The Corporation of the City of Kawartha Lakes

Amended Agenda

Regular Council Meeting

CC2024-07
Tuesday, April 30, 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 Eric Smeaton
Councillor Pat Warren
Councillor Emmett Yeo

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Pages

1. Call to Order

2. Opening Ceremonies

2.1 O Canada

2.2 Moment of Silent Reflection

2.3 Adoption of Open Session Agenda

3. Disclosure of Pecuniary Interest

4. Notices and Information by Members of Council and Staff

4.1 Council

4.2 Staff

5. Council Minutes 32 - 70

Regular Council Meeting, March 19, 2024
Special Council Meeting, April 4, 2024

That the Minutes of the Regular Council Meeting of March 19, 2024 and of the Special Council Meeting of April 4, 2024, be received and adopted.

6. Deputations

6.1 CC2024-07.6.1 71 - 73

Application to Amend the Town of Lindsay Zoning By-Law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur
Relating to Agenda Item 10.4.1
Bob Stewart
Paul McPherson

That the deputation of Bob Stewart and Paul McPherson, **regarding an Application to amend the Town of Lindsay Zoning By-Law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received.

6.2 CC2024-07.6.2 74 - 76

Proposed Heritage Designation of 49 King Street, Bobcaygeon (Bobcaygeon Schoolhouse)
Relating to Agenda Item 9.3.28
Lalitha Poonasamy

That the deputation of Lalitha Poonasamy, **regarding the Proposed Heritage Designation of 49 King Street, Bobcaygeon (the Bobcaygeon Schoolhouse)**, be received.

*6.3 CC2024-07.6.3 *77 - 79*

Application to Amend the Town of Lindsay Zoning By-Law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur
Relating to Agenda Item 14.1
Kent Randall

That the deputation of Kent Randall, of EcoVue Consulting, **regarding an Application to Amend the Town of Lindsay Zoning By-Law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received.

*6.4 CC2024-07.6.4 *80 - 82*

The Ontario Energy Board Decision to Remove the Subsidy Relating to Fossil Fuel Infrastructure for New Development
Relating to Agenda Item 9.3.3
Gabriella Kalapos

That the deputation of Gabriella Kalapos, **regarding the Ontario Energy Board Decision to Remove the Subsidy Relating to Fossil Fuel Infrastructure for New Development**, be received.

*6.5 CC2024-07.6.5 *83 - 85*

The Natural Gas Expansion in Bobcaygeon
Relating to Agenda Item 9.3.2
David Rapaport

That the deputation of David Rapaport, **regarding the Natural Gas Expansion in Bobcaygeon**, be received.

7. Correspondence

8. Presentations

8.1 CC2024-07.8.1

Big Brothers Big Sisters of Kawartha Lakes Overview Presentation
Janice Balfour, Executive Director, Big Brothers Big Sisters of Kawartha Lakes

That the presentation by Janice Balfour, Executive Director, Big Brothers Big Sisters of Kawartha Lakes, **regarding an Overview of Big Brothers Big Sisters Kawartha Lakes**, be received.

8.2 CC2024-07.8.2 86 - 100

Social Services - Ontario Works Caseload Demographics
Janine Mitchell, Human Services Manager

That the presentation by Janine Mitchell, Human Services Manager, **regarding Social Services - Ontario Works Caseload Demographics**, be received.

8.2.1 Report HS2024-004 101 - 126

Social Services Service Plan 2024 to 2028
Janine Mitchell, Human Services Manager

That Report HS2014-004, **Social Services Service Plan 2024 - 2028**, be received.

9. Committee of the Whole

9.1 Correspondence Regarding Committee of the Whole Recommendations

9.1.1 CC2024-07.9.1.1 127 - 128

Proposed Heritage Designation of 49 King Street, Bobcaygeon (Bobcaygeon Schoolhouse)
Relating to Agenda Item 9.3.28
Johanna Shapira, Wood Bull LLP

That the correspondence from Johanna Shapira, of Wood Bull LLP, **regarding the Proposed Heritage Designation of 49 King Street, Bobcaygeon (Bobcaygeon Schoolhouse)**, be received.

*9.1.2 CC2024-07.9.1.2 *129 - 130*

Short Term Rental Properties
Relating to Agenda Item 9.3.12
Nadine Heaslip

That the correspondence from Nadine Heaslip, **regarding Short Term Rental Properties**, be received.

*9.1.3 CC2024-07.9.1.3 *131 - 132*

The Ontario Energy Board Decision to Remove the Subsidy relating to Fossil Fuel Infrastructure for New Development
Relating to Agenda Item 9.3.2
Jennifer Hurd, President, Peterborough and the Kawarthas Home Builders Association
Rebecca Schillemat, Executive Officer, Peterborough and the Kawarthas Home Builders Association

That the correspondence from Jennifer Hurd and Rebecca Schillemat, of the Peterborough and the Kawarthas Home Builders Association, **regarding the Ontario Energy Board Decision to Remove the Subsidy relating to Fossil Fuel Infrastructure for New Development**, be received.

9.2 Committee of the Whole Minutes 133 - 151

Committee of the Whole Meeting, April 9, 2024

That the Minutes of the April 9, 2024 Committee of the Whole Meeting 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 CW2024-081

That the presentation by Councillor Warren, **regarding the 2023 Bee Hero Awards**, be received.

9.3.2 CW2024-082

That the deputation of Moya Beall and David Rapaport, **regarding the Natural Gas Expansion in Bobcaygeon**, be received.

9.3.3 CW2024-083

That the deputation of Gabriella Kalapos, of the Clean Air Partnership, **regarding the Ontario Energy Board Decision to Remove the Subsidy relating to Fossil Fuel Infrastructure for New Development**, be received.

9.3.4 CW2024-084

That the deputation of Heather McDiarmid, **regarding the Economic and Emission Benefits of the Use of Heat Pumps Over Gas and Other Fueled Heating Systems**, be received.

9.3.5 CW2024-085

That the deputation of Brian Reel, **regarding a Request for a License Agreement for a Parking Encroachment on the City-Owned Road Allowance Known as Snug Harbour Road**, be received.

9.3.6 CW2024-086

That the deputation of Holy Darling, **regarding a Request to Allow a Pet Pig Under the By-Law to Regulate Animals in the City of Kawartha Lakes**, be received.

9.3.7 CW2024-087

That the deputation of Lynn Craig, **regarding the Low Income Senior Tax Rebate**, be received.

9.3.8 CW2024-088

That the correspondence from Randy Burke, **regarding the Short Term Rental Licensing Program**, be received.

9.3.9 CW2024-089

That the presentation by Chris Handley and Chris Appleton, **regarding the Fenelon Falls Powerlinks Committee Update**, be received.

9.3.10 CW2024-090

That the presentation by Susan Taylor, **regarding the Kawartha Art Gallery Business Case**, be received.

9.3.11 CW2024-091

That the presentation by Aden Addison and Evelyn Pascoe, of I.E. Weldon Secondary School, **regarding Concerns Relating to Climate Change and an Expression of Support for the Healthy Environment Plan**, be received.

9.3.12 CW2024-092

That the presentation by Aaron Sloan, Manager of Municipal Law Enforcement and Licensing, **regarding the Short Term Rental Licensing Program Update**, be received.

9.3.13 CW2024-093

That the presentation by Michael Farquhar, Manager of Technical Services, **regarding the 2024 Life Cycle Extension Program**, be received.

9.3.14 CW2024-094

That Report ENG2024-008, **2024 Life Cycle Extension Program**, be received.

9.3.15 CW2024-095

That Report RA2024-002, **Archival Services Policies**, be received;

That the policy entitled **Archival Preservation Policy**, attached as Appendix A, be adopted and numbered for inclusion in the City's Policy Manual;

That the policy entitled **Corporate Art Collection and Management Policy**, attached as Appendix B, be adopted and numbered for inclusion in the City's Policy Manual; and

That the policy entitled **Archival Exhibition Policy**, attached as Appendix C, be adopted and numbered for inclusion on the City's Policy Manual.

9.3.16 CW2024-096

That Report CS2024-004, **Release of Fenelon Falls Legacy C.H.E.S.T. Funds,** be received;

That the Grove Theatre be approved for funding in the amount of $6,000.00 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350); and

That the Fenelon Falls & District Chamber of Commerce be approved for funding in the amount of $6,000.00 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350).

9.3.17 CW2024-097

That Report BP2024-002, **Lindsay City Hall Generator-Request for Additional Funding**, be received;

That Building and Property be granted approval for a Capital Construction Project in 2024 for the replacement of the existing City Hall diesel emergency backup generator;

That a new capital project be created in 2024 and the additional expenditure of $465,000.00 be funded from the uncommitted portion of the Capital Contingency Reserve (account 1.32248); and

That the department be authorized to proceed with a design submission to Procurement to obtain a Contractor for the supply and install of the new emergency backup generator, and the issuance of a Purchase Order to the low bid Contractor to facilitate a 2025 install.

9.3.18 CW2024-098

That Report PR2024-002, **50/50 Community Project Capital Fund**, be received for information only.

9.3.19 CW2024-099

That Report PR2024-003, **Community Partnership and Development Fund**, be received for information only.

9.3.20 CW2024-100

That Report ED2024-014, **Proposed Heritage Designation of 35 Bolton Street, Village of Bobcaygeon (Bank of British North America)**, be received;

That the Municipal Heritage Committee's recommendation to designate 35 Bolton Street 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, and preparation of the designating by-laws.

9.3.21 CW2024-101

That Report ED2024-016, **Proposed Heritage Designation of 97 King Street, Village of Woodville**, be received;

That the Municipal Heritage Committee's recommendation to designate 97 King Street 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, and preparation of the designating by-laws.

9.3.22 CW2024-102

That Report ED2024-017, **Proposed Heritage Designation of 34-36 King Street East, Village of Omemee (McPherson's General Store)**, be received;

That the Municipal Heritage Committee's recommendation to designate 34-36 King Street East 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, and preparation of the designating by-laws.

9.3.23 CW2024-103

That Report HS2024-002, **Neighbourhood Housing in Lindsay Request to Amalgamate**, be received;

That Council, in its capacity as Service Manager under the Housing Services Act, 2011 and pursuant to Council Policy CP2021-024 – Housing Service Manager Delegated Authority, delegate to the Human Services Manager, Housing, the authority to provide consent pursuant to section 166(5) of the Housing Services Act, 2011 for housing projects designated under the Housing Services Act to support an amalgamation of a designated housing project;

That the Human Services Manager, Housing, provides written consent to Neighbourhood Housing in Lindsay to permit the requested amalgamation, subject to the amalgamating corporations providing all legal documentation evidencing the terms upon which the amalgamation is intended to proceed to the City, in form and content satisfactory to the Human Services Manager, Housing, and as advised by external legal counsel; and

That the Mayor and Clerk be authorized to execute any new or revised documents and agreements, resulting from the requested amalgamation.

9.3.24 CW2024-104

That Report ML2024-003, **Downtown Parking Strategy Report**, be received.

9.3.25 CW2024-105

That Report CORP2024-007, **2024 Tax Policy Decisions**, be received;

That optional property classes for the 2024 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 2024;

That the tax rate reduction for First Class Undeveloped Farm Land be set at 45% for 2024;

That Council approve the 2024 tax ratios as outlined in Appendix A to report CORP2024-007; and

That the Eligible Amount for the Low Income, Senior and Disabled Persons Property Tax Relief be $300.00.

9.3.26 CW2024-106

That Report PR2024-005, **Omemee Splash Pad Feasibility Review,** be received.

9.3.27 CW2024-107

That Report CEM2024-002, **Fenelon Falls Cemetery Board**, be received;

That the management and maintenance of the Fenelon Falls Cemetery be administered by the Kawartha Lakes Cemetery Board effective July 1st, 2024; and

That the Fenelon Falls Cemetery Board be dissolved, and the existing Fenelon Falls Cemetery Board members be thanked for their service and contribution to the City of Kawartha Lakes.

9.3.28 CW2024-108

That Report ED2024-015, **Proposed Heritage Designation of 49 King Street East, Village of Bobcaygeon (Bobcaygeon Schoolhouse)**, be received;

That the Municipal Heritage Committee's recommendation to designate 49 King Street East 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, and preparation of the designating by-laws.

9.3.29 CW2024-109

That Report RD2024-004, **Access to PLAN 105 PT BLK R RP 57R2151 - PART 1 Stata**, be received; and

That Staff proceed with Alternative Access 3, as outlined within Report RD2024-004.

9.3.30 CW2024-110

That the Memorandum from Councillor Warren regarding, **Request for Electric Vehicle Management Plan**, be received; and

That an Electric Vehicle Strategy and Management Plan be developed.

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 152 - 170

Planning Advisory Committee Meeting, April 10, 2024
Special Planning Advisory Committee Meeting, April 10, 2024

That the Minutes of the Planning Advisory Committee Meeting of April 10, 2024 and of the Special Planning Advisory Committee Meeting of April 10, 2024, 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 PAC2024-021

That Report PLAN2024-022, **Application to Amend the Township of Mariposa Zoning By-law 94-07 at 77 Cottage Road, Little Britain - Snodden**, be received;

That a Zoning By-law, respecting application D06-2024-004, substantially in the form attached as Appendix D to Report PLAN2024-022 be approved for adoption by Council; and

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

10.3.2 PAC2024-022

That Report PLAN2024-023, **Application to Amend the Township of Verulam Zoning By-law 6-87 at 26 Country Club Drive, Fenelon Falls - Eganridge Inc**, be received for information; and

That Report PLAN2024-023, be referred back to staff for processing until review of the technical studies has been completed.

10.3.3 PAC2024-023

That Report **PLAN2024-024, Application to Amend the Township of Somerville Zoning By-law 78-45 at 1101 Kawartha Lakes Road 49, Bobcaygeon - Bevanda**, be received; and

That Report PLAN2024-024, be referred back to staff to address agency comments and for further review of technical studies.

10.3.4 PAC2024-024

That Report PLAN2024-019, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received.

10.3.5 PAC2024-026

That Report PLAN2024-026, **Applications to Amend the City of Kawartha Lakes Official Plan and Township of Verulam Zoning By-law at Block 18, Peller Court, Bobcaygeon - Morrallee**, be received for information;

That an Official Plan Amendment respecting application D01-2023-003, substantially in the form attached as Appendix D to Report PLAN2024-026, be approved and adopted by Council;

That a Zoning By-law Amendment respecting application D06-2023-027, substantially in the form attached as Appendix E to Report PLAN2024-026, 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.

10.3.6 PAC2024-029

That the correspondence relating to the April 10, 2024 Statutory Public Meeting regarding the proposed Rural Zoning By-law from the following individuals:

- Buckley and the Kawartha Haliburton Federation of Agriculture;
- Trider and R and L Roddy;
- Kehar;
- Maloney and the Agricultural Development Advisory Committee;
- Wilson and K. Duguay;
- Kerr;
- Callan and K. Duguay;
- Geyer;
- Bartley

10.3.7 PAC2024-030

That Report PLAN2024-025, **Proposed Rural Zoning By-law**, be received;

That the Proposed Rural Zoning By-law, substantially in the form attached as Appendix F to Report PLAN2024-025 be approved for adoption by Council at the May 21, 2024 Regular Council Meeting; and

That the Mayor and Clerk be authorized to execute the documents required by the approval of this By-law.

10.4 Items Extracted from Planning Advisory Committee Minutes

10.4.1 PAC2024-025

That application D06-2022-021, being **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be forwarded to Council for consideration; and

That Council be notified that the Planning Advisory Committee does not support the staff recommendation as printed on report PLAN2024-019.

10.4.1.1 Report PLAN2024-019 171 - 191

Amend the Lindsay Zoning By-law 2000-75 at 158 Colborne Street West - Francoeur
Mark LaHay, Planner II

That Report PLAN2024-019, **Part Lot 22, Concession 4, Former Town of Lindsay, City of Kawartha Lakes, identified as 158 Colborne Street West, Michel Francoeur and Jean-Guy Francoeur – D06-2022-021**, be received;

That the proposed zoning by-law amendment, substantially in the form attached as Appendix D to Report PLAN2024-019, be adopted by Council; and

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

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 CLK2024-002 192 - 205

Revised Flag Policy
Cathie Ritchie, City Clerk

That Report CLK2024-004, **Revised Flag Policy**, be received; and

That the policy entitled Flag Policy, attached as Appendix A to Report CKL2024-002, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions.

11.1.2 RA2024-003 206 - 210

Policy for the Replevin of City Owned Records
Angela Fornelli, Manager of Records and Archives

That Report RA2024-003, **Policy for the Replevin of City Owned Records**, be received; and

That the policy entitled Replevin of the City of Kawartha Lakes Records Policy appended to Report RA2024-003, be adopted, numbered and inserted in the Corporate Policy Manual.

11.1.3 CORP2024-006 211 - 226

High Water Bill Relief – 5 Princes' St E, Fenelon Falls
Linda Liotti, Manager, Revenue and Taxation

That Report CORP2024-006 **High Water Bill Relief – 5 Princes' St E, Fenelon Falls**, be received; and

That Council deny the request for financial relief of the high water bill incurred at 5 Princes' St. E., Fenelon Falls, and billed during the period October 1-December 31, 2023.

11.1.4 CORP2024-011 227 - 253

Surplus Disposition
Carolyn Daynes, Treasurer

That Report 2024-011, **2023 Surplus Disposition**, be received;

That Council approve the creation of a new reserve titled Environmental Disaster Recovery Reserve;

That Council approve the creation of a new reserve titled Primary Care Recruitment and Retention Reserve;

That Council approve the creation of a new reserve titled Water and

Sewer User Rate Stabilization Reserve; and

That Council authorize the transfer of the 2023 Surplus of $3,204,262.62 as follows:

- $150,000.00 donation to Kawartha Art Gallery
- $28,000.00 donation to Contingency Reserve – held for Community Foundation funding decision scheduled for June 2024
- $100,000.00 donation to Kawartha Lakes Healthcare Initiative (KLHCI)
- $100,000.00 be transferred to Environment Disaster Recovery Reserve
- $1,100,000.00 be transferred to Asset Management Reserve committed to Victoria Manor lifecycle extension capital improvements
- $500,000.00 to Primary Care Recruitment and Retention Reserve
- $1,226.262.62 be transferred to General Tax Stabilization Reserve

That Council approve the reclassification of the following reserves:

- 911 Atlas Reserves (1.32075) of $16,134.50 be transferred to General Contingency Reserve – committed to Planning (1.32090), and;
- Somerville Heritage Reserve (1.24065) of $8,539.63 be transferred to City Heritage Reserve committed to Somerville Heritage (1.32275); and,
- Economic Development Reserve (1.32080) of $576,743.34 be transferred to Tax Stabilization Reserve, committed for Economic Development (1.32285) and the Economic Development reserve category be eliminated; and,
- Fire Grant commitment in General Contingency Reserve (1.32090) of $14,512.85 be transferred to Fleet Reserve – committed to Fire (1.32070); and,
- Employee Survey commitment in General Contingency Reserve (1.32090) of $24,429.25 be moved to People Services Rate Stabilization Reserve (1.32040); and,
- Agriculture Land Lease commitment in General Contingency

Reserve (1.32090) of $125,702.81 be moved to Property Development Reserve. (1.32035); and,

- Lindsay Tree Levy Reserve (3.24085) of $18,656.77 be transferred to Tree Canopy Reserve (3.32272); and,
- General Contingency Reserve – committed to Winter Control (1.32090) of $2,131,473.12 be transferred to General Tax Stabilization Reserve (1.32285) - committed to Winter Control; and,
- Social Committee Reserve (1.32240) of $10,661.03 be transferred to People Services division 2024 Budget; and,
- Legacy CHEST Funds totaling approximately $23 Million be transferred to a new Reserve Category entitled Legacy CHEST Funds; and,
- Building Reserve (1.32205) of $3,712,985.13 be categorized as an obligatory reserve with interest applied annually and placed in Obligatory Reserve category; and,
- Developing Opportunities to Ontario Renters (DOOR) Reserve of $1,325,191.73 be transferred from Rate Reserve Category to Obligatory Reserve category; and,
- Forbert Pool/Dike Downey Estate Reserve (3.24060) of $211,203.44 be transferred to City's Trust Fund as a separate fund; and,
- Smith Manvers Reserve (3.24075) of $44,364.75 be transferred to City's Trust Fund as a separate fund; and

That Council approve the transfer of deferred grant revenue of $347,552.02 to the following reserves as per Table F below:

- Capital Contingency Reserve -1.32248 $17,224.73
- Fleet Reserve –Committed to PW Fleet – 1.32070 $7,364.88
- Fleet Reserve – Committed to Paramedics-1.32070 $4,781.48
- Asset Management Reserve – 1.32045 $318,180.93

11.1.5 PUR2024-010 254 - 257

Lindsay Ops Landfill Storm Water Pond Sediment Removal
Linda Lee, Buyer
Marten LeClerc, Senior Engineering Technician

That Report PUR2024-010, **Lindsay Ops Landfill Storm Water Pond Sediment Removal**, be received;

That R&M Construction (560789 Ontario Limited) be selected for the award of the Request for Quotation 2024-006-CQ Lindsay Ops Landfill Storm Water Pond Sediment Removal for the submitted price of $275,937.10 (not including HST);

That WSP be awarded the Contract Administration for $34,160.00 (not including HST);

That the deficit of $306,410.00 (including payable HST) be financed from the uncommitted portion of the Capital Contingency Reserve (1.32248);

That subject to receipt of the required documents, the Director of Engineering and Corporate Assets be authorized to execute the agreement to award Request for Quotation 2024-006-CQ; and

That the Engineering and Corporate Assets Department be authorized to issue a purchase order.

11.1.6 HS2024-001 258 - 263

Cross Jurisdictional Child Care
Janine Mitchell, Manager, Human Services

That Report HS2023-001, **Cross Jurisdictional Child Care**, be received;

That the agreement between the Corporation of the City of Kawartha Lakes and the City of Peterborough for the purpose of the provision of cross jurisdictional child care, attached as Appendix A to report HS2024-001, be approved; and

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

11.1.7 ENG2024-009 264 - 453

Waite Drain – Consideration of Engineer's Report
Richard Monaghan, Drainage Superintendent

That Report ENG2024-009, **Waite Drain – Consideration of Engineer's Report**, be received;

That pursuant to Section 57 of the Drainage Act, Council refer the Waite Drain Engineer's Report as prepared by E. DeLay, M.Eng, P.Eng back to the Engineer to reconsider landowner concerns raised at the Meeting to Consider; and

That pursuant to Section 39(1) of the Drainage Act, Council extend the timeline for submission of the Waite Drain Engineer's Report to April 30, 2025.

11.1.8 ENG2024-010 454 - 480

Short and 2A Drain - Minor Improvement - Consideration of Engineer's Report
Richard Monaghan, Drainage Superintendent

That Report **ENG2024-010**, **Short and 2A Drain – Minor Improvement - Consideration of Engineer's Report**, be received;

That the Short and 2A Municipal Drain Minor Improvement Engineer's Report, as prepared by M. Gerrits P.Eng, be adopted;

That a by-law be provisionally adopted by first and second reading to provide for the minor improvement amendment to the drainage works in the City of Kawartha Lakes known as the Short and 2A Municipal Drain;

That Staff be instructed to provide the necessary notice following adoption of the provisional by-law; and

That following the last date of appeal to the Drainage Referee on the necessary notice, and if no appeals are filed, Council adopt the provisional by-law with a third reading at the next available Regular Council Meeting.

11.1.9 PR2024-004 481 - 696

Centennial Trailer Park Master Plan
Jenn Johnson, Manager, Parks and Recreation

That Report PR2024-004, **Centennial Trailer Park Master Plan**, be received;

That the Centennial Trailer Park Master Plan document appended to Report PR2024-004, be endorsed; and

That Parks and Recreation staff collaborate with Corporate Services and Asset Management staff to incorporate, as necessary, identified capital and operating forecasted expenditures into the Long-term Financial Plan 2022-2031.

11.1.10 BP2024-001 697 - 709

Facility Condition Assessments Update For Various Facilities
James Smith, Manager of Building and Property

That Report BP2024-001, **Facility Condition Assessments Update For Various Facilities**, be received.

11.1.11 PLAN2024-027 710 - 728

Lindsay 2017 Developments Inc. Sugarwood Phase 2 - Block Development - Exemption from Part Lot Control Provisions of the Planning Act at Concession 4, Lot 22
Matt Alexander, Practice Lead, MCIP, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

That Report PLAN2024-027, **Lindsay Developments Inc. – Part Lot Control Exemption Request, Application D05-2024-002**, be received;

That the Part Lot Control By-law, substantially in the form attached in Appendix D to Report PLAN2024-027 be approved for adoption by Council; and

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

11.1.12 PLAN2024-028 729 - 740

Morningside Subdivision Phase 2 - Exemption from Part Lot Control Provisions of the Planning Act, Lot 57 Plan 57M-813
Matt Alexander, Practice Lead, MCIP, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

That Report PLAN2024-028, **Morningside Subdivision Phase 2 – Exemption from Part Lot Control Provisions of the Planning Act, Lot 57 Plan 57M-813**, be received;

That the Part Lot Control By-law, substantially in the form attached in Appendix D to Report PLAN2024-028, be approved for adoption by Council; and

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

11.1.13 ED2024-023 741 - 816

2024-2025 Kawartha Lakes Small Business Centre (KLSBC)
Diane Steven, Economic Development Officer - Entrepreneurship

That Report ED2024-023, **2024-2025 Kawartha Lakes Small Business Centre (KLSBC)**, be received; and

That the Mayor and Clerk, following a review of agreements to the satisfaction of the City Solicitor, be authorized to execute agreement(s) with the Province of Ontario for the Kawartha Lakes Small Business Centre program for 2024-2025, and any extensions to the program.

11.1.14 ED2024-024 817 - 821

Young Canada Works Funding Agreement
Emily Turner, Economic Development Officer - Heritage Planning

That Report ED2024-024, **Young Canada Works Funding Agreement**, be received; and

That the Mayor and Clerk, following a review of agreements to the satisfaction of the City Solicitor, be authorized to execute any documents and agreements with the Government of Canada and National Trust for the Young Canada Works – Building Careers in Heritage Program for 2024-2025.

11.2 Items Extracted from Consent

12. Petitions

12.1 CC2024-07.12.1 822 - 822

Request for a Speed Limit Reduction on Hayes Line from Ski Hill Road to County Road 10, former Township of Manvers
A complete copy of the Petition with 25 Signatures is Available at the City Clerk's Office for Viewing
Edward Lewis

12.2 CC2024-07.12.2 823 - 823

Request for Area Improvements Surrounding Devan Court, Lindsay and the Red Pines Estates Townhouses in Lindsay
A complete copy of the Petition with 20 Signatures is Available at the City Clerk's Office for Viewing
Rquel Harry

13. Other or New Business

13.1 CC2024-07.13.1 824 - 836

Memorandum Regarding the Establishment of the City of Kawartha Lakes O.P.P. Detachment Board
Mayor Elmslie

That the Memorandum from Mayor Elmslie**, regarding the City of Kawartha Lakes O.P.P. Detachment Board Transition**, be received;

That the By-Law to Establish the City of Kawartha Lakes O.P.P. Detachment Board, as attached as Appendix A to this Memorandum, be brought forward to Council for approval;

That the City of Kawartha Lakes Community Policing Advisory Committee (CPAC) be dissolved;

That Councillor Ashmore, Councillor Richardson and Councillor Warren be appointed to the City of Kawartha Lakes O.P.P. Detachment Board, for the balance of the current term of Council;

That Staff be directed to initiate the process to recruit for one public member for appointment to the City of Kawartha Lakes O.P.P. Detachment Board, for the balance of the current term of Council;

That the Mayor and Clerk be authorized to execute the Agreement attached as Appendix B to this Memorandum, regarding Assumption of Policing Responsibility by the Commissioner for the Provisions of Services;

That Staff be directed to schedule the first meeting of the City of Kawartha Lakes O.P.P. Detachment Board;

That Staff be directed to provide draft Terms of Reference for the City of Kawartha Lakes O.P.P. Detachment Board to the Board at their first Board Meeting for consideration; and

That Staff be directed to report back to Council with the final version of the Terms of Reference for the City of Kawartha Lakes O.P.P. Detachment Board.

14. By-Laws

That the By-Laws shown in Section 14.1 of the Agenda, namely: Items 14.1.1 to and including 14.1.27 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

14.1 By-Laws by Consent

14.1.1 CC2024-07.14.1.1 837 - 840

By-Law Imposing Special Annual Drainage Rates Upon Land in Respect of Which Money is Borrowed under the Tile Drainage Act (Brouwer)

14.1.2 CC2024-07.14.1.2 841 - 844

By-Law to Stop Up and Close Part of Commerce Road on Plan 608, City of Kawartha Lakes, designated as Part 1 on Plan 57R-11129 (Part of PIN: 63237-0406 (LT)), and to Authorize its Sale to the Abutting Landowner

14.1.3 CC2024-07.14.1.3 845 - 846

By-Law to Deem Part of a Plan of Subdivision, Previously Registered for Lands Within the City of Kawartha Lakes, Not to Be a Registered Plan of Subdivision in Accordance with the Planning Act, Described as Lots 167-173, 188-191, 193-200 on Plan 57; Part of Lots 165-166, 192 on Plan 57 as in R466817; Part of Lot H on Plan 22 as in R466813; City of Kawartha Lakes, being PIN: 63150-0217 (LT) (80 Ellice Street, Fenelon Falls)

14.1.4 CC2024-07.14.1.4 847 - 851

By-Law to Authorize the Execution of a Letter of Agreement between His Majesty the King in Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario and the City of Kawartha Lakes related to Funding Provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program

14.1.5 CC2024-07.14.1.5 852 - 857

By-Law to Designate 91 William Street North, Town of Lindsay in the City of Kawartha Lakes as Being of Cultural Heritage Value or Interest

14.1.6 CC2024-07.14.1.6 858 - 863

By-Law to Designate 37 King Street East, Village of Omemee in the City of Kawartha Lakes as being of Cultural Heritage Value or Interest

14.1.7 CC2024-07.14.1.7 864 - 869

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

14.1.8 CC2024-07.14.1.8 870 - 875

By-Law to Designate 13-17 King Street East, Village of Omemee in the City of Kawartha Lakes as being of Cultural Heritage Value or Interest

14.1.9	CC2024-07.14.1.9 By-Law to Designate 479 Eldon Road, Geographic Township of Mariposa in the City of Kawartha Lakes as being of Cultural Heritage Value or Interest	876 - 881
14.1.10	CC2024-07.14.1.10 By-Law to Amend By-Law 2005-328 being A By-Law to Establish Speed Limits in the City of Kawartha Lakes	882 - 885
14.1.11	CC2024-07.14.1.11 By-Law to Amend By-Law 2023-179 being A By-Law to Regulate Parking in the City of Kawartha Lakes	886 - 888
14.1.12	CC2024-07.14.1.12 By-Law to Amend By-Law 2019-077, being a By-Law to Regulate the Operation of ATVs and ORVs on Municipal Highways in the City of Kawartha Lakes	889 - 896
14.1.13	CC2024-07.14.1.13 By-Law to Amend The Township of Mariposa Zoning By-Law 94-07, as amended, To Rezone Land within the City of Kawartha Lakes (77 Cottage Road)	897 - 899
14.1.14	CC2024-07.14.1.14 By-Law to Amend the City of Kawartha Lakes Official Plan to Re-designate Land within the City of Kawartha Lakes (1570194 Ontario Inc.)	900 - 903
14.1.15	CC2024-06.14.1.15 By-Law to Amend the Township of Verulam Zoning By-Law No. 6-87 to Rezone Land within the City of Kawartha Lakes (1570194 Ontario Inc.)	904 - 906
14.1.16	CC2024-07.14.1.16 By-Law To Temporarily Suspend The Application of Subsection 50(5) of the Planning Act For Certain Properties Within Kawartha Lakes PIN # 63204-1075 (LT), PIN # 63204-1076 (LT), PIN # 63204-1077 (LT), PIN # 63204-1078 (LT), PIN # 63204-1079 (LT), PIN # 63204-1080 (LT) (Sugarwood)	907 - 909

14.1.17	CC2024-07.14.1.17 By-Law To Temporarily Suspend The Application of Subsection 50(5) of the Planning Act For Certain Properties Within Kawartha Lakes PIN # 63-238-0563 (LT) (Morningside)	910 - 911
14.1.18	CC2024-07.14.1.18 By-Law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes (Junkin)	912 - 913
14.1.19	CC2024-07.14.1.19 By-Law to Appoint a Weed Inspector for the City of Kawartha Lakes (Junkin)	914 - 915
14.1.20	CC2024-07.14.1.20 By-Law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes (DiManno)	916 - 917
14.1.21	CC2024-07.14.1.21 By-Law to Appoint a Weed Inspector for the City of Kawartha Lakes (DiManno)	918 - 919
14.1.22	CC2024-07.14.1.22 By-Law to Establish 2024 Tax Ratios in the City of Kawartha Lakes	920 - 922
14.1.23	CC2024-07.14.1.23 By-Law to Set Tax Rate Reductions for the Prescribed Subclasses in the City of Kawartha Lakes for the Year 2024	923 - 925
14.1.24	CC2024-07.14.1.24 By-Law to Limit Tax Decreases on Commercial, Industrial and Multi-Residential Properties for 2024 in the City of Kawartha Lakes	926 - 928
14.1.25	CC2024-07.14.1.25 By-Law to Provide 2024 Tax Relief to Certain City of Kawartha Lakes Property Owners Who Are Low Income Elderly Persons, Low Income Persons Between the Ages of 55 And 64, Low Income Disabled Persons or Ontario Disability Support Program Recipients	929 - 932

14.1.26	CC2024-07.14.1.26 By-Law to Establish 2024 Tax Rates in the City of Kawartha Lakes	933 - 949
14.1.27	CC2024-07.1.1.27 By-Law to Establish The City of Kawartha Lakes OPP Detachment Board	950 - 952
14.2	By-Laws Extracted from Consent	
14.2.1	CC2024-06.14.2.1 By-Law to Provide for a Minor Improvement on Drainage Works in The City of Kawartha Lakes, Known as The Short and 2A Drain That a by-law to provide for minor improvement on drainage works in the City of Kawartha Lakes, known as the Short and 2A Drain, be read a first and second time, provisionally adopted, and numbered.	953 - 968
14.2.2	CC2024-06.14.2.2 By-Law to Amend the Town of Lindsay Zoning By-Law No. 2000-75 to Rezone Land within the City of Kawartha Lakes (158 Colborne Street West)	969 - 971

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 16.3.1 of the Regular Council Meeting Agenda of Tuesday, April 30, 2024, namely Items 16.3.1 to and including 16.3.12.

16.3.1 CC2024-07.16.3.1

Confidential Closed Session Minutes, Regular Council Meeting of March 19, 2024
Municipal Act, 2001 s.239(2)(a) The Security of the Property of the Municipality or Local Board
Municipal Act, 2001 s.239(2)(b) Personal Information about Identifiable Individuals
Municipal Act, 2001 s.239(2)(c) A 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
Municipal Act, 2001 s.239(2)(e) Litigation or Potential Litigation, including Matters before Administrative Tribunals, affecting the Municipality or Local Board
Municipal Act, 2001 s.239(2)((j) A Trade Secret or Scientific, Technical, Commercial or Financial Information that Belongs to the Municipality or Local Board and has Monetary Value or Potential Monetary Value
Municipal Act, 2001 s.239 (2)(k) A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried on or to be Carried on by or on Behalf of the Municipality or Local Board

16.3.2 PLAN2024-029

Committee of Adjustment Public Appointments
Municipal Act, 2001 s.239(2)(b) Personal Matters About an Identifiable Individual
Leah Barrie, Director of Development Services

16.3.3 PLAN2024-030

Exception for a Youth Advisor to the Environmental Advisory Committee
Municipal Act, 2001 s.239(2)(b) Personal Matters About an Identifiable Individual
Mark Jull, Supervisor, Policy Planning

16.3.4 CORP2024-012

2024 Accessibility Awareness Recognition Awards
Municipal Act, 2001 s.239(2)(b) Personal Matters About Identifiable Individuals
Christine Briggs, IDEA Partner

16.3.5 RS2024-016

Disposition of Road Allowance Adjacent to 29 Fox Beach Lane, Carden
Municipal Act, 2001 s.239(2)(c) A Proposed or Pending Acquisition or Disposition of Land by the Municipality or Local Board
Christine Oliver, Law Clerk - Realty Services

16.3.6 RS2024-017

Proposed Lease Agreement - Ogemah Marina
Municipal Act, 2001 s.239(2)(k) A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried on or to be Carried on by or on Behalf of the Municipality
Sharri Dyer, Manager, Realty Services
Robyn Carlson, City Solicitor

16.3.7 LGL2024-001

Ontario Land Tribunal OLT-23-000815 - 27 Stub Road - King's Bay Golf Club Limited
Municipal Act, 2001 s.239(2)(e) Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board
Robyn Carlson, City Solicitor

16.3.8 LGL2024-003

FLATO Lindsay Community Inc. - Development Framework Agreement - Ministerial Zoning Orders
Municipal Act, 2001 s.239(2)(f) Advice that is Subject to Solicitor-Client Privilege
Robyn Carlson, City Solicitor

16.3.9 PUR2024-007

Single Source - Source Separated Organics - Processing and Disposal
Municipal Act, 2001 s.239(2)(i) A Trade Secret or Scientific, Technical, Commercial, Financial or Labour Relations Information, Supplied in Confidence to the Municipality or Local Board, which, if Disclosed, Could Reasonably be Expected to Prejudice Significantly the Competitive Position or Interfere Significantly with the Contractual or other Negotiations of a Person, Group of Persons, or Organization
Kristy Wilson, Junior Buyer
David Kerr, Manager, Environmental Services

16.3.10 RD2024-002

Limited Service Agreement - Gillis Street Negotiation Update
Municipal Act, 2001 s.239(2)(f) Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose
Municipal Act, 2001 s.239(2)(k) A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried on or to be Carried on by or on Behalf of the Municipality or Local Board
Bryan Robinson, Director of Public Works

16.3.11 WWW2024-003

Update on Kingsview Estates - Victoria Vacant Land Condominium Corporation No. 24 - CCCC Balsam Ltd. - Rosedale Trail
Municipal Act, 2001 s.239(2)(f) Advice that is Subject to Solicitor-Client Privilege
Bryan Robinson, Director of Public Works

16.3.12 CC2024-07.16.3.12

Meeting Protocols and Security - Verbal Report
Municipal Act, 2001 s.239(2)(a) The Security of the Property of the Municipality or Local Board
Ron Taylor, Chief Administrative Officer

17. Matters from Closed Session

***18. Additional By-Laws**

*18.1 CC2024-07.18.1 *972 - 973*

By-Law to Amend By-Law 2022-184, being a By-Law to Appoint a Committee of Adjustment for The City of Kawartha Lakes

19. Confirming By-Law 974 - 974

By-Law to Confirm the Proceeds of the Regular Meeting of Council of April 30, 2024

20. Adjournment

The Corporation of the City of Kawartha Lakes

Minutes

Regular Council Meeting

Tuesday, March 19, 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 Eric Smeaton
Councillor Pat Warren
Councillor Emmett Yeo

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 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 T. Richardson and Councillors R. Ashmore, D. Joyce, C. McDonald, M. Perry, E. Smeaton, 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 L. Barrie, S. Beukeboom, C. Faber, B. Robinson, J. Rojas, C. Shanks, Fire Chief T. Jones, Paramedic Chief S. Johnston and Manager of Technical Services M. Farquhar were also in attendance in Council Chambers.

City Solicitor R. Carlson, Manager of Realty Services S. Dyer and Manager of Municipal Law Enforcement and Licensing A. Sloan were also 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

CR2024-098
Moved By Deputy Mayor McDonald
Seconded By Councillor Richardson

That the Agenda for the Open Session of the Regular Council Meeting of Tuesday, March 19, 2024, be adopted as circulated and with the following amendments:

Additions:

Item 6.1 being a deputation by Don Hughes regarding the ATV Pilot Program Summary

Item 6.2 being a deputation by William Steffler regarding the ATV Pilot Program Summary

Item 6.3 being a deputation by Peter Petrosoniak regarding the ATV Pilot Program Summary

Item 6.4 being a deputation by Darryl James regarding the ATV Pilot Program Summary

Deletions:

Item 14.1.21 being a By-Law to Designate 91 William Street North in the Town of Lindsay in the City of Kawartha Lakes as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act

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 Richardson:

- The Manvers Figure Skating Club is hosting their annual Carnival on Sunday, March 24th at 2:00 p.m.
- The Bethany United Church is hosting a Tea at Two on Wednesday March 27th at 2:00 p.m. The event will feature a guest speaker from A Place Called Home.
- The Janetville Community Centre will be hosting Yuk Yuks on Saturday, April 6th at 7:00 p.m.
- The Fowlers Corners and District Lions Club is looking for Volunteers to assist with their Thursday Car Cruise Nights from May 16th to September 12th, information on the volunteer opportunity can be found on their Facebook Page.
- Words of congratulations were extended to Rachael Flanagan, Pontypool Native and former Manvers Minor Hockey Player, as she has been named the assistant Coach of the Toronto Team in the new Professional Women's Hockey League (PWHL).
- Words of congratulations were also extended to the Weldon Varsity Hockey Team for making history by winning Central Ontario Secondary School Association (COSSA) Hockey Championship and for continuing their efforts as they begin there Ontario Federation of Secondary School Athletic Association (OFSAA) tournament.

- Residents were encouraged to continue to support the local food banks in light of the upcoming Easter holiday.

Councillor Warren:

- Women's Resources hosted a performance by Colin James at the FLATO Academy Theatre on Friday, March 8th. This was the annual event that is hosted in honour of International Women's Day.
- The Bobcaygeon Curling Club hosted the Provincial Two Person Ontario Stick Championships from March 8th to March 10th.
- Words of Congratulations were extended to Jon Thurston and Chrissy Molnar on their silver medal at the 2024 World Wheelchair Curling Championships in South Korea.

Councillor Smeaton:

- Words of congratulations were extended to Community Care congratulated on the opening of their new location at 152 Angeline Street North in Lindsay.
- The Kawartha Lakes Police Service hosted their evening of excellence on March 2nd; words of thanks were extended for their dedication to the community.
- The Kawartha Concert Singers will be performing at the Cambridge Street United Church on Sunday, March 24th at 2:30 p.m.
- Words of condolence were expressed at the loss of Susan Mitchell a former municipal employee.
- Chamber of Commerce 2024 Awards of Excellence will be held on Saturday, April 20th; tickets are available at the Lindsay Chamber of Commerce.

Deputy Mayor McDonald:

- Kawartha Lakes Paramedic Service hosted a fundraiser at Boston Pizza in Lindsay on Thursday, March 14th in honour of BCC Kawarthas.
- April is World Autism Awareness Month.
- The Annual General Meeting of the Lindsay BIA will be held on March 21st at 6:00 p.m. at the Pie Eyed Monk.

- Easter in the Park will be held at Victoria Park in Lindsay on March 24th.
- Residents are encouraged to volunteer with the organization of the International Plowing Match that will be held in Lindsay from October 1st to October 5th.

Councillor Joyce:

- In honour of the solar eclipse on Monday, April 8th, the Kawartha Lakes Public Library will be hosting a special craft project in honour of the eclipse.
- In honour of Earth Day, the Kawartha Lakes Public Library will be hosting a special herb garden craft.
- Residents were encouraged to use the digital library services that are available through the Kawartha Lakes Public Library.

Councillor Ashmore:

- Words of congratulations were extended to the Omemee Blooms Gardening Club in celebration of their 85th Anniversary.
- Words of congratulations were extended to Jon Thurston and Chrissy Molnar on their participation at the 2024 World Wheelchair Curling Championships in South Korea.
- The Grand Opening of Phase III of the Renovation at the Downeyville Hall will be held on April 3rd at 7:00 p.m.
- A Public Information Meeting will be held at the Emily/Omemee Community Centre on March 19th at 7:00 p.m. on the Omemee Splash Pad/Beach Park.

Councillor Yeo:

- The Norland United Church will be hosting a Muffin Drop-In on March 23rd and a Pancake Breakfast on March 30th.
- Words of encouragement were extended to the FLATO Academy Theatre on the events that they have been hosting.

Mayor Elmslie:

- Words of condolence were extended on the loss of former Prime Minister Brian Mulroney. Flags at City Hall are being flown at half mast as an expression of condolence.

4.2 Staff

5. Council Minutes

Special Council Meeting, February 15, 2024
Regular Council Meeting, February 20, 2024

CR2024-099
Moved By Councillor Smeaton
Seconded By Councillor Warren

That the Minutes of the February 15, 2024 Special Council Meeting and of the Regular Council Meeting of February 20 2024, be received and adopted.

Carried

6. Deputations

6.1 CC2024-05.6.1

ATV Pilot Program Summary
Relating to Item 9.3.34 on the Agenda
Don Hughes

Don Hughes spoke in opposition to the ATV Pilot Program. He estimated that incidents relating to the ATV Pilot Program are greatly unreported. He recommended that the ATV Pilot Program be terminated.

CR2024-100
Moved By Councillor Perry
Seconded By Councillor Richardson

That the deputation of Don Hughes, **regarding the ATV Pilot Program Summary**, be received.

Carried

6.2 CC2024-05.6.2

ATV Pilot Program Summary
Relating to Item 9.3.34 on the Agenda
William Steffler

William Steffler spoke in opposition to the ATV Pilot Program. He outlined concerns relating to the liability associated with the use of ATV's. He encouraged Council to place the Active Transportation Master Plan and the Healthy Environment Plan as a priority over the ATV Pilot Program.

CR2024-101
Moved By Councillor Warren
Seconded By Councillor Perry

That the deputation of William Steffler, **regarding the ATV Pilot Program Summary**, be received.

Carried

6.3 CC2024-05.6.3

ATV Pilot Program Summary
Relating to Item 9.3.34 on the Agenda
Peter Petrosoniak

Peter Petrosoniak spoke in opposition to the ATV Pilot Program. He recommended that the use of trails be focused on active transportation and also recommended that the Pilot Program be terminated.

CR2024-102
Moved By Deputy Mayor McDonald
Seconded By Councillor Ashmore

That the deputation of Peter Petrosoniak, **regarding the ATV Pilot Program Summary**, be received.

Carried

6.4 CC2024-05.6.4

ATV Pilot Program Summary
Relating to Item 9.3.34 on the Agenda
Darryl James

Darryl James spoke in opposition to the ATV Pilot Program. He identified concerns relating to liability and to the use of trails by an ATV Association with no fees being payable to the City. He outlined that residents within Lindsay have expressed that they are not in favour of the Pilot Program and recommended that that the routes through Lindsay be terminated; with a comprehensive safety review of the remaining routes.

CR2024-103
Moved By Councillor Yeo
Seconded By Councillor Smeaton

That the deputation of Darryl James, **regarding the ATV Pilot Program Summary**, be received.

Carried

The Meeting recessed at 1:49 p.m. and reconvened at 2:02 p.m.

7. Correspondence

8. Presentations

8.1 CC2024-05.8.1

Communications Strategy 2024 to 2027
Cheri Davidson, Manager of Communications, Marketing and Advertising

Cheri Davidson, Manager of Communications, Marketing and Advertising, provided an overview of the Communications Strategy for 2024 to 2027.

CR2024-104
Moved By Councillor Warren
Seconded By Councillor Richardson

That the presentation by Cheri Davidson, Manager of Communications, Marketing and Advertising, **regarding the Communications Strategy 2024 to 2027**, be received.

Carried

9. Committee of the Whole

9.1 Correspondence Regarding Committee of the Whole Recommendations

9.1.1 CC2024-05.9.1.2

Encroachments Associated with 106 Bond Street West, Fenelon Falls (Relating to Item 9.3.18 on the Agenda)
David Tang

CR2024-105
Moved By Councillor Perry
Seconded By Councillor Ashmore

That the correspondence from David Tang, **regarding to Encroachments Associated with 106 Bond Street West, Fenelon Falls**, be received.

Carried

9.2 Committee of the Whole Minutes

Committee of the Whole Meeting, March 5, 2024

CR2024-106
Moved By Deputy Mayor McDonald
Seconded By Councillor Smeaton

That the Minutes of the March 5, 2024 Committee of the Whole Meeting be received and the recommendations, included in Section 9.3 of the Agenda, save and except for Items 9.3.2, 9.3.8, 9.3.9, 9.3.11, 9.3.17, 9.3.18, 9.3.19, 9.3.33, 9.3.35 and 9.3.39, be adopted.

9.3 Business Arising from Committee of the Whole Minutes

9.3.1 CW2024-040

That the presentation by Michael Farquhar, Manager, Technical Services, **regarding an Update to the Roads Five Year Plan**, be received.

Carried

9.3.3 CW2024-042

That the presentation by Steve Babcock, Manager, Customer Service, **regarding the 2023 Annual Customer Service Report**, be received.

Carried

9.3.4 CW2024-043

That Report CS2024-003, **2023 Customer Service Annual Report**, be received.

Carried

9.3.5 CW2024-044

That Report CORP2024-002, **Corporate Communications Strategy 2024 to 2027**, be received.

Carried

9.3.6 CW2024-045

That the presentation by Joseph Kelly, Traffic Management Supervisor, **regarding an Environmental Assessment Report on the Intersection Improvements for the Intersection of City of Kawartha Lakes Road 36 (East Street North)/Duke Street/Helen Street and Cedartree Lane, Bobcaygeon**, be received.

Carried

9.3.7 CW2024-046

That Report ENG2024-004, **Environmental Assessment Report on the Intersection Improvements for the Intersection of City of Kawartha Lakes Road 36 (East Street North)/Duke Street /Helen Street/Cedartree Lane in Bobcaygeon**, be received; and

That the preferred design Option 3C, traffic signal at East St N and Duke St/Cedartree Lane with knucklehead cul-de-sac closing access to Helen St, be endorsed by Council.

Carried

9.3.10 CW2024-049

That the deputation of Gene Balfour and Kerstin Kelly, **regarding the Rural Zoning By-Law Consolidation Project**, be received.

Carried

9.3.12 CW2024-051

That the deputation of Stephen Major, **regarding Parking Concerns on Kenrei Road, Lindsay**, be received.

Carried

9.3.13 CW2024-052

That the deputation of Carolyn Richards, **regarding the ATV Pilot Program**, be received.

Carried

9.3.14 CW2024-053

That the deputation of Don Hughes and Margaret Hughes, **regarding the ATV Pilot Program**, be received.

Carried

9.3.15 CW2024-054

That the deputation of Corey Crowder, **regarding Report ENG2024-006, Drainage Near 149 Fenelon Drive, Cameron**, be received.

Carried

9.3.16 CW2024-055

That the deputation of William Steffler, **regarding the ATV Pilot Program**, be received.

Carried

9.3.20 CW2024-059

That Report RS2024-007, **Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 159 McCrackin Avenue, Carden**, be received;

That the subject property, being a portion of shoreline road allowance adjacent to 159 McCrackin Avenue and legally described as Part of Lot 23, Concession 3, as in R454236, together with R454236, 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 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;

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.

Carried

9.3.21 CW2024-060

That Report RS2024-011, **Proposed Surplus Declaration and Sale of City-Owned Property located at 910 Hartley Road, Woodville (Palestine Community Centre)**, be received;

That the subject property, being a City-owned property located at 910 Hartley Road, Woodville and legally described as Part Lot 15, Concession 10, as in VT93528, in the Geographic Township of Eldon, City of Kawartha Lakes (PIN: 63175-0085 (LT)), be declared surplus to municipal needs;

That the subject property be prepared and marketed for sale to the general public in accordance with City of Kawartha Lakes By-Law 2018-020, as amended, and the Municipal Act, 2001, and any policies in effect as of the date of sale, and sold for no less than the appraised value plus any and all costs associated with the transaction;

That a By-Law (with any amendments deemed necessary) to authorize the disposition of the subject property shall be passed, if appropriate;

That the Manager of Realty Services be permitted to fully execute all surplus municipal land listing documentation and any documentation associated with the receipt of an offer to purchase surplus municipal land for the full appraised value plus any and all costs associated with the transaction;

That all costs associated with investigating, preparing or marketing the property be financed from the Property Development Reserve;

That the revenue from the sale be placed in the Parkland Reserve; and

That the Mayor and Clerk be authorized to execute all documents to facilitate the conveyance of the lands.

Carried

9.3.22 CW2024-061

That Report ED2024-002, **Economic Development Fund Policy**, be received; and

That City of Kawartha Lakes Economic Development Fund Policy appended to Report ED2024-002 be adopted, numbered and inserted into the Corporate Policy Manual.

Carried

9.3.23 CW2024-062

That Report ED2024-007, **Proposed Heritage Designation of 317 Kent Street West, Town of Lindsay**, be received;

That the Municipal Heritage Committee's recommendation to designate 317 Kent Street West 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 Notice of Intention to Designate, and preparation of the designating by-law.

Carried

9.3.24 CW2024-063

That Report ED2024-008, **Proposed Heritage Designation of 11 Victoria Avenue North, Town of Lindsay (Sylvester House)**, be received;

That the Municipal Heritage Committee's recommendation to designate 11 Victoria Avenue North 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 Notice of Intention to Designate, and preparation of the designating by-law.

Carried

9.3.25 CW2024-064

That Report ED2024-009, **Repeal and Replacement of By-Law 2003-038 Designating 1 King Street East, Village of Omemee**, be received;

That the Municipal Heritage Committee's recommendation to repeal and replace By-law 2003-083 designating 1 King Street West be endorsed;

That Staff be authorized to issue a Notice of Repeal and Notice of Intention to Designate for 1 King Street West;

That a designating by-law be brought forward for adoption at the next Regular Council meeting following the end of the notice period; and

That a by-law to repeal By-law 2003-083 be brought forward for adoption at the next Regular Council meeting following the end of the notice period.

Carried

9.3.26 CW2024-065

That Report PR2024-001, **Parks Advisory Committee Annual Report and 2024 Work Plan**, be received.

Carried

9.3.27 CW2024-066

That Report WM2024-001, **Fenelon Landfill Public Review Committee 2023 Work Summary and 2024 Work Plan**, be received; and

That the 2024 Fenelon Landfill Public Review Committee Work Plan, as outlined in Appendix A to Report WM2024-001, be approved.

Carried

9.3.28 CW2024-067

That Report WM2024-002, **Lindsay Landfill Public Review Committee 2023 Work Summary and 2024 Work Plan**, be received; and

That the 2024 Lindsay Landfill Public Review Committee Work Plan, as outlined in Appendix A to Report WM2024-002, be approved.

Carried

9.3.29 CW2024-068

That Report WM2024-003, **Waste Management Advisory Committee 2023 Work Summary and 2024 Work Plan**, be received; and

That the 2024 Waste Management Advisory Committee Work Plan, as outlined in Appendix A to Report WM2024-003, be approved.

Carried

9.3.30 CW2024-069

That Report CORP2024-004, **Kawartha Lakes Accessibility Advisory Committee Annual Update and 2024 Work Plan**, be received; and

That the 2024 Work Plan for the Kawartha Lakes Accessibility Advisory Committee be approved.

Carried

9.3.31 CW2024-070

That Report ENG2024-007, **Kawartha Lakes Airport Advisory Committee Annual Report and 2024 Work Plan**, be received.

Carried

9.3.32 CW2024-071

That Report ED2024-010, **2023 Kawartha Lakes Business Count**, be received.

Carried

9.3.36 CW2024-075

That Report ED2024-006, **Municipal Heritage Committee 2024 Work Plan**, be received; and

That the 2024 Municipal Heritage Committee Work Plan as outlined in Appendix B be approved.

Carried

9.3.37 CW2024-076

That Report ED2024-018, **Agricultural Development Advisory Committee 2024 Work Plan**, be received; and

That the Agricultural Development Advisory Committee 2024 Work Plan as outlined in Appendix B to Report ED2024-018 be approved.

Carried

9.3.38 CW2024-077

That Report PLAN2024-018, **Environmental Advisory Committee 2024 Work Plan**, be received;

That the 2024 Environmental Advisory Committee Work Plan outlined in Appendix B to Report PLAN2024-018 be approved; and

That the Healthy Environment Plan be an initiative to be included in the Work Plan.

Carried

9.4 Items Extracted from Committee of the Whole Minutes

9.3.2 CW2024-041

CR2024-107
Moved By Councillor Perry
Seconded By Councillor Warren

That a Task Force be established consisting of four (4) members of Council to work with Staff to review and make recommendations on the City's Roads Programs and Council processes moving forward by the end of Q3, 2024.

Carried

CR2024-108
Moved By Councillor Perry
Seconded By Deputy Mayor McDonald

That Report ENG2024-003, **Update to Roads 5 Year Plan**, be received; and

That Staff update the Roads 5 Year Plan annually based on capital project approvals and in accordance with the Asset Management Plan.

Carried

9.3.8 CW2024-047

CR2024-109
Moved By Councillor Richardson
Seconded By Councillor Ashmore

That Staff provide litter/waste signage, waste receptacles, weekly waste pick-up and enhanced seasonal communication for the public water access on Frank Hill Road, Township of Emily.

Carried

CR2024-110
Moved By Councillor Richardson
Seconded By Deputy Mayor McDonald

That the deputation of Glynnis Fitzpatrick, **regarding Littering at the Public Water Access on Frank Hill Road, Township of Emily**, be received.

Carried

9.3.11 CW2024-050

CR2024-111
Moved By Councillor Perry
Seconded By Councillor Richardson

That high water bill request from Karen Haire and Gregory Kerry be referred to Staff for review and report back at the Regular Council Meeting of April 30, 2024.

Carried

CR2024-112
Moved By Councillor Warren
Seconded By Councillor Richardson

That the deputation of Karen Haire and Gregory Kerr, **regarding a High Water Bill Request**, be received.

Carried

9.3.9 CW2024-048

CR2024-113
Moved By Councillor Ashmore
Seconded By Councillor Joyce

That the deputation of David Webb, **regarding the Budget Process**, be received.

Carried

9.3.17 CW2024-056

CR2024-114
Moved By Councillor Ashmore
Seconded By Councillor Warren

That the presentation by David Britton, Director, Ontario Waterways, Parks Canada, **regarding an Update on the Bobcaygeon Swing Bridge**, be received.

Carried

9.3.18 CW2024-057

CR2024-115
Moved By Councillor Perry
Seconded By Councillor Smeaton

That Report RS2024-003 be referred to Staff for further review with the owner of 106 Bond Street West, Fenelon Falls, and report back by the end of June, 2024.

Carried

CR2024-116
Moved By Councillor Perry
Seconded By Councillor Smeaton

That Report RS2024-003, **Request Direction for Encroachment Adjacent to 106 Bond Street West, Fenelon Falls**, be received.

Carried

9.3.19 CW2024-058

CR2024-117
Moved By Councillor Warren
Seconded By Councillor Perry

That Report RS2024-006, P**roposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 183 McCrackin Avenue, Carden**, be deferred to the Regular Council Meeting of April 30, 2024.

Carried

CR2024-118
Moved By Councillor Perry
Seconded By Councillor Warren

That resolution CR2024-117 be reconsidered.

Carried

CR2024-119
Moved By Councillor Warren
Seconded By Councillor Joyce

That Report RS2024-006, **Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 183 McCrackin Avenue, Carden**, be received;

That the subject property, being a portion of shoreline road allowance adjacent to 183 McCrackin Avenue and legally described as Part of Lot 23, Concession 3, as in R374199, together with R374199, 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 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;

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.

Carried

9.3.33 CW2024-072

CR2024-120
Moved By Councillor Joyce
Seconded By Deputy Mayor McDonald

That procurement process for the curbside collection of source separated organics include:

- Option A, being the curbside collection of source separated organics commence in Lindsay, Bobcaygeon, Omemee and Fenelon Falls in 2025; and
- Option B, being that curbside collection of source separated organics commence in Lindsay only in 2025; and

That Staff Report back to Council regarding the associated costs.

Carried

CR2024-121
Moved By Councillor Warren
Seconded By Councillor Joyce

That Report WM2024-005, **Proposed Organic Diversion Program - Detailed Recommendations**, be received; and

That Staff review, evaluate and report to Council on the effectiveness of the program and provide recommendation(s) for future program rollout and improvements.

Carried

The Meeting recessed at 3:32 p.m. and reconvened at 3:45 p.m.

9.3.34 CW2024-073

Moved By Councillor Smeaton
Seconded By Councillor Yeo

That Report RD2024-001, **ATV Pilot Program Summary**, deferred to the Regular Council Meeting of April 30, 2024.

Motion Failed

Moved By Councillor Smeaton
Seconded By Councillor Yeo

That the ATV Pilot Project be continued for one year.

Motion Failed

CR2024-122
Moved By Councillor Richardson
Seconded By Deputy Mayor McDonald

That Report RD2024-001, **ATV Pilot Program Summary**, be received; and

That Staff be directed to amend By-law 2019-077, being a By-Law to Regulate the Operation of ATVs and ORVs on Municipal Highways in the City of Kawartha Lakes, to include the road routes from the Pilot Program identified in Appendix B resulting from By-Law 2022-032 on a permanent basis.

Carried

9.3.35 CW2024-074

CR2024-123
Moved By Councillor Perry
Seconded By Councillor Warren

That Report ENG2024-006, **Drainage Near 149 Fenelon Drive**, be received; and

That Staff be directed to review the requirements for an additional drain on the walkway in Southview Estates and report back to Council by the end of Q2, 2024.

Carried

9.3.39 CW2024-078

CR2024-124
Moved By Deputy Mayor McDonald
Seconded By Councillor Joyce

That the Memorandum from Councillor Perry regarding**, 40km/hr Sign for Princes' Street West in Fenelon Falls,** be received.

Carried

CR2024-125
Moved By Councillor Perry
Seconded By Councillor Ashmore

That Staff be directed to replace the speed sign in front of 105 Princes' Street West by Q4, 2024.

Carried

10. Planning Advisory Committee

10.1 Correspondence Regarding Planning Advisory Committee Recommendations

10.2 Planning Advisory Committee Minutes

Planning Advisory Committee Meeting, March 6, 2024

CR2024-126
Moved By Councillor Richardson
Seconded By Deputy Mayor McDonald

That the Minutes of the March 6, 2024 Planning Advisory Committee Meeting be received and the recommendations, included in Section 10.3 of the Agenda, be adopted.

Carried

10.3 Business Arising from Planning Advisory Committee Minutes

10.3.1 PAC2024-014

That Report PLAN2024-011, **Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision for 808 KL Road 121, Township of Fenelon**, be received for information; and

That Report PLAN2024-011, be referred back to staff for processing until review of the technical studies has been completed.

Carried

10.3.2 PAC2024-015

That Report PLAN2024-012, **Zoning By-law Amendment for 95 Lambs Lane, Fenelon - D06-2024-005**, be received for information;

That a Zoning By-law, respecting application D06-2024-005, substantially in the form attached as Appendix D to report PLAN2024-012, be approved for adoption by Council; and

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

Carried

10.3.3 PAC2024-016

That Report PLAN2024-013, **Amend the Township of Verulam Zoning By-law 6-87 at 2647 KL Road 36**, be received;

That a Zoning By-law, respecting application D06-2024-003, substantially in the form attached as Appendix D to Report PLAN2024-013 be approved for adoption by Council; and

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

Carried

10.3.4 PAC2024-017

That Report PLAN2024-014, **Town of Lindsay Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision at 203, 207 and 213 Kawartha Lakes Road 36 (Highway 36), Town of Lindsay (D01-2024-001, D06-2024-001, D05-2024-001)**, be received for information; and

That Report PLAN2024-014, be referred back to staff to address public and agency comments and for further review of the technical studies.

Carried

10.3.5 PAC2024-018

That Report PLAN2024-015, **9 Farmingdale Lane (Bexley), Kawartha Lakes Official Plan Amendment [File No. D01-2024-002]**, be received for information; and

That Report PLAN2024-015**,** be referred back to staff to address public and agency comments and for further review of the technical studies.

Carried

10.4 Items Extracted from Planning Advisory Committee Minutes

11. Consent Matters

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

Moved By Councillor Richardson
Seconded By Deputy Mayor McDonald

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, save and except for Items:

Carried

11.1 Reports

11.1.4 CORP2024-005

2023 Annual Report on Council Remuneration and Expenses
Miranda Warren, General Clerk

CR2024-127

That Report CORP2024-005, **2023 Annual Report on Council Remuneration and Expenses**, be received.

Carried

11.1.5 PUR2024-006

2024-020-CQ Head River Bridge Rehabilitation
Linda Lee, Buyer
Mike Farquhar, Manager, Technical Services

CR2024-128

That Report **PUR2024-006, 2024-020-CQ Head River Bridge Rehabilitation**, be received;

That Beton (2585284 Ontario Inc.) be selected for the award of Request for Quotation 2024-020-CQ Head River Bridge Rehabilitation for the tender price of $754,369.00 (not including HST);

That DM Wills be awarded the Contract Administration for $132,110.00, not including HST;

That the deficit of $717,230.00 be financed by: 1) the Insurance Proceeds from the at fault third party in the amount of $712,060.00 and 2) from the uncommitted portion of the Capital Contingency Reserve (1.32248) in the amount of $5,170.00;

That subject to receipt of the required documents, the Director of Engineering and Corporate Assets be authorized to execute the agreement to award Request for Quotation 2024-020-CQ; and

That the Engineering and Corporate Assets Department be authorized to issue a purchase order.

Carried

11.1.6 PUR2024-008

2021-02-OQ Bulldozer and Operator for Cover and Compaction Single Source
Marielle van Engelen, Buyer

CR2024-129

That Report PUR2024-008, **2021-02-OQ Bulldozer and Operator for Cover and Compaction Single Source**, be received;

That Council approve the single source award to extend the current contract with Youngs Excavating (1918293 Ontario Inc.) for the term of April 1, 2024 to December 31, 2024 at an estimated cost of $139,511.00, excluding applicable taxes, for the cover and compaction at the Eldon and Laxton Landfills;

That subject to receipt of the required documents, the Director of Public Works be authorized to execute the agreement; and

That the Department be authorized to issue a purchase order.

Carried

11.1.7 PUR2024-009

2024-010-CQ Little Britain Arena Ice Pad Replacement
Ashley Wykes, Buyer
Ryan Smith, Supervisor – Capital and Special Projects

CR2024-130

That Report PUR2024-009, **2024-010-CQ Little Britain Arena Ice Pad Replacement**, be received;

That Schilthuis Construction Inc., being the lowest compliant submission be awarded Request for Quotation 2024-010-CQ Little Britain Arena Ice Pad Replacement for $2,099,520.00 not including HST;

That the additional financing required in the amount of $579,200.00 be taken from the uncommitted portion of the Capital Contingency Reserve (1.32248);

That subject to the receipt of the required documents, the Director of Community Services be authorized to sign the agreement; and

That the Community Services Department be authorized to issue a purchase order.

Carried

11.1.8 CS2024-005

Re-Allocation of Capital Project 950230121 Norland Ball Diamond Lights Funds
Craig Shanks, Director of Community Services

CR2024-131

That Report CS2024-005, **Re-Allocation of Capital Project 950230121 Norland Ball Diamond Lights Funds**, be received; and

That Council re-allocate the previously approved $100,000.00 for the Norland Ward Park Ball Diamond Lights from Capital Project 950230121 to assist the Volunteer Management Committee in the completion of the Norland Ward Park outdoor ice/rink recreation pad.

Carried

11.1.9 WWW2024-002

2023 Annual Waterworks Summary Report
Julie Henry, Quality Management and Policy Coordinator

CR2024-132

That Report 2024-002, **2023 Annual Waterworks Summary Report**, be received in accordance with reporting requirements of Ontario Regulation 170/03 Schedule 22 and Section 11 under the Safe Drinking Water Act, 2002, for the following municipal residential drinking water systems (DWS) owned by the City of Kawartha Lakes:

- Birch Point Estates Drinking Water System
- Bobcaygeon Drinking Water System
- Canadiana Shores Drinking Water System
- Fenelon Falls Drinking Water System
- Janetville Drinking Water System
- King’s Bay Drinking Water System
- Kinmount Drinking Water System
- Lindsay Drinking Water System
- Manilla (Woods of Manilla) Drinking Water System
- Manorview Drinking Water System

- Mariposa Estates Drinking Water System
- Norland Drinking Water System
- Omemee Drinking Water System
- Pinewood Drinking Water System
- Pleasant Point Drinking Water System
- Sonya Drinking Water System
- Southview Estates Drinking Water System
- Victoria Place Drinking Water System
- Western Trent/Palmina Drinking Water System
- Woodfield Drinking Water System
- Woodville Drinking Water System

Carried

11.2 Items Extracted from Consent

11.1.1 CAO2024-002

Kawartha Lakes 2024-2027 Strategic Plan Public Consultation
Brenda Stonehouse, Manager, Strategy and Innovation

Moved By Councillor Perry
Seconded By Councillor Warren

That the Kawartha Lakes Strategic Plan 2024-2027 Plan be amended to include:

- additional consultation with the public within the Action Plans section of Measurement and Reporting; and
- annual reporting to Council within the Progress Indicators section of Measurement and Reporting.

Motion Failed

CR2024-133
Moved By Councillor Richardson
Seconded By Deputy Mayor McDonald

That Report CAO2024-002, **Kawartha Lakes 2024-2027 Strategic Plan Public Consultation**, be received; and

That the Kawartha Lakes Strategic Plan 2024-2027 contained in Appendix A to Report CAO2024-002 be approved.

Carried

11.1.2 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

11.1.3 RS2024-001

Request to Purchase Road Allowance Adjacent to Part of Lot 32, Concession 9, Fenelon
Lucas Almeida, Law Clerk, Realty Services

CR2024-135
Moved By Councillor Warren
Seconded By Councillor Perry

That Report RS2024-001, **Request to Purchase Road Allowance Adjacent to Part of Lot 32, Concession 9, Fenelon**, be received; and

That Staff meet with James R. Webster's to review Report RS2024-001.

Carried

12. Petitions

13. Other or New Business

14. By-Laws

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

CR2024-136
Moved By Councillor Warren
Seconded By Councillor Perry

That the By-Laws shown in Section 14.1 of the Agenda, namely: Items 14.1.1 to and including 14.1.24, save and except for Item 14.1.21, be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

14.1 By-Laws by Consent

14.1.1 By-Law 2024-049

By-Law to Amend By-Law 2021-072, being a By-Law to Regulate Animals in the City of Kawartha Lakes

14.1.2 By-Law 2024-050

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Victoria Rail Trail Corridor)(Chapman, D)

14.1.3 By-Law 2024-051

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Victoria Rail Trail Corridor)(Kerr, S)

14.1.4 By-Law 2024-052

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Victoria Rail Trail Corridor)(Mellor, D)

14.1.5 By-Law 2024-053

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Victoria Rail Trail Corridor)(Pellow, C)

14.1.6 By-Law 2024-054

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Desormoreaux, C)

14.1.7 By-Law 2024-055

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Elliott, J)

14.1.8 By-Law 2024-056

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Guarrasi, Rosario)

14.1.9 By-Law 2024-057

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Jackson, A)

14.1.10 By-Law 2024-058

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Sezaki, K)

14.1.11 By-Law 2024-059

By-Law to Appoint a Municipal Law Enforcement Officer for Limited (Parking Enforcement)(Singh, R)

14.1.12 By-Law 2024-060

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Visneskie, D)

14.1.13 By-Law 2024-062

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Johnstone, R)

14.1.14 By-Law 2024-063

By-Law to Appoint a Municipal Law Enforcement Officer for Limited By-law Enforcement Purposes (Parking Enforcement)(Trudell, J)

14.1.15 By-Law 2024-064

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

14.1.16 By-Law 2024-065

By-Law to Appoint an Area Weed Inspector for the City of Kawartha Lakes (Smallwood, M)

14.1.17 By-Law 2024-066

By-Law to Repeal By-Law 2023-158, being a By-Law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes

14.1.18 By-Law 2024-067

By-Law to Repeal and Replace By-Law 2023-190, being a By-Law to Repeal and Replace By-Law 2023-096, being a By-Law to Stop Up and Close Part of the Road Allowance between Concession 1 and Concession 2 Lying Between King Street and Portage Road (Highway 48); Except Part 1 on Plan 57R-9719, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 2 on Plan 57R-11015, and to Authorize the Sale of the Land to the Abutting Owner (25 Queen Street, Bolsover)

14.1.19 By-Law 2024-068

By-Law to Repeal and Replace By-Law 2024-007, being a By-Law to Stop Up, and Close Part of the Road Allowance between Concession 1 and Concession 2 Lying Between King Street and Portage Road (Highway 48); Except Part 1 on Plan 57R-9719, in the Geographic Township of Eldon, City of Kawartha Lakes, designated as Part 1 on Plan 57R-11015, and to Authorize the Sale of the Land to the Abutting Owner (113 Bolsover Road, Bolsover)

14.1.20 By-Law 2024-069

By-Law to Stop Up, Close, and Sell Hun Street on Plan 100 (PIN: 63150-0228 (LT)), Blake Street on Plan 100 West of Ellice Street (PIN: 63150-0229 (LT)), and Part of South Street on Plan 100 Except Parts 1 and 2 on Plan 57R-4580 (Part of PIN: 63150-0212 (LT)), in the Geographic Village of Fenelon Falls, City of Kawartha Lakes, designated as Parts 2, 4, 5, 6, and 7 on Plan 57R-11135 (80 Ellice Street, Fenelon Falls)

14.1.22 By-Law 2024-070

By-Law to Authorize Entering into a Municipal Housing Facilities Agreement with Muskoka D & M Corporation (77 William Street North, Lindsay)

14.1.23 By-Law 2024-071

By-Law to Amend The Township of Fenelon Zoning By-Law 12-95, as amended, to Rezone Land within the City of Kawartha Lakes (95 Lamb's Lane)

14.1.24 By-Law 2024-072

By-Law to Amend The Township of Verulam Zoning By-Law 6-87, as amended, to Rezone Land within the City of Kawartha Lakes (2647 Kawartha Lakes Road 36)

14.2 By-Laws Extracted from Consent

14.1.21 CC2024-05.14.1.21

By-Law to Designate 91 William Street North in the Town of Lindsay in the City of Kawartha Lakes as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act

15. Notice of Motion

16. Closed Session

16.1 Adoption of Closed Session Agenda

CR2024-137
Moved By Councillor Perry
Seconded By Councillor Smeaton

That the Closed Session agenda be adopted as circulated.

Carried

16.2 Disclosure of Pecuniary Interest in Closed Session Items

There were no declarations of pecuniary interest disclosed.

16.3 Move Into Closed Session

CR2024-138
Moved By Deputy Mayor McDonald
Seconded By Councillor Joyce

That Council convene into closed session at 5:15 p.m. pursuant to Section 239(2) of the Municipal Act, S.O. 2001 s.25, in order to consider matters identified in Section 16.3 of the Regular Council Meeting Agenda of Tuesday, March 19, 2024, namely Items 16.3.1 to and including 16.3.9.

Carried

The Meeting recessed at 5:16 p.m. and reconvened in Closed Session at 5:27 p.m.

17. Matters from Closed Session

Item 16.3.1, Confidential Closed Session Minutes

The Confidential Closed Session Minutes for the Regular Council Meeting of February 20, 2024 were approved.

Item 16.3.2, Report RS2024-013

Staff provided an update regarding negotiations for a proposed License Agreement and Permission to Construct. Council provided direction.

Item 16.3.3, Report RS2024-014

Council provided direction regarding the acquisition of land along Cameron Road, Cameron.

Item 16.3.4

Staff provided an update on Ontario Land Tribunal – OLT-23-000195 – Skyline Real Estate Holding Inc.

Item 16.3.5, Report PLAN2024-020

Item 16.3.6

CR2024-149
Moved By Deputy Mayor McDonald
Seconded By Councillor Joyce

That the following members of the public be appointed to the Environmental Advisory Committee for a term ending December 31, 2026:

- Santosh Patel
- Doug Paterson
- Christine Szabados

Carried

Item 16.3.7

CR2024-150
Moved By Councillor Joyce
Seconded By Councillor Richardson

That the appointment term for the following Active Transportation Master Plan Task Force Members be extended from December 31, 2023 to June 30, 2024:

- Daryl Broadworth

- John Bush
- Arthur Hornibrook
- Barbara MacPherson
- Glenda Morris
- Peter Petrosoniak
- Greg Scott
- John Speirs
- Bill Steffler
- Sajeev Sivayogarajah
- Councillor Pat Warren

Carried

Item 16.3.8

Council provided direction on the Collective Bargaining Mandate for the Ontario Nurses Association.

Item 16.3.9

Staff provided an update on Meeting Protocols and Security and Incidents of Racism and Harassment of Members of Council.

CR2024-151
Moved By Councillor Perry
Seconded By Councillor Warren

That Staff be directed to prepare a Records Replevin Policy for Council review and adoption.

Carried

18. Confirming By-Law

By-Law to Confirm the Proceedings of the Regular Meeting of Council of March 19, 2024

CR2024-152
Moved By Councillor Perry
Seconded By Councillor Joyce

That a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, March 19, 2024 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

19. Adjournment

CR2024-153
Moved By Councillor Warren
Seconded By Deputy Mayor McDonald

That the Council Meeting adjourn at 7:20 p.m.

Carried

Read and adopted this 30th day of April, 2024.

Doug Elmslie, Mayor

Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Minutes

Special Council Meeting

CC2024-06
Thursday, April 4, 2024
Open Session Commencing at 2:00 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 Eric Smeaton
Councillor Pat Warren
Councillor Emmett Yeo

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 if you have an accessible accommodation request.

1. Call to Order

Mayor Elmslie called the Meeting to order at 2:00 p.m. Deputy Mayor T. Richardson and Councillors R. Ashmore, D. Joyce, C. McDonald, M. Perry, E. Smeaton and E. in attendance in Council Chambers.

Councillor P. Warren was in attendance electronically.

CAO R. Taylor, City Clerk C. Ritchie and Deputy Clerk S. O'Connell were also in attendance in Council Chambers.

2. Adoption of Agenda

CR2024-154
Moved By Councillor Perry
Seconded By Councillor Richardson

That the Agenda for the Special Council Meeting of Thursday, April 4, 2024, be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

4. Reports

4.1 CLK2024-001

Procedural By-Law Review and Recommendations
Ron Taylor, Chief Administrative Officer
Cathie Ritchie, City Clerk

Ron Taylor, Chief Administrative Officer, provided an overview of Report CKL2024-001 and summarized the proposed changes to By-Law 2020-001, being the By-Law to Govern and Regulate the Proceedings of Council for the City of Kawartha Lakes.

CR2024-155
Moved By Councillor Richardson
Seconded By Councillor Warren

That Section 7.03 of the By-Law to Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes and to Repeal and Replace By-Law 2020-001 be amended to read as follows:

The Planning Advisory Committee shall be structured in accordance with the Council adopted Terms of Reference for that Committee. Alternate Council Members for the Planning Advisory Committee, are to be identified, in accordance with the Terms of Reference, and are to be called upon to attend to ensure that a quorum is met when it becomes apparent that a council member is not able to attend.

Carried

The Meeting recessed at 2:39 p.m. and reconvened at 2:46 p.m.

CR2024-156
Moved By Councillor Perry
Seconded By Councillor Ashmore

That the presentation by Ron Taylor, Chief Administrative Officer, **regarding an overview of Report CLK2024-001, being the Procedural By-Law Review and Recommendations**, be received.

Carried

CR2024-157
Moved By Councillor Yeo
Seconded By Deputy Mayor McDonald

That Report CLK2024-001, **Procedural By-Law Review and Recommendations**, be received;

That the updates to By-Law 2020-001, being the By-Law to Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes, identified in Appendix A to Report CLK2024-001, as amended, be approved; and

That the necessary By-Law to repeal and replace By-Law 2020-001, be brought forward for adoption.

Carried

5. By-Laws

5.1 CC2024-06.5.1

By-Law to Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes and to Repeal and Replace By-Law 2020-001

CR2024-158
Moved By Councillor Joyce
Seconded By Councillor Richardson

That a by-law to By-Law to Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes and to Repeal and Replace By-Law 2020-001, as amended, be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

6. Confirming By-Law

By-Law to Confirm the Proceedings of the Special Council Meeting of April 4, 2024

CR2024-159
Moved By Councillor Yeo
Seconded By Deputy Mayor McDonald

That a by-law to confirm the proceedings of a Special Council Meeting held Thursday, April 4, 2024 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

Carried

7. Adjournment

CR2024-160
Moved By Councillor Yeo
Seconded By Councillor Richardson

That the Council Meeting adjourn at 2:48 p.m.

Carried

Read and adopted this 30th day of April, 2024.

Doug Elmslie, Mayor

Cathie Ritchie, City Clerk

Request to Speak before Council

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

Name: *

Paul McPherson

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:

Bob Stewart

Deputant Two:

Paul McPherson

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

City File #D06-2022-021, Staff Report #2024-19
Rezoning application for 158 Colborne St. West to be heard by City Council on April 30, 2024

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

Have you discussed this matter with City Staff?

- ○ Yes
- ◉ No

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

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

That the rezoning application be refused/defeated.

How would you like to complete your deputation? *

In Person in Council Chambers

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

Signature:

Paul McPherson

Date:

4/19/2024

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

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

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

Request to Speak before Council

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

Name: *

LALITHA POONASAMY

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:

LALITHA POONASAMY

Deputant Two:

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

Report # ED2024-015
(Proposed Heritage Designation of 49 King St E Bobcaygeon)
on April 9th COW meeting agenda.

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? *

As outlined in the comment letter dated 8 April 2024 and submitted to staff by Johanna Shapira (lawyer at Wood Bull LLP) on behalf of the Owner for 49 King Street East , I respectfully request that staff's recommendations in the Staff Report that went to Committee on 9 April 2024 be refused. Specifically, the recommendations to endorse the Municipal Heritage Committee's recommendation to designate 49 King Street East and to authorize staff to proceed with designation steps, should be refused.

If Council does not see fit to refuse these recommendations at this time, I hereby request that the matter in its entirety be deferred until such time that the Owner has time to consult with staff.

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:

April 18 2024

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

- (●) Yes
- ( ) No

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

Request to Speak before Council

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

Name: *

Kent Randall

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:

Kent Randall

Deputant Two:

First Name, Last Name

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

Application to Amend the Town of Lindsay Zoning By-Law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur
Relating to Agenda Item 10.4.1

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? *

Approval/adoption of the By-law in question.

How would you like to complete your deputation? *

In Person in Council Chambers

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

Signature:

Kent Randall

Date:

4/25/2024

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

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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: *

Gabriella Kalapos

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:

Gabriella Kalapos

Deputant Two:

First Name, Last Name

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

Item 9.3.3 on Council meeting on April 30th. To speak to support for creating more transparency in energy decisions for Kawartha residents.

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? *

Messaging from Kawartha Lakes to Enbridge and Province to support more choice for Kawartha Lakes residents in addressing energy costs.

How would you like to complete your deputation? *

Electronically Using Zoom

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

Signature:

gabriella Kalapos

Date:

4/26/2024

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

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

Name: *

David Rapaport

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:

David Rapaport

Deputant Two:

First Name, Last Name

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

I would like to discuss the Enbridge infrastructure expansion plans in Bobcaygeon.

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? *

I am hoping that the City withdraws its support of the Enbridge expansion project. At the very least, I an hoping that the City puts the support on hold until proper due diligence is performed.

How would you like to complete your deputation? *

In Person in Council Chambers

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

Signature:

David Rapaport

Date:

4/26/2024

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Kawartha Lakes
Jump In

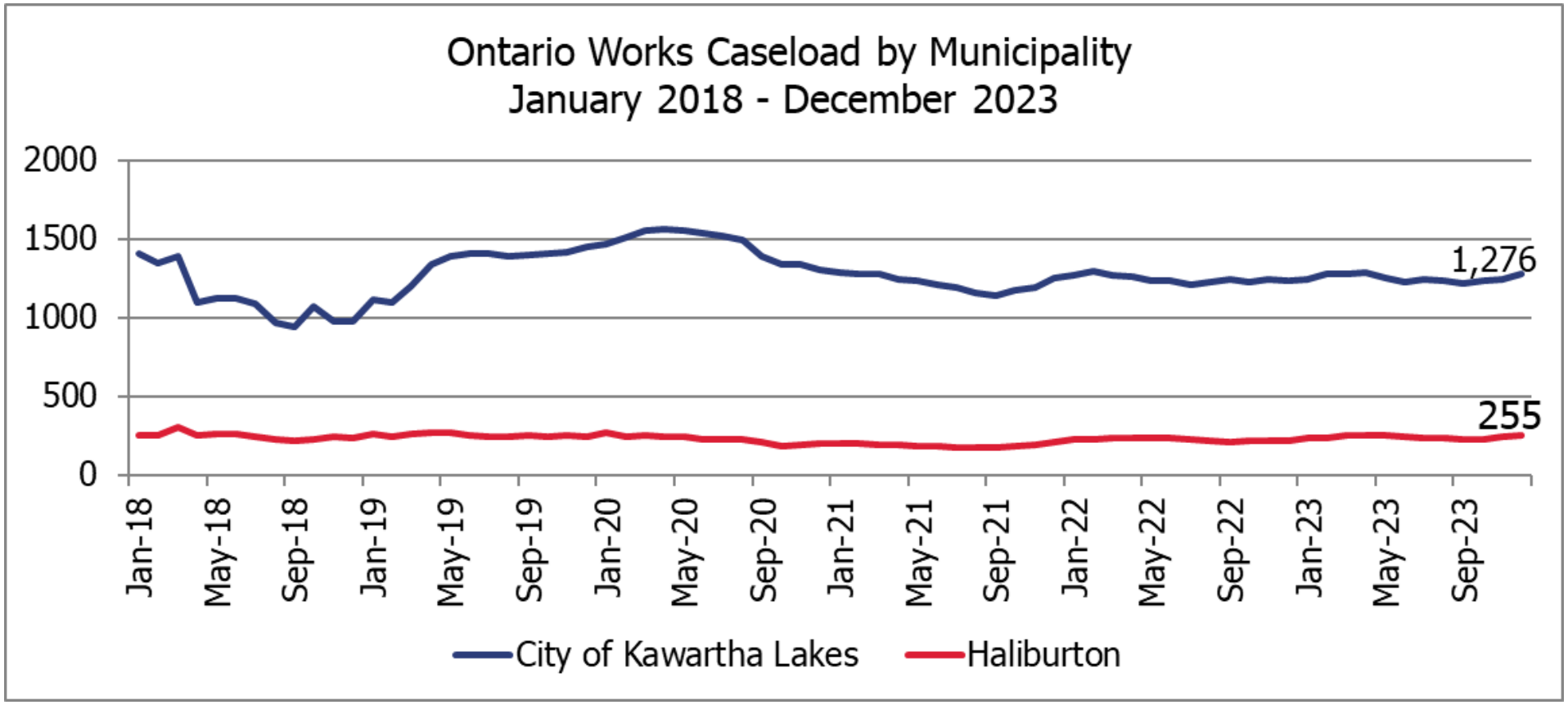
Human Services, Social Services

Social Services – Ontario Works Caseload Demographics

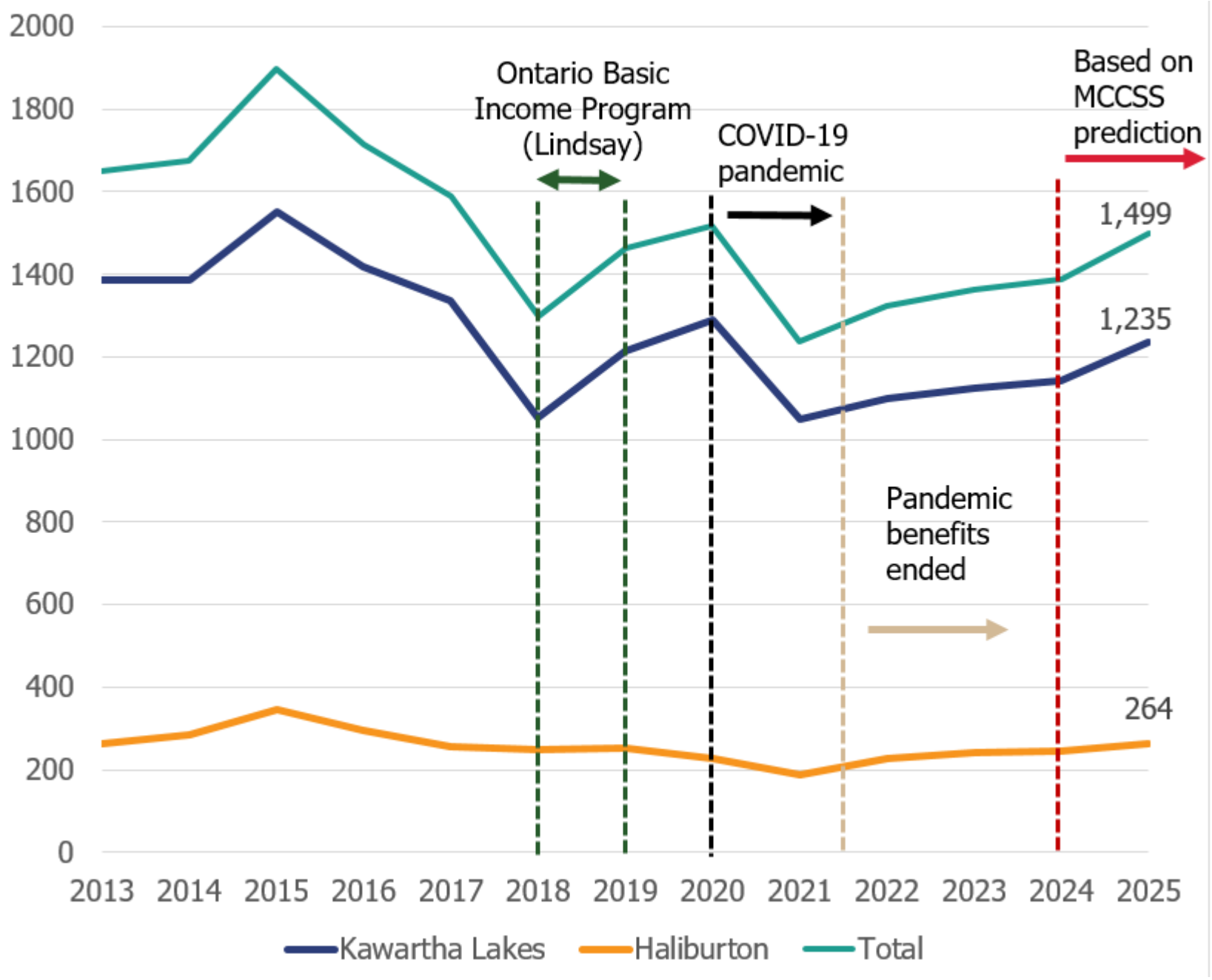
City of Kawartha Lakes and County of Haliburton

April 30, 2024

Total Ontario Works (OW) Monthly Caseload

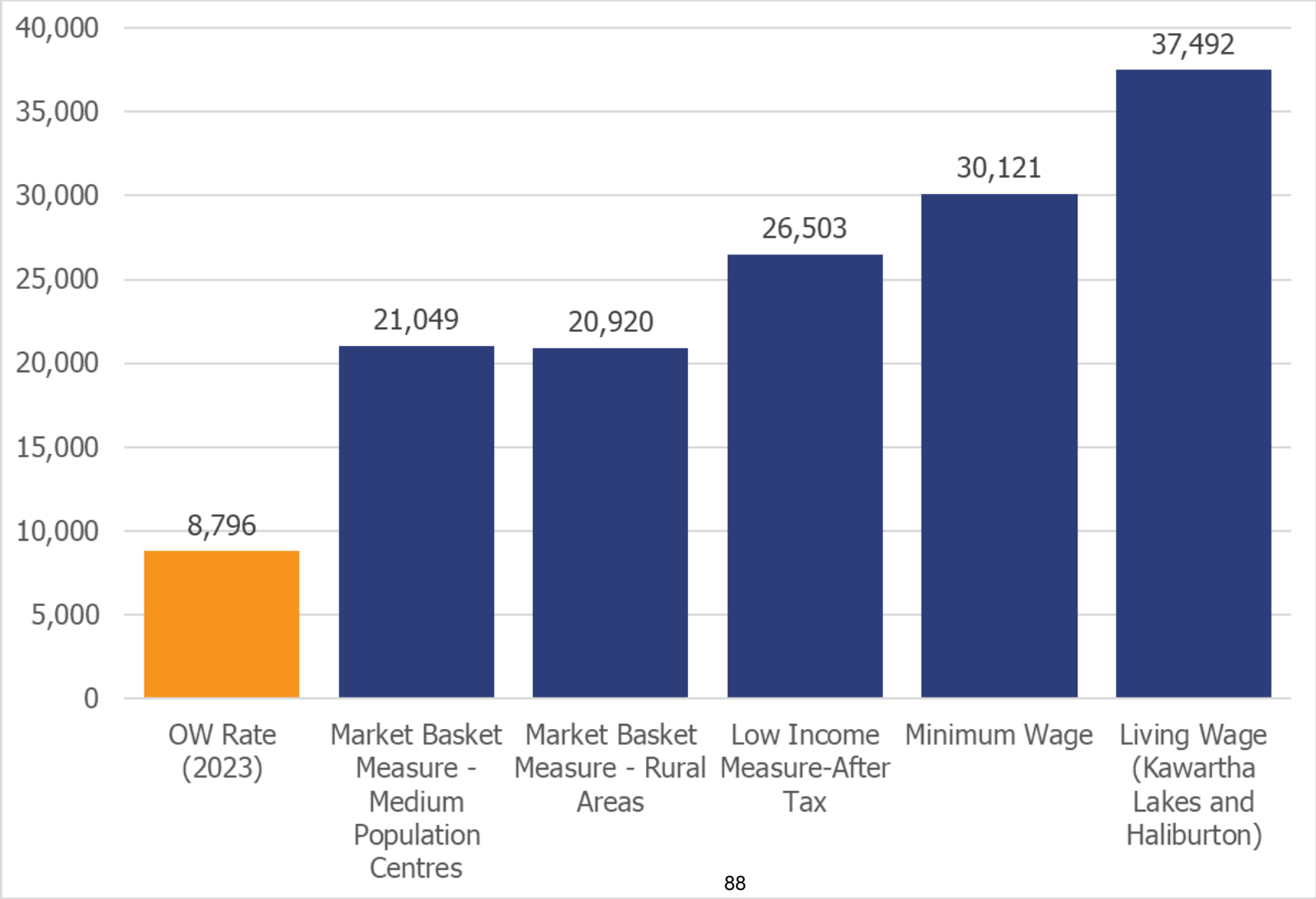


Ontario Works Caseload Trending and Predictions



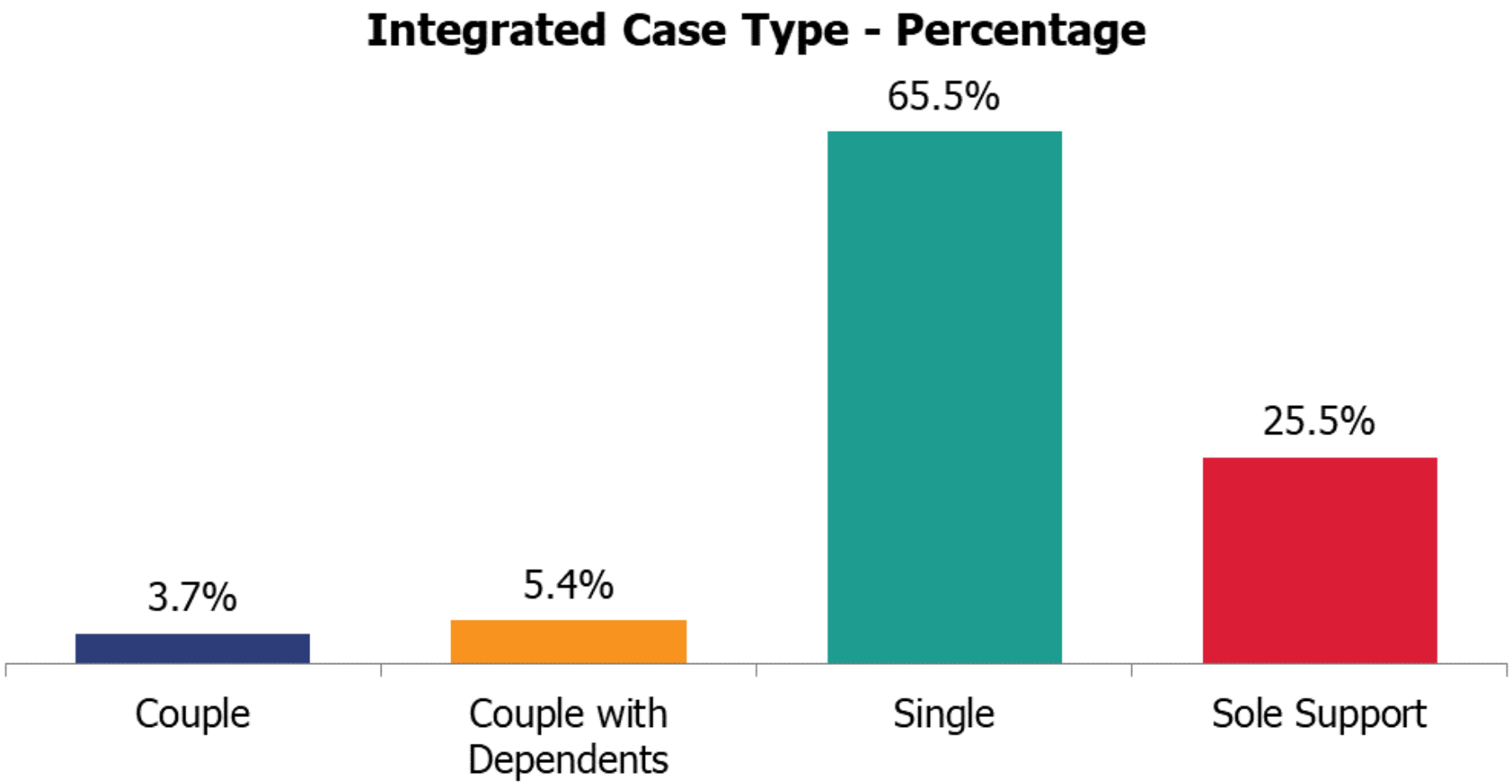
Yearly OW Rate Compared to Various Low-Income Measures (2023)

Kawartha Lakes
Jump In



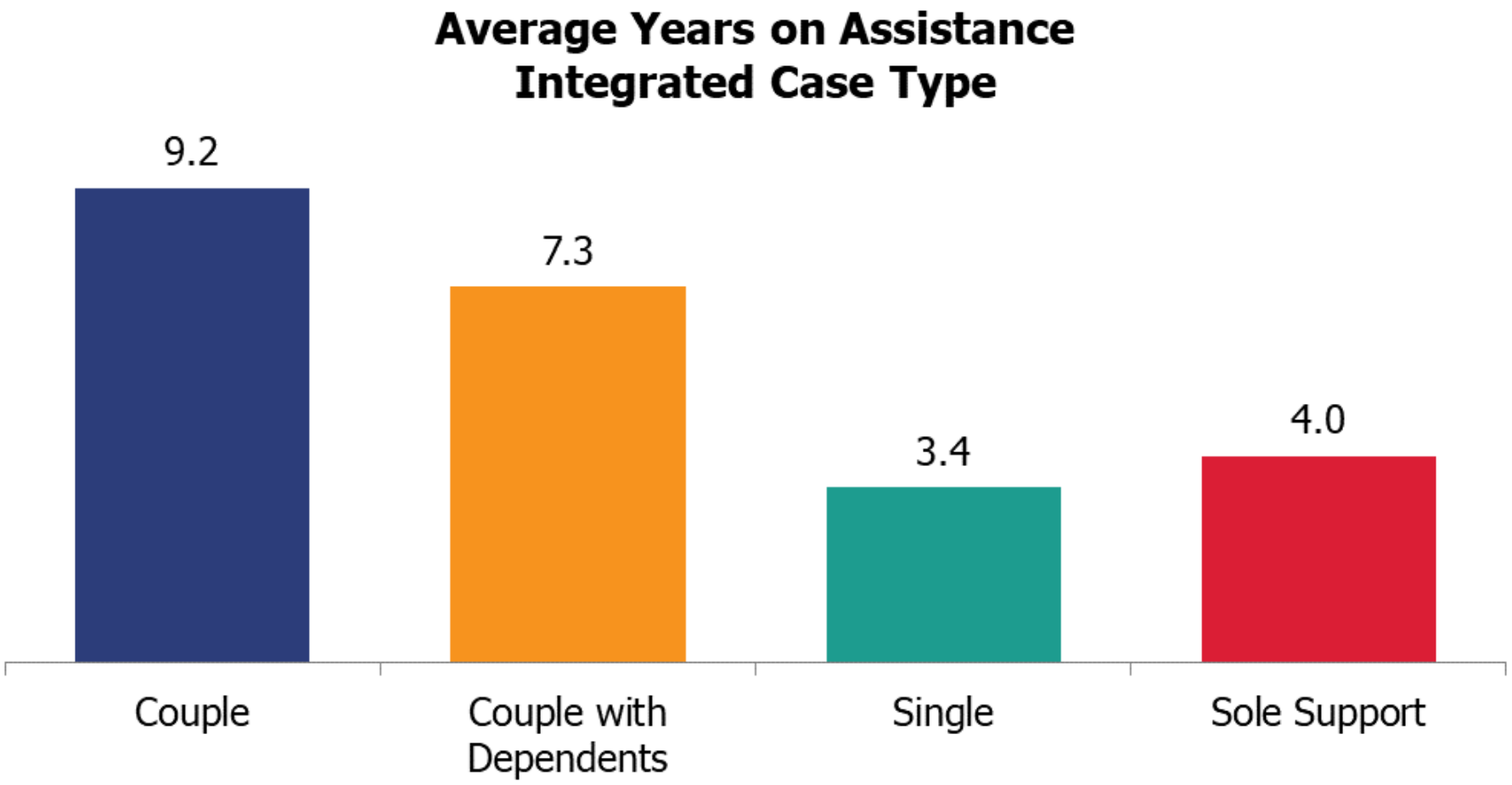
Who Do We Serve?

