The Corporation of the City of Kawartha Lakes

Agenda

Committee of the Whole Meeting

COW2019-03

Tuesday, March 19, 2019

Open Session Commencing at 1:00 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.

		Pages
1.	**Call to Order**	
2.	**Adoption of Agenda**	
3.	**Disclosure of Pecuniary Interest**	
4.	**Deputations**	
4.1	COW2019-03.4.1	20 - 22
	Dock Spaces in Thurstonia Park Douglas Hellawell	
4.2	COW2019-03.4.2	23 - 26
	Purchase of Shore Road Allowance Adjacent to 8 Black River Road James Rogers Aaron Rogers	
4.3	COW2019-03.4.3	27 - 28
	Update on the Kawartha Lakes Art Council Susan Taylor, Executive Director, Kawartha Art Gallery Dianne Lister, Chair, Kawartha Lakes Arts Council	
4.4	COW2019-03.4.4	29 - 51
	Large Scale Garden Project Penny Barton Dyke, Executive Director, United Way for the City of Kawartha Lakes Mike Soehner, Crayola	
5.	**Report PRC2019-003**	
5.1	COW2019-03.5.1	52 - 105
	Use of Side By Side ATV's on Victoria Rail Trail Corridor Deputation David Hodgson	
5.2	PRC2019-003	106 - 115
	Consolidated Trails By-law 2007-107 Review Jenn Johnson, Manager, Parks and Recreation	

RESOLVED THAT Report PRC2019-003, **Consolidated Trails By-Law 2007-107 Review**, be received;

THAT the attached By-Law to amend By-Law 2007-107 being a by-law to regulate and govern trail uses along the Victoria Rail Trail Corridor in the City of Kawartha Lakes be approved and adopted by Council; and

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

6. Report CS2019-005

6.1 COW2019-03.7.1 116 - 118

Update on the Victoria County Historical Society
Margot Fawcett, President, Victoria County Historical Society
Jessica Wilson, Vice President, Victoria County Historical Society

6.2 CS2019-005 119 - 149

Victoria County Historical Society Olde Gaol Museum Lease
Craig Shanks, Director of Community Services

That Report CS2019-005, **Victoria County Historical Society Olde Gaol Musuem Lease,** be received;

That staff be directed to prepare a new Lease agreement between the Victoria County Historical Society and the City of Kawartha Lakes for the purpose a museum and historical collection storage within the Olde Gaol Museum facility (50 Victoria Avenue North, Lindsay); and

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

7. Report RS2019-017

7.1 COW2019-03.8.1 150 - 151

Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 51 Robinson Avenue, Eldon
Thomas O'Brien

7.2 RS2019-017 152 - 160

Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 51 Robinson Avenue, Eldon
Laura Carnochan, Law Clerk - Realty Services

That Report RS2019-017, **Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 51 Robinson Avenue, Eldon**, be received;

That the subject property; being the shoreline road allowance adjacent to 51 Robinson Avenue, Eldon and legally described as Part of the Road Allowance Between Lot 54 and 55, Concession South of Portage Road, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 2 on Plan 57R-9336, be declared surplus to municipal needs;

That the closure of the portion of road allowance and sale to the adjoining landowner 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 shall be passed if appropriate;

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

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

8. Presentations

8.1 COW2019-03.9.1 161 - 187

Food Security Working Group of Kawartha Lakes Food Coalition
Aisha Malik, Public Health Dietitian
Heather Kirby, Kawartha Lakes Food Source

8.2 COW2019-03.9.2 188 - 206

Financially Assisted Waiting List Presentation
Hope Lee, Manager of Housing

8.3 COW2019-03.9.3 207 - 222

Establishing Additional Affordable Housing Targets Presentation
Hope Lee, Manager of Housing

9. Report ED2019-10

9.1 COW2019-03.6.1 223 - 241

Innovation Cluster Deputation
Michael Skinner, President and CEO, Innovation Cluster - Peterborough and the Kawarthas

9.2 ED2019-10 242 - 245

Report Regarding the Innovation Cluster
Rebecca Mustard, Manager of Economic Development

That Report ED2019-10, **Innovation Cluster Project**, be received;

That Staff be directed to work with the Innovation Cluster on potential opportunities to conduct a pilot program in Kawartha Lakes;

That Staff be directed to report back to Council with a proposed plan for consideration; and

That this recommendation be brought forward to Council for consideration on March 26, 2019.

10. Report DEV2019-001

10.1 COW2019-03.10.1

Kawartha Lakes Healthy Environment Plan Presentation
Councillor Richardson
Chris Marshall, Director of Development Services
Susan Hall, Land Use Research Associates
Sarah Shenstone-Harris, ICLEI Canada

10.2 DEV2019-001 246 - 379

Kawartha Lakes Healthy Environment Plan
Chris Marshall, Director of Development Services
Denise Williams, Strategy and Performance Specialist

That Report DEV2019-001, **Kawartha Lakes Healthy Environment Plan**, be received;

That staff be directed to communicate with the Federation of Canadian Municipalities (FCM) that the Kawartha Lakes Healthy Environment Plan satisfies milestones one through three in the Partners for Climate Protection (PCP) program;

That the City of Kawartha Lakes appoint the following:

1. Corporate staff person Chris Marshall, Director of Development Services

2. Elected Official Tracy Richardson, City Councillor

to oversee implementation of the Kawartha Lakes Healthy Environment Plan;

That Council adopt the Kawartha Lakes Healthy Environment Plan (2019), dated March, 2019, as a guiding framework and commitment to inform future City decisions and Plans; and

That this recommendation be brought forward to Council for consideration at the March 26, 2019 Regular Meeting of Council.

11. Consent Matters

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

11.1 Reports

11.1.1 CLK2019-010 380 - 383

Pregnancy and Parental Leave Policy for Members of Council
Cathie Ritchie, City Clerk

That Report CLK2019-010, **Pregnancy and Parental Leave Policy for Members of Council**, be received;

That a by-law be prepared for the adoption of the Pregnancy and Parental Leave Policy for Members of Council; and

That this recommendation be brought forward to Council for consideration on March 26, 2019.

11.1.2 CLK2019-011 384 - 387

Council and Committee of the Whole Revised Meeting Schedules
Cathie Ritchie, City Clerk

That Report CLK2019-011, **Council and Committee of the Whole Revised Meeting Schedules**, be received;

That Council approves reducing the scheduled Regular Council Meetings to one meeting per month with the understanding that Special Council Meetings may be called in accordance with the Procedural By-law;

That Council approves the revised Council and Committee of the Whole Meeting Schedules; and

That this recommendation be brought forward to Council for consideration at the March 26, 2019 Council Meeting.

11.1.3 RS2019-016 388 - 395

Proposed Surplus Declaration and Sale of City – Owned Property – Part of Blk D on Plan 386 and Part of Road Allowance between Lots 18 and 19, Concession 2 – River Rd.
Christine Oliver, Law Clerk, Realty Services

That Report RS2019-016, Proposed Surplus Declaration and Sale of City – Owned Property – Part of Blk D on Plan 386 and Part of Road Allowance between Lots 18 and 19, Concession 2– River Road, be received;

That a portion of the City-owned property legally described as Block D on Plan 386 (PIN: 63119-0232 [LT]) and Part of the Road Allowance between Lots 18 and 19 Concession 2 (PIN: 63119-0195 [LT]), in the Geographic Township of Somerville, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of part of the road allowance and a direct sale of municipal property to the abutting landowner be supported, 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 to 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 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.

11.1.4 RS2019-018 396 - 403

Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 76 Fulsom Crescent, Carden
Laura Carnochan, Law Clerk - Realty Services

That Report RS2019-018, **Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 76 Fulsom Crescent, Carden**, be received;

That the subject property, being the shoreline road allowance adjacent to 76 Fulsom Crescent, Carden and legally described as Part of the Shoreline Road Allowance Lying in Front of Lots 13-14 on Plan 360, in the Geographic Township of Carden, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the portion of road allowance and sale to the adjoining landowner 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 shall be passed if appropriate;

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

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

11.1.5 ED2019-007 404 - 433

Lindsay Downtown BIA Policy Updates
Carlie Arbour, Economic Development Officer, Community

That Report ED2019-007, **Lindsay Downtown BIA Policy Updates**, be received;

That the Board approved Lindsay Downtown BIA Procedural By-Law, attached as Appendix A to Report ED2019-007, be received;

That the Board approved Lindsay Downtown BIA Constitution, attached as Appendix B to Report ED2019-007, be received;

That the Composition Section 2.02 of the establishing by-law 2008-212 be deleted in its entirety and replaced with:

The Board of Management established under section 2.01 of this By-law consists of a minimum of **7** and a maximum of **13** directors who shall have full voting privileges, and shall include:

1. a) Up to Two (2) Councillors appointed directly by Council of the City of Kawartha Lakes.
    1. The balance of the directors shall be selected by vote of the members of the Lindsay Business Improvement Area and then appointed by Council of the City of Kawartha Lakes, and shall include:
2. One Business Resident, being a resident of Lindsay who is an owner or operator of a business located outside the Business Improvement Area but within the City;
    1. The balance shall be members of the Business Improvement Area.
    2. The Board of Management will invite City staff resources from the Tourism/Economic Development office, Public Works Services office and one City Police Services Representative to act as resources to the Board and they shall have non-voting privileges.

The term of the Board of Management shall be the same as the term of the Council that appointed them, however, in an election year the Board of Management members shall continue to hold office until their successors have been appointed;

That the necessary amending By-law be forwarded to Council for adoption; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting **on March 26, 2019.**

11.1.6 PRC2019-001 434 - 437

2019 50/50 Community Project Capital Fund Allocation
Shelley Cooper, Community Partnership and Programs Supervisor

That Report PRC2019-001, **2019 50/50 Community Project Capital Fund Allocation**, be received; and

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

11.1.7 PRC2019-002 438 - 444

2019 Community Partnership and Development Fund Allocation
Shelley Cooper, Community Partnership and Programs Supervisor

That Report PRC2019-001, **2019 Community Partnership and Development Fund Allocation**, be received; and

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

11.1.8 PRC2019-004 445 - 472

Kawartha Lakes Cemetery Board
2018 Annual Report and Proposed Work Plan for 2019
Cathy Sleep, Cemetery Administrator
Council Representative - Councillor Yeo

That Report PRC2019-004, **Kawartha Lakes Cemetery Board 2018 Annual Report and Proposed Workplan for 2019**, be received;

That the 2018 Annual Report of Kawartha Lakes Cemetery Board be received;

That the Kawartha Lakes Cemetery Board 2019 Work Plan be approved; and

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

11.2 Correspondence

11.2.1 COW2019-03.11.2.1 473 - 473

Request for Noise By-law Extension
Donna Wood, President, Bobcaygeon Chamber of Commerce

That the February 20, 2019, correspondence from Donna M. Wood, President, Bobcaygeon Chamber of Commerce, regarding **Request for Noise By-law Exemption**, be received;

That the exemption from the City's Noise By-law 2005-025, as amended, for the Canada US/Walleye Tournament at the Bobcaygeon Beach Park on May 18, 2019 and May 19, 2019, from 6:00 a.m. to 7:00 a.m., be approved; and

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

11.2.2 COW2019-03.11.2.2 474 - 474

Memoradum
Wastewater Billing
Mayor Letham

That the March 19th, 2019 memorandum from Mayor Letham regarding **Wastewater Billing**, be received;

That staff be directed to review the feasibility and financial impacts of metering sanitary sewer discharge on the overall user rate for Institutional, Commercial and Industrial (ICI) properties connected to municipal wastewater systems and report their findings to Council no later than Q3, 2019; and

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

11.2.3 COW2019-03.11.2.3 475 - 475

Memorandum
Request for a 4-Way Stop at Peace and Sturgeon Roads, Omemee
Councillor Ashmore

That the March 19th, 2019 memorandum from Councillor Ashmore regarding the **Request for a 4-Way Stop at Peace and Sturgeon Roads**, be received;

That Council direct staff to report back to Council with a traffic warrant study to determine if a 4-Way Stop can be installed at this intersection;

That staff consult the OPP and EMS for historical accident statistics, as well as former Township of Emily records, and immediate neighbours regarding this intersection for comment; and

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

11.3 Items Extracted from Consent

11.3.1 RS2019-015 476 - 542

Surplus Property Update
Laura Carnochan, Law Clerk - Realty Services

Recommendation 1

That Report RS2019-015, **Surplus Property Update**, be received; and

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

Recommendation 2

That Resolution CR2013-848 be amended to remove the following properties from the list of properties to be sold:

- BLK D PL 386; KAWARTHA LAKES
  - PIN: 63119-0232 (LT)
  - Roll Number: 1651 310 020 30601
- BLK E PL 386; KAWARTHA LAKES
  - PIN: 63119-0231 (LT)
  - Roll Number: 1651 310 020 31000
- PCL BLOCKS-1 SEC 9M731; BLK 64 PL 9M371; KAWARTHA LAKES
  - PIN: 63269-0293 (LT)
  - Roll Number: 1651 008 010 21538
- PT LT 10 CON 2 MANVERS; KAWARTHA LAKES
  - PIN: 63270-0135 (R)
  - Roll Number: 1651 008 010 10320

(A two-thirds majority vote is required at Council to pass this specific resolution); and

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

Recommendation 3

That Resolution CR2014-101 be amended to remove the following properties from the list of properties to be sold:

- CON 8 PT N1/2 LOT 16 RP 57R4258 PART 2
  - Part of PIN: 63184-0290 (LT)
  - Roll Number: 1651 110 030 20000

- PT LT 43 CON S PORTAGE RD ELDON PT 1 57R8184; KAWARTHA LAKES
    - Part of PIN: 63166-0087 (LT)
    - Roll Number: 1651 160 041 06000
- PT LT 21 CON 5 ELDON AS IN E11901; KAWARTHA LAKES
    - Part of PIN: 63167-0052 (LT)
    - Roll Number: 1651 160 050 11150
- LT 56 PL 190; KAWARTHA LAKES
    - PIN: 63160-0226 (LT)
    - Roll Number: 1651 210 040 68000
- PT LT J PL 22 PT 1 & 2, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0065 (LT)
    - Roll Number: 1651 240 003 24504
- PT LT G, J PL 22 PT 3, 57R295 & PT 23 & 24, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0077 (LT)
    - Roll Number: 1651 240 003 24513

(A two-thirds majority vote is required at Council to pass this specific resolution); and

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

Recommendation 4

That Resolution CR2014-147 be amended to remove the following property from the list of properties to be sold:

- PT W1/2 LT 16 CON 5 MARIPOSA AS IN VT80339; KAWARTHA LAKES
    - PIN: 63191-0128 (LT)
    - Roll Number: 1651 110 020 15504

(A two-thirds majority vote is required at Council to pass this specific resolution); and

That this recommendation be brought forward to Council for

consideration at the next Regular Council meeting.

Recommendation 5

That Resolution CR2016-755 be amended to remove the following properties from the list of properties to be sold:

- S1/2 LT 5 E/S KING ST AND N/S MILL ST PL 79; CITY OF KAWARTHA LAKES
  - PIN: 63191-0140 (LT)
  - Roll Number: 1651 110 021 07600
- PT LT 8 CON 6 LAXTON AS IN L1114; KAWARTHA LAKES
  - PIN: 63273-0190 (LT)
  - Roll Number: 1651 420 001 01802
- PT LT 6 S/S KENT ST PL TOWN PLOT AS IN R266051; S/T & T/W R266051; CITY OF KAWARTHA LAKES
  - PIN: 63228-0015 (LT)
  - Roll Number: 1651 020 002 16900
- PT BLK M PL 119 PARTS 1 TO 4, 57R296; KAWARTHA LAKES
  - PIN: 63181-0105 (LT)
  - Roll Number: 1651 140 000 07903
- PT MARKET SQUARE PL 17 FENELON PT 1, 7-10 57R8606; KAWARTHA LAKES
  - PIN: 63155-0091 (LT)
  - Roll Number: 1651 240 002 26800

(A two-thirds majority vote is required at Council to pass this specific resolution); and

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

Recommendation 6

That the surplus declaration of the following properties be rescinded:

- BLK D PL 386; KAWARTHA LAKES
  - PIN: 63119-0232 (LT)

    - Roll Number: 1651 310 020 30601
- BLK E PL 386; KAWARTHA LAKES
    - PIN: 63119-0231 (LT)
    - Roll Number: 1651 310 020 31000
- PCL BLOCKS-1 SEC 9M731; BLK 64 PL 9M371; KAWARTHA LAKES
    - PIN: 63269-0293 (LT)
    - Roll Number: 1651 008 010 21538
- PT LT 10 CON 2 MANVERS; KAWARTHA LAKES
    - PIN: 63270-0135 (R)
    - Roll Number: 1651 008 010 10320
- CON 8 PT N1/2 LOT 16 RP 57R4258 PART 2
    - Part of PIN: 63184-0290 (LT)
    - Roll Number: 1651 110 030 20000
- PT LT 43 CON S PORTAGE RD ELDON PT 1 57R8184; KAWARTHA LAKES
    - Part of PIN: 63166-0087 (LT)
    - Roll Number: 1651 160 041 06000
- PT LT 21 CON 5 ELDON AS IN E11901; KAWARTHA LAKES
    - Part of PIN: 63167-0052 (LT)
    - Roll Number: 1651 160 050 11150
- LT 56 PL 190; KAWARTHA LAKES
    - PIN: 63160-0226 (LT)
    - Roll Number: 1651 210 040 68000
- PT LT J PL 22 PT 1 & 2, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0065 (LT)
    - Roll Number: 1651 240 003 24504
- PT LT G, J PL 22 PT 3, 57R295 & PT 23 & 24, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0077 (LT)

    - Roll Number: 1651 240 003 24513
- PT W1/2 LT 16 CON 5 MARIPOSA AS IN VT80339; KAWARTHA LAKES
    - PIN: 63191-0128 (LT)
    - Roll Number: 1651 110 020 15504
- S1/2 LT 5 E/S KING ST AND N/S MILL ST PL 79; CITY OF KAWARTHA LAKES
    - PIN: 63191-0140 (LT)
    - Roll Number: 1651 110 021 07600
- PT LT 8 CON 6 LAXTON AS IN L1114; KAWARTHA LAKES
    - PIN: 63273-0190 (LT)
    - Roll Number: 1651 420 001 01802
- PT LT 6 S/S KENT ST PL TOWN PLOT AS IN R266051; S/T & T/W R266051; CITY OF KAWARTHA LAKES
    - PIN: 63228-0015 (LT)
    - Roll Number: 1651 020 002 16900
- PT BLK M PL 119 PARTS 1 TO 4, 57R296; KAWARTHA LAKES
    - PIN: 63181-0105 (LT)
    - Roll Number: 1651 140 000 07903
- PT MARKET SQUARE PL 17 FENELON PT 1, 7-10 57R8606; KAWARTHA LAKES
    - PIN: 63155-0091 (LT)
    - Roll Number: 1651 240 002 26800

(A two-thirds majority vote is required at Council to pass this specific resolution); and

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

12. Quarterly Updates from Council and Staff

12.1 COW2019-03.12.1

Quarterly Updates from Council and Staff
Mayor Letham

13. Closed Session

14. Matters from Closed Session

15. Adjournment

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: *

DOUGLAS HELLAWELL

Address: *

2 FIFTH ST

City/Town/Village:

DUNSFORD

Province: *

ONTARIO

Postal Code:

K0M 1L0

Telephone: *

705 793.1751

Email: *

krazzy1ca@yahoo.com

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: *

Doug Hellawell

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

DOCK SPACES IN THURSTONIA PARK.

RECEIVED
MAR 04 2019
OFFICE OF THE CITY CLERK
KAWARTHA LAKES

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

Stop Lease Agreement

Signature:

Date:

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

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

When the Police Village contract for dock leases was in place that was a 90 year lease at $1.00 per foot. The average 12 foot space of course was $12.00 plus taxes. From the beginning of this contract until the end of it the renters recieved no services for Hazel Street. We maintained the water front from the roads edge to the waters edge.

There was a secret meeting held by parks & recreation where they decided the dock spaces should be increased to $15.00 dollars. This being nothing more than an avenue to grab cash from the renters, retirees, and pensioners of Thurstonia Park. When I went in front of town council it was brought to their attention that this rent increase was unjustified and unnecessary. When it was brought to their attention that we recieve no services of any kind. The residents at their own expense for 95 years have maintained retaining walls, beaches, road allowances, grass/trees etc. We have been told by Kawartha Lakes that they would not maintain it so the residents of Thurstonia Park have maintained it.

The council members at the time had agreed with the residents of Thurstonia Park that increasing from $1.00 to $15.00 per foot was unfair and this dead property should not be looked at as a cash cow. At that time I put a motion forward for the cost to be $5.00 per foot this totaling $44,000.00 per year from residents. Under the freedom of information act the residents of Thurstonia Park found out the COKL pays the Trent Severn system a small fee of $400.00 per year. With all of the money going back to the town that is why we call it a cash cow.

Again there has been a secret meeting taking place by the COKL behind closed doors without notifying the residents of changes on property we maintain with no help from the COKL. I'm about to lay out the unjustifiable said amounts.

I would like everyone to understand as dock owners the town has all the information on spaces, costs, tax numbers which we provide each year with our rental fee. This method has been in place for 95 years and I will remind the members that COKL has received $44,000.00 for no services. The new contract is asking us to measure our docks, supply pictures, description of materials, addresses, and dock locations. So I ask you council members, if we're doing the paperwork and the leg work how are they justifying $125.00 administration fee?.

Most importantly I have had several conversations with the new realty COKL and have chatted with them at long lengths that the dock spaces must be priced by the foot. It is unfair for instance my space is 12 feet it cost $60.00 plus tax. If there is a home with 30 feet it is $150.00. They are proposing that all spaces regardless of size pays $150.00 this is unfair and in the case of a 12 foot size this is $12.50 per foot. That is an increase of $7.50 on a space we recieve no services on.

We are in complete agreement that there needs to be proper building for said docks in some cases there are people who have always had insurance. We agree that we should have insurance on our dock space. We think there is no need to increase the rent on said spaces. The wording of the insurance steps have made it difficult to get insurance. If we're paying property tax plus $44,000.00 yr and the employees of COKL are receiving a wage than the $125.00 admit fee is unjustified.

The COKL has given us a 5 year renewal date we feel that they can come back at the time with admit fee increase again and rent increase on land that is maintained by us.

We are asking council to waive the admit fee of $125.00 and keep rentals at $5.00 per foot and all renters will come into compliance with insurance and safe structures.

Request to Speak before Council

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: *

James Rogers

Address: *

8 BLACK RIVER ROAD

City/Town/Village:

Washago

Province: *

Ontario

Postal Code:

L0K 2B0

Telephone: *

9057169441

Email: *

JRDIVE58@GMAIL.COM

There can be a 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.

Deputant One:

James Rogers

Deputant Two:

Aaron Rogers

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

We have approached Land Management to purchase what is known as the shore road allowance at 8 Black River Road. We would like to explain the reasoning for this to council, as well as emphasize that we are only trying to purchase the shore road allowance and not the actual road allowance, so as not to restrict the public from using the road allowance itself.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

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

Overall, we would like to clarify to the Town why we are seeking to purchase the shore road allowance at 8 Black River Road. Below is a condensed synopsis of past events leading to the request for this deputation.

On July 20th, 2015, we originally sought to purchase the shore road allowance that is dog leg to the road allowance beside our property. After completing the required forms, hiring a surveyor to survey the land for city purposes, paying the required fees, and explaining the situation to City Staff, we ultimately received a notice in the mail indicating our request had been denied. Upon following up with City Staff, we were informed that the department was short staffed for "certain reasons," and that an appropriate look into our request was never conducted, just as well, our very generic denial was based on nothing more than the fact the department was undergoing a "staffing overhaul." Understandably, we were informed that it would be in our best interest to wait a period of time and re-apply, to which we have done, and our request would likely be granted as our grounds and specific request was a very reasonable one.

We have now waited a couple of years and would like to follow this matter up again as directed by City Staff at the time. We have all the required surveys, aerial photos, and forms needed to proceed. This request is solely based on the fact that we would like to be proactive in the matter, and explain in person that we are not in any means restricting public access to the Black River, as residents/public still have full access via the initial road allowance, and we would like to eliminate any and all confusion that seems to be surrounding the matter prior to the Land Management Committee making a decision.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

James Rogers
Aaron Rogers

Date:

02/14/2019

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

◉ Yes

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

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: *

KAWARTHA LAKES ARTS COUNCIL

Address: *

P.O. BOX 234

City/Town/Village:

LINDSAY

Province: *

ONTARIO

Postal Code:

K9V 4S1

Telephone: *

705-324-1780

Email: *

board@kawarthagallery.com

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: *

Dianne Lister - Chair/Kawartha Lakes Arts Council

Susan Taylor - Executive Director/Kawartha Art Gallery and Board Member/Kawartha Arts Council

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

RECOMMENDATION:
Council strike a Task Force comprised of Councillors, City staff, KLAC Board members and other interested community members to:
1. Dialog, review and comment on the proposed updated Cultural Master Plan
2. Review cost projections, and develop a budget, to hire a consultant for the Cultural Centre Feasibility Study
3. Develop a Request for Proposal (RFP) for a feasibility study to be conducted by an independent qualified consultant
4. Dialog and bring budget recommendations for the Arts, forward to Council, in the fall of 2019, for inclusion in the 2020 CKL municipal budget
Expected term: April – September 2019

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

ACTIONS:
Council strikes a Task Force comprised of Councillors, City staff, KLAC Board members and other interested community members to:
1. Dialog, review and comment on the proposed updated Cultural Master Plan
2. Review cost projections, and develop a budget, to hire a consultant for the Cultural Centre Feasibility Study
3. Develop a Request for Proposal (RFP) for a feasibility study to be conducted by an independent qualified consultant
4. Dialog and bring budget recommendations for the Arts, forward to Council, in the fall of 2019, for inclusion in the 2020 CKL municipal budget
Expected term: April – September 2019

Signature:

Susan Taylor

Date:

March 8, 2019

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

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Request to Speak before Council

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: *

United Way for the City of Kawartha Lakes

Address: *

50 Mary St. W.

City/Town/Village:

Lindsay

Province: *

ON

Postal Code:

K9V 2N6

Telephone: *

705-878-5081

Email: *

pbartondyke@ckl.unitedway.ca

There can be a 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.

Deputant One:

Penny Barton Dyke

Deputant Two:

possibly a staff person/or a Crayola staff (TBD)

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

United Way, Crayola Canada and Fleming College have announced a unique large-scale garden project in response to food insecurity. This project's approach includes experiential learning for Sustainable Agriculture students and students from other environmental courses. It will have learning garden plots and also will phase in curriculum supports to teachers in elementary and secondary to enhance agricultural learning.
Several local partners have joined in this project and the produce will support the Good Food Box, Meals on Wheels, school nutrition programs, community or collective kitchen programs and food banks.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

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

Council will hear about a multi-pronged approach to food security and food literacy. It is important to look at ways of empowering people through learning and that more sustainable approaches are required as food banks are precarious and limited. This project will support and provide educational opportunities for elementary,secondary and post secondary students. The potential to groom future agricultural specialists is exciting. In the mix, large amounts of food will be produced. Several local business leaders have joined in the planning and implementation plan. This project is being watched by Crayola's head office in Pennsylvania for potential duplication where they have land holdings. Our hope is that council will attend the garden party launch on June 8th.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Penny Barton Dyke

Date:

3/1/2019

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(•) Yes

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United Way
City of Kawartha Lakes
Change starts here.

50 Mary St. W
Lindsay, ON K9V 2N6
705-878-5081
office@ckl.unitedway.ca

Funding in the City of Kawartha Lakes

Big Brothers Big Sisters of Kawartha Lakes-Haliburton

SOCIETY OF ONTARIO
John Howard Society of Kawartha Lakes and Haliburton

COMMUNITY LIVING Kawartha Lakes
Inspiring Possibilities

Canadian Mental Health Association
Haliburton, Kawartha, Pine Ridge
Mental health for all

United Way City of Kawartha Lakes

St. John Ambulance
SAVING LIVES at work, home and play

cnib Ontario

Community Care City of Kawartha Lakes
Health and Support Services

VCCS
SEARCH.WORK.SUCCESS.

EarlyON Child and Family Centre

Over **$7 million** has been invested in agency programs since 1986 in the City of Kawartha Lakes

In addition, United Way has invested more than **$1 million** in community projects since 2005.

Funding in Haliburton County

Four United Way for the City of Kawartha Lakes' member agencies provide services in Haliburton County: Big Brothers Big Sisters, John Howard Society, Community Living Trent Highlands & EarlyON.

United Way CKL is committed to expanding community development in Haliburton County through agency funding and outreach projects.

In October of 2017, United Way staff, Community Living Trent Highlands staff and clients, as well as community volunteers took part in a Day of Caring in the garden at the Community Living office in Haliburton.

Food Security

In Kawartha Lakes **1600 - 2100 people** use food banks on a monthly basis - **40% are children**. In Haliburton County, 271 households access food banks -30% with children. (2017)

Recommendations from the Food Security Action Plan and the Poverty Reduction Strategy include support for community gardens and community kitchens as well as **innovative community food security initiatives**.

Develop Current Food Security Initiatives

- **Community/Collective Kitchens**
- **Community Gardens**
- **Good Food Box Program**
- **Universal Student Nutrition Programs**
- **Food security networking, advocacy, and advisory groups**

Community Gardens

United Way is able to help alleviate food insecurity in the community through its gardens and work on the Poverty Reduction Table.

Over 120 Community Garden Plots in the City of Kawartha Lakes and Haliburton

United Way has provided educational gardening workshops at 7 schools, 2 daycares, and summer camps in the City of Kawartha Lakes.

Veggies for Vets

Promote volunteerism, community engagement and social participation

Provide more visibility for the Legions through the introduction of social media workshops.

Outstanding Corporate Leadership

- Crayola believes that every person in our community deserves an opportunity for a quality and colourful life.
- Through the Crayola Sale and workplace campaigns they have raised ***<u>$1,052,050!</u>***
- Crayola's employees have volunteered thousands of hours
- There are economic ripple effects in the community from the sale

Successful Partnerships Achieve Great Things!

Community partnerships are vital to increase collaborative actions

We want to recognize The LEX for providing an incredible venue for the Crayola Sale

2019 will be the 165th edition of The Lindsay Exhibition, a testament to the strong agriculture roots in this community

the LEX LINDSAY EXHIBITION

EDWIN BINNEY'S
community
garden
LINDSAY

Key Partnerships

School of Environmental & Natural Resource Sciences

Frost Campus | Fleming College

Unique Multi-pronged Approach

EDUCATION:

Educational component will have direct learning and experiential opportunities for Fleming students in its Sustainable Agriculture course. Placement time in this garden will be part of its curriculum and students will earn credit for their work.

Educational supports, kits and tours will be developed around the elementary and secondary curriculum.

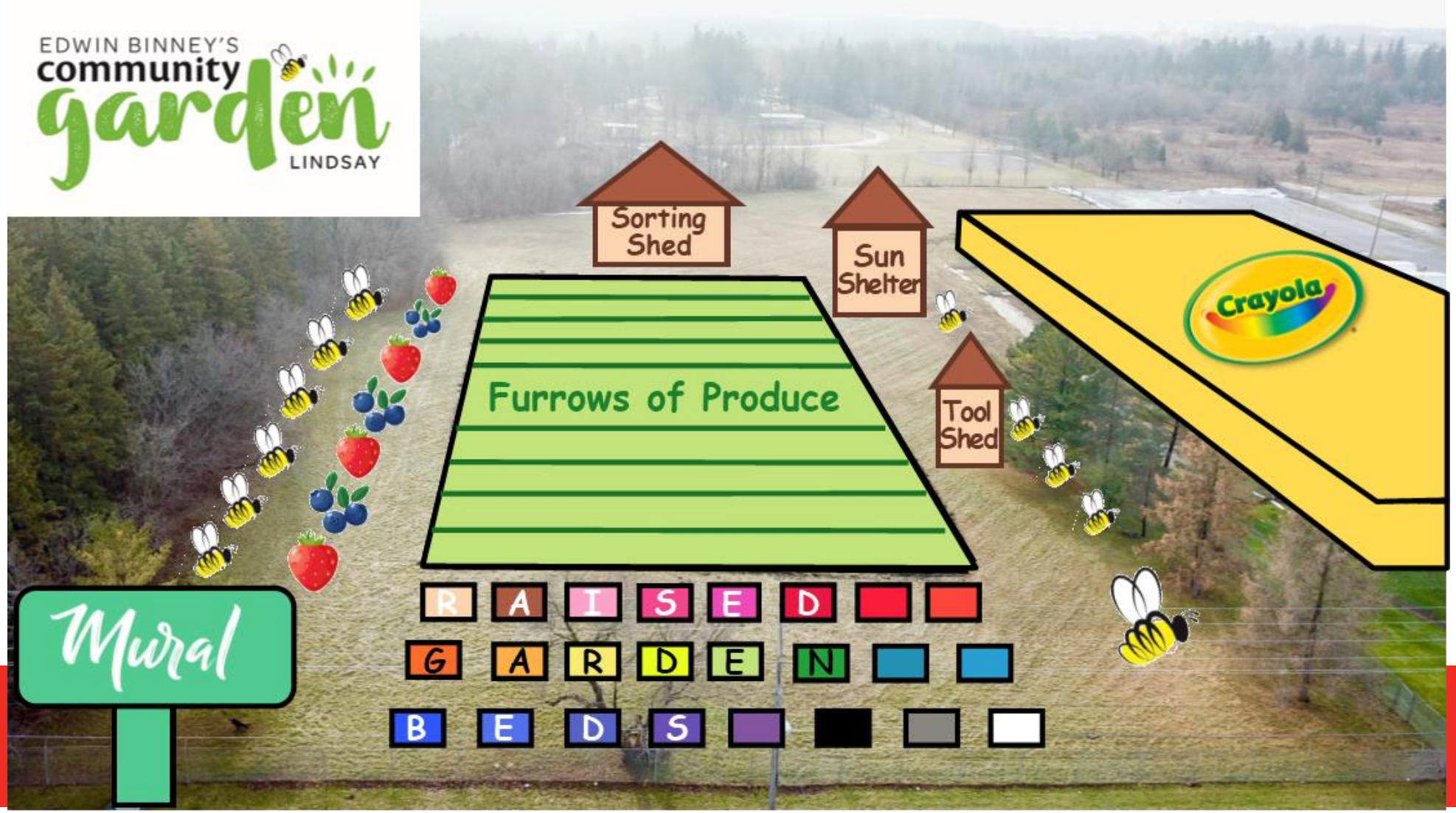
Encourage youth to consider agricultural careers.

Unique Multi-pronged Approach

Food Security:
Increase supply of fresh produce to the Good Food Box which will help extend the reach into rural settings and offset cost

Provide fresh produce to Meals On Wheels, School Nutrition Programs, Community Kitchen programs, Shelters and food banks

Edwin Binney’s Community Garden



Edwin Binney's Community Garden

Edwin Binney's Community Garden

Youth Opportunities

Mural Competition

Kawartha ART Gallery

Youth Opportunities

Documentary Competition

YourTV

United Way

City of Kawartha Lakes

Change starts here.

Request to Speak before Council

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: *

David Hodgson

Address: *

485 Burnt River Road

City/Town/Village:

Burnt River

Province: *

Ontario

Postal Code:

K0M 1C0

Telephone: *

705-878-6424

Email: *

hodgson2953@gmail.com

There can be a 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.

Deputant One:

David Hodgson

Deputant Two:

First Name, Last Name

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

Side By Side ATV's on VRTC

This deputation is in response to a direction of Council for input from user groups and stakeholders. Members of the Somerville Forest Tract User Group which includes members from KATVA, KLSC, OTRA, KLCC, Ontario Field Naturalists, and adjacent landowners. Our group formed a committee and have completed a report on the preferred use of Side by Side ATV's in response to Council's direction.

As debutant, I would like to present our report to Council. Extensive work has gone into this report outlining the direction that, we, as a group feel best suits the needs of the municipality, stakeholders and the public.

If possible a Council of the Whole meeting would be preferable where all members would be present to question and discuss this important response to their direction. If possible, the March meeting would be preferable.

Thanking you in advance

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

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

Implementation in whole or in part of our recommendations as they will enhance tourism, economic development as well as providing safety for users through our risk management proposals.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Date:

2/11/2019

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- (•) Yes

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Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

ROV/SIDE BY SIDE USE IN THE CITY OF KAWARTHA LAKES

WHO ARE WE AND WHY ARE WE HERE?

- We represent the Somerville Forest Committee who have been working for several months on a proposal to allow the use of ROV's commonly referred to as side by sides in the Somerville Forest and a portion of the Victoria Rail Trail north of Fenelon Falls on a trial one year basis. Our proposal will address the following areas:
    - Restricted access to specific trails
    - Enforcement on the trails
    - Trail signage
    - Proposed changes to bylaws
    - Machine width restrictions
    - Creating a safety centered environment and benefiting both riders and non-riders

TODAY - THE FOLLOWING IS A LIST OF THE MUNICIPALITIES WHICH CURRENTLY ALLOW SIDE BY SIDES TO ACCESS THE SAME ROADS AND TRAILS AS ATVS ARE ALLOWED TO ACCESS:

- Haliburton County – *they are allowed on ALL county roads and trails with the exception of the Haliburton Rail trail. They are going to revisit this in the spring to look at allowing them on the rail bed as well.*
- Trent Lakes – *they are allowed on ALL roads and trails with the exception of Cty Rd #36 and Cty Rd #49 as they are Peterborough County Rds and we have not yet approached them for access.*
- Township of North Kawartha – *allowed on all municipal roads and trails*
- Ramara Township – *allowed on all municipal roads and trails*
- Ganaraska Forest
- Municipality of Highlands East

MUNICIPALITIES CONTINUED:

- Simcoe County Forest and roads
- Wasaga Beach
- Clearview township
- Springwater township
- Severn Township
- Adjala-Tossorontio
- Lennox & Addington Hastings and Frontenac Counties.
- Municipality of West Grey allows sxs and Utv's on all maintain roads and trails in West Grey

MUNICIPALITIES CONTINUED:

- Municipality of Hastings Highlands
- Town of Bancroft
- Township of Faraday
- Township of Carlow Mayo
- Township of Tudor & Cashel
- Township of Limerick
- Township of Wollaston
- Township of Madawaska Valley

MUNICIPALITIES CONTINUED:

- Township of Killaloe, Hagarty & Richards
- Township of Brudenell, Lyndock & Raglan
- Township of Addington Highlands
- Township of Laurentian Hills
- Township of Greater Madawaska
- Township of Admaston/Bromley
- Township of Horton
- Township of Renfrew

MUNICIPALITIES CONTINUED:

- Township of McNab-Braeside
- Town of Arnprior
- Township of Montague
- Township of North Frontenac
- Township of Tay Valley
- Township of Central Frontenac
- Township of South Frontenac
- Lennox and Addington County

MUNICIPALITIES CONTINUED:

- Municipality of Marmora & Lake
- Township of Madoc
- Municipality of Tweed
- Township of Stirling-Rawdon
- Municipality of Centre Hastings
- Township of Tyendinaga
- Quinte West – Just N of 401
- Township of Stone Mills

MUNICIPALITIES CONTINUED:

- Town of Greater Napanee
- Loyalist Township
- Prince Edward County
- Township of Cramahe
- Township of Alnwick-Haldimand
- Township of Havelock-Belmont-Methuen

Since this presentation was put together, additional municipalities have passed bylaws allowing ATVs and side by sides on roads and trails

TODAY – IN REALITY

- The sales of side by sides are surpassing the sales of ATVs at a rapid rate as they allow families to travel together on one machine
- Riders are riding illegally because they just don't know the bylaws are different for side by sides
- In the US, for every one ATV sold through a dealership, three side by sides are sold
- As the recreational ATV rider population ages they will eventually purchase a side by side as it allows them to continue to participate in the sport as it's easier for them to operate

WE WANT TO:

- Educate and Regulate Riders within the municipality
  - Awareness & training programs; trail signs, usage, enforcement,
- Instill a culture of safety for all ages
- Maintain safe multi-user trails that can be used by riders and non-riders
- Create an opportunity for increased tourism and ORV related commerce in the municipality

HOW?

- Amend the current 2 bylaws
  - One to allow controlled access to municipal roads and properties for ORVs
  - Second to define the legal use and regulation of the multi-use trails
- Better enforcement on trails and roads
- Install trail signs to better identify the trail system while also adding to the safety on the trails, signs that can be used by all trail user groups

COMMITTEE RECOMMENDATIONS:

- The Committee is recommending a 7 month trial period of ROV's on the VRTC, subject to resolution of the issues identified in this summary.
- The Committee is also recommending that the Somerville Tract be included in the trial route. It is not possible to restrict access of ROV's from the Somerville Tract. There is insufficient gates/barriers and far too many uncontrolled access points to provide en-forceable, restricted access. Instead, it is hoped that By-Law/OPP enforcement, signage and trail enhancements can address many of the concerns raised by the user groups

COMMITTEE RECOMMENDATIONS:

- It is a recommendation of the Committee that ROV's not be permitted on the VRTC south of Northline Road. The proposed route would direct ROV's south on Northline Road to County Road 21 (121), West on 21 to Fenelon Falls, through Fenelon Falls to Elliot Street, east to Murray Street to the VRTC. This prevents additional traffic through the residential areas along the east shore of Cameron Lake and Fenelon Falls. Proper signage will re-direct ROV's off the VRTC at Northline Rd.

COMMITTEE RECOMMENDATIONS:

- For the purposes of the ROV trial period the Committee suggests that ROV's be permitted only from Murray Street and the VRTC in Fenelon Falls, and north on the VRTC to the Haliburton County/ CoKL boundary at Kinmount, including the Somerville Tract Forest.
- The committee recommends a maximum width restriction of 64" for all ROV's permitted on the trails.
- The committee recommends that all roads in the City of Kawartha Lakes that are currently open to ATV use also allow ROV use

COMMITTEE RECOMMENDATIONS

- As this request if for a trial period, it is cost prohibitive to restructure or replace all the gates on the VRTC north from Northline Rd to Kinmount
- The committee recommends that all gates on the VRTC from Northline Rd to Kinmount be opened up, as they are during the snowmobile season to allow the ROVs to safely pass through them
- The committee suggests that a few gates, in key areas to be identified by city staff, be restructured so that they can prevent ROVs larger than 64 inches, or other vehicles such as trucks and cars, from entering the trail system during the trial period.

TRAIL SIGNAGE

- The Somerville Forest Committee formed a sub-committee to come up with a plan to install trail user signs ono the VRTC, in the Somerville Forest and all adjacent staging areas and trailheads.

STAGING AREAS AND TRAILHEADS

To provide information signs at each staging area and trailhead that would include the following information:

Welcome all visitors to the trails

STAGING AREAS AND TRAILHEADS – RISK MANAGEMENT

- To identify trail level of difficulty
- Permitted and prohibited uses
- A large map of the trail system identifying current location
- GPS coordinates
- Identify bylaws and fines for misuse
- QR code and web address for online mapping

GATE SIGNAGE

- Possibly identify each trail with colour coded gates based on permitted use
- Bylaw and fines to be referenced on the gates
- Permitted/prohibited uses to be identified on the gates
- GPS coordinates for emergency use

Correct dates would be as per the bylaw

SOMERVILLE TRACT

Carbonite sign posts to be installed in the tract to identify the following:

- Trail number
- Level of difficulty
- Permitted/prohibited use
- GPS Coordinates – for emergency services
- QR Code

MULTI USE TRAIL SIGNS

These signs allow us the ability to use one sign post for all trail user groups with the exception of the OFSC.

Each group would identify themselves by putting their own logo on the post and the numbering system is universal and the same numbers can be used by each group on their own maps or on one tourism map for the City of Kawartha Lakes

ADDITIONAL SIGNAGE WILL BE USED AS NEEDED

Additional signs to be placed at Northline Road and Murray Street, including a map, to clearly identify the route through Fenelon Falls.

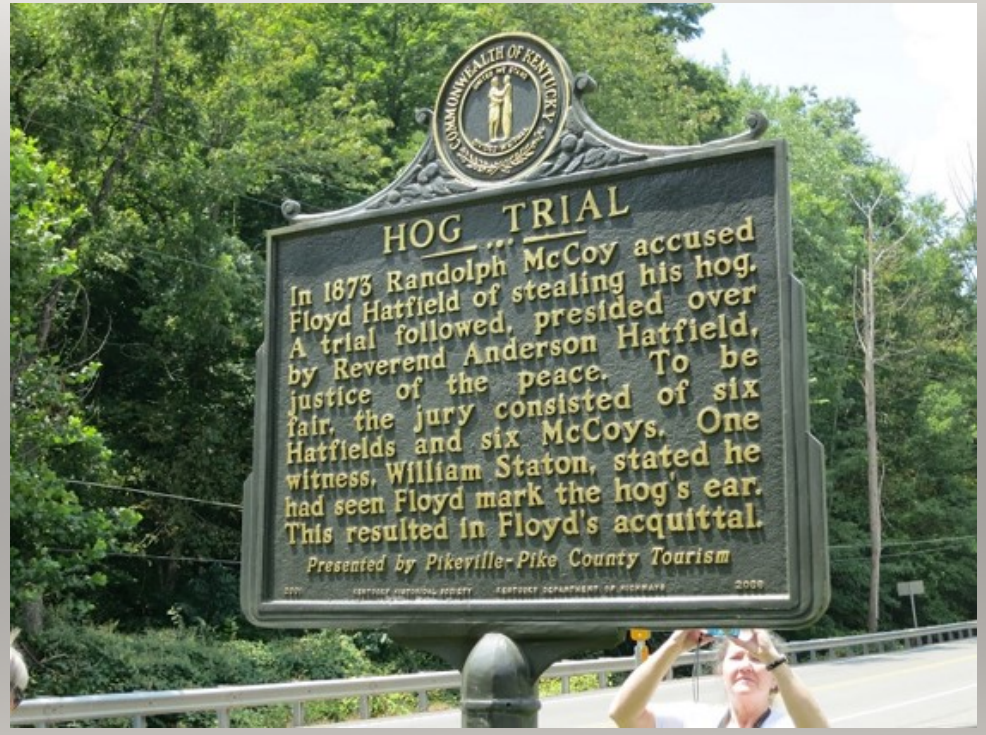
SEASONAL SIGNAGE TO PROTECT THE TRAILS

ROADS AND TRAILS

- Road signs need to be installed to identify trail crossings
- Trail signs to be installed to identify road crossings
- Currently none of these signs exist for motorized use trails

HISTORICAL SIGNAGE

The Somerville Forest committee will delegate individuals to work with the municipality to identify points of interest throughout the trail system where signage would benefit the visitors by identifying areas with a historical or cultural significance



BYLAWS

The committee reviewed and is recommending edits to the existing bylaws to address the following:

- minimum age and size requirements for passengers on ATVs, ROVs and Off-Road motocycles
- Minimum age requirements to operate and ATV, ROV or Off-Road motorcycles on the trails
- The use of seatbelts in ROVs
- The addition of ROVs into the existing bylaws
- Hours of operation on the trails

ENFORCEMENT

- The committee has determined that there is a need for at least 6 hours a week for 20 weeks of the year, with the emphasis on weekends in March, April and May. Also random weekends throughout the season, in particular holiday weekends.
- The policy of By-law officers volunteering to do trail enforcements in the Somerville Tract and on the VRTC is not sustainable. They should be assigned /directed to these duties as with any other duty.

ENFORCEMENT

- The By-law department has the option of assigning two officers together to patrol the trails or assign one officer to accompany a member of the KATVA trail patrol wardens.
- KATVA will commit to offering the services of trail patrol wardens to accompany By-law officers as needed.

ENFORCEMENT

- If the By-law department does not have the resources to schedule patrols on a consistent basis, other options for enforcement will have to be considered.
- Currently in the Simcoe County Forest, the municipality partners with the ATV association as well as the off road motorcycle association to share the costs of paid duty OPP officers to patrol the trails when the By-law officer is not available
- The intent of regular enforcement is risk management – to make sure the trails are safe for all users

IN SUMMARY - BENEFITS TO THE MUNICIPALITY

- Addresses the requests of the residents, cottagers and visitors
- Addresses the safety and regulates the usage of ROVs in the municipality
- Enhances the Trail System
- Adds better emergency protection to surrounding trails and properties
- Potential tourism and related economic benefits

COMMITMENT FROM KATVA

- KATVA has agreed to cover all costs associated with new trail signage or updating existing signs
- KATVA will install and maintain all the carbonite signs within the forest
- KATVA will continue to patrol the trails - the current trail patrol team has 32 volunteers who warden the trails during the riding season keeping the trails safe for all users
- KATVA will commit to paying a portion of the costs for paid duty officers if required
- KATVA will provide the Burnt River firehall with a full equipped ROV to be used by first responders once the trial period has been passed and if council approves the long term access for ROVs on the trails

QUESTIONS/COMMENTS?

The Corporation of the City of Kawartha Lakes

Office Consolidation of By-Law 2006-147

Consolidated on September 18, 2014

Passed by Council on June 27, 2006

Amendments:

1) By-law 2010-062 April 27, 2010 Sections1.01 and 7.02

2) By-law 2014-258 September 9, 2014 Section 1.01 and 5.23

Note: This consolidation is prepared for convenience only. For accurate reference the original by-laws should be reviewed.

The Corporation of the City of Kawartha Lakes

By-Law 2006 - 147

A By-Law to Regulate Public Parks and Facilities

Recitals

1. The *Municipal Act*, 2001, S.O. 2001, c.25, s.11 provides that a municipality may pass by-laws respecting matters within the sphere of jurisdiction of culture, parks, recreation and heritage.

2. The Council of the Corporation of the City of Kawartha Lakes considers it appropriate to pass such a by-law to regulate and control the use of public parks and facilities.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2006-147.

Section 1.00: Definitions and Interpretation

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

"**ATV" or All Terrain Vehicle** means those vehicles designated as All Terrain Vehicles under the Highways Traffic Act, Regulation 316/03;

By-law 2010-062, effective April 27, 2010

"authorized sign" means any sign, notice, or other device approved by the Director to communicate information that has been placed or erected upon a park or facility to advertise to or otherwise notify the public regarding the identification or management of a park or facility or the regulation or prohibition of any activity upon or use of a park or facility;

"Building Official" includes Manager of Building and Municipal Law Enforcement, Chief Building Official, Building Inspectors, Plan Examiners and 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;

"City" "City of Kawartha Lakes" or **"Kawartha Lakes"** mean The Corporation of the City of Kawartha Lakes.

"Council" and **"City Council"** mean the municipal council for the City;

"designated area" means an area or portion of a park or facility designated by the Director for a specific use or activity;

“Director” means the Director of Community Services and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

“domestic animal” shall mean any animal that is owned, harboured or kept by a person;

“firearm” includes, but is not limited to a rifle, handgun or spring gun, crossbow, longbow, air pellet rifle and any other weapon which releases a projectile;

“fireworks” means a pyrotechnic device or a substance that is made, manufactured or used to produce an explosion or detonation and includes Fireworks composition and manufactured Fireworks as defined in the *Explosives Regulations* made pursuant to the *Explosives Act*;

“hunt” includes to chase, pursue, follow after or on the trail of, search for, shoot at, stalk or lie in wait for, worry, molest, take or destroy any animal, whether or not the animal is captured, injured or killed;

“Lifeguard” means an individual who is trained and certified as a Lifeguard by the National Lifeguard Service;

“Liquidation/Auction Sale” means any event being organized by a non-City of Kawartha Lakes retailer for the purpose of selling commercial goods at discount prices.”

2014-258, effective September 9, 2014

“litter” includes dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, deposited or left any refuse, garbage or debris of any kind or any object or substance which tends to pollute, mar or deface;

“liquor” means spirits, wine, beer, or any combination thereof, and includes any alcohol in a form appropriate for human consumption as a beverage, alone or in combination with any other matter;

“motor vehicle” includes an automobile, motorcycle, motor assisted bicycle, all terrain vehicle, recreational off-highway vehicles and any other vehicle propelled or driven otherwise than by muscular power.

“municipal law enforcement officer” means a person appointed by Council under the *Police Services Act* to enforce the by-laws of the City;

“Off-Road Motorcycle” means a motorcycle designed for riding cross country or over unpaved ground;

By-law 2010-062, effective April 27, 2010

“organized gathering” means a picnic, event or gathering for any purpose that involves more than ten (10) individuals;

“organized sport or activity” means a sport, game or activity by a group or organization, whether or not formally constituted and whether or not the players or members wear uniforms;

“park or facility” means land dedicated, owned or controlled (including jointly controlled) or used by the City as a public park, sports field, campground, playground, cemetery, trail, garden, forest or recreational area and all other improvements upon such land;

“police officer” means a chief of police or any other police officer in a police service which is responsible for enforcing the by-laws of the City;

“public fireworks display” means an exhibition of low or high recreational Fireworks in an open air assembly to which the public is invited or admitted, with or without a fee being charged;

"public parking or parking space" means an area in a park or facility designated for the parking of vehicles temporarily or on an hourly basis.

"ROV" or "Recreational off-highway vehicle" means those vehicles designated as recreational off-highway vehicles under the Highway Traffic Act, Regulation 316/03

"rental agreement" means an agreement between a person and the City authorizing a use of or activity upon a park or facility as required under this by-law;

"run at large" means in reference to an animal, to not be under the immediate care and supervision of a person, and, in the case of a dog, means to not be kept on a leash by its owner or by another person acting on the owner's behalf.;

"Snowmobile" means a self propelled motorized snow vehicle designed to drive primarily on snow;

By-law 2010-062, effective April 27, 2010

"special services dog" means a dog with proper identification that has been trained to provide services to a person with a disability or to a police service;

"VRTC" means the Victoria Rail Trail Corridor;

"watercraft" means any boat, jet ski or any other mechanically powered vehicle that is driven in or on a river, lake, waterfront area or body of water;

"weapon" includes a firearm and any other device designed or used for causing injury or death to any person or animal designed or used for threatening or intimidating any person or animal.

"KATVA" means the Kawartha All Terrain Vehicle Association;

By-law 2010-062, effective April 27, 2010

"**~~OFTA~~OFTR"** means the Ontario Federation of Trails Riders;

By-law 2010-062, effective April 27, 2010

"KLSC" means Kawartha Lakes Snowmobile Club.

By-law 2010-062, effective April 27, 2010

1.02 **Interpretation Rules**:

(a) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.

(b) References to items in the plural include the singular, as applicable.

(c) Where there is a conflict between this bylaw and any specific bylaw governing the use of the VRTC, the VRTC By-law shall prevail.

(d) 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.

The regulations established by this by-law respecting parks and facilities apply throughout the City.

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.

1.03 **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: Powers of Director

2.01 **Powers:** The Director is responsible for the operation and management of municipal parks and facilities. This authority includes but is not limited to:

(a) temporarily close or restrict access to all or any portion of a park or facility to public use for the purposes of construction, maintenance, repairs, removal of hazards, prevention of overcrowding, special events, organized gatherings, organized sports or activities or any other reasonable cause;

(b) designate areas where specified recreational activities are permitted and prohibited;

(c) establish and enforce rules for specific recreational activities;

(d) designate areas for vehicle travel;

(e) designate or prohibit public parking areas and parking spaces including hourly length of parking allowed for vehicles;

(f) designate areas that are closed for the protection of grass, other vegetation and wildlife;

(g) establish hours for the daily opening and closing of parks or facilities and temporarily extend the set hours of a park or facility to accommodate:

(i) a special event such as a statutory holiday celebration or a Council-approved event;

(ii) an organized gathering; or

(iii) an organized sport or activity;

(h) review applications for rental agreements and issue rental agreements;

(i) collect fees in respect of any activity upon or use of a park or facility as prescribed by policy;

(j) require a person to submit proof of insurance in respect of any activity upon or use of a park or facility as a condition for the issuance of a rental agreement;

(k) permit such uses or activities as necessary or desirable for the development or maintenance of any park or facility;

(l) authorize and post signs; and

(m) make incidental rules and regulations that are not inconsistent with this by-law.

Section 3.00: Rental Agreement Application, Fees, Issuance, Revocation

3.01 **Rental Agreement Application:** A person desiring to use a park or facility for an activity or other use for which a rental agreement is required under this by-law shall apply for a rental agreement by following the established booking procedure and submitting to the Director in advance of the proposed activity or use.

3.02 **Revocation of Rental Agreement:** The Director may revoke the rental agreement of any person who fails to comply with the terms and conditions of that rental agreement or violates any provision of this by-law or other City by-law or policy or provincial or federal laws and regulations.

3.03 **Refusal of Rental Agreement:** In the event that the Director refuses to grant for any reason, suspends or revokes a Rental Agreement, and the Applicant requests that the matter be considered by Council, the Director shall prepare a report for the consideration of Council and the Applicant shall be provided with at least two (2) weeks notice of the meeting of Council to consider the refusal to grant, revocation or suspension and shall have the opportunity to address Council prior to Council making a decision.

3.04 **Compliance with Other Governmental/Public Authority Bodies:** The issuance of a rental agreement shall not relieve any person from complying with all applicable municipal, provincial and federal laws and regulations in force from time to time, including any requirement to possess an additional license or permit in respect of the activity upon or use of a park or facility permitted by the rental agreement.

3.05 **City Exempt From Fees:** The Director may exempt the City from the payment of any fees prescribed in respect of a rental agreement issued to the City, in keeping with the Council approved Fees and Charges Policy in effect at the time.

Section 4.00: Park or Facility Hours

4.01 **Park or Facility Hours:** Unless otherwise specified by the Director, parks or facilities shall be closed to the public from 11:00 o'clock p.m. to 6:00 o'clock a.m. on all days.

4.02 **No Entry After Hours:** No person, other than Police Officers, Municipal law Enforcement Officers and City employees or agents carrying out their employment duties, shall enter upon or remain in a park or facility when a park or facility is closed, unless authorized by a rental agreement.

Section 5.00: General Park or Facility Regulations

5.01 **Restricted Areas:** No person shall enter into an area of a park or facility to which the admission of the public is prohibited, unless authorized by a rental agreement.

5.02 **Liquor:** No person shall bring, keep or consume upon any park or facility any liquor, unless that use is in accordance with the *Liquor Licence Act*, and all other Municipal, Provincial and Federal laws and regulations, and is part of an event authorized by a rental agreement.

5.03 **Firearms and Weapons:** No person shall possess or use any firearm or weapon in a park or facility, unless authorized by a written agreement with the City and in accordance with provincial or federal laws and regulations.

5.04 **Fireworks:** No person shall ignite, discharge or set off any fireworks in a park or facility, except as a controlled and supervised public fireworks display or a fireworks display authorized by a rental agreement and in accordance with all municipal by-laws, provincial or federal laws, regulations, and permits.

5.05 **Hunting:** No person shall hunt in any park or facility. Hunting may be permitted within the Somerville forest provided same is in compliance with all other applicable Municipal By-Laws and Policies, and Provincial and Federal laws and regulations.

5.06 **Injury, Damage, Vandalism and Decoration:** No person shall, in any park or facility:

a) climb any tree, building or other structure or equipment unless it is designed and intended or provided for climbing;

b) break, injure, deface, vandalize, move, remove or tamper with anything which is the property of the City, including any flower, vegetation, building, structure, swimming or wading pool, fountain, bridge, fence, wall, playground apparatus, bench, authorized sign, utility fixture or equipment;

c) move, remove or throw stones, rocks, boulders, soil, sand or wood;

d) in any manner disturb ground which is under repair, prepared for planting, newly seeded or in an area posted to that effect; or

e) in any manner decorate, mark or adorn any sign, tree, natural feature, building or structure within a park or facility without the written approval of the Director;

f) undertake any construction works upon the lands without written permission from the City to do so.

g) any activity which would be a violation of any Municipal By-law, Provincial or Federal law or regulation.

5.07 **Dumping:** No person shall dump or deposit snow, fill, soil, garbage, garden waste, building or construction materials or any discarded item in any park or facility, without written approval of the Director.

5.08 **Littering:** No person shall deposit any waste or offensive matter or other substance of any kind in a park or facility, except in a receptacle provided for such purposes.

5.09 **Access:** No person shall cross over or otherwise use a park or facility by a vehicle to access private property for any reason without obtaining the prior written approval of the Director and paying of a damage deposit if required by the Director.

5.10 **Encroachment:** No person shall encroach upon or take possession of any part of a park or facility by any means whatsoever, including, without limitation, by constructing, installing, storing or maintaining of a fence, gate, building, dock, or other fixture or chattel in or upon the park or facility, unless authorized by written approval from the City.

5.11 **Protection of Wildlife:** No person shall: hunt, kill, attempt to kill, maim, injure, trap, catch, collect, remove or disturb any wildlife including and without limitation animals, fish, nests or eggs in a park or facility unless authorized by a Provincial or Federal governmental licensing body.

5.12 **Animals:** No person as owner, or having control of any domestic animal, shall:

a) allow it to run at large in any park or facility, except in a designated area;

b) allow it to disturb the enjoyment of any person, or to cause injury or damage to any person, other animals or property;

c) permit any animal to enter a designated swimming area, beach, garden, playground, sportsfield, or any other area posted to prohibit same. This provision shall not apply to persons reliant upon a special services dog.

5.13 **Fires and Barbeques:** No person shall, in any park or facility:

a) build or attempt to build an open fire or fire pit unless authorized by a rental agreement; and in accordance with all other municipal regulations.

b) use a charcoal or other solid-fueled portable barbeque outside of an area posted to allow such use unless authorized by a rental agreement;

c) leave a barbeque or fire without extinguishing the barbeque or fire and ensuring that remaining embers are cold;

d) fail to safely store or remove from the lands any material of a flammable nature;

f) throw a lighted match, cigarette, cigar, pipe, similar object or burning substance

5.14 **Camping and Lodging:** No person shall dwell, camp or lodge in a park or facility, except for designated campgrounds as set out in Schedule "A", and those who occupy such lands designated as campgrounds shall be subject to the regulations set out and agreed to as a condition of the rental agreement for any such campground.

5.15 **Tents and Structures:** Unless authorized by rental agreement, no person shall place, install or erect any temporary or permanent tent or structure in any park.

5.16 **Disorderly Conduct:** No person shall use obscene or vulgar language, conduct him or herself in a disorderly or offensive manner in a park or facility, or engage in any behaviour that obstructs the free use and enjoyment of the park or facility by any other person**.**

5.17 **Loudspeakers:** No person shall use or operate loud speakers or amplifying equipment in a park or facility unless authorized by a rental agreement and in accordance with the City of Kawartha Lakes Noise By-law.

5.18 **Advertising and Business Operation:** Unless authorized by Rental Agreement or by written authorization of the Director; and only as permitted by regulating bylaws and licensing requirements, no person shall, in a park or facility:

a) distribute, place or erect any signs, notices, or other materials for the purpose of advertising any commercial activity;

b) sell or offer for sale any goods, food or services;

c) take or permit to be taken for remuneration any film, photograph, videotape, or television broadcast.

5.19 **Horseback Riding:** No person shall ride or lead a horse in a park or facility, except in designated parking areas or those areas of a park or facility designated for equestrian use or unless authorized by rental agreement or written approval of the Director.

5.20 **Cycling and Skating:** No person shall cycle, inline skate, roller skate, skateboard or use any other wheeled device propelled by human power or gravity in any park or facility, except in those areas of a park or facility designated for such activities, nor shall they:

a) engage in reckless skating/cycling;

b) cycle/skate or act in such a manner as to interfere with, endanger or disrupt any other person.

5.21 **Animal Waste:** Every person bringing an animal upon a park or facility shall clean up any defecation from that animal and dispose of the defecation in a sanitary manner.

5.22 **Water Pollution:** No person shall:

a) foul or pollute any area of water in a park or facility, including a ditch, stream, storm drain, pool, or pond, and no person shall access or trample the riparian edge of any stream, pond or lake in a park or facility unless that area is designated as an access point;

b) deposit any food, grain or other matter in any pond, river, stream, lake, spray pad or other body of water in any park to feed geese, ducks, gulls or any other animal;

c) pollute any pond, swimming pool, spray pad or waterfront area in or connected with a park or park building with soaps, detergents, shampoos or other toxic substances.

5.23 **Liquidation/Auction Sales**: No person shall be granted a rental permit for a City facility for the purpose of hosting/conducting a Liquidation/Auction Sale.

Section 6.00: Park or Facility Use, Gatherings and Games

6.01 **Use at Own Risk:** The use by or presence of any person in any park or facility for any activity or purpose including without limitation, skating on natural or artificial ice surfaces, swimming or using playground equipment, shall be entirely at that person's own risk, and the parent or guardian of any person under the age of 12 years must ensure that the minor is adequately supervised at all times while on or in any park or facility.

6.02 **Public Meeting:** No person shall hold a march, drill, parade, political, religious gathering, demonstration, procession, play, ceremony, concert, entertainment or other public meeting except when controlled and organized by the City or as authorized by Rental Agreement in any park or facility.

6.03 **Tournaments:** No person shall use any park, sports field, court, or other park or facility grounds for tournaments, series of games or competitions until such person has paid to the City all fees and charges and/or has a rental agreement for the use of such facility.

6.04 **Organized Gatherings:** No person shall interfere with an organized gathering in a park or facility that is authorized by a rental agreement.

6.05 **Organized Sports or Activities:** No person shall interfere with an organized sport or activity in a park or facility that is authorized by a rental agreement.

6.06 **Bathing and Swimming:** No person shall:

a) fail to obey the instructions of any lifeguard or other authorized City personnel while in or adjacent to any public swimming pool or natural body of water in a park or facility; or

b) swim, bathe or wade in waters of any fountain or ornamental pond in a park or facility.

6.07 **Use of Washrooms and Changing Rooms:** No person shall enter into any portion of any washroom, bathhouse or changing room in a park or facility that is set apart for members of the opposite sex from that person, unless that person is under the age of seven (7) and in the presence and care of a parent or guardian.

6.08 **Designated Areas for Participation:** No person shall take part or assist in any activity in a park or facility involving thrown or otherwise propelled objects such as pucks, balls or rings except upon designated sport surfaces and other areas set apart for these forms of recreation.

6.09 **Gambling and Wagering:** No person shall, gamble or wager in a park or facility, unless authorized by a rental agreement and the event is licensed in accordance with the G*aming Control Act*.

6.10 **Fishing:** No person shall fish in any area of a park or facility posted to prohibit fishing; and in no case shall any person fish contrary to any applicable Provincial or Federal law or regulation.

6.11 **Golfing:** No person shall practice golf or strike a golf ball in a park or facility.

6.12 **Remote-Controlled or Other Powered Devices:** No person shall operate any remote controlled or other powered device, including model versions of aircraft, boats, rockets, vehicles, or amusement rides in a park or facility, unless authorized by a rental agreement.

6.13 **Aircraft:** No person shall tether, launch or land any fixed-wing aircraft, helicopter, hot air balloon, hang glider, ultra light aircraft or similar conveyance in any park or facility, unless authorized by a rental agreement.

6.14 **Ice Skating:** No person shall, while on any artificial or natural ice surface located in any park or facility:

a) skate or act in such manner as to interfere with, endanger or disrupt any other person; or

b) fail to obey the instructions of any skating supervisor, rink patrol or authorized City personnel.

6.15 **Skiing, Tobogganing and Sledding:** No person shall cross-country or downhill ski, toboggan, snowboard, skibob, or sled in any area of a park or facility posted to prohibit such activities.

Section 7.00: Motorized Vehicles in Parks or Facilities

7.01 **Prohibited Activity:** No person shall:

a) instruct, teach, or coach any person in the driving or operation of a motor vehicle in any public parking area or parking space;

b) park, drive or operate any motor vehicle or any other vehicle in any park or facility, except in those areas designated for that use;

c) park or leave a vehicle in designated parking areas when the park or facility is closed;

d) operate a motor vehicle, bicycle or any other vehicle upon any part of the lands at a speed in excess of the posted speed limit;

e) draw upon the shoreline for docking purposes any watercraft, except where docks are provided for that purpose;

f) drive or propel a vehicle or cause to be driven or propelled in any park in such a manner as to disturb the enjoyment thereof by any person, cause injury to any person or animal or cause damage to any lawn, flower bed, tree, ground or facility in any park;

g) maintain, repair, clean, polish or winterize any vehicle including any watercraft in any park or facility or portion thereof.

2. **Permitted Motorized Use within Somerville Forest** –

a) Motorized use of the trails within the Somerville Forest shall only be permitted on Trails designated for motorized use . ~~numbers B-104, 339 and 340 or commonly referred to as the Marsh Trail, Millennium Trail, Heritage Trail and N/S Main Trail.~~

b) Permitted motorized use will be restricted to snowmobile use, ATV use, ROV use and two-wheel Off Road Motorcycles.

c) All ATV's, ROV's and Off-Road Motorcycles will meet those designations as prescribed under the Highway Traffic Act, Regulation 316/03.

d) All ATV's and ROV's will meet a maximum width restriction of 64 inches.

e) All snowmobiles will be defined as a self propelled motorized snow vehicle designed to be driven on snow.

f) No person shall operate a motorized vehicle without proper vehicle licensing and insurance.

g) No person will operate a motorized vehicle without being a member of the KATVA, OFTR or KLSC or reciprocating organization.

h) No person shall operate an ATV, ROV or Off-Road Motorcycle under the age of 12

i) Any person operating a snowmobile, ATV, ROV or Off-Road motorcycle between the ages of 12 and 16 must be under the direct supervision of an adult.

j) All passengers on a snowmobile, ATV, ROV or Off-Road motorcycle cannot be under the age of 8

k) All operators and passengers in an ROV must wear a seat belt, and use foot rests where applicable

l) ~~No person shall operate a Snowmobile, ATV or Off-Road Motorcycle in the Somerville Forest between April 1st and April 30th, inclusive.~~

m) No person shall operate a snowmobile in the Somerville Forest from April 1st to November 30th, inclusive.

n) No person shall operate an ATV, ROV or Off-Road Motorcycle in the Somerville Forest from December 1st of one year to April 30th of the following year, or as otherwise indicated at the discretion of the Director~~.~~

Section 7.02, By-law 2010-062, effective April 27, 2010

Commented [1]: This trail numbering and identification needs to be updated

Commented [2]: Not sure about sleds here

Section 8.00: Enforcement and Penalties

8.01 **Offences:** Any person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided in the Provincial Offences Act and to any other applicable penalties.

8.02 **Obstruction:** No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this by-law.

8.03 **Exclusions and Exemptions:** This by-law shall not apply to:

a) drivers, operators or other personnel of ambulances, police or fire department vehicles engaged in the performance of emergency duties;

b) employees or agents of the City while engaged in works or services undertaken for or on behalf of the City in any park or facility.

8.04 **Enforcement:** Any City Municipal Law Enforcement Officer, Police Officer or authorized agent appointed by the City shall enforce this by-law.

8.05 **Removal:** No person shall remain in a park or facility after being requested to vacate the premises and a Police Officer may remove from a park or facility any person who violates any provision of this By-Law and who has refused to leave immediately after being requested to do so by a Police Officer, the Director or a Municipal Law Enforcement Officer;

8.06 **Permission:** Notwithstanding any other provision of this by-law, no action or activity shall be deemed to be in contravention of this by-law if special written permission for such action or activity shall have first been sought and obtained from Council or its duly authorized representative in that regard.

8.07 **Inspection:** A Building Official, Municipal Law Enforcement Officer, Police Officer and any employee or agent of the City authorized to administer or enforce this by-law may enter at all times on a park or facility to ascertain whether the requirements of this by-law are being met and regulations observed.

Section 9.00: Administration; Effective Date

9.01 **Administration of the By-law:** The Director of Community Services is responsible for the administration of this by-law.

9.02 **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 27th day of June, 2006.

Mayor	Clerk

Schedule “A” to By-Law 2006-147 Designated Campgrounds

Park Name Beach Park Trailer Park

Location Bobcaygeon

Park Name Centennial Park

Location Kirkfield

The Corporation of the City of Kawartha Lakes

Office Consolidation of By-Law 2007-107

Consolidated on April 25, 2014

Passed by Council on April 10, 2007

Amendments:

1) By-law 2008-089	May 27, 2008	Section 2.01,Section 2.02 (d), Section 6.08
2) By-law 2011-233	November 8, 2011	Section 2.02 (e)
3) By-law 2013-034	February 12, 2013	Sections 1.01, 2.02 (f)(g), 3.02 (a), 5.01, 50.3, 6.02 and 6.08
4) By-law 2014-142	April 22, 2014	Section 5.07

Note: This consolidation is prepared for convenience only. For accurate reference the original by-laws should be reviewed.

The Corporation of the City of Kawartha Lakes

By-Law 2007 - 107

A By-Law to Regulate and Govern Trail Uses Along the Victoria Rail Trail Corridor in the City Of Kawartha Lakes

Recitals

1. The *Municipal Act, 2001*, Section 10 states that a single tier municipality may pass By-laws with respect to the culture, parks, recreation & heritage sphere of jurisdiction.
2. Municipally owned trails are either components of traditional area parks or form linear park spaces.
3. The Council of the Corporation of the City of Kawartha Lakes considers it appropriate to pass such a by-law to regulate and govern trail use along the Victoria Rail Trail Corridor in the City of Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2007-107.

Section 1.00: Definitions and Interpretation

1. **Definitions**: In this By-law,

"ATV" or "All Terrain Vehicle" means those vehicles designated as All Terrain Vehicles under the Highway Traffic Act, Regulation 316/03;

"Authorized Emergency Vehicle" includes police vehicles, fire apparatus and ambulances;

"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;

"Director of Community Services" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

"Municipal Law Enforcement Officer" means a person appointed by Council under the *Police Services Act* to enforce the By-laws of the City;

"Off-Road Two-Wheeled Motorcycle" means a two wheeled manufactured motorcycle not originally equipped or certified for use on public roads, travels on two wheels, has a seat designed to be straddled

by the operator and has a handlebar-type steering control, and includes all-terrain two wheeled motorcycles.

2013-034, effective February 12, 2013

"Officer" means a person designated by Council in accordance with subsection 142(4) of the Municipal Act, 2001 to enforce the provision of this By-law;

"OFTR" means the Ontario Federation of Trail Riders.

2013-034, effective February 12, 2013

"Snowmobile" means a self propelled motorized snow vehicle designed to be driven primarily on snow;

"Vehicle" includes an automobile, motorcycle, motor assisted bicycle, and any other vehicle propelled or driven otherwise than by muscular power but does not include an authorized emergency vehicle, or a motorized snow vehicle or an all terrain vehicle, as specified under the Highway Traffic Act, Regulation 316/03;

"KATVA" means the Kawartha All Terrain Vehicles Association;

~~**"HATVA"** means the Haliburton All Terrain Vehicles Association~~;

"OFSC" means the Ontario Federation of Snowmobile Clubs;

"ROV" or "Recreational off-highway vehicle" means those vehicles designated as recreational off-highway vehicles under the Highway Traffic Act, Regulation 316/03

"VRTC" means the Victoria Rail Trail Corridor.

2. **Interpretation Rules**:

(a) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.
(b) References to items in the plural include the singular, as applicable.
(c) 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.

3. **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.

4. **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: Acceptable Uses

2.01 No person shall use the VRTC for non-motorized uses except for hiking, jogging, walking, cycling, cross-country skiing, skateboarding, in-line skating, acceptable disabled vehicles and equestrian uses.

(2008-089, effective May 27, 2008)

2.02 No person shall operate a motorized vehicle on the VRTC except for Snowmobiles, ~~or~~ All-Terrain Vehicles or recreational off-highway vehicles , subject to the following conditions:

a) No person shall operate a Snowmobile unless it is properly licensed and insured.

b) No person shall operate a Snowmobile without exhibiting proof of membership in the Ontario Federation of Snowmobile Clubs.

c) No person shall operate an ATV or ROV unless it is properly licensed and insured.

d) No person shall operate an ATV or ROV without exhibiting proof of membership in the KATVA and/or reciprocating organization or unless such operation is for the purpose of conducting agricultural work by adjacent farm land owners with access limited to ninety (90) degree crossings.

(2008-089, effective May 27, 2008)

e) No person shall operate a motorized vehicle on the VRTC unless it is properly licensed and insured for seasonal access to the section of trail from the Somerville 7th Concession North to the City of Kawartha Lakes-Haliburton boundary, for the purpose of forest access and large game extraction during the legal hunting season as defined by the Government of Ontario, Ministry of Natural Resources Annual Seasonal Deer and Moose Hunting Regulations.

(2011-233, effective November 8, 2011)

f) No person shall operate an Off-Road Two-Wheeled Motorcycle unless it is properly licensed and insured.

2013-034, effective February 12, 2013

g) No person shall operate an Off-Road Two-Wheeled Motorcycle without exhibiting proof of membership on the Ontario Federation of Trail Riders.

2013-034, effective February 12, 2013

h) No person shall operate an ATV, ROV or Off-Road Motorcycle under the age of 12

i) Any person operating an ATV, ROV or Off-Road motorcycle between the ages of 12 and 16 must be under the direct supervision of an adult.

j) All passengers on an ATV, ROV or Off-Road motorcycle cannot be under the age of 8

k) All operators and passengers in an ROV must wear a seat belt, and use foot rests where applicable

2.03 All other motorized use is restricted to Corporation of the City of Kawartha Lakes vehicles for the purpose of enforcement of this by-law and providing trail maintenance and repair and/or for authorized emergency vehicles and other vehicles belonging to registered organizations and authorized by the City of Kawartha Lakes.

Section 3.00: Uses Prohibited in Certain Areas

3.01 No person shall operate an ATV or ROV on the following sections of the VRTC:

a) Between Logie Street in Lindsay, North to Thunder Bridge Road;

3.02 No person shall operate an Off-Road Two-Wheeled Motorcycle on the following sections of the VRTC:

a) South of Concession 7 at Burnt River

2013-034, effective February 12, 2013

Section 4.00: Road Route Access

4.01 Fenelon Falls – North to South Road Access Route

VRTC to Garnett Graham Park, east on Francis Street to Colborne Street, south on Colborne Street to Lindsay Street, East on Elliot Street and South on Murray Street to VRTC.

4.02 Fenelon Falls – South to North Road Access Route

VRTC, North on Murray Street, West on Elliot Street to Lindsay Street, north on Lindsay Street to Colborne Street, west on Francis Street to Garnett Graham Park to VRTC.

4.03 All road use will be governed by the Highway Traffic Act, R.S.O.1990, c.H.8.

Section 5.00: Season of Use Restrictions

5.01 No person shall operate a Snowmobile, ATV, ROV or Off-Road Two-Wheeled Motorcycle on the VRTC between April 1 and April 30, inclusive.

2013-034, effective February 12, 2013

5.02 No person shall operate a snowmobile on the VRTC from April 1st to November 30th.

5.03 No person shall operate an ATV, ROV or Off-Road Two-Wheeled Motorcycle on the VRTC from December 1st of one year to April 30th of the following year.

2013-034, effective February 12, 2013

5.04 **Delegation of Authority for Trail Closure:** The Director may impose any conditions, extensions, restrictions considered reasonable for the seasonal use of City trails, relating to the protection of persons from injury and property from damage. Such conditions, extensions, restrictions may be due to but not limited to weather or scheduled maintenance or improvements.

2014-142, effective April 22, 2014

Section 6.00: General Provisions

6.01 No person shall use the VRTC, including road access, between the hours of ~~9:30~~11:00 PM and 6:00~~7:00~~ AM, unless by special permit.

6.02 No person operating a Snowmobile, ATV, ROV or Off-Road Two-Wheeled Motorcycle on the VRTC shall exceed a maximum speed of 50km per hour, unless otherwise posted.

2013-034, effective February 12, 2013

6.03 All use of the VRTC is limited to a maximum speed of 20km per hour through the urban areas of Bethany, Fenelon Falls, Burnt River and Kinmount. Specifically:

a) No person shall exceed 20km per hour on the VRTC from Twigg Road to Weston Road in Bethany;

b) No person shall exceed 20km per hour on the VRTC from West Street South to Northline Road in Fenelon Falls;

c) No person shall exceed 20km per hour on the VRTC through the community of Burnt River, as posted;

d) No person shall exceed 20km per hour on the VRTC from Heritage Park to the boundary between the City of Kawartha Lakes and Haliburton County near Kinmount.

4. KATVA, OFTR and KLSC shall through it's volunteers maintain, repair, and assist with brush trimming on the VRTC, in consultation with the City of Kawartha Lakes requirements, guidance and approval.

5. KATVA, OFTR and KLSC shall ~~under instruction and in cooperation with KATVA~~ apply media for dust control in areas where residence exist in consultation with the City of Kawartha Lakes requirements, guidance and approval.

6. KATVA shall be part of a City of Kawartha Lakes' Trail Committee to work with other groups in a cooperative fashion to promote safety and enhancements to the VRTC.

7. KATVA and OFTR shall take steps to police their ~~its~~ members in order to ~~insure~~ ensure that conduct on the trail and roadways meet both the spirit and content of the by-law.

6.08 The City maintains the right to undertake further review or to revoke privileges of KATVA~~-~~, OFTR or any other organization should non-compliance of any of the conditions as set out in this by-law exist.

(2008-089, effective May 27/08)
2013-034, effective February 12, 2013

Section 7.00: Enforcement and Penalties

7.01 **Enforcement**: This By-law may be enforced by every municipal law enforcement officer and police officer.

7.02 **Obstruction:** No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-law.

7.03 **Offence and Penalty:** It is an offence for a person to contravene any provision of this By-law, and every person who contravenes this By-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the *Provincial Offences Act* and to any other applicable penalty.

7.04 **Multiple Offences**: The conviction of a person for the contravention of any provision of this By-law shall not operate as a bar to a prosecution against the same person for any subsequent or continued contravention of this By-law.

7.05 **Court Order:** If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

Section 8.00: Administration and Effective Date

8.01 **Administration of the By-law:** The Director of Community Services is responsible for the administration of this By-law.

8.02 **Effective Date**: This By-law shall come into force on the date of passage.

By-law read a first, second and third time, and finally passed, this 10th day of April, 2007.

Mayor	Clerk

2007-107 Set Fines.pdf

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2019-003

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

Ward Community Identifier: All

Subject: **Consolidated Trails By-Law 2007-107 Review**

Author Name and Title: **Jenn Johnson,**
Manager, Parks, Recreation and Culture

Recommendation(s):

RESOLVED THAT Report PRC2018-004, **Consolidated Trails By-Law 2007-107 Review**, be received, and;

THAT the attached By-Law to amend By-Law 2007-107 being a by-law to regulate and govern trail uses along the Victoria Rail Trail Corridor in the City of Kawartha Lakes be approved and adopted by Council.

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of June 23, 2015, Council adopted the following resolution:

> **Resolved That the June 10, 2015 correspondence from Steven Del Duca, Minister of Transportation, regarding Off-Road Vehicle Use in Ontario, be received; and,**
>
> **That the matter be referred to staff for review with a report to Council.**

CARRIED CR2015-694

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

> **Resolved That Report PRC2018-004, Consolidated Trails By-Law 2007-107 Review, be received; and,**
>
> **That the Consolidated Trails By-Law 2007-107 Review be referred back to staff for consultation with affected stakeholders and user groups.**

CARRIED CR2018-076

This report addresses that direction.

Rationale:

The correspondence received from Minister Del Duca announced the existing on-road access rules for ‘singe-rider’ ATVs will be extended to additional ORV types which meet specified voluntary off-highway industry standards (see Appendix A). These changes took effect on July 1, 2015, and allow two-up all-terrain vehicles (ATVs), recreational off-highway vehicles (ROVs) and utility terrain vehicles (UTVs) on permitted provincial highways and municipal roads where bylaws permit their use. Minister Del Duca encouraged municipalities to review existing bylaws to ensure they applied to these new ROV types.

Staff, at the request of Council and community members, has considered the possibility of extending the access to the Victoria Rail Trail Corridor (VRTC).

