

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number DEV2018-004

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**Date:** May 22, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Development Services Department Policy Update

**Description:** Request to Amend and Rescind Development Services Council Policies

**Author and Title:** Chris Marshall, Director of Development Services

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### Recommendation(s):

**That** Report DEV2018-004 **Development Services Department Policy Update**, be received;

**That** the following policies be rescinded and removed from the policy manual:

203 CAO 043	Waiving of Minor Variance Fee - Accessibility
070 ED 003	Delegation of Authority, Tourism Kiosks
021 ED 001	Economic Development Partnership Fund 2002
047 ED 002	Merchandising, City of Kawartha Lakes Logo and Promotional Material 2002; and

**That** Policy C 178 PLAN 001 - Telecommunications and Antenna System Siting Policy be amended as outlined in Attachment A to Report DEV2018-004.

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

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

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

## **Background:**

At the direction of Executive Committee, Development Services staff reviewed existing Council Policies related to the Division. The review involved analyzing the current policies and determining which ones are no longer valid and which ones need to be updated. At the February 8, 2018 Executive Committee meeting a verbal update on the proposed changes was received.

This report addresses that direction.

## **Rationale:**

Staff reviewed the current documents in accordance with the new structure for Policies, Management Directives and Standard Operating Procedures. It is agreed by staff and the Executive Committee that four of the current Development Services policies are no longer valid and should be rescinded and one should be updated to reflect new Federal Guidelines. Below is the rationale for rescinding and amending the policies.

### **Policy 203 CAO 043 – Waiving of Minor Variance Fee Accessibility**

The intent of this policy was to waive the minor variance application fee for applicants who were looking to construct accessible entrances to their buildings. The criteria to be eligible for waiving the fee were unrealistic and no one ever applied for this fee waiver. As an alternative to this policy, the Planning Department has included a reduced application fee as part of the Fee Bylaw for variances related to the construction of accessible entrances.

### **Policy 070 ED 003 – Tourism Kiosks**

The policy speaks to two kiosks but there are actually five tourism kiosks. The policy is out of date and it was determined that a Management Directive would be more appropriate for the ongoing maintenance of these kiosks.

### **Policy 021 ED 001 – Economic Development Partnership Fund**

This policy was actually rescinded by a Council motion on November 10, 2015 but was never removed from the list of policies.

### **Policy 047 ED 002 – Merchandising, City of Kawartha Lakes Logo and Promotional Material**

The City of Kawartha Lakes Logo and promotional material is included in the City's new Communications Advertising and Marketing Management Directive so this policy is no longer needed.

## **Policy C 178 PLAN 001 – Telecommunications and Antenna System Siting Policy**

This policy was developed to assist staff and Council to process requests from telecommunications companies to construct new cell towers in the City. Staff has updated this policy to reflect new Federal Guidelines for cell towers. The changes recommended to this policy have been outlined in the attached policy.

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

There are no financial implications to this report.

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

The Council Adopted Strategic Plan identifies these Strategic Goals:

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

This report is operational and is an administrative matter and does not align with any of the Strategic Priorities.

### **Review of Accessibility Implications of Any Development or Policy:**

N/A

### **Servicing Implications:**

N/A

### **Consultations:**

Director of Public Works

Executive Committee

### **Attachments:**

Appendix A: Telecommunications and Antenna System Siting Policy



2018.02.26 - C 178  
PLAN 001 - Telecomm

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