

The Corporation of the City of Kawartha Lakes

Amended Agenda

Committee of the Whole Meeting

COW2025-01

Tuesday, January 14, 2025

Open Session Commencing at 1:00 p.m.

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Mayor Doug Elmslie

Deputy Mayor Charlie McDonald

Councillor Ron Ashmore

Councillor Dan Joyce

Councillor Mike Perry

Councillor Tracy Richardson

Councillor Pat Warren

Councillor Emmett Yeo

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<https://www.youtube.com/c/CityofKawarthaLakes> to view the proceedings electronically.**

**Video and/or audio recording is not permitted during Council or Committee of the Whole Meetings,
pursuant to Trespass to Property Act, R.S.O. 1990, c.T.21.**

**To speak to an Item on this Agenda you must submit a completed Deputation Request Form by
Friday, January 10, 2025 at 12:00 p.m.**

**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.**

| | | |
|------|---|---------|
| 1. | Call to Order | |
| 2. | Adoption of Agenda | |
| 3. | Disclosure of Pecuniary Interest | |
| 4. | Deputations | |
| 4.1 | COW2025-01.4.1 | 11 - 13 |
| | Short Term Rental Licensing Requirements - Fire Pit Setbacks Roshan Haggalla | |
| | That the deputation of Roshan Haggalla, regarding Short Term Rental Licensing Requirements - Fire Pit Setbacks , be received; and | |
| | That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting. | |
| 4.2 | COW2025-01.4.2 | 14 - 19 |
| | Request for a Fence Encroachment Adjacent to Pleasant Point Road, former Township of Fenelon Paul Vessio | |
| | That the deputation of Paul Vessio, regarding a Request for a Fence Encroachment Adjacent to Pleasant Point Road, former Township of Fenelon , be received; and | |
| | That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting. | |
| *4.3 | COW2025-01.4.3 | 20 - 22 |
| | In-Town By-Pass Route for Fenelon Falls Christopher Handley Marylee Boston, Fenelon Falls and District Chamber of Commerce | |
| | That the deputation of Christopher Handley and Marylee Boston, regarding an In-Town By-Pass Route for Fenelon Falls , be received; and | |
| | That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting. | |

- 4.4 COW2025-01.4.4 23 - 25
- A Request for a Review of Priority Groups for the Canada Ontario Housing Benefit**
Diane Engelstad
- That** the deputation of Diane Engelstad, **regarding a Request for a Review of Priority Groups for the Canada Ontario Housing Benefit**, be received; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 4.5 COW2025-01.4.5 26 - 30
- Request for Tree Encroachment Adjacent to Bank Road, Seagrave**
Chris Kerr
Terri Kerr
- That** the deputation of Chris Kerr and Terri Kerr, **regarding a Request for a Tree Encroachment Adjacent to Bank Road, Seagrave**, be received; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- *4.6 COW2025-01.4.6 31 - 46
- Request for Water Bill Reduction for 12 Moynes Court, Lindsay**
Peggy Brooks
- That** the deputation of Peggy Brooks, **regarding a Request for a Water Bill Reduction for 12 Moynes Court, Lindsay**, be received; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 4.7 COW2025-01.4.7 47 - 50
- Request for Site Plan Exemption for 4027 Highway 121, Kinmount**
Jeff Hancock
- That** the deputation of Jeff Hancock, **regarding a Request for Site Plan Exemption for 4027 Highway 121, Kinmount**, be received; and
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

5. Correspondence

6. Presentations

6.1 COW2025-01.6.1

Situational Assessment of a Four Pillar Approach to Addressing the Drug Poisoning Crisis

Kate Hall, Health Promoter, Haliburton Kawartha Northumberland

Peterborough Board of Health

Vidya Sunil, Epidemiologist, Haliburton Kawartha Northumberland

Peterborough Board of Health

Julie Elliott, Chair, Haliburton Kawartha Lakes Northumberland Drug Strategy

That the presentation by Kate Hall and Vidya Sunil, of the Haliburton Kawartha Northumberland Peterborough Board of Health, and Julie Elliott, of the Haliburton Kawartha Lake Northumberland Peterborough Drug Strategy, **regarding the Situational Assessment of a Four Pillar Approach to Addressing the Drug Poisoning Crisis**, be received; and

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

7. Consent Matters

That all of the proposed recommendations shown in Section 7.1 of the agenda be approved by the Committee of the Whole in the order that they appear on the agenda, sequentially numbered and forwarded to Council for consideration at the next Regular Council Meeting.

7.1 Reports

7.1.1 RS2025-001

51 - 60

Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance Adjacent to 7 Thomas Street and 5 Amelia Street, Pontypool

Lucas Almeida, Law Clerk - Realty Services

That Report RS2025-001, Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance adjacent to 7 Thomas and 5 Amelia Street, Pontypool, be received;

That the subject property, being a portion of road allowance adjacent to 7 Thomas and 5 Amelia Street, Pontypool and legally described as Scott Street on Plan 14 Manvers Lying West of Highway M142; Kawartha Lakes, being Part of PIN: 63269-0747 (LT), be declared surplus to municipal needs;

That the sale of the portion of road allowance to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of road allowance merge with the purchasers' adjacent properties on closing);

That Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, unless the purchasers wish to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$2.50 per square foot of interior road allowance or the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

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

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

7.1.2

RS2025-002

61 - 68

Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance Adjacent to 100 and 114 Front Street East and 27 Anne Street, Bobcaygeon

Lucas Almeida, Law Clerk - Realty Services

That Report RS2025-002, **Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance adjacent to 100 and 114 Front Street East and 27 Anne Street, Bobcaygeon**, be received;

That the subject property, being a portion of road allowance adjacent to 100 and 114 Front Street East and 27 Anne Street, and legally described as Prince Street on Plan 70 between Main Street & Front Street; Kawartha Lakes, being Part of PIN: 63130-0284 (LT), be declared surplus to municipal needs;

That the sale of the portion of road allowance to the adjoining landowners be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of road allowance merge with the purchaser(s)'s adjacent properties on closing);

That, if one of the adjacent landowners decides they do not wish to proceed with purchasing their respective portion of the road allowance, that portion of the road allowance be sold to the remaining purchasers;

That, if necessary to clear title, 100 Front Street East be required to consent to the dismissal of the existing encroachment agreement registered on title;

That Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, unless the purchaser wishes to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$2.50 per square foot of interior road allowance or the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

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

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

**Proposed Surplus Declaration, Closure and Sale of a Portion of Road
Allowance Adjacent to 130 Angeline Street North, 130 Colborne Street
West and 150 Angeline Street North, Lindsay**

Christine Oliver, Law Clerk - Realty Services

That Report RS2025-003, **Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance Adjacent to 130 Angeline Street North, Lindsay**, be received;

That the subject property, being a portion of road allowance adjacent to 130 Angeline Street North, 130 Colborne Street West, and 150 Angeline Street North, Lindsay and legally described as Ragland Street on Plan 1 being Regent Street between Angeline Street and Albert Street; Kawartha Lakes (Part of PIN: 63219-0092 (LT)), be declared surplus to municipal needs;

That the closure of the portion of road allowance and sale to the adjoining landowners be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of road allowance merge with the purchasers adjacent properties on closing);

That, if one of the adjoining landowners decides they do not wish to proceed with purchasing their respective portion of the road allowance, that portion of the road allowance be sold to the remaining purchasers, if appropriate (otherwise, a segment of the length to be retained by the City at its current width);

That Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, unless the purchaser wishes to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$2.50 per square foot of interior road allowance and the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

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

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

Proposed Surplus Declaration, Closure and Sale of Shore Road Allowance Adjacent to 315 Avery Point Road, Carden
Christine Oliver, Law Clerk - Realty Services

That Report RS2025-006, **Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance Adjacent to 315 Avery Point Road, Sebright**, be received;

That the subject property, being a portion of shoreline road allowance adjacent to 315 Avery Point Road, Sebright and legally described as Part of the Original Shore Road Allowance along Lake Dalrymple lying in front of Lot 35, Registered Plan 136, in the Geographic Township of Carden, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the portion of shoreline road allowance to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of shoreline road allowance merge with the purchaser's adjacent property on closing);

That Council set the value of the land at the minimum set price of \$9.00 per square foot of shoreline road allowance adjacent to a lake, unless the purchaser wishes to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$9.00 per square foot of shoreline road allowance adjacent to a lake or the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if appropriate;

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

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

Proposed Heritage Designation of 1436 Highway 7A, Geographic Township of Manvers (St. Paul's Anglican Church)

Emily Turner, Economic Development Officer - Heritage Planning

That Report ED2025-001, **Proposed Heritage Designation of 1436 Highway 7A, Geographic Township of Manvers (St. Paul's Anglican Church)**, be received;

That the Municipal Heritage Committee's recommendation to designate 1436 Highway 7A under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest be endorsed;

That staff be authorized to proceed with the process to designate the subject property under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, consultation with the property owner and preparation of the designating by-laws; and

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

Support for Climate Change Strategy Funding Application

Jenna Stephens, Planning Officer, Environmental Policy

That Report PLAN2025-005, **Support for Climate Change Strategy Funding Application**, be received;

That Council support the application for funding from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for the project Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes; and

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



Request to Speak before Council

RECEIVED Request to Make a Deputation/Presentation to
Council/Committee
NOV 11 2024

OFFICE OF THE CITY CLERK
KAWARTHA LAKES

City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Roshan Haygall

Address: *

[Redacted Address]

City/Town/Village:

[Redacted City/Town/Village]

Province: *

[Redacted Province]

Postal Code:

[Redacted Postal Code]

Telephone: *

[Redacted Telephone]

Email: *

[Redacted 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:

[Redacted Deputant One Name]

Deputant Two:

[Redacted Deputant Two Name]

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

NEW BY LAW for fire pit effecting to run our short term rental, 15m from any structure trees etc, need to have very large property 90% of kawthakates cottages dont have. that much of large property to make set back. It's very effecting to run the short term rentals. That's effecting to our ~~revenue~~ revenue, city revenue. LOCAL bussiness revenue, Gounment tax, And this hawthorn takes have mostly tourism. so need to help to run tourism smoothly. People coming from the city to enjoy Nature and out door activities such as fire pit. SO 15m set back is not fair at all. Please change.

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?

mayors secretary.

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

previous by law was 5m set back. Please reverse
15m current set back to previous 5m set back.
If any fire hazards come home owner is the 1st
responsible and our insurance.
We keep fire extinguisher, water line easy access fire blanket
and screen to prevent flame particles to go out.
So it is safe 5m. So please put back previous set
back as 5m. Other wise we can't run this business
and we need to sell and move out from Kawartha Lakes.
Only hear has this 5m set back. Please help us to run
the business. Thanks.

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

Signature:



Date:

11/11/2021

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. 1322.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

☒ Yes

☐ No

Please complete this form and return to the City Clerk's Office by submitting it online or:
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Request to Speak before Council

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

Name: *

Paul Vessio

Address: *

[REDACTED]

City/Town/Village:

[REDACTED]

Province: *

[REDACTED]

Postal Code:

[REDACTED]

Telephone: *

[REDACTED]

Email: *

[REDACTED]

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:

Paul Vessio

Deputant Two:

First Name, Last Name

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

A fence that is on city property, I would like to keep because it provides protection from trucks launching there boats at the launch located at the bottom of Pleasant Point Rd.

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? *

To Keep the fence up.

How would you like to complete your deputation? *

In Person in Council Chambers

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:

Paul Vessio

Date:

11/20/2024

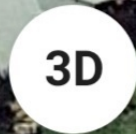
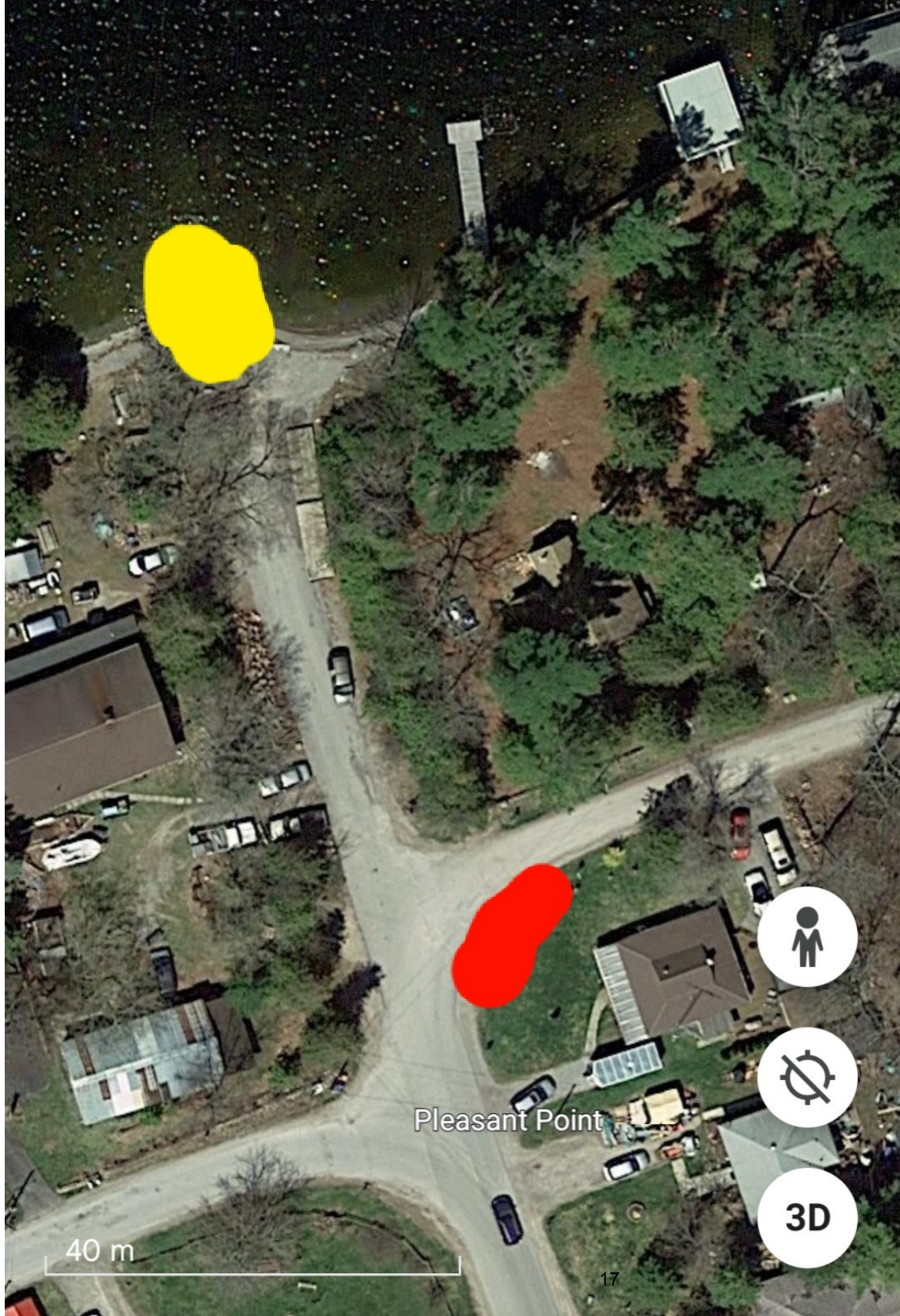


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Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

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4:22



Pleasant Point

40 m







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

Name: *

Christopher Handley

Address: *

[REDACTED]

City/Town/Village:

[REDACTED]

Province: *

[REDACTED]

Postal Code:

[REDACTED]

Telephone: *

[REDACTED]

Email: *

[REDACTED]

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Deputant One:

Christopher Handley

Deputant Two:

First Name, Last Name

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

I wish to address Mayor and Council during this week's open sessions regarding public input on the proposed budget. In particular I seek to advocate for the inclusion of budget to begin research and planning toward defining an in-town bypass route for Fenelon Falls.

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? *

Hopefully Mayor and Council will agree about the importance of this consideration and allocate some incremental funding to permit staff to continue the results of the Second Crossing Study from 2022 and research next best steps in defining an in-town second crossing bypass route.

How would you like to complete your deputation? *

In Person in Council Chambers

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:

C HANDLEY

Date:

11/25/2024



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 clerks@kawarthalakes.ca.

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

RECEIVED

DEC 03 2024

OFFICE OF THE CITY CLERK
KAWARTHA LAKES

Name: *

Diane Engelstad

Address: *

[Redacted Address]

City/Town/Village:

[Redacted City/Town/Village]

Province: *

[Redacted Province]

Postal Code:

[Redacted Postal Code]

Telephone: *

[Redacted Telephone]

Email: *

[Redacted Email]

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Deputant One:

Diane Engelstad

Deputant Two:

[Redacted Deputant Two]

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

I would like Council to review a policy created by default in 2020 regarding priority groups for the Canada Ontario Housing Benefit. The report, which was received for information by Council, noted the list of groups to be included by the Service Manager, which did not include "persons with disabilities" as explicitly included by the federal-provincial legislators. I will be asking that that group be included by the Service Manager.

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?

Staff at KL-H and housing. I have also discussed this with Councillor Mike Perry.

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

I would like the wording that describes the Service Manager's implementation plan related to the Canada Ontario Housing Benefit (COHB) to change, by adding "persons with disabilities" to be added to the list of priorities for CKL.

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

Signature:

D. Engelstad.

Date:

December 3, 2024

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. 1322.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

☒ Yes

☐ No

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Request to Speak before Council

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

Name: *

Chris Kerr

Address: *

[REDACTED]

City/Town/Village:

[REDACTED]

Province: *

[REDACTED]

Postal Code:

[REDACTED]

Telephone: *

[REDACTED]

Email: *

[REDACTED]

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Deputant One:

Chris Kerr

Deputant Two:

Terri Kerr

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

Tree that are planted outside of our fenced yard. That have been there for 2 years now. That we would like to keep there.

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? *

To be able to keep the trees

How would you like to complete your deputation? *

In Person in Council Chambers

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:

Chris Kerr

Date:

12/4/2024



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 clerks@kawarthalakes.ca.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

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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: *

Peggy Brooks

Address: *

[REDACTED]

City/Town/Village:

[REDACTED]

Province: *

[REDACTED]

Postal Code:

[REDACTED]

Telephone: *

[REDACTED]

Email: *

[REDACTED]

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:

Peggy Brooks

Deputant Two:

First Name, Last Name

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

Our water bill for the period July 1st/2024 to Sept 30th/2024 was way over any previous bill we have had. We have checked for leaks etc and there are none. I would appreciate this bill being adjusted. I will bring all emails between myself and staff at the water dept. we believe there was an issue with our meter which has now been removed and a new one installed

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? *

Reduction in this bill

How would you like to complete your deputation? *

Electronically Using Zoom

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:

Peggy Brooks

Date:

12/9/2024



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 clerks@kawarthalakes.ca.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

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



UTILITY INVOICE

City of Kawartha Lakes P.O. Box 696
Lindsay, Ontario K9V 4W9
Tel: 705-324-9411
Toll Free: 1-888-822-2225
utilitybilling@kawarthalakes.ca
www.kawarthalakes.ca

Account Number: [REDACTED]
Billing Date: Sep 30 2024
Bill Start Date: Jul 01 2024
Bill End Date: Sep 30 2024

003040

[REDACTED] BROOKS, PEGGY ANNE
[REDACTED]

Service Address
12 MOYNES CRT

| Meter No. | Reading Date | Current Reading | Previous Reading | Consumption | Avg. Daily Consumption |
|------------|--------------|-----------------|------------------|--------------------|------------------------|
| [REDACTED] | Sep 26 2024 | 1662.70 | 1498.30 | 164.40 Cubic Meter | 1.36 Cubic Meter |

| | | |
|-------------------------------|------|---------|
| METERED-WATER | 1.00 | 501.42 |
| SEWER | 1.00 | 279.48 |
| FIXED-WATER | 1.00 | 99.06 |
| FIXED-SEWER | 1.00 | 103.14 |
| Current Levy | | 983.10 |
| Amount Past Due | | 0.00 |
| Balance Due by Oct 31 2024 | | 983.10 |
| Balance Due After Oct 31 2024 | | 1032.26 |

IMPORTANT NOTES:

FIXED RATE CHARGE COVERS FROM JULY 1, 2024 TO SEPTEMBER 30, 2024
YOU CAN NOW RECEIVE YOUR BILLS ELECTRONICALLY THROUGH WWW.PAYREQ.COM

Please see reverse for important information.

Please detach and return bottom portion with payment. Retain top portion for your records.



City of Kawartha Lakes
P.O. Box 696
Lindsay, Ontario K9V 4W9

UTILITY INVOICE

Account Number: [REDACTED]
Billing Date: Sep 30 2024

Service Address
12 MOYNES CRT

Account Number

Amount Due



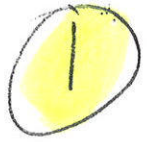
983.10

[REDACTED] BROOKS,
PEGGY ANNE
[REDACTED]

| | |
|-------------------------------|---------|
| Balance Due by Oct 31 2024 | 983.10 |
| Balance Due After Oct 31 2024 | 1032.26 |
| Enter Amount Enclosed | |

UB0910012300120013110202400098310001032262

From: Colin McGee CMcGee@kawarthalakes.ca
Subject: 12 Moynes Crt
Date: Oct 30, 2024 at 4:17:08 PM
To: [REDACTED]



Good afternoon Peggy,

Apologies on the lateness of my reply, but we are doing late monthly billing reports and it is all we can do to get bills out before month end.

As far as your account goes- here is a screen shot of your usage:

| | | | | |
|-------------|----------|----------|--------|-----|
| 26-Sep-2024 | 1,498.30 | 1,662.70 | 164.40 | 121 |
| 28-May-2024 | 1,470.40 | 1,498.30 | 27.90 | 90 |
| 28-Feb-2024 | 1,444.70 | 1,470.40 | 25.70 | 91 |
| 29-Nov-2023 | 1,410.50 | 1,444.70 | 34.20 | 90 |
| 31-Aug-2023 | 1,333.90 | 1,410.50 | 76.60 | 92 |
| 31-May-2023 | 1,289.00 | 1,333.90 | 44.90 | 91 |

It does look like a higher than normal usage, so we generally get you to get an actual reading from inside, but I saw that you are unable to get a reading. We also recommend getting a reading before bed and then one first thing in the morning when no one has used the water overnight to see if there was water going through the meter, indicating a leak. So both those options seem negated.

What you can do is check all your water appliances- mainly toilets (check the backs to make sure the stopper is seated properly, as the majority of high water usage is toilets, with water running constantly down the back, and you often can't see a leak or even hear it. I would check sinks, toilets, water heaters, water softeners, ice makers, laundry tubs, even water powered sump pumps.