Kawartha Lakes
Jump In



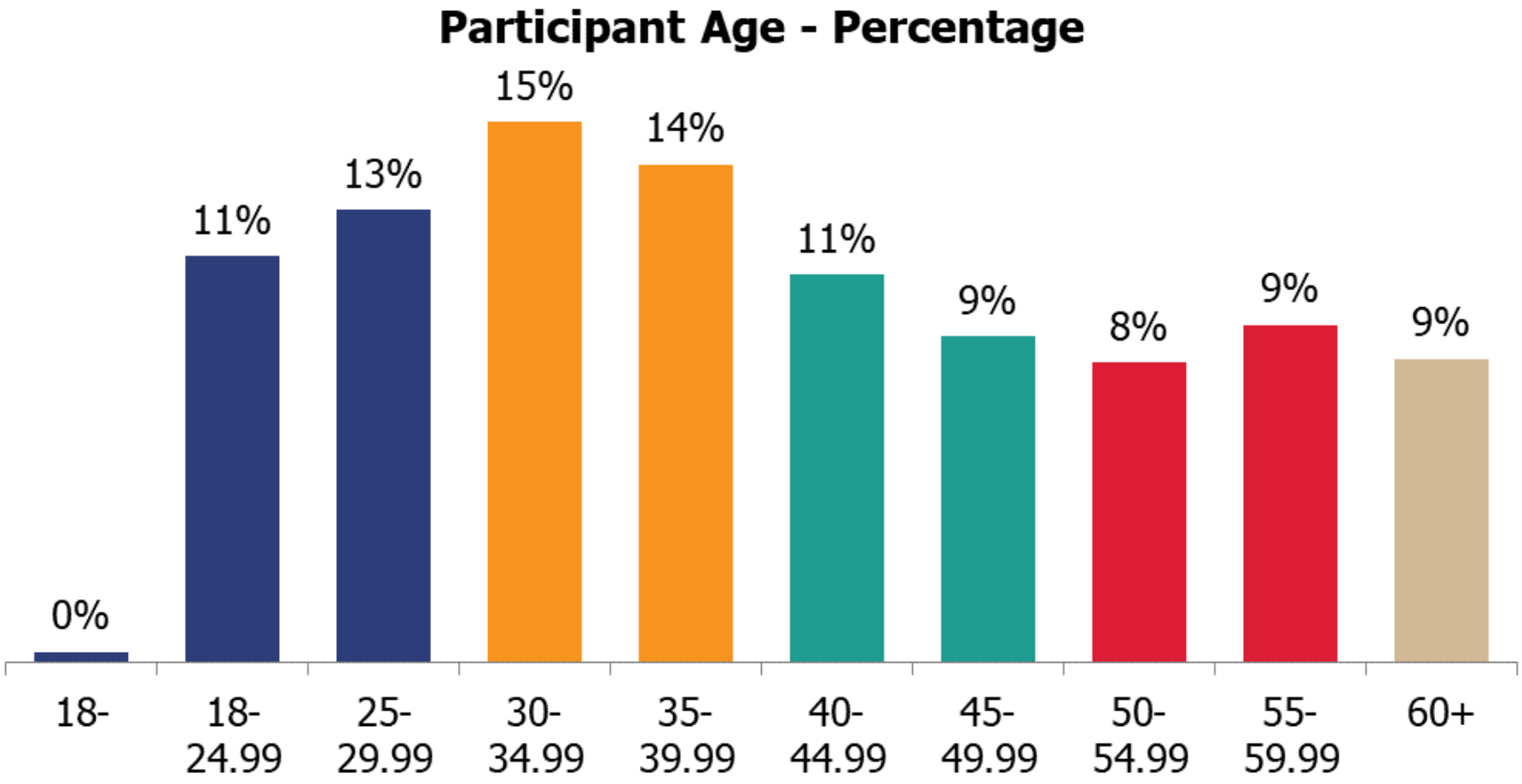
How Long are People in Receipt of Assistance?

Kawartha Lakes
Jump In



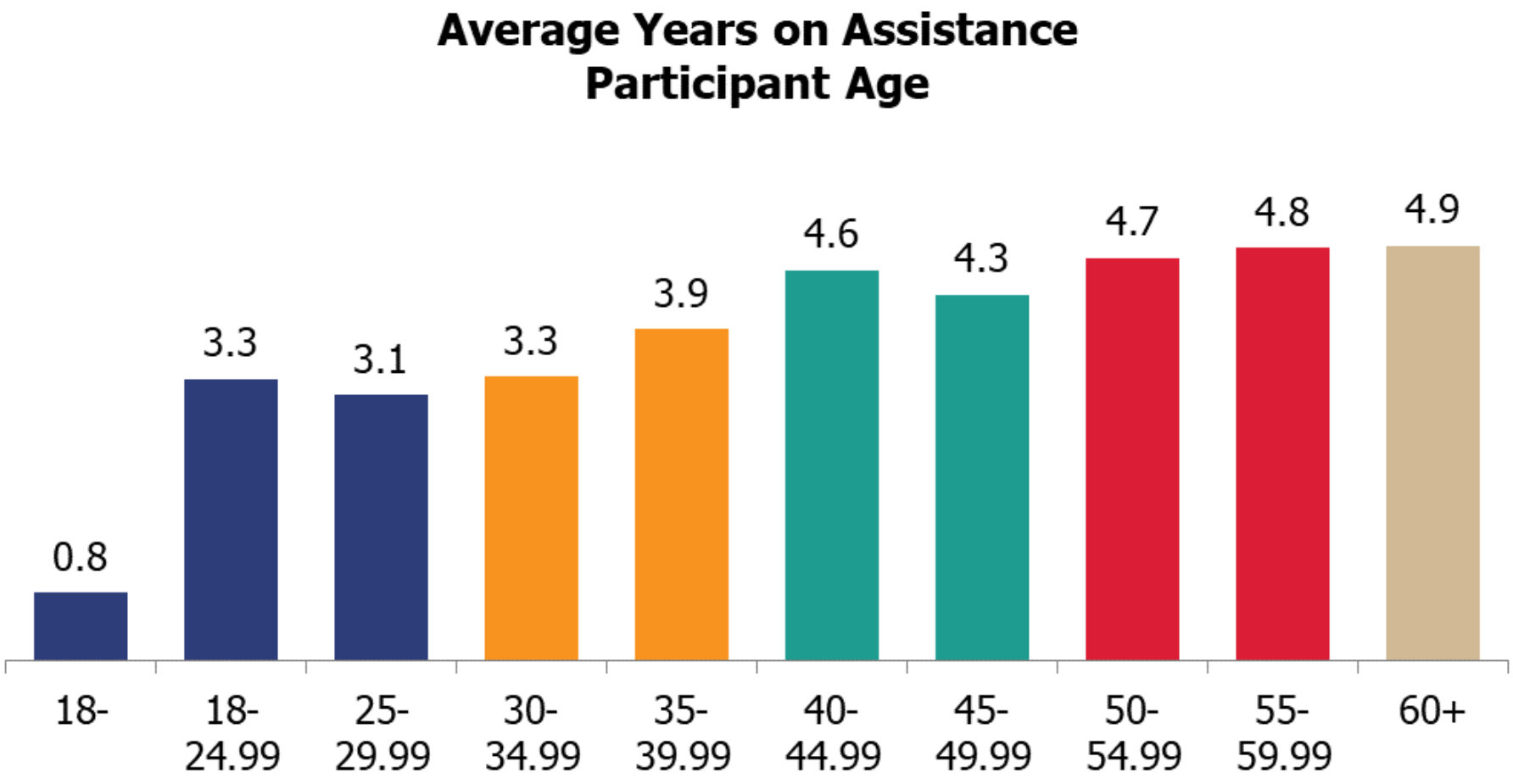
How Old are the People we Serve?

Kawartha Lakes
Jump In

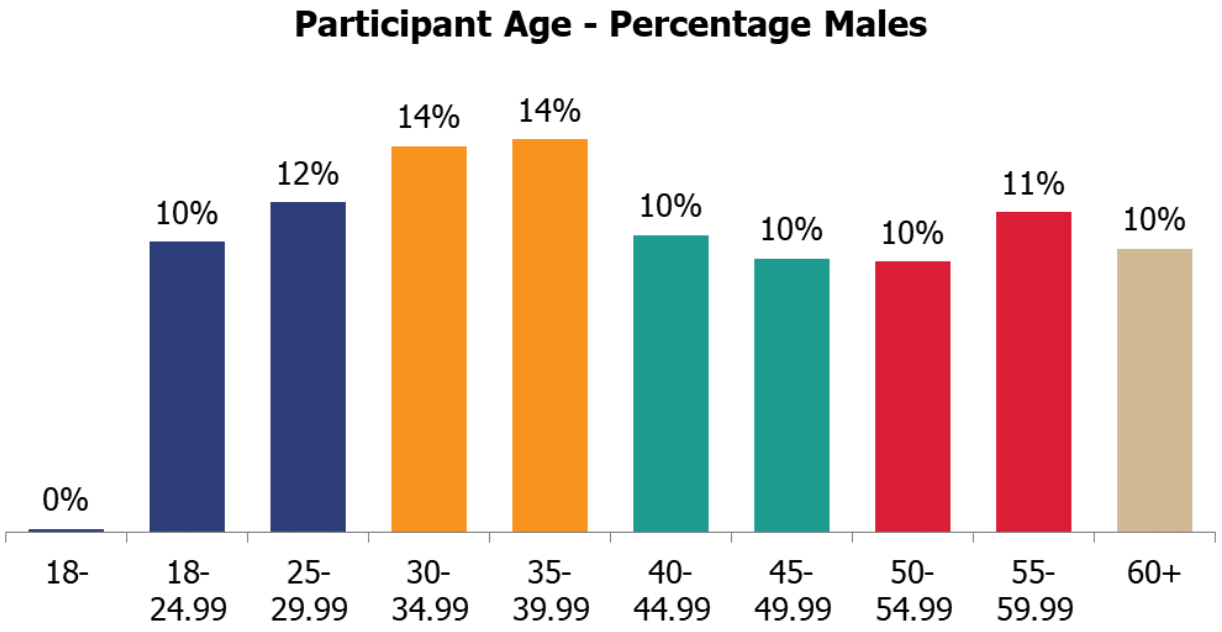


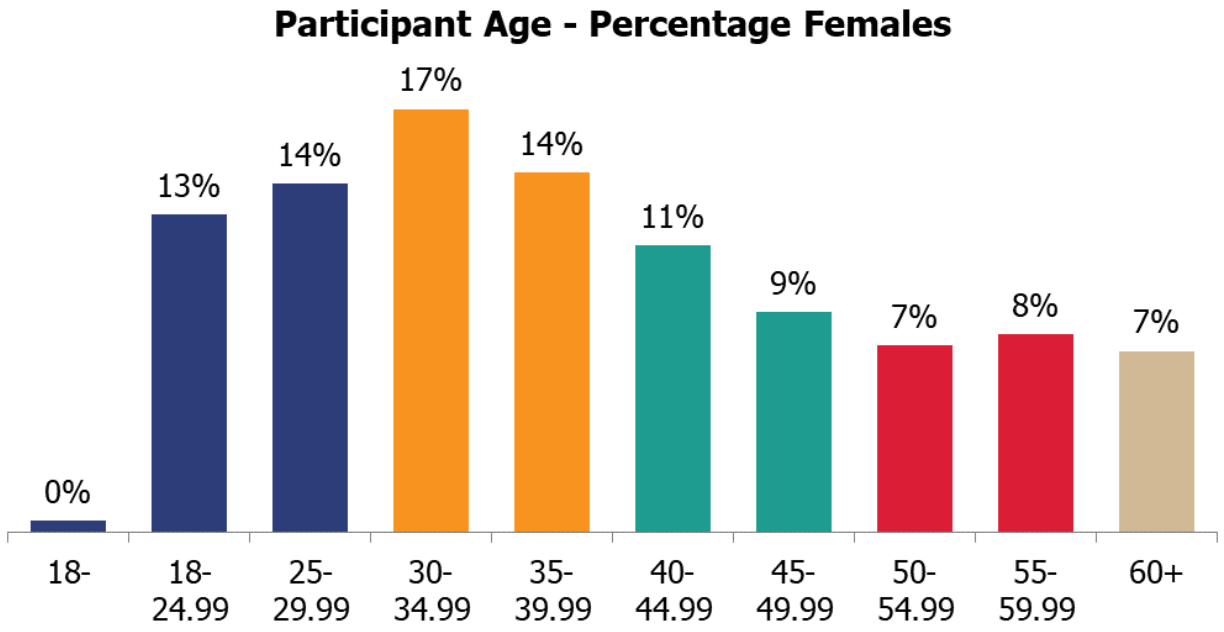
How Does Age Impact the time on Assistance?

Kawartha Lakes
Jump In



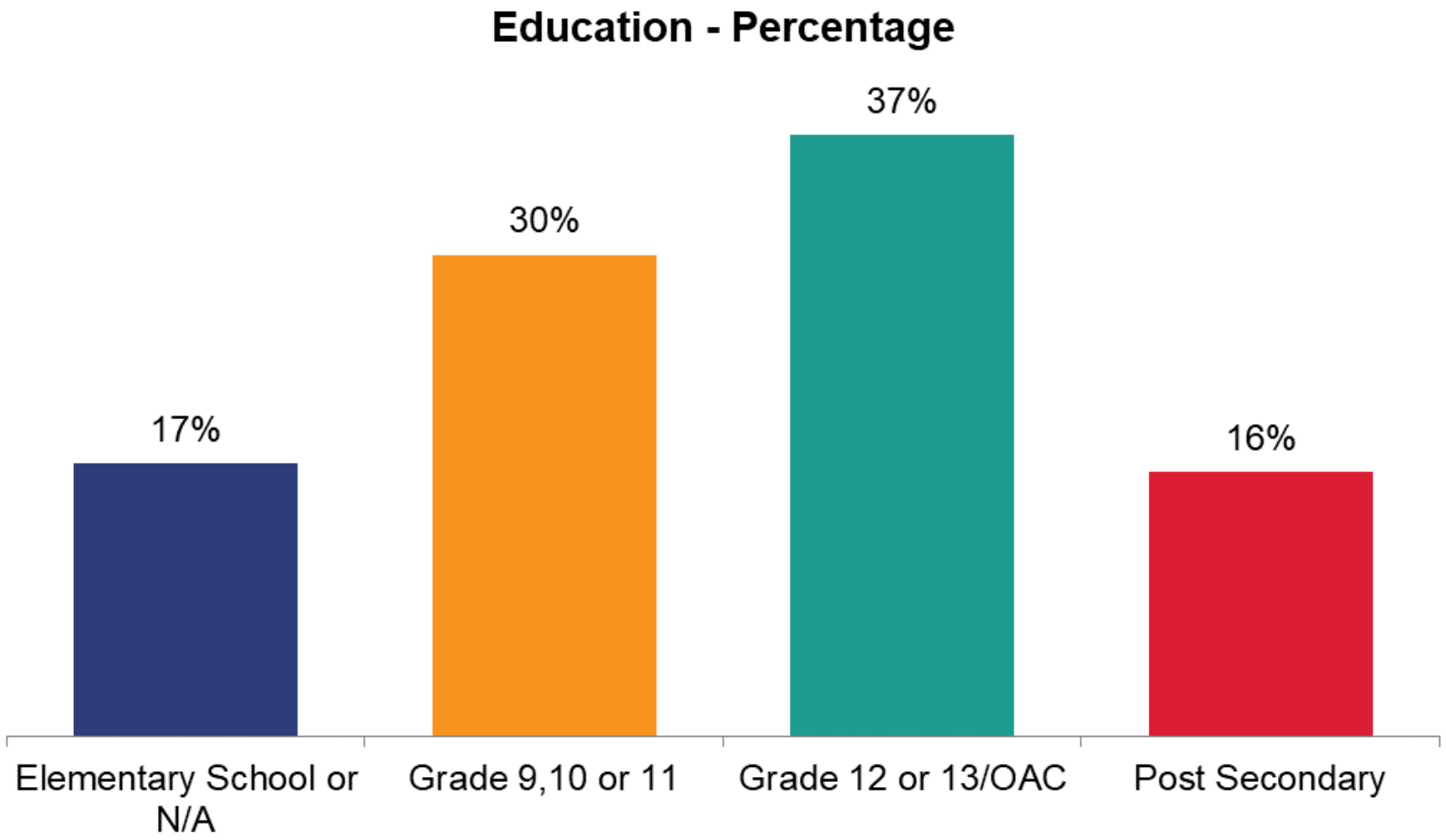
How Does Knowing Age and Gender Impact Our Service Delivery?





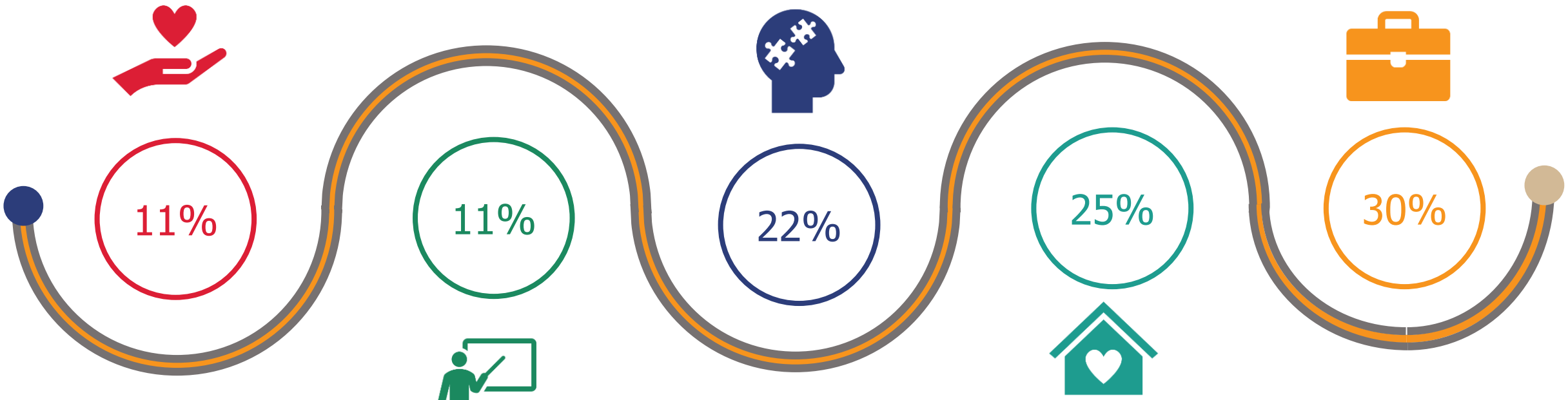
What Level of Education do People Have?

Kawartha Lakes
Jump In



What are the Top Five Goals for the People We Serve?

Kawartha Lakes Jump In



Community Supports

Accessing transportation is an important goal for clients

Life Skills

Completing Grade 12 education is a top goal for clients.

Health

Mental health and wellness support is the top goal for clients.

Crisis and Safety

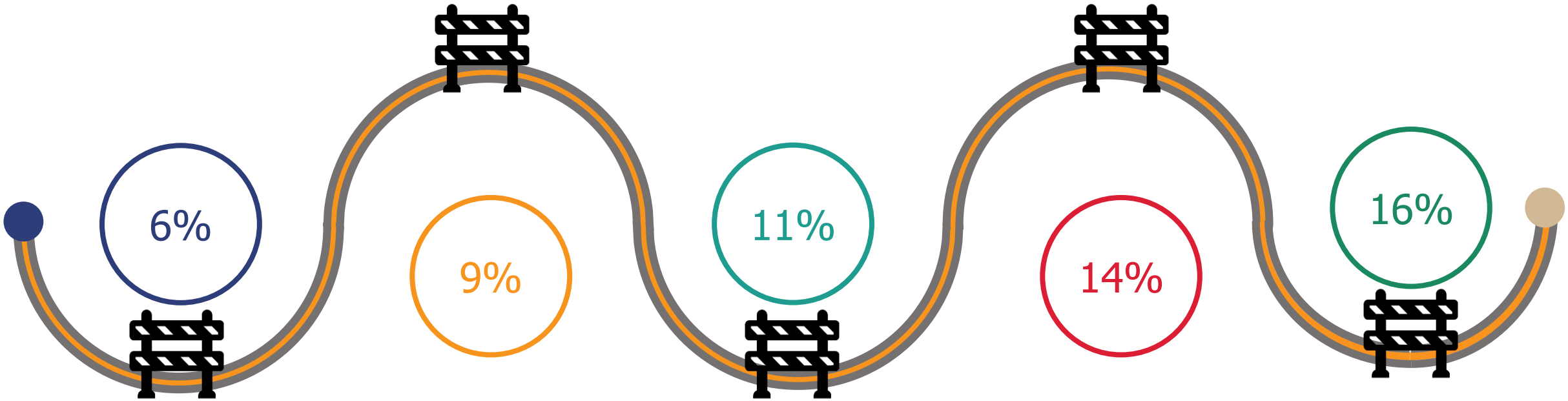
Pursuing secure housing is a top goal for clients along with obtaining financial support.

Employment

The top achieved goal was attending employment information session.

What Are the Barriers to Achieving Those Goals?

Kawartha Lakes Jump In



Education - No Grade 12

Lack of a secondary school diploma is a barrier to achieving client goals such as obtaining full time employment.

Food Security

Food security is a barrier to many if not all client goals.

Mental Health

Addressing mental health is a goal for many clients, however mental health is also a barrier.

Transportation

Transportation is the number one barrier preventing clients from achieving their goals. This barrier impacts employment and access to services.

Financial

Financial barriers prevent clients from achieving their goals such as support for dependent care.

What Connections are made to Support Achieving Goals?

Kawartha Lakes Jump In

Health and Mental Health Services 32%

Canadian Mental Health Association Mental health for all
FOURCAST
ROSS MEMORIAL HOSPITAL Kawartha Lakes

Housing Supports 24%

CCRC Turning things around
Yes SHELTER FOR YOUTH AND FAMILIES

Community Program 20%

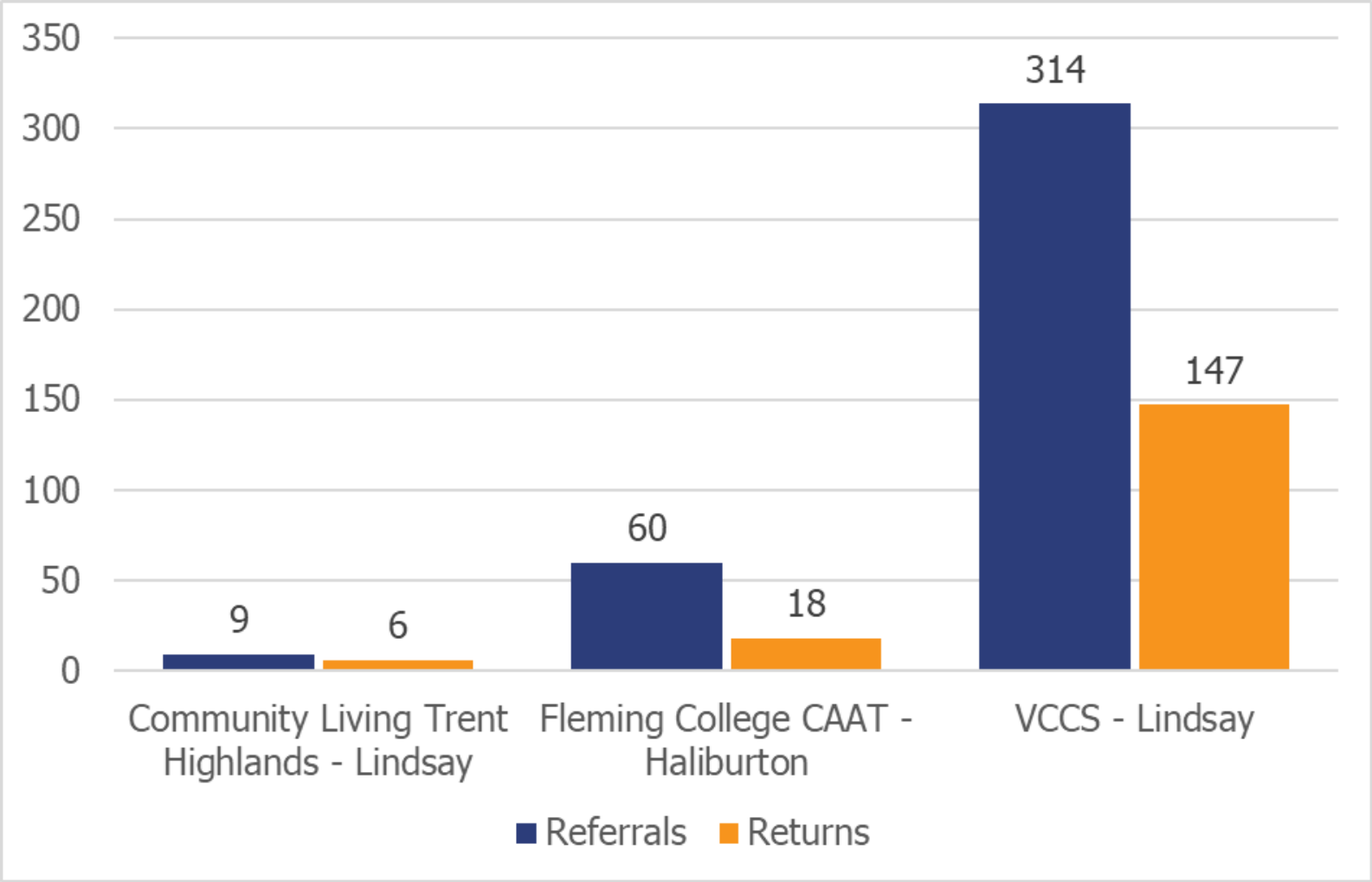
Early ON Child and Family Centre
Community Care City of Kawartha Lakes
john howard society Ontario

Other 24%

VCCS SEARCH.WORK.SUCCESS.
FLEMING CREW Employment Centre

What Do Our Referrals Look Like to Employment Supports?

Kawartha Lakes
Jump In



Fleming College of Applied Arts and Technology (CAAT)

Victoria County Career Services (VCCS)

Kawartha Lakes
Jump In

Questions and Thank You

Council Report

Report Number:	**HS2024-004**
Meeting Date:	April 30, 2024
Title:	**Social Services Service Plan 2024 - 2028**
Description:	Social Services Service Plan for the delivery of Ontario Works
Author and Title:	Janine Mitchell, Human Services Manager

Recommendation(s):

That Report HS2014-004, **Social Services Service Plan 2024 - 2028**, be received;

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Social Services Service Plan is an objective of the City's Social Services Division within the Human Services Department. Completion of this plan is a requirement of a Consolidated Municipal Service Manager (CMSM) under the Ministry of Children, Community and Social Services (Ministry).

For 2024, the Ministry has made several changes to the service planning requirements, with the intent of providing a more structured, streamlined, and consistent service planning process across the province. Service Plans now run on a four-year cycle and includes the completion of an addendum at year two. The process is meant to provide both the Ministry and Social Assistance (SA) delivery sites with meaningful information directly linking service strategies and the achievement of performance outcomes.

The Ministry has provided a template and a number of mandatory tools to be included and that service plans should clearly reflect:

- The needs of the community, including service gaps that may impact the achievement of performance outcomes;
- The structured approach to identify high risk areas that may impact achievement of performance outcomes; and
- The strategies that SA delivery sites (e.g. Ontario Works program) will undertake to achieve performance outcomes and should consider the internal resources, community needs, caseload demographics, and high-risk areas.

Social Assistance Vision:

The Ministry's vision for Social Assistance is to create an efficient, effective, streamlined social services system that focuses on people, providing them with a range of services and supports to respond to their unique needs and address barriers so they can move towards employment readiness and independence, where possible.

Mandate:

To provide employment assistance and financial assistance, including person-centred supports and services to those in financial need. The provincial Ontario Works program:

- Recognizes individual responsibility and promotes self-reliance through employment;
- Provides financial assistance to those most in need, while they meet obligations to become and stay employed;
- Effectively serves people needing assistance; and
- Is accountable to the taxpayers of Ontario.

Ministry approved plans become the Service Description of the Service Contract between the province and the CMSMs. As CMSMs, municipalities are accountable for delivering the provincial mandated program in alignment with the Ministry's Social Assistance Vision, Mandate and Priorities.

Rationale:

The Social Services Service Plan 2024 - 2028 (Attachment A) has been developed to describe the context in which local services will be delivered to meet the priorities as defined by the Ministry. The actual program delivery and meeting needs at the local level continues to adapt and change to meet the changes as a result of Social Assistance Modernization. Funding decisions and allocations are determined through the annual budget process or as required throughout the year by Council, if there are provincial program changes.

The programs and services described in the Service Plan primarily highlight caseload characteristics and life stabilization strategies and influences. The Ministry sets performance outcomes targets. The targets are set significantly above our 2023 performance outcome actuals and are above the provincial average. We will have the ability to re-negotiate these targets at the year two mark. Strategies are in place to best meet service and performance expectations.

Alignment to Strategic Priorities

The Social Services Service Plan aligns with the following City of Kawartha Lakes Strategic Plan Service Priorities:

1. Healthy Environment – Reducing our carbon footprint through e-signatures, electronic document management, offering virtual services as appropriate and supporting Alternate Work Arrangements.

2. An Exceptional Quality of Life – Through the delivery of the Ontario Works Program, Life Stability Supports, Child Care Fee Subsidy, Partnerships with our local libraries and supporting a community hub approach to service delivery.

3. Good Government – Promoting continuous improvement to increase the efficiency and effectiveness of our service delivery and accountability for funding investments.

Financial/Operation Impacts:

The Service Plan does not include specific financial decisions related to the delivery of Social Services.

Consultations:

Human Services Staff
City of Peterborough, Manager Social Services
Ministry of Children, Community and Social Services

Attachments:

Appendix A – Social Services Service Plan

Kawartha Lakes
Social Services Busin

Department Head email: cfaber@kawarthalakes.ca

Department Head: Cheryl Faber

Social Services Service Plan 2024 - 2028

Kawartha Lakes Human Services Department

Kawartha Lakes
Jump In

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Section 1 – Community Analysis

1.1 Key Caseload Demographics

1.1 Key Caseload Demographics – 2023 Caseload Analysis

- Total caseload numbers have increased by 2% over 2022 totals and are up 6.1% from 2021
    - The County of Haliburton caseload is growing at a higher rate than the City of Kawartha Lakes caseload, 5% and 1% respectively.
    - Caseload numbers are 6% lower than pre-pandemic levels in 2019
- Caseload composition has remained consistent year over year (2022 to 2023) and is predominantly trending with:
    - Singles at 65.5%;
    - Sole support parents at 25.5%;
    - Couples with dependents at 5.4%; and
    - Couples at 3.7%.
- Looking at time on assistance:
    - Couples continue to remain on assistance the longest with an average of 9.2 years;
    - Couples with dependents remain on for 7.3 years;
    - Singles for 3.4 years; and
    - Sole support parents for 4.0 years.
- Female participants, the average number of years on assistance increases as their age increases.
- Since the pandemic (2020), there has been a drastic increase in the average number of months on assistance. Couples and couples with dependents have the highest increase with average months on assistance.
    - Looking back, time on assistance for couples has more than doubled since 2017 from 49 months (4.08 years) to 112 months (9.33 years) in 2023
- From an age and gender perspective:
    - Over half of all participants are under the age of 40.
    - The highest number of participants are in the 30-34 range.
    - This is the same for both males and females.
    - The second highest age group for male participants is 18 to 24.99 year olds.
    - 45.2% of female participants are single and 43% are sole supports.
    - 86.8% of male participants are single with sole supports next at 7.0%
- Caseload Projection for 2024: Based on the Ministry of Children, Community and Social Services (MCCSS) demographic predictions and analysis, the total caseload is expected to increase by 10.7%, reaching 1,499 cases which is close to pre-pandemic numbers.
- Approximately 20 refugees were sponsored to settle in Kawartha Lakes in 2023. This number doesn't seem significant, yet prior to 2022 there were no refugees sponsored in our service manager areas.

- Intake Numbers:
    - 10% of intake requests for services were for Emergency Assistance
    - Our Application Stream completed an average of 193 applications for assistance each month in 2023.
    - 33 auto grant files are received each month.
    - On average, 47 files each month are transferred from Income and Benefits Administration Unit (IBAU). These files require immediate review and adjustments that effect client eligibility.

1.2 Service Needs

- Staffing: Caseload Numbers: Human Service Analysis indicates Client Services Worker (CSW) caseloads should be 50 and 60. Currently, caseload numbers per CSW providing ongoing service is between 90 – 105,
- Administrative Burden of Intake: Four full-time CSW's process Emergency Assistance, immediate file transfers from IBAU, those through Risk Based Eligibility Determination (RBED), and walk-ins.
- Stability Support Requests:
    - 30% of requests for services for stability support (SS) were from low income and Ontario Disability Support Program (ODSP) households, 70% of requests from those in receipt of Ontario Works
    - 85% of SS requests were related to housing stability, leaving little funds to address other needs in order to progress toward being employment ready
- Lack of Child Care Spaces for Families:
    - There is a 6.4 year wait for licensed centre or home based child care, adding additional barriers for sole support parent, of which impact over 25% of our caseload.
- Increasing Costs for Housing:
    - The average cost to rent a room only in our service area has increased by over $220 per month to $757.50, which is $24.50 more per month than the monthly OW amount ($733.00) for a single person.
    - The average cost of a one-bedroom apartment is $1681.50 per month.
- Referrals to Employment Ontario:
    - Referral numbers to the Service System Manager (SSM) remain consistent to other SSM Consolidated Municipal Service Manager's (CMSMs) at 23% of total caseload.
    - There is an increase in the return rate to OW in 2023 and returns have been consistently over the average return rate of 25%.
- Stability Support Needs by Priority in Action Plans:
    - Of the total caseload, 100% of participants identified housing stability and food security as a critical need;
    - 96% of the caseload identifying that their physical and mental health issues are a barrier to stabilizing their life or to even imagine holding down a job;

    - Transportation and lack there of at 55%;
    - Learning and intellectual needs at 38%;
    - Education at 34%;
    - Addictions and substance use at 18%; and
    - Caregiving at 10%.
- Those Employed:
    - Of our employed workers on OW, 46.2% travelled outside of Kawartha Lakes and 47.7 travel 30 minutes or more from home to work.
    - In our most urban region there is one source of public transportation within the boundaries of Lindsay.
    - The majority of communities do not have access to taxi services, let alone the ability to pay for the high costs of these services.
    - Due to the rurality of the service area, nearly 95% of commuters rely on a personal vehicle to get to work.
- Labour Force:
    - In 2021 there were 32.5 people entering the labour force for 100 leaving the labour force, compared to the province with 51 workers entering.
    - The labour participation rate was an average of was 50.7% locally and 62.8% provincially.
    - 37% of all employment postings in the service area required no formal education or a minimum of a grade 12 education.
- All of the factors outlined in the Service Needs section constrict and threaten the ability to achieve the Service Performance targets set by MCCSS. The ability to meet performance expectations is dependent on factors outside of the municipalities control, such as the rate of inflation, the economic climate and timely access to stability supports offered through other services like mental health and health care programs.

1.3 Community Needs Assessment

The full Community Needs Assessment is attached as Appendix A. Highlights of the Community Needs Assessment are detailed in Table One below:

Table One: Community Needs Assessment

Community Needs Assessment
Strengths:
1.3.1 There are currently five programs to support employment success 1.3.2 There are currently eight programs and services to support financial education and offer support 1.3.3 Communities support Food Security Programs 1.3.4 There are five harm reduction programs and services available in our community

1.3.5 There are 22 programs and services to support health, mental health and well-being across the service area 1.3.6 There are a number of programs and services to support children and adults with special needs
Gaps:
1.3.1 The programs are available in four larger communities 1.3.2 Programs are not well known in the community 1.3.3 Programs are not available in all communities, access is limited to number of visits 1.3.4 Programs are available in larger communities, limited availability of programs and services 1.3.5 Services are not available in all communities, not all programs and services are well known 1.3.6 Programs and services are primarily in four larger communities
Challenges:
1.3.1 Funding is limited in program to sufficiently meet the need; verification is required for each expense increasing the burden on people served, there are waitlists for some of the services 1.3.2 Programs support education but do not have sufficient funding to fully meet needs, there are waitlists for services 1.3.3 Programs are not funded, need is high and is continuing to grow 1.3.4 Programs have limited funded, need is high 1.3.5 Waitlist for services are extensive, access to programs and services may be limited 1.3.6 Funding in programs is insufficient to meet the need, need is high and continuing to grow
Opportunities
1.3.1 Programs may be delivered in smaller communities and our community housing programs, opportunity to community caseload demographics to meet needs of SA recipients 1.3.2 Support financial viability, support education to make most of restricted budget, crisis support is available 1.3.4 Great partnerships with most service providers, work is completed collaboratively, work together to meet the need 1.3.5 Services are available for all ages, opportunity to learn more about services available 1.3.6 Opportunity to learn more about programs and services available

Section 2 - Performance Outcome Targets

The Ministry assigned performance targets for 2024. Table Two below includes a brief description of each performance outcome, the 2024 targets, 2023 actuals and a brief note on expected performance for 2024. In each performance area, the provincial expectations are that we not only

exceed our previous years' performance, but that we also perform above/below the provincial average.

Table Two: Performance Outcomes

Performance Outcomes	Provincially Assigned Target	2023 Actuals	Notes
Ontario Works adults and ODSP non-disabled adults with participation requirements have an Action Plan	100%	89.1%	Consistent performance year over year – Provincial average 76.7%
Ontario Works adults and ODSP non-disable adults with participation requirements are referred to Employment Ontario (EO)	43%	22.2%	Our 2023 actuals are lower than 2022 values - Provincial Average 19.8%
Ontario Works cases exit to employment	10%	8.5%	Consistent performance year over year - Provincial average 8.1%
Cases that exit Ontario Works do not return to the program within one year	20%	39.1%	Increase of 4.4% over 2022 Provincial average 33.8%

Section 3 – Service Strategies

3.1 Risk Assessment

An analysis of the risks in meeting the provincial performance outcomes was completed based on the specific questions and information provided by the province. Additional risk levels and descriptions were included to both inform and support the development of service strategies. The provincial risk assessment is attached as Appendix B.

Table Three: Risk Assessment

Risk Assessment
Performance Outcome:
1.0 Ontario Works adults and ODSP non-disabled adults with participation requirements have an Action Plan (AP) 2.0 Ontario Works adults and ODSP non-disabled adult with participation requirements are referred to Employment Ontario (EO)
Risk Level and Description:
1.0.0 High – Expectation to have 100% of all OW adults and NDA's with an Action Plan 2.0.0 Medium - Participant's barriers/needs have not been addressed prior to referral to Employment Ontario Participants may agree to Action Plan goals and activities in order to maintain eligibility for assistance Review and participant assessments require time to build relationships and learn about needs Gaps in Community Resources and supports available and accessed Increase in return rates from EO due to lack of contact SSM process and requirements to approve and issue support to benefits puts those most vulnerable at risk
Description of Controls in Place:
1.0.1 The first meeting with people we serve can be 1.5 to 2.0 hours in length and includes significant time to fulfill mandatory eligibility requirements (review and analysis of eligibility requirements, completion of Common Assessment - CA). If the needs of the person are known and immediate during the first meeting, staff will complete AP and do so in 89.1% of all cases. Staff will address immediate needs of the person and will schedule a follow up appointment within 30 days to complete the full CA and complete an AP if one is not

	completed in the first visit. This provides the opportunity for staff to better develop the relationship and best determine the supports and services that could be made available.
2.0.1	Staff connect with EO in advance of any referral that may be considered multi-barriered and if the person has barriers that make contact difficult, especially if the person is highly motivated to connect with EO. Each person is one crisis/event away from connecting and making continued participation difficult. A process has been established to have EO connect with our staff if they have been unable to connect. Monthly meetings with EO have been established to address any service issues, concerns including reducing the returned referral percentage. Monthly meetings have been established with SSM to support system level issues, concerns and successes. EO staff in Haliburton are located in the same building to facilitate partnerships. EO partner in Lindsay attends our building monthly to meet with staff to support connections and services
Opportunities:	
	2.01 SSM and CMSM are looking to develop a shared calendar that will allow staff delivering OW to set up appointments with the EO in real time. Improvements to EO provider connecting with our CSW's for no contact will be addressed by EO. It is expected that CMSM staff capacity stability will be increased in 2024 providing for a more manageable caseload and provide more time for staff to work with and support participants. In 2023, CMSM received one-time funding to support non-crisis related counselling to meet the needs of those in receipt of OW. This program has proven successful and will be continued in 2024.

3.2 Equity, Diversity and Inclusion Strategy

- Locally the City has an established Inclusion, Diversity, Equity, Accessibility and Belonging (IDEA) team, of which Human Services Department staff are members of and have opportunities to be consulted and provide feedback on initiatives that support the corporation and the community we serve
- City policies and procedures have been reviewed, including references to language and use of legacy language in order to update and align with the local strategy and approach.
- Monthly knowledge sharing and information on a variety of topics related to IDEA are available to staff and management
- Translation services are shared corporately to support serving people with English as a second language in a better manner
- Partnership with the City's Economic Development Department, Employment Ontario Provider and the New Canadians Centre located in Peterborough have enabled the improvement and service offerings locally within our community
- Staff knowledge and awareness is garnered through staff training and education programs and resources

3.3 Logic Model

Performance Outcome 1: % of OW adult caseload with an Action Plan created		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
Invest in Staff	1. Staff capacity and pressures address to support service to people we serve. 2. Temporary and full-time vacancies to be filled 3. Succession planning to be updated in 2024 4. Training in 2024 offered will include trauma informed care, Bridges Out of Poverty and Building Your Bounce 5. Staff Demand to be updated to staffing levels required to meet desired performance expectations	Staff will have sufficient time to support appropriate and timely case management Participants understand their expectation to participate once referred to EO Long term planning to support capacity completed
Direction and Policies and Procedures	1. Expectation to complete Action Plans at first visit, in first month, will be supported. If needs of participant are great, staff may complete an initial high level an Action Plan and will complete and update AP at next appointment 2. This direction will be communicated at CSW Team Meetings 3. The Program Integrity Team will develop an AP resource will be developed and shared with staff 4. Management will update procedures and staff will be informed of requirement to complete initial high level AP at first meeting	Staff will have sufficient resources and clear direction to support case management and help to meet performance expectations Participants understand their expectation to participate once referred to EO
Participant understanding of program expectations, AP requirements	1. Tools and resources to assist with key messaging and ensure language used is at grade 4 level will be updated/developed 2. SAIL training will be offered to those in receipt of OW by end of 4th quarter	Staff will have sufficient resources available to support participant understanding of AP requirements Participants understand their expectation to participate once referred to EO
Highest Risk from Risk Assessment Template Risk 1: Low – SA staff and participants are not aligned with the goals/support services that will support the participant towards employment readiness		

Performance Outcome 2: Percentage of Ontario Works adults and ODSP non-disabled adults with participation requirements who are referred to EO		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
Partnership with SSM	1. Working with SSM on development of Shared Calendar 2. Review additional day for EO staff to work/connect on site 3. Continued monthly sessions with management team 4. Monthly opportunity to connect with EO staff, alternating sites 5. EO and CMSM to review and connect about referral process – ensure practice matches with referrals 6. CMSM to schedule community meeting to present environmental scan and factors that inform our service – by end of 2024 7. Working group established in 2024 to review and address health and safety and its connections to the provision of service 8. Participant Pathway to be reviewed and updated in 2024 and into 2025	Staff will have ability to schedule appointments in real time, reducing returned referrals Increased community engagement and relationships Increased knowledge of services and supports between both EO and CMSM Refined referral process to better align services
Direction and Policies and Procedures	1. Expectation to complete Action Plans at first visit, in first month, will be supported. If needs of Participant are great, staff may complete an initial high level an Action Plan and will complete and update AP at next appointment 2. This direction will be communicated at CSW Team Meetings 3. The Program Integrity Team will develop an AP resource will be developed and shared with staff 4. Management will update procedures and staff will be informed of requirement to complete initial high level AP at first meeting	Staff will have sufficient time to support appropriate and timely case management Participants understand their expectation to participate once referred to EO
Participant understanding of program expectations, AP requirements	1. Tools and resources to assist with key messaging and ensure language used is at grade 4 level will be updated/developed	Staff will have sufficient time to support appropriate and timely case management

Performance Outcome 2: Percentage of Ontario Works adults and ODSP non-disabled adults with participation requirements who are referred to EO		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
	2. SAIL training will be offered to those in receipt of OW by end of 4th quarter	Participants understand their expectation to participate once referred to EO
Highest Risk from Risk Assessment Template Risk 1: Medium - Participant's barriers/needs have not been addressed prior to referral to Employment Ontario		

Performance Outcome 3: Percentage of Ontario Works exiting to employment		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
Partnership with SSM	1. Working with SSM and sharing data on the caseload demographics to develop programs that best support people in receipt of OW 2. Review and partner with Workforce Development Board – sharing of data and information, reviewing their quarterly newsletter and reports 3. Continued connections with our Economic Development Department for partnering opportunities and information sharing 4. Support, inform staff of employment related opportunities through our EO partners 5. Child Care support for those in receipt of Ontario Works continues to be a priority with our Children's Services Department 6. Continue to lead the Data Consortium to share information with the community at large 7. CMSM to schedule community meeting to present environmental scan and factors that inform our service – by end of 2024 8. Participant Pathway to be reviewed and updated in 2024 and into 2025	Staff will have the information, training and connection with our EO partners Increased community engagement and relationships Increased knowledge of services and supports between both EO and CMSM Awareness of the available of child care support for employment Determination of ability and capacity to investigate and support appropriate employment opportunities

Performance Outcome 3: Percentage of Ontario Works exiting to employment		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
	9. Working with SSM and EO's on appropriate referrals	
Direction and Policies and Procedures	1. Review existing policies and procedures to ensure they continue to support overall OW mandate 2. Continue to support the partnership with EO providers on meeting immediate needs of participants to support movement to employment 3. The Program Integrity Team will complete an audit to ensure correct application and interpretation of policies and procedures 4. Clear direction and intent will be provided to staff to continue to identify goals and barriers to employment and make the appropriate community connections and referrals to support forward movement	Staff will have clear direction and support
Participant understanding of benefits of employment	1. Updating of job aids and tools and benefits of employment resources available for participants ensuring that information is at appropriate reading level 2. Re-establishment of the Social Service Community Council – the completion of a survey with people for consultation on best supports for exit to employment – complete and gather information and share with appropriate groups including the appropriate ministries	Participants understand their expectation and benefits from participating with the EO and moving forward with employment – understand the financial benefits including EHB
Highest Risk from Risk Assessment Template		

Performance Outcome 4: Percentage of Ontario Works cases that do not return to Ontario Works Program Within one year		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
Partnership with SSM and Community Partners	1. Ensure any referrals to SSM are made when participant is ready for that step	Staff will have ability to schedule appointments in

Performance Outcome 4: Percentage of Ontario Works cases that do not return to Ontario Works Program Within one year		
Inputs	**Operational and Strategic Activities**	**Expected Outputs**
	2. Continued connections with Economic Development Department – working with them to be aware of employment opportunities, what employers are saying about top skills	real time, reducing returned referrals Refined referral process to better align services
Direction and Policies and Procedures	1. Keeping up to date with environmental scan and understanding of the employment opportunities available 2. Supporting clients with financial planning for the next crisis – financial budgeting that can be achieved understanding the likelihood of working at minimum wage 3. Being realistic about the likelihood of returning to OW, supporting through potential educational opportunities to support longer term financial viability whenever likely to be successful	Information and direction will be clear about expectations and directions Financial tools will be available to support and educate participants Advocacy for appropriate supports and programs needed to effectively support and maintain exits to employment
Participant understanding of program expectations, AP requirements	1. Re-establishment of the Social Service Community Council – the completion of a survey with people who have exited to employment – connecting with them in six and nine months to support success 2. SAIL training will be offered to those in receipt of OW by end of 4th quarter	Staff will have sufficient time to support appropriate and timely case management Participants understand their expectation to participate once referred to EO
Highest Risk from Risk Assessment Template Risk 1: Medium - Participant's barriers/needs have not been addressed prior to referral to Employment Ontario		

Section 4 – Program Delivery

4.1 Service Delivery Expectations

Overall Readiness

Resources are dedicated to ensure programs and services are delivered in accordance to legislative and policy requirements including:

- Program and Service Audits are completed including annual full file reviews and topic specific reviews (i.e. review of assignments of benefits, evidence verification, etc.) on a monthly basis
- Financial re-assessments are scheduled and completed every 24 months on all cases which included full reviews and all required third-party checks
- Third Party Checks are completed as required
- Checklists and Job Aids have been developed and available for all staff for a number of activities including: intake and application, third party checks, file transfers, file transfers to ODSP. Checklists are reviewed and completed by CSW's
- All deferrals from participation in an action plan are re0viewed as the expectation is to have over 95% participants with action plans
- Requirements for participation is expected in all cases except where the CSW has determined that participation may be deferred. The expectation is for the AP to meet the participant where they are and therefore it is expected that an AP can be created to support the participant. If a deferral is granted, the details on the follow up will be included in the notes detailing reason for the deferral and providing milestones that will support the removal of the deferral and will include a date for follow up. The CSW will continue to work with the participant to support their ability to participate and offer resources and supports.
- Expectation that 100% of all Eligibility Verification Process cases are assigned within 15 days and 90% of their cases are completed within 60 days. We have had staff capacity issues in 2023 that have affected our ability to meet our performance expectations. This will be addressed in 2024.
- Eligibility Verification Process is currently assigned to a single staff member. This process is under review in 2024 as the vacancy for this work created pressures and issues in 2023 and 2024. Management is working with the Program Integrity team to provide training and will re-distribute the responsibility for EVP to all CSW's which will ensure coverage to meet our performance expectations.
- All cases are reviewed to determine that the approprate overpayment rate is applied
- Each overpayment is reviewed by each CSW to determine suitability for the application of the 10% recovery rate. For all overpayments that were a result of any fraudulent activity, as a result of reimbursements or income received, the standard rate will apply. CSW's have the

discretion to apply the 5% rate if the overpayment meets the definition of undue hardship. The 5% rate is also applied to all overpayments as a result of administrative errors.

Financial Assistance expenditures are accurate and meet ministry expectations

- Policies and procedures are in place for
  - Data and evidence verification for all costs
  - Monthly reconciliation of all general ledger accounts to the applicable Social Assistance Management System (SAMS) reports
  - Quarterly analysis and audit of expenditures
  - Annual audit completed for each third party provider
  - Review and the completion of any follow up from SAMS generated and Ad-Hoc Reports as appropriate
- All subsidy claims are completed by a position within the City's Finance Department
- All Subsidy Claims are reviewed and approved by the OW Administrator and the Director of Human Services
- Subsidy claims are completed and submitted on a monthly basis within the timeframes required to support the continued review and flow of funding
- All expenditures and payments made outside of SAMS are tracked and reported to the province with each subsidy claim. This would include Family Responsibility payments prior to 2013, Dental Administration and payments, and Gift Cards provided on a case by case basis for urgent needs.
- Finance Staff complete an annual review and reconciliation of all expenditures and payments outside of SAMS.
- The City adheres to all legislated and generally accepted auditing standards

4.2 Resource Analysis

Reception Stream

- Service starts with our team of reception staff – people are welcomed into a warm space and offered a place to warm up, cool down, rest and are offered nourishing snacks. With the change in behaviours and activities seen in our reception area, we maintain 3 full-time staff in reception at all times and have a detailed process for ensuring sufficient coverage is available.
- We have standard training that is offered to all staff working in reception that includes trauma informed care, health and safety training, self-defence training, etc.
- We have implemented a system that would immediately notify the management team when assistance is needed in the reception area.
- To better serve participants all reception stream staff have an awareness of the services and programs offered throughout the Human Services Department
- To ensure continuity in supervision, all reception staff report to one supervisor
- All phones lines into reception are answered live by reception staff

- Reception team members are also part of our payment functions stream
- Staffing must be maintained during identified peak times when service requests are increased. Data and analysis completed identified staffing complement required and identifies peak periods for time of day, day of week, week of month and month of the year

Application and Intake Clerical Stream

- We have four full-time staff in this stream
- Provides coverage for the reception team on a daily basis
- Staffing must be maintained during identified peak times when service requests are increased. Data and analysis completed identified staffing complement required and identifies peak periods for time of day, day of week, week of month and month of the year
- Staff are required to upload data from all applicable reports to our monitoring and tracking systems
- Third Party Checks and Logs, as directed by the CSW, are completed by this team

Payment Functions Stream

- One full-time staff in this stream however is assisted by other clerical staff
- Processes monthly and daily financial assistance payments
- Day to day management of clerical functions for overpayments including 30, 60, 90 and annual communications
- Annual review of overpayments and makes recommendations for write-offs or cases to go to collections
- Clerical support for Eligibility Review Officer and Program Integrity Officer

Client Services Worker – Application Stream

- This team processes the full application for financial assistance and makes the determination for eligibility for emergency assistance or ongoing assistance
- Third Party Checks are requested and reviewed by this team
- Prior to IBAU, all CSW's completed applications for assistance. With IBAU, we initially had three full-time staff completing intakes however with the number of applications we are required to review, adjust, make corrections to, we have increased our application stream to four full-time staff

Client Services Worker

- Current staff complement of 18 full-time staff
- Responsible for the ongoing service management for all in receipt of Ontario Works and NDA's
- Financial Updates and Reviews are required every 24 months
- Staff have the discretion to determine the best schedule for connecting with participants – the needs and plans of the participants informs that decision. Some participants are connected with weekly, monthly or every other month. Staff are to connect a minimum of once every

three months and to meet in person once annually. Staff have developed processes to ensure that virtual and phone meetings can be supported
- We currently have one dedicated CSW to complete EVP requirements however we are looking to review this practice to determine if we can maintain consistent completion of EVP if all staff complete a portion of the assigned files
- One FTE CSW provides coverage for caseloads for staff on leaves and out of office – we consistently have 1 to 2 staff on leave at any given time
- Additional funding is needed to continue to support this level of service delivery, should improvements to eligibility and workflow not progress at IBAU to offset the administrative burden it is costing at the local level.

Program Integrity Team

- Two full-time staff are responsible for daily activities that support program integrity
- Staff are responsible for file audits and reviews, processing and following up on all investigations of fraud, any identified misuse or misrepresentation of funds
- Staff are responsible for training all staff on Ministry and local policies and procedures, service expectations and SAMS
- Staff review policies and procedures, legislation and complete audits to ensure consistent application

Management Team

- 3.32 FTE including supervisors, Manager (OW Administrator) and Director
- Direct supervision of all staff, participation in community, regional and province-wide committees, working groups and associations
- Review policies, procedures, data analysis, SAMS reports, tasks
- Direct relationship with community partners, EO providers
- With the increased acuity and need of participants, supervisor involvement with day to day participant interactions is increasing and affecting capacity to overall system management

4.3 Monitoring Activities

Overall Readiness

Resources are dedicated to ensure programs and services are delivered in accordance to legislative and policy requirements including:

- Program and Service Audits are completed including annual full file reviews and topic specific reviews (i.e. review of assignments of benefits, evidence verification, etc.) on a monthly basis
- Financial re-assessments are completed every 24 months on all cases
- Third Party Checks are completed as required
- All deferrals from participation in an action plan are reviewed as the expectation is to have over 95% participants with action plans

- Expectation that 100% of all Eligibility Verification Process cases are assigned within 15 days and 90% of their cases are completed within 60 days. We are currently not meeting this expectation due to medical leaves for staff in this position. We are reviewing our process in 2024 to establish an approach that will result in consistency of completion of cases.
- All cases are reviewed to determine that the approprate overpayment rate is applied
- Supervisors review files and performance reports on a monthly basis and provides direction as required
- Manager reviews and analyzes performance reports and provides direction as required
- Annual review of policies and procedures to ensure compliance with ministry and local direction, service plans and legislation

Submission of Actual Expenditures

Financial Assistance expenditures are accurate and meet ministry expectations

- Policies and procedures for
    - Data and evidence verification for all costs
    - Monthly reconciliation of all general ledger accounts to the applicable Social Assistance Management System (SAMS) reports
    - Quarterly analysis and audit of expenditures
    - Annual audit completed for each third party provider
    - Review and the completion of any follow up from SAMS generated and Ad-Hoc Reports as appropriate
- All subsidy claims are completed by a position within the City's Finance Department
- All Subsidy Claims are reviewed by the OW Administrator and the Director of Human Services
- The City adheres to all legislated and generally accepted auditing standards
- The City processes payments that are process outside of SAMS and provides supporting documentation through secure email with each monthly subsidy claim. The payments are reviewed as above, and may include the following:
    - Payments made directly to Revenue Canada for a Service Provider as required by Revenue Canada
    - Payments processed related to Family Responsibility payments received that apply to time periods prior to 2013
    - Payments related to Dental Services managed by a Third Party
- All reports to authorities including local and provincial are based on actual expenditures and submitted through appropriate sources

Submission of Outcomes Achieved

- Performance reports are reviewed on a monthly basis
- Reports are reviewed for current year, past year and compared with communities within our service area
- Service analysis is completed and updated monthly

- Data is collected and stored in one location. Data Analysis Coordinator and Financial Coordinator work together to provide up to date and current performance related reports
- Management and the Program Integrity Team work to identify and implement mitigation strategies as necessary
- Our review indicates that we will not be able to meet all Ministry set targets for the 2024-2028 period.

Performance Reports

- We have a detailed process for reviewing performance related reports
- We have a central location for all data related reports and information
- Report tracking is set to show current year performance, year over year performance, trending data and identify any outliers
- A Report Matrix is used to identify the purpose of the report, the intended audience and identify actions required as part of the review of the results
- Majority of reports are available for all staff to review – there are stored in a central location
- Supervisory level reports are reviewed by the management team

Quality Assurance (QA)

- Program Integrity Team regularly meets and prepares training for all staff
- Data, Reports and Analysis centrally stored in and kept up to date weekly, monthly, quarterly as appropriate
- A single source for final data is maintained that includes analysis that is available to the entire department and all staff to ensure consistency of information shared and that we are all working from the same place
- Management Team provides direction to Program Integrity Team on file audit requests that will be both quantity and quality based, will ensure adherence to provincial and local policies and procedures, legislation and meet our service expectations and goals
- Completed audits include observations, data and recommendations which are submitted to the Management Team
- Management Team provides direction on individual or group training needs, will update policies and procedures as appropriate

Risk Mitigation Testing

- The Management Team will be responsible for reviewing any risk mitigation questions and will assign work to the Program Integrity as appropriate.
- The test scripts will be completed as required and returned to the Ministry for appropriate review

4.4 Privacy

The Privacy Risk Assessment was completed and will be submitted as a part of the Service Plan and is included below as Appendix C. Human Services has developed department policies and procedures incorporating all relevant legislation and working in partnership with the City's Clerk's Division. Staff are required to review and confirm understanding of and adherence to, policies and procedures annually.

During orientation and onboarding, staff meet with supervisors to review and understand the obligation to having access to confidential, personal information. During onboarding training, our Program Integrity Coordinator incorporates this understand as they train new staff on legislation, local policies and procedures, Directives and the Ontario Works Program.

The Program Integrity Team completes an annual privacy and third party access review and submits observations and recommendations to the Management Team. The Management Team then provides direction, performance guidance and training requirements for individuals and/or groups of staff.

The Privacy Maturity Self-Reporting Tool and has been completed and it attached as Appendix D.

Appendix

Appendix A: Community Services Inventory

03 - Excel Community Service Inventory Tool

Appendix B: Performance Outcomes Risk Assessment

05-Kawartha Lakes Performance-Outcom

Appendix C: Privacy Risk Assessment

07-Privacy-Risk-Assessment-Template-EN-1

Appendix D: Privacy Maturity Self-Reporting

Privacy-Maturity-Self-Reporting-Tool(3).xlsx

8 April 2024

Sent via E-mail to critchie@kawarthalakes.ca and soconnell@kawarthalakes.ca

Committee of the Whole and City Council
City of Kawartha Lakes
P.O. Box 9000,
26 Francis Street, Lindsay, ON, K9V 5R8

Dear Committee of the Whole Members and Members of Council:

Re: Report Number: ED2024-015
Proposed Heritage Designation of 49 King Street East, Village of Bobcaygeon (Bobcaygeon Schoolhouse)

We have been retained by Charlie's Inc. (the "**Owner**"), the owner of the property municipally known as 49 King Street East located in the Village of Bobcaygeon (the "**Subject Lands**"). The Subject Lands lie on the southwest quadrant of King Street E and Need Street and are currently developed with a 2-storey mixed-use building. We understand that, at its meeting on 9 April 2024, Committee of the Whole will be considering staff report ED2024-015 ("**Staff Report**") respecting the possible designation of the Subject Lands pursuant to Part IV of the *Ontario Heritage Act*. The matter will then be considered by Council at the next Regular Council Meeting.

We write on behalf of the Owner to respectfully request that staff's recommendations in the Staff Report be refused. Specifically, for the reasons stated below, we request that the recommendation to endorse the Municipal Heritage Committee's recommendation to designate the Subject Lands be refused, and that the recommendation to authorize staff to proceed with designation steps also be refused. If the Committee / Council does not see fit to refuse these recommendations at this time, we hereby request that the matter be deferred to allow the Owner time to consult with staff.

Background

Our client only became aware of the proposed designation of the Subject Lands late last Friday, April 5th, by happenstance. Prior to that date, it had no knowledge of a heritage report being written for the Subject Lands, nor such matter being considered by the Town's heritage committee. Nor, in fact, was our client made aware of any site visits to the Subject Lands, which it appears would have occurred in connection with the preparation of the heritage evaluation report attached to the Staff Report.

Upon learning of this proposal last Friday, our client has had to move quickly to review background materials and retain counsel. However, as you will appreciate, it has not had sufficient time to do more

Johanna R. Shapira Direct: (416) 203-5631 jshapira@woodbull.ca
65 Queen Street West Suite 1400 Toronto Ontario M5H 2M5 T (416) 203-7160 F (416) 203-8324 www.woodbull.ca

than a very modest review. Furthermore, from a preliminary review, it is not clear that there is a sufficient basis to designate the Subject Lands, nor that the potential attributes that have been identified are meritorious.

As such, it is premature to move forward with an endorsement of the proposed designation, or even of issuing a notice of intention to designate the Subject Lands, as recommended in the Staff Report. Moving forward absent more time to consider these matters would be unfair and seriously prejudicial to our client's interests.

To the extent that staff is concerned about a two-year time period to designate the Subject Lands, we note that the *Ontario Heritage Act* only requires that a notice of intention to designate be issued before 1 January 2025. The designation itself is not required within that time period. Furthermore, designation may occur without a property being listed, in many instances, outside of a development application.

Request

For the reasons stated above, the Owner hereby respectfully requests that staff's recommendations in the Staff Report be refused. Specifically, the recommendations to endorse the Municipal Heritage Committee's recommendation to designate the Subject Lands and to authorize staff to proceed with designation steps should be refused. If the Committee / Council does not see fit to refuse these recommendations at this time, the Owner hereby requests that the matter in its entirety be deferred until such time that the Owner has time to consult with staff. To proceed otherwise would be fundamentally unfair and prejudicial to the Owner.

We trust this letter will be brought forward for Council's consideration at the appropriate time.

Thank you for your consideration.

Regards,

Wood Bull LLP

Johanna R. Shapira

JRS/as

c. clerks@kawarthalakes.ca

Nadine Heaslip
Resident & property owner
City of Kawartha Lakes

I am requesting that council address the following:

1. The obligations that Short Term Rental operators have when their STR license application is in progress or no application has been submitted.

The city outlined during the May 24, 2023 Task Force meeting (page 3 of the minutes) "once the bylaw has been adopted, the demerit point system will apply, even before a license is applied for, and points will accumulate. If a property accumulates 7 demerit points, the license will be denied"

Is the demerit system currently in place while an application is in progress/or not received?
Have demerit points been applied since the bylaw effective date?
Have STR operators been advised of this?
Has an occupancy limit been determined for this "in progress" period?
If yes, is the occupancy limit based on lawfully constructed bedrooms as per the Ontario Building Code & MPAC/CKL records?
Are all other STR obligations applied during the "in progress" period? ie. advertising the rentals maximum occupancy, health & safety, etc.
What action is being taken to encourage the STR owner to apply for the mandatory STR license?

2. Was the city report received by council at the Committee of the Whole meeting on April 9, 2024 in response to the commitment to provide council with a report (as noted on the CKL website June 30) " report on how the short Term Rental Application is being received in the community along with any necessary recommendations to amend the bylaw" ?

Will council be allowed the opportunity to specify the content for this report or future reports? If yes I ask that council consider requesting STR details by ward, how many known STRs, how many STR have not yet applied, summary of complaints by reason, service standards & response times, bylaw staffing summary, bylaw staffing coverage summary by month, summary of STR visits both complaints & licensing determination?

I would like to see a request be made by council for the city to provide a monthly report for the balance of 2024.

3. The city was consulted during a number of Task Force Committee meetings regarding the coverage of bylaw officers during the summer of 2023. The city committed to providing extended after hours coverage with either bylaw officers or arranging coverage with CKL police/OPP. It was shared on April 9, 2024 that this long weekend support did not occur.

Was council consulted in the reversal of this decision?

Will coverage be arranged for the peak summer months in 2024? Will a schedule be shared with council & residents to ensure that an adequate number of staff are available to respond to resident complaints.

4. The STR application does not appear to provide detailed instructions regarding the site plan, STR insurance requirements & fire alarms.

It appears that there is no requirement for the site plan/floor plan to display details regarding that the STR is in compliance with OBC bedroom requirements regarding windows. ie. egress, window location, sizes and styles. There is no direction to ensure that the insurance documents state that the insurance coverage is for a STR. There is no note regarding the type of smoke/CO alarms ie. hard wired, interconnected, strobe, battery etc.

I suggest that better & more detailed information for STR operators be provided at the point of application. This would likely reduce the number of applications requiring further fact finding by the various departments.

Nadine Heaslip

PKHBA
Peterborough & The Kawarthas
Home Builders Association

175 George St N, Suite 8
Peterborough, ON K9J 3G6
info@pkhba.com
705-930-1620

February 7, 2024

To: Mayor Doug Elmslie
City of Kawartha Lakes
26 Francis St.
Lindsay, ON K9V 5R8

Re: Securing access to natural gas for our community and Ontario

Your Worship and Members of Council,

I am writing to inform you of Peterborough & the Kawarthas Home Builders Association's (PKHBA) concerns with the Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application (the "Decision"), issued on December 21, 2023. The disappointing decision puts future access to natural gas in doubt and sets a deliberate course to eliminate natural gas from Ontario's energy mix. This decision is about the millions of Ontarians who rely on natural gas to keep their homes warm and the many businesses throughout Ontario that depend on natural gas for day-to-day operations. Furthermore, the consequence of the Decision, if left to stand, will increase the cost of servicing homes in our community to cover the upfront costs of all gas infrastructure needed. For new subdivisions, there is potential that multi-million dollar projects would be required to build necessary infrastructure, years before subdivision occupancy begins.

Ontario and our local communities are growing, and access to affordable energy to support this growth for homes and businesses is crucial. Energy infrastructure is vital to the manufacturing, agriculture, and consumer goods industries in Ontario. The impacts of this decision, which conveys a strong bias against natural gas, will stifle economic growth and put housing and energy affordability at risk – these are issues that matter the most to our municipality.

Without natural gas, communities across Ontario will feel the impacts of this decision in their everyday lives – the stakes are high.

- Energy Affordability: Those looking to connect to natural gas will be required to pay an upfront fee, which creates a significant financial barrier to all forms of residential and commercial development. This resulting fee adds thousands of dollars to individual consumers' cost to obtain or expand gas service.

- Economic Growth: This decision will put economic developments in your community at risk. The decision limits the ability of future expansion projects to support regional investment to meet the

ever-growing energy needs in your community and communities across Ontario. That includes greenhouses, grain dryers, industrial parks, and any new businesses or housing developments seeking access to natural gas.

- Energy Access: Preserving customer choice is critical. Constraining access to natural gas through a reduction in capital will significantly limit the future development of essential energy infrastructure vital to moving manufacturing, agriculture, and the consumer goods industry in Ontario.

- Energy Security: On an annual basis, natural gas delivers twice the energy to Ontario than electricity and five times the maximum peak capacity of Ontario's electricity grid at a quarter of the cost. Even in the worst weather conditions, our reliable natural gas system delivers.

The Ontario Homebuilders Association (OHBA) has conveyed these concerns and the basis of the Decision to the Minister of Energy, Premier Ford and MPPs.

We humbly ask you to reinforce this message by calling local MPPs to share your support for the government's quick action and write the OEB about the consequences of reduced access to the natural gas grid to support economic development, housing growth, and energy reliability. Use your voice to acknowledge the need for natural gas and infrastructure in Ontario today and into the future while we take a measured step towards energy transition and, lastly, express the Council's support to re-affirm the response of the Government of Ontario to introduce a legislative vehicle to reverse the OEB's rate rebasing decision upon return of the Legislature on February 20, 2024.

Regards,

Jennifer Hurd, President
Peterborough & the Kawarthas Home Builders Association

Rebecca Schillemat, Executive Officer
Peterborough & the Kawarthas Home Builders Association

Cc:
MPP Dave Smith

Peterborough and the Kawarthas Home Builders Association is proudly affiliated with the Ontario Home Builders' Association (OHBA), the Canadian Home Builders Association (CHBA) and other chapters within our network. PKHBA is the voice of the residential construction industry in Peterborough City & County and City of Kawartha Lakes. PKHBA represents members including builders, developers, professional renovators, trade contractors and many others within the residential construction sector. The 2022 economic impact of residential construction in the City and County of Peterborough represented over 4,000 jobs and over $650 Million in build investment in our community. (https://www.chba.ca/impacts)
Contact Rebecca Schillemat eo@pkhba.com 705-930-1620

The Corporation of the City of Kawartha Lakes

Minutes

Committee of the Whole Meeting

Tuesday, April 9, 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 Eric Smeaton
Councillor Pat Warren
Councillor Emmett Yeo

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 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 T. Richardson and Councillors R. Ashmore, D. Joyce, C. McDonald, M. Perry, E. Smeaton, P. Warren and E. Yeo were in attendance in Council Chambers.

CAO R. Taylor, City Clerk C. Ritchie, Deputy Clerk S. O'Connell, Directors L. Barrie, S. Beukeboom, C. Faber, B. Robinson, J. Rojas, C. Shanks, Fire Chief T. Jones, Paramedic Chief S. Johnston, Manager of Municipal Law Enforcement and Licensing A. Sloan and Manager of Technical Services M. Farqhuar were also in attendance in Council Chambers.

City Solicitor R. Carlson, Manager of Human Services M. Corley and Economic Development Officer - Heritage Planning E. Turner were in attendance electronically.

2. Adoption of Agenda

CW2024-080
Moved By Councillor Richardson
Seconded By Councillor Warren

That the Agenda for the Committee of the Whole of Tuesday, April 9, 2024, be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

4. Announcement

Autism Awareness Day

Deputy Mayor McDonald recognized that April is Autism Awareness Month and acknowledged the impact that autism has on our community. We appreciate the effort of the local organizations, including the Kawartha Lakes Autism Support Group, who provide education and services that foster an understanding to children, families and others that are affected by Autism.

Autism, we see you and we stand with you.

5. Presentations

5.1 COW2024-04.5.1

Bee Hero Awards Presentation
Councillor Warren, Council Representative, City of Kawartha Lakes Environmental Advisory Committee

Councillor Warren offered congratulations to the 2023 Bee Hero Award Recipients, being:

- Natasha Lazaroff
- Donna Bisschop
- Lisa Hart
- Leah MacLaren
- Lesley Armstrong-Braun
- Astrid Hood
- Harold Lenters; and
- BGC Kawarthas

All of the recipients were thanked for all of their efforts to support pollinator habitats.

CW2024-081
Moved By Councillor Smeaton
Seconded By Councillor Perry

That the presentation by Councillor Warren, **regarding the 2023 Bee Hero Awards**, be received; and

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

Carried

6. Deputations

6.1 COW2024-04.6.1

Natural Gas Expansion in Bobcaygeon
Moya Beall
David Rapaport

Moya Beall spoke in opposition to the natural gas expansion project in Bobcaygeon and encouraged Council to reconsider the support that has been

provided to the expansion project. She also recommended that, as a compliment to the Healthy Environment Plan, Council support the use of heat-pump technology as an alternative to natural gas.

CW2024-082
Moved By Councillor Warren
Seconded By Deputy Mayor McDonald

That the deputation of Moya Beall and David Rapaport, **regarding the Natural Gas Expansion in Bobcaygeon**, be received; and

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

Carried

6.2 COW2024-04.6.2

Ontario Energy Board Decision to Remove the Subsidy Relating to Fossil Fuel Infrastructure for New Development
Gabriella Kalapos, Clean Air Partnership

Gabriella Kalapos, of the Clean Air Partnership, spoke to the decision from the Ontario Energy Board regarding the removal of the subsidy for fossil fuel infrastructure for new development. She outlined that new developments are an opportunity to move away from fossil fuel infrastructure and noted that developers should consider alternative heating methods.

CW2024-083
Moved By Councillor Perry
Seconded By Councillor Richardson

That the deputation of Gabriella Kalapos, of the Clean Air Partnership, **regarding the Ontario Energy Board Decision to Remove the Subsidy relating to Fossil Fuel Infrastructure for New Development**, be received; and

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

Carried

6.3 COW2024-04.6.3

Economic and Emission Benefits of the Use of Heat Pumps over Gas and Other Fueled Heating Systems
Heather McDiarmid

Heather McDiarmid spoke to the economic and emission benefits that are associated with low carbon heating options. She noted that many climate action plans conclude that heat pumps are the preferred heating option for the future. She spoke in opposition to the natural gas expansion project in Bobcaygeon.

CW2024-084
Moved By Councillor Warren
Seconded By Councillor Smeaton

That the deputation of Heather McDiarmid, **regarding the Economic and Emission Benefits of the Use of Heat Pumps Over Gas and Other Fueled Heating Systems**, be received; and

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

Carried

6.4 COW2024-04.6.4

Request for License Agreement for a Parking Encroachment on the City-Owned Road Allowance Known as Snug Harbour Road
Brian Reel

Brian Reel provided an overview of the request that he submitted to the Land Management Team for a License Agreement for a parking encroachment on Snug Harbour Road. He outlined that he accesses his property by a service road adjacent to Snug Harbour Road. The license agreement that he has requested would allow him to construct a parking area adjacent to Snug Harbour Road; the parking area would be similar to other structures in the area.

CW2024-085
Moved By Councillor Ashmore
Seconded By Councillor Yeo

That the deputation of Brian Reel, **regarding a Request for a License Agreement for a Parking Encroachment on the City-Owned Road Allowance Known as Snug Harbour Road**, be received; and

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

Carried

6.5 COW2024-04.6.5

Request to Allow a Pet Pig Under the By-Law to Regulate Animals in the City of Kawartha Lakes
Holly Darling

Holly Darling requested an exception to the By-Law to Regulate Animals in the City of Kawartha Lakes to allow her seven (7) year old pet pig George to remain on her property. She noted that they would like George to remain a part of their family and his enclosure will be improved to prevent him from running at large.

CW2024-086
Moved By Councillor Richardson
Seconded By Councillor Yeo

That the deputation of Holly Darling, **regarding a Request to Allow a Pet Pig Under the By-Law to Regulate Animals in the City of Kawartha Lakes**, be received; and

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

Carried

6.6 COW2024-04.6.6

Low Income Senior Tax Rebate
Lynn Craig

Lynn Craig provided an overview of the property tax rebate for low income seniors and noted that the rebate has been at the current rate of $175.00 since 2017. She recommended that Council increase the rebate significantly and then review the rebate on an annual basis to determine if the amount is appropriate.

CW2024-087
Moved By Councillor Joyce
Seconded By Councillor Ashmore

That the deputation of Lynn Craig, **regarding the Low Income Senior Tax Rebate**, be received; and

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

Carried

The Meeting recessed at 2:19 p.m. and reconvened at 2:24 p.m.

7. Correspondence

7.1 COW2024-04.7.1

Short Term Rental Licensing Program
Randy Burke

CW2024-088
Moved By Councillor Warren
Seconded By Councillor Perry

That the correspondence from Randy Burke, **regarding the Short Term Rental Licensing Program**, be received; and

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

Carried

8. Presentations

8.1 COW2024-04.8.1

Fenelon Falls Powerlinks Committee Update Presentation
Chris Handley
Chris Appleton

Chris Handley and Chris Appleton provided an update on the Fenelon Falls Powerlinks Committee. They noted that the Committee has been reviewing the construction of a proposed pedestrian bridge which would provide access over the river in Fenelon Falls. The proposed pedestrian bridge would also provide a docking location for individuals visiting Fenelon Falls by boat. They requested continued support from Council so the plans for the proposed pedestrian bridge can be finalized.

CW2024-089
Moved By Councillor Perry
Seconded By Councillor Warren

That the presentation by Chris Handley and Chris Appleton, **regarding the Fenelon Falls Powerlinks Committee Update**, be received; and

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

Carried

8.2 COW2024-04.8.2

Kawartha Art Gallery Business Case Presentation
Susan Taylor

Susan Taylor and Tim Crouch provided an overview of the Kawartha Art Gallery. They provided an overview of the programming that is currently offered at the Gallery and noted that the Gallery is quickly outgrowing its current space at the Lindsay Branch of the Kawartha Lakes Public Library. They noted that continued financial support from the City, being an additional $150,000.00 in 2024/2025, 2025/2026 and 2026/2027, would allow the Gallery to consider moving to a new stand alone location on Cambridge Street in Lindsay.

CW2024-090
Moved By Councillor Richardson
Seconded By Deputy Mayor McDonald

That the presentation by Susan Taylor, **regarding the Kawartha Art Gallery Business Case**, be received; and

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

Carried

Item 8.5 was moved up on the Agenda to fulfill the timed appointment.

8.5 COW2024-04.6.7

Concerns Relating to Climate Change and an Expression of Support for the Healthy Environment Plan - Timed Appointment 3:00 p.m.
Aden Addison, I.E. Weldon Secondary School
Evelyn Pascoe, I.E. Weldon Secondary School

Aden Addison and Evelyn Pascoe spoke on behalf of the Green Advocates Team at I.E. Weldon Secondary School. They expressed concern relating to climate change and encouraged Council to continue their support for the City of Kawartha Lakes Healthy Environment Plan as a way to mitigate the affect of climate change in the local area.

CW2024-091
Moved By Councillor Warren
Seconded By Councillor Smeaton

That the presentation by Aden Addison and Evelyn Pascoe, of I.E. Weldon Secondary School, **regarding Concerns Relating to Climate Change and an Expression of Support for the Healthy Environment Plan**, be received; and

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

Carried

The Meeting recessed at 3:11 p.m. and reconvened at 3:25 p.m.

8.3 COW2024-04.8.3

Short Term Rental Licensing Program Update
Aaron Sloan, Manager of Municipal Law Enforcement and Licensing

Aaron Sloan, Manager of Municipal Law Enforcement and Licensing, provided an update on the Short Term Rental Licensing Program. It was noted that the Licensing Program has been implemented and Staff are processing applications. Staff are also continuing to investigate complaints relating to short term rental properties. Manager Sloan reviewed the staffing resources that have been dedicated to the Short Term Rental Licensing Program and noted that a further update will be provided to Council later in 2024.

CW2024-092
Moved By Deputy Mayor McDonald
Seconded By Councillor Yeo

That the presentation by Aaron Sloan, Manager of Municipal Law Enforcement and Licensing, **regarding the Short Term Rental Licensing Program Update**, be received; and

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

Carried

8.4 COW2024-04.8.4

2024 Life Cycle Extension Program Presentation
Michael Farquhar, Manager of Technical Services

Michael Farquhar, Manager of Technical Services, provided an overview of the 2024 Life Cycle Extension Program. The Program uses maintenance methods to sustain road segments in a reasonable state until a future capital project has

been implemented. The overview included a review of the identified work for 2024, as outlined within Report ENG2024-008.

CW2024-093
Moved By Councillor Smeaton
Seconded By Councillor Perry

That the presentation by Michael Farquhar, Manager of Technical Services, **regarding the 2024 Life Cycle Extension Program**, be received; and

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

Carried

8.4.1 Report ENG2024-008

2024 Life Cycle Extension Program
Michael Farquhar, Manager of Technical Services

CW2024-094
Moved By Councillor Perry
Seconded By Councillor Richardson

That Report ENG2024-008, **2024 Life Cycle Extension Program**, be received; and

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

Carried

9. Consent Matters

Moved By Councillor Warren
Seconded By Councillor Yeo

That all of the proposed recommendations shown in Section 9.1 of the Agenda, save and except for Items 9.1.1, 9.1.3. 9.1.8, 9.1.9, 9.1.11 and 9.1.14, 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

9.1 Reports

9.1.2 RA2024-002

Archival Services Policies
Angela Fornelli, Manager of Corporate Records and Archival Services

CW2024-095

That Report RA2024-002, **Archival Services Policies**, be received;

That the policy entitled **Archival Preservation Policy**, attached as Appendix A, be adopted and numbered for inclusion in the City's Policy Manual;

That the policy entitled **Corporate Art Collection and Management Policy**, attached as Appendix B, be adopted and numbered for inclusion in the City's Policy Manual;

That the policy entitled **Archival Exhibition Policy**, attached as Appendix C, be adopted and numbered for inclusion on the City's Policy Manual; and

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

Carried

9.1.4 CS2024-004

Release of Fenelon Falls CHEST Funds
LeAnn Donnelly, Executive Assistant, Community Services

CW2024-096

That Report CS2024-004, **Release of Fenelon Falls Legacy C.H.E.S.T. Funds,** be received;

That the Grove Theatre be approved for funding in the amount of $6,000.00 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350);

That the Fenelon Falls & District Chamber of Commerce be approved for funding in the amount of $6,000.00 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350); and

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

Carried

9.1.5 BP2024-002

Lindsay City Hall Generator-Request for Additional Funding
Christopher Lyons, Facility Project Delivery Coordinator

CW2024-097

That Report BP2024-002, **Lindsay City Hall Generator-Request for Additional Funding**, be received;

That Building and Property be granted approval for a Capital Construction Project in 2024 for the replacement of the existing City Hall diesel emergency backup generator;

That a new capital project be created in 2024 and the additional expenditure of $465,000.00 be funded from the uncommitted portion of the Capital Contingency Reserve (account 1.32248);

That the department be authorized to proceed with a design submission to Procurement to obtain a Contractor for the supply and install of the new emergency backup generator, and the issuance of a Purchase Order to the low bid Contractor to facilitate a 2025 install; and

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

Carried

9.1.6 PR2024-002

50/50 Community Project Capital Fund
Courtney Boyd, Community Development Coordinator

CW2024-098

That Report PR2024-002, **50/50 Community Project Capital Fund**, be received for information only; and

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

Carried

9.1.7 PR2024-003

Community Partnership and Development Fund
Courtney Boyd, Community Development Coordinator

CW2024-099

That Report PR2024-003, **Community Partnership and Development Fund**, be received for information only; and

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

Carried

9.1.10 ED2024-014

Proposed Heritage Designation of 35 Bolton Street, Village of Bobcaygeon (Bank of British North America)
Emily Turner, Economic Development Officer - Heritage Planning

CW2024-100

That Report ED2024-014, **Proposed Heritage Designation of 35 Bolton Street, Village of Bobcaygeon (Bank of British North America)**, be received;

That the Municipal Heritage Committee's recommendation to designate 35 Bolton 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, 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

9.1.12 ED2024-016

Proposed Heritage Designation of 97 King Street, Village of Woodville
Emily Turner, Economic Development Officer - Heritage Planning

CW2024-101

That Report ED2024-016, **Proposed Heritage Designation of 97 King Street, Village of Woodville**, be received;

That the Municipal Heritage Committee's recommendation to designate 97 King 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, 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

9.1.13 ED2024-017

Proposed Heritage Designation of 34-36 King Street East, Village of Omemee (McPherson's General Store)
Emily Turner, Economic Development Officer - Heritage Planning

CW2024-102

That Report ED2024-017, **Proposed Heritage Designation of 34-36 King Street East, Village of Omemee (McPherson's General Store)**, be received;

That the Municipal Heritage Committee's recommendation to designate 34-36 King Street East 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, 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

9.1.15 HS2024-002

Neighbourhood Housing in Lindsay Request to Amalgamate
Michelle Corley, Human Services Manager, Housing

CW2024-103

That Report HS2024-002, **Neighbourhood Housing in Lindsay Request to Amalgamate**, be received;

That Council, in its capacity as Service Manager under the Housing Services Act, 2011 and pursuant to Council Policy CP2021-024 – Housing Service Manager Delegated Authority, delegate to the Human Services Manager, Housing, the authority to provide consent pursuant to section 166(5) of the Housing Services Act, 2011 for housing projects designated under the Housing Services Act to support an amalgamation of a designated housing project;

That the Human Services Manager, Housing, provides written consent to Neighbourhood Housing in Lindsay to permit the requested amalgamation, subject to the amalgamating corporations providing all legal documentation evidencing the terms upon which the amalgamation is intended to proceed to the City, in form and content satisfactory to the Human Services Manager, Housing, and as advised by external legal counsel;

That the Mayor and Clerk be authorized to execute any new or revised documents and agreements, resulting from the requested amalgamation; and

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

Carried

9.2 Items Extracted from Consent

9.1.1 ML2024-003

Downtown Parking Strategy Report
Aaron Sloan, Manager of Municipal Law Enforcement and Licensing

CW2024-104
Moved By Deputy Mayor McDonald
Seconded By Councillor Richardson

That Report ML2024-003, **Downtown Parking Strategy Report**, be received;; and

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

Carried

9.1.3 CORP2024-007

2024 Tax Policy Decisions
Linda Liotti, Manager, Revenue and Taxation

CW2024-105
Moved By Councillor Joyce
Seconded By Councillor Yeo

That Report CORP2024-007, **2024 Tax Policy Decisions**, be received;

That optional property classes for the 2024 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 2024;

That the tax rate reduction for First Class Undeveloped Farm Land be set at 45% for 2024;

That Council approve the 2024 tax ratios as outlined in Appendix A to report CORP2024-007;

That the Eligible Amount for the Low Income, Senior and Disabled Persons Property Tax Relief be $300.00; and

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

Carried

9.1.8 PR2024-005

Omemee Splash Pad Feasibility Review
Craig Shanks, Director of Community Services

CW2024-106
Moved By Councillor Ashmore
Seconded By Councillor Richardson

That Report PR2024-005, **Omemee Splash Pad Feasibility Review,** be received, and;

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

Carried

The Meeting recessed at 5:11 p.m. and reconvened at 5:20 p.m. Deputy Mayor McDonald assumed the role of Chair. Mayor Elmslie departed at 5:11 p.m.

9.1.9 CEM2024-002

Fenelon Falls Cemetery Board
Craig Shanks, Director of Community Services

CW2024-107
Moved By Councillor Perry
Seconded By Councillor Warren

That Report CEM2024-002, **Fenelon Falls Cemetery Board**, be received;

That the management and maintenance of the Fenelon Falls Cemetery be administered by the Kawartha Lakes Cemetery Board effective July 1st, 2024;

That the Fenelon Falls Cemetery Board be dissolved, and the existing Fenelon Falls Cemetery Board members be thanked for their service and contribution to the City of Kawartha Lakes; and

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

Carried

9.1.11 ED2024-015

Proposed Heritage Designation of 49 King Street East, Village of Bobcaygeon (Bobcaygeon Schoolhouse)
Emily Turner, Economic Development Officer - Heritage Planning

CW2024-108
Moved By Councillor Warren
Seconded By Councillor Smeaton

That Report ED2024-015, **Proposed Heritage Designation of 49 King Street East, Village of Bobcaygeon (Bobcaygeon Schoolhouse)**, be received;

That the Municipal Heritage Committee's recommendation to designate 49 King Street East 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 properties under Part IV of the Ontario Heritage Act, including the preparation and circulation of Notices of Intention to Designate, 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

9.1.14 RD2024-004

Entrance to PLAN 105, Part Block R, RP57R-2151, Being Part 1 (Stata)
Chris Porter, Manager, Road Operations East

CW2024-109
Moved By Councillor Warren
Seconded By Councillor Perry

That Report RD2024-004, **Access to PLAN 105 PT BLK R RP 57R2151 - PART 1 Stata**, be received;

That Staff proceed with Alternative Access 3, as outlined within Report RD2024-004; and

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

Carried

10. New or Other Business

10.1 COW2024-04.10.1

Memorandum Regarding a Request for Electric Vehicle Management Plan
Councillor Warren

CW2024-110
Moved By Councillor Warren
Seconded By Councillor Perry

That the Memorandum from Councillor Warren regarding, **Request for Electric Vehicle Management Plan**, be received;

That an Electric Vehicle Strategy and Management Plan be developed; and

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

Carried

11. Adjournment

CW2024-111
Moved By Councillor Yeo
Seconded By Councillor Perry

That the Committee of the Whole Meeting adjourn at 5:42 p.m.

Carried

Doug Elmslie, Mayor

Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

Minutes

Planning Advisory Committee Meeting

Wednesday, April 10, 2024
1:00 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Mayor Doug Elmslie
Councillor Tracy Richardson
Councillor Pat Warren
Mike Barkwell
Patrick O'Reilly
Andrew Veale
Jason Willock

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1. Call to Order and Adoption of Agenda

Chairperson A. Veale called the meeting to order at 1:00 p.m. Mayor D. Elmslie, Deputy Mayor T. Richardson, Councillor P. Warren, and Committee Members M. Barkwell, P. O'Reilly, and J. Willock were in attendance.

Deputy Clerk and Recording Secretary J. Watts, Director of Development Services L. Barrie, Director of Engineering and Corporate Assets J. Rojas, Manager of Planning J. Connolly, Manager of Development Engineering C. Sisson, Planner II M. LaHay, and WSP Practice Lead M. Alexander were also in attendance.

The Chair opened the meeting and introduced Planning Advisory Committee and the members of staff present.

PAC2024-020
Moved By Councillor Richardson
Seconded By J. Willock

That the agenda for the Wednesday, April 10, 2024 Planning Advisory Committee Meeting be adopted as circulated and as amended.

Carried

2. Declarations of Pecuniary Interest

In relation to Item 6.1 on the Agenda the following statements were made:

- Mayor Elmslie stated that while he knows two residents on Walker Street, and that one of those residents had assisted with his election campaign, that he does not have a pecuniary interest.
- P. O'Reilly stated that he also knows many people who live on Walker Street, and wanted to have that noted for the public record.

3. Public Meeting Reports

The Chair stated that, as required under the Planning Act, a Public Meeting is being held prior to the City of Kawartha Lakes Council making decisions on the following planning matters.

3.1 PLAN2024-022

Application to Amend the Township of Mariposa Zoning By-law 94-07 at 77 Cottage Road, Little Britain - Snodden
Matt Alexander, Practice Lead, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

3.1.1 Public Meeting

Mr. Alexander confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120 metres, and that a sign was posted on the subject property. They summarized the application, explaining that it proposes to fulfill the conditions of provisional consent. The applicant is required to apply to rezone the retained agricultural land to prohibit future residential uses, and to recognize the new lot size and configuration of the severed land. The applicant is proposing to rezone the lands from the 'Agricultural (A1) Zone', to the 'Agricultural Exception Forty-Three (A1-43) Zone', and from the 'Agricultural (A1) Zone' to the 'Rural Residential Type One Exception Thirteen (RR1-13) Zone'. The application is consistent with the Provincial Policy Statement, conforms to the Growth Plan for the Greater Golden Horseshoe and the Kawartha Lakes Official Plan. Mr. Alexander summarized the comments received to date, as detailed in the report, noting that subsequent to the writing of the report that no additional comments were received. Staff are recommending that the application be referred to Council for approval.

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

Bob Clark of Clark Consulting Services spoke on behalf of the owners provided an overview of his presentation (which are attached to the minutes) summarizing the following:

- Location of the property and proposed severance;
- Location of the natural areas on the property;
- Current Zoning and Official Plan designations; and
- Proposed Zones for the severed and retained lots; and
- Opinion that this proposal was supported by Official Plan and Provincial Policy

He made himself available for any questions.

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

No persons spoke to the application.

The Public Meeting concluded at 1:16 p.m.

3.1.2 Business Arising from the Public Meeting

PAC2024-021
Moved By P. O'Reilly
Seconded By Councillor Warren

That Report PLAN2024-022, **Application to Amend the Township of Mariposa Zoning By-law 94-07 at 77 Cottage Road, Little Britain - Snodden**, be received;

That a Zoning By-law, respecting application D06-2024-004, substantially in the form attached as Appendix D to Report PLAN2024-022 be approved for adoption by Council; and

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

Carried

3.2 PLAN2024-023

Application to Amend the Township of Verulam Zoning By-law 6-87 at 26 Country Club Drive, Fenelon Falls - Eganridge Inc
Matt Alexander, Practice Lead, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

3.2.1 Public Meeting

Mr. Alexander confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120 metres, and that a sign was posted on the subject property. They summarized the application, explaining that it proposes to recognize the existing legal non-conforming hotel resort use on site, permit a three-storey addition to the hotel consisting of 41 additional hotel suites, and upgrade the pool enclosure and spa amenity area. To facilitate this commercial development, the applicant proposes to rezone a portion of the subject land from the ‘General Rural (A1) Zone’ to the ‘Recreational Commercial (C3) Zone’. Consistency with the Provincial Policy Statement, and conformity to the Growth Plan for the Greater Golden Horseshoe and the Kawartha Lakes Official Plan will be determined upon further review of the application. Mr. Alexander summarized the comments received to date, as detailed in the report, noting that subsequent to the writing of the report additional comments were received from R. Ennis, P. O'Reilly, and K. Farr. He summarized the concerns raised including issues relating to:

- Additional uses in the C3 Zone that may be permitted in the future;

- Water quality and quantity for nearby wells and the impact of Eganridge's existing septic system;
- Water runoff from parking lots;
- Potential for traffic increases; and
- Issues relating to construction.

Staff are recommending that the application be referred back to staff until technical reviews have been completed and all agency comments are received. Mr. Alexander responded to questions from members of the Committee.

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

Marnie Saunders of D.M. Wills Associates Ltd. spoke as the applicant, and noted that the owners were present and available for any questions that may be raised regarding the operations of the facility. She noted that they agreed with the conclusions of the recommendations of staff report, and provided an overview of the documentation that was supplied to support the application. She noted that studies indicated sufficient well water supply for the expansion, and that an on site sewage system assessment had been conducted. She further stated that no negative impacts were found in the Traffic impact study and that Alderville First Nation had requested to be a part of the ongoing consultation. Overall she concluded by agreeing with the assessments in the report and she responded to questions from the members of the committee.

George Friedmann spoke on behalf of the ownership of Eganridge Inc. and provided an overview of the history of their involvement with the property, and the proposed expansion. He stated that the expansion will allow the hotel to operate more fully year round, by expanding the amenity areas for winter use. He stated that the additional hotel rooms would be laid out in a more efficient way with rooms on both sides of an interior hallway, and that the expansion would not add any additional height to the building. He said the expansion would support local jobs in the community, and attract more corporate use. He responded to questions from the members of the committee.

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

Joanne Jackson stated the she supported Eganridge and wanted to see it succeed, however raised concerns relating to the following:

- Water levels and effect on neighbouring property's wells;
- Potential for smell from septic system;

- Loss of views to the lake;
- Alternate options for future changes on the property with the C3 zoning;

Paula O'Reilly and Robert Ennis stated that they were not opposed to the rezoning in principle, however raised concerns relating to the following:

- Access and rights of way to and from the property;
- That the C3 zone might also permit camping facilities in the future;
- The potential for using holding provisions to prevent immediate development of some portions of the property;
- Water supply issues for the community;
- Water runoff from parking lots;
- Traffic and excessive speeding following events; and
- Issues related to noise and other construction impacts.

No other persons spoke to the application.

The Chair permitted Ms. Saunders and Mr. Friedmann to respond to the issues raised. Mr. Friedmann noted that while the conference and restaurant facility aren't proposed for expansion, he noted that the additional hotel rooms could keep guest on the property instead of having to drive back and forth to other accommodation options, thereby reducing some traffic. He further noted that the lake views are what brings guests to the area, and he stated that nothing is planned to alter those views. He concluded that at this time there is no further expansion plans for any other parts of the lands being rezoned. Ms. Saunders noted that well water quality and quantity are being monitored to ensure no impact to wells in the area. She noted that construction control measures could be addressed in the site plan process, and that traffic calming options could be brought forward to the City outside of the zoning process.

The Public Meeting concluded at 2:01p.m.

3.2.2 Business Arising from the Public Meeting

PAC2024-022
Moved By Councillor Warren
Seconded By M. Barkwell

That Report PLAN2024-023, **Application to Amend the Township of Verulam Zoning By-law 6-87 at 26 Country Club Drive, Fenelon Falls - Eganridge Inc**, be received for information; and

That Report PLAN2024-023, be referred back to staff for processing until review of the technical studies has been completed.

Carried

3.3 PLAN2024-024

Application to Amend the Township of Somerville Zoning By-law 78-45 at 1101 Kawartha Lakes Road 49, Bobcaygeon - Bevanda
Matt Alexander, Practice Lead, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

3.3.1 Public Meeting

Mr. Alexander confirmed that the required notice was given in accordance with the Planning Act and circulated to each owner of land within 120 metres, and that a sign was posted on the subject property. They summarized the application, explaining that it proposes to allow the severance of approximately 40 hectares of vacant rural land, from 40 hectares of retained rural land. The retained rural land contains an existing single detached dwelling and a shed that will remain on the retained lot. The intent is that the severed lot will be redeveloped in the future with a single detached dwelling. The Zoning By-law Amendment will integrate an identified wetland area into the Environmental Protection Zone with a vegetation protection buffer, and implement a 300-metre setback requirement from the severed lot to the neighbouring aggregate operation in order to fulfill conditions of Provisional Consent Approval (File: D03-2017-026). Consistency with the Provincial Policy Statement, and conformity to the Growth Plan for the Greater Golden Horseshoe and the Kawartha Lakes Official Plan will be determined upon further review of the application. Mr. Alexander summarized the comments received to date, as detailed in the report, noting that subsequent to the writing of the report that no additional comments were received. He stated that while Staff generally support the zoning by-law amendment, Staff respectfully recommend that the application be referred back until technical reviews have been completed, specifically as it relates to land use compatibility concerning the neighbouring aggregate operation. He responded to questions from members of the Committee.

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

Chris Conti from EcoVue Consulting Services spoke as the applicant and stated that they generally support the findings in the staff report. He noted that the owners want to construct a dwelling on the southern portion of the severed land and wanted to ensure that they did not miss the two year window for the

conditions of the consent, and that the deadline of September 2024 not be missed.

