The Corporation of the City of Kawartha Lakes

Agenda

Regular Council Meeting

CC2019-19

Tuesday, August 13, 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

Call to Order - see Item 5.1.

2. Adoption of Closed Session Agenda

Adoption of Closed Session Agenda - see Item 19.

3. Disclosure of Pecuniary Interest in Closed Session Items

Disclosure of Pecuniary Interest in Closed Session Items - see Item 19.

4. Closed Session

Closed Session - see Item 19.

5. Opening Ceremonies

5.1 Call Open Session to Order

5.2 O Canada

5.3 Moment of Silent Reflection

5.4 Adoption of Open Session Agenda

6. Disclosure of Pecuniary Interest

7. Notices and Information by Members of Council and Staff

7.1 Council

7.2 Staff

8. Matters from Closed Session

Matters from Closed Session - see Item 20.

9. Council Minutes

9.1 CC2019-19.9.1 18 - 41

Regular Council Meeting Minutes - July 16, 2019

That the Minutes of the July 16, 2019 Regular Council Meeting, be received and adopted.

10. Deputations

10.1 CC2019-19.10.1 42 - 44

Parking Requirements – Additional Development of 82 Kent Street West, Lindsay
(Report PLAN2019-046, Item 14.1.1 on the Agenda)
Kevin Duguay

11. Presentations

11.1 CC2019-19.11.1 45 - 47

Kawartha Conservation Burnt River Floodplain Mapping Presentation
Ron Warne, Director of Planning, Development and Engineering
Galen Yerex, Floodplain GIS and Mapping Technician

12. Committee of the Whole

12.1 Correspondence Regarding Committee of the Whole Recommendations

12.2 Business Arising from Committee of the Whole Minutes

12.2.1 CW2019-148

That the deputation of Troy Karkoulas, regarding the **Mandatory Connection By-law**, Item 6.1 on the Agenda, be received.

12.2.2 CW2019-149

That the deputation of Chad McGinty, regarding the **Mandatory Connection By-law**, Item 6.1 on the Agenda, be received.

12.2.3 CW2019-150

That the deputation of Ellery Butula, regarding the **Seasonal Level of Service Policy**, Item 6.3 on the Agenda, be received.

12.2.4 CW2019-151

That the presentation by Director B. Robinson regarding the **Mandatory Connection By-law**, be received.

12.2.5 CW2019-153

That the presentation by Director J. Stover regarding the **High Water Bill Adjustment Policy**, be received.

12.2.6 CW2019-155

That the presentation by Director B. Robinson regarding the **Seasonal Level of Service Policy Presentation**, be received.

12.3 Items Extracted from Committee of the Whole Minutes

13. Planning Advisory Committee

13.1 Correspondence Regarding Planning Advisory Committee Recommendations

13.2 Planning Advisory Committee Minutes 48 - 56

Planning Advisory Committee Minutes - August 7, 2019

That the Minutes of the August 7, 2019 Planning Advisory Committee Meeting be received and the recommendations, included in Section 13.3 of the Agenda, be adopted.

13.3 Business Arising from Planning Advisory Committee Minutes

13.3.1 PAC2019-048

That Report PLAN2019-043, **Part of Lot 3, Concession 12, Geographic Township of Somerville, Burke – Application D06-2019-016**, be received;

That a Zoning By-law Amendment respecting application D06-2019-016, including a 30 metre development setback from the Burnt River, be prepared, approved and adopted by Council; and

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

13.3.2 PAC2019-049

That the deputation of Daniel Stone, regarding Report PLAN2019-045, be received.

13.3.3 PAC2019-050

That Report PLAN2019-044, respecting **22 Bayview Lane and Part of 1266 North Bay Drive, Geographic Township of Bexley; Application No. D06-2019-008**, be received;

That Zoning By-law Amendment respecting application D06-2019-008, substantially in the form attached as Appendix D to Report PLAN2019-044, be approved and adopted by Council; and

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

13.3.4 PAC2019-051

That Report PLAN2019-045, respecting **Block C, Plan 466, geographic Township of Emily, City of Kawartha Lakes, Application No. D06-2019-005**, be received;

That a Zoning By-law, respecting application D06-2019-005, substantially in the form attached as Appendix D to Report PLAN2019-045 be approved for adoption by Council;

That Council adopt the Zoning By-law, respecting application D06-2019-005, following receipt of the required cash-in-lieu of parkland contribution; and

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

13.3.5 PAC2019-052

That Report ENG2019-016, **Municipal Infrastructure Design Guidelines – Annual Update**, be received;

That Staff replace the current 23.0 metre rural right-of-way cross-section with the proposed 20.0 metre rural right-of-way on the City's website to better reflect the City's requirements in the rural area; and

That Staff be directed to continue to monitor for any communication improvements and for any current legislative or regulatory enhancements requiring updates to the existing guidelines on the City's website.

13.3.6 PAC2019-053

That Report ENG2019-017, **Development Process and Subdivision Agreement Template Updates – Engineering and Corporate Assets**, be received;

That Staff be directed to incorporate the proposed changes to the template of the subdivision agreement from an Engineering and Corporate Assets perspective; and

That Staff be directed to continue to monitor for any improvements to the language in the template of the subdivision agreement to ensure there are opportunities to refine the timelines and clarity of language with the development process.

13.3.7 PAC2019-054

That Report ENG2019-018, **Registered Subdivision Agreement Status**, be received; and

That Staff be directed to continue to provide annual updates for continued communication and process improvement.

13.4 Items Extracted from Planning Advisory Committee Minutes

14. Consent Matters

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

14.1 Reports

14.1.1 PLAN2019-046 57 - 74

Parking Requirements – Additional Development of 82 Kent Street West, Lindsay
Ian Walker, Planning Officer – Large Developments

That Report PLAN2018-046, **Parking Requirements – Additional Development of 82 Kent Street West**, be received; and

That Council requires cash-in-lieu of parking for the additional development of 82 Kent Street West, Lindsay, in the sum of $18,158.15 as cash in lieu for 8 parking spaces.

14.1.2 RS2019-023 75 - 94

Proposed Surplus Declaration and Sale of Public Highways Legally Described as Franklin Street and Fallis Street on Plan 9, in the Geographic Township of Manvers
Lesley Donnelly, Law Clerk – Realty Services

That Report RS2019-023, **Proposed Surplus Declaration and Sale of Public Highways Legally Described as Franklin Street and Fallis Street on Plan 9, in the Geographic Township of Manvers**, be received;

That the subject property, being public highways legally described as Franklin Street and Fallis Street on Plan 9, in the Geographic Township of Manvers, City of Kawartha Lakes, being Part of PIN: 63260-0184 (R) be declared surplus to municipal needs;

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

That a by-law (with any amendments deemed necessary) to authorize disposition of Franklin Street and Fallis Street on Plan 9 in the Geographic Township of Manvers shall be passed; and

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

14.1.3 RS2019-025 95 - 101

Acquisition of Land for Road Purposes – Portion of Palestine Road
Lesley Donnelly, Law Clerk – Realty Services

That Report RS2019-025, **Acquisition of Land for Road Purposes – Portion of Palestine Road,** be received;

That the acquisition of Part of the South Half of Lot 16, Concession 5, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 1 on Plan 57R-10699, being Part of PIN: 63173-0099 (LT) for road purposes be approved;

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

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

That the Mayor and Clerk be authorized to execute any documents and agreements required to release the municipality's interest in the subject property; and

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

14.1.4 PRC2019-008 102 - 179

Volunteer Management Committees Terms of Reference
LeAnn Donnelly, Executive Assistant, Community Services

That Report PRC2019-008, **Volunteer Management Committees Terms of Reference**, be received; and

That the proposed Terms of Reference for various Volunteer Management Committees, as outlined in Appendix A to Report PRC2019-008 be approved, and replace all predecessor versions of Terms of Reference.

14.1.5 PUR2019-024 180 - 183

Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing
Marielle van Engelen, Buyer
Todd Bryant, Manager of Fleet and Transit Services

That Report PUR2019-024, **Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing**, be received;

That the highest scoring proponent, Cintas Canada Ltd. of Lindsay, Ontario, be selected for the award for Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing for a three (3) year term;

That the option to renew the contract for an additional two (2) – one (1) year terms be awarded pending satisfactory performance, mutual agreement and annual Council budget approvals. Pricing is firm for the first year of the contract, and subsequent years, including renewals, will have a unit price increase based on the annual percentage change in the Consumer Price Index, Ontario, Clothing and Footwear, up to a maximum of 3% (three percent); and

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

14.1.6 PUR2019-027 184 - 187

Financial Services 2019 Q2 Quarterly Report
Launa Macey, Supervisor of Financial Services

That Report PUR2019-027, **Financial Services 2019 Q2 Quarterly Report**, be received.

14.1.7 PUR2019-028 188 - 190

Single Source for Three Ambulance Remounts
Launa Macey, Supervisor of Financial Services
Andrew Rafton, Acting Chief of Paramedic Service

That Report PUR2019-028, **2019-79-SS Single Source for Three Ambulance Remounts**, be received;

That Crestline Coach Ltd. of Saskatoon be awarded the single source purchase of three (3) ambulance remounts for 2019 at a total cost of $350,372.00 plus HST;

That following successful completion of the 2019 remounts, Crestline Coach Ltd. of Saskatoon be awarded an additional three year contract, to 2022, to provide ambulance remounts to the City;

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

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

14.1.8 PUR2019-030 191 - 193

2019-80-SS Single Source for New Ambulance Power-LOADs
Launa Macey, Supervisor of Financial Services
Andrew Rafton, Acting Chief of Paramedic Service

That Report PUR2019-030, **2019-80-SS, Sole Source for New Ambulance Power-LOADs**, be received;

That Stryker EMS Equipment be awarded the Sole source purchase of four (4) new ambulance Power-LOADs at a total cost of $105,283.20 plus HST;

That following successful purchase of the 2019 Power-LOADs, Stryker EMS Equipment be awarded an additional three year contract, to 2022, to provide the Power-LOADs to the City;

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

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

14.1.9 PUR2019-029 194 - 196

2019-47-OQ Hot and Cold Mix Road Patching Services
Linda Lee, Buyer
Richard Monaghan, Supervisor – Public Works

That Report PUR2019-029, **2019-47-OQ Hot and Cold Mix Road Patching Services**, be received;

That Marquis Snow and Ice be selected for the award of 2019-47-OQ Hot and Cold Mix Road Patching Services at the estimated quotation amount of $92,660.30 plus HST. The initial term will be for a three (3) year period from September 1, 2019 to December 31, 2021 with a CPI increase being added for 2020 and 2021;

That pending successful completion of the initial term, staff be authorized to enter into contract for one (1) – two (2) year optional term with CPI increases being added for each additional year;

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

That the Financial Services Division be authorized to issue a Purchase Order.

14.1.10 PUR2019-031 197 - 199

2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study
Linda Lee, Buyer
Lisa Peimann, Executive Assistant, Engineering and Corporate Assets

That Report PUR2019-031, **2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study**, be received;

That The Greer Galloway Group Inc. be selected for the award of 2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study for the total quoted amount of $47,250.00 plus HST;

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

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

14.1.11 PUR2019-032 200 - 202

2019-70-CQ Gravel Road Rehabilitation
Linda Lee, Buyer
Mike Farquhar, Supervisor, Technical Services

That Report PUR2019-032, **2019-70-CQ Gravel Road Rehabilitation**, be received;

That Royel Paving, a division of CRH Canada Group Inc. be selected for the award of Quotation 2019-70-CQ Gravel Road Rehabilitation for the quoted price of $1,503,603.50 plus HST;

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

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

14.1.12 PUR2019-036 203 - 205

Single Source for Reactivator Thickener Rehabilitation at the Lindsay Water Treatment Plant
Launa Macey, Supervisor of Financial Services
Tauhid Khan, Asset Management Coordinator

That Report PUR2019-036, **Single Source for Reactivator Thickener Rehabilitation at the Lindsay Water Treatment Plant**, be received;

That Council authorize the single source purchase to Ecodyne Limited for the rehabilitation of the reactivator thickener at the Lindsay Water Treatment Plant at a total cost of $280,000.00 not including HST;

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

That upon approval, the Financial Services division be authorized to issue a purchase order.

14.1.13 ED2019-018 206 - 222

Downtown Revitalization – Public Washrooms in Downtowns
Carlie Arbour, Economic Development Officer – Community on behalf of the Downtown Revitalization Committee of Council

That Report ED2019-018, **Downtown Revitalization – Public Washrooms in Downtowns**, be received;

That Staff provide Council with high level capital and operating cost estimates for providing public washrooms near the wharf in Coboconk and in Downtown Fenelon Falls, including location options by Q1 2020; and

That Staff be directed to work with the Downtown Revitalization Committee to better understand the current gaps and potential alternative opportunities for addressing the need for washrooms in downtowns (including, but not limited to walking distance, signage, and locations).

14.1.14 ENG2019-014 223 - 229

Request for Speed Reduction – Portage Road (CKL Road 48) and Valley Road
Joseph Kelly, Senior Engineering Technician

That Report ENG2019-014, **Request for Speed Reduction –Portage Road (CKL Road 48) and Valley Road**, be received;

That the speed limit of Portage Road (CKL Rd 48) from Simcoe Street to the existing 60 km/h zone (1100m west of CKL Rd 46) be posted at 60 km/h;

That the speed limit of Valley Road from Frank Hill Road to a point 600m east be posted at 60 km/h;

THAT the necessary by-laws for the above recommendations be forwarded to Council for adoption;

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

14.1.15 ENG2019-019 230 - 247

Request for All-Way Stop – Stinson's Bay Road and Graham Drive
Joseph Kelly, Senior Engineering Tech

That Report ENG2019-019 **Request for All-way Stop – Stinson's Bay Road and Graham Drive**, be received.

14.1.16 SOC2019-001 248 - 292

2019-2020 Social Services Service Plan
Janine Mitchell, Manager, Human Services

That Report SOC2019-001, **2019 – 2020 Social Services Service Plan**, be received; and

That the 2019-2020 Social Services Service Plan, Attachment A to Report SOC2019-001, be endorsed.

14.2 Correspondence

14.3 Items Extracted from Consent

15. Petitions

16. Other or New Business

17. By-Laws

That the By-Laws shown in Section 17.1 of the Agenda, namely: Items 17.1.1 to and including 17.1.7 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

17.1 By-Laws by Consent

17.1.1 CC2019-19.17.1.1 293 - 295

A By-law to Authorize the Financing of Capital Projects in the City of Kawartha Lakes

17.1.2 CC2019-19.17.1.2 296 - 297

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

17.1.3 CC2019-19.17.1.3 298 - 299

A By-law to Repeal By-law 2014-141, as Amended, being A By-Law to Licence, Regulate and Govern Kennels in Kawartha Lakes

17.1.4 CC2019-19.17.1.4 300 - 306

Stop Up and Close Part of the Original Shore Road Allowance Along Lake Dalrymple Lying in Front of Point A, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, designated as Parts 1, 2, and 3 on Reference Plan 57R-10757 and to Authorize the Sale of the Land to the Abutting Owners

17.1.5 CC2019-19.17.1.5 307 - 309

A By-Law to Amend the Township of Emily Zoning By-Law No. 1996-30 to Rezone Land Within the City of Kawartha Lakes
(File D06-2019-005, Report PLAN2019-023 and PLAN2019-045 - 19 Cardinal Road , Dalrymple)

17.1.6 CC2019-19.17.1.6 310 - 312

A By-Law to Amend the Township of Bexley Zoning By-Law No. 93-09 to Rezone Land Within the City of Kawartha Lakes
(File D06-2019-008, Report PLAN2019-044 - 22 Bayview Lane and part of 1266 North Bay Drive)

17.1.7 CC2019-19.17.1.7 313 - 314

A By-law to Amend By-law 2005-328 being A By-law to Establish Speed Limits (CKL Road 48 and Valley Road)

17.1.8 CC2019-19.17.1.8 315 - 317

A By-law to Amend the Township of Somerville Zoning By-law No. 78-45 to Rezone Land within the City Of Kawartha Lakes
(File D06-2019-016, Report PLAN2019-043 - 121 Cowpath Trail, Burke)

17.2 By-Laws Extracted from Consent

18. Notice of Motion

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

19.1 Adoption of Closed Session Agenda

19.2 Disclosure of Pecuniary Interest in Closed Session Items

19.3 Move Into Closed Session

19.3.1 CC2019-19.19.3.1

Closed Session Minutes, Regular Council Meeting of July 16, 2019
Municipal Act. 2001 s.239(2)(d)

19.3.2 WM2019-011

Member Recruitment to the Fenelon Landfill Public Review Committee
Personal Matters About an Identifiable Individual
Municipal Act, 2001 s.239(2)(b)
Nikki Payne, Waste Technician II

19.3.3 CC2019-19.19.3.3

Ontario Nurses Association (ONA) Bargaining Update - Verbal
Labour Relations or Employee Negotiations
Municipal Act, 2001 s.239(2)(d)
Liana Patterson, Manager of Human Resources

19.3.4 CC2019-19.19.3.4

Kawartha Lakes Professional Firefighter Association Local 1701 Bargaining Update - Verbal
Labour Relations or Employee Negotiations
Municipal Act, 2001 s.239(2)(d)
Liana Patterson, Manager of Human Resources

19.3.5 LGL2019-001

Mariposa Creek Resort - 790 Elm Tree Road, Little Britain
Litigation or Potential Litigation
Municipal Act, 2001 s.239(2)(e)
Robyn Carlson, City Solicitor

19.3.6 LGL2019-002

Local Planning Appeals Tribunal - Case PL120217 - City of Kawartha Lakes Official Plan 2012 and Secondary Plans
Litigation or Potential Litigation
Advice that is Subject to Solicitor-Client Privilege
Municipal Act, 2001 s.239(2)(e)(f)
Robyn Carlson, City Solicitor

19.3.7 CC2019-19.19.3.7

Update on Personnel Matter - Verbal
Personal Matter About an Identifiable Individual
Municipal Act, 2001 s.239(2)(b)
Andy Letham, Mayor

20. Matters from Closed Session

21. Confirming By-Law

21.1 CC2019-19.21.1 318 - 318

A By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, August 13, 2019

22. Adjournment

The Corporation of the City of Kawartha Lakes

Minutes

Regular Council Meeting

CC2019-18
Tuesday, July 16, 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.

1. Call to Order

Call to Order - see Item 5.1.

2. Adoption of Closed Session Agenda

Adoption of Closed Session Agenda - see Item 19.

3. Disclosure of Pecuniary Interest in Closed Session Items

Disclosure of pecuniary interest in Closed Session Items - see Item 19.

4. Closed Session

Closed Session - see Item 19.

5. Opening Ceremonies

5.1 Call Open Session to Order

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

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

5.2 O Canada

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

5.3 Moment of Silent Reflection

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

5.4 Adoption of Open Session Agenda

CR2019-427
Moved By Deputy Mayor Elmslie
Seconded By Councillor Seymour-Fagan

That the Agenda for the Open Session of the Regular Council Meeting of Tuesday, July 16, 2019, be adopted as circulated and with the following amendments:

Additions - Business Arising form Committee of the Whole

Brought forward from the July 16, 2019 Committee of the Whole Meeting

Item 12.1.1 - Recommendation CW2019-152

Item 12.1.2 - Recommendation CW2019-154

Item 12.1.3 - Recommendation CW2019-156

Addition - Consent Reports

Item 14.1.16 - Report PUR2019-025

2019-75-CQ Local Asphalt Paving
Linda Lee, Buyer
Mike Farquhar, Supervisor, Technical Services

Carried

6. Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

7. Notices and Information by Members of Council and Staff

7.1 Council

Deputy Mayor Elmslie:

- The Fenelon Fair runs from July 19th to 21st at the Fenelon Falls Fairgrounds.
- Fenelon Falls Simcoe Day celebrations take place August 3rd from 11:00 a.m. to 8:00 p.m.

Councillor Richardson:

- Congratulations to Jill Moffat of Bethany who won Gold in the Women's Rowing Cup Lightweight Single A Final.

Councillor O'Reilly:

- Vince Dunn brought the Stanley Cup to Lindsay to share with his fans on July 13th.
- The 2019 Pride Picnic was held at Victoria Park on July 13th and was a success.
- The Lindsay Downtown BIA presented the Classics on Kent car show on July 14th.

- On August 17th there will be a tribute to the late Gord Miller.
- Pedego Bikes in Lindsay had their official opening in July.
- The Boys and Girls Club of Kawartha Lakes recently held the opening of their new splash pad.
- The Bulls and Bikes Rodeo is on July 20th from 5:30 to 9:30 p.m. at the Lindsay Exhibition.
- The Summer Circuit Quarter Horse Show runs August 9th to 11th at the Lindsay Exhibition.
- There will be a meeting of the organizing committee for the 2020 International Plowing Match at the Commonwell Building at the Lindsay Exhibition on July 25th at 7:30 p.m.

Councillor Ashmore:

- It was an honour to meet Vince Dunn at the Stanley Cup's visit to Lindsay on July 13th. Congratulations to Vince Dunn and the St. Louis Blues on their Stanley Cup win.
- Fundraising continues for the Downeyville Knights of Columbus Hall renovations.
- The 2019 Downeyville Jamboree is on August 3rd.

Councillor Yeo:

- The Norland Summer Festival was held July 13th to 14th and was a success.
- The Kirkfield and District Historical Society is hosting three screenings of the movie 'Brotherhood' the weekend of July 20th to 21st with cast and crew attending.

Councillor O'Reilly:

- The Dunn family wishes to express their thanks to the staff in the City's Parks, Recreation and Culture Division for their support during the Stanley Cup's visit to Lindsay this past weekend.

7.2 Staff

8. Matters from Closed Session

See Item 20.

9. Council Minutes

9.1 CC2019-18.9.1

Special Council Meeting Minutes - June 11, 2019
Regular Council Meeting Minutes - June 18,2019

CR2019-428
Moved By Councillor Veale
Seconded By Councillor Richardson

That the Minutes of the June 11, 2019 Special Council Meeting and the June 18, 2019 Regular Council Meeting, be received and adopted.

Carried

10. Deputations

10.1 CC2019-18.10.1

Petition Regarding Resurfacing of Lakeland Road, Bobcaygeon
(Item 15.1 on the Agenda)
John Richel

John Richel, resident of Lakeland Road in Bobcaygeon, attended Council to speak to the petition submitted requesting the resurfacing of Lakeland Road. He advised that despite efforts from the Roads Division to keep the road in drivable condition, the road remains in poor condition and he requested that the resurfacing of the road be budgeted for.

CR2019-429
Moved By Councillor Yeo
Seconded By Councillor Veale

That the deputation of John Richel, regarding a **Petition Regarding Resurfacing of Lakeland Road, Bobcaygeon**, Item 15.1 on the Agenda, be received.

Carried

10.2 CC2019-18.10.2

Downtown Parking Strategy
(Item 11.2 on the Agenda)

Charlie McDonald, Lindsay Downtown BIA Chair
Steve Podolsky, Lindsay Downtown BIA Parking Sub-Committee Chair

Charlie McDonald, Chair, and Steve Podolsky, Parking Sub-Committee Chair of the Lindsay Downtown BIA provided some recent history on parking in downtown Lindsay. They advised that the BIA has both numeric data and an understanding of the logistics of parking in the downtown and expressed concern with variation in their counts compared to those identified in the Downtown Parking Strategy prepared by IBI Group. They requested that the BIA continue to be included as the City moves forward with the Downtown Parking Strategy.

CR2019-430
Moved By Councillor Seymour-Fagan
Seconded By Councillor Richardson

That the deputation of Charlie McDonald, Lindsay Downtown BIA Chair, and Steve Podolsky, Lindsay Downtown BIA Parking Sub-Committee Chair, regarding the **Downtown Parking Strategy**, Item 11.2 on the Agenda, be received.

Carried

11. Presentations

Item 11.2 was moved forward on the Agenda to be dealt with next.

11.2 CCC2019-18.11.2

2020 International Plowing Match and Rural Expo
Ontario Plowmen' Association
Cathy Lasby, Executive Director
David Murray, Past President

Cathy Lasby, Executive Director of the Ontario Plowmen's Association, delivered a presentation to Council on the 2020 International Plowing Match and Rural Expo.

CR2019-431
Moved By Councillor Dunn
Seconded By Councillor Yeo

That the presentation by Cathy Lasby, Executive Director of the Ontario Plowmen's Association, regarding the **2020 International Plowing Match and**

Rural Expo, be received and referred to staff to quantify some of the options; and

That the matter be referred to the 2020 budget as a decision unit for consideration.

Carried

11.1 CC2019-18.11.1

Downtown Parking Strategy
Adam Found, Manager of Corporate Assets
Peter Richards, Associate Director-Practice Lead, Transportation Engineering with IBI Group

Adam Found, Manager of Corporate Assets, provided some preliminary information on the status of the Downtown Parking Strategy and introduced Peter Richards, Associate Director-Practice Lead, Transportation Engineering with IBI Group. Mr. Richards delivered a presentation to Council on the Downtown Parking Strategy.

CR2019-432
Moved By Deputy Mayor Elmslie
Seconded By Councillor O'Reilly

That the presentation by Adam Found, Manager of Corporate Assets and Peter Richards, Associate Director-Practice Lead, Transportation Engineering with IBI Group, regarding the **Downtown Parking Strategy**, be received.

Carried

12. Committee of the Whole

12.1 Business Arising from Committee of the Whole

12.1.1 CW2019-152

CR2019-433
Moved By Councillor Dunn
Seconded By Councillor Yeo

That Report WWW2019-010, **Review of Mandatory Connection By-law 2014-255**, be received; and

That staff be directed to report back in September 2019 with options for amending the Mandatory Connection By-law to provide relief from mandatory

connections for the 134 properties not currently connected to municipal services, up to and including complete exemption from the by-law.

Carried

12.1.2 CW2019-154

CR2019-434
Moved By Councillor Dunn
Seconded By Deputy Mayor Elmslie

That the High Water Bill Adjustment Policy Review, be received; and

That the suggested revisions to the policy from slides 10 and 11 of the July 16, 2019 Presentation by Director Stover on the High Water Bill Adjustment Policy be brought forward to Council in September 2019, namely:

Section 8.0 - Obvious or Hidden Leaks

Suggested Revisions:

- Adjustments only be considered for instances where high consumption results from a circumstance beyond the property owner's control
- All Property Types will be considered
- Written notification within 30 days of bill date
- Maximum period adjusted – one billing cycle (3 months)

Section 12.0 - Unexplained Sudden Large Increase

Suggested to Remove this section

Section 14.0 - Adjustment Cap

Suggested Revisions:

- Limit adjustment for all property types to a maximum of $1,500.

Carried

12.1.3 CW2019-156

CR2019-435
Moved By Councillor Yeo
Seconded By Deputy Mayor Elmslie

That Report RD2019-004, **Seasonal Level of Service Policy Review**, be received; and

That winter maintenance to Fulsom Crescent and Mink Alley be supplied until such time as the full report on the Roads Maintenance Database comes back to Council.

Carried

13. Planning Advisory Committee

13.1 Correspondence Regarding Planning Advisory Committee Recommendations

13.2 Planning Advisory Committee Minutes

Planning Advisory Committee Meeting Minutes - July 3, 2019

CR2019-436
Moved By Councillor O'Reilly
Seconded By Councillor Veale

That the Minutes of the July 3, 2019 Planning Advisory Committee Meeting be received and the recommendations, included in Section 13.3 of the Agenda, be adopted.

Carried

13.3 Business Arising from Planning Advisory Committee Minutes

13.3.1 PAC2019-042

That Report PLAN2019-039, respecting **Lot 2, Concession 12, Geographic Township of Manvers, and identified as 91 Fleetwood Road – Application D06-2019-013**, be received;

That a Zoning By-law Amendment respecting application D06-2019-013, substantially in the form attached as Appendix D to Report PLAN2019-039, be approved and adopted by Council; and

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

Carried

13.3.2 PAC2019-043

That Report PLAN2019-040, respecting **Part Lot 12, Concession 7, Geographic Township of Fenelon, Application D06-2019-014**, be received;

That the proposed Zoning By-law Amendment respecting Application D06-2019-014, be referred back to staff to address any issues raised through the public consultation process and for further review and processing until such time that all comments have been received from all circulated agencies and City Departments and that any comments and concerns have been addressed; and

That upon further review and processing by staff, this application be referred back to the Planning Advisory Committee.

Carried

13.3.3 PAC2019-044

That Report PLAN2019-041, respecting **Part Lot 6, Concession 10, Geographic Township of Manvers, Application D06-2019-015**, be received;

That a Zoning By-law, respecting application D06-2019-015, substantially in the form attached as Appendix D to Report PLAN2019-041 be approved and adopted by Council;

That staff be directed to prepare a Garden Suite agreement pursuant to Section 39.1 of the Planning Act, respecting this application; and

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

Carried

13.3.4 PAC2019-045

That Report PLAN2019-026, respecting **Part of Lot 30, Concession 6, former Township of Fenelon, Application No. D05-29-026, Elysian Fields, Phase 4 – 16T-04505**, be received;

That Schedule D Summary of Estimated Costs, in Appendix C to Report PLAN2019-026 shall list 100% of the cost of all works to the satisfaction of the

Director of Development Services and the Director of Engineering and Corporate Assets;

That the Subdivision Agreement for File No. D05-29-026 substantially in the form attached as Appendix C to Report PLAN2019-026, be approved and adopted by Council; and

That the Mayor and Clerk be authorized to execute any documents and subsequent Agreement(s) required by the approval of this Agreement.

Carried

13.4 Items Extracted from Planning Advisory Committee Minutes

14. Consent Matters

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

Item 14.1.2 - Councillor Ashmore
Item 14.1.3 - Councillor Ashmore
Item 14.1.13 - Councillor Dunn
Item 14.2.3 - Mayor Letham
Item 14.2.4 - Mayor Letham

Moved By Councillor Seymour-Fagan
Seconded By Deputy Mayor Elmslie

That all of the proposed resolutions shown in Section 14.1 and 14.2 of the Agenda be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered, save and except Items 14.1.2, 14.1.3, 14.1.13, 14.2.3 and 14.2.4.

Carried

14.1 Reports

14.1.1 PLAN2019-036

Removal of Holding (H) Symbol for Lindsay Retirement Home GP Limited
Ian Walker, Planning Officer - Large Developments

CR2019-437

That Report PLAN2019-036, **Removal of Holding (H) Symbol for Lindsay Retirement Home GP Limited**, be received;

That Zoning By-Law Amendment application D06-2019-012 identified as 84 Adelaide Street South/81 Albert Street South, City of Kawartha Lakes, as generally outlined in Appendix C to Report PLAN2019-036, be approved and adopted by Council; and

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

Carried

14.1.4 PUR2019-019

Request for Proposal 2019-32-OP Processing and Marketing of Recyclable Materials
Marielle van Engelen, Buyer
David Kerr, Manager of Environmental Services

CR2019-438

That Report PUR2019-019, **Request for Proposal 2019-32-OP Processing and Marketing of Recyclable Materials**, be received;

That the highest scoring proponent Canada Fibers Ltd. of Toronto be selected for the award of Request for Proposal 2019-32-OP for the Processing and Marketing of Recyclable Materials;

That the initial term of the contact is for five (5) years;

That the additional four (4) - one (1) year terms be awarded pending mutual agreement and successful completion of the initial five (5) year term and each term thereafter; and

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the initial contract and subsequent extensions.

Carried

14.1.5 PUR2019-020

2019-39-CP Design, Supply and Install New Concrete Arena Floor at the Woodville Arena
Launa Macey, Supervisor of Financial Services
Rod Porter, Capital and Special Projects Supervisor

CR2019-439

That Report PUR2019-020, **2019-39-CP Design, Supply and Install New Concrete Arena Floor at the Woodville Arena**, be received;

That Schilthuis Construction Inc. of Caledonia, be selected for the award for Request for Proposal 2019-39-CP Design, Supply and Install New Concrete Arena Floor at the Woodville Arena;

That Council approve surplus funds in the amount of $381,225 be returned to the Capital Reserves from projects 950180518, 950180519 and 950180504;

That Council approve the required additional $381,225 be transferred from the Capital Reserves to project 950180517;

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

That Financial Services be authorized to create the purchase order.

Carried

14.1.6 PUR2019-026

Single Source for the Bobcaygeon Tower Coating and Repairs
Linda Lee, Buyer
Andrew Atkinson-Clements, Engineering Technician
Corby Purdy, Supervisor Infrastructure Design and Construction

CR2019-440

That Report PUR2019-026, **Single Source for the Bobcaygeon Tower Coating and Repairs**, be received;

That Council authorize the single source purchase to Ontario Clean Water Agency (OCWA) for the Bobcaygeon Tower Coating and Repairs at a total cost of $540,750 not including HST;

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

That upon approval, the Financial Services division be authorized to issue a purchase order.

Carried

14.1.7 PUR2019-032

Request for Proposal 2019-58-CP Design and Contract Administration Services of the Ops Community Centre Revitalization
Marielle van Engelen, Buyer
Jenn Johnson, Manager Parks, Recreation and Culture

CR2019-441

That Report PUR2019-032, **Request for Proposal Design and Contract Administration Services for the Ops Community Centre Revitalization**, be received;

That Salter Pilon Architecture of Barrie, Ontario being the highest scoring proponent be selected for award of Request for Proposal 2019-58-CP Design and Contract Administration Services for the Ops Community Centre Revitalization;

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award Proposal 2019-58-CP; and

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

Carried

14.1.8 CS2019-013

Fenelon Falls Powerlinks Funding Request
Craig Shanks, Director of Community Services

CR2019-442

That Report CS2019-013, **Fenelon Falls Powerlinks Funding Request**, be received; and

That the Powerlinks Committee project to review the Lower Gorge area for potential boat docking be approved in the amount of $25,000 with the allocation to come from the Powerlinks Reserve (1.32065).

Carried

14.1.9 CEM2019-001

Fenelon Falls Cemetery Board Transition Update
Craig Shanks, Director of Community Services

CR2019-443

That Report CEM2019-001, **Fenelon Falls Cemetery Board Transition Update**, be received.

Carried

14.1.10 PRC2019-007

Bertha Street Public Boat Launch Option
Craig Shanks, Director of Community Services

CR2019-444

That Report PRC2019-007, **Bertha Street Public Boat Launch Option**, be received.

Carried

14.1.11 RD2019-003

Condition and Ongoing Maintenance of Scenic Hill Road
Bryan Robinson, Director, Public Works

CR2019-445

That Report RD2019-003, **Condition and Ongoing Maintenance of Scenic Hill Road**, be received.

Carried

14.1.12 ENG2019-012

Credit Granting Policy Update
Lisa Peimann, Executive Assistant, Engineering and Corporate Assets

CR2019-446

That Report ENG2019-012, **CP2017-004 Credit Granting Policy Update Related to Municipal Drains**, be received; and

That Section 1.3 of Policy CP2017-004, entitled Credit Granting Policy, be included to read:

For new municipal drain construction, property owners with a lot size of 1 acre of less are eligible to claim a rebate of up to $500 towards their assessed cost for new drain construction provided they are receiving no other grants or rebates from any other source. This rebate will be funded from the Municipal Drains annual capital program.

Carried

14.1.14 ENG2019-015

Webster Municipal Drain Consideration Report
Michael Farquhar, Supervisor of Technical Services, Engineering and Corporate Assets

CR2019-447

That Report ENG2019-015, **Webster Municipal Drain Consideration Report**, be received;

That the Engineer's Report for the Webster Municipal Drain is adopted and the City Clerk be instructed to prepare the necessary by-law;

That Council proceed with the first and second reading of the by-law to provisionally adopt the report; and

That staff be instructed to make the necessary arrangements for a Court of Revision to be held on the Engineer's Report for the Webster Municipal Drain.

Carried

14.1.15 WM2019-009

Mattress Recycling Pilot Results and Recommendations
David Kerr, Manager Environmental Services

CR2019-448

That Report WM2019-009, **Mattress Recycling Pilot Results and Recommendations**, be received; and

That Council approves the mattress recycling program as outlined in this report to continue on a permanent basis; with an operating budget for 2020 of $76,500.

Carried

14.1.16 PUR2019-025

2019-75-CQ Local Asphalt Paving
Linda Lee, Buyer
Mike Farquhar, Supervisor, Technical Services

CR2019-449

That Report PUR2019-025, **2019-75-CQ Local Asphalt Paving**, be received;

That Royel Paving, A division of CRH Canada Group Inc. be selected for the award of 2019-75-CQ Local Asphalt Paving for the total quoted amount of $762,192.20 plus HST.

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

That the Procurement Division be authorized to issue a purchase order.

Carried

14.2 Correspondence

14.2.1 CC2019-18.14.2.1

Request for Noise By-law Exemption
Hazen Dart

CR2019-450

That the July 5, 2019 e-mail correspondence from Hazen Dart regarding a **Request for Noise By-law Exemption**, be received; and

That the exemption of the City's Noise By-law 2005-025, as amended, for the wedding event being held at 761 Salem Road, Little Britain, on August 3, 2019 from 3:00 p.m. to 12:00 a.m., be approved.

Carried

14.2.2 CC2019-18.14.2.2

Memo - Speed Reduction on Centreline Road from Shamrock Road to Tracey’s Hill Road
Ron Ashmore, Councillor

CR2019-451

That the memorandum dated July 16, 2019 from Councillor Ashmore regarding a **speed reduction on Centerline Road** be received;

That staff explore the need for a speed reduction from 80-60 km/h on Centreline Road from Shamrock Road to Tracey's Hill Road;

That a speed reduction and solid lines be explored as options to improve safety for both drivers and residents along this section of Centreline Road; and

That recommendations be brought back to Council by the end of Q3 2019.

Carried

14.2.5 CC2019-18.14.2.5

Memo - Condition of Marilyn Crescent
Tracy Richardson, Councillor

CR2019-452

That the memorandum dated July 16, 2019 from Councillor Richardson, regarding **Marilyn Crescent**, be received; and

That staff review Marilyn Crescent and prepare a report providing options for improvement by the end of Q3 2019.

Carried

14.3 Items Extracted from Consent

Item 14.1.13 was moved forward on the agenda to be dealt with next.

14.1.13 ENG2019-013

Request for City Wide Speed Reduction
Joseph Kelly, Senior Engineering Technician

CR2019-453
Moved By Councillor Dunn
Seconded By Councillor Yeo

That Report ENG2019-013, **Request for City Wide Speed Reduction**, be received;

That Council approve Option 2 - All Designated Community Speed Zones - With Exclusions, as detailed in Report ENG2019-013;

That the matter be referred to the Communications Division to develop a public consultation and planned education campaign; and

That the matter be placed in the 2020 Budget for staged implementation commencing in January 2020.

Carried

14.1.2 PLAN2019-038

Environmental Advisory Committee 2019 Work Plan
Richard Holy, Manager of Planning

CR2019-454
Moved By Councillor Ashmore
Seconded By Councillor O'Reilly

That Report PLAN2019-038, **Environmental Advisory Committee 2019 Work Plan**, be received; and

That the 2019 Environmental Advisory Committee Work Plan as outlined in Appendix B to Report PLAN2019-038, be approved.

Carried

14.1.3 PLAN2019-042

Information Report on Bill 108: Planning Act and Development Charges Act Changes
Anna Kalnina, Planner II

CR2019-455
Moved By Councillor Ashmore
Seconded By Councillor O'Reilly

That Report PLAN2019-042, **Information Report on Bill 108: Planning Act and Development Charges Act Changes**, be received.

Carried

14.2.3 CC2019-18.14.2.3

Memo - Thurstonia Docks
Ron Ashmore, Councillor

CR2019-456
Moved By Councillor Seymour-Fagan
Seconded By Councillor Veale

That the memorandum dated July 16, 2019 from Councillor Ashmore, regarding **Thurstonia Docks**, be received.

Carried

14.2.4 CC2019-18.14.2.4

Memo - Level of Service for Gillis Street, Killarney Bay Road and Grove Road
Doug Elmslie, Deputy Mayor

CR2019-457
Moved By Deputy Mayor Elmslie
Seconded By Councillor Yeo

That the memorandum dated July 16, 2019 from Deputy Mayor Elmslie regarding **Level of Service for Gillis Street, Killarney Bay Road, and Grove Road** be received;

That Gillis Street, Killarney Bay Road and Grove Road continue to receive the level of service they have traditionally received until an agreement with the City can be enacted; and

That if an agreement is not reached by Spring 2020, the matter be referred back to Council for further direction or resolution.

Carried

15. Petitions

15.1 CC2019-18.15.1

Petition Regarding Resurfacing of Lakeland Road, Bobcaygeon
John Richel

CR2019-458
Moved By Councillor Seymour-Fagan
Seconded By Councillor Richardson

That the petition received from John Richel regarding the **Resurfacing of Lakeland Road, Bobcaygeon**, be received and referred to Engineering for review and report back by end of Q3 2019.

Carried

15.2 CC2019-18.15.2

Petition Regarding Proposed Apartment Development at 3 St. David Street and 4 Riverview Road, Lindsay
(A full copy of the petition is available at the Clerk's Office)
John Ireland

CR2019-459
Moved By Councillor Yeo
Seconded By Councillor O'Reilly

That the petition received from John Ireland regarding the **Proposed Apartment Development at 3 David Street and 4 Riverview Road, Lindsay**, be received and referred to the Planning Department for review.

Carried

16. Other or New Business

17. By-Laws

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

CR2019-460
Moved By Councillor Yeo
Seconded By Councillor Dunn

That the By-Laws shown in Section 17.1 of the Agenda, namely: Items 17.1.1 to and including 17.1.5 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

17.1 By-Laws by Consent

17.1.1 By-law 2019-105

By-law to Repeal and Replace By-law 2018-214, Being a By-law Regulating the Removal of Topsoil, Placement of Fill and the Alteration of Grades

17.1.2 By-law 2019-106

By-Law to Amend the Town of Lindsay Zoning By-Law 2000-75 to Remove the Holding Symbol (H) from a Zone Category on Property Within the City of Kawartha Lakes (File D06-2019-012, Report PLAN2019-036, 84 Adelaide Street/81 Albert Street South)

17.1.3 By-law 2019-107

By-Law to Amend the Township of Manvers Zoning By-Law No. 87-06 to Rezone Land within the City of Kawartha Lakes (D06-2019-013, Report PLAN2019-039, 91 Fleetwood Road)

17.1.4 By-law 2019-108

By-Law to Amend the Township of Manvers Zoning By-Law No. 87-06 to Rezone Land within the City of Kawartha Lakes (D06-2019-015, Report PLAN2019-041, 344 Janetville Road)

17.1.5 By-law 2019-109

By-law Imposing Special Annual Drainage Rates Upon Land in Respect of Which Money is Borrowed under the Tile Drainage Act (Patel)

17.2 By-Laws Extracted from Consent

17.2.1 By-law 2019-110

By-law to Provide for Drainage Works in the City of Kawartha Lakes to be known as the Webster Municipal Drain

(First and second reading)

CR2019-461
Moved By Councillor Veale
Seconded By Deputy Mayor Elmslie

That a by-law to provide for drainage works in the City of Kawartha Lakes, to be known as the Webster Municipal Drain By-law, be read a first and second time, provisionally adopted, and numbered.

Carried

Council recessed at 2:51 p.m. and reconvened at 3:00 p.m.

18. Notice of Motion

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

19.1 Adoption of Closed Session Agenda

CR2019-462
Moved By Councillor Seymour-Fagan
Seconded By Councillor Dunn

That the Closed Session agenda be adopted as circulated.

Carried

19.2 Disclosure of Pecuniary Interest in Closed Session Items

There were no declarations of pecuniary interest disclosed.

19.3 Move Into Closed Session

CR2019-463
Moved By Councillor O'Reilly
Seconded By Councillor Ashmore

That Council convene into closed session at 3:01 p.m. in order to consider matters on the Tuesday, July 16, 2019 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2)(b)(c)(d) of the Municipal Act, S.O. 2001. S.25.

Carried

20. Matters from Closed Session

Item 19.3.2

Staff was given direction regarding CUPE 1167 Settlement Ratification.

21. Confirming By-Law

21.1 By-law 2019-111

By-law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, July 16, 2019

CR2019-467
Moved By Councillor Veale
Seconded By Councillor Richardson

That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, July 16, 2019 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

22. Adjournment

CR2019-468
Moved By Councillor Dunn
Seconded By Councillor Yeo

That the Council Meeting adjourn at 3:04 p.m.

Carried

Read and adopted this 13th day of August, 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: *

Kevin M. Duquay (MCIP, RPP)

Address: *

560 Romane Street

City/Town/Village:

Peterborough

Province: *

Ontario

Postal Code:

K9J 2E3

Telephone: *

(705) 749 6710

Email: *

kevin@kmdplanning.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:

Kevin M. Duquay, MCIP RPP

Deputant Two:

Karissa Ward

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

Staff Report – Cash-in-lieu of Site Parking and associated Site Plan Agreement – 82 Kent Street West (Lindsay Ward)

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?

Planning - I. Walker, S. Rea and R. Holy

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

Respond to any Council member questions.
Provide an overview of the proposed building renovation (internal).

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:

July 31 / 19

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 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: *

Galen Yerex and Ron Warne

Address: *

227 Kenrei Road

City/Town/Village:

Lindsay

Province: *

Ontario

Postal Code:

K9V4R1

Telephone: *

705-277-2271 ext 237

Email: *

gyerex@kawarthaconservation.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:

Ron Warne

Deputant Two:

Galen Yere

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

Kawartha Conservation has partnered with the City of Kawartha Lakes to produced updated flood plain mapping for a section of Burnt River (50% of funding provided by the Federal Government's National Disaster Mitigation Fund program). The flood plain mapping study has been completed and the City of Kawartha Lakes has requested that the study results be presented to Council as well as information on how climate change may have an impact on the frequency and severity of flooding and some means of managing or minimizing risks of flooding impacts.

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? *

Kawartha Conservation and our municipal partner would like to provide some information and awareness to the flood hazard that exists in the Burnt River watershed, and assist Council with understanding the potential risks of flooding that could also occur elsewhere the City of Kawartha Lakes and help to inform Emergency Management Plans for the City.

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:

Galen Yerex

Date:

7/29/2019

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

Minutes

Planning Advisory Committee Meeting

PC2019-08
Wednesday, August 7, 2019
1:00 P.M.
Victoria Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Mayor Andy Letham
Councillor Patrick O'Reilly
Councillor Kathleen Seymour-Fagan
Councillor Andrew Veale
Mike Barkwell
Tammy Smith
Jason Willock
Councillor Pat Dunn

Accessible formats and communication supports are available upon request.

1. Call to Order and Adoption of Agenda

Vice-Chair Veale called the meeting to order at 1:00 p.m. Mayor A. Letham, Alternate Member Councillor P. Dunn and T. Smith, and J. Willock were in attendance.

Deputy Clerk and Recording Secretary J. Watts, Supervisor of Development Planning S. Rea, Supervisor of Development Engineering C. Sisson, Planning Officer - Large Developments I. Walker, and Senior Engineering Technicians R. Perdue and K. Timms were also in attendance.

Absent:

- Chair O'Reilly
- Councillor Seymour-Fagan
- M. Barkwell

The Vice-Chair opened the meeting and introduced Planning Advisory Committee and the members of staff present.

PAC2019-047
Moved By Councillor Dunn
Seconded By J. Willock

That the amended agenda for the Wednesday, August 7, 2019 Planning Advisory Committee Meeting be adopted as circulated.

