

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Committee of the Whole Meeting**

**COW2022-04**  
**Tuesday, April 5, 2022**  
**Open Session Commencing at 1:00 p.m. – Electronic Public Participation**  
**Council Chambers**  
**City Hall**  
**26 Francis Street, Lindsay, Ontario K9V 5R8**

**Members:**  
**Mayor Andy Letham**  
**Deputy Mayor Tracy Richardson**  
**Councillor Ron Ashmore**  
**Councillor Pat Dunn**  
**Councillor Doug Elmslie**  
**Councillor Patrick O'Reilly**  
**Councillor Kathleen Seymour-Fagan**  
**Councillor Andrew Veale**  
**Councillor Emmett Yeo**

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

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

**1. Call to Order**

Mayor Letham called the Meeting to order at 1:02 p.m. Deputy Mayor T. Richardson and Councillors R. Ashmore, P. Dunn, D. Elmslie, P. O'Reilly, K. Seymour-Fagan and A. Veale 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, Deputy Clerk J. Watts and Director J. Stover were also in attendance in Council Chambers.

Directors R. Holy, B. Robinson, C. Shanks, R. Sutherland, City Solicitor R. Carlson, Manager of Municipal Law Enforcement and Licensing A. Sloan, Manager of Realty Services S. Dyer, Manager of Technical Services M. Farquhar, Manager of Housing M. Corley and Economic Development Officer - Heritage Planning E. Turner were in attendance electronically.

**2. Adoption of Agenda**

**CW2022-085**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Dunn

**That** the Agenda for the Committee of the Whole Meeting of Tuesday, April 5, 2022, be adopted as circulated.

**Carried**

**3. Disclosure of Pecuniary Interest**

Councillor E. Yeo declared a potential pecuniary interest for Item 8.4 as the applicants that are noted within Item 8.4 are his sister and brother-in-law.

**4. Deputations**

**4.1 COW2022-04.4.1**

**Request to Purchase a Portion of the Road Allowance Adjacent to 67 Rose Street, Pleasant Point  
(Relating to Item 8.3 on the Agenda)**

Valerie Hazlett Parker

Valerie Hazlett Park provided an overview of her request to purchase the portion of unopened road allowance that is adjacent to her property at 67 Rose Street in Pleasant Point. Ms. Hazlett Parker advised that Council recently granted a similar request from the owner of 69 Rose Street and that decision reduced the

unopened road allowance to a width of 17 feet. Ms. Hazlett Parker would like to purchase the balance of the unopened road allowance so the land can be added to her property. Ms. Hazlett Parker outlined that the unopened road allowance is not used by the public.

**CW2022-086**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Elmslie

**That** the deputation of Valerie Hazlett Parker, **regarding a Request to Purchase a Portion of the Road Allowance Adjacent to 67 Rose Street, Pleasant Point**, 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 COW2022-04.6.1

**2021 Homelessness Enumeration Presentation**

Michelle Corley, Human Services Manager, Housing

Human Services Manager M. Corley provided an overview of the 2021 Homelessness Enumeration. The overview included detail regarding the homelessness that is being experienced within Kawartha Lakes.

**CW2022-087**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor O'Reilly

**That** the presentation by Michelle Corley, Human Services Manager, Housing, **regarding 2021 Homelessness Enumeration**, be received; and

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

**Carried**

6.1.1 Report HH2022-002

**2021 Homelessness Enumeration Report**

Michelle Corley, Human Services Manager, Housing

**CW2022-088**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor O'Reilly

**That** Report HH2022-002, **2021 Homelessness Enumeration Report**, be received for information; and

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

**Carried**

6.2 COW2022-0.6.2

**Long Range Financial Plan Presentation**

Jennifer Stover, Director of Corporate Services

Director J. Stover provided an update on the Long Range Financial Plan. The update included an overview of the capital and operating forecast together with detail surrounding the current debt strategy, the total capital program (including tax and water-wastewater), the debt servicing ratio, current operating expenses, current operating revenues and strategies that are in place to support the Long Range Financial Plan.