This usage period is Summer though, and it is **121 days** which is roughly an extra month of usage compared to other billings, so that is part of the equation, so any lawn/sod or garden watering from May to end of September would be included, and any hot tub or pool filling if you have those.

I will see if I can get one of our meter reading technicians to come and get a check read from the outside and get back to you with those results. If the reading is higher than the one in September and it is much higher, then you would need to continue to look for leaks, or possibly get a plumber to check for you. Our technician when he came out on September 26th got an actual reading from your meter and that was what we used to bill you by, here is what he stated: "Everything was in working order when I arrived, Checked and verified before leaving" and he left the reading of 1662.70 on that day.

I will advise at some point tomorrow or Friday when I am able to obtain a reading from them. I put a penalty hold on the account, so even if it is past the due date when we receive

payment, no penalty will be charged.

Thanks!

Colin McGee
Accounts Clerk
Utility Billing, City of Kawartha Lakes
705-324-9411 ext. 1219
www.kawarthalakes.ca



2

From: **Peggy Brooks** peggybrooks070@gmail.com
Subject: **Re: 12 Moynes Crt**
Date: **Oct 31, 2024 at 9:54:16 AM**
To: **McGee Colin** CMcGee@kawarthalakes.ca

Good morning Colin. As a follow up to my message left on your voicemail yesterday , when the repairman came to put on the new water meter outside , it took him three meters before he got one that would work. I have originals of all my bills and your numbers are correct. My question is, if the inside meter is not working , then how did he get a reading at all! Did he manually just type in a number! This is not acceptable! This also makes no sense. As I mentioned we have no leaks and we believe this is faulty equipment on your end. Please get this issue fixed asap. We have never had a water bill this high even when we moved into this new house and were watering our new sod ! Thankyou. Peggy [REDACTED] Brooks.
Sent from my iPhone

On Oct 30, 2024, at 4:17 PM, Colin McGee
<CMcGee@kawarthalakes.ca> wrote:

Good afternoon Peggy,

Apologies on the lateness of my reply, but we are doing late monthly billing reports and it is all we can do to get bills out before month end.

As far as your account goes- here is a screen shot of your usage:

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| 28-Feb-2024 | 1,444.70 | 1,470.40 | 25.70 | 91 |
| 29-Nov-2023 | 1,410.50 | 1,444.70 | 34.20 | 90 |
| 31-Aug-2023 | 1,333.90 | 1,410.50 | 76.60 | 92 |
| 31-May-2023 | 1,289.00 | 1,333.90 | 44.90 | 91 |

3

From: Peggy Brooks peggybrooks070@gmail.com
Subject: Re: 12 Moynes Crt
Date: Nov 4, 2024 at 4:38:03 PM
To: McGee Colin CMcGee@kawarthlakes.ca

Hi Colin. A gentleman came by last Thursday to look at our meter in the house. He determined that we needed a new one. He said he would be back on Friday. I stayed home all day waiting. He never showed and I still have not heard anything. Can you give me an update please. Also we have to discuss our last bill which is outrageous and in no way way correct. This has to be adjusted. Please let me know your findings. Thankyou. Peggy [REDACTED] Brooks
Sent from my iPhone

On Oct 31, 2024, at 9:54 AM, Peggy Brooks
<[REDACTED]> wrote:

Good morning Colin. As a follow up to my message left on your voicemail yesterday , when the repairman came to put on the new water meter outside , it took him three meters before he got one that would work. I have originals of all my bills and your numbers are correct. My question is, if the inside meter is not working , then how did he get a reading at all! Did he manually just type in a number! This is not acceptable! This also makes no sense. As I mentioned we have no leaks and we believe this is faulty equipment on your end. Please get this issue fixed asap. We have never had a water bill this high even when we moved into this new house and were watering our new sod ! Thankyou. Peggy [REDACTED] Brooks.
Sent from my iPhone

(4)

On Nov 4, 2024, at 4:38 PM, Colin McGee <CMcGee@kawarthalakes.ca> wrote:

I am presently out of the office.

For urgent matters, kindly contact the following:

Utility Billing:

email to Utilitybilling@kawarthalakes.ca.

5

From: Colin McGee CMcGee@kawarthalakes.ca
Subject: RE: Automatic reply: 12 Moynes Crt
Date: Nov 11, 2024 at 9:04:51AM
To: Peggy Brooks peggybrooks070@gmail.com

Hello Peggy,

I am working remotely from home today.

I have previously passed along your situation and contact information to my Manager Linda Liotti (705) 324-9411- extension

1274, for follow up.

I am not authorized to do any type of adjustment to your billing if it is required, so she will follow up with you.

She will also determine if a new register or full water meter replacement is required, as it seems that your meter may have

stopped.

I have sent her notification that you may be calling today, or if she can reach out to you asap to try and get a resolution.

Colin McGee
Accounts Clerk
Utility Billing, City of Kawartha Lakes
705-324-9411 ext. 1219
www.kawarthalakes.ca



From: Peggy Brooks [REDACTED]
Sent: Monday, November 11, 2024 8:49 AM
To: Colin McGee <CMcGee@kawarthalakes.ca>
Subject: Re: Automatic reply: 12 Moynes Crt

Hi Colin. Are you back in office yet? Please call me at [REDACTED] Thankyou. Peggy Brooks
Sent from my iPhone

6

From: Peggy Brooks peggybrooks070@gmail.com
Subject: Re: Automatic reply: 12 Moynes Crt
Date: Nov 18, 2024 at 6:13:05 PM
To: McGee Colin CMcGee@kawarthalakes.ca

Hi Colin. I have still not heard from your manager Linda. I have left three messages on her machine. We still have not had anyone at the house to fix the broken meter either. It has now been one month and no one has contacted us. Very poor communication from your department! Peggy [REDACTED]
Brooks
Sent from my iPhone

On Nov 11, 2024, at 9:04 AM, Colin McGee
<CMcGee@kawarthalakes.ca> wrote:

Hello Peggy,

I am working remotely from home today.

I have previously passed along your situation and contact information to my Manager Linda Liotti (705) 324-9411- extension

1274, for follow up.

I am not authorized to do any type of adjustment to your billing if it is required, so she will follow up with you.

She will also determine if a new register or full water meter replacement is required, as it seems that your meter may have stopped.

I have sent her notification that you may be calling today, or if she can reach out to you asap to try and get a resolution.

Colin McGee

7

From: **Colin McGee** CMcGee@kawarthalakes.ca
Subject: **RE: Automatic reply: 12 Moynes Crt**
Date: **Nov 19, 2024 at 8:35:56 AM**
To: **Peggy Brooks** peggybrooks070@gmail.com

Good morning Peggy,

I believe Linda is in the office today after noon, after dealing with outside meetings. I will pass along your email though I am sure she has your messages and hopefully can return a call today to you.

I will arrange an appointment for the meter once it is authorized, and we will make sure it is done before month end.

Colin McGee
Accounts Clerk
Utility Billing, City of Kawartha Lakes
705-324-9411 ext. 1219
www.kawarthalakes.ca

Kawartha Lakes
Jump In 

From: Peggy Brooks [REDACTED]
Sent: Monday, November 18, 2024 6:13 PM
To: Colin McGee <CMcGee@kawarthalakes.ca>
Subject: Re: Automatic reply: 12 Moynes Crt

Hi Colin. I have still not heard from your manager Linda. I have left three messages on her machine. We still have not had anyone at the house to fix the broken meter either. It has now been one month and no one has contacted us. Very poor communication from your department! Peggy [REDACTED] Brooks
Sent from my iPhone

On Nov 11, 2024, at 9:04 AM, Colin McGee <CMcGee@kawarthalakes.ca> wrote:

Hello Peggy,

I am working remotely from home today.

I have previously passed along your situation and contact information to my Manager Linda Liotti (705) 324-9411- extension

8

From: Peggy Brooks peggybrooks070@gmail.com
Subject: Re: Automatic reply: 12 Moynes Crt
Date: Nov 19, 2024 at 8:38:52 AM
To: McGee Colin CMcGee@kawarthalakes.ca

Thankyou Colin. We still have the issue of the outrageous last water bill that needs to be resolved. We have confirmed that we have no water leaks anywhere in the house. Hopefully she can adjust our last bill. Peggy.

Sent from my iPhone

On Nov 19, 2024, at 8:35 AM, Colin McGee
<CMcGee@kawarthalakes.ca> wrote:

Good morning Peggy,

I believe Linda is in the office today after noon, after dealing with outside meetings. I will pass along your email though I am sure she has your messages and hopefully can return a call today to you.

I will arrange an appointment for the meter once it is authorized, and we will make sure it is done before month end.

Colin McGee
Accounts Clerk
Utility Billing, City of Kawartha Lakes
705-324-9411 ext. 1219
www.kawarthalakes.ca
<image001.png>

From: Peggy Brooks [REDACTED]
Sent: Monday, November 18, 2024 6:13 PM
To: Colin McGee <CMcGee@kawarthalakes.ca>
Subject: Re: Automatic reply: 12 Moynes Crt

Hi Colin. I have still not heard from your manager Linda. I have left three messages on her

✓ I never received this email until Nov 27/24 (9)

by anyone else is unauthorized.

From: Linda Liotti

Sent: Thursday, November 21, 2024 6:41 AM

To: Peggy Brooks [REDACTED]

Subject: Follow-up - 12 Moynes Crt - [REDACTED]

[REDACTED] BROOKS, PEGGY ANNE

KINDLY CONFIRM RECEIPT VIA EMAIL RESPONSE

Good morning Ms. Brooks,

As a follow-up to our telephone conversation yesterday, please be advised of the following:

- Contact was made with our vendor and an appointment has been arranged for 1 pm today to inspect the meter and outside reader.

In our discussion yesterday afternoon, the following was explained regarding the City's High Bill Adjustment policy:

1. Determination of the cause of the high consumption and whether it qualifies for relief within the policy
2. Is the high consumption at least two (2) times the "normal consumption" based on same period or historical consumption
3. If the above are met, then an adjustment will be calculated as fifty percent (50%) of the difference between the high water bill and the average consumption, to a maximum of \$1,500 (Section 13.1).

You advised there was no leak, hence, the High Bill Adjustment policy would not be applicable to provide financial relief.

In our discussion, you requested how one would proceed to seek financial relief for

this bill. As discussed, that could only be done at the direction of Council. Please review the process of how to make a Deputation to Council for the utility bill in question should you wish to proceed with this option.

Regards,

Linda

Linda J. Liotti, (she/her)
M.I.M.A., Licensed Paralegal
Manager, Revenue and Taxation
City of Kawartha Lakes
705-324-9411 ext. 1274



You can now receive your tax/utility bills electronically, visit <https://www.payreq.ca>

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10

From: Linda Liotti lliotti@kawarthalakes.ca
Subject: FW: Follow-up - 12 Moynes Crt - UB#

[REDACTED]
BROOKS, PEGGY ANNE

Date: **Nov 27, 2024 at 9:48:54 AM**

To: [REDACTED]

Cc: **Utility Billing** utilitybilling@kawarthalakes.ca

KINDLY CONFIRM RECEIPT VIA EMAIL RESPONSE

Hello Ms. Brooks,

Responding to your voice mail from Monday, November 25th @9:31 am advising that you did not receive the below email – I'm forwarding along for your convenience, see below sent on Thursday, November 21st at 6:41 am.

The vendor advised that a new meter and outside reader were installed on Thursday, November 21st and the removed meter has been returned to the Utility Billing division. As discussed in our call on Wednesday, November 20th, the meter will be sent to a third party for testing to confirm whether the measuring mechanism within the meter was functioning within standard.

Regards,

Linda

Linda J. Liotti, (she/her)
M.I.M.A., Licensed Paralegal
Manager, Revenue and Taxation
City of Kawartha Lakes
705-324-9411 ext. 1274



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Request to Speak before Council

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

Name: *

Jeff Hancock

Address: *

[REDACTED]

City/Town/Village:

[REDACTED]

Province: *

[REDACTED]

Postal Code:

[REDACTED]

Telephone: *

[REDACTED]

Email: *

[REDACTED]

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:

Jeff Hancock

Deputant Two:

First Name, Last Name

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

I have owned Edgewater Grill located at 4027 Hwy 121, Kinmount ON since 2022. This business has been operating at this location for 23 years, owned by several owners. It is a food take out business, specializing in fresh cut fries, hamburgers, hot dogs, etc. My wife Donna manages this business along with my adult children Jeremy and Devin. The business currently operated from mid May each year to the end of October. It is in a great location and the business does well seasonally, employing 7 - 8 people overall, plus supporting several suppliers in the area.

The current structure does not have enough room to offer in door dining, limiting the business to takeout, and being seasonal. The small addition we are hoping for, should allow the business to operate year round. That is our goal.

The current building is ~ 9.1 meters wide and 12.2 meters long (111 m2 overall) and we are wanting to add on to the south end, an addition of the exact same profile, that would be 9.1 meters wide and 7.3 meters long, adding 67 m2 of in door dining space onto the existing 111 m2 of current usable space.

I am asking Kawartha Lakes council to consider granting me "site plan exemption" as per the site plan guide 1.2.2 Site Plan Control to Additions/Alterations that "Substantially" Increase Size or Usability

My addition would not be in excess of the 1000 m2, at only 67 m2 well below the established limit. But the addition would be slightly more than the established 25% increase in usable area. At 38%

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

Have you discussed this matter with City Staff?

- ☒ Yes
- ☐ No

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

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

Kawartha Lakes council will consider granting me a site plan exemption for the above mentioned addition

How would you like to complete your deputation? *

Electronically Using Zoom

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:

JEFF HANCOCK

Date:

1/2/2025



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 clerks@kawarthalakes.ca.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

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

Committee of the Whole Report

| | |
|--------------------------|--|
| Report Number: | RS2025-001 |
| Meeting Date: | January 14, 2025 |
| Title: | Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance adjacent to 7 Thomas and 5 Amelia Street, Pontypool |
| Description: | Proposed Surplus Declaration, Closure, and Sale of a Portion of Road Allowance legally described as Scott Street on Plan 14 Manvers Lying West of Highway M142; Kawartha Lakes, being Part of PIN: 63269-0747 (LT) |
| Author and Title: | Lucas Almeida, Law Clerk – Realty Services |

Recommendations:

That Report RS2025-001, **Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance adjacent to 7 Thomas and 5 Amelia Street, Pontypool**, be received;

That the subject property, being a portion of road allowance adjacent to 7 Thomas and 5 Amelia Street, Pontypool and legally described as Scott Street on Plan 14 Manvers Lying West of Highway M142; Kawartha Lakes, being Part of PIN: 63269-0747 (LT), be declared surplus to municipal needs;

That the sale of the portion of road allowance to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of road allowance merge with the purchasers' adjacent properties on closing);

That Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, unless the purchasers wish to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$2.50 per square foot of interior road allowance or the appraised value;

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

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

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

Background:

The Land Management Team received a request from the owner of the property municipally known as 7 Thomas Street, Pontypool to purchase the portion of road allowance that is adjacent to their property.

The Land Management Team reviewed this request at its meeting on November 13, 2023, and denied the request as the subject portion of road allowance may be required for future connectivity between Thomas Street and Amelia Street. The resident presented a deputation to Council at the Regular Council Meeting of February 20, 2024, and advised Council that the grade of land was such that a connection in this location would not be practical. Accordingly, Council adopted the following resolution directing staff to proceed with the disposition process for the portion for the portion of road allowance adjacent to 7 Thomas Street:

CR2024-067

Moved By: Tracy Richardson

Seconded by: Pat Warren

That the deputation of James Cochrane and Amanda Wilson, **regarding a Request to Purchase the Portion of Road Allowance along the South and West Sides of 7 Thomas Street, Pontypool**, be received.

Result: Carried

CR2024-068

Moved By: Tracy Richardson

Seconded by: Mike Perry

That the request from James Cochrane and Amanda Wilson to purchase the portion of the road allowance along the south and west sides of 7 Thomas Street, Pontypool be granted; and

That the disposition of the property, in accordance with By-Law 2018-020, be supported.

Result: Carried

Realty Services contacted the owner of the adjacent property at 5 Amelia Street, Pontypool to inquire about their interest in purchasing the portion of the road allowance

adjacent to their property. The owner expressed interest in proceeding with the purchase.

Public Notice advertising the potential surplus declaration and sale of the subject portion of road allowance was completed by posting notice on the City's website commencing on the 29th day of October, 2024. Realty Services did not receive any public comments or concerns with regards to the proposed closure and sale of the subject lands.

This Report addresses the direction provided by Council per CR2024-068.

Rationale:

While the Land Management Team were of the opinion that this portion of the road allowance may be required for municipal purposes in the future (to complete an extension of Scott Street, connecting Thomas Street and Amelia Street), Council directed that the subject lands proceed through the disposition process after receiving information from the prospective purchaser indicating that the grade of the land is too steep to easily facilitate a road connection.

The interested parties own property which border the subject portion of road allowance. As a result, pursuant to the City's By-Law to Regulate the Disposition of Municipal Real Property (By-Law 2018-020, as amended) that portion of the road allowance can be conveyed to the adjoining landowners.

Should either property owner decide not to proceed, the balance of the road allowance will remain in public ownership.

The subject road allowance does not lead to water, it borders private property, and therefore, the stop up, closure and sale would not contravene section 8.00 of By-Law 2018-020, as amended.

As per section 4.04 of By-Law 2018-020, as amended, an appraisal is not required for closed road allowances being sold to an adjacent landowner, as long as the price set out in Schedule C of By-Law 2018-020 is recovered, being \$2.50 per square foot of interior road allowance. Use of the set price results in a cost and time savings to the purchaser, as they are not required to pay for an appraisal or wait while an appraisal is completed. However, Staff have found that some purchasers are of the opinion the set price is too high for the land they are purchasing. Section 4.03 of By-Law 2018-020, as amended, does note that an appraisal may be required in order for Council to set the price of the land to be disposed of. Accordingly, if the purchasers are of the opinion

that the set price is too high, Staff recommend offering the purchasers the option of paying for an appraisal so that the land value can be set at the lower of the set price or the appraised value.

Other Alternatives Considered:

Council may decide not to sell the road allowance and derive no financial benefit whatsoever.

Alignment to Strategic Priorities:

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

- Good Government
 - Effective management of the municipal building and land portfolio

Financial/Operation Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable \$1,000.00 deposit to cover initial road closing costs. All costs of the transaction, plus a \$1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers.

If Council sets the value of the land at the set price of \$2.50 per square foot of interior road allowance, and the entirety of the length of the road allowance is transferred, the City will receive a net revenue of approximately \$40,625.00. If either purchaser opts to obtain an appraisal of the land, they will be required to pay for the associated cost (estimated at \$2,000.00 - \$3,000.00). The land value would then be calculated at the lower of the set value (as noted above) or the appraised value.

The revenue from the sale will be placed in the Property Development Reserve.

Consultations:

Land Management Team

Attachments:

Appendix A – General Location Map



Adobe Acrobat
Document

Appendix B – Aerial Map



Appendix B -
RS2025-001.pdf

Appendix C – Maps



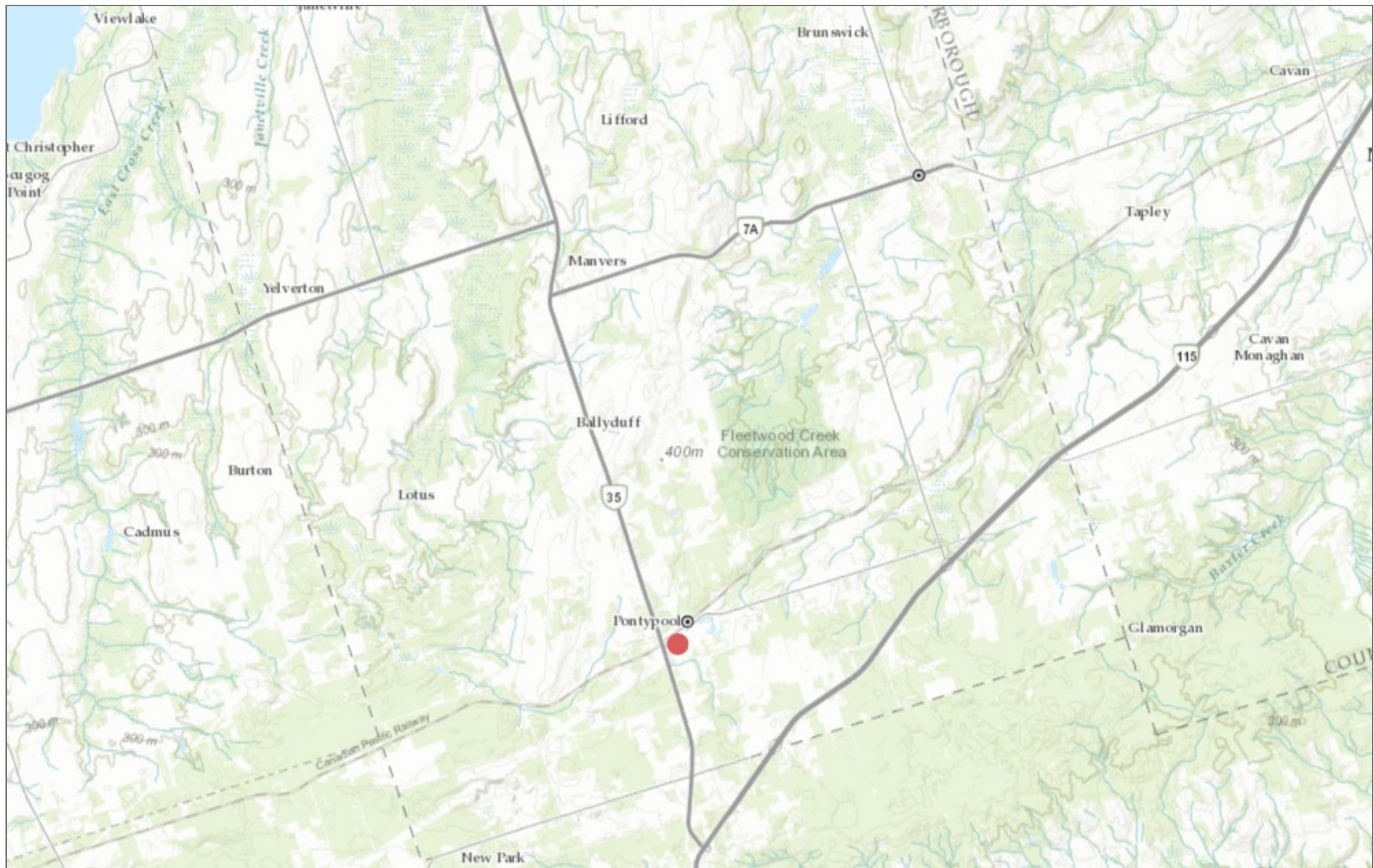
Appendix C -
RS2025-001.pdf

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-23-RS049 and L06-24-RS029

RDAL adj 7 Thomas Street and 5 Amelia Street



7.34

Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



Appendix B
to
Report RS2025-001
File No. L06-23-RS049 and L06-24-RS029



Appendix C
to
Report RS2025-001
File No. L06-23-RS049 and L06-24-RS029



Committee of the Whole Report

| | |
|--------------------------|---|
| Report Number: | RS2025-002 |
| Meeting Date: | January 14, 2025 |
| Title: | Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance adjacent to 100 and 114 Front Street East and 27 Anne Street, Bobcaygeon |
| Description: | Proposed Surplus Declaration, Closure, and Sale of a Portion of Road Allowance legally described as Prince Street on Plan 70 between Main Street & Front Street; Kawartha Lakes, being Part of PIN: 63130-0284 (LT) |
| Author and Title: | Lucas Almeida, Law Clerk – Realty Services |

Recommendations:

That Report RS2025-002, **Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance adjacent to 100 and 114 Front Street East and 27 Anne Street, Bobcaygeon**, be received;

That the subject property, being a portion of road allowance adjacent to 100 and 114 Front Street East and 27 Anne Street, and legally described as Prince Street on Plan 70 between Main Street & Front Street; Kawartha Lakes, being Part of PIN: 63130-0284 (LT), be declared surplus to municipal needs;

That the sale of the portion of road allowance to the adjoining landowners be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of road allowance merge with the purchaser(s)'s adjacent properties on closing);

That, if one of the adjacent landowners decides they do not wish to proceed with purchasing their respective portion of the road allowance, that portion of the road allowance be sold to the remaining purchasers;

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

That, if necessary to clear title, 100 Front Street be required to consent to the dismissal of the existing encroachment agreement registered on title;

That Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, unless the purchaser wishes to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$2.50 per square foot of interior road allowance or the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

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

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

Background:

The Land Management Team received a request from the owner of the property municipally known as 100 Front Street East, Bobcaygeon to purchase the portion of road allowance adjacent to their property. The Land Management Team reviewed this request at its meeting on July 8, 2024, and had no objections to the request. Following this decision, Realty Services reached out to the other adjacent landowners at 114 Front Street East and 27 Anne Street to provide them with the opportunity to purchase the portions of the road allowance adjacent to their respective properties. Both landowners are interested in purchasing their respective portions of the road allowance.

