

The Corporation of the City of Kawartha Lakes

Agenda

Committee of the Whole Meeting

COW2021-03

Tuesday, March 9, 2021

Commencing at 1:00 p.m. - Electronic Participation

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Mayor Andy Letham

Deputy Mayor Patrick O'Reilly

Councillor Ron Ashmore

Councillor Pat Dunn

Councillor Doug Elmslie

Councillor Tracy Richardson

Councillor Kathleen Seymour-Fagan

Councillor Andrew Veale

Councillor Emmett Yeo

Note: This will be an electronic participation meeting and public access to Council Chambers will not be available. Please visit the City of Kawartha Lakes YouTube channel at <https://www.youtube.com/c/CityofKawarthaLakes> to view the proceedings.

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Disclosure of Pecuniary Interest	
4. Deputations	
4.1. COW2021-03.4.1	17 - 19
Olde Gaol Musuem Funding Jane Gregory-Gill, Victoria County Historical Society	
4.2. COW2021-03.4.2	20 - 22
Service Enhancements and a Plan of Action for Service Betterment (Item 6.2.1 on the Agenda) David Webb	
5. Correspondence	
6. Presentations	
6.1. COW2021-03.6.1	23 - 34
2020-2021 Municipal Accessibility Master Plan Progress Report Presentation Barb Condie, Accessibility Officer	
6.1.1. CLK2021-003	35 - 53
2020-2021 Municipal Accessibility Master Plan Report Barb Condie, Accessibility Officer	
That Report CLK2021-003, 2020-21 Municipal Accessibility Master Plan Progress Report; be received; and	
That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.	
6.2. COW2021-03.6.2	
Customer Service Program Update Presentation Ron Taylor, Chief Administrative Officer Craig Shanks, Director of Community Services	

- 6.2.1. CS2021-001 54 - 89
- J.D. Edwards Case Management System Program Enhancements**
LeAnn Donnelly, Acting Manager, Customer Services
- That Report CS2021-001, J.D. Edwards Case Management System Program Enhancements**, be received; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 6.3. COW2021-03.6.3 90 - 111
- Water-Wastewater Rate Study Presentation**
Adam Found, Manager of Corporate Assets
Andrew Grunda, Principal, Watson and Associates Economists
- 6.3.1. CA2021-002 112 - 116
- Water-Wastewater Rate Study**
Note: Attachment A to Report CA2021-002 is available for review on the City's website at:
<http://calendar.kawarthalakes.ca/meetings/Detail/2021-03-09-1300-Committee-of-the-Whole>
Adam Found, Manager of Corporate Assets
- That** Report CA2021-002, **Water-Wastewater Rate Study**, be received;
- That** the Water-Wastewater Rate Study, including the Water Financial Plan appended thereto, prepared by Watson and Associates and attached as Appendix A to Report CA2021-002, be adopted;
- That** the Water-Wastewater Division forward the Water Financial Plan to the Ministry of Environment, Conservation and Parks in accordance with the requirements of Ontario Regulation 453/07;
- That** the preparation of future plans and budgets, as well as the setting of future water and wastewater user rates, be guided by the Water-Wastewater Rate Study; and
- That** these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

- 6.4. COW2021-03.6.4
- Paramedic Master Plan Presentation**
 Randy Mellow, Paramedic Chief
 Todd MacDonald, President, Performance Concepts Consulting
 John Prno, Performance Concepts Consulting
- 6.5. COW2021-03.6.5 117 - 140
- Long Range Financial Plan Presentation**
 Jennifer Stover, Director of Corporate Services
7. **Reports**
- 7.1. RS2021-016 141 - 168
- Proposed Amendments to the Dock Encroachment Policy CP2018-001**
 Sharri Dyer, Manager - Realty Services
- That** Report RS2021-016, **Proposed Amendments to Dock Encroachment Policy CP2018-001 – Update**, be received;
- That** staff be directed to obtain public input on the proposed draft policy amendments and report back to Council by the end of Q3, 2021; and
- That** these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.
- 7.2. ML2021-001 169 - 242
- Backyard Chickens**
 Aaron Sloan, Manager of Municipal Law Enforcement and Licensing
- That** Report ML2021-001, **Backyard Chickens**, be received;
- That** staff be directed to develop and amend the animal control by-law to remove Chickens as a prohibited animal and to provide additional amendments to allow for Backyard Chickens in certain residential areas for a 2-year trial pilot project, as outlined in Option 2;
- That** staff amend the Fees by-law to include a licensing fee for coop registration and inspection;
- That** the necessary By-Laws be brought forward to Council for consideration in Q2 2021; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Parking Meters - Bobcaygeon

Aaron Sloan, Manager of Municipal Law Enforcement and Licensing

That Report ML2020-003, **Parking Meters - Bobcaygeon**, be received;

That staff be directed to notify area stakeholders of the City's intent to remove existing on-street parking meters in Bobcaygeon effective May of 2021;

That staff report back to Council at the May 4, 2021 Committee of the Whole meeting, including a summary of any stakeholder feedback, regarding meter removals; and

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

2020 Q4 Capital Close

Nicole Esper, Junior Accountant

That Report CORP2021-003, **2020 Q4 Capital Close**, be received;

That the capital projects identified in Attachment A to Report CORP2021-003 be approved to be closed due to completion;

That the balances in the table below as per Attachment A be transferred to or from the corresponding reserves;

Reserve	Report Closing Balance
Capital Contingency Reserve	\$ 706,877.39
Police Reserves	\$ 34,738.15
Sewer Infrastructure Reserve	\$ 1,466.27

That the following projects be granted an extension to June 30, 2021:

- 932172201 - ***M/Y Coboconk Fire Hall Upgrades
- 928171901 - ***M/y Parks & Recreation Software
- 998161101 - Peel St WWW Design
- 950180500 - 2018 Recreation Facilities
- 950190400 - 2019 P&R Equipment
- 983190500 - 2019 Rural Resurfacing

- 983191301 - 2019 Municipal Drains

That the following projects be granted an extension to December 31, 2021:

- 953170501 - ***M/Y Development 68 Lindsay St N
- 950151801 - ***M/Y Logie Park
- 928190104 - ***M/Y Disaster Recovery 2019-20
- 932190104 - ***M/Y Mariposa Fire Station
- 997130801 - 2013 Eldon Landfill
- 983160600 - 2016 Urban/Rural Reconstruction
- 998160501 - Pinewood Production Well
- 983170800 - 2017 Road Restoration WWW Projects
- 950180100 - 2018 Parkland Site works
- 998190400 - 2019 WWW Study & Special Projects
- 983200300 - 2020 Urban/Rural Reconstruction
- 983181200 - 2018 Parking
- 928190100 - 2019 IT Systems
- 932190100 - 2019 Fire Facilities
- 932190300 - 2019 Fire Equipment
- 938190300 - 2019 Paramedic Equipment
- 983191101 - 2019 Traffic Systems
- 932200100 - 2020 Fire Facilities
- 950200100 - 2020 Parkland Site works
- 950200300 - 2020 Recreation Facilities
- 950200500 - 2020 Cemeteries
- 998151701 - Colborne St SPS
- 997166101 - 2016 Pump Chamber Construction
- 998160201 - Water Operations Monitoring System
- 998161501 - WW Operating Monitoring System
- 983170100 - 2017 Bridges

- 983170300 - 2017 Urban/Rural Reconstruction
- 997170200 - 2017 Lindsay Landfill
- 998170100 - 2017 Watermain Replacement
- 998170500 - 2017 Wastewater Treatment
- 932180100 - 2018 Fire Facilities
- 950180200 - 2018 Parkland Facilities
- 983180100 - 2018 Bridges
- 983180300 - 2018 Urban/Rural Reconstruction
- 983181101 - 2018 Traffic Systems
- 998180300 - 2018 Water Distribution & WW Collection
- 998180400 - 2018 Water Treatment Program
- 998180500 - 2018 Wastewater Treatment
- 950190100 - 2019 Parkland Site works
- 950190300 - 2019 Recreation Facilities
- 950190500 - 2019 Cemeteries
- 983190100 - 2019 Bridges
- 983190300 - 2019 Urban/Rural Reconstruction
- 983190700 - 2019 Road Lifecycle Extension
- 997190100 - 2019 Landfill Site works
- 998190100 - 2019 Water Treatment Program
- 998190200 - 2019 Wastewater Treatment
- 998190300 - 2019 Water Distribution & WW Collection
- 932200300 - 2020 Fire Equipment
- 950200200 - 2020 Parkland Facilities
- 991200100 - 2020 PW Facilities
- 983200100 - 2020 Bridges
- 983200700 - 2020 Lifecycle Extension
- 921202701 - Locate Software
- 921204101 - Airport Capital Plan

- 921204201 - Bridge Structures Study

That the following projects be granted an extension to June 30, 2022:

- 921204101 - Airport Capital Plan
- 921204201 - Bridge Structures Study
- 921203601 - Commercial Lands Supply and Policy Review
- 921203701 - 2020 International Plowing Match
- 921203801 - Cultural Centre Feasibility Study
- 921204001 - Asset Management Plan

That the following projects be granted an extension to December 31, 2022:

- 950190103 - ***M/Y Bobcaygeon Beach Park
- 953190100 - 2019 B&P Facilities
- 921203501 - Secondary Plans and Aggregate Policy Study

That the following projects be granted an extension to June 30, 2023:

- 921203201 - Growth Management Strategy
- 921204301 - City Wide Speed Reduction

That the following project be granted an extension to December 31, 2023:

- 921203501 - Secondary Plans and Aggregate Policy Study

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

7.5.

ED2021-010

264 - 276

Kawartha Lakes Municipal Heritage Committee Terms of Reference

Emily Turner, Economic Development Officer - Heritage Planning

That Report ED2021-010, **Municipal Heritage Committee Terms of Reference**, be received;

That the proposed changes to the Kawartha Lakes Municipal Heritage Committee Terms of Reference, as outlined in Appendix A, be adopted; and

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

2020 Annual Waterworks Summary Report

Note: Attachments A through U to Report WWW2021-001 are available for review on the City's website at:

[http://calendar.kawarthalakes.ca/meetings/Detail/2021-03-09-1300-](http://calendar.kawarthalakes.ca/meetings/Detail/2021-03-09-1300-Committee-of-the-Whole)

Committee-of-the-Whole

Julie Henry, Quality Management and Policy Coordinator

That Report WWW2021-001, **2020 Annual Waterworks Summary Report**, be received in accordance with reporting requirements of Ontario regulation 170/03 Schedule 22 and Section 11 under the Safe Drinking Water Act, 2002, for the following municipal, residential drinking water systems (DWS) owned by the City of Kawartha Lakes:

- Birch Point Estates Drinking Water System
- Bobcaygeon Drinking Water System
- Canadiana Shores Drinking Water System
- Fenelon Falls Drinking Water System
- Janetville Drinking Water System
- King's Bay Drinking Water System
- Kinmount Drinking Water System
- Lindsay Drinking Water System
- Manilla Drinking Water System (Woods of Manilla)
- Manorview Drinking Water System
- Mariposa Estates Drinking Water System
- Norland Drinking Water System
- Omemee Drinking Water System
- Pinewood Drinking Water System
- Pleasant Point Drinking Water System
- Sonya Drinking Water System
- Southview Estates Drinking Water System
- Victoria Place Drinking Water System
- Western Trent / Palmina Drinking Water System
- Woodfield Drinking Water System
- Woodville Drinking Water System; and

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

- 7.7. CLK2021-004 288 - 299
- Kawartha Lakes Accessibility Advisory Committee (AAC) Annual Activities Report and Proposed 2021 Work Plan**
Barb Condie, Accessibility Officer
Council Representative - Councillor Elmslie
- That** Report CLK2021-004, **Kawartha Lakes AAC 2020 Annual Activities Report and Proposed 2021 Work Plan**, be received;
- That** the Kawartha Lakes AAC 2021 Work Plan be approved; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 7.8. PLAN2021-009 300 - 311
- Kawartha Lakes Environmental Advisory Committee (CKLEAC) 2021 Work Plan**
Richard Holy, Manager of Planning
Council Representative - Councillor Richardson
- That** Report PLAN2021-009, **Environmental Advisory Committee (CKLEAC) 2021 Work Plan**, be received;
- That** the 2021 proposed Environmental Advisory Committee Work Plan as outlined in Appendix B to Report PLAN2021-009 be approved; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting
- 7.9. ED2021-004 312 - 318
- Municipal Heritage Committee 2020 Work Summary and 2021 Work Plan**
Emily Turner, Economic Development Officer - Heritage Planning
Council Representative - Councillor Ashmore
- That** Report ED2021-004, **Municipal Heritage Committee 2020 Work Summary and 2021 Work Plan**, be received;
- That** the 2021 Municipal Heritage Committee Work Plan as outlined in Appendix B be approved; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

- 7.10. ED2021-013 319 - 323
- Agricultural Development Advisory Committee 2021 Work Plan**
Kelly Maloney, Economic Development Officer - Agriculture
Council Representative - Councillor Veale
- That** Report ED2021-013, **Agricultural Development Advisory Committee 2021 Work Plan**, be received;
- That** the Agricultural Development Advisory Committee 2021 Work Plan as outlined in Appendix B to Report ED2021-013 be approved; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 7.11. ED2021-014 324 - 327
- Downtown Revitalization Advisory Committee Annual Report and 2021 Work Plan**
Carlie Arbour, Economic Development Officer - Community
Council Representative - Mayor Letham
- That** Report ED2021-014, **Downtown Revitalization Committee Annual Report and 2021 Work Plan**, be received;
- That** the 2021 Downtown Revitalization Committee Work Plan as outlined within this report be approved; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 7.12. CS2021-002 328 - 332
- Fenelon Falls Museum Board Annual Report and 2021 Work Plan**
LeAnn Donnelly, Executive Assistant, Community Services
Council Representative - Councillor Elmslie
- That** Report CS2021-002, **Fenelon Falls Museum Board Annual Report and 2021 Work Plan**, be received;
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 7.13. CEM2021-001 333 - 336
- Kawartha Lakes Cemetery Board Annual Report and 2021 Work Plan**
Patricia Wykes, Cemetery Administrator
Council Representative - Councillor Yeo

That Report CEM2021-001, Kawartha Lakes Cemetery Board Annual Report and 2021 Work Plan, be received; and

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

7.14. PRC2021-001 337 - 339

Kawartha Lakes Parks Advisory Committee Annual Report and 2021 Work Plan

LeAnn Donnelly, Executive Assistant, Community Services
Council Representatives - Mayor Letham, Councillor Seymour-Fagan
and Councillor Richardson

That Report PRC 2021-001, Parks Advisory Committee Annual Report and 2021 Work Plan, be received; and

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

7.15. ENG2021-007 340 - 343

Kawartha Lakes Airport Advisory Committee Annual Report and 2021 Work Plan

Lisa Peimann, Executive Assistant, Engineering and Corporate Assets
Council Representative - Councillor Dunn

That Report ENG2021-007, Kawartha Lakes Airport Advisory Committee Annual Report and 2021 Work Plan, be received; and

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

7.16. WM2021-003 344 - 350

Lindsay-Ops Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan

Kerri Snoddy, Regulatory Compliance Officer
Council Representative - Councillor Dunn

That Report WM2021-003, Lindsay Ops Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan, be received;

That the 2021 Lindsay Ops Public Review Committee Work Plan attached to this report as Appendix A be approved by Council; and

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

7.17. WM2021-004 351 - 355

Kawartha Lakes Waste Management Advisory Committee 2020 Work Summary and 2021 Work Plan

Kerri Snoddy, Regulatory Compliance Officer

Council Representatives - Councillor Ashmore, Councillor Veale and Councillor Yeo

That Report WM 2021-004, **Waste Management Advisory Committee 2020 Work Summary and 2021 Work Plan**, be received;

That the 2021 Waste Management Advisory Committee Work Plan attached to this report as Appendix A be approved by Council; and

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

7.18. WM2021-006 356 - 361

Fenelon Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan

Kerri Snoddy, Regulatory Compliance Officer

Council Representative - Councillor Elmslie

That Report WM2021-006, **Fenelon Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan**, be received;

That the 2021 Fenelon Landfill Public Review Committee Work Plan, as outlined in Appendix "A" to Report WM2021-006, be approved; and

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

8. Memorandums

8.1. COW2021-03.8.1 362 - 363

Memorandum Regarding Light Installation at Porter Road and Highway 7A

Councillor Richardson

That the Memorandum from Councillor Richardson, **Regarding Light Installation at Porter Road and Highway 7A**, be received;

That staff conduct a traffic count and provide statistical analysis of a warranted streetlight at this intersection;

That staff report back by Q2 2021; and

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

8.2. COW2021-03.8.2 364 - 364

Memorandum Regarding Janetville Subdivision Lifecycle Extension Program

Councillor Richardson

That the Memorandum from Councillor Richardson, **regarding Janetville Subdivision Lifecycle Extension Program**, be received;

That Manvers Drive, Neals Drive, Janet Drive, William Ave and Arbour Court be reviewed and considered for the Lifecycle Extension Program for 2021 or 2022; and

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

8.3. COW2021-03.8.3 365 - 365

Memorandum Regarding Speed Reduction on Cedar Glen Road

Councillor Ashmore

That the Memorandum from Councillor Ashmore, **regarding the Speed Reduction of Cedar Glen Road**, be received;

That staff investigate a section of Cedar Glen Road, being from Highway 36 to Log House Road, for consideration of a speed reduction to 60 km /hr; and

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

8.4. COW2021-03.8.4 366 - 366

Memorandum Regarding Speed Reduction on Tracey's Hill Road

Councillor Ashmore

That the Memorandum from Councillor Ashmore, **Regarding the Speed Reduction on Tracey's Hill Road**, be received;

That staff investigate a section of Tracey's Hill Road, being from Centreline Road to Sturgeon Road, for a speed reduction to 60 km /hr; and

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

8.5. COW2021-03.8.5

367 - 368

Memorandum Regarding Pigeon Lake Management Plan Support

Councillor Ashmore

Councillor Richardson

That the Memorandum from Councillor Ashmore and Councillor Richardson, **Regarding Pigeon Lake Management Plan Support**, be received;

That Council give support for a multilateral agreement between all parties; and

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

9. **Closed Session**

10. **Matters from Closed Session**

11. **Adjournment**



Request to Speak before Council

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

Name: *

Victoria County Historical Society

Address: *

50 Victoria Ave. N.

City/Town/Village:

Lindsay

Province: *

Ontario

Postal Code:

K9V4G3

Telephone: *

Email: *

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:

Jane Gregory-Gill

Deputant Two:

First Name, Last Name

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

We are looking for support from the City of Kawartha Lakes that will enable a level of stability in the operations of the Olde Gaol Museum that continues to bring tourists to our area. Core salary funding, as discussed in our presentation of August 20, 2020 is required. Municipalities across Ontario are supporting their Museums through core salary funding. We have done everything we were asked to do last fall and as requested, have waited for the Covid Relief funding to be launched. As you are aware, this program does nothing to address our needs. There have been positive discussions with city staff and the positive actions and relationships continue to build. The minimum funding required at this time is two positions in order to stabilize and continue to grow and improve on this positive tourist attraction in the City of Kawartha Lakes. We all need to continue to collect, maintain and share broadly the history of the City of Kawartha Lakes. (Please refer to previous deputation distributed August 2020)

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? *

Funding for two positions at the Olde Gaol Museum.

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:

S. J. Gregory-Gill

Date:

2/25/2021



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 agree to the publication of your name and contact information on the City's website and the City Council agenda? *

☒ Yes

☐ No

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: *

David Webb

Address: *

755 Cedar Glen Rd

City/Town/Village:

Dunsford

Province: *

ON

Postal Code:

k0m1l0

Telephone: *

9059145479

Email: *

iuaassoc@gmail.com

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

Deputant One:

David Webb

Deputant Two:

First Name, Last Name

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

I would like to speak to the Committee of the Whole on Mar 9 to comment on the staff Report Back on Case/Service Enhancements and to stir discussion and interest in a plan of action for Service Betterment.

I will have material to share later early next week.

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? *

That:

- 1) staff consider and incorporate recommendations into the final Service/Case Enhancements report back at the next regular council meeting.
- 2) the city investigate creation of a Service Betterment Program (strategy) with governance including public representation, to consolidate all service related activities, to ensure common goals, prioritization, non-interference, appropriate governance.

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:

David Webb

Date:

2/26/2021



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 agree to the publication of your name and contact information on the City's website and the City Council agenda? *

☒ Yes

☐ No

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

2020/21 Municipal Accessibility Master Plan Progress Report

March 9, 2021

2018-2023 Master Plan Vision



To create one of the most accessible,
inclusive communities in Ontario.



How?

Heightened equitable communications

- By continuing to support staff training in the areas of accessible web site content
- By ensuring that we continue to provide updates of information to our public and our staff

Enhancement of on-line Tools

- The enhancement of an on-line presence such as the Zoom internet platform has provided Council, Staff and our volunteers with the opportunity to continue important work through virtual meetings

How?

**With the creation of a
Community Pandemic Task
Force**

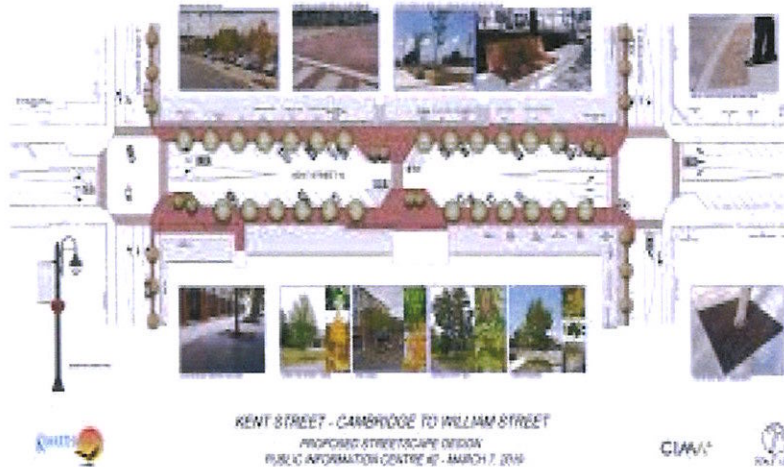


**By offering Community
Improvement Grants to
business**



How?

With new improved Streetscapes



By including access to our Beautiful lakes



How?

With new accessible park settings



By creating accessible walking trails



How?

By providing accessible features such as change/restrooms



By making our public buildings accessible



How?

**By providing comment on
Pandemic related applications**



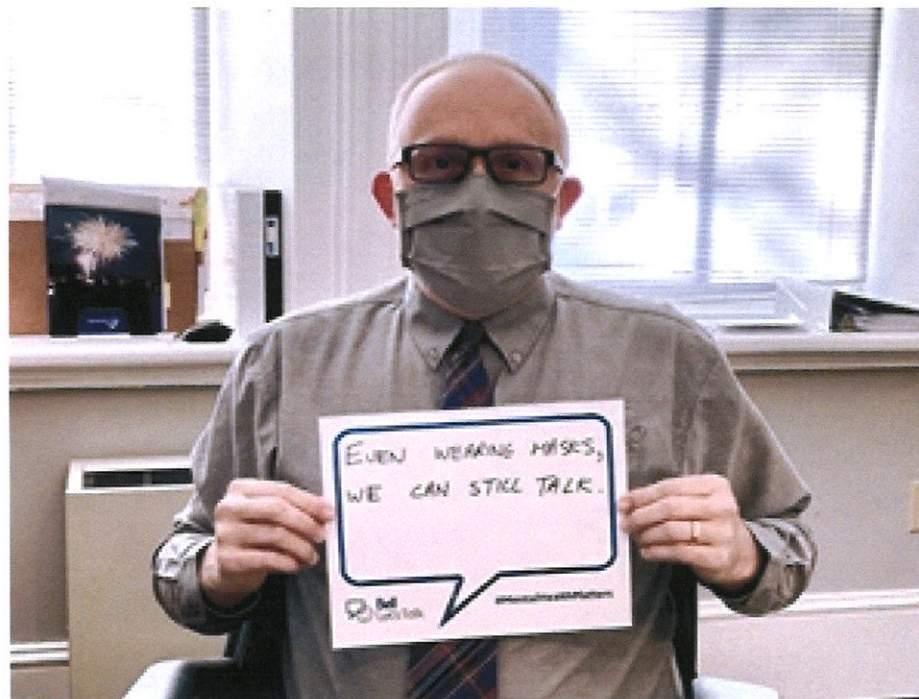
**By encouraging
accessible/adaptable/visitable
residential development**



How?

Support from
our
Leaders

Ron Taylor, CAO
Kawartha Lakes



2020 Provincial Audit



- On December 1, 2020, the City was in receipt of a compliance audit of inquiry from the Province of Ontario based on 2019 compliancy report. The audit shown as **Appendix B** in your report was completed and returned by December 15, 2020.
- I am pleased to report that we received a reply February 24, 2021 that noted:

That the audit desk will not be requesting any further information at this time; and

We would like to take this opportunity to thank you for helping to make Ontario accessible.

How for 2021?



- Participation in the creation of a **Community Wellness Plan**
- Review of **Policy and Management Directives**
- The **Accessibility Advisory Committee** will continue to provide comment to City Council and Staff for consideration as they investigate ways to encourage, educate and support accessibility throughout our community
- **Preparing for AODA Compliance Report** – December 2021

Opportunity • Community • Naturally

How?



Accessibility is not about disabilities,
It is about creating equitable access
for all users of all abilities.
Thank you!

Committee of the Whole Report

Report Number: CLK2021-03
Meeting Date: March 9, 2021
Title: 2020-21 Municipal Accessibility Master Plan Progress Report
Description: Annual Progress Report
Author and Title: Barbara Condie, Accessibility Officer

Recommendation(s):

That Report CLK2021-03, **2020-21 Municipal Accessibility Master Plan Progress Report**; be received; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of June 5, 2018, Council adopted the following resolution:

CR2018-354

That Report CLK2018-005, **Municipal Accessibility Master Plan 2018-2023**, be received;

That the **Municipal Accessibility Master Plan 2018-2023**, be approved; and

That the necessary by-law be brought forward for adoption.

Carried

This report addresses the direction of removing barriers to provide greater accessibility for people with disabilities as outlined in the Municipal Accessibility Master Plan and the planned approach to reach set goals. It also commits to providing an annual progress report addressing accomplishments each year.

Rationale:

Considering the priorities given to the framework associated with COVID-19 measures, Work Plans adopted by Council in 2019, for the 2020 year, were impacted to some degree and re-evaluated for alignment with the framework.

This report reflects the many accomplishments made given the circumstances before us. The **2020 Review and Progress Report - Accessibility Masterplan 2018-2023** has been included as **Appendix A** to this report.

The paragraphs to follow are included in this report to highlight and raise awareness of the exceptional work completed throughout the year, or projects that are well underway.

Heightened communications with vital weekly updates both internally and externally along with an enhancement of on-line presence such as the Zoom internet platform has provided Council, Staff and our volunteers with the opportunity to continue important work through virtual meetings. Timely accommodations required to work from home and indoor space retrofits allowed for a safe and uninterrupted workflow transition.

Offering our citizens' the opportunity of improved public areas continue to be of great importance, especially during the course of a pandemic. This has been accomplished during 2020 with the inclusion of accessible buildings/washrooms, pathways, playgrounds, kayak docking, streetscapes, etc. throughout Kawartha Lakes.

The Community Improvement Program (CIP) continues to accept applications for funding from local business that seek to upgrade their locations with new signage, façade enhancements and overall interior and exterior building upgrades. With Council's approval of an accessibility grant component to the CIP, there has been a welcomed increase in participation this past year for a request for funding to include a number of accessibility features in the business application. Features such as the inclusion of accessible entrances, door opening devices and washroom facilities, etc. resulting in beautiful and inclusive downtown business areas throughout Kawartha Lakes.

The Kawartha Lakes Accessibility Advisory Committee (AAC) have created the statement to follow to include as they begin their comments in the Site Plan review process. "According to Statistics Canada within 13 years, approximately 53% of the Kawartha Lakes population will be 50 years of age or older. Recent studies from the Government of Canada proclaim up to 22% of our Canadian population have some form of visible, developmental, or invisible disabilities. Also presently, one fifth of the Kawartha Lakes population is over 65 years of age. Noting the above increase in the percentage predicted within the next 10 years, it is clear that new development together with open landscaped areas should adhere to accessibility standards within the exterior and interior elements of development. The current and future demographic trends of citizens living in Kawartha Lakes speak to the requirement of inclusivity for all, including those with visible as well as invisible disabilities." Notably, with the many development proposals for the Kawartha Lakes area that are geared to providing residential housing for the older adult, the AAC strongly believes that providing accessible, adaptable, and visitable housing should be the strategy as the City moves forward with new development to ensure aging in place measures are available. As part of their Work Plan, the committee will continue to educate in this regard and will pursue an opportunity to include materials that will be an asset to the Secondary Planning processes and the pre-design stage for developers. They will continue to provide comment to City Council and Staff for consideration as they investigate ways to encourage, educate and support accessible development as noted within the Accessibility Master Plan.

In addition to the contents of **Appendix A**, On December 1, 2020, the City was in receipt of a compliance audit of inquiry from the Province of Ontario based on 2019 compliancy report. The audit as per **Appendix B** was a series of questions. The Accessibility Officer resourced the answers to the questions and submitted the paperwork back to the Province before the suggested deadline date of December 15, 2020.

Other Alternatives Considered:

No other alternatives are considered. This report is a requirement of the Integrated Accessibility Standards Regulation as enacted under the Accessibility for Ontarians with Disabilities Act and Council By-law 2018-093.

Alignment to Strategic Priorities

Kawartha Lakes is committed to accessible, timely, knowledgeable, courteous and fair services as described in the guiding principles associated with the 2020-2023 Strategic Plan. The Municipal Accessibility Masterplan supports and strengthens the commitment of Goal 1 in the Strategic Plan that reads: Improve the health and well-being of residents that further states that Kawartha will make this happen by Enhancing accessibility and encouraging and supporting “age-friendly” programs and initiatives.

Financial/Operation Impacts:

N/A

Consultations:

Appropriate City Staff Managers
Kawartha Lakes Accessibility Advisory Committee
City Clerk

Attachments:

Appendix A - 2020 Review and Progress Report - Accessibility Masterplan 2018-2023



2020 Review of the
Accessibility Masterp

Appendix B –Ontario Provincial Compliance Checklist for first Notice – Dec. 1, 2020



Ontario Provincial
Compliance Checklis

Department Head email: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, City Clerk

Department File: Kawartha Lakes AAC

2020 Review and Progress Report - Accessibility Masterplan 2018-2023

Action Item	Lead	Progress
Investigate ways to encourage, Educate and support accessible development.	Engineering & Corporate Assets, Development Services	On-going
Funding of \$1,000,000 through the Community Improvement Program (CIP), where an application to improve accessibility is a highlighted qualifier. The City will continue to seek additional funding streams.	Development Services	Council approved a grant component as well as the availability of a loan for qualified recipients. The Accessibility Officer continues to participate as a member of the CIP application review team. Pleased to experience increased application participation in the request for funding addressing accessibility to the business premises.
In cooperation with local partners, provide Accessibility Awareness and Age-friendly training for local business.	Economic Development	Economic Development continues to support and educate local business through means of media and daily interactions. On-going.
Determine a plan and schedule for accessibility audits of City buildings.	Office of Strategy Management	<p>A staff buildings task force established to discuss an approach to completing building accessibility audits.</p> <p>An audit tool developed in association with the Accessible Design Standards is in place. Three accessibility audits completed during 2019.</p> <p>Further development on the process will take place during 2021.</p> <p>Accessibility Audits are considered paramount to position the City for future grant funding opportunities that would aid in the process of</p>

Action Item	Lead	Progress
		<p>removing barriers and provide improved access for people with disabilities in a number of City facilities.</p> <p>Staff will be looking to include costs associated with Accessibility Audits as part of the annual budget process.</p>
Incorporation of accessibility in City policies, Masterplans, Management Directives and processes as reviewed and renewed.	All Departments	On-going Consultation during the Secondary Planning policy developed is an example.
City Staff to partner with and support the work plan of the Age-Friendly Communities Designation.	Accessibility Officer	<p>On-going</p> <p>Age-Friendly is considered of high importance in the Council Corporate Strategy. In support of the Corporate Strategy and the older adults with disabilities in Kawartha Lakes both the Chairperson of the Kawartha Lakes AAC and the Accessibility Officer have provided their support through their active and continued membership in the Age-Friendly Steering Committee orchestrated by the Kawartha Lakes Haliburton Pineridge District Health Unit.</p> <p>During 2020, Health Unit Staff faced redeployment to assist with pandemic needs. To date this is still the case. Meetings to advance Age-Friendly initiatives did not take place in 2020 and have not taken place to date in 2021.</p>
Explore the options for a public education/engagement strategy and program for Accessibility.	Accessibility Officer	On-going.

Action Item	Lead	Progress
		The Kawartha Lakes AAC and the Accessibility Officer continue to participate and provide feedback on a number of City projects that are under development such as the Downtown Revitalization planning, corridor studies, Official Plan and policy development, etc.
The City will continue to plan and deliver projects to improve accessibility for staff and public spaces throughout the City's buildings portfolio. In so doing, we will focus on both the physical and the ambient aspects of the built environment.	Community Services	On-going. Improved physical accessibility to a number of City areas (facilities, parks, playground areas, etc.) has been observed and a number of projects have been introduced to the Accessibility Advisory Committee seeking their input in the initial planning stages.
Review the process for follow-up on complaints received from the Public regarding accessibility.	Accessibility Officer	On-going.
Explore the development of a Corporate Culture of Equity, Diversity and Inclusion.	Human Services	On-going 2021+
Annual meeting between the Kawartha Lakes Accessibility Advisory Committee and Chambers/BIA.	Kawartha Lakes Accessibility Advisory Committee	On-going.
Review winter sidewalk level of service policy.	Council, Public Works	2020 +
Review Human Resources policies and processes to ensure accessibility.	Human Resources	2021 and ongoing with the development of Corporate Culture of Equity, Diversity and Inclusion

Checklist

This checklist will help you respond to this audit request and confirm your compliance with select requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Please email the required documents to aoda.compliance@ontario.ca, stating the P2 reference number in the email subject line. Please confirm the population size of your municipality with your response.

Please provide only the relevant pages in the documentation you are submitting for review or clearly indicate the pages and sections in your documents where the requirements below can be reviewed.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) (IASR)

Regulatory Requirement	Examples of documents that may be provided	Resources and References
1. Accessibility Advisory Committee (if, applicable) Refer to S. 29(1) of AODA	Confirmation of the establishment of an accessibility advisory committee, for municipalities with population of 10,000 or more	<u>Municipal Accessibility Advisory Committees</u> The Agendas and Minutes along with the Terms of Reference of the Kawartha Lakes AAC are available here .
2. Accessibility Policies Refer to S. 3(1-3b), S. 80.46(1-6), S. 80.47(2-10), S. 80.48(1-5) and S. 80.51(1-2) of IASR	Copy of your organization's accessibility policies including all the applicable requirements under the Integrated Accessibility Standards Regulation (IASR). Indicate how you make the policies publicly available.	<u>Accessibility Policy Sample template</u> The Kawartha Lakes Accessibility Policy is available on our City Website.as well as in another format upon request.

Regulatory Requirement	Examples of documents that may be provided	Resources and References
<p>3. Multi-Year Accessibility Plan</p> <p>Refer to S. 4(1-3) of IASR</p>	<p>Copy of your organization's multi-year accessibility plan outlining your strategy to prevent and remove barriers and meet the requirements under the IASR.</p> <p>Confirmation that the plan is reviewed and updated in consultation with persons with disabilities as well as the accessibility advisory committee, if established.</p> <p>Copy of annual status report on the progress of measures taken to implement the strategy.</p> <p>Copy of joint accessibility plan and joint annual status report, if applicable.</p> <p>Website link to where the documents are posted.</p>	<p>Multi-year Plan Sample template</p> <p>Annual Status Report Sample template</p> <p>The Municipal Accessibility Master Plan is available on the City Website, is also displayed in hard copy and made available in an alternate format upon request. Page 12 of the MAMP explains the consultation that did take place.</p> <p>Annual status is completed through a report to Council annually. All Council agendas and minutes are available on the City Website. The 2019 Municipal Accessibility Master Plan Progress Report was presented to Council on March 10, 2020. Report details can be found on pages 63 to 78 of the Agenda. You will notice the Annual Work Plan of the AAC is directly following this report on the agenda.</p>
<p>4. Procurement and self-service kiosks</p> <p>Refe. 5(1-2) & S. 6(1) of IASR</p>	<p>Copy of your organization's policies on procuring and acquiring goods, services or facilities.</p> <p>Copy of your organization's policies on designing, procuring or acquiring self-service kiosks. If your organization does not have self-service kiosks, please advise.</p>	<p>How to make self-service kiosks accessible</p> <p>Accessibility rules for procurement</p> <p>As stated and linked to the Accessibiltiy Policy the Purchasing Management Directive page 20-21 clearly speaks to accessibility requirements as well as self-serve kiosks Both the Accessibility Policy and Purchasing Management Directive are located on the City Website.</p>

<p>5. Training</p> <p>Refer to S. 7(1-5) & S. 80.49(1-8) of IASR</p>	<p>Copy of your organization's training policy on the requirements of the IASR.</p> <p>Written as part of the Corporate Accessibility Policy.</p> <p>Records of training including dates and number of individuals to whom the training was provided.</p> <p>Record of training numbers **Please read note next column</p> <div data-bbox="741 859 800 922" data-label="Image"> </div> <p>ACS Summary 2015_2016 Dec 8.xlsx</p>	<p>Information on how to train your staff Free accessibility training modules</p> <p>The City of Kawartha Lakes has approximately 1250 employees (full-time/part-time/casual) with fluctuation in numbers depending service needs. During August/September of 2009 every employee in the organization received training on the AODA with an emphasis on Accessible Customer Service.</p> <p>**Note: This blitz of training was extended to 192 Victoria Manor employees, 70 employed with Police Services and 417 Volunteer Firefighters during this time. Future training for those employed by Victoria Manor and Police Services has been provided by their administrative bodies.</p> <p>AODA training has been part of the City's mandatory new hire orientation training since the corporate wide blitz of training was completed in 2009. The training is updated with the evolution of new policy and accessibility plan.</p> <p>EA's responsible for volunteer/Council appointed members of Boards and Committees are responsible to ensure that training is provided as part of the orientation of new members and that renewed AODA training is circulated as a mandatory requirement for all Board/Committee members. Each individual is requested to sign acknowledgement that they have taken the training and the acknowledgement is retained in the Board/Committee file.</p> <p>Another blitz of mandatory training was provided to all staff in the Fall months of 2015, this training was included as part of a Corporate wide training of all legislated materials such as Health and Safety and Ontario Human Rights. Again, every employee in the organization was required to submit their acknowledgement that they have received the training to our Human Resources Division to be included in their individual personnel files. Training</p>
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on Accessible Documents was also provided at that time to everyone in the organization who is responsible for correspondence, report writing or City Website content. Presentations used for AODA training, Accessible Documents Training and Ontario Human Rights Training have been attached for your information.

In 2019 an AODA training Booklet



CKLAODA-Training-Booklet.docx

was created and a new training presentation created to again update all staff on renewed Policy, Plan and Management Directives. Each individual is to sign this acknowledgement of



2.1 F - 9 - Employee Accessibility Acknowledgement to be included in individual personnel files.

Currently, we explore the opportunity to provide on-line training modules for the legislated requirements.

In addition, Accessibility news of resources, policy, interesting facts, etc. is shared as needed through our corporate-wide weekly Communication Alerts.

Training on Ontario Human Rights Code




In addition to the Ontario Human Rights Code training offered within the CKL AODA training booklet our Human Resources Division provides a full presentation on the code during our employee orientation training.



M HR 017 Human Rights Policy - Employ

Regulatory Requirement	Examples of documents that may be provided	Resources and References
		Accessibility Training Requirements Checklist

Regulatory Requirement	Examples of documents that may be provided	Resources and References
<p>6. Accessible Feedback</p> <p>Refer to S. 11(1-2) & S. 80.50(1-7) of IASR</p>	<p>Copy of your organization's feedback process as required under the IASR.</p>	<p>How to make information accessible Feedback is received by phone and through the Feedback area on the Accessibility Page on the City Website</p>

Regulatory Requirement	Examples of documents that may be provided	Resources and References
<p>7. Accessible Employment Policies</p> <p>Refer to S. 22 – 32(1) of IASR</p>	<p>Copy of the organization's employment policies including the following:</p> <ul style="list-style-type: none"> • Notice of accommodation for the recruitment and selection process • Notice of accommodation to successful applicants • Informing employees of supports • Accessible formats and communication supports for employees • Workplace emergency response information • Process for documented individual accommodation plans • Return to work process • Performance management (if applicable) • Career development and advancement (if applicable) • Redeployment (if applicable) 	<p>Accessible Workplaces</p> <p>Accessible Recruitment sample templates</p> <p>Provide emergency information to staff</p> <p>Providing Accessible emergency info to staff checklist</p> <p>Process for Accommodation Plans</p> <p>Process for Return to Work</p> <p>Employer's Toolkit (see Appendix A for Tools and Templates on page 124-159)</p> <p>The City of Kawartha Lakes, as an equal opportunity employer and is dedicated to the requirements of the Employment Standards as stated in Section 8 of the Accessibility Policy. Processes and Forms are in place to accommodate each requirement and are provided below as follows:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>M HR 021 Workplace Accommodation Polic</p> </div> <div style="text-align: center;">  <p>Modified Work Letter template.doc</p> </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <p>2.0 F - 8 - Employee Workplace Emergency</p> <p>The Employee Workplace Emergency form is provided to each individual during employee orientation training and completed should accommodation be required.</p>

Liste de contrôle

La présente liste de contrôle vous aidera à répondre à cette demande de vérification et à confirmer votre conformité à certaines exigences de la *Loi de 2005 sur l'accessibilité pour les personnes handicapées de l'Ontario*.

Veuillez envoyer les documents requis par courrier électronique à l'adresse aoda.compliance@ontario.ca et indiquer le numéro de référence P2 dans l'objet du courriel. Veuillez confirmer la taille de la population de votre municipalité dans votre réponse.

Veuillez ne fournir que les pages pertinentes dans les documents que vous soumettez pour examen ou indiquer clairement les pages et les sections de vos documents où se trouvent les exigences ci-dessous à examiner.

Loi de 2005 sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO)

Règlement sur les normes intégrées d'accessibilité (Règlement de l'Ontario 191/11) (RNIA)

Exigence réglementaire	Exemples de documents qui peuvent être fournis	Ressources et références
1. Comité consultatif de l'accessibilité (le cas échéant) Voir le paragr. 29 (1) de la LAPHO	Confirmation de la création d'un comité consultatif de l'accessibilité pour les municipalités d'au moins 10 000 habitants.	Comités consultatifs de l'accessibilité municipaux
2. Politiques en matière d'accessibilité Voir les paragr. 3(1) à 3(3), 80.46(1) à 80.46(6), 80.47(2) à 80.47(10), 80.48(1) à 80.48(5), 80.51(1) et 80.51(2) du RNIA	Copie des politiques en matière d'accessibilité de votre organisation, y compris toutes les exigences applicables en vertu du RNIA. Explication de la façon dont vous rendez ces politiques accessibles au public.	Exemple de politique en matière d'accessibilité

Exigence réglementaire	Exemples de documents qui peuvent être fournis	Ressources et références
<p>3. Plan d'accessibilité pluriannuel</p> <p>Voir les paragr. 4(1) à 4(3) du RNIA</p>	<p>Copie du plan d'accessibilité pluriannuel de votre organisation décrivant votre stratégie pour prévenir et supprimer les obstacles et satisfaire aux exigences du RNIA.</p> <p>Confirmation que le plan est examiné et mis à jour en consultation avec des personnes handicapées ainsi qu'avec le comité consultatif de l'accessibilité, s'il a été créé.</p> <p>Copie du rapport d'étape annuel sur les mesures prises pour mettre en œuvre la stratégie.</p> <p>Copie du plan d'accessibilité conjoint et du rapport d'étape annuel conjoint, le cas échéant.</p> <p>Lien vers le site Web où les documents sont affichés.</p>	<p>Exemple de gabarit de plan pluriannuel</p> <p>Exemple de rapport d'étape annuel</p>
<p>4. Obtention et guichets libre-service</p> <p>Voir les paragr. 5(1), 5(2) et 6(1) du RNIA</p>	<p>Copie des politiques de votre organisation en matière d'obtention et d'acquisition de biens, de services ou d'installations.</p> <p>Copie des politiques de votre organisation en matière de conception, d'obtention ou d'acquisition de guichets libre-service. Si votre organisation ne dispose pas de guichets libre-service, veuillez l'indiquer.</p>	<p>Comment rendre les guichets libre-service accessibles</p> <p>Règles d'accessibilité en matière d'approvisionnement</p>

Exigence réglementaire	Exemples de documents qui peuvent être fournis	Ressources et références
<p>5. Formation</p> <p>Voir les paragr. 7(1) à 7(5) et 80.49(1) à 80.49(8) du RNIA</p>	<p>Copie de la politique de formation de votre organisation sur les exigences du RNIA.</p> <p>Registres de formation, y compris les dates et le nombre de personnes auxquelles la formation a été dispensée.</p>	<p>Comment former votre personnel au sujet de l'accessibilité</p> <p>Modules de formation gratuits sur l'accessibilité</p> <p>Formation sur le Code des droits de la personne de l'Ontario</p> <p>Liste de contrôle pour les exigences de formation en matière d'accessibilité</p>
<p>6. Rétroaction accessible</p> <p>Voir les paragr. 11(1) et 11(2) ainsi que 80.50(1) à 80.50(7) du RNIA</p>	<p>Copie du processus de rétroaction de votre organisation, exigé aux termes du RNIA.</p>	<p>Comment rendre l'information accessible</p>
<p>7. Politiques en matière d'emploi accessible</p> <p>Voir les art. 22 à 32(1) du RNIA.</p>	<p>Copie des politiques en matière d'emploi de l'organisation, y compris les éléments suivants :</p> <ul style="list-style-type: none"> • Avis de mesures d'adaptation pour le processus de recrutement et de sélection • Avis de mesures d'adaptation pour les candidats retenus • Renseignements destinés aux employés au sujet des mesures de soutien accessibles • Formats accessibles et aides à la communication pour les employés • Renseignements sur les interventions d'urgence en milieu de travail • Processus de documentation des plans d'adaptation individuels • Processus de retour au travail • Gestion du rendement (le cas échéant) • Perfectionnement et avancement professionnels (le cas échéant) • Redéploiement (le cas échéant) 	<p>Accessibilité des lieux de travail</p> <p>Processus de recrutement accessible</p> <p>Fournir de l'information d'urgence accessible aux employés</p> <p>Comment fournir des informations d'urgence accessibles aux employés</p> <p>Processus concernant les plans d'accommodement</p> <p>Procédé pour le retour au travail</p> <p>Trousse à outils de l'employeur (voir l'Annexe A pour obtenir les outils et modèles; pages 138 à 178)</p>

Committee of the Whole Report

Report Number: CS2021-001
Meeting Date: March 9, 2021
Title: J. D. Edwards Case Management System Program Enhancements
Author and Title: LeAnn Donnelly, Acting Manager, Customer Services

Recommendation(s):

That Report CS2021-001, J.D. Edwards Case Management System Program Enhancements, be received;

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of October 20, 2020, Council adopted the following resolution:

CR2020-302

Moved By Councillor Ashmore

Seconded By Deputy Mayor O'Reilly

That Staff report back to Council by the end of Q1, 2021 on program enhancements that are available for case tracking through the J.D. Edwards Case Management System.

This report addresses that direction.

In 2017 the City transferred to a new Case Management System (J.D. Edwards) as outlined in the attached 2019 presentation to Council (see Appendix A). This system includes the following divisions:

- Roads
- Engineering
- Solid Waste
- Water and Wastewater
- Utility Billing
- Parks, Recreation and Culture (PRC)
- Building and Property

Human Services uses JDE Case but under a separate management cover for housing concerns. Municipal Law Enforcement uses a separate system, Cityworks, to track cases. Therefore, neither were included in this process. All other inquiries received that are not in the Case Management system are directed to the appropriate department for response via telephone or email.

JDE Cases are entered by Customer Service Staff who receive the call via the Municipal Call Centre or by Public Works staff who receive calls through the Roads/Waste call queue. The resident is then provided with the case number for reference. Each case is assigned to the applicable department for follow up within that department.

Residents can also enter concerns through our website at the Report an Issue page. A JDE Case is created based on the concern selected and sent through to the appropriate department for follow up. Once the concern is entered the system generates a case number which is provided on screen for the resident's reference.

Rationale:

Early in the fall, Community Services, in cooperation with the Office of Strategy Management, underwent a review with various departments to determine what changes/enhancements they would find beneficial to the JDE Case module.

Through a series of meetings with Public Works, Engineering, Utility Billing, PRC, and the CAO's office the following items were discussed:

- Automatic Notifications
- Status of Case
- Case Closures
- Public Dashboard
- Other

While working closely with IT, each of the above was further investigated to determine how JDE Case could be modified to better serve residents and staff entering and closing entries.

Automatic Notifications:

Currently the system does not automatically notify the resident of their case number. City staff provide the case number upon completion of the case entry. If a resident enters a concern through the Report It screen the number is displayed on the screen for their reference.

Moving forward changes will be made to the system so that upon completion of the original case entry an email notification would be sent to the resident with the case number and information on how to contact the Customer Service division for further information if needed. This email could also be sent when a resident enters a concern through the Report It page on the website.

The option can also be built in to notify residents upon case closure if requested. Case closure notifications would state that case has been closed and offer instruction on how to contact the Customer Service division for follow up if needed.

Status of Case:

When a case is created, it is automatically put into a status of 100 - Open. Currently there are six optional status built into the system:

- 100 - Open
- 200 - In progress
- 300 - On Hold
- 400 - Budget Consideration
- 800 - Cancelled
- 900 - Closed

As a case progresses, so should the status of the case to better indicate the current situation. In order to give a more accurate indication of what stage the case is at, modifications to status codes will be made as per below (On Hold has been replaced with 2 other options to provide more clarity – Under Review and Long Term Project):

- 100 - Open
- 200 - In progress
- 300 - Under Review
- 400 - Budget Consideration
- 500 - Long Term Project
- 800 - Cancelled
- 900 – Closed

Each department has different case options to select depending on their operations. For example, Public Works cases can be narrowed down to operations, then to grading concerns. PRC can narrow down to parks and trails, beaches. Some cases would be associated to a long term project, or could be a budget consideration item, or could simply just be in progress. By changing the status options as outlined above staff can more accurately reflect where a case is at.

Case Closures:

Cases are closed by staff entering comments on the case and changing the status to 900. Each department has their own process in place for who enters this information.

Some case issues have a standard response so the inclusion of a drop down menu field for certain concerns to enable quicker closure is being considered. This would not replace the comment field which would still be used for further information as required. In addition, the drop down menu would be more efficient for staff with the ability to close cases in the field.

While field closures will not work for all areas it may be beneficial for some. When equipped with the appropriate technology staff would have the ability to close the case immediately upon resolution. The PRC Arborist division will begin testing the functionality of this with chrome books in the near future.

Public Dashboard:

Along with the Office of Strategy Management and the IT Division research and testing has begun into the creation of a public facing dashboard on our Municipal website to indicate the number of current cases and their specific status. This would provide the public with real time information regarding open cases within our system. Continued testing and functionality of this will take place throughout Q2 with the public launch to our website in Q3.

Other

In addition to these modifications, we are researching ways to link Case to our GIS system which would provide us with the ability to sort cases by geographic areas (neighbourhoods, settlements, wards, for example). IT is currently testing various options to determine how best to do this as we move forward.

Currently there is no mandatory field entry within the system. Changes to add the use of mandatory fields for staff entry is a modification we can make to ensure all necessary fields are being used and the information needed for follow up is included.

While reaching out to each department, the current process for closing cases was looked at. Various reporting options are available for staff to ensure cases are kept up to date and closed in a timely manor. In addition, the changes and enhancements to the system outlined above will provide better tools for departments to manage cases in the system.

As we progress through these enhancements and process changes, updated training will be provided to staff. In addition, new instruction documents and reference material will be created and provided to all staff entering into the JDE Case module. Council will continue to be provided with an annual report in Q1 of each year to provide an overview of cases in the previous year.

Other Alternatives Considered:

No other alternatives are recommended at this time.

Alignment to Strategic Priorities

The recommendations in this report align with the following strategic priority within 2020-2023 Kawartha Lakes Strategic Plan:

Good Government – Increase efficiency and effectiveness of service delivery. The improvements to our Case management system help us to develop and document current levels of service and promote continuous improvement to Make It Better in all service areas.

Financial/Operation Impacts:

No financial implications have occurred to date. While many of the enhancements can be made in house some of the recommended changes will come with associated costs from our software provider Mid-Range. The approximate cost is \$7,500, depending on the modifications we choose. This cost is accommodated in the 2021 operating budget.

Servicing Implications:

There are no servicing implications associated with this report.

Consultations:

CAO
Director of Community Services
Office of Strategy Management
IT Division

Attachments:

Appendix A – Council Orientation Customer Inquiries/Complaints – February 19, 2019.



Council
Orientation.pdf

Department Head email: cshanks@kawarthalakes.ca
Department Head: Craig Shanks, Director of Community Services

Council Orientation

Customer Inquiries / Complaints

Ron Taylor, Chief Administrative Officer

Lee Anna Thornbury, Manager of Customer Services

Cheri Davidson, Manager of Communications, Advertising and Marketing

Aaron Sloan, Manager of MLEO

February 19, 2019

City of Kawartha Lakes Corporate Strategic Plan Framework

Vision

Naturally beautiful, offering an exceptional lifestyle

Mission

Providing responsible, efficient and effective services

Strategic Goals

A Vibrant & Growing Economy



An Exceptional Quality of Life



A Healthy Environment



Strategic Enablers

Responsible Fiscal Resource Management

Municipal Service Excellence

Effective Human Resources

Efficient Infrastructure & Asset Management

Values

Collaboration – Continuous Improvement – Excellence – Innovation – Results

Customer Services

- 2001 – 6 Service Centres created as a result of amalgamation
- 2015 – Service Centres connected with the 324-9411 number (had separate phone lines at all locations)
- 2015 – Core Services Review
- 2016 – Kirkfield, Bethany Service Centres (now library branches)
- 2017 – New phone directory on 324-9411 line
- 2017 - Service Information Specialists in different departments
- 2017 – New website with improved customer access
- 2018 – Corporate Customer Service Standards implemented



City of Kawartha Lakes

Customer Service Standards

**Providing Exceptional
Customer Service**

Customer Services 2019

- Provides customer services at 4 Municipal Service Centres – Bobcaygeon, Coboconk, Lindsay, Omemee
- Corporate Call Centre located in the Lindsay Service Centre – City calls can be answered from all 4 Service Centres
- 10 full time staff and 4 part time staff
- In 2018, serviced 48,705 walk-in customers and 52,438 customer calls

Our Mission

Providing responsible, efficient and effective services



Customer Inquiries

Inquiries / complaints / concerns / compliments via:

- Phone: 705-324-9411
- Walk In: 4 Service Centres
- Report It: Website direct entry

Case Management

In 2017, the City transferred to a new Case Management system (JD Edwards) which included the following divisions:

- Roads
- Engineering
- Solid Waste
- Water and Wastewater
- Utility Billing
- Parks, Recreation and Culture
- Building and Property

Cases are generally entered in the division where they are received.

CASE Statistics

Year	CASES Created
2008	4,690
2009	4,875
2010	5,784
2011	6,245
2012	4,394
2013	5,135
2014	7,438
2015	7,687
2016	7,930
2017	7,555
2018	6,809

Cases fluctuate depending on which divisions have Case Management.

Case Management

MLEO and Human Services cases are not included in these statistics. MLEO uses Cityworks to track cases; Human Services has a separate JDE Case Management process.

All other inquiries (not in Case Management) are directed to the appropriate department for response.

Follow Up Process

For follow up to inquiries

- Customers can call directly quoting their CASE number – Customer Services will answer the question, provide information from the Case notes or forward the call as appropriate
- Councillors can contact:
 - Mayor and Council Executive Assistant x1310
 - Manager of Customer Services x1201

Staff will research the inquiry, provide feedback to the customer and advise Councillor of action

Municipal Business Cards



TAS

The City's after-hour municipal emergency provider is TAS (Telephone Answering Service).

TAS provides after-hour live call assistance for **municipal emergencies**. Customers calling 324-9411 after City business hours are advised of the phone number to contact TAS.

1-877-885-7337

The Manager of Customer Services (City liaison) provides TAS with after hours City contact numbers, provided by City management staff.

In 2018, TAS received 1,613 after hour calls from CKL customers.

Website Customer Connection

- Website feedback form on every page
- Custom contact information at bottom of each page
- Department directory
- New sessions **up 8%** year over year
- Approximately **1850 sessions per day** (800 unique users per day)
- **4500 subscribers** to news and events and growing



Report An Issue

Report An Issue
form
connects to case
management
system for efficient
follow through

The screenshot shows the 'Report An Issue' page on the Kawartha Lakes website. The header features the 'KAWARTHA LAKES' logo and navigation links: 'LIVING HERE', 'THINGS TO DO', 'BUSINESS & GROWTH', and 'MUNICIPAL SERVICES'. A 'Translate' button is also present. The main heading 'Report An Issue' is displayed over a background image of a bird in flight. Below the heading, a breadcrumb trail reads 'Home / Municipal Services / Report It'. A left-hand sidebar contains a 'Report It' menu with various categories like 'Applications, Licences and Permits', 'Archives and Records', 'Budget and Finance', 'By-laws', 'Careers and Volunteering', 'Cemeteries', 'Centennial Trailer Park', 'Commissioner of Oaths', 'Contact Us', 'Departments and Divisions', and 'Freedom of Information'. The main content area provides instructions on how to report an issue, including emergency and after-hours contact numbers. It includes a section for selecting an issue type with radio button options such as 'Ask a Question?', 'Grading', 'Roadside Dead Animal', 'Trees', 'Water Meter Readings', 'Ditching/Drainage', 'Parks and Recreation', 'Roadside Litter-Garbage Dumping', 'Waste Collection/Recycling', 'Other', 'Dusting/Sweeping', 'Potholes', 'Streetlight Maintenance', and 'Water High Bill Complaint'. A text box for describing the issue is at the bottom.

Report It

- Applications, Licences and Permits
- Archives and Records
- Budget and Finance
- By-laws
- Careers and Volunteering
- Cemeteries
- Centennial Trailer Park
- Commissioner of Oaths
- Contact Us
- Departments and Divisions
- Freedom of Information

Please fill out this form to submit a non-emergency Municipal issue.

