51	KEVIN SHIELDS	H/Q WALMAC SH	
52	ROBERT ANDERSON	48 MCGREGOR DR	
53			
54			
55			

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Office of the City Clerk at 705-324-9411 extension 1295 or 1322. All signature pages submitted must include the petition request for the signatures to be considered valid.

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

A By-law to Repeal By-law 2016-160, as amended, being A By-Law to Licence, Regulate and Govern Taxicab, Limousine, and Transportation Network Businesses and Their Owners, Operators, Brokers, and Drivers in Kawartha Lakes

Recitals

1. Council adopted By-law 2016-160 on August 30, 2016 to licence, regulate and govern Taxicab, Limousine, and Transportation Network Businesses and their Owners, Operators, Brokers, and Drivers in Kawartha Lakes.

2. Council deems it appropriate to repeal By-law 2016-160, as amended due to it being replaced by By-law 2018-010

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"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.

Section 2.00: Repeals

2.01 **Repeal:** By-laws 2016-160 and 2016-209 are repealed.

Section 3.00: Administration and Effective Date

3.01 **Administration of this 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 14th day of August, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-Law to Stop Up and Close Part of the Original Shore Road Allowance in Front of Lot 7, Concession 11, in the Geographic Township of Laxton, City of Kawartha Lakes, Designated as Parts 1, 2, 3, 4, and 5 on Reference Plan 57R-10644, and to Authorize the Sale of the Land to the Abutting Owners

Recitals

1. Pursuant to the *Municipal Act, 2001*, Council is empowered to stop up, close and to sell any part of a highway under its jurisdiction;

2. The land described in Schedule "A" attached forms part of the original shore road allowance along the Gull River and has been declared to be surplus to municipal needs.

3. It is desirable to stop up and close that part of the original shore road allowance along the Gull River described in Schedule "A" attached to this by-law and to authorize the sale of the land to the abutting owner.

4. Notice of intention of City Council to pass this by-law was given by ad notice duly published in the Kawartha Lakes This Week newspaper in the City of Kawartha Lakes on the 5th, 12th, and 19th days of July, 2018, in accordance with the provisions of the Municipal Act, 2001 and By-law 2018-020, as amended.

5. The proposed by-law came before Council for consideration at its regular meeting on the 14th day of August, 2018 at 2:00 p.m. and at that time no person objected to the proposed by-law nor claimed that his land would be prejudicially affected.

6. The sale of this land was approved by City Council on the 11th day of July, 2017 by the adoption of Report RS2017-008 by CR2017-626.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"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;

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: Shoreline Road Closure and Sale

2.01 **Closure and Sale:** That part of the original shore road allowance described in Schedule "A" attached to this by-law has been declared to be surplus to municipal needs and is hereby stopped up, closed and authorized to be sold to the abutting owner for $20.00 per linear foot of water frontage, being the sum of Thirteen Thousand Three Hundred Thirty-Nine Dollars and Ninety Cents ($13,339.90) plus HST, if applicable, plus the cost of the reference plan, advertising, registrations, City staff time expense, legal fees and disbursements, and any other costs incurred by the City in connection to this transaction.

Section 3.00: Effective Date

3.01 **Effective Date:** This By-law shall come into force on the date it is finally passed by Council and has been deposited on title in the Registry Office for the Registry Division of Victoria (No. 57).

By-law read a first, second and third time, and finally passed, this 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

Schedule A

Description of Land to be Stopped Up, Closed and Conveyed to the Abutting Owner

Part of the Original Shore Road Allowance in Front of Lot 7, Concession 11, in the Geographic Township of Laxton, City of Kawartha Lakes, designated as Parts 1, 2, 3, 4, and 5 on Reference Plan 57R-10644

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Stop Up and Close Part of the Road Allowance Between the Townships of Manvers and Cavan, in the Geographic Township of Manvers, City of Kawartha Lakes, Designated as Part 1 on Reference Plan 57R-10661, Being Part of PIN: 63266-0465 (LT), and to Authorize the Sale of the Land to the Abutting Owners

Recitals

1. Pursuant to the *Municipal Act*, Council is empowered to stop up, close and to sell any part of a highway under its jurisdiction;

2. The land described in Schedule "A" attached forms part of the road allowance between the Townships of Manvers and Cavan, in the Geographic Township of Manvers, City of Kawartha Lakes, and has been declared to be surplus to municipal needs.

3. It is desirable to stop up and close that part of the road allowance described in Schedule "A" attached to this by-law and to authorize the sale of the land to the abutting owners.

4. Notice of the intention of City Council to pass this by-law was given by ad notice duly published in the *Kawartha Lakes This Week* newspaper on the 19th and 26th days of July and the 2nd day of August, 2018 and in *Peterborough This Week* newspaper on the 20th and 27th days of July and the 3rd day of August, 2018, in accordance with the provisions of the *Municipal Act, 2001* and City of Kawartha Lakes By-Law 2018-020, as amended.

5. The proposed by-law came before Council for consideration at its regular meeting on the 14th day of August, 2018 at 2:00 p.m. and at that time no person objected to the proposed by-law nor claimed that his land would be prejudicially affected.

6. This matter was approved by City Council on the 12th day of September, 2017 by the adoption of Report RS2017-011 by CR2017-750.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"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;

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: Road Closure and Sale

2.01 **Closure and Sale:** That part of the road allowance described in Schedule “A” attached has been declared to be surplus to municipal needs and is hereby stopped up, closed and authorized to be sold to the abutting owners for nominal consideration, plus HST, if applicable, plus the cost of the reference plan, advertising, registrations, City staff time expense, legal fees and disbursements and any other costs incurred by the City in connection to this transaction.

Section 3.00: Effective Date

3.01 **Effective Date:** This By-law shall come into force on the date it is finally passed by Council and has been deposited on title in the Registry Office for the Registry Division of Victoria (No. 57).

By-law read a first, second and third time, and finally passed, this 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

Schedule "A" To City Of Kawartha Lakes
By-Law Number 2018-
Passed This 14th Day Of August, 2018

Description Of Land To Be Stopped Up, Closed
And Conveyed To The Abutting Owners

Part of the Road Allowance Between the Townships of Manvers and Cavan, in the Geographic Township of Manvers, City of Kawartha Lakes, designated as Part 1 on Reference Plan 57R-10661, being Part of PIN: 63266-0465 (LT)

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Stop Up and Close that Portion of the Road Allowance Set Out As Part of Lot 1 on Plan 186 as in R173327; Part of Road Allowance between Concession 6 and 7; Part 5 on Plan 57R-7867, together with R173327, Being Part of PIN: 63253-0264 (LT), in the Geographic Township of Emily, City of Kawartha Lakes

Recitals

1. Pursuant to the *Municipal Act*, *2001* Council is empowered to stop up and close any part of a highway under its jurisdiction;

2. It is desirable to stop up and close that part of the road on 57R-7867, more particularly described as Part 5 on 57R-7867, Geographic Township of Emily, being part of PIN: 63253-0264 (LT), to authorize the release of the City of Kawartha Lakes' interest in Part 5 on Plan 57R-7867 in accordance with the By-law number 1998-20.

4. By-law number 1997-33 dedicated Part 5 on 57R-7867 as a road in error. By-law 1998-20 directed staff to execute a Quit Claim Deed to correct the error, but did not stop up and close the highway on the land. This By-law is to have Part 5 on 57R-7867 stopped up and closed to release the City of Kawartha Lakes' interest in the land.

5. Notice of the intention of City Council to pass this By-law was given by ad notice duly published in the Kawartha Lakes This Week on July 19, 2018, July 26, 2018, and August 2, 2018, and the Peterborough This Week on July 20, 2018, July 27, 2018 and August 3, 2018, in accordance with the provisions of the *Municipal Act, 2001* and By-law 2018-020, as amended.

6. The proposed By-law came before Council for consideration at its regular meeting on the 14th day of August, 2018 at 2:00 p.m. and at that time no person objected to the proposed by-law nor claimed that his land would be prejudicially affected.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"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;

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: Road Closure

2.01 **Closure:** That part of the road allowance described as Part 5 on Plan 57R-7867, Emily, being part of PIN: 63253-0264 (LT) has been declared to be surplus to municipal needs and is hereby stopped up, closed and authorized to release the City’s interest to the abutting owners for nominal consideration.

Section 3.00: Effective Date

3.01 **Effective Date:** This By-law shall come into force on the date it is finally passed by Council and has been deposited on title in the Registry Office for the Registry Division of Victoria (No. 57).

By-law read a first, second and third time, and finally passed, this 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes

Recitals

1. Private property owners and businesses find it convenient to have certain municipal by-laws enforced by members of their own staff. The City receives requests, from time to time, for the appointment of citizens as municipal law enforcement officers for limited purposes.
2. The City has received such a request from Charles McDonald – President of the Lindsay Downtown Business Improvement Association.
3. Section 15 of the Police Services Act, R.S.O. 1990, c.P.15 authorizes municipal councils to appoint municipal law enforcement officers, who are peace officers for the purpose of enforcing their by-laws.
4. The Manager of Municipal Law Enforcement recommends that the person put forward be appointed for limited enforcement purposes.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"Council" or "City Council" means the municipal council for the City;

"Manager of Municipal Law Enforcement Officer" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

(a) 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: Appointments

2.01 **Appointment:** John Christopher Stubbings is appointed as a Municipal Law Enforcement Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations, as the authority relates specifically to the activity as the Community Liaison Person for the Lindsay Downtown Business Improvement Association (LDBIA) and within a specifically defined boundary in accordance with a Municipal agreement with LDBIA.

2.02 **Provincial Offences Officer:** John Christopher Stubbings is appointed as a Provincial Offences Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations, as the authority relates specifically to the activity as the Community Liaison Person for the Lindsay Downtown Business Improvement Association (LDBIA) and within a specifically defined boundary in accordance with a Municipal agreement with LDBIA and in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P. 33.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement is responsible for the administration of this by-law.

302 **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 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes

Recitals

1. Private property owners and businesses find it convenient to have certain municipal by-laws enforced by members of their own staff. The City receives requests, from time to time, for the appointment of citizens as municipal law enforcement officers for limited purposes.
2. The City has received such a request from the owner of Lindsay Square Mall.
3. Section 15 of the Police Services Act, R.S.O. 1990, c.P.15 authorizes municipal councils to appoint municipal law enforcement officers, who are peace officers for the purpose of enforcing their by-laws.
4. The Manager of Municipal Law Enforcement recommends that the person put forward be appointed for limited enforcement purposes.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"Council" or "City Council" means the municipal council for the City;

"Manager of Municipal Law Enforcement Officer" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

(a) 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: Appointments

2.01 **Appointment:** Vanessa Stagliano is appointed as a Municipal Law Enforcement Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Square Mall”, located at 401 Kent Street West, Lindsay.

2.02 **Provincial Offences Officer:** Vanessa Stagliano is appointed as a Provincial Offences Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Square Mall”, located at 401 Kent Street West, Lindsay, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P. 33.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement is responsible for the administration of this by-law.

302 **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 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes

Recitals

1. Private property owners and businesses find it convenient to have certain municipal by-laws enforced by members of their own staff. The City receives requests, from time to time, for the appointment of citizens as municipal law enforcement officers for limited purposes.
2. The City has received such a request from the owner of Lindsay Square Mall.
3. Section 15 of the Police Services Act, R.S.O. 1990, c.P.15 authorizes municipal councils to appoint municipal law enforcement officers, who are peace officers for the purpose of enforcing their by-laws.
4. The Manager of Municipal Law Enforcement recommends that the person put forward be appointed for limited enforcement purposes.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"Council" or "City Council" means the municipal council for the City;

"Manager of Municipal Law Enforcement Officer" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

(a) 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: Appointments

2.01 **Appointment:** Garon Young is appointed as a Municipal Law Enforcement Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Square Mall”, located at 401 Kent Street West, Lindsay.

2.02 **Provincial Offences Officer:** Garon Young is appointed as a Provincial Offences Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Square Mall”, located at 401 Kent Street West, Lindsay, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P. 33.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement is responsible for the administration of this by-law.

302 **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 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes

Recitals

1. Private property owners and businesses find it convenient to have certain municipal by-laws enforced by members of their own staff. The City receives requests, from time to time, for the appointment of citizens as municipal law enforcement officers for limited purposes.
2. The City has received such a request from the owner of Lindsay Square Mall.
3. Section 15 of the Police Services Act, R.S.O. 1990, c.P.15 authorizes municipal councils to appoint municipal law enforcement officers, who are peace officers for the purpose of enforcing their by-laws.
4. The Manager of Municipal Law Enforcement recommends that the person put forward be appointed for limited enforcement purposes.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"Council" or "City Council" means the municipal council for the City;

"Manager of Municipal Law Enforcement Officer" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

(a) 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: Appointments

2.01 **Appointment:** Russell Parson is appointed as a Municipal Law Enforcement Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Square Mall”, located at 401 Kent Street West, Lindsay.

2.02 **Provincial Offences Officer:** Russell Parson is appointed as a Provincial Offences Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Square Mall”, located at 401 Kent Street West, Lindsay, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P. 33.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement is responsible for the administration of this by-law.

302 **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 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2018-___

A By-law to Amend By-law 2016-206, being the Consolidated Fees By-law in the City of Kawartha Lakes (Amendment No. 9)

Recitals

1. By-law 2016-206, being a By-law to establish and require payment of fees for information, services, activities and use of City property in the City of Kawartha Lakes was adopted by Council on November 8, 2016.
2. At the July 17, 2018 Regular Council Meeting, Council approved Resolution CR2018-465 for an update to the Development Application Approval Fees.
3. This by-law amends By-law 2016-206 to reflect this decision.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**:

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

1.02 **Interpretation Rules:**

(a) 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.

Section 2.00: Amendment Details

2.01 **Amendment:** Schedule E-2 to By-law 2016-206 – Development Application Approval Fees is amended by removing:

Site Plan Approval						
Basic Fee – Percentage of constructed value of the site works created relative to the project	each		0.60%	0.65%	0.65%	By-law 2007-132

2.02 **Amendment:** Schedule E-2 to By-law 2016-206 – Development Application Approval Fees is amended by adding:

Site Plan Approval						
Basic Fee – Percentage of constructed value of the site works created relative to the project	each		0.60%	0.65%	3.70%	By-law 2007-132

Section 3.00: Administration and Effective Date

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

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

By-law read a first, second and third time, and finally passed, this 14th day of August, 2018.