Many Ontario municipalities have approved the use of side by side ROVs on the same roadways and trails as ATVs are permitted. For example, Haliburton County, Trent Lakes, Ramara Township and the Township of North Kawartha permit the use of ROVs on roads and trails. The sales of side by side machines are quickly surpassing the sales of ATVs.

The size of side by side ROVs varies and can be as wide as a small car or truck. These machines are generally wider than most ATVs. Side by side ROVs are avoiding the current gate system and gaining access to the VRTC and Somerville Forest Tract. In most cases, the driver is unaware that the use of side by sides is prohibited on the VRTC and in the forest.

Currently, By-Law 2007-107, A By-Law to Regulate and Govern Trail Uses Along the Victoria Rail Trail Corridor (VRTC) in the City of Kawartha Lakes indicates that no person shall operate a motorized vehicle on the trail except for snowmobiles or all-terrain vehicles, subject to certain conditions. Staff are recommending that a pilot project be initiated for 2019 that allows the use of ROVs along the VRTC north of the Superior Road trail head. The pilot program would be in effect for seven (7) months (May 1 – November 30, 2019). Access to the Somerville Forest Tract would also be included in the pilot program.

Consultation with the Kawartha ATV Association (KATVA), Somerville Forest User Group, MLEO and other appropriate parties have taken place and will continue on the topics of financial investment, infrastructure, enforcement, and education.

The proposed changes are outlined in the attached amended By-Law (see Appendix B). The recommended changes will require replacement of key gate locations along the trail and within the forest tract. Approximately 6 gates will need to be altered to allow the wider ROVs (maximum 64”) but prevent cars/trucks from entering the area. It is being recommended that the other gates along the trail would remain open for the pilot project, similar to the model used during the snowmobile season. This model would be monitored during the pilot period to identify any concerns from a safety and maintenance perspective. KATVA has offered to cover the cost of the required gate alterations.

Education about permitted areas of use will need to be communicated to the public. Staff, along with members of the Somerville Forest User Group, will develop signage, informative promotional material, and an enhanced trail map (brochure and electronic). KATVA has offered to cover the cost associated with the production and installation of the trail and forest signage.

Enforcement of By-Law will remain status quo. MLEO and OPP support will be present when resources are available. This is an area that will require further investigation during the pilot period. It is anticipated that an increase in support from MLEO and/or OPP will be required. It should be recognized that KATVA volunteers patrol the trail providing information and guidance to the trail users. Although these volunteers cannot fully enforce the By-Law their presence acts as a deterrent to poor behavior which helps to keep the trail safe.

Parks, Recreation and Culture staff are not recommending the use of ROVs on municipal roadways, with the exception to the road crossings along the VRTC and within the forest tract . Review of By-Law 2009 – 116, A By-Law to Regulate

the Operation of All-Terrain Vehicles on Municipal Highways in the City of Kawartha Lakes, by Public Works, would be required to permit this use.

The pilot program will be reviewed and evaluated early in 2020. Staff will prepare a report detailing the success and improvement areas of the pilot program in 2020. The review of By-Law 2009-116 could occur after the pilot period with recommendations also being presented in 2020.

Other Alternatives Considered:

Council could choose to prohibit the use of ROVs along the entire VRTC. Staff are not recommending that option as there is a significant desire in the community to allow access on the trail and within the forest tract. It is felt that a test to evaluate this use along a small section of trail in 2019 will provide the preliminary analysis needed to inform future decisions regarding permitted use.

Financial/Operation Impacts:

The financial impact to the municipal operating budget as a result of the pilot program is minimal. Adjustments will need to be made to the gate system along the northern section of the VRTC and within the forest tract in order to allow the larger ROV units to pass through. Staff feel that these temporary adjustments can be made at a reasonable cost. Further to that, KATVA has indicated that the community group would cover the cost of any/all expenses related to the gate adjustment.

Another small expense (less than $500) will be needed to cover the cost of communicating the change to the public. Municipal staff will prepare information and release through social media, media advisories and other printed material.

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

This report addresses Goal 1 of the City's Strategic Plan.

- Goal 1 – A Vibrant and Growing Economy

Through this action the City is working in partnership with the local community to build a stronger more diversified economy.

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Central Parks and Open Spaces, Supervisor

MLEO, Manager

KATVA Executive

Somerville Forest User Group

CKL Clerk's Office

CKL Public Works Department

Attachments:

Appendix A – Correspondence from Minister Del Duca, dated June 10, 2015
Brief Description

Del Duca Correspondence

Appendix B – Regulate and Govern Trail Uses Along the Victoria Rail Trail Corridor (VRTC) Amending By-Law

2019-AmendByLaw2007-107TrailsByLaw

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

10.1.3

Ministry of Transportation

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/transportation

Ministère des Transports

Bureau du ministre

Édifice Ferguson, 3e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/transports

M2015-2414

June 10, 2015

His Worship Andy Letham
Mayor
City of Kawartha Lakes
26 Francis Street
PO Box 9000
Lindsay ON K9V 5R8

Dear Mayor Letham:

It is my pleasure to take this opportunity to share news affecting off-road vehicle (ORV) use in Ontario.

I recognize that a number of Ontarians enjoy the use of their ORVs as well as the economic and tourism benefits and increased mobility associated with on-road use of ORVs. As such, I am committed to a collaborative approach in our development of policy. This collaborative approach included successful in-person consultations in January 2015, with the participation of 30 different stakeholder groups representing enforcement, municipalities, public health, ORV industry members, agricultural groups and trail organizations.

Following that consultation, my ministry continued their engagement efforts by posting proposals to both the government's Regulatory and Environmental Registries for 45 days in order to seek additional feedback from the public. The period for public feedback ended on April 13, 2015, and we received almost 1,800 submissions.

I am pleased to announce, as a result of these efforts, that existing on-road access rules for "single-rider" ATVs will be extended to additional ORV types which meet specified voluntary off-highway industry standards. These changes will take effect on July 1, 2015, and will allow two-up all-terrain vehicles (ATVs), side-by-side ATVs and utility terrain vehicles (UTVs) on permitted provincial highways and municipal roads where bylaws permit their use.

Notably, there are no changes to the ORV municipal bylaw authority provided in the *Highway Traffic Act* (HTA). However, municipalities are encouraged to review existing bylaws to ensure they apply to these new ORV types. Additionally, these new ORV types require some safety rules unique to their configurations that do not currently apply to "single-rider" ATVs (e.g.; seat belt requirements, helmets and minimum age for passengers, etc.). While existing *Highway Traffic Act* offences will immediately apply, the focus of the next three months will be to educate the public about Ontario's road rules for these new ORV types and their additional safety requirements.

../2

I assure you that my ministry recognizes the importance of a vibrant, sustainable and safe power sports sector in Ontario, and we support providing Ontarians with options to safely explore our vast province. To this end, I have asked ministry staff to continue to engage stakeholders and community partners in discussions, including the topic of extending on-road access to additional types of ORVs such as UTVs, to ensure Ontario remains amongst the top jurisdictions in road safety.

I thank you for your support and input on this initiative. My ministry looks forward to continue working with our municipal partners, as well as with enforcement, ORV and trail organizations, and interested road safety partners in communicating these changes during the public education period.

Sincerely,

Steven Del Duca
Minister

The Corporation of the City of Kawartha Lakes

By-Law 2019-___

A By-law to Amend By-law 2007-107, being A By-law to Regulate and Govern Trail Uses Along the Victoria Rail Trail Corridor in the City of Kawartha lakes

Recitals

1. Council adopted Resolution CR2019-XXX on March 19, 2019 directing amendments to By-law 2007-107, being A By-law to Regulate and Govern Trail Uses Along the Victoria Rail Trail Corridor in the City of Kawartha lakes.
2. An amendment is required to permit the use of ROVs along a portion of the Victoria Rail Trail Corridor.
3. 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-__.

Section 1.00: Definitions and Interpretation

Definitions:

All defined terms in the amending By-law take their meaning from By-law 2007-107 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Amendment:** Definitions in By-law 2007-107:

The definition for Recreational Off-Highway Vehicle (ROV) is added as follows:

"ROV" or "Recreational off-highway vehicle" means those vehicles designated as recreational off-highway vehicles under the Highway Traffic Act, Regulation 316/03

2.02 **Amendment:** Section 2.02 of by-law 2007-107 is amended as follows:

No person shall operate a motorized vehicle on the VRTC except for Snowmobiles, All-Terrain Vehicles or Recreational Off-highway Vehicles , subject to the following conditions:

Section 2.02 c) is deleted and replaced with:

c) No person shall operate an ATV or ROV unless it is properly licensed and insured.

Section 2.02 d) is deleted and replaced with:

d) No person shall operate an ATV or ROV without exhibiting proof of membership in the KATVA and/or reciprocating organization or unless such operation is for the purpose of conducting agricultural work by adjacent farm land owners with access limited to ninety (90) degree crossings.

Section 2.02 h) is added as follows:

h) No person shall operate an ATV, ROV or Off-Road Two-Wheeled Motorcycle under the age of 12.

Section 2.02 i) is added as follows:

i) Any person operating an ATV, ROV or Off-Road Two-Wheeled Motorcycle between the ages of 12 and 16 must be under the direct supervision of an adult.

Section 2.02 j) is added as follows:

j) All passengers on an ATV, ROV or Off-Road Two-Wheeled Motorcycle cannot be under the age of 8.

Section 2.02 k) is added as follows:

k) All operators and passengers in an ROV must wear a seat belt, and use foot rests where applicable.

2.03 **Amendment:** Section 3.01of By-law 2007-107 is deleted and replaced with:

3.01 No person shall operate an ATV or ROV on the following sections of the VRTC:

2.04 **Amendment:** Section 4.00of By-law 2007-107 is deleted and replaced with:

4.00 Road Route Access (ATV Only)

2.05 **Amendment:** Section 5.01 of By-law 2007-107 is deleted and replaced with:

5.01 No person shall operate a Snowmobile, ATV, ROV or Off-Road Two-Wheeled Motorcycle on the VRTC between April 1 and April 30, inclusive.

2.06 **Amendment:** Section 5.03 of By-law 2007-107 is deleted and replaced with:

5.03 No person shall operate an ATV, ROV or Off-Road Two-Wheeled Motorcycle on the VRTC from December 1st of one year to April 30th of the following year.

2.07 **Amendment:** Section 6.02 of By-law 2007-107 is deleted and replaced with:

6.02 No person operating a Snowmobile, ATV, ROV or Off-Road Two-Wheeled Motorcycle on the VRTC shall exceed a maximum speed of 50km per hour, unless otherwise posted.

2.08 **Amendment:** Section 6.04 of By-law 2007-107 is deleted and replaced with:

6.04 KATVA, OFTR and KLSC shall through it's volunteers maintain, repair, and assist with brush trimming on the VRTC, in consultation with the City of Kawartha Lakes requirements, guidance and approval.

2.09 **Amendment:** Section 6.05 of By-law 2007-107 is deleted and replaced with:

6.05 KATVA, OFTR and KLSC shall under instruction and in cooperation with KATVA apply media for dust control in areas where residence exist in consultation with the City of Kawartha Lakes requirements, guidance and approval.

2.10 **Amendment:** Section 6.07 of By-law 2007-107 is deleted and replaced with:

6.07 KATVA and OFTR shall take steps to police their its members in order to insure ensure that conduct on the trail and roadways meet both the spirit and content of the by-law.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Community Services is responsible for the administration of this by-law.

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

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

Andy Letham, Mayor	Cathie Ritchie, City Clerk

Request to Speak before Council

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: *

Victoria County Historical Society, operators of the Olde Gaol Museum

Address: *

50 Victoria Avenue North

City/Town/Village:

Lindsay

Province: *

Ontario

Postal Code:

K9V 4G3

Telephone: *

705-324-3404

Email: *

info@oldegaolmuseum.ca

There can be a 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.

Deputant One:

Margot Fawcett, President

Deputant Two:

Jessica Wilson, Vice-President

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

We wish to report on the progress made by the Victoria County Historical Society by the end of 2018 and our plans to continue to regain financial stability in 2019.
The Olde Gaol Museum is a premier tourist destination in Lindsay and the City.
A key factor towards earning more income to cover annual operating expenses is to attract more visitors. The former County jail itself is the main attraction for our visitors, of which 50% are tourists from outside our City. This year, the Society plans to showcase the whole city block, including the renovated Courthouse/City Hall and the former Registry Office/HR Building. Our theme is "Telling our Untold Stories", and there are many untold stories between the courthouse and the jail.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

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

The Victoria County Historical Society supports the staff recommendation to enter into discussions about a new Lease Agreement to allow the Olde Gaol facility to continue to be used as a museum. The Victoria County Historical Society would be responsible for the museum operation and curatorship - their strengths - and the City would perform maintenance and capital repair work.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Margot Dawcett

Date:

March 13, 2019

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

(•) Yes

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

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CS2019-005

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Victoria County Historical Society Olde Gaol Museum Lease

Description:

Author and Title: Craig Shanks, Director of Community Services

Recommendation(s):

That Report CS2019-005, Victoria County Historical Society Olde Gaol Musuem Lease, be received and;

That staff be directed to prepare a new Lease agreement between the Victoria County Historical Society and the City of Kawartha Lakes for the purpose a museum and historical collection storage within the Olde Gaol Museum facility (50 Victoria Avenue North, Lindsay), and;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the May 22, 2018 City of Kawartha Lakes Council meeting the following resolution was passed,

> **That** Report CS2018-009, **Olde Gaol Museum Lease – Victoria County Historical Society,** be received;
>
> **That** the City provide interim relief to the Victoria County Historical Society by providing the payment of utility invoices (Hydro One and Water costs) associated with the Olde Gaol Museum, to the end of Q1 2019: and,
>
> **That** the Victoria County Historical Society report back to Council no later than the end of Q1 of 2019 with a Business Plan and Operating Model to guide the terms and conditions of a new lease agreement for the occupation of the Olde Gaol Museum.

CR2018-335

This report is brought forward in regard to that Council resolution and the deputation today from the Victoria County Historical Society (VCHS).

Rationale:

The City of Kawartha Lakes owns the Olde Gaol Museum located at 50 Victoria Avenue North, Lindsay. The facility is currently occupied and managed through a lease agreement (see Appendix A) with the Victoria County Historical Society This operation and management agreement has been in existence since 2000.

The current lease has all costs associated with operating the facility and capital improvements to be at the expense of the Victoria County Historical Society. As expressed in their deputation, the current arrangement is cost-prohibitive for a NFP organization to sustain. They are also hoping to work with the City to be able to produce and agree upon a new Lease Agreement for the use of, and management of, the museum facility.

As stated, the Olde Gaol Museum facility is currently occupied, operated and managed by the Victoria County Historical Society. The current lease was entered into in 2000 and is in need of update. Times have changed significantly since this agreement was entered into, and both the Society and City would benefit as a new agreement that would specify and clarify the roles and responsibilities of parties while also being realistic of expectations and capacity of both entities.

The request of the VCHS, and supported by staff, is to continue to have the City assume the operational costs of the facility, approximately $10,000.00/annually

and to enter into a new Lease Agreement which shows this as a responsibility of the facility owner, the City.

Staff are hopeful that a new lease agreement will allow the Society to become more sustainable, prevent relief coverage from being required in future years and focus on their strength and capacity to curate the museum and collection.

As a City-owned facility it is important to realize that if the invoices were to be defaulted on, as owner of the facility the City would be accountable. Therefore, as Council has done for previous “Cultural” organizations housed within City owned facilities; the provision of utility relief is being recommended. Also, as the City maintains the lawn and the parking lots at the neighbouring City Hall and Human Resources facilities the City will provide for such services at this location at minimal cost, as it is unreasonable for the VCHS to manage independently.

Finally, the City has reviewed the Museum facility and has determined that at this time the current use, as a facility to provide a cultural experience and provide a space for that service provision is the best use of the building. An alternative City need for this facility is not feasible or in the City’s best interests at this time.

Other Alternatives Considered:

Council could choose to adhere to the current negotiated Lease Agreement. However, staff are not recommending this as the VCHS is not in position to be able to pay this expense. Also, the facility is a City-owned facility and the VCHS is providing a community service. In order to provide this service, as a Museum operation, the City providing the facility and expense costs to operate the facility is good practice. Without the City partnering in this way a Museum operation is not feasible.

Of note, staff are continuing to review this facility and work with the VCHS to look at increasing use of the facility and/or if other services can be operated out of it to make the facility more sustainable.

Financial/Operation Impacts:

The cost for the City to assume the expenses of the operating (utilities, property maintenance, etc.) of the facility is approximately $10,000.00/annually. The City paid and performed some of these duties as the result of the 2018 Council resolution and if directed to do so for 2019 will again. If a new Lease is directed to be proposed, it will properly reflect payment responsibilities of both parties and for all costs assumed directly by the City a new G/L account will be created for the facility in the Community Services Department budget.

Activity	Relief Request (2018)
Hydro Utility Payments	$7,000
Water Utility Payments	$1,000
Lawn and Parking Lot Maintenance	$2,000
Total Relief (2018)	**$10,000**

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

The recommendations within this Report contributes to the Council Adopted Strategic Plan. It can identify to more than one of the Goals, namely:

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

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

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Victoria County Historical Society

Attachments:

Appendix A: Current Lease Agreement between the City of Kawartha Lakes and the Victoria County Historical Society

App A - Current Old Jail Agreement.pdf

Appendix B; VCHS Business Plan

CS 2019-005 App B
VCHS Business Plan.p

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

COPY OF LEASE BETWEEN THE VICTORIA COUNTY HISTORICAL SOCIETY
and the
COUNTY OF VICTORIA

signed December 20,2000

IN PURSUANCE of the Short Forms of Leases Act, R.S.O. 1990, c. S.11, as amended, between THE CORPORATION OF THE COUNTY OF VICTORIA, hereinafter called the "County", as Landlord, and THE VICTORIA COUNTY HISTORICAL SOCIETY, hereinafter called the "Society", as Tenant.

WHEREAS the County is a municipal corporation pursuant to the provisions of the Municipal Act, R.S.O. 1990, c. M.45, as amended;

AND WHEREAS the County is the registered owner of those lands and premises more particularly described on Schedule "A" attached hereto and generally called the "Old Jail", on Victoria Avenue North, in the Town of Lindsay, and in the County of Victoria;

AND WHEREAS the Society is a not for profit corporation by way of Letters Patent issued to its incorporators on the 3 day of August, 1976, under Part III of the Corporations Act, R.S.O. 1990, c. C.38, as amended.

AND WHEREAS the County has for many years leased these lands to Her Majesty The Queen as represented by the Minister of Government Services in and for the Province of Ontario, for the purpose of the operation of a provincial correctional facility;

AND WHEREAS the County has received notice that upon completion of the construction of the new mega-jail facility on County of Victoria Highway No. 36 the Province of Ontario will no longer have use of the Old Jail;

AND WHEREAS for some time now the Society has expressed to the County its interest in relocating to the site of the Old Jail and its courtyards the exhibits and displays associated with the Museum facility owned and operated by the Society and currently temporarily housed in a building owned by Her Majesty the Queen in Right of Ontario and municipally known as 322 Kent Street West, in the Town of Lindsay, in the County of Victoria;

AND WHEREAS the Society has made representations to the Council of the Corporation of the County of Victoria seeking permission to enter into a formal lease of the Old Jail;

AND WHEREAS the Council of the Corporation of the Town of Lindsay did by By-Law No. 2000-68 duly enacted on the 11th day of September, 2000, pursuant to the Ontario Heritage Act, R.S.O. 1990, c. O.18, s.29, designate the Old Jail a property to be of historic or architectural value or interest.

AND WHEREAS the Society is aware that any lease to be entered into by the County with respect to the Old Jail must be approved of by the Transition Board of the new City of Kawartha Lakes to come into being on January 1, 2001 pursuant to an Order of Professor Harry Kitchen made the 19th day of April, 2000.

IN CONSIDERATION of the sum of $2.00 and other valuable consideration now paid by each party to the other the parties agree as follows:

1. In this indenture, the "Demised Area" shall mean the whole of the building referred to as the Old Jail situate upon the lands comprising Lot 13, North of Francis Street, in the Town of Lindsay, in the County of Victoria together with the courtyards immediately adjacent to that building and currently used in connection with the correctional facility now operated upon such lands.

2. (a) The Landlord hereby demises and leases the Demised Premises to the Tenant subject to the rights in the nature of easements set out in clause 2(2) hereof, for a term of twenty (20) years commencing January 1, 2002 or such earlier date as the parties may in writing agree upon, and expiring December 31, 2021, on the terms and conditions set out in this indenture.

(b) The Landlord and any agency (whether governmental or otherwise) owning or operating a public utility as that term is defined in the Public Utilities Act, R.S.O. 1990, c. P.52, or the Public Utilities Corporations Act, R.S.O. 1990, c. P.53, and their respective successors and assigns shall have the right:

(i) to install, maintain, repair, replace, reconstruct, enlarge, inspect or test any pipes, cable, meters or other plant whatsoever on, under or adjacent to the Demised Area as part of, appurtenant to or in connection with any such public utility, and

(ii) by their respective officers, employees, agents and contractors, to enter upon the Demised Area, with or without all necessary or convenient gear and equipment, for the purposes set out in clause (b)(i) hereof.

3. The Tenant shall pay the Landlord rent consisting of a fixed annual portion of $1.00, if demanded, payable on the 1st day of January in each and every year during the currency of this indenture.

4. (a) The Tenant covenants with the Landlord:

(i) to pay rent;

(ii) to pay all charges (including penalties and interest) for water, electricity and other utilities supplied to the Demised Area, directly to the supplier thereof in each case;

(iii) to pay all such taxes or rates, if any, applicable as a result of the occupation by the Tenant of the Demised Area;

(iv) not to make changes in surfacing, grade or landscaping, at or on the Demised Area, except in accordance with plans therefor which have been submitted to, and approved by, the County, such approval not to be unreasonably withheld, and to make any such changes expeditiously in a good and workerlike manner (including proper clean-up) to the satisfaction of the County;

(v) to keep the Demised Area in a clean and well-ordered condition, and not to permit any rubbish, refuse, debris

or other objectionable material to be stored, or to accumulate therein, all to the satisfaction of the County;

(vi) to use the Demised Area only as a Heritage and Cultural Centre;

(vii) not to assign or sublet or enter into an agreement with any other agency or corporation for the use of all or any portion of the Demised Area without leave of the County, which leave may be reasonably withheld;

(viii) not to erect any signs, buildings or other non-landscaping structure on the Demised Area without the written consent of the County;

(ix) to assume all responsibility for the paving, yard maintenance, routine building repair, upkeep and snow removal of the Demised Area;

(x) to ensure that nothing is done or kept at or on the Demised Area which is or may be a nuisance, or which causes damage to or interference with normal usage of any adjoining property, provided that the use referred to in paragraph (v), and the vehicles, supplies and equipment necessarily incidental thereto shall not be deemed to be, in and of themselves, a nuisance;

(xi) to take at its own expense all measures necessary to ensure to the County's satisfaction that the plant of or appurtenances to any municipal service or public utility now or in the future on, under or adjacent to the Demised Area, is adequately protected against damage, impairment, destruction or loss;

(xii) not to store inflammable or explosive substances on the Demised Area;

(xiii) to comply with all federal, provincial and municipal laws, by-laws, rules and regulations affecting the Demised Area, including the obtaining of all necessary permits and licences, and to save the Landlord harmless from any liability or cost suffered by it as a result of failure of the Tenant to do so;

(xiv) upon termination of the tenancy, at its own risk and expense, to remove from the Demised Area within thirty (30) days, any fixtures and chattels belonging to it, with all damage, if any, caused by such removal made good by it, and to leave the Demised Area neat, clean, level and free of all

waste material, debris and rubbish, all to the County's satisfaction, and

(xv) that upon failure by the Tenant to comply with any covenant(s) incumbent upon it under this indenture within seven (7) days after written notice requiring such compliance is given by the Landlord to the Tenant, the Landlord may enter the Demised Area and fulfil such covenant(s) at the sole expense of the Tenant, who shall forthwith upon being invoiced therefor reimburse the Landlord who in default of such reimbursement may collect same as rent owing and in arrears.

(b) The Tenant accepts the Demised Area in the condition existing at the date of the commencement of the Term and the Tenant shall be responsible for the cost of any grading, fencing or other alteration or improvements required in order to prepare the Demised Area for the purpose set out in paragraph (vi) of clause 4(a).

5. It is understood and agreed between the Landlord and the Tenant that the Heritage and Cultural Centre constructed on the lands herein shall be a Community Centre, and any person, persons or organization whatsoever shall be permitted entry to that Centre, subject to those reasonable rules and regulations as might be imposed by the Tenant.

6. It is further understood and agreed between the Landlord and the Tenant that the Tenant will make available to the Landlord at such time or times, and upon reasonable advance notice having been given by the Landlord to the Tenant, such meeting space or spaces within the Demised Area as the Landlord may deem necessary or advisable for special events.

7. Except as may be otherwise agreed upon in writing, the Tenant covenants that the entrance to the Demised Area shall be from Victoria Avenue North and the exit from the Demised Area shall be to Victoria Avenue North and the Tenant shall cause proper signs in this regard to be erected.

8. (a) The parties acknowledge and agree that the use of the Demised Area shall be mutually beneficial to both parties and both parties shall do all things necessary to co-operate in this regard.

(b) Subject to occasional times of high usage events, both parties shall endeavour not to conduct special events requiring parking for a large number of cars at the same time.

(c) Where both parties knowingly plan to conduct large events simultaneously, the parties shall secure alternative additional parking and to clearly and conspicuously post notice of the location of such alternative additional parking.

9. (a) If the Tenant or any assignee or subtenant makes an assignment for the benefit of creditors, or becomes insolvent or commits an act of bankruptcy as defined by the Bankruptcy and Insolvency Act, R.S.C. 1985, c. B-3, or if the leasehold interest created by this indenture is at any time seized or taken in execution or in attachment, or if the Tenant or any corporate assignee or subtenant is subjected to voluntary or compulsory liquidation or winding-up, or if the Demised Area becomes abandoned, then, at the option of the Landlord, the leasehold shall cease, the Term shall be at an end, the rent for the then next ensuing year shall immediately become due and payable and the Landlord may re-enter and take possession.

(b) Notwithstanding any present or future Act of the Ontario Legislature, none of the Tenant's goods and chattels on the Demised Area shall at any time during the Term be exempt from levy by distress for rent in arrears, and the Tenant, having waived any such exemption, shall by this clause be estopped from setting up any such exemption in any proceedings between the parties.

(c) This indenture makes provision for re-entry by the Landlord on non-payment of rent or non-performance of covenants.

10. (a) The Tenant shall at all times indemnify and save harmless the Landlord from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever (including those under or in connection with the Workplace Safety and Insurance Act, S.O. 1997, c.16, Sch. A, or any successor legislation), made or brought against, suffered by or imposed on the Landlord or its property in respect of any loss, damage or injury (including fatal injury) to any person or property (including, without restriction, employees, agents and property of the Landlord or of the Tenant) directly or indirectly arising out of, resulting from or sustained as a result of the Tenant's occupation or use of, or any operation in connection with, the Demised Area or any fixtures or chattels therein except to the extent attributable to the Landlord's negligence.

(b) The Tenant shall, at all times during the currency of the Term and any renewal thereof, at its own expense maintain in force insurance coverage with respect to the Demised Area and its use and occupation thereof, and shall provide the Landlord with certificates of a policy or policies of an insurance company or companies to the Landlord for:

(i) insurance against loss by such insurable hazards as the Landlord may from time to time reasonably request, and

(ii) liability insurance for bodily injury,

death or property damage up to $10,000,000.00.

Every policy or policies of insurance maintained shall provide cross-liability coverage and waiver of subrogation, and the Landlord may require the Tenant to supply evidence thereof from time to time. Alternatively, the Landlord may require that it be named as an additional insured upon every such policy or policies.

(c) The Tenant shall at all times indemnity and save harmless the Landlord from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the Construction Lien Act, R.S.O. 1990, c. C.30, in connection with any work done for the Tenant at or on the Demised Area, and shall at its own expense promptly see to the removal from the registered title to the Demised Area, of every claim for lien or certificate of action having to do with such work and in any event within fifteen (15) days of being notified in writing by the Landlord to do so, failing which the Landlord may see to such removal and recover the expense and all attendant costs from the Tenant as rent owing and in arrears.

(d) The Landlord assumes no responsibility for damage by fire, theft or otherwise whatsoever, to the goods, chattels, fixtures and improvements of the Tenant or of any other person except to the extent caused by the negligence of the Landlord or any person(s) for whom the Landlord is at law responsible.

(e) The provisions of this clause 10 will continue to apply, notwithstanding cessation of the tenancy created by this indenture, throughout the period(s) during which activities take place pursuant to paragraphs (xiii) and (xiv) of clause 4(a) of the indenture.

11. If, at the expiration of the Term, the Tenant remains in possession with the consent of the Landlord but without any further written agreement, a tenancy from year to year shall not be created by implication of law or otherwise, but the Tenant shall be deemed to be a monthly tenant only at a rental payable monthly in advance at the rate payable at the expiration of the Term or renewal and otherwise upon and subject to the terms and conditions contained in this indenture.

12. (a) Subject to clause 2(b) of this indenture, the Landlord covenants with the Tenant for quiet enjoyment.

(b) The Landlord shall make reasonable efforts to complete any exercise by the Landlord of its rights under clause 2(b) of this indenture, expeditiously, and upon such completion shall restore the Demised Area substantially to its condition immediately prior to such exercise.

13. (a) Any notice pursuant to any of the provisions of this indenture shall be deemed to have been

properly given if delivered in person, or mailed by prepaid registered post addressed:

(i) in the case of notice to the Landlord to: 26 Francis Street, P.O. Box 9000, Lindsay, Ontario, K9V 5R9

(ii) in the case of notice to the Tenant to: 50 Victoria Avenue North, Lindsay, Ontario, K9V 4G3

or to such other address as either party may notify the other of, and in the case of mailing as aforesaid, such notice shall be deemed to have been received by the addressee, in the absence of a major interruption in postal service affecting the handling or delivery thereof, on the fourth business day, excluding Saturdays, next following the date of mailing.

(b) Where under this indenture certain approval authority has been reserved to the County, such authority may be exercised by the County's Chief Administrative Officer or his or her designate. The authority of the chief Administrative Officer shall not be deemed to be exhausted by any individual exercise thereof, and in the matters for which he or she is to be responsible under this indenture, the Chief Administrative Officer shall be the sole judge whose opinion and exercise of discretion shall not be subject to review in any manner whatsoever except as expressly otherwise indicated in this indenture.

14. (a) All sums, for rent or otherwise, payable to the Landlord under this indenture shall bear interest commencing the fifteenth day next following the failing due thereof, at the then current rate of interest charged to the Landlord by its bankers until the actual date of payment.

(b) The Tenant shall pay to the Landlord all the Landlord's legal costs, on a solicitor and client basis, of all actions or other proceedings in which the Landlord participates in connection with, or arising out of the obligations of the Tenant under this indenture or arising out of the Tenant's occupation of the Demised Area, except to the extent that the Landlord is not successful therein.

15. (a) No condonation, excusing or overlooking by the Landlord of any default, breach or non-observance of any of the Tenant's obligations under this indenture at any time or times shall affect the Landlord's remedies or rights with respect to any subsequent (even if by way of continuation) default, breach or non-observance.

(b) No waiver shall be inferred from or implied by anything done or omitted by the Landlord.

(c) Any written waiver by the Landlord shall have effect only in accordance with its express terms.

(d) All rights and remedies of the Landlord under this indenture shall be cumulative and not alternative.

16. (a) The termination of the Term by expiry or otherwise shall not affect the liability of either party to this indenture to the other with respect to any obligation under this indenture which has accrued up to the date of such termination but not been properly satisfied or discharged.

(b) The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this indenture other than as set out in this indenture, which constitutes the entire agreement between the parties concerning the Demised Area and which may be modified only by further written agreement under seal.

(c) The provisions of this indenture shall be binding upon, and enure to the benefit of, the parties and their respective successors and (where applicable), permitted assigns.

17. The Landlord acknowledges and consents in principle to the intention of the Tenant in its conversion of the Demised Area into a Heritage and Cultural Centre to restore certain of the original 1800's attributes of the interior for which there will be restoration and exhibit construction undertakings, including parking. The Tenant has obtained a cost estimate of $800,000.00.

The Landlord and the Tenant covenant and agree that in the event that the Tenant is unable on or before January 1, 2002 to secure the funding necessary to complete its intended undertakings, the Tenant shall be relieved and released from all obligations under this indenture.

The Landlord acknowledges and agrees that the Tenant may make application to the Landlord's successor for an extension in the date to secure funding to January 1, 2002.

18. The Tenant acknowledges that as of January 1, 2001, the County will no longer be in existence by reason of the Order of Professor Harry Kitchen dated the 19th day of April, 2000.

The Landlord and the Tenant covenant and agree that this indenture is subject to the approval of the Transition Board of the City of Kawartha Lakes and that it shall not become final and binding upon the Landlord until approved of by the said Transition Board.

Notwithstanding that the Transition Board for the City of Kawartha Lakes may have approved the execution of this indenture, the Landlord shall be relieved and released from all obligations under this indenture in the event that the Municipal Council of the new City shall, prior to January 1, 2002, give notice in writing to the Tenant of such Council having decided upon an alternative municipal use for the Old Jail building.

19. The Landlord and the Tenant acknowledge that the Demised Area, or certain portions of it, have been designated by By-Law No. 2000-68 enacted by the Council of The Corporation of the Town of Lindsay on the 11th day of September, 2000, as being a building of historic or architectural value or interest. It is the intention of the Landlord to support, encourage and facilitate the conservation, protection and preservation of those portions of the Demised Area so designated pursuant to section 29 of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as well as other non-designated portions of the Demised Area.

The Landlord and the Tenant both desire to conserve the aesthetic and scenic character and condition of the Demised Area and the present historical, architectural, aesthetic and scenic character and condition of the exterior and interior of the Old Jail. To this end, the Landlord and the Tenant desire that there be established a Committee, involving representatives of both of the parties, to oversee the preparation of the drawings illustrating the architectural and engineering renovations and restoration of the Old Jail building.

Notwithstanding the creation and operation of such Committee, the final approving authority remains the Landlord.

In witness whereof the parties have affixed their corporate seals attested to by the hands of their officers in that behalf duly authorized.

THE CORPORATION OF THE
COUNTY OF VICTORIA

Per: _____
John Macklem - Warden

Per: _____
George Brown - Clerk

THE VICTORIA COUNTY HISTORICAL
SOCIETY

Per: _____
Lorraine Petzold - President

Per: _____
- Secretary

Schedule "A"

Lot 13, North of Francis Street,
Town of Lindsay,
County of Victoria

VICTORIA COUNTY HISTORICAL SOCIETY

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Executive summary

What does a museum do? What is the purpose of a historical society? Museums and historical societies seek to preserve the histories of their communities by telling the stories of the past for the education of the present and the improvement of the future. The concept of a museum solely being “a building with old stuff” is changing, and the Victoria County Historical Society (the Society) has and is continuing to demonstrate this evolution toward a museum that provides dynamic, quality, educational programming to the public both inside and outside a building.

A museum brings economic value to a community. In 2016, in Ontario alone, tourism receipts brought $1.2B and visitor spending contributed $1B in municipal tax revenue. The 2017 Government of Canada Survey of Heritage Institutions reported museums and other heritage institutions in Canada generate over $2.5B in revenue, attendance to all heritage institutions reached a record 75.3 million in 2015, and the heritage sector employs 36,300 people.

In Ontario, 84% of museums are municipally funded. According to the Ontario Museum Association’s 2014 report, municipal revenues represent over one-half of total revenues for museums with revenues between $160,000 and $1.9 million. Municipal revenues represent about one-third of revenues of the smallest museums with budgets under $140,000. The report notes museums are significant economic drivers. Museums spend $758 million in communities across the province; they employ 10,765 Ontarians. Museums are intertwined with the tourism industry and contribute to the $28B cultural GDP.

The OMA report also notes municipal support is key to museum success. This has been demonstrated for the museums in Fenelon Falls and Bobcaygeon.

The Society has for the better part of the past 60 years managed to gather an impressive, sizeable collection of artefacts pertinent to the history of Lindsay and the (former) Ops, Emily and Mariposa townships. The collection includes approximately 10,000 artefacts (inventory is still in progress) valued at $500,000 for insurance. The Society has also managed to maintain a public museum for most of those years.

A non-profit heritage organization, the Society is a registered charity that works to increase community awareness, appreciation, involvement, and support of the Olde Gaol Museum and Kawartha Lakes’ cultural heritage.

Business Strategy

Introduction

History of Victoria County Historical Society

The quest to preserve history in the Lindsay area began as early as 1900, and within a few years a group of prominent local citizens were seeking out meeting space in the basement of the Lindsay Public Library's newly opened Carnegie building. Early historians included Dr. George Hall in Little Britain and George W. Beall in Lindsay.

In its present form the Society dates back to 1957. Founding members began collecting artefacts that depicted early life in the county and established a museum in 1959 in the abandoned CPR Station on Caroline Street, but this facility was soon deemed to be too small for the Society's use as a museum. In 1962, the museum relocated to the Ernest Thompson Seton property, just west of the Lindsay Square Mall. In addition to the main building with displays of artefacts, the property also included a log cabin and an old barn. The cabin was originally built in 1868 by Robert Muir in Digby Township. It was moved to Lindsay and rebuilt in 1976. The barn and driveshed was built in 1854 by Col. Dennison of Coboconk. In 1997, the museum was put up for sale after deteriorating building conditions made it impossible to keep the environmental conditions required to preserve the artefacts. Until a new building was found, the museum moved into the Ontario Government building at 322 Kent Street West. With the construction of the SuperJail, the Society had the opportunity to move into the municipal jail on Victoria Avenue North. Fundraising efforts began, but it wasn't until 2011 when the Old Gaol Museum opened it doors to the public.

During the 1961 Victoria County centennial year, construction began on a purpose built museum. Located at 435 Kent Street West, the facility formally opened on July 4, 1962. Shortly before the turn of the twenty-first century, the Victoria County Historical Society began looking for a new place to exhibit its collection. Lindsay's old gaol became available in February 2003 with its close as a correctional facility, and in 2011, the new museum opened.

Mission

The Victoria County Historical Society (VCHS) is a non-profit heritage organization that works to increase community awareness, appreciation, involvement, and support of the Olde Gaol Museum and Victoria County's (City of Kawartha Lakes') cultural heritage.

Vision

Through the museum and its community outreach initiatives, the Society features, celebrates and shares educational content to the public based on significant events in Canada's history and how they link to the local community.

Value to Community

The richness of the history and education in quality programs and displays has an emotional impact that leaves visitors with a memorable experience.

The Society is incredibly fortunate to have an Educational Committee that is composed of retired teachers, volunteering their time to deliver programs to local students.

- The programs are designed and delivered by the museum's Education Committee and are popular with area schools. They give children a window into local history through interpretation of and engagement with the museum's many artifacts.
- The programs have been developed by teachers and are directly aligned with the Expectations of the Ontario Curriculum. As such, they are a wonderful complement to what is being taught in area classrooms.
- The programs have been very well received. Students and teachers have responded enthusiastically.
- The programs offer a chance to honour the history of this area and to keep it alive for the young people who are growing up here.

Through the museum and programming, the Society has a reach that is world-wide with tourists from all corners of the world. The Society adds both economic and social value to the community at present and for future generations.

Reviews from TripAdvisor:

- "I didn't expect to be so impacted by my visit to the Olde Gaol Museum but I really was. It truly allows one to connect with the cruelty of our recent past and how hard the face of 'justice' can be to look at. The exhibits lend a reality to the experience of the people of the past. Also the stories that are featured really show the harsh reality of capital punishment and also the female experience as social deviants. Thank you for the opportunity!"
- "I visited the gaol house with my wife and elderly uncle, whilst on a holiday trip from the UK. I have to say my main reason for visiting was to see the Neil Young memorabilia. However, whilst I obviously enjoyed looking at one of my favourite musicians artifacts and information, the rest of the museum was well worth a visit too. The young lady who provided a guide service, was very interesting and informative, and the look around the gaol House was enjoyable. A someone else says, a hidden jewel,."

Current Position

The industry of museums is currently in a state of flux. The act of viewing a collection of items is an activity that appeals to a waning sector of the public. These days, more and more visitors are looking to partake in memorable experiences. Museums are having to change what they do, moving away from collecting items to telling stories and creating programming that provides experiences. Collections won't disappear altogether, but artefacts will be carefully curated to preserve the heritage of the community, while also being used to inform and inspire programming.

For the past several years the Society has made adaptations to keep up with this transition period. Programming has included stage productions at the Academy Theatre. Speaking engagements have been held at nursing homes. The Society has produced publications, and hosted dinner events with musical performances. These programming events not only bring the museum out into the community, but also require collaboration with other organizations. While collaboration is inherently a good thing, it does increase the scale of an event, requiring longer preparation periods, larger venues, and bigger budgets.

Because the museum industry is changing, the sector is also altering the funding of museums. Over the past several years, operational funding has been excluded from grant monies, leaving museums to increase community programming, while also scrambling to raise operational costs through fundraising, and leaving much of the organization to be run by volunteers.

Achievements

Aside from the achievement of creating the Olde Gaol Museum, the Society has managed to attract national attention through its exhibition programming.

In 2015 and 2016, the *First World War Comes To Life* exhibit components, along with an interpretive staff of nine individuals, travelled across Canada, bringing local artefacts and stories to audiences in Gander, St. John's, Halifax, Louisbourg, and Montreal. Within Ontario, the project travelled to many destinations, from the shores of the Detroit River to Ottawa. This fully-animated, interactive exhibit shared the lesser known stories of Canadian men and women who served behind the frontlines during WWI. The project enjoyed a total attendance of well over half a million visitors on-site. Awareness about the project reached over one million Canadians through promotional campaigns and online presence.

Another exhibit that garnered national attention was *Their Votes Counted*. In 2017, this exhibit opened in Ottawa with Maryam Monsef, MP, on May 9 with a private reception on Parliament Hill. The exhibition marks the 100th anniversary of women voting for the first time in a Canadian

federal election. *Their Votes Counted* is a fully-bilingual, travelling exhibition curated by the Society in partnership with the Canadian Nurses Association and made possible through the Department of Canadian Heritage. The exhibit has so far travelled locally and to St. Boniface Hospital in Winnipeg.

Collection

The Society has an impressive collection of artefacts mainly from the Kawartha Lakes area representing everyday life from the time the area was settled to the 1940s. The main areas of the collection are costumes and accessories, glass, household furnishings and decorative arts and utility objects of the household or business. As well, the collection includes several one-of-a-kind pieces that highlight the medical profession in the former Victoria County, the agricultural history, children's playthings, First Nations' heritage, the Sir Sam Hughes Great War collection as well as other artefacts in a variety of categories.

A few highlights include:

- The John McNeely McCrea wooden miniatures (on permanent loan from the Royal Ontario Museum)
- The Beall family scrapbooks, including drawings, photographs, and newspaper clippings of historic Lindsay
- W.A. Goodwin's artwork and related archival material
- Records and artefacts from the Edmund Gregory drug store -- the first drug store in Canada
- Bound hard copies of the Lindsay Post newspaper
- Archival material about the Hon. Albert E. Matthews -- Ontario's longest serving Lieutenant Governor
- Artefacts and archival material from the Lindsay Kinsman Band (courtesy of Chuck Golden)
- Uniforms of local women who served as military nurses during WWI
- Various artefacts, models, and archival materials covering the history and development of railways in Lindsay and surrounding area.

A collection of over 10,000 artefacts requires hours and hours of custodianship. In addition to environmental and pest control, the artefacts need ongoing maintenance to retain preservation. Some items require specialized conservation skills. A good example of this is Sir Sam Hughes's uniform. The Canadian Conservation Institute, Department of Canadian Heritage, heard about the uniform and offered to restore it at no charge to the Society, in the name of preserving this piece of heritage. This is merely one item in the collection. There are many more artefacts in need of such attention.

The collection is not capitalized but rather acquisitions are expensed in the year acquired. Contributed items are recorded as contributions and collections acquisitions at their fair value at

the date of contribution if the fair value is reasonably determinable. All preservation costs are expensed in the period incurred.

Proceeds from sale or disposition of items from the collection are internally restricted for reinvesting in the collection or the direct maintenance and preservation of the collection.

Currently, the Society is providing custodianship of the collection through the work of volunteers, but the collection belongs to the public. It has an insured value of $500,000.

Capital Investment

The Society has made significant improvements to the building of more than $500,000. The bulk of the funds required for these reparations came from fundraising efforts and grant contributions, including an Ontario Ministry of Culture, “SuperBuild” grant of $479,000. The work to the building includes the addition of a ramp and stair lift for accessibility, the interior arched doorways, relocation of the stairs, accessible washrooms, reparations to the floors and ceilings, associated electrical work, installation of sprinkler system and fire alarm, roof reparations, and repointing of the exterior walls.

Constructed in 1863, the building is designated under Part IV of the Ontario Heritage Act. Historically known as the “County Gaol,” the Lindsay Jail is an important historic and architectural landmark with a long history in Lindsay. In 1861, Provisional Independence was granted to the County of Victoria and Lindsay was to become the County Town. J. Storm, a noted Toronto architect drew the original plans, Mr. Kestevan was the builder. The building was completed in 1863 and is constructed of limestone and white brick in Italianate design, quite common among 19th century jails, distinguished by strong symmetrical, round headed windows. Designation of the exterior portion of the building was recommended because of the historical and architectural significance pursuant to the provisions of the Ontario Heritage Act.

Competitive Advantage

The Victoria County Historical Society was established informally in 1957 and formally incorporated in 1976, making it the oldest historical society in the municipality. The Society established the first museum in the municipality in 1957. When the public hears “museum” or “historical society” they think of this Society and this museum.

One advantage for Society is the location of the Olde Gaol Museum in the former municipal jail. The historic building provides a venue that is different to the other museums in area. The building was constructed in 1863 and retains most of the original elements, including the jail cells, making for a unique venue that incorporates a prominent piece of the municipality’s

history. The building has also been an attraction to production companies looking for a Victorian jail setting for filming movies and television programs.

Visitors to the Olde Gaol Museum enjoy learning about the facility itself, along with the history and heritage of Lindsay and the surrounding area. They are parents and grandparents wanting to share memories with children. They are tourists from far and wide. They are researchers and historians, writers and journalists. Visitors also include students from the local schools; teachers incorporate visits to the museum as part of the curriculum.

The Society tends to not think of the other museums in Kawartha Lakes as competitors because the Society's collection does not duplicate or replace the work of the other museums. The Society's collection and interests focus on Lindsay, and the (former) Ops, Emily and Mariposa townships. These former townships do not have museums. Occasionally, a collection or exhibit may overlap with the work of another museum in Kawartha Lakes, and in that case, the Society prefers to work with other museums in partnership and collaboration to the benefit of all.

That said, the Society is at a disadvantage to the museums of Fenelon Falls and Bobcaygeon, as those museums receive municipal support. This advantage allows these museums to focus on providing better experiences for visitors because they do not have to provide for their own operating costs.

Marketing strategy

Marketing currently includes press releases (which are frequently enacted upon by local newspapers for full articles and interviews), printed poster campaigns, social media marketing, and-- perhaps the greatest marketing asset-- word-of-mouth. The Society believes in building relationships with its audience and visitors, making the time to provide each guest with a memorable experience that translates to repeat visits. Unless grant funding includes advertising, there is no budget for marketing in operational costs, making the Society largely dependent on word-of-mouth.

Visitors to the Society's museum tend to fall into a few of the Ontario Ministry of Tourism's categories of tourists: family memory builders, knowledge seekers, up & coming explorers, connected explorers, and solitaires. As a strategy, the Society tends to focus marketing efforts on reaching those specific target audiences.

Operational plan

The museum's day-to-day operations currently includes seasonal hours. After the Victoria Day

weekend in May, the museum opens to visitors for full-time hours until the autumn when the museum closes for viewing except by appointment. During the summer season, student employees, hired under a federal grant, are essential part of operations by providing the visitors with tours, by providing programming, and performing other essential tasks. Through the dormant half of the year, the visits are by appointment only, but staff and volunteers continue to work behind the scenes preparing exhibits, researching, planning programming, applying for grants, collaborating with other organizations, managing the collection, and much more. Current year-round staff includes a researcher, administration assistant, data entry, and exhibit development-- all on a volunteer basis.

The current seasonal operations excludes the museum from most grant sources, and over the next three to five years, the museum needs to move to full-time, year-round hours and hire full-time paid staff in order to qualify to apply for these grants. The museum has also been advised to open for evening hours, but will need to hire staff to be available for these hours.

Collection management is currently being done by volunteer staff at the museum and by board directors-- none of whom are qualified curators. The Society immediately requires a curatorial assessment by a qualified curator with knowledge of local history to “right size” the collection and provide direction for future acquisitions. Then, the museum needs access to a curator on a regular basis to assess donations and advise on storage and restoration needs. While grant funding could be sought for the curatorial assessment, regular access to a curator would need to become part of operational funding.

[See attached SWOT analysis of collection management -- Appendix]

Facility Requirements

The Society requires a space to display artefacts from the collection, environmentally-controlled storage space to preserve the collection, office space (for records management, research, and administration), and space to provide programming including educational programming for school visits.

Currently, the facility is an old jail, a designated heritage building. But this does not always have to be the location of the museum.

In the future, the Society would like to see itself in a cultural centre, a shared space with the Kawartha Art Gallery, and other community partners, where programming would be facilitated alongside display space for some of the collection. The Society would like to see the collection in rotation while being housed in environmentally controlled conditions in a proper archive.

Human resources plan

It takes many people to run a museum. Although in the past the Society was able to employ full-time and part-time staff, currently the museum is run entirely by volunteers and a volunteer board of directors.

Board of Directors

President/Chair
Vice-President
Secretary
Treasurer
Directors - 11 positions total

Staff

Manager (Vacant)
Curator (Vacant)
Conservator (Vacant)
Registrar/Data Entry (Volunteer)
Educator (Volunteer)
Interpreter(s)/Museum Tour Guide(s) (Summer Students)
Exhibit Designer(s) (Volunteer)

Volunteers

Education Committee
Fundraising Committee
Gardener & Groundskeeper

While the Society desperately requires a curator, the biggest gap in the team is a foundation executive director, someone's whose sole job is to establish and grow a community foundation that will support the Society's operational and capital costs. Ideally, this foundation will work for both the Society and the Kawartha Art Gallery in a partnership, and eventually, roll into the community centre's foundations.

Business support organizations

There are many organizations the Society has been working closely with-- Kawartha Art Gallery, Spinners and Weavers, Trillium Lakeland District School Board-- but perhaps the biggest partner and source of support is staff, management and Councillors of the City of Kawartha Lakes.

Financial Information

Capital Assets

The Society's average annual revenues is less than $500,000 and as a result, the Society is not required to record capital assets on the statement of financial position and amortize the costs over the estimated useful life. Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Additions to capital assets, both purchased and contributed, are recorded as capital purchases in the statement of operations in the year of acquisition.

Revenue Recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributed Services

Volunteers contribute a significant number of hours per year to assist the Society in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Allocated Expenses

The Society's primary operating activities consist of operating the "Olde Gaol Museum" in Lindsay, Ontario. Common general support expenses are allocated by identifying the

appropriate basis of allocating each component of expense, and applies that basis consistently each year.

Administrative salaries and wages are allocated to certain special projects based on the amount of time spent on these special projects during the year.

General museum overhead and other operating expenses are allocated to special projects on a reasonable and consistent basis.

[See Cash Flow Statement attached -- Appendix .]

Financial Forecast

Short Term

Financial considerations for the short term focus primarily on fundraising events to cover operational costs. These events need to assure the public that the museum is not closing and also serve as reminders that the museum is ever-changing; exhibits are not static and programming is constantly under development.

These short-term events should help to build museum membership and increase the number of tours and small donations. The Society intends to make the museum a prominent tourist destination for Lindsay and all of Kawartha Lakes.

The Society has the support of the local media, as well as many local organizations. Without paying for marketing, the Society has experienced good attendance at events and expects to continue to do so in the future.

In the short-term, the Society will be bringing in temporary exhibits. These displays will be available for three weeks at a time with the aim to increase the number of visitors to the museum, and to remind the public that one visit is not enough; the museum is changing.

In the short-term, the Society is building relationships with other organizations. The Society currently partners with the Spinners and Weavers, who share space in the museum; with Lindsay Little Theatre; with I.E. Weldon's students and teachers; with various church groups; and will continue to build these relationships over the next year through a variety of programming. The Society is also partnering with the Kawartha Art Gallery. The Society has also invited Sweet Kitchen Lindsay to collaborate on upcoming events and to make use of the community room. And the Society will continue to look for other opportunities for collaboration.

These short-term solutions also include bridges to longer-term funding strategies, because the Society is cognizant of volunteer-burnout and donor fatigue.

Long Term

Long-term planning focuses on funding operational expenses at a sustainable level through fewer events, so as to decrease the likelihood of volunteer burnout and donor fatigue, but also to build flexible funding to cover operational costs regardless of the museum's location.

When looking long-term, the Society would like to build a healthy base of museum patrons and members. The Society will continue to solicit sponsors for exhibits and seek donor funding on a larger scale.

The Society intends to build a relationship with Curve Lake, who have already provided curatorial assistance with the collection, and to continue to promote truth and education. The Society does not intend to replace the work at Curve Lake but to provide opportunity for farther reach and a wider audience.

The Society intends to explore use of a Community Foundation to build funds that will cover operational costs. This option is new to the community as a whole and to the Society in particular, so time is needed to educate the Board and the public. The Society will also explore options such as a group foundation with other museums and a partnership foundation with the Kawartha Art Gallery.

The Society will continue towards completing the inventory process and curating the collection to a more sustainable size. This will require some time to justify the collection and de-access items, but will ultimately result in lowering costs long-term. The collection belongs to the public, and the Society hopes in the long-term there will be means of proper storage to preserve items of local value.

The Society intends to build operational funding into grant proposals wherever and whenever possible. The changing requirements of grant funding is showing that operational costs won't be included. The Society needs to explore options and look at other funding models.

The Society intends to further its relationship with the Kawartha Art Gallery, while educating the public on what this partnership means, on what a combined art gallery and museum means for the community, while preparing for the eventual community centre. There is a public education component that needs to take place so the community understands the benefits associated with a combined program for the museum and art gallery. While at the same time, the Society believes both organizations need to spend time devising a proper business model and plan for

future collaborations and partnerships. Museums with art galleries disqualify for some grants, so time is required to figure out future funding models and other grant sources, if need be.

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: *

Thomas O'Brien

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

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

Thomas O'Brien

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

The sale of part of the road allowance between Lot 54 and 55, Concession South of Portage Road, being Part 2 on Plan 57R-9336, in the Geographic Township of Eldon, City of Kawartha Lakes.

The property being offered for sale is a filled area of land that was filled and built by the owners of the back lots on Robinson Ave. in the early 1960s, as well as the front portion of Lot 55 which is now known as 51 Robinson Ave. as shown on the registered plan of subdivision Plan 392. The raised land did not exist until the property owners constructed it to give them an area to install docks and parking areas for their boats and watercraft.

Access to Part 2 of the road allowance was through the road allowance between Lots 54 and 55 and across the front portion Lot 1 and the filled portion shown as Part 1. The area shown as part 2 has been used and maintained by the owners of the back lots on Robinson Ave. for over sixty years. The portion of travel over lot 1 has never been restricted or blocked off by at any time by the property owner. The people accessing their boat parking have never to my knowledge created undo stress to the owner of Lot 1 and did not realize that access to part 2 was not part of the road allowance. The loss of the boat parking area, will totally restrict the rear property owners from enjoying the use of lake with no other boat docking area

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

We are hoping that Part 2 of the road allowance will not be sold to the adjacent property owner, and that access across the small portion of lot 55 can be granted to the rear property owners because of unrestricted use for over sixty years can be maintained.

Signature:

Thomas O'Brien

Date:

08/03/2019

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

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

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2019-017

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: 1

Title: Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 51 Robinson Avenue, Eldon

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

Recommendations:

That Report RS2019-017, **Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 51 Robinson Avenue, Eldon**, be received;

That the subject property; being the shoreline road allowance adjacent to 51 Robinson Avenue, Eldon and legally described as Part of the Road Allowance Between Lot 54 and 55, Concession South of Portage Road, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 2 on Plan 57R-9336, be declared surplus to municipal needs;

That the closure of the portion of road allowance and sale to the adjoining landowner 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 shall be passed if appropriate;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

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

Background:

The Land Management Committee received a request from the owner of the property municipally known as 51 Robinson Avenue, Eldon to purchase the portion of shoreline road allowance legally described as Part of the Road Allowance Between Lot 54 and 55, Concession South of Portage Road, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 2 on Plan 57R-9336, which is adjacent to their property.

The Land Management Committee reviewed this request at their meeting on December 14, 2017 and had no objections to the request.

Public Notice advertising the potential surplus declaration and sale of the subject shoreline road allowance was completed by newspaper circulation in the Kawartha Lakes This Week on the 14th, 21st, and 28th days of February, 2019. Notice was also posted on the City's website. Realty Services did not receive any public comments or concerns with regards to the proposed closure and sale of the subject shoreline road allowance.

Appendix A is a general location map, Appendix B is an aerial photo, Appendix C is a map, and Appendix D is a copy of Reference Plan 57R-9336.

The purpose of this report is to recommend that the subject property be declared surplus to municipal needs and that approval be given, in principle, for the closure and sale of the requested portion of the shoreline road allowance to the adjoining landowner.

Rationale:

Shoreline road allowances exist on many lakes within the City of Kawartha Lakes. Although many of these allowances were never opened as public municipal roads, they remain public property. Recreational and residential property owners of "lakefront" property often do not own "their" lots right up to the water's edge. In many circumstances, the adjacent property owner has encroached onto this space and utilized it as a lot addition.

In this circumstance, it was determined that the adjacent landowner is the only logical purchaser of the property, given that the subject portion of shoreline road allowance cannot be accessed other than through the adjacent landowner's private property.

Other Alternatives Considered:

Council may decide not to sell the shoreline road allowance and derive no financial benefit whatsoever. That would be inconsistent with past practice and is not recommended in this circumstance.

Financial Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable $1,000.00 deposit to cover initial road closing costs. The price for a shoreline road allowance adjacent to a lake was established by By-Law 2018-020, as amended, and is set at $23.00 per linear foot (based on a 66 foot width). However, as this request was received and approved by the Land Management Committee prior to February 1, 2018, the subject portion of shoreline road allowance will be conveyed to the purchaser for $20.00 per linear foot of water frontage, in accordance with section 12.02 of By-Law 2018-020, as amended. All costs of the transaction, plus a $1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers. The City will receive revenue of $632.40 for the subject land. Net revenue will be placed into the Property Development Reserve.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

This report aligns with the strategic goal of a "vibrant and growing economy" and the strategic enabler of "efficient asset management."

Consultations:

Land Management Committee

Land Registry Office

Planning – Maps

Attachments:

Appendix A – General Location Map

Appendix A - General Location Map.pdf

Appendix B – Aerial Photo

Appendix B - Aerial Photo.pdf

Appendix C – Map

Appendix C - Map.pdf

Appendix D – Reference Plan 57R-9336

Appendix D - Reference Plan 57R-9

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-17-RS006

Date:

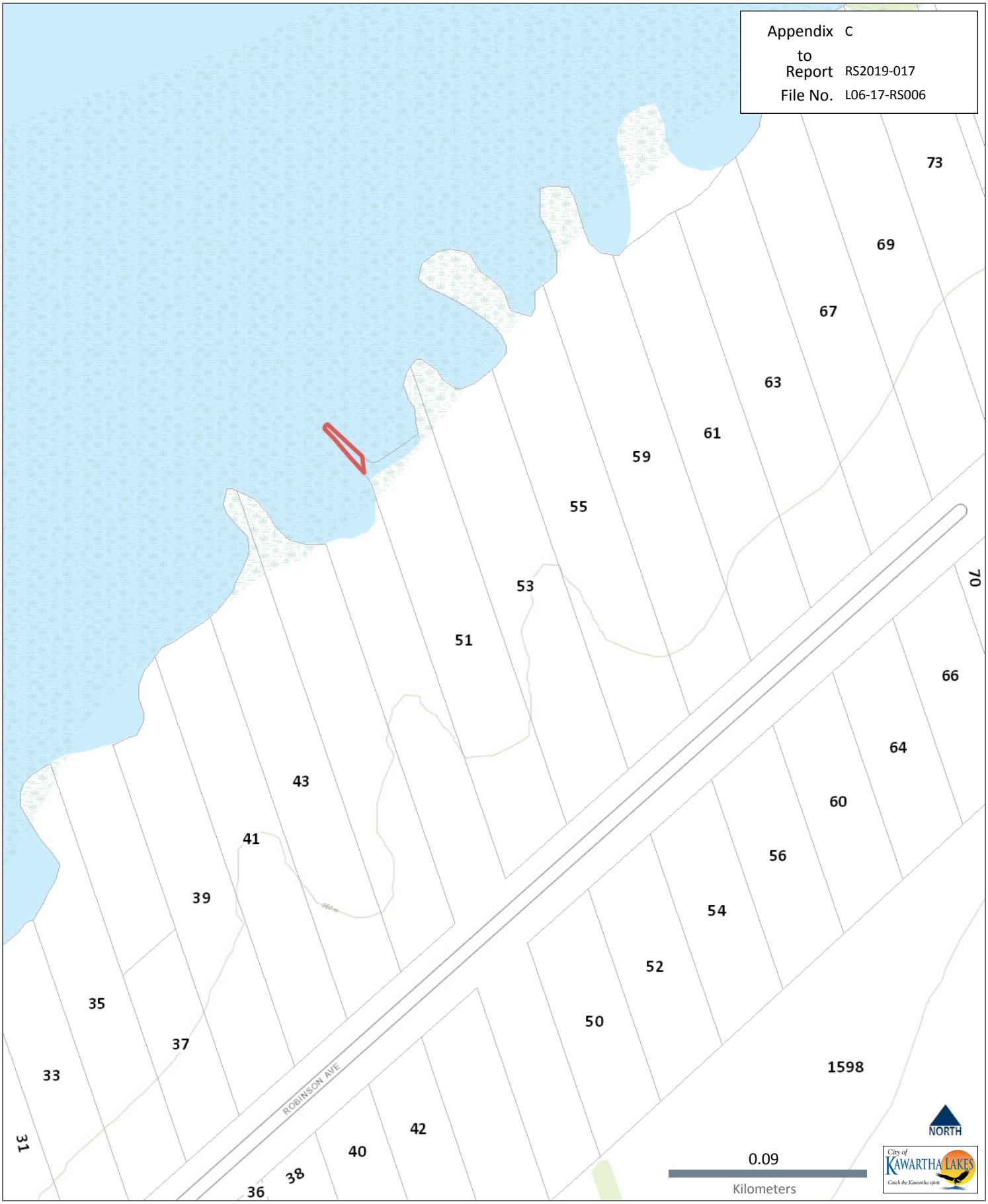
THIS MAP IS NOT TO BE USED FOR NAVIGATION
© City Of Kawartha Lakes

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:

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:

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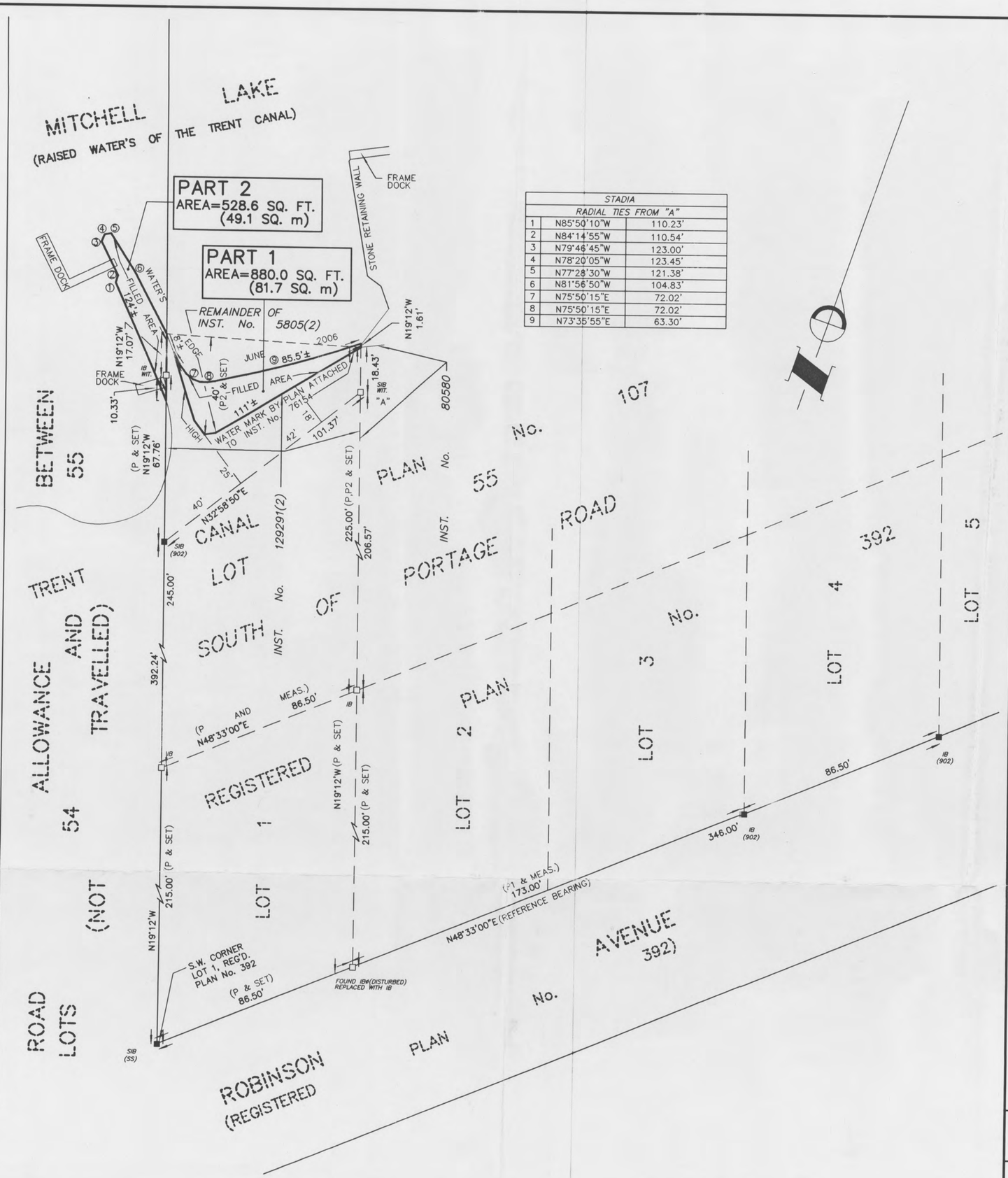
Appendix D to Report RS2019-017 File No. L06-17-RS006



STADIA		
RADIAL TIES FROM "A"		
1	N85°50'10"W	110.23'
2	N84°14'55"W	110.54'
3	N79°46'45"W	123.00'
4	N78°20'05"W	123.45'
5	N77°28'30"W	121.38'
6	N81°56'50"W	104.83'
7	N75°50'15"E	72.02'
8	N75°50'15"E	72.02'
9	N73°35'55"E	63.30'

DISTANCES SHOWN ON THIS PLAN ARE CONVERTED TO METRES

PLAN 57R– 9336
Received and deposited
Dated: September 27, 2006
Land Registrar for the Registry Division of Victoria No. 57.

SCHEDULE		
PART	DESCRIPTION	INSTRUMENT
1	PART OF THE BED OF MITCHELL LAKE IN FRONT OF LOT 55 SOUTH OF PORTAGE ROAD	REMAINDER OF INST. No. 5805(2) FEDERAL CROWN LAND
2	PART OF THE ROAD ALLOWANCE BETWEEN LOTS 54 AND 55, SOUTH OF PORTAGE ROAD	CITY OF KAWARTHA LAKES

I require this plan to be deposited under The Registry Act.
Dated: Sept 25, 2006
GERALD G. HICKSON

PLAN OF SURVEY OF PART OF THE BED OF MITCHELL LAKE IN FRONT OF LOT 55 SOUTH OF PORTAGE ROAD AND PART OF THE ROAD ALLOWANCE BETWEEN LOTS 54 AND 55 SOUTH OF PORTAGE ROAD

GEOGRAPHIC TOWNSHIP OF ELDON
CITY OF KAWARTHA LAKES
Scale : 1 Inch = 30 Feet
30' 0' 30' 60' FEET 1"=30'
COE, FISHER, CAMERON
ONTARIO LAND SURVEYORS

LEGEND:

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE NORTHERLY LIMIT OF ROBINSON AVENUE IN ACCORDANCE WITH REGISTERED PLAN No. 392 HAVING A BEARING OF N48°33'E .

- PLANTED SURVEY MONUMENT
- FOUND SURVEY MONUMENT

SIB – STANDARD IRON BAR
IB – IRON BAR
FENCE
(902) – COE, FISHER, CAMERON, O.L.S.
(SS) – SMITH AND SMITH, O.L.S.
P – DENOTES BUILDING LOCATION SURVEY BY WILLIAM R. COE LTD., O.L.S. DATED JANUARY 10, 1984 (FILE EN–75–2039)
P1 – DENOTES REGISTERED PLAN No. 392
P2 – DENOTES TRENT CANAL PLAN No. T.C. 3188–A, DATED OCTOBER 20, 1964, ATTACHED TO INST. No. 76154

SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 29 TH DAY OF JUNE, 2006.

DATED: September 25, 2006

GERALD G. HICKSON
ONTARIO LAND SURVEYOR

Public Works and Government Services Canada
Real Property Services
Real Property Geomatics Services

Travaux publics et Services gouvernement aux Canada
Services immobiliers
Services geomatiques immobiliers

COE, FISHER, CAMERON
ONTARIO LAND SURVEYORS

257 KENT STREET WEST
LINDSAY, ONTARIO PH. 324–4152

DRAWN BY: R.A.H.
CHECKED BY: G.G.H.

EN–06–8481

Request to Speak before Council

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: *

Aisha Malik

Address: *

108 Angeline Street South

City/Town/Village:

Lindsay

Province: *

Ontario

Postal Code:

Telephone: *

1-866-888-4577 ext. 2300

Email: *

amalik@hkpr.on.ca

There can be a 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.

Deputant One:

Aisha Malik

Deputant Two:

TBD

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

We would like to present on behalf of the Food Security Working Group of Kawartha Lakes Food Coalition to provide an update to council on the work done around food security in CKL.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- ○ Yes
- ◉ No

If yes, Which department and staff member(s) have you spoken to?

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

Council is informed and aware of the work being done around Food Security in CKL

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Aisha Malik

Date:

1/31/2019

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

- Yes

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

Food Security Working Group Update

March 19th, 2019

Presented by:

Aisha Malik, RD
Chairperson Food Security Working Group
Public Health Dietitian
HKPR District Health Unit

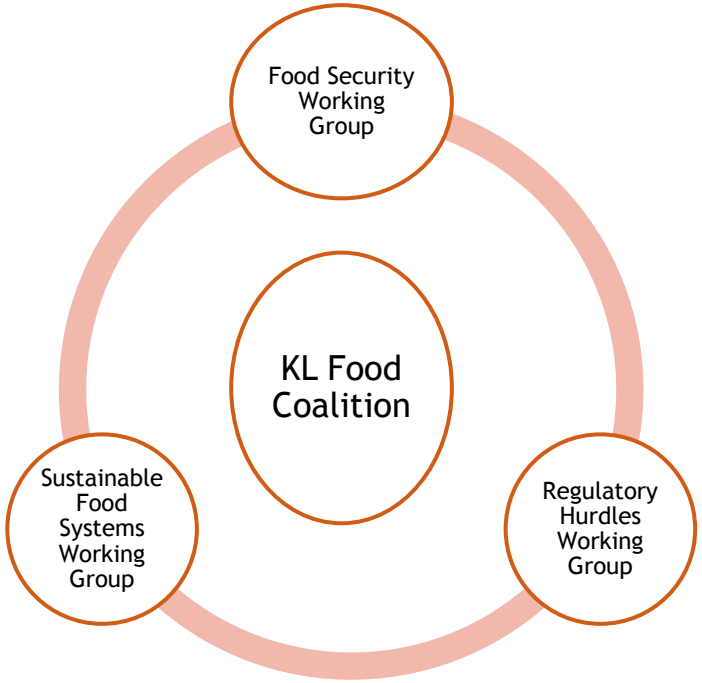
Heather Kirby
Chairperson KL Food Coalition
General Manager
Kawartha Lakes Food Source

Overview

- Who we are and what we do
- Food insecurity in City of Kawartha Lakes
- Strategies to address food insecurity
- Next steps

Kawartha Lakes Food Coalition

Implements the Kawartha Lakes Food Charter and the Kawartha Lakes Food Action Plan



Food Security Working Group

Food security exists "when all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life"

Our goal: Support all levels of government and community partners to achieve food security for all residents in CKL.

We are implementing the

- Food Security Strategic Priorities
- Poverty Reduction Roundtable's Food Security Strategy

Food Security Working Group

Working group members:

HKPR District Health Unit, Kawartha Lakes Food Source, Salvation Army Lindsay, United Way, Lindsay Community Garden, Toward Balance Support Network, Plant a Row Grow a Row Program, Poverty Reduction Round Table, and Community Volunteers

We work with various partners including local school boards, churches, community organizations and volunteers

Poverty and Food Insecurity

In CKL:

- 1 in 10 individuals are food insecure (Health Unit)
- Approximately 17% of children live in low income households and 35% of food bank clients are children (Stats Canada 2016 and KLFS)
- Median after tax income in CKL is lower than that reported for Ontario (Stats Canada 2016)

Working Can Still Mean Poverty

58%

of Ontario families who struggle to put food on the table are in low paying, unstable jobs

2017 Income Scenarios Using NFB Data

	Households with Children		Single Parent	Single Person Households		
	One Full-Time Minimum Wage Earner	Ontario Works	Two Children, Ontario Works	Person on Ontario Works	Person on Ontario Disability Support Program	Senior on Old Age Security/ Guaranteed Income Supplement
INCOME	**$1,976**	**$1,205**	**$1,019**	**$ 706**	**$ 1,128**	**$1,443**
Ontario Guaranteed Annual Income System						$ 83
Canada Child Benefit	$ 1,115	$ 1,126	$ 1,126			
GST/HST credit	$ 70	$ 70	$ 70	$ 23	$ 31	$ 35
Ontario Trillium Benefit	$ 148	$ 148	$ 119	$ 65	$ 67	$ 102
Working Income Tax Benefit	$ 74					
Employment Ins. paid	$ (32)					
Canada Pension Plan paid	$ (83)					
TOTAL INCOME	$ 3,268	$ 2,549	$2,334	$ 794	$ 1,226	$ 1,663
Less Average Market Rent (no heat/hydro) [1]	$ 1,262 3 Bedroom	$1, 262 3 Bedroom	$1,051 2 Bedroom	$ 860 1 Bedroom	$ 860 1 Bedroom	$ 860 1 Bedroom
Less Food [2]	$ 882	$ 882	$ 693	$ 283	$ 283	$ 207
TOTAL SELECTED EXPENSES	$ 2,144	$ 2,144	$ 1744	$ 1,143	$ 1,143	$ 1,067
MONEY LEFT for OTHER Basics	**$ 1,124**	**$ 405**	**$ 590**	**-$ (349)**	**$ 83**	**$ 596**
% of income spent on rent	**39%**	**50%**	**45%**	**108%**	**70%**	**52%**
% of income spent on healthy food	**27%**	**35%**	**30%**	**36%**	**23%**	**16%**

[1] Rental Market Survey (RMS), Canada Mortgage and Housing Corporation.
[2] HKPR District Health Unit. (May 2017). Nutrition Food Basket Costing.

Causes of Food Insecurity

- Income insecurity – low income
- Unaffordable housing
- Unaffordable childcare
- Unaffordable and/or lack of transportation

How is food insecurity addressed?

FOOD SECURITY CONTINUUM

Short Term Relief → Capacity Building → Systems Change

Emergency & Short-Term Relief

Food banks /soup kitchens

- They were designed to be temporary solutions
- The need still exits and continues to rise

Our focus: Support initiatives that increase access to healthy foods

Emergency & Short-Term Relief

Food Security Working Group Projects:

To help provide fresh vegetables and fruits to families in need

Partner on

- Plant a Row Grow a Row Program (PARGAR)
- Seeds of Kindness Edible Fruit Tree Project

Note: The vegetables in the picture are from Health Unit's Garden for PAR GAR

Emergency & Short-Term Relief

Summer Outreach Lunch Program Pilot in Lindsay

- 16 days in July & August
- 1384 lunches prepared
- 31 volunteers contributed 515.75 hours

Capacity Building Strategies

- Partners come together to develop social networks and food literacy programs
  - Community kitchens
  - Community gardens
  - Buy local campaigns
  - Educational workshops

Capacity Building Strategies

Food Security Working Group Projects:

Partner to support and implement

- Educational workshops on gardening and food preservation
- Community Kitchen Program for food bank clients in Woodville, Omemee, Fenelon Falls

Systems Change Strategy

- Short term relief and capacity building strategies can not end poverty
- Urgent need to implement the systems change strategy
- Develop policies and programs that sustainably attain food security for all

Systems Change Strategy

What is the sustainable solution to attain food security for all?