Public Notice advertising the potential surplus declaration and sale of the subject portion of road allowance was completed by posting notice on the City's website commencing on the 10th day of October, 2024. Realty Services did not receive any comments or concerns from the public with regards to the proposed closure and sale of the subject lands.

The purpose of this report is to advise Council that the Land Management Team recommends that the subject property be declared surplus to municipal needs and that approval be given, in principle, for the closure and sale of the requested portion of the road allowance to the adjoining landowner(s).

Rationale:

The Land Management Team has determined that this portion of the road allowance is not required for municipal purposes. There is an encroachment agreement registered on title for the road allowance, in favour of 100 Front Street East. The disposition of this property would release this interest from the remaining portions of road allowance: If necessary to clear title, 100 Front Street will be required to consent to the dismissal of the encroachment as a condition of the transfer.

The interested parties own properties that border the subject portion of road allowance. As a result, pursuant to the City's By-Law to Regulate the Disposition of Municipal Real Property (By-Law 2018-020, as amended) that portion of the road allowance can be conveyed to the adjoining landowners. The owner of 100 Front Street East will be required to purchase the encroached portion of the road allowance, ensuring compliance with zoning side yard setback requirements. As a result, the portion conveyed to the other adjoining property owners may be reduced once the Reference Plan is completed.

The subject road allowance does not lead to water, it borders private property, and therefore, the stop up, closure and sale would not contravene section 8.00 of By-Law 2018-020, as amended.

As per section 4.04 of By-Law 2018-020, as amended, an appraisal is not required for closed road allowances being sold to an adjacent landowner, as long as the price set out in Schedule C of By-Law 2018-020, is recovered, being \$2.50 per square foot of interior road allowance. Use of the set price results in a cost and time savings to the purchasers, as they are not required to pay for an appraisal or wait while an appraisal is completed. However, Staff have found that some purchasers are of the opinion that the set price is too high for the land they are purchasing. Section 4.03 of By-Law 2018-020, as amended, does note that an appraisal may be required in order for Council to set the price of the land to be disposed of. Accordingly, if the purchasers are of the opinion that the set price is too high, Staff recommend offering the purchasers the option of paying for an appraisal so that the land value can be set at the lower of the set price or the appraised value.

Other Alternatives Considered:

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

Alignment to Strategic Priorities:

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

- Good Government
 - Effective management of the municipal building and land portfolio

Financial/Operation Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable \$1,000.00 deposit to cover initial road closing costs. All costs of the transaction, plus a \$1,500.00 fee to cover the City's staff time expenses will be paid for by the purchaser.

If Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, the City will receive a net revenue of approximately \$36,350.00. If any of the purchasers opt to obtain an appraisal of the land, they will be required to pay for

the associated cost (estimated at \$2,000.00 - \$3,000.00). The land value would then be calculated at the lower of the set value (as noted above) or the appraised value.

The revenue from the sale will be placed in the Property Development Reserve.

Consultations:

Land Management Team

Attachments:

Appendix A – General Location Map



Adobe Acrobat
Document

Appendix B – Aerial Map



Adobe Acrobat
Document

Appendix C – Map



Adobe Acrobat
Document

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-24-RS013







Committee of the Whole Report

Report Number: RS2025-003

Meeting Date: January 14, 2025

Title: **Proposed Surplus Declaration, Closure, and Sale of a Portion of Road Allowance Adjacent to 130 Angeline Street North, Lindsay**

Description: Proposed Surplus Declaration, Closure, and Sale of a Portion of Road Allowance Legally Described as Ragland Street on Plan 1, Being Regent Street between Angeline Street and Albert Street; Kawartha Lakes (Part of PIN: 63219-0092 (LT))

Author and Title: Christine Oliver, Law Clerk – Realty Services

Recommendations:

That Report RS2025-003, **Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance Adjacent to 130 Angeline Street North, Lindsay**, be received;

That the subject property, being a portion of road allowance adjacent to 130 Angeline Street North, 130 Colborne Street West, and 150 Angeline Street North, Lindsay and legally described as Ragland Street on Plan 1 being Regent Street between Angeline Street and Albert Street; Kawartha Lakes (Part of PIN: 63219-0092 (LT)), be declared surplus to municipal needs;

That the closure of the portion of road allowance and sale to the adjoining landowners be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of road allowance merge with the purchasers adjacent properties on closing);

That, if one of the adjoining landowners decides they do not wish to proceed with purchasing their respective portion of the road allowance, that portion of the road

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

allowance be sold to the remaining purchasers, if appropriate (otherwise, a segment of the length to be retained by the City at its current width);

That Council set the value of the land at the set price of \$2.50 per square foot of interior road allowance, unless the purchaser wishes to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$2.50 per square foot of interior road allowance and the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

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

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

Background:

The Land Management Team received a request from the owners of the property municipally known as 130 Angeline Street North, Lindsay, to purchase a portion of the adjacent road allowance.

The Land Management Team reviewed this request at its meeting on May 13, 2024 and had no general objections to the request. Realty Services contacted the other adjoining owners to determine if they would be interested in purchasing their proportionate sections of the unopened road allowance. All three adjoining owners are interested in proceeding. A map of the resultant parcel fabric is attached at Appendix D.

Public Notice advertising the potential surplus declaration and sale of the subject portion of road allowance was completed by posting said notice on the City of Kawartha Lakes website commencing on November 6, 2024. Realty Services did not receive any public comments or concerns with regards to the proposed closure and sale of the subject lands.

The purpose of this report is to advise Council that the Land Management Team recommends that the subject property be declared surplus to municipal needs and that approval be given, in principle, for the closure and sale of the requested portion of the road allowance to the adjoining landowners.

Rationale:

The Land Management Team has determined that this portion of the road allowance is not required for municipal purposes.

Three adjacent owners (130 Angeline Street, 150 Angeline Street and 150 Colborne Street) are participating in purchasing the road allowance. As a result, pursuant to the City's By-Law to Regulate the Disposition of Municipal Real Property (By-Law 2018-020, as amended) that portion of the road allowance can be conveyed to the adjoining landowners. It is standard practice to sell road allowances to all adjoining landowners, if interested. As the road allowance will merge with existing holdings, the resultant parcel fabric is at Appendix D.

The subject road allowance does not lead to water; it borders private property, and therefore, the stop up, closure, and sale would not contravene section 8.00 of By-Law 2018-020, as amended.

As per section 4.04 of By-Law 2018-020, as amended, an appraisal is not required for closed road allowances being sold to adjacent land owners, as long as the price set out in Schedule C of By-Law 2018-020 is recovered (in this case, \$2.50 per square foot of interior road allowance). Use of the set price results in a cost and time savings to the purchasers, as they are not required to pay for an appraisal or wait while an appraisal is completed. However, some purchasers are of the opinion that the set price is too high for the land they are purchasing. Section 4.03 of By-Law 2018-020, as amended, does note that an appraisal may be required in order for Council to set the price of the land to be disposed of. Accordingly, if the purchasers are of the opinion that the set price is too high, Staff recommend offering the purchasers the option of paying for an appraisal so that the land value can be set at the lower of the set price and the appraised value.

Other Alternatives Considered:

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

Council could decide to only sell the road allowance to one of the original applicants, being the owner of 130 Angeline Street North. This would be inconsistent with past practice (when two or more adjoining landowners are interested in purchasing the road allowance) and is not recommended in this circumstance. It is recommended, as set out above, that if any party decides they no longer wish to proceed with the transaction, that the remaining parties be eligible to purchase that portion of the road allowance adjacent to their existing property boundary. While the Land Management Team is supportive of a portion of the length of the road allowance not being transferred, the Land Management Team is not supportive of a portion of the width of the road allowance being transferred. The former will not result in landlocked parcels in City ownership in this instance. The latter will result in parcels of limited utility.

Alignment to Strategic Priorities:

The recommendations set out in this Report align with the strategic priority Good Government, more specifically provide accountable government and responsible management of resources through ensuring municipal assets are well maintained and well managed.

Financial/Operation Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable \$1,000.00 deposit to cover initial road closing costs. All costs of

the transaction, plus a \$1,500.00 fee to cover the City's staff time expenses will be paid for by the purchaser.

If Council sets the value of the land at the set price of \$2.50 per a square foot of interior road allowance, the City will receive a net revenue of approximately \$57,500.00 (split between the parties, based on the amount of land each party ultimately purchases). If any of the purchasers opt to obtain an appraisal of the land, they will be required to pay for the associated costs (estimated at \$2,000.00 - \$3,000.00). The land value would then be calculated at the lower of the set value (as noted above) or the appraised value.

The revenue from the sale will be placed in the Property Development Reserve.

Consultations:

Land Management Team

Attachments:

Appendix A – Location Map



Appendix A -
Location Map

Appendix B – Map



Appendix B - Map

Appendix C – Aerial Map



Appendix C - Aerial
Map

Appendix D –Anticipated Resultant Parcel Fabric



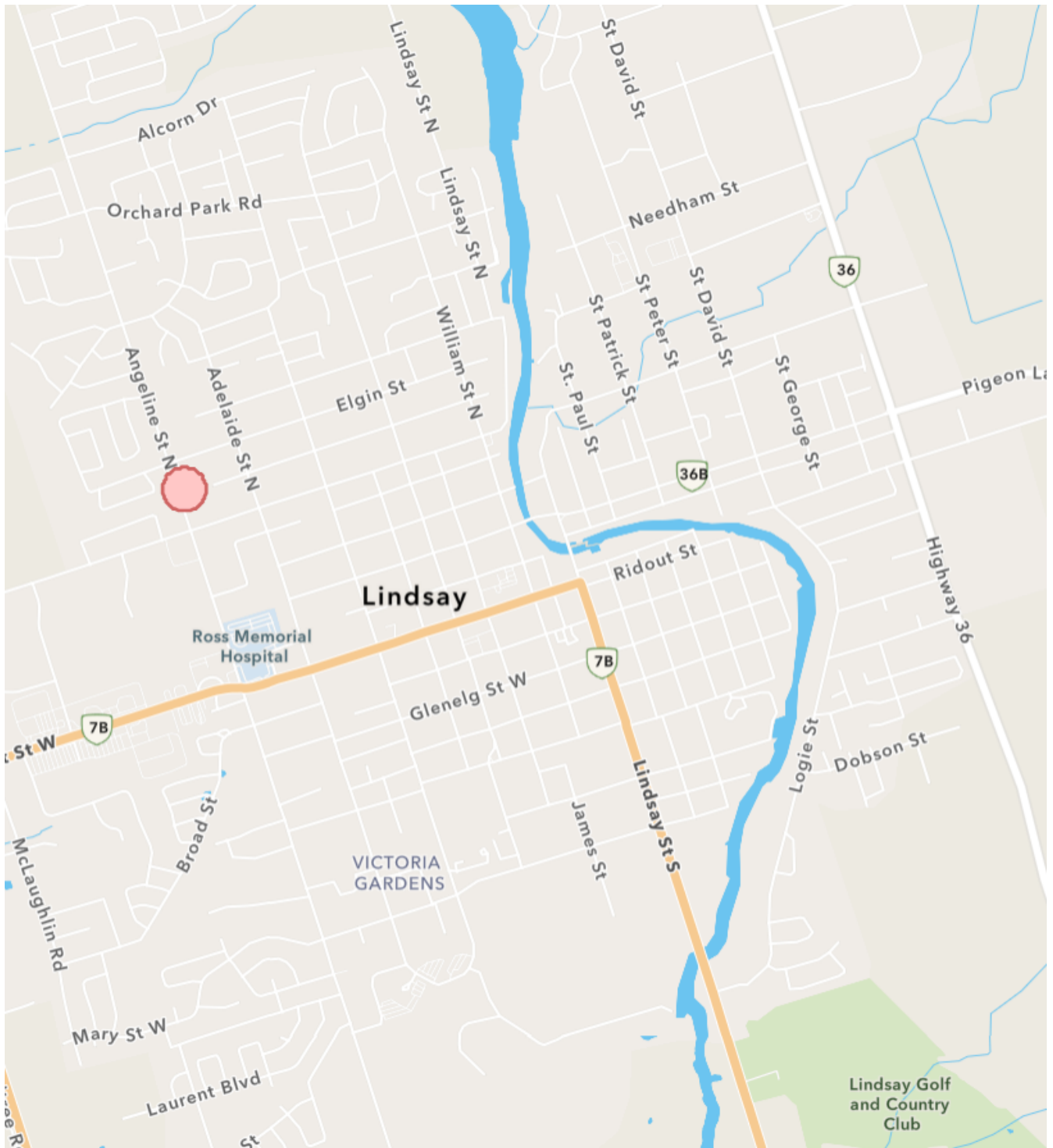
Appendix D - Map of
Anticipated Resultant

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-23-RS027

Location Map of RDAL Adj. 130 Angeline St. N.



Appendix C
to
Report RS2025-003
File No. L06-23-RS027



Map of Anticipated Resultant Parcel Fabric



Committee of the Whole Report

| | |
|--------------------------|--|
| Report Number: | RS2025-006 |
| Meeting Date: | January 14, 2025 |
| Title: | Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance Adjacent to 315 Avery Point Road, Sebright |
| Description: | Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance legally described as Part of the Original Shore Road Allowance along Lake Dalrymple lying in front of Lot 35, Registered Plan 136, in the Geographic Township of Carden, City of Kawartha Lakes |
| Author and Title: | Christine Oliver, Law Clerk – Realty Services |

Recommendations:

That Report RS2025-006, **Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance Adjacent to 315 Avery Point Road, Sebright**, be received;

That the subject property, being a portion of shoreline road allowance adjacent to 315 Avery Point Road, Sebright and legally described as Part of the Original Shore Road Allowance along Lake Dalrymple lying in front of Lot 35, Registered Plan 136, in the Geographic Township of Carden, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the portion of shoreline road allowance to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject portion of shoreline road allowance merge with the purchaser's adjacent property on closing);

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

That Council set the value of the land at the minimum set price of \$9.00 per square foot of shoreline road allowance adjacent to a lake, unless the purchaser wishes to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of \$9.00 per square foot of shoreline road allowance adjacent to a lake or the appraised value;

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

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

That a deeming by-law be passed contemporaneously with the disposition by-law, if appropriate;

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

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

Background:

The Land Management Team received a request from the owner of the property municipally known as 315 Avery Point Road, Sebright to purchase the portion of shoreline road allowance that is adjacent to their property.

The Land Management Team reviewed this request at its meeting on November 11, 2024, and had no objections to the request.

Public Notice advertising the potential surplus declaration and sale of the subject portion of shoreline road allowance was completed by posting said notice on the City of Kawartha Lakes website commencing on November 25, 2024. Realty Services did not receive any public comments or concerns with regards to the proposed closure and sale of the subject lands.

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

Rationale:

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

In this area, various portions of the shoreline road allowance have already been stopped up, closed, and conveyed to adjoining landowners. Accordingly, the Land Management Team felt that it would be appropriate to proceed with stopping up, closing, and conveying the subject portion of shoreline road allowance to the adjacent landowner.

As per section 4.04 of By-Law 2018-020, as amended, an appraisal is not required for closed road allowances being sold to an adjacent landowner, as long as the price set out in Schedule C of By-Law 2018-020, in this case being \$9.00 per square foot of shoreline road allowance adjacent to a lake, is recovered. Use of the set price results in a cost and time savings to the purchasers, as they are not required to pay for an appraisal or wait while an appraisal is completed. However, Staff have found that some

purchasers are of the opinion that the set price is too high for the land they are purchasing. Section 4.03 of By-Law 2018-020, as amended, does note that an appraisal may be required in order for Council to set the price of the land to be disposed of. Accordingly, if the purchaser is of the opinion that the set price is too high, Staff recommend offering the purchaser the option of paying for an appraisal so that the land value can be set at the lower of the set price or the appraised value.

Other Alternatives Considered:

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

Alignment to Strategic Priorities

The recommendations set out in this Report align with the strategic priority Good Government, more specifically, by providing accountable government and responsible management of resources through ensuring municipal assets are well maintained and well managed.

Financial/Operation Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable \$1,000.00 deposit to cover initial road closing costs. All costs of the transaction, plus a \$1,500.00 fee to cover the City's staff time expenses will be paid for by the purchaser.

If Council sets the value of the land at the set price of \$9.00 per square foot of shoreline road allowance adjacent to a lake, the City will receive a net revenue of approximately \$29,800.00. If the purchaser opts to obtain an appraisal of the land, they will be required to pay for the associated cost (estimated at \$2,000.00 - \$3,000.00). The land value would then be calculated at the lower of the set value (as noted above) or the appraised value.

The revenue from the sale will be placed in the Property Development Reserve.

Consultations:

Land Management Team

Attachments:

Appendix A – Location Map



Appendix A -
Location Map of SLF

Appendix B – Map



Appendix B - Map
of SLRA adj 315 Aver

Appendix C – Aerial Map



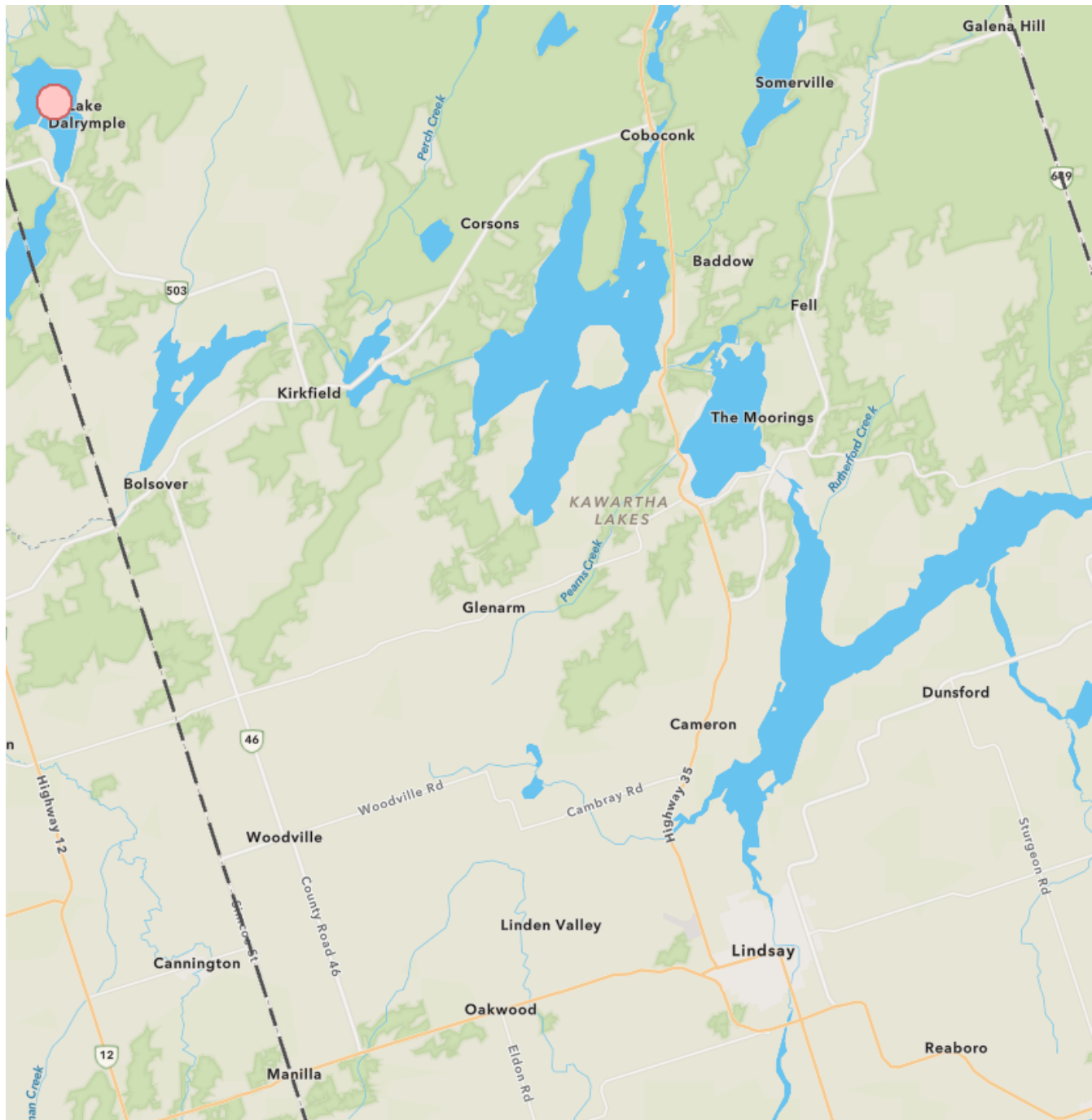
Appendix C - Aerial
Map of SLRA Adj. 31

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-24-RS034

Location Map of SLRA Adj. 315 Avery Point Road, Carden



Map of SLRA Adj. 315 Avery Point Road, Carden



Aerial Map of SLRA Adj. 315 Avery Point Road, Carden



Committee of the Whole Report

| | |
|--------------------------|--|
| Report Number: | ED2025-001 |
| Meeting Date: | January 14, 2025 |
| Title: | Proposed Heritage Designation of 1436 Highway 7A, Geographic Township of Manvers (St. Paul's Anglican Church) |
| Description: | Proposed heritage designation of 1436 Highway 7A under Part IV of the Ontario Heritage Act |
| Author and Title: | Emily Turner, Economic Development Officer – Heritage Planning |

Recommendations:

That Report ED2025-001, **Proposed Heritage Designation of 1436 Highway 7A, Geographic Township of Manvers (St. Paul's Anglican Church)**, be received;

That the Municipal Heritage Committee's recommendation to designate 1436 Highway 7A under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest be endorsed;

That staff be authorized to proceed with the process to designate the subject property under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, consultation with the property owner and preparation of the designating by-laws; 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 City of Kawartha Lakes designates properties under Part IV of the Ontario Heritage Act. Properties are recommended for designation by their owners, members of the public, local organizations, the Municipal Heritage Committee, Council or staff. Properties proposed for designation are reviewed by the Municipal Heritage Committee, as required by subsection 29(2) of the Ontario Heritage Act, and their recommendation is brought forward to Council under the cover of a staff report.