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

No persons spoke to the application.

Mr. Alexander was questioned if a report could be returned within the time period of the deadline and he confirmed that a follow up report was drafter and ready to go once the outstanding comments have been received.

The Public Meeting concluded at 2:20 p.m.

3.3.2 Business Arising from the Public Meeting

PAC2024-023
Moved By Councillor Warren
Seconded By Councillor Richardson

That Report **PLAN2024-024**, **Application to Amend the Township of Somerville Zoning By-law 78-45 at 1101 Kawartha Lakes Road 49, Bobcaygeon - Bevanda**, be received; and

That Report PLAN2024-024, be referred back to staff to address agency comments and for further review of technical studies.

Carried

The committee recessed at 2:21 p.m. and reconvened at 2:30 p.m.

4. Deputations

4.1 Michael Puffer and Robert Stewart

Relating to Report PLAN2024-019 (Item 6.1 on the Agenda)

Mr. Puffer and Mr. Stewart spoke to revising the application for Item 6.1 following concerns that they raised including:

- Safety due to proximity to the Walker Street and Colborne St W intersection, and the community mailbox;
- The lack of crosswalks in the area to let the new and existing residents cross Colborne St. W.;
- Increases in traffic;

- Lack of garages in the plan and reduction in parking for the middle unit, or lack of visitor parking in general; and
- Overall increased density, permitting 6 dwelling units on small lot.

They concluded by recommending that a duplex could be permitted on the lot, and where driveways would be further back from the intersection.

4.2 **Kent Randall, EcoVue Consulting Services Inc.**

Relating to Report PLAN2024-019 (Item 6.1 on the Agenda)

Kent Randall of EcoVue Consulting spoke as the planners for the application, and supported the staff recommendation for approval. He provided an overview of the application, noting that an open house was held and changes were made to reduce the number of dwelling units from eight to six, and architectural design changes. He noted that while the nearby intersection is busy, this proposal would have a negligible impact on traffic. He emphasized that the Provincial Policy Statement supports this type of gentle intensification, and that this proposal is a good compromise that doesn't overwhelm the existing neighbourhood character. He responded to questions from the members of the committee.

5. Correspondence

6. Regular and Returned Reports

6.1 PLAN2024-019

Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur
Mark LaHay, Planner II

Mr. LaHay confirmed that a Public Meeting on this matter was held on September 14, 2022 in accordance with the Planning Act. They summarized the application, explaining that it the original application has been revised with lesser density which would rezone the north portion of the land in the Town of Lindsay Zoning By-law from the “Residential Two (R2) Zone” to the “Residential Multiple One Special Twenty (RM1-S20) Exception Zone” to permit three (rather than four) townhouses with site specific development standards and facilitate a future severance. The proposed retained land containing the existing dwelling would now be subject to a minor reduction in rear yard setback to be recognized with a “Residential Two Special Forty-Three (R2-S43) Exception Zone”. The effect of the revised amendment will permit three 2-storey stacked townhouses, each containing a primary and an additional residential unit, for six dwelling units (rather than eight) on the north half of the subject land. The proposed

townhouses are intended be subdivided in the future into three separate lots. The site-specific development standards in the zoning by-law would include reduced rear yard setback for all units, and reduced minimum lot area per dwelling unit and increased maximum lot coverage and gross floor area as a percentage of lot area only for the interior (middle) dwelling unit. The application is consistent with the Provincial Policy Statement, conforms to the Growth Plan for the Greater Golden Horseshoe and the Lindsay Secondary Plan. Mr. LaHay summarized the comments received to date, as detailed in the report. Staff are recommending that the application be referred to Council for approval. Mr. LaHay and Ms. Barrie responded to questions from the members of the Committee.

Moved By Mayor Elmslie
Seconded By J. Willock

That Report PLAN2024-019, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received;

That the zoning by-law amendment respecting application D06-2022-021 be denied for excessive density.

Motion Failed

Moved By Councillor Warren
Seconded By P. O'Reilly

That Report PLAN2024-019, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received; and

That application D06-2022-021 be referred back to staff for further consultation.

Motion Failed

Moved By P. O'Reilly
Seconded By Councillor Warren

That Report PLAN2024-019, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received;

That application D06-2022-021 be referred back to staff for recommended modification for a two-plex proposal (rather than a three-plex) to be brought back to the Planning Advisory Committee.

Motion Failed

PAC2024-024
Moved By Mayor Elmslie
Seconded By J. Willock

That Report PLAN2024-019, **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be received;

Carried

PAC2024-025
Moved By Mayor Elmslie
Seconded By Councillor Richardson

That application D06-2022-021, being **Application to Amend the Town of Lindsay Zoning By-law 2000-75 at 158 Colborne Street West, Lindsay - Francoeur**, be forwarded to Council for consideration; and

That Council be notified that the Planning Advisory Committee does not support the staff recommendation as printed on report PLAN2024-019.

Carried

6.2 PLAN2024-026

Applications to Amend the City of Kawartha Lakes Official Plan and Township of Verulam Zoning By-law at Block 18, Peller Court, Bobcaygeon - Morrallee
Matt Alexander, Practice Lead, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

Mr. Alexander confirmed that a Public Meeting on this matter was held on November 29, 2023 in accordance with the Planning Act. He summarized the application, explaining that it proposes to amend the City of Kawartha Lakes Official Plan to recognize the placement of six (6) existing docks and to permit the development of three (3) additional docks within the shoreline area. To facilitate this request, the applicant is proposing to amend the City of Kawartha Lakes Official Plan Development Plan Area Five (DP-5), Nature Reserve, which is identified as containing Provincially Significant Wetland and Fish Habitat. The subject site is zoned ’Open Space Special Exception Ten (OS-10) Zone’ in the Township of Verulam Zoning By-law 6-87, as amended. Amending the Official Plan and Zoning By-Law will have the effect of permitting the placement of the existing and future docks on the site. The Zoning By-law Amendment will also remove the beach as a permitted use. The application is consistent with the

Provincial Policy Statement, conforms to the Growth Plan for the Greater Golden Horseshoe and the Kawartha Lakes Official Plan. Mr. Alexander summarized the comments received to date, as detailed in the report, noting that subsequent to the writing of the report that no additional comments were received. Staff are recommending that the application be referred to Council for approval. Mr. Alexander and Mr. Morrallee responded to questions from the members of the Committee.

PAC2024-026
Moved By Councillor Warren
Seconded By Councillor Richardson

That Report PLAN2024-026, **Applications to Amend the City of Kawartha Lakes Official Plan and Township of Verulam Zoning By-law at Block 18, Peller Court, Bobcaygeon - Morrallee**, be received for information;

That an Official Plan Amendment respecting application D01-2023-003, substantially in the form attached as Appendix D to Report PLAN2024-026, be approved and adopted by Council;

That a Zoning By-law Amendment respecting application D06-2023-027, substantially in the form attached as Appendix E to Report PLAN2024-026, 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

7. Adjournment

PAC2024-027
Moved By Councillor Warren
Seconded By Mayor Elmslie

That the Planning Advisory Committee Meeting adjourn at 3:21 p.m.

Carried

The Corporation of the City of Kawartha Lakes

Minutes

Special Planning Advisory Committee Meeting

PC2024-05
Wednesday, April 10, 2024
7:00 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Mayor Doug Elmslie
Councillor Tracy Richardson
Councillor Pat Warren
Mike Barkwell
Patrick O'Reilly
Andrew Veale
Jason Willock

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1. Call to Order and Adoption of Agenda

Chairperson A. Veale called the meeting to order at 7:00 p.m. Mayor D. Elmslie, Councillors T. Richardson and P. Warren, and Committee Members M. Barkwell, P. O'Reilly, and J. Willock were in attendance.

Deputy Clerk and Recording Secretary J. Watts, CAO R. Taylor, Director of Development Services L. Barrie, Director of Engineering and Corporate Assets J. Rojas, Manager of Development Engineering C. Sisson, Manager of Communications Advertising and Marketing C. Davidson, WSP Senior Planner J. Derworiz and WSP Principal B. Gauthier were also in attendance.

The Chair opened the meeting and noted the members of the Planning Advisory Committee and staff present.

PAC2024-028
Moved By Councillor Richardson
Seconded By Mayor Elmslie

That the agenda for the Wednesday, April 10, 2024 Special Planning Advisory Committee Meeting be adopted as circulated.

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 making decisions on the following planning matters. The Chair requested staff to advise on the manner of giving notice and asked staff to briefly describe the proposed Rural Zoning By-law and summarize the correspondence, if any, received to date, and further advised how the public could participate in the Public Meeting portion of the agenda. Chair Veale also provided decorum rules for public participation in the Public Meeting.

3.1 PLAN2024-025

Proposed Rural Zoning By-law
Jonathan Derworiz, Senior Planner, RPP, MCIP, WSP Canada Inc., on behalf of Kawartha Lakes Planning Division
Bobby Gauthier, Principal, MCIP, RPP, WSP Canada Inc.

3.1.1 Public Meeting

Mr. Derworiz confirmed that the required notice was given in accordance with the Planning Act and noted that this was a second statutory Public Meeting following the first statutory Public Meeting held on August 9, 2023. He summarized the proposed Rural Zoning By-law, explaining that it proposes to develop a new comprehensive zoning by-law for the rural areas of Kawartha Lakes that aligns with the current Kawartha Lakes Official Plan, while consolidating and modernizing 14 existing in-effect zoning by-laws. The City's existing rural zoning by-laws date as far back as the 1970s and do not align with current City of Kawartha Lakes Official Plan. Mr. Derworiz and Mr. Gauthier presented an overview of their presentation and highlighted the following:

- Project status and overview of the project;
- Definitions of the rural areas of Kawartha Lakes applicable to the proposed by-law;
- The current state of zoning in Kawartha Lakes;
- Foundations of the Rural Zoning By-law;
- The sections of the Proposed Rural Zoning By-law;
- Overviews of the zone mapping;
- Responses to the community input;
- Changes to the by-law since September of 2023; and
- Next steps to adoption of the by-law.

They noted the comments received to date, as detailed in the report, noting that subsequent to the writing of the report additional comments were received and circulated to the members of the Planning Advisory Committee for consideration. They concluded that a final comment matrix could be prepared prior to the adoption of the Rural Zoning By-law being adopted at an upcoming City Council meeting. Staff are recommending that subject to minor changes that may be included in a final version adopted by Council, that the proposed Rural Zoning By-law be forwarded to Council for approval.

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

Darlene Callan provided a brief summary of her written correspondence circulated to the members of the Planning Advisory Committee regarding on-farm diversified uses.

Jim Greensides spoke in opposition to the proposed Rural Zoning By-law expressing concerns with the timelines for when this process may have taken place since amalgamation in 2001.

Mirka Krizka spoke in opposition to the proposed Rural Zoning By-law expressing concerns regarding property rights.

Brian Bartley read his correspondence that was circulated to the members of the Planning Advisory Committee, noting concerns with conflicts with the Official Plan with the Prime Agriculture and Rural Designations, lack of communication that property owners received on this project, restrictions to home industries abutting waterbodies, issues regarding sawmill classifications; and issues relating to hunt camps on lands that do not have frontage on improved roads.

Jeff Armitage spoke in opposition to the proposed Rural Zoning By-law expressing concerns regarding the following matters:

- The consultant used to draft the consolidated version of the By-law;
- Restrictions on severances;
- Timelines for adopting this by-law since amalgamation;
- Broader global agendas being included in local policy and by-laws, and
- The previously submitted petition circulated in opposition to the proposed Rural Zoning By-law.

Ron Ross expressed concerns with the challenges of navigating policies such as provincial policy, official plans, zoning by-laws and building codes, and expressed a desire for change or simplification.

Doug Shaw spoke in opposition to the proposed Rural Zoning By-law expressing concerns regarding the sustainability and the pace of the development and removal of farmland that is proposed for Kawartha Lakes, and the importance of farmers to the community.

Angel Godsoe spoke in opposition to the proposed Rural Zoning By-law expressing concerns regarding consultant used to draft the consolidated version of the By-law, limits to agricultural production, and the importance that the small communities play in Kawartha Lakes.

Doug Carroll spoke on behalf of several clients he represents, and addressed specific concerns with three properties. He expressed the following concerns with the proposed Rural Zoning By-law:

- Inability to make site-specific changes to his clients properties due to previous errors or omissions in existing zoning by-laws that have been used to create the Rural Zoning By-law;
- The need to implement a second agriculture based zoning category to remain compliant with the Official Plan;
- Lack of references to the previous zoning by-law consolidation started in 2006; and
- Difficulties getting resolutions satisfactory to his clients in consultation with the Planners working on the project.

Kerstin Kelly spoke in opposition to the proposed Rural Zoning By-law expressing concerns regarding government over-regulation, implementation of the by-law to make enforcement easier, perceived reductions in property rights and freedoms, delays from administration of regulations, and the inability to make site-specific changes in this process.

Barry Snider stated that while he is a member of the Environmental Advisory Committee, he was speaking for himself and spoke to his concerns about the proposed Rural Zoning By-law including the loss of protections for wetlands in agricultural areas, the allowance of agricultural practices in Environmental Protection (EP) zones, and the removal of wetlands and woodlands to expand agriculture.

Peter Petrosoniak presented concerns he saw with the proposed Rural Zoning By-law being the ability to allow the building of large buildings on small lots, no regulations provide restrictions on compatibility for new development to the existing community, few regulations on site alteration that effects neighbouring properties, and the need to protect trees in the proposed by-law.

Paul Buckley spoke on behalf of the Kawartha Haliburton Federation of Agriculture and provided a summary of their written correspondence circulated to the members of the Planning Advisory Committee regarding hamlet boundaries, on-farm diversified uses, clarifications between AR and AG zone uses, and consultation with the agricultural community. He further supported the draft recommendations of the Agricultural Advisory Committee, and offered clarification for differences between wetlands and poorly drained areas.

Steve Lesperance spoke in opposition to the proposed Rural Zoning By-law expressing concerns with the timelines for when this process may have taken place since amalgamation in 2001.

No other persons spoke to the proposed Rural Zoning By-law.

The Chair permitted Mr. Gauthier and Mr. Derworiz to respond to the comments provided at the Public Meeting and they thanked all those who participated in the process today. Mr. Gauthier stated that site-specific zoning amendment requests are not typically received during comprehensive zoning by-law formulation processes. They noted that they had received the written correspondence and had documented the concerns presented today, and that they would be providing an updated comment matrix to Council prior to adoption of the Rural Zoning By-law.

The Public Meeting concluded at 8:47 p.m.

3.1.2 Business Arising from the Public Meeting

PAC2024-029
Moved By J. Willock
Seconded By P. O'Reilly

That the correspondence relating to the April 10, 2024 Statutory Public Meeting regarding the proposed Rural Zoning By-law from the following individuals:

- P. Buckley and the Kawartha Haliburton Federation of Agriculture;
- J. Trider and R and L Roddy;
- R. Kehar;
- K. Maloney and the Agricultural Development Advisory Committee;
- M. Wilson and K. Duguay;
- D. Kerr;
- D. Callan and K. Duguay;
- A. Geyer;
- B. Bartley

Carried

PAC2024-030
Moved By M. Barkwell
Seconded By P. O'Reilly

That Report PLAN2024-025, **Proposed Rural Zoning By-law**, be received;

That the Proposed Rural Zoning By-law, substantially in the form attached as Appendix F to Report PLAN2024-025 be approved for adoption by Council at the May 21, 2024 Regular Council Meeting; and

That the Mayor and Clerk be authorized to execute the documents required by the approval of this By-law.

Carried

4. Deputations

5. Correspondence

6. Regular and Returned Reports

7. Adjournment

PAC2024-031
Moved By Mayor Elmslie
Seconded By Councillor Richardson

That the Planning Advisory Committee Meeting adjourn at 8:50 p.m.

Carried

Planning Advisory Committee Report

Report Number:	**PLAN2024-019**
Meeting Date:	April 10, 2024
Title:	**Amend the Lindsay Zoning By-law 2000-75 at 158 Colborne Street West - Francoeur**
Description:	To rezone a portion of the land in the Town of Lindsay Zoning By-law from the "Residential Two (R2) Zone" to the "Residential Multiple One Special Twenty (RM1-20) Zone" and to the "Residential Two Special Forty-Three (R2-S43) Zone" to permit three townhouses with site specific development standards and facilitate a future severance
Type of Report:	Regular Meeting
Author and Title:	Mark LaHay, Planner II, MCIP, RPP

Recommendations:

That Report PLAN2024-019, **Part Lot 22, Concession 4, Former Town of Lindsay, City of Kawartha Lakes, identified as 158 Colborne Street West, Michel Francoeur and Jean-Guy Francoeur – D06-2022-021**, be received;

That the proposed zoning by-law amendment, substantially in the form attached as Appendix D to Report PLAN2024-019, be adopted by Council;

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

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

The statutory public meeting was held by the Planning Advisory Committee on September 14, 2022, which adopted the following recommendation:

PAC2022-072
Moved By Mayor Letham
Seconded By M. Barkwell

That Report PLAN2022-055, **Part Lot 22, Concession 4, Town of Lindsay, City of Kawartha Lakes, identified as 158 Colborne Street West, Michel Francoeur and Jean-Guy Francoeur – D06-2022-021**, be received; and

That the application respecting the proposed Zoning By-law Amendment be referred back to staff until such time as all comments have been received and addressed from all circulated agencies, City Departments, and the public, and for further review and processing.

Carried

At the Council Meeting of February 21, 2023, Council adopted the following resolution:

CR2022-333
Moved By Councillor Veale
Seconded By Deputy Mayor Richardson

That the Minutes of the September 14, 2022 Planning Advisory Committee Meeting be received and the recommendations, included in Section 14.3 of the Agenda, save and except for Items 14.3.4 and 14.3.6, be adopted.

Carried

14.3.4 PAC2022-072

Moved By Councillor Elmslie
Seconded By Councillor Seymour-Fagan

That Report PLAN2022-055, **Part Lot 22, Concession 4, Town of Lindsay, City of Kawartha Lakes, identified as 158 Colborne Street West, Michel Francoeur and Jean-Guy Francoeur - D06-2022-021**, be received; and

That the application be denied.

Motion Failed

CR2022-334
Moved By Councillor Yeo
Seconded By Councillor Veale

That Report PLAN2022-055, **Part Lot 22, Concession 4, Town of Lindsay, City of Kawartha Lakes, identified as 158 Colborne Street West, Michel Francoeur and Jean-Guy Francoeur – D06-2022-021**, be received; and

That the application respecting the proposed Zoning By-law Amendment be referred back to staff until such time as all comments have been received and addressed from all circulated agencies, City Departments, and the public, and for further review and processing.

Carried

This report addresses that direction.

In order to address public and staff concerns, the applicant has submitted a revised proposal with lesser density which would rezone the north portion of the land in the Town of Lindsay Zoning By-law from the "Residential Two (R2) Zone" to the "Residential Multiple One Special Twenty (RM1-S20) Exception Zone" to permit three (rather than four) townhouses with site specific development standards and facilitate a future severance. The proposed retained land containing the existing dwelling would now be subject to a minor reduction in rear yard setback to be recognized with a "Residential Two Special Forty-Three (R2-S43) Exception Zone". The effect of the revised amendment will permit three 2-storey stacked townhouses, each containing a primary and an additional residential unit, for six dwelling units (rather than eight) on the north half of the subject land. The proposed townhouses are intended be subdivided in the future into three separate lots. The site-specific development standards in the zoning by-law would include reduced rear yard setback for all units, and reduced minimum lot area per dwelling unit and increased maximum lot coverage and gross floor area as a percentage of lot area only for the interior (middle) dwelling unit.

In consideration of the lower density and other improvements proposed by the revised proposal, Staff considers these proposed changes to the Zoning By-law to be minor, and a Notice for a further public meeting is not required.

Owner:	Michel Francoeur and Jean-Guy Francoeur	
Applicant:	EcoVue Consulting Services Inc. c/o Kent Randall	
Legal Description:	Part Lot 22, Concession 4, Former Town of Lindsay	
Official Plan:	'Residential' (Schedule 'F-1') within the Town of Lindsay Secondary Plan	
Zoning:	'Residential Two (R2)' Zone (Schedule 'A') in the Town of Lindsay Zoning By-law 2000-75, as amended	
Site Size:	0.1335 hectares (0.33 acres – MPAC)	
Site Servicing	Municipal water and sewer system	
Existing Uses:	Residential	
Adjacent Uses:	North:	Residential
	East:	Walker Street/Residential/Commercial
	South:	Colborne Street West/Mixed Residential/Commercial
	West:	Residential

Rationale:

The property is located west of Angeline Street North on the northwest corner of Colborne Street West and Walker Street (see Appendix 'A'). There are a number of one and two storey residential dwellings and mixed residential, commercial and institutional uses in the area within 250 metres of the subject land. In response to public and staff comments, the applicant on behalf of the owners has revised the proposal to rezone a portion of the land to permit three townhouses accessed from Walker Street and facilitate a future severance (see Appendix 'C'). The proposed development will be on full municipal services. An amendment to the Zoning By-law is necessary to permit the townhouse built form along with site specific development standards to facilitate a severance and to recognize a reduction in rear yard setback on the proposed retained land.

The applicant has submitted the following reports and plans in support of the application, which have been circulated to various City Departments and commenting agencies for review.

1. Planning Justification Report prepared by EcoVue Consulting Services Inc., dated April 14, 2022. The report discusses and assesses the proposal in

context of the 2020 Provincial Policy Statement (PPS), 2019 Growth Plan, the Town of Lindsay Official Plan and the Town of Lindsay Zoning By-law.

2. Draft Zoning By-law Amendment text, prepared by EcoVue Consulting Services Inc., (undated) submitted with the application.

3. Comprehensive Urban Design Analysis, prepared by Imagineers Ltd. and EcoVue Consulting Services Inc., dated April 18, 2022. This document provides details on the urban design, built form and landscape features.

4. Building Elevations/3D Rendering and Floor Plans prepared by Imagineers Ltd., dated March 2022.

5. Topographic Survey Plan prepared by JBF Surveyors, dated November 2021

6. Conceptual Site Plan prepared by EcoVue Consulting Services Inc., dated April 12, 2022.

7. Traffic Brief and Entrance Design memorandum prepared by EcoVue Consulting Services Inc., dated March 7, 2022. The analysis concluded that the entrance structure design and sight line safety requirements have been adequately achieved.

8. Functional Servicing and Stormwater Management Brief prepared by Tatham Engineering Limited, dated July 18, 2022 including related engineering drawings including Existing and Proposed Condition Drainage Plans, Siltation and Erosion Control Plan, Site Grading, Servicing and Stormwater Management Plan and Notes and Details. The report examines municipal water and sanitary servicing as well as stormwater management. The report concludes that this proposed development site can readily be serviced to accommodate the proposed residential lots. The proposed SWM plan attenuates proposed condition peak flow rates at rates equal to or less than existing by means of permeable pavement driveways, an orifice plate and flood storage provided in the on-site storage chambers. In addition, a water balance was completed and confirms annual infiltration is expected to increase in the proposed condition scenario. A phosphorus loading assessment was also completed and confirms an overall decrease in phosphorus loading following development.

9. Response to public comments received in advance of public meeting on September 14, 2022 prepared by EcoVue Consulting Services Inc., dated September 13, 2022 (included in Planning Letter Addendum below).
10. Planning Letter Addendum prepared by EcoVue Consulting Services Inc., dated June 21, 2023 as an update to the Planning Justification Report discussing the benefits of the revised development proposal for 3 townhouses, along with revised concept site plan and building elevations.

All of the reports and plans submitted have been circulated to the applicable agencies and City Departments for review and comment. Staff has reviewed the Planning Rationale Report that was prepared and filed in support of the application and generally accepts the planning rationale provided in the context of the relevant Provincial and City of Kawartha Lakes policies and plans.

Provincial Policies:

Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan):

The Growth Plan (GP) provides that growth should be directed towards settlement areas, and utilizes existing or planned infrastructure. The proposed development will provide infill residential development on full municipal services and be located within the Lindsay settlement area. The GP envisions increasing intensification of the existing built-up area and providing a diverse range and mix of housing options. This application facilitates the efficient use of existing infrastructure within a designated settlement area and contributes to the achievement of complete communities and compact built form.

Sections 2.2.6 of the Growth Plan contains policies related to housing to support the achievement of complete communities. In this regard, municipalities will consider the use of available tools to require that multi-unit residential developments incorporate a mix of unit sizes to accommodate a diverse range of household sizes and incomes.

As the subject land is considered within a settlement area, the Natural Heritage System policies of the Growth Plan do not apply.

Therefore, the application appears to conform to the policies of the Growth Plan.

Provincial Policy Statement, 2020 (PPS):

The Provincial Policy Statement (PPS) provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS requires planning authorities to manage and direct

land use to achieve efficient and resilient development and land use patterns. Settlement areas are the focus of growth, including redevelopment, which utilizes existing or planned infrastructure.

Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, outlines in Section 1.1.1 how healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;

b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, parks and open space, and other uses to meet long-term needs;

e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs.

Section 1.1.3 Settlement Areas, states that it is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces and ensure effective use of infrastructure and public service facilities.

Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

Section 1.1.3.2 states that land use patterns within settlement areas shall be based on densities and a mix of land uses which:

a) efficiently use land and resources;

b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;

e) support active transportation; and

f) are transit supportive where transit is planned, exists or may be developed.

Section 1.1.3.3 directs Planning authorities to identify locations and promote opportunities to accommodate a significant supply and range of housing options

through intensification and redevelopment in taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs. The proposed development for intensification and redevelopment will utilize existing municipal infrastructure.

The Housing policies of Section 1.4.3 state that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

c) Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;

d) Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities in areas where it exists or is to be developed;

f) Establishing development standards for residential intensification, redevelopment and new residential development, which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

Section 1.6, Infrastructure and Public Service Facilities, promotes intensification and redevelopment within settlement areas utilizing existing municipal sewage services and municipal water services and planning for stormwater management that will minimize increases in contaminant loads and changes in water balance and erosion, not increase risks to human health and safety and property damage, maximize the extent and function of vegetative and pervious surfaces and promote stormwater management best practices.

Development and site alteration shall also be directed in accordance with the policies of Section 2 and 3 of the PPS. The PPS prohibits development and site alteration on lands adjacent to natural heritage features, unless it has been demonstrated there will be no negative impacts on the natural features or their ecological functions. The proposed development does not appear to be within or adjacent to any natural heritage features as identified in Section 2 of the PPS, and does not appear to be located within any natural hazards, as identified in Section 3 of the PPS.

In consideration of the above, the application appears to be consistent with the PPS.

Official Plan Conformity:

The "Residential" designation in the Lindsay Secondary Plan (SP) applies and is now in full force and effect following the recent repeal of the Lindsay Official Plan (LOP) by the Minister of Municipal Affairs and Housing (MMAH). This designation permits a variety of dwelling types and neighbourhood parks and neighbourhood commercial uses. For residential development, in addition to three types of density, mixed density development may also occur. The appropriate density shall be based on the availability of services, compatibility with surrounding uses and locational factors.

Single detached dwellings, semi-detached dwellings, duplex dwellings and similar low-profile residential buildings not exceeding 2.5 storeys in height, and two (2) dwelling units per property are considered a low density form of development, while medium density residential uses shall include triplex dwellings, fourplex dwellings, row or block townhouse dwellings, stacked townhouse, converted dwellings containing more than two dwelling units, and mid-rise apartment housing not exceeding four storeys in height.

In this case, low density development shall have a minimum density of 15 units per net hectare and not exceed 30 units per net hectare, whereas medium density residential uses shall be developed between a minimum density greater than 25 units per net hectare to a maximum density of 60 dwelling units per net hectare. The subject proposal has characteristics of both low and medium density built form but falls within the lower medium density range and conforms to the density policies in the SP for this residential use of land within the settlement area of Lindsay.

The Housing policies of Section 31.2.2.1 of the SP for affordable housing are in accordance with the relevant policies of Sections 5 and 18 of the Official Plan, which promotes a mix and range of residential housing forms, costs and tenures to satisfy the needs of the Town's residents with regard to proximity of transit routes, schools, recreation facilities, open space and commercial areas and the availability of municipal services. In addition, secondary suites are permitted within single, semi- detached, and townhouse dwelling units where residential dwellings are permitted as a use, as appropriate to encourage intensification.

The City's Affordable Housing Program Coordinator has provided comments encouraging an affordable housing component in this development elsewhere in this report. The type of housing proposed in the form of townhouses also provides more density, which is supported by the housing policies in the PPS.

The application would be in conformity with the Official Plan.

Zoning By-Law Compliance:

The subject land is zoned "Residential Two (R2) Zone" in the Town of Lindsay Zoning By-law 2000-75 (TLZB). The applicant has submitted a Zoning By-law Amendment application for consideration which proposes to rezone the northern half of the subject land to a Residential Multiple One Special Twenty (RM1-S20) Zone" to permit three townhouses with site specific development standards and facilitate a future severance on the subject lands. The site specific development standards identified by the applicant relate to minimum lot area per dwelling unit (185 sq. m. to 146.38 sq. m. – inner lot only), minimum rear yard setback (7.5 m to 5.8 m - all lots), maximum lot coverage (35% to 45% - inner lot only) and maximum gross floor area as a percentage of lot area (55% to 74% - inner lot only). It should be noted that the reduction in parking spaces per dwelling unit (2 to 1) being applied for is not needed as the parking reduction relates to typical requirements for a townhouse unit. This is because By-law 2020-160 relating to ARUs only requires the minimum number of parking spaces for the primary dwelling unit (being 2 spaces) be satisfied and more than 6 parking spaces have been provided. Furthermore, it should also be noted that By-law 2020-160, which amended the TLZB, permits an additional residential unit (ARU) within each proposed townhouse dwelling as of right, notwithstanding the permitted uses, maximum densities, minimum gross floor areas, and maximum gross floor area as a percentage of lot area listed elsewhere in the By-law, subject to specific provisions. In addition, the proposed retained land will seek a reduction in rear yard setback (7.5m to 5.56 m) and define Colborne Street West as the front lot line to be established by a Residential Two Special Forty-Three (R2-S43) Zone.

The site specific zoning by-law provisions applicable to the proposed development are considered appropriate.

Other Alternatives Considered:

No alternatives have been considered at this time other than the original proposal for four townhomes, each with an accessory dwelling unit for a total of 8 dwelling units.

Alignment to Strategic Priorities:

The City's 2024-2027 Kawartha Lakes Strategic Plan approved by Council on March 19, 2024 identifies the following four main goals:

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

This project aligns with the exceptional quality of life goal contained in the City's Strategic Plan by offering more housing options to increase affordable housing to attract new residents in the City of Kawartha Lakes.

Financial/Operation Impacts:

There are no financial considerations unless Council's decision is appealed to the Ontario Land Tribunal. In the event of an appeal, there would be costs, some of which may be recovered from the applicant.

Servicing Comments:

The Functional Servicing Report was circulated to the Engineering and Corporate Assets Department for review and comment. This report confirms that the subject lands are serviceable with sufficient capacity within the existing municipal infrastructure.

Consultations:

Notice of this application was circulated to persons within a 120 metre radius, agencies, and City Departments which may have an interest in the application. To date, we have received the following comments:

Public Comments (Original Proposal):

At the time of the public meeting, comments were received from B. Fountain, K. McCallum and E. Redshaw, D. and B. Lutes, M. and C. Puffer (and their agent, Kevin Duguay), D. and V. Obress, S. Toombs, R. Warren, B. Cooper, T. Shah, P. Jolicoeur, J. Di Bello, and R. Stewart

The issues raised with respect to the initial proposal are summarized as follows:

- Non-conforming compatibility with the single-detached home neighbourhood;
- Traffic Safety, including increased noise and congestion,
- Lack of parking, including for visitors;

- Lack of a cross-walk to cross Colborne St. W. to nearby school;
- Privacy, including fencing and balconies;
- Loss of mature trees, with little new landscaping;
- Street aesthetic, and change to neighbourhood character;
- Lack of snow storage areas;
- Lot coverage and setbacks;
- Drainage, swales, and lack of impervious surfaces;
- Potential for reduced property values;
- Loss of sunlight, and views; and
- Lack of yard and amenity space

Agency Review Comments (Original Proposal):

On August 15, 2022, the City's Affordable Housing Program Coordinator advised:

- In accordance with the Kawartha Lakes 2020-2029 Housing and Homelessness Plan, and Council Policy CP2019-004 Affordable Housing Incentives, approved November 19, 2019, there is an expectation to assist the City in achieving rental and ownership affordable housing targets within each new residential development.
- Although the Housing Affordability section refers to Section 30 of the City's Official Plan, more recently Council has placed a priority on the creation of affordable housing including setting targets, adopting policy and creating an annual Affordable Housing Target Program. There is a significant shortage of affordable housing in CKL, clearly illustrated by the targets that were established by looking at 24 data points, both current and future, identifying and resulting in Council setting the target of 1,280 additional rental units over the next ten years. The lack of purpose built rental is clearly evident as we struggle with a 1.4% vacancy rate.
- The City is encouraging the operator to consider options, which would allow a portion of the residential units to be either rented or sold at an affordability level that would assist the City in meeting its affordable housing targets. Units can be offered at an affordable rate through incentives as offered through the Affordable Housing Target Program. These incentives could offset some development fees. The operator should submit an expression of interest through the Affordable Housing Target Program, expressing its preferred program option in order to seek affordable units within the project. Even if the project won't be

occupied for another couple of years, the submission of interest in the Affordable Housing Target Program will allow Council to plan and budget for future program approvals.

On August 17, 2022, NAV Canada advised it has evaluated the captioned proposal and has no objection to the project as submitted. Their assessment does not constitute an approval and/or permit from other agencies.

On August 17, 2022, Building and Septic Division Plans Examiner advised that Development Charges are applicable and otherwise there are no other comments.

On August 23, 2022, Engineering and Corporate Assets advised that from an engineering perspective, they have no objection to the proposed Zoning By-law Amendment and offered specific comments and requirements in anticipation of a Site Plan submission, which include but are not limited to drawing, servicing and road occupancy requirements, a Reference Plan for sight triangle/widening, cost estimate, and requirements relating to water, sanitary, storm and grading.

On August 24, 2022, Enbridge Gas Inc. advised that it does not object to the proposed application however, they reserve the right to amend their development conditions.

Agency Review Comments (Revised Proposal):

On December 5, 2023, Engineering and Corporate Assets advised that from an engineering perspective, they have no objection to the proposed Zoning By-law Amendment with the understanding that detailed Engineering review and comments will be provided at the time of Site Plan Approval.

On December 11, 2023, Emergency Services (Fire) noted there are no concerns.

On January 18, 2024, Building and Septic Division Plans Examiner advised that there are no comments.

On March 11, 2024, following discussion with respect to detailed Engineering review requirements in the absence of a requirement for Site Plan approval, Development Engineering advised they have no objection to the proposed zoning by-law amendment as matters such as road widening, sight triangle, service connections, lot grading/drainage/stormwater management, etc. can be accommodated at the time of severance through the requirement of a Consent agreement.

Development Services – Planning Division Comments:

The background information, which has been submitted in support of the application, has been circulated to the appropriate Agencies and City Departments for review and comment.

A Residential Multiple One Special Twenty (RM1-S20) Exception Zone is proposed to permit townhouse dwellings on the subject land along with any necessary site-specific zoning provisions to permit their future severance. In order to provide increased amenity space for the proposed townhouses, the proposed retained land containing the existing dwelling facing Colborne Street West would also seek to define that as the front lot line and a reduction in rear yard setback abutting the proposed townhouses as a result to be accomplished with a Residential Two Special Forty-Three (R2-S43) Exception Zone.

In response to the public concerns, the applicant has submitted a revised proposal with reduced density, which now includes a total of three 2-storey townhomes each containing a primary and an additional residential unit, on the north half of the subject land, which will be subject to site specific development standards and facilitate a future severance. Other changes include a shift in building location to improve the rear yard setback and amenity space along with design enhancements which include change in roof type (from flat roof to gable roof), change in façade, building materials, colour, balcony design, landscaping and driveway design and location to better accommodate vehicles and snow storage. Members of the public who were previously involved as listed in the public comments above, have been given notice of this returning report to the Planning Advisory Committee.

Staff have evaluated this revised proposal and considers the proposed use appropriate with site specific provisions. This includes a reduction in the rear yard setback for all 3 townhouses on the proposed severed lots, a reduction in the rear yard setback for the existing dwelling on the proposed retained lot, as well as a reduction in the minimum lot area and an increase in maximum coverage only for the middle townhouse.

The application for Zoning By-law Amendment demonstrates consistency with the Provincial Policy Statement and conformity to the Growth Plan and Official Plan. The proposed Zoning By-law amendment with site specific provisions will appropriately facilitate the proposed use for 3 townhomes, each with an additional residential unit permitted as-of-right.

Conclusion:

In consideration of the comments and the evaluation contained within this report, and provided there are no further issues or concerns raised, Staff respectfully recommend that the proposed Zoning By-law Amendment application be referred to Council for **Approval**.

Attachments:

The following attached documents may include scanned images of appendices, maps, and photographs. If you require an alternative format, please call Mark LaHay, Planner II, (705) 324-9411 ext. 1324.

Appendix 'A' – Location Map

Appendix 'A'

Appendix 'B' – Aerial Map

Appendix 'B'

Appendix 'C' – Proposed Concept Plan

Appendix 'C'

Appendix 'D' – Proposed Zoning By-law Amendment

Appendix 'D'

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

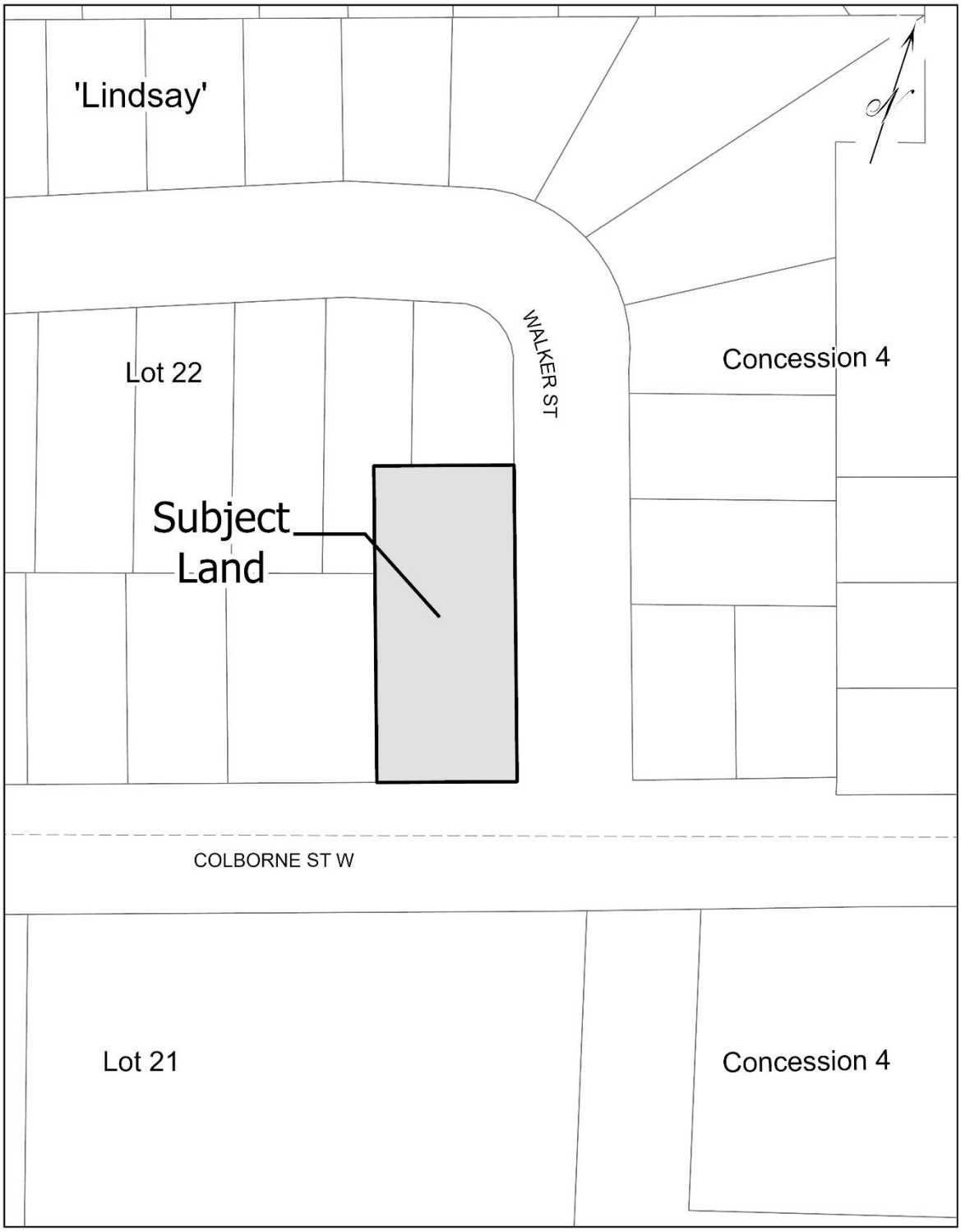
Department File: D06-2022-021

APPENDIX " A "

to

REPORT PLAN2024-019

FILE NO: D06-2022-021



158 Colborne Street West, Lindsay

Kawartha Lakes

0.07 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

© City Of Kawartha Lakes

NORTH

This map is a user generated static map output and is for reference only. All data, layers and text that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP MAY NOT BE USED FOR COMMERCIAL OR LEGAL PURPOSES

Legend

- Roll Number
- Road Centreline (2016 Needs

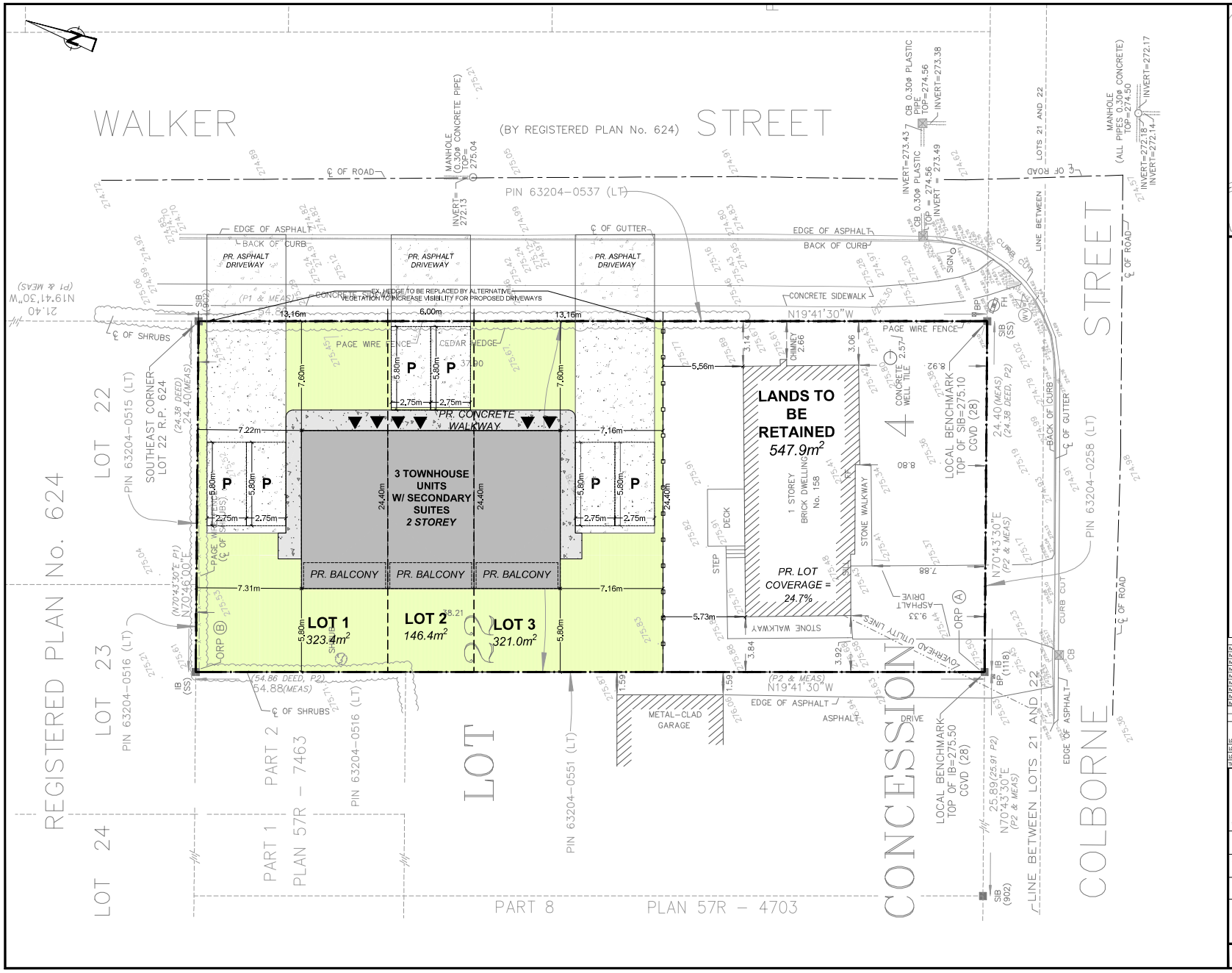
Notes

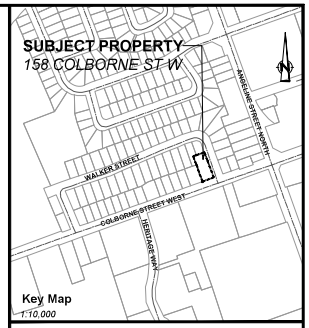
APPENDIX " B "

to

REPORT PLAN2024-019

FILE NO: D06-2022-021





LEGEND

- SUBJECT PROPERTY
- DENOTES SURVEY MONUMENT, FOUND
- DENOTES SURVEY MONUMENT, PLANTED
- WIT — DENOTES WITNESS
- 902 — DENOTES W.R. COE, O.L.S.
- SS — DENOTES SMITH AND SMITH, O.L.S.
- 1118 — DENOTES E.G. GURNETT, O.L.S.
- P1 — DENOTES REGISTERED PLAN No. 624
- P2 — DENOTES PLAN 57R–7463
- DEED — DENOTES R114688
- CB — DENOTES CATCH BASIN
- FH — DENOTES FIRE HYDRANT
- MH — DENOTES MANHOLE
- BP — DENOTES BELL PEDISTAL
- WV — DENOTES WATER VALVE
- STA.10 — DENOTES SPOT ELEVATION (CGVD 28)
- CGVD(28) — DENOTES CANADIAN GEODETIC VERTICAL DATUM OF 1928

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK (RTN) OBSERVATIONS ON POINTS A AND B LISTED HEREON AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD 83 (CSRS EPOCH 2010.0).

FOR BEARING COMPARISONS, A ROTATION OF 1°37'00" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS SHOWN ON P1 & P2

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99995025

NOTES:

1. BASE SURVEY PLAN PREPARED BY JBF SURVEYORS
2. GROUND FLOOR AREA PER UNIT = ±66m²

APPENDIX " C "

to

REPORT PLAN2024-019

FILE NO: D06-2022-021

	RM1 ZONE REQUIREMENTS	PROPOSED (MIN.)
MIN. LOT AREA PER DWELLING UNIT	185 sq. m	146.4 sq. m
MIN. LOT FRONTAGE PER DWELLING UNIT	6.0m	6.0m
MIN. FRONT YARD SETBACK	7.5m	7.6m
MIN. EXT. SIDE YARD SETBACK	4.0m	N/A
MIN. INT. SIDE YARD SETBACK	3.5m	7.16m
MIN. REAR YARD SETBACK	7.5m	5.8m
MAX. BUILDING HEIGHT	10.5m	7.10.5m
MAX. LOT COVERAGE FOR ALL BUILDINGS	35%	45.5%
MAX. GROSS FLOOR AREA AS A % OF LOT AREA	55%	67.62%

CONCEPT STATISTICS

	LOT AREA	BUILDING COVERAGE (sq.m)	(%)	UNITS
LOT 1	323.4	66	20%	1 + SECONDARY SUITE
LOT 2	146.38	66	45%	1 + SECONDARY SUITE
LOT 3	321	66	21%	1 + SECONDARY SUITE
TOTAL	790.78	198	25%	3

EcoVue Consulting Services Inc.
311 George St. N., Suite 200
Peterborough ON K9J 3H3
Tel 705-876-8340 Fax: 705-742-8343
www.ecovueconsulting.com

DRAWN BY: MC	PROJECT No.: 21-2102
APPROVED BY:	HORIZ. SCALE: 1:250
REVISION DATE: JUNE 20, 2023	PLOT DATE: JUNE 20, 2023

COLBORNE STREET TOWNHOUSES
VISTURE PROPERTY GROUP
158 COLBORNE STREET WEST
PART OF LOT 22, CONCESSION 4
TWP, YF OPS
CITY OF KAWARTHA LAKES

CONCEPT PLAN (3) | CP3

APPENDIX " D "

to

REPORT PLAN2024-019

FILE NO: D06-2022-021

The Corporation of the City of Kawartha Lakes

By-Law 2024 -

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 D06-2022-021, Report PLAN2024-019, Part Lot 22, Concession 4, Geographic Township of Ops, Former Town of Lindsay, identified as 158 Colborne Street West – Francoeur]

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 to permit 3 townhouses on a portion of the subject land with site specific development standards and facilitate the severance of the land.

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 2024-__.

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described as Part Lot 22, Concession 4, Geographic Township of Ops, Former Town of Lindsay, identified as 158 Colborne Street West, City of Kawartha Lakes.

1.02 **Textual Amendment**: By-law No. 2000-75 of the Town of Lindsay is further amended by adding Section 9.3.21 as follows:

"**RM1-S20 Zone**

Notwithstanding the permitted uses and zone requirements of the RM1 zone, on lands zoned RM1-S20 a maximum of 3 townhouses are permitted, subject to the following provisions:

For all townhouse lots:

a.	Minimum rear yard setback	5.8 m

For the inner (middle) townhouse lot:

a.	Minimum lot area per dwelling unit	146 sq. m.
b.	Maximum lot coverage	46%

c. Maximum gross floor area as a % of lot area 74%

All other provisions of this By-law shall continue to apply."

1.03 **Textual Amendment**: By-law No. 2000-75 of the Town of Lindsay is further amended by adding Section 7.3.48 as follows:

"**R2-S43 Zone**

Notwithstanding the definition of "Lot Line, Front" in Section 4, Colborne Street West shall be considered the front lot line. Notwithstanding the permitted uses and zone requirements of the R2 zone, on lands zoned R2-S43, the following requirements shall also apply:

a. Minimum rear yard setback 5.56 m

All other provisions of this By-law shall continue to apply."

1.04 **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 Residential Two (R2) Zone to the Residential Multiple One Special Twenty (RM1-S20) Zone and from the Residential Two (R2) Zone to the Residential Two Special Forty-Three (R2-S43) 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 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 ** day of ***, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

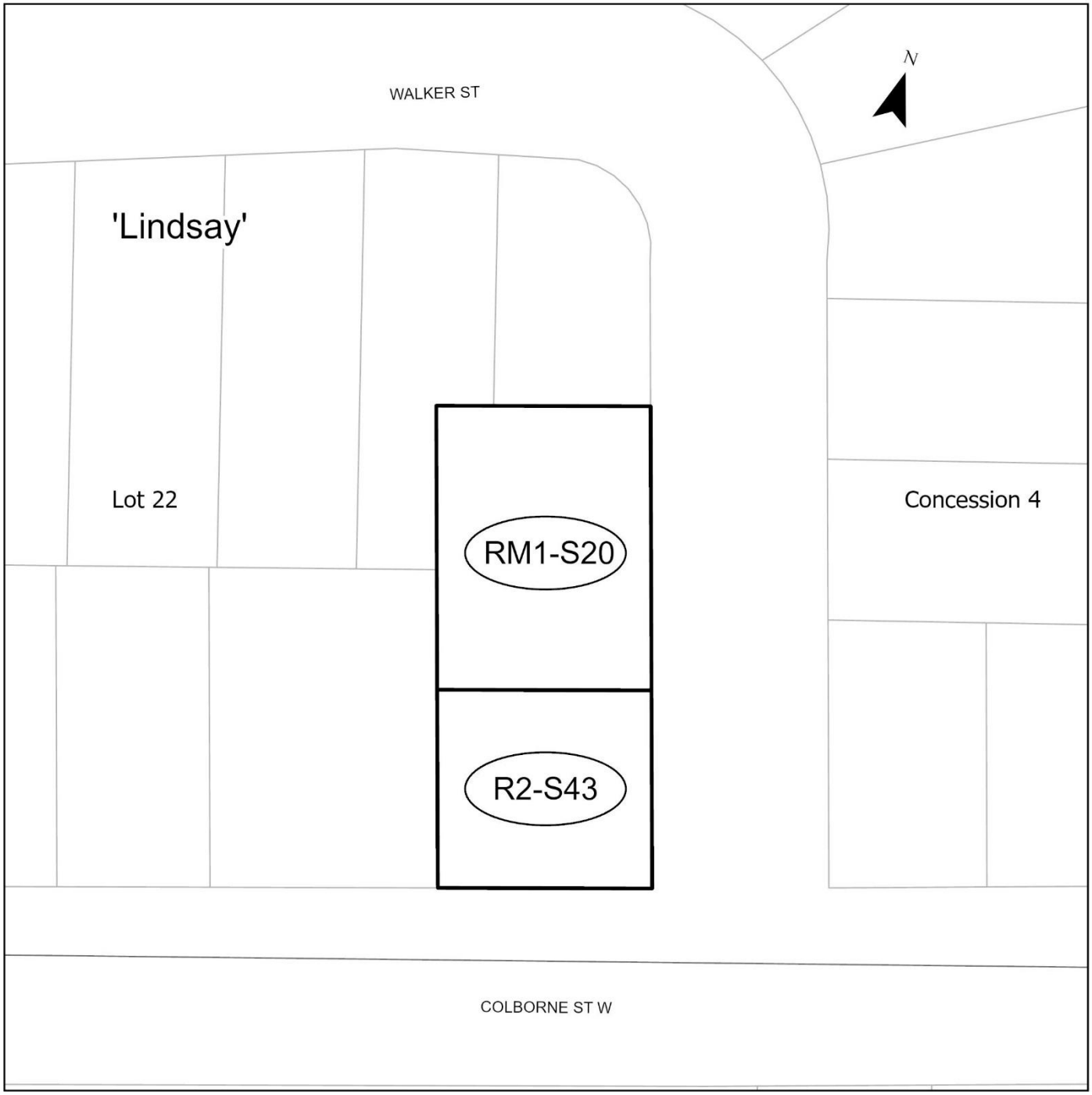
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2024.

MAYOR _____ CLERK _____



Council Report

Report Number:	**CLK2024-002**
Meeting Date:	April 30, 2024
Title:	**Revised Flag Policy**
Description:	Repeal and Replace Flag Policy CP2021-038
Author and Title:	Cathie Ritchie, City Clerk

Recommendation(s):

That Report CLK2024-004, **Revised Flag Policy**, be received; and

That the policy entitled Flag Policy, attached as Appendix A to Report CKL2024-002, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of September 26, 2023, Council adopted the following resolution:

CR2023-458

Moved By Councillor Perry
Seconded By Councillor Warren

That Report CLK2023-004, Review and Update the Flag Policy, be received and referred to Staff to allow for additional consultation with Local Indigenous Governments; and

That Staff report back to Council by the end of Q1, 2024 with the result of the additional consultation.

Report CLK2023-004 dated September 26, 2023 is attached in Appendix B for information.

This report addresses that direction.

Rationale:

Christine Briggs, IDEA People Partner has reach out to Local Indigenous Governments to obtain their consent to be included in the Flag Policy for half-masting.

The following have been included in the revised draft Flag Policy:

- Current Chiefs of Alderville First Nation, Chippewas of Beausoliel Island First Nation, Chippewas of Georgina Island First Nations, Chippewas of Rama First Nation, Curve Lake First Nation, Hiawatha First Nation, and Mississaugas of Scugog Island First Nation; upon notification or request
- Current Presidents of the Peterborough and District Wapiti Métis Council (PDWMC); upon notification or request
- National Day for Truth and Reconciliation (September 30)

Consultations with the Local Indigenous Governments will be ongoing, and future recommendations/policy changes can occur as feedback is received.

Other Alternatives Considered:

No other recommendations are being considered at this time.

Alignment to Strategic Priorities

Good Government - Build a collaborative, supportive, inclusive and equitable community. Advance reconciliation with First Nations, Inuit and Métis peoples through on going and meaningful consultation.

Financial/Operation Impacts:

No additional costs.

Consultations:

Manager, Communication, Advertising and Marketing
IDEA People Partner
Williams Treaties First Nations
Current Presidents of the Peterborough and District Wapiti Métis Council

Attachments:

Appendix A – Revised Flag Policy

CP2024-XXX Flag Policy.pdf

Appendix B – Report CLK2023-004

Report CLK2023-XXX Review and Revice Fla

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, Chief Administrative Officer

Council Policy

Council Policy No.:	CP2021-038
Council Policy Name:	Flag Policy
Date Approved by Council:	August 10, 2021 CP2021-365
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of this policy is to ensure that flags at City of Kawartha Lakes sites are flown and displayed properly and that the procedure followed ensures the dignity and respect for who the flags are flown.

The City of Kawartha Lakes will fly alternate flags on its premises on a temporary basis to mark special occasions. Flag-raising ceremonies enhance public awareness of activities such as national days, multicultural events, and fundraising drives. They encourage support from members of the public, and benefit and enrich the community. A flag-raising is the ceremonial raising of an alternate flag that can occur with or without an accompanying ceremony.

The City will fly National, Provincial and City flags at half-mast in the event of a death as prescribed in the Policy or to commemorate a solemn occasion. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens.

Scope:

Applies to all flags flown and displayed at City facilities and spaces in Kawartha Lakes. Decisions regarding flag raising or lowering is at the discretion of the City Clerk, in consultation with the CAO and the Mayor’s Office.

The Department of Community Services will oversee the functional aspects of this policy.

The Communications, Advertising and Marketing division will inform the public as to the reasoning of flag raising and lowering.

Policy:

Flags at City Facilities and Spaces:

Subject to the number of available flag poles at a City Facility, priority should be given to the following flags in the following order:

1. The National Flag of Canada
2. The Provincial Flag of Ontario
3. The Municipal Flag of the City of Kawartha Lakes
4. Alternate Flags

Flags shall be displayed in accordance with the Position of Honour Etiquette of the National Flag of Canada as established by the Government of Canada.

The Municipal Flag of the City of Kawartha Lakes

The current Municipal Flag of the City of Kawartha is displayed below:

The Municipal Flag may be altered, replaced, or removed from service by a resolution of City Council. The City Clerk may amend this Policy to display any future flag adopted by resolution of City Council.

Flag-Raisings of Alternate Flags:

Alternate flags may be flown on additional flagpoles (Where four or more flagpoles exist), or by replacing the City of Kawartha Lakes Flag. The Flag of Canada must always be flown or displayed at all City facilities and spaces, and shall not be replaced for an alternate flag. No more than one flag shall be flown on a single pole.

The location for flag-raisings of alternate flags shall be Kawartha Lakes City Hall, 26 Francis Street, Lindsay.

The City will not fly the alternate flags of groups or organizations whose undertakings or philosophy are contrary to City of Kawartha Lakes policies or by-laws, espouse hatred, violence, or racism, or are politically or religiously motivated or represent other individual conviction.

Alternate Flags may be raised in consultation with the City Clerk according to the following criteria:

- as a gesture of respect and friendship, the City of Kawartha Lakes will fly the appropriate flag on the occasion of a visiting dignitary for the duration of the visit.
- for groups and organizations whose mandates, programs or activities:
  - are directly related to the City of Kawartha Lakes by way of a relevant funding or partnership agreement; or
  - correspond with relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof.

Groups or organizations requesting a flag-raising must meet the following criteria:

1. The day or cause to be recognized must reflect the corporate mission, vision and values.
2. The day or cause to be recognized **must not**:
   - involve violence, racism or hatred, nor have political or religious motivation.
   - have philosophy that is contrary to City policies/by-laws.
   - conflict with another recognized day or cause on the municipal calendar.
3. The day or cause to be recognized **must be** in connection with a local charitable or non-profit organization to:
   - help increase public awareness of their programs and activities; or
   - celebrate national or international distinction or a significant contribution to the community; or

- recognize an organization that has helped to enhance Kawartha Lakes in a positive manner; or
- celebrate significant historic milestones (e.g. 25th, 50th or 100th anniversary); or
- at the discretion of the City Clerk, in consultation with the Chief Administrative Officer as a symbolic gesture of collective community spirit and support.

4. An organization shall not be recognized more than once per calendar year.
5. Organizations are required to submit recognition applications on an annual basis.
6. There will be a maximum of two recognitions per month involving alternate flags.
7. A flag may be flown for a period of up to one month, or for the duration of the associated event, whichever is less.
8. Alternate flag raisings will not necessarily include a ceremony. This will be indicated in the online application form.
9. All flag raisings will take place at City Hall, 26 Francis Street, Lindsay, at the eastern side of the building.

Conditions

The City will arrange for the flag to be raised and lowered by staff.
All other costs associated with recognition flag raising and ceremonies are at the cost of the local association (e.g. flags, audio/visual equipment, signage, speakers or any other equipment being used).
Please note: The City of Kawartha Lakes does not issue proclamations, as per the Procedural By-Law.

Half-Masting of Flags:

The half-masting of flags is an act of honour expressing a collective sense of sorrow shared by all citizens. The City of Kawartha Lakes will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion.

The flags will be lowered in accordance with this policy or in circumstances not identified herein, at the direction of the City Clerk and/or CAO or by following Federal and Provincial direction. When flags are flown at half-mast, the Communications, Advertising and Marketing division will update the appropriate page of the City's website to note the reasoning for the lowering of the flags.

All Flags shall be flown at half-mast at City Hall, Queen's Square, the Bobcaygeon Service Centre, the Coboconk Service Centre, the Omemee Service Centre and Logie Park:

Current dignitaries

- The Sovereign
- Sovereign's Immediate Family
- Current and former Governors General of Canada
- Current and former Prime Ministers of Canada
- Current Lieutenant Governor of Ontario
- Current Premier of Ontario
- Current Member of Parliament, or Member of Provincial Parliament
- Current Mayor or Member of Council
- Current Chiefs of Alderville First Nation, Chippewas of Beausoliel Island First Nation, Chippewas of Georgina Island First Nations, Chippewas of Rama First Nation, Curve Lake First Nation, Hiawatha First Nation, and Mississaugas of Scugog Island First Nation; upon notification or request
- Current Presidents of the Peterborough Wapiti Métis Council; upon notification or request

Former dignitaries

- Flags may be flown at half-mast at the discretion of the City Clerk, upon notification or request, at designated City of Kawartha Lakes facilities: Former Lieutenant Governors of Ontario
- Former Premiers of Ontario
- Former Member of Parliament, or Member of Provincial Parliament
- Former Mayor
- Former Members of City Council when requested
- Former Mayors and Members of Councils of the former County of Victoria when requested

Additional Days of Recognition:

- The National Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Firefighters’ National Memorial Day (Second Sunday in September)
- National Day for Truth and Reconciliation (September 30)
- Police and Peace Officers' National Memorial Day (Last Sunday in September)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6)
- National Day for Truth and Reconciliation (September 30)

Multiple Flag Poles:

In the event of multiple flags being flown together, all will be flown at half-mast in accordance with this policy; this includes alternate flags.

Disposal of Flags:

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be disposed of in a dignified manner. Flags of significant or historic importance shall be archived in the City's Records and Archives.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
1.0	August 10, 2021	Initial Release	
1.2		Flag protocol updated	City Clerk

Council Report

Report Number:	**CLK2023-004**
Meeting Date:	September 26, 2023
Title:	**Review and Update the "Flag Policy"**
Description:	
Author and Title:	Cathie Ritchie, City Clerk

Recommendation(s):

That Report CLK2023-004, **Review and Update the Flag Policy** be received;

That the amendments to the Flag Policy, be approved; and

That the policy entitled Flag Policy, attached as Appendix B to Report CLK2023-004, be adopted and numbered for inclusion in the City's Policy Manual replacing Policy CP2021-038.

Department Head: Cathie Ritchie, City Clerk

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Flag Policy CP2021-038 was approved by Council in August 2021, replacing the Standard Operating Procedure SOP2016-2-011, attached to this report as Appendix A.

The purpose of this policy is to ensure that flags at City of Kawartha Lakes sites were flown and displayed properly and that the procedure followed ensures the dignity and respect for who the flags are flown.

Rationale:

Council adopted a Council Policy Review Program, which reviews policies during each term of Council.

It has been identified that modifications to the Policy would provide further clarity and direction to apply flag protocols. The proposed Draft Flag Policy is attached to this report as Appendix B. The modifications include:

Alternate Flag Raising

- Adding to the Scope the functional role of the Department of Community Services and the communications role of Communications, Advertising and Marketing;
- Clarity for application of Alternate Flag Criteria and Conditions.

Flag Half-Masting

- Protocols and locations to observe the Flag Half-Masting for current and former dignitaries and additional days of recognition;
- Provision for circumstances not identified in the policy, to also follow the direction of the Federal and Provincial governments.

The Days of Significance Management Directive

- Recognition of current and past employees by lowering the City Flag to half-mast as outline in the Management Directive
- Administration and operational functions have been removed from the Policy and included in the Management Directive
- The Days of Significance Management Directive is referenced in the Flag Policy and is attached to this report as Appendix C for information.

Other Alternatives Considered:

Council may consider altering specific language in the proposed policies, or recommend that the existing policies be retained. This is not recommended as the City Clerk's Office is proposing these amendments and policy changes to enact clarity where gaps exist.

Alignment to Strategic Priorities

Reviewing policies aligns with Council's priority of Good Government. The Plan establishes a goal of "… increasing efficiency and effectiveness of service delivery." To accomplish this goal, the City will:

- develop and document current levels of service; and
- streamline by-laws, policies and processes.

Financial/Operation Impacts:

No significant financial impacts are required for amendments to the Flag Policy.

Consultations:

Chief Administrative Officer
Director of Community Services
Communications, Advertising and Marketing

Attachments:

Appendix A – Current Flag Policy

CP2021-038 Flag Policy.docx

Appendix B – Proposed Draft Flag Policy

CP2023-XXX Draft Flag Policy.docx

Appendix C - Days of Significance Management Directive

Management Directive - Days of Sig

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, Chief Administrative Officer

Council Report

Report Number:	**RA2024-003**
Meeting Date:	April 30, 2024
Title:	**Policy for the Replevin of City Owned Records**
Description:	A policy for a legal means to request the return of records to the City of Kawartha Lakes
Author and Title:	Angela Fornelli, Manager Corporate Records and Archival Services

Recommendation(s):

That Report RA2024-003, **Policy for the Replevin of City Owned Records**, be received; and

That the policy entitled Replevin of the City of Kawartha Lakes Records Policy appended to Report RA2024-003, be adopted, numbered and inserted in the Corporate Policy Manual.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In 2001 the amalgamation of the sixteen predecessor municipalities and the County of Victoria formed the City of Kawartha Lakes. Upon amalgamation city owned records were placed with outside repositories. One of the ways in which government entities are able to recover such records is through the legal use of replevin.

Rationale:

To give the City of Kawartha Lakes a tool by which it is able to recover municipal records of which it has not ceded ownership or control it may be necessary to use the process of replevin to have these records returned.

Other Alternatives Considered:

No other alternatives are recommended

Alignment to Strategic Priorities

This Replevin Policy aligns with the strategic priority of Good Government through transparency of its historic and active records.

Consultations:

City Clerk,
City Solicitor,
Manager, Economic Development

Attachments:

Appendix A – Replevin of the City of Kawartha Lakes Policy

Replevin of the City
of Kawartha Lakes R

Department Head email: rtaylor@kawarthalkes.ca

Department Head: Ron Taylor, CAO

Council Policy

Council Policy No.:	CP2024-XXX
Council Policy Name:	Replevin of the City of Kawartha Lakes Records Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	2017-066 Records Retention By-law, CP2021-037 Archives Policy, Municipal Act, 2001 S. 254-255

Policy Statement and Rationale:

Scope:

Public records are public property and by law, some records must be maintained permanently by municipal governments. These records must be forever accessible by the public and as such cannot be legally owned, traded, sold or bought by members of the general public. The municipal government of the City of Kawartha Lakes' responsibility towards the custodianship of its public records is serious and mandated through the Municipal Act, 2004 S.254

Definitions:

"Provenance" means (1) the origin or source of something; (2) information regarding the origins, custody, and ownership of an item or collection;

"Record" means the record of information regardless of format or medium, created or received by the City of Kawartha Lakes that is evidence of its decisions, policies and activities and that has value requiring its retention for a specific period of time.

"Replevin" means an action to recover property that has been improperly or illegally taken. Frequently used as a term to describe the efforts to recover public records that are in private hands;

"Repository" means an archives, depository, library, records centre, or museum where records are stored and maintained

Policy:

That the City of Kawartha Lakes, in instances where city records of historical significance and/or with permanent retention are in the possession of another repository and where provenance proves their origins to be from the city or a predecessor municipality or the former County of Victoria and where repeated requests for the return of said records have been refused, Council will direct staff on the correct course of action to be undertaken to facilitate the return of said records once all steps have been exhausted. This may include initiating legal proceedings with the Superior Court of Justice for Ontario.

1. Authorized Steps for Replevin of City of Kawartha Lakes Records for Staff

   Upon determination that a record / records from the City of Kawartha Lakes, or one of its predecessor municipalities or the County of Victoria, resides with an outside repository, and that said record is either of a permanent retention within the Corporate Records program or has significant historic value to the municipality the following steps shall be taken to facilitate its return:

   1.1 An informal request to the repository for the return of the record(s) will be made by the Manager, Corporate Records and Archival Services / Municipal Archivist. If this request is ignored or denied;

   1.2 A formal written request to the repository for the return of the record(s) will be made by the Manager, Corporate Records and Archival Services / Municipal Archivist. If this request is ignored or denied;

   1.3 A formal written request to the repository for the return of the record(s) will be made by the City Clerk. If this request is ignored or denied;

   1.4 City staff will present a report to council asking for direction in order to facilitate the return of the record(s)

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	[Date]	Initial Release	

Council Report

Report Number:	**CORP2024-006**
Meeting Date:	April 30, 2024
Title:	**High Water Bill Relief – 5 Princes' St. E., Fenelon Falls**
Author and Title:	Linda Liotti, Manager, Revenue and Taxation

Recommendation(s):

That Report CORP2024-006 **High Water Bill Relief – 5 Princes' St E, Fenelon Falls**, be received; and

That Council deny the request for financial relief of the high water bill incurred at **5 Princes' St. E., Fenelon Falls**, and billed during the period October 1-December 31, 2023.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Committee of the Whole meeting on March 5, 2024, a deputation seeking financial relief from a high water bill was presented by Mr. Gregory Kerr (authorized agent) on behalf of his mother, Ms. Karen Haire, property owner of 5 Princes' St. E. in Fenelon Falls.

Further, at the Council Meeting on March 19, 2024, the following resolutions were carried:

> **CR2024-111**
> **Moved By** Councillor Perry
> **Seconded By** Councillor Richardson
>
> **That** high water bill request from Karen Haire and Gregory Kerry be referred to Staff for review and report back at the Regular Council Meeting of April 30, 2024.
>
> **Carried**

> **CR2024-112**
> **Moved By** Councillor Warren
> **Seconded By** Councillor Richardson
>
> **That** the deputation of Karen Haire and Gregory Kerr, **regarding a High Water Bill Request**, be received.
>
> **Carried**

This report addresses that direction.

Rationale:

The scenario presented does not qualify for relief under the High Water Bill Adjustment policy, as per Section 3, which states:

3. A Reading Error

3.1 Occasionally a reading error will occur and result in a higher than normal bill for a customer. When this happens, the correct reading shall be entered and the customer will be notified of the adjustment, if applicable.

3.2 Where the reading error was a prior period resulting in a low bill and then a higher bill in the subsequent billing cycle, the customer will be provided the details of the error, and if requested, will be provided an extended period of time to pay the higher bill without late payment charges. Repayments should not extend beyond 6 months.

The Utility Billing division received an email from Ms. Haire on January 3, 2024, advising that she had received a letter from City alerting her that the most recent water meter reading (Dec 12, 2023) was showing high consumption. In her email she advised the following:

- Home is brand new (occupied in Oct 2022)
- Home has a single occupant (senior)
- Her son was the Project Manager during construction and upon receipt of City's letter alerting high consumption (Dec 2023), he investigated and confirmed there were no interior or exterior leaks
- A request for a water meter technician to conduct an on-site visit to confirm proper operation of the water meter

The City's response to the email received, advised that standard procedure was followed by sending notification of high consumption. Several emails were exchanged between the Utility Billing division staff, Mr. Kerr/Ms. Haire regarding the matter between January to March 2024.
Mr. Kerr/Ms. Haire expressed that the issue was not a question of when the high consumption occurred (i.e. during the period of March 1-June 20, 2023 or October 1-Dec 30, 2023), rather, that the meter had registered 875.0 m^3 of water consumption, which they felt was an unreasonable amount of water to be consumed in the billing period.

The key facts are as follows:

1. Water Reading - Correction

- Utility billing staff corrected the decimal placement after two check reads were taken on November 30 (reading 932.8) and December 12th (reading 935.4) which alerted high consumption.
- Further analysis was undertaken by staff uncovering a decimal placement anomaly for the June 12, 2023 read. The read used for billing was 89.8 versus 898.1.
- The data correction produced a high bill for the Oct 1-Dec 31, 2023 billing period, when in fact the water was consumed during the **April 1-June 30, 2023 billing period.**

- The below table has two yellow highlighted rows which demonstrate how the consumption and bill would have shown with the decimal corrections.

			ORIGINAL Decimal Placement			CORRECTED Decimal Placement			BILLING INFORMATION					
									What was billed			What SHOULD have been billed		
Read Date	Billing Period	Usage Days	Prior Read	Current Read	Consumption (m^3)	Prior Read	Current Read	Consumption (m^3)	Consumption (m^3)	Metered Charges	Bill Amount	Consumption (m^3)	Metered Charges	Bill Amount
12-Dec-23	Oct 1 - Dec 31, 2023	92	91.6	935.4	843.8	916.9	935.4	18.5	843.8	$3,873.04	$ 4,070.29	18.5	$ 84.92	$ 282.17
11-Sep-23	Jul 1 - Sept 30, 2023	91	89.8	91.6	1.8	898.1	916.9	18.8	1.8	$ 8.26	$ 205.51	18.8	$ 86.29	$ 283.54
12-Jun-23	Apr 1 - Jun 30, 2023	101	23.1	89.8	66.7	23.1	898.1	875.0	66.7	$ 303.29	$ 498.97	875.0	$ 4,013.38	$ 4,209.06
3-Mar-23	Jan 1 - Mar 31, 2023	86	9.2	23.1	13.9	9.2	23.1	13.9	13.9	$ 61.99	$ 254.44	13.9	No Change	$ 254.44
7-Dec-22	Oct 1 - Dec 31, 2022	49	0	9.2	9.2	0	9.2	9.2	9.2	$ 41.04	$ 195.84	9.2	No Change	$ 195.84
19-Oct-22	**Installation of Meter**								**935.4**		**$5,225.05**	**935.4**		**$ 5,225.05**
									Fixed Charges are not adjusted					

Account notes show that no inquiry was made by Mr. Kerr/Ms. Haire regarding the unreasonably low water consumption (1.8 m^3 for 91 days) utility bill issued for the period of Jul 1-Sept 30, 2023.

Further, account notes indicate no response was provided by Mr. Kerr/Ms. Haire regarding whether new sod or grass seed was laid in Spring 2023, requiring watering, resulting in an increase in consumption during the March to June period.

2. Unknown cause to the high consumption period between meter read dates of March 4 to June 12, 2023.

- Fundamentally, the water meter is engineered such that the water must flow through and displace the measuring component in the meter to capture the volume/consumption. The mechanism is not capable of speeding up or registering a significantly higher reading than the actual.

- All meters are calibrated and tested before they are shipped to the City and installed. The accepted standard requires that water meters be within 98.5 and 101.5% accuracy to be usable, resulting in a very low error rate of +/- 1.5%.

- The water meter was installed in October 2022. Based on historical water meter reads, it confirms the water meter is functioning accurately.

3. Water Meter Inspection

- Mr. Kerr/Ms. Haire requested an on-site inspection of the water meter, and this was completed by the City's water meter supplier (Wamco) on February 23rd, 2024.

- Findings of the inspection were reported as follows:

  i. Water meter was installed correctly and programmed correctly (6 wheel);
  ii. Water meter advanced normally when water was turned on and stopped when water was turned off; reading was confirmed to be within standard industry specifications;
  iii. No lawn irrigation system (as per Mr. Kerr) and nothing visible to suggest one is installed;
  iv. No water softener installed; and
  v. Leak detector on meter was not indicating a current leak in the house
  vi. Picture of current meter reading (948.5) confirming measuring mechanism is advancing normally since previous read taken on Dec 12, 2023 (935.4).

- Conclusions of the inspection:

  i. The meter was in good working order;
  ii. No evidence of meter malfunction, plumbing issues, or any other factors to support a false read;
  iii. This is a positive displacement meter; the water must go through the meter to move the measuring element and show accumulation on the screen of the water meter;
  iv. No current evidence of excessive water usage (pool, hot tub, skating rink), however, front and rear yards are fully grassed;

v. Increased water consumption is typically experienced in the Spring for newly constructed homes occupied late in the previous year. Watering newly laid sod/grass seed, on average, will consume 7 m^3 per hour (5/8" hose/sprinkler @60 p.s.i). Based on City water rates (2023) would cost approximately $32.13 per hour.

4. Building/Property File Information
   - October 19, 2022 – water meter installed by City staff.
   - October 28, 2022 – occupancy granted by City's Building Division.
   - August 24, 2023 – property inspected by MPAC for valuation purposes with pictures provided (below).
   - MPAC notes indicate property owner provided December 1, 2022 as occupancy date.

Other Alternatives Considered:

If Council's inclination is to provide relief, with consideration that this scenario falls outside of the High Bill Adjustment policy, the adjustment would be calculated using Section 11.13 which states:

> Section 11. Obvious or Hidden Leaks
>
> 11.13 The adjustment will be calculated as 50% of the difference between the high water bill and the average consumption, to a maximum of $1,500 as per Section 13.1.
>
> Section 13. Adjustment Cap
>
> 13.1 Adjustments under this policy will be capped at $1,500 for all properties.

In this case, the relief calculation is based on 413.37 m^3 which represents 50% of the difference between the high consumption of 843.8 m^3 and average consumption of 17.07 m^3, resulting in a one-time adjustment in the amount of $1,500.00. The calculated amount of $1,843.62 would be capped, as per the policy. The following resolution should be passed accordingly:

> **That** Council approves providing relief under the High Water Bill Adjustment Policy of $1,500.00, as a one-time exemption for the same property owners;

Or

If Council's inclination is to provide relief, with consideration that this scenario falls outside of the High Bill Adjustment policy, Council can approve relief for an amount, save and except fixed charges ($197.25).

> **That** Council approves providing relief in the amount of "x" as a one-time exemption for the same property owners.

Alignment to Strategic Priorities

This report is in alignment with the Kawartha Lakes Strategic Plan priority of good government.

Financial/Operation Impacts:

The Water and Wastewater rates are established to recover the cost of producing and delivering safe drinking water to property owners, and the collection and treatment of wastewater.

Providing relief to residents for water bills results in the City incurring a cost with no recovery revenue. This cost is then borne by the remaining user rate contributors throughout the City.

Consultations:

Director, Public Works

Attachments:

Appendix A – CP2017-006-High-Bill-Adjustment-Policy (v. Sept-24-2019)

Adobe Acrobat Document

Department Head email: sbeukeboom@kawarthalakes.ca

Department Head: Sara Beukeboom, Director of Corporate Services

Council Policy

Council Policy No.:	CP2017-006
Council Policy Name:	High Bill Adjustment Policy
Date Approved by Council:	April 18, 2017
Date revision approved by Council:	September 24, 2019
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

This Policy establishes the expectations of Council relating to a high bill inquiry.

Scope:

This policy covers various types of high consumption water and wastewater bills and how to address customer concerns.

Policy:

1. Definitions:

1.1 "**High Bill**" is a bill that is 2 x the normal consumption for the same period in the previous year based upon average daily consumption.

1.2 "**Leak**" means an unintentional water loss that is caused by circumstances beyond the control of the property owner (eg. broken and/or malfunctioning pipes within a residence or building). A leak occurs when there is a failure on the plumbing system to do what it was designed to do.

1.3 "**Unoccupied**" means a dwelling and/or building in which occupants are absent from the property for a time period of seventy-two (72) hours or more.

1.4 "**Vacant**" means regardless of the presence of furnishings, a vacant dwelling and/or building is one that is not used by an owner/lessee or is not occupied by an owner/lessee. A newly constructed dwelling and/or building is also considered to be vacant after it is completed and before the occupants move in.

2. General

2.1 A high bill can be a result of:

- A reading error
- A period of increased consumption
- An estimated bill that is higher than the actual consumption
- A catch up bill following one or more estimated bills
- A final meter reading from an existing meter where a new water meter is being installed
- Obvious or hidden leaks
- A malfunctioning water meter
- Installation of a new meter
- Mis-matching of registers and meters

2.2 Pipes and infrastructure after a water meter are on private property and is not a municipal responsibility.

2.3 Plumbing must be in compliance with government regulations.

2.4 By-law 2018-039, A By-law to Regulate Water and Wastewater Services, Section 10.03(i) provides authority to adjust accounts where the meter is not registering or not registering correctly.

2.5 Estimated readings are used where an actual reading cannot be obtained due to:

- Staff availability
- No reading available due to faulty equipment

2.6 Estimated readings will not be used when an actual water meter reading is available and is higher than a normal reading as it masks potential issues that may not be identified until subsequent bills.

2.7 An estimated reading is identified on the bill.

2.8 Staff shall assist the customer in identifying the cause of a high bill.

2.9 The following circumstances will not qualify for an adjustment to an account:

- Water loss, resulting in high consumption, from circumstances within the control of the property owner. Examples of such circumstances are, but not limited to, obvious or hidden leaks in the following:
    - Plumbing fixtures (taps, toilets, etc)
    - Water softeners
    - Irrigation system
    - Icemakers
    - Water powered sump pumps
- Water loss due to theft, vandalism or construction damage, as the responsibility to resolve these issues lies with the customer
- A leak was caused by a third party from whom the customer is able to recover their costs
- A dwelling and/or building is Unoccupied and/or Vacant for 72 hours or more
- Costs can be recovered through an insurance claim

3. A Reading Error

3.1 Occasionally a reading error will occur and result in a higher than normal bill for a customer. When this happens the correct reading shall be entered and the customer will be notified of the adjustment if applicable.

3.2 Where the reading error was a prior period resulting in a low bill and then a higher bill in the subsequent billing cycle, the customer will be provided the details of the error, and if requested, will be provided an extended period of time to pay the higher bill without late payment charges. Repayments should not extend beyond 6 months.

4. Period of Increased Consumption

4.1 Reasons for periods of increased consumption include but are not limited to:

- Seasonal Use:

- Watering of sod and/or gardening
- Filling of swimming pools or whirlpools
- Washing vehicles
- Use of irrigation systems
- Building of ice rinks

- Visitors
- Increase in the number of days in the billing period
- Neglect of private property

4.2 The uses denoted above **do not** constitute a reason for an investigation of a high bill.

5. Estimated Bill Higher than Actual Consumption

5.1 An account that has been estimated shall be adjusted to reflect actual consumption:

- When the customer provides the City with a meter reading when estimated readings were used for billing purposes; or
- After the water meter and remote reading equipment has been inspected and repaired or replaced in the case of faulty readings and notices have been left for repair.

5.2 If there is no response to the first request to inspect and repair or replace within 90 days, estimates will continue in accordance with the By-law to Regulate Water and Wastewater Services.

5.3 If it is determined when the meter is inspected and repaired or replaced, that the meter was malfunctioning, estimates shall remain as billed unless the estimate is not comparable to normal usage for historical billing periods where actual reads were available.

6. Catch Up Bill

6.1 When previous bills have been estimated and the subsequent bill is an actual reading no adjustment shall be provided.

6.2 Where the catch up bill is more than two times the normal consumption based on the 5 year average, if requested, an extended period of time to pay the higher bill without late payment charges will be provided. Repayments should not extend beyond 6 months.

7. Final Meter Reading from Replaced Water Meter

7.1 Where there is a discrepancy between the outside reader and the water meter and the reading is based upon the Touch Read Technology (TRT) the discrepancy could be a result of communication error between the water meter and the TRT device due to environmental factors.

7.2 Where the difference results in a water bill of more than 2 times difference than the daily average for the previous 5 years, the adjustment calculation used in relation to Section 11.0 will be applied.

8. Malfunctioning Water Meter

8.1 If a water meter has been sent for testing and it has been determined the meter has been over registering and exceeding the limits established in By-law 2018-039 the water bill in question shall be recalculated to reflect the amount of the overcharge or where a recalculation cannot be reasonably made the charge shall be adjusted to reflect the flat rate water and/or sewer changes as defined by By-law.

9. Installation of a New Water Meter

9.1 Old water meters may not capture consumption due to under or un-registering the consumption and the new water meter will now be accurately measuring the consumption.

9.2 No adjustment will be made as the water meter is correctly measuring the water consumed at the property.

10. Mismatching of Registers and Water Meters

10.1 Water meters and registers are matched when delivered to the City and accounts are set up indicating the unit of measure for billing purposes.

10.2 When it has been identified the register attached to the water meter does not match the size of the water meter or the unit of measure is incorrect the situation will be corrected.

10.3 Where it has been identified the unit of measure has been recorded incorrectly the situation will be corrected and adjustments made.

10.4 If the mismatch results in a credit to the property owner the account will be adjusted back to the date of the installation of the water meter.

10.5 If the mismatch is in favour of the municipality an adjustment will be made for the previous 2 year period.

11. Obvious or Hidden Leaks

11.1 This policy applies to all property types where an obvious or hidden leak has occurred, causing high consumption, due to circumstances beyond the control of the property owner and do not include circumstances identified in Section 2.9 of this policy.

11.2 Reasonable effort to locate the leak and initiate repairs must be taken by the customer within 30 calendar days upon notification from the City of increased water usage.

11.3 Notification may include, but is not limited to:

- Water billing with higher than historical average consumption
- A written notice delivered to the owner or occupant
- A courtesy phone call

11.4 To qualify for an adjustment water usage must exceed 2 times (200%) the average daily consumption of the similar period from the previous 5 years (not including estimated readings).

- If history is not available for the previous 5 years, available history will be used in the calculation.
- If no history is available the cubic metres used in the calculation of the flat rate water charges will be used as the average.

11.5 The customer must provide sufficient documentation of repairs.

11.6 Notification to the City is required within 14 calendar days after the date of the final repair(s).

11.7 The customer’s account must be in good standing at the time of submission.

11.8 The adjustment shall be in the form of a credit applied to the account.

11.9 Adjustments shall be issued after repairs have been completed and verification water usage at the location has returned to normal.

11.10 Failure to request a review within 60 days of initially being notified of the high consumption waives the customer's opportunity for an adjustment.

11.11 The customer is consenting to the City or its representative the right of access to the property for the purpose of an inspection to determine whether the issue resulting in high consumption was repaired within the required timeframe.

11.12 The City reserves the right, in circumstances below, to process adjustments after consultation with the Director of Public Works:

- Where the water meter has been tested and found to be measuring water consumption within prescribed standards for accuracy and is otherwise free from defects that could affect the measuring of water consumption; and no other City activity could have reasonably caused, in the determination of the Director of Public Works or designate, the increase in recorded water consumption.

- Where the increase in recorded water consumption, in the determination of Director of Public Works or designate cannot reasonably be attributed to an act or omission of the customer, an occupant of the property or a person within the customer's or occupant's control; or a leak or other defect in the private plumbing system of the customer's property.

- Where the customer provides to the City, at the customer's cost, written verification from a licensed plumbing contract, that the private plumbing system of the property is free from leaks or other defects that may affect water consumption and that upon careful inspection of the system there are no other factors that may explain the increased consumption.

11.13 The adjustment will be calculated as 50% of the difference between the high water bill and the average consumption, to a maximum of $1,500 as per Section 13.1.

11.14 A maximum of one billing cycle (3 months) will be adjusted.

11.15 Wastewater reductions will be calculated in the same manner.

12. Payments

12.1 There is no extension of the due date or the time for paying water and/or wastewater bills because of a pending adjustment request.

12.2 Late payment charges will only be adjusted in relation to the adjustment provided for the leak or where readings have been estimated for an extended period of time resulting in a large reconciliation bill.

13. Adjustment Cap

13.1 Adjustments under this policy will be capped at $1,500 for all properties.

14. Frequency of Adjustments

14.1 Property owners are responsible for ensuring there is no repetition of this occurrence. As such, only one leak adjustment per property during the term of the applicant's ownership of the property shall be permitted.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	

Council Report

Report Number:	**CORP2024-011**
Meeting Date:	April 30, 2024
Title:	**2023 Surplus Disposition**
Description:	2023 Surplus Disposition and consolidation and restructuring of reserves
Author and Title:	Carolyn Daynes, CPA, CA Treasurer

Recommendation(s):

That Report 2024-011, **2023 Surplus Disposition**, be received;

That Council approve the creation of a new reserve titled "Environmental Disaster Recovery Reserve"; and,

That Council approve the creation of a new reserve titled "Primary Care Recruitment and Retention Reserve"; and,

That Council approve the creation of a new reserve titled "Water and Sewer User Rate Stabilization Reserve"; and

That Council authorize the transfer of the 2023 Surplus of $3,204,262.62 as follows:

- $150,000 donation to Kawartha Art Gallery
- $28,000 donation to Contingency Reserve – held for Community Foundation funding decision scheduled for June 2024
- $100,000 donation to Kawartha Lakes Healthcare Initiative (KLHCI)
- $100,000 be transferred to Environment Disaster Recovery Reserve
- $1,100,000 be transferred to Asset Management Reserve committed to Victoria Manor lifecycle extension capital improvements
- $500,000 to Primary Care Recruitment and Retention Reserve
- $1,226.262.62 be transferred to General Tax Stabilization Reserve

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

That Council approve the reclassification of the following reserves:

- 911 Atlas Reserves (1.32075) of $16,134.50 be transferred to General Contingency Reserve – committed to Planning (1.32090), and;
- Somerville Heritage Reserve (1.24065) of $8,539.63 be transferred to City Heritage Reserve committed to Somerville Heritage (1.32275); and,
- Economic Development Reserve (1.32080) of $576,743.34 be transferred to Tax Stabilization Reserve, committed for Economic Development (1.32285) and the Economic Development reserve category be eliminated; and,
- Fire Grant commitment in General Contingency Reserve (1.32090) of $14,512.85 be transferred to Fleet Reserve – committed to Fire (1.32070); and,
- Employee Survey commitment in General Contingency Reserve (1.32090) of $24,429.25 be moved to People Services Rate Stabilization Reserve (1.32040); and,
- Agriculture Land Lease commitment in General Contingency Reserve (1.32090) of $125,702.81 be moved to Property Development Reserve. (1.32035); and,
- Lindsay Tree Levy Reserve (3.24085) of $18,656.77 be transferred to Tree Canopy Reserve (3.32272); and,
- General Contingency Reserve – committed to Winter Control (1.32090) of $2,131,473.12 be transferred to General Tax Stabilization Reserve (1.32285) - committed to Winter Control; and,
- Social Committee Reserve (1.32240) of $10,661.03 be transferred to People Services division 2024 Budget; and,
- Legacy CHEST Funds totaling approximately $23 Million be transferred to a new Reserve Category entitled Legacy CHEST Funds; and,
- Building Reserve (1.32205) of $3,712,985.13 be categorized as an obligatory reserve with interest applied annually and placed in Obligatory Reserve category; and,
- Developing Opportunities to Ontario Renters (DOOR) Reserve of $1,325,191.73 be transferred from Rate Reserve Category to Obligatory Reserve category; and,
- Forbert Pool/Dike Downey Estate Reserve (3.24060) of $211,203.44 be transferred to City's Trust Fund as a separate fund; and,
- A. Smith Manvers Reserve (3.24075) of $44,364.75 be transferred to City's Trust Fund as a separate fund.

That Council approve the transfer of deferred grant revenue of $347,552.02 to the following reserves as per Table F below:

• Capital Contingency Reserve -1.32248	$ 17,224.73
• Fleet Reserve –Committed to PW Fleet – 1.32070	$ 7,364.88
• Fleet Reserve – Committed to Paramedics-1.32070	$ 4,781.48
• Asset Management Reserve – 1.32045	$318,180.93

Background:

The purpose of this report is to provide a financial overview of the City's operating results for the year ending December 31, 2023. The Operating Budget is predominantly financed through property tax revenues and user fees, which are used to support City service delivery. The Operating Budget is segregated into the General surplus/deficit and the Area rated surplus/deficit. The audited 2023 financial statements will be presented at the June 2024 Council meeting.

Water and Wastewater fees collected from residents and businesses support the operation, maintenance and repair of the water and sanitary systems; these financial results are included in the Water & Wastewater Fund.

Kawartha Lakes Haliburton Housing Corporation is also included in this surplus disposition report.

The economy is adjusting to a post Covid world, and this is evident in the CPI fluctuations. Ending 2022 CPI was 6.8%, while 2023 year-end witnessed a 3.9% CPI on an annual average basis. Price growth for goods eased in 2023 amid the continued easing of supply chain pressures. This CPI reduction is indicative in the City's 2023 Operating surplus.

This report seeks Council approval of the staff recommended 2023 Surplus disposition allocation and reserve reclassifications. This report also aligns to the recommended Draft Operating Surplus Disposition Policy attached to this report as Appendix A. An additional purpose of this report is to adjust the Reserves classification to allow for a more streamlined approach.

Rationale:

Annually, the budget process produces an operating budget that provides residents and businesses with quality levels of service through the effective and efficient use of resources. The budget is a static plan and over the course of the year, circumstances arise that amend the expected course of action thereby creating budget variances.

General Rated Tax Rate Surplus

The City incurred a gross General Rated Tax Surplus of $5,877,950.

This was reduced by legislated transfers to the Building Reserve of $989,945 (Table A); as well as; historical Council approved reserve transfers of $1,683,742 (Table B) for a total of $2,673,687. This leaves a net surplus of $3,204,263 (Table C).

Table A Legislation Driven Reserve Transfers:

Type of Legislation and Department	Amount
Building Code Act – Building Division of Planning and Development: *The Building Code Act prescribes that a portion of the building permit fee be designated to be transferred to a reserve fund. "The reserve fund is intended to ensure that, even if building activity in a municipality slows down, there are sufficient funds to maintain building department services for a time without affecting the municipality's finances or staffing. Money in the reserve fund can only be used for costs related to the administration and enforcement of the Building Code Act. The reserve fund, is therefore not accessible for council to use to fund other municipal activities*." Note: this will change for 2024 and future years.	$ (989,945)
Total Legislated Revenue Transfers	$ (989,945)

Table B General Tax Rate Council Approved Reserve Transfers:

CR Number	Resolution	(Surplus) Deficit
CR2017-680	**Library Agreement 2017:** **THAT** the 2017 Memorandum of Understanding (MOU) as outlined in Appendix A to Report CAO2017-004, be approved; and **THAT** the Mayor and Clerk be authorized to execute the 2017 Memorandum of Understanding (MOU) between the City of Kawartha Lakes and City of Kawartha Lakes Public Library. **CARRIED** In the Library Agreement: A resulting annual operating surplus (for 2017 and following years will be placed in a reserve under the control of the library Board, and may be used to cover any potential future library deficits or future Council approved library operating or capital budget needs, at the request of the Library Board.	$4,468
2021	**Sale of Land** Council approved the resolution that all net proceeds from the sale of land is transferred to the Property Development Reserve (1.32035) early in 2001. The	(1,659,817)

	Property Development Reserve is then to be used in various capital projects relating to purchase of land and land related expenditures.	
CR2016-001	**Fleet Maintenance Reserve** **THAT** the policy entitled **Non-Emergency Fleet Policy** appended to Report 2016-003 be adopted, numbered and inserted in the Corporate Policy and Procedures Manual. **Policy:** In the event of internal recoveries that result in a surplus in the Fleet department the savings will be reconciled and transferred back to the department or alternatively if the surplus amount is small (under $250,000) it will be channelled into an operating Fleet Maintenance Reserve for future fleet operating expenses. This reserve will be used in the subsequent year to offset vehicle maintenance and repair expenses or be used in the event of major unanticipated breakdowns of equipment. This reserve will be mandated to not exceed $500,000 at any given time and any major overhauls will be documented in a report to Council to request permission to utilize the reserve following purchasing policy.	(4,516)
CR2018-400	**Arts and Heritage** **That** any unspent funds in the Public Art area be transferred annually to the City's Contingency Reserve for future use in the Public Art initiative. (1.32090)	(12,491)
CR2016-1006	**Debenture Surplus** Resolved that a Debt Repayment Stabilization Reserve be established for tax support debt repayment and than any fiscal period surplus remaining in the debt repayment accounts be transferred to reserve for future periods.	(11,386)
	Total Council Approved Revenue Transfers	**$(1,638,742)**

After making these legislated and historical Council approved reserve transfers as described, the 2023 net general tax surplus remaining is $3,204,263.

The net surplus is attributed to the following major factors:

Table C

	Description	Budget 2023	Actual 2023	(Surplus)/Deficit Variance
1.	Supplementary Taxes	$ (600,000)	$ (1,460,217)	$ (860,217)
2.	Insurance Premium	2,500,000	2,198,696	(301,304)
3.	Engineering Development Fees	(245,000)	(937,219)	(692,219)
4.	Victoria Manor	2,316,271	982,406	(1,333,865)
5.	DC Exemptions	300,000	-	(300,000)
6.	Winter Control	10,042,724	10,695,730	653,006
7.	Arena Net Surplus	2,343,232	2,017,482	(325,750)
8.	Miscellaneous	-	(43,914)	(43,914)
	Total (Surplus)/Deficit			**$ (3,204,263)**

1. **Supplementary Taxes**

Supplementary taxes are an indicator of growth in the community. It reflects the assessment added to a municipality during the year. In 2022 the supplemental tax revenue earned was $1,189,249 compared to 2023 supplemental tax revenue of $1,460,217. The 2024 budget for supplemental tax revenue has increased to $2,020,000 to reflect the City's growth trend.

2. **Insurance Premium**

The City's insurance premium in 2023 was $2,198,697 as compared to a budget of $2,500,000. This was a decrease from the 2022 premium of $2,287,621. In 2024 Staff reduced the insurance premium budget to $2,400,000 reflecting this reduced amount.

3. **Engineering Development Fees**

The increase growth in the community is further reflected in increased development fees in the Engineering area.

4. **Victoria Manor**

Victoria Manor was successful in securing a grant to fund other pandemic expenses that were not covered by the initial funding secured during Covid. This resulted in a surplus of $1,333,865. During 2023, Victoria Manor underwent a Facility Master Plan which resulted in a ten-year capital plan. Staff are recommending that $1,100,000 of this surplus be transferred to the Asset Management Reserve committed to the Victoria Manor to ensure sustainable funding for these recommended capital works.