Systems Change Strategy

The ONLY solutions to address food insecurity are income based

- Income guarantees i.e. basic income and GIS
- Higher social assistance rates
- Minimum wage that reflects a living wage
- Improvements to employment standards
- More affordable housing, transportation, and childcare

Living wage for Kawartha Lakes is $18.42/hour (Living Wage Ontario Nov, 2018)

Systems Change Strategy

Food Security Working Group Projects:

- Basic Income pilot advocacy/implementation support
- Basic Income pilot cancellation follow up
- Provincial election campaign
- Municipal elections campaign
- Provincial and Federal prebudget consultation

Food Security Working Group

Next Steps:

- Continue to support innovative food security projects
- Continue advocacy for income based solutions
- Build new partnerships

What You Can Do

- Support local food security initiatives
- Consider food security when developing or revising plans and policies
  - Official plans
  - Sustainability plans
  - Agricultural and food security plans
  - Climate change plans

Food Security Starts in Our Own Backyard

What You Can Do

Advocate to Provincial and Federal Government to:

- increase the minimum wage to reflect a living wage
- revisit basic income
- raise social assistance rates
- improve employment standards
- develop more affordable housing, childcare, and transportation

Thank you

Aisha Malik, RD
Chairperson Food Security Working Group
Public Health Dietitian
HKPR District Health Unit
E-mail: amalik@hkpr.on.ca
Ph: 1-866- 888-4577 ext. 2300

Heather Kirby
Chairperson KL Food Coalition
General Manager
Kawartha Lakes Food Source
E-mail: heather@kawarthalakesfoodsource.com
Ph: 705-324-0707

CKL-H Financially Assisted Waiting List

Information Report to Council

March 2019

Topic Areas

- Background: responsibility, programs, supply
- List: who can apply and how, numbers, why they are applying and where they live now
- Supply versus Demand: turnover, waiting times

Provincial Responsibility

- City of Kawartha is “Service Manager” for housing and homelessness for an area that includes:
  - City of Kawartha Lakes
  - County of Haliburton
- Responsible to administer a centralized waiting list for all transferred rent geared to income units
- Service levels to maintain 871 rent geared to income units

Transferred Rent Geared to Income Units

- Transferred providers include
  - KLH Housing Corp
  - Neighbourhood Housing in Lindsay
  - Fenelon Area Independent Living Association
  - Staanworth Non Profit Housing Corporation
  - Haliburton Community Housing Corporation
  - Monmouth Township Non Profit Housing Corporation
- Commercial Rent Supplement
- Housing providers market units administered independently

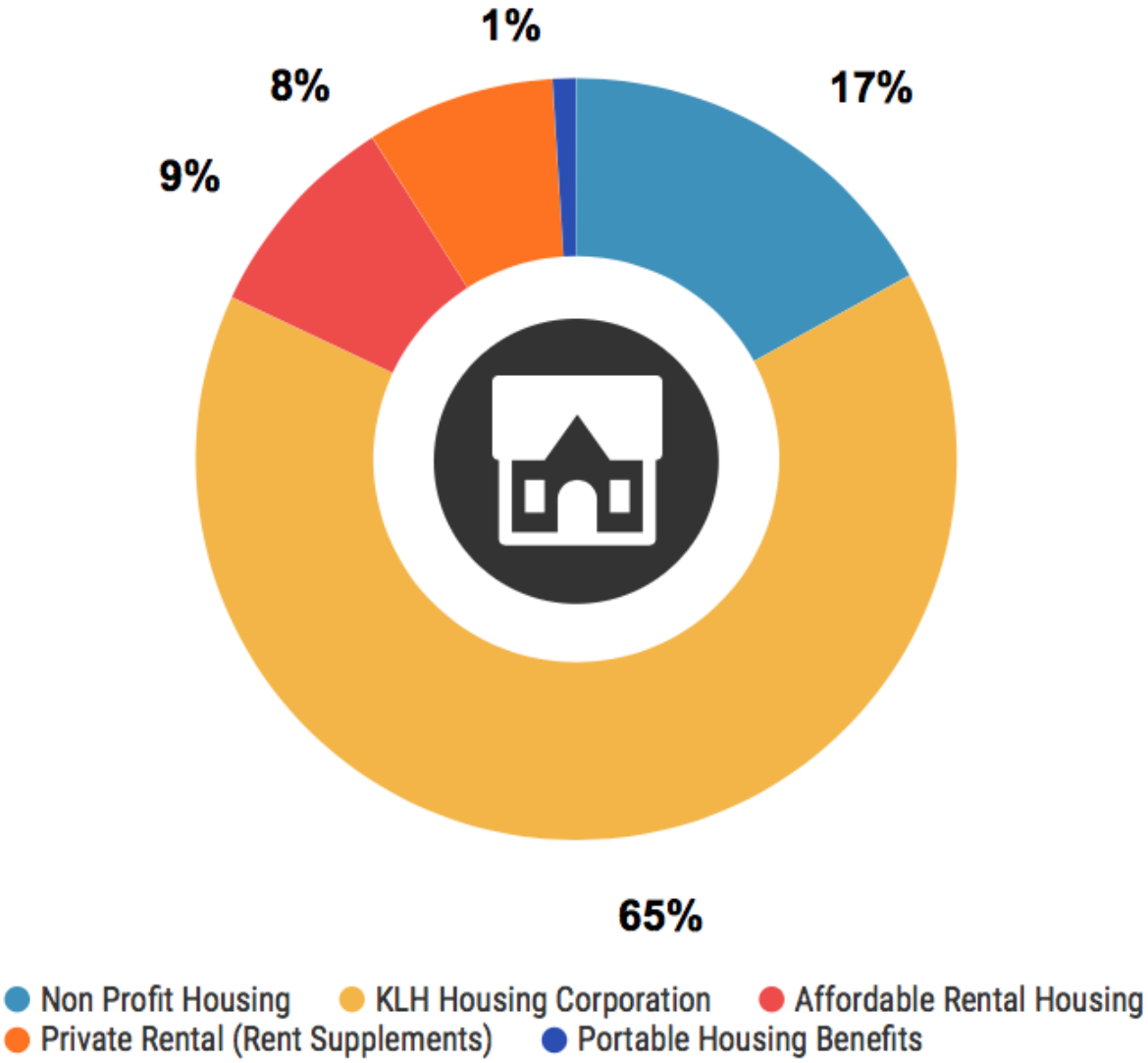
Additional Units & Programs

- Local decision to include other programs and housing providers who have accessed funding
  - New developments by KLH Housing Corp
  - FAILA, 2007
  - Kawartha Lakes Haliburton Mental Health Services (KLHMHS)
  - Village Housing
  - Private landlords in receipt of rent supplement
  - Options for portable housing benefits

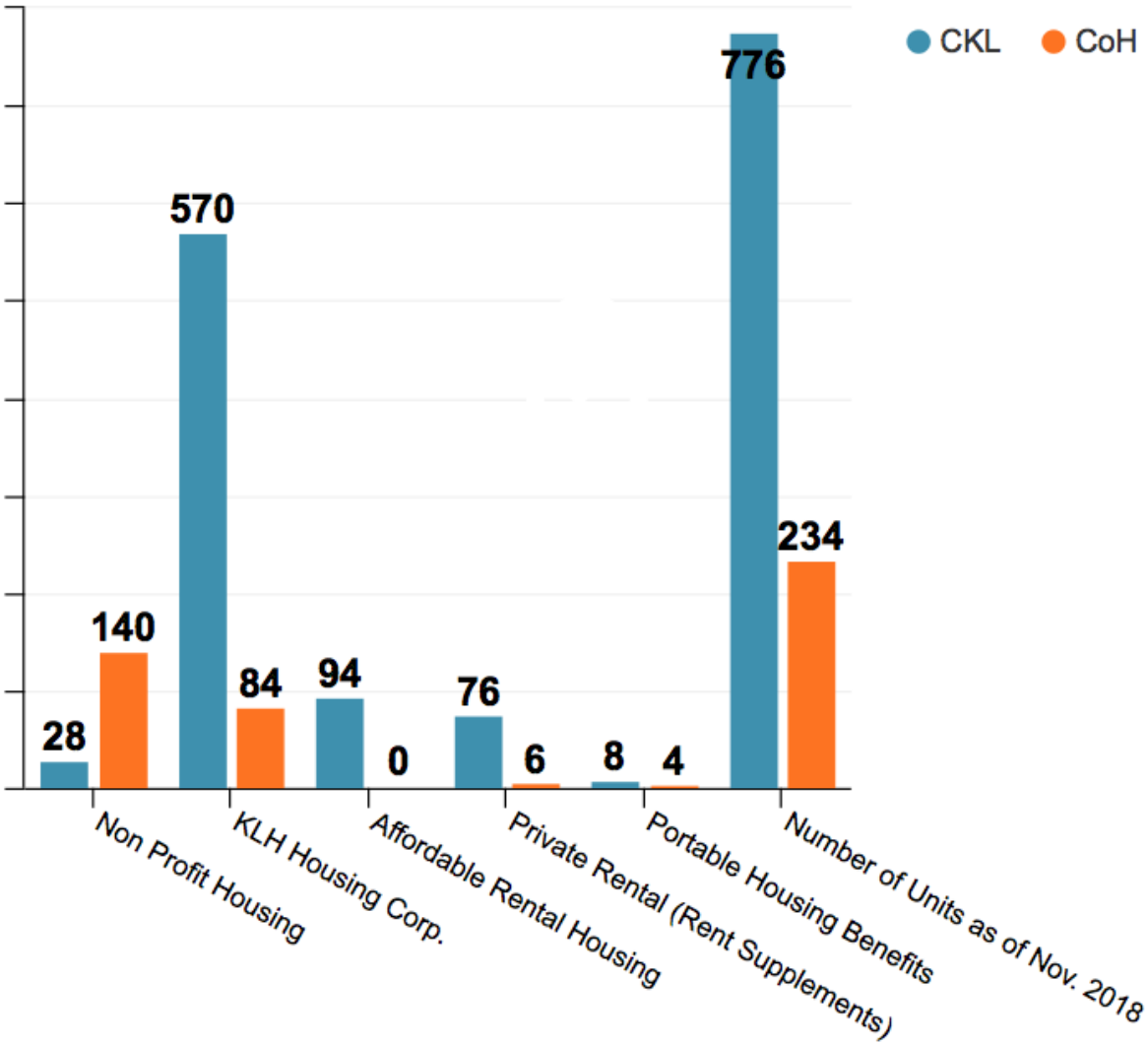
Programs

1. Rent Geared to Income (RGI) Program - 30% gross income calculation
2. Rent Supplement Program (RS) - RGI program within a market rent unit
3. Affordable Housing Program (AHP) - units built at 80% average market rent
4. Housing Allowance Program (HAP) - allowance within an AHP unit
5. Portable Housing Benefit (PHB) – calculated benefit similar to RGI which applicant can use in the private market

Supply


1%
8%
17%
9%
65%
Non Profit Housing
KLH Housing Corporation
Affordable Rental Housing
Private Rental (Rent Supplements)
Portable Housing Benefits

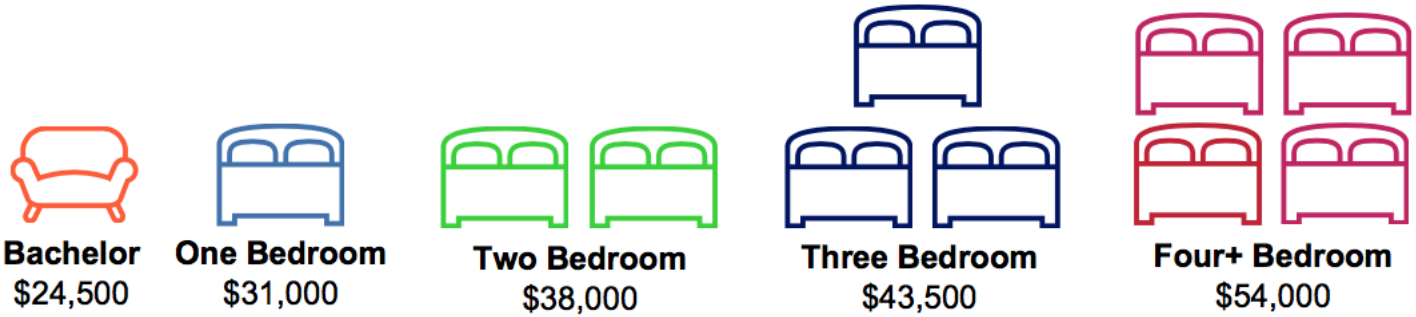
Location of Supply



Eligibility

Eligibility

- Citizenship
- No arrears owed to other housing providers
- Not been found guilty of RGI misrepresentation by the Ontario Landlord and Tenant Board
- Once offered housing have income at or below the household income limits

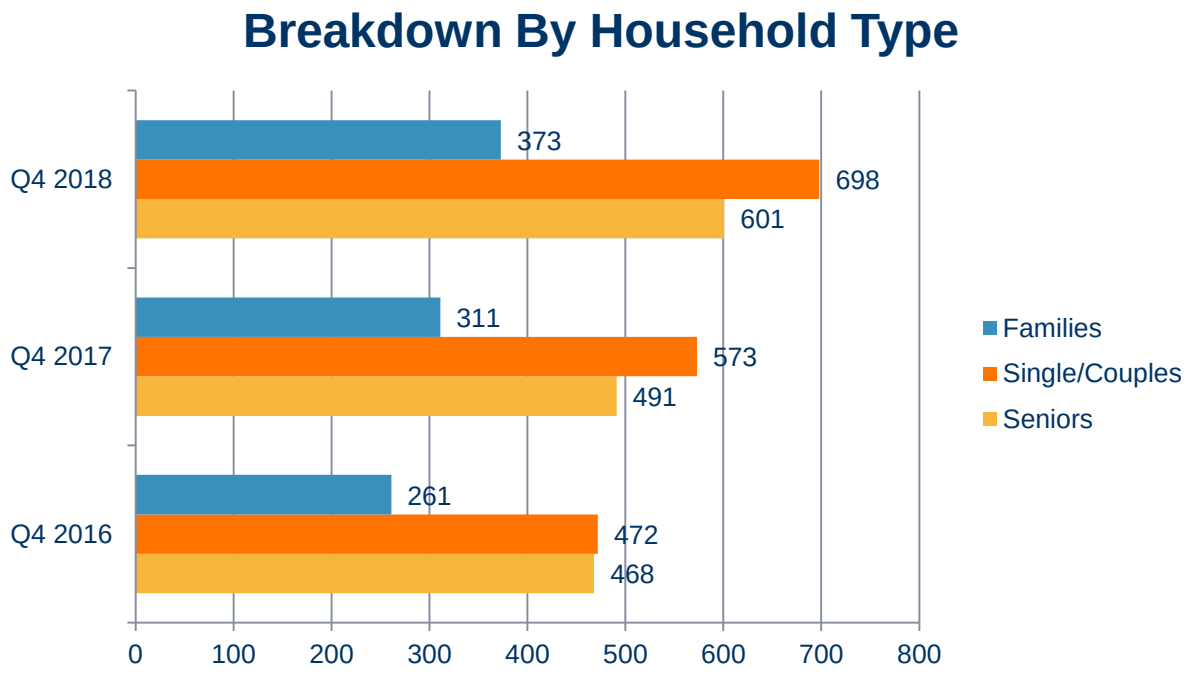


Application

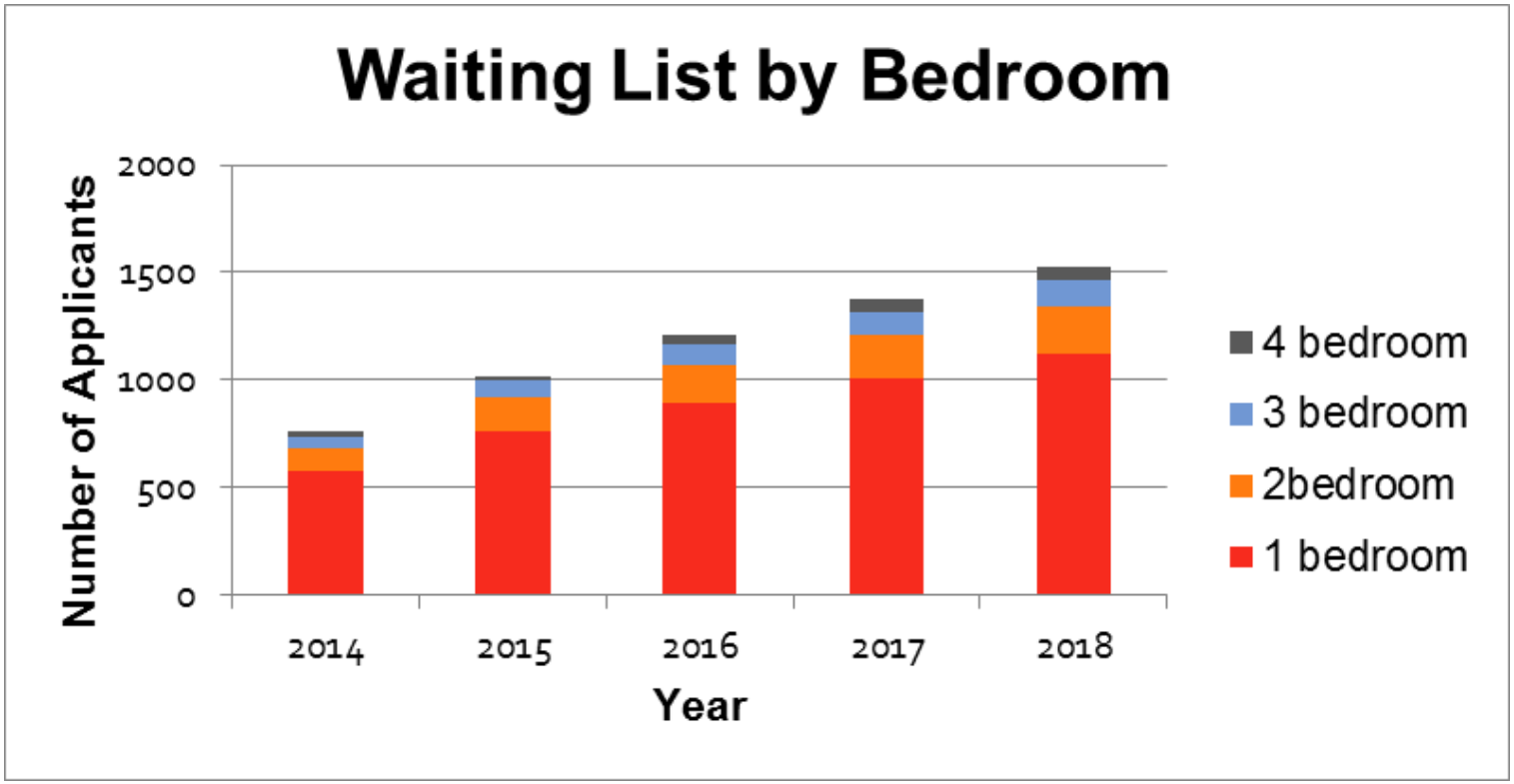
- Households identified within three categories
  - Seniors (defined as 60+)
  - Households who are not seniors and are without dependents
  - Households who are not seniors and have dependents
- Can choose the property where they want to live
  - As many selections as they wish as long as they meet occupancy and type criteria (for example a non senior couldn't apply for a senior property, one person household only qualifies for one bedroom, etc.)
- Victims of domestic violence or human trafficking have priority over all others
- Balance of the list is in chronological date order

Waiting List by Demographics

- Almost 1,700 unique households
- 375% increase since 2013



Waiting List by Bedroom Size



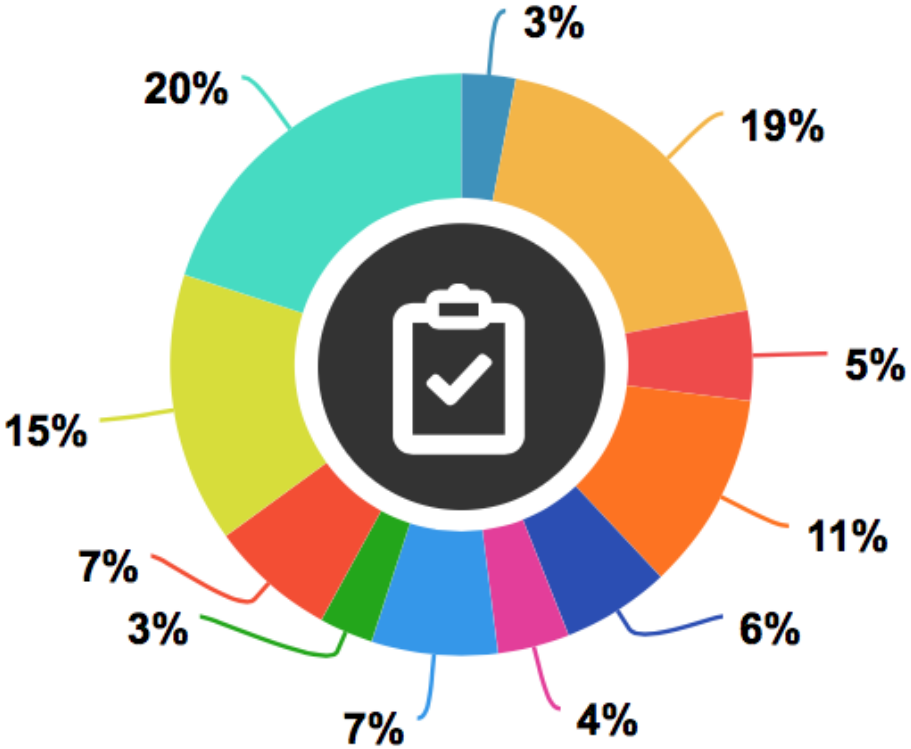
Who is Applying

Total Waitlist	Senior	No Dependents	With Dependents	Total	Percentage of Total
Kawartha Lakes	305	480	235	1020	**60%**
Haliburton County	166	120	51	337	**20%**
Other	128	116	96	340	**20%**
Total	599	716	382	1697	
Percentage of Total	35%	42%	23%		

80% of applicants are *local*

to Kawartha Lakes or the County of Haliburton

Reasons for Applying

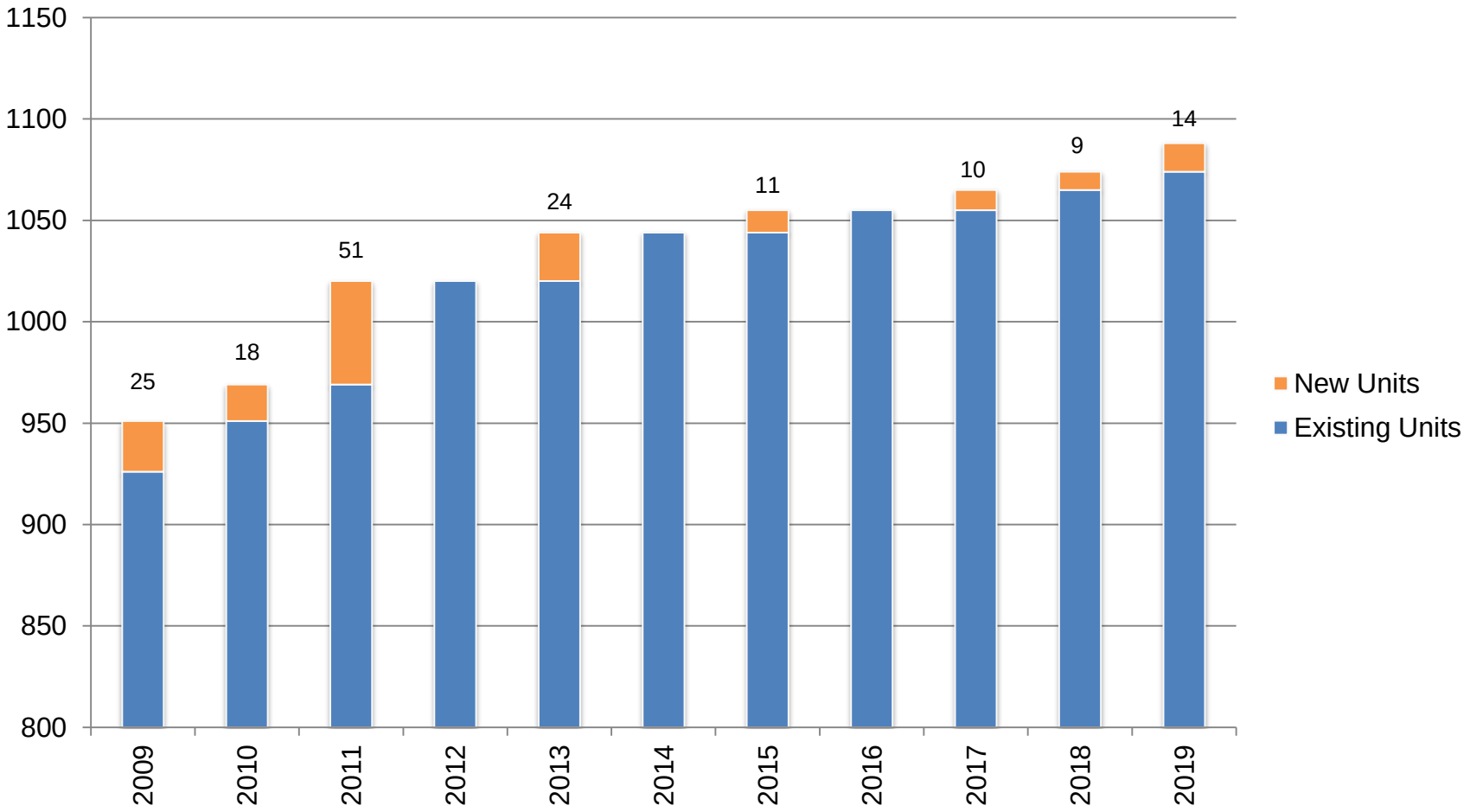


- Living at Shelter
- Living with Friends and/or Family
- Housing in Need of Repair
- Rent unaffordable
- Wish to be closer to support service and/or hospital
- Being evicted
- Wish to move closer to family
- In financially assisted housing, but want to move
- Wish to move to a different community
- Planning for the Future
- Other

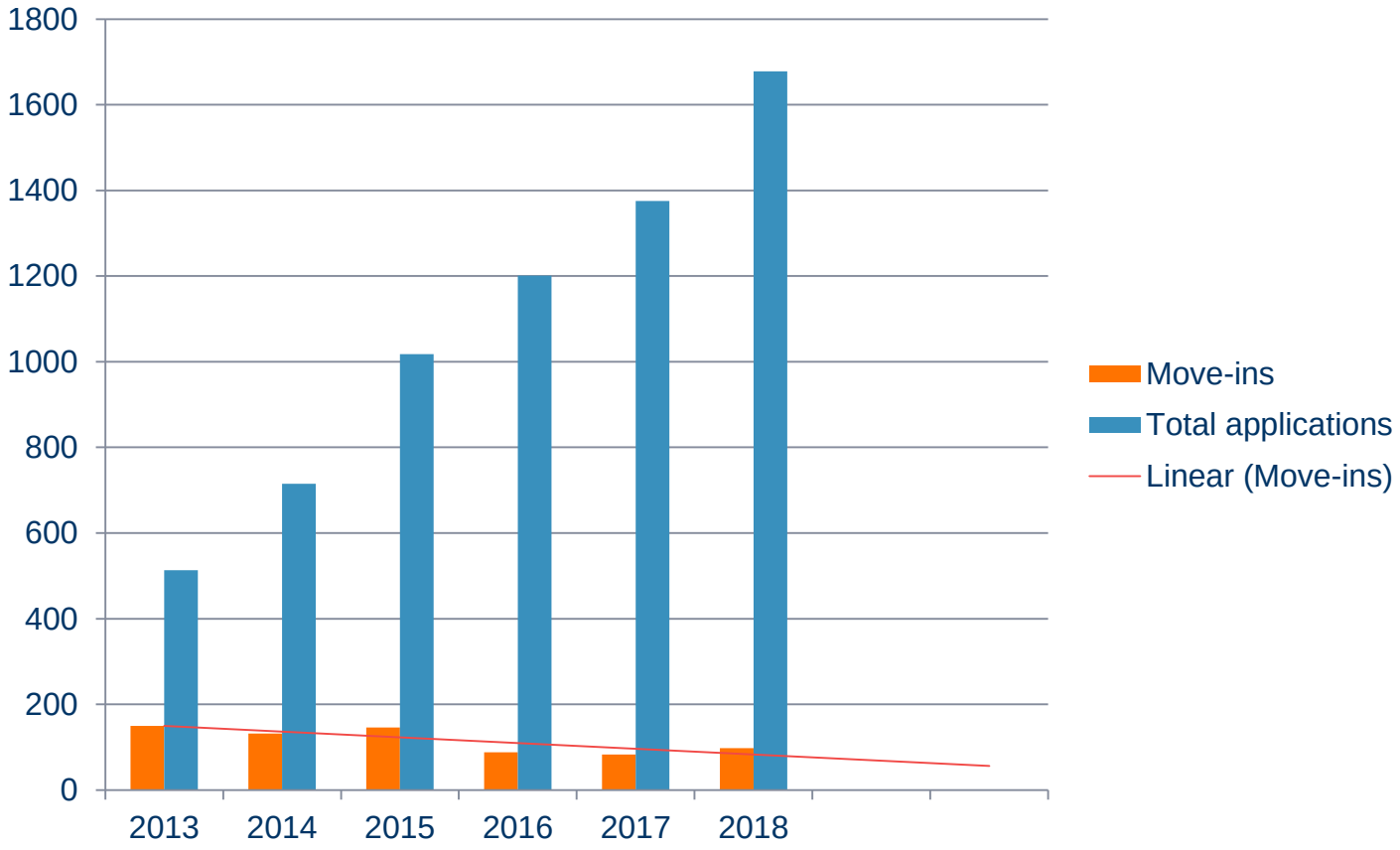
***Other reasons:**

-Unable to maintain own home
-Fleeing an abusive relationship
-Family breakdown
-Requires accessible housing
-Safety concerns

Increase in Supply



Waiting List versus Turnover



Wait Times

Trend over the past four years: time established by looking at the actual wait time of those housed

Unit Size	All - Wait time for most applicants (years)	Haliburton - Wait time for most applicants (years)	Lindsay - Wait time for most applicants (years)	Kawartha Lakes (not Lindsay) - Wait time for most applicants (years)
1 bedroom	4.64	3.61	5.23	3.40
2 bedroom	4.01	2.78	4.11	1.58
3 bedroom	3.60	1.29	3.61	N/A
4 bedroom	1.13	1.13	N/A	N/A
Bachelor	4.56	N/A	4.56	N/A
Total	**4.30**	**3.58**	**4.83**	**3.39**

Households who apply today may wait as long as 7 years

Conclusion

- Assist council to understand local needs
- Requirement to renew the 10 Year Housing & Homelessness Plan
- New plan must include housing targets
- Targets must consider the waiting list
- Renewed 10 Year Plan for consideration in June

Questions?

CKL-H Affordable Housing Rental Targets

Information Report to Council

March 2019

Topic Areas

- Background: renewed 10 Year Housing & Homelessness Plan, requirement to establish targets, affordable housing definition, categories
- Methodology: creating the targets, models, partnerships, ways to achieve
- Models: by bedroom size, household categories, programs

Background

- City is Service Manager for service area:
  - City of Kawartha Lakes
  - County of Haliburton
- Provincial legislation requires Service Managers to create 10 Year Plans
  - First plan required by 2014 (councils adopted CKL-H plan in February 2014)
  - Requirement to review and update every 5 years (by June 2019)
  - CKL-H plans to renew existing plan (2019-2029)

Focus of the Plan: Housing System

Affordable Definition

- Housing, both ownership and rental, are said to be affordable if the accommodation costs or rent does not exceed 30% of gross annual household income for low or moderate income households
- Low or moderate income households have incomes falling at or below the 60th income percentile

Who They Are

	Emergency & Temporary Housing	Affordable Permanent Housing		
		Low Income (Household with income at or below the 30th percentile)	Middle Income (Households with income between the 30th and 60th percentile)	Supportive
Who they are	Households or individuals without permanent housing options	**Renter Income (at or below)** City - $22,800 County - $21,000 **Affordable Rent (at or below)** City: $570 County: $520	**Renter Income (between)** City - $22,800 & $42,100 County - $21,000 & $36,600 **Affordable Rent (between)** City - $570 & $1,050 County - $520 & $920	Households or individuals with need for permanent supportive housing
		Owner Income (at or below) City - $46,500 County - $39,400 **Affordable Housing Price (at or below)** City - $164,900 County - $139,800	**Owner Income (between)** City - $46,500 & $84,600 County - $39,400 & $73,200 **Affordable Housing Price (between)** City - $164,900 & 299,900 County - $139,800 & $259,500	

Method to Establish Targets

- OrgCode Consulting Inc. affordable housing forecasting model
- Sensitive to two dozen current and historical variables
  - Population changes, vacancy rates, average rents, at or below the low income cut off, unemployment, household income, homelessness, evictions, minimum wage, rate of labour force participation, clients on social assistance, households on the waiting list, etc.
- Modelling results can be used faithfully and effectively when the bigger picture is seen

Rental Targets - Models

1

Catch Up

Planning towards things not getting worse, considers small gains being made over the past few years have been important, but not enough

2

Moving Forward

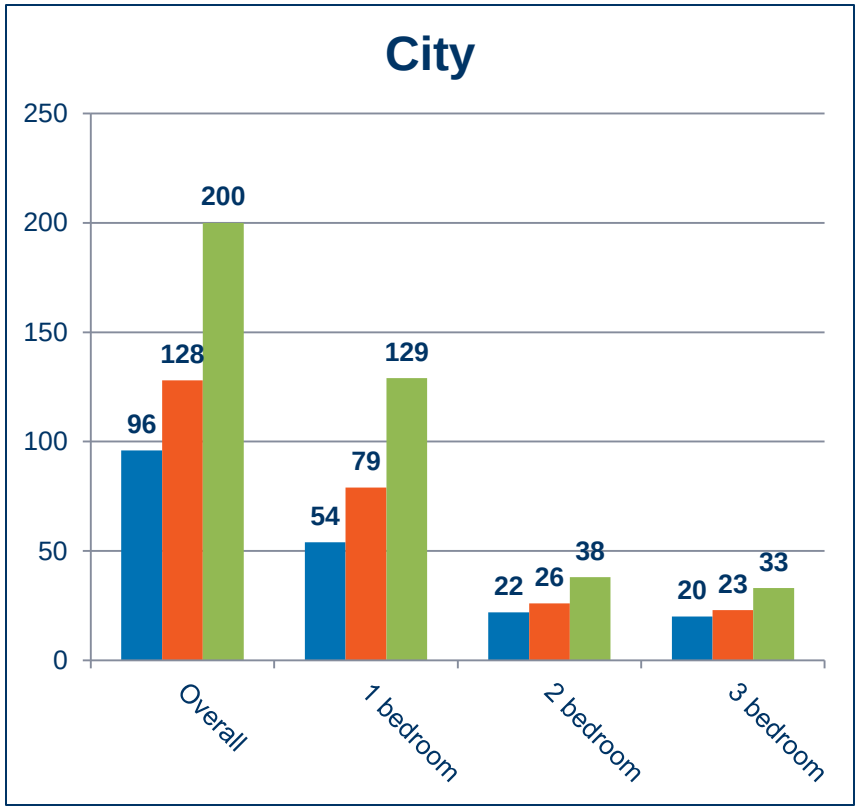
Housing needs are not eliminated, but considerable gains are made in working to address them

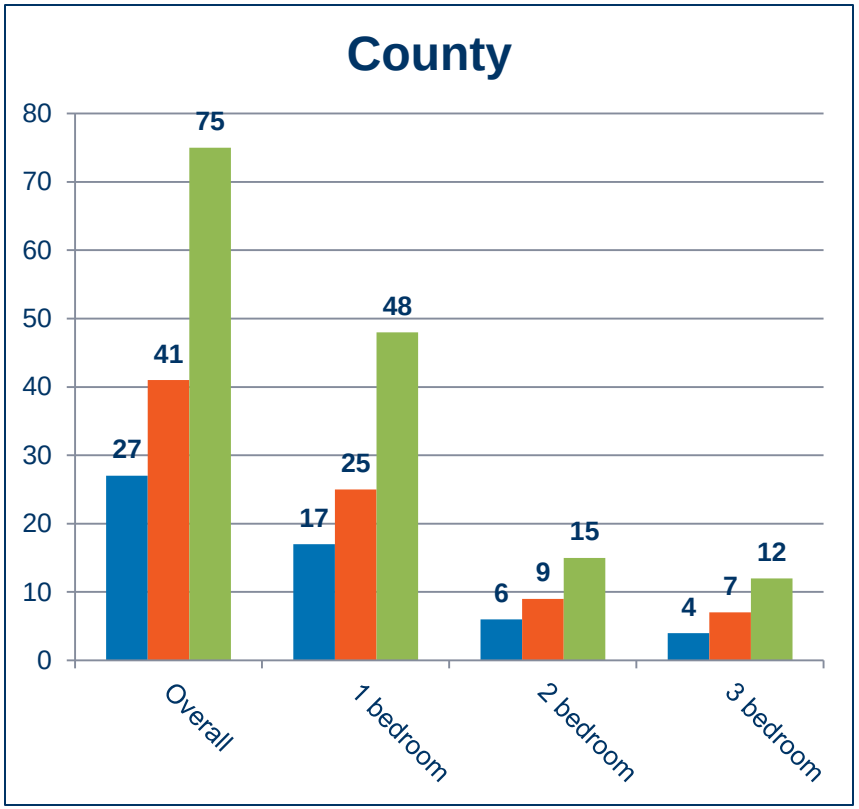
3

Ideal

The overall need is explored in the context of identifying the volume of housing needs by dwelling unit size

Additional Units on Average Annually by Bedroom Size





Catching Up

Moving Forward

Ideal

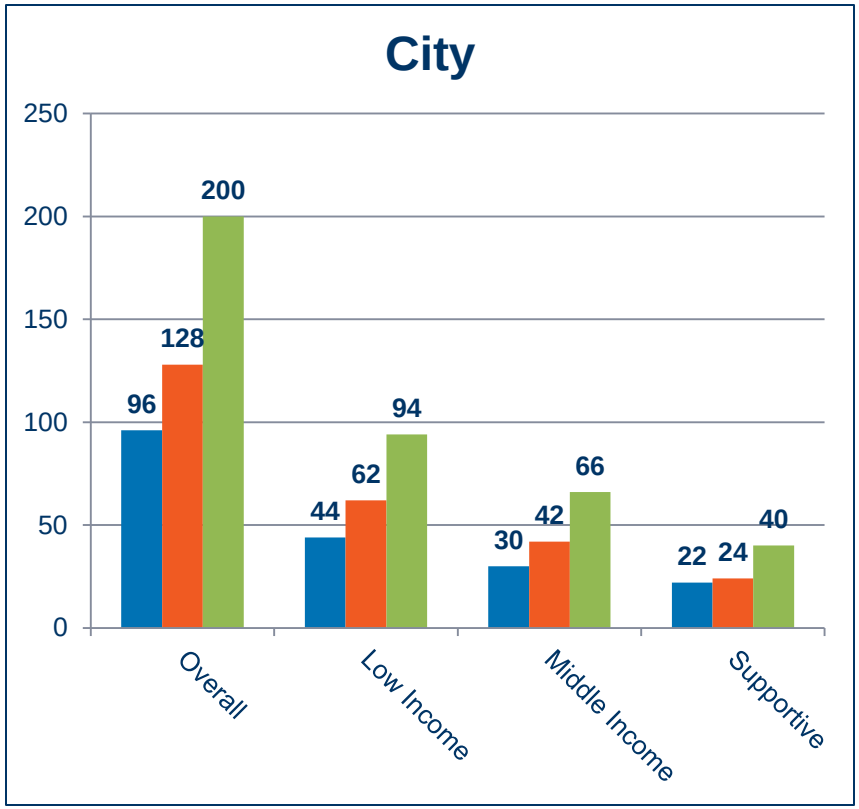
Rental Targets - Categories

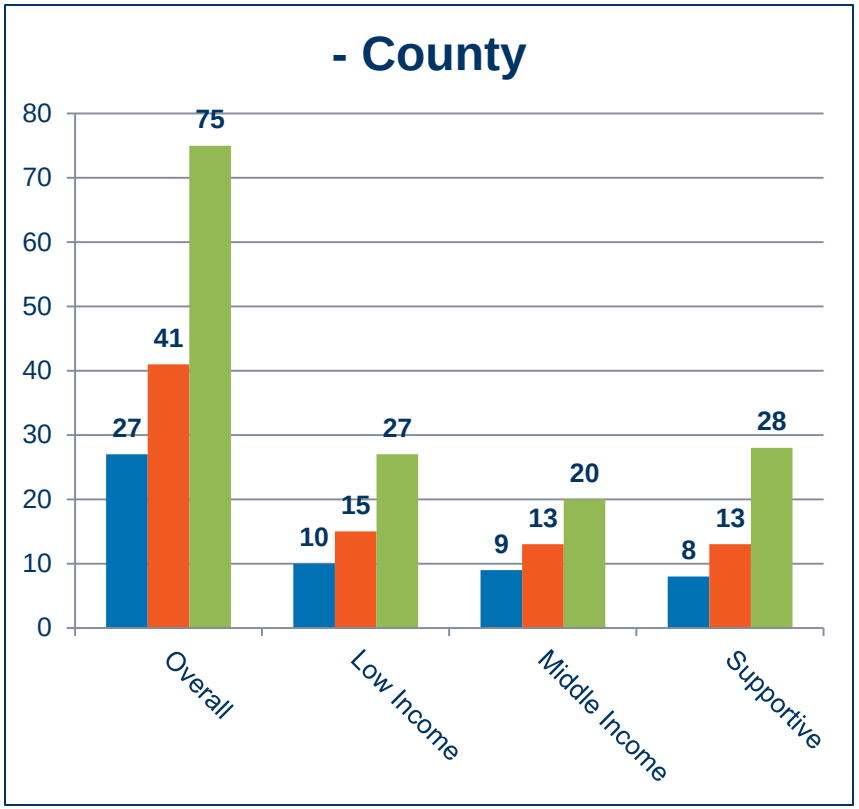
1. Low Income
   a. Average annual gross household income at or below:
      - City - $22,800
      - County - $21,000
   b. Affordable Rent (30% gross income) at or below:
      - City: $570
      - County: $520

2. Middle Income
   a. Average annual gross household income between:
      - City - $22,800 and $42,100
      - County - $21,000 and $36,600
   b. Affordable Rent (30% gross income) between:
      - City - $570 and $1,050
      - County - $520 and $920

3. Supportive
   a. Average income and affordable rent generally within the low income category
   b. Additional support services provided (history of homelessness, barriers to housing, mental illness, substance use, frail elderly, physical disabilities, etc.)

Additional Units on Average Annually by Household Category





Catching Up

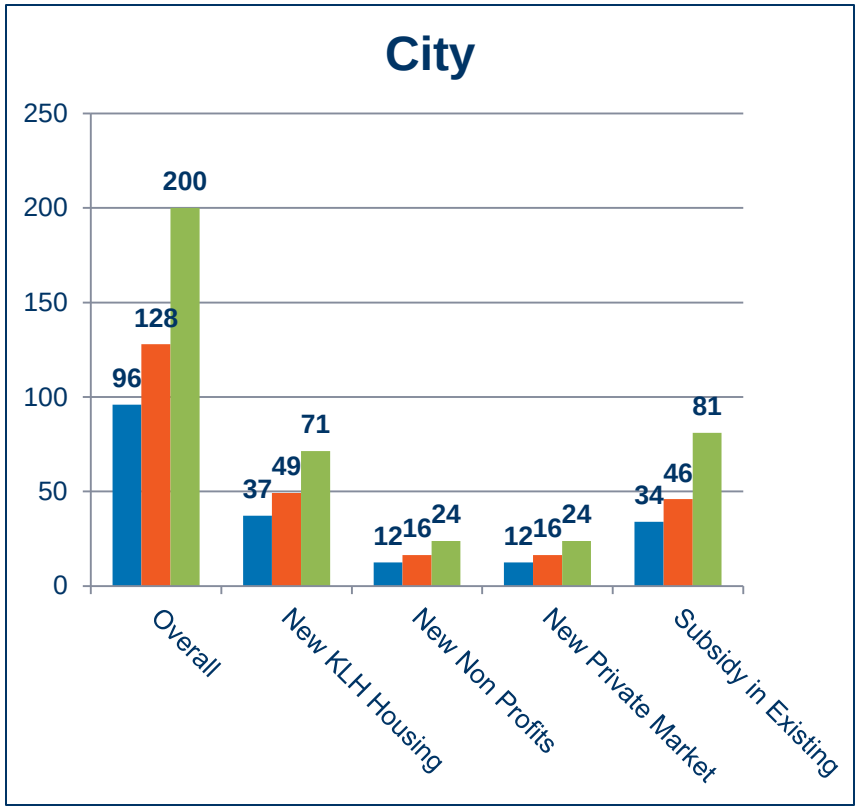
Moving Forward

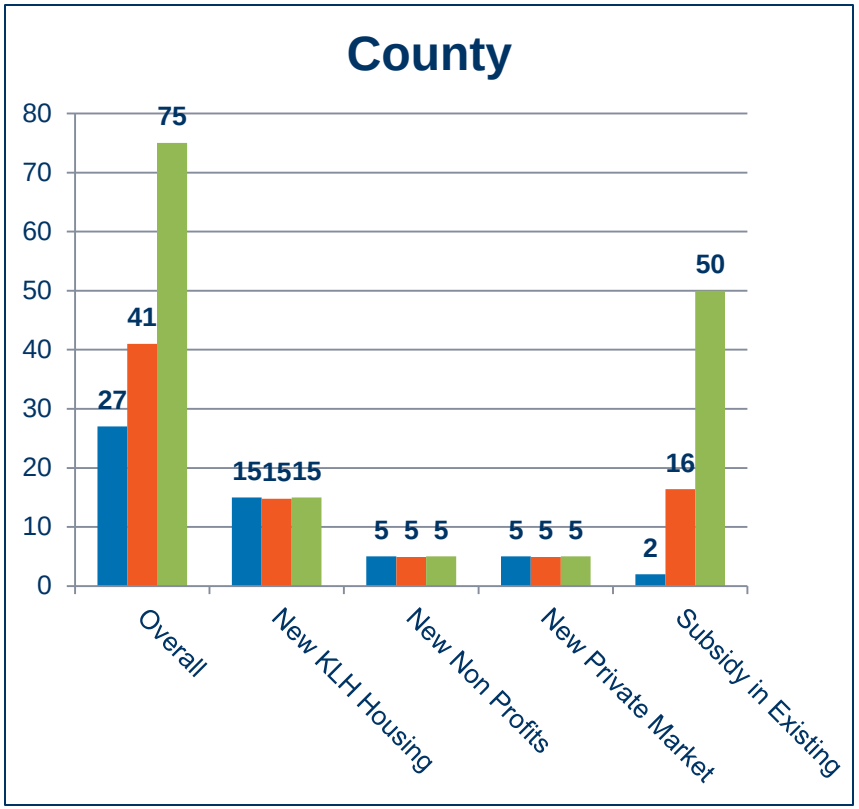
Ideal

Rental Targets – Ways to Achieve

- The targets are only achievable with funding and policy support from all levels of government as well as participation from private developers, the local housing corporation, non-profit housing providers, community agencies and residents.
- It is important to realize that each affordable unit does not necessarily occur from purpose built rental developments. These units can be created in a variety of ways that include providing subsidies to tenants to afford existing market rental units, the creation of a second unit within an existing single home, rehabilitation of an existing space not currently used for rental housing, etc.

Additional Units on Average Annually by Program Type





Catching Up

Moving Forward

Ideal

Considerations

- Federal/Provincial Funding
  - Per unit amount for new construction, rehabilitation and secondary suite
- Municipal Incentives
  - Development of policies for provision of land, certain fees and charges, property tax deferrals, capital contributions, etc.
- Subsidy within existing units
  - Housing Allowance
  - Rent Supplement
  - Portable Housing Benefit

Conclusion

- Assist council to understand local needs, models and ways to achieve
- Requirement to renew the 10 Year Housing & Homelessness Plan
- New plan must include housing targets
- Report in May recommending targets for adoption
- Renewed 10 Year Plan for consideration in June which includes targets

Questions?

Request to Speak before Council

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: *

Michael Skinner

Address: *

270 George Street North, 3rd floor

City/Town/Village:

Peterborough

Province: *

ON

Postal Code:

K9J3H1

Telephone: *

7055361101 ext. 902

Email: *

mskinner@innovationcluster.ca

There can be a 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.

Deputant One:

Michael Skinner

Deputant Two:

First Name, Last Name

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

I wish to speak in front of council regarding the Innovation Cluster and its impact made on the Peterborough area as well as specifically to the Kawartha Lakes region. I would be covering the basis of what the mission and values are of the Innovation Cluster and the connections and partnerships we have formed to be where we are today. I would be presenting the statistics we have gathered over the course of 2018 in total and as well as specific to Kawartha Lakes, including overreaching all of our Provincial targets of economic impact made, jobs created and startup companies supported. Through this presentation, I will be summarizing the impact the Innovation Cluster has made over the course of 2018 and the targets the Innovation Cluster has for the future. One of these future aspirations would be to work towards having a physical location in the Lindsay area to support multiple startups in an incubation program. We believe by having a physical space in that area will help us to better reach new and current startups growing out of that space. Having this physical location will increase awareness (awareness to residents as well as bring awareness to that the Innovation Cluster supports entrepreneurs in Kawartha Lakes) and ease commuting for entrepreneurs.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

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

The action which I hope will result from this presentation is to provide to council a greater understanding of the work the Innovation Cluster puts forth to grow innovation and technology in this area, as well as the impact on the economy we have so far made. Moving forward, with the success we have already had so far with startup clients in Kawartha Lakes, we are eager to work towards implementing a physical location in Lindsay. Through this location, the Innovation Cluster would be able to better reach clients who reside in this area, and increase our numbers of startups supported and jobs created. The Innovation Cluster would like to have space in this location for multiple clients to work out of and have an on-site staff member work out of this office, creating an essential support base for entrepreneurship in Kawartha Lakes.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Michael Skinner - President & CEO, Innovation Cluster - Peterborough and the Kawarthas

Date:

1/22/2019

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

- (•) Yes

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

HELPING INNOVATIVE STARTUPS SHAPE THE FUTURE

INNOVATION CLUSTER

PETERBOROUGH AND THE KAWARTHAS

Core Funding Partner

TRENT UNIVERSITY

Fleming College

Ontario Centres of Excellence

City of Peterborough

Peterborough Angels
Investing in Entrepreneurs

Federal Economic Development Agency for Southern Ontario
Agence fédérale de développement économique pour le Sud de l'Ontario

Zone Partner

RBC

KONRAD

VENTURE NORTH

Program Partner

SOFII
Southern Ontario Fund for Investment in Innovation
FIISO (Fonds d'investissement dans l'innovation du Sud de l'Ontario)

the stewart group
est. in 1896

Birchbark media

Prima IP
Intellectual Property Services

Knowledge Partner

bdc

LLF LAWYERS

IMI

Inclusive advisory

CAMBIUM

Gauvreau & Associates

STIKEMAN KEELEY SPIEGEL LLP

DARLINGINSURANCE

mega

kawartha CREDIT UNION

gastles

Community Futures Peterborough

WCKD MARKETING

Bereskin & Parr
INTELLECTUAL PROPERTY LAW

Entrepreneur Sponsor

<ir>

AMER & ASSOCIATES
ECONOMIC DEVELOPMENT

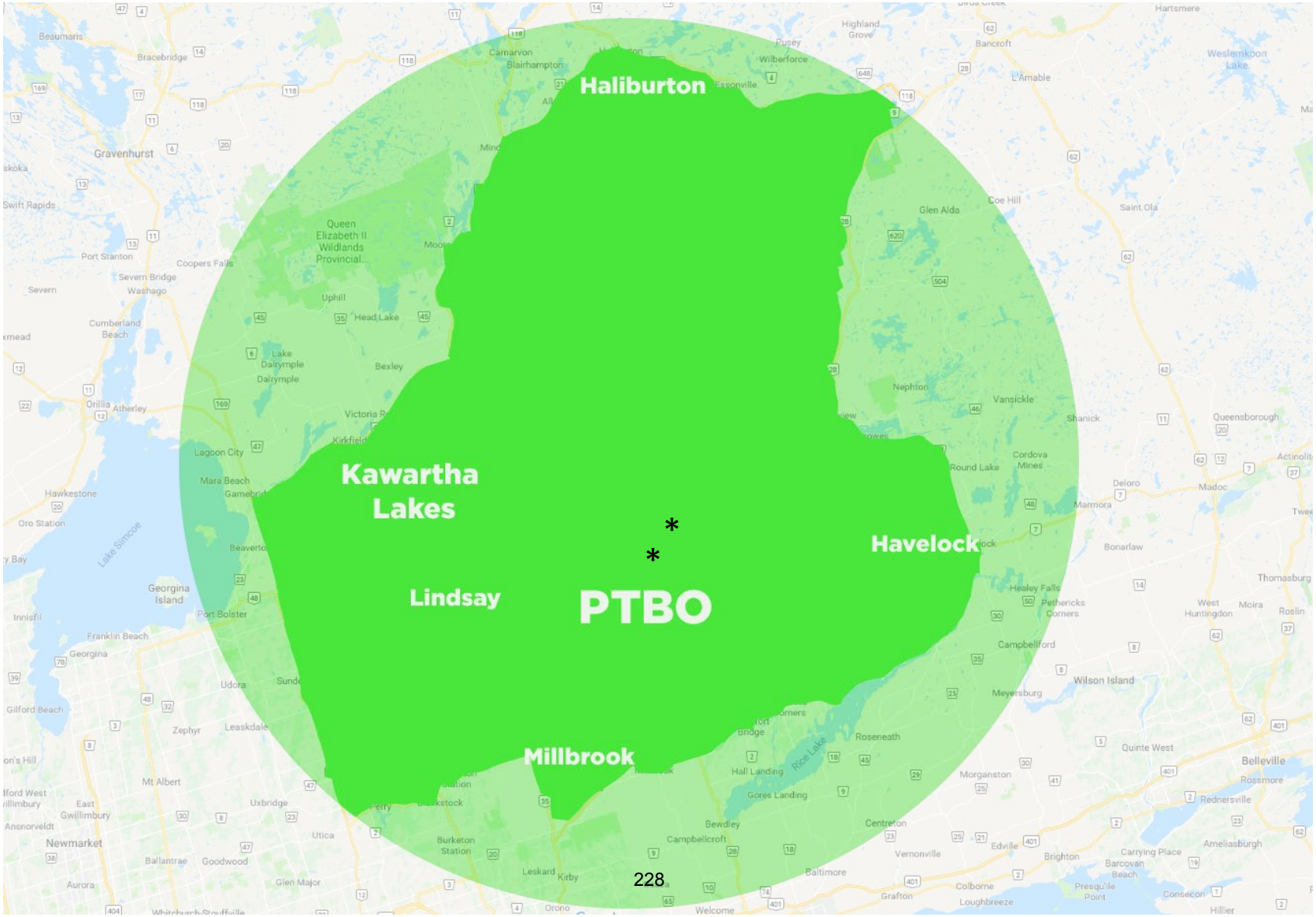
Petes

PART TIME CFO Services

Brant BASICS

PEAK
Benefit Solutions Inc.

GEOGRAPHICAL COVERAGE



PHYSICALLY LOCATED in PETERBOROUGH

DOWNTOWN PETERBOROUGH

OUR BOARD OF DIRECTORS

JOHN DESBIENS
CHAIR OF THE BOARD

STEVE HENDERSON

TIM BARRIE

BRENT WOOTTON

DAVE BIGNELL

SALLY HARDING

MAUREEN ADAMSON

DANA EMPEY

DIANE RICHARD

NEIL EMERY

LE NGUYEN

JIM GASTLE

Consisting of exemplary, leading experts in their field – entrepreneurs, law, finance, clean technology, education & more.

STRENGTHENING INNOVATION & ENTREPRENEURIAL CAPACITY

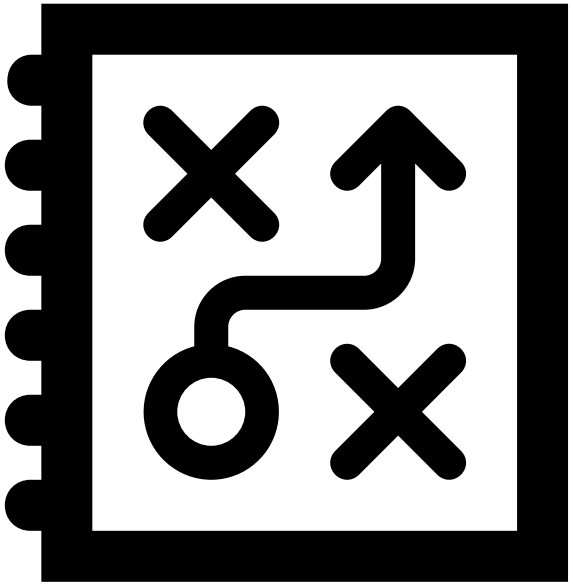
ASSISTING NEW COMPANY FORMATION & GROWTH

GROWING OUR KNOWLEDGE BASED ECONOMY

Did you know?

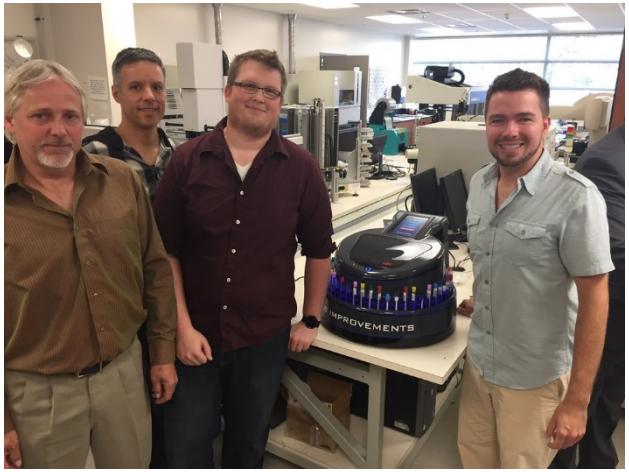
80 percent of start-ups fail in the first two years

BUT incubation programs reduce that to less than 30 percent



CLEAN TECHNOLOGY

HEALTHCARE



AGRICULTURE TECH

DIGITAL TECHNOLOGY

SERVICES OVERVIEW

INCUBATION SPACE

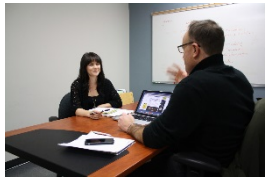
WORKSHOPS

COMMERCIALIZATION of ACADEMIC RESEARCH

KNOWLEDGE PARTNERS / EXPERTS in RESIDENCE

ENTREPRENEURAL COMPETITIONS

EVENTS



INNOVATION CLUSTER
PETERBOROUGH AND THE KAWARTHAS

COMPANIES SUPPORTED

2018

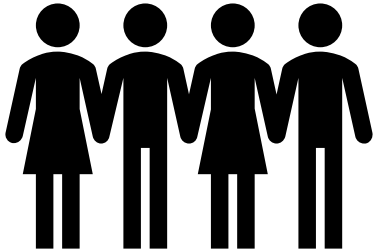
Total innovation & technology (+ youth) startups accepted into the incubation program:

40 + 46= 86

Specific to City of Kawartha Lakes

7 + 1 = 8

OCE Target: 5 Companies



EMPLOYMENT CREATED

2018

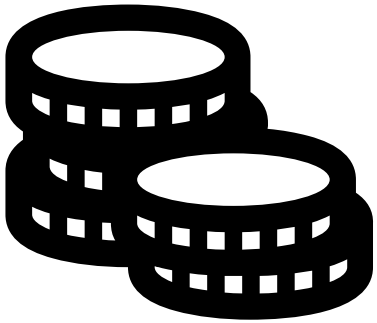
Total part-time and full-time employees created by startups:

171

Specific to City of Kawartha Lakes

20

OCE Target: 10 Positions



ECONOMIC IMPACT

2018

Total sales, personal investment, equity investment, loans & grants:

$15,431,351.37

Specific to City of Kawartha Lakes

$2,355,633

OCE Target: $1,000,000

THANK YOU

AWARENESS

LOCAL & NATIONAL

2018

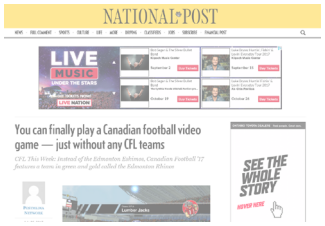
PUBLISHED BLOGS: 70

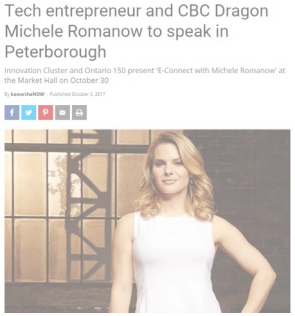
PRESS RELEASES ISSUED: 40

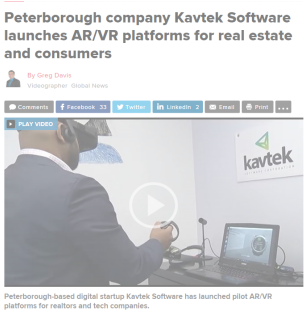
MEDIA PICK UPS: 131

PUBLIC EVENTS HELD: 37

PUBLIC EVENT ATTENDEES: 1,545







The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2019-10

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All Wards

Title: Innovation Cluster Project

Description: The Innovation Cluster Peterborough and the Kawarthas is interested in partnering with the City to locate a new facility in the City of Kawartha Lakes to expand services available to local high growth companies

Author and Title: Rebecca Mustard, Manager of Economic Development

Recommendation(s):

That Report ED2019-10, **Innovation Cluster Project**, be received;

That Staff be directed to work with the Innovation Cluster on potential opportunities to conduct a pilot program in Kawartha Lakes; and

That Staff be directed to report back to Council with a proposed plan for consideration; and

That this recommendation be brought forward to Council for consideration on March 26, 2019.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In 2017, the City of Kawartha Lakes adopted the Economic Development Strategy to support a stronger and more diversified economy. The strategy identified five key industry clusters that are well positioned to expand existing companies, create jobs and attract new businesses.

The City has a comprehensive economic development program that supports community economic development, growth in key industry clusters, business start-up, attraction and expansion. This program is supported by partnerships with the business community to provide complementary services to support the goals of the strategy.

Research has shown that entrepreneurs that are supported in their business start-up are more likely to succeed than those that are not directly supported. These supports can vary from coaching to networking to financial contributions. The City's Economic Development program offers these services for all entrepreneurs.

Research also shows that high growth companies thrive with specialized support targeted to their needs. High growth companies in turn create jobs and wealth in higher proportions than the majority of start-ups. In Ontario, this is demonstrated through the development of programs in Regional Innovation Centres and the Ontario Centres of Excellence.

An interest in providing coordinated and specialized supports to entrepreneurs was identified in the County of Victoria 1998 Economic Development Strategy under the action of a Kawartha Innovation Centre. Since that time, various work has been undertaken to coordinate services to support entrepreneurs, including the creation of a City funded reserve for such work.

Currently, some specialized support services above and beyond the City's Economic Development program are offered to Kawartha Lakes based companies through the existing Innovation Cluster Peterborough and the Kawarthas.

This report addresses the current opportunity to augment the City's Economic Development Program and provide specialized supports to high growth entrepreneurs.

Rationale:

In the City of Kawartha Lakes and Peterborough area, the Innovation Cluster offers targeted supports to high growth companies. The Innovation Cluster is currently located in Downtown Peterborough with a satellite office at Trent University. Their program offering includes physical office space, specialized

services, coaching, and training. To access these programs, entrepreneurs must be accepted as clients of the Innovation Cluster.

In recent years, the number of Kawartha Lakes entrepreneurs accessing the Peterborough based Innovation Cluster has increased. As such, the Innovation Cluster is interested in pursuing opportunities to partner with the City of Kawartha Lakes to offer programming locally.

Staff have been in discussions with the Innovation Cluster on a potential pilot program to offer specialized services in Kawartha Lakes. As these services are not currently offered locally, it creates an opportunity to identify and work with more local high growth entrepreneurs. Should this option be pursued, Staff will work with the Innovation Cluster to develop a comprehensive schedule of services and deliverables for the project as well as a mechanism for determining the success of the program.

Other Alternatives Considered:

As an alternative to a pilot program, Council could choose to pursue a high growth business incubation program owned and operated by the City. This option is not currently recommended at this time.

Financial/Operation Impacts:

Should Council choose to pursue a project with the Innovation Cluster Peterborough and the Kawarthas, there is an Economic Development Reserve Innovation Centre that may serve this purpose.

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

This project aligns with Goal 1- A Vibrant and Growing Economy by increasing support services available to high growth companies in Kawartha Lakes to increase their likelihood of success.

Consultations:

Consultations have been held with the Innovation Cluster, three (3) current Kawartha Lakes based clients of the Innovation Cluster, Ontario Centres of Excellence local Staff, Peterborough and the Kawarthas Economic Development Staff, and the Kawartha Lakes Community Futures Development Corporation.

Attachments:

None

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number DEV2019-001

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: ALL

Title: Kawartha Lakes Healthy Environment Plan

Description: Climate Change Action Plan

Author and Title: Denise Williams, Strategy and Performance Specialist and Chris Marshall, Director of Development Services

Recommendation(s):

That Report DEV2019-001, Kawartha Lakes Healthy Environment Plan, be received;

That staff be directed to communicate with the Federation of Canadian Municipalities (FCM) that the Kawartha Lakes Healthy Environment Plan satisfies milestones one through three in the Partners for Climate Protection (PCP) program and;

That the City of Kawartha Lakes appoint the following:

1. Corporate staff person — Chris Marshall, Director of Development Services
2. Elected Official — Tracy Richardson, City Councillor

to oversee implementation of the Kawartha Lakes Healthy Environment Plan;

That Council adopt the Kawartha Lakes Healthy Environment Plan (2019), dated March, 2019, as a guiding framework and commitment to inform future City decisions and Plans; and

That this recommendation be brought forward to Council for consideration at the March 26, 2019 Regular Meeting of Council.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of June 28, 2016 Council adopted the following resolution:

RESOLVED THAT Report CAO 2016-004, **Corporate Energy Management**, be received;

THAT staff be directed to communicate to the Federation of Canadian Municipalities (FCM) that the City of Kawartha Lakes will participate in the Partners for Climate Protection (PCP) program and commit to achieving the milestones set out in the PCP five-milestone framework as outlined in the background section of this report; and

THAT the City of Kawartha Lakes appoint the following:

3. Corporate staff person (Name) Denise Williams, OSM

4. Elected Official (Name) Gord Miller, Councillor

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality; and

THAT staff be directed to pursue grant funding through FCM to implement the PCP program; and

THAT $75,000 from within the 2016 operating and/or capital budgets be the City's financial commitment to leverage FCM grant funding.

At the Council Meeting of January 10, 2017 Council adopted the following resolution:

RESOLVED THAT Report PUR2017-001, **Request for Proposal 2016-86-OP Consulting Services for Development of Kawartha Lakes Healthy Environment Plan, be received;**

THAT Land Use Research Associates (LURA) of Toronto, being the highest scoring proponent, be selected for the award of Request for Proposal 2016-86-OP for Consulting Services for Development of Kawartha Lakes Healthy Environment Plan;

THAT subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award RFP 2016-86-OP; and

THAT Purchasing Division be authorized to issue a purchase order.

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

RESOLVED THAT Report DEV2018-002, **Kawartha Lakes Healthy Environment Plan Funding Agreement MCIP15346**, be received;

THAT the City of Kawartha Lakes develop a Greenhouse Gas Emissions Reduction and Community Energy Plan that will include specific tasks; who will accomplish them and when they will be implemented, estimated costs and an implementation and monitoring strategy and

THAT the City of Kawartha Lakes committed and spent $75,000 from its existing Operating budget in 2016 toward the costs of this initiative, and

THAT the Mayor and Clerk be authorized to execute the Kawartha Lakes Healthy Environment Plan Funding Agreement MCIP15346 attached as appendix A to this report.

This report addresses this direction and accompanies a presentation by Land Use Research Associates and ICLEI Canada to introduce the Kawartha Lakes Healthy Environment Plan for adoption.

Rationale:

The Paris Agreement is an agreement within the United Nations Framework Convention on Climate Change. The purpose of the agreement is to address the effects of greenhouse gas emissions causing global warming. The agreement was negotiated by representatives of 195 countries and adopted by consensus on December 12, 2015. The agreement dealing with greenhouse gas emissions (GHG), mitigation and finance went into effect on November 4, 2016. As a signing partner in the agreement, Canada will work toward a goal to reduce its contributions to GHG emissions.

On December 9, 2016 the Federal Government adopted the Pan-Canadian Framework on Clean Growth and Climate Change. The framework embodies the principles of a collaborative approach to reduce GHG emissions and enable sustainable economic growth while improving quality of life and building a healthy environment. The framework will contribute to meeting or exceeding Canada’s 2030 climate change target of a 30% reduction below 2005 GHG levels. Pricing carbon pollution, driving innovation and taking action to grow the economy underpin the actions in the plan.

While the provincial direction on climate change is currently under review, the City of Kawartha Lakes Municipal Climate Change Plan (Kawartha Lakes Healthy Environment Plan) has been created in alignment with the Federal GHG emission reduction targets and climate change programming.

In 2016 the City of Kawartha Lakes Corporate Energy Management Plan (CEMP) was finalized and posted per Ontario Reg. 397/11. The CEMP captures baseline consumption of natural gas, vehicle fuel, hydro, propane and heating oil. Demand management initiatives currently underway are documented.

In June 2016 Council endorsed membership in the Partners for Climate Protection Program (PCP), addressing climate change mitigation with the Federation of Canadian Municipalities committing to completing the Five Milestone Framework as detailed below.

Milestone One	Create a community greenhouse gas emissions inventory and forecast.
Milestone Two	Set an emissions reductions target.
Milestone Three	Develop a local action plan
Milestone Four	Implement the local action plan or set of activities
Milestone Five	Monitor progress and report results

The Kawartha Lakes Healthy Environment Plan (KLHEP) adoption satisfies the requirements for Milestones one, two and three of the PCP Program and the City's funding agreement with the Federation of Canadian Municipalities. The KLHEP provides direction on climate change mitigation for the City of Kawartha Lakes.

The KLHEP also addresses climate change adaptation. By partnering with ICLEI Canada, the plan also follows the Building Adaptive and Resilient Communities (BARC) program. The KLHEP includes both climate mitigation strategies and adaptation strategies. In order to protect the people, maintain our infrastructure and be generally resilient as a community facing climate change, it is important to have a climate adaptation plan.

While the full KLHEP is attached to this report, Council will also receive a presentation that provides an overview of the methodology used to write the plan and the vast community engagement that occurred to inform the strategies and actions. Over 2500 people shared their opinions, ideas and insights about climate change as we experience it in Kawartha Lakes.

Other Alternatives Considered:

Council could opt to not recommend the KLHEP for adoption. This action would result in a default in the City's funding agreement with FCM. As well, actions in Council's Strategic Plan would remain outstanding relating to Council's goal to have a healthy environment.

Financial/Operation Impacts:

The KLHEP was funded partially by the Federation of Canadian Municipalities (FCM) and the remaining City's contribution was funded from energy savings as a result of implementation of the Corporate Energy Management Plan.

The financial implications of the KLHEP will occur over the next ten years, the life of the plan as the goals and strategies in the KLHEP are further scoped and implementation partner organizations are confirmed. The KLHEP will inform future master planning by providing climate mitigation and adaptation lenses in all aspects of municipal operations and community planning. The Plan will also inform future annual budgets, asset management plans and long-term financial plans.

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

The KLHEP directly aligns with Council's Strategic Plan in each of the three goals:

- Goal 1 – A Vibrant and Growing Economy – the KLHEP identifies strategies to reduce the out flow of dollars by reducing energy consumption in the community.
- Goal 2 – An Exceptional Quality of Life – the KLHEP identifies strategies to ensure the safety of people and to protect our natural heritage.
- Goal 3 – A Healthy Environment – the KLHEP identifies strategies to mitigate and adapt to climate change that will result in resiliency.

Consultations:

Federation of Canadian Municipalities
ICLEI Canada
LURA Consulting
Ministry of the Environment and Climate Change Resources
Director of Sustainability, Fleming College
Chief Administrative Officer, Kawartha Conservation Authority
Chairperson, Kawartha Lakes Environmental Advisory Committee
Chief Administrative Officer, City of Kawartha Lakes
Director of Corporate Services, City of Kawartha Lakes
Director of Engineering and Assets, City of Kawartha Lakes

Manager of Corporate Assets, City of Kawartha Lakes
Director of Community Services, City of Kawartha Lakes
Manager of Buildings and Property, City of Kawartha Lakes
Director of Public Works, City of Kawartha Lakes
Manager of Environmental Services, City of Kawartha Lakes
Manager of Planning, City of Kawartha Lakes
Agriculture Development Officer, City of Kawartha Lakes
Strategy and Performance Specialist, Office of Strategy Management, City of Kawartha Lakes
A complete list of community members and organizations that formed the 60 member working group is found in the KLHEP attached to this report.

Attachments:

Appendix A – Kawartha Lakes Healthy Environment Plan
Appendix B – Presentation to Committee of the Whole – Overview of the Kawartha Lakes Healthy Environment Plan

Kawartha Lakes Healthy Environment F

Presentation to Committee of the Whc

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

City of Kawartha Lakes Healthy Environment Plan

KAWARTHA LAKES

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The preparation of this Healthy Environment Plan was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

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1. Executive Summary

Purpose of the Healthy Environment Plan

Our climate affects us each and every day – impacting our health, safety and livelihood. Locally, Kawartha Lakes and other communities in Ontario have experienced the impacts of severe weather, flooding, and increasing hot and cold days. Internationally, we are close to passing the 2°C threshold that many scientists and organizations identify as the "safe" upper limit for global warming above pre-industrial levels.[1] To stay below this limit, global greenhouse gas (GHG) emissions must peak and begin to decline within the next 10 years.[2] We have a very short window of time in which to act.

As a community and corporately, the City of Kawartha Lakes has committed to understanding the risks that climate change poses locally and most importantly, taking action. The aim of the Healthy Environment Plan (HEP) is to reduce GHG emissions and better prepare, respond and adapt to a warmer, wetter and more unpredictable climate. Through this plan, Kawartha Lakes has identified twenty-four strategies to invest in and enhance the resiliency of our community and City assets, human and environmental health, and the protection of vulnerable populations.

The HEP builds upon the Integrated Community Sustainability Plan (ICSP) and Strategic Plan prepared in 2014 and 2016 respectively. Both of these plans highlight the importance of fostering a vibrant economy and contributing to quality of life, and maintaining a healthy environment which includes addressing climate impacts. The HEP is a comprehensive community-wide strategy. As a community plan, action is needed from individuals, businesses, schools and as well as the City itself – all sectors have an important role to play to support community resilience to climate change and a healthy environment in Kawartha Lakes.

How the Plan was Developed

The City of Kawartha Lakes' approach to climate action is unique for a number of reasons, primarily because the Healthy Environment Plan considers integrated climate action – *addressing mitigation and adaptation holistically*. Like many other Ontario municipalities, Kawartha Lakes is geographically dispersed and the local economy is heavily dependent on agriculture, adding a distinctive rural lens to our climate approach.

The HEP was developed over a two-year period under the guidance of a Steering Committee and multi-stakeholder Working Group. The Steering Committee was comprised of City staff, and representatives from Kawartha Conservation, Kawartha Lakes Environmental Advisory Committee, and Fleming College with support from LURA Consulting and ICLEI Canada. The Working Group represented a cross section of local organizations and provided a broader sense of community interests and priorities as the plan was developed.

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[1] IPCC (2007): Climate Change 2007: Synthesis Report. Contribution of Working Groups I, II and III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, Pachauri, R.K and Reisinger, A. (eds.)]. IPCC, Geneva, Switzerland, 104 pp.
[2] Ibid.

Community members contributed throughout the planning process, providing input on the proposed vision, goals and strategies. Overall, the HEP was shaped through conversations with over 2,600 people and 40 organizations, institutions and community groups.

Development of the HEP was supported with funding from the Federation of Canadian Municipalities (FCM) Municipalities for Climate Innovation Program.[3] For the mitigation of GHG emissions, the planning process followed the FCM Partners for Climate Protection's (PCP) five-milestone framework.[4] From an adaptation perspective, the plan followed the Building Adaptive and Resilient Communities (BARC) framework, and Kawartha Lakes joins over 20 Canadian municipalities which have completed a similar process.

Kawartha Lakes' Climate Snapshot

In 2015, the City of Kawartha Lakes' residents, businesses, institutions, and industries produced approximately 647,470 tonnes of CO_2e (carbon dioxide equivalent) or 7.8 tonnes of CO_2e per person – equivalent to nearly 137, 370 cars driven for one year.[5] This includes emissions from activities taking place within the City's boundary, including fuel and electricity use (from transportation and buildings), waste generated, and livestock emissions (Figure 1).

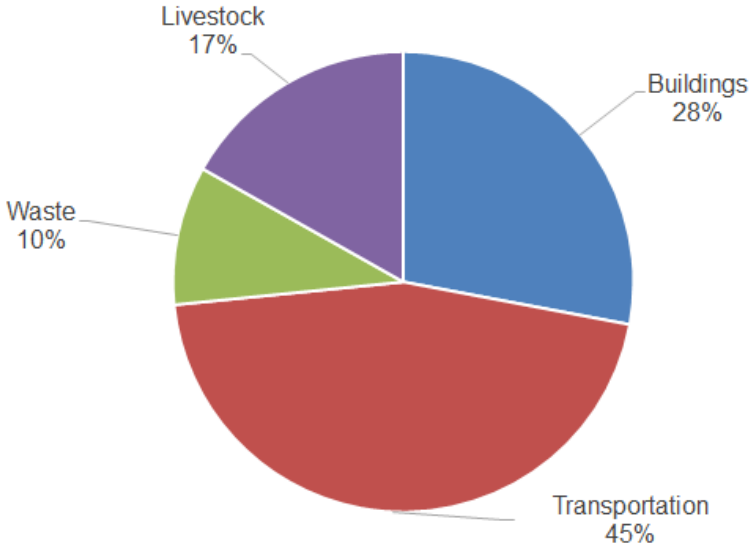

Figure 1: Community GHG emissions in the City of Kawartha Lakes in 2015, by community sector.

Looking at municipally-owned buildings and facilities, fleet vehicles, street and traffic lights, and energy used during the delivery and treatment of water and wastewater (Figure 2), the City generated a total of 7,500 tonnes CO_2e. The City's emissions represent only 1% of the total emissions in the community, highlighting the need for a community-wide response to climate change and action by all in Kawartha Lakes.

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[3] MCIP was created in 2016 as a five-year $75 million national initiative aimed to enable Canadian municipalities to accelerate action to reduce greenhouse gas emissions and to reduce their vulnerability to climate change impacts.
[4] The PCP program is a network of more than 350 communities across Canada committed to reducing GHG emissions from both municipal operations and in the community.
[5] The year 2015 was selected as the baseline as it was the most recent year for which complete dataset for GHGs was available. Equivalency calculation is from https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator

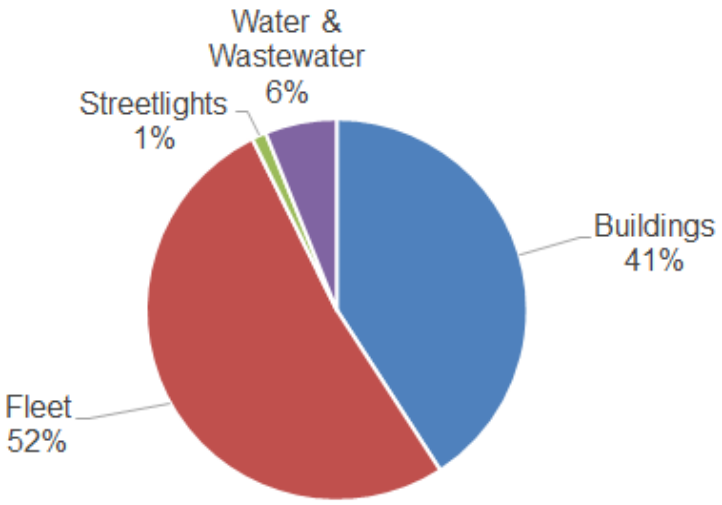

Figure 2: Corporate GHG emissions in the City of Kawartha Lakes in 2015, by sector.

While emissions from municipally-owned assets account for a very small portion of the total emissions in our community, areas where the City has a significant influence such as transportation, land use planning and waste management all are captured within the community inventory.

Kawartha Lakes' Climate Future

In terms of local changes in our climate, it is anticipated that we will experience:

- Warmer temperatures;
- More temperature extremes, both hot and cold;
- More invasive species and associated diseases;
- More frequent and intense rainfall;
- More frequent flooding and extreme precipitation;
- More frequent extreme weather events including extreme heat days, ice storms and freezing rain; and
- Longer growing seasons coupled with increased stress on local water supplies.

As a result of the changing climate, there are potential impacts to the local economy, recreation and tourism:

- Lower crop yields that impact farmers;
- Damage to municipal infrastructure (i.e.: roads, culverts, bridges);
- Damage to power systems or power system failures that impact businesses;
- Closure of public buildings and facilities;
- Increased runoff that adds to nutrient, sediment, and contaminant loading in rivers and lakes;
- Increased operating cost to maintain ice rinks year-round;
- Increased need for salting, increased wear and tear on City-owned infrastructure;
- Loss of outdoor recreational opportunities such as skating, skiing, and ice fishing; and
- Impacts to summer tourism as a result of lower water levels.

Our Opportunity for Action

The HEP provides an opportunity to not only contribute to reducing greenhouse gas emissions, it aims to reduce community risks and increase safety as a result of progressive climate action. Municipalities are responsible for a variety of functions, programs and services that support local residents and visitors. This includes accountability for assets such as roads, bridges, buildings, and services such as transit, wastewater treatment, stormwater management, waste management, as well as emergency services. Maintenance and improvements to these assets ensure that communities are resilient to more severe weather events and flooding. At the same time, considering the changing climate allows the municipality to consider how investments in infrastructure can ensure that emergency services are able to respond as needed. Taking a proactive approach to considering impacts of climate change on assets, aligns with the City's commitment to fiscal responsibility, municipal service excellence and efficient infrastructure and asset management. In 2015, residents and businesses spent approximately $150 million on fuel to heat and power for their homes, businesses, and vehicles, most of which leaves the local community. According to the National Roundtable on the Environment and the Economy it is estimated that every $1 spent on adaptation will result in between $9 and $38 worth of avoided damages in the future.[6] Similarly, "Energy NorthEast (now Acadia Centre) found that efficiency programs in Canada return $3 to $5 in savings for every $1 of program spending, and generate 30 to 52 job-years per million dollars of program spending".[7] By taking action now, the City and community will benefit from approximately $142 million in cost savings by 2030.

As a result, the City has a key role to play in reducing climate risks and addressing GHG emissions by:

- Influencing change, through the local regulatory frameworks such as assessments and approval processes, the use of surcharges and rebates, integrating the strategies into existing plans and policies and the enforcement of adaptive policies that address community climate impacts.
- Implementing the provincial Planning Act, and through adopting land use policies that support climate mitigation and adaptation principles and result in long lasting impacts to reducing emissions while creating safe and sustainable places to live.
- Actively demonstrating leadership through action as a municipality to ensure climate change considerations are integrated into service delivery and asset management.
- Playing a strong role in communicating with and providing opportunities for residents and businesses to take part in collective action.

Although GHG emissions will decline slightly (6.6% for community and 7.7% for municipal operations) as a result of technological advances, increased efficiency in new buildings, building retrofits, more efficient vehicles, and a cleaner energy grid offer major opportunities for the City to reduce its emissions.[8] Further efforts are needed for the City to align with the federal and provincial governments targets which translate to a 20% reduction below 2015 levels by 2030.[9] This leaves a gap of 86,550 tonnes (approximately 13.4%) for

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[6] http://nrt-trn.ca/wp-content/uploads/2011/09/paying-the-price.pdf
[7] Community Emissions Reduction Planning: A Guide for Municipalities, p.37
[8] Business-as-planned (BAP) is based upon the best estimates of population and employment projections available. As such, the BAP may change subject to changes in population and/or employment growth projections.
[9] The provincial and federal targets of reducing emission by 30% by 2030 are based on a 2005 baseline year. Using a consistent annual rate of reduction, this translates to a 20% overall reduction for a 2015 baseline.

community emissions, and a gap of 920 tonnes (approximately 12.3%) for corporate emissions, to be met by additional policy and action at the municipal level.

Similarly, other sectors of the community will benefit from a review of their assets and services in light of a changing climate. Action can be taken by:

- Businesses to reduce GHG emissions and operating costs, increase resiliency to weather events, and/or take advantage of climate changes as opportunities to innovate and offer new services and products to meet community needs.
- Fleming College to continue to actively preparing students for new opportunities linked to climate change. To date they have developed programs related to high efficiency and resiliency building construction practices, developed forestry programs that support resiliency, as well as training programs to advance efficiency in wastewater management.
- Conservation authorities to continue to protect and enhance natural assets that support carbon sequestration and resiliency.
- The Haliburton, Kawartha, Pine Ridge District Health Unit to continue to deliver education, programs and services to mitigate risks from heat-related illness, diseases (e.g., Lyme disease), food and waterborne illnesses, etc.
- Individuals can take action by choosing low-carbon technologies, while adopting practices that increase resiliency at home, at work and in the community, and participating and promoting actions within the HEP.

Vision, Goals, Strategies

Looking forward, the City and community stakeholders have worked together over two years to craft a blueprint for action.

Our Vision: “We will be leaders in addressing our changing climate to ensure a healthy environment and a prosperous community.”

The vision is supported by a series of seventeen goals and twenty-four strategies that were developed in collaboration with the Steering Committee, Working Group and consulting team. The strategies are accompanied by supporting actions that are linked to the overall vision and goals. Each strategy identifies education and financing considerations, the impacts addressed and/or potential GHG emission reductions, as well as the timing for implementation. Potential primary partners who may have an interest in implementation are identified as a starting point for the initial steps towards implementation. A key next step will be to solidify community partnerships for community actions.

There are a number of actions integrated into the strategies that are low or no cost, or that have been captured through existing planning processes. For those strategies and actions that require additional capital or operational budgets, the City will look to integrate them into annual workplans and budgets, explore funding and partnership opportunities and bring forward these initiatives for approval. Community organizations that opt to lead strategies will also define detailed approaches, budgets and seek approvals as required.

Goals and Strategies

Themes	Goals	Strategies
Cross-Cutting[10]	• Incorporate climate change mitigation and adaptation considerations into existing and future plans and policies. • Develop and implement education and awareness strategies to ensure that the community of Kawartha Lakes reacts to and prepares for climate change. • Support local businesses and the tourism industry in adapting to climate changes.	• Actions to educate residents as well as financing options have been included for each of the strategies below.
Agriculture	• Improve agricultural resiliency to climate changes to support long-term food security. • Optimize sustainable agricultural practices that reduce greenhouse gas emissions and maximize sequestration.[11]	• Implement agricultural management best practices. • Implement manure management best practices. • Improve feed digestibility. • Increase carbon sequestration.
Buildings	• Integrate adaptive measures into the construction, retrofit, and maintenance of new and existing buildings. • Increase share of new construction and existing buildings that have high energy efficiency.	• Encourage efficient and resilient new buildings (community and corporate). • Encourage efficient and resilient existing buildings (community and corporate). • Embed climate change risks into the inspection, maintenance, and design of municipal infrastructure.
Energy Systems	• Foster a culture of energy conservation that is resilient to climatic threats.	• Increase energy reliability and security.
Land Use	• Implement smart, dense, mixed-use growth to reduce sprawl. • Increase the use of green infrastructure and reduce hardscaping to improve stormwater management, reduce the urban heat island effect and other associated benefits.	• Encourage compact neighbourhood design. • Integrate urban heat reduction, air quality improvement, and flood risk reduction.
Natural Environment	• Protect and enhance the City's natural environment assets and ecosystems and enhance carbon sequestration. • Ensure the resiliency of Kawartha Lakes' natural environment such as forests, bodies of water, open spaces and natural heritage features.	• Protect natural assets. • Develop and implement a tree management and resiliency program.

[10] Note: Cross-cutting goals apply to all themes and issues addressed in the Plan.
[11] Sequestration refers to removing carbon from the atmosphere, and storing that carbon in plants, the ocean, soils, etc.

Themes	Goals	Strategies
People, Safety & Health	• Ensure the health, safety and resilience of the community by preparing for an increase in climate change related health impacts.	• Develop and implement a response program for vulnerable population. • Communicate climate readiness initiatives.
Transportation	• Cultivate sustainable, low-carbon transportation options which adhere to responsible, environmentally friendly transportation operations. • Minimize the potential for disruption to transportation networks from climate change impacts and extreme weather events.	• Support and encourage the uptake of electric and low-emission vehicles. • Encourage the use of transit, walk, bicycle and carpool. • Transition the municipal fleet and equipment to emit less carbon.
Waste	• Increase waste diversion from the landfill.	• Reduce the amount of waste to landfills.
Water, Wastewater and Stormwater Management	• Protect water resources and water treatment infrastructure capacity from changing climatic conditions and continue to provide clean, safe drinking water and water-based recreation for the community to enjoy.	• Increase the operational efficiency and resiliency of water and wastewater systems. • Update Stormwater Design Requirements and the Stormwater Management Plan.

Together, it is estimated that these strategies will result in 87,220 tonnes of CO_2e of community emissions and a savings of approximately $142 million, with a savings of approximately $2.6 million and reduction of 880 tonnes of CO_2e of corporate emissions. Through the implementation of the actions laid out in this plan, Kawartha Lakes will be on track to meet the federal and provincial emission reduction targets by 2030.

