

# The Corporation of the City of Kawartha Lakes

## Agenda

### Regular Council Meeting

CC2025-02

Tuesday, January 28, 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

Vacancy - Ward 5

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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 24, 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](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.

1.	<b>Call to Order</b>	
2.	<b>Opening Ceremonies</b>	
2.1	O Canada	
2.2	Moment of Silent Reflection	
2.3	Adoption of Open Session Agenda	
3.	<b>Disclosure of Pecuniary Interest</b>	
4.	<b>Notices and Information by Members of Council and Staff</b>	
4.1	Council	
4.2	Staff	
5.	<b>Council Minutes</b>	19 - 56
	<b>Special Council Meeting, December 10, 2024</b>	
	<b>Regular Council Meeting, December 10, 2024</b>	
	<b>Special Council Meeting, January 14, 2025</b>	
	That the Minutes of the Special Council Meeting of December 10, 2024, the Regular Council Meeting of December 10, 2024 and the Special Council Meeting of January 14, 2025, be received and adopted.	
6.	<b>Deputations</b>	
6.1	CC2025-02.6.1	57 - 59
	<b>Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance Adjacent to 7 Thomas Street and 5 Amelia Street, Pontypool Relating to Agenda Item 9.3.9</b>	
	Gerard Lambert	
	Nerica Lambert	
	That the deputation of Gerard Lambert and Nerica Lambert, regarding the Proposed Surplus Declaration, Closure and Sale of a Portion of Road Allowance Adjacent to 7 Thomas Street and 5 Amelia Street, Pontypool, be received.	
7.	<b>Correspondence</b>	

8. **Presentations**

9. **Committee of the Whole**

9.1 Correspondence Regarding Committee of the Whole Recommendations

9.2 Committee of the Whole Minutes

60 - 72

**Committee of the Whole Meeting, January 14, 2025**

**That** the Minutes of the Committee of the Whole Meeting of January 14, 2025, be received and the recommendations, included in Section 9.3 of the Agenda, be adopted.

9.3 Business Arising from Committee of the Whole Minutes

9.3.1 CW2025-002

**That** the deputation of Roshan Haggalla, **regarding Short Term Rental Licensing Requirements - Fire Pit Setbacks**, be received.

9.3.2 CW2025-003

**That** the deputation of Paul Vessio, **regarding a Request for a Fence Encroachment Adjacent to Pleasant Point Road, former Township of Fenelon**, be received.

9.3.3 CW2025-004

**That** the deputation of Christopher Handley and Marylee Boston, **regarding an In-Town By-Pass Route for Fenelon Falls**, be received.

9.3.4 CW2025-005

**That** the deputation of Diane Engelstad, **regarding a Request for a Review of Priority Groups for the Canada Ontario Housing Benefit**, be received.

9.3.5 CW2025-006

**That** the deputation of Chris Kerr and Terri Kerr, **regarding a Request for a Tree Encroachment Adjacent to Bank Road, Seagrave**, be received.

9.3.6 CW2025-007

**That** the deputation of Peggy Brooks, **regarding a Request for a Water Bill Reduction for 12 Moynes Court, Lindsay**, be received.

9.3.7 CW2025-008

**That the deputation of Jeff Hancock, regarding a Request for Site Plan Exemption for 4027 Highway 121, Kinmount, be received.**

9.3.8 CW2025-009

**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.**



**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; and

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

**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; and

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

**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; and

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

9.3.12 CW2025-013

**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; and

**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.

9.3.13 CW2025-014

**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.**

9.3.14 CW2025-015

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

**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.

9.4 Items Extracted from Committee of the Whole Minutes

## 10. **Planning Advisory Committee**

10.1 Correspondence Regarding Planning Advisory Committee Recommendations

10.2 Planning Advisory Committee Minutes

73 - 84

### **Planning Advisory Committee Meeting, January 15, 2025**

**That** the Minutes of the Planning Advisory Committee Meeting of January 15, 2025 be received and the recommendations, included in Section 10.3 of the Agenda, be adopted.

10.3 Business Arising from Planning Advisory Committee Minutes

10.3.1 PAC2025-002

**That Report PLAN2025-001, Application to Amend the Village of Bobcaygeon Zoning By-law 16-78 at 58 Duke Street, Bobcaygeon - 2259052 Ontario Inc., be received;**

**That a Zoning By-law Amendment respecting application D06-2024-022, substantially in the form attached as Appendix D to Report PLAN2025-001, be approved and adopted by Council; and**

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

10.3.2 PAC2025-003

**That Report PLAN2025-002, Applications to Amend the Kawartha Lakes Official Plan, and the Township of Dalton Zoning By-law 10-77 at 2475 Housey's Rapids Road, Washago - Faria, be received for information.**

10.3.3 PAC2025-004

**That Report PLAN2025-003, Applications to Amend the Kawartha Lakes Official Plan and Township of Ops Zoning By-law 93-30 at 4 Riverwood Park Road, Lindsay - Eatson Properties Inc., be received for information.**

10.3.4 PAC2025-005

**That Report PLAN2025-004, Applications to Amend the Kawartha Lakes Official Plan and the Township of Emily Zoning By-law 1996-30 at 54 Loop Line, Omemee - Marideane Acres Inc. (c/o Wellman), be received for information.**

10.3.5 PAC2025-006

**That the deputation of Ian Franklin of KLM Planning, regarding Report PLAN2025-007 (Item 6.1 on the Agenda), be received.**

10.3.6 PAC2025-007

**That Report PLAN2025-007, Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 139 Verulam Road South, Lindsay - Laz Developments Inc., be received;**

**That a Zoning By-law Amendment, respecting application D06-2023-030 substantially in the form attached as Appendix D to Report PLAN2025-007, be approved and adopted by Council; and**

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

10.3.7 PAC2025-008

**That Report PLAN2025-008, Application to Amend the Township of Emily Zoning By-law 1996-30 at 10 Northside Road, Lindsay - Chakraborty (DG Biddle and Associates), be received;**

**That a Zoning By-law Amendment, respecting application D06-2023-025 substantially in the form attached as Appendix D to Report PLAN2025-008, be approved and adopted by Council; and**

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

10.3.8 PAC2025-009

**That Report ENG2025-004, Assumption of Jennings Creek Subdivision, Phase 1 South, Lindsay, be received;**

**That the Assumption of Jennings Creek Subdivision, Phase 1 South, geographic Township of Ops, City of Kawartha Lakes, be approved;**

**That an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2025-004 be approved and adopted by Council; and**

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

10.3.9 PAC2025-010

**That Report ENG2025-005, Assumption of Jennings Creek Subdivision, Phase 1 North, Lindsay, be received;**

**That the Assumption of Jennings Creek Subdivision, Phase 1 North, geographic Township of Ops, City of Kawartha Lakes, be approved;**

**That an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2025-005 be approved and adopted by Council; and**

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

10.4 Items Extracted from Planning Advisory Committee Minutes

## 11. Consent Matters

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

11.1 Reports

11.1.1 CAO2025-001

85 - 168

**Partnership Agreement - Community Foundation of Kawartha Lakes  
Ron Taylor, Chief Administrative Officer**

**That Report CAO2025-001, Partnership Agreement – Community Foundation of Kawartha Lakes (CFKL), be received;**

**That the Partnership Agreement, substantially in the form provided in Appendix B to Report CAO2025-001, be approved; and**

**That the Mayor and Clerk be authorized to execute the Partnership Agreement with the Community Foundation of Kawartha Lakes.**

11.1.2 RS2025-009

169 - 183

**Request for Easements Over Portions of City-Owned Properties Close to William Street, Bolton Street and Sherwood Street, Bobcaygeon - Enbridge Gas Inc.**

Christine Oliver, Law Clerk - Realty Services

**That** Report RS2025-009, **Request for Easements Over Portions of City-Owned Properties Close to William St., Bolton St., and Sherwood St. – Enbridge Gas Inc.**, be received;

**That** a Grant of Easement in favour of Enbridge Gas Inc. over a portion of the City-owned properties legally described as Part of Lot 3, Range 5, Plan 11, Verulam, Part 1 57R-6449; T/W R251152; Kawartha Lakes, more specifically described as Part 2 on 57R-11042 (PIN: 63128-0219 (LT)), Part of Lot 6, Range 5, Plan 11, Verulam, Part 1 57R-4594; Kawartha Lakes, more specifically described as Part 8 on 57R-11042 (PIN: 63128-0203 (LT)), Part of Lots 6-7, Range 5, Plan 11, Verulam, Parts 1 and 2 57R-4203; Kawartha Lakes, more specifically described as Part 10 on 57R-11042 (PIN: 63128-0198 (LT)), and Part of Lot 6, Range 6, Plan 11, Verulam, Part 7 57R-6007; Kawartha Lakes, more specifically described as Part 3 on 57R-11043 (PIN: 63129-0108 (LT)) be supported, in principle;

**That** the Mayor and Clerk be authorized to sign the Agreement to Grant an Easement, attached as Appendix F; and

**That** the Mayor and Clerk be authorized to sign all documents required to facilitate registration of the Grant of Easement.

11.1.3

PUR2025-002

184 - 250

**2025-010-SS Kennel and Pound Services**

Marielle van Engelen, Buyer

Aaron Sloan, Manager, Municipal Law Enforcement and Licensing

**That** Report PUR2025-002, **Single Source 2025-010-SS Kennel and Pound Services**, be received;

**That** Council authorize the single source award to the Humane Society of Kawartha Lakes for kennel and pound services;

**That** Council authorize the option to renew the contract after the initial term, ending December 31, 2025, for an additional four (4) one (1) year terms, based on annual council budget approval, mutual agreement and successful completion of the initial term and each term thereafter; and

**That** subject to receipt of the required documents, the Chief Administrative Officer be authorized to execute the agreement.

11.1.4

WM2025-001

251 - 265

**Update on Blue Box Options for Non-Eligible Sources**

Heather Dzurko, Manager of Waste Management



**That** Report WM2025-001, **Update on Blue Box Options for Non-Eligible Sources**, be received;

**That** starting January 1, 2026, Non-Eligible Sources within the City of Kawartha Lakes will not receive curbside collection of recycling provided by the City of Kawartha Lakes; and

**That** the By-law for Collection and Management of Waste and Recyclables within the City of Kawartha Lakes (By-Law 2024-235) be amended to remove the responsibility for the collection of Non-Eligible Source material beginning January 1, 2026.

11.1.5

PLAN2025-009

266 - 273

**By-Law to Deem Lots 16 and 17, Plan 550 (21671 Brunon Avenue and 115 Robinglade Avenue)**

Nicolas Smith, Planner II

**That** Report PLAN2025-009, **By-law to Deem Lots 16 and 17, Plan 550**, be received;

**That** a Deeming By-law respecting Lots 16 and 17, Plan 550, substantially in the form attached as Appendix B and C to Report PLAN2025-009, be approved and adopted by Council; and

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

11.1.6

RD2025-002

274 - 290

**Snowmobile Trail Maintenance and Use Agreement - Ontario Federation of Snowmobile Clubs (OFSC) District 4**

Oliver Vigelius, Manager of Roads Operations

**That** Report RD2025-002, **Snowmobile Trail Maintenance and Use Agreements – Ontario Federation of Snowmobile Clubs (OFSC) District 4 and others**, be received;

**That** the Agreement between the Corporation of the City of Kawartha Lakes and the Ontario Federation of Snowmobile Clubs – District 4 for the use of City Lands for the purpose of snowmobiling, attached as Appendix C to Report RD2025-002, be approved;

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

**That** the Director of Public Works or their designate be authorized to execute any documents and/or agreements for any future snowmobile trail maintenance and use agreements substantially in the form as that found in Appendix C to this report until such time as the form of agreement substantially changes.

11.2 Items Extracted from Consent

11.2.1 RS2025-005

291 - 346

**Surplus Property - 574 Hartley Road, Woodville (Hartley Depot)**  
Christine Oliver, Law Clerk - Realty Services

**That** Report RS2025-005, **Surplus Property – 574 Hartley Road, Woodville**, be received;

**That** Resolution CR2014-147 be amended to remove the City-owned former Public Works Depot municipally known as Hartley (574 Hartley Road) from the list of properties to be sold; and

(A two-thirds majority vote is required to pass this specific resolution)

**That** the surplus declaration of 574 Hartley Road, Woodville, be rescinded.

(A two-thirds majority vote is required to pass this specific resolution)

12. **Petitions**

12.1	CC2025-02.12.1	347 - 347
	<p><b>Request for a Four Way Intersection at Mary Street West and Adelaide Street South, Lindsay</b></p> <p><b>A copy of the Petition with 72 signatures is available for viewing at the Clerk's Office</b></p> <p>Charlene Bruce Phillip Bruce</p>	
13.	<b>Other or New Business</b>	
14.	<b>By-Laws</b>	
	<p>That the By-Laws shown in Section 14.1 of the Agenda, namely: Items 14.1.1 to and including 14.1.12 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.</p>	
14.1	By-Laws by Consent	
14.1.1	CC2025-02.14.1.1	348 - 353
	<p>By-Law to Designate 2 King Street West, Village of Omemee in the City of Kawartha Lakes as Being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act.</p>	
14.1.2	CC2025-01.14.1.2	354 - 358
	<p>By-Law to Amend By-Law 2024-081, being a By-Law to Designate 31-35 King Street East, Village of Omemee in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest</p>	
14.1.3	CC2025-02.14.1.3	359 - 361
	<p>By-Law to Provide for the Changing of Names of a Public Highway in the City of Kawartha Lakes to Wagstaff Road and Homestead Drive</p>	
14.1.4	CC2025-02.14.1.4	362 - 364
	<p>By-law to Stop Up and Close Part of the Original 66' Shore Road Allowance Lying in Front of Lot 12, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, further described as Part 1 on 57R-11210, and to Authorize the Sale of the Land to the Abutting Owner</p>	

14.1.5	CC2025-02.14.1.5  By-Law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes (Clark, J.)	365 - 366
14.1.6	CC2025-02.14.1.6  By-Law to Amend the Village of Bobcaygeon Zoning By-Law No. 16-78 to Rezone Land within the City of Kawartha Lakes (58 Duke Street, Bobcaygeon)	367 - 369
14.1.7	CC2025-02.14.1.7  By-Law to Amend the Town of Lindsay Zoning By-Law No. 2000-75 to Rezone Land within the City of Kawartha Lakes (139 Verulam Road)	370 - 372
14.1.8	CC2025-02.14.1.8  By-Law to Amend the Township of Emily Zoning By-Law No. 1996-30 to Rezone Land within the City of Kawartha Lakes (10 Northside Drive)	373 - 376
14.1.9	CC2025-02.14.1.9  By-Law to Assume Alcorn Drive and Sanderling Crescent, Registered Plan 57M-802, Woods of Jennings Creek Subdivision, Phase 1 South, Geographic Township of Ops, The Corporation of the City of Kawartha Lakes	377 - 379
14.1.10	CC2025-02.14.1.10  By-Law to Assume Claxton Crescent and Springdale Drive, Registered Plan 57M-802, Woods of Jennings Creek Subdivision, Phase 1 North, Geographic Township of Ops, The Corporation of the City of Kawartha Lakes	380 - 382
14.1.11	CC2025-02.14.1.11  By-Law to Amend By-Law 2021-162, being a By-Law to Regulate Water and Wastewater Services in the City of Kawartha Lakes	383 - 386

By-Law To Deem Part of a Plan of Subdivision, Previously Registered For Lands Within Kawartha Lakes, Not To Be A Registered Plan of Subdivision In Accordance With the Planning Act PIN Number 63195-0507 (LT), Concession B, Part of Lot 1, Plan 550, Lot 16, and PIN Number 63195-0506 (LT), Concession B, Part of Lot 1, Plan 550, Lot 17, Geographic Township of Mariposa, Now City Of Kawartha Lakes (21671 Brunon Avenue and 115 Robinglade Avenue)

14.2 By-Laws Extracted from Consent

15. **Notice of Motion**

16. **Closed Session**

16.1 Adoption of Closed Session Agenda

16.2 Disclosure of Pecuniary Interest in Closed Session Items

16.3 Move Into Closed Session

**That** Council convene into closed session at \_\_\_ p.m. pursuant to Section 239(2) of the Municipal Act, S.O. 2001 s.25, in order to consider matters identified in Section \_\_\_ of the Regular Council Meeting Agenda of Tuesday, January 28, 2025, namely Items 16.3.1 to and including 16.3.6.

16.3.1 CC2025-02.16.3.1

**Confidential Closed Session Minutes, December 10, 2024  
Municipal Act, 2001 s.239(2)(c) Proposed or Pending Acquisition or Disposition of Land by the Municipality or Local Board  
Municipal Act, 2001 s.239(2)(d) Labour Relations or Employee Negotiations**

16.3.2 RS2025-007

**Disposition of Road Allowances Adjacent to 89, 91 and 95 Fell's Point Road, Fenelon  
Municipal Act, 2001 s.239(2)(c) Proposed or Pending Acquisition of Disposition of Land by the Municipality or Local Board  
Christine Oliver, Law Clerk - Realty Services**

- 16.3.3      RS2025-008
- Disposition of Shoreline Road Allowance Adjacent to 159 McCrackin Avenue**  
**Municipal Act, 2001 s.239(2)(c) Proposed or Pending Acquisition or Disposition of Land by the Municipality or Local Board**  
 Lucas Almeida, Law Clerk - Realty Services
- 16.3.4      CS2025-001
- Public Appointees to the Fenelon Falls Powerlinks Committee**  
**Municipal Act, 2001 s.239 (2)(b) Personal Matters About an Identifiable Individual, including Municipal or Local Board Employees**  
 LeAnn Donnelly, Executive Assistant, Community Services
- 16.3.5      PLAN2025-006
- Public Appointees to the Environmental Advisory Committee**  
**Municipal Act, 2001 s.239(2)(b) Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees**  
 Jenna Stephens, Planning Officer, Environmental Policy
- 16.3.6      CORP2025-001
- Kawartha Lakes Accessibility Advisory Committee Appointments**  
**Municipal Act, 2001 s.239(2)(b) Personal Matters About Identifiable Individuals, including Municipal or Local Board Employees**  
 Christine Briggs, IDEA Partner
17.          **Matters from Closed Session**
18.          **Confirming By-Law** 389 - 389
- By-Law to Confirm the Proceedings of the Regular Council Meeting of January 28, 2025
19.          **Adjournment**

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

**CC2024-18**  
**Tuesday, December 10, 2024**  
**Open Session Commencing at 12:30 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**  
**Vacancy - Ward 5**

**Please visit the City of Kawartha Lakes YouTube Channel at**  
**<https://www.youtube.com/c/CityofKawarthaLakes>** **to view the proceedings**  
**electronically.**

**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](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible**  
**accommodation request.**

**1. Call to Order**

Mayor Elmslie called the Meeting to order at 12 p.m. Deputy Mayor C. McDonald and Councillors R. Ashmore, D. Joyce, C. McDonald, M. Perry, T. Richardson and P. Warren were in attendance in Council Chambers.

Councillor E. Yeo was in attendance electronically.

CAO R. Taylor, City Clerk C. Ritchie, Deputy Clerk S. O'Connell, Directors S. Beukeboom, C. Faber, J. Johnson, B. Rojas, Fire Chief T. Jones and Executive Assistant to Human Services H. Russett were in also in attendance in Council Chambers.

**2. Adoption of Agenda**

**CR2024-694**

**Moved By** Councillor Warren

**Seconded By** Councillor Richardson

**That** the Agenda for the Open Session of the Special Council Meeting of Tuesday, December 10, 2024, be adopted as circulated.

**Carried**

**3. Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest disclosed.

**4. The Special Council Meeting Shall Recess for the Kawartha Lakes-Haliburton Housing Corporation (KLHHC) Annual General Meeting**

The Meeting recessed at 12:31 p.m. for the Kawartha Lakes-Haliburton Housing Corporation (KLHHC) Annual General Meeting.

**5. CC2024-18.5.1**

**Kawartha Lakes-Haliburton Housing Corporation Annual General Meeting**

Kirsten Maxwell, Chief Executive Officer, Kawartha Lakes Haliburton Housing Corporation

Councillor Perry, Chair of the Kawartha Lakes-Haliburton Housing Corporation (KLHHC), assumed the Chair for the Kawartha Lakes-Haliburton Housing Corporation's Annual General Meeting.



**6. The Special Council Meeting Shall Reconvene Following the Conclusion of the Kawartha Lakes-Haliburton Housing Corporation (KLHHC) Annual General Meeting**

The Meeting reconvened at 12:36 p.m. following the conclusion of the Kawartha Lakes-Haliburton Housing Corporation's Annual General Meeting.

**7. Confirming By-Law**

By-Law to Confirm the Proceedings of the Special Meeting of Council of December 10, 2024

**CR2024-695**

**Moved By** Councillor Perry

**Seconded By** Councillor Yeo

**That** a by-law to confirm the proceedings of a Special Council Meeting held Tuesday, December 10, 2024 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**8. Adjournment**

**CR2024-696**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor McDonald

**That** the Council Meeting adjourn at 12:37 p.m.

**Carried**

**Read and adopted this 28th day of January, 2025.**

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Doug Elmslie, Mayor

---

Cathie Ritchie, City Clerk

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

**CC2024-19**  
**Tuesday, December 10, 2024**  
**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**  
**Vacancy - Ward 5**

Please visit the City of Kawartha Lakes YouTube Channel at <https://www.city.kawarthalakes.ca> to view the proceedings electronically.

**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](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.**

**1. Call to Order**

Mayor Elmslie called the Meeting to order at 1:00 p.m. Deputy Mayor C. McDonald and Councillors R. Ashmore, D. Joyce, M. Perry, T. Richardson and P. Warren were in attendance in Council Chambers.

Councillor E. Yeo was in attendance electronically.

CAO R. Taylor, City Clerk C. Ritchie, Deputy Clerk S. O'Connell, Directors S. Beukeboom, L. Barrie, C. Faber, J. Johnston, J. Rojas, Fire Chief T. Jones, Paramedic Chief S. Johnston and Area Roads Manager O. Vigelius were in attendance in Council Chambers.

City Solicitor R. Carlson, Deputy Clerk J. Watts, Manager of Strategy and Innovation B. Stonehouse, Manager of Municipal Law Enforcement and Licensing C. McDonald, Manager of Development Engineering C. Sisson and Communications, Marketing and Advertising Officer K. Callaghan were in attendance electronically.

**2. Opening Ceremonies**

**2.1 O Canada**

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

**2.2 Moment of Silent Reflection**

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

**2.3 Adoption of Open Session Agenda**

**CR2024-697**

**Moved By** Councillor Perry

**Seconded By** Councillor Warren

**That** Section 10.02(i) of By-Law 2024-073, being the By-law to Govern and Regulate the Proceedings of Council, be waived to permit the addition of Item 8.3 to the Agenda for today's Meeting, being a deputation by Cosimo Costa, of SCS Consulting Group Ltd., regarding proposed driveway culverts for the King's Bay Subdivision located at 27 Stub Road, being Item 12.1.14 on the Agenda.

**Carried**

**CR2024-698**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Richardson

**That** the Agenda for the Open Session of the Regular Council Meeting of Tuesday, December 10, 2024, be adopted as circulated and with the following amendments:

Additions:

8.2 being a Deputation by Matthew Cory, of Malone Given Parson, regarding the Water-Wastewater Master Servicing Strategy Update and the Transportation Master Plan, being Items 10.1 and 10.2 on the Agenda

8.3 being a Deputation by Cosimo Costa, of SCS Consulting Group Ltd., regarding Proposed Driveway Culverts for the King's Bay Subdivision located at 27 Stub Road, being item 12.1.14 on the Agenda

**Carried**

### **3. Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest disclosed.

### **4. Notices and Information by Members of Council and Staff**

#### **4.1 Council**

Councillor Joyce:

- The Little Britain Santa Claus Parade will be held on Friday, December 13th at 7:00 p.m. There will be a family skate at the Little Britain Arena following the parade. Anyone interested in volunteering at the event were encouraged to contact the Little Britain Community Association.
- The Washburn Island Santa Claus Parade will be held on Saturday, December 14th at 5:00 p.m.
- The Woodville Santa Claus Parade will be held on Saturday, December 21st at 6:30 p.m.
- The Kawartha Lakes Public Library will be hosting a series of monthly craft programs for adults; the program will feature Cricut machines which will allow participants to create personalized projects. The Library will also be hosting a series of technology training session that will provide an opportunity to residents to work with branch staff to increase their familiarity with technology.

Deputy Mayor McDonald:

- Seasons greetings were extended to everyone in light of the holiday season. Residents were encouraged to shop locally to support local businesses and to also support local charitable organizations whenever possible.

Councillor Warren:

- The Christmas Tree Lighting was held in Kinmount on Thursday, December 5th and it was announced that Dr. M. Van Der Leden will be joining the healthcare team at the Kinmount and District Health Centre. Words of welcome were extended to Dr. Van Der Leden.
- The Bobcaygeon Santa Claus Parade will be held on Saturday, December 14th at 5:00 p.m.
- Seasons greetings were extended to residents in light of the holiday season and Councillor Warren noted that she will be hosting a New Year's Levee at the Boyd Museum on Wednesday, January 1st at 1:00 p.m.

Councillor Richardson:

- The Pontypool Community Centre will be hosting a Christmas Movie Night on Friday, December 13th at 6:00 p.m. which will feature a showing of The Polar Express.
- A Breakfast with Santa will be held at the Bethany United Church on Saturday, December 14<sup>th</sup> at 8:30 a.m.
- The Pontypool Firefighters Association will be hosting their Annual Food and Toy Drive on Sunday December 15<sup>th</sup> starting at 3:30 p.m. in the South Subdivision of Royal Estates.
- Words of appreciation were extended to all of the volunteers within our communities that have been organizing Christmas events during the holiday season.
- Kawartha Conservation has expanded the Illuminated Forest event which will now be open nightly from 5:00 p.m. to 7:00 p.m. until Friday, January 3rd.
- A Yuk Yuks event will be held at the Pontypool Community Centre on Saturday, January 18th.

- Four (4) enlarged signs have been posted along Ski Hill Road to provide improved wayfinding to the Wutai Shan Buddhist Temple.
- A Community Safety Zone has been posted on the portion of Highway 7A that travels through Bethany.
- Seasons greetings were extended to all of the residents of Kawartha Lakes. Words of appreciation were also extended to our public works crew who have had a busy start to the winter season.

Councillor Ashmore:

- Words of condolence were extended to the family and friends of Phillip Payne in light of his passing. Mr. Payne was a former Councillor, Deputy-Reeve and Reeve of the former Ops Township as well as a Warden of the former Victoria County.
- The Dunsford Santa Claus Parade will be held on Sunday, December 22nd at 4:00 p.m.
- The Omemee Food Bank, located at the Omemee Baptist Church, is open on the third (3rd) Thursday of each month.
- The Dunsford Food Bank, located at the Dunsford United Church, is open on the second (2nd) and fourth (4th) Thursday of each month.
- Seasons greetings were extended in light of the holiday season.

Councillor Yeo:

- The Coboconk Santa Claus Parade was held on Sunday, December 1st; words of appreciation were extended to all of the volunteers.
- Words of appreciation were also extended to residents for in light of the early onset of winter weather and the patience that have been shown while Public Works crews address the winter road conditions.

4.2 Staff

- Director S. Beukeboom advised that there are approximately 4500 water bills available for pick-up at the Lindsay Service Centre. Residents of Eldon, Woodville, Mariposa and Lindsay were reminded that water bills will be due on January 2<sup>nd</sup> and the bills will need to be picked up from the Lindsay Service Centre. Residents were encouraged to sign up for the

City's e-billing system to ensure that they receive their water bills, and their interim tax bills, in a timely manner.

- Director C. Faber congratulated Janine Mitchell, Human Services Manager, for being the recipient of the 2024 Ontario Municipal Social Services Association Champion of Human Services Award. The Award recognizes a champion who has displayed extraordinary leadership and made an exceptional contribution to human services. Director Faber shared words of appreciation for Janine's hard work and dedication during her forty (40) year career in Human Services and congratulated her on her upcoming retirement in 2025.

## 5. **2024 Deputy Mayor Report**

Deputy Mayor McDonald provided an overview of his tenure as Deputy Mayor for the 2024 calendar year. The overview highlighted the projects that were undertaken, including the Short Term Rental Licensing Task Force, the Customer Service Initiative, the 2024 International Plowing Match and Rural Expo., and the Budget Committee. Words of thanks were extended to Mayor Elmslie, members of Council and the CAO for all of their support throughout 2024.

## 6. **2025 Deputy Mayor Election**

Presiding Officer - Cathie Ritchie, City Clerk

### 6.1 CC2024-19.6.1

#### **Call for Nominations for Deputy Mayor**

C. Ritchie called for nominations for the position of Deputy Mayor.

**Nominated by** Councillor Richardson

**Seconded by** Councillor Perry

**That** Councillor McDonald be nominated for the position of Deputy Mayor for the City of Kawartha Lakes for the 2025 calendar year.

C. Ritchie called for nominations for the position of Deputy Mayor a second time.

C. Ritchie called for nominations for the position of Deputy Mayor for a third and final time.

**Moved by** Councillor Warren

**Seconded by** Councillor Perry

**That** nominations for the election of Deputy Mayor for the City of Kawartha Lakes for the 2025 calendar year be closed.

**Carried**

6.2 CC2024-19.6.2

**Appointment of Scrutineer (in the case of an election)**

There was no requirement for the appointment of a scrutineer.

6.3 CC2024-19.6.3

**Recess to Conduct Voting (in the case of an election)**

There was no requirement for a recess to conduct voting.

6.4 CC2024-19.6.4

**Return to Council Session**

There was no requirement to reconvene to council session.

6.5 CC2024-19.6.5

**2025 Deputy Mayor Election Results Declared**

By acclamation, Councillor McDonald was declared Deputy Mayor for the City of Kawartha Lakes for the 2025 calendar year by City Clerk C. Ritchie.

6.6 CC2024-19.6.6

**Motion to Authorize the Destruction of the Ballots (in the case of an election)**

There was no requirement for a motion to authorize the destruction of the ballots.

6.7 CC2024-19.6.7

**Introductory Remarks from the 2025 Deputy Mayor-Elect**

Deputy Mayor-Elect McDonald provided introductory remarks as Deputy Mayor Elect for 2025. He provided words of appreciation for being declared as the Deputy Mayor for the 2025 calendar year. He highlighted the projects that he would like to focus on for 2025, including a review of a possible Reno-viction By-Law and a continued focus on the Short Term Rental Licensing Program and on the Customer Service Initiative.



**7. Council Minutes**

**Special Council Meeting, November 12, 2024**  
**Regular Council Meeting, November 19, 2024**  
**Special Council Meeting, November 26, 2024**  
**Special Council Meeting, December 5, 2024**

**CR2024-699**

**Moved By** Councillor Richardson

**Seconded By** Councillor Perry

**That** the Minutes of the Special Council Meeting of November 12, 2024, the Regular Council Meeting of November 19, 2024, the Special Council Meeting of November 26, 2024, and the Special Council Meeting of December 5, 2024, be received and adopted.

**Carried**

Councillor Joyce left the Meeting at 1:30 p.m.

**8. Deputations**

8.1 CC2024-19.8.1

**Partnership with Federal Bird Friendly Grant  
relating to Item 12.1.8 on the Agenda**

Thomas Luloff

Thomas Luloff provided an overview of a Bird Friendly Grant Program that will be lead by Fleming College. He outlined that the Program will provide an opportunity to review the best methods to mitigate the decline of the bird population, including the use of window decals, bird friendly bird feeders, etc. He noted that the City of Kawartha Lakes provides an ideal study area because it will include both urban and rural study areas. He encouraged Council to approve Report PLAN2024-071, being a Partnership with the Federal Bird Friendly Grant, Item 12.1.8 on the Agenda.

**CR2024-700**

**Moved By** Councillor Warren

**Seconded By** Councillor Perry

**That** the deputation of Thomas Luloff, **regarding a Partnership with a Federal Bird Friendly Grant**, be received.

**Carried**

8.2 CC2024-19.8.2

**Comments Regarding the Water-Wastewater Master Servicing Strategy Presentation and the Transportation Master Plan Update Presentation relating to Items 10.1 and 10.2 on the Agenda**

Matthew Cory, Principal, Planner, Land Economist, Project Manager, Malone Given Parsons

Matthew Cory, of Malone Given Parson, spoke as a representative of FLATO Developments. He noted that FLATO Developments has development lands on the east side of Lindsay and those lands are subject to a Master Development Agreement. He spoke to the proposed phasing for those development lands and provided an overall update on the current status of the development lands. He asked that the Water-Wastewater Master Servicing Strategy and the Transportation Master Plan accommodate the proposed phasing for the development lands held by FLATO Developments.

**CR2024-701**

**Moved By** Councillor Richardson

**Seconded By** Deputy Mayor McDonald

**That** the deputation of Matthew Cory, of Malone Given Parsons, **regarding Comments on the Water-Wastewater Master Servicing Strategy Presentation and the Transportation Master Plan Update Presentation**, be received.

**Carried**

Councillor Joyce joined the Meeting electronically at 1:48 p.m.

8.3 CC2024-19.8.3

**Proposed Driveway Culverts for the King's Bay Subdivision Located at 27 Stub Road relating to Item 12.1.14, being Report ENG2024-037**

Cosimo Costas, SCS Consulting Group Inc.

Cosimo Costas, of SCS Consulting, spoke to Report ENG2024-037, being Proposed Driveway Culverts for the King's Bay Subdivision located at 27 Stub Road. He asked Council to accept the developer's proposal for continuous culverts where driveways are paired. He outlined that the continuous culvert proposal is intended to avoid standing water in ditches and they believe that the continuous culverts would not pose any maintenance concerns. He cited a consultation with a culvert maintenance company that indicated that they do not

differentiate between separate or continuous culverts for maintenance. He noted that they believe that the installation of a vertical culvert clean-out could address the maintenance concerns that have been raised. He also noted that separated culverts would require a design amendment that would add a retaining wall to each driveway due to insignificant culvert clearance which will increase costs.

**CR2024-702**

**Moved By** Councillor Warren

**Seconded By** Councillor Richardson

**That** the deputation of Cosimo Costas, of SCS Consulting Group Ltd., **regarding Proposed Driveways for the King's Bay Subdivision located at 27 Stub Road**, be received.

**Carried**

**9. Correspondence**

**10. Presentations**

10.1 CC2024-19.10.1

**Water-Wastewater Master Servicing Strategy Presentation**

Nafiur Rahman, Supervisor, Environmental Capital Project Management  
Corby Purdy, Purdy, Manager, Infrastructure Construction and Design  
Kevin Brown, TYLin Canada Inc.  
Abe Khademi, TYLin Canada Inc.

Corby Purdy, Manager of Infrastructure Construction and Design, and Kevin Brown, of TYLin Canada Inc., provided an update on the Water-Wastewater Master Servicing Strategy. Council was advised that the goal of the Master Plan Servicing Strategy is to ensure that approved growth can be accommodated without affecting the level-of-service to existing residents and businesses. It was noted that the Growth Management Strategy (GMS) process is a parallel study to the Water-Wastewater Master Servicing Strategy. Council received an overview of the serviced areas within the City of Kawartha Lakes, the service capacity for those areas and recommended projects for those areas to address the anticipated growth within those areas. The final Water-Wastewater Master Servicing Strategy will go forward to Council in Q1 of 2025 for consideration.

**CR2024-703**

**Moved By** Councillor Perry

**Seconded By** Councillor Richardson

**That** the presentation by Nafiur Rahman, Supervisor, Environmental Capital Project Management, et. al., **regarding the Water-Wastewater Master Servicing Strategy**, be received.

**Carried**

10.2 CC2024-19.10.2

**Transportation Master Plan Update Presentation**

Mike Farquhar, Manager of Technical Services

Joseph Kelly, Traffic Management Supervisor

Kassel Prince, P.Eng, PMP, Senior Transportation - Traffic Engineer, EGIS Group

Mike Farquhar, Manager of Technical Services, and Kassel Prince, of EGIS Group, provided an update on the Transportation Master Plan for the City of Kawartha Lakes. Council was advised that the Transportation Master Plan aims to enhance mobility and accessibility for all residents and visitors while preserving the natural environment. The goal is to establish an integrated transportation system that meets the needs of a growing population and promotes a connected multi-modal network through to 2051. Council received an overview of the master plan process, the approach for intersection analysis, level of service findings for existing conditions and a summary of possible network improvements.

**CR2024-704**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor McDonald

**That** the presentation by Joseph Kelly, Traffic Management Supervisor, and Kassel Prince, EGIS Group, **regarding the Transportation Master Plan Update**, be received.

**Carried**

The Meeting recessed at 3:14 p.m. and reconvened at 3:30 p.m.

Councillor Warren left the Meeting at 3:14 p.m.

**11. Planning Advisory Committee**

11.1 Correspondence Regarding Planning Advisory Committee Recommendations

11.2 Planning Advisory Committee Minutes

**Planning Advisory Committee Meeting, November 27, 2024**

**CR2024-705**

**Moved By** Councillor Richardson

**Seconded By** Deputy Mayor McDonald

**That** the Minutes of the Planning Advisory Committee Meeting of November 27, 2024, be received and the recommendations, included in Section 11.3 of the Agenda, save and except for Item 11.3.8, be adopted.

**Carried**

11.3 Business Arising from Planning Advisory Committee Minutes

11.3.1 PAC2024-071

**That** Report PLAN2024-066, **Application to Amend the Township of Ops Zoning By-law 93-30 at 77 Kawartha Lakes Road 36, Lindsay - Tyler**, be received;

**That** a Zoning By-law Amendment respecting application D06-2024-019, substantially in the form attached as Appendix D to Report PLAN2024-066, be approved and adopted by Council; and

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

**Carried**

11.3.2 PAC2024-072

**That** the deputation of Ian Franklin, KLM Planning Inc., **regarding Report PLAN2024-064 (Item 6.1 on the agenda)**, be received.

**Carried**

11.3.3 PAC2024-073

**That** Report PLAN2024-064, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 203, 207, and 213 Kawartha Lakes Road 36, Lindsay - Ashmere Lindsay Developments**, be received;

**That** a Zoning By-law Amendment, respecting application D06-2024-001 substantially in the form attached as Appendix D to Report PLAN2024-064, be approved and adopted by Council; and

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

**Carried**

11.3.4 PAC2024-074

**That** Report PLAN2024-065, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 61 and 75 Logie Street, Lindsay - Kemp and Sweeney**, be received;

**That** a Zoning By-law Amendment, respecting application D06-2023-015, substantially in the form attached as Appendix D to Report PLAN2024-065, be approved and adopted by Council; and

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

**Carried**

11.3.5 PAC2024-075

**That** Report PLAN2024-070, **Request to Enter into Subdivision Agreement for Walden Farm Plan of Subdivision 16T-16501**, be received for information;

**That** the Subdivision Agreement substantially in the form attached in Appendix C to Report PLAN2024-070, Request to Enter into Subdivision Agreement for Walden Farm Plan of Subdivision 16T-16501, be endorsed by Council; and

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

**Carried**

11.3.6 PAC2024-076

**That** Report ENG2024-029, **2024 Registered Subdivisions Status Update**, be received;

**That** Staff be directed to provide annual updates for continued communication, housing target tracking, process improvement and to support the development community.

**Carried**

11.3.7 PAC2024-077

**That** Report ENG2024-030, **2025 Subdivision Agreement Template Update**, be received;

**That** the City's subdivision agreement and cost estimate schedule templates be updated and amended, as outlined in Appendix A and B, respectively, to Report ENG2024-030; and

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

**Carried**

#### 11.3.9 PAC2024-079

**That** Report ENG2024-032, **Assumption of Arizona Heights Subdivision, Phase One, Bobcaygeon**, be received;

**That** the Assumption of Arizona Heights Subdivision, Phase One, Geographic Village of Bobcaygeon, City of Kawartha Lakes, be approved;

**That** an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2024-032 be approved and adopted by Council; and

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

**Carried**

#### 11.3.10 PAC2024-080

**That** Report ENG2024-033, **2025 Pre-Servicing Agreement Template Update**, be received;

**That** the proposed updates to the current policy, substantially in the form attached as Appendix 'A', to Report ENG2024-033 be approved by Council and placed in the Policy Manual in the new City format;

**That** the proposed template of the Pre-Servicing Agreement, substantially in the form attached as Appendix 'B', to Report ENG2024-033 be approved by Council; and

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

**Carried**

#### 11.4 Items Extracted from Planning Advisory Committee Minutes

11.3.8 PAC2024-078

**CR2024-706**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Richardson

**That** Report ENG2024-031, **Update to Development Application Approvals Process (DAAP) Fee for Subdivisions**, be received;

**That** the City's Development Application Approvals Process (DAAP) Fee be increased to 6.0% for subdivisions;

**That** the City's cost estimate schedule template for subdivisions be updated and amended for 2025, as outlined in Appendix 'A', to Report ENG2024-031; and

**That** the City continue to review the DAAP fee every two years to ensure the fee is fair and in line with the costs of engineering review and project management by the City.

**Carried**

**12. Consent Matters**

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

Councillor Ashmore Items 12.1.2 and 12.1.3

Deputy Mayor McDonald Item 12.1.4

Councillor Richardson Item 12.1.7

**Moved By** Councillor Richardson

**Seconded By** Deputy Mayor McDonald

**That** all of the proposed resolutions shown in Section 12.1 of the Agenda, save and except for Items 12.1.2, 12.1.3, 12.1.4 and 12.1.7, be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered.

**Carried**

12.1 Reports

12.1.1 CLK2024-004

**Naming of Two Service Roads in the Area of Riverwood Park Road and Highway 35**

Joel Watts, Deputy Clerk



**CR2024-707**

**That** Report CLK2024-004, **Naming of Two Service Roads in the area of Riverwood Park Road and Highway 35**, be received;

**That** the new service road being a northerly extension of Homestead Drive created by the Ministry of Transportation north of Riverwood Park Road in the former Township of Ops be formally named Homestead Drive:

**That** the new service road created by the Ministry of Transportation west of Highway 35, and east of the northerly extension of Homestead Drive in the former Township of Ops be formally named Wagstaff Road;

**That** the Office of the City Clerk send notice to all affected parties (including the road owners, being the Ministry of Transportation) regarding the renaming of the service roads in accordance with the Notice By-law;

**That** subject to any significant objections brought to Council or Committee of the Whole from the affected parties in the notice period, that a by-law to name and readdress any applicable properties on both service roads be prepared, approved, and adopted by Council at the January 28, 2025 Regular Council Meeting; and

**That** staff be directed to send notice to the Ministry of Transportation requesting that they install appropriate signage for northbound and southbound travelers on Highway 35, and at the intersection of the new Homestead Drive extension, and Wagstaff Road to reflect the new street names, subject to the adoption of the by-law.

**Carried**

12.1.5 RS2024-055

**Proposed Lease Agreement between 15740622 Canada Inc. and the Corporation of the City of Kawartha Lakes at the Municipal Airport**  
Christine Oliver, Law Clerk - Realty Services

**CR2024-708**

**That** Report RS2024-055, **Proposed Lease Agreement between 15740622 Canada Inc. and The Corporation of the City of Kawartha Lakes at the Municipal Airport**, be received;

**That** the Lease Agreement attached as Appendix A to Report RS2024-055, be approved;

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

**That** the necessary By-Law, as outlined in Appendix B to Report RS2024-055, be brought forward for adoption.

**Carried**

12.1.6 CORP2024-030

**Capital Close and Special Projects Budget Adjustment**

Carolyn Daynes, Treasurer

**CR2024-709**

**That** Report CORP2024-030, **Capital Close and Special Projects Budget Adjustments**, be received;

**That** the capital projects identified in Appendix A to Report CORP 2024-030 be approved for closure;

**That** the balances below and provided in Appendix A be transferred to (from) the corresponding reserve to address all project closures listed;

Reserve	Report Closing Balance
Capital Contingency Reserve- Uncommitted	\$291,863.11
Capital Contingency Reserve - Manor	54,000.00
Capital Contingency Reserve – Cemetery	(395.85)
Public Works Fleet Reserve	36,861.36
Water Infrastructure Reserve	10,374.74
Special Projects Reserve	(22,803.06)
<b>Total Reserve Transfers</b>	<b>\$369,900.30</b>

**That** the balances below and provided in Appendix A be transferred from the obligatory reserves to fund projects closing in a deficit;

Obligatory Reserve	Report Closing Balance
Parkland Reserve Fund	\$(176.01)
Development Charge Reserve	(73,534.40)
Total Obligatory Reserve Transfers	\$(73,710.41)

**That** the Training Centre Burn Tower project be transferred to the Capital Contingency Reserve in the amount of \$518,448.38 to be committed to this project until it moves forward;

**That** the Omemee WPCP-Construction be transferred to the Capital Contingency Reserve in the amount of \$2,275,607.48 to be committed to this project until it moves forward;

**That** Lindsay Water Treatment Plant Filter Media be closed and debenture financing be reduced by \$106,922.25; and

**That** the 2023 Special Project 921230501-Information Technology Performance Management Software be re-opened and the original funding of \$270,000.00 be re-instated and transferred from the General Contingency Reserve (1.32090).

**Carried**

12.1.8 PLAN2024-071

**Partnership with Federal Bird Friendly Grant**

Mark Jull, Supervisor, Policy Planning

**CR2024-710**

**That** Report PLAN2024-071, **City of Kawartha Lakes Partnership with Federal Bird-Friendly Grant**, be received;

**That** the City of Kawartha Lakes commits to be a Community Partner and support Fleming College’s Natural Sciences and Engineering Research Council of Canada (NSERC) grant application by:

1. Providing a letter of support on City letterhead; and by

2. Sharing information about opportunities for City of Kawartha Lakes (CKL) citizens to participate in the research project through various City communications; and

**That** the Mayor and Clerk be authorized to execute the documents related to this request.

**Carried**

12.1.9 ED2024-045

**Proposed Heritage Designation of 204 Ballyduff Road, Geographic Township of Manvers (Frog Pond/Lotus Mill)**

Emily Turner, Economic Development Officer - Heritage Planning

**CR2024-711**

**That** Report ED2024-045, **Proposed Heritage Designation of 204 Ballyduff Road, Geographic Township of Manvers (Frog Pond/Lotus Mill)**, be received;

**That** the Municipal Heritage Committee's recommendation to designate 204 Ballyduff Road under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest be endorsed; and

**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 and consultation with the property owner(s), and preparation of the designating by-laws.

**Carried**

12.1.10 HS2024-009

**Muskoka D & M Corporation Additional Municipal Fee Waivers 77-83 William Street North, Lindsay**

Michelle Corley, Human Services Manager, Housing

**CR2024-712**

**That** Report HS2024-009, **Muskoka D & M Corporation Additional Municipal Fee Waivers 77-83 William Street North, Lindsay**, be received; and

**That** the additional municipal incentives identified in Table 1 of Report HS2024-009 be approved.

**Carried**

12.1.11 CS2024-012

**Lindsay Legacy C.H.E.S.T. Fund 2025 Allocation**

LeAnn Donnelly, Executive Assistant, Community Services

**CR2024-713**

**That** Report CS2024-012, **Lindsay Legacy C.H.E.S.T. Fund 2025 Allocation**, be received;

**That** total funding in the amount of \$437,933.36 be provided for the projects as recommended by the Lindsay Legacy C.H.E.S.T. Fund Grant Committee, with the allocation to come from the Lindsay Legacy C.H.E.S.T. Fund Reserve (3.24310), as follows:

A Place Called Home \$23,016.16

Kawartha Lakes Museum and Archives \$36,174.57

Ampere (Pinnguaq) \$49,351.40

Lindsay Little Theatre \$192,261.62

Kawartha Art Gallery \$131,129.61

Lindsay District Chamber of Commerce \$6,000.00

**That** the remaining amount of \$276,362.17 of interest earned from September 30, 2023 to August 31, 2024 not recommended for funding in 2025 be carried over for disbursement in a future year.

**Carried**

12.1.12 CS2024-013

**Bobcaygeon Legacy C.H.E.S.T. Fund 2025 Allocation**

LeAnn Donnelly, Executive Assistant, Community Services

**CR2024-714**

**That** Report CS2024-013, **Bobcaygeon Legacy C.H.E.S.T. Fund 2025 Allocation**, be received;

**That** total funding in the amount of \$90,524.47 be provided, with the allocation to come from the Bobcaygeon Legacy C.H.E.S.T. Fund Reserve (3.24320), as follows:

Bobcaygeon Canada Day Committee \$8,531.88

Ontario Open Fiddle and Step \$3,950.00

Kinette Club of Bobcaygeon \$2,500.00

Globus Theatre \$5,000.00

Bobcaygeon Minor Ball \$5,000.00

Bobcaygeon Lawn Bowling Club \$4,535.00

Impact 32 \$7,771.00

Environmental Action Bobcaygeon \$8,984.00

Trinity Church \$31,752.59

Royal Canadian Legion Branch 239 \$12,500.00

**That** \$14,228.73 (10% of interest earned from September 30, 2023 to August 31, 2024) be retained in the principle of the Bobcaygeon Legacy C.H.E.S.T. Fund Reserve (3.24320) for inflationary growth of the fund; and

**That** the remaining \$37,534.10 of available funds not allocated in 2025 be available for distribution in a future year.

**Carried**

12.1.13      ENG2024-036

**Request for Additional Funding for the Boyd Street/City of Kawartha Lakes Road 36 Intersection**

Michael Farquhar, Manager of Technical Services, Engineering

**CR2024-715**

**That** Report ENG2024-036, **Request for Additional Funding for Boyd St/ City of Kawartha Lakes Road 36 intersection**, be received; and

**That** Council authorize the increase of \$213,711.00 to the Capital budget project 983240902 (Traffic Lights and Streetlights) to be funded from the Uncommitted portion of the Capital Contingency Reserve. (1.32248).

**Carried**

12.1.14      ENG2024-037

**Proposed Driveway Culverts - King's Bay Subdivision - 27 Stub Road - OLT-23-000815**

Christina Sisson, Manager, Development Engineering

**CR2024-716**

**That** Report ENG2024-037, **Proposed Driveway Culverts – King’s View Subdivision – 27 Stub Road – OLT-23-000815**, be received;

**That** Council resolve that the City is not willing to accept the paired driveway culverts proposed by King’s Bay as detailed in Report ENG2024-037;

**That** Council resolve that the City of Kawartha Lakes will not assume proposed subdivision roads containing the proposed paired driveway culverts or permit the proposed paired driveway culverts to be installed within rights of way already owned by the City, unless changes are made to the satisfaction of the Director of Engineering and Corporate Assets and the Director of Public Works; and

**That** Staff be authorized to continue to require separated driveway culverts, or another appropriate solution to the satisfaction of the Director of Engineering and Corporate Assets and Director of Public Works, and advance this requirement at the written hearing of the issue before the Ontario Land Tribunal.

**Carried**

12.1.15 RD2024-003

**Snowmobile Trail Maintenance and Use Agreement - Ontario Federation of Snowmobile Clubs (OFSC) District 3**

Oliver Vigelius, Manager, Public Works Operations West B

**CR2024-717**

**That** Report RD2024-003, **Snowmobile Trail Maintenance and Use Agreement – Ontario Federation of Snowmobile Clubs (OFSC) District 3**, be received;

**That** the agreement 2015-1550 Ganaraska Snowmobile Club - Right of Use Maintenance, attached as Appendix D to Report RD2024-003, be terminated; and

**That** the agreement between the Corporation of the City of Kawartha Lakes and The Ontario Federation of Snowmobile Clubs – District 3 for the use of City lands for the purpose of snowmobiling, attached as Appendix C to Report RD2024-003, be approved; and

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

**Carried**

12.2 Items Extracted from Consent

12.1.2 CLK2024-005

**Council Policy Review Process**

Sarah O'Connell, Deputy Clerk

**CR2024-718**

**Moved By** Councillor Ashmore

**Seconded By** Deputy Mayor McDonald

**That** Report CLK2024-005, **Council Policy Review Process**, be received.

**Carried**

12.1.3 CLK2024-006

**Election Sign By-Law Amendment**

Joel Watts, Deputy Clerk

**CR2024-719**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Perry

**That** Report CLK2024-006, **Election Sign By-law Amendments**, be received.

**Carried**

**CR2024-720**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Joyce

**That** Section 2.03 (d) of the By-Law to Amend By-Law 2021-045 be amended to allow a maximum sign height of 2.0 metres.

**Carried**

**CR2024-721**

**Moved By** Councillor Richardson

**Seconded By** Councillor Perry

**That** a By-law to amend By-law 2021-045 (being A By-Law to Regulate the Placement of Election Signs in the City of Kawartha Lakes and Repeal By-law 2018-077), as amended to allow a maximum sign height of 2.0 metres, be approved and brought forward for adoption.

**Carried**



Councillor Warren jointed the Meeting electronically at 3:55 p.m.

12.1.4 ML2024-004

**Short Term Rental Accommodation Licensing Program Update**

Aaron Sloan, Manager of Municipal Law Enforcement and Licensing

**CR2024-722**

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Richardson

**That** Report ML2024-004, **Short Term Rental Licensing Program Update**, be received.

**Carried**

12.1.7 PUR2024-022

**2024-094-SS Single Source for Prime BPM Contract Renewal**

Ashley Wykes, Buyer

Brenda Stonehouse, Manager, Strategy and Innovation

**CR2024-723**

**Moved By** Councillor Richardson

**Seconded By** Councillor Ashmore

**That** Staff provide a presentation Council by the end of Q2, 2025 to review business process mapping through Prime BPM.

**Carried**

**CR2024-724**

**Moved By** Councillor Richardson

**Seconded By** Councillor Ashmore

**That** Report PUR2024-022, **2024-094-SS Single Source for Prime BPM Process Management**, be received;

**That** PRIME Business Process Management be awarded the three (3) year single source to continue to implement business process management solutions for the amount of \$449,397.00 USD plus the applicable currency exchange rate and taxes at time of invoice;

**That** subject to receipt of the required documents, the Director of Corporate Services be authorized to execute the agreement to award; and

**That** Corporate Services be authorized to issue a purchase order.

**Carried**

12.2.1 WM2024-008

**Blue Box Transition Options for Non-Eligible Sources**

David Kerr, Manager of Environmental Services

Note: This item was deferred from the Regular Council Meeting of November 19, 2024

**Moved By** Councillor Warren

**Seconded By** Councillor Joyce

**That** Report WM2024-08, **Blue Box Transition Options for Non-Eligible Sources**, be received;

**That**; starting January 1, 2026, Non-Eligible sources within the City of Kawartha Lakes will not receive curbside collection of recycling provided by the City of Kawartha Lakes;

**That**; the By-law for Collection and Management of Waste and Recyclables Within the City of Kawartha Lakes (By-Law 2016-144) be amended to incorporate Non-Eligible Source Collection details and remove the responsibility for the collection of non-eligible source material beginning January 1, 2026; and

**That** the necessary By-Law be brought forward for consideration.

**Motion Failed**

**CR2024-725**

**Moved By** Councillor Richardson

**Seconded By** Deputy Mayor McDonald

**That** Report WM2024-08, **Blue Box Transition Options for Non-Eligible Sources**, be received.

**Carried**

**CR2024-726**

**Moved By** Councillor Warren

**Seconded By** Councillor Richardson

**That** Staff report back to Council by the end of Q1, 2025 with formalized options for non-eligible sources for curbside collection.

**Carried**

**CR2024-727**

**Moved By** Councillor Warren

**Seconded By** Councillor Perry

**That** the Mayor and Council forward correspondence to the Minister of Environment, Conservation and Parks to advocate for the collection and processing of blue box recycling items from non-eligible sources to be funded wholly by producers; and

**That** a copy of the correspondence be forwarded to the Association of Municipalities of Ontario (AMO).

**Carried**

12.2.2 WM2024-009

**Waste Management By-Law 2016-144 Repeal and Replace**

Bonnie Ferguson, Waste Technician II

Note: This item was deferred from the Regular Council Meeting of November 19, 2024

**CR2024-728**

**Moved By** Councillor Warren

**Seconded By** Councillor Joyce

**That** Report WM2024-009, **Waste Management By-Law 2016-144 Repeal and Replace**, be received;

**That** the proposed By-Law to Repeal and Replace By-Law 2016-144, being the By-Law for Collection and Management of Waste and Recyclables within the City of Kawartha Lakes, as outlined in Appendix A to Report WM2024-009, be approved; and

**That** the necessary By-Law be brought forward to Council for adoption.

**Carried**

**13. Petitions**

**14. Other or New Business**

14.1 CC2024-19.14.1

**Memorandum Regarding a Councillor Appointment to the Development Charges Task Force**

Mayor Elmslie

**CR2024-729**

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Warren

**That** the Memorandum from Mayor Elmslie regarding, **Councillor Appointment -Development Charges Task Force**, be received; and

**That** Councillor Richardson be appointed as the council representative to the Development Charges Task Force.

**Carried**

**15. By-Laws**

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

**CR2024-730**

**Moved By** Councillor Perry

**Seconded By** Councillor Richardson

**That** the By-Laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.13, save and except for Item 15.1.13, be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

15.1 By-Laws by Consent

15.1.1 By-Law 2024-224

By-Law to Authorize the Execution of a Lease Agreement between 15740622 Canada Inc. and the Corporation of the City of Kawartha Lakes (3187 Highway 35 North, Lindsay)

15.1.2 By-Law 2024-225

By-Law to Levy Interim Taxes for 2025 in the City of Kawartha Lakes

15.1.3 By-Law 2024-226

By-Law to Authorize Borrowing from Time to Time to Meet Current Expenditures During the Fiscal Year ending December 31, 2025 in the City of Kawartha Lakes.

15.1.4 By-Law 2024-227

By-Law to Amend By-Law 2016-219, Being a By-Law to Govern Septage Disposal at the City of Kawartha Lakes

15.1.5 By-Law 2024-227

By-Law to Dedicate Part of Park Lot 2 on Plan 70, being Parts 2 and 3 on Plan 57R8173 as Public Highway (Hillcroft Way, former Township of Verulam)

15.1.6 By-Law 2024-228

By-Law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes (Williams, M.)

15.1.7 By-Law 2024-229

By-Law to Appoint a Weed Inspector for the City of Kawartha Lakes (Williams, M.)

15.1.8 By-Law 2024-230

By-Law to Amend the Township of Ops Zoning By-Law No. 93-30 to Rezone Land within the City of Kawartha Lakes (77 Kawartha Lakes Road 36)

15.1.9 By-Law 2024-231

By-Law to Amend the Town of Lindsay Zoning By-Law No. 2000-75 to Rezone Lands within the City of Kawartha Lakes (203, 207, 213 Kawartha Lakes Road 36)

15.1.10 By-Law 2024-232

By-Law to Amend the Town of Lindsay Zoning By-Law No. 2000-75 to Rezone Land within the City of Kawartha Lakes (61 and 75 Logie Street)

15.1.11 By-Law 2024-233

By-Law to Assume Sedona Court, Registered Plan 57M-805, PIN: 63134-0193, and to Assume the Stormwater Management Facility, Block 20, Registered Plan 57M-805, PIN: 63134-0189, and to Assume the Servicing Block, Block 22, PIN: 63134-0191, Previously Dedicated and Conveyed to the Municipality Upon Registration of Plan 57M-805, Geographic Village of Bobcaygeon, the Corporation of the City of Kawartha Lakes

15.1.12 By-Law 2024-234

By-Law to Repeal and Replace By-Law 2016-144, being a Collection and Management of Waste and Recyclables Within The City of Kawartha Lakes

15.2 By-Laws Extracted from Consent

15.1.13 By-Law 2024-235

By-Law to Amend By-Law 2021-045, being A By-Law to Regulate the Placement of Election Signs in the City of Kawartha Lakes

**CR2024-731**

**Moved By** Councillor Ashmore

**Seconded By** Deputy Mayor McDonald

**That** a By-Law to Amend By-Law 2021-045, being a By-Law to Regulate the Placement of Election Signs in the City of Kawartha Lakes, be read a first and second time.

**Carried**

**CR2024-732**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Joyce

**That** Section 2.03(d) of the By-law to Amend By-law 2021-045, be amended to read:

Maximum Sign Height: The height of election signs shall not exceed 2.0 metres above the surrounding ground.

**Carried**

**CR2024-733**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Warren

**That** a By-Law to Amend By-Law 2021-045, being a By-Law to Regulate the Placement of Election Signs in the City of Kawartha Lakes, as amended, be read a third and final time, passed, numbered, signed and the corporate seal attached.

**Carried**

**16. Notice of Motion**

**17. Closed Session**

17.1 Adoption of Closed Session Agenda

**CR2024-734**

**Moved By** Councillor Perry

**Seconded By** Councillor Richardson

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

**Carried**

17.2 Disclosure of Pecuniary Interest in Closed Session Items

There were no declarations of pecuniary interest disclosed.

17.3 Move Into Closed Session

**CR2024-735**

**Moved By** Councillor Perry

**Seconded By** Councillor Richardson

**That** Council convene into closed session at 4:44 p.m. pursuant to Section 239(2) of the Municipal Act, S.O. 2001 s.25, in order to consider matters identified in Section 17.3 of the Regular Council Meeting Agenda of Tuesday, December 10, 2024, namely Items 17.3.1 to and including 17.3.4.

**Carried**

**18. Matters from Closed Session**

**Item 17.3.1**

The Confidential Closed Session Minutes for the Regular Council Meeting of November 19, 2024 were approved.

**Item 17.3.2**

Staff provided Council with an update regarding the acquisition of a parcel of land along Colborne Street West, Lindsay.

**Item 17.3.3**

Staff provided a bargaining update to Council regarding the Ontario Nurses Association (ONA) – Victoria Manor.

**19. Confirming By-Law**

By-Law to Confirm the Proceedings of the Regular Council Meeting of December 10, 2024

**CR2024-740**

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Richardson

**That** a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, December 10, 2024 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**20. Adjournment**

**CR2024-741**

**Moved By** Councillor Warren

**Seconded By** Councillor Joyce

**That** the Council Meeting adjourn at 5:08 p.m.

**Carried**

**Read and adopted this 28th day of January, 2025.**

---

Doug Elmslie, Mayor

---

Cathie Ritchie, City Clerk



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

**CC2025-01**  
**Tuesday, January 14, 2025**  
**Open Session Commencing at 11:00 a.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**  
**Vacancy - Ward 5**

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**1. Call to Order**

Mayor Elmslie called the Meeting to order at 11:00 a.m. Deputy Mayor C. McDonald and Councillors R. Ashmore, C. McDonald and M. Perry were in attendance in Council Chambers.