1436 Highway 7A, also known as St. Paul's Anglican Church, was constructed in 1876 and is the former Anglican church in the village of Bethany. The church closed in 2005 and is now privately owned. The property is currently listed on the City's Heritage Register. Although there was initially no intention by staff to designate this building under Part IV of the Ontario Heritage Act, amendments to the Ontario Heritage Act made through Bill 23, More Homes Built Faster Act (2022) now require municipalities to designate listed properties or remove them from the Register within two years of the amendments coming into effect. Practically, this means that, in order for municipalities to provide heritage protection to its cultural heritage resources as is required by provincial land use planning policy, they must be designated under Part IV of the Act. The amendments came into effect on January 1, 2023. Recent amendments to the Act have extended the deadline to designate properties by an additional two years to January 1, 2027.

1436 Highway 7A has been prioritized as a landmark institutional property in the village of Bethany. It has a high degree of architectural and historical significance in the community as its former Anglican church and as the largest church building in the community. It is recognized as a local landmark and is a contributing feature to the historic Highway 7A corridor through Bethany. The designation of this property would provide controls for future development on the subject property itself as well as on adjacent properties and give Council and staff additional tools to ensure compatibility with the existing fabric of the historic community of Bethany when reviewing and approving new development. This property was identified by the Municipal Heritage Committee and staff as a priority property. Staff have undertaken a site visit to and heritage evaluation report about the property and have determined that the property is eligible for designation under Part IV of the Act.

At its meeting of December 9, 2024, the Kawartha Lakes Municipal Heritage Committee reviewed the heritage evaluation report for this property and adopted the following resolution:

KLMHC2024-106

Moved By I. McKechnie

Seconded By Councillor Richardson

That Report KLMHC2024-064, **Proposed Heritage Designation of 1436 Highway 7A, Geographic Township of Manvers**, be received;

That the designation of the property known municipally as 1436 Highway 7A be endorsed; and

That the recommendation to designate the subject property be forwarded to Council for approval.

Carried

This report addresses that direction.

Section 29 of the Ontario Heritage Act provides that, upon consultation with its municipal heritage committee, and after serving a Notice of Intention to Designate pursuant to the requirements of the Act, the Council of a municipality may pass a by-law designating a property within the boundaries of the municipality to be of cultural heritage value or interest if it fulfils the criteria for designation under the Act, as identified in Ontario Regulation 9/06. Both staff and the Kawartha Lakes Municipal Heritage Committee are satisfied that the subject property fulfils the criteria for designation set out under Ontario Regulation 9/06.

Rationale:

Ontario Regulation 9/06 identifies the criteria for determining the cultural heritage value of a property. Under this regulation, a property may be designated under Part IV, s.29 of the Ontario Heritage Act if it meets at least two of the following criteria:

1. The property has design value or physical value because it:
 - a. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - b. displays a high degree of craftsmanship or artistic merit, or

- c. demonstrates a high degree of technical or scientific achievement.
- 2. The property has historical value or associative value because it:
 - a. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - b. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - c. demonstrates the work of an architect, artist, builder, designer or theorist who is significant to the community.
- 3. The property has contextual value because it:
 - a. is important in defining, maintaining or supporting the character of the area,
 - b. is physically, functionally, visually or historically linked to its surroundings, or
 - c. is a landmark.

Amendments made to the Ontario Heritage Act under Bill 23 require a property to meet two or more criteria in order to be eligible for designation. 1436 Highway 7A fulfils multiple criteria under Ontario Regulation 9/06 and is therefore eligible for designation under Part IV of the Act. A heritage evaluation report has been prepared for this property which outlines its significance and demonstrates which criteria it fulfils. This report is attached as Appendix A. A statement of significance for the property as required by the Act, which summarizes the property's cultural heritage value and reasons for designation, can be found below.

1436 Highway 7A Statement of Significance

Design and Physical Value

1436 Highway 7A has design and physical value as a representative example of a Gothic Revival church constructed for an Anglican congregation in Manvers Township in the second half of the nineteenth century. Constructed in Bethany in 1876, the church, known as St. Paul's Anglican Church, is demonstrative of the popular Gothic Revival style which was ubiquitous in church design at this time and was particularly pervasive within the Anglican Church. The church demonstrates key characteristics of this architectural style including its steeply pitched roof, lancet windows, and tower with entrance porch and spire.

Historical and Associative Value

1436 Highway 7A has historical and associative value as the former St. Paul's Anglican Church in the village of Bethany. Serving as the local Anglican church from 1876 to 2005, the church is directly associated with the history of the Anglican church in Bethany and in Manvers Township more broadly, as a central community institution that played a vital role in the religious and community life of the village and surrounding area. It yields information regarding the religious life of the community in the late nineteenth century but also speaks to the demographic shifts occurring within the township and the development of Bethany as the township's main hub after the arrival of the railway in 1857. It also yields information regarding support of domestic Anglican missions by southern parishes through the church's specific association with missions in both the Northwest Territories and the Yukon.

Contextual Value

1436 Highway 7A has contextual value as a contributing feature to the historic landscape of the village of Bethany and as a local landmark for its role as the former Anglican church in the village. The property supports the historic character of the village as a major institutional structure built during its primary period of development from the late 1850s through to the end of the nineteenth century and is historically linked to its surroundings as part of this phase of development. As part of the concentration of historic buildings that form the settlement along the Highway 7A corridor, it helps define the area as a settlement site separate from the surrounding rural area. The property is also a landmark for its distinct historic architecture, its former use and its prominent location at the western gateway to Bethany.

Consultation with Property Owners

The Ontario Heritage Act requires the City to notify and consult with the owner of any property being proposed for designation prior to the passage of a designating by-law. Formal consultation is initiated with the issuance of a notice of intention to designate by Council resolution. Property owners are sent a letter and an information package informing them of the proposal to designate their property and encouraging them to engage with the process and to inform them that they are able to object to the designation if they so choose. Different owners choose to have different levels of engagement with the process, but all owners of properties proposed for designation are notified in accordance with the processes outlined in the Act. Staff may not issue a notice of intention to designate and initiate the formal consultation process without

direction from Council. The formal consultation process also includes the issuance of a public notice and invitation for the general public to comment on and object to the proposed designation. Should an objection be received from the property owner or a member of the public, the objection will be presented to Council under the cover of a staff report for consideration.

Provincial Policy Conformity

Provincial Planning Statement, 2024

The new Provincial Planning Statement (PPS) sets the policy foundation for development and land use planning in Ontario. The policy intends to balance the need for growth and economic development in Ontario's communities with the need for ensuring a high quality of life, public safety and health, and the conservation of natural and cultural heritage resources, noting that "Cultural heritage and archaeology in Ontario will provide people with a sense of place." Section 4.6 (Cultural Heritage and Archaeology) requires municipalities to identify and conserve heritage properties as part of the land use planning process. The PPS states that "Planning authorities are encouraged to develop and implement b) proactive strategies for conserving significant built heritage resources and cultural heritage landscapes."

Significant built heritage resources, as defined by the PPS, are those that have been determined to have cultural heritage value or interest as established by the criteria under the Ontario Heritage Act. These criteria are outlined by Ontario Regulation 9/06. The City is currently in the process of implementing its strategy to conserve listed built heritage resources in Kawartha Lakes through designation under Part IV of the Act that aligns with the direction in the PPS. The subject property has been evaluated based on the criteria under Ontario Regulation 9/06 and has been found to fulfil those criteria and, therefore, is a significant heritage resource within the municipality for which designation under Part IV of the Act is an appropriate conservation strategy.

City of Kawartha Lakes Official Plan (2012)

The City of Kawartha Lakes Official Plan was amended in 2017 to include strengthened cultural heritage policies. Official Plan Amendment 26 outlined those amendments.

Three of the heritage policies speak directly to the conservation of individual heritage properties:

- a) Cultural heritage resources of significant cultural heritage value or interest shall be identified, protected and conserved.
- e) The City shall use the tools available to it under the Municipal Act, the Planning Act, the Environmental Assessment Act, and the Ontario Heritage Act to conserve cultural heritage resources.
- f) Cultural heritage resources shall be maintained in situ and in a manner that prevents deterioration and conserves the identified cultural heritage values or interest and/or identified heritage attributes of the cultural heritage resource.

The City's policies require it to conserve cultural heritage resources, and designation under Part IV of the Ontario Heritage Act is a tool for doing so. In this case, the subject property has been found to have cultural heritage value through evaluation, and individual designation is the most appropriate method for ensuring its conservation.

Other Alternatives Considered:

There are no recommended alternatives. Amendments to the Ontario Heritage Act now require municipalities to review and designate their listed properties and the City is required to follow provincial direction.

Alignment to Strategic Priorities

The designation of property under Part IV of the Ontario Heritage Act supports the following goals from the Council-adopted Strategic Plan:

- A Vibrant and Growing Economy

The designation of property under the Ontario Heritage Act is a core function of the heritage planning program offered as part of the City's economic development and business development programming which has been identified as one of the priority area's action items.

The designation of property also aligns with the strategic direction contained in the 2025-2029 Economic Development Strategy. It advances Objective 4.4. (Lead, partner and foster heritage conservation) where the conservation of historic property through designation is identified as an action item to support Strategic Priority 4: Invest in Places of Economic and Cultural Activity.

Financial/Operation Impacts:

There will be costs associated with the provision of public notice and for the registration of the designation by-law associated with property which are included in the 2025 Heritage Planning budget.

It is possible that there will be additional legal fees if there is an owner-initiated appeal to the Ontario Land Tribunal as the property is privately owned. There is also the potential for third-party appeals of the designation to the Ontario Land Tribunal; however, appeals of this nature are rare.

Consultations:

Municipal Heritage Committee.

Statutory notices to owners under the Ontario Heritage Act are issued once Council has issued a resolution to issue a Notice of Intention to Designate under subsection 29(3) of the Act. The issuance of a Notice of Intention to Designate triggers the formal consultation process with the property owner(s) and the general public.

Attachments:

Appendix A – Heritage Evaluation Report: 1436 Highway 7A



Adobe Acrobat
Document

Department Head e-mail: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

1436 Highway 7A, Geographic Township of Manvers (St. Paul's Anglican Church)

Heritage Designation Evaluation

Geographic Township of Manvers

PT LT 23 CON 7 MANVERS PT 1, 2 & 3, 57R9390; S/T R455397; KAWARTHA
LAKES

2024



Statement of Cultural Heritage Value or Interest

The subject property has been researched and evaluated in order to determine its cultural heritage significance under Ontario Regulation 9/06 of the Ontario Heritage Act R.S.O. 1990. A property is eligible for designation if it has physical, historical, associative or contextual value and meets any two of the nine criteria set out under Regulation 9/06 of the Act. Staff have determined that 1436 Highway 7A has cultural heritage value or interest and merits designation under the Ontario Heritage Act.

1. The property has design value or physical value because it:

i. is a rare, unique, representative or early example of a style, type, expression, material, or construction method:

The property is a representative example of a late nineteenth century Gothic Revival church built for an Anglican congregation. Constructed in 1876, the church demonstrates the key characteristics of the Gothic Revival style as it was used by Anglican congregations throughout the second half of the nineteenth century. These include its steeply pitched roof, lancet windows, and entrance tower with spire.

ii. displays a high degree of craftsmanship or artistic merit:

The property displays a typical degree of craftsmanship or artistic merit for a building of this type.

iii. demonstrates a high degree of technical or scientific achievement:

There are no specific technical or scientific achievements associated with this property.

2. The property has historical or associative value because it:

i. has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to the community:

The property has direct associations with the development of the Anglican Church in Bethany and the surrounding area as the denomination's church within the village. The church was a central community institution throughout the late nineteenth and into the twentieth century and speaks to the religious culture of Bethany throughout this period. It has direct associations with Bethany-born Anglican medical missionary Ruth Hamilton who was well-known in the 1930s for her work in the Aklavik mission hospital.

ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture:

It yields information regarding the religious life of the community in the late nineteenth century but also speaks to the demographic shifts occurring within the township and the development of Bethany as the

township's main hub after the arrival of the railway in 1857. It also yields information regarding support of domestic Anglican missions by southern parishes through the church's specific association with missions in both the Northwest Territories and the Yukon.

iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to the community:

The architect of the church is recorded as Fowler and Mohier; the identity of Mohier is not known, but Fowler is believed to be Toronto-area architect James Ades Fowler who designed large numbers of institutional buildings throughout his career in the late nineteenth and early twentieth centuries. The supervising mason and carpenter who undertook the actual construction are recorded as James McCullough and Thomas Lee respectively.

3. The property has contextual value because it:

i. is important in defining, maintaining or supporting the character of an area:

The property supports and maintains the historic character of Bethany as a settlement area within rural Manvers Township as one of its primary historic institutional buildings. The church is located along Highway 7A, the village's main corridor, along the western edge of the community. It forms a collection of historic buildings along and to the north and south of this corridor that define Bethany as a community separate from the rural, agricultural areas surroundings it.

ii. is physically, functionally, visually, or historically linked to its surroundings:

The property is historically linked to its surroundings as part of the mid-nineteenth century development of Bethany. The village developed rapidly from the arrival of the railway in the 1850s throughout the rest of the century and the church was constructed as part of this wave of development during this period.

iii. is a landmark.

The property is a landmark as a major historic institutional building within the community of Bethany. The building served from its opening in the late 1870s until 2005 as the village's Anglican church and is a well-known and recognized buildings both within the village and in the surrounding rural area. The property is also a major visual landmark along the Highway 7A corridor for its prominent architecture, including its spire, and location at the western gateway to the community.

Design and Physical Value

1436 Highway 7A has design and physical value as a representative example of a Gothic Revival church constructed for an Anglican congregation in Manvers Township in the second half of the nineteenth century. Constructed in Bethany in 1876, the church, known as St. Paul's Anglican Church, is demonstrative of the popular Gothic Revival style which was ubiquitous in church design at this time and was particularly pervasive within the Anglican Church. The church demonstrates key characteristics of this architectural style including its steeply pitched roof, lancet windows, and tower with entrance porch and spire.

The Gothic Revival developed as an architectural style in England in the middle of the nineteenth century and was originally developed as a style for ecclesiastical architecture, although it did eventually expand to include other building types, notably houses and institutional buildings where it took on different forms to suit non-religious uses. In its early ecclesiastical form, it was explicitly intended to recreate the architectural forms of the churches of the Middle Ages in the present day. While medieval-inspired forms and elements had been integrated into both domestic and ecclesiastical architecture as early as the late nineteenth century as part of a wider trends towards eclecticism and historicism in architecture, the 1840s brought new discussion regarding its appropriate use in ecclesiastical buildings, in particular for Anglican churches as both the predominate and established church in Britain. Thinkers such as architect and writing A.W.N. Pugin, among others, posited that Gothic architecture was the most appropriate style for church building because it developed during a period when the Church, and Christianity more generally, was a predominate force in both people's lives and in society as a whole. As a result, Gothic architecture was seen to embody the beliefs and morals of Christianity and many viewed it as the best, if not the only, style for church architecture.

With this view in mind, a template for the ideal Christian church developed in the 1840s: one based on rural parish churches from the Middle Ages in England which included a number of key features such as a steeply pitched gable roof, lancet windows, an entrance porch or tower, a distinct chancel, and stone construction. Additional features inspired by medieval architecture were also often added, including, but not limited to, buttresses, stained glass, brackets, ornamental ironwork, tracery and belfries. This very specific model was intended to be replicated in new church construction in order to better express Christian beliefs through the architectural fabric of places of worship. By the middle of the nineteenth century, the Gothic Revival style had been widely adopted by Anglican congregations as the preferred method of church design and was gaining traction amongst other denominations, particularly Roman Catholics, but also the dissenting churches.

In England, and Britain more generally, the medieval model was fairly straightforward to reproduce although, by the mid-century, architects and builders had begun to experiment with its form, particularly with regard to the use of brick as a construction material, which was now mass produced and widely available, and the layout and plan of churches in urban and industrial areas which required different massing and relationship to their surroundings than rural parish churches. Where the real challenge came was outside of the United Kingdom in Britain's rapidly expanding empire. The rise of the Gothic Revival as a predominant ecclesiastical architectural style came at a time when Britain was expanding its imperial ambitions in exponential ways and with that imperial expansion also came the expansion of Christianity, both through its transplantation via immigration where new communities were established by white settlers and through evangelization where missionaries attempted, through various levels of coercion, to convert the inhabitants of Britain's new colonies to Christianity. The use of Gothic Revival architecture in both of these colonial contexts was seen as the correct architectural approach for building new churches but both of these endeavours faced a significant challenge in this regard, namely how to adopt a geographically specific style to areas of the globe where climate, available building materials and financial resources made that difficult, if not impossible in some areas, to achieve.

As a result of this challenge, the Gothic Revival, as employed for ecclesiastical architecture, adapted and grew in the second half of the nineteenth century to a much more flexible style that attempted to take into account the complexities of building this architectural style outside of Britain. This evolution was due, in a large part, to architects working in colonial contexts, although architects and thinkers in Britain also assisted in this regard, attempting to meet the challenge of transplanting Christianity, through its architecture, abroad. Two main shifts took place. The first was the acceptance of material other than stone as acceptable construction materials, a shift that was also taking place in Britain with the increasing use of brick in urban areas. This primarily meant the adoption of brick or wood, depending on what materials were available, but also allowed for more creative approaches, such as the use of galvanized metal for churches in areas with scant resources. The second was the recognition of the essential elements of the style and its simplification to suit situations where high degrees of decorative details were not feasible; the base elements of the style were reduced to pointed arches – expressed primarily through lancet windows, steeply pitched gable roofs, and the often vague and difficult to interpret principle of verticality, which effectively meant that the eye was drawn upwards, as to the heavens, when looking at a piece of architecture. Other architectural elements, including towers, buttresses, and decorative woodwork and brickwork were incorporated where possible, but were increasingly recognized as not essential to the basics of the Gothic style.

These ideas had made their way to Canada by the mid-century, both with architects and with architecturally-minded clergy, mostly from the Church of England, who arrived in the new colony from the 1840s onwards. Adaptation of the style to Canada in this early period, for both settler congregations and for the increasing number of missions to Indigenous people, meant primarily the use of wood as the primary construction material and the use of minimal decorative detail with focus placed on the use of lancet windows and doors, steeply pitched roofs and board and batten as an exterior cladding to emphasize the vertical lines of the building. However, in some areas, particularly in the second half of the nineteenth century, brick gained prominence as a preferred building material, as it was seen as a more permanent construction material than wood and was increasingly mass manufactured in areas with significant non-Indigenous settlement, including in what is now southern Ontario. Brick was, however, more expensive than using wood and was more likely to be found in urban areas, towns and villages where there was rapidly increasing prosperity in the second half of the nineteenth century. By the mid-1850s, a proliferation of Gothic Revival churches had emerged in urban settlements, villages, and rural areas across Canada, constructed almost exclusively in wood or brick.

Throughout the second half of the century, Gothic Revival continued to be the dominate architectural style for churches across English-speaking Canada; the style was also used by French-speaking communities, but there was greater variation. It had also spread beyond the Anglican Church, and was readily used by Catholic and other Protestant congregations. The style also continued to evolve as the colony, later country, continued to grow and develop. With the growth of urban areas and towns, the style continued to mature in Canada, with architects increasingly using brick and stone as their preferred construction materials, and increasing the use of medieval decorative elements; in many ways, the urbanization and industrialization of Canada brought Gothic Revival architecture closer to its preindustrial rural English roots by creating the economic conditions required to build churches in more expensive masonry and with a greater array of decorative elements. By the end of the century, cities and towns across Canada had a proliferation of Gothic Revival churches, representing a range of denominations, mostly built from stone and brick and using a variety of decorative elements derived from medieval architecture. The spread of the style was further accentuated by the growth of pattern books in the mid- to late-nineteenth century which provided examples of Gothic churches to builders and congregations where a skilled architect knowledgeable about the nuances of the style was not necessarily involved in the process. By the turn of the century, the Gothic Revival had become the default architectural style for church building across the country by the end of the century and this is reflected in the contemporary architectural fabric, particularly in Ontario where the majority of communities

established prior to 1900 have at least one, if not more, Gothic Revival churches.

Gothic Revival was also the dominant ecclesiastical architectural form in rural Canada, but its evolution throughout the century was less pronounced. With a much smaller population and fewer financial and material resources, rural congregations generally constructed smaller, less ornate versions of the Gothic style, more similar to the early pioneer Gothic churches from the 1840s and 1850s; sometimes these early churches continued to serve local communities and were never replaced. By the second half of the century, the availability of pattern books was also a significant boon to rural communities who invariably did not have an architect to help design their local church and relied on local builders to plan and execute the structure. These books included churches in a variety of sizes and complexity and congregations could choose the type of design they were interested in, or could simply take elements seen in patterns and apply them to their structure. While rural churches across Ontario and Canada more generally took on a range of sizes, complexities and stylistic details, most took on a familiar form: a rectangular plan with lancet windows and a gable roof, with a range of decorative details, from decorative bargeboard to entrance porches to polychromatic brick, applied to that basic form executed in stone, wood or brick, creating a recognizable archetype of the country church.