Carried

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

3. Public Meeting

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

3.1 PLAN2019-043

Ian Walker, Planning Officer - Large Developments
An application to amend the Township of Somerville Zoning By-law 78-45 on the property identified as 121 Cowpath Trail, Somerville - Burke

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

Mr. Walker confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 500m, and a sign was posted by the entrance to Cowpath Trail along the frontage on Burke Road. He summarized the application, explaining that it proposes to change a portion of the Environmental Protection (EP) Zone to a Limited Service Residential Exception (LSR-**) Zone to permit a dwelling as a permitted use. The intent of the exception zone is to recognize any site-specific development standards. The proposed rezoning will facilitate the redevelopment of the lot with a new vacation dwelling. The application conforms to the Growth Plan. Consistency with the Provincial Policy Statement and conformity with the Official Plan are to be determined following further review of the application. Mr. Walker summarized the comments received to date, as detailed in his report, noting that subsequent to the writing of the report additional comments were received from several local residents. J. Platt and L. Stirling both wrote in support the application. G. Fraser, of Kinmount, identified concerns with notice requirements, how development can occur on protected lands, how by-laws are being enforced, and the environmental cost for the development. J. & B. Kuiper objected to the application stating that they wish to see further information. Kawartha Conservation provided revised comments regarding the natural heritage and natural hazards as per the City's Memorandum of Understanding, and recommended a 30m setback of all development from the Burnt River. Staff are recommending that the application be referred back to staff for further review and processing until such time as comments have been received from all circulated agencies and City Departments, and that any comments and concerns have been addressed. He responded to questions from Committee members.

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

Randy Burke spoke as the owner of the property. He provided an overview of the application, stating that he and his wife intend to construct the proposed building in full compliance with municipal requirements. He stated that the land is well drained and suitable to build on, and that there is no concern to fish habitat. He noted that they are willing to consider a 30 metre setback from the Burnt River for all development. He requested the committee receive the report, approve the application, and forward the draft by-law to Council for adoption. He responded to questions from Committee members.

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

No other persons spoke to the application.

4. Business Arising from Public Meeting

4.1 Item 3.1

PAC2019-048
Moved By Mayor Letham
Seconded By J. Willock

That Report PLAN2019-043, **Part of Lot 3, Concession 12, Geographic Township of Somerville, Burke – Application D06-2019-016**, be received; and

That a Zoning By-law Amendment respecting application D06-2019-016, including a 30 metre development setback from the Burnt River, be prepared, approved and adopted by Council; and

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

Carried

5. Deputations

5.1 PC2019-08.5.1

Daniel Stone, Thorstone Consulting Services
Relating to Report PLAN2019-045 (Item 7.2 on the Agenda)

Mr. Stone spoke on behalf of the applicant for Item 7.2, being report PLAN2019-045. He stated that they are in support of the staff recommendation at this time, and noted that this application proposes to protect the majority of the lot with an environmental protection zoning. He stated that environmental studies and archeological studies have been completed, and that the dwelling would be built in the north west area of the lot. He made himself available for any questions from committee members.

PAC2019-049
Moved By Councillor Dunn
Seconded By T. Smith

That the deputation of Daniel Stone, regarding Report PLAN2019-045, be received.

Carried

6. Correspondence

7. City of Kawartha Lakes Reports

7.1 PLAN2019-044

Quadri Adebayo, Planner II
An application to amend the Township of Bexley Zoning By-law 93-09 on the lot described as Part of Lots 37 and 38, North-West Bay Range, Concession 7, Bexley, identified as 22 Bayview Lane and Part of 1266 North Bay Drive - Mathews and Weind

Ms. Rea spoke on behalf of Mr. Adebayo stating that there are no additional updates to present other than what is identified in Mr. Adebayos's report. Staff are recommending that the application be referred to Council for approval. She responded to questions from Committee members.

PAC2019-050
Moved By Councillor Dunn
Seconded By Mayor Letham

That Report PLAN2019-044, **respecting 22 Bayview Lane and Part of 1266 North Bay Drive, geographic Township of Bexley; Application No. D06-2019-008**, be received;

That Zoning By-law Amendment respecting application D06-2019-008, substantially in the form attached as Appendix D to Report PLAN2019-044, be approved and adopted by Council; and

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

Carried

7.2 PLAN2019-045

Mark LaHay, Planner II
An application to amend the Township of Emily Zoning By-law 1996-30 on the property identified as 19 Cardinal Road - Dalrymple

Ms. Rea spoke on behalf of Mr. LaHay and confirmed that a Public Meeting on this matter was held on April 10, 2019 in accordance with the Planning Act. She summarized the application, explaining that it proposes to change the Community Facility Exception One (CF-1) Zone to an appropriate Rural Residential Type Three (RR3-*) Exception Zone to permit a residential use on the northwestern portion of the property and rezone the balance of subject property to an Environmental Protection (EP) Zone to protect the wetland area from development. The application conforms to the Growth Plan, and the Kawartha Lakes Official Plan, and is consistent with the Provincial Policy Statement. Ms. Rea summarized the comments received to date, as detailed in Mr. LaHay's report, noting that subsequent to the writing of the report additional comments were received from the new owners of neighbouring 17 Cardinal Street, stating that they are opposed to the application and have not had enough time to review all the supporting material. Staff are recommending that the application be forwarded to Council for approval, with the caveat that the by-law be approved after receiving the appropriate cash-in-lieu of parkland payment. She responded to questions from Committee members

PAC2019-051
Moved By Mayor Letham
Seconded By Councillor Dunn

That Report PLAN2019-045, respecting Block C, Plan 466, geographic Township of Emily, City of Kawartha Lakes, Application No. D06-2019-005, be received; and

That a Zoning By-law, respecting application D06-2019-005, substantially in the form attached as Appendix ‘D’ to Report PLAN2019-045 be approved for adoption by Council; and

That Council adopt the Zoning By-law, respecting application D06-2019-005, following receipt of the required cash-in-lieu of parkland contribution; and

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

Carried

7.3 ENG2019-016

Christina Sisson, Supervisor of Development Engineering
Municipal Infrastructure Design Guidelines – Annual Update

Ms. Sisson provided an overview of her report, noting the reasoning for the recommendation of replacing a 23m rural right of way with a 20m rural right of way. She also noted that Engineering would be providing additional guidelines for developers to create low impact development. She responded to questions from the committee members.

PAC2019-052
Moved By Councillor Dunn
Seconded By J. Willock

That Report ENG2019-016, **Municipal Infrastructure Design Guidelines – Annual Update**, be received;

That Staff replace the current 23.0 metre rural right-of-way cross-section with the proposed 20.0 metre rural right-of-way on the City's website to better reflect the City's requirements in the rural area; and

That Staff be directed to continue to monitor for any communication improvements and for any current legislative or regulatory enhancements requiring updates to the existing guidelines on the City's website.

Carried

7.4 ENG2019-017

Christina Sisson, Supervisor of Development Engineering
Development Process and Subdivision Agreement Template Updates - Engineering and Corporate Assets

Ms. Sisson provided an overview of her report noting the five areas of modification to the subdivision agreement template being:

- changing language for development completion timelines
- adding the term 'substantial completion' to the language surrounding acceptance confirming deliverables
- amendments to security requirements, and security reductions
- aligning language regarding development charges with current City policies
- including references to sediment and erosion control

She responded to questions from committee members.

PAC2019-053
Moved By Mayor Letham
Seconded By T. Smith

That Report ENG2019-017, **Development Process and Subdivision Agreement Template Updates – Engineering and Corporate Assets**, be received;

That Staff be directed to incorporate the proposed changes to the template of the subdivision agreement from an Engineering and Corporate Assets perspective; and

That Staff be directed to continue to monitor for any improvements to the language in the template of the subdivision agreement to ensure there are opportunities to refine the timelines and clarity of language with the development process.

Carried

7.5 ENG2019-018

Christina Sisson, Supervisor of Development Engineering
Registered Subdivision Agreement Status - Lots Exist

Ms. Sisson provided an overview of her report, noting that providing a status update to Council about developments where lots exist would help keep developers accountable, and provide transparency to the public. She responded to questions from the committee members.

PAC2019-054
Moved By Mayor Letham
Seconded By J. Willock

That Report ENG2019-018, **Registered Subdivision Agreement Status**, be received; and

That Staff be directed to continue to provide annual updates for continued communication and process improvement.

Carried

8. Adjournment

PAC2019-055
Moved By Councillor Dunn
Seconded By Mayor Letham

That the Planning Advisory Committee Meeting adjourn at 2:20 p.m.

Carried

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PLAN2019-046

Date: **August 13, 2019**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 5 – Lindsay

Title: Parking Requirements – Additional Development of 82 Kent Street West, Lindsay

Description: Request to the City for the collection of cash-in-lieu of parking for the additional development of the property in accordance with the provisions of the Town of Lindsay Zoning By-law

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

Recommendations:

That Report PLAN2018-046, **Parking Requirements – Additional Development of 82 Kent Street West**, be received; and

That Council requires cash-in-lieu of parking for the additional development of 82 Kent Street West, Lindsay, in the sum of $18,158.15 as cash in lieu for 8 parking spaces.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The owner of the lot proposes to renovate the existing basement of the building at 82 Kent Street West, known as Wards PC, to create additional office space within the existing commercial building. The current proposed development will require 8 parking spaces, and the owner is unable to provide any additional on-site parking spaces, as the lot is currently fully developed with a building and parking. The applicant met with Planning Division staff to determine what the staff recommended value of cash-in-lieu of parking would be, based on consistency with recent past practices in the downtown core. As such, they have requested to make a presentation to Council for the consideration of cash-in-lieu of parking.

Owner:	2153986 Ontario Inc. – Wards PC
Applicant:	Kevin M. Duguay Community Planning and Consulting Inc.
Legal Description:	Town Plan Part of Lot 7 North of Kent Street West, former Town of Lindsay, City of Kawartha Lakes
Designation:	"Central Business District Commercial" on Schedule 'A' of the Town of Lindsay Official Plan
Zone:	"Central Commercial (CC) Zone" on Schedule 'A' of the Town of Lindsay Zoning By-law No. 2000-75
Lot Area:	862.0 square metres (9,148 square feet – MPAC)
Site Servicing:	Municipal sanitary sewer, storm sewer and water supply
Existing Uses:	Lawyers Office
Adjacent Uses:	North: Vacant Land (Parking) East: Commercial (Shoppers Drug Mart); William St S South: Kent St W; Various Commercial Uses West: Alley; Commercial (Scott's Decorating Centre)

Rationale:

The property is located on Kent Street West, between Cambridge Street South and William Street South, in Lindsay. See Appendix 'A'. It contains an existing two (2) storey office building with a vacant basement, constructed circa 1900 (MPAC). The basement would be renovated to add an additional 199.7 square metres of office space. Staff has discussed various alternatives with the owner and applicant for the parking requirement regarding this proposal.

The Town of Lindsay Zoning By-law parking ratios are the same for suburban sites as they are for the downtown core. However, in the downtown core, the By-law allows that cash-in-lieu of parking may be considered by Council as an alternative to providing on-site parking. Historically, properties in many downtown areas have been built to the front lot line, and provide little or no on-site parking.

The Zoning By-law considers that if a building is converted to a new use and/or if an addition is constructed, that the existing parking deficiency is not required to be addressed, however, it does require the **difference** in parking to be addressed (e.g. the difference between the new required total and the previous required total). For the conversion of the basement into 199.7 square metres of office space, it requires that 8 new parking spaces be provided on-site (at a ratio of 1 space per 25 square metres of Gross Floor Area), or alternatively, that cash-in-lieu of parking may be considered as an alternative for any parking deficiency.

Section 40.(1) of the Planning Act allows for a municipality to enter into an agreement with an owner of a building, exempting them from providing and/or maintaining parking facilities required by a by-law. Section 40.(2) of the Act provides for the payment of money to the municipality as consideration for granting of this exemption. The money will be collected by the City at the time of execution of the Site Plan Agreement, and goes into a special account which can be used for providing and/or maintaining municipal parking. To date, City Council has not passed any by-laws setting a standard rate for cash-in-lieu of parking, anywhere within the City. The only by-law which is currently in place and which was passed by the local Council prior to 2001 applies to the former Village of Fenelon Falls, where the rate is $4,000 per space. Since 2001, applicants within the Former Town of Lindsay have sought relief from Council via cash-in-lieu of parking, to proceed with their development, as follows:

- In 2007, Development Services staff recommended collection of **$40,000** cash-in-lieu for the re-development of the properties at 43, 47, and 49-51 Kent Street West, based on a formula for recognizing that the parking standards in the downtown core are not typically the same as in a suburban setting. The rationale for the calculation is provided in Appendix ‘C’. It set the basis for the current staff recommendation and other monies collected. The result was a value of approximately $1,379 per space based on the staff recommendation. Council chose to receive half of the staff recommended cash-in-lieu, for a total of $20,000 for 29 parking spaces;
- In 2015, Council received **$10,500** cash-in-lieu for 7 parking spaces, for the re-development and conversion of the building and property at 25 King Street. This was based on a value of $1,500 per space, and was approved by the Ontario Municipal Board;
- In 2018, Council approved a proposal for **$76,362.68** cash-in-lieu for 100 parking spaces, for the re-development of the properties at 171-183 Kent Street West (The Grand hotel). This was based on a value of $763.63 per space, using the same formula as the staff recommendation for the 2007 Rexall Development above.

For the 2007 downtown Lindsay Rexall Re-development, Richard Danziger, Director of Development Services recommended using the following three-step process to calculate cash-in-lieu of parking:

i. The cash-in-lieu payment be based on a 50% reduction to the zoning requirement for parking;

ii. The cash-in-lieu payment be taken based on the remaining spaces not provided for on-site; and

iii. The number of spaces in step ii. above be multiplied by the $4,000 requirement for parking spaces in the Fenelon Falls cash-in-lieu of parking by-law.

It should be noted, the theory of this three-step calculation provides 3 functions for downtown properties (where cash-in-lieu of parking can be collected). Firstly, it treats the proposed development application as though the Zoning By-law parking requirement is half (50%) of the value for a greenfield (suburban) development. Secondly, it gives credit for any new parking spaces provided on-site. Thirdly, it incorporates the original value of $4,000 per parking space found within the former Village of Fenelon Falls. The staff recommended equivalent value per space, and the total overall payment value calculations are dependent on how many spaces are required by the Zoning By-law (the new deficiency), and how many new spaces can be provided on site to offset this.

For the Rexall Development, this calculation resulted in the equivalent of $1,379 cash in lieu of parking payment per space, for a total of **$40,000**. Staff brought a report forward to Council recommending this payment, but after reviewing the report, Council decided to cut this payment in half such that the applicant paid $20,000 for the 29 deficient parking spaces, or a value of $689.65 per deficient parking space.

In 2015, the Ontario Municipal Board (OMB) agreed with the 2007 staff recommendation value of $1,379 per parking space, but recommended indexing this payment to $1,500 per parking space to equal 2015 dollars.

Using the staff recommendation set by the Rexall Development and an indexed base value as suggested by the OMB decision in 2015, the staff recommendation for the Wards PC Additional Development would be as follows:

i. The cash-in-lieu payment be based on a 50% reduction to the zoning requirement for parking which would equal 4 spaces (8 divided by 2);

ii. The cash-in-lieu payment be taken based on the remaining spaces not provided for on-site which would equal 4 spaces (4 spaces minus 0 new spaces provided); and

iii. The number of spaces in step ii. above (4) be multiplied by a 2019 indexed value of $4,539.54 per parking space for a total of **$18,158.15**.

There are multiple ways for Council to determine what value they wish to collect for cash-in-lieu of parking:

a) Use the Rexall staff recommendation with an indexed total amount as explained above;

b) Use an indexed value per parking space based on the 2007 recommended value of $1,379 per space (2019 indexed value of $1,565 per space). This would total $12,520;

c) Take a value of $4,000.00 per space (or 2019 indexed value of $4,539.54) for all deficient spaces. This would equal $36,316.32;

d) Determine the true cost per space of providing the new parking spaces on another property (which will vary depending on the type of structure, location, etc.); or

e) Take a nominal value of $1.00 for all deficient spaces.

The City's Transportation Master Plan recognizes the general need to expand municipal parking capacity in the downtown areas of Lindsay, Fenelon Falls and Bobcaygeon. This is based on the population and employment forecasts in the Growth Management Strategy, as a result of the Provincial Growth Plan, which forecasts the City reaching a permanent population of 107,000 by 2041. On April 24, 2018, Council passed Resolution CR2018-255, to commission a Downtown Parking Strategy project which will examine parking issues in downtown areas more closely, to substantiate specific needs and develop proposed solutions for future parking needs. This study is currently underway, with the results expected to be brought back to Council sometime in 2020. The results should provide Council with direction on the true costs of any proposed parking upgrades, and should also help inform what value Council should set for the collection of cash-in-lieu of parking.

The Transportation Master Plan identified there are in excess of 500 municipal parking spaces available in the downtown area. On-street parking is available on Kent Street West, Cambridge Street South, William Street South and North, and Victoria Avenues South and North. Off-street parking is available in municipal and private lots to the east (along William Street North and South) and to the north (between Kent Street West and Peel Street). It is not anticipated that this proposal will result in any parking deficiency.

In the absence of knowing the exact value of constructing new parking, and/or until such time as Council passes a by-law setting the specific value per parking space for the taking of cash-in-lieu of parking, staff would recommend being consistent with the recommendations which formed the basis for past Council decisions. Staff would therefore recommend alternative a) above, consistent with other recent decisions.

Other Alternatives Considered:

No other alternatives were considered at this time.

Financial/Operation Impacts:

There will be financial impacts which cannot currently be quantified at this time, as the true costs of adding new parking in the downtown area are not known.

Depending on the alternative chosen, the City may be in a position to receive cash-in-lieu of parking.

Relationship of Recommendations To The 2016-2019 Strategic Plan:

The Council Adopted Strategic Plan identifies these Strategic Goals:

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

This application aligns with the vibrant and growing economy strategic goal as it increases the available employment opportunities in the downtown core.

Review of Accessibility Implications of Any Development or Policy:

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

Servicing Implications:

The lot is connected to full municipal services in the Lindsay municipal service area.

Consultations:

- Transportation Master Plan;
- Report DEV2007-083, Parking Requirements – Re-development of 41, 43 & 59-51 Kent St. W., Lindsay
- Report PLAN2018-046, Parking Requirements – Re--development of 171-183 Kent Street West, Lindsay

Attachments:

The following attached documents may include scanned images of appendixes, maps, and photographs. If you require an alternative format, please call Ian Walker, Planning Officer – Large Developments, (705) 324-9411 extension 1368.

Appendix ‘A’ – Location Map

PLAN2019-046
Appendix A.pdf

Appendix ‘B’ – Letter dated July 3, 2019 from Kevin Duguay, Kevin M. Duguay Community Planning and Consulting Inc. (applicant)

PLAN2019-046
Appendix B.pdf

Appendix ‘C’ – Report DEV2007-083

PLAN2019-046
Appendix C.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director, Development Services

Department File: D19-2019-005

KAWARTHA LAKES GEOMATICS MAPPING

82 Kent Street West, Lindsay

APPENDIX "A"
to
REPORT PLAN2019-046
FILE NO. D19-2019-005

Legend

- Property ROLL#
- Road Centreline (2016 Needs

Notes

0.11 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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NORTH

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

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

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APPENDIX "B"
to 1/2
REPORT PLAN2019-046
FILE NO. D19-2019-005

Memo

To: Ian Walker
Planner, City of Kawartha Lakes

From: Kevin M. Duguay MCIP, RPP

Date: July 3, 2019

Re: **82 Kent Street West**
City of Kawartha Lakes (Lindsay)
Proposed Office Expansion – Scoped Site Plan Application
(KMD File 2019-02)

RECEIVED
JUL 03 2019
City of Kawartha Lakes
Development Services
Planning Division

Please find attached the following regarding the above-captioned:

i. Cheque (replacement) in the amount of $19,538.15 which represents payment of:

a. Cash-in-lieu of parking in the amount of $18,158.15 for 8 (eight) parking spaces required for the proposed office expansion (basement level, existing office building); and

b. Scoped Site Plan application fee payment in the amount of $1,380.00.

The forgoing fees were confirmed by Sherry Rea (See the attached email for details).

Attached are the following documents:

- Completed Site Plan Application;
- Site Plan (Survey); and
- Basement Floor Plan.

APPENDIX "B"
to 2/2
REPORT PLAN2019-046
D19-2019-005

As per our meeting of April 30, 2019 Staff agreed to proceed with the processing and approval of the Exemption from Site Plan Control application, and further to proceed with a Report to Council regarding the cash-in-lieu of Site Parking payment. The Exemption from Site Plan Control could conceivably incorporate a provision requiring the Council approval of the concerned cash-in-lieu of site parking and correspondingly the receipt of payment.

In the interim, Staff have reviewed matters, and are now requesting a Scoped Site Plan Application be filed with the City. Hence the current filing. We are concerned that the Site Plan if implicating a floor plan (proposed basement floor plan – office use areas) would require formal amendment in the event the floor plan requires revisions (Building permit process) or is ever modified by the property owner. Having said this, this process has been protracted to date, and the property owner wishes to proceed, in a timely manner, with the proposed basement are renovations

I may be contacted should you have any questions.

Yours truly,

Kevin M. Duguay, MCIP, RPP

CC

R. Barrow (Project Manager)

J. & K. Ward (Clients)

DPW 2007-12.5.3(1)

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

APPENDIX "C" 1/8
to
REPORT PLAN2019-046
FILE NO. D19-2019-005

REPORT

DEV2007-083

Meeting Date: June 19, 2007 **Meeting Time:** 1:30 p.m. - REGULAR MEETING **Meeting Place:** Council Chambers **Development and Public Works Services Committee**	**WARD:** 12

Subject: **Parking Requirements – Re-development of 43, 47 & 49-51 Kent Street West, Lindsay**

Author: **Richard Danziger, Director** **Signature:**

RECOMMENDATION(S):

THAT Report DEV2007-083, "Parking Requirements – Re-development of 43, 47 & 49-51 Kent Street West, Lindsay", be received; and

THAT Council require cash-in-lieu of parking for the re-development of 43, 47 and 49-51 Kent Street West, Lindsay in the sum of $40,000.00; or alternatively

THAT Council advise the City's Committee of Adjustment that it has no objection to a variance reducing the parking requirements for the re-development of 43, 47 and 49-51 Kent Street West, Lindsay from 39 spaces to 10 spaces; or alternatively

THAT no action be taken on this matter until a review of the parking policies of the Lindsay Official Plan for downtown Lindsay is undertaken and existing policies are confirmed or new policies are adopted.

DIRECTOR: **OTHER:**

TREASURER (if applicable) **CHIEF ADMINISTRATIVE OFFICER**

5.3(2)
APPENDIX "C"
to
REPORT
2/8

BACKGROUND:

The owners of a block of land located at the south-east intersection of York Street and Kent Street West in Lindsay are proposing to re-develop the site for a 10,000 square foot drug store. The site is shown on Appendix "1" to this report, and is comprised of four parcels of land including 43, 47 and 49-51 Kent Street West as well as part of a closed alleyway off York Street and a lot south of the alleyway.

The developers are proposing to raze the existing buildings, fronting Kent Street, and develop the drug store with 10 parking spaces, which would be accessed from York Street.

Aside from any other issues, one of the most significant issues facing this development is the provision of parking, in compliance with the requirements of the Lindsay Zoning By-Law. The proposed development will require 39 parking spaces and the developer is only able to provide 10 new parking spaces.

RATIONALE:

Attached as Appendix "2" to this report is a letter dated June 4, 2007 from A & L Investments Limited, the owners of the properties in question. In essence, the developer is requesting accommodation by Council to permit the development of the site with fewer parking spaces than that required by by-law.

The current Town of Lindsay Zoning By-Law, i.e. By-Law 2000-75, has the same parking requirement for downtown Lindsay as it does in the area of Kent Street where Loblaws and the Lindsay Square Mall are located. Prior to the adoption of By-Law 2000-75, the then Lindsay Zoning By-Law required no parking for buildings in downtown Lindsay.

In the Lindsay Official Plan, which was adopted in 2000, there is a specific section which deals with parking:

> **"5.1.5 Parking**
>
> Parking needs in the Downtown Area will be assessed in order to provide adequate off-street parking in the Downtown Area. Where property becomes available in suitable locations, Council may acquire property to reduce parking deficiencies. All new development or re-development shall be encouraged to provide sufficient parking on-site to accommodate the proposed use. If such parking cannot be provided, the Town may collect cash-in-lieu pursuant to Section 40 of the *Planning Act* to be used expressly for the provision of additional parking spaces in an appropriately defined area."

In terms of interpreting the above policy, the applicants argue that the words "shall be encouraged" and "the Town may collect cash-in-lieu" does not contemplate a mandatory requirement for development in the downtown area to either provide parking or cash-in-lieu of parking. The writer would argue that, given the words in Section 5.1.5 and the fact that the zoning by-law was amended to require parking in the downtown, there is a

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APPENDIX C
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clear indication that there certainly was an intent to address apparent parking deficiencies in Lindsay's downtown.

Policy 5.1.5, in the writer's opinion, does create problems for downtown development. As indicated previously, the existing zoning by-law requires the same amount of parking for a development occurring in the Loblaws/Lindsay Square Mall area, where lots are quite large, as it does for small downtown lots which may be fully occupied by a building.

In the writer's experience, it is rare that municipalities require the same parking ratios in downtown areas as they do in suburban development. It is not unusual to see exemptions for parking in downtown areas or, alternately, much reduced parking ratios for downtown development.

If a building was to burn down in downtown Lindsay and the owner was to attempt to rebuild the building, assuming they had no parking to begin with, they would have to provide the full amount of required parking or, alternately, provide cash-in-lieu of parking. From the writer's experience, this approach usually results in no re-development occurring in a downtown area because of the expense of providing parking, as compared to suburban locations.

Additionally, the public has played a significant role in the provision of downtown parking. This is true in Lindsay as well as Bobcaygeon and Fenelon Falls. Since none of the downtowns have seen any real re-development, the issue of downtown parking has remained dormant until this time, except in Fenelon Falls.

In the writer's experience with several smaller downtowns, the general policy has been to accept whatever parking was originally provided for a given floor area and only require parking for additional floor space over what existed at the commencement of a re-development. In other words, if a building contained 10,000 square feet and provided no parking, and a developer wished to re-develop the site for a 20,000 square foot building, additional parking would only be calculated on the incremental 10,000 square feet.

The writer suggests that the parking policy in the Lindsay Official Plan be re-written to permit the re-development or re-use of buildings without any additional parking requirement, so long as the re-use of the building remains within the four walls of existing development and, if there is a re-development, parking only be required for floor space which is incrementally greater than that which existed on site.

This policy modification would allow the reuse of existing buildings without having concerns over incurring additional parking requirements and would only require parking for incremental floor space, as opposed to what exists on a given lot.

The overall thrust for parking in the downtown should be to reduce the parking requirement by 50%, exempt existing floor space from parking requirements and require cash-in-lieu for any parking spaces still required but not physically provided.

In terms of the subject application, the buildings at 43, 47 and 49-51 Kent Street West totally fill the existing lots and no parking was provided. The applicants, however, do provide parking on the vacant alleyway and lot immediately behind their buildings. This

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to
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parking is relatively uncontrolled and appears to be occupied by whoever can get to the site first.

Council has at least three options in terms of dealing with the subject request:

a) Section 40 of the *Planning Act*
Section 40 of the *Planning Act* allows Council to exempt an owner from providing parking. The Section states:

> "**40.** (1) **Agreement exempting owner from requirement to provide parking.** – Where an owner or occupant of a building is required under a by-law of a local municipality to provide and maintain parking facilities on land that is not part of a highway, the council of the municipality and such owner or occupant may enter into an agreement exempting the owner or occupant, to the extent specified in the agreement, from the requirement of providing or maintaining the parking facilities.
>
> (2) **Payment of money.** – An agreement entered into under subsection (1) shall provide for the making of one or more payments of money to the municipality as consideration for the granting of the exemption and shall set forth the basis upon which such payment is calculated."

Money collected in this matter has to be placed under a special account which can only be used for the provision or improvement of parking.

In the Village of Fenelon Falls, in the downtown area, parking deficiencies are subject to a cash-in-lieu payment of $4,000.00 a space. Currently there is one business that is paying cash-in-lieu of parking which will eventually total $60,000.00.

In the subject instance Council could exempt the subject site from parking requirements and require that the by-law deficiency of 29 spaces be paid for in the form of cash-in-lieu of parking. If the Fenelon Falls standard of $4,000.00 is used the payment would amount of $116,000.00.

In some cases municipalities have charged as little as $1.00 a space because of the desire to encourage re-development in a downtown area.

If Council were to pursue the options of cash-in-lieu of parking for this development, the writer would suggest that it be based on the following:

i. The cash-in-lieu payment be based on a 50% requirement for parking as compared to the existing by-law requirement, i.e. 20 spaces vs. 39 spaces.
ii. The cash-in-lieu payment be taken for 10 spaces, i.e. 20 spaces minus the 10 provided on site.
iii. The cash-in-lieu payment be $40,000.00, i.e. 10 spaces x $4,000.00.

In effect the cash-in-lieu payment per space, based on the existing by-law, would be $1,379.00 per space.

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FILE NO. 5/8

b) Amendments to Official Plan and Zoning By-Law
Council could proceed to initiate amendments to the Lindsay Official Plan and Zoning By-Law to exempt the change in use of existing buildings from additional parking requirements and only require the provision of extra parking for additions to buildings, over and above that which existed at the time of development.

Simply requiring parking for additions works well so long as there is a building to start with. In the case of demolitions, the existing floor space immediately prior to demolition can be determined and that floor space can be exempted from parking requirement. In the case of lots which have been vacant for some period of time, the existing floor space prior to demotion will have to be established from historical records or other satisfactory evidence.

c) Committee of Adjustment
The applicants do have an application before the Committee of Adjustment seeking a minor variance from the parking requirement. Although the writer is not convinced that the Committee of Adjustment should be dealing with this issue because of the existing Official Plan policy, Council could indicate its support for the requested variance which could assist the Committee in coming to its decision on this matter. The City could concurrently amend its downtown Lindsay parking policies while the Committee of Adjustment deals with this issue.

In conclusion, the writer would suggest that attempting to require downtown development to provide the same parking as a suburban development will only stifle all types of development in the Central Business District. There simply is not the space or financial incentive to re-develop in the downtown if parking requirements are seen as onerous. Traditionally, municipalities have played a role in the provision of downtown parking because of the nature of older downtowns and the need for public/private solutions to downtown parking.

Because Council has not addressed alternative b) above and that process could take some time, the writer suggests that alternatives a) and c) above are the only ones open to Council at this time. In setting the cash-in-lieu payment Council has the option of setting it at a very low figure and, in effect, implement option b) in principle for the proposed development at Kent Street West and York Street.

OTHER ALTERNATIVES CONSIDERED:

The alternatives to this issue have been discussed under the rationale section.

FINANCIAL CONSIDERATIONS:

Depending on the alternative chosen, the City may be in a position to receive cash-lieu of parking.

5.3(6)

APPENDIX "C"
to
REPORT 6/8
FILE NO.

RELATIONSHIP OF RECOMMENDATIONS TO 2002-2012 VISION:

The City's Vision sees the various downtowns of the municipality as strong cultural and commercial attracters. Assisting in parking would be an incentive for a stronger downtown.

REVIEW OF ACCESSIBILITY IMPLICATIONS OF ANY DEVELOPMENT/POLICY

Not applicable at this time.

CONSULTATIONS:

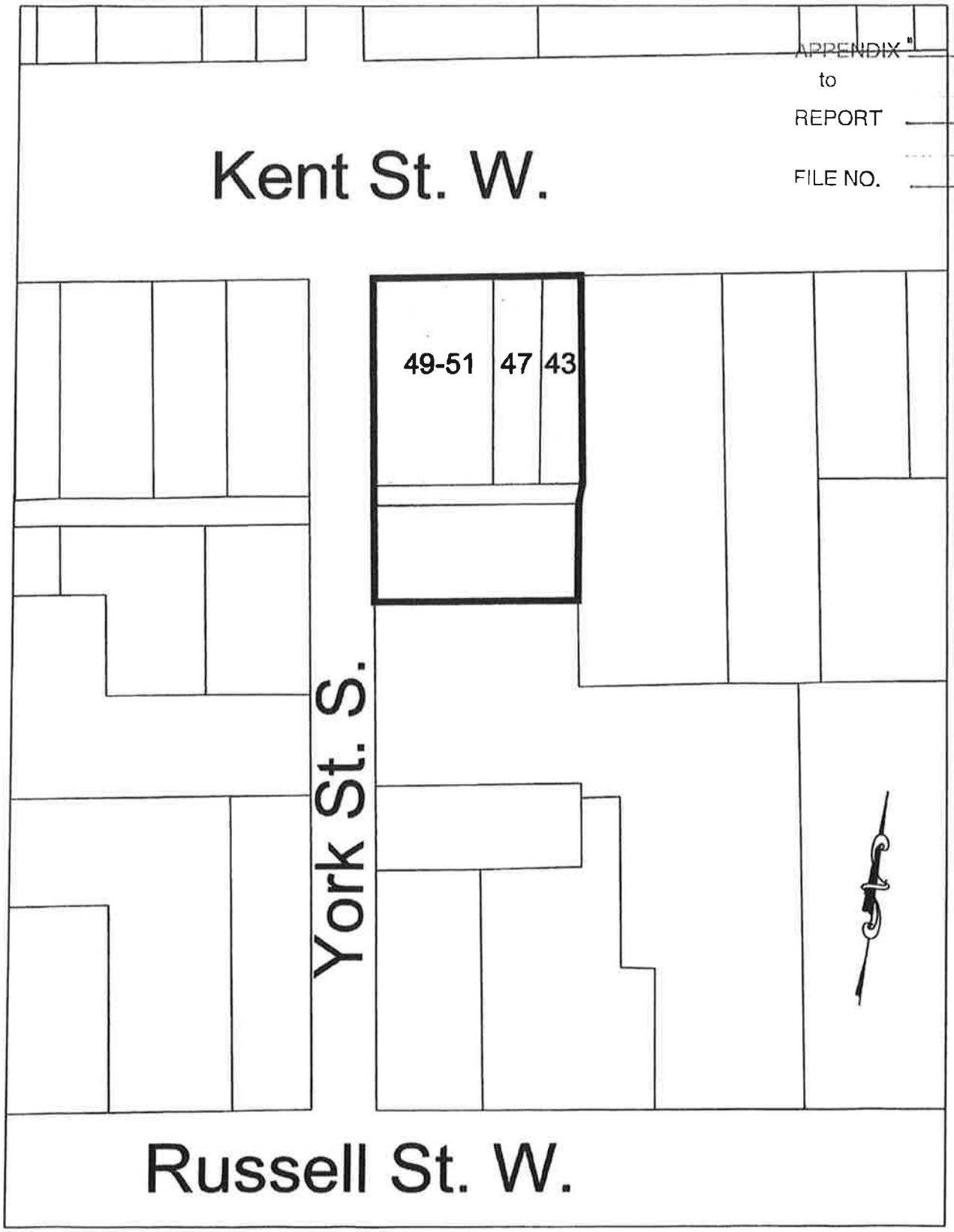
Consultations were held with the Applicants, the City's Legal Counsel and Staff.

ATTACHMENTS:
Appendix "1" – Location of Property
Appendix "2" – Letter dated June 4, 2007 from A & L Investments Limited (property owners)

Phone: (705) 324-9411 Ext. 239 **1-888-822-2225**	**Director: Richard Danziger**
E-Mail: rdanziger@city.kawarthalakes.on.ca	**Dept. File: D20-07-044**

APPENDIX "1"
to
REPORT DEV2007-083 5.3(7)
FILE NO. D20-07-044

APPENDIX "C"
to
REPORT 7/8
FILE NO.



APPENDIX "2" to REPORT DEV2007-083 (5.3(8))

FILE NO. D20-07-044

APPENDIX "C" 8/8

RECEIVED
REPORT
JUN 07 2007
FILE NO.
City of Kawartha Lakes
Development Services
Planning Division

A&L
INVESTMENTS
LIMITED

June 4, 2007

DELIVERED BY HAND

City of Kawartha Lakes
Development Services
180 Kent Street West
Lindsay, Ontario
K9V 2Y6

Attention: Richard Danziger, Director

Dear Richard

Re: Site Re-Development - Council Meeting – June 26, 2007

Further to our meeting today, we would request that we be added to the agenda for the June 26, 2007 Council Meeting. As discussed we are re-developing the buildings municipally known as 43, 47 and 49-51 Kent Street West. The site is currently occupied by three buildings with a total gross floor area of approximately 15,000 sq. ft. We are proposing to re-develop the site and construct a new single retail commercial building consisting of approximately 10,500 sq.ft. The current buildings which as stated are approximately 15,000 sq. ft. have no parking associated with them. Accordingly the new development will be approximately 4500 sq. ft. smaller. Under the proposed development the land adjacent to 43, 47 and 49-51 Kent Street on York Street would be merged with the new development and would provide ten (10) new parking spots. While this is twenty nine (29) spaces less than required under the current by-law, it does provide ten (10) more parking spaces than currently exists to service what will be a smaller building than currently exists. Although the current by-law does not provide and exception to the parking requirements for the downtown as the previous by-law did, the request is consistent with the intent of the Official Plan which in Section 5.1.5 states that within the downtown area that new development shall be "encouraged" to provide sufficient parking on-site to accommodate the proposed use. The official Plan does not contemplate a mandatory requirement for the Downtown Area and in this case, the new development will in fact provide ten (10) official new parking spaces to service as noted a retail area that has approximately 4500 gross square footage less than currently exists on the site.

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly
A & L INVESTMENTS LIMITED
Per:

Shawn Marr

25 Imperial Street, Suite 200, Toronto, ON, M5P 1B9 Tel. (416) 484-1230 Fax (416) 484-9899

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RS2019-023

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 8

Title: Proposed Surplus Declaration and Sale of Public Highways Legally Described as Franklin Street and Fallis Street on Plan 9, in the Geographic Township of Manvers

Author and Title: Lesley Donnelly, Law Clerk – Realty Services

Recommendations:

That Report RS2019-023, **Proposed Surplus Declaration and Sale of Public Highways Legally Described as Franklin Street and Fallis Street on Plan 9, in the Geographic Township of Manvers**, be received;

That the subject property, being public highways legally described as Franklin Street and Fallis Street on Plan 9, in the Geographic Township of Manvers, City of Kawartha Lakes, being Part of PIN: 63260-0184 (R) be declared surplus to municipal needs;

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

That a by-law (with any amendments deemed necessary) to authorize disposition of Franklin Street and Fallis Street on Plan 9 in the Geographic Township of Manvers shall be passed;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Land Management Committee received a request from the owner of the property legally described as Part of Lots 24-25, Concession 11; Lots 1-8 Southside of Fallis Street on Plan 9; Fallis Street and Franklin Street on Plan 9, in the Geographic Township of Manvers, City of Kawartha Lakes (PIN: 63260-0184 (R)), to stop up and close Franklin Street and Fallis Street on Subdivision Plan 9, which form part of their property.

Subdivision Plan 9 was never fully developed. That portion of Plan 9 including Franklin and Fallis Streets was never developed, and the individual lots created by the registration of the subdivision plan were not sold off to separate owners. Because Franklin and Fallis Streets are shown as streets on a registered plan of subdivision, they are public highways - owned by the City and open to public travel - until such time as they are closed and transferred back to the original owner.

The request to stop up, close and convey the road allowances was reviewed by the Land Management Committee at their meeting on February 12, 2018. The Committee had no concerns with the request, however, the Planning division requested that a deeming by-law be passed for all undeveloped lots within the associated subdivision. The deeming by-law was passed by Council on March 26, 2019 and numbered as By-Law 2019-053 (attached as Appendix B).

The effect of the deeming by-law is to deem those parts of the subdivision to not be included in the subdivision. This means that they are no longer separate lots and cannot be sold separately.

The Deeming By-Law was sent to external legal counsel for registration, however external legal counsel advised that these parts were already deemed by the former Township of Manvers in By-law # 1556-75, copy attached, and thus the recent Deeming By-Law did not need to be registered.

Public Notice advertising the potential surplus declaration and sale of the subject streets was completed by newspaper circulation in the Kawartha Lakes this Week on the 2nd, 9th, 16th days of May, 2019. The City received no comments in objection from the public to the date of the authorship of this report.

Appendix A is a copy of Plan 9. Appendix B is a copy of By-Law 2019-053. Appendix C is a general location map. Appendix D is an aerial photo. Appendix E is a map of the subject lands. Appendix F is a copy of Reference Plan 9R1138. Appendix G is an aerial photo illustrating the resultant property boundaries after the transfer is complete. Appendix H is a copy of By-Law # 1556-75.

The purpose of this report is to recommend that Franklin Street and Fallis Street on Plan 9 be declared surplus to municipal needs and that approval be given, in principle, for their sale to the adjoining owner.

Rationale:

The Land Management Committee and Public Works Department have concluded that these public highways are not needed for municipal purposes, as the surrounding property is not being subdivided for sale.

The applicant owns property adjacent to the public highways and they are included as part of their property's legal description. Therefore, it is logical that the subject streets be conveyed to them.

The subject streets do not lead to water, they border private property, and therefore, the stop up, closure and sale would not contravene section 8.00 of By-law 2018-020, as amended.

Other Alternatives Considered:

Council may decide not to sell the subject public highways. That would be inconsistent with past practice and is not recommended in this circumstance.

Financial Impacts:

The applicant 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 road allowance would be conveyed directly to the applicant for nominal consideration, in accordance with section 12.02 of By-law 2018-020, as amended, being the transition provision (that is, this request was received by Realty Services during a time when the City did not request consideration for value of internal road sales. Now, the City sells internal roads at $15 per linear foot. Had this request come in during the time that the existing Disposition of Land By-law 2018-020, the City would have netted approximately $7,154.10 for Fallis Street and approximately $4,960.20 for Francis Street, being a total net worth of approximately $12,114.30 from these transfers). All costs of the transaction plus a $1,500.00 fee to cover the City's staff time and expenses will be paid for by the applicant.

Accordingly, this transaction will be cost and revenue neutral for the City.

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 Registry Office
Land Management Committee
Planning – Maps

Attachments:

Appendix A – Plan 9

Appendix A - Plan 9.pdf

Appendix B – By-Law 2019-053

Appendix B - By-Law 2019-053.pdf

Appendix C – General Location Map

Appendix C - General Location Map.pdf

Appendix D – Aerial Photo

Appendix D - Aerial Photo.pdf

Appendix E – Map

Appendix E - Map.pdf

Appendix F – Reference Plan 9R1138

Appendix F - Reference Plan 9R11

Appendix G – Aerial Photo post Deeming By-Law

Appendix G - Aerial Photo post Deeming E

Appendix H – By –Law #1556-75

Appendix H - Manvers By-law #15

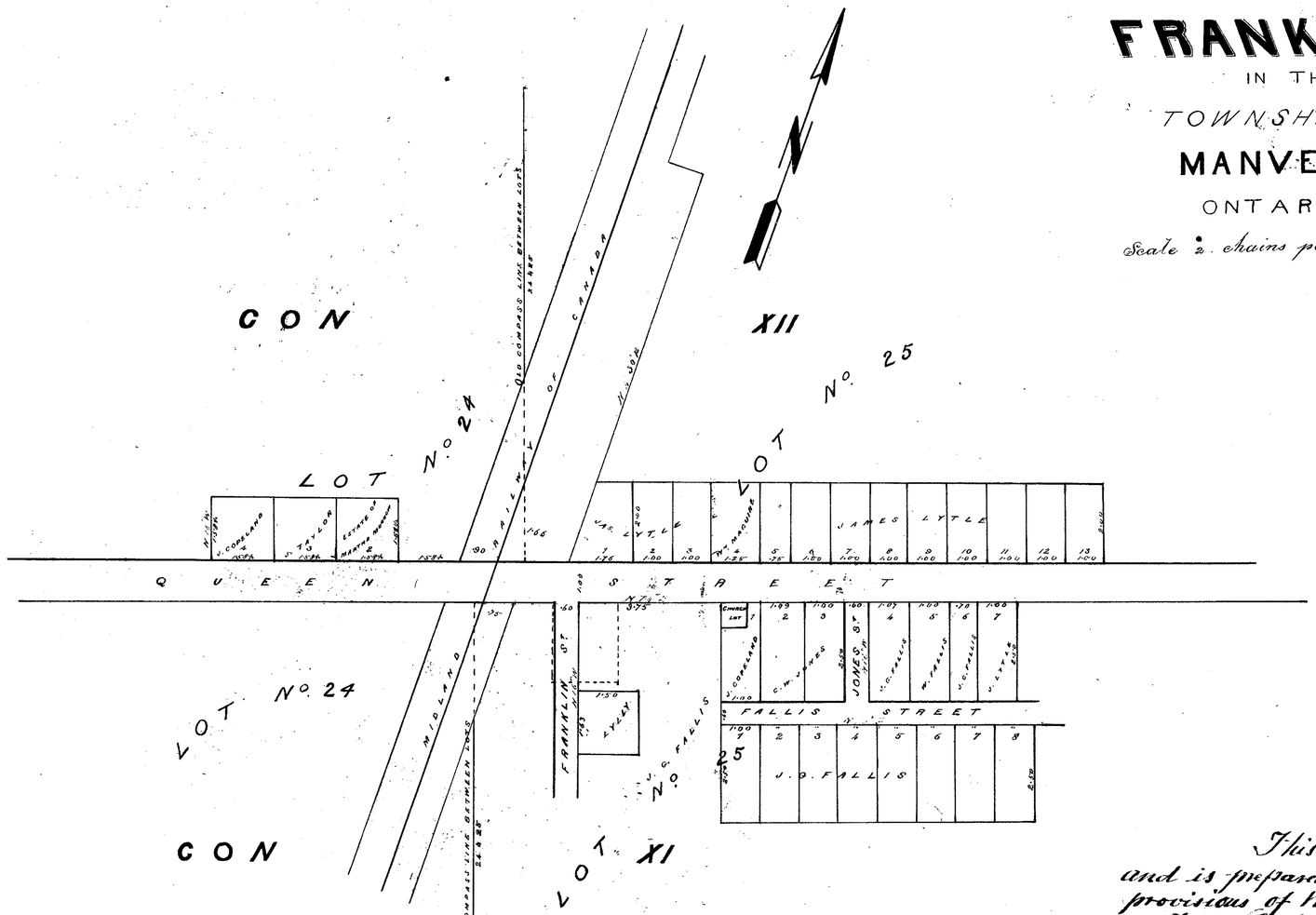
Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Appendix A to Report RS2019-023 File No.

PLAN
OF THE
VILLAGE OF
FRANKLIN
IN THE
TOWNSHIP OF
MANVERS
ONTARIO

Scale 2 chains per inch



This plan is Correct and is prepared under the provisions of the Registration of Titles (Ontario) Act.

Geo. A. Stewart
Prov. Land Surveyor

Drawn by H. L. Stewart

Plan 9

Filed in the County of Durham, in the Township of Manvers, this 21st day of October A.D. 1873.
H. Frank Clerk Registrar

Appendix	B
to	
Report	RS2019-023
File No.	