Implementation

Most importantly, the plan contains an effective implementation approach to ensure the desired outcomes are realized, while being widely accepted by the community and key stakeholders.

The HEP is a community-wide plan and will require the coordination and collaboration of City staff, organizations and agencies throughout our great community. As such, the plan includes strategies for how the City and community partners will work together to implement the HEP, generate broad awareness and participation in the community, and track progress as the plan is rolled out. Together, we can improve our City's resiliency and decrease our contributions to the changing climate both locally and throughout the region.

List of Acronyms

Acronym	Meaning	Acronym	Meaning
BAP	Business-as-planned	IWMS	Integrated Waste Management Strategy
BARC	Building Adaptive and Resilient Communities	LAS	Local Authority Services
CEMP	Corporate Energy Management Plan	LEED	Leadership in Energy and Environmental Design
CH_4	Methane	LIC	Local Improvement Charge
CIPEC	Canadian Industry Program for Energy Conservation	LID	Low Impact Development
CIP	Community Improvement Plan	MCIP	Municipalities for Climate Innovation Program
CNG	Compressed natural gas	MECP	Ministry of Environment, Community and Parks
CO_2	Carbon dioxide	N_2O	Nitrogen oxide
CO_2e	Carbon dioxide equivalent	NGO	Non-governmental organization
EAB	Emerald Ash Borer	NRCan	Natural Resources Canada
EPL	Energy performance labelling	OBC	Ontario Building Code
EV	Electric vehicle	O&M	Operations and maintenance
FCM	Federation of Canadian Municipalities	OMAFRA	Ontario Ministry of Food and Rural Affairs
GHG	Greenhouse gas	OSCIA	Ontario Soil and Crop Improvement Association
GPC	Global Protocol for Community-Scale Greenhouse Gas Emission Inventories	PCP	Partners for Climate Protection
HEP	Healthy Environment Plan	PIEVC	Public Infrastructure Engineering Vulnerability Committee
IAP	Industrial Accelerator Program	PPS	Provincial Policy Statement
IDF	Intensity duration frequency curve	tCO_2e	Tonnes of carbon dioxide equivalent
IESO	Independent Electricity System Operator	UNFCCC	United Nations Framework Convention on Climate Change

Message from the Mayor

At the Kawartha Lakes, our environment is our namesake. Our municipality is named after our famous lakes, and we're known for our beautiful rivers, woodlands and farmlands. From the Kawartha Lakes cottage country to the agriculture industry, our environment is who we are – it's what makes us unique. This is why the Healthy Environment Plan (HEP) is so important. More than 2,500 people and organizations have taken part in shaping and carrying out the HEP which provides us with the tools to help us face the changing climate and protect vulnerable people and resources.

By looking after the citizens of the Kawartha Lakes and reducing the economic impact of the changing climate, the HEP directly aligns with the municipality's Strategic Plan. The Plan allows us to keep those dollars in our community where we can put them towards our needs. Councillor Miller was a past champion of the HEP and Councillor Richardson has since taken up the mantle, as the Kawartha Lakes Council looks forward to working towards a cleaner, healthier and more sustainable Canada. We all have a role to play. Let's work together to carry out this plan as it takes shape.

Mayor Andy Letham

Message from the Chief Administrative Officer

A Healthy Environment is one of the City's three strategic goals. We are excited to have a community climate change action plan that incorporates both the reduction of greenhouse gases (climate mitigation) and preparing for the impacts of climate changes (climate adaptation). The Kawartha Lakes Healthy Environment Plan (HEP) is one of few plans that addresses both mitigation and adaptation in a single strategy. After extensive consultation with the community, we are confident that the HEP is truly representative of the uniqueness of our community. The HEP provides a road map for our community to build resilience, protect our assets and people as the climate changes.

The community has chosen an emissions reduction target of 20% which aligns with the federal and provincial target to be achieved by 2030. Achieving this target will require the continued efforts of everyone in our community to make important changes that have big impacts.

While the creation of the plan was municipally led, it is important to acknowledge the contributions of the many groups who were involved. The Federation of Canadian Municipalities (FCM) funded this plan and provided us with the Partners for Climate Protection's (PCP) five-milestone framework to guide our efforts to reduce the greenhouse gas emissions. ICLEI Canada provided a five-milestone framework for us to follow to address climate adaptation called "Building Adaptive and Resilient Communities (BARC)". ICLEI Canada calculated how much greenhouse gases the residents of the City of Kawartha Lakes produce each year. Development of the plan was greatly assisted by City staff leaders, representation from Kawartha Lakes Environmental Advisory Committee, Kawartha Region Conservation Authority and Fleming College's Office of Sustainability who formed the Steering Committee. Numerous community volunteers representing various sectors of our society (e.g. agricultural community, energy, development, health, education, etc.) formed our Working Group. The City's Office of Strategy Management and LURA Consulting led the project on schedule and on budget. As project champion/CAO, I look forward to working with City Council, our staff and our progressive community partners and organizations to address climate change and implement the HEP over the next ten years.

Ron Taylor, CAO

Acknowledgements

Indigenous Land Acknowledgement

The City of Kawartha Lakes acknowledges it is situated on traditional Michi Saagiig Territory and lands included in the Williams Treaty and Treaty 20.

Council Champions

We would like to thank the leadership and encouragement of our Council Champions – the late Councillor Gordon Miller and Councillor Tracy Richardson.

Steering Committee

Working closely with the consulting team, the following individuals and organizations contributed their valuable knowledge and expertise to develop the Healthy Environment Plan:

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David Kerr – City of Kawartha Lakes – Manager, Environmental Services

Kelly Maloney – City of Kawartha Lakes – Agricultural Development Officer

Chris Marshall – City of Kawartha Lakes – Director, Development Services

Bryan Robinson – City of Kawartha Lakes – Director, Public Works

Juan Rojas – City of Kawartha Lakes – Director, Engineering and Assets

Ron Taylor – City of Kawartha Lakes – Chief Administrative Officer

Denise Williams – City of Kawartha Lakes – Strategy and Performance Specialist

Mark Majchrowski – Kawartha Region Conservation Authority – Chief Administrative Officer

Trish O'Connor – Fleming College – Director, Office of Sustainability

Pat Warren – Kawartha Lakes Environmental Advisory Committee – Chair

Working Group Members & Member Organizations

Don Armitage – Enbridge

Paul Brown – Agricultural Development Advisory Board

Paul Buckley – Ontario Federation of Agriculture

Graham Clark – Balsam Lake Association

Tania Clerac – Fleming College

Kyle Chivers – Curve Lake First Nation

Ginny Colling – Kawartha Cycling Club

Federation of Ontario Cottagers' Associations

Richard Fedy – Environmental Action Bobcaygeon

Enzo Ingribelli – Lindsay Transit

Debbie Keenan – City of Kawartha Lakes – Building Services

John Kintare – Peterborough and the Kawarthas Home Builders Association

Keith Kirkpatrick – City of Kawartha Lakes – Paramedic Chief

Hope Lee – City of Kawartha Lakes, Human Services

Gillian Lind – HydroOne

Lloyd McEwan – Kawartha Field Naturalists

Michael Nasello – Peterborough-Victoria, Northumberland and Clarington Catholic District School Board

Jon Orpana – Ministry of the Environment, Conservation and Parks

Deborah Pearson – Kawartha Lakes Environmental Advisory Committee

Jordan Prosper – Community Care City of Kawartha Lakes

Steve Rankin – Capstone Infrastructure

Sue Shikaze – Haliburton Kawartha Pine Ridge District Health Unit

Holly Shipclark – Kawartha Conservation

Iryna Shulyarenko – Kawartha Conservation

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Vic Tavaszi – Ross Memorial Hospital

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Project Funders

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About This Plan

The Kawartha Lakes Healthy Environment Plan (HEP) Plan or “the Plan” is organized as follows:

- Section 1 highlights the City’s commitment to taking action on climate change.
- Section 2 presents the vision and goals for the community.
- Section 3 provides an overview of the current climate conditions in Kawartha Lakes, including the planning context and current greenhouse gas (GHG) emissions for each community sector as well as the inventory of emissions for municipal operations using a baseline of 2015.
- Section 4 introduces the future climate changes expected in the community and highlights what will happen by the year 2030 if the community does not address GHG emissions at the local level.
- Section 5 presents a series of nine themes where climate action can have impacts. Each one includes proposed community and municipal strategies, recommended actions as well as implementation considerations. Appendix A includes plans and policies that the HEP strategies should be aligned and integrated with. Appendix B includes potential partners for implementation.[12]
- Section 6 identifies the total expected impacts of the mitigation and adaptation strategies.
- Section 7 outlines considerations for implementing the strategies as a whole and includes recommendations relating to oversight and governance, outreach and education, tracking and monitoring, funding, celebration, and plan renewal.

[12] Potential roles and responsibilities have not been confirmed by agencies and do not reflect a commitment to implementation at this time.

2. Introduction

Across Canada, Ontario, and the City of Kawartha Lakes, the impacts of climate change are becoming more apparent and profound every year. The window for avoiding the serious impacts of climate change – heat waves, droughts, floods and storms, rising sea levels and widespread loss of plant and animal species – is shrinking. Internationally, we are close to passing the 2°C threshold that many scientists and organizations identify as the "safe" upper limit for global warming above pre-industrial levels.[13] To stay below this limit, global greenhouse gas (GHG) emissions must peak and begin to decline within the next 10 years.[14]

City of Kawartha Lakes' Commitment to Climate Change

In 2014, the City of Kawartha Lakes developed an Integrated Community Sustainability Plan (ICSP), which provided direction and objectives relating to environment, culture, society and, economy.[15] "A Healthy Environment" is one of three strategic goals identified in the City of Kawartha Lakes' Strategic Plan and a key driver behind the development of an Economic Development Strategy.[16] The City has now developed this Kawartha Lakes Healthy Environment Plan (HEP) – a comprehensive community-wide strategy to take action on climate change locally. The aim of the HEP is to help the Kawartha Lakes community reduce greenhouse gas (GHG) emissions and better prepare, respond and adapt to a changing climate. This plan is about mitigating risks and creating a safe community. As a community plan, action is needed from individuals, businesses, schools and all levels of government.

Development of the Healthy Environment Plan was guided by two planning frameworks. For the mitigation of GHG emissions, the planning process follows the Partners for Climate Protection's (PCP) five-milestone framework. For adapting to a changing climate, the plan follows the Building Adaptive and Resilient Communities (BARC) framework. More detail on these planning frameworks is provided in Section 7.

Climate Change Adaptation & Mitigation

Although the earth's climate has always experienced change, it is well understood that recent changes in climate are caused by humans – drastically different from any other time in the earth's known history. This is caused by an increase in the amount of GHGs released over the last century as a result of human activity.[17] While these elements are naturally found in our atmosphere, human-caused sources of GHGs are contributing large quantities into the environment. GHGs from human activity include the burning of fossil fuels – like coal,

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[13] IPCC (2007): Climate Change 2007: Synthesis Report. Contribution of Working Groups I, II and III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, Pachauri, R.K and Reisinger, A. (eds.)]. IPCC, Geneva, Switzerland, 104 pp.

[14] Ibid.

[15] City of Kawartha Lakes. (2014). *Integrated Community Sustainability Plan for the City of Kawartha Lakes*. Retrieved from https://www.kawarthalakes.ca/en/business-growth/resources/2014.04.12__-__ICSP_AND_LAP_FINAL-2.pdf

[16] City of Kawartha Lakes. (2016). *City of Kawartha Lakes 2016-2019 Strategic Plan.* Retrieved from: https://www.kawarthalakes.ca/en/resourcesGeneral/Documents/Reports-and-Studies/City-of-Kawartha-Lakes-2016-2019-Strategic-Plan.pdf; City of Kawartha Lakes. (2017). *City of Kawartha Lakes Economic Development Strategy*. Retrieved from: https://www.kawarthalakes.ca/en/business-growth/resources/Ec-Dev/Economic-Development-Strategy-accessible.pdf

[17] Including water vapour, carbon dioxide (CO_2), methane (CH_4) and nitrous oxide (N_2O), among others.

oil, and natural gas – to power our homes, cars, workplaces, and community. Community GHGs are typically emitted from powering and heating our homes and business, as well as transportation, and the generation of waste. When released, GHGs absorb and hold heat from the sun in our atmosphere, essentially turning the planet into a "greenhouse" that raises global temperatures over time.

The HEP provides a comprehensive approach to addressing climate change, focusing on both mitigating (or reducing) future GHGs and adapting to and planning for a warmer, wetter and more unpredictable climate that is expected in the future as a result of our changing climate. The City of Kawartha Lakes is unique, producing one of the few plans in Ontario or across Canada that looks to address climate change from the perspective of both mitigation and adaptation.

3. Vision, Goals and GHG Reduction Target

Vision

"We will be leaders in addressing our changing climate to ensure a healthy environment and a prosperous community."

GHG Reduction Target

Through the implementation of the actions laid out in this plan, Kawartha Lakes will be on track to meet the emissions reduction target established by the federal and provincial governments by 2030.

Goals

Cross-Cutting[18]

GOAL 1: Incorporate climate change mitigation and adaptation considerations into existing and future plans and policies.

GOAL 2: Develop and implement education and awareness strategies to ensure that the community of Kawartha Lakes reacts to and prepares for climate change.

GOAL 3. Support local businesses and the tourism industry in adapting to climate changes.

Agriculture

GOAL 4: Improve agricultural resiliency to climate changes to support long-term food security.

GOAL 5: Optimize sustainable agricultural practices that reduce greenhouse gas emissions and maximize sequestration.[19]

Buildings

GOAL 6. Integrate adaptive measures into the construction, retrofit, and maintenance of new and existing buildings.

[18] Note: Cross-cutting goals apply to all themes and issues addressed in the Plan.
[19] Sequestration refers to removing carbon from the atmosphere, and storing that carbon in plants, the ocean, soils, etc.

GOAL 7. Increase share of new construction and existing buildings that have high energy efficiency.

Energy Systems

GOAL 8. Foster a culture of energy conservation that is resilient to climatic threats.

Land Use

GOAL 9. Implement smart, dense, mixed-use growth to reduce sprawl.

GOAL 10. Increase the use of green infrastructure and reduce hardscaping to improve stormwater management, reduce the urban heat island effect and other associated benefits.

Natural Environment

GOAL 11. Protect and enhance the City's natural environment assets and ecosystems and enhance carbon sequestration.

GOAL 12. Ensure the resiliency of Kawartha Lakes' natural environment such as forests, bodies of water, open spaces and natural heritage features.

People, Safety & Health

GOAL 13. Ensure the health, safety and resilience of the community by preparing for an increase in climate change related health impacts.

Transportation

GOAL 14. Cultivate sustainable, low-carbon transportation options which adhere to responsible, environmentally friendly transportation operations.

GOAL 15. Minimize the potential for disruption to transportation networks from climate change impacts and extreme weather events.

Waste

GOAL 16. Increase waste diversion from the landfill.

Water, Wastewater and Stormwater Management

GOAL 17. Protect water resources and water treatment infrastructure capacity from changing climatic conditions and continue to provide clean, safe drinking water and water-based recreation for the community to enjoy.

4. Our Current Climate in Context

International and Federal Direction

In 2015, Canada participated in the 21st Conference of the Parties (COP21) to the United Nations Framework Convention on Climate Change (UNFCCC) and committed to the Paris Agreement. The COP21 target aims to keep a global temperature rise this century well below two degrees Celsius and to drive efforts to limit the temperature increase even further to 1.5 degrees Celsius above pre-industrial levels.[20]

In a recent report, the Intergovernmental Panel on Climate Change further emphasized the need to limit global warming to 1.5 degrees Celsius, a transition that would require "rapid and far-reaching" transitions in how we use our lands, energy, industry, buildings, transportation and design our cities.[21]

In recent years, the Canadian government also made several commitments to address climate change, including:[22]

- Setting a GHG emissions reduction target of 30% below 2005 by 2030.
- Establishing the Low-Carbon Economy Trust Fund to fund projects that reduce carbon, fulfilling Canada's commitment to phase out subsidies for the fossil fuel industry, and invest in clean energy and clean technology. Canada also committed to phasing-out traditional coal-fired electricity, by 2030.
- Providing $75 million over 5 years through the Federation of Canadian Municipalities (FCM) Municipalities for Climate Innovation Program to help municipalities adapt to climate change impacts and reduce their GHG emissions. The program also provides municipalities with access to technical expertise and training relating to climate change mitigation and adaptation.
- Launching the Expert Panel on Climate Change Adaptation and Resilience, aimed to define how to measure Canada's progress in preparing for climate change.
- Releasing the Pan Canadian Framework on Clean Growth and Climate Change which outlines the pathways to meeting Canada's 2030 target, while growing the economy and building resilience to adapt to a changing climate. This includes putting a price on carbon pollution effective 2019.

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[20] Government of Canada. (2016). *The Paris Agreement*. Retrieved from: https://www.canada.ca/en/environment-climate-change/services/climate-change/paris-agreement.html

[21] IPCC, 2018: Summary for Policymakers. In: Global warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty [V. Masson-Delmotte, P. Zhai, H. O. Pörtner, D. Roberts, J. Skea, P.R. Shukla, A. Pirani, W. Moufouma-Okia, C. Péan, R. Pidcock, S. Connors, J. B. R. Matthews, Y. Chen, X. Zhou, M. I. Gomis, E. Lonnoy, T. Maycock, M. Tignor, T. Waterfield (eds.)]. World Meteorological Organization, Geneva, Switzerland, 32 pp.

[22] Government of Canada. (2018). *Canada's Climate Plan*. Retrieved from: https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan.html

- Participating in COP24 Katowice, where countries came together to finalize the rules for the implementation of the Paris Agreement. Canada has committed to contribute $2.65 billion to support developing counties in mitigating and adapting to climate change.[23]

Provincial Direction

In June 2018, a new provincial government was elected in Ontario. In November 2018, the newly formed Ministry of Environment, Community and Parks (MECP) released its proposal for a Made-in-Ontario Environment Plan.[24] Within the proposal, the MECP outlines the government's promise to hold polluters accountable through stricter enforcement and penalties. The Environment Plan suggests that Ontario does its share to address climate change, while protecting the economy and respecting the community. The Plan does not include carbon pricing; however, climate change is one of four key environmental challenges addressed. Ontario's target for emissions reduction (30% below 2005 levels by 2030) aligns with Canada's 2030 target. The Environment Plan outlines a number of climate-related actions including the Ontario Carbon Trust – and emission reduction fund for investment in clean technologies – and updated policies to build climate resilience.

In addition to the newly proposed Environment Plan, there are a number of initiatives that support climate action across Ontario, including:

- The Provincial Policy Statement (2014) provides direction on land use for municipalities.[25] The PPS directs municipalities to support energy conservation and efficiency, improved air quality, reduced GHG emissions, and climate change adaptation through land use and development patterns.
- The Growth Plan for the Greater Golden Horseshoe (2017) established under the Places to Grow Act, 2005, is a long-term framework for where and how municipalities will grow.[26] The plan requires municipalities to develop policies in their official plans to identify actions to reduce GHG emissions and address climate change adaptation goals. It also encourages municipalities to complete GHG inventories, set reduction targets, and outline actions to reduce GHG emissions.
- Updates to the Ontario Building Code in 2017 include increased energy efficiency standards for new buildings; requiring low-rise houses to increase energy efficiency by 15%, and large buildings to increase energy efficiency by 13%.[27] It is anticipated that further updates will be released in 2019.

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[23] Government of Canada. (2018). *COP24 Katowice: annual UN conference on climate change*. Retrieved from: https://www.canada.ca/en/services/environment/weather/climatechange/canada-international-action/un-climate-change-conference/cop24-katowice.html

[24] Government of Ontario. (2018). *Made-in-Ontario Environment Plan*. Retrieved from: https://www.ontario.ca/page/made-in-ontario-environment-plan.

[25] Ministry of Municipal Affairs and Housing. (2014). *Provincial Policy Statement*. Retrieved from: http://www.mah.gov.on.ca/AssetFactory.aspx?did=10463

[26] Government of Ontario. (2017). *Growth Plan for the Greater Golden Horseshoe*. Retrieved from: https://files.ontario.ca/appendix_-_growth_plan_2017_-_oc-10242017.pdf

[27] Government of Ontario. (2017). *Ontario Building Code*. Retrieved from: https://www.ontario.ca/laws/regulation/120332

- Portions of City of Kawartha Lakes are located in Ontario's Greenbelt. The Greenbelt Plan (2017) helps to build resilience to climate change and encourages mitigation.[28] Climate change considerations are integrated into the planning and management of both natural systems and growth.

Local Context

Municipalities are in a unique position to design and implement approaches to address climate change, based on their unique set of emission sources and climate-related impacts. They have the tools and mechanisms that are needed to respond to and prepare for the impacts of a changing climate at the local level, and are on the front lines of response efforts when impacts hit.

The City of Kawartha Lakes has been actively preparing for, and responding to climate change by developing and implementing complementary plans, policies and initiatives:

- Identified a Healthy Environment as one of the three core pillars of its Strategic Plan.
- Updated storm and stormwater management guidelines to enhance current management by-laws in response to significant flood damage in recent years.[29]
- Intensified weather monitoring and flood forecasting to help the City communicate risks of heavy rain, snow, or floods to the public.[30] Communicating low water tables (through Kawartha Conservation) and heat advisories to residents along with options for cooling centres.
- Ongoing maintenance of 5,400 lane kilometres of roads and 170 kilometres of sidewalks as part of the winter maintenance program.[31]
- Developed a Salt Management Plan to reduce the environmental impacts of road salting and improve winter clean-up and maintenance.
- Developed and implemented a Forestry Strategy to guide the City in adapting to increased stress on tree canopy.
- Pursued tree planting programs in conjunction with Kawartha Conservation, such as the Tree Seedling Program, to rebuild and enhance the City's tree canopy.
- Developed and commenced the implemented of Lake Management Plans in partnership with the Kawartha Conservation.

Looking to the future, the City has a key role to play in addressing climate change. The City can:

- Set the vision for addressing climate change through the HEP. In this case, the City has established a vision with the guidance of a Steering Committee and Working Group representing local community organizations.

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[28] Ministry of Municipal Affairs and Housing. (2017). *Greenbelt Plan*. Retrieved from: http://www.mah.gov.on.ca/Page13783.aspx

[29] City of Kawartha Lakes. (2017). *Infrastructure Guidelines: Storm and Stormwater*. Retrieved from: https://www.kawarthalakes.ca/en/business-growth/resources/20170804-Storm-and-Stormwater-Management-Guidelines---Final.pdf

[30] Kawartha Conservation. (n.d). *Flood Forecasting and Warning Program*. Retrieved from: https://www.kawarthaconservation.com/watershed/flood-forecasting

[31] City of Kawartha Lakes. (2019). *Snowplowing and Winter Maintenance*. Retrieved from: https://www.kawarthalakes.ca/en/living-here/snowplowing--and-winter-maintenance.aspx?_mid_=26236

- Demonstrate leadership and awareness through the actions they take as a municipality to ensure climate change considerations are integrated into service delivery and asset management. The response from these actions can be used to develop a shared understanding and encourage community-wide responses to climate change.
- Influence change through the establishment of the local regulatory framework. This may include: assessments and approval processes, the use of surcharges and rebates, integrating the strategies into existing plans and policies and the enforcement of by-laws to implement and enforce adaptive policies that address community climate impacts.
- Implement the provincial Planning Act, and adopt land use policies that support climate mitigation and adaptation principles. Municipalities are responsible for managing local places in a coordinated and planned way that will have long lasting impacts to reducing emissions while creating safe and sustainable places to live.
- Play a strong role in communicating with and providing opportunities for residents and businesses about the importance of climate change initiatives and opportunities for individual action.

Current Greenhouse Gas Emissions in Kawartha Lakes

For the purposes of the HEP, 2015 was selected as the baseline year as it is the most recent year for which a complete dataset for GHGs is available. In 2015, the City of Kawartha Lake's residents, businesses, institutions, and industries produced approximately 647,470 tonnes of CO_2e (carbon dioxide equivalent) or 7.8 tonnes of CO_2e per person. This includes emissions from activities taking place within the City's boundary, including fuel and electricity use, waste generated, and livestock emissions. Figure 3, below, outlines each sector's emissions in 2015:

Transportation (including on-road vehicles, off-road vehicles (ATVs, bulldozers), boats and aircrafts travelling within the City) is the largest source of emissions, accounting for approximately 45% of all GHG emissions. Livestock emissions make up approximately 17% of the total GHG emissions, while energy used in residential, commercial, and industrial buildings accounts for approximately 27%. GHGs from the treatment and disposal of waste and wastewater accounts for approximately 10%.

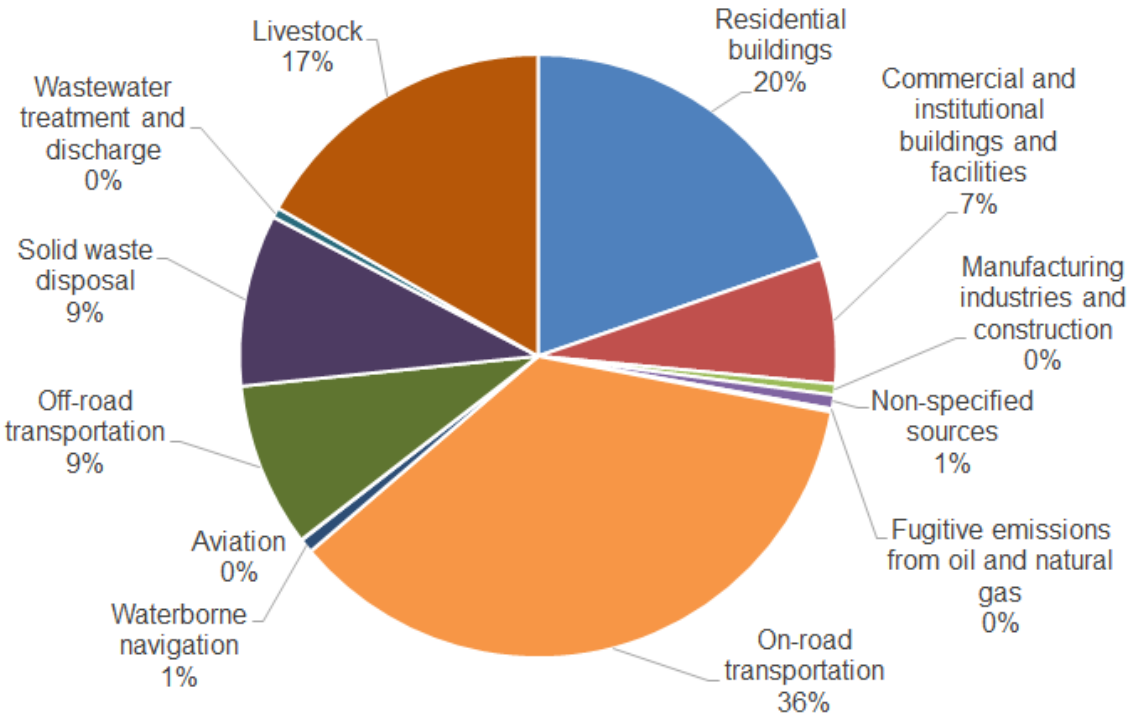


Figure 3: Community GHG emissions in the City of Kawartha Lakes in 2015, by community subsectors.

An inventory of GHG emissions generated from all municipal operations in the City of Kawartha Lakes was also completed for 2015. This corporate inventory estimates emissions associated with activities under operational control of the City, such as municipal buildings and facilities, fleet vehicles, street and traffic lights, and energy consumed during the delivery and treatment of water and wastewater. In 2015, these sources of emissions generated a total of 7,500 tonnes of CO_2e, representing approximately 1% of the total emissions generated in the community. Of those emissions generated by the municipality, the corporate fleet and municipal buildings are responsible for approximately 52% and 41% of municipal emissions, respectively (Figure 4).

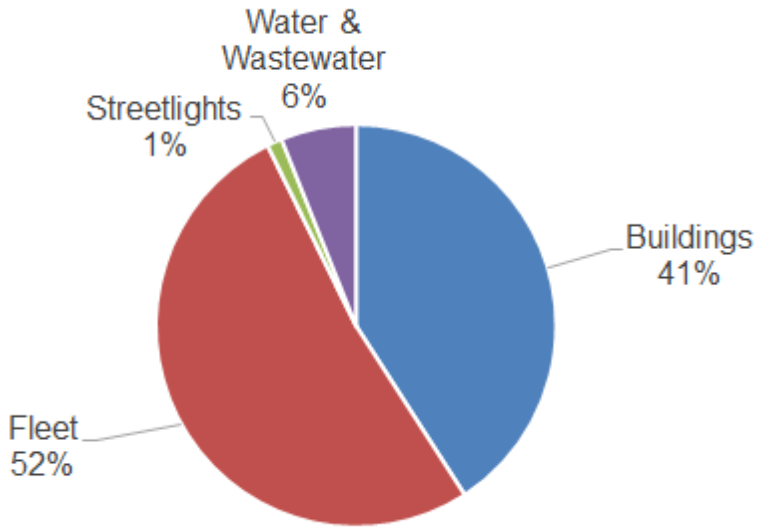


Figure 4: GHG emissions from City of Kawartha Lakes municipal operations (2015)

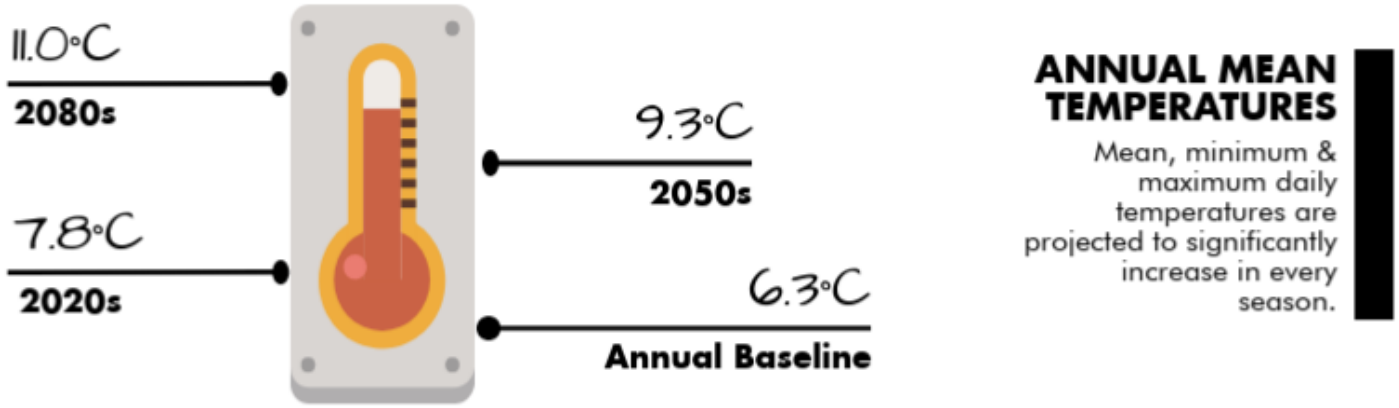
5. Changing Climate – What We Can Expect

Warmer Temperatures

Over the last six decades, Canada has become warmer, with average temperatures increasing by 1.5°C between 1950 and 2010.[32] Average temperatures across Ontario are expected to increase 2.3°C by the 2020s, 4.1°C by the 2050s, and 5.6°C by the 2080s, respectively.[33] Warmer average temperatures in Canada have been seen in all seasons, with the greatest warming taking place in winter and spring. From 1971-2000, the annual average temperature in Kawartha Lakes was 6.3°C. It is anticipated that there will be a temperature increase of anywhere from 1.6°C in the 2020s to 4.7°C in the 2080s in Kawartha Lakes.

[32] Warren, F.J. and Egginton, P.A. (2008). Background Information; *in* From Impacts to Adaptation: Canada in a Changing Climate, 2007, *edited by* D.S. Lemmen, F.J. Warren, J. Lacroix and E. Bush; Government of Canada, Ottawa, ON, p. 27-56.

[33] McDermid, J., Fera, S., and Hogg, A. (2015). *Climate Change Projections for Ontario: An Updated Synthesis for Policymakers and Planners.* Queen's Printer for Ontario. Ontario Ministry of Natural Resources and Forestry, Science and Research Branch, Peterborough, Ontario. Climate Change Research Report CCRR-44.



Temperature extremes and “hot days” (i.e.: days where the temperature goes above 30°C) are also expected to increase. Kawartha Lakes has already experienced extreme heat events during the summers of 2015 to 2017, the fall of 2017 and the summer of 2018, where temperatures ranged between 31°C and 40°C depending on the year. Health risks for vulnerable populations such as seniors, increased energy demand from air conditioners, and infrastructure damage are just some of the impacts associated with extreme heat. Kawartha Lakes can expect an increase in the number of “hot days” to 16 in the 2020s, 31 in the 2050s, and 54 in the 2080s in comparison to the 6 “hot days” between 1971 – 2000. Warmer temperatures and humid summers are already experienced in Kawartha Lakes.

More Invasive Species

As the climate becomes warmer, aquatic and terrestrial invasive species are better able to establish in the area. For example, the Emerald Ash Borer (EAB) is an introduced insect pest from Asia that attacks and kills all species of ash trees. This invasive insect has devastated tens of millions of ash trees in North America

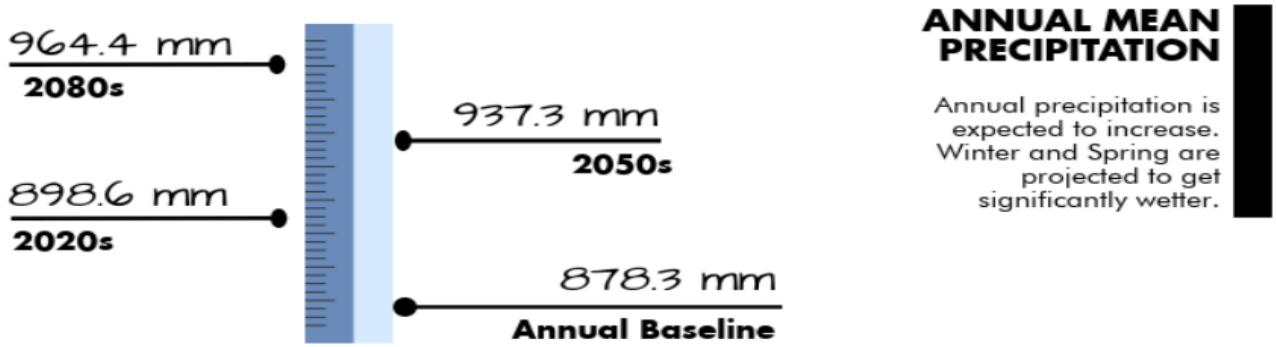
since its discovery in Detroit, Michigan in 2002. The Emerald Ash Borer poses a significant threat to the City of Kawartha Lakes as there are an estimated 24,000 ash trees on public property.[34]

The loss of ash trees will have a significant impact on the local economy and environment, including an estimated $3 million full ash tree removal cost, public safety hazards and a loss of ecosystem services (the goods that benefit humans, such as food, timber, drinkable water, pollination, flood regulation, and clean air).[35] A healthy and resilient urban forest is required to reduce the impacts of climate change, improve local air quality, reduce stormwater runoff, provide habitat for local wildlife, and promote physical and psychological well-being in the community.

A warmer climate has also been shown to increase the spread of blacklegged ticks carrying Lyme disease to new areas of the province.[36] The changing climate has also impacted the distribution of other pests, such as biting midges, which can spread bluetongue virus.[37] Bluetongue virus poses no risk to humans, but the disease can affect a range of farm animals, including cattle and goats, and is particularly harmful to sheep. Bluetongue virus was first found in southwestern Ontario in 2015.[38]

More Frequent and Intense Rain

Canada has, on average, become wetter during the past half century, with average precipitation across the country increasing by approximately 13%.[39] For Kawartha Lakes, the annual precipitation is expected to increase by 20 mm in the 2020s, 59 mm in the 2050s, and 86 mm in the 2080s.



[34] Kawartha 411. (April 24, 2017). *Kawartha Lakes looking at plans to deal with Emerald Ash Borer*. Retrieved from: https://www.kawartha411.ca/2017/04/24/kawartha-lakes-looking-at-plans-to-deal-with-emerald-ash-borer/

[35] Ibid.

[36] Government of Ontario. (2018). *Lyme Disease*. Retrieved from: https://www.ontario.ca/page/lyme-disease

[37] Samy, A. M., & Peterson, A. T. (2016). Climate Change Influences on the Global Potential Distribution of Bluetongue

[38] Canadian Food Inspection Agency. (2015). *Fact Sheet – Bluetongue*. Retrieved from: http://www.inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/bluetongue/fact-sheet/eng/1306116803992/1306121522520.

[39] Warren, F.J. and Egginton, P.A. (2008).

More Frequent Flooding

As the intensity of rainfall increases in urban areas, increased pressure is placed on stormwater systems as well as rivers and streams and waterways. These systems are not necessarily able to manage the increased flows in a short period of time, and flooding can occur. The April 2013 and May 2017 flooding events are the most recent examples of intense flooding in the City of Kawartha Lakes. These floods caused road washout, erosion, damage to private homes and property, increased property damage claims, health impacts due to disease spread by floodwaters and increased road accidents, and a host of social impacts.[40] Further, road washouts and blockages meant that people could not move through or access the City, impacting the local economy. Local recreational and community events have also experienced loss of attendance and revenue due to flooding. Flooding leads to increased runoff, causing increased nutrient, sediment and contaminant loading in rivers and lakes. Combined with warmer lake temperatures, this can lead to an increase in lake vegetation and algal blooms.

Flooding also means potential disruption to the City's emergency response services. For example, power outages caused by thunderstorms can put a strain on vulnerable populations and municipal operations. During the April 2013 flood, which is referred to as the worst flooding since 1998, the City had to evacuate residents from the Burnt River, Black River, and Gull River watershed areas.

Flooding has important budget implications. The increase in the City's 2018 Operating Budget suggests a greater need for stormwater management, emergency planning and services, infrastructure, land use, and development. This is further highlighted by the "poor" infrastructure rating of the City's stormwater sewer system.[41] Flooding impacts can also be seen in waterfront areas, impacting the tourism industry.

More Frequent Extreme Weather Events

Canada has seen more frequent and intense extreme weather events over the last 50-60 years than ever before. Extreme weather includes extreme heat days, more instances of extreme precipitation and flooding, wind storms, and ice storms. In Canada, models show shorter return periods of extreme events – that is, the estimated length of time between events is becoming shorter.[42] It is anticipated that more intense rainfall events will occur more often, with more rain falling in a shorter period of time than in the past.

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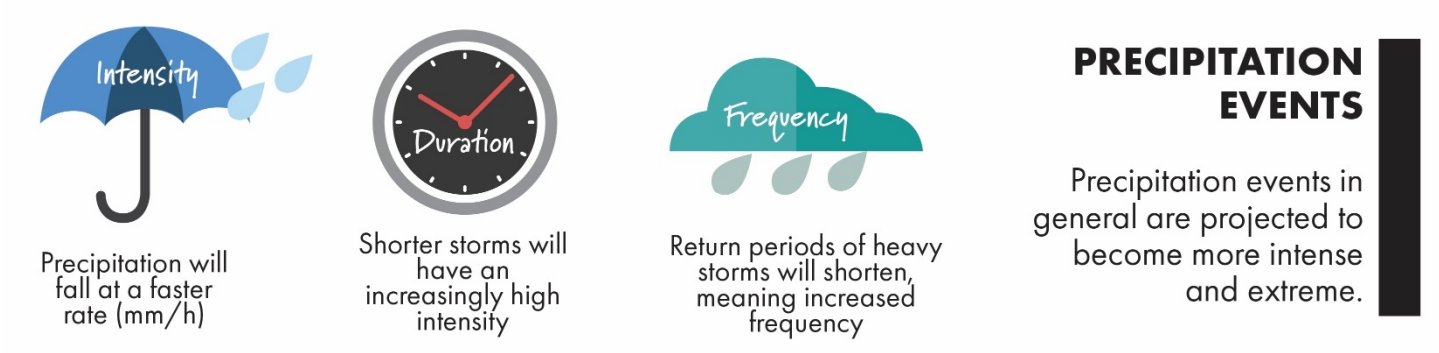
[40] Rain Community Solutions. (2017). Urban Flooding in Ontario: Toward Collective Impact Solutions. Peterborough, ON.
[41] City of Kawartha Lakes. (2017). *The 2017 Asset Management Plan for the City of Kawartha Lakes*. Retrieved from: https://www.kawarthalakes.ca/en/municipal-services/resources/Asset_Management_Plan_-_2017_Draft_3.pdf
[42] McBean, G. and Henstra, D. (2009). Background Report: Climate Change and Extreme Weather: Designing Adaptation Policy. Retrieved from: http://act-adapt.org/wp-content/uploads/2011/03/PDF-WeatherSession_BackgroundReport.pdf



In addition to extreme rain events, Kawartha Lakes has also experienced ice storms that have consequences for residents. For example, the December 2013 ice storm – often called one of the most severe weather events in Kawartha Lakes' recent history – resulted in power outages, service disruption, damage to trees and natural areas, and road closures. Since 2013, freezing rain events are an area of priority for City staff. Ice storms and freezing rain events are expected to increase by about 35% in southern Ontario.[43]

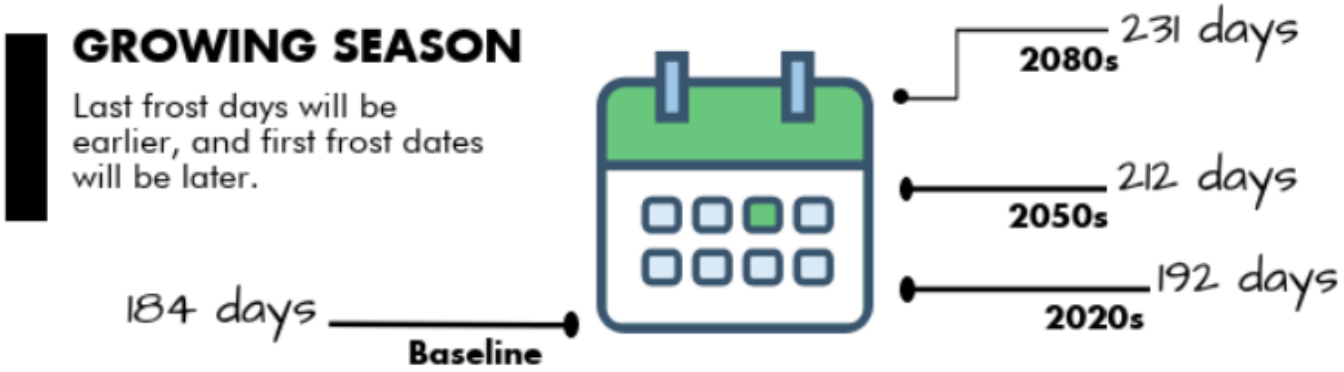
Ice storms are difficult to manage at the municipal level as they can often be combined with rapid changes in temperature. During these types of events, some homes and buildings will become uninhabitable and can suffer infrastructure breakdown when power and heat is not available for an extended period of time. Ice storms can be particularly hard on vulnerable populations (such as seniors) when power and heat is lost. Freezing rain also leads to the increased use of road salt, which pollutes local waterways.

Wind storms have also caused damage to infrastructure and property in the City in the past, such as the May 2018 wind storm, which resulted in thousands of residents losing power. Strong winds can have significant effects on the economy, with power outages causing service and business disruption in the City, as well as school closures and transportation hazards. More wind storms also put pressure on municipal operations, with more demand for cleanup of debris and road hazards caused by windy conditions.

Longer Growing Seasons

From 1971-2000, the typical growing season was 184 days in Kawartha Lakes. The growing season is expected to increase by 8 days a year by the 2020s, 28 days by the 2050s and 47 days by the 2080s.

[43] Kawartha Conservation. (2015). *Changing Climate – A Challenge and an Opportunity* (Background Paper). City of Kawartha Lakes: Kawartha Conservation.



In some ways, this may seem like a positive impact for agriculture. However, agriculture is extremely sensitive to climate variations and small to moderate changes in temperature, precipitation, and soil moisture can affect the location, timing, and productivity of agricultural systems.[44] This can have economic consequences for, and effects on, food security in the area. Drier conditions during the growing season are important for the growth of healthy crops; however, long periods without precipitation can severely diminish groundwater and can lead to strain on crop yields. If dry conditions increase in future decades, farmers may need to adapt their crop rotation or incorporate more diverse and resilient plants.

Impacts to the Local Economy, Recreation and Tourism Opportunities

Extreme weather, increased precipitation and more unpredictable weather events have impacts to the local economy, City operations, recreation and tourism opportunities. There is an increased operating cost to maintain ice rinks year-round, particularly in high temperatures in the summer, as seen in the Council-approved 15% increase in ice rental fees in 2017. With temperatures nearing the freezing mark more frequently in the winter months, there is an increased need for salting, causing damage to local infrastructure.

Additionally, more rapid freeze-thaw cycles are also a concern in the City, causing wear and tear on City-owned infrastructure (such as water main breaks, cracking asphalt and concrete, and potholes). Warmer winters can also result in a loss of outdoor recreational opportunities such as skating, skiing, and ice fishing. Shorter and warmer winters can pose a threat to the City's maple syrup industry.

What's more, lower water levels or drought have affected businesses, the environment, and local communities in Kawartha Lakes. The prolonged drought in 2016 has been described as one the most severe events over the past 25-30 years. Lower water tables have put a strain on summer tourism, an important source of revenue for the City, and agriculture – with lower crop yields and producers feeding winter feed to livestock in the summer.

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[44] Environmental Protection Agency. (2017). *Climate Action Benefits Report: Agriculture and Forestry*. Retrieved from: https://www.epa.gov/cira/climate-action-benefits-agriculture-and-forestry

Small Emissions Reductions with Business-As-Planned (BAP)

It is estimated that without any action at the local level, community greenhouse gas emissions will decline by 6.6% from 2015 to 2030 levels, an overall emissions reduction of approximately 42,950 tonnes of CO_2e (Figure 5). This estimation of future emissions is known as the "business-as-planned" scenario or BAP.[45] The BAP assumes that population and employment levels will grow from the 2011 population of 73,219 (including the census undercount) to 100,000 by 2031 based on the current Provincially-approved growth projections.[46]

As populations grow, so do the emissions from buildings, vehicle kilometers travelled, and waste streams. Similarly, as employment grows, the emissions from commercial, industrial, and other non-residential buildings, increase accordingly. The anticipated 20% increase in population in Kawartha Lakes will drive new building construction, new economic activity, new waste streams, and increase the number of vehicles on the road.[47] At the same time, as technologies advance and policies and programs from other levels of government are implemented, there will be increased efficiency in new buildings, retrofits to existing buildings, more efficient vehicles, and a cleaner energy grid, which leads to an overall reduction in emissions levels. From a municipal operations perspective, the BAP predicts an 7.7% reduction in emissions to 2030 from 2015 levels, or a reduction of approximately 580 tonnes of CO_2e (Figure 6). This is associated with an increase in municipal operations and services consistent with population growth, as well as increased efficiency in new buildings, more efficient vehicles, and a cleaner energy grid. Should population and employment growth occur at a slower rate than predicted, emissions will also decrease more rapidly.

Current federal and provincial targets call for emission reductions of 30% below 2005 levels by 2030, which translates to a 20% reduction from 2015 levels.[48] This leaves a gap of 86,550 tonnes (approximately 13.4%) for community emissions, and a gap of 920 tonnes (approximately 12.3%) for corporate emissions, to be met by additional policy and action at the municipal level.

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[45] BAP is based upon the best estimates of population and employment projections available. As such, the BAP may change subject to changes in population and/or employment growth projections.

[46] City of Kawartha Lakes. (2016). *Population Growth*. Retrieved from: https://www.kawarthalakes.ca/en/business-growth/population-growth.aspx

[47] Ibid

[48] Since the baseline year for Kawartha Lakes emissions profile is 2015, and the federal and provincial baselines are 2005 when emissions were substantially lower, reducing emissions by 30% below Kawartha Lakes 2015 baseline year would be significantly more challenging. Instead, the federal and provincial annual reduction rate was used (roughly 1% per year between 2015 and 2030), which translates into 20% below 2015 levels by 2030.

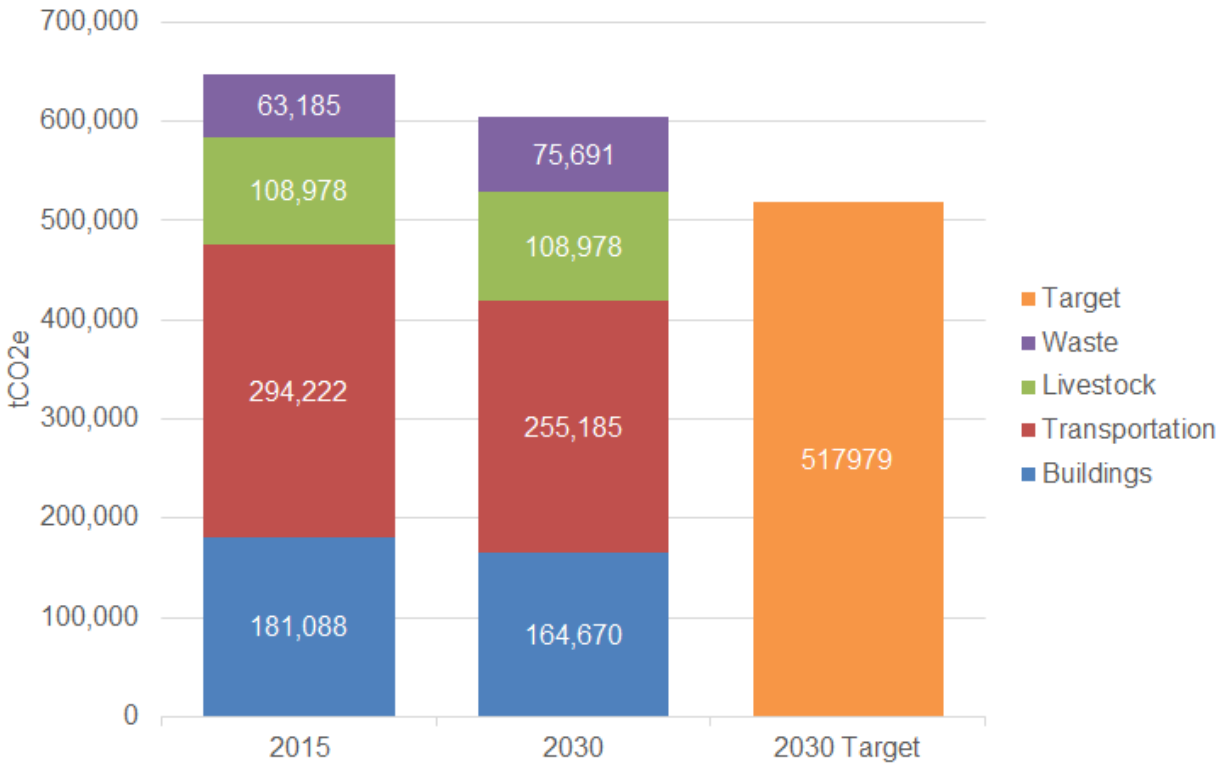


Figure 5: Business-as-planned projections from 2015 to 2030 for the City of Kawartha Lakes' community emissions, relative to the federal and provincial targets

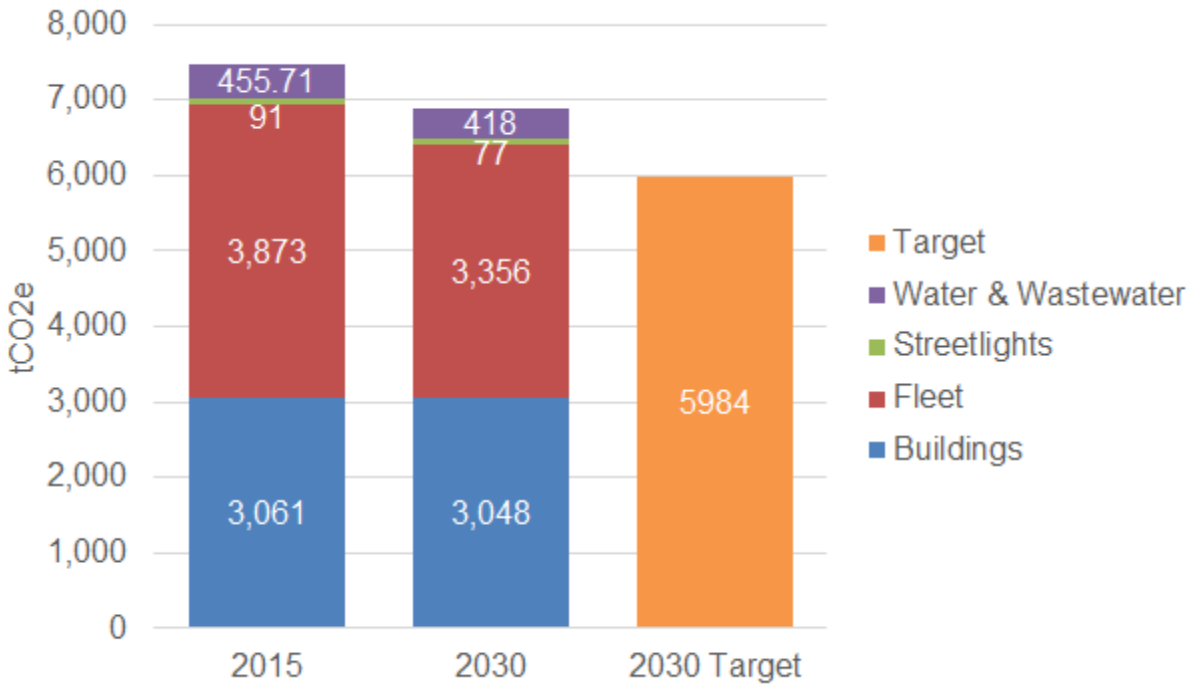


Figure 6: Business-as-planned projections from 2015 to 2030 for the City of Kawartha Lakes' corporate emissions, relative to the federal and provincial targets

6. Strategies to Address Climate Change

The following presents a series of strategies to address climate change locally. Strategies are organized by goal area. A brief overview of the current state is provided for each goal area, as well as a number of strategies for mitigation and adaption. Strategies are presented for both the municipality and the community as a whole. Each strategy has a series of recommended actions, as well as supporting information. While some strategies will address climate impacts and GHG emissions, others do not. As such, strategies that do not address climate impacts or GHG emissions do not include this information. The cost of strategies has not been included at this time. Costing for the strategies and actions will occur during the business and budget planning processes of each of the lead agencies and/or departments.

Through these activities, Kawartha Lakes is aligned with the rate of emissions reduction established by the federal and provincial targets by 2030. The implementation of all community mitigation strategies not only have a significant environmental benefit, but provide economic value to the community.

Although the implementation of all mitigation strategies is ambitious, further reductions are needed to reach the absolute 30% federal and provincial emissions reduction targets. To further reduce GHG emissions within the community, each of the strategies would require greater levels of uptake in shorter periods of time, particularly in the areas of building efficiency and transportation.

A Call to Action

Throughout the City of Kawartha Lakes, we have seen an appetite for change and local climate action. We welcome members of the public, organizations and other potential partners from across the community to help us realize our vision for a healthy environment and a prosperous community.

Agriculture

Agriculture is a key part of the local economy. In 2016, the City had approximately 1,270 farms with 168,270 acres in crop production and 25,230 acres in pasture, representing a 3.5% increase in the land in crop production as well as a 23% drop in the acres used for pasture since 2011.[49] Sales of farm products in Kawartha Lakes also continue to increase, reaching more than $149.5 million in 2015, a 40% increase since 2010. Agri-food and related industries employ approximately 8,390 people in the area year-round and 4,010 seasonally. It is estimated that, for every dollar of agricultural products sold, $2.20 is added to the regional economy.[50]

[49] City of Kawartha Lakes. (2017). *Agriculture Production Profile*. Retrieved from: https://www.kawarthalakes.ca/en/business-growth/agriculture.aspx
[50] Ibid.

Farmers are often recognized as environmental stewards, with many voluntarily completing Environmental Farm Plans to improve the environmental conditions of their operations by adopting best practices that benefit the environment.[51] Technology improvements in livestock farming have significantly reduced the emissions intensity of operations in recent decades.[52] Local post-secondary institutions offer programs in Sustainable Agriculture and Food Systems (Trent University) and Sustainable Agriculture (Fleming College) that contribute to the local economy.

The changing climate presents both opportunities and risks for Kawartha Lakes' agri-food sector. Warmer temperatures and longer growing seasons suggest that growing conditions may improve but changing climate can also lead to increased water stress by increasing flood and/or drought conditions. Adaptive measures for crop selection, soil, and water management have been developed and continue to be further researched. Farm operators may continue to need to adapt to climatic changes by selecting plant varieties that are more suitable for new climatic conditions and adopt different soil and water management techniques (i.e. irrigation, cover crops, tile drainage/controlled drainage) to enhance agricultural yields while protecting production from climate risks. Management practices that are responsive to climate changes have many benefits for the agricultural sector, including enhanced production, climate resilience, and more efficient use of resources.

Emissions from Livestock

Emissions from livestock remain a key emission source in Kawartha Lakes. Addressing these emissions while maintaining the cultural and economic values produced by livestock farming is an important part of this Plan. Livestock emissions account for 17% of all community emissions, generating approximately 108,980 tonnes of GHGs in 2015 in Kawartha Lakes. Of this, 80% of emissions are from enteric fermentation (i.e. digestion), while 20% are from manure management. Agri-businesses can contribute to reducing emissions through manure management, the improving digestibility of feed, and soil management techniques that remove and store carbon (carbon sequestration) in the soil.

[51] http://www.omafra.gov.on.ca/english/environment/efp/efp.htm Ministry of Agriculture, Food and Rural Affairs. (2016). *Canada-Ontario Environmental Farm Plan.* Retrieved from: http://www.omafra.gov.on.ca/english/environment/efp/efp.htm

[52] http://www.beefresearch.ca/research-topic.cfm/environmental-footprint-of-beef-production-6McAllister, T. (2018). *Environmental Footprint of*-beef-production-6 *Beef Production.* Retrieved from: http://www.beefresearch.ca/research-topic.cfm/environmental-footprint-of-beef-production-6

Strategy AG1: Implement best practices within agriculture management systems, which improve efficiency and resilience to climate impacts

Recommended Community Adaptation Actions:

- Encourage mapping of existing crop varieties against future climate projections such as extreme heat, drought risk, and flood risk, and continue to develop varieties which address those future needs.
- Select crop varieties which are disease, extreme heat, and drought-resistant. Investigate the use of crop varieties that are currently being grown in climates similar to future projections for Kawartha Lakes (e.g. U.S.).
- Use no-till and cover crops to control agricultural run-off, conserve water, reduce pollution, and prevent soil erosion and sedimentation.
- Implement overhead or subsurface drip irrigation (where feasible/appropriate) to improve drought resilience and conserve water resources.
- Increase the use of tile drainage systems or controlled drainage systems and/or additional sustainable water management practices (such as water storage) to improve water use efficiency, conservation, and drainage. These drainage systems can contribute to higher yields and improved crop quality, earlier planting, reduced nitrogen loss, and reduced soil erosion.
- Continue to improve energy efficiency of farming practices, equipment, and buildings.
- Encourage networking amongst producers to share resources, tools, and knowledge about sustainable, efficient and resilient agricultural practices.
- Track and share local success stories to promote uptake of sustainable, resilient agricultural practices.
- Pursue other innovative agricultural practices (e.g. precision farming).

Education Actions

- Recommend best practice for sustainable agriculture, crop diversification and new technologies, to protect seasonal yields from climate impacts and improve efficiency.
- Provide water conservation and water use efficiency education and awareness programs.
- Provide resources and information on energy efficiency best practices.

Financing Options

- Sustain and increase financial support for farmers to install sustainable and resilient management practices (e.g. Canadian Agricultural Partnership Program – Environmental Farm Plan, OMAFRA programs such as the Tile Loan Program)**.**

Potential Primary Partners/ Departments*

- Kawartha Lakes agricultural community (farmers)
- Ontario Soil and Crop Improvement Association (OSCIA)
- Victoria Soil and Crop Improvement Association
- Kawartha Farm Stewardship Collaborative
- Conservation Authorities

Municipal Role

- Integrate agritourism into the economic development strategy to showcase best practices amongst farmers and the public.

Impacts Addressed

- Flooding in rural areas, leading to washout of fields and lower crop yield.
- Heat stress on crops and livestock leading to loss of agricultural productivity.
- Longer growing season leading to new crop opportunities.
- Increased runoff causing increased nutrient, sediment, and contaminant loading in rivers and lakes.
- More winter days above 0 degrees, lowering productivity of winter-reliant industries (such as maple syrup,).
- Decreased evapotranspiration and increased runoff from precipitation events, leading to reduced groundwater recharge.
- Increased water demand causing stress on water treatment and delivery systems.

Adaptation/ Mitigation Co-benefits

- Sustainable water and soil management practice improve energy efficiency and reduce water use, while increasing preparedness for flooding and/or drought conditions by protecting source water and reducing runoff and erosion.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Proportion of acres with tile and/or controlled drainage systems; acres with irrigated crops (where practice is applicable).
- Ratio of no-till and cover crop versus tilled areas.
- Percentage of crop yields lost due to extreme heat, drought, and flood events; average amount of changes made to plant varieties per farm each season.

* Note potential partners not been confirmed by agencies and do not reflect a commitment to implementation at this time.

Strategy AG2: Implement best practices for manure management to reduce GHG emissions and nutrient losses from livestock production systems

Recommended Community Mitigation Actions:

- Facilitate forums, training sessions, and capacity-building activities for local farms to continue to implement manure management best practices, including:
    - Improved manure collection and storage (i.e.: aerating stored manure and storing manure at lower temperatures);
    - Manure application to reduce N_2O emissions (i.e.: avoiding application on wet or frozen soils, considering artificial fertilizers or manure already applied when applying additional fertilizer or manure to fields, shifting towards manure application earlier in the season when fields are most productive, add urease and nitrification inhibitors to manure to reduce nitrogen loss); and
    - Consider anaerobic digestion to capture methane from manure, converting it to renewable natural gas, where economically feasible.
- Promote participation in the Canada-Ontario Environmental Farm Program to encourage farmers to prepare and implement Environmental Farm Plans and increase knowledge of mitigation best practices.
- Promote use of the Agriculture and Agri-Food Canada's GHG emissions modeling tool to help farmers assess their GHG emissions and explore farm management options.
- Encourage networking within the agricultural community to share resources, tools, and knowledge about manure management best practices; track and share local success stories.
- Encourage farmers and other key partners to pursue innovative agricultural practices (e.g. manure storage covers).

Education Actions

- *See recommended actions from AG1.*

Financing Options

- Sustain and increase financial support for farmers to continue and to expand manure management best practices (e.g. Canadian Agricultural Partnership – Environmental Farm Plan).

Potential Primary Partners/ Departments

- Kawartha Lakes agricultural community (farmers)
- Ontario Soil and Crop Improvement Association
- Victoria Soil and Crop Improvement Association
- City of Kawartha Lakes Agriculture Development
- KC Agriculture Stewardship

Municipal Role

- Integrate agritourism into the economic development strategy to showcase best practices amongst farmers and the public.

GHG Reduction

- 12,520 tonnes (in combination with AG3).
- Opportunity to achieve greater reductions with more advancements in low emission practices and technologies.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Proportion of farms creating and implementing Environmental Farm Plans.
- Reduced livestock GHG emissions.

Strategy AG3: Implement best practices to improve the digestibility of feed and to reduce emissions from enteric fermentation

Recommended Community Mitigation Actions:

- Facilitate forums, training sessions, and capacity-building activities for local farms to continue to implement best practices that reduce enteric fermentation emissions and improve feed digestibility, including:
    - Selecting livestock to genetically improve the efficiency of food conversion, animal productivity, and reproductive efficiency;
    - Improving forage quality and diet (more grains, legumes, and some fats) to reduce emissions and improve animal productivity;
    - Adopting precision feeding, based on age, reproductive stage, and other considerations;
    - Adding ionophores (compounds added to cattle feed to increase feed efficiency) to reduce methane production;[53] and
    - Considering mechanical and biological processing of food to improve feed digestibility.
- Promote participation in the Canada-Ontario Environmental Farm Program to encourage farmers to prepare and implement Environmental Farm Plans and increase knowledge of mitigation best practices.
- Promote use of the Agriculture and Agri-Food Canada's GHG emissions modeling tool to help farmers assess their GHG emissions and exploring various farm management options.
- Encourage networking within the agricultural community for sharing resources, tools, and knowledge about sustainable agricultural practices; track and share local success stories.
- Encourage farmers and other key partners to pursue innovative agricultural practices (e.g. nitrification inhibitors).

[53] Hersom, M. and Thrift, T. (2012). *Application of Ionophores in Cattle Diets*. Retrieved from: http://edis.ifas.ufl.edu/pdffiles/AN/AN28500.pdf

Education Actions
See recommended actions from AG1.

Financing Options

- Sustain and increase financial support for farmers to continue and to expand mitigation best practices.

Potential Primary Partners/ Departments

- Kawartha Lakes agricultural community (farmers)
- Beef Farmers of Ontario; Victoria Beef Farmers
- Ontario Sheep; Victoria Sheep Producers
- Dairy Farmers of Ontario; Kawartha Lakes Milk Producers
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)

Municipal Role

- Integrate agritourism into the economic development strategy to showcase best practices amongst farmers and the public.

GHG Reduction

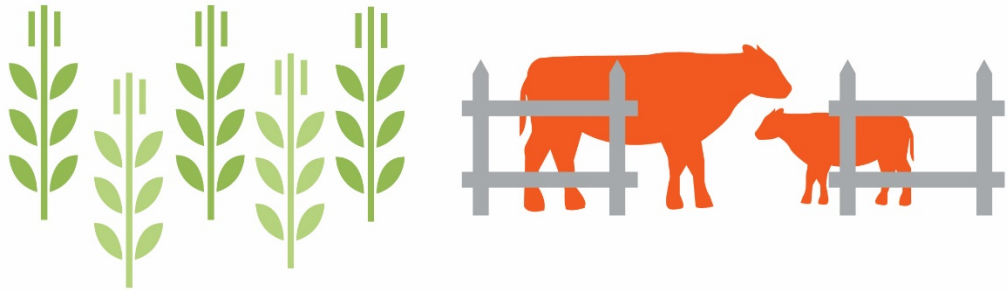
- 12,520 tonnes (in combination with AG2).
- Opportunity to achieve greater reductions with advancements in low emission practices and technologies.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Proportion of farms creating and implementing Environmental Farm Plans.
- Reduced livestock GHG emissions.



Strategy AG4: Encourage agricultural practices that increase the amount of carbon that is removed and stored (carbon sequestration) in soil and farm land

Recommended Community Mitigation Actions:

- Facilitate forums, training sessions, and capacity-building activities for local farms on best practices, and new/emerging practices and technologies, to increase soil carbon sequestration and storage including:
    - Improved cropland management, including crop selection and rotation, nutrient management, tillage/residue management, and water management (including irrigation, drainage), agroforestry, etc.; and
    - Restoration of degraded lands (using erosion control, organic and nutrient amendments), conversion of marginal farmland to perennial grasses or trees, and restoration of wetlands.
- Continue to review current research and methodologies to quantify carbon sequestration through agriculture. Once determined, begin regularly quantifying agricultural sources of carbon sinks.

Education Actions

- *See recommended actions from AG1.*

Financing Options

- Sustain and increase financial support for farmers to increase soil carbon sequestration and storage best practices (e.g. Canadian Agricultural Partnership – Environmental Farm Plan).

Potential Primary Partners/ Departments

- Kawartha Lakes agricultural community (farmers)
- Ontario Soil and Crop Improvement Association
- Victoria Soil and Crop Improvement Association
- Conservation Authorities

Municipal Role

- Integrate agritourism into the economic development strategy to showcase best practices amongst farmers and the public.

Adaptation/Mitigation Co-benefits

- Carbon sequestration and storage through restoration of degraded land and enhancement of natural features that contribute to flood control, erosion prevention, water filtration, and increase in suitable habitat for plant and animal communities.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Appropriate methodology identified to quantify carbon sequestration in Kawartha Lakes.
- Amount of, and economic value of carbon sequestered.

BUILDINGS AND INFRASTRUCTURE

Residential and Commercial Buildings

As the City of Kawartha Lakes continues to grow, new homes will be built. Although new construction accounts for a small percentage of the total contributions from the residential sector (assuming a rate of 1%/year), it is the City's role to continue to ensure new development complies with the most current Ontario Building Code (OBC). Updates to the OBC in 2012 included specifications for increased energy efficiency. Further updates to the OBC in 2017 specified an additional 15% increase efficiency. In addition, changes in 2018 include the inclusion of rough-ins for electric vehicle charging stations (to make installation easier in the future) in new houses and new non-residential buildings such as workplaces with integrated parking spaces. Further changes to the Building Code are expected to continue to increase energy efficiency. Through these Building Code changes, developers and builders will continue to increase the efficiency of new buildings and contribute to overall efficiency of Kawartha's building stock in the future.

In 2016, the City of Kawartha Lakes had a total of 31,105 private dwellings, of which 25,990 were single detached houses.[54] This represents 86% of all houses in the city. Most of these houses are older with just under 60% having been built before 1990 and 40% dating to before 1975. The commercial sector includes office, retail, hotels and restaurants within the City of Kawartha Lakes. The institutional sector includes the: Ross Memorial Hospital, Victoria Manor Long Term Care Home, Frost Campus of Fleming College (located in Lindsay), 22 public schools and 5 catholic schools (elementary and high schools), as well as 216 municipal buildings and facilities.

Industrial

The industrial sector in Kawartha Lakes is comprised of a number of niche market manufacturers, including steel fabrication, woodworking and automotive industries. Manufacturing also includes dairy products, seed products and paper products. Kawartha Lakes' industrial sector also includes construction, distribution and fabrication.[55]

Infrastructure

Infrastructure includes a number of things, such as roads, buildings, bridges and culverts owned and operated by the City, as well as water and wastewater treatment plants. The municipality owns 190 structures, 97% of which have at least 10 years of usable life remaining.[56] The municipality's road network is in "good" condition

[54] Statistics Canada. (2016). *Kawartha Lakes, CDR [Census division], Ontario and Saskatchewan [Province] (table).*

[55] https://www.kawarthalakes.ca/en/business-growth/key-sectors-and-major-employers.aspx Kawartha Lakes. (2017). *Key Sectors and Major Employers.* Retrieved from: https://www.kawarthalakes.ca/en/business-growth/key-sectors-and-major-employers.aspx

[56] Ibid.

while buildings and facilities are in “fair” condition.[57] The bridges and large culverts in the City received a “poor” rating, which means that significant deterioration is evident and service is at risk.[58] Overall, 70% of assets with a total valuation of $1.2 billion, are in “good” to “very good” condition but 18% are in “poor” to “very poor” condition.[59]

Emissions from Buildings and Infrastructure

At the community level, emissions from all residential, commercial, institutional and industrial buildings, manufacturing and construction, and fugitive emissions (due to leaks or other unintended releases) from natural gas transmission account for 28% of the total emissions in Kawartha Lakes.[60]

Residential buildings account for approximately 128,060 tonnes of CO_2e emissions. This represents 71% of the total emissions from buildings and 20% of emissions overall (Figure 7). Of the housing mix, 96% of homes are older than 2012, presenting an opportunity to increase energy efficiency and reduce greenhouse gas emissions from existing buildings.

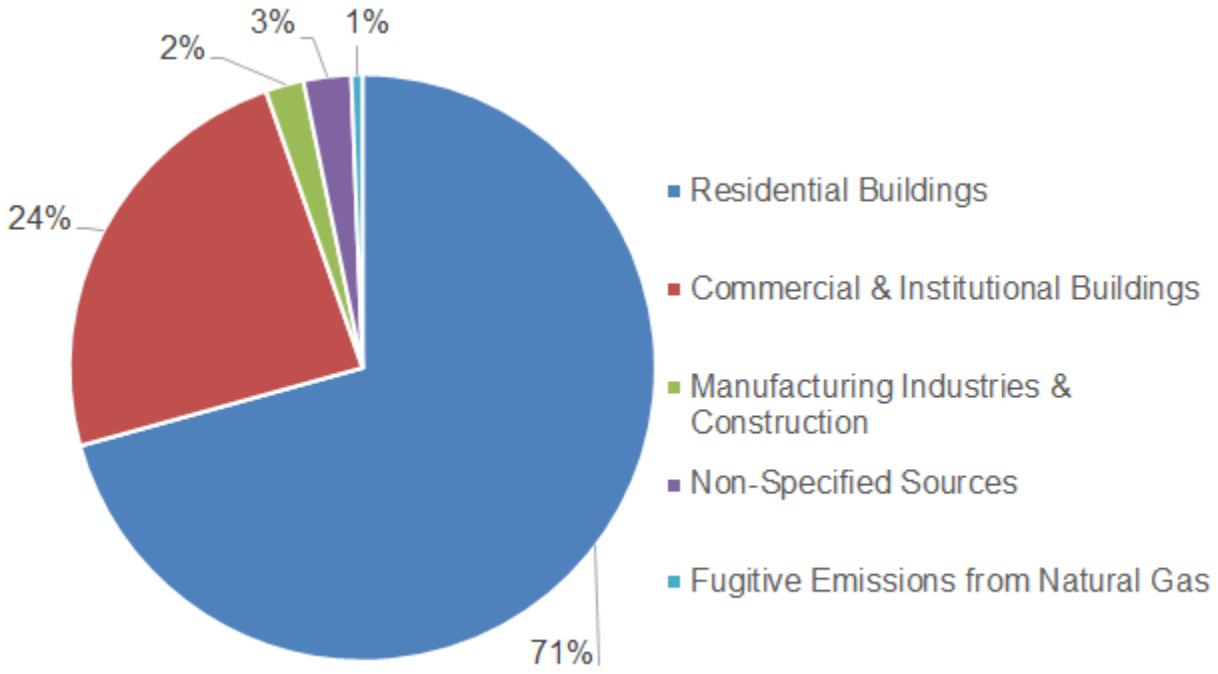


Figure 7: GHG emissions from buildings and infrastructure in Kawartha Lakes

[57] City of Kawartha Lakes. (2017). *The 2017 Asset Management Plan for the City of Kawartha Lakes*. Retrieved from: https://www.kawarthalakes.ca/en/municipal-services/resources/Asset_Management_Plan_-_2017_Draft_3.pdf
[58] Ibid.
[59] Ibid.
[60] Fugitive emissions are methane released through equipment leaks, evaporation, venting, flaring, and accidental releases that occur when natural gas is collected, processed, and delivered to market.

Together the commercial and institutional sector generated 43,330 tonnes of CO_2e which accounts for 24% of the total emissions from buildings and 7% of emissions overall.

The industrial sector is responsible for 3,800 tonnes of CO_2e which accounts for 2% of the total emissions from buildings and just under 1% of emissions overall. Although the industrial sector represents a smaller portion of the emission from buildings, it still plays an important role in emissions reduction.

At the corporate level, municipally owned buildings and facilities generated 3,060 tonnes of CO_2e in 2015, which accounted for 41% of corporate emissions. The City has a Corporate Energy Management Plan (CEMP), which includes a target reduction of energy intensity by 10% between 2016 and 2021. The Plan, which is championed by the Energy Stewards Team, outlines a series of demand management initiatives. To date, the largest consuming municipal facilities have reduced their energy consumption by nearly 10%, equating to a savings of $116,000.[61] The CEMP will be updated in 2019 to align with the HEP.

Older homes, commercial and institutional buildings, and municipally-owned facilities present an opportunity to increase the efficiency of buildings through a voluntary retrofit program.

Such a program is appealing to homeowners who are looking to increase the energy efficiency of their homes, reduce their energy costs and improve the value of their property. The deep retrofit concept specifically looks to review the energy performance of the 'whole-home' rather than incremental changes, and achieve energy efficiency improvements of 65%. The program would aim to have 35% of all homes participating by 2030.

Similarly, for the commercial sector, the retrofit program would be offered in standardized packages targeting the highest energy uses in commercial building including heating, cooling, insulation, and water heating with an objective of increasing energy efficiency by approximately 65%. The program would need to allow time upfront for the detailed planning to occur including having trained contractors to deliver the retrofits. As a result, it is anticipated to start in 2020 for both homes and businesses. Once initiated, it is anticipated that there would be 35% of buildings retrofitted per year.

Deep Retrofit Program

A deep retrofit package would be designed to: manage the amount of heat loss in the home or businesses (i.e.: increased insulation, weather-stripping); reduce the amount of energy used by appliances and lighting; and integrating automatic controls (i.e.: lighting and thermostats). The deep retrofit packages could also include elements (i.e. solar PV/thermal, ground source heating, etc.), which further reduce traditional energy use. The package would also increase the resiliency of homes and businesses through the integration of lot-level climate adaptation measures. These measures would decrease urban heat island effect, and reduce runoff and flood risk. Lot-level climate adaptation can be accomplished by using rain gardens, backwater valve, sump pump, downspout disconnect, re-grading the property, permeable pavement, etc. The program should also include adoption of an energy performance labelling program (i.e.: Natural Resources Canada EnerGuide Rating System[1]) as noted for new construction.

[61] City of Kawartha Lakes. (2016) *Corporate Energy Management Plan*. Retrieved from: https://www.kawarthalakes.ca/en/living-here/resources/Documents/Corporate-Energy-Management-Plan.pdf

There is an opportunity to facilitate energy efficiency improvements and climate resiliency in the industrial sector. Most industries have a systematic approach to managing energy and increasing energy efficiency, to improve productivity and efficiency of their operations. Best practices demonstrate that industrial energy efficiency improves by roughly 1-2% per year in Canada, through education and training programs, networks and peer-to-peer learning, and capacity-building programs and funding opportunities from all levels of government.

There is an opportunity for a more in-depth infrastructure assessment with up-to-date climate change projections (including precipitation, temperature, and extreme weather). Integrating up-to-date climatic projections can help identify critical vulnerabilities in infrastructure and ensure that infrastructure maintenance is in keeping with future weather events and stressors.

Strategy B1: Encourage all new buildings to be energy efficient and climate resilient

Recommended Municipal Mitigation and Adaptation Actions:

- Continue to enforce the Ontario Building Code for all new buildings in Kawartha Lakes.
- Continue to encourage developers to demonstrate how they have incorporated energy efficiency, climate change adaptation and green infrastructure (i.e. green and/or cool roofs, low impact development (LID) landscaping, permeable pavement, and tree and native species plantings) measures into new builds.
- Continue to encourage developers to construct new builds that are energy efficient and climate resilient (i.e.: checklists for developers, expedited approval processes, points systems used in other municipalities) with features such as:
    - Building design that reduces energy demand and increases efficiency (e.g. passive cooling, air source heat pumps, ground source heat pumps, triple-pane windows, light coloured roofs, etc.);
    - Back-up power generation;
    - Solar-ready design considerations that allow the building owner to easily install solar thermal systems or solar photovoltaic systems in the future;
    - Green infrastructure and natural features installed to the maximum extent possible in residential, commercial, and institutional buildings; and
    - Electric vehicle chargers in residential, commercial, and institutional buildings installed to the maximum extent possible.
- Promote existing programs to go beyond building code, such as Enbridge's Savings by Design Program.
- Encourage the adoption of an energy performance labelling program (i.e.: NRCan EnerGuide Rating System) for new and existing buildings that reflect energy performance. Energy labeling will help occupants and building owners understand the relative energy efficiency of the building before entering into an agreement to buy or rent the property. For new buildings this would be applied prior to sale, while existing buildings the energy performance would be applied after retrofits are completed.
- Encourage local businesses and commercial building owners to participate in energy benchmarking through NRCan.

Education Actions

- Provide checklists to developers and contractors on energy efficient and adaptation actions in building construction.
- Communicate the benefits of energy conservation in new construction under the OBC to residents, businesses, and building owners.
- Provide education and resources to inspectors on green building standards and compliance (i.e. LEED building certification, net-zero).

Financing Options

- Investigate existing incentives and rebates for integration of Low Impact Development and green infrastructure technology in new builds on private properties.
- Conduct a review of policy approaches to provide financial and non-monetary incentives to support the improvement of building performance (for contractors, homeowners, tenants/landlords, etc.).

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Development Services

Municipal Role

- The City of Kawartha Lakes' Development Services department will continue to work with local developers, Peterborough and the Kawartha Home Builders Association, Ontario Home Builders Associations, ensuring compliance with the OBC.

GHG Reduction

- 8,640 tonnes (assumes efficiency gains of 65%, with renewables providing 10% of electricity by 2030)
- Opportunity to achieve greater reductions with higher efficiency buildings (e.g. 75% efficiency gains) and more on-site renewable energy

Adaptation/Mitigation Co-benefits

- Property and buildings that incorporate green infrastructure can assist with water filtration, flood and erosion prevention, and other ecosystem services that improve resilience to climate and weather-related risks.

Anticipated Timeframe

- Continuously over the short-term (<5 years).

Indicators

- GHG emissions reduced through efficient new builds.
- Proportion of new buildings that include green infrastructure and natural features.

Strategy B2: Develop and implement a voluntary deep retrofit program for existing residential buildings to improve their climate resiliency and energy efficiency

Recommended Municipal and Community Mitigation and Adaptation Actions:

- Identify key partners (i.e.: interested utilities and neighbouring municipalities) to co-design the program. This would include looking to integrate existing programs offered by local utilities wherever possible.
- Identify a lead agency to serve as the program administrator. The program administrator would be responsible for designing the program, building a detailed business plan, then administering the program. This would include promotion, screening of those who are interested in participating, securing start-up funding. They would administer contracts with contractors and establish a pre-qualified list to ensure that those selected are trained to deliver deep retrofits.
- Investigate funding mechanisms which could include incentive-based programs) that have completed a voluntary deep retrofit, or loans through local improvement charges (LIC). As a voluntary program, the intent is to make it easy for homeowners to participate. Through the use of the LIC, the homeowner volunteers to enter into an agreement with the City to apply the LIC on their property tax bill. The LIC charge would be attached to the property itself, not the homeowner and would stay with the property until the cost of the retrofit is recovered. If the home is sold, the LIC continues with the new home owner until the full value is recovered, reducing the risk to the City.[62]
- Train contractors to deliver the service at a competitive rate. There is a need for qualified, trained contractors to deliver the program. This would create new skill sets, employment and expertise in the community that are transferable to similar programs across Ontario, Canada and internationally. There is potential to draw on the talent from Fleming College.
- Once the program design is complete, identify target areas with the City to initiate the program. The goal would be to prioritize older and low-efficiency houses and neighbourhoods first, then expanding the program later. Such an approach would target efficiency by postal code, tacking advantage of economies of scale.
- Once the program is up and running, the program administrator would continuously monitor the program to ensure its sustainability and apply energy performance labelling to those homes that participate.
- In parallel, the municipality can:
    - Establish and implement a policy that ensures regular review and update to infrastructure design standards, development by-laws, zoning, and infrastructure assessment processes to account for new climate change projections; and
    - Lobby provincial and federal governments to support deep retrofit programs through funding and/or policy.
- In parallel building owners, landlords, tenants and operators can:
    - Continuously monitor and mitigate climate-related risks for existing residential buildings; and
    - Inspect high risk buildings for damage after severe weather events and temperature extremes.

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[62] Persram, S. (2013). *LIC Primer: Using Local Improvement Charges to Finance Residential Energy Upgrades*. Retrieved from: http://www.cleanairpartnership.org/wp-content/uploads/2016/08/Primer.pdf

Education Actions

- Facilitate conversations with homeowners, landlords and tenants about adaptation best practices, green infrastructure, energy conservation and expected savings to support the retrofit of existing buildings.
- Leverage Fleming College's Continuing Education course in Home Flood Risk Assessment Training.
- Promote existing home conservation programs such as Enbridge's Home Energy Conservation Program.