The subject property, also known as St. Paul's Anglican Church, was constructed within this architectural context and aligns with the stylistic trends and features of the late nineteenth century Gothic Revival. Built in 1876, the church was built to serve the Anglican population of Bethany and the surrounding rural area; it is the first and only Anglican church built in the village as the congregation had previously worshiped in the Orange Lodge and Temperance Hall. The building is constructed in red brick on a rectangular plan with an entrance porch on the north elevation and a distinct chancel on the eastern side of the building. Its steeply pitched roof is a definitive feature of the Gothic Revival style as is its most prominent feature, the entrance tower on the front elevation of the building which includes the entrance to the building and a tall spire that is highly visible along the Highway 7A corridor through Bethany.

The church has limited decorative architectural features on the exterior of the structure, but those that are present are typical of the Gothic Revival style and help define its architectural style. The church includes a range of lancet windows on all four of its elevations, highly typical of the Gothic Revival style. These include groups of three lancet windows on both the east and west elevations of the building, a typical window arrangement in buildings of this type. The pointed arch motif is also found in the doorway, which features a recessed wooden door with stepped pointed arches that echo the lancet

windows found through the rest of the building and a common feature in masonry Gothic Revival buildings. There is limited decorative brickwork, save for in the tower which features raised brick coursing and a corbel table below the spire. The corbel table has been designed in such a way to include pointed arches between the corbels, echoing this popular motif found throughout the rest of the building and more broadly across ecclesiastical Gothic design.

One of the notable features of this building is its distinct chancel, a feature that is not always found on churches in rural areas and small communities and is most closely associated with Anglican and Catholic buildings, then with their Protestant counterparts. In the early days of the Gothic Revival, one of the major features emphasised by early thinkers was the inclusion of a distinct architectural chancel, known more commonly in the present-day as a sanctuary, that was discernable from the nave from both in the interior and exterior of the building. This was a break from the past several centuries of church building where chancels had often been eliminated; the reason for their elimination had been as a result of changes in liturgical patterns, namely in Protestant churches where the altar had been brought forward so the minister could stand behind it facing the congregation and the location of the choir had been moved, in a shift away from prevailing Catholic worship norms which included an altar at the back of the chancel and the priest facing it and away from the congregation. However, changes in Anglican liturgical practice around the 1840s which re-examined and reintegrated a number of historical liturgical forms had advocated again for the chancel to be reinstated, although the altar generally remained in a location so that the priest could still stand behind it. One of the major intentions of this was to move the choir back into the chancel, although this only generally happened in larger churches. However, the addition of the chancel as a distinct part of the building that was recognizable from the exterior of the structure became a relatively standard feature in Anglican churches in the second half of the nineteenth century and differentiates from many of its contemporary churches.

Similarly, St. Paul's also points east, another medieval custom revived by the Gothic Revival where churches were to be oriented to the east so that the congregation could pray towards Jerusalem. This custom was ignored by many church builders in North America who were more concerned regarding the practicalities of orienting churches in relation to the lot size, orientation and conditions, but it was practiced more widely by both Catholic and Anglican congregations. This church is oriented slightly to the north-east; whether this was intentional or convenient, as the east-west orientation of the building also allowed for it to align with Highway 7A, then King Street, is not known, but this orientation is consistent with late nineteenth century Anglican architectural preference, although one that was not always carried out in practice.

In relation to other churches within Manvers Township, the church is both more ornate and more closely aligned with the ecclesiastical Gothic style than the majority of other churches within the township. By the end of the nineteenth century, Manvers Township had a significant collection of Protestant churches but only three of them were Anglican. This includes the subject property, St. Mary's in Lifford built in 1852 and St. Alban's, located south of Janetville and erected in 1881. Of these three churches, the subject property is the only original building that is still extant; St. Alban's closed in 1921 and was later demolished and St. Mary's burned down in 1993 although it was rebuilt in 1997 to the original design. A fourth Anglican church also serving residents of Manvers, Trinity the Marsh, was located just on the east side of the Manvers-Cavan boundary, but was not within the township itself. All three of these buildings were closely aligned with the core principles of the Gothic Revival style, although they were visually different, but St. Paul's church is the largest of the three, while St. Mary's built of wood, and was rebuilt in the same material, while St. Alban's was constructed in brick but with a smaller profile than its counterpart in Bethany.

However, when compared to churches of other denominations in the township – all of which are Protestant – the subject property is significantly more in alignment with the Gothic Revival style. The Methodist and Presbyterian churches throughout the township were typically smaller and less ornate, with less steeply pitched roofs, may or may not have included lancet windows and tended towards heavier massing and blockier profiles than their Anglican counterparts. Rural dissenting churches, such as Ballyduff Presbyterian Church constructed in 1853, tended toward a lack of ornateness, plain rectangular massing, and occasionally integrated both Classical and Gothic features, as can be seen at Ballyduff. Larger churches in hamlets and villages, such as Bethany United Church constructed between 1899 and 1900, have a tendency towards heavier massing, as well as the use of stylistic motifs from other architectural styles, such as the rounded windows on that particularly building drawn from the Romanesque style. Given the Gothic Revival's roots in Anglicanism, this more relaxed adaption of the style by other Protestant denominations in Manvers Township is in alignment with broader trends in ecclesiastical architecture during this period, but also serves to underscore the specifically Anglican interpretation of the style present in the subject property.

Overall, the subject property is a representative example of an Anglican Gothic Revival church in Manvers Township. Constructed in the late 1870s, it demonstrates key features of this architectural style, including its steeply pitched roof, lancet windows and entrance tower, that both identify it as part of this popular architectural style, but also distinct from other Protestant churches throughout the township, specifically those built for dissenting congregations.

Historical and Associative Value

1436 Highway 7A has historical and associative value as the former St. Paul's Anglican Church in the village of Bethany. Serving as the local Anglican church from 1876 to 2005, the church is directly associated with the history of the Anglican church in Bethany and in Manvers Township more broadly, as a central community institution that played a vital role in the religious and community life of the village and surrounding area. It yields information regarding the religious life of the community in the late nineteenth century but also speaks to the demographic shifts occurring within the township and the development of Bethany as the township's main hub after the arrival of the railway in 1857. It also yields information regarding support of domestic Anglican missions by southern parishes through the church's specific association with missions in both the Northwest Territories and the Yukon.

When non-Indigenous settlers first arrived in Manvers Township beginning in the early 1820s, they brought with them their religion and for nearly every settler in this area, that was Christianity. The majority of settlers who came to Manvers originated from England and Northern Ireland and were primarily Protestants: Methodists, Presbyterians and Anglicans. There were very few Catholic settlers in Manvers and this trend remained throughout the nineteenth century. By the 1881 census, the three major Protestant denominations continued to dominate Manvers' demographics with 2,152 Methodists, 1,054 Anglicans and 722 Presbyterians recorded across the township, in comparison to 15 Roman Catholics and tiny number of Protestants from other dissenting denominations.

In the first three decades of settlement, the provision of religious services for newly arrived settlers was extremely limited. In the early days of settlement, building was primarily geared towards the construction of farmsteads, including both homes and agricultural buildings, and vital infrastructure, such as saw and grist mills. By the 1842 Upper Canada census, there were 111 households in Manvers Township, but public buildings, including churches were yet to be established; at this time, families were served by travelling preachers of different Protestant denominations who visited the slowly growing settlements and farms to administer to settler's spiritual needs. The majority of these early visits by itinerate preachers took place in people's home where the local community would gather when the preacher was passing through and there are records of these meetings taking place at least as early as the 1830s.

By 1851, the first places of worship had been built in Manvers, all four of which were Methodist chapels, serving the New Connexion congregations which formed a large percentage of the settlers in Manvers in the mid-nineteenth

century. These chapels were located on Lot 20 in Concession 8, near Bethany, on Lot 17 in Concession 13, on Lot 4 in Concession 9 at Newry which would later be renamed to Yelverton, and at Lifford on Lot 13 in Concession 10; of these the Newry church, also known as Hales Church, may be the oldest as is believed to have been constructed around 1845. All of these churches were built of log as rudimentary places of worship while the community raised funds for more permanent, often frame, chapels which began to be constructed over the next decade.

The first Anglican church in Manvers was constructed in 1852 in Lifford; at this time, Lifford and Ballyduff were developing as the primary centres in Manvers Township with farms and new commercial businesses. A Reverend William Logan had conducted services in private homes prior to this date when a frame church was erected on land donated for a church by Isaac Preston. Isaac and Sarah Preston, the parents of the younger Isaac who donated the land, had arrived in Canada in 1804 from Ireland via New York, setting first on Amherst Island and then moving north to Manvers Township with their family, many of whom stayed and continued to farm in Lifford and elsewhere in Manvers Township. The church itself was named after their daughter-in-law Margaret Mary Johnston, who married their son Alexander and whose funeral at the age of 37 was the first service to be held in the new church.

When St. Mary's was constructed, Manvers' primary settlements were in Ballyduff and Lifford which were rapidly developing into small population centres to serve the surrounding area, with new churches, commercial establishments and clusters of homes. In 1851, Ballyduff was home to around 100 people, along with a saw mill and a post office, and was the largest settlement in the township, while Lifford developed throughout the 1850s as the second major centre in the township and eventually became the municipal seat, with the first Manvers Township Hall constructed here in 1865.

However, in 1856, the Port Hope, Lindsay and Beaverton Railway was constructed north through Manvers Township on route to Lindsay and a stop was established at Bethany. At this time, Bethany was a very small settlement in close proximity to the grist and sawmill established by James and Porter Preston – the brothers of Alexander and Isaac – around 1850 on Fleetwood Creek, just to the west of Bethany. The construction of the railway was part of a massive boom in regional railway construction across Canada in the mid-1850s that reshaped both Canadian transport networks, as well as demographic and settlement patterns. The company had formed in 1854 in Port Hope to provide a new transport link into central Ontario and to compete with its rival, the Cobourg and Peterborough Railway, which had been completed that same year. Lindsay was chosen as the first terminus due to its connection to the new Trent-Severn Waterway and access to further, more northerly markets. Construction began in Port Hope, through Millbrook,

Bethany and Omemee before reaching Lindsay in 1857. The railway was renamed the Midland Railway in 1869 with its expansion westwards, eventually reaching its final terminus of Midland on Georgian Bay in 1878. The Midland system was eventually absorbed by the Grand Trunk Railway in 1893 and, in 1923, the Canadian National Railway.

The arrival of the railway in Bethany was the impetus for the growth of the community. While the area had been settled since the early nineteenth century, it was mostly scattered farms with smaller hamlets throughout. The new station allowed for Bethany to grow into a much more sizable village with increased access to trade, transport in and out of the community, and post. The post office was established there in 1859, and quickly became the post office depot for Manvers Township. By 1866, the population of the village had grown to 300 inhabitants and boasted a range of stores, and services as well as several hotels, a school built in 1862 and two churches, a Methodist and a Presbyterian. Through the proximity to the railway, the village became a local hub for the surrounding rural community and by 1877, had replaced Lifford as the municipal seat when the new township hall was built there. By the end of the century, the *Eastern Ontario Gazetteer and Directory* for 1898 recorded the village with a population of 500 with an expanding range of businesses and small industries to serve the local community and the railway.

In addition to the Methodist and Presbyterian congregations who had already constructed churches in the booming village by the mid-1860s, Bethany also boasted a substantial, and growing, number of Anglicans in need of a place of worship. It is not known where the first Anglican services in the village were held but they moved to the Orange and Temperance Halls once these buildings were constructed in the 1860s and, in 1870, the Bethany school house was listed as a station of the parish. The first known minister was the Reverend John Vicars, who came to Lindsay as a young man, and was the first rector of St. Paul's in Lindsay. Vicars travelled throughout the area ministering to other congregations, and came to Bethany about once a month throughout the 1860s.

By the early 1870s, it was decided to build a permanent Anglican church in Bethany; the earliest recording of this discussion came in 1871 when a resolution of the local parish was recorded to form a committee, including churchwardens Porter Preston and William Graham, to choose a site and begin to raise funds for a future church. The first vestry meeting was held in April 1873 and a building committee was formed in February 1876, comprised of local church members Geoffrey Graham, George Reynolds, William Ward, George Sisson, Robert Kennedy and Alijah Morris, with assistance from the Reverend Henry Francis Burgess, the incumbent at Bailieboro who had been assigned the Bethany charge and community members Johnson Morton, Jonathan Bryans, Robert Preston, and Richard Touchburn, then the reeve of

Manvers Township. Land was deeded by local landowner William Davis to the Synod of Toronto for the construction of the church in early May of that year, with the corner stone laid just a few weeks later.

To design the new church, the building committee hired architects Fowler and Mohier, as recorded in histories of the parish written in the twentieth century. The identity of Mohier is not known, but it is likely that Fowler is Toronto-area architect James Ades Fowler, a well-known designer of institutional buildings in southern Ontario in the late nineteenth and early twentieth century. Fowler was born in Brighton, England in 1850 and trained as an architect in London and Glasgow. He immigrated to Toronto in 1870 where he worked with a number of Canadian architects, including Silas James and William G. Storm on projects including a number of Toronto-area churches. Fowler continued to practice in Toronto until the end of the century, when he moved his practice to Goderich. The church appears to be his only commission in Kawartha Lakes. The construction of the church itself was completed by local mason James McCullough and local carpenter Thomas Lee, both of whom lived and worked in Manvers Township in the late nineteenth century, although little is known about their broader portfolio of work.

The cornerstone for the church was laid on May 24, 1876, by J.K. Kerr, then the Grand Master of the Masonic Lodge of Canada and later Speaker of the Canadian Senate, and contained copies of local newspapers and coins. The occasion was reported on in both the *Port Hope Times* and the *Victoria Warder*, noting a large crowd with attendees from Bethany, Manvers Township, Millbrook, Lindsay, Port Hope and Peterborough. The *Port Hope Times* provided an in-depth reporting of the event, noting that:

The little village was gaily decorated with flags and bunting and presented, together with its father of masculine force and feminine beauty, quite a gala-day appearance, as the train bearing the Grand Master and visitors drew up at the Station of the Midland Railway...The procession was then formed and headed by the Bethany Brass Band, proceeded in Masonic order to the site of the Church where the ceremony was about to be performed.¹

The event drew a substantial crowd both to Bethany and to the site of the new church where the cornerstone was laid and a speech given by Kerr to mark the occasion, where he stated:

May this edifice about to be raised here prove perfect in all its parts, and honourable to the builders; may religious

¹ "The Queen's Birthday in Bethany, 1876," *Port Hope Times* May 31, 1876, Diocese of Toronto Archives.

truths ever be proclaimed within its walls, and here may learn to realize the inestimable privileges the Gospel brings. We have been fortunate in our choice of day for conduction our ceremonies. Heaven itself is smiling on our undertaking.²

Construction on the church proceeded rapidly throughout the summer and fall of 1876 and the church was opened for public service on the morning of November 12, 1876, with subsequent services that evening and the following day. The construction of the church cost \$3,000, with \$2,400 raised in advance of construction.

The attendance at the opening services speaks to the importance of the church in Bethany and the surrounding area in the 1870s and the centrality of the church to community life. The Lindsay Post recorded that the attendance at the opening service was “immense” and that 300 people attended a second service in the evening, a number that was smaller than the attendance in the morning. Furthermore, two additional services were held on Monday to large congregations; the Post did not supply the attendance numbers for these two services but did indicate that at the dinner held at the Bethany Temperance Hall on Monday evening to celebrate the opening of the church had drew between 500 and 600 people for dinner, a concert by the Mount Pleasant Band and subsequent services at the church with addresses by Burgess, several local community members and several other local Anglican clergy. These numbers are substantial, both on their own and given the fact that the population of Bethany was only itself around 500 throughout the closing decades of the nineteenth century. Not only did the opening of the church bring people from Bethany’s Anglican community out to celebrate and participate in these events, it was undoubtably bringing other members of both the village and surrounding rural area into Bethany for the opening of what would have been viewed at the time as a vital community space and a central part of day-to-day life, both as a place of worship and as a community hub.

Once the church was constructed, it continued to be a vital community hub in Bethany and a central part of community life, for its role as a space for worship at a time when the majority of people were both Christians and regular church attendees, but also for charitable and social activities. St. Paul’s was the largest of Bethany’s churches and a natural location for a variety of community events, including annual Remembrance Day services. Groups such as the Anglican Church Women ran suppers and quilting bees as fundraisers for the community and, alongside the United Church Women in the twentieth century, sewed, knitted and collected clothes for the needy and, during the war years in

² J.K. Kerr quoted in *Spirit of the Hills*, 164-165.

the twentieth century, soldiers overseas. The church also hosted regular social activities, such as game nights and dances, for local youth, through the Young People's Association, which included youth from many churches in Bethany and the surrounding area but tended to centre around St. Paul's because of its size. Summer picnics were held at the Morton farm, just west of Bethany, including a two-course supper, musical performances and a baseball game.

The church also had a strong musical tradition that trained and supported local musicians both within the church's own activities and in Bethany generally. From the late nineteenth century, the church developed a large choir that provided musical concerts for the public in tandem with choirs from other local churches, including those at St. Mary's and Trinity the Marsh as well as the local United churches, and the church itself was the site of musical concerts throughout the late nineteenth and early twentieth centuries. Several of the organists at the church were also well-recognized within the community and in the musical community, including Alice Morton McGrath who began playing the organ at the church at the age of 14 and attended the Royal Conservatory of Music for organ and Aileen Evans, the wife of the Rev. Walter Evans who served the church in the 1960s, who was the president of the Canadian Organist Association in the mid-twentieth century. The church also contributed members to the Bethany Band, including John Hamilton, T.G. Brereton, William Hannah and Robert Morton.

In addition to its value as a local community hub and place of worship, the property yields information regarding the role of churches in southern Canada in the support, both through personnel and financially, of northern domestic missions to Indigenous people and residential schools in the early twentieth century through well-known nurse and former parishioner of St. Paul's, Ruth Hamilton. Hamilton was born in Bethany on April 7, 1910 to Dr. John Hamilton and Susan Hutchinson and was raised as a member of St. Paul's. She attended Lindsay Collegiate for two years before moving on to St. Hilda's College in Toronto. She travelled to Labrador where she served as a teacher before returning to Ontario to train as a nurse at Toronto General Hospital. Upon completion of her nursing training in 1935, she travelled north to Chapleau where she worked at St. John's Indian Residential School as a nurse under Canon A.J. Vale; Vale himself is associated with Kawartha Lakes as he began his career as an Anglican minister in Cameron and Cambray under the jurisdiction of Lindsay's long-serving Anglican minister Charles Marsh. Hamilton quickly continued on further north to the Anglican mission at Aklavik, at the time the major transportation hub in the Mackenzie Delta, where she worked in the hospital associated with the mission and school, which had both day and residential components. The hospital was intended to serve both the Gwitch'in and Inuvialuit in the region and was broadly viewed as an anchor for the mission as a means to engage Indigenous patients with the work of the church.

Hamilton was actually well-known for her work in Aklavik, in large part due to her role in assisting patients at the hospital escape from a fire in 1936 that destroyed a large portion of the mission, including the hospital; an article about her was published in the *Peterborough Examiner* in May 1936 entitled “Bethany is Proud Too of Its Missionary Nurse”³ and other articles about her also appeared in newspapers in western Canada in the mid-1930s. In tandem with Hamilton’s work, St. Paul’s contributed to the mission, sending medical supplies, food and clothing to the Aklavik mission throughout the 1930s. It also regularly sent food, clothing and school supplies to schools in the Diocese of Yukon, through another young woman from the parish, Audrey Weir, who taught there in the 1930s, though little at this time is known where she was located or for how long. It is not clear exactly what or how often the church was supplying donations to northern mission fields, but it is believed to have been a regular part of church activity in the first half of the twentieth century, through supporting both women’s work directly and donating to this area of the Anglican domestic mission field.

This connection between a southern parish and the northern mission field was common throughout the late nineteenth and early twentieth century as Anglican missions relied largely on donations from Canadian congregations to support missions to Indigenous people and their associated schools and hospitals. This connection relied on three main pillars: the supply of personnel who were members of the Anglican Church, such as Hamilton and Weir, to staff missions, schools and hospitals; financial donations to specific missions or to missionary organizations, including the Missionary Society of the Church of England in Canada and the Women’s Auxiliary of which both Hamilton and Weir were likely members; and the donation of food items and supplies including medical equipment, second-hand and homemade clothing, and books and school supplies, which the congregation at St. Paul’s actively did. While most Anglican parishes in Canada participated in this work in some way, the connection between St. Paul’s and the domestic Anglican mission field to Indigenous people in the first half of the twentieth century was direct and specific and yields information regarding how Anglican churches in southern Canada supported denominational missions, hospitals and residential schools.

Overall, the subject property has significant historical value as St. Paul’s Anglican Church, although it closed and was deconsecrated in 2005. The church was a major community hub for over 100 years in Bethany and provided an important site for worship and for community activities for the village. It yields information regarding the growth of Bethany into the primary settlement site in Manvers Township at this time and the need for religious services in the community, as well as information regarding the activities of the

³ “Bethany is Proud Too of Its Missionary Nurse,” *Peterborough Examiner*, May 16, 1936, 7.

congregation both in the village itself and as part of Canada's wider Anglican community through its direct support of the domestic mission field.

Contextual Value

1436 Highway 7A has contextual value as a contributing feature to the historic landscape of the village of Bethany and as a local landmark for its role as the former Anglican church in the village. The property supports the historic character of the village as a major institutional structure built during its primary period of development from the late 1850s through to the end of the nineteenth century and is historically linked to its surroundings as part of this phase of development. As part of the concentration of historic buildings that form the settlement along the Highway 7A corridor, it helps define the area as a settlement site separate from the surrounding rural area. The property is also a landmark for its distinct historic architecture, its former use and its prominent location at the western gateway to Bethany.

While settlement had begun in Manvers Township as early as the 1820s, Bethany did not develop as a major settlement site until the late 1850s with the arrival of the railway in 1857. The arrival of the railway precipitated a boom in both population growth and construction and soon the village became the township's primary settlement site, replacing Lifford and Ballyduff as the area's major population and service centre. Bethany quickly grew and developed throughout the 1850s, 1860s and 1870s, with new houses, stores and institutional buildings, including churches and other community focussed structures such as the Orange Lodge. By the turn of the century, the village was home to three churches, a school and approximately 500 people.

The subject property was developed during this period as the Anglican church for the village and reflected its growing importance as the township's major population centre. Constructed in 1876, the church represents the shift in demographics away from Lifford and towards Bethany as the new church, in many ways, took the place of St. Mary's Anglican Church in Lifford as the major place of worship for the Church of England within the area, just as the population shift also occurred from one community to the other. It is historically linked to its surroundings as part of this shift and the growth of Bethany throughout the second half of the nineteenth century.