The Corporation of the City of Kawartha Lakes

By-Law 2019-053

A By-Law To Deem Part of a Plan of Subdivision, Previously Registered For Lands within Kawartha Lakes, *Not* To Be A Registered Plan Of Subdivision In Accordance With The Planning Act Pin # 63260-0184 (LT), Described As Part Lot 24-25, Concession 11, Lot 1-8 S/S Fallis Street, Plan 9, Fallis Street, Franklin Street, Plan 9, Geographic Township Of Manvers, Now City Of Kawartha Lakes

File D30-19-001, Report PLAN 2019-017, respecting Lots 1 to 8, Plan 9, Manvers – Holmberg/Robertson.

Recitals:

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

2. Council has been requested to pass a deeming By-law, by the owner of the land described in Section 1 of this By-law.

3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.

4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.

5. Council considers it appropriate to enact the requested By-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2019-053.

Section 1:00 Details

1.01 **Property Affected**: PIN # 63260-0184(LT). The Property affected by this By-law is described as Part Lot 24-25, Concession 11, Lot 1-8 S/S Fallis Street, Plan 9, Fallis Street, Franklin Street, Plan 9, Geographic Township Of Manvers, City of Kawartha Lakes.

1.02 **Deeming Provision**: The Property is deemed not to be part of a Registered Plan of Subdivision of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

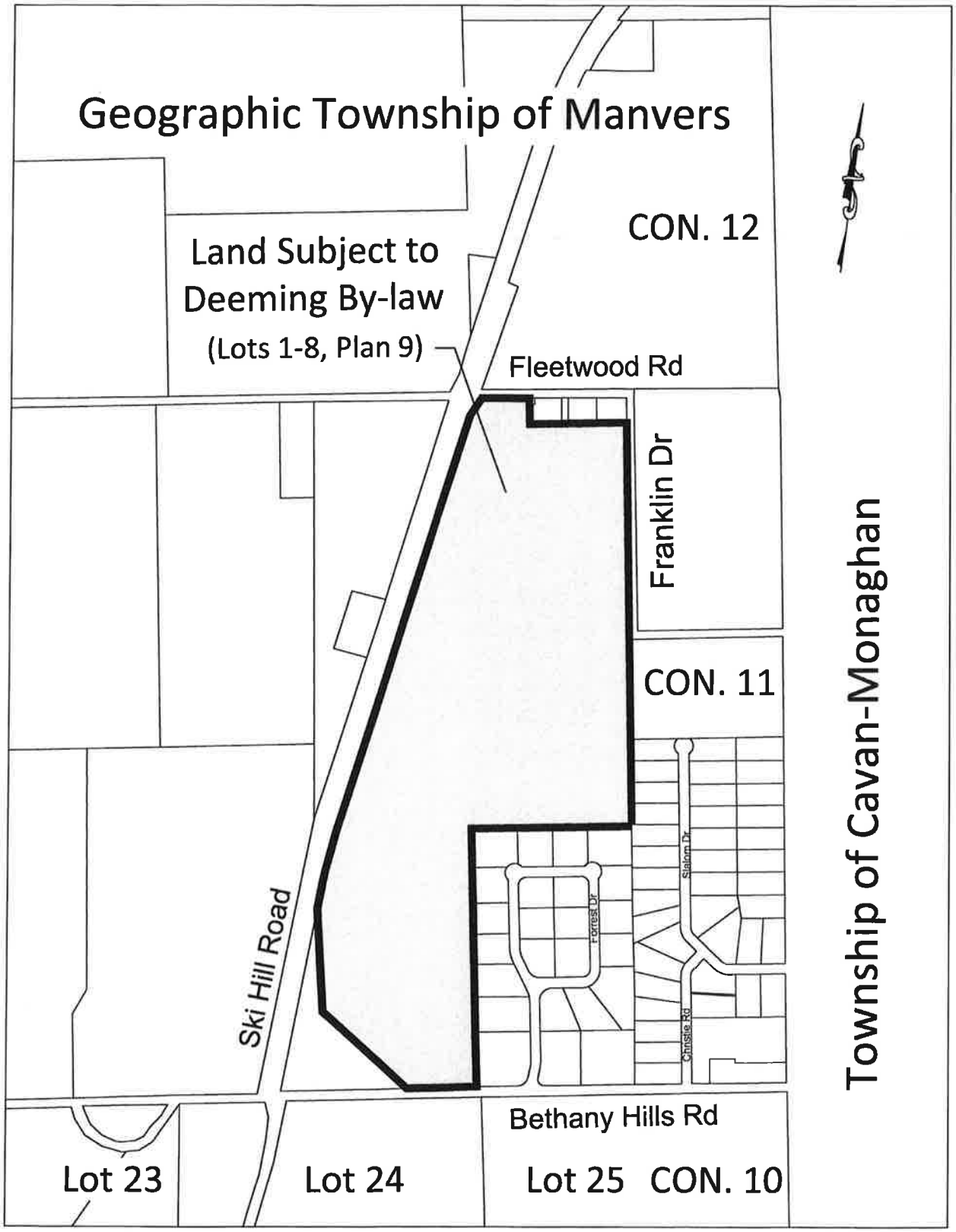
Section 2:00 General Terms

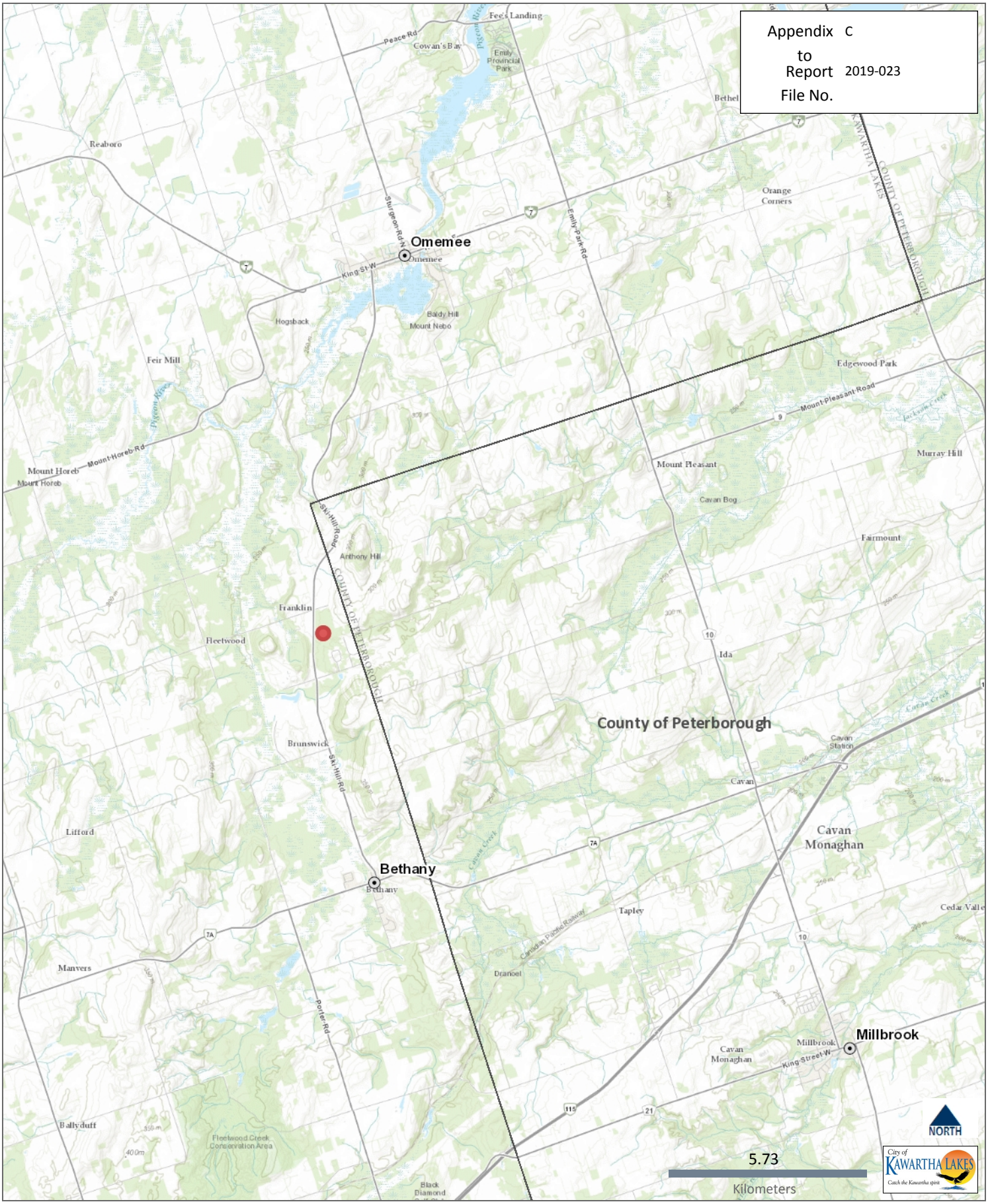
2.01 **Force and Effect**: This By-law shall come into force on the date it is finally passed, subject to the provisions of Sections 50(26), 50(28), and 50(29) of the Planning Act, R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this 26 day of March, 2019.

Doug Elmslie, Deputy Mayor

Cathie Ritchie, Clerk


Geographic Township of Manvers
Land Subject to
Deeming By-law
(Lots 1-8, Plan 9)
CON. 12
Fleetwood Rd
Franklin Dr
CON. 11
Township of Cavan-Monaghan
Ski Hill Road
Forest Dr
Sabrina Dr
Christie Rd
Bethany Hills Rd
Lot 23
Lot 24
Lot 25
CON. 10



Date:

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

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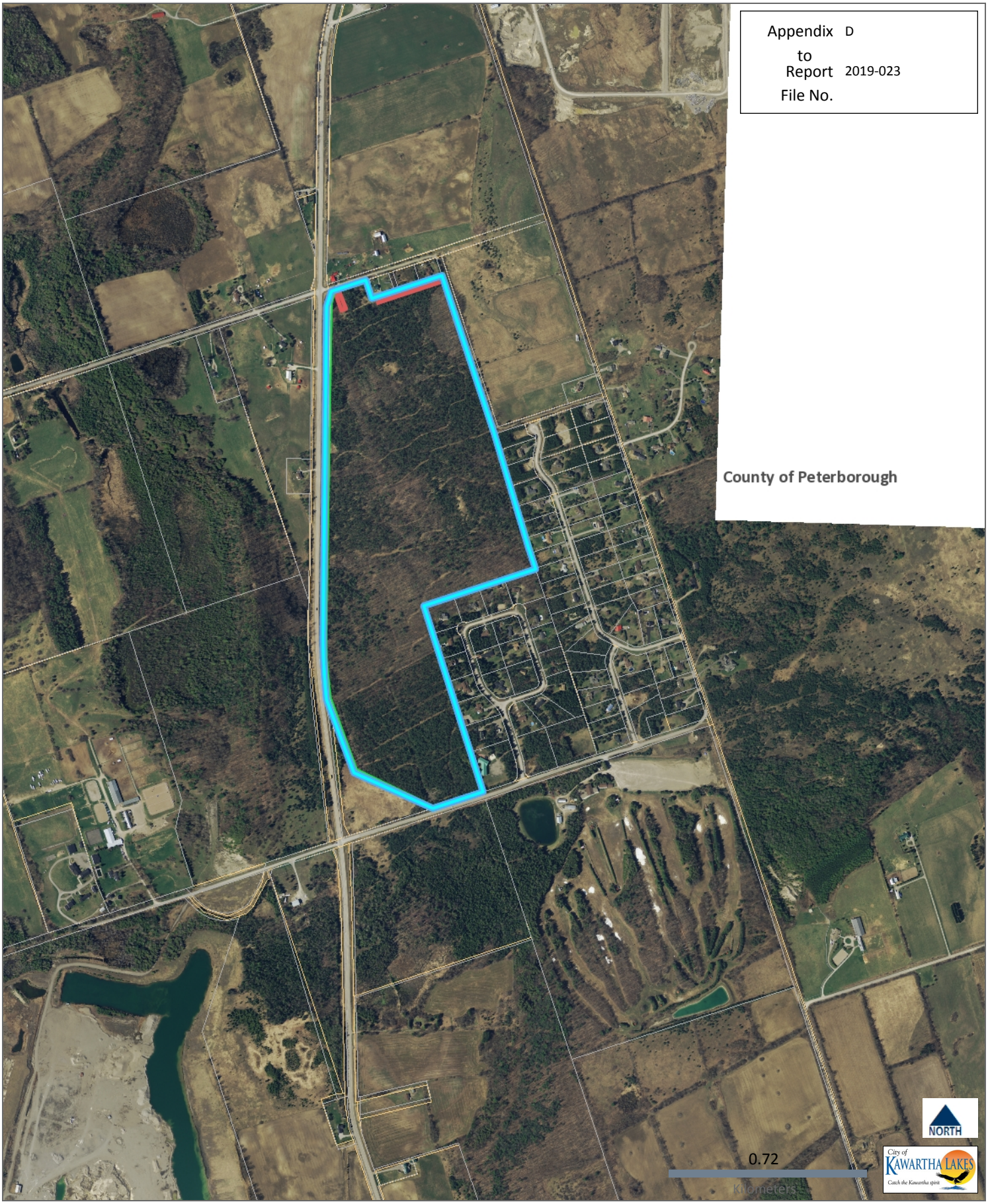

Date:

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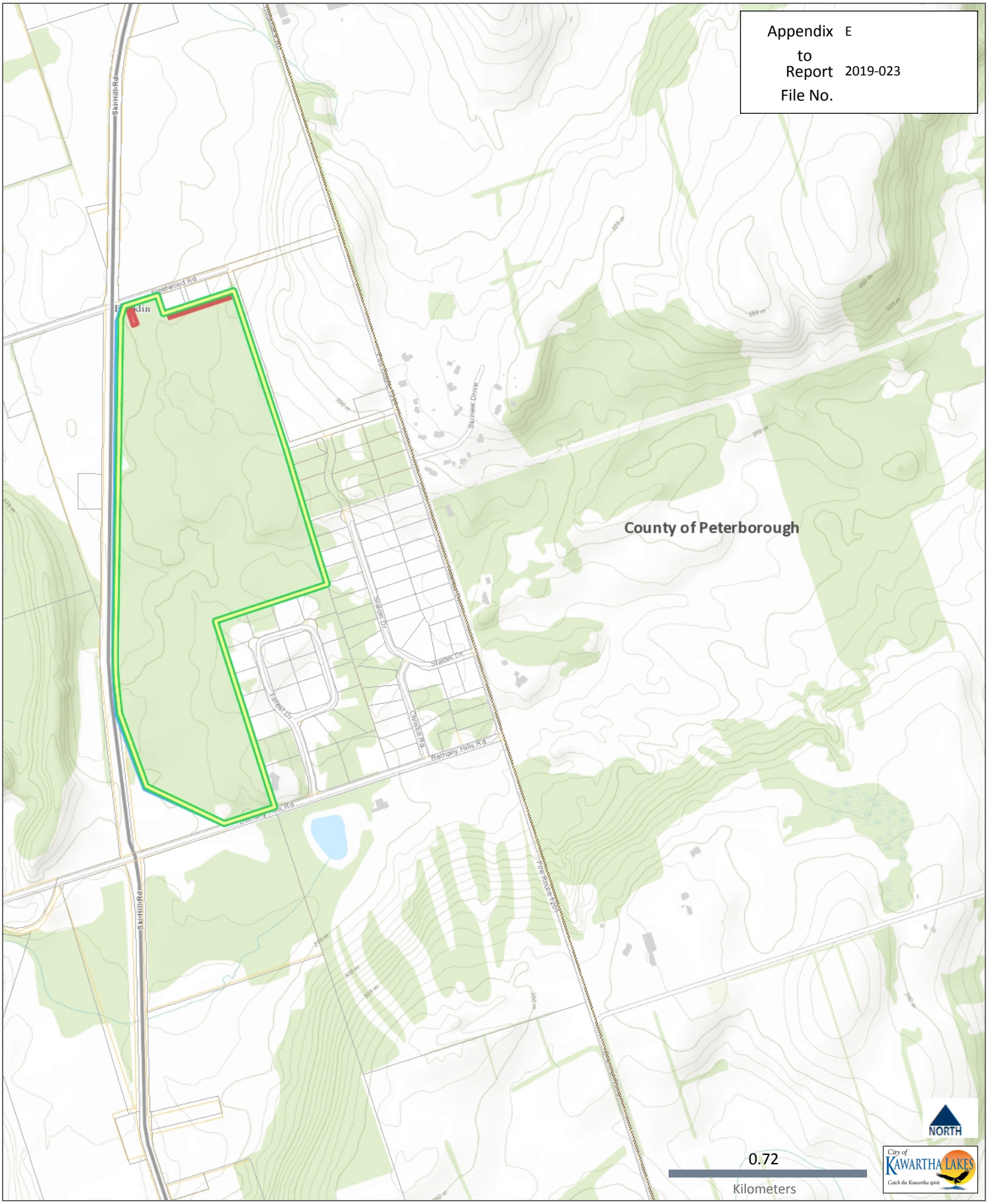

Date:

THIS MAP IS NOT TO BE USED FOR NAVIGATION
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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.

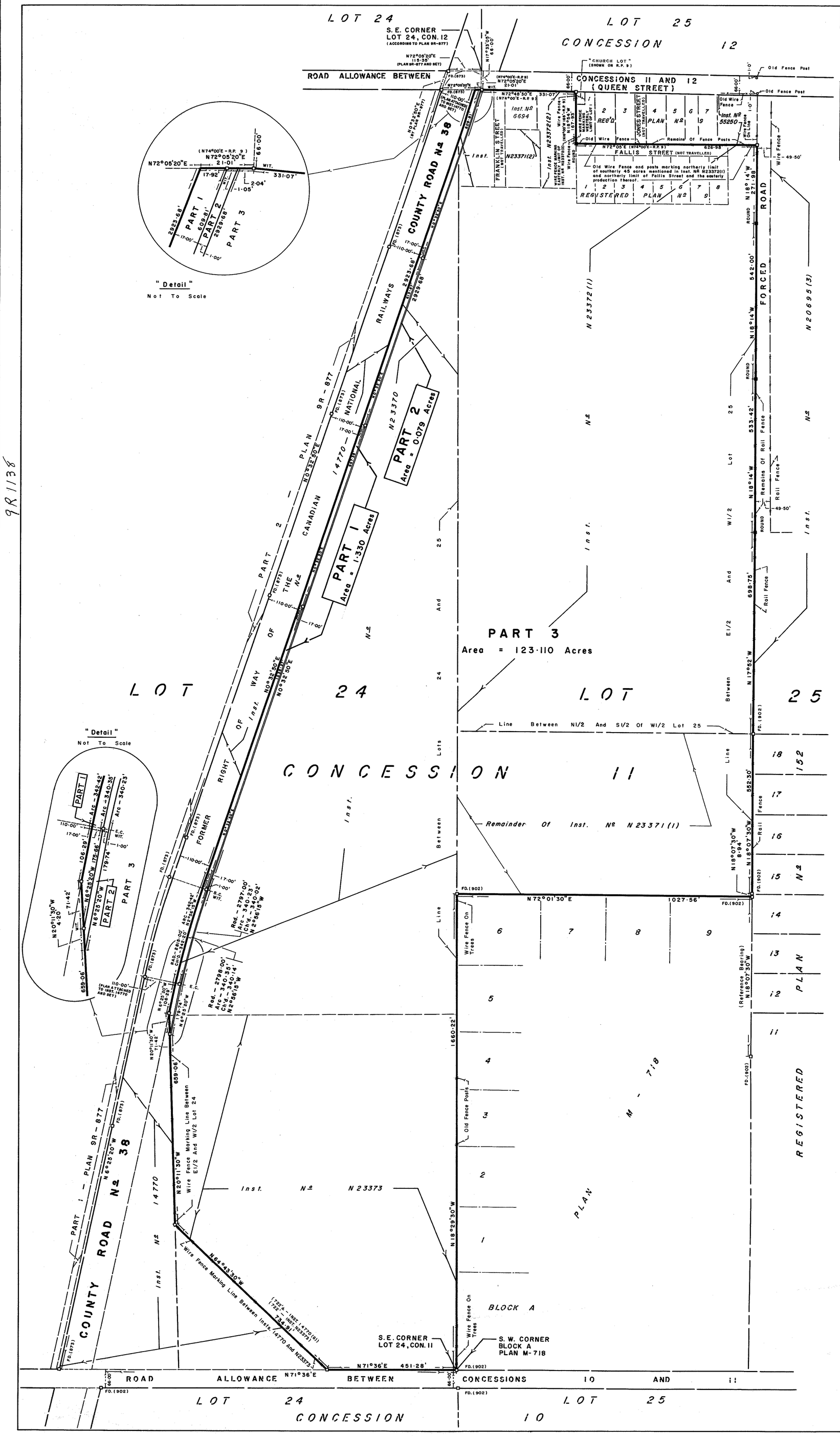
Appendix F to Report RS2019-023 File No.

9R1138

PLAN 9R- 1138
Received and deposited
Dated: DECEMBER 7 1979
L. J. Peterson
Land Registrar for the Registry Division of Port Hope Nº 9.

I require this plan to be deposited under The Registry Act.
Dated: December 3, 1979
B. A. Nickerson
B. A. NICKERSON

PART	LOT	REG'D.PLAN/CON.	UNDERLYING INST.
1	24 And 25	11	N23370
2			N23371
			N23373
3	24 And 25	11	N23370
	1,2,3,4,5,6,7 And 8	Registered Plan Nº 9	N23371
	Franklin Street		N23372
	Fallis Street		N23373



PLAN
OF SURVEY OF
PART OF LOTS 24 AND 25 CONCESSION 11
AND
FRANKLIN STREET
AND
FALLIS STREET
AND
LOTS 1, 2, 3, 4, 5, 6, 7, AND 8 SOUTH SIDE OF FALLIS STREET REGISTERED PLAN Nº 9
TOWNSHIP OF MANVERS
COUNTY OF VICTORIA
(FORMERLY IN THE COUNTY OF DURHAM)
Scale: 1 inch = 150 Feet
WILLIAM R. COE
LIMITED
ONTARIO LAND SURVEYORS
1977

LEGEND:
Bearings hereon are derived from a portion of the westerly limit of Registered Plan Nº 152 which has an astronomic bearing of N18°07'30"W according to Registered Plan Nº 152.
⊕ — 1" Square Iron Bar Planted (4' Long)
✚ ROUND — 3/4" Round Iron Bar Planted (2' Long)
FD.— Found
—x———x— Fence

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. This survey and plan are correct and in accordance with The Surveys Act and The Registry Act and the regulations made thereunder.
2. The survey was completed on the 5th day of July, 1977.

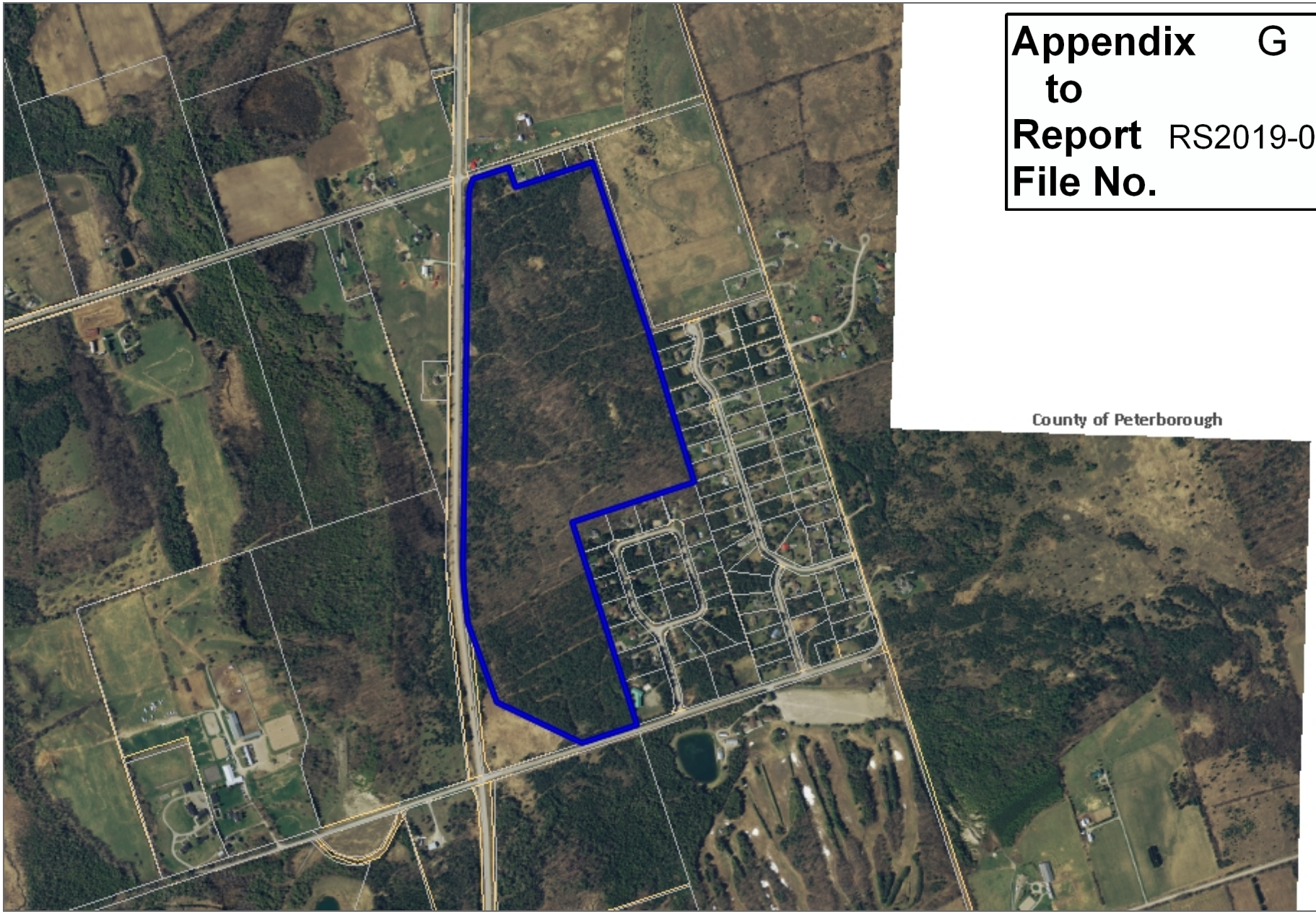
Dated : November 19, 1979
Dirk Koolhaas
DIRK KOOLHAAS
ONTARIO LAND SURVEYOR

WILLIAM R. COE
LIMITED
ONTARIO LAND SURVEYORS
LINDSAY, ONTARIO - PH. 324-4152

DRAWN BY: J.M.S.	TRACED BY: L.B.M.	CHECKED BY: D.K.

MS — 72 — 1234-5

City of Kawartha Lakes
Catch the Kawartha spirit



Appendix G to Report RS2019-023 File No.

0.92 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

© City Of Kawartha Lakes

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Notes

43529

CORPORATION OF THE TOWNSHIP OF MANVERS

BY-LAW NUMBER 1556-75

A BY-LAW DESIGNATING PLANS OF SUBDIVISION, OR PARTS THEREOF, NOT TO BE REGISTERED PLANS OF SUBDIVISION WITHIN THE MEANING OF SECTION 29(2) OF THE PLANNING ACT R.S.O. 1970 CHAPTER 349, AS AMENDED.

WHEREAS Section 29(3) of the Planning Act R.S.O. 1970 Chapter 349, as amended, provides that By-laws may be passed by the Council of a Municipality designating any Plan of Subdivision, or part thereof, that has been registered for eight years or more, deeming same not to be a registered plan of subdivision for the purposes of Section 29(2) of the said Act, as amended.

NOW THEREFORE the Council of the Township of Manvers enacts as follows:

1. The Plans of Subdivision or parts of Plans of Subdivisions described in Section 2 of this By-law are hereby designated to be Plans of Subdivision or parts thereof which shall be deemed not to be registered Plans of Subdivision for the purposes of Subsection (2) of Section 29 of the Planning Act R.S.O. 1970 Chapter 349, as amended, and of Section 2 of this By-law.

2. ALL AND SINGULAR those certain parcels or tracts of land and premises situate lying and being in the Township of Manvers (formerly in the County of Durham) now in the County of Victoria, Province of Ontario, and being more particularly described as follows:

FIRSTLY: Lots 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, and 37 according to registered plan number 12 for the Township of Manvers.

SECONDLY: Lots 12, 13, 16, 17, 18, 19, and 20, according to registered plan number 8 for the Township of Manvers.

THIRDLY: Lots 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 34, 35, 36, 37, 38, 44, 45, 46, and 47 according to registered plan number 2 for the Township

of Manvers.

FOURTHLY: Lots 1, 2, 3, 4, 5, 6, and 7 on the South side of Queen Street, East of the railroad, according to plan 9 for the Township of Manvers.

FIFTHLY: Lots 1, 2, 3, 4, 5, 6, 7, 8, on the South side of Fallis Street, according to plan 9 for the Township of Manvers.

SIXTHLY: Lots 2, 3, and 4 on the North side of Queen Street, West of the railroad, according to plan 9 for the Township of Manvers.

SEVENTHLY: Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 on the North side of Queen Street, East of the railroad, according to plan 9 for the Township of Manvers.

EIGHTHLY: Block "E" on the East side of Thomas Street according to registered plan 14 for the Township of Manvers.

NINTHLY: Lots 17, 18, 19, 20, 21, 22, 23, 24, and 25 on the East side of Thomas Street according to registered plan number 14 for the Township of Manvers.

TENTHLY: Lot 13, 14, 15, 16, and 17, according to registered plan number 4 for the Township of Manvers.

Read for the first time this 8th day of April 1975.
Read for the second time this 8th day of April 1975.
Read for the third and final time this 8th day of April 1975.

Geo. H. Nash
Reeve

Corporate Seal

R. Pandel
Clerk

IN THE MATTER OF By-law Number 1556-75 passed by the Council of the Municipal Corporation of the Township of Manvers on the 8th day of April 1975 pursuant to Section 29(3) of the Planning Act R.S.O. 1970 Chapter 349, as amended,

AND IN THE MATTER OF sending notice by prepaid registered mail to all persons whose names appear on the last revised Assessment Rolls as owners of land within the plan of subdivision, or part thereof, pursuant to Section 29(10) of the Planning Act.

I, ROSS DAVIDSON, Clerk-Treasurer of the Municipal Corporation of the Township of Manvers, MAKE OATH and say as follows:

1. THAT I am the Clerk-Treasurer of the Municipal Corporation of the Township of Manvers and as such have knowledge of the matters hereinafter deposed to.

2. THAT on the 8th day of April 1975 the Council of the Municipal Corporation of the Township of Manvers passed By-law Number 1556-75 designating certain registered plans, or parts thereof, not to be registered plans of subdivision within the meaning of Section 29(2) of the Planning Act R.S.O. 1970 Chapter 349, as amended.

R.P. 3. THAT on the 11th day of April 1975, I sent notice of the passing of the said By-law Number 1556-75, by prepaid registered mail, to the last known address of each person appearing by the last revised Assessment Rolls to be the owner of land within the plan of subdivision or part thereof.

4. THAT now produced and shown to me and marked Exhibit "A" to this my affidavit is the postal receipt setting out the names and addresses of the persons to whom the notice referred to in paragraph 3 hereof was sent by prepaid registered mail.

5. THAT I make this affidavit as proof of compliance with the requirement of Section 29(10) of the Planning Act

R.S.O. 1970 Chapter 349, as amended.

SWORN before me at the Township of Manvers in the County of Victoria this 11th day of April 1975.

Geo H Neale
A Commissioner Etc.

Ross Davidson
Ross Davidson

POSTES CANADA POST

POST OFFICE REGISTRATION RECEIPT – RÉCÉPISSÉ DE RECOMMANDATION POSTALE

(THIS RECEIPT IS NECESSARY IF INQUIRY IS DESIRED – À PRODUIRE EN CAS DE RÉCLAMATION)

Name of Firm

Date Stamp of Post Office

MAILED BY – DÉPOSÉ PAR Township of Manvers, Bethany, Ontario

Name or Firm — Nom ou Raison sociale

Fragile and perishable articles are not registered against damage
Pour les objets fragiles ou périssables, la recommandation ne s'applique pas à l'avarie

Timbre de la maison expéditrice

Timbre à date du bureau de poste

MAXIMUM INDEMNITY – INDEMNITÉ MAXIMUM

CANADA, UNITED STATES, its Territories and possessions
50c fee covering indemnity not exceeding $50.00
75c fee covering indemnity not exceeding $100.00
(fee must be indicated if more than 50c)
OTHER COUNTRIES – 50c fee – Limit of indemnity $8.83

CANADA, ÉTATS-UNIS, territoires et possessions des États-Unis
50c pour une indemnité maximum de $50
75c pour une indemnité maximum de $100
(il faut indiquer le droit, s'il dépasse 50c)
TOUS LES AUTRES PAYS – 50c pour une indemnité maximum de $8.83

NUMBER NUMERO	NAME – NOM		FEE DROIT	ADDRESS – ADRESSE
20	Petrus Van Hoof	1		Whitby R.R. 1, Ont.
21	Wilhelmine Van Hoof	2		Whitby R.R. # 1, Ont.
22	Emmy Ryan	3		54 Ferry St., Whitby, Ont.
23	John Horrace McDowell	4		Janetville, Ontario
24	Ila Ruth Wilkins	5		C/O John Horace McDowell, Janetville Ontario.
25	Gordon Panter	6		Janetville, Ont.
26	Ada Panter	7		Janetville, Ont.
27	Lyle West	8		Box #223, Oshawa, Ont.
28	Fred Morrison	9		Box # 223, Oshawa, Ont.
29	Robert Charles Green	10		Bethany, Ont.
30	Hazel J. Lane	11		Bethany, Ont.
31	Robert John Baird	12		Bethany, Ont.
32	Gordon Fraser Wood	13		Bethany, Ont.
33	Vito Gennardo DeFillippis	14		Gormley R.R. # 2, Ont.
34	Elizabeth McCullough	15		Bethany, R.R. # 2, Ont.
35	Harold & Marguerite Green	16		Bethany, Ontario.
36	Robert H. Gray	17		22 Doerr Rd., Scarborough, Ont.
37	Evelyn Beryle Gray	18		22 Doerr Rd., Scarborough, Ont.
38	Thomas Watson	19		Apt. # 27 580 Tretheway Dr., Toronto, Ont.
39	Ruth Lorraine Watson Apt	20		580 Tretheway Dr., Toronto, Ont.

SHEET No. FEUILLE N° 1

Number of Articles Nombre d'objets 20

Accepted by Accepté par Mrs E. Y. [illegible]

498

33-86-019 (6-67)

POSTES CANADA POST

POST OFFICE REGISTRATION RECEIPT – RÉCÉPISSÉ DE RECOMMANDATION POSTALE

(THIS RECEIPT IS NECESSARY IF ENQUIRY IS DESIRED – À PRODUIRE EN CAS DE RÉCLAMATION)

Stamp of Firm

Date Stamp of Post Office

MAILED BY – DÉPOSÉ PAR

Township of Manvers

Bethany, Ont.

Name of Firm — Nom ou Raison sociale

Fragile and perishable articles are not covered against damage

Pour les objets fragiles ou périssables, la recommandation ne s'applique pas à l'avarie

Timbre de la maison expéditrice

Timbre à date du bureau de poste

MAXIMUM INDEMNITY – INDEMNITÉ MAXIMUM

CANADA, UNITED STATES, its Territories and possessions
50c fee covering indemnity not exceeding $50.00
75c fee covering indemnity not exceeding $100.00
(fee must be indicated if more than 50c)

OTHER COUNTRIES – 50c fee – Limit of indemnity $8.83

CANADA, ÉTATS-UNIS, territoires et possessions des États-Unis
50c pour une indemnité maximum de $50
75c pour une indemnité maximum de $100
(Il faut indiquer le droit, s'il dépasse 50c)

TOUS LES AUTRES PAYS – 50c pour une indemnité maximum de $8.83

NUMBER NUMÉRO	NAME – NOM		FEE DROIT	ADDRESS – ADRESSE
40	Martin Reigam	1		Bethany R.R. # 2 , Ont.
41	Velfred Holmberg	2		Bethany R.R. # 2, Ont.
42	Ivan H. Ashbury	3		Bethany R.R. # 2, Ont.
43	Auguste Georges DeLaval	4		Apt.#3 156 Centre St.,Oshawa, Ont.
44	Irmgard Clara DeLaval	5		Apt.#3 156 Centre St.,Oshawa, Ont.
45	Earl Gilbank	6		Pontypool, Ont.
46	Herbert M.Buxton	7		Bethany R.R. # 1 ,Ont.
47	Helen Buxton	8		Bethany R.R. # 1, Ont.
48	Thomas Morton,	9		Bethany, Ont.
49	Mary A.Ashbury	10		Bethany R.R. # 2, Ont.
50	Grace Marie Wood	11		Bethany, Ont.
51	Thomas White Estate	12		C/O Lawrence White, Pontypool, Ont.
		13		
	"THIS IS EXHIBIT "A" TO THE AFFIDAVIT OF ROSS DAVIDSON, SWORN BEFORE ME THIS 11th DAY OF APRIL, 1975.	14		
		15		
		16		
	A Commissioner , etc.	17		
		18		
		19		
		20		

SHEET No. FEUILLE N° 2

Number of Articles Nombre d'objets

Accepted by Accepté par

33-85-01 9 (6-67)

498

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RS2019-025

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 4

Title: Acquisition of Land for Road Purposes – Portion of Palestine Road

Author and Title: Lesley Donnelly, Law Clerk – Realty Services

Recommendations:

That Report RS2019-025, **Acquisition of Land for Road Purposes – Portion of Palestine Road,** be received;

That the acquisition of Part of the South Half of Lot 16, Concession 5, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 1 on Plan 57R-10699, being Part of PIN: 63173-0099 (LT) for road purposes be approved;

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

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

That the Mayor and Clerk be authorized to execute any documents and agreements required to release the municipality's interest in the subject property; and

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In September 2017, a letter was received by Realty Services from Woodcock & Tomlinson, who are lawyers for the owners of the property municipally known as 931 Sandringham Road. The lawyer advised that the property was subject to a registered municipal interest due to the fact that a portion of Palestine Road was located within the south west corner of the applicants' property.

It was determined that the only way to correct the issue and release the municipality's interest in the applicants' property would be to have the subject portion of road conveyed to the municipality.

This issue was brought to the Land Management Committee on December 14, 2017 and the Committee had no objections to obtaining title to the subject land at no cost to the municipality and releasing the municipality's interest in the applicants' property following the transfer.

The applicants subsequently had a Reference Plan of Survey completed, at their expense, and have identified the extent of lands to be conveyed to the City. The proposed area to be conveyed to the City is approximately 33 feet from the centerline of the travelled road by 443.04 feet, being the western half of the road allowance.

Appendix A is a general location map, Appendix B is an aerial photo of the subject lands, Appendix C is a copy of Reference Plan 57R-10699.

The purpose of this report is to advise Council that the Land Management Committee recommends that the City proceed with obtaining title to the subject lands and releasing the municipality's interest in the applicants' property.

Rationale:

The Land Management Committee has concluded that only way the municipality can release its interest in the applicants' property is to first proceed with obtaining title to the necessary land.

The applicants are agreeable to conveying the land at no consideration, and to pay all costs associated with the transaction.

Other Alternatives Considered:

Council may decide to not to proceed with obtaining title to the subject lands. That would be inconsistent with past practice and is not recommended in this circumstance.

Council may decide to wait to transfer title to the subject lands until the City is in ownership of the road allowance in its entirety. The neighboring property located at 883 Sandringham Road also has a “subject to the interest of the municipality” notation for the same section of forced road.

Financial/Operation Impacts:

The land will be conveyed to the City for no consideration, with all associated costs of the transaction payable by the applicants.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The recommendations set out in this Report do not directly support any of the three goals in the Strategic Plan, being:

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

However, the recommendations set out in this Report do align with the following Strategic Enabler of “efficient asset management.”

Consultations:

Land Management Committee
Land Registry Office

Attachments:

Appendix A – General Location Map

Appendix A - General Location Map.pdf

Appendix B – Aerial Photo

Appendix B - Aerial Photo.pdf

Appendix C – Reference Plan 57R-10699

Appendix C - Reference Plan 57R-1

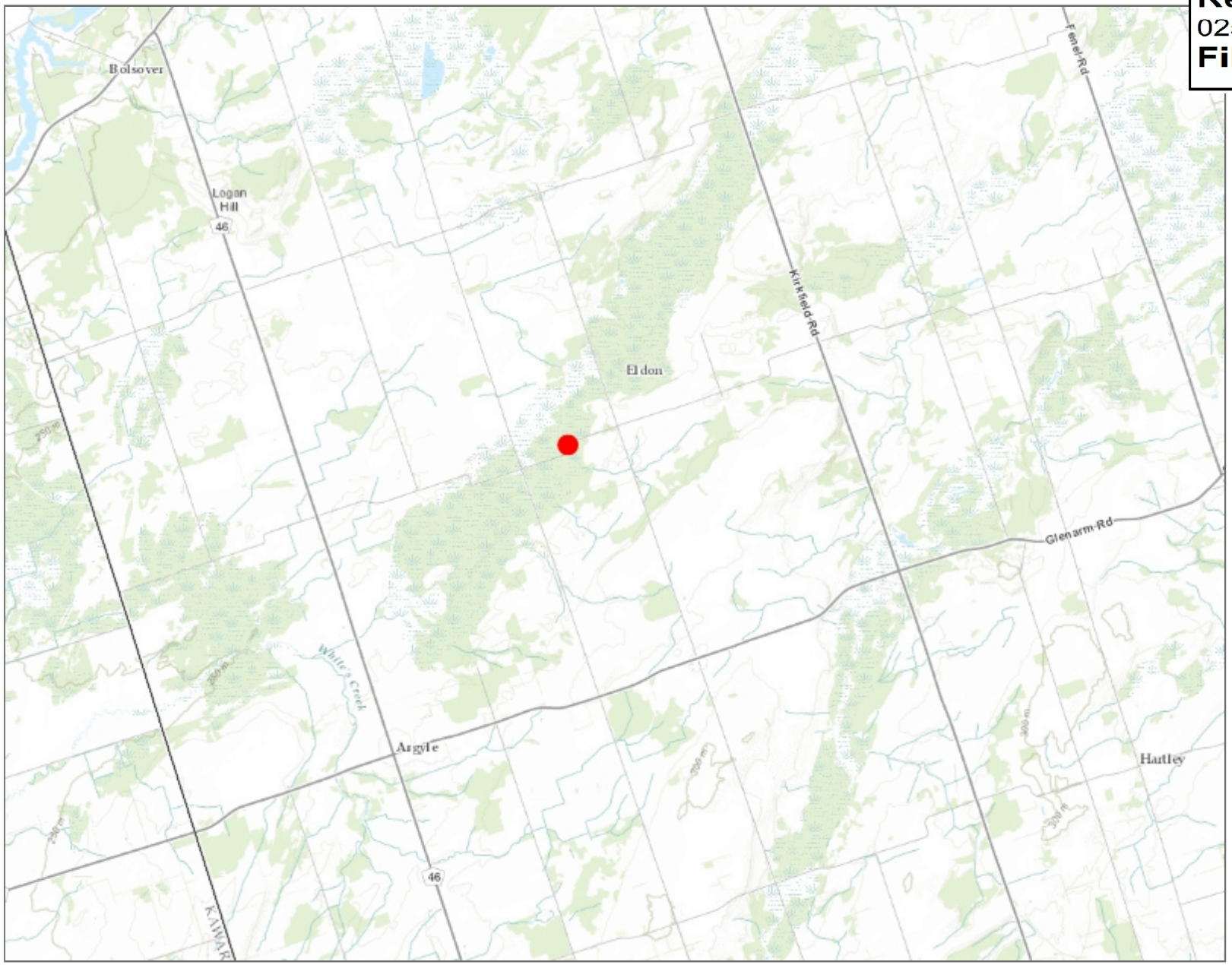
Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

KAWARTHA LAKES GEOMATICS MAPPING

Palestine Road

Appendix A to Report RS2019-025
File No.



Legend

- Upper Municipalities
- Lower Tier Municipalties
- Populated Places

Notes

5.19 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

© City Of Kawartha Lakes

NORTH

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR COMMERCIAL OR LEGAL PUPOSES

KAWARTHA LAKES GEOMATICS MAPPING

Palestine Road

Appendix B to Report RS2019-025
File No.

Legend

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

Notes

0.16 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

© City Of Kawartha Lakes

NORTH

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

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

Appendix C to Report RS2019-025 File No.

SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA
1	PART OF S 1/2 LOT 16	5	PART OF 63173-0099(LT)	0.136 ha.

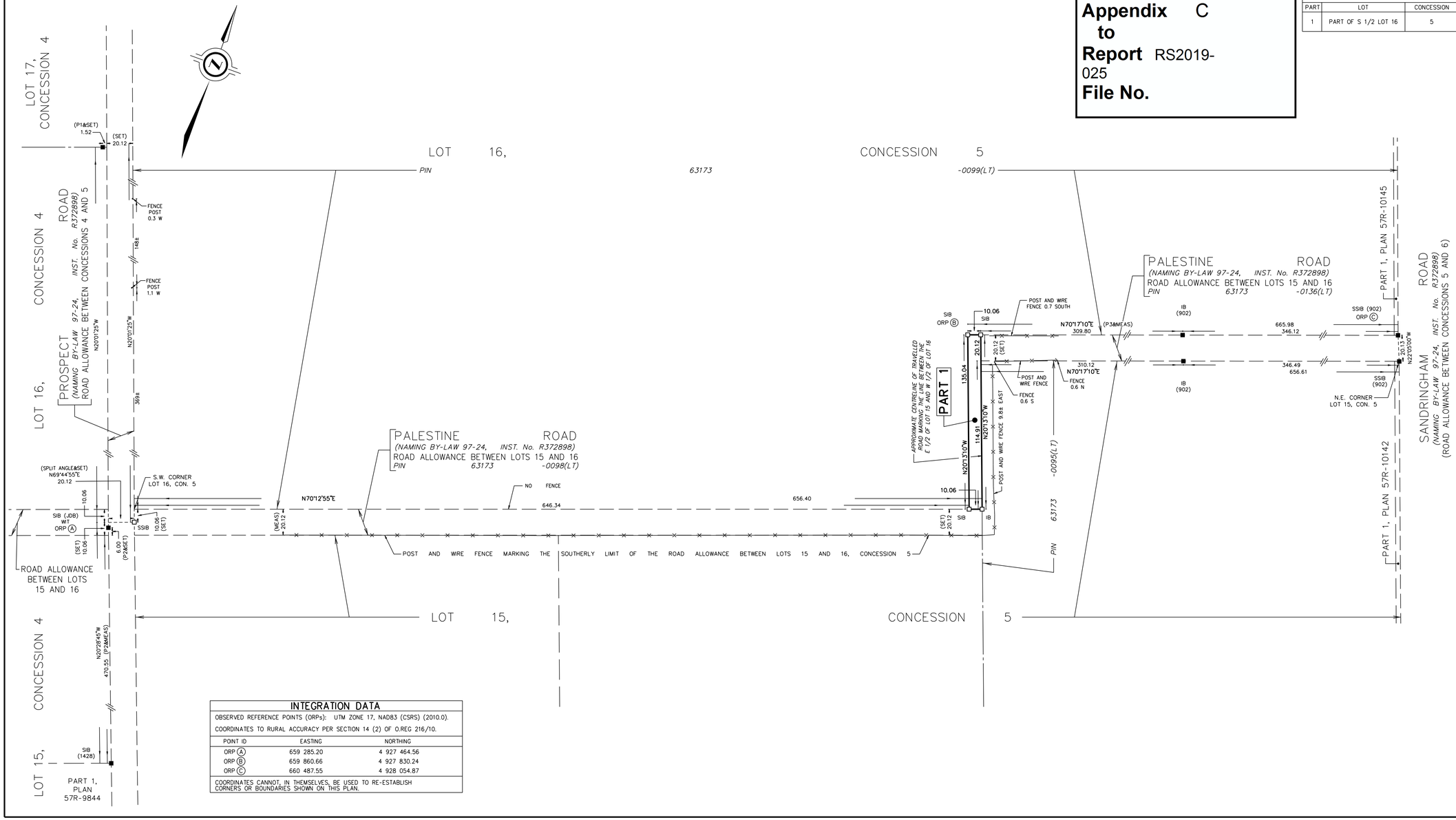
PLAN 57R-10699

Received and deposited

August 20th, 2018

Cathy Nadalin

Representative for the Land Registrar for the Land Titles Division of Victoria (No.57)



INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).