Councillors P. Warren and E. Yeo were in attendance electronically.

Councillor T. Richardson was absent.

CAO R. Taylor, City Clerk C. Ritchie, Deputy Clerk S. O'Connell, Clerk J. Watts and Directors S. Beukeboom, B. Robinson and J. Rojas were also in attendance in Council Chambers.

City Solicitor R. Carlson was in attendance electronically.

**2. Adoption of Agenda**

**CR2025-001**

**Moved By** Councillor Perry

**Seconded By** Councillor Warren

**That** the Agenda for the Open Session of the Special Council Meeting of Tuesday, January 14, 2025, be adopted as circulated.

**Carried**

**3. Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest disclosed.

**4. Deputations**

**5. Correspondence**

**6. Reports**

6.1 CLK2025-001

**By-Law for the 2025 By-Election and Internet Voting Method**

Cathie Ritchie, City Clerk

**Moved By** Councillor Ashmore

**Seconded By** Councillor Perry

**That** the third clause of resolution CR2024-664 be rescinded to remove the direction for internet voting for the Ward 5 By-Election.

**Motion Failed**

**CR2025-002**

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Joyce

**That** Report CLK2025-001, **By-Law for the 2025 By-Election and Internet Voting Method**, be received; and

**That** the necessary by-law to authorize the 2025 By-Election and Alternative Voting Method attached as Appendix B to Report CLK2024-001, be brought forward to Council for adoption.

**Carried**

**7. By-Laws**

7.1 CC2025-01.7.1

By-Law to Authorize a By-Election and an Alternative Voting Method for the City of Kawartha Lakes

**CR2025-003**

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Warren

**That** a By-Law to Authorize a By-Election and an Alternative Voting Method for the City of Kawartha Lakes be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**8. Confirming By-Law**

By-Law to Confirm the Proceedings of the Special Meeting of Council of January 14, 2025

**CR2025-005**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Yeo

**That** a by-law to confirm the proceedings of a Special Council Meeting held Tuesday, January 14, 2025 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

**Carried**

**9. Adjournment**

**CR2025-006**

**Moved By** Councillor Perry

**Seconded By** Councillor Warren

**That** the Special Council Meeting adjourn at 11:32 a.m.

**Carried**

**Read and adopted this 28th day of January, 2025.**

---

Doug Elmslie, Mayor

---

Cathie Ritchie, City Clerk



# Request to Speak before Council

RECEIVED

JAN 02 2025

OFFICE OF THE CITY CLERK  
KAWARTHA LAKES

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: \*

Gerard Lambert

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:

Gerard Lambert

Deputant Two:

NERICA LAMBERT

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

Road ALLOWANCE SALE Lot 25 Ponty Pool  
AMELIA ST  
PONTY POOL

RECEIVED  
OFFICE OF THE CITY CLERK  
KAWARATHA LAKES

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

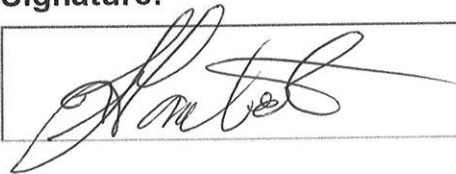
If yes, Which department and staff member(s) have you spoken to?

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

my ACTION is TO make A Clear sale or purchase  
of Lot # 25 TO ATTACH LOT TO 5 AMELIA  
# (JDE 1.23120) TO HELP US purchase  
This Property

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:**

JAN 2, 2015

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:  
Fax: 705-324-8110 Email: [agendaitems@kawarthalakes.ca](mailto:agendaitems@kawarthalakes.ca)

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



**1. Call to Order**

Mayor Elmslie called the Meeting to order at 1:00 p.m. Deputy Mayor C. McDonald and Councillors R. Ashmore, D. Joyce and M. Perry were in attendance in Council Chambers.

Councillor P. Warren and E. Yeo were in attendance electronically.

Councillor T. Richardson was absent.

CAO R. Taylor, City Clerk C. Ritchie, Deputy Clerk S. O'Connell, Directors L. Barrie, S. Beukeboom, C. Faber, B. Robinson, J. Rojas, Fire Chief T. Jones and Paramedic Chief S. Johnston were also in attendance in Council Chambers.

City Solicitor R. Carlson was also in attendance electronically.

**2. Adoption of Agenda**

**CW2025-001**

**Moved By** Councillor Perry

**Seconded By** Councillor Ashmore

**That** the Agenda for the Open Session of the Committee of the Whole of Tuesday, January 14, 2025, be adopted as circulated and with the following amendments:

Addition:

Item 4.3 Deputation by Christopher Handley and Marylee Boston, of the Fenelon Falls Chamber of Commerce, regarding an In-Town By-Pass Route for Fenelon Falls

**Carried**

**3. Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest disclosed.

**4. Deputations**

**4.1 COW2025-01.4.1**

**Short Term Rental Licensing Requirements - Fire Pit Setbacks**

Roshan Haggalla

Roshan Haggalla provided an overview of his concern regarding the fire pit setback regulations that apply to short term rental properties. He noted that the current regulations require a fire pit to have a fifteen (15) metre setback from a

structure and he believes that the fifteen (15) metres setback is too restrictive for smaller properties. He also noted that the previous setback requirement for a fire pit was five (5) metres and he asked Council to consider reducing the setback requirement back to five (5) metres.

**CW2025-002**

**Moved By** Councillor Joyce

**Seconded By** Councillor Perry

**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.

**Carried**

4.2 COW2025-01.4.2

**Request for a Fence Encroachment Adjacent to Pleasant Point Road, former Township of Fenelon**

Paul Vessio

Paul Vessio provided an overview of the fence that is associated with his property at the intersection of Pleasant Point Road and Rose Street. He outlined that the fence was originally constructed by the previous landowner and he would like approval for the fence to remain in its current locations. He noted that his property is close to the boat launch in Pleasant Point and the fence deters the parking of vehicles associated with the use of the boat launch. He provided a description of the fence and also noted that he does not believe that the fence causes any issues for vehicles using Pleasant Point Road or Rose Street. He asked Council to consider allowing the fence to remain in its current location.

**CW2025-003**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Yeo

**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.

**Carried**

4.3 COW2025-01.4.3

**In-Town By-Pass Route for Fenelon Falls**

Christopher Handley

Marylee Boston, Fenelon Falls and District Chamber of Commerce

Christopher Handley and Marylee Boston, of the Fenelon Falls and District Chamber of Commerce) spoke to encourage Council to consider a second in-town bridge crossing within Fenelon Falls. They noted that the community has expressed concern that there is currently only one in-town bridge crossing. There is a growing concern relating to transportation needs within Fenelon Falls. They encouraged Council to continue to scope a possible location for a second in-town bridge within Fenelon Falls.

**CW2025-004**

**Moved By** Councillor Perry

**Seconded By** Councillor Warren

**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.

**Carried**

4.4 COW2025-01.4.4

**A Request for a Review of Priority Groups for the Canada Ontario Housing Benefit**

Diane Engelstad

Diane Englestad provided an overview of her concerns relating to the list of priority groups relating to the Canada Ontario Housing Benefit. She noted that persons with disabilities were not included in the priority listing for the City of Kawartha Lakes. She outlined the challenges that are faced by persons with disabilities relating to the need for housing and asked Council to consider including persons with disabilities to the list of priority groups for the Canada Ontario Housing Benefit.

**CW2025-005**

**Moved By** Councillor Perry

**Seconded By** Councillor Joyce

**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.

**Carried**

4.5 COW2025-01.4.5

**Request for Tree Encroachment Adjacent to Bank Road, Seagrave**

Chris Kerr

Terri Kerr

Chris and Terri Kerr provided an overview of the trees that area associated with their property on Bank Road in Seagrave. They outlined that the trees were placed between the boundary of their property and the travelled road. They outlined that they believe that the placement of the trees does not have a negative impact on the road and they asked Council to consider allowing the trees to remain in their current location.

**CW2025-006**

**Moved By** Councillor Joyce

**Seconded By** Councillor Yeo

**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.

**Carried**

4.6 COW2025-01.4.6

**Request for Water Bill Reduction for 12 Moynes Court, Lindsay**

Peggy Brooks

Peggy Brooks provided an overview of the high water bill that she received for her property located at 12 Moynes Court in Lindsay. She noted that the high water bill was abnormal for their usual billing amounts. She outlined that the property has been reviewed by a plumber and there were no issues found that would have contributed to the amount of the high water bill. She asked Council to consider providing relief for the high water bill.

**CW2025-007**

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Warren

**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.

**Carried**

4.7 COW2025-01.4.7

**Request for Site Plan Exemption for 4027 Highway 121, Kinmount**

Jeff Hancock

Jeff Hancock provided an overview of the renovation that he is planning for his property located at 4027 Highway 127 in Kinmount. The property is known as the Edgewater Grill restaurant and they offer take out orders. He would like to expand the building which would allow an opportunity for indoor seating. He noted that the proposed expansion would be less than 1000 square metres but it would be than a 25% increase in the usable area of the building which is the threshold for the site plan requirements. He asked Council to consider providing an exemption to the site plan requirements for his proposed renovation.

**CW2025-008**

**Moved By** Councillor Warren

**Seconded By** Councillor Yeo

**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.

**Carried**

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

Kate Hall, Health Promoter, and Vidya Sunil, Epidemiologist, with the Haliburton Kawartha Northumberland Peterborough Board of Health, and Julie Elliott, Chair of the Haliburton Kawartha Lakes Northumberland Drug Strategy, provided an overview of the Situational Assessment of a Four Pillar Approach to Addressing the Drug Poisoning Crisis. The overview included an assessment of local trends in drug use and poisonings as well as a summary of the four pillar approach, being prevention and education, harm reduction, treatment and community safety.

**CW2025-009**

**Moved By** Councillor Joyce

**Seconded By** Deputy Mayor McDonald

**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.

**Carried**

The Meeting recessed at 2:54 p.m. and reconvened at 3:05 p.m.

**7. Consent Matters**

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

**Moved By** Deputy Mayor McDonald

**Seconded By** Councillor Yeo

**That** all of the proposed recommendations shown in Section 7.1 of the agenda, save and except for Items 7.1.2 and 7.1.6, 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.

**Carried**

7.1 Reports

7.1.1 RS2025-001

**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

**CW2025-010**

**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.

**Carried**

7.1.3 RS2025-003

**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

**CW2025-011**

**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.

**Carried**

7.1.4 RS2025-006

**Proposed Surplus Declaration, Closure and Sale of Shore Road Allowance Adjacent to 315 Avery Point Road, Carden**

Christine Oliver, Law Clerk - Realty Services

**CW2025-012**

**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.

**Carried**

7.1.5 ED2025-001

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

Emily Turner, Economic Development Officer - Heritage Planning

**CW2025-013**

**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.

**Carried**

7.2 Items Extracted from Consent

7.1.2 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**

Lucas Almeida, Law Clerk - Realty Services

**CW2025-014**

**Moved By** Councillor Warren

**Seconded By** Councillor Perry

**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; and

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

**Carried**

7.1.6 PLAN2025-005

**Support for Climate Change Strategy Funding Application**

Jenna Stephens, Planning Officer, Environmental Policy

**Moved By** Councillor Ashmore

**Seconded By** Deputy Mayor McDonald

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

**Motion Failed**

**CW2025-015**

**Moved By** Councillor Warren

**Seconded By** Councillor Joyce

**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.

**Carried**

**8. New or Other Business**

**9. Adjournment**

**CW2025-016**

**Moved By** Councillor Perry

**Seconded By** Councillor Yeo

**That** the Committee of the Whole Meeting adjourn at 3:24 p.m.

**Carried**

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Planning Advisory Committee Meeting**

**PC2025-01**  
**Wednesday, January 15, 2025**  
**1:00 P.M.**  
**Council Chambers**  
**City Hall**  
**26 Francis Street, Lindsay, Ontario K9V 5R8**

**Members:**  
**Mayor Doug Elmslie**  
**Councillor Ron Ashmore**  
**Councillor Tracy Richardson**  
**Councillor Pat Warren**  
**Mike Barkwell**  
**Patrick O'Reilly**  
**Andrew Veale**  
**Jason Willock**  
**Alternate: Deputy Mayor Charlie McDonald**

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## 1. Call to Order and Adoption of Agenda

### 1.1 Call to Order

Deputy Clerk and Recording Secretary J. Watts called the meeting to order at 1:00 p.m. Mayor D. Elmslie, Deputy Mayor C. McDonald (Alternate), Councillor R. Ashmore, and Committee Members M. Barkwell, P. O'Reilly, A. Veale, and J. Willock were in attendance.

Director of Development Services L. Barrie, Manager of Development Engineering C. Sisson, Deputy Clerk and Recording Secretary J. Watts, Supervisor of Development Engineering K. Timms, and Planners representing the City of Kawartha Lakes from Dillon Consulting and WSP Canada were also in attendance.

Absent: Councillors T. Richardson and P. Warren

Mr. Watts welcomed all in attendance, introduced the committee and opened the meeting. He then identified the process for the appointment of the Chair and Vice-Chair including a brief description of the roles.

### 1.2 Appointment of the Chair and Vice-Chair

Deputy Clerk and Recording Secretary J. Watts called for the nominations for the position of Chair.

A. Veale was nominated by Mayor Elmslie. Mr. Watts asked Mr. Veale if he wished to let his name stand for Chair of the Planning Advisory Committee. He consented to the nomination.

Mr. Watts called a second time for nominations for the position of Chair.

Mr. Watts called for a third and final time for nominations for the position of Chair.

Mr. Watts declared nominations for the position of Chair for the Planning Advisory Committee closed and declared Member A. Veale as Chair of the Planning Advisory Committee by acclamation.

Chair Veale assumed the position as Chair of the Planning Advisory Committee, and thanked the committee.

Chair Veale called for the nominations for the position of Vice-Chair.

Councillor Richardson was nominated by Member O'Reilly. Mr. Watts confirmed to Chair Veale that Councillor Richardson had provided prior verbal consent to the nomination to Clerk's Office prior to the meeting.

Chair Veale called a second time for nominations for the position of Vice-Chair.

Chair Veale called for a third and final time for nominations for the position of Vice-Chair.

Chair Veale declared nominations for the position of Vice-Chair for the Planning Advisory Committee closed and declared Councillor Richardson as Vice-Chair of the Planning Advisory Committee by acclamation.

1.3 Adoption of Agenda

**PAC2025-001**

**Moved By** J. Willock

**Seconded By** Mayor Elmslie

**That** the agenda for the Wednesday, January 15, 2025 Planning Advisory Committee Meeting be adopted as amended.

**Carried**

**2. Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest disclosed.

**3. Public Meeting Reports**

The Chair stated that, as required under the Planning Act, a Public Meeting is being held prior to the next Regular Council to make decisions on the following planning matters. The Chair noted the purpose of the public hearing being for gathering information and hearing submissions from interested parties. The Chair also asked the planner to briefly describe the proposal and summarize any correspondence received to date, and they further advised how the public could participate in the Public Meeting portions of the agenda.

3.1 PLAN2025-001

**Application to Amend the Village of Bobcaygeon Zoning By-law 16-78 at 58 Duke Street, Bobcaygeon - 2259052 Ontario Inc.**

Robert Wilson, Urban Planner, Dillon Consulting Limited on behalf of the City of Kawartha Lakes

3.1.1 Public Meeting

Mr. Wilson confirmed that the required notice was given in accordance with the Planning Act. They summarized the application, explaining that it proposes to amend the Village of Bobcaygeon Zoning By-law 16-78 Central Commercial-S11 (C1-S11) Zone to include the permitted uses in the parent C1 Zone to be

permitted again on the Subject Land, except 'dwelling units'. The application is consistent with the Provincial Planning Statement, and conforms to the Bobcaygeon Secondary Plan. Mr. Wilson summarized the comments received to date, as detailed in the report. Staff are recommending that the application be forwarded to Council for approval.

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

Tom deBoer of TD Consulting spoke as the applicant on behalf of the owner, and thanked staff for the expeditious review as now the owner can move forward with future plans.

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

No persons spoke to the application.

The Public Meeting concluded at 1:14p.m.

### 3.1.2 Business Arising from the Public Meeting

#### **PAC2025-002**

**Moved By** Mayor Elmslie

**Seconded By** P. O'Reilly

**That** Report PLAN2025-001, **Application to Amend the Village of Bobcaygeon Zoning By-law 16-78 at 58 Duke Street, Bobcaygeon - 2259052 Ontario Inc.**, be received;

**That** a Zoning By-law Amendment respecting application D06-2024-022, substantially in the form attached as Appendix D to Report PLAN2025-001, be approved and adopted by Council; and

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

**Carried**

### 3.2 PLAN2025-002

**Applications to Amend the Kawartha Lakes Official Plan, and the Township of Dalton Zoning By-law 10-77 at 2475 Housey's Rapids Road, Washago - Faria**

Amanda-Brea Watson, MCIP, RPP, and Lindsay Nooren, MCIP, RPP, Dillon Consulting on behalf of the City of Kawartha Lakes



### 3.2.1 Public Meeting

Ms. Nooren confirmed that the required notice was given in accordance with the Planning Act. They summarized the application, explaining that it proposes to create a new lot for a detached residential dwelling via a future consent application to sever a portion of 2475 Housey's Rapids Road. An amendment to the City of Kawartha Lakes Official Plan is required to create a special policy area that permits lot creation within the Waterfront Designation with a minimum lot area of 4,000 square metres and a minimum lot width of 31.35 metres on the portion of the Subject Land that is proposed to be severed. An amendment to the Township of Dalton Zoning By-law 10-77 is required to rezone a portion of the Subject Land that is proposed to be retained from the Rural General (RG) Zone to a Rural General Exception (RG-X) Zone to reduce the minimum lot area requirement for the balance of the land. The effect of these applications will change minimum lot area requirements and policies to enable a future consent application to sever land to create a new lot intended for the purpose of a detached residential dwelling. Consistency with the Provincial Planning Statement, and conformity to the Kawartha Lakes Official Plan will be determined upon further review of the application. Ms. Nooren summarized the comments received to date, as detailed in the report. Staff are recommending that the application be received for information. Ms. Nooren responded to questions from members of the Committee regarding the need for the applicant to respond to outstanding planning comments in order for the application to move forward.

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

Kevin Duguay of KMD Planning, spoke as the applicant on behalf of the owner and provided an overview of the application. He noted the various reports, studies, and maps that had been submitted to support this application, adding that the proposal will be compatible with the development in the surrounding area. He further stated that the proposed location of the severed lot fronting Black River Road would have the least impact, as opposed to a more easterly severance with greater hydro-geological challenges. Mr. Duguay responded to questions from the members of the committee.

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

No persons spoke to the application.

The Public Meeting concluded at 1:34p.m.

### 3.2.2 Business Arising from the Public Meeting

**PAC2025-003**

**Moved By** P. O'Reilly

**Seconded By** J. Willock

**That Report PLAN2025-002, Applications to Amend the Kawartha Lakes Official Plan, and the Township of Dalton Zoning By-law 10-77 at 2475 Housey's Rapids Road, Washago - Faria** be received for information.

**Carried**

3.3 PLAN2025-003

**Applications to Amend the Kawartha Lakes Official Plan and Township of Ops Zoning By-law 93-30 at 4 Riverwood Park Road, Lindsay - Eatson Properties Inc.**

Raphael Romeral, Urban Planner, Dillon Consulting Limited on behalf of the City of Kawartha Lakes

3.3.1 Public Meeting

Mr. Romeral confirmed that the required notice was given in accordance with the Planning Act. They summarized the application, explaining that it proposes to develop a self-storage facility and motor vehicle sales facility. An Official Plan Amendment to amend the City of Kawartha Lakes Official Plan is needed to redesignate a portion of the Subject Lands from 'Rural' to 'Highway Commercial Exception' designation. An amendment is also needed to permit a self-storage facility within the 'Highway Commercial Zone' in the Township of Ops Zoning By-law 93-30 to facilitate the proposal. Consistency with the Provincial Planning Statement, and conformity to the Kawartha Lakes Official Plan will be determined upon further review of the application. Mr. Romeral summarized the comments received to date, as detailed in the report. Staff are recommending that the application be received for information.

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

Kevin Duguay of KMD Planning spoke as the applicant on behalf of the owner, and provided an overview of the economic development benefits that this application would bring, notably the self-storage uses and a Volkswagen Dealership (where market capacity has been demonstrated). He summarized the number of plans and studies provided to support the application, and advised that they are in receipt of initial comments from the Ministry of Transportation (MTO). Mr. Duguay stated that no vehicular access would be made to Highway 35, but rather an entrance off the newly named Wagstaff Road, and that further MTO comments could be dealt with at the site-plan stage. He further noted that

the requirement for an archeological study may delay the application until the snow is gone.

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

No persons spoke to the application.

The Public Meeting concluded at 1:47p.m.

### 3.3.2 Business Arising from the Public Meeting

#### **PAC2025-004**

**Moved By** Mayor Elmslie

**Seconded By** J. Willock

**That Report PLAN2025-003 Applications to Amend the Kawartha Lakes Official Plan and Township of Ops Zoning By-law 93-30 at 4 Riverwood Park Road, Lindsay - Eatson Properties Inc.** be received for information.

**Carried**

### 3.4 PLAN2025-004

#### **Applications to Amend the Kawartha Lakes Official Plan and the Township of Emily Zoning By-law 1996-30 at 54 Loop Line, Omeme - Marideane Acres Inc. (c/o Wellman)**

Harane Jegatheswaran, Planner, Dillon Consulting Limited on behalf of the City of Kawartha Lakes

#### 3.4.1 Public Meeting

Ms. Jegatheswaran confirmed that the required notice was given in accordance with the Planning Act. They summarized the application, explaining that it proposes to sever approximately 3.7 ha from the Subject Land to create a new rural residential lot in the Rural designation. The City of Kawartha Lakes Official Plan Rural designation permits a minimum lot size of 40 hectares. As a result of the severance, both the retained and severed lots will be further reduced (i.e. approximately 31.4 ha retained and 3.7 ha severed) and therefore, an Official Plan Amendment is required. An amendment to the Township of Emily Zoning By-law 1996-30 is required to rezone the minimum lot frontage (120 metres) to permit the proposed Retained Land reduced frontage (80.1 metre), and to rezone the Severed Land from the Agricultural (A) Zone to Rural Residential Type One Zone to better reflect the use of the Severed Land. Consistency with the Provincial Planning Statement, and conformity to the Kawartha Lakes Official Plan will be determined upon further review of the application. Ms.

Jegatheswaran summarized the comments received to date, as detailed in the report. Staff are recommending that the application be received for information. She responded to questions from members of the Committee.

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

Michelle Duong of D.M. Wills and Associates spoke as the applicant on behalf of the owner and made herself and Ms. Keay available for any questions, and thanked staff for their assistance on the file. She provided an overview of the application and stated that no new building was proposed, and that the new lots would be bisected through the natural division of the land, and separate driveways would be maintained. She further noted that comments from Otonabee Region Conservation Authority had been received and are being reviewed. Lastly, she stated that additional work would be required on the archeological process.

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

No persons spoke to the application.

The Public Meeting concluded at 2:02p.m.

#### 3.4.2 Business Arising from the Public Meeting

##### **PAC2025-005**

**Moved By** M. Barkwell

**Seconded By** Councillor Ashmore

**That Report PLAN2025-004, Applications to Amend the Kawartha Lakes Official Plan and the Township of Emily Zoning By-law 1996-30 at 54 Loop Line, Omeme - Marideane Acres Inc. (c/o Wellman) be received for information.**

**Carried**

Member Willock left the Council Chambers at 2:03pm and returned at 2:06pm.

#### **4. Deputations**

##### 4.1 Ian Franklin, KLM Planning

Relating to Report PLAN2025-007 (Item 6.1 on the Agenda)

Mr. Franklin spoke as the applicant representing the owners LAZ Developments and spoke regarding report PLAN2025-007 (Item 6.1 on the Agenda). He provided an overview of the changes to the application since the original Public Meeting in January 2024 to respond to the issues raised at that time. This

included removing driveways fronting Dobson Street (in favour of rear lane access) and other minor improvements to the plan. He concluded by stating that that the revised plan would provide a forward looking approach.

**PAC2025-006**

**Moved By** Mayor Elmslie

**Seconded By** P. O'Reilly

**That** the deputation of Ian Franklin of KLM Planning, regarding Report PLAN2025-007 (Item 6.1 on the Agenda), be received.

**Carried**

**5. Correspondence**

**6. Regular and Returned Reports**

6.1 PLAN2025-007

**Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 139 Verulam Road South, Lindsay - Laz Developments Inc.**

Matt Alexander, MCIP, RPP, WSP Canada Inc., on behalf of the City of Kawartha Lakes

Mr. Alexander confirmed that a Public Meeting on this matter was held on January 16, 2024 in accordance with the Planning Act. They summarized the application, explaining that it proposes to rezone the lands in the Town of Lindsay Zoning By-law 2000-75, from the Future Residential (FR) Zone to the Residential Multiple One Special Exception Twenty-Nine (RM1-S29(H)) Zone with a Holding Symbol to facilitate the development of 87 townhouse dwellings, accessed via a future private road network, and an outdoor amenity area. The application is consistent with the Provincial Planning Statement, and conforms to the Lindsay Secondary Plan. Mr. Alexander summarized the comments received to date, as detailed in the report. Staff are recommending that the application be referred to Council for approval. Mr. Alexander, Ms. Barrie responded to questions from the members of the Committee. The Chair further permitted Mr. Franklin to respond to questions.

**PAC2025-007**

**Moved By** P. O'Reilly

**Seconded By** M. Barkwell

**That** Report PLAN2025-007, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 139 Verulam Road South, Lindsay - Laz Developments Inc.**, be received;

**That** a Zoning By-law Amendment, respecting application D06-2023-030 substantially in the form attached as Appendix D to Report PLAN2025-007, be approved and adopted by Council; and

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

**Carried**

6.2 PLAN2025-008

**Application to Amend the Township of Emily Zoning By-law 1996-30 at 10 Northside Road, Lindsay - Chakraborty (DG Biddle and Associates)**

Matt Alexander, MCIP, RPP, WSP Canada Inc., on behalf of the City of Kawartha Lakes

Mr. Alexander confirmed that a Public Meeting on this matter was held on November 29, 2023 in accordance with the Planning Act. They summarized the application, explaining that it proposes to rezone the lands in Township of Emily Zoning By-law from the Limited Service Residential Exception Four (LSR-4) Zone to the Limited Service Residential (LSR) Zone for the island lot, and Limited Service Residential Exception Eleven (LSR-11) Zone for the mainland lot. The application will facilitate the development of two detached dwellings, including one replacement dwelling on the island lot and one new dwelling on the mainland lot. The application is consistent with the Provincial Planning Statement, and conforms to the Kawartha Lakes Official Plan. Mr. Alexander summarized the comments received to date, as detailed in the report. Staff are recommending that the application be referred to Council for approval. They responded to questions from the members of the Committee.

**PAC2025-008**

**Moved By** M. Barkwell

**Seconded By** P. O'Reilly

**That** Report PLAN2025-008, **Application to Amend the Township of Emily Zoning By-law 1996-30 at 10 Northside Road, Lindsay - Chakraborty (DG Biddle and Associates)**, be received;

**That** a Zoning By-law Amendment, respecting application D06-2023-025 substantially in the form attached as Appendix D to Report PLAN2025-008, be approved and adopted by Council; and

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

**Carried**

Councillor Ashmore left the Council Chambers at 2:44p.m.

6.3 ENG2025-004

**Assumption of Jennings Creek Subdivision, Phase 1 South, Lindsay  
(Alcorn Drive and Sanderling Crescent)**

Christina Sisson, Manager, Development Engineering

Ms. Sisson provided an overview of their report noting the history of the related development in the area. Staff are recommending assumption of the roads (being portions of Alcorn Drive, Sanderling Crescent, Edgewood Drive), park blocks, walkway blocks, and pond access blocks substantially as per the draft by-law attached to the report.

**PAC2025-009**

**Moved By** Mayor Elmslie

**Seconded By** J. Willock

**That** Report ENG2025-004, **Assumption of Jennings Creek Subdivision, Phase 1 South, Lindsay (Alcorn Drive and Sanderling Crescent)**, be received;

**That** the Assumption of Jennings Creek Subdivision, Phase 1 South, geographic Township of Ops, City of Kawartha Lakes, be approved;

**That** an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2025-004 be approved and adopted by Council; and

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

**Carried**

Councillor Ashmore returned to Council Chambers at 2:48p.m.

6.4 ENG2025-005

**Assumption of Jennings Creek Subdivision, Phase 1 North, Lindsay  
(Claxton Crescent and Springdale Drive)**

Christina Sisson, Manager, Development Engineering

Ms. Sisson provided an overview of their report noting the history of the related development in the area. Staff are recommending assumption of the roads (Claxton Crescent, Springdale Drive) and the walkway/pond access block, substantially as per the draft by-law attached to the report.

**PAC2025-010**

**Moved By** P. O'Reilly

**Seconded By** Deputy Mayor McDonald

**That** Report ENG2025-005, **Assumption of Jennings Creek Subdivision, Phase 1 North, Lindsay (Claxton Crescent and Springdale Drive)**, be received;

**That** the Assumption of Jennings Creek Subdivision, Phase 1 North, geographic Township of Ops, City of Kawartha Lakes, be approved;

**That** an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2025-005 be approved and adopted by Council; and

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

**Carried**

**7. Adjournment**

**PAC2025-011**

**Moved By** Deputy Mayor McDonald

**Seconded By** Mayor Elmslie

**That** the Planning Advisory Committee Meeting adjourn at 2:50p.m.

**Carried**





## Council Report

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<b>Report Number:</b>	<b>CAO2025-001</b>
<b>Meeting Date:</b>	January 28, 2025
<b>Title:</b>	<b>Partnership Agreement – Community Foundation of Kawartha Lakes (CFKL)</b>
<b>Description:</b>	Partnership and Fee-for-Service Agreement between the City of Kawartha Lakes (CKL) and Community Foundation of Kawartha Lakes (CFKL) to deliver community programming, fundraising and fund management.
<b>Author and Title:</b>	Ron Taylor, Chief Administrative Officer

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### **Recommendation(s):**

**That** Report CAO2025-001, **Partnership Agreement – Community Foundation of Kawartha Lakes (CFKL)**, be received;

**That** the Partnership Agreement, substantially in the form provided in Appendix B to Report CAO2025-001, be approved; and

**That** the Mayor and Clerk be authorized to execute the Partnership Agreement with the Community Foundation of Kawartha Lakes.

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

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

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

## **Background:**

Representatives from the Community Foundation of Kawartha Lakes (CFKL) attended the June 4, 2024 Committee of the Whole meeting, and provided an overview of proposed partnership programming between the CKL and the CFKL.

Programs and services included ongoing grassroots community fundraising, management of the City's Social Sustainability Fund, and community collaboration and reporting of community health and well-being indicators (through the *Vital Signs* program).

At the Council Meeting of June 25, 2024, Council adopted the following resolution:

CW2024-138

**That** Report CAO2024-004, Partnership with the Community Foundation of Kawartha Lakes (CFKL), be received;

**That** total operating funding in the amount of \$126,000.00 be committed and provided to the Community Foundation of Kawartha Lakes over a three-year period, beginning in 2024, as outlined in Report CAO2024-004;

**That** Staff be directed to develop a partnership agreement with the Community Foundation of Kawartha Lakes, outlining service(s) that the CFKL can deliver on the City's behalf, by end of Q3, 2024; and

**That** the Mayor and Clerk be authorized to execute the resultant partnership agreement with the Community Foundation of Kawartha Lakes.

This report addresses that direction and to recommend an expanded partnership agreement for Council's consideration.

## **Rationale:**

Council directed staff to work with the CFKL to formalize, through an agreement, various partnership and funding programs with the City. Previous report CAO 2024-004, attached as Appendix A to this report, outlines these partner programs and opportunities.

Fees for service delivery, reporting and deliverables is outlined in the DRAFT agreement, attached as Appendix B to this report.

The initial recommended agreement has a four-year term, ending December 31, 2028 (with an automatic 4-year renewal if appropriate upon mutual consent). The intent is to generally revisit and update partnership arrangements at least each term of Council.

CFKL is ideally positioned to manage and implement the City's Social Investment Fund, and to facilitate and manage a ***Vital Signs*** program in the City.

### **Other Alternatives Considered:**

No other alternative has been considered, as Council directed staff to formalize the City's partnership with the CFKL through an agreement.

### **Alignment to Strategic Priorities**

Formalizing this partnership with the CFKL contributes to the strategic priority of Good Government, and specifically the stated action of "... collaborate with other community builders, partners and institutions." The Plan further commits to measurement and reporting, and specifically progress indicators, including Municipal Quality of Life Indicators. The Vital Signs program deliverables will deliver on this commitment.

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

This agreement outlines funding committed to CFKL to manage and/or provide programs and services on behalf of the City. This agreement is also intended to identify reporting and deliverables for funding in an accountable and transparent manner.

### **Consultations:**

City Solicitor  
Director, Corporate Services  
Director, Human Services  
Manager, Strategy & Innovation  
Executive Director & Board Members, Community Foundation of Kawartha Lakes

### **Attachments:**

Appendix A – Report CAO2024-004



Appendix A

Appendix B – DRAFT Partnership Agreement – Community Foundation of Kawartha Lakes



Appendix B

**Department Head email:** [rtaylor@kawarthalakes.ca](mailto:rtaylor@kawarthalakes.ca)

**Department Head:** Ron Taylor, CAO



## Committee of the Whole Report

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**Report Number:** CAO2024-004

**Meeting Date:** June 4, 2024

**Title:** **Partnership with the Community Foundation of Kawartha Lakes (CFKL)**

**Description:** Recommended partnership with, and funding for, the Community Foundation of Kawartha Lakes (CFKL) to deliver community and City funding programs, manage fundraising campaigns and implement community engagement and reporting.

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

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### **Recommendation(s):**

**That** Report CAO2024-004, **Partnership with the Community Foundation of Kawartha Lakes (CFKL)**, be received;

**That** total operating funding in the amount of \$126,000 be committed and provided to the Community Foundation of Kawartha Lakes over a three-year period, beginning in 2024, as outlined in Report CAO2024-004;

**That** staff be directed to develop a partnership agreement with the Community Foundation of Kawartha Lakes, outlining service(s) that the CFKL can deliver on the City's behalf, by end of Q3, 2024;

**That** the Mayor and Clerk be authorized to execute the resultant partnership agreement with the Community Foundation of Kawartha Lakes; and

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

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

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

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

**Background:**

At the Committee of the Whole meeting of May 9, 2023, Laurie Dillon-Schalk and Jack Roks of the Community Foundation provided a presentation to members of Council (see Appendix A).

The following resolution was adopted at the May 23, 2023 Council meeting:

**That** the presentation by Laurie Dillon-Schalk and Jack Roks, of the Community Foundation of Kawartha Lakes, **regarding an Overview of the Community Foundation of Kawartha Lakes**, be received.

At the Special Council meeting of November 8, 2023, Laurie Dillon-Schalk and Mark Knoester of the Community Foundation attended and made a presentation (see Appendix B). Council adopted the following resolution:

**That** the presentation by Laurie Dillon-Schalk and Mark Knoester, of the Community Foundation of Kawartha Lakes, **regarding the Draft 2024 Budget for the City of Kawartha Lakes**, be received; and

**That** the request from the Community Foundation of Kawartha Lakes for three year operating budget support of \$250,000.00, the request to formalize a process for disbursing funds through the municipality and the request to enter into a value exchange with the Foundation (by holding funds with the Foundation and partnering in grant administration) be forwarded to the 2024 budget process for consideration as a decision unit.

At the Special Council Meeting of December 5, 2023, Council adopted the following resolution:

**That** the funding request of \$250,000.00 from the Community Foundation of Kawartha Lakes be referred to Staff for review and report back by the end of Q2, 2024.

This report addresses that direction.

## **Rationale:**

City staff and representatives of the Community Foundation of Kawartha Lakes (CFKL) have met on several occasions in 2024 to discuss partnership opportunities, services the CFKL can deliver on behalf of, and to, the City, and funding to support CFKL administration and operations.

## **Administration and Operations Funding**

CFKL recently completed a three-year strategic planning exercise. Through that process and meetings with City staff, CFKL identified partnership and service opportunities. As a result, the CFKL has revised their total funding request to the City for administration and operations support to \$126,000 (previously \$250,000). This funding would be administered over an 18-month period (three fiscal year cycles).

The revised CFKL three-year funding request is as follows:

2024 - \$28,000  
2025 - \$84,000  
2026 - \$14,000

This requested funding will allow the CFKL to scale its operations, paving a way to sustainability. As one of the only multi-purpose public foundations in the City of Kawartha Lakes, CFKL offers a core service around local fundraising, donation management and a path for philanthropy like no other organization. This transitional funding will support start-up and expand those core programs.

## **Social Sustainability Fund Administration**

Since 2007, the Human Services Department has led and administered a Community Social Investment Fund (CSIF). This fund has supported community support service agencies with one-time seed money to support programs or initiatives that addressed poverty-related issues within the City of Kawartha Lakes. Key fund objectives were to: i) alleviate child poverty; ii) increase community participation or connection and/or iii) create sustainable opportunities to improve the quality of life. Over these past 17 years, this fund has remained at a limited amount of funds to support these initiatives.

In 2023 and planning forward, staff worked with funded agencies to reconcile and finalize all reporting and outstanding terms and conditions for one-time funds invested to date.

As outlined in the 2024 budget process, the \$145,308 earmarked for CSIF was recommended as a priority under Human Services to re-establish these funds and structurally support and expand investment for the Social Sustainability of our community.

By establishing a partnership with the CFKL, staff recommend investing these dollars to support and grow a Social Sustainability fund within Kawartha Lakes. These one-time dollars invested in 2024 would provide the opportunity for the City staff to work with the CFKL to establish the fund guidelines and objectives. It is with intention that the new fund would be marketed in a manner to promote further giving and growth for the social sustainability of Kawartha Lakes that would address the quality of life and needs of both current and future generations.

Staff is recommending that CFKL administer these funds annually on behalf of the City. Through the future executed partnership agreement, a modest administration fee (e.g. 10%) would be established for the first year of fund management, and would be evaluated for continuation as the fund grows in future years.

### **Vital Signs – Community Engagement and Reporting**

In January 2022, Council approved the City of Kawartha Lakes [Community Safety and Well-Being Plan](#) (CSWBP 2022 – 2025). Mental Health and Addictions; Housing; Poverty and Youth were the areas of focus with consideration given to each around how best to: Improve system navigation; Expand services and supports; Break down barriers; Collaboration and communication; Help our community understand; and Advocate.

Monitoring and measuring success of this plan originally commenced with certain indicators that would demonstrate achievements made towards each area of focus.

Recently, the original CSWBP Advisory Committee members regrouped to celebrate the qualitative achievements made over the course of the last two years. It was recognized by the various partners that a means to monitor and measure the health, wellness and safety of our community is essential.

In order to fill this gap within the community, the CFKL presented the means of compiling a **Community Vital Signs Report** approach. This report would compile evidence-based data, key priority indicators (KPIs) and information to measure the vitality and well-being of Kawartha Lakes. Trends, gaps, opportunities, strengths and areas of improvement for improving the well-being of our population will be evident



through this data. This will offer community partners a chance to be actively engaged in this approach through consultation efforts and assessing community needs, and serve to inform strategic planning, collaboration opportunities and outline where the demand for investment and advocacy is needed.

**What is 'Vital Signs'?** Vital Signs is a Canadian based community driven data research program spearheaded by the **Community Foundation of Canada**, led at a municipal level by local Community Foundations. This research program offers KPIs / measurement aligned to the UN's Sustainable Development Goals, universally accepted standards for measuring community well-being worldwide. This program leverages local data and knowledge to support evidence based, locally relevant solutions to improve the quality of life at the community level.

**Sustainable Development Goals**



Vital Signs offers high levels of community engagement and consultation, with emphasis on gathering local knowledge in addition to data to ensure diverse and inclusive participation. This program can offer a means to ongoing measurement and accountability for CSWB plans.

Staff recommend that a partnership with CFKL to produce the Vital Signs Report for Kawartha Lakes is a necessary means to bring rigour and accountability back to community collaborative planning and align with the Community Safety and Well-Being Plan. Details and timeframes for production of the report will be determined as the partnership with CFKL develops.

**Other Alternatives Considered:**

Council could choose to not fund the CFKL. This is not recommended as the CFKL offers unique local services to support community programs, projects and fundraising. The

requested funding is intended to support “start-up” and acceleration of this core CFKL service locally over a three-year period. Additionally, the provision of annual Vital Signs reporting and monitoring is a service not currently resourced by the City, and is required to measure and report on progress of goals and actions outlined in the City’s Strategic Plan and Community Safety and Well-Being Plan.

### **Alignment to Strategic Priorities**

Formalizing this partnership with the CFKL contributes to the strategic priority of Good Government, and specifically the stated action of “... collaborate with other community builders, partners and institutions.” The Plan further commits to Measurement and Reporting, and specifically progress indicators, including Municipal Quality of Life Indicators. The Vital Signs reporting would contribute to meeting this commitment.

### **Financial Impacts:**

The recommended investment in the CFKL will allow that organization to expand vital programming and achieve sustainability in a short period of time, while establishing a local partnership that directly benefits and supports City service delivery and reporting.

Council placed the 2024 CFKL funding request equivalent in a reserve (funded from the 2023 City Surplus Disposition), pending further information contained in this report. Future year funding would be included in the future 2025 and 2026 budgets.

### **Consultations:**

Director of Corporate Services

Director of Community Services

Director of Human Services

City Treasurer

Community Foundation of Kawartha Lakes

## **Attachments:**

Appendix A – May 9, 2023 Community Foundation Presentation



Appendix A - May 9,  
2023 Presentation

Appendix B – November 8, 2023 Community Foundation Presentation



Appendix B - Nov 8,  
2023 Presentation

Appendix C – CFKL Three-Year Strategy & Budget Plan



CFKL Three Year  
Budget Forecast

Appendix D – Vital Signs Guidebook for Canadian Community Foundations (2024)



Vital Signs  
Guidebook

**Department Head email: [rtaylor@kawarthalakes.ca](mailto:rtaylor@kawarthalakes.ca)**

**Department Head: Ron Taylor**

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the implementation of data-driven decision-making processes. It discusses how the collected data is used to identify trends, assess risks, and inform strategic planning. It also mentions the importance of regular communication and reporting to stakeholders.

4. The fourth part of the document addresses the challenges and limitations of data analysis. It notes that while data provides valuable information, it is not infallible and must be interpreted with care. It also mentions the need for ongoing monitoring and evaluation of the data analysis process.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It reiterates the importance of a robust data management system and the continuous improvement of data analysis practices to support the organization's long-term success.

COMMUNITY FOUNDATION  
OF KAWARTHA LAKES

# Presentation to Council



May 9, 2023



...

# Presenting Today

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## Goal

- Introduction
- Connection
- Collaboration
- Ask

## Jack Roks

Treasurer & Past President, CFKL  
Retired, Formerly Corporate Secretary,  
OMERS

## Laurie Dillon-Schalk

Executive Director, CFKL  
Formerly, Co-Founder Conquer Covid19  
>12 years Strategy Planning, Advertising Sector  
>8 years Management Consultant, IBM Canada

# We are business and community leaders

## Our Board Of Directors

...

### Mike Bellamy

Board Chair  
Owner, Webrelay Toronto

### James Barrett

Owner, Lakeview Arts Barn /  
Globus Theatre

### Andrew Davidson

Sr Relationship Mgr,  
TD Commercial Banking

### Adam Hayward

Owner, Nesbitts Meat Market  
& BDC Board Member

### Mark Knoester

Formerly Owner, Sobeys  
Fenelon Falls

### Jack Roks

Retired, Formerly Corporate  
Secretary, OMERS

### Nancy Stinson

Certified Financial Planner, CFP,  
RRC IG Wealth Management

### Tina VanderHeyden

President, Movanager  
Productions

### Glen Wright

Chair, Council for Clean & Reliable  
Energy, Former Chair WSIB

### And Foundation Staff

Laurie Dillon-Schalk  
Margaret Cunningham

# A foundation by the community

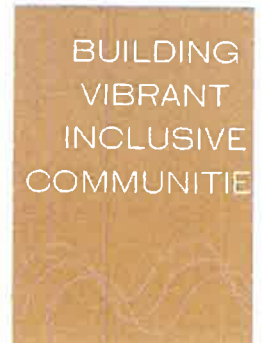
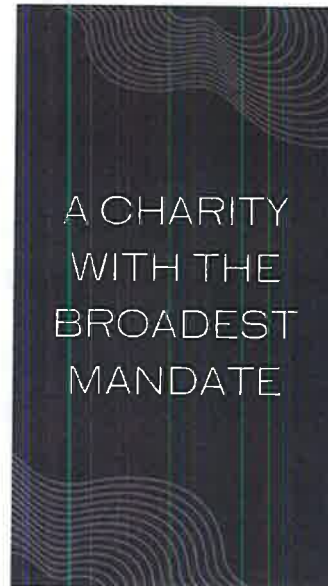
*We are GIVERS to the GIVERS*

- Registered charity
- Dedicated to improving the quality of life in the City of Kawartha Lakes
- Attracting endowment funds and facilitating philanthropic partnerships

...



INCREDIBLE  
IMPACT in  
CKL





## AN INCREDIBLE TRACK RECORD

WE HAVE FACILITATED  
A LEVEL OF COMMUNITY INVESTMENT  
SIMILAR TO FOUNDATIONS 3-5 TIMES OUR SIZE

...

# Since 2020, we've administered **\$638,588** in relief / Gov't Grants

**\$194K**

Gov't of Canada Emergency Support Community Fund Investment

**\$180K**

Bobcaygeon & Area Covid19 Relief Funds (Private Donations)

**\$265K**

Gov't of Canada Community Service Recovery Fund Investment

...



**BOBCAYGEON AND AREA COVID-19 RELIEF FUND**



COMPLISHED



- Kawartha Sexual Assault
- Canadian Mental Health Association
- Awesome Music Program
- Bobcaygeon Public School
- Community Care Foundation CKL
- Community Care CKL
- T.H.R.I.L.
- BGC Kawarthas
- Bobcaygeon Helps Food Bank
- Dunsford Food Bank
- Women's Resources Kawartha Lakes
- A Sheila Boyd Museum
- City of Kawartha Lakes – BACRF Memorial
- City of Kawartha Lakes – Impact 32
- City of Kawartha Lakes - Truth and Reconciliation Committee
- Tri-County Community Support Services
- John Howard Society of Kawartha Lakes and Haliburton
- Society of Saint Vincent de Paul
- King Albert Public School - Trillium Lakelands DSB
- Five Counties Children Centre
- Spinal Cord Injury Ontario – Kawartha Lakes
- Coboconk and Area Food Bank
- Kawartha Lakes Food Source
- Globus Theatre

# Since 2020, we've administered >\$556,597 in donor directed giving

**\$189.5K**

Permanent Endowment Funds

**\$21K +**

The Canopy Project - planting trees on public land

**\$346K +**

The Grove Theatre

...



## Community Support

- Coboconk Wellness Center
- Coboconk Foodbank
- A Place Called Home
- The Grove Theatre
- Fenelon Falls Horticultural Society
- Womens' Resources Kawartha Lakes
- Sculpture Project Fenelon Falls

## Scholarships / Bursaries / Support

- U of T Nursing Program
- Fenelon Falls High School
- Youth Leadership Training
- Fleming College
- Langton Public School
- Globus Theatre

## The Canopy Project

- BGC Kawarthas 7 acres property including the new skate park
- Edward Binney Community Gardens

## 2023 To Come

- St. Thomas Aquinas Secondary School, Lindsay
- I.E. Weldon Secondary School, Lindsay
- Dr. George Hall Public School, Little Britain
- Fenelon Falls Secondary School
- Langton Public School, Fenelon Falls
- Bobcaygeon Public School
- Coboconk / Bethany TBD

The Grove Theatre - the creation of an outdoor amphitheatre in Fenelon Falls, now in its 3rd year.

...

We offer a broad  
range of funds to  
accommodating  
all types of giving

— *Permanent Endowed Funds*

Funds created by gifts by donors. May include

- Field of Interest Fund
- Community Funds
- Donor Directed Funds
- Designated Funds
- Operating Endowment Fund

— *Managed Funds*

Established by a charitable organization and "held" by the Foundation but not endowed.

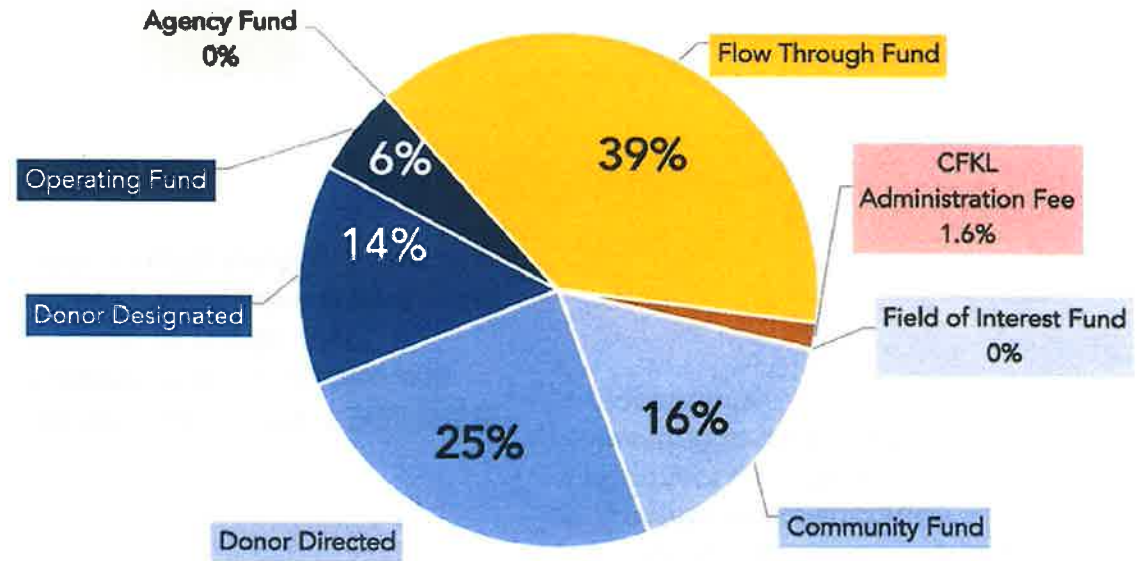
— *Flow Through Funds*

Funds that are not kept more than 12 months.  
Higher administration

...

# The composition of our funds

Historical Fund Holdings  
Apr 1 2021 - Mar 31 2023



Does not include federal grants



# ... Asking for Connection & Collaboration

## WHAT WE OFFER:

- A healthy charity ecosystem
- A route to market for hyper local community granting
- Attract Federal Grants

## HOW WE CAN SUPPORT YOU:

- Accelerate municipally endorsed projects on the cusp of funding
- Support community needs that fall outside of the traditional budget
- Productivity & economic impact via fostering community leadership & volunteerism



## HOW WE CAN WORK TOGETHER:

- Funding NQD nonprofits with projects on public land
- Allow CFKL to administer a grant
- Joint insights funding & analysis

## HOW YOU CAN SUPPORT US:

- Open a fund at CFKL
- Fund our capital start up costs
- Commit to collaboration
- Connect us to businesses wanting to invest in the community

...

# The needs of our community are INCREASING

- BIG initiatives supporting a growing city - including building cultural / health centers
- Rise of community specific giving to support neighbourhood level investments [Community Funds]
- Continued demand for relief - especially 'non qualified donees' NQD

# ... Opportunity: Establish a "Good Neighbours" FUND

A collaborative effort offering small grants to maintain community contributions as the city grows while also advancing the infrastructure for local giving.





# Let's work together

 [KawarthaFoundation.ca](http://KawarthaFoundation.ca)

 [Laurie@KawarthaFoundation.ca](mailto:Laurie@KawarthaFoundation.ca)

 416-738-4716

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# Deputation to Council

November 8, 2023

PRESENTING:

MARK KNOESTER, INCOMING BOARD CHAIR

[MARKKNOESTER227@GMAIL.COM](mailto:MARKKNOESTER227@GMAIL.COM)

LURIE DILLON-SCHALK, EXECUTIVE DIRECTOR

[LURIE@KAWARTHAFOUNDATION.CA](mailto:LURIE@KAWARTHAFOUNDATION.CA)



## About Us

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- We are **founded by the community**
- We are dedicated to **improving the quality of life** in Kawartha Lakes
- We attract endowment funds and **facilitate philanthropic partnerships**
- We are part the Community Foundation of Canada with a network of over 200+ community foundations

...

# About our impact

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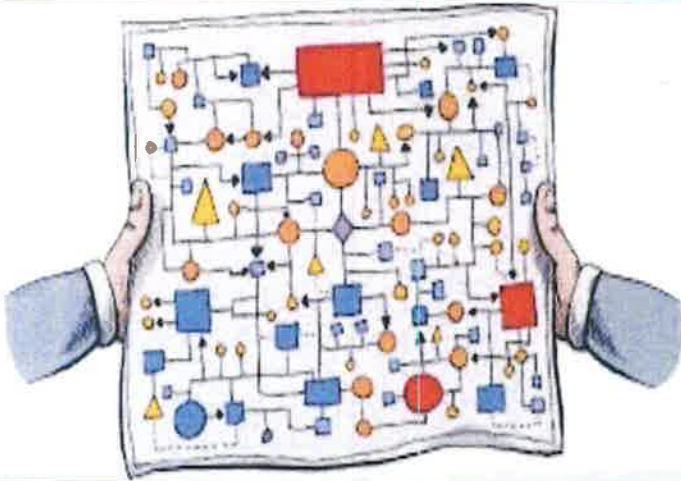
We **BRING IN**  
**FUNDING** to this  
area that  
otherwise would  
not have come in

We **ELEVATE**  
emerging  
community efforts  
or area nonprofits

We  
**FACILITATE**  
**FINANCING** of  
community level  
investments

...

## At our core



We manage the **very complex processes** around

- DONATIONS,
- TAX RECEIPTING
- FUNDS MANAGEMENT

We are a **critical part of the infrastructure** required to help the community help itself



# We deliver a desired outcome



## Recent social post:

*“The goal is to empower the private sector, not-for-profit agencies,... to help finance and build” – **Jamie Schmale***

**Our Foundation offers the infrastructure** needed to make this happen.

**There are HURDLES preventing the community from financing growth in the Kawartha Lakes**

We can **overcome these hurdles** by:

- Gaining support during our startup years
- Helping connect donors who wish to fund community investments
- Hasten our sustainability through the creation of a fund between the Foundation and the CKL

**This translates  
into our  
THREE ASKS**

1. Three year operating budget support of \$250K for our startup operation
2. Formalize a process for disbursing funds through the municipality
3. Enter a value exchange by
  - Hold funds with us
  - Partner in grant administration



# Let's grow together

[KawarthaFoundation.ca](http://KawarthaFoundation.ca)

[Laurie@KawarthaFoundation.ca](mailto:Laurie@KawarthaFoundation.ca)

416-738-4716



# About Funds Management

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- Our funds are managed by the Toronto Foundation as part of a >\$250 million asset portfolio. They use an Outsourced Chief Investment Officer from RockCreek Advisors.
  - Funds management is designed for charity sector including strong wealth preservation, generating strong returns while mindful of fees and costs.
  - Investments are protected from down slides, adjusted constantly for today's market realities and include niche market opportunities for growth
- *"We invest in equity that will make just as much money as other equities BUT has a positive impact to the community"*



...

# Examples of other Ontario foundations partnering with municipalities

- 
- **Lennox & Addington CF** - formalized process for disbursing to non-qualified donees
  - **Brant CF** - manages \$630,000 in community granting with a 10% administration fee, processing upwards of 70 applications per year. Responsible for accepting and adjudicating all applications. The Grant Committee recommendations are ratified by the Board, and the outcome is conveyed to the City of Brantford. City disburses all grants. (2001 – 2023)
  - **Picton / Prince Edward County** - manages community grant programs including agricultural grants, community programming and relief funds for low income households.
  - **Toronto Foundation** – Shared funding and resources model with co-granting initiatives such as the Toronto Resilience Strategy, shared research programs via Toronto's Vital Signs, to crisis response work. Work with leaders across Mayor's Office, the Toronto Office of Partnerships, Economic Development and Culture, Transportation Services and Social Development, Finance and Administration

...

# Examples of other foundations partnering with municipalities

- 
- **Abbotsford** - administers a matching grant program with grants up to \$50K per project.
  - **Prince George Community Foundation** – administers the municipality's grant cycle each spring including accepting applications, issuing cheques, hosts a grants committee, makes decisions, sits on City's adjudication committee. Endowment funds established for each community
  - **Selkirk, Manitoba** - each municipality (3) has an endowment fund with the Community Foundation. Designated funds include supporting active transit, park space, recreation facilities and future museum site.
  - **Kamloops Community Foundation** – 7 Funds on behalf of the municipality including Arts & Culture, Sports for local teams supporting provincial or national recruitment, Festival of Arts as well as 4 Endowment Funds
  - **Community Foundation South Okanagan** – Municipality donated \$1,000,000 to start legacy funds
  - **Port Coquitlam** – Managers of the municipality's grants program including managing all payments to charities, while the municipality manages payment for NQDs. Signed an MOU with the City to oversee and award their Capital Project Matching fund (up to \$10,000) and their Community Cultural Development (CCD) Grants.

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THREE YEAR STRATEGY & BUDGET FORECAST  
COMMUNITY FOUNDATION OF KAWARTHA LAKES

Prepared April 5, 2024  
For Distribution June 4<sup>th</sup> Council Meeting

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## Three Year Strategic Plan

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Our Mission is to improve the **quality of life** and **sense of belonging** in the Kawartha Lakes.

We will achieve our mission by **building a greater path for philanthropy** directed to the communities within City of Kawartha Lakes.

We are aided by a **unique value proposition** found in our special CRA designation as one of the few (only?) **multipurpose public foundations** in Kawartha Lakes.

This allows us to

- o Operate or grant across major areas that contribute to the vitality of a community including health & wellness, social services, education, economic development, environment, arts & culture, and agriculture.
- o Attract, manage, and disburse funds, in addition to carrying out our own charitable activities.

While we are small in our inception (registered in 2019), one of our core strengths is being a **member of the Community Foundations of Canada**, a network of over 200 community foundations, which brings unique sources of grants, training, collaboration, provincial / federal relationships, and innovative models of working with communities.

While our start included the critical role of local pandemic crisis relief, we have a strong track record in managing funds and investing back into the region. Our future lies in building permanent endowments / donor advised funds (DAFs), with the ability to distribute funds over the long term.

With the focus on building permanent endowments and the ability to distribute funds over the long term, Community Foundations are able to tackle both long term as well as immediate community needs. For example,

- o Partner to accelerate larger community investments that take time to fund and build.
- o Uplift emergent community project efforts that are not yet founded or registered.
- o Over time, address societal or systematic change.

For the next 3-5 years, our objectives are:

1. Build a healthy and sustainable base of operation.
2. Increase the level of giving (donations) in the City of Kawartha Lakes.
3. Increase the level of granting to City of Kawartha Lakes nonprofits or emergent community initiatives.
4. Build a healthier nonprofit sector creating a supportive environment for our charity and others.
5. Develop a deeper understanding of the community's wellbeing and needs, an activity that is essential in designing effective programs and directing investment essential in designing and prioritizing programs and investment.

Tactics in achieving these objectives are found in internal strategic plan documents.

## FINANCIAL STATEMENTS

This forecast reflects a time period of

- o Starting April 1, 2024
- o Ending March 31, 2027

And outlines two major areas of our financials.

### 1. **Funds under management.**

- o Which includes:
  - **Funds Managed:** also called 'invested' funds. These funds are more permanent, longer-term investments which have disbursements over several years. These funds are typically held in our Toronto Foundation investment account, although may fundholders may hold a small balance in our current banking account pending on in or out flows of their fund's activity.
  - **Flow Through Funds:** also called 'spend down' funds as the funds received are typically disbursed in a shorter time frame, e.g. within 12 – 24 months.
  - **Federal Grant and Other Grant Funds:** Please note that federal grant funding or other grant administration typically sees rapid fund disbursement. As such the net fund reflected remains zero.
- o For the ease of the reviewer, we are showing the net fund balances (income minus disbursement), which drives our administration fee income in the operational income.

### 2. **Charity Operating Income and Expenses.** This outlines our major revenue streams and operating expenditures with a yellow column showing growth over FY23.

The following financials are full size to allow for better viewing. Notes follow after financials.



