

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

## **Amended Agenda**

### **Regular Council Meeting**

**CC2019-07**

**Tuesday, February 19, 2019**

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

**Council Chambers**

**City Hall**

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

#### **Members:**

**Mayor Andy Letham**

**Deputy Mayor Doug Elmslie**

**Councillor Ron Ashmore**

**Councillor Pat Dunn**

**Councillor Patrick O'Reilly**

**Councillor Tracy Richardson**

**Councillor Kathleen Seymour-Fagan**

**Councillor Andrew Veale**

**Councillor Emmett Yeo**

Accessible formats and communication supports are available upon request.

1. **Call to Order**
2. **Adoption of Closed Session Agenda**
3. **Disclosure of Pecuniary Interest in Closed Session Items**
4. **Closed Session**
  - 4.1 CC2019-07.4.1  
**Closed Session Minutes, Regular Council Meeting of February 5, 2019**  
**Municipal Act, 2001 s.239(2)(b)(d)**
  - 4.2 ENG2019-004  
**Kawartha Lakes Airport Advisory Committee Citizen Appointments**  
**Personal Matters About Identifiable Individuals, Including Municipal or**  
**Local Board Employees**  
**Municipal Act, 2001 s.239(2)(b)**  
Lisa Peimann, Executive Assistant, Engineering and Corporate Assets
  - 4.3 ENG2019-005  
**Drainage Board Appointments**  
**Personal Matters About Identifiable Individuals, Including Municipal or**  
**Local Board Employees**  
**Municipal Act, 2001 s.239(2)(b)**  
Lisa Peimann, Executive Assistant, Engineering and Corporate Assets
  - 4.4 EA2019-007  
**Update to Membership on Development Charges Task Force**  
**Personal Matters About Identifiable Individuals, Including Municipal or**  
**Local Board Employees**  
**Municipal Act, 2001 s.239(2)(b)**  
Adam Found, Manager of Corporate Assets
  - 4.5 ED2019-005  
**Downtown Revitalization Advisory Committee Citizen Appointments**  
**Personal Matters About Identifiable Individuals, Including Municipal or**  
**Local Board Employees**  
**Municipal Act, 2001 s.239(2)(b)**  
Leisha Newton, Economic Development Officer

4.6 WM2019-004

**Member Recruitment to the Waste Management Advisory Committee  
Personal Matters About Identifiable Individuals, Including Municipal or  
Local Board Employees**

**Municipal Act, 2001 s.239(2)(b)**

Kerri Snoddy, Regulatory Compliance Officer

4.7 RS2019-011

**Request for Long Term Lease - Wilky's Marina**

**Solicitor-Client Advice**

**Municipal Act, 2001 s.(2)(f)**

Robyn Carlson, City Solicitor and Acting Manager of Realty Services

**5. Opening Ceremonies**

5.1 Call Open Session to Order

5.2 O Canada

5.3 Moment of Silent Reflection

5.4 Adoption of Open Session Agenda

**6. Disclosure of Pecuniary Interest**

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

7.1 Council

7.2 Staff

**8. Matters from Closed Session**

**9. Council Minutes**

9.1 CC2019-07.9.1

15 - 41

**Regular Council Meeting Minutes - February 5, 2019**

**That** the Minutes of the February 5, 2019 Regular Council Meeting, be received and adopted.

- 10. Deputations**
- \*10.1 CC2019-07.10.1 42 - 47
- Committees/Boards/Task Forces Policy and Code of Conduct  
Item 14.1.1 on the Agenda**  
Joan Abernethy
- 11. Presentations**
- 12. Committee of the Whole Minutes** 48 - 56
- Committee of the Whole Meeting Minutes - February 12, 2019**
- That** the Minutes of the February 12, 2019 Committee of the Whole Meeting be received and the recommendations, included in Section 12.1 of the Agenda, be adopted.
- 12.1 Business Arising from Committee of the Whole Minutes
- 12.1.1 CW2019-032
- That** the deputation of Steve Wilkins, regarding a request for a long term lease extension for land adjacent to Wilky's Marina, be received.
- 12.1.2 CW2019-033
- That** the deputation of Gary Pearson, regarding Kawartha Lakes Sport and Recreation Council Update, be received.
- 12.1.3 CW2019-034
- That** the presentation by Cheri Davidson, Manager of Communications, Marketing and Advertising, regarding the Branding Project Update, be received.
- 12.1.4 CW2019-035
- That** the presentation by Hope Lee, Administrator/Manager of Housing, regarding KLH Housing Corp. New Rental Housing Developments, be received.



12.1.5

CW2019-036

**That** Report CLK2019-008, **Civil Marriage Solemnization**, be received;

**That** the City provides Civil Marriage Solemnization services;

**That** the recommended Civil Marriage Solemnization Service Charges be approved and added to the Consolidated Fees By-law; and

**That** a By-law to conduct Civil Marriage Ceremonies be brought forwarded to Council for adoption.

12.1.6

CW2019-037

**That** Report RS2019-012, **Proposed Surplus Declaration and Sale of City-Owned Property - Portion of Elgin Park, Lindsay**, be received.

12.1.7

CW2019-038

**That** a portion of the City-owned property known as Elgin Park and legally described as Lots 5 – 7, Lots 9 – 13, Block O on Plan 1, Part of Lot 8, 14, Block O on Plan 1 As In TL31341 Except R278226, in the Geographic Town of Lindsay, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the subject property be placed on the open market, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

**That** a by-law (with any amendments deemed necessary) to authorize its disposition shall be passed; and

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

12.1.8

CW2019-039

**That** Report RS2019-013, Proposed Surplus Declaration and Sale of City-Owned Property – Portion of Logie Street Park, Lindsay, be received;

**That** a portion of the City-owned property known as Logie Street Park and legally described as Block 74 on Plan 57M797 (PIN: 63238-0327 (LT)) and Part of the West Half of Lot 18 Concession 6 Ops, Part 3 on Plan 57R10306, Part of Logie Street Stopped Up and Closed by By-Law 2015-007 as in KL105959; Subject to an Easement over Part 3 on Plan 57R10306 as in KL106557 (Part of PIN: 63234-0130 (LT)), in the Geographic Town of Lindsay, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the subject property be placed on the open market, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

**That** a by-law (with any amendments deemed necessary) to authorize its disposition shall be passed; and

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

12.1.9

CW2019-040

**That** Report HH2019-004, **KLH Housing – Minden Housing Project**, be received;

**That** subject to the necessary by-laws and agreements being forwarded to council for approval, and the successful completion of such planning and development process that the Township of Minden Hills or the County of Haliburton may require, the proposal outlined in HH2019-004 by the Kawartha Lakes-Haliburton Housing Corporation (KLH Housing Corp) to develop twenty one (21) new rental housing units on Parkside Street in the Village of Minden, be approved; and

**That** the City approves completion of financing for the cash flow and borrowing facilities outlined in Report HH2019-004 in the City's own name, with the City then lending the funds to the KLH Housing Corp for the new project being constructed on Parkside Street in the Village of Minden.

12.1.10

CW2019-041

**That** Report HH2019-005, **KLH Housing – Fenelon Housing Project**, be received;

**That** subject to the necessary by-laws and agreements being forwarded to council for approval, and the successful completion of such planning and development processes as the City may require, the proposal outlined in HH2019-005 by the Kawartha Lakes Haliburton Housing Corporation (KLH Housing Corp) to develop thirty (30) new rental housing units at 106 Murray Street in Fenelon Falls, be approved;

**That** the completion of financing for cash flow and borrowing facilities in the City's own name, with City then lending the funds to KLH Housing Corp for the new development as outlined in Report HH2019-005, be approved;

**That** the in kind municipal incentives proposed in Report HH2019-005 to support the development of the thirty (30) new units, be approved; and

**That** the City's Chief Administrative Officer be authorized to approve relief from any of the required fees and charges as in kind support, needed to implement the new development.

12.1.11

CW2019-042

**That** the January 21, 2019 correspondence from Kirk Coe, regarding the Licence Agreement for the dock in front of 25 Hazel Street, be received.

12.1.12

CW2019-043

**That** the January 29, 2019 correspondence from Gerald Hickson, Vice President of Mount Horeb Cemetery Board, regarding a request to waive application fees, be received.

12.1.13

CW2019-044

**That** the February 7, 2019 memorandum from Chris Marshall, Director of Development Services, regarding Mount Horeb United Church Rezoning Application Fees, be received; and

**That** Council approve the request from the Mount Horeb United Church and that Staff be directed to refund rezoning application D06-2018-029 fees to the applicant.

12.2

Items Extracted from Committee of the Whole Minutes

**Planning Advisory Committee Meeting Minutes - February 6, 2019**

**That** the Minutes of the February 6, 2019 Planning Advisory Committee Meeting be received and the recommendations, listed in section 13.1 of the Agenda, be adopted.

13.1 Business Arising from Planning Advisory Committee Minutes

13.1.1 PAC2019-007

**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.

13.1.2 PAC2019-008

**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.

13.1.3

PAC2019-009

**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.

13.1.4

PAC2019-010

**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** a Zoning By-law Amendment respecting application D06-2018-030, be prepared by staff, and 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.

13.1.5

PAC2019-011

**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.

13.1.6

PAC2019-012

**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.

13.1.7

PAC2019-013

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

13.2

Items Extracted from Planning Advisory Committee Minutes

14.

#### **Consent Matters**

**That** all of the proposed resolutions shown in Section 14.1 and 14.2 of the Agenda be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered.

14.1

Reports

14.1.1

CAO2019-003

68 - 90

**Committees / Boards / Task Forces – Policy and Code of Conduct**  
Ron Taylor, Chief Administrative Officer

**That** Report CAO2019-003, **Committees/Boards/Task Forces – Policy and Code of Conduct Amendments**, be received; and

**That** amendments to the Policies entitled CP2018-017 – Council Committee, Board and Task Force Policy and CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards & Task Forces, as outlined in Appendices A and B to Report CAO2019-003, be adopted.

14.1.2	CLK2019-009	91 - 96
	<p><b>Appointment of an Integrity Commissioner</b>  Ron Taylor, Chief Administrative Officer  Cathie Ritchie, City Clerk</p> <p><b>That</b> Report CLK2019-009, <b>Appointment of an Integrity Commissioner</b>, be received; and</p> <p><b>That</b> Council hereby authorizes a by-law to appoint Charles A. Harnick, ADR Chambers Inc. as the City of Kawartha Lakes' Integrity Commissioner fulfilling all statutory requirements pursuant to the Municipal Act and the Municipal Conflict of Interest Act.</p>	
14.1.3	RS2019-014	97 - 118
	<p><b>Proposed Lease Agreement between the City of Kawartha Lakes and Eric B. Robinson Limited (Hangar Space at Kawartha Lakes Municipal Airport)</b>  Laura Carnochan, Law Clerk - Realty Services</p> <p><b>That</b> Report RS2019-014, <b>Proposed Lease Agreement between the City of Kawartha Lakes and Eric B. Robinson Limited (Hangar Space at Kawartha Lakes Municipal Airport)</b>, be received; and</p> <p><b>That</b> the Mayor and Clerk be authorized to execute the Lease Agreement attached as Appendix A on behalf of the Corporation of the City of Kawartha Lakes, being a Lease Agreement with Eric B. Robinson Limited for the purpose of leasing hangar space at the Kawartha Lakes Municipal Airport for a one year term.</p>	
14.1.4	EA2019-005	119 - 122
	<p><b>Updates to Capital Projects 9971146301 (Laxton Landfill Site) and 997180101 (Laxton Landfill)</b>  Adam Found, Manager of Corporate Assets</p>	

**That Report EA2019-005, Updates to Capital Projects 997146301 (Laxton Landfill Site) and 997180101 (Laxton Landfill), be received;**

**That capital project 997146301 (Laxton Landfill Site) be closed with its remaining balance of \$170,216.02 remitted to the Capital Reserve;**

**That the budgeted expenditure for capital project 997180101 (Laxton Landfill) within capital program 9971801 (Landfill Siteworks) be increased by \$110,000 funded by the Capital Reserve; and**

**That the closure date for capital program 9971801 (Landfill Siteworks) be extended from June 30<sup>th</sup>, 2019 to December 31<sup>st</sup>, 2019.**

14.2 Correspondence

14.3 Items Extracted from Consent

15. **Petitions**

16. **Other or New Business**

17. **By-Laws**

**That the By-Laws shown in Section 17.1 of the Agenda, namely: Items 17.1.1 to and including 17.1.8 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.**

17.1 By-Laws by Consent

17.1.1 CC2019-07.17.1.1 123 - 124

**A By-law to Appoint an Integrity Commissioner for the City of Kawartha Lakes**

17.1.2 CC2019-07.17.1.2 125 - 126

**A By-law to Authorize the Civil Marriage Solemnization Service in the City of Kawartha Lakes**

17.1.3 CC2019-07.17.1.3 127 - 162

**A By-law to Amend By-law 2018-234, being a By-law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in The City of Kawartha Lakes (known as the Consolidated Fees By-law)**



17.1.4	CC2019-07.17.1.4	163 - 165
	<b>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 (554 Fleetwood Road)</b>	
17.1.5	CC2019-07.17.1.5	166 - 168
	<b>A By-Law To Amend The Township of Manvers Zoning By-Law No. 8706 To Rezone Land Within The City Of Kawartha Lakes (166 Highway 7A)</b>	
17.1.6	CC2019-07.17.1.6	169 - 170
	<b>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</b>	
17.1.7	CC2019-07.17.1.7	171 - 172
	<b>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</b>	
*17.1.8	CC2019-07.17.1.8	173 - 176
	<b>A By-law Imposing Special Annual Drainage Rates Upon Land in Respect of Which Money is Borrowed Under The Tile Drainage Act - Gracie</b>	
17.2	By-Laws Extracted from Consent	
18.	Notice of Motion	
19.	Closed Session (If Not Completed Prior to Open Session)	

**20. Presentations**

\*20.1 CC2019-07.20.1

**Customer Service Council Orientation**

Ron Taylor, CAO

Lee Anna Thornbury, Manager of Customer Services

Cheri Davidson, Manager of Communications, Advertising and Marketing

Aaron Sloan, Manager of Municipal Law Enforcement

**21. Confirming By-Law**

21.1 CC2019-07.21.1

177 - 177

**A By-law to Confirm the Proceedings of a Regular Meeting of Council,  
Tuesday, February 19, 2019**

**22. Adjournment**

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Regular Council Meeting**

**CC2019-04**

**Tuesday, February 5, 2019**

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

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

**Council Chambers**

**City Hall**

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

**Members:**

**Mayor Andy Letham**

**Deputy Mayor Doug Elmslie**

**Councillor Ron Ashmore**

**Councillor Pat Dunn**

**Councillor Patrick O'Reilly**

**Councillor Tracy Richardson**

**Councillor Kathleen Seymour-Fagan**

**Councillor Andrew Veale**

**Councillor Emmett Yeo**

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

**1. Call to Order**

Mayor Letham called the Meeting to order at 1:30 pm Deputy Mayor D. Elmslie and Councillors R. Ashmore, P. Dunn, P. O'Reilly, T. Richardson and A. Veale were in attendance.

Councillor E. Yeo arrived at 1:37 pm.

Absent: Councillor K. Seymour-Fagan

CAO R. Taylor, City Clerk C. Ritchie, Administrative Assistant S. O'Connell, City Solicitor R. Carlson, Directors C. Marshall, B. Robinson, J. Rojas, C. Shanks, and J. Stover were also in attendance.

**2. Adoption of Closed Session Agenda**

**CR2019-066**

**Moved By** Councillor Ashmore

**Seconded By** Councillor O'Reilly

**That** the Closed Session agenda be adopted as amended.

**Carried**

**3. Disclosure of Pecuniary Interest in Closed Session Items**

There were no declarations of pecuniary interest noted.

**4. Closed Session**

**CR2019-067**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor Dunn

**That** Council convene into closed session at 1:31 pm in order to consider matters on the Tuesday, February 5, 2019 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2) of the Municipal Act, S.O. 2001. S.25.

**Carried**

**5. Opening Ceremonies**

**5.1 Call Open Session to Order**

Mayor Letham called the Meeting to order at 2:00 pm Deputy Mayor D. Elmslie and Councillors R. Ashmore, P. Dunn, P. O'Reilly, T. Richardson, A. Veale and E. Yeo were in attendance.

Absent: Councillor K. Seymour-Fagan

CAO R. Taylor, City Clerk C. Ritchie, Administrative Assistant S. O'Connell, City Solicitor R. Carlson, Directors C. Marshall, B. Robinson, J. Rojas, C. Shanks, J. Stover, R. Sutherland and Acting Chief D. Brown were also in attendance.

5.2 O Canada

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

5.3 Moment of Silent Reflection

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

5.4 Adoption of Open Session Agenda

**CR2019-071**

**Moved By** Councillor Veale

**Seconded By** Councillor Richardson

**That** the Agenda for the Open Session of the Regular Council Meeting of Tuesday, February 5, 2019, be adopted as circulated.

**Carried**

**6. Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest noted.

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

7.1 Council

Deputy Mayor Elmslie:

- The Kawartha Lakes Snowmobile Fun Run will be held at the Fenelon Falls Chamber of Commerce on February 9, 2019 at 9:00 am;
- Margaret Allen, long time member of the Fenelon Falls Library Board, librarian, historian and educator has passed away at the age of 92.

Councillor Yeo:

- The Coboconk and Norland Chambers of Commerce hosted the Frostival Event at Balsam Lake Provincial Park on January 26th and 27th which featured 1.4km of skating trails through the park. The event had over 2000 people attend. Councillor Yeo thanked staff in Public Works and Parks and Recreation for their assistance with the event.
- The annual Loonie Auction will be held at the Coboconk Legion on February 9th in support of the Fresh Water Summit.
- The Coboconk Lion's Club will be hosting their Annual Sleigh Ride Event on February 17th at the Balsam Lake Provincial Park. This event is free for everyone who attends.

Councillor Richardson:

- The Pontypool Pond Hockey Classic, 3 on 3 hockey tournament, will be held in Pontypool on February 9th;
- A fundraising dance, featuring Punch Douglas, will be held at the Janetville Hall on February 23rd. Funds raised will be used for improvements at the Hall.

Councillor Ashmore:

- On January 29th Councillor Ashmore attended an Economic Development Training Session for Elected Officials that was held in Toronto;
- Dunsford Winterfest will be held on February 9th. The event will feature a roast beef dinner with a Twoonie Auction to follow.
- Councillor Ashmore noted that Dan Davies, a local 17 year old resident, was involved in a serious car accident ten days ago. Dan is currently receiving treatment in Toronto and our thoughts are with Dan, his family and his friends. A Go Fund Me Page has been set up in Dan's name. We are wishing him a full recovery.

Councillor O'Reilly:

- The Humane Society Curling Bonspiel will be held at the Lindsay Curling Club on February 9th;
- Kawartha Cub Snow Cross Races will be held at the Lindsay Exhibition Grounds (the LEX) on February 16th;
- An Indoor Triathlon will be held at the Lindsay Exhibition Grounds (the LEX) on February 24th;

- The Central East Farm Show will be held at the Lindsay Exhibition Grounds (the LEX) on March 6th and 7th;
- The Spotlight on Agriculture Event will be held at the Lindsay Exhibition Grounds (the LEX) on March 22nd.

7.2 Staff

**8. Matters from Closed Session**

**Item 4.2**

**CR2019-072**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Dunn

**That** Mr. Don Thomas be appointed to the Kawartha Lakes Police Services Board pursuant to the Police Services Act R.S.O. 1990, Chapter P.15 Section 27, 5(c) for the term of council.

**Carried**

**Item 4.3**

**CR2019-073**

**Moved By** Councillor Veale

**Seconded By** Deputy Mayor Elmslie

**That** the appointment of the following members of the public to the Agricultural Development Advisory Board be endorsed:

Michelle Murphy-Ward for a term ending on December 31, 2022

Adam Shea for a term ending December 31, 2022

Shawn Westland for a term ending on December 31, 2022; and

**That** the request for extension to December 31, 2022 of the term of appointment by Agricultural Development Advisory Board member Rob Bonis be endorsed.

**Carried**

**Item 4.4**

Robyn Carlson, City Solicitor, provided a verbal update on the status of the Washington Drain.

**9. Council Minutes**

**Regular Council Meeting Minutes - January 15, 2019**  
**Special Council Meeting Minutes - January 23, 2019**  
**Special Council Meeting Minutes - January 24, 2019**

**CR2019-074**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor Richardson

**That** the Minutes of the following Council Meetings be received and adopted:

- Regular Council Meeting Minutes - January 15, 2019
- Special Council Meeting Minutes - January 23, 2019
- Special Council Meeting Minutes - January 24, 2019

**Carried**

**10. Deputations**

**10.1 CC2019-04.10.1**

**Rosedale Sign**

(Report ED2019-004, Item 14.1.3 on the Agenda)

Diane Hunt

Diane Hunt, a member of Resident's of Rosedale ("ROR"), advised that they have been working with the Ministry of Transportation with regard to the installation of a new signage for Rosedale. Ms. Hunt outlined that the Ministry of Transportation is willing to install new signage at no cost to residents but the installation must be endorsed by Council. Ms. Hunt requested that Council endorse the installation of new signage for Rosedale.

**CR2019-075**

**Moved By** Councillor Yeo

**Seconded By** Deputy Mayor Elmslie

**That** the deputation of Diane Hunt, regarding the Rosedale Sign, be received.

**Carried**

**10.2 CC2019-04.10.2**

**Request for Traffic Control – Hartley Road and Lorneville Road**

(Report ENG2019-002, Item 14.1.4 on the Agenda)

Scott Ribalkin



Scott Ribalkin provided an overview of the traffic issues currently being experienced by the residents of Hartley. Mr. Ribalkin outlined the concern relating to the average traffic speed and the safety risk that it poses for area residents. Mr. Ribalkin advised that residents in Hartley would like a four way stop installed at the intersection of Hartley Road and Lorneville Road.

**CR2019-076**

**Moved By** Councillor Veale

**Seconded By** Deputy Mayor Elmslie

**That** the deputation of Scott Ribalkin, regarding a Request for Traffic Control at Hartley Road and Lorneville Road, be received.

**Carried**

**11. Presentations**

**12. Committee of the Whole Minutes**

**Committee of the Whole Meeting Minutes - January 22, 2019**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Yeo

**That** the Minutes of the January 22, 2019 Committee of the Whole Meeting be received and the recommendations, included in Section 12.1 of the Agenda, be adopted.

**Carried**

**12.1 Business Arising from Committee of the Whole Minutes**

**12.1.1 CW2019-002**

**CR2019-077**

**That** the deputation of Frank Arnold, President of FARO Limited, regarding sewer rates, be received.

**Carried**

**12.1.2 CW2019-003**

**CR2019-078**

**That** the deputation of Nick Lasch, regarding the public water access at the south end of Chemong Lake on Frankhill Road, be received.

**Carried**

12.1.3 CW2019-004

**CR2019-079**

**That** the deputation of Mr. Lasch and the background information he provided be referred to staff for review; and

**That** staff examine the feasibility of and options to make the boat launch more accessible and recognized as a municipal boat launch with a report back in Q1 of 2019.

**Carried**

12.1.4 CW2019-005

**CR2019-080**

**That** the deputation of Raymonde Blais Couture, regarding winter service for McGuire Beach Road, be received.

**Carried**

12.1.5 CW2019-006

**CR2019-081**

**That** staff review the provision of winter maintenance on unassumed roads on a fee for service basis; and

**That** staff report back to Council on the matter by Q2 of 2019.

**Carried**

12.1.6 CW2019-007

**CR2019-082**

**That** the deputation of Jeff Harris, regarding a request to waive the fee for an Encroachment Agreement, be received.

**Carried**

12.1.7 CW2019-008

**CR2019-083**

**That** the fee within the Encroachment Agreement with Jeff Harris be reduced to that of a minor structure.

**Carried**

12.1.8 CW2019-009

**CR2019-084**

**That** the deputation of Daniel Simoneau, regarding the proposed road closure at 18 Clifford Drive, be received.

**Carried**

12.1.9 CW2019-010

**CR2019-085**

**That** Report RS2019-004, **Surplus Declaration, Closure and Release of the City's Right to Re-purchase the Road Allowance Between Lots 10 and 11, Concession 4, in the Geographic Township of Verulam, City of Kawartha Lakes, designated as Part 1 on Plan 57R-10655**, be received.

**Carried**

12.1.10 CW2019-011

**CR2019-086**

**That** the presentation by Ginny Colling and Deborah Pearson, regarding climate change in Kawartha Lakes, be received.

**Carried**

12.1.11 CW2019-012

**CR2019-087**

**That** Report RS2019-010, **Surplus Declaration and Proposed Conveyance of City-Owned Property – Portion of Hamilton Park, Lindsay**, be received;

**That** a portion of the City-owned property known as Hamilton Park and legally described as Part of Parklot U and L on Plan 8P; Part of George Street Closed by A22780, Parts 1 to 3 on Plan 57R1614, Except Part 1 on Plan 57R3495, in the Geographic Town of Lindsay, City of Kawartha Lakes (Part of PIN: 63235-0029 (LT)) and more specifically identified in Appendix A, be declared surplus to municipal needs;

**That** a portion of the road allowance legally described as George Street on Plan 93, in the Geographic Town of Lindsay, City of Kawartha Lakes (Part of PIN: 63235-0003 (LT)) and more specifically identified in Appendix B, be declared surplus to municipal needs;

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

**That** Council adopt a by-law (with any amendments deemed necessary) to authorize the disposition of the subject properties to Kawartha Lakes Haliburton Housing Corporation for the purpose of affordable housing development, for nominal cost,

**That** the sale be made on the condition that the development will incorporate environmentally friendly standards into the design of the build, such as a living roof, gray water system, geothermal heating, solar panels, and/or be LEED Certified; and

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

**Carried**

12.1.12 CW2019-013

**CR2019-088**

**That** the deputations of Karim Nensi, Lori and Brian Ferguson, Valerie Hazlet Parker, Peter Ferguson, Drew Coombs, Christopher Robinson, Dennis Fortnum and Ruth Conroy, John Azzarello and Paul Azzarello, Ron and Barb Baldwin and Tim and Shanna James, regarding the proposed surplus declaration, closure and sale of a portion of shoreline road allowance (Jessie Avenue) adjacent to 35 Rose Street, Geographic Township of Fenelon, be received.

**Carried**

12.1.13 CW2019-014

**CR2019-089**

**That** the correspondence from Anne Nurse-Richardson and Mary Nurse, Marjery Wiig, Kirsten Partanen, John and Grace Vitols, Aimee Haynes, Sharon and Steven Arruda, Tammy Sisson, Tara Moffatt, Amanda MacArthur, Nathaniel Clauser, Ashton Clauser, Cathy Flett, Valery Hazlet Parker and Tom Parker, Susan Ridout and Mildred Ridout, Lynda C. Moore, Jordan Lavin, Melinda Hazlet and Douglas Wishart, Peter Clark, Doug and Joanne Burns, Bob Whittaker, Frances Tucker Rich Whittaker, George Baillie, Dennis Fortnum and John Azzarello and Paul Azzarello, regarding the proposed surplus declaration, closure and sale of a portion of shoreline road allowance (Jessie Avenue) adjacent to 35 Rose Street, Fenelon, be received.

**Carried**

12.1.14 CW2019-015

**CR2019-090**

**That** Report RS2019-003, **Proposed Surplus Declaration, Closure and Sale of a Portion of Shoreline Road Allowance Adjacent to 35 Rose Street, Fenelon**, be received; and

**That** Council not declare the subject property surplus, being the shoreline road allowance adjacent to 35 Rose Street, in the Geographic Township of Fenelon, City of Kawartha Lakes, as well as the shoreline road allowance adjacent to properties fronting the entire length of Rose Street on its North side, at this time.

**Carried**

12.1.15 CW2019-016

**CR2019-091**

**That** the presentation by Hope Lee, Manager of Housing, regarding city land options for affordable housing purposes, be received.

**Carried**

12.1.16 CW2019-017

**CR2019-092**

**That** the presentation by Hope Lee, Manager of Housing, and Doreen Katchadourian, Housing Services, regarding the Housing Asset Management Plan, be received.

**Carried**

12.1.17 CW2019-018

**CR2019-093**

**That** Report CS2019-001, **Release of Fenelon Falls Legacy C.H.E.S.T. Funds to Snowshoe Kawartha**, be received; and

**That** Snowshoe Kawartha be approved for funding in the amount of \$2,500.00 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350).

**Carried**

12.1.18 CW2019-019

**CR2019-094**

**That** Report 2019-001, **KLH Housing – Phase 2 Lindsay Street North**, be received;

**That** subject to the necessary by-laws and agreement being forwarded to council for approval, and the successful completion of such planning and development processes as the City may require, the proposal by the Kawartha Lakes-Haliburton Housing Corporation (KLH Housing) for reconstruction of eleven (11) of its older single and semi-detached housing units be approved, including the following project characteristics as described in Report HH2019-001;

1. The sale of eleven (11) single and semi-detached KLH Housing units transferred by the Province to KLH Housing in 2001, with their specific addresses identified within the Existing Homes section of Report HH2019-001, and their replacement with eleven (11) newly constructed housing units to be rented as Rent-Geared-to-Income (RGI) through a rent supplement agreement between the City and KLH Housing; and

2. The completion of financing for cash flow and borrow facilities in the City's own name, with the City then lending the funds to KLH Housing; and
3. The in kind municipal incentives proposed in Report HH2019-001 to support the project within which the eleven (11) reconstructed and five (5) additional units will be created; and

**That** the City's Chief Administrative Officer be authorized to approve relief from any of the required fees and charges as in kind municipal support, needed to implement the project.