COORDINATES TO RURAL ACCURACY PER SECTION 14 (2) OF O.REG 216/10.

POINT ID	EASTING	NORTHING
ORP A	659 285.20	4 927 464.56
ORP B	659 860.66	4 927 830.24
ORP C	660 487.55	4 928 054.87

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

PLAN OF SURVEY OF

PART OF S 1/2 LOT 16 CONCESSION 5

GEOGRAPHIC TOWNSHIP OF ELDON

CITY OF KAWARTHA LAKES

SCALE 1 : 1500

50 0 20 40 60 80 100 metres

COE, FISHER, CAMERON

THE INTENDED PLOT SIZE OF THIS PLAN IS 915mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1500

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

NOTES

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

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999873.

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
902	DENOTES	COE, FISHER, CAMERON, O.L.S.
1428	DENOTES	C.T. STRONGMAN, O.L.S.
JDB	DENOTES	J.D. BARNES LIMITED
P1	DENOTES	PLAN 57R-5812
P2	DENOTES	PLAN 57R-10631
P3	DENOTES	PLAN 57R-10145
MEAS	DENOTES	MEASURED
WIT	DENOTES	WITNESS

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

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON JULY 13th, 2018.

August 3, 2018
DATE

GERALD G. HICKSON
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2038099.

COE FISHER CAMERON
LAND SURVEYORS
A wholly owned subsidiary of
J. D. Barnes Limited
SURVEYING MAPPING GIS
3 COMMERCE PLACE, UNIT 201, LINDSAY, ON K9V 0N5
T: (705) 324-4152 F: (705) 324-8406 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
DHT	GGH	18-17-009-01
FILE: G:\18-17-009\01\Drawing\18-17-009-01.dgn		DATED: 08/03/18

PLOTTED: 8/3/2018

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PRC2019-008

Date: August 13, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Volunteer Management Committees Terms of Reference

Description: To establish clear Terms of Reference and scope of work for all Volunteer Management Committees

Author and Title: LeAnn Donnelly, Executive Assistant, Community Services

Recommendation(s):

That Report PRC2019-008, **Volunteer Management Committees Terms of Reference**, be received;

That the proposed Terms of Reference for various Volunteer Management Committees, as outlined in Appendix A to Report PRC2019-008 be approved, and replace all predecessor versions of Terms of Reference.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of July 17, 2018, Report CAO2018-005 - Update – Review of City and Agency Boards and Committees, was considered. Council adopted the following resolution:

> **CR2018-461**
> **Moved By** Councillor Elmslie
> **Seconded By** Councillor Seymour-Fagan
>
> **That** Report CAO2018-005, **Update – Review of City and Agency Boards and Committees**, be received;
>
> **That** staff be directed to update the Terms of Reference for various Committees and Boards as generally outlined in Appendix A to Report CAO2018-005 in advance of the next term of Council for approval and subsequent recruitment; and
>
> **That** the City Clerk include regular monthly Committee of the Whole meetings in future annual meeting calendars beginning the next term of Council.
>
> **CARRIED**

This report addresses that direction in the above resolution to provide updated Terms of Reference for various Council Committees and Boards, namely all Volunteer Management Committees.

Attached to this report as Appendix A (A1 to A12) are the proposed Terms of Reference for various Volunteer Management Committees.

Rationale:

Volunteer Management Committees are responsible for the management and operations of a facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. While Volunteer Management Committees are self-sustainable they are required to report quarterly to the liaison Department to update the activities of the facility.
It is recommended that Council approve those Terms of Reference for Volunteer Management Committees as provided in Appendix A to this report.

It should be noted that Appendix A varies from the original list of Recreation Volunteer Management Committees presented in the 2018 Review of Committees. Added are Terms of Reference for the Pontypool Parks and Janetville Parks committees. Terms of Reference are not included for the Kirkfield Festival, Seagrave Park, and Manilla Community Centre committees.

The Kirkfield Festival committee no longer exists. The Seagrave Park and Manilla Community Centre have CKL representation but the overall committees are not administered by Kawartha Lakes.

A follow up report will be presented to Council in Q4 2019 to identify changes to current committees that are presently being confirmed. It is anticipated that the report will identify a new structure for Kinmount Community Centre and Coboconk Railway Station. Also, staff is working with the community and Ward Councillor to develop a Volunteer Management Committee for the Norland Recreation Centre/Ward Park.

Other Alternatives Considered:

No other alternatives were considered.

Financial/Operation Impacts:

There are no financial implications resulting from the approval of these Committee and Board Terms of Reference, save and except volunteer, staff and Council time to support and attend meetings.

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

Volunteer Management Committees are important groups that are responsible for the management and operations of a facility and its grounds to achieve Council's strategic goals, namely:

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

Servicing Implications:

There is no direct impact on City servicing resulting from approval of Volunteer Management Committee Terms of Reference.

Consultations:

CAO
Deputy Clerk
Director of Community Services
Manager of Parks, Recreation and Culture
Affected Volunteer Management Committees

Attachments:

Appendix A – Proposed Terms of Reference for Volunteer Management Committees:

A1: Baddow Community Centre

VMC Baddow Community Centre TO

A2: Bolsover Community Centre

VMC Bolsover Community Centre TO

A3: Burnt River Community Centre

VMC Burnt River Community Centre TO

A4: Carden Recreation Centre

VMC Carden Recreation Centre TOI

A5: Coboconk Railway Station

VMC Coboconk Railway Station TOR

A6: Dalton Community Centre

VMC Dalton Community Centre VM

A7: Janetville Community Centre

VMC Janetville Community Centre TO

A8: Janetville Park

VMC Janetville Park TOR

A9: Kinmount Community Centre

VMC Kinmount Community Centre TO

A10: Norland Old School Hall Community Centre

VMC Norland Old School Hall Communit

A11: Palestine Community Centre

VMC Paletsine Community Centre TO

A12: Pontypool Park

VMC Pontypool Park
TOR

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

Terms of Reference

Name: Baddow Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Baddow Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Baddow Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

1.1 Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Bolsover Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Bolsover Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Bolsover Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Burnt River Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Burnt River Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Burnt River Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Carden Recreation Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Carden Recreation Centre Volunteer Management Committee is established to manage the day-to-day operations of Carden Recreation Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Coboconk Railway Station Volunteer Management Committee

Date Established by Council:

Mission:

The Coboconk Railway Station Volunteer Management Committee is established to manage the day-to-day operations of Coboconk Railway Station and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Dalton Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Dalton Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Dalton Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Janetville Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Janetville Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Janetville Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Janetville Park Volunteer Management Committee

Date Established by Council:

Mission:

The Janetville Park Volunteer Management Committee is established to manage the day-to-day operations of Janetville Park and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Kinmount Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Kinmount Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Kinmount Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Norland Old School Hall Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Norland Old School Hall Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Norland Old School Hall Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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

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

At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Palestine Community Centre Volunteer Management Committee

Date Established by Council:

Mission:

The Palestine Community Centre Volunteer Management Committee is established to manage the day-to-day operations of Palestine Community Centre and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

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

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

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the 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 the liaison Department.

Resources:

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, 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 Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1st for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

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

Timing of Meetings:

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Location of Meetings:

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

Meetings:

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually 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 Committee 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 annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Insurance:

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

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

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

Expulsion of Member:

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department 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. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

Terms of Reference:

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At the discretion of Council the Committee may be dissolved by resolution of Council.

Terms of Reference

Name: Pontypool Park Volunteer Management Committee

Date Established by Council:

Mission:

The Pontypool Park Volunteer Management Committee is established to manage the day-to-day operations of Pontypool Park and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
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No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

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Activities:

The following represent the general activities of the Committee:

a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.

c) Annual Report.

d) Other – as recommended and approved by the liaison Department or Council.

Composition:

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

Appointment of Officers:

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Term of Appointment:

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Resources:

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The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-024

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing

Author and Title: Marielle van Engelen, Buyer
Todd Bryant, Manager of Fleet and Transit Services

Recommendation(s):

That Report PUR2019-024, **Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing**, be received;

That the highest scoring proponent, Cintas Canada Ltd. of Lindsay, Ontario, be selected for the award for Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing for a three (3)year term;

That the option to renew the contract for an additional two (2) – one (1) year terms be awarded pending satisfactory performance, mutual agreement and annual Council budget approvals. Pricing is firm for the first year of the contract, and subsequent years, including renewals, will have a unit price increase based on the annual percentage change in the Consumer Price Index, Ontario, Clothing and Footwear, up to a maximum of 3% (three percent); and

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The current contract for maintenance clothing has expired. The following are the departments and divisions that are participating in this proposal:

Department	Divisions
Public Works	Roads
	Fleet Services
	Transit Services
	Solid Waste
	Water & Wastewater
Community Services	Building and Property
	Parks and Open Spaces
Health and Human Services	Kawartha Lakes Haliburton Housing Corporation

Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing was released for advertising in accordance with the purchasing policy.

The proposal closed on June 27, 2019 and was opened in public by Pat Dunn, Councilor and Marielle van Engelen, Buyer. Proposals were received from the following:

Name of Company
Cintas Canada Ltd. Lindsay , Ontario
Performa Creative Advertising eSolutions Caledon, Ontario
157356 Ontario Mark's Work Wearhouse Lindsay, Ontario
McCarthy Uniforms Toronto, Ontario

The Evaluation Committee carefully evaluated and scored each Proposal by consensus based on the criteria described with the Request for Proposal.

References were checked and found to be favorable.

Rationale:

Standardization is a key component of Make It Better, the City's continuous improvement program. By standardizing high visibility wear we are ensuring compliance with health and safety legislation along with ensuring consistency in the quality and types of clothing in all departments. Having one corporate supplier will reduce the time taken to source quotes by each department and will provide financial savings due to the quantities required

Staff recommends that the highest scoring proponent, Cintas Canada Ltd. of Lindsay, Ontario, be selected for the award of Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing for a three (3) year term.

That the option to renew the contract for an additional two (2) – one (1) year terms be awarded, pending satisfactory performance, mutual agreement and annual Council budget approvals. Pricing is firm for the first year of the contract, and subsequent years, including renewals, will have a unit price increase based on the annual percentage change in the Consumer Price Index, Ontario, Clothing and Footwear, up to a maximum of 3% (three percent).

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted and the highest scoring proponent is being recommended.

Financial/Operation Impacts:

Funds for Proposal 2019-32-OP have been allocated in the 2019 operating budget for all the divisions participating in the proposal. In addition all participating divisions will allocate funds in all future operating budgets.

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

While this report does not directly address our strategic plan, it does address strategic enablers of Municipal Service Excellence and addresses the City's values of collaboration, safety, excellence and continuous improvement.

Consultations:

Strategy and Performance Specialist

Department Head E-Mail: jstover@kawathalakes.ca

Department Head: Jennifer Stover, Director of Corporate Services

Department File: 2019-44-OP

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR-027

Date: August 13, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: Various

Title: **Financial Services 2019 Q2 Quarterly Report**

Description: Awards in Q2

Author and Title: Launa Macey, Supervisor of Financial Services

Recommendation(s):

That Report PUR2019-027 **Procurement 2019 Q2 Quarterly Report**, be received.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

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

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

This report addresses these directions.

Rationale:

This report provides the results of procurement awards and emergency reports during the period of April 1, 2019 to June 30, 2019. The summary report shall provide: the project number, successful vendor, total budget, contract term and any optional renewals and amount of award.

Other Alternatives Considered:

None as the awards were in accordance with the Purchasing Policy.

Financial/Operation Impacts:

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

There were no emergency reports during this quarter.

Consultations:

Junior Accountant
Engineering
Public Works
Water & Wastewater
Community Services
Revenue & Taxation

Attachments:

PUR2019-027 Q2 Quarter Confidential

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover, Corporate Services Director

2nd Quarter 2019 - Projects over $100,000 within budget and within scope

Account Number	Bid #	Project Description	Department	PAR Report	Project Balance at Time of Award	Awarded Amount (Excluding HST)	Contingency	Payable HST	Total Cost	Remaining Project Balance	Awarded To	Contact Term	Optional Renewals
983190101, 983190102, 950180118, 950180111	2019-11-CQ	Wellington Street Bridge Rehabilitation	Engineering	PAR2019-016	$ 927,841.00	$ 614,476.00	$ 80,476.00	$ 10,859.00	$ 707,184.00	$ 220,656.00	GMP Contracting	Upon Completion	N/A
997166101 997190103	2019-17-CQ	Lindsay St North Landfill Leachate Pumping Station	Engineering	PAR2019-022	$ 494,208.00	$ 337,800.00	$ 33,780.00	$ 5,493.00	$ 378,073.00	$ 116,135.00	Standard Paving Limited	Upon Completion	N/A
983190705	2019-28-CQ	Life Cycle Management - Crack Sealing	Engineering	PAR2019-027	$ 197,950.00	$ 162,000.00	$ 16,200.00	$ 3,136.00	$ 181,336.00	$ 16,614.00	Northern Contracting & Maintenance	30-Sep-19	2, one year terms ending 30Sep2021
997166101 997190103	2019-33-CQ	George St E Reconstruction	Engineering	PAR2019-020	$2,418,703.00	$2,147,309.00	$ 214,731.00	$ 41,573.00	$2,403,613.00	$ 15,090.00	Nick Carchidi Excavating Limited	Upon Completion	N/A
994190310	2019-38-CQ	Supply & Delivery of One New Vacuum Truck	Fleet	PAR2019-037	$ 605,225.00	$ 566,573.00	$ -	$ 9,972.00	$ 576,545.00	$ 28,680.00	Winslow-Gerolamy Motors Limited	Upon Completion	N/A

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-028

Date:	August 13, 2019
Time:	2:00 p.m.
Place:	Council Chambers

Ward Community Identifier: Various

Title:	Single Source for Three Ambulance Remounts
Description:	Three Ambulance Remounts
Author and Title:	Launa Macey, Supervisor of Financial Services Andrew Rafton, Acting Chief of Paramedic Service

Recommendation(s):

That Report PUR2019-028, 2019-79-SS, Single Source for Three Ambulance Remounts, be received;

That Crestline Coach Ltd. of Saskatoon be awarded the single source purchase of three (3) ambulance remounts for 2019 at a total cost of $350,372.00 plus HST; and

That following successful completion of the 2019 remounts, Crestline Coach Ltd. of Saskatoon be awarded an additional three year contract, to 2022, to provide ambulance remounts to the City.

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

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

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

Previously, the City had the option of two different manufacturers of ambulances, Demers and Crestline. In 2018, Demers was bought out by Crestline making them the only approved vendor for new or remounted ambulances.

Rationale:

The City has thirteen (13) ambulances in the Paramedic Services fleet, all manufactured by Crestline Coach of Saskatoon. Paramedic Services has managed to standardize their fleet over the years as the ambulances have proven to be both dependable and reliable and Crestline Coach Ltd. has provided excellent customer service.

Our neighboring Paramedic Services, Haliburton, Peterborough and Northumberland County all utilize Ambulances manufactured by Crestline. In an emergency situation, vehicle familiarity plays an important role with response times for Paramedics working in cross border situations or when vehicles are loaned and/or borrowed from neighboring Paramedic Services.

Following our vehicle replacement schedule, three vehicles were identified of needing replacement in 2019. Since 2018, the Paramedic Services department has begun a program of remounting the patient compartment of a decommissioned Ambulance onto a new vehicle chassis. This practice, used by numerous Paramedic services throughout the province provides us with an opportunity to save money and redirect those savings back into vehicle upgrades that we would otherwise not afford. Last year we remounted two (2) vehicles and this year we are requesting to remount three (3) vehicles.

Staff recommends that Crestline Coach Ltd. of Saskatoon be awarded the single source purchase of three (3) ambulance remounts at a total cost of $346,372.00 plus HST.

As Crestline Coach Ltd. is the only vendor that can supply the remounts, it is recommended that the City enter into a three year contract to provide the ambulance remounts rather than a single source being done every year.

At the completion of the three years, Paramedics and Financial Services will review the process to see if there are any new Companies that can supply the remounts.

Other Alternatives Considered:

No other alternatives are being considered as the City's Purchasing Policy allows for a sole source when there is only one source in the market.

Financial/Operation Impacts:

The budget for the ambulance remounts was approved in the 2019 capital budget as per the chart below.

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excluding HST)	HST Payable	Total Purchase	Project Balance
938190202	$495,000	0	$495,000	$346,372	$6,096	$352,468	$142,532

The project balance will be addressed in the Capital Close Report provided by the Treasury Division.

Consultations:

Junior Accountant

Department Head E-Mail: arafton@kawarthalakes.ca

Department Head: Andrew Rafton, Acting Chief of Paramedic Services

Department File: 2019-79-SS

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-030

Date:	August 13, 2019
Time:	2:00 p.m.
Place:	Council Chambers

Ward Community Identifier: Various

Title:	Sole Source for New Ambulance Power-LOADs
Description:	Ambulance Power-LOADs
Author and Title:	Launa Macey, Supervisor of Financial Services Andrew Rafton, Acting Chief of Paramedic Service

Recommendation(s):

That Report PUR2019-030, 2019-80-SS, Sole Source for New Ambulance Power-LOADs, be received;

That Stryker EMS Equipment be awarded the Sole source purchase of four (4) new ambulance Power-LOADs at a total cost of $105,283.20 plus HST; and

That following successful purchase of the 2019 Power-LOADs, Stryker EMS Equipment be awarded an additional three year contract, to 2022, to provide the Power-LOADs to the City.

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

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In 2010, Kawartha Lakes Paramedic Service made a substantial capital investment by purchasing the Stryker Power Pro stretcher, a battery powered stretcher capable of raising and lowering itself and the patient hydraulically resulting in fewer injuries to Paramedics. Subsequently, Stryker has developed a power-loading cot fastener system that improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load further helps prevent cumulative trauma injuries. In 2018, Kawartha Lakes Paramedic Service began a program to gradually introduce this new equipment into any newly acquired ambulance. In order to keep our ambulance replacement project cost neutral, funding for this new equipment was obtained by the savings found in remounting ambulances, a common practice used throughout Ontario. Three (3) power-loading systems were purchased and installed in 2018.

Stryker is currently the only manufacturer of a power load system worldwide.

Rationale:

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

Staff recommend that Stryker EMS Equipment be awarded the Sole source purchase of four (4) new ambulance Power-LOADs at a total cost of $105,283.20 plus HST.

As Stryker EMS Equipment is the only vendor that can supply power load systems for ambulances, it is recommended that the City enter into a three year contract to provide the powerloads rather than a single source being done every year.

At the completion of the three years, Paramedics and Financial Services will review the process to see if there are any new Companies that can supply the power load system.

Other Alternatives Considered:

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

Financial/Operation Impacts:

The budget for the Power-LOADs was approved in the 2019 capital budget as per the chart below.

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excluding HST)	HST Payable	Total Purchase	Project Balance
938190202	$495,000	$352,468	$142,532	$105,283	$1,853	$107,136	$35,396

The project balance will be addressed in the Capital Close Report provided by the Treasury Division.

Consultations:

Junior Accountant

Department Head E-Mail: arafton@kawarthalakes.ca

Department Head: Andrew Rafton, Acting Chief of Paramedic Services

Department File: 2019-80-SS

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-029

Date: **August 13, 2019**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: **2019-47-OQ Hot and Cold Mix Road Patching Services**

Author and Title: **Linda Lee, Buyer**
Richard Monaghan, Supervisor – Public Works

Recommendation(s):

That Report PUR2019-029, 2019-47-OQ Hot and Cold Mix Road Patching Services, be received;

That Marquis Snow and Ice be selected for the award of 2019-47-OQ Hot and Cold Mix Road Patching Services at the estimated quotation amount of $92,660.30 plus HST. The initial term will be for a three (3) year period from September 1, 2019 to December 31, 2021 with a CPI increase being added for 2020 and 2021.

That pending successful completion of the initial term, staff be authorized to enter into contract for one (1) – two (2) year optional term with CPI increases being added for each additional year.

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

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The City has various locations that require minor asphalt repairs through pot hole patching. Asphalt repairs are site specific and range in size, and severity of distress. At certain times of the year the City requires the services of contractors on an “as required” basis to supplement their own forces.

Request for Quotation (RFQ) 2019-47-OQ Hot and Cold Mix Road Patching Services was released and advertised in accordance with the Purchasing Policy.

The RFQ closed on Thursday July 11, 2019 and was opened in public by Deputy Mayor Elmslie and Linda Lee, Buyer

Submissions were received by the following:

Company Name
Marquis Snow & Ice Ltd.

The submission was evaluated for compliancy to the quotation document and found to be compliant. Marquis Snow and Ice is known to the City.

Rationale:

Staff recommends that Marquis Snow and Ice be selected for the award of 2019-47-OQ Hot and Cold Mix Road Patching Services at the estimated quotation amount of $92,660.30 plus HST. The initial term will be for a three (3) year period from September 1, 2019 to December 31, 2021 with a CPI increase being added for 2020 and 2021.

Other Alternatives Considered:

No other alternatives are being considered at this time as the recommendation to award was achieved through an open, fair and transparent process and is within budget

Financial/Operation Impacts:

There are adequate funds in the operating budget to award the 2019 work. The Public Works Department will monitor the operating budget closely to ensure that there are adequate funds available to meet legislative responsibilities as they arise. All amounts listed in the contract are estimates only. The City will procure this work based on approved budgets for 2020 and 2021 as well as any optional terms.

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

The patching of potholes aligns with the corporate strategic enabler of providing "Municipal Service Excellence" by adhering to the City's Level of Service policy for road maintenance.

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: 2019-47-OQ

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-031

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 10

Title: **2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study**

Author and Title: **Linda Lee, Buyer**
Lisa Peimann, Executive Assistant Engineering and Corporate Assets

Recommendation(s):

That Report PUR2019-031, 2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study, be received;

That The Greer Galloway Group Inc. be selected for the award of 2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study for the total quoted amount of $47,250.00 plus HST;

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

That the Procurement Division be authorized to issue a purchase order.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The City of Kawartha Lakes owns the Power Generation, Landfill Gas Collection and Flaring System at the Lindsay Ops Landfill. The Power Generation facility operates under Renewable Energy Approval Number 8446-9HSGRP. The system is currently operated, maintained and monitored by an external company.

The Request for Proposal is to seek professional services to carry out a study to assess, make recommendations and minimize operational costs of the Lindsay Ops Landfill's Electricity Generation System. The goal would be to optimize operations and energy production such that the system would see a return on investment and overall benefit to the City, as originally intended.

Rationale:

Staff recommends that The Greer Galloway Group Inc. be selected for the award of Proposal 2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study for the quoted price of $47,250.00 plus HST.

Other Alternatives Considered:

No other alternative is being considered as the competitive procurement processes were followed and the scope of work cannot be changed. So, the highest scoring proponent is being recommended.

Financial/Operation Impacts:

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	Contingency 10%	HST Payable	Total Amount	Project Balance
997190201	$55,000	$0	$55,000	$23,625	$2,363	$457	$26,445	$28,555
998190403	$55,000	$0	$55,000	$23,625	$2,363	$457	$26,445	$28,555
Total	**$110,000**	**$0**	**$110,000**	**$47,250**	**$4,726**	**$914**	**$52,890**	**$57,110**

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

The Financial Impact is being split between:
997190201 – Lindsay- Ops Landfill Electricity Generation System –Landfill Project
998190403 – Lindsay- Ops Landfill Electricity Generation System –Water and Wastewater Project

The Request for Proposal (RFP) 2019-42-CP Lindsay Ops Landfill Electricity Generation System Optimization Study was released and advertised in accordance with the Purchasing Policy.
The RFP closed on Thursday June 20, 2019 and was opened in presence of Mayor Letham and Linda Lee, Buyer.

Proposals were received from the following:

Company
The Greer Galloway Group Inc.
Comcor Environmental Limited

Submissions were carefully reviewed and evaluated by the evaluation committee by consensus to the criteria described in the RFP, and The Greer Galloway Group was found to be the highest scoring proponent.

References were checked with no concerns identified.

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

This project relates to Goal 3 by ensuring waste management operations continue to operate effectively.

- Goal 3 – A Healthy Environment

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

Consultations:

Junior Accountant

Attachments:

NA

Department Head E-Mail: Jrojas@kawarthalakes.ca

Department Head: Juan Rojas

Department File: 2019-42-CP

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-032

Date:	**August 13, 2019**
Time:	2:00 p.m.
Place:	Council Chambers

Ward Community Identifier: various wards

Title: **2019-70-CQ Gravel Road Rehabilitation**

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

Recommendation(s):

That Report PUR2019-032, **2019-70-CQ Gravel Road Rehabilitation**, be received;

That Royel Paving, a division of CRH Canada Group Inc. be selected for the award of Quotation 2019-70-CQ Gravel Road Rehabilitation for the quoted price of $1,503,603.50 plus HST;

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

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In 2018 Council adopted and approved a 3 year term project for the rehabilitation of gravel roads. The project was based on roads sections brought forward by Public Works and Council based on level of service issues that had been identified. This tender represents year 2 of that program. Scope of work includes ditching, culvert replacements, road base repairs.

The Request for Quotation (RFQ) 2019-70-CQ Gravel Road Rehabilitation was released and advertised in accordance with the Purchasing Policy.

The RFQ closed on Thursday July 4, 2019 and was opened in public by Jane Pyle, Executive Assistant to the CAO and Linda Lee, Buyer.

Quotations were received from the following:

Company Name	Total Amount read out at opening
Royel Paving, A division of CRH Canada Group Inc.	$1,503,603.50
Four Brothers Construction	$1,950,875.00

Two (2) submissions were received. In accordance with the Purchasing Policy, if fewer than three (3) submissions are received in a formal competitive procurement process it must go to Council.

The quotations were evaluated and Royel Paving was found to be the lowest compliant submission. This vendor is known to the City.

Rationale:

Staff recommends that Royel Paving, A division of CRH Canada Group Inc. be awarded 2019-70-CQ Gravel Road Rehabilitation as the lowest compliant submission.

Other Alternatives Considered:

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

Financial/Operation Impacts:

Funds for 2019-70-CQ were approved in the 2019 Capital Budget as indicated in the table below:

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	Contingency 10%	HST Payable	Total Amount	Project Balance
983181400	$3,475,350	$1,394,913	$2,080,437	$1,503,604	$150,360	$29,111	$1,683,075	$397,362

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

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

This project relates to Goal 1 by maintaining the City's existing infrastructure:

- Goal 1 – A Vibrant and Growing Economy

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

Consultations:

Junior Accountant

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas

Department File: 2019-70-CQ

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-036

Date: August 13, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 7

Title: Single Source for Reactivator Thickener Rehabilitation at the Lindsay Water Treatment Plant

Description: Reactivator Thickener Rehabilitation at the Lindsay Water Treatment Plant

Author and Title: Launa Macey, Supervisor of Financial Services
Tauhid Khan, Asset Management Coordinator

Recommendation(s):

That Report PUR2019-036, **Single Source for Reactivator Thickener Rehabilitation at the Lindsay Water Treatment Plant**, be received;

That Council authorize the single source purchase to Ecodyne Limited for the rehabilitation of the reactivator thickener at the Lindsay Water Treatment Plant at a total cost of $280,000.00 not including HST;

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

That upon approval, the Financial Services division be authorized to issue a purchase order.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Lindsay Water Treatment Plant (WTP) thickens water plant solids (aluminum hydroxide residuals) in a large gravity thickener before discharge of thickened solids to the sanitary sewer. The WTP has one gravity thickener with no redundancy. The gravity thickener is a Graver Reactivator up-flow clarifier, manufactured by Ecodyne Limited, and was originally installed in the 1960's. The last major upgrade to the thickener was in the1990's. The sludge thickener has a 15.2 m diameter sludge scraping mechanism driven by a bridge mounted drive motor. The sludge scraping mechanism bottom bearing has failed and the scraper mechanism is currently scraping the bottom of the concrete tank. An underwater camera inspection was completed in 2018 with Ecodyne's (manufacturer) assistance.

This contract is based on a formal quotation requested from Ecodyne Limited to replace remove, supply and install worn and failed parts on the Reactivator as recommended by Ecodyne Limited. The quotation also includes supply of a DAF system to temporarily thicken the solids while the Reactivator gravity thickener is being repaired. The parts being provided by Ecodyne are proprietary custom manufactured parts. Ecodyne is also responsible for installing all the parts to their specifications to provide a fully functional mechanism within a very limited downtime of one month. Ecodyne expects the rehabilitation of the Reactivator mechanism will increase the life of the gravity thickener by over 10 years.

Rationale:

Staffs recommend that Council authorize the single source purchase to Ecodyne Limited for the rehabilitation of the reactivator thickener at the Lindsay Water Treatment Plant at a total cost of $280,000.00 not including HST.

Other Alternatives Considered:

No other alternatives are being considered as the City's Purchasing Policy allows for a single source when there is no alternative or substitute good exists that meets the specific of unique technical components or replacement parts. The parts needed for the repair works are proprietary custom manufactured parts by Ecodyne.

Financial/Operation Impacts:

Funds for this project were approved in the 2019 Capital Budget as indicated in the table below:

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	Contingency	HST Payable	Total Amount	Project Balance
998190101	$210,000	$21,384	$188,616	$155,000	$30,000	$3,256	$188,256	$360
998190401	$140,000	$19,162	$120,838	$95,000	$0	$1,672	$96,672	$24,166
Total	$350,000	$40,546	$309,454	$250,000	$30,000	$4,928	$284,928	$24,526

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

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

This project relates to Goal 3 by ensuring water treatment plant operations continue to operate effectively.

- Goal 3 – A Healthy Environment

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

Consultations:

Junior Accountant

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and corporate Assets

Department File: 2019-CQ-Lindsay WTP reactivator

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ED2019-018

Date: **August 13, 2019**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Downtown Revitalization – Public Washrooms in Downtowns

Description:

Author and Title: Carlie Arbour, Economic Development Officer – Community on behalf of the Downtown Revitalization Committee of Council

Recommendations:

That Report ED2019-018, Downtown Revitalization – Public Washrooms in Downtowns, be received; and

That Staff provide Council with high level capital and operating cost estimates for providing public washrooms near the wharf in Coboconk and in Downtown Fenelon Falls, including location options by Q1 2020; and,

That Staff be directed to work with the Downtown Revitalization Committee to better understand the current gaps and potential alternative opportunities for addressing the need for washrooms in downtowns (including, but not limited to walking distance, signage, and locations).

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Downtown Revitalization Committee of Council Meeting of June 11, 2019, the following resolution passed;

Moved by Dinah Wilson
Seconded by Steve Podolsky

That staff be directed evaluate the costs associated to the installation and maintenance of washrooms by the wharf in Coboconk and in Downtown Fenelon Falls in advance of the 2020 budget deliberations.

CARRIED

At the Council Meeting on March 7, 2019, Council approved the Downtown Revitalization Action Plans were approved:

> **CR2017-194**
> **RESOLVED THAT** Report ED2017-005, **Downtown Revitalization Update and Action Plans**, be received;
> **THAT** the Downtown Revitalization Action Plans for Coboconk-Norland, Fenelon Falls, Lindsay and Omemee, as outlined in Appendices A to D respectively to Report ED2017-005, be approved;
> **THAT** financial considerations for projects beyond those already identified in existing budgets and work plans be incorporated in future budgets for consideration;
> **THAT** a Downtown Revitalization Committee of Council be established with representation including each community that has a completed Downtown Revitalization Plan; and
> **THAT** staff develop the Terms of Reference for the Downtown Revitalization Committee and forward to Council for approval.

CARRIED

The request for new public washrooms in Downtown Coboconk and Downtown Fenelon Falls is outside of existing budget and work plans and therefore being brought to Council for consideration.

Rationale:

The City of Kawartha Lakes has demonstrated the importance of Downtowns as cultural, economic and social centers of our local economies and communities through the development of the Downtown Revitalization Committee of Council.

Downtown Infrastructure: Washrooms

The Downtown Revitalization Committee of Council believes that public washrooms in the Downtowns are important to support the vitality, functionality and accessibility of our Downtown spaces. In three of the four Downtown Revitalization Strategic Action Plans approved by Council, the communities identified the need for public washrooms (Attachment A).

The availability of publically accessible washrooms is a key infrastructure component in downtowns. Destination Development Association, after surveying 400 successful downtowns, developed a list of “The 20 Ingredients of an Outstanding Destination.” They identify public washrooms as one of these necessary ingredients. They state that washrooms are the primary reason for traffic to stop in a community, and once visitors have parked and exited their vehicles, they are up to four (4) times more likely to spend money (Attachment B).

The Downtown Revitalization Committee has identified an immediate need for access to washrooms in downtown Coboconk and Fenelon Falls citing that the walking distance to the existing public facilities and their limited hours of operation present a challenge for visitors in both communities.

Coboconk

Throughout the summer months in Coboconk, the waterway is a main access point to the community. When users dock their boats to explore the Downtown, there are no public washrooms available for use within a short walking distance. Local residents and businesses have expressed their concern that with no public options at the wharf, boaters are relieving themselves directly into the water in addition to creating increased demands on the local businesses to provide this service.

Public washrooms are currently available at Lions Park, and the Service Centre, and a port-a-potty is available on the North side of the wharf located at a government dock. Staff investigated washrooms on the South side at the wharf. To date, they have not permitted by the Trent-Severn Waterway due to proximity to the water and the need for a 30-meter buffer. There is currently no City owned property on the preferred South side of the wharf to erect permanent washrooms.

Fenelon Falls

Historically in Fenelon Falls, public washrooms were located in the Downtown on Francis Street. These facilities are closed and the property listed as Surplus on the City’s website.

This has created an ongoing demand for facilities from private business owners. Public washrooms are available at Garnet Graham Park, the Public Library and on Trent-Severn Waterway property.

While in operation, the public washrooms in both Downtown Fenelon Falls and Coboconk Lions Park were badly and continuously vandalized. Each building had structural issues that led to the Council decision not to replace the facilities.

Downtown Program: Opportunities and Limitations

The Economic Development Division leads the Downtown Revitalization program, which by nature, identifies projects and improvements that could affect other City departments. Public washrooms, including the capital, operating expenditures and maintenance are the responsibility of Community Services. Council has not historically prioritized public washrooms in the Downtowns, but maintains those in City-owned and operated facilities.

By the time of this report, the timeline to present new capital budget projects for 2020 has passed. Considering staff work plans and workload, a cost estimate to be included in the 2020 budget deliberations, as requested by the committee presents a challenge. Community Services has recommended a report back for early 2020.

There are initiatives that might support the committee's immediate requests:

Coboconk

Portable washrooms may be possible on the South side of the wharf, pursuant to obtaining the appropriate set back allowances and an agreement to locate them on private property.

Fenelon Falls

Community Services is currently amidst preliminary discussions regarding the renovation of the Fenelon Falls Public Library that could include upgraded public washroom facilities.

The report back from staff in Q1, 2020 would include a high-level estimate of the costs associated for washrooms in each of the downtowns. With direction from Council, Staff would work alongside the Committee to explore the existing gaps and best practices to meet the demands for washrooms in Downtowns.

Other Alternatives Considered:

The Downtown Revitalization Committee of Council has identified public washrooms as an immediate need in downtown Coboconk and Fenelon Falls. Council's responsibility is to decide if the installation and ongoing maintenance of public washrooms in the Downtowns is a core function of the Municipality.

Other alternatives could be:

That staff be directed evaluate the costs associated to the installation and maintenance of washrooms by the wharf in Coboconk and in Downtown Fenelon Falls in advance of the 2020 budget deliberations. (DRAC Recommendation)

Or;

That Council choose not to pursue funding for additional public washrooms in the Downtowns.

Financial/Operation Impacts:

There are no immediate financial implications from this report.

The Committees request for Council to evaluate the costs of installing and maintaining public washrooms in Downtowns could influence future budget deliberations.

Relationship of Recommendations to The 2016-2019 Strategic Plan:

The Downtown Revitalization Committee of Council relates to the Council Adopted Strategic Plan in supporting **A Vibrant and Growing Economy**.

Consultations:

Downtown Revitalization Committee of Council

Director of Community Services

Attachments:

Attachment A: Downtown Revitalization Action Plans, Public Washrooms

Downtown Revitalization Action Pl

Attachment B: Destination Development Association: The 20 Ingredients of an Outstanding Destination

20 Ingredients Handout.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: A24

Downtown Revitalization Action Plans: Public Washrooms

Fenelon Falls

Goal: Develop a robust Downtown Business Community.

Action: Ensure all accessible public washrooms are in good working order and well maintained, are provided in the Downtown and that they are available to the public seven days a week on an as required basis.

Coboconk

Goal: Improve the visual appearance and functionality of the public realm to create a year round cottage community for residents and visitors to enjoy.

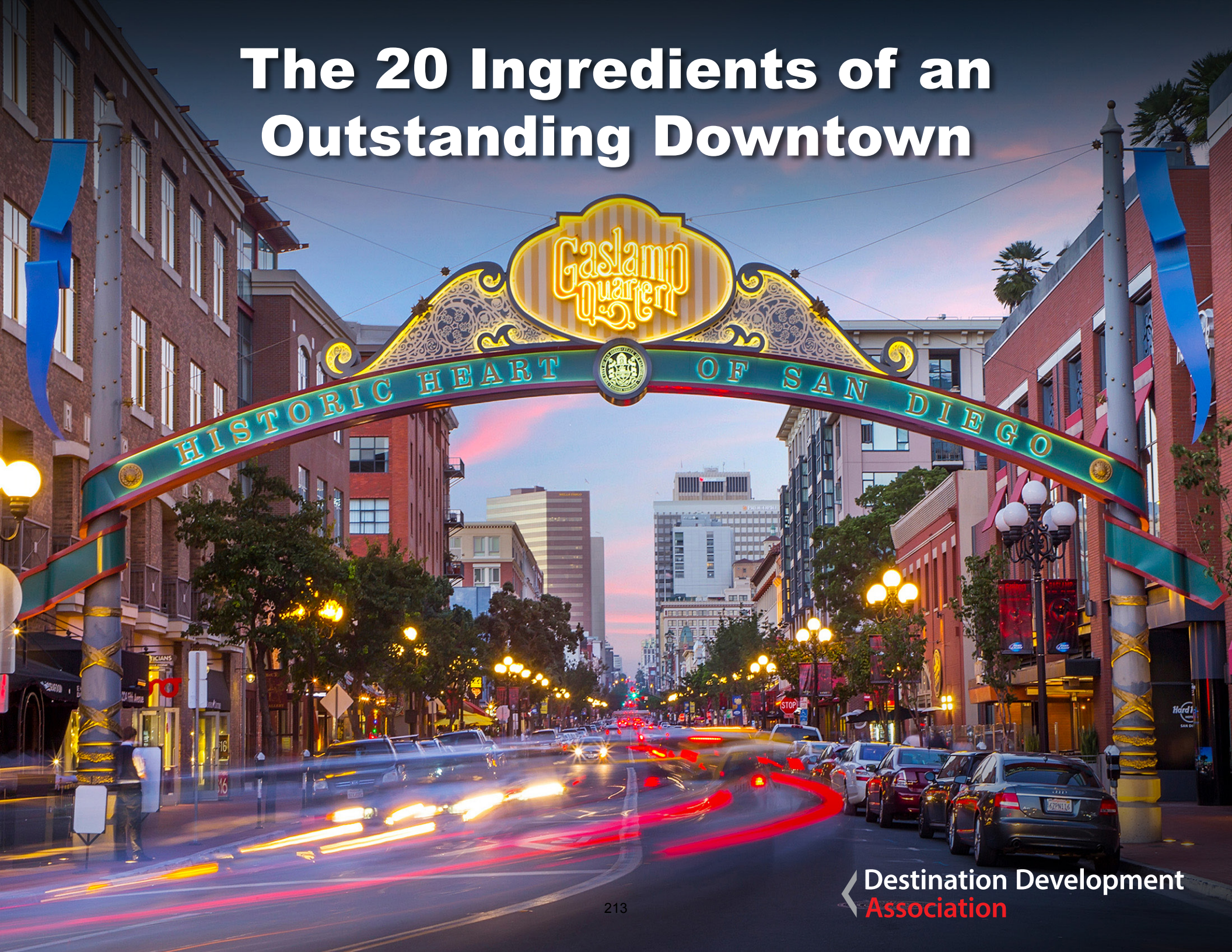
Action: Install public washrooms close to Coboconk downtown, with easy access for boaters.

Lindsay

Goal: Improve the visual appearance and functionality of the public realm while maintaining and enhancing its historic character by committing to implementing the Lindsay Downtown Revitalization Strategic Plan, and the Lindsay Streetscape and Facade Design Guidelines, creating a livable and attractive community for residents and visitors to enjoy.

Action: Install public amenities such as drinking fountains, accessible washrooms, shaded rest stops, and bike racks and bicycles shelters, in appropriate locations throughout the Downtown.

The 20 Ingredients of an Outstanding Downtown



Destination Development Association

Where did this come from?

For more than 30 years the DDI team has worked around the world helping communities become outstanding destinations for investment, new business opportunities, and as a place to live and visit. Coming from the tourism industry, we discovered an interesting fact: The number one activity of visitors in the world is shopping, dining and entertainment in a pedestrian-friendly, intimate setting – your downtowns. This is where 80% of all non-lodging tourism spending takes place. That's right: 80%.

Is it any wonder that Disney has built Downtown Disney right next to its theme parks? It's to capture that visitor spending. Understanding this changed our business – we realized that downtowns are critically important to any tourism program and that downtown and destination marketing organizations should be joined at the hip.

Digging a little further, we found a couple more interesting facts:

1. If you don't hang out in your own downtown, neither will visitors. Visitors go where residents go. If that's somewhere besides downtown, that's where visitors will go as well.

2. Overnight visitors spend the night where there are things to do after 6:00 pm. In fact, 70% of all consumer retail spending, including that of visitors, now takes place during the evening hours. Are you open?

But even with this information, a big question loomed: What does it take to create a downtown where visitors AND locals would spend time and money? We decided to find out.

We developed a list of criteria that included nearly 80 items: from store hours, to parking limits, to business mix, wayfinding signage and marketing programs.

We then surveyed 400 successful downtowns and downtown districts (big and small) throughout the U.S., Canada, and Western Europe. Using the 80-item list we found the 20 most common ingredients that led to their success.

Few downtowns had all 20 ingredients, but those with 17 or more got an "A" from our research and were clearly successful destinations. Many had 15 or 16 and those earned a "B," and those with 13 or 14 earned a "C." After working with nearly a thousand communities and surveying hundreds of others, we found that more than 600 of those did not meet the qualifications to earn a "C," and were not nearly as successful.

Additional criteria to determine success was then included:

- The downtowns or districts had to have at least a 97% or higher occupancy rate in the core district or area being surveyed.

- The lease rates had to be "market rate" or higher compared to similar cities and towns in the state, province, or region.

- The turnover had to be less than 5% per year. Revolving door downtowns are not sustainable in the long run.

- They downtowns or districts are seen as the lifeblood of the community. Full of activity and life.

There are 19,500 cities and towns in the U.S., and of those, 18,500 have populations of less than 40,000 residents. In Canada there are more than 8,000 cities, towns and villages, of which more than 7,500 have smaller populations. And the majority of these cities and towns have struggling downtowns. We are in an age when people want to spend time in vibrant downtowns more than ever before. Yet because many downtowns have property owners who do not work together with a common vision, many of whom are absentee owners, or they have regulations that stifle successful retail or other dysfunctional qualities, developers are now building new "downtowns" – lifestyle retail centers. These are designed to mimic the traditional downtown of yesteryear. Virtually all of them use these same 20 ingredients to ensure their success.

As you go through the 20 Ingredients of an Outstanding Downtown, see how your downtown or district stacks up. If you have 13 or more of these ingredients, wonderful! Please let us know! We are always updating our research, looking for great case histories, and would love to share your story with others.

For those of you working hard to turn your downtown into an outstanding destination, we hope these ingredients can become your "Action Plan" so that your community can enjoy the benefits of an enjoyable, economically healthy and vibrant downtown. We would love to add your community to our list of Outstanding Downtowns.

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The Property Owners List

1. They all begin with a plan

Successful communities start with a plan. Bring together your partners and stakeholders, and work together so that everyone's efforts are towards common goals and a defined direction.

- Every community has different features, so each community needs its own special Branding, Development & Marketing Action Plan.
- Identify what sets your community apart from everyone else. Make that the focus of your executive summary and your detailed vision statement. That will be your strongest sales tool.
- Your Action Plan needs to include your brand and brand promise, product development plan, and marketing plan.
- Your Action Plan needs to be a detailed "to-do list."

2. They defined a strong brand and retail focus

Branding is perhaps the most misunderstood concept in the world, yet here we are smack dab in the middle of the "Era of the Brand." Outstanding destinations have a strong brand and a successful, vibrant retail core.

- Brands are perceptions
- Brands are built on product
- Brands are earned: Good or Bad
- Brands are built using public relations and word of mouth
- Brands must be experiential
- Branding is the art of differentiation
- Jettison the generic

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3. They orchestrated recruitment of "critical mass" or "clustering."

Successful downtowns need to have a critical mass of like businesses. This would include a minimum in three lineal blocks:

- **Ten places that sell food:** soda fountain, coffee shop, bistro, café, sit-down restaurant, wine store, deli, confectionery.
- **Ten destination retail shops:** galleries, antiques (not second hand stores), collectibles, books, clothing, home accents, outfitters, brand-specific businesses, garden specialties, kitchen stores, cigars, etc.
- **Ten places open after 6:00 pm:** entertainment, theater (movies, performing arts), bars & bistros, specialty shops, dining, open air markets, etc.

4. They each have "anchor tenants"

An anchor tenant is your primary lure – what makes you worth a special trip.

Like every mall, every town relies on anchor businesses to attract customers, and all the other businesses benefit.

To be a successful community, you must have at least one or two anchor businesses, ones that people would drive an hour – or more – to visit.

Always promote your anchor tenants – your primary lures. Create a "best of" brochure for your community that highlights your very best attractions and businesses.

5. Lease agreements included defined operating hours and days

- 70% of all consumer spending (both locals and visitors) takes place after 6:00 pm.
  Are you open?
- People spend the night where there are things to do after 6:00 pm. Visitors don't like sitting in a hotel room after dinner watching TV.
- Conferences and conventions are booked around things to do AFTER the meetings adjourn that day.
- The majority of the businesses must be open after 6:00, not just a few. If half the stores in the mall closed at 6:00 rather than 9:00, would you go to the mall after 6:00?
- Start by staying open on Friday and Saturdays until 7:00 pm the first year, then add Thursday, then Wednesday.
- Bring nighttime music and entertainment downtown to provide incentives for people to go.