5. Development Charge (DC) Exemptions

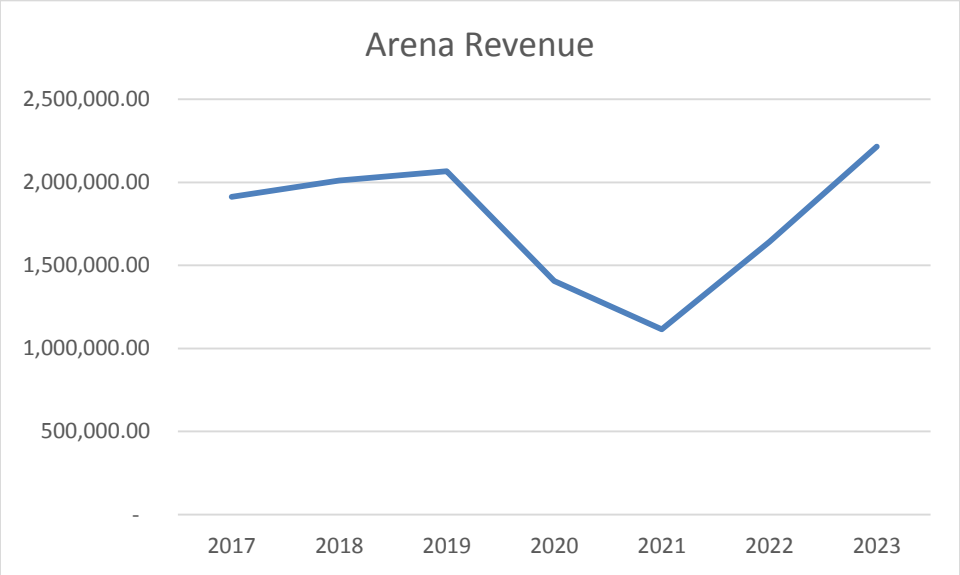
Annually, a DC exemption of $300,000 is included in the City Budget to approve forgiveness of Development Charges. For every resolution supporting these exemptions, Council must provide a source of funding to replenish the Development Charge Reserve, as per DC legislation. In 2023 there were no such Council resolutions to support DC exemptions. This budget has been utilized historically to facilitate exemptions for affordable housing and community not-for-profit projects.

6. Winter Control

There is a Council resolution that directs Winter Control surplus be transferred into a Winter Control stabilization reserve that would be utilized to fund any future deficits. Therefore, the annual Winter Control budget has been set at an average annual expense with the rationale that if winter control expenses exceeded the budget, the reserve could be used to offset it. In 2023 there was a winter control deficit of $653,006. Due to the City's overall surplus position, staff recommend the deficit be funded from the overall surplus and not draw upon the Winter Control reserve.

7. Arena Net Surplus

City arena revenue was one of the hardest hit Covid impacts due to closures of the arenas. In 2023 the amount of revenue has increased above pre-Covid levels. See below for a graph that depicts arena revenue from 2018 through to 2023.



Arena revenue earned was approximately $561,000 above the budget. In contrast expenditures were $235,000 over budget, resulting in a net surplus of $325,750 in 2023.

Area Rated Deficit

The treatment of area rate surpluses and deficits is governed by a 2016 approved council resolution that states the following:

> CR2016-164
> On a go forward basis, Council support transferring surplus from area-rated services into an area-rated service rate stabilization/contingency reserve to be used to offset any future deficits and/or for other purposes specific to that future services area.

The area rate overall (Surplus)/deficit and reserve transfer as follows:

Table D

Area Rate	Initial (Surplus) Deficit	To/(From) Reserve	Remaining (Surplus) Deficit
Fire Area A	$ 61,443	$ -	$ 61,443
Fire Area C	338,371	(338,371)	-
Lindsay Parks	(189,855)	175,911	(13,944)
Ontario Provincial Police	14,116	(14,116)	-
Kawartha Lakes Police Area	300,997	(100,997)	200,000
Street lighting Area	310,072	(184,167)	125,905
Transit Area	(8,419)	16,836	8,418
Total (Surplus) Deficit	**$ 626,725**	**$ (444,903)**	**$ 381,822**

The contributing factors that resulted in 2023 surpluses and deficits are explained below. In the case of deficits, Fire Area A, Kawartha Lakes Police and Street lighting had insufficient coverage from current area rate reserves, and these will be funded by an increase in the 2024 area tax levy.

Fire Area A

Firefighter certification legislation came into effect July 1, 2022. Fire Area A is in a deficit of $61,443 as a result of this legislation. All firefighters must be certified by

2026. This applies to every firefighter in Ontario. Volunteer Firefighters are paid wages to attend training but the number of hours for this training has increased wages higher than budget. Full Time firefighters must be certified but it is already part of their salary unless they must attend a course externally.

Fire Area C

Fire Area C is the area manned exclusively by Volunteer Firefighters and therefore this firefighter certification legislation has impacted the budget significantly and resulted in a much larger deficit than Fire Area A. In addition, Fire Area C has the largest number of fire depots and costs for snow removal have increased over budget due to inflationary costs in the market.

Lindsay Parks

Lindsay Parks was in a surplus amount of approximately $189,855. This is attributable to significant staff vacancies in this area which had the result of lower wages as well as reduced fleet costs due to lack of staffing.

Kawartha Lakes Police Area

The Kawartha Lakes Police Area is in a deficit due to an increase in Workmen's Compensation costs of approximately $200,000. In 2024, the Police budget commenced budgeting for Workman's Compensation costs.

In addition, overtime was slightly higher than budget.

Street lighting Area rate

The Streetlight area of the Public Works generated a deficit of $310,072. This was due to the following factors:

- Increased hydro expenses resulted in an $85K over budget position. Since the installation of LED lights many years ago hydro expenses decreased from a high of approximately $700k in 2018 to a current 2023 expense of $583K. The hydro budget has been decreased since the installation of the new lights, but it is apparent that the lowest point for hydro has been reached and hydro budgets will have to increase in 2025.
- The department addressed needed streetlight repairs, resulting from year over year staff vacancies. In 2023 the Department hired contracted services to address the backlog of repairs. This resulted in increased material usage which resulted in an increase of $110K over the 2023 budget.

- A Streetlight material inventory was performed, and obsolete parts were written off. The department currently works without an inventory and purchases materials when needed. This resulted in an inventory write-off of approximately $72K.

Water and Wastewater Surplus

Table E

	2023 Budget	2023 Actual	Variance
WWW Revenue:			
NWT Interest on Capital Charge	$ -	$ (732,623)	$ (732,623)
NWT Intensification	-	(568,134)	(568,134)
Development Charge Funding of Debt	(1,526,079)	(1,526,333)	(254)
Water and Wastewater User Fee Revenue	(23,093,286)	(23,774,363)	(681,077)
Total Revenue	**$ (24,619,365)**	**$ (26,601,453)**	**$ (1,982,088)**
WWW Expenses:			
Wages	$ 1,886,073	$ 1,690,223	$ (195,850)
Debenture Principal and Interest	6,111,257	5,999,547	(111,710)
Contracted OCWA Costs	7,637,300	7,527,699	(109,601)
Other Contract and Material Costs	4,484,735	4,718,623	233,888
Transfer to Reserve – WWW Rate Study	4,500,000	4,500,000	-
Transfer to Reserve-Surplus	-	2,165,362	2,165,362
Total Expenses	$ 24,619,365	$ 26,601,453	$ 1,982,088
(Surplus)Deficit	$ -	$ -	$ _

The Water and Sewer Operations (WWW) had a surplus of $2,165,362. This has been transferred to Water and Sewer Infrastructure Reserves, as per a previous Council resolution. The reason for the surplus position is follows:

- Payments made for the North West Trunk (NWT) Capital Charge accounts receivable result in interest income that has accumulated since the developer charge was emplaced. This resulted in increased revenue for the WWW 2023 financial results of $732,623
- Landowners that have a capital charge applicable in the NWT area and intensify more than originally anticipated, result in additional amounts owing. This is reflected as income to the WWW financial results of $568,134
- Water and Sewer user revenue was approximately $700K higher than budget indicating greater consumption levels in 2023
- All other expenses were consistent with budget

Kawartha Lakes Haliburton Housing Corporation (KLH HC) Surplus

The KLH HC incurred an operating surplus of $382,494. This originated from reductions in building maintenance resulting from the 2023 Canadian Mortgage and Housing Corporation (CMHC) grant received. Building maintenance expenses were eligible to be funded by this grant and therefore were transferred from the operating to the capital fund.

The surplus amount will be transferred to the KLH HC Surplus Reserve as per previous Council resolution. This motion was passed at the KLH HC Board level as well as City Council during the first years of amalgamation and after the devolution of housing to the City of Kawartha Lakes as Service Manager. Additionally, all Capital Project surpluses are transferred to KLH HC reserves and capital project deficits are funded by this reserve.

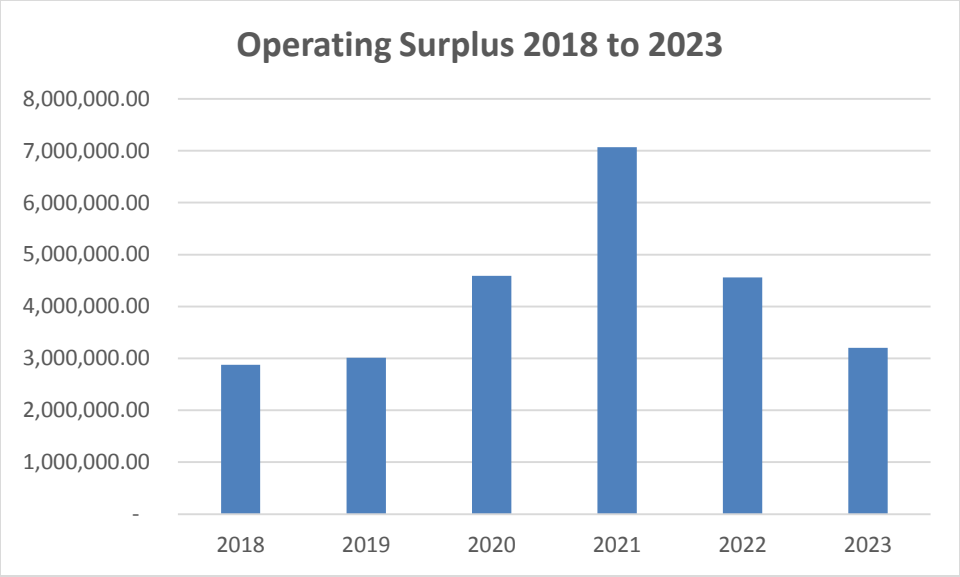
Surplus Disposition Recommendations

The City has experienced a history of operating surpluses since 2018. It should be noted that the current 2023 surplus of $3.2M represents approximately 1% of the overall 2023 operating budget of $238M.

The 2024 budget right sized some of the areas that have historically been creating surpluses, and therefore, it is anticipated that 2024 will not generate a significant surplus. (i.e. supplemental taxation)

The reserve strategy coming forward to Council in June, will include a long-term plan for reserve transfers to build reserves to optimal levels. The City needs to prioritize the build-up of reserves to ensure the financial stability of the City.

See below for a history of operating surpluses from 2018 to 2023.



The Draft Operating Surplus Disposition policy, attached to this report, recommends that all operating surpluses be transferred to the General Tax Stabilization Reserve to aid in stabilizing increased budgets and operating projects in the future. If Council approves this surplus policy, later in the Spring, future operating surpluses will be transferred to the General Tax Stabilization Reserve prior to year-end completion.

The 2023 surplus has been reviewed with Senior Staff, the CAO and the Mayor, and the following is recommended funding for 2024 requests:

Kawartha Art Gallery - $150,000

Kawartha Art Gallery attended the April 9, 2024, Committee of the Whole to present the business case for funding from the City. The Art Gallery has been offered an opportunity for rental space that will enable them to move from their current location at the Lindsay Library and expand their programming and operations. This comes at a time when the Lindsay Library requires more space, and the vacated Art Gallery space could be utilized for expansion of that library. The Kawartha Art Gallery request for additional funding beyond the previously approved 2023-2025 operating funding is as follows:

2024	$150,000
2025	$150,000
2026	$200,000

Staff are recommending that Council approve the 2024 request of $150,000 from the 2023 surplus. Additionally, Staff recommend that the 2025 and 2026 requests be built into future budgets, with annual reporting to Council from the Art Gallery.

Community Foundation - $28,000

The Community Foundation requested funding for administration and operating costs through the 2024 budget process. Council referred their request to staff for review and recommendations back by end of Q2 2024. Discussions have been ongoing, and staffing is targeting June to report back to Council. A partnership agreement will be recommended, outlining service(s) the Foundation can deliver on the City's behalf, as well as core Foundation services to the community not offered by the City or other organizations. Staff recommend that Council retain funding of $28,000 from the 2023 surplus, with details and approval of the 2024 donation following the June reporting.

Doctor Recruitment and Retention Reserve - $100,000

Doctor recruitment and retention has become very competitive throughout Ontario. The City has provided annual funding to the Kawartha Lakes Healthcare Initiative (KLHCI) to attract family doctors to the community. More funds are needed to incentivize and attract doctors in this increasingly competitive environment. Staff recommend that Council approve funding of $100,000 to be transferred to the Doctor Recruitment and Retention Reserve for use by KLHCI.

Environment Disaster Recovery Reserve - $100,000

A disaster recovery reserve is needed given more frequent climate change and extreme weather events that the City of Kawartha has experienced over the past few years. These funds would be utilized for damage and recovery efforts to City and private property. Recommendations for use of these funds would come from the internal Emergency Control Group (consisting of the Mayor, CAO and Fire Chief). Staff recommend that Council approve start-up funds of $100,000, from the 2023 operating surplus, with reserve transfers built into future budgets through the reserve strategy.

Asset Management Reserve committed to Victoria Manor - $1,100,000

Victoria Manor ended the 2023 year with a surplus of $1,133,865 due to pandemic grant funding. The Victoria Manor Committee of Management passed the following motion at the February 12, 2024 meeting:

VMCM2024-004
Moved By *Councillor Perry*
Seconded By *Councillor Yeo*

Resolved That *the February 12, 2024 Memorandum - 002 from Carolyn Daynes, regarding the 2023 Victoria Manor Operating Surplus, be received, and;*

That *the Victoria Manor Committee of Management recommend to the Council of the City of Kawartha Lakes that the Manor surplus, either in whole or part, be transferred to the City Capital Contingency reserve and committed to capital work as indicated in the Victoria Manor Strategic Facility Master Plan completed in 2023. The amount of the transfer will be limited to the overall City surplus for the 2023-year end.*

Carried

Staff recommend that Council approve the transfer of $1,100,000 from the 2023 surplus to the Asset Management Reserve – committed to the Manor. The Manor has a detailed 10-year capital plan that was produced in collaboration with Colliers Project Leaders. It summarizes approximately $1.7 Million in capital work required to maintain the current Manor building while planning is under way for a new building.

Primary Care Recruitment and Retention Reserve - $500,000

Given the current and projected growth in the City, and the increasing demand for healthcare system supports, it is recommended that a reserve be established to support local requests for assistance from physician and healthcare providers and groups. Staff recommend that $500,000 of the 2023 surplus be put in the Contingency Reserve committed to Primary Care Recruitment and Retention. This commitment to supporting primary care in the community is supported through the City's recent approval of the 2024-2027 Strategic Plan.

General Tax Stabilization Reserve - $1,226,262.62

As per the Draft Operating Surplus Disposition Policy, attached to this report, it is recommended that future operating surpluses will be transferred to the General Tax Stabilization Reserve. This reserve needs to be increased to a provide streamlined approach to offset impacts of increased demands in CKL operating budgets due to increased growth as well as increasing costs for material and services. Staff recommend that the remainder of the 2023 surplus or $1,226,262.62 be transferred to the General Tax Stabilization Reserve.

Reserve Reclassifications and Consolidations

Staff have reviewed reserves and reserve funds to streamline and reduce the number of reserves. Currently City Staff administer forty-nine (49) separate reserves. The following recommendations will reduce the number of reserves by six (6). Once these reserves are consolidated and closed, staff will continue work on the Reserve Strategy to be presented to Council in June 2024. Please see below for the recommended reserve transfers.

Reserve Consolidations:

911 Atlas Reserve

The 911 Atlas Reserve (1.32075) is a Planning reserve created to cover the cost of printing atlases for sale and distribution to City departments. Atlas books are no longer being produced and in lieu are available on the website. Staff recommend that this reserve, in the amount of $16,134.50, be transferred to the General Contingency Reserve-Committed to Planning matters (1.32090).

Somerville Heritage Reserve

Somerville Heritage Park Reserve (1.24065) is a reserve created at amalgamation and to be used for Heritage purposes in the former township of Somerville. There has been no activity on this reserve since 2001. Staff recommend that these funds of $8,539.63 be transferred to the City Heritage Reserve (1.32275) and committed to the Somerville area.

Economic Development Reserve

The Economic Development Reserve (1.32080) is a reserve set up by a former Council to fund economic development in the City. Since the creation of this reserve, it has been used for funding Economic Development grants when a City contribution was required. Staff recommend that this reserve, in the amount of $576,743.34, be transferred to the General Contingency Reserve – committed for Economic Development (1.32090).

General Contingency Reserve – Fire Grant Commitment

The General Contingency Reserve (1.32090) has a Fire Grant commitment that has been in this reserve for over ten (10) years. To ensure that this money is utilized for Fire activities Staff recommend that this grant commitment, in the amount of $14,512.85, be transferred to the Fleet Reserve – committed to Fire (1.32070) to assist in the Fire Fleet replacement plan.

General Contingency Reserve – Employee Survey Commitment

The General Contingency Reserve (1.32090) has an employee survey commitment that resulted from surplus funds following an employee survey conducted many years ago. Staff recommend that this commitment, in the amount of $24,429.25, be transferred to the People Services Rate Stabilization Reserve (1.32040) for future priorities in the People Services area.

General Contingency Reserve – Agriculture Land Lease

The General Contingency Reserve (1.32090) has a commitment for Agriculture Land Leases which was set up in 2013 through a Policy for Lease of Agriculture Land. At that time all revenue from Agriculture Land Leases was to be transferred into the reserve to be used for "projects related to Councils Strategic Priority on developing a knowledge-based economy with a focus on water and agriculture sectors."

Report RS2018-005 (Proposed Amendments to Realty Services Policies and Procedures) intended to transfer these funds to the Property Development reserve to be used "for the purpose of land acquisition and capital repair to existing property" however there was not a formal Council resolution to approve this transfer. Staff recommend that this transfer occur and the Agriculture Land Lease funds in the General Contingency Reserve (1.32090), of $125,702.81, be transferred to the Property Development Reserve. (1.32035). In addition, Staff recommend that all future Agriculture Land Lease revenue be transferred to the Property Development Reserve. (1.32035)

Lindsay Tree Levy

The Lindsay Tree Levy (3.24085) is no longer collected as Developers are responsible for the provision of trees as part of the subdivision agreements. Council recently approved the creation of a Tree Canopy Reserve (3.32272) which has similar uses to the former Lindsay Tree Levy. Staff recommend the balance in the Lindsay Tree Levy of $18,656.77 be transferred to the Tree Canopy Reserve.

General Contingency Reserve – Winter Control Commitment

The General Contingency Reserve (1.32090) has a commitment related to Winter Control. These funds were generated from surpluses in the Winter Control area in the past. They are to be used to offset deficits in the Winter Control operations. Staff recommend that the Winter Control commitment of $2,131,473.12 be transferred to the General Tax Stabilization Reserve as this aligns with the intent of the reserve, being, is to reduce the General tax levy effect of budget increases in the future.

Social Committee Reserve

The Social Committee Reserve (1.32240) is a fund built up from employee contributions to be used for social events. There is little activity in this reserve as the social committee is not currently active. Staff recommend that this reserve be reduced to zero and the balance of $10,661.03 be allocated to the People Services business unit. This usage would support staff social events.

Reserve Reclassification:

Legacy CHEST Reserve

Legacy CHEST funds are currently included in the "Other" Reserve category along with various other reserves. Legacy CHEST reserves are obligatory reserve funds that can only be used for community projects. The funds are governed by external committees and have a separate investment strategy. Staff recommend that the reserve funds over $22M, be moved to a separate reserve category called Legacy CHEST.

Building Reserve

The Building Reserve was originally set up as a Council reserve. However, Council has no authority over the use of the Building Reserve. All surplus Building funds are to be transferred to the Building Reserve and the reserve can only be used for the Building department operations. The Building Reserve should have been set up as an Obligatory reserve. Staff recommend that the Building Reserve, of $3,711,0550.44, be categorized as an obligatory reserve fund and transferred to the Obligatory Reserve category.

DOOR Reserve

The Developing Opportunities to Ontario Renters (DOOR) reserve have been set up in the Rate reserve category, however, it is an obligatory reserve. The funds are required to be used for Affordable Housing and can't be re-directed for other uses. Therefore, Staff recommend that the DOOR reserve, $1,325,191.73, be categorized as an obligatory reserve fund and transferred to the Obligatory Reserve category.

Reserve Reclassifications- City Trust Fund:

Forbert Pool/Dike Downey Estate Reserve

The Forbert Pool/Dike Downey Estate (3.24060) is a bequest that originated from the former Verulam Township. The investment is managed by an external trust and the City is paid the interest income. The principle remains intact and in the hands of the external investor. This income is allocated to fund the Forbert Pool operating budget.

Due to these characteristics, this reserve belongs in the City Trust fund. Staff recommend that the balance in this reserve of $211,203.44 be transferred to the City Trust Fund and shown as a separate Trust account.

A.Smith Manvers Reserve

The A. Smith Manvers Reserve (3.24075) is a bequest that originated from the former Manvers township and is to be used at the Manvers arena garden and the Manvers cenotaph. The interest is paid out and the principle remains intact. Staff recommend that the A. Smith Manvers Reserve, $44,364.75, be transferred to the City's Trust Fund as a separate fund.

Deferred Grant Revenues -Transfer to Reserve

Deferred revenue is revenue that has not yet been earned. For example, a department will be awarded a grant of $10,000 but will only spend $8,000. The $2,000 remaining grant will be allocated to deferred revenue to either be used for other projects or be sent back to the grant funding agency. Some grants do not require a grant reconciliation and therefore will never be paid back.

There are many grant deferrals that have been in deferred revenue for years, and it is time to transfer them to a reserve to be used to fund other capital projects. Staff are confident that these grants will not be recovered by the funding agency, given the length of time that has elapsed since the grant was active.

The following grant deferrals will be transferred to the Capital Contingency Reserve (1.32248):

Table F

Deferred Revenue	Year	Total	To Reserve
Accessibility Grant	2019	$ 2,546.37	Capital Contingency Reserve
Ontario Municipal Commuter Cycling	2020	7,850.09	Capital Contingency Reserve
Rotary Club Grant	2022	311.43	Capital Contingency Reserve

Donations	2010	6,320.47	Capital Contingency Reserve
Library Service Ontario Grant	2009	196.37	Capital Contingency Reserve
Total Transfer		**$17,224.73**	**Capital Contingency Reserve**

The following grant deferrals will be transferred to the Fleet Reserve (1.32070) to various committed portions of the reserve:

Deferred Revenue	Year	Total	To Reserve
Fleet Deferred	2009	$ 7,364.88	Fleet Reserve – Public Works
Land Ambulance Grant	2009 & 2020	4,781.48	Fleet Reserve – Paramedics
Total Transfer		**$12,146.36**	**Fleet Reserve**

The following grant deferrals will be transferred to the Asset Management Reserve (1.32045):

MTO Funding	2009	$ 27,503.42	Asset Management Reserve
Move Ontario Grant	2012	205,850.14	Asset Management Reserve
Move Ontario Grant	2013	73,827.37	Asset Management Reserve
Quarry/OMB Hearing	2015	11,000.00	Asset Management Reserve
Total Transfer		**$318,180.93**	**Asset Management Reserve**

Draft Operating Surplus Disposition Policy

Historically surpluses are transferred into reserves based on previous council motions, as discussed above. These reserve transfers aid in streamlining various areas of the budget and it is recommended they be consolidated into a comprehensive policy.

A list of historical reserve transfers, summarized in the draft policy being developed, are summarized as follows:

- Debt Principle and interest payment (surplus)deficits
- Sale of Land
- Fenelon Falls Hydro Generation
- Norland Dam licensing fees
- Airport (surplus) deficits
- Building Permit division (surplus)deficits
- Kawartha Lakes Haliburton Housing Corporation (surplus) deficits
- Election (surplus) deficits
- Area Rate (surplus) deficits
- Fleet Maintenance (surplus) deficits
- Winter Control (surplus) deficits
- Public Art purchase budget unused

There are two sections in the draft Operating Surplus Policy that have not been approved by Council and Staff will be seeking resolution at the June Council meeting.

2.08 Water and Wastewater Operating Surplus

In the past, Staff have transferred Water and Wastewater operating (surplus) deficits to the Water and Wastewater (WWW) Infrastructure Reserves. This has built up a healthy balance in both these reserves that have exceeded the Water and Wastewater Rate Study estimates. This Rate Study sets out the ten (10) year capital plan for WWW capital and reserve transfers are built into the budget annually to ensure that there is adequate funding to achieve the capital plan.

This leaves the operating area exposed as well as puts this capital plan in jeopardy if there is a year of significant deficit. Currently any deficit financing would be pulled from the WWW Infrastructure Reserves and may reduce the Infrastructure reserves to an amount lower than what is needed to achieve the capital plan set out in the WWW Rate Study.

Staff believe it is prudent to commence building up an Operating Stabilization Reserve to offset increases in the WWW rate as well as manage any deficits incurred. Staff propose that surpluses earned in the Water and Wastewater Operating budget be

transferred to a Water and Wastewater User Rate Stabilization Reserve. Subsequently any deficits in the WWW operating results would be funded by this reserve.

2.13 Staff salary and benefit Surplus

The City has a large workforce that is constantly changing. It is rare for 100% of staff positions to be filled every day of the year. Post the pandemic, recruitment had been a challenge in all municipalities in the province. This often leaves the actual salary and benefit expenses to be under the annual wage budget.

Staff recommend that the surplus in staff salary and wages be transferred to the People Services Rate Stabilization and these funds be used to streamline and offset increases in wages due to union negotiations and inflationary increases. Language will be included in the Draft Operating Surplus Disposition Policy coming forward.

In the past Staff have utilized the Operating Surplus annually to fund important community initiatives, but it's primary use has been to increase Asset Management Reserves to assist in the financing of the Capital Budget. Capital Budget Staff are currently developing the overall Asset Management Plan (AMP) that is funded from an annual transfer to the Asset Management Reserve which increases by the increase in tax levy as well as a further increase of 1.5% of the overall Operating Tax Levy annually. The primary objective of this annual transfer is to ensure that the AMP reserve financing will reduce the reliance on State of Good Repair debenture financing in the future. The goal is that the annual State of Good Repair Capital budget will be funded predominantly by the Asset Management Reserve. This AMP strategy allows the attached Draft Operating Surplus Disposition Policy to be more centred around the pressures in the Operating budget.

Staff currently have a resolution to ensure that Area Rate Surpluses be transferred to an Area Rate Stabilization Reserve. These reserves aid in keeping future Area Rate tax levies stable and be used to offset future budget pressures or fund a deficit position. In 2022 Staff recommended the creation of a General Tax Stabilization Reserve which will be used to help stabilize the General Tax levy. The primary objective of the Long Range Financial Operating Plan is to ensure that both the General and Area Rate tax levy stabilize over the long term. Therefore, the Draft Operating Surplus Disposition Policy recommends that future operating surpluses be transferred to the General Tax Stabilization Reserve. The forthcoming Reserve strategy will build annual reserve transfers into the Operating budget to further build this reserve. This is integral to the City's long term stability and will form an essential part of the long range financial plan.

Additionally, Staff are preparing a Reserve Policy that will recommend optimal values for reserves that centre around key pressures in the operating budget. This policy will form an integral part of the long Range Financial Plan and assist in the overall financial stability of the City of Kawartha Lakes. An important piece of the Reserve Strategy is an Operating Surplus Disposition Policy, attached as draft in Appendix A to this report.

Other Alternatives Considered:

Council could recommend transferring the surplus to other reserves, however staff recommendations account for some major budget pressures in 2024 and future budget years.

Alignment to Strategic Priorities

The 2023 Surplus Disposition Report supports the strategic goal of Good Government. This report details the effective use of financial resources by departments working within budget constraints.

Financial/Operation Impacts:

The General Rate Surplus of $3,204,263 will be transferred to the reserves with no effect on the bottom line of the City for 2024.

The deficit from the Area Rate Surplus has been financed by the 2024 tax levy increases as per Council policy.

The surplus in Water and Wastewater has been transferred to the Sewer and Water Infrastructure Reserves.

The KLH HC surplus has been transferred to the KLH HC Surplus Reserve.

Consultations:

Senior Management Team

Executive Assistants

Attachments:

Appendix A – Draft Operating Surplus Disposition Policy

Draft Operating Surplus Disposition

Department Head email:sbeukeboom@kawarthalakes.ca

Department Head: Sara Beukeboom

Department File: Corporate Services

Council Policy

Council Policy No.:	
Council Policy Name:	Operating Surplus Disposition Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

Through annual budgets, the Municipality aims to be fiscally responsible while providing service excellence. Occasionally, annual surpluses are experienced and represent one-time funding that should not be relied on to occur on an ongoing basis. By creating an Operating Surplus Disposition Policy, the Municipality will be better prepared to fund occasional deficits within operating segments.

The purpose of this policy is to provide standard practice on how any operating budget surpluses are handled and used to reduce the Municipalities exposure to uncontrollable external factors and provide flexibility to respond to future needs.

Scope:

The Operating Surplus Policy applies only to the Municipality of the City of Kawartha Lakes and shall not be applied to its committees and outside boards for which Council is required to approve annual budgets.

Definitions:

“City” or “Municipality” means the Corporation of the City of Kawartha Lakes.

“Council” means the municipal council for the City.

“Operating budget” means, in accordance with the Municipal Act and as approved by Council, a plan of expenses and revenues for the provision of City services, including operation and maintenance of assets.

DRAFT

“Surplus (Deficit)” means the positive (negative) budget balance in an operating segment.

“Treasurer” 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;

Policy:

1.0 Responsibilities

1.1 The Treasurer or their designate has the authority to allocate the Operating Surplus (or Deficit) as approved under Section 2 of this Policy.

1.2 The Treasurer or their designate has the responsibility to provide Council with an annual report on the disposition of the Operating Surplus.

2.0 General Guidelines

2.01 Annual operating surpluses shall be considered and allocated pursuant to 2.02 to 2.15. The net operating surplus will then be disposed of pursuant to 2.16.

2.02 Under budget debt payments, shall be transferred to the General Tax Stabilization Reserve, committed to debt payments. Similarly, in years where the Municipality experiences unforeseen increases in debt payment, transfers from the General Tax Stabilization Reserve, committed to debt payments, will be made to offset said increases.

2.03 Surplus experienced from the sale of land shall be allocated to the Property Development Reserve.

2.04 Revenue from Fenelon Falls Hydro Generation shall be allocated to the Fenelon Falls Powerlink Reserve.

2.05 Licensing fees generated from the Norland Dam shall be allocated to the Norland Dam Reserve.

2.06 Kawartha Lakes Municipal Airport surplus (deficit) shall be transferred to (from) the Airport Reserve.

2.07 Any surplus (deficit) experienced by the Building Department (17300) shall be transferred to (from) the Building Reserve in accordance with the Building Code Act.

2.08 Surpluses (deficits) experienced in the Water and Wastewater operating segments, shall be transferred to the respective Water and Wastewater User Rate Stabilization Reserve.

2.09 Annual operating surpluses (deficits) experienced through Kawartha Lakes Haliburton Housing operations shall be transferred to (from) the Local Housing Surplus Reserve.

2.10 In the year of a Municipal Election, any surplus (deficit) amounts shall be transferred to (from) the Election Reserve.

2.11 Any surplus (deficit) in an area rate shall be transferred to (from) the Area Rate Stabilization with the following commitments:

- Fire Area A
- Fire Area C
- Lindsay Parks
- Transit
- Streetlighting
- Ontario Provincial Police
- Kawartha Lakes Police Service

In the event there is a deficit and insufficient reserve balances to cover said deficit, it will be included in subsequent year tax levy.

2.12 Annual surplus (deficit) from Winter Control activities shall be transferred to (from) the General Tax Stabilization Reserve, committed to Winter Control.

2.13 All wage related surplus (deficits) with the exception of Departments mentioned in 2.07 to 2.11 shall be transferred to (from) the People Services Rate Stabilization Reserve.

2.14 Surplus (deficits) experienced in Fleet Maintenance after 2.13 is applied, shall be transferred to (from) the Fleet Maintenance Reserve.

2.15 Arts and Culture, Public Art (17510.72980) surplus shall be transferred to the City Heritage Reserve and committed to future investment in Public Art.

2.16 In the event there are any remaining surpluses following the above noted guidelines, any remaining surplus shall be allocated to the Tax Stabilization Reserve.

3.0 Future Considerations

3.01 The Treasurer or their designate shall consider the Municipalities' needs on an annual basis regarding the General Guidelines of this Policy.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	[Date]	Initial Release	

Council Report

Report Number:	**PUR2024-010**
Meeting Date:	April 30, 2024
Title:	**Lindsay Ops Landfill Storm Water Pond Sediment Removal**
Author and Title:	Linda Lee, Buyer Marten LeClerc, Senior Engineering Technician

Recommendation(s):

That Report **PUR2024-010, Lindsay Ops Landfill Storm Water Pond Sediment Removal**, be received;

That R&M Construction (560789 Ontario Limited) be selected for the award of the Request for Quotation 2024-006-CQ Lindsay Ops Landfill Storm Water Pond Sediment Removal for the submitted price of $275,937.10 (not including HST);

That WSP be awarded the Contract Administration for $34,160.00 (not including HST);

That the deficit of $306,410.00 (including payable HST) be financed from the uncommitted portion of the Capital Contingency Reserve (1.32248);

That subject to receipt of the required documents, the Director of Engineering and Corporate Assets be authorized to execute the agreement to award Request for Quotation 2024-006-CQ;

That the Engineering and Corporate Assets Department be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The project to remove the sediment from the Lindsay-Ops Landfill storm water ponds was approved as part of the 2022 capital budget. This work is required as part of the conditions of the Lindsay-Ops Landfill Storm Water Environmental Compliance Approval number 1812-CBRM4K from the Ministry of Environment, Conservation and Parks. As per this agreement, the City is to clean and remove sediment and vegetation build up.

City staff routinely monitor and record sediment depth in each storm water pond to ensure acceptable sediment depth. Azimuth Environmental Consulting Inc. included the recommendation in order to maintain compliance with the City's Environmental Compliance Approval to have the sediment removed and utilized as cover material at the Lindsay-Ops Landfill within the 2020 Annual Report for the Lindsay-Ops Landfill.

The original budget is from 2022, and due to the increase in inflation, the quotes received exceed the estimate.

The RFQ was opened electronically on March 28, 2024 with the following results:

Company Name	Submission Amount
560789 Ontario Limited o/a R&M Construction	$275,937.10
Dig Tech Infrastructure	$298,800.00
T.A.A. CONSTRUCTION INC.	$303,812.00
1918293 Ontario Inc. O/A Youngs Excavating	$349,244.80
Drocon Inc	$353,310.00
Nex Gen Excavating	$356,891.80
Envision Excavating Ltd.	$359,450.00
Four Brothers Construction	$418,050.00
Strong Bros. General Contracting Ltd.	$491,200.00
Ratcliff Excavating & Grading	$536,600.00
Trilith Contracting Inc.	$563,444.00
236715 Ontario Inc	$876,650.00
Nexxgen Environmental Limited	$1,190,450.00

Rationale:

Staff recommend that R&M (560789 Ontario Limited) be awarded RFQ 2024-006-CQ Lindsay Ops Landfill Storm Water Pond Sediment Removal for $275,937.10 not including HST.

Other Alternatives Considered:

No other alternative is being recommended as a competitive procurement process was issued and the lowest compliant bidder is being recommended.

Alignment to Strategic Priorities

The recommendation in the report contributes to Council's adopted strategic plan namely:

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

Financial/Operation Impacts:

Financing for 2024-006-CQ Lindsay Ops Landfill Storm Water Pond Sediment Removal was included in the 2022 budget:

Award to R&M (560789 Ontario Limited) - Construction

Project Number	Project Budget	Other Committed Funds *see below	Project Balance	Purchase Amount (excl. HST)	15% Cont.	HST Payable	Forecasted Staff Time	Total Amount	Project Balance
997220103	$90,000	$33,476	$56,524	$275,937	$41,391	$5,446	$5,400	$328,173	$(271,649)
Totals	**$90,000**	**$33,476**	**$56,524**	**$275,937**	**$41,391**	**$5,446**	**$5,400**	**$328,173**	**$(271,649)**

*Other committed funds include current staff time and design for sediment clean-out

WSP – Contract Administration and Inspection

Project Number	Project Budget	Other Committed Funds *see below	Project Balance	Purchase Amount (excl. HST)	15% Cont.	HST Payable	Staff Time	Total Amount	Project Balance
997220103	$90,000	$361,649	($271,649)	$34,160	$0	$601	$0	$34,761	$(306,410)
Totals	**$90,000**	**$361,649**	**($271,649)**	**$34,160**	**$0**	**$601**	**$0**	**$34,761**	**$(306,410)**

*Other committed funds include the amounts as identified in table 1 above which are inclusive of current staff time and the award of construction.

In addition, staff have identified an error in the submitted RFQ, where the request was for 3 weeks of contract administration and inspection, when the contractor contract duration is 4 weeks. As a result, an additional week of contract administration has been included.

The deficit will be offset by the closing of various landfill projects in a surplus position through the Q4 2023 Capital Close process, where the surplus will be added back to the Capital Contingency Reserve (1.32248).

Consultations:

Executive Assistant – Engineering and Corporate Assets
Junior Accountant
Supervisor, Environmental Capital Project Management
Supervisor of Procurement
Treasurer
Director of Engineering and Corporate Assets

Department Head email: jrojas@kawarthalakes.ca

Department Head: Juan Rojas

Department File: 2024-006-CQ

Council Report

Report Number:	**HS2024-001**
Meeting Date:	April 30, 2024
Title:	**Cross Jurisdictional Child Care**
Description:	Cross Jurisdictional Child Care Agreement with the City of Peterborough
Author and Title:	Janine Mitchell, Manager Human Services

Recommendation(s):

That Report HS2023-007 **Cross Jurisdictional Child Care**, be received;

That the agreement between the Corporation of the City of Kawartha Lakes and the City of Peterborough for the purpose of the provision of cross jurisdictional child care, attached as Appendix A to report HS2024-001, be approved, and

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

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Under the Child Care and Early Years Act, 2014 (CCEYA, 2014) municipalities are required to enter into agreements with service providers or neighbouring municipalities for the provision of cross jurisdictional child care. This supports and improves access for families to subsidized child care.

With that, municipalities continue to have the discretion to develop policies and procedures for the implementation and ensure agreements are in place to support seamless access to children's services.

Under the Signing Authority By-law 2016-009, 6.08 it states, "A contract or agreement between municipalities requires a Council Report recommendation adopted by Council that approves the contract or agreement and authorized the Mayor and City Clerk to sign."

The Children's Services Division in the Human Services Department is requesting approval to sign an agreement with the City of Peterborough for the provision of cross jurisdictional child care that requires fee subsidy payments to residents accessing care closer to home in an alternate municipality.

Child Care Fee Subsidy is provided to children and families who reside in the City of Kawartha Lakes (City) or the County of Haliburton (County) who meet eligibility requirements as set out in the CCEYA, 2014. Generally speaking, the families supported within the City and County access the licensed care within those boundaries. However, there are circumstances where a family is not able to access care within the City and County due to space availability, or if the location of their work would result in a significant hardship to access care within our boundaries.

For example, a family residing just this side of Omemee, within the boundaries of Kawartha Lakes, works in Peterborough and requires full day care for their preschool child. The closest available program providing care to preschool aged children within Kawartha Lakes is located in Omemee however the child is on a waitlist for care. The

family would be approved to access care in Peterborough for their child until a space in Omemee would become available.

City staff are working on cross jurisdictional agreements with all neighbouring municipalities.

Rationale:

The Children's Services Division has families requiring care within the boundaries of the City and County of Peterborough and vice versa. The families have been screened and have met eligibility requirements under the approval process for cross-jurisdictional child care.

Entering into a single overarching agreement directly with the City of Peterborough will result in families being able to reciprocally access care within any licensed child care program within the appropriate municipality. Administrative work will also lessen and the process will become more streamlined for both Consolidated Municipal Service Managers (CMSMs) to manage thus ensuring families access the right care in the right place.

Cross jurisdictional placements are approved by both municipalities. The municipality where the family lives, "home municipality", approves the child care subsidy and reimburses the "host municipality" where the child care program is located.

The municipality where the child care program is located confirms the child care subsidy start date and makes the subsidized payment directly to the program on behalf of the child.

Other Alternatives Considered:

Instead of an overarching agreement with the CMSM, City staff could enter into individual agreements directly with the service providers in the specific region, however this is not recommended as it increases the wait time for families to access care, and increases administrative work required to process and maintain those service agreements. Also noted, given the recent changes to the legislation, staff anticipate an increase in applications for subsidized care to additional programs outside of the City and County boundaries, thus increasing the demand for this level of service.

Alignment to Strategic Priorities

Supporting cross jurisdictional child care supports an exceptional quality of life and the health and well-being of children supports the family's ability to work or attend school,

while making quality child care accessible and available to families within our communities.

Financial/Operation Impacts:

The administration associated with the monthly processing of cross jurisdictional child care is consistent with the administration of fee subsidy for programs within our boundaries. There is no change for the approval process of subsidized child care.

There are pressures within the current capacity within the City and County for child care spaces. We have a low vacancy rate and long wait lists to access care. Increasing access to additional spaces supports a family's abilities to work or go to school, while ensuring they have care for their children. This agreement, plus the continued implementation of the Children's Services access and inclusion plan under the Canada Wide Early Learning and Child Care Plan (CWELCC) will increase the number of licensed spaces within our boundaries and will improve access to City and County children and families.

The agreement is a five-year agreement and staff will monitor the operationalization of this over that time period. All funding is within the Council approved budget.

Consultations:

City Solicitor

Program Supervisor, Children's Services

Manager of Children's Services, City of Peterborough

Attachments:

Appendix A – Service Agreement with the City of Peterborough

2024 Letter of Agreement for Cross

Department Head email: cfaber@kawarthalakes.ca

Department Head: Cheryl Faber

2024
Letter of Agreement

Between

The Corporation of the City of Kawartha Lakes, Children's Services

And

The Corporation of the City of Peterborough

The following procedure has been agreed upon for cross-jurisdictional child care:

Definitions:

- "Home municipality" refers to the municipality where the client resides.
- "Host municipality" refers to the municipality where the child receives cross-jurisdictional child care.

Program:

- Cross-jurisdictional cases are to be approved by the Human Services Manager for Social Services, City of Kawartha Lakes and the Manager, Children's Services, City of Peterborough or their assigned designates.
- Maximum 10 spaces at any given time may be approved.
- Placement is dependent on the availability of physical and subsidy spaces.
- Approval will be granted only for cases where special needs/exceptional circumstances are warranted.
- Child care enrolment policies (i.e. vacation, illness, maternity leave, withdrawal without notice, etc.) will be followed as per the Host Municipality's policies.

Fees:

- The fee assessment and subsequent case file management will be conducted by the Home Municipality.
- Any changes in fees will be reported to the Home Municipality.
- Clients will pay their portion of fees directly to the child care agency.
- The Host Municipality will pay their portion of the fees directly to the child care agency on a monthly basis, being the difference between the agency's per diem with the current applicable CWELCC funding portion removed and the parent's fee portion.
- The Home Municipality will receive an invoice on a monthly basis as a charge back situation; payment of such monies shall be within 60 days of receipt of invoice.

Insurance and Indemnification:

- The City of Kawartha Lakes and the City of Peterborough shall each provide and maintain Commercial General Liability Insurance in amounts of at least $5,000,000 per occurrence.
- The City of Kawartha Lakes and the City of Peterborough should be added to the other party's Commercial General Liability Insurance policy for activities relating to this agreement as an Additional Insured.
- All insurance coverage shall be maintained by the City of Kawartha Lakes and the City of Peterborough throughout the term of the contract and evidence of this insurance, and any renewals thereof, shall be provided upon request.
- The City of Kawartha Lakes and the City of Peterborough shall also indemnify and save harmless the other party from any and all claims,

demands, causes of action, loss, costs or damages directly relating to the cross-jurisdictional agreement that the other party may suffer incur or be liable for, resulting from the performance of the obligations under this agreement.

Sharing of Information:

- Any information collected pursuant to this agreement is subject to the rights and safeguards provided for in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Notice of requests for the other party's information shall be provided promptly to the party for response to the Information and Privacy Commissioner.
- If a request for information is filed with one municipality, they will notify the other of such request in time to make a response if they so choose.

Term:

- This agreement shall be in effect for a term of five years, commencing January 1, 2024 and ending December 31, 2028.
- Either party giving sixty days of written notice to the other can terminate this agreement in its entirety.

General

- Amendments to this agreement must be provided in writing, agreed to and signed by both parties before the amendment will take effect.
- The indemnification provisions will survive the termination of the agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the

_____ day of _____, 2024.

THE CORPORATION OF THE CITY OF KAWARTHA LAKES
Per:

_____
Doug Elmslie
Mayor, City of Kawartha Lakes

_____
Cathie Ritchie
Clerk, City of Kawartha Lakes

_____
Sandra Robinson
Manager, Children's Services
City of Peterborough

_____
Date:

Kawartha Lakes
Jump In

Council Report

Report Number:	**ENG2024-009**
Meeting Date:	April 30, 2024
Title:	**Waite Drain – Refer Engineer's Report back to Engineer**
Description:	Recommendations from the Drainage Board after holding a Meeting to Consider the Engineer's Report pursuant to Section 42 of the Drainage Act.
Author and Title:	Richard Monaghan, Drainage Superintendent

Recommendation(s):

That Report **ENG2024-009**, **Waite Drain – Consideration of Engineer's Report**, be received; and,

That pursuant to Section 57 of the Drainage Act, Council refer the Waite Drain Engineer's Report as prepared by E. DeLay, M.Eng, P.Eng back to the Engineer to reconsider landowner concerns raised at the Meeting to Consider; and,

That pursuant to Section 39(1) of the Drainage Act, Council extend the timeline for submission of the Waite Drain Engineer's Report to April 30, 2025.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Regular Council Meeting of September 12, 2017, Council adopted the following resolution:

> **CR2017-760**
> **Moved By** Councillor Junkin
> **Seconded By** Councillor Strangway
>
> **RESOLVED THAT** Report ENG2017-017, **Petition for Drainage Works by Owner – Waite**, be received;
> **THAT** Council proceeds with the petition submitted by Joseph and Carol Waite for drainage works by owners for Part Lt. 10 West Half of Concession 6, Fenelon, and instruct the City Clerk to proceed with the notices required under Section 5 of the Drainage Act;
> **THAT** Council appoints and retains, R.J Burnside & Associates in accordance with the Drainage Act, as the Engineer of Record and for the petition and to proceed with the requirements of a petition drain; and
> **THAT** should, R.J Burnside & Associates not be available, that Council instructs staff to retain an alternate qualified Engineer from its standing list.
>
> **CARRIED**

This resolution accepted a Petition for Drainage submitted to the Municipality and appointed R.J. Burnside and Associates at the engineer of record. After some internal discussion at the City, it was determined to be advantageous for the City to submit a separate Petition for Drainage as the Road Authority to provide legal outlet of drainage for Cameron Road which is in the near vicinity of the first petition.

At the Regular Council Meeting of March 6, 2018, Council adopted the following resultion:

> **CR2018-110**
> **Moved By** Councillor Strangway
> **Seconded By** Councillor Veale
>
> **That** Report EA2018-008, **Petition for Drainage Works by Road Authority (Cameron)**, be received;
>
> **That** Council proceed with the petition submitted by the Road Authority for drainage works and instruct the City Clerk to proceed with the notices required under Section 5 of the Drainage Act;
>
> **That** Council appoint RJ Burnside & Associates for this project; and

That Council instruct RJ Burnside & Associates to combine the Waite petition and the Road Authorities petition into one report as per section 8(4) of the Ontario Drainage Act.

Carried

Since that time, in accordance with Section 9(1) of the Drainage Act, an on-site meetings have been held on November 7, 2017 to address the initial petition. Based on this on-site meeting the petition was deemed valid under Section 4(1)(a) of the Drainage Act by the Engineer.

A second on-site meeting was held on May 2, 2018 to address the second petition. Based on this on-site meeting the petition was deemed valid under Section 4(1)(c) of the Drainage Act by the Engineer.

Two additional stakeholder meetings were held on May 2, 2018 and July 25, 2018. These meetings are not a requirement of the Drainage Act but were used by the Engineer to gather feedback on the proposed design, cost estimate and assessment schedules for the proposed drain.

On March 1, 2024, The Engineer submitted the final version of the Waite Drain Engineer's Report to the City. On April 2, 2024, the City's Drainage Board held a meeting to consider the report pursuant to Section 42 of the Drainage Act. At this meeting, Ed DeLay P.Eng presented his report to the board and members of the public and was available for questions from the board member and members of the public. Following question and answer period, all petitioners confirmed that they do not wish to remove their names from the petition.

At the conclusion of the Meeting to Consider, the Drainage Board adopted the following recommendation:

DB2024-03
Moved By C. Clarke
Seconded By D. Skrabek

Recommend that the Waite Municipal Drain Engineer's Report, as prepared by E. DeLay M. Eng, P. Eng, R.J. Burnside and Associates Limited, be referred back to the Drainage Engineer for further consultation with the members of the community regarding the issues raised at the Meeting to Consider.

Carried

This report addresses that direction.

Rationale:

The City of Kawartha Lakes Drainage Board is established under the authority of the City of Kawartha Lakes Act, 2000. The Act states the following regarding Drainage Matters:

> **6** (1) The council may by by-law,
>
> (a) establish a drainage board;
>
> (b) delegate to the drainage board any of the council's powers and duties under the *Drainage Act*, except for its power to make by-laws and resolutions; and
>
> (c) require the drainage board to exercise the council's powers and duties with respect to any matter under the *Drainage Act* in which the council is required by law to hold hearings or afford an opportunity to be heard. 2000, c. 43, s. 6 (1).

As the City of Kawartha Lakes Drainage Board does not have authority to make resolutions or pass by-laws, this report is presented to Council to confirm the recommendations made at the most recent Drainage Board meeting.

The recommendations made at the last Drainage Board meeting were made based on the material submitted to the Drainage Board. The material is attached to this report for Council's review.

Other Alternatives Considered:

Where a report is not adopted by Council, a petitioner may appeal to the Drainage Tribunal or where lands used for agricultural purposes are included in the area to be drained, the Minister may refer the matter to the Drainage Tribunal.

Where a report is adopted by Council, an affected landowner that has concerns about the Engineer's Report, has the option to appeal to the Drainage Tribunal.

There is a possibility of an appeal to the Drainage Tribunal in either scenario.

Alignment to Strategic Priorities

The Kawartha Lakes Strategic Plan identifies the following two priorities that bolster support for an active and effective Drainage Program in the City of Kawartha Lakes:

- Protect and support agricultural land and agri-business

- Offer business development programs to support the agricultural, tourism, arts, culture, heritage, small business, manufacturing and innovation sectors

Financial/Operation Impacts:

By referring the report back to the Engineer, the overall cost of the drainage project will increase to examine and implement changes as required. These costs are shared among all affected landowners, including the City, as outlined in the assessment schedule within the Engineer's Report.

Consultations:

Manager of Technical Services

City Clerk

Engineer of Record

Attachments:

Appendix A –Waite Drain Engineer's Report

Waite Drain Engineer's Report

Appendix B – Minutes of the April 02, 2024 Drainage Board Meeting

Appendix B - Minutes of the April

Department Head email: jrojas@kawarthalakes.ca

Department Head: Juan Rojas

The Corporation of the City of Kawartha Lakes

Minutes

Drainage Board Meeting

DB2024-01
Tuesday, April 2, 2024
6:30 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Councillor Ron Ashmore
Councillor Dan Joyce
Councillor Tracy Richardson
Charles Clarke
Robert MacEachern
Jim Oriotis
David Skrabek
Andrew Veale
Tim Willcox

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

1. Call to Order

Deputy Clerk and Recording Secretary J. Watts called the meeting to order at 6:30 p.m. Drainage Board members Councillors R. Ashmore, D. Joyce, and T. Richardson as well as members R. MacEachern, J. Oriotis (participating via Zoom), D. Skrabek, A. Veale, and T. Willcox were in attendance.

Director of Engineering and Corporate Assets J. Rojas, Manager of Engineering-Technical Services M. Farquhar, and Drainage Superintendent R. Monaghan were also in attendance.

Late Arrivals: C. Clarke at 6:34 p.m.

1.1 Appointment of Chair and Vice Chair

Deputy Clerk Watts welcomed the members of the Board and the Public present, and explained the roles of Chair and Vice-Chair, and the nomination process.

Deputy Clerk Watts called for the nominations for the position of Chair.

A. Veale was nominated. Deputy Clerk Watts asked A. Veale if he wished to let his name stand for Chair of the Drainage Board. He consented to the nomination.

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

Councillor R. Ashmore was nominated. Deputy Clerk Watts asked Councillor Ashmore if he wished to let his name stand for Chair of the Drainage Board. He consented to the nomination.

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

Deputy Clerk Watts declared nominations for the position of Chair for the Drainage Board closed.

A vote for the position of Chair was conducted by a show of hands of the eight members present. A tie vote was recorded, and no member was elected to the position of Chair.

C. Clarke arrived in the Council Chambers at 6:34 p.m.

Deputy Clerk Watts welcomed Member C. Clarke to the meeting, and informed all members present of the tie vote and of the two candidates nominated. He conducted the for the position of Chair for the second time by the showing of hands of the nine members present.

Deputy Clerk Watts declared A. Veale as Chairperson of the Drainage Board.

A. Veale assumed his position as Chairperson of the Drainage Board.

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

Councillor Ashmore was nominated. Chair Veale asked Councillor Ashmore if he wished to let his name stand for Vice-Chair of the Board. He consented to the nomination.

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 Drainage Board closed.

Chair Veale declared Councillor Ashmore as Vice-Chair of the Drainage Board.

The Chair thanked the members of the committee for the appointment as Chairperson of the Drainage Board.

2. Administrative Business

2.1 Adoption of Agenda

DB2024-01
Moved By Councillor Richardson
Seconded By D. Skrabek

That the agenda be adopted as circulated.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

2.3 Adoption of Minutes from Previous Meeting

June 1, 2023 Drainage Board Minutes; and
August 2, 2023 Drainage Board Court of Revision Minutes

DB2024-02
Moved By R. MacEachern
Seconded By C. Clarke

That the minutes of the Drainage Board meeting held on June 1, 2023 and the minutes of the Drainage Board-Court of Revision held on August 2, 2023, be adopted as circulated.

Carried

3. Meeting to Consider - Waite Municipal Drain

3.1 Presentation of Engineer's Report - Waite Municipal Drain

Edward DeLay, M. Eng. P. Eng, R.J. Burnside & Associates Limited

Engineer E. DeLay provided a brief overview of his report and highlighted the following items related to the proposed Waite Municipal Drain:

- Summary of the project team including himself and S. Vander Veen;
- Timelines of the project thus far (noting delays due to COVID-19 regulations in 2020 and 2021, and response timelines from the Ministry of Transportation for the proposed Highway 35 crossing);
- Summary of the steps taken in the Drainage Act Process;
- Particulars regarding the project location;
- Proposed watershed plan, including noting the 3 branches of the proposed municipal drain;
- Construction plans;
- Costs including estimated and known costs; and
- Schedules of assessment and allowances.

Mr. DeLay and Mr. Vander Veen made themselves available for any questions from the members of the Drainage Board and public in attendance.

3.2 Question and Answer Period

1. Members of the Drainage Board
2. Members of the Public

The Chair inquired if there were any questions or comments from the members of the Drainage Board. No questions were posed at this time.

The Chair inquired if there were any questions or comments from the members of the public.

B. and K. Johnston spoke to the proposed municipal drain posing questions regarding:

- Timelines of the process since 2017;
- Lack of notice since initial process started (effecting those who had bought into the watershed area since initial on-site meetings);
- Lack of perceived drainage concerns in the area;
- The cost-benefit analysis for the introduction of drainage in the area;
- The reasoning for petitions by Mr. Waite and the City of Kawartha Lakes;
- The lack of notice on the tax roll for those who purchased in the area since 2017;
- The lack of response from municipal staff and engineers since 2021 on questions;
- Effects on water quality, and quantity in area wells in shale/limestone;
- Effects on algae blooms in nearby lakes;
- Effects on nearby lands of provincial and scientific interest (wetlands and drumlins);
- Liability for potential damages to property and wells;
- Cleanliness of the water being collected and drained (and risks to farm animals drinking it);
- Actual depths of the proposed drain based on likely tile drainage installation;
- Lack of additional on-site meetings following MTO decisions; and
- The lack of the initial report being filed with the Municipality within the one-year timeline established under Section 39 of the Drainage Act.

K. McQuade spoke to the proposed municipal drain posing questions regarding:

- Existing water problems in the area;
- Effects on well water levels;

- Lack of perceived benefit;
- Lack of quality of the roadside and culverts and ditches in the area that could benefit overall area drainage;

C. Yake spoke to the proposed municipal drain posing questions regarding:

- How much water will end up on his property;
- What is the quality of the water that ends at his property;
- Effects on his well;
- The lack of communication regarding the process;
- How will the land be used following the installation of the municipal drain;
- The cost-benefit analysis for the introduction of drainage in the area;
- The purpose for the municipality to join the petition; and
- Whether all options for drainage have been considered including improved roadside drainage.

C. Parson spoke to the proposed municipal drain posing questions regarding:

- General existing water quality and quantity problems in the Cameron area;
- The lack of perceived drainage issues on the land proposed for drainage;
- The plan to bring water on the eastern branch to lands that are already flooded;
- Decisions regarding closed or open drains on specific properties;
- Responsibility for damage to dug wells that are not very deep; and
- Responsibility for costs associated with potential increased need for water deliveries to supplement wells.

The Chair permitted the Engineer E. DeLay, S. Vander Veen or M. Farquhar to respond to the questions put forward by the members of the public. The Chair closed the question and answer period.

3.3 Opportunity to Add or Withdraw Signatures to the Petition

Mr. Farquhar provided an overview of the option for adding or removing names from the petition, and the advantages and responsibilities of doing so. The Chair inquired if any persons in attendance at the meeting wish to add or remove their name to the petition.

Mr. Waite, and the Municipality confirmed that they wished to remain signed on the petition.

No other persons present indicated that they wished to sign or remove their names from the original petition at this time.

Mr. DeLay provided an overview of the appeal options following the potential adoption of the report.

3.4 Recommendation of Drainage Board to Council

DB2024-03
Moved By C. Clarke
Seconded By D. Skrabek

Recommend that the Waite Municipal Drain Engineer's Report, as prepared by E. DeLay M. Eng, P. Eng, R.J. Burnside and Associates Limited, be referred back to the Drainage Engineer for further consultation with the members of the community regarding the issues raised at the Meeting to Consider.

Carried

4. Meeting to Consider - Short and 2A Minor Improvement - Masters

4.1 Presentation of Engineer's Report - Short and 2A Minor Improvement - Masters

Michael Gerrits, P. Eng., M. Gerrits Consulting Inc.

Mr. Gerrits provided a brief overview of his report and highlighted the following items related to the Minor Improvement to the Short and 2A Municipal Drain as requested under Section 78 of the Drainage Act:

- A summary of the low level crossing being requested by the Masters;
- A brief history of the Engineers Reports for the Short and 2A Municipal Drains;
- The proposed solution for the minor improvement request;
- A summary of the proposed costs, and the assessment to the Masters

4.2 Question and Answer Period

1. Members of the Drainage Board
2. Members of the Public

The Chair opened the meeting to questions from the members of the Drainage Board and members of the public present.

G. Masters posed questions regarding whether this crossing should be eligible for grant based on how the property being accessed is landlocked.

No other questions from the members of the Public or the Drainage Board were posed.

The Chair permitted Mr. Gerrits to respond to the question posed, and he noted that the grant will be determined by OMAFRA, and that he had initially being working on an assumption that there was another access point to the lands serviced by the proposed crossing.

4.3 Opportunity to Add or Withdraw Signatures to the Petition

The Chair inquired to Mr. Masters if he wished to keep his name on the petition for the Minor Improvement.

Mr. Masters confirmed wished to keep the name on the petition.

4.4 Recommendation of Drainage Board to Council

DB2024-04
Moved By Councillor Richardson
Seconded By Councillor Ashmore

Recommend that the Short and 2A Municipal Drain Minor Improvement Masters Level Crossing Engineer's Report, as prepared by M. Gerrits P. Eng, be adopted;
That a by-law be provisionally adopted by first and second reading to provide for the minor improvement amendment to the drainage works in the City of Kawartha Lakes known as the Short and 2A Municipal Drain;
That staff be instructed to provide the necessary notice following the adoption of the provisional by-law; and
That following the last date of appeal to the Drainage Referee on the necessary notice, and if no appeals are filed, Council adopt the provisional by-law with a third reading at the next available Regular Council Meeting.

Carried

5. Other Business

6. Adjournment

DB2024-05
Moved By C. Clarke
Seconded By R. MacEachern

That the Drainage Board Meeting adjourn at 8:33 p.m.

Carried

BURNSIDE

Engineer's Report
Waite Municipal Drain

City of Kawartha Lakes
(Geographic Township of Fenelon)
26 Francis Street
Lindsay, Ontario
K9V 5R8

Engineer's Report
Waite Municipal Drain

City of Kawartha Lakes
(Geographic Township of Fenelon)
26 Francis Street
Lindsay, Ontario K9V 5R8

R.J. Burnside & Associates Limited
15 Townline
Orangeville ON L9W 3R4

February 2024
300041611.0000

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Record of Revisions

Revision	Date	Description
0	April 2019	**Draft Report**. Initial submission to COKL and reviewing agencies.
1	April 2023	**Draft Report.** Submission to COKL and reviewing agencies.
2	February 2024	**Final Report.** Submission to COKL and reviewing agencies.

R.J. Burnside & Associates Limited

Report Prepared By:

LICENSED PROFESSIONAL ENGINEER
EMD
E. M. DELAY
100180151
March 1, 2024
PROVINCE OF ONTARIO

Edward M. DeLay, M.Eng., P.Eng.
Water Resources Engineer
EMD:js/cvh

Executive Summary

Authorization

The preparation of this Engineer's Report was authorized through two resolutions of the Council of City of Kawartha Lakes dated September 12, 2017 and March 6, 2018 respectively, in response to petitions filed for drainage works within the geographic township of Fenelon (geographic County of Victoria), in accordance with Section 4 of the Drainage Act, R.S.O 1990.

Objective & Recommendations

The objective of this report includes the following:

- Determine a drainage solution to alleviate the ponding that currently takes place following storm events and snowmelt within the watershed area.
- Provide a legal surface and subsurface drainage outlet for properties within the watershed.
- Enhance the quality of the stormwater leaving the watershed area.

This Report recommends the construction of the Waite Municipal Drain, consisting of three branches, the Eastern, Western, and Southern Branches.

Eastern Branch is a proposed open and closed drain beginning on the eastern property line of the J. Waite property (Roll No 36-800) in Lot 10, Concession 6 and proceeding to the east to outlet on the G. Stewart property (Roll No. 36-500) in Lot 10, Concession 6.

Western Branch is another open and closed system beginning on the north side of Chambers Road in Lot 11, Concession 6. The drain will proceed south and west to outlet in Lot 10, Concession 5.

Southern Branch is a proposed open drain that conveys flows from an existing drainage easement and surrounding properties in Lot 9, Concession 5 north and west to its outlet in the Western Branch on Lot 10, Concession 5.

Summary of Assessments

A summary of the assessments for this project are as follows:

Canada Owned Lands	$ 0
Ontario Lands	$ 157,410
Municipal Lands	$ 187,130
Privately Owned Non-Agricultural	$ 120,090
Privately Owned Agricultural — grantable	$ 322,630
Special Non-Proratable Assessments	$ 512,740
Total Estimated Assessments	**$ 1,300,000**

Acknowledgements

R.J. Burnside & Associates Limited staff would like to acknowledge the assistance and cooperation of the landowners directly involved with this project and the Council and Staff of the City of Kawartha Lakes.

We would also like to acknowledge the assistance and cooperation of staff from the Ministry of Transportation (MTO), Fisheries and Oceans Canada (DFO), Ministry of the Environment, Conservation, and Parks (MECP), and the Kawartha Region Conservation Authority (KRCA).

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Nomenclature

General

ac – acre (0.4047 ha)
ap. – approximately
BSWI – buried surface water inlet
CB – catchbasin
CCTV – closed circuit television
CDT – concrete drain tile
CSP – corrugated steel pipe
c/w – complete with
dia. – diameter
DICB – ditch inlet catchbasin
d/s – downstream
ea. – each
FL – fence line
FPPDT – filtered perforated plastic drainage tubing
H – horizontal
ha – hectare (2.471 ac)
HDPE – high density polyethylene
BJB – buried junction box
km – kilometre
LS – lump sum
m – metre
mm – millimetre
m^2 – square metre
m^3 – cubic metre
OB – observation box
o/s – offset
PDT – plastic drainage tubing
PL – property line
RCSP – riveted corrugated steel pipe
ROW – right of way
S & I – supply and install
Sta. – station (chainage)
SWI – surface water inlet
SWRP – surface water riser pipe
SWWSP – smoothwall welded steel pipe
t – tonne (2,205 pounds)
u/s – upstream
V – vertical

Other

CA – Conservation Authority
DFO – Department of Fisheries and Oceans
MECP – Ministry of Environment, Conservation and Parks
MTO – Ministry of Transportation
NRCS – Natural Resources Conservation Service
OMAFRA – Ontario Ministry of Agriculture, Food and Rural Affairs
SCS – Soil Conservation Service

1.0 Project Authorization

This Report is being prepared in response to two resolutions of the Council of City of Kawartha Lakes, dated September 12, 2017 and March 6, 2018 respectively, to investigate drainage issues on the properties of the petitioning landowner and road authority, within the geographic township of Fenelon, in accordance with Section 4 of the Drainage Act, R.S.O 1990.

1.1 Petition for Drainage Works by Owners

Two petitions were submitted in relation to this project. The first petition, dated August 15, 2017, was submitted by J. Waite (Roll No. 36-800); owner of Pt. Lot 10, Concession 6 in the geographic township of Fenelon.

A second petition was filed on December 8, 2017 requesting an outlet for Cameron Road (City of Kawartha Lakes Road No. 34) in Lots 9 and 10 between Concessions 5 and 6, Fenelon. This petition was submitted by the City of Kawartha Lakes as the governing road authority.

On March 6, 2018, the City of Kawartha Lakes Council directed R.J. Burnside & Associates Limited (Burnside) to combine the two petitions into one Report as per Section 8(4) of the Drainage Act.

1.2 Engineer's Report

The proposed works and costs contained herein are intended to reflect the requirements of the stakeholders and are based on information gathered during field survey, as well as at the landowner meetings and follow-up discussions. Details of the proposed work are described in this report, its appendices and drawing set.

2.0 Background Information

2.1 Municipal Drains

The watershed of the proposed Waite Municipal Drain is not currently assessed to an existing municipal drain.

2.2 Existing Private Drainage Systems

Currently, there are no known systematic private drainage systems installed within the branch watersheds, however, several areas of random drainage were located.

2.3 Existing Conditions

A private tile is located through the eastern half of the J. Waite property (Roll No. 36-800), but an outlet location could not be determined. This tile does not provide sufficient capacity or length to mitigate the drainage issues observed on the property. The J. Waite property is divided by a ridge that runs generally in a north-south direction, and surface water flows are directed to either side of the property by this topography.

Surface water on the eastern half of the J. Waite property generally ponds on the low-lying eastern area around the J. Waite and D. Wallace (Roll No. 36-700) property line. This water eventually flows east across Highway 35 and outlets into a natural swale across the B. Clive property (Roll No. 36-900). On the B. Clive property, the natural swale conveys surface flows through an existing private pond and under the recreational trail via an existing concrete culvert, out letting into the adjacent wetland on the G. Steward property.

On the western side of the J. Waite property, a surface culvert under Chambers Road outlets water from the M. Leach property (Roll No. 37-200) onto the north edge of the property. Surface water generally flows south and west across workable areas and ponds upstream of the existing Cameron Road surface culvert crossing. This culvert outlets into an existing private pond on the C. Malcolm property (Roll No. 21-300), which drains to a poorly defined channel where flows eventually dissipate to the west into the downstream wetland on the Johnston property (Roll No. 21-402).

The portion of Cameron Road indicated in the City of Kawartha Lakes (COKL) December 2017 petition is currently drained by an existing drainage easement on the southwest side of the right-of-way. This existing easement begins on the M. Melas (Roll No. 32-502) property and terminates at the property line between the F. Hack (Roll No. 32-501) and C. Malcolm properties, which is also the lot line between Lots 9 and 10, Concession 5.

This easement has not been maintained, and it is not legally defined beyond the lot line between Lots 9 and 10 in Concession 5. Beyond this point, surface flows continue overland with little channel definition.

Both existing wetlands that border the Waite Municipal Drain Watershed eventually outlet to the east into Sturgeon Lake.

2.4 Contributing Watershed

2.4.1 Watershed Area

The total watershed area contributing to the three branches of the **Waite Municipal Drain** is approximately **90.34 ha** (the total contributing watershed). The watershed area was delineated through the examination of topographic contour mapping data with computer aided drafting (CAD) and geographic information systems (GIS) software and confirmed through the review of field survey and observations.

2.4.2 Land Use

Land use within the watershed area is divided approximately, as shown in Table 1.

Table 1: Land Use Summary

Land Use	Affected Area (ha.)	Land Use Area Ratio (%)
Agricultural	65.8	72.9%
Fallow	9.5	10.5%
Bush	2.2	2.4%
Sub-Urban Residential/ Institutional	8.5	9.4%
Municipal Road R.O.W.	2.8	3.1%
Provincial Road R.O.W.	1.5	1.7%
TOTAL	**90.3**	**100.0%**

2.4.3 Surrounding Watersheds

The proposed Waite Municipal Drain does not share a watershed boundary with any other municipal drains.

2.5 Soils Summary

Soil mapping of the area previously known as Victoria County from Report No. 25 of the Ontario soil survey (1959), indicates that the predominant soil type within the watershed area is Otanabee loam, with smaller areas of Solmesville clay loam.

- **Otanabee loam** - A moderately stony soil with good drainage and moderately sloping topography.
- **Solmesville clay loam** – A soil with few stones, imperfect drainage and undulating topography.

Based on the characteristics of the soils and their potential for current or future agricultural use, the Canada Land Inventory (CLI) provides Soil Capability Classification of Agriculture for lands across the country. The soils within the Waite Municipal Drain watershed area have an agricultural capability rating of Class 1 and have no significant limitations in use for crops.

3.0 On-Site Meetings

3.1 Western and Eastern Branches

An on-site meeting for the area described in the August 2017 petition was held on November 7, 2017 at the City of Kawartha Lakes public works offices located at 710 Cameron Road. The meeting was attended by several landowners including the petitioner, as well representatives from the COKL, MTO, KRCA, and Burnside. Attendees who signed-in at the meeting are summarized in the table below.

Table 2: On-Site Meeting Attendance (November 7, 2017)

Name	Title & Roll Number
Joe Waite	Property Owner (Roll No. 36-800)
Josh Stewart	Property Representative (Roll No. 21-300)
Barbara Clive	Property Owner (Roll No. 36-900)
Cheryl Tolles	Ministry of Transportation
Don Lawrence	Ministry of Transportation
Mike Farquhar	City of Kawartha Lakes
Paul Herlihey	City of Kawartha Lakes
Stacy Porter	Kawartha Region Conservation Authority
Brett Tregunno	Kawartha Region Conservation Authority
Ron Warne	Kawartha Region Conservation Authority
Natalie Connell	R.J. Burnside & Associates Limited
Ed DeLay	R.J. Burnside & Associates Limited

The existing drainage conditions were discussed, and the petitioner, Joe Waite, expressed interest in reducing the ponding on his property and obtaining a legal outlet for future systematic underdrainage. Additionally, Mr. Waite indicated that he was interested in reducing the amount overland flow that currently crosses the west side of his property between Chambers and Cameron Roads.

It was discussed that with surface flows ponding on both the east and west side of the Waite property, any drainage solution would likely need to have a dual outlet, or an outlet on either side of the overall watershed. Given this, drainage of the property would be divided into eastern and western sub-watersheds, and each would be provided with a legal outlet.

The first of the two proposed outlets would serve the eastern sub-watershed and convey flows to the east from the southeast corner of the Waite property across Highway No. 35 and the B. Clive property, crossing the recreational trail to outlet in the east half of Lot 10, Concession 6 on the G. Stewart property. This proposed drain route was found to be similar to the existing and natural surface water flow path.

The second proposed outlet would serve the western sub-watershed by reducing overland flows from the lands north of the Waite property by bringing them into a closed drain and conveying those flows to the southwest, across Cameron Road and through the C. Malcolm property.

Following the meeting, Burnside conducted follow-up site visits with representatives from the affected properties. One visit was held with Claire Malcolm and Josh Stewart of the C. Malcolm property (Roll No. 21-300). Ms. Malcolm and Mr. Stewart indicated that the existing pond on their property just west of Cameron Road currently receives significant flows from the area east of Cameron Road including the J. Waite property, and that they were concerned with the effects a drain outlet could have on this pond with respect to increased flows.

Additionally, they indicated that the fields on the property were currently used for animal grazing and rehabilitation, and they expressed concern with possible safety risks posed to their animals by the construction of a drain through the property. It was discussed that any proposed design for the western sub-watershed would be carried to such a point that it would not negatively affect downstream features. This would likely mean that the proposed design would not outlet into the pond but carry flows downstream to a more suitable outlet.

A follow-up meeting was also held with Barbara Clive (Roll No. 36-900). Ms. Clive expressed interest in maintaining the existing pond on her property for animal use. It was discussed that the proposed drain for the eastern sub-watershed could be designed to incorporate this pond.

3.2 Southern Branch

A subsequent on-site meeting was held on May 2, 2018, in conjunction with information meeting no. 1, at the City of Kawartha Lakes public works offices located at 710 Cameron Road. This site meeting addressed the area described in the

December 2017 petition submitted by the City of Kawartha Lakes for Cameron Road (COKL Road No. 34).

The existing drainage conditions were discussed, and City staff expressed interest in obtaining a legal outlet for the Cameron Road roadside ditches in Lot 9 between Concessions 5 and 6.

It was found that flows from this section of the road currently flow west from Cameron Road via an existing drainage easement. However, City staff indicated that this easement does not extend to what they consider as a suitable or legal outlet, and surface flows are unable to drain effectively. Given the current conditions, it was proposed that the Cameron Road R.O.W. in question would be given a legal outlet that would convey flows from the downstream end of the existing drainage easement northeast into Lot 10, Concession 5 to join flows from the western sub-watershed.

3.3 Summary of On-Site Meetings

As a result of the two on-site meetings and subsequent site investigations and landowner discussions it was determined that this Report has two primary purposes, which are as follows:

- To provide two legal outlets for the J. Waite property that will allow for improved agricultural operations without negatively impacting adjacent properties.
- To provide a solution that ensures a legal outlet for the section of Cameron Road currently affected by the existing drainage easement.

3.4 Validity of Petitions

3.4.1 J. Waite (Roll No. 010-368-00) Petition

The area requiring drainage for the J. Waite petition was determined by the Engineer at the November 7, 2017 on-site meeting to be part of western part of Lot 10, Concession 6 in the geographic Township of Fenelon.

The petition submitted is valid on the basis that all of the owners in the area requiring drainage have signed it, in accordance with Section 4 (1) (a) of the act.

3.4.2 Cameron Road (City of Kawartha Lakes) Petition

The area requiring drainage for the City of Kawartha Lakes petition was determined by the Engineer at the second on-site meeting on May 2, 2018 to be part of the Cameron Road (City of Kawartha Lakes Road No. 34) R.O.W. in Lot 9, Concessions 5 and 6 in the geographic Township of Fenelon.

This petition is valid on the basis that it was signed and submitted by the governing road authority for Cameron Road in accordance with Section 4 (1) (c) of the Act.

4.0 Preliminary Investigations

4.1 Soils Investigation

4.1.1 Private Lands

None of the landowners indicated adverse subsoil conditions in the area near the proposed drain installation and a soils investigation was not undertaken on private lands as part of this project.

Shallow bedrock was noted by some landowners and verified through well records data, therefore, costs for the removal of bedrock to allow for construction of the drain have been provisionally included with this report.

4.2 Highway No. 35 Right-of-Way Encroachment

Representatives from the Ontario Ministry of Transportation (MTO) were present at the first on-site meeting on November 7, 2017. At this meeting it was discussed that any work within the Highway No. 35 right-of-way would require an encroachment permit from the Ministry.

A follow up phone conversation was held between Burnside staff and the MTO on March 14, 2019. At this time, the MTO indicated that the encroachment permit would require the completion of a geotechnical investigation, settlement monitoring report and traffic plan at the proposed drain location, prior to the submission of the final report for the proposed municipal drain.

4.3 Utilities Investigation

All public and private utilities shall be located by the contractor prior to the construction of the proposed drain.

4.3.1 Enbridge Gas Distribution – Highway No. 35

In late 2018 and early 2019, Enbridge Gas Distribution's (Enbridge) completed construction of a natural gas pipeline in the area of the proposed Waite Municipal Drain. Work within the affected watershed included the installation of a 150 mm nominal diameter High Pressure Polyethylene pipeline along the west side of the Highway No. 35 R.O.W. Burnside was provided with the as-laid out horizontal drawing and approximate elevation of this gas pipeline. The proposed drain design on the eastern sub-watershed was checked for possible interference with this pipeline.

The vertical elevation of the installed natural gas pipeline was provided by Enbridge and is shown on the drawing set.

Prior to construction, the exact location and elevation of the pipeline shall be re-located by the Contractor, prior to construction.

Enbridge staff also provided the document entitled "Third Party Requirements in the Vicinity of Natural Gas Facilities, V3.1 2018" (prepared by Enbridge Gas Distribution. This document will govern construction methods and procedures within the vicinity of the pipeline.

5.0 Design Criteria & Engineering Considerations

5.1 Design Summary

A design summary has been included in Appendix H.

5.2 Design Considerations for Water Quality

The loss of sediment and nutrients from cropped land is a major concern to water quality in Ontario. Therefore, this design has incorporated several features to minimize these impacts including:

Channel Features:

- Sediment basins to control channel gradient and retain water and sediment.
- Vegetated riparian buffer strips to act as both a minimum setback distance for agricultural work, as well as a physical barrier for sediment laden runoff entering the channel.
- Rip-rap erosion protection along banks susceptible to erosion to reduce channel degradation.
- A permanent stilling basin designed to dissipate the water's energy as it exits the piped drainage system, leading to reduced erosion in the channel.
- Sediment basins and sediment control structures constructed with filter socks and rock check dams to promote sediment deposition.
- Temporary sediment control structures constructed with filter socks and rock check dams to dissipate energy and allow sediment deposition at closed drain outlets and within the channel.

Closed System Features:

- Directional berms and rip-rap surrounding catchbasins to slow and pond surface water, allowing suspended soil particles and nutrients to fall out of suspension and remain on the soil surface.

- 300 mm deep sumps on all catchbasins to slow and encourage deposition of suspended soils at these locations.
- Surface water (SWI) and buried surface water inlet (BSWI) to slow and pond surface water, allowing suspended soil particles and nutrients to fall out of suspension and remain on the soil surface.
- A grassed overflow swale to convey floodwaters while minimizing erosion of the overflow pathway.

Additional details on the water quality features included in this report are provided in Appendix H.

6.0 Environmental and Fisheries Considerations

When a new report is prepared that could affect an existing municipal drain, natural watercourse, wetland, or other environmental features, a review of the work is required, and subsequent approvals and / or project requirements must be obtained from the applicable agency.

The preparation of this report included correspondence with the KRCA, MECP, and DFO, which has been summarized in Appendix G.

Various environmental features such as sediment and stilling basins, erosion protection, and riffle structures have been included as mitigation measures to satisfy the requirements of the regulating agencies.

7.0 Stakeholder Meetings

Two additional meetings were organized with the stakeholders involved with this project. At both meetings, Burnside presented the preliminary proposed design, cost estimate and assessment schedules and gathered input and comments from the stakeholders.

These information meetings with stakeholders are not a requirement under the Act. Their purpose is to receive feedback regarding the proposed drain and its associated costs prior to the preparation and submission of a final report.

7.1 Information Meeting No. 1

An Information Meeting was held on May 2, 2018 at the City of Kawartha Lakes public works offices located at 710 Cameron Road. Several landowners were in attendance, as were representatives from the KRCA, the City of Kawartha Lakes, and Burnside staff.

Attendees who signed-in at the meeting are summarized in the table below.

Table 3: Information Meeting No. 1 Attendance (May 2, 2018)

Name & Property	Title & Roll Number
Jim Breadner	Property Owner (Roll No. 20-905)
M. Faith Crozier	Property Owner (Roll No. 20-904)
Frank & Anna Hack	Property Owner (Roll No. 32-501)
Clair Malcolm & Josh Stewart	Property Owner (Roll No. 21-300)
Wayne & Isobel Moore	Property Owner (Roll No. 32-584)
Joe Waite	Property Owner (Roll No. 36-800)
Dave Wallace	Property Owner (Roll No. 36-700)
Mike Farquhar	City of Kawartha Lakes
Paul Herlihey	City of Kawartha Lakes
Stacy Porter	Kawartha Region Conservation Authority
Ron Warne	Kawartha Region Conservation Authority
Natalie Connell	R.J. Burnside & Associates Limited
Ed DeLay	R.J. Burnside & Associates Limited

The proposed design presented for the three branches of the drain included 752 m of channel works, 590 m of closed drain installation and three SWWSP jack and bore road crossings. A cost estimate and landowner assessments were provided to attendees.

The meeting was well attended, and a good discussion took place. The petitioners were generally in agreement with the proposed design.

The owners of Roll No. 21-300 (C. Malcolm) raised concerns regarding the depth and length of the Western Branch open drain on their property. A follow-up discussion was held with Ms. Malcolm and Mr. Stewart on their property following the meeting. Design alternatives to the open drain were discussed, and Burnside agreed to investigate redesigning the Western Branch to be a closed drain through this property.

Following this meeting, the Drainage Superintendent was available to the landowners not in attendance for information on the progress of the project.

7.2 Information Meeting No. 2

A second Information Meeting for the proposed drain was held on July 25, 2018 at the City of Kawartha Lakes public works offices located at 710 Cameron Road. The

purpose of this meeting was to provide an update to landowners, reviewing agencies, and the COKL on project progress and design changes. Attendees who signed-in at the meeting are listed below.

Table 4: Information Meeting No.2 Attendance (July 25, 2018)

Name & Property	Title & Roll Number
Dan Brown	Property Representative (Roll No. 21-402)
George Bryans	Property Representative (Roll No. 36-300)
Eunice Conner	Property Representative (Roll No. 36-100)
Clair Malcolm & Josh Stewart	Property Representative (Roll No. 21-300)
Wayne & Isobel Moore	Property Representative (Roll No. 32-584)
Joe Waite	Property Representative (Roll No. 36-800)
Dave Wallace	Property Representative (Roll No. 36-700)
Lynn Cowen	Property Representative (Roll No. 36-910)
Matt Leach	Property Representative (Roll No. 37-200)
Julie McLean	Property Representative (Roll No. 36-402)
Ron Peel	Property Representative (Roll No. 37-101)
Muriel Stather	Property Representative (Roll No. 36-901)
Gord Stewart	Property Representative (Roll No. 36-500)
Ralph Whyte	Property Representative (Roll No. 35-300)
Craig McGill	Unknown
Norm Ott	Unknown
Prabin Sharma	Ministry of Transportation
Amelie Norton	Kawartha Region Conservation Authority
Stacy Porter	Kawartha Region Conservation Authority
Brett Treguno	Kawartha Region Conservation Authority
Ron Warne	Kawartha Region Conservation Authority
Mike Farquhar	City of Kawartha Lakes
Natalie Connell	R.J. Burnside & Associates Limited
Ed DeLay	R.J. Burnside & Associates Limited

The revised drain design presented at this time included 569 m of channel works, 705 m of closed drain installation, and three SWWSP jack and bore road crossings. A revised cost estimate and landowner assessments were provided to attendees.

The meeting was well attended, and the discussions were focused on the project cost and proposed landowner assessments. At the end of the meeting, Burnside indicated that we would move forward to obtain agency approvals and submit the Final Report.

Following this meeting, the Drainage Superintendent and other City staff were available to the landowners not in attendance for information on the progress of the project.

7.3 MTO Crossing

In order to review the proposed Highway 35 crossing on the Eastern Branch, MTO required a foundation geotechnical report for the crossing, which would also recommend the crossing installation method.

Several meetings were held throughout this process with the working group (MTO, COKL, and Burnside staff). Golder Associates were sub-contracted to prepare the foundation report, which included a geotechnical site investigation. Due to the MTO tunnelling requirement advised by MTO staff of 3.0 m cover at the Highway 35 centreline and 1.5 m cover at the road ditches, the subsurface crossing must be installed in bedrock. The geotechnical report recommended both the open cut method and micro-tunnelling (a trenchless technology) as options. Burnside prepared cost estimates for both options and presented them to the working group during the Fall of 2022. It was suggested by Burnside staff to provisionally tender both options and select the most cost effective at that time. MTO staff indicated they would prefer to review a draft report prior to finalizing their decision. MTO staff provided input on the draft report in August 2023 where they indicated MTO would require an encroachment permit for the project and approval of the tender for the work on their right-of-way.

A copy of the Golder Associates geotechnical report is available upon request.

8.0 Proposed Work

In accordance with the Drainage Act, R.S.O 1990, the details of the proposed work are contained in the appendices of this report and provide complete details of the entire project. This section of the report is intended to provide only a brief description of the work along the course of the proposed drainage system.

8.1 Proposed Work Summary

The proposed work on each municipal drain has been summarized as follows:

8.1.1 Eastern Branch

- Ap. 192 m of HDPE (320 kPa) pipe (or approved equal).
- Four concrete structures including one directional berm.
- One road crossing, comprised of ap. 39 m of SWWSP.
- Ap. 174 m of grassed swale construction.
- Ap. 90 m of channel deepening and widening, and riparian buffer construction.
- One outlet stilling basin, and three permanent sediment basins.
- Provisional bedrock removal for drain construction.

8.1.2 Western Branch

- Ap. 647 m of HDPE (320 kPa) pipe (or approved equal).
- Five concrete structures including two directional berms.
- One road crossing comprised of approximately 23 m of SWWSP.
- Ap. 102 m of channel deepening and widening, and riparian buffer construction.
- One outlet stilling basin, and one permanent sediment basin.
- Provisional bedrock removal for drain construction.

8.1.3 Southern Branch

- Ap. 239 m of grassed swale construction to provide an outlet for the existing drainage easement in Lot 9, Concession 5.
- Incorporation of ap. 190 m of grassed swale, also given a design for future maintenance.
- Provisional bedrock removal for drain construction.

8.2 Description of Proposed Work on Each Property

Note: All items described within above as shown on the drawings shall form part of the proposed municipal drain and shall be included when completing future maintenance.

8.2.1 Eastern Branch

G. Stewart (Roll No. 010-365-00)

- Ap. 116 m of channel deepening and widening, and riparian buffer construction.

City of Kawartha Lakes (Roll No. 060-630-00)

- Ap. 66 m of channel deepening & widening, including culvert cleanout, and riparian buffer construction.
- One outlet stilling basin.
- The existing culvert remains private.

B. Clive (Roll No. 010-369-00)

- One rip-rap pond outlet structure.
- Ap. 143 m of 450 mm dia. HDPE (320 kPa) pipe (or approved equal).
- Ap. 174 m of grassed swale construction.

Highway 35 (Ministry of Transportation)

- Ap. 39 m of 600 mm dia. (Outside Diameter) SWWSP pipe, installed by micro-tunnelling.
- Two - 900 mm x 1,200 mm inline concrete observation boxes (shared).
- One - 600 mm x 600 mm offset concrete ditch inlet catchbasin (shared) c/w directional berm, and ap. 6 m – 300 mm dia. HDPE (320 kPa) pipe (or approved equal) lead.
- The existing road surface culvert remains private.

D. Gardner (Roll No. 010-369-01)

- Ap. 49 m of 525 mm dia. HDPE (320 kPa) pipe (or approved equal).
- One - 900 mm x 1,200 mm inline concrete catchbasin (shared).

8.2.2 Western Branch

B. & K. Johnston (Roll No. 010-214-02)

- Ap. 129 m of channel deepening & widening, and riparian buffer construction.
- One - Outlet stilling basin.
- Ap. 10 m of 450 mm dia. HDPE (320 kPa) pipe (or approved equal).
- One – 900 mm x 1,200 mm inline concrete catchbasin (shared).

C. Malcolm (Roll No. 010-213-00)

- Ap. 150 m of 450 mm dia. HDPE (320 kPa) pipe (or approved equal).
- Two – 900 mm x 1,200 mm inline concrete catchbasins (shared).

Cameron Road (City of Kawartha Lakes)

- One- 900 mm x 1,200 mm inline concrete ditch inlet catchbasin c/w directional berm (shared).
- Two - 900 mm x 1,200 mm inline concrete catchbasins (shared).
- Ap. 23 m of 600 mm dia. SWWSP pipe (Outside Diameter).

J. Waite & A. Williamson (Roll No. 010-368-00)

- Ap. 443 m of 300 mm dia. HDPE (320 kPa) pipe (or approved equal).
- Ap. 44 m of 450 mm dia. HDPE (320 kPa) pipe (or approved equal).
- Two - 900 mm x 1,200 mm inline concrete catchbasins (shared).

- One - 600 mm x 600 mm concrete ditch inlet catchbasin c/w directional berm (shared).

Chambers Road (City of Kawartha Lakes)

- One - 600 mm x 600 mm concrete ditch inlet catchbasin c/w directional berm (shared).
- The existing road surface culvert remains private.

8.2.3 Southern Branch

B. & K. Johnston (Roll No. 010-214-02)

- Ap. 119 m of grassed swale construction.

C. Malcolm (Roll No. 010-213-00)

- Ap. 121 m of grassed swale construction.

(P.14) F. & A. Hack (Roll No. 010-325-01)

- Incorporation of ap. 50 m of grassed swale, also given a design for future maintenance.

(P.15) WESTLAKE (Roll No. 010-213-00)

- Incorporation of ap. 73 m of grassed swale, also given a design for future maintenance.

(P.13) D. MacDonald & L. King (Roll No. 010-209-05) & (P.12) T. & M. McConnell (Roll No. 010-209-04)

- Incorporation of ap. 67 m of shared grassed swale, also given a design for future maintenance.

Cameron Road (City of Kawartha Lakes)

- Incorporation of ap. 23 m of shared grassed swale, also given a design for future maintenance. The existing road surface culvert remains private.

8.3 Drain Incorporation

The existing surface swale forming the proposed **Southern Branch** shall be incorporated and a portion of it shall be improved under this report.

Section 31 of the Act allows the Engineer to incorporate a private drain as part of a municipal drain and, if applicable, compensate the landowner for the determined cost

through an allowance. Drain incorporation is discussed further under the allowances in Appendix A.

8.4 General Construction

8.4.1 Appurtenances

Appurtenances associated with the work on private lands include the stripping, stockpiling and replacing of topsoil along the tile route, restoration of fence lines disturbed by construction or access routes, and the connection or reconnection of existing field tile encountered during the work.

Appurtenances associated with the work on the road right-of-way include stripping, stockpiling and replacing of topsoil and seeding of all disturbed areas.

8.4.2 Damaged Private Tiles

The replacement of damaged or poorly functioning tile outlets encountered during the installation of the drain will be included as part of the construction costs and protected against erosion with rip-rap, as approved by the Contract Administrator.

The connection and reconnection of existing tiles encountered during the installation of the drain will be included as part of the construction costs.

Private tile outlets and tile connections / reconnections are not to be considered part of the drain for future maintenance.

8.5 Working Space and Access Routes

The working space and access routes being provided to the contractor to undertake this work are described in Appendix F - Special Provisions on the chart entitled "Working Space".

The allowance(s) given for this area is further discussed in Appendix A – Allowances.

8.6 Change Orders

If unforeseen circumstances are encountered following the adoption of this report, the Engineer may issue change orders as required to have the work properly constructed.

9.0 Description of Appendices

9.1 Appendix A — Allowances

9.1.1 General

In accordance with Section 8(1)(d) of the Act, this Appendix provides a breakdown of the allowances provided under Sections 29 to 33 of the Act (if applicable).

9.2 Appendix B — Project Cost Estimate

In accordance with Section 8(1)(b) of the Act, this appendix provides a breakdown of the total estimated cost of the proposed work, including all labour, materials, construction, engineering, administration, and allowances.

9.3 Appendix C — Special Assessments

Assessments under Sections 24 and 26 are summarized in this Appendix (if applicable).

9.4 Appendix D — Schedule(s) of Assessment for Construction and Maintenance

In accordance with Section 8(1)(c) of the Act, these Appendices show the distribution of the total estimated cost over the lands and roads involved and are in accordance with Sections 21, 22, 23, 24 and 26 of the Act.

A description and breakdown of Section 24 – Special Benefit and Section 26 - Special Assessments is shown in Appendix C.

In accordance with Section 38 of the Act, an assessment schedule for future maintenance of the drain has been included as the basis on how to divide such costs. Affected lands located upstream of the maintenance shall be determined by the Drainage Superintendent and assessed according to this schedule.

9.5 Appendix E — Standard Drain Specifications

The Standard Drain Specifications have been provided in Appendix E and govern the work described herein.

9.6 Appendix F — Special Provisions

Special Provisions are specific directions for this project and detail requirements not encompassed by Appendix E – Standard Drain Specifications. Special Provisions shall take precedence over Standard Drain Specifications where a conflict between the two documents may exist.

9.7 Appendix G — Agency Correspondence

Project correspondence, recommendations, and requirements from the reviewing agencies are listed in this Appendix.

9.8 Appendix H – Design Summary

This appendix provides a summary of design criteria, standards, hydrologic and hydraulic simulations and analyses, and the results used in the design of the drainage system.

9.9 Appendix I — Drawings

Eight drawings are included with this report, consisting of a plan, profiles and details pertinent to the construction of the proposed drain.

10.0 Maintenance and Future Considerations

10.1 General

The City of Kawartha Lakes (COKL) will be responsible for the maintenance of the drain after construction is complete. However, sections of the Act dealing with obstruction of, damage, and injury to a municipal drain, namely Sections 80 and 82, are brought to the attention of the property owners. Under these sections, both the property owners and the COKL have responsibilities to ensure that a municipal drain is properly maintained and kept in good working condition.

Any areas of washout, settlement, erosion or other disrepair within the proposed municipal drain shall be maintained as needed by the Drainage Superintendent. Relevant drainage features shall be inspected on a periodic basis by the Drainage Superintendent and cleaned out as required to maintain the efficiency of the structures and to prevent sedimentation or erosion of the channel, and these may include:

- Inlet, outlet, and conveyance structures
- Rip-rap erosion protection
- Riparian buffers
- Sediment basins
- Stilling basins, etc.

Although the maintenance of the drain must be completed through the COKL, landowners can and should assist with the maintenance activity by:

- Making regular inspections of the drain and inlet structures.
- Clearing debris from the inlet structures in a timely manner (prior to storm and snowmelt events).

Any problems should be reported to the COKL so that the Drainage Superintendent can take proper action.

10.2 Maintenance Eligibility

Regarding future maintenance works, the COKL shall be responsible for maintaining the municipal drains as described in the table below.

Table 5: Summary of Maintenance Eligibility

Section	Station Range
Western Branch (Open)	Sta. -W0+138 to W0+000
Western Branch (Closed)	Sta. W0+000 to W0+670
Southern Branch (Swale)	Sta. S0+000 to S0+452
Eastern Branch (Open)	Sta. -E0+181 to E0+000
Eastern Branch (Swale)	Sta. -ES0+000 to ES0+174
Eastern Branch (Closed)	Sta. E0+000 to E0+231

All proposed works outlined by this report shall be maintained by the COKL in the future with the exception of any new and / or existing private crossings, structures, or tile, and any private tile work, including outlet replacement, erosion protection, connections and / or reconnections.

Table 6: Summary of Existing Inline Culvert Status

Section	Culvert Type	Station Range	Status
Western Branch (Closed)	Surface	Sta. W0+160 to W0+183	Private
Southern Branch (Swale)	Surface	Sta. S0+429 to S0+452	Private
Eastern Branch (Open)	Channel	Sta. -E0+061 to -E0+051	Private
Eastern Branch (Swale)	Surface	Sta. ES0+174 to ES0+195	Private

10.3 Maintenance Costs

The Waite Municipal Drain shall be maintained by COKL at the expense of the upstream lands and roads, as determined by the Drainage Superintendent in accordance with Section 74 of the Act.

Costs shall be distributed among the upstream property owners using the **Maintenance Assessment Schedule(s)** found in Appendix D and in the same relative portions until such a time as they are varied in accordance with the Act.

The City of Kawartha Lakes (COKL) shall be entirely responsible for the cost of the maintenance of the drain located within the following right-of-ways:

- Rail Trail (Lot 10, Con 6)
- Cameron Road

- Chambers Road

The Ministry of Transportation (MTO) shall be entirely responsible for the cost of the maintenance of the drain located within the following right-of-way:

- Highway No. 35.

All work on the above noted right-of-ways shall form part of the costs, including catchbasins and road crossings.

10.4 Future Connections

Connections by the property owners or their contractors not approved by the COKL may be removed at the expense of the owner of the land upon which the connection was made.

If in the future, another Owner requests a subsurface connection or disconnection to the drain, a new report should be prepared under Section 65(3) for a subsequent connection to or Section 65(4) for a subsequent disconnection from the drainage system in accordance with the Drainage Act, R.S.O. 1990.

10.4.1 Open Drains

After construction, new private tile drains may be installed and outlet directly into the proposed drain, provided that each one is installed with a corrugated steel or dual-wall HDPE outlet pipe complete with a rodent grate, sufficient rip-rap erosion protection and is identified along the bank of the drain with a proper outlet marker or sign to the satisfaction of the Drainage Superintendent.

Any outlets not installed as described above and causing damage or erosion to the drain may be upgraded as described above or removed by the Drainage Superintendent at the expense of the owner responsible for the connection.

10.4.2 Closed Drains

All future connections must be made at a plugged inlet (knockout) provided in a precast concrete structure or an approved core drilled hole into the pipe (per the detail in the drawing set), with approved fittings and materials and / or in a manner acceptable to the Drainage Superintendent.

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Appendix A

Allowances

Appendix A

Allowances

1.0 General

In accordance with Section 8(1)(d) of the Act, this Appendix provides a breakdown of the allowances provided under Sections 29 to 33 of the Act (if applicable). These sections are:

- Section 29 – Right-of-Way
- Section 30 – Damages
- Section 31 – Existing Drains
- Section 32 – Insufficient Outlet
- Section 33 – Loss of Access

Allowances will be deducted from total assessments in accordance with Section 62(3) of the Act. The land and crop values used for these calculations were determined based on recent land sales and a general understanding of these values within this geographic area and are described in the following sections.

A summary of the allowances provided under each Section of the Act is included in this Appendix. Details regarding working space can be found in the Special Provisions.

2.0 Section 29 – Right-of-Way

Section 29 the Act states:

> *The engineer in the report shall estimate and allow in money to the owner of any land that it is necessary to use,*
>
> *(a) for the construction or improvement of a drainage works;*
> *(b) for the disposal of material removed from drainage works;*
> *(c) as a site for a pumping station to be used in connection with a drainage works; or*
> *(d) as a means of access to any such pumping station, if, in the opinion of the engineer, such right of way is sufficient for the purposes of the drainage works,*
>
> *the value of any such land or the damages, if any, thereto, and shall include such sums in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works R.S.O. 1990, s. 29.*

The right-of-way (R.O.W.) is a type of easement along the length of the drain; however, it is not typically registered on the property's title. The associated R.O.W. allowances are typically provided to the properties where a R.O.W. is required for a new open or closed drain. It may be used as access and working space for the Contractor during construction and also by the city for future maintenance work.

The average width of the working R.O.W. or working space allowance provided is typically 10 m to access and maintain the drain in the future. The landowner is also compensated for the area used by the drain itself, such as a new channel, since that area will no longer be usable. A R.O.W. allowance would not be provided for sections of the open drain that are not being realigned as those allowances would have been given under a previous report.

Right-Of-Way Value

A base land value of **$24,710** per hectare (i.e., **$10,000** per acre) for workable, agricultural land has been used to calculate the R.O.W. allowances provided in this report. The allowances provided for R.O.W. are varied based on a number of factors which are summarized in Table 1 below.

Open Drain

Western Branch & Eastern Branch

An **average 10 m** width R.O.W. has been provided along the open drain as a current and future working space for the length of the channel to allow for the deepening and widening of the open drain, topsoil stripping, and placement of spoil. A 1/3 value was used since the working space may still be used by the landowner.