_____ _____

Andy Letham, Mayor Cathie Ritchie, City Clerk

The Corporation of the City Of Kawartha Lakes

By-Law 2018 -

A By-Law To Amend The Township Of Fenelon Zoning By-Law 12-95 To Remove The Holding Symbol (H) From A Zone Category On Property Within The City Of Kawartha Lakes

[File D06-2018-017, Report PLAN2018-062, respecting West Half Lot 21 and Part of Lot 22, Concession 5 – Brenneman]

Recitals:

1. Section 36 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.

2. The Council of the City of Kawartha Lakes enacted By-law No. 2017-148, which contained a Holding (H) symbol relating to the use of the property.

3. Council has received a request to remove the Holding (H) symbol from the Agricultural Exception Twenty-Two – Holding [A1-22(H)] Zone.

4. The conditions imposed by Council and shown in By-law 2017-148 have been complied with.

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

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this By-law is described as West Half Lot 21 and Part of Lot 22, Concession 5, geographic Township of Fenelon, now in the City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule A to By-law No. 12-95 of the Township of Fenelon is further amended to remove the Holding (H) symbol from the Agricultural Exception Twenty-Two – Holding [A1-22(H)] Zone for the land referred to as A1-22, as shown on Schedule A attached to this By-law.

Section 2:00 General Terms

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 and 36 of the Planning Act R.S.O. 1990, c.P.13.

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

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

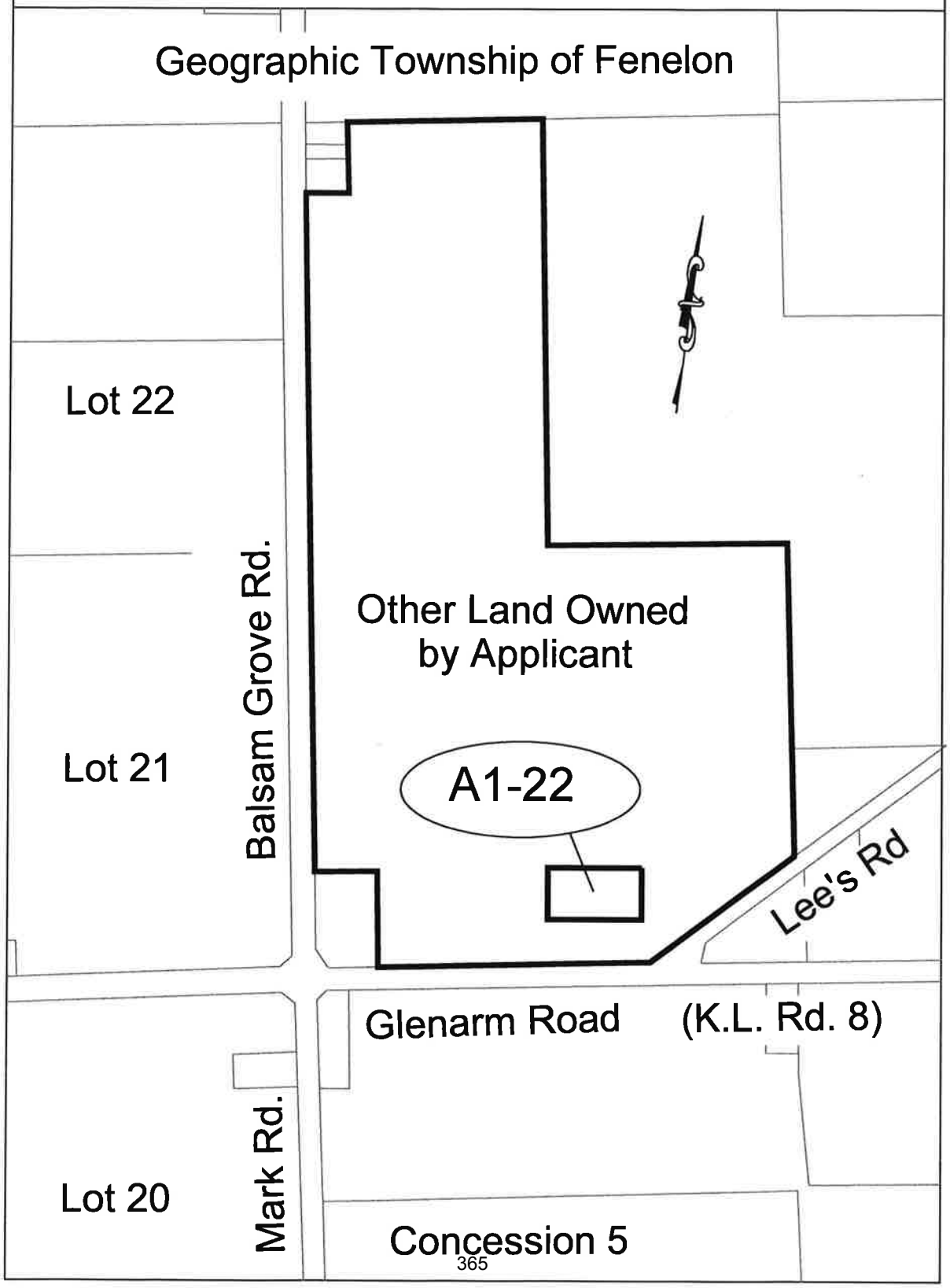
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

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

THIS _____ DAY OF _____ 2018.

MAYOR _____ CITY CLERK _____



The Corporation of the City of Kawartha Lakes

By-Law 2018 -

**A By-Law To 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 63108-0660 (LT) And PIN 63108-0807 (LT), Described As Lot 31 and Lot 32,
Registered Plan 321, Geographic Township Of Carden, Now City Of Kawartha Lakes**

File D30-2018-011, Report PLAN2018-065, respecting 38 Marlene Lane (Lot 31) and Lot 32, Plan 321, Vacant Land on Marlene Lane – Morris.

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 63108-0660 (LT) and PIN 63108-0807 (LT). The Property affected by this By-law is described as Lot 31 and Lot 32, Registered Plan 321, geographic Township of Carden, City of Kawartha Lakes.

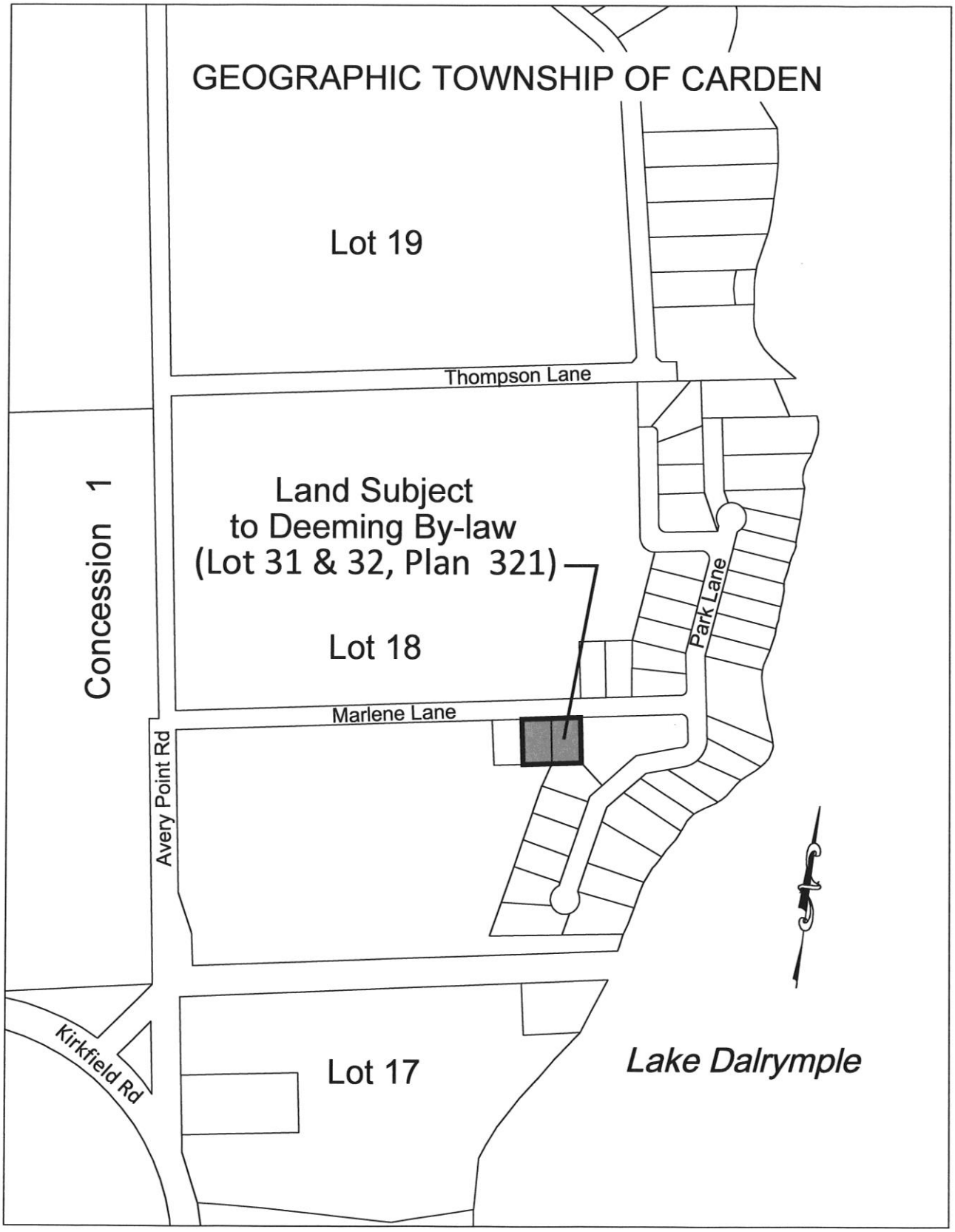
1.02 **Deeming Provision**: The Property is deemed not to be part of a Registered Plan of Subdivision of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

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.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, Clerk


GEOGRAPHIC TOWNSHIP OF CARDEN
Lot 19
Thompson Lane
Concession 1
Land Subject
to Deeming By-law
(Lot 31 & 32, Plan 321)
Lot 18
Park Lane
Marlene Lane
Avery Point Rd
Kirkfield Rd
Lot 17
Lake Dalrymple

The Corporation of the City Of Kawartha Lakes

By-Law 2018 -

A By-Law To Amend The Village of Omemee Zoning By-Law 1993-15 To Remove The Holding Symbol (H) From A Zone Category On Property Within The City Of Kawartha Lakes

File D06-2018-021, Report PLAN2018-066, respecting former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, former Village of Omemee – Westlake

Recitals:

1. Section 36 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.

2. The Council of the former Village of Omemee enacted By-law No. 1993-15, which contained a Holding (H) symbol relating to the use of the property.

3. Council has received a request to remove the Holding (H) symbol from the Residential Type One Holding "R1 (H)" Zone.

4. The conditions imposed by Council and shown in By-law 1993-15 are no longer required.

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

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this By-law is described as former Part of Midland Railway Lands, Part of Block 10, Registered Plan 109, former Village of Omemee, now in the City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule 'A' to By-law No. 1993-15 of the Village of Omemee is further amended to remove the Holding (H) symbol from the "Residential Type One - Holding [R1(H)] Zone" for the land referred to as 'R1', as shown on Schedule 'A' attached to this By-law.

Section 2:00 General Terms

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 and 36 of the Planning Act R.S.O. 1990, c.P.13.

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

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

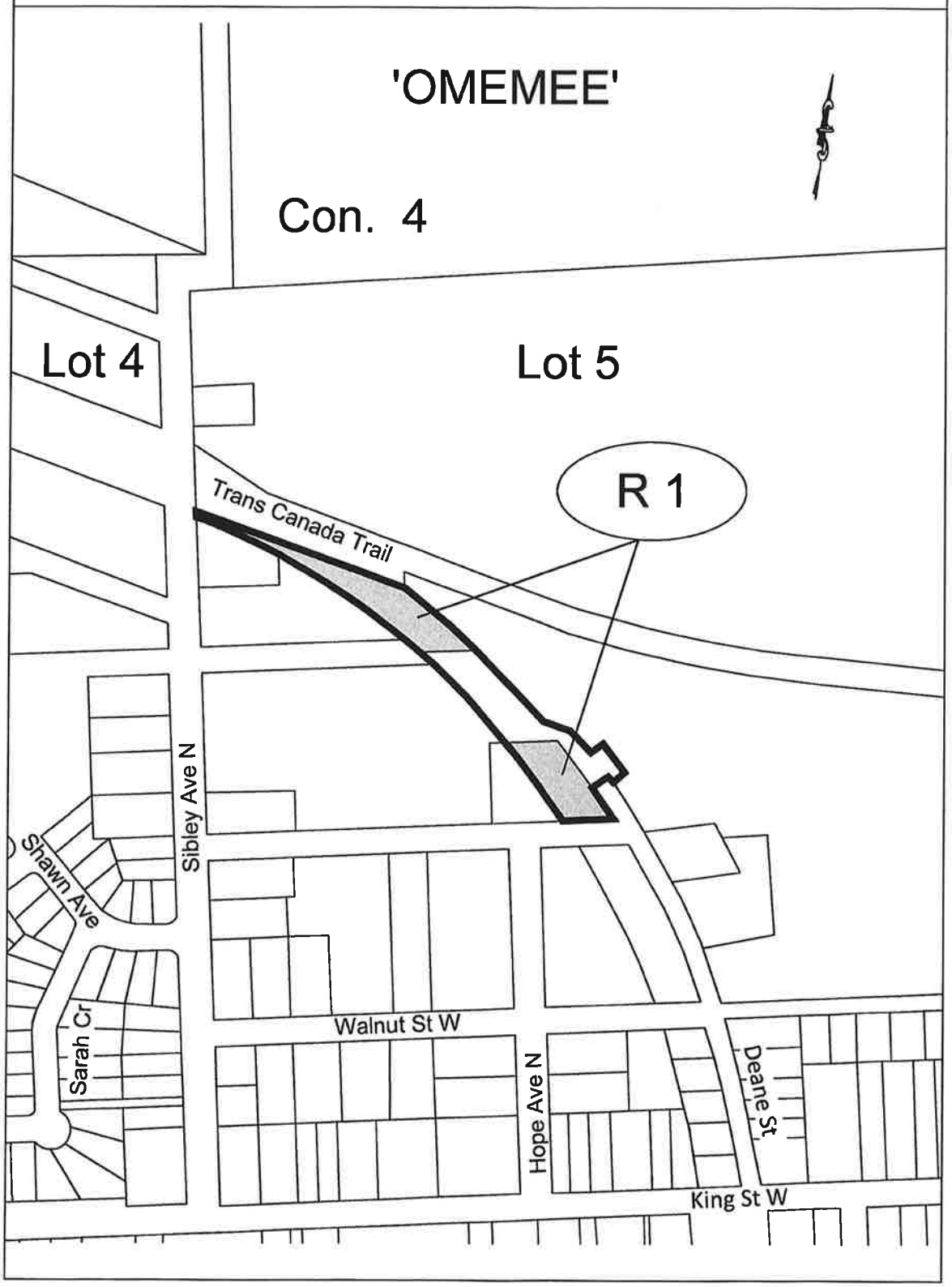
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

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

THIS _____ DAY OF _____ 2018.