Community Foundation of Kawartha Lakes	FY23 ACTUALS	FISCAL YE 2024	% Chg over YE23	Fiscal YE 2025	Fiscal YE 2026	FISCAL YE 2027	
<b>3 Year Budget Forecast</b>	Ending Mar 31 2023	Ending Mar 31, 2024	Growth over YE23	Ending Mar 31 2025	Ending Mar 31 2026	Ending Mar 31 2027	
<b>NET FUND UNDER MANAGEMENT (INCOME-DISBURSEMENT)</b>	ACTUALS	Actuals to end Feb 24		FORECAST	FORECAST	FORECAST	
Funds under management - in Toronto Foundation	\$382,694	\$457,684	19.6%	\$650,037	\$934,924	\$1,281,629	FY25 onwards growth rate 30%, but disburse 15% per year
Funds flow through / spend down - in chequing	\$130,588	\$41,326	-68.4%	\$98,346	\$106,124	\$115,863	FY25 onwards growth rate 35% but disburse 70% per year
4800- Federal Grant Funding	\$0	\$0	0.0%	\$0	\$0	\$0	Gov't grants flow through so net is zero
Other Govt Grant Fund	\$0	\$0	0.0%	\$0	\$0	\$0	Assumes \$180K fund by Jan 1 2025, completely disbursed biannually, admin fee 13% pending responsibilities
<b>Total NET FUND BALANCE</b>	<b>513,282</b>	<b>499,010</b>	<b>-2.8%</b>	<b>748,383</b>	<b>1,041,048</b>	<b>1,397,493</b>	
<b>OPERATING INCOME</b>							
4100 ADMINISTRATION FEE - Roll UP	6,424.63	13,845.56	115.5%	28,664.80	54,100.67	67,027.07	Assumes new funds at 3% admin fee & 13% admin for grant administration
Federal Grant Administration Fee	40,000.00	0.00	-100.0%				Federal admin fee granted in FY23 but executed in FY24
All other Grants - Roll Up	21,908.21	0.00	-100.0%	79,000.00	107,000.00	30,000.00	Assumes municipal 18 mos support \$7/mth
4120 Event Income	0.00	3,545.42		2,000.00	2,000.00	2,000.00	Assumes break event low budget events
4130 Foundations Opportunities Fund	17,585.76	14,252.85	-19.0%	15,652.85	16,652.85	17,579.78	Moderate growth on opportunity fund
4550 Sponsorships	6,000.00	11,481.85	91.4%	48,000.00	46,500.00	56,500.00	Focused growth on sponsorships
<b>Total 4101 Operating Incomes</b>	<b>91,919</b>	<b>43,126</b>	<b>-53.1%</b>	<b>173,318</b>	<b>226,254</b>	<b>173,107</b>	

h 2024



Community Foundation of Kawartha Lakes	FY23 ACTUALS	FISCAL YE 2024	% Chg over YE23	Fiscal YE 2025	Fiscal YE 2026	FISCAL YE 2027	
<b>3 Year Budget Forecast</b>	<b>Ending Mar 31 2023</b>	<b>Ending Mar 31, 2024</b>	<b>Growth over YE23</b>	<b>Ending Mar 31 2025</b>	<b>Ending Mar 31 2026</b>	<b>Ending Mar 31 2027</b>	
<b>OPERATING EXPENSES</b>							
Contract Services	29,053	13,780	-52.6%	0	30,000	30,000	PT Staff for grant administration / writing / donor comms
Rent	2,801.20	7,708.80	175.2%	8,160.00	8,400.00	8,640.00	As part of Loan MOU, assume moderate inflation increase
Professional Fees	13,967.27	22,301.91	59.7%	17,800.00	17,800.00	17,800.00	FY23 digitizing & financial review, FY24 =2 audits & bookkeeping, continue annual audit & bookkeeping
Loan Repayment	7,500.00	7,500.00	0.0%	0.00	0.00	0.00	New MOU has no interest payments
Insurance	2,715.12	2,115.72	-22.1%	2,300.00	2,300.00	2,500.00	Assumes inflationary increases
Marketing / Advertising / Event Expense / Meals & E / Honorarium	2,487.94	7,071.80	184.2%	5,200.00	5,200.00	5,800.00	Event expenses make event income neutral
Technology / Software / Website / Subscriptions	4,633.20	4,067.91	-12.2%	5,122.78	3,804.78	4,404.78	All hardware is currently on loan, FY25 sees 1 computer, FY26 printer & inflation increases
Misc Office Expenses / Phone / Banking Charges	2,682.32	3,807.51	41.9%	4,192.00	4,192.00	4,192.00	Minimal mileage coverage to service CKL, inflation increase
Total 6600 Salaries and Benefits	42,938	95,784	123.1%	97,825	106,274	112,673	Assumes restart benefits & Cost of Living Adjustment (COLA) by Sept 2024 (in FY25), COLA every September
<b>Total 6000 OPERATIONS EXPENSES</b>	<b>108,778</b>	<b>164,138</b>	<b>50.9%</b>	<b>140,600</b>	<b>177,971</b>	<b>186,010</b>	Assumes thin marketing budget + inflation increases in licenses, insurance, etc
<b>NET CASHFLOW -- SURPLUS / DEFICIT. [INCOME / OPERATING EXPENSES]</b>	<b>(\$16,860)</b>	<b>(\$121,012)</b>		<b>\$32,718</b>	<b>\$48,282</b>	<b>(\$12,903)</b>	Over 4 year period, surplus will be used to pay previous deficits leading to a financial footing that is sustainable.
<b>Bank balance estimate</b>							



## NOTE TO FINANCIAL STATEMENTS

### Early Contributors to the Community Foundation's Growth

- Ability to apply for public and private grant enabled in Spring 2024
  - April 2024 completion of the FY23 Audit for the period April 1 2022 – March 31, 2023
  - May 2024 completion of unaudited financial statements for FY24 for the period April 1 2023 – March 31, 2024
  - Starting June 2024 of audit FY24, for a target completion August 2024 in time for CRA filing in September 2024
- Expanded fund opportunities capturing orphaned community projects
  - Amending CRA registration to include broader purposes allowing the Foundation to partner with Non-Qualified Donees, targeted submission June 2024 for estimated CRA approval by year end 2024.
- Restructured MOU with the KL Community Futures Development Corporation
  - Extended loan agreement till 2030 with no interest payments nor accrual
  - Financial risk of immediate repayment or interest rates appreciation is eliminated

### Funds Managed

- We are assuming growth of approximately \$300K per year in total funds managed. Our growth rates are based on our FY24 performance, adjusted for conservative growth.
  - In FY24, funds managed grew by \$130K or 34%. Assuming a go forward growth rate at 30%.
  - In FY23, flow through / spend down funds grew by \$70K or 54%. Assuming a conservative growth rate of 35%.
  - To simplify our analysis, we are focused on the additional revenue from new funds under management and did not reflect any market gains in these funds. We do prioritize wealth preservation over gains, even still, our target growth is 5 -7% by the Toronto Foundation with 9.9% performance in the 2023 calendar year.
- 3. Disbursements, which reduce the fund balances, are based on FY24 performance.
  - In FY24, funds managed had a 24% disbursement rate. Assuming a conservative spend down of 15%.
  - In FY24, spend down funds had a 70% spend down rate. Assuming 70% rate.

## Operating Revenue

This forecast shows major streams of revenue

- Administration Fees – new funds will be standardized to fees at 3% in FY25. Applying a blended rate of 2.6% in FY25 / FY26, then 3% in FY27 reflecting grandfathered admin rates of 2%.
- Federal grant funding is not included in this forecast as the foundation can not influence nor predict this funding element.
- Other grants include 18 months of operational support at \$7K/month (~\$85K per year) starting September 2024. Other grants also include private foundation applications which will be possible with the completion of current year audited statements.
- Event income is a brand awareness / donor engagement lever but not reflected as a major revenue source because it requires heavy resourcing to move past breakeven results.
- While relaunched, the Foundation's opportunity fund reflects individual donations and due to size on donation, shows moderate growth. This supports a more strategic focus on grant applications and sponsorships.

## Operating Expenses

- Contract Services - Assuming PT contractor in YE26 to address grant administration and application.
- Rent - As part of BCDC MOU Loan agreement, Community Foundation of Kawartha Lakes agrees to rent office space in Launch which offers secure space for operations & financial records.
- Professional Fees - Assuming a cap on professional fees once the Foundation auditing is finished in YE25. This is balanced by digitization of all financial records.
- Loan Repayment - BCDC MOU Loan agreement was recently extended to 2030 with no interest payments nor accrual.
- Insurance – reflecting moderate inflationary increases over time.
- Marketing et all – includes moderate marketing, event expenses balanced by event income, meals associated with estate planning events, speaker fees for educational events
- Technology – assuming continued subscriptions to leading financial / fundraising platforms with first time acquisition of office hardware and equipment. Current equipment is all on loan.
- Salary & benefits – assumes restart of benefits for FT staff September 2024 with cost of living adjustments only.







COMMUNITY FOUNDATIONS OF CANADA

VitalSigns.

2024

# VITAL SIGNS GUIDEBOOK

## for Canadian Community Foundations

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COMMUNITY FOUNDATIONS OF CANADA  
FONDACTIONS COMMUNAUTAIRES DU CANADA





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## Using and adapting materials from CFC

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Step 2: Identify your scope, capacity and resourcing

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## Hear from community foundations



For me, Vital Signs are the heart of what community foundations do. The program allows us to understand the realities of the communities we serve, so that we can adjust our actions to meet their needs directly. Philanthropy by and for the community!

**Perrine Vasseur, Financial Assistance and  
Community Relations Advisor**



Vital Signs® is an important tool in the toolkit of all Community Foundations (CF), that allows us to dive deeply into issues affecting our communities, hold data-informed discussions with people from across our communities – and turn that knowledge into action. Whether a CF chooses to go broad with a community scorecard, or deep on an issue – it provides an opportunity to make an impact locally, while increasing your CF's reach, connectivity to issues that matter and overall brand awareness.

**Lynne Short, Vice President, Waterloo Region  
Community Foundation**





## Introduction

Community Foundations of Canada (CFC) has created this Vital Signs Guidebook to meet community foundations where they are at and support them throughout Vital Signs. It provides practical examples, Ideas and steps for implementing Vital Signs, while also sharing ways to deepen current community foundation work with clear next steps to expand their leadership and impact.

## What is Vital Signs?

Vital Signs is Canada's most extensive community-driven data program. Spearheaded by CFC and led by community foundations from coast to coast to coast, Vital Signs uses local knowledge to measure the vitality of a community and support action towards improving collective quality of life. Community foundations and community leaders use local data gathered through the program to support evidence-based, locally-relevant solutions to improve the quality of life at the community level.

If this is your first time exploring Vital Signs, we encourage you to explore the [Vital Signs 101 webinar recording](#), as it covers the key components of Vital Signs.

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Vital Signs was created by community leaders and led by the Toronto Foundation for the first time in 2001. It has since evolved and expanded, with community foundations participating in the program from coast to coast to coast and worldwide.

Community foundations conduct research through data collection and community consultation to identify key issue areas and to celebrate areas where the community is thriving. The Vital Signs program is an evidence-based, non-partisan activity designed to examine aspects of community well-being without bias.

Community foundations look at various factors and issue areas, including the social determinants of health and other indicators, to get a sense of overall community well-being (you can find more information about indicators on [page 18](#)).

Local data gathered through the program is analyzed and shared by the community foundation back with the community and is used to support evidence-based, locally-relevant solutions to improve the quality of life at the community level. Vital Signs aims to inspire civic engagement, provide a focus for public debate, and help a range of actors take action and direct resources where they will have the greatest impact.



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Vital Signs also offers an array of strategic opportunities for the community foundation. Vital Signs provides the community foundation with valuable in-depth community knowledge and insight into key priorities that will inform the work of the community foundation. With the knowledge gained through Vital Signs, community foundations can be more strategic with their leadership and local granting and drive progress on the issues that matter most. It can be helpful to think of Vital Signs as the community foundation's "operating system" – where the evidence provided by Vital Signs informs every decision, priority and action taken by the community foundation.

Community foundations can use their Vital Signs research in several ways:

- to develop partnerships;
- to conduct advocacy for systemic change;
- to update granting priorities and requirements;
- as a fundraising tool;
- to influence donor engagement strategies;
- to inform strategic planning, and;
- to spark community discussion.

Community foundations can support programs and activities needed to improve community well-being and respond to identified gaps in the community that create systemic issues. For example, responding to food insecurity by supporting a food redistribution warehouse and program through real-estate investments and granting that redirects food from grocery stores to food banks.





COMMUNITY FOUNDATIONS OF CANADA

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2024

# VITAL SIGNS GUIDEBOOK

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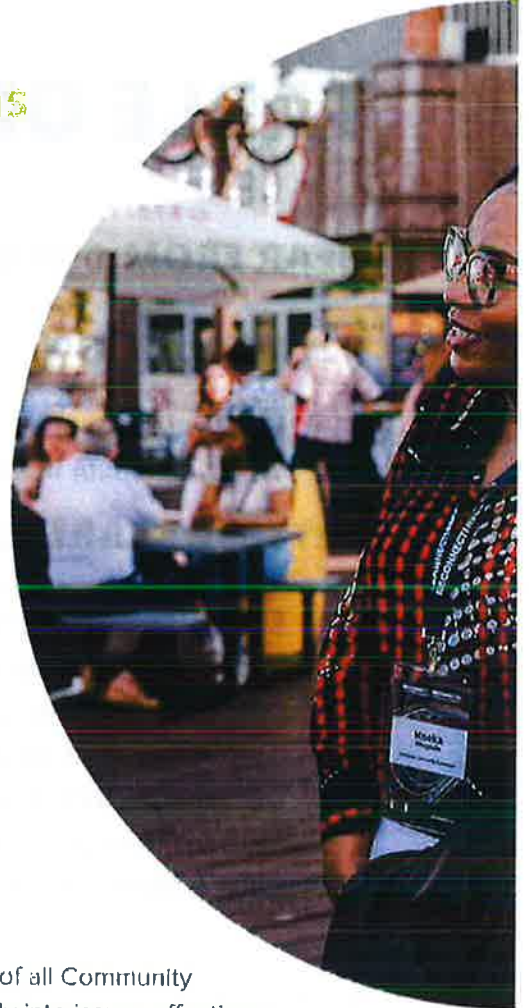
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Vital Signs offers community foundations an opportunity to demonstrate leadership in the community and can help the foundation to connect to new partners, and facilitate connections between community groups working on target issue areas. Vital Signs also appeals to new and existing donors and can open doors to those who wish to see their funds being delegated to where they are most needed in the community based on evidence.

Overall, Vital Signs offers the community foundation an opportunity to inform its strategic direction and granting activities, demonstrate community leadership and raise the foundation's profile, and develop new relationships in the community and with donors.

## Vital Signs today

More than 80 community foundations in Canada and over 40 community foundations worldwide have conducted Vital Signs research and produced Vital Signs reports. Many others are involved in Vital Signs research through Vital Conversations. The Vital Signs program continues to grow and expand around the world as a community needs-based assessment tool that is crucial to the impact of philanthropy around the world.

Community Foundations of Canada began to explore the alignment of the Vital Signs program with the Sustainable Development Goals (SDGs) in 2017. The SDGs are a universally accepted standard for measuring community well-being worldwide and offer community foundations an opportunity to measure progress against global targets. CFC's exploration found that the research conducted through Vital Signs naturally aligned with the 17 SDGs. CFC now identifies how the indicators it collects for Canadian Vital Signs participants (on request) are aligned with the SDG Agenda indicators and goals and ensures that data collection leverages SDG-aligned indicators as much as possible.

The Vital Signs program is an internationally recognized and respected program by communities around the world. CFC has taken steps to ensure that community foundations of all sizes and capacities can engage in the program and access its benefits in a 'right-sized' fashion. CFC recognizes not all foundations have the capacity to complete a full Vital Signs report and has created other avenues of engagement, detailed in the next section, to promote access to the program for communities of all sizes.





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### Find out more:

- [The United Nations 2030 Agenda for Sustainable Development and the 17 SDGs](#)
- [SDG 101 webinars for community foundations](#)
- [The SDG Guidflower and Toolkit](#)
- [Report prepared by CFC for the Government of Canada about how Vital Signs can contribute to the federal implementation of the SDG Agenda in Canada](#)
- [Localizing the 2030 Agenda With Community Data: Lessons From the Community Foundations of Canada's Vital Signs Program](#) - a research paper with community foundation case studies and reflections on incorporating the SDGs into their Vital Signs
- [The Brookings Institute's Who and What Gets Left Behind? Assessing Canada's Domestic Status on the Sustainable Development Goals](#)

## Vital Signs for all

The objective of Vital Signs is to provide the community foundation, and by extension, the community, with greater clarity around local needs and priority areas in need of action and attention. Community foundations of all sizes and capacities can participate in Vital Signs

### Vital Signs Report

Vital Signs reports are the standard product of the Vital Signs program. They typically feature an introduction, acknowledgements, information about the data collection practices, a short community snapshot, and themes that dive deeper into the research on each page. Vital Signs reports are non-partisan, evidence-based, and easy to read. Easy to read means they are written at a 5th to 8th-grade reading level for a broad community understanding of the presented information and its significance. They are referred to as “data you can read on the bus,” and are often quite visual.

Longer Vital Signs reports may present up to ten theme areas, exploring issues ranging from education and learning, employment, poverty, health, arts and culture, environment, belonging, safety and crime, housing and food security. For example, [La Fondation Quebec Philanthrope's 2022 Report](#) takes this approach. Or, they may contain a very detailed and in-depth look at one particular issue, such as the [Waterloo Region Community Foundation's focus on Affordable Housing in 2023](#).



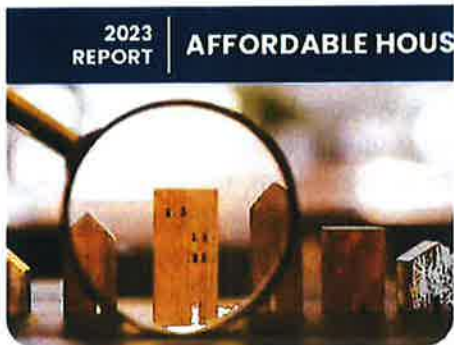


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# VitalSigns



WATERLOO REGION'S  
VitalSigns.



“It's inescapable. No matter where we look, no matter what media we consume, no matter what community we call home, it's impossible to deny the housing crisis across Canada. Waterloo Region is not immune! We're experiencing that housing crisis in stark terms, and it appears not to be going away.”

Some foundations may choose to report on a fewer number of issues, and may opt to present data on 3-5 theme areas. For example, the [2023 Whistler Community Foundation Vital Signs Report](#) examines sustainability, community livability and asks the question, Is everyone thriving?

Other Vital Signs reports may just focus on one topic area, presented in a shorter or more focused document. Some community foundations may select a theme for the year and present focused Vital Signs. For example, the Rural Communities Foundation of Nova Scotia has focussed on environmental sustainability and the interconnectedness this issue with many other experiences in community. Or a foundation may align their report with the United Nations Sustainable Development Goals (SDGs), such as the [Squamish Community Foundation's 2023 Vital Signs](#).

Depending on the capacity and focus of the community foundation, the length and depth of the Vital Signs report will vary. Community foundations producing reports typically publish Vital Signs reports on either an annual or biennial basis to continue to monitor and track progress on key issue areas.

Reports have historically been released at a collective moment by the network during Vital Signs week in October each year. However, in recent years, community foundations have been adapting their release dates to be tied to strategic moments in time for their foundation. All Vital Signs reports and plans for release are requested to be shared with CFC so that we can amplify promotion and reports can be added to the [Vital Signs website](#).



## Vital Conversations

A Vital Conversation is a facilitated community conversation, organized or led by the community foundation, and can be held at various points in the project timeline.

Vital Conversations are an important first step for any Vital Signs work. Typically, community foundations ask focused questions and host activities that are designed to learn from community members about the perceived issues in the community, and to identify which are of most importance and interest. The results will help to provide a framework for the community foundation to dive deeper with their research. Vital Conversations are also an excellent strategic tool to increase community awareness and buy-in into the research and work of the community foundation. Vital Conversations are an important first step to any Vital Signs research process, as community engagement, input, and buy-in are extremely important to the overall direction and success of the Vital Signs program.

Vital Conversations are also used throughout the research phase of the project timeline, and can be used to collect information from the community. Community foundations with less capacity to produce a full Vital Signs report often rely heavily on Vital Conversations as research opportunities.

Vital Conversations can occur at any point of the research phase, or be used as a stand-alone engagement tool. Many Community Foundations host a Vital Conversation at the end of the research phase, to share the results back with the community and collectively identify key priority issues and create collaborative plans for action.

In sum, Vital Conversations can be regular and recurring events that check in with the community at various stages of the Vital Signs work. A Vital Conversation can serve many purposes and can be used at different points in the Vital Signs timeline. They can be used to:

- Learn from a variety of community members about what they see as the greatest need in the community;
- Learn from a specific sub-group in the community about the issues confronting them such as seniors, youth, newcomers, etc.;
- Discuss the results of engagement, research or surveys conducted by the community foundation and look for solutions together. These events are especially useful as they can:
  - Spark ideas, connections and collaborations between relevant key actors in the community
  - Help the foundation to understand the network of actors on a particular issue, and better understand where its dollars can have the greatest impact
  - Be used to engage donors and provide concrete ideas for increasing their contributions to directly support action and outcomes
  - Raise the profile of the community foundation as a network builder, connector, and community knowledge holder and leader.



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Vital Conversations can be used as a community foundation's entry point into the Vital Signs program, and are extremely useful to community foundations with less capacity to complete a Vital Signs report. Community-based research can be collected through these community convenings, and no report is required.



## Vital Conversations Guide

### **Vital Signs Data Platform**

Community foundations in Canada have access to a Vital Signs digital platform, which has been made possible by the International Institute for Sustainable Development's (IISD) Tracking Progress platform. CFC and community foundations have the opportunity to create living data platforms that can be updated with new Vital Signs data at any time.

Community foundations use these Vital Signs platforms to publish and share new information with their communities anytime they like. CFC and IISD ensure to keep the platforms updated with the data they collect each year through the national Vital Signs data collection.

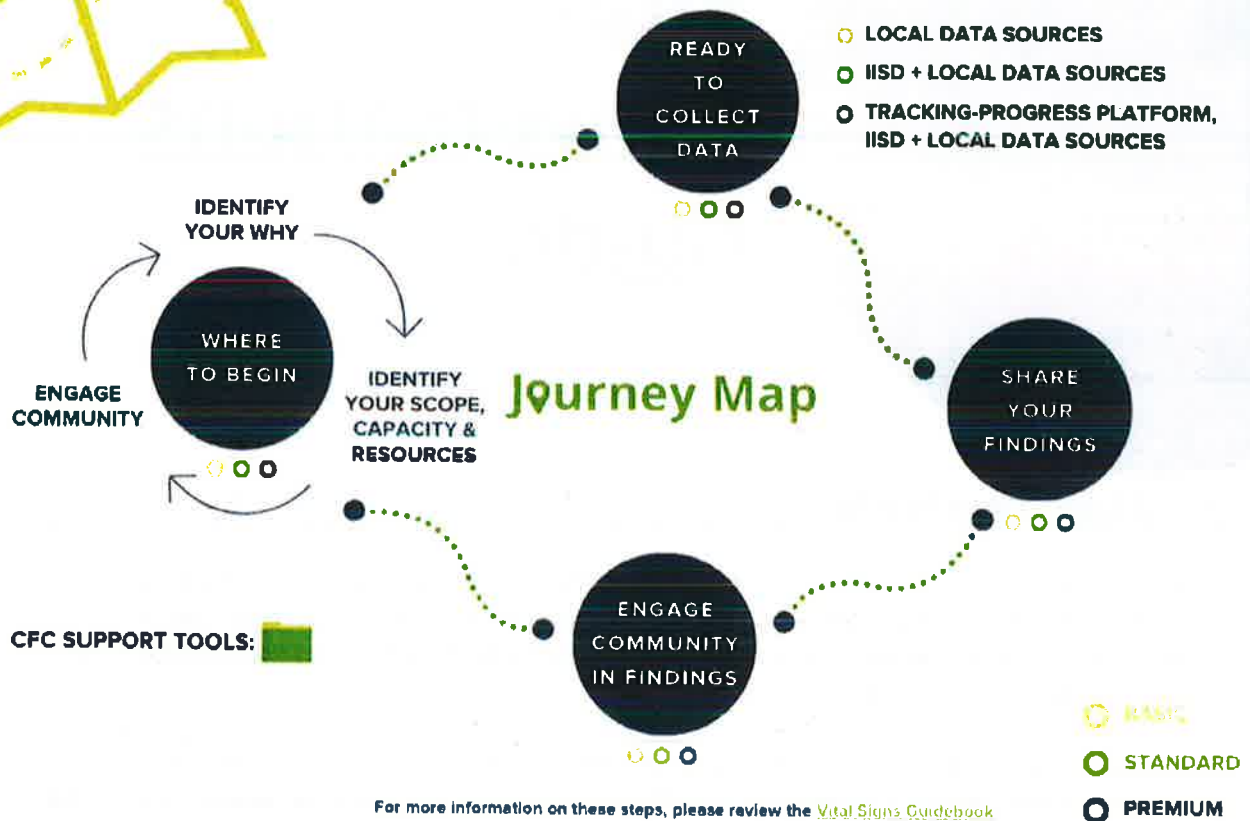
Find out more:

- [London Vital Signs Data Hub](#)
- [Greater Victoria's Data Hub](#)
- [Vital Signs Data FAQ](#)



## Journey Map

Each community foundation has a unique approach to their Vital Signs journey. It is not linear, rather, a process of key moments. However, it's important to start somewhere, so we suggest beginning with a few key areas.







## Getting Started



### Step 1

#### Identify your 'why'

Vital Signs is a powerful tool that can inform the work and priorities of the foundation. It is important to remember that the work of Vital Signs does not stop after the report is published or a Vital Conversation is hosted.

The work of Vital Signs begins with the research and lives on through the way your foundation uses the information. It is crucial to think through and discuss with your board the purpose of your organization going through a Vital Signs process at the very beginning of the process. Here are some questions to consider before you get started:

- When is my next strategic planning cycle, and am I ready to incorporate the outcomes of Vital Signs into my next strategic plan (or update my current one)?
- How much do I currently know about the community? Am I connected to a variety of stakeholders and demographics? Am I willing and able to develop and strengthen relationships with those who I am not connected with?
- How much will I invest (financially and of your time) into Vital Signs?
  - Do I have the financial means to hire a project manager and conduct a full Vital Signs report?
  - If not, do I have time to conduct meaningful community engagement and host Vital Conversation(s)?
- What am I hoping to get out of the Vital Signs program? (some examples are listed below)
  - A more strategic use of granting dollars
    - Updated granting criteria that require applicants to tie their projects to the key community priorities discovered through Vital Signs research
    - A new funding stream specifically tied to Vital Signs priorities
  - New relationships in the community
  - New partnerships with businesses and organizations in the community
  - New donors
  - A higher profile in the community

Thinking through these questions will allow you to be strategic about how you are approaching your Vital Signs and how you will use it once it is complete.

Find out more:

- [Vital Signs Community Impact Guidebook](#)
- Using Vital Signs for impact ([slides](#) and [recording](#))





## Step 2

### Identify your scope, capacity and resourcing

The next step is to identify the scope and depth of your Vital Signs program you have the capacity and to start to map out a plan to get involved at that level.

### Writing a Vital Signs report

Consider whether you have the capacity and resources to conduct and write a Vital Signs report. CFC recommends that a project manager be brought on for 9-12 months to help with Vital Signs if that is the case. It is simply too much work for the Executive Director, or the board, to do on their own. The individual(s) you will want to hire will benefit from having the following skills:

- Project management;
- Community engagement;
- Research, data collection, and data analysis;
- Writing skills, and;
- Event coordination for Vital Conversations and launch event.

Some foundations have found it helpful to hire post-graduate students seeking or with experience in research and writing. A partnership with a local educational institution like a community college or university can also be beneficial for sourcing data.

You will also want to identify the scope of your report – do you wish to create a comprehensive overview of community wellbeing, pulling data and research together for up to 10 theme areas (or more)? Or would you prefer to focus on a few issues and do a bit of a deeper dive? Alternatively, perhaps you would like to research one issue area or key demographic and investigate all of the interconnected issues that relate to that one issue. Identifying your goals for the output will help identify your focus for researching and the required resources. Conducting Vital Conversations, engaging the community, and conducting an environmental scan (all detailed below) can help you to identify your focus.

### Vital Conversations

Vital Conversations are a way to engage your community in sharing areas of concern or report results.

If your foundation would prefer to engage in Vital Signs but has less capacity than what's required for a Vital Signs report, we encourage those foundations to participate through the hosting of Vital Conversations. There are often community partners interested in co-hosting or helping with the development and hosting of the event.



You will want to consider the objective of the Vital Conversations – is it to bring together a wide variety of perspectives, to hear from one demographic group, or to discuss one topic in particular? Will it be a one-off event, or will it be a series of events? Once you have a sense of these answers, you can start to think through components like specific topics, the best way to meet your goals through specific event formats, and who needs to be invited into that space.

Find out more:

- Sample budgets - [one](#) and [two](#)
- Vital Signs pricing model ([EN](#)/[FR](#))
- [Special Reports Guidebook](#)



## Step 3

### Engage the community

A Vital Conversation is an important first step in engaging the community. One of the key functions of the Vital Signs program is to report to the community how it is doing across a wide range of issues the community thinks are important. The community foundation's role is to both listen to the community and report back. For this reason, consultation and ongoing dialogue with the community is essential. Part stakeholder management, part constituency building, part research – developing Vital Signs requires that the community foundation reach out to identify the pressing issues in the community, deepen knowledge and understanding about them and make them better known. Effective consultation will strengthen the important relationships that support and impact the foundation's work and help embed the learnings from Vital Signs.

Engaging the community ensures that folks know about the upcoming Vital Signs work and the community foundation's leadership. It can build community buy-in and interest in the process and the outcomes. Depending on your strategy, it can also offer community members the opportunity to participate. Relevant stakeholders can participate in Vital Conversations that impact where the foundation might choose to research and provide their perceptions and lived-experience to the community foundations' research process.

### Getting your community involved

Community members' knowledge and perspective are important to community foundation and can also participate in Vital Signs work through sitting on advisory committees, working groups, partnering on different aspects, providing data, and more.



Inviting community members to participate in Vital Signs surveys helps the community foundation gather primary research to help build a base of local perspectives. In the past, community foundations have also asked community members to evaluate certain key areas of the community and provide their reflections. For example, how do people feel about safety which is different from crime rate data? Or what data overlaps do they see with different areas? Or how do people feel like they belong to the community?

Inviting the community to the launch event and any Vital Conversations events also helps to generate interest in the outcomes of the research conducted by the community foundation. It can also help with solution-finding to the issues presented through the research and consultations.

## Important to ask - who is not at the table?

When conducting community engagement work, it is always important to ask yourself: "Who is not at the table and why? What barriers might be present that would prevent someone from attending your engagement opportunities?"

Some things to consider:

- It will take time to build trust with community members, especially if your leadership is not similar or does not represent all members of the community
- Those who work shift work may not be able to attend events that take place on nights or weekends
- Geography and transportation may be a barrier for some - consider a meeting place and offering travel stipends
- Childcare may be a barrier for others - consider offering childcare at your event
- Has your foundation done work to decolonize its practices? How can you improve?
- Has your foundation made efforts to be anti-racist in its practices, policies, and leadership?

As community foundations, we always try to move at the speed of trust, and we know trust can take time to build. Community engagement is always the first and most important step of any Vital Signs process. It is important to meet the community where they are at and offer time and flexibility to respond to community needs and capacity. If this means your community foundation delays the Vital Signs process, that is okay. Vital Signs offers a crucial opportunity to build trust and respect within the community, and you cannot overlook this piece.

Find out more:

- [Community Engagement Guide](#)
- [Fact Sheet: Building Inclusive Teams and Boards](#)



## Step 4

### Conduct an environmental scan

Once you have a sense of what areas you would like to focus on, a helpful first step is to map out who in the community is already working on these topics, and who might have access to data on the themes you would like to research. It's essential to identify what the community already knows, who is doing similar work, and what data already exists?

Here are some examples of sources for data:

- Local police force or RCMP;
- School board or district, universities and colleges;
- Municipal government;
- Hospitals or health care centres;
- Health authorities;
- Non-profit organizations (ie. homeless shelters, soup kitchens, environmental groups, depending on the type of research you are seeking), and;
- CCSD [Community Data Program](#) participants - you can also become a member.

Organizations producing or collecting data and organizations working on the thematic areas you are interested in learning more about are great places to start building connections and identifying whether there are opportunities for connections with your Vital Signs program.

Find out more:

- [Vital Signs Collaboration Guidebook](#)



## Step 5

### Conduct research, write your report, and build your data platform

Conducting an environmental scan will help you identify potential data sources, and it is important to determine what constitutes good reliable data. The Vital Signs program is the success it is due to the reliable, non-bias and non-partisan nature of the data it shares. In addition to identifying the topics you wish to cover with your research, you will also need to identify the geographic region you wish to cover with your research. Review the resources listed below in Find Out More to help you get started on identifying good data sources and collecting research for your identified geography from various sources.





CFC also offers limited data collection for those who wish to receive it. CFC aligns its data collection with the Sustainable Development Goals, a universally accepted standard for measuring community well-being worldwide. Each year, CFC selects approximately 80 indicators across about ten thematic areas, including poverty, hunger, health and wellbeing, education, decent work and economic growth, gender equality, sustainability and affordability, the environment, safety, and culture and arts. Community foundations may select the data and conduct their own research based on their identified priority areas.

Community foundations that wish to receive these indicators must inform CFC of their geographic region and pay for the data they will receive. The data provided by CFC is collected by a data partner (typically the International Institute for Sustainable Development, IISD). The data comes from sources that are available across Canada, and that can be disaggregated down to provide your data at a community level. CFC also prioritizes data that can be disaggregated by age, sex, and any other factors. This means that Statistics Canada data is preferred, with a preference for Census data, though this is not always the case when the data becomes outdated. CFC will collect similar data year over year to allow community foundations to track progress over time as surveys take place and data are updated. While most of this data is free, CFC and IISD offer the service of downloading and producing light context and analysis of the data for your specific community. CFC will also seek out paid data sources where needed. For those who opt-in to developing a digital platform for their Vital Signs, CFC will provide the indicators it collects for free with the site.

## Creating the report

CFC has a template designed to support you in exploring ways to highlight your data. This Vital Signs Report [Template](#) provides key areas to consider when designing your final document.

Many community foundations print their reports or a summary of their reports and post the full report online as this provides opportunities to highlight specific areas and is each to be accessed by your community members. CFC will support you in promoting your report and will post your report online on the Vital Signs website.

Find out more:

- [Vital Signs Brand Guidelines](#)
- [Activating Vital Signs Webinar - Vital Signs Week 2023](#)
- [Using Data and Research for your Vital Signs](#) webinar
- [Vital Signs Research Guidebook](#)
- IISD: [Brief guidance on local data sources](#)
- [Data Collection for your Catchment Region](#) webinar
- Samples of data collected by CFC - [2021](#), [2019](#), [2018](#)
- [Vital Signs and the SDG's](#)
- [Alliance 2030](#)
- [SDG Data Hub](#)



## Step 6

### Share your findings

Communications are key to sharing what you've learned back with the community. We encourage you to use [Amplification Packages](#) provided. These packages provide key messages, template social graphics, a template news release and other helpful communications materials.

Many community foundations, especially those with a Vital Signs report, also use this opportunity to host a launch event. A launch event can look like a Mayor's Breakfast, an event at a community centre, a virtual launch, a press conference, a press release, or a radio spot (or a combination of these). Any of these events can also be used as a Vital Conversation to discuss the results with the folks in the room. CFC can support you with planning a launch event. You know your community best, and you will be best positioned to understand what type of launch will have the greatest impact and will generate the most impact.

Others in your community desire to learn about the findings of your report. Reach out to your community service groups, government, local agencies, and media, sharing your findings and engaging in conversations to explore ways your community can take action. This is your opportunity to share your leadership role, celebrate success, and help shape change in your community.

#### Additional Resources:

- [100 Ways to Leverage Your Vital Signs Report](#)
- [Communications strategy slide deck](#)
- [Launch plans slide deck](#)
- [Planning for your virtual launch recording](#)
- [Vital Signs Launch planning \(digital first\)](#)



## Step 7

### Make the changes for impact

Now that you have completed your research for this round of Vital Signs, and you've shared the results with the community, it is now time to reflect on your objectives set out in Step 1 and implement your action plans.



Here are some reflection questions to help get started:

- What have you learned from the Vital Signs research or Vital Conversations?
- What key community priorities have you identified through your Vital Signs?
- How do your existing strategic plan and granting priorities align with the results of your research and community engagement? What needs to shift?
- How will this inform the work of your foundation moving forward?
- What can your foundation do to shift circumstances in the community to make the changes required to address the key priorities?
  - How can you leverage your investments, granting dollars, the position of leadership, and connections?
- Have you developed new relationships or partnerships or acquired new donors from your work? How might you do so moving forward?

## Sharing the results with your community and CFC

### Timeline

Community foundations from coast to coast to coast face unprecedented challenges and strain on resources and capacity alongside the communities they serve. The timeline presented below offers a pathway for community foundations to consider the sequence of a work plan, with the eventual goal of launching during Vital Signs week. CFC shares this timeline with the recognition that it may look quite different depending on the local circumstances, community foundation capacity, and level and type of engagement in the Vital Signs program.





## 01 — October - January

- Steps 1-3 are recommended
- Community engagement can start this early
- Develop a budget and resourcing plan, hire a project manager
- Acquire board approval



## 02 — January - March

- Sign up to the Vital Signs listserv
- Receive the Participation Agreement from CFC, complete and return it to communicate to CFC your level of engagement and requested support for the year
- Community engagement is ongoing
- Key priority areas for research are identified
- Step 4 is completed



## 03 — March - July

- Community engagement is ongoing
- Step 5 is underway and mostly completed during this time – research and data collection is underway and completed by both CFC and your foundation
- If you are writing a report, it is starting to take shape in draft form



## 04 — July - August

- The report is written
- Launch plans and event planning is underway



## 05 — September

- Report is finalized and shared with CFC
- Launch strategy and key communications messages are confirmed
- Launch event is planned and finalized, guest speakers are confirmed



## 06 — October

- Step 6 - Share your findings!
- Vital Signs week takes place, launch your Vital Signs report and carry out promotional activities



## 07 — November and onward

- Step 7 - reflect on the Vital Signs exercise and information you've gained
- Host a Vital Conversation that looks at the learnings and identifies next steps for action
- Discuss with your board required areas for change, and start to build out a work plan for next steps





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Often the first year of conducting Vital Signs takes longer to complete than this timeline allows, as new relationships are forming, and the foundation is learning how to prioritize, conduct and analyze the research for the first time.

In census years, it is important to note that some valuable data may come out as late as November or December. Sometimes, data is released by the government later than scheduled, which causes delays in CFC's ability to deliver on the predetermined timelines. Census data, however, is extremely valuable. It is worth considering postponing the launch of your report until all census data is released, so it contains the most relevant and up-to-date data available.

If you're using a digital platform model, data is always able to be uploaded, so the timeline and launch can vary. Your community foundation could release a different version of a Vital Signs report that aligns well with your platform, and it may be released at a time that makes better sense for your foundation (rather than orienting around Vital Signs week).

For community foundations that are not releasing a report but are hosting Vital Conversations, it may be worthwhile to consider publishing a press release, or doing some form of media engagement. This would allow for a discussion of the results of your Vital Conversations, and where the foundation will be going next due to the community consultation it has led.

Ultimately, the timeline is up to your foundation to determine whatever works best for you and your communications and community engagement strategy.

### **Scope of roles between CFC and your community foundation**

While Vital Signs is delivered by community foundations locally, CFC sets a shared vision and strategy for this initiative nationally. CFC provides a range of technical and capacity building supports, including access to data and suggested themes around which community foundations can align. Over the years, CFC has focused on inclusion and a sense of belonging. In more recent years, CFC has also incorporated the Sustainable Development Goals (SDGs) with the overarching objective to 'leave no one behind', and equity.

In this section, the roles and responsibilities of CFC and participating community foundations are outlined.



## The role of the community foundation

### Local project lead

Community foundations lead and manage their own localized Vital Signs program. Community foundations: select the level of engagement in Vital Signs, select the theme(s) they wish to identify with, the key priority area(s) they want to investigate, their data collection methods, and how they want to share the findings through a report, data platform or community engagement. Their theme and key priority area(s) do not have to directly align with CFC's, and should reflect the local context.

### Community engagement host and facilitator

Community foundations consult with their community to determine areas needing attention, prioritization, and research. Community foundations collecting data are also responsible for conducting any primary research with local experts and community members they wish to complete.

### Data platform creator

While IISD will create the template and manage the back-end build of your site, community foundations who opt-in to the data platform are responsible for ensuring the data is accurate and presented well. Community foundations are responsible for selecting which data they want to present and how.

### Key priority creator

While CFC may recommend a tone, theme, or data set for the year, community foundations are encouraged to reflect upon their local community needs and frame their Vital Signs around what is most needed locally.

### Data collector

Community foundations keen for data and research are responsible for conducting their own research through community consultation and local sources. While CFC does provide some data, the community foundation is responsible for supplementing this information with any additional data they wish to collect. It is important to note that for community foundations working in a small geographic region, often the data CFC provides from Statistics Canada may cover a larger geography (if the data is only available at the Census Metropolitan Area, CMA, level, for example), so it is important to ensure there is local research conducted.

### Report Writer

The community foundation is responsible for writing their own report, should they choose to do so.



## The role of the CFC

### Program owner

CFC purchased the Vital Signs program from the Toronto Foundation in 2006 to share the program with our membership more broadly. CFC is responsible for ensuring the trademark and brand are protected and maintains its level of integrity.

### Tone setter

CFC shares a recommended theme each year, which informs the national data collection and, when applicable, a national report. A recent national report is the [Reconnecting Communities: Belonging, Engagement and Well-Being](#), which was focused on the lived experience of what it means to belong in community.

### Connector and educator

CFC hosts learning and connecting opportunities through webinars, in-person events, sessions and peer gatherings at the biennial CFC conference, and digital communication tools (including a Google listserv).

### Data collection

CFC, in partnership with the Institute for International Sustainable Development (IISD), selects and collects data from national sources (i.e. Statistics Canada) for participating foundations each year. Alongside the current data are historical data and light analysis to put the data into context. CFC invites community foundations to share feedback and requests with CFC for the indicators and data desired by the network each year.

### Resource provider

CFC hosts shared Dropbox and Google Drive folders for Vital Signs participants that include:

- Webinar slide decks
- Resource Guides
- A template design file for a Vital Signs report
- Templates and copies of materials provided for use by community foundation Vital Signs participants (including Vital Conversation agendas, surveys for community research, and more)
- Resources such as a launch toolkit, a template press release, amplification package, and others.

### Network Connection

CFC hosts a Google listserv with over 200 individuals in Canada and around the world that have participated or are currently learning how to participate in Vital Signs. It is a place for community foundations to connect, ask questions, share resources, and recommendations. CFC also sends a weekly Community Connect Newsletter which is the go-to place for all Vital Signs updates.

Specifics about what CFC is able to offer community foundations and at which price point, is available in our Pricing Model FAQ (can be found in your CF Shared Folder).



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## Other Frequently Asked Questions

### **I will be completing Vital Signs during an election year. How will this impact my program?**

Vital Signs retains its strength as a brand by remaining non-partisan and non-bias. It is always important to ensure that any research conducted is done so in a way that is as politically neutral as possible. During an election year, there is an opportunity to leverage the moment for greater community engagement and awareness. Local politicians will be more likely motivated to attend launch events and Vital Conversations. That's great, as long as politicians from every party are invited to attend and the community foundation isn't perceived as politically biased, especially in respect to its Vital Signs research and work.

Some foundations have even used their Vital Signs reports to inform candidates debates - where data and Vital Signs results were presented to the candidates to inquire about their plans to solve specific issues. It is an opportunity for the community foundation to demonstrate community leadership and advocacy on the issues that are most pressing to the community.

### **An organization in my community wants to run a Vital Signs. What do I do?**

Partnerships with community organizations are always encouraged by CFC, as long as they are not politically motivated and they are aligned with the brand purpose and will maintain its integrity. The Vital Signs program is owned and overseen by CFC and the network of community foundations. The brand's strength makes the program so trusted and relied upon, and it is our collective responsibility to ensure that it remains this way.

Suppose your community foundation is already planning to run a Vital Signs. In that case, CFC encourages you to partner with community organizations that would like to be involved in any way that feels appropriate for your community. In these cases, the community foundation would retain the program's leadership and direct the process.

If your community foundation is not currently interested or does not have capacity to run Vital Signs and will not in the near future, CFC would like to have a conversation with your foundation to explore opportunities. There have been cases where external organizations completed Vital Signs under the supervision of the nearby community foundation. This has been effective when the external organizations were values aligned and committed to delivering accurate research for the same objectives as the Vital Signs program and committed to using high-quality, reliable and unbiased data.

Please contact CFC to discuss the specifics of your question in more detail.





## How do I include SDGs in my report?

The priorities of Vital Signs and themes used to evaluate community well-being naturally align well with the [17 SDGs](#). The mandate of the Agenda 2030 for Sustainable Development is to 'leave no one behind,' which encourages maintaining equitable research and practices to ensure we are not just looking at aggregate community data, but investigating intersectionality, and how different sub-groups within the population of the community are experiencing its conditions. There are a few concrete ways community foundations can incorporate the SDGs into their Vital Signs work:

- Identify which SDGs are most relevant, or are top priority, for your community or the work of the community foundation
- Host a Vital Conversation specifically tied to an SDG, or a few key SDGs. The Community Foundation for Lennox and Addington shared information in their [2019 Vital Signs report](#) about their Vital Conversation strategy to incorporate the SDGs.
- Frame your Vital Signs work and thematic areas so they are directly tied to the SDGs
- Leverage the data provided by CFC, which pulls together indicators that are either directly or loosely aligned with corresponding SDG indicators
- Reference Statistics Canada's [SDG Data Hub](#) to identify data tables that exist and are aligned with Canadian indicators
- If you are writing a Vital Signs report, you can incorporate the SDGs visually by:
  - Incorporating a brief note about the SDGs and their local relevance at the beginning of your report (ie. [A Vital Exploration](#), a report published in 2020 through a collaboration of 5 community foundations)
  - Using the SDGs as the themes that make up your report (ie. [Fondation du Grand Montreal's 2020 report](#))
  - Indicating which SDGs are related to each section using graphics (ie. [Victoria Foundation's 2020 report](#))
- Note: The [UN's website](#) has made downloadable copies of SDG images free for use.

## I would like to report on Indigenous communities in my report. How do I get started?

The first step is to contact the Indigenous communities in your area to build a relationship and establish trust with the community. Collecting information about Indigenous communities is a colonial practice. Therefore, it is important that you exercise extreme sensitivity and consideration to how you would like to approach this topic with the Indigenous communities in your area.

CFC recommends that community foundations interested in building stronger relationships with Indigenous communities complete some research to better understand the sensitivities that may exist before reaching out to these communities. A few resources that exist are:



- University of Alberta's online free course entitled [Indigenous Canada](#)
- The First Nations Governance Centre's [Fundamentals of OCAP course](#), which discusses the complex history between Canada and Indigenous communities when it comes to owning, collecting, accessing, and protecting Indigenous information and provides guidance into best practices for researchers

It is also worth noting that due to the history between the Government of Canada and Indigenous communities when it comes to data collection, many Indigenous communities do not align with or complete the census. Any information that the Government of Canada provides pertaining to Indigenous communities is likely flawed and inaccurate, and CFC does not use this data in our data collection for this reason.

## Next Steps

Community foundations are encouraged to read through this guidebook and associated resources to better understand the Vital Signs program and the capacity it requires, as well as the outcomes it can have for your work and community.

As a next step, contact our [Vital Signs team](#) about joining the Vital Signs listserv to stay updated about all programmatic details, learning opportunities, important dates, and connect with your peers! The Vital Signs listserv, online learning opportunities, and in-person connection moments are so valuable for foundations to learn from one another about best practices, opportunities for impact, strategies for overcoming obstacles, and sharing resources.

## Conclusion

The Vital Signs program presents a unique and significant opportunity for your community foundation to better understand and respond to your community and its greatest challenges. Whether you participate by hosting Vital Conversations, writing a report or by hosting an online data platform, the opportunity presented by engaging with and learning from your community can lead to enormous impacts and improvements on the collective well-being of your community.

Vital Signs is a program recognized worldwide as one of the best community-needs assessment tools. CFC is proud of the work of our network of community foundations here in Canada that have led this program and upheld its integrity and world renowned esteem since 2006. CFC encourages each foundation to consider how it might leverage community knowledge to further increase the foundation's impact in the community. Please reach out to CFC or your community foundation peers to learn more about Vital Signs and the support available as you take on this exciting next chapter for your foundation and your community.



## **PARTNERSHIP AGREEMENT**

**THE AGREEMENT is effective as of December 31, 2024**

**B E T W E E N :**

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

**(the "City")**

**- and -**

**Community Foundation of Kawartha Lakes**

**(the "Partner")**

### **Partner's Mission:**

The Partner is a valuable community asset, created by and for the people of Kawartha Lakes. The Partner's mission is to connect individuals, families, and businesses with causes that inspire them. As a registered charity and public foundation, the Partner not only carries out its own charitable activities but also has the unique ability to attract, manage, and distribute funds.

### **Purpose:**

The City and the Partner will collaborate on community-focused projects where both Parties have a shared interest, such as City-owned lands, City-endorsed projects, social services, environmental initiatives, and community development.

The Partner will create and maintain annual reports on community well-being, supported by recognized indicators and measures.

**City Funding:**

In exchange for the commitments of the Partner set out in this Agreement, the City commits to funding the Partner as follows:

<b>Component</b>	<b>Business Unit</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Community Social Investment Fund / Social Sustainability Fund	Human Services Administration 16500.77750	\$110,308	\$145,308	\$145,308	\$0	\$0
Operational Funding	10590.77753 A 004100052	\$28,000	\$84,000	\$14,000	\$0	\$0
Vital Signs Program	10590.77753 A 00431676	\$0	\$50,000	\$75,000	\$100,000	\$125,500

Collectively, the "Funds". The Funds will be paid to the Partner by the City on or before December 31, of each calendar year.

Any City funding requests from the Partner beyond 2028 to be negotiated, identified and approved by Council in a revised Partnership Agreement.

**City Staff Resources:**

In exchange for the commitments of the Partner set out in this Agreement, the City commits to supporting the Partner with the following staffing resources:

The Human Services Department will provide the support necessary for the Partner to meet its service commitments pertaining to the Social Investment Fund administration.

The Corporate Services Department will provide the support necessary for the partner respecting operational and Vital Signs program funding, reporting and liaison. Specifically, the Strategy & Innovation Division, the Director of Corporate Services, and the Treasurer will provide the necessary support.



## Services:

The following represent the general activities of the Partner related to the funding:

1. Administer the Social Sustainability Funds for the City. More specifically:
  - a. Establish a Social Sustainability Fund. The three years of “seed” money from the City will establish that fund.
  - b. Work with the Human Services Department for the City in the design and establishment of the new fund.
  - c. Work with the Human Services Department for the City in designing the decision-making framework for fund allocation, and determining which entities will receive funding, when and to what quantum, until the equivalent of \$110,308 has been disbursed or invested in 2025 and until the equivalent of \$145,308 has been disbursed or invested in each of 2026 and 2027.

The following represents the general activities of the Partner following the disbursement of the Social Sustainability Funds: The Partner will solely grow the fund, and administer it and manage it with limited input from the City as above-noted.

2. Vital Signs Program: Administer the Vitals Signs Program on behalf of the City, implementation including, but not limited to:

A standardized approach to measuring community well-being, developed in 2001 by the Toronto Community Foundation. Adapted and led nationally by the Community Foundations of Canada (CFC), and locally by community foundations across Canada.

A Community research program that uses local knowledge to measure the vitality of the community and support action towards improving collective quality of life. To include research through data collection and community consultation to identify issues areas AND celebrate areas where the community is thriving.

An evidence based, non partisan activity and program implementation designed to examine aspects of community well-being without bias.

Local data and local knowledge that is analyzed and shared back with the community, and informed from a variety of data sources to deepen the understanding from selected thematic areas. Theme areas including, but not limited to, local community dynamics and pressures, health and well-being, housing, food security, income, wealth, and poverty, arts and culture, the environment, public safety and security, youth and learning, work and the economy, and civic engagement and belonging.

## **Legal Relationship:**

The Partner is a not-for profit corporation.

The property, revenue, expenses and assets of the Partner are entirely separate from that of the City. The use of the term “partner” is a nod to the City’s Strategic initiative of “partner and collaborate” within the Council-approved Strategic Plan for 2024-2027; the use is not to denote a legal partnership.

## **Audit and Reporting Requirements of the Partner:**

1. The Partner is required to prepare an annual written report to the Council of the City by the end of Q1 each calendar year to outline the Partner’s achievements from the previous year that have been supported in whole or in part by the Funds. For clarification, the first annual report is due in Q1 2026.
2. The Partner is required to provide and make available to the City’s auditors upon request and at least annually all financial records relating to use of the Funds. Further, the Partner shall make any adjustments requested by the City’s auditors in ensuring proper accountability to the City and to the community.
  1. It is recognized that the Partner has its accounts reviewed annually by a chartered accountant. It is expected that this process will continue.
3. **Fund Management and Reporting:** The Partner will be responsible for receiving donations from third parties, issuing tax receipts, providing donation reports, and handling donor communications. All projects funded by the Funds will be governed by a standard fund agreement to ensure transparency and accountability.
4. The Partner will produce a Vital Signs Report annually for the City (per the Community Foundation of Canada), to measure and report on the progress towards goals and actions in the City’s Strategic Plan and Community Safety and Well-Being Plan.

## **Project Planning & Roles pertaining to Social Sustainability Funding:**

In each case, the Partner and community project leaders will work closely with City staff for project planning, consultation, and disbursement planning. The City will coordinate with the Partner and provide necessary input and approvals in a timely manner to ensure smooth project execution.

1. In some cases, the City may play a primary role in project execution and resource management. In such cases, the Partner can forward private funding directly to the City for release, as necessary.
2. In other scenarios, community project leaders may manage project execution and resource management directly (i.e. hiring contractors or paying invoices). The Partner would either disburse funds to the group

pending their charitable status or coordinate with the City to establish a payment schedule for lump sum payments covering project costs.

### **Compliance with Law:**

It is the responsibility of the Partner to comply with any applicable municipal, Provincial and Federal law including, but not limited to, the Canadian Income Tax Act, Ontario Employment Standards Act, and Canadian Copyright Act.

The Partner will have its own tax account with the Canadian Revenue Agency and will be responsible for submitting its own corporate tax returns. The Partner will be responsible for issuing receipts for third party donations for tax purposes.

### **Purchasing Policy:**

In the event that the Partner uses the Funds to acquire goods or services, the Partner will obtain, where reasonably feasible, at least three comparable quotes and check references as a matter of due diligence prior to procuring the goods or services. The Partner will have regard to the City's Green Procurement Policy when purchasing goods and services.

### **Term and Termination**

**Term.** This Agreement shall be effective as of December 31, 2024, and shall continue in force, unless earlier terminated as set out herein, for a period of 4 years. Subject to the written consent of both parties, this Agreement can be renewed for a further 4-year term.

**Termination for Any Reason.** This Agreement may be terminated by either party for any reason whatsoever upon six (6) months' written notice to the other party. Termination of this Agreement does not release either of the Parties from any obligations which accrued while the Agreement was in force. Any unspent Funds will be immediately returned to the City.

**Termination for Breach.** In the event of a default by the Partner of its obligations set out in this Agreement, the City shall give written notice of the default to the Partner, and the Partner shall remedy the default to the satisfaction of the City within fourteen days of receipt of the notice. Should the Partner not remedy the default to the satisfaction of the City within fourteen days, the City may terminate the Agreement. Termination of this Agreement does not release either of the Parties from any obligations which accrued while the Agreement was in force. Any unspent Funds will be immediately returned to the City.

**Dissolution.** In the event the Partner is dissolved or becomes insolvent, there will be no further payments made by the City in relation to this Agreement, and any unspent Funds will immediately be returned to City.

**Indemnification:**

Each Party agrees to indemnify the other against claims arising from its actions in connection with this Agreement.

**Insurance:**

The Partner will extend its Directors and Officers insurance to cover project committee members and volunteers.

**Execution:**

Execution of this Agreement may be made electronically, and wet signatures may be sent by electronic means, which signatures shall be treated as originals.

The Parties have executed the Agreement on the dates set out below.

**Community Foundation**

\_\_\_\_\_  
Date

\_\_\_\_\_  
[signing authority name and title]

**Corporation of the City of Kawartha Lakes**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cathie Ritchie, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doug Elmslie, Mayor

"We have authority to bind the corporation Pursuant to Council Resolution CW2024-138 and Council Resolution CR2025-\_\_\_\_\_"



## Council Report

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**Report Number:** RS2025-009

**Meeting Date:** January 28, 2025

**Title:** **Request for Easements Over Portions of City-Owned Properties Close to William St., Bolton St., and Sherwood St. – Enbridge Gas Inc.**

**Description:** Request for an Easement Over Portions of City-Owned Property Legally Described as Part of Lot 3, Range 5, Plan 11, Verulam, Part 1 57R-6449; T/W R251152; Kawartha Lakes, more specifically described as Part 2 on 57R-11042 (PIN: 63128-0219 (LT)), Part of Lot 6, Range 5, Plan 11, Verulam, Part 1 57R-4594; Kawartha Lakes, more specifically described as Part 8 on 57R-11042 (PIN: 63128-0203 (LT)), Part of Lots 6-7, Range 5, Plan 11, Verulam, Parts 1 and 2 57R-4203; Kawartha Lakes, more specifically described as Part 10 on 57R-11042 (PIN: 63128-0198 (LT)), and Part of Lot 6, Range 6, Plan 11, Verulam, Part 7 57R-6007; Kawartha Lakes, more specifically described as Part 3 on 57R-11043 (PIN: 63129-0108 (LT))

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

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### Recommendations:

**That** Report RS2025-009, **Request for Easements Over Portions of City-Owned Properties Close to William St., Bolton St., and Sherwood St. – Enbridge Gas Inc.**, be received;

**That** a Grant of Easement in favour of Enbridge Gas Inc. over a portion of the City-owned properties legally described as Part of Lot 3, Range 5, Plan 11, Verulam, Part 1 57R-6449; T/W R251152; Kawartha Lakes, more specifically described as Part 2 on 57R-11042 (PIN: 63128-0219 (LT)), Part of Lot 6, Range 5, Plan 11, Verulam, Part 1 57R-4594; Kawartha Lakes, more specifically described as Part 8 on 57R-11042 (PIN: 63128-0203 (LT)), Part of Lots 6-7, Range 5, Plan 11, Verulam, Parts 1 and 2 57R-4203; Kawartha Lakes, more specifically described as Part 10 on 57R-11042 (PIN:

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

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

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

63128-0198 (LT)), and Part of Lot 6, Range 6, Plan 11, Verulam, Part 7 57R-6007;  
Kawartha Lakes, more specifically described as Part 3 on 57R-11043 (PIN: 63129-0108  
(LT)) be supported, in principle;

**That** the Mayor and Clerk be authorized to sign the Agreement to Grant an Easement,  
attached as Appendix F; and

**That** the Mayor and Clerk be authorized to sign all documents required to facilitate  
registration of the Grant of Easement.

## **Background:**

The Realty Services division received a request from Enbridge Gas Inc. to enter into an easement to facilitate the installation and maintenance of gas infrastructure on City-owned property. The impacted properties are legally described as Part of Lot 3, Range 5, Plan 11, Verulam, Part 1 57R-6449; T/W R251152; Kawartha Lakes, more specifically described as Part 2 on 57R-11042 (PIN: 63128-0219 (LT)), Part of Lot 6, Range 5, Plan 11, Verulam, Part 1 57R-4594; Kawartha Lakes, more specifically described as Part 8 on 57R-11042 (PIN: 63128-0203 (LT)), Part of Lots 6-7, Range 5, Plan 11, Verulam, Parts 1 and 2 57R-4203; Kawartha Lakes, more specifically described as Part 10 on 57R-11042 (PIN: 63128-0198 (LT)), and Part of Lot 6, Range 6, Plan 11, Verulam, Part 7 57R-6007; Kawartha Lakes, more specifically described as Part 3 on 57R-11043 (PIN: 63129-0108 (LT)) (the "Easement Lands"). The Easement Lands are shown on the general location map attached as Appendix A, the map attached as Appendix B, and the aerial map attached as Appendix C. The easements are more specifically set out on Reference Plan 57R-11042, attached as Appendix D, and Reference Plan 57R-11043, attached as Appendix E.

The request was reviewed by the Land Management Team at its meeting on July 10, 2023 and they had no objections to the request.

The purpose of this report is to advise Council that the Land Management Team recommends that approval be given, in principle, for a Grant of Easement in favour of Enbridge Gas Inc. over the Easement Lands.

## **Rationale:**

The purpose of the easement is to facilitate installation of a pipe header at the rear of the William Street, Bolton Street, and Sherwood Street laneways in downtown Bobcaygeon. The proposed infrastructure is integral to the gas expansion project, which will enhance community access to natural gas services, providing residents and businesses with an efficient and reliable energy source for their properties.

Enbridge Gas Inc. has executed an Agreement to Grant an Easement, attached as Appendix F, the terms of which include consideration in the amount of \$3,000.00 and indemnity against all claims arising out of the operating, construction, and maintenance of the infrastructure.

## **Other Alternatives Considered:**

Council could decide not to authorize the Grant of Easement and require Enbridge Gas Inc.'s infrastructure to be located within private property or re-routed through an existing road allowance. This is not recommended as it would delay Enbridge Gas Inc.'s expansion project.

## **Alignment to Strategic Priorities:**

This report aligns with the strategic priority Good Government through providing accountable government and responsible management of resources by ensuring municipal assets are well maintained and well managed.

## **Financial/Operation Impacts:**

As consideration for the Grant of Easement, Enbridge Gas Inc. shall pay \$3,000.00 to the City. This revenue shall be deposited to Realty Services revenue account, Revenue – Easements (11450.44870). All costs related to this transaction will be the sole responsibility of Enbridge Gas Inc.