Southern Branch

An allowance for the width of the surface swales (**Average width of 5 m**) has been given at full value as restrictions exist for landuse. The associated working space (**Average width of 10 m**) given at a 1/3 value since the area can still be used by the landowner. In combination with the closed allowance, the entire average R.O.W. for the closed and swale section is 20 m in width along this length.

Closed Drain

Western Branch & Eastern Branch

An **average 10 m** width R.O.W. has also been provided for the closed drain as a working space for the length of the drain to allow for the installation of the tile drain, topsoil stripping, soil placement, and travel along the drain.

Access Routes (AR)

An allowance of **$500** for a 6 m width R.O.W. has been provided to the applicable properties for access to the municipal drain both during construction and in the future as detailed in the Special Provisions and as shown on the drawings.

This value is based on the limited use of the R.O.W. during construction where a damage allowance is also paid for this area and during future drain maintenance, which is typically performed following the harvest of cash crops when damage allowances no longer apply.

Drain and Land Use Factors

The Drain Factor shown in Table 1 is varied based on the anticipated long-term effects to the land on which the drain is proposed to be located. For example, the drain factor has full value (a factor of 1.0) for the width of a channel or other feature, which would render that land unusable for any other purpose in the future. However, the drain factor is decreased to one third (a factor of 0.33) for the working areas on the basis that the land over these portions of the drain will still be useable by the landowners following construction.

The Land Use Factor shown in Table 1 is varied based on the land type that the proposed drain will be located on. For example, the reduction in this factor is on the basis that undeveloped land such as forest/bush (factor of 0.5) would be less valuable than developed agricultural land (factor of 1.0) or residential land (factor of 1.25-4.0).

The Net Factor shown in Table 1 is determined by multiplying the drain factor and land use factor together. The net factor is then multiplied by the base land value and the total R.O.W. area to calculate the Section 29 allowance.

Future Maintenance

No permanent buildings, structures, or plantings should be allowed within the ROW, to allow for the future maintenance of this drain.

Table 1: Section 29 - Right-of-Way Allowance Factors

Scenario No.	Drain Feature	Description	Drain Factor	Land Type	Land Use Factor	Net Factor	Allowance Width (m)	Allowance ($/ha)	Ex. Application
1	Ex. Open Drain	Channel Footprint	0.00	Agricultural /Rural & Residential	1.00	0.00	Average TOB Width	$0	Eastern & Western Branches
2	Ex. Open Drain	Working Space	0.33	Agricultural /Rural & Residential	1.00	0.33	10	$8,240	Eastern & Western Branches
3	New Open Swale	Swale Footprint	1.00	Agricultural /Rural & Residential	1.00	1.00	Average TOB Width (10 m typ.)	$24,710	Southern Branch
4	New Open Swale	Working Space	0.33	Agricultural /Rural & Residential	1.00	0.33	10	$8,240	Southern Branch
5	New Open Swale	Swale Footprint	1.00	Bush	0.5	0.50	Average TOB Width (10 m typ.)	$12,355	Southern Branch
6	New Open Swale	Working Space	0.33	Bush	0.5	0.17	10	$4,120	Southern Branch
7	Ex. Open Drain	Riparian Buffer	1.00	Agricultural /Rural & Residential	1.00	1.00	6 total (3 m on each side)	$24,710	Eastern & Western Branches
8	New Closed Drain	Working Space	0.33	Agricultural /Rural & Residential	1.00	0.33	10	$8,240	Eastern & Western Branches

Scenario No.	Drain Feature	Description	Drain Factor	Land Type	Land Use Factor	Net Factor	Allowance Width (m)	Allowance ($/ha)	Ex. Application
9	New Closed Drain	Working Space	0.33	Bush	0.5	0.17	10	$4,120	Eastern & Western Branches
10	All	Access Route	0.33	Agricultural /Rural & Residential	1.00	0.33	6	N/A	All MDs

Note: *Scenario No. 10 for Access Routes has a value of $500 per instance.*

3.0 Section 30 – Damages

Section 30 of the Act states:

> *"The engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, lands and crops occasioned by the disposal of material removed from a drainage works and shall include such sums in the estimates of the cost of construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s.30."*

A damage allowance may be generally defined as compensation given to properties affected by the construction of the drain, such as crop loss. It is typically used as a working space for the contractor during construction; however, it does not apply to future maintenance work on the drain. The width of the damage allowance given is typically 10 m to 20 m or larger due to increased activity within the area during the construction of the drain.

Damage Values

A base value of **$2,471** per hectare (**$1,000** per acre) for workable, agricultural land has been applied to the calculation of the damage allowances, as crop damage may be necessary during the construction of this drain. This value is intended to reflect the input costs from the current cropping season leading to construction. The following assumptions have been used regarding crop losses for the specified width of the working area:

- Complete crop loss in the year of construction.
- No loss in crop productivity thereafter due to topsoil stripping and replacement.

Minimum Value

A minimum damage allowance of **$200** was given to properties affected by minor construction activities on their properties; an example of this being the placement of a catchbasin on an upstream property line of the drain.

Open Drain

Western Branch & Eastern Branch

A **10 m average** width working corridor has been provided along the open drain as a working space for the length of the channel to allow for the deepening and widening of the open drain, topsoil stripping, and placement of spoil.

Southern Branch

A **10 m average** width working corridor has been provided along the swale as a working space for the length of the swale to allow for construction, including topsoil stripping, equipment access, and placement of excavated soil.

Closed Drain

Western Branch & Eastern Branch

A **20 m average** width working corridor has been provided for the closed drain as a working space for the length of the drain to allow for the installation of the tile drain, topsoil stripping, soil placement, and travel along the drain.

Access Routes (AR)

A **6 m average** width is provided for access routes, as detailed in the Special Provisions and as shown on the drawings. Damage given for access during construction only of **$200** were given to all properties where a construction access may be required to reach the drain from public property.

Restoration

Cropped agricultural areas shall be restored through topsoil stripping and the given damage allowances.

Non-agricultural lands are not typically provided a damage allowance but are restored to their previous condition or better.

Bush and forested areas shall be brushed and / or cleared and grubbed as required and detailed in the Special Provisions. These areas do not receive a damage allowance since the timber is left for the landowners' use.

Roadways and residential areas are typically restored to their previous condition or better as part of the work completed by the Contractor. Alternatively, these landowners may have the option to complete the work themselves with the associated costs given as a damage allowance in the report.

APPENDIX A - ALLOWANCES

BURNSIDE

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc.	Lot	Owner	Roll No.	Plan No.	Access Route	Right of Way (Sect.29)	Damages (Sect.30)	Totals
		Western Branch						
5	Pt.10	B. & K. Johnston	(010-214-02)		1A	$ 3,440	$ 410	$ 3,850
5	Pt.10	C. Malcolm	(010-213-00)		1B & 5	$ 1,740	$ 940	$ 2,680
6	Pt.10	J. Waite & A. Williamson	(010-368-00)		2 & 3	$ 5,010	$ 2,810	$ 7,820
6	Pt.11	Nanda Properties Inc.	(010-372-00)		4	$ -	$ -	$ -
		Total - Western Branch				**$ 10,190**	**$ 4,160**	**14,350**
		Southern Branch						
5	Pt.10	B. & K. Johnston	(010-214-02)		1A	$ 2,430	$ 200	$ 2,630
5	Pt.10	C. Malcolm	(010-213-00)		1B	$ 2,990	$ 200	$ 3,190
5	Pt.9	F. & A. Hack	(010-325-01)	14	N/A	$ 1,030	$ 200	$ 1,230
5	Pt.9	A. & K. Welch	(010-325-02)	15	N/A	$ 1,500	$ 200	$ 1,700
5	Pt.9	T. & D. McConnell	(010-209-04)	12	N/A	$ 960	$ 200	$ 1,160
5	Pt.9	D. MacDonald and L. King	(010-209-05)	13	N/A	$ 960	$ 200	$ 1,160
		Total - Southern Branch				**$ 9,870**	**$ 1,200**	**11,070**
		Eastern Branch						
6	Pt.9 & Pt.10	G. Stewart	(010-365-00)		6	$ 2,910	$ 720	$ 3,630
6	Pt.10	B. Clive	(010-369-00)		7	$ 5,300	$ 2,780	$ 8,080
6	Pt.10	D. Gardner	(010-369-01)		N/A	$ 900	$ 440	$ 1,340
6	Pt.10	J. Waite & A. Williamson	(010-368-00)		8	$ 500	$ 500	$ 1,000
		Total - Eastern Branch				**$ 9,610**	**$ 4,440**	**14,050**
TOTAL ALLOWANCES						**$ 29,670**	**$ 9,800**	**$ 39,470**

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Appendix B

Project Cost Estimate

Appendix B - Project Cost Estimate

The estimate of the cost of all labour, equipment and material required to construct this project is as follows:

Note: Refer to the Special Provisions (in Appendix F) for additional details of work.

Item	Description	Approx. Quantity		Cost Estimate
E.	***EASTERN BRANCH***			
Work on Private Property				
E00	Mobilization.		LS	$ 2,400
E0	a) **Hand or hydroseeding** (Ap. 3 m width) grassed buffer on both sides of channel (6 m total width) with approved seed mix and matrix, including nurse crop of annual rye grass. *(Sta. -E0+108 to -E0+064)*		LS	$ 940
	b) **Hydroseeding** side and bank of channel (Ap. 3 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. -E0+108 to -E0+064)*		LS	$ 550
	c) **Hydroseeding** grassed swale (Ap. 7 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. ES0+020 to ES0+167)*		LS	$ 3,710
E1	a) Supply and install one (1) bio-filter sediment control structure (see accompanying details). *(Sta. -E0+108 to Sta. -E0+100)*	1	ea.	$ 1,200
	b) Excavation of one (1) permanent sediment basin (5 m long, 600 mm bottom width, and 600 mm deep). *(Sta. -E0+100 to Sta. -E0+095)*	1	ea.	$ 600

E2	Deepening and widening of existing channel. *(Sta. -E0+095 to -E0+064)*	LS	$ 370
E3	a) Construction of grassed swale as specified. *(Sta. ES0+020 to ES0+035, Sta. ES0+067 to ES0+167)*	LS	$ 1,090
	b) Construction of one (1) pond outlet spillway c/w ap. 15 m^2 erosion protection. *(Sta. ES0+035)*	LS	$ 1,920
E4	a) Supply & Install **two (2)** lengths of 375 mm dia. solid bell & spigot HDPE dual-wall (320 kPa) outlet pipes c/w rodent grates. ***OR*** S & I **one (1)** length of 450 mm dia. solid bell & spigot HDPE dual-wall (320 kPa) outlet pipe c/w rodent grate. *(Sta. E0+000 to E0+006)*	LS	$ 1,110
	b) Supply and install **two (2)** runs of 375 mm dia. solid PDT. ***OR*** S & I **one (1)** run of 450 mm dia. HDPE (dual-wall) pipe. *(Sta. E0+006 to E0+143)*	LS	$ 41,100
E5	a) Supply and install 525 mm dia. HDPE dual-wall (320 kPa) pipe. *(Sta. E0+182 to E0+231)*	LS	$ 16,170
	b) Supply and install one (1) 900 mm x 1,200 mm inline concrete CB c/w directional berm. *(Sta. E0+231)*	LS	$ 5,400
E6	**a) Provisional Item:** Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. -E0+100 to -E0+064, Sta. E0+002 to E0+143, Sta. E0+182 to E0+231) & (ES0+067 TO ES0+167)*	LS	$ 1,080
	b) Provisional Item: Hard bedrock removal. Based on ap. 0.5 m^3/m. *(Sta. -E0+100 to -E0+064, Sta. E0+002 to E0+143, Sta. E0+182 to E0+231) & (ES0+067 TO ES0+167)*	LS	$ 27,360

Total Estimated Cost of Construction
Private Property **$ 105,000**

Work on City of Kawartha Lakes (Rail Trail) R.O.W.

E7	a) Sediment cleanout of existing culvert. *(Sta. -E0+061 to -E0+051)*		LS	$ 2,400
	b) Excavation of two (2) permanent sediment basin (5 m long, 600 mm bottom width, and 600 mm deep). *(Sta. -E0+066 to -E0+061, Sta. -E0+051 to -E0+046)*	2	ea.	$ 1,200
	c) Supply & install of approx. **40 m²** total OPSS R-50 quarry stone rip-rap erosion protection c/w geotextile underlay. Supply & install of approx. **20 m²** total rounded riverstone erosion protection. *(Sta. -E0+061 and Sta. -E0+051)*		LS	$ 5,760
E8	a) Deepening and widening of existing channel. *(Sta. -E0+046 to -E0+010)*		LS	$ 430
	b) Construction of a stilling basin, including river stone and quarry stone rip-rap erosion protection c/w geotextile underlay as per the accompanying details. *(Sta. -E0+010 to E0+000)*	1	ea.	$ 7,800
	c) Supply and install grassed swale construction as specified. *(Sta. ES0+000 to ES0+020)*		LS	$ 190
	d) Supply and install one (1) bio-filter sediment control structure (see accompanying details). *(Sta. ES0+000 to ES0+010)*	1	ea.	$ 1,200
E9	a) **Hand or hydroseeding** (Ap. 3 m width) grassed buffer on both sides of channel (6 m total width) with approved seed mix and matrix, including nurse crop of annual rye grass. *(Sta. -E0+064 to E0+000)*		LS	$ 1,370
	b) **Hydroseeding** side and bank of channel (Ap. 3 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. -E0+064 to E0+000)*		LS	$ 670
	c) **Hydroseeding** grassed swale (Ap. 7 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. ES0+000 to ES0+020)*		LS	$ 500

	d) Provisional Item: Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. -E0+064 to E0+002) & (Sta. ES0+000 TO ES0+020)*	LS	$ 360
	e) Provisional Item: Hard bedrock removal. Based on ap. 0.5 m^3/m. *(Sta. -E0+064 to E0+002) & (Sta. ES0+000 TO ES0+020)*	LS	$ 6,960
	Total Estimated Cost of Construction **City of Kawartha Lakes (Rail Trail) R.O.W.**		**$ 28,840**
	Work on Highway 35 R.O.W.		
E10	a) Supply and install one (1) 900 mm x 1,200 mm inline concrete CB. *(Sta. E0+143)*	LS	$ 4,800
	b) Supply and install one (1) 600 mm x 600 mm offset concrete DICB c/w directional berm and 6 m of 250 mm dia. HDPE dual-wall (320 kPa pipe). *(Sta. E0+143)*	LS	$ 4,700
	c) Supply and install 600 mm dia. O.D. SWWSP (6.35 mm min. thickness) by the boring (Micro-Tunnelling) method. *(Sta. E0+143 to E0+182)*	LS	$ 187,200
	d) Supply and install one (1) 900 mm x 1,200 mm inline concrete CB. *(Sta. E0+182)*	LS	$ 5,400
	e) Supply and install grassed swale construction as specified. *(Sta. ES0+167 to ES0+174)*	LS	$ 60
	f) Erosion protection of existing surface culvert (**ap. 20 m2 total**). *(Sta. ES0+174 & ES0+194)*	LS	$ 1,920
	g) **Hydroseeding** grassed swale (Ap. 7 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. ES0+167 to ES0+174)*	LS	$ 180
	h) Provisional Item: Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. E0+143 to E0+182) & (Sta. ES0+167 TO ES0+195)*	LS	$ 240

	i) Provisional Item: Hard bedrock removal. Based on ap. 0.5 m^3/m. *(Sta. E0+143 to E0+182) & (Sta. ES0+167 TO ES0+195)*	LS	$ 4,800
Total Estimated Cost of Construction Highway 35 R.O.W.			**$ 209,300**
Total Estimated Cost of Construction Eastern Branch			***$ 343,140***

W. WESTERN BRANCH

Work on Private Property

W00	Mobilization.		LS	$ 2,400
W0	a) **Hand or hydroseeding** (Ap. 3 m width) grassed buffer on both sides of channel (6 m total width) with approved seed mix and matrix, including nurse crop of annual rye grass. *(Sta. -W0+139 to W0+000)*		LS	$ 2,310
	b) **Hydroseeding** side and bank of channel (Ap. 3 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. -W0+139 to W0+000)*		LS	$ 1,380
W1	a) Supply and install one (1) bio-filter sediment control structure (see accompanying details). *(Sta. -W0+110 to Sta. -W0+102)*	1	ea.	$ 1,200
	b) Excavation of one (1) permanent sediment basin (5 m long, 600 mm bottom width, and 600 mm deep). *(Sta. -W0+102 to -W0+097)*	1	ea.	$ 600
	c) Deepening and widening of existing channel. *(Sta. -W0+102 to -W0+010)*	LS		$ 1,400
	d) Construction of a stilling basin, including river stone and quarry stone rip-rap erosion protection c/w geotextile underlay as per the accompanying details. *(Sta. -W0+010 to W0+000)*	1	ea.	$ 7,800

W2	a) Supply & Install **two (2)** lengths of 375 mm dia. solid bell & spigot HDPE dual-wall (320 kPa) outlet pipes c/w rodent grates. ***OR*** S & I **one (1)** length of 525 mm dia. solid bell & spigot HDPE dual-wall (320 kPa) outlet pipe c/w rodent grate. *(Sta. W0+000 to W0+006)*	LS	$ 1,110
	b) Supply and install one (1) 900 mm x 1,200 mm inline concrete DICB c/w directional berm. *(Sta. W0+010)*	LS	$ 5,400
	c) Supply and install **two (2)** runs of 375 mm dia. solid PDT. ***OR*** S & I **one (1)** run of 450 mm dia. HDPE (dual-wall) pipe. *(Sta. W0+010 to W0+160)*	LS	$ 46,200
	d) Supply and install **one (1)** run of 375 mm dia. solid PDT. ***OR*** S & I **one (1)** run of 300 mm dia. HDPE (dual-wall) pipe. *(Sta. W0+227 to W0+670)*	LS	$ 106,320
W3	**a) Provisional Item:** Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. -W0+107 to W0+670)*	LS	$ 3,480
	b) Provisional Item: Hard bedrock removal. Based on ap. 0.5 m^3/m. *(Sta. -W0+107 to W0+160, Sta. W0+227 to W0+670)*	LS	$ 85,440

Total Estimated Cost of Construction
Private Property **$ 265,040**

Work on Cameron Road Right-of-Way

W4	a) Supply and install one (1) 900 mm x 1,200 mm inline concrete DICB c/w directional berm. *(Sta. W0+160)*	LS	$ 5,400
	b) Supply and install 600 mm dia. O.D. SWWSP (6.35 mm thickness) by the boring (jack and bore) method. *(Sta. W0+160 to W0+183)*	LS	$ 27,600
	c) Supply and install one (1) 900 mm x 1,200 mm inline concrete CB. *(Sta. W0+183)*	LS	$ 4,800

d) Supply and install **two (2)** runs of 375 mm dia. solid PDT. ***OR*** S & I **one (1)** run of 450 mm dia. HDPE (dual-wall) pipe. *(Sta. W0+183 to W0+227)*	LS	$ 13,200
e) Supply and install one (1) 900 mm x 1,200 mm inline concrete CB c/w directional berm. *(Sta. W0+227)*	LS	$ 5,400
f) Provisional Item: Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. W0+183 to W0+227)*	LS	$ 240
g) Provisional Item: Hard bedrock removal. Based on ap. 0.5 m^3/m. *(Sta. W0+183 to W0+227)*	LS	$ 5,280
Total Estimated Cost of Construction Cameron Road R.O.W.		**$ 61,920**

Work on Chambers Road Right-of-Way

W5	a) Supply and install one (1) 900 mm x 1,200 mm inline concrete DICB c/w directional berm. *(Sta. W0+670)*	LS	$ 5,400
	b) Provisional Item: Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. W0+183 to W0+227)*	LS	$ 120
	c) Provisional Item: Hard bedrock removal. Based on ap. 0.5 m^3/m. *(Sta. W0+183 to W0+227)*	LS	$ 240
	Total Estimated Cost of Construction Chambers Road R.O.W.		**$ 5,760**
	Total Estimated Cost of Construction Western Branch		***$ 332,720***

S. *SOUTHERN BRANCH*

Work on Private Property

S00	Mobilization.		LS	$ 1,200
S0	a) **Hydroseeding** grassed swale (Ap. 7 m width) with approved seed mix and matrix, including nurse crop of annual rye grass. Also including **Hand or hydroseeding** of the remaining disturbed areas (not cropped) on replaced native topsoil. *(Sta. S0+000 to S0+239)*		LS	$ 6,050
S1	a) Supply and install one (1) bio-filter sediment control structure (see accompanying details). *(Sta. S0+000 to S0+008)*	1	ea.	$ 1,200
	b) Erosion protection at swale outlet (ap. 20 m^2 total). *(Sta. S0+000)*		LS	$ 1,920
	c) Supply and install grassed swale construction as specified. (Approximately 287 cu.m of excavation required) *(Sta. S0+000 to S0+425)*		LS	$ 2,270
S2	**a) Provisional Item:** Bedrock investigation. Based on excavating to cut depth at 25 m intervals along the propsed allignment prior to any construction. *(Sta. S0+000 to S0+239)*		LS	$ 1,200
	b) Provisional Item: Hard bedrock removal. Based on ap. 0.25 m^3/m. *(Sta. S0+000 to S0+239)*		LS	$ 14,400

Total Estimated Cost of Construction
Private Property **$ 28,240**

Total Estimated Cost of Construction
Southern Branch ***$ 28,240***

C. CONTINGENCIES

C1	Tile connections and existing tile reconnections to the drain (as approved by the Engineer).			
	a) 100 mm dia. pipe – Reconnection	5	ea.	$ 750
	b) 100 mm dia. pipe – Reconnection	5	ea.	$ 600
	c) 100 mm dia. pipe – Connection	5	ea.	$ 900
	d) 150 mm dia. pipe – Connection	5	ea.	$ 750
C2	Install drain on specified depth of 19 mm dia. crushed clear stone bedding in areas of soil instability, as directed by the Engineer. This cost represents the additional unit price for installation by excavator and will be paid in addition to the cost of installation specified by wheel trencher.			
	a) 150 mm depth	200	m	$ 13,200
C3	Supply & install a 450 mm thickness of OPSS R50 quarry stone riprap with geotextile underlay	80	m2	$ 7,680
C4	19 mm (3/4") clear crushed stone delivered on-site	90	tonne	$ 2,160
C5	OPSS Granular 'B' material delivered on-site	90	tonne	$ 2,160
C6	Supply and install a 600 mm thickness of rounded riverstone erosion protection.	50	m2	$ 3,300
C7	Supply and install 150 mm thickness of imported, screened topsoil.	200	m2	$ 2,400
C8	Supply & install new outlet pipes for existing tile drainage systems, outletting into the drain (as approved by the Engineer) c/w erosion protection.			
	a) 100 mm dia. HDPE outlet pipe	4	ea.	$ 1,080
	b) 150 mm dia. HDPE outlet pipe	4	ea.	$ 1,200
	b) 200 mm dia. HDPE outlet pipe	4	ea.	$ 1,440
C9	Weathered Bedrock (Loose) breaking and removal from trench. Based on ap. 0.5 m^3/m.	250	m3	$ 15,000

Total Estimated Cost of Construction Contingencies **$ 52,620**

Total Estimated Cost of Construction - Waite Municipal Drain **$ 756,720**

SUMMARY OF COSTS

Total Estimated Cost of Construction		**$ 756,720**
Allowances to Owners (Sections 29 & 30)		**$ 39,470**
On-Site Meeting	***$ 7,500***	
Initial Investigation, Preliminay Drawing Preparation, and Attendance at On-Site Meeting.		
Preparation of Report	***$ 110,000***	
Field Survey, Preparation of Preliminary Design and Drawing Set. Information Meetings, Drawing Set, and System Design. Report Preparation including Allowances, Cost Estimates, Construction and Maintenance Assessment Schedules.		
MTO Direct Report Costs (Includes Geotechnical Report)	***$ 155,000***	
Report Consideration and Procedure	***$ 3,500***	
Preparation of Report Copies for Distribution. Preparation and Attendance at the Consideration of the Report.		
Tendering	***$ 5,000***	
Preparation and Distribution of ElectronicTender. Attendance at Tender opening and preparation of letter of recommendation for Council.		
Contract Administration	***$ 90,000***	
Pre-construction meeting. Site Reviews During Construction (25 days con. const. incl.). Preparation and issue of 4 PCs (Initial, prog., and final). MTO Geotechnical Monitoring		
Total Estimated Engineering		**$ 371,000**
Other Project Costs		**$ 2,000**
Agency Review, Geotechnical Investigation and Report		
Administration and Financing		**$ 130,810**
Net HST (Construction and Engineering) and Interest Charges		
Total Estimated Cost		**$ 1,300,000**

Note:
The above summary contains cost estimates only. It is emphasized that these estimates do NOT include costs to defend the Drainage Report and procedures if appeals are filed with the Court of Revision, Ontario Drainage Tribunal and/or the Ontario Drainage Referee. Unless otherwise directed, additional costs to defend the report are typically distributed in a pro rata fashion over the assessments contained in the Construction Assessment Schedule, excluding any Special Assessments. Also, in addition to the work included in the above estimate, should repairs, replacements, underpinning or other alterations be required for existing bridges, culverts, overflow culverts or any other structure necessary to conduct overflow water, or water in open channels under or across a road allowance, as affected by this drainage work, the work and cost thereof, including any necessary expenses incidental thereto, and if not determined otherwise, shall be the responsibility of and shall be assessed against the authority having control of such road or road allowance.

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Appendix C

Special Assessments

Appendix C — Special Assessments (Section 26)

Waite Municipal Drain

Pursuant to Section 26 of the Drainage Act the following Special Assessments are made:

1. Eastern Branch — Highway No. 35 (Ministry of Transportation) (Sta. E0+143 to E0+182)

The Special Assessment for this portion of the work is the increased cost to the proposed drain due to the presence and operation of the road/utility and is calculated as follows:

Construction Costs	-	Equivalent Drain	+	Engineering & Administration	=	Special Assessment
Consisting of Items:		Consisting of:		Consisting of:		
Pt. Items E9 – E10: -39m of 600mm dia. SWWSP installed by Micro-Tunnelling. -Part of 2 inline and 1 o/s CBs. -Erosion protection. -Pt. 143m of 450 mm HDPE pipe. -Pt. Bedrock investigation and removal.		-26m of 600mm dia. CDT -141 m of channel deepening and widening.		-Additional engineering for report. -Construction layout and inspection. -Geotechnical foundation report and construction monitoring.		
$ 227,540	-	$ 4,370	+	$ 200,000	=	$ 423,170

Whether or not the Ministry of Transportation elects to do work on their property (**Highway No. 35**), they shall be assessed the actual cost of the work incurred (**estimated as $ 227,540**), minus the actual cost of an equivalent drain (**estimated as $ 4,370**), plus engineering/administration (**estimated as $ 200,000**) as a Special Assessment.

2. Eastern Branch — Rail Trail (City of Kawartha Lakes) (Sta. -E0+064 to E0+002)

The Special Assessment for this portion of the work is the increased cost to the proposed drain due to the presence and operation of the road/utility and is calculated as follows:

Construction Costs	-	Equivalent Drain	+	Engineering & Administration	=	Special Assessment
Consisting of Items:		Consisting of:		Consisting of:		
Pt. Items E6 – E8: -Sediment cleanout of ex. Culvert. -Permanent sediment basins. -Erosion protection. -Deepening and widening of existing channel. -Part of permanent stilling basin. -Grassed swale construction.		-62 m of channel deepening and widening.		Construction layout and inspection.		
$ 24,940	-	$ 620	+	$ 2,500	=	$ 26,820

Whether or not the City of Kawartha Lakes elects to do work on their property (**Rail Trail**), they shall be assessed the actual cost of the work incurred (**estimated as $ 24,940**), minus the actual cost of an equivalent drain (**estimated as $ 620**), plus engineering/administration (**estimated as $ 2,500**) as a Special Assessment.

3. Western Branch — Cameron Road (City of Kawartha Lakes) (Sta. W0+160 to W0+227)

The Special Assessment for this portion of the work is the increased cost to the proposed drain due to the presence and operation of the road/utility and is calculated as follows:

Construction Costs	-	Equivalent Drain	+	Engineering & Administration	=	Special Assessment
Consisting of Items:		Consisting of:		Consisting of:		
Pt. Item W3: -23m of 600mm dia. SWWSP. -Pts. of inline DICB, CB, and D.Berms. -44m of 450mm HDPE pipe.		-23 m of 2 lengths of 375mm dia. PDT.		-Construction layout and inspection.		
$ 51,000	-	$ 3,450	+	$ 5,000	=	$ 52,550

Whether or not the City of Kawartha Lakes elects to do work on their property (**Cameron Road**), they shall be assessed the actual cost of the work incurred (**estimated as $ 51,000**), minus the actual cost of an equivalent drain (**estimated as $ 3,450**), plus engineering/administration (**estimated as $ 5,000)** as a Special Assessment.

4. Western Branch — Chambers Road (City of Kawartha Lakes) (Sta. W0+670)

The Special Assessment for this portion of the work is the increased cost to the proposed drain due to the presence and operation of the road/utility and is calculated as follows:

Construction Costs	-	Equivalent Drain	+	Engineering & Administration	=	Special Assessment
Consisting of Items:		Consisting of:		Consisting of:		
Item W4: -Pt. Inline DICB and D.Berm.				-Additional engineering for report. -Construction layout and inspection.		
$ 2,700	-	$ 0	+	$ 7,500	=	$ 10,200

Whether or not the City of Kawartha Lakes elects to do work on their property (**Chambers Road**), they shall be assessed the actual cost of the work incurred (**estimated as $ 2,700**), minus the actual cost of an equivalent drain (**estimated as $ 0**), plus engineering/administration (**estimated as $ 7,500**) as a Special Assessment.

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Appendix D

Schedules of Assessment

(Western Branch) — For Construction	D1A
(Southern Branch) — For Construction	D1B
(Eastern Branch) — For Construction	D1C
NET ASSESSMENT — For Construction	D1D
(Western Branch) — For Maintenance	D2A
(Southern Branch) — For Maintenance	D2B
(Eastern Branch) – For Maintenance	D2C

Appendix D

Schedules of Assessment for Construction & Maintenance

1.0 General

In accordance with Section 8(1)(c) of the Drainage Act, R.S.O. 1990, these Appendices show the distribution of the total estimated cost over the lands and roads involved and are in accordance with the following sections of the Act:

- Section 21 – Engineer to distinguish assessments.
- Section 22 – Assessment for benefit.
- Section 23 – Assessment for outlet.
- Section 24 – Special benefit.
- Section 26 – Special assessment.

More information on assessment and the Drainage Act can be found on the OMAFRA drainage website. Several relevant OMAFRA Factsheets and the AgMaps geographic information portal are also available (http://www.omafra.gov.on.ca/english/landuse/drainage.htm).

2.0 Section 21 – Engineer to distinguish assessments

Section 21 of the Act states:

> *"The engineer in the report shall assess for benefit, outlet liability and injuring liability, and shall insert in an assessment schedule, in separate columns, the sums assessed for each opposite each parcel of land and road liable therefor. R.S.O. 1990, c. D.17, s. 21."*

3.0 Sections 22 and 23 – Assessment for Benefit

"**Benefit**" is defined in Section 1 of the Act as:

> *"the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or subsurface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures"*

"**Assessment for benefit**" - Section 22 of the Act states:

> *"Lands, roads, buildings, utilities or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance or repair of a drainage works may be assessed for benefit. R.S.O. 1990, c. D.17, s.22"*

4.0 Section 23 – Assessment for Outlet

"**Outlet liability**" is defined in Section 1 of the Act as:

> "*the part of the cost of the construction, improvement or maintenance of a drainage works that is required to provide such outlet or improved outlet*"

Section 23 of the Act is made up of four subsections.

"***Outlet liability, lands assessed for***" - Section 23(1) states:

> *"Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse, may be assessed for outlet liability."*

"***Injuring liability, lands assessed for***" - Section 23(2) states:

> *"If, from any land or road, water is artificially caused by any means to flow upon and injure any other land or road, the land or road from which the water is caused to flow may be assessed for injuring liability with respect to a drainage works to relieve the injury so caused to such other land or road."*

"***Basis of assessment***" - Section 23(3) states:

> *"The assessment for outlet liability and injuring liability provided for in subsections (1) and (2) shall be based upon the volume and rate of flow of the water artificially caused to flow upon the injured land or road or into the drainage works from the lands and roads liable for such assessments."*

"***Certain owners not to count for or against petition***" - Section 23(4) states:

> *"The owners of the lands and roads made liable to assessment only under subsection (1) or (2) shall neither count for nor against the petition required by section 4 unless within the area therein described. R.S.O. 1990, c. D.17, s.23."*

5.0 Section 24 – Special Benefit

"**Special benefit**" is defined in Section 1 of the Act as:

> *"any additional work or feature included in the construction, repair or improvement of a drainage works that has no effect on the functioning of the drainage works"*

"***Assessment for special benefit***" - Section 24 states:

> *"The engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. R.S.O. 1990, c. D.17, s. 24."*

A description and breakdown of the Section 24 - Special Benefit Assessments is shown in Appendix C (If applicable), and included in Appendix D.

6.0 Section 26 – Special Assessment

"Increased cost, how borne" - Section 26 states:

> *"In addition to all other sums lawfully assessed against the property of a public utility or road authority under this Act, and despite the fact that the public utility or road authority is not otherwise assessable under this Act, the public utility or road authority shall be assessed for and shall pay all the increase of cost of such drainage works caused by the existence of the works of the public utility or road authority. R.S.O. 1990, c. D.17, s. 26"*

A description and breakdown of the Section 26 - Special Assessments is shown in Appendix C (If applicable), and included in Appendix D.

7.0 Assessments

The assessments have been calculated using the Modified Todgham Method to distribute the project costs throughout the watershed in a fair and equitable manner. **Detailed calculations of these assessments are available to affected landowners upon request.**

Throughout the course of the drain, specific costs were assigned to various landowners. Parts of the costs of items such as catchbasins, berms, etc., were assessed to the lands directly upstream and downstream of the item as a specific cost and/or the entire upstream watershed. The engineering and administration costs have been assessed out over the entire drain.

Affected private lands used for agricultural purposes may be eligible for grant under the Agricultural Drainage Infrastructure Program (ADIP) which is administered through the Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA). Confirmation of eligibility for individual properties will be completed by OMAFRA following the grant application made by the Municipality on behalf of the affected landowners.

8.0 Schedules of Assessment for Maintenance

In accordance with Section 38 of the Drainage Act, assessment schedules for future maintenance of the proposed drain have been included as the basis on how to divide such costs. Affected lands located upstream of the maintenance shall be determined by the Drainage Superintendent and assessed according to this schedule.

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APPENDIX D1A - ASSESSMENTS for CONSTRUCTION
WESTERN BRANCH

FINAL REPORT

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Benefit Assess't (S.22)	Outlet Assess't (S.23)	Special Benefit (Sect.24)	Special Assess't (S.26)	Totals	Less 1/3 Grant	Less Allowances	Net Assessment
			Lands											
6	Pt.11	*	R. & J. Peel	(010-371-01)		0.18	$ -	$ 3,040	$ -	$ -	$ 3,040	$ -	$ -	$ 3,040
6	Pt.11	F	Nanda Properties Inc.	(010-372-00)		5.21	$ -	$ 44,050	$ -	$ -	$ 44,050	$ 14,683	$ -	$ 29,367
5	Pt.10	*	B. & K. Johnston	(010-214-02)		2.19	$ 10,820	$ 280	$ -	$ -	$ 11,100	$ -	$ 3,850	$ 7,250
5	Pt.10	*	C. Malcolm	(010-213-00)		5.62	$ 24,740	$ 5,350	$ -	$ -	$ 30,090	$ -	$ 2,680	$ 27,410
6	Pt.10	F	J. Waite & A. Williamson	(010-368-00)		14.89	$ 126,950	$ 53,990	$ -	$ -	$ 180,940	$ 60,313	$ 7,820	$ 112,807
5	Pt.9	F	2324784 Ontario Inc.	(010-210-02)		1.65	$ -	$ 640	$ -	$ -	$ 640	$ 213	$ -	$ 427
5	Pt.9	*	W. & F. Moore	(010-325-84)	17	0.27	$ -	$ 210	$ -	$ -	$ 210	$ -	$ -	$ 210
5	Pt.9	*	J. & P. Cadden	(010-325-03)	16	0.78	$ -	$ 610	$ -	$ -	$ 610	$ -	$ -	$ 610
5	Pt.9	*	A. & K. Welch	(010-325-02)	15	0.88	$ -	$ 690	$ -	$ -	$ 690	$ -	$ -	$ 690
5	Pt.9	*	F. & A. Hack	(010-325-01)	14	0.76	$ -	$ 590	$ -	$ -	$ 590	$ -	$ -	$ 590
5	Pt.9	*	D. MacDonald and L. King	(010-209-05)	13	0.22	$ -	$ 170	$ -	$ -	$ 170	$ -	$ -	$ 170
5	Pt.9	*	T. & D. McConnell	(010-209-04)	12	0.22	$ -	$ 170	$ -	$ -	$ 170	$ -	$ -	$ 170
5	Pt.9	*	R. & M. Watson	(010-209-03)	11	0.21	$ -	$ 160	$ -	$ -	$ 160	$ -	$ -	$ 160
5	Pt.9	*	K. McQuade & C. Carter	(010-209-02)	10	0.21	$ -	$ 160	$ -	$ -	$ 160	$ -	$ -	$ 160
5	Pt.9	*	M. Kelso	(010-209-01)	9	0.20	$ -	$ 160	$ -	$ -	$ 160	$ -	$ -	$ 160
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	1.40	$ -	$ 1,200	$ -	$ -	$ 1,200	$ -	$ -	$ 1,200
6	Pt.9	*	E. Conner	(010-361-00)	8	0.13	$ -	$ 100	$ -	$ -	$ 100	$ -	$ -	$ 100
6	Pt.9	F	G. & M. Bryans	(010-363-00)		0.27	$ -	$ 110	$ -	$ -	$ 110	$ 37	$ -	$ 73
				TOTAL ON LANDS		**35.29**	**$ 162,510**	**$ 111,680**	**$ -**	**$ -**	**$ 274,190**	**$ 75,247**	**$ 14,350**	**$ 184,593**
			Roads											
Cameron Road		*	City of Kawartha Lakes	ROAD		1.88	$ 51,080	$ 18,800	$ -	$ 52,550	$ 122,430	$ -	$ -	$ 122,430
Chambers Road		*	City of Kawartha Lakes	ROAD		0.94	$ 62,770	$ 30,380	$ -	$ 10,200	$ 103,350	$ -	$ -	$ 103,350
				TOTAL ON ROADS		**2.82**	**$ 113,850**	**$ 49,180**	**$ -**	**$ 62,750**	**$ 225,780**	**$ -**	**$ -**	**$ 225,780**
				ALL LANDS AND ROADS		**38.11**	**$ 276,360**	**$ 160,860**	**$ -**	**$ 62,750**	**$ 499,970**	**$ 75,247**	**$ 14,350**	**$ 410,373**

Notes:
(1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without (*), based on ADIP grant eligibility.
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BURNSIDE

APPENDIX D1B - ASSESSMENTS for CONSTRUCTION
SOUTHERN BRANCH

FINAL REPORT

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Benefit Assess't (S.22)	Outlet Assess't (S.23)	Special Benefit (S.24)	Special Assess't (S.26)	Totals	Less 1/3 Grant	Less Allowances	Net Assessment
			Lands											
5	Pt.10	*	B. & K. Johnston	(010-214-02)		0.86	$ 2,440	$ -	$ -	$ -	$ 2,440	$ -	$ 2,630	$ (190)
5	Pt.10	*	C. Malcolm	(010-213-00)		1.26	$ 3,580	$ 1,510	$ -	$ -	$ 5,090	$ -	$ 3,190	$ 1,900
5	Pt.9	F	2324784 Ontario Inc.	(010-210-02)		1.65	$ -	$ 3,380	$ -	$ -	$ 3,380	$ 1,127	$ -	$ 2,253
5	Pt.9	*	W. & F. Moore	(010-325-84)	17	0.27	$ -	$ 1,200	$ -	$ -	$ 1,200	$ -	$ -	$ 1,200
5	Pt.9	*	J. & P. Cadden	(010-325-03)	16	0.78	$ -	$ 3,440	$ -	$ -	$ 3,440	$ -	$ -	$ 3,440
5	Pt.9	*	A. & K. Welch	(010-325-02)	15	0.88	$ 1,190	$ 3,720	$ -	$ -	$ 4,910	$ -	$ 1,700	$ 3,210
5	Pt.9	*	F. & A. Hack	(010-325-01)	14	0.76	$ 760	$ 3,140	$ -	$ -	$ 3,900	$ -	$ 1,230	$ 2,670
5	Pt.9	*	D. MacDonald and L. King	(010-209-05)	13	0.22	$ 980	$ 970	$ -	$ -	$ 1,950	$ -	$ 1,160	$ 790
5	Pt.9	*	T. & D. McConnell	(010-209-04)	12	0.22	$ 980	$ 970	$ -	$ -	$ 1,950	$ -	$ 1,160	$ 790
5	Pt.9	*	R. & M. Watson	(010-209-03)	11	0.21	$ -	$ 970	$ -	$ -	$ 970	$ -	$ -	$ 970
5	Pt.9	*	K. McQuade & C. Carter	(010-209-02)	10	0.21	$ -	$ 970	$ -	$ -	$ 970	$ -	$ -	$ 970
5	Pt.9	*	M. Kelso	(010-209-01)	9	0.20	$ -	$ 930	$ -	$ -	$ 930	$ -	$ -	$ 930
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	1.40	$ 910	$ 7,250	$ -	$ -	$ 8,160	$ -	$ -	$ 8,160
6	Pt.9	*	E. Conner	(010-361-00)	8	0.13	$ -	$ 610	$ -	$ -	$ 610	$ -	$ -	$ 610
6	Pt.9	F	G. & M. Bryans	(010-363-00)		0.27	$ -	$ 640	$ -	$ -	$ 640	$ 213	$ -	$ 427
			TOTAL ON LANDS			**9.32**	**$ 10,840**	**$ 29,700**	**$ -**	**$ -**	**$ 40,540**	**$ 1,340**	**$ 11,070**	**$ 28,130**
			Roads											
Cameron Road		*	City of Kawartha Lakes	ROAD		0.60	$ 6,930	$ 5,500	$ -	$ -	$ 12,430	$ -	$ -	$ 12,430
			TOTAL ON ROADS			**0.60**	**$ 6,930**	**$ 5,500**	**$ -**	**$ -**	**$ 12,430**	**$ -**	**$ -**	**$ 12,430**
			ALL LANDS AND ROADS			**9.92**	**$ 17,770**	**$ 35,200**	**$ -**	**$ -**	**$ 52,970**	**$ 1,340**	**$ 11,070**	**$ 40,560**

Notes:
(1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without (*), based on ADIP grant eligibility.
(2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant, under ADIP policies as eligibility has not been confirmed as part of the preparation of this report.

BURNSIDE

APPENDIX D1C - ASSESSMENTS for CONSTRUCTION
EASTERN BRANCH

FINAL REPORT

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Benefit Assess't (S.22)	Outlet Assess't (S.23)	Special Benefit (S.24)	Special Assess't (S.24/26)	Totals	Less 1/3 Grant	Less Allowances	Net Assessment
			Lands											
6	Pt.10	F	J. Waite & A. Williamson	(010-368-00)		23.06	$ 11,520	$ 39,520	$ -	$ -	$ 51,040	$ 17,013	$ 1,000	$ 33,027
6	Pt.10	*	D. Gardner	(010-369-01)		5.23	$ 9,970	$ 6,630	$ -	$ -	$ 16,600	$ -	$ 1,340	$ 15,260
6	Pt.10	*	L. Cowen	(010-369-10)		0.24	$ -	$ 830	$ -	$ -	$ 830	$ -	$ -	$ 830
6	Pt.10	*	D. Wallace	(010-367-00)		0.79	$ -	$ 2,710	$ -	$ -	$ 2,710	$ -	$ -	$ 2,710
6	Pt.10	F	B. Clive	(010-369-00)		3.89	$ 19,060	$ 1,560	$ -	$ -	$ 20,620	$ 6,873	$ 8,080	$ 5,667
6	Pt.10	*	T. & K. Peck	(010-370-00)		0.10	$ -	$ 240	$ -	$ -	$ 240	$ -	$ -	$ 240
6	Pt.9 & Pt.10	*	G. Stewart	(010-365-00)		0.70	$ 2,670	$ -	$ -	$ -	$ 2,670	$ -	$ 3,630	$ (960)
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	1.81	$ -	$ 5,500	$ -	$ -	$ 5,500	$ -	$ -	$ 5,500
6	Pt.9	F	G. & M. Bryans	(010-363-00)		12.37	$ -	$ 21,210	$ -	$ -	$ 21,210	$ 7,070	$ -	$ 14,140
6	Pt.9	*	C. Parson & J. Eagan	(010-352-00)	1	0.64	$ -	$ 2,190	$ -	$ -	$ 2,190	$ -	$ -	$ 2,190
6	Pt.9	*	R. & B. Whyte	(010-353-00)	2	0.16	$ -	$ 550	$ -	$ -	$ 550	$ -	$ -	$ 550
6	Pt.9	*	I. & C. Young & S. Van Ek	(010-354-00)	3	0.07	$ -	$ 240	$ -	$ -	$ 240	$ -	$ -	$ 240
6	Pt.9	*	J. Cunha	(010-355-00)	4	0.18	$ -	$ 630	$ -	$ -	$ 630	$ -	$ -	$ 630
6	Pt.9	*	R. White & T. Thiele	(010-355-01)	5	0.18	$ -	$ 630	$ -	$ -	$ 630	$ -	$ -	$ 630
6	Pt.9	*	D. Fisher	(010-356-00)	6	0.26	$ -	$ 890	$ -	$ -	$ 890	$ -	$ -	$ 890
6	Pt.9	*	R. & D. Kimberley	(010-356-01)	7	0.17	$ -	$ 580	$ -	$ -	$ 580	$ -	$ -	$ 580
6	Pt.9	*	P. & J. McLean	(010-364-02)		0.35	$ -	$ 860	$ -	$ -	$ 860	$ -	$ -	$ 860
6	Pt.9 & Pt.10	*	City of Kawartha Lakes (Rail Trail)	(060-630-00)		0.55	$ 11,280	$ 390	$ -	$ 26,820	$ 38,490	$ -	$ -	$ 38,490
			TOTAL ON LANDS			**50.75**	**$ 54,500**	**$ 85,160**	**$ -**	**$ 26,820**	**$ 166,480**	**$ 30,957**	**$ 14,050**	**$ 121,473**
			Roads											
Highway 35		*	Ministry of Transportation	ROAD		1.48	$ 148,360	$ 9,050	$ -	$ 423,170	$ 580,580	$ -	$ -	$ 580,580
			TOTAL ON ROADS			**1.48**	**$ 148,360**	**$ 9,050**	**$ -**	**$ 423,170**	**$ 580,580**	**$ -**	**$ -**	**$ 580,580**
			ALL LANDS AND ROADS			**52.23**	**$ 202,860**	**$ 94,210**	**$ -**	**$ 449,990**	**$ 747,060**	**$ 30,957**	**$ 14,050**	**$ 702,053**

Notes:
(1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without (*), based on ADIP grant eligibility.
(2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant, under ADIP policies as eligibility has not been confirmed as part of the preparation of this report.

BURNSIDE

APPENDIX D1D - ASSESSMENTS for CONSTRUCTION
NET ASSESSMENT

FINAL REPORT

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Western Branch	Southern Branch	Eastern Branch	Totals	Less 1/3 Grant	Less Allowances	Net Assessment
			Lands										
6	Pt.11	*	R. & J. Peel	(010-371-01)		0.18	$ 3,040	$ -	$ -	$ 3,040	$ -	$ -	$ 3,040
6	Pt.11	F	Nanda Properties Inc.	(010-372-00)		5.21	$ 44,050	$ -	$ -	$ 44,050	$ 14,683	$ -	$ 29,367
5	Pt.10	*	B. & K. Johnston	(010-214-02)		2.19	$ 11,100	$ 2,440	$ -	$ 13,540	$ -	$ 6,480	$ 7,060
5	Pt.10	*	C. Malcolm	(010-213-00)		5.62	$ 30,090	$ 5,090	$ -	$ 35,180	$ -	$ 5,870	$ 29,310
6	Pt.10	F	J. Waite & A. Williamson	(010-368-00)		37.95	$ 180,940	$ -	$ 51,040	$ 231,980	$ 77,327	$ 8,820	$ 145,833
6	Pt.10	*	D. Gardner	(010-369-01)		5.23	$ -	$ -	$ 16,600	$ 16,600	$ -	$ 1,340	$ 15,260
6	Pt.10	*	L. Cowen	(010-369-10)		0.24	$ -	$ -	$ 830	$ 830	$ -	$ -	$ 830
6	Pt.10	*	D. Wallace	(010-367-00)		0.79	$ -	$ -	$ 2,710	$ 2,710	$ -	$ -	$ 2,710
6	Pt.10	F	B. Clive	(010-369-00)		3.89	$ -	$ -	$ 20,620	$ 20,620	$ 6,873	$ 8,080	$ 5,667
6	Pt.10	*	T. & K. Peck	(010-370-00)		0.10	$ -	$ -	$ 240	$ 240	$ -	$ -	$ 240
6	Pt.9 & Pt.10	*	G. Stewart	(010-365-00)		0.70	$ -	$ -	$ 2,670	$ 2,670	$ -	$ 3,630	$ (960)
5	Pt.9	F	2324784 Ontario Inc.	(010-210-02)		1.65	$ 640	$ 3,380	$ -	$ 4,020	$ 1,340	$ -	$ 2,680
5	Pt.9	*	W. & F. Moore	(010-325-84)	17	0.27	$ 210	$ 1,200	$ -	$ 1,410	$ -	$ -	$ 1,410
5	Pt.9	*	J. & P. Cadden	(010-325-03)	16	0.78	$ 610	$ 3,440	$ -	$ 4,050	$ -	$ -	$ 4,050
5	Pt.9	*	A. & K. Welch	(010-325-02)	15	0.88	$ 690	$ 4,910	$ -	$ 5,600	$ -	$ 1,700	$ 3,900
5	Pt.9	*	F. & A. Hack	(010-325-01)	14	0.76	$ 590	$ 3,900	$ -	$ 4,490	$ -	$ 1,230	$ 3,260
5	Pt.9	*	D. MacDonald and L. King	(010-209-05)	13	0.22	$ 170	$ 1,950	$ -	$ 2,120	$ -	$ 1,160	$ 960
5	Pt.9	*	T. & D. McConnell	(010-209-04)	12	0.22	$ 170	$ 1,950	$ -	$ 2,120	$ -	$ 1,160	$ 960
5	Pt.9	*	R. & M. Watson	(010-209-03)	11	0.21	$ 160	$ 970	$ -	$ 1,130	$ -	$ -	$ 1,130
5	Pt.9	*	K. McQuade & C. Carter	(010-209-02)	10	0.21	$ 160	$ 970	$ -	$ 1,130	$ -	$ -	$ 1,130
5	Pt.9	*	M. Kelso	(010-209-01)	9	0.20	$ 160	$ 930	$ -	$ 1,090	$ -	$ -	$ 1,090
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	3.21	$ 1,200	$ 8,160	$ 5,500	$ 14,860	$ -	$ -	$ 14,860

BURNSIDE

APPENDIX D1D - ASSESSMENTS for CONSTRUCTION
NET ASSESSMENT

FINAL REPORT

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Western Branch	Southern Branch	Eastern Branch	Totals	Less 1/3 Grant	Less Allowances	Net Assessment
6	Pt.9	F	G. & M. Bryans	(010-363-00)		12.64	$ 110	$ 640	$ 21,210	$ 21,960	$ 7,320	$ -	$ 14,640
6	Pt.9	*	E. Conner	(010-361-00)	8	0.13	$ 100	$ 610	$ -	$ 710	$ -	$ -	$ 710
6	Pt.9	*	C. Parson & J. Eagan	(010-352-00)	1	0.64	$ -	$ -	$ 2,190	$ 2,190	$ -	$ -	$ 2,190
6	Pt.9	*	R. & B. Whyte	(010-353-00)	2	0.16	$ -	$ -	$ 550	$ 550	$ -	$ -	$ 550
6	Pt.9	*	I. & C. Young & S. Van Ek	(010-354-00)	3	0.07	$ -	$ -	$ 240	$ 240	$ -	$ -	$ 240
6	Pt.9	*	J. Cunha	(010-355-00)	4	0.18	$ -	$ -	$ 630	$ 630	$ -	$ -	$ 630
6	Pt.9	*	R. White & T. Thiele	(010-355-01)	5	0.18	$ -	$ -	$ 630	$ 630	$ -	$ -	$ 630
6	Pt.9	*	D. Fisher	(010-356-00)	6	0.26	$ -	$ -	$ 890	$ 890	$ -	$ -	$ 890
6	Pt.9	*	R. & D. Kimberley	(010-356-01)	7	0.17	$ -	$ -	$ 580	$ 580	$ -	$ -	$ 580
6	Pt.9	*	P. & J. McLean	(010-364-02)		0.35	$ -	$ -	$ 860	$ 860	$ -	$ -	$ 860
6	Pt.9 & Pt.10	*	City of Kawartha Lakes (Rail Trail)	(060-630-00)		0.55	$ -	$ -	$ 38,490	$ 38,490	$ -	$ -	$ 38,490
			TOTAL ON LANDS			**86.04**	**$ 274,190**	**$ 40,540**	**$ 166,480**	**$ 481,210**	**$ 107,543**	**$ 39,470**	**$ 334,197**
			Roads										
Cameron Road		*	City of Kawartha Lakes	ROAD		1.88	$ 122,430	$ 12,430	$ -	$ 134,860			$ 134,860
Chambers Road		*	City of Kawartha Lakes	ROAD		0.94	$ 103,350	$ -	$ -	$ 103,350			$ 103,350
Highway 35		*	Ministry of Transportation	ROAD		1.48	$ -	$ -	$ 580,580	$ 580,580			$ 580,580
			TOTAL ON ROADS			**4.30**	**$ 225,780**	**$ 12,430**	**$ 580,580**	**$ 818,790**	**$ -**	**$ -**	**$ 818,790**
			ALL LANDS AND ROADS			**90.34**	**$ 499,970**	**$ 52,970**	**$ 747,060**	**$ 1,300,000**	**$ 107,543**	**$ 39,470**	**$ 1,152,987**

Notes:
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BURNSIDE

APPENDIX D2(A) - ASSESSMENTS for MAINTENANCE
WESTERN BRANCH
(Sta. -W0+138 to W0+670)

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Totals
			Lands					
6	Pt.11	*	R. & J. Peel	(010-371-01)		0.18	0.36	0.70%
6	Pt.11	F	Nanda Properties Inc.	(010-372-00)		5.21	5.21	10.17%
5	Pt.10	*	B. & K. Johnston	(010-214-02)		2.19	1.10	2.14%
5	Pt.10	*	C. Malcolm	(010-213-00)		5.62	5.62	10.97%
6	Pt.10	F	J. Waite & A. Williamson	(010-368-00)		14.89	14.89	29.07%
5	Pt.9	F	2324784 Ontario Inc.	(010-210-02)		1.65	1.65	3.22%
5	Pt.9	*	W. & F. Moore	(010-325-84)	17	0.27	0.54	1.05%
5	Pt.9	*	J. & P. Cadden	(010-325-03)	16	0.78	1.56	3.05%
5	Pt.9	*	A. & K. Welch	(010-325-02)	15	0.88	1.76	3.44%
5	Pt.9	*	F. & A. Hack	(010-325-01)	14	0.76	1.52	2.97%
5	Pt.9	*	D. MacDonald and L. King	(010-209-05)	13	0.22	0.44	0.86%
5	Pt.9	*	T. & D. McConnell	(010-209-04)	12	0.22	0.44	0.86%
5	Pt.9	*	R. & M. Watson	(010-209-03)	11	0.21	0.42	0.82%
5	Pt.9	*	K. McQuade & C. Carter	(010-209-02)	10	0.21	0.42	0.82%
5	Pt.9	*	M. Kelso	(010-209-01)	9	0.20	0.40	0.78%
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	1.40	3.08	6.01%
6	Pt.9	*	E. Conner	(010-361-00)	8	0.13	0.26	0.51%
6	Pt.9	F	G. & M. Bryans	(010-363-00)		0.27	0.27	0.54%
				TOTAL ON LANDS		**35.29**	**39.94**	**77.98%**
			Roads					
Cameron Road		*	City of Kawartha Lakes	ROAD		1.88	7.52	14.68%
Chambers Road		*	City of Kawartha Lakes	ROAD		0.94	3.76	7.34%
				TOTAL ON ROADS		**2.82**	**11.28**	**22.02%**
				ALL LANDS AND ROADS		**38.11**	**51.22**	**100.00%**

Notes:
(1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without (*), based on ADIP grant eligibility.
(2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant as eligibility has not been confirmed as part of the preparation of this report.

BURNSIDE

APPENDIX D2(B) - ASSESSMENTS for MAINTENANCE
SOUTHERN BRANCH
(Sta. S0+000 to S0+452)

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Totals
			Lands					
5	Pt.10	*	B. & K. Johnston	(010-214-02)		0.86	0.43	2.55%
5	Pt.10	*	C. Malcolm	(010-213-00)		1.26	1.26	7.48%
5	Pt.9	F	2324784 Ontario Inc.	(010-210-02)		1.65	1.65	9.79%
5	Pt.9	*	W. & F. Moore	(010-325-84)	17	0.27	0.54	3.20%
5	Pt.9	*	J. & P. Cadden	(010-325-03)	16	0.78	1.56	9.26%
5	Pt.9	*	A. & K. Welch	(010-325-02)	15	0.88	1.76	10.45%
5	Pt.9	*	F. & A. Hack	(010-325-01)	14	0.76	1.52	9.02%
5	Pt.9	*	D. MacDonald and L. King	(010-209-05)	13	0.22	0.44	2.61%
5	Pt.9	*	T. & D. McConnell	(010-209-04)	12	0.22	0.44	2.61%
5	Pt.9	*	R. & M. Watson	(010-209-03)	11	0.21	0.42	2.49%
5	Pt.9	*	K. McQuade & C. Carter	(010-209-02)	10	0.21	0.42	2.49%
5	Pt.9	*	M. Kelso	(010-209-01)	9	0.20	0.40	2.37%
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	1.40	3.08	18.28%
6	Pt.9	*	E. Conner	(010-361-00)	8	0.13	0.26	1.54%
6	Pt.9	F	G. & M. Bryans	(010-363-00)		0.27	0.27	1.62%
				TOTAL ON LANDS		**9.32**	**14.45**	**85.76%**
			Roads					
Cameron Road		*	City of Kawartha Lakes	ROAD		0.60	2.40	14.24%
				TOTAL ON ROADS		**0.60**	**2.40**	**14.24%**
				ALL LANDS AND ROADS		**9.92**	**16.85**	**100.00%**

Notes:

(1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without (*), based on ADIP grant eligibility.

(2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant as eligibility has not been confirmed as part of the preparation of this report.

BURNSIDE

APPENDIX D2(C) - ASSESSMENTS for MAINTENANCE
EASTERN BRANCH
(Sta. -E0+181 to E0+231) & (Sta. ES0+000 to ES0+167)

PROJECT: Waite Municipal Drain
DATE : February-24

MUNICIPALITY: Kawartha Lakes
PROJECT #: 300041611

Conc. or Plan	Lot or Part	Tax	Owner	Roll No.	Plan No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Totals
			Lands					
6	Pt.10	F	J. Waite & A. Williamson	(010-368-00)		23.06	23.06	36.15%
6	Pt.10	*	D. Gardner	(010-369-01)		5.23	5.23	8.20%
6	Pt.10	*	L. Cowen	(010-369-10)		0.24	0.48	0.75%
6	Pt.10	*	D. Wallace	(010-367-00)		0.79	1.58	2.48%
6	Pt.10	F	B. Clive	(010-369-00)		3.89	3.89	6.10%
6	Pt.10	*	T. & K. Peck	(010-370-00)		0.10	0.20	0.31%
6	Pt.9 & Pt.10	*	G. Stewart	(010-365-00)		0.70	0.70	1.10%
6	Pt.9	*	Board of Education Trillium Lakelands	(010-362-00)	18	1.81	3.21	5.03%
6	Pt.9	F	G. & M. Bryans	(010-363-00)		12.37	12.37	19.39%
6	Pt.9	*	C. Parson & J. Eagan	(010-352-00)	1	0.64	1.28	2.01%
6	Pt.9	*	R. & B. Whyte	(010-353-00)	2	0.16	0.32	0.50%
6	Pt.9	*	I. & C. Young & S. Van Ek	(010-354-00)	3	0.07	0.14	0.22%
6	Pt.9	*	J. Cunha	(010-355-00)	4	0.18	0.36	0.56%
6	Pt.9	*	R. White & T. Thiele	(010-355-01)	5	0.18	0.36	0.56%
6	Pt.9	*	D. Fisher	(010-356-00)	6	0.26	0.52	0.82%
6	Pt.9	*	R. & D. Kimberley	(010-356-01)	7	0.17	0.34	0.53%
6	Pt.9	*	P. & J. McLean	(010-364-02)		0.35	0.70	1.10%
6	Pt.9 & Pt.10	*	City of Kawartha Lakes (Rail Trail)	(060-630-00)		0.55	1.65	2.59%
				TOTAL ON LANDS		**50.75**	**56.39**	**88.40%**
			Roads					
Highway 35		*	Ministry of Transportation	ROAD		1.48	7.40	11.60%
				TOTAL ON ROADS		**1.48**	**7.40**	**11.60%**
				ALL LANDS AND ROADS		**52.23**	**63.79**	**100.00%**

Notes:
(1) At the time of preparation for this report, properties were grouped based on those with agricultural farm tax class (F) and those without (*), based on ADIP grant eligibility.
(2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant as eligibility has not been confirmed as part of the preparation of this report.

BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Appendix E

Standard Drain Specifications

General Drain Specifications E.2.1
Specifications for Open Drains E.2.2
Specifications for Closed Drains E.2.3
Specifications for Road Crossing (Open Cut Method) E.2.4
Specifications for Road Crossing (Jack and Bore Method) E.2.5

E.2.1 GENERAL DRAIN SPECIFICATIONS

E.2.1.1 SCOPE OF SPECIFICATIONS

This specification covers the general conditions governing the construction of a Municipal Drain under the most recent revision of The Drainage Act and amendments. All work shall be done in accordance with current and applicable Ontario Provincial Standard Specifications and Drawings (OPSS and OPSD).

E.2.1.2 BENCHMARKS

Benchmarks shall be set at intervals along the course of the work at locations shown on the accompanying plan and/or profile. The Contractor or landowner shall be held liable for the cost of re-establishing benchmarks destroyed. Attention is drawn to Section 13 of The Drainage Act.

E.2.1.3 STAKES/FLAGS/MARKERS

Stakes, flags or markers are typically set at intervals throughout the course of the work, at all fences and property lines. The Contractor or landowner shall be held liable for the cost of replacing any stakes removed or destroyed.

E.2.1.4 PROFILE

The drain is to be excavated or installed to regular gradient lines as shown on the profile(s). These gradients show the bottom of the finished drain (open or closed) and are governed entirely by the benchmarks. In the case of closed drains, the gradient is that of the invert of the tile. The profile(s) shows the approximate depth from the surface of the ground to the invert of the tile or ditch bottom at the point where the stations are set and from the average bottom of the open drain as taken at the time of survey. Open drains shall be brought to an even gradient in the bottom to prevent standing water. For closed drains, a variation of 25 mm (unless specified otherwise) from the gradient may be deemed sufficient reason for the work to be rejected and required to be rebuilt.

E.2.1.5 CLEARING

Clearing means the cutting of all standing trees, brush, bushes and other vegetation to a maximum height of 300 mm above original ground level as well as the removal of felled materials and windfalls. Trees measuring 150 mm or more in diameter shall be felled, delimbed, cut into lengths no longer than 4 m and stacked to the designated side of the working space. The work shall not damage or disturb the area outside the areas specified in the Contract Documents.

The work shall consist of clearing all areas of earth excavation, earth surfaces to be covered by embankments up to and including 1.2 m in height, and any other areas specified in the Contract Documents.

No trees, brush or bushes are to be left inside the slopes of the drain, whether they are located within the limits of the excavation or not. Brush cleared in accordance with the above shall be piled in a location and in a manner satisfactory to the Engineer for burning by the Owner. Unless otherwise specified or directed, these piles shall be a minimum of 100 m apart and shall contain only cleared material. All work shall be done in accordance with OPSS 201.

E.2.1.6 CLOSE CUT CLEARING

Close Cut Clearing means the cutting of all standing trees, stumps, brush, bushes and other vegetation at original ground level and the removal of felled materials and windfalls. Grubbing means the removal of all stumps, roots, embedded logs, debris and secondary growth. Trees measuring 150 mm or more in diameter shall be felled, delimbed, cut into lengths no longer than 4 m and stacked to the designated side of the working space. The work shall not damage or disturb the area outside the areas specified in the Contract Documents.

The work shall consist of close cut clearing all earth surfaces to be covered by embankments greater than 1.2 m in height, and any other areas specified in the Contract Documents.

No trees, stumps, brush or bushes are to be left inside the slopes of the drain whether they are located within the limits of the excavation or not. Brush cleared in accordance with the above shall be piled in a location and in a manner satisfactory to the Engineer for burning by the Owner. Unless otherwise specified or directed, these piles shall be a minimum of 100 m apart and shall contain only cleared material. All work shall be done in accordance with OPSS 201.

E.2.1.7 BRUSHING

Brushing means the grinding or chipping to ground level of vegetation in the working space under 150 mm in diameter by means of a hydraulic brushing attachment used with an excavator or approved equivalent. This includes grinding or chipping all standing trees, stumps, brush, bushes and other vegetation to original ground level.

Trees measuring 150 mm or more in diameter shall be felled, delimbed, cut into lengths no longer than 4 m and stacked to the designated side of the working space. The work shall not damage or disturb the area outside the areas specified in the Contract Documents. All work shall be done in accordance with OPSS 201.

E.2.1.8 GRUBBING

Grubbing means the removal of all stumps, roots, embedded logs, debris and secondary growth.

The work shall consist of grubbing all areas of earth excavation, earth surfaces to be covered by embankments up to and including 1.2 m in height and any other areas specified in the Contract Documents.

Grubbing is not required in swamps. Mechanical stump cutters are permitted, provided the entire root structure is removed. Depressions remaining after grubbing shall be backfilled with suitable earth material and compacted to avoid settlement. When clearing has been previously completed by others, all secondary growth, brush and debris shall be removed.

Piled boulders and surface boulders that are not specified in the Contract Documents for removal and lie within areas to be grubbed shall be removed. The work shall not damage or disturb the area outside the areas specified in the Contract Documents. All work shall be done in accordance with OPSS 201.

E.2.1.9 REMOVAL OF SURFACE BOULDERS & REMOVAL OF PILED BOULDERS

Piled Boulders means any cobbles, boulders or rock fragments that have been placed in fence rows or piles.

Rock means rock as defined in OPSS 206.

Surface Boulder means any boulder or rock fragment that measures 200 mm or greater in any one dimension, extends a minimum of 200 mm above original ground and can be removed without excavation.

The work shall consist of the removal of surface boulders and removal of piled boulders within the areas specified in the Contract Documents. Depressions remaining after removal shall be backfilled with suitable earth material and compacted to avoid settlement. The work shall not damage or disturb the area outside the areas specified in the Contract Documents. All work shall be done in accordance with OPSS 201.

E.2.1.10 FENCES

The Contractor will be permitted to remove fences to the extent necessary to allow the construction of the drain and to dispose of any excess material according to specifications. Any such fences shall be carefully handled so as to cause no unnecessary damage. Such fences shall be replaced by the Contractor in as good a condition as found. The Contractor shall supply all material necessary to properly reconstruct any fences. The Contractor shall not leave any fence open when he is not at work in the immediate area and shall replace the fence in a timely manner, all to the satisfaction of the Engineer.

E.2.1.11 STANDING CROPS AND LIVESTOCK

Should a property owner wish to harvest any crop along an access route or within the construction working space as set out in the Engineer's Report, then it shall be the responsibility of the property owner to do so prior to construction. Provisions for the loss of, or damage to, crops along the access route or in the construction area ("Working Space") have been made in the Report and such loss or damage shall not be the liability of the Contractor.

The Contractor shall contain construction operations to the working space and width specified. As long as the construction operations are contained within the specified working space, the Contractor shall not be responsible for damages to crops along the course of the drain.

It shall be the responsibility of the property owners to keep their livestock clear of the construction area upon receiving 24 hours advance notice by the Contractor. After receiving proper notice, the Owner of the property upon which a drain is being constructed shall be liable for any loss or damage to livestock, the drain, drain materials or the Contractor's equipment caused by their livestock.

E.2.1.12 NOTIFICATION OF AGENCIES

The Contractor shall notify the appropriate agency before performing any work affecting the land or property of the MTO, railway, telephone, pipeline or public utility or regulatory agency. The Contractor shall further agree to perform the work affecting such lands or property in accordance with the specifications and approval/permit of the applicable agency.

E.2.1.13 FINAL INSPECTIONS

After substantial completion of the work, but prior to demobilization and final removal of all equipment and materials from the site, the Contractor MUST arrange an on-site FINAL Inspection of the work with the engineer to ensure all aspects of the work have been satisfactorily completed and/or that arrangements have been made to expedite the completion of any outstanding "minor" items or deficiencies. All the work included in the contract, at the time of the Final Inspection, must have the full dimensions and cross-sections called for in the plans and specifications. Notification to the Engineer of this Final Inspection shall be provided at least 5 days prior and it shall be completed as soon as possible or as soon thereafter as weather conditions permit.

E.2.2 SPECIFICATIONS FOR OPEN DRAINS

E.2.2.1 GEOMETRY

The drain shall have the full bottom width, at the gradient, specified or shown on the accompanying plan(s), profile(s) and detail sheet(s).

E.2.2.2 ALIGNMENT

The drain shall run in straight lines throughout each course except at intersections, where it shall run on a minimum curve of 15 m radius unless otherwise specified. If the work consists of the improvement of an existing open drain, then the centre line of the existing drain may be the centre line of the finished work unless otherwise specified.

E.2.2.3 EXCAVATED MATERIAL

A clear buffer of at least 3 m shall be left between the top edge of the open drain and the excavated material. Excavated material shall be placed on the side specified or, if not specified, on the lower side of the drain or on the side opposite trees or fences. No excavated material is to be left in any low runs intended to conduct water into the open drain. It shall be deposited, spread and leveled to a maximum depth of 150 mm, unless specified otherwise and left in a manner such that the lands on which it is spread may be cultivated with adjacent lands by use of ordinary farm machinery. Material excavated in land that is timbered, may be spread to the depth specified or to a maximum depth of 300 mm. In cultivated areas, the Contractor shall remove stones and boulders on the surface greater than 100 mm diameter from the excavated material and dispose of in an approved location. Treatment of excavated material shall be to the satisfaction of the Engineer. After the excavated material has been spread and leveled, it shall be seeded as specified.

E.2.2.4 SURFACE WATER INLETS

Surface water inlets to the drain shall be provided through the leveled spoil on each property at obvious natural low runs or at other locations as specified by the Engineer on site at the time of construction. No excavated material shall be left in, or any damage done to a ditch, furrow, pipe, tile or depression that is intended to conduct water into an open drain. The ditch bank at all such inlets shall be riprapped as directed by the Engineer and reimbursed under the appropriate contract item.

E.2.2.5 OUTLETS

During the construction of an open drain, the Contractor shall guard against damaging the outlet of any tributary drain or pipes encountered. The Contactor will be reimbursed for damage to unmarked outlet pipes under the appropriate contract item.

E.2.2.6 ACCESS CULVERTS

All culverts shall be installed with the invert a minimum of 10% of its diameter or as specified below the gradient and the firm bottom of the drain.

All pipes installed under these specifications shall be carefully bedded so as to ensure uniform bearing throughout its entire length.

Except where requiring concrete cradle or encasement, all pipes shall be bedded on granular fill as specified or as shown on the contract drawings. Bedding shall be hand placed, tamped and consolidated throughout. Granular fill and bedding shall be gravel or crushed stone having no particles over 20 mm in size, except where otherwise specified.

Concrete cradle and concrete encasement shall be placed as shown on the drawings, and the concrete shall be minimum 25 MPa.

From the top of the bedding material to a point 150 mm below the existing grade of the laneway, backfill material shall be clean pit run gravel meeting O.P.S.S. Granular "B" or approved equivalent. The material shall be placed in lifts not to exceed 300 mm in depth and all granular materials shall be compacted to 100 % SPMDD and all subsoil or previously excavated material to 95 % SPMDD.

The final 150 mm of the excavation shall be filled with clean crushed gravel conforming to O.P.S.S. Granular "A" specifications. The material shall be placed in lifts not exceeding 150 mm in depth and shall be thoroughly compacted to 100 % SPMDD.

E.2.2.7 EXCAVATION AT BRIDGE SITES

The excavation at bridge sites shall be to the full depth of the drain and as nearly as possible the full width of the drain as specified for the bridge location. The excavation at a bridge site shall be made in a manner to protect the structural integrity of any permanent bridge. A temporary bridge may be carefully removed to allow excavation. The removal of a bridge is to be done in such a manner so as to cause no damage to the bridge components. Temporary bridges removed to allow excavation shall be replaced in as good a condition as found, so far as material allows. Replacing of such bridges shall be to the satisfaction of the Engineer. The Contractor shall immediately notify the Engineer if it becomes apparent that excavating to a specified gradient will endanger or underpin any culvert or bridge. The Contractor shall cease excavation at the bridge or culvert site until the Engineer instructs the Contractor to proceed.

E.2.2.8 SEEDING

Unless indicated otherwise in the Special Provisions, the Contractor shall seed all disturbed areas which includes newly excavated ditch banks and leveled spoil (where

specified) with the OPSS (MTO) Standard Roadside Seed Mix, consisting of 55% Creeping Red Fescue, 27% Kentucky Bluegrass, 15% Perennial Ryegrass and 3% White Clover, at an application rate of 100 kg/10,000 m^2, plus a nurse crop of Fall Rye Grain or Winter Wheat Grain at an application rate of 60 kg/10,000 m^2, at the end of each working day.

E.2.2.9 TEMPORARY SEDIMENT CONTROLS

Unless indicated otherwise in the Special Provisions, the Contractor shall install an approved sediment control measure at the downstream end of the open drain excavation and at any other locations specified. The Contractor shall remove any accumulated sediment at regular intervals or as directed by the Engineer. The Contractor shall then remove these temporary measures, and any accumulated sediment therein, after the new open drain has stabilized and only after authorized by the Engineer or the Drainage Superintendent.

E.2.2.10 PERMANENT SEDIMENT/STILLING BASINS

The Contractor shall construct and maintain sediment control or stilling basins as specified in the Special Provisions.

E.2.2.11 RIP RAP & NON-WOVEN GEOTEXTILE

Rip Rap – The Contractor shall supply and install a 500 mm thickness of 150 mm to 300 mm (R50) diameter quarry stone rip rap with filter cloth underlayment for culvert and pipe outlets. This will include areas of the existing bank where erosion or bank slumping has occurred, as directed on-site by the Engineer. For the area surrounding catchbasins, unless noted otherwise, the contractor shall supply and install a 300 mm thickness of 100 to 150 mm (R10) diameter quarry stone rip rap with filter cloth underlayment.

Non-Woven Geotextile - All geotextile used for tile wrapping under these specifications shall be non-woven Terrafix 200R (or equivalent). All geotextile used under these specifications for heavy duty applications such as under rip-rap surrounding catchbasins, and at tile outlets in channels shall be non-woven Terrafix 270R (or equivalent).

E.2.3 SPECIFICATIONS FOR CLOSED DRAINS

E.2.3.1 MATERIALS

Tile, tubing and pipe materials supplied by the Contractor shall be approved by the Engineer prior to being incorporated in the work. The Contractor shall be responsible for the unloading and placement of all materials required for the Municipal Drain construction. Such unloading and placement shall be undertaken in a manner acceptable to the Engineer using only the specified and approved access routes and working space.

Concrete Drain Tile (CDT) - All CDT installed under these specifications shall have a circular cross section with a minimum 2000D, meeting the latest revision of CSA A257.1-14 and ASTM C412. The manufacturer shall provide the Engineer with a copy of all available test results for the materials being shipped to the project site. The Engineer shall have the right to order any additional tests he deems necessary to be performed on the tile taken from inventory prior to shipment from the manufacturer's plant. The cost of such additional tests shall be borne by the Contractor.

Plastic Drainage Tubing (PDT) - All PDT installed under these specifications shall be manufactured in accordance with the latest revision of the Drainage Guide for Ontario, as published by the Ministry of Agriculture and Food.

Corrugated Steel Pipe (CSP) - All CSP installed under these specifications shall be galvanized spiral wound corrugated steel pipe. All corrugated steel pipe installed under these specifications shall conform to CSA G401.

- CSP tile outlet pipes shall be up to 1,200 mm in diameter and 2.0 mm in thickness and shall have 68 mm x 13 mm corrugations unless specified otherwise.
- CSP culverts shall up to 1,000 mm in diameter and 2.8 mm in thickness and shall have 68 mm x 13 mm corrugations unless specified otherwise. CSP culverts equal to and larger than 1,200 mm in diameter shall be 3.5 mm in thickness and shall have 125 mm x 25 mm corrugations unless specified otherwise.

High Density Polyethylene(HDPE) Pipe - All corrugated or dual wall smooth walled HDPE pipe (Armtec BOSS 2000 or equivalent) installed under these specifications as culverts or as part of a new closed drain shall be manufactured in accordance with the latest revision of Ontario Provincial Standard Specification 1840 and shall have a pipe stiffness of 320 kPa.

- All perforated dual-wall smoothwalled HDPE pipe joining systems shall be soil-tight split coupler unless specified otherwise, conforming to CSA B182.8. As

specified, perforated pipe shall include a knitted sock or non-woven geotextile covering (Terrafix 200R or equivalent).

- All solid dual-wall smoothwalled HDPE pipe shall be soil-tight split coupler, unless specified otherwise, conforming to CSA B182.8.
- All watertight solid dual-wall HDPE pipe joining systems shall be water-tight bell and spigot, complete with gasketed connections unless specified otherwise, conforming to CSA B182.6.

Steel Reinforced Polyethylene (SRPE) Pipe - All smooth walled SRPE pipe (Armtec DuroMaxx or equivalent) installed under these specifications as culverts or as part of a new closed drain shall be manufactured in accordance with the latest revision of Ontario Provincial Standard Specification 1840. All SRPE pipe shall conform to AASHTO M294.

- All solid SRPE pipe shall be soil-tight split coupler, unless specified otherwise, conforming to CSA B182.14.
- All watertight solid SRPE pipe joining systems shall be water-tight bell and spigot, complete with gasketed connections unless specified otherwise, conforming to CSA B182.15.

Polyprolylene (PP) Pipe - All triple-wall smooth walled PP pipe (ADS HP Sanitite or equivalent) installed under these specifications as culverts or as part of a new closed drain shall be manufactured in accordance with the latest revision of Ontario Provincial Standard Specification 1843 and shall have a pipe stiffness of 320 kPa.

- All watertight solid triple-wall PP pipe joining systems shall be water-tight bell and spigot, complete with gasketed connections unless specified otherwise, conforming to CSA B182.13.

Non-Woven Geotextile - All geotextile under these specifications shall conform to OPSS 1860. All geotextile used for tile wrapping under these specifications shall be non-woven Terrafix 200R (or equivalent). All geotextile used under these specifications for heavy duty applications such as under rip-rap surrounding catchbasins, and at tile outlets in channels shall be non-woven Terrafix 270R (or equivalent).

E.2.3.2 DRAIN GRADIENT AND VERIFICATION

The proposed gradient shall be established using laser grade control equipment, cross-head boning rods together with horizontal sight-bars at stations above and below the point where the tile is being laid or other method acceptable to the Engineer.

If the Engineer has not checked the tile, inspection points shall be left at intervals of not greater than 50 m for sections with gradients less than 0.5 % and at intervals of not greater than 30 m for sections with gradients above 0.5 %. Inspection points shall also

be left at all structures and all changes in gradient. Other inspections points may be required from time to time as requested by the Engineer.

E.2.3.3 TILE LAYING INCLUDING TOPSOIL STRIPPING

In the case of the installation of CDT, and unless specified otherwise in the Special Provisions, the Contractor shall strip the topsoil a full width of the trenching machine plus 0.3 m on each side prior to installing the new tile with the trencher as part of the work under the appropriate item and no extra payment will be made for this stripping. After installation, confirming gradient, blinding, and back filling of the trench, the topsoil shall be replaced throughout the entire length of the Drain. The Contractor shall take into consideration the settlement of the backfill material over the trench prior to replacing the topsoil.

All CDT shall be installed with a wheel-type trencher and each tile shall be laid firmly and carefully in a smooth bottomed trench so that successive tiles align both vertically and horizontally as tightly as possible; the maximum allowable space between successive tiles shall be 6 mm.

ALL joints of the CDT MUST be completely wrapped with geotextile (Terrafix 200R or equivalent) as part of the work under the appropriate item and no extra payment will be made for this wrapping. The wrap on each joint shall be a minimum of:

- 300 mm wide for tile sizes smaller than 450 mm diameter
- 600 mm wide for tile sizes 450 mm diameter and above

The Contractor is reminded that the widths of the tile trenches are to be kept to a minimum. It is recommended that the minimum trench width be 300 mm greater than the outside diameter of the tile or 150 mm on each side of the tile being installed. It is recommended that the maximum trench width be 600 mm greater than the outside diameter of the tile or 300 mm on each side of the tile being installed.

All PDT shall be installed with a self-propelled drainage plow.

All obstructions, dirt or foreign material shall be removed from the inside of the tile prior to laying.

Tile drains shall be constructed at an offset from, and parallel to, any existing ditch, defined watercourse or low run. The Contractor shall exercise care not to disturb any existing private or municipal tile drains which follow the same course as the new drain.

E.2.3.4 RECONNECTION OF EXISTING PRIVATE TILE

Any subsurface drain encountered by the Contractor when constructing a Municipal Drain under these specifications shall be reconnected to itself and not connected to the

new Municipal Drain, unless approved otherwise by the Engineer. The accepted practice for reconnecting existing tile drains will be to compact sub-base material from the new trench bottom to the underside of the existing tile. Rigid pipe, HDPE (320 kPa) or approved equivalent, with a diameter equal or larger than the existing tile with a minimum length of 0.6 m beyond the trench width to the existing tile. This connection shall be made only where the existing tile is operable and in good condition. When completing backfilling of the Municipal Drain trench at such a location, the Contractor shall take sufficient care to ensure that the new connecting pipe is not damaged.

The Contractor shall provide a unit price per connection and the unit price shall include the supply of all material, labour and equipment necessary to make the connection. Further, the Contractor shall keep a written record of all sub-surface drains encountered. All connections completed shall be reviewed with the Engineer on a daily basis and a summary of all subdrains shall be provided to the landowner.

E.2.3.5 CONNECTION OF EXISTING PRIVATE TILES TO MUNICIPAL DRAIN

A subsurface drain encountered during construction can be connected to the Municipal Drain if requested by the landowner and approved by the Engineer prior to commencement of the connection. The drain shall be connected to the Municipal Drain either by core drilling through the CDT or a prefabricated fitting for HDPE. The core shall be drilled on-site and backfilled as per the specified detail included within the drawings. Any tile drains connected to the Municipal Drain shall have the downstream end of the tile plugged to prevent entry of foreign material into the tile.

E.2.3.6 TRENCH BACKFILLING

As the laying of the tile progresses, partial filling or blinding shall be made at the sides of the trench sufficient to hold the tiles securely in place. The Contractor shall place the remainder of the excavated material carefully when backfilling the trench. Any excess backfill material shall be mounded over the trench such that future settlement and compaction around the new tile can occur without creating a depression over the width of the trench. The Contractor shall not operate construction equipment over any backfilled trench, except as specified in Trench Crossings. Care shall be exercised in backfilling the trench to see that no stone or boulder capable of damaging the tile is used in the backfill material adjacent to the tile. In no case shall stones having a diameter greater than 150 mm be used in backfill material within 300 mm of the tile. The Contractor shall backfill any open tile trenches at the end of each working day except for inspection points as specified. The Contractor shall be entirely responsible for any damage to the new tile throughout the warranty period.

E.2.3.7 TRENCH CROSSINGS

The Contractor shall not cross any backfilled trench with any construction equipment or vehicles, except at only **ONE** designated crossing location on each property which shall be marked in an acceptable manner. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench. The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall insure that no equipment or vehicles are allowed to travel along the length of any trench. The Contractor shall be entirely responsible for any damage to the new tile throughout the warranty period.

E.2.3.8 OUTLET PROTECTION

The outlet end of a tile drain shall normally consist of a 6 m length of CSP or HDPE fitted with a rodent proof grating which is hinged at the top to allow the exit of foreign material from the tile. An outlet marker shall be supplied and installed.

Unless otherwise specified, the end of the CSP or HDPE shall be protected with the type of riprap on geotextile as specified by the Engineer from a point 500 mm above the ditch bottom on the opposite side of the ditch, across the ditch bottom, and for the full height of the ditch sideslope where the pipe is located. The minimum width of this riprap shall be equal to the outside diameter of the outlet pipe plus 2 m.

E.2.3.9 PRECAST CONCRETE STRUCTURES

Junction Box (JB) means an acceptable precast concrete structure installed and buried below the surface of the ground to facilitate two or more tiles meet and connect.

Catchbasin (CB) or **Ditch Inlet Catchbasin** (DICB) means an acceptable precast concrete structure installed at or slightly below the surface of the ground where two or more tiles meet and connect and that is intended to accommodate surface water.

Observation Box (OB) means an acceptable precast concrete structure installed above the surface of the ground where two or more tiles meet and connect and that is intended to only inspect the tile connected thereto.

Unless specified otherwise, JBs, CBs, DICBs and OBs shall be supplied by a precast manufacturer meeting the Engineer's approval. An "approximate elevation of top" of each structure has been indicated on the "Structures Table"; however, each structure shall be placed onsite such that the exact horizontal and vertical location in the field is as directed by the Engineer. All structures shall have a knock out, set at a minimum of 100 mm above the elevation of the outlet or as specified, placed in ***all*** sides not used by the municipal drain. Knock outs must be of a size capable of connecting a HDPE pipe with

a minimum inside diameter of 250 mm. All structures shall have a minimum 300 mm deep sump, unless specified otherwise.

Non-shrink grouting material, unless specified otherwise, shall be placed around all pipes connected to the structure. In addition, the exterior of all grouted connections shall be completely wrapped with geotextile (similar to a wrapped joint). Geotextile shall also be placed in the joints between all sections of the box and around the full perimeter of the box at these joints. For the area surrounding catchbasins, unless noted otherwise, the contractor shall supply and install a 300 mm thickness of 100 to 150 mm (R10) diameter quarry stone rip rap with filter cloth underlayment.

Hot dipped galvanized, heavy duty, three-sided protruding type bird cage grates, shall be supplied for all CBs, DICBs or OBs, unless specified otherwise. All DICBs shall have a slope of 2H:1V, unless specified otherwise. Grates shall be fastened to the structure using non-corrosive fasteners as recommended by the Ontario Farm Safety Association. JBs shall have no sump and shall have a minimum 150 mm thick solid reinforced concrete tops.

Post and sign type markers shall be supplied and installed at each at or above ground structure.

E.2.3.10 STRIPPING FOR DEEP TILE INSTALLATION

Where the tile installation depth exceeds the digging or plowing depth of the Contractor's equipment, the Contractor shall undertake any stripping that may be necessary in a manner such that when restored, the topsoil returns uncontaminated to the top of the stripped area. This would normally mean that the topsoil would be stripped and piled separately from the subsoil. The Contractor shall have regard for the working space provided for such stripping operations. Unless approved otherwise by the Engineer prior to work being undertaken, stripping shall be done using a hydraulic excavator. The cost of any stripping shall be included in the price provided for the tile installation.

E.2.3.11 STONE REMOVAL

The Contractor shall remove and dispose of any stones larger than 100 mm that remain on the surface of the working space after completion of construction.

E.2.4 SPECIFICATIONS FOR ROAD CROSSING (OPEN CUT METHOD)

E.2.4.1 GENERAL

When a drainage works crossing of a Road is to be carried out by the open cut method, the following specifications shall apply as well as OPSS 401 and 410. Under these specifications, the Contractor shall supply all labour, equipment and material unless specified otherwise in the Special Provisions.

E.2.4.2 EXCAVATED MATERIAL

All excavated material removed from the traveled portion of the road and 1.3 m or the full width of the gravel shoulder, whichever is greater, on each side of the traveled portion shall be disposed of off the site by the Contractor in a location approved by the Engineer or the Municipality. No excavated material shall be spread on the right-of-way without the written consent of the Engineer or the Municipality. The excavated material from a trench beyond a point 1.3 m from the traveled portion or beyond the outside edge of the gravel shoulder may be placed in the trench in the case of covered drains.

E.2.4.3 BEDDING

All pipes installed under these specifications shall be carefully bedded so as to ensure uniform bearing throughout its entire length.

Except where requiring concrete cradle or encasement, all pipes shall be bedded on granular fill as specified or as shown on the contract drawings. Bedding shall be hand placed, tamped and consolidated throughout. Granular fill and bedding shall be gravel or crushed stone having no particles over 20 mm in size, except where otherwise specified.

Concrete cradle and concrete encasement shall be placed as shown on the drawings, and the concrete shall be minimum 25 MPa.

E.2.4.4 BACKFILLING

The material and the method for backfilling the excavated area on the traveled portion of the right-of-way and for 1.3 m or the full shoulder width on each side shall conform to the following specifications, or as directed by the Engineer or Municipality.

From the top of the bedding material to a point 300 mm below the existing grade of the road, backfill material shall be clean pit run gravel meeting O.P.S.S. Granular "B" or approved equivalent. The material shall be placed in lifts not to exceed 300 mm in depth and all granular materials shall be compacted to 100 % SPMDD and all subsoil or previously excavated material to 95 % SPMDD.

The final 300 mm of the excavation shall be filled with clean crushed gravel conforming to O.P.S.S. Granular "A" specifications. The material shall be placed in lifts not exceeding 150 mm in depth and shall be thoroughly compacted to 100 % SPMDD.

E.2.4.5 PRECAST CONCRETE STRUCTURES

The type, location and the elevation of all structures in the right-of-way shall be as specified by the Engineer, and as indicated on the "Structures Table".

E.2.4.6 NOTICE

Before commencing work on any right-of-way, the Contractor shall furnish at least 7 days notice in writing to the Engineer and Road Authority having jurisdiction over said right-of-way. A copy of this notice shall also be sent to the Municipality's Drainage Engineer.

E.2.4.7 MAINTENANCE

The Contractor shall maintain the road surface at the road crossing until the Engineer or Road Authority has approved the work. Such maintenance shall include keeping the road surface free from pot-holes and the application of calcium chloride at the rate of two pounds per square meter to the finished surface for the entire width of the excavation.

The Contractor shall give the Engineer or Road Authority four days notice in writing that the work has been completed, and if the work has approved, the Contractor will no longer be responsible for maintenance of the said portion of the right-of-way.

E.2.4.8 PERMITS & TRAFFIC

The Contractor shall be responsible for providing the Road Authority at least 7 days notice in writing before commencing any work on any right-of-way. If the crossing is on a right-of-way that requires a Municipal or Provincial Permit, the Contractor shall ensure that the Permit is obtained before any work commences.

The Contractor shall be responsible for providing, erecting, maintaining and removing all signage and traffic control in accordance with the Ontario Traffic Manual (OTM) and the OTM Book 7 Temporary Conditions - Field Edition as noted in Document D of the Tender/Contract.

E.2.5 SPECIFICATIONS FOR ROAD CROSSING (BORING OR DIRECTIONALLY DRILLED METHOD)

E.2.5.1 GENERAL

When a drainage works crossing of a Road is to be carried out by the jacking and boring method, the following specifications shall apply as well as OPSS 416. The Contractor shall supply all labour, equipment and material unless specified otherwise in the Special Provisions.

E.2.5.2 PIPE MATERIAL

The pipe or casing used in the crossing shall be smoothwall welded steel pipe (SWWSP) with a minimum wall thickness as specified in the Special Provisions as per OPSS 1802. The pipe shall be of a sufficient length so that during placement no part of any excavation shall be closer to the edge of the gravel shoulder than 2 m and the slope of the excavation from the top to the bottom shall be 1 m vertical to 1 m horizontal (1:1).

E.2.5.3 EXTENSIONS

All extensions of the SWWSP installed via the jacking and boring shall be completed with SWWSP of identical diameter and wall thickness (either from structure to structure or to the limits of the right-of-way). Extensions of any other pipe material will not be acceptable. Pipe shall be placed on undisturbed native material with a minimum of 150 mm drainage stone bedding. Excavated material will not be permitted for use as bedding material.

E.2.5.4 INSTALLATION METHOD

The pipe or casing shall be placed by means of continuous flight augering inside the casing and simultaneous jacking to advance the casing immediately behind the tip of the auger. Complete augering of a tunnel slightly larger than the pipe and placing the entire length by pulling or jacking after completion of the tunnel WILL NOT BE ACCEPTABLE. Once a crossing is completed, the area around the outer annulus and any other openings from the jack and bore shall be grouted at the time of construction.

The Auger pit excavated to accommodate the boring machine shall be constructed such that the edge of the pit shall not be closer than 2 m to the edge of the gravel shoulder. The slope of the pit from the top edge at the shoulder to the bottom of the pit shall not be steeper than 1 m vertical to 1 m horizontal (1:1). Shoring, sheeting, etc. shall be in accordance with all governing regulations and Acts. The pit shall be left open for an absolute minimum length of time and if at all possible work should be so scheduled so that the excavation, placement of pipe and backfilling takes place in one working day.

During excavation, the existing topsoil shall be stripped and placed in a separate pile for replacement on top upon completion of the backfilling operation; a minimum of 150 mm of topsoil is required and if necessary, the Contractor shall and place imported topsoil. In either case, the topsoil area over the excavation shall be seeded with the specified grass seed mixture to the requirements of the Road Authority. The finished work shall be left in a clean and orderly condition slightly higher than the adjacent ground so that after settlement it will conform to the surrounding ground. Excess material shall NOT be spread on the road allowance or within the right-of-way without the express written consent of the Road Authority but shall be hauled away and disposed of at the expense of the Contractor.

E.2.5.5 PERMITS & TRAFFIC

The Contractor shall be responsible for providing the Road Authority at least 7 days notice in writing before commencing any work on any right-of-way. If the crossing is on a right-of-way that requires a Municipal or Provincial Permit, the Contractor shall ensure that the Permit is obtained before any work commences.

The Contractor shall be responsible for providing, erecting, maintaining and removing all signage and traffic control in accordance with the Ontario Traffic Manual (OTM) and the OTM Book 7 Temporary Conditions - Field Edition, as noted in Document D of the Tender/Contract.

BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Appendix F

Special Provisions

Appendix F – Special Provisions

Waite Municipal Drain

These ***Special Provisions*** are specific directions for this project and detail requirements not encompassed by the ***Appendix E Standard Drain Specifications***.

Special Provisions shall take precedence over the ***Standard Drain Specifications*** where a conflict between them may exist.

All work items do not necessarily have an associated Special Provision (SP); accordingly, for those items of the work that do NOT have a SP, please refer to the appropriate **Standard Drain Specification in Appendix E**.

1.0 Standard Drain Specifications

All work for this project shall also be governed by ***Appendix E - Standard Drain Specifications***. The Contractor is fully responsible for a reasonable and prudent review of these Standards to have a complete and clear understanding of the scope and character of the work.

2.0 Description & Location

The proposed drain is located in the City of Kawartha Lakes and services Lots 9 to 11, Concessions 5 & 6 in the geographic Township of Fenelon.

The Waite Municipal Drain has 3 proposed branches and includes channel construction and deepening, closed drain work, and includes road crossings. The location of the work is shown in the enclosed plan.

3.0 Agency Project Requirements

Regulatory agencies have provided best management practices and requirements towards the construction of this project which are summarized in Appendix G. These best management practices and requirements form part of this report and the subsequent contract for construction.

4.0 Instructions & Process

4.1 Pre-Construction Meeting

The Contractor **MUST** arrange an on-site Pre-Construction Meeting with the Engineer, Drainage Superintendent and affected landowners before any equipment or materials are moved onto the site and before any work is commenced on this project.

4.2 Notification of Work

The Contractor shall provide notification of the commencement or re-commencement of construction work to Burnside. Notification shall be a minimum ten (10) working days prior to the initiation of the work or a minimum five (5) working days prior to the re-commencement of the work.

Furthermore, the Contractor shall also provide notification of the commencement of in-water work to the DFO, Kawartha Region Conservation Authority (KRCA), or any other applicable agency(s) at least ten (10) working days prior to the initiation of the work.

The Contractor shall also provide notification to Enbridge Gas Distribution of the commencement of works near the high pressure pipeline within the Highway No. 35 right-of-way. This notice shall be given in accordance with the document entitled "*Third Party Requirements in the Vicinity of Natural Gas Facilities V3.1 2018" (Enbridge Gas Distribution).*

4.3 Working Space

The area being provided to the Contractor to undertake the work is described herein and on the drawing set. The location and maximum width of the working space is specified on the following table entitled *'Working Space'*.

Notes:

- All access shall be following the access route and/or drain alignment as shown on the accompanying drawing set.
- Where the swale and pipe alignment vary, a separate working space is given for each (ex. 20 m for the swale and another 20 m for the pipe, to be confirmed with the Contract Administrator).
- Excavation material shall be spread within the working space and excess shall be used on-site as possible or removed from the site by the Contractor.
- Additional width has been given in some locations to accommodate topsoil stripping and spoil leveling.
- Stockpiling of materials required for construction shall be limited to the working space provided. This width may be increased if warranted, by the Contract Administrator and at their sole discretion.
- Excess excavation material shall be spread a minimum 2 m away from the proposed channel or be disposed of at an offsite location arranged by the Contractor (if applicable) as directed by the Contract Administrator.
- Channel construction shall be along the specified channel bank or centered on the drain alignment unless otherwise noted.

WORKING SPACE					
Station	**Drain Feature**	**Section Property**	**WS Width (m)**	**Access Route**	**Working Side**
Eastern Branch					
-E0+181 to E0+002	**CHANNEL & SWALE**	• G. Stewart property (Roll No. 010-365-00) • COKL Rail Trail (Roll No. 63-000)	10 m	• **AR#6** • **COKL Rail Trail**	• Northern and western bank of channel.
E0+002 to E0+143	**TILE & SWALE**	• B. Clive property (Roll No. 010-369-00)	20 m (tile) 10 m (swale)	• **AR#7**	• **Tile:** Centered on drain allignment. • **Swale:** Northern and western bank.
E0+182 to E0+231	**TILE**	• D. Gardner property (Roll No. 010-369-01) • J. Waite property (Roll No. 010-368-00)	20 m	• **AR#8**	• Centered on drain allignment.
Western Branch					
-W0+138 to W0+000	**CHANNEL**	• B. & K. Johnston property (Roll No. 010-214-02)	10 m	• **AR#1**	• Southern bank of channel.
W0+000 to W0+010	**TILE**	• B. & K. Johnston property (Roll No. 010-214-02)	20 m	• **AR#1**	• Centered on drain allignment.
W0+010 to W0+160	**TILE**	• C. Malcolm property (Roll No. 010-213-00)	20 m	• **AR#1**	• Centered on drain allignment.
W0+183 to W0+670	**TILE**	• J. Waite property (Roll No. 010-368-00)	20 m	• **AR#2** • **AR#3**	• Centered on drain allignment.

WORKING SPACE					
Southern Branch					
S0+000 to S0+119	**SWALE**	• B. & K. Johnston property (Roll No. 010-214-02)	10 m (one bank)	• **AR#1** • **AR#5**	• Northern and eastern bank of swale.
S0+119 to S0+239	**SWALE**	• C. Malcolm property (Roll No. 010-213-00)	10 m (one bank)	• **AR#1** • **AR#5**	• Northern and eastern bank of swale.
S0+239 to S0+362	**SWALE**	• F. Hack property (Roll No. 010-325-01, **Property No. 14,**) • A. & K. Welch property (Roll No. 010-325-02, **Property No. 15**)	10 m (one bank)	• **AR#1** • **AR#5**	• Northern and eastern bank of swale.
S0+362 to S0+429	**SWALE**	• T. & M. McConnell property (Roll No. 010-209-04, **Property No. 12**) • D. MacDonald & L. King property (Roll No. 010-209-05, **Property No. 13**)	10 m (both banks)	• **AR#5**	• Northern and southern bank of swale.