**Carried**

12.1.19 CW2019-020

**CR2019-095**

**That** Report 2019-002, **KLH Housing – Hamilton Park**, be received;

**That** subject to the necessary by-laws and agreement being forwarded to council for approval, and the successful completion of such planning and development processes as the City may require, the proposal by the Kawartha Lakes-Haliburton Housing Corporation (KLH Housing) for reconstruction of sixteen (16) of its older single and semi-detached housing units be approved, including the following project characteristics as described in Report HH2019-002;

1. The sale of sixteen (16) single and semi-detached KLH Housing units transferred by the Province to KLH Housing in 2001, with their specific addresses identified within the Existing Homes section of Report HH2019-002, and their replacement with sixteen (16) newly constructed housing units to be rented as Rent-Geared-to-Income (RGI) through a rent supplement agreement between the City and KLH Housing; and
2. The completion of financing for cash flow and borrow facilities in the City's own name, with the City then lending the funds to KLH Housing; and
3. The in kind municipal incentives proposed in Report HH2019-002 to support the project within which the sixteen (16) reconstructed and ten (10) additional units will be created; and

**That** the City's Chief Administrative Officer be authorized to approve relief from any of the required fees and charges as in kind municipal support, needed to implement the project.

**Carried**

12.1.20 CW2019-021

**CR2019-096**

**That** Report HH2018-003, **Housing Asset Management Plan**, be received;

**That** the 2018 Kawartha Lakes and Haliburton Housing Asset Management Plan, included as Appendix A to Report HH2019-003 be endorsed by Council and guide future work plans and budget submissions; and

**That** the Housing Asset Management Plan be incorporated into the City's Asset Management Plan at its next review.

**Carried**

12.1.21 CW2019-022

**CR2019-097**

**That** Report RS2019-001, Surplus Declaration and Proposed Closure and Sale of a Portion of Road Allowance Adjacent to 1685 and 1655 County Road 46 and Legally Described as Part of the North Half of Lot 11, Concession 2, Part of the East Half of Lot 12, Concession 2, being Parts 2 & 3 on RD131 and as in HWY320 Except HWY593, in the Geographic Township of Eldon, City of Kawartha Lakes, be received;

**That** the subject property, being a portion of road allowance adjacent to 1685 and 1655 County Road 46, and legally described as Part of the North Half of Lot 11, Concession 2, Part of the East Half of Lot 12, Concession 2, being Parts 2 & 3 on RD131 and as in HWY320 Except HWY593, in the Geographic Township of Eldon, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the closure of the portion of road allowance and sale to the adjoining landowners be supported, in principle, in accordance with the provision of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

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

**That** a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed; and

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

**Carried**



12.1.22 CW2019-023

**CR2019-098**

**That** Report RS2019-002, **Surplus Declaration and Proposed Closure and Sale of a Portion of Road Allowance Adjacent to 16 and 22 Cable Road and Legally Described as Part of the Road Allowance between Concession 3 and Concession 4, in the Geographic Township of Verulam, City of Kawartha Lakes**, be received;

**That** the subject property, being a portion of road allowance adjacent to 16 and 22 Cable Road, and legally described as Part of the Road Allowance between Concession 3 and Concession 4, in the Geographic Township of Verulam, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the closure of the portion of road allowance and sale to the adjoining landowners be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

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

**That** a by-law (with any amendments deemed necessary) to close the road and authorize its disposition be forwarded to Council for adoption; and

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

**Carried**

12.1.23 CW2019-024

**CR2019-099**

**That** Report RS2019-005, **Surplus Declaration and Proposed Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 82 Fulsom Cres., in the Geographic Township of Carden, City of Kawartha Lakes**, be received;

**That** the subject property, being the shoreline road allowance adjacent to 82 Fulsom Cres., in the Geographic Township of Carden, City of Kawartha Lakes be declared surplus to municipal needs;

**That** Council support, in principle, the closure of the shoreline road allowance and sale to the adjoining owners in accordance with the provisions of By-law

2018-020, as amended, and the *Municipal Act, 2001* and subject to the parties entering into a conditional agreement of purchase and sale;

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

**That** a by-law (with any amendments deemed necessary) to close the road and authorize its disposition be forwarded to Council for adoption; and

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

**Carried**

12.1.24 CW2019-025

**CR2019-100**

**That** Report RS2019-006, **Surplus Declaration and Proposed Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 309 Avery Point Road, in the Geographic Township of Carden, City of Kawartha Lakes**, be received;

**That** the subject property, being the shoreline road allowance adjacent to 309 Avery Point Road, in the Geographic Township of Carden, City of Kawartha Lakes be declared surplus to municipal needs;

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

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

**That** a by-law (with any amendments deemed necessary) to close the road and authorize its disposition be forwarded to Council for adoption; and

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

**Carried**

12.1.25 CW2019-026

**CR2019-101**

**That** Report RS2019-007, **Surplus Declaration and Proposed Closure and Sale of a Portion of Shoreline Road Allowance adjacent to 339 Avery Point Road, in the Geographic Township of Carden, City of Kawartha Lakes**, be received;

**That** the subject property, being the shoreline road allowance adjacent to 339 Avery Point Road, in the Geographic Township of Carden, City of Kawartha Lakes be declared surplus to municipal needs;

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

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

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

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

**Carried**

12.1.26 CW2019-027

**CR2019-102**

**That** Report RS2019-008, **Acquisition of Land for Road Purposes – St. Mary's Road**, be received;

**That** the acquisition of a portion of Lot 16, Concession 12, in the Geographic Township of Manvers, City of Kawartha Lakes, being part of PIN: 63261-0137 (LT) for road purposes be approved;

**That** staff be directed to commence the process of obtaining ownership of the required land, for nominal consideration and all related costs to be paid by the City;

**That** all costs associated with the transfer (estimated at \$15,000.00) be drawn from the Property Development Reserve;

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

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

**Carried**

12.1.27 CW2019-028

**CR2019-103**

**That** Report RS2019-009, **Acquisition of Land for Road Purposes – Buller Road**, be received;

**That** the acquisition of Part of Lot 1, Concession B, Somerville as in A14830 Except R301722 & R377599, AKA Buller Road, in the Geographic Township of Somerville, City of Kawartha Lakes, being PIN: 63120-0203 (R) for road purposes be approved;

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

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

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

**Carried**

12.1.28 CW2019-029

**CR2019-104**

**That** the November 19, 2018 correspondence from Mark Grossi, regarding the paving of Zion Road, be received;

**That** the matter be referred to staff for a cost benefit analysis of paving Zion Road; and

**That** staff report back to Council on the cost benefit analysis and a general discussion regarding gravel roads in general at the March 19, 2019 Committee of the Whole Meeting.

**Carried**

12.2 Items Extracted from Committee of the Whole Minutes

**13. Planning Advisory Committee Minutes**

**Planning Advisory Committee Meeting Minutes - January 16, 2019**

**Moved By** Councillor O'Reilly

**Seconded By** Deputy Mayor Elmslie

**That** the Minutes of the January 16, 2019 Planning Advisory Committee Meeting be received and the recommendations, listed in section 13.1 of the Agenda, be adopted.

**Carried**

**13.1 Business Arising from Planning Advisory Committee Minutes**

**13.1.1 PAC2019-001**

**CR2019-105**

**That** Report PLAN2019-001, respecting Block A and Part of Block B, S/S Front Street, Plan 70, former Village of Bobcaygeon, and identified as 31 Main Street – Planning File D06-2018-027, be received;

**That** a Zoning By-law Amendment respecting application D06-2018-027, substantially in the form attached as Appendix D to Report PLAN2019-001, be approved and adopted by Council; and

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

**Carried**

**13.1.2 PAC2019-002**

**CR2019-106**

**That** Report PLAN2019-002, **Part of Lot 18, Gull River Range, Geographic Township of Bexley, 2489613 Ontario Inc. – Application D06-2018-025**, be received; and

**That** Report PLAN2019-002 respecting Application D06-2018-025 be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City departments, and that any comments and concerns have been addressed.

**Carried**

13.1.3 PAC2019-003

**CR2019-107**

**That** Report PLAN2019-004, respecting **Part East Half of Lot 2, Concession 7, being Parts 1 to 3, Plan 57R-5147, geographic Township of Ops, and identified as 117 Hillhead Road – Application D06-2018-029**, be received;

**That** a Zoning By-law Amendment respecting application D06-2018-029 be prepared by staff and approved and adopted by Council; and

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

**Carried**

13.1.4 PAC2019-004

**CR2019-108**

**That** Report PLAN2019-003, respecting **Part Lots 2 & 3, Plan 109, Former Village of Omemee, and identified as 5 King Street East, Foley – Application D06-2018-012**, be received; and

**That** the proposed Zoning By-law Amendment respecting Application D06-2018-012, be denied.

**Carried**

13.1.5 PAC2019-005

**CR2019-109**

**That** Report PLAN2019-005, **Growth Plan for the Greater Horseshoe Resolution**, be received;

**That** the Northumberland County and Peterborough County resolutions respectfully requesting Minister Steve Clark, Minister of Municipal Affairs and Housing, to remove Northumberland and Peterborough Counties from the 2017 Growth Plan for the Greater Golden Horseshoe and that Northumberland and Peterborough Counties rely on the 2014 Provincial Policy Statement and their respective Northumberland and Peterborough County Official Plans and local

municipal official plans to implement Provincial planning-related matters and to accommodate future growth and development, be supported; and

**That** a letter sent to Minister Steve Clark, Minister of Municipal Affairs and Housing, respectfully requesting removal of the City of Kawartha Lakes from the 2017 Growth Plan for the Greater Golden Horseshoe and that the City of Kawartha Lakes rely on the 2014 Provincial Policy Statement and City Official Plans to implement Provincial planning-related matters and to accommodate future growth and development, be authorized.

**Carried**

13.2 Items Extracted from Planning Advisory Committee Minutes

**14. Consent Matters**

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

Councillor Veale Item 14.1.4

**Moved By** Councillor Yeo

**Seconded By** Councillor Dunn

**That** all of the proposed resolutions shown in Section 14.1 and 14.2 of the Agenda, save and except item 14.1.4, be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered.

**Carried**

14.1 Reports

14.1.1 PUR2019-002

**Financial Services 2018 Q3 and Q4 Quarterly Reports**

Launa Lewis, Supervisor of Procurement

**CR2019-110**

**That** Report PUR2019-002, **Procurement 2018 Q3 and Q4 Quarterly Reports**, be received;

**That** 950151801 Construction of Logie Street Park be funded from Capital Reserves (1.32045) in the amount of \$82,017.00 and Development Charges-Parks (3.24140) of \$738,160.00;

**That** 953180109 City Hall Council Chamber Renovations be funded from Capital Reserves (1.32045) in the amount of \$37,912.00; and

**That** emergency work for 953180117 for Stone Wall at Boyd Building in Bobcaygeon be funded from Capital Reserves (1.32045) in the amount of \$34,451.20.

**Carried**

14.1.2 PUR2019-003

**2018-106-CP – Engineering Services for Colborne Street in Fenelon Falls**

Linda Lee, Buyer

Corby Purdy, Supervisor/Infrastructure, Design, Construction

**CR2019-111**

**That** Report PUR2019-003, **2018-106-CP Engineering Services for Colborne Street in Fenelon Falls**, be received;

**That** Ainley Consulting, be selected for the award of 2018-106-CP Engineering Services for Colborne Street in Fenelon Falls, for the total proposal amount of \$101,115.00 plus HST;

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

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

**Carried**

14.1.3 ED2019-004

**Rosedale Sign**

Rebecca Mustard, Manager of Economic Development

**CR2019-112**

**That** Report ED2019-004, **Rosedale Sign**, be received; and

**That** Council approve the design and installation of an MTO Enhanced Boundary Sign, as outlined in appendix A, attached to Report ED2019-004.

**Carried**



14.1.5 WM2019-001

**Fenelon Landfill Public Review Committee 2018 Work Summary and 2019 Work Plan**

Kerri Snoddy, Regulatory Compliance Officer

**CR2019-113**

**That** Report WM2019-001, **Fenelon Landfill Public Review Committee 2018 Work Summary and 2019 Work Plan**, be received; and

**That** the 2019 Fenelon Landfill Public Review Committee Work Plan, as outlined in Appendix A to Report WM2019-001, be approved.

**Carried**

14.1.6 WM2019-002

**Lindsay Ops Landfill Public Review Committee 2018 Work Summary and 2019 Work Plan**

Kerri Snoddy, Regulatory Compliance Officer

**CR2019-114**

**That** Report WM 2019-002, **Lindsay Ops Landfill Public Review Committee 2018 Work Summary and 2019 Work Plan**, be received; and

**That** the 2019 Lindsay Ops Public Review Committee Work Plan attached to this report as Appendix A be approved by Council.

**Carried**

14.2 Correspondence

14.2.1 CC2019-04.14.2.1

**Memo - Alternate Appointments to Committees of Council**

Andy Letham, Mayor

**CR2019-115**

**That** the memo from Mayor Letham dated February 5, 2019 regarding **Alternate Appointments to Committees of Council**, be received;

**That** Mayor Letham be appointed as an alternate to the Victoria Manor Committee of Management effective immediately to the end of this term of Council;

**That** the Victoria Manor Committee of Management Terms of Reference be updated to include the appointment of one alternate Council Member; and

**That** Deputy Mayor Elmslie and Councillor Dunn be appointed as alternates to the Planning Advisory Committee.

**Carried**

#### 14.3 Items Extracted from Consent

##### 14.1.4 ENG2019-002

#### **Request for Traffic Control – Hartley Road and Lorneville Road**

Joseph Kelly, Senior Engineering Technician

M. Farquhar, Supervisor, Technical Services, and J. Kelly, Senior Engineering Technician, provided Council with additional information regarding the intersection of Hartley Road and Lorneville Road.

#### **CR2019-116**

**Moved By** Councillor Veale

**Seconded By** Councillor Dunn

**That** Report ENG2019-002 **Request for Traffic Control – Hartley Road and Lorneville Road**, be received;

**That** written speed zone warnings and rumble strips be painted on the road as recommended within Option 2 of this report;

**That** additional speed signage be installed in compliance with the Ontario Traffic Manual as recommended within Option 2 of this report;

**That** public works be instructed to install a four way stop sign at Hartley Road and Lorneville Road;

**That** traffic at the intersection of Hartley Road and Lorneville Road be monitored after the installation of the four way stop sign; and

**That** staff report back to Council by Q3 of 2019 with the result of the traffic monitoring.

**Carried**

**15. Petitions**

**16. Other or New Business**

**17. By-Laws**

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

**CR2019-117**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor Dunn

**That** the By-Laws shown in Section 17.1 of the Agenda, namely: Items 17.1.1 to and including 17.1.14 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**17.1 By-Laws by Consent**

**17.1.1 2019-014**

**A By-law to Appoint Municipal Livestock Predation Investigators and Valuers for the City of Kawartha Lakes**

**17.1.2 2019-015**

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

**17.1.3 2019-016**

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

**17.1.4 2019-017**

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

**17.1.5 2019-018**

**A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (T. Hodgson)**

**17.1.6 2019-019**

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

17.1.7 2019-020

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

17.1.8 2019-021

**A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (D. King)**

17.1.9 2019-022

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

17.1.10 2019-023

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

17.1.11 2019-024

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

17.1.12 2019-025

**A By-law to Authorize the Execution of a Letter of Agreement between Her Majesty in Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario and the City of Kawartha Lakes related to Funding Provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program**

17.1.13 2019-026

**A By-law to Amend the Village of Bobcaygeon Zoning By-law No. 16-78 to Rezone Land within the City of Kawartha Lakes**  
(File D06-2018-027, Report PLAN2019-001, 31 Main Street)

17.1.14 2019-027

**A By-Law To Amend The Township of Ops Zoning By-Law No. 93-30 To Rezone Land Within The City Of Kawartha Lakes**

(File D06-2018-029, Report PLAN2019-004, 117 Hillhead Road – Trustees of Mount Horeb United Church)

17.2 By-Laws Extracted from Consent

**18. Notice of Motion**

**19. Closed Session (If Not Completed Prior to Open Session)**

**20. Matters from Closed Session**

**21. Confirming By-Law**

21.1 CC2019-04.21.1

**A By-law to Confirm the Proceedings of a Regular Meeting of Council,  
Tuesday, February 5, 2019**

**CR2019-118**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Richardson

**That** a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, February 5, 2019 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**22. Adjournment**

**CR2019-119**

**Moved By** Councillor Yeo

**Seconded By** Councillor Dunn

**That** the Council Meeting adjourn at 2:42 p.m.

**Carried**

**Read and adopted this 19 day of February, 2019.**

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk



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

Name: \*

Joan Abernethy

Address: \*

121 William St. N. Unit #3

City/Town/Village:

Lindsay

Province: \*

Ontario

Postal Code:

K9V4A9

Telephone: \*

705-308-6679

Email: \*

joanabernethy@

yahoo.ca

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

Joan Abernethy

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

February 19, 2019 agenda item 14.1.1  
CAO2019-003 Committees/Boards/Task Forces  
- Policy and Code of Conduct



**Materials to Support a Deputation to Council**  
**re. 19 February 2019 Council Meeting Agenda item 14.1.1 CAO2019-003**  
**17 February 2019**

---

Dear Mayor/Councillor,

I will address the proposed revisions of the City's policy on the Expulsion of Members of Committees, Boards and Task Forces, detailed in CAO2019-003, at Appendices A and B.

My comments are about how a specific City policy impacts the role of mayor and council as elected representatives of the people and are not about this or any other specific mayor or council. The matter at issue is not partisan. It affects all of us equally.

On 11 December 2018, Council passed two new policies - CP2018-017 and CP2018-018. They replaced Council Policy 028 CAO 002. CAO2019-003 proposes revisions to those policies.

The old policy protected the Constitutional right of accused persons to answer and to be heard.

It required the City to send Members accused of an offense notice of a proposal to terminate, along with any supporting documentation, by registered mail, prior to Council deliberation.

It explicitly prohibited the waiver of such notice.

It required the accused Member be apprised of 1) his/her/their right to submit materials in response to the proposed termination, and 2) his/her/their right to an oral hearing before Council.

It required Council provide an accused Member the opportunity to be heard before them.

The new policies passed on 11 December 2018 remove these rights.

They deny Members the Charter right to "be presumed innocent until proven guilty according to law in a fair and public hearing by an independent and impartial tribunal" (*Constitution Act*, 1982, Section 11.(d)) - that is, they remove from accused Members the right to be presumed innocent until proven guilty according to City policy in a fair and public hearing before Council.

The new policy allows anyone, including any member of the public - an estranged spouse, a disgruntled neighbour, a business competitor - to complain to the Mayor about a Member and for the Mayor and the complainant to determine how to investigate and to investigate, in concert and entirely in secret, without notifying the accused Member, Council or anyone else.



The amendments to CP20180-017 and CP2018-018 proposed at Appendices A and B of CAO2019-003 have made a start at correcting these problems with procedural fairness, but they do not go far enough, in my view, to protect the City from liability.

They allow the complainant to determine the form of investigation. The complainant is an interested party. If the mayor investigates the accused, in secret and in concert with the complainant, the public may reasonably perceive it as a conspiracy to witch hunt.

The only concession the proposed amendments make to the Charter right to procedural fairness is to require the Mayor to "disclose and discuss" the alleged contravention with the accused Member and to give the accused Member "an opportunity(s) to respond accordingly".

But as there is no definition of "discuss" or "opportunity(s) to respond accordingly", it can be interpreted to mean just about anything and does not protect the public interest in fairness.

There is also no requirement that the accused Member be given an opportunity to be heard by the tribunal that will decide the recommendation for expulsion, that is to say, by Council. A hearing by a mayor acting in concert with a complainant who will then share with Council his/her/their recommendation to terminate invites bias and courts injustice.

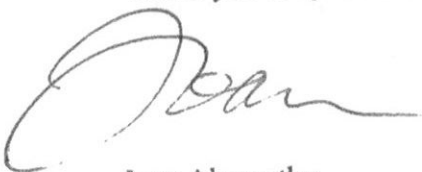
Finally, there is no provision to prohibit waiver of procedural fairness. I think the right of accused persons to answer their accusers is so fundamental a justice right in our democracy that sound policy requires a provision to specifically prohibit waiver.

In addition, I think the policy on the expulsion of Members of Committees, Boards, and Task Forces should all be in CP2018-017 at Section 6 and not require cross-reference to an unnumbered and unidentified paragraph on page 7 of CP2018-018.

For these reasons, I ask Council to extract Agenda item 14.1.1 CAO2019-003 to allow further amendment of CP2018-017 and CP2018-018 to bring them into compliance with the Constitutional right of accused Members to be notified of full particulars of complaints, in writing, to submit materials in answer to the complaint, and to be orally heard by Council.

Please find attached a copy of Council Policy 028 CAO 002 Section 7, so you can compare its provisions to its replacement at Section 6 of CP2018-017 and CP2018-018 on page 7 in the paragraph entitled "Compliance/Contravention" at Appendices A and B of CAO2019-003.

Thank you for your kind consideration of my submission.



Joan Abernethy

- 6.07 The recommendation to Council for termination of appointment of a member of a Committee appointed by Council requires a two-thirds vote of the Committee for approval.
- 6.08 Upon approval of a recommendation to Council for termination of appointment of a Committee member, the Secretary or Department Liaison of the Committee shall prepare a written report outlining the recommendation and all documentation presented concerning the recommendation.
- 6.09 The Clerk shall place the report with the recommendation for termination of the Committee member on the agenda of the next scheduled regular meeting of Council. The Clerk shall invite the attendance before Council of:
1. the member(s) who provided notice for termination of appointment;
  2. the Committee member whose appointment has been recommended for termination; and
  3. any other member of the committee, municipal officer or Person the Clerk may deem necessary to be in attendance.
- 6.10 The comments of those invited pursuant to Section 6.09, the report with the recommendation for termination of the Committee member and all other documentation received with respect to the matter, shall be considered in a meeting of Council closed to the public if permitted under section 239 of the *Municipal Act 2001*.
- 6.11 The Committee member identified in the recommendation for termination of appointment shall be given the opportunity to make a final presentation to Council prior to a vote being taken on the matter.
- 6.12 Adoption of the recommendation for termination of an appointment by Council to a Committee requires the affirmative vote of a simple majority of members of Council.

## **7.0 Termination of Appointment Initiated by Council**

- 7.01 A proposal to Council to terminate the appointment of a Committee member shall not be considered at any meeting of Council unless notice of the proposal to terminate the appointment has been given to the individual being considered. The waiving of this notice is prohibited. The notice shall state both the proposed recommendation to Council for termination of the appointment of the Committee member in question and the reasons advanced in support of the recommendation.
- 7.02 The notice for the termination of the appointment, along with any supporting documentation, shall be sent by the Clerk directly to the Committee member identified in the motion, by registered mail, at least seven (7) days prior the meeting at which the issue will be presented.

- 7.03 A Committee member identified in any notice for termination of appointment shall be advised of his/her entitlement to forward a written response to the Clerk within seven (7) days of receipt of the notice and the aforementioned supporting documentation.
- 7.04 After the period for response, as set out in Section 7.03 has expired, the Clerk shall place the matter and provide Council with any supporting documentation and any written response received on the closed session agenda of the next scheduled regular meeting of Council, or on the agenda of any Special Meeting of Council called for the purpose of its consideration.
- 7.05 The Committee member identified in a notice for termination of appointment shall be given the opportunity to make a presentation to Council prior to a vote being taken on the matter.
- 7.06 The termination by Council of the appointment of a Committee member appointed by Council requires the affirmative vote of a simple majority of Council for approval.
- 7.07 Council has the sole discretion to terminate any City Committee, established by Council, if Council determines that the Committee, is no longer required. No prior notice is required.
- 8.0 Terms of Reference**
- 8.01 The Terms of Reference of any Committee shall be developed using the template as attached to this policy as Appendix "A". Any amendments or revisions to the Terms of Reference are required to be submitted to the relevant Standing Committee for approval by both the Committee and ultimately Council.

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

## **Minutes**

### **Committee of the Whole Meeting**

**COW2019-02**

**Tuesday, February 12, 2019**

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

**Council Chambers**

**City Hall**

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

#### **Members:**

**Mayor Andy Letham**

**Councillor Ron Ashmore**

**Councillor Pat Dunn**

**Deputy Mayor Doug Elmslie**

**Councillor Patrick O'Reilly**

**Councillor Tracy Richardson**

**Councillor Kathleen Seymour-Fagan**

**Councillor Andrew Veale**

**Councillor Emmett Yeo**

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

**1. Call to Order**

Mayor Letham called the Meeting to order at 1:00 pm Councillors R. Ashmore, P. Dunn, D. Elmslie, P. O'Reilly, T. Richardson, K. Seymour-Fagan and E. Yeo were in attendance.

Absent: Councillor A. Veale

CAO R. Taylor, City Clerk C. Ritchie, Administrative Assistant S. O'Connell, City Solicitor R. Carlson, Directors C. Marshall, B. Robinson, J. Rojas, C. Shanks, R. Sutherland, and J. Stover, were also in attendance.

**2. Adoption of Agenda**

**CW2019-031**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor Yeo

**That** the Agenda for the Open Session of the Committee of the Whole of Tuesday, February 12, 2019, be adopted as circulated.

**Carried**

**3. Disclosure of Pecuniary Interest**

Councillor Veale declared a pecuniary interest in relation to Item 6.1.2 as the applicant is his place of employment.

**4. Deputations**

**4.1 COW2019-02.4.1**

**Request for Long Term Lease Extension**

Steve Wilkins, Wilky's Marina

Steve Wilkins, owner of Wilky's Marina, advised that he holds a lease agreement with the municipality for a parcel of city owned land adjacent to Wilky's Marina. Mr. Wilkins advised that the extension of the lease has been endorsed by Realty Services under the condition that an underground storage tank is removed from the land involved. Mr. Wilkins advised that he maintains the underground storage tank and he would like Council to endorse the long term extension of the agreement without requiring the removal of the underground storage tank.

R. Carlson, City Solicitor, noted that a confidential report relating to this matter will be included on the agenda for the February 19, 2019 Regular Council Meeting.

**CW2019-032**

**Moved By** Councillor Ashmore

**Seconded By** Councillor O'Reilly

**That** the deputation of Steve Wilkins, regarding a request for a long term lease extension for land adjacent to Wilky's Marina, be received.

**Carried**

4.2 COW2019-02.4.2

**Kawartha Lakes Sports and Recreation Council Update**

Gary Pearson

Gary Pearson provided an update on the work being completed by the Kawartha Lakes Sport and Recreation Council. Mr. Pearson outlined the Kawartha Lakes Sport and Recreation Strategy which was endorsed by Council in 2017 and provided a summary of the Active Again Program which will be rolled out in Spring of 2019.

**CW2019-033**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Dunn

**That** the deputation of Gary Pearson, regarding Kawartha Lakes Sport and Recreation Council Update, be received.

**Carried**

**5. Presentations**

5.1 COW2019-02.5.1

**Communications, Advertising and Marketing Update - Branding Project**

Cheri Davidson, Manager - Communications, Advertising and Marketing

Cheri Davidson, Manager of Communications, Advertising and Marketing, provided an overview of the branding initiative. C. Davidson asked for input from Council which confirmed that that a staff led home grown approach would be preferred. The estimated costs as well as the timing associated with a rebranding project were reviewed.

**CW2019-034**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor O'Reilly

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

**Carried**

5.2 COW2019-02.5.2

**KLH Housing Corp New Rental Housing Developments**

Hope Lee, Administrator/Manager of Housing

Hope Lee, Administrator/Manager of Housing, provided an overview of the new rental housing development sites that have been proposed for the Town of Minden and the Village of Fenelon Falls.

**CW2019-035**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor Yeo

**That** the presentation by Hope Lee, Administrator/Manager of Housing, regarding KLH Housing Corp. New Rental Housing Developments, be received.

**Carried**

**6. Consent Matters**

6.1 Reports

6.1.1 CLK2019-008

**Civil Marriage Solemnization**

Cathie Ritchie, City Clerk

**CW2019-036**

**Moved By** Councillor Seymour-Fagan

**Seconded By** Councillor O'Reilly

**That** Report CLK2019-008, **Civil Marriage Solemnization**, be received;

**That** the City provides Civil Marriage Solemnization services;

**That** the recommended Civil Marriage Solemnization Service Charges be approved and added to the Consolidated Fees By-law;

**That** a By-law to conduct Civil Marriage Ceremonies be brought forwarded to Council for adoption; and

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Carried**

6.1.2 RS2019-012

**Proposed Surplus Declaration and Sale of City-Owned Property - Portion of Elgin Park, Lindsay**

Laura Carnochan, Law Clerk - Realty Services

**CW2019-037**

**Moved By** Councillor Dunn

**Seconded By** Councillor Yeo

**That** Report RS2019-012, **Proposed Surplus Declaration and Sale of City-Owned Property - Portion of Elgin Park, Lindsay**, be received.