If this is a Municipal emergency during business hours, please call 705-324-9411 or 1-888-822-2225 and press 0.

To report an after-hours Municipal emergency, please call 1-877-885-7237.

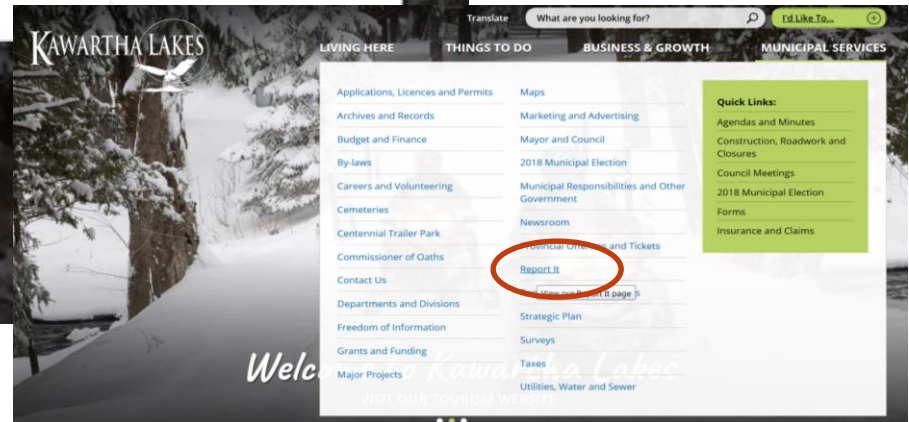
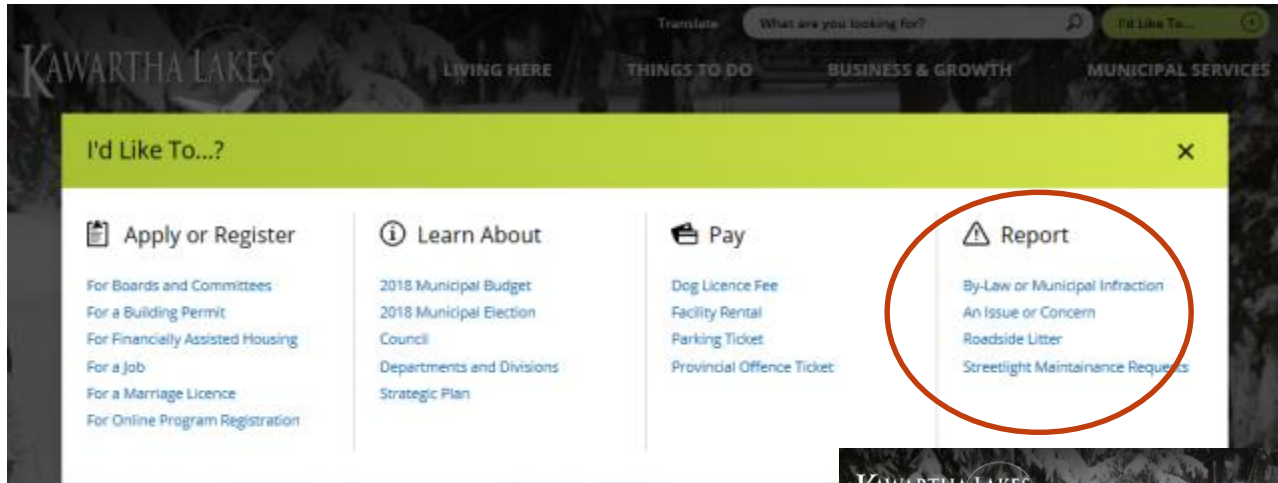
To lodge a Municipal By Law Enforcement complaint please fill out an online form.

Please select an issue type: *

- ☐ Ask a Question?
- ☐ Grading
- ☐ Roadside Dead Animal
- ☐ Trees
- ☐ Water Meter Readings
- ☐ Ditching/Drainage
- ☐ Parks and Recreation
- ☐ Roadside Litter-Garbage Dumping
- ☐ Waste Collection/Recycling
- ☐ Other
- ☐ Dusting/Sweeping
- ☐ Potholes
- ☐ Streetlight Maintenance
- ☐ Water High Bill Complaint

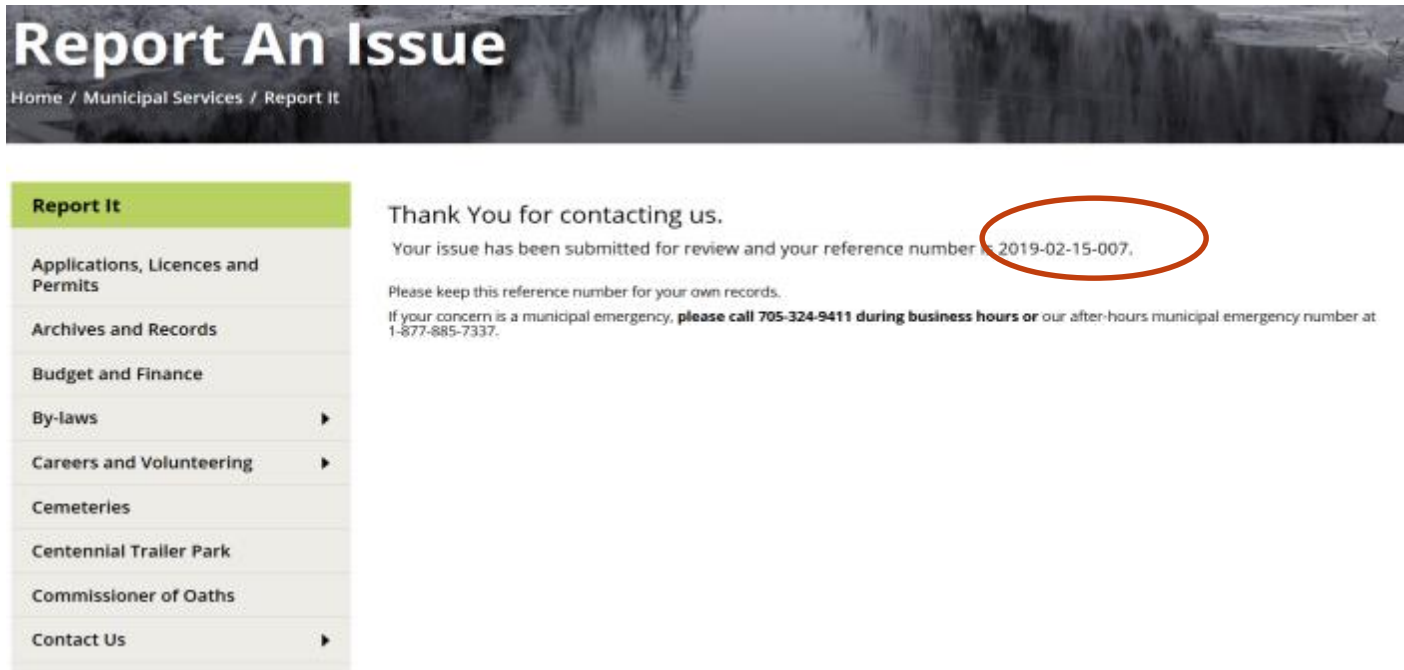
Describe the issue. *

Report An Issue



Report an Issue

Customer receives a confirmation number upon submitting the form.



Report An Issue
Home / Municipal Services / Report It

Report It

- Applications, Licences and Permits
- Archives and Records
- Budget and Finance
- By-laws
- Careers and Volunteering
- Cemeteries
- Centennial Trailer Park
- Commissioner of Oaths
- Contact Us

Thank You for contacting us.

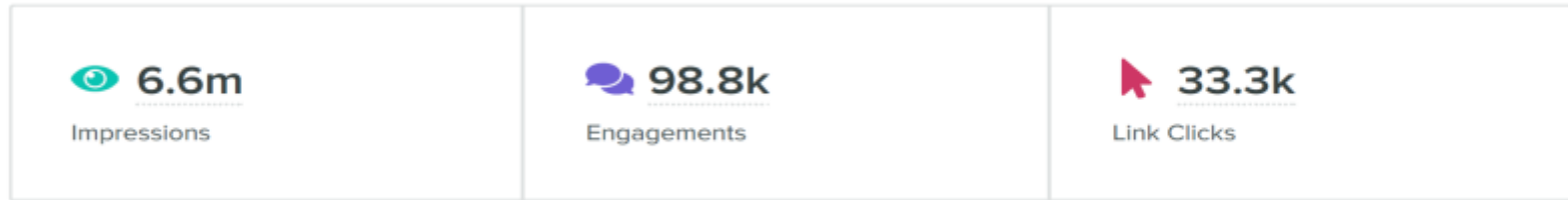
Your issue has been submitted for review and your reference number is **2019-02-15-007**.

Please keep this reference number for your own records.

If your concern is a municipal emergency, **please call 705-324-9411 during business hours** or our after-hours municipal emergency number at 1-877-885-7337.

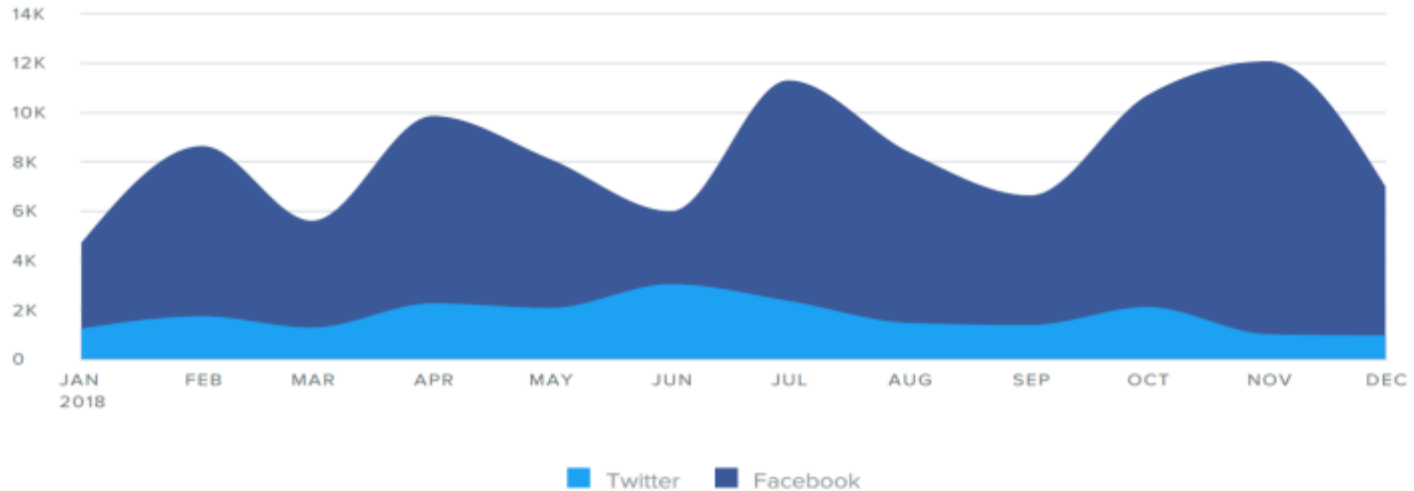
Social Media

In 2018, City Facebook and Twitter accounts reached:



Social Media – customer service

Engagements per month (likes, shares, comments, messages)




Engagement Metrics	Totals	% Change
Twitter Engagements	20,742	↗ 2,147%
Facebook Engagements	78,036	↗ 52.1%
Total Engagements	98,778	↗ 89.1%

The number of engagements increased by

89.1%

2018 over 2017

Social Media – customer service

 **City of Kawartha Lakes**

Please be advised that for the week of February 18, all curbside collection will take place one day later than your normal collection day:

- February 18 curbside collection will be on February 19
- February 19 curbside collection will be on February 20
- February 20 curbside collection will be on February 21
- February 21 curbside collection will be on February 22

For more information, please refer to your 2019 Municipal Calendar <https://bit.ly/2E9s4fA>

To see a full list of municipal services and hours of operation for the Family Day holiday, please visit <https://bit.ly/2SWnt8G>


February 2019


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Family Day Facilities Open	19	20	21 Valentine's Day	22	23
24	25	26	27	28		


6,989 People Reached


559 Engagements


Linda Robinson, Debbie Phillips and 33 others 10 Comments · 108 Shares


 **Kristy Walden-Chartrand Capital Cee**
Like · Reply · Message · 16h






 **Jim McConnach Good plan**
Like · Reply · Message · 2h


 **Chey Robinson Lois Robinson**
Like · Reply · Message · 19h

 **Halley Leach Tyler Leach FYI**
Like · Reply · Message · 20h


 **Bernice Knoblauch Question why are they not taking clear bags with kitty litter. They threw the bag back in my garbage can. It was a small bag**
Like · Reply · Message · 19h

 **City of Kawartha Lakes** Hi Bernice, please contact our Waste Management division regarding your collection inquiry at 705-324-9411 and select 1 when prompted. Thank you and have a great day.
Like · Reply

 Write a reply...    

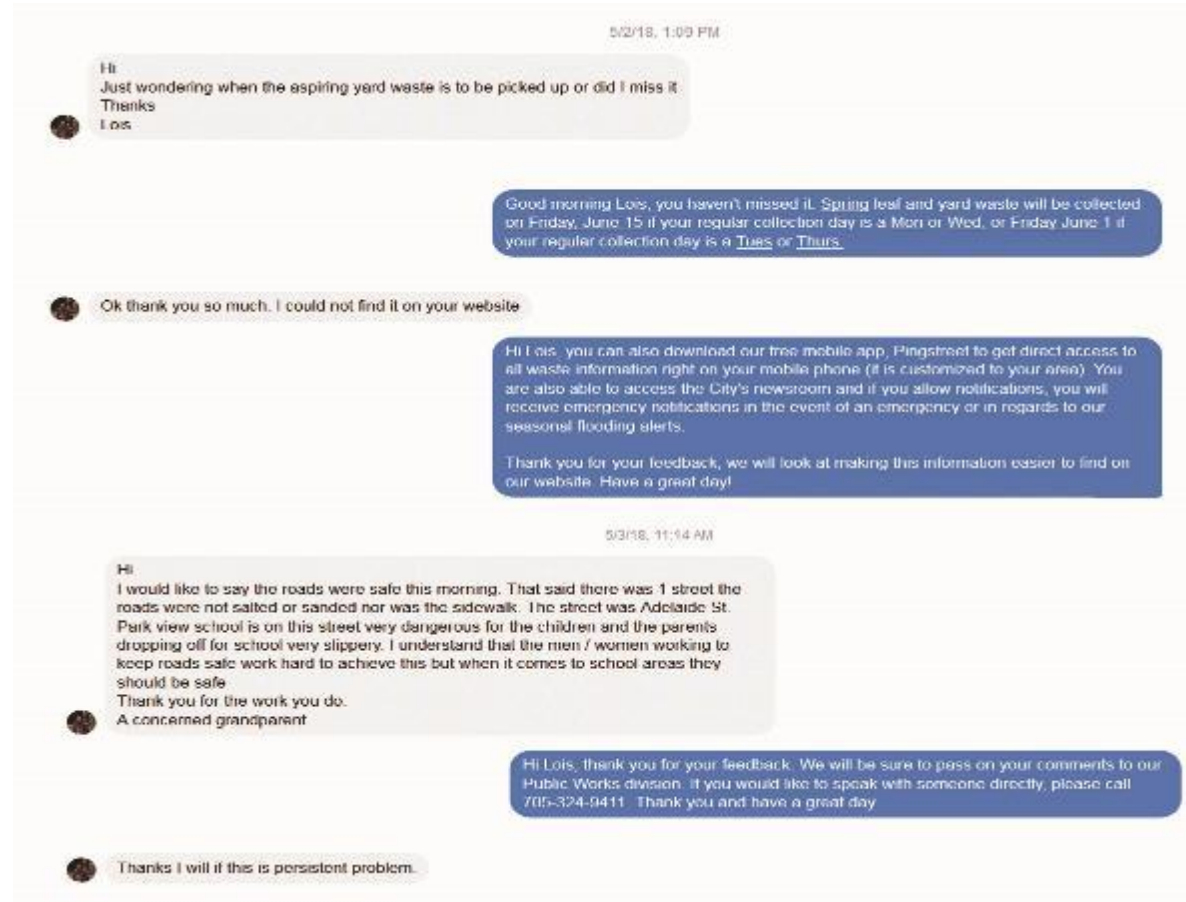
 **Madison RM Kyle Rowley Samantha Mackie Paige Davis**
Like · Reply · Message · 20h

1 Reply

 **Patricia Neals** thank you for posting this -City of Kawartha Lakes.
Like · Reply · Message · 22h

Social Media – message growth

- Messages up **45%** 2018 over 2017
- **1635** messages sent in 2018



Municipal Law Enforcement and Licensing

- Responsible for the enforcement of approximately 70 municipal by-laws and 19 zoning by-laws including: parking, domestic waste, property standards and animal control;
- Respond to telephone inquiries, complaints and conduct investigations;
- The division responded to approximately 2300 reactive occurrences in 2018;
- Officers are available 7 days per week;
- Hours of service vary: Monday to Friday 8 am – 9pm, Sat and Sun 8 am – 6 pm (reduced seasonally Nov-Mar 4:30 pm)

Municipal Law Enforcement and Licensing



Mayor / Council Complaints

- Citizens who wish to complain to Council or the Mayor should be directed or forwarded to the MLE division directly.
- Direct contact with the complainant is essential for the most accurate information to be obtained.
- Municipal Law Enforcement will require the name and phone number of the complainant who will then be contacted.
- Occurrence will then be created and issued to an Officer for investigation and follow up.
- The Manager is the primary contact point for Council queries.

Complaints / Communications Process

We receive complaints/issues/queries by the following methods:

- **By PHONE** – The complainant calls the office 705-324-9411 ext. 1212 and speaks to the Administrative Assistant who takes the information. After 4:30 p.m. our phone message directs the called to 705-928-3054 (cell monitored by MLEO)
- **By EMAIL**– The complainant can leave information on our email address (bylawcomplaints@kawarthalakes.ca)
- **In PERSON** – The complainant can attend the Municipal Law Enforcement Office and give their complaint to our Administrative Assistant. We are located at **180 Kent St. W. in Lindsay**
- **By MAIL** – The complainant can mail their complaint into the Municipal Law Enforcement Office.
- **ON-LINE** – The complainant can complete the on-line form by going to the following link: <https://forms.kawarthalakes.ca/Clerks-Office/Clerks-Office/MLEO/Municipal-Law-Enforcement-Complaint-Form>
- **Anonymous complaints will not be addressed**

Formal Complaints Handling Policy

- Complaint Handling Policy (CP2016-019)

“A complaint is an expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the City or by a person or body acting on behalf of the Municipality that follows after the Request for Service process has been exhausted.”

Formal Complaints Handling Policy

- Department/CAO/Mayor review/response
- Ontario Ombudsman
- Integrity Commissioner
 - the City to appoint an Integrity Commissioner by March 1, 2019
 - reports to and advises Council re: Council member conduct, ethics, contraventions & investigations, and applicable Municipal Conflict of Interest legislation

Continual Customer Service Focus

- Continual process improvements & enhancements
- Annual review of Customer Service Standards
- Continual website improvements & enhancements
- Continual assessment and review of the Corporate Customer Service Network
- Council inquiry coordination & supports
- Ongoing customer-focused communications



“I’ve learned that people
will forget what you **said**,
people will forget what you **did**,
but people will never
forget how you made them **feel**.”

Maya Angelou





City of Kawartha Lakes Water and Wastewater Rate Study and Financial Plan

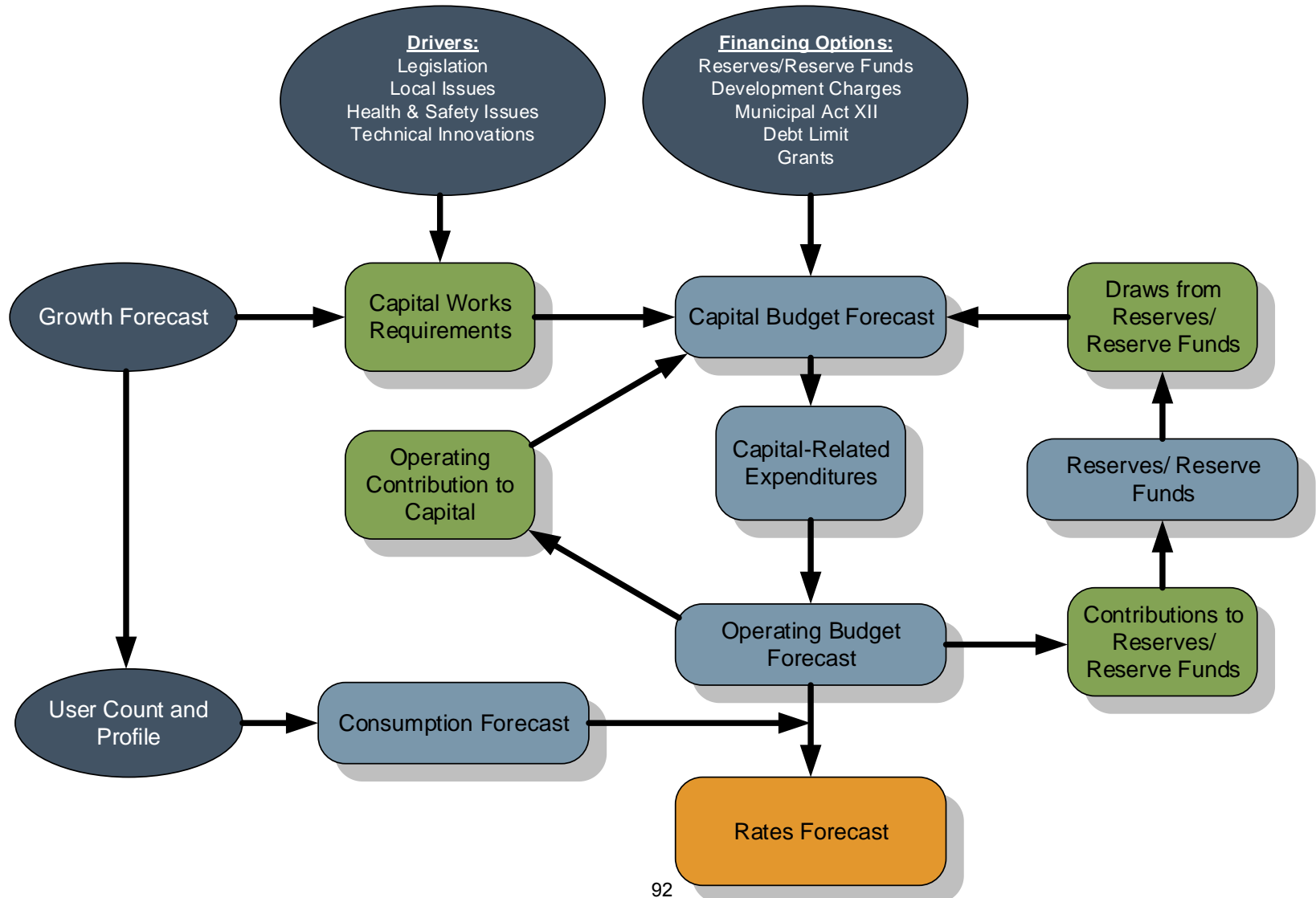
Council Meeting
March 9, 2021

Introduction



- The City of Kawartha Lakes retained Watson & Associates Economists Ltd. (Watson) to:
 - Update the City's 2016 Water and Wastewater Rate Study to achieve sustainable lifecycle funding full cost recovery of the costs of service; and
 - Prepare a Water Financial Plan for submission to the province as required under Ontario Regulation 453/07 to meet the City's water licence renewal requirements

Water and Wastewater Rate Calculation Methodology



City Current Water and Wastewater Rates



- City's current rate structure comprises a monthly base charge per customer based on water meter size and consumptive rate per cubic metre based on the amount of water consumed

Description	Water	Wastewater	Total
Metered Customers			
5/8" - 3/4"	\$ 31.58	\$ 31.02	\$ 62.60
1"	\$ 41.09	\$ 41.14	\$ 82.23
1 1/2"	\$ 52.83	\$ 54.46	\$ 107.29
2"	\$ 85.10	\$ 87.72	\$ 172.82
3"	\$ 322.81	\$ 332.73	\$ 655.54
4"	\$ 410.84	\$ 423.48	\$ 834.32
6"	\$ 616.23	\$ 635.73	\$ 1,251.96
8"	\$ 850.98	\$ 877.13	\$ 1,728.11
Volume Charge			
per m3	\$ 2.80	\$ 1.52	\$ 4.32
Unmetered/Flat Rate Customers			
per month	\$ 73.16	\$ 53.57	\$ 126.73
Mandatory Connects			
per month	\$ 16.88	\$ 17.31	\$ 34.20

Water and Wastewater Customer Growth

2021-2030



- Customer growth forecast based on historical growth from 2016 to 2020
- Annual growth (water and wastewater services)
 - Low and medium density residential ~ 193 new customers per year on average
 - 5/8"– 3/4" meter assumed for all new connections

Water Customer Forecast	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Existing	13,419	13,419	13,419	13,419	13,419	13,419	13,419	13,419	13,419	13,419
New - Growth	-	97	290	483	676	869	1,062	1,255	1,448	1,641
Total	13,419	13,516	13,709	13,902	14,095	14,288	14,481	14,674	14,867	15,060

Wastewater Customer Forecast	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Existing	11,666	11,666	11,666	11,666	11,666	11,666	11,666	11,666	11,666	11,666
New - Growth	-	97	290	483	676	869	1,062	1,255	1,448	1,641
Total	11,666	11,763	11,956	12,149	12,342	12,535	12,728	12,921	13,114	13,307

Water Consumption Forecast

2021-2030



- Water consumption forecast based on customer growth and annual average residential water consumption (i.e. 173 m³/year)
- Annual average residential water consumption compares with 2016 Rate Study assumptions of 180 m³/year

Water Volume Forecast (m ³)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Existing	2,656,676	2,656,676	2,656,676	2,656,676	2,656,676	2,656,676	2,656,676	2,656,676	2,656,676	2,656,676
New	-	16,823	50,296	83,770	117,243	150,716	184,189	217,662	251,135	284,608
Total	2,656,676	2,673,500	2,706,973	2,740,446	2,773,919	2,807,392	2,840,865	2,874,338	2,907,812	2,941,285

Wastewater Flows Forecast (m ³)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Existing	2,499,607	2,499,607	2,499,607	2,499,607	2,499,607	2,499,607	2,499,607	2,499,607	2,499,607	2,499,607
New	-	16,823	50,296	83,770	117,243	150,716	184,189	217,662	251,135	284,608
Total	2,499,607	2,516,430	2,549,903	2,583,377	2,616,850	2,650,323	2,683,796	2,717,269	2,750,742	2,784,215

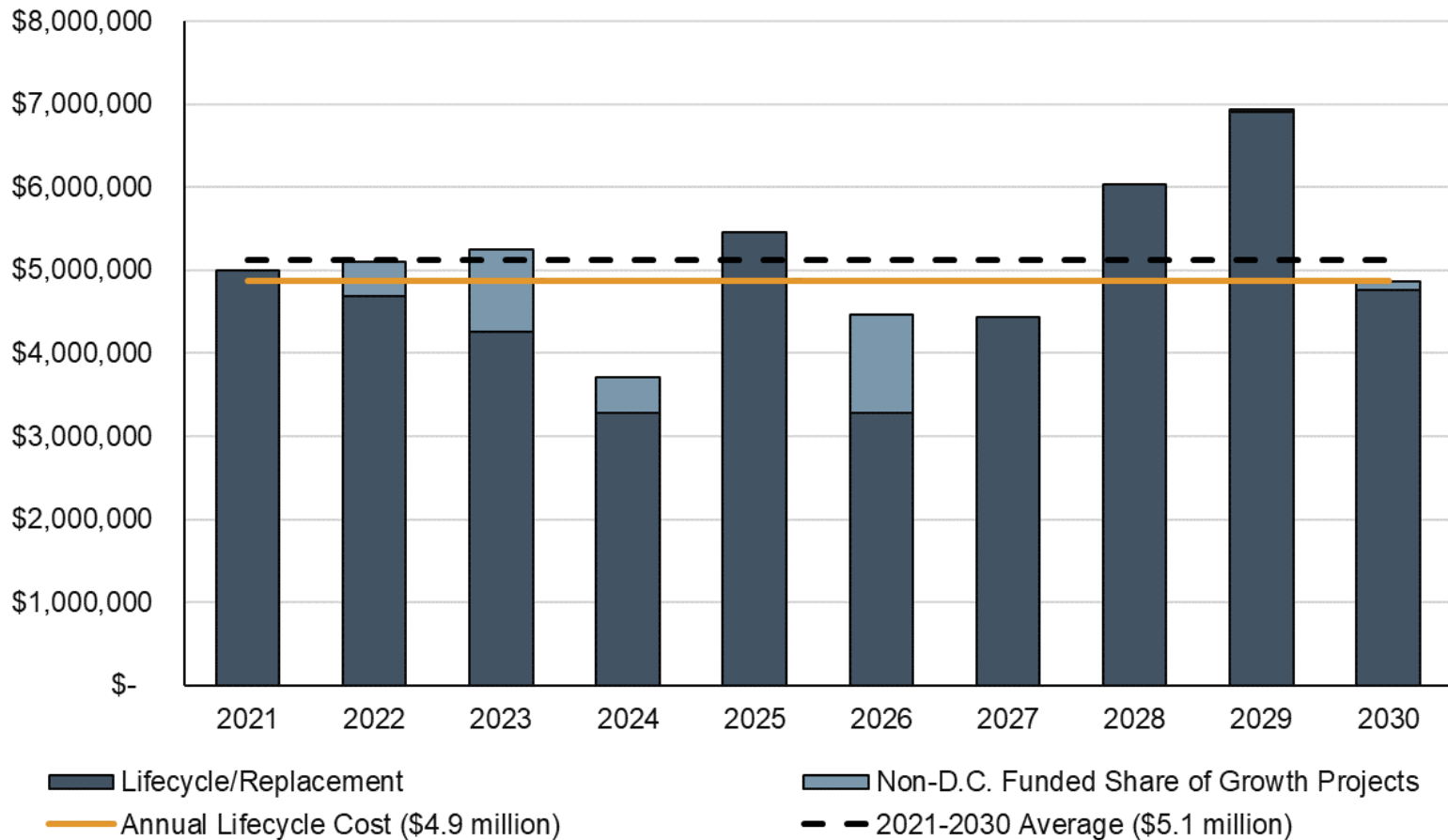
Capital Needs Forecast

2021-2030

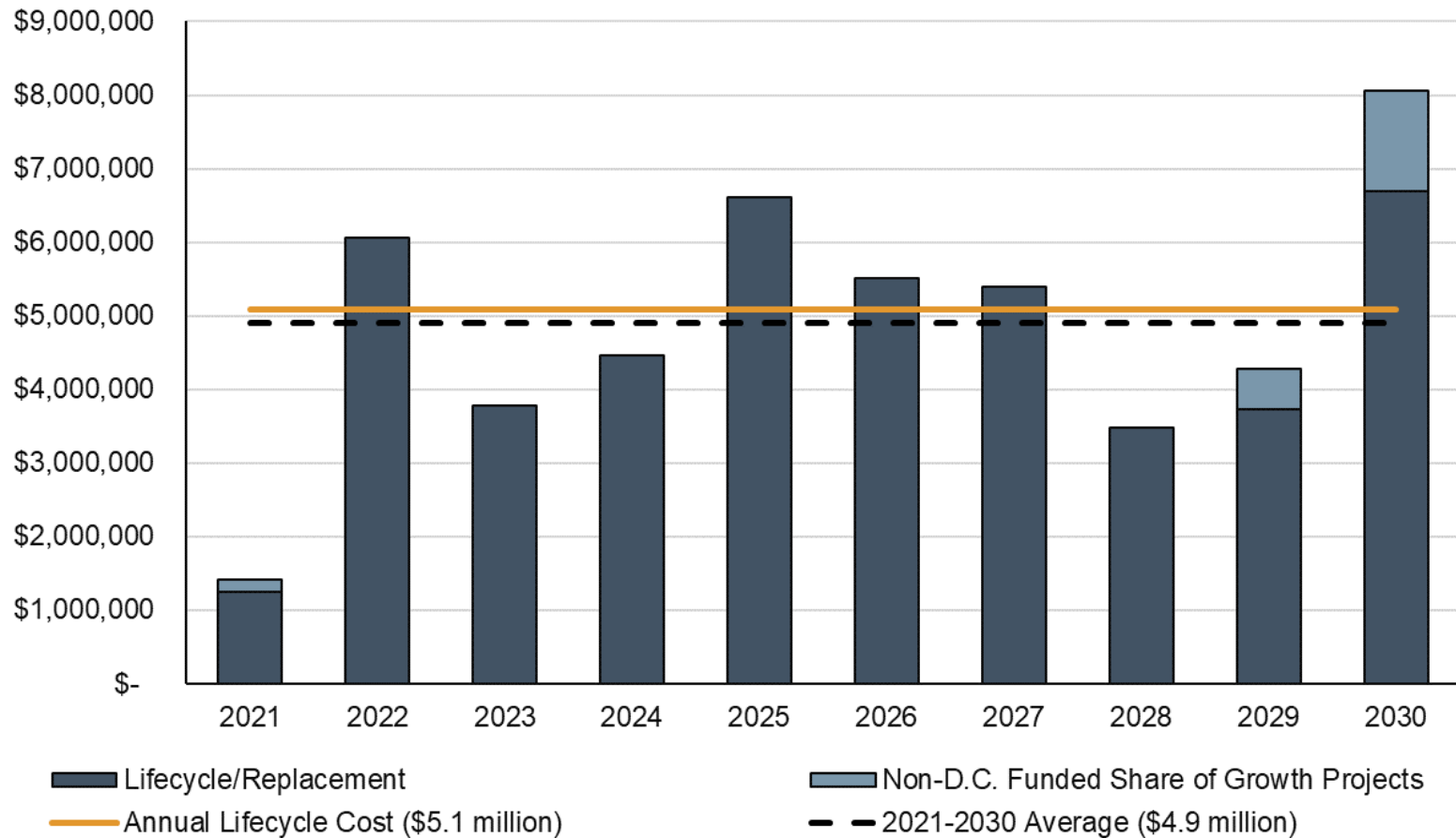


- Capital needs forecast includes:
 - Growth-related capital costs funded through the City's Development Charges By-law
 - Non growth-related capital costs funded through Water and Wastewater Rates, and comprising the benefit to existing cost share of growth-related capital costs and lifecycle capital needs arising from the City's Capital Budget and Asset Management Plan
- Capital needs inflated at historical Statistics Canada capital cost index

Water Non-Growth Capital Needs



Wastewater Non-Growth Capital Needs



Capital Funding Plan

2021-2030



- Capital funding plan established to:
 - Utilizing external debt to dampen rate impacts of capital forecast, while remaining within the City's Debt Capacity Limit (with indexing)
 - Increasing annual capital funding to achieve long-term lifecycle funding consistent with the City's Asset Management Plan
 - Establish a Capital Infrastructure Reserve floor of \$500,000 each for water and wastewater services
- Annual rate-based capital funding over the forecast period, with inflation:
 - Water - \$5.6 million (2021 budget) to \$8.5 million (2030)
 - Wastewater - \$4.3 million (2021 budget) to \$6.4 million (2030)

Operating Budget Forecast

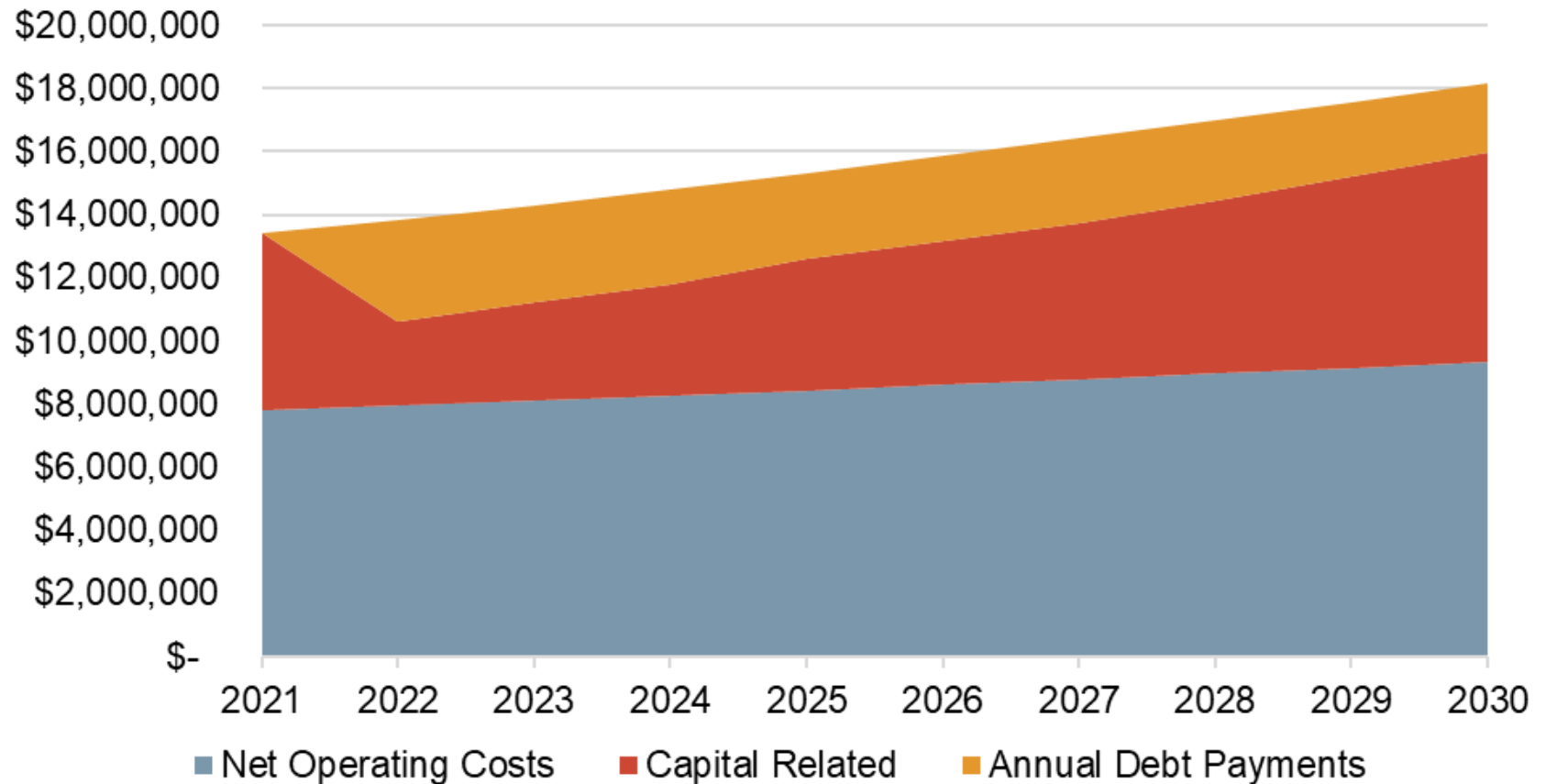
2021-2030



- Water and Wastewater Operating Budget Forecast based on two components:
 - Operating expenditures (i.e. City's 2021 Operating Budget and forecast, plus 2% inflation)
 - Water - \$7.8 million (2021) to \$9.3 million (2030)
 - Wastewater - \$4.8 million (2021) to \$5.7 million (2030)
- Capital-related expenditures (based on capital funding plan)

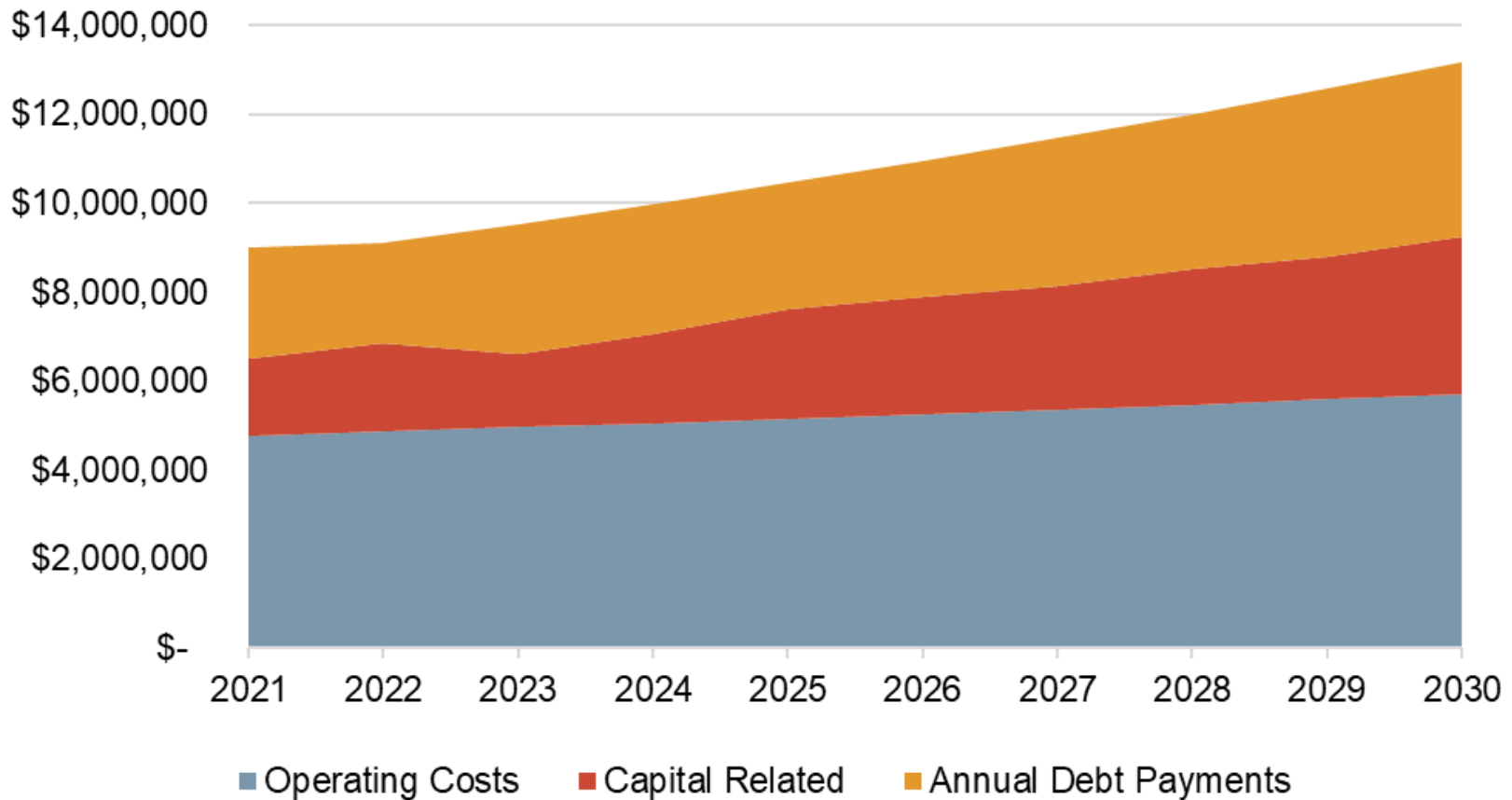
Annual Water Net Operating Expenditures

2021-2030 (Inflated \$)



Annual Wastewater Net Operating Expenditures

2021-2030 (Inflated \$)



Water and Wastewater Rate Scenarios



- Rate Scenarios were developed with City staff to incorporate considerations for long-term lifecycle funding, ratepayer affordability, use of debt, and annual capital spending
- Under each scenario a water and wastewater rate-based reserve fund floor of \$500,000 each has been applied
- Rate scenarios maintained the City's current rate structure, comprising:
 - Monthly Base Charge – targeted to recover the fixed costs associated with capital-related expenditures informed by the City's Asset Management Plan
 - Consumptive Rate per Cubic Meter – targeted to recover the remaining costs of service, which may be more variable in response to service demands

Water and Wastewater Rate Scenarios



- The City's current uniform rate structure was also maintained, as it is preferred to an area-specific rate structure, as the latter would result in financially unsustainable systems and limited financial flexibility

Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Water and Wastewater										
Citywide/Uniform Rate Structure	\$ 1,501	\$ 1,545	\$ 1,590	\$ 1,637	\$ 1,686	\$ 1,735	\$ 1,787	\$ 1,840	\$ 1,895	\$ 1,951
Lindsay	\$ 1,134	\$ 1,188	\$ 1,217	\$ 1,214	\$ 1,267	\$ 1,314	\$ 1,365	\$ 1,419	\$ 1,476	\$ 1,599
Bobcaygeon	\$ 1,438	\$ 1,504	\$ 1,538	\$ 1,538	\$ 1,599	\$ 1,649	\$ 1,703	\$ 1,762	\$ 1,825	\$ 1,953
Omeme	\$ 3,089	\$ 3,117	\$ 3,139	\$ 3,138	\$ 3,160	\$ 3,199	\$ 3,250	\$ 3,291	\$ 3,338	\$ 3,448
Fenelon Falls	\$ 2,138	\$ 2,216	\$ 2,228	\$ 2,228	\$ 2,284	\$ 2,383	\$ 2,459	\$ 2,534	\$ 2,602	\$ 2,747
Mariposa	\$ 3,614	\$ 3,671	\$ 3,694	\$ 3,699	\$ 3,737	\$ 3,806	\$ 3,872	\$ 3,932	\$ 3,993	\$ 4,122
Water Only										
Citywide/Uniform Rate Structure	\$ 865	\$ 885	\$ 905	\$ 926	\$ 947	\$ 969	\$ 992	\$ 1,014	\$ 1,038	\$ 1,062
Woodville	\$ 1,037	\$ 1,050	\$ 1,078	\$ 1,103	\$ 1,139	\$ 1,164	\$ 1,191	\$ 1,222	\$ 1,253	\$ 1,286
Manvers	\$ 1,752	\$ 1,771	\$ 1,802	\$ 1,832	\$ 1,870	\$ 1,900	\$ 1,931	\$ 1,966	\$ 2,002	\$ 2,038
Emily	\$ 2,704	\$ 2,648	\$ 2,641	\$ 2,653	\$ 2,616	\$ 2,632	\$ 2,648	\$ 2,646	\$ 2,644	\$ 2,640
Eldon	\$ 2,583	\$ 2,535	\$ 2,533	\$ 2,549	\$ 2,521	\$ 2,539	\$ 2,559	\$ 2,562	\$ 2,564	\$ 2,566
Fenelon Township	\$ 3,278	\$ 3,274	\$ 3,293	\$ 3,321	\$ 3,329	\$ 3,360	\$ 3,391	\$ 3,416	\$ 3,442	\$ 3,467
Norland	\$ 7,134	\$ 6,900	\$ 6,808	\$ 6,798	\$ 6,577	\$ 6,575	\$ 6,575	\$ 6,494	\$ 6,411	\$ 6,322
Kinmount	\$ 13,887	\$ 13,508	\$ 13,345	\$ 13,326	\$ 12,938	\$ 12,933	\$ 12,933	\$ 12,792	\$ 12,647	\$ 12,491
Wastewater Only										
Citywide/Uniform Rate Structure	\$ 636	\$ 660	\$ 685	\$ 711	\$ 738	\$ 766	\$ 795	\$ 825	\$ 857	\$ 889
Coboconk	\$ 1,404	\$ 1,471	\$ 1,491	\$ 1,473	\$ 1,508	\$ 1,531	\$ 1,563	\$ 1,597	\$ 1,636	\$ 1,739

Water and Wastewater Rate Scenarios



- Rate Scenarios developed and discussed with City staff include:
 - Scenario 1 – Increase in funding to achieve City’s Lifecycle Funding Target by 2030 and no restrictions on the issuance of new debt
 - Scenario 2 – Fund capital program from rates with no additional debt (except for wastewater D.C. and Lindsay WPCP)
 - Scenario 3 – Maintain 2015-2020 (3.0% annually combined)
 - Scenario 4A - Rate increases consistent with historical annual residential water and wastewater bill increases, City’s Debt Limit Policy fixed at \$49.5 million, resulting in deferred annual capital spending
 - Scenario 4B – Rate increases consistent with historical annual residential water and wastewater bill increases, City’s Debt Limit Policy indexed (\$69.4 million), resulting in additional debt issuance

Water and Wastewater Rate Scenarios



- Rate Scenarios (cont'd):
 - Scenario 5A – City's Debt Limit Policy fixed at \$49.5 million, resulting in bill increases greater than historic averages (i.e. no deferred capital spending)
 - Scenario 5B – City's Debt Limit Policy indexed (\$69.4 million), resulting in bill increases lower than historic averages due to increased debt issuance

Rate Forecast for Recommended Scenario (i.e. Scenario 4B)



Water Rate Forecast

Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Charge by Meter Size										
5/8" - 3/4"	\$ 31.58	\$ 32.05	\$ 32.53	\$ 33.02	\$ 33.52	\$ 34.02	\$ 34.53	\$ 35.05	\$ 35.57	\$ 36.11
1"	\$ 41.09	\$ 41.71	\$ 42.33	\$ 42.97	\$ 43.61	\$ 44.27	\$ 44.93	\$ 45.60	\$ 46.29	\$ 46.98
1 1/2"	\$ 52.83	\$ 53.62	\$ 54.43	\$ 55.24	\$ 56.07	\$ 56.91	\$ 57.77	\$ 58.63	\$ 59.51	\$ 60.41
2"	\$ 85.10	\$ 86.38	\$ 87.67	\$ 88.99	\$ 90.32	\$ 91.68	\$ 93.05	\$ 94.45	\$ 95.87	\$ 97.30
3"	\$ 322.81	\$ 327.65	\$ 332.57	\$ 337.56	\$ 342.62	\$ 347.76	\$ 352.98	\$ 358.27	\$ 363.65	\$ 369.10
4"	\$ 410.84	\$ 417.00	\$ 423.26	\$ 429.61	\$ 436.05	\$ 442.59	\$ 449.23	\$ 455.97	\$ 462.81	\$ 469.76
6"	\$ 616.23	\$ 625.47	\$ 634.86	\$ 644.38	\$ 654.05	\$ 663.86	\$ 673.82	\$ 683.93	\$ 694.19	\$ 704.60
8"	\$ 850.98	\$ 863.75	\$ 876.70	\$ 889.85	\$ 903.20	\$ 916.75	\$ 930.50	\$ 944.46	\$ 958.63	\$ 973.01
Annual Percentage Change		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Consumptive Rate (per m³)										
Constant Rate per m ³	\$ 2.80	\$ 2.88	\$ 2.96	\$ 3.05	\$ 3.14	\$ 3.23	\$ 3.32	\$ 3.42	\$ 3.52	\$ 3.62
Annual Percentage Change		2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%

Wastewater Rate Forecast

Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Charge by Meter Size										
5/8" - 3/4"	\$ 31.02	\$ 32.10	\$ 33.22	\$ 34.38	\$ 35.58	\$ 36.83	\$ 38.11	\$ 39.44	\$ 40.82	\$ 42.24
1"	\$ 41.14	\$ 42.58	\$ 44.06	\$ 45.60	\$ 47.19	\$ 48.84	\$ 50.54	\$ 52.31	\$ 54.13	\$ 56.02
1 1/2"	\$ 54.46	\$ 56.36	\$ 58.33	\$ 60.36	\$ 62.47	\$ 64.65	\$ 66.91	\$ 69.24	\$ 71.66	\$ 74.16
2"	\$ 87.72	\$ 90.78	\$ 93.95	\$ 97.23	\$ 100.62	\$ 104.14	\$ 107.77	\$ 111.53	\$ 115.43	\$ 119.46
3"	\$ 332.73	\$ 344.34	\$ 356.36	\$ 368.80	\$ 381.68	\$ 395.00	\$ 408.79	\$ 423.06	\$ 437.83	\$ 453.11
4"	\$ 423.48	\$ 438.26	\$ 453.56	\$ 469.39	\$ 485.78	\$ 502.73	\$ 520.28	\$ 538.44	\$ 557.24	\$ 576.69
6"	\$ 635.73	\$ 657.92	\$ 680.89	\$ 704.65	\$ 729.25	\$ 754.71	\$ 781.05	\$ 808.32	\$ 836.53	\$ 865.73
8"	\$ 877.13	\$ 907.75	\$ 939.43	\$ 972.23	\$ 1,006.16	\$ 1,041.29	\$ 1,077.63	\$ 1,115.25	\$ 1,154.18	\$ 1,194.47
Annual Percentage Change		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Consumptive Rate (per m³)										
Constant Rate per m ³	\$ 1.52	\$ 1.58	\$ 1.63	\$ 1.70	\$ 1.76	\$ 1.82	\$ 1.89	\$ 1.96	\$ 2.03	\$ 2.11
Annual Percentage Change		3.7%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%

Forecast Annual Bill for Average Residential Customer (173 m³ consumption and ¾” or 5/8” meter)



Water Rate Summary

Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$31.58	\$32.05	\$32.53	\$33.02	\$33.52	\$34.02	\$34.53	\$35.05	\$35.57	\$36.11
Constant Rate	\$2.80	\$2.88	\$2.96	\$3.05	\$3.14	\$3.23	\$3.32	\$3.42	\$3.52	\$3.62
Annual Base Rate Bill	\$379	\$385	\$390	\$396	\$402	\$408	\$414	\$421	\$427	\$433
Volume	173	173	173	173	173	173	173	173	173	173
Annual Volume Bill	\$486	\$500	\$514	\$529	\$545	\$560	\$576	\$593	\$610	\$627
Total Annual Bill	\$865	\$884	\$905	\$925	\$947	\$969	\$991	\$1,014	\$1,037	\$1,061
%Increase - Base Rate	1.3%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
%Increase - Volume Rate	3.0%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%
%Increase - Total Annual Bill	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%
Increase \$/year	\$19.28	\$19.72	\$20.35	\$20.81	\$21.29	\$21.78	\$22.28	\$22.80	\$23.32	\$23.86

Wastewater Rate Summary

Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$31.02	\$32.10	\$33.22	\$34.38	\$35.58	\$36.83	\$38.11	\$39.44	\$40.82	\$42.24
Constant Rate	\$1.52	\$1.58	\$1.63	\$1.70	\$1.76	\$1.82	\$1.89	\$1.96	\$2.03	\$2.11
Annual Base Rate Bill	\$372	\$385	\$399	\$413	\$427	\$442	\$457	\$473	\$490	\$507
Volume	173	173	173	173	173	173	173	173	173	173
Annual Volume Bill	\$264	\$273	\$283	\$294	\$305	\$316	\$328	\$340	\$353	\$366
Total Annual Bill	\$636	\$659	\$682	\$707	\$732	\$758	\$785	\$813	\$842	\$873
%Increase - Base Rate	3.9%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
%Increase - Volume Rate	4.1%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%	3.7%
%Increase - Total Annual Bill	4.0%	3.6%	3.6%	3.6%	3.6%	3.6%	3.6%	3.6%	3.6%	3.6%
Increase \$/year	\$24.22	\$22.75	\$23.56	\$24.41	\$25.28	\$26.19	\$27.12	\$28.09	\$29.10	\$30.14

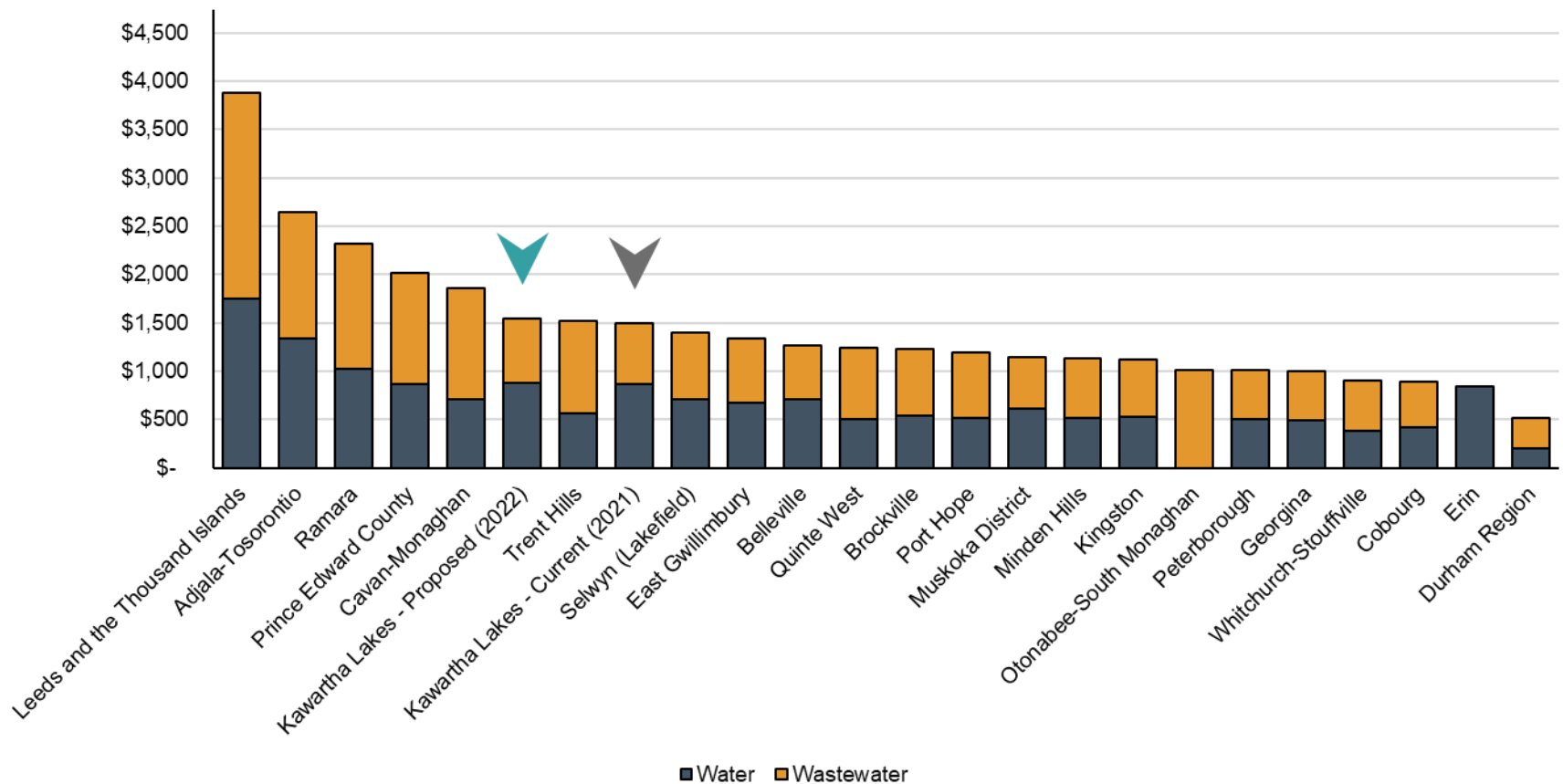
Water and Wastewater Rate Summary

Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Total Annual Bill	\$1,500	\$1,543	\$1,587	\$1,632	\$1,679	\$1,727	\$1,776	\$1,827	\$1,879	\$1,933
%Increase - Total Annual Bill	3.0%	2.8%	2.8%	2.8%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%
Increase \$/year	\$43.50	\$42.47	\$43.91	\$45.22	\$46.57	\$47.97	\$49.41	\$50.89	\$52.42	\$54.00



Municipal Comparison - Residential

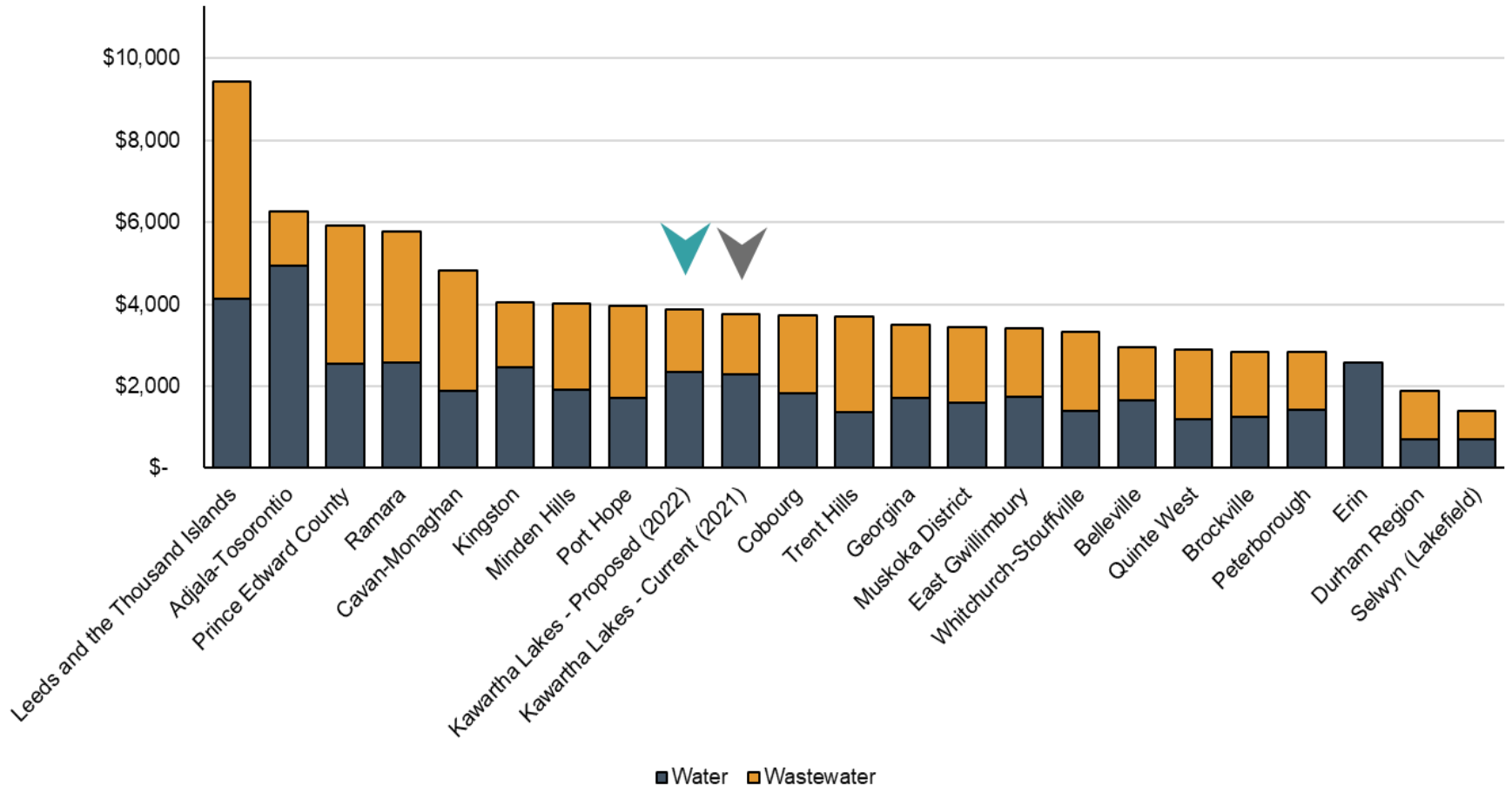
Survey of Annual Residential Water and Wastewater Bill (based on 173 m³ consumption and ¾" or 5/8" meter)





Municipal Comparison – Non-Residential

Survey of Annual Non-Residential Water and Wastewater Bill
Based on 640 m³ Consumption on 1" Meter



Water and Wastewater Report

Recommendations



1. That Council provide for annual indexing of the City's self-imposed debt limit;
2. That Council maintain the rate structure and policy of imposing uniform water and wastewater rates across service areas;
3. That Council provide for the recovery of all water and wastewater costs through full cost recovery rates;
4. That Council approve the 2021 Water and Wastewater Rate Study and the rates provided in Chapter 6 and direct staff to review rate study in five years; and
5. That Council approve the Water Financial Plan and direct staff to submit the Plan and Council resolutions approving the Plan to the Province to maintain the City's Municipal Drinking Water Licence.