Notes:

(1) The Contractor shall contain their construction operations to as narrow a width as possible, so as to prevent damage to lands, crops, bush, etcetera, and shall not exceed the widths indicated.

(2) The Contractor shall be entirely responsible for any damage to lands, crops, etcetera, beyond the widths and locations of both the access routes and the working spaces specified, caused by the Contractor, their Subcontractors or their employees while undertaking the work.

(3) The Engineer's approval MUST BE OBTAINED BEFORE exceeding the maximum widths indicated.

WORKING SPACE
(4) Access to the working space shall be public roads or as specified. All routes must be approved by the Engineer and Drainage Superintendent prior to construction.
(5) Allowances for the working space and access routes have been provided to the affected properties.
(6) The working space shall also be available for future maintenance of the drain. (7) Although access has been provided on all properties along the drain, the Contractor shall limit their access to where it is required.

4.4 Access Routes

The access routes for construction shall be from public roads to the drain, as specified in the Table '*Working Space*' and on the accompanying drawing set. The Contractor shall confirm these access routes with the Contract Administrator, Drainage Superintendent, and affected landowners prior to commencing any work. The width of the access route(s) on each property shall be a maximum 6 m and any increase of this width shall be at the discretion of the Engineer.

Alternate access routes which may be the preference of the landowner and/or Contractor at the time of construction must be approved by the Contract Administrator prior to use.

4.5 Staging of Construction

This project must be staged in the following order of importance to comply with various requirements of the reviewing agencies and the Contract Administrator:

1. **Species at Risk (SAR)** – See summary in **Appendix G**

2. **Fisheries & Oceans Canada (DFO)** – See summary in **Appendix G**

3. The temporary sediment control structures, permanent sediment basins, and stilling basin shall be installed prior to any other drain construction.

4. All channel excavation and erosion protection shall be completed prior to any pipe construction at the discretion of the Contract Administrator.

5. Special attention shall be given by the Contractor to the seeding of all disturbed areas within the construction right-of-way. These areas shall have topsoil replaced

and seeding provided as soon as possible following construction to encourage vegetation growth and avoid erosion and invasive species growth.

6. **Every effort shall be made by the Contractor to ensure hydroseeding application & timing is completed to maximize growth potential and minimize erosion on all surfaces to be seeded.**

7. All sections of the existing private drainage systems to be connected or destroyed shall be located by the Contractor at approx. 25 m spacing for the length of the existing drain prior to any other pipe construction.

8. Topsoil stripping shall be completed for the larger of the width of the excavator or excavation prior to pipe installation.

Additional Notes:

- The Contractor shall stage the construction to ensure that the site is left each day with appropriate controls to avoid erosion.
- Any excavated spoil areas shall be protected with silt fence or other measures to avoid erosion during construction, as directed by the Contract Administrator.
- All channel works shall be completed during periods of low or no flow.
- Additional erosion measures shall be paid for as extra items on an as directed basis and shall be considered deficient if not completed immediately.

4.6 Construction of the Work

Any issues during construction with respect to errors or omissions with the design drawings or documents, the constructability of the system, etc., must be brought to the attention of the Contract Administrator immediately. It is expected that a clear communication channel will exist between the Contractor and the Contract Administrator and that any discrepancies relating to the construction of the work will be remedied immediately. Work resulting from failure to seek clarification with the Contract Administrator by the Contractor will be the responsibility of the Contractor to remedy at no extra charge to the project and must be completed to the satisfaction of the Engineer prior to demobilization.

4.7 Liquidated Damages

In addition to GC 8.02.09.01 and supplemental general specifications C.2.3.27 of the Contract documents, any breach of the Contract terms by the Contractor may be subject to daily liquidated damages of $500 at the discretion of the Contract Administrator.

Pertinent examples may include but are not limited to:

- Work outside of the timing windows stated in the Contract.

- Failure to install and/or maintain applicable erosion and sediment controls. This will apply at all times, including prior to and/or while completing other construction activities.
- Failure to reach substantial performance of the construction by the specified and agreed upon (contracted) date without just cause at the discretion of the Contract Administrator.

4.8 Final Inspection

After substantial completion of the work and prior to demobilization and removal of equipment and materials from the site, the Contractor MUST arrange an on-site FINAL inspection of the work with the Engineer. This is to ensure all aspects of the work have been satisfactorily completed and/or that arrangements have been made to expedite the completion of any outstanding minor items or deficiencies. Notification to the Engineer of this Final Inspection shall be provided at least 2 days prior.

4.9 Deficiencies

Deficient items, such as catchbasin markers, grate tabs, rodent grates, tile connections/re-connections, additional rip-rap, etc., shall be remedied by the Contractor during the warranty period and paid at the Contract price. If the Contractor fails to complete the work within a reasonable timeframe in the opinion of the Engineer and/or the Owner, the work shall be completed by a Contractor of the Engineer and Owner's choosing and the cost of the work deducted from the Contract holdback.

4.10 Warranty Period

A one (1) year warranty period (unless otherwise specified) shall apply to this project following substantial completion. **During the warranty period, the Contractor shall repair/replace any failed/failing contract items as determined by the Contract Administrator at no cost.**

Typical items may include but are not limited to:

- Cleanout of any accumulated sediment within the channel and/or sediment basins;
- Seeding or fill seeding of disturbed areas;
- Replacement of failed pipe sections/ blowouts;
- Repair to settlement and eroded areas;
- Etc.

5.0 Project Requirements & General Construction

5.1 On-Site and Excess Soil Management

Ontario regulation 406/19 of the Environmental Protection Act shall apply to all excess soil from the project work site. Coordination between the Contractor and Contractor Administrator is encouraged, however, it is the sole responsibility of the Contractor to ensure this regulation is applied.

5.2 Topsoil Stripping

All excavated topsoil shall be stockpiled separately from native subsoil and subsequently replaced over the completed excavation. This shall be included as part of the work under the appropriate item. An extra payment will **not** be made for this stripping, stockpiling and replacing of topsoil.

Excavated topsoil may be moved to another location at the request of the Contract Administrator and paid as an extra or at the request of the Contractor (subject to approval by the Contract Administrator) at no charge.

Channel Work: Unless specified otherwise, prior to completing work in the channel, the Contractor shall strip the existing topsoil from the proposed spoil levelling and channel area within the right-of-way.

Tile Installation: Unless specified otherwise, prior to installing the new tile, the Contractor shall strip the topsoil from the area of the proposed tile trench for the entire width of the wheel trencher/excavation (whichever is larger, typ. Average width of 6 m).

5.3 Soils

5.3.1 Soils Summary

The Ontario Soil Survey information found on OMAFRA's AgMaps website indicates that the predominant soil types within the watershed area are as follows:

- Otonabee Loam - A slightly stony soil with poor drainage and gently sloping topography.

Otonabee Loam is classified as **HSG 'B':**

- Located primarily in the Eastern Branch watershed.
- Soil types classified under HSG 'B' soils, typically sandier, have moderate infiltration rates with good drainage.

Solmesville Clay Loam as **HSG 'C':**

- Located primarily in the Western & Southern Branch watersheds.

- Soil types classified under HSG 'C' soils, typically more clays, have slow infiltration rates with imperfect drainage.

The drainage properties of the soil are discussed in **Appendix H.**

5.3.2 Subsoil Investigation

Adverse subsoil conditions were not indicated in the area near the proposed drain installation by the affected landowners; therefore, **no on-site soils investigation was undertaken as part of this project**. The Contractor shall tender all work described herein on the basis of typical soil conditions as described above.

An item for bedrock investigation prior to construction has been included in the cost estimate.

5.4 Pipe Installation

5.4.1 Pipe Material

All pipe material shall be as per **Section 2.3.1 of the General Specifications**, unless otherwise specified.

Plastic Drainage Tubing (PDT) (Section E.2.3.1)

All PDT installed under these specifications shall be manufactured in accordance with the latest revision of the Drainage Guide for Ontario, as published by the Ministry of Agriculture, Food, and Rural Affairs.

All PDT shall be single wall drainage tubing (Ideal Pipe - HDPE drainage tubing or approved equal) and have a minimum pipe stiffness of 210 kPa and shall be solid pipe.

5.4.2 Primary Method

The installation of all new pipe shall be by wheel trencher unless specified otherwise. Installation by excavator on stone bedding is also acceptable and detailed below.

5.4.3 Alternative Method

Alternatively, and only if specified in the Bid by the Contractor, pipe specified to be installed by wheel trencher may be installed by excavator with a minimum depth of 150 mm of 19 mm dia. clear crushed stone (or approved equal). This stone shall be used to achieve pipe gradient and be used as backfill up to the springline of the pipe. Select native material shall be used for backfilling of the pipe trench to grade unless specified otherwise. No extra payment shall be made per item when the Contractor specifies this method at the time of bidding.

5.5 Stone Removal and Machine Downtime

Applies to the following:

- Bids to install CDT or HDPE (320 kPa) (or approved equal) with a **wheel trencher** only.
- Bids to install PDT (or approved equal) with a **drainage plow** only.
- Bids for other installation methods (applies at the discretion of the Contract Administrator).

General: When large boulders or stony areas force the removal of the specified install method(s) ***(for example: wheel trencher)*** from the trench for cleanout and stone removal prior to recommencing with the wheel trencher, the Contractor shall be paid a fixed sum as a contingency for each time this takes place between periods of ***continuous*** wheel trenching.

For the unit bid price per occurrence, the Contractor shall specify the cost for the removal of the wheel trencher as a result of large stones and/or poor soil conditions, as required for continued pipe installation with the wheel trencher. This cost shall include the time to complete the transition and the downtime for the working crew during the transition.

The Contractor **shall** keep a detailed list and time of each instance and review each pullout of the trencher with the Contract Administrator at the end of each working day, followed by a weekly email summary. Stones or obstructions causing the wheel trencher removal shall be kept to the side of the trench as evidence for the Contract Administrator for the wheel removal.

Pullouts of the trencher without sufficient evidence from the Contractor **shall not** be paid under this item at the discretion of the Contract Administrator.

Note: In cases where the wheel trencher is removed to immediately switch to a special installation technique, the contingency for stone removal will not apply. Under this scenario, the additional contingency payment for the applicable alternate installation method will be applicable only.

5.6 Special Installation Techniques (Poor Installation Conditions)

Applies to the following:

- Bids to install CDT or HDPE (320 kPa) (or approved equal) with a **wheel trencher** only.
- Bids to install PDT (or approved equal) with a **drainage plow** only.
- Bids for other installation methods (applies at the discretion of the Contract Administrator).

General: If stony conditions (Option 'A') or high water table (Option 'B') are encountered during construction where, in the opinion of the Contractor, it is not feasible to use the specified install method(s), the Contractor shall immediately inform the Contract Administrator to obtain approval to switch to:

A) **Stony Conditions:** Installation on a minimum depth of 150 mm of 19 mm dia. clear crushed stone (or approved equal) (**to be installed by excavator**).

B) **High Water Table:** Installation on a minimum depth of 300 mm of geotextile wrapped 19 mm dia. clear crushed stone (or approved equal) (**to be installed by excavator**).

For the **additional** unit price bid per linear metre of trench, the Contractor shall install the pipe with a hydraulic excavator instead of a wheel trencher, and as called for in the Schedule of Unit Prices from the options listed above and per the details in the accompanying drawings.

The Contractor shall then be paid the line item associated with this section (i.e., S&I of pipe by wheel trencher) and the additional installation cost specified under this associated contingency item.

The Contractor shall note that the wrapping of tile joints still applies under original items. The installation shall be in accordance with the details provided in the accompanying drawings unless alternatively directed by the Contract Administrator.

The cost to supply all associated materials (i.e., 19 mm dia. clear crushed stone, geotextile, etc.) shall be included as part of the Contractors bid in this line item.

Installation: The Contractor must receive approval from the Contract Administrator prior to using this technique. The Contractor shall keep a list of stations where these installation techniques were used, to be confirmed with the Contract Administrator daily and shall submit a weekly summary via email to the Contract Administrator.

This item shall be used only when the soil conditions encountered are such that a wheel trencher cannot, in the opinion of the Contract Administrator, be used effectively to install the pipe. When soil conditions are again favourable in the opinion of the Contractor and the Contract Administrator, the specified install method(s) must again be used for tile installation as soon as possible. Failure to use the specified install method(s) for installation when soil conditions are favourable in the opinion of the Contract Administrator may result In non-payment of this contingency item.

In instances where the installation method specified on-site by the Contract Administrator exceeds the cost of the contingency methods bid, the Contractor shall

provide unit pricing for the additional cost to the Contract Administrator within one (1) working day.

Note: All costs associated with the removal of the specified install method(s) (for example: wheel trencher) due to large stones, stony and/or poor soil conditions, as required for continued pipe installation with the wheel trencher or as required for pipe installation with an excavator shall be included in the associated bid or contingency items. All costs are to be included in the associated contingency costs as bid and no extra payment will be made for the removal of the specified install method(s) (for example: wheel trencher), crew downtime, or other costs for this transition.

5.7 Existing Drainage Systems

5.7.1 Existing Municipal Drain

There are no known municipal drains within the project watershed.

5.7.2 Private Drainage Systems

The Contractor is advised that at the time of submission of this report, random drainage systems were located in the area of installation for the proposed drainage system.

The location of existing private drainage systems shall be discussed at the Pre-Construction meeting and existing systems affected by the proposed drainage system shall be located by the Contractor and reviewed with the Contract Administrator and affected landowners prior to construction.

5.8 Utilities Investigation

A utilities investigation was undertaken during the design stage. The following utilities were located near the area of the proposed drain:

Highway 35 R.O.W.:

- The Contractor shall coordinate the location of the high-pressure natural gas pipeline within the Hwy. 35 right-of-way in accordance with the document entitled Third Party Requirements in the Vicinity of Natural Gas Facilities V3.1 2018 (Enbridge Gas Distribution).

All utilities shall be located by the Contractor prior to the construction of the proposed drain and utilities may require staff on-site during construction.

All costs shall be included in the associated item for accommodation of utility requests or requirements. Specific equipment, such as daylighting with a hydro-vacuum, shall be paid for as an extra item or contingency as contracted, unless previously included in the item.

5.9 Appurtenances

The following general conditions and requirements apply to this project:

5.9.1 General

- Install, maintain and remove any **temporary sediment control measures** as specified and/or directed by the Contract Administrator, Drainage Superintendent or the Conservation Authority.
- Spreading and levelling of **excavated material**, or disposal of all waste material off-site as directed by the Contract Administrator.
- **Restoration** and rehabilitation of all areas disturbed by the contractor to pre-construction conditions or better.
- Supply and place a minimum of 1.0 m width of **rip-rap** and geotextile on all sides of all catchbasins.
- All catchbasin and structure connections shall be **parged** with non-shrink hydraulic grout on both the interior and exterior of the structure.
- The cost of any **structure connection** shall be included in the bid price, including existing and proposed connections as detailed for existing and proposed municipal drains. Existing private drainage connections to structures shall also be connected to the new structure and included in this price.

5.9.2 Channel Work:

- **A maximum of 300 mm depth of spoil shall be allowed in the ROW**, in addition to topsoil stripping and replacement, except where low-runs enter the channel and these areas must be maintained to the satisfaction of the Contract Administrator.
- Excess excavated subsoil from the channel excavation shall be loaded and trucked to the designated fill areas (per landowner requests and within the watershed), subject to the approval of the Contract Administrator at the time of construction and paid for as an extra item. Any material required to be removed from the watershed shall be approved by the Contract Administrator and paid as an extra item.
- All in-water work for structure installations shall be in accordance with the accompanying DFO best management practice for culvert installations.

5.10 Rehabilitation and Seeding

All disturbed areas shall be restored to their prior condition or better in the opinion of the Owner and the Contract Administrator unless detailed under another section of these specifications. All work shall be in accordance with OPSS 804 – Construction Specification for Seed and Cover.

Hydroseeding is required on all disturbed surfaces following construction unless specified otherwise. Hand seeding for small areas is at the discretion of the Contract Administrator.

Rehabilitation of disturbed areas shall typically include seeding with the following OPSS (MTO) Standard Roadside Seed Mix, consisting of:

- 55% Creeping Red Fescue.
- 27% Kentucky Bluegrass.
- 15% Perennial Ryegrass.
- 3% White Clover, at an application rate of 100 kg/10,000 m2.

In addition:

- A nurse crop of Fall Rye Grain or Winter Wheat Grain at an application rate of 60 kg/10,000 m^2.

The Contractor shall place a minimum 150 mm of native topsoil (or screened topsoil as directed where native topsoil is not available) to seed all disturbed areas.

Sufficient growth must be approved by the Contract Administrator prior to payment of the associated item.

5.11 Erosion Protection

All erosion protection shall be as described below unless specified otherwise.

All quarry stone rip-rap (angular) shall be OPSS R-50 quarry stone rip-rap (OPSS MUNI 1004):

- **D_{50} = 210 mm dia.**
- D_{100} = 305 mm dia.
- 450 mm depth c/w geotextile underlay.

All rounded riverstone:

- **D_{50} = 300 mm dia.**
- D_{100} = 600 mm dia.
- 750 mm depth.

Riverstone shall be used for the in-water portion of the work and rip-rap shall be used as bank protection. The larger rocks shall be keyed in as anchor stones at the base of the channel for protection of the structure, as directed by the Engineer.

5.12 Damaged Private Tiles

5.12.1 Open Drains

The replacement of damaged or poorly functioning tile outlets encountered during the installation of the drain **will be included as part of the construction costs and paid as a contingency item,** and protected against erosion with rip-rap, as approved by the Contract Administrator.

In addition, if erosion is noted on channel banks due to water entering from adjacent fields, the bank shall be protected with the installation of rip-rap as part of the proposed work as directed by the Contract Administrator. These repairs shall be completed at the time of construction of the proposed drain and shall be completed as specified for replacement outlet pipes and paid for as a contingency or extra item as contracted.

5.12.2 Closed Drains

The connection and reconnection of existing tiles encountered during the installation of the drain will be included as part of the construction costs and paid as a contingency item.

Where feasible, all tiles shall be reconnected over top of the drain. However, direct connections may be allowed due to the elevation of the existing tile, as approved by the engineer. These direct connections will be completed at the time of the construction of the proposed drain and shall be completed as specified for future connections in this report.

5.13 Directional Berms

Directional Berms shall be installed with all catchbasins where specified. Typical directional berm height shall be 500 mm, top width of 300 mm, sideslopes of 1.5H:1V and length of 10 m, to the satisfaction of the Contract Administrator.

The catchbasin rip-rap shall extend to form a small spillway over the directional berm (per the accompanying detail). Directional berms shall be constructed of material containing suitable clay content to allow for direction of overland flow to catchbasins and are intended for minor ponding only.

5.14 Parging of Structure Connections

In addition to Section E.2.3.9 of the General Specifications, all structure connections shall be parged with non-shrink grout on the interior and exterior of the structure to the satisfaction of the Contract Administrator.

6.0 Description of Work

The specifications for items as listed here are in addition to and supplement those described in the Estimate of the Cost of Work (Appendix B) and the Standard Drain Specifications (Appendix E).

The numbering of each item may reference the corresponding item in the Estimate of the Cost of Work, however some items apply generally and/or to specific stationing listed with the item.

Items referenced in these Special Provisions typically require unique instructions in addition to the Standard Drain Specifications and will not necessarily cover each item listed in the Estimate of the Costs of Work. Each Item shall be bid as a lump sum price unless otherwise noted.

The staging of construction activities has been outlined above in Section 4.5 and must be followed by the Contractor.

Additional information for the items below may be found above of in the general specifications.

The quantities provided are approximate values intended to aid the Contractor during bidding and for reference only. The Contractor is required to determine final quantities prior to bidding. No extra payment will be made for discrepancies at the discretion of the Contract Administrator.

These specifications apply to (not necessarily limited to) the following sections:

SECTION W – Western Branch

SECTION S – Southern Branch

SECTION E – Eastern Branch

For the lump sum price bid, unless otherwise noted, the Contractor shall provide the following items:

SP00. Mobilization and De-Mobilization

This item covers the Contractor costs associated with the transportation and/or accommodation (meals and lodging) of labour, equipment, offices, conveniences, temporary facilities, construction plant and other items not required to form part of the permanent works and not covered by other items in the Schedule of Unit Prices. This line item shall only apply to the primary mobilization and demobilization (one mobilization and one de-mobilization) required to fulfill the Contract.

Payment at the Lump Sum price set out in the schedule of unit prices for mobilization and demobilization will be made as follows:

- 50% payable on first Payment Certificate
- 50% payable on Substantial performance Payment Certificate.

Additional mobilization costs will not be paid if the Contractor chooses to leave the site on their own accord following the initial mobilization. However, if at the discretion of the Contract Administrator a situation warrants the Contractor to demobilize from site to complete the remainder of the work at a later date, the costs associated with this may be negotiated with the Contract Administrator and paid as an extra item.

SP0. Seeding

All work shall be per Section 5.9 – Rehabilitation and Seeding and in accordance with OPSS.MUNI.804 – Construction Specification for Seed and Cover to the satisfaction of the Contract Administrator.

Location: Hydroseeding is required on all disturbed channel banks and the engineered berm. Hand seeding may be used in all other areas.

Channel Banks: All excavated channel banks may be hydroseeded without topsoil for ease of application.

Buffers: All buffers disturbed by construction works shall have topsoil spread over disturbed areas prior to seeding

Application: Hydroseeding shall be applied to all disturbed areas on the excavated channel banks, including a minimum 1 m width at grade on the channel bank.

Seed Mixture: All seeding work shall include an approved grass mix and matrix, including a nurse crop of annual rye grass as specified. These areas shall be seeded with OPSS (MTO) Standard Roadside Mix and a certificate of seed analysis shall be provided to and approved by the Contract Administrator prior to being applied.

SP1. Clearing and Grubbing

Location: Clearing and grubbing shall only be completed as required to facilitate the construction of the drainage system. Work shall also be completed in accordance with the General Specifications in Appendix E.

Any trees within the provided working space ROW which the Contractor requires shall be cleared and grubbed to allow for the construction of the proposed drain. In location where the width of the working ROW shall be minimized as possible, the brushing width shall also be minimized.

SAR Timing Windows: As described above, all work must be in accordance with the agency requirements as decided in this appendix.

Clearing/Brushing: Trees measuring 150 mm dia. or more shall be felled, delimbed, cut into lengths no longer than 4 m, and stacked within the working space ROW to the satisfaction of the Contract Administrator.
Vegetation under 150 mm dia. shall be finished by the Contractor using one of the following three methods:

- Chipped in place by an excavator equipped with a hydraulic brushing attachment.
- Chipped using a woodchipper and piled or spread within the bush ROW.
- Piled and burned in accordance with the Municipality's burning regulations and by-law(s).

The method preferred by the Contractor shall be discussed at the preconstruction meeting and shall be at the discretion of and completed to the satisfaction of the Owner and Contract Administrator.

Grubbing: Tree stumps, boulders, and other vegetative debris shall be grubbed and removed from site to the satisfaction of the Contract Administrator. Burying of grubbed materials shall not be permitted unless permission is given to the Contract Administrator by the landowner.

SP2. Supply and Install T-Bars and Buffer Signage

Steel T-bars (or approved equal) shall be installed approximately every 200 m and/or on property lines as directed by the Contract Administrator along the length of the open drain, delineating the 3 m buffer offset from the top of the channel bank. The bars shall each be painted in fluorescent orange (or approved equal) and shall extend a minimum of 1.2 m vertically when installed.

Additionally, aluminum signage approximately 300 mm x 300 mm indicating the buffer limit shall be attached to the t-bar (or approved equal) as detailed.

SP3. Sediment Control Structures

Location: Temporary sediment control structures shall be constructed at the downstream end of the proposed work and the pipe outlet stilling basin as detailed.

Sediment Control Structure: The sediment control structure shall be constructed using three (3) lengths of 300 mm dia. woodchip sediment control socks (FILTREXX SILTSOXX treated for Phosphorus and Nitrogen removal or approved equal) and anchored into each side bank and the channel bottom to control channel baseflows. The socks shall be spaced **approximately 4.0 m** apart from one another, to allow for accumulated sediment cleanout with an excavator.

OPSS R-50 rip-rap shall be used to create check dams at each sock and to additionally anchor the socks (see accompanying drawing detail). Construction shall be to the satisfaction of the Contract Administrator and the Drainage Superintendent.

The sediment control structure shall be left in place for a period of one (1) year following the construction of the drain and after that time, the bio-filters and accumulated sediment shall be removed, and the rip-rap formed into a shallow riffle structure by the Contractor.

In addition to the warranty holdback, an additional $500 shall be held for the structure until it has been removed. If removal does not occur in an acceptable timeframe, as determined by the Engineer, another Contractor shall be retained to complete the work using this holdback.

SP4. Permanent Sediment Basins

Location: Permanent sediment basins (approximately 600 mm bottom width, and 600 mm deep) shall be constructed as detailed within the proposed channel. The length of the sediment basins shall be as per the drawing set.

Erosion Protection: Rounded riverstone shall be installed at each end of the sediment basin as detailed in the drawing set to mark the basin location for future maintenance.

Maintenance: When necessary, during and at the completion of the project and/or when instructed by the Contract Administrator, the Contractor shall remove and spread any accumulated sediment within the working ROW.

The dug sediment basin shall be left in place permanently following the construction of the drain and thereafter shall be maintained by the Drainage Superintendent.

SP5. Channel Deepening & Widening

Location: All required work for the channel construction shall take place within the specified working space.

Channel Dimensions: The channel dimensions shall match those provided in the drawing set for bottom width, minimum depth, and side slopes to the satisfaction of the Contract Administrator and to match the proposed design grades.

Excavation and Spoil Levelling: Where possible and as directed by the Contract Administrator, channel deepening shall commence at the toe of the slope of the far channel bank where the bank slope is carried to the channel bottom elevation. Excavation will be completed in the channel bottom, (the shelf of the two-stage channel will be excavated on the near channel bank, where required) and vegetation on the far channel bank shall remain in place.

The topsoil from the spoil placement area shall first be stripped and spread back over the spoil within the working ROW.

Spreading and levelling of spoil shall be completed within the working ROW to a maximum depth of 150 mm in cropped agricultural areas and 300 mm in bush areas, however the spoil shall not be spread within 2 m from the top of the ditch bank.

The spoil shall then be seeded with an approved grass seed mixture (or approved equal). Spoil may be moved from one section of the ROW to another for spreading subject to approval by the Contract Administrator.

If during construction there is excavated subsoil material deemed unsuitable by the Contract Administrator for spreading in the ROW, it shall be loaded and trucked off-site by the Contractor for disposal (other options may also be approved by the Contract Administrator) and paid for at an additional cost or contingency as contracted.

SP6. Swale Construction

Location: All required work for the channel construction shall take place within the specified working space.

Swale Dimensions: The channel dimensions shall be as required to meet the minimum depth, and side slopes to the satisfaction of the Contract Administrator and to match the proposed design grades.

In areas where berming of the swale banks is required, the berm dimensions shall be listed and detailed in the drawing set.

Excavation and Spoil Levelling: The topsoil from the spoil placement area shall first be stripped and spread back over the spoil within the working ROW.

Spreading and levelling of subsoil shall be completed within the working ROW to a maximum depth of 300 mm in bush areas and 150 mm in all other areas.

The reset topsoil shall then be hydroseeded with an approved grass seed mixture (or approved equal). Spoil may be moved from one section of the ROW to another for spreading subject to approval by the Contract Administrator.

If during construction there is excavated subsoil material deemed unsuitable by the Contract Administrator for spreading in the ROW, it shall be loaded and trucked off-site by the Contractor for disposal (other options are subject to approval by the Contract Administrator) and paid for at an additional cost or contingency as contracted.

SP7. Permanent Stilling Basin

Location: A permanent stilling basin (as detailed) shall be constructed as detailed within the existing channel at the outlet of the proposed municipal tile.

Riverstone shall be used for the in-water portion of the work and rip-rap shall be used as bank protection. The larger rocks shall be keyed in as anchor stones at the base of the channel for protection of the structure, as directed by the Engineer.

Maintenance: When necessary, during and at the completion of the project and/or when instructed by the Contract Administrator, the Contractor shall remove and spread any accumulated sediment within the working ROW.

SP8. HDPE Outlet Pipes

(Sta. E0+002), (Sta. W0+115)

Location: The HDPE pipes shall outlet to the stilling basin.

Material: All HDPE pipe shall be solid, bell & spigot, dual-wall pipe (320 kPa stiffness) per section E.2.3.1 of the general specifications.

Installation: The pipes shall be installed by excavator on a minimum 150 mm depth of 19 mm (3/4 inch) dia. clear crushed stone bedding. In addition, 19 mm (3/4 inch) dia. clear crushed stone shall be used to backfill the installation trench up to the pipe springline to the satisfaction of the Contract Administrator as per the accompanying details. A rodent grate shall be installed on the outlet pipes.

Existing Outlet(s): Approximately 6 m of the existing outlet pipe(s) will be excavated, removed, and disposed of. The existing tile shall be installed into the bell end of the new outlet pipe, and shall be wrapped with a minimum 0.6 m width of geotextile (Terrafix 200R or equivalent).

New Outlet: The new outlet pipe will be joined with the HDPE pipe, and the joint with the two pipes shall be wrapped with a minimum 0.6 m width of geotextile (Terrafix 200R or equivalent).

SP9. Additional Soil Stripping

(Sta. E0+213 to E0+000)

Additional native subsoil stripping shall be completed as required to allow for tile installation with the wheel trencher (Where applicable). The subsoil stripping work is in addition to the topsoil stripping completed per section 5.1 of these specifications. Stripping shall be completed for the width of the wheel trencher, with side slopes

appropriate to local soil conditions. All excavated subsoil shall be stockpiled within the working area and shall be replaced over the trench prior to spreading of topsoil. The excavated subsoil shall be stockpiled separately from stripped topsoil.

SP10. Highway No. 35 Crossing

Sta. E0+143 to E0+182

All work shall be in accordance with OPSS.PROV 415 – Construction Specification for Pipeline Installation by Tunnelling. Additional requirements by MTO shall form part of this contract.

The Highway 35 crossing shall be completed by the boring (microtunelling) method. The road crossing shall be completed within one (1) working day. All work shall be in accordance with the Encroachment Permit issued by the Ministry of Transportation for any works associated with the road crossing. All work within the right-of-way shall be done in accordance with the Encroachment Permit.

The location of the bore pit shall be discussed with the Contractor at the pre-construction meeting. Topsoil shall be stripped for the entire area of the bore pit, including a 1 m setback and stockpiled. The topsoil shall be redistributed over the backfilled pit following construction. Also, any existing tile connections in the bore pit shall be reconnected or connected to the new drain at the discretion of the Contract Administrator and shall be installed on a base of 19 mm (3/4 inch) dia. crushed clear stone on native ground along the entire length of the connection.

The Contractor shall review the associated geotechnical report which has been included as part of the tender package.

Note: Any settlement or impact caused to the road shall be the sole responsibility of the Contractor, per the Standard Drain Specifications (Appendix E). Any voids surrounding the pipe shall be filled with grout by the Contractor during construction and/or within a reasonable timeframe of notification by the Owner and shall be included with the cost of this line item. The Owner of the Road right-of-way shall be contacted by the Contractor regarding any issues pertaining to the pipe installation on their property, prior to leaving the site. Issues shall be remedied to the satisfaction of the Engineer and the Owner.

MTO contact information to be added when confirmed at tendering.

SP11. Offset Catchbasin

(Sta. E0+143)

Location: The location of the inlets shall be near the road toe of slopes at the designated stations, as detailed in the drawing set.

Material: 600 mm X 600 mm offset concrete ditch inlet catchbasins as detailed in the drawing set.

Installation: A DICB shall be installed at the specified low point and elevation, as per the accompanying details, approximately 6 m offset from the proposed catchbasin as directed by the Contract Administrator. OPSS R-50 quarry stone rip-rap shall be installed around the DICB to act as an inlet filter to the satisfaction of the Contract Administrator.

The slope of the catchbasin lead pipe shall be a minimum of 0.1%.

SP12. Location and Excavation of Gas Main

(Sta. E0+175)

All construction activities in the vicinity of the 150 mm diameter gas pipeline within the Hwy. 35 right-of-way shall be completed with a representative from Enbridge Gas Distribution present on-site. All construction shall be done in accordance with document entitled Third Party Requirements in the Vicinity of Natural Gas Facilities V3.1 2018 (Enbridge Gas Distribution).

Prior to the commencement of any construction works within 3 m of the 150 mm dia. natural gas main, the main shall be exposed in the location of the work to ensure no contact is made with the gas main.

One (1) location and daylighting is required at the location of the proposed crossing. Additional exposures of the main may be required by the Enbridge representative, and these shall be paid as an extra.

According to the current geotechnical foundation report for this crossing, the depth of the gas main was drilled in bedrock. All exposed locations of the gas main shall be backfilled with a 300 mm envelope of sand to the satisfaction of the Enbridge representative.

In addition to section 8 of the third party requirements, Enbridge staff also require a peak particle velocity vibration level of 50 mm/s during microtunnelling.

Additional requirements by Enbridge Staff shall form part of this contract.

Enbridge contact information to be added when confirmed at tendering.

SP13. Cameron Road Crossing

The Cameron Road crossing shall be completed by the boring (Jack and Bore) method. The road crossing shall be completed within one (1) working day. An approved traffic management plan shall be prepared and submitted to the City of Kawartha Lakes by the Contractor with respect to the road crossing activity.

The location of the bore pit shall be discussed with the Contractor at the pre-construction meeting. Topsoil shall be stripped for the entire area of the bore pit, including a 1 m setback and stockpiled. The topsoil shall be redistributed over the backfilled pit following construction. Also, any existing tile connections in the bore pit shall be reconnected or connected to the new drain at the discretion of the Contract Administrator and shall be installed on a base of 19 mm (3/4 inch) dia. crushed clear stone on native ground along the entire length of the connection.

Note: Any settlement or impact caused to the road shall be the sole responsibility of the Contractor, per the Standard Drain Specifications (Appendix E). Any voids surrounding the pipe shall be filled with grout by the Contractor during construction and/or within a reasonable timeframe of notification by the Owner and shall be included with the cost of this line item. The Owner of the Road right-of-way shall be contacted by the Contractor regarding any issues pertaining to the pipe installation on their property, prior to leaving the site. Issues shall be remedied to the satisfaction of the Engineer and the Owner.

Road Authority contact information to be added when confirmed at tendering.

SP14. Grouting of Existing Road Crossings

Existing subsurface crossings that cannot be destroyed shall be completely filled with grout at the noted locations to the satisfaction of the Contract Administrator. As per OPSS.MUNI 510 concrete used to fill abandoned pipe shall be as per OPSS 1350 with a minimum specified 28-day compressive strength of 15 MPa.

Note: *Any settlement or impact caused to the road as a result of deficiencies with the grouting of the existing crossings shall be the sole responsibility of the Contractor.*

SECTION C – Contingency Items

This section covers work that may be required for this project. These items shall apply only as and when approved by the Contract Administrator.

C1. Reconnection and/or Connection of Existing Tiles

(Standard Drain Specifications - Sections E.2.3.4 and E.2.3.5)

General: The unit price bid for these items shall include all labour, equipment, and material required to reconnect/connect existing private tile drains encountered during construction to the drain.

Missed connections and/or reconnections during construction shall be completed by the Contractor during the warranty period and paid at the contract price. If the Contractor fails to complete the connection and/or reconnection within a reasonable timeframe in the opinion of the Engineer and/or the Municipality, the work shall be completed by a Contractor of the Owner's choosing and the cost of the work deducted from the contract holdback.

Please refer to the Standard Drain Specifications (Sections E.2.3.4 and E.2.3.5) for additional information.

Reconnections: For the unit price bid the Contractor shall reconnect existing private tile drains encountered during construction across the trench to themselves, above the new tile. Included in this price shall be all labour, equipment, and material required to support the tile connection above the new drain.

Supporting material shall be either compacted granular backfill and/or 19 mm dia. clear crush stone bedding under the reconnection to native ground and a minimum of 150 mm backfill over top of the reconnection. Connection of the tile using appropriately sized solid HDPE dual-wall (320 kPa) pipe (or approved equal) across the trench as per the detail in the accompanying drawings.

Connections: Typically, existing private tiles encountered during construction will be connected to themselves per the detail in the accompanying drawings. In circumstances where, in the opinion of the Engineer, reconnection is not possible, private tiles may be connected to the new drain as noted and with the downstream side of the existing tile capped.

Installation shall include appropriately sized solid PDT or solid HDPE dual-wall (320 kPa) pipe (or approved equal), connected to the new pipe using a core drilled hole and manufactured HDPE coupler fitting, including pipe bedding under the connection to native ground and a minimum of 150 mm backfill over top of the connection with 19 mm dia. clear crushed stone per the accompanying detail. Connections directly into the new drain without the use of a coupler will not be permitted.

C2. a) Special Installation Techniques (Poor Installation Conditions)

Please see **Section 5.5** – Special Installation Techniques (Poor Trenching Conditions) for more information.

b) Stone Removal and Wheel Trencher Downtime

Please see **Section 5.4** – Stone Removal and Wheel Trencher Downtime for more information.

C3. R-50 Rip-Rap Erosion Protection (OPSS.MUNI.1004)

For the unit price bid per square metre, the Contractor shall supply and install a 450 mm thickness of R-50 quarry stone rip-rap with geotextile underlay.

These unit prices shall be used for payment for any OPSS R-50 rip-rap installed in addition to those quantities already specified in other items and for credit for any quantities of rip-rap deleted from other items. Additionally, this will include areas of existing channel bank where erosion or bank slumping has occurred, as directed on-site by the Contract Administrator.

C4. 19 mm dia. Clear Crushed Stone (OPSS MUNI 1004)

For the unit price bid per tonne, the Contractor shall supply 19 mm (3/4 inch) dia. clear crushed stone. These unit prices shall be used for payment for any 19 mm clear crushed stone installed in addition to those quantities already specified in other items and for credit for any quantities of 19 mm clear crushed stone deleted from other items. **The Contractor shall install the material to the satisfaction of the Contract Administrator.**

C5. Granular 'B' Material (OPSS MUNI 1010)

For the unit price bid per tonne, the Contractor shall supply OPSS Granular 'B' material. These unit prices shall be used for payment for any Granular 'B' material installed in addition to those quantities already specified in other items and for credit for any quantities of Granular 'B' deleted from other items. **The Contractor shall install the material to the satisfaction of the Contract Administrator.**

C6. Rounded Riverstone

For the unit price bid per m^2, the Contractor shall supply and install a 600 mm thickness of rounded riverstone.

- D_{100} = 600 mm dia.
- D_{50} = 300 mm dia.

These unit prices shall be used for payment for any riverstone installed in addition to those quantities already specified in other items and for credit for any quantities of riverstone deleted from other items.

C7. Imported Screened Topsoil

For the unit price bid per m^2, the Contractor shall supply and install a 150 mm depth of imported screened topsoil. This contingency shall be used for areas that are proposed to be hydroseeded where a 150 mm depth of topsoil cannot be salvaged from the native soils.

C8. Outlet Pipe Replacement

(Standard Drain Specifications - Sections E.2.2.5 and E.2.3.8)

For the unit price bid the Contractor shall replace the existing outlet pipe for private tile drains encountered during construction. Included in this price shall be all labour equipment and material required to support the replacement, consisting of compacted backfill or clear stone bedding and connection of the tile using a solid 4 m length of dual-wall HDPE pipe (320 kPa) (or approved equal) and including a rodent grate, as detailed.

The unit price bid for this item shall also include erosion protection on the banks and floor of the channel, with approximately 6 m^2 of OPSS R-50 quarry stone rip-rap (450 mm thickness complete with geotextile underlay) as detailed. The construction and installation of the outlet and erosion protection shall be to the satisfaction of the Contract Administrator.

Missed outlet pipes replacements during construction shall be completed by the Contractor during the warranty period and paid at the Contract price. If the Contractor fails to complete the replacement, connection and/or reconnection within a reasonable timeframe in the opinion of the Contract Administrator and/or the Owner, the work shall be completed by a Contractor of the Engineer's choosing and the cost of the work deducted from the Contract holdback.

BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Appendix G

Agency Correspondence

Appendix G

Agency Project Requirements and Documents

1.0 General

Regulatory agencies have provided best management practices and requirements towards the construction of this project which are summarized below. These best management practices and requirements form part of this report and the subsequent contract for construction.

2.0 Kawartha Region Conservation Authority (KRCA)

The KRCA has been apprised of the project throughout its progression including attendance at the on-site meeting, a site walkover, and follow up conference calls. During a phone call held on August 16, 2018 staff at KRCA indicated that their main concern pertained to sediment control during construction.

In response to the KRCA's comments, the following mitigation measures have been provided:

- In-water work shall be done under low flow or dry conditions;
- Installation of stilling basins at tile and closed drain outlets; and
- Installation and maintenance of sediment and erosion controls, i.e., silt-fence surrounding areas of loose excavated soil.

As indicated in the KRCA documents located in this Appendix, all work is to be in accordance with the terms of this permit.

3.0 Ministry of Environment, Conservation and Parks (MECP)

Species at Risk (SAR): A review of the Natural Heritage Information Centre (NHIC) mapping tool for species at risk in Ontario (SARO), under the Endangered Species Act (ESA) was conducted by Burnside.

An information request was submitted to the MNRF for review (see attached correspondence). MNRF indicated that their main concerns pertained to the historical presence of **snapping turtles (Special Concern)** within a 1 km radius of the area.

Several other species at risk were identified as being within a 5 km radius of the area. In response to these concerns the following general mitigation measures were suggested by the MNRF and will be incorporated:

- All existing culverts and structures will be checked for bird nests prior to the commencement of construction.
- All affected ponds and watercourses will be checked for turtles and snakes prior to construction.
- If the area of proposed works is determined to contain habitat for any affected Species at Risk, the appropriate timing windows as provided by the MNRF will be observed.

SAR Mitigation: Eastern Meadowlark

In response the following mitigation measures have been provided:

- Apply no work timing windows for all clearing and grubbing to avoid direct impacts to birds during the core bird breeding window ***(Restricted from April 1 to September 15).***
- All disturbed soils within pasture areas are to be reinstated and seeded with Virginia Wild Rye (*Elymus virginicus*) post-construction.

The proposed works will occur primarily within active pastures and active agricultural fields that are primarily used for row crops.

- These agricultural fields will remain suitable for agricultural operation after the installation is complete, and therefore the proposed works should not impact potential breeding bird habitat, as vegetation will regenerate prior to the next breeding season. No temporary or permanent impacts to SAR are expected.

Tree Removal: All tree removal required for the work shall take place outside the applicable restricted timing window ***(Restricted from April 1 to September 15)***.

4.0 Fisheries & Oceans Canada (DFO)

A review of the DFO channel classification for the proposed municipal drain using the AgMaps mapping tool by OMAFRA was conducted by Burnside.

The proposed Fair Municipal Drain is currently unclassified by this mapping, meaning that it has not been classified recently and that DFO will likely require a site-specific review.

A request for review of the proposed works was submitted to DFO for review (DFO File Number 18-HCAA-01579) and comments were later received in a Letter of Advice. DFO indicated that their main concerns pertained to the potential release of sediment into watercourses that could disrupt fish habitat.

As indicated in the DFO Letter of Advice in this Appendix, all work is to be done in accordance with the terms in the Letter of Advice. Relevant mitigation measures are highlighted below and must be followed throughout the project:

- **All in-water work will be conducted outside the restricted timing window (no in-water work from March 15 to July 15);**
- All in-water work will be conducted in low or no flow conditions;
- Install stilling basins at tile outlets;
- Appropriate erosion and sediment control measures will be used during construction;

No Federal Species at Risk have been identified within this drainage area that would require special consideration under the Species at Risk Act (SARA).

Fisheries and Oceans Canada | Pêches et Océans Canada

Central and Arctic Region
Fisheries Protection Program
867 Lakeshore Road
Burlington, Ontario
L7S 1A1

Région centrale et de l'Arctique
Programme de protection des pêches
876 chemin Lakeshore
Burlington, Ontario
L7S 1A1

Your file *Votre référence*

March 5, 2019

Our file *Notre référence*
18-HCAA-01579

Mike Farquhar
City of Kawartha Lakes
26 Francis Street
Lindsay, ON K9V 5R8

Subject: Waite Municipal Drain Construction, Tributary to Sturgeon Lake, City of Kawartha Lakes– Implementation of Measures to Avoid and Mitigate Serious Harm to Fish

Dear Mike Farquhar:

The Fisheries Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on December 5, 2018. We understand that you propose to:

- Construct 3 new branches of municipal drain (Waite Municipal Drain);
- Install 681m of tile and excavate 125m of open channel in the Western Branch; and
- Install 94m of tile, excavate 93m of open channel, and deepen 88m of existing open channel in the Eastern Branch; and
- Excavate 237m of open channel in the Southern Branch.

Our review considered the following information:

- Request for Review form;
- Plan and Profiles document; and
- Photo Page document.

Your proposal has been reviewed to determine whether it is likely to result in serious harm to fish which is prohibited under subsection 35(1) of the *Fisheries Act* unless authorized. Your proposal has also been reviewed to determine whether it is likely to affect listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act,* unless authorized.

To avoid and mitigate the potential for serious harm to fish as well as prohibited effects on listed aquatic species at risk, we recommend implementing the measures listed below:

- In-water work to occur outside of the restricted fisheries timing window (no in-water work March 15th to July 15th);

Canada

.../2

- Work under low flow or dry conditions;
- Install stilling basins at tile outlets; and
- Install and maintain sediment and erosion controls such that the release of sediment is avoided at the site.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not result in serious harm to fish or prohibited effects on listed aquatic species at risk. As such, an authorization under the *Fisheries Act* or a permit under the *Species at Risk Act* is not required.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to avoid causing serious harm to fish and avoid prohibited effects on listed aquatic species at risk, any part of their critical habitat or the residences of their individuals.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, serious harm to fish that are part of or support a commercial, recreational or Aboriginal fishery. Such notifications should be directed to http://www.dfo-mpo.gc.ca/pnw-ppe/violation-infraction/index-eng.html.

Please notify this office at least 10 days before starting your project. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Amanda Conway at our Burlington office at 905-336-4588 or by email at Amanda.Conway@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

Sara Eddy
Team Leader Triage and Planning

CC: Amanda Conway – Fisheries and Oceans Canada

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Paul Herlihey
City of Kawartha Lakes
12 Peel Street
Lindsay, ON K9V 3L8

Regarding: **Petition for Drainage Works – Waite Drain**
Lot 10, Concession 5 & 6 and Lot 9, Concession 5
Geographic Township of Fenelon
City of Kawartha Lakes

Dear Mr. Herlihey:

On September 28, 2017, Kawartha Conservation received a Notice that the City of Kawartha Lakes Council had passed a resolution to proceed with the Petition for Drainage Works by Owner – Waite pursuant to Section 5(1)(b) of the Drainage Act, R.S.O. 1990 and that R. J. Burnside & Associates had been appointed to act as the Engineer of Record. Kawartha Conservation staff attended a meeting with the Engineer, applicant, and affected landowners on November 7th, 2017 and confirmed there are regulated areas within the project area. On December 10, 2017 Staff completed a site visit to the affected properties to review the regulated areas. Staff met again with the Engineer, the applicant, and City of Kawartha Lakes staff on December 14, 2017 at Westlake Court to review the location of the proposed outlet.

As noted in the November 7, 2017 meeting, Kawartha Conservation can confirm that portions of the project area are regulated under Ontario Regulation 182/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses), which is administered by Kawartha Conservation. This regulation incorporates areas such as river and stream valleys, unstable soil and bedrock, flooding and erosion hazards, watercourses, and wetlands plus an allowance associated with each feature.

A permit from this office is required prior to the commencement of any on-site works for any proposed development and/or site alteration within the regulated areas. Subsection 28(25) of the Conservation Authorities Act defines development as:

(a) the construction, reconstruction, erection or placing of a building or structure of any kind,
(b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
(c) site grading, or
(d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

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Our Watershed Partners:
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The following regulated features/areas have been verified by staff within the overall project area (see Figure 1: Regulated Areas Map for a map of these areas):

A. Wetlands (#1, 3, 8, 9 on Figure 1)

- An unevaluated wetland greater than 2 hectares in size is present to the east of the rail trail **(#9 on Figure 1).** Development and/or site alteration proposed within this wetland or within 120 metres of this wetland and/or any activities that would interfere in any way with the wetland would be subject to Ontario Regulation 182/06 and a permit would be required.

- Several unevaluated wetlands less than 2 hectares in size are present within the project area, including:
  - One wetland area around a pond at 4196 Highway 35 **(#8 on Figure 1)**
  - One wetland at 9 & 10 Westlake Court and 65 Cameron Road along the drainage ditch that runs north-south (we recognize that at this point, this area is not proposed to be part of the drain but part of this area is a City-owned drainage easement that may request an outlet to the drain in the future) **(#3 on Figure 1)**
  - Wetlands are present along the west and north toe of the Cameron Rock Drumlin (also identified as a watercourse on our mapping) where the drain would likely outlet **(#1 on Figure 1)**

  Development and/or site alteration proposed within these wetlands or within 30 metres of these wetlands and/or any activities that would interfere in any way with these wetlands would be subject to Ontario Regulation 182/06 and a permit would be required.

Applicable Wetland Policies

Municipal Drains and Drainage Ditches within Wetlands

Policy 4.6.2.1(11) New drainage works approved pursuant to the Drainage Act may be permitted within a wetland provided that it has or can be demonstrated to the satisfaction of KRCA through an Environmental Impact Study that appropriate best management practices and remedial measures will be employed to mitigate and/or compensate for wetland loss or interference with the natural features and hydrologic and ecological functions.

Ponds and Municipal Drains within the Area of Interference of a Wetland

Policy 4.6.2.2(13) New dug-out or isolated ponds* and new drainage works approved pursuant to the Drainage Act may be permitted within an area of interference provided that:

- it can be demonstrated through site review or an Environmental Impact Study that there will be no adverse impact on the hydrologic function of the wetland; and,
- best management practices will be employed to:
  - maintain water balance;

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- control sediment and erosion; and,
- maintain or enhance a wetland buffer in accordance with **Policy 4.6.2(2).**

B. Watercourses/Surface Water Features (#1, 2, 4, 7 on Figure 1)

- Staff have verified that several watercourses traverse through the project area, including:
  - Along the west side of the Cameron Rock Drumlin (#1 on Figure 1)
  - The watercourse/drainage ditch on 6 Westlake Court, 65 Cameron Road, and between 59 & 61 Cameron Road in the City's Drainage Easement (#2 on Figure 1)
  - The pond area at 95 Cameron Road (#4 on Figure 1)
  - 4175 Highway 35 before it drains into a culvert under Highway 35 (#7 on Figure 1)

  Development and/or site alteration proposed within a watercourse valley as determined in accordance with Ontario Regulation 182/06 and/or any watercourse alterations (e.g. culvert installations, channel or bank modifications, bridge construction, etc.) would require a permit from this office prior to the commencement of any on-site works.

Applicable Watercourse Policies

Realignment, Channelization, or Straightening of Watercourses

Policy 4.7.2.4(1) Realignment, channelization and/or straightening of a river, creek, stream or watercourse is generally discouraged, but may be permitted in instances that: would improve hydraulic characteristics and fluvial processes including the facilitation of works approved pursuant to the Drainage Act; accommodate infill development; facilitate on-going operations associated with existing agricultural use; improve aquatic habitat or water quality; and/or facilitate public infrastructure projects (e.g., highway construction or reconstruction), provided that:

- all feasible alternative alignments have been considered through an approved Environmental Assessment, or though site-specific studies supported by KRCA, whichever is applicable based on the scale and scope of the project;
- watercourse functionality (e.g., water quality control, water conveyance, etc.) is maintained;
- there will be no adverse hydraulic or fluvial impacts on rivers, creeks, streams, watercourses or lakes. Engineered hydraulic analyses may be required, at the discretion of the Authority, to demonstrate that this condition has been met; and,
- natural channel design practices are followed to the maximum extent possible.

Enclosures of Watercourses

Policy 4.7.2.4(2) Enclosures of rivers, creeks, streams or watercourses are discouraged, but may be permitted where there is a risk to public safety and/or potential property damage and where a site specific study demonstrates that:

- all feasible options and methods have been explored to address the hazard(s);

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- impacts on watercourse functionality (e.g., water quality control, water conveyance, etc.) are minimized and it can be demonstrated that best management practices including project design and appropriate remedial measures will mitigate and/or compensate for disturbance to features and functions; and,
- there is no negative impact on the downstream thermal regime.

C. Valley Lands (# 5, 6 on Figure 1)

- Staff completed site visits to the two valleys (#5 & 6 on Figure 1) during the winter months and concluded that these were valley lands. Kawartha Conservation regulates valley lands in accordance with the Conservation Authorities Act and O. Reg. 182/06. Due to the snow, staff would like to return in the spring months to review these two features to determine if they also meet the definition of watercourses and/or wetlands.

  Development and/or site alteration proposed within a valley as determined in accordance with Ontario Regulation 182/06 would require a permit from this office prior to the commencement of any on-site works.

D. Permit Requirements

A permit is required from this office for any development and/or site alteration in verified regulated areas prior to the commencement of any on-site works. The following information requirements should be submitted to this office with any permit application:

- Completed and signed Standard Permit Application Form
- Copy of the Drainage Engineer's Report
- A Sediment and Erosion Control Plan that details all sediment/erosion control measure to be installed before and during construction as well as how the site will be stabilized after the works are complete
- Three hard copies of any drawings showing the proposed drainage works within the regulated areas
- Total volume of fill material (e.g. sand, soil, gravel, rock, etc.) required to be placed within the regulated areas and the source (company name, location)
- **Environmental Impact Study** – At this time, staff do not believe an Environmental Impact Study will be required as part of the permit application. The wetlands identified in the study area are not expected to be adversely affected by the proposed new Waite Drain (with the exception of #5 and 6 which have not yet been field verified to determine if they meet the definition of wetlands). However, we note that we have not yet reviewed any alternatives for the proposed new Waite Drain.
- **Potential Hearing Required** - For any proposed enclosures of existing watercourses, our policy only allows for enclosures where there is a demonstrated risk to public safety or the potential for property damage. At this early stage, we believe it unlikely that this can be demonstrated for any watercourses present in the project area. In the event that you cannot meet the current policy requirements, staff are unable to issue a permit. The applicant then has a right to request a Hearing in front of the Board of Directors. The Board would then make the decision whether or not to issue a permit. We will need to review the proposed

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alternatives before we can determine whether or not a Hearing will be required. At this early stage, we do not know which sections of existing watercourses will be enclosed or remain as open channels.

- We are working on updating our regulated areas based on our site visits. Once we have the updated regulated areas, we will provide this information electronically to the City and Drainage Engineer. We request that you include the regulated areas on any future drawings or designs submitted to our office for the purposes of obtaining a permit.
- Additional information may be requested as part of any permit application once we have received more information on the proposed alternatives for the drainage works.

The above comments reflect our understanding, at the time of writing, of the best available data, applicable policies and regulations. Should you have any questions, please do not hesitate to contact this office.

Yours truly,

Stacy Porter

Stacy Porter
Planning and Regulation Technician

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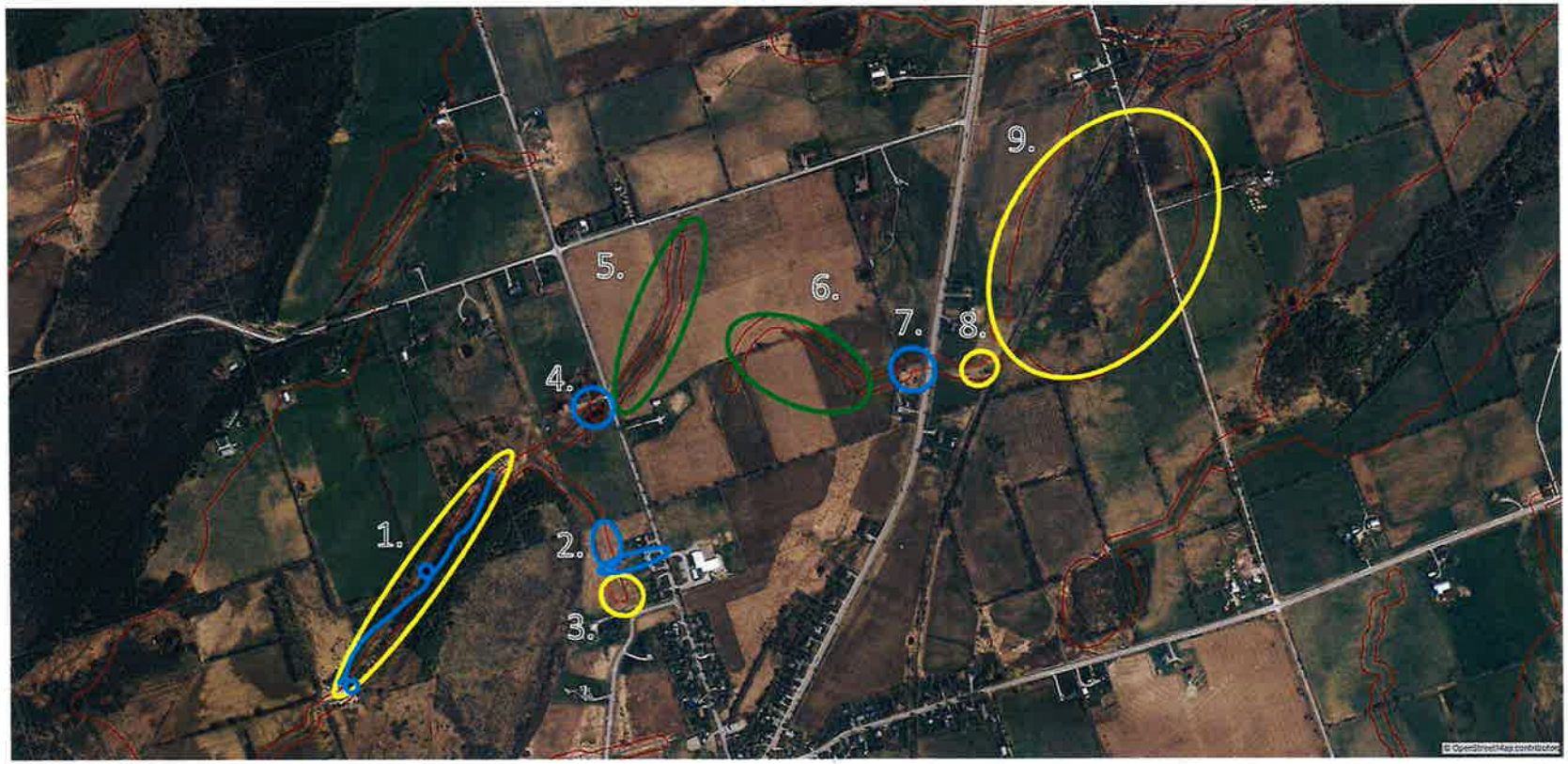

Figure 1: Regulated Areas Map

Legend:
Red: Regulated Areas (these have to be field-verified through site visits)

Confirmed Regulated Areas:
Yellow: Wetlands (#1, 3, 8, 9)
Blue: Watercourses/Surface Water (#4, 2, 7, 1)
Green: Valleys (#5, 6) – regulated as valleys

Unconfirmed Regulated Areas:
Green: (#5, 6) – require site visit in spring to determine if they meet definition of wetlands and watercourses

R.J. Burnside & Associates Limited 292 Speedvale Avenue West Unit 20 Guelph ON N1H 1C4 CANADA
telephone (519) 823-4995 **fax** (519) 941-8120 **web** www.rjburnside.com

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Technical Memorandum

Date: February 2, 2024 **Project No.:** 300041611.0000

Project Name: Waite Municipal Drain

Client Name: Municipality of Kawartha Lakes

Submitted To: Edward Delay, M. Eng, P.Eng.

Submitted By: Sarah Yoshida, B.Sc. (Env.), G. Cert. E.R.

Reviewed By: Hannah Maciver, B.E.S.

1.0 Introduction and Purpose

R.J. Burnside & Associates Limited (Burnside) was retained by the Municipality of Kawartha Lakes to investigate drainage issues on the properties of the petitioning landowner and road authority, within the geographic township of Fenelon, in accordance with Section 4 of the Drainage Act, R.S.O 1990. The watershed of the proposed Waite Municipal Drain is not currently assessed to an existing municipal drain. There are no systematic private drainage systems installed within the branch watersheds; however, several areas of random drainage were located. The watershed boundary can be found in Figure 1 below.

Under the *Endangered Species Act, 2007* (ESA), Endangered and Threatened species are afforded individual and habitat protection under section 9 and 10 of the Act. Where the construction of a new drain is proposed that may impact Species at Risk (SAR), measures should be taken to avoid contravening the Act. If impacts cannot be avoided, ESA authorization may be required.

The project limits are defined as the areas within 15 m of the proposed drain, this can be described as the limits of disturbance associated with the proposed drainage works. The Study Area consists of the areas within 30 m of the proposed drain.

Based on correspondence with Ministry of Natural Resources and Forestry (MNRF, 2018), a desktop screening of background natural heritage databases (i.e., Natural Heritage Information Centre, Ontario Breeding Bird Atlas) was completed. The following resources were reviewed:

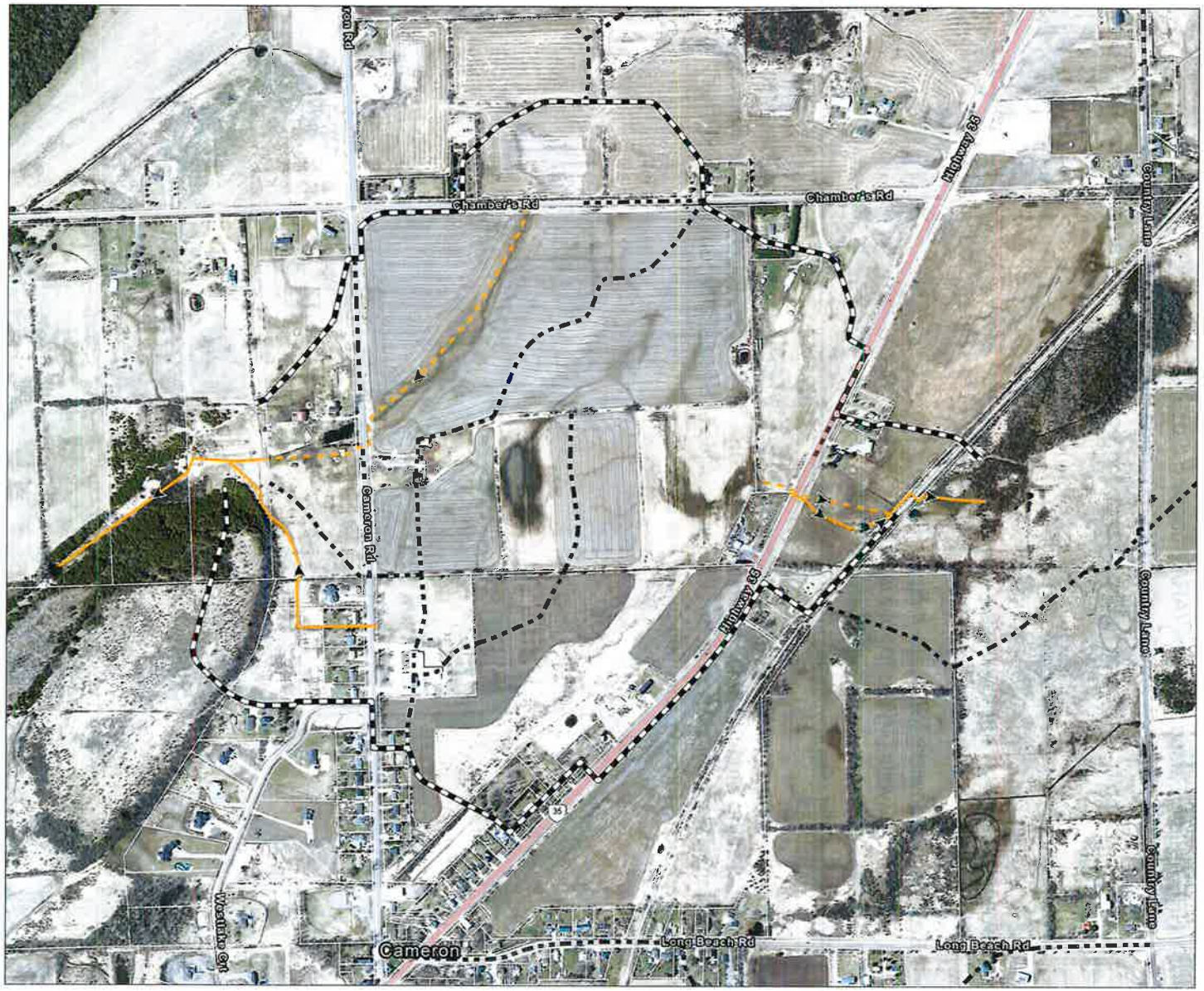
- Aerial photography

- The Ministry of Natural Resources and Forestry (MNRF) Natural Heritage Information Centre (NHIC) database to identify records of rare wildlife species within and in the vicinity of the Project Area
- The Ontario Breeding Bird Atlas (OBBA) , 2001 – 2005 for records of birds breeding in the general project vicinity
- The Ontario Reptile and Amphibian Atlas (ORAA), for records of amphibians and reptiles in the general project vicinity
- MNRF Aquatic Resources Area (ARA) mapping (2015)
- Department of Fisheries and Oceans (DFO) Canada Species at Risk (SAR) mapping
- The Cornell Lab of Ornithology eBird website for records of species at risk birds in the general project vicinity
- iNaturalist

Based on the review of the above sources, the following SAR and/or their habitats protected under the ESA have the potential to occur in the vicinity of the Study Area:

- Eastern Meadowlark (*Sturnella magna*) – THR
- Little Brown Myotis (*Myotis lucifugus*) – END
- Northern Myotis (*Myotis septentrionalis*) – END
- Tri-colored Bat (*Perimyotis subflavus*) – END

Other species were identified from the background review but were screened as having low or no potential in the Study Area (see Table 2 attached). Only species listed as either Endangered or Threatened were considered at this time as species of Special Concern (SC) and their habitats are not afforded protection under the ESA.



Watershed Boundary
Subwatershed Boundary
Proposed Drain - Open
Proposed Drain - Closed

Sources:

1. Ministry of Natural Resources and Forestry,© King's Printer for Ontario
2. Natural Resources Canada,© His Majesty the King in Right of Canada

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Grid North

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Client
CITY OF KAWARTHA LAKES

Figure Title
WAITE MUNICIPAL DRAIN

WATERSHED PLAN

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HN	SY	2024/01/05	1
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2.0 Proposed Works

Works on the proposed Waite Municipal Drain will include the following:

Eastern Branch

- Ap. 192 m of HDPE (320 kPa) pipe (or approved equal)
- Four concrete structures including one directional berm
- One road crossing, comprised of ap. 39 m of SWWSP
- Ap. 174 m of grassed swale construction
- Ap. 90 m of channel deepening & widening, and riparian buffer construction
- One outlet stilling basin, and three permanent sediment basins

Western Branch

- Ap. 647 m of HDPE (320 kPa) pipe (or approved equal)
- Five concrete structures including two directional berms
- One road crossing comprised of approximately 23 m of SWWSP
- Ap. 102 m of channel deepening & widening, and riparian buffer construction
- One outlet stilling basin, and one permanent sediment basin

Southern Branch

- Ap. 239 m of grassed swale construction to provide an outlet for the existing drainage easement in Lot 9, Concession 5
- Incorporation of ap. 190 m of grassed swale, also given a design for future maintenance

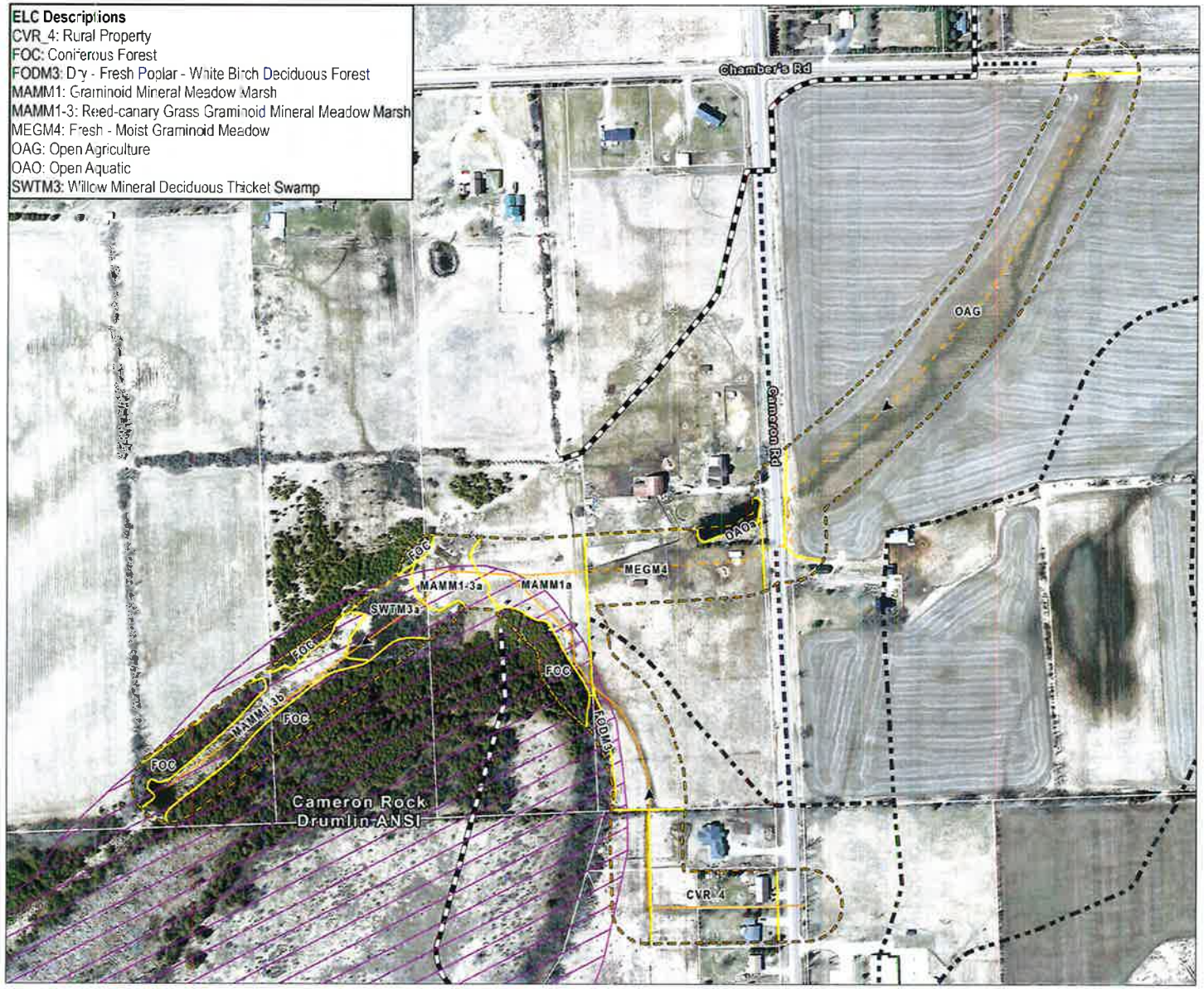
The locations of the proposed open and closed drains can be found on Figure 1 above.

3.0 Field Methodologies

4.0 Vegetation Community Inventory

A site investigation was completed by two Burnside ecologists on October 2, 2023. The purpose of the survey was to address concerns for the potential presence of SAR and complete a high-level vegetation inventory with a focus on woody vegetation and density / relative cover within canopy, subcanopy, understory, and groundcover layers. All communities within the Study Area were characterized. Where access to a community was not possible, a community series classification was provided based on a review of aerial photography.

All communities within the Study Area were reviewed to characterize their composition and described using the Ecological Land Classification System for Southern Ontario (Lee et. al, 1998). The locations of these community are shown on Figure 2.



Watershed Boundary
Subwatershed Boundary
Proposed Drain - Open
Proposed Drain - Closed
Study Area
Ecological Land Classification
Cameron Rock Drumlin ANSI

Sources:

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Grid North

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Client
CITY OF KAWARTHA LAKES

Figure Title
WAITE MUNICIPAL DRAIN

ECOLOGICAL LAND CLASSIFICATION

Drawn	Checked	Date	Figure No.
HN	SY	2024/01/05	2A
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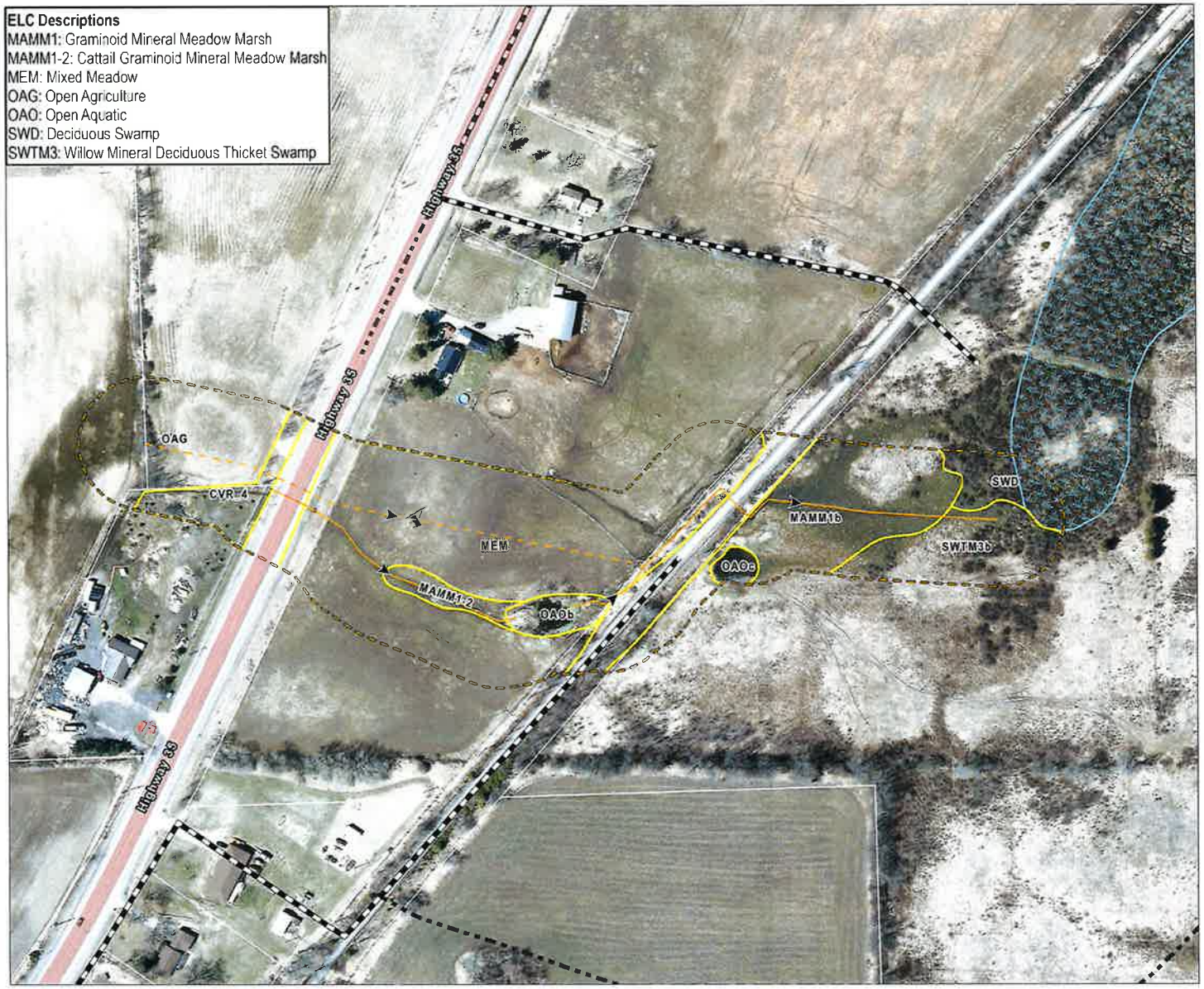

Watershed Boundary
Subwatershed Boundary
Proposed Drain - Open
Proposed Drain - Closed
Study Area
Wetland (MNRF)
Ecological Land Classification

Sources:

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Metres

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Client
CITY OF KAWARTHA LAKES

Figure Title
WAITE MUNICIPAL DRAIN

ECOLOGICAL LAND CLASSIFICATION

Drawn	Checked	Date	Figure No.
HN	SY	2024/01/05	2B
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4.1 Bat Maternity Habitat Surveys

A survey for high-quality bat maternity roost habitats was conducted within 15 m of the proposed drain rather than 30 m, as the probability for removals beyond 15 m is unlikely. All trees with a diameter at breast height (dbh) >10 cm were inspected for their potential to provide habitat for SAR bats.

5.0 Results and Discussion

5.1 Environmental Land Classification (ELC)

In total, 12 ELC communities are present within the Study Area

5.1.1 Agricultural (OAG)

Row cropping is present south of Chambers Road between Cameron Road and ON-35. Crops were not present at the time of the site investigation.

5.1.2 Rural Residential (CVR4)

This community consists of manicured turfgrass and open grown trees.

Photo 1: Representative photo of the CVR_4 community

5.1.3 Open Water (OAO)

Three OAO communities are present within the Study Area west of the proposed crossing at Cameron Road (OAOa), west of the City of Kawartha Lakes Rail Trail (OAOb), and east of the City of Kawartha Lakes Rail Trail.

The OAOa community near the proposed Cameron Road (Photo 2) is moderately deep and bordered by Cattails (*Typha spp.*) and Crack Willow (*Salix x fragilis*). New England Aster (*Symphyotrichum novae-angliae*) and Reed Canary Grass (*Phalaris arundinacea)* are also present along the margins. This pond is sufficiently deep to support overwintering turtles but is isolated from other wetland communities or watercourses by mown lawns, steep hills, roadways, and farm fields. The pond lacks distinctive basking structures.

The OAOb community immediately west of the Kawartha Rail trail is < 20 cm deep (Photo 3). Algae, Duckweed (*Lemna minor*), Softstem Bulrush (*Schoenoplectus tabernaemontani),* and *Chara spp.* Are present within the pond. The margins of the pond are bordered Narrow-leaf Cattail, Reed Canary Grass, and Tall Goldenrod (*Solidago altissima*). A small stand of young Manitoba Maple (*Acer negundo*) and regenerating Green Ash (*Fraxinus pennsylvanica*) are present. Horses graze in the adjacent meadow community and have access to the pond.

The OAOc community is located immediately east of the Kawartha Rail Trail. This pond is approximately 30 cm deep at its deepest and is accessible by grazing cattle (Photo 6). This community was not accessible to Burnside at the time of the site investigation. Northern Water Plantain (*Alisma triviale*) was visible and algae growth was abundant within the pond. Submergent vegetation was visible within the pond but was unidentifiable.

Photo 2: Open water pond west of Cameron Road (OAOa)

Photo 3: Open water pond west of the Rail Trail (OAOb)

5.1.4 Fresh-Moist Graminoid Meadow Ecosite (MEGM4)

This community is present in association with the horse sanctuary west of Cameron Road. This area is currently being used as a pasture to graze horses and was accessible during Burnside's site visit. This community is dominated by short cool season grasses. Shrubs are absent within

this community. Based on discussions with the engineering team, the landowner also periodically mows the area. This area is subject to periodic flooding during the spring freshet.

Photo 4: Representative photo of the MEGM4 community. Note the height of the grasses

5.1.5 Mixed Meadow (MEM)

This community is present in association with the horse farm east of ON-35 near the easternmost extent of the proposed drain and OAOa. Horses are present within this community and have access. Trees and shrubs are absent from this community. The groundcover is dominated by short cool season grasses. Lesser associates include Queen Anne's Lace (*Daucas carota*), English Plantain (*Plantago lanceolata*), Field Thistle (*Cirsium discolor*), Red Clover (*Trifolium pratense*), Sweet White Clover (*Melilotus albus*), Heath Aster (*Symphyotrichum ericoides*), Canada Goldenrod (*Solidago canadensis*), Late Goldenrod (*Solidago altissima*), and Crown Vetch (*Securigera varia*).

Photo 5: Representative photo of the MEM community

5.1.6 Graminoid Mineral Meadow Marsh (MAMM1)

Two MAMM1 communities are present within the Study Area. MAMM1a is present north of the FOC community. This community is mown, and as such the grass species are unidentifiable. Remnant Red Osier Dogwood (*Cornus sericea*) is also present as are hummocky soils, indicating soils are periodically saturated.

The MAMM1b community is present east of the Rail Trail in association with the OAOc community and SWTM3b community. This community was inaccessible and as such, habitat characterization was completed from the Rail Trail. This community is used for grazing cows. Hummocks are abundant throughout the community although standing water is absent from the community. Young trees including regenerating Green Ash, Black Ash (*Fraxinus nigra*), Silver Maple (*Acer saccharinum*), and Balsam Polar (*Populus balsamifera*) occur sporadically along the margins of the community but do not form a distinguishable canopy or subcanopy. Red Osier Dogwood and *Salix sp.* occurs occasionally within the understory layer but does not provide > 10% cover overall. The groundcover layer was largely unidentified but was dominated by cool season grasses including Reed Canary Grass.

Photo 6: Representative photo of the MAMM1b community

5.1.7 Cattail Graminoid Mineral Meadow Marsh (MAMM1-2)

This community is present in association with the horse farm west of the Rail Trail along the route of the proposed drain. Standing water was absent at the time of the site investigation. Narrow-leaf Cattail (*Typha angustifolia*) dominates this community with lesser associates of Reed Canary Grass and Tall Goldenrod. Other species present include cool season grasses such as Smooth Brome (*Bromus inermis*) and Orchard Grass (*Dactylis glomerata*) as well as Sedges (*Carex spp.*). Red Osier Dogwood occurs occasionally within this community.

Photo 7: Representative photo of the MAMM1-2 community

5.1.8 Reed Canary Grass Graminoid Mineral Meadow Marsh Type (MAMM1-3)

A Reed-canary Grass Graminoid Mineral Meadow Marsh Type (MAMM1-3a) community is present north of the SWTM3a community as well as at the most western extent of the proposed drain (MAMM1-3b). This community is dominated by Reed Canary Grass with lesser associates of Narrowleaf Cattail and Boneset. Standing water was not present at the time of the site investigation.

Photo 8: Representative photos of the MAMM1-3 community

5.1.9 Willow Mineral Deciduous Thicket Swamp Ecosite (SWTM3)

This community is present at the westernmost extent of the drain (SWTM3a) and at the easternmost extent of the drain (SWTM3b).

Standing water and saturated soils were absent within SWTM3a at the time of the site investigation within the SWTM3. This community is relatively narrow, spanning 0.67 ha along the proposed drain. A canopy and subcanopy are absent from this community, instead the understory is dominated by densely growing Meadow Willow (*Salix petiolaris*) and Bebb's Willow (*Salix x bebbiana*) with lesser associates of Red Osier Dogwood. Groundcover provides >80% cover and consists of a mix of graminoid and forb species including Reed Canary Grass, Spotted Joe Pye Weed (*Eutrochium maculatum*), Swamp Aster (*Symphyotrichum puniceum*), New England Aster, Sensitive Fern (*Onoclea sensibilis*), and Boneset (*Eupatorium perfoliatum*).

The SWTM3b community was not accessible and instead was assessed from a distance. Similar to SWTM3a, a canopy and subcanopy are absent from this community. Willow species appear to dominate the understory with lesser associates of Red Osier Dogwood. It is assumed that the ground cover layer is consistent with the adjacent MAMM1 community.

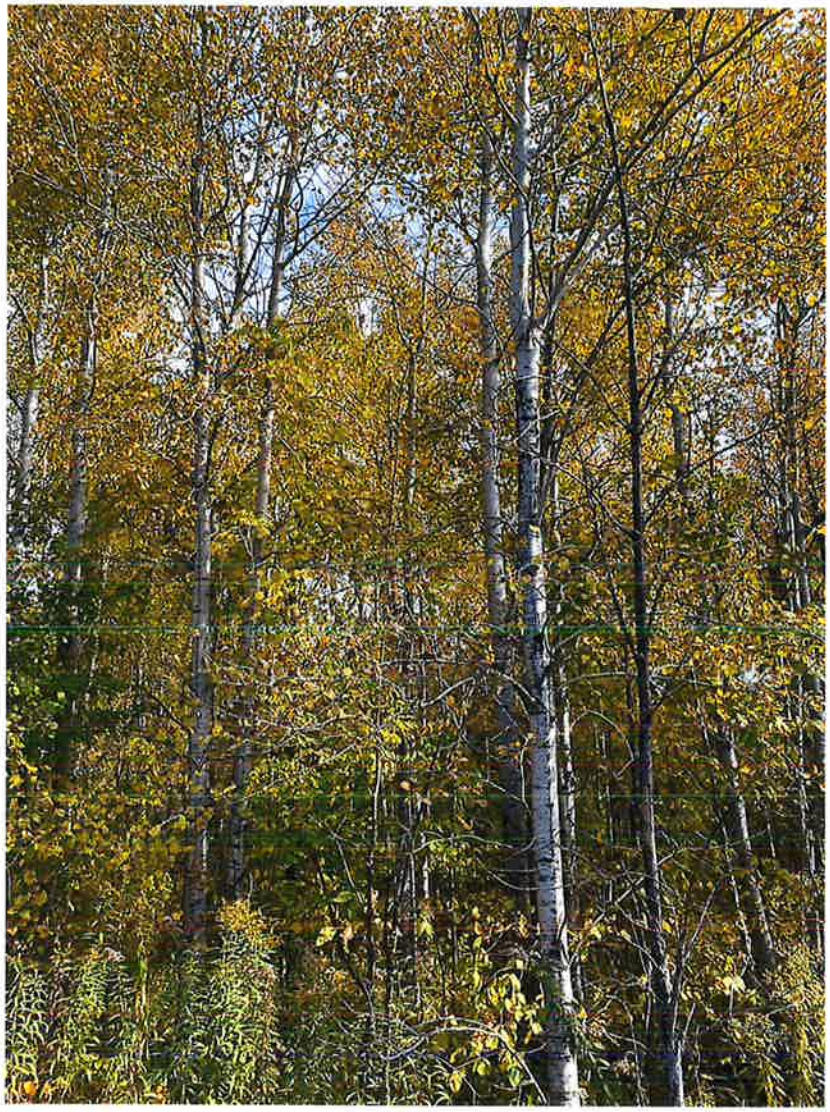
Photo 9: Representative photo of the SWTM3a community

Photo 10: The SWTM3b community is visible from a distance

5.1.10 Deciduous Swamp (SWD)

This community is present east of the Rail Trail and north of the easternmost extent of the proposed drain. The canopy and sub canopy of this community consists of young to mid-aged deciduous species including Trembling Aspen (*Pupulus tremuloides*), White Birch (*Betula papyrifera*), Green Ash, and Black Ash. The understory appeared dense, observable species include Ash regeneration, Willow, and Red Osier Dogwood. This community is located > 15 m from the drain and is unlikely to be impacted by the proposed drainage works.

Photo 11: Representative photo of the SWD community



5.1.11 Dry – Fresh Poplar – White Birch Deciduous Forest (FODM3)

This community is located along the westernmost extent of the proposed drain immediately west of the MEGM4 and CVR_4 communities. The portion of this community present within the Study Area consists of a moderately steep slope. Loose cobble and boulders are abundant along the slope. Young to mid-aged deciduous trees are the dominant source of cover.

Due to the age of this community, a distinct canopy is absent. Mature canopy trees comprise < 30% cover and include Basswood (*Tilia americana*) and White Ash (*Fraxinus americana*). The subcanopy provides approximately 70% cover and is dominated by Trembling Aspen with lesser

associates of White Cedar (*Thuja occidentalis*), Manitoba Maple, American Elm (*Ulmus americana*), and White Birch.

The understory within this community is dense and is dominated by European Buckthorn (*Rhamnus cathartica*) and Green Ash regeneration. Wild Grape (*Vitis riparia*)and Currants (*Ribes spp.)* are also present. Groundcover is sparse within this community. Identifiable species include Canada Goldenrod and Tall Goldenrod. Green Ash regeneration is also present.

This community will not be altered by the proposed drainage works.

Photo 12: Representative photo of the FOD community

5.1.12 Coniferous Forest (FOC)

This community was identified using air photos and was not accessible during the site investigation. Observable species include White Cedar. This community will not be altered by the proposed drainage works.

6.0 Species at Risk Habitat Suitability

6.1 SAR Bats

No candidate roost trees are present within 15 m of the proposed drain. One candidate SAR bat roost tree was incidentally observed within 30 m of the drain but is sufficiently far away that it will not be impacted by the proposed drainage works. The forest and treed swamp communities

are likely to provide high quality bat roosting habitat but will not be impacted by the proposed drainage improvement project.

6.2 Eastern Meadowlark

Candidate habitat is present for Eastern Meadowlark (EAME) within the MEGM4 and MEM communities. The viability of EAME breeding habitat within either of these communities is considered to be low. Both communities are subject to grazing pressure from the existing horse farms that prevent the establishment of tall grasses throughout most of the fields. EAME also prefer expansive grasslands interspersed with scattered shrubs which are absent from the Study Area. Despite the low-quality habitat observed, one record for EAME was reported through eBird adjacent to the MEM community as well as one record within the vicinity of the MEGM4 community. Therefore, potential impacts to this species cannot be ruled out.

The proposed works within the MEM community will include the installation of a closed drain (i.e., HDPE (320 kPa) pipe) that will be 192 m in length. Portions of the field will be temporarily disturbed but will be restored to existing or better conditions post-construction and therefore, no net loss of candidate habitat will occur. It is anticipated that the on-site soil will contain a suitable seedbank to allow for the regeneration of the existing plant community. Disturbed areas should be seeded with Virginia Wild Rye (*Elymus virginicus*) to aid in the establishment of erosion and weed control. The proposed open channel will be located within an existing low-lying area that is currently dominated by wetland vegetation (i.e., the MAMM1-2 community) that is not suitable breeding habitat for EAME.

The proposed open portions of drain within the southern branch associated with the MEGM4 community will remain as a grassed swale. Therefore, no net loss of candidate EAME will occur. The Burnside engineering team anticipates that water will be periodically present within the swale during periods of high flow. It is anticipated that the on-site soil will contain a suitable seedbank to allow for the regeneration of the existing plant community. Disturbed areas should be seeded with Virginia Wild Rye to aid in the establishment of erosion and weed control.

To avoid impacts to nesting EAME and other species of migratory bird protected under the *Migratory Birds Convention Act, 1994*, vegetation clearing and grading activities must be completed outside of the core nesting window (April 1 – September 15).

7.0 Conclusions

The proposed drain includes 569 m of channel works, 705 m of closed drain installation, and three SWWSP jack and bore road crossings.

12 ELC communities are present within the Study Area including five wetland communities, one open water community, two upland forest communities, two open upland communities, and two constructed communities. Based on an assessment of the ecological communities and SAR

records, suitable habitat is present for four SAR species including Little Brown Myotis, Northern Myotis, Tri-coloured Bat, and EAME.

In summary, the proposed new drainage works will not harm EAME provided all of the recommended mitigation measures are followed. No net loss of EAME habitat will occur as a result of the proposed drainage works within either the MEM or MEGM4 communities provided all disturbed soils are reinstated and seeded. In addition, impacts to Little Brown Myotis, Northern Myotis, and Tri-colored Bat or their habitat will not occur as tree clearing will not be required to facilitate the proposed drainage project.