## **Consultations:**

Land Management Team

## **Attachments:**

### Appendix A – Location Map



Appendix A -  
Location Map of The

### Appendix B – Map



Appendix B - Map of  
The Easement Lands

### Appendix C – Aerial Map



Appendix C - Aerial  
Map of The Easement

### Appendix D – 57R-11042



Appendix D -  
57R-11042

### Appendix E – 57R-11043





Appendix E -  
57R11043

## Appendix F – Agreement to Grant an Easement



Appendix F -  
Agreement to Grant

**Department Head E-mail:** [rcarlson@kawarthlakes.ca](mailto:rcarlson@kawarthlakes.ca)

**Department Head:** Robyn Carlson

**Department File:** L25-23-RS005

## Location Map of The Easement Lands



# Map of The Easement Lands





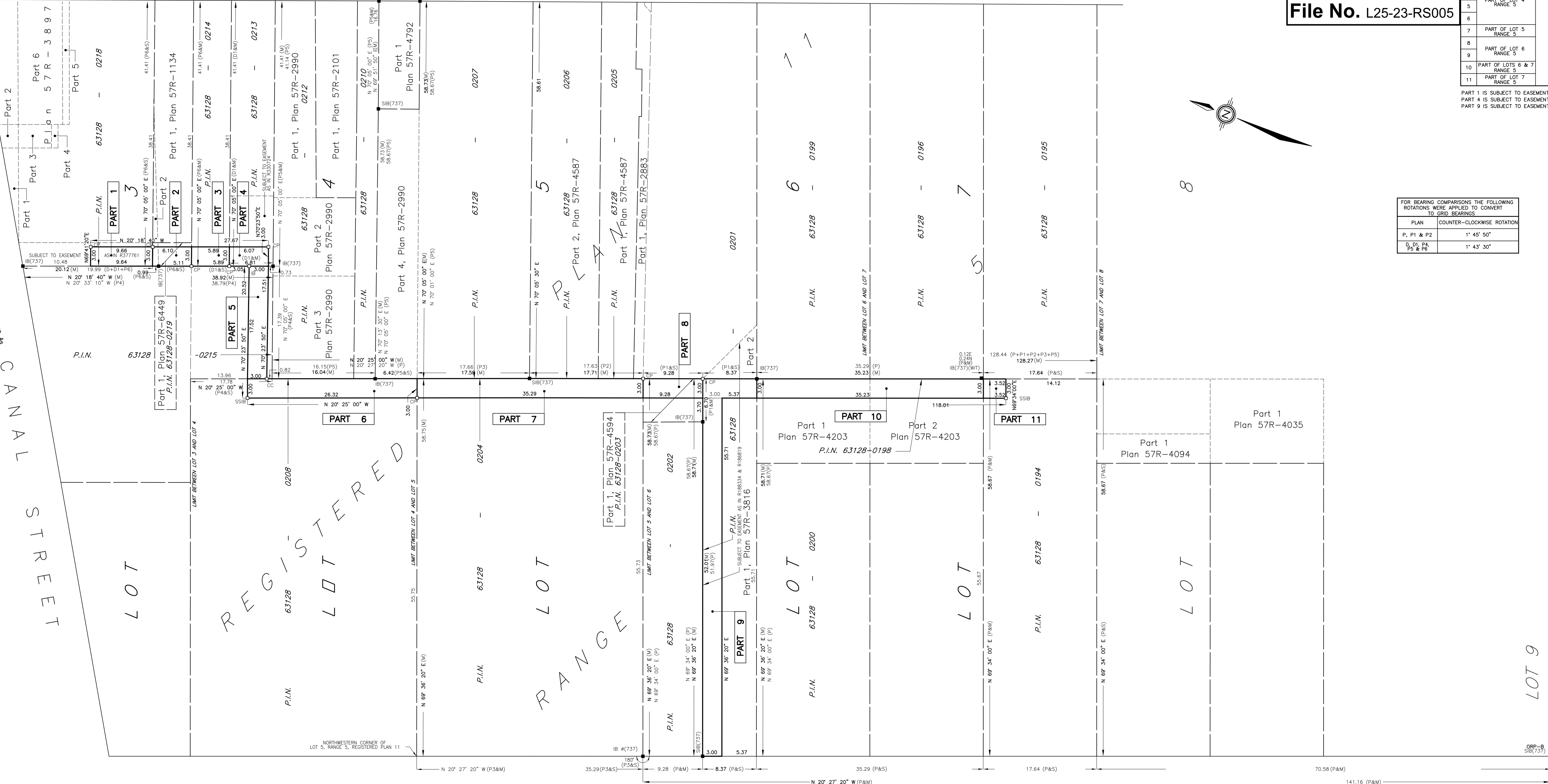
## Aerial Map of The Easement Lands





Known As  
CANAL STREET

Known As  
CANAL STREET



**BOLTON STREET**  
(DEDICATED BY REGISTERED PLAN 70)

**SHERWOOD STREET**  
(DEDICATED BY REGISTERED PLAN 70)

**Appendix D**  
to  
**Report** RS2025-009  
**File No.** L25-23-RS005

PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA
1	PART OF LOT 3 RANGE 5	REGISTERED PLAN 11	63128-0218	29.0 sq m
2			63128-0219	18.3 sq m
3	PART OF LOT 4 RANGE 5	REGISTERED PLAN 11	63128-0214	17.7 sq m
4			63128-0213	18.2 sq m
5	PART OF LOT 5 RANGE 5	REGISTERED PLAN 11	63128-0215	52.5 sq m
6			63128-0208	78.9 sq m
7	PART OF LOT 6 RANGE 5	REGISTERED PLAN 11	63128-0204	105.9 sq m
8			63128-0203	27.8 sq m
9	PART OF LOTS 6 & 7 RANGE 5	REGISTERED PLAN 11	63128-0201	192.2 sq m
10			63128-0198	105.7 sq m
11	PART OF LOT 7 RANGE 5	REGISTERED PLAN 11	63128-0194	10.6 sq m

**PLAN 57R-11042**  
Received and deposited  
**January 12<sup>th</sup>, 2023**  
**Stacey Krivan**  
Representative for the  
Land Registrar for the  
Land Titles Division of  
Victoria (No.57)

PART 1 IS SUBJECT TO EASEMENT AS IN R37761  
PART 4 IS SUBJECT TO EASEMENT AS IN R330724  
PART 9 IS SUBJECT TO EASEMENT AS IN R188334 & R186819

**PLAN OF SURVEY**  
OF  
**PART OF LOTS 3, 4, 5, 6 & 7**  
**RANGE 5**  
**REGISTERED PLAN 11**  
IN THE  
**CITY OF KAWARTHA LAKES**  
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

PLAN	COUNTER-CLOCKWISE ROTATION
P, P1 & P2	1° 45' 50"
D, D1, P4, P5 & P6	1° 43' 30"

SCALE = 1:250  
0 2.50 5.00 10.00 15.00 METRES  
25.00

THE INTENDED PLOT SIZE OF THIS PLAN IS 1219mm IN WIDTH BY 609mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:250

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

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17 NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	NORTHING	EASTING
ORP-A	4934469.56	695077.32
ORP-B	4934257.77	695030.92
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		
THE RESULTANT TIE BETWEEN ORP-A AND ORP-B IS N 122°13'0" E 216.81.		

**LEGEND AND NOTES**  
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS)(2010.0).  
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.000029  
ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.  
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR  
S2IB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR  
IB # DENOTES 16mm X 16mm X 0.61m IRON BAR  
IB # DENOTES 19mm diameter X 0.61m ROUND IRON BAR  
CC DENOTES CUT-CROSS  
CP DENOTES 5mm X 50mm STEEL PIN  
PB DENOTES PLASTIC BAR  
■ DENOTES SURVEY MONUMENT FOUND  
□ DENOTES SURVEY MONUMENT SET  
WIT. DENOTES WITNESS I DENOTES PERPENDICULAR  
(S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES INST. No. R244572  
ORP DENOTES OBSERVED REFERENCE POINT  
ALL SET S2IB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.REG. 525/91.  
(P) DENOTES PLAN 57R-4203  
(P1) DENOTES PLAN 57R-4594  
(P2) DENOTES PLAN 57R-4587  
(P3) DENOTES REGISTERED PLAN 11  
(P4) DENOTES PLAN OF SURVEY BY (1593) DATED JULY 3rd, 1991  
(P5) DENOTES PLAN 57R-2990  
(P6) DENOTES PLAN 57R-1134  
(D1) DENOTES INSTRUMENT R317794  
(D2) DENOTES INSTRUMENT R330724  
(737) DENOTES ROBERT B. STINSON, O.L.S.  
(1593) DENOTES GREG BISHOP, O.L.S.  
(MTO) DENOTES MINISTRY OF TRANSPORTATION OF ONTARIO, O.L.S.  
NSEW DENOTES NORTH, SOUTH, EAST & WEST

**SURVEYOR'S CERTIFICATE**  
I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT, THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THIS SURVEY WAS COMPLETED ON THE 27th DAY OF DECEMBER, 2022.  
DATE JANUARY 4th, 2023  
ALEX S. MANTHA  
ONTARIO LAND SURVEYOR  
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-33024

**J.D. BARNES** SURVEYING MAPPING LIMITED GIS  
LAND INFORMATION SPECIALISTS  
140 RENEW DRIVE, SUITE 100, MARKHAM, ON L3R 6B3  
T: (905) 477-3600 F: (905) 477-3882 www.jdbarnes.com

DRAWN BY: CMM CHECKED BY: AM REFERENCE NO.: 21-12-166-19  
PLOTTED: January 4th, 2023 DATED: 01/04/22

# Appendix E

## to Report RS2025-009

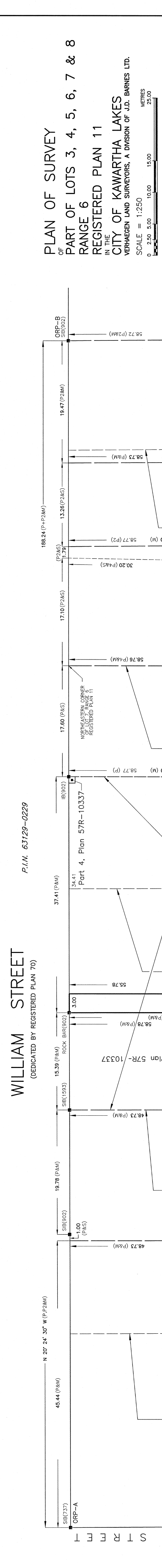
### File No. L25-23-RS005

FOR BEARING COMPARISONS THE FOLLOWING ROTATIONS SHOULD BE USED:

PLAN	COUNTER-CLOCKWISE ROTATION	COMPARISON
P2 & P4	1° 46' 30"	N/A
D & P5	1° 44' 30"	(P6M)
P1 & P6	1° 53' 00"	(P6M)

LINE	BEARING	DISTANCE	COMPARISON
L1	N67°53'00"W	1.46	N/A
L2	N89°54'00"E	3.05	N/A
L3	N89°54'00"E	3.05	(P6M)
L4	N89°54'00"E	3.05	(P6M)
L5	N89°54'00"E	3.05	(P6M)

REGISTRY PARTS SCHEDULE				LAND TITLES PARTS SCHEDULE			
PART	LOT	CONV/PLAN	AREA	PART	LOT	CONV/PLAN	AREA
15	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	1	PART OF LOT 5	REGISTERED PLAN 11	14.1 Sq. M
16	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	2	PART OF LOT 6	REGISTERED PLAN 11	14.1 Sq. M
17	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	3	PART OF LOT 7	REGISTERED PLAN 11	14.1 Sq. M
18	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	4	PART OF LOT 8	REGISTERED PLAN 11	14.1 Sq. M
19	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	5	PART OF LOT 9	REGISTERED PLAN 11	14.1 Sq. M
20	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	6	PART OF LOT 10	REGISTERED PLAN 11	14.1 Sq. M
21	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	7	PART OF LOT 11	REGISTERED PLAN 11	14.1 Sq. M
22	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	8	PART OF LOT 12	REGISTERED PLAN 11	14.1 Sq. M
23	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	9	PART OF LOT 13	REGISTERED PLAN 11	14.1 Sq. M
24	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	10	PART OF LOT 14	REGISTERED PLAN 11	14.1 Sq. M
25	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	11	PART OF LOT 15	REGISTERED PLAN 11	14.1 Sq. M
26	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	12	PART OF LOT 16	REGISTERED PLAN 11	14.1 Sq. M
27	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	13	PART OF LOT 17	REGISTERED PLAN 11	14.1 Sq. M
28	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	14	PART OF LOT 18	REGISTERED PLAN 11	14.1 Sq. M
29	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	15	PART OF LOT 19	REGISTERED PLAN 11	14.1 Sq. M
30	PART OF RANGE 6	REGISTERED PLAN 11	126.6 Sq. M	16	PART OF LOT 20	REGISTERED PLAN 11	14.1 Sq. M



POINT ID	NORTHING	EASTING
1	645173.92	662757.07
2	645173.92	662757.07
3	645173.92	662757.07
4	645173.92	662757.07
5	645173.92	662757.07
6	645173.92	662757.07
7	645173.92	662757.07
8	645173.92	662757.07
9	645173.92	662757.07
10	645173.92	662757.07
11	645173.92	662757.07
12	645173.92	662757.07
13	645173.92	662757.07
14	645173.92	662757.07
15	645173.92	662757.07

**LEGEND AND NOTES**

1. OBSERVED REFERENCE POINTS (ORP) - UNTIL ZONE 17, NAD83 (CSRS) (2010.0). COORDINATES TO UTM ACCURACY PER SECTION 14 (2) OF OREG. 216/10. BY THE COMBINED SCALE FACTOR OF 1.000099.

2. DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.000099.

3. BEARINGS SHOWN ARE TRUE BEARINGS UNLESS OTHERWISE NOTED.

4. ALL DISTANCES ARE IN METERS UNLESS OTHERWISE NOTED.

5. THE SURVEY WAS CONDUCTED USING A TOTAL STATION THEODOLITE WITH A LEICA DISTANCE MEASUREMENT SYSTEM (DMS) WITH A DISTANCE MEASUREMENT ACCURACY OF 3 MM + 2 PPM.

6. THE SURVEY WAS CONDUCTED USING A TOTAL STATION THEODOLITE WITH A LEICA DISTANCE MEASUREMENT SYSTEM (DMS) WITH A DISTANCE MEASUREMENT ACCURACY OF 3 MM + 2 PPM.

7. ALL DISTANCES ARE IN METERS UNLESS OTHERWISE NOTED.

8. ALL BEARINGS ARE TRUE BEARINGS UNLESS OTHERWISE NOTED.

9. ALL POINTS ARE IN UTM UNLESS OTHERWISE NOTED.

10. ALL POINTS ARE IN UTM UNLESS OTHERWISE NOTED.

11. ALL POINTS ARE IN UTM UNLESS OTHERWISE NOTED.

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28. ALL POINTS ARE IN UTM UNLESS OTHERWISE NOTED.

29. ALL POINTS ARE IN UTM UNLESS OTHERWISE NOTED.

30. ALL POINTS ARE IN UTM UNLESS OTHERWISE NOTED.

**SURVEYOR'S CERTIFICATE**

I, THE SURVEYOR, ALEX S. WIRTH, A MEMBER IN GOOD STANDING OF THE SURVEYORS ACT, THE SURVEYING AND MAPPING ACT AND THE REGISTRY ACT AND THE REGULATIONS THEREUNDER, HAVE CONDUCTED THE SURVEY AND HAVE DRAWN THIS PLAN AND THE LEGEND AND NOTES HEREON IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYING AND MAPPING ACT AND THE REGISTRY ACT AND THE REGULATIONS THEREUNDER.

THIS SURVEY WAS COMPLETED ON THE 27TH DAY OF DECEMBER, 2022.

DATE: JANUARY 4th, 2023

BY: *Alex Wirth*  
ALEX S. WIRTH  
ONWARD LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO ADS PLAN SUBMISSION FORM NUMBER V-30023

**J.D. BARNES**  
 SURVEYING  
 MAPPING  
 LAND INFORMATION SPECIALISTS  
 1100 HURONTARIO STREET (SOUTH SIDE OF THE HURON)  
 SUITE 100, MISSISSAUGA, ONTARIO L4R 1B6  
 TEL: 905.874.4666 FAX: 905.874.4667  
 WWW.JDBARNES.COM

**AGREEMENT TO GRANT AN EASEMENT**

**Appendix F**  
**to**  
**Report** RS2025-009  
**File No.** L25-23-RS005

Between:

**THE CORPORATION OF THE CITY OF KAWARTHA LAKES**  
(herein called the "Grantor")

offers to grant an easement to

**ENBRIDGE GAS INC.**  
(herein called the "Grantee")

**EASEMENT PROPERTY:** Legally described as Part of Lot 3, Range 5, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 2 on 57R-11042 (PIN: 63128-0219); Part of Lot 6, Range 5, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 8 on 57R-11042 (PIN: 63128-0203); Part of Lots 6 and 7, Range 5, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 10 on 57R-11042 (PIN: 63128-0198); and Part of Lot 6, Range 6, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 3 on 57R-11043 (PIN: 63129-0108) (the "Servient Lands").

**PRICE:** The Grantee agrees to compensate the Grantor in the amount of Three Thousand Dollars (CDN \$3,000.00).

**ADDITIONAL COSTS:** The Grantee agrees to reimburse the Grantor for all reasonable and documented external legal costs incurred to complete the closing arrangements as provided for in Section 4 of this agreement (the "Agreement") upon receiving a receipt from the Grantor's solicitor (the "Additional Costs").

**TERM:** The Grantor acknowledges that the easement allows for the Grantee to be able to carry out among other things operation, repair and maintenance of natural gas infrastructure (the "Easement"). The Easement shall commence as of the date of the execution by the Grantor. More specific terms shall be set out in Schedule "A" attached to this Agreement. These terms shall be attached to the Easement documents registered on title.

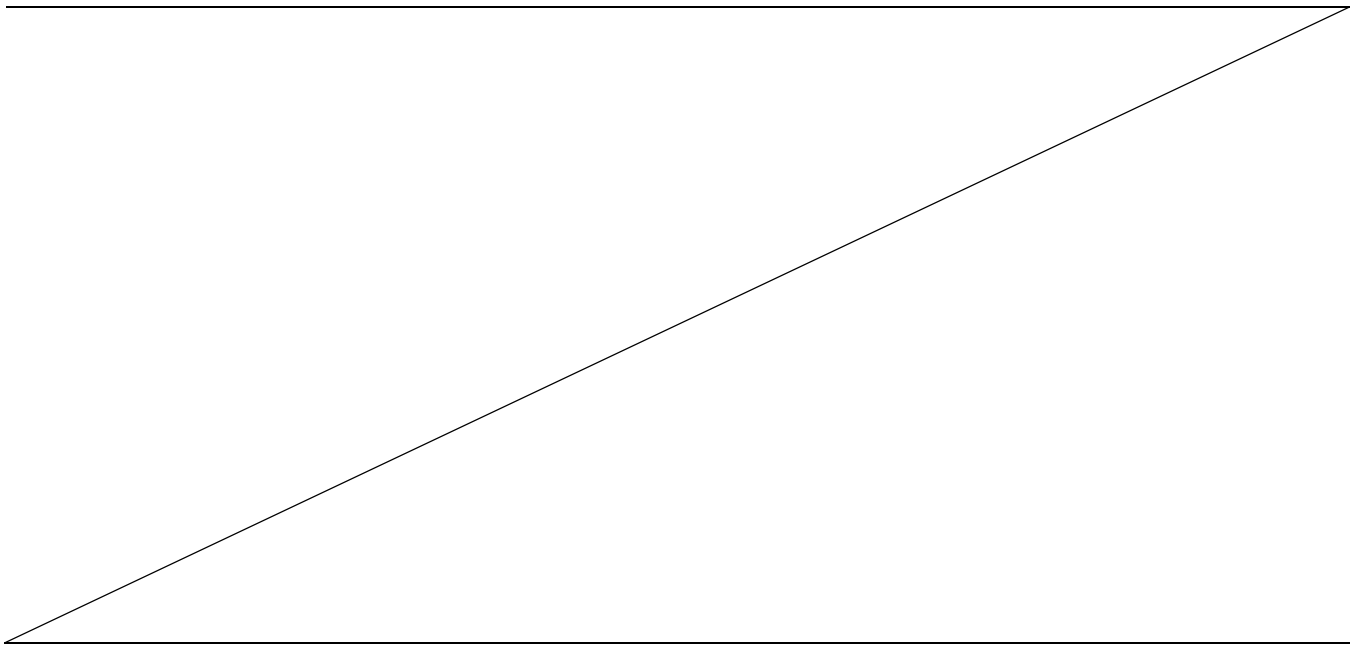
**BALANCE:** The Grantor agrees to pay the balance of the Price and the Additional Costs, by bank draft or certified cheque, to the Grantor's solicitor in trust on closing, subject to the usual adjustments.

**FURTHER CLAUSES AND CONDITIONS:**

1. **COMPLETION DATE:** This Agreement shall be completed and registered on title by no later than 5:00 p.m. on or before the **30<sup>th</sup> day** following the execution of both the Grantor and Grantee of this Agreement. If the 30<sup>th</sup> day is not a business day, it shall be the next business day and if not that day then a day mutually agreed upon by both the Grantor and Grantee.
2. **HST:** If this transaction is subject to Harmonized Sales Tax (H.S.T.), then such tax shall be in addition to the Price. If this transaction is not subject to H.S.T., the Grantor agrees to certify on or before closing that the transaction is not subject to H.S.T.
3. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens, and encumbrances except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c)

any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties; and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the present use of the property.

4. **CLOSING ARRANGEMENTS:** Where each of the Grantee and the Grantor retain a lawyer to complete the Agreement to enter into an Easement and where in the transaction will be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, Chapter L4 and the *Electronic Registration Act* S.O. 1991, Chapter 44, and any amendments thereto, the Grantee and the Grantor acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Grantee and the Grantor will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said lawyers. The Grantee and Grantor irrevocably instruct the said lawyers to be bound by the document registration agreement, which is recommended from time to time by the Law Society of Ontario. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location by both lawyers.
  
5. **TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing any matter provided for herein may be extended or abridged by an agreement in writing signed by Grantee and Grantor or by their respective lawyers who may be specifically authorized in that regard.
  
6. **TENDER:** Any tender documents or money hereunder may be made upon Grantee or Grantor or their respective lawyers on the day set for completion. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or Caisse Populaire.
  
7. **AGREEMENT IN WRITING:** If there is conflict between any provision written or typed in this Agreement (including any Schedule attached hereto) and any provision in the printed portion hereof, the written or typed provision shall supersede the printed provision to the extent of such conflict. This Agreement including any Schedule attached hereto, shall constitute the entire Agreement between the Grantor and the Grantee. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by context.





8. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.
9. **LEGAL ADVICE:** The Grantor and Grantee acknowledge that they have either received or waived the benefit of their own independent legal advice with respect to the execution of this Agreement.
10. **PUBLIC DOCUMENT:** The Grantee acknowledges that this Agreement is a public document, and consents to its disclosure pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

DATED at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

Per: \_\_\_\_\_  
Name: Doug Elmslie  
Title: Mayor

Per: \_\_\_\_\_  
Name: Cathie Ritchie  
Title: Clerk

We have authority to bind the Corporation pursuant to  
By-Law \_\_\_\_\_

DATED at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ENBRIDGE GAS INC.**

Per: \_\_\_\_\_  
Name: Bailey Williams, Supervisor Permitting  
Lands, Permitting & Environment 2  
I have the authorization to bind the Corporation

## SCHEDULE 'A'

### ADDITIONAL COVENANTS

**SERVIENT LANDS:** Part of Lot 3, Range 5, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 2 on 57R-11042 (PIN: 63128-0219); Part of Lot 6, Range 5, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 8 on 57R-11042 (PIN: 63128-0203); Part of Lots 6 and 7, Range 5, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 10 on 57R-11042 (PIN: 63128-0198); and Part of Lot 6, Range 6, Registered Plan 11, in the Geographic Village of Bobcaygeon, in the City of Kawartha Lakes, more specifically described as Part 3 on 57R-11043 (PIN: 63129-0108)

### DOMINANT LANDS:

PIN 64057-0029 (LT)  
PT TWP LT 92, THLD, AS IN AA 90798 S/T & T/W AA90798; WELLAND

PIN 04161-0019 (LT)  
PT LT 6 CON 6RF GLOUCESTER PART 1, 4R-10265 & PART 2, 5R-5963; GLOUCESTER

PIN 03187-0004 (LT)  
PT W1/2 LT 30 CON 2 MARKHAM AS IN MA49406; RICHMOND HILL

PIN 43384-0148 (LT)  
FIRSTLY: PT LT 28 CON 2 DAWN PT 1, 25R7156; SECONDLY: LT 27, 26 CON 2 DAWN EXCEPT PT 4, 25R7781 & PARTS 2 - 4, 25R8439, S/T L424124 PARTIALLY SURRENDERED BY L779047, S/T L121013, L403878, L758688; S/T L119430, L193642, L198436, L198437, L199459, L199460, L199461, L199462, L199649, L199650, L242621, L280340, L429302, PPI367, PP449; THIRDLY: SE 1/4 LT 28 CON 2 DAWN EXCEPT PT 1, 25R7156 TOWNSHIP OF DAWN-EUPHEMIA

1. The Grantor hereby grants, transfers and conveys unto the Grantee in perpetuity, subject to Section 6, the free, uninterrupted and unobstructed right and easement to survey, lay, construct, install, operate, use, inspect, repair and maintain, replace, alter, enlarge, reconstruct, expand and remove gas pipelines on the Servient Lands together with any and all attachments, appurtenances, fixtures or works and other equipment thereto and including but not limited to meters and markers, as the Grantee may deem necessary or convenient thereto from time to time (all of the foregoing collectively referred to as the "**Equipment**") on, in, across, under and through the Servient Lands and including the right of the Grantee and its servants, agents, contractors and workmen with all necessary materials, equipment, machinery and vehicles to enter upon the Servient Lands at all times and to pass and re-pass thereon.

2. Grantee shall have the right at any time and from time to time to remove any boulder or rock and to sever, fell, remove or control the growth of any roots, trees, stumps, brush or other vegetation on or under the Servient Lands.

3. The rights of Grantee herein shall be of the same force and effect as a covenant running with the Servient Lands and shall be appurtenant to the lands and premises described in this easement as the Dominant Lands.

4. Grantor covenants with the Grantee (i) to keep the Servient Lands free and clear of any buildings, structures, fences or obstructions; (ii) not to deposit on or remove any fill from the Servient Lands or otherwise excavate, alter the grading, drill, install thereon any pit, well foundation and/or pavement which will obstruct or prevent the exercise and enjoyment by the Grantee of its rights hereunder; (iii) not to do or suffer to be done any other thing which may or might injure or damage any of the Equipment and without limiting the generality of the foregoing to comply with the Grantee's Third Party Requirements in the Vicinity of Natural Gas Facilities Standard as the same may be amended or updated from time to time.

5. Grantor further covenants with the Grantee that:

- a) it has the right to convey the rights hereby transferred to the Grantee;

- b) Grantee shall have quiet enjoyment of the rights hereby transferred; and
- c) Grantor has not done, omitted or permitted anything whereby the Servient Lands are or may be encumbered (except as the records of the Land Registry Office disclose).

6. The Grantor may terminate this easement and require the Grantor to relocate from the Servient Lands subject to satisfaction of the following conditions: (i) provision of reasonable notice to the Grantee of such termination; (ii) provision by the Grantor to the Grantee at no charge, of an alternate location for the Equipment acceptable to the Grantee (the “**Alternate Location**”); (iii) completion by the Grantee of the installation and energization of the Equipment in the Alternate Location, enabling the Grantee to continue to provide gas distribution services without interruption to all customers who are serviced, directly or indirectly, through Equipment located within the Servient Lands; and (iv) Equipment in the Servient Lands will be de-energized and abandoned in place by Grantee in accordance with Grantee’s standard procedures with surface restoration being completed by the Grantee to a condition consistent with the original condition of the Servient Lands at time of grant of this easement . In the event of such termination and relocation, all costs, expenses and overheads incurred by the Grantee in order to relocate the Equipment to the Alternate Location will be shared by the Grantee and Grantor using the formula set out in Section 12(c) and (d) of the franchise agreement entered into between the parties pursuant to Grantor’s By-Law 2005-104 as detailed below: “12. c. *Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of such relocation shall be shared between the Grantor and the Grantee on the basis of the total relocation costs, excluding the value of any contribution paid to the Grantee by others in respect to such relocation; for these purposes, the total relocation costs shall be the aggregate of the following:*

*i. the amount paid to the Grantee’s employees up to and including field supervisors for the hours worked on the project plus the current cost of the fringe benefits for these employees,*

*ii. the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for the Grantee’s equipment while in use on the project,*

*iii. the amount paid by the Grantee to contractors for work related to the project,*

*iv. the cost of the Grantee for materials used in connection with the project, and*

*v. a reasonable amount for the project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.*

*12 d. The total relocation costs as calculated above shall be paid 35% by the Grantor and 65% by the Grantee, except where the part of the gas system required to be moved is located in an unassumed road allowance and the Grantor has not approved its location, in which case the Grantee shall pay 100% of the relocation costs.”*

7. Grantor and Grantee each covenant to the other that it will execute such further assurances of the said rights and easement as may be required.

8. The Grantee shall at all times, indemnify and save harmless the Grantor from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Grantee operating, constructing and maintaining its gas system in the Servient Lands for the carriage of gas owned by others. Provided that the Grantee shall not be required to indemnify or save harmless the Grantor from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and damage to any property, resulting from the negligence or wrongful act of the Grantor, its servants, agents or employees.

9. The Grantee hereby declares that this Easement is being acquired by Grantee for the purpose of a hydrocarbon line within the meaning of Part VI of the *Ontario Energy Board Act, 1998* and/or a utility line within the meaning of the *Ontario Energy Board Act, 1998*.

IT IS UNDERSTOOD and agreed that the burden of this easement and of all the covenants herein contained shall run with the Servient Lands and that this easement and all the covenants herein contained shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

## Council Report

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**Report Number:** PUR2025-002  
**Meeting Date:** January 28, 2025  
**Title:** 2025-010-SS Kennel and Pound Services  
**Description:** Single Source  
**Author and Title:** Marielle van Engelen, Buyer  
Aaron Sloan, Manager, Municipal Law Enforcement,

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### Recommendation(s):

**That** Report PUR2025-002 for Single Source 2025-010-SS Kennel and Pound Services, be received;

**That** Council authorize the single source award to the Humane Society of Kawartha Lakes for kennel and pound services;

**That** Council authorize the option to renew the contract after the initial term, ending December 31, 2025, for an additional four (4) one (1) year terms, based on annual council budget approval, mutual agreement and successful completion of the initial term and each term thereafter; and

**That** subject to receipt of the required documents, the Chief Administrative Officer be authorized to execute the agreement.

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

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

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

**Background:**

At the Council Meeting of March 19, 2024 Council adopted the following resolution:

**ML2024-002**

**Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services**

Aaron Sloan, Manager, Municipal Law Enforcement and Licensing

**CR2024-134**

**Moved By** Councillor Yeo

**Seconded By** Councillor Richardson

**That** Report ML2024-002, **Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services**, be received;

**That** Staff initiate a Request for Proposal (RFP) process to establish a new Kennel Services contract(s) that provide base level services, including but not limited to, temporary sheltering of stray dogs, temporary sheltering of stray domestic cats and a Feral Cat Trap Neuter Return Program, each as individual independent services; and

**That** the Feral Cat Trap Neuter Return (TNR) and Domestic Stray Cat Pilot Project be temporarily suspended.

**Carried**

This report addresses the reinstatement of the Feral Cat Trap Neuter Return (TNR) and Domestic Stray Cat Pilot Projects and finding a primary location for kennel and pound services for the City.

**Rationale:**

In March of 2024 the Human Society of Kawartha Lakes canceled their service agreement with the City. Municipal Law Enforcement staff in conjunction with Procurement Services, attempted to find animal shelters in the surrounding areas that would provide kennel and pound services. At the time, the local area shelters were unable to commit to being the City's primary shelter. This lack of commitment was due to their own business obligations. City access to other municipal shelters in border municipalities was extremely limited, as these locations supported their local municipal programs.

Staff continued to search for a dedicated solution for pound services, dog and cat related programs and established base services with a few agencies, but not at a level to support all services. A change of focus at the Human Society of Kawartha Lakes, has

resulted in new discussions regarding City animal services, leading the two parties to discuss an agreement to provide kennel and pound services.

The Feral Cat Trap Neuter Return and Domestic Stray Cat Pilot Project are included in this agreement, as individual items, with the pilot projects concluding at the end of the year (December 31, 2025).

The Humane Society of Kawartha Lakes (HSKL) as an agency, with their current programs, is well positioned to support Municipal Law Enforcement Services. As a dedicated contractor to support the City with services related to the dog and cat programs, an agreement is needed to move forward. In addition to creating collaborative instructional materials for the public, the re-established partnership with the HSKL along with internal training for Municipal Law Enforcement and HSKL personnel will strengthen agency-to-agency ties.

Staff is recommending that Council support the single source agreement for pound services and reinstatement of the Feral Cat Trap Neuter Return (TNR) and Domestic Stray Cat Pilot Projects with the Humane Society of Kawartha Lakes.

### **Other Alternatives Considered:**

No other alternative is being recommended.

### **Alignment to Strategic Priorities**

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

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

This report aligns with the concepts found in the Strategic Priorities. Municipal staff and staff at the HSKL have operational programs and business practices that promote a healthy environment, by providing a response to animal issues and public concerns, such as animals running at large, animals involved in attacks and public education. The animal services programs improve the quality of life of the residents and animals in the municipality, by providing a service that safely houses an animal until the owner is located.

**Financial/Operation Impacts:**

The 2025 Municipal Law Enforcement operating budget includes \$90,500 for kennel and pound services, Feral Cat Trap Neuter Return (TNR) and Domestic Stray Cat Pilot.

**Consultations:**

Supervisor, Procurement Services  
Treasurer

**Attachments:**

Appendix A – Council Report ML2024-002 Feral Cat TNRM Pilot Project and Kennel Services



ML2024-002 Feral  
Cat TNRM Pilot Project

**Department Head email:** [rtaylor@kawarthalakes.ca](mailto:rtaylor@kawarthalakes.ca)

**Department Head:** Ron Taylor, Chief Administrative Officer

**Department File:** 2025-002-SS

## Council Report

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<b>Report Number:</b>	<b>ML2024-002</b>
<b>Meeting Date:</b>	March 19, 2024
<b>Title:</b>	<b>Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services</b>
<b>Description:</b>	Council update regarding the Feral Cat Trap Neuter Return pilot project, and the expiration of the Kennel Service contract with the Humane Society of Kawartha Lakes.
<b>Author and Title:</b>	Aaron Sloan, Manager, Municipal Law Enforcement & Licensing

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### Recommendations:

**That** Report ML2024-002 **Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services**, be received;

**That** staff initiate an RFP process to establish a new Kennel Services contract(s) that provide base level services, including but not limited to, temporary sheltering of stray dogs, temporary sheltering of stray domestic cats and a Feral Cat Trap Neuter Return program, each as individual independent services; and

**That** the Feral Cat Trap Neuter Return (TNR) and domestic stray cat pilot project be temporarily suspended.

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

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

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



**Background:**

At the Council Meeting of June 7, 2022, Council adopted the following resolution:

**CR2022-194**

That Report, ML2022-001, Stray and Feral Cats, be received;

That Council support Option Two, within Report ML2022-001, which is to establish a Stray and Feral Cat Pilot Project with a two (2) year term starting in 2023;

That By-Law 2021-072, being a By-Law to Regulate Animals in the City of Kawartha Lakes, be amended to permit the Stray and Feral Cat Pilot Project, as outlined in Report ML2022-001 in Appendix C and to include licensing of cats;

That the amount of \$85,000.00 be added to 2023 Municipal Law Enforcement and Licensing services budget submission for consideration; and

That the necessary Amending By-Law be brought forward to Council for adoption.

**CW2022-132** On June 7, 2022, Council received a deputation from:

Janice Jones-Skinner, Chairperson of the Kawartha Lakes Community Cats Trap Neuter Return Manage (TNRM) Committee, who spoke in favour of the recommendations outlined within Report ML2022-001, relating to stray and feral cats. Ms. Jones-Skinner provided an overview of the how the proposed Stray and Feral Cat Pilot Project will complement the work of the Kawartha Lakes Community TNRM Committee; and,

**CW2022-133:** Martin Field, member of the City of Oshawa Animal Care Advisory Committee, who spoke in favour of the recommendations outlined within Report ML2022-001, relating to stray and feral cats. Mr. Field provided an overview of how the proposed Stray and Feral Cat Pilot Project will complement the work of the City of Oshawa Animal Care Advisory Committee.

Council supported staff in a cooperative approach in conjunction with the Humane Society of Kawartha Lakes (HSKL) to support a TNRM feral cat, domestic cat licensing, and pound services. The expanded services started January 2023.

This report is being provided to Council as an update with regards to the TNRM Stray and Feral Cat Pilot Project, domestic cat licensing and emergent changes to how the municipality manages stray animals within the pound services agreement, including the impact of the loss of the HSKL pound services facility.

**Rationale:**

On November 28, 2023, the municipality received an email from the Executive Director of the Humane Society of Kawartha Lakes. In part, the email thanks the municipality for our many years of being a municipal partner, a partner who values proactive approaches to animal services in our municipality. However, reflecting on the recent struggles relating to people and pet populations, the HSKL has experienced unprecedented strains in part due to the pandemic and requests from others in the community. As a result, the HSKL will be shifting their focus to concentrate on outreach programs to better serve the community.

“HSKL under the direction of the Board of Directors, will not be renewing the 2022-87-OP Animal Kennel Provider and Associated Services contract in its entirety.”

In December 2023, prior to conclusion of the agreement, staff met with the HSKL Executive Director and the President of the Board of Directors. The purpose of the meeting was to discuss the current agreement, clarify the correspondence and to request a three-month extension into 2024. The extension request was granted by the HSKL.

The City’s animal services led by the Municipal Law Enforcement & Licensing Division, have had a 20 year long standing connection to the Humane Society of Kawartha Lakes and to other local kennels for the provision of Kennel Services. However, over the years the kennel service providers have reduced in number to only the HSKL.

These historical service agreements did not include kennel services for domestic cats, or animal services to include Trap Neuter Return Manage (TNRM) initiatives, which were recently added in the 2023 agreement with the support of the HSKL and others in the community.

Recognizing that a future kennel services agreement, in conjunction with the TNRM Feral cat pilot project would be detailed as a new type of contract agreement staff created a public Request for Proposal (RFP). In 2022, staff noted that the kennel service agreement would expire at the end of 2022, so proceeded with the creation of the RFP to be ready for 2023. A single response to the RFP was received.

Early in 2023, the services of the Humane Society of Kawartha Lakes (HSKL) as the successful proponent were approved, and this approval expanded their service provided to the municipality. No other kennel operator or similar agency responded to the RFP.

Specifically, the contract relationship with the HSKL was modified to include new criteria for cats as a one health model was established for the intake of kennel animals to

protect the health of the facility. Historically the kennel services agreement was negotiated as a three-year service agreement with an option to renew for an additional two-year period (5-years). However, the HSKL requested to modify the term of the kennel services agreement to 1 year with the option of four, one-year renewals and three one-year renewals for the TNRM. Greater detail can be found in report ML2022-001 attached as **Appendix A**.

### **Animal Kennel Services**

To continue to provide animal kennel services, the HSKL has approved a three-month extension to the Kennel Services agreement, which will conclude March 31, 2024.

In December 2023, Staff reviewed the current animal kennel services agreement and sent requests for interest (RFI) out to all the registered kennel operators in the municipality, veterinarian clinics and border municipalities/agencies to gather information about their kennel services and to see if they have interest in assisting with our municipal kennel services. Early in January 2024, the RFI closed, prompting staff to move forward with an emergency procurement for kennel services. Staff received four responses, and these responses are being reviewed. The RFI process will inform the establishment of a prequalified service roster. A Request for Proposal (RFP) will proceed at a later date.

Council should note that if the municipality does not locate a dedicated kennel facility to house stray domestic animals, there will be a disruption to the animal kennel services. Managing stray animals and kennel services will no longer be possible without a facility to house them. This will create some difficulty internally and externally, as the public have an expectation regarding the by-law regulation, that basic kennel services are provided. Further, other agencies such as the Police, Fire Services and Human Services occasionally utilize the municipal kennel facility when emergency/operational needs warrant it.

Staff are working to secure kennel services specific to dogs prior to March 31, 2024. However, kennel services directly related to TNR and domestic cats will be temporarily suspended. To be clear, Municipal Law Enforcement Officers will continue to provide investigative response and investigative services for violation of the animal control By-Law 2021-072, being a By-Law to Regulate Animals in the City of Kawartha Lakes. For example, if a dog is reported to be running at large, the City will continue to enforce the municipal by-law.

## Trap Neuter Release Management – Feral Cats

The TNRM pilot program operates as part of the current kennel services agreement with the HSKL. Continuance of TNRM at this time is not possible and will end March 31, 2024.

During the TNRM pilot program, the HSKL have been able to access low cost spay/neuter services or clinics for feral cats. The program is not accessible to domestic and/or owned cats. The HSKL supported members have been actively trapping feral cats and feral kittens and have been transporting them to a clinic in Newmarket, which provides spaying and neutering services at a reduced cost. Staff have created a supporting information pamphlet for public information which is attached as **Appendix B.**

Currently, the TNRM Pilot Program has **spayed and neutered 11 felines**. All felines were returned to their original colony, and none have entered the adoption stream. As, an intact female and her offspring can produce many kittens each year, approximately 4-6 kittens, who can theoretically reproduce 4-6 kittens each, which compounds yearly, this leads to many feral cats (colony birth and deaths may impact). The current cost for this service to the municipality is approximately \$5,000 of the \$25,000 yearly allocated budget.

## Domestic Cat Licensing

In 2022, staff provided in ML2022-001 the option to license domestic cats. Council received the report and resolved to amend By-law 2021-072, being the By-Law to Regulate Animals in the City of Kawartha Lakes. A copy of the by-law is attached as **Appendix C.**

The pilot project began in 2023 to collect data and track domestic cats in the municipality.

In 2023, approximately **10** domestic cats have been registered and licensed with the municipality. The revenue from licensing totals \$716.50.

In 2023, Municipal Law Enforcement Officers investigated **26** occurrences that involve one or multiple cats running or straying at large.

## Domestic Cat Health

Domestic Cats when captured are transported to the kennel and held for three days. If an owner does not claim the animal, within this three-day period, it may be adopted out to the KLHS or to another owner. In some instances, such as declining health, the cat if unclaimed may be euthanized. During the animal's short stay (3-days) as a kennel

**Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services**

animal, the animal is assessed to determine general health (injuries, disease, fleas etc.). A kennel animal may require veterinarian care.

Veterinarian care has been administered to 29 domestic cats **Veterinarian Care: total direct costs (does not include staff time or vehicle use) = \$10,353.51.**

If a domestic cat requires veterinarian care due to a medical issue an appointment is made and the Municipal Law Enforcement Officer provides transportation. Often vet appointments are needed as emergent issues occur, and vet care is often subject to appointment availability or by emergency need. The distance to the various locations adds time to staff involvement. The veterinarian services used during this pilot project are as follows:

Veterinarian Locations	Staff hours (travel)	Visits	Wait time (estimated hours)	Total Hours
Three Island Vet, Bobcaygeon	1 hr	3	3	6
Fenelon Animal Clinic	0.75 hrs	1	1	1.75
Omeme Veterinary Hospital	1	4	4	8
Morris Veterinary Hospital	0.5	1	1	1.5
Kawartha Animal Hospital	0.5	1	1	1.5
Kawartha VT Emergency Peterborough	1.25	2	2	4.5
Cavan Hills Veterinary Services	1	12	12	24
			Sub Total	47.25
			Staff time other kennel services	30
			Licensing and data entry	20
			Total	97.25

\*Staff typically work approximately 1900hrs. per year. 97.25 hours accounts for approximately 5% of one FTE officer.

**Impact to Staff**

Since the implementation of the TNRM and domestic cat pilot project early in 2023 Municipal Law Enforcement have managed approximately 680 animal related issues, that include all animal licensing, all animal control regulation for the animal being at large and injured animals which require veterinarian treatment (includes dogs). Domestic cat issues have accounted for approximately 26 cat issues that require staff to respond as a call to service.

**Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services**

The data needed to allocate time commitment and budget to Municipal Law Enforcement was not available prior to the pilot program start. Even with these unknowns, the MLE support of the pilot project has gathered this data for 2023. Primarily, the MLE impact to budget and time (detailed in the previous chart) was to be absorbed within the MLE business unit with other on-going work. Staff impacts are determined by the staff time needed to run the operations, such as data entry, transportation time, vehicle cost, veterinarian care both emergency and non-emergency, and investigative time.

<b>Budget Impact</b>	<b>Time (Approx.)</b>		<b>Cost (Approx.)</b>
Data entry	20 hrs	MLE staff	\$540.00
Transportation (Kennel)	30 hrs	MLE staff	\$1200.00
Transportation (Veterinarian)	47.25	MLE staff	\$1890.00
Veterinarian Fees		invoices	\$10,353.51
TNRM (spay, neuter)		HSKL	\$5000.00
Daily Care, Additional Days, Surrenders		HSKL	\$37,519.62
Rental (lease of building) HSKL	12 months	\$1633.34	\$19,600.08
	Total (inclusive of estimates)		<b>\$76,103.21</b>

**\*Daily care, additional days will increase as year-end is finalized.**

**Conclusion**

The current TNRM pilot project for feral cats, licensing and control regulations for domestic cats was set to conclude at the end of 2024. Normally at the conclusion of a pilot project, staff would bring results and recommendations to Council for additional direction or program permanency. Considering that only 10 domestic cats have been licensed and staff have responded to 26 stray or domestic cat issues, the early indicators are that the pilot project has not achieved intended results. Bearing in mind the unanticipated interruption to kennel services for both cats, dogs and TNR services, has caused staff to evaluate what services can be provided in the immediate term. The immediate term will see the pilot project suspended effective March 31, 2024. Staff will revisit TNR and domestic cat licensing in the future, when support service providers and kennel facilities are stabilized, conversely if stable services are not located, the service will be recommended to be discontinued.

In the immediate term, kennel services specific to dogs is proposed to continue; however, the response to the City’s emergency procurement was very limited and the future RFP responses will determine the future service level. Council will be updated, if

a kennel services contractor is not secured, which will generate further discussion with regards to animal control service generally.

## **Options**

**Option 1** (Staff recommended), Suspend the TNRM pilot project and domestic cat regulation including licensing. This option is a return to basic animal services inclusive of dogs only. This option will result in the start of an RFP process to establish a new kennel services agreement at a base level service, that focuses on dogs, reuniting animals with owners, and community health and safety. A return to base services may result in a service that is more appealing to local operators of kennels, veterinarians, or other businesses. Also, a base service may reduce potential respondents' hesitancy to enter into an animal kennel services agreement. Many of the kennel services in the area limit their businesses to dogs and have no wish to increase their services. Further, staff is of the opinion, that a return to the basic animal services program for dogs, will renew community interaction and may foster new business relationships with local kennel owners, and result in efficiencies and savings. The RFP for kennel services may attract future service providers, who may express interest in an expanded service that includes cats. The future RFP process may be expanded to separately:

- request a response to the provision of kennel services for domestic cats.
- management of the feral cat TNRM program.

**Option 2** – (Not recommended), The HSKL is funded via the current kennel services agreement to operate the feral cat TNR program. This agreement expires March 31, 2024. The HSKL have indicated that they are interested in continuing to receive funding that is specific to the operation of the TNRM Feral Cat project, however the kennel agreement blends the TNRM pilot project with the kennel services agreement. Obligation of staff to follow the procurement procedures and policy for services, does not permit a selective response to the agreement. The TNRM program, could be removed from the Kennel Services agreement process and moved to a separate RFP process, in which the proponents can make a business case to receive the funding. Separating the service types within animal services RFP is being investigated, however is not available currently.

The TNRM feral cat project is an option for the municipality and is not required by legislation or regulation. Other Alternatives Considered:

**Feral Cat Trap Neuter Return Manage Pilot Project and Kennel Services**

**Cancel** – Staff considered suggesting to Council that the pilot project and animal services related to cats could be immediately cancelled to allow for the redeployment of resources such as a kennel services provider, public education, veterinarian support and various staff supports. This option was not suggested, as locating a kennel services provider takes priority and future resources may be located to support. Staff is recommending a return to basic level kennel services which are scoped to dogs; however, the overall program is under review and staff may return to Council with additional program alternatives when support service providers and kennel facilities are stabilized.

**Alignment to Strategic Priorities**

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

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

This report aligns with continuous the concept of improvement and innovation as we strive to streamline and simplify by-laws, policies, and processes.

**Financial/Operation Impacts:**

The current Kennel Services Agreement with the Humane Society of Kawartha Lakes costs \$85,000 per year and will be terminated effective March 31, 2024. Staff anticipates that a future RFP for Kennel Services in 2024 may change in scope, but notes that the 2024 budget has been approved, and that this budget will be the funding source for the emergency procurement of continued base kennel services. Un-used budget will be returned at year end to balance the animal service program generally.

Staff are currently in an RFI process and plan to move forward with the procurement process to secure a Kennel Services Agreement that is reflective of and encompasses services and new requirements established in this report.

Kennel Services Contract (\$85,000) currently budgeted as follows:

- \$60,000 Kennel Services Agreement; and
- \$25,000 support to TNRM program (program cancelled or suspended).



**Consultations:**

Supervisor, Financial Service, Procurement  
City Clerk  
City Solicitor

**Attachments:**

Appendix A - Report ML2022-001



ML2022-001 Stray  
and Feral Cats.docx

Appendix B – Feral Cats Information Brochure



feral cat  
brochure.doc

Appendix C - By-Law 2021-072 Being A By-Law to Regulate Animals in The City of  
Kawartha Lakes



2021-072  
Consolidated A Bylaw

**Department Head email: [critchie@kawarthalakes.ca](mailto:critchie@kawarthalakes.ca)**

**Department Head: C. Ritchie, City Clerk**



## Committee of the Whole Report

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**Report Number:** ML2022-001

**Meeting Date:** June 7, 2022

**Title:** Stray and Feral Cats

**Author and Title:** Aaron Sloan, Manager of Municipal Law Enforcement and Licensing

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### Recommendation(s):

**That** Report ML2022-001, **Stray and Feral Cats** be received;

**That** Council support Option Two, within Report ML2022-001, which is to establish a Stray and Feral Cat Pilot Project with a two (2) year term starting in 2023;

**That** By-Law 2021-072, being a By-Law to Regulate Animals in the City of Kawartha Lakes, be amended to permit the Stray and Feral Cat Pilot Project, as outlined in Report ML2022-001 in Appendix C and to include licensing of cats;

**That** the amount of \$85,000 be added to 2023 Municipal Law Enforcement and Licensing services budget submission for consideration;

**That** the necessary Amending By-Law be brought forward to Council for adoption; and

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

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

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

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

## **Background:**

On September 7, 2021 Council received a deputation from Christine Lanz attached as **Appendix A**. The deputation requested that Council instruct MLE staff to investigate how best to protect the accessibility/vulnerability of Kawartha Lakes communities from trap, neuter and release/relocate (TNR) cat organizations that operate within municipal communities. Concerns raised include lack of community notice that a TNR organization is operating in the community area and examination of the practices and training that these organizations are using.

Ms. Lanz further requested that TNR be regulated to create a unified approach that involves the community communication that is based of scientific evidence, best practices, education/training, input from current colony caregivers and examples of what has been successful in other communities. Ms. Lanz suggested that By-Law 2017-039, Being a By-Law to Regulate Animals in The City of Kawartha Lakes, now repealed by 2021-072, be amended.

At the Council Meeting on September 21, 2021, Council adopted the following Committee of the Whole recommendation:

### **CW2021-193**

**That** the deputation of Christine Lanz, **regarding the process to address the feral cat population**, be received and referred to staff for review and report back.

**Carried**

This report addresses that direction.

## **Rationale:**

The issue of feral cats and feral cat colonies has been to Council in the past. Currently, trap, neuter(spay) release and monitoring (TNRM) of cat colonies is on the rise and organizations are operating in Kawartha Lakes and surrounding area. This report will also suggest process changes and amendments to the Animal By-Law. Council should also be advised that this report will impact Animal Services and the 2023 Pound Services Agreement. (Current agreement expires December 31, 2022.)

### **Past History:**

Report CAO2006-003 – This report requested that all existing by-laws relating to cats and exotic animals be repealed and alternative draft by-law would be prepared and presented to the Corporate and Human Resource Services Committee.

Report CAO2006-024 – This report was a follow-up to Report CAO2006-003, recommendation CHR2007-052 and a deputation regarding stray cats. The report recommended that as time permits staff explore other approaches to feline control of a lesser manner.

Council Resolution CR2007-347 – Ed Call, of the Victoria County Humane Society, spoke in favour of a Cat By-Law.

Report CAO2007-049 – This report was regarding the regulation of cats in response to Council recommendation that staff consider other approaches to feline control. The report also discussed a significant increase in staff hours required by MLEO if a cat by-law was implemented. (Ref. CHR2007-053 and CR2007-358)

Report CAO2008-024 – In this report staff recommended that the Victoria County Humane Society and the Victoria Haliburton Pineridge District Health Unit be approached regarding initiating a public education program for the health and safety of cats similar to the program in place for dogs.

In 2010, through CR2010-1183, Council resolved that City staff explore partnerships with the Kawartha lakes Humane Society, veterinarians and other interested community members to: (a) raise awareness about issues faced by stray cats; (b) educate the public about the importance or responsible cat ownership; and (c) provide options for the City for dealing with the issue of stay cats in our communities and;

### **Stray Cat Task Force**

In late 2010, a Stray Cat Task Force was formed to discuss the stray/feral cat issues, programs, animal services and the first meeting was held on March 4<sup>th</sup> 2011. Members on the committee included a municipal Councillor, Director of Development Services, Manager of Municipal Law Enforcement (MLE), MLE Officer, members of the Humane Society, a member of the Haliburton Kawartha Pineridge District Health Unit, Local Veterinarian and members of the public.

The Stray Cat Task Force discussed trap neuter and release (TNRM) pilot programs, education and supporting partnerships, with a mindset that any program would be managed in house as part of the Municipal Law Enforcement Division portfolio.

Ultimately, an early version of the Animal By-Law was created which included provisions to allow for feeding of stray or feral cats. The by-law changes did not include regulation that prohibited cats from being at large off of their owner's properties, licensing or TNRM as a solution to address stray or feral cat concerns.

Through Report **DEV2013-006** staff reported to Council that Municipal involvement in the operation of a municipal (internal) TNRM program should not occur due to a number of factors. The factors included consideration of our large land area, a large number of estimated feral cats (approximately 25,000), the estimated costs to operate an **internal** program (approximately \$400,000 in 2009 dollars), the lack of dedicated resources such as general operations staff, veterinarian clinics, facilities to house the captured feral cats (while waiting and recovering from surgery) and equipment such as cages and capture devices. These factors created the need for a financial strategy regarding funding the program and ultimately Council decided that a municipal operated TNRM program was cost prohibitive.

The staff report advised Council that there are communities in the City of Kawartha Lakes experiencing ever-increasing issues with stray cats; Council resolved that City staff explore partnerships with the Kawartha Lakes Humane Society, veterinarians and other interested community members to:

- (a) raise awareness about issues faced by stray cats;
- (b) educate the public about the importance of responsible cat ownership; and
- (c) provide options for the City for dealing with the issue of stray cats in our communities.

Ultimately, a joint information pamphlet was created, samples attached as **Appendix B**.

### **Current Practice - By-law 2021-072 being a By-law to Regulate Animals**

The City of Kawartha Lakes has an animal control by-law wherein regulations include:

- prohibition of animals from being at large;
- licensing for dogs;
- a process for order to restrain, used when a dog is involved in an attack;
- pilot project for backyard chickens (2021-2023); and
- prohibitions for exotic animal ownership.

The animal control by-law does not provide any direct regulation of domestic cats (stray or feral), licensing of cats, stray or feral management programs, and regulation of the groups who wish to care for cat colonies and/or utilize trap neuter and relocate (TNRM) programs. The municipality does not provide any direct budget/staff resources or process to manage the stray/feral cat population or TNRM programs.

In the late summer and early fall of 2021, the Manager of Municipal Law Enforcement and Licensing (MLEL) met with community members that included the deputant, representatives from the Humane Society Kawartha Lakes (HSLK), associated public members and veterinarian services. These conversations resulted in a request to amend By-law 2021-072 being a By-Law Regulate Animals in the City of Kawartha Lakes and to appear to speak to the newly formed Kawartha Lakes Community Cats TNRM group about establishing a municipally supported trap neuter and release (monitoring) program. The Kawartha Lakes Community Cats TNRM group have requested MLE staff support their program proposals and bylaw recommendations.

Municipal Law Enforcement staff have reviewed By-law 2021-072 being a By-Law to Regulate Animals and have added draft amendments, which are attached as **Appendix C** and discussed further in this report.

## **Organizations**

TNRM programs and organizations have been operating in our communities for years, these organizations are primarily self funded, rely on donations to operate and operate with minimum of regulation. Larger TNRM groups have been created, they are organized, they may be registered charities, have established dedicated operational standards and have created their policies with the support and guidance of the Ontario Society for Prevention of Cruelty to Animals<sup>1</sup> and Toronto Humane Society.

Organizations that operate in our municipality may include:

- Kawartha Lakes Community Cats TNRM
- Barn Cat Co-op (Uxbridge area)
- Minden Cat Angels
- Dorset Rescue Kittens
- Operation Catnip (Peterborough)

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<sup>1</sup> In 2019, the **Provincial Animal Welfare Services (PAWS) Act** replaced the **Ontario Society for the Prevention of Cruelty to Animals (OSPCA) Act**.

## **Exploring Partnerships**

Municipal Law Enforcement and Licensing staff have been approached and are participating in meetings with a community group called the **Kawartha Lakes Community Cats TNRM** (Trap, Neuter, Release and Management). Municipal staff have had discussions with the community group, who provided information which includes their Mission Statement and Mandate as well as back ground, which is attached as **Appendix D**.

The **Kawartha Lakes Community Cats TNRM** is a group that came together two years ago, which includes HSKL Board members, staff and volunteers as well as citizens who are passionate about caring for feral cats within the City of Kawartha Lakes. The group established a Mission Statement and Mandate (included below) most of which has been based on the successful TNRM programs currently operating. All members of the group have taken the TNRM course through Community Cats Toronto and are recognized by the Toronto Humane Society. Members of the group have implemented TNRM in areas of the City of Kawartha Lakes including Bobcaygeon and Fenelon Falls and have seen great results in the reduction of strays and ferals, especially after a number of years.

**Mission:** To create and implement a TNRM program in the City of Kawartha Lakes.

### **Mandate:**

1. Establish a committee to investigate TNRM and its implications in the City of Kawartha Lakes.
2. All members of the Committee must have taken the Community Cats Toronto TNRM course.
3. To find local cat colonies (ongoing) and to find caretakers for these colonies. Caretakers are encouraged to take the Community Cats Toronto TNRM training. However, if they are unable to, training (education) on proper care of colonies will be provided by the Committee.
4. The committee will meet as required to update members on developments and to plan for future actions.
5. Endeavour to locate funding sources to acquire materials needed to run the program.

6. Work on the City By-law "A By-law to regulate animals in the City of Kawartha Lakes" to allow for a TNRM program to be established and accepted by the City.
7. Help reduce feral cat over-population and euthanasia, which has a societal impact, through the TNRM program.
8. Educate and build awareness among cat owners and caregivers about the many resources available for TNRM program and colony management. Educate the public about the benefits of a TNRM program.
9. Support the ongoing welfare of colonies in the City of Kawartha Lakes through collaboration including possibly providing traps (with a \$ deposit per trap, amount to be determined) and shelters, food, workshops, etc.
10. Establish links with other active local and regional TNRM groups.
11. Get community veterinarians on board that will provide their services at affordable rates.
12. Get a facility for recovery after surgery and before placement in appropriate colonies or barns, having separated strays from ferals that can be successfully adopted into homes.
13. Implement a Pilot TNRM program in conjunction with the City of Kawartha Lakes and the Humane Society of Kawartha Lakes. It will be stressed that colony management will be governed by strict protocols regarding feeding and monitoring.

The Kawartha Lakes Community Cats TNRM, is a local group who wishes to create a funded relationship with the HSKL and the municipality and further the group has expressed interest in the creation of a pilot program to continue their TNRM work locally. A trap, neuter, release and management (TNRM) pilot program, if established would be used to educate the public regarding strays and feral cats (cat colonies), spaying, neutering, feeding, housing and veterinary care. In situations, when a feral cat colony is recognized by TNRM, the program would be engaged and a caregiver established to monitor and interact.

The Kawartha Lakes Community Cats TNRM group plans to move forward with creating relationships locally with Veterinarians to establish spay/neuter clinics (low cost or donated service). Currently, members who have been actively working in the area with known cat colonies have been transporting the cats to the Toronto Humane Society at their own personal costs (TNRM to Toronto started March 2021<sup>2</sup>), they participate in TNRM management course and receive a free spay/neuter service. This service is limited to a small number of cats at a time. A number of local veterinarians have

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<sup>2</sup> **Appendix E** represents approximately 170-200 cats and includes 5 individual TNRM stories.



expressed interest in supporting this program locally, which will lower some cost to the Kawartha Lakes Community Cats TNRM group. The TNR cats in this program are often returned to their colonies of origin.

In some colonies, Kawartha Lakes Community Cats TNRM members have trapped cats and kittens, that are then spayed/neutered and once socialized these cats are placed with various agencies, such as the Humane Society for adoption. Kittens are also fostered into private homes.

As cat colonies are discovered, the Kawartha Lakes Community Cats TNRM staff will keep accurate records and will share the records with the HSKL and Municipal staff. As budget and time permits, feral cats will be spayed and neutered, vaccinated and ear-tipped and returned to the colony. The colony caretakers will be required to keep a record of the number of cats in their colonies. The goal, is to see that the colonies are reduced in size, and eventually closed. The process of attrition is at play with colonies that are managed properly as the cycle of reproduction is halted.

## **Funding**

The City of Kawartha Lakes and the Municipal Law Enforcement and Licensing Division currently does not provide any budget towards TNRM groups (feral or stray cats). The local TNRM groups currently rely on donations to support their efforts and are unfunded by the municipality, they are requesting financial support.

The impact of the TNRM program has seen a minor reduction in queries and complaints that impact the resources of the Municipal Law Enforcement and Licensing Division. While the impact is minor, Council may consider that our City is growing, with people moving here from areas like Toronto and Durham Region, which have established programs and policies that deal with stray and feral cats. As our population grows, the call for regulation of cats will increase and programs that control them will be needed.

The fundamental aspects of a TNRM program suggests that people should not permit their domestic cats to roam free, that cat owners should be responsible to spay/neuter their domestic cats and that stray/feral cat colonies should be managed to monitor health and reduce population.

The TNRM groups rely on donations to the cover costs that include:

- Education material (post cards, pamphlets<sup>3</sup>, signs)
- Transportation (fuel, vehicle, insurance, travel)
- Spay/neuter clinics
- Feral cat shelters<sup>4</sup>
- Traps, cages and tools
- Temporary housing (surgery recovery space, awaiting adoption space)
- Food
- Veterinarian care
- Euthanasia (in worst case health issues)

### **The Committee's Interaction with the Humane Society of Kawartha Lakes (HSKL)**

Currently, the HSKL is providing support to TNRM groups. The HSKL has taken in stray cats and ferals over the years, spending donated money on spaying, neutering and veterinary costs. It is reported that 90% of the cats taken in by the HSKL are strays and ferals. The Kawartha Lakes Community Cats TNRM group is able to receive donations through/from the HSKL. The amounts in this fund are not predictable, so it could conceivably be depleted in assisting the volunteers with the costs of food, litter, transportation, medications, vet bills, etc.