**Carried**

**CW2019-038**

**Moved By** Councillor Dunn

**Seconded By** Councillor Yeo

**That** a portion of the City-owned property known as Elgin Park and legally described as Lots 5 – 7, Lots 9 – 13, Block O on Plan 1, Part of Lot 8, 14, Block O on Plan 1 As In TL31341 Except R278226, in the Geographic Town of Lindsay, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the subject property be placed on the open market, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

**That** a by-law (with any amendments deemed necessary) to authorize its disposition shall be passed;

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

**That** this recommendation be brought forward to Council for consideration at the next Regular Council meeting.

**Carried**



6.1.3 RS2019-013

**Proposed Surplus Declaration and Sale of City-Owned Property - Portion of Logie Street Park, Lindsay**

Laura Carnochan, City Clerk

**CW2019-039**

**Moved By** Councillor Dunn

**Seconded By** Councillor Seymour-Fagan

**That** Report RS2019-013, Proposed Surplus Declaration and Sale of City-Owned Property – Portion of Logie Street Park, Lindsay, be received;

**That** a portion of the City-owned property known as Logie Street Park and legally described as Block 74 on Plan 57M797 (PIN: 63238-0327 (LT)) and Part of the West Half of Lot 18 Concession 6 Ops, Part 3 on Plan 57R10306, Part of Logie Street Stopped Up and Closed by By-Law 2015-007 as in KL105959; Subject to an Easement over Part 3 on Plan 57R10306 as in KL106557 (Part of PIN: 63234-0130 (LT)), in the Geographic Town of Lindsay, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the subject property be placed on the open market, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

**That** a by-law (with any amendments deemed necessary) to authorize its disposition shall be passed;

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

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Carried**

6.1.4 HH2019-004

**KLH Housing - Minden Housing Project**

Hope Lee, Administrator, Manager of Housing

**CW2019-040**

**Moved By** Councillor Yeo

**Seconded By** Deputy Mayor Elmslie

**That** Report HH2019-004, **KLH Housing – Minden Housing Project**, be received;

**That** subject to the necessary by-laws and agreements being forwarded to council for approval, and the successful completion of such planning and development process that the Township of Minden Hills or the County of Haliburton may require, the proposal outlined in HH2019-004 by the Kawartha Lakes-Haliburton Housing Corporation (KLH Housing Corp) to develop twenty one (21) new rental housing units on Parkside Street in the Village of Minden, be approved;

**That** the City approves completion of financing for the cash flow and borrowing facilities outlined in Report HH2019-004 in the City's own name, with the City then lending the funds to the KLH Housing Corp for the new project being constructed on Parkside Street in the Village of Minden; and

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Carried**

6.1.5 HH2019-005

**KLH Housing - Fenelon Housing Project**

Hope Lee, Administrator/Manager of Housing

**CW2019-041**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor O'Reilly

**That** Report HH2019-005, **KLH Housing – Fenelon Housing Project**, be received;

**That** subject to the necessary by-laws and agreements being forwarded to council for approval, and the successful completion of such planning and development processes as the City may require, the proposal outlined in HH2019-005 by the Kawartha Lakes Haliburton Housing Corporation (KLH Housing Corp) to develop thirty (30) new rental housing units at 106 Murray Street in Fenelon Falls, be approved;

**That** the completion of financing for cash flow and borrowing facilities in the City's own name, with City then lending the funds to KLH Housing Corp for the new development as outlined in Report HH2019-005, be approved;

**That** the in kind municipal incentives proposed in Report HH2019-005 to support the development of the thirty (30) new units, be approved;

**That** the City's Chief Administrative Officer be authorized to approve relief from any of the required fees and charges as in kind support, needed to implement the new development; and

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Carried**

6.2 Correspondence

6.2.1 COW2019-02.6.2.1

**Licence Agreement Dock 06/065 for Dock in front of 25 Hazel Street**

Kirk Coe

**CW2019-042**

**Moved By** Councillor Yeo

**Seconded By** Councillor Seymour-Fagan

**That** the January 21, 2019 correspondence from Kirk Coe, regarding the Licence Agreement for the dock in front of 25 Hazel Street, be received.

**Carried**

6.2.2 COW2019-02.6.2.2

**Request to Waive the Application Fee for a Zoning By-law Amendment -  
117 Hillhead Road, Mount Horeb United Church**

Gerald Hickson, Vice President Mount Horeb Cemetery Board

**CW2019-043**

**Moved By** Deputy Mayor Elmslie

**Seconded By** Councillor O'Reilly

**That** the January 29, 2019 correspondence from Gerald Hickson, Vice President of Mount Horeb Cemetery Board, regarding a request to waive application fees, be received.

**Carried**

6.2.3 COW2019-02.6.2.3

**Mount Horeb United Church - Rezoning Application Fees Memorandum**

Chris Marshall, Director of Development Services

**CW2019-044**

**Moved By** Councillor O'Reilly

**Seconded By** Councillor Ashmore

**That** the February 7, 2019 memorandum from Chris Marshall, Director of Development Services, regarding Mount Horeb United Church Rezoning Application Fees, be received; and

**That** Council approve the request from the Mount Horeb United Church and that Staff be directed to refund rezoning application D06-2018-029 fees to the applicant.

**Carried**

6.3 Items Extracted from Consent

7. **Closed Session**

8. **Matters from Closed Session**

9. **Adjournment**

**CW2019-044**

**Moved By** Councillor Richardson

**Seconded By** Councillor Yeo

**That** the Committee of the Whole Meeting adjourn at 2:19 pm.

**Carried**

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**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.**

## 1. **Call to Order and Adoption of Agenda**

Chair O'Reilly called the meeting to order at 1:01 p.m. Mayor A. Letham, Councillor A. Veale and M. Barkwell, T. Smith, and J. Willock were in attendance.

Deputy Clerk and Recording Secretary J. Watts, Director of Development Services C. Marshall, Director of Engineering and Corporate Assets J. Rojas, Manager of Planning R. Holy, Supervisor of Development Engineering C. Sisson, Senior Engineering Technicians J. Newbery, R. Perdue and K. Timms, Planning Officer - Large Developments I. Walker, and Planners II D. Harding, Q. Adebayo and M. LaHay were also in attendance.

Absent: Councillor Seymour-Fagan

The Chair opened the meeting and introduced Planning Advisory Committee and the members of staff present. He also made a special welcome to the Fleming College Ecosystem Management Program students.

### **PAC2019-006**

**Moved By** M. Barkwell

**Seconded By** Councillor Veale

**That** the agenda for the Wednesday, February 6, 2019 Planning Advisory Committee Meeting be adopted as circulated.

**Carried**

## 2. **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest noted.

## 3. **Public Meeting**

The Chair stated that, as required under the Planning Act, a public meeting is being held prior to the City of Kawartha Lakes Council making decisions on the following planning matters.

### 3.1 **PLAN2019-006**

David Harding, Planner II

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.

The Chair requested staff to advise on the manner of giving notice for the proposed zoning by-law amendment. He also asked staff to briefly describe the proposal and summarize the correspondence, if any, received to date.

Mr. Harding confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120m, and a sign was posted on the subject property. He summarized the application, explaining that it proposes to permit the modernization and redevelopment of an existing gas station use to add features such as an overhead gas island canopy. The application appears to conform to the Growth Plan and appears to be consistent with the Provincial Policy Statement. Mr. Harding summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional comments were received from Kawartha Conservation noting some stormwater and geotechnical concerns. Staff are recommending that the application be deferred for a period of one month until such time as full analysis can be concluded. He responded to questions from Committee members.

The Chair inquired if the applicant wished to speak to the application.

Amad Francis, spoke on behalf of the owner, stating that he is currently operating the site as a gas station, and he is seeking approval for the canopy as soon as possible. He stated that the last renovation was 20 years ago, and the renovation will provide a modern look to the busy intersection, and provide safety as the old pumps and tanks are at risk of failing. He noted that his original application was submitted a year ago, and he didn't want to see any more delays. He responded to questions from the Committee members.

The Chair inquired if anyone wished to speak to the application.

No other persons spoke to the application.

### 3.2 PLAN2019-007

Ian Walker, Planning Officer - Large Developments

Applications to amend the Town of Lindsay Official Plan and Zoning By-law, together with a Draft Plan of Subdivision on the property identified as Vacant Land on Colborne Street West, Lindsay - Lindsay 2017 Developments Inc.

The Chair requested staff to advise on the manner of giving notice for the proposed zoning by-law amendment, official plan amendment, and proposed plan of subdivision. He also asked staff to briefly describe the proposal and

summarize the correspondence, if any, received to date.

Mr. Walker confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120m, and two signs were posted the subject property. He summarized the application, explaining that it proposes 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. He also noted that 2 commercial blocks at the southwest corner of the property are not subject to the proposed official plan and zoning by-law amendments. The application's conformity to the Growth Plan and consistency with the Provincial Policy Statement will be determined with appropriate review and revisions of the technical reports submitted by the applicant. Mr. Walker summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional comments were received from the following individuals and agencies (and circulated to the members of the committee):

- City of Kawartha Lakes Parks Recreation and Culture
- City of Kawartha Lakes Engineering (Development Division)
- Bruce and Diana Rogers
- Gerard C. Borean (on behalf of Ibrans Development Ltd.)
- Martyn Stollar (on behalf of J. Stollar Construction Ltd.)
- Ministry of Transportation (relating to traffic)
- Ministry of Transportation (relating to stormwater management)
- Peter Petrosoniak
- Jacquelyn Choi
- Pamela Marsales (on behalf of Toronto to Algonquin Greenways)
- Glenda Morris

Staff respectfully recommended 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. He responded to questions from Committee members.

The Chair inquired if the applicant wished to speak to the application.

Michael Fry, of D.G. Biddle and Associates, spoke on behalf of the applicant and thanked staff for their assistance in processing the applications. He noted that the commercial lands were located on the west side of the property in accordance with the Official Plan, and that reduced density residential lots are located on the east site to be consistent with the existing neighbourhoods. He stated that existing infrastructure such as the sanitary sewer, and transit along Colborne St will assist the development. He recognized the importance of cycling use plans, with connectivity to Highway 35, and is seeking to comply with the accessibility requests. He noted the applications meet the high-level policies for greenfield development, and required densities for the site by the Growth Plan. He emphasized the importance of connectivity in the Official Plan, and believes they have met these concerns. Finally, he noted safety concerns with fencing around stormwater management ponds, and connectivity with Walker Street would be addressed. He responded to questions from the committee members.

The Chair inquired if anyone wished to speak to the application.

Bruce Rogers of 8 Cedar Court, noted that the application requires careful and detailed review and summarized his concerns within a series of questions including:

- Whether the City will make a single decision on the applications, or make an item by item decision
- What is meant by the institutional designation
- Will the developer contribute to the ongoing maintenance costs of the new community?
- Is the amount of parkland sufficient
- Will there be an effort to protect the marshland at the west side of the property
- Is there a timeframe for completion of the project

Peter Petrosioniak, representing the Kawartha Lakes Green Trails Alliance, while commending the applicant for the inclusion of bike paths and trails, noted some deficiencies. He stated that the developer should not be allowed to pay cash-in-lieu of parkland, and that cycling, and sidewalk facilities should be built for all types of active transportation. He promoted sidewalks on both sides of roads,

where there is only one, and additional multi-use trails for connectivity to Highway 35, and along Street H. He submitted correspondence that was circulated to the committee members.

Rick Calvert, of Walker Street, expressed concern that the subdivision plan shows access to Walker Street, as this may increase traffic in the neighbourhood.

Carl Wong, spoke as the applicant's traffic consultant. He noted that Colborne Street is proposed to be widened to 4 lanes (with a multi-use trail), and that there will be improved signalization at Highway 35, St. Joseph Road, and Angeline Street to accommodate the additional capacity. He stated that they have reviewed the comments from the Ministry of Transportation, and are working to meeting their recommendations. He responded to questions from Committee members.

No other persons spoke to the application.

The committee recessed for a break at 2:03pm and reconvened at 2:06pm

### 3.3 PLAN2019-008

Quadri Adebayo, Planner II

An application to amend the Township of Manvers Zoning By-law 87-06 on land described as Part of Lot 10, Concession 11, Geographic Township of Manvers, identified as 554 Fleetwood Road - Graham

The Chair requested staff to advise on the manner of giving notice for the proposed zoning by-law amendment. He also asked staff to briefly describe the proposal and summarize the correspondence, if any, received to date.

After noting a correction on page two Mr. Adebayo confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 500m, and a sign was posted on the subject property. He summarized the application, explaining that it 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. Concerning the proposed site alteration, the application conforms to the Growth Plan and the City of Kawartha Lakes Official Plan and is consistent with the Provincial Policy Statement. Mr. Adebayo summarized the comments received to date from responding agencies

and City Staff, and no objections from the public were received. Staff are recommending that the application be referred to Council for approval.

The Chair inquired if the applicant wished to speak to the application.

Mr. Graham, co-owner of the property, made himself available for any questions.

The Chair inquired if anyone wished to speak to the application.

No other persons spoke to the application.

### 3.4 PLAN2019-009

Mark LaHay, Planner II

An application to amend the Township of Manvers Zoning By-law 87-06 on the subject property described as Part Lot 3, Concession 8, Geographic Township of Manvers, identified as 166 Highway 7A - Henderson

The Chair requested staff to advise on the manner of giving notice for the proposed Zoning By-law Amendment. He also asked staff to briefly describe the proposal and summarize the correspondence, if any, received to date.

Mr. LaHay confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 500m, and a sign was posted on the subject property. He summarized the application, explaining that it proposes to rezone the property to convert the existing church building into a residential dwelling unit. The application appears to conform to the Growth Plan and appears to be consistent with the Provincial Policy Statement including the Minimum Distance Separation requirements. Mr. LaHay summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional comments were received from Enbridge and the Ministry of Transportation, who both had no concerns. Staff were recommending that the application be referred back to staff for further review and processing. He responded to questions from Committee members and advised that given the comments raised above, and provided there are no concerns, Staff would not object to moving the application forward to Council for approval.

The Chair inquired if the applicant wished to speak to the application.

Robert Clarke spoke as the applicant, noted that the staff report reflected their findings for the by-law amendment. He thanked staff and made himself available for any questions.

The Chair inquired if anyone wished to speak to the application.

No other persons spoke to the application.

#### **4. Business Arising from Public Meeting**

##### **4.1 Item 3.1**

###### **PAC2019-007**

**Moved By** M. Barkwell

**Seconded By** Mayor Letham

**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.

**Carried**

##### **4.2 Item 3.2**

###### **PAC2019-008**

**Moved By** J. Willock

**Seconded By** Mayor Letham

**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.

**Carried**

##### **4.3 Item 3.3**

###### **PAC2019-009**

**Moved By** Councillor Veale

**Seconded By** T. Smith

**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.

**Carried**

#### 4.4 Item 3.4

**PAC2019-010**

**Moved By** M. Barkwell

**Seconded By** Councillor Veale

**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** a Zoning By-law Amendment respecting application D06-2018-030, be prepared by staff, and approved and adopted by Council; and

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

**Carried**

## 5. Deputations

## 6. Correspondence

## 7. City of Kawartha Lakes Reports

### 7.1 ENG2019-001

Christina Sisson, Supervisor of Development Engineering  
Assumption of Lytle Lane, Geographic Township of Bexley

Ms. Sisson provided an overview of her report noting the history of the related development in the area. She stated that staff are recommending assumption of the road in accordance with the draft by-law attached to her report.

**PAC2019-011****Moved By** Councillor Veale**Seconded By** J. Willock

**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.

**Carried**

## 7.2 ENG2019-003

Christina Sisson, Supervisor of Development Engineering  
Assumption of Fairgrounds Centre (Lindsay) Inc. Subdivision

Ms. Sisson provided an overview of her report noting the history of the related development in the area. She stated that staff are recommending assumption of the road, stormwater management facility, and park block in accordance with the draft by-law attached to her report.

**PAC2019-012****Moved By** Councillor Veale**Seconded By** J. Willock

**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.

**Carried**

### 7.3 Memorandum

Joel Watts, Deputy Clerk and Recording Secretary  
Planning Advisory Committee Requirements and Responsibilities

Mr. Watts provided an overview of his memorandum and requested all committee members sign and submit the declarations supplied to them following the meeting. The declarations confirm that they have reviewed, will abide by, and agree to adhere to all the administrative documents attached to the memorandum.

**PAC2019-013**

**Moved By** Councillor Veale

**Seconded By** Mayor Letham

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

**Carried**

### 8. Adjournment

**PAC2019-014**

**Moved By** Mayor Letham

**Seconded By** M. Barkwell

**That** the Planning Advisory Committee Meeting adjourn at 2:32 p.m.

**Carried**

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number CAO2019-003

---

**Date:** February 19, 2019

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

**Place:** Council Chambers

---

**Ward Community Identifier:**

**Title:** Committees/Boards/Task Forces – Policy and Code of Conduct Amendments

**Description:** Proposed clarifications and amendments to Council Policies CP2018-017 and CP2018-018

**Author and Title:** Ron Taylor, Chief Administrative Officer

---

**Recommendation(s):**

**That** Report CAO2019-003, **Committees/Boards/Task Forces – Policy and Code of Conduct Amendments**, be received; and

**That** amendments to the Policies entitled CP2018-017 – Council Committee, Board and Task Force Policy and CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards & Task Forces, as outlined in Appendices A and B to Report CAO2019-003, be adopted.

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

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

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



## **Background:**

During the last term of Council, all Council policies were reviewed and updated where appropriate. Council Policy CP2018-017 – Committee, Board and Task Force Policy was adopted (see Appendix A) and replaced previous Policy 028-CAO-002.

During this review, staff identified a need to develop a new Code of Conduct and Ethics specifically to guide Committee/Board/Task Force members. Previously, there was no Code of Conduct and Ethics for members, and guidance was provided from Codes of Conduct governing Council or employees. Council Policy CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards and Task Forces was subsequently approved (see Appendix B).

This new Code of Conduct and Ethics was modelled after the Code of Conduct applicable to Council members. As the Head of Council, the Mayor is responsible to coordinate and investigate member contraventions and misconduct, and Council is responsible to make decisions respecting members.

A member of the public has provided recommended changes and clarifications to both Council policies through the Mayor. A memorandum outlining these recommendations is provided in Appendix C to this report.

This report provides staff recommended amendments to Policy CP2018-017 and CP 2018-018 for clarity.

## **Rationale:**

Based on a review of the written submission and consultation with the Mayor, staff is recommending clarifications to both Council Policies (CP2018-017 and CP2018-018).

## **Other Alternatives Considered:**

Council could choose to maintain the current policies as written. There is merit in providing clarification, as recommended, so that Council's expectations of Committee/Board/Task Force members are clear. The proposed policy amendments also provide a clear and consistent process to investigate contraventions, while engaging affected parties in that process.

Council could choose to further amend these guiding policies. If so, additional direction is required to establish a process.

## **Financial/Operation Impacts:**

N/A

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

Maintaining policies for committees/boards/task forces and member conduct clearly sets out Council expectations for citizen members, while protecting volunteers that are supporting Council and the community. The proposed policy clarifications are an example of Council's commitment to collaboration and continuous improvement.

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

N/A

## **Servicing Implications:**

N/A

## **Consultations:**

Mayor

## **Attachments:**

Appendix A – Proposed and Redlined Policy CP2018-017



App A - CP2018-017  
Council Committee Bo

Appendix B – Proposed and Redlined Policy CP2018-018



App B - CP2018-018  
Code of Conduct and

Appendix C – Memorandum to Mayor & Council from J. Abernethy



App C - Abernethy  
Memo Re CP2018-017

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

**Department Head:** Ron Taylor, CAO

**Department File:**



# Council Policy

Council Policy No.:	CP2018-017
Council Policy Name:	Council Committee, Board and Task Force Policy
Date Approved by Council:	December 11, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	CP2018-018 – Code of Conduct and Ethics (Members of Committees/Boards/Task Forces)

## Policy Statement and Rationale:

The City appoints citizens from the municipality to Council Committees, Boards and Task Forces to review and recommend actions to Council to advance various issues relating to the municipality. 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. This policy establishes the process for appointments, defines the volunteer appointee's roles and responsibilities, and establishes how they conduct business for the betterment of the municipality.

## Scope:

This policy applies to all Council Committees, Boards and Task Forces created and approved by Council and their working groups. Where a Council Committee or Board is legislated, the provisions of the governing legislation shall take precedence over this policy.

## 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

# Council Policy

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;

**“Director”** means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

**“Interview Team”** means a team composed of three (3) members to review applications and make the recommendation to Council on the Committee/Board/Task Force appointments. The team shall include a minimum of one Member of Council and may include members of staff and/or the Committee/Board/Task Force Chair.

**“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:

### 1.0 Volunteer Appointments

- 1.1 In addition to any other qualification requirements established by legislation, resolution or by City policy, any persons appointed to a Committee/Board/Task Force must be:

- i) an elector of the City;
- ii) at least eighteen years of age; and
- iii) a Canadian citizen.

except where:

- The Interview Team recommends the appointment of one or more person(s) to a Committee/Board/Task Force and declares the exception in the recommendation to Council.
- The Committee/Board/Task Force composition, as per the Committee/Board/Task Force Terms of Reference, includes members from specified organizations where the names of those members are to be provided by the organization along with any designated alternates.
- Permitted as per the Council approved Terms of Reference for the Committee/Board/Task Force.

## Council Policy

- 1.2 Notwithstanding Section 1.1, the following persons are ineligible for appointment to the City's Committee/Board/Task Forces as a Public Appointee:
- i) current members of the Council (with the exceptions of statutory requirements and ex officio positions);
  - ii) current trustees of the Trillium Lakelands District School Board or the Peterborough, Victoria, Northumberland, Clarington Catholic District School Board who have direct association/affiliation with the service/facility in question;
  - iii) current City employees who have direct association/affiliation with the service/facility in question;
  - iv) any person who may have an actual or perceived (in the opinion of the Interview Team) conflict of interest with the purposes of the Committee/Board/Task Force in question due to his or her employment or otherwise; or
  - v) any person who is in litigation or potential litigation with the municipality.
- 1.03 Council may assign staff persons to Committee/Board/Task Forces in liaison or record-keeping roles. No City employees may participate in voting that may occur on Committee/Board/Task Forces unless they have been appointed as a Committee/Board/Task Force member.
- 1.04 Given the time commitment required by members of Committee/Board/Task Forces, no person shall serve as a member of more than three (3) Committee/Board/Task Forces during the same time period, without approval of Council.

### **2.0 Terms of Reference**

- 2.1 The Terms of Reference of any Committee/Board/Task Force shall be developed using the templates as attached to this policy as Appendix A – Committee/Board Terms of Reference Template and Appendix B – Task Force Terms of Reference Template.
- 2.2 The City Clerk has authority to modify the Terms of Reference templates, attached to this policy as Appendix A – Committee/Board Terms of Reference Template and Appendix B – Task Force Terms of Reference Template, as may be required.
- 2.3 Any responsibilities not clearly identified within a Committee/Board/Task Force Terms of Reference shall be the responsibility of the City of Kawartha Lakes.

# Council Policy

- Council may, at its discretion, change the Terms of Reference for a Committee/Board/Task Force at any time. Any changes proposed to these Terms of Reference by the Committee/Board/Task Force shall be recommended to Council via the liaison department identified within the Terms of Reference through a report to Council.
- 2.4 At the discretion of Council, any Committee/Board/Task Force may be dissolved by resolution of Council. No prior notice is required.
- 3.0 Code of Conduct for Committee/Board/Task Force Appointees**
- 3.1 All volunteer appointees to Committee/Board/Task Forces shall adhere to the City Code of Conduct for Committee/Board/Task Force and Members as approved by Council.
- 4.0 Advertising for Vacancies**
- 4.1 The City Clerk will, if required, advertise during the last quarter of the calendar year for all vacancies to be filled through appointments of persons to Committee/Board/Task Forces of the City.
- 4.2 Advertisement(s) shall list the name(s) of the Committee/Board/Task Force(s) and any particular qualification requirements for membership.
- 4.3 Persons wishing to fill advertised vacancies on Committee/Board/Task Forces of the City must submit to the City Clerk, in writing, an application except as outlined in Section 4.4. The application shall be on a form supplied by the City Clerk's office. No consideration will be given to filling vacancies unless a written application is received. Supplemental resumes are encouraged, but are not required. Application forms and attached resumes are considered confidential and shall only be used for their intended purpose of selecting members to the specified Committee/Board/Task Force.
- 4.4 Any person who is a current appointee to any Committee/Board/Task Force and remains qualified to be a citizen appointee, can reapply by submitting a letter indicating their intention to reapply. Nothing prevents an incumbent from applying using the application form if they choose.
- 4.5 The City Clerk's Office shall receive and distribute all applications received in response to an advertisement for vacancies on Committee/Board/Task Forces. Copies of all applications shall be sent to the Director and Executive Assistant of the responsible department.
- 4.6 The Director or designate shall make the City Clerk aware of any vacancies on Committee/Board/Task Forces that arise throughout the calendar year. The City

# Council Policy

Clerk may, if required, advertise at any time throughout the calendar year in order to fill such vacancies on Committee/Board/Task Forces.

- 4.7 Alternatively, the Director or designate may review the applications received when the position was most recently advertised and recommend a person to fill the vacancy to the Committee/Board/Task Force. If there are no applications in the file then the Director shall ask the Committee/Board/Task Force, through the chair, to nominate a single candidate for the position. Upon receipt of written acceptance of the nomination, the candidate shall be recommended to Council for appointment via a written confidential report.
- 4.8 Where for any reason it is impossible to fill a Committee/Board/Task Force vacancy, Council may approve an amendment to the terms of reference for the Committee/Board/Task Force to allow for a smaller membership number or to alter quorum rules, as required, or the Council may approve circumstances allowing the position to remain vacant for the balance of the term.
- 4.9 In all cases, persons appointed to fill a vacancy on a Committee/Board/Task Force shall assume the remainder of the Term of the member whose vacancy is being filled.

## **5.0 Interview, Selection and Appointment Process**

- 5.1 The Director or designate, upon receipt of applications from the City Clerk's Office, shall arrange an interview team to consist of three (3) members. Whenever possible, any member(s) of Council appointed as the Council representative to the Committee/Board/Task Force shall form part of the interview team.
- 5.2 The Director or designate shall arrange a meeting of the Interview Team to review the applications and decide whether there is a sufficient number of qualified candidates, or if a further notice and advertisement is required, or to decide if interviews are required and how many candidates will be interviewed, or if a recommendation will be made to Council without interviews.
- 5.3 If interviews are required, the Director or designate shall arrange a meeting of the Interview Team to conduct the interviews with the applicants.
- 5.4 The Director or designate shall advise all selected applicants of the time and place of the interview.
- 5.5 The Interview Team will give fair and equal consideration to the qualifications, abilities and civic interest of all persons who have applied who meet the qualifications of the office when considering appointments to Committee/Board/Task Forces.

## Council Policy

- 5.6 Interviews of the applicants to a Committee/Board/Task Force will be dealt with individually by the Interview Team. After interviews, the Director or designate will call the members of the Interview Team to a vote. The Director shall advise the Interview Team of those citizen candidates receiving the greatest number of recommending votes. The Interview Team will recommend the selected candidates to Council for appointment to the said Committee/Board/Task Force. The number of candidates recommended shall not exceed, but may be fewer than, the number of vacancies to be filled.
- 5.7 A confidential written report from the Director or designate will be presented in closed session at a Regular Council Meeting to bring forward the recommendations of the Interview Team, together with a list of all the names submitted for the vacancies and a brief explanation of each applicant interviewed. Council may choose to accept any of the Interview Team's recommendations, or it may choose to appoint an applicant not recommended by the Interview Team. Council shall not appoint a person who was not considered by the Interview Team. The final appointment resolution shall be made in open session of Council.
- 5.8 The City Clerk's Office shall retain all applications received for vacancies on Committee/Board/Task Forces in accordance with the City's Records Retention By-law.

### **6.0 Expulsion of a Member**

- 6.1 Any member of the Committee/Board/Task Force, who misses three consecutive formal business meetings, without being excused by the Committee/Board/Task Force, may be removed from the Committee/Board/Task Force.
- 6.2 The Committee/Board/Task Force may recommend to Council the expulsion of a member or Council may remove a member for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protections of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; the Code of Conduct and Ethics for Members of Committees, Boards and Task Forces; disrupting the work of the Committee/Board/Task Force or other legal issues. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.
- 6.3 Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance to the Code of Conduct and Ethics – Members of Committees, Boards & Task Forces. The individual shall bring the matter forward to the Mayor.





# Council Policy

- 6.4 The Mayor will determine the contravention(s) alleged, and investigate in keeping with Council Policy CP2018-018 (Code of Conduct and Ethics – Members of Committees/Boards & Task Forces). Council has the sole discretion to terminate any City Committee/Board/Task Force member.

## 7.0 Attachments:

Appendix A – Committee/Board Terms of Reference Template

Appendix B – Task Force Terms of Reference Template

## Revision History:

### Proposed Date of Review:

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



## 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	CP2018-017 – Committee/Board/Task Force Policy

### 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, Committee 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.



## Council Policy

### Business/Organization Relations

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 in writing, the Mayor ~~shall will~~ investigate the allegation and determine the form an investigation will take, and it may be in consultation with the CAO, Committee, Board or Task Force Chair, complainant and/or the liaison Department. The Mayor ~~may will~~ disclose and discuss the alleged contravention with the Member as part of the and outline the form of investigation, and will give the Member an opportunity(s) to respond accordingly.





## Council Policy

At the completion of the investigation, the Mayor will provide recommendations to Council to verify any contraventions, provide all supporting written materials informing the investigation, and recommend appropriate actions (including immediate termination of appointment, if warranted). Council has the sole discretion to terminate any City Committee/Board/Task Force member.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

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

### 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	

**Memorandum  
(Draft)**

**To:** Mayor Andy Letham, City Councillors  
**From:** Joan Abernethy  
**Date:**  
**Re:** Council Policies CP2018-017 and CP2018-018 and  
in comparison to Policy No. 028 CAO 002

---

1. CP 2018-017 and CP2018-018, passed by council on 11 December 2018, replace Council Policy 028 CAO 002. I have attached those three policies to this memo.
2. The sections of the above policies this communication will address are:
  - a) Sections 7 of 028 CAO 002,
  - b) Section 6 of CP2018-017, and
  - c) the unnumbered section on page 7 of CP 2018-018 entitled “Compliance/Contravention”.
- A. CP2018-018**
3. CP2018-018 is a Council Policy entitled “Code of Conduct and Ethics - Members of Committees, Boards & Task Forces”.
4. In its first paragraph, CP2018-018 states it is binding on Committee, Board and Task Force Members: “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.”
5. CP2018-018 details principles and policy directives that Committee, Board and Task Force Members must adhere to.
6. On page 7 of CP2018-018, under “Compliance/Contravention”, the policy gives the mayor sole power to hear and investigate complaints against Committee, Board and Task Force members: “The mayor shall determine the form an investigation will take” and “The mayor may consult with the CAO, Committee, Board or Task Force Chair and/or the liaison Department.”
7. CP2018-018 neither requires nor allows consultation with council, nor does it require or allow council to be informed of complaints the Mayor has received of alleged Committee/Board/Task Force Member policy contraventions or of initiated investigations, until after the Mayor has investigated the complaint of alleged contravention and determined a preferred recommendation.
8. Also under “Compliance/Contravention” on page 7, CP2018-018 further states: “The mayor may disclose the alleged contravention with the accused Member and outline the form of

investigation.” Whether the accused Member is notified of his/her/their alleged contravention and of whether s/he/they is/are under investigation is arbitrary and is entirely up to the Mayor.