MAYOR _____ CITY CLERK _____



The Corporation of the City of Kawartha Lakes

By-Law 2018-___

A By-law To Designate Lands within the City of Kawartha Lakes As A Community Improvement Project Area And To Adopt A Community Improvement Plan

File D00-99-014, Report PLAN2018-069, respecting lands within the City of Kawartha Lakes

Recitals

1. Section 28(2) of the Planning Act, R.S.O 1990, as amended, provides that where there is an Official Plan in effect in a municipality that contains provisions relating to community improvement in the municipality, the Council of the municipality may, by by-law, designate all or part of an area covered by such an Official Plan as a Community Improvement Project Area.

2. Section 28(4) of the Planning Act, R.S.O. 1990, as amended, provides that a municipality may, by by-law, adopt a Community Improvement Plan (CIP) for a Community Improvement Project Area.

3. The Corporation of the City of Kawartha Lakes has an Official Plan in effect which contains provisions relating to community improvement.

4. A public meeting to solicit public input has been held.

5. Council deems it appropriate to adopt the CIP and Community Improvement Project Area.

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

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"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;

"Director of Corporate Services" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

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: Details

2.01 **Property Affected:** The Property affected by this By-law includes all lands within the City of Kawartha Lakes.

2.02 **Project Area:** The Community Improvement Project Area, contained in Schedule 'A' to this By-law, a copy of which is attached to and forms part of this By-law, is hereby designated.

2.03 **Community Improvement Plan:** The Community Improvement Plan for the City of Kawartha Lakes, contained in Schedule 'B' to this By-law, a copy of which is attached to and forms part of this By-law, is hereby adopted.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Corporate Services 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, subject to the approval of the City of Kawartha Lakes in accordance with the provisions of Section 28 of the Planning Act, R.S.O. 1990, c.P.13., and shall remain in force for no less than 10 years, unless repealed before that date, being ___ day of ____, 2028.

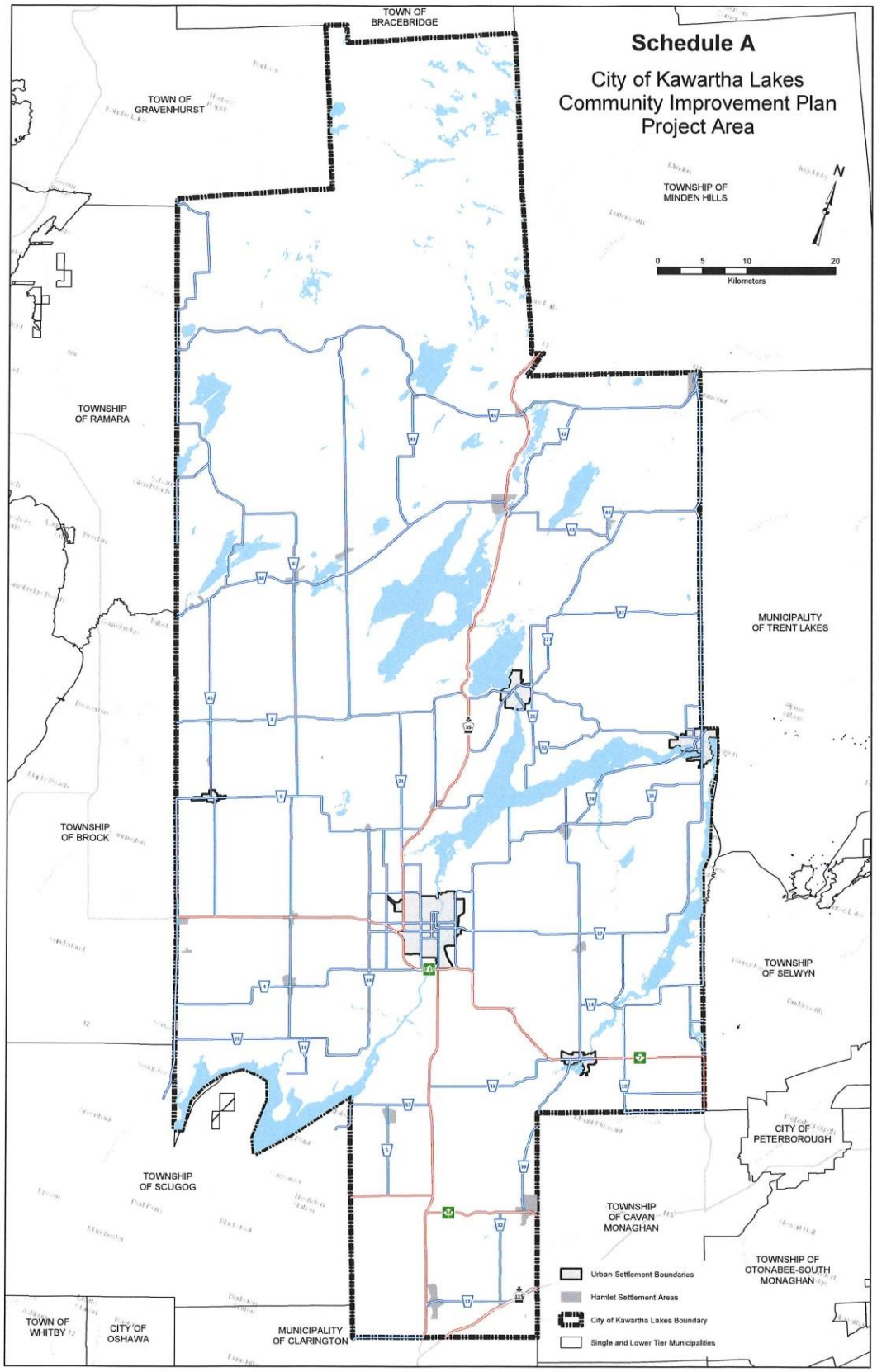
By-law read a first, second and third time, and finally passed, this ___ day of ____, 2018.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

Schedule 'A' to By-Law 2018-___

The Corporation of the City of Kawartha Lakes

Community Improvement Project Area



Schedule ‘B’ to By-Law 2018-___

The Corporation of the City of Kawartha Lakes

Community Improvement Plan

CIP Final.pdf

KAWARTHA LAKES

STRATEGIC COMMUNITY IMPROVEMENT PLAN

July 2018

Redesign | Rebuild | Revitalize

Through consultation with

DILLON
CONSULTING

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1.0 Executive Summary

The City of Kawartha Lakes **Strategic Community Improvement Plan** ("CIP") has been prepared to provide a variety of financial incentive programs to business and property owners to encourage and support economic development in alignment with the City's strategic priorities over a 10-year period. The financial programs and tools can be activated and de-activated at the discretion of City Council, and are subject to the availability of funding. The CIP applies City-wide with priority areas described in Sections 4 and 5. The financial tools are summarized in Section 5 and are described in Appendix B. Complementary municipal programs that support this CIP are described in Section 6. The administration of this CIP is described in Section 7 and outlines implementation, marketing, monitoring, amendments, and the application process that business and property owners will undergo to access municipal funding. This CIP builds upon numerous planning, urban design and economic development policies, initiatives and public consultation described in Appendix C, and should be read with regard to those Plans. In particular the City of Kawartha Lakes **Official Plan** provides for adoption of a CIP in order to encourage improvements that can redevelop community structure and promote economic growth.

The legislative authority behind this CIP is described in Appendix D. The **Municipal Act** prohibits municipalities from assisting businesses either directly or indirectly unless the assistance is provided for community improvement within a Community Improvement Project Area through Section 28 of the **Planning Act**.

Highway 35, Norland

2.0 Purpose of Community Improvement Plans

CIPs are a popular implementation tool for municipalities to fulfil strategies and policies around maintenance, rehabilitation and redevelopment for targeted areas. Through CIPs, Councils are empowered to make grants or loans to businesses and property owners within CIP project areas to pay for the whole or any part of the cost of rehabilitating the lands and buildings in conformity with the CIP. Successful CIP programs result in several dollars invested by property owners for every incentive dollar offered by the municipality. Through a CIP, the municipality can help to implement a coordinated plan for improvements across the community.

By directing and stimulating private sector investment, a CIP can be used to address topics ranging from building repair and heritage conservation, to brownfield redevelopment, to energy-efficiency, to affordable housing and accessibility. The Community Improvement Planning Handbook 2008 – Produced by the Ministry of Municipal Affairs and the Ministry of Housing outlines the following purposes of Community Improvement Plans:

- Focus public attention on local priorities and municipal initiatives;
- Target areas in transition or in need of repair, rehabilitation, and redevelopment;
- Facilitate and encourage community change in a coordinated manner; and,
- Stimulate private sector investment through municipal incentive-based programs.

3.0 Purpose of the Kawartha Lakes CIP

This Strategic Community Improvement Plan for the City of Kawartha Lakes ("City") will provide support to property and business owners in the designated areas who wish to improve their properties. This will generate interest, strengthen partnerships and trigger investment in the City. The cumulative result of property improvements in priority areas will be more vital and vibrant downtown and main street areas which will attract residents, visitors, and economic development. The cumulative impact of individual projects undertaken by property owners can be as influential as area-wide public works projects.

In alignment with City priorities, programs and plans, this CIP is aimed at:

- **Derelict building repairs and improvements to functionality**
- **Heritage districts and building restoration and improvements**
- **Affordable rental housing retrofits in mixed-use buildings**
- **Downtown mainstreet revitalization and enhancements**

This CIP includes a variety of financial incentive programs, including loans, grants and tax assistance in the form of rebates aimed at addressing the City's priorities and strategic goals. The programs cover a broad range of improvements from minor aesthetic updates to major structural upgrades, as well as the professional services that may be needed to prepare plans, studies or reports, and are summarized in the table below:

TABLE 1				
CITY PRIORITIES / FINANCIAL INCENTIVE PROGRAMS	Derelict building repairs and improvements	Heritage district and building restoration and improvements	Affordable rental housing retrofits in mixed-use buildings	Downtown mainstreet revitalization and enhancements
Façade Improvement (Signage, Awning, Lighting, Landscaping, Exterior)	✔	✔	✔	✔
Trent-Severn Waterway (Façade Improvement, Marina Slips)	✔	✔		✔
Heritage Conservation (Interior, Exterior; Tax Relief)	✔	✔	✔	✔
Building, Fire and Electrical Code Improvements (Accessibility, Energy Efficiency)	✔	✔	✔	✔
Residential Upgrades and Conversion	✔	✔	✔	✔
New Business Construction (Start-Ups, Pop-Ups, Entrepreneurs)	✔	✔		✔
Outdoor Space (Patios, Art)	✔	✔		✔
Application Fees & Design Studies (Building, Planning, Development Charges)	✔	✔	✔	✔
Tax-Increment Financing	✔		✔	✔

This CIP encourages upgrades made to enhance the energy efficiency of buildings, comply with the Ontario Building, Fire and Electrical Codes, and implement the accessibility standards in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. Renovations that improve or expand existing commercial or mixed commercial-residential space, or that add or upgrade residential units above existing commercial space, are expected, as are conversions of dwellings into Bed & Breakfast establishments. Other renovations may include façade improvements and new signage, as well as the conservation of cultural resources including heritage-designated properties.

Improvement projects should take into account the existing precedents of desirable design elements and architectural materials from the immediate surroundings in each community, coordinated with the City's policy documents, described in Appendix C.

Colborne Street, Fenelon Falls

4.0 Community Improvement Project Area

In accordance with the Official Plan, a Community Improvement Project Area can be any area within the municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Improvements are encouraged where clusters of commercial and mixed-use activities are in highest concentration to achieve the greatest community impact. Through the **Community Improvement Project Area By-law**, this CIP extends city-wide. However, the Focus Areas identified on **Schedules B through J** including the downtown and main street areas of Bobcaygeon, Coboconk-Norland, Fenelon Falls, Lindsay, Omemee, and Woodville, are ideal candidates for downtown revitalization, heritage conservation, improved accessibility, and creation or renovation of affordable housing in mixed-use buildings, and are included in the CIP Area By-law.

Monck Road, Norland

5.0 Financial Incentive Programs

5.1 Financial Tools

The financial incentive tools are categorized into 3 streams: **Loans, Grants** and **Rebates**. All programs are described in Section 5 and Appendix B. Council may determine that certain programs are more desirable than others to achieve the City's goals at a particular time, and may choose to activate only those programs at that time. De-activated programs can be re-activated by Council throughout the life of the CIP.

All programs and incentives are subject to eligibility criteria as described in Section 5.2. All successful applicants will be required to enter into an Agreement with the City outlining the terms and conditions of funding.

Community Partners, including Kawartha Lakes Community Futures Development Corporation and the Province of Ontario, are encouraged to support the CIP where priorities and funding scope are in alignment. Supplementary funding may be available through other programs, such as the City's Secondary Suite Program, Multi-Unit Rehabilitation Program and New Rental Housing Program; and, other Provincial programs that may be available at a given time, such as the Province's rebate program for development charges on new, purpose-built rental housing. CIP financial incentives may be stacked with other sources of funding, subject to any applicable terms.

5.1.1 Grant Program

Grants may be offered to offset the costs associated with redevelopment. In addition to companion grants identified under Section 5.1.2, eligibility for grants may be prioritized for applicants within communities that have participated in Downtown Revitalization workshops resulting in Action Plans for redevelopment.