As cats and kittens have been trapped over the past year, HSKL has helped with providing some cage space for the adoptable cats and kittens, at times being overwhelmed. Unfortunately, this cage space is finite and HSKL can not be the one and only depository for these adoptable cats and kittens. Fortunately, the HSKL has established connections that reach Province wide and to other rescue organizations to provide assistance. The HSKL also has a contractual agreement with the municipality to provide pound services. The HSKL website may be utilized for educating the public on feral cats and feral cat colonies and promoting the Pilot Program, should it be established.

### **Pound Services Agreement**

Council is advised that pound services have been historically established with the HSKL and that the Municipal Law Enforcement and Licensing Division currently has an established multi year budget supported agreement with the HSKL to act as the pound

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<sup>3</sup> Sample Education Pamphlets includes MLEO pamphlet 2013 - **Appendix B**

<sup>4</sup> Feral cat shelters are constructed out of Rubbermaid totes and insulated to protect the cats from the winter conditions. <https://www.youtube.com/watch?v=yJLJ7zazsf8>

for animal control. This Pound Services Agreement expires December 31, 2022. This service agreement does not currently include cats, but provides a fee description that includes fees for cats. Consideration in a future agreement will be to expand services to include TNRM initiatives, which is being discussed in this report. Separate from this report, staff are starting to discuss a new procurement process to ensure that the pound services will continue beyond December 31, 2022. A new Pound Services Agreement will be required prior to January 1, 2023. Staff recognizes that the relationship with the HSKL has been built over many years and has been very successful, and staff would like to continue to build upon this success and access to services as a single source.

### **Interaction with Local Vets**

The HSKL and the Kawartha Lakes Community Cats TNRM group are currently working to establish working agreements with local veterinarians to provide low cost spay/neuter services or clinics for feral cats. The Kawartha Lakes Community Cats TNRM members have been actively trapping cats and kittens and have been transporting them to the Toronto Humane Society, which provides spaying and neutering for free, for the group members who have taken the TNRM course. Knowing that the Toronto Humane Society can only take a limited number of cats, contributes to the discussion and raises local awareness with local veterinarians who are in favour of a TNRM program. Setting up low cost community spay/neuter clinics is part of the purpose to request Council support a stray/feral pilot project in the municipality.

### **Licensing**

In review of municipal by-laws from other communities that license household domestic cats, staff have found that urban cats are more likely to belong to domestic households and that rural cats may belong to a domestic household, but the greater numbers are more likely to be farm cats with characteristics that would define them as partially or fully feral.

The Kawartha Lakes Community Cats TNRM has requested that Council consider, along with suggested Animal By-law amendments, creating a licensing program for urban domestic cats. Further to licensing, that urban cats be restricted from being permitted to be at large. Included in the chart below are details listing municipalities that regulate cats. Municipal Law Enforcement and Licensing staff have not completed a public survey.

Staff researched domestic cat licensing in other municipalities and found the following:

<b>Municipality</b>	<b>At large restrictions (yes/no)</b>	<b>Licensing (yes/no)</b>	<b>Period Valid</b>	<b>Fee</b>
<b>Toronto</b>	Yes	Yes	Annual	\$50 sterilized \$60 unsterilized
<b>Guelph</b>	No	Yes	Annual	\$25
<b>Newmarket</b>	Yes	Yes	Annual	\$35
<b>Sudbury</b>	No	Yes	Annual, multi year, lifetime	\$30 sterilized \$46 unsterilized 3 years - \$71 s. \$117 uns. Lifetime -\$177 s. \$280 uns.
<b>Stratford</b>	Yes	Yes	Annual	\$20 sterilized \$50 unsterilized
<b>Brampton</b>	Yes	Yes	Annual	\$10 sterilized \$20 unsterilized
<b>Barrie</b>	Yes	Optional/Voluntary	Annual	\$56.36
<b>Penetanguishene</b>	Yes	No	-----	-----
<b>Kingston</b>	Yes	Yes	Annual	\$15 sterilized \$30 unsterilized
<b>Clarington</b>	Yes	Yes	Annual	\$25 sterilized \$40 unsterilized
<b>Orillia</b>	No	No	-----	-----
<b>Peterborough</b>	Yes	Yes	Annual	\$25 sterilized \$30 unsterilized
<b>Uxbridge</b>	Yes	Optional/Voluntary	Annual	\$20
<b>Township of Scugog</b>	Yes	No	-----	-----

## **Animal By-law Amendments**

Council could choose to adopt an annual licensing program (domestic cats belonging to an urban household), that would collect an annual fee for domestic cats in urban areas (excluding rural, farm and colony cats). Based on the Licensing Chart on page 11 of this report, the licensing fees could be set at \$20.00 for spayed/neutered cats and \$30.00 for intact cats, a lifetime tag option similar to dogs could also be provided. (During the pilot project the fee will be free and registration voluntary). The revenue from licensing domestic cats will initially be zero, during the pilot project as time will be dedicated to education and collection of owner information. Licensing fees, when collected would be used to offset staff costs, the pilot project, and complaint response of MLEL Officers. If Council was to adopt a Licensing program, the Animal By-law in addition to the amendments discussed in Option One and attached in Appendix C would require the following additional amendments:

Licensing Section 2.00 of By-law 2021-072, being the By-Law to Regulate Animals in the City of Kawartha Lakes

- 2.01 Registration: Every owner of a dog that has reached the age of 28 weeks **or domestic cat in an urban area** shall make application to register the animal with the City for either an annual or lifetime tag within 30 days of acquisition of the animal by its owner or by another person acting on the owner's behalf.
- 2.02 Expiry of Annual Registrations: The annual animal registration of the dog **or domestic cat** expires on December 31st of every calendar year.
- 2.03 Registration Procedure: A dog **or domestic cat** shall be registered at any municipal service centre, or in any other manner adopted by the City by providing the necessary information, paying the prescribed fee, and submitting a copy of a current certificate of immunization against rabies. It is an offence for an owner of a dog **or domestic cat** to provide false information about the **animal** being registered.
- 2.04 Altered Dogs and Domestic Cats: Any person who is registering an altered dog **or domestic cat** for the first time shall be required to provide proof that the animal has been altered in order to be eligible for the reduced fee.

- 2.05 Issuance of Tag: Upon registration with the City, a dog **or domestic cat** will be included in the dog identification system by means of the issuance of a tag.
- 2.06 Ownership of Tag: Every tag that is issued remains the property of the City, and no tag shall be sold except with the written consent of the City.
- 2.07 Wearing of Tag: Every tag that is issued shall be kept securely fixed on the animal at all times when the animal is in a place other than the dwelling of its owner.
- 2.08 Transfer of Tag: No tag shall be transferred to or displayed on any other animal other than the animal for which it was issued, except with the written consent of the City.
- 2.09 Replacement of Tag: An owner of a dog **or domestic cat**, or another person acting on the owner's behalf may obtain a replacement for a tag that has been lost or destroyed by paying the prescribed fee as outlined in the Fees By-Law.
- 2.10 Exemptions: The requirement for annual registration set out in section 2.01 does not apply to dogs **or domestic cat** in a:
- a pound or shelter;
  - b veterinary hospital or clinic;
  - c kennel which holds a valid licence from the City; or
  - d pet store;
  - e Police Dogs; and
  - f **feral cats or cats that are part of a registered cat colony.**

### **Resident Self Regulation**

While the Animal By-Law has been amended a number of times prior to the current version, it does not provide any options to guide residents who wish participate in TNRM programs or for direct regulation of TNRM programs/groups. However, the Animal By-Law does offer an exemption to allow a person to feed stray/feral cats.

In consultation the Kawartha Lakes Community Cats TNRM group, staff has received the request to amend the Animal By-Law to include a new provision that restricts owners from permitting their domestic cats from being at large in urban areas. Cats who are not confined to their properties may roam and cause problems with neighbours. If they are not spayed or neutered, they continue to have kittens and the

cycle is never broken. Not only do the cats suffer from starvation, disease, injuries from being hit by cars, attacks by other animals or cruel humans, people who are not the owners of these cats have to deal with their negative behaviours. Every spring and fall the HSKL is overrun with kittens, this is due to people not spaying and neutering their cats, kittens being surrendered or found stray. There is an enormous cost and burden to the HSKL, which is operated primarily with donations. Other problems with cats permitted to be at large and allowed to roam are as follows:

- they get into the trash;
- they climb on people's cars or outdoor furniture, hang around yards or porches, sleep in sheds, garages or under porches;
- they dig in the garden leaving their deposits which can carry disease to humans;
- they fight, Caterwaul;
- spray when mating to mark their area; and
- they hunt injure/kill wildlife

### **Stray vs Feral**

One of the issues that has been mentioned in the context of a TNRM program is how the municipality may define a stray or feral cat. While stray and feral cat is not defined in By-law 2021-072, being a By-law to Regulate Animals (the Animal Control by-law), staff have considered the following terms to define Stray and Feral cats:

- **"Feral Cat"** means a cat that is found within the City of Kawartha Lakes that has no owner, lives exclusively outdoors, is not socialized, does not allow itself to be handled or touched, and usually is extremely fearful or resistant to human contact;
- **"Stray Cat"** means a domestic cat that is found within the City of Kawartha Lakes who has been abandoned but is socialized to human contact; this may be similar to a feral cat;

The Animal Control By-law does currently provide some discussion using the terms stray and feral. The feeding of stray or feral cats is permitted.

**"Attractant"** means any substance which could be reasonably expected to attract a wild animal or animals or does attract wild animals, strays, feral or abandoned animals;

**"Feed or feeding"** means the deliberate act of furnishing, or making food or other substances available which is likely to be consumed by wild animals, strays, feral or abandoned animals;

**"Wild Animal"** means all mammals, birds and reptiles, other than domestic animals, including feral cats and wild dogs.

5.02 **Feeding of Wild Animals:** No person shall intentionally feed wild animals or leave food or attractants of any type, in any form and in such a manner as to attract, be accessible to wild animals, feral or stray domestic animals.

5.03 **Exemptions:** Section 5.01 does not apply in the following situations:  
(3) The leaving of food for a colony of stray or feral cats.

### **Urban vs Rural**

In considering Trap, Neuter, Relocate and Management (TNRM) programs, the location of cat colonies will become important in conversation and in the determination of where best to utilize resources. In the writer's opinion, the Humane Society of Kawartha Lakes and the TNRM groups generally divide stray and Feral cat colonies into two location categories which are urban and rural (farm). In review of By-law 2021-072, being a By-law to Regulate Animals, the by-law does not separate the two general geographies or provide regulation based on geography.

Urban and Rural is defined in other municipal bylaws and as follows:

**Urban:** means a lot located in a village, hamlet, town or subdivision that is less than 1 (one) hectare or 2.471 (two point four seven one) acres in size; and

**Rural:** means a lot that is greater than 1 (one) hectare or 2.471 (two point four seven one) acres in size and may include agricultural properties.

Rural properties that may house farm cats (feral or not) will be exempt from the by-law requirements to license and exempt from the at large provisions of the Animal By-Law. Rural cat colonies are able to be registered and may receive assistance from a colony caregiver.



## **Options:**

Conversation regarding stray and feral cats has been before Council numerous times since 2006, with various results that include receiving the reports and public education. Council has the option to receive the report and take no further action.

If Council decides on an option below, planning and implementation will occur in 2022 and the budget requested will become part of the 2023 budget process and if approved, utilization and the overall program will start in 2023.

**Option One** – Council could consider amending the Animal Control By-law by adding regulations to prohibit domestic cats in urban areas from being permitted to be at large and enhancing permissions for individuals to care for feral cats and/or cat colonies. The Animal Control By-law amendments are highlighted in **Appendix C**. These amendments will address some of the concerns brought forward by the individuals and groups consulted. For example:

- defining stray and feral cats,
- defining rural and urban designations,
- recognition of colonies and colony caretakers,
- require TNRM groups to advise the municipality and the HSKL of cat colony locations and trapping programs, including advising area residents when operating in the immediate area (50m).

The data collected by Municipal Law Enforcement and Licensing from complaint response will be utilized to identify feral cat colonies and stray cats that do not have owners. This data as a mapping resource, could be shared with the HSKL or TNRM groups.

In this option, staff will also create a 2022 survey for public consultation, the purpose of which, will be to gather information which may be used to create a future licensing program, location of stray and feral cat colonies, enhancing MLEL working agreement with HSKL, creating a municipally monitored TNRM program, budget and a regulatory approach to monitoring the TNRM groups operating in the municipality.

This option will require that the new 2023 Pound Services Agreement will include impounding cats found to be at large in urban areas. However, this option will not provide a supporting budget or a municipal structure to directly support TNRM programs.

This option is not being recommended due to the cost of equipment such as traps and cages and the requirement of additional training of Municipal Law Enforcement Officers to trap and impound cats found at large. The lasting effect of the pandemic and increasing complaint numbers is currently impacting MLEO resources and has resulted in a back log of unresolved complaints. Adding this additional service will increase demand on staff resources, and will require two additional staff at a cost of approximately \$140,000.

**Option Two – Recommended Option,**

Using the by-law amendments, prohibiting domestic cats from being at large (from a known address) and including the addition of provisions for voluntary licensing (future fee) as well as the survey suggested in option one, Council could approve a two (2) year pilot program, which would allocate a budget to Municipal Law Enforcement and Licensing in 2023 to directly support a new Pound Services Agreement including services related to TNRM.

The Pound Services Agreement (currently set to expire at year end) when reintroduced for a new term, could be designed to include impound services for cats found at large (from a known address), funding for cat colony care and spay/neuter operations for stray feral cats. A pilot program would provide direct guided support to trapping and TNRM programs, provide kennel and recovery space for cats trapped and/or recovering after neuter/spay surgery. The TNRM program when implemented as part of the 2023 Pound Services Agreement, could be used to support the Kawartha Lakes Community Cats TNRM group and/or other similar organization, which will collect data on known cat colonies, colony locations, impounded cats, estimated cat population numbers, establish public training and education for individual who wish to volunteer, establish low cost local spay and neuter clinics for stray feral cats as part of their TNRM programs.

In this option, Municipal Law Enforcement Officers will not be utilized to trap any cats (owned, stray or feral). Enforcement will be reactive to complaints received and Officers in their role will be limited to attending known addresses to provide domestic cat owners with education, warning and/or legal action for violation. This response is considered to impact staff resources in a very minor way as it is anticipated that complaints will be few.

In this option – Staff also considered the cooperative program benefits and budget impact:

- Education material (post cards, pamphlets<sup>5</sup>, signs)
- Transportation (fuel, vehicle, insurance, travel)
- Spay/neuter clinics
- Feral cat shelters<sup>6</sup>
- Traps, cages and tools
- Temporary housing (surgery recovery space, awaiting adoption space)
- Food access
- Veterinarian care
- Euthanasia in worst case health issues
- Access to OSPCA and PAWS agents

The current Pound Services Agreement with the Humane Society of Kawartha Lakes costs \$45,000 per year and is set to expire December 31, 2022. Staff anticipates that a future Pound Services Agreement beyond 2023 will increase in cost.

If Council was to choose this option, the annual budget for animal services would increase to approximately \$85,000 (this increase includes an anticipated Pound Services Agreement increase) with approximately \$25,000 dedicated to the pilot project and TNRM. The budget would be reconsidered at the end of the pilot project and a follow up report to Council, impacts considered for the 2025 budget, program permanency and/or cancellation of the program.

### **Other Alternatives Considered:**

Staff considered recommending to Council that implementing a community based education program in support of a Trap, Neuter(spay), Release and Monitor (TNRM), by distribution of pamphlets and provision of information of the municipal website would be a minimal cost solution that would simply raise public awareness. In considering this option, staff reflected on the history of animal services, public education, the restructuring of the OSPCA welfare services and the number of times that the issue of stray/feral cats has been before Council since 2005. Staff, is of the opinion that the issue of stray and feral cats in the municipality is a growing concern and as the municipal population increases these concerns will surface more often. An education based program has been utilized in the past 2010-2013 and it served to raise community awareness, but did little to reduce the concerns raised about the cat

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<sup>5</sup> Sample Education Pamphlets includes MLEO pamphlet 2013 - **Appendix B**

<sup>6</sup> Feral cat shelters are constructed out of Rubbermaid totes and insulated to protect the cats from the winter conditions. <https://www.youtube.com/watch?v=yJLJ7zazsf8>

population and had no statistical way to measure success. Staff is not recommending this alternative.

## **Alignment to Strategic Priorities**

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

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

This report aligns with the Guiding Principles fundamental to the 2020-2023 Kawartha Lakes Strategic Plan, which are to foster and strengthen Partnerships and Collaboration with the external organizations on projects and services.

## **Financial/Operation Impacts:**

The current Pound Services Agreement with the Humane Society of Kawartha Lakes costs \$45,000 per year and is set to expire December 31, 2022. Staff anticipates that a future Pound Services Agreement beyond 2023 will increase in cost.

**That** staff be directed to start the procurement process to establish a Pound Services Agreement that is reflective of current services and new requirements established in this report, effective January 1, 2023.

Pound Services Contract (\$85,000):

- \$60,000 Pound Services Agreement; and
- \$25,000 support to TNRM program;

Along with financial support for a Pilot Program, an unused small portion of the HSKL building in Lindsay (rented pound space) may be converted for housing cats/kittens that are recovering from spay and neuter surgeries. MLEL staff have an existing contract with the HSKL in Lindsay, to house and care for stray animals (mainly dogs). This space consists of 12 kennels, used mainly for municipal impound dogs and dogs that are

quarantined during an attack. On a monthly basis the kennels have utilization availability which could be repurposed as a flexible use by Municipal Law Enforcement and Licensing, the HSKL and TNRM groups.

**Consultations:**

Procurement

Legal

Clerk

Humane Society of Kawartha Lakes

Haliburton, Kawartha Pine Ridge District Health Unit

Kawartha Lakes Community Cats TNRM group

## Attachments:

### Appendix A - Deputation from Christine Lanz



Deputation from  
Christine Lanz

### Appendix B – Educational Pamphlets



MLEO - Feral Cat  
Pamphlet.pdf



HSKL - Feral Cat  
Pamphlet



Community Cats  
Pamphlet

### Appendix C - Kawartha Lakes Community Cats TNRM – draft Animal By-Law



2021-072 A Bylaw  
to Repeal and Repla

### Appendix D - Kawartha Lakes Community Cats TNRM, Mission Statement and Mandate, estimated budget



ML2022-001  
Appendix D.pdf

### Appendix E - Represents approximately 170-200 cats and includes individual TNRM stories



ML2022-001  
Appendix E.pdf

**Department Head email: [critchie@kawarthalake.ca](mailto:critchie@kawarthalake.ca)**

**Department Head: Cathie Ritchie**

## What is a Feral Cat?

A Feral cat is a community cat that has no owner, lives exclusively outdoors, is not socialized, does not allow itself to be handled or touched and may be elusive and distrustful of humans. Feral cat colonies can be found in rural and urban communities. Feral cats are frequent breeders, but their life expectancy in a wild population is only 2-3 years.



## What is the difference between a stray cat and a feral cat?

**Stray cats** are domestic cats that have been abandoned as pets. A stray cat may not shy away from human contact. They may be tame and friendly, allowing you to get close and pet them. Stray cats, if rescued, may be socialized and adopted to a home. Overtime a stray cat may become fearful of humans and more feral.

**Feral Cats** were never tamed or socialized to humans. They avoid humans and usually run away. Feral cats are very distrustful, so much so, they will not approach their food if humans are in sight.



## What are we doing to help?

- Enhanced regulations in the Animal Control by-law, requiring cat owners in urban areas to restrict their domestic cats from roaming at large.
- Voluntary Licensing (fee charged for the registry tag).
- Foster a relationship with the Humane Society of Kawartha Lakes (HSKL)
- Created a two-year Education and TNRM pilot project with the assistance of the HSKL.
- Tracking cat feral cat colonies and colony care givers working within the municipality.

## Why should we care about feral cats?

Some people believe that cats will survive if they are abandoned. Most cats will not. Many more die slow, miserable deaths from starvation, disease, accidents, or attacks from predators because these animals were never truly equipped to survive. Feral cat colonies are a result of human neglect and therefore the care of the feral cat population should be managed in a humane way.

## Responsible Animal Ownership

- If you have a domestic cat in an urban area, you must now confine the cat to your property.
- Too often owners allow their domestic cats to roam free without regard to the impact that their activities may have on neighbours, gardens and interaction with wildlife.
- Have your domestic cat vaccinated, spayed or neutered.



## Trap-Neuter-Return-Monitor

- Trap-Neuter-Return-Monitor (TNRM) is a cat management program that the City of Kawartha Lakes and the Humane Society of Kawartha Lakes are implementing in 2023.
- The purpose of the program is to effect positive humane change in the cat overpopulation crisis, locate, register and care for feral cat colonies (stray and feral cats) that live outdoors.
- Cats in these colonies are humanely trapped, given medical care and sterilized and returned.
- Friendly kittens and cats may be put up for adoption at the Humane Society or supporting organization.
- Volunteer Colony Caretakers will be registered.



## Feral Cat Facts:

While not always visible, it is estimated that there are **25,000** feral cats living in our area.

- Feral cats live in family groups called “colonies”.
- Depending on availability of food, these colonies can vary in size from two cats to 200 or more.
- The average lifespan of a feral cat is approximately three years.
- Feral cats may reside in urban as well as rural areas. Many are not spayed or neutered and are often the result of being abandoned by their owners or the result of unfixed cats breeding.



## Cat Colony, Colony Caregiver

- If you wish to be a colony care giver or wish to report a potential feral cat colony, please contact the Humane Society of Kawartha Lakes or the Municipal Law Enforcement and Licensing Division of the City of Kawartha Lakes.

Be Responsible:  
**NEUTER AND SPAY**  
Don't let them stray

## Humane Society of Kawartha Lakes

111 McLaughlin Road  
Lindsay, Ontario  
K9V-6K5  
705-878-4618  
[www.hskl.ca](http://www.hskl.ca)

## Municipal Law Enforcement and Licensing

705-324-9411 Ext. 1212  
or online [www.kawarthalakes.ca](http://www.kawarthalakes.ca)

## Suspect Animal Abuse?

1-833-9ANIMAL (1-833-926-4625)  
**Crime Stoppers** 1-800-222-TIPS (8477)  
**OPP** 1-888-310-1122  
**Kawartha Lakes Police Services** 705-324-5252



# Feral Cats

**Kawartha Community Cats TNRM  
(Trap-Neuter-Return-Manage)  
Pilot Program.**



In partnership with:

**Humane Society of  
Kawartha Lakes**





The Corporation of the City of Kawartha Lakes

Office Consolidation of By-law 2021-072

Consolidated on June 29, 2022

Passed by Council on May 18, 2021

Amendments:

- 1) By-law 2022-104 June 21, 2022 Sections 1.01, 2.01, 2.02, 2.03, 2.04, 2.05, 2.07, 2.08, 2.09, 2.10, 5.01, 5.02, 6.00, 6.07, 7.04, 7.05, 9.07 and 13
- 2) By-law 2022-172 November 1, 2022 Section 1.01

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

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

**By-Law 2021-072**

**A By-Law to Repeal and Replace By-law 2017-039 as amended, Being a By-law to Regulate Animals in The City of Kawartha Lakes**

**Recitals**

1. Section 10 (2) 9 of the Municipal Act, 2001 S.O. 2001 c25. authorizes the councils of municipalities to pass by-laws respecting animals.
2. Section 103 of the Municipal Act, 2001 authorizes municipalities to impound animals which are at large in contravention of any such by-law.
3. Section 105 of the Municipal Act, 2001 provides that if a municipality requires the muzzling of a dog under any circumstance, the council of the municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or part from the requirement.
4. Section 391 of the Municipal Act, 2001 authorizes municipalities to impose fees or charges for services rendered.

5. Council considers it advisable to regulate animals to ensure that animals are kept and treated in a humane manner and that the owners of animals provide good quality care to them.
6. Council deems it appropriate to repeal By-Law 2017-039, being a By-law to Regulate Animals in the City of Kawartha Lakes, and its amendments thereto, being By-laws 2018-200 and 2019-043 effective July 31, 2021.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2021-072.**

## **Section 1:00 Definitions and Interpretation**

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

**“Administrative Fees”** means any fees specified as set out in the Consolidated Fees By-Law.

**“Aggressive animal”** means an animal which, in the opinion of the Manager of the Municipal Law Enforcement or their delegate, has demonstrated excessive and/or unprovoked aggression, or is of a threatening disposition;

**“Aggressive, dangerous or vicious”** means behaviour exhibited that, without mitigating factors, the animal has:

- attacked, bitten or caused injury to a person, or
- demonstrated a propensity to do so, or
- attacked, bitten or caused injury to a domestic animal, or
- been placed on an Order to Restrain and is kept or permitted to be kept by its owner in violation of the requirements of such order;

**“Altered”** means spayed or neutered;

**“Animal”** means any member of the animal kingdom or living beings, including mammals, birds and reptiles but excluding fish;

**“Animal Enclosure”** means an enclosed place for the keeping of animals and includes bird lofts, bird cages, chicken coops, pigeon coops, dog runs, dog pens, doghouse, rabbit hutches, catteries and reptile tanks. Pasture land or fenced agricultural land used for livestock or other agricultural purpose, or the yard of a residential property where fencing has been erected on or along the property lines for the purposes of enclosing, shall not be deemed to be an animal enclosure;

**“Appeal Committee”** means a committee appointed by Council consisting of members of Council to conduct hearings, pursuant to sections of this by-law;

~~“At large” means an animal that is in a place other than the property owned, or occupied by the owner, where that animal is not being kept on a leash by its owner or by another person acting on the owner's behalf, where permission has not been granted by that owner, excludes domestic cats;~~

By-law 2022-172, effecting November 1, 2022

**“At large”** means an animal that is in a place other than the property owned, or occupied by the owner, where that animal is not being kept on a leash by its owner or by another person acting on the owner's behalf, where permission has not been granted by that owner.

By-law 2022-172, effective November 1, 2022

**“Attractant”** means any substance which could be reasonably expected to attract a wild animal or animals or does attract wild animals, strays, feral or abandoned animals;

**“Backyard Chicken Coop”** shall have a similar meaning to “Coop”

**“Breeding”** means the production of offspring;

**“Business day”** means any Monday, Tuesday, Wednesday, Thursday or Friday other than a public holiday;

**“Cat”** means a feline of the species felis catus, this may include but not be limited to a domestic cat;

By-law 2022-104, effective June 21, 2022

**“Chicken”** shall mean a domesticated female chicken or chick and “Hen” shall have a corresponding meaning;

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

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

**“Colony Caretaker”** means a person who harbours or provides regular care for a feral cat(s) and who registers a Feral Cat Colony with the HSKL and who shall

complete any training or educational program required by the City of Kawartha Lakes. Colony Caretakers need to be identified through HSKL;

By-law 2022-104, effective June 21, 2022

**“Competent person”** means a person having the strength and capacity to securely control an animal so as to not permit or allow unwanted contact with another person or animal;

**“Companion animal”** means an animal specifically trained and used as a companion animal for persons with special needs and shall not include Livestock or chickens;

**“Confining”** means to prevent the animal from leaving the owner’s property and coming into contact with other persons or animals who have not consented to contact; when used in connection with a dog that is the subject of an Order to Restrain at the owner’s property, means that the dog must be restrained by means of an enclosure, fence, leash or tether in order to prevent the animal from leaving the owner’s property;

**“Control”** includes care and custody;

**“Coop”** means a fully-enclosed weatherproof structure where hens are kept and the interior of which includes nest boxes for egg laying, perches for hens to roost on and food and water containers;

**“Council” or “City Council”** means the Council of the City of Kawartha Lakes;

**“Daily care fee”** means the ordinary cost for housing and feeding an animal per day;

**“Dog”** means a domesticated canine animal of the species *canis familiaris*, male or female;

**“Dog Owners Liability Act”** means the Dog Owners’ Liability Act, R.S.O. 1990, c. D.16, as amended;

**“Domestic Animal”** means an animal that is permitted in Canada, is not wild and is normally kept as a household pet or is domesticated for companionship, humane use or agricultural purposes, includes a Domestic Cat that is owned in an urban area;

By-law 2022-104, effective June 21, 2022

**“Dwelling” or “Dwelling unit”** means a room or suite of two or more rooms designed or intended for residential use by a person or persons in which culinary

and sanitary conveniences are provided for the exclusive use of such person or persons and having a private entrance from outside or from a common hallway or stairway inside and which is located in a residentially zoned part of the City;

**“Enclosed property”** means a pen or other enclosure that it prevents the animal from leaving the property and prevents contact with people and other animals;

**“Extreme Weather”** means a cold warning, heat warning or other weather warning alert issued by Environment Canada for weather in the City including but not limited to extreme cold or hot weather, snow storms, freezing rain, heavy rainfall, hurricanes, tornadoes and/or strong winds;

**“Feed or feeding”** means the deliberate act of furnishing, or making food or other substances available which is likely to be consumed by wild animals, strays, feral or abandoned animals;

**“Feral Cat”** means a cat that is found within the City of Kawartha Lakes that has no owner, lives exclusively outdoors, is not socialized, does not allow itself to be handled or touched, and usually is extremely fearful or resistant to human contact;

By-law 2022-104, effective June 21, 2022

**“Feral Cat Colony”** means a group of feral cats living in one geographic area; a feral cat colony may be registered with the Humane Society of Kawartha Lakes; a Feral Cat found in a registered feral cat colony, may be spayed/neutered, ear-tipped, microchipped when possible and vaccinated, including vaccination against rabies and is not deemed to be at large;

By-law 2022-104, effective June 21, 2022

**“Hen”** means a domesticated female chicken that is at least four months old, “chicken” may have a corresponding meaning;

**“Hen Run”** means a secure outdoor enclosure that provides the hens with an area to move around freely. The enclosure shall include side walls and is covered in such a way to prevent the hens from leaving and protected from entry of other birds or animals;

**“Household pet”** means a domestic animal that is kept for companionship and shall not include chickens or livestock;

~~**“Humane Society of Kawartha Lakes”** means the local animal shelter and affiliate of the OSPCA from which animals may be redeemed or lawfully adopted;~~

**“Humane Society of Kawartha Lakes (HSKL)”** means the local animal shelter and affiliate of the Ontario Society for the Prevention of Cruelty to Animals

(OSPCA) from which animals may be redeemed or lawfully adopted and which will be identified as HSKL throughout this document;

By-law 2022-104, effective June 21, 2022

**“Impound”** means the animal is taken into custody and transported to a City pound and held as per this by-law;

**“Keep”** means to have temporary or permanent control or possession of an animal, and the words “kept” or “keeping” have a similar meaning;

**“Kennel”** means a facility licenced by the City dealing with the business of breeding, buying, selling, boarding or training of dogs;

**“Kitten”** means a young feline of the species felis catus, under 12 months of age;

By-law 2022-104, effective June 21, 2022

**“Leash”** means a strap, cord or chain which is designed to restrain the breed of animal it is controlling and it may not exceed 1.8 metres (6 ft.) long;

**“Leash free park”** means a park identified by Council as an enclosure where dogs are permitted to run free;

**“Licence”** means a licence issued pursuant to this by-law;

**“Licencing Enforcement Officer”** means a person appointed by Council under section 15 of the Police Services Act to enforce the by-laws of the City, and includes a Municipal Law Enforcement Officer;

**“Livestock”** means domestic farm animal (i.e. horse, donkey, pony, mule, jackass, bovine, bull or heifer, goat, swine, deer, elk, mink, fox, sheep, chinchilla) and fowl that are kept for agricultural purposes; as designated as livestock under the Livestock and Livestock Products Act O. Regulation 318/99, the Livestock Community Sales Act; and such additional class or classes of animals as are prescribed in the regulations made under the Livestock Identification Act. This definition does not include Backyard Chickens established by permit under this by-law;

**“Livestock Guardian Dog”** means a dog that works and/or lives with domestic farm animals (i.e. cattle, sheep, goats) to protect them while aggressively repelling predators and is used exclusively for that purpose;

**“Manager of Municipal Law Enforcement and Licensing”** means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

**“Microchip”** means an approved “Canadian Standard” encoded identification device implanted into an animal, which contains a unique code that permits or facilitates access to owner information, including the name and address of the owner, which is stored in a central data base;

**“Minor”** means a person under the age of 18;

**“Motor Vehicle”** includes an automobile, a motorcycle, a motor-assisted bicycle unless otherwise indicated in the Highway Traffic Act, and any other vehicle propelled or driven otherwise than by muscular power;

**“Municipal Law Enforcement Officer”** means a person appointed by Council under section 15 of the *Police Services Act* to enforce the by-laws of the City, and includes the Licencing Officer;

**“Municipal property”** means all property owned, leased or under the control of the municipality, and without limitation, this term shall include all parks, open space, opened or unopened road allowances, sidewalks, footpaths or bicycle trails;

**“Municipal service centre”** means a designated Municipal Service Centre of the City which provides local government services;

**“Municipality”** means the Corporation of the City of Kawartha Lakes;

**“Muzzle”** means a humane fastening or covering device of adequate strength placed over the mouth of an animal to prevent it from biting and the words “muzzled” and “muzzling” have similar meaning;

**“Muzzled dog”** means a dog wearing a muzzle in the manner anticipated by the manufacturer of the muzzle;

**“Occupied”** means being in possession of a property or part of a property, for example, as a result of a tenancy agreement or as an invited guest;

**“Order to restrain”** means the order issued by a Municipal Law Enforcement Officer or Police Officer in accordance with the provisions of this by-law;

**“Owner”** includes any person who possesses, keeps or harbours an animal and, where an owner is a minor, includes the person who is responsible for the care, control or custody of the minor; and the word “owns” has a similar meaning;

**“Park”** means a public area controlled by the City and set aside for use by the public for rest, recreation, exercise, pleasure, amusement and enjoyment, and includes playgrounds, sports fields, wading and swimming areas, public pathways and trails;

**“PAWS”** means the Provincial Animal Welfare Services Act; PAWS shall include staff referred to as Provincial Inspectors;

**“Person”** means an individual, property owner, tenant, leasee, partnership, association, firm or corporation and includes a Licensee or an Applicant for a License issued under the by-law, may include “Owner” as a similar meaning;

**“Pet store”** means a business that sells live animals as household pets;

**“Pit bull”** means a dog as identified in the Dog Owners’ Liability Act, which includes a pit bull terrier, a Staffordshire bull terrier, an American Staffordshire terrier, an American pit bull terrier, or a dog that has an appearance and physical characteristics that are substantially similar to those of dogs referred to above;

**“Police officer”** means a chief of police or other police officer in a police service;

**“Police Service dog”** means a dog trained for and engaged in law enforcement by any federal, provincial or municipal government agency;

**“Pound”** means a city or contract authorized facility in which animals are impounded under the authority of this by-law are kept;

**“Premises”** includes a dwelling unit, a house or building and the land or premises on which the building or house is situated or attached;

**“Property”** means a parcel of land including any buildings or other structures on the land;

**“Protective care”** means the temporary keeping of an animal as a result of an eviction, incarceration, medical or fire emergency, or any other situation as approved by the Manager of Municipal Law Enforcement, for the health and safety of the animal;



**“Restrained”** means under control and where used in connection with a dog which is the subject of an Order to Restrain means the said dog will be controlled by one or more of being muzzled, leashed with a leash no longer than 1.8 metres (6 feet) in length and under the care and control of a person who is at least 16 years of age with sufficient strength to control the dog;

**“Rooster”** means a domesticated male chicken;

**“Rural”** means a lot that is greater than 1 (one) hectare or 2.471 (two point four seven one) acres in size and may include agricultural properties;

By-law 2022-104, effective June 21, 2022

**“Sanitary Condition”** means a condition that does not result in an accumulation of fecal matter, odour, insect infestation, or rodent attractants which could endanger the health of any person or animal or disturb the enjoyment of the property. The definition shall not be interpreted in such a way as to restrict livestock or normal farm practices regulated by other legislation;

By-law 2022-104, effective June 21, 2022

**“Sanitize”** means to clean for the purpose of controlling disease-producing organisms and “sanitized” has a corresponding meaning;

**“Shelter”** means a recognized facility that provides fostering or treatment programs for dogs, cats, and other small domestic animals that have been found at large, abandoned, abused or injured;

By-law 2022-104, effective June 21, 2022

**“Service Animal”** means a guide dog and other trained service animal identifiable by proper identification and used principally to assist persons with a disability or impairment, includes a Police Service Dog;

**“Stray Cat”** means a domestic cat that is found within the City of Kawartha Lakes who has been abandoned but is socialized to human contact; this may be similar to a feral cat;

By-law 2022-104, effective June 21, 2022

**“Tag”** means a conventional tag or any other device that sets out the identification number of every dog that is registered with the City;

**“Tether”** means a rope, chain or similar device which is used to tie, secure an animal to a post, wall or other such structures, so that the animal will stay in a particular area on a property;

**“Therapy Animal”** means a trained cat or dog, under the control of an owner or assigned person, identifiable by proper identification (from HSKL or an approved authority, medical note). This definition will include animals used to visit long term care facilities, retirement homes or similar facilities used by individuals for therapeutic purposes;

By-law 2022-104, effective June 21, 2022

**“Valid rabies certificate”** means a rabies certificate issued by a licenced veterinarian certifying the dog has been immunized and verifying that it will be current on the date of application for a licence or renewal licence;

**“Veterinary hospital or clinic”** means premises for the medical treatment of animals and birds under the supervision of a licensed veterinarian;

By-law 2022-104, effective June 21, 2022

**“Without provocation”** means in the absence of teasing, tormenting, abusing or assaulting actions upon the dog or its owner, either in the past or in the present, by the person or domestic animal which as been bitten by the dog;

**“Wild Animal”** means all mammals, birds and reptiles, other than domestic animals, and wild dogs; feral or stray cats that are part of a registered colony and supervised by a colony caretaker are excluded;

By-law 2022-104, effective June 21, 2022

**“Urban”** means a lot located in a village, hamlet, town or subdivision that is less than 1 (one) hectare or 2.471 (two point four seven one) acres in size;

By-law 2022-104, effective June 21, 2022

## 1.02 Interpretation:

- (a) Except as otherwise provided, the regulations established by this by-law apply to all animals and to their owners within the boundaries of the City.
- (b) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (c) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- (d) Except as otherwise provided, the fees established by this by-law shall be in accordance with the fees established within the Consolidated Fees By-law of the City and apply to all animals and their owners.

- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00 Licencing and Registration of Dogs**

- 2.01 **Registration:** Every owner of a dog that has reached the age of 28 weeks or domestic cat in an urban area shall make application to register the animal with the City for either an annual or lifetime tag within 30 days of acquisition of the animal by its owner or by another person acting on the owner's behalf.  
By-law 2022-104, effective June 21, 2022
- 2.02 **Expiry of Annual Registrations:** The annual registration of the dog or domestic cat expires on December 31st of every calendar year.  
By-law 2022-104, effective June 21, 2022
- 2.03 **Registration Procedure:** A dog or domestic cat shall be registered at any municipal service centre, or in any other manner adopted by the City by providing the necessary information, paying the prescribed fee, and submitting a copy of a current certificate of immunization against rabies. It is an offence for an owner of a dog or domestic cat to provide false information about the animal being registered.  
By-law 2022-104, effective June 21, 2022
- 2.04 **Altered Dogs and Domestic Cats:** Any person who is registering an altered dog or domestic cat for the first time shall be required to provide proof that the animal has been altered in order to be eligible for the reduced fee.  
By-law 2022-104, effective June 21, 2022
- 2.05 **Issuance of Tag:** Upon registration with the City, a dog or domestic cat will be included in the dog identification system by means of the issuance of a tag.  
By-law 2022-104, effective June 21, 2022
- 2.06 **Ownership of Tag:** Every tag that is issued remains the property of the City, and no tag shall be sold except with the written consent of the City.
- 2.07 **Wearing of Tag:** Every tag that is issued shall be kept securely fixed on the animal at all times when the animal is in a place other than the place of its owner;  
By-law 2022-104, effective June 21, 2022

2.08 **Transfer of Tag:** No tag shall be transferred to or displayed on any other animal other than the animal for which it was issued, except with the written consent of the City.

By-law 2022-104, effective June 21, 2022

2.09 **Replacement of Tag:** An owner of a dog or domestic cat, or another person acting on the owner's behalf may obtain a replacement for a tag that has been lost or destroyed by paying the prescribed fee as outlined in the Fees By-Law.

By-law 2022-104, effective June 21, 2022

2.10 **Exemptions:** The requirement for annual registration set out in section 2.01 does not apply to dogs or domestic cat in a:

- (a) pound or shelter;
- (b) veterinary hospital or clinic;
- (c) kennel which holds a valid licence from the City; or
- (d) pet store; and
- (e) Police Dogs
- (f) Feral cats or cats that are part of a registered cat colony.

By-law 2022-104, effective June 21, 2022

2.11 **Livestock Guardian Dog Exemption:** The owner of a licenced Livestock Guardian Dog may remove the tag from a Livestock Guardian Dog's collar while the dog is being actively used for Livestock protection to repel predators, provided that the owner provides for alternative means of identification, providing the name and address of the owner.

### **Section 3.00 Licencing of Backyard Chicken Coops**

**Pilot program duration 2 years effective on the date of passage of this by-law.**

3.01 No person shall be permitted to have a Backyard Chicken Coop or chickens on a Residential or non Agricultural property without first having been issued a municipal licence; and must comply with the provisions relating to accessory structures in the respective Zoning By-law.

3.02 No person shall be permitted to have a Backyard Chicken Coop unless:

- a. the setbacks and lot coverage for the location of the Backyard Chicken Coop shall conform with the applicable zoning by-law and zone provisions relating to accessory structures;
  - b. The Backyard Chicken Coop shall be set back from every lot line similar to other structures as designated in the applicable zoning by-law;
  - c. notwithstanding the provisions of the zoning by-law, the keeping of a Backyard Chicken Coop is permitted to occur on lots that have 0.5 acres or greater area.
- 3.03 No person shall be permitted to have a backyard chicken coop in the following areas: an environmentally sensitive area, wetland, Wellhead Protection Areas (WHPAs) and Intake Protection Zones (IPZs), natural heritage system area, green belt and/or a flood plan area and areas zoned for commercial or industrial use.
- 3.04 Building Permits: A license issued to permit a Backyard Chicken Coop does not remove any obligation of a person and/or property owner to comply with the Building Code or any requirements for a building permit.
- 3.05 Registration: Applicants shall submit all required application documents, as outlined in this by-law, together with a License Fee as per the fees by-law submitted to the Licensing Enforcement Officer for review and to determine if a License may be issued for the keeping of Backyard Chicken Coops.
- 3.06 All registration applications for a License Backyard Chicken Coop on a Residential Property or Rural Property shall include:
- a. The name, contact email, phone number and address of the Licensee where Backyard Chicken Coop will be kept;
  - b. Proof of Ownership for the Premises or letter of authorization from the property owner to permit a Backyard Chicken Coop, if property is leased or rented;
  - c. The applicant shall provide at least 15 days notice to all adjoining property owners, with proof of delivery and any comments;
  - d. A site plan of the Property, showing the proposed Backyard Chicken Coop and Hen Run location and structure demensions, all other buildings and structures, as well as the property dimensions and appropriate setbacks; and,
  - e. Any other documentation, deemed necessary by the Licensing Enforcement Officer.
- 3.07 Upon completion of the application package and review by the Licensing Enforcement Officer or designate the applicant will receive notification of approval or a request for additional information or refusal of the License.

- 3.08 Once the application materials have been reviewed the Licensing Enforcement Officer shall complete a site inspection of the Backyard chicken coop prior to approval.
- 3.09 The hens and the coop may be inspected without notice to ensure that there is a safe and secure environment for the hens.
- 3.10 A License, issued pursuant to this by-law shall expire within the calendar year and all licenses shall expire upon the completion of the Pilot Project, or as declared by City of Kawartha Lakes Council.
- 3.11 A Licence shall be issued to an person whose application meets all of the requirements set out in this Bylaw, subject to section 3.06 and 3.15.
- 3.12 The Licensing Enforcement Officer or deligate may issue a License with or without conditions, refuse a License, and/or revoke a License if the applicant is not able to meet the requirements of the Pilot Project as prescribed.
- 3.13 The License to keep Backyard Chicken Coop on a Residential Property or non-agricultural property shall be in a form as prescribed by the City of Kawartha Lakes.
- 3.14 For the purpose of this 2 year Pilot Project, a maximum of 50 Licenses will be issued for Backyard Chicken Coops in each year. The Licensing Enforcement Officer or deligate shall refuse to issue any License once the maximum number of Licenses have been issued.
- 3.15 The Licensing Enforcement Officer or deligate may refuse to issue or revoke a License issued pursuant to this bylaw if:
  - a. The Licensee fails to comply with:
    - i. Any of the conditions upon which the License was issued;
    - ii. Any of the provisions of this by-law;
  - b. The License was issued in error, or as a result of mistaken, false or incorrect information;
  - c. For any other purpose, as deemed fit by the Licensing Enforcement Officer.
- 3.16 No person shall transfer a Backyard Chicken Coop license to another person or property except with the written consent of the Licensing Enforcement Officer or delegate.
- 3.17 No person shall keep roosters on a residential property.
- 3.18 No person shall keep more than 4 chickens or chicks on a residential property.
- 3.19 No person shall keep Chickens or a Backyard Chicken Coop on their property unless the following conditions are maintained:

- a. The Backyard Chicken coop must be located in the the rear yard of the property; in the case of irregular-shaped lot or a corner lot the exterior side yard may be used;
- b. No person shall construct a Backyard Chicken Coop unless the coop is located 8 metres from any dwelling, school, store or shop and at least 2 metres from each property boundary on which it is located;
- c. No person shall construct a Backyard Chicken Coop on a residential property that is adjacent to an agricultural property that houses a poultry farming operation.
- d. The Backyard Chicken coop must be large enough (min. 0.92 m<sup>2</sup>/chicken) for the chickens to move around freely and must contain hen boxes and perch areas sufficient to accommodate all chickens;
- e. The Backyard Chicken coop must contain sufficient feeders and water containers for all chickens;
- f. The Backyard Chicken coop is soundly constructed of hard durable material, which is impervious to water;
- g. The Backyard Chicken coop shall be maintained in a state of good repair free from holes, cracks, rust or other damage;
- h. The Backyard Chicken coop and run is enclosed completely and covered in such a way to prevent the chickens from leaving and free ranging;
- i. The Backyard Chicken coop and chickens run shall be protected from entry of other birds or animals;
- j. Chickens must remain in their coops from 8pm until 8am;
- k. The Backyard Chicken coop must be protected from the weather, adequately ventilated, insulated and heated in the winter;
- l. The Backyard Chicken coop is lined with an appropriate material to absorb fecal matter which is resistant to mold and will facilitate daily cleaning, and is disinfected regularly;
- m. Backyard Chicken coops and hen runs must be kept In a clean condition and shall be kept free of obnoxious odours;
- n. Stored manure shall be kept in an enclosed structure such as a compost bin in accordance with regulations, and no more that 0.1 m<sup>3</sup> may be stored at one time;
- o. Manure shall be disposed of in accordance with Municipal bylaws;
- p. All stored feed must be kept in rodent proof containers and secured at all times;
- q. Home slaughter of chickens is prohibited and any deceased chickens must be disposed of at a livestock disposal facility or at a facility approved by the Ministry of Agriculture or at a City of Kawartha Lakes landfill.

- r. No person shall place or dispose of a deceased chicken within their household garbage or by placement at the curbside for collection by waste services.
- s. No person shall offer the sale of eggs, meat or manure or anything associated with chickens.

## **Section 4.00 Order to Restrain and Appeals - Dogs**

- 4.01 **Order to Restrain:** Where a dog exhibits aggressive, dangerous or vicious behaviour towards a person or domestic animal, a Municipal Law Enforcement Officer may issue an “Order to Restrain” to the owner or person responsible for the dog.
- 4.02 Any Order to Restrain may include but is not limited to:
  - i. confining the dog to the owner’s property;
  - ii. restraining the dog with a leash;
  - iii. restraining the dog with a muzzle;
  - iv. the posting of warning signs;
  - v. any additional restriction as deemed reasonable by the Municipal Law Enforcement Officer
- 4.03 **Under Age:** An owner or person responsible for the dog which is the subject of an Order to Restrain shall ensure that the dog is under the control of a person at least sixteen (16) years of age when the dog is not on the owner’s premises.
- 4.04 **Transfer of Ownership:** An owner or person responsible for the dog which is the subject of an Order to Restrain shall notify the Manager of Municipal Law Enforcement within five (5) days of transfer if the dog is transferred to a new location or if the ownership of the dog is transferred to another person.
- 4.05 **Compliance:** Every owner or person responsible for the dog shall at all times comply with an Order to Restrain.
- 4.06 **Appeal Committee:** An Appeal Committee is established, consisting of three (3) members of Council. Council will appoint the members of the Appeal Committee for terms of office equivalent to the Council’s term of office. The Manager of Municipal Law Enforcement shall ensure that a member of City staff is assigned the role of secretary to the Appeal Committee.
- 4.07 **Duties of the Appeal Committee:** The Appeal Committee is delegated Council’s decision making authority as it applies to the Order to Restrain to conduct a hearing relating to an Order to Restrain, and shall be governed by the City’s



Procedural By-law and the Municipal Law Enforcement By-law Appeals Committee Terms of Reference, as amended from time to time by Council.

**4.08 Appeal of Order To Restrain:**

- a. In the event that the owner or person responsible for the dog disagree with the Order to Restrain, he or she may appeal the Order to Restrain to the Manager of Municipal Law Enforcement within 7 days of receipt of said order by filing a "Notice to Appeal" including an administrative fee, as set out in the Consolidated Fees bylaw. Upon receipt of notification of an appeal, the Manager of Municipal Law Enforcement shall prepare a report for the consideration of the Appeal Committee. The Applicant and any other interested party shall be provided with at least two (2) weeks notice of the meeting of the Appeal Committee to consider the Order to Restrain and shall have the opportunity on the hearing date to address the Appeal Committee prior to the Appeal Committee making a decision. The report shall be made available to the Applicant and any other interested party upon request.
- b. The Order to Restrain shall remain in full force and effect between the date of the Order to Restrain and the date of the hearing of the appeal by an Appeal Committee, the owner or person responsible for said dog, shall comply with all the requirements as outlined in the Order to Restrain.
- c. At such time as the Appeal Committee makes its decision to confirm, modify or quash the Order to Restrain, the decision shall be considered to be final and binding and the owner of the dog shall comply therewith.
- d. Within seven (7) days of the decision of the Appeal Committee, the Manager of Municipal Law Enforcement shall provide a written decision letter to the Applicant.

- 4.09 Order Expiration:** An Order to restrain only expires upon the provision of proof that the dog is deceased or the Manager of Municipal Law Enforcement is satisfied that it no longer resides in the City.

**Section 5.00 Feeding of Wild Animals**

- 5.01 Feeding of Wild Animals:** No person shall intentionally feed wild animals or leave food or attractants of any type, in any form and in such a manner as to attract, be accessible to wild animals, feral or stray domestic animals or a colony of feral or stray cats on private or public property, except where that person is an identified colony caretaker.

By-law 2022-104, effective June 21, 2022

5.02 **Exemptions:** Section 5.01 does not apply in the following situations:

- (1) The leaving of food as bait for the purposes of hunting or in a trap by a property owner or person authorized to legally hunt or to capture a nuisance wild animal inhabiting or habituating their property pursuant to the Fish and Wildlife Conservation Act, 1997, S.O.1997, c.41 or other hunting regulation.
- (2) The leaving of food as bait by a licensed trapper, and employee of a licensed wildlife or pest control agency, a Municipal Law Enforcement Officer, an Ontario Society for the Prevention of Cruelty to Animals Inspector or a Police Officer, in the performance of their work.
- (3) The leaving of food on private or public property for a colony of stray or feral cats, where that person is an identified colony caretaker.

By-law 2022-104, effective June 21, 2022

- (4) The feeding of birds on a property provided the owner or occupier places seed in a bird feeding device that is sufficiently above grade and maintained in a sanitary condition.

## **Section 6.00 Keeping of Animals – General Provisions**

- 6.01 **Animal Welfare:** Every owner of an animal shall treat the animal in a human manner, as provided in the Provincial Animal Welfare Services Act, 2019, Ontario Regulation 444/19 , Standards of Care and Administrative Standards.
- 6.02 **Tethering:** No person shall tether an animal using a choke chain or a prong type collar.
- 6.03 **Tethering Device:** Notwithstanding section 6.02 of this By-law and normal farming practices, a tether restraining device used to tether an animal must:
- a. be at least three (3) metres long (9.84 feet);
  - b. be attached to a permanently fixed object;
  - c. allow the animal to move safely and unrestricted (except by the length of the tether) on its own property;
  - d. allow the animal to have access to adequate water, shelter; and
  - e. be designed to prevent injury to the animal.
- 6.04 Nothing under this section requires the City to assume responsibility concerning distress or care of an animal, which is the obligation of the Provincial Animal Welfare Services Act, 2019
- 6.05 **Prohibited Animals:** No person shall keep, or cause to be kept, any animals listed in Schedule “A”,

6.06 **Number of Animals:** Notwithstanding section 6.05, no person shall keep, or cause to be kept, more than four (4) dogs, four (4) cats or a total of eight (8) individual animals, except:

- i. a licensed pet shop;
- ii. a Police Canine Unit;
- iii. a kennel licensed by the Corporation;
- iv. a security firm licensed and authorized by the Province of Ontario to provide guard dog services;
- v. where the keeping of animals is on lands zoned and used for agricultural, agricultural support or agriculturally-related purposes;
- vi. a retirement or group home premises.

6.07 **Exemptions:** Sections 6.05 and 6.06 do not apply to:

- i. an animal hospital or clinic that is lawfully operated and supervised by a veterinarian licensed by the Ontario Veterinary Association;
- ii. a pound or shelter lawfully operated by or under license by the City, or the Humane Society of Kawartha Lakes HSKL and the affiliated Ontario Society for the Prevention of Cruelty to Animals or any organization permitted by law to provide protection and humane treatment of animals including fostering;  
By-law 2022-104, effective June 21, 2022
- iii. any person while rendering emergency treatment to an injured or abandoned animal;
- iv. the Corporation or other governmental authority while lawfully operating a public park, exhibition, or zoological garden, and maintaining animals therein;
- v. any person in charge of a travelling circus, exhibition, or road show, or any employee thereof, lawfully displaying animals;
- vi. persons operating premises registered as research facilities under the Animals for Research Act, R.S.O. 1990, c. A-22, as amended, or the persons in charge, or the employees thereof, during the course of their duties;
- vii. persons operating “agriculture” operation including farming in all its branches, including but not limited to dairying, beekeeping, aquaculture, the raising of livestock including non-traditional livestock, furbearing animals and poultry, including eggs, and any practices performed as an integral part of an agricultural operation.

6.08 **Legacied:** Owners of prohibited animal(s) kept, possessed or harboured in any one premise in the City of Kawartha Lakes shall when requested supply proof to

the Municipal Law Enforcement Division that the animal(s) existed prior to passage of this By-law. Upon being satisfied that the animal(s) existed prior to the passage of this by-law, the animal(s) may be deemed to be “legacy”. The legacied clause will not apply to future animals, offspring or allow animal(s) to be replaced due to death or other cause in a premises if the number exceeds the amount specified in Section 6.06.

By-law 2022-104, effective June 21, 2022

- 6.09 **Onus of proof of Qualification for Exemption:** Any person claiming an exemption or legacied under Sections 6.07 or 6.08 shall provide to the Manager of Municipal Law Enforcement appropriate evidence in support of the claim for exemption or legacied.

By-law 2022-104, effective June 21, 2022

- 6.10 **Restriction – Livestock or Agricultural Animals:** No person shall keep livestock or agricultural animals such as but not limited to a horse, donkey, pony, mule, jackass, bovine, bull, heifer, goat, swine, mink, fox, sheep, peafowl in any premises or on property that is zoned and primarily used for residential purposes as defined in the applicable Zoning by-law.

## **Section 7.00 Keeping of Animals**

- 7.01 **Requirement to Clean Up:** Every owner and other person, who is in control of an animal, shall immediately remove any excrement left by the animal on any property other than a property owned or occupied by the owner.
- 7.02 **Mode of Clean Up:** If an Animal is on any public or private property other than the property of its Owner, the animal Owner shall have in his possession a suitable means of facilitating the removal of the Animal’s feces.
- 7.03 **Exemption:** The requirement set out in section 7.01 and 7.02 is not applicable to the owner who is physically unable to comply with this requirement, activity that is agricultural support or agriculturally-related or to a police officer who is engaged in work related activities.
- 7.04 **Being at Large:** No owner or person shall cause or permit his or her animal to be at large; this section shall not apply to domestic or feral cats in rural areas. A Domestic cat in an urban area shall only be deemed to be at large if the owner’s address can be supplied. Livestock shall only be deemed to be at large if found on a Municipal Property.

By-law 2022-104, effective June 21, 2022

- 7.05 **Exemption:** An animal shall not be deemed to be at large, as set out in section 7.04, if, without being kept on a leash or lead, it is on a property other than a property owned or occupied by its owner with the express permission of the owner or occupant of that property or with it’s owner at a leash free park.

- i) This exemption will include farm practices that include Livestock movement, such as a cattle drive, between properties, where the activity is supervised and monitored.
- ii) This exemption will include domestic cats in urban areas, if the address of the owner is not known.

By-law 2022-104, effective June 21, 2022

7.06 **Administrative Fee:** Where a Person or Owner has received an occurrence inspection an Administrative Fee may be charged for the inspection and the Administrative Fee as set out in the Consolidated Fees By-law, if not paid, the fee shall be added to the tax roll of the property and shall be collected in a like manner as municipal taxes.

## Section 8.00 Animal Enclosures

- 8.01 **Requirements:** Every owner of an animal shall ensure that the animal enclosure provided for the animal meets the following requirements, regardless of whether the animal enclosure is located indoors or outdoors:
- i. The animal enclosure shall be of a size and in a condition such that the animal may:
    - a. extend its legs, wings, and body to their full natural extent;
    - b. stand, turn around and lie down;
    - c. sit; and
    - d. perch.
  - ii. Every reptile and amphibian shall be provided with an enclosed space adequate for the needs of the species.
  - iii. The enclosure is of such a nature and condition that the animal contained therein would not be harmed and its health would not be negatively affected for the reason of being placed in such an animal enclosure.
  - iv. Every animal contained therein may be readily observed unless the natural habits of the animal require otherwise.
  - v. The animal enclosure shall be sufficiently lit, ventilated and kept in a clean and sanitary condition.
  - vi. The animal enclosure is kept free of offensive odour.
  - vii. The animal enclosure (except for doghouses) is escape proof.
- 8.02 **Agriculture Purpose:** Section 8.01 shall not be interpreted to regulate a Livestock animal enclosure on lands zoned and used for agricultural purposes.
- 8.03 **Enclosure Requirement:** No person shall keep, or cause to be kept, a reptile, insect or amphibian permitted under this By-law outside a building or structure unless it is in an animal enclosure.

## Section 9.00 Seizure and Impoundment

- 9.01 **Impoundment:** Any domestic animal found at large in contravention of this by-law may be impounded by a municipal law enforcement officer or police officer and taken to a pound or facility. This section shall not be used to impound Livestock found to be at large.
- 9.02 **Impound Note to section 9.01:** Municipal Law Enforcement Officers may be requested by City of Kawartha Lakes staff, Police, Fire, EMS or other services or agency to attend a location in the Municipality to assist with the removal of a domestic animal, to allow safe access and entry to a property or premises. Any animal detained in this way will not be considered an impounded animal as per this by-law, and will be housed and released only at the direction of the original service or agency requesting this assistance. Any associated fee/costs will be recovered as set out in the Consolidated Fees By-law or by other action. Application of this section will not be considered as a violation of this By-law.
- 9.03 **Injured or Vicious Animals:** Despite section 9.01, any animal found at large in contravention of this by-law that is gravely injured or that is exhibiting the characteristics of viciousness to such an extent that a municipal law enforcement officer or police officer attending the animal fears for his or her own health or safety or the health and safety of others in the vicinity, may be destroyed immediately at the officer's sole discretion.
- 9.04 **Recovery of Impounded Animals:** The owner of an impounded animal or another person acting with the authorization of the owner may recover the animal from a pound within three (3) business days, excluding the day on which the animal was impounded, and in order to do so shall be required to pay the current fee for each day or portion of a day that the animal has been in the pound and all costs incurred by the City in impounding the animal, including the full amount of any emergency veterinary care that was required for the animal and administration fee, as set out in the Consolidated Fees By-law.
- 9.05 **Recovery of Unregistered Dogs:** The owner of an impounded animal or other person acting with the authorization of the owner, may recover the animal, that is not registered with the City, from a pound within three (3) business days, excluding the day on which the animal was impounded.
- 9.06 If the animal is a dog and it has reached the age of 28 weeks, the owner shall, in addition to paying the costs set out in section 9.04, be required to register the dog in the manner set out in section 2.03.
- 9.07 **Disposal:** If an impounded animal is not recovered from a pound within the time period specified in section 9.00, the animal may be sold, disposed of, relinquished or destroyed by the City in any lawful and humane manner.

By-law 2022-104, effective June 21, 2022

## **Section 10.00 Surrendering of Animals**

- 10.01 **Surrender Ownership:** An owner of an animal may give up ownership of the animal by surrendering the animal to Municipal Law Enforcement, a member of a Police Service or the City approved Pound.
- 10.02 **Ownership and Possession:** By surrendering the animal, the owner is deemed to have relinquished all rights of ownership and possession of the animal.
- 10.03 **Fees:** To surrender the animal, the owner shall pay the appropriate fees as required under the applicable Consolidated Fees By-law.
- 10.04 **City Property:** An animal that has been surrendered immediately becomes the property of the City and may be kept or disposed of as the City deems appropriate, including:
1. placing the animal for adoption;
  2. euthanasia, where in the opinion of the Municipal Law Enforcement Officer, the animal is not suitable for adoption or should be euthanized for humane reasons.

## **Section 11.00 Quarantine of Animals**

- 11.01 **Quarantine Requirements and Fees:** This section shall not apply to agricultural Livestock;
- 11.02 **Quarantine Process:** If, in the opinion and by the direction of the Haliburton, Kawartha, Pine Ridge District Health Unit inspector, bites of persons by animals or contacts to persons that may result in human rabies, may result in the animal being put into quarantine by the Municipal Law Enforcement Division in addition to other regulation or direction, the owner of the animal shall:
1. quarantine the animal, in premise or property, as per the direction of the Health Inspector; or
  2. bring or ensure that the animal is brought to the Municipal Law Enforcement approved pound facility to be put in quarantine; if the owner is not able to transport the animal, the animal shall be transported by or on behalf of the Municipal Law Enforcement Officer;
  3. be responsible for the costs associated with the quarantine, including the costs of any transportation costs, veterinary care required for the animal and any other daily care fees as provided in the applicable City Consolidated Fees By-law.