R.J. Burnside & Associates Limited

Sarah Yoshida, B.Sc. (Env.), G. Cert. E.R.
Ecologist

SY:af

Enclosure(s) Table 1- 041611 Waite MD Background Data
Table 2 – Waite MD_SAR Screening Table_041611

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NHIC Data

OGF ID	Element Type	Common Name	Scientific Name	SRank	SARO Status	COSEWIC Status	ATLAS NAD83 IDENT	COMMENTS
1046697	NATURAL AREA	Cameron Rock Drumlin					17PK7623	
1046697	SPECIES	Eastern Meadowlark	*Sturnella magna*		THR	THR	17PK7623	
1046707	SPECIES	Eastern Meadowlark	*Sturnella magna*		THR	THR	17PK7723	
1046698	NATURAL AREA	Sturgeon Lake No. 18					17PK7624	
1046698	SPECIES	Eastern Meadowlark	*Sturnella magna*		THR	THR	17PK7624	
1046698	SPECIES	Snapping Turtle	*Chelydra serpentina*		SC	SC	17PK7624	
1046708	SPECIES	Eastern Meadowlark	*Sturnella magna*		THR	THR	17PK7724	

Species #	Common Name	# of Records	Earliest Yr	Latest Yr
1	Blanding's Turtle	2	2013	2013
3	Midland Painted Turtle	28	1985	2019
6	Snapping Turtle	12	1983	2019
12	Eastern Gartersnake	3	2017	2019
19	Northern Watersnake	3	1992	2018
21	Red-bellied Snake	5	1932	2019
25	American Bullfrog	14	1985	2019
27	Gray Treefrog	3	2016	2019
28	Green Frog	30	1932	2019
29	Mink Frog	1	1994	1994
30	Northern Leopard Frog	28	1932	2019
31	Pickerel Frog	1	1985	1985
32	Spring Peeper	2	2018	2018
35	American Toad	29	1962	2019
38	Blue-spotted Salamander	3	2016	2018
41	Eastern Red-backed Salamander	5	2016	2019

Region	Square	Species	Breeding Evidence				Atlasser Name	Point Counts			
			Max BE	Categ	#Sq			#PC	%PC	Abun	#Sq
14	17PK72	Canada Goose	P	PROB		1	Kenneth F Abraham	2	7.41	0.1852	1
14	17PK72	Trumpeter Swan	H	POSS		1	Chris Ellingwood				
14	17PK72	Wood Duck	FY	CONF		1	Leslie Dyment				
14	17PK72	Mallard	NE	CONF		1	Leslie Dyment	2	7.41	0.1111	1
14	17PK72	Blue-winged Teal	T	PROB		1	Leslie Dyment	1	3.7	0.037	1
14	17PK72	Ruffed Grouse	D	PROB		1	Leslie Dyment				
14	17PK72	Common Loon	T	PROB		1	Chris Ellingwood	2	7.41	0.0741	1
14	17PK72	Pied-billed Grebe	T	PROB		1	Chris Ellingwood				
14	17PK72	American Bittern	T	PROB		1	Leslie Dyment				
14	17PK72	Least Bittern	T	PROB		1	Chris Ellingwood				
14	17PK72	Great Blue Heron	H	POSS		1	Chris Ellingwood	1	3.7	0.037	1
14	17PK72	Green Heron	H	POSS		1	Chris Ellingwood				
14	17PK72	Turkey Vulture	P	PROB		1	Leslie Dyment	1	3.7	0.0741	1
14	17PK72	Osprey	AE	CONF		1	Leslie Dyment				
14	17PK72	Northern Harrier	P	PROB		1	Leslie Dyment				
14	17PK72	American Kestrel	AE	CONF		1	Leslie Dyment	1	3.7	0.037	1
14	17PK72	Virginia Rail	DD	CONF		1	Chris Ellingwood				
14	17PK72	Sora	T	PROB		1	2 atlassers				
14	17PK72	Common Gallinule	T	PROB		1	Chris Ellingwood				
14	17PK72	Sandhill Crane	P	PROB		1	Leslie Dyment				
14	17PK72	Killdeer	DD	CONF		1	Leslie Dyment	1	3.7	0.037	1
14	17PK72	Rock Pigeon	NE	CONF		1	Leslie Dyment	1	3.7	0.2963	1
14	17PK72	Spotted Sandpiper	S	POSS		1	Chris Ellingwood				
14	17PK72	Upland Sandpiper	H	POSS		1	Leslie Dyment	2	7.41	0.0741	1
14	17PK72	Common Snipe	D	PROB		1	2 atlassers	2	7.41	0.0741	1
14	17PK72	American Woodcock	D	PROB		1	2 atlassers				
14	17PK72	Herring Gull	H	POSS		1	Leslie Dyment				
14	17PK72	Black Tern	T	PROB		1	Chris Ellingwood				
14	17PK72	Mourning Dove	AE	CONF		1	Leslie Dyment	6	22.22	0.2593	1
14	17PK72	Black-billed Cuckoo	FY	CONF		1	Leslie Dyment				
14	17PK72	Great Horned Owl	P	PROB		1	Chris Ellingwood				
14	17PK72	Barred Owl	P	PROB		1	Chris Ellingwood				
14	17PK72	Long-eared Owl	H	POSS		1	Chris Ellingwood				
14	17PK72	Northern Saw-whet Owl	S	POSS		1	Chris Ellingwood				
14	17PK72	Ruby-throated Hummingbird	AE	CONF		1	Leslie Dyment				
14	17PK72	Belted Kingfisher	AE	CONF		1	Leslie Dyment				
14	17PK72	Yellow-bellied Sapsucker	S	POSS		1	Leslie Dyment				

Region	Square	Species	Breeding Evidence				Point Counts			
			Max BE	Categ	#Sq	Atlasser Name	#PC	%PC	Abun	#Sq
14	17PK72	Hairy Woodpecker	P	PROB	1	Leslie Dyment	1	3.7	0.0741	1
14	17PK72	Pileated Woodpecker	P	PROB	1	Leslie Dyment				
14	17PK72	Olive-sided Flycatcher	S	POSS	1	Donald A Sutherland				
14	17PK72	Alder Flycatcher	T	PROB	1	Chris Ellingwood	2	7.41	0.0741	1
14	17PK72	Willow Flycatcher	T	PROB	1	Chris Ellingwood				
14	17PK72	Eastern Phoebe	NY	CONF	1	Leslie Dyment	5	18.52	0.1852	1
14	17PK72	Great Crested Flycatcher	S	POSS	1	Leslie Dyment	5	18.52	0.1852	1
14	17PK72	Eastern Kingbird	T	PROB	1	Chris Ellingwood	9	33.33	0.5556	1
14	17PK72	Warbling Vireo	CF	CONF	1	Leslie Dyment	3	11.11	0.1111	1
14	17PK72	Red-eyed Vireo	AE	CONF	1	Leslie Dyment	4	14.81	0.1852	1
14	17PK72	Blue Jay	NY	CONF	1	Leslie Dyment	11	40.74	0.7778	1
14	17PK72	American Crow	NY	CONF	1	Leslie Dyment	17	62.96	1.2222	1
14	17PK72	Horned Lark	P	PROB	1	Leslie Dyment				
14	17PK72	Purple Martin	AE	CONF	1	Leslie Dyment				
14	17PK72	Tree Swallow	NY	CONF	1	Leslie Dyment	12	44.44	1.4815	1
14	17PK72	Bank Swallow	T	PROB	1	Chris Ellingwood	5	18.52	0.6296	1
14	17PK72	Barn Swallow	NY	CONF	1	Leslie Dyment	4	14.81	0.2963	1
14	17PK72	Black-capped Chickadee	P	PROB	1	Leslie Dyment	6	22.22	0.5185	1
14	17PK72	White-breasted Nuthatch	FY	CONF	1	Leslie Dyment	1	3.7	0.0741	1
14	17PK72	House Wren	NY	CONF	1	Leslie Dyment	4	14.81	0.1852	1
14	17PK72	Winter Wren	T	PROB	1	Leslie Dyment	2	7.41	0.0741	1
14	17PK72	Marsh Wren	NY	CONF	1	Chris Ellingwood	2	7.41	0.3704	1
14	17PK72	Eastern Bluebird	FY	CONF	1	Leslie Dyment	1	3.7	0.037	1
14	17PK72	Veery	T	PROB	1	Leslie Dyment	3	11.11	0.1852	1
14	17PK72	Hermit Thrush	T	PROB	1	Leslie Dyment	1	3.7	0.0741	1
14	17PK72	Wood Thrush	S	POSS	1	Leslie Dyment	1	3.7	0.037	1
14	17PK72	American Robin	FY	CONF	1	Leslie Dyment	21	77.78	1.9259	1
14	17PK72	Gray Catbird	FY	CONF	1	Leslie Dyment	1	3.7	0.037	1
14	17PK72	Brown Thrasher	NY	CONF	1	Leslie Dyment	3	11.11	0.1111	1
14	17PK72	European Starling	AE	CONF	1	Leslie Dyment	10	37.04	2.1481	1
14	17PK72	Cedar Waxwing	FY	CONF	1	Leslie Dyment	8	29.63	0.8148	1
14	17PK72	Nashville Warbler	S	POSS	1	Donald A Sutherland	2	7.41	0.0741	1
14	17PK72	Yellow Warbler	FY	CONF	1	Leslie Dyment	6	22.22	0.4815	1
14	17PK72	Black-and-white Warbler	S	POSS	1	2 atlassers	8	29.63	0.3333	1
14	17PK72	American Redstart	S	POSS	1	Leslie Dyment	2	7.41	0.0741	1
14	17PK72	Ovenbird	S	POSS	1	Leslie Dyment	5	18.52	0.2222	1
14	17PK72	Northern Waterthrush	S	POSS	1	3 atlassers	2	7.41	0.0741	1

Region	Square	Species	Breeding Evidence				Atlasser Name	Point Counts			
			Max BE	Categ	#Sq			#PC	%PC	Abun	#Sq
	14 17PK72	Common Yellowthroat	NY	CONF		1	Leslie Dyment	8	29.63	0.6296	1
	14 17PK72	Chipping Sparrow	NY	CONF		1	Leslie Dyment	8	29.63	0.5556	1
	14 17PK72	Field Sparrow	H	POSS		1	Leslie Dyment	1	3.7	0.037	1
	14 17PK72	Vesper Sparrow	CF	CONF		1	Leslie Dyment	1	3.7	0.037	1
	14 17PK72	Savannah Sparrow	CF	CONF		1	David Geale	8	29.63	0.4815	1
	14 17PK72	Grasshopper Sparrow	H	POSS		1	Leslie Dyment	1	3.7	0.037	1
	14 17PK72	Song Sparrow	CF	CONF		1	Leslie Dyment	19	70.37	1.4815	1
	14 17PK72	Swamp Sparrow	NE	CONF		1	Chris Ellingwood	4	14.81	0.7037	1
	14 17PK72	White-throated Sparrow	T	PROB		1	Leslie Dyment	3	11.11	0.2593	1
	14 17PK72	Northern Cardinal	P	PROB		1	Leslie Dyment	2	7.41	0.0741	1
	14 17PK72	Rose-breasted Grosbeak	P	PROB		1	Leslie Dyment	1	3.7	0.037	1
	14 17PK72	Indigo Bunting	P	PROB		1	Leslie Dyment	1	3.7	0.037	1
	14 17PK72	Bobolink	P	PROB		1	Leslie Dyment	7	25.93	0.5556	1
	14 17PK72	Red-winged Blackbird	NY	CONF		1	Chris Ellingwood	17	62.96	4.2222	1
	14 17PK72	Eastern Meadowlark	P	PROB		1	Leslie Dyment	7	25.93	0.6296	1
	14 17PK72	Common Grackle	FY	CONF		1	Leslie Dyment	9	33.33	0.8148	1
	14 17PK72	Brown-headed Cowbird	P	PROB		1	Leslie Dyment	4	14.81	0.1852	1
	14 17PK72	Baltimore Oriole	FY	CONF		1	Leslie Dyment	5	18.52	0.2222	1
	14 17PK72	American Goldfinch	FY	CONF		1	Leslie Dyment	15	55.56	1.1852	1
	14 17PK72	House Sparrow	H	POSS		1	Leslie Dyment	2	7.41	0.4815	1

COMMON NAME	SCIENTIFIC NAME	Provincial S-RANK[1]	Provincial SARO Status[2]	COSEWIC[3]	Federal SARA Status[3]	Federal SARA Schedule[4]	Habitat Description	Habitat Present in Study Area?	Species Observed?
Birds									
Bank Swallow	Riparia riparia	S4B	THR	THR	THR	1	Prefers open habitats including, farmland, lake/river shorelines, grasslands, and wetlands. Nests in exposed earthen banks along shorelines and in artificial sites such as gravel pits.7	No potential. Suitable habitat absent from project limits.	N/A
Bobolink	Dolichonyx oryzivorus	S4B	THR	THR	THR	1	Generally prefers open grasslands and hay fields for nesting, typically featuring relatively tall vegetation. Sometimes uses large fields of winter wheat and rye in southwestern Ontario. Sensitive to vegetation structure and composition. Positively associated with high grass-to-forb ratios; moderate litter depth; tolerate wetter portions of fields compared to Eastern Meadowlark (EAME) and more likely to nest closer to field centres rather than field margins. Lower tolerance to presence of patches of bare ground. Appear to prefer larger fields than EAME.9	No potential. Although graminoid meadow communities are present, grasses are not suitably tall to support bobolink. Potential habitat is present in the general vicinity of the proposed drain but will not be impacted by the proposed drainage works.	N/A
Cerulean Warbler	Setophaga cerulea	S3B	THR	END	END	1	Generally found in mature deciduous forests with an open understorey; also nests in older, second-growth deciduous forests.7	No potential. Suitable habitat to support this species is absent from the proposed area of impact.	N/A
Eastern Meadowlark	Sturnella magna	S4B	THR	THR	THR	1	Generally prefers grassy pastures, meadows and hay fields. Prefers moderately tall grass with abundant litter cover, a high proportion of grass cover, moderate forb density, low proportions of shrub and woody vegetation cover, and low percent of bare ground. Prefers to nest in drier sites and frequently nests around field margins.9	No potential. Although graminoid meadow communities are present, grasses are not suitably tall to support bobolink. Potential habitat is present in the general vicinity of the proposed drain but will not be impacted by the proposed drainage works.	N/A
Least Bittern	Ixobrychus exilis	S4B	THR	THR	THR	1	Most frequently found in marshes of at least 5 ha, although much smaller marshes, including sites such as cattail stands along creeks and farm ponds partially filled with cattail, may be used occasionally. Breeding sites typically dominated by cattail, but also sometimes	No potential. Suitable habitat to support this species is absent from the proposed area of impact.	N/A
Loggerhead Shrike (Eastern subspecies)	Lanius ludovicianus	S2B	END	END	No status	No schedule	Prefers early successional shrubland habitat, including unimproved pasture. This species prefers sites with isolated hawthorns and Red Cedar for building nests.7	Overall, there very low probability that Eastern Loggerhead Shrike is supported within the Study Area due to a lack of suitable nesting habitat and food cache sites. It is more likely that the thicket community associated with the nearby Cameron Rock Drumlin . Although unimproved pastures are present within the general vicinity of the drain although these pastures lack isolated shrub for nesting . Food cache sites such as thorny shrubs, barbed wire, or finely branched trees are absent within the Study Area. Furthermore, Hawthorn (Cratageus sp.) and Red Cedar (Juniperus virginiana), their preferred nesting site, are absent from the Study Area within the MEM or MEGM4 communities. Suitable foraging areas are present within the MEGM4 community, this community lacks bare ground . In addition, most remaining Eastern Loggerhead Shrike occur within the Carden Plain and Napanee Plain which are located well away from the project limits1.	No.
Prothonotary Warbler	Protonotaria citrea	S1B	END	END	END	1	Generally found in the dead trees of flooded woodlands or deciduous swamp forests of the Carolinian Zone.7	Unlikely. Forested areas are absent from the proposed impact limits. It is unlikely that the forested lands adjacent to the proposed drain support Prothonotary Warbler are absent based on Burnside's preliminary review. Forested lands are not mature forested / swamps that do not span > 40 ha. Thicket swamp communities are present	N/A

COMMON NAME	SCIENTIFIC NAME	Provincial S-RANK[1]	Provincial SARO Status[2]	COSEWIC[3]	Federal SARA Status[3]	Federal SARA Schedule[4]	Habitat Description	Habitat Present In Study Area?	Species Observed?
Yellow-breasted Chat	Icteria virens	S2B	END	END	END	1	Prefers scruboy, early successional habitats. In Ontario, the Yellow-breasted Chat uses regenerating old fields, forest edges, railway and hydro rights-of-way, young coniferous reforestations and occasionally wet willow-ash-elm thickets bordering wetlands. Tangles of grape and raspberry are also a habitat feature of most breeding sites.7	Although suitable habitat to support Yellow-breasted Chat is present in association with the SWTM3 communities, it is unlikely that this species will be present due to the patch sizes. Per the Recovery Strategy for the Yellow-breasted Chat virens subspecies (2019) , the minimum patch size capable of supporting, Yellow-breasted Chat is 1.2 ha. Given the SWTM3a and SWTM3b communities span less than a 0.7 ha each, it is unlikely that this species will be supported. Furthermore, there are no records within the general vicinity of the site from either the Ontario Breeding Bird Atlas or iNaturalist.	No.
Mammals									
Little Brown Myotis	Myotis lucifugus	S4	END	END	END	1	Overwintering habitat: Caves and mines that remain above 0 degrees Celsius. Maternal Roosts: Often associated with buildings (attics, barns etc.). Occasionally found in trees (25-44 cm dbh).15	Low potential. High quality bat habitat including forest, treed swamp, or woodland communities are not present within the limits of disturbance. On-site habitat should not be conisdered high quality bat habitat. Only one candidate tree was observed within 15 meters of the proposed drain location but is located well away from the drain on off-site lands and is unlikely to be impacted by the proposed drainage works. Individual trees that may occur within the general vicinity may support SAR bats but were not identified as candidate roost trees due to a lack of cavities.	No.
Northern Myotis	Myotis septentrionalis	S3	END	END	END	1	Overwintering habitat: Caves and mines that remain above 0 Maternal Roosts: Often associated with cavities of large diameter trees (25-44 cm dbh). Occasionally found in structures (attics, barns etc.)15	Low potential. High quality bat habitat including forest, treed swamp, or woodland communities are not present within the limits of disturbance. On-site habitat should not be conisdered high quality bat habitat. Only one candidate tree was observed within 15 meters of the proposed drain location but is located well away from the drain on off-site lands and is unlikely to be impacted by the proposed drainage works. Individual trees that may occur within the general vicinity may support SAR bats but were not identified as candidate roost trees due to a lack of cavities.	No.
Tri-colored Bat	Perimyotis subflavus	S3?	END	END	END	1	Overwintering habitat: Deepest parts of caves and mines where temperature is the least variable. Maternal Roosts: Less is known about roosts of Tri-colored Bats. Most roost sites found within forested habitats. May roost in clumps of dead foliage and lichens. In more anthropogenically modified landscapes, maternity roosts may be barns or similar human-made structures.15	Low potential. High quality bat habitat including forest, treed swamp, or woodland communities are not present within the limits of disturbance. On-site habitat should not be conisdered high quality bat habitat. Only one candidate tree was observed within 15 meters of the proposed drain location but is located well away from the drain on off-site lands and is unlikely to be impacted by the proposed drainage works. Individual trees that may occur within the general vicinity may support SAR bats but were not identified as candidate roost trees due to a lack of cavities.	No.
Reptiles									

COMMON NAME	SCIENTIFIC NAME	Provincial S-RANK[1]	Provincial SARO Status[2]	COSEWIC[3]	Federal SARA Status[3]	Federal SARA Schedule[4]	Habitat Description	Habitat Present in Study Area?	Species Observed?
Blanding's Turtle	Emydoidea blandingii	S3	THR	END	END	1	Generally occur in freshwater lakes, permanent or temporary pools, slow-flowing streams, marshes and swamps. They prefer shallow water that is rich in nutrients, organic soil and dense vegetation. Adults are generally found in open or partially vegetated sites, and juveniles prefer areas that contain thick aquatic vegetation including sphagnum, water lilies and algae. They dig their nest in a variety of loose substrates, including sand, organic soil, gravel and cobblestone. Overwintering occurs in permanent pools that average about one metre in depth, or in slow-flowing streams.20	Unlikely. Suitable habitat to support Blanding's Turtles is absent from the Study Area. Wetland communities within the proposed limits of disturbance lack standing water. Suitable habitat may be present in the general vicinity of the proposed project limits. Farm ponds are present in the immediate vicinity of the proposed drain but do not have suitable characteristics to support Blanding's Turtles.	N/A
Vegetation									
American Ginseng	Panax quinquefolius	S2	END	END	END	1	Grows in rich, moist, undisturbed and relatively mature deciduous woods in areas of neutral soil (such as over limestone or marble bedrock).20	No potential. Suitable habitat absent from project limits.	N/A
Butternut	Juglans cinerea	S2?	END	END	END	1	Butternut grows best in rich, moist and well-drained soils or limestone gravel sites. They are less commonly found in dry, rocky and sterile soils. They generally grow alone or in small groups in deciduous forests that are commonly comprised of Basswood, Black Cherry, Beed, Black Walnut, Elm, Hemlock, Hickory, Oak, Red Maple, Sugar Maple, Poplar, White Ash and Yellow Birch.6 In Ontario, they can be found throughout the southern Ontario, south of the Canadian Shield.10	Low potential. May occur as a hedgerow tree. Forested lands capable of supporting this species are located outside of the area of impact.	No.
Eastern Prairie Fringed Orchid	Platanthera leucophaea	S2	END	END	END	1	Occurs within wet prairies and fens. Also known to occur within Tamarack Swamps along the Bruce Peninsula and Ottawa area.22	No potential. Suitable habitat absent from project limits.	N/A

[1]S-Ranks (provincial)

Provincial (or Subnational) ranks are used by the Natural Heritage Information Centre (NHIC) to set protection priorities for rare species and natural communities. These ranks are not legal designations. Provincial ranks are assigned in a manner similar to that described for global ranks, but consider only those factors within the political boundaries of Ontario.

(Provincial Status from MNR Biodiversity Explorer September 2012)

S1 Critically Imperiled - Critically imperiled in the nation or state/province because of extreme rarity (often 5 or fewer occurrences) or because of some factor(s) such as very steep declines making it especially vulnerable to extirpation from the state/province.

S2 Imperiled - Imperiled in the nation or state/province because of rarity due to very restricted range, very few populations (often 20 or fewer), steep declines, or other factors making it very vulnerable to extirpation from the nation or state/province.

S3 Vulnerable - Vulnerable in the nation or state/province due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors making it vulnerable to extirpation.

[2]SARO *Endangered Species Act, 2007*

(provincial status from MNR December 2014)

The provincial review process is implemented by the MNR's Committee on the Status of Species at Risk in Ontario (COSSARO).

EXT Extinct - A species that no longer exists anywhere.

EXP Extirpated - A species that no longer exists in the wild in Ontario but still occurs elsewhere.

END Endangered - A species facing imminent extinction or extirpation in Ontario which is a candidate for regulation under Ontario's Endangered Species Act (ESA) (END-R designations are no longer relevant as species are covered under new ESA April 2009)

THR Threatened - A species that is at risk of becoming endangered in Ontario if limiting factors are not reversed.

SC Special Concern (formerly Vulnerable) - A species with characteristics that make it sensitive to human activities or natural events.

NAR Not at Risk - A species that has been evaluated and found to be not at risk.

DD Data Deficient (formerly Indeterminate) - A species for which there is insufficient information for a provincial status recommendation

[3]SARA (Federal *Species at Risk Act*) Status and Schedule (includes COSEWIC Status)

The Act establishes Schedule 1, as the official list of wildlife species at risk. It classifies those species as being either Extirpated, Endangered, Threatened, or a Special Concern. Once listed, the measures to protect and recover a listed wildlife species are implemented

EXT Extinct - A wildlife species that no longer exists.

EXP Extirpated - A wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild.

END Endangered - A wildlife species that is facing imminent extirpation or extinction.

THR Threatened - A wildlife species that is likely to become endangered if nothing is done to reverse the factors leading to its extirpation or extinction.

SC Special Concern - A wildlife species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats.

[4]SARA Schedule

Schedule 1: is the official list of species that are classified as extirpated, endangered, threatened, and of special concern

Schedule 2: species listed in Schedule 2 are species that had been designated as endangered or threatened, and have yet to be re-assessed by COSEWIC using revised criteria. Once these species have been re-assessed, they may be considered for inclusion in Schedule 1.

Schedule 3: species listed in Schedule 3 are species that had been designated as special concern, and have yet to be re-assessed by COSEWIC using revised criteria. Once these species have been re-assessed, they may be considered for inclusion in Schedule 1.

The Act establishes Schedule 1 as the official list of wildlife species at risk. However, please note that while Schedule 1 lists species that are extirpated, endangered, threatened and of special concern, the prohibitions do not apply to species of special concern.

Species that were designated at risk by COSEWIC prior to October 1999 (Schedule 2 & 3) must be reassessed using revised criteria before they can be considered for addition to Schedule 1 of SARA. After they have been assessed, the Governor in Council may on the recommendation of the Minister, decide on whether or not they should be added to the List of Wildlife Species at Risk.

[1]Habitat Present on Site

Determination of suitability of the site to be support each species based on 'Key Habitats Used By Species'.

Yes - Specific habitat present and species and / or evidence observed.

Likely – The whole study area or portions of it contain conditions that could support the species.

Unlikely – Few similarities between study area conditions and preferred habitat exist.

No - Specific habitat not present and species and / or evidence not observed

COMMON NAME	SCIENTIFIC NAME	Provincial S-RANK[1]	Provincial SARO Status[2]	COSEWIC[3]	Federal SARA Status[3]	Federal SARA Schedule[4]	Habitat Description	Habitat Present in Study Area?	Species Observed?

[5]**Species Observed**
Reported sighting of species during fall field investigations by PJB biologists

Additional Sources:

Sources:

[7]Cadman, M.D., et al. (eds), 2007, *Atlas of the Breeding Birds of Ontario, 2001-2005*, Bird Studies Canada, Environment Canada, Ontario Field Ornithologists, Ontario Ministry of Natural Resources, and Ontario Nature, Toronto, xxi + 706 pp.

[8] Species at Risk Public Registry http://www.sararegistry.gc.ca

[9] McCracken, J.D. et al., 2013, Recovery Strategy for the Bobolink (Dolichonyx oryzivorus) and Eastern Meadowlark (Sturnella magna) in Ontario ,Ontario Recovery Strategy Series, Prepared for the Ontario Ministry of Natural Resources and Forestry, Peterborough, Ontario, vii + 88 pp.

[10] MNR SARO List Species Descriptions (http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/MNR_SAR_CSSR_SARO_LIST_EN.html)

[11] COSEWIC Species Assessment Report

[12] Naughton, Donna, 2012, *The Natural History of Canadian Mammals*., Canadian Museum of Nature and University of Toronto Press, Toronto, + 784 pp

[13]Farrar, John Laird, 2017, *Trees in Canada*., Natural Resources Canada | Canada Forest Services, and, Fitzhenry &Whiteside Limited. pp.238 - 239

[14]Ontario Nature Reptile and Amphibian Atlas (https://ontarionature.org/programs/citizen-science/reptile-amphibian-atlas/species/)

[15]Environment Canada, 2015, Recovery Strategy for Little Brown Myotis (Myotis lucifugus), Northern Myotis (Myotis septentrionalis) and Tri-colored Bat (Perimyotis subflavus) in Canada [Proposed]. Species at Risk Act Recovery Strategy Series, Environment Canada, Ottawa. ix + 110 pp.

16Humphrey, C., 2017, Recovery Strategy for the Eastern Small-footed Myotis (Myotis leibii) in Ontario, Ontario Recovery Strategy Series. Prepared for the Ontario Ministry of Natural Resources and Forestry, Peterborough, Ontario. vii + 75 pp.

[17]Department of Fisheries and Oceans (DFO) Aquatic Species-at Risk found online at: http://www.dfo-mpo.gc.ca/species-especes/sara-lepidentify-eng.html.

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[19]Harding, J.H., 1997, Amphibians and Reptiles of the Great Lakes Region, The University of Michigan Press, Ann Arbor, Michigan

[20]MNRF, 2018, City of Niagara Falls Species at Risk Table, Guelph District

[21]Michigan Flora found online at https://michiganflora.net/search.aspx

[22]Natural Heritage Information Centre (https://www.ontario.ca/page/get-natural-heritage-information)

[23]McKnight, K.B. et al, 2013, Common Mosses of the Northeast and Appalachians. Princeton University Press, Princeton, New Jersey.

[24]Oldham, M.J., and S.R. Brinker, 2009, Rare Vascular Plants of Ontario, Fourth Edition, Natural Heritage Information Centre, Ontario Ministry of Natural Resources, Peterborough, Ontario. 188 pp.

BURNSIDE

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Appendix H

Design Summary

Appendix H

Design Summary

1.0 Introduction

This appendix is intended to provide a summary of the various design tools and techniques featured with this project. In general, each component of the drainage system was designed by evaluating land use and soil characteristics of the watershed area contributing to the component of interest.

1.1 Project Background

The watershed is located near the Village of Cameron, Ontario.

Land use within the contributing watershed contains a mainly agricultural upstream area, with smaller areas of bush, and low-density residential.

1.2 Existing Drainage Systems

The watersheds are not currently serviced by existing municipal drains, currently overland flow is the dominant runoff mechanism with random subsurface private drainage likely present.

Western Basin

The western basin currently begins in Lot 11, Concession 6 and outlets through surface culverts under both Cameron and Chambers Roads. Runoff travels through a surface low-run between the two roads on Lot 10, Concession 6 and enters a pond west of Cameron Road on Lot 10, Concession 5. From the pond, another low-run heads west where it turns into a shallow channel.

Southern Basin

The southern basin currently outlets under Cameron Road from Lot 9, Concession 6 through a surface culvert and proceeds west along a shallow swale turning northwards within the residential properties. Within the residential properties, the swale has an easement of varying widths. The swale becomes less defined as it proceeds north and west on pasture lands, outleting into the shallow channel discussed for the western basin outlet on Lot 9, Concession 5.

Eastern Basin

The eastern basin begins in Lots 9 & 10, Concession 6 as a low-run and crosses Highway 35 through a surface culvert. The low-run outlets into a pond on Lot 10, Concession 6 and into the western rail ditch on the City's rail trail. This ditch then crosses under the rail trail by an existing mixed-material culvert and outlets to the east into the wetland on Lot 10, Concession 6.

The design of the proposed Eastern Branch and the surface and subsurface Highway 35 crossings in particular were reviewed and summarized in the January 2020 hydrology and hydraulics report by Burnside, titled "Highway 35 Crossing Assessment". Please refer to this report for more information, it is available upon request.

2.0 Design Criteria

2.1 Municipal Drains

2.1.1 Pipe Systems

The applicable sections of the "A Guide for Engineers Working Under the Drainage Act in Ontario" (Publication 852), and the applicable sections of the "Drainage Guide for Ontario" (Publication 29), both of which were published by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA), were used to determine and supplement the design considerations for this drain.

Closed municipal drainage systems are typically designed using the drainage coefficient method. This method is recommended for agricultural drainage design by the OMAFRA Publication 852.

Under this method, the system is sized to convey the flow rate resulting from draining a specific depth of water from the watershed area over 24 hours. **This depth represents the drainage coefficient which is 38.1 mm (1.5 inches) in this scenario.** The drainage coefficient of 38.1 mm is the maximum coefficient considered eligible for the Agricultural Drainage Infrastructure Program grant that is administered by OMAFRA.

This design methodology is applicable only to properties requiring agricultural tile drainage outlet within the contributing watershed.

2.1.2 Channel Systems

The *Guide for Engineers working under the Drainage Act in Ontario* recommends that open municipal drainage systems be designed to convey flows resulting from the 2-Year flood event as a minimum. Periodic flooding due to larger storms or snow melt conditions is considered acceptable for agricultural lands. **The sections of the Waite Municipal Drain channel requiring improvement has been designed according to this guideline as a minimum.**

Applicable components of the open drainage system were reviewed to ensure that the design criteria specified in Table 1 was met.

Table 1: Design Storm Return Period Selection

Component	Design Storm Return Period[1]
Channel - Rural/Agricultural	2 year
Field Crossings	2 - 5 year

Component	Design Storm Return Period[1]
Residential or Major Agricultural Crossings	5 - 10 year
Lower-Tier Municipal Road Crossing	5 - 10 year
Upper-Tier Municipal Road Crossing	10 - 25 year

[1]The Municipality and Conservation Authority may require a design varying from those listed
Source: OMAFRA Publication 852 (Table B2-2), dated 2018.

2.2 Overflow Pathways

Both the drainage coefficient method and design storm return periods were used to design the subsurface and channel drainage systems. Additionally, a defined overland flow path was designed as part of this project to accommodate larger RP flood while working in tandem with existing and proposed drainage system.

2.3 Culvert Crossings

2.3.1 MTO Right-of-way

The analysis of existing and proposed surface culvert designs within the MTO right-of-way were completed in accordance with the Ministry of Transportation's Highway Drainage Design Standards, January 2008. Given that the culverts drain surface runoff from the roadway and adjacent private lands, the following standards were used:

- SD-1 Design Flows for Surface Drainage Systems; and
- SD-13 Design Flows and Freeboards for Culverts not on a Watercourse.

It should be noted that these design criteria were not used in the design of the downstream municipal drain system, as periodic flooding of agricultural lands is considered acceptable.

Further information regarding the Highway 35 crossing can be found in the January 2020 hydraulic assessment prepared by Burnside and available upon request.

2.3.2 Existing Culverts

Surface Culverts

The existing surface culverts on both Cameron and Chambers Road were included in the model, however they are not intended to meet the MTO drainage design requirements (no design RP flood was used). Instead, they act as 'equilibrium' culverts, allowing gradual transfer of runoff under the road over time. **When these culverts were installed by the road authority, surface storage was taken into account for practical reasons, requiring a smaller diameter culvert for this application.**

Channel Crossings

The existing Rail Trail crossing located on the Eastern Branch was evaluated against the OMAFRA Publication 852 requirements described in Table 1.

3.0 Hydrology

3.1 Drainage Coefficient Method

The criteria for piped drain design were determined using the drainage coefficient method. A drainage coefficient represents the depth of water to be removed from a watershed by the piped drain over a 24-hour period. Based on this depth, a design flow rate was calculated and used to determine the piped drain configuration.

Under OMAFRA Publication 29 - Drainage Guide for Ontario it is recommended to use a drainage coefficient for the underdrainage requirements of cleared, worked, agricultural land and to consider an additional drainage coefficient for the surface water requirements of all lands and roads within the watershed area.

For this project, a drainage coefficient of 19.05 mm (¾ inch) for under drainage requirements, and 19.05 mm (¾ inch) for surface water requirements over a 24-hour period has been used.

Together, this produces a combined design coefficient of 38.1 mm (1½ inches) in 24 hours, and following discussion with the property owners, this coefficient was selected as the design standard for this project.

3.2 Hydrological Modelling

PCSWMM was used to create a hydrologic and hydraulic model to simulate effects of various return period design rainfall events on components of the drainage system. PCSWMM software combines hydrologic and hydraulic inputs to provide both outputs simultaneously.

3.2.1 Input Parameters

Input parameters for hydrologic and hydraulic modelling were based on watershed land use gathered from aerial photography, soil reports and mapping, published hydrologic and hydraulic values, among other relevant resources.

Topographic information including ground elevations, channel cross sections, and culvert dimensions and invert elevations was collected during the on-site survey.

Hydrologic Soil Group

Publication 29 – the Drainage Guide for Ontario by OMAFRA classifies soils into Hydrologic Soil Groups (HSG) based on the estimated water intake rate of a soil after wetting, and inversely, the surface runoff rate from that soil per the United States Department of Agriculture (USDA) - *Technical Release 55 (1986).*

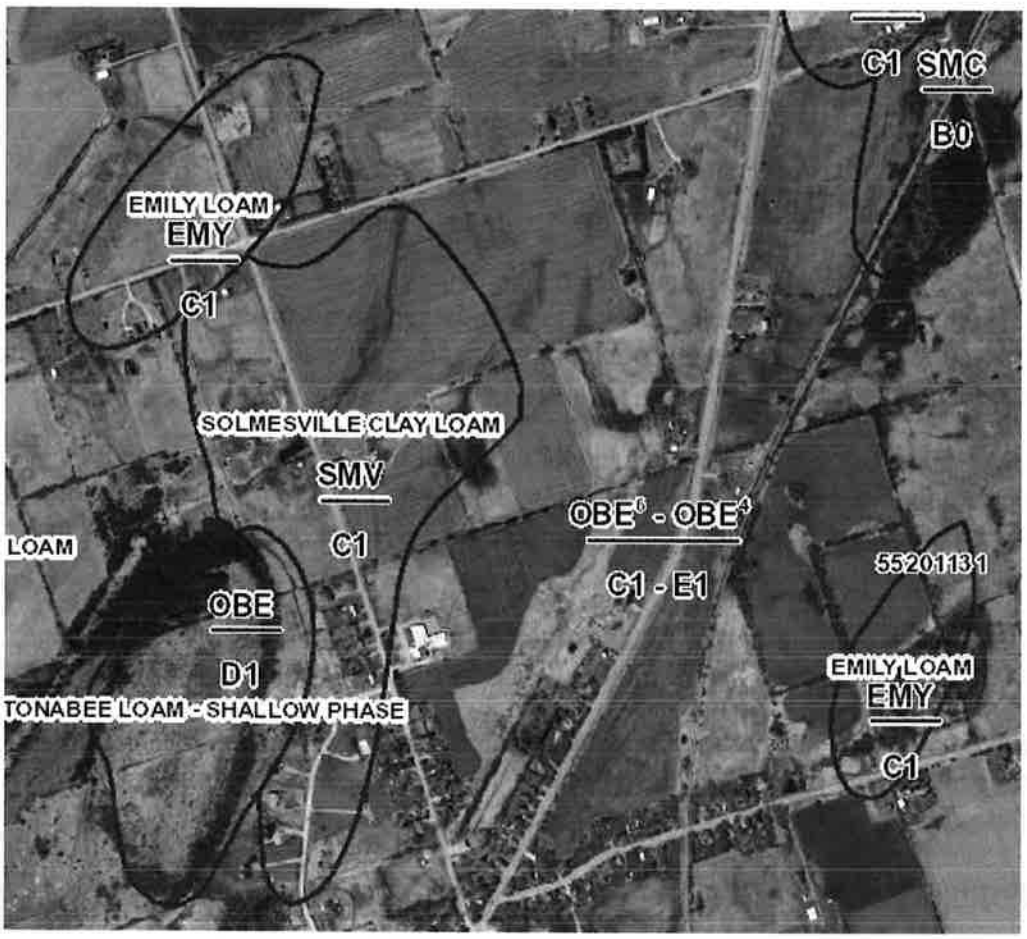


Figure 1: Watershed soil mapping (*source: Ag Maps Website*)

<u>Otonabee Loam is classified as **HSG 'B'**:</u>

- Located primarily in the Eastern Branch watershed.
- Soil types classified under HSG 'B' soils, typically sandier, have moderate infiltration rates with good drainage.

<u>Solmesville Clay Loam as **HSG 'C'**:</u>

- Located primarily in the Western & Southern Branch watersheds.
- Soil types classified under HSG 'C' soils, typically more clays, have slow infiltration rates with imperfect drainage.

Surface Runoff and Infiltration

The SCS curve number method was chosen to estimate surface runoff based on its development by the Natural Resources Conservation Service (NRCS) and the United States Department of Agriculture (USDA) for small watersheds as outlined in Technical Release 55 (1986) and the NRCS Engineering Handbook, Part 630.

This method estimates surface runoff based on land use and classifies soils into four hydrologic soil groups (HSG) as described above, with a comprehensive listing of curve numbers for both rural and urban environments and scenarios.

Design Storms

The 24-hour duration SCS Type II rainfall distribution from the Natural Resources Conservation Service (NRCS) was chosen to provide design storms for this simulation.

The SCS Type II storm distributions are applicable to large, rural, and mixed watersheds like the subject site. The 24-hour duration storm was then chosen in this simulation, as it produced the larger and more conservative flow estimates for this watershed than shorter duration storms.

The Ministry of Transportation (MTO) intensity duration frequency (IDF) curve tool was used to develop a local IDF curve for the watershed and determine rainfall amounts and intensities for various return period design events.

The various return periods and corresponding rainfall depths for a 24-hour storm are shown in Table 2.

Table 2: 24-Hour Rainfall Depths for the Project Site near Cameron, ON.

Rainfall Depth for Design Storm RP (mm)					
2-yr	**5-yr**	**10-Yr**	**25-Yr**	**50-Yr**	**100-Yr**
Site Location near Cameron, ON					
56.5	74.7	86.9	102.3	113.5	124.9
Source: MTO IDF Lookup Tool (2010 Curve Year) – Location: Cameron, ON. ***(Chosen for this project)***					

Watershed Storage and System Assumptions

Initial abstractions in hydrology are parameters that represent the cumulative storage of rainfall prior to runoff occurring, which typically include:

- Interception;
- Infiltration;
- Evaporation; and
- Surface depression storage.

Infiltration and surface depression storage parameters are typically the most sensitive with event-based rainfall-runoff models due to the length of simulation and are represented by published values in this model. Additionally, interception is taken into account through land use and the associated curve number value selected.

As an industry best practice for one-dimensional models, watershed storage is not considered from a hydraulic perspective when simulating the peak flow hydrology for channel and structure design, for example the potential storage area upstream of a road when designing a culvert crossing. As such, the peak flow rates simulated for the watershed may be considerably larger than those observed within the watershed, and this was confirmed anecdotally through stakeholder comments.

All hydrological simulations for design flows (existing conditions) were run assuming a barrier free conduit system, where the peak flow at a given location is unobstructed where all sections of the drainage system were sized as required to accommodate unobstructed flow from all design storm events.

3.2.2 Simulation Results

The 2-year return period design storm was simulated with the PCSWMM model for design purposes, including current land use conditions within the contributing watershed. Additional hydrologic simulation results for return periods not shown are available upon request. Simulations were used to determine the peak flow rates at various points in the watershed, to aid in the design on the component of interest.

4.0 Hydraulic Review

4.1 Existing Pipe System

No known sub-surface systems were known to exist in the contributing watershed during the preparation of this report, therefore no review was completed.

4.2 Existing Channel and Structures

Existing Channels

A standalone review of the existing open drainage system was not performed for this project due to the overall minor deepening and widening proposed in an area that is currently agricultural.

Existing Structures

The existing surface and channel crossings were evaluated against the design criteria as described above (OMAFRA Publication 852).

5.0 Hydraulic Design

5.1 Drainage System Design

Sub-Surface Pipe System (Minor System)

The diameter of the pipe used in the design depends on the pipe grade, material, and conveyance required for the selected drainage coefficient. Using Manning's equation, the capacity of a given pipe design is calculated to determine if it meets or exceeds the conveyance requirements. A summary of the required conveyance capacity and design capacity of the various piped components for this system is provided in Table 3.

Table 3: Closed Drain Design Summary

Station (m)	Station (m)	Required Capacity (L/s)	Pipe Diameter (mm)	Mannings 'n'	Pipe Capacity (L/s)	Pipe Capacity (%)
Eastern Branch – Option 1 *(38.1 mm DC, total watershed contributing area = 48.6 ha.)*						
0+231	0+182	172	525 HDPE	0.013	236	73
0+182	0+143	204	600 SWWSP	0.013	336	61
0+143	0+000	215	2 – 375 PDT	0.021	247	87
Eastern Branch – Option 2 *(38.1 mm DC, total watershed contributing area = 48.6 ha.)*						
0+231	0+182	172	525 HDPE	0.013	236	73
0+182	0+143	204	600 SWWSP	0.013	336	61
0+143	0+000	215	450 HDPE	0.013	325	66
Western Branch – Option 1 *(38.1 mm DC, total watershed contributing area = 22.5 ha.)*						
0+670	0+227	57	1 – 375 PDT	0.021	71	81
0+227	0+183	97	2 – 375 PDT	0.021	109	89

Station (m)	Station (m)	Required Capacity (L/s)	Pipe Diameter (mm)	Mannings 'n'	Pipe Capacity (L/s)	Pipe Capacity (%)
0+183	0+160	97	600 SWWSP	0.013	194	50
0+160	0+000	100	2 – 375 PDT	0.021	109	92
Western Branch – Option 2 *(38.1 mm DC, total watershed contributing area = 22.5 ha.)*						
0+670	0+227	57	300 HDPE	0.013	236	91
0+227	0+183	97	450 HDPE	0.013	325	68
0+183	0+160	97	600 SWWSP	0.013	336	50
0+160	0+000	100	450 HDPE	0.013	247	70

It should be noted that the design was completed using Manning's Equation which assumes full pipe flow under gravity conditions resulting from the drainage coefficient method hydrology. Additional flow would surcharge the system leading to pressurized flow which was confirmed using the PCSWMM model.

Overflow Pathway (Major System)

The Eastern Branch's swale design was based on the peak flow from the 2-yr RP flood, while working in tandem with the sub-surface drainage system. This would essentially provide a designated overland flow path for larger flood scenarios. This conduit was designed as a grassed swale in all areas except for surface road culverts.

5.2 Channel System

The capacity of the proposed channel was designed to ensure it could convey a minimum 2-Year return period design flood as specified in Table 1 above. The channel design was performed using Manning's Equation using the design calculator 'Hydraulic Toolbox' by the Federal Highway Administration (FHWA) and PCSWMM simulations. Under OMAFRA publication 852, the minimum recommended channel freeboard of 0.1 to 0.3 m was included as part of this design.

5.3 Culvert Crossings

The Rail Trail culvert crossings was evaluated for capacity based on the simulated 2-yr and 5-yr RP peak flood results. The hydraulic performance of this crossing was evaluated using the HY-8 culvert analysis software from the FHWA, in addition to the PCSWMM simulations.

For a field crossing providing access to rural or agricultural land only, the structure should convey up to the 5-year floods without overtopping of the crossing.

This crossing evaluation for design was completed per the OMAFRA guidelines in Publication 852, specifying a 2 to 5-yr RP flood for this crossing type. The simulation results indicate that the existing crossing conveyed under both the 2-yr and 5-yr floods, with no overtopping.

Additionally, simulated outlet velocities from the existing culvert were approximately 1.8 m/s under the 5-yr RP flood. This will be addressed through rip-rap erosion protection and a stilling basin immediately downstream of the culvert.

In the future, should these or any new crossings should be re-evaluated when a new crossing is required to determine if an increase in capacity is desired by the landowners. Future replacement or new crossings should be evaluated by a qualified Engineer to determine specific minimum crossing sizing to ensure the crossing does not become an obstruction to the drain.

Table 8: 2-yr RP Design Flood – Design Summary

Station Interval (m)		Description	Required Capacity (*CMS)	Channel/Swale Dimensions
Western Branch (Channel)				
-W0+102	-W0+055	B. & K. Johnston (Roll No. 21-402)	**1.15**	• Bottom Width of 0.6 m; • Bench width of 1.4 m; • Bench height 0.3 m; • 3H:1V Sideslopes (one bank construction only); • 600 mm total depth (min).
-W0+055	W0+000	C. Malcolm (Roll No. 21-300)	**0.69**	
Southern Branch (Swale)				
S0+000	S0+118	B. & K. Johnston (Roll No. 21-402)	**0.59**	• Bottom Width of 2 m; • 5H:1V Sideslopes; • 450 mm depth (min).
S0+118	S0+239	C. Malcolm (Roll No. 21-300)	**0.47**	
S0+239	S0+429	Various	**0.15**	
Eastern Branch (Swale)				
SE0+000	SE0+167	B. Clive (Roll No. 010-369-00)	**0.65**	• Bottom Width of 2 m; • 5H:1V Sideslopes; • 450 mm depth (min).
SE0+167	SE0+174	MTO Highway 35	**0.65**	
Eastern Branch (Channel)				
-E0+108	-E0+061	G. Stewart (Roll No. 010-365-00)	**1.05**	• Bottom Width of 0.6 m;

Station Interval (m)		Description	Required Capacity (*CMS)	Channel/Swale Dimensions
-E0+051	E0+000	City of Kawartha Lakes (Rail Trail)	**1.05**	• 2H:1V Sideslopes; • 1.0 m depth (min).
**Conversion: 1 CMS = 1,000 L/s*				

6.0 Additional Features for Water Quality

6.1 Agency Review

A submission regarding this project has been made to the DFO and MECP regarding species at risk (SAR), and discussions with the Kawartha Region Conservation Authority (KRCA) are ongoing.

The CA has timing windows for in-water works concerning erosion and sediment control. These would apply to proposed work in the proposed municipal drain and the design of piped drains outleting directly into it.

6.2 Sediment Control

Sediment Basins

Permanent sediment basins have been included with this design. Using these structures, the frequency of maintenance to the drain should be lowered, and work should be more concentrated to these cleanout areas. Maintenance work should be performed in a timely manner by the Drainage Superintendent to ensure the effectiveness of this approach.

A permanent sediment basin shall be constructed at the downstream end of the channel excavation on the following drains:

- **Eastern Branch**
- **Southern Branch**
- **Western Branch**

The permanent sediment basins were designed to be over-excavated to a specified depth (typically 600 mm to 1,000 mm below invert) to allow water to slow and deposit sediment.

Sediment Control Structure

Immediately downstream of the sediment basin, a rock protected bio-filter sock check dam shall be constructed to further enhance sediment deposition, prior to exiting the construction zone.

Both shall be constructed prior to construction commencing and in accordance with the applicable environmental agency regulations and instructions.

Prior to construction, bio-filter socks (or approved equivalent) will be installed in major low runs entering the channel from the side of the drain ROW, as directed by the Engineer. These socks are primarily to treat surface runoff from the adjacent fields prior to the establishment of the vegetative buffer strip.

6.3 Riparian Buffer Strips

A 3 m grassed buffer has been included with this design on both sides of the channel for the entire length of the proposed channel work on the proposed municipal drain. This buffer will serve as both a minimum setback distance for agricultural work, as well as a physical barrier for sediment laden runoff entering the channel.

Vegetated buffer strips along both natural watercourses and open drains are generally accepted as proper land stewardship and a Best Management Practice for the agricultural industry in Ontario and other parts of North America. This concept is supported by such OMAFRA publications as "Best Management Practices – Buffer Strips" and "A Guide for Engineers working under the Drainage Act in Ontario" (Publication 852)". As part of the improvement to this municipal drain, buffer strips will be established and maintained along the open drain as described and applicable allowances provided accordingly.

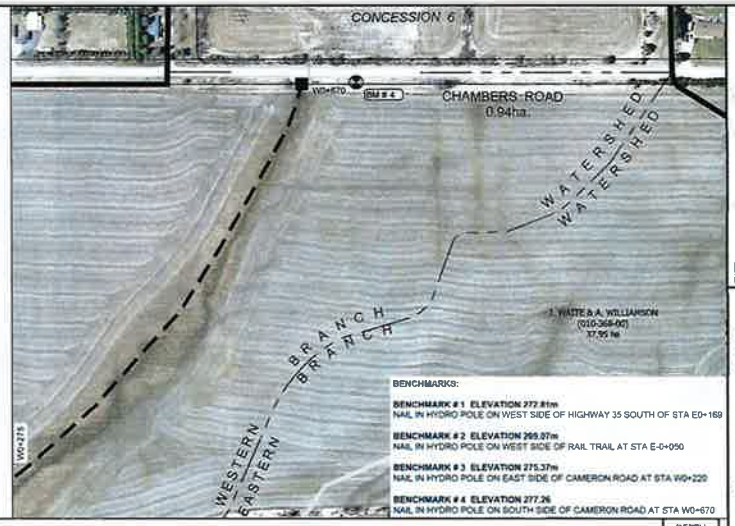
BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Appendix I

Drawings

CITY OF KAWARTHA LAKES
(GEOGRAPHIC TOWNSHIP OF FENELON)
CONCESSION 5
CONCESSION 6
CAMERON ROAD
CHAMBERS ROAD
0.94ha.
WESTERN BRANCH
EASTERN BRANCH
SOUTHERN BRANCH
(OPEN)
(TILE)
WATERSHED
WATERSHED
NATURAL CHANNEL
HIGHWAY 35
1.48ha
CITY OF KAWARTHA LAKES (RAIL TRAIL)
COUNTY LINE
LOT 10
LOT 9
LOT 11
ADDITIONAL LANDS TO BE TILED INTO WATERSHED
SEE DETAIL PLAN PAGE 6 (TYP)
R. & J. PEEL (010-372-01) 0.18 ha
WANDA PROPERTIES INC. (010-372-00) 5.21 ha
C. NALCOLM (010-213-00) 5.62 ha
S. & K. JOHNSTON (010-214-01) 2.50 ha
J. WAITE & A. WILLIAMSON (010-368-00) 37.95 ha
B. CLIVE (010-369-00) 3.89 ha
D. GARDNER (010-369-01) 5.23 ha
T. & L. PECK (010-370-00) 0.10 ha
G. & M. BRYANS (010-363-00) 12.64 ha
F. & J. MCLEAN (010-364-00) 0.55 ha
G. STEWART (010-365-00) 0.77 ha
EXISTING DRAINAGE EASEMENT
BM # 1
BM # 2
BM # 3
BM # 4
AR # 1
AR # 2
AR # 3
AR # 4
AR # 5
AR # 6
AR # 7
W0+670
W0+221
W0+000
W0+100 T.I.C.
W0+150 OUTLET
W0+139
W0+229
(010-214-01)
(010-214-00)
(010-209-00) 0.50ha
(010-209-01) 0.21ha
(010-209-02) 0.21ha
(010-209-03) 0.21ha
(010-209-04) 0.22ha
(010-209-05) 0.22ha
(010-325-01) 0.76ha
(010-325-02) 0.88ha
(010-325-03) 0.78ha
(010-325-04) 0.27ha
(010-325-05) 0.21ha
(010-325-06) 0.21ha
(010-325-07) 0.21ha
(010-325-08) 0.21ha
(010-325-09) 0.21ha
(010-325-10) 0.21ha
(010-325-11) 0.21ha
(010-325-12) 0.21ha
(010-325-13) 0.21ha
(010-325-14) 0.21ha
(010-325-15) 0.21ha
(010-325-16) 0.21ha
(010-325-17) 0.21ha
(010-325-18) 0.21ha
(010-325-19) 0.21ha
(010-325-20) 0.21ha
(010-325-21) 0.21ha
(010-325-22) 0.21ha
(010-325-23) 0.21ha
(010-325-24) 0.21ha



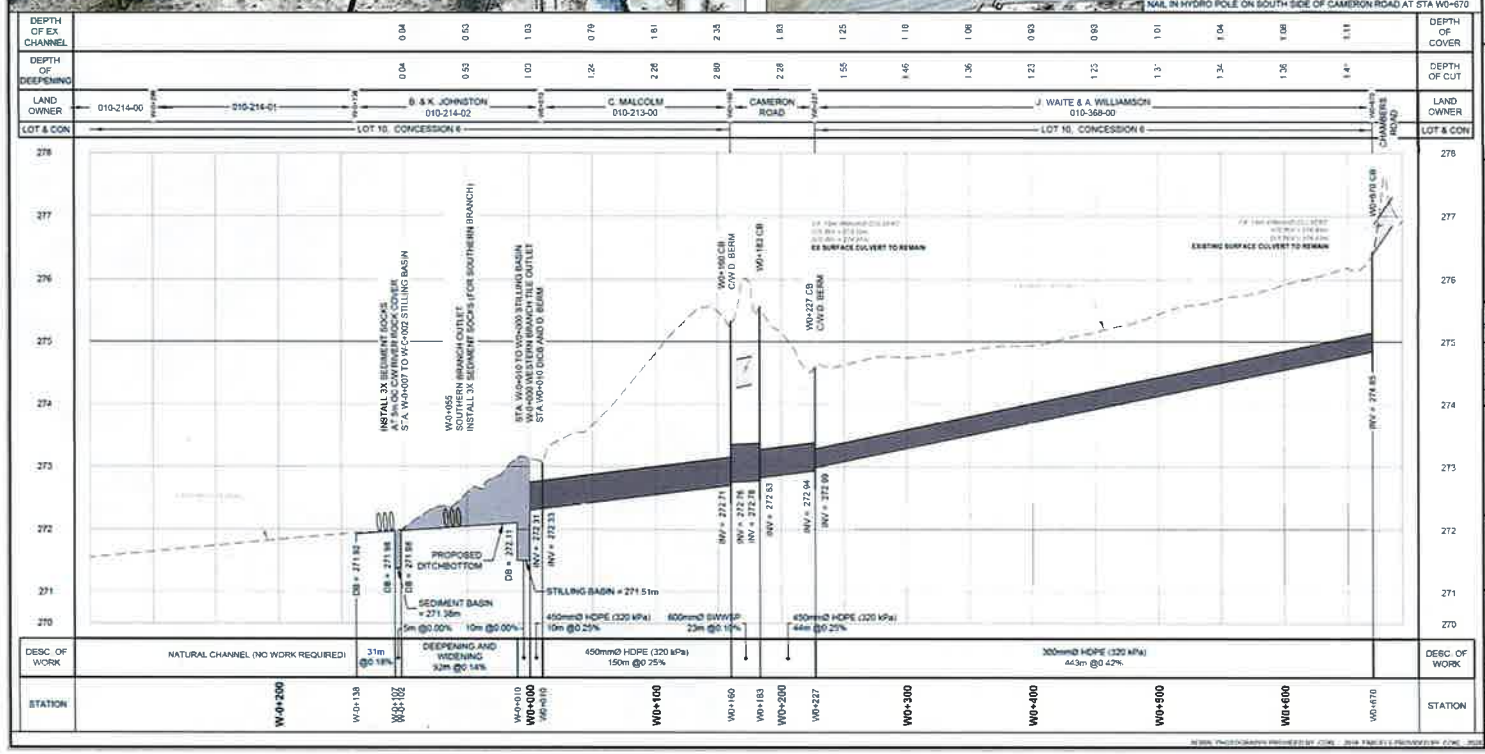
BENCHMARKS:

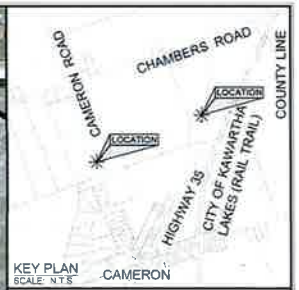
BENCHMARK # 1 ELEVATION 272.81m
NAIL IN HYDRO POLE ON WEST SIDE OF HIGHWAY 35 SOUTH OF STA E0+169

BENCHMARK # 2 ELEVATION 269.07m
NAIL IN HYDRO POLE ON WEST SIDE OF RAIL TRAIL AT STA E-0+050

BENCHMARK # 3 ELEVATION 275.37m
NAIL IN HYDRO POLE ON EAST SIDE OF CAMERON ROAD AT STA W0+220

BENCHMARK # 4 ELEVATION 277.26
NAIL IN HYDRO POLE ON SOUTH SIDE OF CAMERON ROAD AT STA W0+670





KEY PLAN
SCALE: N.T.S.
CAMERON

LEGEND:

- WATERSHED BOUNDARY
- SUB WATERSHED BOUNDARY
- PROPOSED DRAIN LOCATION AND DIRECTION — CLOSED DRAIN / OPEN DRAIN
- BENCHMARK NUMBER — BM # 1 — BENCHMARK LOCATION
- PROPOSED STRUCTURE — DESC
- EXISTING DRAIN LOCATION AND DIRECTION
- ACCESS ROUTE — AR # 1
- DIRECTION OF SURFACE FLOW
- ROLL NUMBER — (3-005-00)
- AFFECTED AREA — 1.23ha
- SHARED ROLL NO.

Notes:

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NOT FOR CONSTRUCTION

LICENSED PROFESSIONAL ENGINEER
E.M. DELAY
100180151
March 1, 2024
PROVINCE OF ONTARIO

No.	Issue / Revision	Date	Auth
1	ISSUED FOR INFO MEETING NO. 1	2018/05/02	EMD
2	ISSUED FOR INFO MEETING NO. 2	2018/07/25	EMD
3	ISSUED FOR AGENCY REVIEW	2019/04/18	EMD
4	ISSUED FOR DRAFT REPORT	APR 2022	EMD
5	ISSUED FOR ENGINEER'S REPORT	FEB 2024	EMD

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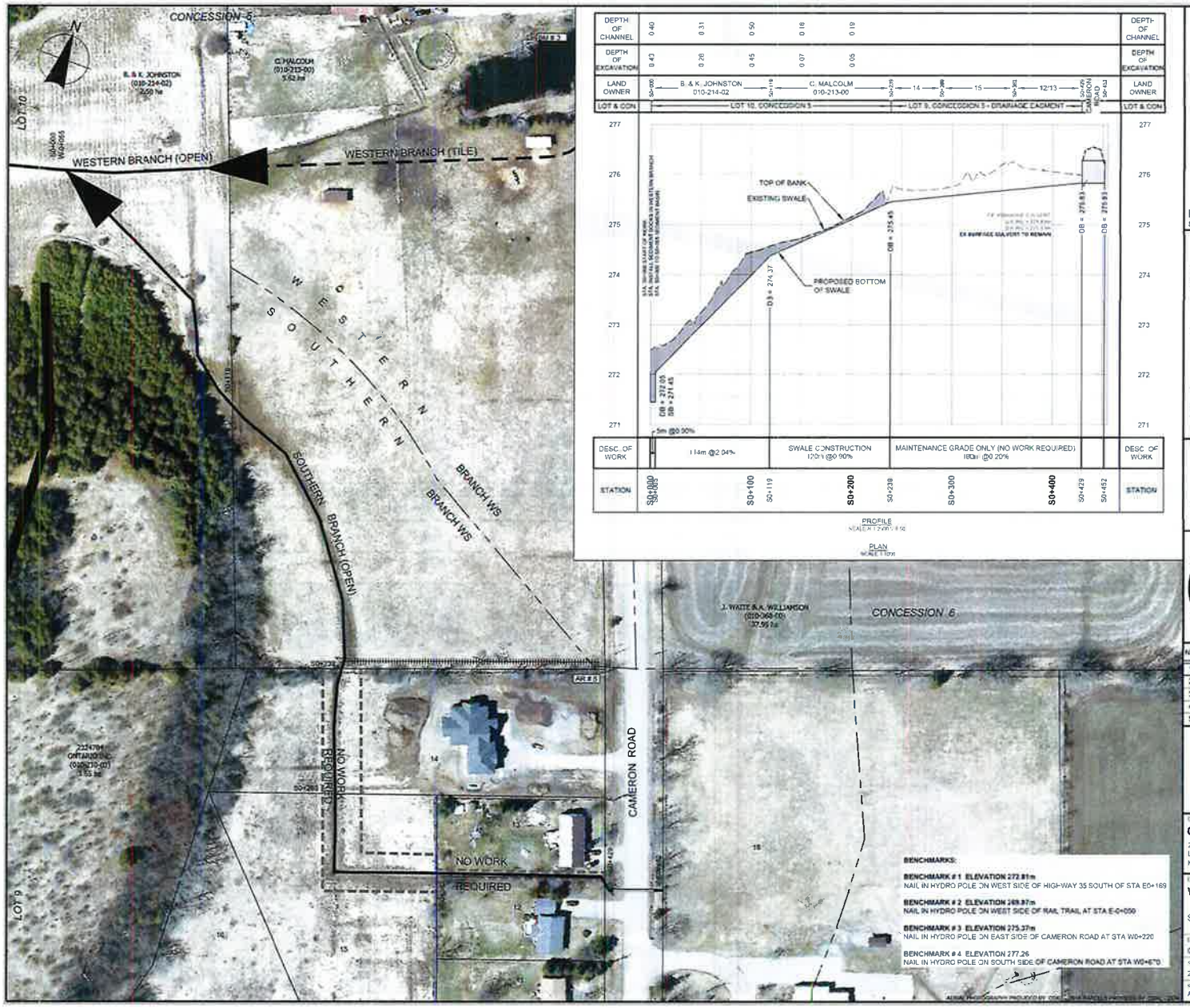
Client
CITY OF KAWARTHA LAKES
26 FRANCES STREET
LINDSAY, ONTARIO
K9V 5R8

Drawing Title
WAITE MUNICIPAL DRAIN

WESTERN BRANCH

Drawn	Checked	Drawn	Checked	Drawing No
GGB/LC	EMD	GAG	EMD	2of8
Start Date 2017/11/07		Project No 300041611		

Scale 1:2 500



KEY PLAN
SCALE N.T.S.
CAMERON

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LICENSED PROFESSIONAL ENGINEER
EMD
E. M. DELAY
100180151
March 1, 2024
PROVINCE OF ONTARIO

No.	Issue / Revision	Date	Auth.
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26 FRANCES STREET
LINDSAY, ONTARIO
K9V 5R8

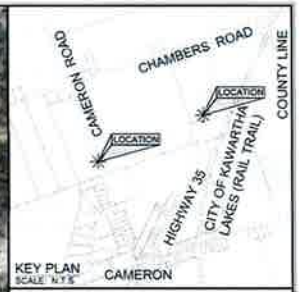
Kawartha Lakes

Drawing Title:
WAITE MUNICIPAL DRAIN

SOUTHERN BRANCH

Designed	Checked	Drawn	Checked	Drawing No.
GGB/N.C	EMD	GAG	EMD	3of8
Start Date: 2017/11/07		Project No. 300041611		

Scale: AS NOTED



LEGEND:

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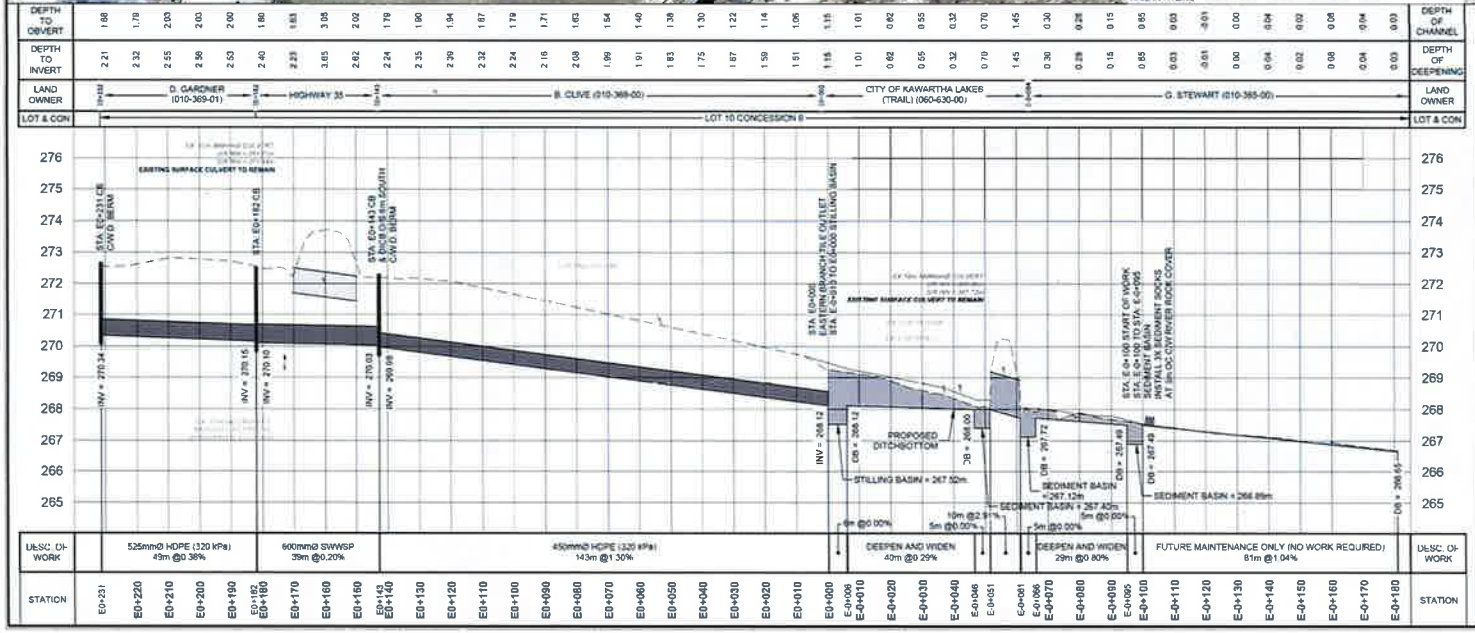
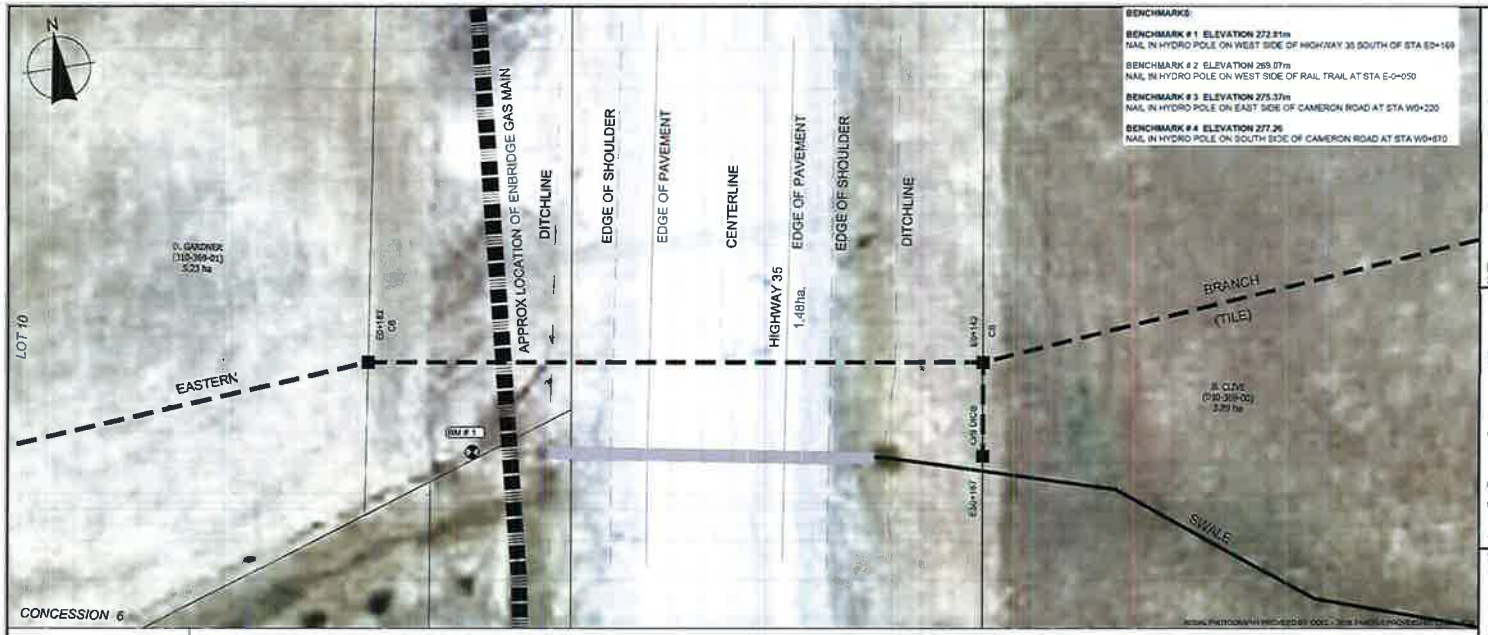
Owner
CITY OF KAWARTHA LAKES
26 FRANCES STREET
LINDSAY, ONTARIO
K9V 5R8

Drawing Title
WAITE MUNICIPAL DRAIN

EASTERN BRANCH

Designed	Checked	Drawn	Checked	Drawing No.
GG/ENLC	EMD	GAG	EMD	4of8
Start Date 2017/11/07		Project No. 30004161		
Scale 1:1,000				





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Client
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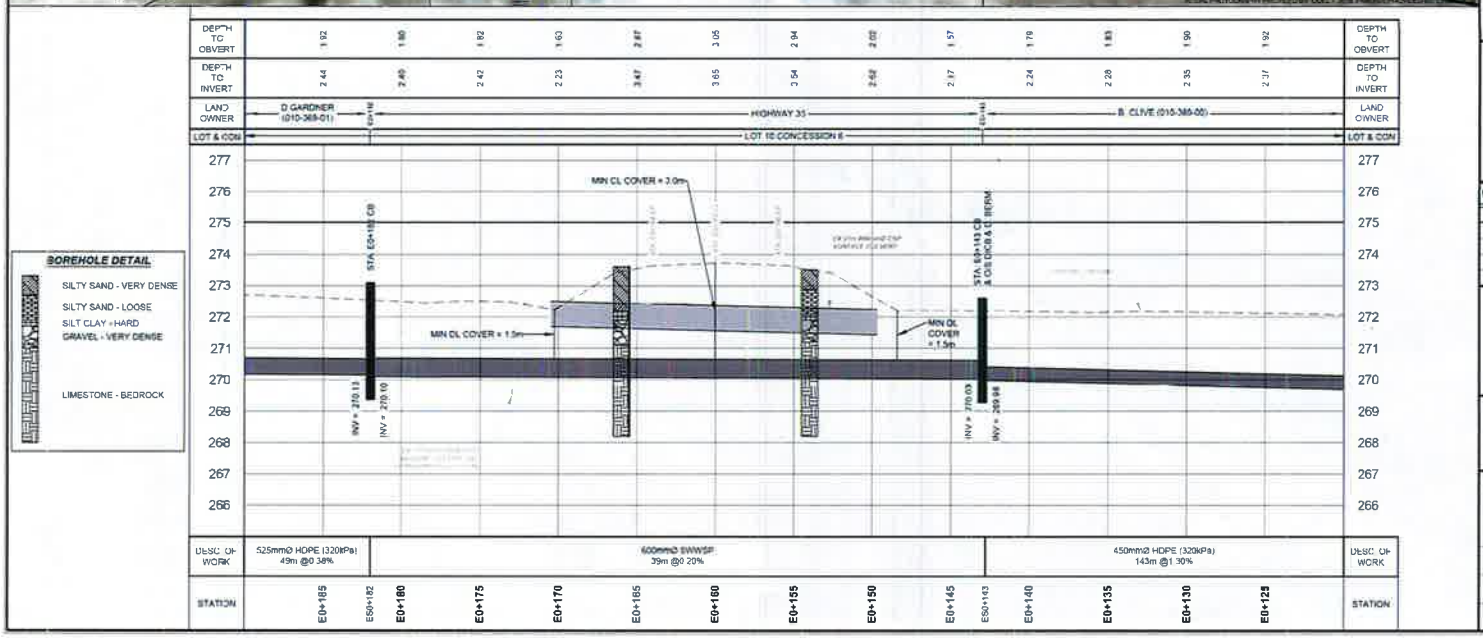
26 FRANCES STREET
LINDSAY, ONTARIO
K9V 5R8

Drawing Title
WAITE MUNICIPAL DRAIN

HIGHWAY 35 CROSSING ENLARGED PLAN

Designed	Checked	Drawn	Checked	Drawing No.
GGB/NLC	EMD	GAG	EMD	5of8
Start Date: 2017/11/07		Project No: 300041611		

Scale 1:200



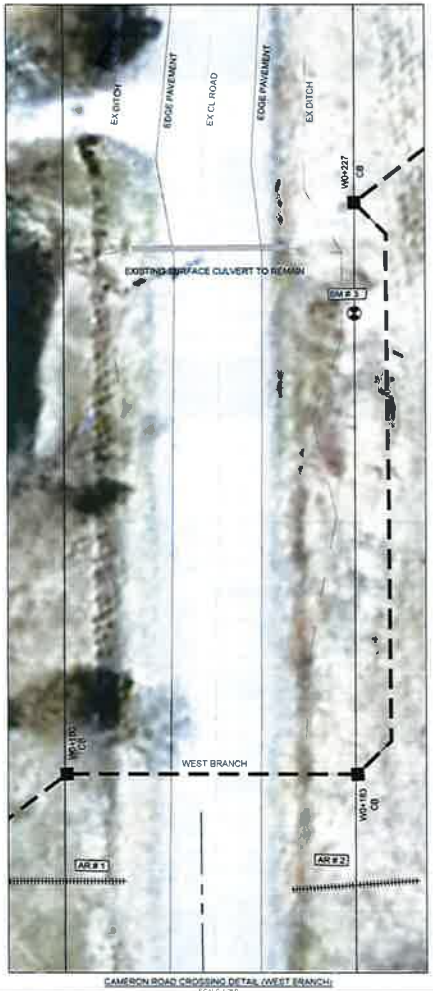
BENCHMARKS:

BENCHMARK # 1 ELEVATION 272.81m
NAIL IN HYDRO POLE ON WEST SIDE OF HIGHWAY 35 SOUTH OF STA E0+165

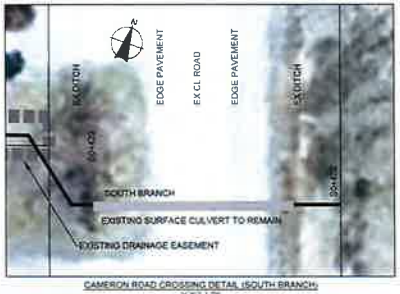
BENCHMARK # 2 ELEVATION 269.07m
NAIL IN HYDRO POLE ON WEST SIDE OF RAIL TRAIL AT STA E-0+050

BENCHMARK # 3 ELEVATION 275.37m
NAIL IN HYDRO POLE ON EAST SIDE OF CAMERON ROAD AT STA W0+220

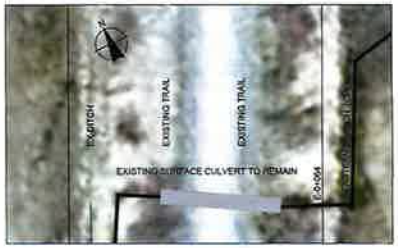
BENCHMARK # 4 ELEVATION 277.26
NAIL IN HYDRO POLE ON SOUTH SIDE OF CAMERON ROAD AT STA W0+670



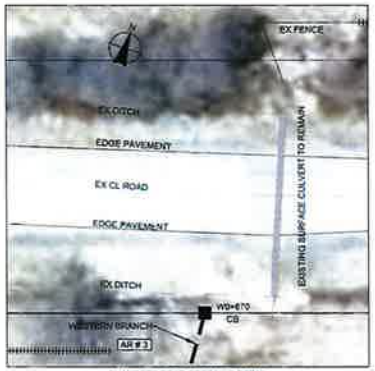
CAMERON ROAD CROSSING DETAIL (WEST BRANCH)
SCALE 1:250



CAMERON ROAD CROSSING DETAIL (SOUTH BRANCH)
SCALE 1:250



RAIL TRAIL CROSSING DETAIL
SCALE 1:250



CHAMBERS ROAD CROSSING DETAIL
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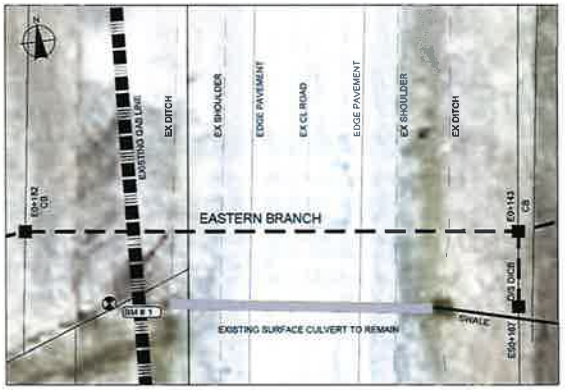
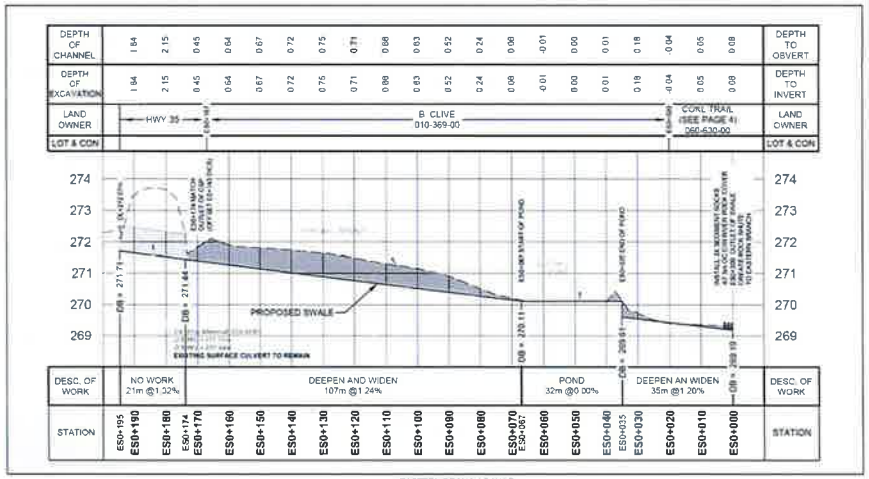
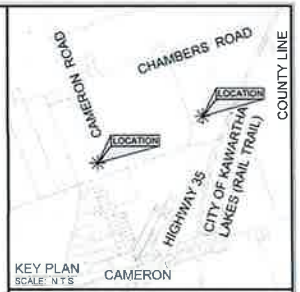


HIGHWAY 35 CROSSING DETAIL
SCALE 1:250



EASTERN BRANCH SWALE
SCALE H:1:1000 V:1:100



KEY PLAN
SCALE: N.T.S

LEGEND:

- WATERSHED BOUNDARY
- SUB WATERSHED BOUNDARY
- PROPOSED DRAIN LOCATION AND DIRECTION — CLOSED DRAIN / OPEN DRAIN
- BENCHMARK NUMBER — BM # 1 — BENCHMARK LOCATION
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- DIRECTION OF SURFACE FLOW
- ROLL NUMBER AFFECTED AREA — (3-005-00) 1.23ha
- SHARED ROLL NO.

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NOT FOR CONSTRUCTION

LICENSED PROFESSIONAL ENGINEER
E. M. DELAY
100160151
March 1, 2024
PROVINCE OF ONTARIO

No.	Issue / Revision	Date	Auth
1	ISSUED FOR INFO MEETING NO. 1	2018/05/02	EMD
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Client
CITY OF KAWARTHA LAKES
26 FRANCES STREET
LINDSAY, ONTARIO
K9V 5R8

Drawing Title
WAITE MUNICIPAL DRAIN

DETAIL PLANS AND EASTERN SWALE

Designed	Checked	Drawn	Checked	Drawing No.
GGB/NLC	EMD	GAG	EMD	6of8
Start Date 2017/11/07		Project No. 300041611		

Scale: AS NOTED

PIPE TABLE						
PIPE MATERIAL	JOINING METHOD	DIAMETER (mm)	STATION FROM	STATION TO	LENGTH (m)	NOTES
WESTERN BRANCH (OPTION 1)						
2 - HDPE (320kPa)	SPLIT-COUPLER	375	W0+000	W0+010	10	C/W RODENT GRATE
2 - PDT (SOLID)	SPLIT-COUPLER	375	W0+010	W0+160	150	
SWWSP	WELDED	600	W0+160	W0+183	23	O.D. 6.35 mm THICKNESS
2 - PDT (SOLID)	SPLIT-COUPLER	375	W0+183	W0+227	44	
PDT (SOLID)	SPLIT-COUPLER	375	W0+227	W0+670	443	
WESTERN BRANCH (OPTION 2)						
HDPE (320kPa)	SPLIT-COUPLER	450	W0+000	W0+160	160	C/W RODENT GRATE
SWWSP	WELDED	600	W0+160	W0+183	23	O.D. 6.35 mm THICKNESS
HDPE (320kPa)	SPLIT-COUPLER	450	W0+183	W0+227	44	
HDPE (320kPa)	SPLIT-COUPLER	300	W0+227	W0+670	443	
EASTERN BRANCH (OPTION 1)						
HDPE (320kPa)	BELL & SPIGOT	2 - 375	E0+000	E0+006	6	C/W RODENT GRATE
2 - PDT (SOLID)	SPLIT-COUPLER	2 - 375	E0+006	E0+143	137	
SWWSP	WELDED	600	E0+143	E0+182	39	O.D. 6.35 mm THICKNESS
HDPE (320kPa)	SPLIT-COUPLER	525	E0+182	E0+231	49	
EASTERN BRANCH (OPTION 2)						
HDPE (320kPa)	SPLIT-COUPLER	450	E0+000	E0+143	143	C/W RODENT GRATE
SWWSP	WELDED	600	E0+143	E0+182	39	O.D. 6.35 mm THICKNESS
HDPE (320kPa)	SPLIT-COUPLER	525	E0+182	E0+231	49	

PIPE NOTES:

1. ALL PIPE AND PIPE WORKS SHALL CONFORM TO THE GENERAL SPECIFICATIONS.
2. ALL CONCRETE DRAINAGE TILE (CDT) SHALL BE NON-REINFORCED 2000D RATED, OR APPROVED EQUAL.
3. ALL HIGH DENSITY POLYETHYLENE (HDPE) PIPE SHALL BE DUAL-WALL, 320 kPA PIPE STIFFNESS, OR APPROVED EQUAL.
4. ALL SMOOTH WALLED WELDED STEEL PIPE (SWWSP) USED IN JACK AND BORING INSTALLATIONS SHALL BE MEASURED ON OUTSIDE DIAMETER (O.D.) UNLESS OTHERWISE NOTED.
5. ALL CORRUGATED STEEL PIPE (CSP) SHALL BE GALVANIZED AND CONFORM TO THE GENERAL SPECIFICATIONS.
6. ALL OUTLET PIPES SHALL BE CORRUGATED STEEL PIPE (CSP) OR HIGH DENSITY POLYETHYLENE (HDPE).
   - 6.1. CSP OUTLET PIPES SHALL FIT AROUND THE LAST SECTION OF TILE WITH A MINIMUM OVERLAP LENGTH OF 450mm. COMPLETE WITH A GEOTEXTILE WRAPPED CONNECTION.
   - 6.2. HDPE OUTLET PIPES SHALL BE THE SAME DIAMETER AS THE LAST SECTION OF TILE, COMPLETE WITH A BELL CONNECTION TO FIT AROUND THE PIPE. THIS CONNECTION SHALL BE GEOTEXTILE WRAPPED.
   - 6.3. ALL OUTLET PIPES SHALL HAVE A RODENT GRATE AND HAVE RIP-RAP PROTECTION.

CHANNEL TABLE						
STATION FROM	STATION TO	LENGTH (m)	TYPE	BOTTOM WIDTH (m)	SIDE SLOPES	NOTES
WESTERN BRANCH						
W0+000	-W0+405	405	TRAPEZOIDAL	0.6	3H:1V	BENCH WIDTH OF 1.4m BENCH HEIGHT 0.3m MINIMUM DEPTH 600mm
SOUTHERN BRANCH						
S0+000	S0+429	429	TRAPEZOIDAL	2.0	5H:1V	MINIMUM DEPTH 450mm
EASTERN BRANCH						
E0+000	-E0+100	100	TRAPEZOIDAL	0.6	2H:1V	MINIMUM DEPTH 1.0m
-E0+100	-E0+180	80	TRAPEZOIDAL	0.6	2H:1V	MINIMUM DEPTH 1.0m
EASTERN BRANCH (SWALE)						
ES0+000	ES0+174	174	TRAPEZOIDAL	2.0	5H:1V	MINIMUM DEPTH 450mm

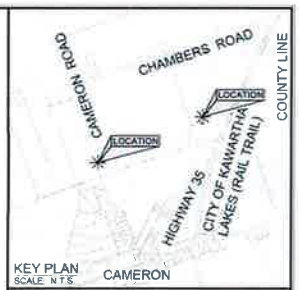
CHANNEL NOTES:

1. ALL CHANNEL WORKS SHALL BE IN ACCORDANCE WITH THE PROVIDED TABLE, PROFILE, AND SPECIFICATIONS.
2. ALL CHANNEL WORKS SHALL CONFORM TO THE GENERAL SPECIFICATIONS.
3. ALL CHANNEL WORKS AND EXCAVATIONS SHALL CONFORM TO THE GOVERNING OPSS AND OPSD.
4. ACCESS TO THE CHANNEL AND WORKING SPACE SHALL BE EXECUTED IN ACCORDANCE WITH THE SPECIAL PROVISIONS.
5. SPOIL SHALL BE SPREAD ON THE DESIGNATED CHANNEL BANK, A MINIMUM OF 2m FROM THE TOP OF THE BANK, UNLESS OTHERWISE DIRECTED BY THE ENGINEER IN THE SPECIAL PROVISIONS OR AT THE TIME OF CONSTRUCTION.
6. ALL FUNCTIONING OUTLET PIPES AFFECTED BY THE EXCAVATION SHALL HAVE RIP-RAP EROSION PROTECTION (MINIMUM $2m^2$) PLACED BELOW THE OUTLET.
7. ALL WORKING OUTLET PIPES DAMAGED DURING THE EXCAVATION SHALL BE REPLACED SECURELY WITH CORRUGATED STEEL PIPE (CSP) OR HIGH DENSITY POLYETHYLENE (HDPE) TO THE SATISFACTION OF THE ENGINEER.
8. ALL WORKING OUTLET PIPES SHALL HAVE A RODENT GRATE.

STRUCTURE TABLE					
STATION	TYPE	SIZE (mm)	TOP/ LOW WALL ELEV. (m)	GRATE	NOTES
WESTERN BRANCH					
W0+010	DICB	900 X 1200	273.10	BIRDCAGE	C/W D.BERM
W0+160	DICB	900 X 1200	275.24	BIRDCAGE	
W0+183	DICB	900 X 1200	275.54	BIRDCAGE	C/W D.BERM
W0+227	DICB	900 X 1200	274.60	BIRDCAGE	
W0+670	DICB	600 x 600	276.38	BIRDCAGE	
EASTERN BRANCH					
E0+143	CB	900 X 1200	272.19	BIRDCAGE	
E0+143	DICB	600 X 600	271.40	BIRDCAGE	O/S 6m SOUTH
E0+182	CB	900 X 1200	272.62	BIRDCAGE	
E0+231	CB	900 X 1200	272.54	BIRDCAGE	

STRUCTURE NOTES:

1. ANY VARIATION FROM THE ELEVATIONS AND DIMENSIONS OF THESE STRUCTURES MUST BE APPROVED BY THE ENGINEER.
2. STRUCTURES NOT MANUFACTURED AS SPECIFIED MAY BE REJECTED FOR USE AND SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
3. ALL ABOVE GRADE STRUCTURES SHALL HAVE A MINIMUM SUMP OF 300mm UNLESS OTHERWISE NOTED; BURIED STRUCTURES ARE NOT REQUIRED TO BE BENCHED.
4. ALL ABOVE GRADE STRUCTURES SHALL HAVE BIRDCAGE GRATES TO SUIT AND RIP-RAP C/W GEOTEXTILE UNDERLAY FOR ONE METRE AROUND THE STRUCTURE, UNLESS INDICATED OTHERWISE IN THE SPECIAL PROVISIONS.
5. ALL ABOVE GRADE STRUCTURES ARE TO HAVE POSTS AND MARKERS.
6. ALL GRATES AND COVERS SHALL BE FASTENED TO THE STRUCTURE IN AN APPROVED MANNER.
7. ALL STRUCTURES MUST HAVE PLUGGED INLETS IN THE SIDES NOT UTILIZED BY THE MUNICIPAL DRAIN TO ACCOMMODATE A 250mm DIA. HDPE PIPE SET 0.10m ABOVE THE OUTLET INVERT, UNLESS OTHERWISE NOTED. ALL PLUGGED INLETS MUST HAVE THEIR LOCATION IDENTIFIED ON THE INSIDE OF THE STRUCTURE.
8. ALL CONNECTIONS TO STRUCTURES MUST BE MADE USING RIGID PIPE WHICH MUST SPAN FROM THE STRUCTURE TO UNDISTURBED NATIVE SOIL.
9. WHERE 900mm X 1200mm STRUCTURES ARE SPECIFIED, THE MUNICIPAL DRAIN INLETS AND OUTLETS SHALL BE INSTALLED IN THE 1200mm WALLS AND THE PLUGGED INLETS SHALL BE IN THE 900mm WALLS, UNLESS NOTED OTHERWISE.
10. ALL STRUCTURES SHALL BE CAST WITH A MINIMUM OF A 150mm HIGH RISER SECTION TO ALLOW FOR ADJUSTMENT OF THE TOP ELEVATION TO SUIT FIELD CONDITIONS; ACCORDINGLY NO MONOLITHIC STRUCTURES WILL BE PERMITTED.
11. A CATCHBASIN (CB, OR DICB) IS INTENDED TO TAKE ON SURFACE WATER; AN OBSERVATION BOX (OB) IS INTENDED FOR TILE CONNECTIONS AND TO SERVE AS AN OBSERVATION/INSPECTION POINT.
12. ALL 600mm X 600mm DICB TO HAVE A 2:1 SLOPE AND ALL 900mm X 1200mm DICB TO HAVE A 3:1 SLOPE WITH CORRESPONDING BIRDCAGE GRATES.



KEY PLAN
SCALE: N.T.S.
CAMERON

LEGEND:

- WATERSHED BOUNDARY
- SUB WATERSHED BOUNDARY
- PROPOSED DRAIN LOCATION AND DIRECTION — CLOSED DRAIN / OPEN DRAIN
- BENCHMARK NUMBER — BM # 1 — BENCHMARK LOCATION
- PROPOSED STRUCTURE — DESC
- EXISTING DRAIN LOCATION AND DIRECTION
- ACCESS ROUTE — AR # 1
- DIRECTION OF SURFACE FLOW
- ROLL NUMBER AFFECTED AREA — (3-005-00) 1.23ha
- SHARED ROLL NO

Notes:

1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or conflicts to this office prior to construction.
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.
4. All property lines are approximate and for information purposes only.

NOT FOR CONSTRUCTION

LICENSED PROFESSIONAL ENGINEER
EMD
E.M. DELAY
100180151
March 1, 2024
PROVINCE OF ONTARIO

No.	Issue / Revision	Date	Auth.
1	ISSUED FOR INFO MEETING NO. 1	2018/05/02	EMD
2	ISSUED FOR INFO MEETING NO. 2	2018/07/05	EMD
3	ISSUED FOR AGENCY REVIEW	2019/04/18	EMD
4	ISSUED FOR DRAFT REPORT	APR 2023	EMD
5	ISSUED FOR ENGINEER'S REPORT	FEB 2024	EMD

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web www.rjburnside.com

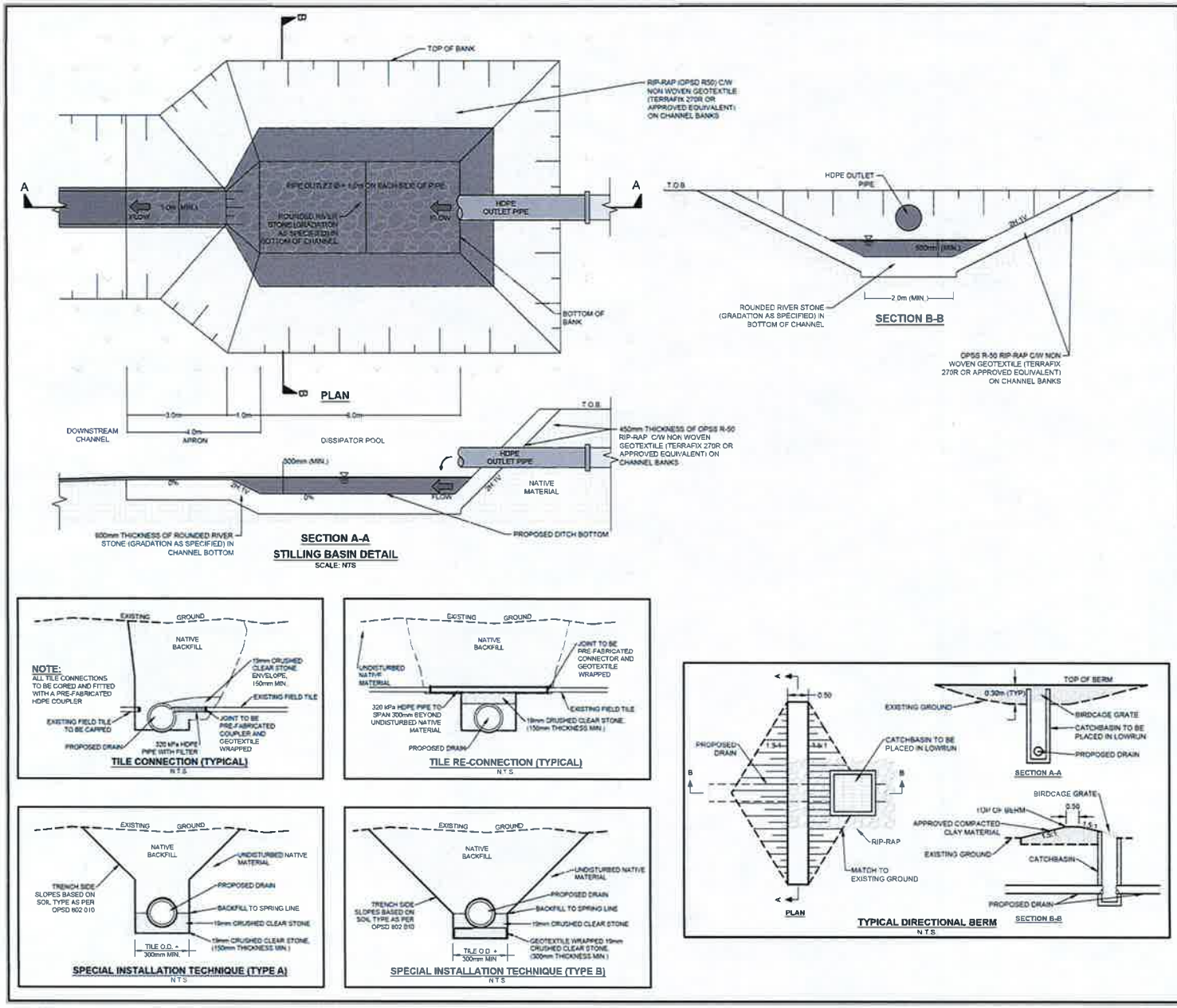
Client
CITY OF KAWARTHA LAKES
26 FRANCES STREET
LINDSAY, ONTARIO
K9V 5R8

Drawing Title
WAITE MUNICIPAL DRAIN

TABLES AND NOTES

Designed	Checked	Drawn	Checked	Drawing No.
GGB/NLC	EMD	GAG	EMD	7 of 8
Start Date 2017/11/07		Project No. 300041611		

Scale
NOT TO SCALE



LEGEND:

- WATERSHED BOUNDARY
- SUB WATERSHED BOUNDARY
- PROPOSED DRAIN LOCATION AND DIRECTION — CLOSED DRAIN / OPEN DRAIN
- BENCHMARK NUMBER — BM # 1 — BENCHMARK LOCATION
- PROPOSED STRUCTURE — DESC.
- EXISTING DRAIN LOCATION AND DIRECTION
- ACCESS ROUTE — AR # 1
- DIRECTION OF SURFACE FLOW
- ROLL NUMBER (3-005-00)
- AFFECTED AREA 1.23ha
- SHARED ROLL NO.

Notes

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4. All property lines are approximate and for information purposes only.

NOT FOR CONSTRUCTION

LICENSED PROFESSIONAL ENGINEER
EMD
E. M. DELAY
100180151
March 1, 2024
PROVINCE OF ONTARIO

No.	Issue / Revision	Date	Auth
1	ISSUED FOR INFO MEETING NO. 1	2018/05/02	EMD
2	ISSUED FOR INFO MEETING NO. 2	2018/07/25	EMD
3	ISSUED FOR AGENCY REVIEW	2019/04/18	EMD
4	ISSUED FOR DRAFT REPORT	APR 2023	EMD
5	ISSUED FOR ENGINEER'S REPORT	FEB 2024	EMD

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LINDSAY, ONTARIO
K9V 5R8

Drawing Title
WAITE MUNICIPAL DRAIN

DETAIL BLOCKS

Designed	Checked	Drawn	Checked	Drawing No.
GGB/NLC	EMD	GAG	EMD	8of8
Start Date 2017/11/07		Project No. 300041611		

Scale
NOT TO SCALE

R.J. Burnside & Associates Limited

Council Report

Report Number:	**ENG2024-010**
Meeting Date:	April 30, 2024
Title:	**Short and 2A Drain –Minor Improvement- Consideration of Engineer's Report**
Description:	Recommendations from the Drainage Board after holding a Meeting to Consider the Engineer's Report pursuant to Section 42 of the Drainage Act.
Author and Title:	Richard Monaghan, Drainage Superintendent

Recommendation(s):

That Report **ENG2024-010**, **Short and 2A Drain – Minor Improvement - Consideration of Engineer's Report**, be received;

That the Short and 2A Municipal Drain Minor Improvement Engineer's Report, as prepared by M. Gerrits P.Eng, be adopted;

That a by-law be provisionally adopted by first and second reading to provide for the minor improvement amendment to the drainage works in the City of Kawartha Lakes known as the Short and 2A Municipal Drain;

That staff be instructed to provide the necessary notice following adoption of the provisional by-law; and

That following the last date of appeal to the Drainage Referee on the necessary notice, and if no appeals are filed, Council adopt the provisional by-law with a third reading at the next available Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Regular Council Meeting of March 21, 2023, Council adopted the following resolution:

> **CR2023-180**
>
> **That** Report **ENG2023-007**, **Short and 2A Municipal Drain – Request for Minor Improvement**, be received;
>
> **That** Council accept the Request for Minor Improvement on the Short and 2A Municipal Drain submitted by Guy Masters, and that the City Clerk proceed with the notice required under Section 78(5) of the Drainage Act; and
>
> **That** pursuant to Section 8(1) of the Drainage Act, R.S.O. 1990, Chapter D. 17, staff recommend that Council appoint Michael Gerrits, P. Eng of M. Gerrits Consulting Inc. for the examination of the area and proceed with the requirements of the proposed Minor Improvement project.
>
> **Carried**

Since that time, in accordance with Section 9(1) of the Drainage Act, an on-site meeting was held on June 5, 2023. Affected landowners, City staff and the Engineer were in attendance. The Engineer examined the site to confirm the request met the requirements of a minor improvement project and provided information about the drainage act and the process to follow.

At the Drainage Board meeting of April 2, 2024, under Section 42 of the Drainage Act, a Meeting to Consider the Engineer's Report was held. The engineer presented the report to the board and members of the public. Following the presentation, the Engineer answered questions from the board and affected landowners. At the conclusion of the meeting, the petitioner confirmed that they wish to remain on the petition and the board adopted the following recommendation:

DB2024-04
Moved By Councillor Richardson
Seconded By Councillor Ashmore

Recommend that the Short and 2A Municipal Drain Minor Improvement Masters Level Crossing Engineer's Report, as prepared by M. Gerrits P. Eng, be adopted;
That a by-law be provisionally adopted by first and second reading to provide for the minor improvement amendment to the drainage works in the City of Kawartha Lakes known as the Short and 2A Municipal Drain;
That staff be instructed to provide the necessary notice following the adoption of the provisional by-law; and

That following the last date of appeal to the Drainage Referee on the necessary notice, and if no appeals are filed, Council adopt the provisional by-law with a third reading at the next available Regular Council Meeting.

Carried

This report addresses that direction.

Rationale:

The City of Kawartha Lakes Drainage Board is established under the authority of the City of Kawartha Lakes Act, 2000. The Act states the following regarding Drainage Matters:

> **6** (1) The council may by by-law,
>
> (a) establish a drainage board;
>
> (b) delegate to the drainage board any of the council's powers and duties under the *Drainage Act*, except for its power to make by-laws and resolutions; and
>
> (c) require the drainage board to exercise the council's powers and duties with respect to any matter under the *Drainage Act* in which the council is required by law to hold hearings or afford an opportunity to be heard. 2000, c. 43, s. 6 (1).

As the City of Kawartha Lakes Drainage Board does not have authority to make resolutions or pass by-laws, this report is presented to Council to confirm the recommendations made at the most recent Drainage Board meeting.

The recommendations made at the last Drainage Board meeting were made based on the material submitted to the Drainage Board. The material is attached to this report for Council's review.

Other Alternatives Considered:

Where a report is not adopted by Council, a petitioner may appeal to the Drainage Tribunal or where lands used for agricultural purposes are included in the area to be drained, the Minister may refer the matter to the Drainage Tribunal.

Alignment to Strategic Priorities

The Kawartha Lakes Strategic Plan identifies the following two priorities that bolster support for an active and effective Drainage Program in the City of Kawartha Lakes:

- Protect and support agricultural land and agri-business

- Offer business development programs to support the agricultural, tourism, arts, culture, heritage, small business, manufacturing and innovation sectors

Financial/Operation Impacts:

Minor Improvement Projects proposed under Section 78(5) of the Drainage Act have full project cost assessed to the Requesting Landowner only. There are no financial impacts to the City or other landowners assessed to the Short and 2A Municipal Drain.

Consultations:

Manager of Technical Services

City Clerk

Attachments:

Appendix A – Short and 2A Drain – Minor Improvement Engineer's Report

Appendix A - Short and 2A Drain - Mino

Appendix B – Minutes of the April 02, 2024 Drainage Board Meeting

Appendix B - Minutes of the April

Department Head email: jrojas@kawarthalakes.ca

Department Head: Juan Rojas

M. GERRITS
CONSULTING INC.

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519 845-0969
mike@mgerritsconsulting.ca

The City of Kawartha Lakes
26 Francis Street
Lindsay, ON
K9V 5R8

April 3, 2024

Re: Short and 2A Drain - Masters Low Level Crossing Improvement Revisions for Consideration at the April 30, 2024 Council Meeting

Following the Meeting to Consider the Report, a landowner requested M. Gerrits Consulting Inc. review if the proposed improvement was a primary or secondary access. Upon review of the property, it was determined that the access was the only access for the lands ending with the Area Roll Number 161100004010900, and is considered a primary access for the lands.

The references to the secondary access and grant on pages 2, 3 and 4 of the drain report dated February 12, 2024, have been updated to reflect the changes, and are attached for consideration and incorporation into the adopted report at the April 30, 2024 Council meeting.

Yours truly,

Michael Gerrits, P. Eng.
M. Gerrits Consulting Inc.

M. GERRITS
CONSULTING INC.

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February 12, 2024

Re: Short and 2A Drain - Masters Low Level Crossing Improvement

In accordance with your instructions, M. Gerrits Consulting Inc. has undertaken an examination of the Short and 2A Drain, with respect to construction of a low level crossing on the B., G., & R. Masters property at 823 Peniel Road (Part of Lot 14, Concession 12), within the City of Kawartha Lakes.

Authorization Under the Drainage Act

This Engineer's Report has been prepared under Section 78(5) of the Drainage Act, as per the request of an affected landowner.

Existing Reports

W.E. Yarnold, Township Engineer prepared a report for the Short and 2A Drain, dated April 12, 1981. The report included the construction of the original drain.

T. Pridham. P.Eng. prepared a drain report, dated March 20, 2006. The report included deepening and widening of the drain.

Existing Conditions and Investigation

M. Gerrits Consulting Inc. completed a site visit and survey on June 5, 2023. The open channel portion of the drain at the proposed low level crossing appeared to be in good condition.

Drain Classification

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Agricultural mapping, indicates that the Short and 2A Drain is a Class D drain.

On Site Meeting

An on site meeting was held on June 5, 2023 at 823 Peniel Road. The following attended the meeting:

Richard Monaghan, City of Kawartha Lakes Drainage Superintendent
Michael Gerrits, M. Gerrits Consulting Inc.
Guy Masters – Landowner
Reid Master – Landowner

The following is a brief summary of the meeting.

- M. Gerrits completed an overview of the Drainage Act.
- M. Gerrits confirmed the minor improvement met the requirements under Section 78(5) of the Drainage Act.
- G. Masters identified the location of the access, and marked it with a wooden stake.
- M. Gerrits confirmed the access width with G. Masters who agreed to a 10m driving platform.
- Following the meeting, M. Gerrits completed a survey of the proposed low level crossing.

Recommendations

It is therefore recommended that a new drain report be prepared for a 10m wide, low level crossing on the Short and 2A Drain in Part of Lot 14, Concession 12 (Masters land), within the City of Kawartha Lakes.

Design

The drainage works will be located at Station 6+957 of the Short and 2A Drain. The proposed low level crossing will maintain the drain cross section and will not impede flows. Due to the limited use of the crossing, the rip rap access has been installed to a level 0.6m above the channel bottom.

Approvals

All construction will be completed in accordance with the Department of Fisheries and Oceans (DFO) regulations, and the applicable Conservation Authority permits.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying specification of work and profile, that form a part of this report. An Estimate of Cost has been prepared in the amount of $32,641, which includes engineering fees but does not include work beyond the preparation of the report, such as inspection during construction or in person meetings.

A plan has been prepared, which shows the location of the work, the approximate drainage area, and the depths and grades of the proposed work.