**CW2022-089**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Veale

**That** the presentation by Jennifer Stover, Director of Corporate Services, **regarding the Long Range Financial Plan**, be received; and

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

**Carried**

**CW2022-090**

**Moved By** Councillor Dunn

**Seconded By** Councillor Ashmore

**That** Staff report back to Council by the end of Q2, 2022 with an overview of the projects that are included within the committed capital program (for the next ten (10) years, including costs; and

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

**Carried**

**7. Reports**

7.1 CLK2022-002

**Clerk's Office Policy Review**

Cathie Ritchie, City Clerk

Joel Watts, Deputy Clerk

Sarah O'Connell, Deputy Clerk

**CW2022-091**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Veale

**That** Report CLK2022-002, **Clerk's Division Policy Review**, be received;

**That** the policy entitled Remembrance Day Donations Policy C 076 CAO 014, be rescinded and replaced by the Remembrance Day Donation Management Directive, attached as Appendix A;

**That** the Delegation of Council Powers and Duties Policy, as amended, attached as Appendix B, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 149 CAO;

**That** the Accountability and Transparency Policy as amended, attached as Appendix C, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 148 CAO 148;

**That** the Elected Officials Records Correspondence Policy as amended, attached as Appendix D, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 144 CAO 032;

**That** the Confidentiality of Information Policy as amended, attached as Appendix E, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 134 CAO 026;

**That** the policy entitled Extended Use of Lottery Proceeds, being Policy 126 CAO 021, attached as Appendix F, be repealed; and

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

**Carried**

7.2 CORP2022-003

**Corporate Services Council Policy Update**

Jennifer Stover, Director of Corporate Services

**CW2022-092**

**Moved By** Councillor Dunn

**Seconded By** Councillor O'Reilly

**That** Report CORP2022-003, **Corporate Services Council Policy Update**, be received;

**That** the proposed amendments to the following policies be approved, as amended, repealing and replacing all predecessor versions:

- CP2016-002 Whistleblower Policy (Appendix A)
- CP2016-010 Occupational Health and Safety Policy (Appendix B)
- CP2016-018 Employee Code of Conduct (Appendix C)
- CP2021-020 Recruitment Policy (Appendix D)
- CP2016-001 Employee Expense Policy (Appendix E); and

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

**Carried**

7.3 ML2022-002

**Special Occasions Permit/Delegation of Authority for Municipally Significant Events**

Aaron Sloan, Manager of Municipal Law Enforcement and Licensing

**CW2022-093**

**Moved By** Councillor Seymour-Fagan

**Seconded By** Councillor O'Reilly

**That** Report ML2022-002, **Special Occasions Permit / Delegation of Authority for Municipally Significant Events**, be received;

**That** the Delegation of Authority By-Law be amended to appoint the Licensing Enforcement Officer with the authority of Council for the purpose of designating a public event as being Municipally Significant in consideration of a Special Occasions Permit process with the Alcohol and Gaming Commission of Ontario; and

**That** these recommendations and the amending by-law be brought forward to Council for consideration at the next Regular Council Meeting.

**Carried**

7.4 RS2022-027

**Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance adjacent to 27 Campbell Beach Road, Brechin**

Laura Carnochan, Law Clerk – Realty Services

**CW2022-094**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Dunn

**That** Report RS2022-027, **Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance adjacent to 27 Campbell Beach Road, Brechin**, be received;

**That** the subject property, being a portion of shoreline road allowance adjacent to 27 Campbell Beach Road and legally described as Lot 4 on Plan 235, 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;

**That** Council set the value of the land at the higher of the appraised value or the minimum set price of \$23.00 per linear foot of shoreline road allowance adjacent to a lake;

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

**Carried**

7.5 RS2022-028

**Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance adjacent to Part of the East Half of Lot 20, Concession 1, Carden**

Laura Carnochan, Law Clerk - Realty Services

**CW2022-095**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Veale

**That** Report RS2022-028, **Proposed Surplus Declaration, Closure, and Sale of a Portion of Shoreline Road Allowance adjacent to Part of the East Half of Lot 20, Concession 1, Carden**, be received;