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6. People living and/or staying downtown

- The reinvention of downtowns also includes residential upper-story development: condos, loft apartments, downtown hotels and a business mix to support them.
- Residential drives retail. What comes first? A downtown that people will want to live in. This includes businesses open AFTER 6:00, entertainment, all in a pedestrian-friendly, attractive downtown setting – a "Third Place:" the place we want to live and hang out.
- Hotel development downtown is another great mix that provides "new" customers nearly every day. Hotel development helps restaurants and destination retail shops flourish.

7. Pioneers with patient money were convinced to invest

- Every downtown revitalization effort requires property owners with patient money, the will to "make a difference" and the ability to think long-term.
- Reduce rental rates until you develop the critical mass so that key merchants can stay alive until you become a destination downtown.
- Incentives need to happen from the property owners in terms of rent abatements, reduced lease rates, and a focus on the tenant mix: the critical mass.
- It takes one-third of the property owners, working together, to "reinvent" downtown in terms of business mix, curb appeal, upper story living units, etc.
- Every downtown effort requires tireless pioneers and those who will champion the cause. Enthusiasm in contagious and is an essential ingredient for every revitalization effort.

8. They started with just one or two blocks - a "demonstration project"

Begin revitalization in a very small area – concentrate your efforts so they make a big impact fast – just one or two blocks.

Where to start? Where the property owners are most willing to help with the efforts.

Concentrate the focus of creating critical mass in those blocks. Work with property owners on lease agreements, choice of tenants, facades, beautification.

Timeline: Three years. The rest of downtown will see the results and follow along – driven by the market.

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The Public Sector List

9. Solving the parking dilemma

- Two-hour parking in a pedestrian-friendly downtown restricts spending.
- If you insist on two-hour parking, then identify WHERE the all-day or extended hour parking is located.
- It doesn't have to be free, but needs to be reasonable.
- Consider incentive parking programs:
  - Spend $20 or more and get the parking free
  - Have local banks and businesses "sponsor" free-parking days or evenings
  - Reduce the parking fees the longer they park downtown
- Angle-in parking generates increased sales over parallel parking. Additionally you'll get a third more spaces in the same area.

10. Public washrooms

- The number one reason passers-by stop in a town is to use restroom facilities.
- Restrooms should be in the heart of spending districts. Once visitors get out of the car, you have a four-times greater chance of getting them to spend money.
- Make sure they are open 24-hours a day

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11. Development of gathering places

- Turn parks into plazas. Common ingredients include:
- Permanent home for an outdoor open market with permanent structures. Open air (Farmers) markets should be placed in the heart of spending districts.
- Interactive water features
- Multiple stages
- Pocket parks or small venue plazas
- Amphitheaters
- Trees and raised planters
- Public art
- Night lighting and walking areas
- Music

12. Creation of good first impressions: Community Gateways

- Look at all gateway signage: does it reflect well on downtown?
- Always place your gateway signs where you make the first, best impression.
- Signage at city limits should be directional signage to key downtown districts. For instance "Downtown Anywhere – 1 mile."
- Place gateways at your downtown or district entrances. These can span the street, include decorative crosswalks, pole banners and other identifiers creating a "sense of arrival."

13. Design, fabrication & installation of a wayfinding system

- Wayfinding should be decorative to fit the brand.
- It should include both vehicular wayfinding as well as pedestrian wayfinding signage.
- Never put more than five items on any one sign.
- Use 1" tall letters for every 12' of viewing distance.
- Use "identifier" kiosks or maps to showcase district boundaries and key amenities and/or attractions.
- Every community should develop and implement a signage plan and program: wayfinding, gateways and entries, billboards and marketing displays, amenity identifiers. Nationally, less than 5% of visitors stop at visitor information centers – IF they can find that.
- Wayfinding also educates local front-line employees of what you have to offer and where it's located.

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The Merchants List

14. A good first impression: downtown or district gateways

- Downtown gateways create a "sense of place" and arrival. They can also promote a sense of group pride among the merchants downtown, helping to foster group cooperation with beautification and marketing.
- They should always be attractive and reflect the ambiance of the town, promoting a feeling that you have arrived at a special destination.
- Decorative crosswalks are an excellent way to separate the district and increase pedestrian safety at the same time

15. 20/20 signage: retail signage rules & regulations

- Develop perpendicular or "blade signs" in core downtown districts.
- Typical guidelines: no lower than 7', no higher than 9', no wider than 42". Keep them consistent in height and width so you don't create sign clutter.
- Create a merchant-driven signage review committee. This would include retail signage, the use of sandwich boards, extension of window displays into exterior spaces.
- Businesses need to promote, on signage, their key "lure" more than the name of the business.
- Get rid of the "Closed" signs and instead use "We'll be open" signs.
- Never use "restrooms are for customers only" or "no public restrooms" signage. Instead, tell customers WHERE they can find restrooms.

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16. Sidewalk cafes and intimate surroundings

The biggest trend in successful downtowns is the creation of intimate surroundings:

- Narrower streets
- Wider sidewalks
- Street trees every 30' to 35'
- Buffers between sidewalks and traffic or parking
- Decorative crosswalks
- Decorative night-lighting
- Architectural lighting

Other common ingredients include:

- Water features
- Sidewalk cafes and exterior dining

17. They invested heavily in retail beautification

- Extension of window displays to exterior spaces, NOT outdoor merchandising. Folding tables, boxes of goods, shopping carts piled with goods, are NOT good examples of curb appeal and should be discouraged or not allowed.
- The most important element of curb appeal is the softening of the transition of building facades and the sidewalk, not curbside street trees and landscaping.
- Besides word of mouth, shoppers typically have only curb appeal to help determine whether or not a shop is worth visiting. Curb appeal can account for 70% of new visitor sales at restaurants, retail shops, and hotels and lodging.

18. They provide activities and entertainment: bring downtown to life!

Bring downtown to life!

- Open air markets should operate for at least three days a week, during at least a 24 week season (depending on location).
- Invite street musicians and street artisans on weekends.
- Recruit outside events into plaza areas.

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19. They gave downtown districts a name

Give downtown a name. This will make it a destination, as opposed to just a place. It will also get downtown on highway signage.

Popular downtown district names include:

- Pearl District in Portland, Oregon
- Bricktown in Oklahoma City, Oklahoma
- Gastown in Vancouver, British Columbia
- Pioneer Square in Seattle, Washington
- Gaslamp Quarter in San Diego, California
- Baker Street in Nelson, British Columbia
- The Rail District in Snoqualmie, Washington
- Bourbon Street, The French Quarter in New Orleans, Louisiana

20. The marketing is experiential: focus on activities, not buildings

- Perceptions create a brand in multiple ways:
  - Visual cues
  - The people and attitudes
  - Word of mouth
  - Publicity, social media, peer reviews
- Always sell a feeling: not buildings and the physical environment
- Visitors are far more interested in the things to do than in the location
- Develop an activities guide that promotes what there is to do in your community

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The Corporation of the City of Kawartha Lakes

Council Report

Report Number ENG2019-014

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 1, 8

Title: Request for Speed Reduction – Portage Road (CKL Road 48) and Valley Road

Author and Title: Joseph Kelly, Senior Engineering Technician

Recommendation(s):

That Report ENG2019-014, **Request for Speed Reduction –Portage Road (CKL Road 48) and Valley Road**, be received;

That the speed limit of Portage Road (CKL Rd 48) from Simcoe Street to the existing 60 km/h zone (1100m west of CKL Rd 46) be posted at 60 km/h;

That the speed limit of Valley Road from Frank Hill Road to a point 600m east be posted at 60 km/h;

THAT the necessary by-laws for the above recommendations be forwarded to Council for adoption;

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

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

This report addresses requests for speed reductions brought to staff from the public.

Rationale:

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

Staff can also use the Highway Traffic Act (HTA) to determine if an area is a "built-up area" and apply speed limits appropriately. Built up areas are defined as not less than 50 per cent of the frontage upon one side of the road of not less than 200 metres is occupied by dewllings.

Portage Road

Portage Road (CKL Rd 48) from Simcoe St. to 1800m east to the existing 60 km/h zone in Bolsover is considered a built-up area. With 35 entrances to dwellings and marinas on the north side of the road and a 10 dwelling development on the south side, an 80 km/h speed limit is not appropriate. A map can be seen in Appendix A.

When considering the 1.8km of CKL Road 48 between Simcoe Street and the existing 60 zone using the TAC Speed Guidelines the recommended posted speed limit as determined by rural arteriel road characteristics is 60 km/h (Appendix B).

Valley Road

Valley Road coming into Frank Hill is currently unposted for speed and is considered a built-up area. Posting for speed would be appropriate. A map can be seen in Appendix A.

When considering Valley Road between Frank Hill Road and the 500m easterly using the TAC Speed Guidelines the recommended posted speed limit as determined by rural local road characteristics is 60 km/h (Appendix B).

Other Alternatives Considered:

N/A

Financial/Operation Impacts:

Estimated 12 required signs including installation would cost approximately $5400 out of operating budget for Public Works.

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

The City's Strategic Plan outlines Council's Vision of a Vibrant and Growing Economy, Quality of Life and a Healthy Environment.

Providing life safety and protection is a priority objective of the City.

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Attachments:

Appendix A – Key Maps

ENG2019-014 - Appendix A.pdf

Appendix B – Recommended Speed Guidelines

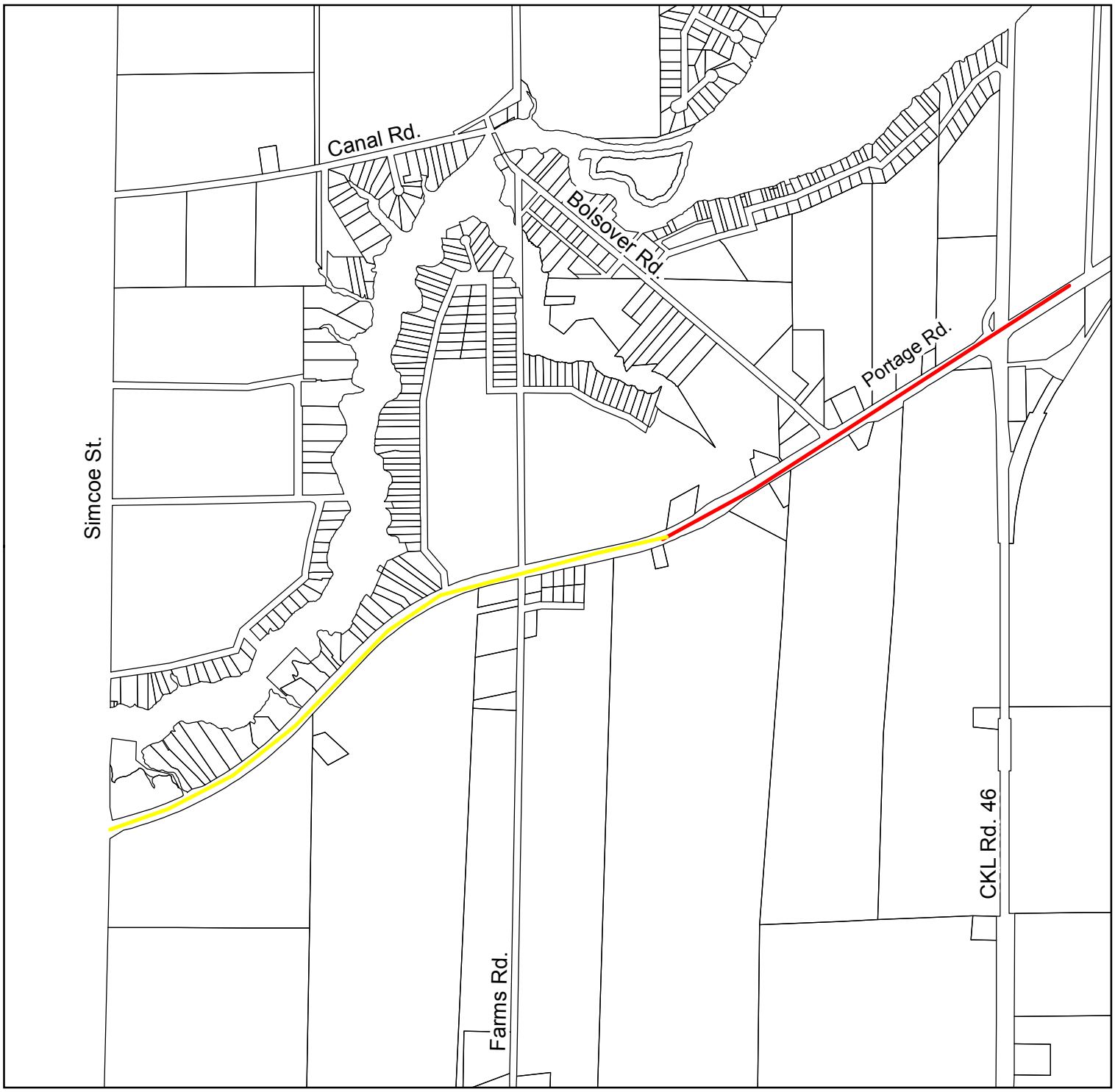
ENG2019-014 - Appendix B.pdf

Department Head E-Mail: jrojas@kawarthalakes.ca

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

Department File:

Speed Posting
Portage Road



Proposed 60 km/h zone

Existing 60 km/h zone

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

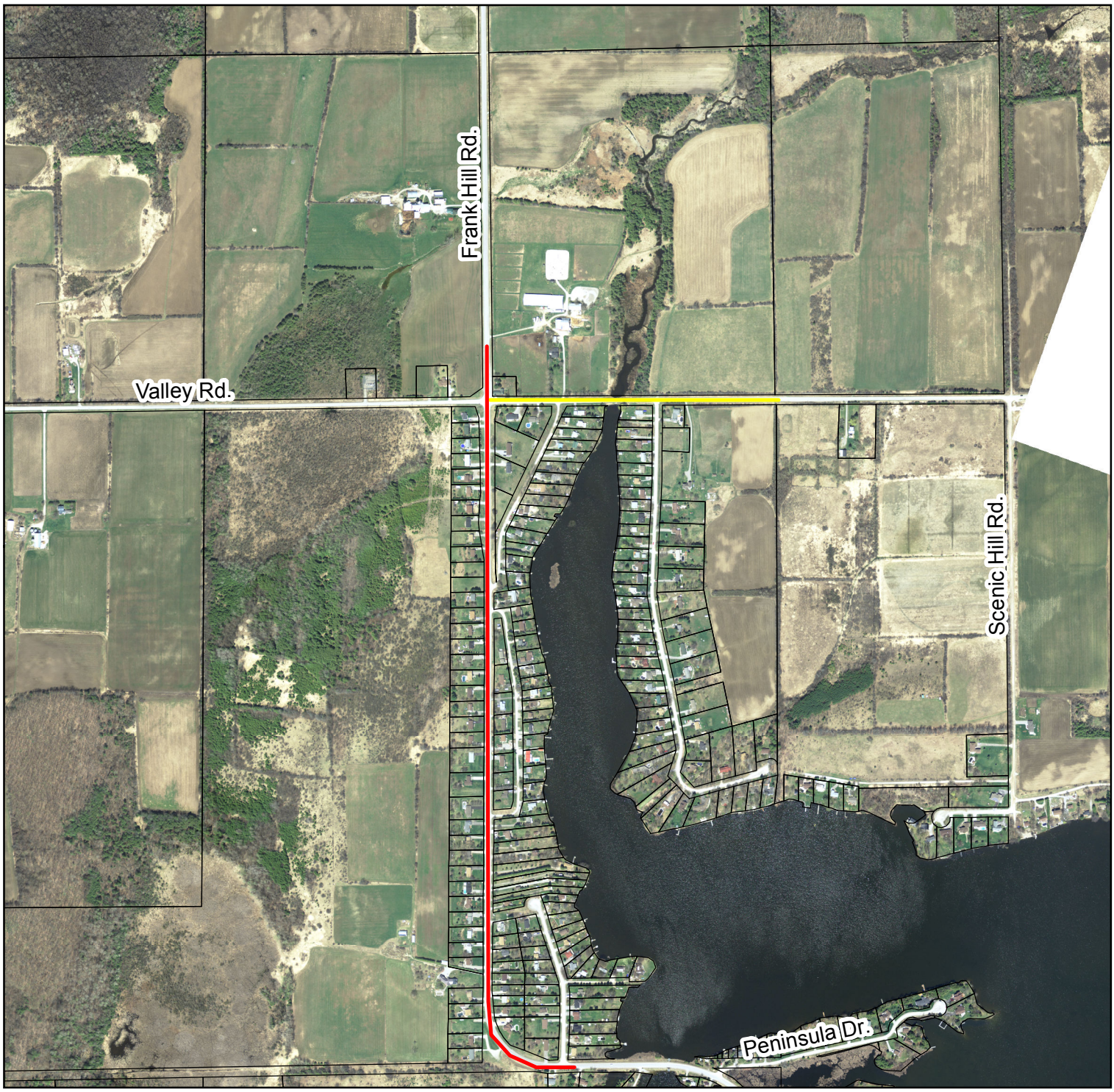
The foregoing information is given for convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof are, or would be, in conformity with all applicable by-laws and regulations of the municipality.

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

0 500 1,000 Meters

Projection: Transverse Mercator
Coordinate System: NAD83, Zone 17

Speed Posting
Valley Road



Proposed 60 km/h zone

Existing 50 km/h zone

0 300 600 Meters

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

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

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

Projection: Transverse Mercator
Coordinate System: NAD83, Zone 17

Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version: 10-Apr-09

Name of Corridor:	Portage Road (CKL Rd 48)		
Segment Evaluated:	Simcoe St	to	existing 60 zone 1.8m east of Simcoe
Geographic Region:	CKL, Eldon		
Road Agency:			

Road Classification:	Arterial	Length of Corridor:	1,800	m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)		km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80	km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)		km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)		

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	3
A2	GEOMETRY (Vertical)	Lower	3
A3	AVERAGE LANE WIDTH	Lower	3
B	ROADSIDE HAZARDS	Lower	3
C1	PEDESTRIAN EXPOSURE	Medium	4
C2	CYCLIST EXPOSURE	Medium	6
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	*Number of Occurrences*	3
	STOP controlled intersection	1	
	Signalized intersection		
	Roundabout or traffic circle		
	Crosswalk		
	Active, at-grade railroad crossing		
	Sidestreet STOP-controlled or lane	1	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	*Number of Occurrences*	12
	Left turn movements permitted	35	
	Right-in / Right-out only		
E3	NUMBER OF INTERCHANGES	*Number of Occurrences*	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Lower	1

Total Risk Score:

41

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

60

As determined by policy

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

Comments:

Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version: 10-Apr-09

Name of Corridor:	Valley Road		
Segment Evaluated:	Frank Hill Road	to	600m East
Geographic Region:	CKL, Emily		
Road Agency:			

Road Classification:	Local	Length of Corridor:	600	m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)		km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)		km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)		km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)		

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Medium	4
A3	AVERAGE LANE WIDTH	Medium	2
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Higher	3
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	*Number of Occurrences*	1
	STOP controlled intersection	1	
	Signalized intersection		
	Roundabout or traffic circle		
	Crosswalk		
	Active, at-grade railroad crossing		
	Sidestreet STOP-controlled or lane	2	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	*Number of Occurrences*	6
	Left turn movements permitted	7	
	Right-in / Right-out only		
E3	NUMBER OF INTERCHANGES	*Number of Occurrences*	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Lower	1

Total Risk Score:

31

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

60

As determined by policy

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

Comments:

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ENG2019-019

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 2

Subject: Request for All-Way Stop – Stinson's Bay Road and Graham Drive

Author Name and Title: Joseph Kelly, Senior Engineering Tech

Recommendation(s):

That Report ENG2019-019 **Request for All-way Stop – Stinson's Bay Road and Graham Drive**, be received.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

On April 12, 2019 Council received a petition requesting the installation of stop signs at the intersection of Graham Drive and Stinson's Bay Road. The request was submitted due to safety concerns of a "blind corner" caused by shrubbery growth.

Staff presented report ENG2019-010 at the May 7th, 2019 Committee of the Whole which contained multiple intersections for consideration of stop controls, including Stinson's Bay Road and Graham Drive. The Committee carried that all recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

Council followed through with passing By-laws to install all the recommended stops except for Stinson's Bay Road and Graham Drive. At the Council Meeting of June 18, 2019 Council adopted the following Resolution:

CC2019-17.15.1.1
RESOLVED THAT the petition received from Roy Woodward regarding Opposition to Erection of Stop Signs at Stinson's Bay Road and Graham Drive, be reviewed and referred to the ongoing review of this intersection.

This report addresses this direction.

The original petition requesting the stop signs can be seen in Appendix A and the petition opposed to the all-way stop can be seen in Appendix B.

Rationale:

In report ENG 2019-010, staff noted that although warrants for an all-way stop are not met, the current stop control at the intersection could contribute to increased conflict potential due to driver confusion for a stop control placed on an illogical approach.

Due to public demand for reconsideration of the recommendation in report ENG 2019-010, staff performed a rigorous site investigation and found that the intersection is actually on a radius of a curve which has been "paved out" in such a way to create a T. The travelled portion is noted to still be the curve and not a right angle T. A map can be seen in Appendix C which illustrates the natural centreline.

In addition, the previous recommendation for the all-way stop was based on the assumption that seasonal traffic to the park on Graham Drive would create conflict potential. Upon investigation it was found that it is a private park, gated and signed not to be used by the public.

In light of the fact that both issues are locally related, where a local resident can reasonably know what to expect at the intersection, a less restrictive approach is appropriate.

It is recommended that brushing of the sight triangle at the curve take place. This would satisfy the original petition as their main complaint was obstructed sightlines due to shrubbery growth. Should conditions change in the future, an all-way stop warrant could be revisited, and other strategies such as centerline painting approaching the curve could be reviewed.

Financial/Operation Impacts:

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

The City's Strategic Plan outlines Council's Vision of a Vibrant and Growing Economy, Quality of Life and a Healthy Environment.

Providing life safety and protection is a priority objective of the City.

Attachments:

Appendix A – Original Petition for All-way Stop

ENG2019-019-Appendix A.pdf

Appendix B – Petition in Opposition of All-way Stop

ENG2019-019-Appendix B.pdf

Appendix C – Key Maps

ENG2019-019-Appendix C.pdf

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

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

Department File: Engineering

RECEIVED

APR 12 2019

OFFICE OF THE CITY CLERK
KAWARTHA LAKES

April 9, 2019

The Mayor and Council
City of Kawartha Lakes
26 Francis Street,
Lindsay, Ontario
K9V 5R8

Attn: City Clerk

I respectfully submit a request on behalf of the community for stop signs to be erected at the intersection of Graham Drive and Stinson's Bay Road, southern intersection.

This request is being submitted due to safety concerns as this is a blind corner and there have been several near collisions. During the summer months the shrubbery growth makes the visibility worst.

Attached please find a petition, a drawing of the area and pictures.

I the undersigned would like to be kept informed of the progress and or decision on the noted matter.

Respectfully,

Bruce Fong
39 Graham Drive,
Fenelon Falls, Ontario
K0M 1N0
Cell# 905-706-5088

PETITION FOR A STOP SIGN

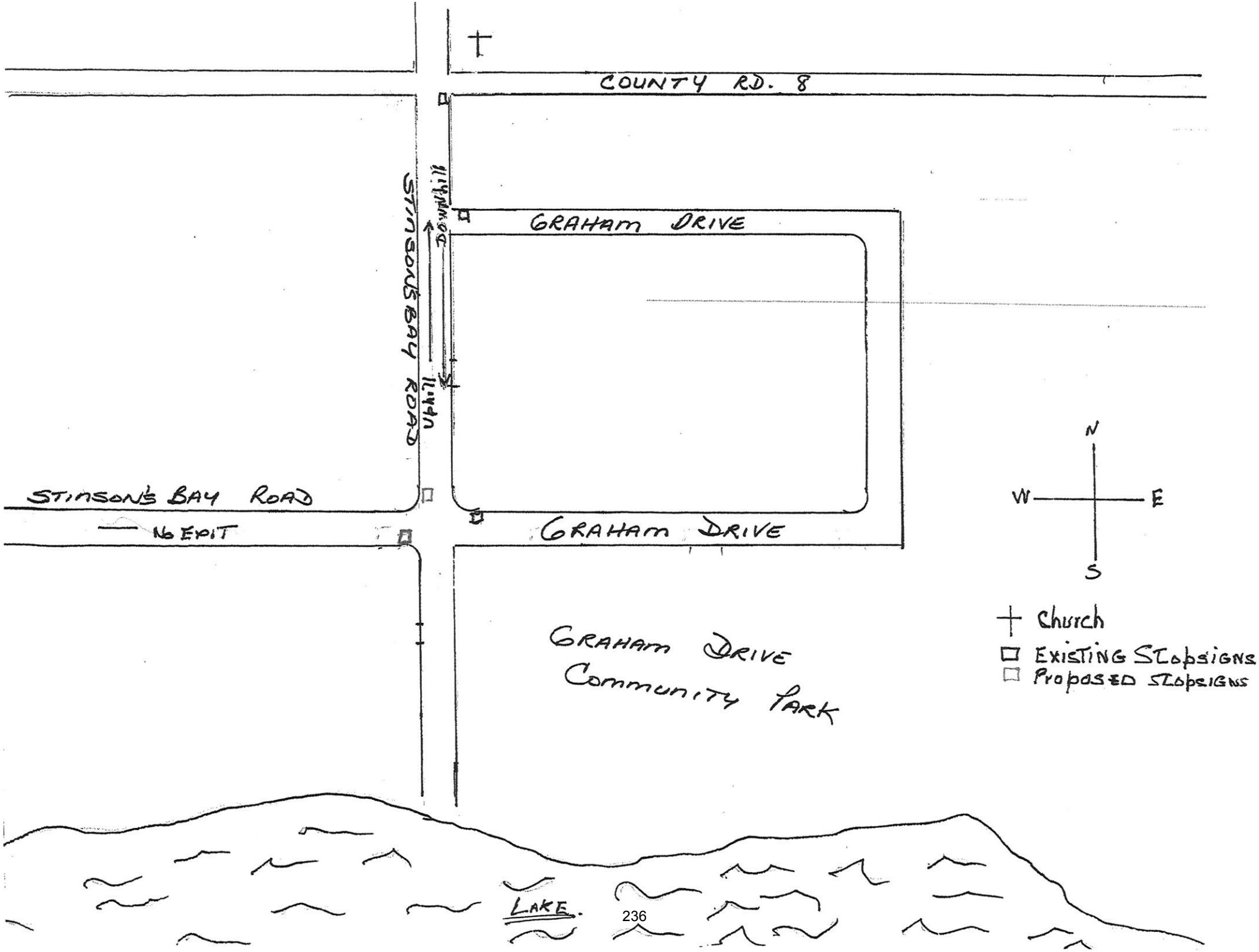
WE THE UNDERSIGNED ARE REQUESTING THAT TWO STOP SIGNS BE ERECTED ON THE SOUTH END OF STINSON'S BAY ROAD IN THE COMMUNITIES OF GRAHAM DRIVE AND STINSON'S BAY ROAD.

THIS REQUEST IS BEING SUBMITTED FOR THE FOLLOWING SAFETY REASONS:

- THERE IS A BLIND CORNER AT THE SOUTHERN INTERSECTION OF GRAHAM DRIVE AND STINSON'S BAY ROAD THAT IS EXTREMELY HAZARDOUS FOR SOUTH BOUND VEHICLES TURNING LEFT ON GRAHAM DRIVE OFF OF STINSON'S BAY ROAD;
- VEHICLES CANNOT SEE PEDESTRIANS WALKING AT THE INTERSECTIONS, PARTICULARLY WHEN THEY ARE CROSSING THE ROAD;
- GRAHAM DRIVE HAS AN ACTIVE COMMUNITY PARK WHICH IS USED BY FAMILIES WITH YOUNG KIDS, ELDERLY RELATIVES AND PETS.

NAME	ADDRESS	SIGNATURE
Debbie Garland	34 Graham Dr.	
Aaron Hall	33 Graham Dr	
Alyssa Graham	18 Graham Dr	Alyssa Graham
Jason Northey	" "	Jason Northey
KEVIN FLARO	9 GRAHAM DR.	
J+M CROSBIE	6 GRAHAM DR	
BONNIE LAFOY	29 STINSON'S BAY RD	
PETE GAPP	41 " " "	
JOHN WHELAN	48 GRAHAM DR	
Dave Magee	44 Graham Dr.	Dave Magee
ROB TAYLOR	41 GRAHAM DR	
BRUCE FONG	39 GRAHAM DR.	Bruce Fong
BRIAN HILL	23 " "	
Dijna Farquhar	29 Graham Dr.	
F. FARQUHAR	" " "	
DAVE HOLLIDAY	47 STINSON BAY RD	
Paul McCahon	1 GRAHAM DR	Paul McCahon

NAME	ADDRESS	SIGNATURE
BOB & JILL JONES	1 GRAHAM DR.	[illegible]
JOHN & LORI GRIFFIN	25 STINSONS BAY Rd.	[illegible]
BETTY & PETER GRAF	35 STINSON'S BAY Rd.	[illegible]
VICKIE THOMPSON	68 GRAHAM DR	Victoria Thompson
Stacey Picken	56 Stinsons Bay Rd.	Stacey Picken
Anna Bolliger	62 Stinsons Bay Rd	[illegible]
Rod Martin	81 STINSON'S Bay Rd.	[illegible]
H. L. EDWARDS	91 STINSONS BAY RD	[illegible]
JAN SWEENEY	129 STINSONS RD.	[illegible]
Jean Wood	123 Stinson's Bay Rd	[illegible]


COUNTY RD. 8
GRAHAM DRIVE
STINSONS BAY ROAD
Downhill
Uphill
STINSON'S BAY ROAD
NO EXIT
GRAHAM DRIVE
GRAHAM DRIVE
COMMUNITY PARK
LAKE.
N
W
E
S
Church
EXISTING STOPSIGNS
PROPOSED STOPSIGNS

STOP

cable cable

Mail Address Book Settings Logout

Attachments

From rwoodward <rwoodward@i-zoom.net> Edit identities

To

Add Cc | Add Bcc | Add Reply-To | Add Followup-To

Subject

June 6,2019

The Mayor and Council
City of Kawartha Lakes
26 Francis Street,
Lindsay,Ontario
K9V5R8

ATTN: City Clerk

We the signator's of the counter -petition, oppose the erection of intersection of Stinson's Bay Rd. and Graham Drive.As the original in his April 9, 2019 letter this is a visibility or maintenance is issue.
Our representative will be pleased to meet with the foreman of the Maintenance Dept.to arrange for removal of foliage at the one corn continuous through Street.The removal of said foliage will increas corner.Please refer to picture's showing clearly the visibility a Stop sign's are not needed, as that is not a issue, at the corner.

Respectfully,
The Stinson Bay Property Owners Association.

Roy Woodward

Roy Woodward.
93 Stinson Bay Rd.
K0M1N0
705-738-3845

Representative for Stinson Bay Resident,s

RECEIVED
JUN 06 2019
OFFICE OF THE CITY CLERK
KAWARTHA LAKES

RECEIVED
JUN 05 2019
OFFICE OF THE CITY CLERK
KAWARTHA LAKES

Send now Cancel Check spelling **Editor type** Plain text

Person Submitting the Petition

Name:	MEMBERS OF THE STINSON BAY ROAD ASSOCIATION
Address:	STINSON BAY ROAD, FENELON FALLS, K0M1N0.
Phone:	705-738-3845 (R Woodward)--- 705-738-3353 (G McNab)

Petition

To: the Council of the City of Kawartha Lakes, 26 Francis Street, Lindsay, ON K9V 5R8.
I/We the undersigned, petition the Council of the City of Kawartha Lakes, to not erect stop sign's at the bottom of Stinson Bay Rd. For the following reason's

#1-Failure to receive notification of original stop sign application.

#2-Erection of these stop signs will create a false sense of security for both motorists and pedestrians.

#3- The real issue is the visibility ,at this corner, that can be addressed without stop signs being erected .(See pictures for suggestions.)

STINSON BAY RESIDENTS

#	Name	Contact Information	Signature
103	JACK STRACHAN	416-388-1859	J.H. Strachan
103	DONNA STRACHAN	416-292-7151	D. STRACHAN
105	VICTORIA KERR	705-738-2625	V Kerr
107	BRIAN KIRBY	705-738-6177	B Kirby
107	Kathy Kirby	705 738-6177	K Kirby
117	Lorna Allan	705 738 2531	L Allan
137	GARY CLIAS	416-625-2522	[illegible]
141	Tom Milton	705 738-5444	[illegible]
141	Frances Milton	705-738-5444	F.M.
149	ANN STINSON	705 738-2596	A S
123	J. WOOD	738 3444	J.W.
146	D JARRETT	289-338-6218	[illegible]
138	C. FERGUSON	705-731-0353	C Ferguson
139	B. [illegible]	705 738 3043	J.B. [illegible]

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Office of the City Clerk at 705-324-9411 extension 1295 or 1322. All signature pages submitted must include the petition request for the signatures to be considered valid.

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STINSON BAY RESIDENTS

#	Name	Contact Information	Signature
55	BOB STEWART	21stewie67@gmail.com	
55	Claire Stewart	" "	C. Stewart
87	BETTY KNOX	STINSON BAY RD.	Betty Knox
73	JOHN COWPERTHWAITE	jlccow@gmail.com	
73	Barbara Cowperthwaite	blccow@gmail.com	Barbara Cowperthwaite
69	NIGEL SCOTT	NSCOTT7219@HOTMAIL.COM	Nigel Scott
67	Cindy Scott	cscott0502@bell.net	C. Scott
66	Michael WOOD	ljedkins@bell.net	M Wood
66	LOIS EDKINS	ljedkins@bell.net	Lois Edkins
61	C. Clancy	caryn.clancy@bell.net	
61	G. Witter	gary.l.witter@bell.net	
58	Anna Marie Page	page.annamarie@gmail.com	A Page
57	ANNE HURD		Anne Hurd
81	ROD MARTIN	lynnrodmartin@gmail.com	R B Martin

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STINSON BAY RESIDENTS

#	Name	Contact Information	Signature
131	SHERRY CASSIN	905-550-1244	Sherry Cassin
144	Ralph Brooks	519 942 6944	[illegible]
146	Lisa Jarrett	289-338-3839	Jarrett
142	SALLY MORRISON	705 738 [illegible]-4144	S Morrison
97	LUANNE McNAB	705-738-3353	Luanne McNab
97	GEORGE McNAB	705-738-3353	[illegible]
137	Maureen Ulias	226-820-9557	Maureen Ulias
145	Janet macmillan	416-420-3661	[illegible]
136	BRAD BRITTAN	416-896-3971	[illegible]
93	RUBY WOODWARD	705-738-3845	Ruby Woodward
93	Roy Woodward	705-738-3845	Roy Woodward
68	Brian Muir	Stinson Bay Rd	Brian Muir
91	Bud Edwards	Stinson Bay Rd	[illegible]
121	Ernie Couillard	Stinson Bay Rd	[illegible]

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#	Name	Contact Information	Signature
56	Stacey Lestin	705 392 9119	SLestin
56	Wikny Lestin	705 392 9119	[illegible]
65	BOB STEVENS	705 738 6701	[illegible]
65	SANDRA STEVENS	705 738 6701	[illegible]
70	BRIAN MANN	705-738-3256	[illegible]
147	GORD SHIBUYA	416-936-1122	[illegible]
147	SILVIA SHIBUYA	416-230-9944	[illegible]
1414	BONNIE KENNEDY	705-738-2617	Bonnie Kennedy
1414	Ken Stinson	705-738-2617	Ken Stinson
	BORDERED ON EAST AND SOUTH BY EXTENSIVE FRONTAGE ON STINSON BAY RD. ACTUAL ADDRESS IS ON C.R. 8 (FARM ACREAGE)		
93	SUSAN WOODWARD	(705) 738-1261	Susan Woodward

STINSON BAY RESIDENTS

Page 5 of 7

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TRAVELLING SOUTH ON STINSON BAY RD, before curve where STINSON BAY RD, continues as a through street in a westerly direction.

- only visibility issue is on S.W. corner on the left

TRAVELLING WEST ON GRAHAM DRIVE. APPROACHING ITS INTERSECTION WITH STINSON BAY.

←

TRAVELLING EAST ON STINSON BAY RD. APPROACHING THE TURN IN THE ROAD WHERE STINSON BAY CONTINUES IN A SOUTHERLY DIRECTION TO COUNTY RD. 8. EXIT.

GRAHAM DRIVE STARTS ON THE FAR SIDE OF THE CURVE. NO TRAFFIC FROM STINSON BAY WOULD PASS THERE PARK AREA.

ONLY VISIBILITY ISSUE IS ON SE. CORNER ON THE LEFT

Appendix C
Centreline
Stinson's Bay Rd and Graham Dr

Natural Centreline

Brushing Recommended

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

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

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

0 15 30 Meters

Projection: Transverse Mercator
Coordinate System: NAD83, Zone 17

Appendix C
Stinson's Bay Rd and Graham Dr

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

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0 100 200 Meters

Projection: Transverse Mercator
Coordinate System: NAD83, Zone 17

The Corporation of the City of Kawartha Lakes

Council Report

Report Number SOC2019-001

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: 2019-2020 Social Services Service Plan

Author and Title: Janine Mitchell, Manager, Human Services

Recommendation(s):

That Report SOC2019-001, **2019 – 2020 Social Services Service Plan**, be received; and

THAT THE 2019-2020 Social Services Plan, Attachment A to Report SOC2019-001 be endorsed.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

The completion of a two-year Ontario Works Service Plan is a business plan objective of the Social Services Division and is a requirement of the Ministry of Children, Community and Social Services (MCCSS). Ministry approved plans become the Service Description of the Service Contract with municipalities.

The purpose of the Service Plan is to provide descriptions of:

- The key strategies to support the program's vision and mandate
- The environmental context in which Ontario Works employment assistance will be delivered
- Activities required to support program delivery, and
- How the municipality will invest in employment services strategies that best reflect the needs of the local caseload, local conditions, local priorities and that offer the best results to the people we serve.

The Ontario Works Program supports the goal of helping people move towards employment by linking planning to the achievement of two measured employment outcomes:

- Employment: helping people find and keep jobs; and
- Earnings: helping people achieve financial independence.

It is recognized that the achievement of these two employment outcomes is inextricably linked to the overall strategies we have in place for increasing employability. These strategies can include:

- Helping participants in the development of relevant knowledge, skills and attitudes
- Motivating participants to demonstrate individual responsibility for goal attainment
- Assisting participants in accessing appropriate supports such as child care, stable housing, transportation and health services, and
- Moving participants along the employment continuum and provide access to community involvement.

Rationale:

The Service Plan for 2019 – 2020 (Attachment A) has been developed to describe the context in which local services will be delivered to meet the targets for the Ministry defined outcome measures. The actual program delivery at the local level may change or adapt over time to meet local needs. Funding decisions and allocations are determined through the annual budget process or as required throughout the year by Council if there are provincial program changes.

The programs and services described in the Service Plan primarily highlight caseload characteristics and employment outcome strategies and influences.

Under the MCCSS Outcome Based funding model for Employment Assistance, points are assigned for outcome achievements for each year of the cycle through the annual Service Contract. A combined achievement of 2,000 points over the two year planning cycle results in the retention of full funding. Under-achievement of targets over the two year period can result in the recovery of some subsidy based on a formula.

Service Contracts and outcome measures are based on a calendar year so under-performance in year one can result in year two targets being lowered through consideration of factors beyond the control of the municipality. We were successful in meeting our performance measures for the 2017-2018 cycle.

Outcome measure baselines for 2019 were established by the Ministry with a mandatory increase of 3% over 2018 actuals. Outcome measures are monitored on a monthly basis and any adjustments to programs and services are implemented in year to ensure we will make our outcome measure targets.

The service plan was completed based on information known at the time. As the Ministry progresses with system transformation and social assistance modernization, the plan will be adjusted and updated to maintain service standards within the revised delivery system model.

Financial/Operation Impacts:

The Service Plan does not include specific financial decisions related to Ontario Works.

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

The Service Plan is a mandated requirement of the Ministry of Children, Community and Social Services. The Service Delivery Strategies, as outlined in the plan, support Goal 1 – an Exceptional Quality of Life

- 2.2 Improved wellness, Well-Being and Community Health by enhancing access to Community and Human/Health Services

The service approach addressed in the Service Plan is built upon the values of collaboration, continuous improvement, excellence, innovation and results included in the Strategic Plan.

Review of Accessibility Implications of Any Development or Policy:

Accessibility implications are not part of the overall development of the Service Plan. These considerations are examined on an ongoing program by program basis.

Consultations:

Human Services Department Staff
Ministry of Children, Community and Social Services
Ontario Disability Support Manager
Economic Development Department Staff
Victoria County Career Services
Community Living Trent Highlands

Attachments:

Appendix A – Service Plan

2019-2020 Social Services Service Plan

Department Head E-Mail: rsutherland@kawarthalakes.ca

Department Head: Rod Sutherland

City of Kawartha Lakes
Human Services Department
Social Services Division
2019 – 2020
Service Plan

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Business Practices 40

For information regarding this Service Plan, please contact:

Janine Mitchell
Manager Human Services
City of Kawartha Lakes
Box 2600, 322 Kent St. W.
Lindsay ON K9V 4S7
705-324-9870, ext. 3229

Preface

The submission of the Ontario Works Service Plan for 2019-2020 comes at a time of significant change in the delivery of the program in Kawartha Lakes. Prior to the completion of this plan, the Ministry of Children, Community and Social Services made a number of announcements which may impact the ability to meet Employment Outcome targets and affect how services are delivered during the term of the plan.

As noted in the City's cover letter provided with the electronic 2019 Ontario Works (OW) Budget Submission, the City has requested a Ministry reconsideration of the calculation of the overall Program Delivery Funding (PDF) allocation. The caseload information used by the Ministry to establish the City's funding allocation was based on data from October 2016 to September 2018, during which period approximately 368 OW cases were closed to participate in the Basic Income Pilot in Lindsay. Since the termination of the pilot in April 2019, those cases have mostly been reinstated, however the Ministry caseload data used to determine the 2019 PDF allocation did not consider this.

The services and programs described in this plan are based on the City's assumption of the full PDF allocation based on caseload data prior to the Basic Income Pilot. Additionally, while the Ministry advised the City in April 2019 of the expectation that the 2019 OW Budget should not exceeding 2018 actual expense levels, the City has identified evidence-based rationale in support of its 2019 budget submission beyond 2018 levels. Of note is that the 2019 budget submission remains below the Ministry's PDF formula for cost per case subsidy for Consolidated Municipal Service Managers.

A reduction in provincial subsidy from the budget submission level may require amendments to this plan based on a revised scope of services and programs.

On July 2, 2019 the Ministry of Training Colleges and Universities announced that the Muskoka-Kawarthas region (which includes Kawartha Lakes and Haliburton County) as one of three provincial prototype regions for the new Employment Services system.

With implementation starting as early as the fall of 2019, the new Employment Services system will see a competitive process to identify a new Employment Service System Manager that will manage the new system across the region. The system will integrate Employment Ontario funded programs and services with Employment Assistance under Ontario Works and Ontario Disability Support Program Employment Supports.

While the details of the implementation schedule are not yet known, the current OW PDF allocation process and the scope of services and programs available locally will be affected in 2020. The City therefore has little to no ability to effectively and accurately establish employment outcomes expectations for 2020 at this point. An impact on 2019 performance cannot be ruled out based on the known schedule.

Staff will monitor the process of the Employment Service System Manager selection and implementation in relation to 2019 performance as part of ongoing program management and amend service delivery approach and outcome targets as needed. Input from the Ministry and open dialogue will be a key component to ensuring successful planning and operations throughout this process.

Introduction

The City of Kawartha Lakes is the Consolidated Municipal Service Manager (CMSM) for the administration of Human Services programs for the City and the County of Haliburton, including Ontario Works, Children's Services, Housing and Homelessness.

The Social Services Division is responsible for the administration of the Ontario Works (OW) program, including: Employment and Financial Services, the Eligibility Verification Process (EVP), Quality Assurance Program, Overpayment Recovery, and the Eligibility Review and Family Support programs. The Division is also responsible for Children's Services Programs including Child Care Fee Subsidy Services, Children with Special Needs Services and Child Care Operating Fund Services, the City's Community Social Investment Fund (CSIF), and the provision of Emergency Social Services during municipal emergency response events. Division staff also co-deliver homelessness prevention services in partnership with the City's Housing and Homelessness Division.

This integrated service plan is intended to serve multiple purposes including satisfying service planning requirements of provincial Ministries that oversee programs delivered by Human Services. Integrated planning is also intended to streamline and better co-ordinate related program planning and delivery. This integrated plan is part of the Human Services Department's move toward a more integrated system of program planning and delivery for all human services in the City of Kawartha Lakes and the County of Haliburton. Revisions to this plan will be made as plans for other service areas are developed. Integrated service planning will assist in the development and delivery of "people-centred" programs and services that are responsive to the needs of the individual, not vice versa.

Ontario Works Vision and Mandate

All Ontario Works delivery agents share the Ministry of Children, Community and Social Services' (the "Ministry") vision and mandate for the program. This is intended to serve as a common starting point for the service planning process.

Vision

To achieve improved employment outcomes for Ontario Works participants by increasing individual employability with the goal of sustainable employment and increased financial independence.

Mandate

To provide employment assistance and financial assistance to people in financial need. The Ontario Works program:

- recognizes individual responsibility and promotes self-reliance through employment;
- provides financial assistance to those most in need while they meet obligations to become and stay employed;
- effectively serves people needing assistance; and
- is accountable to the taxpayers of Ontario.

Ministry Priorities

1. Improving Employment Outcomes – as outlined in the Ministry's memo dated April 17, 2019, the Ministry is establishing more ambitious employment outcome targets with delivery partners to encourage continuous improvement within the program. Activities may focus on a combination of:

    a. Improvements to service design and delivery of employment supports;

    b. Enhanced coordination and communication between Ontario Works and Ontario Disability Support Program (ODSP) delivery offices within the service area, including transfers between programs, business protocols, shared case management when appropriate, and expanded and strengthened access to employment services for non-disabled ODSP clients, and people with disabilities.

    c. Enhanced coordination and communication with Employment Ontario service delivery offices to support Ontario Works recipients in accessing an expanded range of employment and training services.

2. Leverage Local Economic Development – activities/approaches to collaborate with local economic development organizations, employers and other

stakeholders to identify opportunities for Ontario Works clients to access available skills training, work experience, and new jobs.

3. Develop and Maintain Local Community Service Partnerships - build on and strengthen the range of supports available to Ontario Works clients, including long-term recipients of social assistance and marginalized or disadvantaged groups across service sectors including: health, developmental services, housing and child care.

4. Strengthen Program Accountability – as outlined in the Ministry memo dated April 17, 2019, the Ministry will be introducing new program controls to support greater delivery and financial accountability. Delivery partners will need to consider how these controls impact their business processes and delivery approaches when constructing their service plans.

While the Provincial Vision and Mandate provides a high-level view of the objectives of Ontario Works, in order to be successful in its actualization, our approach is to focus on our customers and participants both from a broader holistic approach and on an individual basis. We must also support and provide staff with all the tools and resources they need in order to realize client outcomes.