Conditions

1. Grants may be combined, but a property may not exceed a maximum total of $10,000 in combined grants for the duration of the CIP, unless approved by Council. Multiple grants cannot be applied to the same project cost;
2. A property is only eligible to receive the Trent-Severn Facade Improvement Grant one (1) time throughout the duration of the CIP;
3. The applicant may be the registered property owner or tenant, or a person to whom such an owner or tenant has assigned the right to receive a grant; and
4. In accordance with an Agreement, payments will only be made after a project is completed to the satisfaction of the City.

Kent Street West, Lindsay

TABLE 2			
PROGRAMS	**ELIGIBLE COSTS**	**FINANCIAL INCENTIVE TOOLS**	
		GRANTS	
		Up to % Cost Covered	**Up to Maximum $**
Design Studies	Preparation of supporting architectural, engineering or site plans	50%	$2,000
Planning Applications & Building Permits	Municipal portion (not Conservation Authority portion)	100%	N/A
Development Charges	DCs for new residential units (upper storey apartments in mixed use buildings; conversion of an existing dwelling into a B&B); Subject to passage of municipal by-law	50%	N/A
Signage Improvement	Business name, address, awnings, lighting	50%	$2,000
Façade Improvement	Exterior treatment; architectural features; windows / doors / awnings; lighting;; re-design of storefront	50%	$5,000
Trent-Severn Façade Improvement	As with Façade Improvement program; and, consistent with Parks Canada policy	50%	$5,000
Marina Slips	Developing new marina slips or other boat docking infrastructure to accommodate day-use from boaters traveling on the Trent-Severn Waterway area; and, consistent with Parks Canada policy	50%	$2,000
Building Repair & Renovation	Structural interior repairs; design restoration; code / safety / utility upgrades; renovation of existing or creation of new upper storey apartments in mixed use buildings	50%	$4,000
Start-up / Entrepreneur Building Improvement	As with Building Repair & Renovation program; and, recipient of SBEC or similar government program	50%	$2,000
"Pop-up" Business Construction	Costs to construct a seasonal or semi-permanent structure to house a new retail business; and, recipient of SBEC or similar government program; Subject to passage of municipal (license) agreement	50%	$2,000
Accessibility Improvement	Interior and exterior projects for improvement; and, in accordance with AODA	50%	$4,000
Heritage Conservation	Costs to preserve, repair, or maintain heritage characteristics of properties designated under the OHA; Subject to registration of Heritage Easement agreement	50%	$4,000
Outdoor Patio	Deck, patio, fencing, roll up or folding aluminum/glass garage doors or similar installations; subject to municipal public use agreement	50%	$2,000
Outdoor Art	Costs to commission, purchase or install permanent outdoor art installations including but not limited to murals and sculptures; subject to municipal public use agreement	50%	$2,000

5.1.2 Loan Program

Loans may range from as little as $10,000 for projects such as façade improvements, to upwards of $50,000 for more significant projects such as accessibility and other building upgrades. The funding may be amended over time, as approved by Council, based on interest and uptake. Funding for each initiative will be capped to ensure that loans are available to a maximum number of businesses.

A **Loan Increase Option** may be available to provide additional funding for improvements in accordance with accessibility, heritage or affordable housing legislation. Where the City has entered into a Loan Agreement for an improvement project in accordance with the policies of this CIP, the City may additionally offer a **companion grant** from Table 2 to the business or property owner as further incentive to undertake a supplementary project.

Conditions

1. The applicant must be the registered property owner to receive a loan.

TABLE 3			
PROGRAMS	**ELIGIBLE COSTS**	**FINANCIAL INCENTIVE TOOLS**	
		L O A N S	
		Terms	**Funding**
See Table 2	**See Table 2**	Low-/no-interest; Forgiveable	$10,000 to $50,000
		Accessibility, Heritage, Housing	Loan Increase Option
		Supplementary Project	Companion Grant

5.1.3 Rebate Program

Tax assistance may be available to eligible properties through passage of site-specific by-laws where required. Where improvements result in an increased property assessment and taxes, the City is authorized to rebate the municipal portion of the resulting property tax increase.

Conditions

1. A property is only eligible to receive a tax rebate one (1) time throughout the duration of the CIP;
2. The applicant must be the registered property owner to receive a tax rebate; and
3. In accordance with an Agreement, payments will only be made after a project is completed to the satisfaction of the City. In the case of tax rebates, payments will only be made after a project is completed to the satisfaction of the City and an appropriate re-assessment of property value has been conducted.

TABLE 4		
PROGRAMS	**ELIGIBLE COSTS**	**FINANCIAL INCENTIVE TOOLS**
		R E B A T E S
Tax Increment Equivalent	Amount of the municipal portion of the resulting property tax increase; effective for 10 yrs	Year 1 = 100% rebate Year 2 = 90% rebate ... Year 10 = 10% rebate
Heritage Property Tax	Amount of the municipal portion of the resulting property tax increase; effective for up to 10 yrs	10-40% annually up to a maximum of $500 per residential property and $750 per commercial property

5.2 Eligibility Criteria & Conditions

All improvement projects are subject to the following criteria and conditions to be eligible for any CIP program. Additional program-specific eligibility requirements are listed in Appendix B. All criteria and conditions will be discussed during the required pre-consultation meeting with City staff prior to applying for any funding program.

The Property

1. The property must be located within a designated CIP Project Area. Priority status may be given to properties within communities whose improvement proposals align most closely with the City's policy and design guidelines foundation.
2. The property must be a commercial, residential or mixed-use commercial/residential property, or be changing to one of these land uses as part of the proposed redevelopment.
3. The property and building(s) shall not have tax arrears, outstanding utility charges, contraventions, penalties, fines or fees, or any other legal claim, lien or order, including work orders that may adversely affect the title of the land, or other outstanding requirements, and must comply with all municipal by-laws

Kent Street West, Lindsay

The Project

1. The project to be undertaken must contribute to community improvement in accordance with this CIP, as well as the Official Plan, any community-based Secondary Plan for the respective community, any Streetscape and Façade Design Guidelines and any other relevant, municipally-endorsed plans, studies, guidelines, or regulations.
2. The minimum project cost shall be $1,000 or as determined through pre-consultation evaluation.
3. Appropriate building permits and planning approvals shall be in place.
4. Upon approval and/or completion of a project, the City reserves the right to audit the costs associated with any of the works described by the approved CIP application, and any audits will be undertaken at the expense of the applicant.
5. Upon approval and/or completion of a project, the City reserves the right to inspect any properties/buildings that are part of the approved CIP application.

The Application

1. A “complete application” will include a completed application form, and supporting materials such as plans, studies, cost estimates and contracts, applicable reports, and any additional information required by the City.
2. A complete application must be approved by the City before work commences (applications for projects that have already begun will not be considered).

The Funding

1. The total amount of the financial incentives will not exceed the eligible project costs of the property improvements (clearance/demolition, construction, reconstruction and rehabilitation, or improvement of energy efficiency), and may combine financial tools (grants, loans, rebates).
2. The City is not responsible for the costs associated with preparing a CIP application or any other related costs.

3. Should the applicant fall into default of any of the eligibility requirements or any other requirements of the City then the City may delay, reduce, or cancel the incentive, and may require repayment of any of the incentive program benefits, at the discretion of the City.
4. Any program commitments may be cancelled if work does not commence within six (6) months of the City's approval of an application, or in accordance with an Agreement with the City.

Highway 35, Coboconk

6.0 Other Complementary Tools & Initiatives

The City may employ additional tools and incentives for projects that support municipal strategic directions or for projects that address a specific element of community improvement. Other tools that can be leveraged to advance community improvement goals include:

- Community Design Guidelines
- Business & Service Associations
- Property Standards By-law
- Non-financial Assistance
- Other municipal programs:
    - An on-going urban furniture program is in effect for replacing benches, garbage receptacles, and ornamental features in municipal parks. Many of the settlement areas have had urban design-related projects prepared or implemented in recent years, including beautification efforts like gardens, hanging baskets, seasonal displays, welcome signs, decorations, and banners. The **City's Sponsorship and Dedication Program** offers opportunities to further these efforts and honour someone special with contributions likes dedicating a tree or park bench.
    - **Community Partnership and Development Funds** provide funding opportunities for Beautification Projects, Culture Funding and Special Events.

- **Legacy CHEST Funds** in Bobcaygeon and Lindsay are given to non-profit, community based organizations and individuals that provide programs, projects, services, or activities that enhance the quality of life for residents in the areas of health, arts, culture, heritage, education and the environment.

- **50/50 Community Project Capital Funding Initiative** helps community organizations complete capital projects. This program provides for the betterment of City facilities and parks.

While not all of these are direct financial incentive programs that fall under Section 28 of the *Planning Act*, they are all tools that are often used to identify and promote priorities that support community improvement.

6.1 Community Design Guidelines

The City may develop Community Design Guidelines that articulate desirable building and design elements, to aid the applicant/owner, City staff and Council during the preparation and approval of plans and agreements. CIP applicants are encouraged to refer to Community Design Guidelines at the outset of any improvement project. The City may use the Guidelines as a tool for prioritizing project funding.

6.2 Business & Service Associations

6.2.1 Business Improvement Areas

The City has a Business Improvement Area (BIA) in place for downtown Lindsay. BIAs may be established in other communities as well – the authority to establish a BIA comes from the *Municipal Act* (Sections 204-215). The City may implement a BIA By-law and add a levy to the municipal tax on businesses within the designated improvement areas. The money gathered through this tax is earmarked for improvements to the area, such as purchase of new street furniture or marketing the area.

6.2.2 Chambers of Commerce

There are currently four Chambers operating across the City of Kawartha Lakes, including Bobcaygeon & Area, Coboconk Norland & Area, Fenelon Falls & District, and Lindsay & District, who support local business and provide leadership through marketing and promotion, discounts, advocacy, networking and referrals, resource and information, and access to programs, partnership and best business practices. Member businesses are part of an overall effort to improve the local business environment, attract more residents and tourists, and promote sustainable economic development.

6.2.3 Service Clubs

A variety of long-standing Service Clubs operate across the City to support community improvement efforts through fundraising activities. Clubs such as the Lions and Rotary have contributed to streetscape and accessibility enhancements, as well as supportive housing initiatives.

6.3 Property Standards By-Law

The City's Municipal Law Enforcement Division is responsible for investigation and enforcement of the City's Property Standards By-law, which includes provisions for maintaining properties. The City may increase enforcement of the By-Law or review and amend the By-law, as needed, to maintain a high degree of property maintenance.

6.4 Non-financial Assistance

Complementary non-financial supports provided by the City's Small Business Entrepreneurship Centre (SBEC) include business plan and management plan development; coaching, guidance and training; hiring strategies and HR policies; insurance, regulations, licensing, and taxation; market research, marketing and sales plans; financial and cash flow development; referrals to professional and business organizations; and applying for other funding opportunities.

7.0 Administration

7.1 Implementation & Marketing

This CIP will be enacted by the approval of this document and the passing of the Community Improvement Project Area By-law by City of Kawartha Lakes Council. This CIP will be operationalized by establishing funding as necessary through the municipal budgeting process, and by continually seeking other sources of partner funding. Funding allocations may not be consistent from year to year, and may impact application intake periods and how many projects receive funding in a given year. Approval of applications for financial incentives is at the absolute discretion of the City.

An essential part of successful implementation is a marketing strategy that effectively communicates the CIP programs to property and business owners, and residents. Regular advertising and education actively supports the program and works to achieve the City's priorities.

King Street East, Bobcaygeon

7.2 Application Process

Applicants are required to pre-consult with City staff to discuss their project, and ascertain all program details, eligibility, and timeframes. Complete applications for financial incentive programs will be reviewed by the City's CIP Steering Committee. The Committee will assess applications based on the eligibility requirements and guidelines. Projects may also be prioritized based on the strategic goals of the municipality and financial considerations. The Committee will make recommendations to the City, or its delegated approval authority, as to whether or not an application should be approved.

7.3 CIP Agreement

If the submitted application is approved, the City and the applicant will enter into a CIP Agreement specifying the terms, duration, default, and any other provisions of the financial incentive program. Where the Agreement is between the City and a property tenant or business owner then the building owner must consent to the Agreement.

7.4 Monitoring and Amendments

This CIP will be monitored on an on-going basis to determine its effectiveness. Measureable criteria relating to CIP goals may involve increases in employment, retail uses, heritage designations, housing units, property tax revenues, and accessible properties; and, decreases in vacancy rates, housing waiting lists, and energy consumption.

The City may review this CIP periodically and amend it to ensure that the objectives of community improvement are being met. Amendments to the CIP may be required for the following reasons, in accordance with the *Planning Act*:

- Change or expansion in the Community Improvement Project Area;
- Change in the eligibility criteria;
- Addition of a new financial incentive program; and,
- Increase to a financial incentive program.