Committee of the Whole Report

Report Number: CA2021-002

Meeting Date: March 9, 2021

Title: Water-Wastewater Rate Study

Description: This report brings forward the Water-Wastewater Rate Study, and the Water Financial Plan appended thereto, for Council's approval in accordance with Ontario Regulation 453/07 under the Safe Drinking Water Act.

Author and Title: Adam Found, Manager of Corporate Assets

Recommendation(s):

That Report CA2021-002, **Water-Wastewater Rate Study**, be received;

That the Water-Wastewater Rate Study, including the Water Financial Plan appended thereto, prepared by Watson and Associates and attached as Appendix A to Report CA2021-002, be adopted;

That the Water-Wastewater Division forward the Water Financial Plan to the Ministry of Environment, Conservation and Parks in accordance with the requirements of Ontario Regulation 453/07;

That the preparation of future plans and budgets, as well as the setting of future water and wastewater user rates, be guided by the Water-Wastewater Rate Study;

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City owns 21 drinking water systems, each of which requires a license pursuant to Ontario Regulation 453/07 under the Safe Drinking Water Act.¹ All 21 licenses are on the same 5-year cycle; they are set to expire on July 25, 2021. In order to renew the drinking water licenses in accordance with Ontario Regulation 453/07 and continue lawful provision of drinking water, the City must approve and submit to the Ministry of the Environment, Conservation and Parks (hereinafter, "Ministry of Environment") a Water Financial Plan by April 30, 2021. Providing the foundation for such a plan is the Water-Wastewater Rate Study, attached hereto as Appendix A. The City retained Watson and Associates Economists to prepare both documents. The purpose of this report is to facilitate Council's approval of the Water-Wastewater Rate Study, inclusive of the Water Financial Plan appended thereto.

Rationale:

As noted in the Water-Wastewater Rate Study, significant regulatory changes to the water-wastewater industry were enacted by the Province of Ontario in response to the Walkerton water crisis of 2000 and the resulting Walkerton Commission. Within that context and using a 10-year planning horizon (2021-2030), the Water-Wastewater Rate Study is designed to provide the City with a guiding framework for the long-term financial planning of the City's water and wastewater systems. The study accomplishes this objective by taking the following general steps:

1. Forecast customer demand and long-term operating and capital needs based on regulatory requirements and asset management best practices.
2. Optimize the mix of available revenue tools, and ensure user rate structures reflect corresponding cost structures.
3. Develop an optimized forecast of user rates based on industry best practices and prudent financial planning, having consideration for long-term sustainability, stability and affordability.

Key to achieving long-term sustainability, stability and affordability of the City's water and wastewater systems are:

¹ As of time of writing, there is no corresponding regulatory requirement for storm water or sewage systems.

1. Compliance with regulatory requirements, particularly water and effluent quality standards.
2. Exploration and implementation of operational efficiencies and innovative ways of doing business.
3. Appropriate contributions to and reliance on reserves to balance operating and capital needs, provide for adequate contingency and stabilize user rate increases.
4. Appropriate reliance on debt to smooth out lumpy capital costs over time and promote stabilization of user rate increases.
5. Adequate and timely capital investment to meet regulatory requirements and the needs of growth, address service deficiencies and minimize long-term capital and operating costs.
6. Encouragement of financially sustainable customer base growth so as to realize greater economies of scale.
7. Adoption of a user rate structure reflective of cost structure, the principle of full-cost recovery and system-specific affordability considerations.
8. Commitment to prudent, affordable and reasonably predictable user rate increases.

The Water-Wastewater Rate Study provides the basis for the Water Financial Plan, the latter study being a requirement for obtaining or renewing a drinking water license pursuant to Ontario Regulation 453/07 under the Safe Drinking Water Act. In short, the Water Financial Plan converts the findings of the Water-Wastewater Rate Study into the technical reports prescribed by Ontario Regulation 453/07.

The City's 21 drinking water licenses will expire on July 25, 2021. The Water Financial Plan must be approved by Council and submitted to the Ministry of Environment by April 30, 2021 in order for the City to renew its drinking water licenses and continue providing water services lawfully. The deadline for submitting the Water Financial Plan is normally six months in advance of water license expiration, in this case January 25, 2021, however the Ministry of Environment extended that deadline to April 30, 2021 in recognition of the impact of the COVID-19 pandemic on the City.

Other Alternatives Considered:

The general approach taken by the Water-Wastewater Rate Study is premised on the following key strategies:

1. Index the water-wastewater debt limit so that it keeps pace with capital cost inflation and thereby continues to provide for effective user rate stabilization.
2. Avoid deferral of capital projects required to keep water and wastewater systems compliant with regulations and in an acceptable state of repair.
3. Maintain water-wastewater user rate increases at approximately 3% per year, the historical trend, so that user rates remain affordable and predictable.

Various alternative approaches to the study were considered, these being Scenarios 1, 2, 3, 4A, 4B, 5A and 5B identified in chapter 6 of the study. Scenario 4B is the approach recommended by Watson and staff, and hence that on which the study is based. Forecasts emanating from the study will be incorporated into the City's forthcoming updated long-term financial plan.

Alignment to Strategic Priorities:

The recommendations of this report support responsible financial and asset management, and hence align with the strategic priority of "Good Government" identified in the City's 2020-2023 Strategic Plan.

Financial/Operation Impacts:

Relevant financial impacts are outlined in the Water-Wastewater Rate Study.

Consultations:

Watson and Associates Economists Limited

Supervisor, Water-Wastewater Operations

Manager, Revenue and Taxation

City Treasurer

Director, Corporate Services

Attachments:

Appendix A: Water-Wastewater Rate Study



Water-Wastewater
Rate Study.pdf

Department Head email: jrojas@kawarthalakes.ca

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

2021 Long Range Financial Plan Update

Committee of the Whole

March 9, 2021

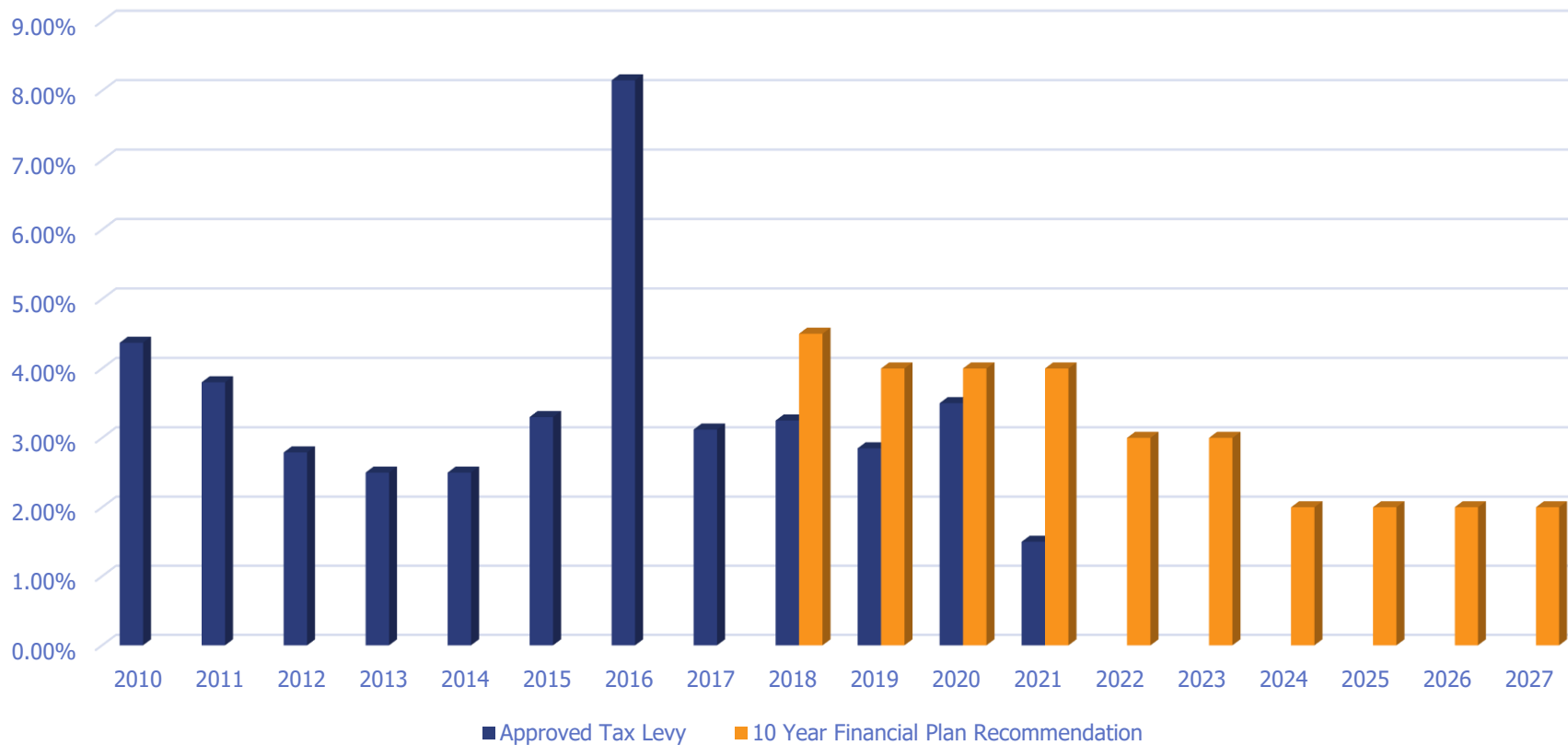
Agenda

- 10 Year Financial Plan 2018-2027
 - Report Card
 - Lessons Learned
- 2021 Long Range Financial Plan
 - Proposed content
 - Timeline / Next Steps

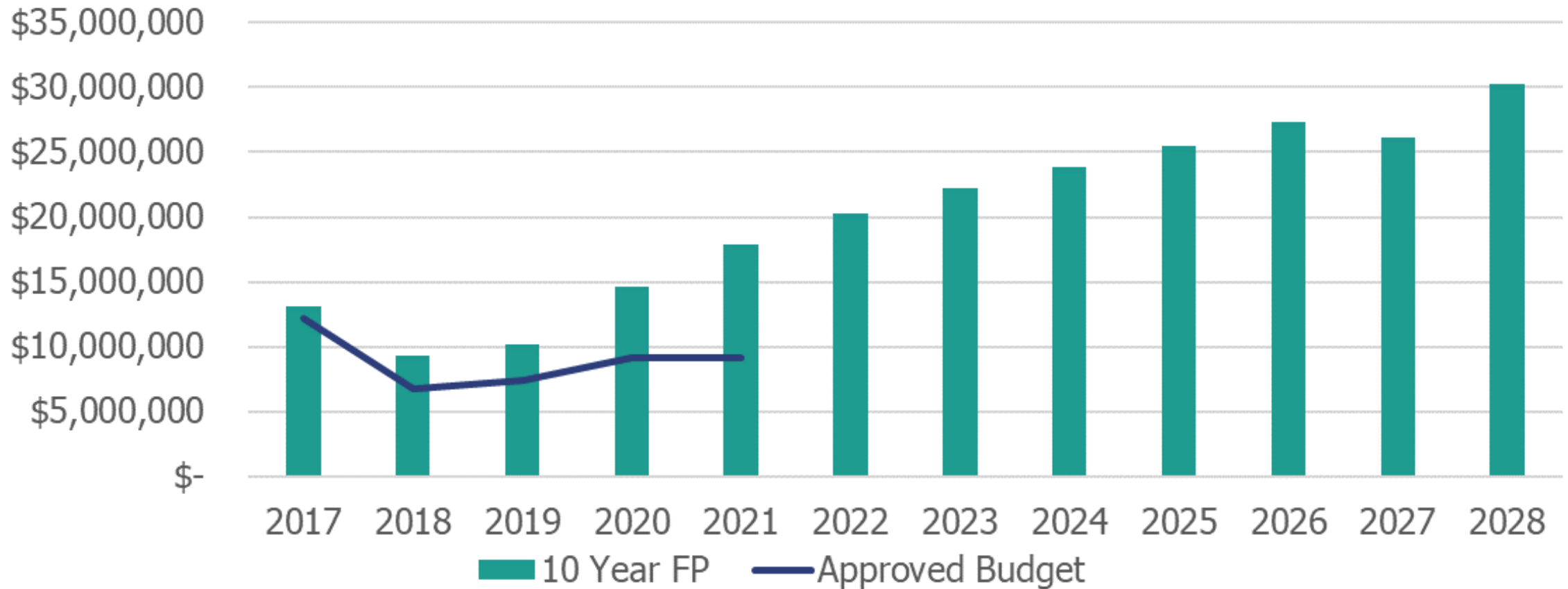
10 Year Financial Plan

- 10 Year Financial Plan 2017 to 2028 was adopted by Council July 11, 2017
- Designed to implement the 2017 Asset Management Plan (AMP)
- Recognized the need to be adaptable to changing legislative, financial and other circumstances relevant to the municipal sector
- June 2018, the plan was amended

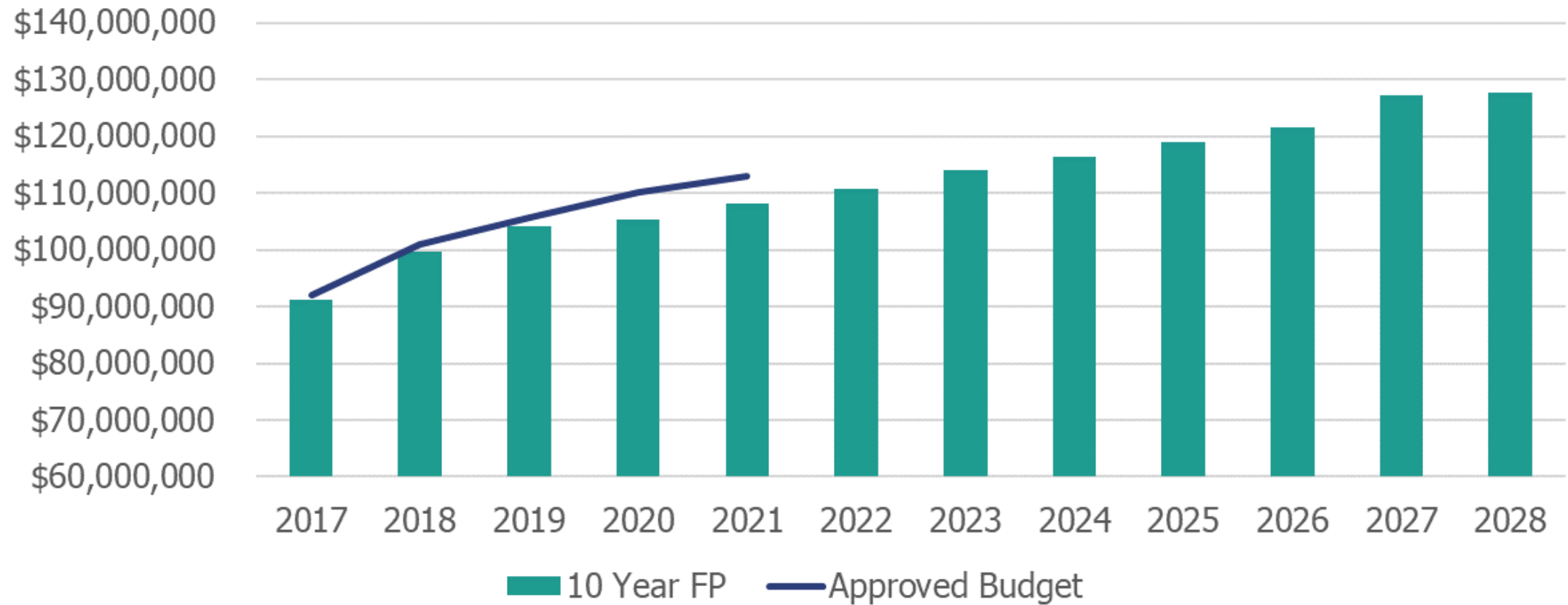
10 Year Financial Plan – Proposed Tax Levy Increases



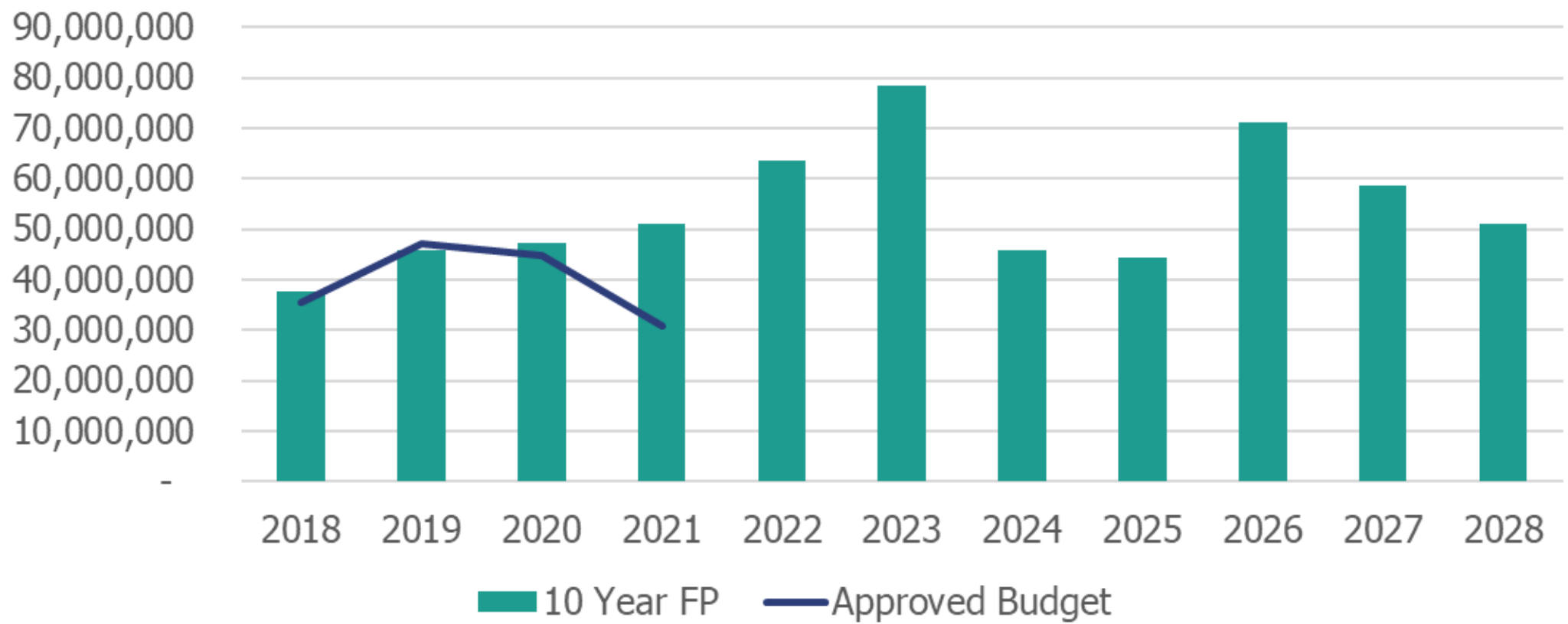
10 Year Financial Plan – Tax Supported Capital Funding



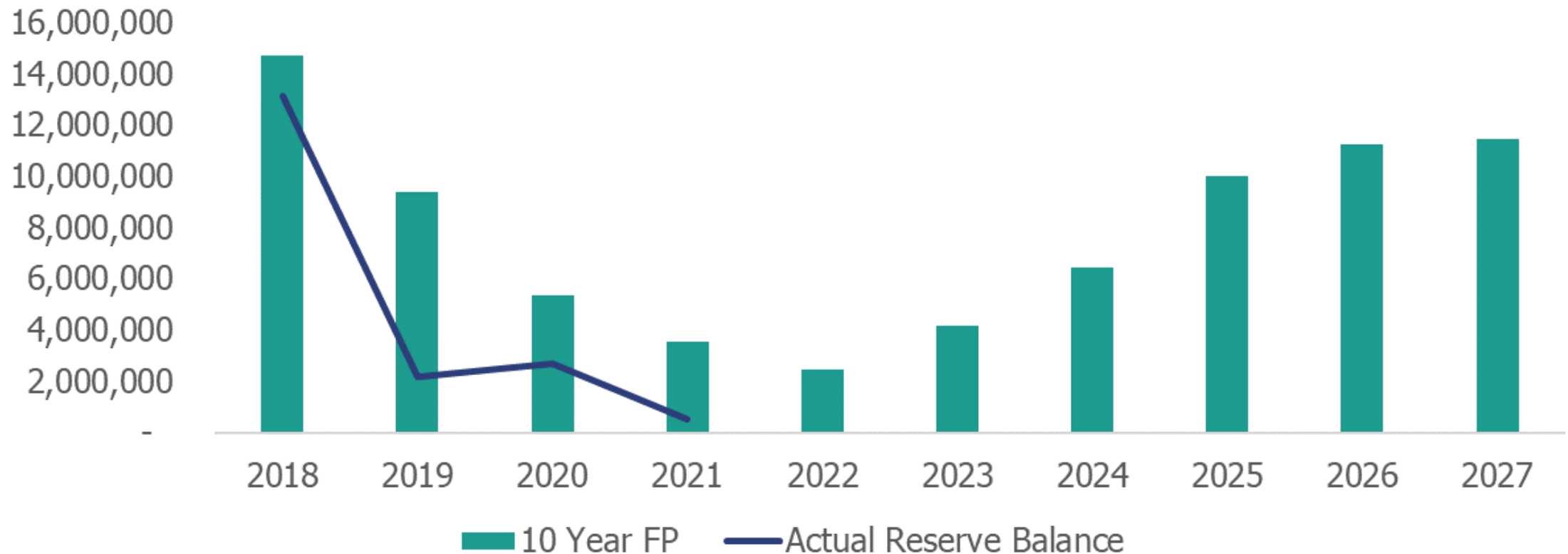
10 Year Financial Plan – Operating



10 Year Financial Plan – Capital Program



10 Year Financial Plan – Capital Reserve Balance



10 Year Financial Plan – Lessons Learned

- Excessive and fluctuating annual tax levy increases are not palatable
- Primarily focused on tax supported capital
- Operating budget pressures are driving the tax levy increase
- Need consideration / flexibility for unplanned priorities

Long Range Financial Plan Update

Long Range Financial Plan

Operating
Forecast

Capital
Forecast

Revenue
Strategy

People
Strategy

Reserve
Strategy

Debt
Strategy

LRFP – Operating Forecast

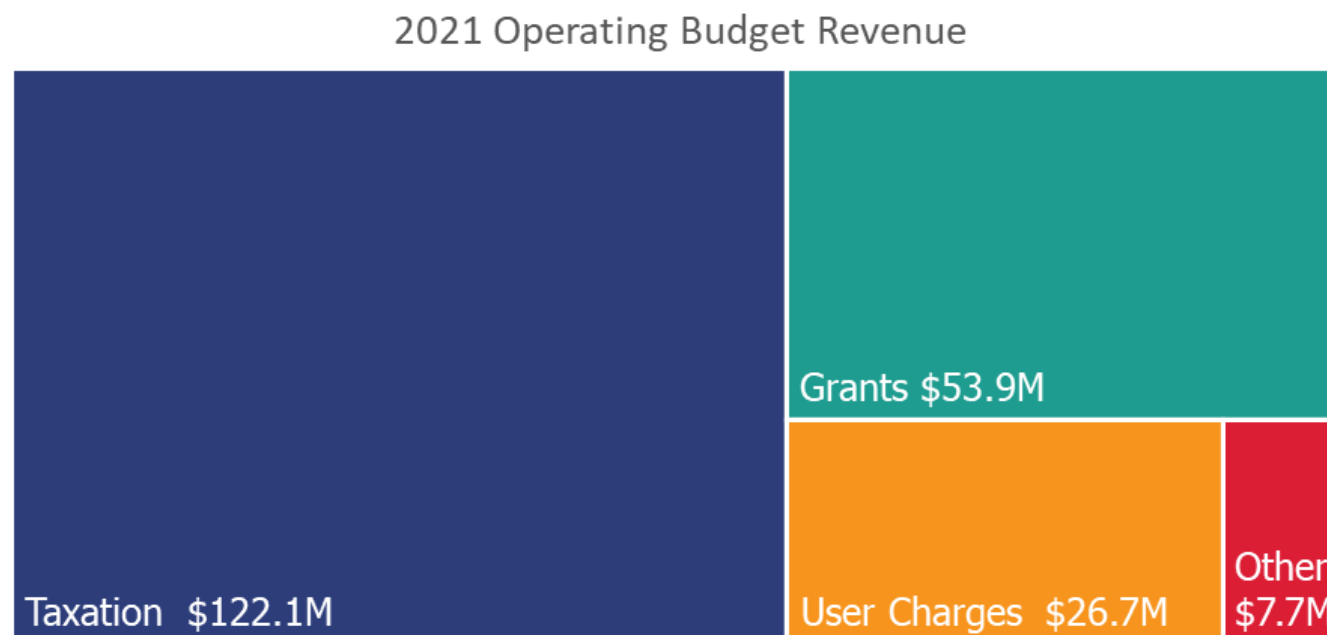
- Forecast will consider:
 - Known contractual obligations
 - Historic experience
 - Growth
 - Capital induced costs
- Assume a 3% annual tax levy increase

LRFP – Capital Forecast

- Forecast will consider:
 - Asset Management Plan
 - Development Charge Background Study
 - Master Plans
 - KLHHC long term plan
- Also included in the 3% annual tax levy increase

LRFP – Revenue Strategy

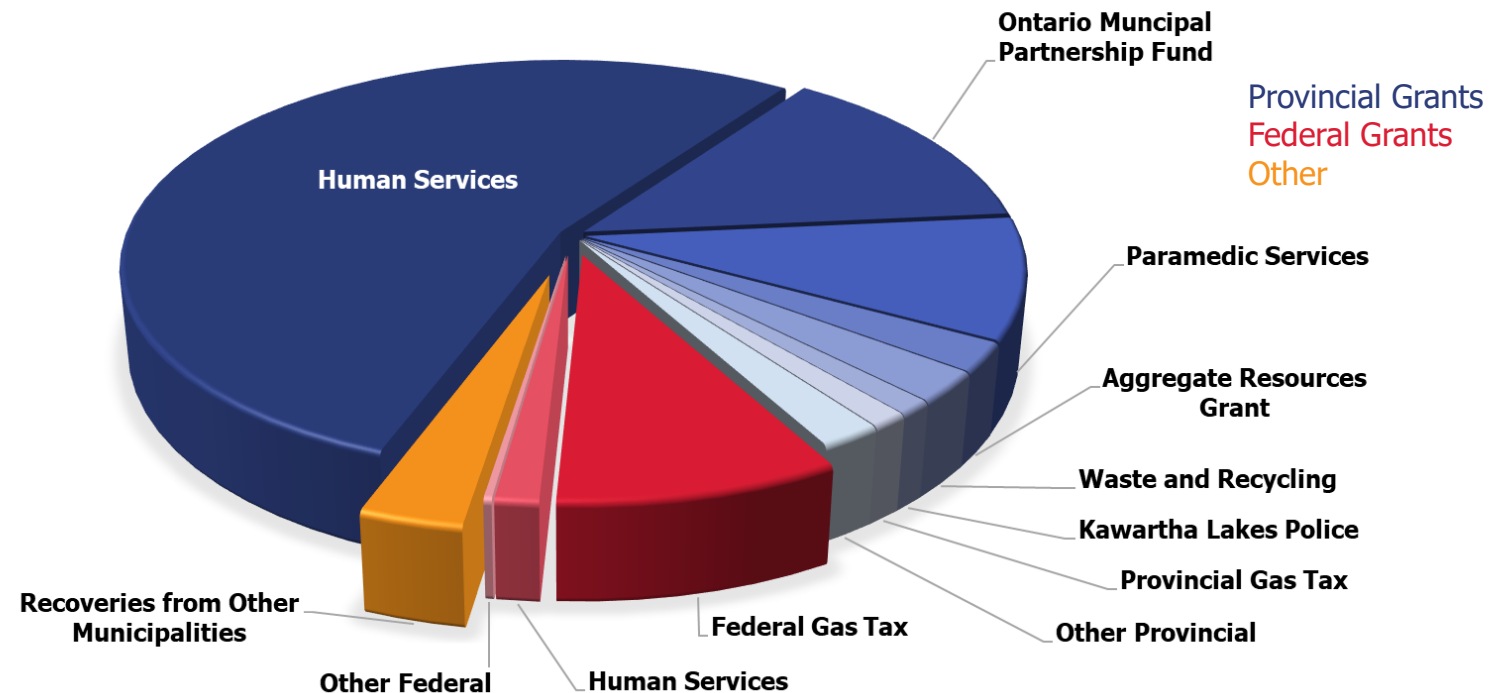
- Approximately 40% of the City's revenue comes from non-tax sources
- Revenue strategy will focus on Grant and User Charge revenue



LRFP – Revenue Strategy

Grant strategy will consider:

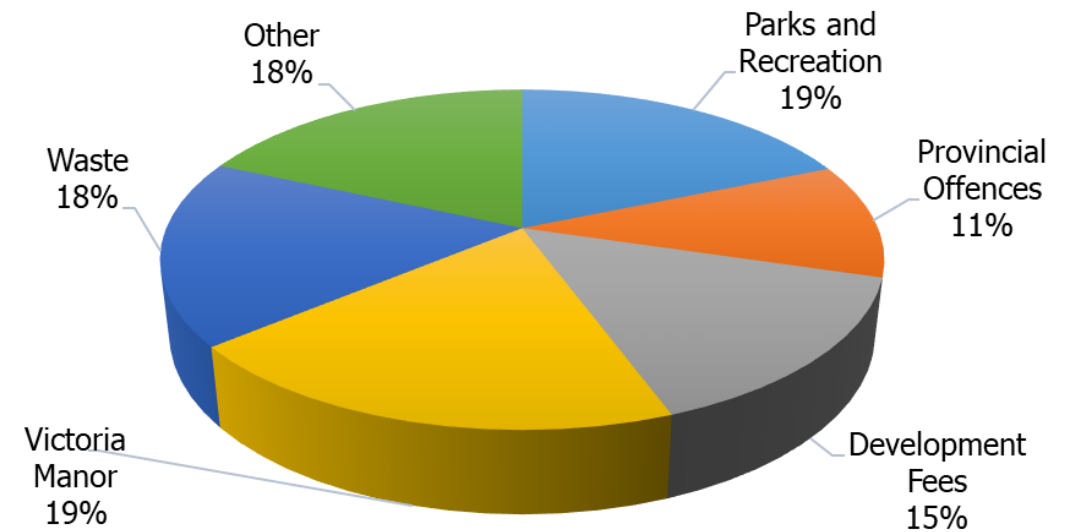
- major grants
- purpose
- stability
- impact if eliminated



LRFP – Revenue Strategy

Revenue Strategy will consider:

- cost recovery / subsidy
- market comparison
- other opportunities



LRFP – People Strategy

- Salaries and benefits are a significant portion of the Operating Budget
- Difficult to predict new staffing requirements over a 10 year period
- Operating Forecast will include a provision for new staff each year, rather than for identified specific positions
- People Strategy will focus on **why**, **when** and **how** new staff are hired

LRFP – People Strategy - **Why?**

Legislative

- downloading of services
- new or changing legislation

Growth

- new property owners place an increased demand on existing services

Service Level Changes

- addition of new facilities
- Council direction to increase/change level of service

LRFP – People Strategy - **When?**

- Forecasting new staffing requirements for known Legislative and Service level changes is relatively easy
- New staffing required for Growth can be challenging as Departments/Divisions are impacted differently during the stages of growth; and by the quantum of growth

LRFP – People Strategy - **When?**

Pre-Construction



Engineering
Planning
Legal

Construction



Building
By-laws
Fire
Paramedics
Police

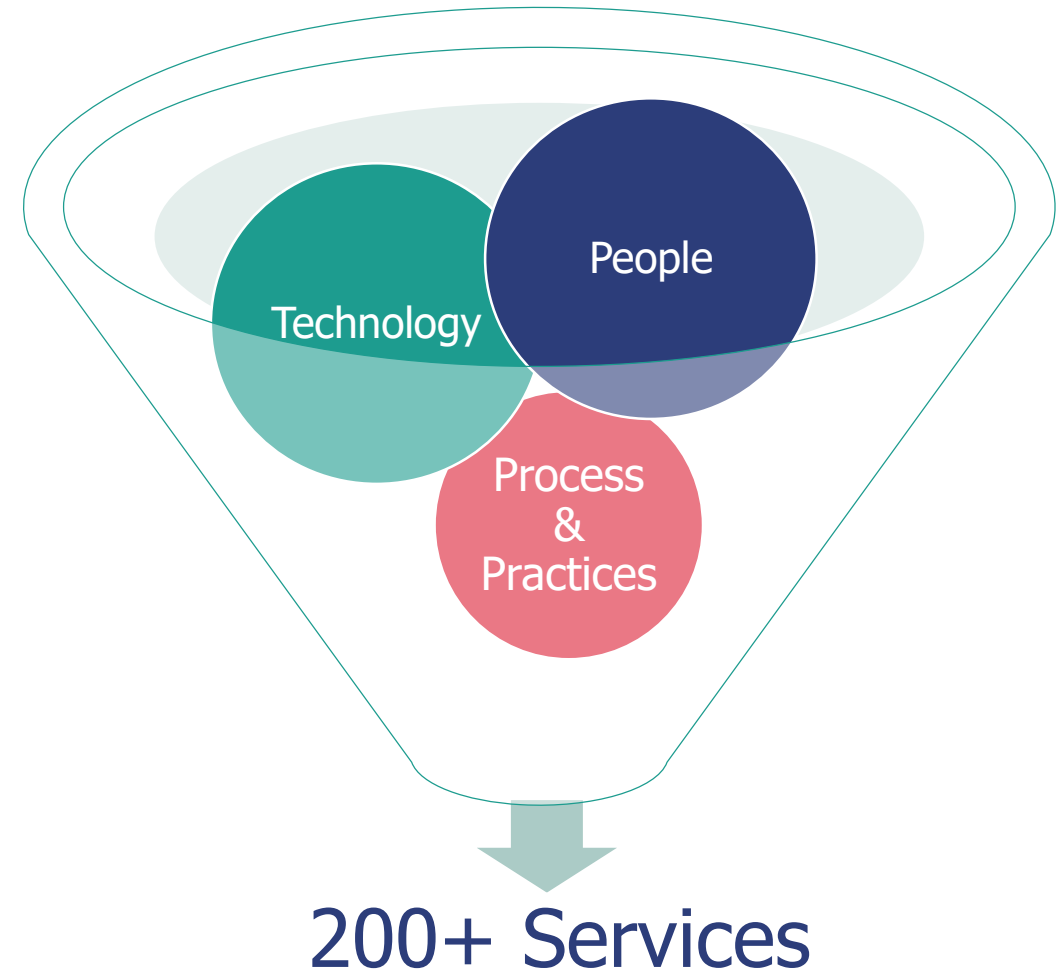
Occupancy



Public Works
Parks and Recreation
Library
Revenue and Taxation
Customer Services

LRFP – People Strategy – How?

- The “easy button” to delivering the City’s 200+ Services is to hire additional staff
- Prior to adding new staff, a review of the service should be considered:
 - Could technology or tools make the delivery of this service more efficient?
 - Would a process change positively impact the delivery of this service?



LRFP – Reserve Strategy

- The City has approximately \$49 million in 62 different reserves
- The Reserve Strategy will consider:
 - the purpose of each reserve;
 - how funds are replenished;
 - establishing a min/max balance as appropriate
 - establishing new reserves for stabilization purposes (ie winter control, insurance, WSIB)
- This strategy will better inform the LRFP and annual budgeting

LRFP – Debt Strategy

- The Province establishes the City's annual debt repayment limit
- Council has established a self imposed debt limit
 - Tax Levy debt limit \$25 million
 - Water and Wastewater debt limit \$49.5 million
- To date, debt over and above this limit has been approved on a project by project basis
 - Total debt at end of 2020 is \$135.5 million

LRFP – Debt Strategy

- Debt strategy will consider:
 - debt capacity;
 - use of debt;
 - Allocation of debt across disciplines (ie. Tax supported, DC supported, KLHHC)



LRFP – Next Steps

- First draft of the Operating and Capital forecast has been completed
- Four Strategies (Revenue, People, Reserves and Debt) are anticipated to be complete by end of March
- Draft LRFP anticipated to be presented to Council in June

Committee of the Whole Report

Report Number:	RS2021-016
Meeting Date:	March 9, 2021
Title:	Proposed Amendments to Dock Encroachment Policy CP2018-001 – Update
Description:	Updated Proposed Amendments to Address Council's Concerns and Suggestions Regarding a Proactive Approach to Licensing Docks and Boathouses Within the City of Kawartha Lakes
Author and Title:	Sharri Dyer, Manager – Realty Services

Recommendations:

That Report RS2021-016, **Proposed Amendments to Dock Encroachment Policy CP2018-001 – Update**, be received;

That staff be directed to obtain public input on the proposed draft policy amendments and report back to Council by the end of Q3; and

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Committee of the Whole Meeting of February 9, 2021 Council adopted the following recommendation:

CW2021-036

Moved By Councillor Dunn

Seconded By Councillor Yeo

That Report RS2021-004, Proposed Amendments to the Dock Encroachment Policy CP2018-001, be received;

That the proposed amendments to the Dock Encroachment Policy CP2018-001 be referred to staff for revision and report back at the March 9, 2021 Committee of the Whole Meeting based on comments received from Council; and

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

Carried

This report addresses that direction.

At the meeting of February 9, 2021, Council noted concerns with some of the proposed amendments to the Dock Encroachment Policy CP2018-001 as outlined in Report RS2021-004. Staff have reviewed the concerns and comments expressed by Council and have updated the proposed amendments to address those concerns.

Rationale:

The following proposed amendments were noted as areas of concern and have now been addressed in the Updated Proposed Amendments to Dock Encroachment Policy CP2018-001 (clean copy attached as Appendix A).

Requirement for 10 Metre Spacing Between Structures

Council felt that 10 metres (33 feet) spacing between structures was too great a distance. Accordingly, staff have updated the proposed amendments to include a general guideline for 2 metres (6 feet) spacing between structures for public safety.

While Council had indicated that potentially no spacing should be required by the Policy, Realty Services have received notification in the past of “dock hopping” wherein residents will jump from dock to dock in areas where the docks are close together. Further, there have been complaints where docks are located without spacing of one dock owner encroaching onto the other’s space. Accordingly, in order to avoid liability associated with potential injuries incurred from “dock hopping” and to limit the ability of dock owners to encroach on another’s space, staff is proposing 2 metres of spacing be required between each structure.

Dock and Boathouse License Fees

The original proposed amendments outlined in RS2021-004 set out an increase to the License Fees to \$400.00 annually for docks and \$250.00-\$1,000.00 annually for boathouses (depending on the number of walls the boathouse consists of). Council felt that an increase to the dock fees was not warranted at this time, given that most of the current Licensees (in Thurstonia and Kenstone) saw an increase when their docks came under the licensing system. However, Council did note that a more moderate increase for boathouses may be appropriate, and suggested \$400 annually.

Accordingly, the updated proposed amendments note that the License Fee for docks will remain at \$150.00 per year (increased annually by the Cost of Living Index), with the fee associated with boathouses increasing to \$400.00 per year (increased annually by the Cost of Living Index). The fee for boathouses is now proposed to be a set price, regardless of the number of walls the structure consists of. A structure will be considered a boathouse if it is made up of any number of solid walls and a roof, or no solid walls and a roof (i.e. posts and a roof).

Backlot Owners

The previous proposed amendments set out that backlot owners (property owners who are not located directly on a shoreline road allowance) would not be approved for License Agreements. This amendment was noted as a concern given the number of structures that would be affected adjacent to Hazel Street, Thurstonia, once that area came up for license renewal. Although it was noted that this amendment would affect docking along Cedar Glen Road when this area came up for proactive licensing, comments at Council indicated that overcrowding was a concern in this area.

This concern was reviewed by Realty Services, but remains a condition within the updated proposed amendments. By not allowing structures to be installed by backlot owners, it will allow open space areas that will be available for any resident to use to access the water. Further, given that most areas do not have enough space for all

backlot owners to install a dock, not allowing new structures for backlot owners will prevent the view of favouritism (allowing some backlot owners and not others to have dock space).

Termination of License Agreement due to Violence or Harassment

The final area of concern noted by Council was related to the proposed amendment that indicated an applicant or Licensee would have their approval/License Agreement terminated if they engaged in behaviour that would be considered contrary to the City of Kawartha Lakes Management Directive MD2016-013 "Workplace Violence and Harassment".

This proposed amendment has not been removed from the updated proposed amendments, but has been expanded to clarify the process for termination as per this clause. This clause is only intended to be used in extreme circumstances where an applicant or Licensee's behaviour includes harassment towards staff and/or violence or the threat of violence. The applicant or Licensee would first be provided with a letter outlining the incident and advising that a further incident would result in termination of their License Agreement or revocation of approval for a License Agreement. The letter would also provide the applicant/Licensee with the option of making use of a representative for continued interactions with City staff.

The addition of this amendment was felt to be necessary given past incidents where staff were subject to behaviour that would have warranted a warning to the applicant/Licensee. Further, as License Agreements for dock/boathouses should be considered a privilege (given that they are something not every resident of the City of Kawartha Lakes is able to obtain), it was felt that if an applicant/Licensee is engaging in harassing or violent behaviour during the Licensing process, the City cannot endorse the behaviour by entering into a continued working relationship with that applicant/Licensee.

Other Alternatives Considered:

Option 1

Council could decide to consider the implementation of the proposed policy without seeking public input. This is not recommended, as a major complaint following the approval of By-Law 2018-017, being the City Lands Encroachment By-Law, was that the public was unaware that these changes were coming into effect. As this policy will affect many residents throughout the City of Kawartha Lakes, including those who have had docks on City lands for many years, Staff feel that obtaining public input will

provide more transparency in advance of the implementation of the proposed policy. Further, obtaining public input will allow all residents, not just those with docks on City lands, to provide their opinions on the proposed policy.

Option 2

Council could decide not to implement the proposed Dock License Policy and continue to deal with dock encroachments through CP2018-001 – Dock Encroachments. This is not recommended, as CP2018-001 allows only for a reactive approach to dock encroachments. Unless a dock owner submits an application to the Land Management Committee or a complaint regarding the dock encroachment is received by Municipal Law Enforcement, the City is unable to regulate dock encroachments in a designated area. This creates an unfair circumstance where some areas may be subject to License Agreements and the associated fees and insurance requirements for many years while other areas remain exempt because a complaint has not been received and the residents have not sought out License Agreements on their own.

Alignment to Strategic Priorities

The recommendations set out in this Report align with the following strategic priority:

- Good Government
 - Asset Management

Financial/Operation Impacts:

As outlined in RS2021-004, proactive enforcement of the Encroachment By-law in relation to docks will assist capital works on the roads in the identified neighbourhoods. In other words, it will allow for upgrades to roads in the areas identified.

Proactive enforcement of the Encroachment By-law in relation to docks is anticipated to have a staffing pressure on Municipal Law Enforcement Office and Realty Services Division for the time period set out in Schedule C to the attached updated amendments to Dock Policy CP2018-001. The addition of 1 FTE – perhaps through annual contract – to each of these Divisions for the time period set out in Schedule C of the attached Policy will allow these Divisions to continue to process existing workloads without a slowdown in service delivery.

It is anticipated that Municipal Law Enforcement Office will require an additional \$25,000.00 per year to remove non-complying structures, for the time period set out in Schedule C to the attached Policy.

Additional budget and staffing will likely be requested in the 2022 budget.

Consultations:

Senior Management Team
Trent Severn Waterway

Attachments:

Appendix A – Updated Proposed Amendments to Dock Encroachment Policy CP2018-001 (clean copy)



Appendix A -
Updated Proposed /

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Council Policy

Council Policy No.:	CP2018-001
Council Policy Name:	Dock Encroachments
Date Approved by Council:	February 13, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	

Policy Statement and Rationale:

The Corporation of the City of Kawartha Lakes requires policies and procedures to regulate dock and boathouse encroachments onto City-owned land. This policy statements sets out the philosophy, principles and procedures for the management of privately-owned docks on land owned by the Corporation. This policy is to be used in conjunction with the City Lands Encroachment By-law.

Section 207 of the Municipal Act, 2001 requires municipalities to adopt policies regarding the sale and other disposition of municipally owned land. To promote consistent, transparent and equitable processes in disposal in a manner consistent with the best interest of the City.

Scope:

This policy covers all real property owned or to be acquired by The Corporation of the City of Kawartha Lakes.

Definitions:

Dock: a structure extending along the shore or out from the shore into a body of water, to which boats may be moored or by which people can access the water (where a dock is licensed, associated stairs, marine rail systems, retaining walls and boatlifts without hard tops or sides are included in the license)

Boathouse: a structure at the edge of a body of water used for housing boats or gear for water enjoyment, including a structure that consists of no solid walls (where a boathouse is licensed, associated stairs, marine rail systems, retaining walls and boatlifts without hard tops or sides are included in the license)

Front Lot Owner: any property owner who owns lives directly on a shoreline road allowance (see Schedule C for example).

Back Lot Owner: any property owner who does not live directly on a shoreline road allowance (see Schedule C for example).

All other definitions herein are as set out in the City Lands Encroachment By-law and the Land Management Policy.

Background:

The Realty Services Division of the CAO's Department currently issues 5-year License Agreements for approved docks and boathouses located in Thurstonia Park and Kenstone Beach.

Accordingly, many dock and boathouse encroachments exist in other areas that have never been expressly permitted by the City, nor have been required to relocate, despite passage of the City Lands Encroachment By-Law 2018-017.

There is a need for uniformity in dock and boathouse License administration throughout the City of Kawartha Lakes.

Philosophy:

Schedule A sets out the proactive docking plan for private docks and boathouse encroachments on City property. This does not constitute a comprehensive list of docking on City property, but identifies the areas of concern, which will be addressed through proactive enforcement. Areas of concern are areas where neighbourhood conflicts exist due to docking, or docking is resulting in encroachment into a travelled roadway with resultant hazards.

Shoreline Road Allowances

Licenses will only be issued for private docks or boathouses on shoreline road allowances. Licenses will not be issued for private docks or boathouses on road allowances leading to water, or on water access parcels.

Front Lot Owners

Licenses will only be issued to front lot owners; not back lot owners.

Conditions to Approval

Approval for 5 or 10 year License Agreements will be issued for structures in conformity with this policy and where the following conditions to approval have been met:

- Use of the dock or boathouse does not adversely affect the use by others of the property (shoreline use will not be exclusive; dock or boathouse use will be exclusive)
- Minimum six feet spacing between structures
- Use does not adversely affect the ability of the City to use, access and maintain its property
 - All docks, boathouses, decks, stairs, and handrails should be set back a minimum of three metres from the edge of a travelled road, to allow for snow plowing and snow storage, and to minimize the strike hazard if a vehicle leaves the travelled road
 - Structures will be required to come into compliance at the time of major repair to the structure
 - Winter storage of docks on the road allowance is permissible where a three metre setback can be maintained. Otherwise, winter storage is to occur in the back yard or side yard of the associated residence.
- Federal and provincial permits are the obligation of the dock/boathouse owner
- Use does not result in erosion or degradation of fish habitat
- Existing crib docks to be replaced with post/floating docks upon repair
- Continued obligation on the dock/boathouse owner to maintain an active insurance policy on the dock/boathouse with The Corporation of the City of Kawartha Lakes listed as an additional insured
- Continued obligation on the dock/boathouse owner to maintain the dock/boathouse in good repair
- Obligation to post permit number on dock (in Category 2 areas only – see below) and notice of private property
- Obligation on the dock/boathouse owner to make the following payments:
 - \$125.00 application fee
 - Additional \$150.00 per year, increased annually by the Cost of Living Index, as License Fee for docks
 - Additional \$400.00 per year, increased annually by the Cost of Living Index, as License Fee for boathouses
 - Licensee's with a dock and boathouse will be required to pay \$550.00 per year, increased annually by the Cost of Living Index
 - Licensees will have the option to pay for the entire 5 or 10 year term upfront without the fee being increased per the Cost of Living Index

Upon default of any condition, the License Agreement can be revoked on 30 days' notice. Structures left following deadline for removal will be considered abandoned and the City may remove the structure and charge the applicant for the costs of demolition and removal (pursuant to the City Lands Encroachment By-law).

Policy:

Existing docks and boathouses will fall into one of two categories:

- Category 1 The docks/boathouses are located directly across from the property owned by the dock/boathouse owner (e.g. Grove Road). Approved docks and boathouses in these areas will qualify for a 10-year License Agreement.

In the event that the road allowance is untraveled and unassumed, and in the event of no public or City use, the Realty Services Division or the Land Management Committee will recommend that the shoreline road allowance be stopped up, closed, and sold to the adjacent landowners, pursuant to CP2018-013 Disposal of Real Property Policy and By-Law 2018-020 Disposition of Municipal Real Property, as amended. See, for example, Schedule B, showing a road allowance running parallel and west of Avery Point Road.

In the event that the road allowance is used by the public as an unassumed walking path, such as in the case of Jessie Avenue, no proactive enforcement will occur. Property owners may apply for 10-year license agreements should they choose to do so.

- Category 2 The docks/boathouses are not all located directly across from the property owned by the dock/boathouse owner (e.g. Thurstonia Park and Kenstone Beach). Approved docks/boathouses in these areas will qualify for a 5-year License Agreement.

New Docks and Boathouses

Where persons approach the City to locate a new dock or boathouse on City property, these requests will be denied by Realty Services.

Areas Not Identified for Proactive Enforcement

Where persons are not in areas set out for proactive enforcement in Schedule A (i.e. Jessie Avenue), they may approach the City to obtain approval for an existing dock on City property, they will be required to make an application to Realty Services and submit a fee of \$125.00. If the Land Management Committee has already made a decision concerning the area, Realty Services will notify the applicant in writing of that decision. If the Land Management Committee has not previously made a decision concerning the area, the Committee will review the request and make a determination concerning the entire area.

Areas Identified for Proactive Enforcement

The Realty Services Division of the CAO's Department will reach out to residents with docks/boathouses on City-owned land in the areas scheduled for licensing as per Schedule A.

When an area is to be proactively licensed, the following procedure will be followed:

1. Realty Services will reach out to residents in the area and advise them that their area will begin the licensing process. Prior to contacting property owners, the Ward Councillor will be notified.
2. The initial correspondence from Realty Services will advise residents that they must submit an application to the Realty Services Division (via the Law Clerks in the Realty Services Division) to begin the process. An application will only be considered complete when it includes:
 - Application form (with all required information and signatures)
 - A recent photo of all structures requested for licensing (must show full extent of encroachments, including all stairs, decks, installed docks, boathouses, etc.)
 - Measurements of dock and/or boathouse and all associated structures
 - A recent tax bill
 - Application fee (currently \$125.00)
3. If there are any structures in an area for which Realty Services staff are unable to determine the likely owner, a Municipal Law Enforcement Officer will post a notice on the structure to notify all potential dock/boathouse owners in the area of the requirement to submit an application for license within 30 days' from the posting of the notice, or to remove the dock/boathouse within that timeframe, or face removal pursuant to the City Lands Encroachment By-Law 2018-017.
4. After notification, the dock/boathouse owner will have 30 days to submit a complete application to the City.
5. If an application fails to be received for any of the items noted in the site visit conducted by Realty Services staff, that item will be removed pursuant to the City Lands Encroachment By-Law 2018-017.
6. Once the 30 day deadline has passed, the Realty Services division will determine which applications should be approved and which applications should be denied, based on the criteria set out in this policy.

7. If the dock/boathouse is in a Category 1 area, the structure will be eligible for a 10-year License Agreement, if approved. If the dock/boathouse is in a Category 2 area, the structure will be eligible for a 5-year License Agreement, if approved.
8. Where a decision has been rendered not in favour of the applicant, the Realty Services Division will notify the applicant of the decision, and the fact that the applicant can make a deputation to Council if they disagree with the decision.
9. Where a decision has been rendered in favour of the applicant, the Realty Services Division will notify the applicant of the decision, and the costs of proceeding with the License Agreement:
 - \$150.00 per annum for the applicable term for a dock (increased annually by the Cost of Living Index)
 - \$400.00 per annum for the applicable term for a boathouse (increased annually by the Cost of Living Index)
 - If a survey is required by the Land Management Committee, then a deposit sufficient from the applicant to cover the costs will be required prior to proceeding
10. Once the applicant has confirmed they are agreeable to all the associated costs, the Realty Services Division will provide a License Agreement for execution to the applicant. The applicant will have 60 days to obtain acceptable insurance and provide a copy of the Certificate of Insurance to the Realty Services Division.
11. Once an executed License Agreement, Certificate of Insurance, and applicable payment (first annual payment or amount for the full term) are received by the Realty Services Division, the City Solicitor will execute the License Agreement in accordance with Signing Authority By-Law 2016-009.
12. Once the License Agreement has been fully executed, Realty Services will send the fully executed License Agreement and – in the case of a Category 2 area – Dock Sign to the Licensee. Covering correspondence will note that the Dock Sign must be installed on the licensed structure so as to be visible from the road allowance, and that any replacement signs will be provided at the Licensee's sole expense.
13. If any of the required documents (executed License Agreement, Certificate of Insurance, and applicable payment) are not received within the 60 day deadline, Realty Services will send a final notice requiring the applicant to submit any outstanding documents within 30 days, or to remove their structure, or face removal pursuant to City Lands Encroachment By-Law 2018-017. If the

outstanding items are not received within the 30 day timeframe, Realty Services will close the file and arrange for removal of the structure at the applicant's expense, pursuant to City Lands Encroachment By-Law 2018-017.