The village's historic spine runs along what is now Highway 7A and was formerly King Street and includes a collection of residential, commercial and institutional properties dating from the mid-nineteenth to the early twentieth century; the commercial core of Bethany, in particular, was vastly altered after a 1911 fire that wiped out a large number of buildings there. Nevertheless, a large portion of historic buildings remain in the village along both this spine and to the north and south where the community expanded throughout the nineteenth and twentieth centuries, as a result of both its early growth with the

arrival of the railway and its continuing growth as Manvers' population and administrative centre, serving the township's outlying hamlets and rural agricultural areas.

The church forms an integral aspect of this development for its history as part of this development boom that occurred in the second half of the nineteenth century, but it also supports the character of Bethany as a village site within a larger rural agricultural area. The majority of Manvers Township is rural agricultural land; the area surrounding Bethany is primarily comprised of large farm parcels with interspersed woodlands and scattered settlement throughout. Bethany, as a village within this rural area, is set apart from its agricultural surroundings by virtue of its density of construction and range of buildings, from residential to commercial to institutional. The subject property supports this village character through its location in close proximity to the core of the village, supporting its denser build than the rural township areas, and as one of its primary extant institutional buildings, alongside the United Church, former Manvers Township Hall, and the Orange Lodge, serving both the village and the area surrounding it. It is also located at the western gateway to the village, helping to define the shift from the rural area into the settlement site.

In addition to its role in supporting Bethany's historic village character, the building is also a landmark, for its size, architecture and former use. The property served as the Anglican church in Bethany from 1876 to 2005 and, for its former parishioners and community members who attended services and events there, it remains an important building within the village and for members of the community, despite its closure and change in ownership from the Church to a private entity. Visually, it occupies a prominent location at the western gateway of Bethany along Highway 7A where it is highly recognizable for its large size, particularly with the substantial tower and spire, and distinctive architecture that marks it out as a local church, particularly when compared to the residential and commercial architecture that surrounds it. It is one of the largest churches in Manvers Township.

Summary of Reasons for Designation

The short statement of reasons for designation and the description of the heritage attributes of the property, along with all other components of the Heritage Designation Brief, constitute the Reasons for Designation required under the Ontario Heritage Act.

Short Statement of Reasons for Designation

Design and Physical Value

1436 Highway 7A has design and physical value as a representative example of a Gothic Revival church constructed for an Anglican congregation in Manvers Township in the second half of the nineteenth century. Constructed in Bethany in 1876, the church, known as St. Paul's Anglican Church, is demonstrative of the popular Gothic Revival style which was ubiquitous in church design at this time and was particularly pervasive within the Anglican Church. The church demonstrates key characteristics of this architectural style including its steeply pitched roof, lancet windows, and tower with entrance porch and spire.

Historical and Associative Value

1436 Highway 7A has historical and associative value as the former St. Paul's Anglican Church in the village of Bethany. Serving as the local Anglican church from 1876 to 2005, the church is directly associated with the history of the Anglican church in Bethany and in Manvers Township more broadly, as a central community institution that played a vital role in the religious and community life of the village and surrounding area. It yields information regarding the religious life of the community in the late nineteenth century but also speaks to the demographic shifts occurring within the township and the development of Bethany as the township's main hub after the arrival of the railway in 1857. It also yields information regarding support of domestic Anglican missions by southern parishes through the church's specific association with missions in both the Northwest Territories and the Yukon.

Contextual Value

1436 Highway 7A has contextual value as a contributing feature to the historic landscape of the village of Bethany and as a local landmark for its role as the former Anglican church in the village. The property supports the historic character of the village as a major institutional structure built during its primary period of development from the late 1850s through to the end of the nineteenth century and is historically linked to its surroundings as part of this phase of development. As part of the concentration of historic buildings that form the settlement along the Highway 7A corridor, it helps define the area as a settlement site separate from the surrounding rural area. The property is also a landmark for its distinct historic architecture, its former use and its prominent location at the western gateway to Bethany.

Summary of Heritage Attributes to be Designated

The Reasons for Designation include the following heritage attributes and apply to all elevations, unless otherwise specified, and the roof including: all façades, entrances, windows, chimneys, and trim, together with construction materials of wood, brick, stone, stucco, concrete, plaster parging, metal, glazing, their related building techniques and landscape features.

Design and Physical Attributes

The design and physical attributes of the property support its value as a representative Gothic Revival Church constructed for an Anglican congregation in Manvers Township.

- Red brick construction
- Steeply pitched roof
- Rectangular nave
- Distinct chancel
- Fenestration including:
 - Lancet windows
 - Porthole window
 - Stained glass
 - Sills
- Entrance tower including:
 - Recessed entrance with pointed arch
 - Wooden door
 - Light fixture
 - Brick coursing
 - Corbel table including pointed arches
 - Spire
 - Weathervane
 - Steps
- East-west orientation

Historical and Associative Attributes

The historical and associative attributes of the property support its value as a former local Anglican church.

- Use and retention of late Victorian ecclesiastical architectural style
- Orientation on an east-west axis
- Setback from Highway 7A

Contextual Attributes

The contextual attributes of the property support its value as a local landmark and contributing property to the historic landscape of Bethany along the Highway 7A corridor.

- Location on at the western gateway to Bethany on the south side of Highway 7A
- Brick construction in a late Victorian architectural style
- Views to and from the property along Highway 7A as they contribute to the historic streetscape of Bethany

Images







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Committee of the Whole Report

| | |
|-------------------|--|
| Report Number: | PLAN2025-005 |
| Meeting Date: | January 14, 2025 |
| Title: | Support for Climate Change Strategy Funding Application |
| Description: | To receive support for the Application for Funding through the Federation of Canadian Municipalities for the Climate Change Strategy |
| Author and Title: | Jenna Stephens, Planning Officer, Environmental Policy |

Recommendations:

That Report PLAN2025-005, **Support for Climate Change Strategy Funding Application**, be received;

That Council support the application for funding from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for the project "Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes"; 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:

Renamed in 1976 to the Federation of Canadian Municipalities (FCM), the former Canadian Federation of Mayors and Municipalities was formed in 1937, comprised of the Union of Canadian Municipalities and the Dominion Conference of Mayors. Representing over 2100 municipalities and 20 provincial and territorial municipal associations across Canada, FCM supports municipalities in ensuring that the needs and interests of their citizens are reflected in both federal and provincial programs and policies.

FCM offers a wide variety of funding opportunities and support programs for municipalities, including funding sustainability projects, training on climate innovations, support for women in local government, creating a First Nation-Municipal community economic development initiative, creation and training on a municipal asset management program, various international programs, and a multitude of case studies, toolkits, and webinars. One program in particular, the Green Municipal Fund (GMF), provides funding for all stages of environmentally friendly projects, from plans and feasibility studies to pilots and capital projects.

To date, the City of Kawartha Lakes has received funding for four (4) projects through the GMF, most recently, the project "Studying the feasibility of a net-zero cultural centre in Kawartha Lakes, Ontario".

In 2024, FCM was accepting applications for Climate-Ready Plans and Processes to fund the development of climate adaptation plans, climate-focused asset management strategies, community-wide climate risk assessments, and capacity-building initiatives. After speaking with staff from FCM, it was determined that the City qualifies for this funding stream for the creation of the Climate Change Strategy, resulting in staff preparing an application.

This report brings forward the opportunity to apply for Federal funding to supplement the costs of developing and establishing a Climate Change Strategy for the City of Kawartha Lakes.

Rationale:

As stated in the 2025 Mayor's Budget, the development and establishment of a Climate Change Strategy is the top priority for the Planning Division, and one of the top priorities for Council. Council has approved a budget of \$150,000 for the completion of the Climate Change Strategy, and a Request for Proposals has been prepared to procure a consultant who will complete much of the work on the Strategy.

Upon review of the funding application requirements and discussion with FCM staff, it was determined that City staff would complete and submit a funding application for the completion of the Climate Change Strategy. Accordingly, on December 10, 2024, staff submitted the application package (compiled of Appendix A, Appendix B and Appendix C) for the project titled “Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes” within the Climate-Ready Plans and Processes stream of the FCM Green Municipal Fund – Local Leadership for Climate Adaptation program. The funding is in the form of a grant that would cover a minimum of 60% of eligible project costs up to a maximum of \$105,000, for the completion of the Climate Change Strategy within two (2) years.

Due to the short turnaround time between the decision to apply for the funding and the application deadline, FCM had indicated that a letter from the CAO detailing their support for the project and their contribution in matching funds (Appendix D) would be accepted in lieu of the required formal Council resolution in support of the funding application, however, the Council resolution must be submitted by February 2025 at the latest.

In the event that the funding application is not successful, the entirety of the Climate Change Strategy will be funded through the approved municipal budget. The project is not contingent on securing the GMF or other funding.

Other Alternatives Considered:

No other alternatives were considered.

Alignment to Strategic Priorities

The recommendation to Council is consistent with the 2024-2027 Council Adopted Strategic Plan in the following ways:

“A Healthy Environment” – support for the funding application will help to ensure the completion of the Climate Change Strategy which will replace the existing Healthy Environment Plan, aimed at reducing the City’s carbon footprint and mitigating environmental risks.

“An Exceptional Quality of Life” – the funding application will aid in the improvement of the health and well-being of residents by providing support to innovative programs within the Climate Change Strategy which promote citizen safety and well-being.

“Good Government” – support for the application for funding to complete the Climate Change Strategy is an example of providing accountable government and responsible management of resources.

Financial/Operation Impacts:

There are no financial or operational impacts associated with the submission and support of the funding application. A successful application could result in up to \$105,000 in funding to support the development and establishment of the Climate Change Strategy.

Consultations:

Director, Development Services
Supervisor, Policy Planning
Planner II – Policy
Federation of Canadian Municipalities – Green Municipal Fund

Attachments:

Appendix A – Local Leadership for Climate Adaptation Application Form



CKL_LLCA-CRPP_Application_10Dec2024

Appendix B – Climate Ready Plans and Processes Workplan and Budget



CKL_crpp-workplan-budget_10Dec2024

Appendix C – Climate-Ready Communities Assessment Tool



CRC_AssessmentTool_10Dec2024.xlsx

Appendix D – CAO Letter of Support



CKL_CAOSupportLetter.pdf

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

Local Leadership for Climate Adaptation

Climate-Ready Plans and Processes

Application form

October 2024

Before you begin

The Green Municipal Fund (GMF) uses this form to collect essential information on your proposed project. Your responses will help us determine whether your project is a good fit to receive funding from Climate-Ready Plans and Processes (CRPP) within the Local Leadership for Climate Adaptation (LLCA) initiative.

This form has six parts:

- Part A: Applicant information
- Part B: Climate-Ready Communities Assessment Tool
- Part C: Collaboration
- Part D: Project information
- Part E: Engagement strategy
- Part F: Declaration and signature

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before proceeding, please make sure that you are following the instructions in the Climate-Ready Plans and Processes Application Guide to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

When submitting your application form and supporting documents through the [FCM Funding Portal](#), please make sure you are uploading supported files as specified in the application guide. Please refer to the [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

Consultants may assist in preparing submissions, but consultants cannot submit applications. Only the lead applicant can submit the application.

Part A: Applicant information

How did you hear about municipal funding from FCM?

Professional network

FCM event or conference, or FCM-produced resource :

Participating organizations

Please include details on participating organizations in the table below. Note: You must use the full legal name of the organization(s).

| Organization name | Organization role |
|---|-------------------|
| The Corporation of the City of Kawartha Lakes | Lead Applicant |
| Add Row | Remove Row |

The following two questions apply to the lead applicant

Which of the following community types describes the lead applicant?

- ☐ Indigenous community
 ☐ Northern community
☐ Remote community
 ☐ Rural community
☒ None of the above

How many people are employed at the lead applicant?

- ☐ Less than 5
 ☐ 6-10
 ☐ 11-20
 ☐ 21-50
 ☐ 51-100
 ☐ 101-500
 ☒ More than 500

The following question applies to the lead municipality

What is the population of the lead municipality?

- ☐ ≤10,000
 ☐ 10,001–50,000
 ☒ 50,001–100,000
 ☐ 100,001–500,000
 ☐ >500,000

Project contacts

Please include project contacts in the table below. Note: Indicate the legal name of your organization (lead applicant). If your organization is not a municipal government, your proposed project must be undertaken in partnership with a municipal government (lead municipality). Please provide the contact information for the municipalities or organizations you are partnering with.

| Organization name | Contact name | Job title | Contact role |
|------------------------|--------------|--------------------------------|--------------------------------|
| City of Kawartha Lakes | Leah Barrie | Director, Development Services | Application contact (required) |

Address

180 Kent Street West

| City | Province/Territory | Postal Code | Phone Number |
|---------|--------------------|-------------|----------------|
| Lindsay | Ontario | K9V 2Y6 | (705) 324-9411 |

Email

lbarrie@kawarthalakes.ca

| Organization name | Contact name | Job title |
|------------------------|----------------|-------------------|
| City of Kawartha Lakes | Jenna Stephens | Planning Officer, |

| | |
|----------------------------|---------------------------------|
| Environmental Policy | Contact role |
| | Secondary contact (recommended) |
| Address | |
| 180 Kent Street West | |
| City | Province/Territory |
| Lindsay | Ontario |
| Postal Code | Phone Number |
| K9V 2Y6 | (705) 324-9411 |
| Email | |
| jstephens@kawarthalakes.ca | |
| Add Row | Remove Row |

Part B: Climate-Ready Communities Assessment Tool

IMPORTANT: Completing the [Climate-Ready Communities Assessment Tool](#) is mandatory.

The Climate-Ready Communities Assessment Tool (also known as, "the CRC Assessment Tool" or "the Assessment Tool") has two functions: Firstly, a self-assessment to help your organization build awareness of the key elements of climate adaptation and to develop a snapshot of your current adaptation efforts; and secondly, a roadmap to help identify actionable steps for building climate adaptation.

The Assessment Tool consists of three pillars: (1) People, Partnerships and Governance, (2) Risk and Adaptation Planning, and (3) Integration and Implementation.

Submit your completed Climate-Ready Communities Assessment Tool in the "Supporting documents" section in the [FCM Funding Portal](#).

Community-wide climate risk assessment

We recommend that municipalities working toward climate adaptation, have or plan on having a community-wide climate risk assessment.

Has the lead municipality completed a community-wide climate risk assessment with the following characteristics?

- **Assesses all core service areas:** It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks.
- **Assesses multiple climate hazards:** The risk assessment must encompass an analysis of multiple climate hazards relevant to the community, including but not limited to extreme weather events (such as wind and storms), floods, sea level rise, heatwaves, drought and changes in precipitation patterns.

☒ Yes ☐ No

If no, we encourage the applicant to complete a community-wide climate risk assessment within the activities of your proposed project.

Part C: Collaboration

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Collaboration details

Do you plan on collaborating with other communities/municipalities or organizations on this project?

☐ Yes

☒ No

Part D: Project information

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Project title

Please indicate your project's working title. This title will be used publicly to identify the project.

Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes

Project description

Provide a high-level description of your project. Summarize activities, planned actions and project objectives.

If funding is approved, this section will be used as the public description of your project.

The project we are looking to fund through the Climate-Ready Plans and Processes funding stream is the creation of a Climate Change Strategy. The Climate Change Strategy (the "Strategy") will supplement the City's 2019 Healthy Environment Plan as a refreshed strategy to reduce our carbon footprint and mitigate environmental risks. It will recommend and prioritize short-, medium-, and long-term policy and infrastructure objectives to reduce emissions and mitigate climate risks through a collaborative corporate and community approach. The Climate Change Strategy will adhere to the principles, goals, objectives and policies of the City's other supporting plans that include, but are not limited to the Official Plan, Secondary Plans, Trails Master Plan, Transportation Master Plan and including the Active Transportation Master Plan, Transit Master Plan, Integrated Community Sustainability Plan, Water and Wastewater Servicing Master Plan, Healthy Environment Plan, and other Master Plans as deemed applicable. The Strategy will also be based on the Federation of Canadian Municipalities (FCM) partners for climate protection (PCP) model. The Healthy Environment Plan completed in 2019 achieved Milestone 3: Develop a Local Action Plan in the Milestone Framework. The main objective of this Strategy is to successfully reduce greenhouse gas emissions as set out in the Federation of Canadian Municipalities' Partner for Climate Protection (FCM - PCP) framework. The strategy will also work to ensure resiliency of City of Kawartha Lakes infrastructure to threats caused by climate change. Recommendations will be cost effective, pragmatic, and achievable.

Activities and deliverables

Please describe the 1 to 5 activities that compose your proposed project. Complete one row for each activity.

Each activity must also feature at least one deliverable.

Please see the application guide for additional guidance on the level of detail expected.

| Activity | Deliverable |
|---|---|
| <p>Please identify 1 to 5 adaptation related activities.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Conduct a community-wide climate risk assessment • Establish a climate adaptation policy that promotes equitable adaptation • Develop an actionable adaptation plan that includes funding strategy and addresses climate risks and vulnerability • Set up a cross-functional climate team • Training for municipal staff and/or cross-functional climate team members | <p>Please identify specific items you will send to GMF to demonstrate completion of each activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Community-wide climate risk assessment report • Climate adaptation policy and resolution confirming endorsement by board or council • Adaptation plan • Climate team terms of reference and minutes from first 4 meetings • Training attendance record and copy of training materials |
| Conduct a reassessment of the GHG emissions inventory in the Healthy Environment Plan | Complete an up-to-date inventory of GHG emissions in the community and corporation |
| Establish a forecast of GHG emissions | Creation of modelling and mapping |
| Set emission reduction targets and supporting strategies | Complete list of cost effective recommendations and policies which can be implemented in the short-, medium-, or long-term. |
| Create an actionable climate change strategy which will be provided to staff and the community | Climate Change Strategy |
| Add Row | Remove Row |

Outcomes

Describe what you'd likely achieve through your proposed activity(ies) and how this will increase your community's climate resilience.

In addition to the deliverables, you can also describe the long-term impact the activity(ies) will ultimately have on your community.

The Climate Change Strategy will be based on an updated corporate and community GHG inventory from that which is within the existing Healthy Environment Plan. The GHG forecasting will outline energy trends and GHG emissions trends with current business-as-usual rates, projected population growth, and land use pattern developments for target dates of 5, 10, and 25 years forward. Six (6) GHG emission and energy consumption scenarios will be modeled based on the status quo including: do as little as possible, do what we think we can do, do everything we can do, and future state: 5 years, 10 years, and 25 years from now. Corporate assets and infrastructure which are vulnerable to the effects of climate change will be identified and mapped for future management and adaptations measures. Strategies and policies to reduce emissions from the sources identified in the emissions inventory will be developed. Guidelines for implementing the strategies and policies will be identified and prioritized with a review and evaluation framework in place to monitor success of the policies.

The Climate Change Strategy will not only result in the identification of GHG emission sources, but identify initiatives and policies which the City can then implement to reduce emissions into the future, taking cost effective and meaningful action to mitigate and adapt to a changing climate. The City will be able to update their design and development requirements to reduce risks to new infrastructure or proposed developments. The City will also have the increased capacity to become a leader in GHG reduction within the community, leading by example and encouraging community members and businesses to integrate GHG reduction strategies into their day-to-day and business operations. The Climate Change Strategy will result in increased awareness of the impacts of GHG and climate change across all departments of the City and also within the community.

Capacity to deliver

Internal project team

Lead applicant: please describe the structure and composition of your internal project team using the table below.

| Full name [if known] | Title | Role and responsibilities |
|-----------------------|--|---|
| Leah Barrie | Director, Development Services | Signing authority, point of contact with CAO |
| Full name [if known] | Title | Role and responsibilities |
| Mark Jull | Supervisor, Policy Planning | Project manager, responsible for overseeing the consultants |
| Full name [if known] | Title | Role and responsibilities |
| Jenna Stephens | Planning Officer, Environmental Policy | Project support and guidance |
| Full name [if known] | Title | Role and responsibilities |
| Maximilian Faulhammer | Planner II | Project support and guidance |
| Add Row | Remove Row | |

If you are unsure of your internal project team's structure at this time, please identify how you plan to build your project team and what the anticipated roles are.

A Focus Team will also be formed, comprised of City staff including the CAO, Director of Development Services, Director of Engineering & Corporate Assets, Director of Public Works, Director of Corporate Services, Director of Human Services, and/or their designate Managers and Supervisors, or their delegates. On the advice of City Staff, external agencies outlined may also form part of the Focus Team. The City of Kawartha Lakes Environmental Advisory Committee (CKLEAC) shall be consulted throughout the duration of the project.

Note: Keep in mind that staff remuneration is an eligible cost for this funding offer and can be leveraged to support this project. Refer to the application guide for more information (refer to Appendix A: Eligible costs of the guide).

External project team (includes consultants)

Do you plan on working with consultants or other external resources on this project?

☒ Yes ☐ No

If you answered yes, please identify those external resources or service providers and describe their role, (if known) in the table below. This includes contracted project managers, subject matter experts and other service providers.

| Full name [if known] | Title [if known] |
|--------------------------------------|-------------------|
| | |
| Organization/Company name [if known] | Organization type |
| | |

Role and responsibilities

The Consultant, when selected through the currently ongoing RFP process, will undertake the majority of the work involved to complete the Climate Change Strategy. City Planning staff will be available to provide assistance and support, and guide the Strategy to completion. The Consultant will be responsible for the following tasks:

- Organize, prepare materials and issues lists, and conduct meetings, as well as document, edit, analyze, and distribute information resulting from meetings (including all stakeholder meetings, public open houses and public meetings; CKLEAC presentations and meetings; Focus Team meetings; and, Council meetings, as required).
- Obtaining inter-Departmental and stakeholder input as needed, as well as public comments on community direction through a series of meetings and surveys. The Project Manager will work with the Consultant to determine the level of consultation. However, the Consultant will be responsible for providing a recommended stakeholder engagement plan for the Strategy's development in their proposal submission based on the minimum suggested requirements as outlined above.
- Potentially attend additional individual one-on-one meetings with key stakeholders if further consultation is needed and there is interest by other groups. Cost of these additional meetings requested shall be priced in accordance with the Consultant's hourly rates.
- All administrative duties including responding in writing to all correspondence.
- Tracking, recording, and summarizing all public comments including identifying how each comment was considered and how it affected the Strategy.
- Preparation of draft notices, invitations, and press releases.
- Conducting background research and preparing reports/studies as outlined above.
- Draft summaries, reports, documents, technical analysis, and mapping for review and comment in advance of final submissions.
- All versions of the Draft and Final Climate Change Strategy.
- Presentation of the Final Climate Change Strategy to Council.