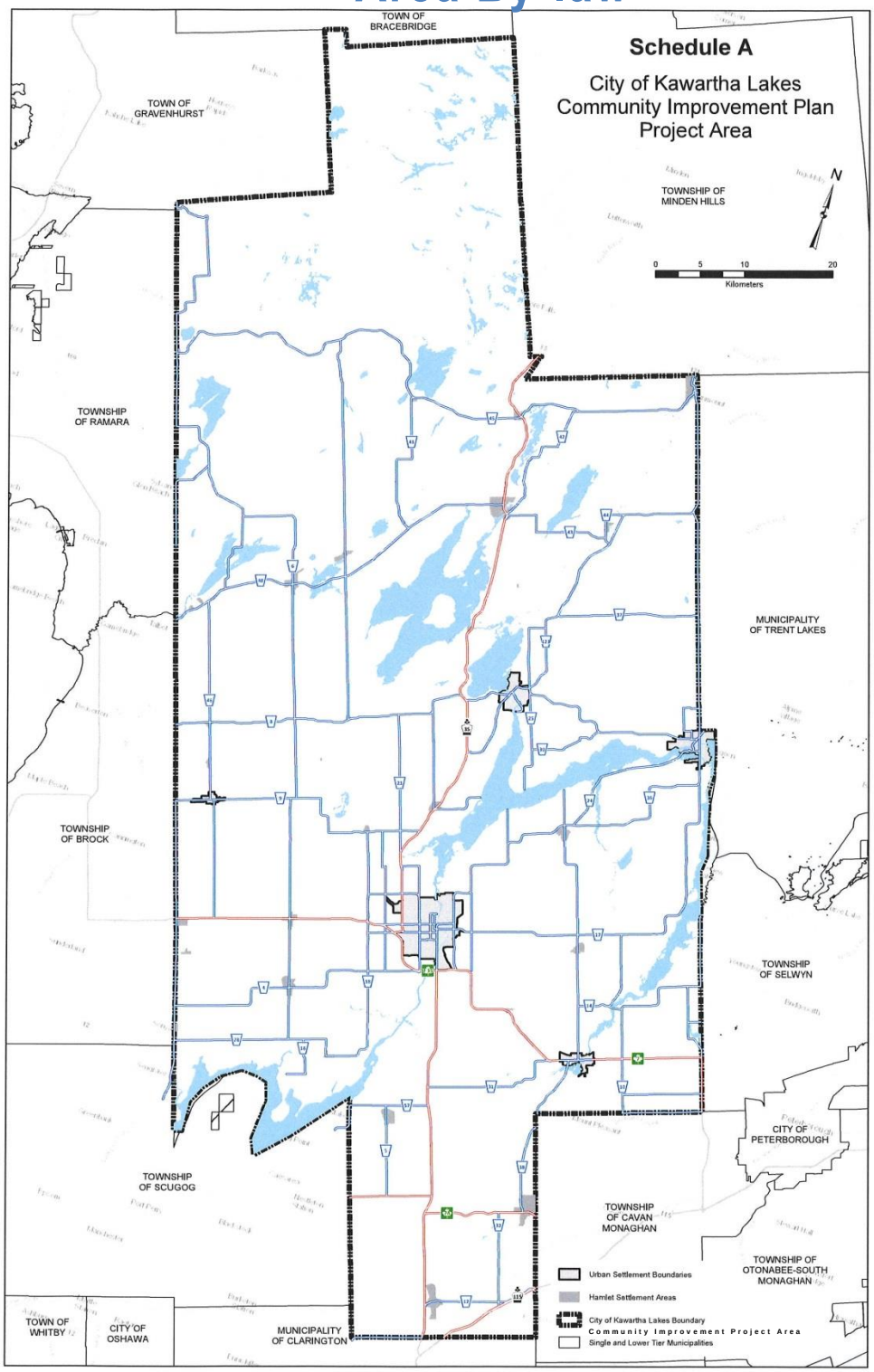
7.5 Dissolution of the CIP

When Council determines that the CIP has been implemented to a satisfactory level, it may repeal the Plan and/or dissolve the Community Improvement Project Area through a By-law. Any financial incentive program enabled through this CIP can be discontinued at any time, but approved projects already receiving benefits when a financial incentive program is discontinued shall continue to receive benefits as per the Agreement with the City.

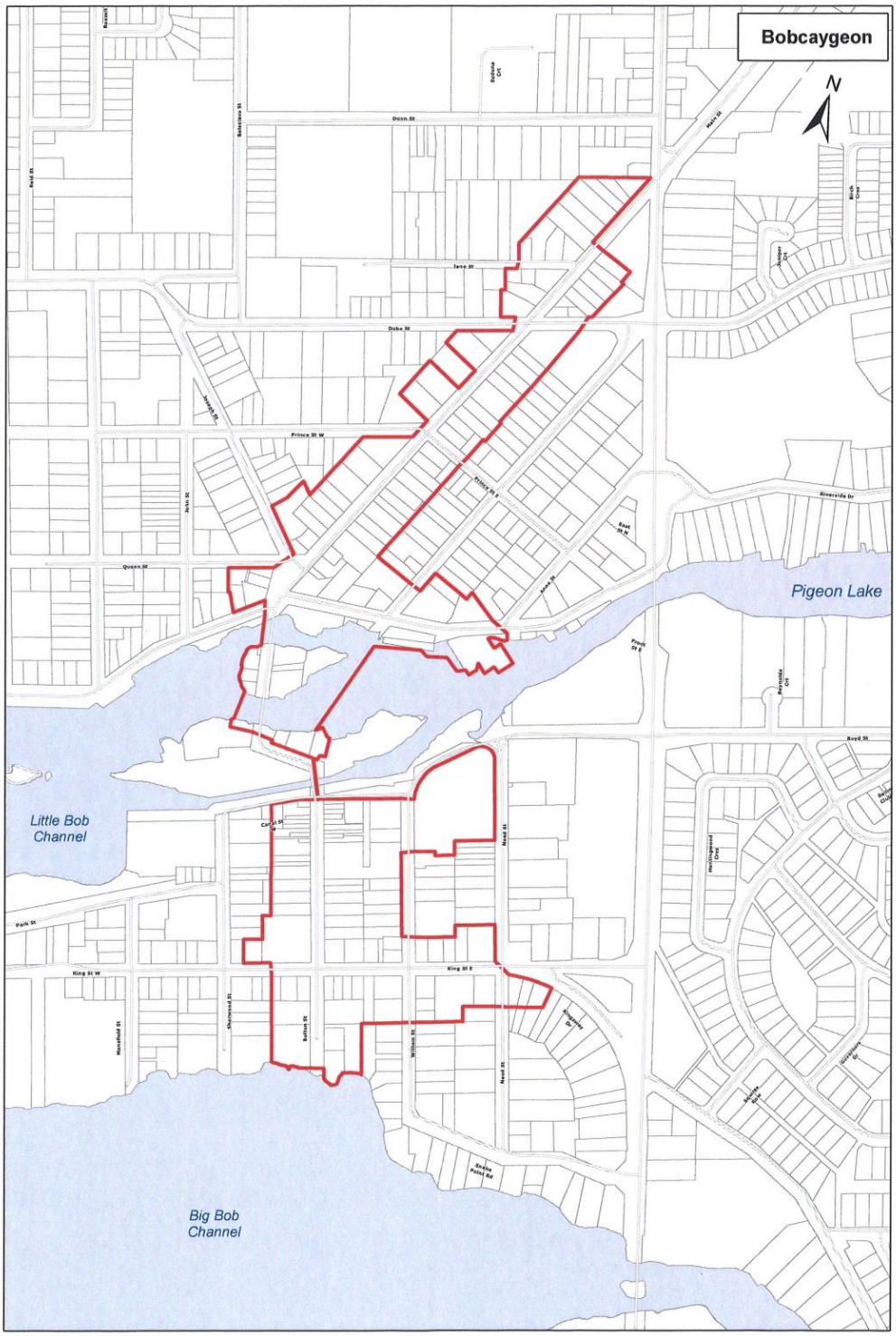
King Street, Woodville

APPENDIX A

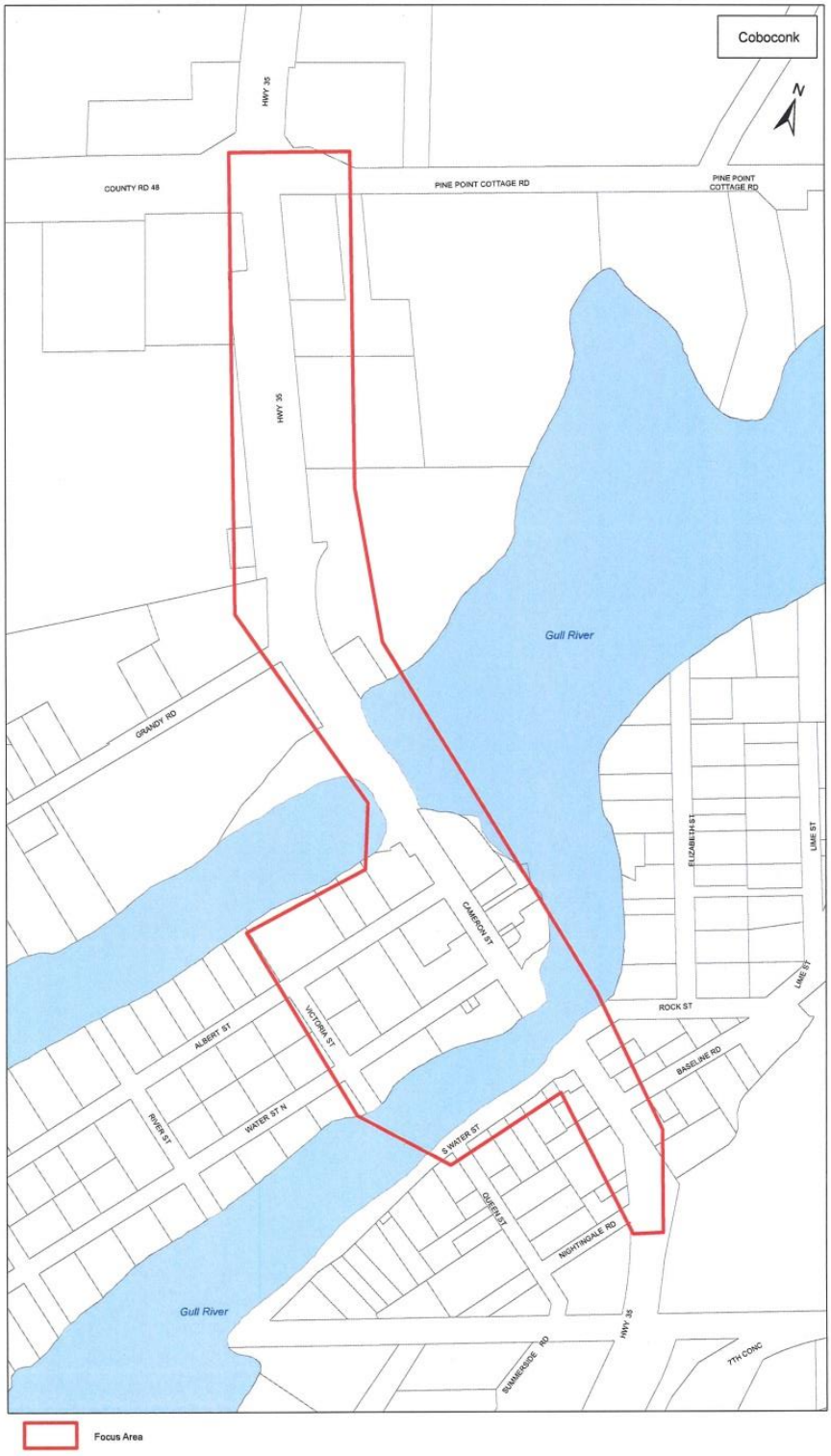
Schedule to Community Improvement Project Area By-law