In 2016, the City reviewed its strategic direction and included the following vision: “Naturally beautiful, offering an exceptional lifestyle”. Under the pillar of an Exceptional Quality of Life, the Human Services Department supports a continuous improvement culture where we strive to effectively manage people and resources, identify and secure partnerships and collaborations and effectively and efficiently deliver programs and services.

The Provincial Supportive Approaches through Innovative Learning (SAIL) Strategy recommended follow up activities that included the development of a Team Charter to clarify team direction while establishing boundaries. Working with all human service staff we developed the following Team Charter that embodies our philosophy and approach and reflects that it is not just what we do, but how we do it that matters:

> ***Being successful at work is not just about doing a good job. It is equally about our willingness to respect, collaborate, inspire, communicate, act with integrity, affirm and acknowledge others’ contributions and encourage the positive morale of the team.***

Section 1: Environmental Scan

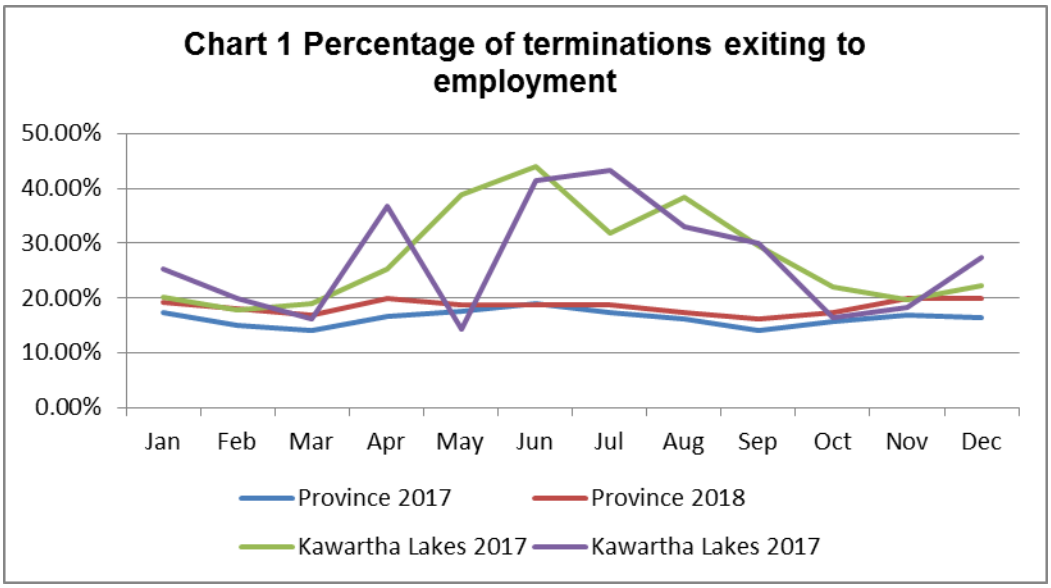
Service Delivery

Baselines and targets and actuals for each of the four outcome measures for 2018 are summarized in Table 1 below. Two outcome measures were assigned weights for the previous planning cycle. Targets were achieved and points were earned in each area.

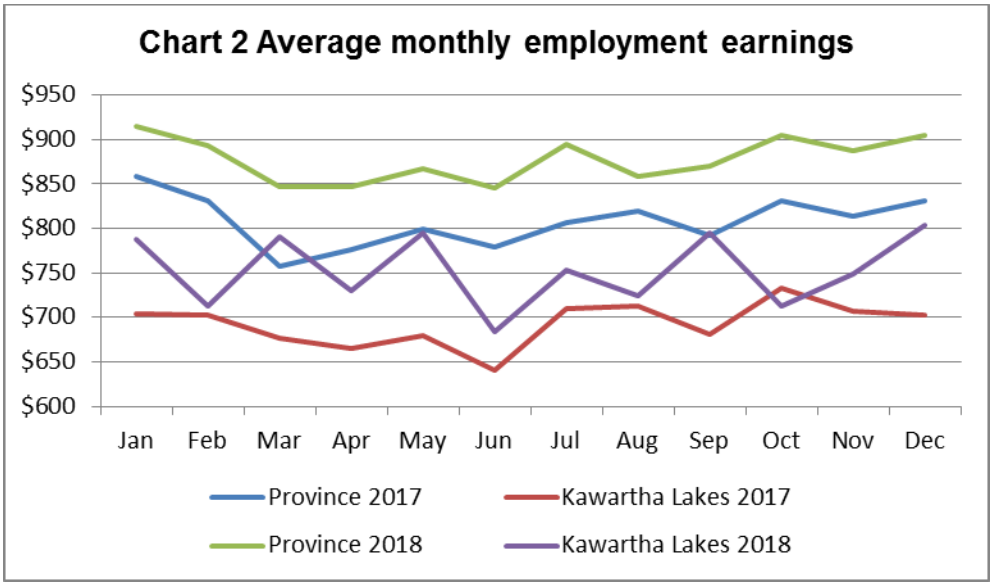
Table 1: 2018 Outcome Measures Analysis

Outcome Measure	Baseline	Target	2018 Actuals	Assigned Weight	Points Earned
1: Average Earnings ($)	693	699	746	1000	1000
2: Percentage of Caseload with Earnings (%)	NA	NA	13.35	NA	NA
3: Percentage of exits to employment (%)	25	25.25	27.04	1000	1000
4: Percentage of caseload exits to employment (%)	NA	NA	2.08	NA	NA

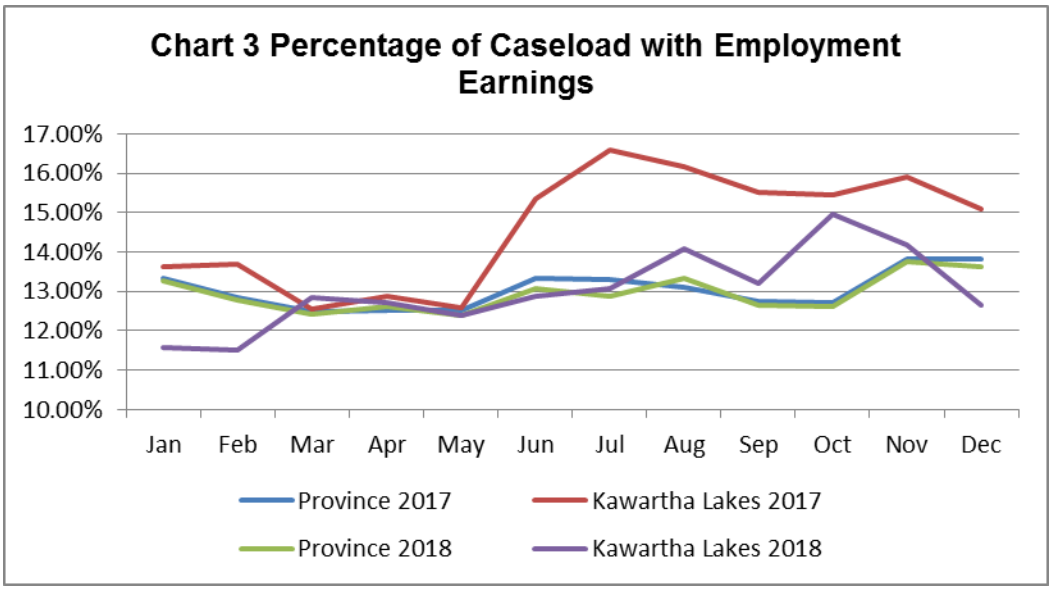
As displayed in Chart 1 Percentage of terminations exiting to employment below, Kawartha Lakes performed significantly above the provincial average for most of the past two years with respect to the percentage of terminations exiting to employment.

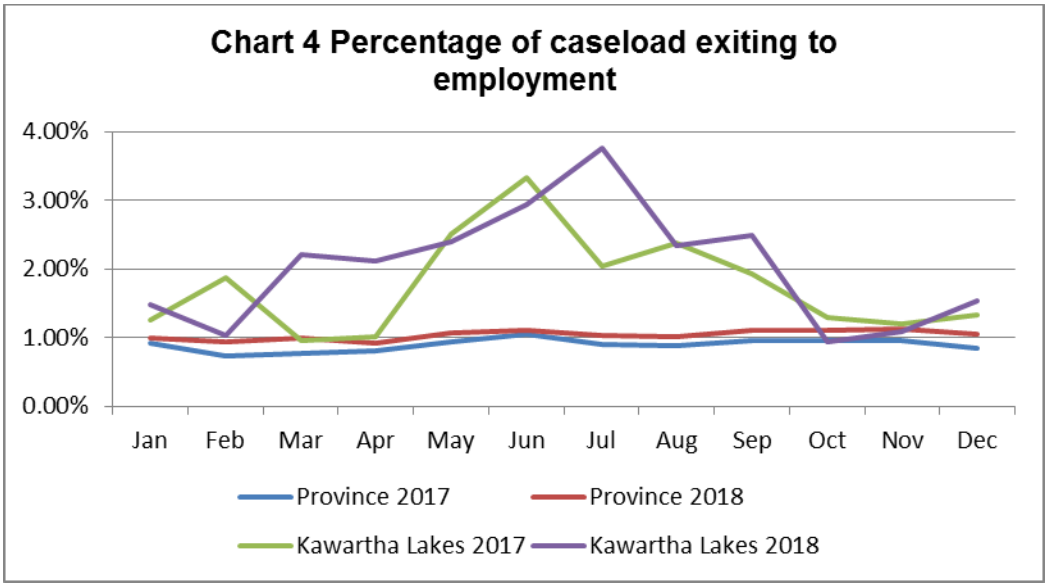


Strategies used to support clients obtaining employment are successful however the average employment earnings are significantly lower that the provincial average due to the availability of full-time work and that the majority of jobs are minimum wage positions (Chart 2).



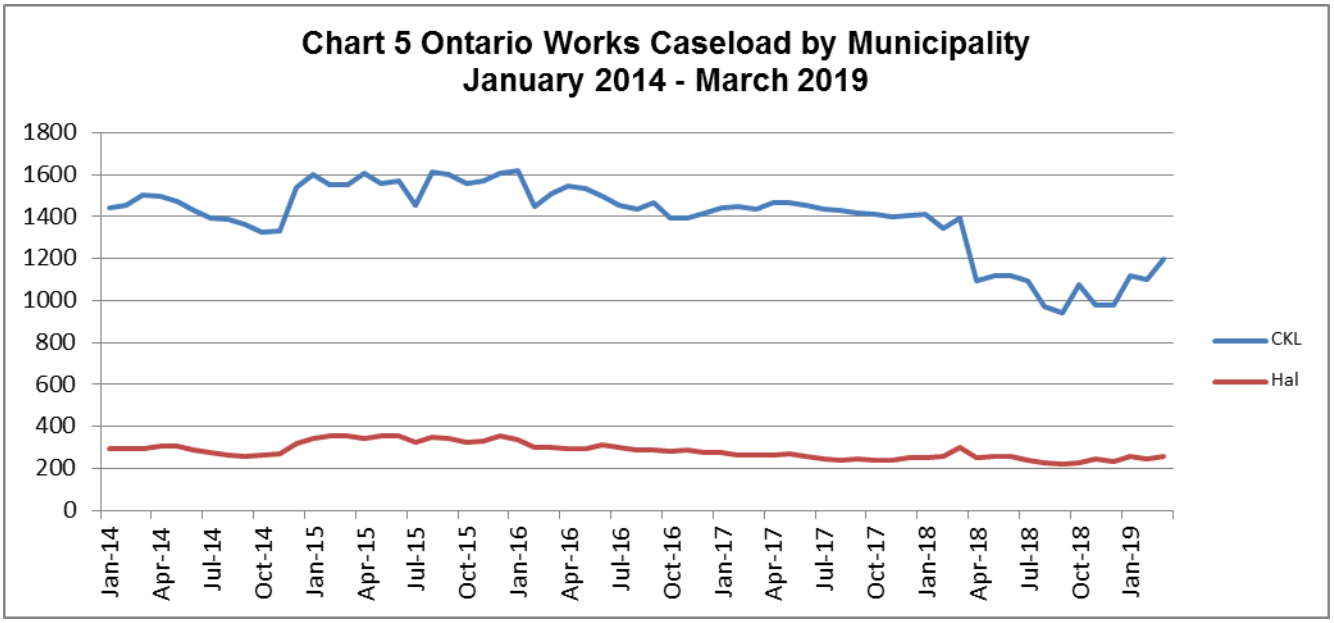
The percentage of the caseload with earnings (Chart 3) and the percentage exiting to employment (Chart 4) demonstrate the significant number of seasonal employment opportunities available in warmer months and the drop in employment opportunities in the fall and winter.



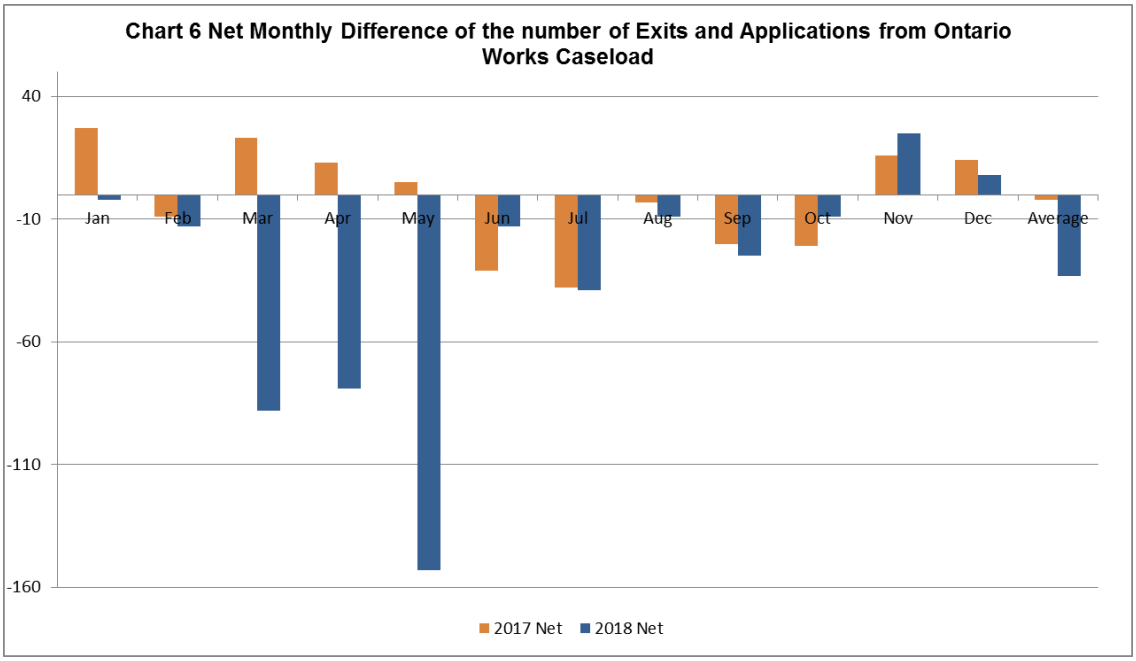


The significant quarter to quarter variances in many of the measures are clearly illustrated in the above charts. Correlation analysis of the data shows that the only outcome we are able to predict performance with moderate accuracy is the average amount of employment earnings but that however is directly tied to increases in minimum wage.

The correlation between the caseload characteristics, local Employment Assistance activities, local/regional/ provincial/federal economic trends and outcome performance in the Ministry's outcomes measures is open for much interpretation. The ability to influence outcomes at the local level is greatly impacted, positively and negatively, by events and stimuli outside of reasonable local control. Baselines and targets for the 2019 Ontario Works Service Contract have been established based on the analysis of reports and data available and anticipated activities and influences at the time of submission. (Chart 5)



Data analysis of the City's OW caseload from January 2018 to December 2018 indicates a standard deviation of 166.73 with an upper control limit of 1,293 – that is to say, the expected total caseload would not normally exceed 1,293. The City's caseload was above that range until April 2018. The impact of the Basic Income Program can visually be seen with the reduction of the caseload in the first quarter. Chart 6 below displays the net monthly caseload change in 2017 and 2018, with the impact of exits to the Basic Income Program from early February to May 2018 particularly illustrated.



For 2018, the County of Haliburton has a standard deviation of 21.0 resulting in an upper control limit of 269. The County's average caseload exceeded that amount only in March of 2018.

The linear trendline for Kawartha Lakes for 2018 would indicate that the caseload is likely to continue to increase. Potential changes to eligibility requirements for the Ontario Disability Support Program is likely to significantly increase caseload numbers year over year.

Single recipients, without dependent children, are the largest share of the total caseload at 65% followed by sole support parents at 23%, couples with dependent children at 5% and couples without dependent children at 8%. The average length of time on assistance from January 2018 to December 2018 was 29.23 months, an increase of 1.34 months over 2017.

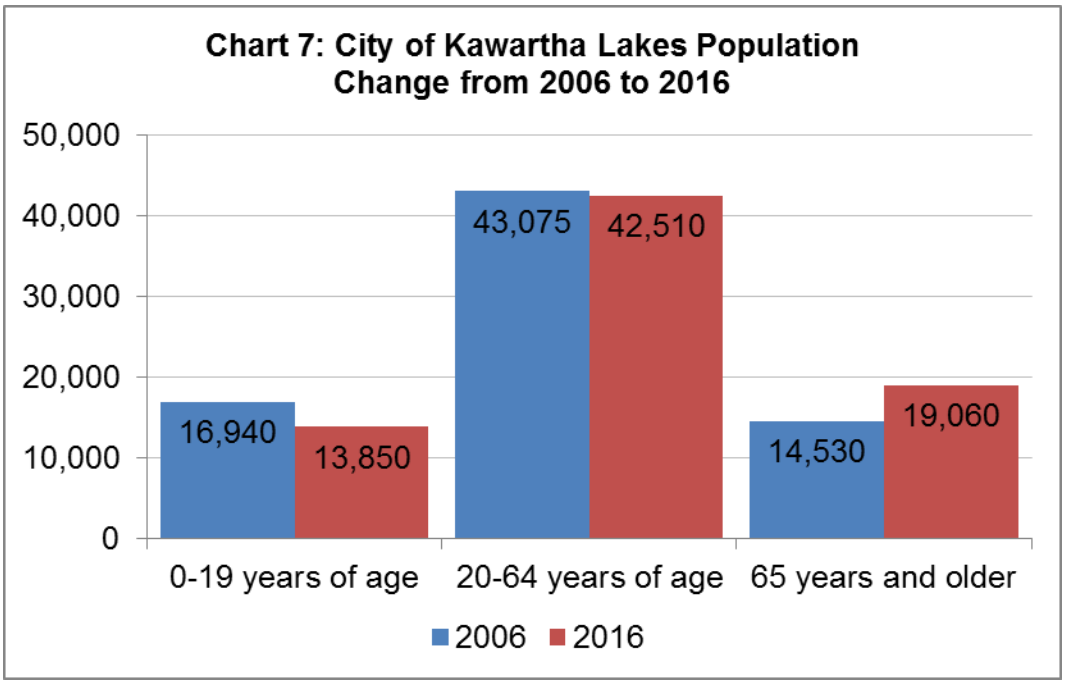
For 2018, local OW recipients had a higher rate of employment than the provincial average, with 13.36% of the caseload having earnings from employment compared to 12.96% provincially. The average earnings however were $746locally compared to $868.00 provincially. For 2017, local OW recipients had a higher rate of employment than the provincial average with 14.6% compared to 12.96% provincially. The average earnings were $693 locally compared to $802.

The average monthly caseload up to and including December for the County in 2018 was 247 and represents an overall decrease of just over 3% from the same period in 2017. The average monthly caseload up to and including December for the City in 2018 was 1180, a decrease of 18% from the same period in 2017. The decrease in caseload numbers for the City is primarily a result of the Basic Income Program.

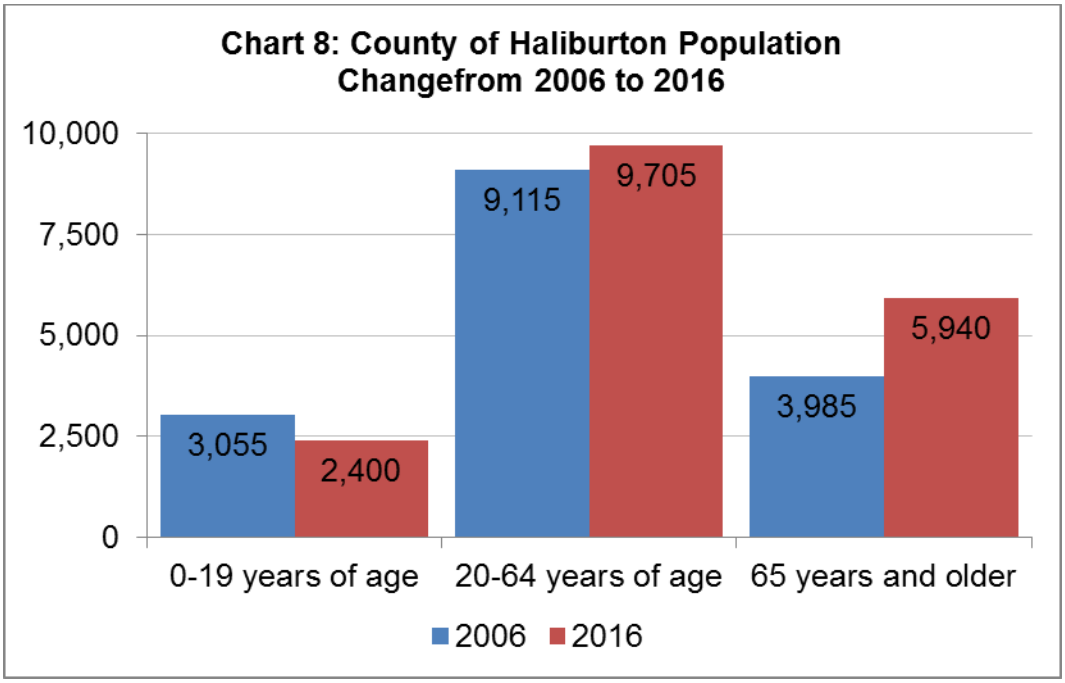
Internal and External Influences

Population

The population of the City of Kawartha Lakes and the County of Haliburton grew between the census in 2006 and 2016. City of Kawartha Lakes increased from 74,561 to 75,423 (1.2%) and Haliburton from 16,146 to 18,062 (11.9%). However, that growth was not even among age groups. The population aged 65 years and older in both Kawartha Lakes and Haliburton increased (31.2% and 49.1% respectively),while the total population between 0 and 64 decreased in both areas (-6.1% and -0.5% respectively). [1],[2] (Chart 7,8)

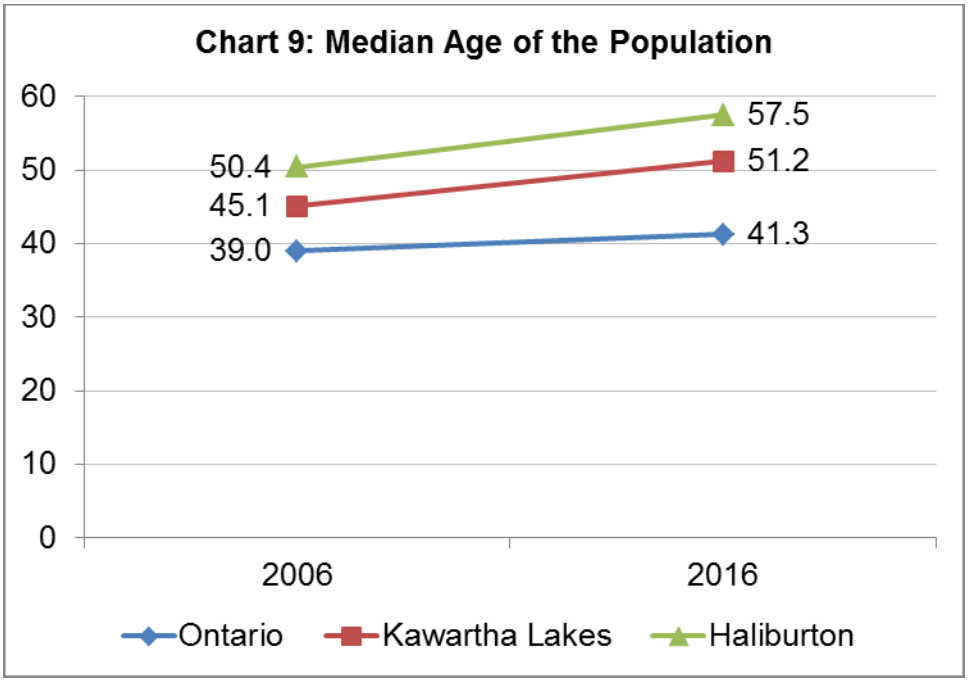


[1] Statistics Canada. 2017. Census Division Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E (accessed February, 2019).
[2] Statistics Canada. 2007. Census Division Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E (accessed February, 2019).



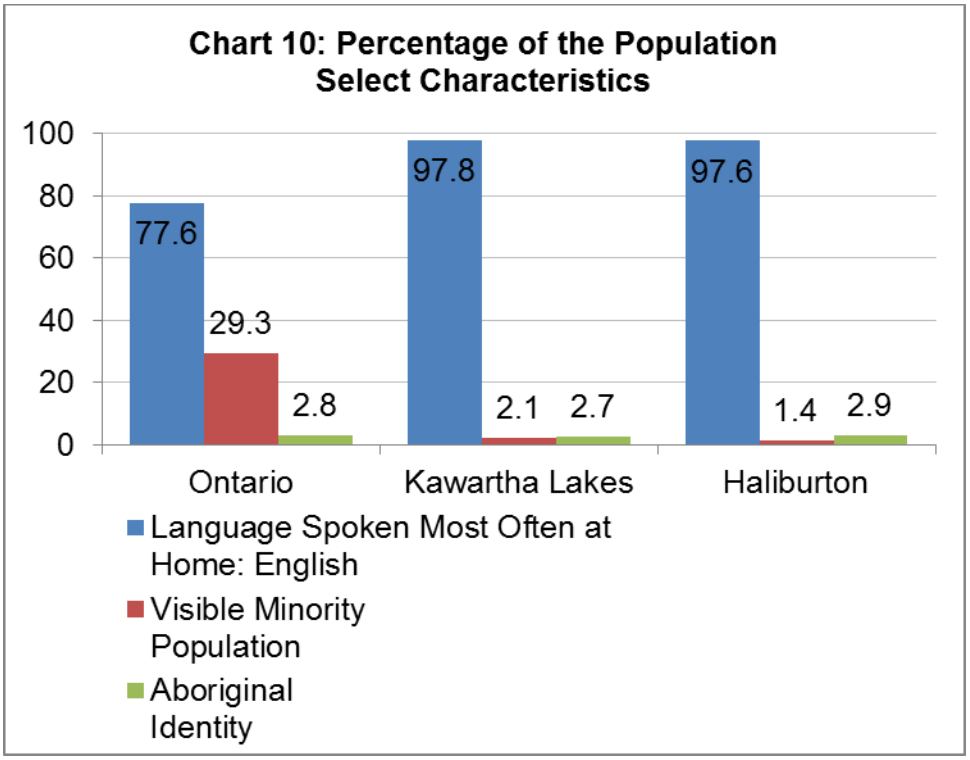
In a similar pattern that exists across much of Ontario, the population in the City of Kawartha Lakes and the County of Haliburton is aging. The median age of the population has increased from 50.4 to 57.5 years between 2006 and 2016 in the County of Haliburton and from 45.1 to 51.2 years during that same time period in the City of Kawartha Lakes. The change in the median age of the population for the province as a whole went from 39.0 to 41.3 years. This means that the median age of the population for the City of Kawartha Lakes is 10 years older than that of Ontario. The median age of the population in Haliburton County is 16 years older than the rest of the province. In 2016 the median age of the population in the County of Haliburton was the oldest when compared to all other census divisions in Ontario. Ranked from oldest median age of the population to the youngest, the City of Kawartha Lakes ranks 6th out of 49 census divisions. [3],[4](Chart 9)

[3] Statistics Canada. 2017. Census Division Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E (accessed February, 2019).
[4] Statistics Canada. 2007. Census Division Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E (accessed February, 2019).



The population in Kawartha Lakes and Haliburton County area is fairly uniform when compared to the entire population of Ontario. 98% of the population in the area speak English most often at home. Meanwhile, in the rest of the province this drops to 78%. Similarly, the visible minority population in Ontario is just over 29%, but in the City of Kawartha Lakes and the County of Haliburton only 2.1% and 1.4% of the population respectively are considered visible minorities. In the 2016 census, 2.7% and 2.9% of respondents in Kawartha Lakes and Haliburton County identified as Aboriginal.[5] (Chart 10)

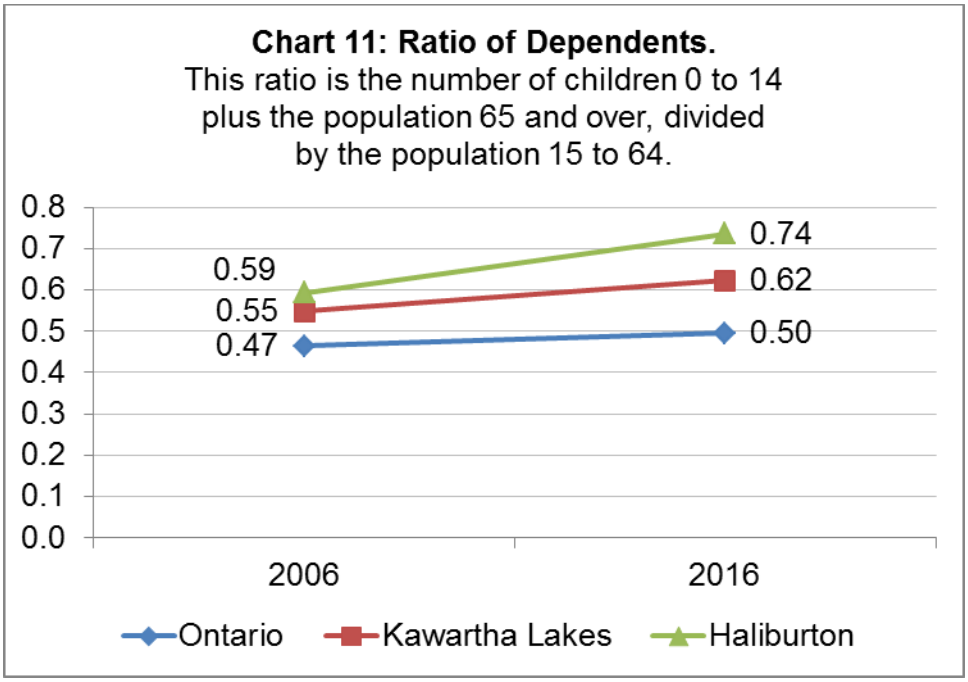
[5] Statistics Canada. 2017. Census Division Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E (accessed February, 2019).



Ratio of Dependants

The ratio of dependants is the addition of the number of children 0 to 14 and the number of people 65 years of age and over (dependants), divided by the number of people 15 to 64 years of age (working-age population)[6]. Since 2006 there has been an increase in the ratio of dependants to the working-age population. In Ontario the ratio went from 0.47 in 2006 to 0.50 in 2016. This means that in Ontario in 2016, there were 50 children and seniors for every 100 people 15 to 64 years of age. Meanwhile, the ratio of dependants in the City of Kawartha Lakes and the County of Haliburton increased at a greater rate compared to Ontario. In 2006 the ratio of dependants in Kawartha Lakes was 0.55, but in 2016 the ratio increased to 0.62. In Haliburton, the ratio of dependants increased from 0.59 to 0.74 from 2006 to 2016. As a ratio, Kawartha Lakes and Haliburton have fewer workers to maintain the local economy compared to the overall population versus that ratio for the rest of the province. [7],[8] (Chart 11)

[6] Parkin, A. 2018. A Different Ontario: Population, where and with whom do Ontarians live. Mowat Centre, Munk School of Global Affairs & Public Policy. https://mowatcentre.ca/a-different-ontario/ (accessed February 2019).
[7] Statistics Canada. 2017. Census Division Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E (accessed February, 2019).
[8] Statistics Canada. 2007. Census Division Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E (accessed February, 2019).



Ratio Into / Out of the Workforce

By comparing population statistics for the age groups 15-19 and 60-64, a ratio of those age groups, those entering or close to entering the workforce to those leaving or close to leaving the workforce, is calculated.

The ratio of those entering the workforce compared to those exiting the workforce is calculated by dividing the number of people 15 to 19 years of age (entering the workforce) by the number of people 60 to 64 years of age, those exiting the workforce[9]. If this ratio is 100, this means that there are 100 people 15 to 19 years of age entering the workforce, while there are 100 people 60 to 64 years of age exiting the workforce. Between 2006 and 2016 a sharp decline in this ratio has been seen across the province and also within Haliburton and Kawartha Lakes. In 2006 there were nearly 104 15 to 19 year olds for every 100 60 to 64 year olds in the City of Kawartha Lakes. By 2016 that ratio had changed to only 58 15 to 19 year olds for every 100 60 to 64 year olds. In Haliburton, this ratio went from just under 72 to just 33. [10],[11] (Chart 12)

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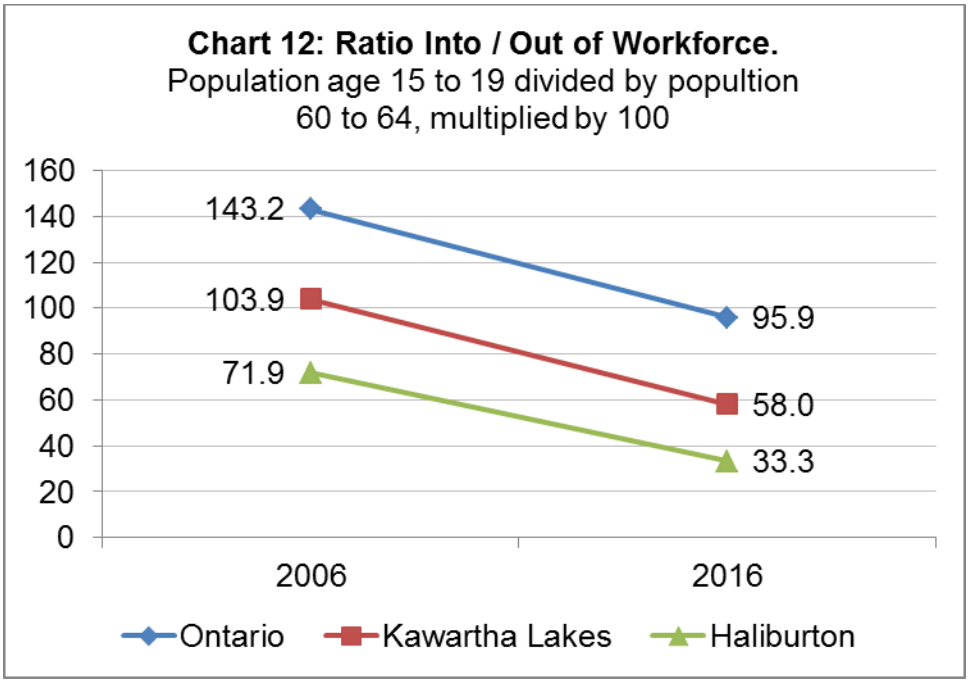
[9] Parkin, A. 2018. A Different Ontario: Population, where and with whom do Ontarians live. Mowat Centre, Munk School of Global Affairs & Public Policy. https://mowatcentre.ca/a-different-ontario/ (accessed February 2019).
[10] Statistics Canada. 2017. Census Division Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E (accessed February, 2019).
[11] Statistics Canada. 2007. Census Division Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E (accessed February, 2019).



The implications of this decline in the ratio into / out of the workforce are significant. Recently there has been discussion around the need to better prepare high school students to enter the workforce. School boards are continously working to enhance their program offerings to better prepare 15 to 19 year olds to enter the workforce. While any effort made to better prepare our young people for success in the workforce is positive, the reality is that we are facing a situation right now where we may have fewer young people locally entering the work force than the number that are actually needed to meet the needs of the local economy. Part of the reason that employers may be having difficulty filling positions is that there simply aren't as many people entering the workforce in our area than those who are retiring or wishing to retire.

Labour Force Participation Rates

When compared with the rest of the province the labour force participation rate is very similar in Kawartha Lakes and the County of Haliburton. In 2016, for both men and women, labour force participation rates were found to be higher in Kawartha Lakes and Haliburton County for those between the ages of 20 and 39 when compared to Ontario. In Kawartha Lakes all age groups are participating in the labour force at a higher rate than the province except for males between the ages of 50 and 59 who have a participation rate that is only 0.3% lower than the provincial rate. In Haliburton County, the participation rates are all very similar to the province, but they are lower for all male age groups above the age of 40 and for women above the age of 50. [12],[13](Chart 13, 14)

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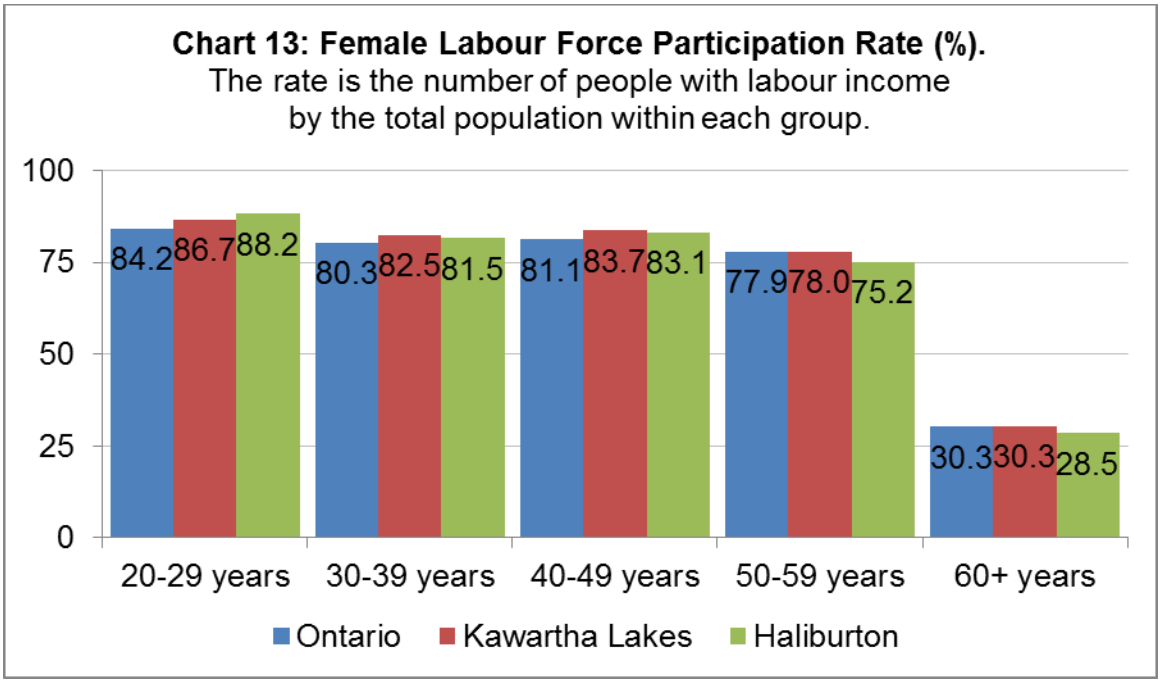
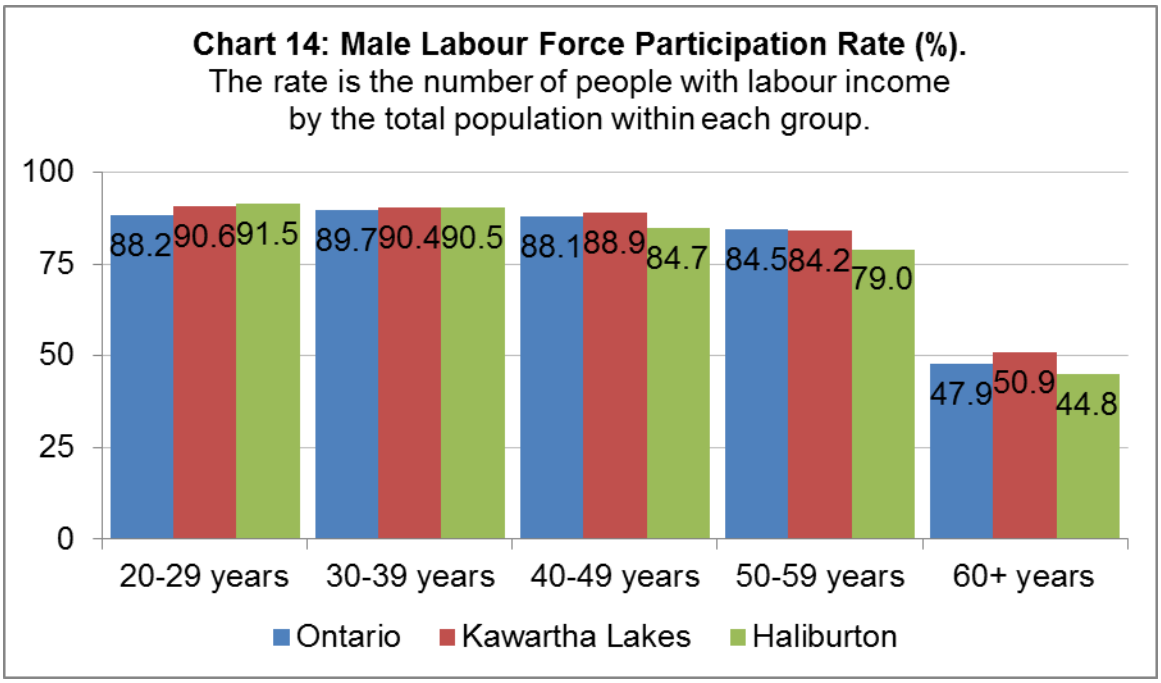
[12] Statistics Canada 2016. Annual Income Estimates for Census Families and Individuals (T1 Family File), Table 11. Income Statistics Division. Community Data Program (distributor). Communitydata.ca (accessed February 2019).

[13] Statistics Canada 2016. Annual Income Estimates for Census Families and Individuals (T1 Family File), Table 11. Income Statistics Division. Community Data Program (distributor). Communitydata.ca (accessed February 2019).



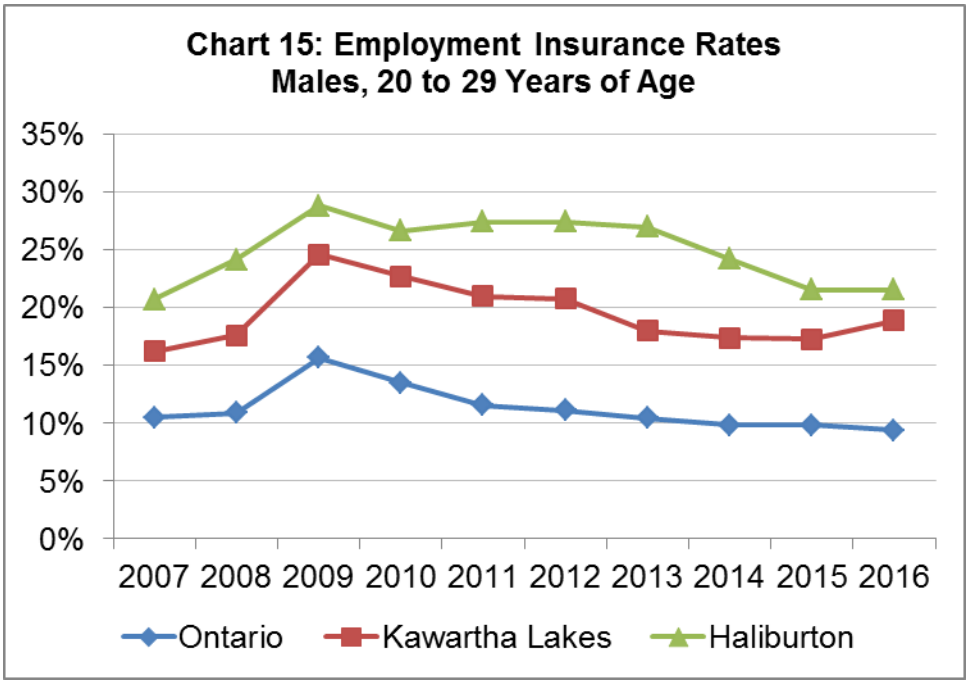


Over the past decade there have been changes in labour participation rates that are very similar in our local areas and with the province. In general, the labour participation rate for people under the age of 40 has been lower, and over the age of 40 it has been higher, especially for women.

Employment Insurance Rates

While the labour force participation rates in Kawartha Lakes and the County of Haliburton were very similar to the rest of Ontario, the differences in the Employment Insurance (EI) rates are more pronounced. For males 20-39, the EI rate in Kawartha Lakes is nearly 20%, and is over 20% in Haliburton County. In Ontario, the EI rate for

males 20-39 is around 10%. With labour force participation rates nearly equal, but employment insurance rates much higher for males 20-39 in Kawartha Lakes and Haliburton, this could indicate that there are not as many higher quality employment opportunities for workers aged 20-39 in Kawartha Lakes and Haliburton County[14]. (Chart 15)

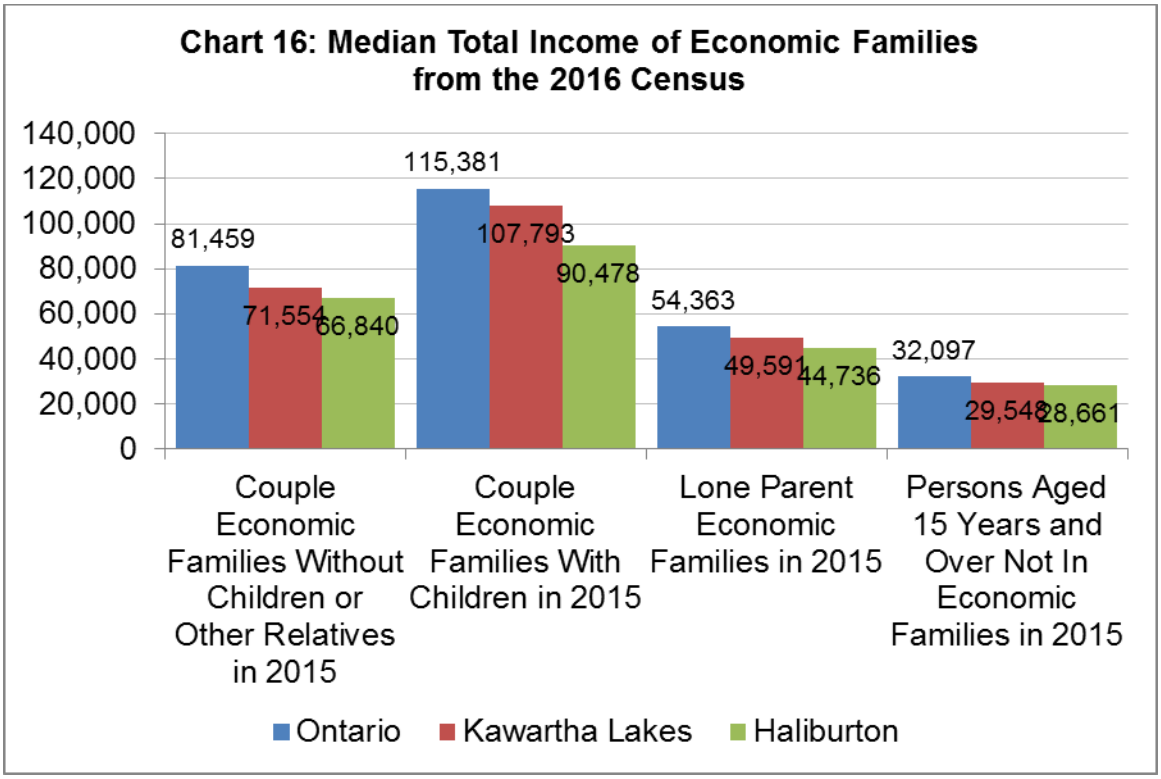


Income

In all scenarios the median total income for people in Kawartha Lakes and Haliburton County is always less than the income of Ontario as a whole. The median total income in Ontario is always greater than the median total income in Kawartha Lakes. And the median total income in Kawartha Lakes is always greater than the median total income in Haliburton County. [15] This could be a result of lower paying positions in primarily the retail and food industry, and the effects of the number of young people in receipt of Employment Insurance in the City of Kawartha Lakes and the County of Haliburton. (Chart 16)

[14] Statistics Canada 2016. Annual Income Estimates for Census Families and Individuals (T1 Family File), Table 12. Income Statistics Division. Community Data Program (distributor). Communitydata.ca (accessed February 2019).