**That** the subject property, being a portion of shoreline road allowance adjacent to the property legally described as Part of the East Half of Lot 20, Concession 1, 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;

**That** Council set the value of the land at the higher of the appraised value or the minimum set price of \$23.00 per linear foot of shoreline road allowance adjacent to a lake;

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

**Carried**

7.6 RS2022-029

**Proposed Surplus Declaration, Closure, and Sale of a Road Allowance adjacent to 263 Somerville 2nd Concession, Fenelon Falls**

Laura Carnochan, Law Clerk - Realty Services

**CW2022-096**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Seymour-Fagan

**That** Report RS2022-029, **Proposed Surplus Declaration, Closure, and Sale of a Road Allowance adjacent to 263 Somerville 2nd Concession, Fenelon Falls**, be received;

**That** the subject property, being a portion of road allowance adjacent to 263 Somerville 2<sup>nd</sup> Concession, Fenelon Falls and legally described as Road Allowance between Lot 18 and Lot 19, Concession 2, North of Plan 434, in the Geographic Township of Somerville, City of Kawartha Lakes, be declared surplus to municipal needs;

**That** the closure 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;

**That** Council set the value of the land at the higher of the appraised value or the minimum set price of \$15.00 per linear foot of interior road allowance;

**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**

7.7 CORP2022-007

**2022 Tax Policy Decisions**

Linda Liotti, Manager, Revenue and Taxation

**CW2022-097**

**Moved By** Councillor Dunn

**Seconded By** Councillor Elmslie

**That** Report CORP2022-007, **2022 Tax Policy Decisions**, be received;

**That** optional property classes for the 2022 tax year are not adopted;

**That** the tax rate reduction for vacant and excess land in the commercial and industrial class be set as 30% and 35% respectively for 2022;

**That** the tax rate reduction for First Class Undeveloped Farm Land be set at 45% for 2022;

**That** the capping and threshold parameters be established as follows:

	<b>Commercial</b>	<b>Industrial</b>
Annualized Tax Limit	10%	10%

Prior Year's CVA Tax Limit	10%	10%
CVA Tax Threshold for Protected Properties (Increases) (\$0 to \$500)	500	500
CVA Tax Threshold for Clawed Back Properties (Decreases) (\$0 to \$500)	500	500
Properties that were at CVA Tax in 2021 or that would cross over CVA Tax in 2022 are to be excluded from capping.	Yes	Yes

**That** the decrease claw back parameters for 2022 be set at 0% for multi-residential, commercial and industrial;

**That** Council approve the 2022 tax ratios as outlined in Appendix A to report CORP2022-007; and

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

**Carried**

7.8 ED2022-015

**Proposed Heritage Designation of 15 Dodd Street, Fenelon Falls**

Emily Turner, Economic Development Officer - Heritage Planning

**CW2022-098**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Elmslie

**That** Report ED2022-015, **Proposed Heritage Designation of 15 Dodd Street, Fenelon Falls**, be received;

**That** the Municipal Heritage Committee's recommendation to designate 15 Dodd Street 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 a Notice of Intention to Designate, and preparation of the designating by-law;

**That** a designating by-law be brought forward to Council at the next Regular Council Meeting following the end of the notice period; and

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

**Carried**

7.9 CEM2022-002

**Revised Cemetery By-Laws**

Patricia Wykes, Cemetery Administrator

**CW2022-099**

**Moved By** Councillor Yeo

**Seconded By** Councillor O'Reilly

**That** Report CEM2022-002, **Revised Cemetery By-laws**, be received;

**That** Staff be authorized to proceed with the process required by the Bereavement Authority of Ontario (BAO), the governing body of Cemeteries, prior to submission of the Revised Cemetery By-laws to the Bereavement Authority of Ontario (BAO) for approval; and