## **Section 12.00 Adoption of Animals**

12.01 **Adoption Fee:** A person adopting an animal from the City or City authorized Pound facility shall pay the appropriate adoption fee calculated as the Daily Care fee established in the Pound Contract and any other fee established in the Consolidated Fees By-law.

## **Section 13.00 Feral Cat Colonies**

- 13.01 A colony caretaker shall register a feral cat colony with the City of Kawartha Lakes and the Humane Society of Kawartha Lakes.
- 13.02 A colony caretaker shall complete any training or educational programs required by the City of Kawartha Lakes.
- 13.03 A colony caretaker shall only operate a feral cat colony on a property where a colony caretaker is the owner of the property or has written consent from the owner of the property to operate.
- 13.04 A colony caretaker shall be required to participate in a trapping, neuter (ear notching) and release program; and shall report every 160 days to the City of Kawartha Lakes and the Humane Society of Kawartha Lakes regarding number and health of the cats in the colony.
- 13.05 All trap, neuter and release groups, including the colony caretaker operating in the municipality, shall be required to notify residents within 50m of a trapping operation.
- 13.06 No colony caretaker shall allow a feral cat colony to exceed a total population of 25 feral cats.
- 13.07 A colony caretaker shall deliver and surrender any kittens born into a feral cat colony to Humane Society of Kawartha Lakes, other Humane Society or OSPCA once they have reached five weeks of age or once they have been weaned from their mother, whichever occurs later.
- 13.08 Kittens delivered to Humane Society of Kawartha Lakes or supporting organization, in accordance with the above section of this by-law will be socialized and made available for adoption through the Humane Society of Kawartha Lakes, whenever possible. In cases where a kitten cannot be socialized, the animal shall be returned to the colony caretaker.

By-law 2022-104, effective June 21, 2022



## **Section 14.00 City Liability**

14.01 **Damages or Compensation:** The Corporation, its officers, employees and agents shall not be liable for damages or compensation for any animal euthanized under the provisions of this By-law and no such damages or compensation shall be paid to any person.

## **Section 15.00 Offence**

15.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer, licensing enforcement officer and police officer.

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

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

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

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

15.06 **Severance:** If a court of competent jurisdiction declares any section or part of a section of the Bylaw invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

## **Section 16.00 Administration and Effective Date**

16.01 **Administration of the By-law:** Except where otherwise indicated, the Manager of Municipal Law Enforcement is responsible for the administration of this by-law.

16.02 **Effective Date:** This by-law comes into force on the date of passage.

16.03 **Repeal:** By-law 2017-039 and amending bylaws are repealed effective July 31, 2021.

By-law read a first, second and third time, and finally passed, this 18<sup>th</sup> day of May 2021.

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Andy Letham, Mayor

Cathie Ritchie, City Clerk



Set Fines - By-Law  
2021-072

## Schedule “A” Prohibited Animals

Class	Order	Common Names
<b>Mammals</b>	Artiodactyla	<p>All species purely or partially of the order Artiodactyla (Even-toed ungulates) (cattle, goats, sheep, pigs including Pot-Bellied Pigs, deer, elk, hippopotamus, etc.)</p> <p style="text-align: right;">By-law 2022-104, effective June 21, 2022</p> <p><b>Except where the animals are kept as agricultural Livestock</b></p>
	Carnivora	<p>All species purely or partially of the order Carnivora [panda, otter, wolves, bears, seals, walruses, coyotes, foxes hybrid, wolf dogs, tigers, leopards, cougars, lions, lynx, hyaenas, minks, skunks, weasels, otters, badgers, mongoose, civets, genets coatimundi, cacomistles, raccoons, African wildcats, savannah cat, jungle cat, serval cat, European wildcat, Chinese mountain cat, sand cat etc.]</p> <p style="text-align: right;">2022-104, effective June 21, 2022</p> <p><b>Except common domestic dogs, common domestic cats and ferrets</b></p>
	Chiroptera	<p>All species purely or partially of the order Chiroptera [bats, myotis, flying foxes, etc.]</p>
	Edentates	<p>All species purely or partially of the order Edentates [anteaters, sloths, armadillos, etc.]</p>
	Lagomorpha	<p>All species purely or partially of the order Lagomorpha [hares, pikas, etc.]</p> <p><b>Except domestic rabbits</b></p>
	Marsupialia	<p>All species purely or partially of the order Marsupialia [koala kangaroo, possum, wallabies, etc.]</p>

	Primates	All species purely or partially of the order Primates [chimpanzees, gorillas, monkeys, lemurs, etc.]
	Perissodactyla	All species purely or partially of the order Perrisodactyla (odd-toed ungulates)  [horses, donkeys, jackasses, mules, zebras, ponies, rhinoceros, etc.]  <b>Except where the animals are kept as agricultural Livestock</b>
	Proboscidea	All species purely or partially of the order Proboscidea [elephants, etc.]
	Rodentia	All species purely or partially of the order Rodentia [porcupines, prairie dogs, nutria etc.]  <b>Except rodents which do not exceed 1,500 grams and are derived from self sustaining captive populations</b>
<b>Reptiles</b>	Crocodylia	All species purely or partially of the order Crocodylia [alligators, crocodiles, gavial, caymans, etc.]
	Squamata (scaled reptiles)	All squamata purely or partially of the following species: <ul style="list-style-type: none"> <li>• The genus Eunectes [Anacondas]</li> <li>• Morelia amethystina [Amethystine and Scrub pythons]</li> <li>• Python molurus [Indian python, Indian rock python, Burmese python]</li> <li>• Python sebae [African rock python]</li> <li>• Python reticulatus [Reticulated python]</li> <li>• Varanus niloticus [Nile monitor]</li> <li>• Varanus salvadorii [Crocodile monitor]</li> <li>• Varanus salvator [Water monitor]</li> <li>• Varanus varius [Lace monitor]</li> </ul>

		<ul style="list-style-type: none"> <li>• Varanus giganteus [Perentie – Monitor Lizard]</li> <li>• Varanus komodoensis [Komodo dragon]</li> <li>• The family Viperidae [True vipers, Fea’s viper, Night adders, Rattlesnakes, etc.]</li> <li>• The family Elapidae [Cobras, Mambas, Kraits, Coral snakes, etc.]</li> <li>• The subfamily Hydrophiinae [Sea snakes, Coral reef snakes, etc.]</li> <li>• The genus Dispholidus [Boomslang snakes]</li> <li>• The genus Thelotornis [Twig snakes]</li> <li>• The genus Rhabdophis [Keelbacks]</li> <li>• The genus Atractaspis [Burrowing vipers, Mole vipers, etc.]</li> <li>• Philodryas viridissimus [South American green racer]</li> <li>• The family Helodermatidae [Gila monster, Beaded lizards]</li> </ul> <p>Lizards which reach an adult length larger than 2 meters when measured from snout to tail.</p> <p>Snakes which reach an adult length larger than 3 meters when measured from snout to tail.</p>
<b>Birds</b>	Anseriformes	<p>All species purely or partially of the order Anseriformes [ducks, geese, swans, screamers, etc.]</p> <p><b>Except where the animals are kept as agricultural Livestock.</b></p>
	Galliformes	<p>All species purely or partially of the order Galliformes [pheasants, grouse, guineafowls, turkeys, chickens, pea fowls, etc.]</p> <p><b>Except where the animals are kept as agricultural Livestock or as permitted by municipal licence as a Backyard Chicken Coop.</b></p>

	Struthioniformes	All species purely or partially of the order Struthioniformes [ostriches, rheas, cassowaries, emus, kiwis, eagles, hawks, falcons, owls, etc.]  <b>Except agricultural livestock and birds kept for falconry.</b>
<b>Arachnida</b>	Araneae	All Araneae purely or partially of the following species: <ul style="list-style-type: none"> <li>• The family Ctenidae [Wandering spiders]</li> <li>• The genus Latrodectus [Black widow spiders]</li> <li>• The family Sicariidae [Brown recluse spider, Assassin spider, etc.]</li> <li>• The family Hexathelidae [Australian Funnel web spiders]</li> </ul>
	Scorpiones	All species purely or partially of the family Buthidae [Fat tailed scorpions, Bark scorpions, etc.]
<ul style="list-style-type: none"> <li>• <b>Poisonous or venomous animals – including but not limited to spiders, snakes, lizards and insects.</b></li> </ul>		



## Council Report

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<b>Report Number:</b>	<b>WM2025-001</b>
<b>Meeting Date:</b>	January 28, 2025
<b>Title:</b>	<b>Update on Blue Box Options for Non-Eligible Sources</b>
<b>Description:</b>	Curbside Recycling Options for Non-Eligible Sources starting January 1, 2026.
<b>Author and Title:</b>	Heather Dzurko, Manager of Waste Management

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### Recommendation(s):

**That** Report WM2025-001, **Update on Blue Box Options for Non-Eligible Sources**, be received;

**That** starting January 1, 2026, Non-Eligible Sources within the City of Kawartha Lakes will not receive curbside collection of recycling provided by the City of Kawartha Lakes; and

**That** the By-law for Collection and Management of Waste and Recyclables within the City of Kawartha Lakes (By-Law 2024-235) be amended to remove the responsibility for the collection of Non-Eligible Source material beginning January 1, 2026.

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

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

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

## **Background:**

At the Committee of the Whole Meeting of November 5, 2025, the Committee extracted the report WM2024-008 from consent and adopted the following resolution:

### **CW2024-204**

**That** Report WM2024-008, **Blue Box Transition Options for Non-Eligible Sources**, be received and deferred to the Regular Council Meeting of December 10, 2024 to allow for consultation with the Waste Management Committee; and

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

Review of the report by the Waste Management Advisory Committee (WMAC) Meeting occurred at the November 13, 2024 meeting. The Committee discussed and agreed to approve the recommendations in Report WM2024-008 as written, with the exception as noted in the following adopted resolution:

### **WMAC 2024-16**

**That** Report WM2024-008, **Blue Box Transition Options for Non-Eligible Sources**, be received by the Waste Management Advisory Committee;

**That** Council be asked to consider forwarding a letter to the Province to advocate for the inclusion of Non-Eligible Sources in the extended producer responsibility.

With agreement and support from WMAC, report WM2024-008 was brought back to Council at the Council Meeting of December 10, 2024 for consideration. Council adopted the following resolution:

### **CR2024-726**

**That** Staff report back to Council by the end of Q1, 2025 with formalized options for Non-Eligible Sources for curbside collection.

This report addresses that direction.

The Blue Box Regulation (O Reg. 391/21) established that producers of recycling are responsible for the end-of-life management of these products from Eligible Sources (residential locations, schools and non-profit long-term care homes/seniors residences).

Producers of blue box packaging and paper products are defined in the regulation by a series of rules but generally speaking may include the brand holder of the product, the importer of the product, or the retailer who supplies the product.



Producers are not responsible for the management of Non-Eligible Sources such as:

- Industrial and commercial properties and Business Improvement Areas (not including residential units on the property)
- Commercial farms (not including a residential home on the farm property)
- Places of Worship (not including a residential home on the property)
- Daycares
- Campgrounds & trailer-parks for temporary stay
- Municipal buildings or facilities
- Not for profit organizations, shelters
- Post-Secondary Institutions (public or private)

As previously reported, during transition (April 2024 to December 31, 2025), the Province has allowed recyclables from Non-Eligible Sources to be blended in the collection trucks with recyclables from Eligible Sources as they have historically done. At the Council Meeting of October 24, 2023, and in closed session, Council directed staff to continue collection of Non-Eligible Sources during the transition period from April 1, 2024 to December 31, 2025. The collection of Non-Eligible Source material during transition was estimated as \$50,000/year.

As of January 1, 2026, the Producers have advised municipalities they will no longer be allowed to blend the Non-Eligible Sources with the Eligible Sources in the same truck or be processed together. Municipalities will be fully responsible for collection and processing of Non-Eligible Sources after January 1, 2026. The Non-Eligible Sources will have to be managed separately from the Eligible Sources. As a result, the costs for collection will be significantly higher for managing Non-Eligible Source material after transition. As previously reported, based on our current knowledge and recent discussions with contractors, the estimated cost for the City to collect and process the blue box material from Non-Eligible Sources after January 1, 2026 will be around \$745,000/year.

Based on recent audits completed as part of the Integrated Waste Management Strategy Update, Staff confirmed 718 locations (or about 60% of all non-eligible sources) currently rely on the City's blue box collection service. The audit confirmed that stops are dispersed and located throughout the City, with a higher concentration of stops in urban settlement areas. The type of Non-Eligible Sources included in the current curbside collection program were determined through a stop count audit completed in the fall of 2024, and are shown in Table 1.

*Table 1 – Non-Eligible Source Type*

Non-Eligible Source Type	Count	Percent Overall
Community centres	7	1%
Golf courses	12	2%
Hospitals	5	1%
Hotels	11	2%
Manufacturing Facilities	164	23%
Offices	98	14%
Other	158	22%
Places of Worship	12	2%
Recreational facilities	23	3%
Restaurants	38	5%
Sports and entertainment venues	1	0%
Stores and shopping malls	189	26%
Grand Total	718	

Note: 'Other' includes but are not limited to automotive shops, real-estate offices, marinas, hair salons, optical services, and vet clinics.

Staff reviewed data on Non-Eligible Sources stop count audit and determined that 24 stops, or 3.3% of Non-Eligible Sources receiving curbside blue box collection are City owned facilities (community centres, libraries, roads depots, City Hall, and etc.).

As previously reported, the City's depot recycling programs are also impacted by these regulatory changes. Staff will review the options to manage depot blue box material in a separate report to council. The City currently charges a tipping fee for all blue box material from the Non-Eligible Industrial/Commercial and Institutional Sources that are brought directly to one of our operating landfills outside of the regular curbside collection program.

As per Council direction, Staff have explored different options to best manage Non-Eligible Sources after transition (as of January 1, 2026). This report provides a summary of those options, their pros and cons and the recommended courses of action.

**Rationale:**

As previously reported, three options were explored as it relates to managing Non-Eligible Source recycling material including "Option 1" described below and two alternatives that are outlined in the "Other Alternatives Considered" section of this report. Staff have expanded the alternatives section to include one (1) additional alternatives. Option 1 remains the staff recommended option.

**Option 1:** Cease providing curbside collection of blue box material to Non-Eligible Sources.

Given that, the City has no statutory requirement to provide recycling collection to Non-Eligible Sources; staff have concluded the most economical way to proceed is Option 1, to cease the curbside collection of Blue box recyclables from Non-Eligible Sources as of December 31, 2025.

After December 31, 2025, Staff will continue accepting Non-Eligible Sources for a recycling fee at all City landfills as they have done in the past, and/or Non-Eligible Sources would need to arrange for private collection of blue box materials.

This option would avoid an incremental cost of approximately \$745,000/year (based on preliminary budget estimates) in Non-Eligible Source material collection and processing costs.

A roughly estimated cost to manage Non-Eligible Source materials through the depot for a recycling fee is \$50,000/year. The depot estimates will be verified when a report is brought to Council regarding the management of both Eligible Source and Non-Eligible Source blue box material at the depots.

As previously reported, the decisions being made by other municipalities vary. In general, larger urban centres are tending toward continuing curbside collection and more rural communities are ceasing to provide this service, with exceptions in both cases. There is considerable difference in the cost per stop between urban municipalities (lower cost/stop) and rural municipalities (higher cost/stop) as a result of the difference in kilometres travelled between serviced units. This is exacerbated when the City is losing the economy of scale by no longer servicing residential locations at the same time.

Option 1 would need to be supported by a strong promotion and education campaign to inform the Non-Eligible Sources of service changes. It is also important that the decision be made, to allow sufficient time for Non-Eligible Sources to determine how to manage their blue box material (at the depot or through a private service provider). The City will continue to provide the existing level of curbside garbage collection services to Non-Eligible Sources.

The Waste Management By-law will continue to restrict recyclables from being mixed with the regular garbage. Considering that the proportion of Non-Eligible sources to Eligible sources is less than 2% the overall impact to landfill space is minimal and less than 200 tonnes per year.

## **Other Alternatives Considered:**

### **Alternative 1 – Provide curbside collection of blue box material to Non-Eligible Sources that have received historical service from the City**

As previously noted, under this option Staff would receive competitive bids or discuss additional scope with the current waste collection contractor to provide blue box service to Non-Eligible Sources that currently participate in the City's curbside collection program. The scope of services would be for curbside collection, hauling, and processing of blue box material from Non-Eligible Sources, separate from Eligible Source material.

This service will likely result in a higher cost estimated at \$715,000 for collection and \$30,000 for processing. This would include management of City facilities that are considered Non-Eligible Sources.

If Council opts to continue service, this scope of work would be included as a provisional item in the next collection contract procurement process (to commence in 2028) for further consideration at that time.

### **Alternative 2- Provide separate collection/processing to a subset of Non-Eligible Sources**

Under this option, staff would receive competitive bids or discuss an additional scope of work with the current waste collection contractor to provide curbside collection of blue box material to a subset of Non-Eligible Sources. Examples provided for the subset specifies collection of City facilities, and downtown cores or BIA businesses under a specific size could be included. The option would be less costly than servicing all Non-Eligible Sources, however there would be considerable disparity and fairness issues between what subset of locations would be eligible for the service.

### **Alternative 3 (New) – Notify Non-Eligible Sources that the City plans to cease providing curbside collection, and processing to Non-Eligible Sources in January 1, 2026. Continue to explore alternatives to support provision of the services such as a joint procurement with adjacent municipalities and municipal support for a private procurement process.**

Staff would notify Non-Eligible Sources participating in the curbside collection program of the plans to cease services starting January 1, 2026. Staff would explore the option to coordinate with neighbouring municipalities to leverage economies of scale on collection and processing of Non-Eligible Source material. It is unknown if this would

result in a savings in cost to administer the program. There would likely be an additional administrative burden associated with coordinating with other municipalities.

Council could also consider offering service in the form of procurement expertise to support a private procurement process (a community group would need to step forward as lead) to support the needs of the community.

### **Alignment to Strategic Priorities**

This recommendation aligns with the Strategic Priority of Healthy Environment, which promotes waste diversion and resource recovery through introduction of new Blue Box Regulations and Producer responsibility. The report puts the onus on the Producers of their products being responsible for recycling where possible.

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

As previously reported, the recommendation to not service the Non-Eligible sources will have minimal financial costs to the City. There may be an estimated increase of up to 200 tonnes of recyclables entering the waste stream at an expected cost to the municipality of \$30,000 in landfill space savings. However, the City will recover some of these costs through tipping fees.

If the municipality were to service the approximate 718 Non Eligible Source stops, the costs would be considerable and in the \$745,000 range annually. This is a preliminary estimate and is based on general discussions with other municipalities and contractors. An option involving a subset of the Non Eligible Sources would be lower as less stops and volume would be collected but still at a significant incremental cost to the City.

### **Consultations:**

Director of Public Works  
Treasurer

### **Attachments:**

Appendix A – Council Report Number WM2024-008 Blue Box Transition Options for Non-Eligible Sources



WM2024-008 Blue  
Box Transition Optic

**Department Head email:** [brobinson@kawarthlakes.ca](mailto:brobinson@kawarthlakes.ca)

**Department Head:** Bryan Robinson

## Committee of the Whole Report

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<b>Report Number:</b>	<b>WM2024-008</b>
<b>Meeting Date:</b>	November 5, 2024
<b>Title:</b>	Blue Box Transition Options for Non-Eligible Sources
<b>Description:</b>	Curbside Recycling Options for Non-Eligible Sources starting January 1, 2026
<b>Author and Title:</b>	David Kerr, Manager of Environmental Services

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### Recommendation(s):

**That** Report WM2024-08, **Blue Box Transition Options for Non-Eligible Sources**, be received;

**That;** starting January 1, 2026, Non-Eligible sources within the City of Kawartha Lakes will not receive curbside collection of recycling provided by the City of Kawartha Lakes;

**That;** the By-law for Collection and Management of Waste and Recyclables Within the City of Kawartha Lakes (By-Law 2016-144) be amended to incorporate Non-Eligible Source Collection details and remove the responsibility for the collection of non-eligible source material beginning January 1, 2026;

**That** the necessary By-Law be brought forward for consideration; and

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

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

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

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

**Background:**

At the Council Meeting of October 24, 2023, and in closed session, Council directed staff to continue collection of Non-Eligible Sources during the transition period from April 1, 2024 to December 31, 2025 and procure a contractor for that work. Miller was selected as the contractor for that work. As well, Council directed staff to report to them on options to best manage collection of recyclables from Non-Eligible sources post transition starting January 1, 2026.

This report addresses that direction.

The Blue Box Regulation (O Reg. 391/21) established that producers of recycling are responsible for the end-of-life management of these products from Eligible-Sources (residential locations, schools and non-profit long-term care homes/seniors residences). Producers are not responsible for the management of Non-Eligible sources such as:

- Industrial and commercial properties and Business Improvement Areas (not including residential units on the property)
- Commercial farms (not including a residential home on the farm property)
- Places of Worship (not including a residential home on the property)
- Daycares
- campgrounds & trailer-parks for temporary stay
- municipal buildings or facilities
- Not for profit organizations, shelters
- Post-Secondary Institutions (public or private)

Of note, properties such as BIA's having both residential and commercial units will also have both Eligible and Non-Eligible (IC&I) units.

Many of these Non-Eligible sources currently have their own service providers for the collection of Blue Box recyclables within the municipality but many are also part of the City's current collection service. Of the approximate 39,000 properties within the municipality that receive curbside collection of recyclables, it is estimated that approximately 700 of those stops fall into the category of Non-Eligible sources. This is less than 2% the total stops. The exact number of Non-Eligible sources will be

confirmed as part of the Integrated Waste Management Strategy report, completed by Dillon Consulting, to be received by year-end and reported to Council in 2025.

The producers have indicated they will not collect recyclables from Non-Eligible sources from municipalities, as they have no legal requirement to do this. Although, legally not required, but to ensure service continuity for what has been historically collected, the City (at their cost) continues to provide curbside collection and processing services to Non-Eligible sources free of charge. During this transition period, the Province has allowed recyclables from Non-Eligible sources to be blended in the collection trucks with recyclables from Eligible Sources as they have historically done. Although the producers cover the cost of the Eligible Sources, the City covers the cost of collecting and processing the Non-Eligible Sources. Currently, the estimated cost for this service is \$50,000/yr. This service will extend to December 31, 2025.

As of January 1, 2026, the Producers have advised municipalities they will no longer be allowed to blend the Non-Eligible sources with the Eligible Sources in the same truck or be processed together. Municipalities will be responsible for collection and processing of Non-Eligible Sources after January 1, 2026. The Non-Eligible Sources will have to be separated from the Eligible Sources. In this scenario, the City would be responsible for both the collection and processing, and therefore assume 100% of the costs of managing Non-Eligible Sources. The costs for processing and collection will be significantly higher for managing Non-Eligible sources after transition. Based on our current knowledge and recent discussions with contractors, the estimated cost for the City to collect and process the Non-Eligible Sources after January 1, 2026 will be around \$745,000. The producers have not indicated they will be providing any revenue back to municipalities for marketing of any processed recyclables.

It is important to note that the City also operates a depot at each of the five open landfill sites within the City to accept Blue box recyclables from both Eligible and Non-Eligible Sources. Also as of Jan 1, 2026, the Producers have indicated they will not allow the blending of Eligible and Non-eligible sources within the depot bins. However, they are not clear on how or if they will provide any funding for the depot bins or if Non-Eligible and Eligible Sources have to be dedicated to separate bins. Once the Producers provide additional clarity on this issue staff will review the options to manage depot bins in a separate report to council.



The City currently charges a tipping fee for all blue box material from the Non-Eligible Industrial/Commercial and Institutional Sources that are brought directly to one of our operating landfills outside of the regular curbside collection program.

As per Council direction, Staff have explored different options to best manage Non-Eligible sources after transition (as of January 1, 2026). This report provides a summary of those options, their pros and cons and the recommended courses of action.

### **Rationale:**

Given that, the City has no statutory requirement to provide recycling collection to Non-Eligible Sources; staff have concluded the most economical way to proceed is to cease the curbside collection of Blue box recyclables from Non-Eligible Sources as of December 31, 2025.

After December 31, 2025, Staff will continue accepting Non-Eligible Sources for a recycling fee at all City landfills as they have done in the past. This accommodation will provide the opportunity for Non-Eligible Sources to recycle and eliminate the cost of collection. This will also minimize recyclables being landfilled and taking up valuable capacity. If Eligible sources destined for landfill depots (i.e. bins at landfill sites) are not subsidized by the Producers (which has yet to be confirmed), then consideration will be given that they too be charged a recycling tipping fee. Recycling services at the depots will be the topic of a future council report once the Producers provide further clarity.

Staff are of the opinion that the producers of Blue box recyclables should be responsible for managing all their materials regardless of the source of their consumption and that all property types should be required to recycle. This practice will help extend the life of our landfills which serve both Eligible and Non-Eligible sources. Staff will continue to engage with industry organizations and advocate this to the Minister of Environment, Conservation and Parks. As an action plan, Staff intend to send a letter to the Minister of Environment, Conservation and Parks advocating for the collection and processing of blue box recycling items from Non-Eligible Sources to be funded wholly by the producers.

The following table below provides information on how other municipalities in the province have decided to proceed with their respective Non-eligible curbside collection as of Jan 1, 2026.

Table 1 Municipal Decisions Regarding Servicing Ineligible Sources

<b>Municipality</b>	<b>Servicing Non-Eligible Sources after Jan 1, 2026</b>	<b>Notes</b>
City of Toronto	Yes	
Peel Region	Yes	
District of Muskoka	Yes-limited	Only servicing downtown BIA's
Chatham -Kent	No	
Kingston	No	
Norfolk County	No	
Guelph	No	Continue to service City facilities
Thunder Bay	No	
Barrie	Yes	
Simcoe	No	
Peterborough	Yes	
Peterborough County	Yes	
Northumberland	Yes	
Carleton Place	No	
The Nation Municipality	No	
Blind River	No	
Alfred and Plantegenet	Yes	
Brant	No	
Cornwall	Yes	
Hearst	No	
Orillia	Yes	

*Source:* CIF

It is important to note that there is considerable difference between urban municipalities and rural municipalities in that there are far less kilometres travelled between serviced units in an urban community. This is especially true when only Non-Eligible properties are being serviced. This means the City would be required to travel much greater distances in rural communities to service only these locations when compared to more urbanized neighbours. The economies of scale by servicing these locations alongside residential properties would be lost, resulting in a much greater cost to provide the same service.

Therefore, in order to save costs, staff recommend that the City assume no responsibility for the collection of Non-Eligible source material beginning January 1, 2026 and after. Non-eligible sources would need to arrange for private collection of blue box materials.

This recommendation has cost savings given the complexity of managing and administering multiple contracts as well as significant transportation costs. However, this option would need to be supported by a strong promotion and education campaign to inform the Non Eligible Sources of service changes. In addition, there may be other options for drop-off at landfill depots (i.e. bins at the open landfill sites) for Non-Eligible sources once additional clarity is provided by the Producers over the course of the next year. Although there is not a legislated requirement to manage Recyclables from Non-Eligible Sources, in the future it is not expected there will be a significant increase in blue box material in the garbage stream. Private collectors will be available to provide this service to Non-Eligible Sources. The Waste Management By-law will continue to restrict recyclables from being mixed with the regular garbage. Considering that the proportion of Non-Eligible sources to Eligible sources is less than 2% the overall impact to landfill space is minimal and less than 200 tonnes per year.

### **Other Alternatives Considered:**

The following alternative options were considered:

#### **Alternative 1- Provide separate collection/processing to Non-Eligible Sources**

Under this option, staff would receive competitive bids or discuss an additional scope of work with the current waste collection contractor. The scope of services would be for blue box collection, hauling and processing to Non-Eligible sources in a dedicated service program (since Non-Eligible source material cannot be commingled with residential material post transition). A dedicated service might involve a cooperative procurement with neighboring communities, adding a scope of work onto the existing waste collection contract and dedicating one or more landfills with a bin for Non-Eligible source drop off. A dedicated service may also involve changing curbside collection frequency and schedule.

This option would result in continued service to Non-Eligible sources with some possible service level changes to ensure the blue box material from the Non-Eligible sources is not commingled with blue box material from residential sources.

This separate collection service will likely result in a higher cost post transition (January 1, 2026 onward). The collection costs are estimated to be approximately \$715,000 and the processing to be \$30,000. It is important to note that City facilities are also considered Non-Eligible sources and as such are included in this estimate. The processing cost is dependent on securing processing capacity for Non-Eligible source material. At this time, staff are unsure which facilities are able to accept our Non-Eligible source material and what the processing cost will be. As previously indicated the Producers are not expected to compensate the municipalities for the revenue from marketed recyclables after processing. However, for estimation of costs we have assumed processing to be \$200/tonne similar to the current cost. The actual cost for collection and processing will be determined through the procurement process.

Of interest, the majority of municipalities that do provide a service such as this are large urban areas, not mixed urban rural municipalities such as Kawartha Lakes.

As there are so many different types of businesses and Non-Eligible sources are scattered across the large area of our municipality this service would likely be of significant expense to the City and is not recommended.

### **Alternative 2- Provide separate collection/processing to a subset of Non-Eligible Sources**

Under this option, staff would receive competitive bids or discuss an additional scope of work with the current waste collection contractor. Although it is possible to have a City-led service for this scope of work, it is unlikely there would be any cost savings due to the need for collection vehicles, staff and liability. The scope of services would be for blue box collection, hauling and processing to only a subset of the Non-Eligible sources in a dedicated service program (since Non-Eligible source material cannot be commingled with residential material post transition). This separate collection service would likely result in a higher cost post transition (January 1, 2026 onward) and is dependent on securing processing capacity for Non-Eligible source material. At this time, staff are unsure of which facilities are able to accept our Non-Eligible source material.

Under this option, a subset of Non-Eligible sources could be serviced. For instance, just downtown core areas, City facilities, BIA's or businesses (under a specific size) could be included. Although this option would be less costly than servicing all Non-Eligible sources, there would be considerable disparity and fairness issues between what subset

would qualify for subsidization. Very few municipalities having a mixed urban/rural population similar to Kawartha Lakes offer this service.

As there would be an additional expense and it is not aligned with the producer pay mindset it is not recommended that this level of service be provided.

### **Alignment to Strategic Priorities**

This recommendation aligns with the Strategic Priority of Healthy Environment, which promotes waste diversion and resource recovery through introduction of new Blue Box Regulations and Producer responsibility. The report puts the onus on the Producers of their products being responsible for recycling where possible.

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

The recommendation to not service the Non-Eligible sources will have minimal financial costs to the City. There may be an estimated increase of up to 200 tonnes of recyclables entering the waste stream at an expected cost to the municipality of \$30,000 in landfill space savings. However, the City will recover some of these costs through tipping fees.

If the municipality were to service the approximate 700 Non Eligible Source stops, the costs would be considerable and in the \$750,000 range annually. This is a preliminary estimate and is based on general discussions with other municipalities and contractors. An option involving a subset of the Non Eligible Sources would be lower as less stops and volume would be collected but still at a significant incremental cost to the City.

### **Consultations:**

City Treasurer

Continuous Improvement Fund (CIF)-A Municipal Waste Advisory Organization

**Department Head email: [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)**

**Department Head: Bryan Robinson**

## Council Report

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**Report Number:** PLAN2025-009  
**Meeting Date:** January 28, 2025  
**Title:** **By-law to Deem Lots 16 and 17, Plan 550**  
**Description:** Deeming By-law  
**Author and Title:** Nicolas Smith, Planner II

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### Recommendations:

**That** Report PLAN2025-009, **By-law to Deem Lots 16 and 17, Plan 550**, be received;

**That** a Deeming By-law respecting Lots 16 and 17, Plan 550, substantially in the form attached as Appendix B and C to Report PLAN2025-009, be approved and adopted by Council; and

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

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

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

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

## **Background:**

Proposal:	To deem Lots 16 and 17, Plan 550, not to be lots within a registered plan of subdivision to facilitate the consolidation of the lots.
Owner:	Brian Norrish and Carol Norrish
Applicant:	Alex Ferentzy
Official Plan:	'Waterfront' and 'Environmental Protection' on Schedule A-2 to the City of Kawartha Lakes Official Plan
Zoning:	Rural Residential Type Three (RR3) Township of Mariposa Comprehensive Zoning By-Law 94-07
Site Servicing:	Private well and septic
Existing Use:	Waterfront residential
Adjacent Uses:	North – Nonquon Rivermouth wetland East – Waterfront residential South – Waterfront backlot residential West – Residential Clusters, Township of Scugog Official Plan (2017)

## **Rationale:**

On June 4, 2024, the Director of Development Services through delegated approval authority granted a Consent to transfer lands for a lot addition. Condition 1 of the Notice of Decision requires 'The applicant shall apply for and pay the prescribed fee for a Deeming By-law in accordance with Subsection 50(4) of the Planning Act and the By-law shall be in effect'. This application proposes to fulfill Condition 1 of that Decision. Thus, the applicant has requested Council pass a Deeming By-law to deem Lots 16 and 17, Plan 550, geographic Township of Mariposa, not to be within a registered plan of subdivision.

Adoption and subsequent registration of this Deeming By-law (see Appendix "C") will fulfill the condition for the Consent to proceed with the lot addition to the property addressed as 21671 Brunon Avenue.

## **Other Alternatives Considered:**

There are no other alternatives considered to be appropriate or represent good planning. The Deeming By-law is the appropriate method to legally consolidate the lands, that comply with land use policy and conform to the zoning by-law.

## **Alignment to Strategic Priorities**

The proposed deeming by-law demonstrates the Exceptional Quality of Life and Healthy Environment strategic goals within the 2024-2027 Kawartha Lakes Strategic Plan, as the lot addition is addressing encroachment issues for a residential deck and garage at 21671 Brunon Avenue. This provides for a larger building envelope for the consolidated waterfront lot to provide greater flexibility for maintenance of structures.

## **Financial/Operation Impacts:**

The cost of registering the By-law is included in the application fee. There are no financial implications for the City.

## **Conclusion:**

The deeming by-law for Lots 16 and 17, Plan 550 will increase the size of one property to address encroachment issues. This deeming by-law implements the conditions for the consent file D03-2022-020. Planning staff do not anticipate any negative impacts because of the deeming by-law.

## **Attachments:**

Appendix A – Location Map



PLAN2025-009  
Appendix A Key Map

Appendix B –Deeming By-law Text





PLAN2025-009  
Appendix B Lots 16 &

## Appendix C – Deeming By-law Schedule

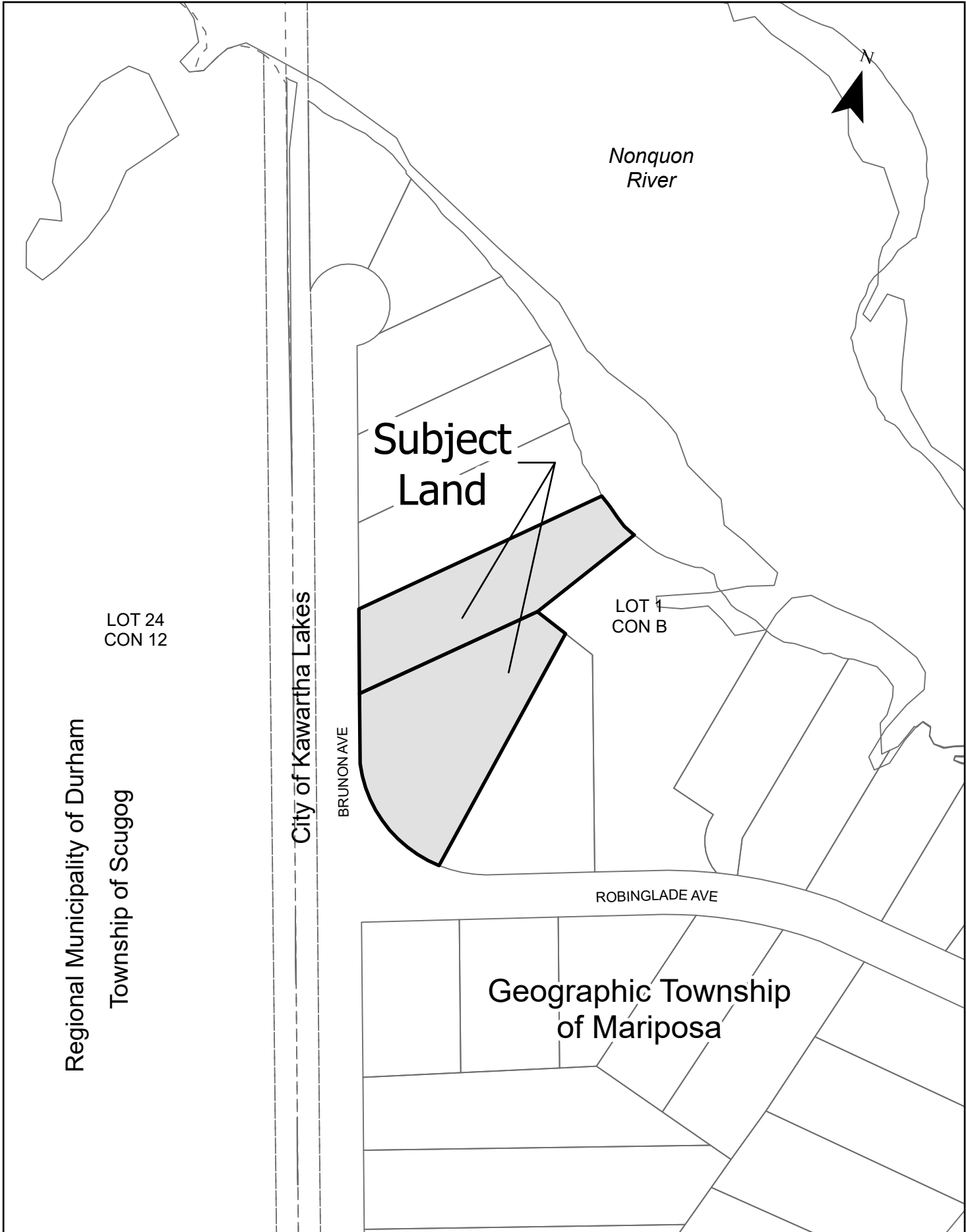


PLAN2025-009  
Appendix C Deemin

**Department Head email:** [ibarrie@kawarthalakes.ca](mailto:ibarrie@kawarthalakes.ca)

**Department Head:** Leah Barrie

**Department File:** D30-2024-006



Regional Municipality of Durham  
Township of Scugog

LOT 24  
CON 12

City of Kawartha Lakes

BRUNON AVE

Subject  
Land

LOT 1  
CON B

ROBINGLADE AVE

Geographic Township  
of Mariposa

# The Corporation of the City of Kawartha Lakes

## By-Law 2025 -

### **A By-law To Deem Part of a Plan of Subdivision, Previously Registered For Lands Within Kawartha Lakes, Not To Be A Registered Plan Of Subdivision In Accordance With the Planning Act PIN Number 63195-0507 (LT), Concession B, Part of Lot 1, Plan 550, Lot 16, and PIN Number 63195-0506 (LT), Concession B, Part of Lot 1, Plan 550, Lot 17, Geographic Township of Mariposa, Now City Of Kawartha Lakes**

[File D30-2024-006, Report PLAN2025-009, respecting Lots 16 and 17, Plan 550, Geographic Township of Mariposa, identified as 21671 Brunon Avenue and 115 Robinglade Avenue]

#### **Recitals:**

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.
2. Council has been requested to pass a deeming By-law, by the owner of the land described in Section 1 of this By-law.
3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.
4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.
5. Council considers it appropriate to enact the requested By-law.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-\_\_.**

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

- 1.01 **Properties Affected:** PIN # 63195-0507 (LT), Concession B, Part of Lot 1, Plan 550, Lot 16 and PIN # 63195-0506 (LT), Concession B, Part of Lot 1, Plan 550, Lot 17, geographic Township of Mariposa, now City of Kawartha Lakes.
- 1.02 **Deeming Provision:** The Property is deemed not to be part of a Registered Plan of Subdivision of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

## **Section 2:00    General Terms**

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

By-law read a first, second and third time, and finally passed, this \*\* day of \*\* , 2025.

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Douglas J.F.Elmslie, Mayor

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Cathie Ritchie, City Clerk

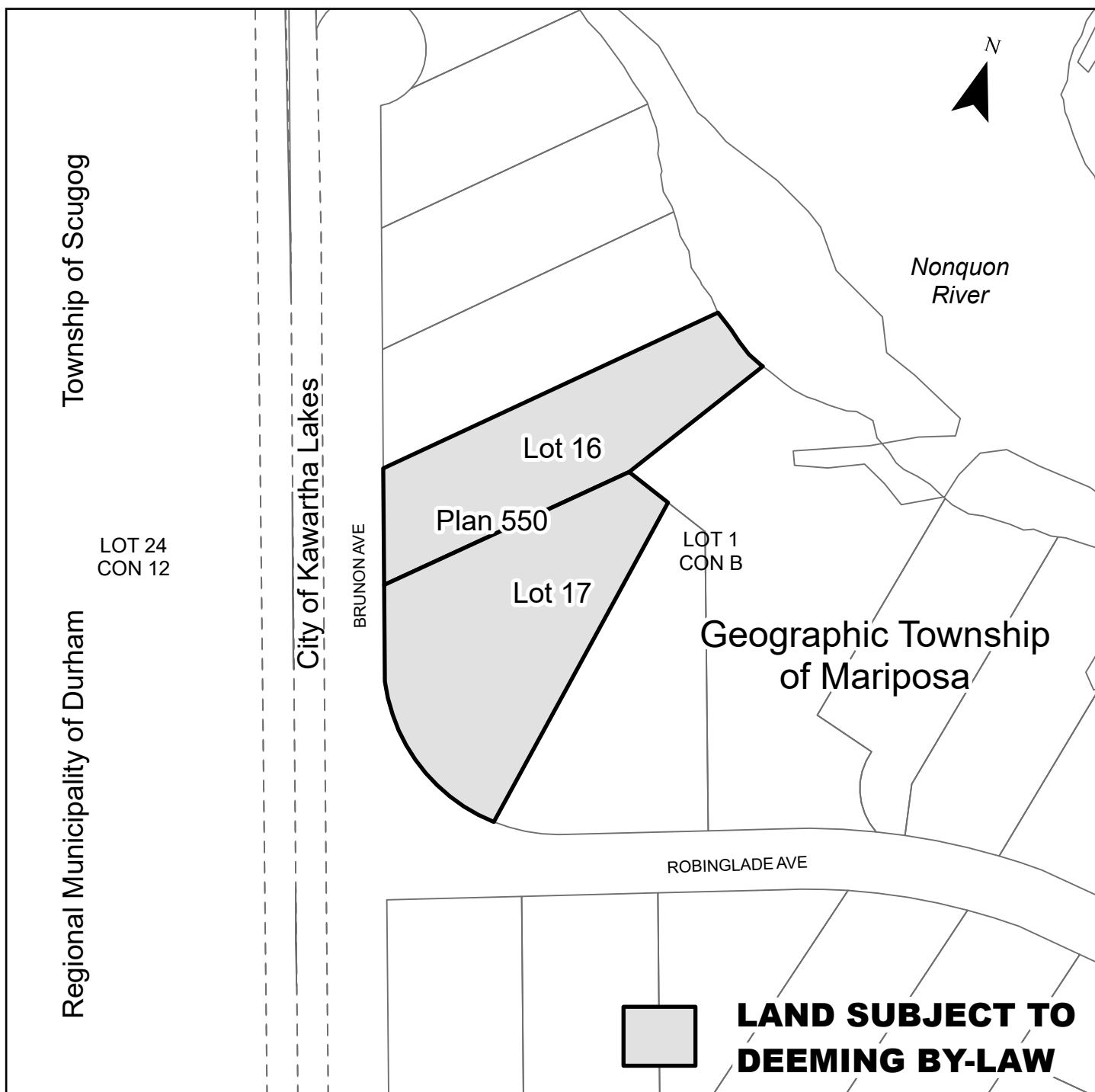
THE CORPORATION OF THE CITY OF

# KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW \_\_\_\_\_ PASSED

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

MAYOR \_\_\_\_\_ CLERK \_\_\_\_\_



## Council Report

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<b>Report Number:</b>	<b>RD2025-002</b>
<b>Meeting Date:</b>	January 28, 2025
<b>Title:</b>	<b>Snowmobile Trail Maintenance and Use Agreements – OFSC District 4 and others</b>
<b>Description:</b>	An agreement to define roles and responsibilities of the City and the Ontario Federation of Snowmobile Clubs (OFSC) District 4 pertaining to the use of City lands and delegate authority for future similar agreements
<b>Author and Title:</b>	Oliver Vigelius, Manager of Roads Operations

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### Recommendations:

**That** Report RD2025-002, **Snowmobile Trail Maintenance and Use Agreements – OFSC District 4 and others**, be received;

**That** the agreement between the Corporation of the City of Kawartha Lakes and the Ontario Federation of Snowmobile Clubs – District 4 for the use of City Lands for the purpose of snowmobiling, attached as Appendix C to Report RD2025-002, be approved;

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

**That** the Director of Public Works or their designate be authorized to execute any documents and/or agreements for any future snowmobile trail maintenance and use agreements substantially in the form as that found in Appendix C to this report until such time as the form of agreement substantially changes.

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

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

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

**Background:**

In 2014 there were eight (8) snowmobile clubs operating trails within the City of Kawartha Lakes. Five (5) of the eight (8) clubs signed land use agreements with the City in 2015. Operational changes since that time relating to insurance requirements, liability management, and organizational changes are driving the creation of this agreement as a template agreement for the remaining clubs and future agreement changes with the clubs that have already signed.

At the Regular Council Meeting of December 10, 2024, Council adopted the following resolution:

**CR2024-717**

**That** Report RD2024-003, **Snowmobile Trail Maintenance and Use Agreement – Ontario Federation of Snowmobile Clubs (OFSC) District 3**, be received;

**That** the agreement 2015-1550 Ganaraska Snowmobile Club – Right of Use Maintenance, attached as Appendix D to Report RD2024-003, be terminated; and

**That** the agreement between the Corporation of the City of Kawartha Lakes and The Ontario Federation of Snowmobile Clubs – District 3 for the use of City lands for the purpose of snowmobiling, attached as Appendix C to Report RD2024-003, be approved; and

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

**Carried**

This agreement was used as the template for this agreement for OFSC District 4, which is the subject of this report, and can be found as Appendix C to this report.

This report addresses these changes.

## **Rationale:**

The proposed trail use and maintenance agreements provide clear guidance on the roles and responsibilities of the parties involved; in this case the Corporation of the City of Kawartha Lakes and the respective Ontario Federation of Snowmobile Clubs governing district. Prior agreements were made between the City and individual snowmobile clubs. The City has become aware that the OFSC has changed its approach and that, going forward, the governing OFSC district will sign trail maintenance and use agreements instead of the individual clubs. The City has also been made aware that the insurance provider for the OFSC is requiring trail maintenance and use agreements as part of their coverage.

In light of the prior decision to execute the agreement for District 3 (Council Resolution **CR2024-717**), Staff will continue to use this template as the basis for agreements with the other districts. As such, Staff are recommending Council delegate authority to the Director of Public Works to sign agreements where the district agents are in alignment with the agreements signed by others.

## **Other Alternatives Considered:**

Council has already approved a snowmobile maintenance and use agreement in this format on the December 10, 2024 meeting of Council CR2024-717 (please refer to the 'Background' section of this report). This form of agreement was intended to be used as a template for future snowmobile maintenance and use agreements. No other alternatives were considered.

## **Alignment to Strategic Priorities**

This report aligns with the City's strategic priorities in the following areas:

1. An Exceptional Quality of Life by Ensuring recreation and leisure programs are available to all residents
2. A Vibrant and Growing Economy by Enhancing tourism
3. Good Government by sound Asset management

## **Financial/Operation Impacts:**

This agreement clearly defines both the legal/liability exposure and financial responsibilities of the City and the OFSC District 4.

## **Consultations:**

City Solicitor  
Director of Public Works



Manager – Public Works, Roads Operations East

Manager – Public Works, Roads Operations West A

**Attachments:**

Appendix A – OFSC District 4 List of Roads and Crossings and Map



Road Allowance  
Kawartha Lakes App

Appendix B – OFSC District 4 List of Road Crossing Signage



Road Crossing  
signage Appendix B

Appendix C – OFSC District 4 Maintenance and Use Agreement



D4 City of Kawartha  
Lakes - 2025 01 14 A

**Department Head email:**      **brobinson@kawarthalakes.ca**

**Department Head:**              **Bryan Robinson**

# Appendix A

## OFSC District 4 Road List and Crossings - City of Kawartha Lakes

Between Fingerboard and Simcoe St south of Hwy 7 are the following:

Little Britain Rd	cross over
Royal Oak Rd	travel and crossing approx 40m
Salen Rd	travel and crossing approx 1km
Cresswell Rd	travel and crossing approx 30m
Station Rd	cross over
Farmstead Rd	cross over

Between County Rd 46 and Simcoe St north of Hwy 7 are the following:

Skyline Rd	cross over
Quaker Rd	travel and crossing approx 200m
Peniel Rd	travel and crossing approx 100m
Black School Rd	travel and crossing approx 500m
The Glen Rd	travel and crossing approx 400m (to McIndoos Cemetary Rd)
McIndoos Cemetary Rd	from The Glen Rd approx 500m north

Linden Valley Rd English Rd approx 1.5km to approx 400m east of County Rd 46

Duklow Rd Between Woodville Rd and Linden Valley Rd approx 200m

Woodville Rd From Prospect Rd to Grasshill Rd approx 2.5km  
Crossing over White Rock Rd

Grasshill Rd From Woodville Rd to Lorneville Rd approx 3.1km

Lorneville Rd From Kirkfield Rd to approx 200m east of Hartly Rd approx 2.1km  
Crossing over Sandhills Rd

Glenarm Rd Travel on Fenal Rd approx 160m to Glenarm Rd then to Cameron Rd approx 6.6km  
Crossing over Elm Tree Rd, Birch Point Rd, Killarney Bay Rd and Mark Rd  
Cameron Rd end of our trail and District 2 begins

Additional roads crossing over along Trans Canada Trail

Fingerboard Rd

White Rock Rd

Eldon Rd (see note below)

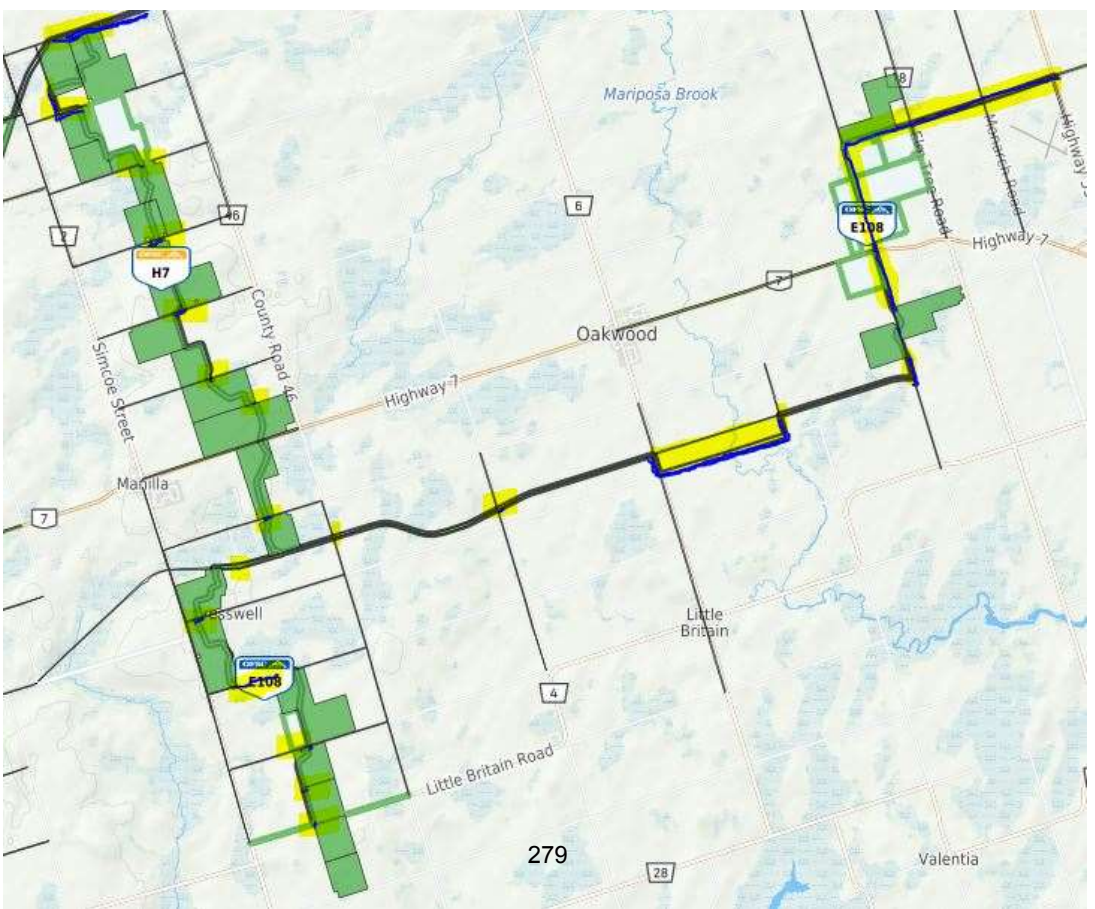
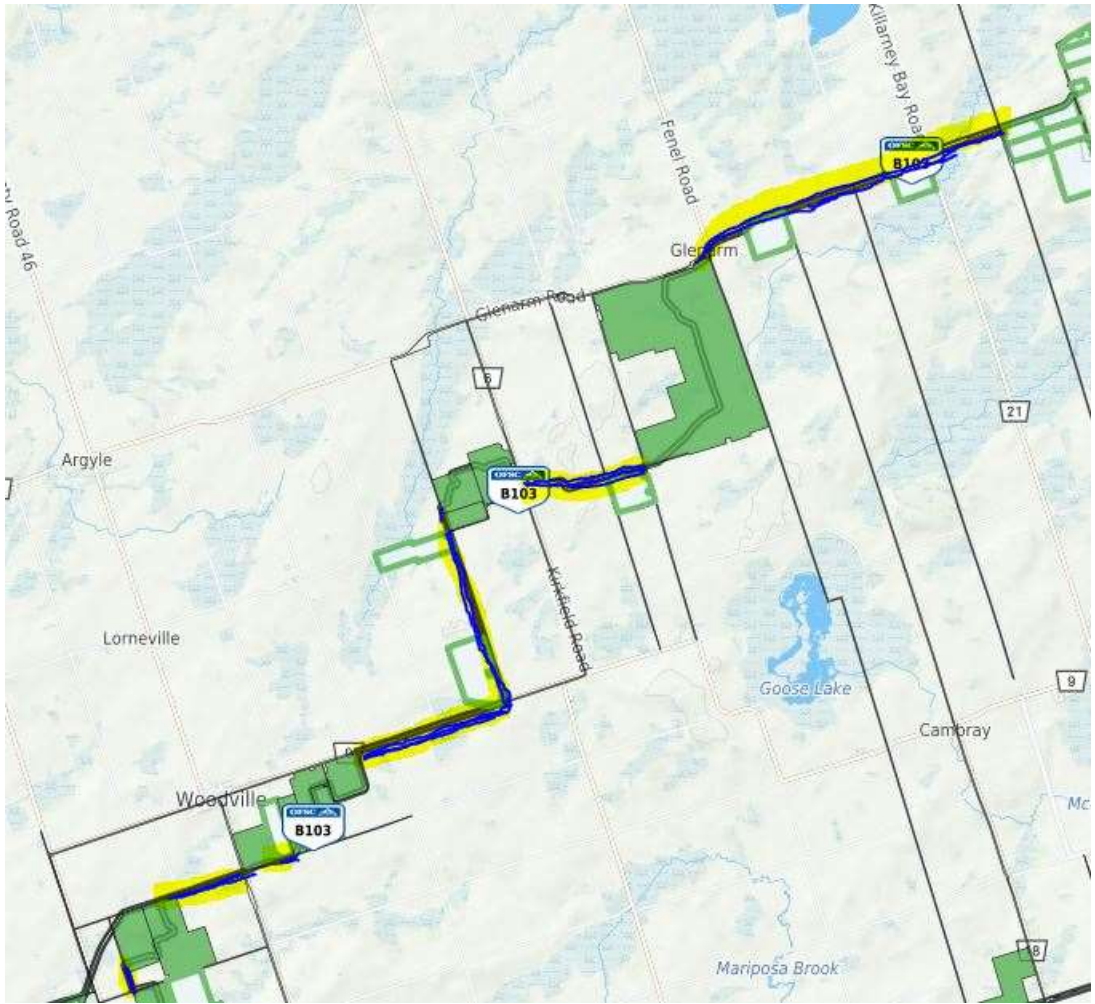
Taylor's Rd

Note: Temporary detour for 2024/25 season from Eldon Rd at TransCanada Trail south to Cresswell Rd  
Cresswell Rd to Taylor Rd and north to Trans Canada trail due to bridge closure. Approx 3.2km

Opmar Rd from Trans Canada trail towards Farmstead Rd approx 40m

Opmar Rd from Dewdrop Inn Rd to Thunderbridge Rd approx 3km

Thunderbridge Rd from Opmar Rd to Hwy 35 and the end of our trail section approx 3.2km  
Crossing over Elm Tree Rd and Monarch Rd



Trail	GPS Coordinates	Direction	Type of Sign	Sign Size	Road or Intersection
E108	44.251878, -78.949417	north	Stop	30cm x 30cm	Little Britain Rd
E108	44.264479, -78.950919	south	Stop	30cm x 30cm	Royal Oak Rd
E108	44.264802, -78.950576	north	Stop	30cm x 30cm	Royal Oak Rd
E108	44.277178, -78.953515	south	Stop	30cm x 30cm	Salem Rd
E108	44.277363, -78.953741	south	Direction arrow	30cm x 30cm	Salem Rd
E108	44.274812, -78.966401	north	Stop	30cm x 30cm	Salem Rd
E108	44.285451, -78.976411	south	Stop	30cm x 30cm	Cresswell Rd
E108	44.285927, -78.975488	north	Stop	30cm x 30cm	Cresswell Rd
E108	44.294313, -78.966905	west	Stop	30cm x 30cm	Station Rd
E108	44.294344, -78.966755	east	Stop	30cm x 30cm	Station Rd
E108	44.298904, -78.944955	west	Stop	30cm x 30cm	Fingerboard Rd
E108	44.298966, -78.944692	east	Stop	30cm x 30cm	Fingerboard Rd
E108	44.303534, -78.907265	west	Stop	30cm x 30cm	White Rock Rd
E108	44.303625, -78.907023	east	Stop	30cm x 30cm	White Rock Rd
E108	44.312604, -78.871389	west	Stop	30cm x 30cm	Eldon Rd at Trans Canada trail
E108	44.312654, -78.871115	east	Stop	30cm x 30cm	Eldon Rd at Trans Canada trail
E108	44.309353, -78.869699	north / south	Stop / Direction arrow	30cm x 30cm	Eldon Rd at Cresswell Rd
E108	44.309353, -78.869699	north	Stop Ahead	30cm x 30cm	Eldon Rd at Cresswell Rd
E108	44.309353, -78.869699	west / east	Stop / Direction arrow	30cm x 30cm	Eldon Rd at Cresswell Rd
E108	44.309353, -78.869699	east	Stop Ahead	30cm x 30cm	Eldon Rd at Cresswell Rd
E108	44.315786, -78.840999	west / east	Stop / Direction arrow	30cm x 30cm	Cresswell Rd at Taylor Rd
E108	44.315786, -78.840999	south	Stop Ahead	30cm x 30cm	Cresswell Rd at Taylor Rd
E108	44.315786, -78.840999	north / south	Stop / Direction arrow	30cm x 30cm	Cresswell Rd at Taylor Rd
E108	44.319129, -78.842319	east / south	Stop	30cm x 30cm	Taylor Rd at Trans Canada Trail
E108	44.325143, -78.811790	west	Stop	30cm x 30cm	Opmar Rd
E108	44.325143, -78.811790	west / north	Direction Arrows	30cm x 30cm	Opmar Rd
E108	44.329148, -78.813488	west	Stop /Stop Ahead	30cm x 30cm	Opmar Rd
E108	44.333277, -78.815129	west / east	Stop /Stop Ahead	30cm x 30cm	Opmar Rd
E108	44.336676, -78.816438	south / north	Stop /Stop Ahead	30cm x 30cm	Opmar Rd
E108	44.346206, -78.820505	south	Stop /Stop Ahead	30cm x 30cm	Opmar Rd at Hwy 7
E108	44.346329, -78.820569	north	Stop /Stop Ahead	30cm x 30cm	Opmar Rd
E108	44.363340, -78.827730	south /east	Stop /Stop Ahead	30cm x 30cm	Opmar Rd at Thunderbridge Rd
E108	44.366332, -78.815607	north / south	Stop /Stop Ahead	30cm x 30cm	Thunderbridge Rd
E108	44.366822, -78.812388	west	Stop /Stop Ahead	30cm x 30cm	Thunderbridge Rd at Elm Tree Rd
E108	44.367068, -78.811401	east	Stop /Stop Ahead	30cm x 30cm	Thunderbridge Rd at Elm Tree Rd
E108	44.370673, -78.795694	west / east	Stop /Stop Ahead	30cm x 30cm	Thunderbridge Rd at Monarch Rd
E108	44.374430, -78.780137	west	Stop /Stop Ahead	30cm x 30cm	Thunderbridge Rd at Hwy 35
E108	44.374062, -78.781317	north	Sign Board	1m sq	Thunderbridge Rd at Hwy 35
E108	44.374430, -78.780137	east	Use at Risk	30cm x 45cm	Thunderbridge Rd at Hwy 35
H7	44.302134, -78.960151	south	Stop	30cm x 30cm	Farmstead Rd
H7	44.302334, -78.960183	north	Stop	30cm x 30cm	Farmstead Rd
H7	44.324896, -78.973498	south	Stop	30cm x 30cm	Skyline Rd
H7	44.325095, -78.973551	north	Stop	30cm x 30cm	Skyline Rd
H7	44.335836, -78.981206	south	Stop	30cm x 30cm	Quaker Rd
H7	44.336511, -78.979189	north	Stop	30cm x 30cm	Quaker Rd
H7	44.347683, -78.986442	south	Stop	30cm x 30cm	Peniel Rd

Sheet1

H7	44.348021, -78.985412	north	Stop	30cm x 30cm	Peniel Rd
H7	44.360264, -78.988974	south	Stop	30cm x 30cm	Black School Rd
H7	44.358822, -78.995583	north	Stop	30cm x 30cm	Black School Rd
H7	44.369537, -79.003254	south	Stop	30cm x 30cm	The Glen Rd
H7	44.369537, -79.003254	south	Direction arrow	30cm x 30cm	The Glen Rd
H7	44.368464, -79.007889	north / south	Stop /Stop Ahead	30cm x 30cm	The Glen Rd at McIndoos Cemetery Rd
H7	44.368464, -78.007889	south / north	Direction arrow	30cm x 30cm	The Glen Rd at McIndoos Cemetery Rd
H7	44.372743, -79.009812	east / south	Stop /Stop Ahead	30cm x 30cm	McIndoos Cemetery Rd
H7	44.382369, -79.002205	south	Stop	30cm x 30cm	Linden valley Rd
B103	44.370780, -79.017157	east / west	Stop	30cm x 30cm	Simcoe St N at rail trail
B103	44.377983, -79.012441	east / west	Stop	30cm x 30cm	McIndoos Cemetery Rd at rail trail
B103	44.380440, -79.010220	south / north	Stop	30cm x 30cm	rail trail at Linden Valley Rd
B103	44.380440, -79.010220	south	Direction arrow	30cm x 30cm	rail trail at Linden Valley Rd
B103	44.386764, -78.984355	west / east	Stop /Stop Ahead	30cm x 30cm	Linden Valley Rd at County Rd 46
B103	44.386764, -78.984355	west / east	Use at Risk	30cm x 45cm	Linden Valley Rd at County Rd 46
B103	44.387140, -78.983057	north / west	Stop /Stop Ahead	30cm x 30cm	Linden valley Rd
B103	44.388403, -78.977792	north / east	Stop	30cm x 30cm	Linden valley Rd
B103	44.389496, -78.973238	north / west	Stop /Stop Ahead	30cm x 30cm	Linden valley Rd
B103	44.405094, -78.960248	south / east	Stop	30cm x 30cm	Woodville Rd
B103	44.406872, -78.952855	west / east	Stop /Stop Ahead	30cm x 30cm	White Rock Rd
B103	44.43003, -78.927986	west / north	Stop	30cm x 30cm	Woodville Rd at Grasshill Rd
B103	44.439054, -78.940174	south / north	Stop	30cm x 30cm	Grasshill Rd at Lorneville Rd
B103	44.445152, -78.924038	west / east	Stop /Stop Ahead	30cm x 30cm	Lorneville Rd at Kirkfield Rd
B103	44.445152, -78.924038	west	Use at Risk	30cm x 45cm	Lorneville Rd at Kirkfield Rd
B103	44.447396, -78.906485	west / east	Stop /Stop Ahead	30cm x 30cm	Lorneville Rd at Sandhills Rd
B103	44.449019, -78.898074	west / east	Stop /Stop Ahead	30cm x 30cm	Lorneville rd at Hartley Rd
B103	44.480890, -78.885068	south east	Stop	30cm x 30cm	Glenarm Rd at Fenel Rd
B103	44.482229, -78.884617	south / east	Stop	30cm x 30cm	Fenel Rd at Glenarm Rd
B103	44.488089, -78.868234	west / east	Stop /Stop Ahead	30cm x 30cm	Glenarm Rd at Elm Tree Rd
B103	44.491801, -78.853236	west / east	Stop /Stop Ahead	30cm x 30cm	Glenarm Rd at Birch Point Rd
B103	44.496775, -78.837995	west / east	Stop /Stop Ahead	30cm x 30cm	Glenarm Rd at Killarney Rd
B103	44.50062, -78.821934	west / east	Stop /Stop Ahead	30cm x 30cm	Glenarm Rd at Mark Rd
B103	44.505919, -78.805980	west / east	Stop /Stop Ahead	30cm x 30cm	Glenarm Rd at Cameron Rd
B103	44.505912, -78.806302	north	Sign board	1m square	Glenarm Rd at Cameron Rd
B103	44.505912, -78.806302	north	Use at Risk	30cm x 45cm	Glenarm Rd at Cameron Rd

# Appendix C

## RIGHT OF USE MAINTENANCE AGREEMENT

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

BETWEEN:

**THE CORPORATION OF THE  
CITY OF KAWARTHA LAKES**  
(hereinafter called the “City”)

OF THE FIRST PART

- and -

**ONTARIO FEDERATION OF  
SNOWMOBILE CLUBS – DISTRICT 4**  
(hereinafter called the “User”)

OF THE SECOND PART

WHEREAS the User is a member in good standing of the Ontario Federation of Snowmobile Clubs (OFSC);

AND WHEREAS the User intends to provide services on Right of Way (ROW) owned by the City on the terms agreed between the parties, and have a right to use and maintain the City’s ROW for that purpose;

AND WHEREAS the parties have negotiated and agreed as to the terms upon which said right to use and maintain will be granted to the User by the City.

THE PARTIES HERETO HAVE AGREED AS FOLLOWS:

## 1. Grant of User

1.1 The City hereby grants to the User permission to legally enter, establish, groom, maintain, enforce, sign and use that portion of the premises herein designated by the City as road crossings and ROW as identified on Schedules A & B, for the sole purpose of allowing fully licensed snowmobiles and their riders to use said designated premises for snowmobiling, subject to the terms, conditions and covenants in this Agreement.

1.2 No changes shall be made to Appendix A or B without the written consent of both parties. The User is NOT authorized to use City properties not listed on Appendix A or B.

## 2. Term

2.1 The term of this Agreement shall terminate as of May 1st of the fifth calendar year of the date noted above, unless earlier terminated as per Section 3.

2.2 During the Term, the right to use and the obligation to maintain will be in force and effect for the period of time between November 1 of one year to May 1 of the following year (the “winter season”).

## 3. Termination

3.1 Notwithstanding anything to the contrary contained herein, the parties acknowledge and agree that this Agreement shall terminate as per Section 2 or upon receipt of written notification of termination from either party with Sixty (60) days notice or in the Event of Default.

3.2 In this Agreement, an Event of Default includes any of the following:

- (i) if either party substantially fails to satisfy any of its undertakings and agreements herein and subsequently fails to remedy such default within a period of not more than Thirty (30) business days from delivery of notice by the non-defaulting party to cure or remedy such default;
- (ii) the User does not maintain membership in good standing of the OFSC and/or it is not able to verify this to the City with a current OFSC certificate within Fifteen (15) days of request.
- (iii) the User fails to secure, maintain or provide evidence of the insurance required as detailed in this Agreement.

3.3 Upon the occurrence of any Event of Default, the non-defaulting party shall have available to it the following remedies which shall be in addition to, and not in substitution for, any remedies generally available to it at law:

- (i) the non-defaulting party may claim and recover damages suffered by it by reason of such Event of Default; and
- (ii) the non-defaulting party may terminate the Agreement either with or without notice to the defaulting party, but in no event without providing any period of notice of default required under this Agreement.

3.4 No remedy granted herein or otherwise available to the non-defaulting party at law shall be exclusive of any other remedy and all remedies of the non-defaulting party shall be cumulative.

#### **4. Covenants of the User**

4.1 All costs associated with the ongoing operation, maintenance, enforcement and use of the City's property (ROW) as designated herein shall be at the User's expense. The User shall be responsible for providing all needed equipment, labour and materials to maintain the property to ensure reasonably good condition for snowmobiling purposes only.

4.2 During the period of the agreement the User shall be authorized to be the City's agent(s) to cooperate with local law enforcement agencies in their efforts to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990 c. T.21; the Motorized Snow Vehicles Act R.S.O. 1990 c. M.44; and the Occupiers Liability Act R.S.O. 1990 c. O-2, as amended.

4.3 The User shall comply with all applicable laws, regulations, City By-Laws or requirements.

4.4 The User shall undertake to post appropriate signage in compliance with all applicable laws, regulations and City requirements with respect to signage. All trail signage shall be installed in a manner as to not conflict with regulatory or warning signs controlling vehicular traffic traveling on the serviced roadway. Trail signs found in conflict with serviced roadway signs and/or in a state of disrepair and/or deficient shall be relocated, replaced, or added immediately upon notification by the City, verbal or written. Changes within the ROW that may require additional signage such as a new property entrance will be reviewed by the user prior to the commencement of each snowmobiling season and sufficient signage installed by the user. The User shall provide to the City a list of all sign locations: the list shall include the type and size of each sign, its location including GPS coordinates, and the direction the sign is facing. At no time shall the City be held responsible for or held liable for signage related to snowmobile trails or activities in this agreement, except to the extent that the City has directed the User to place signs elsewhere other than where the User proposed to put the signs.



4.5 In the event of damage to the designated premises caused by valid permitted and exempted snowmobiles and their riders on that portion of the designated property used for snowmobiling, separate from usual wear that would be caused by vehicles travelling or using the road platform, as determined by the City in its sole discretion, the User shall be responsible for restoring and repairing damage caused by valid permitted and exempted snowmobiles and their riders or caused by trail grooming equipment, on that portion of the designated property used for snowmobiling. In this agreement ‘vehicle’ has the same meaning as defined in the Highway Traffic Act, R.S.O. 1990, c. H. 8 Section 1 (1). For greater clarity and not to limit the generality of the foregoing, should damage be occasioned to the road crossings as a result of the use by the User, caused by valid permitted and exempted snowmobiles and their riders or caused by trail grooming equipment, such as sinking of the road bed or damage to the asphalt surface of the road, or snow packing in roadside ditches and culverts, the User shall be responsible to pay the City’s reasonable costs within 30 days of receipt of invoice for same. The User is not responsible for damage caused outside the term of this agreement unless said damage is caused by the User.

4.6 The User acknowledges that snow packing in the ditch and culverts as a result of snowmobile travel in the ditches causes a maintenance issue for the City. It will communicate to its invitees that they must remain out of the ditches. In the event that the City determines that a maintenance issue has occurred as a result of the User’s activities, the City has the option to notify the User of same, and invoice the User the City’s costs respecting the resulting necessary maintenance. The User will pay the invoiced amount within 30 days of receipt of same.

4.7 Any work conducted on City property outside of routine trail grooming shall require a Road Occupancy Permit (ROP). ROP’s are available through the Public Works Department – Road Operations Division. An ROP will be required for each date and location of work. The User will comply with all applicable terms of By-Law 2020-148 A By-law to Regulate the Activity on Municipal Right-of-Ways in the City of Kawartha Lakes.

4.8 Any use other than regular snowmobile travel and trail grooming requires written permission from the City prior to commencement of said use.

4.9 Trail grooming activities shall not occur on the road platform. For greater clarity, trail grooming is not permitted on the shoulder of the road or on the travelled portion of any road within the City boundaries. If trail grooming equipment is crossing a travelled City road, the trail groomer shall raise all grooming equipment before crossing the road. Grooming activity shall not place, drag, pull, or otherwise cause to be placed snow or any other type of debris or substance onto the travelled surface of any roadway.

## **5. Covenants of the City of Kawartha Lakes**

5.1 The City shall permit the User during the term of this Agreement, at only the property(ies) as specified in Appendix A and B herein and shall allow the User and its agents access to the City owned properties for such purpose.

5.2 Appendix A and B shall consist of a current attached map and list indicating the location of trails on City property(ies)(ROW) And shall be initialed by both parties hereto and attached to this Agreement.

5.3 At each approved City property (ROW and road crossings) detailed in Appendix A and B, the City shall permit the User to access the property on an “as is” basis, prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the property when there is no snow cover. It is understood that the User will provide a detailed scope of work to the City and shall obtain written approval and apply for any necessary permits prior to commencement of any work on an annual basis in a reasonable time frame. See section 4.7.

## **6. Force Majeure**

6.1 Neither party to this Agreement shall be responsible or liable in any way for its failure to perform or delay in performance of its obligations under this Agreement during any period in which performance is prevented or hindered by conditions reasonably beyond its control, including but not limited to, acts of God, fire flood, failure of public utilities, war, embargo, strikes, labour, disturbances explosions, riots, and laws, rules regulations and orders of any governmental authority. Upon the occurrence of any such event, and notwithstanding same, the User shall:

- (i) use all reasonable efforts to notify the City of the nature and extent of any such conditions, and
- (ii) use all reasonable efforts to ensure continuity of service.

## **7. Insurance and Risk of Loss**

7.1 The User shall provide and maintain during the term of this Agreement and any renewals thereof, Commercial General Liability Insurance including but not limited to bodily injury including death, personal injury and property damage, including loss of use thereof, contractual liability and contain a cross liability/severability of interest clause. This insurance shall be written with an insurance company authorized by law to underwrite such insurance in the Province of Ontario. The amount of insurance shall be not less than five million (\$5,000,000.00) dollars per occurrence and the Corporation of the City of Kawartha Lakes shall be named as an additional insured on the policy. The policy shall include a provision that the City shall be provided thirty (30) days written notice in

advance by registered mail of any cancellation or expiration of the policy. If the User receives actual notice during the term of this Agreement that the insurance policy limits are reduced to less than \$5,000,000.00, the User shall notify the City of the reduction in policy limits.

7.2 The User agrees that it shall at all times indemnify and save harmless the City, its employees and Members of Council from and against any and all manner of claims, demands, losses, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the City in respect of any loss, damage or injury to any person or property, which are occasioned by or attributable to the operations usual to a snowmobile trail, except for the negligence or willful misconduct of the City.

7.3 The User shall provide the City with a Certificate of Insurance as well as a Workplace Safety and Insurance Board clearance certificate in advance of signing the Agreement and any renewals thereafter.

7.4 The User shall request approval to make any additions of new properties or deletions of approved City properties from the list of approved City properties (ROW) as specified in Appendix A and B.

## **8. End of Term**

8.1 Upon expiration or termination of this Agreement, the User shall remove all Equipment (including signs and sign posts) owned by the User at any City owned property and shall restore or repair any damage to the property caused by such removal at the expense of the User and to the satisfaction of the City of Kawartha Lakes.

8.2 The User covenants that any properties owned by the City which are the subject of this Agreement shall, upon the expiration or termination of this Agreement, be left in the same condition in which they are found upon the commencement of this Agreement with the exception of any clearing or grading work previously approved by the City in writing. This includes but is not limited to the removal of all signage and any apparatus placed for trail use unless otherwise advised in writing by the City, restoring/replacing any gates or apparatus in place upon commencement of this agreement, removal of any litter, restore, repair or replace damaged property. The User further covenants that it shall be responsible for restoring the properties as is necessary to ensure compliance with this provision, and that such obligation shall survive the termination or expiration of this Agreement.

## **9. Notice**

9.1 Any notice or communications between the parties regarding this Agreement shall be in writing and forwarded to the addresses set out below. If

forwarded by mail, notice will be deemed received on the third business day after mailing or if by fax or e-mail prior to 4:30 pm, the same business day:

The City of Kawartha Lakes  
26 Francis Street  
P.O. Box 9000  
Lindsay, ON K9V 5R9  
Contact Name: Manager, Area West B  
Tel: (705) 324-9411, ext. 1175  
Fax: (705) 324-1155  
e-mail: [pwroadspermits@kawarthalakes.ca](mailto:pwroadspermits@kawarthalakes.ca)

Ontario Federation of Snowmobile Clubs – District 4  
Governor Wayne Brooks  
18 Pineview Court, Pefferlaw, Ontario. L0E 1N0  
e-mail: [d4governor@gmail.com](mailto:d4governor@gmail.com)

OFSC District 4  
Additional Contact Name: Mike Kuechler  
Tel: 289-231-1114

Or as amended from time to time upon advance notice in writing to the other party.

## 10. Governing Law

10.1 This Agreement shall be governed by the laws of Ontario and the federal laws of Canada which are applicable therein. The User and the City shall comply with all applicable laws and regulations.

## 11. Severability

11.1 If any provision contained in this Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected except to the extent that such invalid or unenforceable provision is properly construed as a condition for the benefit of any party hereto or part of the fundamental consideration for the agreement herein contained, and, subject to the above, each provision of this Agreement shall be separately valid and enforceable to the fullest extent provided by law.

**12. Assignment**

12.1 The User agrees that it may not assign nor transfer their rights and status under this Agreement without the prior written consent of the City, which consent may be withheld at the sole discretion of the City.

**13. Survivability**

13.1 The obligations of the parties to conduct an Annual Review as per section 14 and that of the User to compensate the City for any costs associated with road repair and maintenance per sections 4.5 and 4.6 survive the termination of this Agreement.

**14. Annual Review**

14.1 On an annual basis, on or around April 1, the City and the User will review the ROW and all road crossings identified on Appendices A and B to determine any necessary repairs to be conducted by the User.

In Witness Whereof, the parties hereto have signed and sealed by their proper officers this Agreement. If a seal is not affixed, have a witness date, print and sign their name below.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

The Corporation of the City of Kawartha Lakes

\_\_\_\_\_  
Doug Elmslie, Mayor

\_\_\_\_\_  
Cathie Ritchie, Clerk

Ontario Federation of Snowmobile Clubs – District 4

\_\_\_\_\_  
Wayne Brooks Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

## Council Report

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<b>Report Number:</b>	<b>RS2025-005</b>
<b>Meeting Date:</b>	January 28, 2025
<b>Title:</b>	<b>Surplus Property – 574 Hartley Road, Woodville (Hartley Depot)</b>
<b>Description:</b>	Recommendation to Rescind Surplus Declaration of City-Owned Property Municipally known as 574 Hartley Road, Woodville (Hartley Depot)
<b>Author and Title:</b>	Christine Oliver, Law Clerk – Realty Services

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### Recommendations:

**That** Report RS2025-005, **Surplus Property – 574 Hartley Road, Woodville**, be received;

**That** Resolution CR2014-147 be amended to remove the City-owned former Public Works Depot municipally known as Hartley (574 Hartley Road) from the list of properties to be sold; and

(A two-thirds majority vote is required to pass this specific resolution)

**That** the surplus declaration of 574 Hartley Road, Woodville, be rescinded.

(A two-thirds majority vote is required to pass this specific resolution)

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

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

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

## **Background:**

At the Council Meeting of February 11, 2014, Council adopted the following resolution:

**RESOLVED THAT** Report LM2014-005, **Surplus Declaration of Various Public Works Depots**, be received;

**THAT** the City owned Public Works Depots municipally known as Dalton (7078 Sadowa Road), Hartley (574 Hartley Road) and Little Britain (552 Eldon Road) be declared surplus to municipal needs;

**THAT** notice be given in accordance with By-laws 2008-065 and 2010-118, as amended;

**THAT** all costs associated with investigating, preparing or marketing the properties be taken from the Property Development Reserve;

**THAT** the properties be marketed for sale to the general public in accordance with any current or future policies in place and be sold to the interested parties for no less than the appraised value plus any and all costs associated with the transaction;

**THAT** on completion of the public notice, Council shall consider any deputation or public input in opposition of the sale, if any, and if appropriate, pass a by-law (with any amendments deemed necessary) to authorize the disposition; and

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

**CR2014-147**

The purpose of this report is to recommend that this property no longer be considered surplus for the purpose of sale to the general public, for the reason provided below.

## **Rationale:**

The subject property, which is municipally known as 574 Hartley Road, Eldon and legally described as Part of the West Half of Lot 10 Concession 10 Eldon as in A8240, VT65944, VT65955, VT71433; Subject to R168899; Kawartha Lakes, further described as Parts 1, 2 and 3 on 57R-10674 (Part of PIN: 63176-0158 (LT)), was acquired by the County of Victoria in 1962 and in 1970 for road purposes. The property was utilized as a Public Works road operations depot (known as the Hartley Depot).

The subject property was declared surplus in 2014 and steps were taken to prepare the property for sale on the open market. The property has a neighbour's well located on it due to salt contamination stemming from the depot. An easement for the well is



registered on title as instrument R168899 and identified as Part 3 on 57R-3366. A more recent survey was obtained to set out the location of the well and associated hydro infrastructure and is identified as Parts 2 and 3 on 57R-10674 (attached as Appendix D).

In June 2024, Realty Services reviewed the property and circulated the property to determine if there was any interest in repurposing the property for municipal use.

In response to the circulation, the Fire Chief expressed interest in repurposing the facility for use as storage for vehicles and equipment, as well as potentially a shop for vehicle repairs. The Director of Community Services also advised that Community Services would be interested in using the building for storage of vehicles and specialized equipment used by Forestry and Horticulture staff. The two departments have confirmed that there is enough space to accommodate the proposed usage of both departments.

On January 22, 2016, a Facility Condition Assessment was completed for the subject property by the Altus Group Limited (attached as Appendix E).

The Manager of Parks and Recreation recently assessed the building and was of the opinion that it is in good condition, but noted that three bay doors will need to be replaced, heating units will need to be repaired/replaced, and common areas will need to be updated.

### **Other Alternatives Considered:**

Council could decide to keep the surplus declaration on the property and direct Staff to continue to prepare the property for sale on the open market. This is not recommended, given that City departments have expressed interest in repurposing the property.

### **Alignment to Strategic Priorities**

The recommendations set out in this Report align with the following strategic priority of "Good Government" by providing responsible management of municipal assets.

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

If Council decides to proceed with rescinding the surplus declaration of the subject property, the City will be unable to recover the survey cost of \$2,400.00. The City will also forgo the revenue from the sale itself.

### **Consultations:**

City Solicitor

Fire Chief

Director of Community Services

Manager of Corporate Assets

Director of Corporate Services

Manager of Strategy and Innovation

Manager of Building and Property Management

Insurance and Risk Management Officer

## **Attachments:**

### Appendix A – Location Map



Appendix A - General  
Location Map of 574

### Appendix B – Map



Appendix B -Map of  
574 Hartley Road

### Appendix C – Aerial Map



Appendix C -Aerial  
Map of 574 Hartley R

### Appendix D – Reference Plan 57R-10674



Appendix D -  
57R-10674

### Appendix E - Facility Condition Assessment of Hartley Roads Operations Depot



Appendix E - Facility  
Condition Assessment

**Department Head E-mail:** rcarlson@kawarthalakes.ca

**Department Head:** Robyn Carlson

**Department File:** L06-14-RS001

# Location Map of 574 Hartley Rd



**Appendix B**  
**to**  
**Report** RS2025-005  
**File No.** L06-14-RS001





Aerial Map of 574 Hartley Rd.



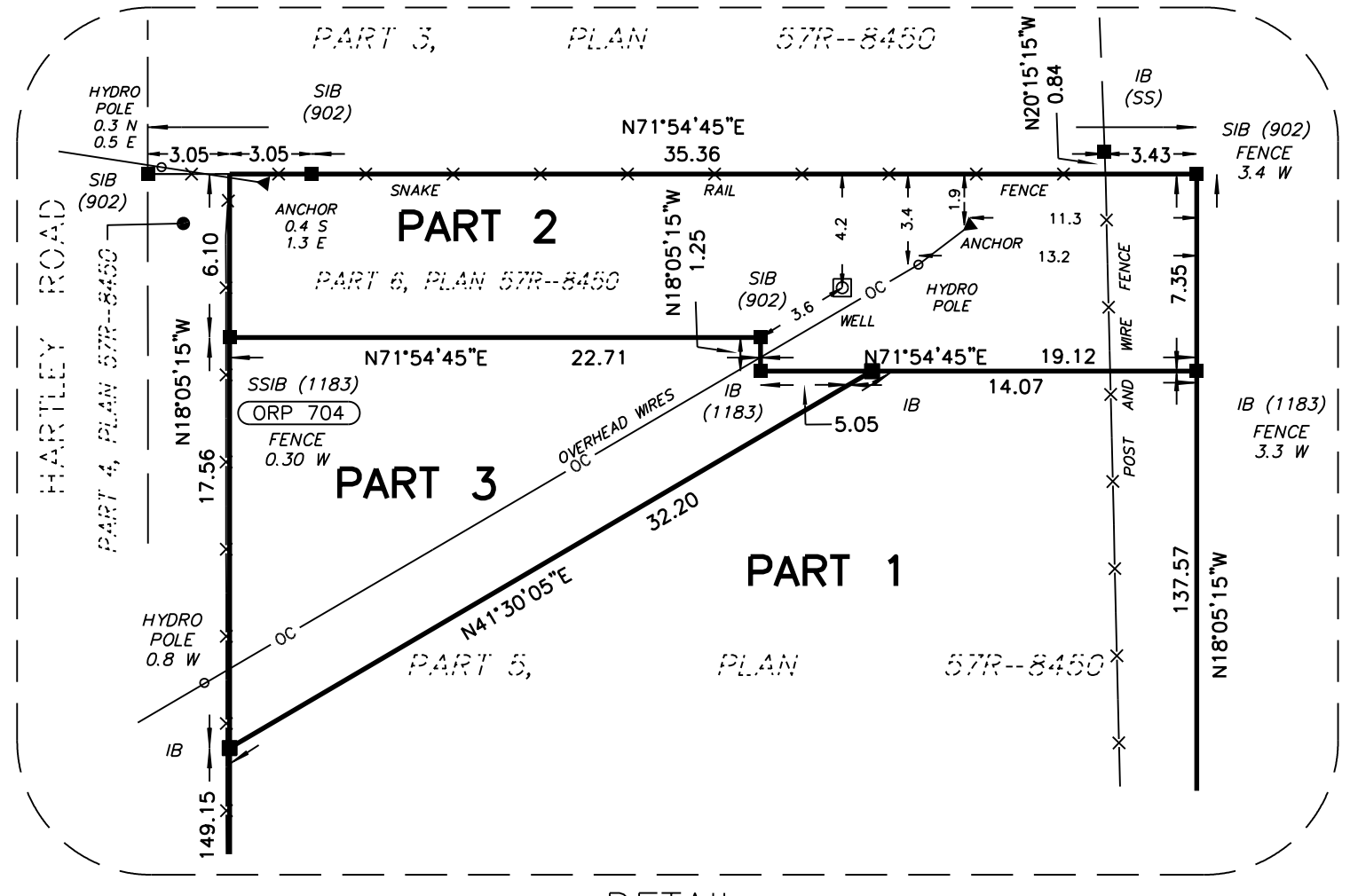


**Appendix D**  
**to**  
**Report** RS2025-005  
**File No.** L06-14-RS001

SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA
1				6759.0 sq. m.
2	PART OF W1/2 LOT 10	10	PART OF 63176-0158(LT)	279.1 sq. m.
3				254.8 sq. m.

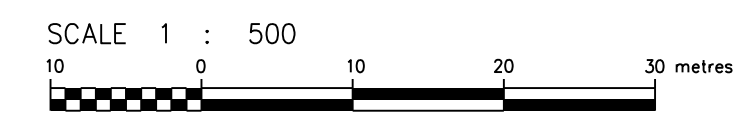
PART 2 SUBJECT TO EASEMENT AS IN R168899

**PLAN 57R-10674**  
 Received and deposited  
June 8<sup>th</sup>, 2018  
Mimi Stonge  
 Representative for the  
 Land Registrar for the  
 Land Titles Division of  
 Victoria (No.57)



DETAIL  
 (NOT TO SCALE)

PLAN OF SURVEY OF  
**PART OF W1/2 LOT 10**  
**CONCESSION 10**  
 GEOGRAPHIC TOWNSHIP OF ELDON  
 CITY OF KAWARTHA LAKES



THE INTENDED PLOT SIZE OF THIS PLAN IS 457mm IN WIDTH BY 762mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:500  
 COE, FISHER, CAMERON

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

**NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS 704 AND 9200, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).  
 DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990035.  
 FOR BEARING COMPARISONS, A ROTATION OF 1°33'15\"/>

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).		
COORDINATES TO RURAL ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	EASTING	NORTHING
ORP 704	666 369.0	4 926 512.6
ORP 9200	666 462.5	4 926 226.4
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

**LEGEND**

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- MEAS DENOTES MEASURED
- 902 DENOTES COE, FISHER, CAMERON, O.L.S.
- 1183 DENOTES H.F. GRANDER, O.L.S.
- SS DENOTES SMITH & SMITH, O.L.S.
- P1 DENOTES PLAN 57R-8450

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

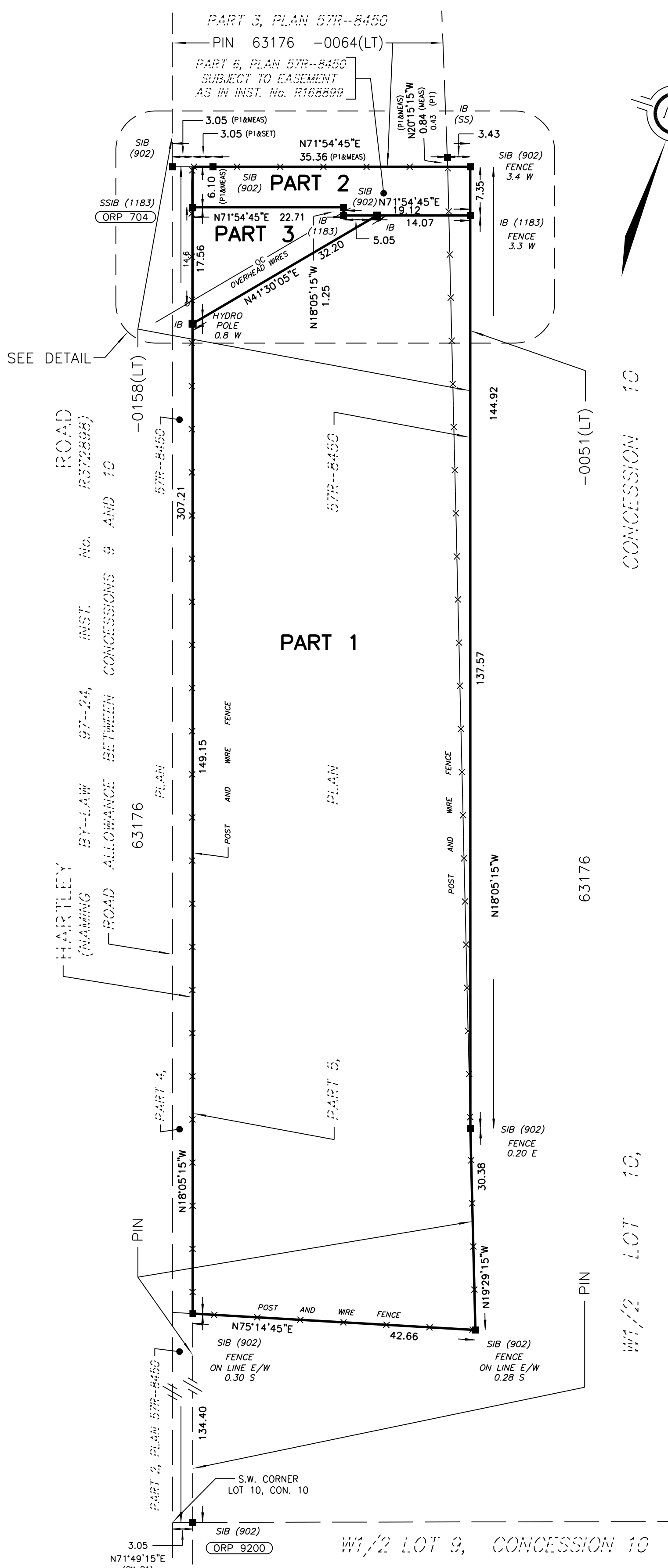
**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:  
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
 2. THE SURVEY WAS COMPLETED ON MAY 18, 2018.

May 25, 2018  
 DATE

*John C.G. Keat*  
 JOHN C.G. KEAT  
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2038070



**COE FISHER CAMERON**  
 LAND SURVEYORS  
 A wholly owned subsidiary of  
**J. D. Barnes Limited**  
 3 COMMERCE PLACE, UNIT 201, LINDSAY, ON K9V 0N5  
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SURVEYING  
 MAPPING  
 GIS

DRAWN BY: RH	CHECKED BY: JCGK	REFERENCE NO.: 18-17-113-00
FILE: G:\18-17-113\00\Drawing\18-17-113-00.dgn		DATED: 5/25/2018

**FACILITY CONDITION ASSESSMENT  
HARTLEY ROAD OPERATIONS DEPOT  
574 HARTLEY ROAD, WOODVILLE, ONTARIO  
Job No: 20130.101037.000**

Prepared for:  
**THE CITY OF KAWARTHA LAKES**

Prepared by:  
**ALTUS GROUP LIMITED**

Issued: **January 22, 2016**



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January 22, 2016

Our Ref: 20130.101037.000

Mr. Adam Found, Ph.D  
Manager of Corporate Assets  
Asset Management Division  
Department of Corporate Assets  
City of Kawartha Lakes  
26 Francis Street, P.O. Box 9000  
Lindsay, Ontario, K9V 5R8

Dear Mr.Found,

**Re: Hartley Road operations depot  
574 Hartley Road, Woodville, Ontario  
Facility Condition Assessment**

Pursuant to your instructions, we enclose our Facility Condition Assessment for the above noted property. This report provides a general overview of the building components and systems, including a commentary on the mechanical, electrical, structural and architectural components. In addition, we have identified conditions observed which may result in future capital expenditures above those associated with routine maintenance.

Exclusions and assumptions are detailed in Section 2, and all limiting conditions and qualifications are identified in Section 6.

It should be noted that this report may not be circulated, published, reproduced or quoted from in whole or in part by any person without the express written permission of Altus Group Limited in each instance. Furthermore, this report is for the exclusive use and benefit of **The City of Kawartha Lakes**. Altus Group Limited does not hold reporting responsibility to any other party and does not assume any liability whatsoever to any other party.

We trust this report meets your requirements and we would be pleased to meet and discuss this in detail at your convenience.

Yours truly,

**ALTUS GROUP LIMITED**

**DRAFT**

Per: Leanne Fitzgerald, M.Eng  
Consultant, Building Sciences

Per: Kiran Patel, P.Eng., PMP, MRICS, PQS, CCP, LEED® AP  
Associate, Cost Consulting & Project Management

Per: Naren Chande, B.Sc. (Hons), FRICS, PQS (F)  
Senior Executive Vice President



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- Appendix A: Component Summary Table
- Appendix B: Expenditure Table
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- Appendix D: FCA Information Request Form

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## 1. EXECUTIVE SUMMARY

### 1.1 General Description

The subject property is located at 574 Hartley Road, Woodville, Ontario known as the Hartley Road operations depot. The building is a one-storey 2884sq. ft in area. The exterior cladding at the building is vertical painted metal siding and there is a painted metal roof. The site features vehicular access from Hartley Road and features an asphalt driveway and asphalt parking. The building was constructed in 1963 and is 52 years old. At the time of the inspection the building was winterized and has not been in use since the amalgamation in January 1, 2001.

### 1.2 Building Description

Identifier	96
Facility	Hartley Road operations depot
Property	Hartley Road
Assessment Roll Number	Unavailable
Street Number	574
Street Name	Hartley Road
Community	Woodville
Postal Code	K0M 2T0
Legal Description	Unavailable
Former Municipality	Township of Eldon
Department	Public works
Division	Roads operations
Service	Storage and warehouse
Gross Floor Area (GFA)	2884 ft. <sup>2</sup>
Floors	1
Elevators	N/A
Site Area	Unavailable
Current Value Assessment (CVA)	Unavailable
Replacement Cost	\$273,980
Facility Condition Rating (FCR)	Poor
Facility Condition Index (FCI)	11%

### 1.3 General Physical Condition

The property is rated as poor condition provided that the recommended repairs and replacements are performed and regular and preventative maintenance is carried out.



## **1.4 Significant Issues & Deficiencies**

Significant items include, but not limited to:

- Painting and minor finishing details
- Washroom repairs
- Roof repairs on salt silo

A detailed analysis of the immediate and 20-year capital expenditures required is included in Section 3.

## **1.5 Recommendations for Additional Investigation or Action**

- Annual inspection of electrical equipment and arc-flash/infrared thermography scanning and Arc Flash Studies under regular operations and maintenance.
- Perform Hazardous Materials Surveys at the property including compliance with O.Reg. 278/05 governing Asbestos and have the Surveys available onsite.
- Update the Fire Safety Plan/Emergency Response Plan annually under operations and maintenance.
- Perform sanitary and storm camera scoping under regular operations and maintenance.
- Perform an Accessibility Audit at the Facility.

We recommend that the City of Kawartha Lakes carry out all life safety issues immediately, as identified in this Report, and with future replacements, bring components up to current building code standards. In addition, create a maintenance plan that will help extend the normal life expectancies for major components to support the assumptions. As large expenditures approach, have the component reviewed to determine its condition to better plan for its repair or replacement (e.g. benefits of phasing/non-phasing on other components within the complex). The City of Kawartha Lakes is strongly urged to have the study updated regularly to reflect any economic changes.

## **1.6 Outstanding Information & Follow Up**

None.

## **1.7 Contingency & Escalation**

Our cost summaries are priced in current dollars with no inflation provision for escalation.

## **1.8 Planning & Zoning Issues**

Planning and zoning issues are excluded from this report.



## 1.9 Replacement Value

Using the description of the building including type of exterior walls, heating system and sprinkler system provided by the City of Kawartha Lakes, with associated basic building information such as number of storeys and gross floor area taken from non-as built drawings and high-level general overall measurements, we prepared using the programme “Marshall and Swift” a high level order of magnitude square foot cost assessment for the likely replacement construction cost estimates for the building. The estimated costs exclude the associated development soft costs of the buildings.

**Replacement Value -** \$ 273,980

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## 2. PURPOSE & SCOPE

The mandate is to provide a general overview of the building systems, including a commentary on the mechanical, electrical, structural and architectural components. In addition, we have identified conditions observed which may result in future capital expenditures above those associated with routine maintenance.

Our Facility Condition Assessment procedures and documentation are conducted in general accordance with ASTM E 2018 – 08 Standard Guide for Building Condition Assessments: Baseline Building Condition Assessment Process.

### 2.1 Terms of Reference

We understand our terms of reference to be as follows:

- a) Co-ordinate the submissions from all consultants and review all documentation provided with a view to integrating the findings, conclusions and recommendations into one due diligence review report.
- b) Visually review the buildings.
- c) Identify any major issues of note and provide resolutions along with any costs involved.
- d) Prepare a report on our findings including the identifications of all the issues and our estimate of the individual capital expenditures required over a 20-year period specifically identifying any immediate action, with a threshold of \$5,000.
- e) Year 0 is defined at the 12 month period subsequently following the date this report is issued.

### 2.2 Basis of Analysis

The assessment of Capital Expenditures required is based on the following:

- a) Building systems failing to meet their performance level.
- b) Building systems that have reached or are projected to reach the end of their productive life cycle within a 20-year period (the “study period”).
- c) Information provided in the FCA Information Questionnaire Form.

### 2.3 Conclusions Methodology

Our conclusions are based on the following:

- a) On-site identification and measurement (where possible) of a specific deficiency item priced accordingly.
- b) Measurement of areas from drawings where available (e.g. roofing) and priced at current replacement cost prevailing unit rates. It should be noted that floor areas and parking counts reported are taken directly from documents provided and detailed quantities will need to be assessed for any tendering purposes. **Altus Group Limited has carried out no independent verification or measurement for any component. We have performed high-level onsite**



**measurements to confirm the gross floor area for the building for the purpose of FCI calculations.**

- c) Information available from maintenance logs relating to mechanical equipment, etc., priced at prevailing replacement costs for similar or equivalent equipment.

Colin Murray inspected the building on December 2, 2015 and was accompanied by Dave Lembke, supervisor Fenlon roads depot.

## **2.4 Exclusions**

- a) Environmental issues including hazardous materials and mould contamination. This is not a hazardous substance survey. No physical testing or sampling was performed and cannot confirm the actual presence of mould at the property. Further investigation is recommended where suspect mould is present.
- b) Tenant improvement allowances.
- c) Cost estimates are based on the assumption that phenolic foam insulation does not exist in the roof assembly as roof cuts were not performed as part of this review to determine the type of insulation existing.
- d) Expenditure for capital items which are categorized as maintenance or operational in nature or items that are considered as upgrades.
- e) Accessibility Audits.
- f) Review or comment on tenant leases or tenant lease requirements is not included as part of this Facility Condition assessment.
- g) No testing has been performed at any mechanical, electrical or life safety equipment.





## 3. DEFINITIONS

### 3.1 General Methodology

The methodology of the study includes the examination of all recent and available documentation, such as financial statements, budgets and existing reports; and the physical inspection of the Building Components, etc.; and a review of all building plans and associated specifications and reports, field notes, and other relevant information in order to prepare various estimates and value judgements.

The study uses the component method of valuation to estimate replacement. The Building Components items consist of building or site components such as roof systems, exterior walls, pavement and sidewalks, each of which is deemed to have a limited life span, and must therefore be replaced or undergo major repair to maintain the property in an as-new condition.

Estimates of replacement costs are based on the assumption that quality materials, as specified, will be used. In the case of older developments, newer materials may be required under current building code regulations. Installation costs are assumed to be at contractor's prices, using union labour and current construction techniques, including contractor's overhead and profit. Cost for removal and disposal are also factored in.

These estimates are intended only for global budgeting purposes; they should be used as a guide only, as costs may vary according to the time of year, quality of materials used, volume of work, actual observed conditions, etc. Note that the estimates do not include applicable taxes. Actual costs for work can only be determined after preparing specifications and tender documents, understanding site restrictions that may impact work, and the establishing of a construction schedule.

The range of prices for the roofing, where applicable, depends on various factors, such as the condition of the insulation and the correction of the slopes for drainage. Also, increasing the number of roof sections (splitting a large roof into smaller sections is recommended) could extend the timeframe for the re-roofing program. Prices are estimated assuming that each section is repaired (or re-roofed) alone; hence, the estimation could decrease when work is for more than one section at a time. Furthermore, the estimates are based on the replacement of a given roofing system with an equivalent system, thus the estimation could vary significantly if upgrades are implemented, such as increasing the thickness of the insulation or using an alternative membrane. The implementation of a regular maintenance program could also extend the service life of the roof and delay the proposed schedule.

The range of estimated costs for asphalt repairs, where applicable, depends on whether the granular foundation should be upgraded or reconstructed and if additional drainage is needed. Since shallow boreholes or other testing such as sieve analyses etc., have not been carried out, the asphalt repair assumes the sub-grade is acceptable and that only surface work is required.

Physical deterioration, functional obsolescence and environmental factors are all factors for consideration when estimating the expected life span of the various components. In measuring the building component requirements, we have considered the effect of depreciation and normal life span experience of components. Finally, when assessing the current condition and remaining life span of building components, we have relied on our own judgement and expertise.



There are components with an indefinite life cycle that have not been included in the study. Indefinite life components include concrete foundations, infill concrete walls, exterior back-up wall systems and superstructure components. We are currently aware of no substantial defects with these items that would warrant carrying a contingency amount in the study for replacement.

Some components are shown with a percentage of replacement, as full replacement is not expected to occur. The replacement/repair cost of each component is estimated based on conventional building materials using current construction techniques with standard quality control.

Information and quantities are derived from the site review and/or information provided.

The effective ages are modifications to the actual calendar age of the components based on our assessment of the conditions observed during the site inspection.

As requested, Altus has conducted a representative review of interior spaces. The areas selected allowed us to review the various layouts and exposures available. The findings are extrapolated for the building.

Digital photos were taken of various building components and systems as a method of record; pertinent photos are included within the report to illustrate systems or conditions.

We identified some evident building code infractions or otherwise discretionary installation or detailing that would or is currently causing deterioration and/or possible life and safety concerns throughout the report and more specifically in Section 4. We did not however, research any data, cross-reference building codes etc. as this was not mandated. This is not a code or regulatory audit.

We have included practical energy-efficiency recommendations to which supplement the study. The recommendations are not considered a detailed Energy Audit. The categories with the most opportunity for savings are the HVAC and the building envelope.

## **3.2 Component Summary Table – Basis of Analysis, Definitions and Concepts**

### **3.2.1 General**

Identification and description of the Building Components of the building and site, categorized under the following major headings under the ASTM E1557- Standard Classification for Building Elements and Related Sitework-UNIFORMAT II.

### **3.2.2 Current Repair or Replacement Cost**

The estimated cost of replacing or providing major repairs to a Building Component at current prices including factors such as demolition, disposal, material, labour and contractor's overhead and profit. The Harmonized Sales Tax (HST) is excluded from these costs on the 20-Year Expenditure table.

### **3.2.3 Normal Life Span**

The estimated life expectancy of a Building Component in terms of years under normal service conditions. Each building component is analyzed in terms of component type, quality of construction, statistical records and normal life experience.



Life Cycles are calculated through one or all of the following: AJ Dell'Isola and SJ Kirk. (2003). Life Cycle Costing for Facilities. RS Means. Kingston, MA., ASHRAE Standards: American Society of Heating, Refrigerating and Air-Conditioning Engineers, CMHC Research Report: Service Life of Multi-Unit Residential Building Elements and Equipment, Canadian Standards Association, S478-95 (2007) Guideline on Durability in Buildings, Structures (Design), 1995, Whitestone Research (2011) The Whitestone Facility Maintenance and Repair Cost Reference 2011-2012 ,experience and good practice.

### 3.2.4 Actual Age

The chronological age of the building or site component, expressed in years.

### 3.2.5 Effective Age

The adjudged age of the Building Component, expressed in years. Maintenance procedures, original workmanship or defective materials are determining factors. The subjective assessment is based on the experience of the Consultant.

### 3.2.6 Remaining Life Span

The difference, in years, between the Normal Life Span and the Effective Age of the Building Component.

Some Building Components have been phased over two (2) or more years as to building accommodate the significant impacts of the component to the building. Those items commence in the Remaining Life Span year.

### 3.2.7 Description of Major Repair Work or Replacement

This is a brief description of the nature of the work involved with each of the Building Components. This involves only major repair or replacement items and not upgrades. The percentage of the replacement or major repair is also stated.

### 3.2.8 Cost Breakdown

A unit quantity is multiplied by the current unit rate value to obtain the Current Repair or Replacement Cost – current CAD\$ for each of the Building Components. Alternatively, Allowance figures are shown and the derived values are calculated based on experience rather than handbook costing data.

### 3.2.9 Component Condition Rating

The following component condition rating definitions are provided by the City of Kawartha Lakes and are identified on a component by component basis in the Component Summary Table.

Rating	Descriptor	Data Standard
1	New	A new, near new or fully rehabilitated asset with no visible signs of deterioration.
2	Excellent	An asset in excellent overall condition, where only very slight decline is



		evident but where it is also obvious that the asset is no longer in new condition.
3	Very Good	An asset in very good overall condition with some early stages of deterioration evident, where the deterioration is minor in nature and causing no serviceability problems.
4	Good	An asset in good overall condition, where some deterioration is evident and serviceability is impaired very slightly.
5	Fair-to-Good	An asset in fair to good overall condition, where deterioration is obvious and serviceability is impaired materially.
6	Poor-to-Fair	An asset in poor to fair overall condition, where deterioration is quite obvious, serviceability is noticeably impaired and maintenance costs are noticeably increasing.
7	Poor	As asset in poor overall condition, where deterioration and serviceability impairment are considerable and maintenance costs and risk are relatively high.
8	Very Poor	An asset in very poor overall condition, where deterioration and serviceability impairment are severe. Maintenance costs and risk, including the risk of failure, are substantial and maintenance ineffective to the point such that rehabilitation is the only cost-effective means of restoring serviceability.
9	Critical	An asset in critical overall condition and approaching failure, where deterioration and serviceability impairment are extreme. Rehabilitation is needed immediately as maintenance costs are extremely high, maintenance can no longer materially improve serviceability and/or the failing asset poses an unacceptable risk.
10	Failed	An asset that has failed; it is either no longer in service or should be removed from service immediately to mitigate the extreme risk it poses while in failure mode. Rehabilitation is the only option to restore serviceability.

In some cases we have opted to show an item as having Building Code issues where in fact at the time of construction it may have been acceptable. These discretionary items are related to health and safety and it is our opinion that they should meet current standards (i.e. guardrails in stairwells). All code related items are considered a life safety issue and should be carried out in the immediate term. The basis of the Building Code reference means the minimum requirements of the Ontario Building Code as opposed to particulars of other legislation (i.e. The Fire Code or City of Kawartha Lakes Property Standard By-laws).

### 3.2.10 Life Safety

Not applicable;

Minor consequences – potential minor injuries;

Moderate consequences – health deterioration; or

Severe consequences – critical injuries.

All life safety items, regardless of the consequences, should be addressed in the immediate term.



### **3.2.11 Urgency of Action**

Not applicable  
Urgent;  
High;  
Medium; or  
Low

### **3.2.12 Energy & Efficiency**

Not applicable or not apparent;  
Moderate or significant savings with longer term payback; or  
Significant savings and short-term payback.

### **3.2.13 Action Type**

Replace;  
Repair; or  
Study

### **3.2.14 Consequence of Failure (COF)**

Immediate Shut Down  
Partial Shut Down  
No significant consequences

### **3.2.15 Facility Condition Rating (FCR)**

The Facility Condition Ratings are as follows: good (under 5%), fair (5-10%), and poor (over 10%).

### **3.2.16 Facility Condition Index (FCI)**

The FCI = value of immediate capital needs (Year 0)/ replacement cost. The FCI is a relative indicator of condition, and should be tracked over time to maximize its benefit. The ratings are as follows: good (under 5%), fair (5-10%), and poor (over 10%).

## **3.3 Expenditure Table - Basis of Analysis, Definitions and Concepts**

The 20-Year Expenditures Table illustrates all of the estimated expenditures that are anticipated to occur over the 20-year period based on the input from the Component Summary Table.

### **3.3.1 Components**

These are building and site components that make up the common elements of the Corporation. The components are the same ones used in the Component Inventory Table.

### **3.3.2 Years**

The years of the study, commencing with the current fiscal year.



### 3.3.3 Annual Expenditures

The estimated future dollar value totals of the Building Component expenditures totaled annually. HST or inflation has not been included.

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## 4. COMPONENT DESCRIPTION AND CONDITION

This section of the report describes the building and site components that were visually surveyed during our site inspection and that are included in the study. Unless otherwise noted below, the building components are wearing as anticipated, in fair condition and are based on normal life expectancy and actual ages.

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## 4.1 A- Substructure

### 4.1.1 Standard Foundations

The foundation walls consist of poured concrete and are visible at a few locations at grade level at the building perimeter. The footings are not visible as they are concealed below grade level.

No significant signs of deterioration were present. No issues were reported. Based on a normal life span for this component replacement is not anticipated during the study period. Minor repairs in the interim are considered under operations and maintenance.



### 4.1.2 Slab on Grade

The visible areas of the slab on grade foundation were found to be in fair condition with only minimal shrinkage cracks. Cracking in slab on grade may be due to long-term dry shrinkage over the early life of the building, the nature of the granular base, the type of soils or loading conditions, the manner in which it was installed or reinforced if at all or the location of the control joint grid pattern. The component is not anticipated for repair or replacement during the study period.





View of slab on grade floor

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## 4.2 B - Shell

### Superstructure

Based on our visual review, the building is a combination concrete block and wood framed structures.

The walls floor and roof structures are hidden with interior finishes and where not fully accessible for visual evaluation.

Overall, no other anomalies were observed or reported that would suggest the structural components are not functioning as intended. This item is not anticipated for major repairs or replacement during the study period.



**Interior concrete block walls**



**Interior concrete block wall**



#### **4.2.1 Balcony Construction**

Not applicable.

#### **4.2.2 Ramps**

Not applicable.

#### **4.2.3 Exterior Stairs and Handrails**

Not applicable.

#### **4.2.4 Canopies**

Not applicable.

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#### 4.2.5 Cladding

The exterior cladding is prefinished sheet-metal cladding. The prefinished metal cladding is generally in good condition. No significant signs of deterioration were present. No issues were reported by the site representative. This item is not anticipated for repairs or replacement during the study period. Minor repairs if any are considered under normal operations and maintenance.



Exterior vertical prefinished metal cladding

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#### 4.2.6 Sealants

The sealants at the building joints and around the perimeter of the doors are generally in fair condition. Some small signs of deterioration were present. This item is not anticipated for repairs or replacement during the study period. Minor repairs if any are considered under normal operations and maintenance.



#### 4.2.7 Balcony Guardrails

Not applicable.

#### 4.2.8 Windows

The windows consist of double glazed vinyl frame insulated glass units. The Windows are set up in a horizontal slider configuration. The Windows appeared to be in good condition with no issues or water leakage at the perimeters. Due to the small quantities of Windows at this property we assume the Windows can be replaced on an as needed at a cost below the threshold of this report.



Typical window

#### 4.2.9 Exterior Doors

The exterior doors consist of three overhead roller doors at the front of the building with two metal service doors both having a glass panel insert. The overhead doors are manually operated. No significant signs of deterioration were present. No issues were reported by the site representative. This item is not anticipated for replacement during the study period.



Overhead roller doors



Service door

#### 4.2.10 Roofing

The roof is a corrugated sheet metal roof. The roof was inspected from grade level and appears to be in good condition with no issues reported by the site representative. Due to the age of the roof replacement





as it is anticipated within the term of this report. We have included a budget to replace the roof within the term of this report. An allowance is carried.

The roof on the salt dome is an asphalt multi-tab shingle type roof. This roof is in extremely poor condition and needs to be replaced immediately. This component is anticipated for repair or replacement during the study period. An allowance is carried.



Salt dome shingle damage



Damage inside of salt dome



Overview of main roof



### **4.3 C - Interior Elements**

#### **4.3.1 Interior Doors**

The interior doors are hollow core wood doors. The doors appear to be functioning as intended with little sign of wear and tear. There were no reported issues with the doors. Replacement of interior doors can be completed on an as needed basis at a cost below the threshold of this report.

#### **4.3.2 Handrails and Guards**

Not applicable.

#### **4.3.3 Stairwells**

Not applicable.

#### **4.3.4 Wall Finishes**

Not applicable.

#### **4.3.5 Floor Finishes**

The flooring throughout the building is typically painted concrete. We assume the concrete will be repainted on an as-needed basis at a cost below the threshold of this report.

#### **4.3.6 Ceiling Finishes**

Not applicable.

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## 4.4 D - Services

### 4.4.1 Elevators

Not applicable.

### 4.4.2 Kitchen and Bathroom Renovations

The kitchen and lunchroom area features plywood cupboards wood countertops, sink and a microwave. No significant signs of deterioration were present. No issues were reported by the site representative. Repairs and refurbishment is carried out under normal operations and maintenance at a cost below the threshold limit.

The building is equipped with a washroom. (At the time of the inspection all the plumbing was winterized). The washroom features a single sink and a standard sized toilet. The facilities are in fair condition. We assume refurbishments and upgrades can be completed on an as needed basis at a cost below the threshold of this report.

	
<p><b>Washroom</b></p>	



**Kitchen cupboards**



**Lunchroom**

#### 4.4.3 Plumbing

The incoming domestic water enters the building below grade from a well located on the north side of the building. And is then distributed using copper piping throughout the building.

No anomalous conditions were observed or reported that would suggest this system is not functioning as intended. No allowances are carried for domestic hot or cold water distribution.

The domestic hot water for the building is generated by one "JOHN WOOD" 184L electric hot water tank. (At the time of our inspection the system was winterized). Based on our assessment and discussion with building representative, the system is working satisfactorily and no issue identified. We anticipate the system can be upgraded on an as needed basis at a cost below the threshold of this report. No allowance is carried.



**Electric hot water tank**



**Water pump control unit**





#### 4.4.4 Site Drainage

Refer to Section 4.6.3 Site Services.

#### 4.4.5 Heating, Ventilation and Air Conditioning

Heating for the depot area is provided by two ceiling mounted propane unit heaters. Heating for the office washroom and lunchroom area is provided by a high-efficiency propane forced air furnace. The heaters appear to be in good condition. We have included a budget to replace the unit heaters and the furnace within the term of this report. An allowance is carried.



Ceiling mounted propane heating unit



High-efficiency forced air propane furnace



Ceiling mounted propane heating unit



Propane tank on the north side of the building



#### 4.4.6 Fire Protection Systems

There is no fire extinguisher located in the building. I would recommend that one be installed as soon as possible.

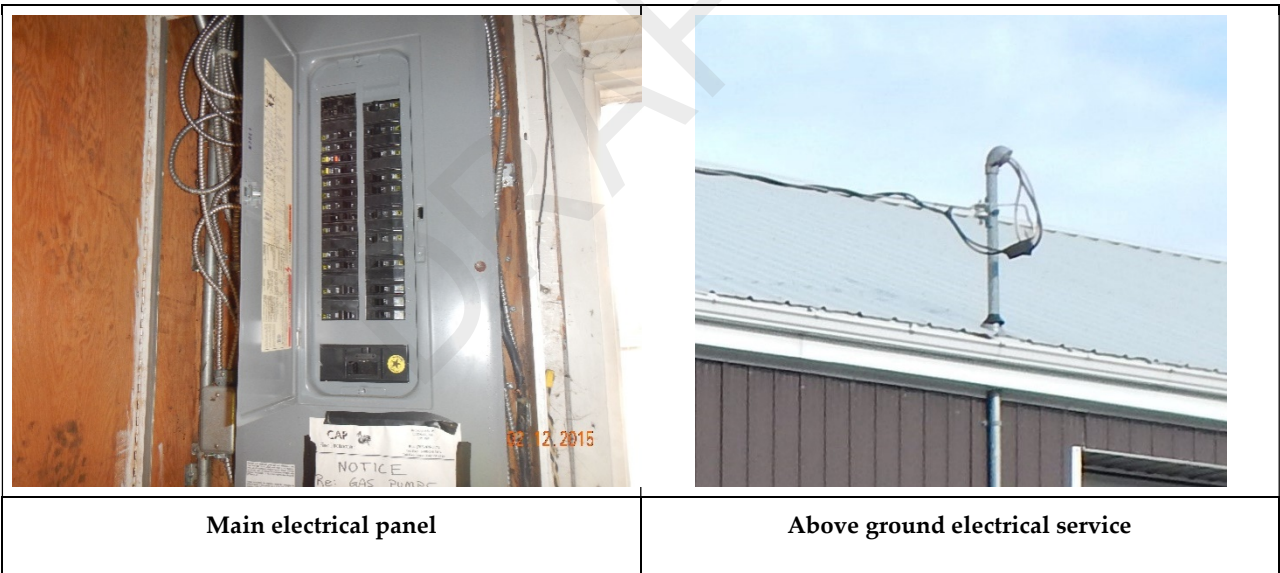
This is considered under normal operations and maintenance as below the threshold limit.

#### 4.4.7 Electrical

##### Service and Metering & Distribution

The incoming above ground electrical service enters the building at westside where the main service panel is located. The panel is rated for 200A, 120/240V, single-phase, three-wire. From the main panel the electricity is fed throughout the building to various outlets and light fixtures. The electrical equipment generally appears in good condition and there are no reported issues. No allowance is carried.

We recommend infrared thermography scanning of all electrical equipment (i.e. main, distribution etc.) to find "hot spots." This is considered under normal operations and maintenance as below the threshold limit. Repair allowances may require increases based on findings.





#### 4.4.8 Lighting

The common area lights are ceiling mounted 48 inch florescent light bulb fixtures. The exterior lighting is high pressure sodium light fixture controlled by a photo cell.

No significant signs of deterioration were present during our site visit. Future replacements of the lighting can be completed as-needed under operations and maintenance at a cost below the threshold of this report.





Emergency Exit Signs & Lighting

The building features and exit sign. No issues where reported.

The installation and repair of emergency lighting and exit signs can be managed and upgraded as part of operations and maintenance at a cost below the threshold of this report.



**4.4.9 Other Systems**

Not applicable.

Emergency Power & Generation Systems

Not applicable.

**4.5 E - Equipment and Furnishings**

**4.5.1 Compactor Equipment**

Not applicable.

**4.6 G – Building Siteworks**

**4.6.1 Paving, Curbing and Parking**

There is an asphalt driveway a with an asphalt parking lot area. The asphalt surfaces are in fair condition with alligator cracks everywhere due to natural age.

Based on a normal life span for this component, repairs and/or replacements are anticipated during the study period. Appropriate costs are carried.





#### 4.6.2 Landscaping and Appurtenances

Site features generally appear well-maintained. We assume the landscaping will continue to be managed as a maintenance expense. No capital expenditures are anticipated within the term of the report.

##### Site Signage

Not applicable.

##### Site Lighting

Not applicable.

##### Fencing and Railings

There is a 3-foot farm fence surrounding the complex with a gate at the entrance. The fence and the gate appear to be in good condition.

Based on a normal life span for this component, repairs and/or replacements are anticipated during the study period. Appropriate costs are carried.



3-foot farm fence surrounding the complex

#### 4.6.3 Site Services

##### Domestic Water

The facility is supplied domestic cold water service from a well located on the north side of the building. The condition of the buried and concealed piping cannot be evaluated visually. No anomalous conditions were observed or reported that would suggest this system is not functioning as intended.

Based on a normal life span for this component, repairs and/or replacements are anticipated during the study period. Appropriate costs are carried.



Well cover





### Sanitary and Storm Sewer

The sanitary and storm systems are concealed within the building by interior finishes and are connected with main via underground services. Based on our site review and discussion with O & M site representative, the sanitary and storm system is functioning as intended. We recommend that drains be flushed and scoped routinely. This maximizes the service life of the piping and also helps identify repair needs. We assume this will be carried as part of ongoing maintenance. Based on a normal life span for this component, repairs and/or replacements are anticipated during the study period. Appropriate costs are carried.

### Utilities

The incoming electrical service enters the building at the west side from above grade. No anomalous conditions were observed or reported that would suggest this system is not functioning as intended. Based on a normal life span for this component, repairs and/or replacements are anticipated during the study period. Appropriate costs are carried.

## **4.7 Barrier-Free Design**

Not applicable.

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## 5. BUILDING REPLACEMENT VALUE

Using the description of the building including type of exterior walls, heating system and sprinkler system provided by the City of Kawartha Lakes, with associated basic building information such as number of storeys and gross floor area taken from non-as built drawings and high-level general overall measurements, we prepared using the programme “Marshall and Swift” a high level order of magnitude square foot cost assessment for the likely replacement construction cost estimates for the building. The estimated costs exclude the associated development soft costs of the buildings.