[15] Statistics Canada. 2017. Census Division Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E (accessed February, 2019).

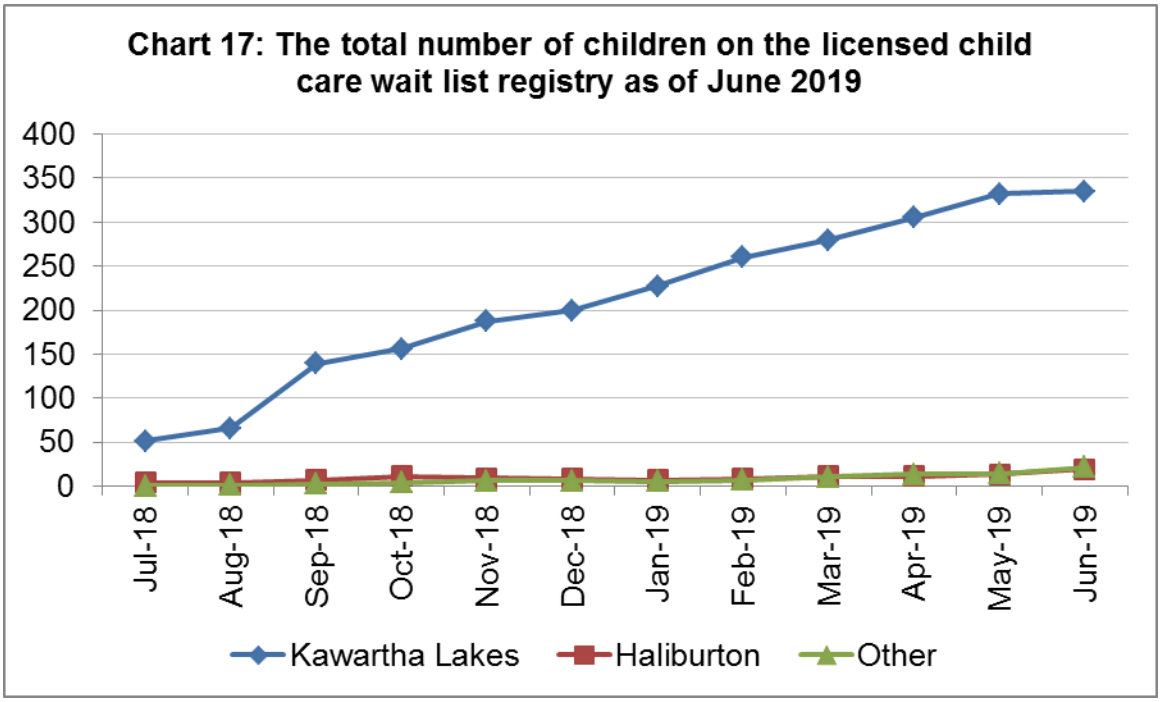


Child Care

Child care availability is important so that parents with children can participate in the workforce. Beginning in May of 2018 the City of Kawartha Lakes began managing a centralized child care wait list registry. All licensed centre-based and home child care agencies in the City of Kawartha Lakes and the County of Haliburton are participating in the wait list registry. This new system has begun to shed light on the actual number of children whose families are looking for licensed centre-based or home child care. As of March 2019 there are 301 children whose families are looking for licensed child care and do not have access to a space. There are 280 children who live in the City of Kawartha Lakes, 11 who live in Haliburton County and 10 from areas outside of our service area who are looking for care. [16]

Since the implementation of the centralized waitlist there has been a steady increase in the number of children registered and waiting for access to care. The waitlist provides an opportunity to better understand the demand for care in our community and supports our early learning planning activities. (Chart 17)

[16] City of Kawartha Lakes OneHSN Child Care Wait List Registry. Accessed March 2019. Calculations completed by the City of Kawartha Lakes Children's Services Division.



The greatest challenges that families face is in trying to secure licensed child care spaces is for children prior to entering school. These include infants (age 0 to 18 months), toddlers (18 months to 2.5 years) and pre-schoolers (2.5 years to school entry). There are twice as many infants on the child care waiting list than there are licensed centre-based spaces for children. For every one toddler licensed centre-based child care space, there are two children on the waiting list. There continues to be a need for additional child care spaces in the City of Kawartha Lakes and the County of Haliburton in order to meet the child care needs of working families.

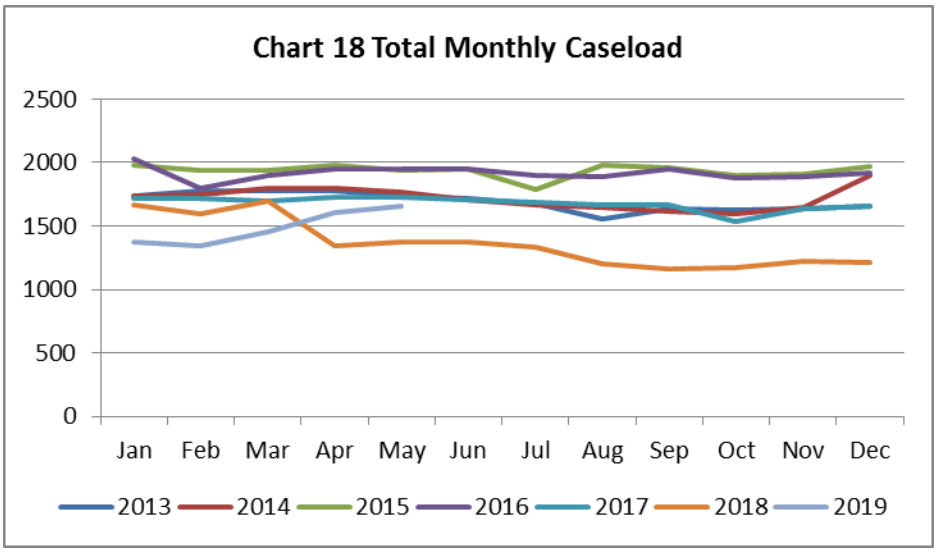
Lower incomes, high Employment Insurance rates and the lack of licensed child care spaces present challenges for the City of Kawartha Lakes and the County of Haliburton. However, an aging population that is moving into retirement may also provide employment opportunities too as people retiring are leaving positions that will have to be filled. Many communities across Ontario are experiencing labour shortages[17],[18],[19]. Strategies to support people not in the workforce and methods to attract and retain

[17] Daniszewski. H. (2018, August 3). Lots of jobs, no workers across Southwestern Ontario. The London Free Press. Retrieved from https://lfpress.com/business/local-business/signs-of-trouble-jobs-go-begging-in-southwestern-ontario (March, 2019).
[18] Brownlee, A. (2018, July 16). 'We still can't find people': Labour shortage rips across Muskoka. MuskokaRegion.com. Retrieved from https://www.muskokaregion.com/news-story/8744842--we-still-can-t-find-people-labour-shortage-rips-across-muskoka/ (March 2019).
[19] Waddell, D. (2018, April 18). Help Wanted: Shortage of employees choking growth of local economy. The Windsor Star. Retrieved from https://windsorstar.com/news/local-news/help-wanted-shortage-of-employees-choking-growth-of-local-economy (March 2019).

workers to the City of Kawartha Lakes and the County of Haliburton would put our region at a competitive advantage versus all other areas of the province[20].

Caseload

The average monthly caseload up to and including December for the County in 2018 was 247 and represents an overall decrease of just over 3% from the same period in 2017. The average monthly caseload up to and including December for the City in 2018 was 1180, a decrease of 18% from the same period in 2017. The decrease in caseload numbers for the City is primarily a result of the Basic Income Program. (Chart 18)

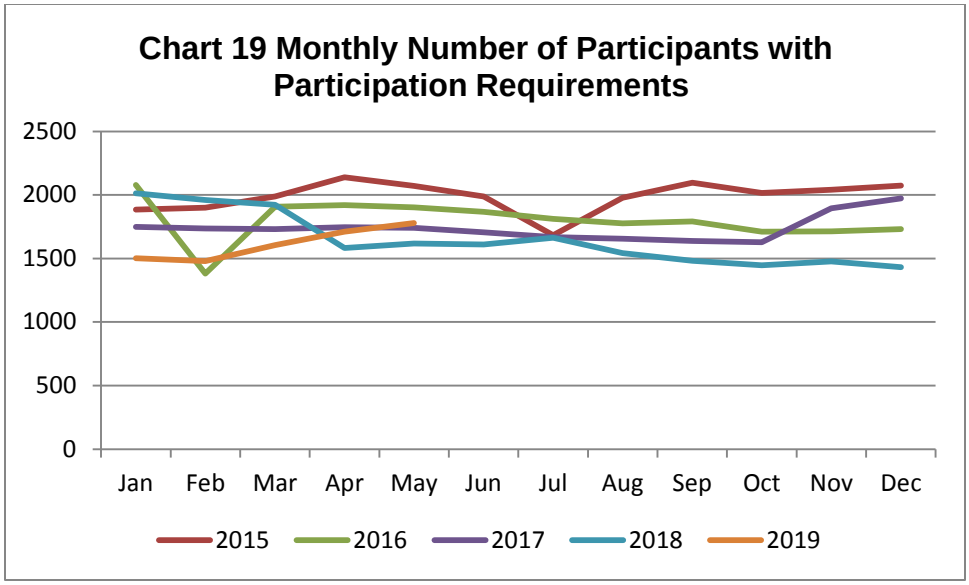


For the County, of the monthly average of 571 members of benefit units in 2018, including children 0 – 18 years of age, 62%, or 354, have participation requirements – meaning they must be actively engaged in employment related activities.

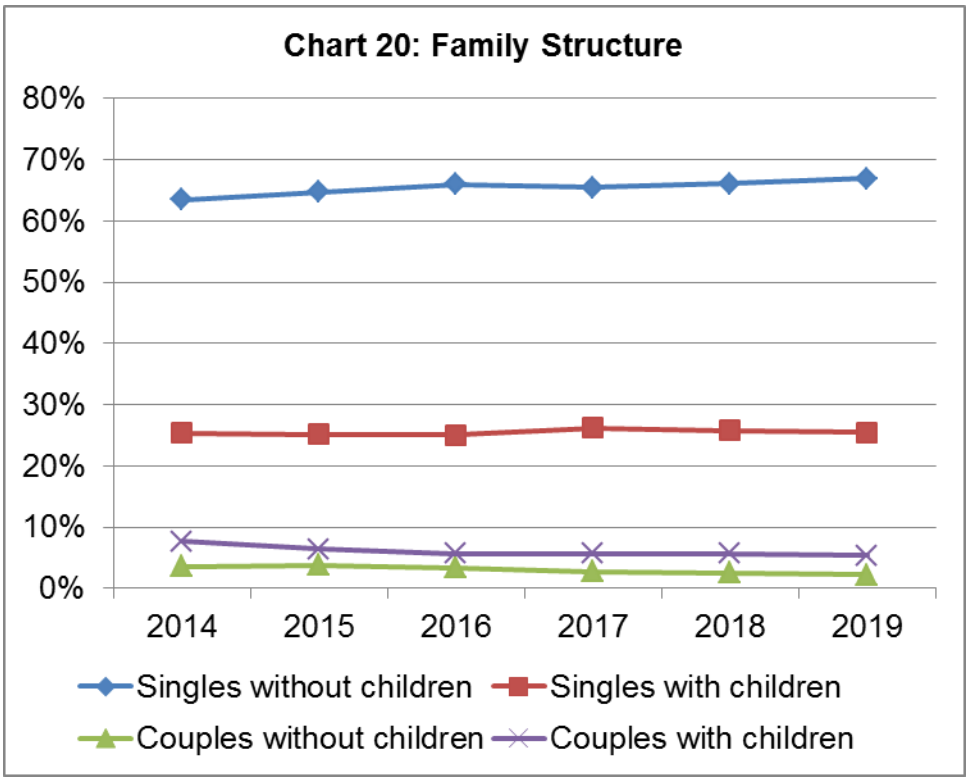
For the City, 58%, or 1,292 members, of the total 2,225 have participation requirements.

The chart below show the number of monthly participants with requirements from 2014 to April 2019. Early data in 2019 indicates that there is a significant increase in the number of participants with requirements. This coincides with the return of participants from the Basic Income Program. (Chart 19)

[20] Cocolakis-Wormstall, M. 2018. Labour Shortage: Here to Stay. Business Development Bank of Canada. https://www.bdc.ca/en/documents/analysis_research/labour-shortage.pdf (accessed March 2019).

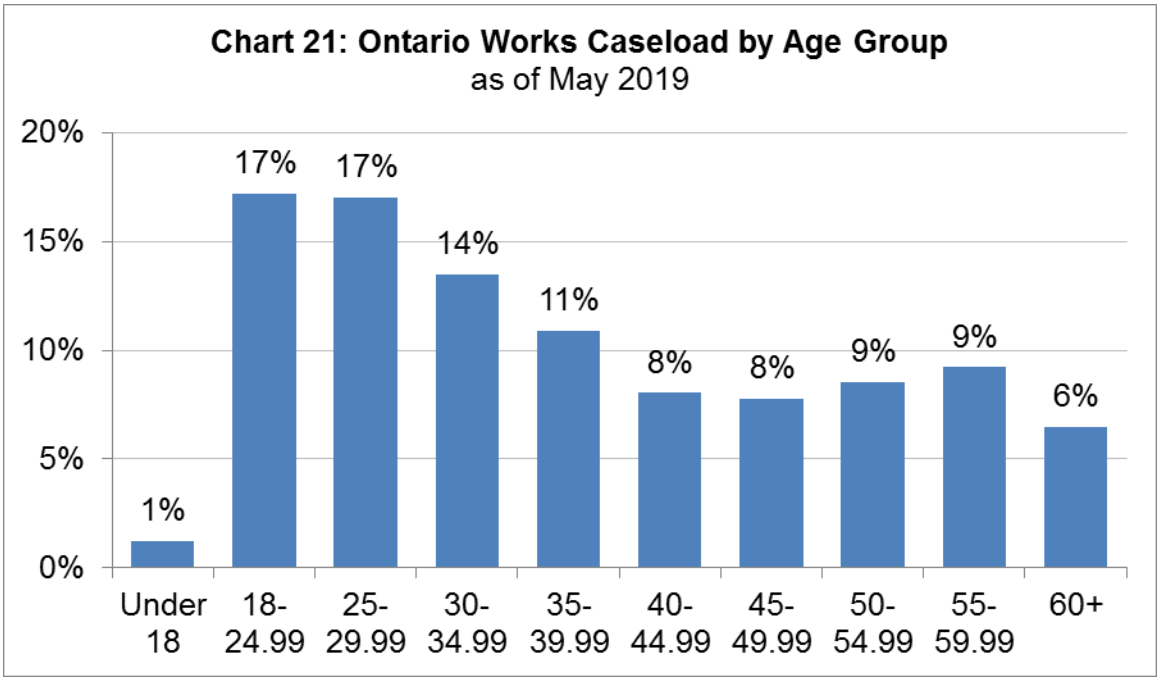


As the chart below illustrates, singles continue to make up the majority of caseload or family structure at 67% with singles with children following next at 25%. (Chart 20)



The employment insurance (EI) rate for males between the ages of 20 and 20 in our areas is much higher than the provincial rate, as shown in chart 15 above. Chart 16 indicates that the incomes in Kawartha Lakes and Haliburton County are lower than the provincial median income levels for economic families. The higher EI rates for younger males and the few job opportunities as expressed by lower income levels may assist us

in understanding why the Ontario works caseload for our area has a higher proportion of younger people when compared to the number of older people. [21](Chart 21)



Educational Attainment

Education, literacy and essential skills levels continue to be barriers for a large portion of the caseload. Where appropriate for the participant's situation, increasing education levels and skills can provide significant, long-term outcomes. Supporting participants in continuing their education involves investment of both time and resources but has the potential for a high social return on investment.

Almost half of the adults in receipt of OW have not yet obtained their Secondary School Diplomas. When we look at adults 18 – 24 years of age with children in the household the number jumps to just over 60%.

Human Services staff work closely with the local school boards in support of students attending high school as well as adult education programs and post-secondary institutions. The Learning, Earning and Parenting (LEAP) program continues to support young parents in obtaining their high school diploma. A very successful parenting program and partnership with the Ontario Early Years Centre has been operating for several years. This program focuses on providing young parents with the skills and supports they need to ensure healthy child development. This program was reviewed and the program updated in 2019 to ensure the content and format is current and effective at meeting the needs of participants. (Chart 22)

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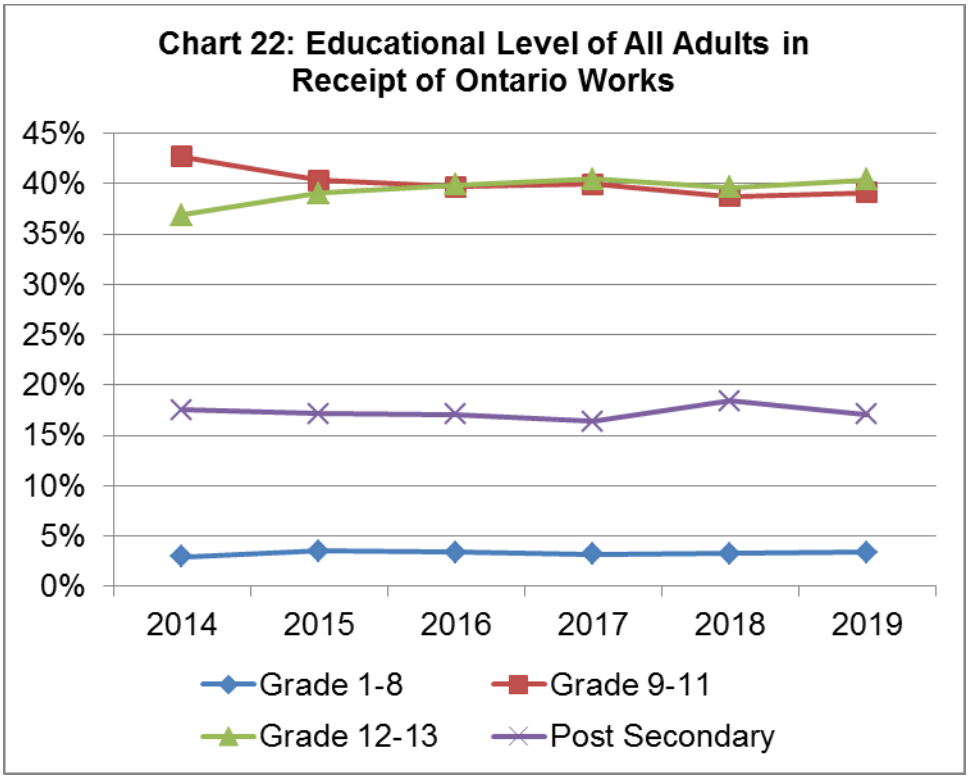
[21] Ontario Ministry of Community and Social Services 2019. Integrated Case Summary Report. Program Ontario Works. Kawartha Lakes and Haliburton Offices. Accessed June 2019. Calculations completed by the City of Kawartha Lakes Children's Services Division.

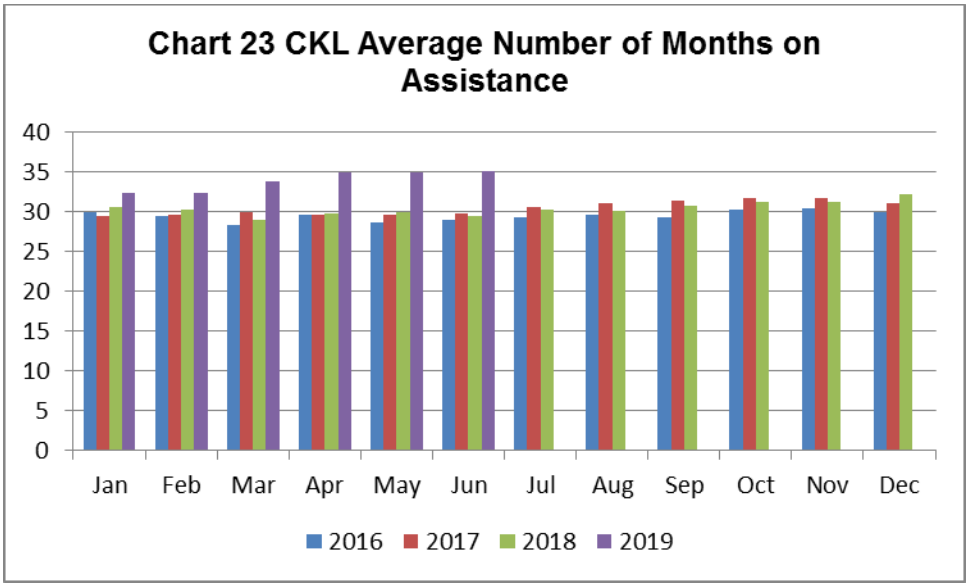


Complex Client Needs

The needs of those in receipt of social assistance continue to become more complex. Many social assistance clients require mental health and addictions support. There are additional barriers to employment including health related issues, accessibility to programs and services, job specific related skills, etc. that affects our ability to support employment. Additional employment supports and benefits are available to address or offset the impacts of some barriers, such as transportation costs and child care, but others may require much more intensive supports and longer term planning.

Housing stability must be addressed before employment issues and opportunities can even be discussed effectively. We must meet basic physiological and safety needs first before people can be motivated or capable of addressing social, esteem or self-actualization desires. Staff and caseworkers are able to access supports to assist with housing stabilization (rent/mortgage arrears and deposits, utility/energy arrears and deposits, bed bug treatments), housing searches (rental listings), and housing search and retention supports (coordination of other service programs and supports including accessing discretionary benefits and our community partners).

The increasing complexity of participant needs continues to lengthen the time it takes for participants to address needs and increase financial independence. This can be verified by the year over year increase in the length of stay on assistance. (Chart 23)



Household sizes two people or fewer continue to be the dominant household size across the service area. In the City of Kawartha Lakes 67.6% of households are either one or two person households. (Chart 24 and 25) This percentage increases to 77.2% in the County of Haliburton. However, single detached dwellings make up more than 80% of all dwellings in the City of Kawartha Lakes. In Haliburton County, single detached dwellings make up more than 90% of all dwellings. In the City of Kawartha Lakes, from October 2010 to October 2018 the average rent of one bedroom dwellings and two bedroom dwellings increased 16.7% and 17.6% respectively. This rate of increase outpaced the Bank of Canada's reported inflation increase of 14.6% during that same time period according to the Consumer Price Index.

All of these factors may be contributing to one and two bedroom vacancy rates that have been below 2% from October 2012 to October 2018 in Kawartha Lakes. The combination of low vacancy rates and rent increases that are accelerating faster than inflation is making it difficult for renters to find places to live that are affordable. Especially for people with low incomes or participating in Ontario Works, who are often renters, these housing pressures continue to compound the effects of poverty. (Charts 26 and 27)

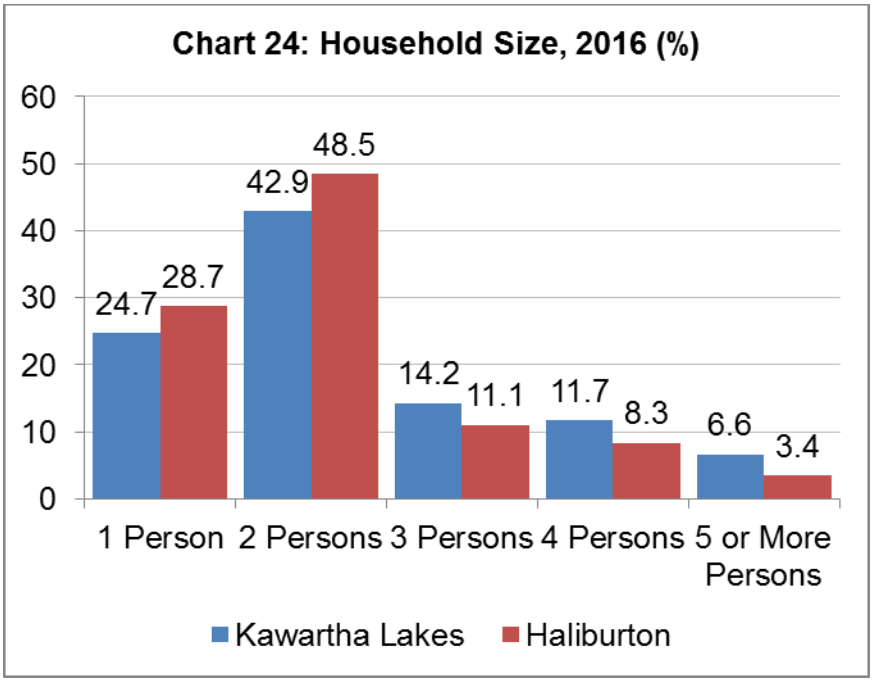


Chart 24: Household Size, 2016 (%)
60
50
40
30
20
10
0
24.7
28.7
42.9
48.5
14.2
11.1
11.7
8.3
6.6
3.4
1 Person
2 Persons
3 Persons
4 Persons
5 or More Persons
Kawartha Lakes
Haliburton

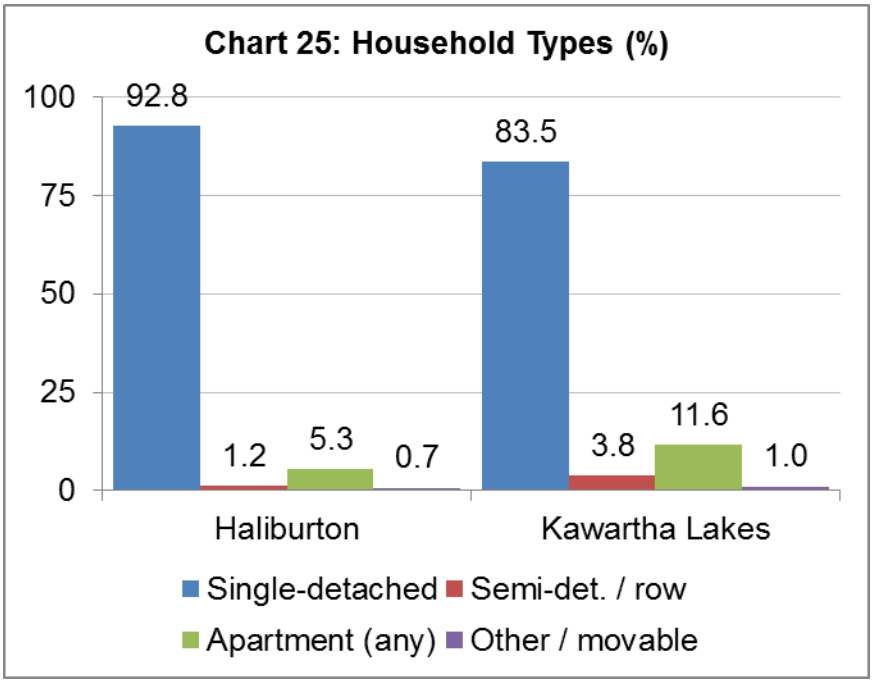
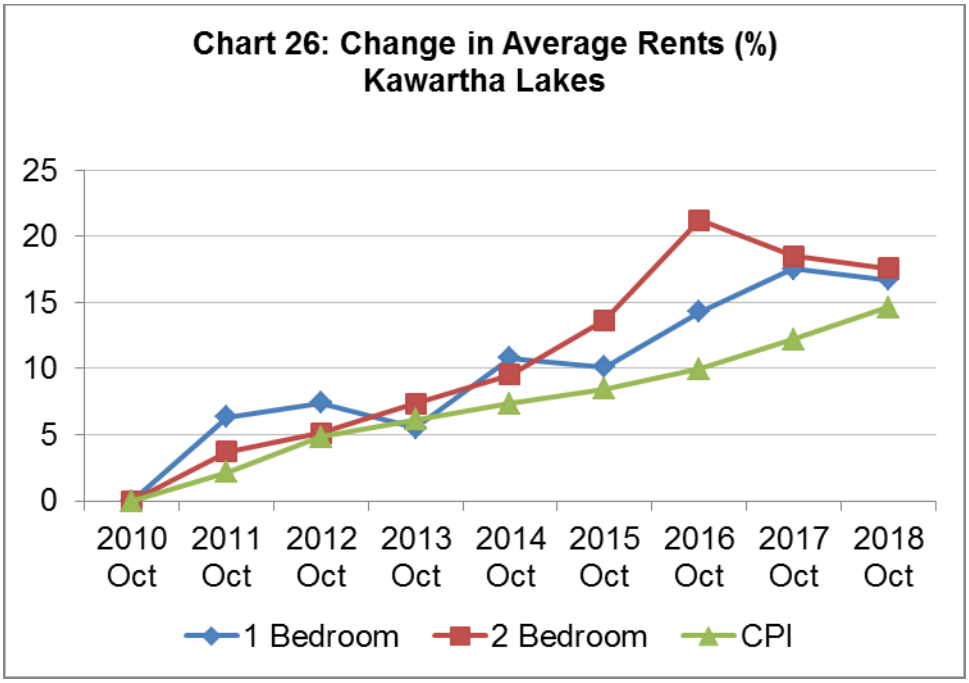
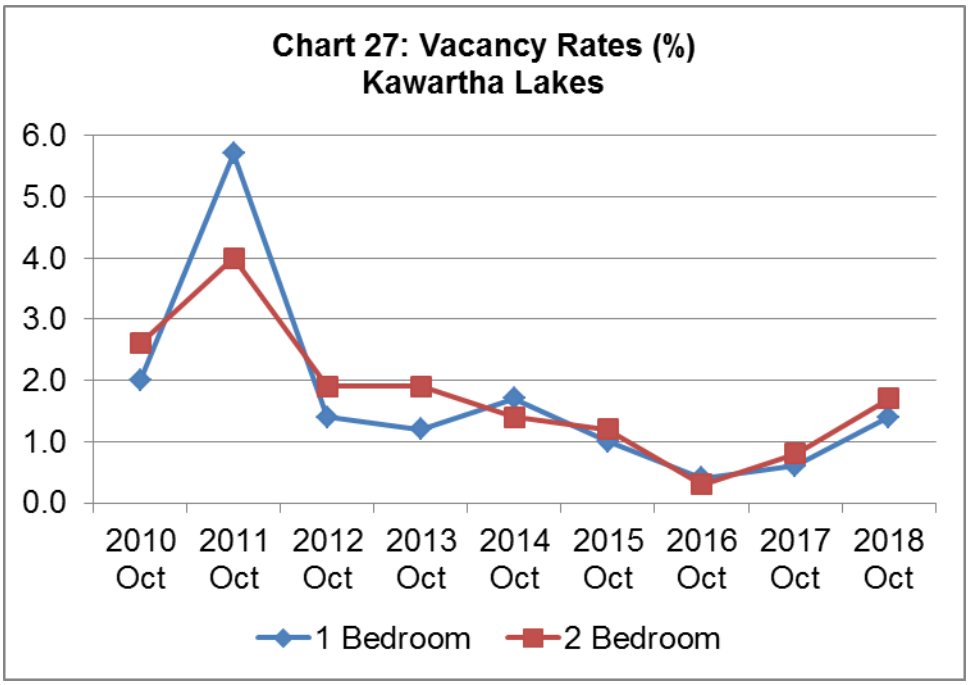


Chart 25: Household Types (%)
100
75
50
25
0
92.8
1.2
5.3
0.7
83.5
3.8
11.6
1.0
Haliburton
Kawartha Lakes
Single-detached
Semi-det. / row
Apartment (any)
Other / movable





The Poverty Reduction Strategy for both the City and County prepared a Transportation Action Plan[22]. This report identified that transportation is a primary concern for residents in order to attend medical appointments or other health and social services, attend training and post-secondary education opportunities, looking for employment, getting to work, shopping for the best price, taking children to programs and participating in social and recreational activities. The report also stated that access to reliable, affordable

[22] Poverty Reduction Strategy for the City of Kawartha Lakes and the County of Haliburton Transportation Action Plan: Background and Research, March 2014

public transportation – and alternative means of transportation – is key to reducing the cost of living.

The Workforce Development Board Labour Market Report (LMR) for our area indicates that employment in the retail market continues to be ranked the highest occupational demand for our communities and is projected to remain the highest ranked through to 2021. Food counter attendants, kitchen helpers and related support occupations rank the fifth highest. A significant number of the people we serve are employed in these two industries. Additionally the report indicated that the top skills employers are looking for are soft skills with oral and written communication and customer service skills ranking among the top five.[23]

Human Services staff participate in a number of committees and working groups with the City's Economic Development Department and include representation from both groups in service planning. The City's Economic Development Strategy includes actions to support the overall objective of a stronger and more diversified economy with the hopes of bringing business to the City of Kawartha Lakes and expanding local employment. Just recently, Health Canada and City Council have approved a large medical marijuana production facility in Kawartha Lakes which will bring employment opportunities to over 150 people once operational. This is one example of new business and employment opportunities being brought to Kawartha Lakes that may be operational by late 2020 or early 2021.

Additionally, we are working with the Economic Development Department, our local EO provider and Fleming College on a Skills Advance Project. The project will:

- Provide immediate skills training to satisfy the demand for labour in the agriculture and manufacturing sectors (new entrants and upskilling existing workforce)
- Long term retention of new and current workers in the sector through increasing the skill set and fostering resiliency and competitiveness
- Provide immediate skills training and support to employers to support our businesses being recognized as employers of choice
- Strengthening of the local economy through business able to grow with skilled labour

The key deliverables are:

- Upskilling existing workforce (technical, leadership, soft skills)
- Support new workforce entrants with wrap around support and training (pre and during first year of employment)
- Support employers working with new workforce entrance

This project will be targeted towards single adults from our current caseload. The upskilling of the current workforce will support the entry of new workers into the section. The goal for implementation is to add Health sector positions in year two.

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[23] Workforce Development Board Labour Market Community Labour Market Information Report April 2018

Community Partnerships

A focused effort is being made to integrate human services and increase linkages between program areas and related sectors to create an improved systems approach to human services. This work is directed toward creating or improving positive outcomes for our residents in the areas of Children's Services, Employment, Housing, and Social Assistance as well as holistic health and wellness outcomes.

Staff participate on a number of committees and planning groups. Table 2 below provides a description of the community served and the focus area of a selection of the committees or working groups.

Table 2: Listing of Committees and Working Groups with staff participation

Committee	Focus Area
Canadian Newcomer Centre	Immigrants and Newcomers to our community
Community Employment Resource Partnership	Access to Employment training and opportunities information, data collection
Community Transportation Committee for Haliburton County	Coordination, analyzing, planning activities related to addressing transportation barriers
Employment Network Group	Partnership with Employment related agencies, services
Food Hunger Working Group	Life Stabilization
Homelessness Coordinated Response Team	Homelessness Life Stabilization
Housing and Homelessness Plan Co-ordinating Committee	Coordination and planning of services related to housing and homelessness, implementation of recommendation of the 10 year plan
Kawartha Haliburton Community Planning Table for Children and Youth	Coordination and planning of services for children 0 - 18
Kawartha Lakes Haliburton Domestic Violence Co-ordinating Committee	To provide a more consistent response to victims/survivors in the community and work towards filling the gaps and addressing system barriers
Local Employment Planning Council	Employment Related Service Analysis, Planning
Roundtable on Poverty Reduction	Implementation of the Poverty Reduction Strategy
Regional CMSM Groups	Employment Services Income Services Children's Services Training Senior Management Group Emergency Services Homelessness Prevention Services Housing Service Manager's Network
Situation Table	Life Stabilization Community Support Approach to residents of our community in crisis
VAW Hub	Women Victims of Abuse
Youth Wellness Hub for Haliburton County	Youth

The community partnerships and working groups are most often developed out of a grass roots approach to support people in our community with life stabilization, pre-employment or employment related issues. In rural communities, working groups are often established, and then maintained, as a result of a specific incident or identified gap in service. As a community we all have to work closely together in order to eliminate duplication of services provided by multiple providers, identify and address gaps in service in order to meet the needs of the people we serve. Some of the identified gaps include:

- Life stabilization – including access to affordable, sustainable appropriate housing, food security and access to mental health and additions support for both urgent and ongoing crises
- Access to employment – including access to and availability of financially viable employment and transportation, soft skills development
- Lack of service co-ordination and communication between service providers

In addition, staff liaisons have been appointed to work with certain community agencies to improve referral protocols, enhance communications and learning opportunities and generally improve outcomes for our shared participants.

Staff participate and support a number of local charities and non-profit organizations including United Way, Heart and Stroke, Habitat for Humanity, local Food Banks, the local emergency shelter, and causes that have a personal connection for staff.

Section 2: Strategies and Outcomes

Service and Employability Strategies and Linkages to Outcome Measures

Outcome measure targets for 2019 were arbitrarily determined by the Ministry at a 3% increase from a baseline of the 2018 actual performance.

Points are being assigned to the two outcome measures for 2019, Percentage of Terminations Exiting to Employment and Percentage of Caseload Exiting to Employment. Of the four measures, these two are the more predictable in terms of forecasting and influencing performance.

The correlation between the caseload characteristics, local Employment Assistance activities, local/regional/ provincial/federal economic trends and outcome performance in the Ministry's measures is open for much interpretation. The ability to influence outcomes at the local level is greatly impacted, positively and negatively, by events and stimuli outside of reasonable local control.

Table 3: Average Monthly Employment Earnings

	Q1	Q2	Q3	Q4	Average
2018 Actuals ($)	733	736	758	755	746
Target Improvement	3%	3%	3%	3%	3%
Targeted Improvement ($)	22	22	23	23	22
2019 Target	755	758	781	778	768

Points Assigned: 0.00

Table 4: Percentage of Caseload with Employment Earnings

	Q1	Q2	Q3	Q4	Average
2018 Actuals	13.39%	12.66%	13.44%	13.93%	13.36%
Target Improvement	3.00%	3.00%	3.00%	3.00%	3.00%
Targeted Improvement (%)	0.40%	0.38%	0.40%	0.42%	0.40%
2019 Target	13.79%	13.04%	13.84%	14.35%	13.76%
			Points Assigned:		0.00

Table 5: Percentage of Terminations Exiting to Employment

	Q1	Q2	Q3	Q4	Average
2018 Actuals	18.05%	30.86%	38.60%	20.66%	17.61%
Target Improvement	3.00%	3.00%	3.00%	3.00%	3.00%
Targeted Improvement ($)	0.54%	0.93%	1.16%	0.62%	0.81%
2019 Target	18.59%	31.79%	39.76%	21.28%	27.85%
			Points Assigned:		600

Table 6: Percentage of Caseload Exiting to Employment

	Q1	Q2	Q3	Q4	Average
2018 Actuals	1.78%	2.48%	2.86%	1.19%	0.94%
Target Improvement	3.00%	3.00%	3.00%	3.00%	3.00%
Targeted Improvement ($)	0.05%	0.07%	0.09%	0.04%	0.06%
2019 Target	1.83%	2.55%	2.95%	1.23%	2.14%
			Points Assigned:		400

Specific strategies and action steps to increase employability outcomes are related to all outcome measures and captured in Table 7 below.

The SAILing with Clients Program is the only employment training program that is specifically offered internally. All other programs and services are coordinated with our community partners. The development of programs can occur as a result of specific projects being offered by services partners, by long established and successful programs or simply by the identification of a need or gap in service that generates a working group and the development of a local solution.

Education, literacy and essential skills levels continue to be barriers for a large portion of the caseload. Where appropriate for the participant's situation, increasing education levels and skills can provide significant, long-term outcomes as there is a direct positive correlation between education and income levels. Supporting participants in continuing their education involves investment of both time and resources but has the potential for a high social return on investment.

Human Services staff works closely with the local school boards in support of students attending high school as well as adult education programs and post-secondary institutions. The Learning, Earning and Parenting (LEAP) program continues to support a steady average of over 60 participants and continue to be successful with the number of young parents graduating from high school and advancing to post-secondary education. In early 2019 we will have 8 students move on to post-secondary education. A very successful parenting program has been provided for LEAP participants by the

local EarlyON Child and Family Centre for the past several years. This program focuses on providing young parents with the skills and supports they need to ensure healthy child development. This program is currently undergoing a review to ensure the content and format is current and effective at meeting the needs of participants.

While it is important to support participants in obtaining employment, it is also important to develop relationship-based skills to help participants maintain employment. The SAILing with Clients Program offers SAIL training Module 1 and 2 and both staff and clients attend the same training sessions. The first graduates of the program continue to participate on our client advisory group (the Social Services Community Council – SSCC). To date the SSCC have provided feedback and input on improvements to our reception area and hallways and are in the process of working on a client survey. Additionally they are supported and met with Ministry staff working a variety of projects including staff from the Social Assistance Modernization team.

There are additional barriers to employment including health related issues, accessibility to programs and services, job specific related skills, etc. Additional employment supports and benefits are available to address or offset the impacts of some barriers, such as transportation costs and child care, but others may require much more intensive supports and longer term planning.

Housing stability must be addressed before employment issues and opportunities can even be discussed effectively. We must meet basic physiological and safety needs first[24] before people can be motivated or capable of addressing social, esteem or self-actualization desires. Staff are able to access supports to assist with housing stabilization (rent/mortgage arrears and deposits, utility/energy arrears and deposits, bed bug treatments), housing searches (rental listings), and housing search and retention supports (coordination of other service programs and supports including accessing discretionary benefits and our community partners).

In addition to the provision of ongoing employment assistance services by OW case managers, there are two full time Support Services Specialist positions that perform intensive employment case management functions. These positions have a reduced caseload to enable them to provide intensive case planning support to assist participants in navigating and overcoming the systemic barriers in the broader social services community. Staff work with Community Agencies to connect participants with additional supports and services that may be required.

Staff work closely with community agencies to develop programs based on the needs of participants. These programs may be a one-time program or offered on an ongoing basis depending on social return on investment of the program. A successful program – The Cook It Up Program – was conceived and developed by an agency in Haliburton. The concept was to provide the education, planning and work experience to work in the food service industry in the County of Haliburton. At the completion of the program, 78% of participants were able to obtain jobs in that sector.

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[24] Maslow's Hierarchy of Needs, Link to Maslow's Hierarchy of Needs , 2014

Our local Employment Ontario Service provider in Lindsay, Victoria County Career Services (VCCS) is offering regular introductory sessions about the programs and services they offer on site. This will help clients with that first step with developing a relationship with staff and is expected to increase participant participation in programs and services offered through VCCS.

An additional barrier for our clients is associated with the stigma of being in receipt of financial assistance and access to local and affordable financial institution options. We have many communities that no longer have a bank and there continues to be systemic barriers for clients to cash cheques. People without bank accounts are often forced to seek written confirmation of the cheque being legitimately issued by the City. In November 2019 the City will be implementing and encouraging reloadable payment cards

Both ODSP and OW have a staff liaison and all caseworker and staff inquiries are filtered through them. The liaisons meet on an as needed basis with a minimum number of meetings scheduled each year. The purpose of the meetings is to address and make recommendations for proposed solutions to address any concerns related to ongoing case specific needs and issues.

The Managers meet on an as needed basis to coordinate services with a minimum of 6 meetings throughout the year. The focus of the meetings are to discuss service planning, shared services, and the coordination of services between our programs. We will continue with our collaborative efforts to build relationships between case managers from both programs especially as we will no longer be co-located in the fall of 2019.

We continue to offer employment supports for non-disabled adult members of an ODSP benefit unit. We have one case manager specifically assigned to support this caseload. The full spectrum of employment supports and services offered to those in receipt of OW are also offered to the non-disabled adults.

Table 7: Outcome Measure Strategies and Action Steps

Strategy	Action Steps	Outcome or Skill Development	Resources
Increase levels of education and income potential	Working with local school boards, Employment Ontario Partners address: – Literacy and essential skills – Increasing education level achievements	Secondary School Diploma or Post-Secondary School Diploma or Degree Leading to financial independence	– Secondary School – Alternative Education Programs – LEAP – Second Career – Fleming College
Identify barriers to employment	Employability and Psychological Assessments to identify or clarify barriers, identify undiagnosed barriers and develop support and service action plans	Employability Assessment and Action Plan	Job Quest Watton Employment Services Professional Assessments
Provide on the job work experiences	Work with community partners to develop and support volunteer opportunities	Participation in work related volunteer opportunities	Employment and Community Network Planning Groups
Develop desirable	Provide soft skills and	SAILing with Clients	Internally Trained Staff

Strategy	Action Steps	Outcome or Skill Development	Resources
employment related skills	relationship based training and opportunities through SAILing with Clients Program	Module One and Module Two Certificate	Community Partners
Ensure program success and suitability	Consult directly with clients to analyze and evaluable programs and services offered to identify how to make our approach more successful	– Annual client survey – Monthly SSCC meetings – Ad-Hoc Reports and Consultations	Social Services Community Council (SSCC)
Identify and provide employment specific training, programs and education	– Accessibility and Customer Service Training – Computer skills – Cook It Up and Ready for Retail Programs – Driver's Education – First Aid/CPR – Food Handlers – Forklift Operator – Health and Safety, WHMIS – Introduction to Food Services – Introduction to the Trades – Job Connect – Job Search Workshops – Job specific skills, supports and training including: – Resume and Cover Letter Workshops – SAILing with Clients – Smart Serve – Work Finding Clubs – Work Trials	Specific Program Certificates	Community Living Trent Highlands Community Partners including: – Fleming College – Fleming Crew – Health Unit – Internal Staff – SIRCH – Victoria County Career Services
Promoting and ensuring access to affordable, accessible quality Child Care and early Learning opportunities	Work with the Early Learning Community to offer information, training, site visits with local Early Learning Service Providers	Participation in programs and services including part and full-time programs to support employment	– Internal Staff – Community Networks – Child Care Fee Subsidy Program – Early Learning and Care Service Providers – EarlyON Programs

Strategy	Action Steps	Outcome or Skill Development	Resources
Promoting and ensuring access to affordable, accessible and financially sustainable housing	See the City's Housing and Homelessness10 Year Plan for specific recommendations and action steps	Housing and Homelessness 10 Year Plan	– Internal Staff – Community Networks – Variety of Housing Supports and Services

The implementation and success of these strategies from the Ontario Works service planning perspective is dependent on a number of factors. Developing and maintaining effective communications and relationships with community agencies is vital. Our respective participants are balancing their employment related activities with all other day to day challenges they encounter, including maintaining basic needs for themselves and their families. The bureaucracies that our agencies operate within on an ongoing basis are generally complex and formal. The more that we can do to simplify this process through effective relations with other agencies on behalf of participants, the more successful they will be.

Monitoring Service Strategies

Service performance is monitored in a variety of ways. Operations performance reports and SAMS reports are accessed and data is uploaded to our reports on a daily, weekly monthly and/or quarterly basis. Detailed information has been provided that identifies the report name, location and the position (i.e. Caseworker, Supervisor, Financial) that should be accessing the report.

Data from the reports is transferred to separate tracking sheets that have visually accessible and easy to read charts to provide a quick glance of our performance. Analysis is completed to assist with establishing ranges, trends and forecasting future performance.

The Quality Assurance Program includes reviews of the application, data integrity, case management practices and adherence to legislation, policies and directives. In addition, it includes reviews of our performance as they relate to our strategies and philosophy.

Full and partial process reviews are completed as required using the tools and steps including in Lean Six Sigma. Depending on the project to be completed, DMAIC (Define, Measure, Analyze, Improve, Control) or DMADV (Define, Measure, Analyze, Design Verify) tools and steps will be used.

Part 3: Program Management

Service Delivery, Key Program Management Activities and Analysis of Resources

Our Department has an integrated approach to providing services for our participants and customers. The intent is to provide customer-focused services that evaluates the process from a customer perspective. In fall 2019 we will be relocating two of our Lindsay offices to one location. The new location will be located within walking distance

to where the largest concentration of the people we serve live. The new site will support our person centred approach to customer service in that all programs and services offered by the Human Services Department can be accessed through a single site and process.

There is currently OW staff working in three offices across the service area, two in Lindsay and one in the Village of Haliburton serving the County.

The new integrated Lindsay office will have a centralized reception area that provides services for Ontario Works, Housing, Homelessness and Children's Services. All in-person customer inquiries are addressed or re-directed by our three Customer Service Representatives (Reception) at that first moment of contact. Our three Customer Services Representatives (Intake) are the first point of contact for telephone inquiries and requests for applications for Ontario Works, Emergency Assistance and Housing requests for maintenance and repairs. Applications may be completed by phone, on-line, or in person in both our Lindsay and Haliburton office locations. Our specialized Caseworker working with victims of domestic violence will also complete applications at our local Women's Shelter. We record, track and analyze service volume information related to the number of specific tasks completed including the number of walk in and phone related activities.

We have 5.6 clerical full time equivalents (FTEs) and finance staff who process and complete third party payments, bank reconciliations, financial report audits, cancelled cheques, liaise with other departments and service providers, complete overpayment reviews and processing, and process daily and monthly client payments.

In 2019 we are completing a full review of all clerical duties and responsibilities and clarifying roles and responsibilities for each position. The intent is to simplify processes and ensure we continue to be able to meet our increased workload demands within our existing clerical staff structure.

We have a total of 25 case managers to support meeting our service delivery expectations through various functions. One group of case managers are assigned to complete OW applications and meet with participants to determine eligibility. The initial meeting concentrates on determining eligibility, providing employment information and completing an initial outcome plan. Staff recognize that employment case planning is a priority and a more detailed employment related appointment must be scheduled within the next three months. Participants are referred to our Children's Services Division to discuss Child Care options if required and to the Housing Help Centre for housing related services. Ontario Works participants are first on the priority list to receive children's services supports but we have not had a wait list for fee subsidy for over 10 years.

We have case managers that are assigned what is considered a regular caseload and we have specialized positions to support caseloads that include participants:

- requiring significant life stabilization support;
- fleeing domestic violence;
- in the Learning Earning and Parenting (LEAP) program;

- with significant barriers to employment, particularly mental health and addictions issues;
- Temporary Care;
- and the SAILing with Clients program.

Regardless of the eligibility determination, participants are provided with information and support to access other resources and supports in the community. Case Managers will assist participants in outcome planning applying SAIL competencies and the Bridges Out of Poverty (Bridges) philosophy including 3D coaching, Carefrontation, Backwards Planning, etc.

We have dedicated one case manager to complete the requirements of the Eligibility Verification Process (EVP). This position is part of our overall Quality Assurance Program and works in partnership with our senior case managers and Supervisors to ensure the delivery of Ontario Works is in accordance with legislative requirements, program directives and standards.

A review of the EVP reports identified that the data is not matching with the verbal reports from the case manager. The case manager indicates that 92% of the reviews on average are completed by the assigned deadline. The most recent Ministry report indicates our completion rate is at 50%. We are in the process of going through the process step by step and will access technical or process supports, offered through the Ministry, as necessary to identify and correct the issue.

We have three senior case managers. This includes two Eligibility Review Officers (ERO) who conduct in-depth reviews and investigations following provincial and local policies and procedures to confirm present and past eligibility. These positions also provide advice and support to the former family support program. The number of referrals being made to the EROs exceed the capacity of our two staff members. In 2019 we are completing a review of the current cases under investigation to develop a standard operating procedure that will clearly define what requirements must be met in order to submit an investigation request to this program. The purpose is to ensure that case managers are conducting the appropriate level of review prior to an ERO referral being accepted.

The senior case manager team also includes an Internal Appeals and Quality Assurance position. The Internal Appeals responsibilities include completing all internal review requests and representing the City at the Social Benefits Tribunal. This position is also responsible to complete duties as a part of our approach to risk management. This position will complete a minimum review of 5% of the total caseload throughout the year.

These reviews can be initiated by request from caseworkers, through contact from participants and/or by the Supervisors. Reviews are also completed on an Ad-Hoc basis that may be generated to address Ministry priorities, or specific program area reviews. For example, to ensure appropriate use of third party databases, a complete review was completed in the spring of 2019 that included ensuring compliance with all security and access requirements. Program Supervisors are required to review all observations and

notes completed through reviews and make recommendations for any training, policy or action steps to be taken.

Regular caseloads range between 90 – 110 and our specialized caseloads will range between 45 and 89 with the exception of the SAILing with Clients case managers, who will have a caseload up to 45. The case manager completing the EVP reviews does not have an assigned caseload, nor does the one position allocated as a “Float Worker” to provide various functions primarily during the temporary absence of other staff.

The caseload sizes are consistent with the Ministry’s caseload guidelines of 90-120 ‘regular’ cases and 45 for those with significant barriers.

Financial oversight is provided by both Human Services staff and the City’s Corporate Services Department. The City’s Finance Co-ordinator of Ministry Programs, reporting to the City Treasurer, is responsible for the preparation of all subsidy claims and review of all supporting documentation. The Co-ordinator and the Manager of Human Services attends Ministry financial sessions when provided, including orientation to the Subsidy Claims process.

It is the overall responsibility of the Ontario Works Administrator to ensure that performance standards are met, and risks for improvement are identified and addressed in a timely manner. The planning and day to day requirements are delegated to the Manager.

In addition to the subsidy claim process the Manager of Human Services completes reviews of overall expenditures, processes, performance expectations and services on a regular basis. This is completed through a variety of methods including data analysis, meetings, consultations with staff, surveys, reports and the Quality Assurance Program. This information is reported to the Senior Management Team, staff and to both City Council and the Joint Advisory Committee with the County of Haliburton as necessary.

A more detailed financial review is carried out through the annual Operating Budget process and during quarterly financial reconciliations. Unexplained variances and errors, if found, are reviewed with appropriate staff including Corporate Services staff to ensure the accuracy of all expenditures and reporting.

Overall the City had adopted a “Make It Better” approach to how we do business. All employees are encourage to explore ways to make processes better with the intent to provide better service to our customers, make our work easier and more meaningful and improve our efficiency and effectiveness. Staff have participated in White Belt Learning – this is a program that introduces staff to the LEAN philosophy, methodology and tools.

The following table identifies benefits and business practices that are managed outside of the SAMS.

Table 8: Benefits Managed Outside of SAMS

Benefit	Business Process	Rationale
Emergency Dental Administration	1. Service Agreement with Accerta that sets standards and criteria – reviewed annually 2. Use of Accertaworx and Accerta Service Provider Portal 3. Person in need of service attends Dental Service Provider 4. Dental Service Provider accesses portal to determine eligibility for service 5. Service is provided and invoiced to Accerta as per agreement 6. Monthly invoices are reviewed and approved by the City. Notes are added to SAMS for each client. 7. Payment is made to Accerta for services. 8. Copies of invoices are included with subsidy claim.	Accerta has expertise in this area and is able to determine and evaluate the need of the client Provides a single 24/7 point of contact for all service providers Consistency across our service region with all service providers Reduces internal administration time to review and process all emergency dental requests Eliminated requirement for a paper dental card
Emergency Discretionary Benefits	Person requires emergency financial support Eligibility is determined on a case by case basis and is issued only under specific circumstances. Excel tracking sheet included with subsidy claim.	To support people in need who are in crisis – for example, person applying for assistance on the Friday afternoon of a long weekend. With the holiday Monday and knowing that payments will not be produced until the following Tuesday, we would issue a gift card to a grocery store.
Other	Each process will be established based on the need. Currently Revenue Canada requires that all payments made to a specific vendor be paid directly to them. Excel tracking sheet included with subsidy claim.	We are required to have audit trail that is easily reported on and therefore completed this process through our City financial program.

Overview of Learning Supports

The SAIL competencies are built into performance expectations for staff. In order to support staff in achieving performance and service excellence, Human Services has implemented a number of training approaches and opportunities including:

- Performance Feedback and SAIL onboarding – we have developed a SAIL onboarding handbook that provides information on the 16 main SAIL competences. Each quarter a competency is provided to all staff. Staff will meet with Program Supervisors each quarter to review the competency, discuss any performance successes, concerns and identify any training requests.
- Annual Team Breakaway Day to review SAIL curriculum and provide an opportunity for staff to network, share successes and have fun – this is our opportunity to work on our relationships with each other
- Dashboard – a dashboard is located in the main hallway, outside the Manager's office that displays both the City's Strategy Map and goals and the Department's progress on achieving key performance indicators. It is a two-way communication tool that shares successes, lessons learned and feedback from participants and staff
- Staff are encouraged to share suggestions and thoughts on how we can improve services for both staff and participants – staff can share directly with the Manager or their Supervisor and/or can place suggestions in our suggestion box located outside in the main hallway (participants are also welcome to place suggestions in the box)
- Monthly team meetings with peers and Supervisors that includes presentations from Community Partners
- Quarterly staff meetings with all Human Services staff

A staff member best described her approach and understanding of SAIL below:

> *If I asked you to build a house and I gave you nothing to help you achieve this goal would you be able to do it?*
> *However if I am able to provide or refer you to other resources which would assist you by providing plans (blueprints, drawings, directions), and tools (hammer, nails, saws, drills, level etc.) and materials (bricks, lumber, drywall, etc.) would you be able to do it now? Quite possibly...but if you have access to further resources and other experts such as plumbers, electricians, roofers etc. and were provided with opportunities for further training, education, direction, support and encouragement now you may have the skill and resources to build exactly the kind of house you have always imagined.*
> *SAIL has the ability to offer* ***every*** *individual tools and resources to help them achieve their goals or desired outcome.*

We have developed an annual training calendar that is shared among all Human Services staff. The purpose is to identify, plan and share annual, one-time and job specific training requirements that have been identified through the EVP process, the Quality Assurance Reviews, quarterly meetings with staff, as a result of changes to processes or policies. We review Ontario Works directives and local

policies and procedures on an annual basis.

Training and professional development activities attended by staff in the past year include:

- Rent Smart Train the Trainer
- Positive Psychology
- Mental Health First Aid Training
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for Supervisors
- MFIPPA for all staff
- Accident Investigations and WSIB 101
- Let's Talk Leadership
- First Nations Forum
- Community First
- Professional Management Certificate Program
- Central East Region Staff Forum
- OMSSA Learning Symposium
- VI-SPDAT Training
- Aging Workforce
- Mental Health Training Program
- CPR/First Aid
- Applied Suicide Intervention Skills Training
- Human Trafficking 101
- Mental distress: Recognition and Response
- Trauma Essentials
- Ontario Works Directive Training
- Lean Six Sigma Green and White Belt Training
- Bridges Out of Poverty Refresher
- SAILing with Clients
- Labour Relations 101
- Records Management Training

Business Practices

Almost five years after going live, our SAMS Implementation Team continues to update and revise business practices and processes. As fixes are made, business processes are updated and adjusted as necessary. To support staff as processes change and are updated, we have implemented a 'Staff Leads' system identifying local subject matter experts in areas such as overpayments, issuing additional benefits, applications, product delivery cases, etc. Staff Leads are provided with additional training, if required, and the opportunity to participate in the applicable provincial web-ex training sessions.

Business processes, policies are updated and maintained as required to comply with legislation and program policy. Program Supervisor protocols and standard operating procedures have been developed, and will continue to be developed as required, to define expectations and provide guidance and direction and ensure local policies and procedures are known and adhered to.

The Corporation of the City of Kawartha Lakes

By-Law 2019-___

A By-law to Authorize the Financing of Capital Projects in the City of Kawartha Lakes

Being a By-law of the Corporation of the City of Kawartha Lakes to authorize the financing of capital projects by debenture with the Royal Bank of Canada.

Recitals

1. The Municipal Act, 2001, S.O. 2001, C.25, Part XIII, Section 401(I) authorizes that a municipal corporation may incur debt for the purpose of the municipality.

2. The Council authorized capital projects in 2009 and prior years with debenture financing approved in the budget. By-law 2009-139 confirmed a debenture of $6,766,450.06 with the Royal Bank for a 10 year term with a 20 year amortization.

3. The term of the debenture has matured and now requires a renewal of a 10 year term to complete the approved 20 year amortization for the balance of the debenture in the amount of $4,202,544.38.

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

Section 1.00: Definitions and Interpretation

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

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

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

"Council" or "City Council" means the municipal council for the City;

"Treasurer" 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 Schedule attached to this by-law form part of the by-law, and is 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: Debt Confirmation

2.01 The capital projects as detailed in Schedule A as authorized in 2009 and prior year capital budgets be completed and the remaining amount of $4,202,544.38 be financed in order to do so.

2.02 Financing for the total amount of $4,202,544.38 with the Royal Bank of Canada is approved. The interest rate for this debenture shall be a maximum of 3.25% over a ten year term with principal and interest payments made monthly.

Section 3.00: Administration and Effective Date

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

By-law read a first, second and third time, and finally passed, this 13th day of August, 2019.

Andy Letham, Mayor	Cathie Ritchie, City Clerk

Schedule A 2009 Debenture.pdf

2009 Royal Bank of Canada Debenture
By-law 2009-139

		Debenture Proceeds
Facility #8		
Bobcaygeon WPCP Upgrade per Prov Order	C0144	74,678.16
Springdale Gardens	C0161	17,606.92
Emily Water Systems	C0164	(196,067.96)
Water & Wastewater Operations Study	C0233	149,156.69
SCADA Network	C0881	324,801.57
Eldon Township	C0884	(299,723.02)
Oakwood Water System	C0983	(126,010.66)
Oakwood Watermain Loop	WW0701	6,106.43
Design for Omemee	WW0702	56,245.11
Birch Point Well Remediation	WW0703	110,373.19
Fenelon Falls Water Pollution Control	WW0705	17,169.30
Lindsay WTP Recoat concrete and piping	WW0718	318,493.44
Water Wastewater Modelling Study	WW0719	72,693.95
Replace Roof at Lindsay Water Plant	WW0720	119,253.07
Fire Hydrants' Upgrades and Replacements	WW0782	161,425.01
Design for Lindsay Water Pollution Control Plant	WW0783	150,000.00
Fenelon Falls WTP Zeon Membranes Replacement	WW0803	650,000.00
Lindsay WTP - Filter Media Replacement	WW0806	37,803.88
Wachs Valve Maintenance Sys Hydraulic Operator	WW0807	66,241.14
Fire Hydrants' Upgrades and Replacements	WW0882	169,485.32
Southview Water System Upgrade	C0158	88,184.04
Lindsay Water Treatment Plant	C0198	3,440,876.75
Norland Water Distribution/Services Replacement	WW0730	1,357,657.73
	TOTAL	6,766,450.06

The Corporation of the City of Kawartha Lakes

By-Law 2019-

A By-law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes

Recitals

1. Private property owners find it convenient to have certain municipal by-laws enforced by members of their own staff. The City receives requests, from time to time, for the appointment of citizens as municipal law enforcement officers for limited purposes.
2. The City has received such a request from Sir Sandford Fleming College in Lindsay for parking enforcement in the Lindsay Recreation Complex parking lot located at 133 Adelaide Street South.
3. Section 15 of the Police Services Act, R.S.O. 1990, c.P.15 authorizes municipal councils to appoint municipal law enforcement officers, who are peace officers for the purpose of enforcing their by-laws.
4. The Manager of Municipal Law Enforcement recommends that the person put forward be appointed for limited enforcement purposes.

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

Section 1.00: Definitions and Interpretation

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

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

"Council" or "City Council" means the municipal council for the City;

"Manager of Municipal Law Enforcement and Licensing" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

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

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

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

Section 2.00: Appointments

2.01 **Appointment:** Asta Hansen is appointed as a Municipal Law Enforcement Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Recreation Complex”, located at 133 Adelaide Street South, in Lindsay.

2.02 **Provincial Offences Officer:** Asta Hansen is appointed as a Provincial Offences Officer for the limited purpose of enforcement of the applicable Kawartha Lakes parking by-laws and regulations at the property known as “Lindsay Recreation Complex”, located at 133 Adelaide Street South, in Lindsay, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P. 33.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement and Licensing is responsible for the administration of this by-law.

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

By-law read a first, second and third time, and finally passed, this 13th day of August, 2019.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2019-___

A By-law to Repeal By-law 2014-141, as Amended, being A By-Law To Licence, Regulate and Govern Kennels in Kawartha Lakes

Recitals

1. Council adopted By-law 2014-141 on April 22, 2014 to licence, regulate and govern kennels.

2. By-law 2018-211 was passed on September 25, 2018 and replaces By-law 2014-141.

3. This by-law repeals the original by-law as it has been replaced and set fines for By-law 2018-211 have been approved.

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

Section 1.00: Definitions and Interpretation

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

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

"Council" or "City Council" means the municipal council for the City;

"Manager of Municipal Law Enforcement" means the person who holds that position and/or their delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

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

Section 2.00: Repeals

2.01 **Repeal:** By-law 2014-141 and amending By-laws 2014-257 and 2016-209 are repealed.

Section 3.00: Administration and Effective Date

3.01 **Administration of this By-law:** The Manager of Municipal Law Enforcement and Licensing 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 13th day of August, 2019.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2019-

Stop Up and Close Part of the Original Shore Road Allowance Along Lake Dalrymple Lying in Front of Point A, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, designated as Parts 1, 2, and 3 on Reference Plan 57R-10757 and to Authorize the Sale of the Land to the Abutting Owners

Granting an Easement in Favour of Hydro One Networks Inc. Over Part of the Original Shore Road Allowance Along Lake Dalrymple Lying in Front of Point A, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, designated as Parts 1 and 2 on Reference Plan 57R-10757

Recitals

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

2. The land described in Schedule “A” attached forms part of the original shore road allowance along Lake Dalrymple and has been declared to be surplus to municipal needs.

3. It is desirable to stop up and close that part of the original shore road allowance along Lake Dalrymple described in Schedule “A” attached to this by-law and to authorize the sale of the land to the abutting owner.

4. Notice of intention of City Council to pass this by-law was given by ad notice duly published in the Kawartha Lakes This Week newspaper in the City of Kawartha Lakes on the 27th day of December, 2018, and the 3rd and 10th days of January, 2019, in accordance with the provisions of the Municipal Act, 2001 and By-law 2018-020, as amended.

5. The proposed by-law came before Council for consideration at its regular meeting on the 13th day of August, 2019 at 2:00 p.m. and at that time no person objected to the proposed by-law nor claimed that his land would be prejudicially affected.

6. The sale of this land was approved by City Council on the 5th day of February, 2019 by Council Resolution CR2019-101.

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

Section 1.00: Definitions and Interpretation

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

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

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

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

1.02 **Interpretation Rules:**

(a) The 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, which are applicable within the Province of Ontario.

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

Section 2.00: Shoreline Road Closure and Sale

2.01 **Closure and Sale:** That part of the original shore road allowance described in Schedule “A” attached to this by-law has been declared to be surplus to municipal needs and is hereby stopped up, closed and authorized to be sold to the abutting owner for $23.00 per linear foot of water frontage adjacent to a lake, being the sum of One Thousand One Hundred Forty-Nine Dollars and Thirty-One Cents ($1,149.31) plus HST, if applicable, plus the cost of the reference plan, advertising, registrations, City staff time expense, legal fees and disbursements, and any other costs incurred by the City in connection to this transaction.

1.05 **Easements:** Prior to the transfer of that part of the shore road allowance described in Schedule “A” to the abutting owners the City of Kawartha Lakes is authorized to grant an easement in favour of Hydro One Networks Inc. over Part of the Original Shore Road Allowance Along Lake Dalrymple Lying in Front of Point A, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, designated as Parts 1 and 2 on Reference Plan 57R-10757.

Section 3.00: Effective Date

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

By-law read a first, second and third time, and finally passed, this 13th day of August, 2019.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

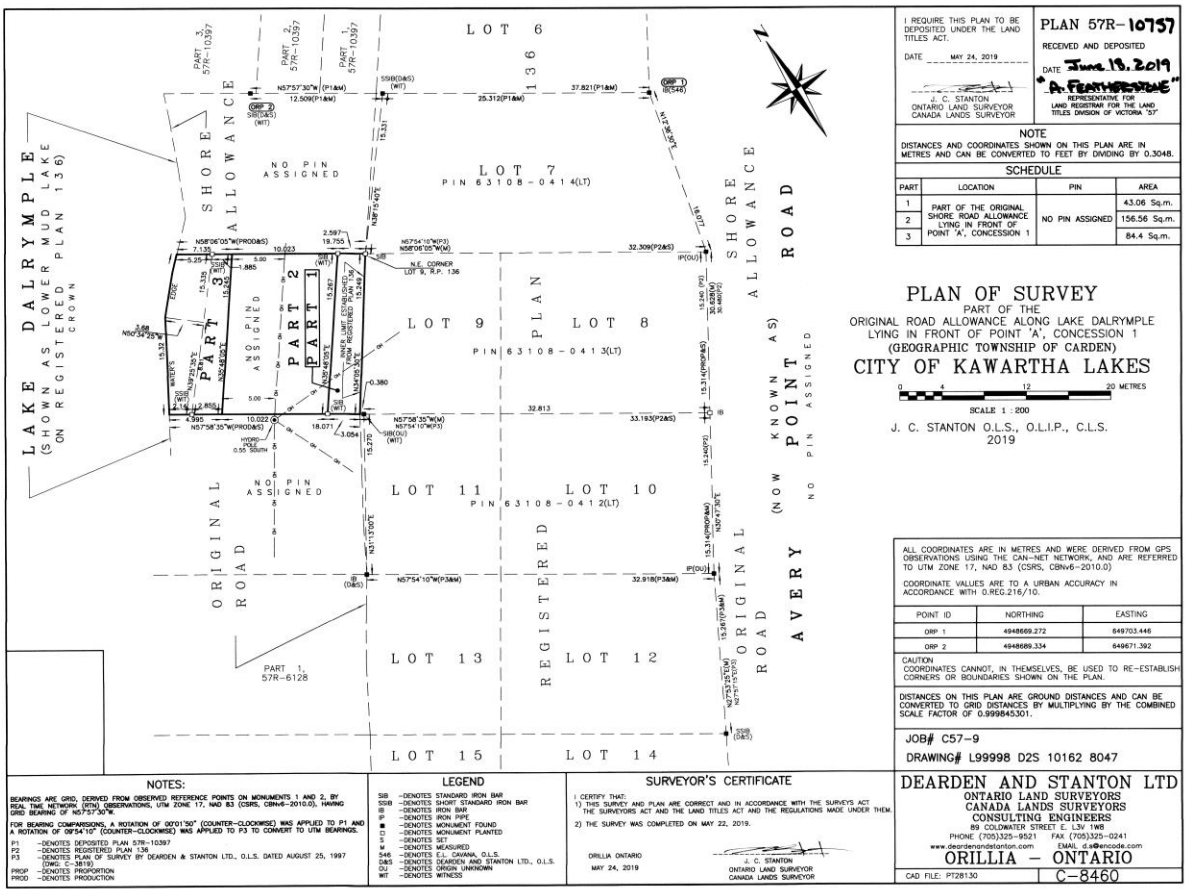
Schedule A

Description of Land to be Stopped Up, Closed and Conveyed to the Abutting Owner

Part of the Original Shore Road Allowance Along Lake Dalrymple Lying in Front of Point A, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, designated as Parts 1, 2, and 3 on Reference Plan 57R-10757

Schedule B

Reference Plan 57R-10757

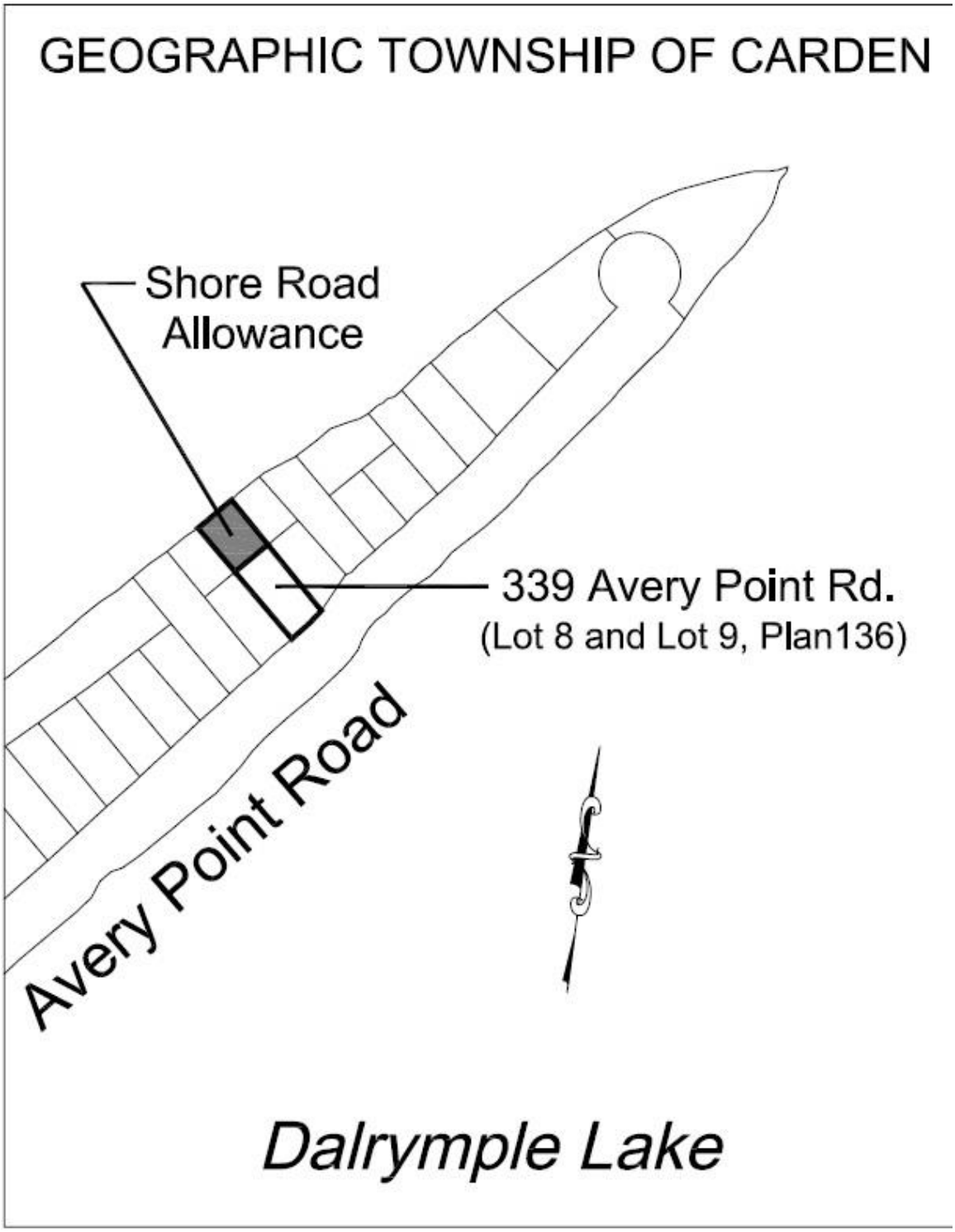


Schedule C

Aerial Map

Schedule D

Location Map



The Corporation of the City of Kawartha Lakes

By-Law 2019 -

A By-Law To Amend The Township of Emily Zoning By-Law No. 1996-30 To Rezone Land Within The City Of Kawartha Lakes

[File D06-2019-005, Report PLAN2019-023 and PLAN2019-045, respecting Block C, Plan 466, geographic Township of Emily, identified as 19 Cardinal Road – Dalrymple]

Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.

2. Council has received an application to amend the categories and provisions relating to a specific parcel of land to permit a residential detached dwelling and associated accessory uses on a portion of the subject land and rezone the balance of the subject land to not permit development within the environmentally protected area.

3. A public meeting to solicit public input has been held.

4. Council deems it appropriate to rezone the Property.

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described as Block C, Plan 466, geographic Township of Emily, City of Kawartha Lakes.

1.02 **Textual Amendment**: By-law No. 1996-30 of the Township of Emily is further amended to add the following section to Section 12.3:

12.3.13 Rural Residential Type Three Exception Thirteen (RR3-13) Zone

12.3.13.1 Notwithstanding Part 2 – Definition for Lot Area and Sections 3.1.2, 3.13, 3.18.1.1 and 12.2, lands zoned “RR3-13” shall also be subject to the following provisions:

(a)	Lot Frontage (min.) along Cardinal Road	10.3 m
(c)	Minimum setback for buildings and structures from lands zoned “EP”	0 m
(c)	The zone boundary between the “RR3-13” and “EP” zones shall be considered a lot line for the purposes of	

interpreting and applying the “zone” and “general provisions” of the By-law.

1.03 **Schedule Amendment**: Schedule ‘A’ to By-law No. 1996-30 of the Township of Emily is further amended to change the zone category from the Community Facility Exception One (CF-1) Zone to the Rural Residential Type Three Exception Thirteen (RR3-13) Zone and to the Environmental Protection (EP) Zone for the land referred to as ’RR3-13’ and ‘EP’, as shown on Schedule ‘A’ attached to this By-law.

Section 2:00 Effective Date

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 of the Planning Act R.S.O. 1990, c.P.13.

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

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

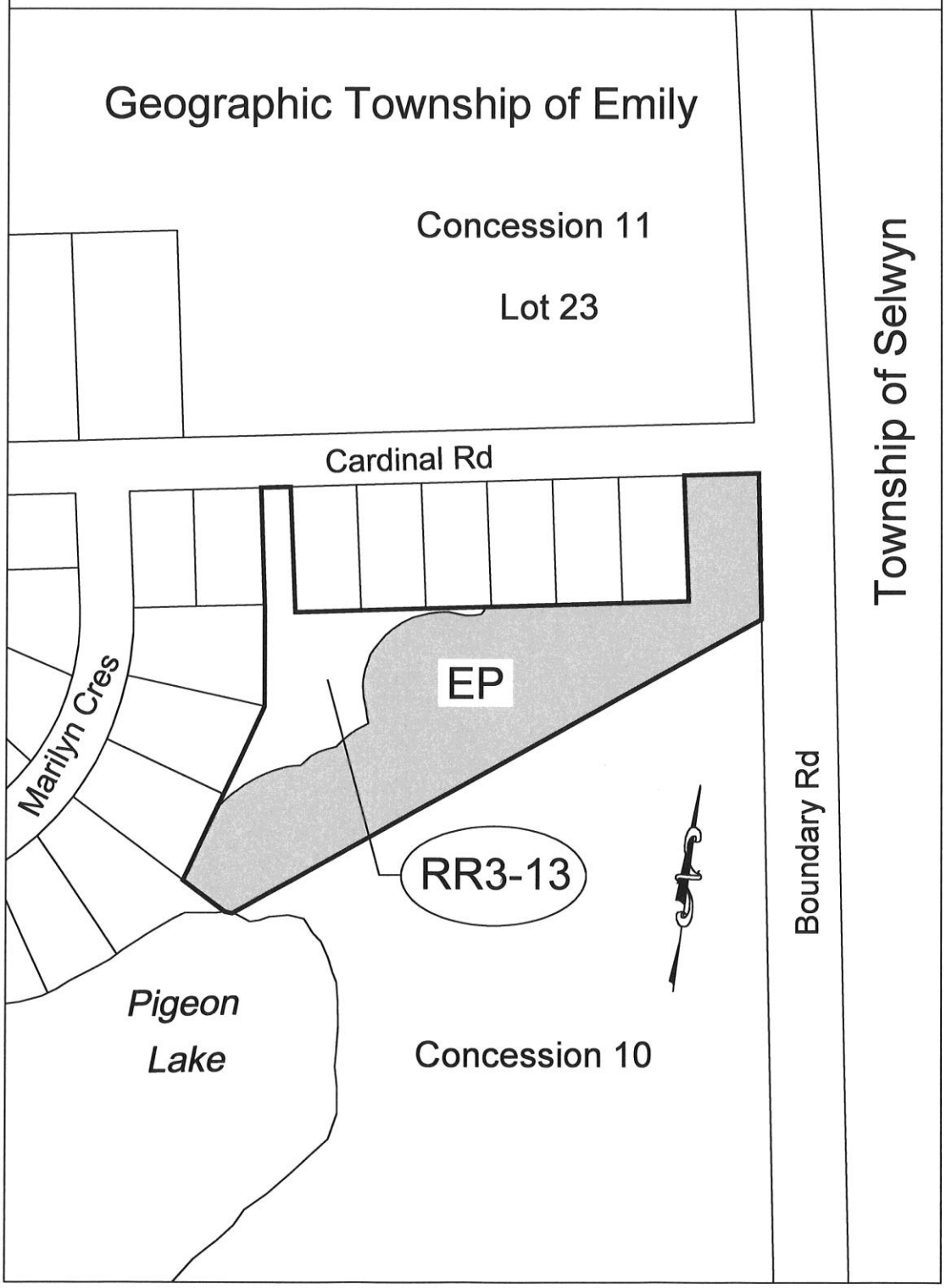
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2019.

MAYOR _____ CITY CLERK _____



The Corporation of the City of Kawartha Lakes

By-Law 2019 -

A By-Law To Amend The Township of Bexley Zoning By-Law No. 93-09 To Rezone Land Within The City Of Kawartha Lakes

File D06-2019-008, Report PLAN2019-044, respecting Part of Lots 37 and 38, North-West Bay Range, Concession 7, Part 1 on RP57R-7820, and Part 1 on RP57R-6605, geographic Township of Bexley, identified as 22 Bayview Lane and part of 1266 North Bay Drive

Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.

2. Council has received an application to amend the categories and provisions relating to a specific consolidating parcel to rezone for:

   a) the Rural General (RG) Zone to restrict the use on the lot to residential and related accessory uses; and
   b) an increase in the maximum lot area requirement for a rural residential lot from 2 hectares to 2.7 hectares.

3. A public meeting to solicit public input has been held.

4. Council deems it appropriate to rezone the Property.

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described as Part of Lots 37 and 38, North-West Bay Range, Concession 7, Part 1 on RP57R-7820, and Part 1 on RP57R-6605, geographic Township of Bexley, now City of Kawartha Lakes.

1.02 **Schedule Amendment**: Schedule A to By-law No. 93-09 of the Township of Bexley is further amended to change the zone category on a portion of the property from the Rural General (RG) Zone to the Rural General Exception Eight (RG-8) Zone, as shown on Schedule A attached to this By-law.

1.03 **Textual Amendment**: By-law No. 93-09 of the Township of Bexley is further amended to add the following section to Section 7.3:

"7.3.8. Notwithstanding Subsection 7.2.1.7 article a, on lands zoned RG-8, the maximum lot area shall not exceed 2.7 hectares, and the lot shall be in used in accordance with Sections 10.1 and 10.2.

Section 2:00 Effective Date

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 of the Planning Act R.S.O. 1990, c.P.13.

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

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

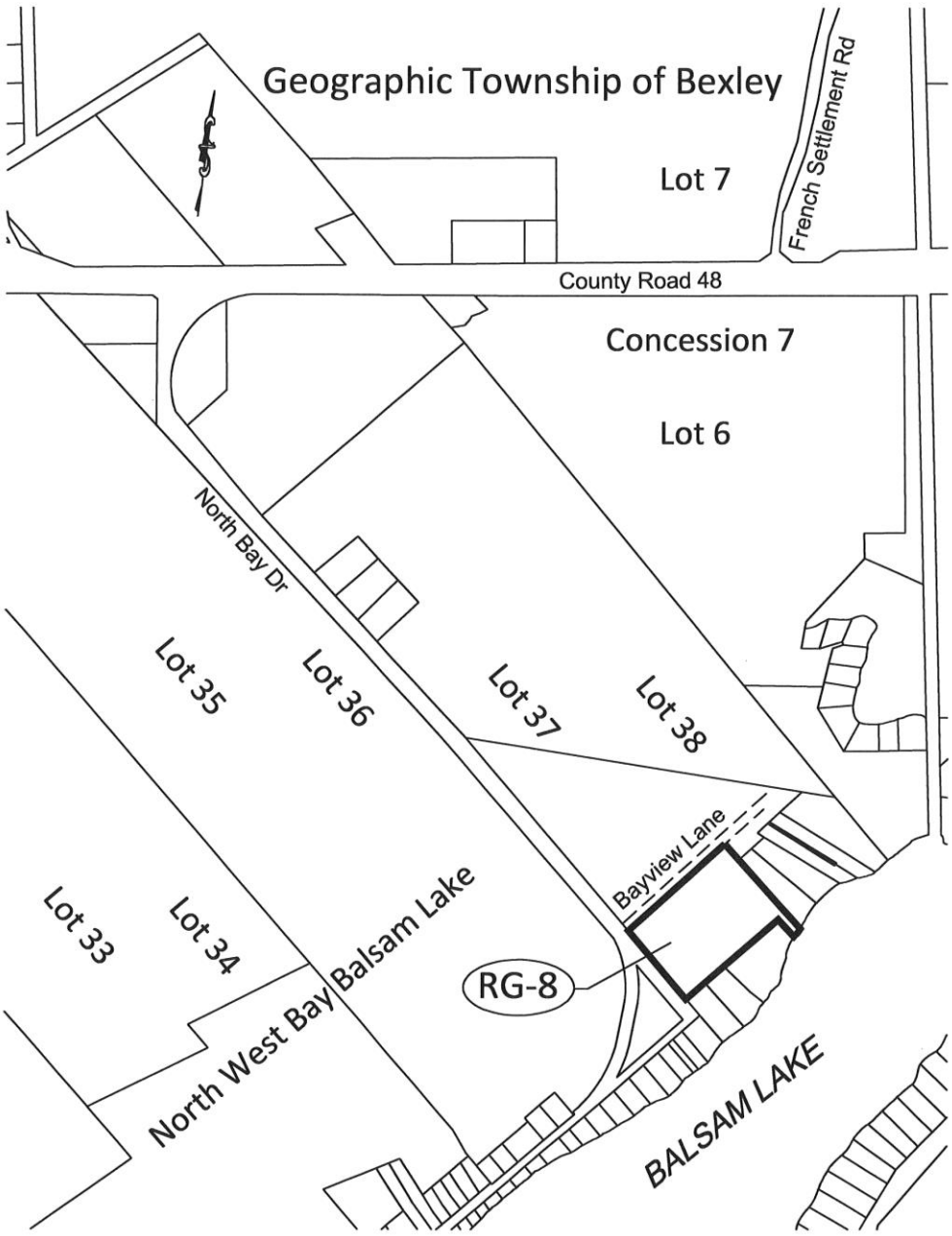
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2019.

MAYOR _____ CITY CLERK _____



The Corporation of the City of Kawartha Lakes

By-Law 2019-

A By-law to Amend By-law 2005-328 being A By-law to Establish Speed Limits

Recitals

1. Council adopted Resolution CR2019-__ on directing amendments to By-law Number 2005-328 the Speed Limit By-law.
2. An amendment is required to change speed limits on Highways.
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 2005-328 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Schedule C:** That Schedule C to By-law Number 2005-328, Highways with a speed limit of 60 Kilometres per Hour, be amended by adding the following:

Road #	**From**	**To**
CKL Road 48 (Portage Road)	Simcoe Street	250m east of CKL Road 46
Valley Road	Frank Hill Road	A point 600m east

2.02 **Schedule C:** That Schedule C to By-law Number 2005-328, Highways with a speed limit of 60 Kilometres per Hour, be amended by deleting the following:

Road #	**From**	**To**
Road 48	250 metres east of east limit of Kawartha Lakes Road 46	1100 metres west of eat limit of Kawartha Lakes Road 46

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Engineering and Corporate Assets 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 13 day of August, 2019.

_____ _____

Andy Letham, Mayor Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2019 -

A By-law to Amend the Township of Somerville Zoning By-law No. 78-45 to Rezone Land within the City Of Kawartha Lakes

[File D06-2019-016, Report PLAN2019-043, respecting Concession 12 Part of Lot 3, Geographic Township of Somerville, identified as 121 Cowpath Trail – Burke]

Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.

2. Council has received an application to amend the categories and provisions relating to a specific parcel of land to permit a mix of residential and environmental protection uses on the subject land.

3. A public meeting to solicit public input has been held.

4. Council deems it appropriate to rezone the Property.

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

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described as Concession 12, Part of Lot 3, Geographic Township of Somerville, City of Kawartha Lakes.

1.02 **Textual Amendment**: By-law No. 78-45 of the Township of Somerville is further amended to add the following section to Section 5.3:

5.3.16 LIMITED SERVICE RESIDENTIAL EXCEPTION FIFTEEN (LSR-15) ZONE
(121 Cowpath Trail)

Notwithstanding article 18.18 a. and subsections 5.2 d. and 5.2 f., the following zone provisions shall apply to land zoned LSR-15:

a. The minimum rear yard setback shall be 0 m; and
b. The minimum water setback shall be 30 m.

All other provisions of the LSR zone shall apply.

1.03 **Schedule Amendment**: Schedule ‘A’ to By-law No. 78-45 of the Township of Somerville is further amended to change the zone category from the Environmental Protection (EP) Zone to the Limited Service Residential

Exception Fifteen (LSR-15) Zone for the portion of the land referred to as 'LSR-15', as shown on Schedule 'A' attached to this By-law.

Section 2:00 Effective Date

2.01 **Effective Date**: This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 of the Planning Act R.S.O. 1990, c.P.13.

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

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk

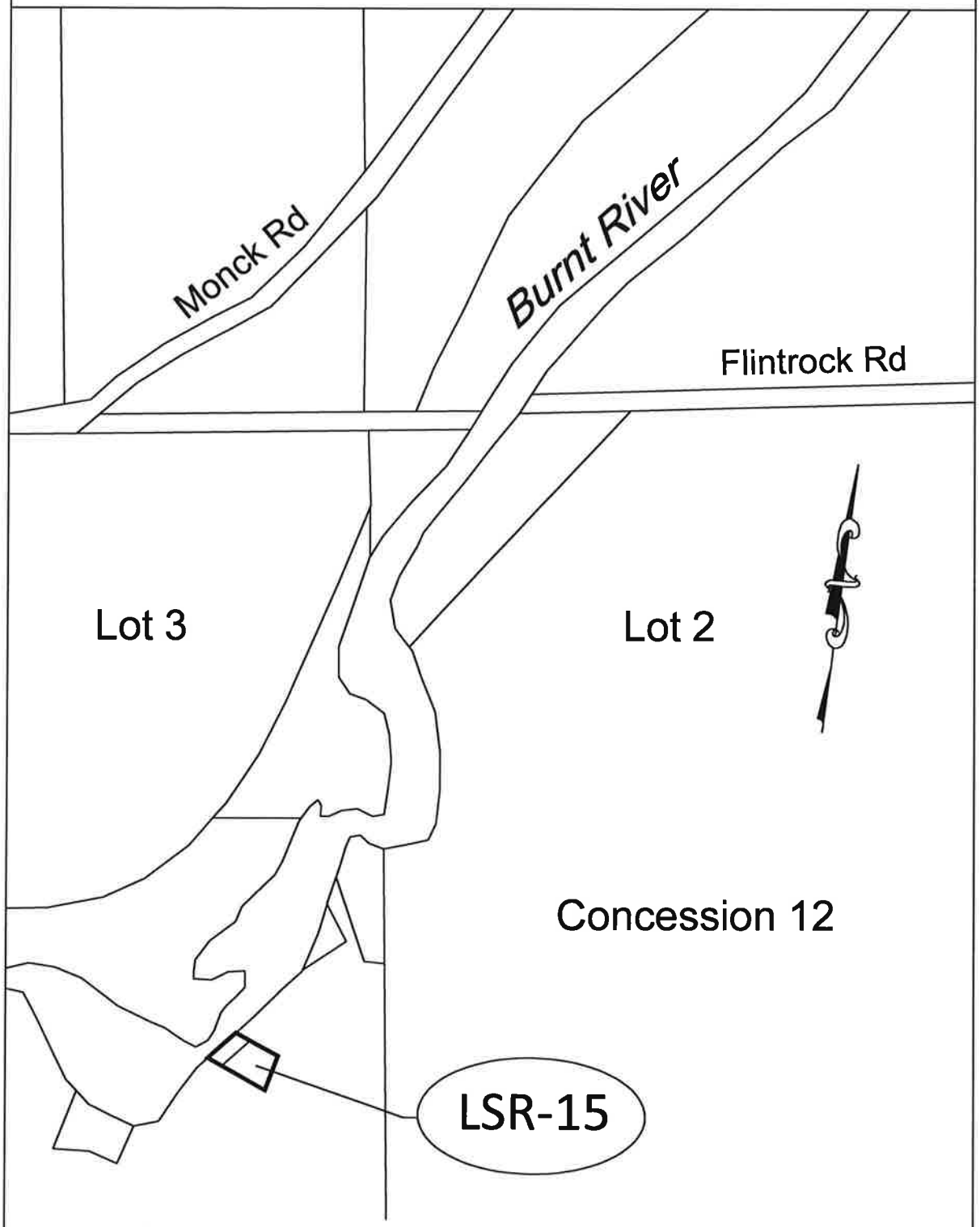
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2019.

MAYOR _____ CITY CLERK _____



Geographic Township of Somerville

The Corporation of the City of Kawartha Lakes

By-law 2019-XXX

A By-Law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, August 13, 2019

Recitals

1. The Municipal Act, 2001, S.O. 2001 c. 25 as amended, provides that the powers of a municipal corporation are exercised by its Council.

2. The Municipal Act, also provides that the Council's powers must be exercised by by-law.

3. For these reasons, the proceedings of the Council of The Corporation of the City of Kawartha Lakes at this meeting should be confirmed and adopted by by-law.

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

Section 1.00: Confirmation

1.01 The actions of the Council at the following meeting:

Tuesday, August 13, 2019, Open Session, Regular Council Meeting

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

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

Section 2.00: General

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

By-law read a first, second and third time, and finally passed, this 13 day of August 2019.

_____	_____
Andy Letham, Mayor	Cathie Ritchie, City Clerk