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

**Carried**

7.10 ENG2022-015

**Request for Weight Restriction - Yelverton Road, Ballyduff Road, Waite Road and Drum Road**

Joseph Kelly, Senior Engineering Technician

**CW2022-100**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Veale

**That** Report ENG2022-015, **Request for Weight Restriction – Yelverton Road, Ballyduff Road, Waite Road, and Drum Road**, be received;

**That** all commercial through traffic be restricted at all times on Yelverton Road from Gray Road to Janetville Road;

**That** all commercial through traffic be restricted at all times on Ballyduff Road from Manvers Scugog Townline to a point 375 meters west of Highway 35, excluding traffic accessing local pits on the identified local haul access route;

**That** all commercial through traffic be restricted at all times on Waite Road from Manvers Scugog Townline to Highway 35;

**That** all commercial through traffic be restricted at all times on Drum Road from Manvers / Scugog Townline to a point 1.7 km west of Manvers / Scugog Line, excluding traffic accessing local pits on the identified local haul access route;

**That** the necessary By-law for the above recommendations be forwarded to Council for adoption; and

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

**Carried**

7.11 CAO2022-002

**Service Transformation and Reset**

Ron Taylor, Chief Administrative Officer

**CW2022-101**

**Moved By** Councillor Veale

**Seconded By** Deputy Mayor Richardson

**That** Report CAO2022-002, **Service Transformation and Reset**, be received; and

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

**Carried**

**8. Memorandums**

8.1 COW2022-04.8.1

**Memorandum Regarding Pleasant Point Park**

Councillor Ashmore

**CW2022-102**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Dunn

**That** the Memorandum from Councillor Ashmore, **regarding Pleasant Point Park**, be received;

**That** Staff be directed to work with a citizens group in Pleasant Point to explore options to convert the present use of their park on Indian Trail to a multi-use park;

**That** Staff report back to council by end of Q3, 2022, with an update on progress of discussions with the citizens group, and further direction needed from council, financial or otherwise, to implement conversion to a multi-use park; and

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

**Carried**

8.2 COW2022-04.8.2

**Memorandum Regarding Peace Road Resurfacing from Centreline to Cowans Bay Bridge**

Councillor Ashmore

**CW2022-103**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Seymour-Fagan

**That** the Memorandum from Councillor Ashmore, **regarding Peace Road resurfacing from Centreline to Cowan's Bay Bridge**, be received;

**That** Staff be directed to consider the section of Peace Road from Centreline to Cowan's Bay bridge for reconstruction and/or resurfacing in the Five (5) Year Roads Program, coming forward to Council in Summer of 2022; and

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

**Carried**

8.3 COW2022-04.8.3

**Memorandum Regarding Purchase of Unopened Road Allowance at 67  
Rose Street, Pleasant Point**

Councillor Ashmore

Councillor Elmslie

**CW2022-104**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Ashmore

**That** the Memorandum from Councillor Ashmore and Councillor Elmslie, **regarding the Purchase of Unopened Road Allowance at 67 Rose Street, Pleasant Point**, be received;

**That** subject property, being the remaining portion of the unopened road allowance adjacent to 67 Rose Street, be declared as surplus to municipal needs;

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

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

**Carried**

8.4 COW2022-04.8.4

**Memorandum Regarding an Application from Patrick and Candace Chartier,  
21 Blue Bay Lane, Fenelon Falls**

Councillor Elmslie

Councillor Yeo advised that he would be remaining in the room during the review of Item 8.4 but would not be commenting or participating in any votes due to his previously declared potential pecuniary interest.

**CW2022-105**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Dunn

**That** the Memorandum from Councillor Elmslie, **regarding the Application from Patrick and Candace Chartier, 21 Blue Bay Lane, Fenelon Falls** be received;

**That** the Application from Patrick and Candace Chartier be referred to Staff for review and report back with the disposition options that are available should the

unopened road allowance adjacent to 21 Blue Bay Lane, Fenelon, be declared as surplus to municipal needs; and

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

**Carried**

**9. Adjournment**

**CW2022-106**

**Moved By** Councillor Dunn

**Seconded By** Councillor Veale

**That** the Committee of the Whole Meeting adjourn at 5:01 p.m.

**Carried**

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk