

The Corporation of the City of Kawartha Lakes

Agenda

Planning Advisory Committee Meeting

PC2019-02

Wednesday, February 6, 2019

1:00 P.M.

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Mayor Andy Letham

Councillor Patrick O'Reilly

Councillor Kathleen Seymour-Fagan

Councillor Andrew Veale

Mike Barkwell

Tammy Smith

Jason Willock

Accessible formats and communication supports are available upon request.

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3. Public Meeting	
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<p>David Harding, Planner II</p> <p>An application to amend the Village of Fenelon Falls Zoning By-law 89-25 to rezone the property described as Part of Lot 171, Plan 25, former Village of Fenelon Falls, identified as 4 Lindsay Street - 2607892 Ontario Inc.</p>	
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The Corporation of the City of Kawartha Lakes

Planning Advisory Committee Report

Report Number PLAN2019-006

Date: February 6, 2019
Time: 1:00 p.m.
Place: Council Chambers
Public Meeting

Ward Community Identifier: Ward 3 – Fenelon Falls

Subject: An application to amend the Village of Fenelon Falls Zoning By-law 89-25 to rezone the property to permit the modernization and redevelopment of an existing gas station use to add features such as an overhead gas island canopy. The property is described as Part of Lot 171, Plan 25, former Village of Fenelon Falls, City of Kawartha Lakes, identified as 4 Lindsay Street (2607892 Ontario Inc.) – Planning File D06-2018-031

Author and Title: David Harding, Planner II

Recommendations:

That Report PLAN2019-006, respecting Part of Lot 171, Plan 25, former Village of Fenelon Falls, City of Kawartha Lakes, identified as 4 Lindsay Street – Planning File D06-2018-031, be received; and

That a Zoning By-law Amendment respecting application D06-2018-031, be referred back to address any issues raised through the public consultation process, for further review and processing, and until such time that all comments have been received from all circulated Agencies and City Departments and that any comments and concerns from said Agencies and Departments have been addressed.

Department Head:

Legal/Other:

Chief Administrative Officer:

Background:

The applicant has submitted a rezoning application to permit the construction of a canopy. The applicant has submitted the following documentation in support of the application, which have been circulated to various City Departments and commenting Agencies for review:

1. Planning Justification Report prepared by Kevin M. Duguay, Community Planning and Consulting Inc. dated September 14, 2018. This document discusses the appropriateness of the application in the context of the Growth Plan (2017), Provincial Policy Statement (2014), applicable Official Plan and Zoning By-law.
2. Phase II Environmental Site Assessment prepared by TankTek Environmental Services Ltd dated November 15, 2017.
3. Functional Servicing Report and Preliminary Stormwater Strategy prepared by D.M. Wills Associates Limited dated August 20, 2018.
4. Section 59 Notice for a zoning by-law amendment prepared by the Risk Management Official/Risk Management Inspector dated September 11, 2018.
5. Fuel Spill Response Procedure
6. Stage 1 Archaeological Assessment prepared by Earthworks Archaeological Services Inc. dated October 12, 2018.

Owner:	2607892 Ontario Inc.
Applicant:	Kevin Duguay, Kevin M Duguay Community Planning and Consulting Inc.
Legal Description:	Part of Lot 171, Plan 25, former Village of Fenelon Falls, now City of Kawartha Lakes
Official Plan:	"District Commercial" in the Village of Fenelon Falls Official Plan
Zone:	"District Commercial (C2) Zone", in the Village of Fenelon Falls Zoning By-law 89-25, as amended
Site Size:	1,169 square metres
Site Servicing:	Municipal water and sewer
Existing Uses:	Gas Station & Coin Laundry
Adjacent Uses:	North: Fenelon River/Parks Canada East: Commercial South: Commercial, Residential West: Commercial

Rationale:

Provincial Policies:

Growth Plan for the Greater Golden Horseshoe, 2017 (GP):

The Growth Plan (GP) provides that growth should be directed towards settlement areas, and utilizes existing or planned infrastructure. The subject property is located within Fenelon Falls, a community which has been identified as a settlement area. The GP contains settlement area policies to facilitate their development as complete communities. Complete communities are intended to provide a wide assortment of uses to support the daily needs of residents of all ages.

This application appears to conform to the policies of the GP.

Provincial Policy Statement, 2014 (PPS):

The subject property is within a settlement area. The PPS directs growth, development, and intensification to settlement areas for the efficient use of land, municipal services and infrastructure and to promote vitality.

The redevelopment of the gas station use is upon land which is already used as a gas station.

Development and site alteration shall be directed in accordance with the policies of Section 2 and 3 of the PPS. The proposal is currently being reviewed by the Kawartha Region Conservation Authority to determine whether there are any adverse impacts to natural heritage features, or species at risk that may be impacted as a result of the development. KRCA will also determine whether there are any natural hazards present that may impact the proposal.

The proposal will be further reviewed by the City and its review agencies to determine whether the proposal is consistent with the PPS.

Village of Fenelon Falls Official Plan (FFOP)

Land Use Designation: District Commercial

As the Fenelon Falls Secondary Plan is under appeal, the policies of the Village of Fenelon Falls Official Plan (FFOP) remain applicable. The designation anticipates a variety of commercial uses to compliment the needs of the Central Business District to the north. Such supportive commercial uses are intended to be vehicle-oriented, serving the travelling public.

The FFOP contains a variety of provisions which apply to the redevelopment of property abutting arterial roads. Helen Street and Lindsay Street are identified as arterial roads. The FFOP also contains policies which apply to redevelopment on land adjacent to the Fenelon River, which is identified as an environmentally sensitive area. The proposal will be further examined by the City and its review agencies to determine whether the proposal conforms to the policies contained within the FFOP.

While the Fenelon Falls Secondary Plan (Secondary Plan) is appealed to the Local Planning Appeal Tribunal and is not in effect, conformity with this document will also be reviewed to determine whether the proposal is consistent with Council's direction for the area. Within the Secondary Plan the property is designated Commercial, and is also within the Intake Protection Zone and Waterfront Policy Area designations.

Zoning By-law Compliance:

The subject property is zoned "District Commercial (C2) Zone" in the Village of Fenelon Falls Zoning By-law 89-25.

The proposed development is located at a busy corner in Fenelon Falls. A more thorough analysis of the zoning by-law will be conducted to identify all applicable provisions and possibly definitions which currently prohibit the construction of the gas station canopy.

Other Alternatives Considered:

The owner originally applied for a pre-screening to see whether a minor variance was possible. That process determined that a zoning by-law amendment was the correct application process as nature and extent of relief required from the applicable zone provisions made staff support unlikely.

Financial/Operation Impacts:

There are no financial considerations unless Council's decision is appealed to the Local Planning Appeal Tribunal. In the event of an appeal, there would be costs, some of which may be recovered from the applicant.

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 proposes to increase the functionality of an existing business.

Servicing Comments:

The property is within the Fenelon Falls municipal service area and is connected to the sanitary sewer and water services.

Consultations:

Notice of this application was circulated to persons within a 120 metre radius, Agencies, and City Departments which may have an interest in the application.

To date we have received comments from the Building Division and Engineering and Corporate Assets Department. Building Division has no objection to the proposal, while Engineering states that a full review will be conducted through the site plan circulation.

No comments were received from the public.

Development Services – Planning Division Comments:

The appropriate documents in support of the application have been submitted and circulated to the appropriate Agencies and City Departments for review and comment. At this time, comments have not been received from all circulated Agencies and City Departments or the public. Therefore, Staff recommends the application be referred back to staff until such time as commenting Agencies and/or City Departments have submitted comments, any concerns have been addressed, and a full planning analysis of the proposal has been conducted.

Conclusion:

In consideration of the comments and analysis contained in this report, staff respectfully recommends the proposed Zoning By-law Amendment application be referred back to staff for further review and processing until such time as comments have been received from all circulated Agencies and City Departments, that any comments and concerns have been addressed, and a full planning analysis of the proposal has been conducted.

Attachments:

Appendix 'A' – Location Map



Appendix A to
PLAN2019-006.pdf

Appendix 'B' – Aerial Photograph



Appendix B to
PLAN2019-006.pdf

Appendix 'C' – Sketch and Elevation



Appendix C to
PLAN2019-006.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

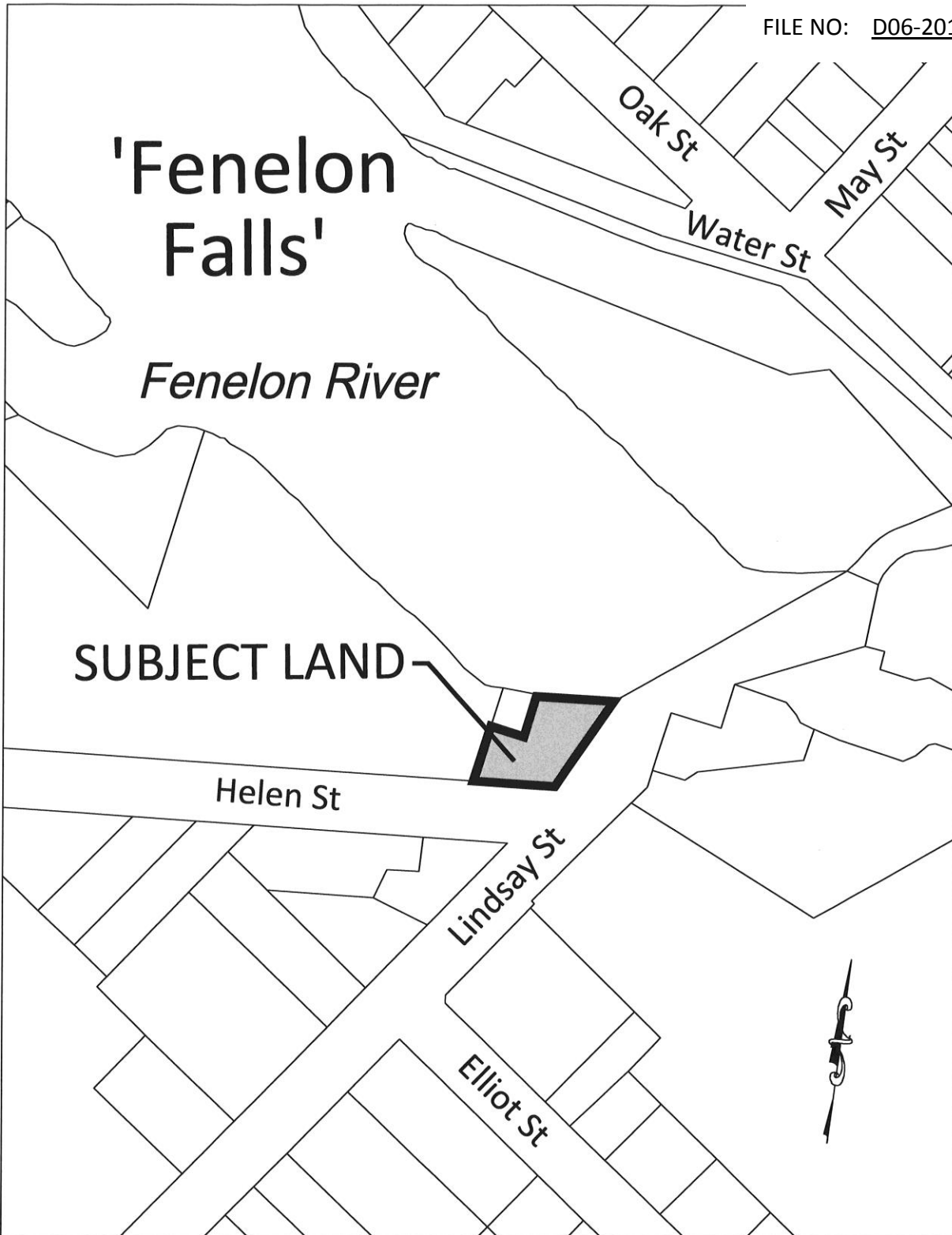
Department Head: Chris Marshall

Department File: D06-2018-031

to

REPORT PLAN2019-006

FILE NO: D06-2018-031



to

REPORT PLAN2019-006

FILE NO: D06-2018-031

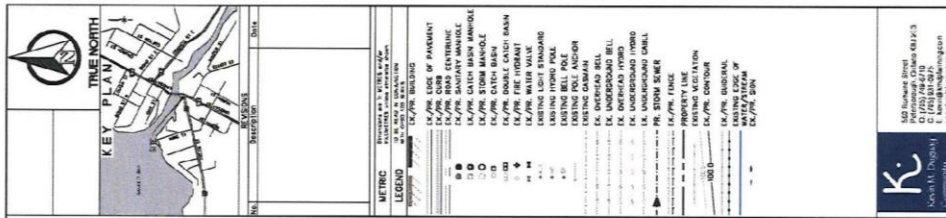
4 Lindsay Street, former Village of Fenelon Falls



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 PURPOSES



0.08 Kilometers
WGS_1984_Web_Mercator_Auxiliary_Sphere
© City Of Kawartha Lakes

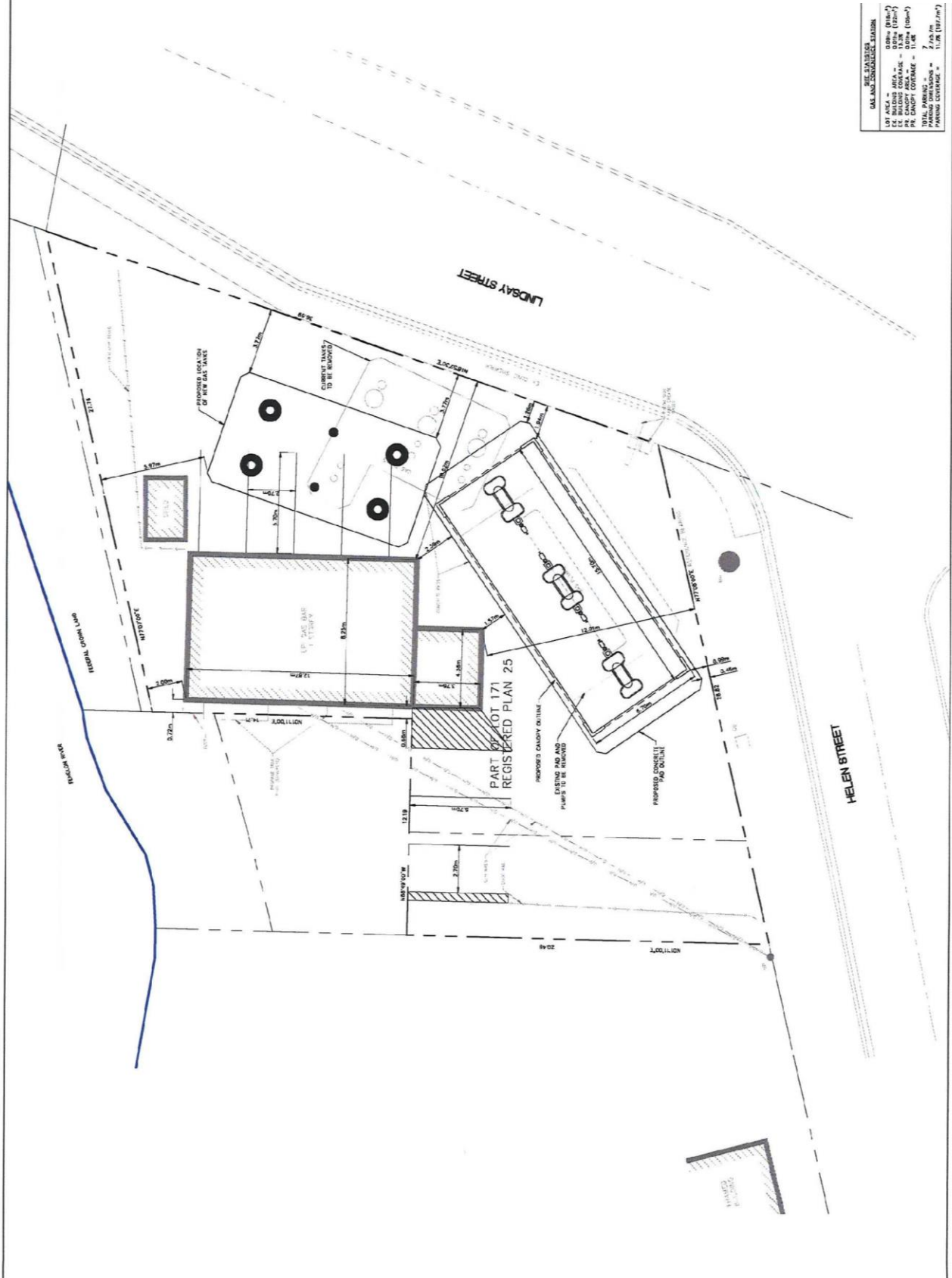


APPENDIX " C "

to

REPORT PLAN2019-006

FILE NO: D06-2018-031



Do not scale drawings. The contractor shall check and verify all dimensions and report any errors and omissions to the engineer. This drawing is not to be used for construction unless marked as "issued for construction", certified and dated.

0	260C118	ISSUED FOR APPROVAL
REV.	DATE	REMARKS

PRO-CAN CONSTRUCTION INC.

GEORGE
VANDERKOOY

488 Kirkwall Rd. Phone: (519) 624-1124
RRR #1 Dundas, ON Fax: (519) 624-1524
Cell: (905) 572-5058
L9H 5S1

ZOLTAN
ENGINEERING
4380 S Service Road, Suite #25
Burlington, ON L7L 5Y6

Tel. 905.331.8307 • Fax. 905.331.6840

PROJECT TITLE

PROPOSED GAS CANOPY
4 Lindsay Street

ONTARIO
FENELON FALLS

DRAWING TITLE

FRAMING PLAN,
& CROSS SECTIONS

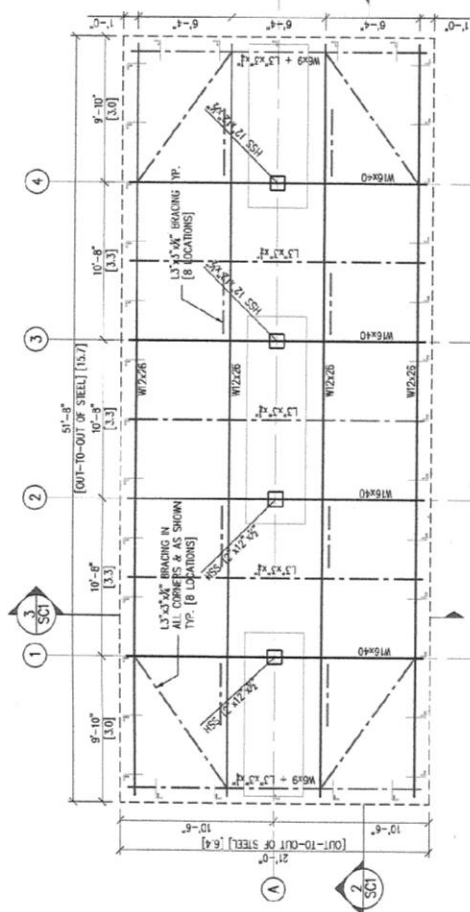
SCALE	AS NOTED
DATE	20 OCT 8
DESIGNED	2L
CHECKED	2L

PRELIMINARY

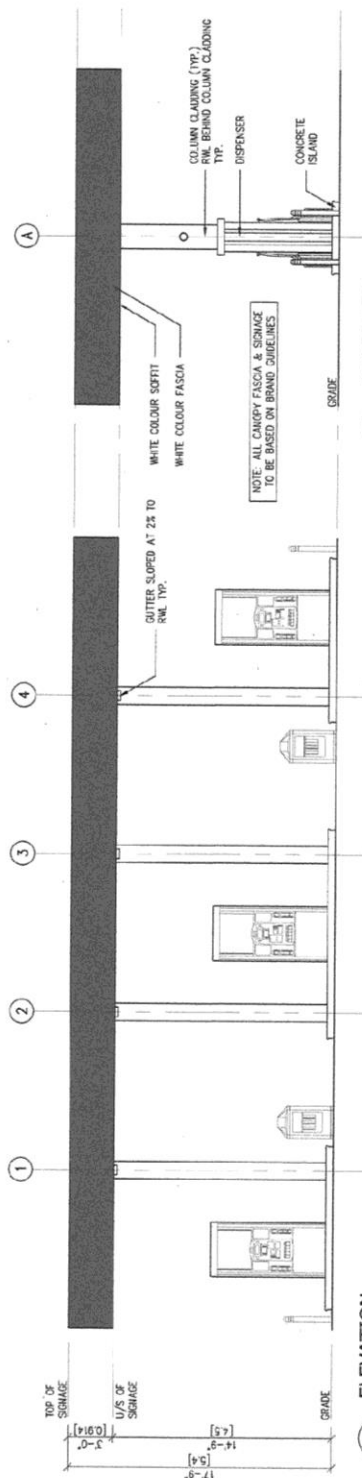
PROJECT No. | SHEET No.

18-308

SC1



1
FRAMING PLAN
Scale: 3/16"=1'-0"



2 ELEVATION
Scale: 3/16" = 1'

DESIGN INFORMATION

[illegible]

The Corporation of the City of Kawartha Lakes

Planning Advisory Committee Report

Report Number PLAN2019-007

Date: February 6, 2019
Time: 1:00 p.m.
Place: Council Chambers
Public Meeting

Ward Community Identifier: Ward 5 – Lindsay

Title: Mixed-Use Residential and Commercial Plan of Subdivision for 809 Residential Units

Description: Applications to amend the Town of Lindsay Official Plan and Zoning By-law, together with a Draft Plan of Subdivision (16T-18501) to permit a mixed-use residential and commercial plan of subdivision consisting of 809 residential units: 413 lots for single detached dwellings; 26 blocks for 144 townhouse dwelling units; 2 blocks for future mixed-use residential and commercial developments with up to 252 residential units; 2 commercial blocks; 4 blocks for stormwater management facilities; 4 blocks for parks; 1 institutional block; and 1 utility block on the property identified as Vacant Land on Colborne Street West, Lindsay (Lindsay 2017 Developments Inc.)

Author and Title: Ian Walker, Planning Officer – Large Developments

Recommendations:

That Report PLAN2019-007, Part of Lot 22, Concession 4, Former Town of Lindsay, Lindsay 2017 Developments Inc. – Applications D01-2018-005, D06-2018-026 and D05-2018-004, be received; and

That PLAN2019-007 respecting Applications D01-2018-005, D06-2018-026 and D05-2018-004 be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City departments, and that any comments and concerns have been addressed.

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

The applicant has submitted applications for a draft plan of subdivision, official plan amendment and zoning by-law amendment. The proposal is to permit a mixed use residential and commercial plan of subdivision consisting of 809 residential units as follows: 413 lots for single detached dwellings; 26 blocks for 144 townhouse dwelling units; and 2 blocks for future mixed-use residential and commercial developments with up to 252 residential units. In addition, the subdivision will consist of: 2 commercial blocks; 4 blocks for stormwater management facilities; 4 blocks for parks; 1 institutional block; and 1 utility block. The lots and blocks will be serviced by full urban municipal services with access via an extension of St. Joseph Road and sixteen (16) new streets, including one new street (Street 'A') intersecting with Colborne Street West, and one new street (Street 'D') intersecting with Highway 35.

Owner:	Lindsay 2017 Developments Inc. c/o Teresa Salazar
Applicant:	D.G. Biddle & Associates Limited c/o Michael Fry
Legal Description:	57R-6839 Parts 1, 2, and 6 to 20, and Part of Parts 3 to 5, Part of Lot 22, Concession 4, Geographic Township of Ops, former Town of Lindsay
Designation:	General Commercial, Local Commercial, Residential, Future Residential, Institutions and Community Facilities, and Parks and Open Space on Schedule 'JC2' of the Town of Lindsay Official Plan. The land contains Airport Obstacle Restrictions as shown on Schedule 'JC4'.
Zone:	General Commercial Special Nine – Holding One [GC-S9(H1)] Zone, Residential One (R1) Zone, and Future Community Development (FCD) Zone on Schedule 'A' of the Town of Lindsay Zoning By-law Number 2000-75
Lot Area:	57.67 hectares [143.08 acres – MPAC]
Site Servicing:	Full urban services: municipal water, sanitary sewer, stormwater management ponds, streetlights, sidewalks, curbs.
Existing Uses:	Vacant Land
Adjacent Uses:	North: Agricultural (Vacant Future Development Land) East: Low Density Residential and Parkland South: Colborne Street West; Municipal Parks (Wilson Fields and Optimist Park) West: Highway 35; Vacant Agricultural and Lindsay Airport

Rationale:

The property is located at the northeast intersection of Colborne Street West and Highway 35 in the northwest quadrant of Lindsay. See Appendix A. The subject land includes proposed low and medium density residential development, mixed-use residential and commercial, institutional, commercial, and open space properties, serviced by a number of new municipal roads. See Appendix B.

The draft plan of subdivision will create the lots, blocks, and streets which form the development, and apply to the entire property. A Landuse Concept Plan has been provided showing the subdivision layout. See Appendix C.

The official plan amendment proposes to remove the Local Commercial designation, and reconfigure portions of the remaining land use designations to correspond with the proposed subdivision. Only those land use designations which are being reconfigured are the subject of the official plan amendment, see Appendix D.

The zoning by-law amendment proposes that the Residential One (R1) Zone be changed to the Residential Two (R2) Zone and Parks and Open Space (OS) Zone; the Future Community Development (FCD) Zone be changed to the appropriate residential, mixed residential-commercial, institutional, and open space zone categories; and a portion of the General Commercial Special Nine Holding [GC-S9(H)] Zone be changed to the appropriate mixed residential-commercial and open space zone categories to correspond with the proposed reconfigured land use designations and plan of subdivision. Only those land use permissions which are being reconfigured or changed are the subject of the zoning by-law amendment, see Appendix E.

The applicant has submitted the following reports and plans in support of the application, which have been circulated to the various City departments and commenting agencies for review:

1. Planning Justification Report prepared by D.G. Biddle & Associates Limited, dated June, 2018. The report discusses and assesses the proposal in context of the 2014 Provincial Policy Statement; the 2017 Growth Plan for the Greater Golden Horseshoe, the Town of Lindsay Official Plan, and the Council adopted and appealed Lindsay Secondary Plan, and the Town of Lindsay Zoning By-law 2000-75.
2. Conceptual Servicing Report prepared by D.G. Biddle & Associates Limited, dated June 28, 2018. The report discusses and assesses the proposal in context of services, including water, sanitary sewer, stormwater management and the road network, and includes a stormwater management facility drainage plan, conceptual servicing plan (C-1), conceptual sanitary and storm sewer drainage areas (SA-1 and ST-1 respectively), and conceptual erosion and sediment control plan (ES-1).

3. Comprehensive Urban Design Analysis prepared by D.G. Biddle & Associates Limited, dated September, 2018. The report discusses the context of the proposal based on site and neighbourhood, architectural design and goals, view corridors, pedestrian and cycling connectivity, etc.
4. Lindsay 2017 Developments Inc. Transportation Study Volume 1 – Report, prepared by HDR, dated July 11, 2018. The report discusses and assesses the proposal in context of any improvements required to Highway 35, existing municipal streets, entrances, and the new municipal streets proposed.
5. Geotechnical Investigation Report prepared by Candec Engineering Consultants Inc., dated September 17, 2018. The report examines the existing soil and subsurface conditions of the site.
6. Proposed Draft Plan of Subdivision (DP-1) prepared by D.G. Biddle & Associates Limited, dated June 26, 2018.
7. Proposed Land Use Concept Plan (LU-1) prepared by D.G. Biddle & Associates Limited, dated June 26, 2018.
8. Plan of Survey prepared by Elliott and Parr (Peterborough) Ltd., dated February 25, 2005.
9. Conceptual Grading Plan prepared by D.G. Biddle & Associates Limited, dated April 2018.
10. Pedestrian and Cycling Network Plan prepared by D.G. Biddle & Associates Limited, dated April 2018.

In addition to the above, two (2) noise studies are currently being completed: one noise study assessing the noise emitted by the proposed commercial development; and one noise study assessing and developing the Noise Exposure Forecasts (NEF) contours for the Kawartha Lakes Municipal Airport (the Airport). The second study must be reviewed and approved by Transport Canada (TC), the Federal agency having jurisdiction over the Airport. The purpose of the NEF contours is to determine what impact, if any, the Airport will have on the residential component of the subdivision. Noise mitigation measures may be required as a result of the final study.

All the reports have been circulated to the applicable City departments and commenting agencies for review and comment. A number of comments and/or issues have been received by staff from the various commenting agencies, and these comments have been compiled and circulated to the applicant in November of 2018, to be addressed. Since the original circulation, the applicant has submitted a conceptual landscape plan and revised Land Use Concept Plan, dated January 9, 2019. In addition, the Ministry of Transportation Ontario (MTO) noted that the Traffic Impact Study Appendices were not included with the original submission; they have now been received and circulated to MTO. The

remainder of revised drawings and reports has not yet been received by the City for recirculation to the relevant commenting agencies and City departments.

To date, the following are the main issues to be addressed through the revisions to the plans and associated studies relating to these applications:

- Traffic – confirmation of improvements required for this development, and potential timing and cost sharing of all required Highway 35 upgrades for the development of the entire Jennings Creek Community Development Plan area;
- Servicing – confirmation of all proposed residential and commercial uses/numbers, and ensuring the design can deliver adequate services. The Conceptual Servicing Report needs to ensure there will be adequate servicing for all blocks and lots for the intended uses;
- Planning – various modifications have been made to the proposal through discussions with the applicant. In addition, the Planning Justification Report has not reviewed the application in the context of Transport Canada document TP1247E – Land Use in the Vicinity of Aerodromes. As a result of these issues and changes to the proposed subdivision layout, reports and plans require updating to represent the current proposal;
- Noise – confirmation of noise levels and mitigation, if necessary will be required;
- Co-ordination of reports/plans – all plans and reports need to be coordinated to ensure they speak to each other (i.e. Planning Justification Report numbers coincide with Conceptual Servicing Report, Traffic Study, etc.).

Staff recommends that the application be referred back to staff until such time as all commenting agencies and/or City departments' comments/concerns have been addressed, and to permit further discussions with the applicant respecting conformity to applicable policies, as required.

Provincial Policies:

Growth Plan for the Greater Golden Horseshoe, 2017 (Growth Plan):

These lands are identified as being within the 'Settlement Area' of Lindsay. Section 2.2.1 of the Growth Plan, 'Managing Growth' provides that growth should be directed towards settlement areas, and utilize existing or planned infrastructure. The City has expended significant cost in providing servicing to the Jennings Creek Community Development Plan area in anticipation of development of these lands, which will be cost-recovered as development proceeds in this area. The policies of the Growth Plan encourage cities and towns to develop as complete communities which feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities; provide a diverse range and mix of housing options to accommodate people at all stages of life, and integrate green infrastructure and low impact development.

The applicant has submitted the appropriate technical reports for consideration and review. Through the appropriate revisions to the technical reports and plans, conformity with the policies of the Growth Plan should be achieved.

Provincial Policy Statement, 2014 (PPS):

The Provincial Policy Statement (PPS) provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS requires planning authorities to manage and direct land use to achieve efficient and resilient development and land use patterns. Settlement areas are the focus of growth, including redevelopment which utilizes existing or planned infrastructure.

Development and site alteration shall be directed in accordance with the policies of Section 2 and 3 of the PPS. This includes natural heritage and hydrologic features (Section 2), and natural and man-made hazards (Section 3). Planning for sewage, water, and stormwater shall be in accordance with Section 1.6.6 of the PPS. This includes the efficient use and optimization of existing municipal sewage and water services in a sustainable manner, and the use of low impact development techniques for stormwater management.

The applicant has submitted the appropriate technical reports for consideration and review. Through the appropriate revisions to the technical reports and plans, consistency with the policies of the PPS should be achieved.

Official Plan Conformity:

Development of this land is subject to the policies of the Jennings Creek Community Development Plan (JCCDP) in the Town of Lindsay Official Plan (Official Plan). The lands are designated General Commercial, Local Commercial, Residential, Future Residential, Institutions and Community Facilities, and Parks and Open Space on Schedule 'JC2' of the Official Plan. The proposal would remove the Local Commercial designation from the property, and reconfigure the remaining designations to align with the design of the proposed subdivision. Currently, portions of the Residential designation and General Commercial designation are not proposed to be reconfigured, as such, they do not constitute part of the Official Plan amendment application.

The applicant has submitted the appropriate technical reports and background studies to demonstrate conformity with the Official Plan. Through the appropriate revisions to the technical reports and plans, conformity with the policies of the Official Plan should be achieved.

Zoning By-Law Compliance:

The lot is zoned General Commercial Special Nine – Holding One [GC-S9(H1)] Zone, Residential One (R1) Zone, and Future Community Development (FCD) Zone in the Town of Lindsay Zoning By-law 2000-75 (Zoning By-law). The GC-

S9(H1) zone permits all uses in the General Commercial (GC) Zone, in addition to: an animal hospital; artist's supply establishment; florist; a department store; a home improvement store; and an optical establishment. The proposal would not change the uses permitted or development standards in the GC-S9(H1) zone, but would change a portion of the zone to another use. The FCD zone would change to the appropriate residential, commercial, institutional, parks and open space, or mixed-use residential and commercial zone categories, to correspond with the proposed plan of subdivision. The existing R1 zone would change to the appropriate R2 zone for residential development and OS zone for any park or stormwater management blocks.

For clarity, the proposed changes are shown in the following table:

Current Zone Category:	Proposed Zone Categories:
Portion of GC-S9(H1) zone	Residential Multiple Two/Residential High Rise One/ Mixed Residential Commercial (RM2/RH1/MRC) Zone; Parks and Open Space (OS) Zone
Entire FCD zone	Residential One (R1) Zone; Residential Two (R2) Zone; Residential Three (R3) Zone; Residential Multiple Two/Mixed Residential Commercial/Community Facility (RM2/MRC/CF) Zone; Residential Multiple Two/Residential High Rise One/ Mixed Residential Commercial (RM2/RH1/MRC) Zone; Parks and Open Space (OS) Zone
Entire R1 zone	Residential Two (R2) Zone; Parks and Open Space (OS) Zone

Currently, portions of the GC-S9(H1) zone are not proposed to be rezoned, as such, that portion does not constitute part of the Zoning By-law amendment application.

The applicant has submitted the appropriate technical reports and background studies to demonstrate compliance with the Zoning By-law. Through the appropriate revisions to the technical reports and plans, full compliance with the provisions of the Zoning By-law should be achieved.

Other Alternatives Considered:

No other alternatives have been considered.

Financial/Operation Impacts:

There are no financial considerations unless Council's decision to adopt or their refusal to adopt the requested amendments is appealed to the Local Planning Appeal Tribunal. In the event of an appeal, there would be costs, some of which may be recovered from the applicant.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

The Council Adopted Strategic Plan identifies these Strategic Goals:

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

This application aligns with all three strategic goals, as it will attract new businesses; improve walkability and increase the supply of affordable housing; and can utilize Low Impact Development (LID) techniques where possible to protect and enhance water quality.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications for the City. Accessible standards will be implemented through the appropriate Site Plan Agreements, and permits issued under the Ontario Building Code (OBC).

Servicing Comments:

The property is currently not serviced. Full urban municipal services, including water, sanitary sewer, stormwater management ponds, streetlights, sidewalks, etc. are proposed.

Consultations:

Notice of this application was circulated to persons within a 120 metre radius of the property, agencies, and City Departments which may have an interest in the application. As of January 25, 2019, we have received the following comments:

Public Comments:

To date, three (3) parties have expressed an interest in the application but haven't provided any specific issues with the proposal: two requests for circulation were received by email, and one request was received by phone.

Agency Review Comments:

October 15, 2018	The Building Division has no concerns with the applications. Comments will be provided at site plan with respect to the servicing of the commercial blocks.
October 15, 2018	Bell Canada advised they have no conditions and/or objections at this time, and advise the developer to contact Bell Canada during detailed design.

October 19, 2018	The Peterborough Victoria Northumberland and Clarington Catholic District School Board advised they have no conditions, but suggest requesting sidewalks in the residential area to facilitate students walking to school or to congregate at school bus pick up locations.
October 22, 2018	Canada Post advised they will provide mail delivery service through centralized Community Mail Boxes (CBMs), and provided additional information for the applicant.
October 22, 2018	Public Works – Fleet and Transit Services provided comments to be addressed, related to transit.
October 23, 2018	Enbridge Gas advised they have no objection, and provided additional information for the applicant.
November 9, 2018	Haliburton, Kawartha, Pine Ridge District Health Unit provided a number of comments to be addressed, related to active transportation (including pedestrian, cycling and trail organizations and interests).
November 9, 2018	The Engineering and Corporate Assets Department provided draft comments to be addressed, related to a number of issues (including phasing, easements, and dedications to the City; the hydrogeological report; roads, pedestrian and cycling; water, sanitary and stormwater services; lot grading and drainage; and traffic). Comments were finalized and received by November 22, 2018.
November 19, 2018	The Community Services Department provided a number of comments to be addressed, related to parks and trails.
November 21, 2018	The Accessibility Advisory Committee provided a number of comments to be addressed, related to accessibility of both the subdivision and within the commercial blocks, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) standards.
November 23, 2018	The Kawartha Region Conservation Authority (KRCA) provided preliminary comments to be addressed, related to natural hazards and stormwater management on the site.
November 26, 2018	The Accessibility Advisory Committee provided additional comments to be addressed.
November 26, 2018	The Economic Development Division advised efforts should be made to minimize impacts on the future use of the Lindsay Airport as an economic driver; and want to see walkability between the commercial, residential, and trail systems; and design and architectural standards which create pride of place and enhance the character of the community.

December 17, 2018	The Ministry of Transportation Ontario provided a number of technical comments to be addressed, relating to the Traffic Impact Study (TIS).
January 17, 2019	The Engineering and Corporate Assets Department advised that based on additional and revised information submitted by the applicant for the public meeting notice (circulated on January 14, 2019), there are additional changes to the subdivision which may need to be addressed through the next revised formal submission.
January 18, 2019	The Building Division confirmed that based on the public meeting notice, it has no concerns with the applications.

Development Services – Planning Division Comments:

The background information which has been submitted in support of the application has been circulated to the appropriate agencies and City Departments for review and comment. At this time, there are outstanding comments to be addressed by the applicant to address agency comments. Staff recommends that the application be referred back to staff until such time as all comments and concerns have been addressed.

Conclusion:

In consideration of the comments and issues contained in this report, Staff respectfully recommend the proposed Official Plan and Zoning By-law Amendment applications along with the Draft Plan of Subdivision application be referred back to staff for further review and processing until such time as all comments and concerns have been addressed.

Attachments:

The following attached documents may include scanned images of appendices, 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



PLAN2019-007
Appendix A.pdf

Appendix 'B' – Proposed Conceptual Landscape Plan



PLAN2019-007
Appendix B.pdf

Appendix 'C' – Proposed Land Use Concept Plan, dated January 9, 2019



PLAN2019-007
Appendix C.pdf

Appendix 'D' – Existing Official Plan Schedule



PLAN2019-007
Appendix D.pdf

Appendix 'E' – Original Applicant-Proposed Draft Zoning By-law Schedule



PLAN2019-007
Appendix E.pdf

Department Head E-Mail:	cmarshall@kawarthalakes.ca
Department Head:	Chris Marshall, Director, Development Services
Department File:	D01-2018-005, D06-2018-026 and D05-2018-004

APPENDIX "A"
to
REPORT PLAN 2019-007
D01-2018-605, D06-2018-086
FILE NO. #D05-2018-004

Geographic Township of Ops

HWY NO. 35

'LINDSAY'

SUBJECT
LAND

COLBORNE ST W

'Wilson Fields'

'Court House'

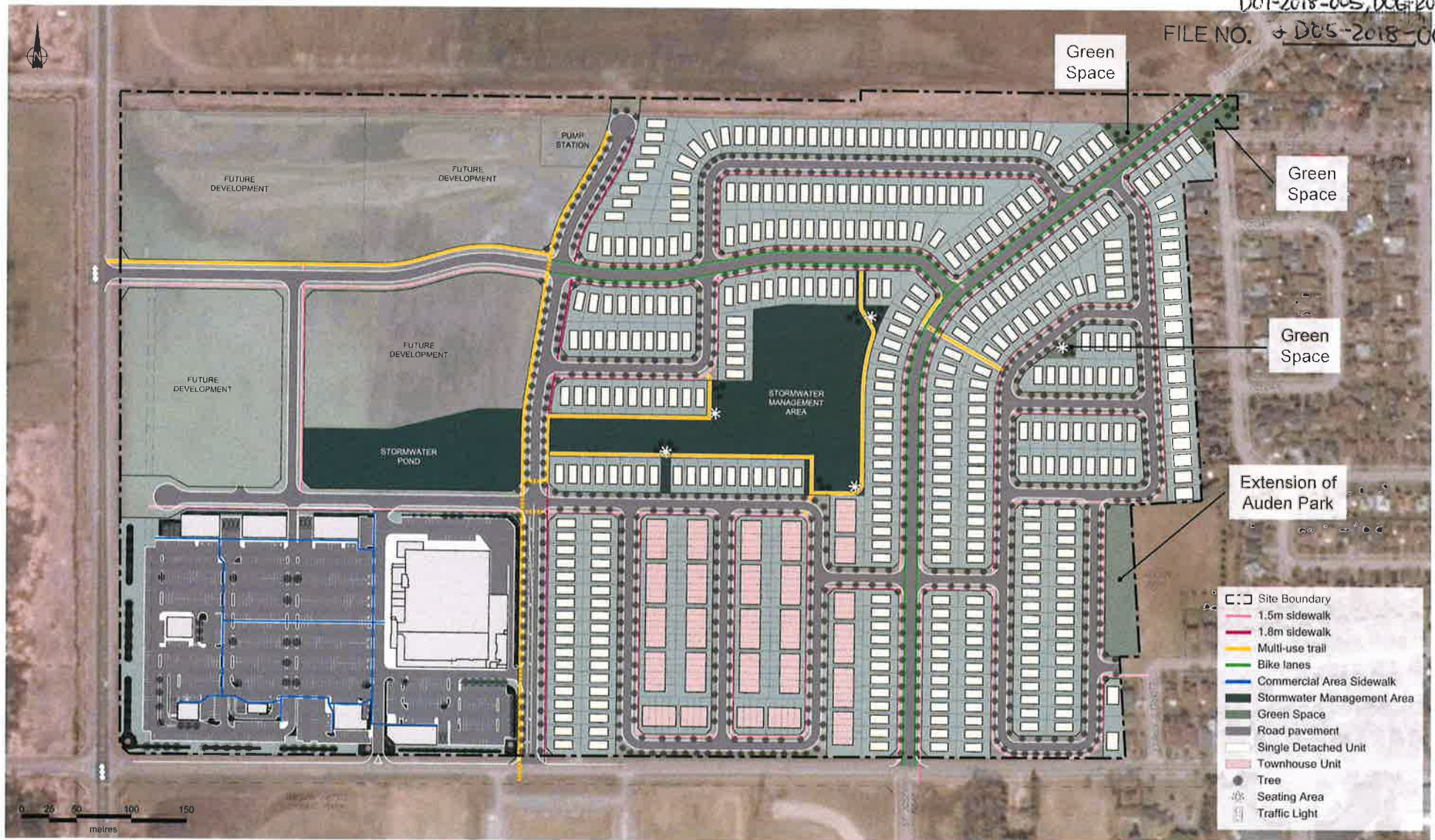
'Loblaws'

'Whitney Town Centre'

KENT STREET WEST

HARVEST STREET

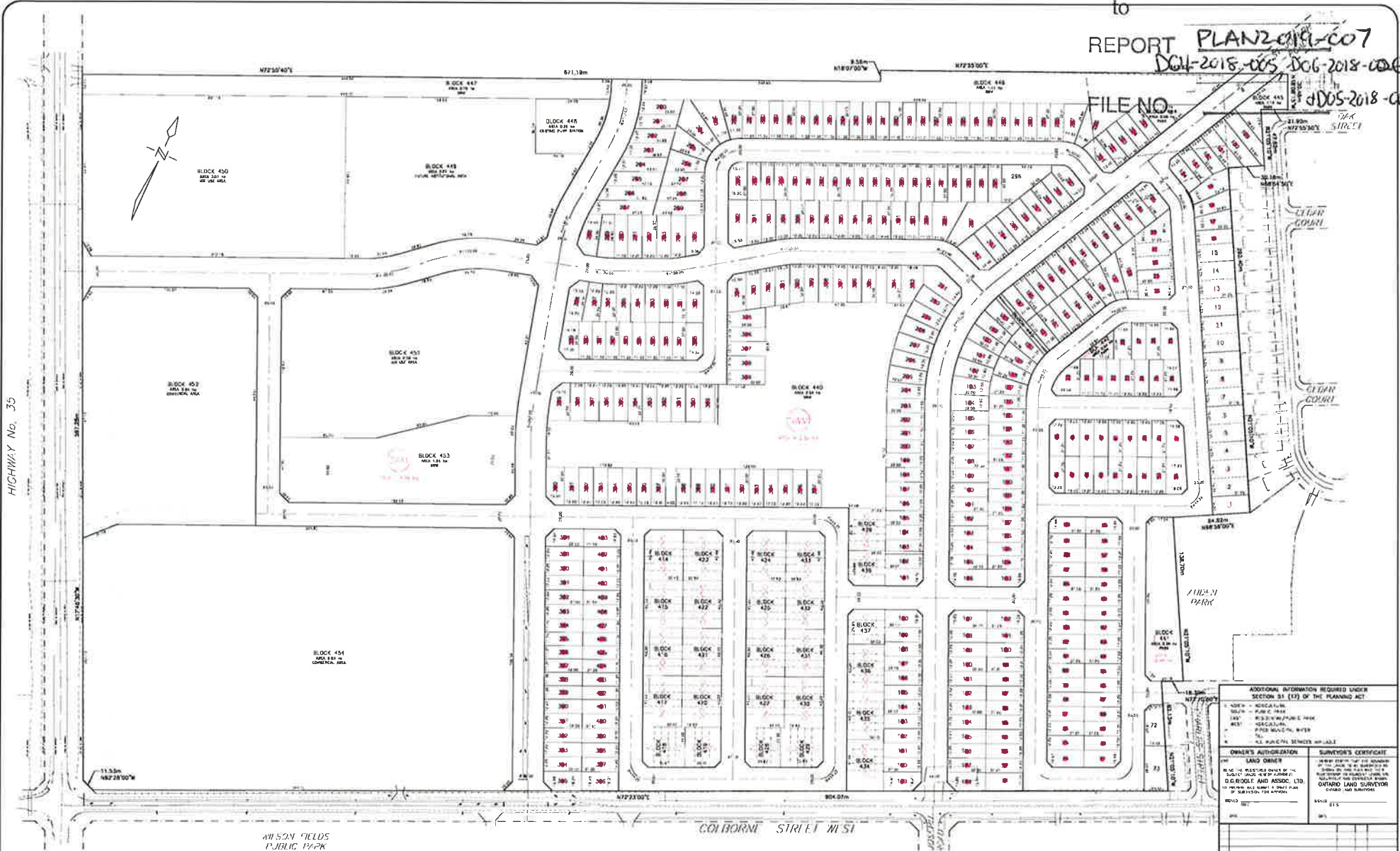




CONCEPTUAL LANDSCAPE PLAN

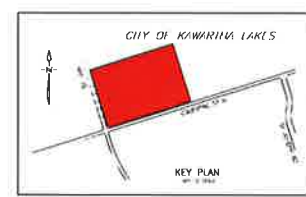
Lindsay Commercial Development

to
REPORT **PLAN 2019-007**
D04-2018-005 D06-2018-006
D05-2018-004



RESIDENTIAL DEVELOPMENT AREAS

- 6.0m x 10.0m TOWNHOUSE 144 UNITS
- 11.33m x 15.24m SINGLE DETACHED UNIT 133 UNITS
- 11.33m x 15.24m SINGLE DETACHED UNIT 133 UNITS
- 15.24m x 15.24m SINGLE DETACHED UNIT 18 UNITS
- 10.0m x 15.24m SINGLE DETACHED UNIT 18 UNITS
- PARK
- STORMWATER MANAGEMENT FACILITY



<p>ADDITIONAL INFORMATION REQUIRED UNDER SECTION 31 (3) OF THE PLANNING ACT</p> <p>1. NORTH - NORTH ARROW</p> <p>2. 1:1000 SCALE</p> <p>3. 1:1000 SCALE</p> <p>4. 1:1000 SCALE</p> <p>5. 1:1000 SCALE</p> <p>6. 1:1000 SCALE</p> <p>7. 1:1000 SCALE</p> <p>8. 1:1000 SCALE</p> <p>9. 1:1000 SCALE</p> <p>10. 1:1000 SCALE</p> <p>11. 1:1000 SCALE</p> <p>12. 1:1000 SCALE</p> <p>13. 1:1000 SCALE</p> <p>14. 1:1000 SCALE</p> <p>15. 1:1000 SCALE</p> <p>16. 1:1000 SCALE</p> <p>17. 1:1000 SCALE</p> <p>18. 1:1000 SCALE</p> <p>19. 1:1000 SCALE</p> <p>20. 1:1000 SCALE</p> <p>21. 1:1000 SCALE</p> <p>22. 1:1000 SCALE</p> <p>23. 1:1000 SCALE</p> <p>24. 1:1000 SCALE</p> <p>25. 1:1000 SCALE</p> <p>26. 1:1000 SCALE</p> <p>27. 1:1000 SCALE</p> <p>28. 1:1000 SCALE</p> <p>29. 1:1000 SCALE</p> <p>30. 1:1000 SCALE</p> <p>31. 1:1000 SCALE</p> <p>32. 1:1000 SCALE</p> <p>33. 1:1000 SCALE</p> <p>34. 1:1000 SCALE</p> <p>35. 1:1000 SCALE</p> <p>36. 1:1000 SCALE</p> <p>37. 1:1000 SCALE</p> <p>38. 1:1000 SCALE</p> <p>39. 1:1000 SCALE</p> <p>40. 1:1000 SCALE</p> <p>41. 1:1000 SCALE</p> <p>42. 1:1000 SCALE</p> <p>43. 1:1000 SCALE</p> <p>44. 1:1000 SCALE</p> <p>45. 1:1000 SCALE</p> <p>46. 1:1000 SCALE</p> <p>47. 1:1000 SCALE</p> <p>48. 1:1000 SCALE</p> <p>49. 1:1000 SCALE</p> <p>50. 1:1000 SCALE</p> <p>51. 1:1000 SCALE</p> <p>52. 1:1000 SCALE</p> <p>53. 1:1000 SCALE</p> <p>54. 1:1000 SCALE</p> <p>55. 1:1000 SCALE</p> <p>56. 1:1000 SCALE</p> <p>57. 1:1000 SCALE</p> <p>58. 1:1000 SCALE</p> <p>59. 1:1000 SCALE</p> <p>60. 1:1000 SCALE</p> <p>61. 1:1000 SCALE</p> <p>62. 1:1000 SCALE</p> <p>63. 1:1000 SCALE</p> <p>64. 1:1000 SCALE</p> <p>65. 1:1000 SCALE</p> <p>66. 1:1000 SCALE</p> <p>67. 1:1000 SCALE</p> <p>68. 1:1000 SCALE</p> <p>69. 1:1000 SCALE</p> <p>70. 1:1000 SCALE</p> <p>71. 1:1000 SCALE</p> <p>72. 1:1000 SCALE</p> <p>73. 1:1000 SCALE</p> <p>74. 1:1000 SCALE</p> <p>75. 1:1000 SCALE</p> <p>76. 1:1000 SCALE</p> <p>77. 1:1000 SCALE</p> <p>78. 1:1000 SCALE</p> <p>79. 1:1000 SCALE</p> <p>80. 1:1000 SCALE</p> <p>81. 1:1000 SCALE</p> <p>82. 1:1000 SCALE</p> <p>83. 1:1000 SCALE</p> <p>84. 1:1000 SCALE</p> <p>85. 1:1000 SCALE</p> <p>86. 1:1000 SCALE</p> <p>87. 1:1000 SCALE</p> <p>88. 1:1000 SCALE</p> <p>89. 1:1000 SCALE</p> <p>90. 1:1000 SCALE</p> <p>91. 1:1000 SCALE</p> <p>92. 1:1000 SCALE</p> <p>93. 1:1000 SCALE</p> <p>94. 1:1000 SCALE</p> <p>95. 1:1000 SCALE</p> <p>96. 1:1000 SCALE</p> <p>97. 1:1000 SCALE</p> <p>98. 1:1000 SCALE</p> <p>99. 1:1000 SCALE</p> <p>100. 1:1000 SCALE</p>		<p>OWNER'S AUTHORIZATION</p> <p>LAND OWNER</p> <p>DATE</p> <p>SIGNATURE</p>	<p>SURVEYOR'S CERTIFICATE</p> <p>DATE</p> <p>SIGNATURE</p>
<p>PROPOSED</p> <p>LANDUSE CONCEPT PLAN</p> <p>PART OF LOT 22, CONCESSION 4</p> <p>FORMERLY TOWNSHIP OF OPS</p> <p>NOW IN THE</p> <p>CITY OF KAWARTHA LAKES</p> <p>(FORMERLY TOWN OF LINCOLN)</p> <p>D. D. Wright & Associates Limited</p> <p>REGISTERED PROFESSIONAL ENGINEER</p> <p>REGISTERED PROFESSIONAL LAND SURVEYOR</p> <p>REGISTERED PROFESSIONAL PLANNING</p> <p>REGISTERED PROFESSIONAL ARCHITECT</p> <p>REGISTERED PROFESSIONAL CIVIL ENGINEER</p> <p>REGISTERED PROFESSIONAL ELECTRICAL ENGINEER</p> <p>REGISTERED PROFESSIONAL MECHANICAL ENGINEER</p> <p>REGISTERED PROFESSIONAL CHEMICAL ENGINEER</p> <p>REGISTERED PROFESSIONAL AGRICULTURAL ENGINEER</p> <p>REGISTERED PROFESSIONAL MINING ENGINEER</p> <p>REGISTERED PROFESSIONAL METALLURGICAL ENGINEER</p> <p>REGISTERED PROFESSIONAL INDUSTRIAL ENGINEER</p> <p>REGISTERED PROFESSIONAL ENVIRONMENTAL ENGINEER</p> <p>REGISTERED PROFESSIONAL SAFETY ENGINEER</p> <p>REGISTERED PROFESSIONAL TRANSPORTATION ENGINEER</p> <p>REGISTERED PROFESSIONAL MARINE ENGINEER</p> <p>REGISTERED PROFESSIONAL AERONAUTICAL ENGINEER</p> <p>REGISTERED PROFESSIONAL SPACE ENGINEER</p> <p>REGISTERED PROFESSIONAL NUCLEAR ENGINEER</p> <p>REGISTERED PROFESSIONAL OCEANOGRAPHIC ENGINEER</p> <p>REGISTERED PROFESSIONAL POLYMER ENGINEER</p> <p>REGISTERED PROFESSIONAL FOOD ENGINEER</p> <p>REGISTERED PROFESSIONAL TEXTILE ENGINEER</p> <p>REGISTERED PROFESSIONAL PAPER ENGINEER</p> <p>REGISTERED PROFESSIONAL RUBBER ENGINEER</p> <p>REGISTERED PROFESSIONAL PLASTIC ENGINEER</p> <p>REGISTERED PROFESSIONAL GLASS ENGINEER</p> <p>REGISTERED PROFESSIONAL CERAMIC ENGINEER</p> <p>REGISTERED PROFESSIONAL COMPOSITE ENGINEER</p> <p>REGISTERED PROFESSIONAL BIOMATERIALS ENGINEER</p> <p>REGISTERED PROFESSIONAL NANOTECHNOLOGY ENGINEER</p> <p>REGISTERED PROFESSIONAL BIOENGINEERING</p> <p>REGISTERED PROFESSIONAL AGRICULTURAL ENGINEERING</p> <p>REGISTERED PROFESSIONAL MARINE ENGINEERING</p> <p>REGISTERED PROFESSIONAL AERONAUTICAL ENGINEERING</p> <p>REGISTERED PROFESSIONAL SPACE ENGINEERING</p> <p>REGISTERED PROFESSIONAL NUCLEAR ENGINEERING</p> <p>REGISTERED PROFESSIONAL OCEANOGRAPHIC ENGINEERING</p> <p>REGISTERED PROFESSIONAL POLYMER ENGINEERING</p> <p>REGISTERED PROFESSIONAL FOOD ENGINEERING</p> <p>REGISTERED PROFESSIONAL TEXTILE ENGINEERING</p> <p>REGISTERED PROFESSIONAL PAPER ENGINEERING</p> <p>REGISTERED PROFESSIONAL RUBBER ENGINEERING</p> <p>REGISTERED PROFESSIONAL PLASTIC ENGINEERING</p> <p>REGISTERED PROFESSIONAL GLASS ENGINEERING</p> <p>REGISTERED PROFESSIONAL CERAMIC ENGINEERING</p> <p>REGISTERED PROFESSIONAL COMPOSITE ENGINEERING</p> <p>REGISTERED PROFESSIONAL BIOMATERIALS ENGINEERING</p> <p>REGISTERED PROFESSIONAL NANOTECHNOLOGY ENGINEERING</p> <p>REGISTERED PROFESSIONAL BIOENGINEERING</p>			
<p>SCALE</p> <p>DATE</p> <p>BY</p> <p>CHECKED BY</p> <p>APPROVED BY</p>	<p>1:1000</p> <p>11/09/2018</p> <p>E.S.</p> <p>W.J.T.</p> <p>W.J.T.</p> <p>W.J.T.</p>	<p>117043</p> <p>LU-1</p>	

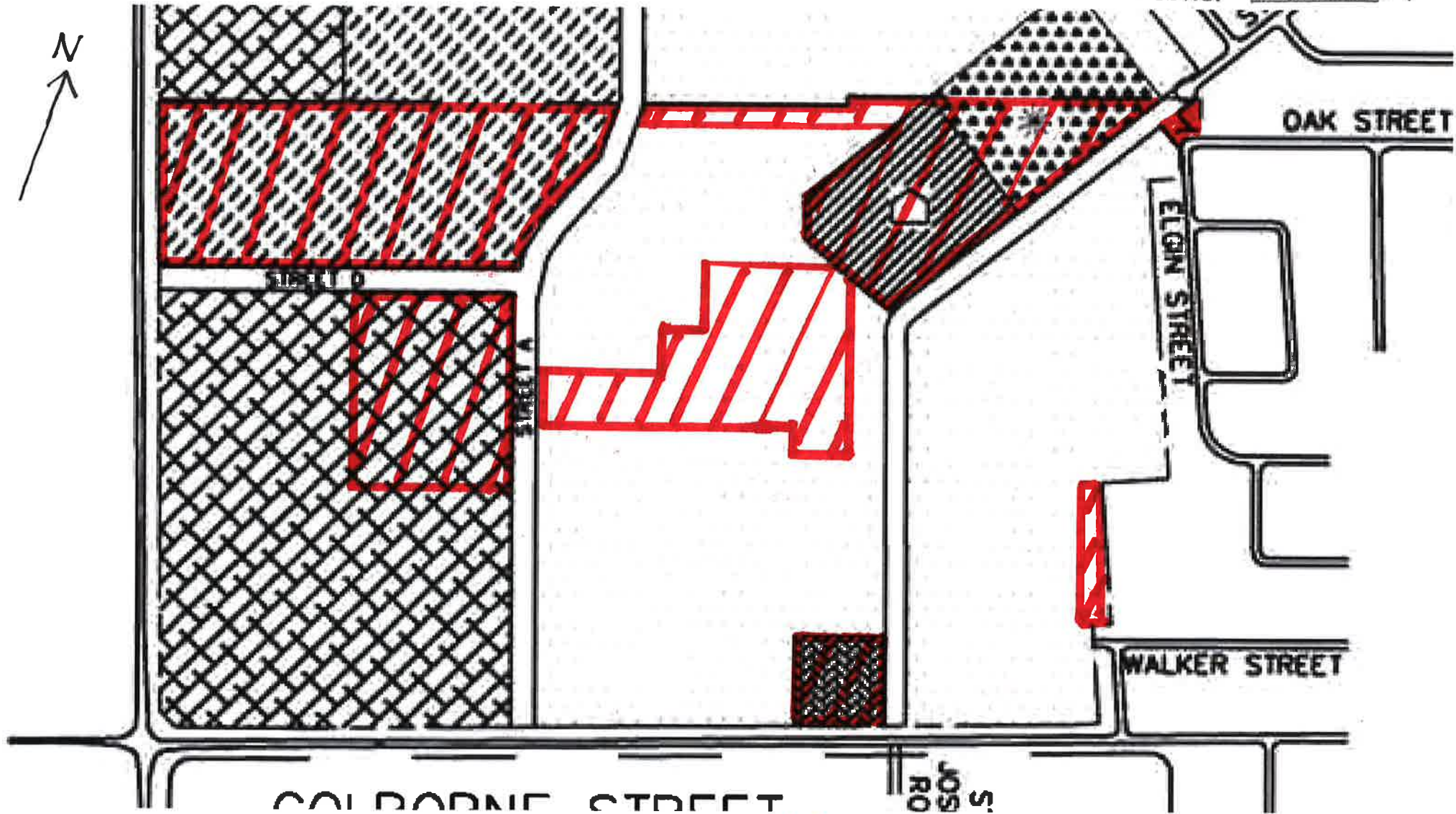
APPENDIX " D "

to

REPORT PLAN2019-007

DOI-2018-005, DOI-2018-026

FILE NO. +DOI-2018-004



 Area subject to OPA 54 (Approximate).

Excerpt: Schedule
'JC2'

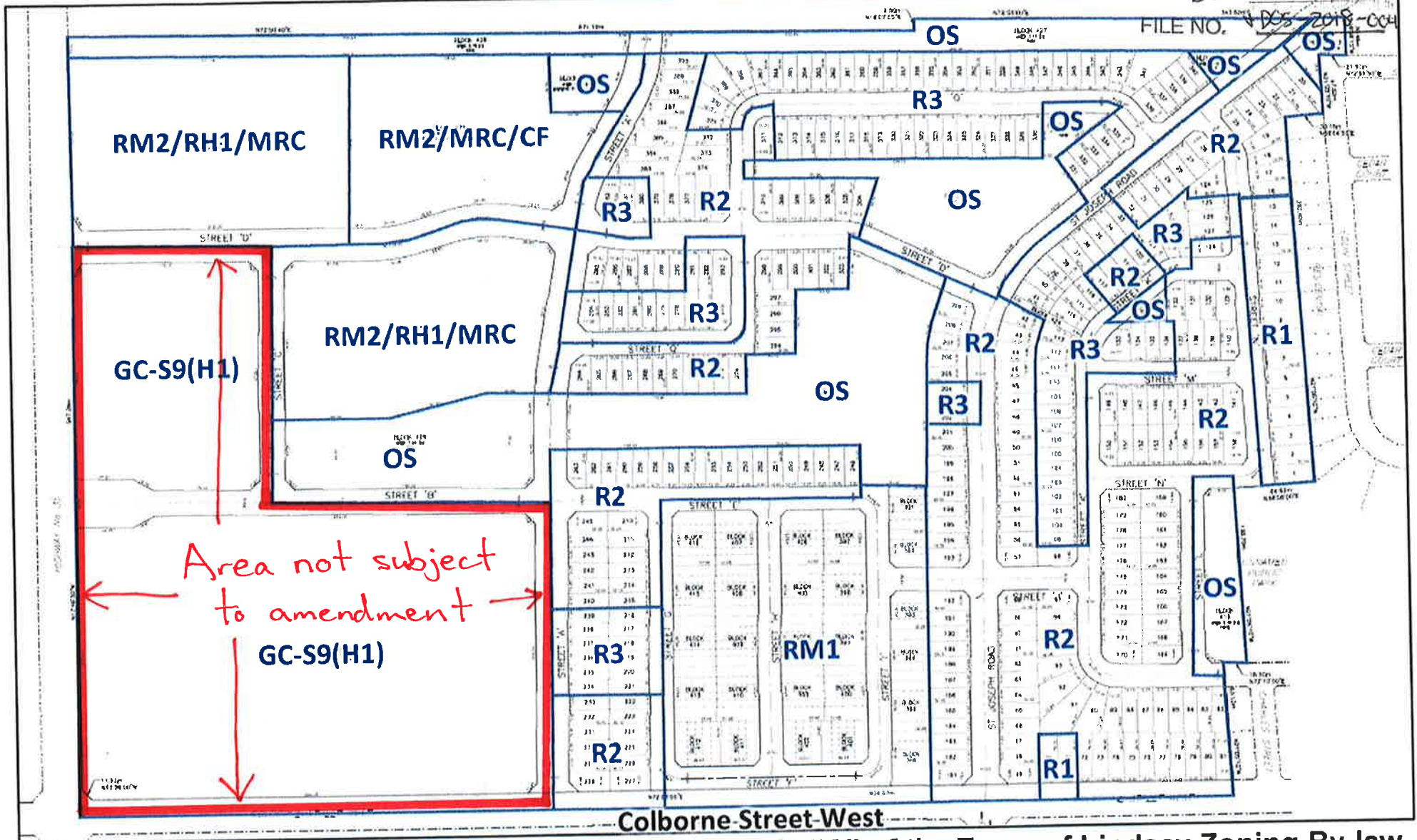


Figure 11: Draft amendment to Schedule "A" of the Town of Lindsay Zoning By-law

The Corporation of the City of Kawartha Lakes

Planning Advisory Committee Report

Report Number PLAN2019-008

Date: February 6, 2019
Time: 1:00 p.m.
Place: Council Chambers
Public Meeting

Ward Community Identifier: 8 - Manvers

Subject: An application to amend the Township of Manvers Zoning By-law 87-06 to remove the Holding (H) symbol from the Rural Residential Type One Exception Sixteen Holding [RR1-S16(H)] Zone in order to allow the land to be developed in accordance with the permitted uses in the Rural Residential Type One Exception Sixteen (RR1-S16) Zone, and to make supplementary textual amendment to the RR1-S16 Zone provision to permit an accessory building in the front yard on land described as Part of Lot 10, Concession 11, geographic Township of Manvers, now City of Kawartha Lakes, identified as 554 Fleetwood Road (John and Peggy Graham – Planning File D06-2018-032)

Author and Title: Quadri Adebayo, Planner II

Recommendations:

Resolved That Report PLAN2019-008, respecting Part of Lot 10, Concession 11, geographic Township of Manvers, and identified as 554 Fleetwood Road; Application No. D06-2018-032, be received;

That a Zoning By-law Amendment respecting application D06-2018-032, substantially in the form attached as Appendix D to Report PLAN2019-008, be approved and adopted by Council; and

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

Department Head:

Legal/Other:

Chief Administrative Officer:

Background:

The [RR1-S16(H)] Zone was applied to the property on October 10, 2000 (By-law 2000-28) by Council, for application D06-31-126 which established a premise for development. The Holding (H) symbol is to be removed to permit development on the northwest portion of the lot (approximately 1 acre).

The effect of the holding (H) provision is to prevent development of the site until site specific grading and drainage matters are addressed to the satisfaction of the Kawartha Region Conservation Authority (KRCA) in conjunction with the City of Kawartha Lakes and subsequent authority with comparable jurisdiction.

The application proposes to remove the Holding (H) symbol from Schedule A of the Township of Manvers Zoning By-law 87-06, which regulates the development and use of 554 Fleetwood Road. The removal of the Holding (H) symbol would permit residential development on a portion of the lot that comprises a 185.9 square metre dwelling with attached garage, a 65.1 square metre detached workshop, a driveway, a parking pad, septic tank, amenity area (grassed yard) and well.

The proposal to make supplementary textual amendment to the RR1-S16 Zone provision is to recognize the placement of an accessory structure (outbuilding) within the zone category.

Owner:	John and Peggy Graham
Applicant:	John and Peggy Graham
Legal Description:	Part of Lot 10, Concession 11, geographic Township of Manvers
Designation:	Prime Agricultural and Environmental Protection in the City of Kawartha Lakes Official Plan
Zone:	Rural Residential Type One Exception Sixteen Holding [RR1-S16(H)] Zone and Open Space Exception Four (01-S4) Zone on Schedule A of the Township of Manvers Zoning By-law 87-06
Lot Area:	29.2 hectares (72.2 acres) – Coe Fisher Cameron of which a maximum 1 acre (including a maximum development area of 1,200 square metres) are devoted to the removal of Holding (H) symbol
Site Servicing:	Private individual well and septic system (Proposed)
Existing Uses:	Residential (Vacant) and Wetland
Adjacent Uses:	North: Fleetwood Road, Wetland and Agricultural East: Chipmunk Road, Wetland, Residential and Agricultural South: Wetland and Agricultural West: Residential, Wetland and Agricultural

Rationale:

The property is located on the west side of Highway 35 (refer to Appendix A). The subject property and the surrounding lands are primarily wetland and agricultural lands with some pockets of residential uses nearby. The wetland and agricultural lands are anticipated to be protected and preserved from new residential development or any other incompatible land use that may hinder the integrity of the existing natural features or future agricultural operations. A watercourse is also present. Pigeon River No. 20 Provincially Significant Wetland (PSW) is associated with Pigeon River and located northeast of the subject lands. The river buffer traverses part of the eastern and southern boundary of the subject lands.

A site assessment completed by the Ministry of Natural Resources (MNR) on May 8, 2000 in a report to the KRCA that predicated the earlier rezoning of the northwest portion of the subject land from 01-S4 Zone to [RR1-S16(H)] Zone determined that the identified 1 acre portion is outside of the Pigeon River No. 20 PSW, and that there is enough room to accommodate a single detached dwelling, subject to the completion of an Environmental Impact Study vetted by the KRCA.

The applicant submitted a Scoped Environmental Impact Study (EIS) Report prepared by David Cunningham of Cunningham Environmental Associates, dated June, 2018 in support of the application. This document outlines the following:

1. A delineation of the limits of the wetland boundary and the building envelope respectively;
2. Measures to address potential negative impacts to the wetland and related ecological features that may result from the development (pre-construction through post-construction); and
3. Floodplain analysis demonstrating that the site is above flood elevation and that the property will be accessible during a flood event.

Staff has reviewed the report and accompanying documentation filed in support of the zoning by-law amendment.

Provincial Policies:

Growth Plan for the Greater Golden Horseshoe, 2017:

Section 2.2.9 indicates that development outside of settlement areas may be permitted where necessary for the management of resources, and provided site-specific location with approved zoning is placed. Section 4.2.2 provides for the protection of natural heritage features and biodiversity identified within official plans. The rezoning to remove the holding (H) symbol and establish development on a portion of the subject land is consistent with these policies. A natural heritage evaluation (EIS) that identifies the protection of key ecological functions,

and meets municipal and agency planning and regulatory requirements has been completed.

Therefore, this application conforms to the policies of the Growth Plan.

Provincial Policy Statement, 2014 (PPS):

Section 1.1.4 of the PPS provides that rural assets and the protection of the environment be leveraged as foundation for a sustainable economy and the conservation of biodiversity. Section 2.1.5 states that development and site alteration shall not be permitted in Provincially Significant Wetlands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, and Section 3.1 directs development to areas outside the flood plain or wetland.

The application to lift the holding (H) symbol on the subject lands to permit the development of a residential use has been demonstrated to meet with these policies. The site identified for the development clearly delineates the limits of the wetland boundary and the building envelope respectively (See Appendix C).

This will provide the abutting open space lands with long term protection of the natural area for its economic, environmental and social benefits. It will also limit buildings and structures which by their nature are required not to be in the open space zone.

Therefore, this application is consistent with the PPS.

Official Plan Conformity:

The subject land is designated Environmental Protection in the City of Kawartha Lakes Official Plan (Official Plan). However, the area being developed is considered to be developable and has been demonstrated not to have flooding or other physical hazard potential. Whereas the Official Plan directs that prior to any site alteration on such lands, an evaluation shall be undertaken by the landowner to demonstrate that the land is not subject to flooding or other physical hazard. This study has been undertaken and approved by the KRCA.

While accessory buildings are contemplated as ancillary to principle uses in the the Official Plan, this application will preserve and protect the future integrity of the abutting wetland feature.

KRCA has reviewed the environmental reports submitted by the applicant in support of the application and finds them acceptable. Therefore this application implements the Official Plan policies outlined above, and thus conformity with the policies of the Official Plan has been demonstrated.

Zoning By-Law Compliance:

The portion of the property being considered is zoned Rural Residential Type One Exception Sixteen Holding [RR1-S16(H)] Zone in the Township of Manvers Zoning By-law 87-06. The [RR1-S16(H)] Zone permits residential uses subject to

the fulfillment of established development regulations. The requirement for the removal of holding has been completed by the applicant to the satisfaction of KRCA and it is now appropriate to remove the holding provision. The Zoning By-law amendment for the removal of holding will allow the land to be developed in accordance with the Rural Residential Type One Exception Sixteen (RR1-S16) Zone, thus implementing the Official Plan environmental protection policies.

The RR1-S16 Zone permits a single detached dwelling, home occupation, and parks. A dwelling is permitted to be 7.5 metres from the open space zone and a 14 metre setback from the eastern and southern boundaries of the RR1-S16 Zone respectively.

On the other hand, as the RR1-S16 Zone is subject to all other provisions of the RR1 Zone which does not permit accessory buildings with the exception of a detached garage in the front yard other than a side or rear yard, a supplementary textual amendment to the Township of Manvers Zoning By-law is being proposed to be added to permit the proposed detached workshop in the front yard within the RR1-S16 Zone.

The proposed placement of the detached workshop within the building envelope will ensure the minimum front yard requirement of 15 metres for the zone category is met. The proposed location of the structure would also respect the other setback requirements specific to the RR1-S16 Zone, and that the development maintains adequate spatial separation from the wetland buffer.

In consideration of the above, the application meets the intent of the Zoning By-law.

Other Alternatives Considered:

No other alternatives have been considered.

Financial/Operation Impacts:

There are no financial considerations unless Council's decision to adopt or its refusal to adopt the requested amendment is appealed to the Ontario Municipal Board. In the event of an appeal, there would be costs, some of which may be recovered from the applicant.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The Council Adopted Strategic Plan identifies three main Strategic Goals:

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

The application may align with the healthy environment goal as it promotes the health and integrity of the wetland and floodplain.

Review of Accessibility Implications of Any Development or Policy:

Should a building permit be required, the accessibility standards established in the Building Code will be addressed prior to the issuance of a building permit.

Servicing Comments:

The subject land is un-serviced. The proposed building envelope on the land is to be serviced by a private sanitary sewage disposal system and well.

Consultations:

Notice of this application was circulated to all land owners of record within a 500 metre radius, plan review agencies, and City Departments which may have an interest in the application. The Building Division - Building Inspection, Development Engineering, Community Services, Enbridge Gas Distribution, and KRCA raised no concerns or objections as a result of the circulation. No comments were received from the public.

Development Services – Planning Division Comments:

The application conforms to the Growth Plan and is consistent with the Provincial Policy Statement. The application also conforms to the policies of the Official Plan. The proposed Zoning By-law amendment contained in Appendix D will ensure the surrounding ecological function abutting the subject land is preserved in conjunction with the residential use and will implement Provincial and City policies.

Conclusion:

The application conforms to the provincial policies concerning site alteration within natural heritage systems in rural areas. The application also conforms to the Environmental Protection designation policies in the City's Official Plan. Staff support the application based on the information contained in this report and the comments received as of January 14, 2019. Staff respectfully recommends that the application be referred to Council for APPROVAL.

Attachments:

Appendix A – Location Map



Appendix A.pdf

Appendix B – Orthoimage



Appendix B.pdf

Appendix C – Applicant Sketch – received January 4, 2019



Appendix C.pdf

Appendix D – Draft Zoning By-law Amendment



Appendix D.pdf

Department Head E-Mail: cmarshall@city.kawarthalakes.on.ca

Department Head: Chris Marshall

Department File: D06-2018-032

Geographic Township of Manvers

APPENDIX: A

to

REPORT: PLAN2019-008

FILE NO: D06-2018-032

LOT 9

CONCESSION 12

LOT 10

LOT 11

Fleetwood Road

**SUBJECT
LAND**

CONCESSION 11

Chipmunk Road

HIGHWAY 35





- Legend**
- Property ROLL#
 - Lots and Concessions
 - Road Centreline
 - Upper Municipalities
 - Lower Tier Municipalities
 - Populated Places
 - Water Labels

APPENDIX: B

to

REPORT PLAN2019-008

FILE NO: D06-2018-032

Notes

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 PURPOSES



0.92 Kilometers
WGS_1984_Web_Mercator_Auxiliary_Sphere
© City Of Kawartha Lakes

The Corporation of the City Of Kawartha Lakes

REPORT: PLAN2019-008

FILE NO: D06-2018-032

By-Law 2019 -**A By-Law To Amend The Township of Manvers Zoning By-Law No. 87-06 To Remove The Holding Symbol (H) From A Zone Category On Property And To Make Textual Addition To The Zoning Provision On Property Within The City Of Kawartha Lakes**

[File D06-18-032, Report PLAN2019-008, respecting Part of Lot 10, Concession 11, former Township of Manvers, identified as 554 Fleetwood Road]

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. 2008-28, which contained a Holding (H) symbol relating to the use of the property.
3. Council has received a request to remove the Holding (H) symbol from the Rural Residential Type One Exception Sixteen Holding [RR1-S16(H)] Zone.
4. The conditions imposed by Council and shown in By-law 2008-28 have been complied with.
5. Council deems it appropriate to remove the Holding (H) symbol.
6. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.
7. Council has received an application to amend the provisions relating to a specific parcel of land for:
 - a) the Rural Residential Type One Exception Sixteen RR1-S16 to permit an accessory building other than a detached garage in the front yard.
8. A public meeting to solicit public input has been held.
9. Council deems it appropriate to rezone the Property.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2019-.**

Section 1:00 Zoning Details

- 1.01 **Property Affected:** The Property affected by this By-law is described as Part of Lot 10, Concession 11, former Township of Manvers, now City of Kawartha Lakes.
- 1.02 **Schedule Amendment:** Schedule A to By-law No. 87-06 of the Township of Manvers is further amended to remove the Holding (H) symbol from the Rural Residential Type One Exception Sixteen Holding [RR1-S16(H)] Zone for the land referred to as RR1-S16, as shown on Schedule A attached to this By-law.
- 1.03 **Textual Amendment:** By-law No. 87-06 of the Township of Manvers is further amended by adding the following provision to Section 3.3(p):

“v. Notwithstanding subsection 20.1(b), an accessory building other than a detached garage may be erected in the front yard on lands zoned RR1-S16 provided that it has a setback not less than the minimum front yard setback required for a main building.”

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 February, 2019.

Andy Letham, Mayor

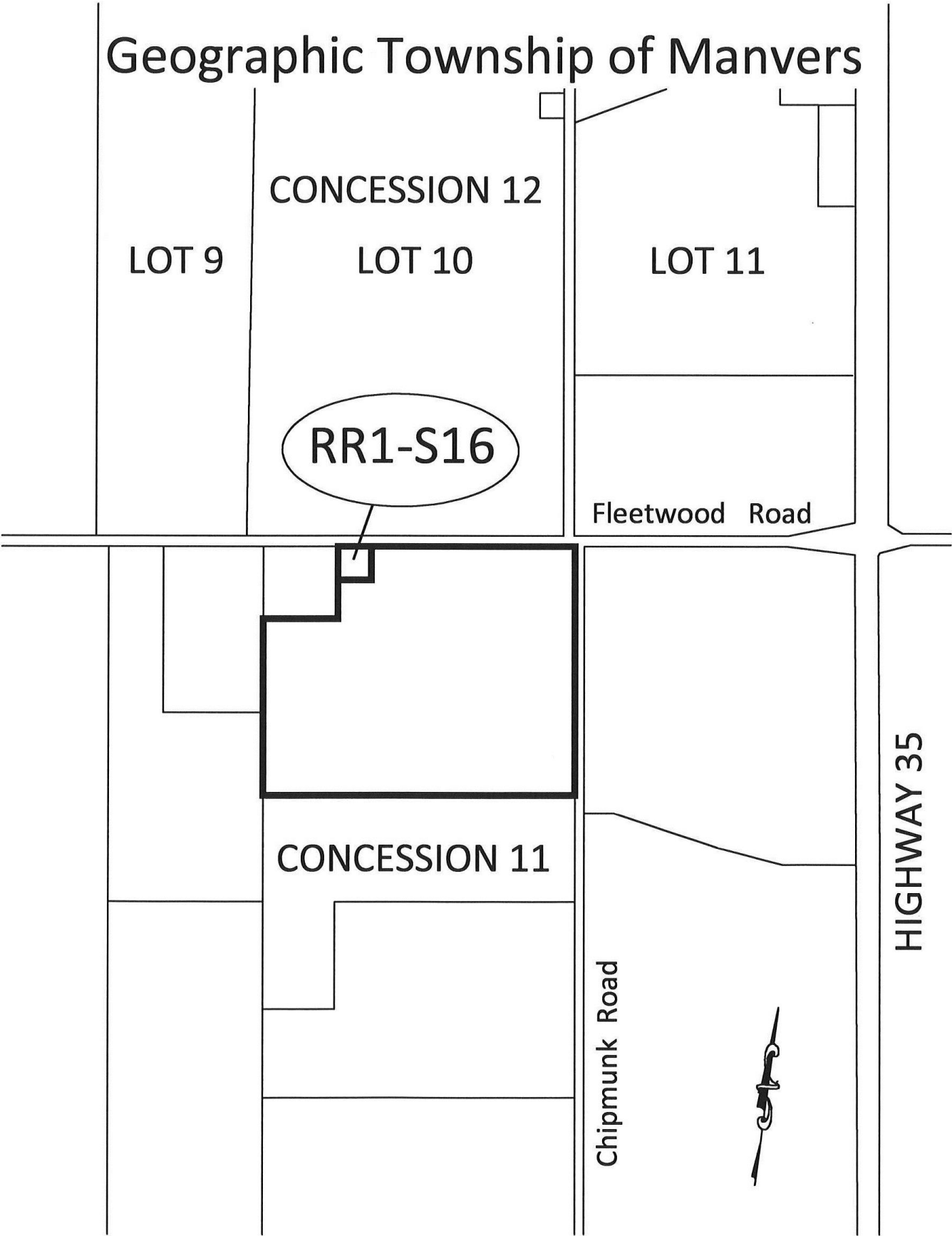
Cathie Ritchie, City Clerk

THE CORPORATION OF THE CITY OF
KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED
THIS _____ DAY OF _____ 2019.

MAYOR _____ CITY CLERK _____

Geographic Township of Manvers



The Corporation of the City of Kawartha Lakes

Planning Advisory Committee Report

Report Number PLAN2019-009

Date: February 6, 2019
Time: 1:00 p.m.
Place: Council Chambers
Public Meeting

Ward Community Identifier: Ward 8 - Manvers

Title: An application to amend the Township of Manvers Zoning By-law 87-06

Description: To change the zoning from the Community Facility (CF) Zone to a Rural Residential Type Two Special Exception (RR2-S**) Zone to permit a residential use on the subject property described as Part Lot 3, Concession 8, geographic Township of Manvers, City of Kawartha Lakes, identified as 166 Highway 7A (Henderson)

Author and Title: Mark LaHay, Planner II

Recommendation(s):

That Report PLAN2019-009, respecting Part Lot 3, Concession 8, geographic Township of Manvers, and identified as 166 Highway 7A – Application D06-2018-030, be received; and

That the proposed Zoning By-law Amendment respecting Application D06-2018-030, be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City Departments and that any comments and concerns have been addressed.

Department Head:

Legal/Other:

Chief Administrative Officer:

Background:

Owners:	Terry and Mark Henderson
Applicant:	Robert Clark, Clark Consulting Services
Legal Description:	Part Lot 3, Concession 8, geographic Township of Manvers
Official Plan:	Prime Agricultural in the City of Kawartha Lakes Official Plan
Zone:	Community Facility (CF) Zone in the Township of Manvers Zoning By-law 87-06, as amended
Site Size:	2,509 sq. m. (0.62 acres - MPAC)
Site Servicing:	Private Individual Well and Private Septic System
Existing Uses:	Building used as a former place of worship, attached accessory building (garage)
Adjacent Uses:	North: Highway 7A/ Agricultural and Rural Residential South: Rural Residential and Agricultural East: Rural Residential, Commercial West: Agricultural

Rationale:

The subject property is located within an existing cluster of rural residential lots within the community of Yelverton, which is situated within an agricultural area. The subject land contains a building formerly used as a church, and attached accessory building, being a garage which was sold by the United Church to another property owner in 2014 as it was no longer needed. The current owners who purchased the property in 2018 propose to rezone the property to convert the existing church building into a residential dwelling unit.

The applicant has submitted the following documents and plans in support of the application, which have been circulated to various City Departments and commenting Agencies for review:

1. Zoning By-law Amendment Application received September 21, 2018.
2. Sketch Plan for Zoning By-law Amendment prepared by Clark Consulting Services, undated.
3. Planning Brief prepared by Clark Consulting Services, dated September 18, 2018
4. Minimum Distance Separation (MDS) Report prepared by Clark Consulting Services, dated September 18, 2018.

In order to fully evaluate this application, Staff is further reviewing the applicable City and Provincial policy objectives that are relevant to this application. At this time, staff cannot fully determine the appropriateness of the proposal as

responses from all City Departments and commenting agencies have not been received.

Provincial Policies:

Growth Plan for the Greater Golden Horseshoe, 2017:

The Growth Plan directs development to settlement areas except where the policies of the Plan permit otherwise.

Within rural areas different policies apply to rural lands and prime agricultural areas for development outside of settlement areas. This includes evaluating whether the proposed use is compatible with the rural landscape, can be sustained by rural service levels, and will not adversely affect the protection of agricultural uses and/or achieving long term compatibility relating to the interface of agricultural uses and non-agricultural users to minimize and mitigate adverse impacts.

Staff is reviewing the policy objectives to determine if the application would conform to the Growth Plan.

Provincial Policy Statement, 2014 (PPS):

The 2014 Provincial Policy Statement (PPS) provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS requires planning authorities to manage and direct land use to achieve efficient and resilient development and land use patterns.

Within rural areas different policies apply to rural lands and prime agricultural areas. The subject property, which is currently zoned for community/institutional purposes, is not used for agriculture, and the proposed residential use is not anticipated to impact the adjacent agricultural uses.

The applicant has submitted a MDS report, which concludes that MDS setbacks are met for Type 1 land uses in relation to the existing five barns within the review area. The submitted MDS report is being reviewed by Staff.

Staff is reviewing the policy objectives to determine if the application would be consistent with the PPS.

Official Plan Conformity:

Within the City of Kawartha Lakes Official Plan (OP), the subject property is designated Prime Agricultural. The designation permits agricultural, agriculture-related and agri-business uses, single detached dwellings accessory to other permitted uses, and recognizes clusters of residential lots and scattered residential lots as permitted uses within the zoning by-law, provided they existed prior to the adoption of the OP. It has been determined through the preconsultation process that this property is located within an existing cluster,

therefore an OP amendment is not required, as it is in keeping with the intent of the OP policies.

Zoning By-law Compliance:

The property is zoned “Community Facility (CF) Zone” in the Township of Manvers Zoning By-law 87-06, as amended. The CF Zone permits a range of community uses, including a park, arena, assembly hall, cemetery, municipal or post office, place of worship, etc. Residential uses are not permitted. A rezoning is required. The effect of the zoning amendment is to permit the former church to be used as a single residential dwelling and to establish appropriate development standards to recognize the existing building(s) for residential use. The existing front yard setback will need to be recognized as the Rural Residential Type Two (RR2) Zone category requires a minimum setback of 15 m. whereas the existing CF zone requires 7.5 m. in this regard. The proposal appears to meet the other zoning provisions.

Other Alternatives Considered:

No alternatives have been considered at this time.

Financial/Operation Impacts:

There are no financial considerations unless Council’s decision is appealed to the Local Planning Appeal Tribunal. In the event of an appeal, there would be costs, some of which may be recovered from the applicant.

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 appears to align with the exceptional quality of life strategic goals as it increases the supply of affordable housing to attract new residents in the City of Kawartha Lakes.

Servicing Comments:

The lot is serviced by a private individual well and private septic system. The owner has applied to upgrade the sewage system to accommodate the proposed change of use.

Consultations:

Notice of this application was circulated to persons within a 500 metre radius, agencies, and City Departments which may have an interest in the application. As of January 25, 2019, we have received the following comments:

Public Comments:

No comments were received.

Agency Comments:

On January 14, 2019, the Building Division advised that they have no concerns with the application.

On January 16, 2019, the Engineering and Corporate Assets Department advised that they have no objection to the proposed application.

On January 16, 2019, the Part 8 Sewage Systems Supervisor advised that the proposed change from community facility to residential will constitute a change in the total daily sewage flow for the property. The owner has initiated an application for a sewage system permit to upgrade the system to accommodate the proposed changes. A sewage system upgrade can be accommodated on the property. As such, the Building Division – Sewage System Program has no objection to the proposed zoning amendment.

Development Services – Planning Division Comments:

At this time, comments have not been received from all circulated agencies and City Departments and applicable policy objectives are also being reviewed by staff. Staff recommends that the application be referred back to staff until such time as comments have been received from all circulated agencies and City Departments, and that any comments and concerns have been addressed.

Conclusion:

In consideration of the comments and analysis contained in this report, staff respectfully recommend that the proposed Zoning By-law Amendment application be referred back to staff for further review and processing until such time as comments have been received from all circulated agencies and City Departments, and that any comments and concerns have been addressed.

Attachments:

The following attached documents may include scanned images of appendices, maps, and photographs. If you require an alternative format, please call Mark LaHay, Planner II, (705) 324-9411 ext. 1324.



Appendix 'A'
PLAN2019-009.pdf



Appendix 'B'
PLAN2019-009.pdf



Appendix 'C'
PLAN2019-009.pdf

Appendix 'A' – Location Map

Appendix 'B' – Aerial Photograph

Appendix 'C' – Zoning By-law Amendment Sketch

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: D06-2018-030

Geographic Township of Manvers

Concession 9

Lot 3

Lot 4

APPENDIX " A "

to

REPORT PLAN 2019-009

FILE NO. D06-2018-030

**SUBJECT
LAND**

Highway 7A

Yelverton Rd

Concession 8



GEOMATICS
MAPPING

166 Highway 7A, geographic Township of Manvers



Legend

- Property PIN#
- Lots and Concessions
- Road Centreline
- Water Body
- Waterbodies
- Unevaluated Wetlands
- Woodland
- CKL_River_Buff15m
- Prime_Agricultural
- KRCA Regulated Areas

APPENDIX " B " to
REPORT PLAN2019-009
FILE NO. 006-2018-030

Notes

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 PURPOSES

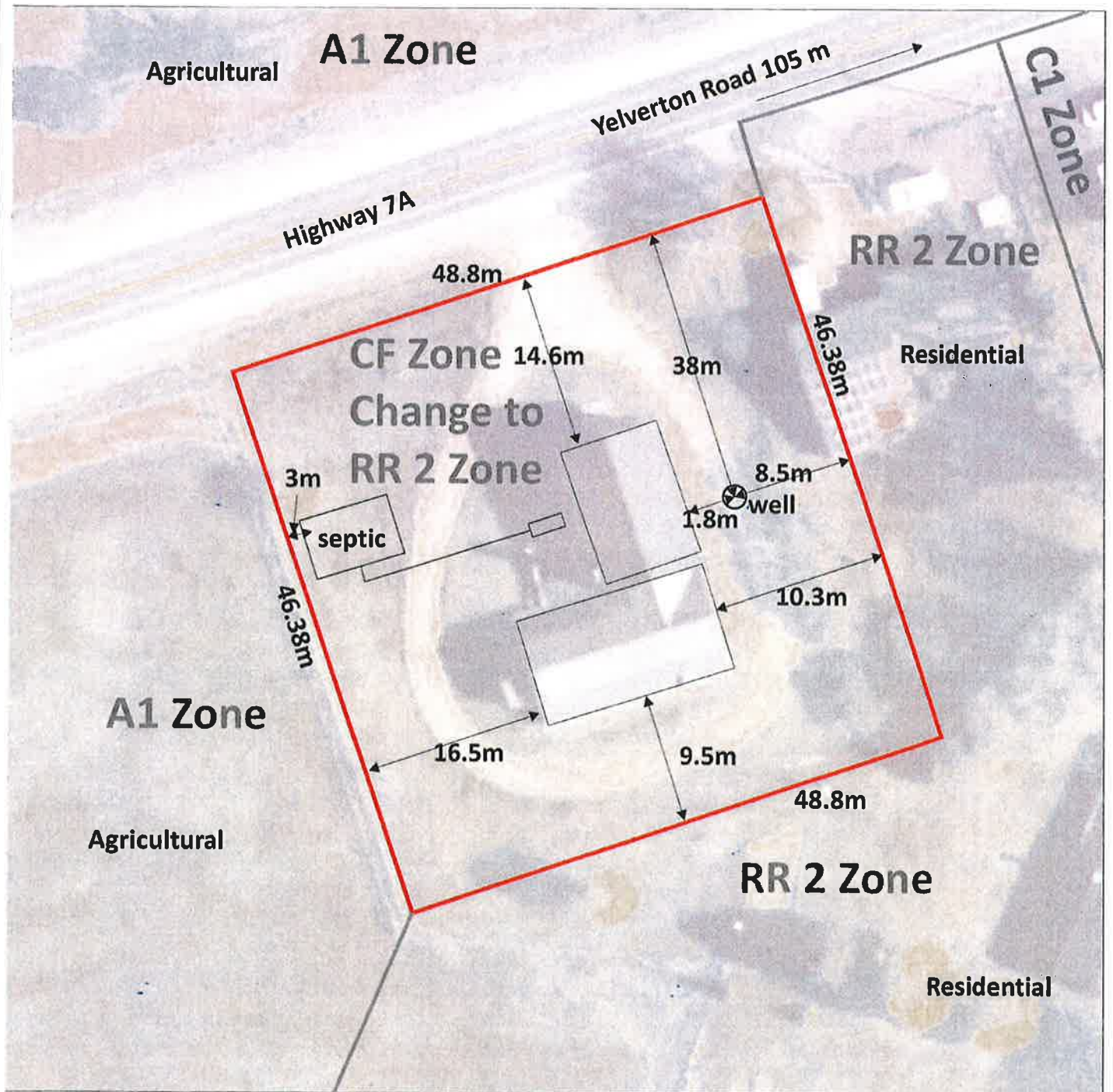


0.38 Kilometers
WGS_1984_Web_Mercator_Auxiliary_Sphere
© City Of Kawartha Lakes

Zoning By-law Amendment
ZBA Sketch
Henderson D38-2018-025
166 Hwy 7A, Yelverton
Zoning Bylaw Amendment
Conversion of Church to
Residence

APPENDIX " C "
to
REPORT PLAN 2019-009
FILE NO. D06-2018-030

Zoning By-law Amendment
ZBA Sketch
Henderson D38-2018-025
166 Hwy 7A, Yelverton
Zoning Bylaw Amendment
Conversion of Church to
Residence



The Corporation of the City of Kawartha Lakes
Planning Advisory Committee

Report Number ENG2019-001

Date: February 6th, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 1

Title: Assumption of Lytle Lane, Geographic Township of Bexley, City of Kawartha Lakes

Description:

Author and Title: Christina Sisson, Supervisor, Development Engineering

Recommendation(s):

RESOLVED THAT Report ENG2019-001, “**Assumption Report for Lytle Lane, Geographic Township of Bexley, City of Kawartha Lakes**”, be received;

THAT the Assumption of Lytle Lane, Geographic Township of Bexley, City of Kawartha Lakes, be approved;

THAT an Assumption By-Law, substantially in the form attached as Appendix ‘A’ to Report ENG2019-001 be approved and adopted by Council; and

THAT the Mayor and City 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:

The Owner of a property fronting on a City of Kawartha Lakes unassumed road allowance, identified in Appendix B, approached the City with a request to construct one house on the property. In order to achieve zoning compliance with the Township of Bexley Zoning By-Law, the construction of a new municipal road to the engineering standard to permit assumption by the City, was required. The City did not have a forecasted capital project and had not identified a municipal roads need in this area. Therefore, the Owner was advised to enter into a Development Agreement with the City to permit the construction of the road and facilitate the building of a house (compliance with the zoning).

At the Council Meeting of November 22, 2016, Council adopted the following resolution:

ENG2016-035

Juan Rojas, Director, Engineering and Corporate Assets
Development Agreement - Glenn Lothian - Lytle Lane

CR2016-1138

RESOLVED THAT Report ENG2016-035, **Development Agreement – Glenn Lothian – Lytle Lane**, be received;

THAT the Development Agreement between Glenn Lothian and the Corporation of the City of Kawartha Lakes, attached as Appendix C to Report ENG2016-035, be approved; and

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

CARRIED

The City and the Owners entered into a Development Agreement, Registered as Instrument KL121361, December 23, 2016, for the construction of Lytle Lane for ultimate assumption of the road by the City. The Owners have completed the work as per the terms of the Development Agreement.

This report addresses the City's obligation to assume the road known at Lytle Lane, PINs: 63117-0850, 63117-0851, and Part of PIN: 63117-0729 (LT), being Parts 1, 2, and 3 on Plan 57R-10564, attached as Appendix C.

Rationale:

The Owner has completed the works as per the Development Agreement, including the construction of the road, drainage ditching, and signage. The maintenance period has been met, and the works are confirmed to be completed through inspection by Engineering staff.

Other Alternatives Considered:

Council could decide not to proceed with assumption of the road identified; however, this would not be consistent with our commitment through the Development Agreement previously supported and is therefore, not recommended or supported by staff.

Financial/Operation Impacts:

The Owner has provided the Statutory Declaration and confirmed posting in the Daily Commercial News as per the Construction Act. Upon the registration of the Assumption By-Law, all remaining securities will be released to the Owner.

Upon assumption of Lytle Lane, the City will be responsible for the maintenance of the road, and associated funds will need to be allocated in future budgets.

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

The City's 2016-2019 Strategic Plan outlines the strategic goals of a vibrant and growing community, an exceptional quality of life, and a healthy environment. This process has ensured that the municipal infrastructure is efficient and meets the City's standards for the asset management plan and aligns with the strategic enablers.

Review of Accessibility Implications of Any Development or Policy:

Not applicable.

Servicing Implications:

The Development Agreement has created approximately 100 metres of gravel road with a cul-de-sac for operations and maintenance.

Consultations:

Building Division
Planning Division
Public Works Department

Attachments:

Appendix A – Draft Assumption By-Law



2019-XXX Assume
Fairgrounds Centre Li

Appendix B – General Location Plan



Gen Location Plan,
Lytle Lane.jpg

Appendix C – Plan 57R-10564



57R-10564.pdf

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, P.Eng., PMP

Department File: L04

The Corporation of the City of Kawartha Lakes

By-law 2019-XXX

A By-law to Assume Lytle Lane, and corresponding 0.3 metre reserves, Part of PIN: 63117-0729 (LT), being Parts 1,2, and 3 on Plan 57R-10564, and the cul-de-sac, PIN 63117-0850 and the corresponding 0.3 metre reserve, PIN 63117-0851, Geographic Township of Bexley, The Corporation of the City of Kawartha Lakes

Recitals

1. Subsection 31(4) of the *Municipal Act, 2001* authorizes Council to assume unopened road allowances or road allowances shown on registered plans of subdivision for public use, by by-law.
2. Council now deems it desirable to assume Lytle Lane, Geographic Township of Bexley, the Corporation of the City of Kawartha Lakes as public highways in the City of Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2019-XXX.

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.

“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 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, which 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: Assumption of Services

2.01 **Assumption**: The following highway is assumed by the City:

- a) The road known as Lytle Lane, Geographic Township of Bexley, City of Kawartha Lakes.

Section 3.00: Effective Date

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

By-law read a first, second and third time, and finally passed, this day of February, 2019.

Andy Letham, Mayor

Cathie Ritchie, City Clerk

Lytle Lane, Bexley



Legend

- ☐ Property ROLL#
- ☒ Road Centreline (2016 Needs)
- ☐ Upper Municipalities
- ☐ Lower Tier Municipalities
- ☒ Populated Places
- ☐ Water Labels

Notes

Notes

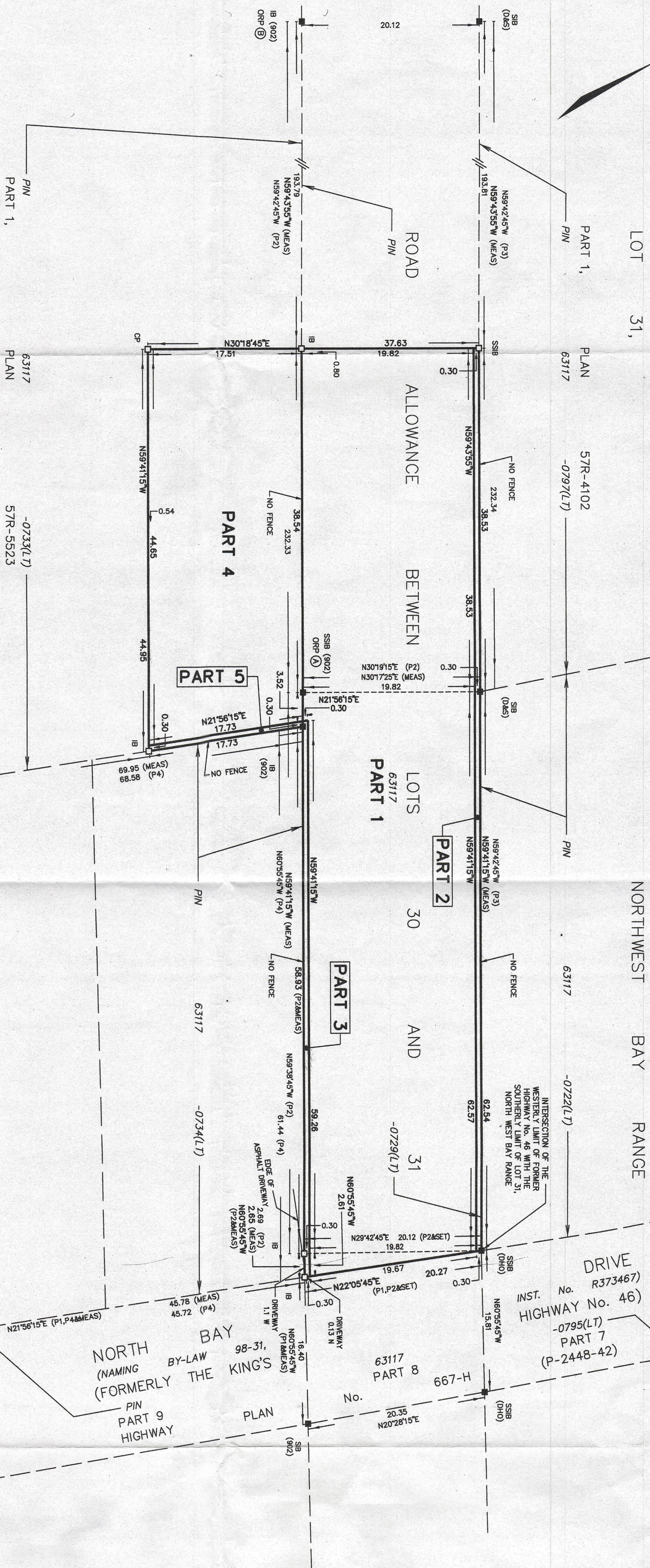
1.83

Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© City Of Kawartha Lakes



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



DATE <u>26.2.21</u> 2016	I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.
DATE <u>December 22, 2016</u>	PLAN 57R-10564 RECEIVED AND DEPOSITED

GERALD G. HICKSON
ONTARIO LAND SURVEYOR

REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND TITLES
SURVEY OF MICHIGAN, IN 1971

PLAN OF SURVEY OF
PART OF LOT 30
NORTHWEST BAY RANGE
AND
PART OF THE ROAD ALLOWANCE
BETWEEN LOTS 30 AND 31
NORTH WEST BAY RANGE
GEOGRAPHIC TOWNSHIP OF BEXELEY
CITY OF KAWARTHA LAKES



METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99999816.

FOR BEARING COMPARISONS, A ROTATION OF 128.45° COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLANS P1, P2, P3 AND P4.

MEAS DENOTES
P4 DENOTES
P2 DENOTES
P1 DENOTES
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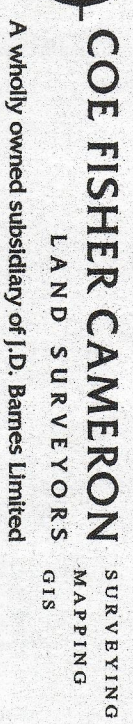
SURVEY MONUMENT FOUND
SURVEY MONUMENT SET
STANDARD IRON BAR
SHORT STANDARD IRON BAR
IRON BAR
CONCRETE PIPER
DEPARTMENT OF HIGHWAYS, ONTARIO
DEARDEN & STANTON LIMITED
SMITH, O.L.S.
HIGHWAY PLAN No. 667-H (P-2448-42)
PLAN 57R-5823
PLAN 57R-5823
SKETCH BY SMITH & SMITH, O.L.S. DATED OCTOBER 29, 1966,
REF. No. 66-214
MEASURED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY'S ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON DECEMBER 16, 2016.

Gerald G. Hickson
GERALD G. HICKSON
ONTARIO LAND SURVEYOR



DRAWN BY:	CHECKED BY:	REFERENCE NO.:
DHT	GCH	16-17-970-00
FILE: G:\16-17-970\00\Drawing\16-17-970-00.dwg		
DATE: 12/23/2016		

INTEGRATION DATA			
OBSERVED REFERENCE POINTS (ORP's) UTM ZONE 17, NAD83 (CSRS) (2010.0).			
COORDINATES TO URBAN ACCURACY PER SECTION 14. (2) OF ORFG 216/10.			
POINT ID	EASTING	NORTHING	
ORP (A)	870 948.66	4 944 658.33	
ORP (B)	670 748.03	4 944 775.42	

COORDINATES CANNOT, IN THESE USES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

The Corporation of the City of Kawartha Lakes
Planning Advisory Committee

Report Number ENG2019-003

Date: February 6, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 5

Title: Assumption of Fairgrounds Centre (Lindsay) Inc. Subdivision

Description: Chadwin Drive, Lindsay

Author and Title: Christina Sisson, Supervisor, Development Engineering

Recommendation(s):

That Report ENG2019-003, **Assumption of Fairgrounds Centre (Lindsay) Inc. Subdivision**, be received;

That the Assumption of Fairgrounds Centre (Lindsay) Inc. Subdivision, Geographic Town of Lindsay, City of Kawartha Lakes, be approved;

That an Assumption By-Law, substantially in the form attached as Appendix 'A' to Report ENG2019-003 be approved and adopted by Council; and

That the Mayor and City 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:

The City of Kawartha Lakes entered into a Subdivision Agreement with Fairgrounds Centre (Lindsay) Inc. for the redevelopment of the former Lindsay Fairgrounds into a subdivision, registered as Instrument KL12134, April 14, 2008. Further to a request from the current Consulting Engineer for the development, D.M. Wills Associates Limited, on behalf of the Owner, the Engineering & Corporate Assets Department is recommending formal assumption of the road, park, walkway and stormwater management facility and municipal water and sanitary infrastructure, within the Subdivision.

The servicing and the final lift of asphalt for the subdivisions were completed, deficiencies rectified, and inspected to the satisfaction of the Engineering Department. Security releases have occurred. A formal by-law is required for formal assumption.

The placement of top course asphalt and final repairs is subject to a minimum one year maintenance period in accordance with the registered Subdivision Agreements. The top course was placed in the fall of 2015 and a 2 year warranty period was placed based on the repairs required to be completed. Subsequent inspections have confirmed that in accordance with the registered Subdivision Agreement, all public services are eligible for assumption.

The City, pursuant to the Subdivision Agreement, is now obliged to assume the following under Plan 57M-782:

Assume as Right of Way:

Chadwin Drive PIN: 63224-0183

Angeline Street North road widening, Block 19 PIN: 63224-0176

Angeline Street North road widening, Block 20 PIN: 63224-0177

Angeline Street North 0.3m reserve, Block 23 PIN: 63224-0180

Angeline Street North 0.3m reserve, Block 24 PIN: 63224-0181

Angeline Street North 0.3m reserve, Block 25 PIN: 63224-0182

Colborne Street West road widening, Block 21 PIN: 63224-0178

Colborne Street West 0.3m reserve, Block 22 PIN: 63224-0179

Park and Stormwater Management, Block 17 PIN: 63224-0174

Walkway Block 18 PIN: 63224-0175.

A copy of Plan 57M-782 has been attached as Appendix 'B'.

Rationale:

The services in this development have been constructed and installed according to the plans and specifications as outlined in the Subdivision Agreement. Staff carried out inspections of this subdivision. To date, all deficiencies, with one exception, have been corrected, and the road is now in a condition to be assumed. A rear-yard catch basin storm pipe, on private property, was recently discovered to be damaged. The Owner is mobilizing a contractor for the repair and the City will retain a cash security deposit from the Owner, as per the contractor's quotation, to ensure the repair is completed.

The Owner has requested assumption of the Public Services. The Engineer has certified the Public Services.

Other Alternatives Considered:

Council could decide not to proceed with assumption of the municipal infrastructure identified; however, this would not be consistent with our commitment through the Subdivision Agreement previously supported and is therefore, not recommended or supported by staff.

Financial/Operation Impacts:

The security for this subdivision has been reduced in compliance with the previous statutory declarations and works completed to date as per the registered subdivision agreement. The Owner has posted on the Daily Commercial News (November 16th, 2018) to comply with the required 60 day notice for the standard statutory declaration and the Construction Act. The City will not reduce securities until the completion of the 60 days.

Upon assumption of the Subdivision, the City will be responsible for the general maintenance of the street, park, walkway, stormwater management facility and services (in addition to services already provided), and associated funds will need to be allocated in future budgets.

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

The City's 2016-2019 Strategic Plan outlines the strategic goals of a vibrant and growing community, an exceptional quality of life, and a healthy environment. This application aligns by offering new residents with the development of housing options that have connectivity and walkability. The stormwater management facility provides water quality control to protect the downstream receiver, the Scugog River.

Review of Accessibility Implications of Any Development or Policy:

The Subdivision has been completed to the City's standards at the time of execution of the Agreement.

Servicing Implications:

The Subdivision has been serviced in accordance with the approved design. This Subdivision consists of approximately 450 metres of 200 mm diameter PVC watermain, 469 metres of PVC sanitary sewer, 464 metres of concrete storm sewer, approximately 440 metres of asphalt road, and a subsurface stormwater management facility.

Consultations:

Building Division
Finance Division
Parks, Recreation and Culture Division
Planning Division
Public Works Department

Attachments:

Appendix A - Draft Assumption By-Law



2019-XXX Assume
Fairgrounds Centre Li

Appendix B - Plan 57M-782 – Plan of Subdivision, Fairgrounds Centre (Lindsay)
Inc. Subdivision



57M-782.PDF

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, P.Eng., PMP

Department File: D05-18-073

The Corporation of the City of Kawartha Lakes

By-law 2019-XXX

A By-law to Assume Chadwin Drive, Plan 57M-782 (PIN: 63224-0183), Angeline Street North road widenings, Blocks 19 and 20, Plan 57M-782, PINs: 63224-0176 and 63224-0177), with corresponding 0.3 metre reserves, Blocks 23, 24, and 25, Plan 57M-782, (PINs: 63224-0180, 63224-0181, and 63224-0182), Colborne Street West road widening, Block 21, Plan 57M-782, (PIN:63224-0178), with corresponding 0.3 metre reserve, Block 22, Plan 57M-782, (PIN:63224-0179), the Park/Stormwater Management Facility, Block 17, Plan 57M-782, (PIN:63224-0174), and Walkway, Block 18, Plan 57M-782 (PIN: 63224-0175), Geographic Town of Lindsay, The Corporation of the City of Kawartha Lakes

Recitals

1. Subsection 31(4) of the *Municipal Act, 2001* authorizes Council to assume unopened road allowances or road allowances shown on registered plans of subdivision for public use, by by-law.
2. Council now deems it desirable to assume Chadwin Drive and the road widenings for Angeline Street North and Colborne Street West, Plan 57M-782, Geographic Town of Lindsay, the Corporation of the City of Kawartha Lakes as public highways in the City of Kawartha Lakes.
3. Council now deems it desirable to assume the Park/Stormwater Management Block, Plan 57M-782, Geographic Town of Lindsay, in the City of Kawartha Lakes.
4. Council now deems it desirable to assume the Walkway, Plan 57M-782, Geographic Town of Lindsay, in the City of Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2019-XXX.

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.

“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 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, which 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: Assumption of Services

2.01 **Assumption:** The following highways are assumed by the City:

- a) The road known as Chadwin Drive, Plan 57M-782, Geographic Town of Lindsay, City of Kawartha Lakes.
- b) The road widenings for Angeline Street North, Plan 57M-782, Geographic Town of Lindsay, City of Kawartha Lakes.
- c) The road widening for Colborne Street West, Plan 57M-782, Geographic Town of Lindsay, City of Kawartha Lakes.

2.02 **Assumption:** The following facilities are assumed by the City:

- a) The walkway, Plan 57M-782, Geographic Town of Lindsay, City of Kawartha Lakes.
- b) The park/stormwater management facility, Plan 57M-782, Geographic Town of Lindsay, City of Kawartha Lakes.

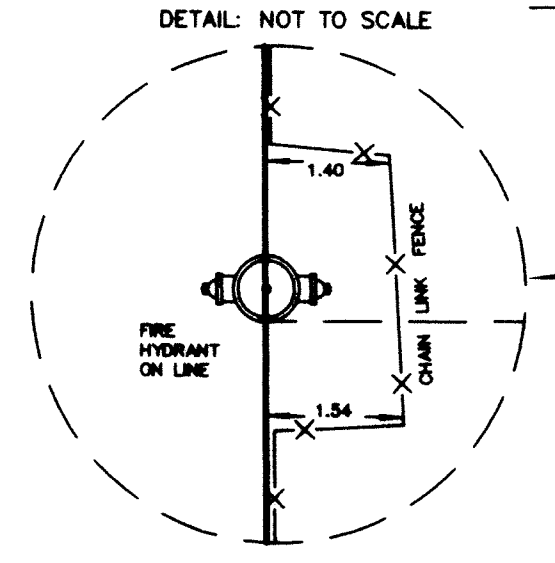
Section 3.00: Effective Date

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

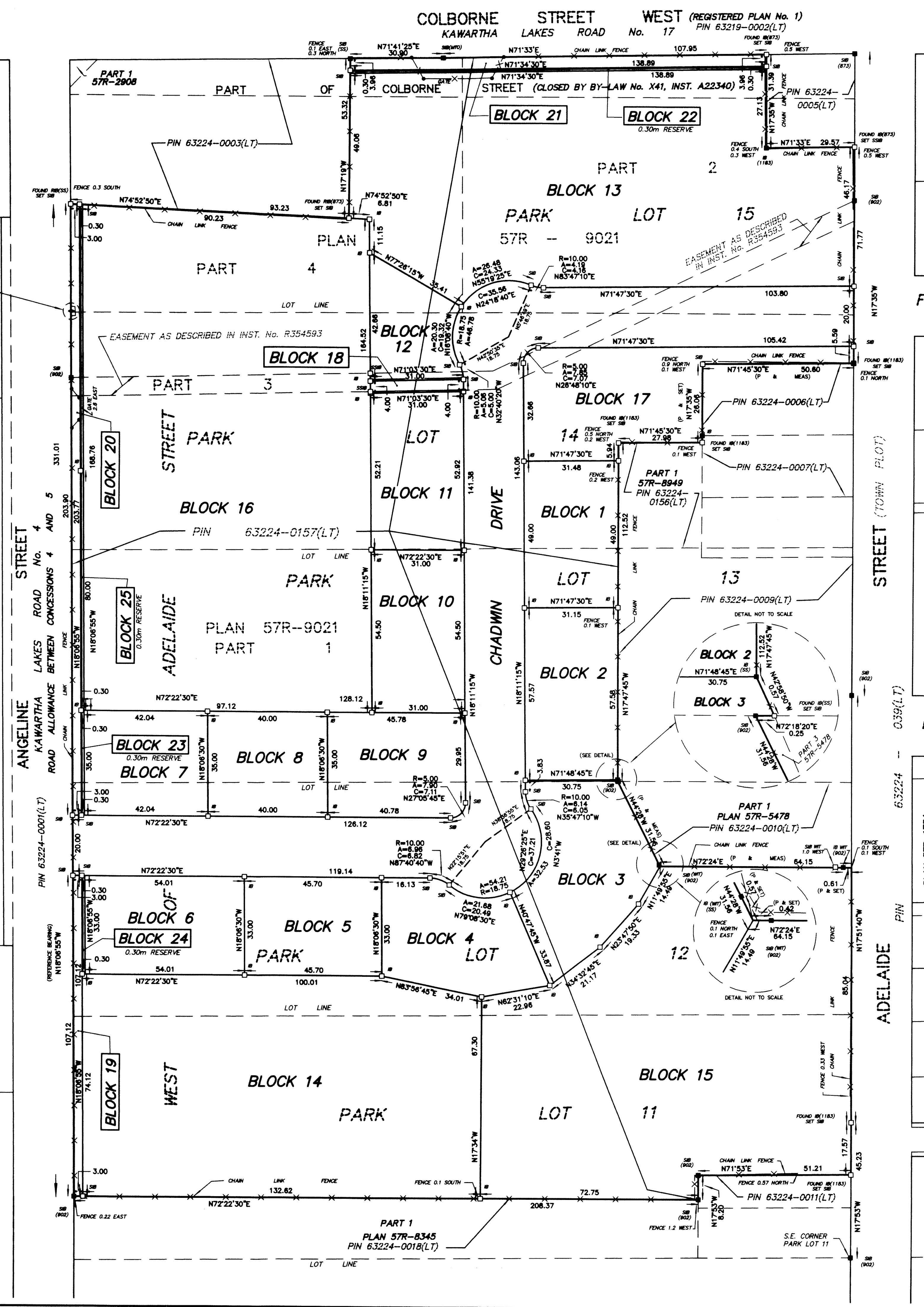
By-law read a first, second and third time, and finally passed, this day of February, 2019.

Andy Letham, Mayor

Cathie Ritchie, City Clerk



CONCESSION
21,
LOT



METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE
CONVERTED TO FEET BY DIVIDING BY 0.3048.

PLAN 57M- 782

I certify that this Plan is registered
in the Land Registry Office for
the Land Titles Division of Victoria No. 57
at 11:30 AM o'clock on the
14th day of April, 2008
and entered in the Parcel Register for
Property Identifier 63224-0157 and
the required consents are registered
as Plan Document No. KL/2/25

K. Colman
Land Registrar

THIS PLAN COMPRISES ALL OF PIN 63224-0157(LT)
PART OF BLOCKS 12,13,16,17,18,20,25 AND CHADWIN
DRIVE SUBJECT TO EASEMENT AS DESCRIBED IN INST.
No. R354593 DESIGNATED AS PART 3 ON PLAN
57R-9021.

PLAN OF SUBDIVISION OF
PART OF PARK LOTS 11, 12, 13, 14 AND 15
AND
PART OF COLBORNE STREET
(CLOSED BY BY-LAW No. X41, INST No. A22340)
WEST SIDE OF ADELAIDE STREET
TOWN PLOT
TOWN OF LINDSAY
NOW IN THE
CITY OF KAWARTHA LAKES

Scale 1: 750

COE, FISHER, CAMERON
ONTARIO LAND SURVEYORS

LEGEND:

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE EASTERLY LIMIT OF ANGELINE
STREET AS SHOWN ON PLAN 57R-9021 HAVING A BEARING OF N18°06'55"W.

⊕ - Planted Survey Monument
⊙ - Found Survey Monument

SIB - Standard iron bar
SSIB - Short standard iron bar
IB - Iron bar
--- - Fence

(902) - Coe, Fisher, Cameron, O.L.S.
(1183) - H.F. Grandier, O.L.S.
(SS) - SMITH & SMITH, O.L.S.

OWNER'S CERTIFICATE:

THIS IS TO CERTIFY THAT:

1. Blocks 1 to 21, both inclusive, the 0.3 metre reserves namely Blocks 22, 23, 24, and 25
and the street namely Chadwin Drive have been laid out in accordance with my instructions.

2. The street is hereby dedicated to the Corporation of the City of Kawartha Lakes
as Public Highway.

Dated the 28th Day of February, 2008.

FAIR GROUNDS CENTRE (LINDSAY) INC.

James O'Brien
PRESIDENT

I have authority to bind the Corporation

Approved under section 51 of the Planning Act, R.S.O. 1990 C.P. 13,
This 3 Day of March, 2008.

Paul D.
Director of Development Services
City of Kawartha Lakes

SURVEYOR'S CERTIFICATE:

1. This survey and plan are correct and in accordance with The Survey Act, The
Surveyors Act and The Land Titles Act and the regulations made under them.

2. The survey was completed on the 16th day of January, 2008.

Dated: February 21, 2008

Gerald G. Hickson
GERALD G. HICKSON
ONTARIO LAND SURVEYOR



Planning Advisory Committee Memorandum

Date: February 6, 2019

To: Planning Advisory Committee

From: Joel Watts, Deputy Clerk and Recording Secretary

Re: Committee Requirements and Responsibilities

Recommendation

That the memorandum dated February 6, 2019 from Deputy Clerk and Recording Secretary J. Watts regarding Committee Requirements and Responsibilities, be received.

Rationale

The City of Kawartha Lakes Council Committee, Board and Task Force Policy CP2018-017, and the Planning Advisory Committee Terms of Reference outline several requirements and responsibilities for members of City committees including the Planning Advisory Committee.

It is the responsibility of committee members to review, agree, adhere to the following documents and material:

- Planning Advisory Committee Terms of Reference
 - Attached as Appendix A
- Code of Conduct and Ethics – Members of Committees, Board & Task Forces (Council Policy CP2018-018)
 - Attached as Appendix B
- Waiver for Volunteers (regarding insurance and risk management)
 - Attached as Appendix C
- Accessible Customer Service Requirements
 - “May I Help You” Accessible Customer Service Guide
 - Attached as Appendix D
 - Accessible Customer Service Training Video
 - Available online at:
<https://www.youtube.com/watch?v=Gv1aDEFIXq8>



Attachments



Memorandum
Appendix A.pdf



Memorandum
Appendix B.pdf



Memorandum
Appendix C.pdf



Memorandum
Appendix D.pdf

Terms of Reference

Name: Planning Advisory Committee

Date Established by Council: September 28, 2018 (Amended Procedural Bylaw)
(Terms of Reference approved December 11, 2018)

Mission:

The Planning Advisory Committee is established as per the requirements of Section 8(1) of the Planning Act that requires all single-tier municipalities to appoint a Planning Advisory Committee. The objective of the Planning Advisory Committee is to provide recommendations to Council on all Planning applications and policies including holding Statutory Public meetings.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee Members;
- the City Procedural By-law;
- Other applicable City by-laws and policies;
- Municipal Act;
- Municipal Freedom of Information and Protection of Privacy Act; and,
- Municipal Conflict of Interest Act.

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Recording 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 in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represents the general activities of the Committee:

1. Make recommendations to Council on all planning applications, policy initiatives and By-laws and general planning information.
2. Hold Statutory Public meetings as per Sections 17, 34 and 51 of the Planning Act.

Composition:

The Planning Advisory Committee shall consist of seven (7) Members, being the Mayor, three (3) Members of Council, and three (3) Members of the public. Two (2) alternate Council Members for the Planning Advisory Committee are to be identified and called upon to attend to ensure that a quorum is met when it becomes apparent that a member is not able to attend.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its Membership a Chair and Vice-Chair. 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. All Committee Members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, Members will be appointed for the term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

Resources:

The Development Services Department will provide support in the form of advice, day-to-day liaison with the Committee.

A member of staff shall be designated as Recording Secretary by the City Clerk's Office. The Recording Secretary shall prepare and publish agendas, attend all formal business Committee Meetings for the purpose of taking Minutes, and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The liaison department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Timing of Meetings:

Regular Committee Meetings will generally be held on Wednesdays, as per the Council adopted annual calendar, commencing at 1:00 p.m. Special Committee Meetings will be held on a set day and time as may be determined by the Head of Council or at the call of the Chair.

Location of Meetings:

The Committee meetings will be held in Council Chambers, City Hall, or alternatively at another accessible City facility.

Meetings:

Council shall adopt an annual calendar for each year setting the Regular Planning Advisory Committee Meeting Dates. . The Head of Council or the Chair may at any time, summon a Special Committee Meeting with twenty-four (24) hours' Notice through the City Clerk's office to the Members.

The Chair, through the City Clerk's Office shall cause notice of the meetings, including the agenda for the meetings, to be provided to Members of the Committee and posted to the City website not later than the Wednesday preceding the week in which the Meeting is to be held. Where that Wednesday is a statutory holiday, the material shall be distributed on the preceding Tuesday through the Recording Secretary.

For Special Planning Advisory Committee Meetings, the City Clerk shall forward to Members all Agendas a minimum of one business day in advance of the Meeting through the Recording Secretary.

Quorum for meetings shall consist of a majority of the Members of the Committee. No meeting shall proceed without quorum.

At the first meeting of each year, an Orientation Session shall be held for all new Committee Members.

Procedures:

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

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council Members as per established procedures.

Minutes of all formal business meetings of the Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than one week after the meeting. The City Clerk's Office will electronically circulate the formal business meeting minutes to all Members of Council by including them on a Regular Council Meeting agenda. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Committee Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

Reports:

If there are recommendations of the Planning Advisory Committee that fall outside of their delegated decision-making scope, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Committee Chair to provide a memo to the liaison department identifying the Committee recommendations for final preparation of the report.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its Members. The applicable insurance policies extend to Committee Members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies

and procedures of the City of Kawartha Lakes and Council, including this Terms of Reference.

The Committee must provide, via the liaison department an annual updated listing of all Members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee Members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, 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 or the Code of Conduct for Committee Members; disrupting the work of the Committee; or other legal issues. The process for expulsion of a Committee member is outlined in the City's **Council Committee, Board and Task Force Policy**.

Terms of Reference:

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison department through a report to Council.



Council Policy

Council Policy No.:	CP2018-018
Council Policy Name:	Code of Conduct and Ethics – Members of Committees, Boards & Task Forces
Date Approved by Council:	December 11, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

This Code of Conduct and Ethics is established to provide a shared and common foundation and expectations for acceptable behavior, conduct and actions of appointees to City of Kawartha Lakes' Committees, Boards and Task Forces. It is recognized that Committees, Boards and Task Forces are vital to informing and supporting City Council in accomplishing the City's strategic goals and priorities. It is further recognized that appointed volunteer members of these Committees, Boards and Task Forces bring valuable community knowledge, experience and information, and are committed community stakeholders and ambassadors. In addition to being well-informed to undertake delegated decision-making functions and/or provide advice and recommendations effectively, appointed members are expected to carry out their duties in a fair, honest, conscientious, diligent, impartial, transparent and professional manner.

Members of Committees, Boards and Task Forces must operate within the scope of work and requirements outlined in the associated Council-approved Terms of Reference.

This Code of Conduct and Ethics provides positive direction to Committee, Board and Task Force members in support of the following principles:

- That impartial decision-making considers the best interests of the entire Municipality;
- That communications are open, honest, consistent, respectful, consultative and inclusive;
- That private interests are kept separate from public responsibilities;
- That respect and support for others, including Council members, members of City staff and members of the public, is maintained.



Council Policy

Scope:

This policy relates to Council-appointed members of Committees, Boards and Task Forces in the City of Kawartha Lakes.

Definitions:

“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;

“Committee” means any Council Committee/Board/Task Force which is advisory in nature and/or mandate specific and is:

1. Established by Council through resolution or by-law; or
2. Created by another level of government (with jurisdiction), providing the right to Council to appoint one or more persons to it, who are not members of Council.

“Council” or “City Council” means the municipal council for the City;

“Member” means a person appointed to a Committee/Board/Task Force by resolution of Council.

“Person” means a human individual. For the purposes of this policy, the term does not include “artificial” persons recognized by law (for example, Corporations).

Policy:

General

All Members shall serve on Committees, Boards and Task Forces in a transparent and accountable manner. Members shall perform responsibilities assigned to the Committee/Board/Task Force as prescribed within the associated Terms of Reference.

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

- the City Code of Conduct and Ethics – Committee, Board & Task Force Members
- the City Procedural By-law
- Other applicable City by-laws and policies



Council Policy

- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee/Board/Task Force as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act. Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Recording Secretary of the Committee/Board/Task Force who shall in turn provide it to the City Clerk for inclusion in the City's Registry of Statement of Disclosure as required by the Municipal Act.

The Committee/Board 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/Board business in keeping with the Committee's Terms of Reference and established Policies.

Gifts and Benefits

To ensure and foster a culture of impartiality and objectivity Members shall not, directly or indirectly through family members or otherwise, solicit any gift or accept/receive any gift or personal benefits or rewards which may be tied or inferred to be tied directly or indirectly to their position or the performance of their duties.



Council Policy

No Member shall seek or obtain by reason of his or her appointment any personal privilege or advantage with respect to city services not otherwise available to the general public and not consequent to his or her official duties except as authorized by law or policy of the City.

Confidentiality and Use of Municipal Information

It is every Member's responsibility to ensure information disseminated to other Members, staff and/or the public is accurate. No Member shall willfully mislead other Members, employees or the public about any issue of municipal concern.

No Committee/Board/Task Force information or actions is permitted to be confidential, save and except where permitted in the Committee/Board/Task Force's Council approved Terms of Reference. All business must be conducted in an open and transparent manner.

All requests for City information should be referred to the recording secretary to process through the liaison Department and the City Clerks Office, to be addressed as either an informal request for access to municipal records or as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

No Member shall

- Use information acquired through their duties for a personal advantage during or after their appointment.
- Speak disrespectfully or negatively about the Corporation, a member of Council, another member or Council's decisions.. Any concerns regarding the conduct of another person including a contravention of the Code of Conduct by another member shall be handled through the appropriate process as defined in this policy.
- Speak or act on behalf of the Corporation or City Council without authorization to do so.

Conduct at Meetings

During meetings, Members shall conduct themselves with decorum and in accordance with the City's Procedural By-Law, as amended from time to time. Respect and courtesy will be provided to delegations, fellow members, Council members, staff and members of the general public. Members shall not distract from the business of the Committee, Board or Task Force during presentations and when other members have the floor. Each member has a responsibility to ensure that such decorum occurs, both through their own conduct and by bringing to the attention of the Chair any offensive conduct that is observed.



Council Policy

Relationships with Staff and Other Members

Members will show respect for other Members and staff and recognize their roles and responsibilities as defined by legislation and the associated Terms of Reference.

Members shall:

- Acknowledge that only Council as a whole shall direct staff members, through the CAO, to carry out specific tasks or functions.
- Provide advice and recommendations that are objective, politically neutral, applicable to the scope of work of the Committee, Board or Task Force, and in the best interest of the community and City.
- Refrain from using their position to improperly influence members of staff or Council members in their duties or functions or to gain an advantage for themselves, or others.
- Refrain from publicly criticizing individual members of staff or Council members and appointed Members in a way that maliciously or falsely injures the professional credibility or ethical reputation of the individual.
- Be respectful that staff work for the City as a body corporate and are charged with providing advice that is objective and based upon their professional expertise, politically neutral, and consider a corporate perspective, without undue influence from any individual member or group of members.
- Be respectful and supportive of the City's commitment to fostering an environment that is free from discrimination, harassment, interference, intimidation or coercion through personal adherence to the City's Respect in the Workplace Policy and the Ontario Human Rights Code.

Use of Municipal Property

Members may be required to borrow City property, equipment, supplies or services only for activities connected with Committee/Board/Task Force activities. The use of municipal property shall be coordinated through the liaison department. Any equipment or supplies borrowed in the exercise of the Members duties is City property and will be returned to the City promptly.