14. When a Licensee sells their property and the new owner wishes to have the existing dock/boathouse License Agreement transferred to them, they must pay a \$125.00 application fee (for the administrative costs associated with the transfer of the License Agreement).
15. Licensees must notify Realty Services at least 30 days in advance of their closing date to advise that a transfer of the License Agreement is required. If prior notice is not provided, the existing License Agreement will remain valid until such time as the new owner has completed the process and signed a new License Agreement. The original Licensee will be responsible to maintain insurance coverage until such time as the new dock/boathouse License Agreement takes effect.

Harassment or Workplace Violence

If an applicant or Licensee acts in a manner that constitutes workplace violence or harassment against City of Kawartha Lakes employees as per the City of Kawartha Lakes Management Directive MD2016-013 "Workplace Violence and Harassment", the applicant/Licensee will be sent a letter outlining the incident of workplace violence or harassment and warning that a further incident will result in termination of the application or License Agreement. The applicant/Licensee may choose to work with the City through the use of a representative. If a second incident occurs, the applicant/Licensee will be sent a letter outlining the incident of workplace violence or harassment and advising that their application has been denied, or License Agreement has been terminated, as the case may be.

Removal of the dock/boathouse will be at the applicant/Licensee's sole expense.

Complaints about Encroachments

Where a complaint is made about an encroachment on City property, the Municipal Law Enforcement Office will advise the owner that he/she has 30 days to remove the dock/boathouse or make application to the Land Management Committee for a license, or face removal, in accordance with the Encroachment Policy. If an application is made, the above process is followed.

Financial Considerations: Accounting for Proceeds from Dock Licenses

Unless otherwise directed by Council resolution, the proceeds from the license of municipal property will be deposited into general reserves to offset the costs of administration of the docking program.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	February 13, 2018	Initial Release	
1.0		<p>Prevent licensing docks and boathouses on road allowances leading to water and water access parcels; licensing of shoreline road allowances only</p> <p>Set out process for proactive enforcement of the City Lands Encroachment By-Law 2018-017 with respect to dock and boathouse encroachments</p> <p>Provide proactive docking plan – new Attachment A.</p> <p>Allow Realty Services to make the determinations on whether individual docks/boathouses comply with the policy.</p> <p>In the event of an application for an area that has not been reviewed by the Land Management Committee, the Committee will review the application and make a determination for the entire area</p>	

		<p>Increase the annual fee for boathouse encroachments</p> <p>Add recommended setbacks of 3 metres from the travelled road</p> <p>Add required spacing of 6 feet between structures</p> <p>Add Schedules to outline Proactive Dock Licensing Plan, Areas of Concern, and Front Lot vs. Back Lot Owners</p>	

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Council Policy

Schedule A

Long-Term Docking Plan to be implemented in Phases – Areas for Proactive Enforcement

Area Number	Area Name	Category	Description of Area	Plan	Standard License Conditions of Potential Interest	Target License Period
1	Hazel Street, Thurstonia	2	X:1 ratio dock: house Assumed travelled road	Completed: Approximately 200 docks and a few boathouses licensed with 5 year term ending Dec 31 2023. Many of the existing licensed docks do not adhere to new policy and will need to be removed on renewal. Subject to Engineering review per Hazel Street Reconstruction in 2023, estimated that 140 docks will not be renewed in 2023	Winter storage of dock on the RA permissible where 3 m setback from roads edge can be maintained Otherwise, storage in side yard or back yard of house.	2024-2029
2	Kenstone	2	X:1 ratio dock: house Assumed travelled road	Completed: 16 docks licensed on 5 year term ending 2023. Water lot owned privately. Recommend not renew any of the docks if cannot	Winter storage of dock on the RA permissible where 3 m setback from roads edge can be maintained Otherwise, storage in side yard or back yard of house.	2024-2029

Council Policy

				obtain permission from owner		
3	Cedar Glen, Dunsford	2	X:1 ratio dock: house Assumed travelled road Title issue	City to acquire title. All of the docks owned by backlot owners will not be licensed and will have to be removed.	Winter storage of dock on the RA permissible where 3 m setback from roads edge can be maintained Otherwise, storage in side yard or back yard of house.	2022-2027
4	Hickory Beach	2	X:1 ratio dock: house No adjacent travelled road Linear water access block, which looks like a small segment of SLRA	Currently, entire area licensed to association. Current license expires May 31, 2023 Will not renew existing license, and will enter individual licenses with front lot owners. All of the docks owned by backlot owners will not be licensed and will have to be removed.		2023-2028
5	Stanley Road	2	Water access block	Acquire title to waterfront portion. One public boardwalk permitted to remain. No private docking.	Existing boardwalk and stairs (in good shape) to be licensed, maintained and insured by one person for public use. No overnight docking allowed. Signed as "public access to water"	2024-2029
6	Stanley Road	1	Road leading to water adjacent to	Surplus and sell northern portion of RA to adjacent		2024-2029

Council Policy

			water access block	owners (running along waterfront) License encroachments at southerly portion of RA (adjacent to open space water access block)		
7	Grove Road, Fenelon Falls	1	1:1 ratio dock: house Adjacent to Travelled Road w/ insufficient width Maintained per LSA (unassumed)		No hydro and no plumbing allowed Move structure back 3 m from road upon substantial repair	2025-2030
8	Avery Point Road	1	1:1 ratio dock: house Adjacent to Travelled Road w/ sufficient width	Sell Westerly SLRA License docks 10 y on travelled/ improved RA	Winter storage of dock on RA permitted if owner of dock can demonstrate sufficient storage space to allow 3 m clear zone from travelled road Otherwise, storage in side yard or back yard of house.	2026-2031
9	Long Beach Road	1	1:1 ratio dock: house	some portions of untravelled road allowance adjacent to the waterfront purchased	Winter storage on RA permitted if owner of dock can demonstrate sufficient storage space to allow 3 m	2027-2032

Council Policy

			Adjacent to Travelled assumed Road w/ potentially insufficient width	Consider whether other waterfront parcels can be purchased. If not, eligible for license.	clear zone from travelled road. Otherwise, storage in side yard or back yard of house. Southernmost portion not owned by the City, so will not require license with City.	
10	Lake Dalrymple Road		1:1 ratio dock: house Adjacent to travelled assumed road		Winter storage on RA permitted if owner of dock can demonstrate sufficient storage space to allow 3 m clear zone from travelled road. Otherwise, storage in side yard or back yard of house.	2027-2032

Legend

LSA = Limited Service Agreement

RA = Road Allowance

SLRA = Shoreline Road Allowance

X = greater than 1. Indicates back lot owners on waterfront and crowding issues. Reflected in arguments between adjacent owners, insufficient snow storage locations, and poor aesthetics.

Assumed = maintained

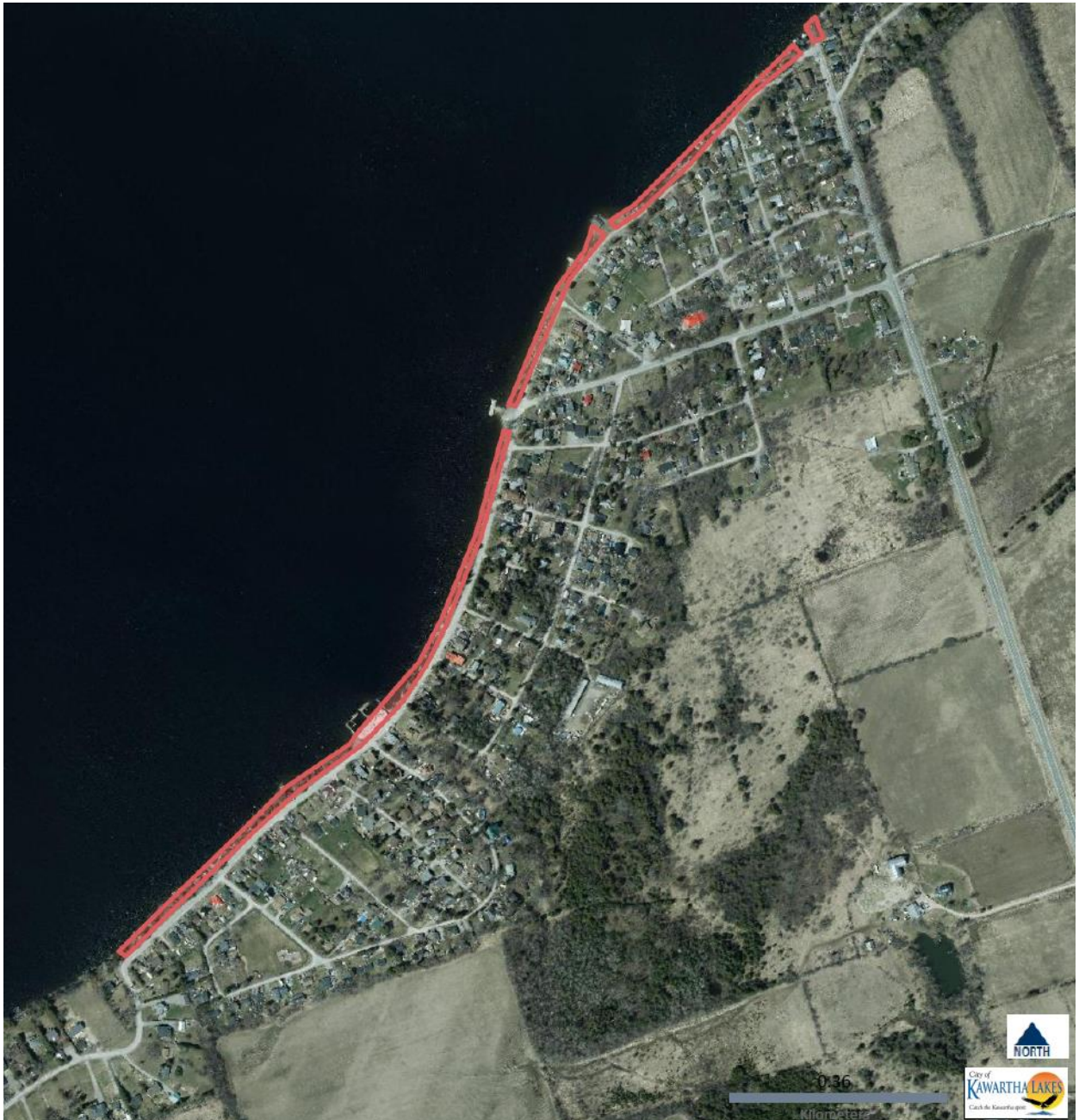
This does not constitute a comprehensive list of docking on City property, but identifies the areas of concern, which will be addressed through proactive enforcement. Areas of concern are: areas where neighbourhood conflicts exist due to docking, docking is resulting in encroachment into the roadway with resultant hazards.

This list is in order of importance, with highest problem areas first and least problematic areas last. This indicates the order in which the areas will be addressed.

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Schedule B

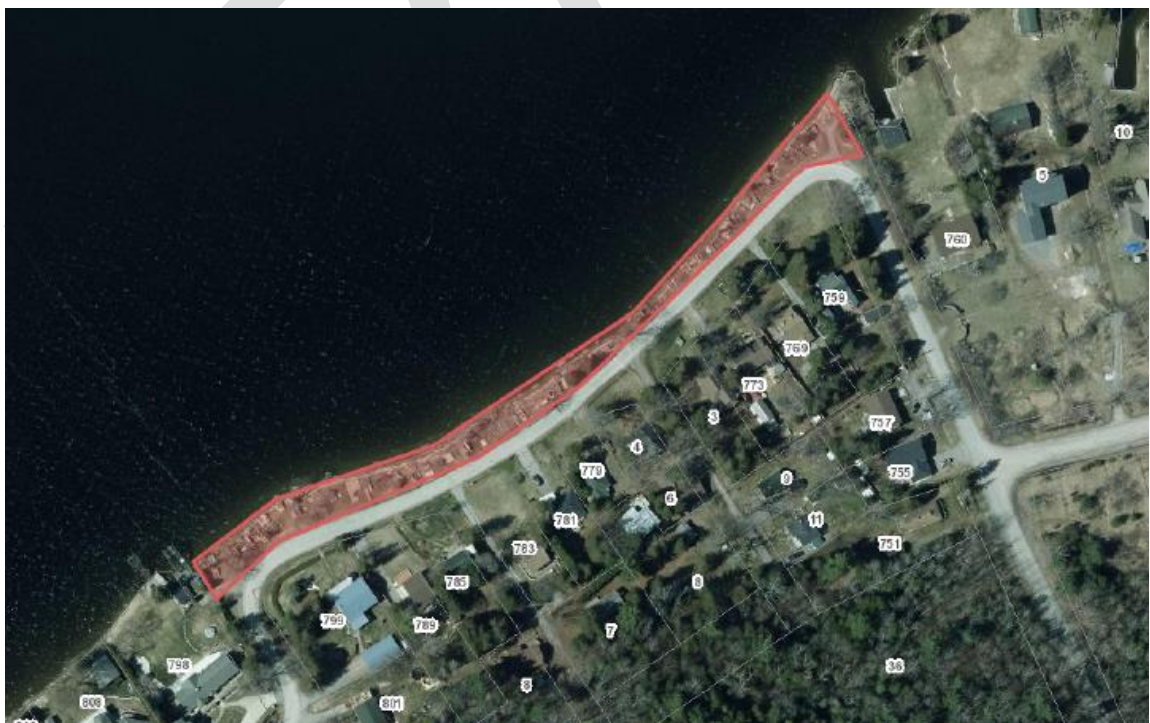
Hazel Street, Thurstonia



Kenstone Beach



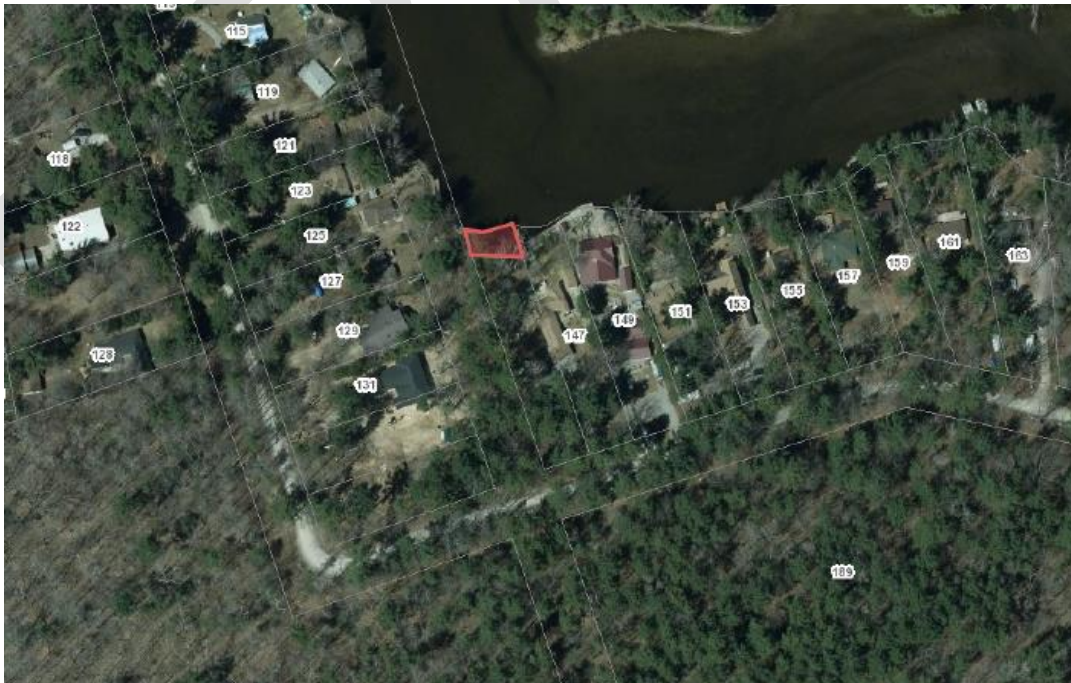
Cedar Glen Road, Dunsford



Hickory Beach



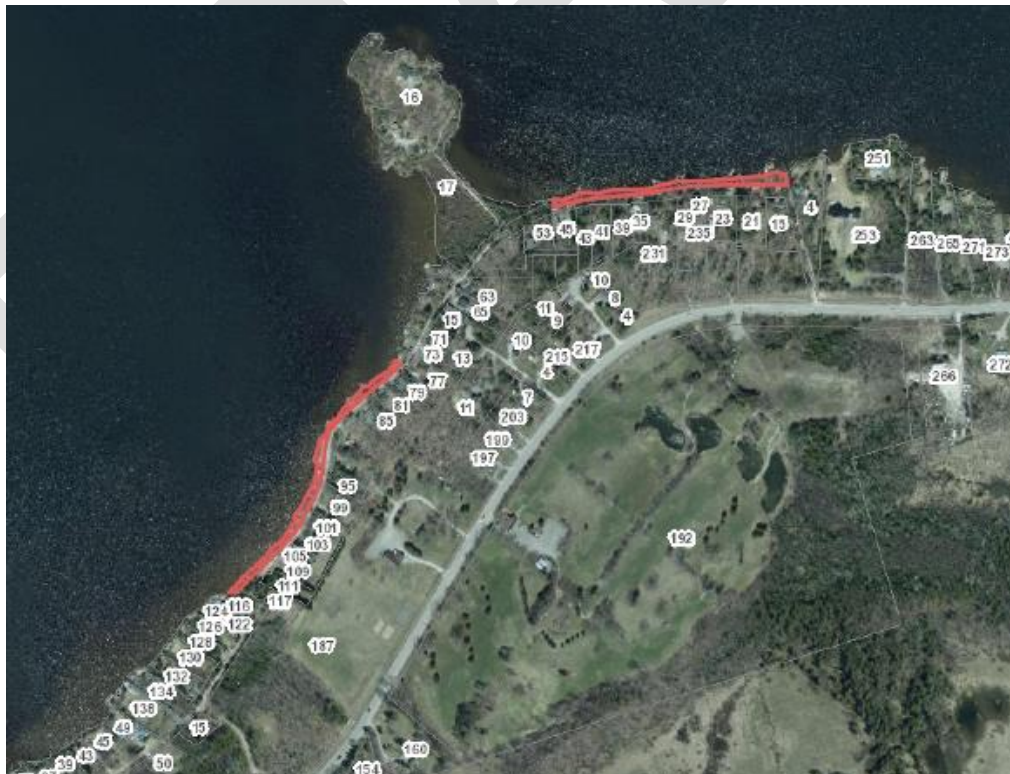
Stanley Road – Water Access Block



Stanley Road – Road Allowance Leading to Water



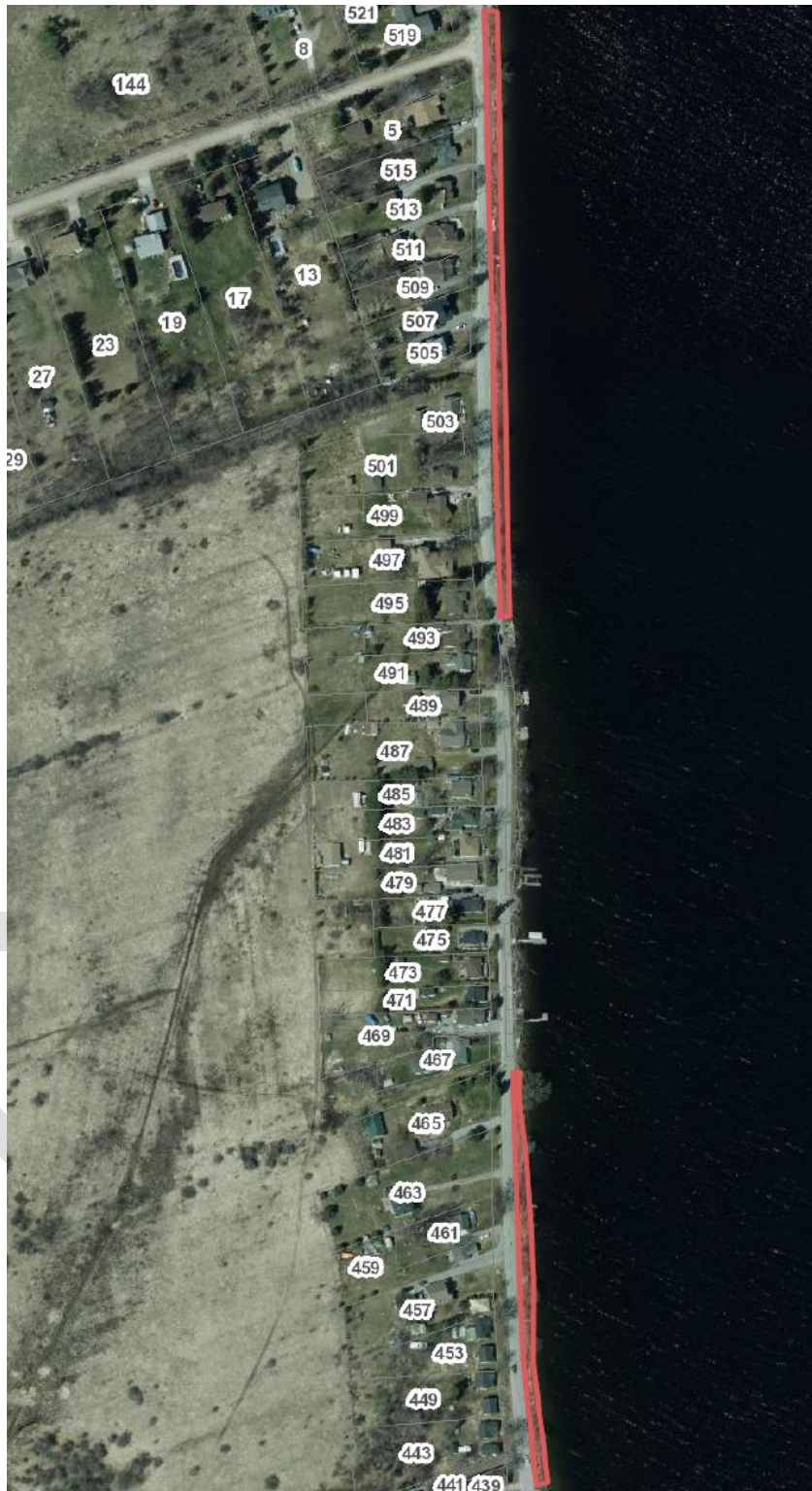
Grove Road



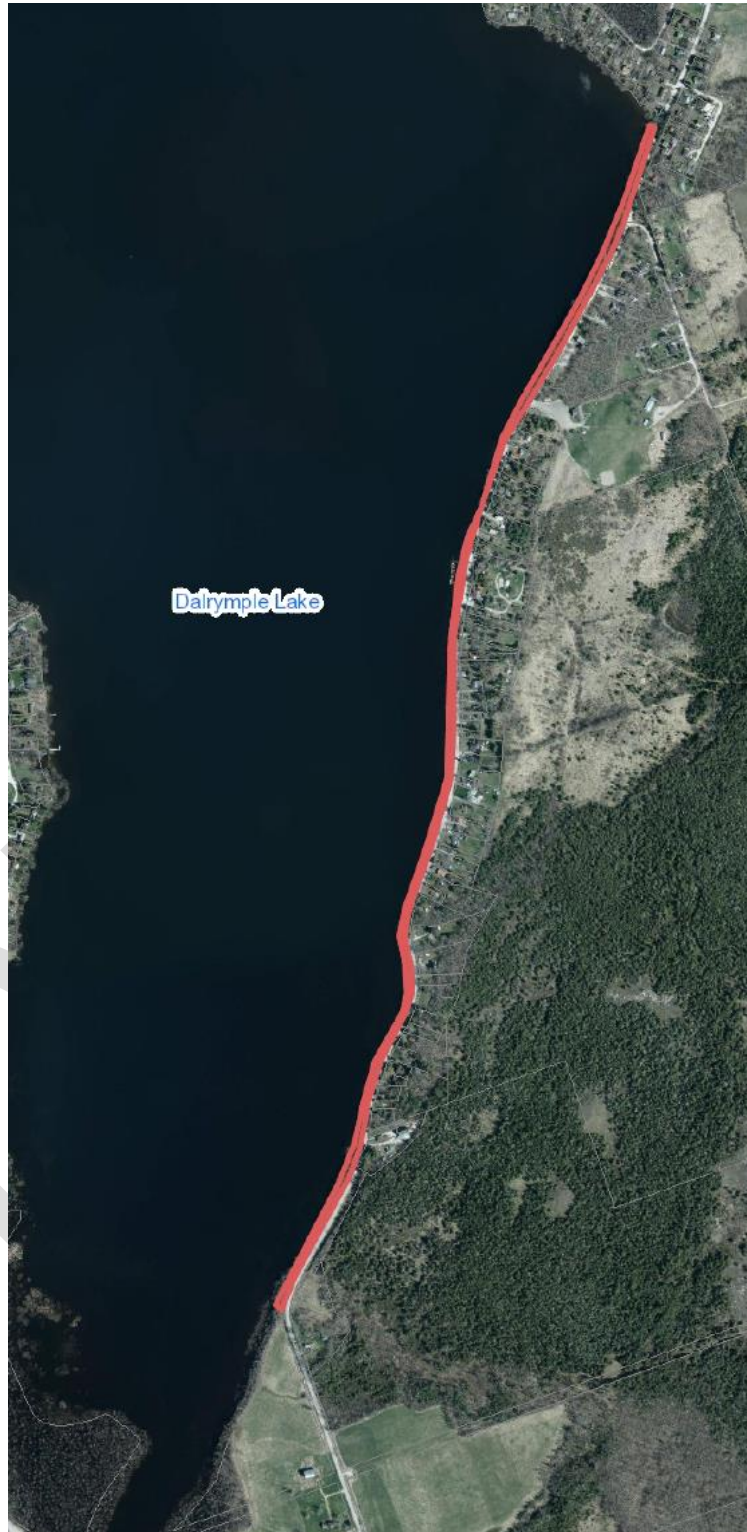
Avery Point Road



Long Beach Road



Lake Dalrymple Road



Schedule C



Green – Front Lot Owners

Red – Back Lot Owners

Blue – Dock Licensing Area

Committee of the Whole Report

Report Number: ML2021-001
Meeting Date: March 9, 2021
Title: Backyard Chickens
Description: Consideration to allow backyard chickens on certain residential properties
Author and Title: Aaron Sloan, Manager

Recommendation(s):

That Report ML2021-001, **Backyard Chickens**, be received;

That staff be directed to develop and amend the animal control by-law to remove Chickens as a prohibited animal and to provide additional amendments to allow for Backyard Chickens in certain residential areas for a 2-year trial pilot project, as outlined in Option 2;

That staff amend the Fees by-law to include a licensing fee for coop registration and inspection; and

That the necessary By-Laws be brought forward to Council for consideration in Q2 2021.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Committee of the Whole (COW) Meeting on November 19, 2019, Council received a deputation from Kim Van Demark and Ronnda Singer-Robinson to propose an amendment to the current by-law to regulate animals in the City of Kawartha Lakes to allow for the keeping of backyard chickens.

Council adopted the following resolution:

That the deputation of Kim Van Demark and Ronnda Singer-Robinson regarding By-law Revisions to Allow for Backyard Chickens, be received;

That the correspondence and petition submitted in support of a by-law amendment to allow for backyard chickens, be received; and

That the matter be referred to staff to bring forward options to allow backyard chickens by the end of Q3 2020.

Carried

This report addresses Council direction.

History:

The discussion to allow backyard chickens in residential areas has been brought to Council in the past for consideration and for a few years, residents in the Town of Lindsay were permitted 3 backyard chickens. The regulation was later repealed and replaced with an early version of the current animal control by-law.

Rationale:

Historically, dating back to the 1800s, backyard chickens have been the backbone of many family properties by providing limited chickens, fresh eggs, meat and education to younger family members. This was the precursor to modern poultry production and specialized farming, but many families continued to have backyard chickens in urban and rural areas. With modernization, such as refrigeration and large food production, backyard chickens lost popularity.

Today, backyard or urban chickens (poultry) and urban farming such as community gardens have grown in popularity. With standards for care and conditions, backyard chickens provide a safe source of food that is self-sustaining, local, organic and cost-effective. The COVID-19 pandemic has also created greater food insecurity and has

exposed vulnerabilities in the food system, such as temporary egg shortages in the supermarkets and increased meat cost.

Some of the benefits in allowing backyard chickens in residential areas may include:

- Residents can grow and raise healthy food.
- Chickens provide pest control of bugs such as flies, slugs, ticks and grasshoppers.
- Chickens will reduce landfill waste by eating food scraps.
- Chickens provide organic fertilizer for gardens.
- Chickens provide opportunity socially and through education to establish connections with others who seek to understand what is needed to raise the animals in a residential setting.

Backyard Chickens also pose a risk and have potential negative impacts:

- Zoonotic disease transfers to humans living in close proximity.
- Greater potential to exposure to wild bird populations increasing the risk of avian disease transfers to society-sustaining agricultural flocks.
- Manure and deadstock disposal challenges.
- Odour and noise conflicts with nearby urban neighbours.

Municipalities in Ontario regulate Backyard Chickens by using regulations created under the Municipal Act for issues of animal control and licensing, and the Planning Act such as a zoning by-law.

For this report, other municipalities were examined. Standards for backyard chicken coops and production can be modelled after practices that already allow backyard chickens to reduce impact to surrounding neighbours and to the reasonable enjoyment of their own properties. In many areas, municipalities are moving to allow backyard chickens in residential zones with certain restrictions either as a permanent change or as a pilot project.

Existing Restrictions on Backyard Chickens:

By-law 2017-039 prohibits chickens on properties that are zoned and primarily used for residential purposes as defined in the applicable Zoning By-law. Keeping of livestock and other agricultural animals including chickens, is directed to agriculturally zoned properties. However, in some cases, due to undersize provisions, a property may be zoned Agricultural, but in accordance with the applicable Zoning By-law will not qualify

for agricultural uses, including keeping of chickens. Depending on the Zoning By-law, the following restrictions may apply:

- Agriculturally Zoned lots under 1ha, generally, revert to provisions in Rural Residential Zones. In Rural Residential Zones, agricultural uses are not permitted.
- Some Zoning By-laws prohibit agricultural uses on agriculturally zoned lots that are under 2 ha.
- All livestock barns and manure storages are subject to minimum distance separation (MDS) formulae.

Therefore, an Agricultural lot must be either over 1 ha or over 2 ha, depending on the Zoning By-law, to be permitted chickens.

Municipal Law Enforcement and Licensing Complaints

The Municipal Law Enforcement and Licensing Division (MLEL) receive and respond to animal complaints. The issues reported regarding chickens are alleging violation of the Zoning, Animal Control (running at large or prohibited) or Noise by-laws.

Year	Chicken Complaints	All Other Animal (Non-Dog) Complaints	All By-Law Complaints
2017	6	7	1958
2018	4	30	2264
2019	3	27	2093
2020	9	48	2108

At COW2020-05 on September 1, 2020, Council received a PowerPoint presentation which provided an overview on the issue of permitting backyard chickens in the City of Kawartha Lakes. Staff advised that a two (2) week survey would be conducted to gather public input on the issue and will be consulting with outside agencies (i.e. Haliburton-Kawartha-Pine Ridge Health Unit, etc.).

Public Survey

Starting September 17, 2020 staff conducted a Backyard Chickens Survey using Jump In Kawartha Lakes website.

The survey page was viewed 1236 times and staff received 536 completed survey responses. The majority of the survey participants were in the following two age groups: 25-44 and 45-64. Over 80% of the survey participants responded in favour of back yard chickens in residential areas, however of those surveyed even within the supportive responses concerns were noted. The complete survey results are attached as Appendix A.

Consultations

Staff contacted the Haliburton Kawartha Pine Ridge District Health Unit (HKPRDHU) to discuss Backyard Chickens and the direction of Council. The HKPRDHU advised that they would like staff and Council to consider the following:

- 4 Chicken/hen limit,
- license coops,
- notification and written correspondence of no objections from adjoining neighbours,
- approved disposal of manure before application is approved,
- no roosters,
- establishing minimum lot size,
- prohibit the sale of ungraded eggs (eggs only for owner's consumption),
- requirement to have birds slaughtered at a licensed meat slaughter facility,
- the municipality conduct routine inspections of the coops during the pilot project to confirm compliance, and
- follow up on complaints from the public.

Learning how to care for backyard chickens that are raised for meat and/or eggs is critical to the health and well-being of the birds. The health risks to owners of backyard chickens may include some risk of Avian Influenza and Salmonellosis. It is important that owners educate themselves to spot and prevent the spread of any disease.

Risks can be reduced by following some basic processes:

- Regular handwashing with soap and water
- Use of dedicated clothing and footwear
- Refrain from snuggling live poultry – touching with mouth or eating and drinking in the area of the poultry
- Remove wet manure, bedding and dispose

- Sanitize equipment
- Seek veterinarian help in case of illness
- Store feed in rodent proof containers
- Prevent contact with wild birds
- Do not bring poultry into the house
- Ensure proper disposal of dead poultry
- No home slaughter

On November 26, 2020, Staff attended the Agricultural Development Advisory Committee (ADAC) meeting to make a verbal presentation to discuss this report and the direction of Council and receive feedback regarding an option to allow backyard chickens in residential areas of the municipality. The presentation and speaking notes are attached as Appendix C.

The ADAC received the verbal report and discussion occurred. The ADAC members are concerned that the by-law amendment would serve to regulate agricultural properties and farming practices. Staff advised the ADAC members that the current Animal Control By-law offers a number of exemptions for agricultural properties and permitting backyard chickens will be limited to residential properties. Large agricultural poultry operations will not to be regulated by this by-law. The ADAC expressed some concerns regarding health and safety with a mind to cross contamination of nearby agricultural flocks, requiring an active veterinary-client relationship for the health of the birds, and that the National Poultry Code of Practice should be applied as closely as possible within the backyard setting. The pilot program could require completion of available education and training programs for applicants seeking approval for backyard chickens. They suggest that there be a backyard chicken limit of 4 hens and no roosters, and that coop standards be implemented such that the chickens are not permitted to be free-range and that runs be covered to prevent contact with wild birds. Distance from the chicken coop to residences should be considered. Source water protection is a concern for properties within well-head protection zones and surface-water intake areas, so both manure management and disposal as well as deadstock disposal must be managed on a timely and routine basis and any compliance requirements be met. It was noted that the Canadian Food Inspection Agency considers therapy chickens, ducks, etc. to be high risk and are not supportive of this use, and as such by-law amendments should not result in permitting poultry as pets. Restricting the use of the meat and eggs to personal use by only the residents of the property is imperative as there is no intent to allow for a business or barter system to be developed with the products. Staff

confirmed that these items including minimum distance separation (MDS) are items that are being considered in the animal by-law amendment. The information is attached as Appendix "B" and covers topics such as animal health, hygiene procedures, biosecurity, predators, food safety, coop design and manure management.

The ADAC made the following resolution in support of permitted a backyard chicken program.

Moved by Adam Shea and seconded by Will MacArthur,

That ADAC supports amending the appropriate by-laws to permit the keeping of backyard chickens within a 3-year trial program and that the MLEL consider the addition input provided by ADAC in crafting the pilot program.

Staff advised the ADAC members that the draft by-law amendments would be shared with the committee.

Deadstock disposal – How would the owner of a backyard chicken coop dispose of deceased chickens?

While backyard chickens if permitted will not be considered an agricultural use or livestock in our by-law, it is important to consider the agricultural industry to give context to our municipal process when established. In the agricultural industry, deadstock is regulated by O. Reg. 106/09 Disposal of Dead Farm Animals under the Nutrient Management Act, 2002, S.O. 2002, c. 4. This regulation allows farmers to dispose of deadstock in a few specific ways. For example, the regulation establishes a time period for disposal, transportation criteria and/or permits that deadstock can be buried on the property of the farm.

Staff consulted internally with the municipal Regulatory Compliance Officer and the Ministry of the Environment, Conservation and Parks (MECP), and determined that the carcasses of backyard chickens may be accepted at the municipal landfills for disposal. The criteria for this service is that the chickens must be raised in a residential setting for eggs or meat for personal use. Therefore, the requirements of the deadstock regulation O. Reg. 106/09 would not apply.

If approved by Council, chicken carcasses would be considered domestic waste and the exemptions to "individual collection systems" would apply instead. Staff will not be

permitting backyard chicken carcasses to be placed out with other residential garbage for curbside pickup. Residents, will be required to transport the chicken carcasses to a nearby landfill for disposal.

Consideration should also be given to requiring each licenced coop to apply for a Premise ID within the provincial registry so as to allow for quick identification of poultry locations across Ontario should a related disease outbreak occur requiring notification, monitoring and other possible measures by the Canadian Food Inspection Agency.

What other municipalities are doing

Staff have gathered information about how other municipalities are regulating backyard chickens. The following list of items are established in their regulations:

- Chicken limits;
- Prohibition of roosters;
- Minimum chicken age;
- Chickens must be enclosed in a coop with a run;
- Minimum run, coop dimensions and nesting area;
- Licensing, registration of coops;
- Minimum lot coverage including setbacks from the property lines and prohibition of placement in the front yard of a property;
- Standards for cleanliness, odours and vermin;
- Procedures for slaughtering or disposal of deceased chickens;
- Prohibition of meat and egg sales;
- Application process – includes permission from property owner in the case of a tenant,
- Veterinary and health requirements; and,
- Restrictions in source water protection areas.

The following Ontario municipalities have permitted backyard chickens as either a permanent program or a pilot project.

Municipality	Details
City of Kingston	Permanent program – 6 hen limit
City of Kitchener	Permanent program 2016 – 4 hen limit

Municipality	Details
City of Guelph	Permanent program 10 hen limit
City of Niagara Falls	Permanent program 10 hen limit
Township of Clearview	Permanent program 2015 - 4 hen limit
Municipality of Powassan	Permanent program 2020 – 5 hen limit
Newmarket	Pilot project 2015 and extended 2017 – current program, 3 hen limit
City of Toronto	Pilot project – March 2018 to March 2021, 4 hen limit
City of Orillia	Pilot project – June 2017- June 5 2023, 4 hen limit
Town of Georgina	Pilot project – spring 2020 – duration 24 months, 4 hen limit
Township of Springwater	Pilot program 2020 (3 years), 4 hen limit

The following Ontario Municipalities near the City of Kawartha Lakes prohibit backyard chickens.

Municipalities that Prohibit Backyard Chickens		
Town of Ajax	City of Peterborough	Township of Brock
Town of Whitby	City of Oshawa	Township of Scugog
Town of Bracebridge	City of Belleville	Municipality of Clarington
Town of Gravenhurst		

Regulatory Tools

Majority of municipalities administer permissions of backyard chickens through Municipal Act By-laws (i.e. Animal Control By-laws), but there are a select few that further reinforce and reiterate the performance standards in the Zoning By-laws.

Kawartha Lakes Planning Staff are of the opinion that the By-law 2017-039 is the most appropriate vehicle for permitting and regulating backyard chickens in the City. Backyard chickens would be accessory to a residential use. The Kawartha Lakes Zoning By-laws currently regulate residential accessory buildings, structures and uses; and identify source water protection areas and the associated prohibited activities. Zoning

provisions, therefore, provide a foundation for a more targeted tool, such as By-law 2017-039.

Should Staff be directed to permit backyard chickens, Planning Division will provide guidance to MLE on land use planning related matters, such as appropriate coop and run sizes, and their siting.

Conclusion

The survey results and consultations appear to indicate public desire to allow backyard chickens with regulation to control the activity and nuisance related issues. Staff propose the following three options for Committee's consideration:

Option One – status quo

By-law 2017-039 being a by-law to regulate animals in the City of Kawartha Lakes continues to prohibit chickens (gallinaceous birds) except in areas zoned for the agricultural use. Complaints are received by the Municipal Law Enforcement and Licensing Division and responded to for investigation and enforcement of the area Zoning By-law and the By-law to Regulate Animals as a prohibited animal.

Option Two – 2-year trial program

Inclusive of regulations as seen in Option 3, including permit fees, this option will create a program that will be limited to a 2-year time period, limited number of permitted coops to 50 during the trial program, designate specific lot size and geographical locations, and to study the impact of the program on City resources, any ensuing complaints, issues or feedback from the community. Interested residents will be required to submit an application and declaration. This option will see a follow-up report to Council at the conclusion of the trial period, with recommendations and/or options. Any created by-law amendments (Animals and Fees By-laws) will need to be repealed or can be set to expire if Council decides to discontinue the program.

Option Three – Permanent program

Amendment to the By-law 2017-039 to Regulate Animals by removing Chickens as a prohibited animal for backyard use, adding definitions and provisions to regulate and license backyard coops to ensure that the coop locations are tracked and appropriate based on specific lot size, MDS and geographical location. Coop size will be regulated

with limitation to ensure that the coop has a lockable door, is roofed, has an enclosed run and has nesting boxes. The by-law amendment will also prohibit coop locations in certain areas to protect source water and well head areas, prohibit the sale or give-away of meat and eggs, ensure the use of a licenced slaughter facility, limit number of hens to 4 at any time, provide for a minimum hen age, prohibit roosters, prohibit noise, require approved plans for manure management, health of animals and deadstock disposal, and provide for an inspection of the coop prior to the use and issuance of the license. The licensing of coops will be similar, to how dog kennels are licenced, requiring a yearly inspection. Interested residents will be required to submit an application and declaration.

Option 3 will also include an amendment of the fees by-law to allow for the establishment and collection of a yearly licensing fee for each coop.

Staff recommend Option 2.

Other Alternatives Considered:

Staff considered that backyard chicken coops could be permitted with the regulations as suggested in Option 3, with the removal of licensing and inspection. This alternative is not recommended because issues or concerns would result in a reactive approach in enforcement action. The initial license and inspection is a touch point opportunity to provide education and communication with the applicant regarding the by-law and program as a start up.

Alignment to Strategic Priorities

The four strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan are:

1. Healthy Environment
2. An Exceptional Quality of Life
3. A Vibrant and Growing Economy
4. Good Government

The recommendations in this report align directly with the Corporation's mission to deliver the highest standard of municipal services while creating a healthy and sustainable future for all Kawartha Lakes residents and businesses. Kawartha Lakes is a rural community with small towns and villages that naturally attract people with strong connections to agriculture and practices that provide safe sources of food that are self-sustaining, local, organic and cost-effective. In the spirit of collaboration with

stakeholders and Making it Better, Council and staff have approached this issue in a way that aligns with the Guiding Principles, which are:

- Fiscally Responsible
- Open and Transparent
- Partner and Collaborate
- Service Excellence

The principles are considered to be the foundation of the work that is done by the municipality.

Financial/Operation Impacts:

Option 2 and 3 will result in additional workload for existing staff and training related to the keeping of backyard chickens. If Council chooses, an option that amends the by-law to regulate animals and the fees by-law, the overall impact will be studied and budget impacts will be presented, as a business case to Council as part of a future budget.

Municipal Law Enforcement Officer - Council has received information in the past that indicated; with current staffing levels, the eight MLE Officers and one Licensing Enforcement Officer are able to investigate approximately 1600 complaints per year, before service levels are impacted. MLE Officers are responsible for by-law related complaints. MLE Officers currently investigate over 2000 complaints per year; by-laws are being created with increasing complexity, with multi-departmental expertise required. Staff investigative workload in the MLEL department are currently at/over-capacity, so this regulation may increase wait times for other complaint responses. Currently, investigations see approximately 1-4 week delay depending on priority.

Licensing – registration and licensing of chicken coops will see a small amount of revenue created that will offset the costs associated with coop inspection, tracking and enforcement. If Council chooses to license chicken coops the municipal fees bylaw will require an amendment to include the new fee. The fee calculated must find balance between enforcement/inspection costs and not be so prohibitive to discourage citizens from building a coop and raising backyard chickens, staff is suggesting \$50.00 per coop, if Council chooses option 2 there will be a limit to 50 coops = \$2500.00.

Licensing - registration will create a database that can be accessed for tracking and enforcement purposes. The database will offset and potentially reduce the investigation process time for complaints. The database will be available internally to staff in Planning, Building and Fire, and may be used for tracking of poultry locations in case of an animal disease outbreak.

Public Awareness and Education – The Communications, Advertising and Marketing division will be engaged to create an online and print-ready education program to ensure residents who wish to keep chickens are aware of the permanent change and/or pilot project. It will include an online application and applicable fees payment process linked to Municipal Law Enforcement records. For general awareness, existing communication channels such as media outreach, digital and print placement will be leveraged within the existing Communications, Advertising and Marketing budget.

Consultations:

Planner and Manager, DS-Planning Division

Regulatory Compliance Officer, PW-Environmental-Waste Management

Economic Development Officer - Agriculture, DS-Economic Development

Communications Officer, Communications Advertising and Marketing

Agricultural Development Advisory Committee

Haliburton Kawartha Pine Ridge Health Unit, Manager

Attachments:

Appendix A – Survey results



Backyard Chickens
Survey_Detailed Analysis



Backyard Chickens
Survey_Comments_0



Backyard Chicken
Survey - Gender.jpg



Backyard Chicken
Survey - Location.jpg

Appendix B – OMAFRA



Prevent and Detect
Disease.pdf



Small Flock Poultry
- Raising Healthy Birds



Biosecurity
recommendations for

Appendix C - Agricultural Development Advisory Committee



ADAC
Presentation.pdf

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, Chief Administrative Officer

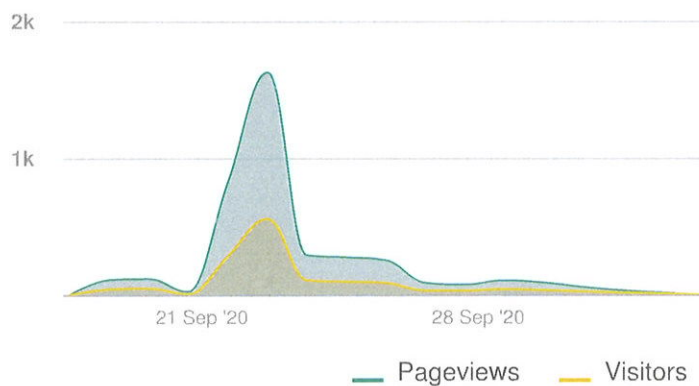
Project Report

17 September 2020 - 03 October 2020

Jump In Kawartha Lakes Backyard Chickens Survey



Visitors Summary

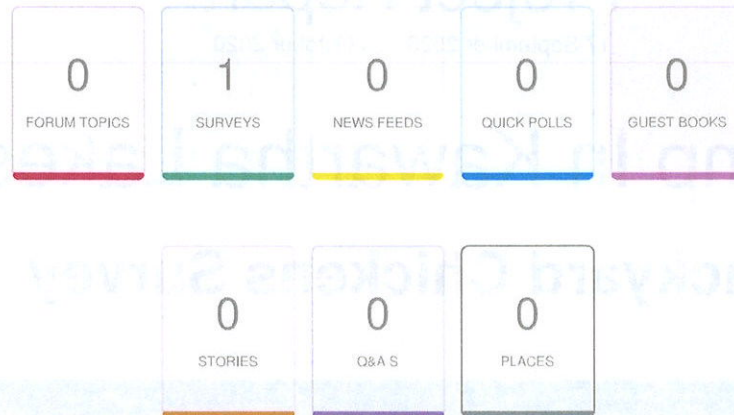


Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
1.5 k	554	
NEW REGISTRATIONS		
489		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
536	1.2 k	1.4 k

Aware Participants	1,409	Engaged Participants	536		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	1,409				
Informed Participants	1,236	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	536	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	0	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	0	0	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	689	Contributed to Ideas	0	0	0

ENGAGEMENT TOOLS SUMMARY



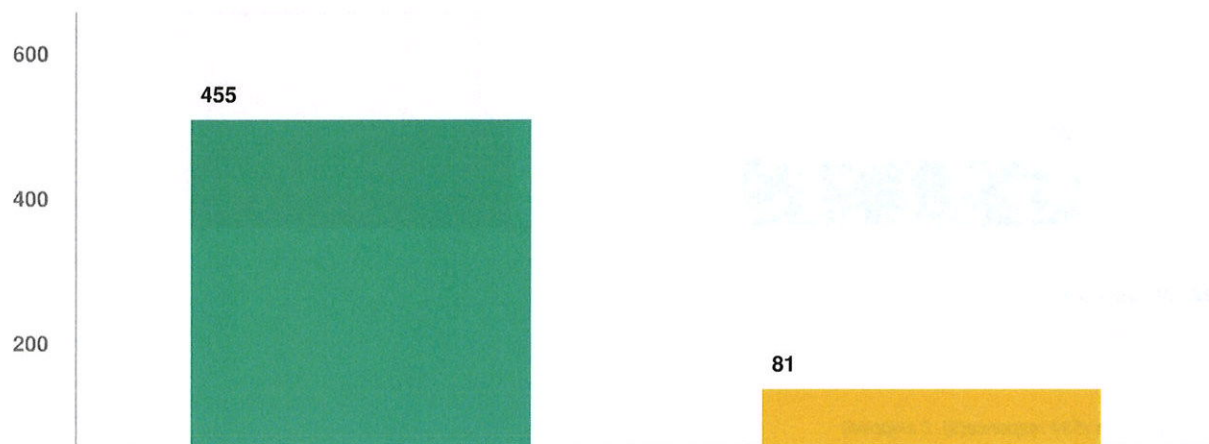
Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Online Survey	Published	1247	536	0	0

ENGAGEMENT TOOL: SURVEY TOOL

Online Survey

Visitors	1247	Contributors	536	CONTRIBUTIONS	536
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Currently, chickens are only permitted on agriculturally zoned properties. Should backyard chickens be permitted in residen...



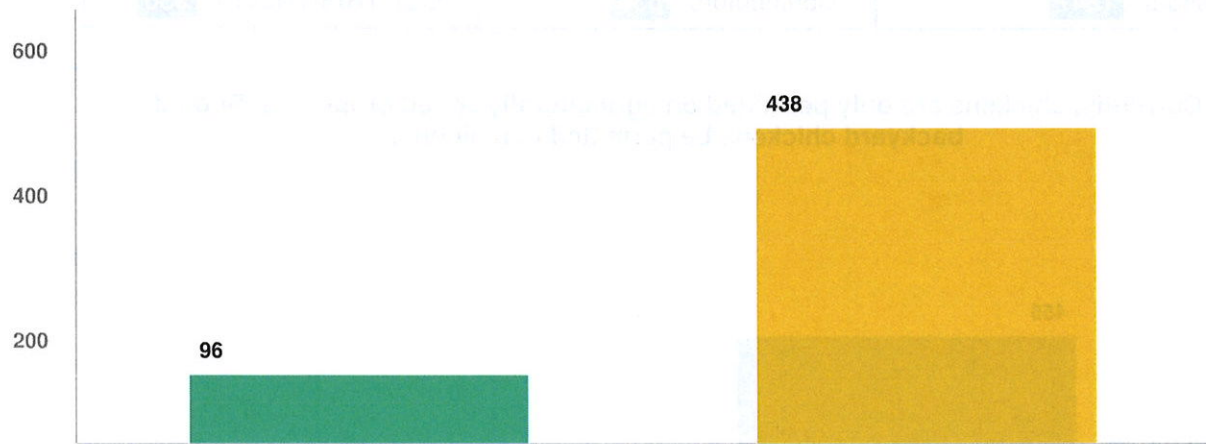
Question options

☒ Yes ☐ No

Optional question (536 response(s), 0 skipped)

Question type: Checkbox Question

Should backyard chickens be limited to rural areas only (outside residential areas)?



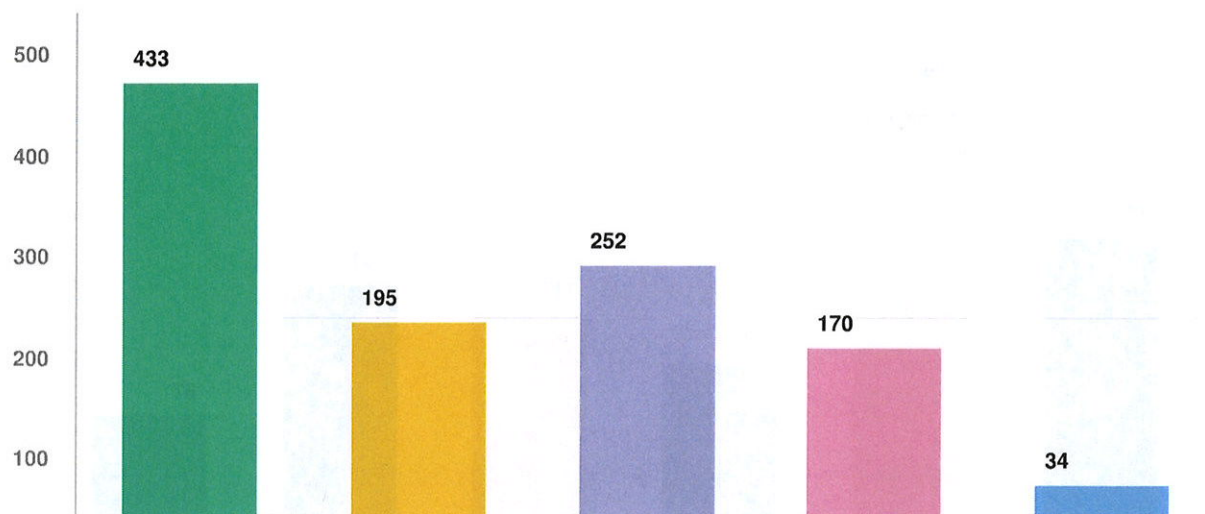
Question options

☒ Yes ☐ No

Optional question (534 response(s), 2 skipped)

Question type: Checkbox Question

If you answered "yes" to question 1, why would you like to raise backyard chickens?



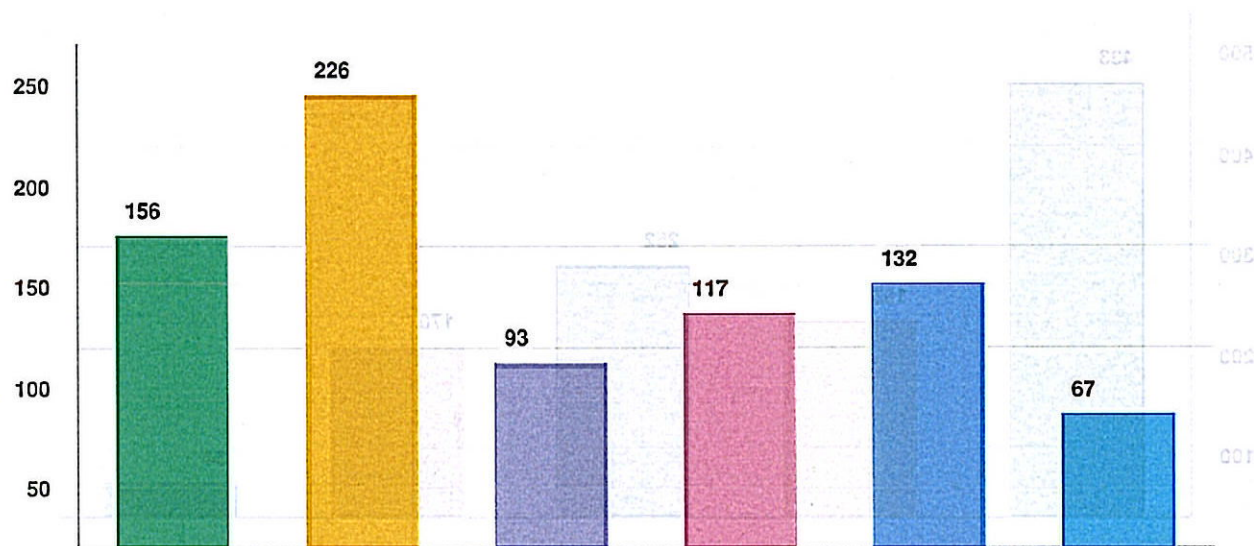
Question options

- ☒ Fresh eggs ☒ Fresh meat ☒ Education regarding chickens (e.g. for family members) ☒ You'd like chickens for pets
☒ Other (please specify)

Optional question (454 response(s), 82 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in residential areas, would you consider the following to be nuisances?



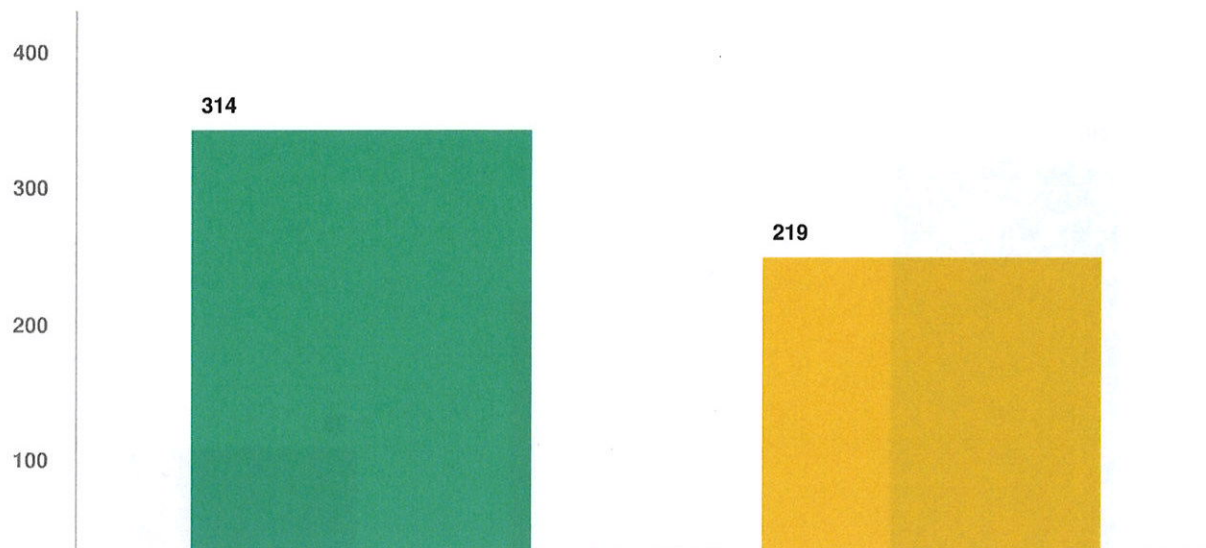
Question options

- ☐ Noise
- ☐ Odour
- ☐ Impact to property value
- ☐ Health, illness, disease
- ☐ Safety (e.g. attraction of predators)
- ☐ Other (please specify)

Optional question (360 response(s), 176 skipped)

Question type: Checkbox Question

When considering a residential area, should backyard chickens be permitted in towns, villages and hamlets or where properti...