9. Only after the Mayor hears and investigates a complaint, possibly in secret, does the policy require council be informed. On page 7 under “Compliance/Contravention”, CP2018-018 states: “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).”

10. For Council to responsibly “verify any contraventions” the accused Member may have made of City policy would require

- a) adequate and timely notice and details of the complaint, *before any investigation is undertaken and final recommendations made by the Mayor*,
- b) a majority Council vote on a motion to challenge the Mayor’s investigation and recommendation, including immediate termination, and
- c) majority Council support to expend the resources required to complete an independent investigation.

11. CP2018-018 gives the power to hear, determine how to investigate and to investigate complaints against Committee/Board/Task Force members exclusively to the Mayor, allows the Mayor to hear and investigate complaints entirely in secret, and severely limits the power of constituent-elected Councillors to responsibly “verify” allegations made in complaints against Committee/Board/Task Force Members.

12. The Compliance/Contravention section of CP2018-018 contradicts the stated goal of the policy itself and of related policies to conduct business in an open and transparent manner. It encourages duplicity and disrespect between staff, members of the public, Council members and Committee/Board/Task Force members. There are very few more duplicitous or disrespectful acts than complaining to an authority to form a limited and secret conspiracy to effect the sudden termination of a Committee/Board/Task Force Member’s appointment that provides that Member no recourse to understand, to answer or to repair. The Romance-period poet, William Blake wrote a famous children’s fable about exactly such duplicity entitled “A Poison Tree”. The moral of that simple fable is that those who want to establish friendly relations openly discuss their differences whereas those whose interests are relationship enmity plot in secret to fell their opponents. CP2018-018 encourages the cultivation of poison trees, not the respect, openness and transparency the City of Kawartha Lakes claims as its relationship standard.

## **028 CAO 002**

13. Policy 028 CAO 002 protected the natural justice principle known as “Audi Alteram Partem” - “listen to the other side” or “let the other side be heard as well”. It is fundamental to a free, fair and democratic society that no accused person be condemned without first being heard.

14. Section 7 of Policy 028 CAO 002 required the following:

- a) that a recommendation to Council to terminate a Member for reasons based on an accusation of alleged policy contraventions other than uncontested vacation of his/her/their seat not be considered unless the accused Member has been provided notice of the recommendation,
- b) that waiving of the required notice is prohibited,
- c) that the notice state both the recommendation to Council and the reasons advanced in support of the recommendation,
- d) that the notice of the recommendation and supporting documentation be sent by the Clerk directly to the accused Member by registered mail, at least seven (7) days prior to the meeting at which the complaint is to be presented,
- e) that the accused Member be apprised of his/her/their entitlement to forward a written response to the Clerk within seven (7) days of receipt of the notice and supporting documents,
- f) that, after the period for the accused Member to reply has expired, the Clerk provide Council with details of the notice to terminate, supporting documentation, and any written response received and place it on the closed session agenda of the next scheduled regular Council meeting or on the agenda of any Special Meeting called to consider the notice, and
- g) that the accused Member be given the opportunity to make a presentation to Council prior to a vote being taken on the recommendation.

#### **CP2018-017**

15. CP2018-017, at section 6, omits any right of an accused Member to receive notification of a recommendation to terminate his/her/their appointment, to receive and review details of the complaint(s) and alleged policy contraventions, to answer the allegations, to present evidence in support of a defense to council and to produce witnesses in support of a defense to council.

16. CP2018-017 grants to any member of a Committee, Board, or Task Force, any staff, any Council member, Council itself, and any member of the public the right to identify any alleged non-compliance with the Code of Conduct and Ethics - Members of Committees, Boards & Task Forces, Policy CP2018-018.

17. CP2018-017 requires the complainant make his/her/their complaint directly to the Mayor and, as detailed above, CP2018-018 gives the Mayor the power to hear and investigate the complaint entirely in secret before recommending to Council how to respond.

18. The only reference to the complaints process is at Section 6.3 of CP2018-017 where it refers to Policy CP2018-018. It is up to anyone who wants to understand the complaints process to find it on page 7 of CP2018-018 under "Compliance/Contravention".

19. I submit that the natural justice principle that no one should be condemned unheard (*Audi Alteram Partem*) or "listen to the other side"/"let the other side be heard as well" is fundamental

to a free, fair and democratic society. No person should be judged without a fair hearing in which each party is given the opportunity to respond to the evidence against them.

20. The repeal of 028 CAO 002 and its replacement by CP2018-017 and CP2018-18 gives the Mayor alone the power to hear and investigate complaints against Committee, Board or Task Force members, to determine the scope of any investigation deemed necessary, to do so entirely in secret, then to recommend to Council immediate termination based on the secret investigation.

21. The repeal of 028 CAO 002 and its replacement by CP2018-017 and CP2018-018 empowers council to condemn an accused Member based on hearing only the recommendations of the mayor that are based on the mayor's investigation of anyone's allegations - an estranged spouse, a political opponent, a business competitor - without the accused person being provided notice or details of the accusation, and without giving him/her/them an opportunity to speak to the allegations, to submit evidence to council and/or to produce witnesses to speak to council.

22. I think Policies CP2018-017 and CP2018-018, as written, are draconian and that they may set the City up for allegations of Charter violations and significant claims for civil damages.

23. Therefore, I recommend the following amendments to CP2018-017 and CP2018-018:

24. CP2018-017

6.1 Council may remove from a Committee/Board/Task Force any member who vacates his/her/their seat by missing three consecutive formal business meetings without being excused by the Committee/Board/Task Force, and who does not contest their vacation.

6.2 Council may remove from a Committee/Board/Task Force any member who it is determined by Council has violated the Code of Conduct and Ethics - Members of Committees, Boards & Task Forces, Policy CP2018-018.

6.3 Anyone (including members of the public, City staff, Committee/Board/Task Force members, Council members) may identify any alleged non-compliance with the Code of Conduct and Ethics - Members of Committees, Boards & Task Forces and may notify Council of their allegations, in writing, via a formal complaint to the City Clerk.

6.4 Within seven (7) days of receiving a formal written complaint about a Committee, Board, Task Force member, the City Clerk shall notify the accused member of the details of the complaint, shall provide the accused member with any supporting documentation, and shall provide the accused member details of the complaints process.

6.5 Waiving by anyone, including the Mayor and Council, of notice that the City Clerk has received a formal complaint and the provision of details, documentation and complaints process information to the accused member is strictly prohibited.

6.6 The complaints process shall consist of the following:

6.6.1 The complainant files a formal written complaint with the Clerk's office, along with any supporting documentation.

6.6.2 Within seven (7) days of receipt of a formal complaint, the Clerk shall provide the accused member, by secured mail, with notification that a formal complaint has been made, shall provide the accused member with details of the complaint and any supporting documentation, and shall provide the accused member with information about the complaints process.

6.6.3 Within seven (7) days of receipt of a formal complaint, the Clerk shall also apprise the accused member of his/her/their right to reply, in writing, to the allegations made in the formal complaint, including the provision of any supporting documentation and any list of witnesses or materials provided by witnesses or references, within seven (7) days of receipt of the Clerk's notice, including details and supporting documentation of a formal complaint.

6.6.4 Once the period for the accused member to reply has expired, the Clerk shall place the matter on the agenda of the next regularly scheduled Council Meeting agenda and shall provide all Members of Council with copies of the formal written complaint, the supporting documentation, and any materials provided by the accused member in response to the complaint.

6.6.5 Council shall review the materials and discuss them in closed session, as allowed under the *Municipal Act*, and may recommend an independent investigation of the complaint and the form such an investigation will take.

6.6.6 The Clerk shall issue an invitation to the complainant, to the accused member, and to any other person (including witnesses) the Clerk deems appropriate to appear before Council at a meeting, either closed or special, to present to Council their case and to respond to any questions Council has about the complaint, the accused member's reply, supporting documentation, and/or witness testimony.

6.6.7 In the event the complaint concerns allegations of threat or risk, the Clerk shall invite security resources to attend the meeting.

6.6.8 Council shall deliberate on the evidence, testimony and submissions in closed session, as allowed under the *Municipal Act*, and make a recommendation for remedial action.

6.6.9 At the next open meeting of Council, the recommendation shall be voted on by Council and shall be decided by a simple majority.

25. CP2018-018

Delete the section on page 7 entitled "Compliance/Contravention".

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number CLK20119-009

---

**Date:** February 19, 2019

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

**Place:** Council Chambers

---

**Ward Community Identifier:** All

**Title:** Appointment of an Integrity Commissioner

**Description:** As prescribed under Section 239 of the Municipal Act

**Author and Title:** Ron Taylor, Chief Administrative Officer and  
Cathie Ritchie, City Clerk

---

### Recommendation(s):

**That** Report CLK2019-009, **Appointment of an Integrity Commissioner**, be received; and

**That** Council hereby authorizes a by-law to appoint Charles A. Harnick, ADR Chambers Inc. as the City of Kawartha Lakes' Integrity Commissioner fulfilling all statutory requirements pursuant to the Municipal Act and the Municipal Conflict of Interest Act.

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

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

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

## Background:

“Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017”, received royal assent on May 30, 2017 amending the Municipal Act, 2001, the Municipal Conflict of Interest Act and minor changes to several other Acts. Among other requirements Bill 68 stipulates that all municipalities shall have an Integrity Commissioner.

The province has stated that the intent of the legislation is to “enhance local government accountability and integrity across the province by requiring municipalities to have a code of conduct for members of municipal councils and local boards” and to “ensure the public and municipal councillors have access to integrity commissioners with a broadened role related to conflicts of interest and municipal codes of conduct.”

An Integrity Commissioner reports to council and is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*. 2017, c. 10, Sched. 1, s. 19 (1).

On January 10, 2019, an RFP was issued through the City's procurement process. Two qualifying proposals were evaluated by the Chief Administrative Officer, Director of Corporate Services and the Clerk.



The purpose of this report is to recommend to Council a by-law to appoint Charles A. Harnick, ADR Chambers Inc. Integrity Commissioner for the City of Kawartha Lakes effective February 28, 2019.

### **Rationale:**

The City of Kawartha Lakes is committed to accountability and transparency to its residents and businesses, as well as other levels of government. In keeping with these principles and to comply with legislation, staff recommends that an Integrity Commissioner be appointed by by-law.

Mr. Harnick and the ADR Chambers Team have 11 years' of investigative experience with over 20 municipal clients, providing the expertise that the City of Kawartha Lakes is seeking. Their team specializes in alternative dispute resolution and investigation services and has committed to providing education and training to Council Members. The ADR Chambers Inc. has the reputation of being impartial, accountable and transparent while managing sensitive inquiries and maintaining confidentiality.

The Integrity Commissioner is to receive and assess complaints related to Council and Local Board Codes of Conduct and Municipal Conflict of Interest. The Integrity Commissioner Reports are directly to Council.

### **Other Alternatives Considered:**

If the City does not appoint a Commissioner the municipality shall make arrangements for all of the responsibilities to be provided by a Commissioner of another municipality.

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

The 2019 Operating Budget provides for the annual estimate under the Clerk's Division - Contracted Services.

A report with the costs associated with the integrity commissioner services will be provided to Council to inform future budgets.

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

Appointing an Integrity Commissioner for the City of Kawartha Lakes is in keeping with the City's Values of collaboration, continuous improvement, excellence, innovation and results.

Our values guide us in how we work, interact with each other and make decisions.

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

The City is committed to the highest possible standard for accessibility. Therefore the Integrity Commissioner must be capable to recommend and deliver, as appropriate for each requirement consistent with the Ontario Human Rights Code (OHRC), and in accordance with the Accessibility for Ontarians with Disabilities Act.

Unless determined by the City as not practicable, contractors shall ensure that any information, products, deliverables and/or communication (as defined in the Integrated Regulation) produced pursuant to a Contract shall be in conformity with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and shall be provided in accessible format upon request.

## **Consultations:**

Financial Services, Purchasing  
Director of Corporate Services

## **Attachments:**

Appendix A – By-law 2019-XXX To Appoint an Integrity Commissioner



By-law 2019-XXX to  
Appoint an Integrity Commissioner

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

**Department Head: Ron Taylor, CAO**

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

## **By-Law 2019-\_\_\_\_**

### **A By-law to Appoint an Integrity Commissioner for the City of Kawartha Lakes**

#### **Recitals**

1. Section 223.3(1) of the Municipal Act, 2001, 8.0. 2001, c. 25, as amended (the “Act”), authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:
  - (a) The application of the Code of Conduct for members of Council and the Code of Conduct for members of local boards or of either of them;
  - (b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behavior of members of Council and of local boards or of either of them;
  - (d) The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards.

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

#### **Section 1.00: Definitions and Interpretation**

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

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

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

##### **1.02 Interpretation Rules:**

- (a) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

##### **1.03 Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time that are applicable within the Province of Ontario.

- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Appointment**

- 2.01 That Charles A. Harnick, ADR Chambers Inc. be appointed as the Integrity Commissioner for the Corporation of the City of Kawartha Lakes with the term to commence March 1, 2019.

## **Section 3.00: Administration and Effective Date**

- 3.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.
- 3.03 **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 19 day of February, 2019.

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk

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

## **Council Report**

**Report Number RS2019-014**

---

**Date:** February 19, 2019  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

---

**Ward Community Identifier: 5**

**Title:** Proposed Lease Agreement between the City of Kawartha Lakes and Eric B. Robinson Limited (Hangar Space at Kawartha Lakes Municipal Airport)

**Author and Title:** Laura Carnochan, Law Clerk – Realty Services

---

### **Recommendations:**

**That** Report RS2019-014, Proposed Lease Agreement between the City of Kawartha Lakes and Eric B. Robinson Limited (Hangar Space at Kawartha Lakes Municipal Airport), be received; and

**That** the Mayor and Clerk be authorized to execute the Lease Agreement attached as Appendix A on behalf of the Corporation of the City of Kawartha Lakes, being a Lease Agreement with Eric B. Robinson Limited for the purpose of leasing hangar space at the Kawartha Lakes Municipal Airport for a one year term.

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

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

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

## **Background:**

Eric B. Robinson Limited has been leasing hangar space at the Kawartha Lakes Municipal Airport since 2008. The last Lease Agreement expired on September 30, 2018.

Eric B. Robinson wishes to continue to lease the hangar space for a one year period.

The proposed Lease Agreement was reviewed by Loomex and the former Airport Board and it was recommended that the City proceed with renewing the Lease Agreement for a one year term.

The purpose of this report is to provide Council with an opportunity to consider the terms of the proposed Lease Agreement and for Council to provide direction required to execute this Agreement. The proposed Lease Agreement is attached as Appendix A.

Appendix B is a general location map, Appendix C is an aerial photo, and Appendix D is a map.

## **Rationale:**

The annual gross revenue of the proposed Lease is \$16,152.44, broken down as follows:

Rent: \$6,551.40 (plus \$851.68 HST)

Additional Rent: \$2,600.00 (plus \$338.00 HST)

Municipal Taxes: \$5,811.36

As the City receives an HST rebate of 86.461%, the City will receive a rebate of \$1,028.61 in relation to this Lease. Factoring in the HST rebate, the annual net revenue of this Lease will be \$15,951.37.

## **Other Alternatives Considered:**

Council could direct that the Lease Agreement not be renewed. This is not recommended in this circumstance as the previous Lease Agreement has already expired and Eric B. Robinson Limited has been paying the proposed rental amounts (in monthly installments) since the expiration date.

## **Financial Impacts:**

The revenue for this Lease will remain the same as that of the previous term.

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

The recommendation in this report does not specifically align with a strategic goal, but does align with the strategic enabler efficient infrastructure and asset management.

## **Consultations:**

City Solicitor  
Municipal Airport Board Chair

## **Attachments:**

Appendix A – Proposed Lease Agreement (Expiry 2019-09-30)



Appendix A -  
Proposed Lease Agree

Appendix B – General Location Map



Appendix B - General  
Location Map.pdf

Appendix C – Aerial Photo



Appendix C - Aerial  
Photo.pdf

Appendix D – Map



Appendix D -  
Map.pdf

**Department Head E-Mail:** rcarlson@kawarthalakes.ca  
**Department Head:** Robyn Carlson  
**Department File:** L17-18-RS186

## LEASE AGREEMENT

Effective the 1<sup>st</sup> day of October, 2018

### BETWEEN:

#### THE CORPORATION OF THE CITY OF KAWARTHA LAKES

as Landlord  
(the "Landlord")

- and -

#### ERIC B. ROBINSON LIMITED

as Tenant  
(the "Tenant")

### RECITALS:

- a) The Landlord is the registered owner of certain Premises municipally known as 3187 Highway 35, Lindsay, and legally described as Part of the North Half of Lot 23, Concession 3, Part of Lot 24, Concession 3, Part of the South Half of Lot 25, Concession 3 as in VT63568, A12243 & VT63532 Except Highway 462 & A13985, in the Geographic Township of Ops, City of Kawartha Lakes, being PIN: 63202-0168 (LT). This parcel of land is known as the "Municipal Airport."
- b) The Tenant wishes to lease a portion of the "Municipal Airport," specifically the south hangar and surrounding grass and gravelled area, together with access to the apron and runway, which is more specifically shown in orange on the attached Schedule A.

**AND THEREFORE IN CONSIDERATION** of the rents and other good and valuable consideration payable to the Landlord by the Tenant, the parties agree as follows:

### ARTICLE 1.00: LEASED PROPERTY

- 1.01 The Landlord hereby grants to the Tenant use of the south hangar and surrounding grass and gravelled area, together with access to the apron and runway (the "Premises"). The Tenant shall have access to the apron and runway at no additional cost to the Tenant and the Landlord shall ensure that the Airpark operator maintains the surface conditions in a clear and safe manner.
- 1.02 The Tenant hereby accepts the Premises in their present condition as of the date hereon and will limit his activities to the boundaries of such leased parcel and will not call upon the Landlord to do or pay for any work or supply any equipment to make the Premises more suitable for the proposed use by the Tenant hereunder.



## **ARTICLE 2.00: TERM OF THE LEASE**

- 2.01 This Lease shall be for a term commencing the 1<sup>st</sup> day of October, 2018, and expiring the 30<sup>th</sup> day of September, 2019 (the "Term"), unless terminated in accordance with the provisions of this Lease.

## **ARTICLE 3.00: RENT**

- 3.01 During the Term of this Lease, the Tenant agrees to and shall pay the Landlord an annual fee of \$6,551.40, plus HST. This fee shall be payable in equal monthly installments of \$545.95, plus HST, on the first day of each and every month of the Term.
- 3.02 The Tenant shall pay as additional rent for the 10,000 square foot gravel area and 3,000 square foot grass area as shown on the attached sketch, the amount of \$0.20 per foot per annum, for a total of \$2,600.00, plus HST, payable monthly in the amount of \$216.67, plus HST.
- 3.03 The Tenant shall also pay as additional rent all applicable municipal and other taxes in relation to the hangar and Premises in question which, in relation to Municipal taxes, are estimated to be in the amount of \$5,811.36, payable monthly in the amount of \$484.28.

## **ARTICLE 4.00: ADDITIONAL RENT**

- 4.01 The Tenant agrees to pay the following expenses related to the Premises as Additional Rent:
- a) Utilities (including, but not limited to, gas, electricity, water, heat, air-conditioning);
  - b) Services supplied to the Premises, provided that this does not in any way oblige the landlord to provide any services, unless otherwise agreed in this Lease;
  - c) Maintenance;
  - d) Any tax or duty imposed upon, or collectable by the Tenant which is measured by or based in whole or in part directly upon the Rent including, without limitation, the goods and services tax, value added tax, business

transfer tax, retail sales tax, federal sales tax, excise tax or duty or any tax similar to any of the foregoing;

- e) Real property taxes, rates, duties and assessments including such portion of real property taxes formerly known as business taxes. The Landlord shall have the right to determine the assessment value of the Premises, acting reasonably, bearing in mind, current principles of assessment, previous assessments and the proportionate share that the rentable area of the Premises is to the total rentable area of all premises in the building of which the Premises forms a part (if applicable). The assessment value of the Premises as determined aforesaid shall be multiplied by the current tax rate of the Premises to determine the real property taxes payable as Additional Rent;
- 4.02 If any of the foregoing charges are invoiced directly to the Tenant, the Tenant shall pay same as and when they become due and produce proof of payment to the Landlord immediately if requested to do so, but the Tenant may contest or appeal any such charges at the Tenant's own expense.
  - 4.03 The Tenant hereby agrees to indemnify and protect the Landlord from any liability accruing to the Landlord in respect of the expenses payable by the Tenant and provided herein.
  - 4.04 If the Tenant fails to make any of the payments required by this Lease then the Landlord may make such payments and charge to the Tenant as Additional Rent the amounts paid by the Landlord, and if such charges are not paid by the Tenant on demand the Landlord shall be entitled to the same remedies and may take the same steps for recovery of the unpaid charges as in the event of Rent in arrears.
  - 4.05 If the Tenant enjoys the use of any common areas and facilities not included in the Premises, the Tenant shall pay his proportionate share of the foregoing expenses relating to such common areas and facilities.
  - 4.06 From time to time during the Term the Landlord may, acting reasonably, re-estimate the amount of the Additional Rent and shall fix monthly installments for the then remaining balance of the Term so that the Landlord's estimate, original or revised, of Additional Rent will have been entirely paid during that Term. The Landlord shall make a final determination of Additional Rent for the Term within 120 days of the Landlord's financial year end, which shall be binding upon both

parties and shall provide the Tenant with a statement of the Additional Rent for the Term. The Landlord and the Tenant shall expeditiously make any necessary readjusting payment; provided that the Tenant may not claim a re-adjustment based solely upon any error of estimation, determination, or calculation unless claimed in writing within 6 months after the Term to which the claim relates.

- 4.07 All payments made by the Tenant pursuant to this Lease shall be delivered to the Landlord at the Landlord's address for service set out in Article 12.00 or to such other place as the Landlord may from time to time direct in writing.
- 4.08 All Rent in arrears and all sums paid by the Landlord for expenses incurred which should have been paid by the Tenant shall bear interest from the date payment was due, or made, or expense incurred at a rate per annum equal to the prime commercial lending rate of the Landlord's bank plus 2%.
- 4.09 The Tenant acknowledges and agrees that the payments of Rent and Additional Rent provided for in this Lease shall be made without any deductions for any reason whatsoever unless expressly allowed by the terms of this Lease or agreed to by the Landlord in writing.
- 4.10 No partial payment by the Tenant which is accepted by the Landlord shall be considered as other than a partial payment on account of Rent owing and shall not prejudice the Landlord's right to recover any rent owing.

## **ARTICLE 5.00: COVENANTS**

- 5.01 The Tenant covenants and agrees as follows:
  - a) to pay the Rental Fee and Additional Rent as set out in Article 3.00 and Article 4.00;
  - b) to not do or permit to be done anything which may:
    - a. constitute a nuisance;
    - b. cause damage to the Premises;
    - c. cause injury or annoyance to occupants of neighbouring premises;
    - d. make void or voidable any insurance upon the Premises; or

- e. constitute a breach of any by-law, statute, order or regulation of any municipal, provincial or other competent authority relating to the Premises.
- c) to ensure that no refuse, litter, garbage or loose or objectionable material accumulates in or about the Premises;
- d) to pay, upon termination of this Lease, the Landlord reasonable compensation for any damages to the Premises for which the Tenant is responsible; the Landlord, acting reasonably, may determine the quantum of which;
- e) to comply with all federal, provincial and municipal laws, rules, regulations and by-laws and to indemnify and hold the Landlord harmless from the consequences of its failure to do so; and
- f) not to prohibit the Landlord access to any part of the Premises.

5.02 The Landlord covenants and agrees as follows:

- a) that the Airpark is operated by the Airpark operators according to standards set by Transport Canada. Should any deficiencies come to the attention of the Tenant, the Tenant shall advise the Landlord who will ensure that corrective work is undertaken and completed by the Airpark operators within 60 days of such notice being provided to the Landlord;
- b) that the Airpark is maintained by the Airpark operators in accordance with all other legislative and regulatory requirements. Should there be any deficiencies, the Tenant shall advise the Landlord who will ensure that corrective work is undertaken and completed by the Airpark operators within 15 days of such notice being provided to the Landlord; and
- c) that the Tenant shall be permitted to attached signage to the building and have a free standing flag pole subject to the approval of the Landlord and provided same does not interfere in any way with the safe operation of the Airpark and provided same meets with all legislative and regulatory requirements;

## **ARTICLE 6.00: ALTERATIONS BY TENANT**

6.01 If the Tenant, during the Term of this Lease or any renewal of it, desires to make any alterations or additions to the Premises, including, but not limited to, erecting partitions, attaching equipment, and installing necessary furnishings or additional

equipment of the Tenant's business, the Tenant may do so at its own expense, at any time and from time to time, if the following conditions are met:

- a) before undertaking any alteration or addition the Tenant shall submit to the Landlord a plan showing the proposed alterations or additional items included in the plan which are regarded by the Tenant as "Trade Fixtures" shall be designated as such on the plan, and the Tenant shall not proceed to make any alteration or addition unless the Landlord has approved the plan, and the Landlord shall not unreasonably or arbitrarily withhold its approval;
  - b) any and all alterations or additions to the Premises made by the Tenant must comply with all applicable building code standards and by-laws of the municipality in which the Premises are located.
- 6.02 The Tenant shall be responsible for and pay the cost of any alterations, additions, installations or improvements that any governing authority, municipal, provincial or otherwise, may require to be made in, on or to the Premises.
- 6.03 No sign, advertisement or notice shall be inscribed, painted or affixed by the Tenant, or any other person on the Tenant's behalf, on any part of the inside or outside of the building in which the Premises are located unless the sign, advertisement or notice has been approved in every respect by the Landlord.
- 6.04 All alterations and additions to the Premises made by or on behalf of the Tenant, other than the Tenant's Trade Fixtures, shall immediately become the property of the Landlord without compensation to the Tenant.
- 6.05 The Tenant agrees, at its own expense and by whatever means may be necessary, immediately to obtain the release or discharge of any encumbrance that may be registered against the Landlord's property in connection with any additions or alterations to the Premises made by the Tenant or in connection with any other activity of the Tenant.
- 6.06 If the Tenant has complied with his obligations according to the provisions of this Lease, the Tenant may remove his Trade Fixtures at the end of the Term or other termination of this Lease and the Tenant covenants that he will make good and repair or replace as necessary any damage caused to the Premises by the removal of the Tenant's Trade Fixtures.
- 6.07 Other than as provided in section 6.06 above, the Tenant shall not, during the Term of this Lease or anytime thereafter remove from the Premises any Trade Fixtures or other goods and chattels of the Tenant except in the following circumstances:
- a) the removal is in the ordinary course of business;

- b) the Trade Fixture has become unnecessary for the Tenant's business or is being replaced by a new or similar Trade Fixture; or
- c) the Landlord has consented in writing to the removal;

but in any case the Tenant shall make good any damage caused to the Premises by the installation or removal of any Trade Fixtures, equipment, partitions, furnishings and any other objects whatsoever brought onto the Premises by the Tenant.

- 6.08 The Tenant shall, at its own expense, if requested by the Landlord, remove any or all additions or improvements made by the Tenant to the Premises during the Term and shall repair all damage caused by the installation or removal or both.
- 6.09 The Tenant shall not bring onto the Premises or any part of the Premises any machinery, equipment or any other thing that might in the opinion of the Landlord, by reason of its weight, size or use, damage the Premises or overload the floors of the Premises, and if the Premises are damaged or overloaded the Tenant shall restore the Premises immediately or pay to the Landlord the cost of restoring the Premises.

#### **ARTICLE 7.00: INSURANCE**

- 7.01 During the Term of this Lease and any renewal thereof the Landlord shall maintain with respect to the Premises, insurance coverage insuring against:
  - a) loss or damage by fire, lightning, storm and other perils that may cause damage to the Premises or the property of the Landlord in which the Premises are located as are commonly provided for as extended perils coverage or as may be reasonably required and obtained by the Landlord, and the insurance policy shall provide coverage on a replacement cost basis in an amount sufficient to cover the cost of all signs and leasehold improvements;
  - b) liability for bodily injury or death or property damage sustained by third parties up to such limits as the Landlord in his sole discretion deems advisable;
  - c) rental income protection insurance with respect to fire and other perils to the extent of one year's Rent payable under this Lease;

but such insurance and any payment of the proceeds thereof to the Landlord shall not relieve the Tenant of his obligations to continue to pay rent during any period of rebuilding, replacement, repairing or restoration of the Premises except as provided in Article 8.00.