**Replacement Value -** \$ 273,980

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## 6. REPORT QUALIFICATIONS

The qualifications described below apply to this report:

- a) All review surveys were visual only. No removal or testing of materials or components was carried out. The review was made on a random basis with no attempt to review or inspect every element or portion of the building. The intent of the review was to determine areas of visually obvious deterioration and need for repair and to determine, in a general way, the overall quality and sufficiency of the existing building conditions but not to ascertain the quality or sufficiency of any particular aspect of the building.
- b) This report is intended to provide **The City of Kawartha Lakes** with a general description of the systems employed in the building and to comment on their general condition, which may be apparent at the time of our review. No calculations were performed to confirm the adequacy of the elements. No findings contained in this report shall be construed as a guarantee or warranty of the quality or sufficiency of any particular aspect of the building or the adequacy of any particular element of any system employed in the building.
- c) The timing of site visits is critical to building performance reviews. To observe the actual extent of problem areas, it is necessary to monitor the building conditions throughout the year and under varying weather conditions (for example, contraction and expansion of all component joints occur at different times of the year) in each specific area. As a result, all problems may not be visible at the time of our review and we shall not be responsible for any problems not readily visible or apparent at the time of our inspection.
- d) Any timeframe given for repair or replacement work represents a judgement based on the apparent condition and theoretical life span of components. Failure of the item, or optimum repair/replacement time, may be earlier or later than the time estimate due to conditions unknown and beyond our control. The property manager should pro-actively assess the time lines identified going forward.
- e) Any and all previous opinions expressed by Altus Group Limited, either verbally or in writing, regarding the condition of the building or cost estimates for repair of the above elements of the building cannot be relied upon unless contained herein and are superseded by this report. No portion of this report may be used as a separate entity; it is written to be read in its entirety.
- f) We draw your specific attention to the qualifications in the independent consultants' reports appended herein. Altus Group Limited shall have no liability whatsoever for the actions of the independent consultants including liability for tort, negligence or breach of contract. As agreed, our mandate has been to co-ordinate and summarize the findings reached by the consultants.
- g) It should be noted that floor areas and parking counts reported and provided by building management and the planning consultant (as identified in our summaries) have been used. No independent verification, measurement or assessment has been carried out by Altus Group Limited for the building components. We have performed a high-level general onsite measurement to confirm the overall building gross floor area for the building.



- h) Environmental issues are excluded from this report. No environmental issues have been addressed nor renewal costs included in our summaries.
- i) We have endeavoured to examine all the information provided and have assumed full disclosure of information from all parties on all building and maintenance issues. A list of all reports provided, along with the independent consultants' review confirmation is enclosed in Section 6, Appendix A.
- j) We are not responsible for the effects of any actions taken as a result of this report unless we are specifically advised of and participate in such action in which case our responsibility will be agreed to at that time.
- k) Altus Group Limited shall have no liability either in contract or in tort for services or matters beyond the scope of the services as outlined and qualified in this report.
- l) It should be noted that this report may not be circulated, published, reproduced or quoted from in whole or in part by any person without the express written permission of Altus Group Limited in each instance. Furthermore, this report is for the exclusive use and benefit of **The City of Kawartha Lakes**. Altus Group Limited does not hold reporting responsibility to any other party and does not assume any liability whatsoever to any other party.

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## 7. EXHIBITS & ATTACHMENTS

Appendix A	Component Summary Table
Appendix B	Expenditure Table
Appendix C	Schedule of Information Reviewed
Appendix D	FCA Information Request Form

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APPENDIX A

Component Summary Table

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NO.	COMPONENT DESCRIPTION	Current Repair or Replacment Cost 2015	Normal Life Span (Years)	Actual Age (Years)	Effective Age (Years)	Remaining Life Span (Years)	Description of Major Repair Work or Replacement	COST BREAKDOWN			Condition	Code Related	Life Safety	Consequence of Failure	Urgency of Action
								Unit	Qty	2015					
	Material	Repair / Replacment Cost	Expected Useful Life Year	Acquisition Year	Relative / Effective Age	Expected Remaining Life		Quantum Type	Quantum	Quantum Units / Unit Replacement Cost (if applicable)	Condition Rating				
<b><u>A SUBSTRUCTURE</u></b>															
<b><u>B SHELL</u></b>															
2.1.8	Cladding - Metal Siding (Replace)	\$20,580	40	52	32	8	Replace	sm	294	\$70.00	Good	N/A	N/A	No significant consequences	Low
2.1.23	Overhead Doors - Metal / Vinyl	\$45,000	25	52	21	4	Replace	#	3	\$15,000.00	Poor-to-Fair	N/A	N/A	No significant consequences	Low
2.1.29	Sloped Roofing - Shingled	\$6,069	18	52	18	0	Replace	sm	94	\$64.56	Very Poor	N/A	N/A	No significant consequences	High
2.1.30	Sloped Roofing - Metal	\$58,800	50	52	40	10	Replace	sm	294	\$200.00	Fair-to-Good	N/A	N/A	Partial Shut Down	Low
<b><u>C INTERIORS</u></b>															
<b><u>D SERVICES</u></b>															
4.1.1.6	Kitchen Renovations	\$10,000	35	52	34	1	Replace	Item	Allow	\$10,000.00	Poor	N/A	N/A	No significant consequences	Medium
4.1.1.16	Electric Baseboard & Unit Heaters	\$9,000	20	52	12	8	Replace	Item	Allow	\$9,000.00	Good	N/A	N/A	No significant consequences	Low
4.1.1.28	Electrical Service	\$11,000	30	52	25	5	Replace	amp	200	\$55.00	Good	N/A	N/A	No significant consequences	Low
<b><u>E EQUIPMENT &amp; FURNISHINGS</u></b>															
<b><u>F SPECIAL CONSTRUCTION</u></b>															
<b><u>G BUILDING SITEWORK</u></b>															
6.1.2	Asphalt Paving	\$127,054	20	35	19	1	Replace	sm	2952	\$43.04	Fair-to-Good	N/A	N/A	No significant consequences	Low
6.1.4	Fencing - Chain Link	\$26,337	30	34	24	6	Replace	lm	430	\$61.25	Good	N/A	N/A	No significant consequences	Low
6.1.12	Site - Domestic Water Main	\$25,000	40	52	30	10	Repair	Item	Allow	\$25,000.00	Good	N/A	N/A	No significant consequences	Low
6.1.13	Site - Sanitary Drainage Systems	\$25,000	40	52	30	10	Repair	Item	Allow	\$25,000.00	Good	N/A	N/A	No significant consequences	Low
6.1.14	Site - Storm Drainage Systems	\$25,000	40	52	30	10	Repair	Item	Allow	\$25,000.00	Good	N/A	N/A	No significant consequences	Low

**NOTES:**

- The numbering and listing of the Components is based on the Uniformat II standard. Components that do not apply to this property, are below the threshold or not within the study period are not listed in this spreadsheet.
- All expenditures are based on 100% removal and replacement unless specifically noted otherwise.
- HST has not been added to any values shown on this table.
- \* Represents a one-time nonrecurring cost. If present, these items should be removed from further updates to the Reserve Fund.
- Where the Normal Life Span is marked 1, this represents an annual allowance. It is not intended to be misconstrued as the Normal Life Span of the component.

**APPENDIX B**  
**Expenditure Table**

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COMPONENT	Year	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
2.1.9 Cladding - Metal Siding (Replace)										\$20,580												
2.1.27 Overhead Doors						\$45,000																
2.1.33 Sloped Roofing - Shingled		\$6,069																				
2.1.34 Sloped Roofing - Metal												\$58,800										
4.1.1.6 Kitchen Renovations			\$10,000																			
4.1.1.16 Electric Baseboard & Unit Heaters										\$9,000												
4.1.1.28 Electrical Service						\$11,000																
6.1.1 Asphalt Paving		\$127,054																				
6.1.4 Fencing - Chain Link								\$26,337														
6.1.12 Site - Domestic Water Main												\$25,000										
6.1.13 Site - Sanitary Drainage Systems												\$25,000										
6.1.14 Site - Storm Drainage Systems												\$25,000										
<b>Total Annual Expenditures</b>		\$133,123	\$10,000	\$0	\$0	\$45,000	\$11,000	\$26,337	\$0	\$29,580	\$0	\$133,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Immediate, Short Term (Year 1-5) and Long Term (6-20)  
 Total Inflated Costs over 20-Year Period  
 Annual Facility Condition Index (FCI)  
 Average Facility Condition Index (FCI)

\$133,123	\$66,000										\$189,717										
											\$388,840										
49	4	0	0	16	4	10	0	11	0	49	0	0	0	0	0	0	0	0	0	0	0
											11										

NOTES:

1. HST and Inflation is excluded. A 2% inflation rate per annum is recommended to all capital renewal costs.
2. Engineering Fees included in costs above.
3. \* Represents a one-time nonreoccurring cost. If present, these items should be removed from further updates to the Study.

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APPENDIX C

Schedule of Information Reviewed

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**INFORMATION REVIEWED**

In the preparation of this report, the following drawings/documents were reviewed:

None

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APPENDIX D

FCA Information Request Form

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Person Submitting the Petition

RECEIVED


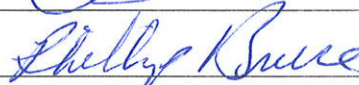
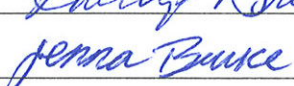
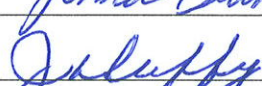
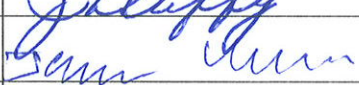
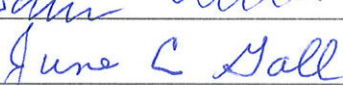
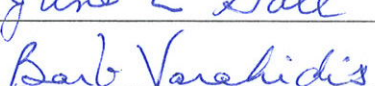
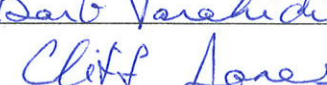
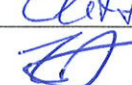
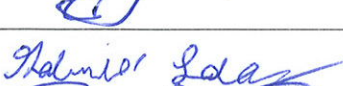
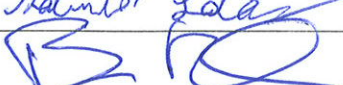
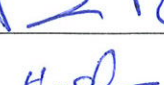

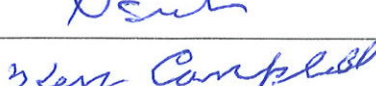
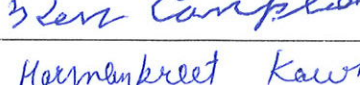
Name:	CHARLENE AND PHILLIP BRUCE	DEC 06 2024
Address:	129 MARY STREET WEST, LINDSAY, ONTARIO	
Phone:	905-441-1851	OFFICE OF THE CITY CLERK KAWARTHA LAKES

Petition

To: the Council of the City of Kawartha Lakes, 26 Francis Street, Lindsay, ON K9V 5R8.

I/We the undersigned, petition the Council of the City of Kawartha Lakes as follows:

TO CHANGE THE INTERSECTION AT MARY ST. WEST AND ADELAIDE ST. SOUTH, FROM A 2 WAY STOP TO A FOUR WAY STOP. THIS INTERSECTION LEADS TO THE MAIN ENTRANCES OF THE LINDSAY RECREATION CENTRE AND FLEMING COLLEGE AND CAMPUS. THE ADDITION OF A STOP SIGN WILL HELP TO ENSURE THE SAFETY OF THE MANY PEDESTRIANS, MOTORISTS AND CYCLISTS.  
\*\*THERE HAVE BEEN 15 CAR ACCIDENTS HERE IN THE LAST 5 YEARS.\*\*

#	Name	Contact Information	Signature
1	Charlene Bruce	905-441-1851	
2	Phillip Bruce	905-441-1896	
3	Jenna Bruce	905-914-6033	
4	Jacqueline Duffy	905-391-9747	
5	Jacob Veruen	705-344-0046	
6	June C Gall	705-324-6618	
7	Barb Varahidis	705 928-6636	
8	Cliff Jones	705 878-2425	
9	BOSL TURNER	289-943-6444	
10	Gabriel Labas	705-309-7532	
11	Bruce Round	705-308-3139	
12	Hardeep Singh	548 922 0076	
13	Narjot Singh	437 858 8055	
14	KEN CAMPBELL	705 928 7438	
15	Harmanpreet Kaur	437 566 0008	

# The Corporation of the City of Kawartha Lakes

## By-Law 2025-XXX

### A By-law to Designate 2 King Street West, Village of Omemee in the City of Kawartha Lakes

A By-law to designate 2 King Street West in the Village of Omemee in the City of Kawartha Lakes as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act.

#### Recitals

1. Section 29 of the Ontario Heritage Act, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest.
2. A Notice of Intention to Designate 2 King Street West, Village of Omemee described further in Schedule A, has been given in accordance with Section 29 of the Ontario Heritage Act.
3. No objection to the proposed designation has been served on the Clerk of the City.
4. Council has consulted with its Municipal Heritage Committee.
5. Reasons for Designation are set forth in Schedule A.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-XXX.

#### Section 1.00: Definitions and Interpretation

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

**“alter”** means to change in any manner and includes to restore, renovate, repair, erect, demolish, and disturb; and **“alteration”** and **“altering”** have corresponding meanings;

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

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

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

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



**“Municipal Heritage Committee”** means the Kawartha Lakes Municipal Heritage Committee which makes recommendations to Council and is established under Section 28 of the Ontario Heritage Act;

**“Ontario Heritage Act”** or **“the Act”** means the Ontario Heritage Act, R.S.O. 1990, c. o.18, as amended or any successor thereof;

**“Property”** means property as set out in Section 2.01.

**1.02 Interpretation Rules:**

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

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

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

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

**Section 2.00: Designation of Property**

**2.01** 2 King Street West, Village of Omemee is designated as being of cultural heritage value, as described further in Schedule A. This designation shall not preclude alterations that may be deemed necessary for the efficient use of the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the City.

**2.02** The City is hereby authorized to cause a copy of this by-law to be registered against the property described above in the Land Registry Office.

**2.03** The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in a newspaper with general circulation within the municipality.

**Section 3.00: Enforcement, Offence and Penalties**

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

**3.02 Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions

of the Provincial Offences Act, the Ontario Heritage Act and to any other applicable penalty.

**Section 4.00: Administration and Effective Date**

- 4.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.
- 4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this XXX day of XXX, 2025.

---

—  
Doug Elmslie, Mayor

---

—  
Cathie Ritchie, City Clerk

## **Schedule A to By-law 2025-XXX**

Being a By-law to designate 2 King Street West, Village of Omemee in the City of Kawartha Lakes as being of cultural heritage value or interest.

### **Section 1: Description of Property**

2 King Street West, Village of Omemee

### **Section 2: Location of Property**

Located at the southwest corner of the intersection of King Street and Sturgeon Street

### **Section 3: Legal Description**

LT 1 S/S KING ST AND W/S STURGEON ST PL 109 & PT LT 2 S/S KING ST AND W/S STURGEON ST PL 109 BEING PART 1 PL 57R10537

### **Section 4: Location of Heritage Features**

The primary heritage feature of the property is the historic residential building located on the northeast corner of the property.

### **Section 5: Statement of Reasons for Designation**

#### **Design and Physical Value**

2 King Street West has design and physical value as a unique, early and large, example of an Arts and Crafts style house in Omemee. Constructed in 1910, the property displays key characteristics of this popular early twentieth century architectural style. These characteristics include its asymmetrical massing, simplified design elements and plentiful windows which were typical of this style which sought a more naturalistic and less ornate style of architecture compared to its Victorian predecessors. It is the largest and most prominent examples of this architectural style in Omemee, where the Arts and Crafts style was primarily used in smaller, more modest Craftsman bungalows throughout the 1910s and 1920s. The house was originally constructed as a parsonage for the adjacent Methodist, now United, church and is known locally as the John McCrea Memorial Parsonage, having been built in memory of John McCrea, a prominent Methodist lay leader and Omemee businessman.

#### **Historical and Associative Value**

2 King Street West has historical and associative value as the former parsonage for the Omemee Methodist Church, now Trinity United Church, and in its association with local businessman and Methodist lay leader John McCrea and his daughter Flora McCrea Eaton, later known as Lady Eaton. Flora Eaton had this house built in 1910 in memory of her father, a prominent lay leader in the Methodist Church in Omemee and a respected local citizen and businessman who had died the previous year in 1909. The property yields information regarding McCrea's role in late nineteenth century Omemee as well as the role of the Methodist church in the community at this time when it was a prominent and important local institution.

## **Contextual Value**

2 King Street West has contextual value as a local landmark and as a contributing feature to the historic landscape of the village of Omemee. The property is prominent located in the village at the southwest corner of Omemee's primary intersection and is a well-known local landmark for its distinctive Arts and Crafts architecture and for its former role as the Methodist, later United, Church parsonage. It supports the broader character of King Street which includes a variety of commercial, institutional and residential buildings which speak to the village's historic development throughout the nineteenth and early twentieth centuries. It has direct historical, visual and functional relationship to adjacent Trinity United Church, constructed in 1876 as the Omemee Methodist Church, as the former parsonage for the church, as well as to Coronation Hall across the road through the connection of both structures to the Eatons.

## **Section 6: Heritage Attributes**

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 unique example of Arts and Crafts residential architecture in Omemee.

- Two-and-a-half storey buff brick construction
- Irregular massing
- Gable roof
- Chimneys
- Rubble stone foundation
- Two-storey bays
- Sunporch including:
  - Hipped roof
  - Multi-pane windows
  - Coursing
  - Rubblestone knee walls
  - Stairs
  - Pilasters
  - Door
- Brackets
- Decorative brick coursing
- Fenestration including:
  - Irregularity placed and sized windows
  - Lug sills
  - Leaded and coloured glass
- Rear porch
- Date stone

### **Historical and Associative Attributes**

The historical and associative attributes of the property support its value in its association with John McCrea and Flora McCrea Eaton, as well as its association with the Methodist Church in Omeme.

- Association with John McCrea and Flora McCrea Eaton
- Association with the Methodist, later United Church, in Omeme
- Location adjacent to Trinity United Church
- Commemorative panel with text “John McCrea Memorial Methodist Parsonage, Omeme, Ontario, 1910”

### **Contextual Attributes**

The contextual attributes of the property support its value as a contributing feature to the historic village landscape of Omeme, its relationship to Trinity United Church and Coronation Hall, and its role as a local landmark.

- Location at the southwest corner of Sturgeon and King Streets adjacent to Trinity United Church
- Views of the property from Trinity United Church, Coronation Hall, King Street and Sturgeon Street
- Views of Trinity United Church, Coronation Hall, King Street and Sturgeon Street from the property
- Orientation of the house towards Trinity United Church
- Relationship to Trinity United Church and Coronation Hall

# The Corporation of the City of Kawartha Lakes

## By-Law 2025-XXX

### A By-law to Amend By-Law 2024-081, being a By-law to Designate 31-35 King Street East, Village of Omemee in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest

#### Recitals

1. Section 30.1 of the Ontario Heritage Act, R.S.O. 1990, provides that a Council of a municipality may amend a by-law designating a property within the bounds of a municipality to correct a legal description of a property, clarify the statement of a property's cultural heritage value, or to make it consistent with the requirements of the Act.
2. A notice of the proposed amendment has been served on the owner of the property in accordance with subsection 30.1(4) of the Act.
3. No objection to the proposed amendment has been served on the Clerk of the Municipality.
4. An amendment is required to clarify the statement of cultural heritage value for the property located at 31-35 King Street East in the Village of Omemee.
5. These changes require an amendment to the original by-law.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-XXX.**

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

- 1.01 **Definitions:** All defined terms in the amending By-law take their meaning from By-law 2024-081 of the City of Kawartha Lakes.
- 1.02 **Interpretation Rules:**
  - (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
  - (b) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-

law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

**Section 2.00: Amendments**

2.01 **Amendments to Schedule A:** Schedule A of By-law 2024-081 shall be deleted and substituted for Schedule A attached to this By-law.

**Section 3.00: Administration and Effective Date**

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

3.02 **Effective Date:** This By-law shall come into force thirty (30) days after the publication of the notice of designation in a newspaper with general circulation in the municipality.

By-law read a first, second and third time, and finally passed, this XXX day of XXX, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

## **Schedule A to By-law 2025-XXX**

Being a By-law to designate 31-35 King Street East, Village of Omemee in the City of Kawartha Lakes as being of cultural heritage value or interest.

### **Section 1: Description of Property**

31-35 King Street East, Village of Omemee

### **Section 2: Location of Property**

Located on the north side of King Street between George Street North and Colborne Street

### **Section 3: Legal Description**

LT 11 N/S KING ST AND W/S STURGEON ST PL 109; PT BLK 16 PL 109 AS IN R167853; KAWARTHA LAKES

### **Section 4: Location of Heritage Features**

The primary heritage feature of the property is the late nineteenth century block which is located on the south side of the property facing King Street East.

### **Section 5: Statement of Reasons for Designation**

#### **Design and Physical Value**

31-35 King Street East has design and physical value as a representative example of a Second Empire style mixed use building in Omemee. The style, which was popular at the end of the nineteenth century, is relatively rare in Kawartha Lakes, although there are several extant examples in Omemee. The subject property, constructed between 1891 and 1892, is a good example of the style and demonstrates its key features including the characteristic mansard roof, ornate dormer windows, decorative brickwork and pilasters. It is representative of the execution of this style in Omemee in the early 1890s when the commercial core of the village underwent a period of reconstruction after a series of devastating fires. 31-35 King Street East forms part of the block known municipally as 31-37 King Street East.

#### **Historic and Associative Value**

31-35 King Street East has historical and associative value as the Williamson and Ivory Block. Constructed between 1890 and 1891, it yields information regarding the reconstruction of Omemee after a series of fires in the early 1890s and the development of its businesses in the late nineteenth century. It has direct historical relationships with the history of commercial and economic development in Omemee as home to two important local businesses in the late nineteenth century: Williamson's Harness and Shoe Store and Thomas Ivory and Sons General Store. Through the historic presence businesses, which are no longer in operation, it provides information regarding the economic growth of the community throughout the second half of the nineteenth century.

#### **Contextual Value**

31-35 King Street East has contextual value as part of the historic streetscape of



downtown Omemee. It helps maintains and supports the character of the commercial core of downtown Omemee as one of a range of late nineteenth century mixed-use buildings extant along King Street East. It is one of a collection of Second Empire style mixed-use buildings dating from the 1890s along the street and forms part of the historic streetwall along the north side of King Street. It is physically, visually and historically linked to its surroundings as part of the village's downtown streetscape. 31-35 King Street East forms part of the block known municipally as 31-37 King Street East and its physically attached to the other portion of the building addressed as 37 King Street East.

## **Section 6: Heritage Attributes**

The Reasons for Designation include the following heritage attributes as they are located on the four elevations and the roof of the 1891-92 building.

### **Design and Physical Attributes**

The design and physical attributes of the property support its value as a representative example of a Second Empire style commercial property in Omemee.

- Two-and-a-half storey buff brick construction
- Mansard roof including:
  - Rounded arch dormer windows and window surrounds
  - Decorative woodwork
  - Brackets
- Decorative brickwork
- Pilasters
- Brackets
- Wide eaves
- Fenestration including:
  - Segmentally-arched sash windows and window surrounds
  - Transoms

### **Historical and Associative Attributes**

The historical and associative attributes of the property support its value as an important space for local businesses as a longstanding commercial property and in its role as part of the history of commercial development and the post-1890 reconstruction of Omemee.

- Mixed-use character at grade, split between residential and commercial frontages

### **Contextual Attributes**

The contextual attributes of the property support its value as a contributing feature to the historic streetscape of downtown Omeme.

- Location on the north side of King Street East
- Construction to the lot line
- 
- Brick construction in a late Victorian architectural style
- Views to and from the property along King Street East as they contribute to the historic downtown streetscape of Omeme

### **Section 7: Scope of Designation**

The scope of the designation only includes the historic portion of the building, constructed between 1891 and 1892. The mid-twentieth-century storefront alteration at 31 King Street East and the single-storey extension off the east and north elevations of the original building are not considered heritage features of the property and are not included in the scope of designation.

# The Corporation of the City of Kawartha Lakes

## By-Law 2025-XXX

### A By-law to Provide for the Changing of Names of a Public Highway in the City of Kawartha Lakes to Wagstaff Road and Homestead Drive

#### Recitals

1. Section 10 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that the Council of a municipality may provide service or thing that the municipality considers necessary or desirable for the public, which would include naming of a public road.
2. A request was received from the community to formally name and two new service roads following the realignment of the service roads in the area of Riverwood Park Road, Willdowdale Court and Highway 35.
3. This matter was approved by Council Resolution CR2024-707 on December 10, 2024
4. Notice of the intention of City Council to pass this by-law was given in accordance with the provisions of City's Notice By-law 2023-209.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-XXX.

#### Section 1.00: Definitions and Interpretation

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

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

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

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

1.02 **Interpretation Rules:**

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

(b) Except as otherwise provided in section 1.01, the words and terms used in this by-law have the same meaning as the words and terms used in the Municipal Act, 2001 and the Highway Traffic Act, R.S.O. 1990, c.H.8.

(c) The appendices attached to this by-law form part of the by-law, and are enforceable as such.

- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Highway Naming**

- 2.01 **Homestead Drive:** The new service road, created by the realignment of service roads in the area of Highway 35 and Riverwood Park Road (forming the northern extension to the existing Homestead Drive) being part of PIN 632400271 (Legally Described as: RCP 560 PT LOTS 2 5 AND 6 RP;57R9152 PARTS 12 13 17 AND; 18 AND RP 57R9856 PARTS 11;AND 12 AND RP 57R10418 PART;1) and within Lot 14, Concession 5, geographic Township of Ops, be named Homestead Drive.
- 2.02 **Wagstaff Road:** The new service road, created by the realignment of service roads in the area of Highway 35 and Riverwood Park Road, forming an east-west connection between Homestead Drive and Highway 35 being part of PIN 632400288 and 632400271 (Legally Described as: RCP 560 PT LOTS 2 5 AND 6 RP; 57R9152 PARTS 12 13 17 AND;18 AND RP 57R9856 PARTS 11; AND 12 AND RP 57R10418 PART;1) and within Lot 14, Concession 5, geographic Township of Ops, be named Wagstaff Road.
- 2.03 **Reference Map:** The above named roads in the City of Kawartha Lakes are likewise assigned new street names generally in accordance with the attached Reference Map attached as “Appendix A”:

## **Section 3.00: Effective Date**

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

By-law read a first, second and third time, and finally passed, this 28<sup>th</sup> day of January, 2025.

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Doug Elmslie, Mayor

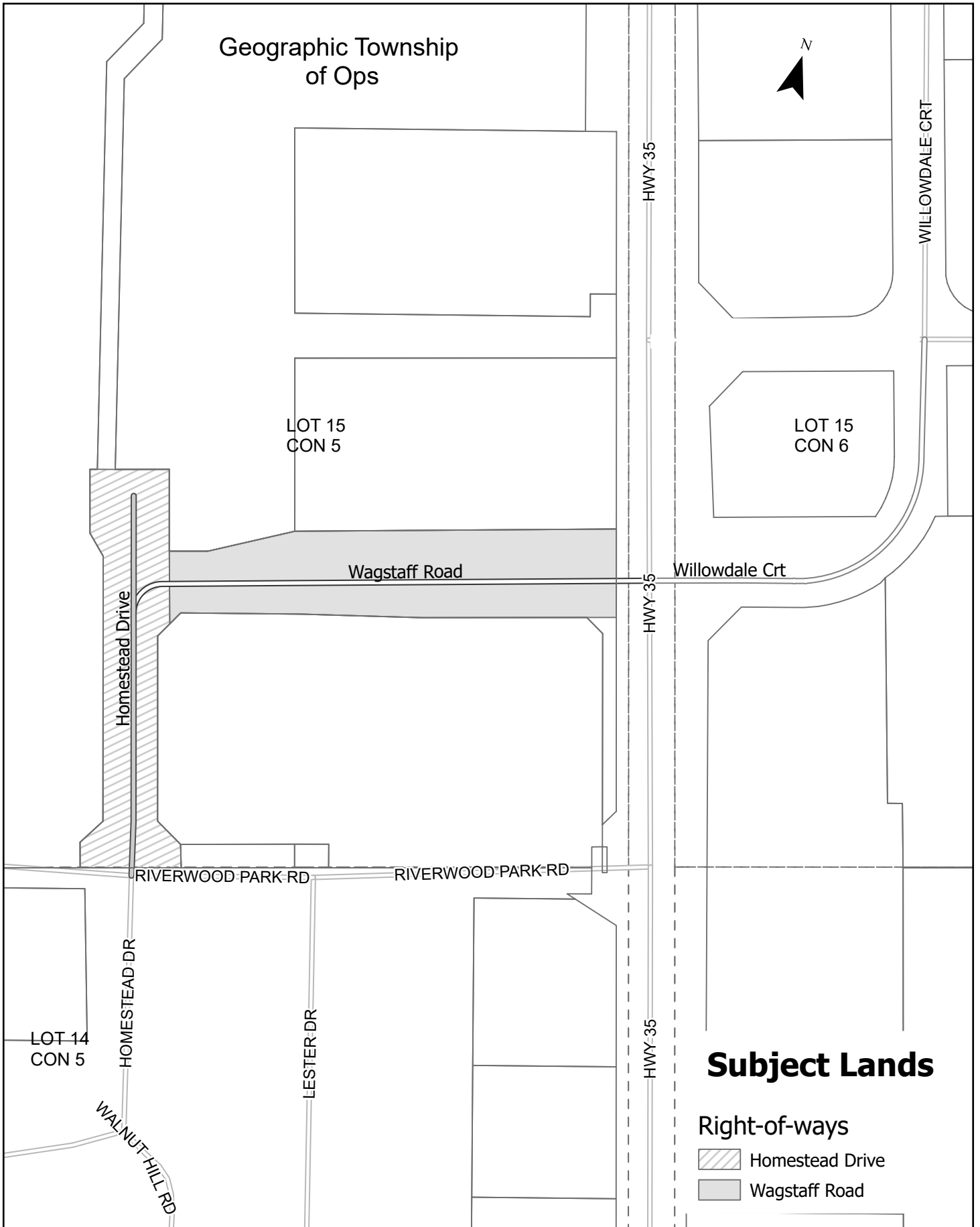
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Cathie Ritchie, City Clerk



Appendix A -  
Reference Map.pdf

Appendix A to By-law 2025-



# The Corporation of the City of Kawartha Lakes

## By-Law 2025-

### **A By-law to Stop Up and Close Part of the Original 66' Shore Road Allowance Lying in Front of Lot 12, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, further described as Part 1 on 57R-11210, and to Authorize the Sale of the Land to the Abutting Owner**

File L06-22-RS42, respecting Part of Lots 11 and 12, Concession 1, Carden

#### **Recitals**

1. Pursuant to the Municipal Act, 2001, Council is empowered to stop up, close and to sell and part of a highway under its jurisdiction.
2. The Land legally described as Part of the Original 66' Shore Road Allowance Lying in Front of Lot 12, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, further described as Part 1 on 57R-11210, forms part of the original shore road allowance along Lake Dalrymple and has been declared to be surplus to municipal needs.
3. It is desirable to stop up and close that Part of the Original 66' Shore Road Allowance Lying in Front of Lot 12, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, further described as Part 1 on 57R-11210, and to authorize the sale of the Land to the abutting owner to merge with their existing holdings.
4. Notice of the intention of City Council to pass this By-Law was given by advertising notice posted on the City's website commencing on February 5, 2024 in accordance with the provisions of the Municipal Act, 2001 and the City of Kawartha Lakes By-Law 2018-020, as amended
5. The proposed By-Law came before Council for consideration at its regular meeting on January 28, 2025 at 1:00 p.m. and at that time no person objected to the proposed by-law nor claimed that his land would be prejudicially affected.
6. The sale of this land was recommended by the Committee of the Whole on May 7, 2024 by CW2024-123. The recommendation was adopted at the Regular Council meeting on May 21, 2024 by CR2024-265

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025- .**

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

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

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

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

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

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

- 1.02 **Interpretation Rules:** The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, which are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Road Closure and Sale**

- 2.01 **Closure and Sale:** That part of the original shore road allowance legally described as Part of the Original 66’ Shore Road Allowance Lying in Front of Lot 12, Concession 1, in the Geographic Township of Carden, City of Kawartha Lakes, further described as Part 1 on 57R-11210, has been declared to be surplus to municipal needs and is hereby stopped up, closed, and authorized to be sold to the abutting owner for Twenty-Eight Thousand, Four Hundred, Sixty-One Dollars and Ninety – Three cents (\$28,461.93), plus HST (if applicable), plus the cost of the Reference Plan, registrations, City staff time fee, legal fees and disbursements, and any other costs incurred by the City in connection to this transaction. It is a condition of the sale that the purchased property merge with the purchaser’s adjacent property.

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

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

3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed and has been deposited on title in the Registry Office of Victoria (No. 57).

By-law read a first, second and third time, and finally passed, this 28<sup>th</sup> day of January 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk



# The Corporation of the City of Kawartha Lakes

## By-Law 2025-\_\_\_\_\_

### A By-Law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes

#### Recitals

1. Section 15 of the Police Services Act R.S.O. 1990, c.P.15 authorizes municipal councils to appoint municipal law enforcement officers, who are peace officers for the purpose of enforcing their by-laws.
2. Council considers it advisable to appoint an individual to serve as a municipal law enforcement officer.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-\_\_\_\_\_.

#### Section 1.00: Definitions and Interpretation

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

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

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

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

- 1.02 **Interpretation Rules:**

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

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

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

## **Section 2.00: Appointments**

- 2.01 **Municipal Law Enforcement Officer:** Jenn Clark is appointed as a Municipal Law Enforcement Officer for the City of Kawartha Lakes in accordance with section 15 of the Police Services Act R.S.O. 1990, c.P.15.
- 2.02 **Reporting Relationship:** Jenn Clark shall report to and be under the direction of the Manager of Municipal Law Enforcement and Licensing.

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

- 3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement and Licensing is responsible for the administration of this by-law.
- 3.02 **Repeal:** This By-Law shall repeal and replace By-Law 2011-211.
- 3.03 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 28th day of January, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

# The Corporation of the City of Kawartha Lakes

## By-Law 2025 - XXX

### A By-law to Amend the Village of Bobcaygeon Zoning By-law No. 16-78 to Rezone Land within the City Of Kawartha Lakes

File D06-2024-022 Report PLAN2025-001, respecting Reference Plan Number 70, Lot 7, South Duke, Bobcaygeon, City of Kawartha Lakes, identified as 58 Duke Street.

#### Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.
2. Council has received an application to amend the categories and provisions relating to a specific parcel of land and for a textual amendment to the “Central Commercial-S11 (C1-S11) Zone” to include the permitted uses in the parent C1 Zone except ‘dwelling units’ to be permitted on the Subject Land identified as C1-S11.
3. A public meeting to solicit public input has been held.
4. Council deems it appropriate to rezone the Property.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-XX.

#### Section 1:00 Zoning Details

- 1.01 **Property Affected:** The Property affected by this by-law is described as Reference Plan Number 70, Lot 7, South Duke, Bobcaygeon, City of Kawartha Lakes, identified as 58 Duke Street
- 1.02 **Text Amendment:** By-law No. 16-78 of the Village of Bobcaygeon is further amended to amend Section 11.5 to state:

#### '11.5 C1 EXCEPTIONS'

- k. Notwithstanding subsection 11.1, on land zoned C1-S11 Zone, permitted uses shall include those noted in subsection 11.1 except for dwelling units.

Notwithstanding Section 3.14, on land zoned the C1-S11 Zone, the Off Street Loading Space requirement shall be 1 loading space equal to one parking space (not less than 2.5m in width and not less than 17 sq. m. in area.

All other requirements of the C1 Zone and the By-law shall apply to land zoned C1-S11.

## Section 2:00      Effective Date

2.01    **Effective Date:** This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Section 34 of the Planning Act R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this XX day of January, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

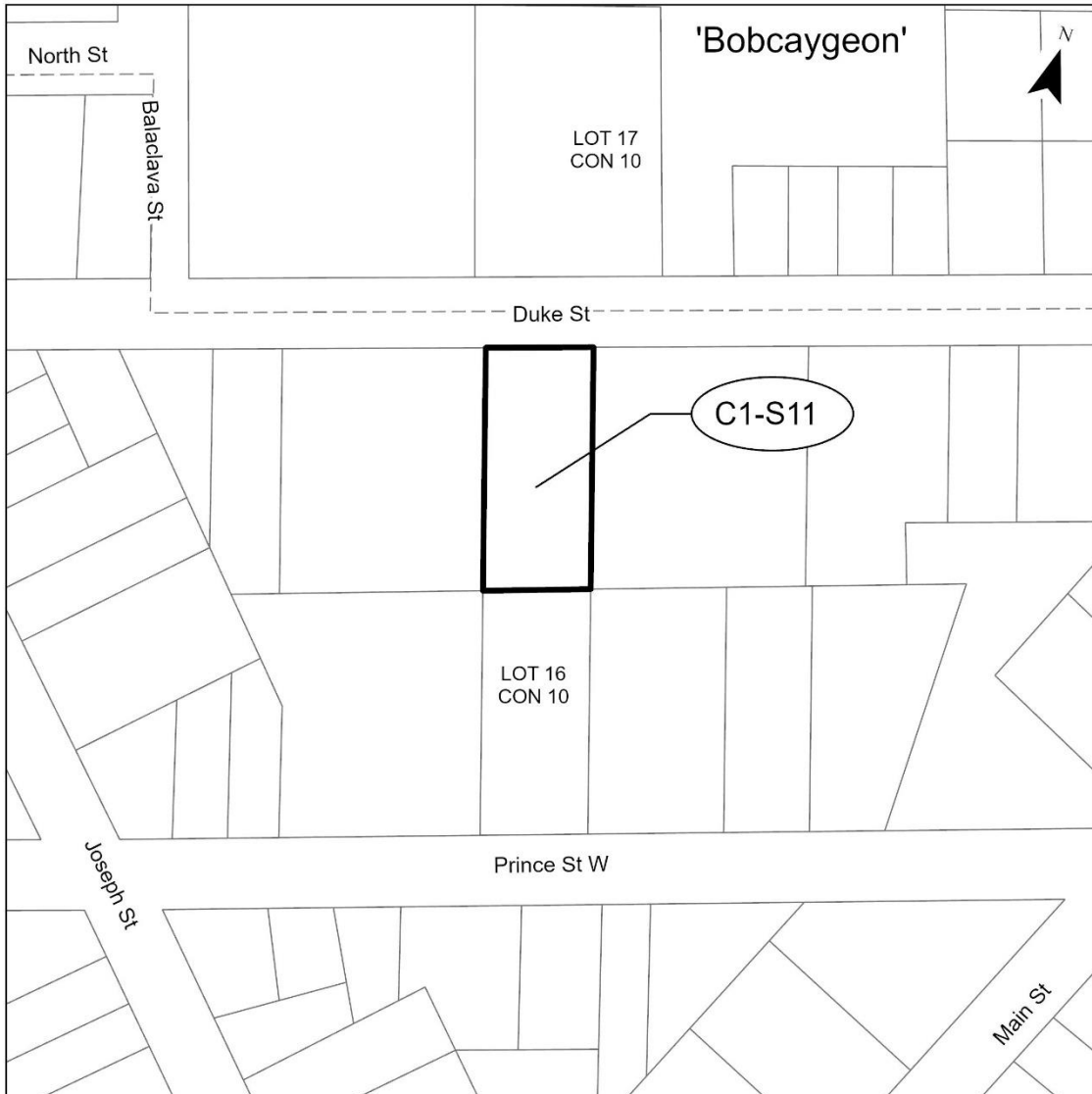
THE CORPORATION OF THE CITY OF

# KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW \_\_\_\_\_ PASSED

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

MAYOR \_\_\_\_\_ CLERK \_\_\_\_\_



# The Corporation of the City of Kawartha Lakes

## By-Law 2025-

### A By-law to Amend the Town of Lindsay Zoning By-law No. 2000-75 to Rezone Land within the City Of Kawartha Lakes

[File D06-2023-030, Report PLAN2025-007, respecting PLAN 8P, PART OF PARK LOT LU1, identified as 139 Verulam Road South, Former Town of Lindsay, now City of Kawartha Lakes]

#### Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.
2. Council has received an application to amend the categories and provisions relating to specific parcels of land to permit residential uses on the subject lands.
3. A public meeting to solicit public input has been held.
4. Council deems it appropriate to rezone the Property.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-\_\_.**

#### Section 1:00 Zoning Details

**1.01 Property Affected:** The Property affected by this by-law is described as PLAN 8P, PART OF PARK LOT LU1, identified as 139 Verulam Road South, Former Town of Lindsay, now City of Kawartha Lakes.

**1.02 Textual Amendment:** By-law No. 2000-75 of the Town of Lindsay is further amended to add the following section to Section 9.3 Special RM1 Zone Requirements:

'9.3.30 RM1-S29(H)

The lands shown on Schedule A to this By-law shall be deemed to be one lot regardless of the number of buildings and structures erected on a part thereof, and regardless of any conveyances, easements, consents, subdivisions or condominiums made or granted after the date this By-law comes into force and effect:

Notwithstanding the permitted uses and zone requirements of the RM1 zone, on land zoned RM1-S29(H), the following requirements shall also apply:

- the minimum lot area shall be 2.0 ha

- the minimum front yard setback (County Road 36) shall be 3.0m
- the minimum exterior side yard setback shall be 6.0m
- the minimum interior side yard setback shall be 1.5m
- the minimum rear yard setback shall be 3.5m
- the maximum lot coverage for all buildings shall be 40%
- the maximum gross floor area of all buildings as a percentage of the lot area shall not apply

Notwithstanding Section 5.14(e) and (f), for the purpose of the RM1-S29(H) Zone, the landscape buffer requirements shall not apply.

All other provisions of By-law 2000-75 shall continue to apply

Notwithstanding the permitted uses and zone requirements for the RM1 zone, on land zoned RM1-S29(H), the removal of the (H) Holding symbol shall be in accordance with the following:

- The applicant has entered into a subdivision agreement to the City's satisfaction, and;
- The City has confirmed an adequate supply of municipal water and sewer servicing is available to service the subject land.

**1.03 Schedule Amendment:** Schedule 'A' to By-law No. 2000-75 of the Town of Lindsay is further amended to change the zone category:

From the Future Residential (FR) Zone to the Residential Multiple One Special Exception Twenty-Nine (RM1-S29(H)) with a Holding Provision as shown on Schedule 'A' attached to this By-law.

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

**2.01 Effective Date:** This By-law shall come into force and take effect on the date it is finally passed, subject to the provisions of Sections 34 and 36 of the Planning Act R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this \_\_\_ day of \_\_\_, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

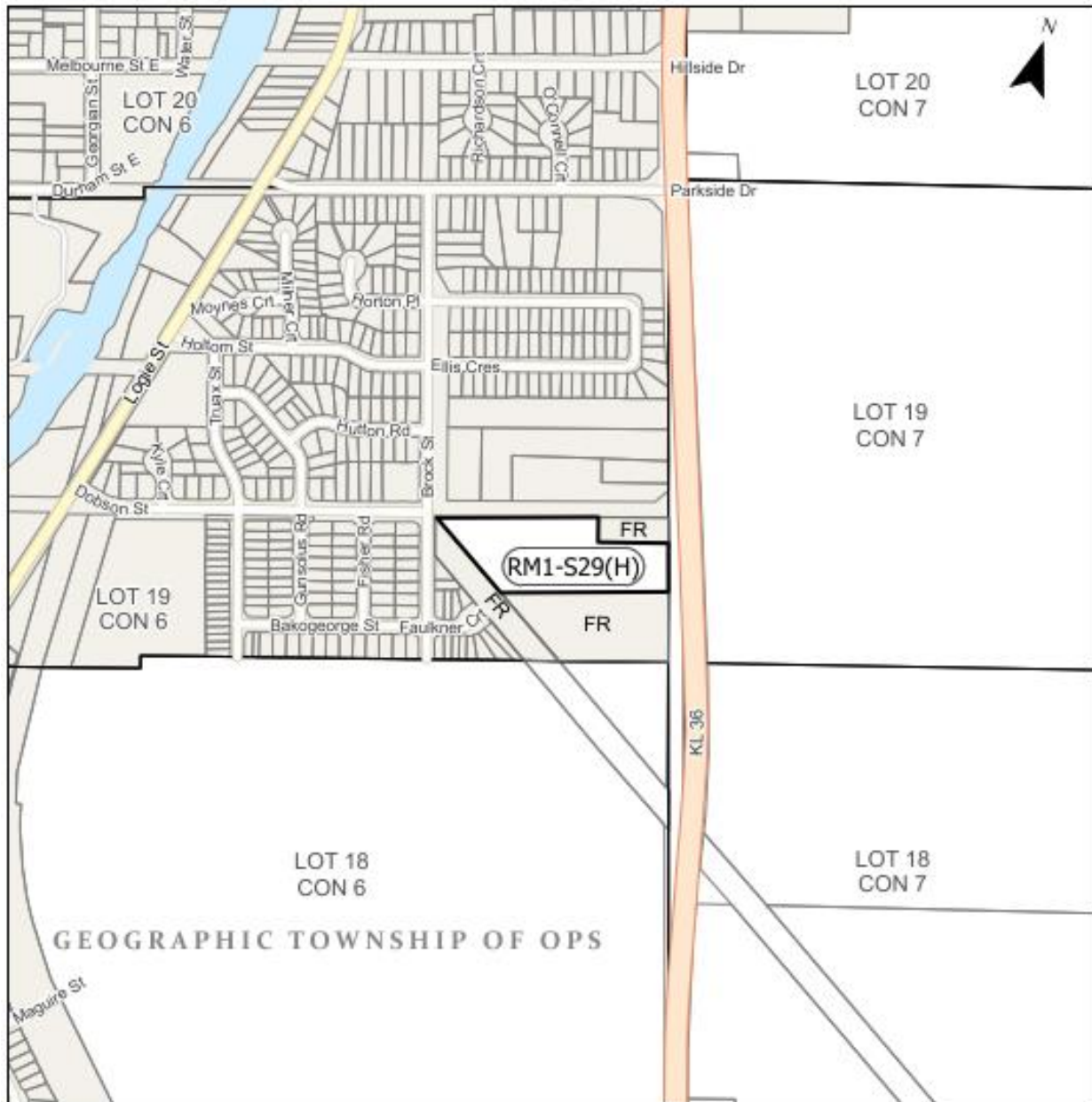
THE CORPORATION OF THE CITY OF

# KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW \_\_\_\_\_ PASSED

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

MAYOR \_\_\_\_\_ CLERK \_\_\_\_\_





# The Corporation of the City of Kawartha Lakes

## By-Law 2025 -

### A By-law to Amend the Township of Emily Zoning By-law No. 1996-30 to Rezone Land within the City of Kawartha Lakes

[File D06-2023-025, Report PLAN2025-008, respecting land identified as 10 Northside Road and described as Lot 14 Plan 513 and Part Of Lot18, Concession 9, Geographic Township of Emily, now City of Kawartha Lakes]

#### Recitals:

1. Section 34 of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to determine the appropriate zoning categories and provisions assigned to land.
2. Council has received an application to amend the categories and provisions relating to specific parcels of land to permit residential uses on the subject lands.
3. A public meeting to solicit public input has been held.
4. Council deems it appropriate to rezone the Property.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-\_\_.**

#### Section 1:00 Zoning Details

**1.01 Property Affected:** The Property affected by this by-law is described as Lot 14, Plan 513 and Part of Lot 18, Concession 9, Geographic Township of Emily, identified as 10 Northside Road, City of Kawartha Lakes.

**1.02 Textual Amendment:** By-law No. 1996-30 of the Township of Emily is further amended to add the following section to subsection 13.3 LIMITED SERVICE RESIDENTIAL EXCEPTION ZONES:

'13.3.11 LIMITED SERVICE RESIDENTIAL EXCEPTION ELEVEN (LSR-11) ZONE

13.3.11.1 Notwithstanding article 13.2.1.3, on land zoned "LSR-11", the minimum south interior side yard for a two storey or greater building shall be 4.0m.'

**1.03 Schedule Amendment:** Schedule 'A' to By-law No. 1996-30 of the Township of Emily, as amended, is further amended to change the zone category:

From the Limited Service Residential Exception Four (LSR-4) Zone to the Limited Service Residential (LSR) Zone; and

From the Limited Service Residential Exception Four (LSR-4) Zone, to the Limited Service Residential Exception Eleven (LSR-11) Zone, as shown on Schedule 'A' attached to this By-law.

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

**2.01 Effective Date:** This By-law shall come into force and effect on the date it is finally passed, subject to the provisions of Section 34 of the Planning Act R.S.O. 1990, c.P.13.

By-law read a first, second and third time, and finally passed, this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Doug J.F Elmslie, Mayor

\_\_\_\_\_  
Cathie Ritchie, City Clerk

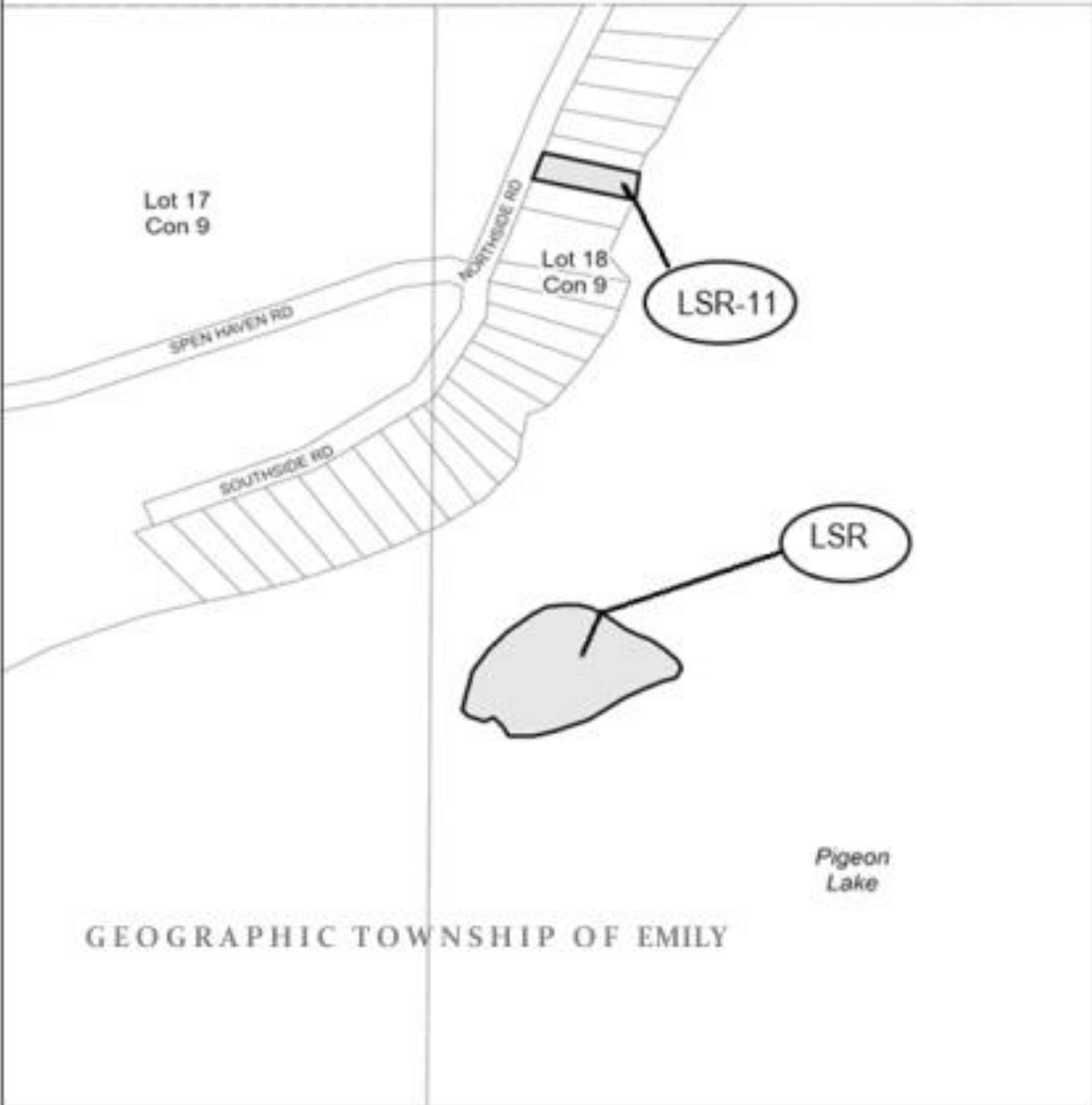
THE CORPORATION OF THE CITY OF

# KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW \_\_\_\_\_ PASSED

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

MAYOR \_\_\_\_\_ CLERK \_\_\_\_\_





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

## **By-law 2025-XXX**

### **A By-law to Assume Alcorn Drive and Sanderling Crescent, Registered Plan 57M-802, Woods of Jennings Creek Subdivision, Phase 1 South, Geographic Township of Ops, The Corporation of the City of Kawartha Lakes**

#### **Recitals**

1. Subsection 31(4) of the Municipal Act, 2001 authorizes Council to assume unopened road allowances or road allowances shown on registered plans of subdivision for public use, by by-law.
2. Council now deems it desirable to assume Alcorn Drive (PIN: 63205-1053, specifically Parts 1, 2, and 3, Plan 57M-802 and Sanderling Crescent (PIN: 63205-1052) , Registered Plan 57M-802, Geographic Township of Ops, the Corporation of the City of Kawartha Lakes as public highway in the City of Kawartha Lakes.
3. Council now deems it desirable to dedicate and assume the Sanderling Crescent 0.3 metre reserve (Plan 532, PIN: 63205-0199) and the Edgewood Drive 0.3 metre reserve (Reserve C, Plan 514, PIN: 63205-0200), Geographic Township of Ops, in the City of Kawartha Lakes as public highway in the City of Kawartha Lakes.
4. Council now deems it desirable to assume the Stormwater Management Pond (Block 98, PIN: 63205-1031) and Pond Access Block (Block 116, PIN: 63205-1049) for Phase 1 South, Registered Plan 57M-802, Geographic Township of Ops, in the City of Kawartha Lakes.
5. Council now deems it desirable to assume the Parks (Block 99, PIN: 63205-1032 and Block 101, PIN: 63205-1034) and Walkways (Block 104, PIN: 63205-1036 and Block 104, PIN: 63205-1037)

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-XXX.**

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

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

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes.

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

**"Council" or "City Council"** means the municipal council for the City.

**1.02 Interpretation Rules:**

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

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

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

**Section 2.00: Assumption of Services**

**2.01 Assumption:** The following highways, stormwater management blocks, park blocks, and walkways are assumed by the City:

- a) The road known as Alcorn Drive, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- b) The road known as Sanderling Crescent, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- c) The stormwater management pond, Block 98 and pond access, Block 116, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- d) The parks, Blocks 99 and 101 and walkways, Blocks 103 and 104, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes

**Section 3.00: Highway Dedication and Assumption**

**3.01: The following are hereby established as public highway:**

- a) The Sanderling Crescent 0.3 metre reserve, Plan 532, Geographic Township of Ops, City of Kawartha Lakes
- b) The Edgewood Drive 0.3 metre reserve, Reserve C, Plan 514, Geographic Township of Ops, City of Kawartha Lakes

- c) The road known as Alcorn Drive, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- d) The road known as Sanderling Crescent, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes

**Section 4.00: Effective Date**

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

By-law read a first, second and third time, and finally passed, this    day of January, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

# The Corporation of the City of Kawartha Lakes

## By-law 2025-XXX

### A By-law to Assume Claxton Crescent and Springdale Drive, Registered Plan 57M-802, Woods of Jennings Creek Subdivision, Phase 1 North, Geographic Township of Ops, The Corporation of the City of Kawartha Lakes

#### Recitals

1. Subsection 31(4) of the Municipal Act, 2001 authorizes Council to assume unopened road allowances or road allowances shown on registered plans of subdivision for public use, by by-law.
2. Council now deems it desirable to assume Claxton Crescent (PIN: 63205-1050) and Springdale Drive (PIN: 63205-1051), Registered Plan 57M-802, Geographic Township of Ops, the Corporation of the City of Kawartha Lakes as public highway in the City of Kawartha Lakes.
3. Council now deems it desirable to dedicate and assume the Claxton Crescent 0.3 metre reserve (Block 111, Registered Plan 57M-802, PIN: 63205-1044) and the Springdale Drive 0.3 metre reserves (Registered Plan 383, PIN: 63205-0535 and Block 112, Registered Plan 57M-802, PIN: 63205-1045), Geographic Township of Ops, in the City of Kawartha Lakes as public highway in the City of Kawartha Lakes.
4. Council now deems it desirable to assume the Stormwater Management Pond (Block 97, PIN: 63205-1030) and Access Block (Block 102, PIN: 63205-1035) for Phase 1 North, Registered Plan 57M-802, Geographic Township of Ops, in the City of Kawartha Lakes.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-XXX.**

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

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

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes.

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

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



**1.02 Interpretation Rules:**

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

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

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

**Section 2.00: Assumption of Services**

**2.01 Assumption:** The following highways, stormwater management block and servicing block are assumed by the City:

- a) The road known as Springdale Drive, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- b) The road known as Claxton Crescent, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- c) The stormwater management pond, Block 97 and servicing Block pond access, Block 102, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes

**Section 3.00: Highway Dedication and Assumption**

**3.01: The following are hereby established as public highway:**

- a) The Springdale Drive 0.3 metre reserve, Plan 383, Geographic Township of Ops, City of Kawartha Lakes  
  
The Claxton Crescent 0.3 metre reserve, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- b) The Springdale Drive 0.3 metre reserve, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- c) The road known as Springdale Drive, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes
- d) The road known as Claxton Crescent, Plan 57M-802, Geographic Township of Ops, City of Kawartha Lakes

**Section 4.00: Effective Date**

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

By-law read a first, second and third time, and finally passed, this    day of January, 2025.

\_\_\_\_\_  
Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk

# The Corporation of the City of Kawartha Lakes

## By-Law 2025-

### A By-law to Amend By-law 2021-162, being a By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes

#### Recitals

1. On December 6, 2024, Council approved the 2025 Water and Wastewater Operating Budget, which approved the 2025 Water/Wastewater rates. Schedule A to this By-law has been updated accordingly.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-   .

#### Section 1.00: Definitions and Interpretation

##### 1.01 Definitions:

All defined terms in the amending By-law take their meaning from By-law 2021-162 of the City of Kawartha Lakes.

##### 1.02 Interpretation Rules:

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

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

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

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

#### Section 2.00: Amendment Details

##### 2.01 Amendments:

Schedule A has been amended to reflect 2025 Water/Wastewater rates.

#### Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Public Works and the Treasurer, or designee, is responsible for the administration of this by-law.

3.02 **Effective Date:** This By-law shall come into force on **February 1, 2025.**

By-law read a first, second and third time, and finally passed, this 28th day of January, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk



Schedule A - 2025  
Water and Wastewater

## Schedule “A” - Water and Sewer Rates

### 2025 Water Rates

**Calculated Annual Flat Rate**                      \$961.16/annum invoiced quarterly (based on an average consumptive usage of 178 m<sup>3</sup> and including Water Fixed Rate)

**All Metered Water System Users**                      Fixed Rate plus Consumption listed below:

**Fixed Rate**

Meter Size	Monthly Charge
5/8 – 3/4”	\$33.52
1”	\$43.61
1.5”	\$56.07
2”	\$90.32
3”	\$342.62
4”	\$436.05
6”	\$654.05
8”	\$903.20

**Consumption Rate**                      **Per Cubic Meter**     \$3.14000  
    **Per Cubic Foot**     \$0.08891

**Mandatory Connect Fee – Water**                      **\$200.00/annum** invoice quarterly\*

\*Qualifying properties within Official Plan Boundary areas of Lindsay, Bobcaygeon, Fenelon Falls and Omeme)

**Bulk Water Fees - Calculated Annual Flat Rate/Estimated Average Consumption (m<sup>3</sup>)**



# The Corporation of the City of Kawartha Lakes

## By-Law 2025 -

**A By-law To Deem Part of a Plan of Subdivision, Previously Registered For Lands Within Kawartha Lakes, Not To Be A Registered Plan Of Subdivision In Accordance With the Planning Act PIN Number 63195-0507 (LT), Concession B, Part of Lot 1, Plan 550, Lot 16, and PIN Number 63195-0506 (LT), Concession B, Part of Lot 1, Plan 550, Lot 17, Geographic Township of Mariposa, Now City Of Kawartha Lakes**

[File D30-2024-006, Report PLAN2025-009, respecting Lots 16 and 17, Plan 550, Geographic Township of Mariposa, identified as 21671 Brunon Avenue and 115 Robinglade Avenue]

### Recitals:

1. Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13 authorizes Council to deem any plan of subdivision, or part of a plan of subdivision, that has been registered for eight years or more, not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.
2. Council has been requested to pass a deeming By-law, by the owner of the land described in Section 1 of this By-law.
3. A duplicate of this By-law shall be registered in the Land Registry Office in accordance with the Planning Act, R.S.O. 1990, c.P.13.
4. Notice of the passing of this By-law shall be mailed to the owner(s) of the land described in Section 1 of this By-law.
5. Council considers it appropriate to enact the requested By-law.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-\_\_.**

### Section 1:00 Details

- 1.01 **Properties Affected:** PIN # 63195-0507 (LT), Concession B, Part of Lot 1, Plan 550, Lot 16 and PIN # 63195-0506 (LT), Concession B, Part of Lot 1, Plan 550, Lot 17, geographic Township of Mariposa, now City of Kawartha Lakes.
- 1.02 **Deeming Provision:** The Property is deemed not to be part of a Registered Plan of Subdivision of the purposes of Subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

Section 2:00 General Terms

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

By-law read a first, second and third time, and finally passed, this \*\* day of \*\*\*, 2025.

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Doug.Elmslie, Mayor

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Cathie Ritchie, City Clerk



# The Corporation of the City of Kawartha Lakes

## By-law 2025-\_\_\_\_

### A By-Law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, January 28, 2025

#### Recitals

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

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2025-\_\_\_\_.**

#### Section 1.00: Confirmation

1.01 The actions of the Council at the following meeting:

#### **Tuesday, January 28, 2025, Regular Council Meeting**

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

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

#### Section 2.00: General

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

By-law read a first, second and third time, and finally passed, this 28th day of January, 2025.

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Doug Elmslie, Mayor

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Cathie Ritchie, City Clerk