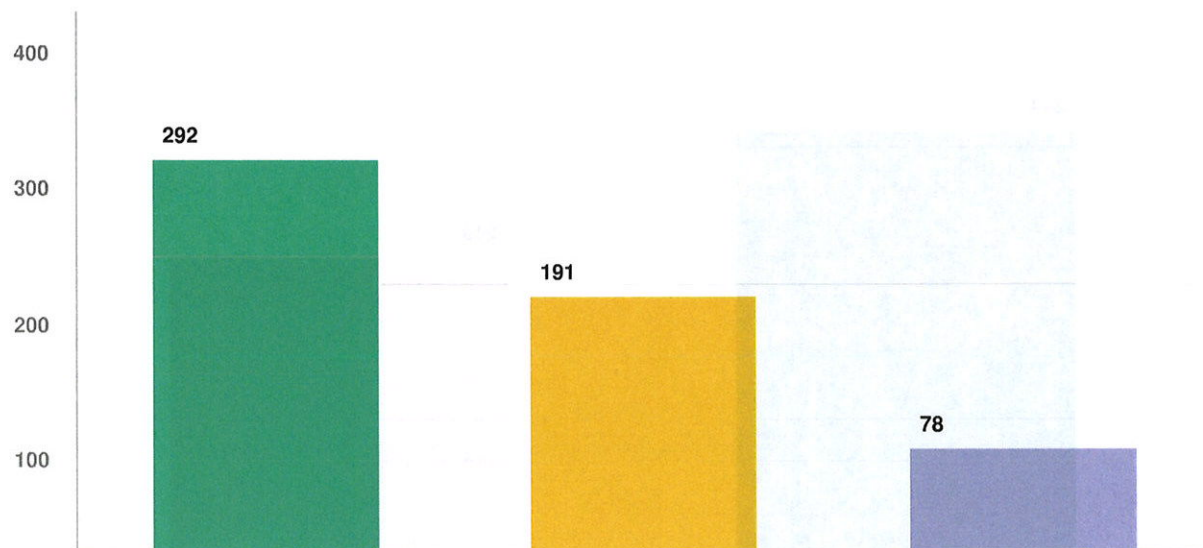
Question options

☒ Yes ☐ No

Optional question (533 response(s), 3 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in residential areas should there be minimum on lot size generally outside of areas list...



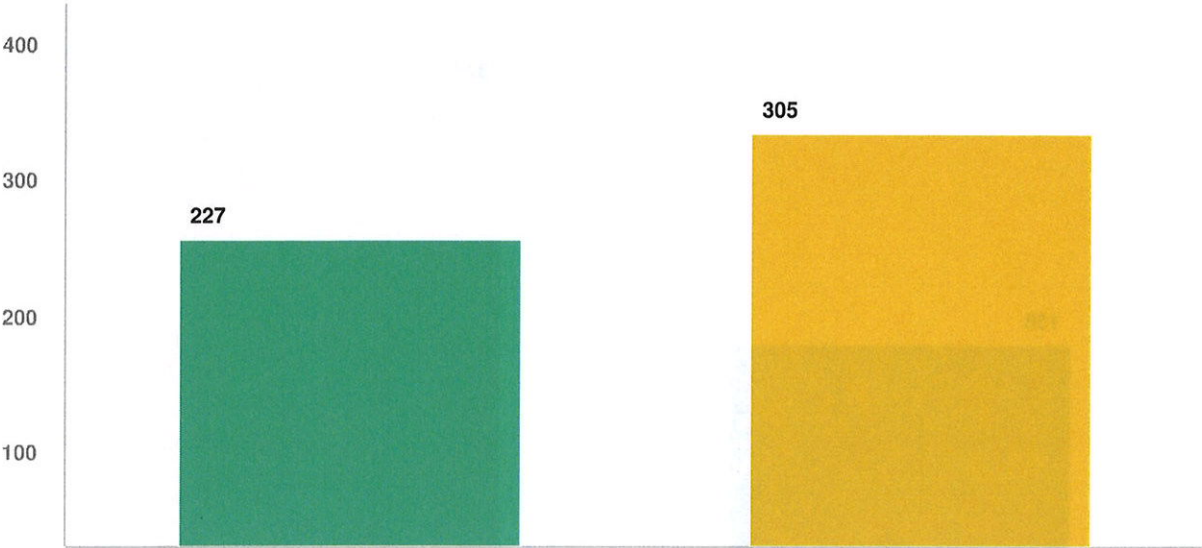
Question options

☒ Yes ☐ No ☐ Comments?

Optional question (522 response(s), 14 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in residential areas should new coops be inspected by municipal staff?



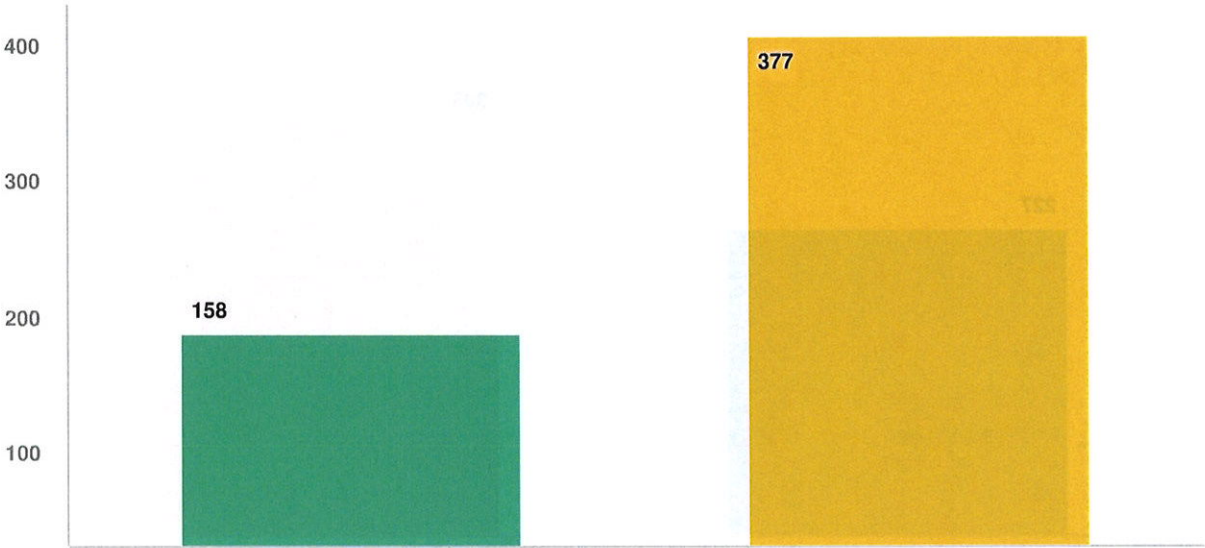
Question options

☒ Yes ☐ No

Optional question (532 response(s), 4 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in a residential area should the coops be licensed, similar to how we license kennels?



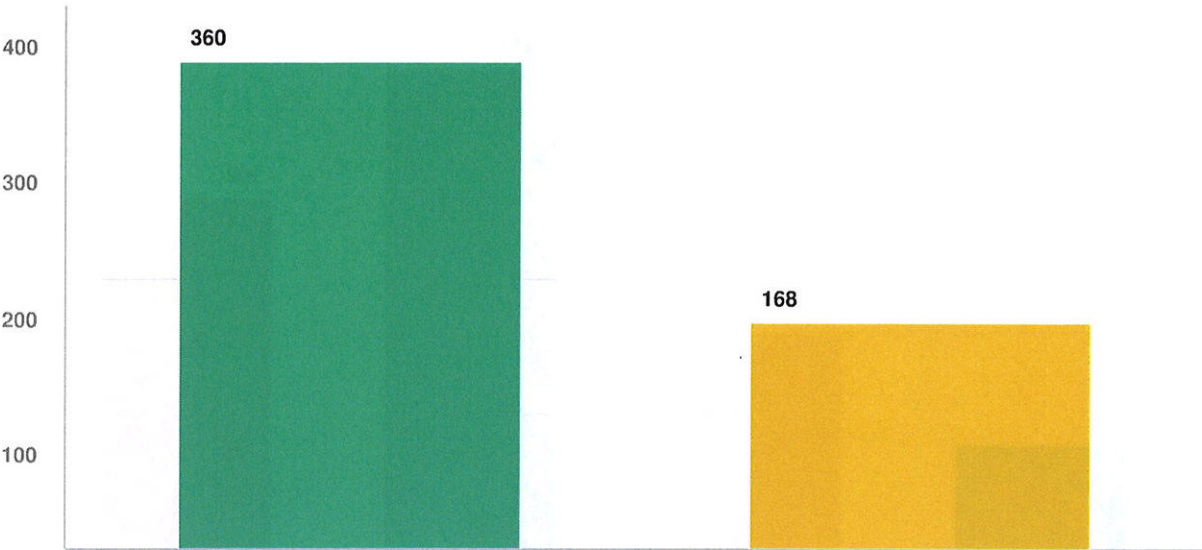
Question options

☒ Yes ☐ No

Optional question (535 response(s), 1 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in a residential area should the municipality prohibit roosters?



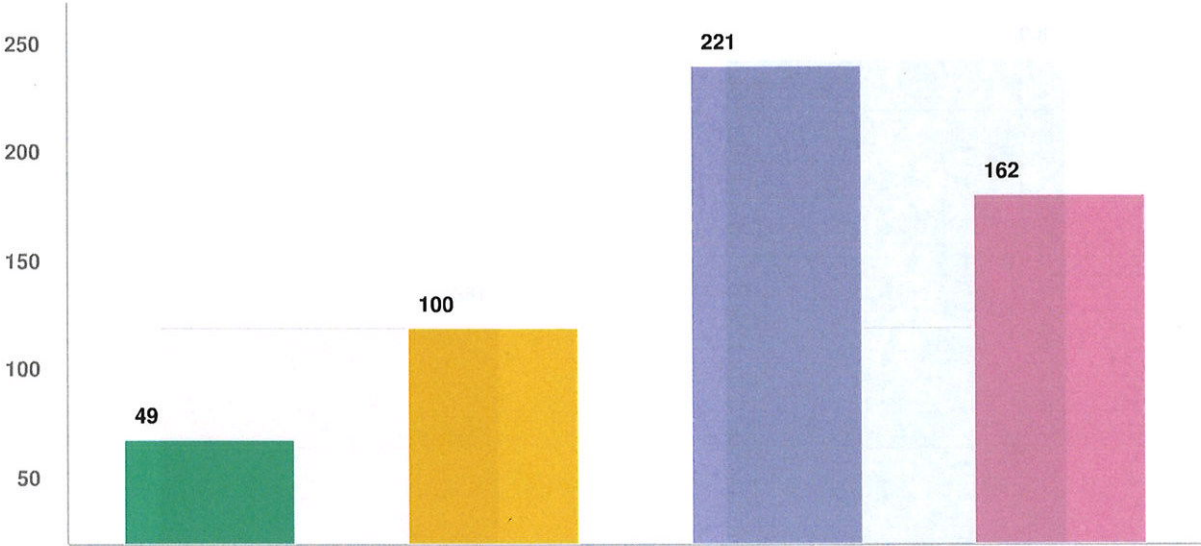
Question options

Yes No

Optional question (528 response(s), 8 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in a residential area what should the maximum numbers of chicken be?



Question options

2 4 6 Other (please specify)

Optional question (532 response(s), 4 skipped)

Question type: Checkbox Question

If backyard chickens are permitted should they be completely enclosed preventing them from being at large and wandering ont...



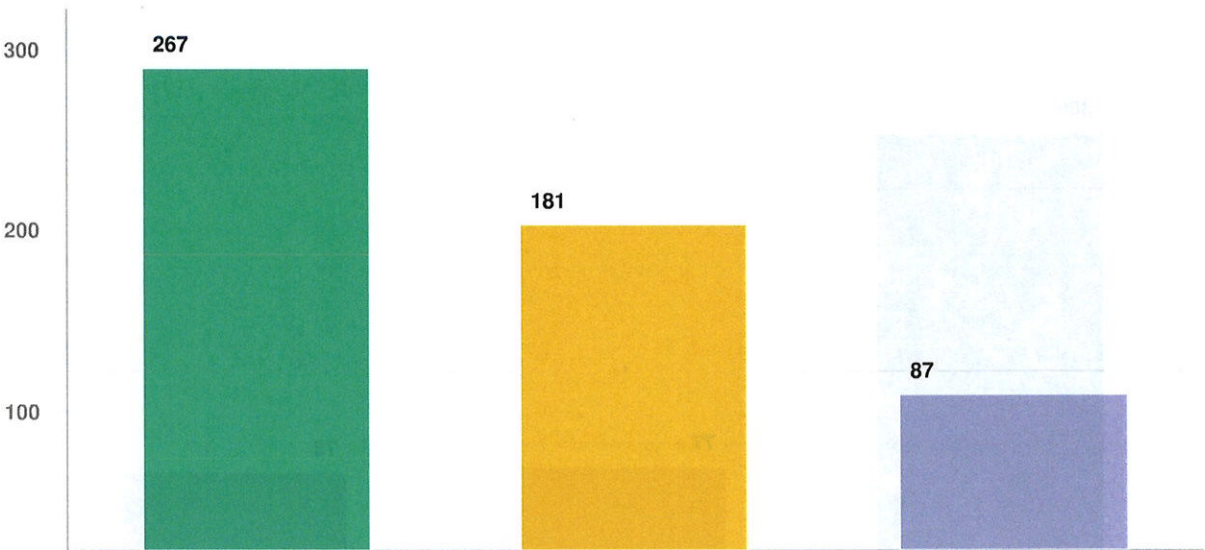
Question options

☒ Yes ☐ No ☐ Comments

Optional question (536 response(s), 0 skipped)

Question type: Checkbox Question

If backyard chickens are permitted in a residential area should the municipality create standards for coops size, cleanline...

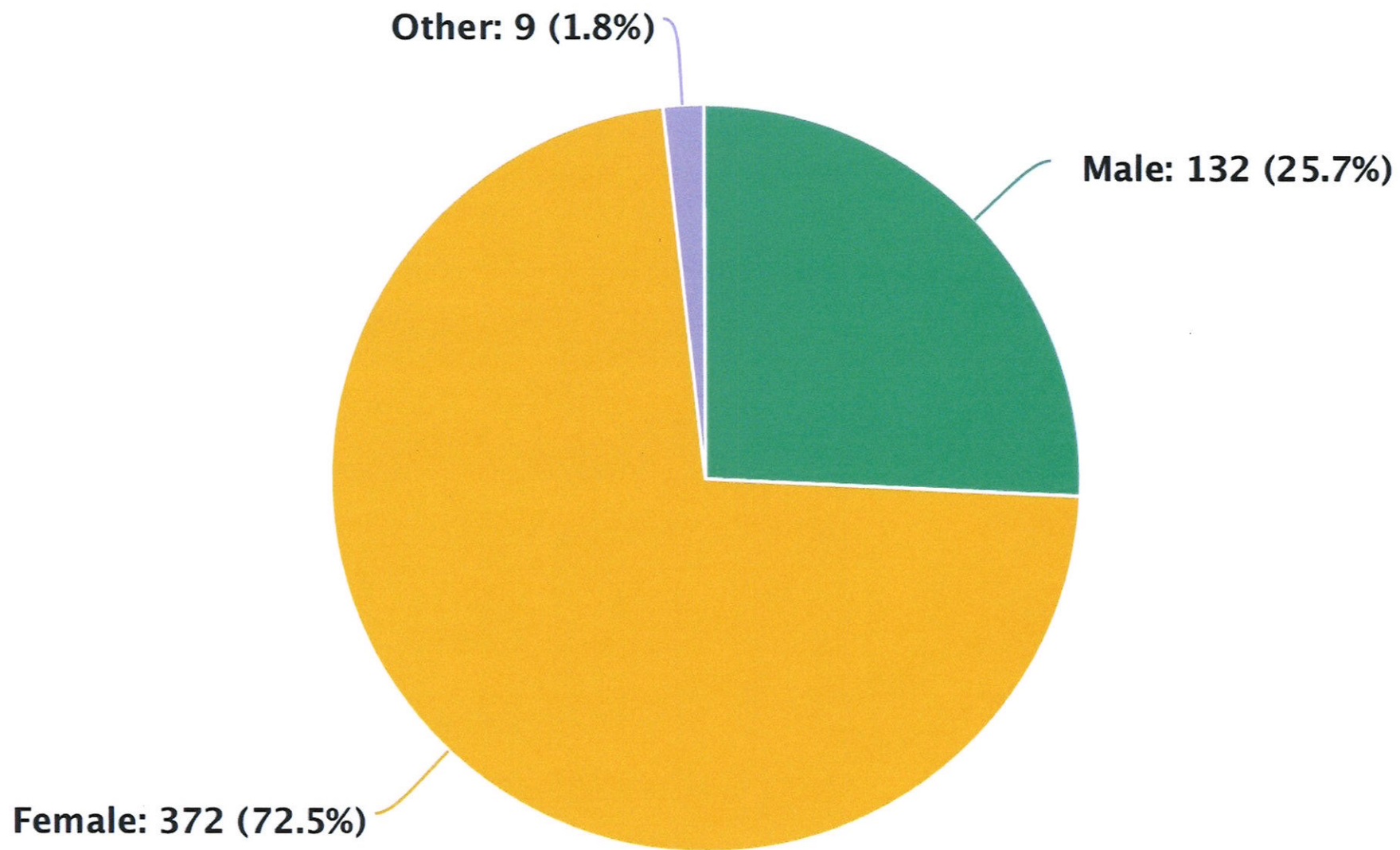


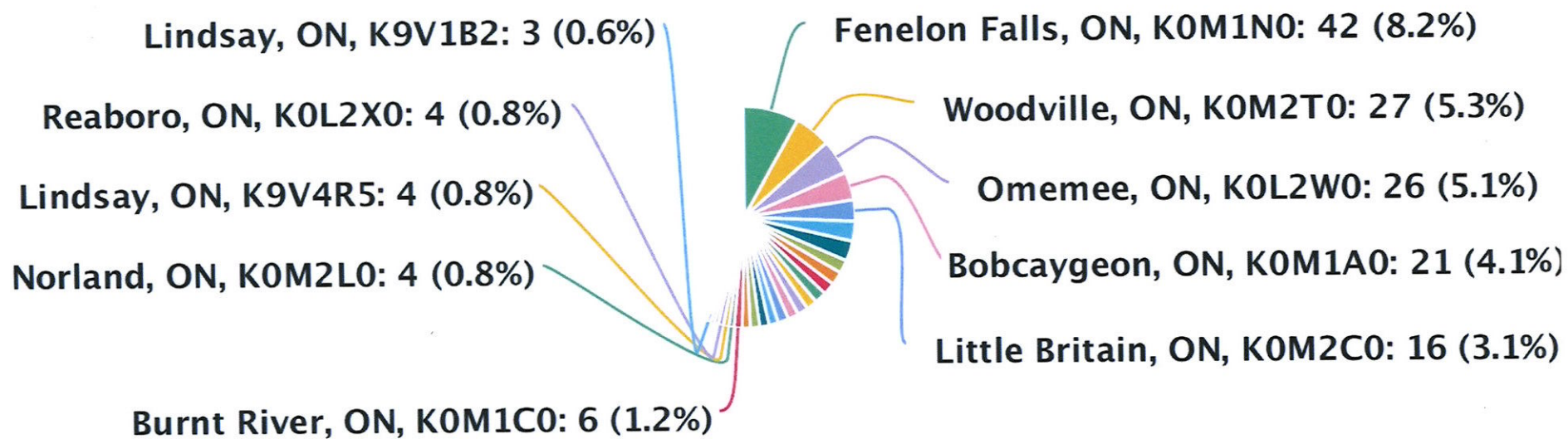
Question options

☒ Yes ☐ No ☐ Comments

Optional question (535 response(s), 1 skipped)

Question type: Checkbox Question





Project: Backyard Chickens Survey

Question: Please provide any additional comments below:

(Showing 219 of total 219)

No.	Contribution	Posted at
1	Overall I love this idea. We could also allow Food Source to have a chicken coop and help our most vulnerable with some protein.	18 Sep 2020, 02:51 PM
2	The COKL does not seem to be able to quickly enforce the various bylaws that are in existence at this point in time. Lack of staffing and no evening hours seem to be quite problematic. If backyard chickens and standards for keeping them are approved, how could you enforce these new bylaws? You would also be opening up a whole new area for possible animal neglect, especially once the "novelty" of backyard chickens wears off for those who do not understand what they are signing up for by installing a coop and chickens in their yard. What happens when the hens stop laying after their few peak years. Will people be happy to keep them on as "pets" or will they want to replace them with new hens? I suspect you would put a limit on the number of chickens permitted per yard. With that in mind, people will need to get rid of the non layers in order to add a new hen. So what happens to the non laying hens at that point? What will you put in place for the likely "disposal" of chickens who stop laying. Leave farming to the farmers and those who know what they are doing and what they are getting into when they keep chickens. If a resident buys a home next to a farm, they should logically know what to expect in terms of country smells and noise. If, however, a resident buys a home in a neighbourhood they should get just that - a residential neighbourhood not a chicken coop next door.	18 Sep 2020, 03:08 PM
3	<p>The preamble makes this is very biased survey. It is clear the city wants this.</p> <p>How about this question: will the city allow citizen journalists to film backyard slaughter by inexperienced butchers and share it with the world? Including during any H5N1 outbreak, will the city allow citizen journalists to document bylaw officers seizing chickens and killing them?</p> <p>Hard NO to backyard chickens.</p>	18 Sep 2020, 03:36 PM
4	I don't know why they're already not permitted. People are allowed other animals.	18 Sep 2020, 04:48 PM

- 5 Minimal municipal intervention should occur if this is approved. A bylaw is required to establish and provide guidance on structures and limitations. Careful consideration must be applied as this cannot become a burden on existing staffing levels or budget allowances. Keeping egg producing chickens must not be permitted in subdivisions or highly urbanized locations. 18 Sep 2020, 04:54 PM
- 6 On small lots in subdivisions, a maximum of 2 might be better. But there are many subdivisions that have larger lots, and having 4 or even 6 chickens would not be a nuisance. However, the more chickens, the more odour, and that's where the fine line is. 18 Sep 2020, 05:00 PM
- 7 This subject needs serious consideration here Counsel for persons permitted to self sustain in part with raising chickens for food. 19 Sep 2020, 06:25 PM
- 8 I think having chickens is a good educational experience and a good way to know where your food is coming from. 19 Sep 2020, 08:10 PM
- 9 Odours from coops and chickens free ranging are a concern for me. 20 Sep 2020, 06:11 PM
- 10 Backyard chickens are a nuisance that invites other predators into our urban areas that would also create a risk for other pets, and children. 21 Sep 2020, 06:27 AM
- 11 Please include in the by-law that there should be no 'backyard butchering' and a definition of this to avoid poorly killed/inhumanely butchering birds. 21 Sep 2020, 07:26 AM
- 12 Chickens raised outside are not all ORGANIC as noted in the opening paragraph and some are considered to be non-organic as they have not had the property certified or inspected in order to be classified as ORGANIC products. Please be careful on your wording and how it is used. You have not made any comment or questions about the disposal of the chickens when...they are deadstock? When the public becomes bored of them? When they become a nuisance to the neighbourhood? What happens when the wildlife become a nuisance because they are feeding off the backyard chickens? How are you going to look after that? Who is going to determine if the chickens are suffering and needs to be euthanized or destroyed humanely? Where will you dispose of the chickens when they are no longer wanted and cannot be traced back to an owner? What happens in the winter to the chickens that are raised outside in the warmer months? Where do they go? Is there going to be records kept of backyard chicken owners who abuse their privileges year after year and will you be able to restrict their ability to own chickens in the future? Will there be educational opportunities provided to these "New Backyard chicken owners" to show what they actually need to care for chickens and ensure that they are properly cared for? 21 Sep 2020, 11:35 AM

- 13 This bylaw should not only take into consideration the effects of our neighborhoods, but also the chickens themselves. That's why I believe they should be inspected to ensure humane treatment. 21 Sep 2020, 11:43 AM
- 14 As a resident of a small town in CKL, I do not think that chicken in residential area are a good idea for many reasons and I think it is unnecessary. My main concerns are that odours are difficult to enforce, the H&S of residents in the areas will be impacted if they are not taken care of and that they have the potential to impact other residents drinking water source. If this goes through I really hope that the permitting process captures all the costs for the enforcement and for the administrative extras, as a tax payer I do not want to be paying for someone else's chickens. 21 Sep 2020, 01:27 PM
- 15 Very few people living an urban setting want to deal with roosters crowing at 5 a.m., and they will! 21 Sep 2020, 01:27 PM
- 16 There are a lot of residential lots that are not "in town" These residences should be allowed . There are lots in town that are of a size that a chicken coop would not impact neighbours. There are also lots where neighbours would not be happy. 21 Sep 2020, 01:29 PM
- 17 I think the option to have backyard chickens is great! We have to stop being "NIMBYs" and start finding a way forward - something progressive. The important thing is that we have proper oversight and standards to ensure that neighbours can live side-by-side in a cohesive way, particularly in subdivisions where they may be living closer to each other. 21 Sep 2020, 01:39 PM
- 18 I think for personal family use of eggs/meat and pets chickens should be welcome.

Unless there is reason to believe someone is abusing the situations or the animals there should be a relative hand off policy.

Most people just want to be more self sustaining and efficient. This reduces garbage and recycling that comes with store bought eggs. It's a great lesson in sustainability for the family. Chickens eat lots of bugs/ticks and scraps that help reduce waste!

21 Sep 2020, 01:41 PM

Bottom line not allowing it is against obvious environmental and sustainability rights that individuals should have on their own properties. The world is facing massive issues at the moment. Whether or not someone keeps chickens in their own backyard coop is not an issue - it should be a right they already have.

Focus on the real issues. Let people have chickens!

- 19 As food becomes more expensive and we learn more about the horrors and inhumanity of factory farming I think residents of Kawartha Lakes should be allowed the opportunity to provide a source of food for their families and become more self sufficient provided their are the education tools in place that the animals are treated humanely. 21 Sep 2020, 01:45 PM
- 20 If L.A. can do this, COKL can do this. Our number one generating income is farming and the next generation have a right to learn where their food comes from. If that means encouraging folks in town to keep a few backyard chickens, then I think it's an excellent idea. Chickens in Fenelon Falls have become very popular in the past few years and, as a member of the Feather N Fur Club, we have welcomed over 20 children to show poultry at the local fair. Our little town is an Agricultural community and encouraging backyard poultry just makes sense. My 12 year old [REDACTED] wrote [REDACTED] 6th grade speech on the subject and we would love to have [REDACTED] read it to your committee. If there is any interest in hearing it, please contact me at [REDACTED]
[REDACTED] 21 Sep 2020, 01:49 PM
- 21 Just allow it and make us happy again 21 Sep 2020, 01:52 PM
- 22 If you want to raise chickens, in a town is not the appropriate place. 21 Sep 2020, 01:59 PM
- 23 I think this is a great idea. There obviously needs to be some regulations around how much square footage needs to be provided per chicken. But with so many laws and restrictions it can deter people from doing this and I think it's great for our community and the families within. It's great learning experience for children and an opportunity to share with the less fortunate. 21 Sep 2020, 02:04 PM

- 24 I live in what could be considered a rural area, with houses on half acre lots, out in the country. I have two neighbors that have chickens. They are on both sides of my house, two houses away on each side.
Neighbor #1 allows their chickens to run free, all day long. They don't make any noise, and are generally harmless. BUT....I do not like that they are allowed to run free and ultimately to defecate in my backyard. These are half acre lots... the chickens are coming from over 200 feet away. I am tired of my dog rolling around in chicken poop!
Neighbour #2 does not allow their chickens to run free, which is great. However, they also have two roosters, who make noise ALL DAY LONG! Again, from 200 feet away, you can hear them as clear as can be. It's hard to enjoy quiet time on the deck when the roosters start to go. My opinion... chickens are fine... keep them in a coop or fenced off area, clean up after them to avoid smells, and NO ROOSTERS!
Lastly, the bylaw should allow a homeowner to capture and/or "dispose" of any chickens found running loose on their property.. 21 Sep 2020, 02:05 PM
- 25 I reside in the Hamlet of Cambray. My neighbour (on a 1/4 acre lot) has hens and a rooster running free in her backyard and waking the neighbourhood up every morning at 5:30 a.m. 21 Sep 2020, 02:06 PM
- 26 We live in town and would love to have chickens for fresh eggs and education for the kiddos. I think as long as they have a coop and fenced in area I don't see the problem. 21 Sep 2020, 02:27 PM
- 27 Backyard chickens are great for families, especially while we are dealing with Covid 19, they provide healthy food, education & responsibility for children, & make good pets. I don't see anything wrong with having a neighbor who has them, or having them myself. I wouldn't want or have a rooster, because they could be noisy. Thanks. 21 Sep 2020, 02:32 PM
- 28 If people are going to have chickens then they should be treated as well as any other pet. They need proper shelter, fencing and cleaning. If there is an issue of abuse then neighbours can still call in a tip. 21 Sep 2020, 02:37 PM
- 29 Allow chickens. 21 Sep 2020, 02:38 PM
- 30 I-think-we-need-to-start-taking-our-personal-freedoms-back-----The-ability-to-grow-food-especially-in-a-time-such-as-these-is-ESSENTIAL!! 21 Sep 2020, 02:40 PM
- 31 I don't know anything about kennel registration but I think perhaps a tag or something like dog tags could be used. Although I'm not sure how you'd get a chicken to wear a dog tag. Something around the leg maybe? I'd love to have a few myself but I think yard size is IMPORTANT. 21 Sep 2020, 02:43 PM

- 32 I don't see the difference between the noise hens will make (roosters are a different story) and dogs barking in neighbour hoods. 21 Sep 2020, 02:44 PM
- 33 As we all know, any and all animals need protection and appropriate care wherever they are kept.
Who will help prevent neglect ?
How often will they be checked ?
I think the SPCA needs support and not more work when new chicken owners give up or lose interest.
It's work to care for animals... every single day. 21 Sep 2020, 02:50 PM
We have to be honest about that.
My suggestion would be a group with shared responsibility.
Possibly with some experienced participants who are willing to volunteer their time as a learning situation.
Thank you for asking.
- 34 I agree with not allowing roosters too much noise. I'm not sure enforcement of coop size etc is needed. Its like good dog owners and bad. You'll always have both. 21 Sep 2020, 03:06 PM
- 35 This survey is astonishingly poorly designed. I am NOT IMPRESSED. 21 Sep 2020, 03:07 PM
- 36 Chickens are successfully being raised in major cities at this time. With proper registration and rules, I believe this to be an excellent idea!! 21 Sep 2020, 03:11 PM
- 37 I think there are other communities that have already figured this out and we should look to them for guidelines, boundaries etc. What has been working for them and what has not. 21 Sep 2020, 03:18 PM
- 38 I live on just over an acre of property surrounded by mostly farmland and think allowing people to raise backyard chickens for eggs or meat is a great opportunity for people to stretch their food budgets & learn about where food comes from. I'm hoping others will see the benefits from raising chickens as well and council allows for backyard chickens. 21 Sep 2020, 03:31 PM
- 39 there should also be a regulation on roosters. Thats where your noise comes from. Residential maybe not allowed. Rural only allowed on lot sizes of x. 21 Sep 2020, 03:32 PM

- 40 TORONTO allows chickens, for heaven's sake. I don't personally want to keep chickens - I don't have time! But if someone else wants to, and will take care of them properly, I definitely don't have a problem with it.
- This doesn't need to be over-regulated. Anyone not caring for their hens properly would be subject to the same laws as any pet owner. I live in a rural area; I have a neighbour with chickens, and neighbours with dogs. The dogs bark frequently, and some of them are escape artists who often end up on my property, and leave me unwanted gifts to clean up. I never hear or smell the chickens. 21 Sep 2020, 03:51 PM
- 41 Standards should be set to prevent people from complaining for the sake of complaining 21 Sep 2020, 03:52 PM
- 42 A family should have the right to raise/grow their own food. Obviously while respecting their neighbors too. As long as they are kept in your own property (like any pet) and the area kept reasonably clean, I don't see a problem with chickens. Plus, they're cute. 21 Sep 2020, 03:53 PM
- 43 If the animals are well cared for, and neighborly considerations are taken, everyone should have the opportunity to produce their own food. 21 Sep 2020, 03:56 PM
- 44 They should not be allowed at all in residential areas, such as subdivisions or any place where neighbours are close together. Chickens pass disease and will attract foxes, etc. Rural is okay but not in Residential towns. 21 Sep 2020, 03:59 PM
- 45 I can not even believe that this stupid idea is even being considered. I have picked eggs when I was a kid and 50 years later I can still smell the [REDACTED] and the feathers and dust flying around in the air , this is why farms are in rural areas. A city with chickens in there back yards , really??????? Keep it in LINDSAY TOWN LIMITS!!!!!!!! DISGUSTING JOKE 21 Sep 2020, 04:05 PM
- 46 Most people are smart enough to know their limits as well as how to keep their neighbors happy 21 Sep 2020, 04:16 PM
- 47 Sounds like a great licensing opportunity! ;) Will need some sort of registration and minimum standards for removal of manure, setbacks, etc. 21 Sep 2020, 04:19 PM
- 48 I think chickens are great pets and bring opportunity to make money. They can be educational and allow families to be a step closer to self sustainable. 21 Sep 2020, 04:34 PM
- 49 Residential property is not the place for farm animals ...chickens then what's next pigs? geese, ducks. If you want animals move to the country . Me and my family are not in favour! 21 Sep 2020, 04:45 PM

50	I have been wanting a chicken since I moved to the Kawartha Lake area and have been disappointed that it has not been permitted.	21 Sep 2020, 05:00 PM
51	Bad idea	21 Sep 2020, 05:02 PM
52	We recently helped friends through this transition in Saugeen shores and it has been easy and without complaints. Many happy kids get to join their farm friends at the fairs and show their birds! It's bringing agricultural fun back to our local fall fairs and kids are excited for 2021! They have all loved taking care of their chickens and collecting eggs. So many simple recommendations can be made to ensure success for future chicken owners. I 110% think this is a great move.	21 Sep 2020, 05:05 PM
53	Some of us just have a few quiet chickens.. fresh eggs and meat. We dont all them.. you dont need to regulate everything	21 Sep 2020, 05:40 PM
54	Raised a few years ago. Wonderful experience, great benefits (eggs, composted manure, entertaining hobby	21 Sep 2020, 05:49 PM
55	I love and support backyard chickens! I think they're wonderful for families and children to learn many valuable things.	21 Sep 2020, 05:51 PM
56	I don't believe that council would ever hire enough people just to manage chickens coops, without which abuse of permission would certainly be inevitable. Allowing chickens in towns would most certainly be welcomed by some, but is it really worth ruining some people's dream retirement home (as an example) or their very quality of life? I don't think it is. If I wanted chickens in my backyard, I would move to a place where that is allowed, and so should everyone else.	21 Sep 2020, 05:58 PM
57	Allowing backyard chicken keeping in Kawartha Lakes would be highly beneficial for many residents. Keeping our food local has become an urgent priority, more people everyday are looking for ways to lessen their social economic footprint and this would be a huge advance! Not to mention the therapeutic value of adorable chicks. It would be very challenging to regulate over a broad spectrum so perhaps a special consultant to work with individual families and properties would be a great start.	21 Sep 2020, 06:25 PM
58	We need self sustainability. Especially during the pandemic. Chickens are practical pets!	21 Sep 2020, 06:26 PM
59	Could there be coop type pastures for chickens. Or adopt programs by farmers.	21 Sep 2020, 06:27 PM
60	If residential chickens are allowed and my immediate neighbors get chickens I will be calling the city every day to put in a complaint about noise, odour and safety.	21 Sep 2020, 06:38 PM

- 61 I feel up to 10 birds allowed including hens and roosters should be standards and fines if not in accordance. Investigation if neighbours complain. 21 Sep 2020, 06:44 PM
I don't want chickens but ok if neighbours do. If lot size over 2 acres, more birds should be allowed, up to 24.
- 62 Small backyard Chicken coops are great hobbies similar to gardening, that provide organic food solutions and pose less problems then stray cats and barking dogs. I don't see a problem with this if roosters are prohibited. 21 Sep 2020, 06:49 PM
- 63 Chickens in residential areas should not be allowed unless the noise and smell of the chickens can be contained so as not to bother neighbours 21 Sep 2020, 06:50 PM
- 64 Not everyone can afford to live on 100 acres but would still love the opportunity to raise some of their own food. There is something very fulfilling about owning an animal that can provide you food. Also with everything that has happened with COVID-19 it is beneficial to have a constant source of food. 21 Sep 2020, 06:50 PM
It's educational for families and provides a learning opportunity for young kids as well as something to be responsible for.
- Please allow us to have backyard chickens, I have always wanted them but don't live on a farm.
- 65 I would also allow ducks, and quail as part of this initiative. 21 Sep 2020, 06:53 PM
- 66 Please, please, please, no backyard chickens 21 Sep 2020, 06:57 PM
- 67 Returning to our roots are controlling where our food comes from is very important. 21 Sep 2020, 07:04 PM
- 68 I am opposed to backyard chickens in residential areas. It would seem that people have enough trouble looking after their domestic pets (dogs, cats, rabbits) and abiding by city by-laws regarding them. I think the municipal by-law enforcement personnel have enough to do without having to deal with complaints about chickens. I understand that response to by-law infractions is complaint driven. I do not want to be contacting the municipal law enforcement office about a neighbour who is not appearing to take care of his/her chickens. Chickens should remain on rural properties. If people want fresh eggs or chickens, they should patronize their local farmers who are trying to make a living selling their produce. This is not difficult to do in our area because the City of Kawartha Lakes is mostly rural and their are numerous farmers selling their produce. 21 Sep 2020, 07:07 PM

- 69 I currently have Hens, and one Rooster, who is a large Bantam. A Hen's egg song can be just as noisy as a Bantam Rooster's crow, but I enjoy the conversations they have. My birds free range the front of my 1.5 acre rural property, and put themselves to bed at night, at which time I close the door and secure it. They do not wander off my property, as they know where their food and shelter are. My Lindsay property is approx 50' x 300' and I hope that I can eventually move my Hens here, when I move here full-time in a few years. 21 Sep 2020, 07:18 PM
- 70 Just like having any pet. Clean up after them and everyone will be happy. 21 Sep 2020, 07:28 PM
- 71 If city people want chickens they should move to the country. In the past I lived beside a house with chickens. The coop smelled and there were always foxes coming around. 21 Sep 2020, 07:33 PM
- 72 Access to fresh eggs especially with Covid would help families. Tending / caring for the birds would benefit children & seniors who are stuck @ home. Chicken poop is good for the garden. Chickens also often become valued pets. Many people could benefit from the companionship, having something to do during Covid, & a feeling of accomplishment when you collect your eggs. "PLEASE" Consider ALL the Positives of the back yard poultry! In these uncertain times, having chickens is harmless & would help people with their loneliness. The entire family & the neighborhood would reap the rewards 21 Sep 2020, 07:34 PM
- 73 I think that chickens are an amazing way for families to produce their own eggs/meat/etc. They are a great way for kids to learn responsibilities and care of animals. As long as they are cared for properly, they do not cause a lot of odour! In town, I agree that roosters can be quite noisy, preventing them would eliminate the sound. In conclusion, I think that people should be allowed 6-10 chickens in town as long as they are compliant with rules (I.e keeping coop clean, no roosters, keeping chickens to their own property!) 21 Sep 2020, 07:37 PM
- 74 i have had horses in my backyard that have gotten loose, from neighbours i think that a few chickens would not be an issue. If i look at the state of disrepair of many of the properties in the village i think that there are many other more pressing issues to be addressed. 21 Sep 2020, 07:42 PM
- 75 this could be a great and joyful experience for many people, but there needs to be education and an approved application before people can have chickens. This will ensure there is a proper coop and adequate, safe space for the chickens to live. 21 Sep 2020, 07:55 PM
- 76 max 10 chickens, no roosters in heavy residential areas, and keep them penned in residential areas. 21 Sep 2020, 07:55 PM

- 77 I do not believe in excess regulations, although, I do believe in respecting the neighbourhood. If, for instance, a rooster was causing undue noise, then, perhaps the owner would be asked to re-home it. If any problems arose due to noise, improper handling of waste, or the welfare of the animals, I am sure that the neighbours would make it known to the authorities, who, hopefully, will make appropriate judgements on the situation. FYI, I have one of "those" neighbours who just likes to make trouble, hence the "appropriate judgement" remark. 21 Sep 2020, 07:55 PM
- 78 Please do not go forward with this. 21 Sep 2020, 08:15 PM
- 79 chickens are amazing animals, great cooping machanizim for children, adults. They provide a consistent source of food! Over all would be great for EVERYONE to experience chickens :) 21 Sep 2020, 08:22 PM
- 80 We are so excited to hopefully be having backyard chickens! This will be wonderful for our children to learn where their food comes from and to help care for them. We have always been extremely respectful of our neighbours and I believe we would be able to have and care for chickens on our property without any impact to our adjacent neighbours. 21 Sep 2020, 08:44 PM
- 81 Bigger city allow chicken in residential area, why not small city in Kawartha allowed? We should be allow if we have the space for them. 21 Sep 2020, 08:56 PM
- 82 I think this is a good idea. Should be allowed. 21 Sep 2020, 09:03 PM
- 83 Backyard chickens are an excellent small supplemental food source and would benefit families with younger children in that they are a good education tool for small basic farming. My only concerns would be people neglecting the chickens or not maintaining their health and well-being. I think 4-6 birds is suitable for residential backyard flocks. Roosters are actually far less loud than barking dogs, fireworks, loud motorcycles and cars with altered exhaust equipment. 21 Sep 2020, 09:10 PM

- 84 Pet chickens are a hobby for most modern day keepers, they provide companionship, stress relief and entertainment. Home raised hens living in clean conditions produce eggs that are fresher, better tasting and more nutritious than their commercially raised counterparts. Raising chickens also promotes the humane treatment of food producing animals and a local, sustainable food system. Chickens do not smell, animal waste smells. When managed properly, no odours emanate from a chicken yard. Roosters are no noisier in volume or frequency than barking dogs: barking dog at 1 metre=70-100 dB, lawnmower at 1 metre=107 dB, rooster at 1 metre=48 dB. Intermittent daytime noises are a normal part of living in any community and regulations should not discriminate against any species or gender within a species. Any concerns about chickens should be addressed in the same manner other noise complaints are addressed including barking dog noise. Chickens are green pets. They eat a variety of weeds and disease-carrying insects. Skunks, raccoons, foxes, rodents will frequent backyards regardless of weather chickens also occupy those yards. Concerns relating to attracting wild animals and rodents should be addressed by restricting wild bird feeders and garbage cans which entice these animals into yards where they can transmit diseases. 21 Sep 2020, 09:15 PM
- 85 Roosters are necessary. While it may not be ideal for every single house in the neighborhood to have a rooster, A few people in the neighborhood should have them and community can book and borrow a rooster for a week at a time. Hens feel more secure having a rooster watching over them and caring for them. Happy & Secure hens are productive laying hens. 21 Sep 2020, 09:16 PM
- 86 Leave chickens where they belong.....on the farm. As for educating your kids....take them on a day trip to a farm/zoo to see all sorts of animals! 21 Sep 2020, 09:52 PM
- 87 Backyard hens (no roosters) in limited numbers with properly cleaned coops can be very un-intrusive. 21 Sep 2020, 10:45 PM
- 88 I've long wanted to have a couple of chickens in our backyard for fresh eggs for my family. Now more than ever families need the ability to be more able to self sustain and control the quality of the food they consume. 22 Sep 2020, 12:10 AM
- 89 I believe chickens in our backyard is a good idea especially in a pandemic that we are in. The ability to raise chicken for eggs and meat will help reduce stress over mass buying and business closing. As well as teach the next generation how to care for chickens. 22 Sep 2020, 04:47 AM
- 90 Some of these questions seem to be very generalized and there is neither a yes or no answer that applies to my opinion. 22 Sep 2020, 05:41 AM

91 It should be a right not a privilege for families to be able to provide fresh food for themselves. Especially during given how food was limited and sparse during the beginning of the COVID-19 pandemic. Backyard chickens give families this capability. 22 Sep 2020, 05:50 AM

92 It's ridiculous that we aren't currently allowed to have chickens. 22 Sep 2020, 05:58 AM

93 This is an example of people thinking based on emotions and not common sense. Sounds like a good idea at first until people actually try to do it and realize how much work it really is. That's when the neglect will start (kind of like the family that gets a new puppy only to stop taking it for walks before it turns 1) and this entire venture will turn into a big mess. 22 Sep 2020, 06:05 AM

94 Just let people have chickens. Food is only getting more expensive and people have a right to feed their families. 22 Sep 2020, 06:07 AM

95 They only be allowed on farms 22 Sep 2020, 07:02 AM

96 Based on the nature of these questions, I think you need to do some more research on backyard chickens. 22 Sep 2020, 07:06 AM

97 As we've all seen, Covid-19 has forced us to reevaluate how we live, how we eat and how we spend our free time. Many people have taken a step back and have realized how dependent we are on instant availability.

As we enter the second wave of Covid, I believe there will be even more pressure put upon us to "survive" like the olden days. We will continue to cook more from scratch, purchase our meat from local farmers or butcher shops and grow our own vegetables, like we've seen happen this year.

These things have all become very important to many and I truly don't feel its just a phase! Backyard chickens falls into this too, living a lifestyle that is more sustainable.

I don't feel like there should be restrictions on selling or giving eggs to neighbors. I believe it fosters friendship as well as opens up an opportunity for the barter system to come back again. Barter some tomatoes or cucumbers for some eggs etc.

Chicken manure can become compost and 4 chickens won't create that much waste. If there is concern about the smell, have someone do an online seminar on raising chickens and using the deep litter method, there is very little odor then.

Plus, a lot of discarded table scraps can go to the chickens, creating less garbage.

Just look at how hard its been to find a bbq, lumber or preserving jars this year, nearly impossible! A few chickens lends to the lifestyle many are now looking for.

Thank you

22 Sep 2020, 07:12 AM

- 98 Welfare of the animals needs to come first, so adequate, safe, and clean housing needs to be established and maintained. If a flock is well cared for, other issues like odour and sanitation, are already addressed. 22 Sep 2020, 07:30 AM
- 99 If you can't control people having children that shouldn't then why control people having a few chickens. Just create a maximum amount per household based on their property size and let's go already. 22 Sep 2020, 07:33 AM
- 100 Chickens are amazing creatures and limiting amounts to manageable levels so people can have access to fresh eggs is very important . It is a great way to instil work ethic and commitment to young children and old in Careing and raising their own food. To much time is spent indoors on screens and it's a great way to get everyone outdoors ! 22 Sep 2020, 07:35 AM
- 101 Chickens are pets and livestock. They should be allowed. With certain regulations. If you have property you should be allowed especially in the times we are living now. They provide eggs and for children offer a wonderful learning property. 22 Sep 2020, 07:39 AM
- 102 Having backyard hens has been a wonderful experience. They are quiet, easy to care for, and don't smell as long as they have adequate space. People who want to experience knowing where their food comes from should be able to do so. It is no different than being able to grow a garden for your veggies. 22 Sep 2020, 07:52 AM
- 103 say yes to backyard chickens! 22 Sep 2020, 08:12 AM
- 104 I feel lot sizes need to be big enough to do this. 22 Sep 2020, 08:16 AM
- 105 we should be allowed to have options on growing and producing food sources on our property, I believe there should be limits on how many and requirements set in place of course to protect the animals from being mistreated. I think as a mother it would also be an excellent source of education for children that don't have the opportunity to grow up on a farm to get a chance to understand where our food comes from. 22 Sep 2020, 08:27 AM
- 106 obviously, I think that people should be allowed to raise chickens for primarily personal use. I do not think that the regulations or licensing should be so restrictive or just a means of income for the city that it prevents people from doing it. This is not about people living in townhouses or crowded packed in subdivisions that are being built/crammed in on small lots, it should be for people who have the space, have proper facilities and want to provide for their families. 22 Sep 2020, 08:39 AM
- 107 It's a good idea to be self sustainable for people to have chickens. Just limit amounts of chickens, no roosters, and place rules of cleanliness to ensure people are following with safety standards. 22 Sep 2020, 08:45 AM

- 108 With proper husbandry, chickens are no more disruptive than dogs. Frankly dogs can be much more loud, disruptive and potentially dangerous than a chicken.
- I agree there should be a process to complain about someone who does not keep their coop clean, or who fails to keep their chickens on their own property. 22 Sep 2020, 08:49 AM
- As an FYI, chickens should be kept as a minimum of 3 for their own happiness of being part of a flock, so if you are to approve a change to the by-law, please consider this.
- 109 I think with Covid , it's smart to give people other ways to provide for their families during lock downs and quarentines. 22 Sep 2020, 08:59 AM
- 110 Chickens are food and produce food that every Canadian should have access if they so choose. 22 Sep 2020, 08:59 AM
- 111 I believe that many people are having the issue of if they live on a property surrounded by farmland or woodland with little to few neighbours or neighbours who's property you cannot see from your own property are currently unable to have chickens for laying purposes. Most people with smaller properties don't want meat birds, as they are messier than layers. 22 Sep 2020, 09:04 AM
- 112 There is absolutely no strong reason to prohibit people from raising chickens, other poultry, or small livestock to provide for their families. 22 Sep 2020, 09:05 AM
- 113 I think council should make a 1 acre lot the minimum to allow chickens in a urban area. 22 Sep 2020, 09:08 AM
- 114 Are we the CITY of Kawartha Lakes, or are we the County ? Why do a small minority get to bully us into this? Most people will not even know the proper way to do this, and those who do, are likely on farms already. This is regressive. 22 Sep 2020, 09:11 AM
- 115 Let people live the way they would like to. People can be (and ALREADY ARE) responsible chicken owners without any bylaw or government intervention. We do not want anymore invasive rules imposed on us. 22 Sep 2020, 09:11 AM
- 116 The city should have somewhere ONLINE to register your coop and how many chickens you want, the city would come out to inspect if needed, and then you get the chickens. I think if roosters are allowed, you can't have more than 1 to take the neighbours into consideration. Chickens and roosters are quieter than children and everyone has to listen to those. 22 Sep 2020, 09:15 AM
- 117 Frankly I get the concept but do not want to bother my neighbours or be bothered by their chickens. Dogs, loud cars, gatherings are enough already! 22 Sep 2020, 09:17 AM

- 118 Other municipalities have been successful in implementing bylaws regarding backyard chickens. With guidelines and standards in place, chickens can be a very valuable asset to a family and increase food security. Thank you for considering this! 22 Sep 2020, 09:54 AM
- 119 I think permitting chickens in residential areas, even in rural areas where you aren't agriculturally zoned, is a great idea. It gives you the ability to be somewhat self-sustainable because chickens can be used for their eggs, or even their meat. With the world changing, having the ability to put food on your table and learn how to take care of animals at the same time. 22 Sep 2020, 09:55 AM
- 120 The smell of chicken farm on edge of town can smelt through whole town on certain days. It is nasty. 22 Sep 2020, 09:57 AM
- 121 I do believe that the bylaw should have some restrictions, such as making sure Chickens are humanly cared for. Perhaps licensing would be a way to help insure proper education is in place for people raising them.
Noise is a concern, however, there should be a reasonable allotment of noise.
People should absolutely be allowed to raise their own food and know exactly how it is raised. This also allows an option for low income families to help curb costs.
Educational purposes may invoke our youth to get into farming, supporting our local economy.
WE NEED MORE FARMERS 22 Sep 2020, 09:58 AM
- 122 I think that the town has way to much to say about what we do on our property. Especially people that do not live in town. This can help people with food. Healthy and cheap. 22 Sep 2020, 10:03 AM
- 123 I do NOT want to see chickens permitted in residential areas. We've been battling the city for over a decade regarding our neighbour and their dogs (noise AND smell!) to NO avail! I do not have any faith that any regulations put in place for residential chickens would be enforced either. I think raising chickens is great; I have friends who do this and sell eggs as well: in a RURAL area 22 Sep 2020, 10:04 AM

- 124 People who go to the trouble to have 'backyard chickens' will look after them. They are work and not for the faint at heart. Fresh eggs are no different than having a vegetable garden producing your own food! They are little composters and make great compost for my flower and vegetable gardens. This should be encouraged on all levels. Dogs are far noisier and complaints are far more frequent than any complaints of chickens or how about the cats that poop in my flower beds. Definitely no roosters in residential areas and yes a limit of 4-5 chickens suffice to make it worth while. Chickens are interesting creatures and do make nice pets. They are great for educating if there are children involved. Truly the amount of backyard chickens there will actually be is not worth the time and effort expended by municipal governments. 22 Sep 2020, 10:05 AM
- 125 For me me having chickens could be a huge benefit. I'll know what they're fed as I will be feeding them. (No growth hormones or any unneeded drugs) I know how they'll be treated because I'll be raising them. Yes I've had chickens before and definitely enjoyed having them. Plus they are another activity to do outside. Feeding them, collecting eggs and yes even cleaning them! 22 Sep 2020, 10:12 AM
- 126 Properly cared for chickens do not have odor unless you are in a coop. Noise is minimal, FAR less than a barking dog. Roosters should not be allowed. IF inspections are to be done, such person should have adequate knowledge in regards to chickens, coops, care etc, to make educated recommendations. Backyard chickens are an excellent idea and would make CKL much more attractive for families, especially young families who are focusing on local, home grown food and products. 22 Sep 2020, 10:31 AM
- 127 Think it is absolutely absurd that you are going to allow chickens which cause so much damage and odor but won't let the people of Lindsay have fires or light fireworks. This towns priorities really need to get in check. Maybe Kawartha lakes wouldn't be in a huge amount of debt if the money and meetings were put to real use 22 Sep 2020, 10:33 AM
- 128 I think people who live in the country and have property should be able to have their chickens. This could be a way of life for them and why would you take that away from them. This provides food on their table. Life is already regimented enough by the government, I think the municipality should look into some more pressing matters than chickens on some ones property. 22 Sep 2020, 10:37 AM

- 129 Most people whom have backyard chickens take care of them as their pets. Many forums picture beautiful clean coops and the chickens are named, not just a food source. Chicken care is great for children as is incubating eggs and selling day old chicks. The eggs are for family use when chicken number is limited so the selling of eggs should not be a problem. I do not believe a rooster should be allowed within residential areas as that noise would be annoying for the neighbours. 22 Sep 2020, 10:39 AM
- 130 Many people are trying to be more self sufficient on their own properties. They are creating gardens etc. Chickens when managed well and properly create education for others around and provide food for a family. People who properly care for their chickens, keeping them healthy and clean should be able to have chickens no matter where they are if lot size is ok, as chickens do need room to roam. The lot size is a factor as they need 3-4 square feet per chicken inside a coop and outside 8-10 square feet. So placing a lot size allowance for them is ideal. I fully support the allowance of backyard chickens in the city of Kawartha Lakes. 22 Sep 2020, 10:43 AM
- 131 Whoever thought this was a good idea should be fired! 22 Sep 2020, 10:44 AM
- 132 I really think if you limit the numbers allowed per square foot, many of the issues won't be an issue. How smelly could 2 chickens be in a subdivision if well maintained? I think noise issues and smell really applies more to big commercial facilities. And if they were given enough space just to make sure they were being humanely housed, not just squeezed in it would make a difference. 22 Sep 2020, 11:03 AM
- 133 In Lindsay we keep trying to come across as the city, not very many cities allowed chickens... So why would Lindsay even entertain the idea. There were a lot more important things than worrying about this... Bringing jobs to the area would be my number one priority 22 Sep 2020, 11:10 AM
- 134 The main purpose of allowing residents to have back yard chickens is to enable them to grow their own food, save money, and become self sustainable. Every effort should be made to not attach municipal fees to those residents that endeavor to have backyard chickens. 22 Sep 2020, 11:17 AM
- 135 Why would the city need to inspect chicken coops when you don't inspect the ones on farms that is a bit discriminating don't you think 22 Sep 2020, 11:27 AM
- 136 Hens are very quiet and fairly clean. Dogs are way louder than birds and I would choose to listen to my neighbours chickens than a huge dog. 22 Sep 2020, 11:51 AM

- 137 I suggest a permit system. Permits can be revoked if reasonable cleanliness and care are not maintained. The less prescriptive the language the better for the community and we can return to only using municipal bylaw enforcement resources in the event of a complaint. 22 Sep 2020, 12:06 PM
- 138 Chickens are amazing animals that give a lot with little input people should have the chance to own them and find out how great it is to rear their own food. 22 Sep 2020, 12:06 PM
- 139 I think generally that chickens in backyards aren't likely to be an issue. And it would be a shame if it was regulated so much that you had to wait months for an inspector to come and decide if your coop was good enough, however, it should be something that the city can look at if someone is not keeping the area clean, they have too many or are being cruel. But I don't have an issue with it. I don't personally want the work but I wouldn't be against a neighbour having them. 22 Sep 2020, 12:31 PM
- 140 this would be a very welcome change 22 Sep 2020, 12:35 PM
- 141 Having lived in many communities where backyard chickens are allowed, they have really only been a great benefit for those communities. Also, given the fact that we are now living in very uncertain times, having a small backyard flock of chickens, as well as vegetable gardens, and other means for citizens to be self-sufficient, is of vital importance. 22 Sep 2020, 12:38 PM
- 142 I would love to have pet chickens I think that would be fantastic. 22 Sep 2020, 12:40 PM
- 143 I feel it would be wise to consider how this will affect renters and landlords. If an application process is implemented it would be wise to have to have a separate application for renters that gets approval from the home owner. 22 Sep 2020, 01:00 PM
- 144 No matter what restrictions you put in place, you can't guarantee everyone will abide by them. Chickens are an all around bad idea. If we want fresh eggs or meat we can go to a farm to buy, and chickens are not pets. 22 Sep 2020, 01:53 PM
- 145 I would really enjoy seeing Kawartha Lakes reconnect with keeping chickens, and learning how to become more self sustaining households. Addressing issues such as odor and noise: Odor and noise are common factors when living in a more densely populated area (e.i, lawnmowing early in the morning comparable to roosters, music, social gathering, heavy tool operations, city maintenance, garbage, cooking smells, odor from road work, car pollution). 22 Sep 2020, 02:04 PM
- 146 I have an acre with no one near i would think i could have 25 chickens but someone in town may only have 3 or 4 22 Sep 2020, 02:41 PM

147	persons with lots over .5 of an acre should be allowed up to 6 chickens and one rooster. this could include a mix of layers and eaters if desired. There should be set standards for coops and up keep, as well as a tracking system for where birds came from.	22 Sep 2020, 02:54 PM
148	Allowing chickens in the town especially subdivisions is a BAD idea as our lot sizes are to small and back yards spaces are very limited. With spaces between houses at 3 meters and back yard at 20 meters by 10 meters adding a chicken coop will infringe on 3 neighbours at very close proximity and having grown up on a farm I do not want the smell of a chicken coop wafting in my windows.	22 Sep 2020, 03:01 PM
149	I'd like to see hens allowed in town when they are properly cared for as pets and egg supply. Winter conditions should be regulated as well.	22 Sep 2020, 03:04 PM
150	Chickens are not the problem, the owners are! so strict by-laws need to be in place.	22 Sep 2020, 03:30 PM
151	I very strongly feel that chickens and other forms of livestock should not be permitted within residential areas.	22 Sep 2020, 03:46 PM
152	For anyone who doesn't live in a gated community with different rules and standards, what animals are kept on their own property is no ones business but their own. Dogs are loud and they are acceptable anywhere without being inspected or having further check ins for cleanliness etc. The mentality of people who are interested in having backyard chickens are people that usually have hunting or farming experience and have prior knowledge of how to care for chickens, their eggs and the meat they get from them.	22 Sep 2020, 04:19 PM
153	There are currently many people within the municipality that keep chicken without any complaints from other or the to knowledge of many people. I'm sure this has been going on under the radar for some time.	22 Sep 2020, 04:39 PM
154	Egg sales are already regulated. They must be inspected to be sold in a retail outlet. Driveway sales in a residential area are no different then selling at the end of the farm driveway. Was never a problem before.	22 Sep 2020, 04:43 PM
155	Chickens are farm animals	22 Sep 2020, 04:51 PM
156	Initially there may be lots of debate but over time, there would be a unspoken standard adopted by those keeping the chickens.	22 Sep 2020, 05:10 PM
157	If people want to raise farm animals, I feel that they should live on a farm. Thanks for allowing me to give input.	22 Sep 2020, 06:20 PM
158	No no no to residential livestock of any kind!!!!	22 Sep 2020, 06:32 PM
159	Why is it so hard to open up our minds to change?	22 Sep 2020, 06:45 PM

- 160 Backyard chickens are a wonderful thing for education and eggs and or meat. Allowing chickens in town (4-6/8) would be great for people who want to have them and take care of them. I think its a wonderful idea. 22 Sep 2020, 06:56 PM
- 161 If Toronto can successfully have chickens with next to zero yard space I think we should be able to do the same, we are farming country after all and if you can't afford to live on a farm you should still be able to grow your own families food as much as possible. 22 Sep 2020, 07:31 PM
- 162 Most people can't even control their dogs and cats in my town. I cannot imagine them being able to properly care for chickens. 22 Sep 2020, 07:41 PM
- 163 Our neighbours a few years ago got 3 chickens without permission...they were not contained...always on our property...the neighbour would knock on our door and tell us to keep our dogs in because their chickens were out...it was awful... 22 Sep 2020, 08:09 PM
- 164 I think backyard chickens are a great resource for families for food, learning and fun. 23 Sep 2020, 06:01 AM
- 165 I believe for personal use this is a great idea. Regulating the number of hens and size of the coop is key. As well as the size of your property to allow for room for the coop and distance from fences and neighbours. Also a phone number to be advertised to call to report non compliance would be VERY helpful! 23 Sep 2020, 11:20 AM
- 166 There should be monthly inspections to make sure chicken coops are clean and people are not exceeding maximum number of chickens. I am against roosters in urban settings. They will be loud and we just don't need the breeding problem. 23 Sep 2020, 11:41 AM

- 167 Within vulnerable areas around municipal drinking water systems, activities on the land can have an impact on both the quality and quantity of the water within that system. Under the Clean Water Act, 2006 there are 22 significant drinking water threats that must be managed or prohibited within these vulnerable areas. Many of these threats are related to agriculture, including the presence of livestock (including chickens) and the application or storage of agricultural source material (manure). These activities lead to the potential contamination of local water sources by pathogens, nitrogen and phosphorous. Should the municipality approve the presence of backyard chickens in residential areas, it is highly advisable that they do not allow residents within the most vulnerable areas of municipal drinking water systems (Intake Protection Zone 1 or a Wellhead Protection Area with a vulnerability score of 10) to have any backyard chickens, as stated in the comment above. The Trent Source Protection Committee is discussing this issue at their upcoming meeting in October and the details within this survey are what staff are suggesting be adopted as a policy in the Trent Source Protection Plan. Commenting on this issue at such an early stage is incredibly valuable in the protection of municipal drinking water sources and it may also save the municipality the hassle of passing a second by-law prohibiting backyard chickens in specific areas should this by-law be passed in the immediate future, prior to the policy being approved. For more information on local municipal drinking water protection, please visit <http://trentsourceprotection.on.ca/> or contact the municipal Risk Management Official and Lead of the Kawartha-Haliburton Source Protection Area, Jenna Stephens at jstephens@kawarthaconservation.com. 23 Sep 2020, 11:54 AM
- 168 Home prices are in and around 500,000 you really think people paying and maintaining there property want chicken behind them when their lots are not large...you will get more unkept properties and I think Lindsay has enough of these already 23 Sep 2020, 12:25 PM
- 169 I think the CKL should try a more hands off approach with this. The CKL typically is too involved with things compared to other municipalities, and this causes a lot of head aches. 23 Sep 2020, 01:34 PM

170	I'm thinking that, a select few will choose to keep a back yard flock. Those who do, will treat the birds more as pets who provide eggs, vs outlined concerns. Information is widely available on chicken husbandry, to which could be outlined in an informative link to new owners. A small flock, should not draw more predators than garbage. In either instance, both need to be well contained & maintained. Having seen setups in areas wherein small flocks are permitted residential-people have gone above and beyond to make their coops comfortable, clean, spacious & an enjoyment and relaxing part of their backyard, i suspect this to be the norm, not the exception!	23 Sep 2020, 05:44 PM
171	I think that it could work well for families to have the option of home chickens but there should be some care and guidelines to make sure that the animals are not mistreated and the neighbours are not effected badly	23 Sep 2020, 07:58 PM
172	I believe people should have a right to backyard chickens no different than rural areas. The only concern I have is more so for the health and safety of the chickens themselves and that they have enough space to be safe and healthy. Strict regulations would not be fair but I do believe they should fall under the animal welfare act and complaints of neglect or abuse need to be followed up on. Roosters are a tough one. As much as I would like to say yes to them, I can't imagine what it would be like to have them all crowing in a small neighbourhood at once :/	24 Sep 2020, 06:51 AM
173	I feel allowing chickens into people's yard is going to cause more problems than it's worth. More then they should have, people who rent or live in apartments, selling of eggs and raising them for food. Can't teach or fix stupid. People will not listen and why should others have to put up with the odour and noise.	24 Sep 2020, 07:01 AM
174	Residential areas are for urban residence. In simple terms, should someone wish to raise chickens, adequately zoned rural areas abound. Possibly, similar to communal Gardens could be employed rather than subject other residents to a neighbour decision	24 Sep 2020, 09:58 AM
175	We have lots of cheap fresh eggs available; likewise chicken meat. Support our stores or local farmers!	24 Sep 2020, 11:41 AM
176	The smell and cleanness is the factor that i would say but other then that YES	24 Sep 2020, 02:35 PM
177	Chicken Therapy [REDACTED] [REDACTED]	24 Sep 2020, 02:47 PM

- 178 We live in an agricultural area...should they choose, residents should be able to raise chickens.....as with dogs/cats/pigs/pets.....There are already standards of care, food/water/shelter etc....and as with many a law.....should others have concerns/raise them/a complaint based system should be used&respond accordingly 24 Sep 2020, 04:31 PM
- 179 Banning fireworks is also dumb. A few squeaky wheels ruin everything in this city. Its a joke. 24 Sep 2020, 04:40 PM
- 180 If fenced in yard, that contains them and many chickens are very quiet. 24 Sep 2020, 06:08 PM

181

The questionnaire does not match my ideas, so I will utilize the comment section.