- 7.02 The Tenant covenants to keep the Landlord indemnified against all claims and demands whatsoever by any person, whether in respect of damage to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Premises or the subletting or assignment of same or any part thereof. The Tenant further covenants to indemnify the Landlord with respect to any encumbrances on or damage to the Premises accessioned by or arising from the act, default, or negligence of the Tenant, his officers, agents, servants, employees, contractors, customers, invitees or licensees and the Tenant agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of this Lease to the contrary.
- 7.03 The Tenant shall carry insurance in his own name to provide coverage with respect to the risk of business interruption to an extent sufficient to allow the Tenant to meet his ongoing obligations to the Landlord and to protect the Tenant against loss of revenues.
- 7.04 The Tenant shall carry insurance in his own name insuring against the risk of damage to the Tenant's property within the Premises caused by fire or other perils and the policy shall provide for coverage on a replacement cost basis to protect the Tenant's stock-in-trade, equipment, Trade Fixtures, decorations and improvements.
- 7.05 The Tenant shall carry public liability and property damage insurance in which policy the Landlord shall be a named insured and the policy shall include a cross-liability endorsement.
- 7.06 The Tenant shall provide the Landlord with a Certificate of Insurance as confirmation of the above-noted insurance, and with copies of the policies should the Landlord request same.

#### **ARTICLE 8.00: DAMAGE TO THE PREMISES**

- 8.01 If the Premises or the building in which the Premises are located, are damaged or destroyed, in whole or in part, by fire or other peril, then the following provisions shall apply;
- a) if the damage or destruction renders the Premises unfit for occupancy and impossible to repair or rebuild using reasonable diligence within 120 clear days from the happening of such damage or destruction, then the Term hereby granted shall cease from the date the damage or destruction occurred, and the Tenant shall immediately surrender the remainder of the Term and give possession of the Premises to the Landlord, and the Rent from the time of surrender shall abate;
  - b) if the Premises can with reasonable diligence be repaired and rendered fit for occupancy within 120 days from the happening of the damage or destruction,

but the damage renders the Premises wholly unfit for occupancy, then the rent hereby reserved shall not accrue after the day that such damage occurred, or while the process of repair is going on, and the Landlord shall repair the Premises with all reasonable speed, and the Tenant's obligations to pay Rent shall resume immediately after the necessary repairs have been completed;

- c) if the leased Premises can be repaired within 120 days as aforesaid, but the damage is such that the leased Premises are capable of being partially used, then until such damage has been repaired, the Tenant shall continue in possession and the Rent shall abate proportionately.

8.02 Any question as to the degree of damage or destruction or the period of time required to repair or rebuild shall be determined by an architect retained by the Landlord.

8.03 Apart from the provisions of Section 8.01 there shall be no abatement from or reduction of the Rent payable by the Tenant, nor shall the Tenant be entitled to claim against the Landlord for any damages, general or special, caused by fire, water, sprinkler systems, partial or temporary failure or stoppage of services or utilities which the Landlord is obliged to provide according to this Lease, from any cause whatsoever.

## **ARTICLE 9.00: ACTS OF DEFAULT AND LANDLORD'S REMEDIES**

9.01 An Act of Default has occurred when:

- a) the Tenant has failed to pay Rent for a period of 15 consecutive days, regardless of whether demand for payment has been made or not;
- b) the Tenant has breached his covenants or failed to perform any of his obligations under this Lease; and
  - i) the Landlord has given notice specifying the nature of the default and the steps required to correct it; and
  - ii) the Tenant has failed to correct the default as required by the notice.
- c) the Tenant has:
  - i) become bankrupt or insolvent or made an assignment for the benefit of creditors;
  - ii) had its property seized or attached in satisfaction of a judgment;



- iii) had a receiver appointed;
  - iv) committed any act or neglected to do anything with the result that a Construction Lien or other encumbrance is registered against the City's property;
  - v) without the consent of the City, made or entered into a license to make a sale of its assets to which the Bulk Sales Act applies;
  - vi) taken action if the Licensee is a corporation, with a view to winding up, dissolution or liquidation;
  - vii) ceased to exist.
- d) the Premises;
- i) become vacant or remain unoccupied by the Tenant for a period of ninety (90) consecutive days or
  - ii) are used by any other person or persons, or for any other purpose than as provided for in this Lease without the written consent of the Landlord.
- e) When an Act of Default on the part of the Licensee has occurred:
- i) the Landlord shall have the right to terminate this License.
- f) If, because an Act of Default has occurred, the Landlord exercises its right to terminate this Lease prior to the end of the Term, the Tenant shall nevertheless be liable for payment of the Rental Fee and all additional fees and all other amounts payable by the Tenant in accordance with the provisions of this Lease.
- g) If, when an Act of Default has occurred, the Landlord chooses not to terminate the Lease, the Landlord shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Tenant and to charge the costs of such to the Tenant.
- h) If, when an Act of Default has occurred, the Landlord chooses to waive its right to exercise the remedies available to it under this Lease or at law, the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Landlord to prevent its exercising its remedies with respect to a subsequent Act of Default. No covenant, term, or condition of the Lease shall be deemed to have been

waived by the Landlord unless the waiver is in writing and signed by the Landlord.

#### **ARTICLE 10.00: TERMINATION UPON NOTICE AND AT END OF TERM**

10.01 If the Landlord desires at any time to remodel or demolish the Premises or any part thereof, to an extent that renders continued possession by the Tenant impracticable, the Tenant shall, upon receiving 180 clear days' written notice from the Landlord:

- a) surrender this Lease, including any unexpired remainder of the Term; and
- b) vacate the Premises and give the Landlord possession.

10.02 If the Premises are subject to an Agreement of Purchase and Sale or if the Premises are expropriated or condemned by any competent authority:

- a) the Landlord shall have the right to terminate this Lease by giving 90 clear days' notice in writing to the Tenant; or
- b) the Landlord may require the Tenant to vacate the Premises within 30 days from payment by the Landlord to the Tenant of a bonus equal to three months' rent, but payment of said bonus shall be accompanied or preceded by written notice from the Landlord to the Tenant advising of the Landlord's intent to exercise this option.

10.03 The Tenant agrees to permit the Landlord during the last three months of the Term of this Lease to display "For Rent" or "For Sale" signs or both at the Premises and to show the Premises to prospective new tenants or purchasers and to permit anyone having written authority of the Landlord to view the Premises at reasonable hours.

10.04 If the Tenant remains in possession of the Premises after termination of this Lease as aforesaid and if the Landlord then accepts rent for the Premises from the Tenant, it is agreed that such overholding by the Tenant and acceptance of Rent by the Landlord shall create a monthly tenancy only but the tenancy shall remain subject to all the terms and conditions of this Lease except those regarding the Term.

#### **ARTICLE 11.00: ASSIGNMENT**

11.01 The Tenant shall not assign this Lease or sublet the whole or any part of the Premises unless he first obtains the consent of the Landlord in writing, which consent shall not be unreasonably withheld, and the Tenant hereby waives his right to the benefit of any present or future Act of the Legislature of Ontario which

would allow the Tenant to assign this Lease or sublet the Premises without the Landlord's consent.

- 11.02 The consent of the Landlord to any assignment or subletting shall not operate as a waiver of the necessity for consent to any subsequent assignment or subletting.
- 11.03 Any consent granted by the Landlord shall be conditional upon the assignee, sublessee or occupant executing a written agreement directly with the Landlord agreeing to be bound by all the terms of this Lease as if the assignee, sublessee or occupant had originally executed this Lease as Tenant.
- 11.04 Any consent given by the Landlord to any assignment or other disposition of the Tenant's interest in this Lease or in the Premises shall not relieve the Tenant from his obligations under this Lease, including the obligation to pay Rent and Additional Rent as provided for herein.
- 11.05 If the party originally entering into this Lease as Tenant, or any party who subsequently becomes the Tenant by way of assignment or sublease or otherwise as provided for in this Lease, is a corporation then:
- a) the Tenant shall not be entitled to deal with its authorized or issued capital or that of an affiliated company in any way that results in a change in the effective voting control of the Tenant unless the Landlord first consents in writing to the proposed change;
  - b) if any change is made in the control of the Tenant corporation without the written consent of the Landlord then the Landlord shall be entitled to treat the Tenant as being in default and to exercise the remedies stipulated in Article 9.00 of this Lease and any other remedies available in law;
  - c) the Tenant agrees to make available to the Landlord or his authorized representatives the corporate books and records of the Tenant for inspection at reasonable times.

#### **ARTICLE 12.00: ACKNOWLEDGEMENT BY TENANT**

- 12.01 The Tenant agrees that he will at any time or times during the Term, upon being given at least 48 hours' prior written notice, execute and deliver to the Landlord a statement in writing certifying:
- a) that this Lease is unmodified and is in full force and effect (or if modified stating the modifications and confirming that the Lease is in full force and effect as modified);
  - b) the amount of Rent being paid;

- c) the dates to which Rent has been paid;
- d) other charges payable under this Lease which have been paid;
- e) particulars of any prepayment of Rent or security deposits; and
- f) particulars of any subtenancies.

#### **ARTICLE 13.00: NOTICE**

13.01 Any notice required or permitted to be given by one party to the other pursuant to the terms of this Lease may be given:

To the Landlord

The Corporation of the City of Kawartha Lakes  
26 Francis Street, P.O. Box 9000  
Attention: Clerk  
Lindsay, ON K9V 5R8  
Fax: 705-324-8110

To the Tenant

Eric B. Robinson Limited  
3187 Highway 35, Hangar 1 Lindsay Airport  
Lindsay, ON K9V 4R1  
Fax: 705-878-4988

13.02 The above addresses may be changed at any time by giving 10 days' written notice.

13.03 Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date delivered in if the notice is served personally or 72 hours after mailing if the notice is mailed.

#### **ARTICLE 14.00: REGISTRATION**

14.01 The Tenant hereby acknowledges and agrees that this Lease does not create or confer on the Tenant any interest in the Premises, that this Lease is personal to the Tenant and that this Lease merely confers on the Tenant the right to enter onto and occupy the Premises for the Term for the sole purpose of planting, caring for, and harvesting crops. Accordingly, the Tenant agrees that it shall not at any time register notice of or a copy of this Lease on title to the Premises or the property of which the Premises forms part.

## **ARTICLE 15.00: AMENDMENT**

15.01 No alteration, amendment, change or addition to this Lease shall be binding on the Landlord and/or the Tenant unless such alteration, amendment, change or addition is reduced to writing and signed by both the Landlord and the Tenant.

## **ARTICLE 16.00: ENTIRE LEASE**

16.01 It is agreed and understood that this Lease (including the schedules referred to herein, which are hereby incorporated by reference) constitutes the entire Lease between the parties with respect to the subject matter hereof and supersedes all prior arrangements, proposals, understandings and negotiations, both written and oral, between the parties or their predecessors with respect to the subject matter of this Lease.

## **ARTICLE 17.00: GENERAL MATTERS OF INTENT AND INTERPRETATION**

17.01 Each obligation under this Lease is a covenant.

17.02 The headings in the Lease are for ease of reference only and are not to be taken into account in the construction or interpretation of any provision to which they refer.

17.03 This Lease is to be read with all changes of gender or number required by the context. All provisions of this Lease creating obligations on either party will be construed as covenants.

17.04 The Tenant may not assign this Lease and no waiver, amendment or modification of this Lease will be effective unless in writing and signed by both parties.

17.05 It is particularly understood and agreed that this Lease shall not be deemed to be nor intended to give rise to a partnership between the parties, nor to entitle the Tenant to any future interest in any part of the Premises beyond the term of this Lease.

17.06 The Tenant acknowledges that the Landlord reserves the rights of itself, its directors, employees, agents, contractors and assigns to enter the Premises at any reasonable time to:

- a) consult with the Tenant; and
- b) make repairs, improvements and inspections, or place works, in, on or adjacent to the Premises, provided that the Landlord will make its best efforts not to damage or adversely interfere with any of the Tenant's crops, chattels

or equipment located in or on that portion of the Premises to which this Lease relates.

17.07 This Lease shall enure to the benefit of, and be binding upon the parties and their respective successors and (where permitted) assigns.

**IN WITNESS WHEREOF** the parties have attested by their hands or the hands of their respective officers duly authorized in that behalf and by their signatures agree to be bound by the terms of this Lease Agreement.

Dated at Kawartha Lakes this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**THE CORPORATION OF THE CITY OF  
KAWARTHA LAKES**

PER: \_\_\_\_\_  
Name: Andy Letham  
Title: Mayor

PER: \_\_\_\_\_  
Name: Cathie Ritchie  
Title: City Clerk

*We have authority to bind the Corporation*

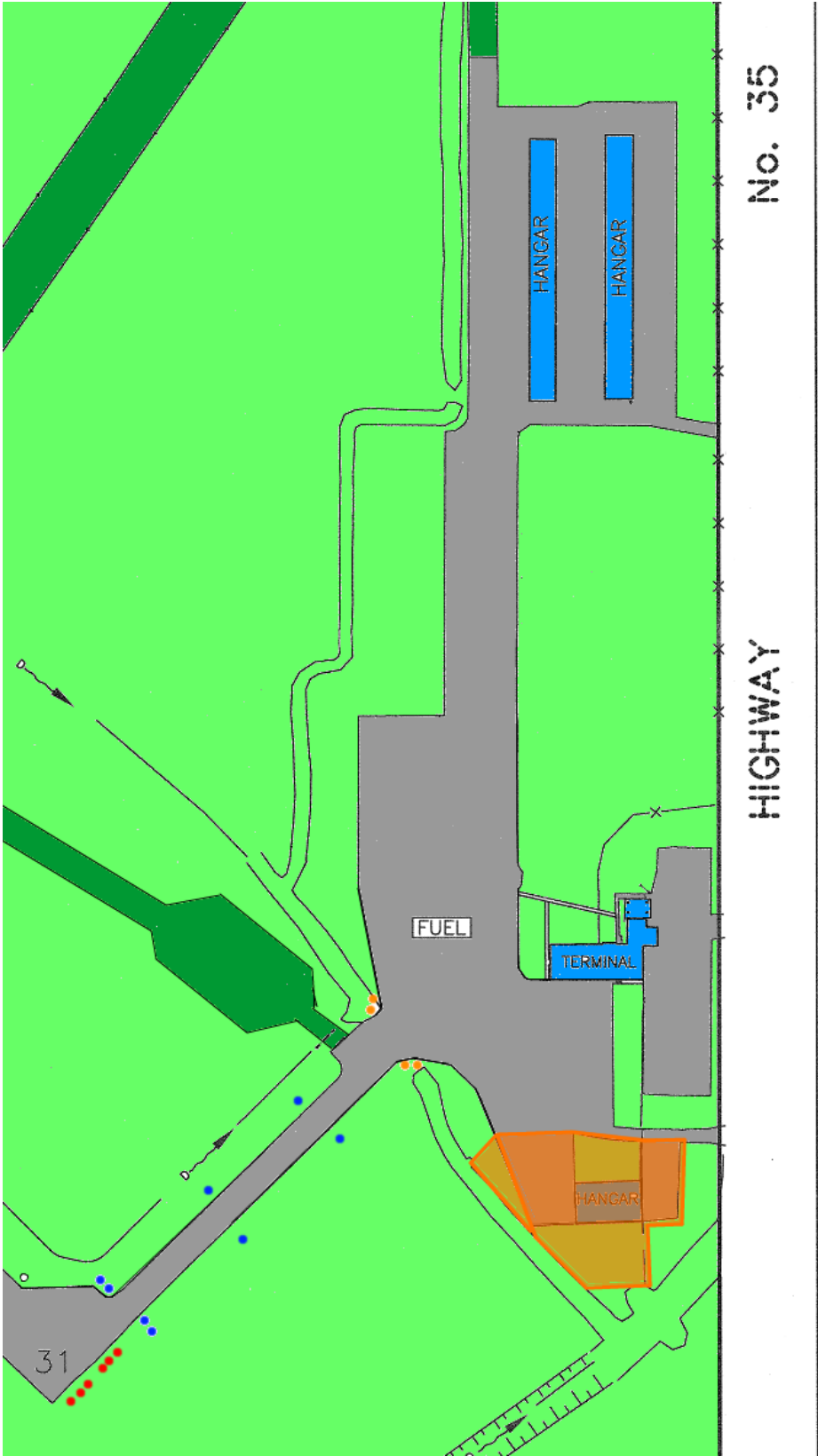
Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**ERIC B. ROBINSON LIMITED**

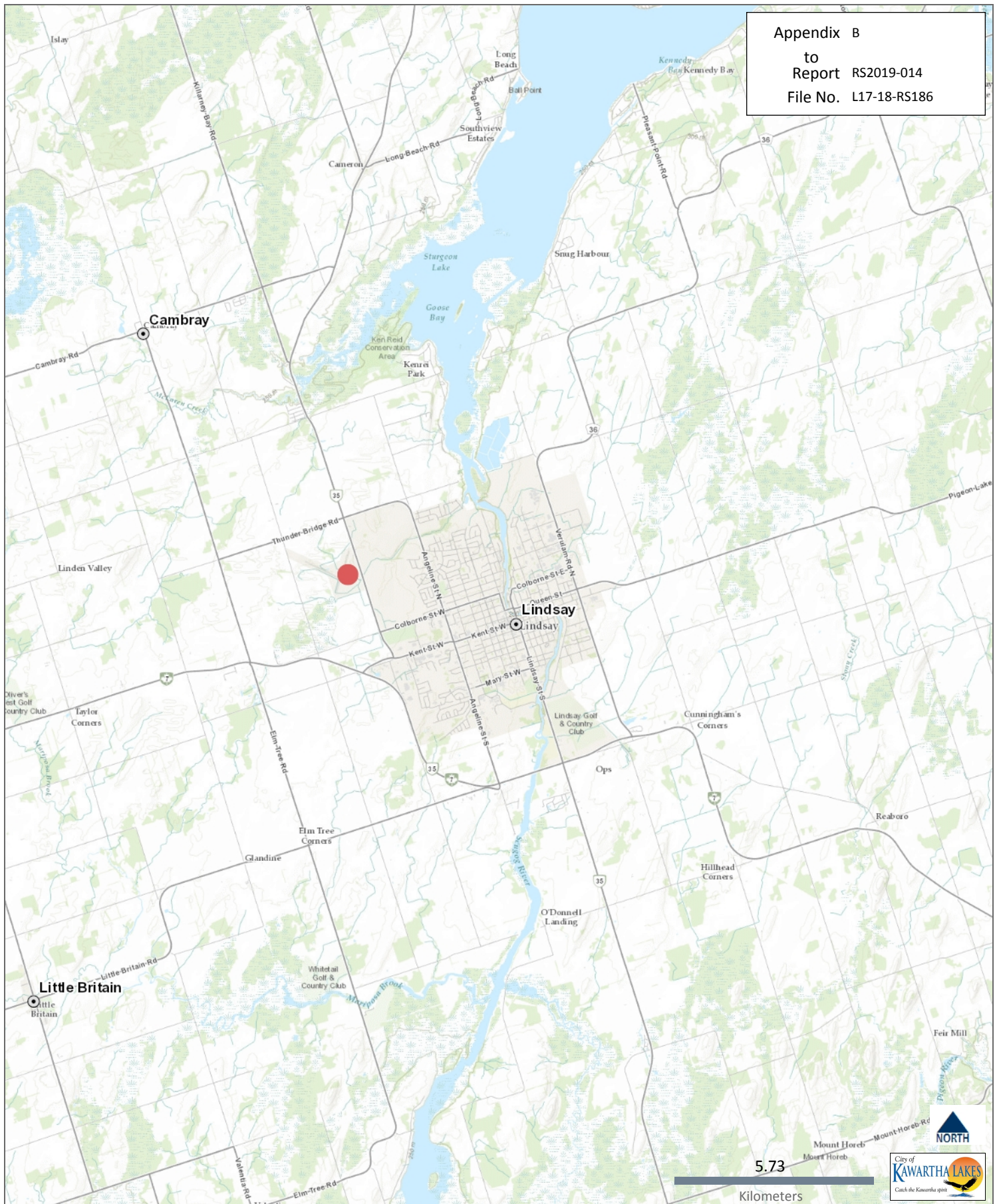
PER: \_\_\_\_\_  
Name: Brian Robinson  
Title:

*I have authority to bind the Corporation*

SCHEDULE A







Appendix B  
to  
Report RS2019-014  
File No. L17-18-RS186

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

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

Date:





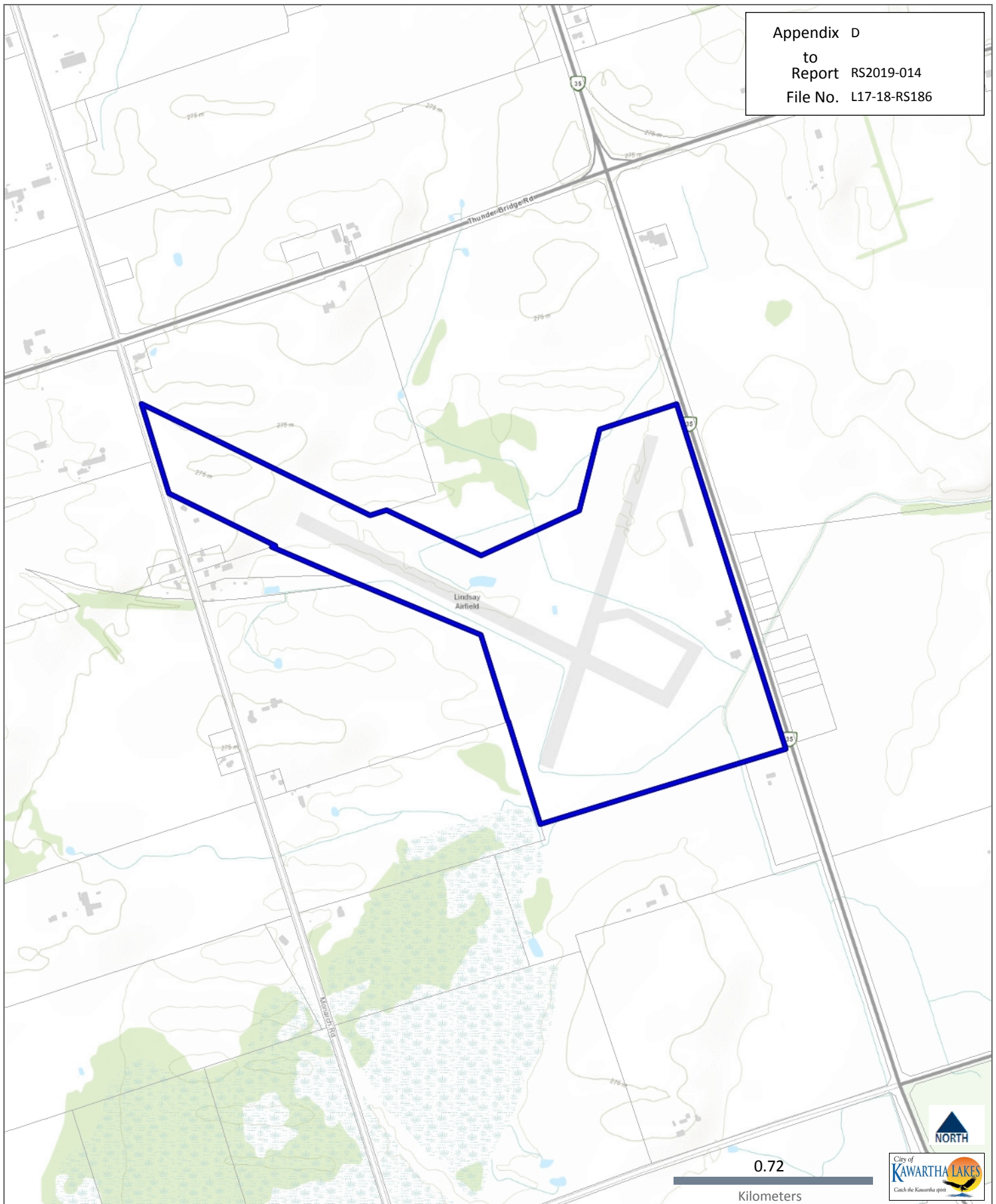
Appendix C  
to  
Report RS2019-014  
File No. L17-18-RS186

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

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

Date:





# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number EA2019-005

---

**Date:** February 19<sup>th</sup>, 2019

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

**Place:** Council Chambers

---

**Ward Community Identifier:** Ward 1

**Title:** Updates to Capital Projects 997146301 (Laxton Landfill Site) and 997180101 (Laxton Landfill)

**Description:** This report provides updates and proposes changes to the above-noted capital projects in light of new information.

**Author and Title:** Adam Found, Manager of Corporate Assets

---

### Recommendation(s):

**That** Report EA2019-005, **Updates to Capital Projects 997146301 (Laxton Landfill Site) and 997180101 (Laxton Landfill)**, be received;

**That** capital project 997146301 (Laxton Landfill Site) be closed with its remaining balance of \$170,216.02 remitted to the Capital Reserve;

**That** the budgeted expenditure for capital project 997180101 (Laxton Landfill) within capital program 9971801 (Landfill Siteworks) be increased by \$110,000 funded by the Capital Reserve; and

**That** the closure date for capital program 9971801 (Landfill Siteworks) be extended from June 30<sup>th</sup>, 2019 to December 31<sup>st</sup>, 2019.

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

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

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

## **Background:**

On January 1<sup>st</sup>, 2016, the Corporate Assets Division was transferred from the Department of Corporate Services to the newly formed Department of Engineering and Corporate Assets. Along with this reorganization came new responsibilities for the Corporate Assets Division, such as management of certain capital projects as follows:

1. Water-wastewater capital projects with a highly asset management-related focus (e.g. water-wastewater capacity studies) or otherwise beyond the resource constraints of the Infrastructure Design and Construction Division; and
2. Solid waste capital projects beyond the resource constraints of the Infrastructure Design and Construction Division.

As a result, Corporate Assets Division inherited a backlog of capital projects, some dating back several years. Over time the division has worked to reduce the backlog substantially, and continues to do so while taking on new capital projects each year.

This report brings forward proposed updates to two solid waste capital projects, 997146301 (Laxton Landfill Site) and 997180101 (Laxton Landfill), in light of new information.

## **Rationale:**

The 2018 capital program 9971801 (Landfill Siteworks) comprises capital projects 997180101 (Laxton Landfill) and 997180102 (Lindsay-Ops Landfill Cell 4/5 Phase II), and is funded by the tax levy in the amount of \$67,000 pooled over the two projects. The following is an update on these projects:

1. 997180102 (Laxton Landfill): This project is earmarked \$48,000 of the total \$67,000 pool for its capital program. The purpose of the project is the relocation of the weigh scale and reconfiguration of the entrance and access so as to make the landfill's remaining approved capacity accessible and available for use. Through the project's procurement process, site visits conducted with prospective vendors revealed the structural inadequacy of the existing scale. In particular, staff was advised by vendors that the scale could not sustain relocation and must therefore be replaced upon removal. A fibre optic cable was also discovered through the site visits, and its owner, Cable-Cable, has advised it must be relocated to accommodate the scale relocation. These changes in need impact the cost of the project considerably, increasing it by approximately \$84,000 (inclusive of contingency).

2. 997180102 (Lindsay-Ops Landfill Cell 4/5 Phase II): This project is earmarked \$19,000 of the total \$67,000 pool for its capital program. The purpose of the project is to facilitate the redesign and miscellaneous preparations for the construction of Phase II of Cell 4/5. While the project is complete, it incurred unanticipated engineering costs relating to the assessment of the former compost pad, which is now to be decommissioned during construction, and development of a plan to manage excess composted soils. The resulting increase in cost was approximately \$23,000, which was absorbed by the pool of funding for capital program 9971801. This leaves in the program an uncommitted balance of approximately \$22,000.

Given only \$22,000, instead of the original \$48,000 estimate, is left available for capital project 997180101, and given the need to utilize the remaining capacity at the Laxton Landfill, staff is recommending the project's funding be increased by \$110,000 drawn from the Capital Reserve. Given the delay caused to the project by the above-noted unforeseen events, staff is also recommending the project's closure date be extended from June 30<sup>th</sup>, 2019 to December 31<sup>st</sup>, 2019 to ensure adequate time for project completion.

Turning to capital project 997146301 (Laxton Landfill Site), one of the backlogged projects inherited by the Corporate Assets Division, it is funded by the tax levy in the amount of \$173,750. The purpose of this 2014 project is the acquisition of land for expansion to the contamination attenuation zone (CAZ) surrounding the Laxton Landfill. In accordance with previous Ministry of Environment direction, the intent of the project was to acquire a particular parcel of land based on the potential pattern of the landfill's subterranean effluent plumb. Efforts to acquire this parcel through voluntary transaction, however, proved unsuccessful as the owner declined to sell the land to the City.

To avoid a lengthy and costly expropriation process, the City approached the Ministry of Environment about alternate solutions. Through this dialogue, the Ministry of Environment has approved, as a comparably inexpensive alternative to CAZ expansion, the future installation of additional wells to improve the monitoring of the effluent plumb. As a result, capital project 997146301 is no longer required. Accordingly, staff is recommending it be closed and its remaining balance of \$170,216.02 be remitted to the Capital Reserve.

The overall financial effect of the foregoing recommendations is a net increase of \$60,216 to the balance of the Capital Reserve.

### **Other Alternatives Considered:**

The only alternative to increasing funding for capital project 997180101 is to close the project and remit its remaining balance of approximately \$22,000 to the Capital Reserve. Staff does not recommend this alternative as it would force the closure of the Laxton Landfill, waste scarce approved landfill capacity and reduce

the lifespan of other City landfill sites due to the resulting shifting of landfill demand.

The alternative to closing capital project 997146301 would be to keep it open, needlessly depriving the Capital Reserve of approximately \$170,000. As such, staff does not recommend keeping this capital project open.

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

The financial and operational implications of the recommended actions are outlined in the previous sections of this report.