Add Row

Remove Row

Project challenges and mitigations strategies

Identify potential risks and challenges in executing this project. Provide your proposed mitigation strategy for each risk or challenge.

| Project risk/Challenges | Mitigation strategies |
|-------------------------|---|
| Scope creep | The RFP contains very clear guidelines and expectations which have measurable and time-bound deliverables, as outlined in the Terms of Reference and will be subject to a signed contract. The project manager will have regular meetings with the consultant to ensure that the project remains focused on the deliverables identified in the RFP and progress remains being made toward the creation of the Climate Change Strategy. If the project manager determines through the regular meetings that the scope of the project has begun to creep beyond what is reasonable, a meeting will be held with the consultants and the internal project team to bring the project back within the negotiated Terms of Reference. |
| Budgetary constraints | If necessary, additional budget request can be made through the municipal budget process to ensure the completion of the project by the end of 2026. All reasonable efforts will be made to ensure that the project not exceed the current approved budget, which will include selection of a consultant who indicates that the project can be completed on time and on budget in their |

| | |
|--|---|
| bid. | |
| Staff turnover | Should staff turnover occur within the internal project team, Focus Team, consultants, or stakeholders, the vacancies will be filled in a timely manner with competent and qualified individuals. |
| Inability to meet agreed upon deadlines | The consultants will be required to submit a detailed workplan at the outset of the project which will provide a framework to be followed to ensure all milestones and deliverables are met by the agreed upon dates. The workplan will be reviewed and updated at regularly recurring touchpoints with the project manager and internal project team. If at any time it appears that a deadline will not be met, the internal project team will work closely with the consultants to address all possible issues and assist in the meeting of the deadlines in any way possible. |
| Lack of clarity around roles and responsibilities of consultants, internal project team, stakeholders, or advisory committee | All roles and responsibilities for the consultants, internal project team, stakeholders, and advisory committee will be clearly stated at the outset of the project. The consultants will sign a contract based on the RFP which clearly states what will be expected of them. The internal project team will establish their expectations at the beginning of the project, and these expectations will be enforced by the project manager. The roles and expectations of the stakeholders will be made clear by the consultants and project manager at the first meeting of the group. The role of the advisory committee has been stated in the existing terms of reference by which the committee is governed. Any questions regarding roles and responsibilities are to be directed to the project manager. |
| Add Row | Remove Row |

Part E: Engagement strategy

Before completing this part, please make sure that you are consulting the section on inclusive engagement in the [Climate-Ready Plans and Processes Application Guide](#) for guidance.

Inclusive engagement

Proposed projects that meaningfully address **reconciliation and/or anti-racism, equity, and inclusion** could be eligible for a 15% cost-share top-up on the grant amount.

Will your project include inclusive engagement with equity-deserving groups?

☒ Yes

☐ No

| Equity-deserving groups, including rights holders | Level of engagement |
|---|---------------------|
| First Nations signatories to Treaty 20 and the "Williams Treaties" | Consult |
| Description | |
| First Nations signatories to Treaty 20 and the "Williams Treaties" will be engaged throughout the entirety of the process of developing the Climate Change Strategy both through direct contact and public consultation sessions. | |
| Add Row | Remove Row |

Please describe any inclusive engagement practices you have in place already. If you do not have any in place yet, please describe how you plan to develop inclusive engagement practices in your proposed project.

Currently, the City circulates First Nations on planning and development applications for consultation as prescribed. As of 2022, the City has a First Nations Consultation Policy which it follows, linked here: <https://www.kawarthalakes.ca/en/living-here/first-nations.aspx>.

Stakeholder engagement

Engagement with stakeholders not described above (i.e. stakeholders not representing equity-deserving groups) will not impact the possible 15% cost-share top-up on the grant amount for inclusive engagement.

Will your project include engagement with other stakeholder groups (ie. Local industry associations, local businesses, property owners, tenants and residents, community organizations)?

☒ Yes ☐ No

| Stakeholders | Level of engagement | Description |
|---|---------------------|---|
| City of Kawartha Lakes Environmental Advisory Committee | Involve | Advisory Committee for City of Kawartha Lakes Council |
| Ganaraska Region Conservation Authority | Consult | Local conservation authority |
| Haliburton-Kawartha-Pine Ridge District Health Unit | Consult | Local health unit |
| Kawartha Region Conservation Authority | Consult | Local conservation authority |
| Lake Simcoe Region Conservation Authority | Consult | Local conservation authority |
| Otonabee Region Conservation Authority | Consult | Local conservation authority |
| Ministry of the Environment | Consult | Provincial ministry |
| Kawartha Land Trust | Consult | Local land conservation charity |
| Nature Canada | Consult | Federal environmental organization |
| Town of Bracebridge | Consult | Neighbour municipality |
| Township of Brock | Consult | Neighbour municipality |

| | | |
|-----------------------------|---------|------------------------|
| Municipality of Clarington | Consult | Neighbour municipality |
| Durham Region | Consult | Neighbour municipality |
| Town of Gravenhurst | Consult | Neighbour municipality |
| County of Haliburton | Consult | Neighbour municipality |
| Township of Minden Hills | Consult | Neighbour municipality |
| District of Muskoka | Consult | Neighbour municipality |
| County of Peterborough | Consult | Neighbour municipality |
| City of Peterborough | Consult | Neighbour municipality |
| Township of Ramara | Consult | Neighbour municipality |
| Township of Scugog | Consult | Neighbour municipality |
| Simcoe County | Consult | Neighbour municipality |
| Municipality of Trent Lakes | Consult | Neighbour municipality |
| Fleming College | Consult | Local college |
| Add Row | | Remove Row |

Part F: Declaration and signature

Information provided in applications to FCM, including all attachments, will be kept confidential. Access to this information will be limited to FCM employees, professional representatives who are involved with your initiative, persons to whom the applicant has granted access, and persons authorized by law.

The information provided in applications, including attachments, is subject to [FCM's Privacy Policy](#).

I do hereby declare that:

The information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission. The proposed project meets all applicable provincial/territorial regulations and requirements. The organization for which I am submitting this application is **not** one of the following entities excluded from receiving LLCA funding:

- Provincial or territorial governments
- Corporations owned or controlled by a province or territory
- Federal departments (as listed in Schedule 1 of the Financial Administration Act)
- Departmental corporations (as defined in Section 2 of the Financial Administration Act)
- Parent Crown Corporations or wholly owned subsidiaries of parent Crown Corporations (as defined in Subsection 83(1) of the Financial Administration Act)
- Not-for-profit corporations or trusts established by a federal department, departmental corporation, parent Crown Corporation or wholly owned subsidiary of a parent Crown Corporation
- Not-for-profit organizations with 50% or more of their annual funding coming from Quebec public funds (except those organizations with authorization from the Government of Quebec to enter into relevant/appropriate agreements)

The organization for which I am submitting this application has authorized me to do so. **By typing my name and submitting this application, I am providing my signature for the declaration above.**

Consultants are NOT authorized to sign this declaration and submit this application. Only a lead applicant with the "application contact" role can submit the application.

Name:

Leah Barrie

Dated at: Municipality

City of Kawartha Lakes

Dated at: Province or territory

Ontario

Signature:

Leah Barrie

Digitally signed by Leah Barrie
Date: 2024.12.10 11:56:34 -05'00'

Date YYYY-MM-DD

2024-12-10

Submit this application using the [FCM Funding Portal](#). If you do not have access to the FCM Funding Portal, [contact a GMF representative](#).

1. WORK PLAN AND BUDGET – Climate-Ready Plans and Processes

INSTRUCTIONS – PLEASE READ FIRST

Macros: This template uses "macros," which are groups of programmed instructions whose main purpose is to automate tasks. Macros trigger the appropriate clauses in this work plan and budget. To use all the features of this template you must enable macros in Excel.

Saving the template: It is critical that you save the template correctly, otherwise the correct information may not be recorded. When you go to save your template, ensure that you save it as an "Excel Macro-Enabled Workbook" (*.xlsm).

Tabs 1 through 4 must be read, understood and completed at the time of submitting an application to GMF. Note that additional tabs will be provided only after your application is approved for funding to track your initiative's progress.

▪ **Activity:** An activity is a major deliverable indicating the completion of one or more tasks.

▪ **START/END DATES:** Enter the estimated start and end dates for each task and activity. Note: FCM expects that, in most circumstances, funded initiatives must be completed within two years of the date of approval. This requirement will be noted in your agreement with FCM.

▪ **TASK:** A task is defined as a single action undertaken to achieve an activity. For each task identified, provide a description of what the task entails, who will be completing the task and an estimate of the cost. Costs should be separated into eligible and ineligible categories. Refer to Eligible and Ineligible Costs (tab 2) for a list of costs that can be partially reimbursed by FCM.

▪ **CONTINGENCY COSTS:** Contingency costs are eligible, but cannot be listed as a separate budget item. Allocate contingency costs within the relevant budget items as and where appropriate, and add an explanation of the contingency percentage or amount in the "contingency costs" section below the work plan table.

▪ **TAXES:** You may include the portion of taxes for which your organization is not eligible for a rebate (provincial, territorial or federal) in your budget. Allocate this amount within the relevant tasks as and where appropriate.

▪ **DELETING ROWS:** Rows cannot be deleted because of the way the template is structured. Please leave extra or empty rows blank.

▪ **INFORMATION TO UPDATE FOR EVERY CONTRIBUTION REQUEST:** Please note that tabs 4 to 6 must be updated (where applicable) every time a contribution request is submitted to GMF. Tabs 5 and 6 will be unhidden by GMF staff if the project is approved.

2. ELIGIBLE AND INELIGIBLE COSTS: Climate-Ready Plans and Processes

This table outlines what costs can be partially reimbursed by FCM. Please pay particular attention to any costs that may be deemed ineligible by FCM.

If your application is approved, expenses that are eligible for partial reimbursement must be:

- incurred after the date the application is received by FCM (except costs to write the application incurred up to 90 days prior to receipt of the application by FCM);
- invoiced directly to your organization; and
- actually and reasonably incurred in accordance with applicable industry standards.

FCM reserves the right to audit financial statements or expenses incurred at a future date to verify cost eligibility.

Please keep financial accounts and records for at least 7 years after the final FCM disbursement. These include, but are not limited to, contracts, invoices, statements, receipts and vouchers.

Financial records, including labour costs, must be documented in a manner that meets audit standards (GAAP) and enables verification of cost eligibility and level of effort.

| Cost Category | Eligible Costs | Ineligible Costs |
|---|---|---|
| Section A: Costs incurred before the date FCM receives your application | | |
| (1) Pre application | Costs to write the GMF's LLCA-CRPP application up to \$5,000 incurred up to 90 days prior to the application receipt date. | All other costs incurred before the date FCM receives your application, including any stakeholder engagement or research that took place to complete the full application or project workbook. |
| Section B: Costs incurred after the date FCM receives your application | | |
| (2) Administrative | Administrative costs that are directly linked to and have been incurred for the project, including: <ul style="list-style-type: none"> • Communication costs (e.g. long-distance calls or faxes) • Permits or certifications required for the project • Printing or photocopying by outside suppliers • Outsourced printing / photocopying • Acquisition of documents used exclusively for the project • Document translation | <ul style="list-style-type: none"> • General overhead costs, including operating costs related to the general maintenance, repair and overhead costs associated with the project. • Administrative costs not specifically listed as eligible costs. • Office space, supplies and general overhead costs incurred in the ordinary course of business. |
| (3) Advertising | Advertising costs essential to communicating the project to the public and evaluating the project, such as: <ul style="list-style-type: none"> • Fees for advertising development. • Fees for media distribution. • Website development. • Public surveys. Design and production of communication products that meaningfully engage with rights holders and/or equity-deserving groups | <ul style="list-style-type: none"> • Advertising costs for general education or publicity associated with ongoing or other business activity and not a specific requirement of the project. • Promotional items |

| | | |
|--------------------------|---|---|
| (4) Capital expenditures | <p>Climate adaptation-related software.</p> <ul style="list-style-type: none"> Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project. | <p>Purchase of equipment, or assets that could be rented or leased to achieve the outcomes of the activity, or that are above and beyond what is required for the scale and duration of the project.</p> <ul style="list-style-type: none"> Any other capital expenditures or amortization expenses. Purchase or lease of real property |
| (5) Equipment rental | Rental of tools and equipment related to the project. | Rental of tools or equipment related to ongoing or other business activities. |

| | | |
|------------------------------------|--|---|
| (6) Meetings and Public Gatherings | <p>Costs related to meetings and public gatherings that communicate the project to the public and that collect feedback, such as:</p> <ul style="list-style-type: none"> • Facility rental. • Audiovisual equipment rental. • services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.). • the provision of food and drinks, when it is part of a specific cultural protocol. • Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts). • Costs related to local cultural protocols (e.g., gifts, cultural ceremonies). | <p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> • food and drink (unless part of a specific cultural protocol) • alcohol • door prizes • entertainment • music • decorations, flowers, centerpieces |
| (7) Services | <p>Fees for professional or technical consultants and contractors, incurred in support of eligible activities.</p> | <ul style="list-style-type: none"> • Costs for engineered studies, audit studies or studies for which grants or contributions are provided by or committed to be provided by any program of the Government of Canada. • Expenditures associated with regular business activities not related to the project. • Legal fees. |
| (8) Staff remuneration | <p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project (including staff time to participate in FCM-led capacity building activities related to the eligible initiative). The daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> • direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses • fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> a) time-on benefits (prorated to the annual percentage of time actually worked on the implementation of the project): allowable number of days to be paid by the eligible recipient for the payable | <p>Regular salaries and/or benefits of applicant staff or partners including:</p> <ul style="list-style-type: none"> • Overtime pay. • Bonuses or performance pay. • Fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible. |

| | | |
|---|--|--|
| | <p>b) paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits</p> <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p> | <ul style="list-style-type: none"> Costs related to ongoing or other regular business activities and not specifically required for the project. Staff wages while receiving training or attending learning events. Professional membership fees or dues. Staff remuneration for which a grant or contribution is provided by or committed to be provided by FCM. |
| (9) Supplies and materials | Supplies and materials that are specifically needed to undertake the project. | Costs related to ongoing or other business activities that are not specifically required for the project. |
| (10) Transportation, shipping and other courier charges | Transportation costs for delivery of materials and services essential for the project. | Any transportation expense related to ongoing or other business activities. |
| (11) Travel and accommodation | Travel and associated expenses for your staff and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project, including travel and accommodation costs to attend LLCA capacity-building activities organized by or on behalf of FCM. | <ul style="list-style-type: none"> Travel and associated expenses of a partner in the project. <p>Travel, accommodation and fees to attend conferences, missions, trade shows, etc.</p> |
| (12) Taxes | The portion of taxes for which your organization is not otherwise eligible for rebate. | The portion of provincial, territorial or federal taxes for which your organization is eligible for rebate. |
| (13) In-kind | <p>N/A</p> <p>Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as "staff remuneration." See Staff Remuneration category above.</p> | <ul style="list-style-type: none"> Any goods and services that are received through donation or in-kind contribution. |

| 3. WORK PLAN AND BUDGET - Climate-Ready Plans and Processes | | |
|--|---|------------|
| Lead applicant: | Leah Barrie | |
| Project title: | Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes | |
| GMF base contribution | | 60% |
| Applicant type (select one) | Municipality | 0% |
| Lead municipality population | 50,001–100,000 | 5% |
| My project will meaningfully address Reconciliation and/or anti-racism, equity, and inclusion (As defined in Part E of the application form) | Yes | 15% |
| My project will have a collaborative approach Collaboration (As defined in Part C of the application form) | No | |
| GMF maximum contribution (to be determined by GMF) | | 80% |
| Maximum Grant available per Municipality | | 105,000.00 |

| Activities | Start date: | End date: | Cost category (select one) | Eligible cost (\$) | Ineligible cost (\$) | Total cost (\$) |
|---|-------------|-----------|----------------------------|--------------------|----------------------|-----------------|
| Activity 1: | | | | | | |
| Project planning, visioning and communication plan development | | | | | | |
| Finalization and publication of the RFP | | | (1) Pre-application | | | \$0 |
| Publication of the RFP | | | (8) Staff remuneration | | | \$0 |
| Selection of the consultant | | | (8) Staff remuneration | | | \$0 |
| Develop a communications strategy to engage stakeholders, the public, internal divisions, and others | | | (7) Services | | | \$0 |
| Creation of a working group of internal departments including Community Services, Corporate Services, Development Services, Public Works, Engineering & Corporate Services, and any others as needed | | | (8) Staff remuneration | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
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| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| Subtotal | | | | \$0 | \$0 | \$0 |
| Activity 2: | | | | | | |
| FCM – PCP milestone one - Confirm inventory of greenhouse gas (GHG) in the community and corporation identified in the HEP is up to date | | | | | | |
| Confirm GHG emissions inventory in HEP to identify emissions corporately and within the community | | | (7) Services | | | \$0 |
| Forecasting of GHG emission, outline energy and GHG emissions trends with current Business-As-Usual consumption rates, projected population growth, and land use pattern developments for target dates 5, 10 and 25 years forward | | | (7) Services | | | \$0 |
| GHG emissions mapped geographically by source, sector, and percentage to illustrate current trends | | | (7) Services | | | \$0 |
| Consultant to develop and refine modelling of GHG emissions and energy forecasting | | | (7) Services | | | \$0 |
| Consultant to familiarize staff with this analytical tool and present the findings | | | (7) Services | | | \$0 |

| | | | | | | |
|---|--|--|------------------------|-----|-----|-----|
| Identification of corporate assets and infrastructure which are vulnerable to the effects of climate change | | | (7) Services | | | \$0 |
| Mapping done of the identified vulnerabilities | | | (7) Services | | | \$0 |
| Project oversight | | | (8) Staff remuneration | | | \$0 |
| Stakeholder consultation | | | (7) Services | | | \$0 |
| Stakeholder consultation | | | (8) Staff remuneration | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| Subtotal | | | | \$0 | \$0 | \$0 |

| | | | | | | |
|--|--|--|------------------------|-----|-----|-----|
| Activity 3: | | | | | | |
| FCM – PCP milestone two – Reassessment of current situation and setting of emissions reduction target | | | | | | |
| Set three varying emissions reduction targets being little as possible, what the City reasonably can do, and everything the City can do | | | (7) Services | | | \$0 |
| Develop strategies and policies to reduce emissions from the sources identified in the GHG inventory as part of Activity , based on the HEP | | | (7) Services | | | \$0 |
| Analyze strategies based on cost effectiveness | | | (7) Services | | | \$0 |
| Analyze strategies based on whether they can be completed in the short (1-3 years), medium (3-7 years) or long (7+ years) term | | | (7) Services | | | \$0 |
| Project oversight | | | (8) Staff remuneration | | | \$0 |
| Stakeholder consultation | | | (7) Services | | | \$0 |
| Stakeholder consultation | | | (8) Staff remuneration | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
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| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| Subtotal | | | | \$0 | \$0 | \$0 |
| Activity 4: | | | | | | |
| FCM – PCP milestone three – Evaluate HEP emissions reduction strategies and identify gaps within the strategies recommended to achieve emissions reduction target and adapt at risk infrastructure identified to a changing climate | | | | | | |
| Analyze strategies based on cost effectiveness | | | (7) Services | | | \$0 |
| Analyze strategies based on whether they can be completed in the short (1-3 years), medium (3-7 years) or long (7+ years) term | | | (7) Services | | | \$0 |
| Project oversight | | | (8) Staff remuneration | | | \$0 |
| Stakeholder consultation | | | (7) Services | | | \$0 |
| Stakeholder consultation | | | (8) Staff remuneration | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
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| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| Subtotal | | | | \$0 | \$0 | \$0 |

| | | | | | | |
|--|--|--|------------------------|------------|------------|------------|
| Activity 5: | | | | | | |
| Creation of Climate Change Strategy that will be provided to staff and community | | | | | | |
| Prioritize identified recommendations from Activities 3 and 4 | | | (7) Services | | | \$0 |
| Create Target and Supporting Strategies into short-, medium- and long-term action plans and quantify the prioritization framework | | | (7) Services | | | \$0 |
| Create cost estimates for the design, implementation, construction, and year-round maintenance of proposed active transportation infrastructure | | | (7) Services | | | \$0 |
| Identify and review funding opportunities and partnerships with the private sector and other government agencies for the funding and implementation of the Climate Change Strategy | | | (7) Services | | | \$0 |
| Identify appropriate departments, divisions, and community stakeholders along with resource levels responsible for implementing the Climate Change Strategy | | | (7) Services | | | \$0 |
| Establish a review and evaluation framework based on the FCM PCP Monitor and Verification guidelines to both assess the success of the Climate Change Strategy and schedule review of the document | | | (7) Services | | | \$0 |
| Project oversight | | | (8) Staff remuneration | | | \$0 |
| Stakeholder consultation | | | (7) Services | | | \$0 |
| Stakeholder consultation | | | (8) Staff remuneration | | | \$0 |
| Presentation of final Climate Change Strategy to Council | | | (7) Services | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| [Add task description here] | | | | | | \$0 |
| Subtotal | | | | \$0 | \$0 | \$0 |
| Total – All activities | | | | \$0 | \$0 | \$0 |

Note: The costs under 'Total - All activities' are rounded down to the nearest \$100.

Total eligible costs

\$0

Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.
At this time, there is no additional contingency funds in the City's budget for the completion of the Climate Change Strategy.

Other notes:
All work completed by the consultants will be supported and overseen by City of Kawartha Lakes staff. Please note that

5. Sources of Funding - Climate-Ready Plans and Processes

Instructions

Enter all funding sources for this initiative.

For each funding source, please indicate the amount of funding and when the funding is confirmed or expected to be confirmed.

FCM will cap GMF grant amounts in accordance with other confirmed sources of funding.

The total of all funding sources must equal the total project costs in your Project Workplan and Budget (Tab 3). All sources of funding must be confirmed in writing and submitted to FCM prior to the first disbursement.

A lead municipal applicant's cash or in-kind contribution must be at least 10% of the eligible costs unless otherwise agreed upon by FCM. Non-municipal partner lead applicants must submit a council resolution from the municipality to meet this requirement.

Note: GMF funding amounts are rounded down to the nearest \$10.

| Funding source | Description | Confirmed? (Y/N) | Date committed DD-MM-YYYY | Amount | Percentage of total budget |
|--|-------------|------------------|------------------------------|------------|-------------------------------|
| Green Municipal Fund | Grant | N | | \$0 | 0% |
| City of Kawartha Lakes | Cash | Y | | \$ 150,000 | 0% |
| Additional Funding Source | | | | | 0% |
| Additional Funding Source | | | | | 0% |
| Additional Funding Source | | | | | 0% |
| Additional Funding Source | | | | | 0% |
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| Additional Funding Source | | | | | 0% |
| Additional Funding Source | | | | | 0% |
| [Total funding should equal total costs from tab 3. Workplan - Budget] | | | Total funding: | \$150,000 | 0% |

| | |
|--------------------|-----|
| Total budget costs | \$0 |
|--------------------|-----|

| | |
|-----------------------------|-----|
| Total budget eligible costs | \$0 |
|-----------------------------|-----|

#VALUE!

Organization Information

Name of Lead Applicant

Name of Lead Municipality

Province/Territory (select from dropdown)

Project Title

Assesment date

Project Number (for FCM use only)

END OF PAGE

| |
|---|
| Leah Barrie |
| City of Kawartha Lakes |
| Ontario |
| Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes |
| 11/29/2024 |



Form is incomplete or has errors!

| Milestone No. | Milestone | Not Yet Started | Activities to Get Started (Not Yet Started to Some Progress) | Some Progress Made | Activities to Drive Progress (Some Progress Made to More Progress Made) | More Progress Made | Activities to Strengthen Approach (More Progress Made to Advanced Practices) | Advanced Practices |
|---------------|---|---|---|---|---|--|--|--|
| 2 | <p>External collaboration and partnerships</p> <p>Engage and partner with local and regional First Nations, Métis, Inuit, and urban Indigenous organizations, as well as jurisdictions, organizations, communities of practice, and other stakeholders in the development of a Resilient and Adapted Climate</p> | <p>We have not yet started external collaboration and partnership-building</p> <input type="checkbox"/> | <ul style="list-style-type: none"> Identify current partnerships related to climate adaptation or resilience, and opportunities to build upon these partnerships Identify potential jurisdictions, institutions, organizations, and other stakeholders to collaborate/partner with Identify local and regional First Nations, Métis, Inuit, and urban Indigenous organizations, and community members to collaborate/partner with Identify nearby deserving groups to collaborate/partner with on climate adaptation work Identify potential opportunities for collaboration/partnership on climate adaptation work Outline potential collaboration opportunities, including the optimal roles, benefits, and contributions for each partner Identify potential opportunities for collaboration/partnership on climate adaptation work | <p>We know who we need to or can collaborate with on climate adaptation work</p> <p>We have some opportunities for collaboration/partnership on climate adaptation work</p> | <ul style="list-style-type: none"> Reach out to potential partners to build, renew and discuss partnerships Identify opportunities for expanding or strengthening partnerships Initiate discussions with local and regional First Nations, Métis, Inuit, and urban Indigenous Peoples, communities, and organizations about whether and how they would like to collaborate/partner on climate adaptation work Initiate discussions with equity-deserving groups about whether and how they would like to collaborate/partner on climate adaptation work Co-develop and agree on terms that will guide the collaboration/partnership. Clarify objectives, roles and responsibilities, and resources for each partner Allocate financial resources, training, and support to stakeholders and partners from equity-deserving groups (e.g., First Nations, Métis, Inuit, and urban Indigenous Peoples) Understand joint climate adaptation initiatives in accordance with agreed-upon terms | <ul style="list-style-type: none"> We collaborate and/or partner with local and regional First Nations, Métis, Inuit, and urban Indigenous Peoples, communities, and organizations in some ways of our climate adaptation work We collaborate and/or partner with equity-deserving groups as part of our climate adaptation work We are collaborating and/or partnering with other jurisdictions, institutions, organizations, and/or stakeholders on climate adaptation work We have established and agreed upon terms that will guide our collaboration/partnership on climate adaptation work | <ul style="list-style-type: none"> Formalize partnerships through agreements or contracts to enable long-term collaboration Record and report on successes and challenges of collaboration and make adjustments as necessary Set up regular meetings with partners to discuss ongoing collaborative projects, share resources, and align strategies | <ul style="list-style-type: none"> We have well-established relationships with those we are collaborating with We share resources and align strategies with other jurisdictions, institutions, organizations, communities of practice, and other stakeholders We track the outcomes of our collaborative efforts and learn from these experiences We regularly review our partnership to check that they are beneficial for everyone involved and make adjustments as needed |
| | <p>Please provide notes that describe how you have achieved this milestone</p> | <p>(enter not yet)</p> | | | <p>(How you have achieved this milestone under 2nd item)</p> | | | <p>(How you have achieved this milestone, or the next)</p> |

| Milestone No. | Milestone | Not Yet Started | Activities to Get Started (Not Yet Started to Some Progress Made) | Some Progress Made | Activities to Drive Progress (Some Progress Made to More Progress Made) | More Progress Made | Activities to Strengthen Approach (More Progress Made to Advanced Practices) | Advanced Practices |
|---------------|--|---|--|--|---|---|---|---|
| 4 | Engagement, awareness, and education Engage with, raise awareness amongst, and educate staff and community members about climate adaptation and their roles in contributing to community resilience in Reconciliation+ARE informed ways. | <input type="checkbox"/> We have not yet started engagement, awareness, and education initiatives with staff and Council. <input type="checkbox"/> We have not yet started engagement, awareness, and education initiatives with the public. | Staff and Council <ul style="list-style-type: none"> Assess staff and council understanding of climate change and climate hazards, using approaches such as surveys, Self-Assessment, or discussions. Based on assessed levels of understanding, identify strengths and gaps in knowledge that can be addressed through information and education. Community <ul style="list-style-type: none"> Communicate information about climate hazards, risks, and adaptation work with the public. Survey community members to gauge awareness and interest in climate adaptation initiatives. Define objectives for engagement on climate adaptation. Identify target audiences for engagement. Review insights from previous communication and education initiatives to identify whose perspectives have been included and where there might be gaps in perspectives. | Staff and Council <ul style="list-style-type: none"> Staff and Council have a basic understanding of climate change and/or climate hazards. We understand the climate adaptation awareness and education needs of staff and Council. Community <ul style="list-style-type: none"> Some community members have some awareness of and/or education about climate adaptation and the work we are doing. We have identified and characterized key community groups for targeted climate adaptation engagement, awareness, and education initiatives. We are aware of whose perspectives have and have not been heard. | Staff and Council <ul style="list-style-type: none"> Communicate results of climate risk assessments with staff and Council. Identify education initiatives and offerings related to climate adaptation that can be promoted to staff and Council to address awareness gaps. Develop awareness and education strategies and materials for staff and/or Council. Assess staff and Council awareness and understanding of the connection between climate adaptation and topics of reconciliation, anti-oppression, anti-racism, equity, and inclusion. Community <ul style="list-style-type: none"> Engage community members in conversations about local climate adaptation (e.g., information-sharing events, workshops). Increase the frequency of and expand community awareness and education initiatives to reach a broader audience. Outline the scope, methods, and timeline for community engagement, awareness and activities, considering unique needs of diverse communities. Use clear, inclusive, and accessible language in all communications to ensure everyone understands the information. Identify populations that are disproportionately impacted by climate change and identify approaches to effectively engaging these populations. | Staff and Council <ul style="list-style-type: none"> Staff and Council know which climate hazards may impact the community and how. We have a plan to support staff and Council's awareness and understanding of climate adaptation. Some staff and Council members are knowledgeable of/involved in the relationship between Reconciliation+ARE and climate adaptation topics. Community <ul style="list-style-type: none"> The community is aware of and/or educated about climate adaptation and the work we are doing. We have a climate adaptation engagement, awareness, and education plan(s) and/or strategy(ies). We understand the engagement, awareness, and education needs of diverse communities. | Staff and Council <ul style="list-style-type: none"> Communicate any changes to climate risk assessment results with staff and Council. Implement education initiatives for staff and/or Council aimed at increasing understanding of climate change and climate adaptation. Monitor the effectiveness of staff awareness and education initiatives in increasing understanding of climate adaptation. Outline Reconciliation+ARE expectations and/or requirements for staff working on climate adaptation. Community <ul style="list-style-type: none"> Provide training, workshops, and knowledge-building opportunities on the connection between climate adaptation and topics of Reconciliation+ARE. Increase engagement opportunities for populations disproportionately impacted by climate change. Implement a regular cycle of engagement, awareness, and education initiatives. Seek feedback from community members on the impacts of engagement, awareness, and education initiatives and update approaches as needed. Document the impact of communication, awareness, and education efforts (e.g., through case studies, success stories). Report back to the community on how their input has been included in climate adaptation initiatives. | Staff and Council <ul style="list-style-type: none"> Staff and Council are kept informed about the latest climate projections and potential impacts to climate hazards. Staff and Council are actively engaged in ongoing training and education programs related to climate adaptation. All staff working on climate adaptation and Council are knowledgeable of/informed in the relationship between Reconciliation+ARE and climate adaptation topics. Community <ul style="list-style-type: none"> Community members are active participants in our climate adaptation work. Our climate adaptation education, awareness, and education plan(s) and/or strategy(ies) are being implemented. We understand the impact of our climate adaptation engagement, awareness, and education plan(s) and/or strategy(ies) are informed by Reconciliation+ARE. |
| | Please provide notes that describe how you have achieved this milestone | (enter text here) | | <p>Council is aware of the potential effects of climate change and recognize it as a priority through the Strategic Plan. The update to the HEP will result in a Climate Change Strategy which has been promoted by Councilors. CKLEAC, the Environmental Advisory Committee, made up of members of the public and one Councilor, continue to be engaged and active regarding climate adaptation awareness. Further consultation of community groups and the public will be completed with specific groups noted within a soon to be released RFP for the Climate Change Strategy. CKL's communications department continues to go above and beyond to ensure that information is accessible to those who may have challenges.</p> | | (how you have achieved this milestone, enter text here) | | (how you have achieved this milestone, enter text here) |

| | |
|---|--|
| <p>Step 2. Reflect: Where do we want to go?</p> <p>After reviewing the climate resilience books, the City is looking to reduce its emissions while mitigating Climate Change's impacts. The City is home to numerous lakes, rivers, and other natural assets upon which our hard infrastructure and built society is built. We want to ensure that our infrastructure is resilient to the impacts of climate change. We want to ensure that our infrastructure is resilient to the impacts of climate change. We want to ensure that our infrastructure is resilient to the impacts of climate change.</p> <p>Step 3. Identify: How could we get there?</p> <p>By reviewing the activities related to each level of resilience, the City is looking to identify specific steps that will help us move between each level of progression in the Self-Assessment and toward our vision of climate resilience.</p> | <p>The City is looking to reduce its emissions while mitigating Climate Change's impacts. The City is home to numerous lakes, rivers, and other natural assets upon which our hard infrastructure and built society is built. We want to ensure that our infrastructure is resilient to the impacts of climate change. We want to ensure that our infrastructure is resilient to the impacts of climate change. We want to ensure that our infrastructure is resilient to the impacts of climate change.</p> <p>The Climate Change Strategy will provide meaningful policy and infrastructure objectives, which build upon the existing City policies and programs. The Strategy will provide a clear vision of the City's goals and its mission, provide cost estimates, transportation, and provide the ability for public accountability.</p> |
|---|--|

Climate-Ready Communities Assessment Tool



Pillar 2: Risk and Adaptation Planning

Step 1: Assess "Where are we at?"

By selecting the statements at each level of progression that best represent your organization, you can assess your starting place and what work has already been done to adapt to climate change.

| Milestone No. | Milestone | Service Areas | Activities to Progress in Service Areas/Climate Hazards | Climate Hazards | Activities to Progress in Reconciliation, Anti-Racism, Equity, and Inclusion (Reconciliation+AREI) | Reconciliation, Anti-Racism, Equity, Inclusion (Reconciliation+AREI) |
|---|---|--|---|---|--|---|
| 5 | Prepare - establish the foundation Establish the foundation for the climate risk assessment and adaptation plan by defining the scope, gathering necessary resources, outlining a framework, and developing an engagement strategy. | <input type="checkbox"/> We have not completed for any service areas <input checked="" type="checkbox"/> We have completed for at least one service area <input type="checkbox"/> We have completed for all core service areas <input type="checkbox"/> We have completed for all service areas | <ul style="list-style-type: none"> Define the scope of the climate risk assessment (e.g., assets, services, systems, values) Collect and prepare relevant data related to climate, community demographics, municipal services and assets, key industries Assemble necessary human resources (internal and external) Determine a framework for risk assessment, including the criteria for evaluating the likelihood and consequences of risks and the approach to evaluating and prioritizing risks Develop a plan for collaboration and engagement throughout the climate risk assessment and adaptation planning processes | <input type="checkbox"/> We have not completed for any climate hazards <input type="checkbox"/> We have completed for a single climate hazard <input checked="" type="checkbox"/> We have completed for multiple climate hazards <input type="checkbox"/> We have completed for all relevant climate hazards | <ul style="list-style-type: none"> Consider how climate risks disproportionately affect different communities Include data on social vulnerabilities (e.g., income levels, racial demographics, access to resources) Include diverse representation in the group of people working on the climate risk assessment and adaptation plan | <input type="checkbox"/> We have not integrated Reconciliation+AREI <input checked="" type="checkbox"/> We have somewhat integrated Reconciliation+AREI <input type="checkbox"/> We have integrated Reconciliation+AREI |
| <p>Please provide notes that describe how you have achieved this milestone</p> <p>Through the soon to be released RFP for the Climate Change Strategy, gathering necessary resources, outlining a framework, and developing an engagement strategy will all be completed. The scope has been laid out within the RFP. Consultation with indigenous groups is noted as a priority. Climate hazards were identified as part of the Healthy Environment Plan with supportive policies included. The HEP, having been previously completed, completed up to FCM PCP's Milestone 3 guidelines.</p> | | | | | | |

| Milestone No. | Milestone | Service Areas | Activities to Progress in Service Areas/Climate Hazards | Climate Hazards | Activities to Progress in Reconciliation, Anti-Racism, Equity, and Inclusion (Reconciliation+AREI) | Reconciliation, Anti-Racism, Equity, Inclusion (Reconciliation+AREI) |
|---|---|--|---|---|---|---|
| 6 | Identify climate impacts Determine expected local climate changes and identify potential associated impacts | <input type="checkbox"/> We have not completed for any service areas <input checked="" type="checkbox"/> We have completed for at least one service area <input type="checkbox"/> We have completed for all core service areas <input type="checkbox"/> We have completed for all service areas | <ul style="list-style-type: none"> Use climate projections to identify expected changes to climate and corresponding climate hazards Identify which parts of your community (e.g., assets, services, systems, values) could be impacted by the climate hazards Develop climate impact statements for each combination of climate hazard and impact | <input type="checkbox"/> We have not completed for any climate hazards <input type="checkbox"/> We have completed for a single climate hazard <input checked="" type="checkbox"/> We have completed for multiple climate hazards <input type="checkbox"/> We have completed for all relevant climate hazards | <ul style="list-style-type: none"> Engage stakeholders from various sectors and communities to gather input and perspectives on adaptation needs and priorities Consider the social and political histories of the community and how they may overlap with climate impacts Develop awareness and understanding of the unique contributions of Indigenous knowledges to developing climate adaptation Listen to and document insights from local and regional First Nations, Métis, Inuit, and urban Indigenous Peoples, communities, and organizations about climate hazards, impacts, and actions to build adaptation Identify impacts on essential services and resources critical for equity-deserving groups | <input type="checkbox"/> We have not integrated Reconciliation+AREI <input checked="" type="checkbox"/> We have somewhat integrated Reconciliation+AREI <input type="checkbox"/> We have integrated Reconciliation+AREI |
| <p>Please provide notes that describe how you have achieved this milestone</p> <p>The HEP, having been previously completed, completed up to FCM PCP's Phase 3 guidelines which address numerous challenges, emissions reduction strategies, and climate hazards.</p> | | | | | | |

| Milestone No. | Milestone | Service Areas | Activities to Progress in Service Areas/Climate Hazards | Climate Hazards | Activities to Progress in Reconciliation, Anti-Racism, Equity, and Inclusion (Reconciliation+AREI) | Reconciliation, Anti-Racism, Equity, Inclusion (Reconciliation+AREI) |
|---|--|--|---|---|---|---|
| 7 | Analyze and evaluate climate risks Assess the community's vulnerability to the identified impacts and their likelihood and consequence. | <input type="checkbox"/> We have not completed for any service areas <input checked="" type="checkbox"/> We have completed for at least one service area <input type="checkbox"/> We have completed for all core service areas <input type="checkbox"/> We have completed for all service areas | <ul style="list-style-type: none"> Determine the vulnerability of each affected part of the community to the associated climate change Determine the likelihood (probability) of the climate hazard and consequences (known or estimated consequences) of the impact on the community using the consequence and likelihood framework developed Use the likelihood and consequence information to determine an overall risk score Undertake engagement with staff and external groups to review and validate the risk scores | <input type="checkbox"/> We have not completed for any climate hazards <input type="checkbox"/> We have completed for a single climate hazard <input checked="" type="checkbox"/> We have completed for multiple climate hazards <input type="checkbox"/> We have completed for all relevant climate hazards | <ul style="list-style-type: none"> Analyze differences in vulnerability, likelihood, and consequence of impacts on different demographic groups, particularly vulnerable and equity-deserving populations Determine how climate impacts may exacerbate existing inequities Include equity considerations in risk scoring process Engage with equity-deserving communities to validate and refine risk assessments | <input type="checkbox"/> We have not integrated Reconciliation+AREI <input checked="" type="checkbox"/> We have somewhat integrated Reconciliation+AREI <input type="checkbox"/> We have integrated Reconciliation+AREI |
| Please provide notes that describe how you have achieved this milestone | | The HEP, having been previously completed, completed up to FCM PCP's Phase 3 guidelines which address numerous challenges, emissions reduction strategies, and climate hazards. | | | | |
| Milestone No. | Milestone | Service Areas | Activities to Progress in Service Areas/Climate Hazards | Climate Hazards | Activities to Progress in Reconciliation, Anti-Racism, Equity, and Inclusion (Reconciliation+AREI) | Reconciliation, Anti-Racism, Equity, Inclusion (Reconciliation+AREI) |
| 8 | Develop a climate adaptation plan Prepare a climate adaptation plan that outlines a vision, goals, and actions to help the community adapt to climate change while meeting community needs and objectives. | <input type="checkbox"/> We have not completed for any service areas <input checked="" type="checkbox"/> We have completed for at least one service area <input type="checkbox"/> We have completed for all core service areas <input type="checkbox"/> We have completed for all service areas | <ul style="list-style-type: none"> Establish a climate adaptation vision, objectives, and goals Secure buy-in and endorsement for adaptation goals and objectives Work with staff and external groups to identify actions that effectively address climate risks Refine, prioritize, and select adaptation actions Identify opportunities to integrate adaptation actions with other projects or plans For selected adaptation actions, identify relevant information such as potential drivers and constraints, roles and responsibilities, timelines, costs and benefits, sources of funding, specific targets Document actions into climate adaptation plan Seek approval and support of Council, staff, partners, and community | <input type="checkbox"/> We have not completed for any climate hazards <input type="checkbox"/> We have completed for a single climate hazard <input checked="" type="checkbox"/> We have completed for multiple climate hazards <input type="checkbox"/> We have completed for all relevant climate hazards | <ul style="list-style-type: none"> Engage with local and regional First Nations, Métis, Inuit, and urban Indigenous Peoples, communities, and organizations, as well as community organizations, stakeholders, and the public to gather input on potential adaptation actions Engage with equity-deserving communities to inform the identification and selection of climate adaptation actions Incorporate Indigenous knowledges and practices into the climate adaptation plan Include benefits to equity-deserving groups as a weighted criterion when prioritizing adaptation actions Include Reconciliation+AREI metrics and targets Ensure the plan is accessible and understandable to diverse community members | <input type="checkbox"/> We have not integrated Reconciliation+AREI <input checked="" type="checkbox"/> We have somewhat integrated Reconciliation+AREI <input type="checkbox"/> We have integrated Reconciliation+AREI |
| Please provide notes that describe how you have achieved this milestone | | No specific climate adaptation plan has been developed. The HEP takes a holistic approach to climate adaptation and mitigation and meets Milestone 3 of the FCM PCP guidelines. The Climate Change Strategy will have a focus on both climate adaptation and emissions reductions while working to update the HEP. | | | | |

| | |
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| <p>Step 2. Reflect "Where do we want to go?" By answering this question, you can start envisioning what climate resilience looks like for your community. Based on your Self-Assessment, what are your priorities for progression over the next 2 years? What activities could you undertake?</p> | <p>Over the next 2 years, the City will have developed a Climate Change Strategy (CCS) which will contain policies and strategies for GHG reduction and climate change adaptation for both the corporation and the community. The CCS will contain an implementation schedule with milestones to ensure that action is being taken to mitigate the effects of climate change at a corporate level, and set targets which will contribute to the national and global GHG reduction targets.</p> |
| <p>Step 3. Identify "How could we get there?" By reviewing the activities related to each level of progression, you can start identifying specific steps that will help you move between each level of progression in the Self-Assessment and toward your vision of climate resilience.</p> | <p>We intend to have compiled a GHG emissions inventory done for both the corporation and community. Modelling and mapping will be developed of the emission sources based on multiple scenarios. Corporate assets which are vulnerable to the effects of climate change will be identified based on 2, 3, and 4 degree Celsius increases in world temperatures. Strategies and policies will be developed based on whether they can be completed in the short-, medium-, or long-term, which will assist staff in the reevaluation and potential adaptation of the CCS in the future.</p> |

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December 9, 2024

Federation of Canadian Municipalities
Attn.: Jordan Ruest, Officer, Programs Outreach – Community Canopies
24 Clarence Street
Ottawa, ON K1N 5P3

Dear Ms. Ruest:

Re: Municipal Support for Local Leadership for Climate Adaptation Funding Application

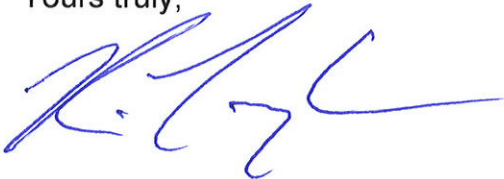
This letter is to confirm support from the City of Kawartha Lakes (the City) for the funding application through the Federation of Canadian Municipalities for the project titled "Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes". The City has committed \$150,000 towards this project.

Development of the Climate Change Strategy is a Council priority, supporting the first of four strategic priority areas within the 2024-2027 Corporate Strategic Plan; a Healthy Environment. The Climate Change Strategy will serve to refresh the City's 2019 Healthy Environment Plan, emphasizing a reduction of our carbon footprint to mitigate environmental risks.

A report outlining the funding application is targeted for the January 14, 2025 Committee of the Whole meeting, with a formal Council resolution in support of the funding application to follow at the January 28, 2025 Council meeting.

Should you have any questions or concerns regarding this application, please do not hesitate to contact me.

Yours truly,



Ron Taylor
CAO

CC: Leah Barrie, Director, Development Services