Financing Options

- Develop a funding strategy to finance retrofits in combination with B3.

Potential Primary Partners/ Departments

- To be determined.

Municipal Role

- Initiate the process to develop the program, including identifying key partners, at partnership and financing options linked to municipal tools.

GHG Reduction

- 21,320 tonnes (35% of homes retrofitted to achieve efficiency gains of 65%, with renewables providing 10% of electricity needs by 2030).
- Opportunity to achieve greater reductions with a greater proportion of homes participating.

Adaptation/Mitigation Co-benefits

- Property and buildings that incorporate green infrastructure can assist with water filtration, flood and erosion prevention, and other ecosystem services that improve resilience to climate and weather-related risks.

Anticipated Timeframe

- Long Term (10+ years).

Indicators

- GHG emissions reduced through retrofits.
- Percentage of homes retrofitted relative to 2015 baseline.
- Percentage of retrofits that include green infrastructure and natural features.

Strategy B3: Develop and implement a voluntary deep retrofit program for commercial and institutional buildings to improve their climate resiliency and energy efficiency

Recommended Municipal and Community Mitigation and Adaptation Actions:

- Actions are the same as those identified in Strategy B2 above.
- While a deep retrofit program is being considered, businesses can take action by:
    - Inspecting high risk buildings for damage after severe weather events and temperature extremes;
    - Continuously monitoring and mitigating climate-related risks; and
    - Participating in energy benchmarking through NRCan.
- In parallel, the municipality can establish and implement a policy that ensures regular review and update to infrastructure design standards, development by-laws, zoning, and infrastructure assessment processes to account for new climate change projections.

Education Actions

- Facilitate conversations with developers about adaptation best practices and green infrastructure to support the retrofit of existing buildings.

Financing Options

- Develop a funding strategy to finance retrofits in combination with B2.
- Develop incentives for businesses to adapt their property using rain gardens, rain barrels, regrading, backwater valve, etc.

Potential Primary Partners/ Departments

- To be determined.

Municipal Role

- Initiate the process to develop the program, including identifying key partners, looking at partnership and financing options linked to municipal tools.

GHG Reduction

- 5,170 tonnes (35% of commercial and institutional buildings retrofitted to achieve efficiency gains of 65%, with renewables providing 10% of electricity needs by 2030)
- Opportunity to achieve greater reductions with a greater proportion of buildings participating.

Adaptation/Mitigation Co-benefits

- Property and buildings that incorporate green infrastructure can assist with water filtration, flood and erosion prevention, and other ecosystem services that improve resilience to climate and weather-related risks.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- GHG emissions reduced through retrofits.
- Percentage of commercial and institutional buildings retrofitted relative to 2015 baseline.
- Percentage of retrofits that include green infrastructure and natural features.

Strategy B4: Facilitate energy efficiency improvements and climate resiliency in the industrial sector

Recommended Industry Mitigation Actions:

- Leverage utilities, Independent Electricity System Operator (IESO), and other levels of government programs that assist industries to reduce energy consumption and improve efficiency, such as:
    - Ontario's SaveON Energy Programs (*some funding available*)
    - IESO's Industrial Accelerator Program (IAP) (*funding available*)
    - Enbridge's Industrial Energy Solutions (*funding available*)
    - The Federal Canadian Industry Program for Energy Conservation (CIPEC) (*capacity building*)
    - ecoENERGY Efficiency for Industry (*funding available*)
    - Canada Revenue Agency tax incentives for industrial investments in energy conservation and clean energy generation
- Establish a best practice network for local industries to build resiliency and improve efficiency.

Education Actions

- Deliver educational and training program on industrial operations and maintenance best practices.

Financing Options

- Use existing funding programs from the provincial and federal governments, utilities, and IESO, as well as tax incentives.

Potential Primary Partners/ Departments

- Strategy will be led by local industries, with assistance from provincial, federal, utility, and IESO capacity-building programs and funding opportunities.

GHG Reduction

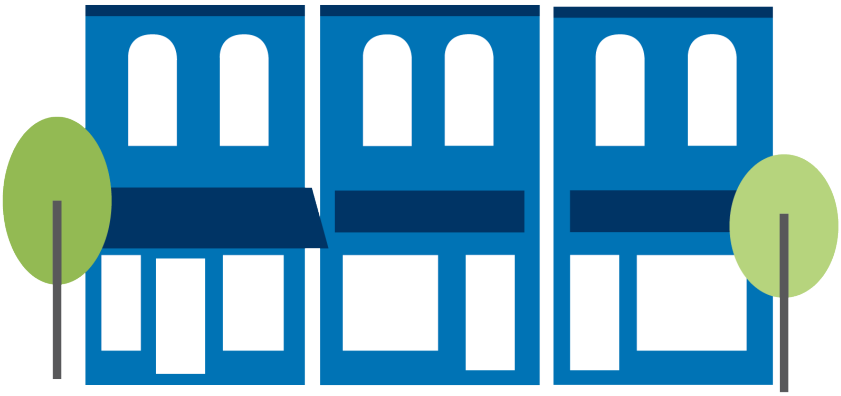
- 320 tonnes (assumes 1% efficiency improvements per year, with renewables providing 5% of electricity by 2030).
- Opportunity to achieve greater reductions with greater annual efficiency improvements (e.g. 2-3%).

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- GHG emissions reduced through efficiency improvements.
- Proportion of industrial buildings pursuing efficiency improvements.



Strategy B5: Require all city-owned new buildings to be energy efficient and climate resilient

Recommended Municipal Mitigation Actions:

- Establish a policy to require new buildings be built to a high energy efficiency standard (e.g. 65% more efficient than existing buildings and that integrate solar-ready design considerations).
- Require green infrastructure to be integrated (where feasible) in all new city-owned developments.
- Use results from assessment of climate-related impacts on municipal infrastructure, operations, and services (see strategy B7) to identify opportunities for green infrastructure to support drainage, water filtration and storage, flood risk/erosion reduction, shade/cooling, etc.
- Ensure regular review and update to new build design standards development by-laws, zoning, and infrastructure assessment processes to account for new climate change projections.
- Implement energy monitoring systems in all new municipally-owned buildings and facilities to identify opportunities to increase efficiency at the site-level.

Education Actions

- Provide resources and training to municipal building and equipment operators), decision makers, developers and contractors on energy efficiency construction and performance.
- Provide resources on energy conservation to building occupants and staff.
- Update Purchasing policies to include language that encourages energy efficiency, climate mitigation and adaptation criteria.
- Schedule updates and reviews of the Corporate Energy Management Plan with the Energy Steward Team to inform workplans and budgets.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Community Services, Human Services, Engineering and Corporate Assets, and Development Services

Municipal Role

- Lead.

GHG Reduction

- 120 tonnes (assumes efficiency gains of 65%, with renewables providing 10% of electricity by 2030).
- Opportunity to achieve greater reductions with greater efficiency gains and/or use of renewable energy.

Adaptation/Mitigation Co-benefits

- Property and buildings that incorporate green infrastructure can assist with water filtration, flood and erosion prevention, and other ecosystem services that improve resilience to climate and weather-related risks.

Anticipated Timeframe

- Long-Term (10+ years).

Indicators

- GHG emissions reduced through efficient new buildings.
- Money saved through energy efficiency measures.
- Percentage of municipally-owned new buildings that incorporate green infrastructure.

Strategy B6: Develop and implement a deep retrofit plan for all existing municipal buildings, facilities, and streetlights to improve their climate resiliency and energy efficiency

Recommended Municipal Mitigation Actions:

- Prepare a schedule of assessments to be completed each year.
- Conduct detailed assessments and develop retrofit plans specific to each city-owned building, based on age, type, energy consumption, and climate-related impacts/risks. Prioritize buildings and facilities with the highest energy use per area.
- Install energy monitoring systems in all existing municipally-owned buildings and facilities to identify opportunities to increase efficiency at the site-level.
- Implement building improvements through a comprehensive retrofit program that applies a whole-buildings approach including:
    - High efficiency windows and appliances, supplementary insulation, lighting upgrades, weather-stripping, building automation, etc. to achieve efficiency gains of 65%;
    - Integrate solar-ready design considerations (prepared for the future installation of solar thermal systems or solar photovoltaic systems);
    - Integrate green infrastructure (i.e.: green and/or cool roofs, low impact development landscaping, permeable pavement, and tree and native species plantings) where feasible; and
    - Use results from assessment of climate-related impacts on municipal infrastructure, operations, and services to identify opportunities for green infrastructure to support drainage, water filtration and storage, flood risk/erosion reduction, shade/cooling, etc.
- Ensure regular review and update to retrofit design standards, development by-laws, zoning, and infrastructure assessment processes to account for new climate change projections.
- Complete the retrofit of streetlights and outdoor lighting with LED lights in Lindsay.

Education Actions

- Provide resources and training to City staff, developers and contractors on energy efficient and adaptation actions in building retrofits and renovations.
- Develop a comprehensive training program and communication plan (that includes visual representation) of building energy consumption and conservation for building occupants and staff.
- Incorporate energy data and corporate energy knowledge in the asset management system for use in decision making city-wide.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).
- Maximize partnerships such as the Local Authority Services (LAS) membership for opportunities.
- Adopt an Energy Reserve fund that has financial savings deposited for future use in staff training and energy projects championed by the Energy Stewards.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Community Services, Public Works, Human Services, Engineering and Corporate Assets

Municipal Role

- Lead

GHG Reduction

- 360 tonnes (35% of facilities retrofitted to achieve efficiency gains of 65%, with renewables providing 10% of electricity by 2030).
- Opportunity to achieve greater reductions with a greater proportion of buildings participating, greater efficiency gains, and use of renewable energy.

Adaptation/Mitigation Co-benefits

- Property and buildings that incorporate green infrastructure can assist with water filtration, flood and erosion prevention, and other ecosystem services that improve resilience to climate and weather-related risks.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- GHG emissions reduced through retrofits.
- Money saved through energy efficiency measures.
- Percentage of buildings retrofitted relative to 2015 baseline.
- Percentage of municipally owned retrofits that incorporate green infrastructure.
- Number of new green infrastructure or low impact development projects and pilots undertaken on existing municipal infrastructure.

Strategy B7: Develop, implement and embed climate change risks and projections into the inspection, maintenance, and design of municipal roads, bridges, and culverts, and buildings and asset management procedures

Recommended Municipal Adaptation Actions:

- Conduct a detailed assessment of climate-related impacts on municipal infrastructure, operations, and services (e.g. extreme precipitation, salting, heat, etc.). This assessment can include the following:
    - Continue to conduct infrastructure condition assessments at the site level, and identify potential hazards related to flooding, extreme weather and/or heat. Incorporate into inventory of high-risk, priority assets;
    - Map municipal infrastructure by location with respect to flood and heat hazard maps (existing via conservation authorities) and incorporate climate change projections into an inventory of high-risk, priority assets; and,
    - Inspect high-risk, priority assets for damage after extreme weather events and temperature extremes.
- Consider implementing the Public Infrastructure Engineering Vulnerability Committee (PIEVC) Engineering Protocol for select, high-risk, priority assets to determine vulnerable infrastructure components and adaptation measures.
- Integrate climate change risks and projections identified for municipal infrastructure into the Asset Management Plan and other capital plans, financial plans, service plans and master plans with this new information to prioritize high-risk assets.
- Continue to prioritize high-risk assets for maintenance, upgrades, and restoration. Integrate design adjustments and changes to operational or maintenance procedures where needed to improve resilience of the infrastructure to climate risks.
- Embed climate resilience considerations into requirements and specifications for infrastructure in procurement processes.
- Ensure regular review and update to infrastructure design standards, development by-laws, zoning, and infrastructure assessment processes to account for new climate change projections.

Education Actions

- Train City staff on climate-related impacts to infrastructure.
- Provide best practice materials for adaptation measures that can be implemented for built infrastructure.

Financing Options

- Continue to leverage internal sources of financing to incorporate adaptation actions in regular infrastructure upgrading cycles, and leverage reserve funds for larger capital investment projects.
- Apply for federal funding for large projects, from sources such as Disaster Mitigation and Adaptation Fund and Infrastructure Canada's Investing in Canada Infrastructure Program.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Engineering and Corporate Assets and Public Works

Municipal Role

- Lead.

Impacts Addressed

- Increased frequency of heavy rainfall and urban flooding, causing damage to infrastructure.
- Overland flooding, leading to closure of public buildings and facilities.
- Temperatures near the freezing mark, causing increased need for salting, damaging infrastructure.
- Increased road base deterioration and pot holes.
- Increased flow in riverine systems, causing damage to bridge and culvert infrastructure.

Anticipated Timeframe

- Continuously over the medium-term (5-10 years).

Indicators

- Percentage of total city infrastructure spending directed to building resilience towards locally-identified high priority climate risks (as identified by community climate vulnerability assessments).

ENERGY SYSTEMS

Within the City of Kawartha Lakes, natural gas service is provided by Enbridge and electricity is provided by HydroOne.

Planning for and preventing power outages during extreme heat events is a key concern for the City. During the summer months, there is often an increased strain on the power grid with more households using air conditioning. Power outages can have a major effect on local businesses and flow of goods and services. These outages can be especially threatening to vulnerable populations, who are disproportionately affected by heat-related risks. There is currently no inventory identifying which locations across the city have access to back-up power generation. Of those sites assumed to have back-up power, the capacity of generation is unknown.

While there is some extreme summer heat response planning and protocol within the municipality, there are opportunities to expand planning as frequency extreme weather events are expected to increase in the future. One of the key initiatives the City can take is to equip more facilities with back-up generators/batteries and define cooling centres to accommodate those without air conditioning. The City can also consider short-term responses that provide immediate relief from extreme heat such as: using portable water stations; distributing fans to vulnerable populations; or requesting utility companies to stop service cancellations during extreme heat events. Alongside these efforts, communications protocols for delivering this information to the public (including part and full-time residents, businesses, schools, and vulnerable populations) can streamline the process, raise awareness, and increase uptake.

Strategy E1: Increase energy reliability and security to buildings and assets that deliver critical services to the community

Recommended Municipal and Community Adaptation Actions:

- Conduct a review of existing energy infrastructure and utilities for vulnerability to climate impacts and extreme weather.
- Provide detailed heat, cold and flood maps to identify high-risk areas for blackouts or brownouts, particularly areas with vulnerable residents.
- Communicate with long-term health care providers and other health related facilities to determine the capacity of existing back-up generators.
- Ensure key buildings have on-site back-up power, and implement clean/renewable back-up power systems where feasible, with priority given to facilities in vulnerable areas and those serving vulnerable populations.
- Enhance the reliability of the energy grid to ensure energy security, including ongoing investment in technologies such as automated switching, self-healing grids and back-up power systems, drawing on best practices from other municipalities.
- Explore opportunities to generate energy at point of use, through renewables, combined heat and power, district energy, etc.
- Implement adaptive measures for existing and future back-up power systems (e.g. moving generators out of basements, etc.). For increased resiliency, consider diversified types of generators (e.g. diesel, natural gas), as well as batteries for renewable sources (e.g. solar).

Education Actions

- Prepare and equip residents and building owners for what to do during a blackout in both hot and cold temperature extremes.
- Facilitate community resiliency workshops and opportunities to engage the community in the Kawartha Lakes Healthy Environment Plan.

Financing Options

- Continue to leverage internal sources of financing to incorporate adaptation actions in regular infrastructure upgrade cycles, and leverage reserve funds for larger capital investment projects.
- Apply for federal funding for large projects, from sources such as Disaster Mitigation and Adaptation Fund and Infrastructure Canada's Investing in Canada Infrastructure Program.
- Seek funding for a staff position that focuses on implementing the HEP.

Potential Primary Partners/ Departments

- Enbridge
- Hydro One
- Property owners

Municipal Role

- Establish on site back-up power (clean/renewable where feasible) in all municipally-owned buildings.
- Be responsible for integrating the need to improve energy reliability and security into corporate strategies including but not limited to Corporate Energy, Asset Management, Waste Management, Transportation Management, and Emergency Management plans.

Impacts Addressed

- Infrastructure and power system damage, causing closure of businesses.
- Damage to tree canopy, causing power outages and disruptions.
- Increased demand on electricity grid, causing more frequent power interruptions and outages.

Adaptation/Mitigation Co-benefits

- Through the adaptation measures above, energy systems will become more resilient to extreme weather impacts. By becoming increasingly self-sufficient and decentralized, and with greater integration of clean/renewable sources, emissions from buildings will be reduced.

Anticipated Timeframe

- Short term (< 5 years).

Indicators

- Proportion of key city and community facilities with back-up generators installed.
- Proportion of city buildings and facilities, and residential, commercial, and institutional buildings that use clean/renewable back-up power.
- Number of community resiliency workshops held by the municipality and level of attendance.

LAND-USE PLANNING

At the local level, land use planning is governed by the City of Kawartha Lakes Official Plan (2012). The Official Plan contains an 'Environment First Principle', which recognizes that "the environment is the base upon which all land use activities take place and that it should be considered in all land use planning decisions".[63] Section 3.6 calls for incremental reduction of overall GHG gases generated by the City's corporate activities and functions, as well as the promotion of energy efficient development and infrastructure.[64] The Official Plan also contains an Environmental Protection Designation, which aims to protect against flooding by preventing development or site alteration on lands prone to flooding.[65] Many sections within the Official Plan reference intensification, however, a number of these sections have been appealed (e.g. Section 4.1).[66] A goal of Section 28, Infrastructure and Service Policies, is "to plan for growth that takes into account the availability and location of existing and planned community infrastructure so that infrastructure can be provided efficiently and effectively."[67]

The City of Kawartha Lakes has the potential to reduce emissions and improve resilience by designing, building, and revitalizing neighbourhoods as complete communities that have higher densities, offer different transportation options, and preserve green space to absorb and filter rainwater, reduce flooding and stormwater drainage needs, and lower pollutant runoff into groundwater, streams, rivers and lakes. Preserving green space also limits the urban heat island effect – paved surfaces and buildings absorb and trap more heat than natural ecosystems, raising the temperature in urban areas.[68] Mixed-use development combines residential, commercial, industrial and institutional developments into one area. This allows for more efficient use of land and resources, promotes public health and safety via public transit and active transportation, reduces transportation emissions and commuting distances, and provides economic and social benefits through the retention and addition of housing, services, and jobs.

Increased urbanization and development are a stress on natural systems. As communities grow more surfaces are covered by buildings, roadways, parking lots, etc. that are impervious and stop water from beginning absorbed by the land and can increase flood risk when there is heavy rain.

As development in Kawartha Lakes continues, flood plain maps need to be regularly updated. Development near flood-prone areas as well as loss of pervious surfaces may lead to higher flood risk. There is an opportunity to layer flood risk data with heat mapping and air quality information to identify vulnerable areas within the community, and when considering the design and location of new developments.

Green infrastructure can be integrated into community planning to increase resilience. Trees, green roofs and walls, rain gardens and healthy soil systems can capture stormwater, improve water quality, and reduce flooding, reducing the need for costly expansion of traditional stormwater infrastructure.

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[63] City of Kawartha Lakes. (2012). *Official Plan*. p.13.
[64] Ibid.
[65] Ibid.
[66] Ibid.
[67] Ibid, p. 101.
[68] Climate Atlas of Canada. (2018). *Urban Heat Island Effect*. Retrieved from: http://www.cleanairpartnership.org/wp-content/uploads/2016/08/Primer.pdf.

By implementing additional green infrastructure, the City of Kawartha Lakes can:

- Reduce the amount of water going into our stormwater facilities, therefore reducing development and maintenance costs;
- Increase the recharge of our groundwater systems to ensure future supply of drinking water;
- Filter pollutants out of the water;
- Reduce flooding and erosion risks;
- Protect aquatic animals and habitats; and
- Reduce the amount of ground covered by hard surfaces, and protect green spaces.

Strategy L1: Ensure land-use policies and planning encourage the development of compact neighbourhoods that integrate residential, office, and retail developments and promote transit and active transportation

Recommended Municipal Mitigation and Adaptation Actions:

- Identify areas where higher density residential development should occur, considering the proximity to commercial and institutional buildings, community services, and transit.
- Provide regulatory and financial incentives through existing municipal or approval processes (i.e. density bonus allowances, parking requirements reduction, etc.), to encourage developers to complete compact and mixed-use projects in higher density areas.
- Acquire and/or retain land that can be included into future mixed-use projects and create neighbourhood parks, trails, public art, and pedestrian facilities.
- Require that new municipal developments, such as public housing, community centres, etc., as well as municipal revitalization projects are advancing the percentage of compact, mixed-use development across the City of Kawartha Lakes.

Education Actions

- Provide training and educational material for municipal decision-makers and developers on the characteristics of compact, mixed use developments and the benefits of such projects.
- Promote compact, mixed neighbourhoods to residents, institutions, and businesses on the benefits of living and working within mixed-use, higher-density areas.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Development Services.

Municipal Role

- Integrate compact, mixed use, transit-oriented land use planning requirements and recommendations into Secondary Plans, Official Plans, development guidelines, etc.

GHG Reductions

- GHG reductions are indirect, and would be captured under the transportation and building sectors.

Adaptation/Mitigation Co-benefits

- Compact, mixed use neighbourhoods promote community resilience by improving access to essential services and resources (such as grocery stores, clothing, health services, recreation centers, etc.), and by building social capital among closely-connected services, businesses, and community members. Mixed use neighbourhoods also promote physical activity and provide increased safety for active transportation.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Proportion of units approved and built that are compact, mixed use.
- Population density (people/km, rooms/km) in new developments compared to existing developments.

Strategy L2: Integrate measures for urban heat reduction, air quality improvement, and flood risk reduction into municipal land use planning and design

Recommended Municipal Mitigation and Adaptation Actions:

- Evaluate and map city planning against climate projections, impacts, and risks to identify vulnerable areas within the community (e.g. areas that are more polluted, urban heat island, significant sun exposure, etc.). This process can be layered into the detailed assessment of climate-related impacts on stormwater drainage and municipal infrastructure, operations, and services.
- Consult climate change projections and updated flood risk and heat mapping when determining the design and location of new developments and redevelopments in urban areas. Establish this practice via municipal by-laws, development guidelines, and zoning regulations.
- Integrate green infrastructure into community planning and street design to mimic natural habitat and functions whenever possible and prioritize areas that are vulnerable to heat and flooding.
- Monitor the effectiveness of LID pilot projects in addressing rainfall-related risks and reducing operational expenses for traditional stormwater infrastructure.

Education Actions

- Educate city planners and decision makers about design measures that can improve air quality, reduce the urban heat island effect, and minimize flood risk.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Development Services

Municipal Role

- Lead.

Impacts Addressed

- Infrastructure and power system damage, causing closure of businesses.
- Overland flooding, leading to closure of public buildings and facilities.
- Overland flooding causing evacuation and/or displacement of residents.
- Heavy rain and/or overland flooding causing physical injuries and mental health stress to residents.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Number of projects implemented to address urban heat islands.
- Number of projects implemented to improve air quality.
- Number of projects implemented to reduce floods (i.e. green infrastructure).

NATURAL ENVIRONMENT

The City works closely with its conservation authorities, including: Kawartha Conservation; Otonabee Conservation; Ganaraska Conservation; and, Lake Simcoe Conservation. The City is officially recognized as a "Bee City", and has made efforts to support healthy pollinator populations through the preservation and conservation of pollinator habitats. Natural assets (including forests, aggregates and land) produce a number of ecological goods and services, including: carbon storage, air and water purification, waste treatment, soil formation, pollination, recreation, erosion control, and animal habitat. A report currently in development by Kawartha Conservation estimates the value of these ecological goods and services at $1.19 billion per year across the watershed, of which natural assets are valued at $910,409,000 per year for the approximately 170,800 hectares (54%) of the City of Kawartha Lakes which is present within the Kawartha watershed.

Forest cover in the Kawartha Lakes region includes mixed deciduous and coniferous forest cover. The major watercourses running through the City of Kawartha Lakes include: the Trent River (including the Kawartha Lakes) and feeder streams to this major system including Pigeon and Scugog Rivers, the Talbot River, Pigeon River, Scugog River and the Severn River. Approximately 60% of the City of Kawartha Lakes is covered by a conservation authority, which identify regulated areas which protect areas such as wetlands and watercourses These natural areas are vital in supporting the agricultural, economic, and natural systems in the Kawartha Lakes Region.

Kawartha Conservation and Lake Simcoe Region Conservation Authority have developed a series of Lake and Watershed Management Plans. These plans involve detailed field inventories of subwatersheds, rivers, and lakes to identify natural features and factors affecting their health. The goal of these plans is to maintain and enhance the environmental health and economic sustainability of these lakes and the lands that drain to them. They recommend site-specific protection, enhancement, restoration, and management programs. A number of the plans, contain actions aimed at increasing forest cover and streamside vegetation, decreasing phosphorus pollution, and improving the management of agriculture, urban and shoreline areas.[69] The City of Kawartha Lakes, conservation authorities, Kawartha Land Trust and other partners have also recognized the value of natural systems on the landscape and have defined a natural heritage system through the "Kawartha's Naturally Connected" project. This project aims to strengthen planning protection identified in the Provincial Policy Statement for new development related to natural assets.

The effects of climate change are expected to put a strain on both man-made and natural assets to deliver community services. Extreme precipitation and temperatures can threaten the health and function of important ecosystems (such as wetlands) and can impact human health, safety and our interactions with the natural environment. To continue providing community services in a cost effective and sustainable manner now and in the future, it will be critical to ensure that all natural assets that contribute to community services (i.e.: lakes, wetlands, green spaces and trees) are identified and managed.

Trees benefit the community by reducing flooding, controlling erosion, filtering water, regulating climate, removing and storing carbon, and cycling nutrients. Trees are affected by climate change in many ways,

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[69] Kawartha Conservation. (2015). *Balsam and Cameron Lake Management Plan*. Retrieved from: http://kawarthaconservation.com/watershed/management-plans

including diseases and pests that thrive in warmer temperatures, extreme weather, and stress from drought. Loss of tree canopy through damage and deforestation will exacerbate costs of climate change felt by the entire community. A U.S. study found that there is a 20% increase in water treatment costs for each 10% loss in forest cover.[70] Increasing the number of trees in Kawartha Lakes can reduce costs to the City over the long term (such as energy demand for cooling, water filtration, etc.) and provide economic opportunities through incentive programs and nature-based and agritourism opportunities.

Strategy N1: Enhance the protection of natural assets and ecosystems, while expanding the City's natural capital and building climate resilience in the environment

Recommended Municipal and Community Adaptation Actions:

- Update the identification and evaluation of natural assets, green spaces, and natural features to quantify climate change risks, using Ecological Land Classification data, for example. Use this information to restore and protect the features and functions of the natural environment, prioritizing highly sensitive and/or valuable areas.
- Evaluate ecosystem service benefits provided by natural assets in Kawartha Lakes. Use results to inform decision making in planning, development, and environmental projects and policies.
- Continue to implement the natural systems actions identified in the Integrated Community Sustainability Plan, prioritizing ecologically sensitive areas.
- Pursue shoreline protection along lakes and streams and erosion control across the landscape, enhancing the work occurring within the Lake Management Plans.
- Expand naturalization programs and integrate these within existing planning processes to increase the number of trees, parks and green spaces, ensuring equitable access for all residents, particularly vulnerable populations.
- Acquire and manage ecologically sensitive areas using tools such as easements, buffers, and by-laws.
- Coordinate implementation and updates of existing watershed plans and lake plans.
- Work collaboratively to integrate new management plans and strategies that protect and enhance natural areas. Ensure the information is understood by relevant municipal and agency staff, developers and the public.
- Continue to create and preserve pollinator habitat and to support healthy pollinator populations.
- Coordinate new opportunities for outdoor recreation, tourism, and education alongside the protection of natural assets.

[70] Ernst, C., Gullick, R. and Nixon, K. 2007. "Protecting the Source: Conserving forest to protect water." In The Economic Benefits of Land Conservation. The Trust for Public Land. www.tpl.org

Education Actions

- Educate the community about the unique value of the ecosystems in Kawartha Lakes, and what they can do to protect them.
- Provide resources for private landowners to implement actions on the landscape.
- Develop and support outdoor education program for children, youth, adults and, vulnerable groups.
- Educate residents on invasive species management, and the importance of choosing native plant species.
- Educate residents on property maintenance best practices to promote a healthy natural environment (e.g. managing stormwater, limiting pesticide use, composting to promote soil health, green infrastructure, stormwater landscaping, etc.).
- Educate farmers about the Alternative Land Use Services (ALUS) Program and other benefit programs.

Financing Options

- Consider incentive or subsidy programs that encourage developers to integrate natural assets (e.g., wetlands) and conservation measures into new developments.
- Ensure 10-year Capital Budget reflects the value of protecting ecosystem services provided by natural assets.
- Seek funding opportunities, in partnership with the four local Conservation Authorities, for restoration and rehabilitation of natural features.

Potential Primary Partners/ Departments

- Conservation Authorities
- Fleming College
- City of Kawartha Lakes – Community Services

Municipal Role

- Involved with actions pertaining to municipally-owned (and municipal acquisition of) natural assets and areas, and their subsequent restoration and protection.
- Responsible for implementing the actions identified in the Lake Management Plans, the Asset Management Plan, the Official Plan and the ICSP.

Impacts Addressed

- Warmer lake temperatures, causing increase in lake vegetation and algal blooms.
- Increase in lake and river temperatures, causing stress or loss of aquatic species.
- Increased runoff causing increased nutrient, sediment, and contaminant loading in rivers and lakes.
- Shifting eco-regions for flora and fauna, causing introduction of new species into ecosystems and stress on native species.
- Increased runoff and evaporation from precipitation events, leading to reduced groundwater recharge.
- Increase in heat stress on trees, vegetation and native species, leading to higher mortality.

Adaptation/Mitigation Co-benefits

- Protection and enhancement of Kawartha Lakes natural assets will also preserve the ecosystem services that inherently offer adaptation and mitigation co-benefits while contributing to a healthy, resilient environment. Examples include:
    - Trees and green spaces provide carbon storage and sequestration (carbon dioxide is removed from the atmosphere), air filtration, nutrient cycling, and climate regulation.
    - Wetlands provide carbon sequestration, water storage, filtration and purification (which may improve water use efficiency), flood protection, support rich biodiversity, and more.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- For natural systems actions within ICSP refer to indicators established for each:
    - Percentage of privately-owned natural assets protected under up-to-date management plans and procedures.
    - Presence/absence of coldwater fisheries.
    - Thermal stability in streams.
    - Levels of nutrients and sedimentation in lakes and streams.
    - Percentage of naturalized areas in Kawartha Lakes and surrounding regions.

Strategy N2: Develop and implement a community-wide tree management and resilience program to increase tree canopy and protect existing canopy from climate and weather-related risks

Recommended Municipality and Community Adaptation Actions:

- Develop an Urban Forestry Plan, which guides the planning and development of the urban forest canopy.
- Protect the existing urban tree canopy through the development of a Tree Inventory and Preservation Plan and/or tree by-law.
- Work with conservation authorities to quantify existing tree cover and trends over time, as per Environmental Land Classification. Conduct additional research into urban tree canopy to identify areas in urban boundaries where planting should occur, and conduct ongoing management of the existing tree inventory.
- Use City by-laws, standards, and permitting processes to optimize soil and root growth conditions for shade trees on public and private property (e.g. soil quality, quantity and moisture content), particularly for new developments and their lots.
- Ensure species and location selection criteria in the tree planting strategies reflect future climate projections and any urban heat island effect mapping to improve shade coverage (e.g. planting large shade trees in priority heat island areas).
- Promote and increase planting of native tree species or resilience species (e.g. salt-tolerant trees) through initiatives such as community plantings programs and subsidies for plantings on private property.
- Consider planting edible tree species to promote local food security.
- Undertake proactive tree monitoring and maintenance to lessen damage during and after extreme weather events, particularly for trees that may cause damage to power lines.

Education Actions

- Educate residents and community stakeholders on the health and environmental benefits of the urban canopy.
- Provide education materials about where and how to plant trees with details on resilient species selection, optimal soil, root crown, and root growth space.
- Provide information to property owners on how to manage forested land and trees.

Financing Options

- Implement a tree planting incentive program with rebates for native and/or climate-resilient trees and shrubs (ongoing).
- Apply for grants and funding to increase tree planting.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Community Services
- Conservation Authorities
- Kawartha Lakes Environmental Advisory Committee
- Fleming College

Municipal Role

- Co-lead.

Adaptation/Mitigation Co-benefits

- Protection and enhancement of Kawartha Lakes tree canopy will also preserve the ecosystem services that inherently offer adaptation and mitigation co-benefits while contributing to a healthy, resilient environment.

Impacts Addressed

- Damage to tree canopy, causing power outages and disruptions.
- Spread of Emerald Ash Borer and other pests, causing damage to tree canopy.
- Increase in heat stress on trees, vegetation and native species, leading to higher mortality.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Percentage of municipality with tree canopy coverage.

PEOPLE, SAFETY AND HEALTH

In 2016, the average age of residents in Kawartha Lakes was 46.7 years compared to 41.0 for the province as a whole and there are 25,865 residents over the age of 60.[71] The number of residents over the age of 50 is expected to increase in the coming years. The City is drawing more retirees from larger urban centres each year.[72]

The current housing demand in Kawartha Lakes is for families and couples. Kawartha Lakes households have an average household income is $41,487 and in 2017, the average price of a home was around $375,000 – an increase of 50% since 2008.[73] The prices of homes in the City of Kawartha Lakes are increasing, and home ownership is becoming less affordable to households with low to moderate incomes.

There is an emerging need for options for seniors, persons with disabilities, and smaller households. Research suggests that one-person and lone-parent family households are most often facing housing affordability issues. There are currently limited rental options in the City of Kawartha Lakes, the primary housing type needed by low-income households. Rental options make up only 11.9% of the total housing stock and average rents are unaffordable to low-income households.[74]

The City of Kawartha Lakes administers a number of social services, including: Ontario Works; Children's Services; and, homelessness prevention. Kawartha Lakes and Haliburton County have established a joint Poverty Reduction Strategy, which focuses on children and youth; employment and education; food security; housing; and, transportation. In 2016, the Haliburton-Kawartha Lakes Community Roundtable for Poverty Reduction was formed to reduce the prevalence and impact of poverty in the area. The City is serviced by the Haliburton, Kawartha, Pine Ridge District Health Unit, which provides public health programs, services and resources to promote and protect health in the area.

The City of Kawartha Lakes maintains its own Fire Rescue, Paramedic and Police Services. Police services outside of Lindsay and Ops Township are provided by the Ontario Provincial Police's Kawartha Lakes Detachment. Emergency preparedness procedures are outlined by the City's Emergency Plan, which aims to limit or prevent the damage and destruction of property, infrastructure and the environment when faced with a major emergency situation. Working in collaboration with in collaboration with the local Health Unit and Emergency Services, Corporate Communications leads communications about weather-related events year-round, such as, winter storms and extreme heat in order to promote community safety. Beginning in 2019, an Emergency Management Coordinator will be hired. This person will be will be responsible for coordinating all

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[71] Statistics Canada. (2016). *Kawartha Lakes, CDR [Census division], Ontario and Saskatchewan [Province] (table). Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. Retrieved from: http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=EandGeo1=CDandCode1=3516andGeo2=PRandCode2=47andData=CountandSearchText=Kawartha%20LakesandSearchType=BeginsandSearchPR=01andB1=AllandTABID=1

[72] City of Kawartha Lakes. (2012). *City of Kawartha Lakes Age-friendly Project Assessment*. Retrieved from: http://kawartha.safecommunities.parachutecanada.org/files/Age%20Friendly%20Report%20CKL%20released%202012.pdf

[73] Statistics Canada. (2016) and The Canadian Real Estate Association. (2008, 2017). *Kawartha Lakes Real Estate Association Residential Sales Activity [SLIDES]*. Retrieved from: http://creastats.crea.ca/kawa/

[74] City of Kawartha Lakes. (2014). *City of Kawartha Lakes Housing and Homelessness Plan 2014-2023*. Retrieved from: https://www.kawarthalakes.ca/en/living-here/resources/Documents/Housing/City-of-Kawartha-Lakes-Housing-and-Homelessness-Plan.pdf

emergency response plans in an effort to improve the City's ability to respond appropriately and generate proactive messaging. They will liaise with all groups identified in the emergency management plan, including Corporate Communications.

There is an opportunity for the City of Kawartha Lakes to provide additional support during extreme weather events, particularly for vulnerable populations. More detailed plans regarding evacuation and shelter procedures for vulnerable populations should be considered, especially given the higher average age of the local population. Since the City is divided into many communities, it would be beneficial to create area-specific plans that correlate with a standard City of Kawartha Lakes Response Program Plan.

Strategy PH1: Develop and implement a response program for vulnerable population to protect residents from climate-related risks, creating a safer community

Recommended Municipal and Community Adaptation Actions:

- Identify who is vulnerable to climate-related risks; conduct vulnerable population mapping in relation to flood and heat mapping (e.g. urban heat island areas, flood plains), building on maps that already exist through community housing services.
- Identify and establish municipal and/or community buildings that can serve as hubs (warming and cooling stations) in vulnerable areas. These centres would include space within buildings to provide temporary shelter, back-up electricity, fresh water, sanitary systems and access to resources such as food, ice, and charging stations.
- Conduct check-ins and provide emergency preparedness resources directly to vulnerable populations.
- Leverage existing community nursing programs to reduce demand on EMS and police.
- Establish evacuation and displacement plans for public spaces and public events.
- Require that healthcare support and service organizations develop emergency response plans (e.g., the hospital and long-term care facilities). These organizations need to inform emergency services of their respective plans.

Outlined below are additional plans that could improve community's resilience to the impacts of climate change:

- Shelter Plan: to indicate the location of each shelter and measures to be implemented at each shelter for the care of all evacuees. It is also recommended that other facilities become warming and cooling centres for the community, alongside the development of a plan that documents which facilities are nearby and what the evacuation procedure should be.
- Evacuation Decision Plan: to address how decisions to issue warnings or evacuation orders are made.
- Warning Plan: to provide details about the communication of flood warnings to public, implementation of preparatory measures. A Flood Warning System is ongoing through the Kawartha Lakes Communications department and the City's conservation authorities.
- Evacuation Plan: more detailed plans regarding evacuation and shelter procedures should be considered. Although this is outlined as the responsibility of the Health and Social Services Officer in the Kawartha Lakes Emergency Plan, it is important to formally set up this information, so it is readily available for those who will be responding during the emergency.

- Vulnerable Population Mapping: to include detailed area mapping highlighting areas with higher concentrations of vulnerable populations, particularly those that are vulnerable to climate impacts (i.e. flood plains) or areas which could become isolated during power outages, without heating or cooling.

Education Actions

- Work with health agencies, community service organizations, housing services, and community nursing programs to better identify and respond to the needs of vulnerable populations, specific to preparing for climate-related health risks.

Financing Options

- Continue to leverage internal sources of financing (e.g. 5-year Operating Budget Plan).

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Human Services, Housing Help, Social Services, Fire, EMS, and Police Services
- Halliburton Kawartha Pine Ridge District Health Unit

Municipal Role

- Support community organizations who service vulnerable population to provide public spaces that can be used during emergencies/extreme weather.
- Serve as a convener of joint initiatives run by emergency services and community service organizations to support vulnerable populations.

Impacts Addressed

- Poor air quality, causing health risks for vulnerable populations and outdoor workers.
- Overland flooding causing evacuation and/or displacement of residents.
- Heavy rain and/or overland flooding causing physical injuries and mental health stress to residents.
- Road closures and service disruptions causing isolation of rural and vulnerable populations.
- Reduced exposure to extreme heat and cold.

Adaptation/Mitigation Co-benefits

- Protection and enhancement of Kawartha Lakes tree canopy will also preserve the ecosystem services that inherently offer adaptation and mitigation co-benefits while contributing to a healthy, resilient environment.

Indicators

- Proportion of organizations and/or institutions and/or facilities with evacuation and displacement plans.
- Proportion of healthcare facilities that have emergency and management plans that include climate hazards.
- Increase in the number of warming and cooling centres.

Strategy PH2: Create key messages, resources and a streamlined and integrated system to communicate climate readiness initiatives that help residents prepare for or respond to climate events

Recommended Municipal and Community Adaptation Actions:

- Continue to use Ontario Heat Alert system to issue heat-related media releases.
- Update City communications procedures to share climate change and extreme weather alerts (such as extreme precipitation, flood risk) to all residents via email, phone, and text message; and coordinate communications with key partners to avoid duplication. Develop pre-fabricated materials for quick release from the communications department.
- Consider investing in a patch system that can increase interoperability so that emergency services departments can communicate seamlessly.
- Create an online climate change resource platform, which acts as a central resource to coordinate information being done by various organizations, with important information for residents on warming and cooling centres, emergency procedures, what to do in a power outage, 72-hour preparedness kits, etc.

Education Actions

- Provide educational material for residents about climate risks and how to prepare for extreme weather, power outages, extreme temperatures, etc.
- Provide educational material for businesses, schools, and seniors' homes about climate risks, how to ensure public safety, and emergency preparedness.

Financing Options

- Continue to leverage internal sources of financing (e.g. 5-year Operating Budget Plan, Emergency Plan).

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Corporate Communications
- Haliburton Kawartha Pine Ridge District Health Unit
- Conservation Authorities

Municipal Role

- Continue to participate in the development of climate change education and communication materials, online resources related to climate change preparedness, and host information for residents on municipal website.

Impacts Addressed

- Overland flooding causing evacuation and/or displacement of residents.
- Heavy rain and/or overland flooding causing physical injuries and mental health stress to residents.
- Hazardous road and sidewalk conditions leading to more accidents and emergencies.
- Potential health hazards associated with power outages.

Anticipated Timeframe

- Short-term (<5 years).

Indicators

- Percentage of population with access to local information on climate change, weather patterns, and associated impacts.
- Number of educational trainings conducted in organizations, schools, etc. related to climate change preparedness.

TRANSPORTATION

The City's transportation network is made up of approximately 2,700 kilometres of road, 165 bridges and 130 culverts, sidewalks, signs, streetlights, and traffic signals. In total, the municipality's road assets are valued at $1.5 billion.[75]

According to the National Household Survey, 41% of Kawartha Lakes' total labour force commuted outside of Kawartha Lakes for work in 2011.[76] In comparison, 88% of individuals who worked in Kawartha Lakes lived within the City.[77]

Public transit and other specialized transportation services is provided by Lindsay Transit. In 2018, the City completed a Lindsay Transit Master Plan. The purpose of the 10-year master plan was to build on recent successes, improve reliability and accessibility, and expand reach and improve existing routes. Lindsay Transit currently operates three routes, and a specialized, accessible transit system. Between 2012 and 2016, Lindsay Transit experienced a 22.1% growth in ridership compared to 7.2% population growth within the service area.[78]

The City's Official Plan, includes policies to encourage active transportation and connectivity for all modes of transportation, and to develop a safe, convenient, efficient and accessible transportation system.[79] As per the 2018 Lindsay Transit Master Plan, Kawartha Lakes plans to expand transit service between 2018-2027, which will include the addition of Sunday service, a new additional route, weekday evening service until 11pm, the addition of daily round trips to and from Bobcaygeon and Lindsay, and a weekday commuter service from Lindsay to the GO bus stop at highway 35/115.[80]

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[75] City of Kawartha Lakes. (2017). *The 2017 Asset Management Plan for the City of Kawartha Lakes*. Retrieved from: https://www.kawarthalakes.ca/en/municipal-services/resources/Asset_Management_Plan_-_2017_Draft_3.pdf

[76] Statistics Canada. 2013. *Kawartha Lakes, CA, Ontario (Code 530)* (table). *National Household Survey (NHS) Profile*. 2011 National Household Survey. Statistics Canada Catalogue no. 99-004-XWE. Ottawa. Released September 11, 2013. http://www12.statcan.gc.ca/nhs-enm/2011/dp-pd/prof/index.cfm?Lang=E (accessed January 5, 2019).

[77] Ibid.

[78] City of Kawartha Lakes. (2017). *Transportation*. Retrieved from: https://www.kawarthalakes.ca/en/living-here/transportation-and-transit.aspx

[79] City of Kawartha Lakes. (2012). *Official Plan*.

[80] City of Kawartha Lakes. (2018). *Lindsay Transit Master Plan*. Retrieved from: https://www.kawarthalakes.ca/en/municipal-services/resources/Budget-and-Finance/Transit-Master-Plan-accessible.pdf

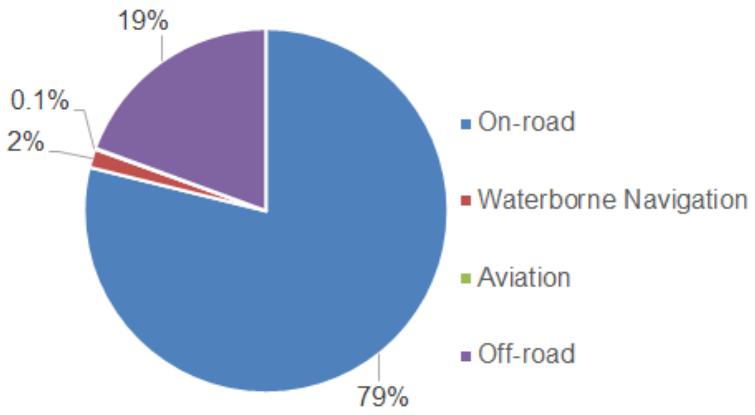

Figure 8: Transportation GHG emissions by subsector

Transportation accounts for 45% of emissions in Kawartha Lakes, as the majority of residents rely on fossil-fuel powered personal vehicles. The majority of transportation emissions (79%) are from on-road transport, while 19% are from off-road transportation. The remaining emissions are attributable to waterborne and aviation trips within the municipal boundary. Figure 8 shows the contributions of each sub sector to transportation emissions. According to the Environmental Commissioner of Ontario, transportation represented 35% of the total emissions for Ontario, which is somewhat lower to the Kawartha Lakes share.[81]

One of the ways residents can contribute to reducing GHG emissions is to switch from gasoline or diesel-powered vehicles to hybrid or electric vehicles. Over the next 15 years, the number of electric vehicles is expected to grow in Ontario. The price of electric vehicles continues to fall, many car manufacturers have committed to phasing out internal combustion engines, and many large corporations in Canada and abroad have committed to electrifying their fleet over the next decade. While municipalities have limited capacity to influence personal vehicle choices, they can support change in a number of ways.

The City of Kawartha Lakes can also implement a number of actions to change travel patterns and continue to play a key role in reducing the frequency and length of single-occupancy vehicle trips. By expanding and promoting more public transit, encouraging carpooling, and ensuring trips on foot or by bicycle are convenient and safe, Kawartha Lakes will also benefit from reduced air pollution, traffic congestion, and more livable communities.

Strategies T1: Support and encourage the uptake of electric and low-emission vehicles

Recommended Municipal and Community Mitigation Actions:

- Where feasible, continue to install electric vehicle charging stations for public use in Kawartha Lakes, including at City facilities and parking lots.
- Encourage developers to integrate electric vehicle charging stations into new developments.

[81] Environmental Commissioner of Ontario. (2018). *Ontario's Climate Act, From Plan to Progress: Annual Greenhouse Gas Progress Report 2017.* Retrieved from: http://docs.assets.eco.on.ca/reports/climate-change/2017/From-Plan-to-Progress.pdf

- Encourage local institutions and commercial/retail/industrial owners to install electric vehicle (EV) charging stations for public use.
- Encourage utilities and the province to explore the installation of electric vehicle charging stations and alternative fuel stations, such as compressed natural gas (CNG), on major roads and highways for residents, freight vehicles, and tourists.
- Offer preferred parking for low emission or electric vehicles.
- Work with local businesses and institutions to encourage the adoption of electric and low-emission vehicles in their corporate fleets.

Education Actions

- Support electric vehicle advocacy organizations, such (i.e. EV Society, Plug'n Drive) to help showcase and promote electric and low-emissions transportation options.
- Partner with car dealers to educate and promote electric and low-emission vehicles.

Financing Options

- Investigate and access existing incentive programs and rebates available for electric vehicle charging infrastructure.

Potential Primary Partners/ Departments

- Enbridge
- City of Kawartha Lakes – Engineering and Corporate Assets and Community Services

Municipal Role

- Lead initiatives to expand the number of EV charging stations on City property.

GHG Reduction

- 10,640 tonnes (assumes a 5% uptake in electric vehicles).
- Opportunity for greater emissions reduction through greater uptake in electric vehicle use.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- GHG emissions reduced through electric vehicle uptake.
- Proportion of vehicle trips taken using electric vehicles.

Indicators

- GHG emissions reduced through electric vehicle uptake.
- Number of charges at charging stations of vehicle trips taken using electric vehicles.

Strategy T2: Encourage residents and visitors to use transit, walk, bicycle and carpool

Recommended Municipal Mitigation Actions:

- Improve public transit service and increase transit ridership by:
    - Continuing to enhance public transit services within Lindsay and review expanded community services as identified in the Transit Master Plan;
    - Implementing a trip planning program/service for public transit, and technology for real-time bus tracking. Make these applications available on the web and smartphones;
    - Explore opportunities to partner with Fleming College to plan and offer routes that encourage and increase ridership among students and staff travelling between the College and Lindsay or other neighbouring communities;
    - Considering alternative public transit options, especially for rural areas, such as fixed-route taxi-bus systems, demand-response services, and transit options for special events and fairs, among others;
    - Ensuring intermodal accessibility, such as transit buses with bicycle racks, bus stops connecting to the bike network, providing safe bicycle racks, etc.; and,
    - Explore opportunities to attract a bike share program to the City.
- Expand active transportation infrastructure and networks within and between urban centres that are safe, convenient, and connected by:
    - Developing an active transportation plan to guide active transportation decisions and planning, and to identify highest priority routes or areas for expansion;
    - Expanding on-road bikeways, dedicated bike lanes, as well as multi-purpose off-road trails to increase the interconnectivity of trails and bike routes throughout the City; and,
    - Maintaining sidewalks and pedestrian walkways (i.e. snow removal) that facilitate convenient and safe pedestrian travel.
- Support and encourage carpooling and facilitate a shift away from single-occupancy vehicle trips among commuters in Kawartha Lakes, by:
    - Developing a carpool lot network and incentivizing carpooling with preferred parking;
    - Engaging employers to promote and/or offer incentives for employees who use active transportation, public transit, carpooling, or who tele-commute; and,
    - Establishing shared working spaces in centralized locations to reduce need to travel by car and promote telecommuting.

Education Actions

- Educate residents about sustainable transportation options and benefits, and encourage adoption.
- Support of “Safe Routes to School” for walking and biking where appropriate.
- Promote walking and bicycling trails to tourists using signage, maps, and partnerships with tourism agencies.
- Promote existing ride-matching and carpooling services to commuters.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).
- Explore a co-financed transit pass programs with large institutions.

Potential Primary Partners/ Departments

- Lindsay Transit
- City of Kawartha Lakes – Development Services, Public Works, and Engineering and Corporate Assets
- City of Kawartha Lakes – Environmental Advisory Committee
- Fleming College

Municipal Role

- Ensure that transit is servicing existing and emerging neighbourhoods in ways that provides easy access to essential goods and services, reduces the amount of single-occupancy vehicle trips, and supports mixed-use developments.
- Lead initiatives to expand public transportation options in the City, and initiatives to encourage carpooling, active transportation.

GHG Reduction

- 8,500 tonnes (assumes a 5% shift from single-occupancy vehicle trips).
- Opportunity for greater emissions reduction through greater shift away from single-occupancy vehicles.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Total transit ridership, transit ridership per capita.
- Use of carpool lots (number of cars parked, etc.).
- Kilometres of bike lanes.
- Mode share for walking and cycling (for travel to work, school, etc.).

Strategy T3: Transition the City of Kawartha Lakes' municipal fleet and equipment to be more efficient and emit less carbon

Recommended Municipal Mitigation Actions:

- Accelerate the retirement of the least fuel-efficient vehicles and equipment.
- As vehicles are replaced, ensure right-sizing of vehicles and equipment, to ensure that new vehicles meet the specific job function requirements (e.g.: consider replacing mid-sized cars and vans with hatchbacks and other compact cars, or downsizing pickup trucks).
- Where feasible, transition to low emission and other alternative fuels (electric, hybrid, compressed natural gas, propane, hydrogen fuel cells, etc.) as vehicles are retired and replaced.
- Continue to improve fleet monitoring and maintenance as well-maintained vehicles ensure optimal fuel economy and reduce emissions.
- Review the feasibility of implementing a fleet management system to track maintenance, and to monitor and evaluate the performance of existing vehicles to support future decision-making.
- Require preventative and advanced maintenance practices, including storage tank fuel level monitoring, tire audits, using nitrogen to inflate tires and reduce tire wear.
- Consider joining a fleet accreditation program, such as E3 Fleet Program or North American Fleet Association's Sustainable Fleet Accreditation Program, which provide tools and resources to reduce environmental impacts, and garner recognition of the City's sustainability commitments.
- Introduce anti-idling technologies and implement and enforce an anti-idling policy for corporate vehicles.
- Monitor new and emerging technologies that improve fleet efficiency.
- Encourage telecommuting among City staff, and encourage carpooling to off-site meetings and visits.

Education Actions

- Provide operator training and education to staff, which promotes fuel-efficient driving habits including anti-idling, optimal driving behaviours, efficient stopping and acceleration techniques, etc.

Financing Options

- Continue to leverage sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).
- Reallocate fuel cost savings to a reserve fund for future fleet improvements.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Public Works

Municipal Role

- Lead.

GHG Reduction

- 310 tonnes (assumes 3% uptake of alternative fuel vehicles including hybrids and electric vehicles, a 35% improvement in fuel efficiency, 2.5% fuel savings from anti-idling technologies and practices).

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Reduction in the total amount and cost of fuel used.
- Fleet GHGs reduced.
- Proportion of staff trained on efficient vehicle use.

WASTE

The effective management of the City of Kawartha Lakes' waste and recycling programs is essential to build a more sustainable community. As a result, the City has put significant effort into their waste management program. In the early 1990s the City had a waste diversion rate of 7%, by 2013 the rate was up to 39%.[82] A waste diversion rate is a measure of the amount of waste that is recycled, composted or otherwise not sent to landfill, relative to the total amount of waste disposed.[83] Currently the City' waste management program includes curbside collection and disposal at the landfills. Curbside collection comprises blue box (containers), green box (papers and cardboard), leaf/yard waste, large items and garbage. The City uses school programs, social media and the MyWaste app to further engage residents.

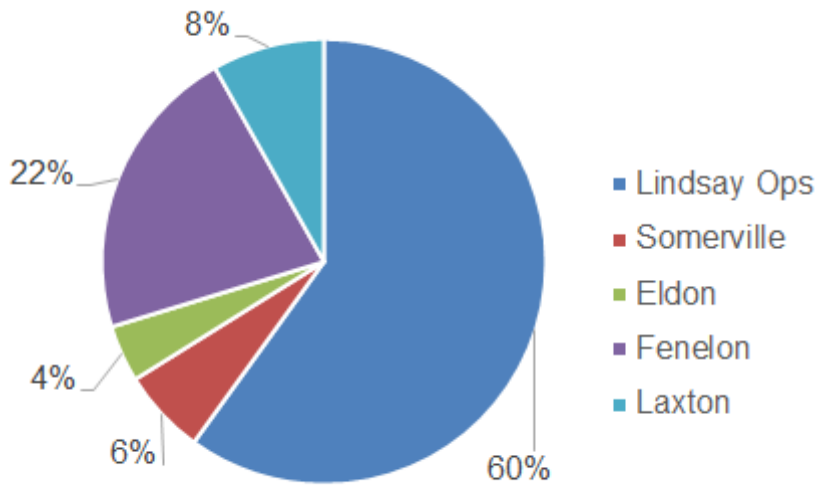

Figure 9: GHG emissions from landfill

In August 2015 the City published an Integrated Waste Management Plan titled "Making Waste Matter". This strategy outlined the City's short-term and long-term strategies to increase their waste diversion rate to 70% by 2048. The City plans to achieve this by recycling, reducing, reusing, innovation and public engagement. Given the anticipated growth rate, the number of households is expected to increase to 42,516 by 2032.[84] If the diversion rate remains at 39% then the municipality would be generating 56,000 tonnes of waste by 2048.[85] Increasing the diversion rate will reduce emissions, provide increased revenue for the City, and extend landfill capacity.

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[82] City of Kawartha Lakes. (2015). *Making Waste Matter*. Retrieved from: https://www.kawarthalakes.ca/en/living-here/resources/Documents/Waste/Making-Waste-Matter--Aug-2015.pdf
[83] Government of Canada. (2018). *Solid waste diversion and disposal*. Retrieved from: https://www.canada.ca/en/environment-climate-change/services/environmental-indicators/solid-waste-diversion-disposal.html
[84] City of Kawartha Lakes. (2015). *Making Waste Matter*.
[85] Ibid.

It is estimated that City of Kawartha Lakes produced 41,804 tonnes of solid waste, emitting 59,730 tonnes of GHGs from all ladfill, which accounts for 10% of the City of Kawartha Lakes' total emissions in 2015 (Figure 9).

Strategy W1: Reduce the amount of waste and emissions associated with landfills

Recommended Municipal Mitigation Actions:

- Continue to implement measures to increase the waste diversion rate from 39% to 70% by 2048, as identified in the City of Kawartha Lakes Integrated Waste Management Plan.
- Regularly review the effectiveness of waste collection programs and implement changes to improve residential waste diversion.
- Regularly review additional waste diversion programs such as organic waste, and/or consider collaborating with neighbouring communities for organic waste programs and disposal.
- Continue to improve the efficiency of the existing landfill gas capture system, and assess the feasibility of expanding landfill gas capture systems to other landfills, especially as landfill facilities are centralized to Lindsay Ops and Somerville landfill in the longer term (as planned).
- Explore partnership opportunities with neighbouring municipalities to develop a regional waste diversion program.

Education Actions

- Continue to develop educational programs and behavioural change campaigns to encourage waste reduction and reuse among residents and businesses.
- Provide information about existing waste diversion programs, such as backyard composting, electronics recycling, and re-use programs.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year Operating Budget Plan).
- Partner with neighbouring municipalities to leverage funds for larger backyard composting program.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Public Works and Engineering and Corporate Assets
- City of Kawartha Lakes – Environmental Advisory Committee

Municipal Role

- Lead.

GHG Reduction

- 20,110 tonnes (assumes 28% per capita waste reduction, in accordance with the IWMS targets).
- Opportunity for greater emissions reduction if going beyond IWMS targets.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Total tonnes of solid waste to landfill.
- Total residential diversion rate.
- Generation per capita.
- Remaining landfill capacity.
- Financial saving realized.

WATER, WASTEWATER and STORMWATER

The City of Kawartha Lakes treats and distributes safe and reliable drinking water to residents and businesses, and collects and treats wastewater, all of which requires energy and generates GHG emissions. The 2016 replacement value of the City's water and wastewater systems is $251 million and $279 million respectively.[86] Implementing operational and maintenance best practices on an ongoing basis can improve energy efficiency, reduce emissions, and lower energy costs. Water conservation initiatives by residents, businesses, and the City reduces the volume of water and wastewater treated and associated energy costs.

In the City of Kawartha Lakes, stormwater drainage areas fall under municipal, conservation authority, and private land ownership. Climate-related impacts to drainage systems should be addressed in a coordinated effort, integrating the use of green infrastructure to improve stormwater management across the community.

In the most recent Asset Management Plan, the storm management units received a rating of "F" or "very poor".[87] The City has identified the need to "implement a condition assessment program of its storm mains to further define field needs and to assist the prioritization of the short and long-term capital budget". They also identified the need to establish key storm network performance indicators to track annually as part of an overall level of service model.[88] These actions are crucial as more frequent and severe rain events have been affecting the City in recent years.

With respect to drinking water, the City maintains a Source Water Protection program and is a member of the Ontario Water Wastewater Response network – increasing the safety and security of the water supply for its residents. Municipal water is treated and tested in accordance with the requirements set out by the Ministry of Environment Community and Parks. In order to further protect the City's water supply, Kawartha Lakes practices water conservation. Conservation measures help to: use less water and energy; lower long-term infrastructure costs; improve water sustainability; and, protect the environment.

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[86] City of Kawartha Lakes. (2017). *The 2017 Asset Management Plan for the City of Kawartha Lakes*. Retrieved from: https://www.kawarthalakes.ca/en/municipal-services/resources/Asset_Management_Plan_-_2017_Draft_3.pdf
[87] Ibid.
[88] Ibid.

From the community inventory, 3,460 tonnes of GHG emissions are emitted from wastewater decomposition. Emissions from wastewater primarily result from methane and nitrous oxide released in the process of storing and treating waste are captured in the community inventory.

In addition, there is energy used by the municipality to collect treat and deliver water and wastewater in the city, which contributes an additional 460 tonnes of GHGs from the energy used to water and wastewater services.

Strategy WW1: Increase the operational efficiency and resiliency of water and wastewater systems in response to climatic changes

Recommended Municipal Mitigation and Adaptation Actions:

- Implement operations and maintenance optimization best practices to reduce energy consumption at water and wastewater treatment facilities, including:
    - Regularly reviewing energy performance of water and wastewater facilities;
    - Consider implementing an energy monitoring system and benchmarking program;
    - Providing facility operator training on operational and maintenance best practices;
    - Continuing to upgrade water and wastewater facilities to improve operations, such as the installation of aeration blower upgrades, installation of variable frequency drives on pumps, ultra-fine bubble diffusers etc.,
    - Continue to investigate innovative technologies to reduce energy and GHG emissions in water and wastewater treatment facilities;
    - Continuing to optimize processes that consumed significant amount of energy, such as pumps and filtration systems; and,
    - Continuing investment in optimization of water and wastewater treatment facilities.
- Conduct feasibility assessment of biosolid management and energy recovery to offset both electricity and natural gas requirements.
- Explore renewable energy (i.e. solar generation, energy storage, biogas, or heat recovery from waste) that leverage existing infrastructure.
- Integrate intensity, duration, frequency (IDF) data and other climate projections into the inspection, maintenance and upgrades of all facilities.
- Implement actions upstream of water treatment plants to reduce sediment loads, decreasing the amount of energy required to treat drinking water.
- Building on the CEMP, develop an integrated energy management plan specifically for the City's wastewater treatment plants to develop further efficiencies.
- Maintain and update the water distribution and wastewater collection systems that consider climate risks.

Education Actions

- Develop and provide resources and water consumption reports to businesses, institutions, and residents, to educate residents and businesses about technological and behavioural ways to reduce water consumption.
- Educate water and wastewater facility operators on maintenance and operations best practices.

Financing Options

- Continue to leverage internal sources of financing and leverage reserve funds for larger capital projects (e.g. into 10-year Capital Budget Plan and 5-year and annual Operating Budget Plan). Consider funding from provincial and federal sources, as well as private investment.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Public Works, Engineering and Corporate Assets, and Community Services

Municipal Role

- Lead.

GHG Reduction

- Approximately 90 tonnes (assumes a 10% efficiency improvement from O&M best practices). This action also includes Strategy B6 energy retrofits (lights, insulation, windows, etc.), which assume 35% of water and wastewater buildings are retrofitted to achieve efficiency gains of 65%).
- Opportunity for greater emissions reduction with greater energy savings from improved O&M practices, a larger percentage of buildings undergoing efficiency improvements, and higher efficiency building retrofits.

Adaptation/Mitigation Co-benefits

- In addition to increasing efficiency, regular maintenance will increase the resiliency of the City's water and wastewater systems.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Energy use per unit output (litres of water treated, litres of wastewater treated).
- GHGs reduced through efficiency measures.
- Cost savings from energy efficiency measures.
- Percentage of buildings retrofitted relative to 2015 baseline.

Strategy WW2: Update Stormwater Design Requirements and the Stormwater Management Plan to reduce flood risk in development and redevelopment and expand the use of green infrastructure for stormwater management to reduce flood risk

Recommended Municipal Adaptation Actions:

- Regularly update rainfall intensity-duration-frequency (IDF) curve, integrating projections into stormwater management design requirements, the Stormwater Management Plan, and the approval process for new and existing developments on municipal property, with the assistance of the local conservation authorities.
- In partnership with conservation authorities, conduct a detailed assessment of climate impacts on stormwater drainage areas. This assessment can include the following:
    - Mapping stormwater drainage, water collection and distribution infrastructure and associated risks in relation to flood maps (existing via conservation authorities) and incorporating climate change projections into inventory of stormwater drainage areas;
    - Conduct an inflow/infiltration study to identify issues with stormwater management, and justify investment for improvements;
    - Continuing to conduct stormwater drainage assessments and identify potential hazards related to blockages and flooding. Incorporating findings into an inventory of high-risk, priority areas;
    - Inspecting high-risk, priority areas for flooding and/or damage after extreme weather events; and
    - Assessing potential damages and losses to high-risk, priority assets resulting from climate change and including such considerations in stormwater design requirements, Stormwater Management Plan, flood plain mapping and other capital, financial, and service plans.
- Consider re-establishing the Lindsay Filtration Plant rain gauge to provide consistent monitoring information.
- Integrate climate change projections and flood risks identified for stormwater drainage areas into site-specific Stormwater Management Plans and other capital plans, financial plans, service plans and master plans, using this new information to prioritize high-risk areas.
- Continue to prioritize high-risk assets for maintenance, upgrades, and restoration. Integrate design adjustments and changes to operational or maintenance procedures where needed to improve flood resilience.
- Explore the needs and feasibility of implementing grey and/or green infrastructure within existing developed watersheds to reduce flooding, where needed.
- Increase the implementation of low impact development and green infrastructure for stormwater management on public and private property, buildings, and roads in high-risk areas. Inform decision-making on green infrastructure projects using guiding documents such as the: Lake Simcoe Region Conservation Authority Technical Guidelines for Stormwater Management Submissions, Ontario Ministry of Environment, and Credit Valley Conservation Authority Low Impact Development Design Guidance, and Credit Valley Conservation Greening Corporate Grounds. Examples include the following:
    - Implementing road retrofits for improved stormwater drainage, including the use of LID (low impact development) in flood vulnerable areas; and

  - Considering and addressing impacts associated with increased disease vectors in design of stormwater infrastructure (e.g. limit ponding/standing water).
- Monitor the effectiveness of LID pilot projects in addressing rainfall-related risks and reducing operational expenses.
- Embed climate resilience considerations into requirements and specifications for stormwater infrastructure in procurement processes.
- Ensure regular review and update to stormwater design standards, development by-laws, zoning, and infrastructure assessment processes to account for new climate change projections.
- Update the design standards to ensure LID is included in the design standards for new development.

Education Actions

- Support the implementation of LID and green infrastructure features into private property through education and incentives for private landowners and developers (e.g. through Kawartha Conservation's BlueScaping program).
- Educate home and building owners about how to reduce runoff and flood risk on property (e.g. building a rain garden, how to disconnect a downspout, etc.).

Financing Options

- Consider seeking external funding and/or programs and/ or grants from provincial government, conservation authorities, or NGOs.
- Consider development of local improvement charges for stormwater improvements.

Potential Primary Partners/ Departments

- City of Kawartha Lakes – Engineering and Corporate Assets and Public Works
- Conservation Authorities

Municipal Role

- Lead.

Impacts Addressed

- Stress on stormwater management infrastructure leading to insufficient capacity and localized flooding.
- Increased risk of extreme drop in water level between storm events, causing surface water intakes for drinking water to be above water.
- Increased frequency of heavy rainfall and urban flooding, causing damage to infrastructure.
- Overland flooding, leading to closure of public buildings and facilities.

Adaptation/Mitigation Co-benefits

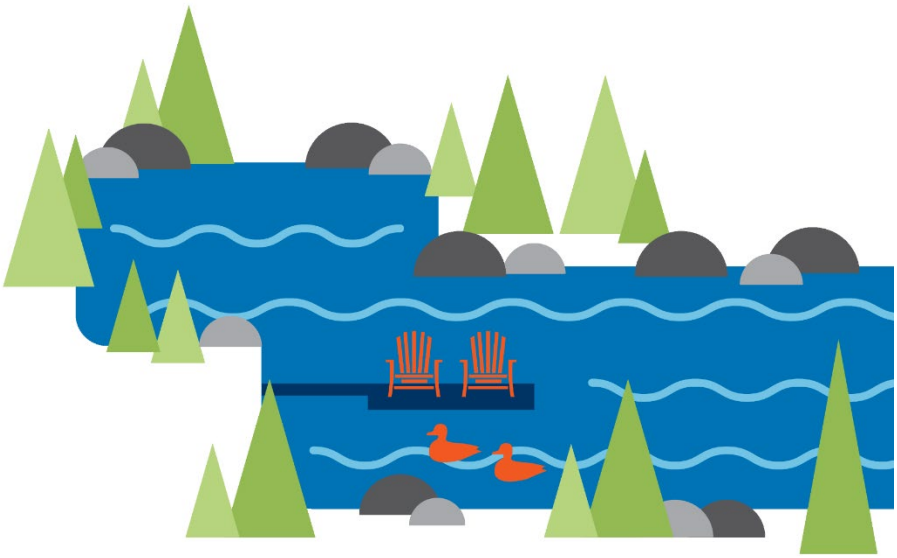
- Improvements to the stormwater management design and operations offers several adaptation benefits such as reducing flooding and erosion, filtering pollutants out of water, and enhancing green space and plant and animal habitat. Expanding low impact development and green infrastructure will also reduce the amount of water going into stormwater facilities, therefore reducing the energy and maintenance costs of stormwater management infrastructure.

Anticipated Timeframe

- Continuously over the long-term (10+ years).

Indicators

- Number and impact of LID and green infrastructure projects and/or pilot projects undertaken on municipal property.
- Proportion of new developments integrating LID and/or green infrastructure.



7. Impacts of Strategies

Based on the implementation of the community strategies outlined in Section 5, a total of 87,220 tCO_2e of community emissions can be reduced and approximately $142 million in energy costs can be avoided and reinvested in the community by 2030. Table 1 shows the cumulative impacts of community mitigation activities on the levels of greenhouse gas emissions in the community.

Table 1: Impacts of Community Mitigation Strategies

Sector	Reduction amount from 2015 by 2030	Total tCO_2e	Estimated Total Savings from Reduced Energy Consumption ($)
Agriculture	Annual GHG intensity improvements per livestock type (~1%/year).	12,520	N/A
New Residential & Commercial Buildings	Efficiency gains of 65%, with renewables providing 10% of electricity by 2030.	8,640	33M
Existing Residential Buildings	Deep energy retrofit (35% of homes retrofitted to achieve efficiency gains of 65%, with renewables providing 10% of electricity needs by 2030).	21,320[89]	70M
Existing Commercial Buildings	Deep energy retrofit (35% of buildings retrofitted to achieve efficiency gains of 65%, with renewables providing 10% of electricity needs by 2030).	5,170	27M
Industry	1% efficiency improvements per year, with renewables providing 5% of electricity by 2030.	320	0.8M
Transportation: Alternative Fuel Adoption	5% uptake in electric vehicles.	10,640	5M
Transportation: Mode Shift	5% shift from single-occupancy vehicle trips.	8,500	6M
Waste Reduction	28% per capita waste reduction (IWMS).	20,110	N/A
Total		**87,220**	**$141.8 million**

[89] As shown, strategy B2 – retrofits to existing residential buildings – has the potential for the greatest reduction in GHG emissions.

As shown in Table 1, implementing the mitigation strategies will result in avoiding approximately $142 million for the community over the course of the plan (2015-2030). The estimated costs avoided include the costs of all electricity, natural gas, gasoline, and diesel used within the City boundaries by all sectors. In 2015, residents and businesses spent approximately $150 million on fuel to heat and power for their homes, businesses, and vehicles.

Although the implementation of all mitigation strategies is ambitious, further reductions are needed to reach the absolute 30% federal and provincial emissions reduction targets. To further reduce GHG emissions within the community, each of the strategies would require greater levels of uptake in shorter periods of time, particularly in the areas of building efficiency and transportation.

By implementing all municipal strategies, the City also has the potential to reduce emissions by 880 tonnes of CO_2e as shown in Table 2 and save up to an estimated $2.6 million.

Table 2: Impacts of Mitigation Strategies for Municipal Operations and Services

Sector	Reduction from 2015 by 2030	Total tCO_2e	Estimated Total Savings from Reduced Energy Consumption ($)
New Buildings	Efficiency gains of 65%.	120	0.4M
Existing Buildings	35% of floorspace retrofitted to achieve efficiency gains of 65%.	360	1.3M
Transportation	3% uptake of alternative fuel vehicles including hybrids and electric vehicles. 35% improvement in fuel efficiency, 2.5% fuel savings from anti-idling technologies and practices.	310	0.14M
Water, Wastewater	10% efficiency improvement from O&M best practices. This action also includes Strategy B6 energy retrofits (lights, insulation, windows, etc.), which assume 36% of water and wastewater buildings are retrofitted to achieve efficiency gains of 65%.	90	0.76M
Total		**880**	**$2.6 million**

In addition to the mitigation impacts described above, the strategies outlined in this Plan will help build resiliency to a changing climate within Kawartha Lakes. Table 3 outlines the adaptation impacts addressed by various strategies.

Table 3: Impacts of Adaptation Strategies

Strategy	Impacts Addressed
AG1: Agricultural management systems	• Flooding in rural areas, leading to washout of fields and lower crop yield. • Heat stress on crops and livestock leading to loss of agricultural productivity. • Longer growing season leading to new crop opportunities. • Increased runoff causing increased nutrient, sediment, and contaminant loading in rivers and lakes. • More winter days above 0 degrees, lowering productivity of winter-reliant industries. • Decreased evapotranspiration and increased runoff from precipitation events, leading to reduced groundwater recharge. • Increased water demand causing stress on water treatment and delivery systems.
B7: Climate risks in infrastructure	• Increased frequency of heavy rainfall and urban flooding, causing damage to infrastructure. • Overland flooding, leading to closure of public buildings and facilities. • Temperatures near the freezing mark, causing increased need for salting, damaging infrastructure. • Increased road base deterioration and pot holes. • Increased flow in riverine systems, causing damage to bridge and culvert infrastructure.
E1: Energy reliability and security	• Infrastructure and power system damage, causing closure of businesses. • Damage to tree canopy, causing power outages and disruptions. • Increased demand on electricity grid, causing more frequent power interruptions and outages.
L2: Health islands, air quality in land use	• Infrastructure and power system damage, causing closure of businesses. • Overland flooding, leading to closure of public buildings and facilities. • Overland flooding causing evacuation and/or displacement of residents. • Heavy rain and/or overland flooding causing physical injuries and mental health stress to residents.
N1: Enhance natural assets	• Warmer lake temperatures, causing increase in lake vegetation and algal blooms. • Increase in lake and river temperatures, causing stress or loss of aquatic species. • Increased runoff causing increased nutrient, sediment, and contaminant loading in rivers and lakes. • Shifting eco-regions for flora and fauna, causing introduction of new species into ecosystems and stress on native species. • Increased runoff and evaporation from precipitation events, leading to reduced groundwater recharge. • Increase in heat stress on trees, vegetation and native species, leading to higher mortality.

Strategy	Impacts Addressed
N2: Community-wide tree management program	• Damage to tree canopy, causing power outages and disruptions. • Spread of Emerald Ash Borer and other pests, causing damage to tree canopy. • Increase in heat stress on trees, vegetation and native species, leading to higher mortality.
PH1: Climate readiness toolkit	• Poor air quality, causing health risks for vulnerable populations and outdoor workers. • Overland flooding causing evacuation and/or displacement of residents. • Heavy rain and/or overland flooding causing physical injuries and mental health stress to residents. • Road closures and service disruptions causing isolation of rural and vulnerable populations. • Reduced exposure to extreme heat and cold.
PH2: Vulnerable population response	• Overland flooding causing evacuation and/or displacement of residents. • Heavy rain and/or overland flooding causing physical injuries and mental health stress to residents. • Hazardous road and sidewalk conditions leading to more accidents and emergencies. • Potential health hazards associated with power outages.
WW2: Update stormwater requirements and plan	• Stress on stormwater management infrastructure leading to insufficient capacity and localized flooding. • Increased risk of extreme drop in water level between storm events, causing surface water intakes for drinking water to be above water. • Increased frequency of heavy rainfall and urban flooding, causing damage to infrastructure. • Overland flooding, leading to closure of public buildings and facilities.

8. Implementing the Plan

This HEP is intended to guide the City of Kawartha Lakes and community agencies to reduce community greenhouse gas emissions. A strong focus on implementation, governance, and monitoring is essential to the Plan's success. The implementation framework includes guidance for:

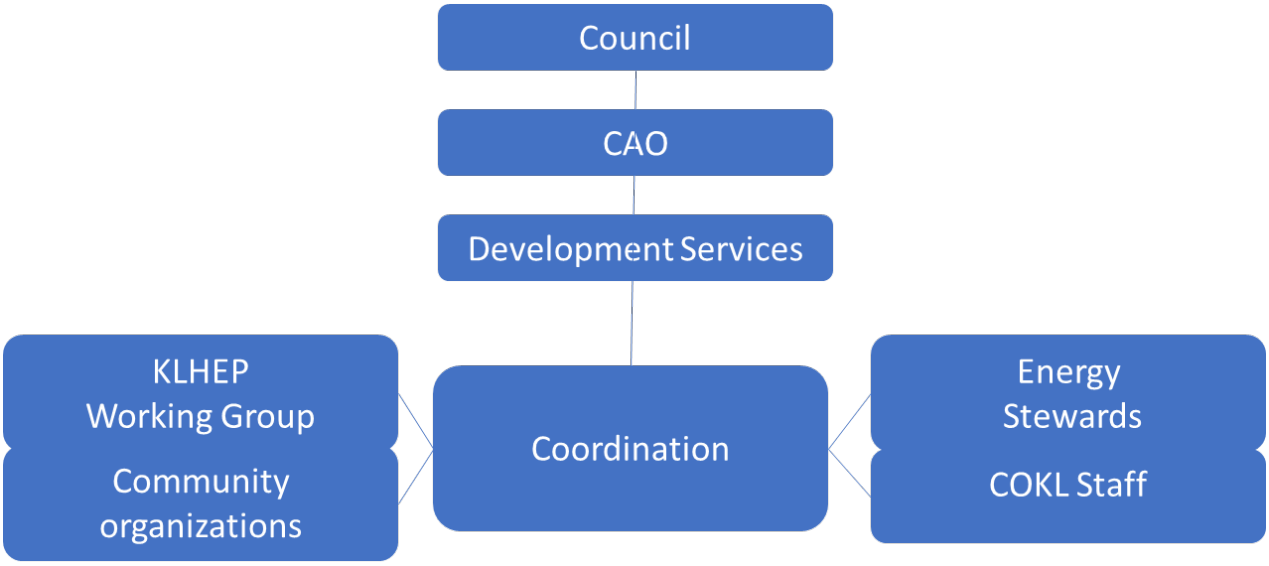
- Oversight and governance;
- Education and outreach;
- Partnerships;
- Integration with existing plans and policies;
- Securing funding; and
- Annual summit, reporting and plan renewal.

Changes to federal and provincial legislation and regulations, as well as technological advances, are anticipated over the plan horizon; this will impact the long-range strategies, underscoring the importance of periodic review and adjustments to the HEP.

Oversight and Governance

The organizational model supporting the implementation of the HEP can be characterized as 'Municipal-led and Community supported.' The benefits of this model are that it enables the City to play a leadership role, while sharing the responsibility for plan implementation, and leveraging the capital of the community for those strategies that are beyond municipal responsibility.

Potential roles for implementation are highlighted in the graphic below. This suggested governance structure will need to be confirmed with community partners and relevant City departments prior to implementation.



City Council

Council will be responsible for the official adoption of this Healthy Environment Plan. Council will also approve subsequent annual work plans as developed by the External Working Group and Energy Stewards Team.

Development Services

Development Services will continue as the champions of the HEP and will be responsible for overseeing its implementation.

Healthy Environment External Working Group

It is suggested that an external working group be formed to guide the implementation of the HEP. The Working Group would be comprised of key implementation organizations, identified within the plan's strategies (i.e. utilities, conservation authorities, etc.). As such, the Working Group would represent the interest of these partner organizations. The Working Group would also welcome members of the wider community and interested staff members.

It is anticipated that this Working Group would meet throughout the year, with a minimum of two meetings per year. The purpose of the two annual meetings would be to: (1) develop the annual work plan and, (2) to report on progress at year-end. More regular meetings may be required at the outset, as the implementation process begins.

Energy Stewards Team

The Energy Stewards Team is an internal team with representation from the Community Services, Public Works, Engineering and Assets and Development Services departments. Formed in 2016, the team is responsible for championing the City's Corporate Energy Management Plan. The CAO is an active member of the Energy Stewards Team and champions the corporate energy plan.

In the context of the HEP, the Energy Stewards Team will have a continued role in reporting on corporate actions. The team will be responsible for integrating corporate strategies of the HEP into annual work plans and aligning the Corporate Energy Management Plan with the HEP.

Coordination

It is recommended that a coordinator position be established as a main point of contact for the HEP. The coordinator would convene, facilitate and lead working group meetings, and act as a liaison between the Working Group, Council, Energy Stewards Team, Municipal staff, and the general public. The coordinator would also prepare funding applications and facilitate education and outreach efforts related to the plan.

Partnerships

As the HEP is a community-wide plan, the City of Kawartha Lakes will need to rely on the knowledge, expertise and abilities of community organizations and partners to affect action on the ground. Not all actions in this plan have a municipal role. For each strategy in the HEP, the role of the municipality as well as potential lead agencies has been identified. A key next step for the City will be to confirm partnerships to ensure that implementation moves forward. Community partners can play an important role in:

- Building support for implementation within their sectors;
- Sharing best practices;
- Educating the community about the importance of reducing GHG emissions;
- Resourcing and sharing expertise as utilities and technical service providers have a wealth of knowledge and expertise that can continue to shape the actions and opportunities identified in the plan;
- Aligning the strategies identified with their organization's mandates, priorities and targets;
- Delivering strategies;
- Supporting funding for strategies; and

- Monitoring and reporting.

As an important next step, the following organizations should be engaged in further discussions about their role in design and delivering the strategies identified. **It should be noted that respective roles will need to be confirmed with each community partner prior to implementation. This is also not an exhaustive list of potential partners.**

- Conservation Authorities
- Enbridge
- Fleming College
- HydroOne
- IESO
- Lindsay Transit
- Local agricultural community
- Ministry of Agriculture, Food and Rural Affairs
- Ontario Cattle Association
- Ontario Soil and Crop Association
- Peterborough Construction Association
- Peterborough Kawartha Home Builders Association

Through the planning process, a number of additional partners for implementation have been identified. It is anticipated that more partners will be identified and additional partnerships realized as the plan is implemented. A preliminary listing of prospective partners has been compiled and is included in Appendix B.

Integration with City Department and Agency Business Plans and Budgets

Climate change impacts service delivery and outcomes for most departments across the City and aligns with the mandate of many community organizations. As such, it will take some time to integrate the strategies and actions into the business plans and budget of City departments and external agencies. A key first step in implementation for the City will be to identify no or low-cost actions as well as identifying actions that require additional resources so they can be evaluated and a select number can be prioritized for inclusion in the 2020 budget cycle. As noted previously, the HEP does not provide cost estimates for strategies given the potential for multiple agencies to move strategies forward. The City and any other lead implementation partner, will identify the costs for strategies and actions, potential partners for implementation, and funding sources as appropriate.