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

The recommendations of this report align with the following strategic enablers identified in the Corporate Strategic Plan:

1. Responsible Fiscal Resource Management
2. Efficient Infrastructure and Asset Management

### **Consultations:**

Manager of Environmental Services  
City Treasurer

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

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

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

## **By-Law 2019-\_\_\_\_**

### **A By-law to Appoint an Integrity Commissioner for the City of Kawartha Lakes**

#### **Recitals**

1. Section 223.3(1) of the Municipal Act, 2001, 8.0. 2001, c. 25, as amended (the “Act”), authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:
  - (a) The application of the Code of Conduct for members of Council and the Code of Conduct for members of local boards or of either of them;
  - (b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behavior of members of Council and of local boards or of either of them;
  - (d) The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards.

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

#### **Section 1.00: Definitions and Interpretation**

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

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

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

##### **1.02 Interpretation Rules:**

- (a) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

##### **1.03 Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time that are applicable within the Province of Ontario.

- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Appointment**

- 2.01 That Charles A. Harnick, ADR Chambers Inc. be appointed as the Integrity Commissioner for the Corporation of the City of Kawartha Lakes with the term to commence March 1, 2019.

## **Section 3.00: Administration and Effective Date**

- 3.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.
- 3.03 **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 19 day of February, 2019.

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk



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

## **By-Law 2019-XXX**

### **A By-law to Authorize the Civil Marriage Solemnization Service in the City of Kawartha Lakes**

#### **Recitals**

1. Ontario Regulation 285/04 provides the Clerk or designate of a local municipality with the authority to solemnize marriages under the authority of a licence.
2. As per Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.
3. As per Section 228 (4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the clerk may delegate in writing to any person, other than a member of council, any of the clerk's power and duties under this and any other Act.

**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 and includes its entire geographic area;

**"City Clerk or Deputy 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 that are applicable within the Province of Ontario.

##### **1.04 Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Civil Marriage Solemnization Service**

- 2.01 The Council for the City of Kawartha Lakes hereby directs that the civil marriage solemnization service be implemented within the Province of Ontario;
- 2.02 The Council for the City of Kawartha Lakes recognizes that Cathie Ritchie, City Clerk is authorized to solemnize marriages as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M. 3 for the Province of Ontario;
- 2.03 The City Clerk is authorized to delegate Ann Rooth, Deputy Clerk and Joel Watts, Deputy Clerk to solemnize marriages;
- 2.04 That the fee structure for Civil Marriage Solemnization services shall be established in the City of Kawartha Lakes Consolidated Fees By-law.

## **Section 3.00: Administration and Effective Date**

- 3.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.
- 3.02 **Effective Date:** This By-law shall come into force the 1<sup>st</sup> day of April, 2019.

By-law read a first, second and third time, and finally passed, this 19 day of February, 2019.

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk

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

## **By-Law 2019-xxx**

### **A By-law to Amend By-law 2018-234, being a By-law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in The City of Kawartha Lakes (known as the Consolidated Fees By-law)**

#### **Recitals**

1. An amendment is required to fees established in Schedules A to H.
2. These changes require an amendment to the original by-law.

**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:**

All defined terms in the amending By-law take their meaning from By-law 2018-234 of the City of Kawartha Lakes.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

#### **Section 2.00: Amendment Details**

**2.01 Amendment:** Section 5.00 to By-law 2018-234 is deleted in its entirety.

**2.02 Amendment:** Schedules A to H to By-law 2018-234 are amended as follows:

- Schedule A
  - Section 6 – addition of Civil Marriage Ceremony Service Fees
  - Section 7 – fees changed as a result of Consumer Price Index (CPI) being applied
- Schedule C
  - Section 5 – fees changed as a result of Consumer Price Index (CPI) being applied

- Schedule E
  - Sections 1 and 2 – fees changed as a result of Consumer Price Index (CPI) being applied
- Schedule G
  - Section 3 – fees changed as a result of Consumer Price Index (CPI) being applied

### **Section 3.00: Administration and Effective Date**

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

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

By-law read a first, second and third time, and finally passed, this        day of       , 201  .

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk

### **Index of Schedules**

Schedule A – Administration  
 Schedule B – Business Licensing  
 Schedule C – Fire and Emergency Services  
 Schedule D – Parks, Recreation and Culture  
 Schedule E – Planning, Development and Engineering  
 Schedule F – Waste Management  
 Schedule G – Public Works  
 Schedule H – Transit

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>A - 1 Corporate</b>					
Certified Documents - City of Kawartha Lakes documents	each request	plus photocopy fee	\$11.00	\$11.00	By-law 2003-046
Facsimile Received	page		\$1.25	\$1.25	By-law 2003-046
Facsimile Sent - Local	page		\$1.25	\$1.25	By-law 2003-046
Facsimile Sent - Long Distance	page		\$2.25	\$2.25	By-law 2003-046
Oath Administration	each request		\$11.00	\$11.00	By-law 2003-046
Oath Administration: Related to Pension Documents	each request		no charge	no charge	By-law 2003-046
Photocopies	page		\$0.50	\$0.50	By-law 2003-046
Photocopies - colour letter and legal size	page		\$0.75	\$0.75	By-law 2003-046
Photocopies - black and white 11 x 17	page		\$1.25	\$1.25	By-law 2003-046
Photocopies - colour 11 x 17	page		\$1.25	\$1.25	By-law 2003-046
Photocopies - black and white larger than 11 x 17	per linear foot		\$1.75	\$1.75	By-law 2003-046
Photocopies - colour larger than 11 x 17	per linear foot		\$2.00	\$2.00	By-law 2003-046
<b>A - 2 Revenue &amp; Taxation</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Account Adjustment Fee (Mortgage Company)	each		\$35.00	\$35.00	By-law 2003-046
Administration Fee - Loans added to Property Taxes - Drainage Ditches	each		\$165.00	\$165.00	120 FD 014
Administration Fee - Loans added to Property Taxes - Septic Rehabilitation Program	each		\$165.00	\$165.00	By-law 2014 115
Administration Fee - Loans added to Property Taxes - Work on Private Land (Water & Sewer Projects)	each		\$165.00	\$165.00	CORP 2016-015
Administration Fee - Tax Sales	each		\$357.00	\$357.00	By-law 2003-046
Credit Card Service Fee	each		as charged by provider	as charged by provider	By-law 2003-046
Duplicate Receipt	each		\$15.00	\$25.00	By-law 2003-046
Interest on Loan added to Taxes - Drainage Ditches, Septic Rehabilitation, Work on Private Land (Water & Sewer Projects)	each		2% above Infrastructure Ontario Lending Rate	2% above Infrastructure Ontario Lending Rate	Various
Large Account Fee	each		\$9.00	\$9.00	By-law 2003-046
Late Payment Charges - Miscellaneous Revenues (not compounded)	month		1.25%	1.25%	By-law 2003-046
Mortgage Company/Agenda Additions	each		\$12.00	\$12.00	By-law 2003-046
New Account Administration Fee	each		\$37.00	\$40.00	By-law 2003-046
Registered Mail	each		\$35.00	\$35.00	By-law 2003-046
Reminder Notices	each		\$23.00	\$23.00	By-law 2003-046
Reprint of Invoice	each		\$15.00	\$30.00	By-law 2003-046
Retrieval of Post Dated Cheque	each		\$40.00	\$40.00	By-law 2003-046
Returned Cheque Fee	each		\$40.00	\$40.00	By-law 2003-046

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Site Visits - Tax Accounts	each		\$174.00	\$174.00	By-law 2003-046
Subsearch of Property Title	each	Plus costs	\$87.00	\$87.00	By-law 2003-046
Tax Arrears Extension Agreement	each		\$220.00	\$220.00	By-law 2003-046
Tax Payment Certificates	each		\$58.00	\$58.00	By-law 2003-046
Tax Searches	each		\$29.00	\$29.00	By-law 2003-046
Transfer of Electronic Payments	each		\$35.00	\$35.00	By-law 2003-046
<b>A – 3 Water and Wastewater</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>Administration Fees</b>					
Duplicate Bill (per copy)			\$15.00	\$30.00	By-Law 2018-039
Duplicate Receipt			\$15.00	\$30.00	By-Law 2018-039
Final Meter Readings			\$0.00	\$0.00	By-Law 2018-039
New Account Administration Fee			\$37.00	\$40.00	By-Law 2018-039
Registered Mail			\$35.00	\$35.00	By-Law 2018-039
Retrieval of Post Dated Cheque			\$40.00	\$40.00	By-Law 2018-039
Returned Cheque Fee			\$40.00	\$40.00	By-Law 2018-039
Special Meter Readings			\$112.00	\$112.00	By-Law 2018-039
Statement of Account Activity (per year)			\$42.00	\$42.00	By-Law 2018-039
Transfer Payment to Different Account (Customer Error)			\$35.00	\$35.00	By-Law 2018-039
Utility Payment Certificates	each		\$41.00	\$58.00	By-law 2003-046
Water Shut-off Charge (by request)			\$80.00	\$80.00	By-Law 2018-039
Water Turn on Charge (by request)			\$80.00	\$80.00	By-Law 2018-039
<b>Replace/Repair of Damaged Equipment</b>					
Broken Meter Replacement (including frozen service)			Based on meter size noted below	Based on meter size noted below	By-Law 2018-039
Meter Reading Receptacle Replacement			\$135.00	\$135.00	By-Law 2018-039
Radio Read External Unit			\$200.00	\$200.00	By-Law 2018-039
Radio Read Wire			\$50.00	\$50.00	By-Law 2018-039
Repair Damaged or Broken Hydrant			Time and Material	Time and Material	By-Law 2018-039
Protective Device (10.07)			Time and Material	Time and Material	By-Law 2018-039
<b>Delinquent Accounts or Failure to Comply with By-Law</b>					
Disconnection			\$160.00	\$160.00	By-Law 2018-039
Final Notice			\$23.00	\$23.00	By-Law 2018-039
Hand Delivery of Notices			5% of the overdue amount	5% of the overdue amount	By-Law 2018-039
Late Payment Charge			\$134.00	\$134.00	By-Law 2018-039
Reconnection (After Hours)			\$134.00	\$134.00	By-Law 2018-039

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Reconnection (Regular Hours)			\$80.00	\$80.00	By-Law 2018-039
Transfer to Property Taxes for Collection			5% of amount transferred with \$50 minimum charge	5% of amount transferred with \$50 minimum charge	By-Law 2018-039
Unregistered water when order not complied with	Per Day		\$50.00	\$50.00	By-Law 2018-039
Fees Related to Construction, Demolition or New Construction					
Connection Fees					
Request for Information - Application Fee			\$100.00	\$100.00	By-Law 2018-039
Existing Lateral Connections			\$3,000.00	\$3,000.00	By-Law 2018-039
Service Installation Inspection Fee				\$250.00	
Frontage Charges					
Water main (to a maximum of 16 metres)	Per Metre		\$200.00	\$200.00	By-Law 2018-039
Sewer main (to a maximum of 16 metres)	Per Metre		\$250.00	\$250.00	By-Law 2018-039
Water main for Commercial/Industrial (to a maximum of 30 metres)	Per Metre		\$200.00	\$200.00	By-Law 2018-039
Sewer main for Commercial/Industrial (to a maximum of 30 metres)	Per Metre		\$250.00	\$250.00	By-Law 2018-039
Demolition of a Building					
Turn off of Service			\$80.00	\$80.00	By-Law 2018-039
Deposit for Disconnection of Water Service			\$200.00	\$200.00	By-Law 2018-039
Excavation					
Deposit for inspection by excavation			\$500.00	\$500.00	By-Law 2018-039
Excavation Costs			Time and Material	Time and Material	By-Law 2018-039
New Construction Water					
Per Residential Unit per 3 month period			\$175.00	\$175.00	By-Law 2018-039
Backflow Prevention Device			Time and Material	Time and Material	By-Law 2018-039
Commercial/Industrial			Shall be metered	Shall be metered	By-Law 2018-039
Sprinkler Service Connection			Time and Material	Time and Material	By-Law 2018-039
Water Meters					
Residential Meters: Supply and Install					
5/8" by 3/4"			\$320.00	\$320.00	By-Law 2018-039
3/4"			\$378.00	\$378.00	By-Law 2018-039
1"			\$415.00	\$415.00	By-Law 2018-039
Commercial Meters:					
3/4" - Supply and install			\$375.00	\$375.00	By-Law 2018-039
1" - Supply and Install			\$415.00	\$415.00	By-Law 2018-039
1/5" - Supply only			\$1,975.00	\$1,975.00	By-Law 2018-039
2" - Supply only			\$2,150.00	\$2,150.00	By-Law 2018-039

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
2.5" and above - Supply only			Price will be quoted at time of order	Price will be quoted at time of order	By-Law 2018-039
Meter Size Change Request			\$115.00	\$115.00	By-Law 2018-039
Meter Accuracy Test			\$225.00	\$225.00	By-Law 2018-039
Temporary Hydrant Meter			\$500.00	\$500.00	By-Law 2018-039
<b>Additional Services</b>					
Fire Flow Testing - operation of fire hydrants by staff			\$150.00	\$150.00	By-Law 2018-039
<b>Requested Additional Hydrant Installation</b>					
Part of a Construction Project			\$3,700.00	Time and Material	By-Law 2018-039
Dig-in (if required)			Time and Material		By-Law 2018-039
Bulk Water Consumption	per cubic meter		Based upon Schedule "B" to By-Law 2018-039 Water and Sewer Rates	Based upon Schedule "A" to By-Law 2018-039 Water and Sewer Rates	By-Law 2018-039
Bulk Water Key			\$15.00	\$25.00	New
Replacement Bulk Water Key			\$25.00	\$25.00	New
Extra or Replacement Smart Vend Card			\$15.00	\$25.00	New
<b>A – 4 Legal</b>					
Applicants for development agreements shall, where a decision is made to use in-house legal counsel, pay the following fees for negotiating, drafting, creating, amending, and finalizing development agreements from a legal perspective, in addition to any fees payable pursuant to By-law 2001-59:					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Amendments to existing agreements, and finalization of all other Development Agreements	each	Plus costs	\$220.00	\$220.00	By-law 2003-046
Bonusing Agreements (Planning Act)	each	Plus costs	\$220.00	\$220.00	By-law 2003-046
Front Ending Agreement (Re: Development Charges)	each	Plus costs	\$550.00	\$550.00	By-law 2003-046
Ontario Municipal Board Hearings: referenced in Section 12.2 of Bylaw 2001-59	per day or partial day	Plus costs	\$330.00	\$330.00	By-law 2003-046
Payment Arrangement Agreements (Re: Development Charges)	each	Plus costs	\$220.00	\$220.00	By-law 2003-046
Site Plan Agreement	each	Plus costs	\$380.00	\$380.00	By-law 2003-046
Subdivision Agreement	each	Plus costs	\$545.00	\$545.00	By-law 2003-046
Land Management Committee Application Fee (inquiries pertaining to ownership and/or maintenance of City land, requests to acquire/use City land)	each	Plus costs	\$125.00	\$125.00	By-law 2010-118
<b>Encroachment Agreements</b>					
Minor Encroachments (stairs, small portion of a building, sign, etc.)	Annual		\$125.00 (Effective February 13, 2018)	\$125.00	New By-law 2018-017



Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Dock or Boathouse	Annual		\$150.00 (Effective February 13, 2018)	\$150.00	New By-law 2018-017
Major Encroachments (shed, garage, etc.)	Annual		\$200.00 (Effective February 13, 2018)	\$200.00	New By-law 2018-017
Co-location of equipment on City-owned tower/building	Annual		\$6000.00 (Effective February 13, 2018)	\$6,000.00	New By-law 2018-017
Tower	Annual		\$13000.00 (Effective February 13, 2018)	\$13,000.00	New By-law 2018-017
A – 5 Road Allowance Inquiries					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Maintenance	each		\$82.00	\$82.00	By-law 2015-131
Ownership	each		\$110.00	\$110.00	By-law 2015-131
Public Highway By-law	each	applicable legal fees/by-law registration costs	\$220.00	\$220.00	By-law 2015-131
Road Status (Open/Assumed Public Road)	each		\$82.00	\$82.00	By-law 2015-131
All of the Above	each	applicable legal fees/by-law registration costs	\$494.00	\$494.00	By-law 2015-131
Disbursements from third parties	each		Actual Cost	Actual Cost	By-law 2015-131
A – 6 Vital Statistics					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Death Registration	each		\$20.00	\$20.00	By-law 2003-046
Division Registrar's Statement	each		\$22.00	\$22.00	By-law 2003-046
Marriage Licence	each		\$135.00	\$135.00	By-law 2003-046
				Rate Effective April 1, 2019	
Civil Marriage Ceremony at City Hall held during normal business hours	each			\$250.00	
Civil Marriage Ceremony at City Hall held outside normal business hours	each			\$300.00	
Civil Marriage Ceremony held off-site	each	plus mileage at City rate		\$350.00	
A – 7 Advertising Devices					

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
Mobile Sign Permit					
One Year Permit	each		\$165.00	\$169.00	By-law 2009-076
<b>Month to Month Mobile Sign Permit:</b>					
Base fee (one month)	each		\$55.00	\$56.00	By-law 2009-076
Monthly fee beyond one month	month		\$22.00	\$22.00	By-law 2009-076
All Other Signs Requiring a Permit	each		\$105.00	\$107.00	By-law 2009-076
Additional Signs Requiring a Permit Included on Original Application	each		\$55.00	\$56.00	
Storage of Signs (maximum 10 days)	day		\$11.00	\$11.00	By-law 2009-076
Sign Removal/Redemption to owner (not including signs on hydro poles)	each		\$55.00	\$56.00	By-law 2009-076
Minor Deviation Fee	each		\$110.00	\$112.00	By-law 2009-076
<b>A – 8 Highway, Facility, Municipal Facility and Park Naming</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Non-refundable Processing Fee: If the request is endorsed by Council, the processing fee will be used as a deposit against the actual costs	each		\$275.00	\$275.00	Policy 108 CCS 012
<b>A – 9 Fence Viewers</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Administration Fee	Flat Rate		\$110.00	\$110.00	By-law 2015-124
Administration Fee if Award Appealed	Flat Rate		\$100.00	\$100.00	By-law 2015-124
Administration Fee for any re-attendance of the Fence-Viewers	Flat Rate		\$100.00	\$100.00	By-law 2015-124
Costs based on Fence Viewing Award			Actual Costs	Actual Costs	By-law 2015-124
<b>A – 10 Clean and Clear</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Change in ownership occurrence cycle starts again					
Initial First Inspection	each		Free	Free	By-law 2014-026
Initial Final Inspection	each		Free	Free	By-law 2014-026
Second Offence Inspection	each		Free	Free	By-law 2014-026
Second Offence Final Inspection	each		\$110.00	\$112.00	By-law 2014-026
Third Offence Inspection	each		Free	Free	By-law 2014-026
Third Offence Final Inspection	each		\$220.00	\$225.00	By-law 2014-026
Fourth Offence Inspection	each		Free	Free	By-law 2014-026
Fourth Offence Final Inspection	each		\$440.00	\$450.00	By-law 2014-026

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Fifth Offence Inspection	each		Free	Free	By-law 2014-026
Fifth Offence Final Inspection	each		\$879.00	\$898.00	By-law 2014-026
Subsequent offences	each		Fees double	Fees double	By-law 2014-026
Monitoring of property clean-up (officer's time)	hour		\$40.00	\$41.00	
A – 11 Property Standards					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
First Inspection	each		Free	Free	MLE 2016-003
2nd / Follow-up Inspection	each		Free	Free	MLE 2016-003
Compliance Inspection (final)	each		Free	Free	MLE 2016-003
Additional Recheck or Requested Inspection (any inspection that occurs after the Compliance Inspection)	each		\$110.00	\$112.00	MLE 2016-003
Letter Order / File	each		\$165.00	\$169.00	MLE 2016-003
Duplicate (Letter/Order)	each		\$82.00	\$84.00	MLE 2016-003
Registration of Order to Title / Deed	each		\$220.00	\$225.00	MLE 2016-003
Property Standards Committee Appeal	each		\$93.00	\$95.00	MLE 2016-003
Derelict / Vacant Building Registry - Entry into Registry	each		Free	Free	MLE 2016-003
Maintenance of Entry in Registry	annual		\$165.00	\$169.00	MLE 2016-003
Removal from Registry (Exit)	each		\$165.00	\$169.00	MLE 2016-003
Property Standards Officer to attend Landlord Tenant Board Hearing (give evidence)	each		\$137.00	\$140.00	MLE 2016-003
City undertakes to complete the work required to comply with final order	hour	10% of overall cost	\$40.00	\$41.00	MLE 2016-003
Processing of Property Standards Invoice for tax collection	each		\$28.00	\$29.00	MLE 2016-003
A – 12 General Inspections (all Regulatory By-law Inspections not including Property Standards and Clean and Clear)					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
First Occurrence Inspection	each		Free	Free	
Second Occurrence Inspection	each		\$110.00	\$112.00	amending bylaw 2018-191
Third Occurrence Inspection	each		\$220.00	\$225.00	amending bylaw 2018-191
Fourth Occurrence Inspection	each		\$435.00	\$445.00	amending bylaw 2018-191
Fifth Occurrence Inspection	each		\$875.00	\$894.00	amending bylaw 2018-191

Schedule A – Administration					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Subsequent offences	each		Fees double	Fees double	amending bylaw 2018-191
Certificate of Compliance (Includes Discharge from title / deed)	each		\$220.00	\$225.00	amending bylaw 2018-191
2018-191 effective September 25, 2018					
A – 12 Parking Permits/Sign Fees					
Parking Permit to extend on street parking past 12 hrs. (Not available from November 30th of one year and April 1st of the next year.)					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Contractor (on street parking past 2hrs)	each		\$11.00	\$11.00	
Daily Permits (municipal lots in Lindsay)	each		\$3.00	\$3.00	
Weekly Permits (municipal lots in Lindsay)	each		\$15.00	\$15.00	
Monthly Permits (municipal lots in Lindsay)	each		\$50.00	\$51.00	
Annual Permits (municipal lots in Lindsay)	each		\$550.00	\$562.00	
Sign Installation	each		Associated Costs		
2018-023 amended A-4, effective March 6, 2018					

Schedule B – Business Licensing					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>B – 1 Taxi License Fare Rates</b>					
<b>General Licensing</b>					
Business Licence Fee	each		\$320.00	\$327.00	By-law 2016-110
Vehicle Licence Fee	each		\$80.00	\$82.00	By-law 2016-110
Plate Reassignment Fee	each		\$27.00	\$28.00	By-law 2016-160
Taxi Driver's Licence Fee	each		\$53.00	\$54.00	By-law 2016-110
Tariff Cards	each		\$2.50	\$3.00	By-law 2016-110
Replacement Licenses and Taxi Plates	Each		\$16.00	\$16.00	By-law 2016-110
Meter Calibration	per meter		\$27.00	\$28.00	By-law 2016-110
2018-023 amended B-1, deleted B-2 effective March 6, 2018					
<b>B – 3 Licensing Fees</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>Transient Traders</b>					
Annual Transient Trader Licence Fee per year or part year	each		\$320.00	\$327.00	By-law 2016-120
Special Community Event 1-5 Transient Trader	each		\$133.00	\$136.00	By-law 2016-120
Special Community Event 5 or more Transient Trader	each		\$106.00	\$108.00	By-law 2016-120
Door-to-Door Sales Transient Trader	each		\$16.00	\$16.00	By-law 2016-120
Licence Replacement					
<b>Special Events</b>					
Special Event Permit	each		\$265.00	\$271.00	By-law 2013-197
License Replacement	each		\$16.00	\$16.00	By-law 2013-197
<b>Seasonal Trailer Parks</b>					
License Fee per year or part year	each		\$234.00	\$239.00	By-law 2013-148
License Fee per year or part year	each		\$16.00	\$16.00	By-law 2013-148
<b>Salvage Yards</b>					
License Fee per year or part year	each		\$533.00	\$545.00	By-law 2013-195
License Replacement	each		\$16.00	\$16.00	By-law 2013-195
<b>Refreshment Vehicles</b>					
<b>First Location</b>					
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle – Temporary or Special Community Event (max. 7 consecutive days)	per event		\$170.00	\$174.00	By-law 2013-195

Schedule B – Business Licensing					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Refreshment Vehicle – Temporary – Non-Profit/Charitable Organization			No Charge	No Charge	By-law 2013-195
Refreshment Vehicle – where extension of current business operation on the same property			No Charge	No Charge	By-law 2013-195
<b>Second Location</b>					
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
<b>Third, Plus Location</b>					
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	\$345.00	\$353.00	By-law 2013-195
<b>Other Fees</b>					
Transfer of License	per transfer		\$170.00	\$174.00	By-law 2013-195
License Replacement	each		\$16.00	\$16.00	By-law 2013-195
<b>Motor Vehicle Racing and Facilities</b>					
License Fee	per year or part year		\$1,195.00	\$1,221.00	By-law 2013-194
License Fee (Temporary)	per event		\$533.00	\$545.00	By-law 2013-194
License Replacement	each		\$16.00	\$16.00	By-law 2013-194
<b>Kennels</b>					
License (or renewal)	per year or part year		\$183.00	\$187.00	By-law 2014-141
License Replacement	each		\$16.00	\$16.00	By-law 2014-141
<b>Adult Entertainment Book and Video Stores</b>					
Adult videotape and/or book or magazine store owner/operator licence	per year or part year		\$4,690.00	\$4,793.00	By-law 2013-192
Adult videotape and/or book or magazine store licence	per year or part year		\$2,345.00	\$2,397.00	By-law 2013-192
Adult videotape and/or book or magazine store operator licence	per year or part year		\$2,345.00	\$2,397.00	By-law 2013-192
License Replacement	each		\$16.00	\$16.00	By-law 2013-192
<b>Adult Entertainment Parlours</b>					
Adult Entertainment Parlour Owner/Operator	per year or part year		\$4,690.00	\$4,793.00	By-law 2013-193
Adult Entertainment Parlour Owner's license	per year or part year		\$2,345.00	\$2,397.00	By-law 2013-193
Adult Entertainment Parlour Operator's license	per year or part year		\$2,345.00	\$2,397.00	By-law 2013-193

Schedule B – Business Licensing					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Adult Entertainment Parlour Performer's license	per year or part year		\$228.00	\$233.00	By-law 2013-193
License Replacement	each		\$16.00	\$16.00	By-law 2013-193
<b>Liquor Licence Applications</b>					
Liquor Sales Licence Application	each	Fire Prevention Inspection Fee, Building Inspection Fee	\$105.00	\$107.00	By-law 2016-206
Temporary Extension to Licensed Areas	each		\$53.00	\$54.00	By-law 2016-206
Special Occasion Permits	each		No Charge	No Charge	By-law 2016-206
<b>Lottery Licenses</b>					
Lottery Licenses	each		3% of Prize Value	3% of Prize Value	
<b>B – 4 Dog Tag and Regulation Fees</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>Annual Fees (with current certification of rabies immunization)</b>					
Altered Dog (proof of alteration)	each		\$27.00	\$27.00	By-law 2017-039
Unaltered Dog	each		\$32.00	\$32.00	By-law 2017-039
Special Services Dog	each		No charge	No charge	By-law 2017-039
Livestock Guardian Dog	each		No charge	No charge	By-law 2017-039
<b>Lifetime Dog Tag</b>					
Microchipped, Spayed or Neutered	each		\$60.00	\$60.00	By-law 2017-039
Microchipped, Unaltered	each		\$100.00	\$100.00	By-law 2017-039
Service Animal	each		\$0.00	\$0.00	By-law 2017-039
Replacement Tag	each		\$10.00	\$10.00	By-law 2017-039
<b>Other Fees</b>					
License Replacement	each		\$11.00	\$11.00	By-law 2017-039
<b>Animal Control</b>					
Daily Care – impounded dog	each		established in Pound Contract		By-law 2017-039
<b>Impoundment of dog wearing a current tag</b>					
First Occurrence	each	Daily Care Fee	Free	Free	By-law 2017-039
First Occurrence if not picked up within 24 hours	each	Daily Care Fee	\$55.00	\$56.00	By-law 2017-039
Second Occurrence	each	Daily Care Fee	\$82.00	\$84.00	By-law 2017-039
Third or subsequent occurrence	each	Daily Care Fee	\$110.00	\$112.00	By-law 2017-039
<b>Impoundment of a dog not wearing current tag</b>					
First Occurrence	each	Daily Care Fee & Annual License Fee	\$55.00	\$56.00	By-law 2017-039
Second Occurrence	each	Daily Care Fee & Annual License Fee	\$82.00	\$84.00	By-law 2017-039
Third or subsequent occurrence	each	Daily Care Fee & Annual License Fee	\$110.00	\$112.00	By-law 2017-039
Order to Restrain Appeal	each		\$82.00	\$84.00	By-law 2017-039
Order to Restrain Registry (once per lifetime)	each		\$28.00	\$29.00	By-law 2017-039

<b>Schedule B – Business Licensing</b>					
<b>Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.</b>					
<b>Service Description</b>	<b>Unit</b>	<b>Additional Fees</b>	<b>Rate as of December 31, 2018</b>	<b>Rate Effective January 1, 2019</b>	<b>Reference</b>
Surrender Animal	each		\$110.00	\$112.00	By-law 2017-039
Veterinary Medical Care/Euthanasia	each		As established by Veterinary Clinic	As established by Veterinary Clinic	By-law 2017-039
<b>Schedule C – Fire and Emergency Services</b>					
<b>Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.</b>					
Where fees are charged at an hourly rate, the calculation of time spent will include travel time to and from the inspection location.					
All Fire Service Fees and Charges subject to H.S.T. where applicable.					