The best way to regulate something is to allow those passionate about it who do not want to risk losing it, to control it.

Allow a voluntary community of the city of kawartha lakes non-commercial chickens to be created to self-regulate the standards behind the quality of life of the chickens and nearby people with approval of the municipality.

This community would be a central location for chicken farmers to have rules, and information on how to care for chickens in the region. Questions by the farmers can be answered by the community. It would also allow for a clear single voice to cooperate with the municipality.

What I personally would like to see:

- Must register with the previously stated chicken community to have chickens in the kawartha lakes. Have notices to in the stores by the chicken feed in the kawartha lakes.
- the organization can be the central point of communication between the municipality and residential farmers of chickens.
- Inspections can be done by the farmer by simply taking photos of the chickens, their living conditions and surrounding area and then posting them to the community to be scrutinized and/or praised by the fellow community members. If action is needed, then one of the senior members can officially call upon the municipality.
- Number of chickens based on area. if a 50x60 lot is allowed 4 chickens, than a 100x120 lot should be allowed 6 or 8. Keeping the numbers low enough to not become commercial in a residential area.
- Allow the combining of neighbor chicken limits as long as the coop isn't on the opposite property boundary and the other rules still apply.
- Roosters will not be allowed within X feet of neighbor dwellings.
- Roaming chickens should not be allowed to harass neighbors and their gardens.

24 Sep 2020, 06:27 PM

182

The odour from chicken droppings is detrimental to health.

24 Sep 2020, 06:53 PM

183

There are certainly residential locations where chickens are inappropriate, but under the right conditions there are many properties under 10 acres where chickens could be kept successfully.

24 Sep 2020, 09:03 PM

184	I think it was ridiculous that the option for us to have chickens was even taken away! Bring back backyard chickens!!	24 Sep 2020, 09:19 PM
185	Chickens rock!	25 Sep 2020, 06:15 AM
186	We are going into an incredible economic downturn due to covid. Many people will have to supplement. You will not have enough staff to police or deal with the resulting loss of time. Allow people to have up to 12 chickens. No Roosters in built up areas. Personally I am looking at 12 Brown Rock Cross. A mixed meat/laying hen. Buy them in Spring, Eggs all Summer and 12 Hens for the freezer in the Fall. I think many people will choose an option like this because it is economically viable to feed a family this way. Thanks for the opportunity to speak.	25 Sep 2020, 07:38 AM
187	Councils members problem:. People can/will complain but give em a few eggs an it goes away.	25 Sep 2020, 07:47 AM
188	Educating new chicken owners is the key. Recommendations are helpful aimed towards helping families raise happy and healthy backyard chickens. Owners should understand why recommendations are being made. Recommended coop sizes or grazing areas, etc. How to safely winter the "flock", and what to do when their birds stop laying, etc.	25 Sep 2020, 02:12 PM
189	Coops must be enclosed entirely with an open air mesh door facing the residents home. maximum size 10'x10', maximum 8' roof height. Soffits may be mesh. No outdoor pens. Minimum setback from neighbouring properties of 10-15M. Entire yard must be fenced at least 6' high or higher to help prevent coyote entry.	25 Sep 2020, 03:46 PM
190	Too much control is just great for those who think up reasons for it but just let people do what they want and only get involved if there are serious complaints. There is no need for the municipality to licence back yard chickens.	25 Sep 2020, 04:46 PM
191	In residential areas definite flock size should be enforced, along with chickens or ducks only. Here in Cambray we already have 2 neighbours with flocks. One seems responsible the other not.	25 Sep 2020, 04:55 PM
192	Create standards for coop size, cleanliness and amount of chickens on property.	25 Sep 2020, 05:08 PM
193	I don't want chickens in residential areas	25 Sep 2020, 05:13 PM
194	back yard chickens have a number of benefits. minimal restrictions should be imposed. they should be treated similar to pets.	25 Sep 2020, 09:59 PM
195	Rooster are really less annoying then a barking dog. If the coop is kept clean then it doesn't smell. If people complain about the smell then let the chicken owner know and they have to comply with keeping it clean. It's really easy to do and so many people have backyard chickens and most neighbors don't even know we do lol.	26 Sep 2020, 06:14 AM

196	It seems like the municipality is looking at taking on a lot of new roles. I would be hesitant of anything that seems too much like government overreach. The people still have rights.	26 Sep 2020, 07:26 AM
197	Chickens are great learning. Easy to maintain. If you want them to become pets they can easily be trained. I grew up with lifelong fun raising chickens Only ONE! ROOSTER allowed per Coop! One rooster would be busy all day with 30 hens.	26 Sep 2020, 07:30 AM
198	We have raised chickens in the past at a previous home. Providing numbers are kept small, the benefit of fresh eggs and new pets is great. Our boys were raised showing chickens and ducks in the LEX and other local fairs and it has been a life experience they continue to use in their lives today. It shouldn't matter if you live in a small town or rural, the experience families can have is incredible. I can't imagine now our family not having poultry as a part of our past for so many reasons. Thank you for considering changing the bylaw. We would definately enjoy them as a part of our daily lives again as we now live in a small town and not an area that has been allowed to house them. Fresh eggs! And maybe a fun fancy feather footed friend again like the big guy that was grand champion of the LEX for our young son all those years ago! Bring it on!	26 Sep 2020, 08:28 AM
	<div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> <div style="background-color: black; width: 180px; height: 1.2em; display: inline-block;"></div> - both previous and youngest Grand Champions of LEX in the early 2000's! Available for further input if you are interested or have other questions! Thank you :)	
199	Involve the OSPCA and OMFRA comments in report and effect on animal control?	26 Sep 2020, 09:46 AM
200	I believe that people should have the right to raise chickens but be regulated	27 Sep 2020, 06:28 AM
201	During pandemics, this would allow families to help look after themselves.	27 Sep 2020, 09:34 AM
202	I hope that the municipality will see the benefits of having backyard chickens far outway any of the small 'nuisances' as previously stated. Especially now during these pandemic days to it is more important to have something to attend and care for. To show your children or grandchildren how to attend and care for animals as well as seeing the benefit that they provide. Whether the chickens are for eggs, meat or even as pets. Thank you.	27 Sep 2020, 05:41 PM
203	Standards are essential but chickens for personal use are an excellent option	28 Sep 2020, 07:52 AM
204	I'm completely unsure how your allowed to have chickens in the GTA but not in Lindsay. The restrictions of this town have become out of control. It's near impossible to live a simple happy life here. I think we need lift restrictions and go back to a country lifestyle. Focus time on the crime in the town	28 Sep 2020, 12:07 PM
205	If these people that want chickens,move to the country Green Acres	28 Sep 2020, 12:09 PM
206	It should 100% be rural only. People live in town to not be around "Farm" or rural life.	28 Sep 2020, 12:25 PM

- 207 I love the idea of backyard chickens. It allows for an excellent way to be that much more self sufficient. The health of the animals must be of the utmost importance. Standards for chicken coops, waste removal or waste use must be considered. Stock piling of waste must also be managed. But with a detailed plan I think backyard chickens would make a great addition to any community. Please let this consideration go through! 28 Sep 2020, 02:25 PM
- 208 Monitoring by city is essential for health and safety. I would really like to have the opportunity to raise chickens. Thank you. 28 Sep 2020, 03:15 PM
- 209 In a time of a world pandemic do we really want to get involved with yet another species that can transmit diseases such as the avian flu. While they look cute they require a lot of care and attention. How long will it take before the owner discovers chicken feed is approx \$20 per bag. This really is false economy. Please Google "the hazards of raising backyard chickens" before you pass this by-law to allow them. With the construction on Colborne St we now have a rat problem surrounding this disturbance. If you don't believe this fact I can produce the rats I have trapped so far. Chickens do not attract rats but their feed and water certainly do. This is all we need, is a constant supply of food and water to maintain the present rat population. 28 Sep 2020, 10:03 PM
- Does the City have the manpower ,knowledge,and equipment to enforce the regulations surrounding this activity. I think we both know these regulations are not even in print. The mayor has stated we can expect lower levels of service during COVID-19. Do we really have the funds and manpower to investigate chicken complaints.
- 210 I feel that the introduction of chicken regulations should be similar to those imposed on other animals in residential areas i.e. dogs and cats. No one inspects my home to ensure it is large enough, clean, quiet etc for a dog or cat. Bylaw goes out if there is a concern that regulations aren't being followed. Rules should be in place and there should be some body that will enforce regulations, but I don't think that tax money should be spent to inspect ahead of time - just to follow up on complaints. I don't have a problem with residents paying a license fee to have backyard chickens, just like there is to have a dog. 29 Sep 2020, 08:38 AM
- I would like to take this opportunity to state that I feel that CATS should be licensed and regulated. I don't understand why I have to keep my dogs contained, walked on a leash etc when my neighbours' cats can prowl around at will defecating wherever it likes and preying on wild birds and small animals. If you are setting up regulations for chickens, it would be a good time to introduce some for cats.

- 211 People should be allowed to own chickens as long as the chickens are kept safe, healthy and in adequate living conditions where they will flourish not just survive. People should be allowed to breed their own chickens to provide for their family a source of meat, manure, and eggs on a continuous basis. So long as all living conditions are clean and space for the chickens to live healthfully is adequate. 29 Sep 2020, 08:56 AM
- 212 I think restricting the number of chicken is priority . Fines for those over the limit should be high .
Great family adventure to build a coop and collect eggs . I think 6 chickens or less are less of a concern than in town homes with any size lot having many dogs , cats as well as other pets (pigs , snakes etc) 30 Sep 2020, 05:11 AM
- 213 Sounds like the municipality would like to find some way of making a buck off of chicken coops instead of respecting the people who have healthier life choices 30 Sep 2020, 07:14 AM
- 214 I don't know how Kennels are licensed but a "chicken license" should be required (like owing a dog) so that the Municipality is aware of properties with live chickens as well as additional revenue in the event Officers need to investigate complaints against owners. 30 Sep 2020, 02:36 PM
- 215 City of Kawartha Lakes is an agricultural community and should allow backyard chickens.
- They're low maintenance and stay healthy if provided basic shelter, feed, water and some grass to roam and scratch at.
- Their coops require no heat in the winter - their feathers do the job.
- They provide high quality eggs and meat that you cannot find in the grocery store.
- They're great companions, provide excellent entertainment for adults and children. They are perfect for teaching children about where their food comes from and the work/responsibility that goes into it (ie daily food, water, cleaning). 30 Sep 2020, 06:41 PM
- Chickens are not stinky and their poop is great for the garden. They cut down on kitchen waste as they love to eat.
- COVID has created a huge demand for self sufficient living. People are interested in raising their own meat and collecting their own eggs. It's time for CKL to permit backyard chickens.

- 216 We appreciate the City of Kawartha Lakes opening up this public discussion as we feel that including backyard chickens in our landscape and community would be a positive step. 30 Sep 2020, 07:38 PM
- 217 I do not want to personally raise chickens in my yard, but don't have a problem with others doing so. In fact somewhere in our neighbourhood I hear chickens clucking in the mornings already...a nice sound of nature that helps to counter the noise of traffic and other town noises that are much more invasive. 01 Oct 2020, 09:46 AM
- 218 In the past we had neighbours who had a chicken run of approx 25 chickens. There was always something "going on". Noise ie. panic squawking, odour depending on direction of the wind, and problems of straying birds especially if owners weren't home. Wildlife were attracted - coons, coyotes and foxes presenting a threat to small pets. 01 Oct 2020, 02:31 PM
We would not even consider purchasing a property if a neighbouring property had chickens.
- 219 This survey references chickens in residential areas only. We live on a 1 acre lot 15 minutes from Lindsay that I don't believe anyone would consider residential and the current planning bylaw does not allow us to have chickens because our lot is not 1 hectare in size. Our family is hopeful that an amended bylaw will allow us to raise chickens for eggs and permit families in residential areas the same opportunity also. Thank you for the opportunity to participate in providing feedback. 02 Oct 2020, 11:53 AM

How to Prevent and Detect Disease in Backyard Flocks and Pet Birds

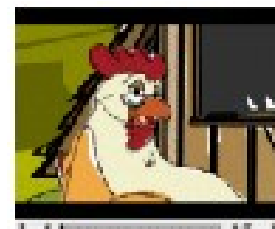
Diseases such as highly pathogenic [avian influenza](#) and velogenic [Newcastle disease](#) can cause serious illness and death in many bird species. Fortunately, you can protect your birds and keep them healthy.

- [Poultry biosecurity](#)
 - [General Producer Guide - National Avian On-Farm Biosecurity Standard](#)
 - [National Avian On-Farm Biosecurity Standard](#)

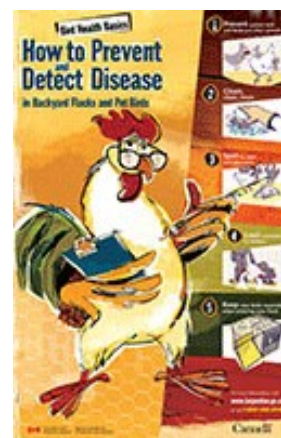
Follow five basic rules in the day-to-day care of your birds to reduce the risks posed by harmful diseases.

1. Prevent contact with wild birds and other animals

Wild birds and other animals such as mice can carry a range of disease-causing viruses, parasites and bacteria. Make sure that your birds and their food and water are kept away from wild animals. Promptly clean up spilled feed and litter, and keep feed in sealed containers to avoid attracting unwanted guests.



[Watch the Video](#)



[Poster](#)
([PDF](#) (portable document format) - 320 kb (kilobytes))

▼ Biosecurity Protection from Wild Birds

Avian influenza (AI) viruses are present in wild bird

populations throughout the world. Typically, wild birds carry AI (Avian Influenza) without being affected, but they can spread the viruses to domestic poultry. Specific AI (Avian Influenza) viruses may cause serious and potentially fatal disease in domestic poultry.

AI (Avian Influenza) viruses are transmitted through bird secretions or feces. The viruses may pass directly from bird-to-bird or indirectly through contaminated feed, water, equipment, boot or clothing.

Domestic poultry owners can implement several measures, collectively known as biosecurity, to protect their flocks from AI (Avian Influenza). Examples of ways to minimize the risk posed by wild birds include:

- keeping domestic poultry indoors and covering all openings, including vents, with screens to prevent contact between domestic poultry and wild birds;
- storing and using feed and water in an enclosed environment to prevent contamination;
- removing spills of feed and standing water as quickly as possible to avoid attracting wild birds; and
- cleaning potentially contaminated equipment with a commercial disinfectant or a solution of equals parts bleach and water.

The Canadian Food Inspection, in collaboration with a number of partners, monitors AI (Avian Influenza) viruses in wild birds through an annual survey. All viruses detected through this activity are publicly reported.

2. Clean, clean and clean

Viruses, parasites and bacteria can live in organic matter such as litter and soil. Eliminate the risk of disease spread by routinely and thoroughly cleaning barns, cages, egg trays, gardening tools, and water and feed containers. No equipment should be shared with or borrowed from other bird owners. Always clean your hands, clothing and footwear before and after handling birds. Promptly dispose of dead birds, litter and unused eggs.

▼ Cleaning and disinfection tips for small flock owners

Cleaning and disinfection helps to prevent the transmission of disease agents from contaminated equipment, such as footwear, tools and cages. Proper cleaning and disinfection procedures are a vital component of any biosecurity program for small flocks.

Most disinfectants will not work properly if there is a presence of organic matter. Therefore, all organic material must be completely removed before applying a proper disinfectant to the items that are

being cleaned.

The Canadian Food Inspection Agency (CFIA) recommends a simple, three-step cleaning and disinfection process. The following procedures should be completed outside or in a well-ventilated room, wearing protective eyewear and gloves.

1. Remove **all** organic material from footwear, tools and other equipment with a brush or sponge, using detergent and clean, hot water.
2. Scrub again, using a solution of 50 millilitres of household bleach (sodium hypochlorite, 5%-6%) and 4 litres of water. Let stand until the surface is dry.
3. Lastly, scrub with hot water and common household disinfectant following the label directions.

3. Spot the signs and report early

Bird owners are legally responsible to notify authorities of serious bird diseases such as avian influenza. Call a veterinarian or a local office of the Canadian Food Inspection Agency if you suspect your birds are sick.

Signs to look for include:

- **lack of energy, movement or appetite;**
- **decreased egg production;**
- **swelling around the head, neck and eyes;**
- **coughing, gasping for air or sneezing;**
- **nervous signs, tremors or lack of coordination;**

- **diarrhea; or**
- **sudden death.**

It is always better to be overcautious. Report any bird that you think may be sick. Early reporting can greatly limit the effect of a disease on the health of your birds.

- What to expect if your animals may be infected

4. Limit exposure to visitors

People can spread bird diseases, too. As a general rule, do not give visitors access to your birds. If someone must enter your property or handle your birds, make sure that their clothing, hands and footwear are clean and free of debris. Provide shoe or boot covers, or use a foot bath to prevent disease from entering or leaving your property. As well, the tires and wheel wells of any vehicles that have been around birds should be cleaned before entering your property.

5. Keep new birds separate when entering your flock

Avoid introducing disease to your birds. New birds should be segregated and monitored for at least 30 days before entering your existing flock. Make sure that new birds come from reputable suppliers that have strict disease controls in place. Birds returning from shows or exhibits should also be segregated for at least two weeks.

Date modified:

2016-08-22



Ministry of Agriculture, Food and Rural Affairs

Small Flock Poultry: Raising Healthy Birds

Many people in Ontario own small flocks of poultry, such as backyard chickens or other birds raised for meat and/or eggs, hobby birds, show/ornamental birds, sport birds and pet birds.

Learning how to care for your birds is critical to their health and well-being. Disease prevention is one of the most important ways that you can help your birds.

Preventing and spotting disease

[Avian influenza](#) and other diseases are an ongoing concern for the entire poultry industry, and the risk of disease transmission and outbreak is constantly present. As a small flock owner, it is important for you to use biosecurity measures to keep your birds healthy and to help stop the spread of disease. Biosecurity can be as simple as:

- Learning how to spot the signs of disease.
- Keeping barns, cages, egg trays, feed and water dishes and all other equipment clean and disinfected.
- Separating new and returning birds from your other birds until you are sure they are disease-free.
- [Keeping wild birds and other animals away from your birds](#), and away from your birds' feed and drinking water. Wild migratory birds can carry disease and are a big risk to your birds.

If you think a serious disease is present you should discuss it with your veterinarian, the Canada Food Inspection Agency or the Ministry of Agriculture, Food and Rural Affairs. Reporting a disease will help authorities track diseases and help protect the whole poultry population.

Help stop the spread of disease

As a bird owner, you can help stop the spread of disease to other birds. Here are some ways you can do that:

- Don't transport birds showing signs of disease.
- Have dedicated clothing and footwear meant only for being around your birds, and wear these clothes when you tend your flock.

- Don't take diseased birds to auctions, shows or fairs, or to any other place with other birds.
- Don't transport birds across provincial boundaries if they might be sick and/or when disease events are reported in Ontario.
- Print the "Is Your Bird Sick" [postcard](#) or the "Stop! Is Your Bird Showing Signs of Disease" [poster](#) and share at your next meeting or event.

Keep learning

There are lots of resources that can teach you how to keep your birds healthy and disease-free.

Ministry of Agriculture, Food and Rural Affairs (OMAFRA) resources

- The [Biosecurity Recommendations for Small Flock Poultry Owners](#) and [Biosecurity for Poultry Shows](#) factsheets have great information for keeping your flock healthy both at home and when around other birds.
- The [Biosecurity for Small Poultry Flocks During High Risk Periods for Avian Influenza](#) factsheet specifically focuses on biosecurity measures to reduce the risk of avian influenza in your flock.
- [Transport Guidelines for Small Flock Poultry Owners](#) factsheet can help you lower the amount of stress your birds feel during transportation.
- The [Basic Husbandry for Commercial Layers](#) factsheet gives some basic information needed to set up a good living environment.
- Visit our [Livestock](#) web page for more information about poultry housing, nutrition, fly control and other ways to raise healthy and productive birds.

Other resources

- The Canadian Food Inspection Agency's [Bird Health Basics](#) series has great information on preventing and detecting disease in small flocks. [Their video](#) is full of easy disease prevention tactics.
- The [Poultry Industry Council](#) has small flock resources, courses and newsletters.
- The [Ontario Animal Health Network](#) is a great resource for non-poultry veterinarians.
- Mississippi State University's [Small Flock Management](#) web page has information on managing your flock well to prevent serious health and production issues.
- Manitoba Agriculture's [Small Flock Poultry](#) web page provides feed, nutrition, flock management and biosecurity information.

For more information:

Toll Free: 1-877-424-1300

E-mail: ag.info.omafra@ontario.ca



Ministry of Agriculture, Food and Rural Affairs

Biosecurity Recommendations for Small Flock Poultry Owners

FACTSHEET

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People who raise "backyard flocks" - poultry or gamebirds for personal or limited commercial purposes - should be aware of the risk to their birds, and to commercial poultry, from diseases such as avian influenza virus. Preventive measures taken to minimize the introduction and spread of diseases and other hazards are referred to as "biosecurity." The following simple, inexpensive biosecurity recommendations can be very effective in preventing a serious disease outbreak.

Restrict visitors and observe proper hygiene

Contaminated equipment and people can introduce many disease-causing agents, such as bacteria and viruses, to your flock. These microscopic organisms can be carried on boots, clothing and vehicles, even if they appear clean.

- Restrict contact with your birds to those people caring for them. If you allow visitors, provide them with clean coveralls and boots.
- Do not allow people who own their own birds, or who have recently been in contact with other birds (e.g., visiting another flock or attending a bird show) near your birds. To reduce the risk of introducing diseases to your flock, ensure that people caring for your

birds (staff or volunteers) do not have birds of their own or attend events where birds are present.

- Wear separate clothing and footwear when dealing with your birds. Keep them at the entrance to the structure or enclosure.
- Wash and disinfect boots and any equipment that comes in contact with the birds or their droppings, such as shovels, scoops and brooms. Clean cages, food and water surfaces daily.
- Wash your hands thoroughly before and after dealing with your birds.

Prevent contact with wild birds

Wild birds carry many diseases, including avian influenza. Minimizing contact with wild species and their droppings will help protect your birds from these diseases.

- Keep your birds in a screened-in area or preferably an enclosed structure where they do not have contact with wild birds. Screen all doors, windows and vents, and keep them in good repair.
- Do not use water that may be contaminated with wild bird droppings, such as pond water, for your birds. Test your water at least once a year and use appropriate water sanitation such as chlorine. Keep feed in a tightly sealed container, protected from wild birds.

Practice proper rodent control

Rats and mice can spread disease to your birds, spoil feed, cause property damage and kill chicks, poults and other young birds. Mice can enter an enclosure through a hole the size of your little finger, and rats through a hole the size of your thumb.

- Monitor your enclosure regularly for signs of rodents, such as droppings or chewed equipment. Mice will live in buildings once they gain entry, while rats live outside and enter looking for food.
- Clean up all garbage and debris surrounding your birds' enclosure, and keep tall grass and weeds mowed.
- Store feed in tightly sealed containers that a rodent cannot chew through, such as a steel garbage can with a tight-fitting lid or an old freezer.
- Place bait stations around the exterior of your poultry house to help control rodent populations.

Don't bring disease home

Mixing birds of different species and from different sources increases the risk of introducing disease to your flock. It is preferable to keep only birds of similar age and species together (all in/all out).

- If multiple ages and/or species are kept, minimize contact between groups by keeping them in separate locations.

- If new birds are added to your flock, make sure that you get their complete background information, including a history of any diseases and vaccinations. Some vaccines, including some of those used to control infectious laryngotracheitis (ILT), can cause disease in unvaccinated birds. Consult your veterinarian regarding proper vaccination procedures.
- Keep new or returning birds separate (quarantined) for at least 2-4 weeks after returning home, and monitor them for signs of illness. Clean and disinfect cages and equipment used for these birds. Use separate clothing, footwear and equipment for quarantined birds, and handle them last. If the same equipment and clothing must be used, clean and disinfect them before and after handling the birds.
- Avoid sharing equipment and supplies with other bird owners. If this cannot be avoided, clean and disinfect the equipment before and after each use.

Recognize and report any illness

Early detection is critical to successfully dealing with a disease outbreak.

- If your birds show signs of disease, such as depression, abnormal egg production or feed consumption, sneezing, gasping, a discharge from the nose or eyes, diarrhea or sudden death, call your local veterinarian immediately.
- Dispose of dead birds quickly using an approved method, such as burial or composting. Consult your veterinarian first, as he or she may wish to collect samples for laboratory diagnosis. Proper disposal methods and options can be found on the OMAFRA website.

Raising poultry species, either for food or as a hobby, is part of Ontario's agricultural heritage. However, to minimize the risks this poses to food safety and to the commercial poultry industry, bird owners should recognize and follow good biosecurity practices.

Resources

OMAFRA Factsheets:

Biosecurity: Health Protection and Sanitation Strategies for Cattle and General Guidelines for Other Livestock (Order No. 09-079)

Deadstock Disposal Options for On-Farm (Order No. 09-025)

Rodent Control in Livestock and Poultry Facilities (Order No. 10-077)

This Factsheet was originally authored by Dr. Babak Sanei, Lead Veterinarian, Disease Prevention Poultry, OMAFRA, Guelph, and Dr. Paul Innes, Lead Veterinarian, Provincial Biosecurity, OMAFRA, Guelph. It was updated by Al Dam, Provincial Poultry Specialist, OMAFRA, Guelph, and Laura Bowers, Poultry Specialist Assistant, OMAFRA, Guelph.

For more information:

Toll Free: 1-877-424-1300

E-mail: ag.info.omafra@ontario.ca

ADAC Presentation and Discussion – Aaron Sloan Manager, Municipal Law Enforcement and Licensing,

November 2020

Speaking notes,

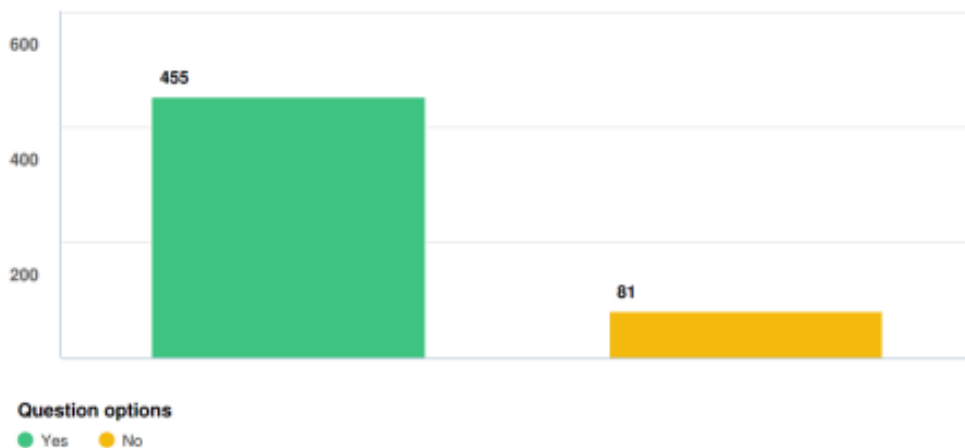
For the ADAC, I would report that the report to Council will contain the following:

In late 2019, a petition was presented to Council to propose an amendment to the current by-law to regulate animals in the City of Kawartha Lakes to allow for the keeping of backyard chickens. The author recommended a permit system be considered as a potential revenue source to the City and shared information about care and behavior, mitigation of predation and benefits of backyard chickens, including the importance of preserving the local agricultural history of the area. They advised that a petition with over 400 signatures has been submitted in support of the matter.

That the matter be referred to staff to bring forward options to allow backyard chickens by the end of Q3 2020.

Chickens, back yard chickens have been a Council topic a few times over the years and were permitted for a brief period in Lindsay. The intention of this consultation is to provide some high level information/data for discussion and to receive comments of support or non-support for a backyard chicken program from the ADAC. I do realize the biosecurity will be a primary concern and OMAFRA and CFIA information has been included in my draft report. Part of the future program will include an education component for the use.

A public survey was completed in September 2020 and the survey received a good response rate of 536. The 1st question Currently, chickens are only permitted on agriculturally zoned properties. Should backyard chickens be permitted in residential areas, such as towns, villages and hamlets, with some limitations?



The 2021 report to council will not have a by-law to accompany it, because I am unsure if Council is prepared to pass one in the form that is being suggested and we are working to find the right fit for this issue. My feeling is that we will present some of the suggested regulation to them but the bylaw that is created will be part of the **animal control by-law** in a future amendment.

A number of resources have been consulted and support for the backyard coops is occurring. Municipalities across Ontario including Toronto, Kingston and Orillia have already established safe healthy programs.

In my report draft, I will be trying to address issues such as coop size, chicken limits (4-6), vet care (health and welfare in general) rooster prohibition, odours, noise, set backs, minimum property size, manure management, laying nest, winter heat, pest control, dead stock, harvest (slaughter at an approved location and not a residential property) sales of eggs and meat and we may have a licensing component or inspections. **It will be important to note to the ADAC that these coops are going to be residential and the regulations in this bylaw will not apply to agricultural properties or farming operations except perhaps the at large provision (not everyone likes free range in their yard).**

Conclusion

The survey results and consultations appear to indicate public desire to allow backyard chickens with regulation to control the activity and nuisance related issues. **By-law 2017-039 being a by-law to regulate animals in the City of Kawartha Lakes Schedule "A" currently prohibits chickens (gallinaceous birds) except in areas zoned for the agricultural use.**

In review of by-laws in use by other municipalities, the following list of items have been considered or established as policy or regulation:

- Chicken limits;
- Prohibition of roosters;
- Minimum chicken age;
- Chickens must be enclosed in a coop with a run;
- Minimum run, coop dimensions and nesting area;
- Licensing, registration of coops;
- Minimum lot coverage including setbacks from the property lines and prohibition of placement in the front yard of a property;
- Standards for cleanliness, odours and vermin;
- Prohibition of meat and egg sales;
- Application process – includes permission from property owner in the case of a tenant,
- Veterinary and health requirements; and,
- Source Water Protection Areas.

Options at this time are as follows:

Status quo – Continue to prohibit chickens in residential locations that are not agricultural in nature or limited by zoning. Chickens would continue to be viewed as livestock.

Option 2 (recommended option) – 2-3 year trial program and by-law with limitations to certain areas of the city such as hamlets and villages with lots bigger than ½ acre or even simply limited coop numbers to an amount that can be inspected and approved without negative impact to current staff work load. Limits on the chicken number to 4 or 5 hens and prohibition of roosters etc. Some provisions similar to option 3 but 2-3 year trial.

Option 3 will basically be a full program for all non agricultural areas. 4-5 hens, Amendment to the By-law to Regulate Animals by removing Chickens as a prohibited animal and adding provisions to regulate and license coops to ensure that the coop locations are tracked and appropriate based on property size, coop is adequately sized, has a lockable door, is roofed and has nest boxes. The by-law amendment will also prohibit sale of meat and eggs, limit number of hens, prohibit roosters, prohibit noise, provide guidance for manure management, provide guidance for health and dead chicken disposal, welfare and provide for an inspection of the coop prior to the use and

issuance of the license. The licensing of coops will be similar, to how we license dog kennels requiring a yearly inspection.

Committee of the Whole Report

Report Number: ML2021-003

Meeting Date: March 9, 2021

Title: Parking Meters - Bobcaygeon

Author and Title: Aaron Sloan, Manager

Recommendation(s):

That Report ML2020-003, Parking Meters - Bobcaygeon, be received;

That staff be directed to notify area stakeholders of the City's intent to remove existing on-street parking meters in Bobcaygeon effective May of 2021;

That staff report back to Council at the May 4, 2021 Committee of the Whole meeting, including a summary of any stakeholder feedback, regarding meter removals; and

That this recommendation be brought forward to Council at the next regular Council meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

In 2015, staff reported to Council regarding parking meters in Lindsay. At the time, Lindsay had parking meters for individual parking spots located in the Lindsay Downtown core area. A parking study was completed and recommendations brought to Council. The report was received and staff were directed to develop a no-charge parking system for downtown Lindsay. The on-street paid parking meters in Lindsay were subsequently removed. Bobcaygeon is the last location in the City of Kawartha Lakes that has parking meters.

As a result, in 2015, parking enforcement services changed operations to monitor/control timed parking and complaint response. These processes are currently applied to all communities in the City of Kawartha Lakes.

Rationale:

In Bobcaygeon, the downtown core area is a mix of free timed parking (in municipal lots and on the streets) and parking meters. Currently, Bobcaygeon has 9 meters located on the center islands adjacent to the locks and north towards the last bridge.



A standard for timed parking is common in many communities in the City of Kawartha Lakes and staff have changed equipment and processes to support a timed parking standard. As a result, timed parking and complaint response have become the standard to control the on street parking in the City of Kawartha Lakes, including Bobcaygeon.

The nine remaining meters in Bobcaygeon were purchased from J.J. Mackay in the early 2000's and have been in active service since. These meters are past their end of life, parts - internal components are obsolete and becoming difficult to acquire. Future repairs will require the purchase of new meters; the manufacturer has upgraded the electronics and changed the exterior case design for parking meters.

Staff in the Municipal Law Enforcement Division maintain the meters and have done so in the past a few times a year or when issues are reported. Meter revenue is generally less than \$1000 per year.

Options

Option One – Council direct Staff to notify the area stakeholders including the Chamber of Commerce of the intention to remove the meters in May 2021. Staff will allow 30 days for comments to be received and report to Council. Staff is proposing that the removal of the meters will result in a parking enforcement standard that is consistent across the municipality and costs associated with maintenance and coin collection will be eliminated. This option is recommended.

Option Two – Council may choose to direct staff to complete the immediate removal of the meters without formal notification to the impacted area residents, businesses and the Chamber of Commerce. This option will allow staff to proceed with coordinating the immediate removal of the meters with Public Works.

Option Three – Council could direct staff to maintain on-street parking meters in Bobcaygeon. This option is not recommended as this approach is not consistent with all other parking in the City, and does not achieve better parking enforcement.

Other Alternatives Considered:

Staff considered replacement and repair of the existing meters. This revitalization would enhance the meters as part of the streetscape and provide a mechanical timing mechanism to control parking in this limited area. Repairing and replacement costs are estimated to be approximately \$1,000.00 per meter or \$9,000.00. A replacement RFP would need to be completed, which may generate additional contract costs, which are unknown at this time.

Alignment to Strategic Priorities

Providing this report to Council and information out to the public done so to align with the Guiding Principles of the 2020-2023 Kawartha Lakes Strategic Plan which are to be fiscally responsible and to be open and transparent.

A Vibrant and Growing Economy

1. Create an environment to attract business to Kawartha Lakes
 - Support downtown revitalization to ensure our communities have a strong core

Good Government

2. Increase efficiency and effectiveness of service delivery
 - Promote continuous improvement to Make It Better in all service areas

Financial/Operation Impacts:

Removal of the meters and installation of timed parking signs will cost approximately \$300.00 per unit or \$2,700.00. This one-time cost will include removal of the meter and post, patching of the hole in the sidewalk and installation of signs that indicate, "2 hrs timed parking area".

Consultations:

Public Works

Insurance Risk Management Coordinator

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, CAO

Committee of the Whole Report

Report Number: **CORP2021-003**

Meeting Date: March 9, 2021

Title: **2020 Q4 Capital Close**

Description:

Author and Title: Nicole Esper, Junior Accountant

Recommendation(s):

That Report CORP2021-003, 2020 Q4 Capital Close, be received;

That the capital projects identified in Attachment A to Report CORP2021-003 be approved to be closed due to completion;

That the balances in the table below as per Attachment A be transferred to or from the corresponding reserves;

Reserve	Report Closing Balance
Capital Contingency Reserve	\$ 706,877.39
Police Reserves	\$ 34,738.15
Sewer Infrastructure Reserve	\$ 1,466.27

That the following projects be granted an extension to June 30, 2021:

- 932172201 - ***M/Y Coboconk Fire Hall Upgrades
- 928171901 - ***M/y Parks & Recreation Software
- 998161101 - Peel St WWW Design

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

- 950180500 - 2018 Recreation Facilities
- 950190400 - 2019 P&R Equipment
- 983190500 - 2019 Rural Resurfacing
- 983191301 - 2019 Municipal Drains

That the following projects be granted an extension to December 31, 2021:

- 953170501 - ***M/Y Development 68 Lindsay St N
- 950151801 - ***M/Y Logie Park
- 928190104 - ***M/Y Disaster Recovery 2019-20
- 932190104 - ***M/Y Mariposa Fire Station
- 997130801 - 2013 Eldon Landfill
- 983160600 - 2016 Urban/Rural Reconstruction
- 998160501 - Pinewood Production Well
- 983170800 - 2017 Road Restoration WWW Projects
- 950180100 - 2018 Parkland Site works
- 998190400 - 2019 WWW Study & Special Projects
- 983200300 - 2020 Urban/Rural Reconstruction
- 983181200 - 2018 Parking
- 928190100 - 2019 IT Systems
- 932190100 - 2019 Fire Facilities
- 932190300 - 2019 Fire Equipment
- 938190300 - 2019 Paramedic Equipment

- 983191101 - 2019 Traffic Systems
- 932200100 - 2020 Fire Facilities
- 950200100 - 2020 Parkland Site works
- 950200300 - 2020 Recreation Facilities
- 950200500 - 2020 Cemeteries
- 998151701 - Colborne St SPS
- 997166101 - 2016 Pump Chamber Construction
- 998160201 - Water Operations Monitoring System
- 998161501 - WW Operating Monitoring System
- 983170100 - 2017 Bridges
- 983170300 - 2017 Urban/Rural Reconstruction
- 997170200 - 2017 Lindsay Landfill
- 998170100 - 2017 Watermain Replacement
- 998170500 - 2017 Wastewater Treatment
- 932180100 - 2018 Fire Facilities
- 950180200 - 2018 Parkland Facilities
- 983180100 - 2018 Bridges
- 983180300 - 2018 Urban/Rural Reconstruction
- 983181101 - 2018 Traffic Systems
- 998180300 - 2018 Water Distribution & WW Collection
- 998180400 - 2018 Water Treatment Program

- 998180500 - 2018 Wastewater Treatment
- 950190100 - 2019 Parkland Site works
- 950190300 - 2019 Recreation Facilities
- 950190500 - 2019 Cemeteries
- 983190100 - 2019 Bridges
- 983190300 - 2019 Urban/Rural Reconstruction
- 983190700 - 2019 Road Lifecycle Extension
- 997190100 - 2019 Landfill Site works
- 998190100 - 2019 Water Treatment Program
- 998190200 - 2019 Wastewater Treatment
- 998190300 - 2019 Water Distribution & WW Collection
- 932200300 - 2020 Fire Equipment
- 950200200 - 2020 Parkland Facilities
- 991200100 - 2020 PW Facilities
- 983200100 - 2020 Bridges
- 983200700 - 2020 Lifecycle Extension
- 921202701 - Locate Software
- 921204101 - Airport Capital Plan
- 921204201 - Bridge Structures Study

That the following projects be granted an extension to June 30, 2022:

- 921204101 - Airport Capital Plan
- 921204201 - Bridge Structures Study
- 921203601 - Commercial Lands Supply and Policy Review
- 921203701 - 2020 International Plowing Match
- 921203801 - Cultural Centre Feasibility Study
- 921204001 - Asset Management Plan

That the following projects be granted an extension to December 31, 2022:

- 950190103 - ***M/Y Bobcaygeon Beach Park
- 953190100 - 2019 B&P Facilities
- 921203501 - Secondary Plans and Aggregate Policy Study

That the following projects be granted an extension to June 30, 2023:

- 921203201 - Growth Management Strategy
- 921204301 - City Wide Speed Reduction

That the following project be granted an extension to December 31, 2023:

- 921203501 - Secondary Plans and Aggregate Policy Study

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

Background:

This report is provided to advise Council on each capital project's actual costs versus its approved budget and to close projects that are complete as of December 31, 2020 in accordance with the Capital Close and Administration Policy.

Rationale:

The expectation of a capital close report is to bring completed capital projects to a zero balance by recommending provisions for any shortfalls and disposition of surplus amounts. When projects are closed with a surplus, the surplus is typically transferred to the Capital Contingency Reserve. There are some exceptions to this practice. If the project being closed was funded from a source other than the general tax levy then the surplus is returned to that source of funding.

Please see below a list of attachments:

Attachment A - Lists all projects completed and recommended to be closed identifying the amount that will be returned to the funding source indicated.

Attachment B – Lists all projects that will be complete as of June 30, 2021 or are on target to be completed by their current completion date. The project numbers with three asterisks (***) are multiyear projects that will have additional funding over multiple years and will be using the same project number until the project is completed.

In 2020, the City made the decision to defer and/or delay the start of many capital programs and special projects due to the pandemic. As a result, there is an inordinately high number of projects requiring an extension.

Attachment C – Lists the active projects that are seeking Council Resolution to extend the current completion date.

Attachment D – Lists all Special Projects requesting extensions and/or are on target to be completed by their current completion date. Special projects includes studies, plans, repairs and upgrades that generally do not result in capital additions.

Remaining open projects total \$192 Million in budget. The spending to date is approximately \$127 Million. There is currently \$65 Million of capital spending still to be incurred and of that total, 53% of the projects are on track and have the capacity and

resources to be completed on schedule. The remaining 47% of projects have been delayed for various reasons and are requesting extensions.

Other Alternatives Considered:

Council may choose an alternative direction with respect to where the over and under expenditures should be transferred. Staff's recommendations are in accordance with the Capital Close and Administration Policy C 187 FIN 018.

Financial/Operation Impacts:

The status of each project has been reviewed by Directors and appropriate management staff. The below detailed tables show the balances to the affected Reserves and Deferred Revenue Accounts, of the projects being closed.

Attachment A: Completed Projects

The table below is a listing of the reserves that require Council approval to transfer funds to and from.

Reserve	Report Closing Balance
Capital Projects Reserve	\$ 706,877.39
Police Reserves	\$ 34,738.15
Sewer Infrastructure Reserve	\$1,466.27

Obligatory Funds

Below is a table listing the obligatory funds for which the return of funding does not require Council approval, all deficits require Council approval and are included in the Council resolutions.

Obligatory Reserves and Development Charge Reserve	Report Closing Balance
Provincial Grants Receivables	\$ 98,350.09
Development Charges	\$ 13,962.42

Debenture Proceeds

The debenture debt will be decreased by \$550,298.65 due to the closure of various capital projects that already had debenture funding from previous capital budgets.

Debenture Proceeds	Report Closing Balance
983190400 - 2019 Urban/Arterial Resurfacing	\$ 550,298.65

In summary, a total of \$1,405,692.97 is recommended to be closed and returned to the original budget funding sources. There are currently 179 projects and staff recommend closing 22 projects, leaving a remaining 129 projects open.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

This recommendation matches our Vision, Mission, Guiding Principles and Values. This recommendation assists in achieving the Strategic Priorities; A Vibrant and Growing Economy and Good Government. This Capital Close report enables Council and the public to see that the projects that are being done to improve services within our growing community and are being closed within budget and in a timely manner.

Consultations:

Directors, Managers and Executive Assistants

Attachments:

Attachment A: Completed projects



Attachment A -
Closing Projects.xlsx

Attachment B: Projects on target to be closed by current completion date



Attachment B - On
Target Projects.xlsx

Attachment C: Projects requesting an extension



Attachment C -
Projects Requesting

Attachment D: Special Projects



Attachment D -
Special Projects.xlsx

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

Department File:

Completed Projects as of December 31, 2020

Project Number	Description	Budget Year	Total Budget	Capital Contingency Reserve	Police Reserves	Sewer Infrastructure Reserve	Development Charges	Federal & Provincial Grants	Debenture	Total funds to be returned
BC1403	Mitchell's Bridge Replacement	2014	3,434,237.00	(7,367.56)						(7,367.56)
950153301	***Shoreline Restoration	2015	835,184.00	(7,533.99)						(7,533.99)
950190201	***Centennial Park Washrooms	2019	465,549.00	9,036.10						9,036.10
998160800	2016 Watermain Replacement	2016	64,400.00			1,466.27	2,976.96			4,443.23
932180300	2018 Fire Equipment	2018	230,000.00	(2,974.43)			(229.30)			(3,203.73)
983181400	2018 Gravel Road Rehab (with 983200600)	2018	3,768,983.00	775,727.48						775,727.48

Capital Projects on Target to be Closed by Current Completion Dates as of December 31, 2020										
*** Indicates a Multi-year Project										
Job	Description	Budget Year	Total Approved Budget	Total Committed Spending as of	Total Spending December 31,	Remaining Budget December 31,	Closing Date	Initials	% Complete	Comments
998110101	Omemee WPCP	2011	2,450,000.00	86,078.84	2,504,556.75	(140,635.59)	Jun 30 2021	LP	80%	Awaiting final clearance certificates
928151500	***ERP System	2015	3,200,218.00	-	3,095,780.27	104,437.73	Dec 31 2021	KK	85%	Project is on going
932130701	***Central Training Facility	2017	75,000.00	-	5,404.19	69,595.81	Dec 31 2021	VK	0%	Project on hold, no funding approved
932171001	***SCBA Equipment	2017	1,750,000.00	2,099,924.87	-	(349,924.87)	Jun 30 2022	VK	50%	Gear ordered, additional funds allocated in 2021 budget
950180105	***Bobcaygeon Beach Park	2018	245,000.00	53,476.95	192,448.00	(924.95)	Jun 30 2022	LD	75%	Project is underway
953180101	***City Hall HVAC	2018	4,250,234.00	138,775.32	338,432.05	3,773,026.63	Jun 30 2022	LD	10%	Project is underway
987180100	***2018 Airport Site works	2018	211,500.00	-	318,419.74	(106,919.74)	Jun 30 2021	LP	80%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2021
987180301	***Airport Capital Plan	2018	35,000.00	-	31,929.60	3,070.40	Jun 30 2021	LP	80%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2021
969190101	***Victoria Manor Concept Design M/V	2019	250,000.00	-	-	250,000.00	Jun 30 2021	PK	0%	Project is on hold
999190101	***Record Document Management Sy	2019	421,000.00	152,448.80	439,985.40	(171,434.20)	Dec 31 2021	KK	50%	Project is on going
950190301	***Ops Arena	2019	250,000.00	9,500.00	112,140.00	128,360.00	Jun 30 2022	LD	50%	Rational is because there is a community push to address Council to have the decision reversed. And because it states to not operate as an arena. The City could still choose to operate in some other form in which case we will need the funds to prepare and design and then alter.
953180119	***Old Gaol Wall	2019	200,000.00	21,719.04	29,819.20	148,461.76	Jun 30 2022	LD	30%	Project is underway
953190200	2019 B&P Furniture	2019	456,000.00	-	584,474.97	(128,474.97)	Jun 30 2021	LD	75%	Project is on going
987190100	2019 Airport Site works	2019	155,000.00	-	56,636.34	98,363.66	Jun 30 2021	LP	80%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2021
987190201	GPS Approach Signals	2019	38,000.00	-	36,167.52	1,832.48	Jun 30 2021	LP	80%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2021
987190301	Airport Capital Plan	2019	45,000.00	-	56,086.62	(11,086.62)	Dec 31 2021	LP	80%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2021
928200100	2020 IT Systems	2020	396,000.00	58,954.69	148,425.69	188,619.62	Jun 30 2021	JC	40%	Projects have begun
932200200	2020 Fire Fleet	2020	1,100,000.00	48,541.59	-	1,051,458.41	Jun 30 2021	VK	75%	Ongoing
932200401	Fire ATV	2020	15,000.00	-	22,187.77	(7,187.77)	Jun 30 2021	VK	90%	Awaiting trailer delivery
938200200	2020 Paramedic Fleet	2020	330,000.00	-	314,291.61	15,708.39	Jun 30 2021	AS	90%	Awaiting final billing
938200300	2020 Paramedic Equipment	2020	315,000.00	32,439.15	108,567.82	173,993.03	Jun 30 2021	AS	50%	Ongoing
942200101	2020 KLPS Computers	2020	46,200.00	-	38,382.81	7,817.19	Jun 30 2021	LR	90%	Please leave open
942200501	2020 KLPS Radio System Upgrades	2020	89,150.00	-	353.67	88,796.33	Jun 30 2021	LR	10%	Please leave open
942200601	2020 KLPS MDT Upgrade/Backup	2020	14,000.00	-	-	14,000.00	Jun 30 2021	LR	0%	Whole upgrade in 2021
942200801	2020 KSPS Switches	2020	5,000.00	-	1,538.85	3,461.15	Jun 30 2021	LR	50%	Please leave open
950200400	2020 P&R Equipment	2020	150,000.00	13,817.18	113,385.47	22,797.35	Jun 30 2021	LD	75%	Projects are underway
953200100	2020 B&P Facilities	2020	202,000.00	-	58,286.53	143,713.47	Jun 30 2021	LD	25%	Projects are underway
953200200	2020 B&P Furniture	2020	53,000.00	-	11,709.19	41,290.81	Jun 30 2021	LD	10%	Projects are underway
953200301	***Bobcaygeon Library	2020	1,000,000.00	30,517.84	-	969,482.16	Jun 30 2022	LD	10%	Project has begun
953200401	***CKL Rooftops	2020	70,000.00	32,184.91	905.66	36,909.43	Jun 30 2022	LD	35%	Project is moving forward
953200601	***Fenelon Falls Museum	2020	100,000.00	61,610.63	-	38,389.37	Jun 30 2022	LD	25%	Project has begun
969200100	2020 Victoria Manor Projects	2020	150,000.00	-	85,398.53	64,601.47	Jun 30 2021	PK	0%	Project on hold
994200101	2020 Transit Stops & Shelters	2020	30,000.00	-	10,817.09	19,182.91	Jun 30 2021	TD	30%	Project has begun
994200200	2020 Fleet	2020	4,148,177.00	1,855,447.46	1,861,304.07	431,425.47	Jun 30 2021	TD	25%	Project is underway
983200200	2020 Culverts	2020	456,000.00	117,085.73	-	338,914.27	Jun 30 2021	LP	50%	As per report PAR 2020-039 2 additional culverts were added to the scope of the project. Work underway. Estimated completion Q2 2021
983200400	2020 Urban/Rural Resurfacing	2020	2,288,000.00	139,065.32	1,720,448.81	428,485.87	Jun 30 2021	LP	95%	Work complete. Final invoices pending. Can close Q2 2021

Job	Description	Budget Year	Total Approved Budget	Total Committed Spending as of	Total Spending December 31,	Remaining Budget December 31,	Closing Date	Initials	% Complete	Comments
983200500	2020 Rural Resurfacing	2020	3,918,783.07	187,152.42	2,988,203.93	743,426.72	Jun 30 2021	LP	75%	Estimated completion 2021
983201001	2020 Streetlighting	2020	472,234.98	20,945.75	513,170.45	(61,881.22)	Jun 30 2021	LP	100%	Work complete, awaiting final invoices, and additional budget adjustments
983201101	2020 Traffic Systems	2020	65,000.00	20,148.49	12,626.02	32,225.49	Jun 30 2021	LP	50%	Estimated completion 2021
983201201	2020 Parking	2020	15,000.00	-	-	15,000.00	Jun 30 2021	LP	0%	Estimated completion 2021
983201301	2020 Municipal Drains	2020	55,000.00	67,543.25	-	(12,543.25)	Jun 30 2021	LP	95%	Review of deficiencies in Spring
999201301	Emergency Fenelon Falls Bridge Work	2020	-	269,008.85	-	(269,008.85)	Jun 30 2021	LP	15%	Tender awarded. Work underway. Estimated completion 2021
987200100	2020 Airport Site works	2020	100,000.00	15,905.32	93,260.31	(9,165.63)	Dec 31 2021	LP	80%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2021
987200301	***Runway 03/21	2020	100,000.00	-	-	100,000.00	Jun 30 2022	LP	0%	Multi year projects (cash flow). Estimated completion in 2022
987200401	***Runway 13/31	2020	50,000.00	-	-	50,000.00	Jun 30 2025	LP	0%	Multi year projects (cash flow). Estimated completion in 2025
997200100	2020 Landfill Site works	2020	746,000.00	64,765.52	249,470.60	431,763.88	Jun 30 2021	LP	75%	2 projects complete. One project outstanding for fencing. Estimated completion Q2 2021
998200100	2020 Water Treatment Program	2020	477,000.00	88,729.29	9,800.70	378,470.01	Jun 30 2021	LP	25%	Estimated completion 2021
998200200	2020 Wastewater Treatment	2020	22,637,000.00	20,229,301.06	446,982.18	1,960,716.76	Jun 30 2021	LP	80%	Estimated completion 2021
998200300	2020 Water Distribution & WW Collec	2020	6,708,000.00	695,005.74	5,042,021.40	970,972.86	Jun 30 2021	LP	70%	Estimated completion 2021
998200400	2020 WWW Study & Special Projects	2020	223,000.00	42,295.02	51,582.12	129,122.86	Jun 30 2021	LP	50%	Estimated completion 2021
	Total		60,556,497.05	26,652,389.03	21,705,401.93	#####				

Capital Projects Requesting an Extension											
Project	Description	Budget Year	Total Approved Budget December 31, 2020	Total Committed Spending December 31, 2020	Total Spending December 31, 2020	Remaining Budget December 31, 2020	Closing Date	Extension Date Requested	Initials	% Complete	Comments
Multi-year projects requesting an Extension											
950151801	***M/Y Logie Park	2015	4,551,002.22	44,444.92	4,533,592.33	(27,035.03)	Dec 31 2020	Dec 31,2021	LD	95%	Deficiency review to take place in the Spring. Extension required to June 2021
953170501	***M/Y Development 68 Lindsay St N	2017	12,700,000.00	161,848.91	13,330,526.31	(792,375.22)	Dec 31 2020	Dec 31, 2021	NE	95%	Processing final invoices
932172201	***M/Y Coboconk Fire Hall Upgrades	2017	637,786.00	-	624,669.28	13,116.72	Dec 31 2020	Jun 30, 2021	VK	90%	Completion expected Q2 2021
928171901	***M/y Parks & Recreation Software	2017	180,000.00	-	157,474.32	22,525.68	Dec 31 2020	Jun 30, 2021	JJ	95%	extend to Q2 2021, awaiting final invoices
928190104	***M/Y Disaster Recovery 2019-20	2019	300,000.00	10,176.00	81,540.86	208,283.14	June 30 2021	Dec 31,2021	JC	5%	Extension to December 2021 requested. Completion expected end of Q4
932190104	***M/Y Mariposa Fire Station	2019	1,960,000.00	1,439,580.58	503,186.80	17,232.62	June 30 2021	Dec 31,2021	VK	30%	Completion expected Q3 2021
950190103	***M/Y Bobcaygeon Beach Park	2019	6,000,000.00	4,788,469.62	1,187,843.91	23,686.47	June 30 2021	Dec 31,2022	LD	35%	extension required Dec 30 2022
Multi-year Subtotal			26,328,788.22	6,444,520.03	20,418,833.81	(534,565.62)					

Project	Description	Budget Year	Total Approved Budget December 31, 2020	Total Committed Spending December 31, 2020	Total Spending December 31, 2020	Remaining Budget December 31, 2020	Closing Date	Extension Date Requested	Initials	% Complete	Comments
Projects requesting an extension for final invoicing and											
997130801	2013 Eldon Landfill	2013	292,000.00	-	185,597.64	106,402.36	Dec 31 2020	Dec 31,2021	LP	95%	Extend to Q4 2021. Awaiting Certificate of Requirement and final payment of legal fees
983160600	2016 Urban/Rural Reconstruction	2016	4,851,494.00	29,235.28	3,308,121.36	1,514,137.36	Dec 31 2020	Dec 31,2021	LP	50%	Extend to Q4 2021. Ellice St, Mary St and Elliott St final approvals an permits needed
998160501	Pinewood Production Well	2016	254,456.45	94,473.60	228,018.65	(68,035.80)	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. Commissioning of new well outstanding
998161101	Peel St WWW Design	2016	50,000.00	-	72,555.06	(22,555.06)	Dec 31 2020	June 30, 2021	LP	100%	Extend to Q2 2021. Final invoices submitted for payment Q1 2021.
983170800	2017 Road Restoration WWW Projects	2017	400,775.00	-	242,254.77	158,520.23	Dec 31 2020	Dec 31,2021	LP	75%	Awaiting final invoices and clearances
950180100	2018 Parkland Site works	2018	2,022,698.80	55,852.95	1,695,194.40	271,651.45	Dec 31 2020	Dec 31,2021	LD	90%	Final Invoices
950180500	2018 Recreation Facilities	2018	3,317,000.00	6,498.94	3,276,832.22	33,668.84	Dec 31 2020	June 30, 2021	LD	95%	awaiting invoices
950190400	2019 P&R Equipment	2019	115,000.00	2,850.03	117,617.84	(5,467.87)	Dec 31 2020	June 30, 2021	LD	95%	awaiting invoices
983190500	2019 Rural Resurfacing	2019	3,450,935.00	-	3,380,424.74	70,510.26	Dec 31 2020	June 30, 2021	LP	100%	Extend to Q1 2021. Kennedy Bay complete. Final invoicing processed in Q2 2021. Pending release of hold backs
998190400	2019 WWW Study & Special Projects	2019	250,000.00	75,331.01	119,349.76	55,319.23	Dec 31 2020	Dec 31,2021	LP	90%	Extend to Q4 2021. 1 project complete. 1 project pending final invoices
983200300	2020 Urban/Rural Reconstruction	2020	9,213,000.00	1,224,103.82	6,843,541.26	1,145,354.92	June 30 2021	Dec 31,2021	LP	50%	Extend to Q4 2021 to allow for project completion, review of deficiencies and final payments
Invoicing Subtotal			24,217,359.25	1,488,345.63	19,469,507.70	3,259,505.92					

Project	Description	Budget Year	Total Approved Budget December 31, 2020	Total Committed Spending December 31, 2020	Total Spending December 31, 2020	Remaining Budget December 31, 2020	Closing Date	Extension Date Requested	Initials	% Complete	Comments
Projects requesting extensions due to Covid 19 Delays											
983181200	2018 Parking	2018	171,000.00	4,453.05	116,892.29	49,654.66	Dec 31 2020	Dec 31,2021	LP	25%	Extend to Q4 2021. Delayed due to COVID
928190100	2019 IT Systems	2019	485,000.00	-	383,084.55	101,915.45	Dec 31 2020	Dec 31,2021	JC	75%	Extend to Dec 2021, Covid Delasy
932190100	2019 Fire Facilities	2019	270,000.00	20,355.02	239,408.21	10,236.77	Dec 31 2020	Dec 31,2021	VK	15%	Deferred due to pandemic. Completion expected Q4 2021
932190300	2019 Fire Equipment	2019	255,000.00	42,612.02	188,446.72	23,941.26	Dec 31 2020	Dec 31,2021	VK	50%	Projects underway, delayed start due to Covid
938190300	2019 Paramedic Equipment	2019	155,000.00	-	153,141.95	1,858.05	Dec 31 2020	Dec 31,2021	AS	80%	Completion expected Q4 2021, delayed start due to Covid
983191101	2019 Traffic Systems	2019	115,000.00	20,148.49	6,375.26	88,476.25	Dec 31 2020	Dec 31,2021	LP	50%	Extend to Q4 2021. Delayed due to COVID
932200100	2020 Fire Facilities	2020	96,000.00	-	-	96,000.00	June 30 2021	Dec 31,2021	VK	0%	Deferred due to pandemic. Completion expected Q4 2021
950200100	2020 Parkland Site works	2020	472,000.00	73,784.43	109,748.62	288,466.95	June 30 2021	Dec 31,2021	LD	50%	Deferred due to pandemic. Completion expected Q4 2021
950200300	2020 Recreation Facilities	2020	1,250,022.00	208,687.34	881,645.04	159,689.62	June 30 2021	Dec 31,2021	LD	15%	Deferred due to pandemic. Completion expected Q4 2021
950200500	2020 Cemeteries	2020	70,000.00	20,872.96	1,261.82	47,865.22	June 30 2021	Dec 31,2021	LD	0%	planned to begin Spring 2021 - extension to December 2021 required (COVID)
Covid 19 Delay Subtotal			3,339,022.00		2,080,004.46	868,104.23					

Project	Description	Budget Year	Total Approved Budget December 31, 2020	Total Committed Spending December 31, 2020	Total Spending December 31, 2020	Remaining Budget December 31, 2020	Closing Date	Extension Date Requested	Initials	% Complete	Comments
Projects Requiring Extensions for Other Reasons											
998151701	Colborne St SPS	2015	5,675,000.00	297,095.50	9,574,452.30	(4,196,547.80)	Dec 31 2020	Dec 31,2021	LP	100%	Extend to Q4 2021. This project is being done in conjunction with 998170502
997166101	2016 Pump Chamber Construction	2016	250,000.00	214,903.03	174,634.53	(139,537.56)	Dec 31 2020	Dec 31,2021	TK	50%	Extend to Q4 2021. Completed in Conjunction with 997190103. Contractor was unable to complete the project on time. Working with the contractors Bonding Company to find a way to complete the project.
998160201	Water Operations Monitoring System	2016	150,000.00	4,924.99	78,693.74	66,381.27	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. OCWA Bobcaygeon Pilot project remaining to be completed
998161501	WW Operating Monitoring System	2016	150,000.00	4,169.04	63,499.69	82,331.27	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. OCWA Bobcaygeon Pilot project remaining to be completed
983170100	2017 Bridges	2017	3,006,214.00	2,409.68	2,652,282.39	351,521.93	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. Mill Pond Bridge Detailed design ongoing.
983170300	2017 Urban/Rural Reconstruction	2017	6,259,100.00	43,186.12	5,752,095.76	463,818.12	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. Land acquisition ongoing, and pending completion of Canal Street
997170200	2017 Lindsay Landfill	2017	875,000.00	2,283.87	695,178.41	177,537.72	Dec 31 2020	Dec 31,2021	TK	90%	One project complete. Remaining project extend to Q4, 2021. Waiting for the approval from MECP for Compost Pad Valve Chamber
998170100	2017 Watermain Replacement	2017	767,714.00	20,365.84	521,532.94	225,815.22	Dec 31 2020	Dec 31,2021	LP	50%	Extend to Q4 2021. Canal design ongoing, acquisition of land, TSW coordination
998170500	2017 Wastewater Treatment	2017	6,500,561.00	5,433.70	2,061,527.10	4,433,600.20	Dec 31 2020	Dec 31,2021	LP	50%	Extend to Q4 2021. This project is being done in conjunction with 998151701, along with rectification of some deficiency (hydroseeding) outstanding
932180100	2018 Fire Facilities	2018	356,000.00	-	323,380.01	32,619.99	Dec 31 2020	Dec 31,2021	VK	75%	This project will be completed with the Dunsford 2020 project.
950180200	2018 Parkland Facilities	2018	319,872.00	27,484.52	285,548.00	6,839.48	Dec 31 2020	Dec 31,2021	LD	75%	extension required due to additional funding received in 2020 - extend to Dec 2021
983180100	2018 Bridges	2018	3,152,320.00	-	2,891,036.54	261,283.46	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. As per Council resolution additional public meeting required in summer of 2021 for the Fenelon Falls Second Croassing
983180300	2018 Urban/Rural Reconstruction	2018	6,895,615.00	272,566.10	5,705,753.49	917,295.41	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. Design ongoing for Fenelon Falls Downtown, Angeline, Kent and Colborne St Schedule B EA ongoing
983181101	2018 Traffic Systems	2018	100,000.00	-	49,183.83	50,816.17	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. Kent Street West design project outstanding
998180300	2018 Water Distribution & WW Collectio	2018	5,197,800.00	45,200.51	3,937,834.11	1,214,765.38	Dec 31 2020	Dec 31,2021	LP	70%	Extend to Q4 2021. Schedule B Class EA ongoing
998180400	2018 Water Treatment Program	2018	502,000.00	5,598.17	348,776.44	147,625.39	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. Canadiana Shores Source Protection Plan outstanding
998180500	2018 Wastewater Treatment	2018	784,000.00	42,023.61	702,986.25	38,990.14	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. Project ordered was insufficient, new project orderd. Once received installation required
950190100	2019 Parkland Site works	2019	1,388,145.50	93,591.41	1,104,473.16	190,080.93	Dec 31 2020	Dec 31,2021	D	90%	Awaiting invoices and work in conjunction with 2020 projects
950190300	2019 Recreation Facilities	2019	2,391,000.00	59,529.12	1,917,540.92	413,929.96	Dec 31 2020	Dec 31,2021	LD	90%	Inconjunction with 2021 project
950190500	2019 Cemeteries	2019	100,000.00	1,877.04	90,438.23	7,684.73	Dec 31 2020	Dec 31,2021	LD	85%	extension required to Dec 2021
953190100	2019 B&P Facilities	2019	1,012,000.00	141,880.88	593,686.63	276,432.49	Dec 31 2020	Dec 31,2022	LD	15%	This was deferred to 2022 as per 2021 Capital Budget Book
983190100	2019 Bridges	2019	1,539,000.00	129,721.98	1,422,815.44	(13,537.42)	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. Designs ongoing for Lindsay St, Ballyduff Rd, Hartley Rd and Black River Rd
983190300	2019 Urban/Rural Reconstruction	2019	8,370,351.00	838,520.52	7,439,691.17	92,139.31	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. Projects remaining to be completed are Russell St, Peel St, Riverview Rd and Pottinger St
983190700	2019 Road Lifecycle Extension	2019	2,019,800.00	80,351.91	1,579,321.73	360,126.36	Dec 31 2020	Dec 31,2021	LP	75%	Extend to Q4 2021. Additional roads added to the Program, funded from 2020 program 983200700
983191301	2019 Municipal Drains	2019	46,000.00	2,284.52	43,716.59	(1.11)	Dec 31 2020	June 30, 2021	LP	95%	Extend to Q2 2021, review of deficiencies in Spring
997190100	2019 Landfill Site works	2019	2,650,000.00	-	2,193,151.98	456,848.02	Dec 31 2020	Dec 31,2021	TK	50%	3 projects complete. Remaining project extend to Q4 2021. Completed in conjunction with 997166101
998190100	2019 Water Treatment Program	2019	2,359,000.00	807,794.83	1,593,242.84	(42,037.67)	Dec 31 2020	Dec 31,2021	LP	80%	Extend to Q4 2021. Fenelon Falls WTP work ongoing. Bobcaygeon Tower Coating project cost estimate was approximatley \$540K, it has since been determined the cost will increase by an additional \$200 - \$400K as a result of COVID. Pending the closure of tendering additional funds will be requested via a report to Council
998190200	2019 Wastewater Treatment	2019	328,000.00	15,602.69	53,622.65	258,774.66	Dec 31 2020	Dec 31,2021	LP	50%	Extend to Q4 2021. Installation ongoing
998190300	2019 Water Distribution & WW Collectio	2019	7,031,000.00	1,009,285.42	5,603,880.52	417,834.06	Dec 31 2020	Dec 31,2021	LP	70%	Extend to Q4 2021. Construction ongoing, along with rectificaion of some deficiency outstanding
932200300	2020 Fire Equipment	2020	305,000.00	197,507.15	30,304.15	77,188.70	June 30 2021	Dec 31,2021	VK	0%	Completion expected Q4 2021
950200200	2020 Parkland Facilities	2020	490,000.00	-	19,191.94	470,808.06	June 30 2021	Dec 31,2021	LD	25%	project awarded, construction started - extension required to December 2021
991200100	2020 PW Facilities	2020	680,000.00	-	99,216.07	580,783.93	June 30 2021	Dec 31,2021	RM	15%	Unsuccessful procurement processes in 2020, request extension to Dec 31, 2021.
983200100	2020 Bridges	2020	1,265,187.00	415,279.34	848,927.33	980.33	June 30 2021	Dec 31,2021	LP	50%	Estimated completion 2021
983200700	2020 Lifecycle Extension	2020	1,481,000.00	29,925.18	1,498,007.10	(46,932.28)	June 30 2021	Dec 31,2021	LP	75%	Estimated completion 2021. Deficit to be funded from 983190700
General Extensions Subtotal			74,396,679.50	4,810,796.67	61,949,623.98	7,636,258.85					
Extensions Grand Total			128,281,848.97	12,743,662.33	103,917,969.95	11,229,303.38					

Project	Description	Budget Year	Total Approved Budget December 31, 2020	Total Committed Spending December 31, 2020	Total Spending December 31, 2020	Remaining Budget December 31, 2020	Closing Date	Extension Date Requested	Initials	% Complete	Comments
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Projects Requesting an Extension

Project Number	Description	Budget Year	Total Budget	Committed Spending	Spending to Date	Remaining Budget	Closing Date	Closing Date Requested	Initials	% Complete	Comments
921202701	Locate Software	2020	30,000.00	-	-	30,000.00	Jun 30 2021	Dec 31 2021		0%	RFP to be issued soon to choose a solution, then implementation can start, extend Dec 31 2021
921203201	Growth Management Strategy	2020	100,000.00	-	-	100,000.00	Jun 30 2021	Jun 30 2023	LB	0%	Flowing from Council's review of the 2020 budget as a result of C-19, the RFP went live at the end of Fall 2020, closed January 21 2021, and is to be completed within 24 months from the awarding of the contract (i.e. February 2023)
921203301	Active Transportation Master Plan	2020	100,000.00	-	-	100,000.00	Jun 30 2021	Jun 30 2022	CM	5%	Terms of Reference have been completed and circulated for review. Required to delay the start of this project due to pandemic. Completion date will be Q1 2022
921203401	Rural Zoning By-Law Review and Consolidation	2020	110,000.00	14,613.54	5,386.46	90,000.00	Jun 30 2021	Jun 30 2022	RH	40%	Draft zoning by-law being prepared and agricultural and waterfront public engagement sessions being planned. Completion expected in Q1 2022
921203501	Secondary Plans and Aggregate Policy Study	2020	100,000.00	5,647.69	24,880.33	69,471.98	Jun 30 2021	Dec 31 2023	LB	50%	Completion date pending outcome of LPAT Proceeding (2023)
921203601	Commercial Lands Supply and Policy Review	2020	100,000.00	-	-	100,000.00	Jun 30 2021	Jun 30 2022	LB	0%	Flowing from Council's review of the 2020 budget as a result of C-19, resumed draft terms of reference at the end of Fall 2020, RFP process anticipated for end of Q1, February 2022)
921203701	2020 International Plowing Match	2020	100,000.00	-	-	100,000.00	Jun 30 2021	Jun 30 2022	RM	0%	IPM currently being promoted in October 2021. If the event goes ahead as scheduled, this project close date should be June 30, 2022
921203801	Cultural Centre Feasibility Study	2020	50,000.00	-	-	50,000.00	Mar 31 2022	Jun 30 2022	RM	0%	Project scheduled to commence in Q2, 2021. Request close date to June 30, 2022
921204001	Asset Management Plan	2020	80,000.00	-	-	80,000.00	Jun 30 2021	Jun 30 2022	LP	0%	Project scheduled to commence in Q1 2021. Estimated completion Q1 2022
921204101	Airport Capital Plan	2020	55,000.00	-	-	55,000.00	Jun 30 2021	Dec 31 2021	LP	0%	Deferred from 2020, will commence 2021, with estimated completion Q4 2021

Committee of the Whole Report

Report Number: ED2021-010
Meeting Date: March 9, 2021
Title: **Municipal Heritage Committee Terms of Reference**
Description: Proposed amendments to the Kawartha Lakes Municipal Heritage Committee Terms of Reference
Author and Title: Emily Turner, Economic Development Officer – Heritage Planning

Recommendation(s):

That Report ED2021-010, **Municipal Heritage Committee Terms of Reference**, be received;

That the proposed changes to the Kawartha Lakes Municipal Heritage Committee Terms of Reference, as outlined in Appendix A, be adopted; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Municipal Heritage Committee is governed by a Terms of Reference document which is approved and adopted by Council. The Terms of Reference identify the roles and responsibilities of Committee members, guide Committee's activities, establish its makeup, and govern its operations.

The Committee's Terms of Reference were last amended in 2018 to change its name from Heritage Victoria to the Kawartha Lakes Municipal Heritage Committee and to make changes to the Committee's role and composition to reflect the designation of the two new heritage conservation districts (HCDs) in the City. At that time, the Committee's composition was changed so that two of the available positions for members of the public were reserved for representatives from the two heritage conservation districts.

The Committee discussed its composition at its meeting of January 14, 2021 and the potential to eliminate the heritage conservation district representative positions. The Committee requested that staff bring forward a report outlining the potential to make changes to the composition of the Committee in its Terms of Reference.

Staff provided a report to the Municipal Heritage Committee at its meeting of February 4, 2021 outlining potential changes to the committee composition. The proposed changes to the Committee composition would eliminate the two dedicated positions for representatives from the two HCDs and replace them with two positions that could be filled by general members of the public. The amended terms of reference, with the changes tracked, are attached to this report as Appendix A. The Committee passed the following motion:

KLMHC2021-012

Moved By W. Bateman

Seconded By W. Peel

That Report KLMHC2021-05, **Municipal Heritage Committee Terms of Reference**, be received;

That the composition of the Committee be amended to include eleven members of the public and one Council representative; and

That this recommendation be forwarded to Council for approval.

Carried

This report addresses that direction.

Rationale:

The two positions on the Committee reserved for representatives from the City's heritage conservation districts are challenging to fill. At present, the Oak Street position remains vacant with little interest from the community. There has also been no interest in the Downtown Lindsay position, although an existing member of the Committee who owns property in downtown Lindsay has been assigned to fill this position. Staff are turning away qualified applicants from the Committee while the Oak Street position remains vacant. These applicants would be qualified to serve as members of the general public on the Committee but cannot be appointed because of the requirement that this position be assigned to a representative of the Oak Street HCD. It is possible that, in future, the Downtown Lindsay position may also remain vacant should the committee member who has been appointed to this role no longer wish to serve on the committee.

Further, as the City identifies and designates additional HCDs, positions on the Committee will have to be reserved for representatives of HCDs due to the precedent set by the current committee composition. This has the potential to remove positions from general members of the public that may end up not being filled. It will also require the Terms of Reference to be amended each time a new HCD is designated.

To solve this issue, staff and the Municipal Heritage Committee are recommending that the composition of the Committee be changed to include eleven members of the public along with one Council representative. The number of Committee members would stay the same, but would allow all positions, with the exception of the Council position, to be available for any qualified applicant if and when they become vacant. Individuals who own property or businesses in the City's heritage conservation districts would be welcome to fill these positions but the positions would not be reserved.

At present, the Municipal Heritage Committee has limited decision making power with regard to the City's HCDs, as approval for the majority of alterations to heritage properties within the districts are delegated to staff. In order to ensure that input is received from owners of properties located in HCDs for decisions which will have a specific impact on one or more of the City's districts, staff are recommending that

informal working groups or subcommittees be established to address specific matters as they arise. This would include consultation with the Downtown Lindsay BIA on matters related to downtown Lindsay. These working groups would be established as needed and would provide input and advice to the Municipal Heritage Committee. An amendment regarding the formation of subcommittees, including working groups with representatives of the City's heritage conservation districts, has also been added to the terms of reference. The Committee already regularly forms subcommittees to forward its work plan and to investigate and address specific issues as they arise.

Other Alternatives Considered:

Council could choose not to make an amendment to the Committee's Terms of Reference and leave the composition of the Committee as is.

Alignment to Strategic Priorities

The development of an effective Municipal Heritage Committee contributes to the strategic priority of An Exceptional Quality of Life by supporting and promoting arts, culture, and heritage within the municipality. The Committee provides support, recommendations and outreach for heritage conservation in Kawartha Lakes.

Financial/Operation Impacts:

There are no financial or operational impacts as a result of the recommendation of this report.

Consultations:

Municipal Heritage Committee
Manager, Economic Development
Clerk's Office

Attachments:

Appendix A – Municipal Heritage Committee Terms of Reference with Proposed Amendments

Department Head email: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services

Terms of Reference

Name: Kawartha Lakes Municipal Heritage Committee

Date Established by Council: January 29, 2008
(Terms of Reference revised December 11, 2018)

Mission:

The Kawartha Lakes Municipal Heritage Committee is established to provide advice and recommendations to Council on community heritage matters. In particular, the Municipal Heritage Committee will evaluate and recommend candidate sites of cultural heritage value or interest according to the criteria identified in Part IV of the Ontario Heritage Act (conservation of properties of cultural heritage value or interest), on the identification of potential Heritage Conservation Districts under Part V of the Ontario Heritage Act, and will also recommend sites as properties of potential heritage value or interest. The committee serves the citizens of Kawartha Lakes by helping to ensure that plans for change and progress are developed in a way that recognizes the historical continuity of their community.

Roles and Responsibilities:

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

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

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

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Recording Secretary and

absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

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

Activities:

The following represent the general activities of the Committee:

- a) To prepare an annual written report to Council by the end of Q1 each calendar year to outline the Committee's achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.
- b) **Evaluation:** The Kawartha Lakes Municipal Heritage Committee shall evaluate individual properties for potential heritage designation and applications for alterations to existing designated properties according to the criteria set forth under Section IV of the Ontario Heritage Act.
- c) **Advice:** The Kawartha Lakes Municipal Heritage Committee shall identify potential Heritage Conservation Districts under Part V of the Ontario Heritage Act. The Kawartha Lakes Municipal Heritage Committee shall provide advice to Council with respect to all matters of Part IV and Part V of the Ontario Heritage Act and on the means of conserving heritage properties and areas with respect to current heritage conservation legislation and programs, and will also recommend sites as properties of potential heritage value or interest.
- d) **Programs:** Kawartha Lakes Municipal Heritage Committee shall recommend to Council and implement decisions on programs and activities to increase public awareness and knowledge of heritage conservation issues.

- e) To carry out the annual Osprey Heritage Awards program which recognizes important landmarks and noteworthy individual contributions to heritage preservation in Kawartha Lakes.

Composition:

The Committee shall be comprised of a maximum of twelve (12) members consisting of a maximum of ~~nine (9) members of the public, one (1) Council representative, one (1) representative from the Oak Street Heritage Conservation District and one (1) representative from the Downtown Lindsay Heritage Conservation District (this may include a member of the BIA),~~ eleven (11) members of the public and one (1) Council representative, all of whom will have full authority to debate and vote. The Committee shall consist of a minimum of six (6) members. Committee members will be appointed by Council in accordance with established policy. The Committee will aim to include members who represent the City's different heritage conservation districts and geographic areas, where possible.

Appointment of Officers:

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

Term of Appointment:

Unless exempted by legislation, members will be appointed for a term of either two or four years with terms expiring at either the mid-term or full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

Resources:

The Development Services Department will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The liaison department will also assist in

the preparation and submission of budget recommendations/grant submissions, if needed and attend meetings of the Committee.

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

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

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 an accessible City facility.

Meetings:

The Committee shall hold a minimum of two (2) meetings in each calendar year. The Chair, through the liaison department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

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

Working meetings throughout the year to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the 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.

The Committee may form subcommittees and hold subcommittee meetings to advance the efforts of the work plan and to investigate specific issues as they arise. Subcommittees may include representatives from heritage conservation districts and outside organizations, as appropriate. Notes shall be taken at subcommittee meetings and will be provided to the Committee as a whole at their next regular meeting.

Procedures:

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

Electronic Participation:

The following procedural rules are established for electronic participation meetings:

1. City Council, Local Board or Committee members may participate in an open or closed session by electronic participation and be counted for the purpose of establishing quorum.
2. In the case of an interruption in the communication link to the member(s) participating electronically, the meeting will recess to a maximum of 15 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s).
3. A Member participating by Electronic Means shall inform the Chair about their intentions to leave the meeting either on a temporary or permanent basis.
4. A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
5. If a member loses electronic connection temporarily to the meeting, that member shall be treated as if they left the physical room of a traditional meeting and the time noted by the City Clerk or Recording Secretary.
6. All votes shall be by show of hands or by verbal consent (yes or no).
7. That subject to direction from the Head of Council or Chair to the City Clerk or Recording Secretary, the meeting will proceed without deputations. Written correspondence received from the public may be circulated to Council members prior to the start of the meeting electronically;

8. For public notice purposes, the location of the meeting published on the agenda shall be the physical location of the City Clerk or Recording Secretary during the meeting; If the location of the City Clerk can not be open to the public, the City Clerk shall provide notice to the electronic location of where the meeting can be viewed;
9. Members shall be provided instruction by the City Clerk, Recording Secretary, Chief Administrative Officer, or their delegate how to access the meeting by means of electronic participation.
10. A recording of the open session of the meeting shall be preserved for a period of time determined by the Records Retention by-law for the public record.
11. All electronic meetings will be available on Livestreaming or other video technology.

*Enacted through By-law 2020-056, July 28, 2020

Closed Meetings:

The Committee shall not be permitted to hold Closed Meetings.

Agendas and Minutes:

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

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

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

Reports:

One written report to Council is required per year from the Committee, being the work plan/budget and the previous year's annual report.

If there are recommendations of the Municipal Heritage Committee that fall outside of this report, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Committee Chair to provide a memo to the liaison department identifying the Committee recommendations for final preparation of the report.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Insurance:

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

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

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

Expulsion of Member:

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

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee Members; disrupting the work of the Committee;

or other legal issues. The process for expulsion of a Committee member is outlined in the City's **Council Committee, Board and Task Force Policy**.

Terms of Reference:

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

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

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

Committee of the Whole Report

Report Number: WWW2021-001
Meeting Date: March 9, 2021
Title: 2020 Annual Waterworks Summary Report
Description: Summary of Mandatory Schedule 22 and Section 11
Drinking Water Reports for Municipal Residential Drinking
Water Systems in the City of Kawartha Lakes
Author and Title: Julie Henry, Quality Management and Policy Coordinator

Recommendation(s):

That Report WWW2021-001, **2020 Annual Waterworks Summary Report**, be received in accordance with reporting requirements of Ontario regulation 170/03 Schedule 22 and Section 11 under the Safe Drinking Water Act, 2002, for the following municipal, residential drinking water systems (DWS) owned by the City of Kawartha Lakes:

- Birch Point Estates Drinking Water System
- Bobcaygeon Drinking Water System
- Canadiana Shores Drinking Water System
- Fenelon Falls Drinking Water System
- Janetville Drinking Water System
- King's Bay Drinking Water System
- Kinmount Drinking Water System
- Lindsay Drinking Water System
- Manilla Drinking Water System (Woods of Manilla)
- Manorview Drinking Water System
- Mariposa Estates Drinking Water System
- Norland Drinking Water System
- Omemee Drinking Water System
- Pinewood Drinking Water System
- Pleasant Point Drinking Water System
- Sonya Drinking Water System
- Southview Estates Drinking Water System
- Victoria Place Drinking Water System
- Western Trent / Palmina Drinking Water System

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

- Woodfield Drinking Water System
- Woodville Drinking Water System; and

That this recommendation be brought forward to Council for consideration at the March 23, 2021 Council meeting.

Background:

At the Council Meeting of March 19, 2020 Council adopted the following resolution:

10.1.7 WWW2020-001

2019 Annual Waterworks Summary Report

Julie Henry, Quality Management and Policy Coordinator

CR2020-083

That Report WWW2020-001, **2019 Annual Waterworks Summary Report**, be received in accordance with reporting requirements of Ontario Regulation 170/03 Schedule 22 and Section 11 under the Safe Drinking Water Act, 2002 for the following municipal residential drinking water systems (DWS) owned by the City of Kawartha Lakes:

- Birch Point Estates DWS
- Bobcaygeon DWS
- Canadiana Shores DWS
- Fenelon Falls DWS
- Janetville DWS
- King's Bay DWS
- Kinmount DWS
- Lindsay DWS
- Manilla DWS (Woods of Manilla)
- Manorview DWS
- Mariposa Estates DWS
- Norland DWS
- Omemee DWS (Victoria Glen)
- Pinewood DWS
- Pleasant Point DWS Sonya DWS

- Sonya DWS
- Southview DWS
- Victoria Place DWS
- Western Trent DWS
- Woodfield DWS
- Woodville DWS.

Carried

This report addresses the requirement under the *Safe Drinking Water Act, 2002* (SDWA), Section 11 and Schedule 22 of Ontario Regulation 170/03 for the 2020 reporting year, which requires an owner of Municipal Residential Drinking Water System(s) to prepare an annual report that includes information regarding the various aspects of operations in the drinking water system(s) throughout the preceding calendar year.

Section 11 Reporting

Section 11 of the regulation requires the annual report to contain a brief description of the drinking water system, including a list of water treatment chemicals used by the system during the reporting period. Section 11 also requires the report to contain a summary of all reports made to the Ministry of Environment, Conservation and Parks (MECP) under section 16-4 of Schedule 16 of the regulation, for any other observation(s) (other than adverse results which are reported immediately), that could possibly indicate improper disinfection.

A description of all corrective actions taken during the reporting period, a summary of all test results required by the regulation covering the reporting period as well as test results from previous periods of testing (if testing was not within the current reporting period), are also included.

Operating Authorities are required to make Section 11 reports available to the public free of charge. For systems serving more than 10,000 residents, Section 11 mandates that the report be published on the City of Kawartha Lakes website by February 28th of

the year following the reporting period. Of the twenty-one drinking water systems owned by the City of Kawartha Lakes, only the Lindsay Drinking Water System falls under this timing stipulation however, all drinking water system reports are made available to residents on the City website. Reports are also available upon request through the Water and Wastewater Division of Public Works.

Schedule 22 Reporting

Schedule 22 reports must be made available to the Owner no later than March 31st of the year following the reporting period. The report must list the requirements of the *Safe Drinking Water Act*, the regulations, the system's approval and any Order that the system failed to meet at any time during the reporting period. The report must also specify the duration of the failure and describe the measures that were taken to correct the failure.

The Schedule 22 report includes information that can be used for the purpose of enabling the Owner to assess the capability of the drinking water systems to meet existing and planned demands. This type of information includes a summary of quantities, flow rates of water supplied (including monthly averages), maximum daily flows and daily instantaneous peak flow rates. This information must be compared to the rated capacity and flow rates defined in the system's approval.

Rationale:

The Ministry of Environment, Conservation and Parks (MECP), conducts unannounced and announced inspection at the twenty-one (21) municipally owned drinking water systems annually. The current reportable inspection cycle is from April 01, 2020 to March 31, 2021. Any Ministry Inspection Report results will be brought forward in the 2022 Annual Waterworks Summary Report in the Summary Table (as those received after the report date last year are addressed in Table 1 in this report.) Twenty (20) of the Water Treatment facilities are operated by Ontario Clean Water Agency (OCWA) while the Water and Wastewater Division operates the Lindsay Drinking Water System (treatment and distribution) and the other twenty (20) distribution systems owned by the City of Kawartha Lakes. On March 1, 2021, the Water and Wastewater Division will be assuming the role of Operating Authority for the treatment facilities of the Manilla (Woods of Manilla) Drinking Water System and the Sonya Subdivision Drinking Water System.

The MECP's Municipal Residential Drinking Water Inspection Protocol contains up to fourteen (14) inspection modules and consists of up to one-hundred and twenty (120) regulatory questions. These questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring, record keeping and other related matters. Every three years the Ministry reviews their risk-rating methodology for inspections.

When assessing compliance, there are several key areas addressed by the Ministry. These are:

- Capacity Assessment
- Treatment Processes
- Operations Manuals, Logbooks, Certification and Training
- Water Quality Monitoring, Reporting and Corrective Actions
- Treatment Process Monitoring

A compliance Inspection Rating (CIR) of less than 100% is not necessarily an indication that drinking water was unsafe during the reporting period. Percentage can be lost from a range of items such as documentation or reporting.

The summary table below (Table 1.), provides a year over year comparison of facility compliance inspection ratings given following recent annual MECP inspections. At the time of this report, those facilities listed as "In Progress" are either waiting for their inspection (dates have been later due to the restrictions of the COVID-19 pandemic), or have recently gone through their inspection and are awaiting their reports from the MECP. The results of the inspections for these facilities will be made available when inspection reports are complete.

It is important to note that all systems owned by the City of Kawartha Lakes provided safe drinking water to the public throughout the year; numerous systems have received MECP inspection scores of 100%. This clearly illustrates the dedication and hard work of City and OCWA staff and their commitment to providing safe and reliable drinking water to the residents, businesses and visitors of Kawartha Lakes.

Table 1. Ministry Inspection Summary

21 Drinking Water Systems	Compliance Rating (2019-2020)	Compliance Rating (2020-2021)	Status as of February 2021
Birch Point Estates	100%	In progress	In progress

21 Drinking Water Systems	Compliance Rating (2019-2020)	Compliance Rating (2020-2021)	Status as of February 2021
Bobcaygeon	100%	100%	Complete
Canadiana Shores	100%	97.17%	Complete
Fenelon Falls	100%	In progress	In progress
Janetville	100%	100%	Complete
King's Bay	100%	100%	Complete
Kinmount	100%	100%	Complete
Lindsay	100%	In progress	In progress
Manilla (Woods of Manilla)	100%	93.93%	Complete
Manorview	100%	100%	Complete
Mariposa Estates	95.15%	100%	Complete
Norland	100%	In progress	In progress
Omeme	100%	100%	Complete
Pinewood	100%	100%	Complete
Pleasant Point	100%	100%	Complete
Sonya	100%	100%	Complete
Southview Estates	98.4%	100%	Complete
Victoria Place	100%	100%	Complete
Western Trent/Palmina	100%	100%	Complete
Woodfield	100%	100%	Complete
Woodville	100%	100%	Complete

A summary of non-compliances received during the 2020-2021 inspection period is included in each of the system reports attached to this report. All instances of non-compliance have been addressed to the satisfaction of the MECP.

Other Alternatives Considered:

Not applicable as this is an information report required by legislation.

Alignment to Strategic Priorities

The 2020 Annual Waterworks Summary Report shows a commitment from the Water and Wastewater Division to the Strategic Priority of "Healthy Environment" and "An Exceptional Quality of Life" by continuing to ensure municipal drinking water sources are protected and municipal drinking water continues to meet provincial standards.

Financial/Operation Impacts:

There are no financial implications associated with this report.

Consultations:

Director of Public Works

Manager, Water and Wastewater

Attachments:

Appendix A – 2020 Birch Point Drinking Water System Annual Report



2020 Annual Report
Birch Point DWS.pdf

Appendix B – 2020 Bobcaygeon Drinking Water System Annual Report



2020 Annual Report
Bobcaygeon DWS.p

Appendix C – 2020 Canadiana Shores Drinking Water System Annual Report



2020 Annual Report
Canadiana Shores C

Appendix D – 2020 Fenelon Falls Drinking Water System Annual Report



2020 Annual Report
Fenelon Falls DWS.i

Appendix E – 2020 Janetville Drinking Water System Annual Report



2020 Annual Report
Janetville DWS.pdf

Appendix F – 2020 King's Bay Drinking Water System Annual Report



2020 Annual Report
King's Bay DWS.pdf

Appendix G – 2020 Kinmount Drinking Water System Annual Report



2020 Annual WT
Report Kinmount D\

Appendix H – 2020 Lindsay Drinking Water System Annual Report



2020 Annual Report
Lindsay DWS.pdf

Appendix I – 2020 Manilla (Woods of Manilla) Drinking Water System Annual Report



2020 Annual Report
Manilla DWS.pdf

Appendix J – 2020 Manorview Drinking Water System Annual Report



2020 Annual Report
Manorview DWS.pd

Appendix K – 2020 Mariposa Estates Drinking Water System Annual Report



2020 Annual Report
Mariposa Estates D\

Appendix L – 2020 Norland Drinking Water System Annual Report



2020 Annual WT
Report Norland DW

Appendix M – 2020 Omemee Drinking Water System Annual Report



2020 Annual Report
Omemee DWS.pdf

Appendix N – 2020 Pinewood Drinking Water System Annual Report



2020 Annual Report
Pinewood DWS.pdf

Appendix O – 2020 Pleasant Point Drinking Water System Annual Report



2020 Annual Report
Pleasant Point DWS

Appendix P – 2020 Sonya Drinking Water System Annual Report



2020 Annual Report
Sonya DWS.pdf

Appendix Q – 2020 Southview Estates Drinking Water System Annual Report



2020 Annual Report
Southview DWS.pdf

Appendix R – 2020 Victoria Place Drinking Water System Annual Report



2020 Annual Report
Victoria Place DWS.pdf

Appendix S - 2020 Western Trent Palmina Drinking Water System Annual Report



2020 Annual WT
Report Western Trent

Appendix T – 2020 Woodfield Drinking Water System Annual Report



2020 Annual Report
Woodfield DWS.pdf

Appendix U – 2020 Woodville Drinking Water System Annual Report



2020 Annual Report
Woodville DWS.pdf

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson



Committee of the Whole Report

Report Number: CLK 2021-04

Meeting Date: March 9, 2021

Title: Kawartha Lakes Accessibility Advisory Committee (AAC)
2020 Annual Activities Report and Proposed 2021 Work Plan

Description: Annual Activities Report and Work Plan

Author and Title: Barbara Condie, Accessibility Officer, on behalf of the AAC

Recommendation(s):

That Report CLK2021-04, **Kawartha Lakes AAC 2020 Annual Activities Report and Proposed 2021 Work Plan**, be received;

That the Kawartha Lakes AAC 2021 Work Plan be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Kawartha Lakes AAC has ten (10) members appointed by Council. More than 50% of the members are people with disabilities aligning with the legislative requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

The Kawartha Lakes AAC vision statement is "Opening Doors to Accessibility by promoting a barrier free City of Kawartha Lakes".

The Committee terms of reference, Activities section a) states that the committee is to prepare an annual written report to Council by the end of Q1 of each calendar year. The report is prepared to outline the Committee's/Board's achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its' programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

This report is provided, to inform Council of the 2020 Committee activities and what work is proposed for 2021. This report addresses that direction.

Rationale:

The Kawartha Lakes AAC has formed 2 (two) Working Groups, where 3 or more of the members of the Kawartha Lakes AAC gather to discuss, form recommendations and complete work in areas of:

1. **Public Spaces** (City facilities and other public areas such as transit, transportation routes, parks, etc.). This group actively provides comment to City Planning on Site Plans;
2. **Public Awareness**. This group generates ways in which to share information and to raise public awareness about the importance of making our community more accessible. Coordinating the Council presentation of the Accessibility Awareness Recognition Awards is one annual event organized by this group that raises much awareness.

The working groups meet as needed (generally once per month) in the generation of this annual work plan and to fulfill the contents of the plan. Each Working Group provides a report back to the entire committee during a scheduled public meeting on their initiatives, accomplishments and/or with presentation of a formulated recommendation with supporting rationale. The Committee then will determine and vote

on whether the recommendation should be delivered through a report to Council or Staff for their review and consideration.

The onset of the Coronavirus has perpetually changed our lives and the way we conduct business. The Accessibility Advisory Committee members continue to learn new ways of approach and have realigned work plan goals and initiatives accordingly. The availability of virtual platforms such as Zoom provided the members with an opportunity to engage and to continue some of their activities associated with the 2020 Work Plan. Committee achievements are summarized within **Appendix A** of this report.

Recognizing individuals, groups, business and others for creating greater accessibility in our community is an annual highlight for the Accessibility Advisory Committee. With regret in 2020, for the first time in (13) thirteen years, the Committee decided to defer the Accessibility Awareness Recognition Awards presentations to the 2021 year. Typically, the selection process and recommendation to Council would have been completed in March/April. This was during the exact time that the Province declared a province-wide state of emergency.

Outreach has been difficult during the 2020 year with limited access to areas, places and people. The Committee concentrated their focus to internal outreach during 2020 by providing staff with greater information and support with the creation of an on-going staff newsletter, Mental Health sessions hosted through the Canadian Mental Health Association and an Accessibility Boot Camp for City Buildings staff has been organized for the first quarter in 2021. Increased public communications will be a focus for 2021.

Supporting the work of the Age-Friendly movement was also a challenge in 2020 due to fact that Health Unit resources, were and still are, redeployed for pandemic relief.

The Committee reviewed eight (8) submissions that were prepared and circulated back through the Planning Division on new Site Plan Development. Reviews completed with full comment and in some cases engagement with the developer/designer creating greater awareness of the need to provide enhancement to both exterior and interior accessibility to the new developments. The Public Spaces working group continues to build on an accessibility checklist. The intent of the checklist is to provide developers with useful suggestions that improve site accessibility at the early stage of design.

City Staff were in receipt of a number of recommendations relating to City Projects such as new transit routes, accessible ramp projects, patio permit policy and events application guideline specific to the pandemic, Pandemic Recovery Task Force, Jump In Branding Guideline, etc.

Although the members faced a number of hurdles during 2020, they have grown to overcome the challenges. They are meeting virtually on a frequent basis with evolving progress in achieving work plan goals.

Moving forward with the 2021 year the Committee will continue to meet to strengthen their community outreach and increase their involvement in a number of areas that will include but will not be limited to the contents of **Appendix B** to this report, titled – Proposed 2021 Work Plan.

Other Alternatives Considered:

This report presented annually as a requirement of the Terms of Reference of the Kawartha Lakes Accessibility Advisory Committee of Council.

Alignment to Strategic Priorities

Kawartha Lakes is committed to accessible, timely, knowledgeable, courteous and fair services as described in the guiding principles associated with the 2020-2023 Strategic Plan. The Kawartha Lakes AAC 2019 Activities Report and Proposed 2020 Work Plan supports and strengthens the commitment of Goal 1 in the Strategic Plan that reads: Improve the health and well-being of residents that further states that Kawartha will make this happen by Enhancing accessibility and encouraging and supporting “age-friendly” programs and initiatives.

Financial/Operation Impacts:

The 2021 Kawartha Lakes AAC budget has been approved at \$14,000.

Consultations:

Kawartha Lakes Accessibility Advisory Committee (AAC)

Attachments:

Appendix A – 2020 Report of Achievements



Report Chart - 2020
Work Plan - Report

Appendix B – 2021 Kawartha Lakes AAC Work Plan



2021 Work
Plan.docx

Department Head email: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, City Clerk

Department File: Kawartha Lakes Accessibility

Committee Work Plan Tool	
Committee Name:	Kawartha Lakes Accessibility Advisory Committee
Work plan for Year:	(Appendix B) 2020 Work Plan
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
1. Presentation of the 2020 Accessibility Awareness Recognition Awards	a) Draft information to be included in a media release and disseminate b) Secure May 26, 2020 on the Council Agenda, meeting room for light refreshments, photo shots c) Utilize Social Media platforms and other means such as publically displayed posters to raise awareness d) At closing make review of the nominations received and qualify e) Provide summary of reasoning and recommendation to be included in a Council Report for consideration f) Upon Council endorsement notify	a) & b) Q1 b) Q1 c) Q2 d) Q2 e) Q2 f) Week prior to event. g) to k) Day of	Successful day measured by number of nominations received (goal to encourage at least 5 nominations), number of qualified recipients selected by Council, participation, media exposure and feedback received Defer to 2021 (COVID-19)

Goal	Measurement Stages	Timeline	Measurement for Success
	<p>recipients of the award, date and time of the ceremony.</p> <p>g) Invite Mayor and Councillor Elmslie to participate in the presentation ceremony</p> <p>h) Order Awards and engraved plates for City Hall wall plaque</p> <p>i) Order light refreshments for luncheon</p> <p>j) Host recipients</p> <p>k) Participate in presentation of Awards</p>		
<p>2. Outreach – Create greater awareness through several avenues such as participation in local events, by creating information brochures, posters and continuing to reach audiences through social media platforms</p>	<p>a) Creation of educational newsletter (quarterly leading to monthly) for City Staff and community</p> <p>b) Showcasing accessibility initiatives through filming and photos. Development of a collection that can be utilized in partnership with Communications</p> <p>c) Creating a closer informational network with the CKL Chamber Offices and BIA</p>	<p>a) & b) Q1 & 2</p> <p>b) On-going</p>	<p>a) completion and dissemination</p> <p>b) will be on-going through Downtown Revitalization projects and other avenues</p> <p>Communications, Advertising and Marketing Division have been assisting with this goal.</p> <p>Benchmarks could be set based on increased inquiries, number of hits on social media, as need requires – replacement of informational pieces. This will be monitored throughout the year.</p>

Goal	Measurement Stages	Timeline	Measurement for Success
3. Explore opportunities to educate and encourage investment in accessible residential growth/visitable community models	2020 development stages – Research and consultation, presentations and the development of useful documents associated with education on accessible design.	On-going	<p>Exploration stage - Collection of information – gained knowledge. Measurable will be based on future developments including accessible features. This year will include the creation of an accessibility checklist for developers, an Accessibility Bootcamp Workshop for Planning, Engineering, Parks and Recreation Staff and others associated with Accessible Design of Public Spaces, etc.</p> <ul style="list-style-type: none"> • DesignAble Environments Workshop scheduled for January 22nd and 29th • Development of an Accessibility Checklist to include with Site Plan Applications in the development stage
4. Continue to support Age-Friendly initiatives in Kawartha Lakes.	Advisory and Support	On-going	<p>By number of actions taken to provide assistance.</p> <p>Delayed due to COVID-19</p>

Goal	Measurement Stages	Timeline	Measurement for Success
<p>5. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. This includes such items as Secondary Plan Policy development, Active Transportation Master Plan, etc.</p>	<p># of consultations # of comments</p>	<p>On-going</p>	<p>Increased accessibility presence in projects, plans and policy. Measurement of success will be dependant on the review, update and inclusion.</p> <p>Referred to the group:</p> <ul style="list-style-type: none"> • Policy: Patios for restaurant during COVID-19 • Pandemic Recovery Task Force • Transit Routes • Jump In Branding Guideline • Events applications, etc.

Committee Work Plan Tool	
Committee Name:	Kawartha Lakes Accessibility Advisory Committee (AAC)
Work plan for Year:	(Appendix B) 2021 Work Plan
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
1. Presentation of the 2020 Accessibility Awareness Recognition Awards	a) Draft information to be included in a media release and disseminate b) Secure Date on the Council Agenda, c) Utilize Social Media platforms and other means such as publically displayed posters to raise awareness d) At closing make review of the nominations received and qualify e) Provide summary of reasoning and recommendation to be included in a Council Report for consideration f) Upon Council endorsement notify recipients of the award, date and time of the virtual ceremony.	a) & b) Q1 b) Q1 c) Q2 d) Q2 e) to i) late Q2	Success measured by number of nominations received (goal to encourage at least 5 nominations), number of qualified recipients selected by Council, participation, media exposure and feedback received

Goal	Measurement Stages	Timeline	Measurement for Success
	g) Invite Mayor and Councillor Elmslie to participate in the presentation ceremony h) Order Awards and engraved plates for City Hall wall plaque i) Virtually participate in presentation of Awards		
2. Outreach – Create greater awareness through several avenues such as participation in local events, by creating information brochures, posters and continuing to reach audiences through social media platforms	a) Creation of educational newsletter (quarterly leading to monthly) for City Staff and community b) Showcasing accessibility initiatives through filming and photos. Development of a collection that can be utilized in partnership with Communications c) Creating a closer informational network with the CKL Chamber Offices and BIA	a) & b) Q1 & 2 b) On-going	a) completion and dissemination b) will be on-going through Downtown Revitalization projects and other avenues Communications, Advertising and Marketing Division have been assisting with this goal. Benchmarks could be set based on increased inquiries, number of hits on social media, as need requires – replacement of informational pieces. This will be monitored throughout the year.

Goal	Measurement Stages	Timeline	Measurement for Success
3. Explore opportunities to educate and encourage investment in accessible residential growth/visitable community models	2020 development stages – Research and consultation, presentations and the development of useful documents associated with education on accessible design.	On-going	Exploration stage - Collection of information – gained knowledge. Measurable will be based on future developments including accessible features. This year will include the creation of an accessibility checklist for developers, an Accessibility Bootcamp Workshop for Planning, Engineering, Parks and Recreation Staff and others associated with Accessible Design of Public Spaces, etc.
4. Continue to support Age-Friendly initiatives in Kawartha Lakes.	Advisory and Support	On-going	By number of actions taken to provide assistance. (commencing Health Unit staff availability)
5. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. This includes such items as Accessibility Master Plan, Secondary Plan Policy development, Active Transportation Master Plan, etc.	# of consultations # of comments	On-going	Increased accessibility presence in projects, plans and policy. Measurement of success will be dependant on the review, update and inclusion.

Committee of the Whole Report

Report Number:	PLAN2021-009
Meeting Date:	March 9, 2021
Title:	Environmental Advisory Committee (CKLEAC) 2021 Work Plan
Description:	Environmental Advisory Committee 2020 Review and 2021 Proposed Work Plan
Author and Title:	Richard Holy, Manager of Planning

Recommendations:

That Report PLAN2021-009, Environmental Advisory Committee (CKLEAC) 2021 Work Plan, be received;

That the 2021 proposed Environmental Advisory Committee Work Plan as outlined in Appendix B to Report PLAN2021-009 be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

This report summarizes the work undertaken in 2020 and proposes a work plan for 2021 as per Policy number 028 CAO 002 – Non-legislated Committees of Council.

Rationale:

The pandemic affected CKLEAC's ability to conduct meetings and also fulfill many of their 2020 work plan objectives. Although only 4 meetings were held during the 2020 calendar year and event planning being suspended, the Environmental Advisory Committee were able to complete the following goals from their 2020 Work Plan.

1. EAC replaced its Environmental Hero Award with a Business Environmental Hero to champion businesses that promote sustainability. A total of 7 local businesses received business hero awards for their ingenuity and dedication in promoting environmental conservation.

One Youth Environmental Hero Award was given to a local Grade 5 and 6 class in Lindsay for their efforts to reduce plastic waste.

All awards were presented to the recipients at the Committee of the Whole meeting on January 12, 2021.

2. The Bee City subcommittee continued work on promoting pollinator habitat and raising awareness on the issues within the City. A total of 7 Bee A Hero Award winners were presented with certificates and gift cards at the November 3, 2020 Committee of the Whole meeting recognizing their commitment to promoting pollinator habitat.
3. The Committee finalized its background work for developing a tree preservation by-law. The database of research based on by-laws that other communities in Ontario and a background draft report was provided to the Planning Department. Public consultation for the proposed tree preservation by-law will commence in Q1 of 2021.
4. The Active Transportation group continued their work on building support for active transportation policy and infrastructure in the following manner.
 - Building support for Active Transportation Master Plan through various community stakeholders and assisting with developing the study's Terms of Reference.
 - Monitoring Active Transportation infrastructure use during the pandemic in various communities.
 - Taking an active commenting role for active transportation infrastructure in larger developments.
5. EAC continues its work on roadside brushing and spraying. They have been working with Public Works to have roadside brushing activities delayed to accommodate bird breeding season. They are also interested in obtaining more information on the

roadside spraying initiative that the Public Works Department be implemented. Unfortunately, the pandemic prevented Staff from reporting to Committee of the Whole on these two issues.

6. EAC has been working with the City's waste management group on the reduction of single use plastics. The working group prepared templates for Remember to Bring Your Own Bag signage and received quotes for making the signs. Volunteers were about to carry out Step 2 by meeting with stakeholders when the COVID-19 restrictions came into effect and it would have been inappropriate timing for going ahead with the initiative at that point in time.

In June, the Federal Government announced the ban of single-use plastics and shopping bags are on that list, so the working group has placed the signage initiative on hold until the implications of the Federal legislation have time to take effect. Once in effect, the working group will reassess the need for additional local action.

The 2021 Environmental Advisory Committee Work Plan (Appendix B) includes projects and activities that will advance public environmental awareness, which is the core business of the Committee. This work plan needs to be adopted by Council to set the direction of Committee work for 2021. It identifies to the Committee what Council feels is important for the Committee to achieve during the year. Moving forward in 2021, EAC members agreed to reduce the number of work plans, and have all members concentrate and channel all efforts into the following projects.

1. Pollinator Action Committee: This committee will continue to work on developing new pollinator habitat in the community with a demonstration site at the Pickseed offices, organize the Bee A Hero Awards, and conduct seed bombing in trails using bicycles as a pollinator initiative.
2. Active Transportation: This group will continue to promote and raise awareness of active transportation, support the City with the Active Transportation Master Plan in 2021, provide input and encourage active transportation infrastructure in new developments, develop active transportation infrastructure in the Lindsay downtown, and develop a Bike Share program in Lindsay.
3. Plastics Reduction: The group will monitor the effectiveness of Federal legislation to reduce single-use plastic bags and determine whether further local action is necessary.
4. Conversion of Wetlands to Farmland: A group has been conducting research in the local area regarding the conversion of wetlands to farmland. Members would like to meet with both the Conservation Authority and the Agricultural Development Advisory Board to gain more insight on this issue.

Other Alternatives Considered:

The submissions within this report follow policy and direction of Council with respect to Committees of Council so no other alternatives were considered.

Alignment to Strategic Priorities

For reference the four strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan are:

1. Healthy Environment
2. An Exceptional Quality of Life
3. A Vibrant and Growing Economy
4. Good Government

The work of this Committee of Council relates to the Council Adopted Strategic Plan in the areas of a Vibrant and Growing Economy. Through consultation and advice provided by local citizens involved in the environmental sector, Council is able to support a stronger local economy and healthier environment through the delivery of programs and policy decisions that provide support to the sector.

[Kawartha Lakes Strategic Plan 2020-2023](#)

Financial/Operation Impacts:

With the adoption of work plans and annual reports, Council has developed a way for Committees of Council to be accountable for their important input into the future of this municipality. Efforts can now be refocused from administrative (non-value added) duties to more in-depth work by the volunteers (value added). There are no financial considerations associated with this recommendation.

Consultations:

Environmental Advisory Committee

Councillor Tracy Richardson

Attachments:

Appendix A – 2020 Environmental Advisory Committee Work Plan Review



2020 CKLEAC Work
Plan.docx

Appendix B – 2021 Proposed Environmental Advisory Committee Work Plan



2021 CKLEAC Work
Plan.docx

Department Head email: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: C06

Committee Work Plan Tool	
Committee Name:	Environmental Advisory Committee
Work Plan for Year:	2020
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
Continue Bee City Kawartha Lakes to further the awareness of pollinators	a) Re-apply to Bee City Canada b) Initial Hive meeting to set goals for 2020 c) Initiatives include researching a pollinator planting, hosting 2020 pollinator garden tour and continuing participating in community events to educate the importance of pollination. Supporting Bee School initiatives. Continue pollinator mapping. Partnering with KRCA, Sir Sanford Fleming College and the Lindsay Library on initiatives d) Report to Council	January February January - April May-September October or November	Completed February 2020 Completed February 2020 Meeting with Parks February 25 Meeting of PAC to designate which members will attend events Feb.25 Assess the outcomes of initiatives

Active Transportation

Goal	Measurement Stages	Timeline	Indicators of Success
1. Provide support for Director Marshall in hiring and delivering the Active Transportation (AT) Master Plan	<ul style="list-style-type: none"> • Meet with Director of Development Services to discuss CKLEAC role • Provide input into RFP for AT Master Plan • Support and provide input into Plan development. <p>a) encourage incorporation of AT friendly features in any applications for new developments</p> <p>b) Project, maybe in partnership with Health Unit to raise awareness and promote AT. (Program to reward or recognize walking/cycling instead of driving)</p> <p>c) Continue to create awareness of benefits of AT</p>	<p>December 2019</p> <p>February, 2020</p> <p>March to completion</p> <p>September/October</p> <p>Ongoing</p>	A completed AT Master Plan that requires Council approval.
2. Queen's Square AT infrastructure (during downtown revitalization project, incorporate features that would welcome and serve needs of those arriving downtown on foot or by cycle)	<p>a) Continue to consult with, brief, and enlist support from stakeholders (including City staff, Lindsay Library, Lindsay Art Gallery, Health Unit, EAB, BIA, Kawartha Cycling, Lindsay Legion)</p> <p>b) assist in completion of Lindsay C.H.E.S.T. application to cover project costs (or C.H.E.S.T. and 50/50)</p>	<p>Spring/Summer</p> <p>August/September</p>	<p>Records from meetings</p> <p>Completed C.H.E.S.T.application</p>

3. Bicycling infrastructure:			
a) Monitor and support infrastructure in Bobcaygeon and Lindsay	a) Communications with Director Marshall, Kawartha Cycling Club	April/ May	Notes on meetings
b) Investigate possibility of Bike-Share Program in Lindsay (and perhaps, with Sir Sanford Fleming College, a map to support)	b) Contact Sir Sanford Fleming College staff about mapping; investigate Fenelon and Bobcaygeon Bike Share programs	April/May	
	c) Develop Bike Share proposal	June	Completed proposal from AT subcommittee for CKLEAC to provide feedback on

Single Use Plastics

Goal	Measurement Stages	Timeline	Measurement for Success
Promotion of CKL's voluntary ban of single use plastics and Styrofoam	<p>a) working group meets to plan course of action for raising awareness for the voluntary ban</p> <p>b) Assign Work –</p> <p>1. Research the cost (Remember to bring your bags signs for parking lots).</p> <p>2. Working group meets to plan who will contact various Managers of Chambers of Commerce, Lindsay BIA and parking lot Managers to share information about the voluntary ban and show signage samples available from CKLEAC</p>	<p>January 2020</p> <p>February-March</p> <p>March April</p>	

Goal	Measurement Stages	Timeline	Measurement for Success
	c) CKLEAC volunteers meet with above stakeholders to provide information, and signage offers Report progress to CKLEAC at March meeting and get feedback d) informal monitoring/survey of uptake for not using plastic bags/ straws f) Report to Council	May-August Early Fall October or November	Uptake of voluntary ban is noticeable with positive, engaged response from businesses and the public. Council approval

Committee Work Plan Tool	
Committee Name:	Bee City Kawartha Lakes KLEAC
Work Plan for Year:	2021
Approved by Council:	

Pollinator Action Committee

Goal	Measurement Stages	Timeline	Measurement for Success
Continue Bee City Kawartha Lakes to further awareness of pollinators	a) Re-apply to Bee City Canada b) Initial Hive meeting to set goals for 2021 c) Initiatives could include researching a pollinator planting, 2021, 2 nd Annual pollinator Bee a Hero Contest; if possible, participating in community events to educate the importance of pollination. Supporting Bee School initiatives Continue pollinator mapping Partnering with KRCA , Fleming Library and the private sector on initiatives.	November/ December 2020 February January - April	Meeting of PAC to set goals designate which members will attend events and set initiatives for 2021, if possible Meeting with PAC If possible, work with Park's Department to plant pollinator patches Work with Communications to release 2 nd Annual Bee A Hero Contest
Research other areas that could become pollinator patches			More pollinator plants along trails
Biking for pollinators	d) join with bicycle clubs to seed bomb on trails. e) Report to Council	May- September October or November	Set initiatives for 2022 and report on successes in 2021 Assess the outcomes of initiatives

Active Transportation Committee

Goal	Measurement Stages	Timeline	Indicators of Success
1. Provide support for Director Marshall in hiring for and carrying out AT Master Plan	1. a) Provide input into RFP for AT Master Plan b) Support and provide input into Plan development.	December 2020 Feb. to completion.	A completed AT Master Plan that earns Council approval.
2. Provide input/ Encourage incorporation of AT friendly features in any applications for new developments (including Ibrans and Orsi)	2.Submissions at Planning Advisory Committee meetings, etc. Meetings with Health Unit and Trails associations to coordinate responses	Winter/ Spring	Responses of Council. Developer et al.
3. Project, maybe in partnership with Health Unit, to raise awareness and promote AT. (Examples: Car-less Competition along lines of Plastic-free comp. in 2019; program to reward or recognize walking/cycling instead of driving)	3. Consult with various groups about feasibility Decide on and plan initiative, including plan for promotion	Ongoing Winter Spring	Completed initiative

<p>4. Queen's Square AT infrastructure.</p> <p>(during downtown revitalization project, incorporate features that would welcome and serve needs of those arriving downtown on foot or by cycle)</p>	<p>a) Continue to consult with, brief, and enlist support from stakeholders</p> <p>(including City staff, library, gallery, Health Unit, EAB, BIA, Kawartha Cycling, Legion)</p> <p>a) Assist in preparation of application of CHEST or CHEST/ 50-50)</p>	<p>Spring/ Summer</p> <p>August/ September</p>	<p>Records from meetings</p> <p>Completed C.H.E.S.T. application</p>
<p>5. Bike-share: Develop Bike Share Proposal for Lindsay.</p>	<p>a) Make contact with Fenelon and Bobcaygeon operators, and with Trails associations</p> <p>b) Develop Bike Share proposal</p>	<p>April/ May</p> <p>April/May</p> <p>June</p>	<p>Notes on meetings.</p> <p>Completed proposal from AT subcommittee for KLEAC to provide feedback on</p>

Committee of the Whole Report

Report Number: ED2021-004
Meeting Date: March 9, 2021
Title: **Municipal Heritage Committee 2020 Work Summary and 2021 Work Plan**
Description: Review of 2020 Municipal Heritage Committee Work Plan and Adoption of 2021 Work Plan
Author and Title: Emily Turner, Economic Development Officer – Heritage Planning

Recommendation(s):

That Report ED2021-004, **Municipal Heritage Committee 2020 Work Summary and 2021 Work Plan**, be received;

That the 2021 Municipal Heritage Committee Work Plan as outlined in Appendix B be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Kawartha Lakes Municipal Heritage Committee is a Committee of Council authorized under the Ontario Heritage Act to advise and assist Council on issues relating to properties designated under Parts IV and V of the Act and other heritage related matters. The Committee also undertakes outreach and educational activities in the community.

According to the Committee's Terms of Reference, the Municipal Heritage Committee is required to report on activities completed from their Work Plan during each calendar year and to submit a Work Plan for the subsequent year.

At its meeting of January 14, 2021, the Municipal Heritage Committee reviewed its accomplishments for 2020 and a draft 2021 work plan identifying continuing and new goals for the committee. The Committee passed the following motion:

KLMHC2021-04

Moved By W. Bateman

Seconded By A. Adare

That Report KLMHC2021-02, **Kawartha Lakes Municipal Heritage Committee 2020 Review and 2021 Work Plan**, be received; and

That the proposed 2021 Work Plan be forwarded to Council for approval.

Carried

This report addresses the Committee's 2020 Work Plan reporting and the 2021 Work Plan priorities.

Rationale:

During the 2020 calendar year, the Municipal Heritage Committee identified the following 9 goals which were outlined in its 2020 work plan:

1. Process applications for designation and make recommendations to Council
2. Recommend properties for listing on the Heritage Register to Council
3. Review heritage permit applications for individually designated properties and relevant development applications
4. Review heritage policy and make recommendations to Council

5. Continue to distribute heritage designation plaques
6. Continue to update the Heritage Register so that it is consistent with the Ontario Heritage Act
7. Coordinate Doors Open in collaboration with the Heritage Network and the Victoria County Historical Society
8. Plan and coordinate the 2020 Osprey Heritage Awards
9. Recruit additional members for the Heritage Committee.

A summary of the Committee's achievements with regard to these goals is attached as Appendix A.

The draft 2021 Municipal Heritage Committee Work Plan, attached as Appendix B, includes activities that are the core business of the Municipal Heritage Committee and are mandated by the Ontario Heritage Act, including advising Council regarding the designation and listing of property and heritage permitting. The work plan also includes activities that address educational and community outreach.

Other Alternatives Considered:

There are no recommended alternatives.

Alignment to Strategic Priorities

The development of an effective Municipal Heritage Committee contributes to An Exceptional Quality of Life and supporting and promoting cultural and heritage assets by providing support and recommendations for heritage conservation within the municipality. The tasks outlined on the 2021 work plan are intended to strengthen and grow the heritage sector in Kawartha Lakes.

Financial/Operation Impacts:

There are no financial considerations associated with this recommendation. All Committee activities for 2021 fall within the available Heritage Planning budget for 2021.

Consultations:

Municipal Heritage Committee

Attachments:

Appendix A – Municipal Heritage Committee 2020 Work Plan Review



Municipal Heritage
Committee 2020 Worl

Appendix B – Draft 2021 Municipal Heritage Committee Work Plan



Draft 2021 Municipal
Heritage Committee V

Department Head email: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services

Committee Work Plan Report	
Committee Name:	Municipal Heritage Committee
Work Report Plan for Year:	2020
Approved by Council:	
Goal	Completed in 2020
1. Process applications for designation and make recommendations to Council	There were two applications for designation in 2020 (Case Manor dry stone wall and 40 Head Street, both in Bobcaygeon). The Case Manor designation has been approved by Council and the by-law will be passed in January 2021. A report on 40 Head Street will be presented to the Committee in early 2021.
2. Recommend properties for listing to Council	The Committee recommended 84 properties for listing on the Heritage Register.
3. Review heritage permit applications for individually designated properties and relevant development applications.	The Committee reviewed 5 applications for alterations to individually designated properties. The Committee also reviewed 4 development applications.
4. Review Heritage Policy and provide recommendation to Council	The Committee reviewed the Standards and Guidelines for the Conservation of Historic Places in Canada and recommended that Council endorse them as the municipal standard for preservation. Council endorsed the guidelines in September 2020. The Committee also provided comments on the proposed new regulations under the Ontario Heritage Act.
5. Continue to distribute heritage designation plaques	There are still a number of heritage designation plaques which require distribution. Distribution of the plaques was paused due to the COVID-19 pandemic.
6. Continue to update the Heritage Register so it is consistent with Ontario Heritage Act	The Heritage Register is now up to date and available online and in hard copy at the Clerk's Office, Economic Development and Building. Staff will continue to update the document as new properties are listed and designated.
7. Coordinate Doors Open in collaboration with the Heritage Network and the Victoria County Historical Society	Doors Open took place in 2020 in a digital format due to the COVID-19 pandemic. There were two map tours created and posted online as well as digital tours of local museums.
8. Plan and Coordinate the 2020 Osprey Heritage Awards	The Osprey Heritage Awards were cancelled in 2020 due to the COVID-19 pandemic. The awards will take place in 2021.
9. Recruit additional members for the Heritage Committee.	Three new members joined the Committee in 2020.

2021 Committee Work Plan

Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2021
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement of Success
1. Process applications for designation and make recommendations to Council	1. Review applications for designation 2. Undertake research 3. Make recommendations to Council under the cover of a staff report	Ongoing	Number of designations.
2. Recommend properties for listing to Council	1. Identify properties for listing and complete research 2. Staff take MHC recommendation to Council	Ongoing	New listed properties are added to the Heritage Register
3. Review heritage permit applications for individually designated properties.	1. Review of heritage permit applications and provide approvals and recommendations 2. Staff supply appropriate notices to property owners and/or recommendations of the committee to Council	Ongoing	Number of permits and development applications successfully completed and responded to.
4. Review Heritage Policy and provide recommendation to Council	1. Staff draft heritage policies 2. MHC reviews proposed policy and makes recommendations to Council	Ongoing	New heritage policies are adopted
5. Continue to distribute heritage designation	1. Provide contact information	Ongoing	Plaques delivered.

plaques	2. Committee to contact property owners 3. Arrange for distribution of plaques in accordance with established protocol		
7. Coordinate Doors Open	1. Committee to coordinate event participants / activities	Jan. - Aug. 2021 Sept. 2021	Event planning complete and event carried out. Doors Open 2021 successfully completed
8. Plan and Coordinate the 2021 Osprey Heritage Awards	1. Jan. – Sept. – plan event, collect applications, establish jury to select winners 2. Oct. / Nov. Awards ceremony	Jan. – Nov. 2021	2021 Osprey Heritage Awards successfully completed
9. Participate in Old Mill Heritage Conservation District development	1. Subcommittee participates in Old Mill Study development 2. Review of plan 3. Recommendations made to Council through staff report	Ongoing	Old Mill HCD Study is complete and presented to Council. HCD Plan is initiated.
10. Comment on relevant planning and development applications.	1. Review of relevant planning and development applications and provide comments through the Chair 2. Staff communicate comments to Planning staff	Ongoing	Number of development applications with comments provided.
11. Investigate potential of designating the Scugog River as a cultural heritage landscape	1. Undertake research on the history and significance of the site 2. Write statement of significance 3. Make recommendation to Council	Jan.- December 2021	Designation of Scugog River as a cultural heritage landscape.

Committee of the Whole Report

Report Number: ED2021-013
Meeting Date: March 9, 2021
Title: Agricultural Development Advisory Committee 2021 Work Plan
Description: 2020 Work Plan review and proposed 2021 Work Plan
Author and Title: Kelly Maloney, Economic Development Officer – Agriculture

Recommendation(s):

That Report ED2021-013, **Agricultural Development Advisory Committee 2021 Work Plan**, be received;

That the Agricultural Development Advisory Committee 2021 Work Plan as outlined in Appendix B to Report ED2021-013 be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of March 19, 2020 Council adopted the following resolution:

CW2020-054

That Report ED2020-013, Agricultural Development Advisory Committee 2020 Work Plan, be received; and

That the Agricultural Development Advisory Committee 2020 Work Plan as outlined in Appendix B to Report ED2020-013 be approved.

This report summarizes the work undertaken in 2020 and proposes a work plan for 2021 as per Policy number 028 CAO 002 – Non-legislated Committees of Council.

Rationale:

During the 2020 calendar year, the Agricultural Development Advisory Committee identified the following five goals for their 2020 Work Plan:

1. Review and advise Council and the Economic Development Division on matters related to agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas
2. Arrange VIP Guided Tours at the 2020 IPM for the traditional VIP Tour guests, to allow for education and open dialogue in context of modern farming and agri-business at various times during the event
3. ADAC Members Participate at East Central Farm Show Booth with the Economic Development Division to increase visibility access to ADAC
4. ADAC to actively participate in the development of the Comprehensive Rural Zoning By-law.

The review of 2020 accomplishments is included in Appendix A attached to this report.

The 2021 Agricultural Development Advisory Committee Work Plan (please refer to Appendix B) includes activities that are the core business of the Committee. This work plan needs to be adopted by Council to set the direction of Committee work for 2021. It identifies to the Committee what Council feels is important for the Committee to achieve during the year.

Other Alternatives Considered:

The submissions within this report follow policy and direction of Council with respect to Committees of Council so no other alternatives were considered.

Alignment to Strategic Priorities

The recommendations within this report directly align with all Strategic Priorities, with a primary focus on supporting A Vibrant and Growing Economy.

Financial/Operation Impacts:

With the adoption of work plans and annual reports, Council has developed a way for committees of Council to be accountable for their important input into the future of this municipality. Efforts can now be refocused from administrative (non-value added) duties to more in-depth work by the volunteers (value added). There are no financial considerations associated with this recommendation.

Consultations:

Agricultural Development Advisory Committee members.

Attachments:

Appendix A - 2020 Agricultural Development Advisory Committee Work Plan Review



2020 ADAC Work
Plan Review - Apper

Appendix B - 2021 Agricultural Development Advisory Committee Work Plan



2021 ADAC Work
Plan Proposed - App

Department Head email: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Committee Work Plan Tool

Committee Name: Agricultural Development Advisory Committee

Work Plan Review for Year: 2020

Goal	Accomplishments	Measurement for Success
1. Review and advise Council and Ec Dev on matters related to agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas	a) Reviewed Farm Tax Ratio and recommended an adjustment to maintain the percentage share that the farm tax class shares. b) Reviewed and provided recommendation to staff and council regarding proposed amendments to the Property Standards By-law aimed at regulation of nuisance cannabis operations c) Reviewed and provided recommendation to MLEL staff regarding proposed options for backyard chickens	a) Council maintained existing Farm Tax Ratio b) Cannabis regulation recommendations to be presented to council through the Legal Division in 2021 c) Backyard chickens report to be presented to council through Municipal Law Enforcement in 2021
2. Arrange VIP Guided Tours at the 2020 IPM for the traditional VIP Tour guests, to allow for education and open dialogue in context of modern farming and agri-business at various times during the event.	a) VIP Tour cancelled due to pandemic restrictions	
3. ADAC Members Participate at East Central Farm Show Booth with Ec Dev to increase visibility access to ADAC	a) East Central Farm Show booth supported by volunteer ADAB members	ADAC and CKL farm business operators better able to speak publicly on issues affecting agriculture Farm Businesses Connected with ADAC representatives
4. ADAC to actively participate in the development of the Comprehensive Rural Zoning By-law	a) Reviewed the Rural Zoning By-Law draft Discussion Paper	a) This Planning project was on hold following the distribution of the Discussion Paper due to pandemic restrictions, and will proceed in 2021

Committee Work Plan Tool

Committee Name: Agricultural Development Advisory Committee

Work plan for Year: 2021

Approved by Council:

Goal	Measurement Stages	Timeline	Measurement for Success
1. Review and advise Council and Ec Dev on matters related to agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas	<ul style="list-style-type: none"> a) As issues arise b) ADAC Meetings called c) Items Discussed d) Report to Council 	Ongoing	Council Adoption
2. Arrange VIP Guided Tours at the 2021 IPM for the traditional VIP Tour guests, to allow for education and open dialogue in context of modern farming and agri-business at various times during the event.	<ul style="list-style-type: none"> a) Set Sub-committee b) Hold Planning Meeting c) Send Invitations d) Register Invitees e) Host guided tours (2hrs in length, 2-3 times during the event) 	<ul style="list-style-type: none"> a) April b) August c) September d) October e) October 	<ul style="list-style-type: none"> a) Committee set b) Planning Meeting held c) Invitations sent d) Registrations complete e) Tours held & guests informed
3. ADAC to actively participate in the development of the Comprehensive Rural Zoning By-law	<ul style="list-style-type: none"> a) Provide input into By-law development on matters affecting rural and agricultural land use. 	<ul style="list-style-type: none"> a) This is a 2 year initiative of Planning to be completed in 2022. 	Modern Zoning By-law to reduce restrictions for agriculture and food businesses; clearly identify permitted uses, and for uses with a lesser connection to agriculture in agricultural zones, develop as-of-right zoning criteria for proposed on-farm uses that are compatible with neighbouring agricultural uses as per provincial policies to reduce red tape.

Committee of the Whole Report

Report Number: ED2021-014
Meeting Date: March 9, 2021
Title: Downtown Revitalization Committee Annual Report
and 2021 Work Plan
Author and Title: Carlie Arbour, Economic Development Officer - Community

Recommendation(s):

That Report ED2021-014, **Downtown Revitalization Committee Annual Report and 2021 Work Plan**, be received;

That the 2021 Downtown Revitalization Committee Work Plan as outlined within this report be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Downtown Revitalization Committee of Council Terms of Reference identify that the purpose of the Committee is to implement the Downtown Revitalization Action Plans as approved by Council and stimulate the economic, social and physical prosperity of downtowns. The Committee is to provide advice and assistance to Council and staff, provide opportunities for communities to collaborate, and support the implementation of all Downtown Revitalization Action Plans.

The Terms of Reference for the Downtown Revitalization Committee of Council dictate that an annual report be written to Council by the end of Q1 each calendar year in line with the Committee's achievements from the previous year and to present their upcoming work plan for the upcoming year.

The Downtown Revitalization Committee of Council reviewed the work plan and made the following resolution at their February 18, 2021 meeting:

Moved By D. Livingstone

Seconded By S. Podolsky

That the 2021 Downtown Revitalization Committee of Council Work Plan be forwarded to Council for approval.

Carried.

Rationale:

In 2020, due to COVID-19, the Downtown Committee meetings were deferred and Economic Development activities focused on economic response and recovery. Priorities identified through the Committee and Downtown Revitalization Action Plans were put forth to the Economic Recovery Task Force for consideration in the Economic Recovery Task force action plan.

The Economic Recovery Task Force Action Plan identified the below actions that support Downtowns and the priorities identified through the Downtown Revitalization Action Plans:

- Opened up the Community Improvement Plan (CIP) for the full utilization of all tools if needed
- Allow patios and restaurants to expand into parking lots or sidewalks if requested

- Waived fees for parks, patios and events for 2020
- Tourism and Shop local marketing campaigns
- Support digital transformation of local businesses through the Digital Main Street program
- That council consider, from an economic recovery perspective, Downtown Fenelon Falls reconstruction proceed in 2021
- That Council consider an increase in number of garbage cans and frequency of pick up in our downtowns and parks for 2021
- That Council consider increased signage and portable washrooms in our downtowns.

The Downtown Committee reconvened in February 2021. Outlined below is the proposed 2021 work plan for the Downtown Revitalization Committee of Council:

Goal	Measurement Stages	Timeline	Measurement of Success
1. Make recommendations to Council on priority activities identified as "City Led" or "Collaborative" in the Downtown Revitalization Action Plans that may impact and inform future year City's budgets. (Priorities from each Downtown Action Plan will be identified by each community and put forward by the Committee in a combined Staff report.)	a) As issues arise b) DRAC Meetings called c) Items Discussed d) Report to Council	Ongoing	Council Adoption
2. Review the Downtown Action Plans and complete a summary of actions completed 2017-2021.	a) Action plan review b) Identification of completed, in-progress, and incomplete actions. c) Report to Council	Q4 2021	Annual Report
3. Make recommendations to Council on the framework of a	a) Define the framework	Q4 2021	Establishment of a framework

Goal	Measurement Stages	Timeline	Measurement of Success
Kawartha Lakes Downtown Revitalization program based on the Ontario Downtown Revitalization Program.	and scope of a Downtown program.		Downtown Revitalization program for Kawartha Lakes communities.

Other Alternatives Considered:

There were no other alternatives considered.

Alignment to Strategic Priorities

The recommendations within this report directly align with all Strategic Priorities, with a primary focus on supporting A Vibrant and Growing Economy.

Financial/Operation Impacts:

The Committee makes recommendations to Council regarding priority projects in the Downtown Revitalization Action Plans. These initiatives are funded through the department budgets and either included in existing budgets or are identified for consideration in future budgets.

Consultations:

Downtown Revitalization Committee of Council

Attachments:

None.

Department Head email: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Committee of the Whole Report

Report Number: CS2021-002
Meeting Date: March 9, 2021
Title: Fenelon Falls Museum Board Annual Report and 2021 Work Plan
Author and Title: LeAnn Donnelly, Executive Assistant, Community Services

Recommendation(s):

That Report CS2021-002, Fenelon Falls Museum Board Annual Report and 2021 Work Plan , be received;

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Fenelon Falls Museum Board was established to manage the Fenelon Falls Museum facility with volunteers and in the most cost effective way while maximizing community use of the facility and its surrounding lands.

The updated Terms of Reference (2018) for the Fenelon Falls Museum Board stipulates that an annual report be written to Council by the end of Q1 each calendar year in line with the Committee's achievements from the previous year and to present their upcoming work plan for the upcoming year.

Rationale:

The attached Annual Report 2020 outlines the activities, upgrades, and improvements that took place at the Maryboro Lodge in 2020 as well as the impact that Covid-19 had on it's planned operations.

In the upcoming year the Board is prepared to continue to offer programming for all ages as well as exhibits, interactive displays, and a new virtual museum as outlined in the attached.

Other Alternatives Considered:

No other alternatives are recommended.

Alignment to Strategic Priorities

The recommendations within this report directly align with all Strategic Goals, through our Value of Collaboration namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment
- Goal 4 – Good Government

Financial/Operation Impacts:

This is a volunteer Advisory Committee with no financial/operation impacts.

Servicing Implications:

There are no accessibility implications associated with this report.

Consultations:

Fenelon Falls Museum Board

Attachments:

Appendix A – Fenelon Falls Museum Board 2020 Report



Fenelon Falls
Museum Board 2020

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

Fenelon Falls Museum Board 2020 Report

February 9, 2021

FFMB-17

Due to the pandemic the Museum Board only had five meetings in 2020. The last being November. At that meeting the draft budget for 2021 was discussed and a motion made to accept the draft budget.

In a typical year the museum is open from Victoria Day weekend to Thanksgiving with off site educational programs and occasional special events in the off season. In 2020 because of the interactive nature of the exhibits it was not possible to open amidst the Covid-19 pandemic.

In 2020 the museum was planning to offer its most ambitious family programming. Volunteers worked to prepare everything that was needed. However as the year progressed it became clear that the type of programs planned would not be possible. Hopefully in 2021 families will again be able to visit the museum and enjoy all the wonderful activities and events.

In a typical year the Museum co-ordinates four major events. Victoria Day, Canada Day, Thanksgiving and KidsFest. They also partner with other organizations on approximately twenty other events. As well as KidsFest this year Family Fun Days taking place on Saturdays throughout the summer were planned. The fun day would consist of a concert in the park, local food and family friendly activities. These programs will be ready for whenever families can gather together again in the Oak Grove. In addition a new school program was designed to include school yard games, quilt making, telegraphs, raising butterflies and a fairy world.

Wednesday Afternoon Tea will again be offered with some improvements. New heirloom recipes will be offered each week.

The good news is that all the above programs and events will be ready to go once we can open again to the public.

An overhaul of the onsite exhibitions began at the beginning of 2020. Display cases that had been in use for decades were removed and purpose built cabinets were installed. The cabinets were in keeping with the historic site but will allow more interactive activities.

To improve the accessibility of the collection, the museum is launching a virtual museum that will include the entire photographic collection consisting of thousands of photographs from all over the Kawartha Lakes. Also images of artifacts that will be of particular interest to the public. Having a virtual museum will allow Maryboro Lodge to expand its reach across the globe for people to access the collection from the comfort of their homes.

The Fenelon Falls Horticultural Society was able to complete some projects. A vegetable garden, fruit trees and heritage flower gardens. Several oak trees were planted. The museum also donated and planted trees throughout the community's waterfront from Garnet Graham Park to the Falls. The rain garden was expanded.

Whilst closed staff continued to improve training for staff. Two staff members enrolled in the OMA Museum Studies Program.

Despite being closed, lot's of behind the scenes work was completed. Hopefully in summer of 2021 the museum will be able to open safely and patrons will get to see all the hard work that has been done to improve visibility of exhibits. Interactive children's activities and the many more great programs that are planned.

Debbie Spivey

Secretary/City Liaison



Committee of the Whole Report

Report Number: CEM2021-001
Meeting Date: March 9, 2021
Title: Kawartha Lakes Cemetery Board Annual Report and 2021 Work Plan
Author and Title: Patricia Wykes, Cemetery Administrator

Recommendation(s):

That Report CEM2021-001, Kawartha Lakes Cemetery Board Annual Report and 2021 Work Plan, be received; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of March 10, 2020, Council adopted the following resolution:

CW2020-048

6.1.2 CEM2020-002

Kawartha Lakes Cemetery Board Annual Report and 2020 Work Plan

Cathy Sleep, Cemetery Administrator
Council Representative - Councillor Yeo

CW2020-048

Moved By Councillor Yeo

Seconded By Councillor Dunn

That Report CEM2020-002, **Kawartha Lakes Cemetery Board Annual Report and 2020 Work Plan**, be received; and

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

Carried

The Kawartha Lakes Cemetery Board was established on December 11, 2018 to replace the former Joint Cemetery Board to advise on City of Kawartha Lakes cemetery services such as Decoration Days, the sale of cemetery services and the provision of cemetery maintenance.

The Terms of Reference (2018) for the Kawartha Lakes Cemetery Board stipulate that one annual report be written to Council by the end of Q1 each calendar year reporting the Board's achievements from the previous year and presenting their upcoming work plan for the current year.

This report addresses that annual requirement.

Rationale:

In 2020 the Kawartha Lakes Cemetery Board recommended and accomplished the following:

- Develop a Standard Operating Procedure for regular Cemetery Maintenance

Other 2020 recommendations included:

- Creation of a work/storage area to provide a screened on-site location for material storage at one active cemetery per year
- Install bench pad and benches at Mud Lake and Dalrymple Cemeteries (one bench at each site)

Due to COVID19 restrictions, priorities were redirected towards critical and essential services which disrupted the work flow in 2020. The recommendations that were not accomplished will serve as the work plan for 2021. The Kawartha Lakes Cemetery Board meetings will resume when it is safe to do so and at that time, further recommendations for 2021 may be discussed.

The destruction to the Kinmount Cemetery caused by the tornado in August 2020 channelled efforts toward clean up and restoration of this site. To date, all downed trees have been removed, new trees are planted, fences repaired and a contract has been awarded to repair damaged monuments and foundations. The monument and foundation restoration will begin first thing in the spring of 2021.

Other Alternatives Considered:

No other alternatives are recommended.

Alignment to Strategic Priorities

The recommendations within this Report contribute to the Council Adopted Strategic Plan. They identify with:

- Goal 2 – An Exceptional Quality of Life - by increasing the beautification efforts in the municipal cemeteries
- Goal 4 – Good Government – by ensuring municipal assets are well maintained and well managed and by promoting continuous improvement to Make It Better in all service areas

[Kawartha Lakes Strategic Plan 2020-2023](#)

Financial/Operation Impacts:

Costs associated with Work Plan recommendations are addressed by existing Cemetery and Parks budgets. Cemetery Administration office has moved from 9 Grandy Rd in Coboconk to join other PRC administration at 50 Wolfe Street in Lindsay.

Consultations:

Manager of Parks, Recreation, and Culture

Supervisor of Parks and Open Spaces

Attachments:

N/A

Department Head email: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

Committee of the Whole Report

Report Number: PRC2021-001
Meeting Date: March 9, 2021
Title: Kawartha Lakes Parks Advisory Committee Annual Report and 2021 Work Plan
Author and Title: LeAnn Donnelly, Executive Assistant, Community Services

Recommendation(s):

That Report PRC 2021-001, Parks Advisory Committee Annual Report and 2021 Work Plan, be received;

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Kawartha Lakes Parks Advisory Committee was established in January 2019 to replace the former Lindsay Parks Advisory Committee to advise on significant park developments across the municipality, as well as trail system development. This includes the development of park policy, and promoting and maintaining communication with the public on park property needs and projects.

The updated Terms of Reference (2018) for the Kawartha Lakes Parks Advisory Committee stipulates that an annual report be written to Council by the end of Q1 each calendar year in line with the Committee's achievements from the previous year and to present their work plan for the upcoming year.

Rationale:

In 2020 the Kawartha Lakes Parks Advisory Committee participated in the following:

- Active recruitment and appointment of two new members broadening community representation to the Committee
- Attendance at grand opening of Logie Park

In the upcoming year the Committee will continue with the following:

- Discuss major parks developments and continued maintenance of existing parks
- Provide a forum for citizens, user groups, and community agencies to raise issues and concerns regarding municipal parks
- Continue to provide advice and guidance to City Council, through the Community Services Department, on matters pertaining to policies, development, conservation, active transportation, practices and programs related to municipal parks as required.

Due to COVID19 restrictions the Kawartha Lakes Parks Advisory Committee did not meet in 2020. Meetings will resume when it is safe to do so.

Other Alternatives Considered:

No other alternatives are recommended.

Alignment to Strategic Priorities:

The recommendations within this report directly align with all goals as outlined in the 2020-2023 Strategic plan.

1. Goal 1 – A Vibrant and Growing Economy
2. Goal 2 – An Exceptional Quality of Life
3. Goal 3 – A Healthy Environment
4. Goal 4 – Good Government

Financial/Operation Impacts:

This is a volunteer Advisory Committee with no financial/operation impacts.

Servicing Implications:

There are no servicing implications associated with this report.

Consultations:

Manger of Parks, Recreation, and Culture

Attachments:

N/A

Department Head email: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services



Committee of the Whole Report

Report Number:	ENG2021-007
Meeting Date:	March 9, 2021
Title:	Kawartha Lakes Airport Advisory Committee Annual Report and 2021 Work Plan
Author and Title:	Lisa Peimann, Executive Assistant, Engineering and Corporate Assets

Recommendation(s):

That Report ENG2021-007, **Kawartha Lakes Airport Advisory Committee Annual Report and 2021 Work Plan**, be received;

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Kawartha Lakes Airport Advisory Committee was established in January of 2019 to replace the former Kawartha Lakes Airport Board to provide advice and recommendations to the Airport Manager and Council on the operation and strategic development of the Kawartha Lakes Municipal Airport.

The updated Terms of Reference (2019) for the Kawartha Lakes Airport Advisory Committee stipulates that an annual report be written to Council by the end of Q1 each calendar year and to present their upcoming work plan for the upcoming year.

Rationale:

In 2020 the Kawartha Lakes Airport Advisory Committee achievements were as follows:

- Fuel sales
 - By the end of November fuel sales were 1,080 liters below 2019
 - November was a significant month, selling 16,000 litres, nearly making up for the difference
 - With the relatively good weather predicted for the winter, the Airport hopes to make up the difference before the end of the year
 - Fuel prices have been remaining fairly steady through most of 2020
- A major repair on the fuel system's fuel meters was required this summer. The cost of the repair exceeded the operational budget for building maintenance and repair, but best efforts have been made to offset this through underspending in other accounts
- 8 leases were signed by various new tenants intending to build hangars back in 2019. Unforeseen circumstances unfortunately resulted in some delays to construction, as well as demanded the redesign and reworking of the existing apron area to service these hangar lots. Two hangars are now nearing completion and are scheduled to be finished before the end of the year. The remaining hangars are estimated to be completed by Spring 2021
- WM Aero has continued their operations as best as possible through 2020 and the pandemic. Despite mandatory closures in the Spring, they hired a new full-time instructor for the summer who has been offering flight training and sightseeing flights
- WM Aero is currently in the process of upgrading the Lindsay operation from a satellite base to a full flight training unit operation

- The relocation of the airport's fuel system was carried out in July 2020 and was a major success
- The main airfield windsock was connected to hydro in the summer and has now been tied to the airport's ARCAL system and now functions alongside the airport runway lighting system
- We have been undertaking some small improvement projects. Most notably, updates to the airport pilot lounge and improvements to the Airport View Restaurant patio area
- Hangars are full – waiting list is growing
- Tie downs are not doing as good as previous years
- Due to the pandemic there was a small shut down for all commercial businesses, all are back in full operation now, with the exception of B. Robinson who has not yet opened

In the upcoming year the Kawartha Lakes Airport Advisory Committee will continue with the following:

- Runway 03/21 (multi-year cash flow project)
- Runway 13/31 (multi-year cash flow project)
- Airport Beacon – lifecycle replacement and upgrade
- Runway 13/31 Taxiways and Aprons – capital interventions to preserve and extend lifecycle of paved surfaces
- Runway 03/21 – restoration of grass runway through regrading and similar measures
- Airport Obstacle Limitation Surface Survey – required by Transport Canada

Other Alternatives Considered:

No other alternatives are recommended.

Alignment to Strategic Priorities

The recommendations within this report directly align with all Strategic Goals, through our Value of Collaboration namely:

1. Healthy Environment
2. An Exceptional Quality of Life
3. A Vibrant and Growing Economy

4. Good Government

Financial/Operation Impacts:

This is a volunteer Advisory Committee with no financial/operation impacts. Both the Operating and Capital Budget for the Airport were approved during the 2021 Council Budget Process.

Servicing Implications:

There are no servicing implications associated with this report.

Consultations:

The Loomex Group (Airport Management Contract)

Attachments:

N/A

Department Head email: jrojas@kawarthalakes.ca

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

Committee of the Whole Report

Report Number:	WM2021-003
Meeting Date:	March 9, 2021
Title:	Lindsay Ops Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan
Description:	The 2020 Work Summary and 2021 Work Plan for the Lindsay Ops Landfill Public Review Committee
Author and Title:	Kerri Snoddy, Regulatory Compliance Officer

Recommendation(s):

That Report WM2021-003, Lindsay Ops Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan, be received;

That the 2021 Lindsay Ops Public Review Committee Work Plan attached to this report as Appendix A be approved by Council; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Lindsay Ops Landfill Public Review Committee (PRC) was established to comply with the Environmental Compliance Approval ECA #A321504, condition 13 for the site. The PRC's mandate is specific to the Lindsay Ops landfill site which includes the landfill, the landfill property and associated leachate piping up to and upon entering the Lindsay Wastewater Pollution Control Plant (WPCP). The Lindsay WPCP and outfall is governed by a separate ECA outside of the mandate of the PRC.

Under the updated Terms of Reference (2018) for the Lindsay Ops PRC, their activities include preparing, each year, an annual Work Plan for the succeeding year. The Work Plan is to include details on promotion of public education programs, review of government correspondence relating to the site, programs and legislation for any impacts on the Site or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

This report provides an update below in the rationale section on the status of activities approved in the 2020 committee work plan. The Lindsay Ops PRC has reviewed the 2021 Work Plan and they made the following resolutions at the January 20th 2021 meeting.

Moved By Chris Appleton

Seconded By Larry Scrivens

Resolved That the PRC receive and support the 2020 Work Summary.

Carried

Moved By Chris Appleton

Seconded By Councillor Dunn

Resolved That the PRC receive and support the 2021 Work Plan.

Carried

Rationale:

A summary of the 2020 work that was completed by the Lindsay Ops Landfill PRC is provided in the table below:

Goal	Completed in 2020
Integrated Waste Management Strategy	<p>PRC provided comment, feedback, and suggestions throughout 2020 on the Integrated Waste Management Strategy progress.</p> <ul style="list-style-type: none"> • February- PRC provided feedback on a Strategy progress plan for 2020, as well as had a brainstorming session for ideas to include in the City's Public Education and Communications Strategy which is a Waste Strategy initiative • March- PRC reviewed the Public Education and Communications Strategy and provided a resolution of support for the Strategy to go to council • Throughout the year the PRC also provided support, comments, and feedback on other Strategy Initiatives including the construction and demolition recycling program, mattress recycling program, and future textile program
Lindsay Ops Landfill Operations	<p>The PRC provided feedback on landfill operations projects.</p> <ul style="list-style-type: none"> • January- PRC supported staff recommendations to stop accepting tires at the City's landfill sites due to the transition to producer responsibility and ongoing issues with collection • November- PRC provided feedback on potential capital needs for the Lindsay Ops landfill when the Fenelon and Laxton landfills reach capacity
2020 Biomonitoring Report	<p>PRC had the opportunity to view the Biomonitoring report to provide comments and ask questions at the September meeting.</p>
2019 Annual Monitoring Report	<p>A copy of the 2019 Annual Monitoring Report was provided to the PRC. At the September meeting the PRC viewed a PowerPoint presentation on the reporting results in 2019.</p>

Goal	Completed in 2020
Review of Ministry of the Environment, Conservation and Parks (MECP) Correspondence	<p>PRC reviewed all MECP correspondence regarding the annual monitoring report and any inspection reports.</p> <ul style="list-style-type: none"> • February- PRC provided an inspection report by the MECP which was conducted in November of 2019. • The PRC also provided feedback on the transition of the blue box program to producer responsibility at the February and November meetings
Development of 2021 Work Plan	The PRC developed a 2021 work plan for council approval at the January 2021 meeting.

Staff believe the work of the Lindsay Ops Landfill PRC is of value to the residents of the City of Kawartha Lakes. Staff recommends Council approve the 2021 Work Plan as attached in **Appendix A**.

Other Alternatives Considered:

No alternatives considered.

Alignment to Strategic Priorities

The Lindsay Ops Landfill PRC provides a link between the City and the public by providing a forum for open dialogue regarding the Lindsay Ops landfill.

The activities of the PRC do align with our Strategic Priorities specifically “A Healthy Environment” as the committee provides input which supports protection and enhancing the water quality around the landfill and provides input on the integrated waste management strategy.

The Lindsay Ops PRC also provide support and guidance as Staff work to implement the recommendations in the Integrated Waste Management Strategy related to the Lindsay Ops Landfill which is identified as an item under the Healthy Environment section in the Strategic Plan.

Financial/Operation Impacts:

There were no financial implications that resulted from the 2020 work plan. The proposed 2021 work plan also has no significant financial impacts.

Consultations:

Lindsay Ops Landfill Public Review Committee

Attachments:



Appendix A
WM2021-003.pdf

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

2021 Lindsay Ops PRC Work Plan Tool	
Committee Name:	Lindsay Ops Landfill Public Review Committee
Work plan for Year:	2021
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
Integrated Waste Management Strategy	Provide recommendations on the implementation of various waste management initiatives outlined in the Strategy Update for 2021	Ongoing	2021 Strategy Initiatives achieved
Lindsay Ops Landfill Operations	Provide comment and feedback on operations and diversion programs	Ongoing	Successful programs implemented
2021 Biomonitoring Report	Review biomonitoring results and report	April to June	Provide feedback during draft phase of report
2020 Annual Monitoring Report	Review 2020 Annual Monitoring Report and committee questions	May to June	Dialogue with committee to ensure ECA conditions are met
Review of Ministry of the Environment Conservation and Parks (MECP) Correspondence	Review all MECP correspondence regarding the annual monitoring report as well as any MECP inspection reports	As received	<ol style="list-style-type: none"> Any Ministry correspondence is addressed in a timely manner by committee and staff for response to MECP. For committee information

Goal	Measurement Stages	Timeline	Measurement for Success
Development of 2022 Work Plan	Review and acceptance of 2022 Work Plan Staff Report to Council for approval	November December	Approval of 2022 work plan by Lindsay Ops PRC Committee and Council

Committee of the Whole Report

Report Number:	WM2021-004
Meeting Date:	March 9, 2021
Title:	Waste Management Advisory Committee 2020 Work Summary and 2021 Work Plan
Description:	The 2020 Work Summary and 2021 Work Plan for the Waste Management Advisory Committee
Author and Title:	Kerri Snoddy, Regulatory Compliance Officer

Recommendation(s):

That Report WM 2021-004, Waste Management Advisory Committee 2020 Work Summary and 2021 Work Plan, be received;

That the 2021 Waste Management Advisory Committee Work Plan attached to this report as Appendix A be approved by Council; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Waste Management Advisory Committee was established to ensure the development and implementation of the ongoing Integrated Waste Management Strategy and subsequent revisions for the City of Kawartha Lakes and to provide recommendations to Council specific to the Strategy. This committee was formerly designated as the Waste Strategy Task Force, but was established as a committee in December of 2018.

This report provides a summary of the work completed by the committee in the rational section below for 2020 and a proposed 2021 Work Plan is attached as Appendix A. The Waste Management Advisory Committee has reviewed the 2021 work plan and they made the following resolutions at the February 1, 2021 committee meeting:

MOVED BY Brian Junkin

SECONDED BY Councillor Veale

RESOLVED THAT the Waste Management Advisory Committee receive and support the 2020 Work Summary.

CARRIED

MOVED BY Brian Junkin

SECONDED BY Councillor Veale

RESOLVED THAT the Waste Management Advisory Committee receive and support the 2021 Work Plan.

CARRIED

Rationale:

A summary of the 2020 work completed by the Waste Management Advisory Committee is provided in the table below:

Goal	Completed in 2020
Advise and provide support and guidance to staff to the ongoing development,	The Committee was consulted on Strategy initiative implementation plans and progress:

Goal	Completed in 2020
revisions and implementation of the Integrated Waste Management Strategy	<p>July- The committee reviewed and commented on a 2020 Waste Strategy implementation plan, provided support for the Public Education and Communications Plan (a strategy initiative), and provided comments and suggestions for the construction and demolition pilot program</p> <p>September- The committee was consulted on an update on recycling changes and the implementation of the strategy initiative to reduce allowable recycling in waste to 10% by volume. The committee also received an update on Strategy progress for 2020 and supported moving forward with a request for proposal for a textile recycling program (a strategy initiative)</p> <p>November- The committee provided feedback on a presentation on potential capital needs when the Fenelon and Laxton landfills reach capacity as well as a presentation on draft regulation for the producer responsibility blue box program</p>
Assist with public consultation and make recommendations based on the public consultation with regard to the Integrated Waste Management Strategy for the City of Kawartha Lakes.	Throughout the year the committee assisted staff with public consultation and recommendations particularly through the formulation of the Public Education and Communications Strategy including inquiring about mailing out calendars to members of the public. Interests of residents was a common theme discussed throughout implementation of strategy initiatives.
Ensure that the development and implementation of the Integrated Waste	Throughout the implementation process the committee provided insight and

Goal	Completed in 2020
Management Strategy achieves Council's strategic priorities.	feedback in line with Council's strategic priorities.

Staff is confident the work of the Waste Management Advisory Committee will be of value to the residents of the City of Kawartha Lakes. Staff recommends Council approve the 2021 work plan.

Other Alternatives Considered:

No alternatives were considered.

Alignment to Strategic Priorities

The Waste Management Advisory Committee provides a link between the City and the public by providing a forum for open dialogue regarding the Integrated Waste Management Strategy. The activities of the Committee do align with the City's Strategic Priorities specifically "A Healthy Environment". The committee provides input on the Integrated Waste Management Strategy.

Financial/Operation Impacts:

The proposed 2021 Work Plan has no significant financial impacts.

Consultations:

Waste Management Advisory Committee

Attachments:



Appendix A
WM2021-004.pdf

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Committee Work Plan Tool	
Committee Name:	Waste Management Advisory Committee
Work plan for Year:	2021
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
Advise and provide support and guidance to staff to the ongoing development, revisions and implementation of the Integrated Waste Management Strategy	Support staff throughout each stage of implementation of the 2021 Strategy Update initiatives	2021	Initiatives and Key Performance Indicators outlined in the Strategy Update achieved in 2021
Assist with public consultation and make recommendations based on the public consultation with regard to the Integrated Waste Management Strategy for the City of Kawartha Lakes.	Make recommendations when reviewing implementation of Strategy Initiatives with the public's best interest in mind	2021	Initiatives and Key Performance Indicators outlined in Strategy Update achieved in 2021 in the best interest of the public.
Ensure that the development and implementation of the Integrated Waste Management Strategy achieves Council's strategic priorities.	Make recommendations when reviewing implementation of Strategy Initiatives with Council's strategic priorities in mind.	2021	Initiatives and Key Performance Indicators outlined in Strategy Update achieved in 2021 that align with Council's strategic priorities.

Committee of the Whole Report

Report Number:	WM2021-006
Meeting Date:	March 9, 2021
Title:	Fenelon Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan
Description:	The 2020 Work Summary and 2021 Work Plan for the Fenelon Landfill Public Review Committee
Author and Title:	Nikki Payne, Waste Technician II

Recommendation(s):

That Report WM2021-006, **Fenelon Landfill Public Review Committee 2020 Work Summary and 2021 Work Plan**, be received;

That the 2021 Fenelon Landfill Public Review Committee Work Plan, as outlined in Appendix "A" to Report WM2021-006, be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Fenelon Landfill Public Review Committee (Fenelon PRC) was established in 2013 in order to comply with Conditions 12 to 16 (inclusive) of Environmental Compliance Approval (ECA) No. A321206 for the landfill site.

Under the updated Terms of Reference (2018) for the Fenelon PRC, their activities include preparing, each year, an annual work plan for the succeeding year. The work plan is to include details on public education and diversion programs, review of government correspondence relating to the site, and review of any legislative changes that may impact the landfill site or its programs. The work plan is to be consistent with the City's policy and adopted strategic priorities and to be within the proposed budget.

This report provides an update (further detailed in the rationale section) on the status of activities approved in the 2020 committee work plan and proposed 2021 work plan. The 2021 work plan has been reviewed by the Fenelon PRC, and the following resolution was made at the November 26, 2020 Fenelon PRC meeting.

Resolved That the Fenelon PRC support the 2020 work summary and the 2021 work plan.

Moved By Julia Taylor

Seconded By Mike Wilson

Rationale:

A summary of the 2020 work that was completed by the Fenelon Landfill PRC is provided in the table below:

Goal	Completed in 2020
2019 Annual Monitoring Report Review	<ul style="list-style-type: none"> • Presentation on the 2019 environmental monitoring program and annual status report provided by staff at September 24th meeting.
Review MECP Correspondence	<ul style="list-style-type: none"> • The PRC was notified of any MECP and staff correspondence in 2020.
Diversion Program Promotion and Public Awareness	<ul style="list-style-type: none"> • The PRC provided comment and suggestions in regards to the construction and demolition recycling program, public education program and textile recycling. • The PRC provided comment and suggestions on the change in the tire collection at landfills.

Goal	Completed in 2020
Integrated Waste Management Strategy	<ul style="list-style-type: none"> The PRC provided comment and feedback on the waste strategy initiatives that were implemented in 2020 and were provided with an update on September 24th.
Work to Attract more members to the Fenelon Landfill Public Review Committee	<ul style="list-style-type: none"> The PRC showed interest in attracting new members to the PRC in 2020. Staff and the PRC will continue to work on this in 2021.
Blue Box Transition to Producer Responsibility	<ul style="list-style-type: none"> The PRC was provided updates on the blue box transition to producer responsibility in February and November, as information became available to staff.
Development of 2020 Work plan	<ul style="list-style-type: none"> Reviewed at November 26th committee meeting to go to council in 2021.

Staff is confident the work of the Fenelon Landfill PRC is of value to the residents of the City of Kawartha Lakes. Staff recommends the 2021 work plan be approved by Council.

The 2021 work plan is attached as Appendix A.

Other Alternatives Considered:

No other alternatives were considered.

Alignment to Strategic Priorities

The Fenelon Landfill PRC provides a link between the City and the public by providing a forum for open dialogue regarding the Fenelon landfill.

The activities of the PRC align with the Strategic Priorities of “A Healthy Environment”, as the committee provides input on activities that support the protection and enhancement of water quality surrounding the landfill.

The Fenelon PRC also provide support and guidance as staff work to implement the recommendations in the Integrated Waste Management Strategy as an item under the Healthy Environment section in the Strategic Plan.

Financial/Operation Impacts:

There were no financial implications that resulted from the 2020 work plan. The proposed 2021 work plan has no financial impacts.

Consultations:

Fenelon Landfill Public Review Committee (Fenelon PRC)

Attachments:

Appendix A – 2021 Work Plan



Fenelon Landfill
PRC 2021 Work Plan

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

2021 Fenelon Landfill PRC Work Plan Tool	
Committee Name:	Fenelon Landfill Public Review Committee
Work plan for Year:	2021
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
2020 Annual Monitoring Report Review	<ol style="list-style-type: none"> 1. Review environmental monitoring program at Fenelon Landfill. 2. Review 2020 Annual Monitoring Report. 	<ol style="list-style-type: none"> 1. Ongoing 2. September 2021 	Understanding and open dialogue for details surrounding the Site's environmental monitoring program and operations.
Review Ministry of Environment, Conservation, and Parks (MECP) Correspondence.	<ol style="list-style-type: none"> 1. Review all Ministry of Environment, Conservation, and Parks (MECP) correspondence regarding the annual monitoring report and site operations. 	<ol style="list-style-type: none"> 1. Ongoing 	Understanding and open dialogue for details surrounding the Site's environmental monitoring program, operations and related MECP correspondence.
Fenelon Site Closure Recommendations	<ol style="list-style-type: none"> 1. Study to commence in 2021 (led by Engineering and corporate Assets) to make recommendations on future operations as Fenelon approaches closure. PRC will be updated as details come forward. 	<ol style="list-style-type: none"> 1. Ongoing 	Dialogue with committee as details come forward.
Integrated Waste Management Strategy	<ol style="list-style-type: none"> 1. Provide recommendations on the implementation of various waste management initiatives outlined in the Strategy update for 2021. 	<ol style="list-style-type: none"> 1. Ongoing 	2021 Strategy Initiatives achieved

Work to Attract more members to the Fenelon Landfill Public Review Committee	1. Advertising and communications to attract new members to the Fenelon PRC	1. 2021	New members in the committee by the end of 2021
2021 and 2022 Work Plans	<ol style="list-style-type: none"> 1. Provide 2021 Work summary 2. Develop 2022 Work Plan 3. Submit both documents to Council 	<ol style="list-style-type: none"> 1. November 2021 2. November 2021 3. January/February 2022 	Council approval of work plans.

Council Memorandum

Date:	March 9, 2021
To:	Committee of the Whole
From:	Councillor Richardson
Re:	Light Installation at Porter Road and Highway 7A

Recommendation

That the Memorandum from Councillor Richardson, **Regarding Light Installation at Porter Road and Highway 7A**, be received;

That staff conduct a traffic count and provide statistical analysis of a warranted streetlight at this intersection;

That staff report back by Q2 2021; and

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

Rationale

The intersection at Porter Road and Highway 7A poses a safety concern. As the intersection is so heavily used, it is imperative that a streetlight be installed to adequately illuminate it. When discussing this concern with the MTO they informed me of the following:

If the municipality wishes to install a streetlight at this location, the MTO can provide the contact information for the corridor management office and they will provide the information on completing the process.



I have also discussed this matter with the Director of Engineering and Assets and I have been advised that the City must approve the install. I am therefore asking Council to request staff to complete a warrant.

Council Memorandum

Date:	March 9, 2021
To:	Committee of the Whole
From:	Councillor Richardson
Re:	Janetville Subdivision Lifecycle Extension Program

Recommendation

That the Memorandum from Councillor Richardson, **regarding Janetville Subdivision Lifecycle Extension Program**, be received;

That Manvers Drive, Neals Drive, Janet Drive, William Ave and Arbour Court be reviewed and considered for the Lifecycle Extension Program for 2021 or 2022; and

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

Rationale

The last time Janetville subdivision was resurfaced was around 2009. It was resurfaced using a tar and chip process as that was the existing road material at the time. In 2014 in built up areas, hamlets and villages where the existing road surfaces were tar and chip, the City began to upgrading by resurfacing with asphalt. The Janetville subdivision has some marshy areas where the tar and chip process has not held up. The crown on these roads have deteriorated and some areas have significant sinking areas. It would be beneficial that the Engineering department address the roads indicated and provide a course of action on how to improve the deteriorated conditions of these roads.

Council Memorandum

Date:	March 9, 2021
To:	Committee of the Whole
From:	Councillor Ashmore
Re:	Speed Reduction of Cedar Glen Road

Recommendation

That the Memorandum from Councillor Ashmore, **regarding the Speed Reduction of Cedar Glen Road**, be received;

That staff investigate a section of Cedar Glen Road, being from Highway 36 to Log House Road, for consideration of a speed reduction to 60 km /hr; and

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

Rationale

More than 200 homes are located along Cedar Glen Road between Highway 36 and Log House Road. Cedar Glen Road also crosses into two communities including Heron's Landing and Glenway Village. This road is frequently used by vehicles and pedestrians alike. Large trucks also use this road as a detour from Highway 36. Given all of the above reasons, it would be beneficial to reduce the speed along Cedar Glen Road.

Council Memorandum

Date:	March 9, 2021
To:	Committee of the Whole
From:	Councillor Ashmore
Re:	Speed Reduction of Tracey's Hill Road

Recommendation

That the Memorandum from Councillor Ashmore, **regarding the Speed Reduction of Tracey's Hill Road**, be received;

That staff investigate a section of Tracey's Hill Road, being from Centreline Road to Surgeon Road, for consideration of a speed reduction to 60 km /hr; and

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

Rationale

Tracey's Hill Road between Centreline and Sturgeon Roads has multiple homes, and is used for residential, farming and Mennonite travel. The users of this road have expressed a desire for a reduction of speed to ensure public safety.

Council Memorandum

Date:	March 9, 2021
To:	Committee of the Whole
From:	Councillor Ashmore and Councillor Richardson
Re:	Pigeon Lake Management Plan Support

Recommendation

That the Memorandum from Councillor Ashmore and Councillor Richardson, **Regarding Pigeon Lake Management Plan Support**, be received;

That Council give support for a multilateral agreement between all parties; and

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

Rationale

During the past two years, a multitude of groups including First Nations, Save Pigeon Lake, residential owners and businesses have been working tirelessly to come to an agreement on Wild Rice through the formulation of a Lake Management Plan.

The Save Pigeon Lake group believes that through respect for each other, a plan can be developed that will meet the needs of the Curve Lake First Nations as well as waterfront property owners.

Presently, a plan is underway involving all stakeholders surrounding Pigeon Lake which will ensure the First Nations have sufficient rice stands to meet their needs for a food resource as well as ceremonial, spiritual and medicinal purposes. Once established, the proposed plan would then be reviewed by Parks Canada. The hope is that Parks



Canada will formulate a proposal, take it to Curve Lake First Nations, and an agreement will be reached by the 2021 harvesting season. As a further note, the Municipality of Selwyn has also passed resolutions of support.