Integration with City Plans and Policies

There is an opportunity to integrate HEP strategies across the organization through the following plans, policies and initiatives:

- Updating procurement policies to assess implications on GHG emissions and climate risks when selecting products, services, and vendors. This has the ability to influence the supply chain in support of climate change objectives;
- Updating the Corporate Energy Management Plan (CEMP) to align with the strategies, activities and targets in the HEP;

- Including energy management of water and wastewater facilities within the CEMP;
- Creating Official Plan amendments to incorporate low carbon, climate resilient considerations and expansion of EV charging infrastructure in development applications;
- Integrating energy efficiency and climate resiliency into newly adopted Community Improvement Plans;
- Integrating the need to improve energy reliability and security into various corporate strategies;
- Integrating urban ecosystems and green infrastructure into the Asset Management Plan;
- Integrating climate risks and relevant strategies into City of Kawartha Lakes Emergency Plan and procedures;
- Integrating climate change projections and flood risks identified for stormwater drainage areas into the Stormwater Management Plan and other capital plans; and
- Integrating climate change awareness in staff training.

In addition, a number of opportunities were identified to align the HEP strategies with both City plans and policies as well as those of community organizations and the province. These are captured in Appendix A.

Funding

It is recommended that the City continue to maximize available funding opportunities to advance implementation of strategy components. There are a number of avenues for funding actions that align with the strategy components identified in the HEP, including but not limited to:

- BLOOM Clean Technology Demonstration Program;
- Canada Revenue Agency tax incentives for industrial investments in energy conservation and clean energy generation;
- ecoENERGY Efficiency for Industry;
- Enbridge and Hydro One (e.g. Retrofit incentives);
- Federation of Canadian Municipalities (e.g. Green Municipal Fund);
- Forests Ontario (e.g. 50 Million Tree Program);
- IESO (e.g. Conservation Fund, Industrial Accelerator Program);
- Infrastructure Canada (e.g. Investing in Canada Infrastructure Program, Disaster Mitigation and Adaptation Fund);
- Ontario Centres of Excellence;
- Ontario Ministry of Agriculture, Food and Rural Affairs;
- Ontario’s Low Carbon Innovation Fund;
- Ontario’s SaveON Energy Programs;
- The Federal Canadian Industry Program for Energy Conservation (CIPEC); and
- Trees Canada (e.g. Community Tree Grants).

Communication, Education and Outreach

Creating a shared understanding about the importance of maintaining a healthy environment, climate mitigation and adaptation to be integrated into the mainstream practices and thinking of all community groups, residents, visitors and municipal staff. Engaging all audiences in an ongoing conversation about the benefits of climate action is critical for the long-term success of the Plan. Efforts to engage and mobilize the Kawartha Lakes community are necessary to help build an understanding of the benefits of mitigating and adapting to climate

change and the potential impacts to residents' quality of life. It is recommended that the City of Kawartha Lakes, working with community partners, develop a communication strategy that both keeps residents informed about the progress of the HEP as well as provide them with opportunities for action at home and in the community.

Annual Summit, Reporting and Plan Renewal

As changes to provincial and federal climate change direction occur, population growth projections are updated and technological advances are made, the HEP can be updated and adapted. Renewal of the HEP should occur at four-year intervals, in the year following municipal elections. The first renewal of the HEP should occur in 2023, following the 2022 municipal election.

Annual reporting on the HEP's progress will be delivered to Council, via the Working Group's reporting process. Annual reports will include an update on the indicators (identified above), as well as progress towards its the overall GHG reduction target.

To build excitement and momentum in the community, it is recommended that the City of Kawartha Lakes host an annual climate change summit to communicate and celebrate the success of the HEP and gather community inputs to new priorities for action.

Appendix A: Plan Alignment

There is an opportunity to integrate HEP strategies across the organization when the following plans, policies and initiatives are reviewed and/or updated:

Plans with Opportunities for Climate Change Integration	AG1: Agricultural management systems	AG2: Manure Management and Anaerobic Digestion	AG3: Digestibility of Feed and Enteric Fermentation	AG4: Carbon Sequestration	B1: Community New construction	B2: Deep Retrofit - Residential	B3: Deep Retrofit – Commercial/ Institutional	B4: Industry efficiency	B5: Municipal building new construction	B6: Deep retrofit - municipal	B7: Climate risks in infrastructure	E1: Energy reliability and security	L1: Compact, mixed-use land use	L2: Heat islands, air quality in land use	N1: Enhance natural assets	N2: Community-wide tree management program	PH1: Climate readiness toolkit	PH2: Vulnerable Population response	T1: EV and low emission vehicles	T2: Alternative transportation	T3: Low emission Municipal Fleet	W1: Waste reduction and diversion	WW1: Optimize water and wastewater systems	WW2: Update Stormwater requirements and plan
Strategic Plan	✓			✓						✓			✓		✓				✓			✓	✓	✓
Integrated Community Sustainability Plan[1]					✓	✓	✓	✓	✓	✓			✓	✓	✓					✓	✓	✓	✓	✓
Official Plan, Urban Settlement Area Official Plans, Secondary Plans					✓								✓	✓	✓				✓	✓				
Community Improvement Plan					✓	✓	✓	✓																
Heritage District Conservation Plan						✓	✓																	
Lake Management Plans						✓	✓								✓	✓							✓	
Kawartha Conservation Stewardship Strategy						✓	✓									✓								
Economic Development Strategy								✓							✓					✓				
Corporate Energy Management Plan									✓	✓		✓												
Corporate Asset Management Plan									✓	✓	✓	✓			✓						✓		✓	✓
Purchasing Policy									✓												✓		✓	
Emergency Management Plan												✓					✓	✓						
Housing and Homelessness Strategy, Poverty Reduction Strategy												✓	✓				✓	✓						
Waste Management Plan												✓										✓		
Transportation Master Plan, Active Transportation Plan												✓								✓				
Growth Management Strategy													✓	✓										
Climate Change Health Vulnerability and Adaptation Assessment																	✓	✓						

[1] If updated in the future.

Plans with Opportunities for Climate Change Integration	AG1: Agricultural management systems	AG2: Manure Management and Anaerobic Digestion	AG3: Digestibility of Feed and Enteric Fermentation	AG4: Carbon Sequestration	B1: Community New construction	B2: Deep Retrofit - Residential	B3: Deep Retrofit – Commercial/ Institutional	B4: Industry efficiency	B5: Municipal building new construction	B6: Deep retrofit - municipal	B7: Climate risks in infrastructure	E1: Energy reliability and security	L1: Compact, mixed-use land use	L2: Heat islands, air quality in land use	N1: Enhance natural assets	N2: Community-wide tree management program	PH1: Climate readiness toolkit	PH2: Vulnerable Population response	T1: EV and low emission vehicles	T2: Alternative transportation	T3: Low emission Municipal Fleet	W1: Waste reduction and diversion	WW1: Optimize water and wastewater systems	WW2: Update Stormwater requirements and plan
Lindsay Transit Master Plan																				✓				
Stormwater Management Plans																								✓
Parks, Recreation, and Cultural Facilities Strategic Plan, Trails Master Plan															✓									
Floodplain Policies/Mapping																								✓

Appendix B: Potential Partners

As the HEP is a community-wide plan, the City of Kawartha Lakes will need to rely on the knowledge, expertise and abilities of community organizations and partners to affect action on the ground. Not all actions in this plan have a municipal role. Potential partners can participate through a variety of roles, including: Supporting or leading implementation; sharing best practices; educating the community; knowledge sharing; supporting funding; and monitoring and reporting. Through the planning process, several additional potential partners for implementation have been identified. It is anticipated that more partners will be identified, and additional partnerships realized as the plan is implemented. **This is also not an exhaustive list of potential partners.**

Potential Partner	AG1: Agricultural management	AG2: Manure Management and	AG3: Digestibility of Feed and Enteric	AG4: Carbon Sequestration	B1: Community New construction	B2: Deep Retrofit - Residential	B3: Deep Retrofit – Commercial/	B4: Industry efficiency	B5: Municipal building new	B6: Deep retrofit - municipal	B7: Climate risks in infrastructure	E1: Energy reliability and security	L1: Compact, mixed-use land use	L2: Heat islands, air quality in land use	N1: Enhance natural assets	N2: Community-wide tree	PH1: Climate readiness toolkit	PH2: Vulnerable Population response	T1: EV and low emission vehicles	T2: Alternative transportation	T3: Low emission Municipal Fleet	W1: Waste reduction and diversion	WW1: Optimize water and	WW2: Update Stormwater
Beef Farmers of Ontario			✓																					
City of Kawartha Lakes		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Conservation Authorities	✓		✓	✓	✓	✓	✓							✓	✓	✓	✓	✓						✓
Dairy Farmers of Ontario			✓																					
Emergency Shelters, Housing Partners												✓					✓	✓						
Enbridge						✓	✓	✓	✓	✓		✓							✓					
Environmental Advisory Committee						✓	✓					✓			✓	✓			✓	✓		✓		
Environmental Organizations, Naturalist Clubs						P									✓	✓								
Federation of Ontario Cottagers' Associations															✓		✓							
Fleming College						✓	✓	✓							✓	✓				✓		✓	✓	
Haliburton Kawartha Pine Ridge District Health Unit												✓	✓	✓			✓	✓		✓				
Hydro One					✓	✓	✓	✓	✓	✓		✓												
IESO							✓	✓																
Kawartha Farm Stewardship Collaborative	✓																							

Potential Partner	AG1: Agricultural management	AG2: Manure Management and	AG3: Digestibility of Feed and Enteric	AG4: Carbon Sequestration	B1: Community New construction	B2: Deep Retrofit - Residential	B3: Deep Retrofit – Commercial/	B4: Industry efficiency	B5: Municipal building new	B6: Deep retrofit - municipal	B7: Climate risks in infrastructure	E1: Energy reliability and security	L1: Compact, mixed-use land use	L2: Heat islands, air quality in land use	N1: Enhance natural assets	N2: Community-wide tree	PH1: Climate readiness toolkit	PH2: Vulnerable Population response	T1: EV and low emission vehicles	T2: Alternative transportation	T3: Low emission Municipal Fleet	W1: Waste reduction and diversion	WW1: Optimize water and	WW2: Update Stormwater
Kawartha Lakes agricultural community	✓	✓	✓	✓											✓	✓								
Kawartha Lakes Haliburton Housing Corporation																	✓	✓						
Kawartha Lakes Milk Producers			✓																					
Kawartha Land Trust															✓	✓								
Lindsay Transit																				✓				
Major Employers												✓								✓		✓		
Ministry of Agriculture Food and Rural Affairs			✓																					
Ministry of Natural Resources and Forestry															✓									
Ontario Clean Water Agency																							✓	
Ontario Sheep Famers			✓																					
Ontario Soil and Crop Improvement Association	✓	✓		✓																				
Peterborough Construction Association					✓																			
Peterborough Kawartha Home Builders Association					✓																			
Plug'n Drive					✓														✓					
Poverty Reduction Roundtable																		✓						
Private Landowners						✓									✓	✓			✓	✓		✓		✓
School Board, Environmental Education Organizations							✓								✓	✓				✓		✓		
Service Groups																								
Specialists/ Contractors						✓	✓	✓	✓	✓						✓								
Victoria Beef Farmers			✓																					
Victoria Sheep Farmers			✓																					

Potential Partner	AG1: Agricultural management	AG2: Manure Management and	AG3: Digestibility of Feed and Enteric	AG4: Carbon Sequestration	B1: Community New construction	B2: Deep Retrofit - Residential	B3: Deep Retrofit – Commercial/	B4: Industry efficiency	B5: Municipal building new	B6: Deep retrofit - municipal	B7: Climate risks in infrastructure	E1: Energy reliability and security	L1: Compact, mixed-use land use	L2: Heat islands, air quality in land use	N1: Enhance natural assets	N2: Community-wide tree	PH1: Climate readiness toolkit	PH2: Vulnerable Population response	T1: EV and low emission vehicles	T2: Alternative transportation	T3: Low emission Municipal Fleet	W1: Waste reduction and diversion	WW1: Optimize water and	WW2: Update Stormwater
Victoria Soil and Crop Improvement Association	✓	✓		✓																				
Waste Management Providers																						✓		

Appendix C: How the Plan Was Developed

How the Plan was Developed

Partners for Climate Protection (PCP) and Building Adaptive and Resilient Communities (BARC) Frameworks

Development of the Healthy Environment Plan was guided by two planning frameworks. For the mitigation of GHG emissions, the planning process follows the Partners for Climate Protection's (PCP) five-milestone framework (Figure 1).

Figure 1: Partners for Climate Protection process

The PCP program is a network of Canadian local governments that have made a commitment to reduce GHG emissions and act on climate change. Administered by the Federation of Canadian Municipalities (FCM), the program has over 225 local and regional governments participating. The five-milestone framework is a performance-based model used to guide communities to reduce GHG emissions. Through this project the City of Kawartha Lakes will be completing Milestones 1 through 3 for community and corporate emissions.

GHG Inventory & Baseline Methodology

The inventory follows the methodologies outlined in the Global Protocol for Community Scale Greenhouse Gas Emissions Inventories (GPC)[1] for community sources of emission and the Partners for Climate Protection (PCP) Protocol for emissions from municipal operations and services.

The City of Kawartha Lakes' 2015 inventory covers emissions from activities occurring within the municipal boundary, and GHG emissions occurring as a consequence of the use of grid-supplied electricity within the city. The inventory covers the three most common greenhouse gases: carbon dioxide (CO_2), methane (CH_4), and nitrous oxide (N_2O). The gases were converted to carbon dioxide equivalents (CO_2e), and are represented as such throughout the HEP.

Data on community energy use and waste was obtained from local utility companies and the City of Kawartha Lakes. Where data was unavailable, data was modelled using robust assumptions. GHG emissions were calculated by multiplying energy use or waste data by emission factors, derived from Canada's 2017 National Inventory Report[2].
On the climate adaptation side, the planning process followed ICLEI Canada's five-milestone Adaptation Methodology. This framework applies a comprehensive planning methodology, including research and climate impact assessment methods, plan development, action-setting processes, implementation planning, and monitoring and review strategies (Figure 2).

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[1] World Resources Institute. (2014). *Global Protocol for Community-Scale Greenhouse Gas Emission Inventories*. Retrieved from: https://ghgprotocol.org/sites/default/files/standards/GHGP_GPC_0.pdf.
[2] Government of Canada. (2017). *National Inventory Report*. Retrieved from: http://www.publications.gc.ca/site/eng/9.506002/publication.html

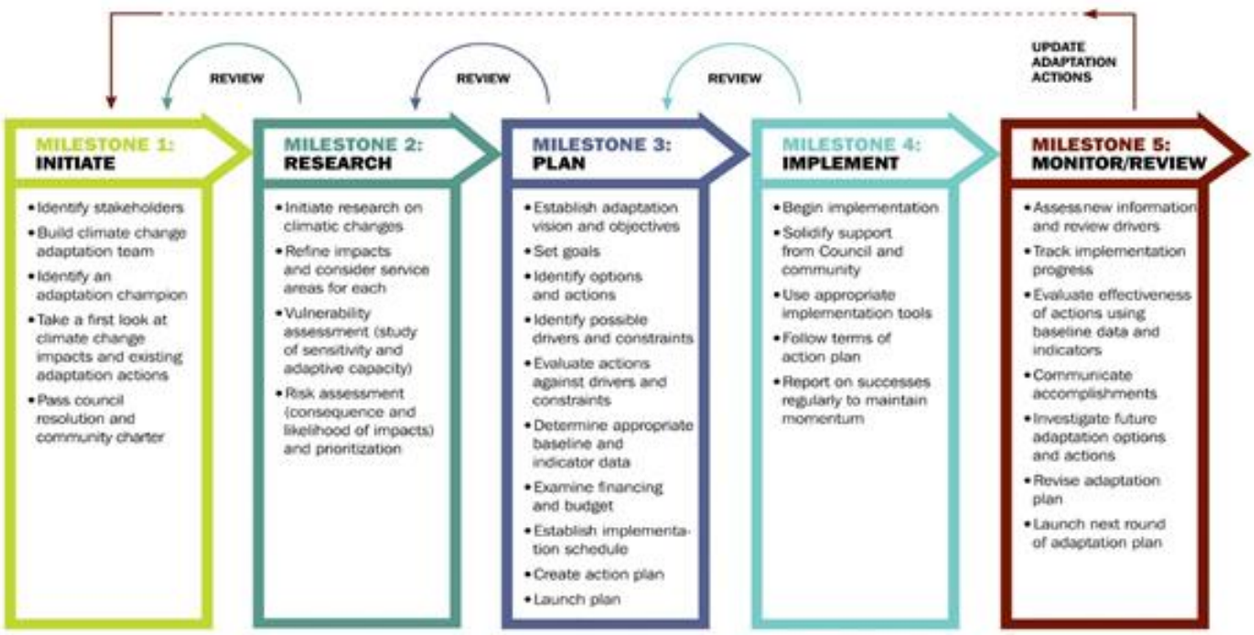


Figure 2: ICLEI Canada's Five-Milestone Adaptation Methodology – "Building Adaptive and Resilient Communities" (BARC)

Process to Assess Vulnerability and Risk

A core element of ICLEI's Building Adaptive and Resilient Communities Program, is to consider projected climatic threats and their effects on built, natural, social and economic systems. Working with the Steering Committee, a list of 38 impact statements were developed. These impact statements are reflective of local risks resulting from climate change. Using these impacts, a Sensitivity and Adaptive Capacity assessment was completed. Vulnerability refers to the susceptibility of the community to harm arising from climate impacts. It is a function of the sensitivity of the community to each impact, as well as the adaptive capacity to respond to that impact. This exercise resulted in preliminary Vulnerability Rankings for each of the impact statements. Impacts ranked medium to high vulnerability were carried forward into a more thorough assessment of consequences across social, economic, and natural systems.

Twenty-nine impacts were carried forward to the risk assessment stage. Risk is defined as the combination of the probability of an impact occurring and its negative consequences. Risk is a function of likelihood (the probability of the projected impact occurring) and consequence (the known or estimated consequences of a particular climate change impact). Risk rankings are based on score of likelihood and consequence. The results provide a risk ranking as extreme, high, medium, or low.

Engagement

The HEP was developed in partnership with the Kawartha Lakes community. The project was overseen by a Steering Committee made up various departmental leads from the municipality, the Kawartha Lakes Environmental Advisory Committee, Fleming College and Kawartha Conservation. The Steering Committee was responsible for providing direction and making decisions regarding the progress of the plan through all stages of the its development. A multi-stakeholder Working Group was also formed to act as a sounding board for the Steering Committee. The mandate of the Working Group was to provide an ongoing mechanism for input and advice to the Project Team on key points in the development of the Healthy Environment Plan.

A robust community engagement program was developed to complement consultation with the Steering Committee and Working Group. The objective of this engagement program was to generate ideas on what can could be done locally to address climate change through both mitigation and adaptation measures. Discussions with community members and stakeholders took place through informal pop-ups at community events and festivals and through scheduled workshop presentations with a selection of interested community groups. The input collected through community engagement fed into the database for potential actions that informed the development of the HEP. Overall, the HEP was shaped from conversations with over 2,600 people and 40 organizations, institutions and community groups.

City Council was engaged early in the process to ensure their understanding of the project and was presented the final HEP for approval in early 2019.

Kawartha Lakes Healthy Environment Plan

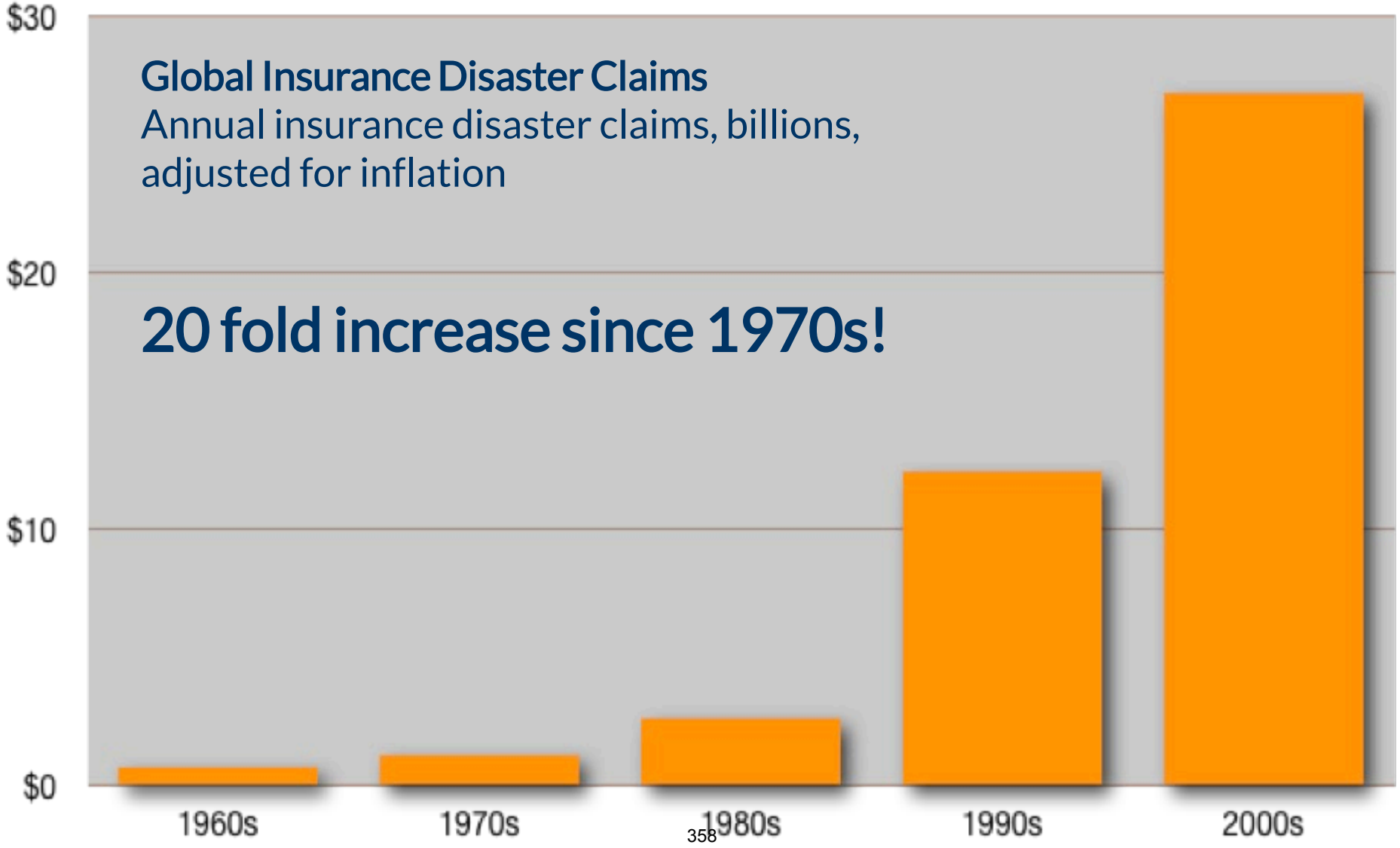
Committee of the Whole

March 19, 2019

Our Climate is Changing

Indices	Projection
Temperature	Warmer in every season More hot days, fewer cold days
Precipitation	Winter and spring getting wetter Getting more intense
Freeze-Thaw	Fewer cycles in spring and fall
Growing Season	Starting earlier, ending later
Lake water	Warmer temperatures

Damages are Costly



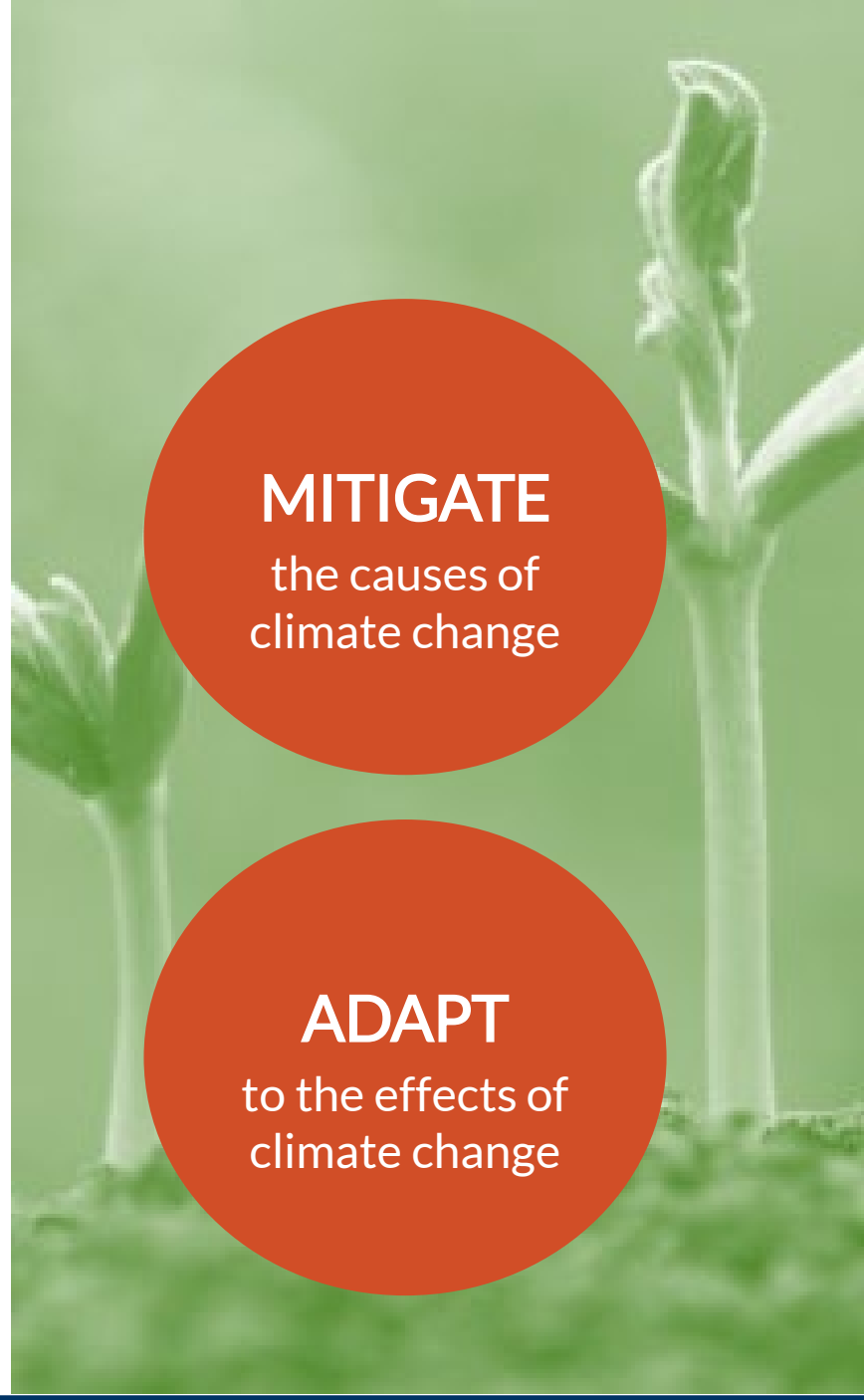
Energy Spending is Significant

Energy Spending in Small, Mid-sized and Large Communities	
Community Size	Average Spending on Energy in the Community
Small Communities (less than 20,000 people)	Up to $80 million
Mid-sized Communities (20,000 to 100,000 people)	$60 million to $400 million
Large Communities (100,000 people to 2.5 million people)	$200 million to $10 billion

QUEST, 2016

Kawartha Lakes' Response
A Healthy Environment Plan

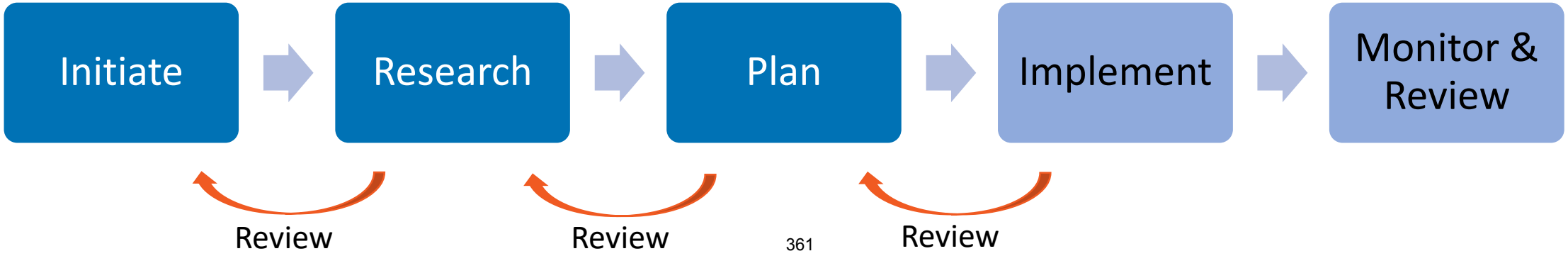
- A comprehensive community strategy to address climate change in the City
- Addresses both climate change mitigation and adaptation
- Developed collaboratively
- Reduces GHG emissions and assists the City to prepare, respond and adapt to warmer, water and a more unpredictable climate



Developed Using Established Frameworks

FCM's Partners for Climate Protection's Five-Milestone Framework

ICLEI Canada's Five Milestone Adaptation Methodology
"Building Adaptive and Resilient Communities" (BARC)



Developed Collaboratively

9 Steering Committee Meetings

- Various City departments, Fleming College, KL Environmental Advisory Committee, Kawartha Conservation

5 Working Group Meetings

- **23 organizations** actively engaged
- **11 organizations** passively engaged

8 Targeted Engagement Sessions

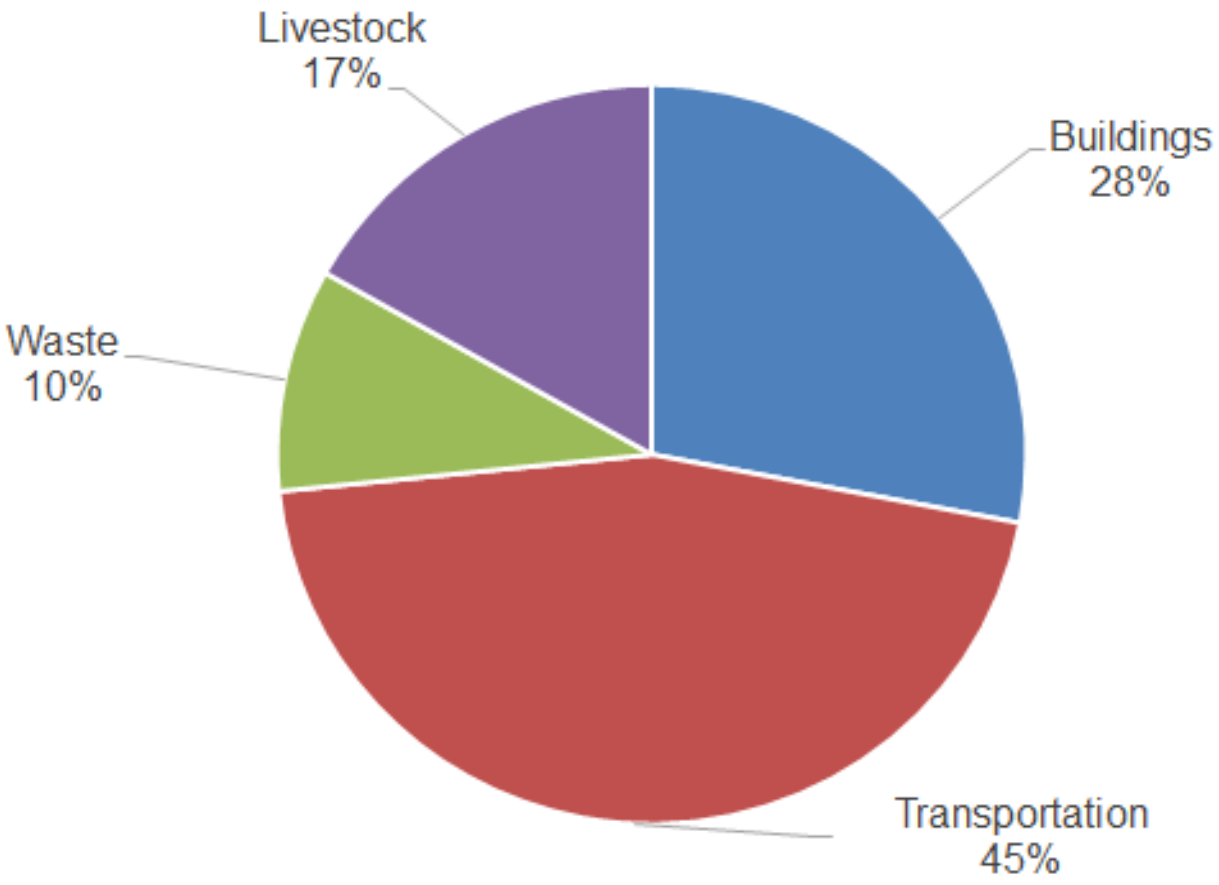
- Agricultural
- Environmental
- Home Builders
- Education

Community Engagement

- 1,000+ residents engaged through pop-ups
- 200+ survey responses

2,600+ community members reached

Kawartha Lakes' Community Emissions (2015)

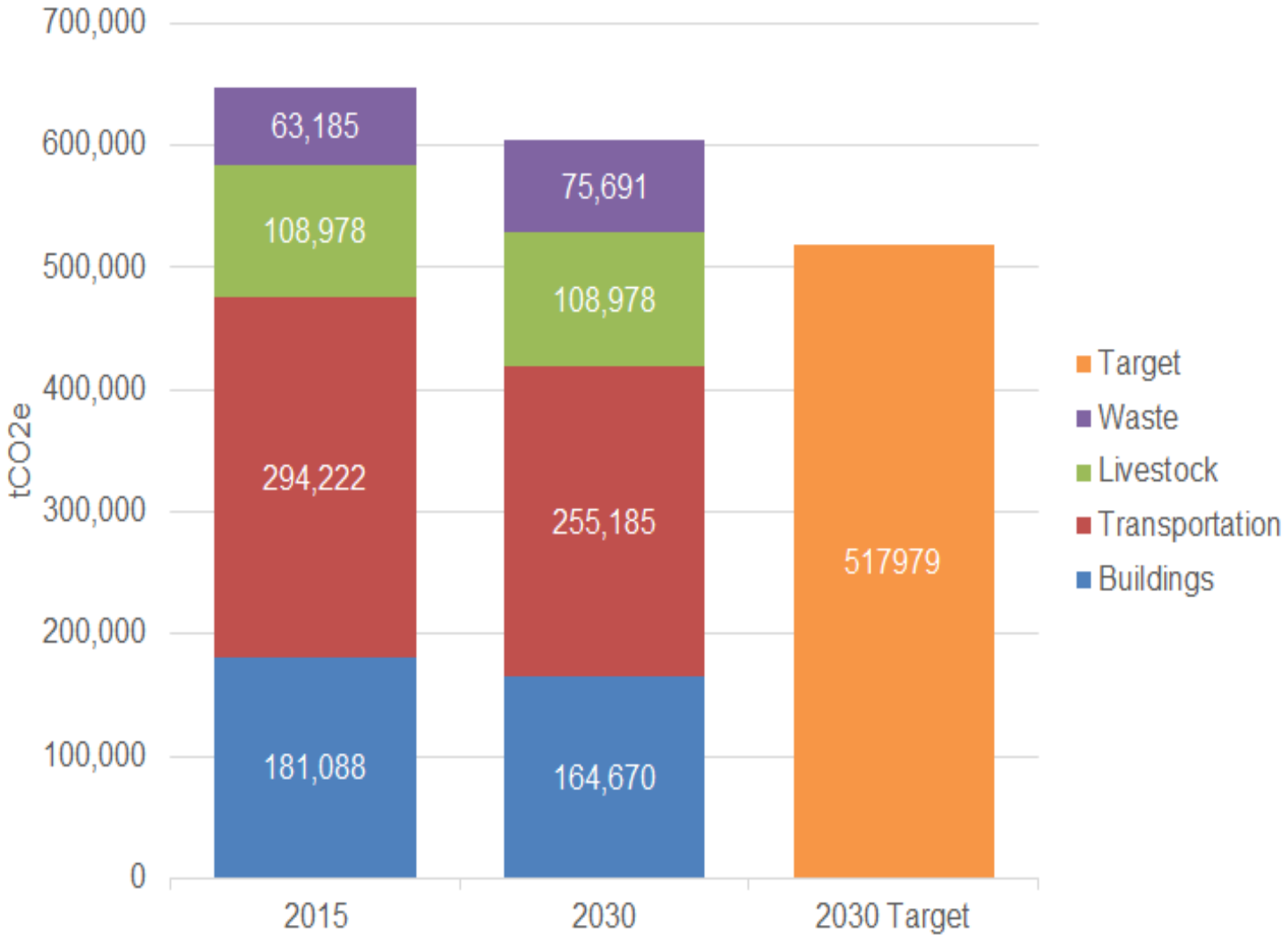


Total community-wide emissions:

647,470 tCO_2e

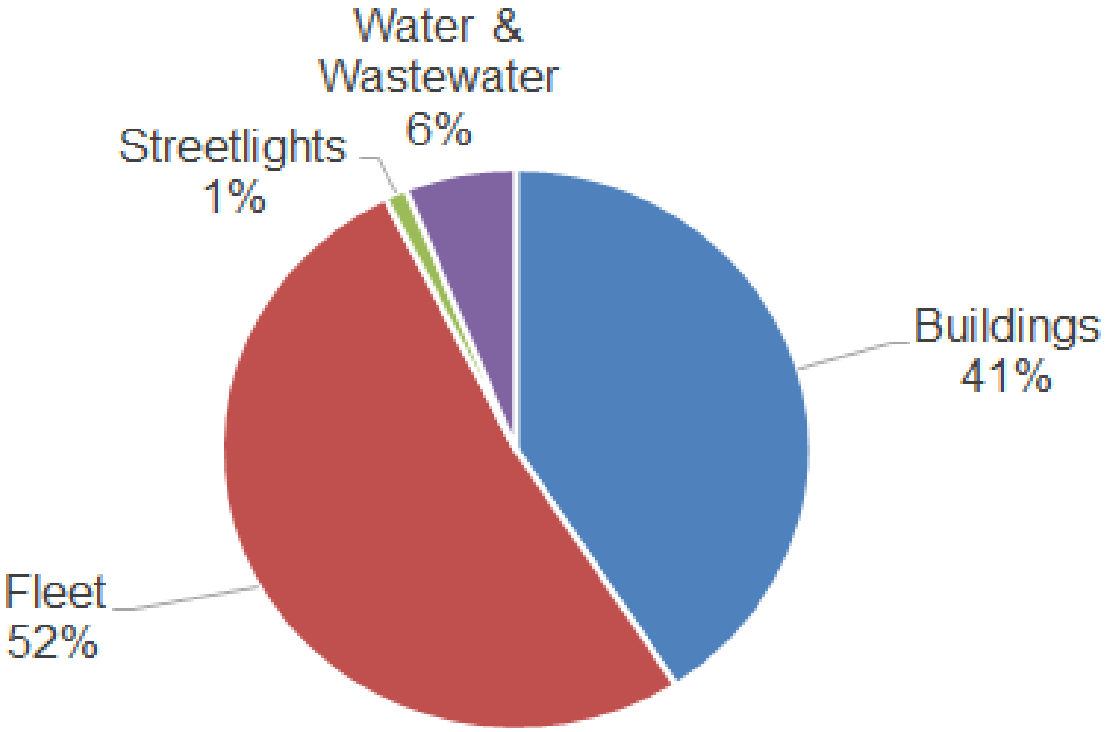
7.8 tCO_2e/person

Future Community Emissions without Local Action



Kawartha's Corporate Emissions (2015)

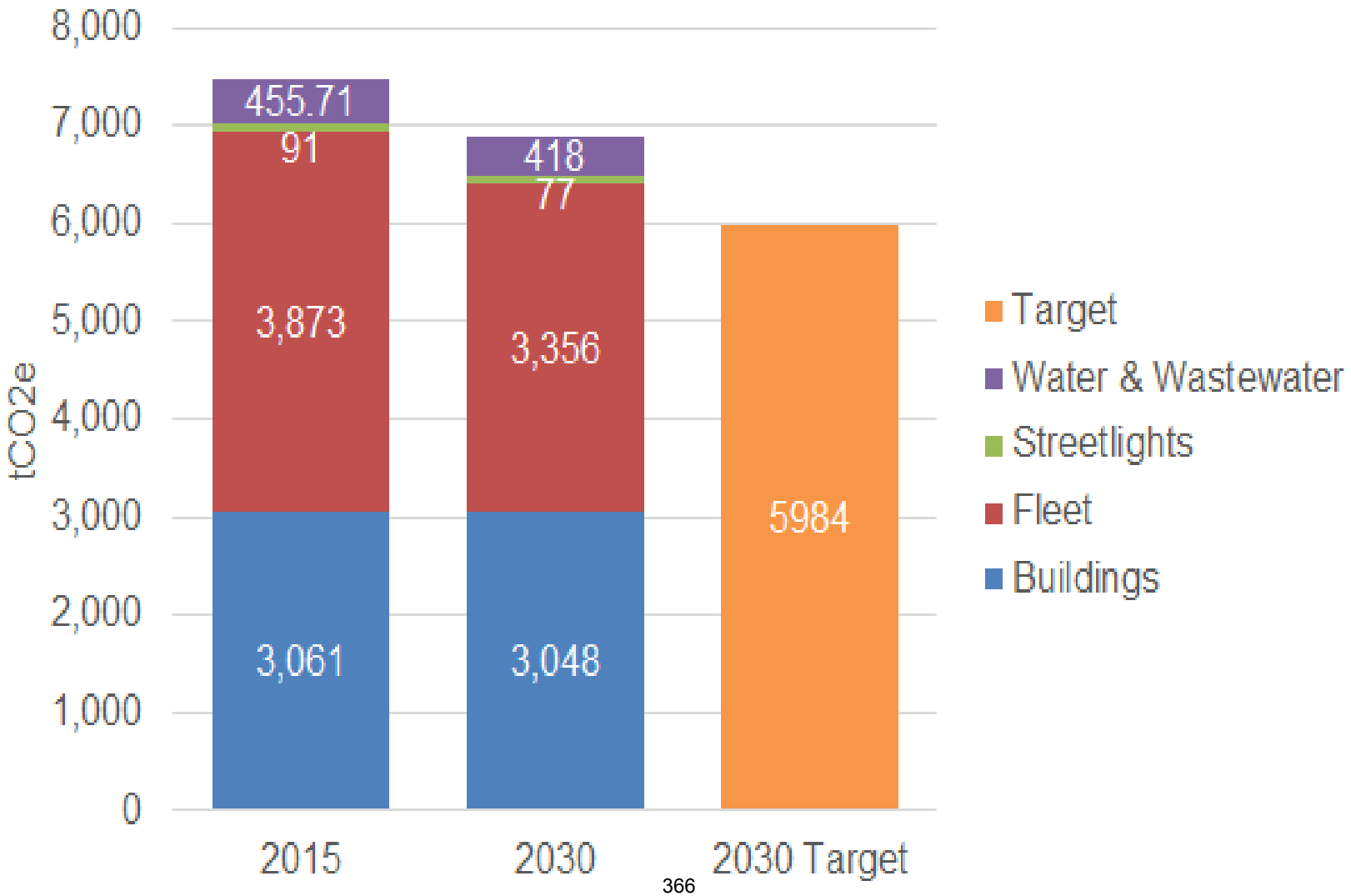
<1%



Total emissions from City operations:

7,500 tCO2e

Future Corporate Emissions without Local Action



Vision

"We will be leaders in addressing our changing climate to ensure a healthy environment and a prosperous community."

Emissions Reduction Targets and Outcomes

Through the implementation of actions in the HEP, Kawartha Lakes will:

- Reduce community emissions by 20%
- Avoid $142 million in energy costs
- Reduce corporate emissions by 20%
- Be on track to meet the federal and provincial government targets by 2030

Resiliency Outcomes

Through the implementation of actions in the HEP, Kawartha Lakes will help to build resiliency to:

- Flooding impacts to infrastructure
- Heat stress on people, native species, crops and livestock
- Groundwater recharge
- Damage to infrastructure, power systems, tree canopy
- Isolation of rural and vulnerable populations
- Physical injuries and mental health stress
- Spread of pests
- Runoff that impacts rivers and lakes

24 Strategies to Address a Changing Climate

- Cross-Cutting
- Agriculture
- Buildings
- Energy Systems
- Land Use
- Natural Environment
- People and Health
- Transportation
- Waste
- Water, Wastewater and Stormwater

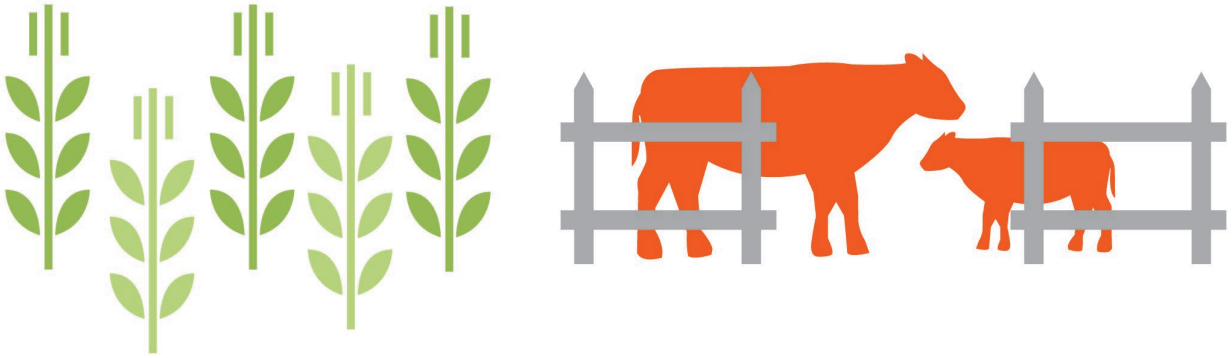
Agricultural Strategies

AG1: Implement agricultural management systems best practices

AG2: Implement manure management best practices

AG3: Implement improved digestibility of feed and reduce emissions from enteric fermentation

AG4: Encourage carbon sequestration



Building Strategies

B1: Encourage efficient and resilient new buildings

B2: Develop a residential deep retrofit program (voluntary)

B3: Develop a commercial and institutional deep retrofit program (voluntary)

B4: Facilitate efficient and resilient industrial sector

B5: Require efficient and resilient new city-owned buildings

B6: Develop a deep retrofit plan for city-owned assets

B7: Climate change risks integrated in infrastructure and management procedures

Energy Systems and Land Use Strategies

Energy

E1: Increase energy reliability and security to buildings and assets that deliver critical services to the community

Land Use Strategies

L1: Create compact neighbourhoods

- Integrate residential, office and retail developments
- Promote transit and active transportation

L2: Address health islands, air quality in land use

Natural Environment and People, Safety & Health Strategies

Natural Environment

N1: Enhance natural assets and ecosystems

N2: Implement a community-wide tree management and resilience program

People, Safety & Health

PH1: Develop vulnerable population response program

PH2: Create a climate readiness toolkit

Transportation Programs and Strategies

T1: Encourage electric and low-emission vehicles

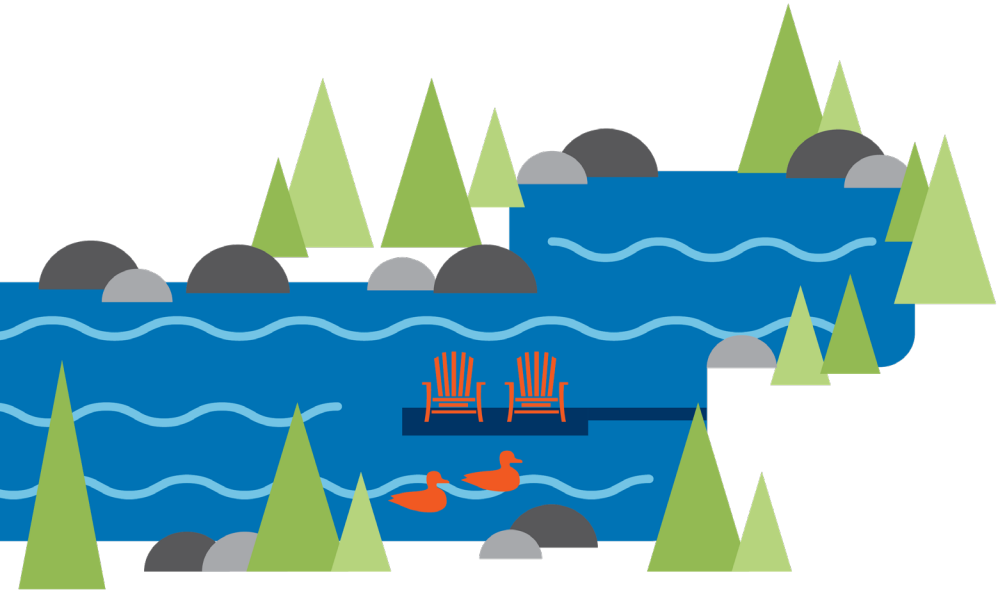
T2: Encourage the use of transit, walking, cycling and carpooling

T3: Transition to efficient and low emission municipal fleet and equipment

Waste, Water, Wastewater & Stormwater Strategies

Waste

W1: Reduce the amount of waste and emissions associate with landfills



Water, Wastewater & Stormwater

WW1: Increase operational efficiency and resiliency of water and wastewater systems

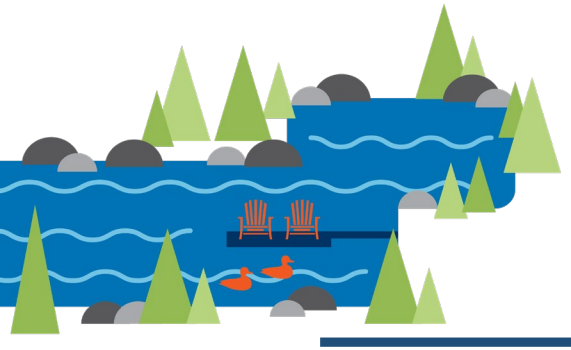
WW2: Update Stormwater Design Requirements and the Stormwater Management Plan

Summary of Mitigation Strategies

Community Sector	Total tCO_2e	Est. Total Savings ($)	Corporate Sector	Total tCO_2e	Est. Total Savings ($)
Agriculture	12,520	N/A			
New Residential & Commercial Buildings	8,640	33M	New Municipal Buildings	120	0.4M
Existing Residential Buildings	21,320	70M	Existing Municipal Buildings	360	1.3M
Existing Commercial Buildings	5,170	27M			
Industry	320	0.8M			
Trans: Alternative Fuel Adoption	10,640	5M	Transportation	310	0.14M
Trans: Mode Shift	8,500	6M			
Waste Reduction	20,110	N/A			
			Water, Wastewater, Stormwater	90	0.76M
Total	87,220	141.8M		880	2.6M

Implementation

- Integration with City and Agency Budgets
- Funding
- Communication, Education, & Outreach
- Annual Summit
- Reporting
- Plan Renewal



Thank You

ICLEI Local Governments for Sustainability

LURA
LISTEN · UNDERSTAND · RELATE · ADVANCE

KAWARTHA LAKES

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CLK2019-010

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Pregnancy and Parental Leave Policy for Members of Council

Description: In accordance with Section 270 of the Municipal Act, 2001, this policy applies to Member of Council.

Author and Title: Cathie Ritchie, City Clerk

Recommendation(s):

That Report CLK2019-010, **Pregnancy and Parental Leave Policy for Members of Council**, be received;

That a by-law be prepared for the adoption of the Pregnancy and Parental Leave Policy for Members of Council; and

That this recommendation be brought forward to Council for consideration on March 26, 2019.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

This report recommends a Pregnancy and Parental Leave Policy for Members of Council in compliance with the Act.

Rationale:

Section 270 of the Municipal Act, 2001, as revised by Bill 68, requires that the City adopt and maintain a policy with respect to the pregnancy and parental leave for Members of Council.

Section 259 (1.1) of the Municipal Act, 2001 provides an exception to an absence of a Member of Council despite Subsection 259 (1) (c) or any Council Policy or Procedure that regulates attendance.

Other Alternatives Considered:

None.

Financial/Operation Impacts:

No financial impacts.

Consultations:

Director of Corporate Services

Attachments:

Appendix A – Pregnancy and Parental Leave Policy for Members of Council

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, Chief Administrative Officer

Council Policy

Council Policy No.:	
Council Policy Name:	Pregnancy and Parental Leave Policy for Members of Council
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	Member of Council Request for Leave of Absence Form

Policy Statement and Rationale:

The City of Kawartha Lakes recognizes a Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with the Municipal Act, 2001.

Section 270 of the Municipal Act, 2001, as revised by Bill 68, requires that the City adopt and maintain a policy with respect to the pregnancy and parental leave for Members of Council.

This policy provides guidance on how the City of Kawartha Lakes addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

Scope:

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to Members of Council.

Policy:

Definitions

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259(1.1) of the Municipal Act, 2001.

City Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of his or her constituents.

2. A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes.
4. A Member of Council on pregnancy and/or parental leave reserve the right to exercise their authority at any time during their leave.
5. A Member of Council on pregnancy and/or parental leave shall continue to receive their honorarium.
6. Where a Member of Council will be absent due to a pregnancy and/or parental leave, the Member's committee membership(s) may be delegated to another Member as an alternate, through appointment by Council.

Monitoring/Violation
The City Clerk shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy.

Revision History:

Proposed Date of Review:

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

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CLK2019-011

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Council and Committee of the Whole Revised Meeting Schedules

Description:

Author and Title: Cathie Ritchie, City Clerk

Recommendation:

That Report CLK2019-011, **Council and Committee of the Whole Revised Meeting Schedules**, be received;

That Council approves reducing the scheduled Regular Council Meetings to one meeting per month with the understanding that Special Council Meetings may be called in accordance with the Procedural By-law;

That Council approves the revised Council and Committee of the Whole Meeting Schedules; and

That this recommendation be brought forward to Council for consideration at the March 26, 2019 Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Council approves annually the schedules for setting Regular Council, Committee of the Whole and Planning Advisory Committee Meetings.

At the Council Meeting of September 25, 2018, Council adopted the following resolution:

"That Report CLK2018-009, **2019 Council, Committee of the Whole and Planning Advisory Committee Meeting Schedule**, be received; and

That the schedule for Council, Committee of the Whole and Planning Advisory Committee Meetings for 2019, as outlined in Appendix A to Report CLK2018-009, be approved."

The Committee of the Whole has proven to be effective in providing an accountable and transparent forum for deputations and presentations and a less formal venue supporting Council discussions. Due to its success, the length of time needed at Regular Council Meetings has been significantly reduced.

This report recommends the reduction to one Regular Council Meeting per month and revisions to the Committee of the Whole and Regular Meeting Schedule.

Rationale:

Implementations of the Committee of the Whole in most cases established three meetings per month for Council Members and are separated by only one week. This has created a compressed schedule for both Council and Staff, making it challenging to prepare and meet agenda publication deadlines. Amended agendas are permitted however they should be limited to adding public deputations and correspondence or matters of an emergency in nature as defined in the Procedural By-law.

With the elimination of the additional Regular Council Meeting the schedule has been adjusted to spread the meeting occurrences generally by two weeks.

Financial/Operation Impacts:

The proposed meeting schedules will realize efficiencies for both Council and Staff by maximizing agenda capacity and reducing meeting frequency.

Other Alternatives Considered:

The schedules are to be a guiding documents for 2019. Council has the option to make any revisions to the schedule as they see fit or as circumstances change throughout the year.

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

The Schedules will allow Council and staff to deal with issues relating to the adopted strategic plan in an organized and effective manner.

Servicing Implications:

Special Council meetings may be called by the Chair when needed subject to the prescribed notice requirements.

Attachments:

Appendix A – 2019 Revised Council and Committee of the Whole Meeting Schedules

Amended 2019
Meeting Dates-Appenc

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, Chief Administrative Officer

2019 Revised Meeting Schedule
Dated March 19, 2019

Council Meeting Date	Agenda Published
April 23	April 17
May 21	May 15
June 18	June 12
July 16	July 10
August 13	August 7
September 24	September 18
October 22	October 16
November 19	November 13
December 10	December 4

Committee of the Whole Meeting Date	Agenda Published
April 9	April 3
May 7	May 1
June 4	May 29
September 10	September 4
October 8	October 2
November 5	October 30
December 3	November 27

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2019-016

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: 2

Title: Proposed Surplus Declaration and Sale of City – Owned Property – Part of Blk D on Plan 386 and Part of Road Allowance between Lots 18 and 19, Concession 2 – River Road

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

Recommendations:

That Report RS2019-016, Proposed Surplus Declaration and Sale of City – Owned Property – Part of Blk D on Plan 386 and Part of Road Allowance between Lots 18 and 19, Concession 2– River Road, be received;

That a portion of the City-owned property legally described as Block D on Plan 386 (PIN: 63119-0232 [LT]) and Part of the Road Allowance between Lots 18 and 19 Concession 2 (PIN: 63119-0195 [LT]), in the Geographic Township of Somerville, City of Kawartha Lakes, be declared surplus to municipal needs;

That Council support the closure of part of the road allowance and a direct sale of municipal property to the abutting landowner be supported, 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 to 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 shall be passed;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

That the net proceeds of the sale of the shoreline road allowance be placed into the Property Development Reserve;

That the net proceeds of the sale of Part of Block D on Plan 386 be placed into the Parkland Reserve, pursuant to the provisions of the Planning Act; and

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

Background:

The subject property was reviewed by the Land Management Committee at their meeting held on March 12, 2018.

The Land Management Committee was supportive of the subject property being advanced to Council for consideration as surplus land with road closure and direct sale to the abutting land owner being 90 River Road, in the Geographic Township of Somerville, City of Kawartha Lakes.

Public Notice advertising the potential surplus declaration and sale of the subject property was completed by newspaper circulation in the Kawartha Lakes This Week on the 14th, 21st and 28th days of February, 2019. In addition, a “Potential Surplus Property” sign was posted on the subject property and posted on the City of Kawartha Lakes website for the duration of the three week advertising period.

During that period, and to the date of the authoring of this Report (March 6, 2019), Realty Services did not receive any concerns from the public with respect to this proposed disposition.

Appendix A is a map showing the general area of the subject property, Appendix B is an aerial photo of the subject property, and Appendix C is a map of the subject property.

The purpose of this report is to recommend that the subject property with road allowance be declared surplus to municipal needs, as well as stop up and close the road allowance, and that approval be given, in principle, for disposition in accordance with City of Kawartha Lakes By-Law 2018-020, as amended.

Rationale:

Initial Records and Registry searches have been conducted and there are no restrictions noted on title which would prevent the City from selling the subject property. The subject property is vacant land and would require an easement in favour of Hydro for existing infrastructure.

The subject parcel (Part of Block D on Plan 386) was transferred to the Corporation of the Township of Somerville from S. J. Glenn Bird and Charles F. Riley pursuant to the requirements of the Township of Somerville consenting to the registration of a Plan of Subdivision.

Other Alternatives Considered:

Council could refuse to close and convey the parcel and road allowance and derive no financial benefit. That would be inconsistent with past practice and is not recommended in this circumstance.

Financial/Operation Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable $1,000.00 deposit to cover initial road closing costs. The price for an interior road allowance was established by By-Law 2018-020, as amended, and is set at $15.00 per linear foot (based on a 66 foot width). Additionally, fair market value for the vacant portion of land (Part of Block D on Plan 386) will be obtained and based on appraised value. All costs of the transaction, plus a $1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers.

As the vacant property (Part of Block D on Plan 386) was conveyed to the City upon registration of the subdivision agreement pursuant to the Planning Act, the net funds from that portion of the transfer are required to be placed into the Parkland Reserve. The balance will be placed in the Property Development Reserve.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

This report aligns with the strategic goal of a "vibrant and growing economy" and the strategic enabler of "efficient asset management."

Consultations:

Land Management Committee
Land Registry Office
Planning – Maps

Attachments:

Appendix A – General Location Map

Appendix A - General Location Map.jpg

Appendix B – Aerial Photo

Appendix B - Aerial Map -AS.jpg

Appendix C – Map

Appendix C - Map - AS.pdf

Department Head E-Mail: rcarlson@kawarthalakes.ca

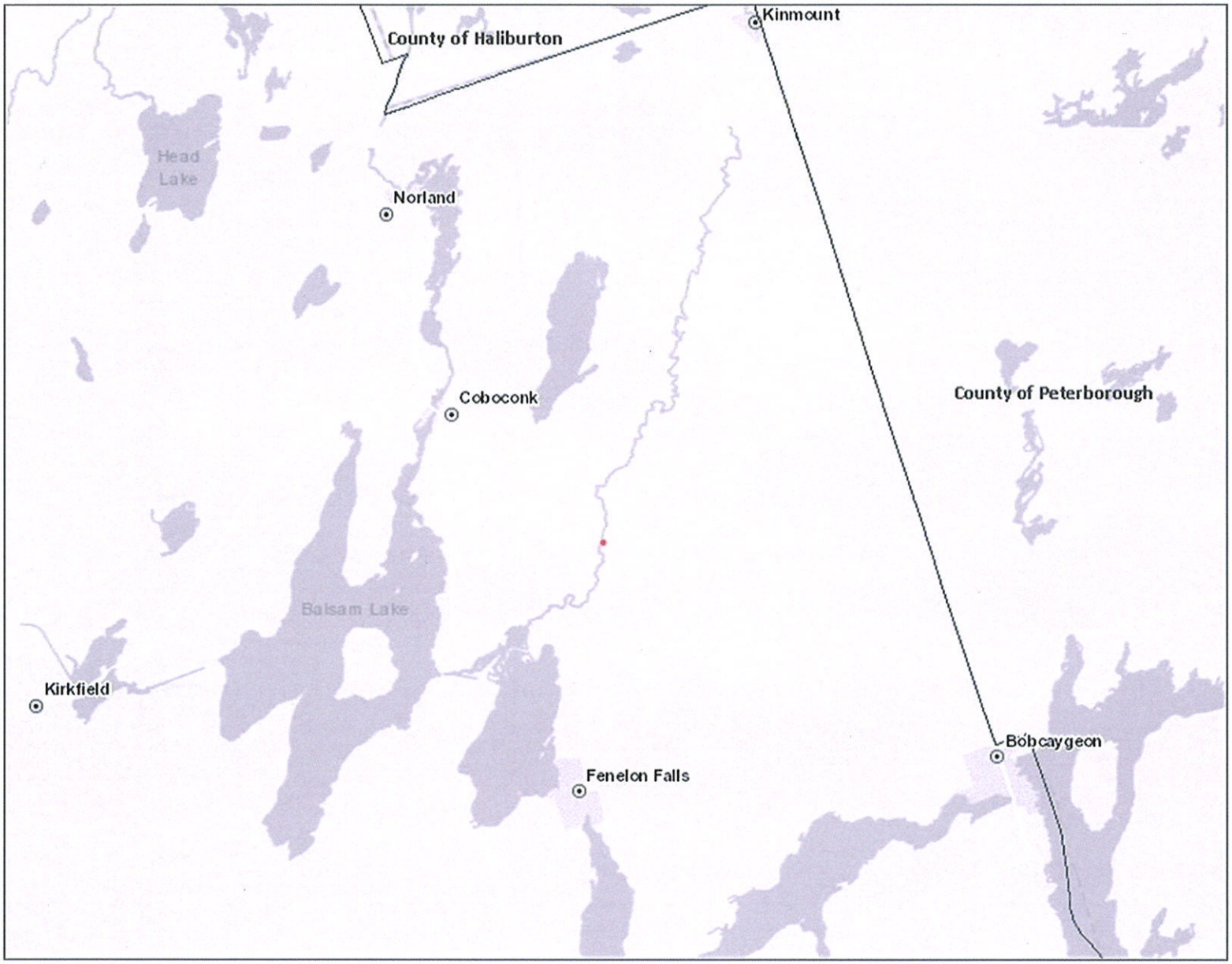
Department Head: Robyn Carlson

Department File: L06-18-RS014

KAWARTHA LAKES GEOMATICS MAPPING

General Location Map for River Rd.

Appendix A
to
Report RS2019-016
File No. L06-18-RS014



Legend

- Upper Municipalities
- Lower Tier Municipalties
- Populated Places
- Light Gray Canvas Base

Notes

Notes

14.68 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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NORTH

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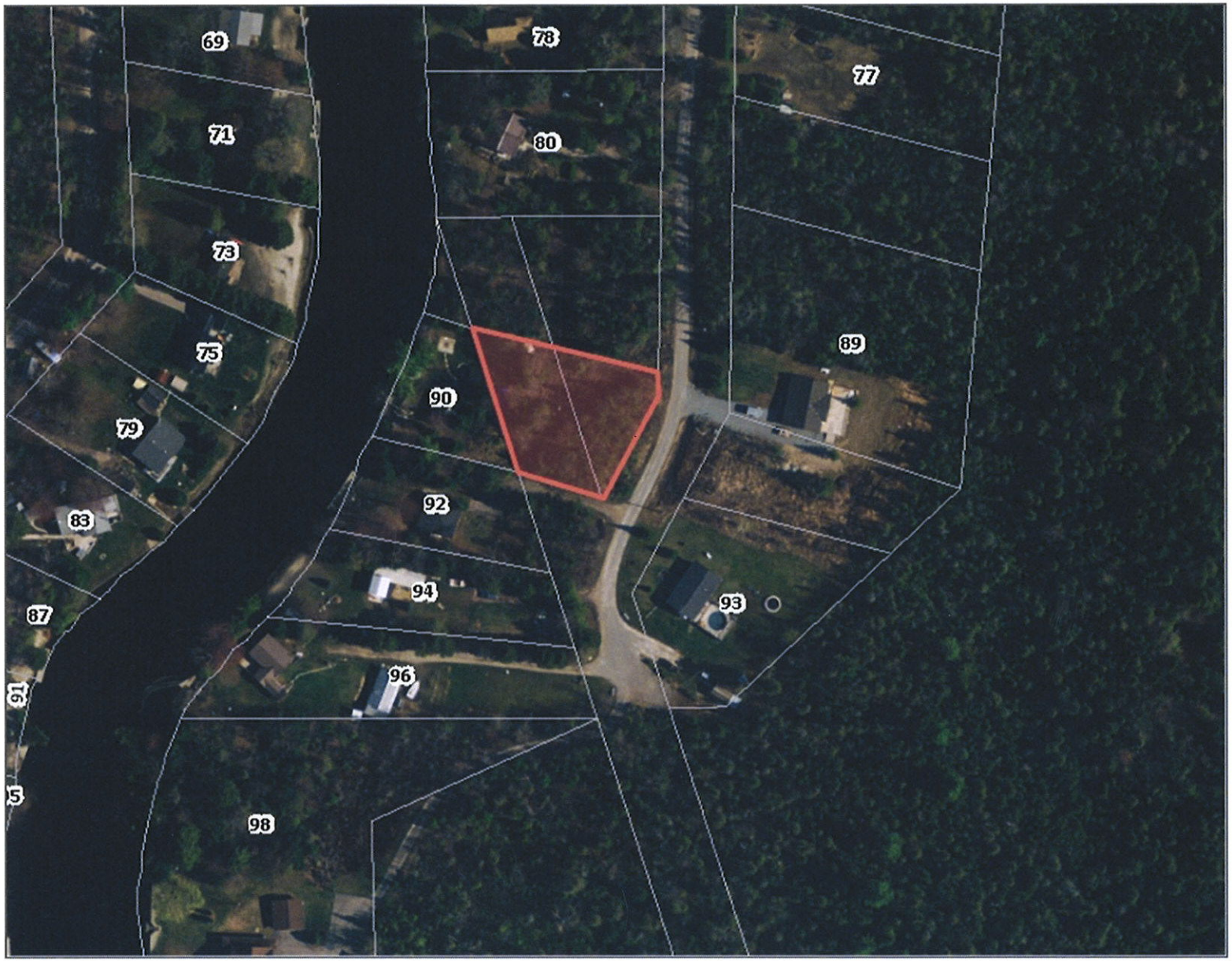
KAWARTHA LAKES GEOMATICS MAPPING

Aerial Map for River Rd.

Appendix B to Report RS2019-016
File No. L06-18-RS014



Legend

- Property ROLL#
- Upper Municipalities
- Lower Tier Municipalties

Notes

Notes

0.11 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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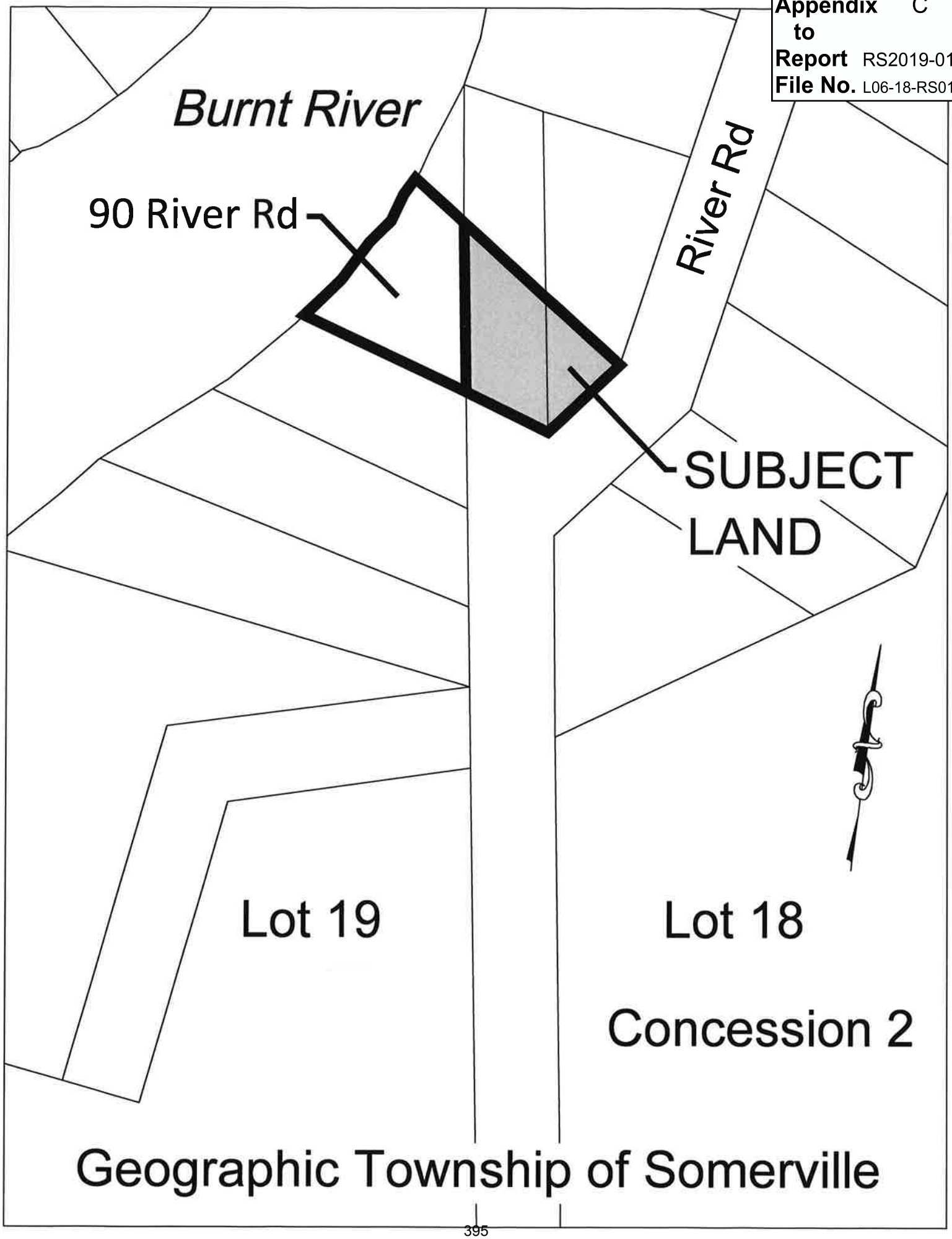
Appendix C
to
Report RS2019-016
File No. L06-18-RS014



The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2019-018

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: 1

Title: Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 76 Fulsom Crescent, Carden

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

Recommendations:

That Report RS2019-018, **Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 76 Fulsom Crescent, Carden**, be received;

That the subject property; being the shoreline road allowance adjacent to 76 Fulsom Crescent, Carden and legally described as Part of the Shoreline Road Allowance Lying in Front of Lots 13-14 on Plan 360, in the Geographic Township of Carden, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the portion of road allowance and sale to the adjoining landowner 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 shall be passed if appropriate;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

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

Background:

The Land Management Committee received a request from the owner of the property municipally known as 76 Fulsom Crescent, Carden to purchase the portion of shoreline road allowance which is adjacent to their property.

The Land Management Committee reviewed this request at their meeting on January 14, 2019 and had no objections to the request.

Public Notice advertising the potential surplus declaration and sale of the subject shoreline road allowance was completed by newspaper circulation in the Kawartha Lakes This Week on the 14th, 21st, and 28th days of February, 2019. Notice was also posted on the City's website. Realty Services did not receive any public comments or concerns with regards to the proposed closure and sale of the subject shoreline road allowance.

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

The purpose of this report is to recommend that the subject property be declared surplus to municipal needs and that approval be given, in principle, for the closure and sale of the requested portion of the shoreline road allowance to the adjoining landowner.

Rationale:

Shoreline road allowances exist on many lakes within the City of Kawartha Lakes. Although many of these allowances were never opened as public municipal roads, they remain public property. Recreational and residential property owners of "lakefront" property often do not own "their" lots right up to the water's edge. In many circumstances, the adjacent property owner has encroached onto this space and utilized it as a lot addition.

In this area various portions of the shoreline road allowance have already been stopped up, closed and conveyed to adjoining landowners. Accordingly, the Land Management Committee felt that it would be appropriate to proceed with stopping up, closing and conveying the subject portion of shoreline road allowance to the adjacent landowner.

Other Alternatives Considered:

Council may decide not to sell the shoreline road allowance and derive no financial benefit whatsoever. That would be inconsistent with past practice and is not recommended in this circumstance.

Financial Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable $1,000.00 deposit to cover initial road closing costs. The price for a shoreline road allowance adjacent to a lake was established by By-Law 2018-020, as amended, and is set at $23.00 per linear foot (based on a 66 foot width). All costs of the transaction, plus a $1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers. The City will receive revenue of approximately $2,875.00 for the subject land. The net revenue will be placed into the Property Development Reserve.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

This report aligns with the strategic goal of a "vibrant and growing economy" and the strategic enabler of "efficient asset management."

Consultations:

Land Management Committee

Land Registry Office

Planning – Maps

Attachments:

Appendix A – General Location Map

Appendix A - General Location Map.pdf

Appendix B – Aerial Photo

Appendix B - Aerial Photo.pdf

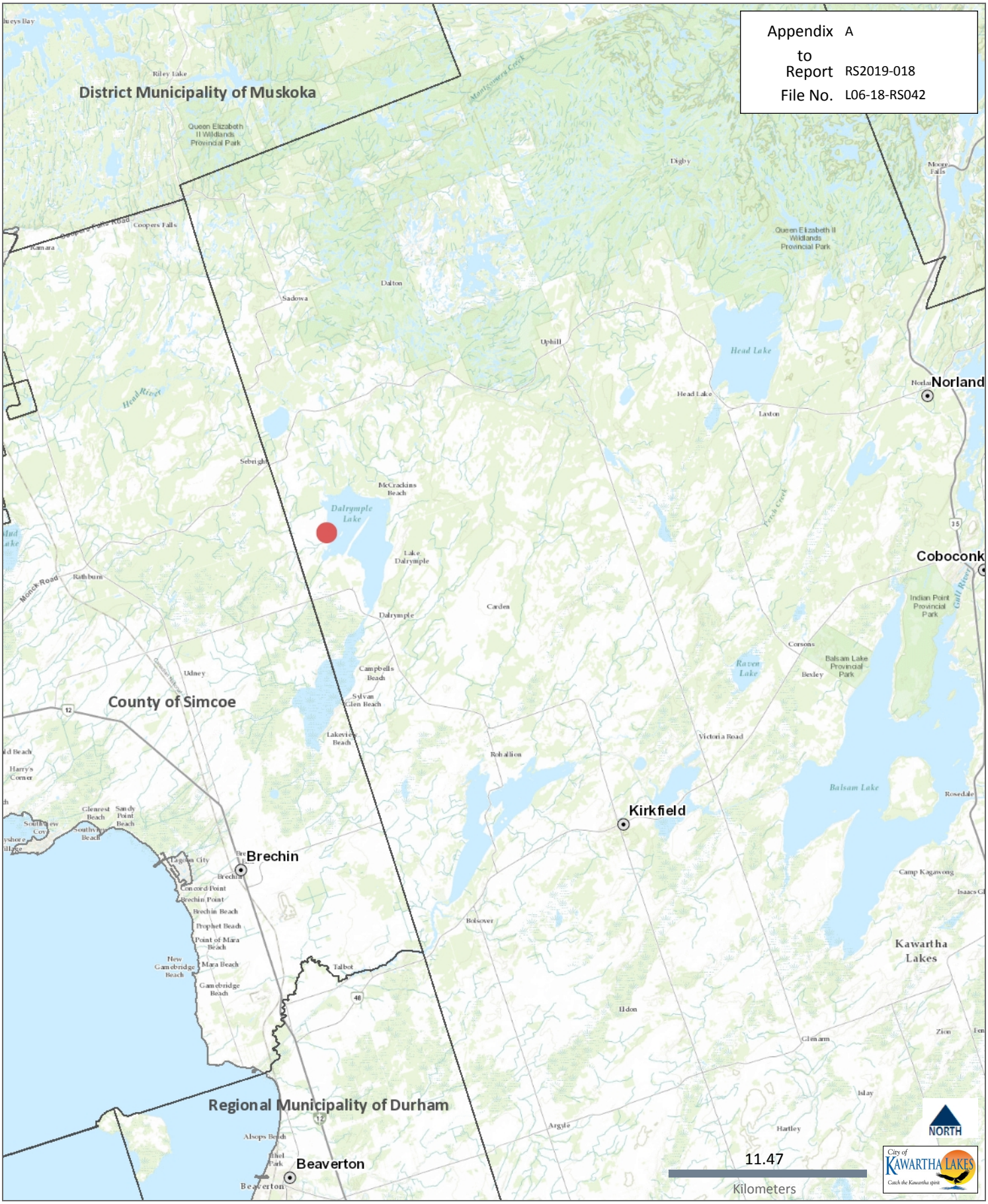
Appendix C – Map

Appendix C - Map.pdf

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-18-RS042



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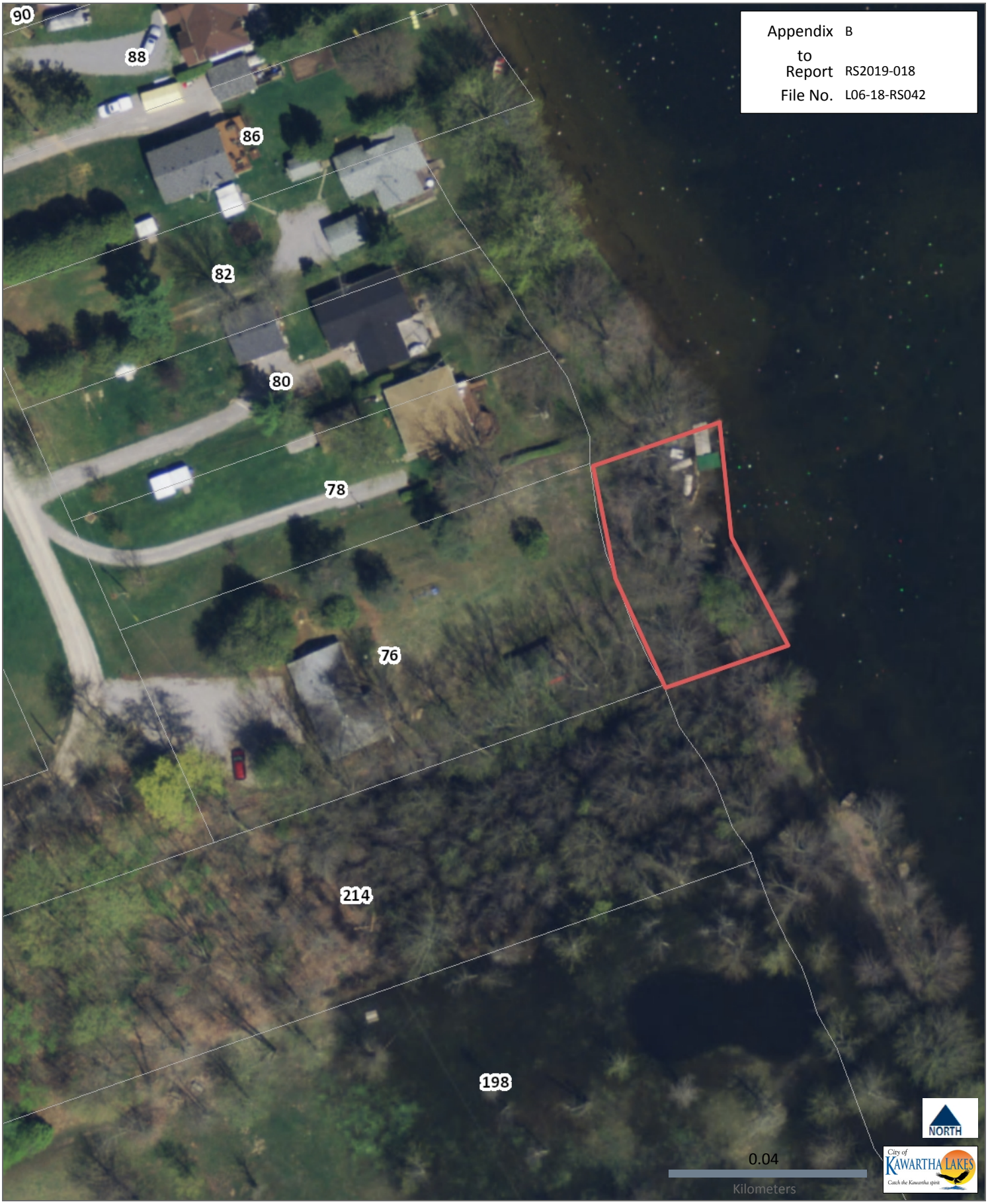
Date:



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The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2019-007

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

Ward Community Identifier: 5, 7

Title: Lindsay Downtown BIA Policy Updates

Description: Update to Establishing By-Law and Adoption of Constitution

Author and Title: Carlie Arbour
Economic Development Officer, Community

Recommendation(s):

That Report ED2019-007, **Lindsay Downtown BIA Policy Updates**, be received;

That the Board approved Lindsay Downtown BIA Procedural By-Law, attached as Appendix A to Report ED2019-007, be received;

That the Board approved Lindsay Downtown BIA Constitution, attached as Appendix B to Report ED2019-007, be received;

That the Composition Section 2.02 of the establishing by-law 2008-212 be deleted in its entirety and replaced with:

> The Board of Management established under section 2.01 of this By-law consists of a minimum of **7** and a maximum of **13** directors who shall have full voting privileges, and shall include:
>
> a) Up to Two (2) Councillors appointed directly by Council of the City of Kawartha Lakes.
> b) The balance of the directors shall be selected by vote of the members of the Lindsay Business Improvement Area and then appointed by Council of the City of Kawartha Lakes, and shall include:

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

i) One Business Resident, being a resident of Lindsay who is an owner or operator of a business located outside the Business Improvement Area but within the City;

ii) The balance shall be members of the Business Improvement Area.

c) The Board of Management will invite City staff resources from the Tourism/Economic Development office, Public Works Services office and one City Police Services Representative to act as resources to the Board and they shall have non-voting privileges.

The term of the Board of Management shall be the same as the term of the Council that appointed them, however, in an election year the Board of Management members shall continue to hold office until their successors have been appointed;

That the necessary amending By-law be forwarded to Council for adoption; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting **on March 26, 2019.**

Background:

Council approved a Business Improvement Area (BIA) for Lindsay with the By-Law 2008-212 “A By-Law to Establish a Board of Management for the Lindsay Business Improvement Area in the City of Kawartha Lakes.”

As per section 2.04 of By-Law 2008-212, the Board of Management:

i. shall pass a procedure by-law governing the calling, place and proceedings of its meetings.
ii. before passing the procedure by-law, shall give notice of its intention to do so to the members of the Lindsay Business Improvement Area in accordance with Section 2.05.

The Lindsay Downtown BIA has been working on coming into conformity with the By-law and has made some changes that result in changes to the Constitution and therefore By-Law.

This report addresses requested changes to the by-law and the adoption of updated foundational documents for the Board.

Rationale:

The Lindsay Downtown BIA has three foundational documents that define the parameters in which the Board operates.

1. The Establishing By-Law 2012-008 which defines the Boards’ composition, structure, and policy requirements.
2. A Constitution that governs the structure and operations of the BIA, and defines how it to implement the requirements as outlined in the By-Law
3. A Procedural By-Law that governs the calling, place and proceedings of its meetings.

The Lindsay Downtown BIA has been operating according to a Constitution and Procedural By-Law as adopted by the Board. The BIA undertook a detailed review of these documents in 2018, has since updated them to reflect the Boards current operational needs, and received approval of the documents by the Membership.

Outlined below are the updates, and requested changes to the By-Law.

The Board frequently has difficulty-reaching quorum at its monthly meetings with the current composition. They believe reducing the minimum number of required directors will remove the challenges meeting quorum and improve the effectiveness of the Board meetings.

With the reduced size of City Council, the Board recognizes there are only two wards that represent Lindsay, and the BIA boundaries. “Up to three” Councillors is no longer necessary.

The Kawartha Lakes Police Chief attends the meetings of the Board, operating as a staff-resource, rather than a voting member for a number of years, and has requested that the By-Law be updated to reflect this.

At the Lindsay BIA Annual General Meeting held on January 14, 2019, the membership adopted the following recommendations:

> MEMBERSHIP APPROVAL OF CHANGES TO BY-LAW 2008-212
> **Moved By:** Janice Silverthorne **Seconded By:** Steve Podolsky
> **Resolved:** That the proposed changes to By-Law 2008-212 be approved, and recommended to City of Kawartha Lakes Council for amendment.
> **Carried AGM2019-04**
>
> **Proposed Changes:**
> **2.02 – Composition**
> The Board of Management established under section 2.01 of this By-Law consists of a minimum of **9** and a maximum of **15** directors who shall have full voting privileges.
> *Change to minimum of **7** and a maximum of **13** directors*
>
> a) Up to Three (3) Councillors appointed directly by Council of the City of Kawartha Lakes
> *Change to **Two (2) Councillors** appointed directly by Council of the City of Kawartha Lakes*
>
> b) Balance of Directors shall include: i) One City Police Services Representative
> ***Remove this line and include this position along with the City staff resources listed in section c). This position will no longer be included with those directors who have voting privileges.***

If this recommendation is accepted, a by-law amendment is required.

The BIA brought the Constitution into alignment with the recommended changes to the By-Law. The Procedural By-Law was also updated to reflect the Boards current needs. As these are governing documents for the BIA, they were presented and approved by the Membership at the AGM.

Other Alternatives Considered:

There were no other alternatives considered, as it is a recommendation from a local board.

Financial/Operation Impacts:

There are no financial considerations relating to this report.

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

The Lindsay Downtown BIA relates to the Council Adopted Strategic Plan in supporting A Vibrant and Growing Economy. Through consultation and advice provided by local business and property owners involved in the Downtown, Council is able to support a stronger local economy through the delivery of programs and policy decisions that provide support to the sector.

Review of Accessibility Implications of Any Development or Policy:

Not Applicable

Servicing Implications:

Not Applicable

Consultations:

Lindsay Downtown BIA

Deputy Clerk

Attachments:

2008-212 Establish Brd of Mgmt for Lindsa

LDBIA Constitution 2019.pdf

LDBIA Procedural By-Law 2019.pdf

Summary of Documentation Chang

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

PROCEDURAL BY-LAW

To Enact City of Kawartha Lakes By-Law 2008-212
A By-Law to Establish a Board of Management for the
Lindsay Business Improvement Area in the City of Kawartha Lakes

Lindsay Downtown BIA
117 Kent Street West, Lindsay K9V 2Y5
705-324-7710 | info@mylindsay.com
mylindsay.com

January 2019

WHEREAS pursuant to Subsection 238(2) of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended, every local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings; and

WHEREAS the Lindsay Downtown Business Improvement Association (LDBIA) as a Management Board to the Corporation of the City of Kawartha Lakes (By-Law 2008-212) deems it prudent to adopt its own Procedural By-law;

NOW THEREFORE BE IT RESOLVED THAT the LDBIA hereby enacts City of Kawartha Lakes By-Law 2008-212 as follows:

1.0 – DEFINITIONS

For the purposes of this by-law:

Agenda- shall mean a document that sets out the items of business and order of proceedings for any meeting;

Board - shall mean the Board of Management established under City of Kawartha Lakes By-Law 2008-212;

Chair - shall mean the presiding officer of the LDBIA Board of Management;

Closed Meeting - shall mean a meeting or a portion thereof, closed to the public in accordance with the Municipal Act

Deputation - shall mean a person or group making a verbal appearance to the Board of Management;

Meeting - shall mean any regular, special, or other meeting of the Board with the exception of an Annual General Meeting or other General Meeting constituted in accordance with the LDBIA Constitution;

Motion - shall mean a proposal by a Director to resolve and effect a decision;

Quorum - shall mean a majority of all the Directors being the minimum required to be present at a meeting in order that business may be conducted;

Resolution - shall mean a decision of the Board on any motion;

Secretary - shall mean the Secretary of the Board of Management

Treasurer - shall mean the Treasurer of the Board of Management

Urgent Business - shall mean an item of business that has arisen since the preparation of the agenda that is of an urgent nature and must be addressed prior to the following meeting of the Board.

2.0 – GENERAL

Rules of Procedure

2.01 - Except as provided in this by-law, the rules of procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of the Board, and the conduct of its Directors.

2.02 - The rules in this Procedural By-Law are to be observed in all meetings of the Membership, the Board and Sub-Committees of the Board.

2.03 - The rules of procedure are to be interpreted in a manner that promotes the following fundamental principles:

a) The protection of the basic rights by recognizing the right of the majority to decide, the minority to be heard, and individuals to have the opportunity to participate;

b) The maintenance of decorum, with all participants being treated with courtesy and respect;

c) All Directors have a right to information to help make decisions;

d) Directors have a right to an efficient meeting;

e) All Directors have equal rights, privileges and obligations; and

f) In the event of a conflict, facilitating a reasonable compromise/s.

Direction to Staff

2.04 - No Director or Member shall direct or interfere with the performance of any work being carried on by an employee of the LDBIA. Any requests for work to be completed by staff shall be made to the Chair, who will issue the direction to the staff, or bring it to the Board for further consideration.

Suspension of the Rules

2.05 - Any one or more of these rules of procedure may be temporarily suspended on a two-thirds (2/3) majority vote of the Directors of the Board, except where such suspension may be contrary to the Municipal Act, 2001.

3.0 – MEETINGS

Place of Meetings

3.01 – All meetings shall be held within the Town of Lindsay.

3.02 - Meetings shall be held at Kawartha Lakes Police Service Community Room, 6 Victoria Avenue North, Lindsay, or at such other place as noted on the agenda.

Regular Meetings

3.02 – The Board shall adopt an annual calendar for each year, following the AGM, setting the Regular Board Meeting dates, locations and start times, and circulate it to the Directors and Membership.

Special Meetings

3.03 – The Chair may at any time summon a special meeting of the Board upon twenty-four (24) hours written or oral notice to the Directors.

Annual General Meeting

3.04 - The AGM shall be held at a location in the Town of Lindsay on a date determined by the Board of Management and/or approved designate and held on or before January 30th of each year.

3.05 - At each AGM, financial statements from the previous year and proposed budget for the next calendar year must be presented.

3.06 - Membership is to receive written notice of the AGM no less than 15 days prior to the meeting date, and a public notice must appear in one (1) local newspaper prior to the meeting date. The accidental omission to give notice to any member, Board Director, or auditor shall not invalidate any action taken at any meeting held pursuant to such notice**.**

3.07 - The membership may by resolution, if passed by two thirds (2/3) of the votes cast at the AGM, can remove any Board Director before the expiration of his/her term of office and may, by majority vote at that meeting, elect any person in his/her place for the remainder of the term.

3.08- In case of an equality of votes at the AGM, either upon a show of hands or upon a poll, the Chair shall be entitled to cast an additional vote.

3.09 - All members are entitled to voting privileges at the AGM, one vote per levy-paying member.

4.0 – CALLING A MEETING TO ORDER & QUORUM

4.01 - As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.

4.02 - If no quorum is present twenty (20) minutes after the time appointed for a meeting, the Secretary shall record the names of the Director present and the meeting shall stand adjourned until the date of the next regular meeting.

4.03 - If a Director is unable to attend a meeting, they are to inform the Chair.

4.04 - In the event that the Chair does not attend within fifteen (15) minutes after the time appointed for a meeting, the Vice-Chair shall preside until the arrival of the Chair, and while presiding, shall have all the powers and duties of the Chair.

5.0 – DUTIES OF THE CHAIR

5.01 - It shall be the duty of the Chair to:

(a) open the meeting by taking the chair and calling the meeting to order,

(b) announce the business in the order in which it is to be acted upon,

(c) receive and submit, in the proper manner, all motions presented by the Directors;

(d) put to a vote all motions which are moved and seconded and to announce the results,

(e) decline to put to vote motions which infringe upon the rules of procedure,

(f) restrain the Directors, when engaged in debate, within the rules of order,

(g) enforce, on all occasions, the observance of order and decorum among the Directors and any attending members

(h) do all matters to permit the meetings to proceed in an orderly and efficient manner,

(i) adjourn the meeting when the business is concluded, and

(j) to adjourn the sitting without question or suspend the sitting for a time to be named by him/her, if he/she considers it necessary, because of grave disorder.

6.0 – AGENDA

6.01 – Upon direction from the Chair, the Secretary or General Manager shall prepare and print an agenda for regular meetings of the Board.

6.02 - The agenda outline shall be as follows:

(a) Call to Order

(b) Approval of Agenda

(c) Approval of previous meeting minutes

(d) Disclosure of Pecuniary Interest

(e) Deputations / Presentations

(f) Correspondence

(g) Regular Business

(h) Reports

(i) Closed Session Matters (if necessary)

(j) Adjournment

6.03 - Business shall be considered in the order set forth on the agenda, unless otherwise decided by the Chair.

6.04 - At the time of approval of the agenda, additions to the agenda may be proposed for the Board meeting subject to Board approval.

6.05 - Not less than forty-eight (48) hours, including weekends and holidays, before the time appointed for the holding of a regular meeting of the Board, the Secretary/Treasurer or General Manager shall deliver to each Director an agenda and all related materials.

6.06 - An agenda for a special meeting shall be provided prior to or at the special meeting.

6.07 - It shall be the duty of the Secretary or General Manager to ensure that the minutes of the last regular meeting, and any and all special meetings held more than seven (7) days prior to a regular meeting are included on the next meeting agenda for approval.

6.08 - Members of the LDBIA may ask that issues or items of interest be placed on the agenda for discussion and/or resolution. They may contact the LDBIA Chair for inclusion of an item on an upcoming agenda.

7.0 – MINUTES

7.01 - The Secretary or General Manager shall prepare minutes for all meetings. The minutes of a meeting shall record, without note or comment:

(a) the place, date and time of meeting,

(b) the name of the presiding officer(s) and record of attendance of the Directors,

(c) the reading, if required, correction and adoption of the minutes of prior meetings;

(d) all the other proceedings of meetings; and

(e) Closed Meeting minutes shall be recorded and kept by a Board Director, appointed by the Chair

8.0 – DEPUTATIONS

8.01 – Parties interested in speaking to the Board shall give notice to the Chair no later than seven (7) days before the

preparation of an agenda. This notice shall include the person's complete name, contact information and reasons for their appearance. Persons who, subsequent to the preparation of the agenda and prior to the commencement of a meeting request to be heard and apply in writing to the Secretary may be heard upon majority approval at the time of approval of the agenda. The following criteria will be considered:

(a) urgent business, and

(b) matters listed on the agenda.

(c) The parties will be allowed to speak for ten (10) minutes maximum.

9.0 - CONDUCT

9.01 - No Director shall:

(a) speak disrespectfully of any person;

(b) use offensive or foul words or unparliamentary language; or

(c) deliberately disobey the Rules of Procedure or a decision of the Board.

(d) If a Director persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put the question, with no amendment, adjournment or debate being allowed, "that such Director be ordered to leave his/her seat for the duration of the meeting of the Board". If the Director apologizes he/she may, by vote of the Board, be permitted to retake his/her seat.

10.0 - DEBATE

10.01 - Every Director, prior to speaking to any question or motion, shall indicate his/her intention to speak to the Chair.

10.02 - When two or more Directors indicate desire to speak, the Chair shall designate the Director who, in the opinion of the Chair, indicated first, as the Director to have the floor.

10.03 - When a Director is speaking, no other Director shall interrupt him/her.

10.04 - Any Director may require the question or motion under discussion to be read at any time during debate but not so as to interrupt a Director while speaking.

10.05 - A Director may speak initially on a question or motion for five (5) minutes maximum. A Director may have a second opportunity to speak for a further five (5) minutes during debate.

10.06 - The mover may request the right to be the last Director to speak on the matter.

10.07 - A Director may ask a question only for the purpose of obtaining information relating to the matter under discussion and such a question must be stated concisely and asked only of the Chair, or through the Chair.

11.0 – MOTIONS & VOTING

11.01 - A motion shall have a mover and seconder.

11.02 - Motions shall be decided by a majority vote, except where a 2/3 vote is required by this by-law (section 2.05).

11.03 - If a Director abstains from voting, he/she shall be deemed as voting in the negative, except where he/she is

prohibited from voting by law.

11.04 - After a question is finally put by the Chair, no Director shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

11.05 - The manner of voting on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

11.06 - The Chair shall announce publicly the result of the vote, stating whether the motion is carried or defeated.

Motions to Table

11.07 - A Motion to postpone or defer a matter pending receipt of further information or the happening of an event shall:

(a) not be amended;
(b) be debated only as to the time period of deferral or postponement;
(c) apply to the main Motion and any amendments to it under debate at the time when the Motion to postpone or defer was made; and
(d) not include qualifications or additional statements.

If a Motion to postpone or defer is decided in the affirmative by a majority vote of the Directors present, then the main Motion and any amendments to it shall be removed from the consideration of the assembly until such time as provided for in the Motion.

Motions to Put the Question:

11.08 - A Motion to put the question (close the debate) shall:
(a) not be amended;
(b) not be debated;
(c) apply to the Motion or amendment under debate at the time when the Motion to put the question is made; and

If a Motion to put the question is decided in the affirmative by a majority vote of the Members present, then the preceding Motion or amendment shall be voted on immediately without further debate or comment.

Motions to Refer

11.09 - A Motion to refer a matter under consideration to a Committee or the Administration or elsewhere shall:
(a) be open to debate;
(b) be amendable; and
(c) preclude amendment or debate of the preceding Motion, unless the Motion to refer is resolved in the negative, in which case the preceding Motion shall be open to debate and amendment.

Motions to Reconsider/Rescind:

11.10 - A motion to rescind a Motion previously adopted may be carried to cease the force and effect of a previously adopted motion. A motion to rescind can be moved by a member on the prevailing side at anytime or by any member, regardless of how the member voted on the original question following a 365 day waiting period. Motions cannot be rescinded when the action within the motion to be rescinded has been completed making that action impossible to undo. Without previous notice, the motion to rescind requires a two-thirds vote. This provision cannot be waived.

Motions to Reconsider

11.11 - The motion to reconsider can, with certain exceptions, be applied to a vote that was either affirmative or negative, within a limited time after that vote, and it proposes no specific change in a decision but simply proposes that the original question be reopened. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the vote. A motion to reconsider

can be made only by a member who voted with the prevailing side. A motion to reconsider can be made only on the day the vote to be reconsidered was taken. A motion to reconsider cannot be renewed except by unanimous consent.

12.0– BY-LAWS

12.01 - Every by-law shall have three (3) readings in order to be passed.

(a) The three (3) readings and passage of a by-law may be completed at the same time at one Board meeting.

(b) The Secretary/Treasurer or General Manager shall endorse on all by-laws enacted by the Board the date of the three (3) readings and passage thereof.

(c) Every by-law which has been enacted by the Board shall be numbered and dated and signed by the Chair & Vice-Chair.

13.0 – CLOSED MEETINGS

13.01 - Except as provided in this by-law all meetings shall be open to the public.

13.02 - In accordance with the Municipal Act, 2001, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

(a) the security of the property of the Board;

(b) personal matters about an identifiable individual, including Board employees;

(c) a proposed or pending acquisition or disposition of land by the Board;

(d) labour relations or employee negotiations;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the Board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(g) a matter in respect of which the Board may hold a closed meeting under another Act.

13.03 - A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

13.04 - A meeting held for the purpose of educating or training the Directors of the Board may be closed to the public, provided that no Director discusses or otherwise deals with any matter in any way that materially advances the business or decision-making of the Board.

13.05 - Before holding a meeting or part of a meeting that is to be closed to the public, the Board shall state by resolution:

(a) the fact that the Board is convening into a closed meeting; and

(b) the general nature of the matter to be considered at the closed meeting, and in the case of an educational or t training session, state that it is to be closed under section 239, subsection 3.1 of the Municipal Act, 2001.

(c) A meeting shall not be closed to the public during the taking of a vote except where:

(d) subsection 13.02 or 13.03 of this by-law permits or requires a meeting to be closed to the public; and

(e) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Board or persons retained by or under contract with the Board.

13.06 - It is the duty and obligation of each Director:

(a) to keep in confidence any matter discussed in a closed meeting of the Board until it is discussed at a meeting held in public,

(b) to refrain from discussing any matter raised in a closed meeting of the Board with any person other than a person present at the closed meeting until it is discussed at a meeting held in public, and

(c) to return any reports, documents or any other material received in respect of a matter discussed in a closed meeting of the Board to the Secretary at the conclusion of the closed meeting.

(d) A Director shall not in any way disclose to any person or other body, by any means, any reports or items, or disclose the nature or content of any reports or items or discussions, regarding any matter that is confidential and/or part of a closed meeting, without approval of such release by the Board.

(e) The Secretary shall be responsible to maintain a confidential copy of all original documentation distributed during the closed meeting and shall keep a record of the meeting in accordance with the Municipal Act, 2001.

(f) A copy of any report or document circulated as part of an agenda regarding a confidential matter shall be returned to the Secretary at the end of the meeting for destruction.

(g) On reconvening in public session, the Chair shall accept a motion to resolve the matter publicly, or alternatively advise that direction had been given to staff during the closed session in accordance with the Municipal Act, 2001.

14.0 – ELECTIONS

14.01 – In conjunction with the City of Kawartha Lakes Municipal Elections, the LDBIA shall conduct Elections to the Board of Management, whose term shall be the same as the term of the Council that appoints them.

14.02 - In an election year the Board of Management Directors shall continue until their successors have been appointed.

14.03 - Each member has the right to nominate an owner or employee of a business or property (or their designate) to stand for election to the Board of Management of the LDBIA according to requirements set out in the *Municipal Act 2002* and CoKL By-law #2008-212.

14.04 - Elections shall be conducted as follows:

- The nominating committee report, containing names of eligible members who have been duly approached and have agreed to stand, is circulated to all members or posted prior to election;
- The election chair is appointed/elected;
- All offices are declared vacant;
- The election secretary is appointed/elected;
- By-laws governing the conduct of elections are read or explained;
- Scrutineers are appointed/elected;
- A motion to receive the nominating committee report is entertained;
- Call for nominations from the floor - include names of candidates from nominating committee report. (Nominations need not be seconded);
- List all names in the order nominated for all to see, beginning with the candidates proposed by the nominating committee;
- Close nominations either by a declaration from the chair after a reasonable time, or by approval of a motion by a two-thirds majority vote that nominations be closed;

- Ask each person nominated, in reverse order of nomination, whether he or she will stand for the position;
- If there are less candidates than positions available on the Board of Management, then the presented slate is acclaimed as recorded;
- If there are more candidates than positions available on the Board of Management, then a vote by the members present shall be necessary;
- Voting should be by ballot, each member receiving one ballot, entering the name of the candidates of choice;
- Scrutineers distribute and collect ballots, count the votes cast for each candidate, and report results to the elections officer. Results are announced;
- At the close of elections, ballots should be disposed of at the direction of a motion from the floor;
- The entire list of elected officers is read by the elections secretary;
- The elections officer returns the chair to the meeting chair.

14.05 – At the time of the Annual General Meeting, the Board of Management shall elect from amongst them a Chair and Vice-Chair who will then appoint a Treasurer who shall serve until the next Annual General Meeting or until he or she is removed from office by resolution of the Board of Management.

15.0 - NOTICE

15.01 - The Secretary or General Manager shall provide the public with notice of the Board schedule by annually posting a calendar of the meetings on the website. Any amendments to or cancellations of the meeting dates shall be posted as required.

15.02 - The meeting agenda shall constitute notice of each meeting. The agenda shall include the location, date and time of the meeting and all relevant material on a matter to be considered by the Board, and distributed to Board Directors.

Adopted by the Lindsay Downtown BIA Board of Management on the 29th day of November, 2018.

Adopted by the Lindsay Downtown Membership on 14th day of January 2019.

LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

CONSTITUTION

Lindsay Downtown BIA
117 Kent Street West, Lindsay K9V 2Y5
705-324-7710 | info@mylindsay.com
mylindsay.com

January 2019

PREAMBLE

A Board of Management is established for the area designated in By-law Number 2008-211 as the Lindsay Downtown Business Improvement Area, to oversee the improvement, beautification and maintenance of municipally-owned land, building and structures in the area beyond that provide at the expense of the municipality generally, and to promote the area as a business or shopping area (Ontario Municipal Act 2001, c.25, s204(1)). The LDBIA is located within an area which has been designated within a Heritage Conservation District by the municipality under the Ontario Heritage Act.

1.0 – GENERAL

1.01 - Definitions

In this Constitution, the following terms shall have the following meanings;

AGM – shall mean the Annual General Meeting, to which all Members of the LDBIA shall be invited;

Area – shall mean the area comprised of the land outlined in Schedule 'A' which has been designated by Council as the Lindsay Downtown Business Improvement Association area within the meaning of the Municipal Act, as such area may, from time to time, be expanded or contracted by Council in accordance with the provisions of the Municipal Act;

Board – shall mean the Board of Management for the LDBIA;

Board Director – shall mean a Director of the Board of Management for the LDBIA;

Board Meeting – shall mean a meeting of the Lindsay Downtown Business Improvement Association Board of Management, as per Section 8.

Business Day – shall mean any day other than a Saturday, Sunday or holiday as defined under the *Legislation Act, 2006, S.O. 2006, c. 21, Schedule F*, as the same may be amended, replaced or restated from time to time;

Business Property – shall mean property which is zoned commercial under the City of Kawartha Lakes' Comprehensive Zoning By-law and located within a Business Improvement Area;

City – shall mean the municipality of the City of Kawartha Lakes;

Constitution – shall mean this constitution of the LDBIA;

Council – shall mean the Council for the City of Kawartha Lakes;

Heritage Conservation District – shall mean a defined geographical area within a municipality that is protected under a local bylaw to ensure conservation of its existing heritage character, enabled under Part V of the Ontario Heritage Act.

LDBIA – shall mean the Lindsay Downtown Business Improvement Association;

LDBIA Member/Membership – shall mean all persons who own property in the BIA that is Business Property; and non-residential tenants who are occupying the Business Property.

Levy – The tax amount assessed and collected by the City of Kawartha Lakes on properties in the LDBIA Area used to fund the outlined activities of the LDBIA;

Municipal Act – shall mean Municipal Act, 2001, S.O. 2001, c. 25, as the same may be amended, replaced or restated;

Special Meeting – shall mean a special general meeting of the LDBIA to which all Members of the LDBIA shall be invited;

Sub-Committee – shall mean a group that consists of members of the Board of Management and general membership who are in charge are specific tasks and goals.

In this Constitution, a reference to a section or subsection refers to a particular section or subsection of this Constitution unless the reference is specific to another document or legislation.

2.0 – PURPOSE

2.01 - The LDBIA is entrusted by the City, subject to the limitations hereinafter set, to the improvement, beautification, maintenance and marketing of the LDBIA Area; and to promote the Area as a business and/or shopping area as well as;

a) Engage in strategic planning necessary to address LDBIA issues;
b) Advocate on behalf of the interests of the LDBIA;
c) Administer and oversee funds that are collected yearly through the levy.

3.0 – RULES OF PROCEDURE

3.01 - The Board of Management shall operate in accordance with the Lindsay Downtown Business Improvement Association's Procedural By-Law.

4.0 – MEMBERSHIP

4.01 - All properties within the designated area are assessed for a special levy that is collected by the City to support the activities of the LDBIA.

4.02 – LDBIA Membership includes all properties and business tenants in the area outlined in Schedule A.

4.02 - All new businesses are to be presented with a 'New Member Package' by either staff or a Director on the Board of Management. At that time their preferred method of communication being – e-mail or written notices – should be addressed.

4.03 – All members of the LDBIA are encouraged to have a participatory role in directing the activities of the Board, via participating in sub-committees and LDBIA events & initiatives.

5.0 – VOTES

5.01 - Only members of the LDBIA have the right to vote for representatives of the Board of Management and to vote on issues brought to a Special Meeting of LDBIA.

5.02 - Each member has one vote regardless of the number of properties or businesses owned by any member.

5.03 – Associate Members who are voluntary, and do not contribute to the levy, are not entitled to a vote.

6.0 – BOARD MEETINGS

6.01 - Meetings will be at the call of the Chair, a minimum of eleven (11) meetings per fiscal year.

6.02 - Fifty per cent, plus 1 of the total number of Board Directors must be present to constitute a quorum.

6.03 - The Board may retire to an in-camera session to consider matters of finance and personnel, provided that prior to moving in camera a resolution is passed stating:

a) The fact that the Board is convening into closed session, and;
b) The general nature of the matter to be discussed.

6.04 - According to Municipal By-Law 2008-212 the only matters to be considered in camera are as follows:

a) Security of the property of LDBIA;
b) Personal matters about an identifiable individual/s;
c) Proposed or pending acquisition or disposition of land by LDBIA;
d) Labour relations or employee negotiations;
e) Litigation or potential litigation affecting LDBIA;
f) Advice that is subject to solicitor-client privilege.

6.05 - Meetings will be open to any member of LDBIA or the public who may attend but may not take part in the proceedings unless invited to do so by the Chair.

6.06 – Seven (7) calendar days' written notice of request to make any deputations or presentations at a meeting of LDBIA should be given to the Chair to ensure a place on the agenda and to allow time for staff to prepare any supporting documentation and/or to answer information that may be helpful.

6.07 – Twenty-four (24) hours' written notice of request to speak to a scheduled agenda item of an LDBIA meeting should be given to the Chair.

6.08 - At all meetings of the Board every motion shall be decided by a majority of the votes cast on the questions, done by a show of hands. In case of a tie-vote, the Chair of the meeting shall be entitled to a second or casting vote.

6.09 - As a Board of Management, the Board should base their decision-making process and rules of order for meetings on the procedures set out by the Procedural By-Law. Where the by-law is silent, procedures used by City Council (via Robert's Rules of Order) will be referenced as a basis for their proceedings.

6.10 - In order to represent the entire interests of LDBIA membership, decisions regarding the business and operation of the BIA are not made in isolation or by individuals (except where explicitly stated elsewhere in this Constitution) but as a result of shared information, discussion and majority agreement by the Board as a whole and when appropriate, in consultation with its members. Executive Committee meetings, when held, should adhere to a similar intent.

Declaration of Interest

6.13 - At the beginning of each meeting, as an agenda item, it shall be the duty of every Board Director who is in any way, whether directly or indirectly, interested in a contract or arrangement that may be an item to be discussed by the Board and has some financial benefit to the Board Director, either directly or indirectly, to declare this interest and not participate in the discussion and voting.

6.14 - This applies to a personal self-interest and the interests of spouses, children, parents, parents-in-law or siblings.

7.0 – ANNUAL GENERAL MEETING

7.01 – The AGM shall be held on an annual basis and be governed as outlined in the Procedural By-Law.

8.0 – SPECIAL MEETINGS

8.01 - The Board may call a Special Meeting for the benefit of the Membership, for any date and time to be held at a location in Lindsay as the Board shall determine.

8.02 - The notice for the Special Meeting shall indicate the items to be considered at the Special Meeting.

8.03 - Notice of the Special Meeting shall be posted on the BIA's website and given to every member listed on the Membership Roll as least two (2) Business Days prior to the meeting, via their preferred method of communication.

8.04 - Only the business specified in the notice for the Special Meeting may be transacted at the Special Meeting

9.0 - BOARD OF MANAGEMENT

Role of Board

9.01 - The Board shall have control and management of the overall operation of the BIA, determine all policies, supervise the affairs of the BIA and maintain and liaise with the City. The Board is accountable to the Membership.

9.02 - The Board of Management of LDBIA a standing Board of Management for City of Kawartha Lakes Council.

9.03 - Board of Management and sub-committee work is on a volunteer basis. Neither Board Directors nor sub-committee members or their relatives can receive payment for work related to the BIA or its sub-committees apart from budgeted and receipted expenses for materials.

9.04 - All Directors must sit on one sub-committee on a volunteer basis to remain seated on the Board of Management.

Term of Office

9.05 – The term of the Board of Management shall be the same as the term of the Council that appointed them, however, in an election year the Board of Management Directors shall continue until their successors have been appointed.

9.06 – The Board of Management shall elect from amongst them a Chair and Vice-Chair who will then appoint a Treasurer who shall serve until the next Annual General Meeting or until he or she is removed from office by resolution of the Board of Management.

Responsibilities of the Board

9.07 - The Board is responsible for:

a) Drafting and approving of Policies and Procedures to ensure the effective operation of LDBIA and for amending these Policies and Procedures as necessary;

b) Ensuring that Board Policies and Procedures are implemented effectively;

c) Acting as a legal entity to enter into contracts required by the activities of the Board, such as the maintenance, beautification, promotion and advertising of the downtown designated area;

d) Electing an Executive who will also act as Signing Officers for the Board;

e) Drafting an annual budget for presentation to LDBIA membership for approval, submitting the approved budget to the City and implementing the annual budget as approved by the Municipal Council;

f) Ensuring that financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by the City;

g) Ensuring that minutes of all Board and Executive meetings are recorded and distributed to the City and the BIA membership;

h) Establishing sub-committees and appointing representatives to those sub-committees as required to address issues and implement initiatives identified by the Board or as requested by the City;

i) Hiring staff to carry out the Board's directives.

j) Maintain communication with the members regarding its activities, including but not limited to, arranging General Meetings of the membership; and

k) All other activities necessary to the effective operation of the Board and LDBIA.

Appointment to the Board

9.08 - The Council of the City of Kawartha Lakes appoints Directors to the Board as follows:

a) A minimum of seven (7) and a maximum of thirteen (13) Directors appointed by City Council from those elected by LDBIA membership at the Annual General Meeting, to include:

b) One (1) Business Resident, being a resident of Lindsay who is an owner or operator of a business located outside the Business Improvement Area but within the City;

c) Up to two (2) Directors appointed from the elected City Councillors.

9.09 - The Board of Management will invite City staff resources from the Economic Development division, Kawartha Lakes Police Services and the Public Works Services office to act as resources to the Board and they shall have non-voting privileges.

9.10 - Board Directors may resign by resignation in writing that shall be effective upon any time or date requested.

9.11 - The seat of a Director of the Board of Management may become vacant if the Director is absent for three (3) meetings without sending their regrets, or without being excused by the Board. Upon 30 days' notice in writing to the absent Director, the Board may pass a motion authorizing the removal of such Director and only then will the member cease to be a Director of the Board of Management.

9.12 - Where a vacancy on the Board occurs for any reason, a person qualified to be a Director may hold office for the remainder of the term for which his or her predecessor was appointed. Such interim Director must be confirmed by a resolution of the Board of Management and appointed by City Council.

Sub-Committees

9.13 - The Board may establish such committees as it deems advisable to carry out the objectives of the BIA and/or to advise the Board. The Board shall prescribe the duties and mandate of any committee established.

9.14 - The Board may appoint such persons to committees as it deems appropriate

9.15 - Ultimate responsibility for their activities rests with LDBIA Board of Management which must therefore receive written reports on sub-committee activities at monthly Board meetings.

9.16 - Sub-committees propose recommendations, initiatives and suggest expenditures for approval by the Board.

9.17 - Sub-committees must act in accordance with policies and procedures, and the established Terms of Reference for that particular committee.

9.18 - Sub-committee members are confirmed by a vote of LDBIA Board of Management. They are expected to work closely with LDBIA Board of Management Chair and staff, where applicable, to propose initiatives and make recommendations.

10.0 - OFFICERS

Duties of Officers

10.01 – The Executive Officers will be comprised of the elected Chair & Vice-Chair, and appointed Treasurer, as required by By-Law 2008-212. The Chair & Vice-Chair may also, if deemed necessary by the Board, appoint a Secretary.

10.02 - The Chair shall:

a) Chair the General Board Meeting, follow the agenda and decide on whether motions are in order;

b) Rule on all procedural matters and maintain decorum;

c) Ensure motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of minutes;

d) Have direct supervision of the affairs of the BIA;

e) Unless the Board specifies otherwise, along with the Vice-Chair, sign all by-laws and execute any documents, contracts or agreements;

f) sit, *ex-officio* on all committees of the Board;

g) Ensure that all past records of the Board are transferred to the succeeding Treasurer when there is a change of Treasurer;

h) Be the representative of, and spokesperson for, the Board; and

i) Perform any other duties as the Board may assign.

10.03 – The Vice Chair shall:

a) Exercise any or all duties of the Chair in the absence of the Chair or if the Chair is unable for any reason to perform those duties; and

b) Perform any other duties as the Board may, from time to time, assign.

10.04 – The Treasurer shall:

a) Keep and maintain the financial records and books of the LDBIA

b) Prepare financial statements for the Board

c) Prepare and distribute the proposed annual budget in accordance with requirements of the City;

d) Perform any other duties as the Board may assign; and

e) Responsibilities may be delegated to another Board Director or hired staff person at any time upon Board approval.

10.05 – The Secretary, if appointed, shall:

a) Give notice of each regular and special meeting of the Board together with an agenda of the matters to be considered at least two (2) Business Days in advance of the meeting;

b) Take minutes of all Board of Management and Executive Meetings.
   i) The place, time and date of the meeting, the name of the acting chair,
   ii) The Board Directors present and the Board Directors absent;
   iii) Any correction to, and the adoption of, the minutes of the previous meetings; and
   iv) All resolutions;

c) Keep or cause to be kept the BIA's records and books, including:
   i) The Constitution;
   ii) All by-laws, policies and resolutions approved by the Board and/or the Membership;
   iii) The register of Officers and Board Directors;
   iv) The minutes of any AGM or Special Meeting
   v) The minutes of any meetings of the Board or any Committee of the Board and any committee reports.

d) Give notice of the AGM and any Special Meeting of the Membership and the Board;

e) Responsibilities may be delegated to another Board Director or hired staff person at any time upon Board approval.

11.0 - STAFFING

General Manager

11.01 - The Board may hire a General Manager under such terms and conditions as it deems advisable and may delegate to this person authority to manage and direct the day-to-day business and affairs of the BIA as the Board may determine. The General Manager is responsible to the Board and will report, between meetings of the Board, to the Chair. A complete position description shall be retained by the BIA and shall be available for viewing at the LDBIA office by the Membership and the Board.

Other Staff

11.02 - Additional staff may be hired to perform duties as required at the discretion of the Board. All staff shall be under the direction and supervision of the Chair and Vice Chair.

12.0 – FINANCES

12.01 - The fiscal year of LDBIA is from January 1st to December 31st. The proposed budget approved by the membership at the Annual General Meeting must be set out for the new calendar year and be followed without major modifications.

12.02 – All expenditures will be conducted in accordance with the LDBIA's Purchasing Policy.

12.03 - The Board of Management shall prepare and submit to the Council of the City of Kawartha Lakes a proposed budget for each fiscal year on or before November 1st (or the date determined by the CKL Treasurer) in each year (for the next operating year) and shall hold at least one meeting of the members of the Lindsay Business Improvement Area for discussion of the proposed budget before its submission to the Council of the City of Kawartha Lakes**.**

12.04 - The Board of Management shall submit to the City of Kawartha Lakes' Auditor, for auditing, an annual report for the fiscal year on or before February 28 in each year and, after that has been audited, shall submit the annual report to Council of the City of Kawartha Lakes on or before May 31 in each year.

13.0 – ELECTIONS

13.01 – Elections shall be conducted in conjunction with the City of Kawartha Lakes' Municipal Elections, and be governed as outlined in the Procedural By-Law.

14.0 - GENERAL MATTERS

City Policies

Unless otherwise created and approved, the LDBIA will follow the City's policies with respect to:

14.01 Its sale and disposition of land;

14.02 Its hiring of employees;

14.03 Its procurement of goods and services; and

14.04 Any other policy of the City which the BIA may be required to follow, pursuant to legislation

Correspondence

14.05 - All correspondence claiming to represent the Board or the LDBIA must be on LDBIA letterhead and have the signature of either the Chair, Vice Chair or General Manager. A copy of all correspondence will be kept on file at the LDBIA Office.

15.0 - AMENDMENT

15.01 - Any amendment to this Constitution may be adopted by a two-thirds (2/3) vote of Board Directors present at any Board meeting provided written notice of the proposed amendment and date of such meeting shall have been given to Board Directors at least ten (10) Business Days prior thereto.

15.02 - Any amendment approved by the Board pursuant to subsection 15.01 is effective until the conclusion of the AGM following its adoption by the Board, but must be ratified by two-thirds (2/3) of votes cast by the members present on the amendment in order to continue in effect after the AGM.

Adopted by the Lindsay Downtown BIA Board of Management on the 29th day of November, 2018.

Adopted by the Lindsay Downtown Membership on 14th day of January 2019.

January 21st, 2019

Carlie Arbour
Economic Development Officer – Community
City of Kawartha Lakes

Rebecca Mustard
Manager, Economic Development
City of Kawartha Lakes

Following the Annual General Meeting of the LDBIA Membership that was held on Monday, January 14th, here is a summary of official motions made.

4.2 MEMBERSHIP APPROVAL OF LDBIA CONSTITUTION
Moved By: Sandra Falconer **Seconded By:** Mark Ridout
Resolved: That the Constitution for the Lindsay Downtown BIA be approved as circulated.
Carried AGM2019-02

(Supporting documentation attached)

4.3 MEMBERSHIP APPROVAL OF LDBIA PROCEDURAL BY-LAW
Moved By: Steve Podolsky **Seconded By:** Kate Westcott
Resolved: That the Procedural By-Law for the Lindsay Downtown BIA be approved as circulated.
Carried AGM2019-03

(Supporting documentation attached)

4.4 MEMBERSHIP APPROVAL OF CHANGES TO BY-LAW 2008-212
Moved By: Janice Silverthorne **Seconded By:** Steve Podolsky
Resolved: That the proposed changes to By-Law 2008-212 be approved, and recommended to City of Kawartha Lakes Council for amendment. **Carried AGM2019-04**

Proposed Changes:

2.02 – Composition
The Board of Management established under section 2.01 of this By-Law consists of a minimum of **9** and a maximum of **15** directors who shall have full voting privileges.
*Change to minimum of **7** and a maximum of **13** directors*

a) Up to Three (3) Councillors appointed directly by Council of the City of Kawartha Lakes
*Change to **Two (2) Councillors** appointed directly by Council of the City of Kawartha Lakes*

b) Balance of Directors shall include: i) One City Police Services Representative
Remove this line and include this position along with the City staff resources listed in section c). This position will no longer be included with those directors who have voting privileges.

In addition, following the Elections held on October 25th, 2018, our new slate of directors for the upcoming 4 year term is as follows:

Charlie McDonald	The Grand Experience	Director	*Serving as Board Chair for 2019*
Steve Podolsky	A&L Investments	Director	*Serving as Board Vice-Chair for 2019*
Sandra Falconer	Appleseed Quiltworks	Director	
Jim Garbutt	A Buy & Sell Shop	Director	
Laura LeMiere	Boiling Over's Coffee Vault	Director	
Mark Ridout	Ridout Photography	Director	
Ann Scarlett	The Kent Florist	Director	
Leanna Segura	Fresh FueLL	Director	
Tim White	Ziggy's Fish & Chips	Director	
Councillor Pat Dunn	CKL Council – Ward 5	Director	
Councillor Patrick O'Reilly	CKL Council – Ward 7	Director	

We would appreciate that any steps necessary be taken in order for the above information to be formally approved by the City of Kawartha Lakes Council.

Please don't hesitate to contact me if any further information or documentation is required.

Sincerely,

Melissa McFarland
General Manager
Lindsay Downtown BIA

Enclosure:
Lindsay Downtown BIA Constitution – January 2019
Lindsay Downtown BIA Procedural By-Law – January 2019
The Corporation of the City of Kawartha Lakes By-Law 2008-212
(A By-Law to Establish a Board of Management for the Lindsay Business Improvement Area in the City of Kawartha Lakes)

The Corporation of the City of Kawartha Lakes

Office Consolidation of By-Law 2008-212

Consolidated On March 10, 2015

Passed by Council on March 22, 2011

Amendments:

1)By-law 2011-046	March 22, 2011	Section 2.02 a)
2)By-law 2015-037	March 3, 2015	Section 2.02 a)

Note: This consolidation is prepared for convenience only. For accurate reference the original by-laws should be reviewed.

The Corporation of the City of Kawartha Lakes

By-Law 2008 - 212

A By-Law to Establish a Board of Management for the Lindsay Business Improvement Area in the City of Kawartha Lakes

Recitals

1. The *Municipal Act, 2001*, S.O. 2001, c.25, subsection 204(1), provides that the local municipality may establish a Board of Management for the Lindsay Business Improvement Area.
2. Council designated the Lindsay Business Improvement Area by By-law 2008-211.
3. Section 204(2.1) of the *Municipal Act, 2001,* S.O. 2001, c.25 provides that a Board of Management of a Business Improvement Area is a local board of the City of Kawartha Lakes for all purposes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2008-212.

Section 1.00: Definitions and Interpretation

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

"Board of Management" means The Board of Management for the Lindsay Business Improvement Area as adopted by this By-law.

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

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

"Council" or "City Council" means the municipal council for the City.

"Director of Finance" 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.

"Manager of Economic Development" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules**:

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

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

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

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

Section 2.00: Business Improvement Area Board of Management

2.01 **Establish Board**: A Board of Management is established for the area designated in By-law Number 2008-211 as the Lindsay Business Improvement Area to oversee the improvement, beautification and maintenance of municipally- owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally, and to promote the area as a business or shopping area.

2.02 **Composition:** The Board of Management established under section 2.01 of this By-law consists of a minimum of **9** and a maximum of **15** directors who shall have full voting privileges, and shall include:

a) Up to Three (3) Councillors appointed directly by Council of the City of Kawartha Lakes.

By-law 2015-037, effective March 3, 2015

b) The balance of the directors shall be selected by vote of the members of the Lindsay Business Improvement Area and then appointed by Council of the City of Kawartha Lakes, and shall include:

i) One City Police Services Representative;
ii) One Business Resident, being a resident of Lindsay who is an owner or operator of a business located outside the Business Improvement Area but within the City;
iii) The balance shall be members of the Business Improvement Area.

c) The Board of Management will invite City staff resources from the Tourism/Economic Development office and the Public Works Services office to act as resources to the Board and they shall have non-voting privileges

The term of the Board of Management shall be the same as the term of the Council that appointed them, however, in an election year the Board of Management members shall continue to hold office until their successors have been appointed.

2.03 **Structure:** The Board of Management shall elect from amongst themselves a Chair and Vice-Chair who will then appoint a Treasurer who shall serve until the next Annual General Meeting or until he or she is removed from office by resolution of the Board of Management.

2.04 **Procedures:**

a) As soon as possible after its first directors are appointed by Council of the City of Kawartha Lakes, the Board of Management:
i) shall pass a procedure by-law governing the calling, place and proceedings of its meetings.
ii) before passing the procedure by-law, shall give notice of its intention to do so to the members of the Lindsay Business Improvement Area in accordance with Section 2.05.

b) Each member of the Board of Management has one vote regardless of the number of properties that he or she may own, lease or represent as an officer of a corporation which owns or leases properties in the Lindsay Business Improvement Area.

2.05 **Notice:** The notice under section 2.04(a)(ii) shall:

a) be in writing;

b) be hand-delivered or sent by prepaid mail addressed to each member no less than 15 days before the meeting;

c) set out the date, time and place of meeting; and

d) include a statement of the intention to pass the procedure by-law and a copy of the procedure by-law.

2.06 **Minutes:** The Board of Management shall keep proper minutes and records of every meeting of the Board of Management and shall forward true copies of the minutes and records to all directors of the Board of Management and to the Manager of Economic Development.

2.07 **Banking Arrangements:** The Board of Management shall adopt and maintain banking arrangements and accounting procedures acceptable to the Director of Finance and shall submit such financial statements, in addition to those required under subsections 205(1) and 207(1) of the *Municipal Act, 2001*, as the Council of the City of Kawartha Lakes may require.

2.08 **Fiscal Year:** The fiscal year of the Board of Management shall be the calendar year.

2.09 **Annual Budget:** The Board of Management shall prepare and submit to the Council of the City of Kawartha Lakes a proposed budget for each fiscal year on or before the 1st day of November in each year (for the next operating year) and shall hold at least one meeting of the members of the Lindsay Business Improvement Area for discussion of the proposed budget before its submission to the Council of the City of Kawartha Lakes.

The Board of Management may make requisitions upon the Municipal Clerk for all sums of money, including penalties and interest, required to carry out its powers and duties in accordance with the estimates approved by Council. The Municipal Treasurer shall, upon receipt of valid requisitions signed by the Chair of the Board of Management, pay out such money.

The Board of Management shall not expend any moneys not included in the budget approved by Council or in a reserve fund established under Section 417 of the Municipal Act, 2001.

2.10 **Annual Audit:** The Board of Management shall submit to the City of Kawartha Lakes' Auditor, for auditing, an annual report for the fiscal year on or before February 28 in each year and, after that has been audited, shall submit the annual report to Council of the City of Kawartha Lakes on or before May 31 in each year.

2.11 **Annual General Meeting (AGM):** The Board of Management shall hold an AGM in accordance with their Procedural By-law.

2.12 **Insurance:** The Board of Management shall maintain at all times Commercial General Liability Insurance, written on IBC Form 2100 or its equivalent, including but not limited to bodily and personal injury liability, property damage, non-owned automobile liability and premises liability, having an inclusive limit of not less than Two Million Dollars ($2,000,000) and endorsed to include the City of Kawartha Lakes as an additional insured. Certificates of insurance originally signed by authorized insurance representatives shall be provided to the City of Kawartha Lakes upon the City of Kawartha Lakes' request. Insurance certificates and policies shall contain a provision that the insurer shall not cancel or materially change coverage as would affect the contract without providing the City of Kawartha Lakes at least 30 days prior written notice.

2.13.1 **Legislation:** The Board of Management shall comply with all applicable provisions of the Municipal Act, 2001, the Municipal Freedom of

Information and Protection of Privacy Act and any other applicable legislation including, but not limited to, those relating to Business Improvement Areas, Meetings, Records, Remuneration and Expenses and Financial Administration.

2.13.2 **Policies:** As soon as possible after its first directors are appointed by Council of the City of Kawartha Lakes, the Board of Management shall adopt policies dealing with:

(a) its sale and other disposition of land

(b) its hiring of employees

(c) its procurement of goods and services

in accordance with Section 270(2) of the Municipal Act, 2001.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Finance and the Manager of Economic Development are responsible for the administration of this by-law.

3.02 **Effective Date**: This By-law shall come into force on January 1, 2009.

By-law read a first, second and third time, and finally passed, this 25th day of November, 2008.

_____ _____

Mayor Clerk

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2019-001

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

Ward Community Identifier: All

Title: 2019 50/50 Community Project Capital Fund Allocation

Description:

Author and Title: Shelley Cooper, Community Partnership and Programs Supervisor

Recommendation(s):

That Report PRC2019-001, 2019 50/50 Community Project Capital Fund Allocation, be received and,

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The 50/50 Community Project Capital Funding Initiative has been operating since 2003. The Parks, Recreation and Culture Division has partnered with community groups to successfully complete over 215 community projects. Enhancements to local parks, community centres and sports fields have been completed through local volunteer efforts and funding provided through the 50/50 Community Project Capital Funding Initiative.

This report provides recommendations on the 2019 allocation of these capital resources.

Rationale:

The intent of this report is to allocate the 2019 50/50 Community Project Capital Funding Initiative in a timely manner in order to allow our community partners time to successfully complete their projects during the 2019 calendar year. While policy provides for approval from the Director, this report will share with Council the funding requests received, and the planned allocations so Council is aware of initiatives occurring throughout the City.

As per the 2019 budget total funding available for distribution in 2019 is $80,000.00. Policy CP2016-009 invites Community Organizations to make one application per year to a maximum of $7,500.00 with a minimum of 50% of funding being contributed by the organization. The application deadline was October 31, 2018 for projects planned in 2019. All applications have been evaluated based on the established funding criteria.

A total of twelve applications were received by the deadline. Ten projects are being recommended to receive funding. As stated in the policy, organizations that missed the deadline of October 31, 2018 may submit applications requesting funding until July 31, 2019.

Table 1 – 50/50 Community Project Capital Funding Allocation 2019

Community Group	Project	Amount Requested	Recommended Amount
Bethany Athletic Society	Replace Playground Structure	$7,500.00	$7,500.00
Bobcaygeon Splash Pad Enhancement Committee	Splash Pad Pavillion at Tommy Anderson Park	$7,500.00	$7,500.00
Dalton Volunteer Management Board	Windows	$1,025.00	$1,025.00
Hickory Beach Association	Playground swings	$2,750.00	$2,750.00
Janetville Community Centre	Update Electrical Panel	$2,250.00	$2,250.00
Kawartha Heritage	Renovate school house - painting	$945.00	$945.00
Kawartha Lakes Theatre Festival	Outdoor Theatre	$7,500.00	$0.00
Kinmount Committee of Planning & Economic Development	Update Historical Walks in Village & Trail	$7,500.00	$5,250.00
Maryboro Lodge: The Fenelon Museum	Doors, change tables building improvements	$2,485.00	$2,485.00
Pontypool Community Centre	Information Board	$1,794.02	$1,794.02
Rotary Club of Lindsay	Elgin Park Pavillion	$7,500.00	$7,500.00
Royal Canadian Legion	Storage	$2,800.00	$0.00
Total Requests	**12**	**$51,549.02**	**$38,999.02**

Funding has been recommended based on the information provided in each application and the eligible capital funding project criteria.

- Kawartha Lakes Theatre Festival is not recommended to receive funding at this time as the project currently does not have a confirmed location.
- The Royal Canadian Legion is not recommended to receive funding as this project does not meet the eligible funding criteria.

Following Council's receipt of this report, each organization will receive a confirmation letter that will include provisions to ensure that all liabilities, insurance, permits and permission required for each individual project are met in accordance with City Policy. A form of reconciliation from each organization must be returned to the City for the purpose of project audits.

Other Alternatives Considered:

The allocations recommended follow the Community Partnership and Development Fund Policy CP2016-009 and attempt to support the maximum number of eligible projects within existing approval levels.

Financial/Operation Impacts:

The recommendations within this report allow for the allocation of the 2019 50/50 Community Project Capital Fund Initiative as per the policy and within the budget of $80,000.00.

Upon distribution of the recommended funding the 2019 50/50 Community Project Capital Fund Initiative will have a balance of $41,000.98 in remaining funds. This funding can be distributed in a second round, for applications received after the deadline as per Policy CP2016-009

2019 Funding Available	$80,000.00
2019 Recommended Allocation	$38,999.02
Total 2019 Funding Remaining	**$41,000.98**

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

The recommendations within this Report contributes to the Council Adopted Strategic Plan. It can identify more than one of the Goals, namely:

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

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

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Funding requests from various community groups

Attachments:

N/A

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2019-002

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

Ward Community Identifier: All

Title: 2019 Community Partnership and Development Fund Allocation

Description:

Author and Title: Shelley Cooper, Community Partnership and Programs Supervisor

Recommendation(s):

That Report PRC2019-001, 2019 Community Partnership and Development Fund Allocation, be received and;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Community Partnership and Development Fund was established in 2006 to acknowledge and support the efforts of volunteer/community organizations, provide for the betterment of the City, and provide financial assistance to support specific initiatives:

- Beautification
- Culture
- Special Events
- Milestone Events
- Municipal Tax Rebate

This report provides recommendations on the 2019 allocation of these capital resources.

Rationale:

As per Policy CP2016-008 Community groups are invited to make requests for funding in any of the five categories: Beautification, Culture, Special Events, Milestone Event, and Municipal Tax Rebate. Each funding category has specific requirements that community groups must meet in order for their application to be considered eligible. The application deadline was October 31, 2018 for 2019 funding. All applications are evaluated based on the established funding allocation criteria. Applications received after October 31, 2018 will be considered in a second allocation on July 31, 2019.

The **Beautification Fund** is to be distributed for operating expenses with the purpose of enhancement projects intended for downtown/business and streetscapes. Table 1 outlines funds requested by organizations and the recommendation by staff, and supported by the Director, to the extent the policy allows.

Table 1 – Beautification Funding Allocation 2019

Bobcaygeon Horticulture Society	Beautification	$2,500.00	$2,500.00
Burnt River Blooms	Beautification	$1,500.00	$1,500.00
Coboconk Horticultural Society	Hanging Baskets	$2,500.00	$2,500.00
Coboconk Norland & Area Chamber of Commerce	seasonal beautification	$7,452.48	$5,599.73
Dalton Volunteer Management Board	Beautification / Sign	$2,100.00	$2,100.00
Dunsford Community Centre	Gardening	$7,500.00	$0.00
Fenelon Falls Horticulture Society	Terrace Garden	$10,866.00	$10,866.00
Kawartha Works/ Impact 32	Beautify our Bobcaygeon	$7,500.00	$7,500.00
Kings Bay	Floral Gardens	$350.00	$350.00

Kinmount Committee for Planning & Economic Development	Kinmount Baskets and flowers	$10,000.00	$10,000.00
Lindsay DBIA	Beautification	$35,000.00	$35,000.00
Norland Horticultural Society	Planters & Gardens	$2,500.00	$2,500.00
Omemee Horticulture Society	Village Beautification	$1,450.00	$1,450.00
Sturgeon Point Association	Flowers	$500.00	$200.00
Woodville & District Lions Club	Hanging Baskets	$4,731.08	$4,731.08
Total 1st Round Requests	**15**	**$96,449.56**	**$86,796.81**

These funds are made available for purchases such as hanging baskets, banners, flowers etc. in downtown business and key horticultural areas presently maintained by volunteers. It is not intended to be used to fund maintenance expenses and beautification of municipal park properties; this will be funded and maintained by City staff through the operating budget. Horticulture societies and downtown improvement committees are eligible for this funding. Community groups must provide proof of matching funds to be considered eligible for funding and the funds must be used for operational purposes only.

Funding has been recommended based on the established funding criteria and eligible expenses included in each individual application. Details about the project not recommended for funding are detailed below:

- The request from Dunsford Community Centre does not meet the funding criteria.

The objective of the **Culture Fund** is to help groups to promote their programs and services. Museums and organizations representing the arts community are examples of eligible organizations.

Table 2 outlines funds requested by organizations and the recommendation by staff, and supported by the Director. The maximum funding available per request is $2000.00.

Community Group	Project	Amount Requested	Amount Recommended
Maryboro Lodge	Promote FF as Cultural Destination	$2,000.00	$2,000.00
Globus Theatre	Brochures	$2,000.00	$2,000.00
Fenelon Station Gallery	Rack Cards	$568.00	$568.00
Dunsford Community Centre	Indigenous Peoples area	$7,500.00	$0.00
Victoria County Studio Tour	Studio Tour Brochure	$4,030.00	$2,000.00
Kawartha Heritage	Speaker Series	$400.00	$400.00
Kinmount Committee for Planning & Economic Development	Music in the Park	$3,000.00	$2,000.00

Kirkfield & District Historical Society	Promotion	$3,475.00	$2,000.00
Bethany Athletic Society	Victoria Day Event	$4,150.00	$0.00
Total 1st Round Requests	**9**	**$27,123.00**	**$10,968.00**

Funding has been recommended based on the established funding criteria and eligible expenses included in each individual application. Details about the projects not recommended for funding are detailed below:

- The application from the Dunsford Community Centre project does not meet the criteria.
- The application from the Bethany Athletic Society for the Victoria Day Event does not meet the criteria.

The **Special Event Fund** is distributed to support local based community events. The maximum funding under this program is $500.00 per event, with one event per organization receiving funding.

Table 3 outlines funds requested by organizations and the funding recommended by staff, and supported by the Director, to the extent the policy allows.

Table 3 – Special Event Funding Application 2019

Community Group	Project	Amount Requested	Amount Recommended
Bethany Athletic Society	Show n Shine Car Show	$500.00	$0.00
Bethany Athletic Society	Victoria Day	$4,150.00	$500.00
Brits in the Park	Brits in the Park	$500.00	$500.00
Carden Old Tyme Fiddle Contest	Carden Old Tyme Fiddle Contest	$500.00	$500.00
Coboconk Norland & Area Chamber of Commerce	Santa Claus Parade	$500.00	$500.00
Dunsford CC	Gala Dinner	$500.00	$0.00
Fenelon Falls & District Chamber of Commerce	Harvest Happenings	$500.00	$500.00
Fenelon Falls & District Chamber of Commerce	Midnight Madness	$500.00	$0.00
Fenelon Falls & District Chamber of Commerce	Diva Night	$500.00	$0.00
Fenelon Falls & District Chamber of Commerce	Easter Eggstravaganza	$500.00	$0.00
Green Trails Alliance	Celebration of Trails	$500.00	$500.00
Hickory Beach Assoc.	BBQ	$300.00	$210.00
Kawartha Heritage	Sheep to Warm Woolies Event	$500.00	$0.00
Kawartha Heritage	Summerfest	$500.00	$500.00
Kawartha Yarn & Fibre	Fibre Festival	$500.00	$500.00

Kinmount Committee for Planning & Economic Development	Highland Games	$2,000.00	$500.00
Maryboro Lodge: The Fenelon Museum	Autumn Arts & Crafts Festival	$500.00	$500.00
Omemee Lioness	Craft Show & Pancake Breakfast	$212.44	$212.44
Ontario Open Fiddle & Step	Ontario Open Fiddle & Step	$500.00	$0.00
Sheila Boyd Foundation	Antique Sale	$500.00	$0.00
Sturgeon Point Association	Civic Holiday BBQ	$500.00	$500.00
Victoria County Plowman's Association	Victoria County Plowman's Association	$500.00	$500.00
Women's Resources	Speaker Event	$2,700.00	$0.00
Woodville & District Lions Club	Woodville Festival Car show	$490.00	$490.00
Total Requests	**21**	**$18,852.44**	**$6,912.44**

Funding has not been recommended to groups based on funding criteria and eligible expenses. Organizations receiving partial or no funding are detailed below:

- Bethany Athletic Society is receiving funding for one eligible event per policy.
- Dunsford Community Centre Gala Dinner event does not meet the funding criteria or eligible expenses.
- Fenelon Falls and District Chamber of Commerce is receiving funding for one eligible event per policy.
- Hickory Beach is receiving funding for eligible expenses only.
- Kawartha Heritage is receiving funding for one eligible event per policy.
- Ontario Open Fiddle and Step contest is celebrating a milestone anniversary so may receive future funding under that category.
- Sheila Boyd Foundation’s Antique Sale does not meet the funding criteria.
- Women’s Resources Speaker Event does not meet the funding criteria.

Funding for community events celebrating Quarter Century anniversaries is available under the **Milestone Event** category.

Table 4 Outlines funds requested for Milestone Events. Staff are working with the Ontario Open Fiddle and Step contest on a revised application.

Milestone Event Allocation	**Project**	**Amount Requested**	**Amount Recommended**
Maryboro Lodge: The Fenelon Museum	125th Anniversary of Fenelon Falls Lock Opening to traffic	$2,925.00	$2,925.00

The **Municipal Tax Rebate** Program is limited to one funding request per property per calendar year. This fund is a historic practice available only to those community organizations that provide recreational services or facilities to the general public and have traditionally (pre-amalgamation) received a municipal tax rebate on their taxes with the exception of the education tax. This initiative assists organizations that provide recreation through privately owned community facilities; some of which would perhaps see the facilities fall to city ownership if this assistance were not provided.

Table 5 Outlines funds requested by organizations based on their 2018 final tax bill and the funding recommended by staff, and supported by the Director, to the extent the policy allows.

Community Group	Requested
Bethany Athletic Society	$2,011.56
Dunsford Community Centre	$7,452.22
Pontypool Community Centre	$1,646.41
Southview Cameron New Horizons Seniors	$1,684.07
4	**$12,794.26**

In summary a total of 50 applications were received requesting a total of $158,144.26 in funding through the Community Partnership and Development Fund.

	Number of Requests	Total Funds Requested	Total Funds Recommended
Beautification	15	$96,449.56	$86,796.81
Culture	9	$27,123.00	$10,968.00
Special Events	21	$18,852.44	$6,912.44
Municipal Tax	4	$12,794.26	$12,794.26
Milestone Special Event	1	$2,925.00	$2,925.00
CPDF	**50**	**$158,144.26**	**$120,396.51**

Following Council's receipt of this report, each organization will receive a confirmation letter that will include provisions to ensure that all liabilities, insurance, permits and permission required for each individual project are met in accordance with City Policy. A form of reconciliation from each organization must be returned to the City for the purpose of project audits.

Other Alternatives Considered:

The allocations recommended follow the Community Partnership and Development Fund Policy CP2016-008 and attempt to support the maximum number of eligible projects within existing approval levels.

Financial/Operation Impacts:

The recommendations within this report allow for the allocation of the 2019 Community Partnership and Development Fund Initiative as per the policy and within the budget of $130,000.00.

Upon distribution of the recommended funding the 2019 Community Partnership and Development Fund Initiative will have a balance of $9,603.49 in remaining funds. This funding can be distributed in a second round, for applications received after the deadline as per Policy CP2016-008

2019 Funding Available	$130,000.00
2019 Recommended Allocation	$120,396.51
Total 2019 Funding Remaining	**$ 9,603.49**

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

The recommendations within this Report contributes to the Council Adopted Strategic Plan. It can identify more than one of the Goals, namely:

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

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

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Funding requests from various community groups.

Attachments:

N/A

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2019-004

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

Ward Community Identifier:

Title: Kawartha Lakes Cemetery Board

Description: 2018 Annual Report and Proposed Work Plan for 2019

Author and Title: Cathy Sleep, Cemetery Administrator

Recommendation(s):

That Report **PRC2019-004, Kawartha Lakes Cemetery Board 2018 Annual Report and Proposed Workplan for 2019**, be received;

That the 2018 Annual Report of Kawartha Lakes Cemetery Board be received; and,

That the Kawartha Lakes Cemetery Board 2019 Work Plan be approved; and,

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Kawartha Lakes Cemetery Board has a membership of 6 (six) consisting of 5 members of the public and 1 Council representative. Each member appointed by Council for the term of Council to:

- Prepare an annual written report to Council including the Board's achievements from the previous year and presenting the current year's work plan
- To provide advice and guidance to Council through the Community Services Department on matters pertaining to policies, practices and programs related to municipal cemeteries.

Rationale:

This report supports the mandate of the Kawartha Lakes Cemetery Board by providing advice on cemetery services.

The workplan attached is for Special Projects. The Board also works with the City Cemetery Administrator to ensure regular maintenance of the City cemeteries and to ensure the City is operating within the Funeral, Burial and Cremation Services Act (FBCSA). They are governed by By-Laws and a Terms of Reference which identifies roles and responsibilities and are attached (Appendix B).

Other Alternatives Considered:

Cremation Lots have been available at Lake View and Pine Grove Cemeteries for many years. The Board determined that there is a market for cremation lots at other sites.

The goal for 2018 included the conversion of regular cemetery lots to cremation lots at Bexley, Burnt River, Coboconk, Dalrymple, Kinmount, Mud Lake, Sadowa, South Valentia and St. Thomas' Cemeteries.

Detailed Plans showing the newly converted lots at each site were filed with the Bereavement Authority of Ontario (BAO) on February 9, 2018. The lots became available for sale as of March 11, 2018.

Financial/Operation Impacts:

85 Regular Lots were converted to 168 Cremation Lots. The newly created lots will extend the life of cemeteries by increasing their capacities.

The revenue from the sale of 2 cremation lots exceeds that of 1 regular lot thereby increasing operating revenues and care and maintenance account deposits.

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

The recommendations within this Report contributes to the Council Adopted Strategic Plan. It can identify one of the Goals, namely:

- Goal 2 – An Exceptional Quality of Life

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

Consultations:

Kawartha Lakes Cemetery Board
Bereavement Authority of Ontario

Attachments:

Appendix A – 2019 Kawartha Lakes Cemetery Board Proposed Work Plan

Committee Workplan
2019 Kawartha Lakes

Appendix B – Kawartha Lakes Cemetery By Law and Cemetery Board Terms of Reference

PRC2019-004
Appendix B.pdf

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

Department File:

Committee Work Plan Tool	
Committee Name:	Kawartha Lakes Cemetery Board
Work plan for Year:	2019
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
1. Improve Range Markers in Pine Grove Cemetery	a) Research options b) Purchase markers c) Contract installation d) Staff provide direction to Contractor during project	~completed ~completed ~March ~June-Aug	Improvement in providing accurate reference points for grave location. Improved appearance of cemetery. Improved access for vault trucks

City of
KAWARTHA LAKES
Catch the Kawartha spirit

City of Kawartha Lakes Municipal Cemeteries

By-Laws

Revised on July 1, 2012 to comply with the provisions of The Funeral, Burial and Cremation Services Act, 2002 (FBCSA) and Regulations administered by the Ministry of Consumer Services for the Province of Ontario

Printed December 17, 2013

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These by-laws are the rules and regulations that govern any cemetery owned and operated by the City of Kawartha Lakes and have been approved by the Registrar of Cemeteries, FBCSA, Cemeteries Regulations Unit, Ministry of Consumer Services.

1. Definitions

Burial: The opening and closing of an inground lot or plot for the disposition of human remains or cremated human remains.

By-laws: The rules and regulations under which the Cemetery (and/or Crematorium) operates.

Care and Maintenance Fund: It is a requirement under the FBCSA that a percentage of the purchase price of all Interment Rights, and set amounts for marker and monument installations is contributed into the Care and Maintenance Fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, markers and monuments at the Cemetery.

Contract: For purposes of these by-laws, all purchasers of interment rights must sign a contract with the cemetery, detailing obligations of both parties and acceptance of the cemetery by-laws.

Corner Posts: Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

Corporation: means the Corporation of the City of Kawartha Lakes

Crypt: An individual compartment in a mausoleum for the entombment of human remains.

Grave: (Also known as Lot) means any inground burial space intended for the interment of a child, adult or cremated human remains.

Interment Right: The right to require or direct the interment of human remains or cremated human remains in a grave, lot, niche or crypt and direct the associated memorialization.

Interment Rights Certificate: The document issued by the Cemetery to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights.

Interment Rights Holder: Any person designated to hold the right to inter human remains in a specified lot.

Lot: For the purposes of these By-Laws, a lot is a single grave space.

Marker: Shall mean any permanent memorial structure that is set flush and level with the ground, and used to mark the location of a burial lot.

Monument: Any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or lot.

Niche: An individual compartment in a columbarium for the entombment of cremated human remains.

Official of the Corporation: means the Director or designate of the City of Kawartha Lakes as determined by Council.

Plot: For the purposes of these by-laws, a plot is a parcel of land, sold as a single unit, containing multiple lots.

Scattering: Shall mean the act of spreading of cremated remains over a designated area within a cemetery with the knowledge and permission of the cemetery operator and in keeping with the cemetery's by-laws.

Scattering Rights Holder: Any person designated to hold the right to scatter cremated human remains in a specified lot or other designated area within the cemetery.

Vault: means a sealed outer container of sufficient strength to permit burial and remain intact. The container must be of a size to permit burial within the size of the lot.

2. General Information

2.1 Hours of Operation:

Visitation Hours:	8:00 a.m. until Sundown
Office Hours:	8:30 a.m. to 4:30 p.m.
Burial Hours:	Monday – Friday 10:00 a.m. to 3:00 p.m. by appointment
	Saturday before noon (subject to surcharge)

2.2 General Conduct:

The cemetery reserves full control over the cemetery operations and management of land within the cemetery grounds.

No person may damage, destroy, remove or deface any property within the Cemetery.

All visitors should conduct themselves in a quiet manner that shall not disturb any service being held.

2.3 By Law Amendments:

The cemetery shall be governed by these bylaws, and all procedures will comply with the Funeral Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11, which may be amended periodically.

All by-law amendments must be:

a) published once in a newspaper with general circulation in the locality in which the cemetery is located;

b) conspicuously posted on a sign at the entrance of the cemetery; and

c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar, Cemeteries Regulation Unit, Ministry of Consumer Services.

2.4 Liability:

The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to, any lot, plot, columbarium niche, mausoleum crypt, monument, marker, or other article that has been placed in relation to an interment or scattering right, save and except for direct loss or damage caused by gross negligence of the cemetery.

2.5 Public Register:

Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

2.6 Pets or Other Animals:

Pets or other lower animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

2.7 Right to Re-Survey:

The Cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

2.8 Notice of Resale and Transfer of Interment or Scattering Rights:

Interment rights holders may first offer the interment rights to the cemetery operator. If the cemetery operator does not wish to re-purchase the interment rights, the interment right may be sold to a third party for no more than the current price listed on the cemetery price list, as long as the sale or transfer is conducted through the cemetery operator and the purchaser meets the qualifications and requirements as outlined in the cemetery operator's by-laws.

3 Cancellation or Resale or Interment Rights

Purchasers of interment or scattering rights holders acquire only the right to direct the burial of human remains and the scattering of cremated human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no burial, entombment, scattering, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the interment rights holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of Real Estate or real property. An interment rights holder wishing to resell their interment rights may advise the cemetery operator of their intention prior to seeking a third party buyer for their interment rights.

3.1 Cancellation of Interment Rights within 30 Day Cooling-Off Period:

A purchaser has the right to cancel an interment or scattering rights contract within thirty (30) days of signing the interment or scattering rights contract, by providing written notice of the cancellation to the cemetery operator. The cemetery operator will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.

3.2 Cancellation of Interment or Scattering Rights after the 30 Day Cooling-Off Period:

Upon receiving written notice from the purchaser of the interment or scattering rights, the cemetery operator will cancel the contract and issue a refund to the purchaser for the amount paid for the interment or scattering rights less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said notice. If the interment rights certificate has been issued to the interment rights holder(s), the certificate must returned to the cemetery operator along with the written notice of cancellation.

If any portion of the interment or scattering rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to cancel the contract or re-sell the interment or scattering rights.

3.3 Resale of Interment or Scattering Rights after 30 Day Cooling-Off Period:

Unless the interment or scattering rights have been exercised the purchaser retains the right to cancel the contract or re-sell the interment or scattering rights. Once payment for the interment or scattering rights has been made in full, and an interment rights certificate has been issued, the interment or scattering rights holder(s), as recorded on the cemetery records, has right to re-sell the interment rights. Any resale of the interment right shall be in accordance with the requirements of the cemetery by-laws and in keeping with the FBCSA.

•If any portion of the interment or scattering rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to re-sell the interment or scattering rights.

3.4 Care and Maintenance Fund Contributions:

As required by sections 166 and 168 of Regulation 30/11, a percentage of the purchase price of all interment rights, scattering rights and a prescribed amount of $25.00 where there was no scattering rights sold, and a prescribed amount for monuments and markers is contributed into the care and maintenance fund. Income from this fund is used to provide only general care and maintenance of the cemetery. Contributions to the care and maintenance fund are not refundable except when interment or scattering rights are cancelled within the 30 day cooling off period.

Note: all resales of interment or scattering rights must be carried out through the cemetery operator.

3.5 The interment or scattering rights holder(s) intending to sell their rights shall provide the following documents to the cemetery operator so that the operator can confirm the ownership of the rights and provide the third party purchaser with a the required certificate etc.:

a) An interment or scattering rights certificate endorsed by the current rights holder

b) If the resale involves interment rights, a written statement of the number of lots that have been used in the plot and the number of lots that remain. If the resale involves scattering rights, a written statement of the number of scatterings rights

c) Any other documentation in the interment or scattering rights holder(s) possession relating to the rights

3.6 The third party purchaser will be provided with the following documents by the cemetery operator:

a) An interment or scattering rights certificate endorsed by the current rights holder

b) A copy of the cemetery's current by-laws

c) A copy of the cemetery's current price list

d) If the resale involves interment rights, a written statement of the number of lots that have been used in the plot and the number of lots that remain available

e) If the resale involves scattering rights, a written statement of the number of scattering rights available

f) Any other documentation in the interment rights holder(s) possession relating to the right.

3.7 The cemetery operator will require:

a) Require a statement signed by the rights Holder(s) selling the interment or scattering rights acknowledging the sale of the interment rights to the third party purchaser;

b) Require confirmation that the person selling the interment or scattering rights is the person registered on the cemetery records and that they have the right to re-sell the Interment or scattering rights;

c) Record the date of transfer of the interment or scattering rights to the third party;

d) The name and address of the third party purchaser(s);

e) A statement of any money owing to the Cemetery Operator in respect to the Interment or Scattering Rights;

3.8 Once the endorsed certificate and all required information has been received by the cemetery operator from the rights holder(s), the cemetery operator will issue a new interment or scattering rights certificate to the third party purchaser.

Upon completion of the above listed procedures, and upon the issuance of the new interment or scattering rights certificate, the third party purchaser or transferee(s) shall be considered the current interment or scattering rights holder(s) of the interment or scattering rights, and the resale or transfer of the interment or scattering rights shall be considered final in accordance with the cemetery by-laws and the FBCSA.

3.9 The cemetery operator may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on the cemetery operator's current price list.

3.10 The cemetery operator does not prohibit the resale of an interment or scattering rights and may repurchase the interment or scattering rights from the rights holder(s) if the cemetery operator so desires and may negotiate a purchase price so long as the seller acknowledges being aware of the cemetery operators current price list amounts for interment and scattering rights.

4. Burial or Scattering of Cremated Remains

4.1 Interment or scattering rights holder(s) must provide written authorization prior to a burial, scattering, or an entombment taking place. Should the interment or scattering rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the interment rights holder i.e. Personal Representative, Estate Trustee, Executor or next of kin.

4.2 A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the cemetery office prior to a burial, scattering or entombment taking place. A Certificate of Cremation must be submitted to the cemetery office prior to the burial of cremated remains or scattering of cremated remains taking place.

4.3 In accordance with the FBCSA the purchaser of interment or scattering rights must enter into a cemetery contract, providing such information as may be required by the cemetery operator for the completion of the contract and the public register prior to each burial or entombment of human remains, or each scattering of cremated human remains.

4.4 Payment must be made to the cemetery before a burial can take place.

4.5 The cemetery shall be given 24 hours of notice, 8 hours of which must be normal hours of operation.

4.6 The opening and closing of graves, crypts and niches or the scattering of cremated remains may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.

a) Cremated remains may be scattered within a designated area of the cemetery.

b) Cremated remains are not permitted to be scattered on a grave.

c) A scattering rights contract must be completed and the payment of the scattering fee must be received before the scattering of cremated human remains can take place.

d) Once scattered cremated remains cannot be retrieved.

4.7 Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery office before the removal of casketed human remains may take place. A certificate from the local medical officer of health is not required for the removal of cremated remains.

In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).

4.8 Not more than four interments shall be made in any single grave except:

a. That of one regular burial and three cremated remains, or four cremated remains;
b. Or a 60.96 x 30.48 cm (24" x 12") infant container may be buried at the head end of a single grave in which a casket containing human remains has been buried, provided space is available.
c. Not more than four cremated remains in a cremation only grave.

4.9 In ground Interments shall only take place between May 1 and December 1, unless weather and ground conditions are exceptional and permission has been obtained from the Corporation.

4.10 All remains to be buried in a grave must be enclosed in a container, sealed securely, and of sufficient strength to permit burial with the container remaining intact. The container must be of size to permit burial within the size of the lot.

All regular burials will require an outer container except in those areas of each Cemetery designated in Schedule "A" to these by-laws. Burials exempt from outer containers must be set up by an employee of the Corporation or someone contracted by the Corporation.

4.11 An official or employee of the Corporation or someone contracted by the Corporation shall be in attendance at each interment.

5. Memorialization

5.1 No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full.

5.2 No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery operator.

5.3 Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.

5.4 The cemetery operator will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.

5.5 The cemetery operator reserves the right to determine the maximum size of monuments, their number and their location on each lot or plot. They must not be of a size that would interfere with any future interments.

5.6 All foundations for monuments and markers shall be built by, or contracted to be built for, the cemetery operator at the expense of the interment rights holder.

5.7 Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk.

5.8 The cemetery operator reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the corporation.

5.9 A monument, private mausoleum, or other structure shall be erected only after the specific design plans have been approved by the cemetery operator including: dimensions, material of structure, construction details, and proposed location.

5.10 In keeping with the cemetery by-laws only one monument shall be erected within the designated space on any lot.

5.11 The minimum thickness for flat markers including footstones is 4 inches or 10 cm.

5.12 All monuments and markers shall be constructed of bronze, granite or marble.

5.13 No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the interment rights holder(s) and/or marker retailer have been notified by the cemetery operator.

5.14 Markers and footstones of bronze or granite are permitted with size and quantity restrictions according to cemetery by-laws and the placement of such memorials shall not interfere with future interments.

5.15 Single lot maximum:

One headstone, one footstone, and four corner posts may be erected on a single Grave. The maximum size monument allowed is:

Height 60.96 cm (24 inches)

Width 76.20 cm (30 inches)

5.16 Double lot maximum:

One headstone, two footstones and 4 corner posts are allowed. The maximum size monument allowed on a double lot is:

Height 1.22 metres (4 feet)

Width 1.52 metres (5 feet)

5.17 Cremation Lot maximum:

Each cremation lot may be marked on the ground with one flat marker, placed flush with the grade. Maximum cremation grave marker size not to exceed 26" x 18".

5.18 The minimum thickness of a die shall be 30.50 cm. (8 inches). Should the monument exceed 106.68 cm (42 inches) overall height, the die must be 45.40 cm (10 inches).

The die stones must be installed on a rough-cut granite base. The height of the base shall be a minimum of 20.3 cm (8 inches). The top surface of the base must be both wider and longer than the die in order to provide a minimum border of 7.6 cm (3 inches) of the surface of the base exposed on all sides.

The maximum width of a base is controlled by the width of the plot or lot where it will be installed. No base shall be closer than 7.6 cm (3 inches) to the lot width sidelines on which it is to be installed.

Monuments must be placed at the center of the head end of the lot except where alignment with existing nearby monuments justifies another location. Approval of the location must be obtained from the Corporation before a monument is set.

5.19 One flat marker may be placed on each grave in addition to the monument. The marker shall be placed at the end of the grave farthest from the monument and shall not exceed 40.64 cm x 60.96 cm (16" x 24")

6. Care and Planting

6.1 A portion of the price of interment or scattering rights is trusted into the Care and Maintenance Fund.

The income generated from this fund is used to maintain, secure and preserve the cemetery grounds.

Services that can be provided through this fund include:

- Re-levelling and sodding or seeding of Lots or scattering grounds
- Maintenance of cemetery roads, sewers and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of mausoleum and columbarium
- Repairs and general upkeep of cemetery maintenance buildings and equipment

6.2 No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery.

6.3 No person shall plant trees, flower beds or shrubs in the cemetery except with the approval of the cemetery.

6.4 Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

7. Items That Are Prohibited and Permitted

7.1 The cemetery reserves the right to regulate the articles placed on lots or plots that pose a threat to; the safety of all interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.

The following items are prohibited from being placed on lots within the cemetery: articles made of hazardous materials such as glass, ceramics, or corrosive metals; loose stones or sharp objects; trellises or arches; chairs or benches.

7.2 The cemetery reserves the right to remove all flowers, potted plants, wreaths and baskets of flowers when they become withered or unsightly, or for

any other reason such removals are in the best interest of the Cemetery. No decorations are permitted at the Foot Marker.

Artificial flowers are permitted, provided they are properly maintained and not detrimental to the general maintenance of the cemetery.

Decoration of graves: flowers, plants, shrubs and trees may be placed in the cemetery after consultation with cemetery office regarding the following general directions:

Cut flowers are allowed on all lots but must be placed in receptacles. The receptacle must be set in the ground with the top even with the surface of the ground and covered when not in use.

Artificial freestanding wreaths are prohibited. Monument saddles may be placed on monuments. Placing of artificial flowers is permitted in the flowerbeds. Flowerbeds may not exceed the length of the Marker base or exceed 15 inches in width. Plantings are allowed only in front of the markers. Annual flowers must be removed by September 30th. Artificial flowers from the previous year must be removed by April 15th.

Decoration Days will be held from June 1st to August 31st.

8. Contractor/Monument Dealer Bylaws

8.1 Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property. Prior to the start of any said work, contractors must provide proof of:

WSIB coverage

Occupational Health and Safety compliance standards

Environmental Protection

WHMIS

Evidence of liability insurance of not less than $2 million.

(a) All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.

(b) Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery operator
(c) No work will be performed at the cemetery except during the regular business hours of the cemetery.
(d) Contractors shall temporarily cease all operations if they are working within 100 metres of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
(e) Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and paths over which heavy materials are to be moved in order to protect the surface from damage.

9. Columbarium Bylaws

9.1 Payment must be made to the cemetery operator before an interment may take place

9.2 Only the cemetery operator may open and seal niches for interments. This applies to the inside sealer and the niche front. No person other than cemetery staff shall remove or alter niche fronts.

9.3 To ensure quality control, desired uniformity and standard of workmanship, the cemetery reserves the right to inscribe all niche fronts or install all lettering, vases, adornments, or any other approved attachment.

9.4 The cremated remains of not more than two persons shall be interred in any niche.

The marker used on a niche shall be supplied and installed by the cemetery and the cost shall be addition to the selling price.

Items such as photographs, additional script, flowers, etc. may not be attached to the niche.

The cemetery reserves the right to remove deteriorated or excessive quantities of flowers from the surrounding area.

The niches shall be sold according to the numbering system shown on diagrams provided.

The inside dimensions of each niche is 12"x12"x12".

Interment or disinterment of cremated remains in a columbarium will be permitted year round, weather permitting.

Interments or disinterment are to be performed by cemetery personnel only, during regular business hours. Extra charges apply for weekend and Statutory Holidays.

Nothing may be placed on the top surface of the Columbarium.

Maximum size of containers for cremated remains to be interred in a columbarium is:

29 cm. x 29 cm. x 14 cm (11 ½" x 11 ½" x 5 ½").

9.5 Fifteen percent (15%) of the selling price of each niche shall be placed in the Care & Maintenance fund. Opening and closing charges shall be shown on the Tariff of Rates and are subject to change upon approval by Council and the Registrar.

10. Mortuary Regulations (Storage)

10.1 The Official reserves the right to determine if adverse weather or ground conditions shall prevent a burial in the Cemetery. If it is deemed necessary, a storage vault may be used, at no extra charge, until conditions permit the interment.

10.2 Contracted use of the storage vault shall be billed at the rates shown on the Tariff.

10.3 The burial permit and interment information must accompany the human remains when delivered to the Cemetery for Storage. A storage Contract shall be entered into at that time. The remains must be clearly identified by a laminated tag fastened to the handle of the casket with zip cord.

10.4 The Official of the Cemetery may remove human remains from storage and inter it in a single grave at any time after the expiration of the storage contract, or at any time the condition of the body renders the interment necessary or expedient.

10.5 All human remains must be removed from the storage vault by April 30 in each year.

10.6 The remains of persons deceased from contagious diseases cannot admitted to the storage vault.

10.7 All human remains stored in the vault must be embalmed.

10.8 No human remains shall be placed in a reinforced cardboard container for storage. Only remains placed in a wooden or metal casket may be stored in the vault.

11. Gifts to the Cemetery

The Corporation gratefully accepts donations to the Cemetery. All trees and structural gifts, such as benches must be approved by the Official of the Corporation and become the property of the Cemetery. They are located at the approval of the Official, although every effort is made to accommodate the request of the donor. The donation is recognized for the lifetime of the plant or item.

12. Rules for Visitors

Visitors are welcome at the cemetery during the hours of 8:00 a.m. until sundown. They are asked to maintain the dignity and peace of the cemetery.

The Official of the Corporation and cemetery staff are empowered and are required to preserve order and decorum in the cemetery.

Any person disturbing the quiet and good order of the cemetery by noise or other improper conduct or who violates these by-laws, may be expelled from the grounds.

No parades other than funeral processions shall be admitted to or be organized within the cemetery, unless permission is granted from the Corporation.

Children under the age of twelve years are welcome in the cemetery grounds when accompanied by an adult, who shall be responsible for their good conduct and safety.

Vehicles within the cemetery shall be driven at a moderate rate of speed and shall not leave the avenues, or park on the grass unless directed to do so by the Official of the Corporation.

No recreational ATVs. (All terrain vehicles) or snowmobiles are allowed in the cemetery.

Drivers of vehicles that damage the cemetery shall be held responsible for any costs incurred for repairs.

Discharging of firearms, other than in regular volleys at burial services is prohibited in and around the cemetery.

No dogs or other pets shall be allowed in the cemetery.

No picnic party shall be permitted in the cemetery grounds.

Any person who, in the cemetery, damages or moves any tree, plant, marker, fence, structure or other thing usually erected, planted or placed in a cemetery is liable to the Corporation and any interment rights holder who, as a result, incurs

damage. The amount of damages shall be the amount required to restore the cemetery to the state that it was in before anything was damaged or moved by the person liable.

Any complaints by interment rights holders or visitors should be made to the Official of the Corporation.

Rubbish shall not be thrown on roadways, lots or walkways or any other part of the grounds. Receptacles are provided at convenient points on the grounds for the deposit of weeds, decayed flowers, plants, and other debris.

The Corporation may remove any article, which is deemed detrimental to the efficient maintenance of the grounds, constitutes a hazard to machinery, employees or visitors, or is unsightly or does not conform to the natural beauty or design of the cemetery. An article removed will be held at the cemetery for collection. Rights holder will be notified whenever possible, and it will be disposed of after 60 days if not collected.

Schedule "A"

Vaults are highly recommended for all regular burials and will be required except in the areas of each cemetery designated as follows:

Bexley:	Old Section & Lots 301 to 320 in New Section
Burnt River:	Old Section, Ranges 11 – 27, Lots 6-17
Coboconk:	Old Section & Lots 30 to 45 in New Section
Kinmount:	Ranges 1 to 5 , Plots 9 – 16
Lake Dalrymple:	Range K, Lots 11 - 16
Lakeside South Valentia:	Range 8, Lots 1 to 4
Lake View:	Ranges A to L and AA to AD
Mud Lake:	Vaults not required
Pine Grove:	Ranges I to XXII and Ranges A – D
Woodville Knox Presbyterian:	Vaults not required

Terms of Reference

Name: Kawartha Lakes Cemetery Board

Date Established by Council: December 11, 2018

Mission:

The mandate of the Kawartha Lakes Cemetery Board is to provide advice and recommendations to Council on City of Kawartha Lakes cemetery services such as Decoration Days, the sale of cemetery services and the provision of cemetery maintenance.

Roles and Responsibilities:

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

- the City Code of Conduct for Board Members
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act
- Ontario's Funeral, Burial and Cremation Services Act, 2002 and its Regulations.

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

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

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

Activities:

The following represent the general activities of the Board:

a) To prepare an annual written report to Council by the end of Q1 each calendar year in line with the Board's achievements from the previous year in line with the approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and proposed budget.

b) To provide advice and guidance to City Council, through the Community Services Department, on matters pertaining to policies, practices and programs related to municipal cemeteries.

Composition:

The Board shall be comprised of a maximum of 6 members consisting of up to 5 members of the public and 1 Council representative all of whom will have full authority to debate and vote. The Board shall consist of a minimum of 3 members. Board members will be appointed by Council in accordance with established policy.

Appointment of Officers:

The Board shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Board positions and it is acknowledged that none of the above positions shall be paid for their services. All Board members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of either two or four years with terms expiring at either the mid-term or full term of Council. Members shall continue to serve beyond the end of their

term until the appointments of their successors have been approved by Council.

Resources:

The Community Services Department will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The liaison department will also assist in the preparation and submission of budget recommendations/grant submissions, if needed and attend meetings of the Board.

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

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Board or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Board and must be held in an accessible City facility.

Meetings:

The Board shall hold a minimum of four (4) meetings in each calendar year. The Chair, through the liaison department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Board and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Board. No meeting shall proceed without quorum.

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

Working meetings throughout the year to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Board a minimum of three (3) business days prior to the date of each meeting. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

Procedures:

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

Closed Meetings:

The Board shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

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

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

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

Reports:

One written report to Council is required per year from the Board, being the work plan and the previous year's annual report.

If there are recommendations of the Kawartha Lakes Cemetery Board that fall outside of this report, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Board Chair to provide a memo to the liaison department identifying the Board recommendations for final preparation of the report.

Purchasing Policy:

This Board has no purchasing or procurement responsibilities.

Insurance:

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

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

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

Expulsion of Member:

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

Any member of the Board may be removed from the Board at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee

Members; disrupting the work of the Committee; or other legal issues. The process for expulsion of a Committee member is outlined in the City's **Council Committee, Board and Task Force Policy**.

Terms of Reference:

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

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

At the discretion of Council the Board may be dissolved by resolution of Council.

BOBCAYGEON
& Area Chamber of Commerce

21 Canal Street, East
P.O. Box 388
Bobcaygeon,
Ontario Canada K0M 1A0

ONTARIO
CHAMBER of
COMMERCE

February 20, 2019

Mayor Andy Letham & Members of Council
City of Kawartha Lakes
26 Francis St. 1st Floor
Lindsay, Ontario
K9V 5R8
Attn: C. Boyd

via e-mail to: cboyd@kawarthalakes.ca

Re: Request for Extension to the Noise Bi-Law during the Canada US Walleye Tournament

The Bobcaygeon & Area Chamber of Commerce is pleased to carry on the **Canada US Walleye Tournament** scheduled on May 18 & 19, 2019.

The event will be held at the Bobcaygeon Beach Park.

Accordingly, we are kindly requesting an **extension** to the morning Bi-Law, on both days, as the start time for the tournament is scheduled for 6 am.

There are many reasons for the start time of 6 am.

Specifically, the Anglers have requested to be out early in the morning as the fish are more active. Additionally, there will be less recreational traffic on the lake at that time of day. As well, we promise over seven hours of fishing and this time frame will return the Anglers to shore earlier in the day, (2:00 pm), leaving additional recreational time for the other boaters.

Traditionally, the boaters are very quiet during the morning run on the lake, and, as such, the one hour extension should not produce any formal complaints.

Kindly contact me if you have any questions or would like additional information.

Sincerely,
President, Bobcaygeon & Areas Chamber of Commerce & Board of Directors

Donna M. Wood

Tel: (705) 738-2202 **Fax: (705) 738-1534** **Toll Free: 1-800-318-6173**
E-mail: chamber@bobcaygeon.org

Council Memorandum

Date: March 19, 2019

To: Council

From: Mayor Letham

Re: Wastewater Billing

Recommendation:

That the March 19th, 2019 memorandum from Mayor Letham regarding **Wastewater Billing**, be received; and

That staff be directed to review the feasibility and financial impacts of metering sanitary sewer discharge on the overall user rate for Institutional, Commercial and Industrial (ICI) properties connected to municipal wastewater systems and report their findings to Council no later than Q3, 2019.

Rationale:

Several businesses claim they are discharging much less wastewater than they are bringing in, as much is being utilized in the manufacturing of their product. The City meters the water being used, but does not meter the water being discharged. The water being discharged is estimated and billed based on the metered consumption. Is there a fairer way to bill accordingly?

Council Memorandum

Date: March 19th, 2019

To: Council

From: Councillor Ron Ashmore

Re: Staff Engineering Report Request for 4-Way Stop at Peace and Sturgeon Roads

Recommendation:

That the March 19th, 2019 memorandum from Councillor Ashmore regarding the **Request for a 4-Way Stop at Peace and Sturgeon Roads**, be received;

That Council direct staff to report back to Council with a traffic warrant study to determine if a 4-Way Stop can be installed at this intersection; and

That staff consult the OPP and EMS for historical accident statistics, as well as former Township of Emily records, and immediate neighbours regarding this intersection for comment.

Rationale:

The intersection of Peace Road and Sturgeon Road is a major intersection between Omemee and Downeyville in Ward 6. Sturgeon Road is a major north/south road in Kawartha Lakes from Dunsford to Omemee. Peace Road is an increasingly used highway from Emily Park Road to Reaboro.

Presently, this intersection has a red flashing overhead light for east/west traffic travelling on Peace Road, and an over head amber flashing light for north/south Sturgeon Road traffic. In the past four decades, there have been at least six deaths at this intersection; as well as, many serious accidents with multiple injuries.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2019-015

Date: March 19, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: **Surplus Property Update**

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

Recommendations:

That Report RS2019-015, Surplus Property Update, be received;

That Resolution CR2013-848 be amended to remove the following properties from the list of properties to be sold:

- BLK D PL 386; KAWARTHA LAKES
  - PIN: 63119-0232 (LT)
  - Roll Number: 1651 310 020 30601
- BLK E PL 386; KAWARTHA LAKES
  - PIN: 63119-0231 (LT)
  - Roll Number: 1651 310 020 31000
- PCL BLOCKS-1 SEC 9M731; BLK 64 PL 9M371; KAWARTHA LAKES
  - PIN: 63269-0293 (LT)
  - Roll Number: 1651 008 010 21538
- PT LT 10 CON 2 MANVERS; KAWARTHA LAKES
  - PIN: 63270-0135 (R)
  - Roll Number: 1651 008 010 10320

(A two-thirds majority vote is required to pass this specific resolution)

That Resolution CR2014-101 be amended to remove the following properties from the list of properties to be sold:

- CON 8 PT N1/2 LOT 16 RP 57R4258 PART 2
  - Part of PIN: 63184-0290 (LT)

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

    - Roll Number: 1651 110 030 20000
- PT LT 43 CON S PORTAGE RD ELDON PT 1 57R8184; KAWARTHA LAKES
    - Part of PIN: 63166-0087 (LT)
    - Roll Number: 1651 160 041 06000
- PT LT 21 CON 5 ELDON AS IN E11901; KAWARTHA LAKES
    - Part of PIN: 63167-0052 (LT)
    - Roll Number: 1651 160 050 11150
- LT 56 PL 190; KAWARTHA LAKES
    - PIN: 63160-0226 (LT)
    - Roll Number: 1651 210 040 68000
- PT LT J PL 22 PT 1 & 2, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0065 (LT)
    - Roll Number: 1651 240 003 24504
- PT LT G, J PL 22 PT 3, 57R295 & PT 23 & 24, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0077 (LT)
    - Roll Number: 1651 240 003 24513

(A two-thirds majority vote is required to pass this specific resolution)

That Resolution CR2014-147 be amended to remove the following property from the list of properties to be sold;

- PT W1/2 LT 16 CON 5 MARIPOSA AS IN VT80339; KAWARTHA LAKES
    - PIN: 63191-0128 (LT)
    - Roll Number: 1651 110 020 15504

(A two-thirds majority vote is required to pass this specific resolution)

That Resolution CR2016-755 be amended to remove the following properties from the list of properties to be sold:

- S1/2 LT 5 E/S KING ST AND N/S MILL ST PL 79; CITY OF KAWARTHA LAKES
    - PIN: 63191-0140 (LT)
    - Roll Number: 1651 110 021 07600
- PT LT 8 CON 6 LAXTON AS IN L1114; KAWARTHA LAKES
    - PIN: 63273-0190 (LT)
    - Roll Number: 1651 420 001 01802
- PT LT 6 S/S KENT ST PL TOWN PLOT AS IN R266051; S/T & T/W R266051; CITY OF KAWARTHA LAKES
    - PIN: 63228-0015 (LT)
    - Roll Number: 1651 020 002 16900
- PT BLK M PL 119 PARTS 1 TO 4, 57R296; KAWARTHA LAKES
    - PIN: 63181-0105 (LT)

    - Roll Number: 1651 140 000 07903
- PT MARKET SQUARE PL 17 FENELON PT 1, 7-10 57R8606; KAWARTHA LAKES
    - PIN: 63155-0091 (LT)
    - Roll Number: 1651 240 002 26800

(A two-thirds majority vote is required to pass this specific resolution)

That the surplus declaration of the following properties be rescinded:

- BLK D PL 386; KAWARTHA LAKES
    - PIN: 63119-0232 (LT)
    - Roll Number: 1651 310 020 30601
- BLK E PL 386; KAWARTHA LAKES
    - PIN: 63119-0231 (LT)
    - Roll Number: 1651 310 020 31000
- PCL BLOCKS-1 SEC 9M731; BLK 64 PL 9M371; KAWARTHA LAKES
    - PIN: 63269-0293 (LT)
    - Roll Number: 1651 008 010 21538
- PT LT 10 CON 2 MANVERS; KAWARTHA LAKES
    - PIN: 63270-0135 (R)
    - Roll Number: 1651 008 010 10320
- CON 8 PT N1/2 LOT 16 RP 57R4258 PART 2
    - Part of PIN: 63184-0290 (LT)
    - Roll Number: 1651 110 030 20000
- PT LT 43 CON S PORTAGE RD ELDON PT 1 57R8184; KAWARTHA LAKES
    - Part of PIN: 63166-0087 (LT)
    - Roll Number: 1651 160 041 06000
- PT LT 21 CON 5 ELDON AS IN E11901; KAWARTHA LAKES
    - Part of PIN: 63167-0052 (LT)
    - Roll Number: 1651 160 050 11150
- LT 56 PL 190; KAWARTHA LAKES
    - PIN: 63160-0226 (LT)
    - Roll Number: 1651 210 040 68000
- PT LT J PL 22 PT 1 & 2, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0065 (LT)
    - Roll Number: 1651 240 003 24504
- PT LT G, J PL 22 PT 3, 57R295 & PT 23 & 24, 57R5578; KAWARTHA LAKES
    - PIN: 63146-0077 (LT)
    - Roll Number: 1651 240 003 24513
- PT W1/2 LT 16 CON 5 MARIPOSA AS IN VT80339; KAWARTHA LAKES
    - PIN: 63191-0128 (LT)
    - Roll Number: 1651 110 020 15504

- S1/2 LT 5 E/S KING ST AND N/S MILL ST PL 79; CITY OF KAWARTHA LAKES
    - PIN: 63191-0140 (LT)
    - Roll Number: 1651 110 021 07600
- PT LT 8 CON 6 LAXTON AS IN L1114; KAWARTHA LAKES
    - PIN: 63273-0190 (LT)
    - Roll Number: 1651 420 001 01802
- PT LT 6 S/S KENT ST PL TOWN PLOT AS IN R266051; S/T & T/W R266051; CITY OF KAWARTHA LAKES
    - PIN: 63228-0015 (LT)
    - Roll Number: 1651 020 002 16900
- PT BLK M PL 119 PARTS 1 TO 4, 57R296; KAWARTHA LAKES
    - PIN: 63181-0105 (LT)
    - Roll Number: 1651 140 000 07903
- PT MARKET SQUARE PL 17 FENELON PT 1, 7-10 57R8606; KAWARTHA LAKES
    - PIN: 63155-0091 (LT)
- Roll Number: 1651 240 002 26800

(A two-thirds majority vote is required to pass this specific resolution); and

That these recommendations be brought forward to Council for consideration at the next Regular Council meeting.

Background:

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

> **CR2018-288**
> **Moved By** Councillor Dunn
> **Seconded By** Councillor Miller
>
> **That** the Memo from Councillor Dunn dated May 8, 2018 regarding Surplusing of Parkland/Greenspace, be received;
>
> **That** Staff be requested to identify all parkland and/or greenspace currently declared surplus or being considered for surplus declaration;
>
> **That** Staff bring forward recommendations respecting the disposition process and public notification/consultation provision early in the surplus process;
>
> **That** any surplus park or greenspace planned for disposition in the 2018 workplan be deferred until a future year;
>
> **That** any City-owned lands, parkland or otherwise, being reviewed and/or recommended to be transferred to or utilized by the Kawartha Lakes Haliburton Housing Corporation for the provision of affordable housing development continue to be brought forward on a project-specific basis to Council for consideration; and
>
> **That** a report be brought back to Council by Q3, 2018.
>
> **Carried**

This specific direction was addressed at the Regular Council meeting on September 25, 2018 by Report RS2018-028 (attached as Appendix A), in that it identified all parkland and/or greenspace currently declared surplus or being considered for surplus declaration and the current status of each property.

This report goes further than Council Resolution CR2018-288, in that it identifies all remaining surplus properties (non-parkland/ greenspace) and providing a current status on those properties.

This report recommends that certain properties no longer be declared surplus for the purpose of sale, for reasons given in the chart below. The reason to rescind this declaration could be: 1) the property is in use by the City; or 2) the property – while not in use – is not likely to be sold due to encumbrances.

Rationale:

Since 2013, 69 properties have been declared surplus to municipal needs. As of the date of this Report, 24 properties have been sold. 21 properties were included in an update to Council on September 25, 2018 as an update of all surplus parkland/greenspace properties. 14 of the parkland properties had their surplus declarations rescinded by CR2018-599 as the properties were unsaleable due to restrictions on title and/or being required for municipal purposes. The status of each of the remaining 24 surplus properties is as follows:

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
B	2	BLK D PL 386; KAWARTHA LAKES River Road, Somerville PIN: 63119-0232 (LT)	1651 310 020 30601	LM2013-009	Transferred as “5% of the subdivision”	Property not viable for open market sale, as there are too many encumbrances. Surplus declaration – under the old process, which was made without public consultation – to be rescinded. Abutting landowner interested in purchasing a portion of this property, along with adjacent road allowance. Report proceeding to Committee of the Whole on the same Agenda to

						declare a portion of this property surplus and sell it by direct sale to the abutting landowner. Public consultation for this potential declaration has occurred. See Report RS2019-016.
C	2	BLK E PL 386; KAWARTHA LAKES River Road, Somerville PIN: 63119-0231 (LT)	1651 310 020 31000	LM2013-009	Transferred as “5% of the subdivision”	Property not viable for open market sale, property is too small to be developable on its own and is required for drainage purpose. Property also acts as access to water Surplus declaration to be rescinded.
D	8	PCL BLOCKS-1 SEC 9M731; BLK 64 PL 9M371; KAWARTHA LAKES Royal Estate Drive, Manvers PIN: 63269-0293 (LT)	1651 008 010 21538	LM2013-009	Transferred pursuant to a Subdivision Agreement (as “Lands for Municipal Purposes”)	Property not viable for open market sale, as hydro easement would encumber significant portion of property Surplus declaration to

						be rescinded. Realty Services will revisit direct sale in the future following public consultation. Inventory of City owned properties created by Portfolio Management Team reflect this long term opportunity accordingly.
E	8	LT 4 S/S QUEEN ST, 5 S/S QUEEN ST, 6 2S/S QUEEN ST PL 9 MANVERS; KAWARTHA LAKES Fleetwood Road, Manvers PIN: 63260-0189 (R)	1651 008 050 06520	LM2013-009	Vested into ownership of the former Township of Manvers due to tax arrears	In progress – target 2020 for listing on open market.
F	8	PT LT 10 CON 2 MANVERS; KAWARTHA LAKES Pacific Street/Highway 35, Manvers PIN: 63270-0135 (R)	1651 008 010 10320	LM2013-009	Vested into ownership of the former Township of Manvers due to tax arrears	Property not viable for open market sale, as hydro easement would encumber significant portion of property. Surplus declaration to be rescinded.

G	4	CON 8 PT N1/2 LOT 16 RP 57R4258 PART 2 6 Eldon Street South, Oakwood Part of PIN: 63184-0290 (LT)	1651 110 030 20000	LM2014-003	Transferred from the former Police Village of Oakwood to the former Township of Mariposa	In review – Part of Oakwood Library parcel, currently vacant space. Property is zoned Community Facility. Neighbouring City-owned properties (Oakwood Fire Hall and Dragonflies Building) will potentially become surplus in the future: It would be more appropriate to consider all the parcels at one time for better sale potential. Surplus declaration to be rescinded at this time. If the property will be sold in the future, it will proceed to Council following public consultation.
H	1	PT LT 46 CON N PORTAGE RD ELDON AS IN R240710; KAWARTHA	1651 160 040 10701	LM2014-003	Purchased by the former Township of Eldon – no reason for	In review – notes from previous staff indicate property

		LAKES Portage Road (beside 1083 Portage Road) PIN: 63168-0359 (LT)			purchase noted on Transfer/Deed of Land	unsaleable due to encumbrances, however, no record of encumbrances on file Realty Services to complete utility consultation to confirm whether there are significant encumbrances on property.
I	1	PT LT 43 CON S PORTAGE RD ELDON PT 1 57R8184; KAWARTHA LAKES Tower Road Part of PIN: 63166-0087 (LT)	1651 160 041 06000	LM2014-003	Conveyed for road purposes	NetCom currently has a tower and associated building located on-site, on which Fire Services communication equipment is located Surplus declaration to be rescinded. If tower moves, Council could declare this surplus in the future following public consultation. Inventory of City-owned property created and managed by the Portfolio

						Management Team reflects this long term opportunity, accordingly.
J	1	PT LT 21 CON 5 ELDON AS IN E11901; KAWARTHA LAKES Eldon Station Road Part of PIN: 63167-0052 (LT)	1651 160 050 11150	LM2014-003	Conveyed for "the purpose of eliminating the jog in the travelled road"	Property is part of road allowance and could be used for road widening in future, if required Surplus declaration to be rescinded.
K	3	BLK A PL 474; T/W VT96592; KAWARTHA LAKES Butternut Drive PIN: 63163-0203 (LT)	1651 210 010 28507	LM2014-003	Conveyed "as a condition of registering Subdivision Agreement"	In progress – Target 2021 for sale.
L	3	LT 56 PL 190; KAWARTHA LAKES West Street North PIN: 63160-0226 (LT)	1651 210 040 68000	LM2014-003	Vested into former Township of Fenelon ownership due to tax arrears	Property not viable for open market sale due to large hydro easement. Surplus declaration to be rescinded.
M	3	PT LT J PL 22 PT 1 & 2, 57R5578; KAWARTHA LAKES Industrial Park Road PIN: 63146-0065	1651 240 003 24504	LM2014-003	Conveyed to the former Village of Fenelon Falls – no reason noted on Deed of Land	Cannot sell as property is used as snow dump area by Public Works. Surplus declaration to be rescinded.

		(LT)				
N	3	PT LT G, J PL 22 PT 3, 57R295 & PT 23 & 24, 57R5578; KAWARTHA LAKES Industrial Park Road PIN: 63146-0077 (LT)	1651 240 003 24513	LM2014-003	Conveyed from OCWA pursuant to Municipal Water and Sewage Transfer Act, 1997	Cannot sell as property is part of the Fenelon Falls Sewage Treatment facility. Staff feel that property should not be severed as any unused portions may be necessary for either expansion or buffer lands. Surplus declaration to be rescinded.
O	4	PT W1/2 LT 9-10 CON 10 ELDON AS IN A8240, VT 65944, VT65955, VT71433 & PT 4, 57R1770; S/T 168899; KAWARTHA LAKES 574 Hartley Road (Former Hartley Depot) Part of PIN: 63176-0158 (LT)	1651 160 020 17800	LM2014-005	Conveyed for road purposes	In progress – Property will be re-zoned by the City prior to listing on the open market for sale. To be rezoned from Community Facility to Industrial. Target – 2021 for sale
P	4	PT W1/2 LT 16 CON 5 MARIPOSA AS IN VT80339; KAWARTHA LAKES 552 Eldon Road (Former Little	1651 110 020 15504	LM2014-005	Purchased by the former County of Victoria – no reason noted on Deed of Land	Cannot sell as property has been identified as location for consolidated Oakwood/Little Britain Fire Hall.

		Britain Depot) PIN: 63191-0128 (LT)				Surplus declaration to be rescinded.
Q	1	PT W1/2 LT 5 CON 1 BEXLEY AS IN R313533 EXCEPT HWY 648H; KAWARTHA LAKES 2116 Victoria Road, Kirkfield PIN: 63155-0063 (LT)	1651 340 020 07700	LM2015-015	Vested into City ownership due to tax arrears	Property is currently listed for sale.
R	1	PT BLK B PL 531 PT 1 57R3017; S/T EXECUTION 83-0000334, IF ENFORCEABLE; CITY OF KAWARTHA LAKES 7 Morrison Street, Norland PIN: 63113-0284 (LT)	1651 420 001 40408	LM2015-005	Vested into City ownership due to tax arrears	Property is currently listed for sale.
S	4	S1/2 LT 5 E/S KING ST AND N/S MILL ST PL 79; CITY OF KAWARTHA LAKES 4 King Street (on Eldon Road), Little Britain PIN: 63191-0140 (LT)	1651 110 021 07600	RS2016-001	Vested into City ownership due to tax arrears	Bridge substructure located beside property. This property can be used as a construction lie down area and should not be sold. Surplus declaration to be rescinded.

T	1	LT 5 N/S RICHMOND ST BLK A PL 113; KAWARTHA LAKES 11 Richmond Street East, Victoria Road (Victoria Road Hall)	1651 340 020 01100	RS2016-001	Purchased by the former Township of Bexley – no reason noted on Deed of Land	Not viable for sale on open market due to necessity of hydro easement through centre of property. As abutting property has stairs which encroach onto the property, a direct sale would be more appropriate in order to rectify the encroachment issue. Currently the Victoria Road Hall building is located on the property, but is intended for demolition. Once the building is demolished, Realty Services will contact the abutting landowner to offer a direct sale of the property.
U	1	PT LT 8 CON 6 LAXTON AS IN L1114; KAWARTHA	1651 420 001 01802	RS2016-001		Not viable for sale on open market as property is too

		LAKES 2681 Monck Road, Kirkfield (Head Lake Hall) PIN: 63273-0190 (LT)				small to build on. Abutting landowner not interested in acquiring land. Surplus declaration to be rescinded – Head Lake Hall to be demolished. Property can be retained and merged with abutting City property (used as boat launch parking area). Inventory of City-owned property created and maintained by Portfolio Management Team reflects a long term opportunity for direct sale to the neighbor, if subsequent purchaser interested in acquisition.
V	7	PT LT 6 S/S KENT ST PL TOWN PLOT AS IN R266051; S/T & T/W R266051; CITY OF KAWARTHA LAKES	1651 020 002 16900	RS2016-001	Vested into City ownership due to tax arrears	Property was listed for sale, no offers received. As property is consistently used as a

		7 William Street South, Lindsay (Former Irish House lot) PIN: 63228-015 (LT)				parking area, Staff feel it would be more appropriate to bring into the City's parking portfolio and signed/ maintained as a municipal lot. Surplus declaration to be rescinded.
W	4	PT BLK M PL 119 PARTS 1 TO 4, 57R296; KAWARTHA LAKES Duke Street, Woodville (Old Woodville Water Treatment Plant) PIN: 63181-0105 (LT)	1651 140 000 07903	RS2016-001	Conveyed by OCWA pursuant to the Municipal Water and Sewage Transfer Act, 1997	Property is not viable for sale on open market as property is too small to develop. Surplus declaration to be rescinded. Inventory of City-owned property created and maintained by Portfolio Management Team reflects a long term opportunity for direct sale to the neighbor.
X	3	PT MARKET SQUARE PL 17 FENELON PT 1, 7-10 57R8606; KAWARTHA LAKES 45 Bond Street	1651 240 002 26800	RS2016-001	Conveyed to the former Village of Fenelon Falls – no reason noted	Property has a creek on property and neighbouring curling club has stairs that encroach onto property. City

		West, Fenelon Falls (Former Fenelon Falls Arena) PIN: 63155-0091 (LT)				has rights to the curling club property, should it cease to be used as a curling club in the future. Could be used for future expansion of abutting municipal properties, for parking (pending Fenelon Falls parking study), or flood relief. Surplus declaration to be rescinded.
Y	3	PT LT 2 S/S FRANCIS ST AND E/S COLBORNE ST PL 17 FENELON PT 1, 57R4516; KAWARTHA LAKES 11 Francis Street East, Fenelon Falls Former OPP Building and public washrooms	1651 240 001 22700	RS2018-015		In progress – abutting property has “right of first refusal” and has expressed interest in proceeding with purchase.

Most notably, the above chart and the recommended resolutions propose to remove the surplus declaration status of the former Irish House property in Lindsay, on William Street. This will enable this property to be repaved as part of a future Capital Budget (2020 or following) and, following this, signed for public parking.

Also notable is that the surplus declaration on the former Fenelon Falls Arena is to be rescinded. Fenelon Falls is currently undergoing a parking study, which may make use of these lands. Furthermore, this parcel forms part of a larger parcel of municipal properties. If they expand or are rebuilt in the future, this could be the site of the new or expanded construction. Finally, a creek runs through this property. The City may be able to do some flood relief work on this property to lift a portion of downtown Fenelon Falls out of the floodplain.

This report is the second of two reports that, together, provide a complete inventory of properties declared surplus by Council upon recommendation of the Property Disposition Task Force.

Realty Services has transitioned from a historical process of declaring properties surplus prior to public consultation and confirmation that the property can be sold (which involves review of title for title restrictions and physical encumbrances such as hydro or drainage) into a process where this review occurs first; only bringing forward to Council those properties that can be sold. Accordingly, future similar reports will not be required.

The Portfolio Management Team will have completed a review of every City-owned property by March 7, 2019, with a view to determining if the property should be retained or offered for sale following a review of any physical or title encumbrances. This is the first phase of the inventory creation, and long term plan. By June 2019, the value of the properties identified for potential sale (subject to title and physical encumbrance review) will be quantified using MPAC data. This will inform the Asset Management Plan, which estimated a $6,000,000.00 net revenue over a 10 year period (an average of $600,000.00 in net revenues per annum).

This inventory will also be used by Realty Services staff to advance properties to Land Management Committee and from there, to Committee of the Whole and then Council, for surplus declaration and sale. The frequency with which these properties will be advanced to Council will generally be guided by the Asset Management Plan and the Operating Budget, and will be influenced by market conditions and competing priorities.

Other Alternatives Considered:

None.

Financial Impacts:

None

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The recommendations in this report align both with the goal of “A Vibrant and Growing Economy” and the strategic enabler of “Efficient Asset Management.”

Consultations:

Land Management Committee
Portfolio Management Team

Attachments:

Appendix A – RS2018-028 Parkland and Greenspace Surplus Property Update

Appendix A - RS2018-028 Parkland

Appendix B – River Road

Appendix B - River Road.pdf

Appendix C – River Road

Appendix C - River Road.pdf

Appendix D – Royal Estate Drive

Appendix D - Royal Estate Drive.pdf

Appendix E – Fleetwood Road

Appendix E - Fleetwood Road.pdf

Appendix F – Pacific Street

Appendix F - Pacific Street.pdf

Appendix G – 6 Eldon Street South

Appendix G - 6 Eldon Street South.pdf

Appendix H – Portage Road

Appendix H - Portage Road.pdf

Appendix I – Tower Road

Appendix I - Tower Road.pdf

Appendix J – Eldon Station Road

Appendix J - Eldon Station Road.pdf

Appendix K – Butternut Drive

Appendix K - Butternut Drive.pdf

Appendix L – West Street North

Appendix L - West Street North.pdf

Appendix M – Industrial Park Road

Appendix M - Industrial Park Road.

Appendix N – Industrial Park Road

Appendix N - Industrial Park Road.

Appendix O – 574 Hartley Road

Appendix O - 574 Hartley Road.pdf

Appendix P – 552 Eldon Road

Appendix P - 552 Eldon Road.pdf

Appendix Q – 2116 Victoria Road

Appendix Q - 2116 Victoria Road.pdf

Appendix R – 7 Morrison Road

Appendix R - 7 Morrison Street.pdf

Appendix S – 4 King Street North

Appendix S - 4 King Street North.pdf

Appendix T – 11 Richmond Street East

Appendix T - 11 Richmond Street East

Appendix U – 2681 Monck Road

Appendix U - 2681 Monck Road.pdf

Appendix V – 7 William Street South

Appendix V - 7 William Street South.p

Appendix W – Duke Street

Appendix W - Duke Street.pdf

Appendix X – 45 Bond Street West

Appendix X - 45 Bond Street West.pdf

Appendix Y – 11 Francis Street East

Appendix Y - Francis Street East.pdf

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Appendix to Report File No.	A RS2019-015

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RS2018-028

Date: September 25, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Parkland and Greenspace Surplus Property Update

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

Recommendations:

That Report RS2018-028, Parkland and Greenspace Surplus Property Update, be received;

That Resolution CR2013-848 be amended to remove the property legally described as BLK B PL 399 EXCEPT PT 1, 57R4954; PT BLK C PL 399 PT 2, 57R4954; PT RDAL BTN LT 15 AND LT 16 CON 4 SOMERVILLE CLOSED BY R268518, PT 3, 57R4954; KAWARTHA LAKES, being PIN: 63119-0568 (LT) (Roll Number: 1651 310 020 42400) from the list of properties in Appendix B to Report LM2013-009;

(A two-thirds majority vote is required to pass this specific resolution)

That Resolution CR2014-101 be amended to remove the following properties from the list of properties to be sold:

- LT 33 PL 282 S/T VT91877; KAWARTHA LAKES
  - PIN: 63171-0144 (LT)
  - Roll Number: 1651 160 050 32900
- LT 21 PL 333; KAWARTHA LAKES
  - PIN: 63171-0379 (LT)
  - Roll Number: 1651 160 050 38000
- LT 31 PL 333; KAWARTHA LAKES
  - PIN: 63171-0390 (LT)
  - Roll Number: 1651 160 050 39000

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

- LT 8 PL 273; PT LT 20 CON N PORTAGE RD ELDON AS IN KL12166; CITY OF KAWARTHA LAKES
    - PIN: 63169-0271 (LT) and PIN: 63169-0432 (LT)
    - Roll Number: 1651 160 050 73600
- LT 10 PL 317; KAWARTHA LAKES
    - PIN: 63169-0328 (LT)
    - Roll Number: 1651 160 050 75800
- LT 19 PL 317; KAWARTHA LAKES
    - Part of PIN: 63169-0319 (LT)
    - Roll Number: 1651 160 050 76700
- LT 20 PL 317; KAWARTHA LAKES
    - Part of PIN: 63169-0319 (LT)
    - Roll Number: 1651 160 050 76800
- BLK A PL 322 S/T A12547; KAWARTHA LAKES
    - PIN: 63169-0380 (LT)
    - Roll Number: 1651 160 050 81400
- BLK B PL 322 S/T A12547; KAWARTHA LAKES
    - PIN: 63169-0372 (LT)
    - Roll Number: 1651 160 050 82200
- BLK A, B PL 523; KAWARTHA LAKES
    - PIN: 63146-0359 (LT)
    - Roll Number: 1651 210 030 58204
- PT FIRST ST PL 190 AS IN F14300 (SECONDLY); KAWARTHA LAKES
    - PIN: 63160-0413 (LT)
    - Roll Number: 1651 210 040 67801

(A two-thirds majority vote is required to pass this specific resolution)

That Resolution CR2015-1164 be amended to remove the property legally described as LT 4 PL 266; PT SHORE RDAL LAXTON ALONG HEAD LAKE IN FRONT OF LT 12 & 13 CON 5 CLOSED BY R168362 BTN PT 6 & 7 57R3557; KAWARTHA LAKES, being PIN: 63273-0108 (LT) (Roll Number: 1651 420 002 22300) from the list of properties to be sold:

(A two-thirds majority vote is required to pass this specific resolution)

That Resolution CR2016-755 be amended to remove the property legally described as Part of LT 1-2 PL 17 MANVERS; PT LT 12 CON 3 MANVERS AS IN MVB14168; KAWARTHA LAKES, being Part of PIN: 63269-0356 (LT) (Part of Roll Number: 1651 008 010 09701) from the list of properties to be sold;

(A two-thirds majority vote is required to pass this specific resolution)

That the surplus declaration of the following properties be rescinded:

- BLK B PL 399 EXCEPT PT 1, 57R4954; PT BLK C PL 399 PT 2, 57R4954; PT RDAL BTN LT 15 AND LT 16 CON 4 SOMERVILLE CLOSED BY R268518, PT 3, 57R4954; KAWARTHA LAKES
    - PIN: 63119-0568 (LT)
    - Roll Number: 1651 310 020 42400
- LT 33 PL 282 S/T VT91877; KAWARTHA LAKES
    - PIN: 63171-0144 (LT)
    - Roll Number: 1651 160 050 32900
- LT 21 PL 333; KAWARTHA LAKES
    - PIN: 63171-0379 (LT)
    - Roll Number: 1651 160 050 38000
- LT 31 PL 333; KAWARTHA LAKES
    - PIN: 63171-0390 (LT)
    - Roll Number: 1651 160 050 39000
- LT 8 PL 273; PT LT 20 CON N PORTAGE RD ELDON AS IN KL12166; CITY OF KAWARTHA LAKES
    - PIN: 63169-0271 (LT) and PIN: 63169-0432 (LT)
    - Roll Number: 1651 160 050 73600
- LT 10 PL 317; KAWARTHA LAKES
    - PIN: 63169-0328 (LT)
    - Roll Number: 1651 160 050 75800
- LT 19 PL 317; KAWARTHA LAKES
    - Part of PIN: 63169-0319 (LT)
    - Roll Number: 1651 160 050 76700
- LT 20 PL 317; KAWARTHA LAKES
    - Part of PIN: 63169-0319 (LT)
    - Roll Number: 1651 160 050 76800
- BLK A PL 322 S/T A12547; KAWARTHA LAKES
    - PIN: 63169-0380 (LT)
    - Roll Number: 1651 160 050 81400
- BLK B PL 322 S/T A12547; KAWARTHA LAKES
    - PIN: 63169-0372 (LT)
    - Roll Number: 1651 160 050 82200
- BLK A, B PL 523; KAWARTHA LAKES
    - PIN: 63146-0359 (LT)
    - Roll Number: 1651 210 030 58204
- PT FIRST ST PL 190 AS IN F14300 (SECONDLY); KAWARTHA LAKES
    - PIN: 63160-0413 (LT)
    - Roll Number: 1651 210 040 67801
- LT 4 PL 266; PT SHORE RDAL LAXTON ALONG HEAD LAKE IN FRONT OF LT 12 & 13 CON 5 CLOSED BY R168362 BTN PT 6 & 7 57R3557; KAWARTHA LAKES
    - PIN: 63273-0108 (LT)
    - Roll Number: 1651 420 002 22300

- Part of LT 1-2 PL 17 MANVERS; PT LT 12 CON 3 MANVERS AS IN MVB14168; KAWARTHA LAKES
    - Part of PIN: 63269-0356 (LT)
    - Part of Roll Number: 1651 008 010 09701

(A two-thirds majority vote is required to pass this specific resolution)

Background:

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

> **CR2018-288**
> **Moved By** Councillor Dunn
> **Seconded By** Councillor Miller
>
> **That** the Memo from Councillor Dunn dated May 8, 2018 regarding Surplusing of Parkland/Greenspace, be received;
>
> **That** Staff be requested to identify all parkland and/or greenspace currently declared surplus or being considered for surplus declaration;
>
> **That** Staff bring forward recommendations respecting the disposition process and public notification/consultation provision early in the surplus process;
>
> **That** any surplus park or greenspace planned for disposition in the 2018 workplan be deferred until a future year;
>
> **That** any City-owned lands, parkland or otherwise, being reviewed and/or recommended to be transferred to or utilized by the Kawartha Lakes Haliburton Housing Corporation for the provision of affordable housing development continue to be brought forward on a project-specific basis to Council for consideration; and
>
> **That** a report be brought back to Council by Q3, 2018.
>
> **Carried**

This report addresses that direction, in that it identifies all parkland and/or greenspace currently declared surplus or being considered for surplus declaration. For each of these properties, the current status is described.

This report recommends that certain properties no longer be declared surplus for the purpose of sale, for reasons given in the chart below. The reason to rescind this declaration could be: 1) the property is in use by the City; or 2) the property – while not in use – is not likely to be sold due to encumbrances.

The report indicates which properties will be investigated for potential sale in 2019 or subsequent years. In response to the portion of CR2018-288 that requires “Staff bring forward recommendations respecting the disposition process and public notification/consultation provision early in the surplus process”, the

2018 amendments to the Sale of Land By-law 2018-020 are reported on and no further enhancements or amendments are recommended.

Rationale:

21 greenspace/parkland properties have been declared surplus to municipal needs for potential future sale in 2019 or proceeding years. The status of each of these 21 properties is as follows:

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
A	3	BLK B PL 399 EXCEPT PT 1, 57R4954; PT BLK C PL 399 PT 2, 57R4954; PT RDAL BTN LT 15 AND LT 16 CON 4 SOMERVILLE CLOSED BY R268518, PT 3, 57R4954; KAWARTHA LAKES Kozy Kove Road, Somerville PIN: 63119-0568 (LT)	1651 310 020 42400	LM2013-009	Transferred pursuant to terms of a Subdivision Agreement (5% of subdivision lands)	Property cannot be sold, as drainage easement would encumber significant portion of property Surplus declaration to be rescinded
B	4	LT 33 PL 282 S/T VT91877; KAWARTHA LAKES Stanley Road PIN: 63171-0144 (LT)	1651 160 050 32900	LM2014-003	Transferred “subject to the said lands being used in perpetuity for park purposes only, for the owners, tenants and lawful occupants of all the other lots on said	Cannot sell due to restrictions on title Surplus declaration to be rescinded

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
					Registered Plan 282, Registered Plan 239 and Registered Plan 333.”	
C	4	LT 21 PL 333; KAWARTHA LAKES Stanley Road PIN: 63171-0379 (LT)	1651 160 050 38000	LM2014-003	Transferred “subject to the said lands being used in perpetuity for park purposes only, for the owners, tenants and lawful occupants of all the other lots on said Registered Plan 282, Registered Plan 239 and Registered Plan 333.”	Cannot sell due to restrictions on title Surplus declaration to be rescinded
D	4	LT 31 PL 333; KAWARTHA LAKES Stanley Road PIN: 63171-0390 (LT)	1651 160 050 39000	LM2014-003	Transferred “subject to the said lands being used in perpetuity for park purposes only, for the owners, tenants and lawful occupants of all the other lots on said Registered Plan 282, Registered Plan 239 and	Cannot sell due to restrictions on title Surplus declaration to be rescinded

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
					Registered Plan 333."	
E	4	LT 8 PL 273; PT LT 20 CON N PORTAGE RD ELDON AS IN KL12166; CITY OF KAWARTHA LAKES Driftwood Shores Road PIN: 63169-0271 (LT) and PIN: 63169-0432 (LT)	1651 160 050 73600	LM2014-003	Lot 8 transferred for "public purposes" Part of Lot 20 transferred on the condition that the "lands shall be put aside and reserved, forever, by the Corporation for park purposes" and "the Corporation shall not sell, lease or otherwise dispose of the said lands"	Cannot sell "Lot 20" due to restrictions on title. Cannot sell Lot 8, as it would land lock "Lot 20"; the two essentially act as one parcel. Surplus declaration to be rescinded
F	4	LT 10 PL 317; KAWARTHA LAKES Driftwood Shores Road PIN: 63169-0328 (LT)	1651 160 050 75800	LM2014-003	Transferred "as areas of user common to the owners of all the lots" on Registered Plan 317 and Registered Plan 322	Cannot sell due to restrictions on title Surplus declaration to be rescinded
G	4	LT 19 PL 317; KAWARTHA LAKES Driftwood Shores Road Part of PIN:	1651 160 050 76700	LM2014-003	Transferred "as areas of user common to the owners of all the lots" on Registered Plan 317 and Registered	Cannot sell due to restrictions on title Surplus declaration to be rescinded

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
		63169-0319 (LT)			Plan 322	
H	4	LT 20 PL 317; KAWARTHA LAKES Driftwood Shores Road Part of PIN: 63169-0319 (LT)	1651 160 050 76800	LM2014-003	Transferred "as areas of user common to the owners of all the lots" on Registered Plan 317 and Registered Plan 322	Cannot sell due to restrictions on title Surplus declaration to be rescinded
I	4	BLK A PL 322 S/T A12547; KAWARTHA LAKES Driftwood Shores Road PIN: 63169-0380 (LT)	1651 160 050 81400	LM2014-003	Transferred "as areas of user common to the owners of all the lots" on Registered Plan 317 and Registered Plan 322	Cannot sell due to restrictions on title Surplus declaration to be rescinded
J	4	BLK B PL 322 S/T A12547; KAWARTHA LAKES Driftwood Shores Road PIN: 63169-0372 (LT)	1651 160 050 82200	LM2014-003	Transferred "as areas of user common to the owners of all the lots" on Registered Plan 317 and Registered Plan 322	Cannot sell due to restrictions on title Surplus declaration to be rescinded
K	5	BLK A, B PL 523; KAWARTHA LAKES Beatrice Drive PIN: 63146-0359 (LT)	1651 210 030 58204	LM2014-003	Subdivision Agreement sets out that "Block A shall be dedicated as an area of user common to the owners of Lots 5, 6, and 7 and shall be limited to	Cannot sell due to lot being dedicated as open space for Lots 5, 6, and 7 (this interest in noted in Transfer documents) Surplus

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
					open space.”	declaration to be rescinded
L	6	PT FIRST ST PL 190 AS IN F14300 (SECONDLY); KAWARTHA LAKES Bass Street & Oriole Road PIN: 63160-0413 (LT)	1651 210 040 67801	LM2014-003	Transferred with the covenant that “the owners of land shown on the said Plan Number 190 shall have the right to use the said lands at all times for ingress and egress to and from Cameron Lake”	Cannot sell due to restriction that owners of land on Plan 190 have right to use the property for access to and from Cameron Lake Surplus declaration to be rescinded
M	6	LT 256 PL 57; S/T R283173; LT 249 PL 57; LT 247 AND LT 248 PL 57; PT HILL ST PL 100 CLOSED BY R274935; PT 7, 57R6341; BLAKE ST PL 100 CLOSED BY R274935 BTN ROCK ST AND HILL ST; KAWARTHA LAKES Juniper Street PIN: 63149-0204 (LT) PIN: 63149-0205 (LT) PIN: 63149-0211	1651 240 003 20140	LM2014-003	Zoned Open Space	The Planning Department is currently reviewing the potential for a City-initiated rezoning

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
		(LT) PIN: 63149-0212 (LT) PIN: 63149-0234 (LT)				
N	1	PT W1/2 LT 1 CON 10 CARDEN AS IN C2512; KAWARTHA LAKES Talbot River Road PIN: 63168-0119 (LT)	1651 036 001 40610	LM2015-015	Greenspace (zoned Environmental Protection)	Property not viable for sale on the open market as it is in EP zone – potential abutting landowner sale
O	1	LT 4 PL 266; PT SHORE RDAL LAXTON ALONG HEAD LAKE IN FRONT OF LT 12 & 13 CON 5 CLOSED BY R168362 BTN PT 6 & 7 57R3557; KAWARTHA LAKES Suter Drive/Dewberry Lane PIN: 63273-0108 (LT)	1651 420 002 22300	LM2015-015	Greenspace	Property is currently used by the community as a boat launch area – Community Services feels property should not be considered surplus Surplus declaration to be rescinded
P	3	BLK D PL 494; KAWARTHA LAKES 225 Crego Lake Road	1651 310 030 14660	LM2015-015	"Conveyance made pursuant to Agreement between Granter and	Property is used as a boat launch area by community – in review for potential

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
		PIN: 63120-0560 (LT)			Grantee dated October 1969”	license or sale (of portion or entirety) to community association. Appraisal to be completed in Spring 2019 and development potential to be analyzed.
Q	3	PT LT 25 CON FRONT RANGE SOMERVILLE PT 1 57R1264; KAWARTHA LAKES Lightening Point Road/South Fork Drive PIN: 63118-0175 (LT)	1651 310 050 26705	LM2015-015	“Deed of within land required pursuant to the Planning Act”	One foot reserve (in private ownership) restricts access to property. Records search underway to determine the reason for the reserve and thus whether or not Vesting Order can be obtained and the reserve should be lifted, and the property subsequently sold
R	7	PARK PL 153; KAWARTHA LAKES End of Pleasant View Drive	1651 026 030 22600	LM2015-015	Transferred for “park purposes”	Property currently subject of Maintenance and Liability Agreement

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
		PIN: 63125-0326 (LT)				with the Hickory Beach Dock Owners Association
S	7	BLK B PL 373; KAWARTHA LAKES Frontage on East Beehive Road PIN: 63126-0482 (LT)	1651 026 050 18600	LM2015-015	Greenspace	In progress – property is in KRCA regulated area, need to determine if property is buildable Target – 2019 for sale
T	7	LT 11 RCP 551; KAWARTHA LAKES South Bayou Road/Parkhill Drive PIN: 63125-0440 (LT)	1651 026 030 31525	LM2015-015	"Conveyance to municipality for park reservation"	Currently used by residents as docking area (not under Agreement) To be reviewed by Land Management Committee in October 2018 to discuss sale or license potential
U	16	Part of LT 1-2 PL 17 MANVERS; PT LT 12 CON 3 MANVERS AS IN MVB14168; KAWARTHA LAKES 6 Bradley Street, Pontypool (Former Pontypool Firehall Station	1651 008 010 19701	RS2016-001	Located on portion of Nimigon Park property	Cannot sell due to entrance issues (current entrance shared with Park, not able to install separate entrance) Surplus declaration to

App-endix	Ward	Legal Description	Roll Number	Original Surplus Report	Conditions of City Acquisition	Status
		8) Part of PIN: 63269-0356 (LT)				be rescinded – Pontypool Firehall to be demolished. Property to be retained as parkland

3 additional greenspace/parkland properties have not yet been declared surplus but have been discussed by the Land Management Committee as potential surplus properties. Public Notice advertising the potential surplus declaration and sale of the properties was completed by newspaper circulation in the Kawartha Lakes This Week on the 19th and 26th days of April and the 3rd day of May, 2018, and circulation in the Peterborough this Week on the 18th and 25th days of April and the 2nd day of May, 2018. In addition, "Potential Surplus Property" signs were present on the properties for the duration of the three week advertising period.

The status of each of these properties is as follows:

App-endix	Ward	Legal Description	Roll Number	Conditions of City Acquisition	Status
V	8	BLK B PL 509; KAWARTHA LAKES Gilson Point Road, Little Britain PIN: 63196-0125 (LT)	Part of 1651 110 010 71122	Conveyed as condition of township "approving Plan No. 509" for "park purposes"	Property is currently zoned Community Facility and is within KRCA regulated area. Further research required to determine sale potential. If property is determined to be saleable, Report to Council (for a surplus declaration and to authorize sale) to be presented by April 2019 (in order to comply with By-Law 2018-020 – Report must be presented within 12 months of notice)

App-endix	Ward	Legal Description	Roll Number	Conditions of City Acquisition	Status
W	8	PT LT 19 PL 447 AS IN VT86505; KAWARTHA LAKES Lakeview Boulevard, Little Britain PIN: 63199-0111 (LT)	1651 110 010 62101	Greenspace Conveyed "pursuant to the requirements of the Township in its consenting to the registration of Plan of Subdivision 447" (not specifically noted as parkland – zoned Rural Residential Type 3)	Property is within KRCA regulated area. Further research required to determine sale potential. If property is determined to be saleable, Report to Council (for a surplus declaration and to authorize sale) to be presented by April 2019 (in order to comply with By-Law 2018-020 – Report must be presented within 12 months of notice)
X	10	PT LT 5 N/S KING ST, 6 N/S KING ST PL 15P PT 1 & 2 PL 57R5191; CITY OF KAWARTHA LAKES East Ward Park, Lindsay PIN: 63229-0254 (LT) and 63229-0255 (LT)	1651 030 001 05200 and 1651 030 001 05100	Park Transferred from Canadian National Railway Company	Public response to potential surplus declaration not favourable. In an area currently experiencing significant medium residential development. Property no longer recommended for surplus declaration.

By-law Amendments

In February 2018, the Sale of Land By-law was amended to provide, in addition to existing newspaper and website notice, that onsite posting of an upcoming potential surplus declaration was to occur (for viable/ developable properties

only). Moreover, the by-law was amended to provide that this 3 week period of notice was to occur no less than 12 months before the surplus declaration itself.

Finally, notification was to be given prior to the matter coming to Council for a surplus declaration rather than following surplus declaration and prior to sale, which had previously been the case.

This enhanced and early notification was to increase transparency associated with municipal land sales.

The amendments in February 2018 included a transition period. As fees had increased for certain land purchases following February 2018, the transition provisions provided that, for applications received by the City prior to February 2018, the fees would remain as prior to the amendment. The transition provision provided further that, for those dispositions for which notice had already been given but the property had not been sold, the enhanced notice would not need to be provided.

Notice has not been given for any of the above surplus declarations and thus the above properties will fall into the new process: For each, if the Land Management Committee decides the property should be sold, then Realty Services will draft a Report to Council following 3 weeks of onsite posting, newspaper circulation and website publication. The Report must advance to Council within 12 months of the advertisement. Accordingly, all of these properties will receive enhanced notice.

Other Alternatives Considered:

An alternative is to circulate potential property sales to adjacent owners. However, it appears that the new system of onsite posting is working well and Staff have not received any indication that the posting is insufficient.

Moreover, the Realty Services Division is currently understaffed, with 1 out of 3 positions in that Division vacant. Increased circulation would unnecessarily slow down the process of land sales, leasing and licensing.

For those reasons, further circulation requirements are not recommended at this time.

Financial Impacts:

None.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The recommendations in this report align both with the goal of “A Vibrant and Growing Economy” and the strategic enabler of ”Efficient Asset Management.”

Consultations:

None.

Attachments:

Appendix A – Kozy Kove Road, Somerville

Appendix A - Kozy Kove Road, Somervill

Appendix B – Stanley Road, Woodville

Appendix B - Stanley Road, Woodville.pdf

Appendix C – Stanley Road, Woodville

Appendix C - Stanley Road, Woodville.pdf

Appendix D – Stanley Road, Woodville

Appendix D - Stanley Road, Woodville.pdf

Appendix E – Driftwood Shores Road, Kirkfield

Appendix E - Driftwood Shores Roa

Appendix F – Driftwood Shores Road, Kirkfield

Appendix F - Driftwood Shores Roa

Appendix G – Driftwood Shores Road, Kirkfield

Appendix G - Driftwood Shores Roa

Appendix H – Driftwood Shores Road, Kirkfield

Appendix H - Driftwood Shores Roa

Appendix I – Driftwood Shores Road, Kirkfield

Appendix I - Driftwood Shores Roa

Appendix J – Driftwood Shores Road, Kirkfield

Appendix J - Driftwood Shores Roa

Appendix K – Beatrice Drive, Cameron

Appendix K - Beatrice Drive, Came

Appendix L – Bass Street & Oriole Drive, Fenelon Falls

Appendix L - Bass Street & Oriole Road,

Appendix M – Juniper Street, Fenelon Falls

Appendix M - Juniper Street, Fenelon Falls.

Appendix N – Talbot River Road, Kirkfield

Appendix N - Talbot River Road, Kirkfield.

Appendix O – Suter Drive/Dewberry Lane, Kirkfield

Appendix O - Suter Drive & Dewberry Lar

Appendix P – 225 Crego Lake, Norland

Appendix P - 225 Crego Lake Road, No

Appendix Q – Lightning Point Road/South Fork Drive, Somerville

Appendix Q - Lightning Point Road

Appendix R – End of Pleasant Point Drive, Hickory Beach

Appendix R - End of Pleasant View Drive,

Appendix S – East Beehive Road, Bobcaygeon

Appendix S - East Beehive Road, Bobca

Appendix T – South Bayou Road/Parkhill Drive, Hickory Beach

Appendix T - South Bayou Road & Parkhil

Appendix U – 6 Bradley Street, Pontypool (Former Pontypool Firehall)

Appendix U - 6 Bradley Street, Ponty

Appendix V – Gilson Point Road, Little Britain

Appendix V - Gilson Point Road, Little Brit

Appendix W – Lakeview Boulevard, Little Britain

Appendix W - Lakeview Boulevard,

Appendix X – East Ward Park, Lindsay

Appendix X - East Ward Park, Lindsay.p

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

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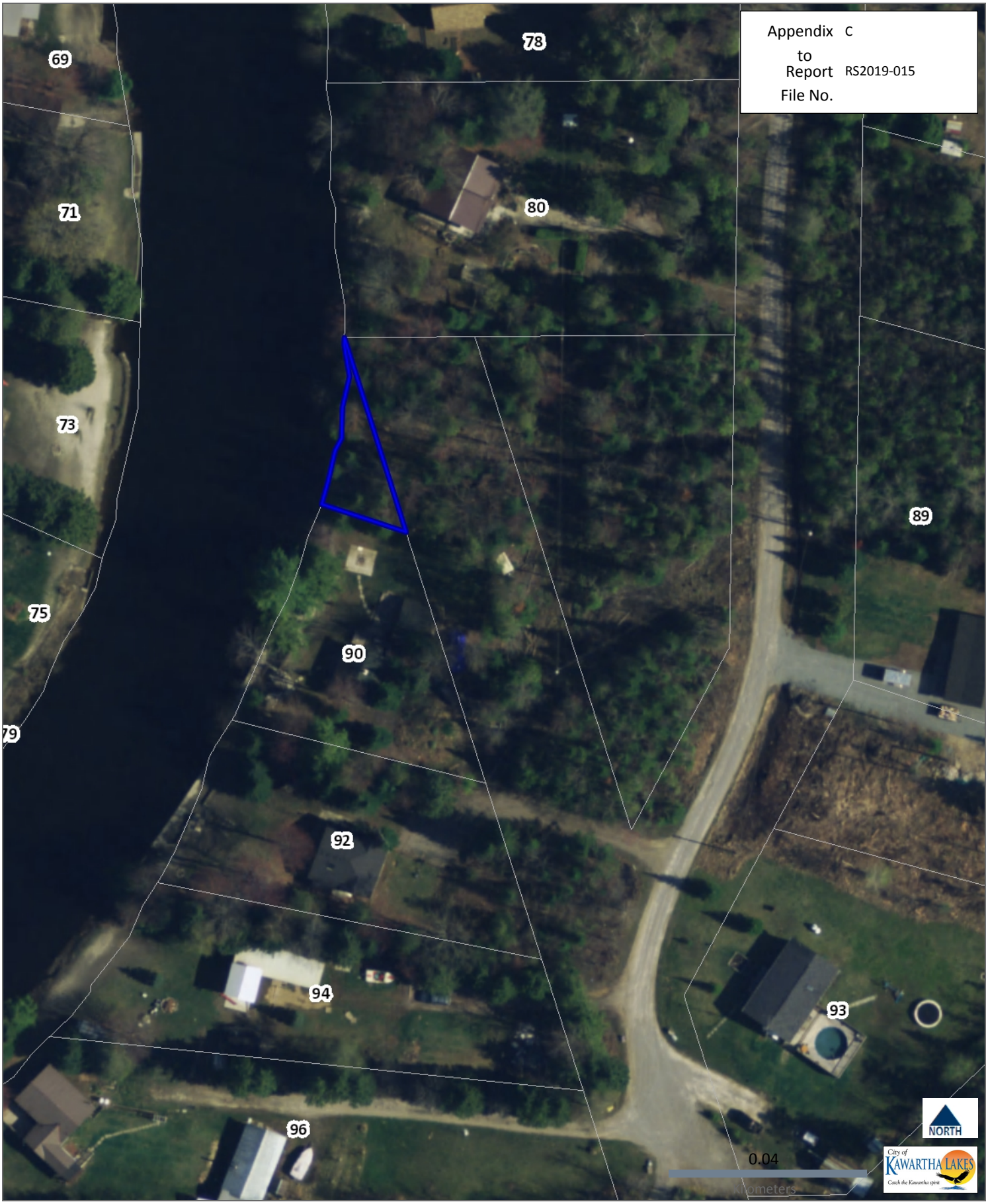

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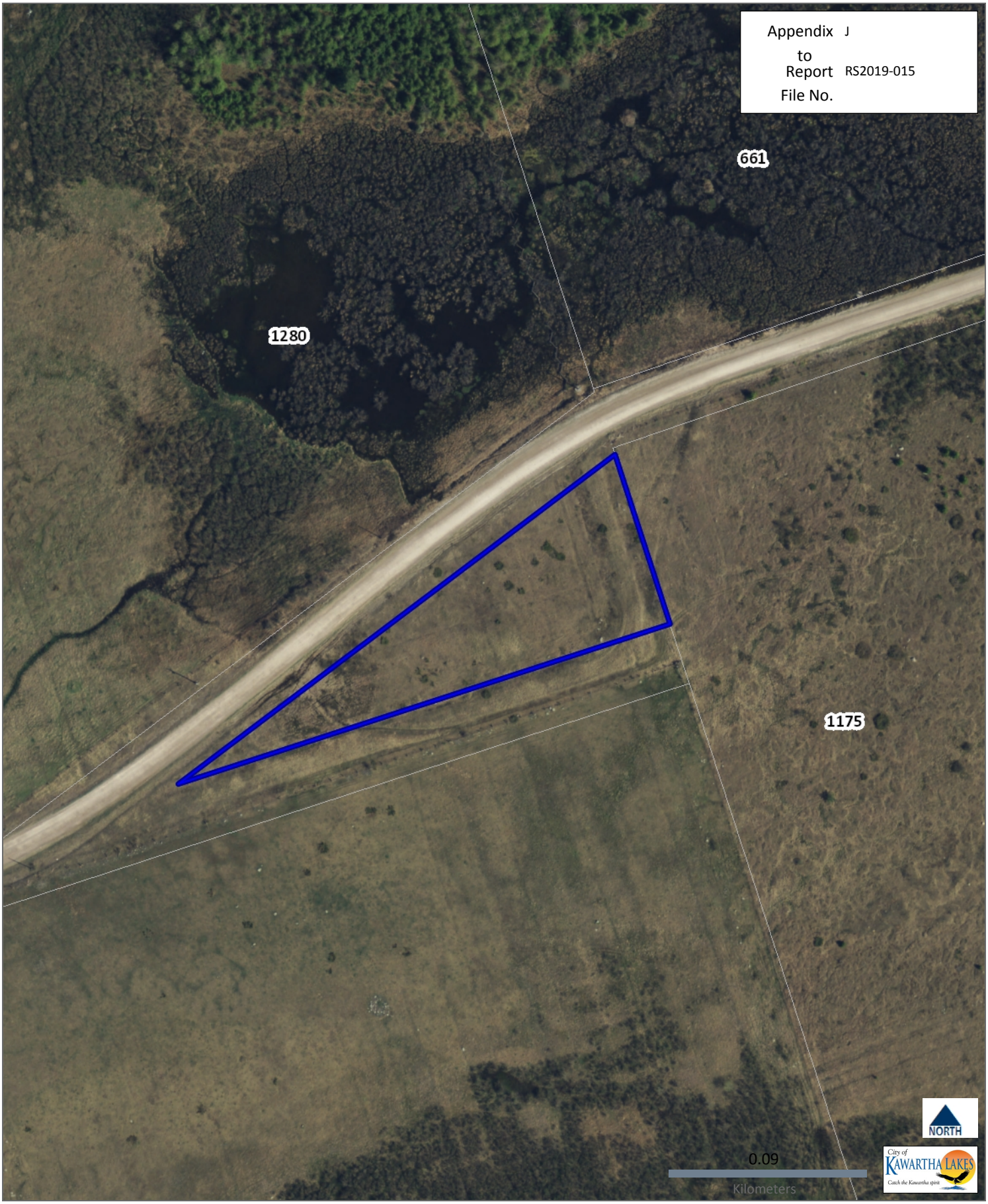

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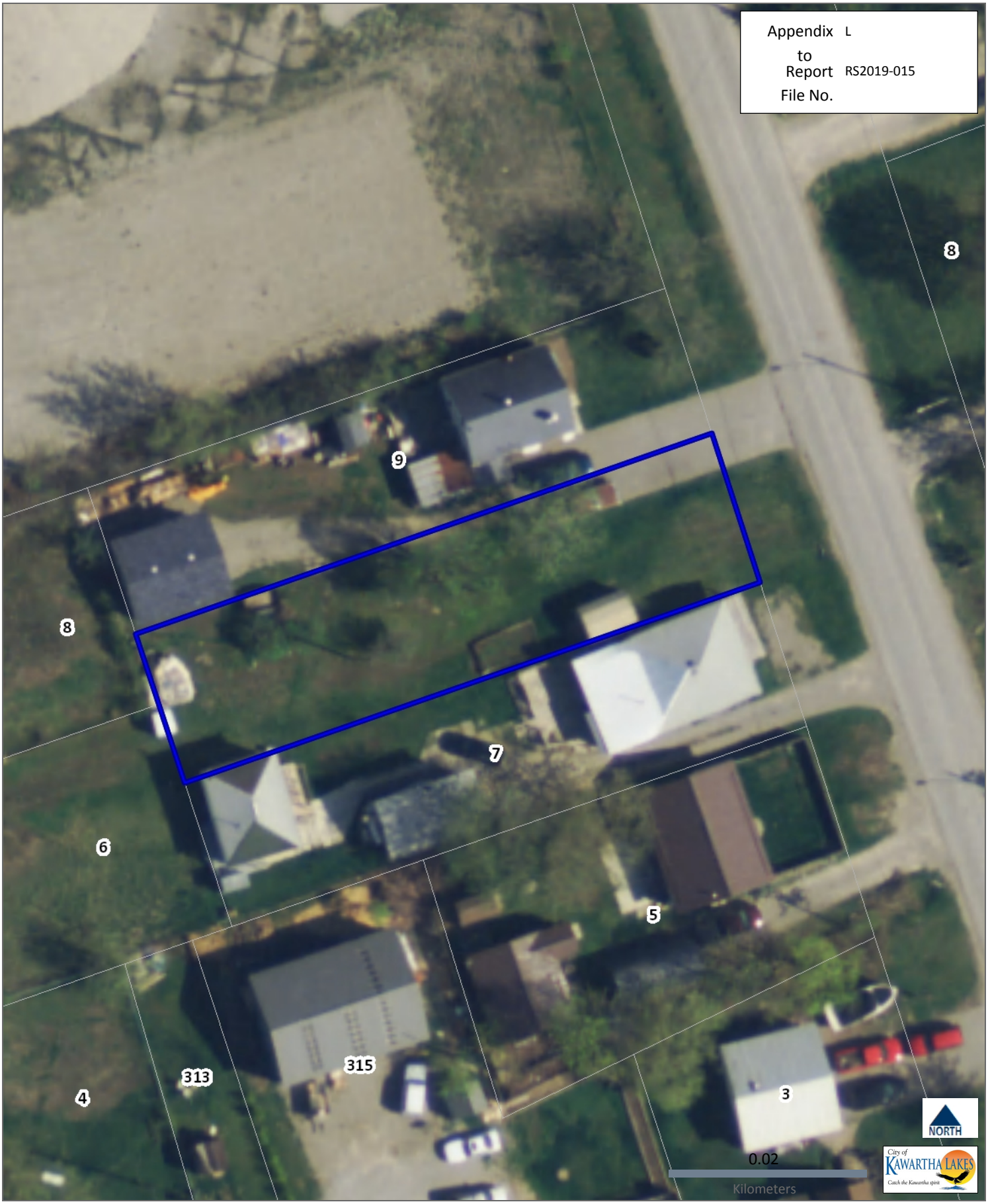

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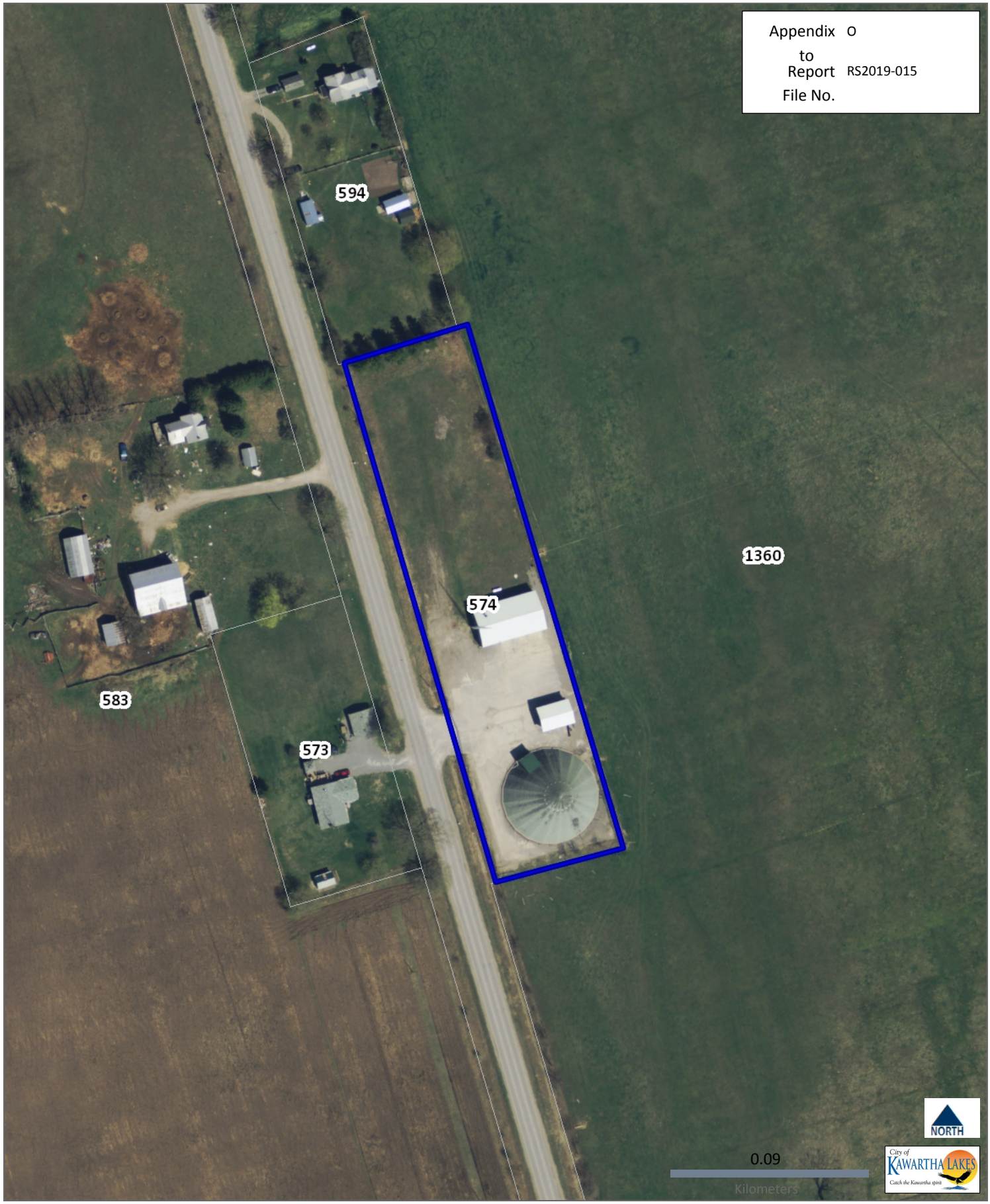

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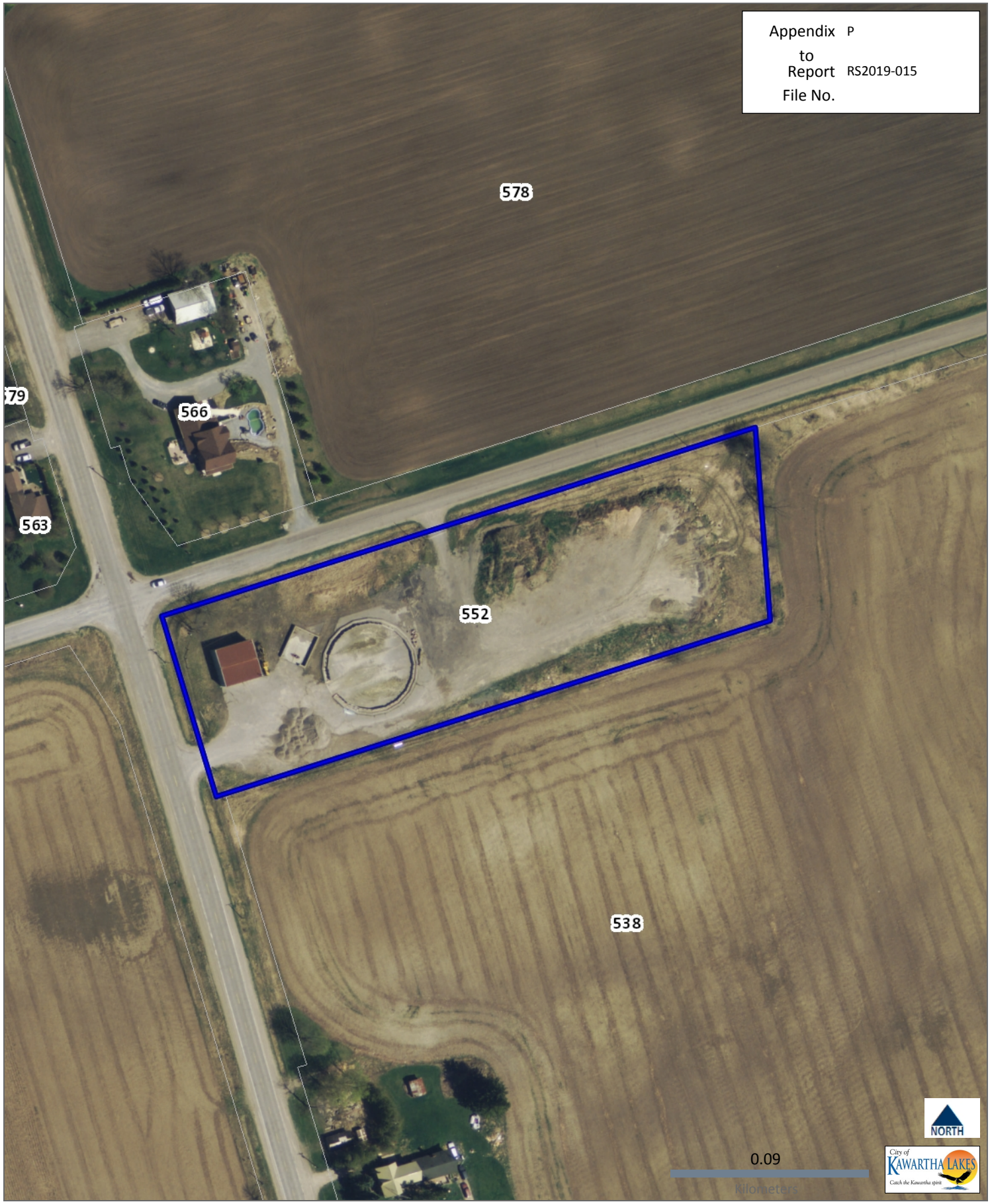

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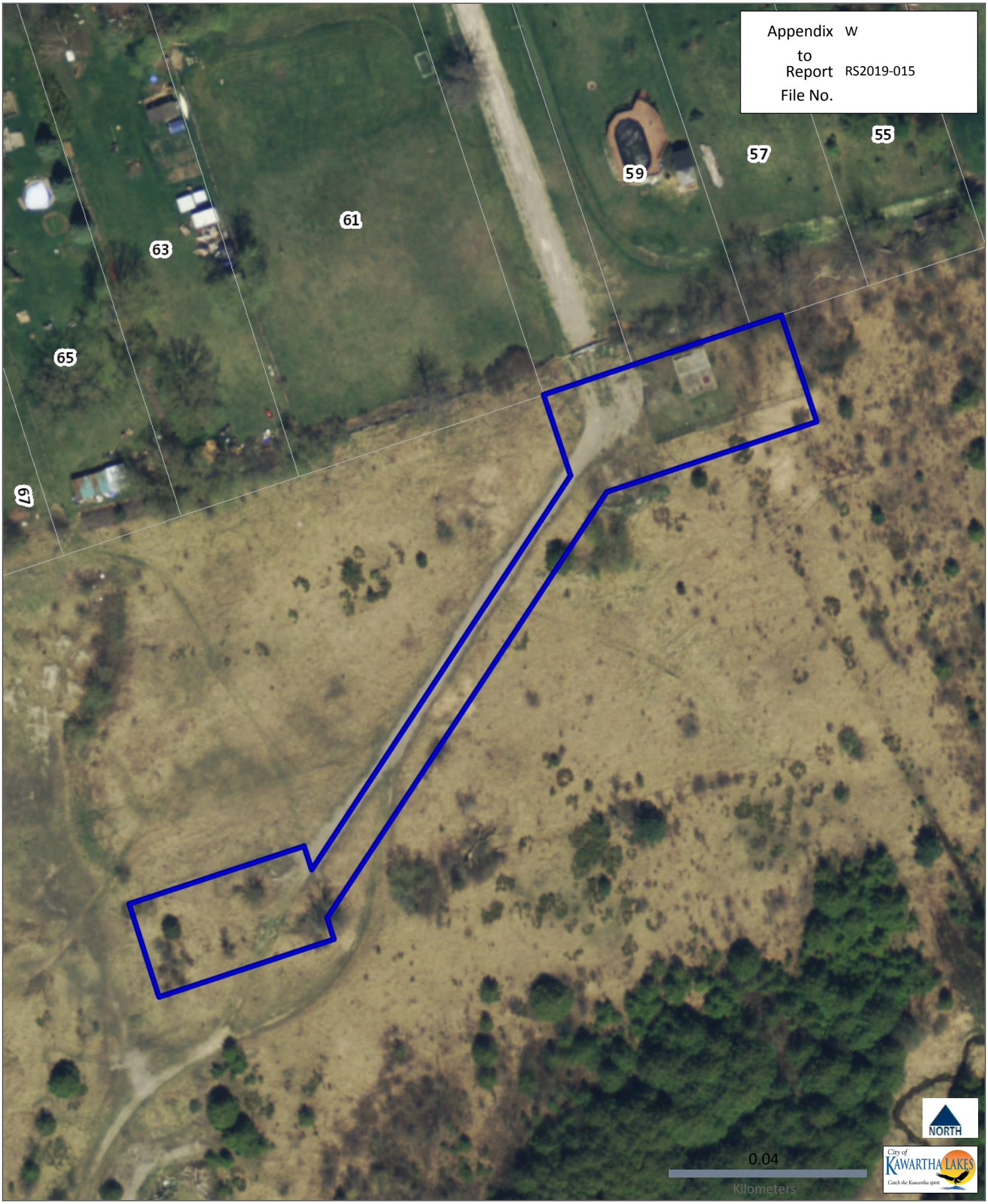

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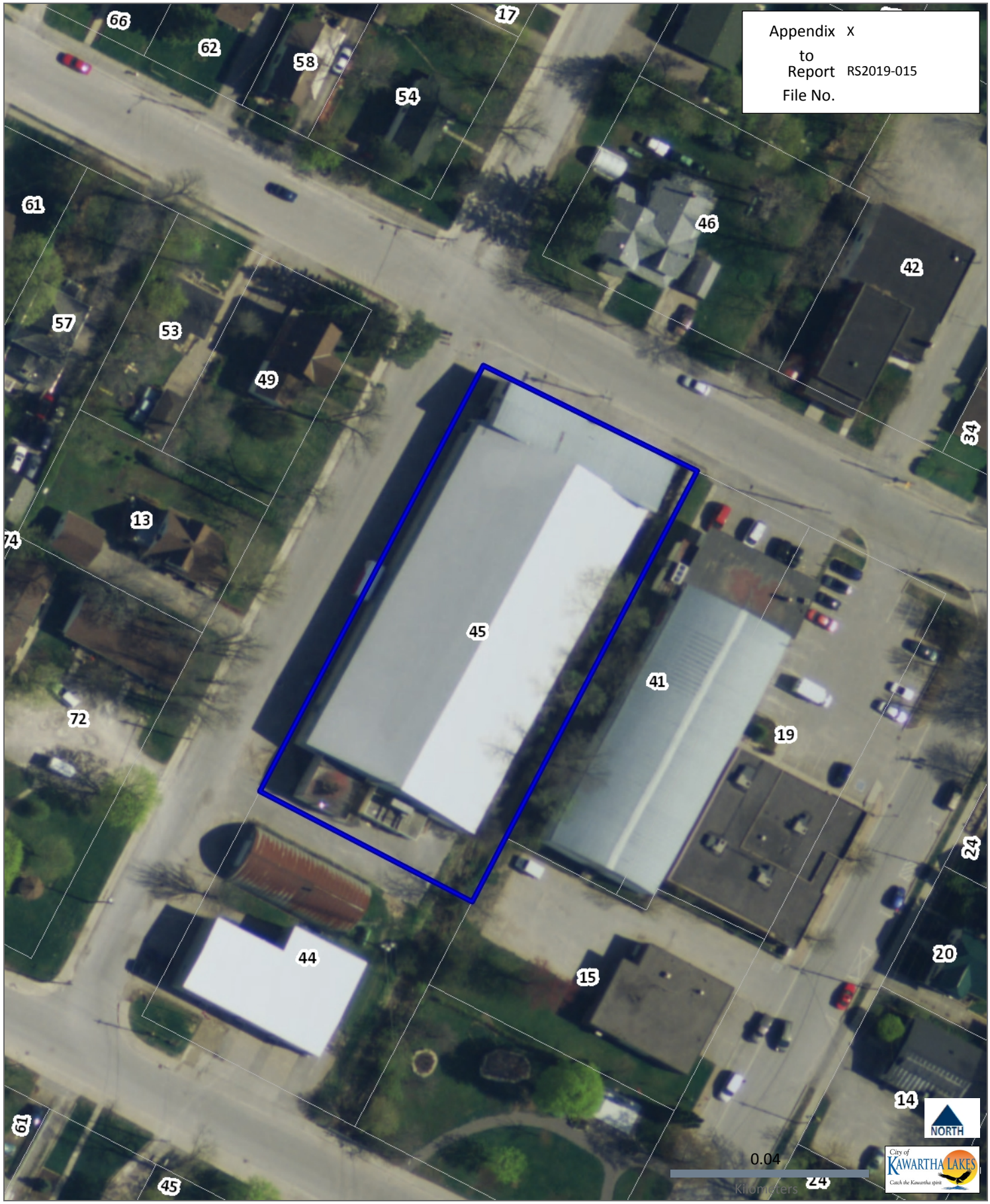

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