Schedule C – Fire and Emergency Services					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>C – 1 Emergency Response Fees and Charges</b>					
The at-fault party is responsible for paying for each hour that a Fire Vehicle is in attendance – 1st Hour Flat Rate	Vehicle (Maximum 3)	Situations of Extreme Need	as per current MTO rates per hour	as per current MTO rates per hour	By-law 2010-087
The at-fault party is responsible for paying for each hour that a Fire Vehicle is in attendance – Subsequent Hours	additional 1/2 hour - M	Situations of Extreme Need	as per current MTO rates per hour	as per current MTO rates per hour	By-law 2010-087
Firefighters in attendance and active part in resolution	each/hour or part		Actual Cost	Actual Cost	By-law 2010-087
City's expenses (if any)	each		Actual Cost	Actual Cost	By-law 2010-087
<b>C – 2 Fire Services Fees and Charges</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>Information</b>					
Copy of Emergency Response Report within past 2 years	each		\$80.00	\$80.00	By-law 2010-151
Copy of Emergency Response Report over 2 years	each		\$90.00	\$90.00	By-law 2010-151
File Search	each		\$80.00	\$80.00	By-law 2010-151
Fire Regulation Compliance Letter	each		\$80.00	\$80.00	By-law 2010-151
<b>Inspections</b>					
Boarding/Lodging/Rooming House upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Educational Institutions upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Foster Care upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Group Home upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Institutional upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Licensed Day Care upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Private Home Day Care upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Liquor Licensing upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Liquor Licensing for Outdoor Patios - includes full inspection	per hour		\$80.00	\$80.00	By-law 2010-151
Non residential inspection - 1000m2 or less - upon request	per hour		\$80.00	\$80.00	By-law 2010-151
Non residential inspection - multiple unit occupancy - per tenant (strip mall)	per hour		\$80.00	\$80.00	By-law 2010-151
Residential inspection - upon request - (apartment complex,	per hour		\$80.00	\$80.00	By-law 2010-151
Two unit residential inspection - retrofit - upon request or complaint	per hour		\$80.00	\$80.00	By-law 2010-151
Re-inspection - follow up pertaining to an inspection	per hour		\$80.00	\$80.00	By-law 2010-151
<b>Fire Safety</b>					
Presentations/Training			No charge	No charge	By-law 2010-151
Inspection initiated by the Fire Department			No charge	No charge	By-law 2010-151
Fire Safety Plan Development (after 3rd read)	per hour		\$80.00	\$80.00	By-law 2010-151
Miscellaneous Inspections	per hour		\$80.00	\$80.00	By-law 2010-151
Fire Extinguishing Training Annual Commercial Accreditation	per hour		\$80.00	\$80.00	By-law 2010-151
Fire Route Applications	each		No charge	No charge	By-law 2010-151
<b>Propane Licensing</b>					
Propane Licensing Level 1 <5000USWG	each		\$530.00	\$530.00	By-law 2016-206
Propane Licensing Level 2 > 5000USWG initial review	each		\$1,600.00	\$1,600.00	By-law 2016-206

Schedule C – Fire and Emergency Services					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Propane licensing Level 2 > 5000USWG follow-up meetings and review	per hour		\$80.00	\$80.00	By-law 2016-206
Annual renewal review Propane Licensing	per hour		\$80.00	\$80.00	By-law 2016-206
C – 3 Fireworks Fees and Charges					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Fireworks Permits					
Trailer Retail Seller - Consumer Fireworks	per year		\$1,099.00	\$1,100.00	By-law 2007-236
Non-Profit Organization - Display Fireworks Permit	event		No charge	No charge	By-law 2007-236
Non-Profit Organization - Consumer Fireworks Permit	event		No charge	No charge	By-law 2007-236
Local Vendor Retail Consumer Fireworks Seller Permit	per year		\$110.00	\$111.00	By-law 2007-236
Display Fireworks Permit	event		No charge	No charge	By-law 2007-236
Consumer Fireworks Permit	event		No charge	No charge	By-law 2007-236
C – 4 Burn Permit Fees					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Burn Permits					
Burn Permit	each		\$10.50	\$10.50	By-law 2016-110
Long Term Special Burn Permit	each		\$42.00	\$42.00	By-law 2016-110
Annual Burn Permit (up to 1 cubic metre)	each		\$53.00	\$53.00	By-law 2016-110
Special Permit	each		\$21.00	\$21.00	By-law 2016-110
Campground/Trailer Camp Permit	each		\$106.00	\$106.00	By-law 2016-110
Agricultural Permit	each		\$21.00	\$21.00	By-law 2016-110
Agricultural Special Burn Permit (Larger than 3 metres by 3 metres)	each		\$42.00	\$42.00	By-law 2016-110
Fire Department Charges for Callout			Schedule C-1	Schedule C-2	By-law 2016-110
C – 5 9-1-1 Signage					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
Creation and Installation of 911 Signs					
Blade (Sign)	each		\$17.00	\$17.00	By-law 2008-133
Pole	each		\$55.00	\$56.00	By-law 2008-133
Blade and Pole Together (New or Replacement)	each		\$72.00	\$74.00	By-law 2008-133

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>D – 1 Aquatic Fees and Charges</b>					
<b>Lessons/Programs</b>					
Pre-school and Swim 1-4 (30 minutes)	per class			\$6.90	
Swim 5-6 (45 minutes)	per class			\$7.50	
Swim 7-10 (60 minutes)	per class			\$8.00	
Beach Swim Program (daily)	1 wk		\$43.00	\$44.00	109 CCS 013
Beach Swim Program	day		\$10.00	\$10.00	109 CCS 013
Private Lesson (10-30 minutes) - Children	per class			\$19.85	
Semi Private Lessons (10-30 minutes) - Children	per class			\$11.45	
Bronze Star	course		\$93.00	\$93.00	109 CCS 013
Bronze Medallion	course		\$204.00	\$204.00	109 CCS 013
Bronze Cross	course		\$194.35	\$194.35	109 CCS 013
Bronze Cross College	course		\$226.35	\$226.35	109 CCS 013
Bronze Cross or Med recertification	each		\$64.05	\$64.05	109 CCS 013
NLS Course	course		\$254.00	\$254.00	109 CCS 013
NLS or RC Instructor recertification	each		\$76.75	\$76.75	109 CCS 013
Red Cross Instructor	each		\$325.00	\$325.00	109 CCS 013
Lifesaving Society Instructor	each		\$218.70	\$218.70	109 CCS 013
Red Cross Instructor Update	each		\$76.75	\$76.75	109 CCS 013
National Lifeguard Instructor			\$310.00	\$310.00	
Standard First Aid Course	course		\$103.65	\$120.00	109 CCS 013
Standard First Aid Course (City staff)	course		\$94.25	\$96.32	109 CCS 013
Stand First Aid recertification	each		\$71.65	\$73.23	109 CCS 013
Babysitting Course	course		\$65.00	\$65.00	
Aqua Fitness (60 minutes)	per class		\$5.80	\$5.93	109 CCS 013
	drop in		\$6.60	\$6.75	109 CCS 013
LRC - Therapy (45 minutes)	per class		\$4.60	\$4.70	
Forbert - Therapy (45 min)	per class		\$9.35	\$9.56	
Adult Swim Lessons (60Min)	per class		\$9.35	\$9.56	
Specialty youth programs (60min)	per class		\$8.70	\$8.89	
<b>Public Swimming</b>					
Child	each		\$2.55	\$2.55	109 CCS 013
Senior	each		\$4.35	\$4.35	109 CCS 013

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Adult	each		\$4.85	\$4.85	109 CCS 013
Family/Group	each		\$10.95	\$10.95	109 CCS 013
Miscellaneous					
Small Belts	each		\$42.70	\$43.64	109 CCS 013
Medium Belts	each		\$46.00	\$47.01	109 CCS 013
Large Belts	each		\$55.15	\$56.36	109 CCS 013
Red Cross Swim Badges	each		\$1.50	\$1.53	109 CCS 013
D – 2 Fitness Memberships					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Swim Membership - Forbert Memorial Pool					
Child	10 Pass		\$22.95	\$23.45	109 CCS 013
	Monthly		\$14.00	\$14.31	
	Ongoing Monthly		\$12.83	\$13.11	
	Year		\$138.00	\$143.08	109 CCS 013
Senior	10 Pass		\$39.15	\$40.01	109 CCS 013
	Monthly		\$16.80	\$17.17	New
	Ongoing Monthly		\$15.40	\$15.74	
	Year		\$166.00	\$171.70	109 CCS 013
Adult	10 Pass		\$43.65	\$44.61	109 CCS 013
	Monthly		\$22.50	\$23.00	New
	Ongoing Monthly		\$20.63	\$21.08	
	Year		\$231.00	\$229.95	109 CCS 013
Couple	Year		\$341.40	\$367.92	109 CCS 013
Family	10 Pass		\$98.55	\$100.72	109 CCS 013
	Ongoing Monthly		\$52.94	\$54.10	
	Year		\$577.50	\$590.21	109 CCS 013
Health Membership – Forbert Memorial Pool					
Senior	Single Use		\$8.10	\$8.28	109 CCS 013
	10 Pass		\$73.10	\$74.71	109 CCS 013
	Ongoing Monthly		\$22.10	\$22.59	
	3 Month		\$106.70	\$109.05	109 CCS 013
	6 Month		\$145.10	\$148.29	109 CCS 013
	Year		\$241.10	\$246.40	109 CCS 013

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Adult	Single Use		\$10.15	\$10.37	109 CCS 013
	10 Pass		\$91.35	\$93.36	109 CCS 013
	Ongoing Monthly		\$27.28	\$27.88	
	3 Month		\$132.30	\$135.21	109 CCS 013
	6 Month		\$179.25	\$183.19	109 CCS 013
	Year		\$297.65	\$304.20	109 CCS 013
Couple	Year		\$476.85	\$487.34	109 CCS 013
Family	Ongoing Monthly		\$64.54	\$65.96	
	Year		\$704.10	\$719.59	109 CCS 013
Fitness Membership – Forbert Memorial Pool					
Senior	Single Use		\$4.45	\$4.55	109 CCS 013
	10 Pass		\$40.25	\$41.14	109 CCS 013
	Ongoing Monthly		\$9.98	\$10.20	
	3 Month		\$53.35	\$54.52	109 CCS 013
	6 Month		\$91.75	\$93.77	109 CCS 013
	Year		\$108.85	\$111.24	109 CCS 013
Adult	Single Use		\$5.10	\$5.21	109 CCS 013
	10 Pass		\$46.00	\$47.01	109 CCS 013
	Ongoing Monthly		\$13.58	\$13.88	
	3 Month		\$85.35	\$87.23	109 CCS 013
	6 Month		\$122.70	\$125.40	109 CCS 013
	Year		\$146.15	\$149.37	109 CCS 013
Couple	Year		\$252.85	\$258.41	109 CCS 013
Swim Membership - Lindsay Recreation Complex					
Child	10 Pass		\$22.95	\$23.45	109 CCS 013
	1 Month		\$14.00	\$14.31	
	Ongoing Monthly		\$12.83	\$13.11	
	Year		\$138.00	\$143.08	109 CCS 013
Senior	10 Pass		\$39.15	\$40.01	109 CCS 013
	1 Month		\$16.80	\$17.17	New
	Ongoing Monthly		\$15.40	\$15.74	
	Year		\$166.00	\$171.70	109 CCS 013
Adult	10 Pass		\$43.65	\$44.61	109 CCS 013
	1 Month		\$22.50	\$23.00	New

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Adult	Ongoing Monthly		\$20.63	\$21.08	
	Year		\$231.00	\$229.95	109 CCS 013
Couple	Year		\$341.40	\$367.92	109 CCS 013
Family	10 Pass		\$98.55	\$100.72	109 CCS 013
	Year		\$577.50	\$590.21	109 CCS 013
Family	Ongoing Monthly		\$52.94	\$54.10	
Health Membership – Lindsay Recreation Complex					
Senior	Single		\$8.15	\$8.33	New
	1 Month		\$27.50	\$28.11	New
	Ongoing Monthly		\$25.21	\$25.76	
	Year		\$289.90	\$281.05	109 CCS 013
Adult	Single		\$10.20	\$10.42	109 CCS 013
	1 Month		\$34.50	\$35.26	New
	Ongoing Monthly		\$31.63	\$32.33	
	Year		\$346.50	\$352.59	109 CCS 013
Couple	Year		\$554.40	\$566.60	109 CCS 013
Family	Ongoing Monthly		\$70.69	\$72.25	
	Year		\$785.40	\$802.68	109 CCS 013
Squash Membership – Lindsay Recreation Complex					
Child	1 Month		\$22.05	\$22.54	
	Ongoing Monthly		\$20.21	\$20.65	
	Year		\$220.50	\$225.35	
Senior	Single		\$6.35	\$6.49	109 CCS 013
	10 Pass		\$57.15	\$58.41	109 CCS 013
	1 Month		\$23.80	\$24.32	New
	Ongoing Monthly		\$21.82	\$22.30	
	Year		\$261.00	\$243.24	109 CCS 013
Adult	Single		\$7.90	\$8.07	109 CCS 013
	10 Pass		\$71.10	\$72.66	109 CCS 013
	1 Month		\$29.40	\$30.05	New
	Ongoing Monthly		\$26.95	\$27.54	
	Year		\$322.25	\$300.47	109 CCS 013
Couple	Year		\$516.30	\$527.66	109 CCS 013

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Family	Year		\$762.30	\$779.07	109 CCS 013
<b>Squash &amp; Health Membership – Lindsay Recreation Complex</b>					
Senior	Single		\$11.85	\$12.11	New
	1 Month		\$37.95	\$38.78	New
	Ongoing Monthly		\$34.79	\$35.56	
	Year		\$388.10	\$387.85	109 CCS 013
Adult	Single		\$13.40	\$13.69	109 CCS 013
	1 Month		\$46.90	\$47.93	New
	Ongoing Monthly		\$42.99	\$43.94	
	Year		\$479.30	\$479.32	109 CCS 013
Couple	Year		\$767.60	\$784.49	109 CCS 013
Family	Year		\$1,115.75	\$1,140.30	109 CCS 013
<b>Locker Membership – Lindsay Recreation Complex</b>					
Locker	3 Month		\$26.70	\$27.29	109 CCS 013
Locker	6 Month		\$42.70	\$43.64	109 CCS 013
Locker	Year		\$64.05	\$65.46	109 CCS 013
<b>Corporate Memberships – Lindsay Recreation Complex</b>					
Business Membership (outside Personal Trainers only)	each		\$577.50	\$590.21	109 CCS 013
Dual Facility Membership	each		\$426.75	\$436.14	109 CCS 013
<b>Personal Training</b>					
Personal Training Session	Each		\$32.00	\$32.70	109 CCS 013
	10 Pass		\$288.05	\$294.39	109 CCS 013
Semi Private Training Session	Each		\$58.70	\$59.99	109 CCS 013
Program Refresher	Each		\$16.00	\$16.35	109 CCS 013
<b>Miscellaneous Charges</b>					
Fitness Program *base rate	Class		\$4.75	\$4.85	109 CCS 013
Fitness Class Pass	Day		\$7.15	\$7.31	109 CCS 013
Squash Racquet Rental (40 min)	Each		\$2.05	\$2.10	109 CCS 013
Squash Ball	Each		\$4.60	\$4.70	109 CCS 013
Card Replacement	Each		\$25.40	\$25.96	109 CCS 013
Transfer/Cancellation/Medical Hold			15% charge -\$5 minimum	15% charge -\$5 minimum	109 CCS 013
<b>D – 3 Recreation Programs</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>General</b>					
Adult Recreational (8 hrs)	Hours		\$69.35	\$70.88	109 CCS 013
Adult Recreational (10 hrs)	Hours		\$80.80	\$82.58	109 CCS 013
Adult Recreational (12 hrs)	Hours		\$91.95	\$93.97	109 CCS 013
Badminton (drop in)	Hours		\$3.85	\$3.93	109 CCS 013
<b>Milk Run</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
5k Entry	Early		\$32.75	\$32.75	109 CCS 013
	Regular		\$37.25	\$37.25	109 CCS 013
	Day of		\$46.50	\$46.50	109 CCS 013
10k Entry	Early		\$37.25	\$37.25	109 CCS 013
	Regular		\$42.00	\$42.00	109 CCS 013
	Day of		\$46.50	\$46.50	109 CCS 013
21K Entry	Early		\$60.00	\$60.00	109 CCS 013
	Regular		\$70.00	\$70.00	109 CCS 013
	Day of		\$70.00	\$70.00	109 CCS 013
<b>Children’s Camp</b>					
Lindsay Camp	Daily		\$31.50	\$31.50	109 CCS 013
	Weekly		\$157.50	\$157.50	109 CCS 013
Camp Field Trip	Each		\$27.75	\$27.75	109 CCS 013
Sport & Skate	Weekly		\$194.25	\$194.25	109 CCS 013
Sport & Swing	Weekly		\$183.75	\$183.75	109 CCS 013
Sport & Swim	Weekly		\$157.50	\$157.50	109 CCS 013
<b>Public Skating</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Public Skating – Entry	Adult		\$2.85	\$2.85	109 CCS 013
	Child		\$1.80	\$1.80	109 CCS 013
	Pre-school		Free	Free	109 CCS 013
	Senior		\$1.80	\$2.80	109 CCS 013
Shinny/Ticket Ice	Single		\$6.20	\$6.34	109 CCS 013
	10 pass		\$55.75	\$56.98	109 CCS 013
Stick & Puck (one adult/child)	Single		\$6.20	\$6.34	109 CCS 013
<b>Arena</b>					



Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Arena Floor Minor Hourly (maximum 4 hours)	per hour		\$69.85	\$69.85	109 CCS 013
Arena Floor Minor Daily (maximum 12 hours)	per day		\$634.25	\$634.25	109 CCS 013
Arena Floor Adult Hourly (maximum 4 hours)	per hour		\$83.85	\$83.85	109 CCS 013
Arena Floor Adult Daily (maximum 12 hours)	per day		\$1,014.75	\$1,014.75	109 CCS 013
Ice Rental Standard Hourly	per hour		\$148.80	\$152.07	109 CCS 013
Ice Rental Non-Prime Hourly (Open-5pm, 11pm -Close)	per hour		\$112.85	\$115.33	109 CCS 013
Ice Rental Minor Hourly	per hour		\$124.10	\$126.83	109 CCS 013
Ice Rental LRC Standard Hourly	per hour		\$185.90	\$189.99	109 CCS 013
Ice Rental LRC Non-Prime Hourly (Open-5pm, 11pm-Close)	per hour		\$112.85	\$115.33	109 CCS 013
Ice Rental LRC Minor Hourly	per hour		\$124.10	\$126.83	109 CCS 013
Ice Rental Standard Summer Hourly (April 1 – August 31)	per hour		\$198.30	\$202.66	109 CCS 013
Ice Rental Minor Summer Hourly (April 1 – August 31)	per hour		\$138.95	\$142.01	109 CCS 013
Ticket Ice Hourly	per hour		\$60.30	\$61.63	109 CCS 013
Athletic Field/Ball Diamond					
Class A Athletic Field Adult Game	2 hours		\$38.10	\$38.10	109 CCS 013
Class A Athletic Field Adult Tournament	Day		\$127.00	\$127.00	109 CCS 013
Class A Athletic Field Minor Game	2 hours		\$19.30	\$19.30	109 CCS 013
Class A Athletic Field Minor Tournament	Day		\$63.50	\$63.50	109 CCS 013
Class B Athletic Field Adult Game	2 hours		\$25.40	\$25.40	109 CCS 013
Class B Athletic Field Adult Tournament	Day		\$57.15	\$57.15	109 CCS 013
Class B Athletic Field Minor Game	2 hours		\$12.70	\$12.70	109 CCS 013
Class B Athletic Field Minor Tournament	Day		\$28.70	\$28.70	109 CCS 013
Class A Ball Diamond Adult Game	2 hours		\$44.45	\$44.45	109 CCS 013
Class A Ball Diamond Adult Tournament	Day/Diamond		\$127.00	\$127.00	109 CCS 013
Class A Ball Diamond Minor Game	2 hours		\$22.35	\$22.35	109 CCS 013
Class A Ball Diamond Minor Tournament	Day/Diamond		\$63.50	\$63.50	109 CCS 013
Class B Ball Diamond Adult Game	2 hours		\$31.75	\$31.75	109 CCS 013
Class B Ball Diamond Adult Tournament	Day/Diamond		\$95.25	\$95.25	109 CCS 013
Class B Ball Diamond Minor Game	2 hours		\$16.00	\$16.00	109 CCS 013
Class B Ball Diamond Minor Tournament	Day/Diamond		\$47.75	\$47.75	109 CCS 013
Class C Ball Diamond Adult Game	2 hours		\$19.30	\$19.30	109 CCS 013
Class C Ball Diamond Adult Tournament	Day/Diamond		\$57.15	\$57.15	109 CCS 013
Class C Ball Diamond Minor Game	2 hours		\$9.65	\$9.65	109 CCS 013

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Class C Ball Diamond Minor Tournament	Day/Diamond		\$28.70	\$28.70	109 CCS 013
Athletic Field/Ball Diamond Lights Game	2 hours		\$12.70	\$12.98	109 CCS 013
Park					
Park Vendor Monthly	per month		\$253.75	\$259.33	109 CCS 013
Boat Docking Daily	per day		\$27.00	\$27.59	109 CCS 013
Boat Docking Seasonal (per foot)	per 2 seasons/ per foot		\$11.25	\$11.50	109 CCS 013
Fishing Tournament Daily	per day		\$253.75	\$259.33	109 CCS 013
Overnight Rest Area Access	per day		\$5.60	\$5.72	109 CCS 013
Park Space Event Rental					
1-50 Attendees	per day		\$31.75	\$32.45	
51-150 Attendees	per day		\$95.25	\$97.35	
151-300 Attendees	per day		\$175.00	\$178.85	
301-1,000 Attendees	per day		\$256.75	\$262.40	
Over 1,001 Attendees	per day		\$379.00	\$387.34	
Park Activity Rental					
Park Hourly Rate (maximum 4 hours per day)	per hour		\$19.30	\$19.72	
Community Hall					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Class A Hourly (maximum 4 hours)	per hour		\$58.50	\$58.50	109 CCS 013
Class A Daily (maximum 12 hours)	per day		\$909.50	\$909.50	109 CCS 013
Class B Hourly (maximum 4 hours)	per hour		\$35.25	\$35.25	109 CCS 013
Class B Daily (maximum 12 hours)	per day		\$554.00	\$554.00	109 CCS 013
Class C Hourly (maximum 4 hours)	per hour		\$29.25	\$29.25	109 CCS 013
Class C Daily (maximum 12 hours)	per day		\$428.00	\$428.00	109 CCS 013
Class D Hourly (maximum 4 hours)	per hour		\$23.50	\$23.50	109 CCS 013
Class D Daily (maximum 12 hours)	per day		\$255.75	\$255.75	109 CCS 013
Class E Hourly (maximum 4 hours)	per hour		\$17.75	\$18.14	109 CCS 013
Class E Daily (maximum 12 hours)	per day		\$148.75	\$152.02	109 CCS 013
Victoria Park Washrooms Only			\$125.00	\$127.75	109 CCS 013
Exterior Portable Sign Weekly	per week		\$125.00	\$127.75	109 CCS 013
Liability Insurance					
Events – Public with Alcohol (1-100 people)	Day		refer to provider	refer to provider	Rates set by provider
Events – Public with Alcohol (101-250 people)	Day		refer to provider	refer to provider	Rates set by provider
Events – Public with Alcohol (251-500 people)	Day		refer to provider	refer to provider	Rates set by provider

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Events – Public with Alcohol (501-1000 people)	Day		refer to provider	refer to provider	Rates set by provider
Events – Private with Alcohol (1-25 people)	Day		refer to provider	refer to provider	Rates set by provider
Events – Private with Alcohol (26-100 people)	Day		refer to provider	refer to provider	Rates set by provider
Events – Private with Alcohol (101-250 people)	Day		refer to provider	refer to provider	Rates set by provider
Events – Private with Alcohol (251-400 people)	day		refer to provider	refer to provider	Rates set by provider
<b>Storage Space</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Various Facilities	Sq ft per year		\$3.05	\$3.12	109 CCS 013
<b>Office Space</b>					
Lindsay Recreation Complex	Sq ft per month		\$6.90	\$7.05	109 CCS 013
Victoria Park Armoury	Sq ft per month		\$4.10	\$4.19	109 CCS 013
<b>Indoor Pool</b>					
LRC Large Pool	Hourly		\$101.60	\$103.84	109 CCS 013
LRC Large Pool Bulk Hourly	Hourly		\$81.30	\$83.09	109 CCS 013
LRC Therapeutic Pool	Hourly		\$76.20	\$77.88	109 CCS 013
LRC Therapeutic Pool Bulk Rate Hourly	Hourly		\$61.00	\$62.34	109 CCS 013
LRC Half Pool			\$50.80	\$51.92	109 CCS 013
Forbert	Hourly		\$101.60	\$103.84	109 CCS 013
Forbert Bulk Rate	Hourly		\$81.30	\$83.09	109 CCS 013
Lifeguard	Hourly		\$24.90	\$32.00	109 CCS 013
<b>Trailer Park</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Centennial Park South West	Annual		\$2,174.00	\$2,174.00	109 CCS 013
Centennial Park East	Annual		\$2,350.25	\$2,350.25	109 CCS 013
Centennial Park North West	Annual		\$2,585.00	\$2,585.00	109 CCS 013
Centennial Park Daily Pass Individual	Day		\$4.50	\$4.50	109 CCS 013
Boat Docking Seasonal (less than 16ft)	Annual		\$213.25	\$217.94	109 CCS 013
Boat Docking Seasonal (16ft+)	Annual		\$298.50	\$305.07	109 CCS 013
Beach Park Boat Docking Transient	Day		\$32.00	\$32.70	109 CCS 013
Boat Launch Daily	Day		\$8.75	\$8.94	109 CCS 013
Boat Launch Commercial	Annual		\$533.00	\$544.73	109 CCS 013
Boat Launch Seasonal	Annual		\$45.00	\$45.99	109 CCS 013
Hydro Service Charge	Annual		Based on usage	Based on usage	109 CCS 013

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Replacement Access Card			\$26.75	\$27.34	109 CCS 013
Laundry	per use		\$2.25	\$2.25	109 CCS 013
<b>Miscellaneous</b>					
Holiday Premium (minimum three hour rental (ice booking can be combination of multiple bookings))			50%	50%	109 CCS 013
Not-For-Profit-Discount (based on daily rental at community hall for community event)			40%	40%	109 CCS 013
Refund/Cancellation Fee (minimum \$5 or 15 percent)		\$5 minimum	15%	15%	109 CCS 013
Non Resident Premium			25%	25%	New
<b>D – 4 Parks, Recreation and Culture – Advertising</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>Community Guide Ads</b>					
Half Banner	each		\$211.35	\$211.35	109 CCS 013
Banner	each		\$314.20	\$314.20	109 CCS 013
Half Page	each		\$422.40	\$422.40	109 CCS 013
Full Page	each		\$660.65	\$660.65	109 CCS 013
Inside Front Cover	each		\$823.00	\$823.00	109 CCS 013
Inside Back Cover	each		\$823.00	\$823.00	109 CCS 013
Back Cover	each		\$1,429.55	\$1,429.55	109 CCS 013
Multiple Publication Commitment (Discount)	each		15%	15%	109 CCS 013
<b>Sponsorship and Dedication</b>					
Plant a Tree	each		1,082.80	1,106.62	109 CCS 013
Dedicate a Park Bench	each		1,813.85	1,853.75	109 CCS 013
<b>Facility Ads</b>					
Rink Boards	year		\$363.00	\$363.00	109 CCS 013
Arena Wall	year		\$243.85	\$243.85	109 CCS 013
Ice Surface (per season)	year		\$1,207.55	\$1,207.55	109 CCS 013
Olympia	year		\$482.10	\$482.10	109 CCS 013
Lindsay Rink Board	year		\$606.55	\$606.55	109 CCS 013
Lindsay Wall Ad	year		\$487.45	\$487.45	109 CCS 013
Board Glass	year		\$303.30	\$303.30	109 CCS 013
FF Mezzanine	year		\$303.30	\$303.30	109 CCS 013
FF Stair Risers	year		\$363.00	\$363.00	109 CCS 013

Schedule D – Parks, Recreation and Culture					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
FF Accessible Viewing Area Risers	year		\$303.30	\$303.30	109 CCS 013
Ball Diamonds (per year, minimum of 3 years)	year		\$121.45	\$121.45	109 CCS 013

Schedule E – Planning, Development and Engineering					
Note: Legal and other administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
<b>E – 1 Planning Fees</b>					
<b>Administration</b>					
Planning Department Fees waived if the application is initiated by the City or is for an organization that the City is involved with.	each	None	Waived		
Zoning Compliance Letter	each	None	\$110.00	\$112.00	By-law 2013-006
Site Plan Compliance Letter	each	None	\$110.00	\$112.00	By-law 2013-006
Clearance to fulfill Oak Ridges Moraine	each	None	\$500.00	\$511.00	New
Applicant Requested Deferral for any Application	each	None	\$330.00	\$337.00	
Written Responses to Property Inquiries	each	None	\$110.00	\$112.00	By-law 2013-006
GIS Mapping Requests (CKL Mapping only up to 11x17 paper size)	each	None	\$30.00 plus \$10 per additional map	\$31.00 plus \$10 per additional map	New
Copying of Maps and Drawings	Per map	None	\$20.00	\$20.00	New
Photocopying or Scanning of Documents	Per page	None	\$0.50	\$0.50	New
Information Requests for Closed Planning Act Application Files	Per File	Photocopying charges	\$300.00	\$307.00	New
File Status Update Letter for any type of application	each	None	\$550.00	\$562.00	By-law 2013-006
Pre-consultation Application	each	None	\$215.00	\$220.00	By-law 2013-006
Peer Review of all Specialized Reports or Studies	each	\$2,400.00 deposit required	actual costs	actual costs	By-law 2013-006
Pre-screening Application to Open a Road Allowance	each	None	\$200.00	\$204.00	NEW
<b>OMB Appeal Processing Fee</b>					
OMB Participation Costs	each	\$2,400.00 deposit required	actual costs	actual costs	By-law 2013-006
Legal Expenses (not identified through applications)	each	Applicant responsible for 100% of City's legal fees	actual costs	actual costs	By-law 2013-006
<b>Official Plan Amendment</b>					
Advertising Fee	each		\$440.00	\$450.00	By-law 2013-006
Official Plan Amendment- Minor	each	Advertising Fee	\$3,840.00	\$3,924.00	By-law 2013-006
Official Plan Amendment -Major Applications for commercial development greater than 2,500 sq. m.; deletion or addition to the designated road network; tourist commercial development; an application that has broader policy implications for the City as deemed by the Director of Development Services	each	Advertising Fee	\$5,490.00	\$5,611.00	By-law 2013-006
Pit or Quarry where proposed annual tonnage is less than 100,000 tonnes	each	Advertising Fee	\$4,400.00	\$4,497.00	By-law 2013-006
Pit or Quarry where proposed annual tonnage is between 100,000-500,000 tonnes	each	Advertising Fee	\$6,590.00	\$6,735.00	By-law 2013-006
Pit or Quarry where proposed tonnage is between 500,000-1,000,000 tonnes	each	Advertising Fee	\$12,085.00	\$12,351.00	By-law 2013-006
Pit or Quarry where proposed annual tonnage is over 1,000,000 tonnes	each	Advertising Fee	\$17,580.00	\$17,967.00	By-law 2013-006
Application Revision	each	Advertising Fee	\$1,100.00	\$1,124.00	By-law 2013-006
<b>Zoning By-Law Amendment – Minor</b>					
Advertising Fee	each		\$440.00	\$450.00	By-law 2013-006
Rezoning Application where required as a condition of consent	each	Advertising Fee	\$1,100.00	\$1,124.00	New
Rezoning Application base fee plus the applicable fees that follow below:	each	Advertising Fee	\$2,200.00	\$2,248.00	By-law 2013-006
a) set fee per residential lot, block, and/or dwelling unit to a maximum fee of \$10,000.00; and/or,	each	None	\$25.00	\$26.00	By-law 2013-006
b) set fee per 100 sq. m. or part thereof of proposed commercial gross floor area; and/or,	each	None	\$75.00	\$77.00	By-law 2013-006
c) set fee per 100 sq. m. or part thereof of proposed industrial gross floor area	each	None	\$30.00	\$31.00	By-law 2013-006
d) set fee per 100 sq. m. or part thereof of proposed institutional gross floor area	each	None	\$30.00	\$31.00	By-law 2013-006
Zoning By-Law Amendment – Major - Application is associated with an official plan amendment application; a draft plan of subdivision or condominium; involves multiple properties; has background technical studies to be reviewed; and/or has zoning					
Advertising Fee	each		\$440.00	\$450.00	By-law 2013-006
Rezoning Application base fee plus the applicable fees that follow below:	each	Advertising Fee	\$3,300.00	\$3,373.00	

Schedule E – Planning, Development and Engineering					
Note: Legal and other administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
a) set fee per residential lot, block, and/or dwelling unit to a maximum fee of \$10,000.00; and/or,	each	None	\$25.00	\$26.00	
b) set fee per 100 sq. m. or part thereof of proposed commercial gross floor area; and/or,	each	None	\$75.00	\$77.00	
c) set fee per 100 sq. m. or part thereof of proposed industrial gross floor area	each	None	\$30.00	\$31.00	
d) set fee per 100 sq. m. or part thereof of proposed institutional gross floor area	each	None	\$30.00	\$31.00	
Application Revisions	each	Advertising Fee	\$1,100.00	\$1,124.00	By-law 2013-006
Removal of (H) Holding Symbol					
Advertising Fee	each		\$220.00	\$225.00	By-law 2013-006
Removal of Holding Rezoning Application	each	Advertising Fee plus Conservation Authority fee if a co	\$550.00	\$562.00	By-law 2013-006
Draft Plan of Subdivision or Condominium					
Advertising Fee	each		\$440.00	\$450.00	By-law 2013-006
Residential and/or Mixed Use - base fee plus set fee per new residential, commercial, and institutional lot/block to a maximum fee of \$15,000.00 plus legal and registration fees	each	Advertising Fee	\$6,590.00 plus \$25.00	\$6,735.00 plus \$26.00	By-law 2013-006
Non-Residential - base fee plus set fee per new industrial, commercial, and institutional block plus legal and registration fees	each	Advertising Fee	\$3,290.00 plus \$25.00	\$3,362.00 plus \$26.00	By-law 2013-006
Extension of Draft Plan Approval	each	None	\$330.00	\$337.00	By-law 2013-006
Minor Revisions to Draft Plan Approval where no recirculation is required	each	None if Public Meeting not required	\$330.00	\$337.00	By-law 2013-006
Minor Revisions to Draft Plan Approval where agency recirculation is required	each	None if Public Meeting not required	\$550.00	\$562.00	By-law 2013-006
Major Revisions to Draft Plan Approval	each	Advertising Fee	\$5,330.00	\$5,447.00	By-law 2013-006
Clearance of Draft Plan Conditions	each	None	\$550.00	\$562.00	By-law 2013-006
Preparation of Subdivision or Condominium Agreement (includes legal and registration fees)	each	None	\$2,130.00	\$2,177.00	By-law 2013-006
Part Lot Control					
Part Lot Control (including legal and registration fees)	each	Plus \$40.00 for each additional division	\$650.00	\$664.00	By-law 2013-006
Deeming By-law of Repeal of Deeming By-Law					
Deeming By-law of Repeal of Deeming By-Law (includes legal and registration fees)	each	None	\$770.00	\$787.00	By-law 2013-006
Condominium Conversion	each	None if Public Meeting not required	\$1,100.00	\$1,124.00	By-law 2013-006
Exemption for a Condominium	each	None	\$695.00	\$710.00	By-law 2013-006
Removal of Road Reserves	each	None	\$330.00	\$337.00	By-law 2013-006
Deeming Application where required as a condition of any other Planning Act application or where associated with the sale of City lands	each	None	\$385.00	\$393.00	
By-law 2018-043 effective March 20, 2018					
Combined Planning Applications					
Advertising Fee	each		\$440.00	\$450.00	By-law 2013-006
Where an applicant submits any combination of an official plan amendment, zoning by-law amendment, draft plan of subdivision, and/or draft plan of condominium applications together at the same time, the highest application fee is the base fee and all other application fees are reduced by 50%. Only one advertising fee will be charged	each	Advertising Fee	As Detailed Under Service Descript	As Detailed Under Service Descript	By-law 2013-006
Minor Variance					
Advertising Fee	each		\$220.00	\$225.00	By-law 2013-006
Minor Variance Pre-screening, if required as determined by staff	each	None	\$220.00	\$225.00	By-law 2013-006
Minor Variance	each	Advertising Fee	\$1,100.00	\$1,124.00	By-law 2013-006
Minor Variance for Approval of Accessibility Structures	each	Advertising Fee	\$550.00	\$562.00	NEW
By-law 2018-043 effective March 20, 2018					
Consent					

Schedule E – Planning, Development and Engineering					
Note: Legal and other administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
Consent Potential Inquiries	each		\$220.00	\$225.00	By-law 2013-006
Advertising Fee	each	None	\$220.00	\$225.00	By-law 2013-006
Consent for lot creation - base fee plus set fee for each additional lot when applications are submitted at the same time	each	Advertising Fee	\$1,100.00 Plus \$220.00	\$1,124.00 Plus \$225.00	By-law 2013-006
Consent for easement, charge, lease, right-of-way, correction of title, and validation of	each	Advertising Fee	\$945.00	\$966.00	By-law 2013-006
Consent for boundary adjustments - base fee plus set fee for each additional boundary adjustment when all applications are submitted at the same time	each	Advertising Fee	\$945.00 plus \$150.00	\$966.00 plus \$153.00	By-law 2013-006
Amendments to consent when recirculating required	each	Advertising Fee	\$330.00	\$337.00	By-law 2013-006
Stamping Fee: certificate for lot creation, lot retention, and boundary adjustments	each	None	\$440.00	\$450.00	By-law 2013-006
Stamping Fee: certificate for an easement, charge, lease, right-of-way, correction of title and validation of title	each	None	\$220.00	\$225.00	By-law 2013-006
Consent Agreement (Preparation, legal and registration of fees)	each	None	\$1,100.00	\$1,124.00 plus \$511.00	By-law 2013-006
Site Plan Approval					
Request for Exemption from Site Plan Control	each	None	\$330.00	\$337.00	By-law 2013-006
Residential - base fee plus set fee per residential dwelling unit plus additional fees for agreement preparation and registration	each	None	\$2200.00 plus \$25.00 plus \$1,100.00	\$2248.00 plus \$26.00 plus \$1,124.00	By-law 2013-006
Mixed Use Building - base fee plus set fee per residential dwelling unit plus set fee per 100 sq.m. or part thereof of proposed non-residential floor space, plus additional fees for agreement preparation and registration	each	None	\$2,200.00 plus \$25.00 plus \$75.00	\$2,249.00 plus \$26.00 plus \$77.00 plus \$1,124.00 plus \$511.00	By-law 2013-006
Non-Residential - base fee plus set fee per 100 sq.m. or part thereof of proposed commercial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed industrial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed institutional floor space plus additional fees for agreement preparation and registration	each	None	\$2,200.00 plus \$25.00 plus \$75.00	\$2,249.00 plus \$26.00 plus \$77.00 plus \$1,124.00 plus \$511.00	By-law 2013-006
Amending Site Plan Approval					
Residential - base fee plus set fee per residential dwelling unit plus additional fees for agreement preparation and registration	each	None	\$1,650.00 plus \$25.00 plus \$1,100.00	\$1,686.00 plus \$26.00 plus \$1,124.00 plus \$511.00	By-law 2013-006
Mixed Use Building - base fee plus set fee per residential dwelling unit plus set fee per 100 sq.m. or part thereof of proposed non-residential floor space plus additional fees for agreement preparation and registration	each	None	\$1,650.00 plus \$25.00 plus \$50.00	\$1,686.00 plus \$26.00 plus \$51.00 plus \$1,124.00 plus \$511.00	By-law 2013-006
Non-Residential - base fee plus set fee per 100 sq.m. or part thereof of proposed commercial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed industrial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed institutional floor space plus additional fees for agreement preparation and registration	each	None	\$1,650.00 plus \$75.00 plus \$30.00	\$1,686.00 plus \$77.00 plus \$31.00 plus \$1,124.00 plus \$511.00	By-law 2013-006
Minor Site Plan Approval					
Plans only approval or with scoped site plan agreement for such uses as chip trucks, temporary new home sales trailers/offices, minor building extensions or alterations, school portables, or government agency reviews exempt from site plan control	each	None	\$550 plus \$800 for site plan agreement	\$562 plus \$818 for site plan agreement	By-law 2013-006
Renewal Energy Application Fees					
Review of Large Renewable Energy Application	each	None	\$4,265.00	\$4,359.00	By-law 2013-006
Municipal Council Support Resolution	each	None	\$425.00	\$434.00	By-law 2013-006
All Prescribed IESO forms (FIT/MicroFIT/LRP)	each	None	\$425.00	\$434.00	By-law 2013-006
Telecommunications Application Fees					
Telecommunications Tower Application	each	None	\$2,200.00	\$2,248.00	By-law 2013-006
Refund of Application Fees					



Schedule E – Planning, Development and Engineering					
Note: Legal and other administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
Advertising	each	None	90% if not advertised	90% if not advertised	By-law 2013-006
If request submitted within one (1) year from date of application being received and prior to preparation of staff report	each	None	25% of total application fee refunda	25% of total application fee refunda	By-law 2013-006
Preparation of Development Agreement					
Where required in conjunction with a Planning Act application but not mentioned above plus registration fee	each	None	\$1,065.00	\$1,124.00 plus \$511.00	
Where required but not in conjunction with a Planning Act application such as roadway construction, fulfillment of Oak Ridges Moraine Conservation Plan conditions plus registration fee	each	None	\$1,100 plus \$500 processing fee	\$1,124.00 plus \$511.00	New
Where required to register a restrictive covenant on title or facilitate the merger of one or more properties plus registration fee	each	None	\$1,500.00	\$1,533.00 plus \$511.00	New
By-law 2018-043 effective March 20, 2018					
E – 2 Development Application Approval Fees					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Subdivision Approval					
Basic Fee - Percentage of constructed value of the public infrastructure created relative to the subdivision	each		3.70%		By-law 2007-132
Site Plan Approval					
Basic Fee – Percentage of constructed value of the site works created relative to the project	each		3.70% 2018-134 effective August 14, 2018		By-law 2007-132
Condominium Approval					
Basic Fee - Percentage of the constructed value of the infrastructure	each		3.70%		By-law 2007-132
Abnormally complex proposals or where additional submissions or inspections required	each		Actual Costs		By-law 2007-132
E – 3 Permits					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
Pool Permits	each		\$106.00	\$108.00	By-law 2005-314
Accessory Dwelling Units	each		\$137.00	\$140.00	By-law 2014-305
Patio Permits	each		\$275.00	\$281.00	By-law 2014-305
2018-043 deletion and Addition Effective March 20, 2018					

Schedule F – Waste Management							
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
Service Description	Unit	Additional	Rate as of December 31, 2018	Rate Effective January 1, 2019	Fees Effective January 1, 2020	Fees Effective January 1, 2021	Reference
<b>F – 1 Waste Management Fees</b>							
Solid Waste Tipping Fees shall always be based on weight unless there is a failure of the scale system and then fees will be based on rates described below. The only exception shall be when bagged garbage is tagged and then it shall be received at no charge.							
Residential Recyclable Materials (Blue/Comingle & Green/ Paper Box Recycling)	each		Free	Free	Free	Free	By-law 2016-144
Residential Household Hazardous Waste (at designated landfill sites only)	each		Free	Free	Free	Free	By-law 2016-144
Residential Waste Electronic & Electrical Equipment	each		Free	Free	Free	Free	By-law 2016-144
Scrap Metal (including appliances without Freon)	each		Free	Free	Free	Free	By-law 2016-144
Tires (with or without rims)	each		Free	Free	Free	Free	By-law 2016-144
Ashes (must be cold to be accepted)	each		Free	Free	Free	Free	By-law 2016-144
Curbside Bag Tags	each		\$3.00	\$3.00	\$3.00	\$3.00	By-law 2016-144
Mattresses and Box Springs	each		\$15.00	\$15.00	\$15.00	\$15.00	By-law 2016-144
Appliances Containing Freon (refrigerators, air conditions, dehumidifiers, freezers, etc.)	item		\$20.00	\$20.00	\$20.00	\$20.00	By-law 2016-144
Residential/ Commercial Containers							
Standard 16 gallon blue	each		\$7.00	\$7.00	\$7.00	\$7.00	
Extra large 22 gallon blue boxes (for containers only)	each		\$9.00	\$9.00	\$9.00	\$9.00	
<b>Commercial Recycling Carts (not available for residential collection)</b>							
65 gallon blue and green carts	each		\$80.00	\$85.00	\$90.00	\$95.00	
95 gallon blue carts (for container recycling only)	each		\$95.00	\$100.00	\$105.00	\$110.00	
<b>Rain Barrels</b>							
Rain Barrel	each		\$75.00	\$75.00	\$75.00	\$75.00	
<b>Composters</b>							
Backyard composters (80 gallons)	each		\$45.00	\$45.00	\$45.00	\$45.00	
Kitchen compost pails (2 gallons)	each		\$3.00	\$3.00	\$3.00	\$3.00	
Digesters	each		\$70.00	\$70.00	\$70.00	\$70.00	
<b>Weight Based Tipping Fees</b>							
Minimum charge Sorted Material (Waste)	Visit		\$5.00	\$5.00	\$5.00	\$5.00	By-law2017-081
Minimum charge Mixed Load (Waste and Leaf & Yard Materials)	Visit		\$7.00	\$7.00	\$7.00	\$7.00	By-law2017-081
Sorted Waste over \$5 by weight	Tonne		\$105.00	\$110.00	\$115.00	\$120.00	By-law2017-081
Sorted Leaf & Yard Material over 150kg	Tonne		\$105.00	\$110.00	\$115.00	\$120.00	By-law2017-081
Mixed Loads (more than 20% by volume of recyclable materials and/or opaque bags)	tonne		\$205.00	\$210.00	\$215.00	\$220.00	By-law 2016-144
Contaminated Soil (suitable for daily cover)	tonne		\$50.00	\$50.00	\$50.00	\$50.00	By-law 2016-144
Contaminated Soil (not suitable for daily cover)	tonne		\$105.00	\$110.00	\$115.00	\$120.00	By-law 2016-144
Boat and Bale Wrap (Clean)	tonne		\$50.00	\$50.00	\$50.00	\$50.00	By-law 2016-144
Boat and Bale Wrap (Contaminated)	tonne		\$105.00	\$110.00	\$115.00	\$120.00	By-law 2016-144
Asbestos	tonne		\$250.00	\$250.00	\$250.00	\$250.00	By-law 2016-144
Construction and Demolition Waste	tonne		\$105.00	\$110.00	\$115.00	\$120.00	By-law 2016-144
Residential, Industrial, Commercial and Institutional Waste	tonne		\$105.00	\$110.00	\$115.00	\$120.00	By-law 2016-144
<b>Fees When Scales are inoperative or for Freon Removal</b>							
Minimum charge Sorted Material (Waste )	Visit		\$5.00	\$5.00	\$5.00	\$5.00	By-law 2017-081
Minimum Charge Mixed Load (Waste and Leaf & Yard Material)	Visit		\$7.00	\$7.00	\$7.00	\$7.00	By-law 2017-081
Sorted Waste Material over \$5.00 by cubic yard	Cubic yard		\$15.00	\$17.50	\$20.00	\$22.50	By-law 2017-081
Sorted Leaf & Yard Material over 1.0 cubic yard	Cubic yard		\$15.00	\$17.50	\$20.00	\$22.50	By-law 2017-081
Mixed Loads (more than 20% by volume of recyclable materials and/or opaque bags)	cubic yard		\$30.00	\$35.00	\$40.00	\$45.00	By-law 2016-144
Asbestos per cubic yard	Cubic yard		\$125.00	\$125.00	\$125.00	\$125.00	
RV Disposal per visit at Lindsay Ops Only	per visit		\$5.00	\$5.00	\$5.00	\$5.00	
Vac Trucks	per load		\$200.00	\$200.00	\$200.00	\$200.00	
Boats	per foot		\$3.00	\$3.00	\$3.00	\$3.00	By-law 2016-144
Residential, Industrial, Commercial and Institutional Waste	cubic yard		\$15.00	\$17.50	\$20.00	\$22.50	By-law 2016-144
Commercial Boat and Bale Wrap (Clean)	cubic yard		\$6.25	\$6.25	\$6.25	\$6.25	By-law 2016-144
Boat and Bale Wrap Contaminated	cubic yard		\$15.00	\$17.50	\$20.00	\$22.50	By-law 2016-144

Schedule F – Waste Management							
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
Service Description	Unit	Additional	Rate as of December 31, 2018	Rate Effective January 1, 2019	Fees Effective January 1, 2020	Fees Effective January 1, 2021	Reference
Construction and Demolition Waste	cubic yard		\$50.00	\$55.00	\$60.00	\$65.00	By-law 2016-144
Contaminated Soil (suitable for cover material)	cubic yard		\$30.00	\$25.00	\$25.00	\$25.00	By-law 2016-144
Contaminated Soil (not suitable for cover material)	cubic yard		\$55.00	\$60.00	\$65.00	\$70.00	By-law 2016-144

Schedule G – Public Works					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>G – 1 Oversize and Overweight Loads</b>					
Single Move Permit	each		\$55.00	\$55.00	By-law 2010-064
Annual Permit	each		\$220.00	\$220.00	By-law 2010-064
<b>G – 2 Reduced Load Permit</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Permit for moving of heavy Vehicles, loads, objects or structures in excess of the load restrictions	each		\$55.00	\$55.00	By-law 2005-077
<b>G – 3 Entrance Permit</b>					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective March 1, 2019	Reference
Consent Application Review	each		\$100.00	\$102.00	
Entrance Permit Application Fee (valid for one year)	each		\$108.25	\$111.00	
<b>Installation of Access / Entrance Way</b>					
City Hired Contractor (per 3.04 a, b and 3.06 b)		Full quoted cost plus actual administration costs			By-Law 2017-151
<b>Application Hired Contractor</b>					
Residential, filed, agricultural, temporary or utility entrance (per 3.04 and 3.06a)		\$ 2,000 deposit required. Actual cost including administration to be paid by applicant.			By-Law 2017-151
Commercial, Industrial, Institutional, emergency or public entrance (per 3.04 and 3.06a)		Deposit amount to be set by the Director. Actual costs including administration to be paid by applicant.			By-Law 2017-151

Schedule G – Public Works					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Failure to Comply with By-Law					
Contravention of By-Law (Per 7.02 a)		Fine as outlined in the Provincial Offences Act			By-Law 2017-151
Per 7.02 b - First offence		\$ 1,000 plus remedy and administration costs			By-Law 2017-151
Per 7.02 b - Second and succeeding offences		\$ 2,000 plus remedy and administration costs			By-Law 2017-151
G– 4 Installation of Banners over City Roads					
Service Description	Unit	Additional Fees	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
Not for Profit, Charitable, Community Based Organization	location/year				Policy 140 EPW 012
Second and Subsequent Signs	week		\$110.00	\$110.00	Policy 140 EPW 012

Schedule H – Transit					
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.					
Service Description	Unit	Additional	Rate as of December 31, 2018	Rate Effective January 1, 2019	Reference
<b>H – 1 Transit Fees</b>					
Per Trip					
Adults	trip		\$2.25	\$2.25	By-law 2010-117
Students	trip		\$1.75	\$1.75	By-law 2010-117
Children 8-14	trip		\$1.25	\$1.25	By-law 2010-117
Children Under 8	trip		no charge	no charge	By-law 2010-117
<b>Tokens</b>	6 tokens		\$10.00	\$10.00	By-law 2010-117
	12 tokens		\$20.00	\$20.00	By-law 2010-117
<b>Monthly Pass</b>					
Adults	pass		\$60.00	\$60.00	By-law 2010-117
Seniors/Students	pass		\$50.00	\$50.00	By-law 2010-117
<b>Transit Charters</b>					
For Profit Organizations (minimum 4 hours)	per hour		\$75.00	\$75.00	By-law 2010-117
Not For Profit Organizations (minimum 4 hours)	per hour		\$37.50	\$37.50	By-law 2010-117
<b>2017-215 Effective October 24, 2017</b>					

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

## **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 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

LOT 9

CONCESSION 12

LOT 10

LOT 11

RR1-S16

Fleetwood Road

CONCESSION 11

Chipmunk Road

HIGHWAY 35



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

## **By-Law 2019 -**

### **A By-Law To Amend The Township of Manvers Zoning By-Law No. 87-06 To Rezone Land Within The City Of Kawartha Lakes**

File D06-2018-030, Report PLAN2019-009, Part Lot 3, Concession 8, geographic Township of Manvers, identified as 166 Highway 7A – Henderson

#### **Recitals:**

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land. Section 36 of the Planning Act authorizes Council to place a Holding (H) symbol on any zoning category assigned to property. The purpose of the Holding (H) symbol is to restrict the use of the property until conditions imposed by Council have been met.
2. Council has received an application to amend the categories and provisions relating to a specific parcel of land to permit a residential use to allow the existing church building to be used as a residential dwelling on the subject land. A Holding (H) symbol shall be applied to ensure the appropriate payment in lieu of 5 per cent of the value of the land be provided for park purposes prior to residential development or redevelopment as required by the Planning Act, as amended.
3. A public meeting to solicit public input has been held.
4. Council deems it appropriate to rezone the Property.

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

#### **Section 1:00 Zoning Details**

- 1.01 **Property Affected:** The Property affected by this by-law is described as Part Lot 3, Concession 8, geographic Township of Manvers, City of Kawartha Lakes.
- 1.02 **Textual Amendment:** By-law No. 87-06 of the Township of Manvers is further amended to add the following section to Section 4.4:
  - r. Notwithstanding subsection 4.2, article c., land zoned "RR2-S17" shall be subject to the following zone provisions:
    - i. Minimum front yard 14.5 m

All other provisions of the RR2 Zone and the By-law shall apply to land zoned RR2-S17.

On land zoned RR2-S17, the removal of the (H) Holding Symbol shall require a payment in lieu of 5 percent of the value of the land otherwise required to be conveyed for park purposes to the City.

- 1.03 **Schedule Amendment**: Schedule 'A' to By-law No. 87-06 of the Township of Manvers is further amended to change the zone category from the "Community Facility (CF) Zone" to the "Holding - Rural Residential Type Two Special Exception Seventeen (RR2-S17)(H) Zone" for the land referred to as 'RR2-S17 (H)', as shown on Schedule 'A' attached to this By-law.

## **Section 2:00      Effective Date**

- 2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 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 \*\*\*, 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

Concession 9

Lot 3

Lot 4

RR2-S17 (H)

Highway 7A

Yelverton Rd

Concession 8

## **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

## **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



RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE  
City of Kawartha Lakes  
BY-LAW NUMBER 2019-

A by-law imposing special annual drainage rates upon land in  
respect of which money is borrowed under the Tile Drainage Act.

WHEREAS owners of land in the municipality have applied to the council under the Tile Drainage Act for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of \$9,600.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the Tile Drainage Act, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2019-Feb-19  
yyyy/mm/dd

Second Reading 2019-Feb-19  
yyyy/mm/dd

Provisionally adopted this 19 day of February, 2019

Andy Letham  
Name of Head of Council

Signature

Cathie Ritchie  
Name of Clerk

Signature

Third Reading 2019-Feb-19

Enacted this 19 day of February, 2019

Andy Letham  
Name of Head of Council

Signature

Corporate Seal

Cathie Ritchie  
Name of Clerk

Signature

I, Cathie Ritchie, clerk of the Corporation of the City of Kawartha Lakes certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Cathie Ritchie  
Name of Clerk

Signature

Corporate Seal

The Corporation of the                      City                      of                      Kawartha Lakes

Schedule 'A' to By-law Number                      2019-

Property Owner Information*				Description of Land Parcel to Which the Repayment Charge Will be Levied					Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$		
William Gracie	Patricia Gracie	0		Lot: Pt Lot 15		Con: 9			2019-Mar-01	\$ 9,600.00	\$ 1,304.33		
-	-												
914 Post Road		Reaboro	ONT	Roll #:	1651	006	003	12901					
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
0	0	0		Lot:		Con:							
-	-												
				Roll #:									
* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided.Only the owner(s) of the property may apply for a loan.													
TOTAL *									\$	9,600.00	\$ 1,304.33		

## TILE DRAINAGE DEBENTURE

*Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)*

\$9,600.00

No. 2019-03

The Corporation of the \_\_\_\_\_ City \_\_\_\_\_ of \_\_\_\_\_ Kawartha Lakes \_\_\_\_\_ hereby promises to pay to the Minister of Finance, the principal sum of \_\_\_\_\_ \$9,600.00 \_\_\_\_\_ of lawful money of Canada, together with interest thereon at the rate of \_\_\_\_\_ 6 \_\_\_\_\_ per cent per annum in ten equal instalments of \_\_\_\_\_ \$1,304.33 \_\_\_\_\_ on the 1st day of \_\_\_\_\_ March \_\_\_\_\_, in the years \_\_\_\_\_ 2020 \_\_\_\_\_ to \_\_\_\_\_ 2029 \_\_\_\_\_, both inclusive.

The right is reserved to The Corporation of the \_\_\_\_\_ City \_\_\_\_\_ of \_\_\_\_\_ Kawartha Lakes \_\_\_\_\_ to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the \_\_\_\_\_ City \_\_\_\_\_ of \_\_\_\_\_ Kawartha Lakes \_\_\_\_\_ in the Province of Ontario, this 1st day of \_\_\_\_\_ March, 2019 \_\_\_\_\_, under the authority of By-law No. \_\_\_\_\_ 2006-184 \_\_\_\_\_ of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

*Corporate Seal*

Andy Letham

Name of Head of Council

Signature

Carolyn Daynes

Name of Treasurer

Signature

# OFFER TO SELL

*Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 5(8)*

*TO THE MINISTER OF FINANCE*

The Corporation of City of Kawartha Lakes  
hereby offers to sell Debenture No. 2019-03 in the principal amount of \$9,600.00  
to the Minister of Finance as authorized by Borrowing By-law No. 2006-184 of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate for each drainage work, for which the Corporation lend the proceeds of this debenture, is attached hereto.

March 01, 2019

Date

Carolyn Daynes

Name of Treasurer

Corporate Seal

Signature of Treasurer

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

## **By-law 2019-XXX**

### **A By-Law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, February 19, 2019**

#### **Recitals**

1. The Municipal Act, 2001, S.O. 2001 c. 25 as amended, provides that the powers of a municipal corporation are exercised by its Council.
2. The Municipal Act, also provides that the Council's powers must be exercised by by-law.
3. For these reasons, the proceedings of the Council of The Corporation of the City of Kawartha Lakes at this meeting should be confirmed and adopted by by-law.

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

#### **Section 1.00: Confirmation**

- 1.01 The actions of the Council at the following meeting:

##### **Tuesday, February 19, 2019, Open Session, Regular Council Meeting**

and each motion, resolution and other action passed or taken by the Council at that meeting is, except where prior approval of the Ontario Municipal Board is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

- 1.02 The Mayor and the proper officials of the City are authorized and directed to do all things necessary to give effect to the actions of the Council referred to in Section 1.01 of this By-law. In addition, the Clerk is authorized and directed to affix the corporate seal to any documents which require it.

#### **Section 2.00: General**

- 2.01 This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 19<sup>th</sup> day of February 2019.

---

Andy Letham, Mayor

---

Cathie Ritchie, City Clerk