SCHEDULE B Bobcaygeon

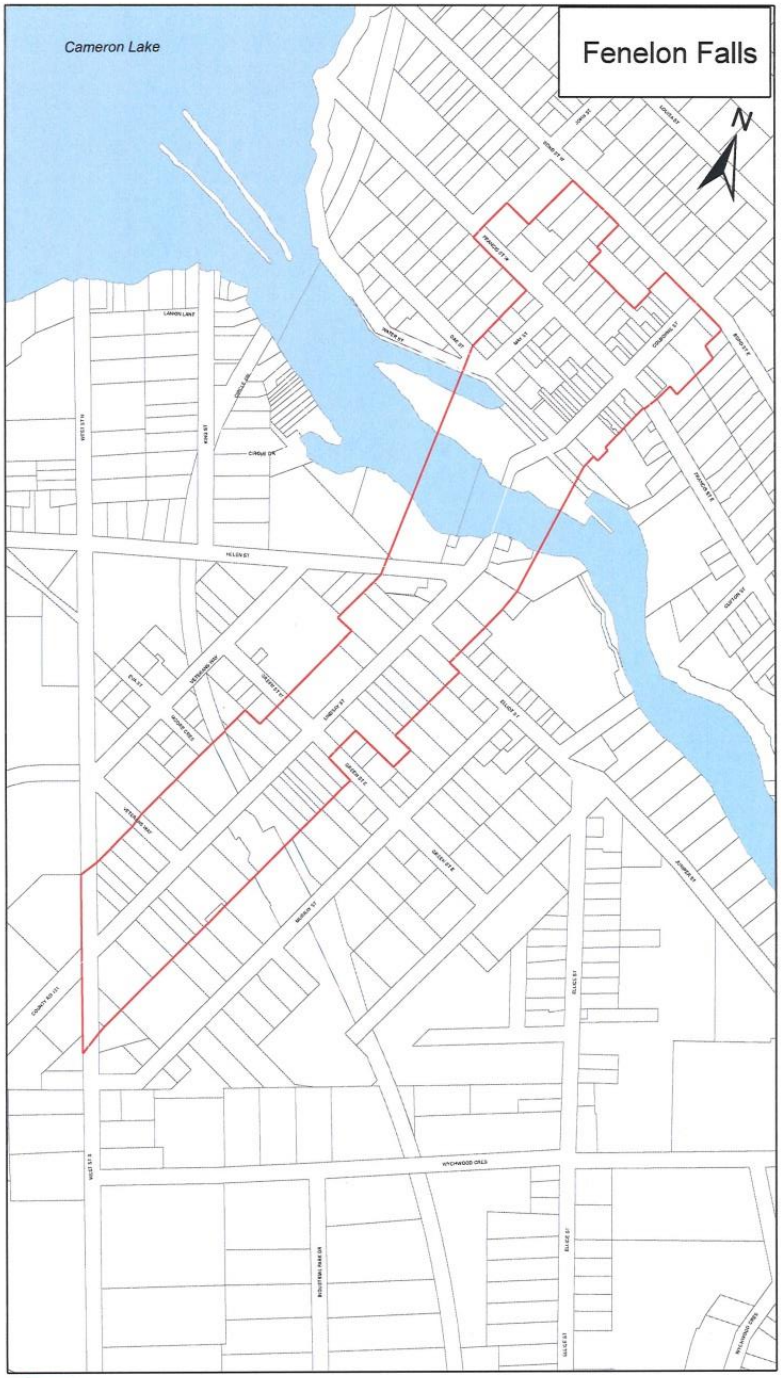


SCHEDULE C Coboconk



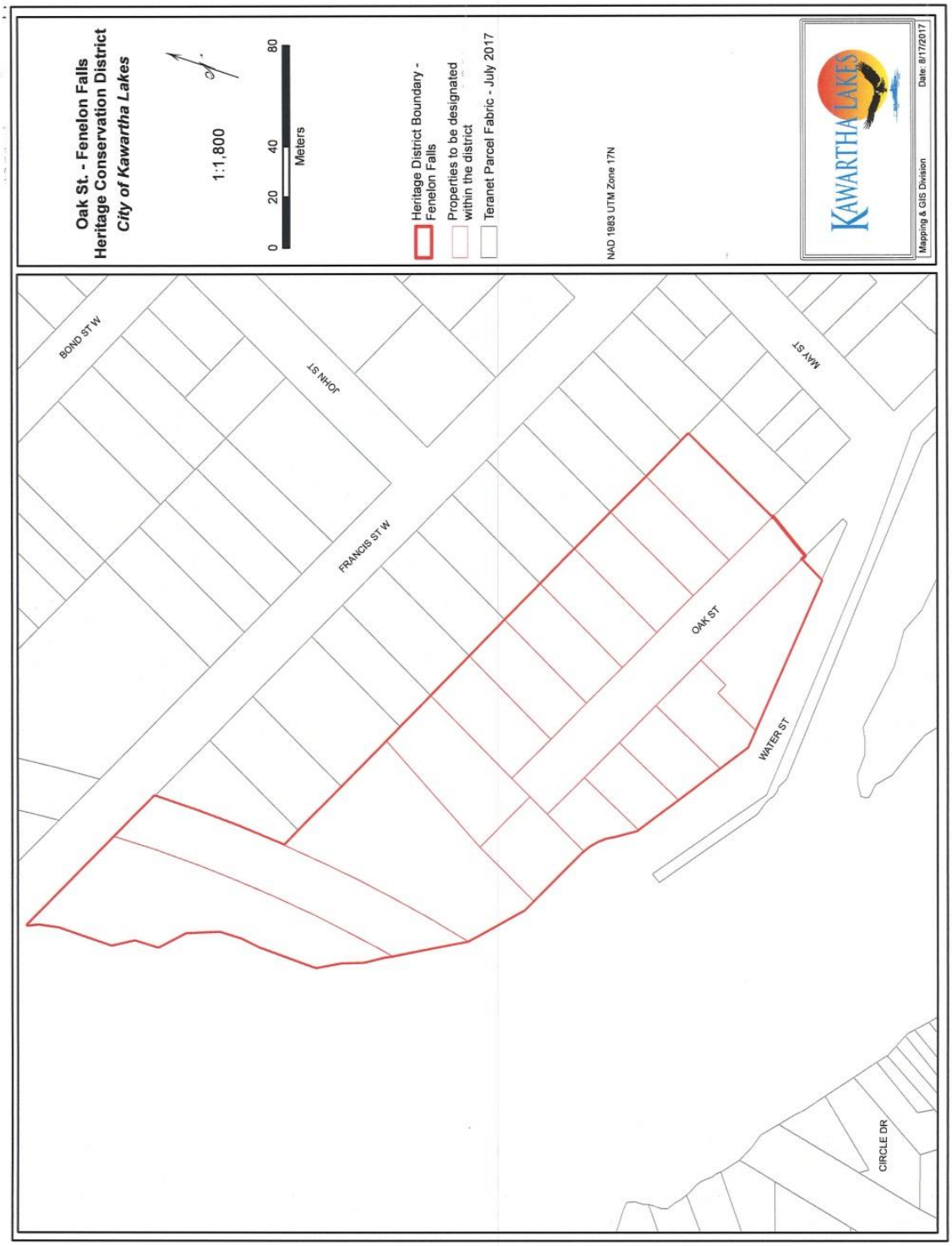
SCHEDULE D Norland

SCHEDULE E Fenelon Falls

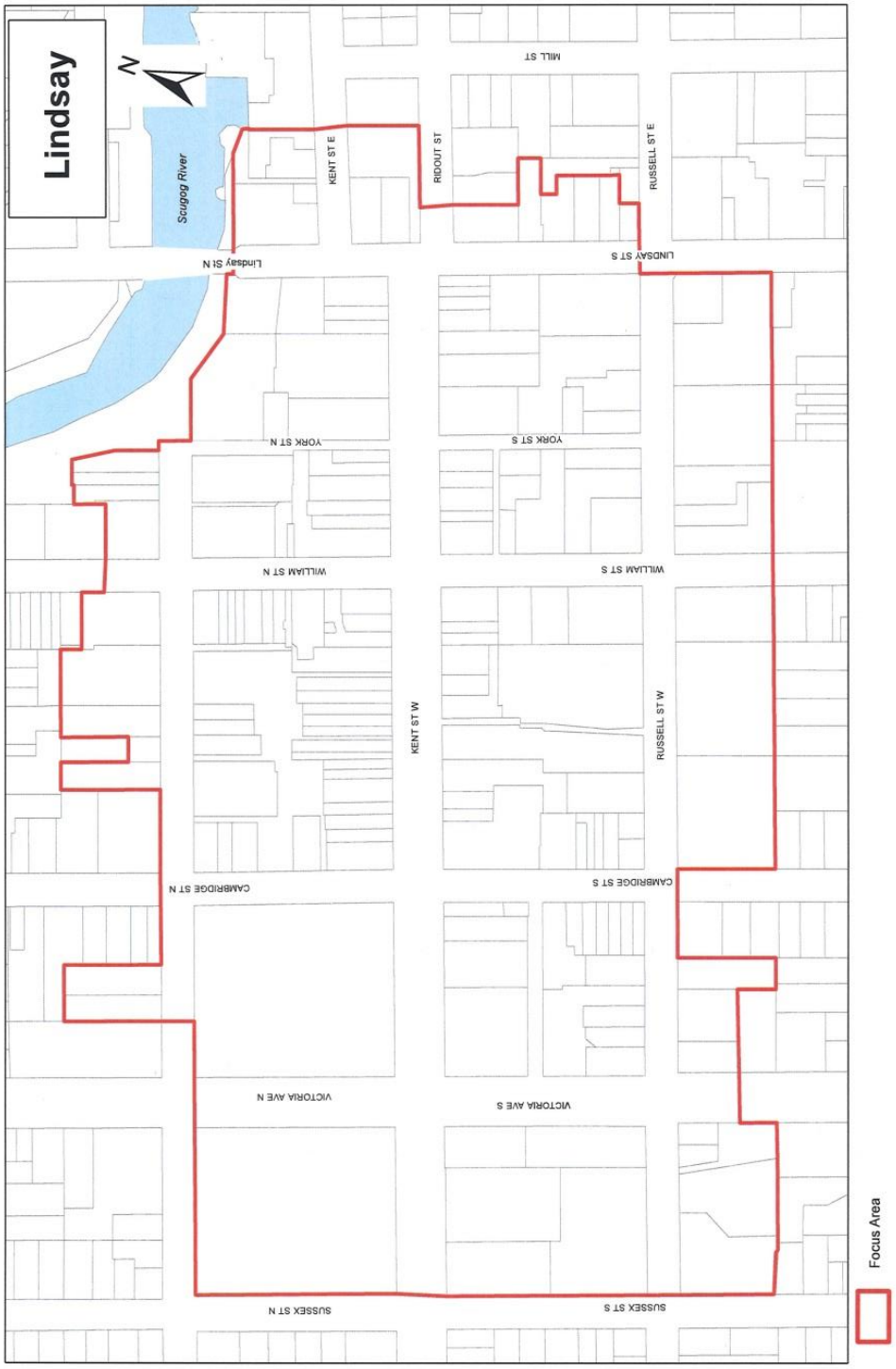


Focus Area

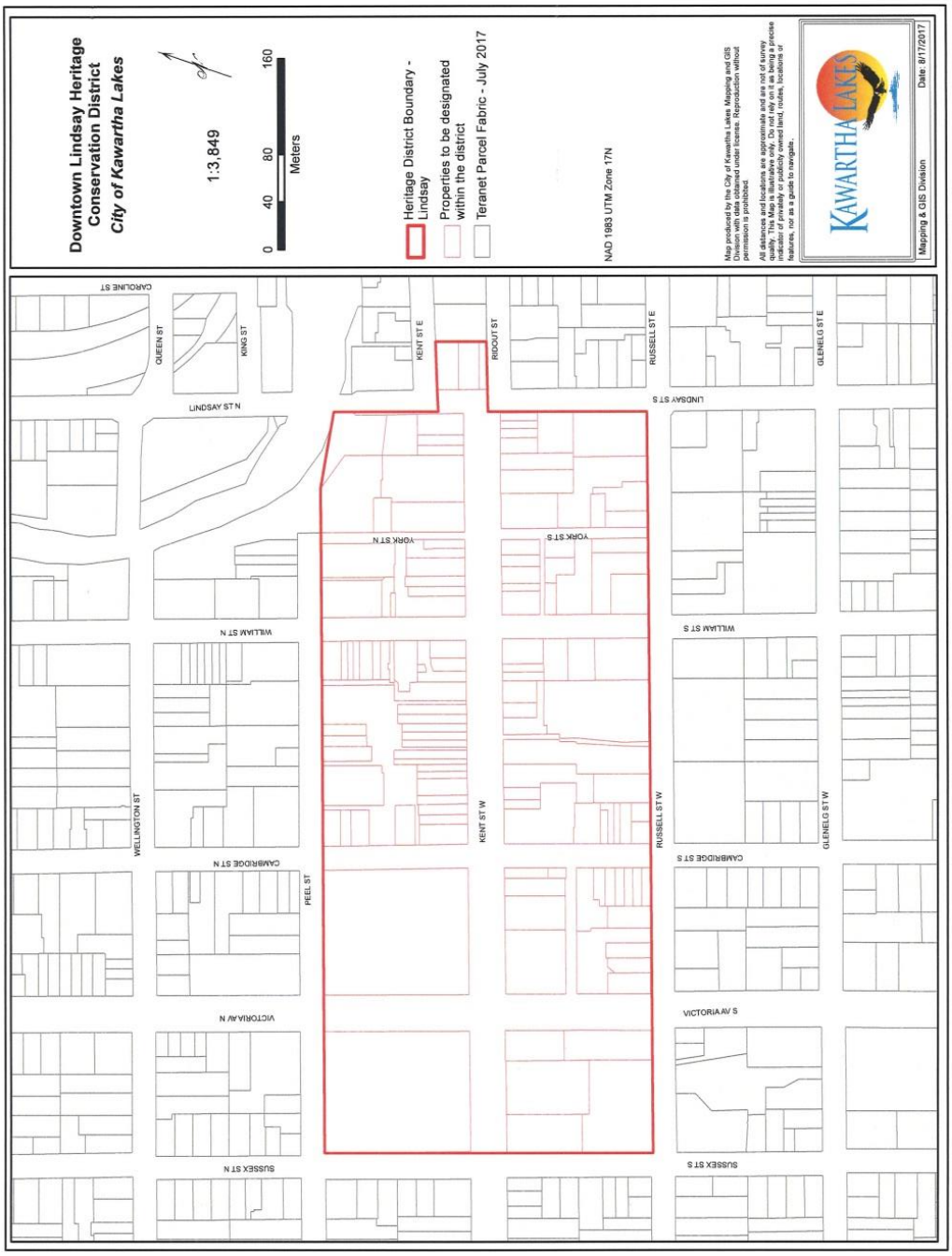
SCHEDULE F Fenelon Falls HCD



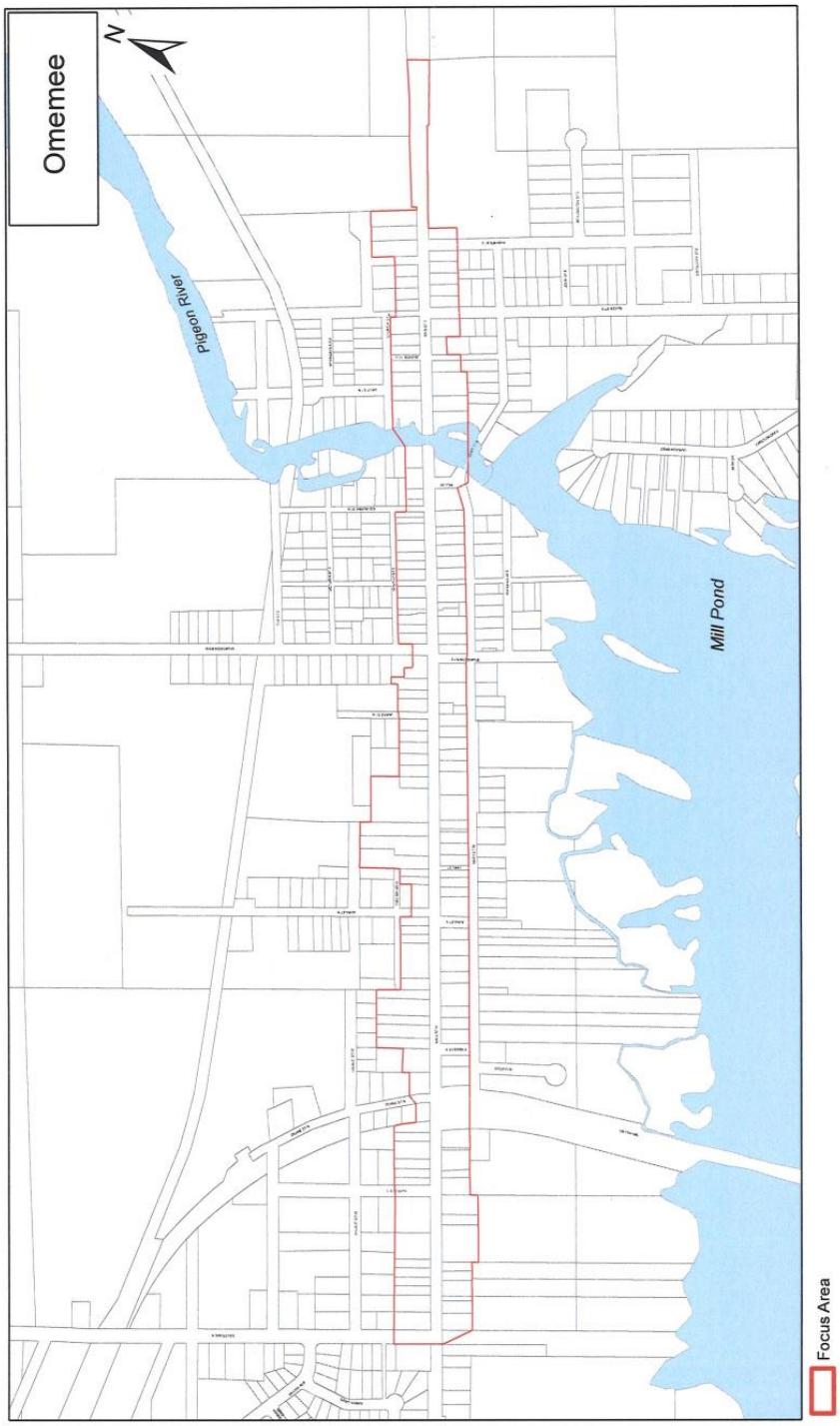
SCHEDULE G Lindsay



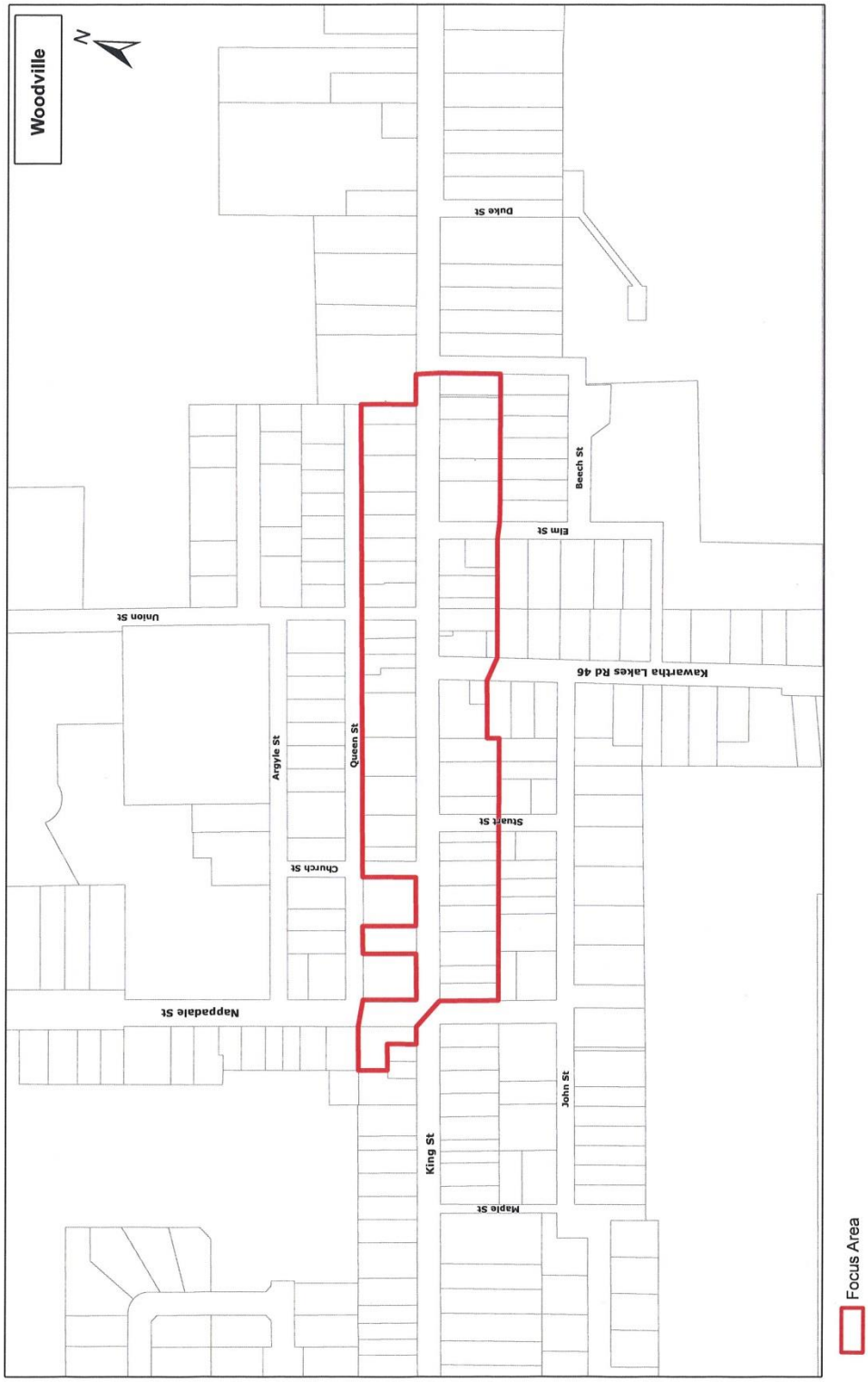
SCHEDULE H Lindsay HCD



SCHEDULE I Omemee



SCHEDULE J Woodville



APPENDIX B

Financial Incentive Programs

Design Studies

Project Phase: Planning / Design / Approvals

Objective/Strategic Directions	
Encourage high quality design in accordance with the City of Kawartha Lakes Official Plan and Secondary Plans, for projects within the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000
Eligible Costs:	
Cost of preparation of architectural or engineering plans and site plans for building façade improvements, Building, Fire or Electrical Code retrofits, Accessibility retrofits, or landscaping and property infrastructure improvements.	
Eligibility Requirements:	
General Eligibility Requirements	

Planning Applications & Building Permits

Project Phase: Planning / Design / Approvals

Objective/Strategic Directions	
Reduce barriers to development. Alignment with Strategic Goal for a Vibrant and Growing Economy.	
Percentage of Eligible Cost Covered	**Maximum Amount**
100%	N/A
Eligible Costs:	
The municipal portion (not the Conservation Authority portion) of planning application fees and building permit and change of use permit fees.	
Eligibility Requirements:	
General eligibility requirements.	

Development Charges

Project Phase: Planning / Design / Approvals

Objective/Strategic Directions	
Encourage intensification in the CIP area. Increase the supply of affordable housing and increase the availability of overnight accommodations for tourists. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	N/A
Eligible Costs:	
City of Kawartha Lakes Development Charges for: • New residential units in upper storey apartments in mixed use buildings; • Conversion of an existing residential building into a bed and breakfast.	
Eligibility Requirements:	
General eligibility requirements.	

Signage Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Improve the appearance/aesthetic/consistency of businesses signage in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$2,000

Eligible Costs:

Improvement or replacement of the business signage, street number, and/or awnings including:

- Removal of old signage;
- Purchase and installation of new signage or awnings; and,
- Lighting improvements associated with signage.

Eligibility Requirements:

General eligibility requirements.

Signage Improvement grant may be granted to a single property more than once, if the property is occupied by a new tenant or business.

King Street West, Omemee

Façade Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Improve and renew the exterior appearance/aesthetic of buildings in the CIP area with a focus on the front façade of the buildings. Alignment with Strategic Goal for a Vibrant and Growing Economy.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$5,000

Eligible Costs:

Costs to renew and update building façades with an emphasis on the front of buildings; side and rear façades may be considered if located on a corner lot, or if highly visible from a public space abutting other front façades. The following costs are eligible:

- Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
- Restoration or replacement of cornices, eaves, and parapets;
- Restoration or replacement of windows, doors and awnings;
- Restoration or replacement of exterior lighting;
- Exterior painting;
- Redesign of storefront or entrance modifications; and,
- Similar improvements and repairs that would improve the appearance of a building façade.

Costs that are eligible under the Signage Improvement grant are excluded from the Façade Improvement grant.

Eligibility Requirements:

General eligibility requirements.

Highway 35, Coboconk

Trent-Severn Façade Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Improve and renew the exterior appearance/aesthetic of buildings in the CIP area with a focus on the façade of buildings visible from the Trent-Severn Waterway area. Encourage tourism and leverage visitors associated with the Trent-Severn Waterway area. Alignment with Strategic Goal for a Vibrant and Growing Economy.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$5,000

Eligible Costs:

Costs to renew and update building façades facing the Trent-Severn Waterway area. The following costs are eligible:

- Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
- Restoration or replacement of cornices, eaves, and parapets;
- Restoration or replacement of windows, doors and awnings;
- Restoration or replacement of exterior lighting;
- Exterior painting;
- ;
- Redesign of storefront or entrance modifications; and,
- Similar improvements and repairs that would improve the appearance of a building façade.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. The property must be abutting the Trent-Severn Waterway area.
b. Façade improvements must be consistent with any policies and requirements outlined by Parks Canada pertaining to the Trent-Severn Waterway area as a National Historic Site.

Marina Slips

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Encourage the development of additional temporary docking spots for boaters travelling to/through the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000
Eligible Costs:	
Costs associated with developing new marina slips or other boat docking infrastructure to accommodate day-use from boaters traveling on the Trent-Severn Waterway area.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Improvements must be consistent with any policies and requirements outlined by Parks Canada pertaining to the Trent-Severn Waterway area.	

Bobcaygeon River, Bobcaygeon

Building Repair & Renovation

Project Phase: Completion

Objective/Strategic Directions	
Encourage rehabilitation through building repairs, renovation, energy retrofits, and utility upgrades in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy, an Exceptional Quality of Life and a Healthy Environment.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$4,000

Eligible Costs:

Costs of upgrades to the physical interiors of buildings:

- Structural repairs to walls, ceilings, floors, and foundations;
- Interior restoration and design; and,
- Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.

Eligibility Requirements:

General Eligibility Requirements.

King Street, Woodville

Start-Up / Entrepreneur Building Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions

Support entrepreneurs working with the Kawartha Lakes Small Business Entrepreneurship Centre. Encourage new businesses to locate in vacant buildings in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$2,000

Eligible Costs:

Costs of minor upgrades to the physical interiors of buildings:

- Structural repairs to walls, ceilings, floors, and foundations;
- Interior restoration and design; and,
- Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. Applicant must be a current recipient of the “starter company” or “summer company” program through the Kawartha Lakes Small Business Entrepreneurship Centre, or a similar program funded by the provincial or federal government.

"Pop-up" Business Construction

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Support entrepreneurs working with the Kawartha Lakes Small Business Entrepreneurship Centre. Encourage vibrant seasonal or semi-permanent uses in underutilized lots in the CIP area. Increase the speed of community improvement. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000

Eligible Costs:

Costs to construct a seasonal or semi-permanent structure to house a new retail business.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. Applicant must be a current recipient of the "starter company" or "summer company" program through the Kawartha Lakes Small Business Entrepreneurship Centre, or a similar program funded by the provincial or federal government.
b. Project must be located on a vacant or underutilized lot.

Accessibility Improvement

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Increase accessibility and walkability in CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$4,000
Eligible Costs:	
Costs of interior or exterior projects to improve accessibility for people with disabilities.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Project must be designed in accordance with the *Accessibility for Ontarians with Disabilities Act* and related standards and guidelines.	

Kent Street West, Lindsay

Heritage Conservation

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Encourage conservation of heritage characteristics for designated heritage properties or properties within a designated heritage district. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$4,000
Eligible Costs:	
Costs to preserve, repair, or maintain heritage characteristics of properties designated under the *Ontario Heritage Act.*	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Property must be designated under the *Ontario Heritage Act*. b. Project must address the designated heritage characteristics of the property as identified in the designation by-law.	

Lindsay Street South, Lindsay

Outdoor Patio

Project Phase: Construction / Implementation

Objective/Strategic Directions

Encourage the development of outdoor patios and similar "el fresco" dining opportunities in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.

Percentage of Eligible Cost Covered	Maximum Amount
50%	$2,000

Eligible Costs:

- Costs for a deck, patio stones or a similar surface;
- Costs for fencing;
- Costs for roll up or folding aluminum/glass garage doors or similar installations to open up the building to the outdoors.

Eligibility Requirements:

In addition to the general eligibility requirements, the following additional eligibility requirements apply:

a. Patio must be for use of business patrons of a commercial use or for the general public.

Colborne Street, Fenelon Falls

Outdoor Art

Project Phase: Construction / Implementation

Objective/Strategic Directions	
Encourage permanent art installations in the public realm. Promote and support local arts and culture. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
50%	$2,000
Eligible Costs:	
Costs to commission, purchase or install permanent outdoor art installations including but not limited to murals and sculptures.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply: a. Project must be located so as to be plainly visible from an adjacent public street or sidewalk. b. Project is subject to any applicable municipal public art policy and/or art acquisition process in effect.	

King Street East, Omemee

Tax Increment Equivalent Relief

Project Phase: Completion

Objective/Strategic Directions	
Encourage redevelopment in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	**Maximum Amount**
Tax rebate equal to the amount of the municipal portion of the resulting property tax increase	Rebate effective for 10 years following completion of eligible project: Year 1 = 100% rebate Year 2 = 90% rebate Year 10 = 10% rebate
Eligible Costs:	
Where property improvements are undertaken in a manner supported by this CIP, and where those improvements result in an increased property assessment and taxes.	
Eligibility Requirements:	
General Eligibility Requirements.	

Heritage Property Tax Relief

Project Phase: Completion

Objective/Strategic Directions	
Encourage conservation of heritage properties in the CIP area. Alignment with Strategic Goal for a Vibrant and Growing Economy and an Exceptional Quality of Life.	
Percentage of Eligible Cost Covered	Maximum Amount
Tax rebate equal to the amount of the municipal portion of the resulting property tax increase	10-40% annually for up to 10 years up to a maximum of $500 per residential property and $750 per commercial property
Eligible Costs:	
Where property improvements are undertaken in a manner supported by this CIP, and where those improvements result in an increased property assessment and taxes.	
Eligibility Requirements:	
In addition to the general eligibility requirements, the following additional eligibility requirements apply:	

a. Property must be designated under Part IV or Part V of the *Ontario Heritage Act*.
b. Project must address the designated heritage characteristics of the property as identified in the designation by-law.
c. **By-law passed under Section 365.2 of the *Municipal Act* to provide tax relief in accordance with Grant Agreement**.
d. Applicant must enter into a Heritage Easement Agreement with the City in accordance with Sections 22 or 37 of the *Ontario Heritage Act*, and be registered on title at applicant's expense.
e. Inspections will be necessary to ensure compliance with the Easement Agreement. Inspections will take place upon application and any given time with 24 hours prior notice by the Municipal Heritage Committee or its assigns.

Oak Street, Fenelon Falls

APPENDIX C

Foundations of the Kawartha Lakes CIP

C.1 Green Hub CIP

The city-wide Green Hub CIP (2009) was developed to reinforce the City's Environment First Principle and to position the City as a centre for green development and technologies. The intent was to attract, through financial incentives, the development of businesses and industries that engage in environmentally significant activities, such as "green" technologies, services, and products; to address age and dilapidation of buildings through green construction and retrofits; and, to remediate and redevelop brownfields.

C.2 Official Plan

The Official Plan (2012) provides a policy framework for managing growth and land use decisions in the City of Kawartha Lakes for a 20-year horizon. The Official Plan encourages the provision of a wide range of affordable housing options; promotes the development of new businesses and economic activities, the expansion of existing businesses, and the improvement and revitalization of downtown cores; encourages the conservation and enhancement of cultural heritage resources; supports energy efficiency; protects the environment and agricultural areas; and identifies areas rich in natural resources.