No member shall obtain financial gain from the use of city-developed intellectual property, computer programs, technological innovations or other patentable items, while an appointed member or thereafter. All such property remains the exclusive property of the City of Kawartha Lakes.

All Committee/Board/Task Force meetings must be held within an accessible city-owned facility.



Council Policy

Work of a Political Nature

Members shall be aware of and adhere to the City's policy regarding "Use of Corporate Resources for Municipal Election Purposes."

No member shall use City facilities, services, or property in support of a municipal election or re-election campaign, expression of support for or against a political candidate, or any other outside political activity.

Fraud, Breach of Trust and Other Criminal Activities

Members shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the City of Kawartha Lakes. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage or benefit for oneself and/or others.
- Illegally obtaining money, including the solicitation and/or acceptance of bribes.
- Intentionally providing false or incomplete or withholding information from Council and/or city officials.
- Intentionally circumventing City policies or procedures to gain a personal advantage for oneself and/or others.
- Planning or participating in a theft of City property, or the use of said property to aid or conduct a theft of any kind.
- Inappropriate personal use of or intentional damage to City property.
- Undertaking any other illegal activity.

Conflicts of Interest

A conflict of interest is understood to occur if a Member's personal affairs, business, or relationships overlap with their duties and functions as appointed members of Committees, Boards or Task Forces. In order to avoid any conflict of interest, pecuniary interest or personal gain for members, their family or associates, members are not permitted to carry out any assigned duties for which a conflict of interest is present.

Members shall avoid and remove themselves from these situations of conflict.

Additionally, Members should be aware that some conflicts may be perceived in nature and will need to be considered on an individual basis.

Business/Organization Relations



Council Policy

It is recognized that Members may have work or business activities or associations outside of their duties. Members shall ensure these responsibilities remain distinct and separate from Committee/Board/Task Force business.

Members must demonstrate transparency with regards to business relations and/or organizations conducting business with the City. No member shall act as a paid agent before the Corporation or Council.

Members shall recognize the need for their decision-making to be impartial and transparent by refraining from having any direct or indirect pecuniary association with any business or organization that has interactions with them in the conduct of their duties and responsibilities. Members must disclose to the Chair and members of the public such information at the first opportunity.

Should a Committee/Board/Task Force composition, as per Council approved Terms of Reference, include Members from specified stakeholder organizations, it is acknowledged that such members have been appointed to represent the interests and perspectives of those organizations to further the mission and activities of the Committee/Board/Task Force.

City Expenditures and Purchases

Members are not involved in procurement activities for the City. Any City budget advice or recommendations will be considered by Council and/or the appropriate Department liaison.

Disclosure

Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance. The individual shall bring the matter forward to the Mayor.

Compliance/Contravention

Upon receipt of an alleged Member contravention, the Mayor shall determine the form an investigation will take, and it may be in consultation with the CAO, Committee, Board or Task Force Chair and/or the liaison Department. The Mayor may disclose the alleged contravention with the Member and outline the form of investigation. At the completion of the investigation, the Mayor will provide recommendations to Council to verify any contraventions, and appropriate actions (including immediate termination of appointment).

The Mayor will report any transgressions of an illegal nature to the appropriate police authority.



Council Policy

Implementation & Review

This Code of Conduct and Ethics shall be reviewed by each Council a minimum of once during each Council term.

This Code of Conduct and Ethics shall be reviewed by appointed Committee/Board/Task Force Members at the orientation session held the first meeting of each year following term expiry and appointment of new members, at either the mid-term or full term of Council.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



The City of Kawartha Lakes

Waiver for Volunteers

Volunteerism and community participation play an important part in building our community. The City of Kawartha Lakes thanks you for donating your time and talent towards making our community a beautiful place to live, grow and prosper.

I, _____
(Full Name, address and contact phone no. of the Volunteer)

acknowledge that I will provide services to the Corporation of the City of Kawartha Lakes, on a volunteer basis wherein I will occupy the position of a volunteer for the following purpose:

I further acknowledge, appreciate and agree that:

1. I understand that in performing the above stated duties, I will not perform in any supervisory capacity nor operate any machinery or equipment for which I have not been trained and licensed. I am required to report to _____ (name of staff person) and take instruction from same.
2. I understand that as a volunteer I am responsible while on duty for representing the City of Kawartha Lakes, and will conduct myself in an appropriate manner while doing so.
3. As a volunteer I understand and recognize that my participation in the above-noted activity involves potential risks, both known and unknown, and **I hereby knowingly and freely assume all risks and personally undertake** to act in a responsible and safe manner at all times.
4. I understand that my duties will be rendered without payment for same, and I will not be entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB"). I confirm that I will be responsible for my own medical, disability or health insurance coverage.
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, agree to release and forever discharge the Corporation of the City of Kawartha Lakes, together with its directors, officers, councilors, employees, agents and lawful successors, and _____ (Name of Committee), from and against all claims and proceedings, in respect of any damage or injury sustained by myself or any loss or damage to personal property arising by reason of my provision of my duties as a volunteer.

I have read this release of liability and assumptions of risk agreement, I fully understand its terms and sign it freely and voluntarily without any inducement.

Signature of Volunteer

Date

“May I Help You?”

Understanding Accessible Customer Service



Thank you to the City of Mississauga for giving us permission to adapt their
handbook for our use.

Background

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was passed by the Ontario legislature with the goal of creating standards to improve accessibility across the province.

The AODA allows the government to develop specific standards of accessibility that are designed to help make Ontario more accessible.

One of the specific standards that has been developed, and made law, is the Accessible Customer Service Standard. This standard details specific requirements for all service providers.

The City of Kawartha Lakes Policy Statement

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

What is Accessible Customer Service?

Accessible customer service can mean many things. Mostly, it is the understanding that each individual may need a slightly different type of accommodation. For example, a person who is visually impaired may need to have information read aloud to them; an individual with a learning disability may need to have instructions written down; and someone who uses a wheelchair may need help in finding a route they can use. Accessible customer service is **good** customer service – courteous, helpful and prompt.

Implementation of the City Policy

Guide Dogs, Service Animals

If a person with a disability is accompanied by a guide dog or other service animal, the City will permit the person to enter the premises with the animal and keep it with him or her, unless the animal is otherwise excluded by law from the premises. If the service animal or guide dog is excluded by law from the premises, the City will look to other available measures to enable the person with a disability to obtain, use or benefit from the City's goods and services.

“Service Animal” is:

An animal which is specially trained to assist an individual with disabilities.

An animal is a “service Animal” if it is readily apparent that the animal is used by a person with a disability for reasons relating to his or her disability, for example a guide dog wearing a harness.

If it is not readily apparent that the animal is a Service Animal, then a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability is required.

Support Persons

If a person with a disability is accompanied by a support person, they are permitted to enter the premises together and are not prevented from having access to each other while on the premises. The City may require a person with a disability to be accompanied by a support person while on its premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

“Support Person” means:

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

May be a paid professional, a volunteer, a family member or a friend.

The applicable rate payable by a support person for admission to public areas in facilities owned and operated by the City in connection with a person’s presence at the premises shall apply.

Operational Procedures of the City Policy

Feedback Mechanism

The public can provide feedback on the accessibility of the provision of goods and services by the City:

by mail addressed to:

City of Kawartha Lakes, City Hall

Accessibility Feedback, Accessibility Coordinator,

P.O. Box 9000, 26 Francis Street, Lindsay, Ontario K9V 5R8

by phone at: (705) 324-9411 or 1-888-822-2225 ext. 1185

or in person at one of the City of Kawartha Lakes Service Centres

or by email at: bcondie@city.kawarthalakes.on.ca

Feedback will be responded to within five (5) to seven (7) business days of its receipt by the City.

Assistive Devices

If a person with a disability requires assistive devices to access goods or services of the City, they are allowed to use such devices.

Assistive devices include, but are not limited to, wheelchairs, walkers, white canes used by people who are blind or who have low vision, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping, pool lifts, and TTY machines.

Disruption of Services

People with disabilities may often go to a lot of trouble to access services, such as booking transit or arranging a ride. By providing notice, you can save that person an unnecessary trip. Notice can be provided on the City's website, by telephone, or in writing. In the event of an unexpected disruption in service, provide notice in a variety of ways and as quickly as possible.

If there is a temporary disruption in a particular facility or service used to allow a person with a disability to access goods or services, the City will give notice of the disruption to the public by posting the reason for the disruption, the anticipated duration of the disruption, and alternative facilities or services that may be available. This posting will be in a conspicuous place on the premises of the City, or by other reasonable methods in the circumstances. If the disruption is anticipated, the City will provide a reasonable amount of advance notice of the disruption. If the disruption is unexpected, notice will be provided as soon as possible.

What Else Can I Do?

Always start with people first. In language, that means saying "person with a disability", rather than "a disabled person". In any interaction, it means addressing the person's access and accommodation needs, rather than focusing on the disability.

Let's take some time to understand the definition of different disabilities and some tips to assist you in providing accessible customer service.

How to Welcome People with Disabilities

People with disabilities have dreams, hopes and goals. They have problems, challenges and needs.

Just like you and me.

Treat people with disabilities with patience, understanding and courtesy.

After all, isn't that how you like to be treated?

Here are some general tips to help you welcome people with disabilities.

- Don't make assumptions about what type of disability or disabilities a person has.
- Some disabilities are not visible. Be patient. People with some kinds of disabilities may take a little longer to understand and respond.
- If you're not sure what to do, ask, "Can I help?"
- If you can't understand what someone is saying, just politely ask again.
- Ask before you offer to help — don't just jump in. People with disabilities know if they need help and how you can provide it.

- Find a good way to communicate. A good start is to listen carefully.
- Look at the person, but don't stare. Speak directly to a person with a disability, not to their interpreter or someone who is with them.
- Use plain language and speak in short sentences.
- Don't touch or address service animals — they are working and have to pay attention at all times.
- Ask permission before touching a wheelchair or a piece of equipment.

How to Talk to People with Disabilities on the Phone

Here are some tips on talking to people with disabilities on the phone:

- Speak normally, clearly and directly.
- Don't worry about how their voice sounds. Concentrate on what's being said.
- Be patient, don't interrupt and don't finish your customer's sentences. Give the person time to explain.
- Don't try to guess what the person is trying to say. If you don't understand, don't pretend. Just ask again.
- If you're not certain what the person said, just repeat or rephrase what you've heard.
- If the person is using an interpreter or a TTY line, just speak normally to the person, not to the interpreter.
- If the person has great difficulty communicating, make arrangements to call back when it's convenient to speak with someone else.

How to Welcome People with Physical Disabilities

There are many types and degrees of physical disabilities and not all require a wheelchair. People who have arthritis, heart or lung conditions or amputations may also have difficulty with moving, standing or sitting. It may be difficult to identify a person with a physical disability.

Here are some tips on welcoming people who have physical disabilities:

- Speak normally and directly to your customer. Don't speak to the person who is with them.
- People with physical disabilities often have their own ways of doing things. Ask before you help.
- Be patient. People will identify their needs to you.
- Don't touch assistive devices, including wheelchairs, unnecessarily unless it's an emergency.
- Provide the person information about accessible features of the immediate environment (automatic doors, accessible washrooms, etc.).
- Remove obstacles and rearrange furniture to give them clear passage.

How to Welcome People Who Are Deaf or Hard of Hearing

People who have hearing loss may be Deaf or hard of hearing. Like other disabilities, hearing loss has a wide variety of degrees. Some people who are Deaf or hard of hearing may use assistive devices to communicate.

Tips on welcoming people who are Deaf or hard of hearing:

- Always ask how you can help. Don't shout.
- Attract the person's attention before speaking. The best way is a gentle touch on the shoulder or gently waving your hand.
- Make sure you are in a well-lighted area where the person can see your face.
- Look at and speak directly to the person. Address them, not their interpreter.
- If necessary, ask if another method of communicating would be easier, for example a pen and paper.
- Don't put your hands in front of your face when speaking.
- Be clear and precise when giving directions, and repeat or rephrase if necessary. Make sure you have been understood.
- Don't touch or address service animals — they are working and have to pay attention at all times.
- Any personal (e.g., financial) matters should be discussed in a private room to avoid other people overhearing.
- Be patient. Communication for people who are deaf may be different because their first language may not be English. It may be American Sign Language (ASL) or Langue des signes québécoise (LSQ).

If the person uses a hearing aid, try to speak in a quiet area. Background noise can be distracting.

How to Welcome People with Vision Disabilities

Vision disabilities reduce a person's ability to see clearly. Very few people are totally blind. Many have limited vision such as tunnel vision, where a person has a loss of peripheral or side vision, or a lack of central vision, which means they cannot see straight ahead. Some can see the outline of objects while others can see the direction of light.

Vision disabilities can restrict a person's abilities to:

- read signs
- locate landmarks, or
- see hazards.

It may be difficult to tell if a person has a vision disability. Some people with vision disabilities use a service animal or a white cane. Others may not.

Tips on welcoming people with vision disabilities:

- Identify yourself when you approach the person and speak directly to them.
- Speak normally and clearly.
- Never touch the person without asking permission, unless it's an emergency.
- If you offer assistance, wait until you receive permission.
- Offer your arm (the elbow) to guide the person and walk slowly.
- Don't touch or address service animals — they are working and have to pay attention at all times.
- If you're giving directions or verbal information, be precise and clear. For example, if you're approaching a door or an obstacle, say so.
- Don't just assume the person can't see you.

- Don't leave the person in the middle of a room. Show them to a chair, or guide them to a comfortable location.
- Identify landmarks or other details to orient the person to the environment around them.
- Don't walk away without saying good-bye.
- Be patient. Things may take a little longer.

How to Welcome People Who are Deaf-Blind

A person who is deaf-blind cannot see or hear to some extent. This results in greater difficulties in accessing information and managing daily activities. Most people who are deaf-blind will be accompanied by an intervenor, a professional who helps with communicating.

Intervenors are trained in special sign language that involves touching the hands of the client in a two-hand, manual alphabet or finger spelling. They may guide and interpret for their client.

Here are some tips on serving customers who are deaf-blind:

- Don't assume what a person can or cannot do. Some people who are deaf-blind have some sight or hearing, while others have neither.
- A person who is deaf-blind will probably tell you how to communicate with them by giving you an assistance card or a note.
- Speak directly to the person as you normally would, not to the intervenor.
- When you approach a person who is deaf-blind, make sure you identify yourself to the intervenor.
- Don't touch or address service animals — they are working and have to pay attention at all times.
- Never touch a person who is deaf-blind suddenly or without permission unless it's an emergency.

How to Welcome People with Speech or Language Impairments

Some people have problems communicating. It could be due to cerebral palsy, hearing loss, or another condition that:

- makes it difficult to pronounce words
- causes slurring or stuttering
- prevents someone from expressing themselves or understanding written or spoken language.

Some people who have severe difficulties may use communication boards or other assistive devices.

Here are some tips on welcoming people with speech or language impairments:

- Just because a person has one disability doesn't mean they have another. For example, if a person has difficulty speaking, don't assume they have an intellectual or developmental disability as well.
- If you don't understand, ask the person to repeat the information.
- If you are able, ask questions that can be answered 'yes' or 'no'.
- Be patient and polite, and give the person whatever time they need to get their point across.
- Don't interrupt or finish the person's sentences. Wait for them to finish.

- Patience, respect and a willingness to find a way to communicate are your best tools.

How to Welcome People with Intellectual or Developmental Disabilities

People with intellectual or developmental disabilities may have difficulty doing many things most of us take for granted. These disabilities can mildly or profoundly limit their ability to learn. You may not be able to know that someone has this disability unless you are told, or you notice the way they act, ask questions or use body language.

As much as possible, treat people with an intellectual or developmental disability like anyone else. They may understand more than you think, and they will appreciate your treating them with respect.

Here are some tips on welcoming people who have an intellectual or developmental disability:

- Don't assume what a person can or cannot do.
- Use plain language and speak in short sentences.
- Make sure the person understands what you've said.
- If you can't understand what's being said, don't pretend. Just ask again.
- Provide one piece of information at a time.
- Be supportive and patient.
- Speak directly to the person, not to their companion or attendant.

How to Welcome People with Learning Disabilities

Learning disabilities can cause many different communications difficulties for people. The difficulties can vary in degree, but they all can interfere with a person's ability to receive, express, or process information. You may not be able to know that someone has one of these disabilities unless you are told, or you notice how people act, ask questions or use body language.

Here are some tips on welcoming people with learning disabilities:

- Patience and a willingness to find a way to communicate are your best tools.
- When you know that someone with a learning disability needs help, ask how you can best help.
- Speak normally and clearly, and directly to the person.
- Take some time — people with some kinds of learning disabilities may take a little longer to understand and respond.
- Try to find ways to provide information in a way that works best for them. For example, have a paper and pen handy.
- If you're dealing with a child, be patient, encouraging and supportive.
- Be courteous and patient. The person will let you know how to best provide service in a way that works for them.

How to Welcome People with Mental Health Disabilities

People with mental health disabilities look like anyone else. You won't know that a person has a mental health disability unless you're informed of it.

Usually it will not affect how you interact with the person. But if someone is experiencing difficulty in controlling their symptoms or is in a crisis, you may need to help out. Be calm and professional and let the person tell you how you can best help.

Here are some tips on welcoming people who have mental health disabilities:

- Treat a person with a mental health disability with the same respect and consideration you have for everyone else.
- Be confident and reassuring. Listen carefully and work with the person to meet their needs.
- If someone appears to be in a crisis, ask them to tell you the best way to help.

Conclusion:

Most importantly **relax!** People with disabilities are generally aware they may need some accommodations and will work with you. Just remember to ask how you can help.

It is important to recognize that there are available internal and external resources for you to use to assist you in delivering service to persons with disabilities:

- Speak to your Team Leader, Supervisor and/or Manager
- Review the Government of Ontario Website: <http://www.accesson.ca>
- Review the City Website: <http://www.city.kawarthalakes.on.ca/residents/accessibility>
- The Bell Relay Service Operator is available to assist in placing or receiving calls to/from persons who use a TTY. There is no charge for local calls. To place a call through the BCRS (Bell Canada Relay Service), call: 1-800-855-0511. The Bell Relay Operator will ask if you have used this service in the past. If you have not, they will provide you with simple instructions on how to use the service.
- Book a Sign Language Interpreter* through the Ontario Interpreting Services at the Canadian Hearing Society at: 1-888-363-0373

Contact: Barb Condie, Accessibility Coordinator @ 705-324-9411 ext. 1185

*The City is responsible for providing Sign Language Interpretation to provide information that is accessible to the public. Our written materials, forms and communications are in English and this is generally the second language for persons who are Culturally Deaf in The City of Kawartha Lakes. Prior to scheduling a meeting with a person who is Culturally Deaf, it is advisable to book the Interpreter first since their schedules can be very busy. If you have any written materials that will be used at the meeting, send them to both the Interpreter and the person who is Culturally Deaf prior to the meeting. This will give them time to review the materials and ensure accurate Interpretation. Remember, at the meeting, you will be speaking to your customer, not the Interpreter.