Section 31.1 of the Official Plan explains that Secondary Plans for the Urban Settlement Areas of Bobcaygeon, Fenelon Falls, Lindsay, Omemee and Woodville will provide detailed policies addressing the growth management of the specific urban settlement areas. The **Community-based Secondary Plans** (2015) identify effective and efficient development patterns and opportunities, take into account current municipal conditions, reflect Provincial land use planning policy and implement the policies of the City of Kawartha Lakes Official Plan.

C.3 Accessibility Plan

The Accessibility Policy and the Multi-Year Accessibility Plan (2012-2017) demonstrate the City's commitment to identify, remove and prevent barriers to accessibility. The Plan addresses policy and procedure, customer service, information and communication, employment, transportation and built environment. Examples of the commitments the Plan makes as it relates to the built environment include improving sidewalk infrastructure; developing accessible streetscape and signage guidelines (i.e. way-finding); and, including a formula or percentage of inclusion of affordable, adaptable, accessible housing within planning documents.

C.4 Cultural Master Plan

The Cultural Master Plan (2013) recognizes that successful municipalities will be those that offer an appealing and attractive community, are diverse and welcoming, have interesting public spaces, celebrate public art and urban design, and understand linking these elements is the magnet to attract people and talent. A key direction is to strengthen connections between culture and economic development by supporting and growing start-up enterprises in underutilized downtown spaces, and by continuing to promote festivals and events in the City.

C.5 Integrated Community Sustainability Plan and Action Plan

The Integrated Sustainability Plan (ICSP) (2014) is a collection of goals and actions to improve the environment, economic, social, and cultural sustainability within the community of Kawartha Lakes. The Action Plan supports the ICSP by outlining an approach for implementing the actions identified in the ICSP.

C.6 Housing and Homlessness Plan

Further to the requirements in the *Housing Services Act* and the Provincial Long-Term Affordable Housing Strategy, the City of Kawartha

Lakes and the County of Haliburton completed the Housing and Homelessness Plan (2014-2023). The Plan identifies goals, objectives and actions to be achieved over its 10-year period. The Plan strives to increase the supply of affordable housing through second units, stimulate the creation of new purpose-built rental housing, and offset development charges and fees for new affordable housing.

C.7 Core Service Review

The City invests in projects that will improve services, protect public safety, maintain infrastructure, and enhance the quality of life for residents and visitors. A core service review process was undertaken in 2015 of all City services, departments and assets to determine how best to deliver the services that matter most to residents.

C.8 Corporate Strategic Plan

The vision for the City of Kawartha Lakes is “naturally beautiful, offering an exceptional lifestyle.” In light of the vision, the Strategic Plan (2016) identifies the City’s strategic goals and prioritizes actions for the years 2016 to 2019. The vision, strategic goals and actions guide the City’s operations and decision making. The strategic goals include a vibrant and growing economy; an exceptional quality of life; and, a healthy environment.

To advance the first goal, staff developed a comprehensive **Economic Development Strategy** (2017) that focuses on attracting and empowering residents and businesses. Through strategic goals, objectives and actions, the Economic Development Strategy engages the Economic Development division with the broader business community to work together to make a difference.

C.9 Streetscape and Façade Design Guidelines

The Design Guidelines (2017) were developed through comprehensive community consultation to create a common design vision for the four downtown revitalization areas of Coboconk-Norland, Fenelon Falls, Lindsay, and Omemee. Based on public input and the preferred theme

areas – nature and built heritage – the Design Guidelines identify place-making opportunities for each downtown revitalization area.

The **Downtown Revitalization Strategic Action Plans** (2017) build upon the background work and public input of the Design Guidelines, and are intended to be the blueprints for future revitalization efforts. The Action Plans incorporate the needs and desires of the communities; embrace and enhance the downtowns' strengths; address the weaknesses; prioritize the implementation of each of the communities' goals; and identify specific action plans to achieve those goals.

A precursor to the Design Guidelines and the Actions Plans is the **Omemee Downtown Revitalization Strategic Plan** (2006). The Strategic Plan was developed by the Omemee Business and Community Improvement Association (OBCIA), with support from the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and Kawartha Lakes Community Futures Development Corporation. OBCIA identified OMAFRA's Main Street Pilot Program as best suited to achieve the community's revitalization.

Recommendations, goals, objectives, and actions were included for economic development, marketing and promotion, organizational development, and physical enhancement. On-going monitoring reported on a number of positive changes, including an increase in the number of businesses and events in 2009.

C.10 Heritage Conservation District Plans

The City of Kawartha Lakes has designated two Heritage Conservation Districts (2017) – Downtown Lindsay and Oak Street in Fenelon Falls, predicated on the **Heritage Master Plan** (2012). Downtown Lindsay is widely recognized for its well-preserved Victorian architecture and its wide streets. Oak Street in Fenelon Falls is a rare example in the City of Kawartha Lakes of an early 19th century residential development.

APPENDIX D

Legislative Authority, Policy Framework and Urban Design Direction

D.1 Legislative Authority

For the purposes of this CIP all references to legislative Acts extend to subsequent amendments therein and/or their successors.

1.1 Municipal Act

The *Municipal Act* prohibits municipalities from assisting businesses either directly or indirectly (Section 106(1)) unless the assistance is provided for community improvement through Section 28 of the *Planning Act*.

Where a municipality has an approved CIP that contains provisions specifying tax assistance, Section 365.1 of the *Municipal Act* that operates within the framework of Section 28 of the *Planning Act*, allows municipalities to provide tax assistance for municipal purposes. Further, it allows municipalities to pass by-laws to provide tax assistance to eligible properties, in the form of a deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation and development periods of the property.

Similarly Section 365.2 specifies Heritage Property tax relief for locally designated heritage properties, subject to Agreement to protect the heritage features.

1.2 Planning Act

According to the *Planning Act*, Council may establish a Community Improvement Project Area for the area where community improvement is desirable. Community improvement within that area means:

> "the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary." (*Planning Act*, S.28(1)).

In the context of a CIP, municipalities may make grants or loans to owners of properties (or tenants with permission) within the CIP areas, to pay for the whole or part of eligible costs. The eligible costs may include:

> "costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities" (*Planning Act*, S.28(7.1)).

The *Planning Act* requires that a public meeting be held before a CIP can be considered by Council for adoption. Public consultation and involvement helps build consensus and community support, provides education, and leads to a more comprehensive and meaningful program that is reflective of community goals. Engaging the public also ensures accountability around municipal financial incentives to private property owners.

D.2 Legislative Direction

2.1 Accessibility for Ontarians with Disabilities Act

The *Accessibility for Ontarians with Disabilities Act* sets out a process for developing and enforcing accessibility standards by 2025. Accessibility standards are laws that government, businesses, non-profits and public sector organizations must follow to become more accessible in five areas: customer service, access to information, public transportation, employment, and outdoor public spaces.

The requirements for buildings are outlined in the Ontario Building Code, including requirements for ramps, elevators and washrooms.

2.2 Development Charges Act

A development charge is a fee levied on new development to pay for growth-related capital infrastructure. The *Development Charges Act* governs the calculation and application of development charges in Ontario.

Section 5 of the *Development Charges Act* allows a municipality, through a development charge by-law, to provide for full or partial development charge exemptions for certain types of development. Any resulting shortfall cannot be made up through higher development charges for other types of development.

2.3 Promoting Affordable Housing Act

The legislation makes changes to multiple Acts, including the *Planning Act*, to help increase the supply and suitability of affordable housing. As the legislative commitment to the Province's Long Term Affordable Housing Strategy and the National Housing Strategy, the Act gives municipalities the option to implement inclusionary zoning; makes second units less costly by exempting them from development charges; gives local service managers more choice in how they deliver and administer services and programs; prevents unnecessary evictions and creates more mixed-income housing; and, requires services managers to gather data about homelessness.

2.4 Ontario Heritage Act

The *Ontario Heritage Act* gives municipalities powers to conserve, protect and preserve heritage buildings and archaeological sites in Ontario. Under Part V of the *Ontario Heritage Act* municipalities may designate an area that is of cultural value or interest as a Heritage Conservation District (HCD).

Notwithstanding Section 106(1) of the *Municipal Act* that prohibits municipalities from assisting businesses, Section 39(1) of the *Ontario*

Heritage Act allows Council to make grants or loans (up-front or on a tax-increment basis) to owners of designated heritage properties to pay for all or part of alteration subject to conditions.

Section 39(2) of the *Ontario Heritage Act* requires that the amount and interest rate of a loan be determined by Council and registered as a lien or charge against the land for a maximum period of 5 years.

D.3 Policy Framework

3.1 Provincial Policy Statement

The 2014 PPS sets the policy foundation for regulating the development and use of land in Ontario. Community Improvement Plans support PPS objectives for sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy. The CIP has been prepared to address the PPS, including policies to:

- Maintain and enhance the vitality and viability of downtowns and main streets
- Promote opportunities for intensification and redevelopment, including brownfields
- Increase energy efficiency, active transportation and transit use
- Improve accessibility for persons with disabilities and older persons
- Accommodate residential growth and create affordable housing
- Conserve significant building heritage resources and significant cultural heritage landscapes
- Optimize existing infrastructure and public service facilities

3.2 Growth Plan for the Greater Golden Horseshoe

The Growth Plan (2017) complements the PPS and works to manage growth, build complete communities, curb sprawl, and protect the natural environment.

The Plan identifies that by 2041, the City of Kawartha Lakes is anticipated to reach a population of 107,000 people and 32,000 jobs. In an effort to plan for and manage growth in the City, the Growth Plan identifies

Lindsay, Fenelon Falls, Bobcaygeon, and Omemee as settlement areas where the majority of future development will be directed. The CIP supports the Growth Plan policies.

3.3 Official Plan

Section 9 of the 2012 City of Kawartha Lakes Official Plan (OP) provides for the adoption of Community Improvement Plans. The stated objectives are "to encourage community improvements, which encompass both public and private sector opportunities for the maintenance, improvement, rehabilitation and redevelopment of community structure" (CKL OP 9.2(a)). Further to this, CIP Areas may be identified by Council and enacted by way of a Community Improvement Project Area by-law.

Section 9.3.4 of the OP identifies criteria for preparing and implementing CIP Areas, including:

- Evidence of a need to improve municipal services
- Ability of CIP to facilitate the clean-up and redevelopment of brownfield properties
- Phasing of improvements to coincide with other improvements
- A significant number of buildings showing signs of deterioration and need for repair or that would benefit from improvements in energy efficiency
- Need for improvements to visual appearance or aesthetics
- Ability of CIP to strengthen the economic base of the community

3.4 Secondary Plans

The Community-Based Secondary Plans for Bobcaygeon, Fenelon Falls, Lindsay, Omemee, and Woodville place an emphasis on downtown and main street development. Lindsay, Fenelon Falls and Bobcaygeon have thriving downtowns with historic buildings and Victorian architecture. These areas serve as tourist attractors as well as providing services for residents. Downtown areas of Omemee and Woodville are at smaller scales than Lindsay, Fenelon Falls and Bobcaygeon. The main streets of Omemee and Woodville reflect the culture and heritage of their respective communities, and are equally cherished by local citizens and visitors.

The Secondary Plans policies indicate that the improvement and revitalization of these downtown and main street areas shall be encouraged with provision for a wide range of commercial, institutional, business, residential and recreational uses. This is in keeping with provincial policy which directs municipalities to conserve significant cultural heritage and built resources as well as to develop mixed use, transit-supportive, pedestrian-friendly urban environments. This also honours the communities' desire to preserve cultural heritage, while providing recreational opportunities for local residents and tourists.

With respect to urban design, the Secondary Plans may provide guidance on:

- Gateways and Entries
- Built-Form
- Streetscapes
- Public Open Spaces

Renovation projects accessing financial incentives are expected to conform to urban design policies in effect.

D.4 Urban Design Direction

The CIP establishes the framework to incentivize property and business owners to make improvements to their individual buildings and properties. Collectively, individual property improvements contribute to an area's revitalization. Urban design elements connect properties to make areas attractive, functional and sustainable.

Each community has undergone a partial renewal implementing various urban design elements; the changes have contributed to a wider community understanding and acceptance of how urban design can help promote economic growth.

It is the intent of this CIP that property improvements align with and employ the urban design direction provided in the following documents and initiatives.

4.1 Streetscape and Façade Design Guidelines

The Guidelines add detail to what has already been planned and built, so that the vision for the downtown revitalization areas is incorporated into the public realm – a communal, physical streetscape as well as its constituent facades that support the street. A theme and style guide further helps to define a character for the areas. Each element of the streetscape should reflect the context and character of the City, and embody the values that define each area as a unique and progressive community – pedestrian-friendly, accessible, supportive, unified, attractive, vibrant, landscaped, and full of heart.

Streetscape components include vehicular and pedestrian circulation patterns; street greening and site furnishings as well as public art; decorative- and purpose-lighting and utilities; the built form and open spaces; pavement treatment; and, gateway elements that provide first impressions.

Structural façade components include base panels, display windows, entrance ways, doors, cornices, middle and upper facades, roof cornices, windows, corner quoins, and pilasters. Decorative façade elements include canopies and awnings, signage, shutters, lighting, seasonal adornment, and sidewalk retailing. Building materials and colour considerations are chosen to add heritage-value to properties.

The Guidelines apply the streetscape and façade components to demonstrate how buildings can be transformed.

4.2 Heritage Conservation District Plans

A heritage district is a distinctive urban setting that has significant historical and cultural value as a function of the age of its structures, its pattern of development, the history of its occupation, and the land uses it contains. Its special character gives it a ‘sense of place’.

The Act requires District Plans to contain a statement of objectives to be achieved through designation; a statement explaining the cultural heritage value or interest; a description of the heritage attributes and properties; policy statements, guidelines and procedures for achieving the objectives

and managing change; and, a description of minor alterations that owners can undertake without requiring municipal approval.

The District Plans manage change and preserve unique characters of the Lindsay and Fenelon Falls designated areas through policies and guidelines for redevelopment, alterations, additions, infill, and changes to streetscape. Heritage permits are required for exterior alterations to buildings or protected features of heritage designated properties within the districts. Alterations should maintain the integrity of a property's heritage value and complement its designated heritage attributes.

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, August 14, 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, August 14, 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 14th day of August, 2018.

Andy Letham, Mayor	Cathie Ritchie, City Clerk