Assessment

As per Section 21 of the Drainage Act, a Schedule of Assessment for the lands and roads affected by the Short and 2A Drain low level crossing has been prepared.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works, may be assessed for benefit (Section 22).

Lands and roads that use the drainage works as an outlet, for which the drainage works are constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse, may be assessed for outlet. The assessment for outlet shall be based on the volume and the rate of flow of the water artificially caused to flow into the drainage works, from the lands and roads liable for such assessments. If, from any land or road, water is artificially caused by any means to flow upon and injure any other land or road, the land or road from which the water is caused to flow, may be assessed for injuring liability with respect to a drainage works, to relieve the injury so caused to such other land or road (Section 23).

The estimated cost of the drainage works has been assessed in the following manner:

- The low level crossing is considered an additional crossing for the Masters lands (ARN 161100004010900), and is being installed under Section 78(5) of the Drainage Act; therefore, the cost of the low level crossing has been assessed with 100% of the estimated cost assessed as a benefit assessment to the Masters lands.

Allowances

The proposed work is an access with all costs being assessed to the requesting landowner, and for this reasoning there will be no Section 29 or Section 30 allowances paid under this report.

Access and Working Area

In addition to the access and working area set out in the current drain report, access to the low level crossing will be via the Master lands (ARN 161100004010900). The working corridor will be extended to 25m either side of the drain, for the length of the low level crossing.

Restrictions

Following construction, no trees or shrubs shall be planted nor shall permanent structures be erected within the working area without prior written permission of Council, unless otherwise specified in this report.

Attention is also drawn to Sections 80 and 82 of the Drainage Act, which refers to a landowner's responsibility regarding obstruction of a drainage works, the removal of obstructions in a drain, and the damage caused to a drain by an obstruction.

Agricultural Grant

Under Section 85 of the Drainage Act, a grant may be available for assessments against privately owned parcels of land which are used for agricultural purposes, and are eligible for the Farm Property Class Tax Rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of this drain.

Maintenance

Upon completion of the work, the drainage works shall be repaired and maintained by the City of Kawartha Lakes, under the provisions of the Drainage Act at the expense of the owner on which the low level crossing is located.

Yours truly,

Michael Gerrits, P. Eng.
M. Gerrits Consulting Inc.

Short and 2A Drain
City of Kawartha Lakes
February 12, 2024

ESTIMATE OF COST

	Quantity	Unit	Unit Price	Total
General Work				
Benchmark Verification	1	L.S.	100	100
Light Duty Silt Fence (Station 6+588)	5	m	100	500
Stripping	555	sq.m.	2	1110
Excavation	456	cu.m.	5	2280
200mm - 300mm Channel Rip Rap (0.3m Depth)	150	sq.m.	70	10500
200mm - 400mm Access Bank Rip Rap (0.4m Depth) c/w Geotextile	70	sq.m.	80	5600
Level Spoils	1	LS	600	600
Restoration of Disturbed Areas	130	sq.m.	2	260

Subtotal		20950
Miscellaneous		1054
Engineering		10630
Net HST		575
Total Estimate	$	33,209

Short and 2A Drain
City of Kawartha Lakes
February 12, 2024

SCHEDULE OF ASSESSMENT
MASTERS LOW LEVEL CROSSING
(Station 6+597)

Conc.	Lot or Part	Aff. Hect.	Roll No.	Owner	Special Benefit ($)	Benefit ($)	Outlet ($)	Total ($)	Eq. Area (Ha)
Agricultural Lands									
12	Pt. Lot 13 & 14	20.0	161100004010900	B., G., & R. Masters	-	33,209	-	33,209	20.0
					-	33,209	-	33,209	

Total Special Benefit	-
Total Benefit	33,209
Total Outlet	-
Total - Agricultural Lands	33,209
Total Assessment	$ 33,209

Short and 2A Drain – Masters Low Level Crossing
The City of Kawartha Lakes
February 12, 2024

SPECIFICATION OF WORK

1. Scope of Work

The work to be included in this specification includes the low level crossing on the Masters land at 823 Peniel Road (Part of Lot 14, Concession 12), within the City of Kawartha Lakes.

2. Plans and Specifications

These specifications shall apply and be a part of the construction Contract. This Specification of Work shall take precedence over all plans and general conditions pertaining to the Contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications (OPSS) and Standard Drawings (OPSD).

Any reference to the Owner contained in these Contract Documents, shall refer to The City of Kawartha Lakes, or the Engineer authorized by The City of Kawartha Lakes, to act on its behalf.

3. Health and Safety

The Contractor, at all times, shall be responsible for health and safety on the worksite, including ensuring that all employees wear suitable personal protective equipment, including safety boots and hard hats.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act, to ensure that work sites are safe, and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency, and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for a stop work order to be issued, or even termination of the Contract.

The Contractor shall also ensure that only competent workmen are employed onsite, and that appropriate training and certification is supplied to all employees.

4. **Workplace Safety and Insurance Board**

The Contractor hereby certifies that all employees and officers working on the project are covered by the Contractor's benefits. The WSIB Clearance Certificate must be furnished prior to the execution of the Contract, and updated every 90 days.

5. Benchmarks

The benchmark locations are identified on the drawings. The Contractor is required to complete a benchmark loop, prior to construction, to verify the benchmarks. If discrepancies exist, the Contractor must notify the Drainage Superintendent and Engineer prior to completing any work.

6. Utility Locates

Prior to completing any tile installation, the Contractor shall locate all utilities in the working area and adjacent road allowances, and forward the locations and elevations to the Drainage Superintendent and Engineer for review.

7. Geotechnical Investigation

A geotechnical investigation has not been undertaken within the project limits.

8. Access and Working Area

In addition to the access and working area set out in the current drain report, access to the low level crossing will be via the Master lands (ARN 161100004010900). The working corridor will be extended to 25m either side of the drain, for the length of the low level crossing.

9. **Strip Existing Channel**

The existing channel shall be stripped of organic matter. Topsoil shall be placed on the east side of the drain and the material must be used as part of the final restoration.

Stripping shall be in accordance with OPSS 206.

10. Excavation Channel

The low level access shall be excavated and maintained to the depths and grades as per the drawings, which are contained in this Engineer's Report. The low level access shall be excavated to the proper depth using a laser or similar approved device, with a labourer on site to ensure that the grade is correct.

The low level access shall have a minimum of 10H:1V back slopes and 2H:1V side slopes. The existing topsoil in the area of the excavation and working area, shall be stripped and stockpiled within the working area and used for restoration of the working area. The centre of the low level crossing shall be in the same location as the existing channel.

Any spoils shall be levelled within the working area. Spoils shall be placed on the east side of the channel. The excavated material shall be placed and levelled to a maximum depth of two hundred millimeters (200mm), and shall not impede overland drainage. If the spoils have sub-soil in them, the topsoil shall be windrowed along the edge of the working area, prior to placing the sub-soil. After the excavated material has been levelled, the topsoil shall be spread to its original depth and left in a condition suitable for seeding.

The side slopes of the low level access shall be seeded as soon as the final grading is completed.

Restoration is to be in accordance with the Restoration Specification.

Excavation shall be in accordance with OPSS MUNI 206.

11. Low Level Access Rip Rap

Rip rap channel bank protection shall have a minimum 2H:1V sideslopes. The rip rap shall consist of 200mm - 400mm quarry stone, or an approved equal. The area to receive the rip rap shall be graded to a depth of 300mm below the finished grade. Filter fabric (Terrafix 270R or an approved equal) shall then be placed in areas of the channel bank with any joints overlapped at a minimum of 600mm. The quarry stone shall be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

Rip low level crossing protection shall have a minimum 10H:1V backslopes. The rip rap shall consist of 150mm - 300mm quarry stone, or an approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below the finished grade. The quarry stone shall be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance. The rip rap shall be installed to a level 0.6m above the channel bottom.

12. Levelling of Excavated Material

The excavated material shall be levelled to a maximum depth of 200mm, and left in a condition suitable for restoration.

13. Restoration

Restoration shall be in accordance with the following:

Working Area and Access Restoration

- Disturbed areas within the working area other than tilled lands, shall be restored with a minimum of 100mm of native topsoil generated on site and seed.

Seed

- The application rates are as follows:
  a. Primary seed (85 kg/ha.) consisting of 50% red fescue, 40% perennial ryegrass and 5% white clover.
  b. Nurse crop consisting of Italian (annual) ryegrass at 25% total weight.
  c. Fertilizer (300 kg/ha.) consisting of 8-32-16.
- Hand seeding shall be spread on the affected areas on a daily basis during construction with the seed mixture, fertilizer, and application rate as shown above.

Topsoil shall be in accordance with OPSS MUNI 802.

Seed shall be in accordance with OPSS MUNI 804.

14. Silt Fence

Light duty silt fencing shall be installed immediately downstream of the low level crossing, for the duration of construction. The silt fence shall consist of filter fabric, or manufactured silt fence supported with posts.

The light duty silt fencing and accumulated sediment shall be removed once the disturbed area has been revegetated.

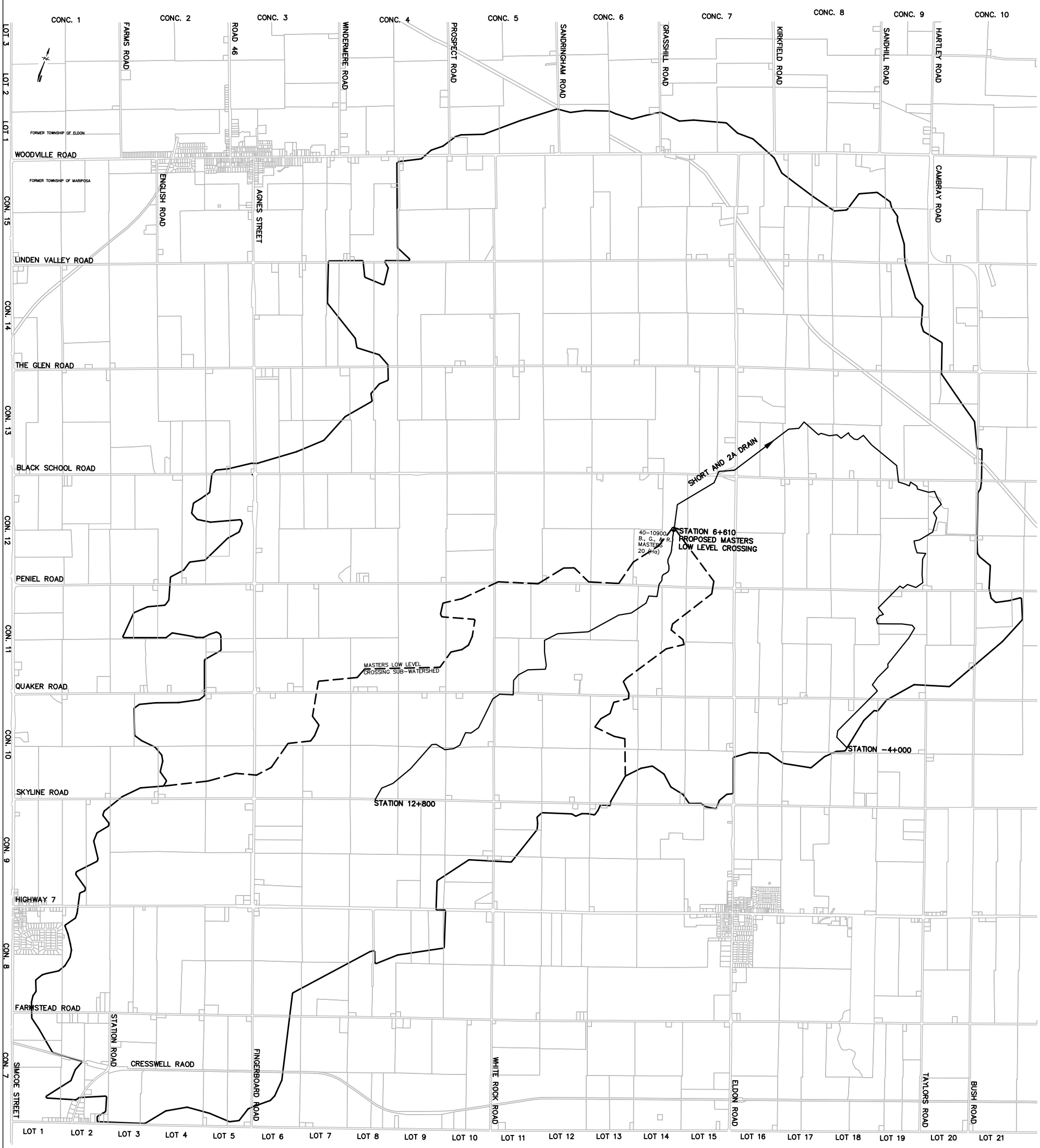
Light duty silt fencing shall be in accordance with OPSS MUNI 805 and OPSD 219.110.

15. Environmental Considerations

The Contractor shall take care to adhere to the following considerations:

- All excavated and stockpiled material shall be placed a minimum of 1.5m from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All granular and erosion control materials shall be stockpiled a minimum of 1.5m from the top of the bank or surface water runs. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance, shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank, surface water runs, and open inlets that enter the drain.

- All construction in the channel shall be carried out during periods of low flow. When possible, the Contractor shall schedule work to avoid periods of high winds and rain. The Contractor shall maintain a dry working area during construction. Prior to construction, the Contractor shall install a silt fence downstream of the work area.
- The work shall be completed in accordance with any required Department of Fisheries and Oceans timing windows and Conservation Authority permits.



LICENSED PROFESSIONAL ENGINEER
M.R.M. GERRITS
Feb 12, 2024
2023-12
PROVINCE OF ONTARIO

SCALE: 1:50,000
0 250 500 750 1000m

LEGEND

- APPROXIMATE DRAINAGE AREA
- SHORT AND 2A DRAIN
- APPROXIMATE SUB-CATCHMENT BOUNDAR
- PROPOSED LOW LEVEL CROSSING

M. GERRITS CONSULTING INC.

No.	REVISIONS	DATE	BY
1	FOR APPROVAL REVIEW	JULY 19, 2023	MG
2	FOR REPORT	FEB. 12, 2024	MG

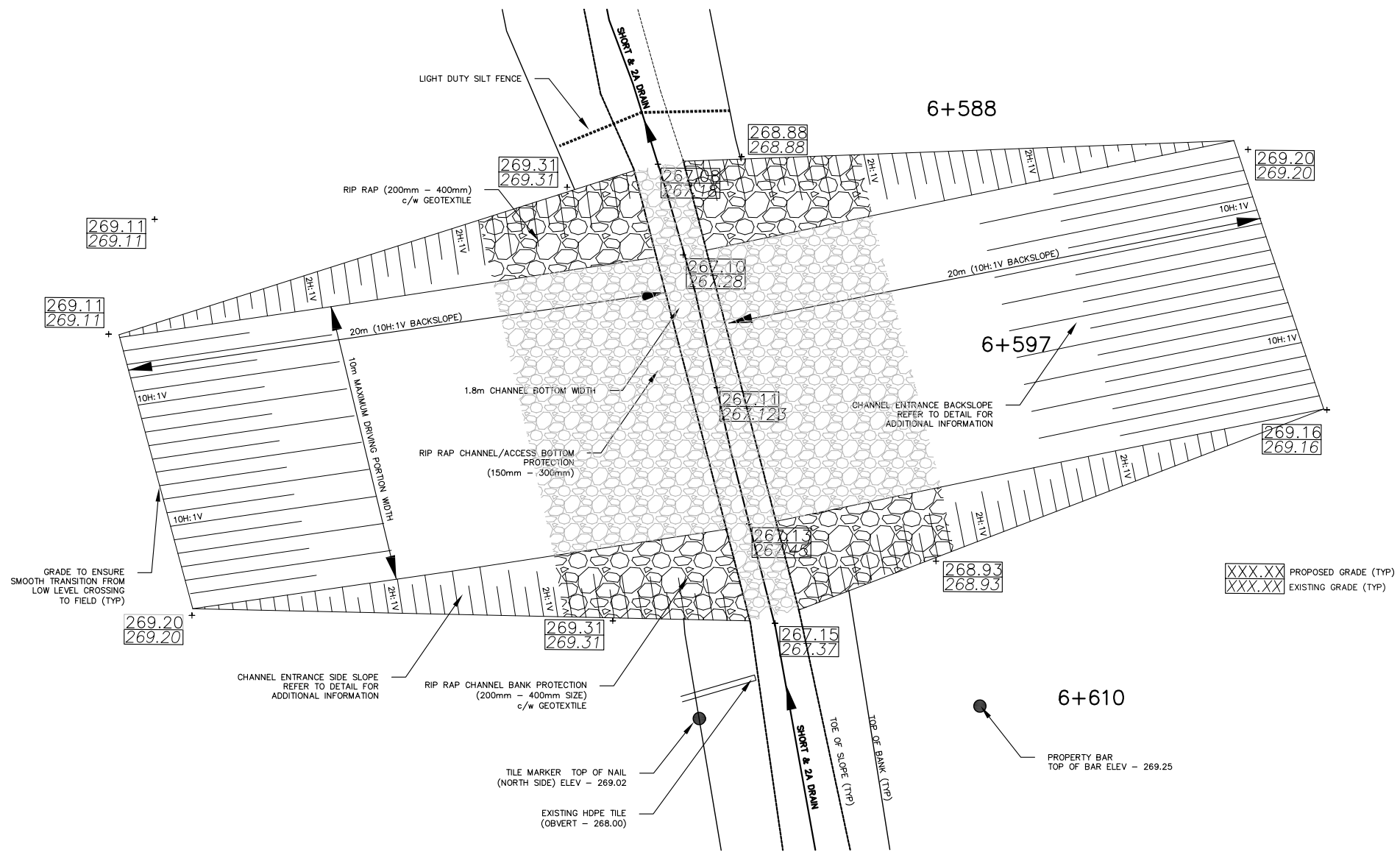
SHORT AND 2A DRAIN
MASTERS LOW LEVEL CROSSING
CITY OF KAWARTHA LAKES

OVERALL PLAN

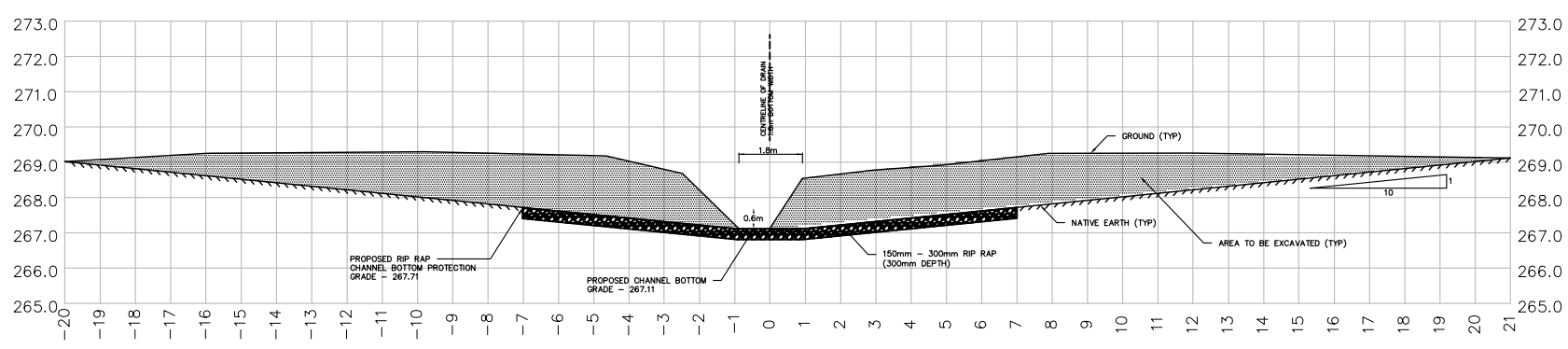
DRAWN	MG
CHECKED	EG
DATE	FEBRUARY 12, 2024
PROJECT NO.	2023-012
SHEET	1 OF 2

GENERAL NOTES

1. BENCHMARK #1 ELEV. 269.25
   TOP OF PROPERTY BAR ON EAST SIDE OF CHANNEL AT STATION 6+610.
2. BENCHMARK #2 ELEV. 269.02
   TOP OF NAIL LOCATED 0.05m NORTH OF TILE MARKER AT STATION 6+608.
3. THE CONTRACTOR IS REQUIRED TO COMPLETE A BENCHMARK LOOP, PRIOR TO CONSTRUCTION, TO VERIFY THE BENCHMARKS. IF DISCREPANCIES EXIST, THE CONTRACTOR MUST NOTIFY THE DRAINAGE SUPERINTENDENT AND ENGINEER, PRIOR TO COMMENCING ANY WORK.



LOW LEVEL CROSSING STATION 6+597
SCALE 1:150



LOW LEVEL CROSSING CROSS SECTION STATION 6+597
SCALE 1:150

M. GERRITS CONSULTING INC.

No.	REVISIONS	DATE	BY
1	FOR APPROVAL REVIEW	JULY 19, 2023	MG
2	FOR REPORT	FEB. 12, 2024	MG

SHORT AND 2A DRAIN
MASTERS LOW LEVEL CROSSING
CITY OF KAWARTHA LAKES

DETAILS

DRAWN	MG
CHECKED	EG
DATE	FEBRUARY 12, 2024
PROJECT NO.	2023–012
SHEET	2 OF 2

The Corporation of the City of Kawartha Lakes

Minutes

Drainage Board Meeting

DB2024-01
Tuesday, April 2, 2024
6:30 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Councillor Ron Ashmore
Councillor Dan Joyce
Councillor Tracy Richardson
Charles Clarke
Robert MacEachern
Jim Oriotis
David Skrabek
Andrew Veale
Tim Willcox

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

1. Call to Order

Deputy Clerk and Recording Secretary J. Watts called the meeting to order at 6:30 p.m. Drainage Board members Councillors R. Ashmore, D. Joyce, and T. Richardson as well as members R. MacEachern, J. Oriotis (participating via Zoom), D. Skrabek, A. Veale, and T. Willcox were in attendance.

Director of Engineering and Corporate Assets J. Rojas, Manager of Engineering-Technical Services M. Farquhar, and Drainage Superintendent R. Monaghan were also in attendance.

Late Arrivals: C. Clarke at 6:34 p.m.

1.1 Appointment of Chair and Vice Chair

Deputy Clerk Watts welcomed the members of the Board and the Public present, and explained the roles of Chair and Vice-Chair, and the nomination process.

Deputy Clerk Watts called for the nominations for the position of Chair.

A. Veale was nominated. Deputy Clerk Watts asked A. Veale if he wished to let his name stand for Chair of the Drainage Board. He consented to the nomination.

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

Councillor R. Ashmore was nominated. Deputy Clerk Watts asked Councillor Ashmore if he wished to let his name stand for Chair of the Drainage Board. He consented to the nomination.

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

Deputy Clerk Watts declared nominations for the position of Chair for the Drainage Board closed.

A vote for the position of Chair was conducted by a show of hands of the eight members present. A tie vote was recorded, and no member was elected to the position of Chair.

C. Clarke arrived in the Council Chambers at 6:34 p.m.

Deputy Clerk Watts welcomed Member C. Clarke to the meeting, and informed all members present of the tie vote and of the two candidates nominated. He conducted the for the position of Chair for the second time by the showing of hands of the nine members present.

Deputy Clerk Watts declared A. Veale as Chairperson of the Drainage Board.

A. Veale assumed his position as Chairperson of the Drainage Board.

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

Councillor Ashmore was nominated. Chair Veale asked Councillor Ashmore if he wished to let his name stand for Vice-Chair of the Board. He consented to the nomination.

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 Drainage Board closed.

Chair Veale declared Councillor Ashmore as Vice-Chair of the Drainage Board.

The Chair thanked the members of the committee for the appointment as Chairperson of the Drainage Board.

2. Administrative Business

2.1 Adoption of Agenda

DB2024-01
Moved By Councillor Richardson
Seconded By D. Skrabek

That the agenda be adopted as circulated.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

2.3 Adoption of Minutes from Previous Meeting

June 1, 2023 Drainage Board Minutes; and
August 2, 2023 Drainage Board Court of Revision Minutes

DB2024-02
Moved By R. MacEachern
Seconded By C. Clarke

That the minutes of the Drainage Board meeting held on June 1, 2023 and the minutes of the Drainage Board-Court of Revision held on August 2, 2023, be adopted as circulated.

Carried

3. Meeting to Consider - Waite Municipal Drain

3.1 Presentation of Engineer's Report - Waite Municipal Drain

Edward DeLay, M. Eng. P. Eng, R.J. Burnside & Associates Limited

Engineer E. DeLay provided a brief overview of his report and highlighted the following items related to the proposed Waite Municipal Drain:

- Summary of the project team including himself and S. Vander Veen;
- Timelines of the project thus far (noting delays due to COVID-19 regulations in 2020 and 2021, and response timelines from the Ministry of Transportation for the proposed Highway 35 crossing);
- Summary of the steps taken in the Drainage Act Process;
- Particulars regarding the project location;
- Proposed watershed plan, including noting the 3 branches of the proposed municipal drain;
- Construction plans;
- Costs including estimated and known costs; and
- Schedules of assessment and allowances.

Mr. DeLay and Mr. Vander Veen made themselves available for any questions from the members of the Drainage Board and public in attendance.

3.2 Question and Answer Period

1. Members of the Drainage Board
2. Members of the Public

The Chair inquired if there were any questions or comments from the members of the Drainage Board. No questions were posed at this time.

The Chair inquired if there were any questions or comments from the members of the public.

B. and K. Johnston spoke to the proposed municipal drain posing questions regarding:

- Timelines of the process since 2017;
- Lack of notice since initial process started (effecting those who had bought into the watershed area since initial on-site meetings);
- Lack of perceived drainage concerns in the area;
- The cost-benefit analysis for the introduction of drainage in the area;
- The reasoning for petitions by Mr. Waite and the City of Kawartha Lakes;
- The lack of notice on the tax roll for those who purchased in the area since 2017;
- The lack of response from municipal staff and engineers since 2021 on questions;
- Effects on water quality, and quantity in area wells in shale/limestone;
- Effects on algae blooms in nearby lakes;
- Effects on nearby lands of provincial and scientific interest (wetlands and drumlins);
- Liability for potential damages to property and wells;
- Cleanliness of the water being collected and drained (and risks to farm animals drinking it);
- Actual depths of the proposed drain based on likely tile drainage installation;
- Lack of additional on-site meetings following MTO decisions; and
- The lack of the initial report being filed with the Municipality within the one-year timeline established under Section 39 of the Drainage Act.

K. McQuade spoke to the proposed municipal drain posing questions regarding:

- Existing water problems in the area;
- Effects on well water levels;

- Lack of perceived benefit;
- Lack of quality of the roadside and culverts and ditches in the area that could benefit overall area drainage;

C. Yake spoke to the proposed municipal drain posing questions regarding:

- How much water will end up on his property;
- What is the quality of the water that ends at his property;
- Effects on his well;
- The lack of communication regarding the process;
- How will the land be used following the installation of the municipal drain;
- The cost-benefit analysis for the introduction of drainage in the area;
- The purpose for the municipality to join the petition; and
- Whether all options for drainage have been considered including improved roadside drainage.

C. Parson spoke to the proposed municipal drain posing questions regarding:

- General existing water quality and quantity problems in the Cameron area;
- The lack of perceived drainage issues on the land proposed for drainage;
- The plan to bring water on the eastern branch to lands that are already flooded;
- Decisions regarding closed or open drains on specific properties;
- Responsibility for damage to dug wells that are not very deep; and
- Responsibility for costs associated with potential increased need for water deliveries to supplement wells.

The Chair permitted the Engineer E. DeLay, S. Vander Veen or M. Farquhar to respond to the questions put forward by the members of the public. The Chair closed the question and answer period.

3.3 Opportunity to Add or Withdraw Signatures to the Petition

Mr. Farquhar provided an overview of the option for adding or removing names from the petition, and the advantages and responsibilities of doing so. The Chair inquired if any persons in attendance at the meeting wish to add or remove their name to the petition.

Mr. Waite, and the Municipality confirmed that they wished to remain signed on the petition.

No other persons present indicated that they wished to sign or remove their names from the original petition at this time.

Mr. DeLay provided an overview of the appeal options following the potential adoption of the report.

3.4 Recommendation of Drainage Board to Council

DB2024-03
Moved By C. Clarke
Seconded By D. Skrabek

Recommend that the Waite Municipal Drain Engineer's Report, as prepared by E. DeLay M. Eng, P. Eng, R.J. Burnside and Associates Limited, be referred back to the Drainage Engineer for further consultation with the members of the community regarding the issues raised at the Meeting to Consider.

Carried

4. Meeting to Consider - Short and 2A Minor Improvement - Masters

4.1 Presentation of Engineer's Report - Short and 2A Minor Improvement - Masters

Michael Gerrits, P. Eng., M. Gerrits Consulting Inc.

Mr. Gerrits provided a brief overview of his report and highlighted the following items related to the Minor Improvement to the Short and 2A Municipal Drain as requested under Section 78 of the Drainage Act:

- A summary of the low level crossing being requested by the Masters;
- A brief history of the Engineers Reports for the Short and 2A Municipal Drains;
- The proposed solution for the minor improvement request;
- A summary of the proposed costs, and the assessment to the Masters

4.2 Question and Answer Period

1. Members of the Drainage Board
2. Members of the Public

The Chair opened the meeting to questions from the members of the Drainage Board and members of the public present.

G. Masters posed questions regarding whether this crossing should be eligible for grant based on how the property being accessed is landlocked.

No other questions from the members of the Public or the Drainage Board were posed.

The Chair permitted Mr. Gerrits to respond to the question posed, and he noted that the grant will be determined by OMAFRA, and that he had initially being working on an assumption that there was another access point to the lands serviced by the proposed crossing.

4.3 Opportunity to Add or Withdraw Signatures to the Petition

The Chair inquired to Mr. Masters if he wished to keep his name on the petition for the Minor Improvement.

Mr. Masters confirmed wished to keep the name on the petition.

4.4 Recommendation of Drainage Board to Council

DB2024-04
Moved By Councillor Richardson
Seconded By Councillor Ashmore

Recommend that the Short and 2A Municipal Drain Minor Improvement Masters Level Crossing Engineer's Report, as prepared by M. Gerrits P. Eng, be adopted;
That a by-law be provisionally adopted by first and second reading to provide for the minor improvement amendment to the drainage works in the City of Kawartha Lakes known as the Short and 2A Municipal Drain;
That staff be instructed to provide the necessary notice following the adoption of the provisional by-law; and
That following the last date of appeal to the Drainage Referee on the necessary notice, and if no appeals are filed, Council adopt the provisional by-law with a third reading at the next available Regular Council Meeting.

Carried

5. Other Business

6. Adjournment

DB2024-05
Moved By C. Clarke
Seconded By R. MacEachern

That the Drainage Board Meeting adjourn at 8:33 p.m.

Carried

Council Report

Report Number:	**PR2024-004**
Meeting Date:	April 30, 2024
Title:	**Centennial Trailer Park Master Plan**
Description:	Final Master Plan document for Centennial Trailer Park
Author and Title:	Jenn Johnson, Manager, Parks and Recreation

Recommendation(s):

That Report PR2024-004, **Centennial Trailer Park Master Plan**, be received; and

That the Centennial Trailer Park Master Plan document appended to Report PR2024-004, be endorsed; and

That Parks and Recreation staff collaborate with Corporate Services and Asset Management staff to incorporate, as necessary, identified capital and operating forecasted expenditures into the Long-term Financial Plan 2022-2031.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Centennial Trailer Park is a municipally owned, permanent seasonal park located west of Kirkfield on Canal Lake. The property was acquired from the federal government in 1961 as part of the County of Victoria 100th Anniversary celebrations. Centennial Trailer Park has 173 spacious sites that can accommodate trailers up to 40 feet in length. The park operates seasonally from May until October each year providing a relaxing seasonal vacation experience. Trailers may remain on site during the off-season but access to the park during the off-season period is limited.

Centennial Trailer Park has been a revenue generating asset for the municipality. Limited capital investment has been dedicated to this asset over the past number of years. Staff recognized that a Master Plan document was needed to address the continued operation of the trailer park with the identification of future rehabilitation, replacement, or expansion initiatives for the next 20 years. With Council's endorsement the master planning process was initiated in 2023.

This report addresses the final Master Plan document and the recommendations therein.

Rationale:

The Centennial Trailer Park Master Plan (CTPMP), **Appendix A**, provides a set of recommendations for the short, medium, and long term. The CTPMP was developed over three phases:

Phase 1 – Community Engagement, Background Review and Analysis

Phase 2 – Community Engagement, Opportunities/Constraints Mapping, Concept Map Development, Draft Master Plan Development

Phase 3 – Final Master Plan Preparation

The recommendations within the final plan are informed and respond to feedback from community and stakeholder engagement, a comprehensive review of existing conditions, assessment of existing infrastructure, review and inventory of the existing site, analysis of existing operating practices and services offered. The CTPMP vision builds upon municipal policy direction as well as public and stakeholder consultation to address environmental, social, and economic concerns, and ensuring that the park can operate sustainably over the long term.

The details of the proposed master plan concept design are outlined in **Figure 1**. A summary of the key recommendations are as follows:

- Centralized floating docks on the west and east sides of the park to replace the existing docks.
- Increase and renovate the beach area, including armour stone edging to stabilize the shoreline. Provide better access to the water via a cantilevered dock system.
- New open play areas on west side which includes disc golf, walking trail, and new tree planting.
- Revitalize open play areas on east side with walking trail, buffer planting, and new tree planting.
- Lighting throughout the park and along walking trails.
- Refresh the community hall and main office.
- Improve multi-use courts with new surfacing.
- Upgrade to a 50 amp electrical service throughout the park, complete with separate metering.
- Delineated parking areas for additional vehicles and boat trailers.
- Reduce larger existing lots into standard sized lots to improve consistency and create new, additional lots (3).
- Identify Waterfront Premium Lots (13).
- Develop Short-Term Stay Lots (4) additional lots.
- Evaluate existing septic system and replace if required. For lots requiring pump-out operations, install localized gravity collection systems to centralized holding tanks to minimize risk of spills and improve health and safety for park staff.
- Refresh roadways throughout the park.

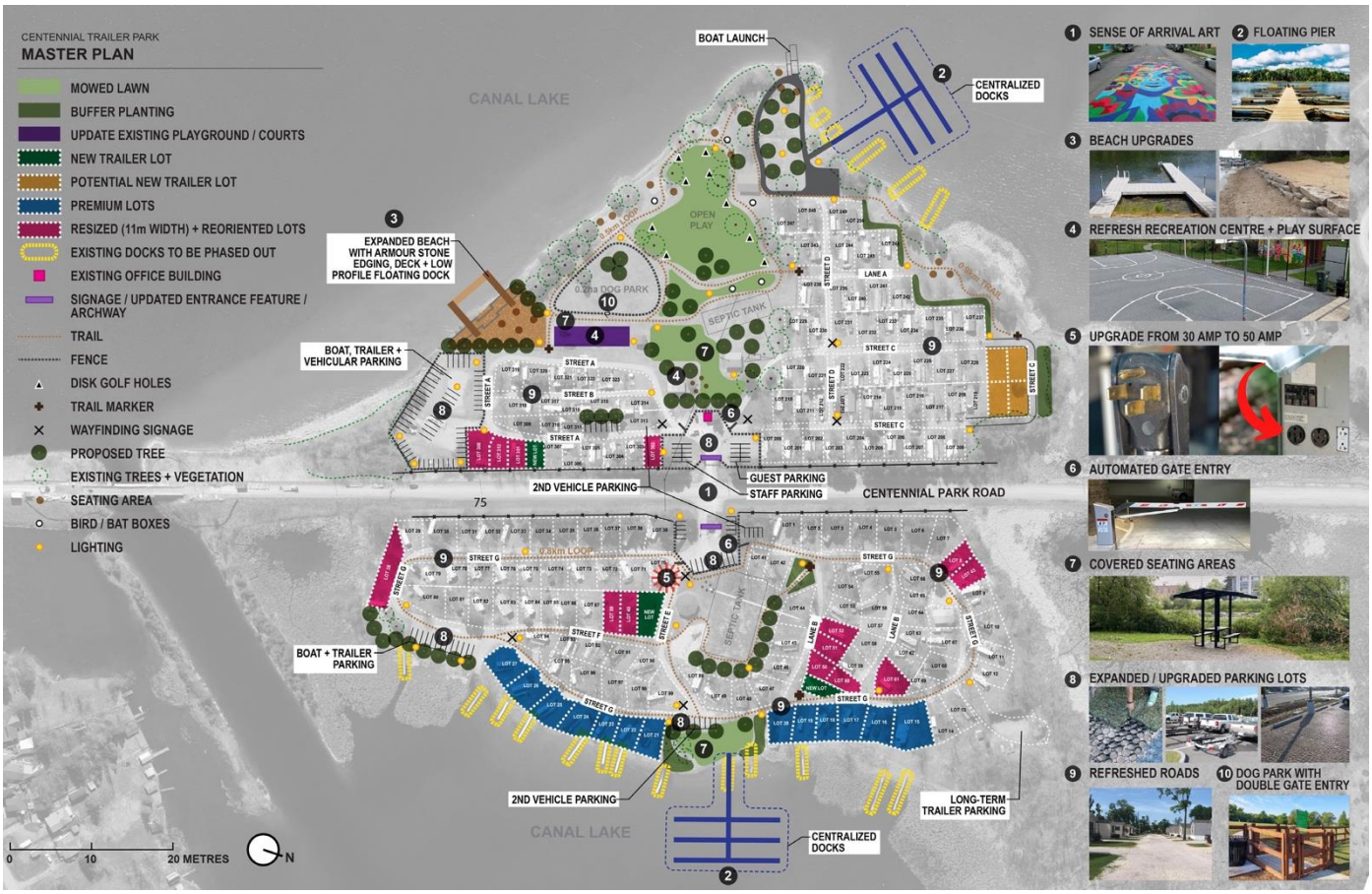


Figure 1 – Proposed Master Plan Concept Design

The CTPMP recommendations include initiatives that impact the operating and capital budget programs.

<u>Operating Budget Impacts</u>

Initiatives that are recommended to be considered over the 20-year horizon that impact the operating budget include:

- Growth in site rental fee revenue based on increased number of lots, identification of premium lots, and overall fee increases. (~$300,000 increase over life of plan)
- New revenue stream through short term stay lots and boat trailer storage opportunities. (~$34,000 increase over life of plan)
- Depending on the operational model selected, wages (contracted or in-house) could increase moderately.

Capital Budget Impacts

The recommendations identified through the CTPMP include the following rehabilitation, replacement, or expansion initiatives for the next 20 years:

Short Term (2024-2026)	
Water Infrastructure (New Lots)	$ 48,899
Septic Evaluation	$ 16,646
Septic System (Full Site)	$645,048
Extension of Existing Sewer	$ 93,636
Construct Gravel Road	$ 70,000
Road Refresh and Parking Resurfacing	$130,050
Upgraded Electrical – 50 Amp	$ 78,030
Fencing – Boat Storage	$ 36,580
Upgrade Sport Court	$ 56,149
Centralized Dock System (West)	$431,649
Upgrade Beach Area	$ 53,391
Park Furniture and Amenities	$ 26,789
New Tree Plantings	$ 49,467
Off Leash Dog Park	$ 15,918
Entry Signage/Archway	$ 4,810
Disc Golf Course	$ 20,808
Recreation Centre Refresh	$ 8,843
Total Investment	**$1,786,713**

Medium Term (2027-2034)	
Water Infrastructure (New Lots)	$ 41,828
New Parking Area	$830,589
Electrical Infrastructure	$1,912,148
Trail Development	$ 26,962
Fencing – Entrance Areas	$ 53,785
Arrival Signage/Art	$ 5,975
Automated Gate Entry	$119,509
Centralized Dock System (East)	$495,830
Floating Dock/Swim Platform	$204,530
New Tree Plantings	$ 11,375
Signage	$ 10,863
Total Investment	**$3,713,394**

Long Term (2035-2043)	
Septic Tanks (7)	$4,162,955
New Tree Plantings	$ 17,142
Playground Upgrade	$ 36,888
Total Investment	**$4,216,985**

The total recommended investment over the 20-year horizon is $9,717,092.

As part of the planning exercise a business case was developed to determine options, based on future revenues and costs, to support the investment into Centennial Trailer Park. The business case proposed two options for the net infrastructure costs:

- Option 1: Based on an annual operating surplus, approximately $2.1 million between 2015 and 2023, the City could continue with the current practice of increasing lot fees at the rate of growth in the Consumer Price Index (CPI) and the timing of capital investments would be determined through the annual budget process.
- Option 2: The City could increase annual lot fees at a rate of 5% per year greater than the rate of growth in the CPI. This increase would be sufficient to cover the investment between 2024 and 2043 and would result in a net surplus of $325,000 by 2043.

Staff will present a more detailed review of the pricing model, and preferred investment model, in a follow up report to Council by December 2024 (in alignment with the annual review of municipal fees).

Other Alternatives Considered:

The Centennial Trailer Park Master Plan has been developed to guide municipal staff to make informed decisions based on standard policies, processes, guidelines and tools in the future. Recommendations identified within the final report are based on input from the public, stakeholders, and staff. The CTPMP provides a framework for discussion and ultimately any specific decision, direction or expenditure will require the approval of Council. Therefore, staff recommend that Council endorse the document.

Council could choose not to endorse the CTPMP however this is not recommended by staff as this would result in a lack of a directional document or plan to guide future decision-making related to Centennial Trailer Park.

Alignment to Strategic Priorities

This report aligns with these strategic priorities within the 2024-2027 Kawartha Lakes Strategic Plan:

- An Exceptional Quality of Life – improvements to green space areas and development of trail system
- A Vibrant and Growing Economy – positively impact tourism through increased number of lots
- Good Government – proactively maintaining a valuable municipal asset

Financial/Operation Impacts:

The recommendations related to this report have no associated direct impact to the current budget. As future initiatives and projects are planned the resource impacts will be identified and requested through the appropriate process.

Servicing Implications:

N/A

Consultations:

Community Engagement through Jump In

Manager, Development Engineering

Water and Wastewater Operations

Attachments:

Appendix A – Centennial Trailer Park Master Plan, April 2024

Appendix A

Department Head email: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

Department File:

CITY OF KAWARTHA LAKES

Centennial Trailer Park Master Plan

April 2024

Kawartha Lakes

SGL Parcel BluePlan

SGL

SGL Planning & Design Inc.

1547 BLOOR STREET WEST
TORONTO, ON
M6P 1A5

e: info@sglplanning.ca
p: 416-923-6630

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Executive Summary

The City of Kawartha Lakes is preparing a Master Plan to address the continued operation of Centennial Trailer Park (the park), for future rehabilitation, replacement, or expansion over the next 20 years. Municipally owned, the park is a permanent seasonal park with 173 trailer lots located 5 kilometers west of Kirkfield. The park is bisected by Centennial Park Road and surrounded by Canal Lake. The property was acquired from the federal government in 1961, as part of the County of Victoria 100th Anniversary celebrations.

The Centennial Trailer Park Master Plan (CTPMP) provides a set of recommendations for the short, medium and long term. The CTPMP was developed over three phases: phase 1 involved community engagement and the preparation of a Background Review and Analysis, phase 2 also involved community engagement and the creation of opportunities and constraints mapping, two Concept Plans illustrating two different options on how the concept plans may develop over time, and the preparation of a Draft Master Plan, and phase 3 involved the creation of a final Master Plan and Implementation Strategy

The recommendations are informed and respond to feedback from community and stakeholder engagement, a comprehensive review of existing conditions, assessment of existing infrastructure, review and inventory of the existing site, analysis of existing operating practices, and services offered. This work includes a community profile, environmental scan, business case and provides a set of recommendations over a short, medium and long term timeframe. The CTPMP vision builds upon City policy direction as well as public and stakeholder consultation to address environmental, social, and economic concerns, and ensuring that the park, can operate sustainably over the long term.

Community and Stakeholder Engagement

Phase 1 included an online survey where participants indicated changes or improvements and/or what should remain the same. In addition, there was a stakeholder meeting where key staff from Parks and Recreation, Engineering, and stakeholders such as "Jackson Water" were consulted to develop the CTPMP.

Phase 2 engagement took place as a virtual open house with members of the public to review the Draft CTPMP and provide additional feedback and desired amenities. Overall, there was a very positive response to the presentation.

Infrastructure Assessment

An Infrastructure Assessment Study was completed to assess the existing water, wastewater, stormwater management, electrical servicing, roads, and telecommunications infrastructure in order to form a design basis for infrastructure recommendations. To determine an accurate demand on the existing water and wastewater systems within the park, an analysis of the recorded water takings within the park was completed. A desktop analysis of provided information was conducted to inform the review of the existing septic system and electrical system. In addition, GM BluePlan also completed a site visit to review the existing infrastructure, including road conditions, telecommunications, and stormwater infrastructure.

The Master Plan

The final Master Plan was prepared based on findings outlined in the opportunities and constraints mapping, consultation with members of the public, stakeholders, and municipal staff, and development of two concept plans. The final Master Plan recommendations and improvements to both the east side and west side of the park include an expanded beach, reconfiguration of open play spaces, addition of an off leash dog park, new trails with wayfinding signage, expanded resident and visitor parking lots, new seating areas, upgraded electrical grid to 50 amp service, refreshed playgrounds and multi-use courts, refreshed recreation centre, new centralized docks, new trees and naturalized planting, disc golf holes, lighting and reconfigured lots. The main entrance to the park will also be refreshed with a new welcoming feature, new automated gate entries to both sides of the park, updated archways, and visitor parking.

Business Case

A Business Case was completed to help determine future revenues and costs including operation and capital costs as well as evaluate the proposed recommendations. The Business Case provides two options for the net infrastructure costs:

Option 1: Based on an annual operating surplus, approximately $2.1 million between 2015 and 2023, the City could continue with the current practice of increasing lot fees at the rate of growth in the CPI and the timing of capital investments would be determined through the annual budget process.

Option 2: The City could increase annual lot fees at a rate of 5% per year greater than the rate of growth in the CPI. This increase would be sufficient to cover capital and operating costs between 2024 and 2043 and would result in a net surplus of $325,000 by 2043.

The contents of this Report are outlined below:

Section 1: Site Location and Master Plan Summary

Section 2: Purpose of the Plan

Section 3: Community Profile, Environmental Scan and Existing Park Features

Section 4: Community Engagement Overview

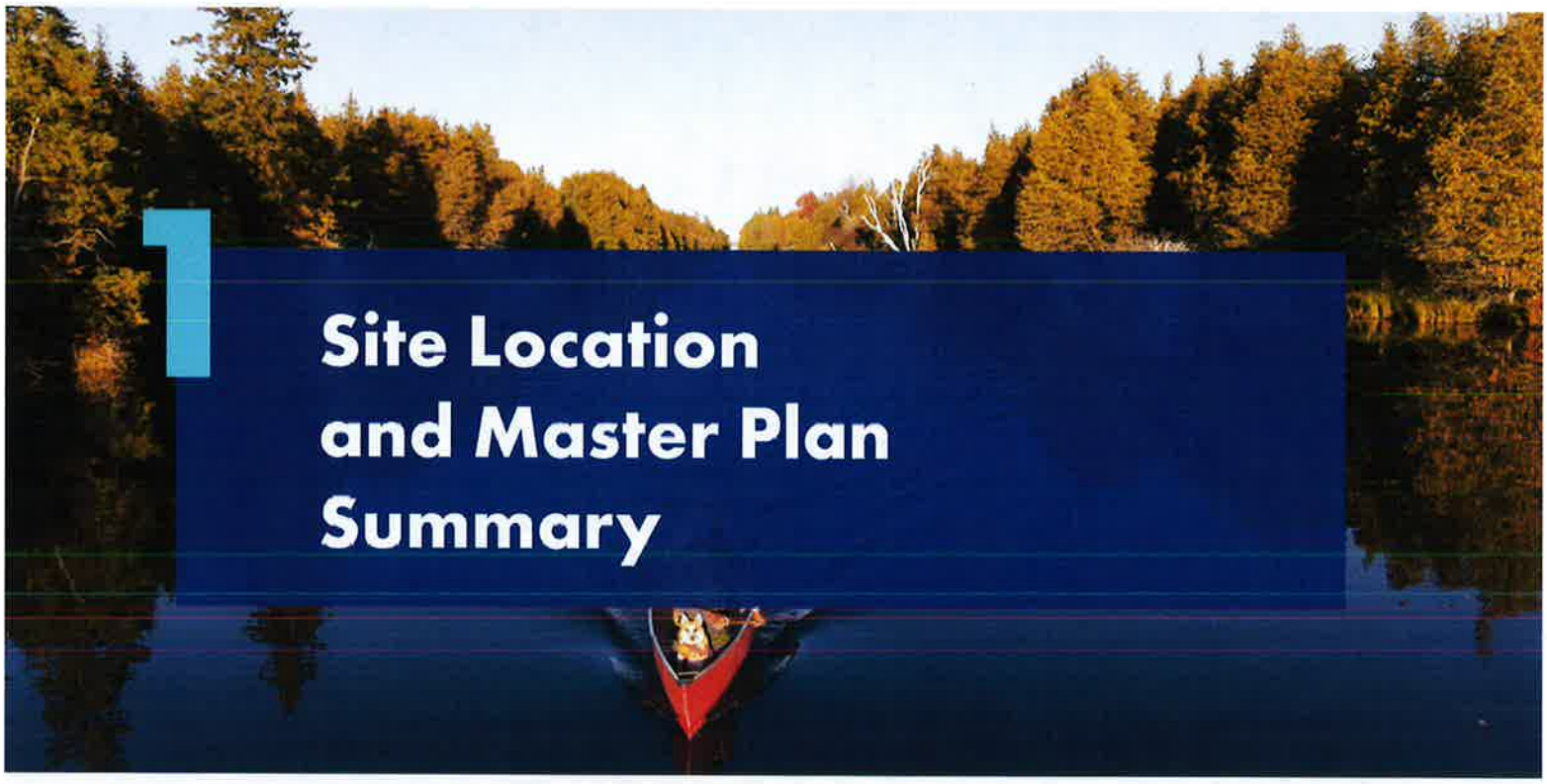
Section 5: Park Policy, Plans, and Guidelines

Section 6: Park Design Standards

Section 7: Master Plan Recommendations

Section 8: Implementation Strategy

Section 9: Appendices



1 Site Location and Master Plan Summary

The park is located at 943 and 944 Centennial Park Road, just North of Portage Road (Highway 48), and 5 kilometers west of Kirkfield. The park is located within Canal Lake and is approximately 12.75 hectares large.

The park is an irregularly shaped lot of land and is accessible either from north or south along Centennial Park Road (Highway 33).

Currently, the park has 173 sites that can accommodate trailers up to 40 feet in length.

It operates seasonally from May until October each year, providing a relaxing seasonal vacation experience. Trailers may remain on site during the off-season, but access to the park during the off-season period is limited. The park includes such amenities as washrooms and showers, two playgrounds, laundry facilities, beach, boat launch and docking, volleyball court, baseball diamond, picnic shelter, horseshoe pits, secured gate entry, and is pet friendly (**Figure 1**).

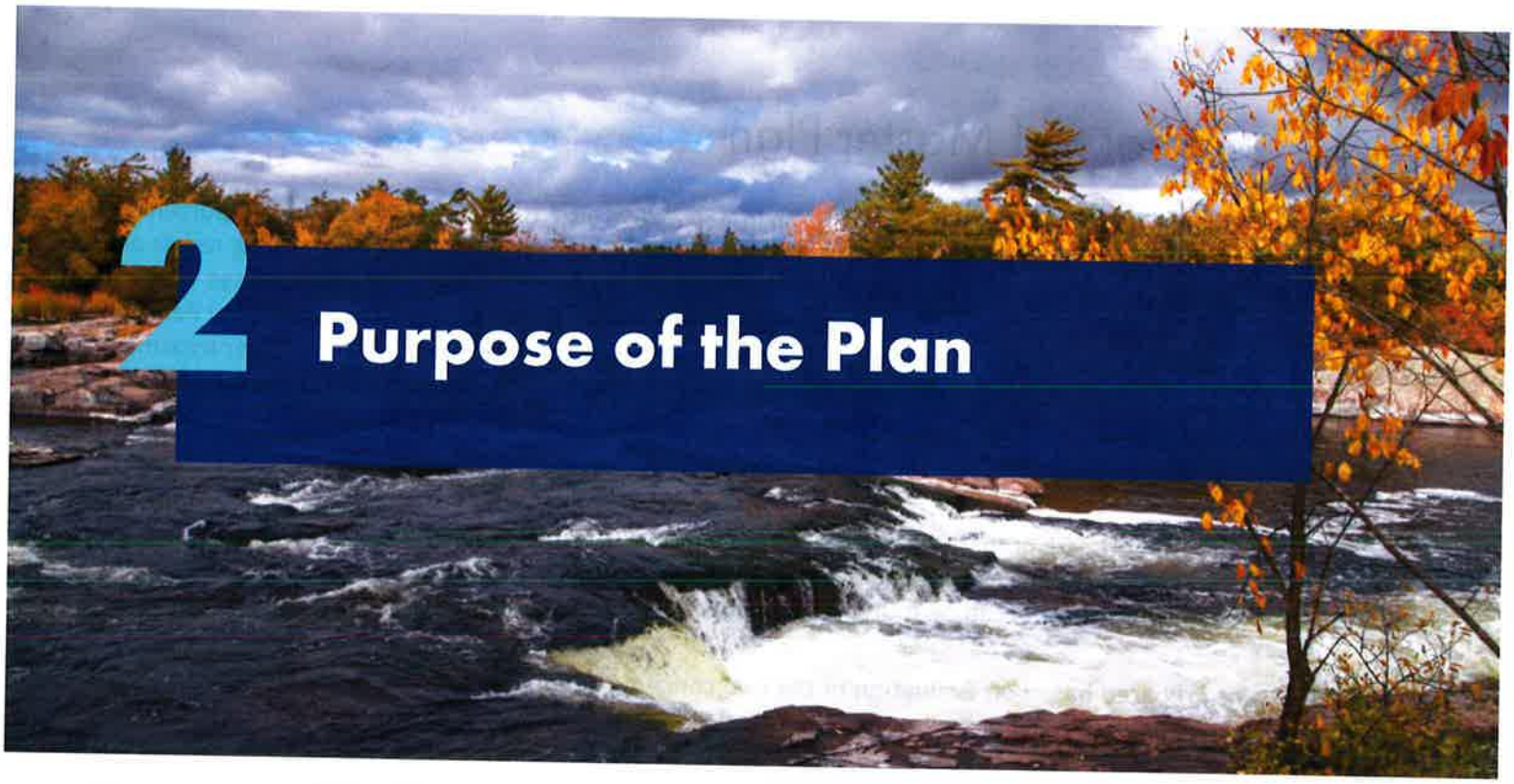
Figure 1: Map of Study Area

1.1 Summary of Master Plan

Preparation of the Master Plan was first informed by an in-person site visit, background review and opportunities and constraints mapping (**Appendix A**). The site visit, policy background review, inventory of existing assets and opportunities and constraints maps, prepared by SGL, identified areas, amenities, and existing uses that can be revitalized, replaced, or removed. A community profile and environmental scan was completed by Parcel. A background review of existing water, wastewater, stormwater, roads, water infrastructure, and water treatment throughout the park was also completed by GM BluePlan. In addition, questions were posed to members of the public through an online survey to gain more information on what park users currently liked about the park and what should change.

Based on this information, SGL prepared two concept plans that illustrated two different ways the park use can transform. Concept 1 illustrated a Nature and Sustainability approach and Concept 2 illustrated a Renovate and Maintain approach. The concepts can be found in **Appendix A**.

The CTPMP was prepared based on evaluation of the two concepts, feedback from municipal staff, stakeholder consultation, and results from the online survey. A detailed description of the Master Plan and recommendations are provided in Section 8 of this Report.



2 Purpose of the Plan

2.1 Purpose of the Master Plan

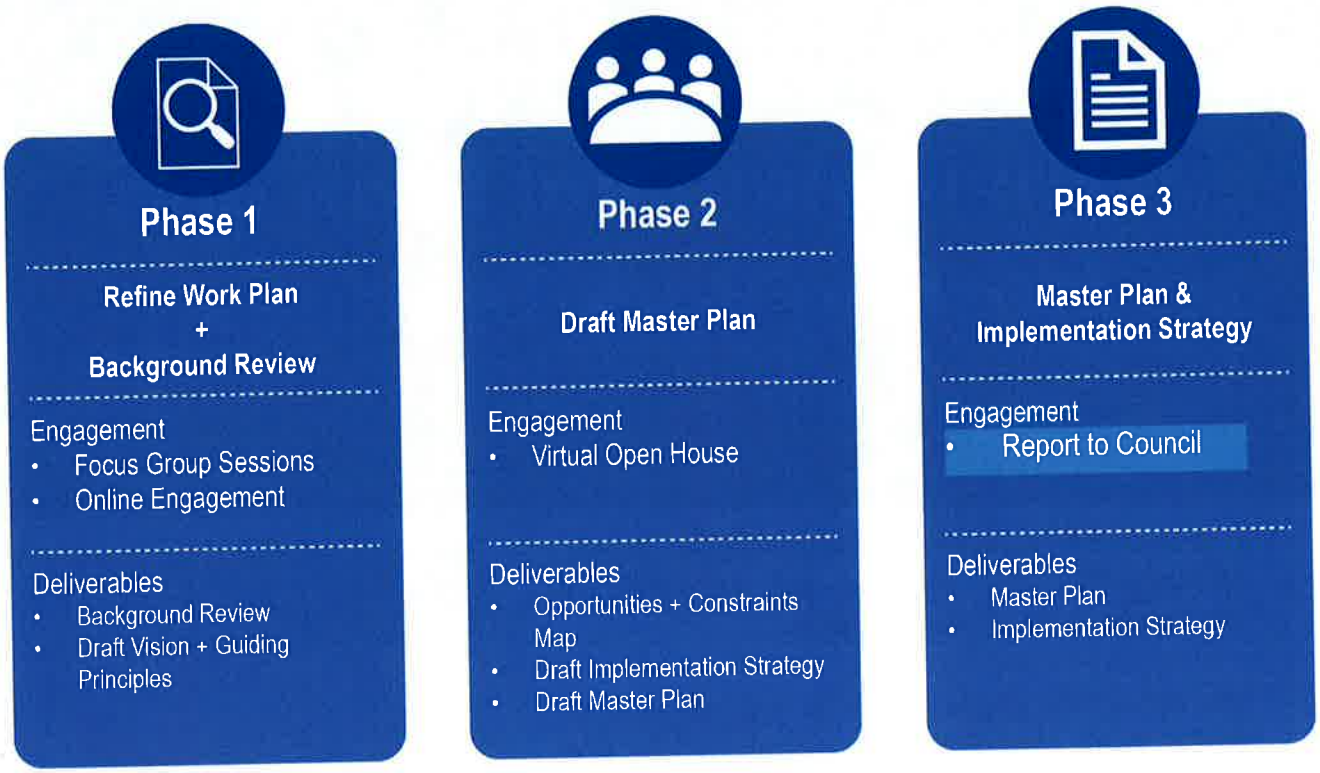
The purpose of the CTPMP is to provide recommendations for the success of the park over the next 20 years. The recommendations identify future rehabilitation, replacement or expansion of the park and at a high level include:

- Assessment of infrastructure (including hydro, water mains and site services, wastewater, storm water management, waste collection, facilities, playground equipment, recreational amenities, trees/landscape, beach/shoreline)
- Review of existing site conditions and configuration
- Analysis of operating practices and services offered
- Community engagement

In addition to the recommendations, a Business Case and Implementation Strategy (**Appendix B**) have been prepared.

2.2 Study Process and Timelines

The development of the CTPMP occurred over approximately 9 months, from September 2023 to April 2024 and was divided into three phases as outlined below:



Phase 1

A review of background information including research on the park's history, existing conditions, policy context, envisioned uses to help inform the development of the CTPMP were completed as part of phase 1. Sections 2 to 6 of this report includes the background information. As part of community engagement an online questionnaire was provided to the public and trailer residents and a stakeholder meeting was held to help prepare the vision and provide valuable feedback.

Phase 2

The results of the background review are visually represented in opportunities and constraints mapping outlining areas that may be developed, programmed, or redesigned. These maps informed the development of two concept plans which demonstrate two different ways Centennial Trailer Park could change over time. The evaluation of the two concepts led to the preparation of the Draft CTPMP and Implementation Strategy.

Phase 3

The vision and goals, as well as the CTPMP and Implementation Strategy, were refined based on public feedback, analysis of costs, staff review and future viability for the park. The preparation of the CTPMP and Implementation Strategy involved the preparation of this Master Plan Report which summarizes all work completed to date, outlines key elements of the final CTPMP, and outlines recommendations for the implementation of park improvements over an immediate, short-term, medium-term and long-term timeline.

3 Community Profile, Environmental Scan and Existing Park Features

In order to inform the Master Plan a community profile, environmental scan, inventory and description of existing park features was completed.

The community profile looked at the demographic profile of the immediate area surrounding the park relative to the City of Kawartha Lakes and other nearby municipalities, including those where existing park residents live. This review relied on information from the Census of Canada and was used to benchmark park residents to those residing elsewhere in Kawartha Lakes or in other surround jurisdictions. As well, based on the information available from the City, a catchment area for the park residents was identified. This helped identify any nearby and competitive trailer parks.

An environmental scan examined best practices at trailer parks and trends occurring throughout Ontario and in surrounding municipalities based on available industry-wide data to identify gaps in the operation or amenities provided at the park.

Finally, an inventory and description of existing park features was prepared to better understand what the park offers to residents, what condition the features were in and how they compare to other parks in the catchment area.

3.1 Community Profile

3.1.1 Location of Park Occupants

The primary residence of seasonal site occupants at the park have been mapped. The primary residence is based on the forward sortation area ("FSA") data of the primary renter of each seasonal park site, which has been provided by City of Kawartha Lakes staff.

Figure 2 shows that primary residence for seasonal site occupants at the park. As shown, the park seasonal occupants generally come from across the Greater Golden Horseshoe ("GGH"), including Durham Region, Peel Region, Simcoe County and Niagara Region.

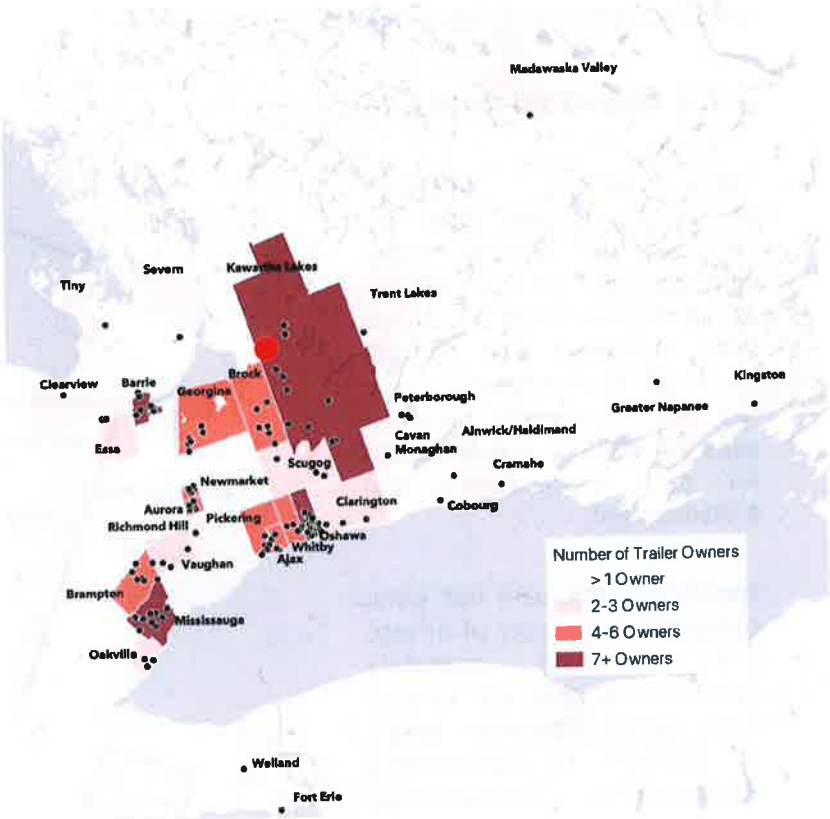


Figure 2: Home Location of Current Park Occupants

Source: Parcel based on information provided by the City of Kawartha Lakes

Also note that a significant share of seasonal occupants come from a small number of municipalities. Some 40% of seasonal occupants have a primary residence in one of four municipalities, those being:

- City of Oshawa (17% / 22 seasonal site owners)
- City of Mississauga (9% / 11 seasonal site owners)
- City of Kawartha Lakes (8% / 10 seasonal site owners)
- City of Barrie (7% / 9 seasonal site owners)

3.1.2 Demographic and Household Profile

To better understand the demographic and household profile of people living near the park, Parcel has examined the profile of a local area near the park, against the City of Kawartha Lakes, Orillia and Peterborough.

Based on 2021 Census of Canada information, it was found that the local area —like the City of Kawartha Lakes—trends older, likely due to the area's appeal as a popular retirement and cottage destination. This coincides with a smaller share of residents under the age of 54. The older age profile of residents in these areas is also reflected in labour force trends, with a smaller share of local area and Kawartha Lakes residents currently in the workforce.

The local area and Kawartha Lakes also have a comparably high share of owner households. This is due to the prominence of single-and-semi-detached units in these areas. Furthermore, the household income also trends lower than the province. Estimated at $92,700 in the local area, this is 16% below the average household income of the province.

Further details related to the demographic and household profile of residents, including a description of the exact areas assessed, is included in **Appendix C**.

3.1.3 Environmental Scan

The service offerings, amenities, facilities and fee structure of several other campgrounds in comparison to Centennial Trailer Park has been examined. The purpose of this environmental scan has been to identify potential gaps to identify opportunities for park improvement and enhancement.

Specifically, the park has been compared to a range of private and municipal operating campgrounds that are located both within Kawartha Lakes, in addition to surrounding municipalities. Consideration was also given to campgrounds that may draw on or appeal to existing renters, based primarily on their location. The location and specific parks selected are indicated in **Figure 3**.

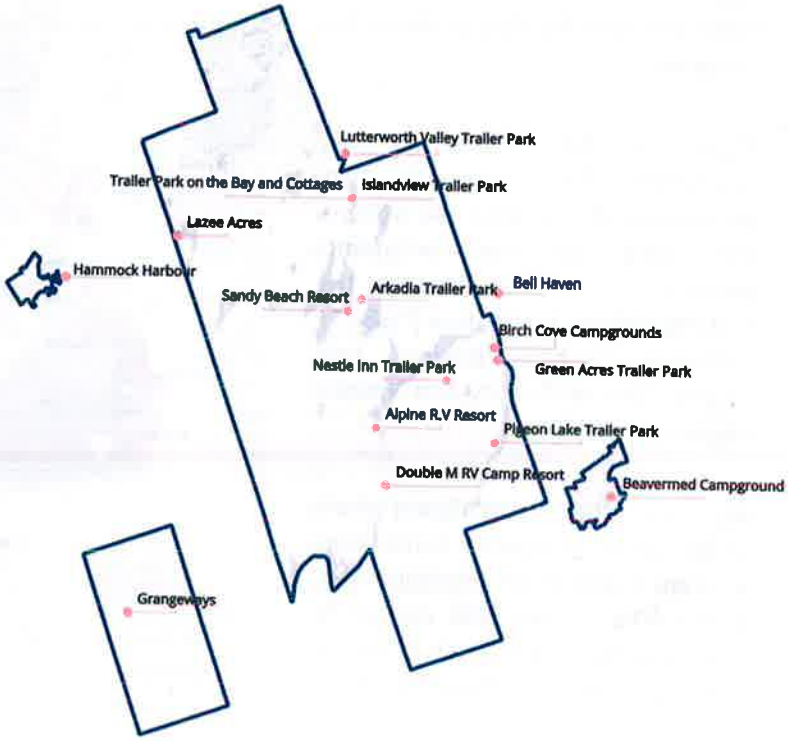


Figure 3: Demographic & Household Profile - Key Market Areas

There are many commonalities across the campgrounds examined. Most notably, all the campgrounds operate from early-to-mid May until mid-to-end of October, irrespective of their location. All the sites also offer 30 amp servicing, while some also include a limited number of sites with 50 amp servicing and requesting a higher fee for renting of these locations.

Interestingly, most of the campgrounds offer full hookups at every site. Only one campground—Hammock Harbour in Orillia—has no sewage hookup and charges users for pumping services ($16/weekday and $35/weekend). Like Centennial Trailer Park, the Beavermead Campground in Peterborough has full servicing at most sites, with a smaller share of less expensive, unserviced sites.

There is a range and variability in how each campground approaches winter trailer storage. Like the park, many of the campgrounds include this fee in their base rates, while others charge an additional fee to individuals who choose to leave their trailers year-round. This fee ranges from as low as $50 to a high

of $550. Nearly one third of the campgrounds also charge for seasonal boat storage, with prices ranging from $45 to $150 per season. The intent of these charges is to help monitor who and what is being left in the campgrounds. It is also intended to disincentivize renters from unnecessarily leaving belongings and equipment on the property for extended periods of time.

To further understand how the park compares to other campgrounds, a comparison of specific features and amenities was done more directly. Refer to **Appendix B** for detailed comparison tables in the Business Case.

3.1.4 Fees

Fees make up the majority of the revenue collected to run the park. Based on the existing service provision, location and other amenities, there is an opportunity to increase in rental rates.

Current rates for seasonal campsites at the park are in **Figure 4**. Private campsites request a base rate ranging between $2,300 and $4,870 per site. Premium and waterfront sites are priced higher than this rate, further demonstrating the price difference between the park and private campgrounds. We note that the park does not include prices for premium or waterfront sites, as well as larger sites within the park. Therefore, there may be an opportunity to update the pricing model.

The base rate at municipal campgrounds range between $1,890 and $3,600 per site. While the rate of sites at Port Glasgow Trailer Park in West Elgin are below the asking rates of the park, this campground

Figure 4: Base Rate Structure

offers fewer services and amenities. Reduced rates at Port Glasgow are also likely tied—in part—to the campgrounds location in western Ontario.

3.1.5 Visitor Rates

Except for one, all other campgrounds examined offer daily visitor rates. Daily visitor rates range from as low $1 per day at Birch Grove Campgrounds to a high of $12 per day at Grangeways RV Park & Family Campground.

Recognizing that visitors often seek longer or multiple stays, many of the campgrounds also offer weekly or seasonal visitor rates. The maximum seasonal rate associated with the "Trailer Park on the Bay and Cottages" has a seasonal rate of $270. This rate is well below the 2023 seasonal rate for guests at the park of $378.

3.1.6 Increase Sites

The number of seasonal sites offered is comparable to other campgrounds across Kawartha Lakes and beyond. That said, many of the other campgrounds also provide other site formats, including overnight rental locations and a limited number of cottages or cabin rentals. The intent is often to provide a location for visitors, travelling trailers, or those interested in a shorter seasonal option. Indirectly, it also exposes more

	Day	Night	Season
Centennial Park			$378*
Arkadia Trailer Park	$6	-	$30
Trailer Park on the Bay and Cottages	$7-$10	-	$270
Birch Cove Campgrounds	$1	-	$35
Sandy Beach Resort	$6	$12	-
Bell Haven	$8	$15	$250
Alpine R.V Resort	$10	-	-
Double M RV Camp Resort	-	-	$150
Islandview Trailer Park	$5	$7	$80
Green Acres Trailer Park	$2	-	-
Pigeon Lake Trailer Park	$6	-	-
Lutterworth Valley Trailer Park	$8	$16	-
Hammock Harbour	$5	$30	$70
Grangeways	$12	-	-
Lazee Acres	$7	$10	$180

Private Parks in Kawartha Lakes

Other Private Parks

Figure 5: Visitor Rates & Fees

Source: Parcel.
** Includes guest fee and parking pass. Seasonal secondary parking pass available for $162.*
Note: Excludes Nestle Inn, Beavermed Campground & Port Glasgow Trailer Park

people and users to each campground, and its offerings and serves as a potential way to maintain interest and demand.

There is an opportunity to both increase the number of seasonal sites at the park, and in addition add a small number of short term stay lots.

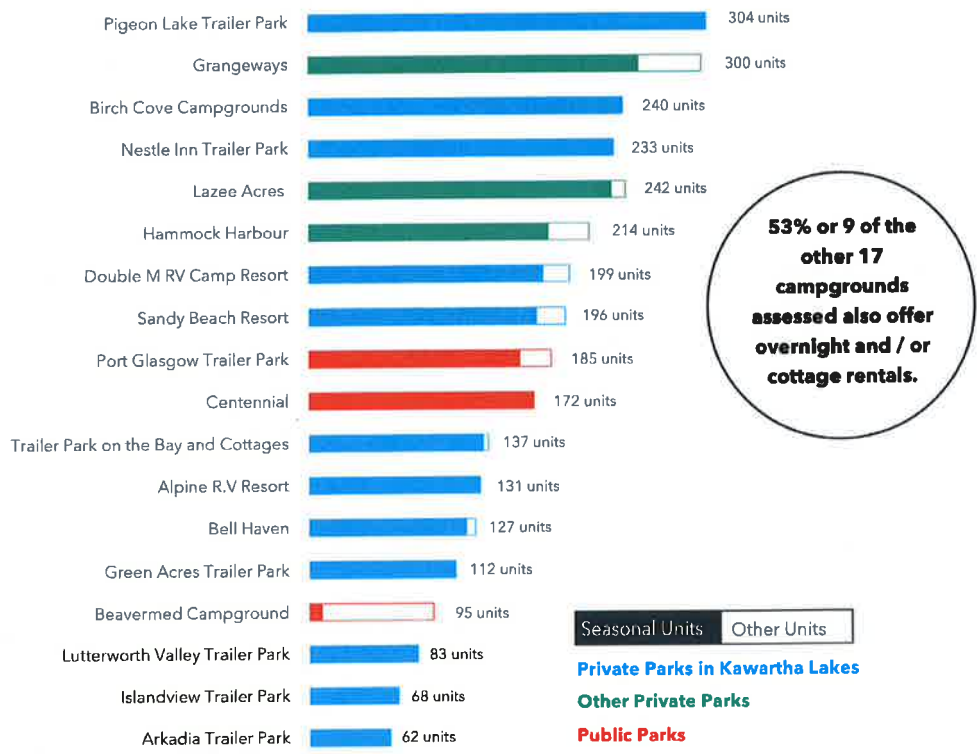


Figure 6: Total Sites and Composition

Source: Parcel

3.1.7 Parking

Most trailer parks permit only one car per site, as part of the seasonal rate, and stipulate that a parking tag must be visible, and always displayed on the dashboard.

Additional vehicles, in addition to visitor vehicles, are subject to an additional charge, and must be in a designated parking lot with a parking tag similarly displayed on the dashboard of the vehicle.

Other trailer parks maintain the right to not only tow untagged vehicles, but also to fine those not adhering to parking restrictions and payments. In some cases, visitor parking is physically separated from overflow seasonal camper's vehicle parking to ease the tracking and monitoring of vehicles.

Additional and visitor cars at the park are to have a tag indicating they have paid the fee. As with the visitor fees, there needs to be consistent enforcement of parking regulations and fees.

3.1.8 Occupancy

To mitigate congestion, noise, and reliance on external site spaces (tents, sheds etc.) there is opportunity to restrict seasonal site occupancy.

Many of the other trailer parks restrict the number of people that are permitted on each lot. While the park permits 6 and in some cases 8 people per site, many of the other campground's cap lots at 4 or 6 people. This often includes a maximum of 2 adults, with remaining occupants anticipated to be dependent children, or others under 18 years old.

Some of the trailer parks specify a base rate to a maximum of only 4 people but offer users the opportunity

to pay a rate for additional occupants. This rate structure ranges from $7 - $14 per person per night to $150 per additional person per season. Based on our review there is no recommendation to restrict occupancy at the park beyond what is already in force. However, we do recommend the City better track visitors at the park and enforce visitor fees.

3.1.9 Amenities

A review of amenities at other campgrounds suggests that existing offerings at the park are comparable to those at other trailer parks. However, our review highlighted a few amenities that could be integrated at to differentiate Centennial Trailer Park.

3.1.9.1 Recreation Hall

A Recreation Hall is a common amenity at other campgrounds. That said, recreation halls at other campgrounds include a more fulsome range of features, including:

- Television: Some sites have a TV lounge or area that is often co-located with other amenities including billiard tables, ping-pong, and board games.
- Lending Library: Some of the recreation halls feature a library where occupants are encouraged to borrow, exchange, or leave books for other users of the park.
- Planned Activities: Many of the sites offer regular programming or planned activities that generally take place in the recreation hall. Activities include euchre, darts, organized dances, and other games that are designed to bring park users together.

3.1.9.2 Convenience or General Store

Many of the other campgrounds offer a general/convenience store on site. These stores are generally a small standalone building or are integrated and operated as an extension of site offices. Should the existing office at the park be extended, there may be a benefit in introducing a small store as a component of this space.

- Offerings in stores range from snacks (e.g., candy, chocolate, ice-cream) and beverages (e.g., pop, juice, water etc.) to seasonal items that support park activities (e.g., firewood, ice cubes, fishing bait etc.).
    - » The intent is to maintain a small supply of non-perishable food items that will support ad-hoc requests from seasonal users or their visitors.

3.2 Financial Matters

3.2.1 Capital/Operating Budget

Figure 7 compares revenues and expenses at the park from 2015 to present. Values reported for 2023 Year to Date (YTD) reflect estimates for the campground up until November 28th, 2023.

As shown, the park has had an operating surplus since 2015. Since 2021—after the core of the COVID-19 Pandemic— the operating surplus from the park has increased. This is due to a shift in the park's annual expenses, which have dropped 30% since 2021, due to vacant staff positions, which have reduced staffing costs.

Between 2015 and YTD 2023, an operating surplus of approximately $2.1 million from the park was generated.

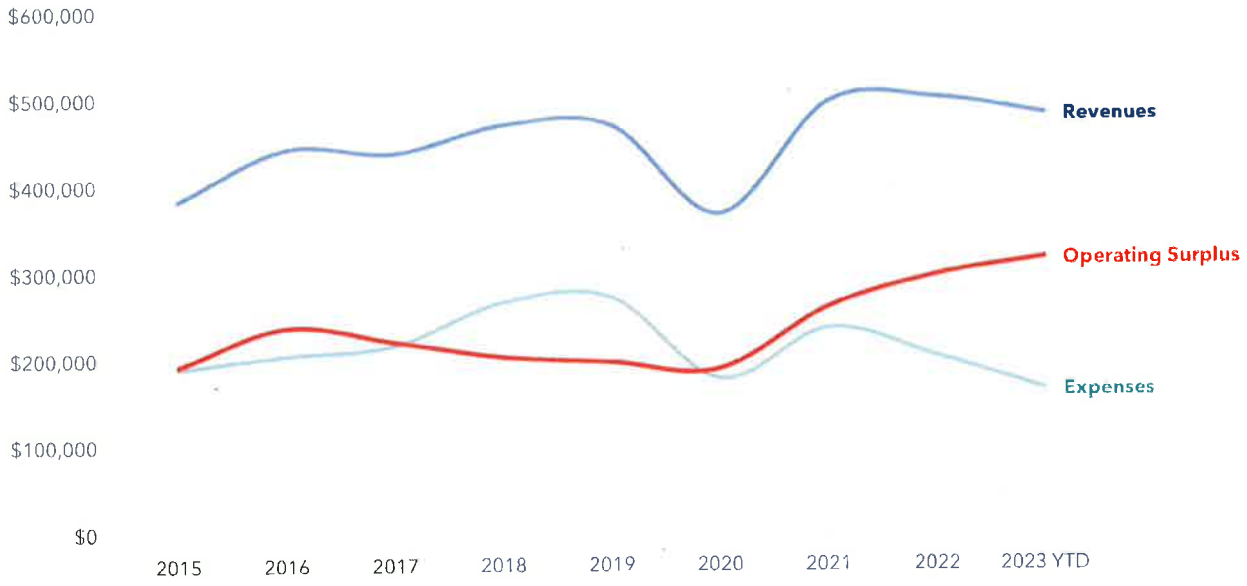


Figure 7: Park Profitability, 2015 to 2023 YTD

Source: Parcel based on financial information provided by Kawartha Lakes.

Having completed a more thorough review of the parks current and historical financials, several trends appear. In particular, and as it relates to revenues, these include:

- As shown in **Figure 8**, rentals have accounted for the largest share of park revenues every year, averaging 84% of total revenues since 2015. That said, revenues attained from trailer park rentals have only increased some 10% since 2015. This is largely due to minimal adjustments to the asking rent per site over this period.

- To this end, increasing the asking rent of seasonal sites at the park has the greatest potential impact on increasing park revenues.

- Other than revenue from site rentals, the most significant source of revenue to the park each year is from Hydro Servicing Charges, representing approximately 10% of total revenues. Boat docking and launching typically accounts for some 5% of the parks total annual revenues, the majority of which comes from dock rentals year-over-year.

See **Appendix B** for a more detailed revenue breakdown.

In relation to existing and historical expenses:

- As shown in **Figure 9**, hydro-related expenses and other miscellaneous expenses account for the largest share of park expenses, some 32% and 43% respectively in YTD 2023. The volume of their miscellaneous expenses has increased in recent years due to the addition of security at the park.

- Lower park expenses can be attributed, in part, to recent reductions in employee wages and expenses. This is largely due to the COVID-19 Pandemic, as there was a reduction in the number of seasonal staff. Post COVID-19 related closures, the park has experienced a number of vacant staff positions which has reduced total wage-related expenses. While staffing expenses have declined in recent years due to the vacant positions, it is anticipated in the fullness of time these positions will be filled.

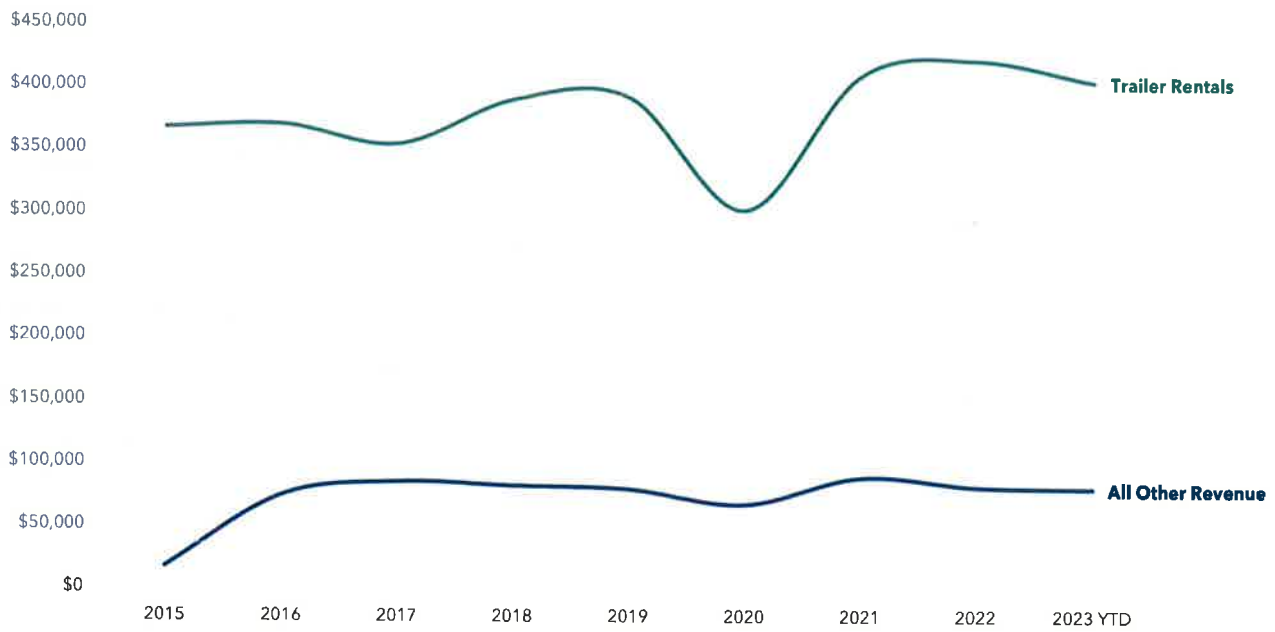


Figure 8: Centennial Park Revenue, 2015 to 2023 YTD

Source: Parcel based on financial information provided by Kawartha Lakes. "All Other Revenue" includes Hydro Service Charges, Boat Docking & Launching, Shower & Laundry, Miscellaneous Revenue & Trailer Park Day Use

- Notwithstanding the trends highlighted above, expenses at the campground have remained consistent year-over-year, with marginal changes explained by one-time purchases or repairs rather than larger scale changes.

In addition to these operating expenses, the City has also undertaken a range of capital projects projects at the park. These capital expenditures are summarized below and include:

- Park upgrades including the installation of security gates, replacement of wooden docks with aluminum docks, and replacement of tiles in the shower and new toilets in 2015 at a cost of $50,000;
- Upgrades to the playground to replace existing sand surfaces with fiber wood carpet in 2016 at a cost of $6,000;
- Resurfacing of roadways within the park in 2018 at a cost of $87,000;
- Installation of a park shelter in 2018 at a cost of $50,000;
- The replacement and upgrade of exterior lighting in 2018 at a cost of $7,000;
- Upgrades and renovation of the washrooms in 2018 and 2019 at a cost of $327,000;
- Upgrades to the existing boat launch, access and docking in 2022 at a cost of $55,000; and,
- The replacement of the shingle roof at the water treatment plant with a steel roof at a cost of $10,000 in 2022.

In total, these capital costs undertaken between 2015 and 2022 amounted to approximately $592,000 and are in addition to the operating expenses identified above.

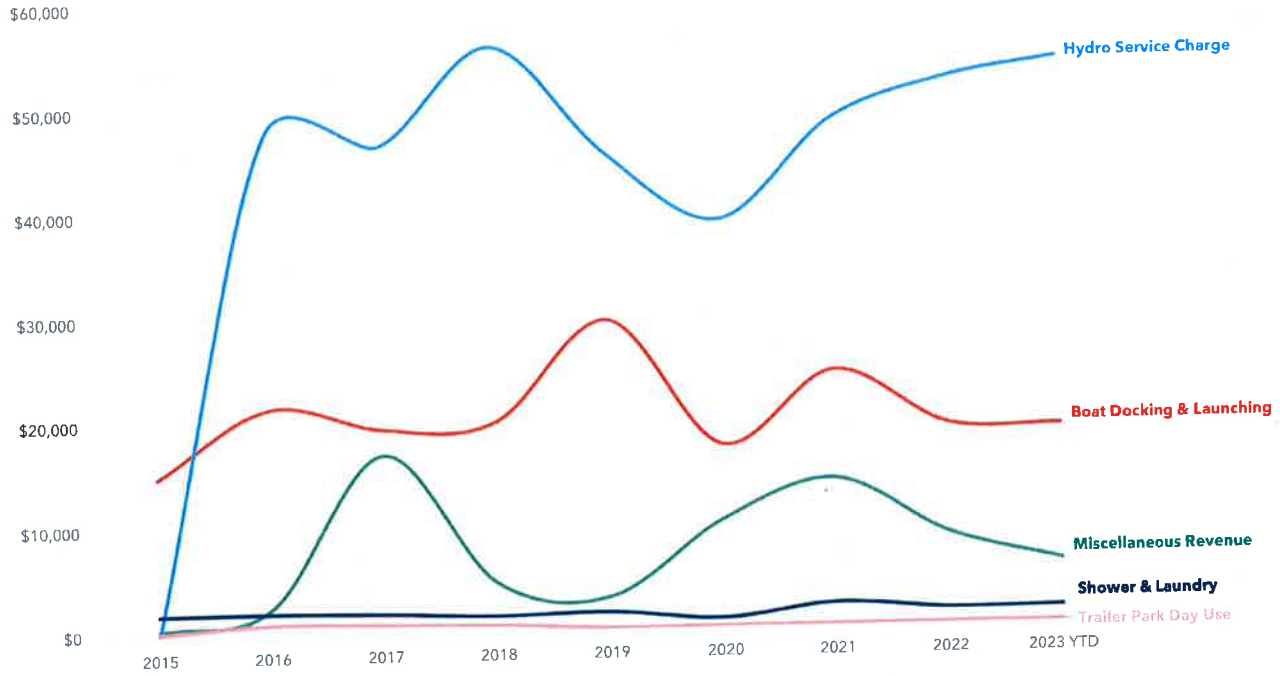


Figure 9: Park Expenses, 2015 to 2023 YTD

Source: Parcel based on financial information provided by Kawartha Lakes

3.3 Infrastructure

GM BluePlan Engineering (GMBP) was retained to complete an Infrastructure Assessment Study (IAS) in support of the CTMP. Refer to **Appendix D** for the IAS, which provides a technical review of the provided background documents on park infrastructure and recommendations for future improvements to the water, wastewater, stormwater, roads, electrical, and telecommunications infrastructure.

A review of other trailer parks infrastructure, along with input from the City's current contractors, aided in recommendations put forward to improve, maintain, or replace the existing infrastructure.

Based on the background information provided for the water treatment and distribution system, along with the existing and anticipated future water demand within the park, an expansion of the existing water system is not recommended. It was determined that even with a minor increase in the number of lots, additional water infrastructure would not be required. If in the future the City's water contractor identifies increased water usage or water quality issues, an analysis of the water system should be conducted to remedy the issue.

For wastewater treatment, it is recommended that the functionality of both septic systems be evaluated and replaced if required. It is recommended to retain a professional to evaluate the functionality of the existing septic systems - both from a treatment and capaCity perspective.

The Master Plan recommends that localized collection systems be constructed for the lots currently without gravity sewer connections. The localized systems will include centralized holding tanks that are connected to sewers extended along the gravel driveways with sewage service connections provided to each lot. The holding tanks are sized for one week of average daily flow (ADF) as it was assumed that the weekly pump-out operations would continue. Sizing of the tanks can be confirmed at detailed design once the optimal number of pump-out operations per week is confirmed by the City. This option provides an upgraded level of service to the park residents and improved health and safety for park staff as the pump-out operations are limited to localized facilities with improved access. It is recommended that float sensors are added to the holding tanks to notify staff when sewage levels are reaching the tank's limit, thereby minimizing the potential for spills within the park.

GM BluePlan reviewed the existing road infrastructure during the site walk and provided the recommendation that the existing roadways within the park be repaired and re-graded where required. This can be completed on an as-needed basis with an annual budget allocated towards road repairs. The condition of the existing roadways should be evaluated with priority road sections identified for repair in the near-term.

For areas that require additional gravel roadway, parking areas, or driveway to achieve the Master Plan, a consultant should be retained to recommend a road design profile that will be suitable for the soil conditions and vehicle loadings anticipated at Centennial Trailer Park.

Based on feedback from the City and park residents, along with the reports of frequent power outages associated with the current 30 amp system, it is recommended to upgrade the park from the existing 30 amp system to a 50 amp system. While the capital cost will be substantial, it will reduce the maintenance costs and service calls required to maintain the existing 30 amp system in the long-term.

In addition to the improvements to the electrical system, it is recommended to install sub-meters for trailer park lots. Sub-metering involves the installation of individual meters for each trailer lot. The implementation of sub-meters will allow accurate tracking of individual unit usage, allowing the City to understand overall cost of utilities and identify where utility use is higher. Implementation could reduce overall utility costs and improve energy efficiency.

WIFI is available in proximity to the office on the west side of the park. Additional telecommunications infrastructure is not provided to the residents; however, residents do have the option of paying for telecommunications companies to install telecom cable to their individual lot. While it is recommended that the free WIFI service for residents continue, additional telecommunications infrastructure has not been recommended as part of this CTPMP.

Green infrastructure is typically defined as 'natural vegetative features and systems, parklands, stormwater management systems, trees, and permeable surfaces. It has also been referred to as 'blue-green' infrastructure which incorporates features that assist in meeting climate change goals such as efficient water use. The following green infrastructure opportunities should be explored during the implementation stage of the recommendations stemming from the CTPMP:

- Rainwater harvesting: direct downspouts to vegetated areas and/or collect rainwater in rain barrels to use for watering lawns or gardens.
- Continue to enforce restriction on using potable water within the park for lawn or garden watering.
- Incorporate dense 'no-mow' vegetation, bioswales, and rain gardens where possible to reduce stormwater runoff and improve water quality.
- Incorporate permeable pavement where practical to reduce stormwater runoff and improve water quality.

Future renovations within the communal washroom and/or laundry facilities should consider low-flow appliances.

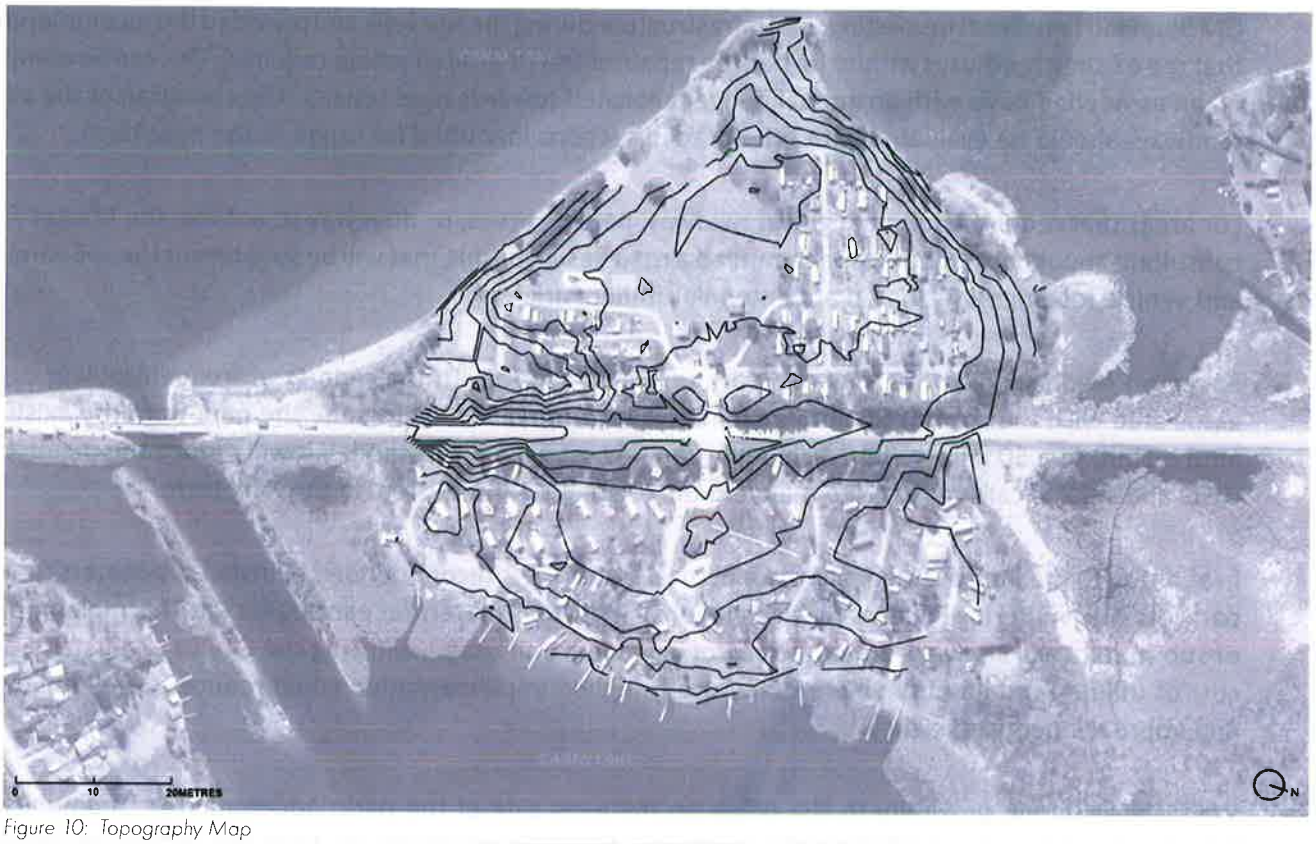


Figure 10: Topography Map

3.4 Existing Site Features

3.4.1 Topography and Existing Vegetation

Existing topography of the subject site is relatively flat within the park, with a slope to higher elevation along Centennial Park Road. Topography elevates further down at the edges of the park along the shoreline. The park contains many mature shade trees, spread out throughout the park between trailer lots and in common outdoor amenity areas.

Figure 11: Sloping Topography from Centennial Park Road into the park

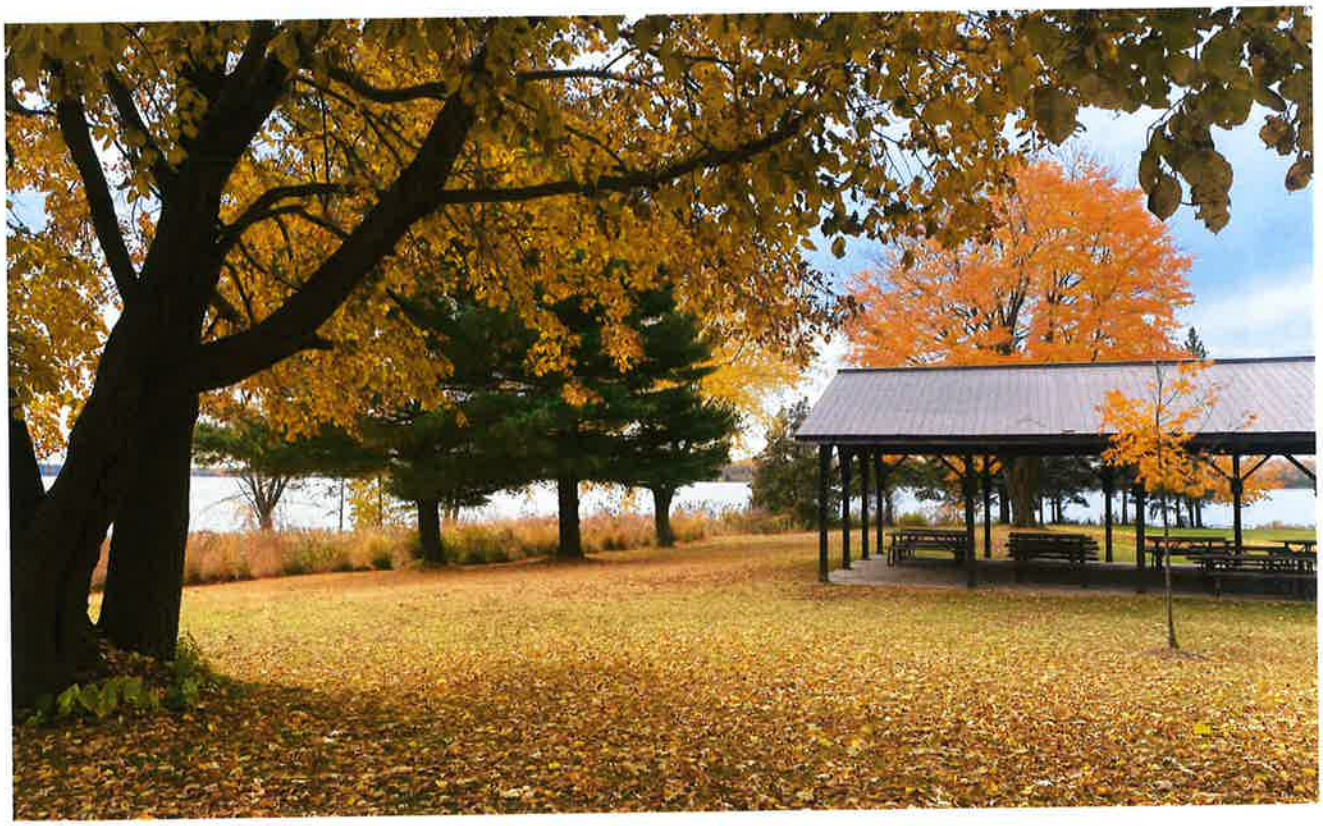


Figure 12: Mature shade trees

The west side of the park contains a rewilding area/activity archipelago established in 2016. The intent of the rewilding area was to manage stormwater runoff, include a naturalized trail for Trailer Park users to meander though, and discourage nesting spaces for geese.

Through site observation and discussion with municipal staff, it was found that the rewilding area/activity archipelago is unmaintained and overgrown, and ultimately unsuccessful in achieving the goal of preventing geese nesting and occupation along the shoreline. The diversity of plant species, illustrated in the 2016 Plan in **Figure 13**, is no longer visible. There are opportunities to remove the activity archipelago and reimagine it as an alternative use.

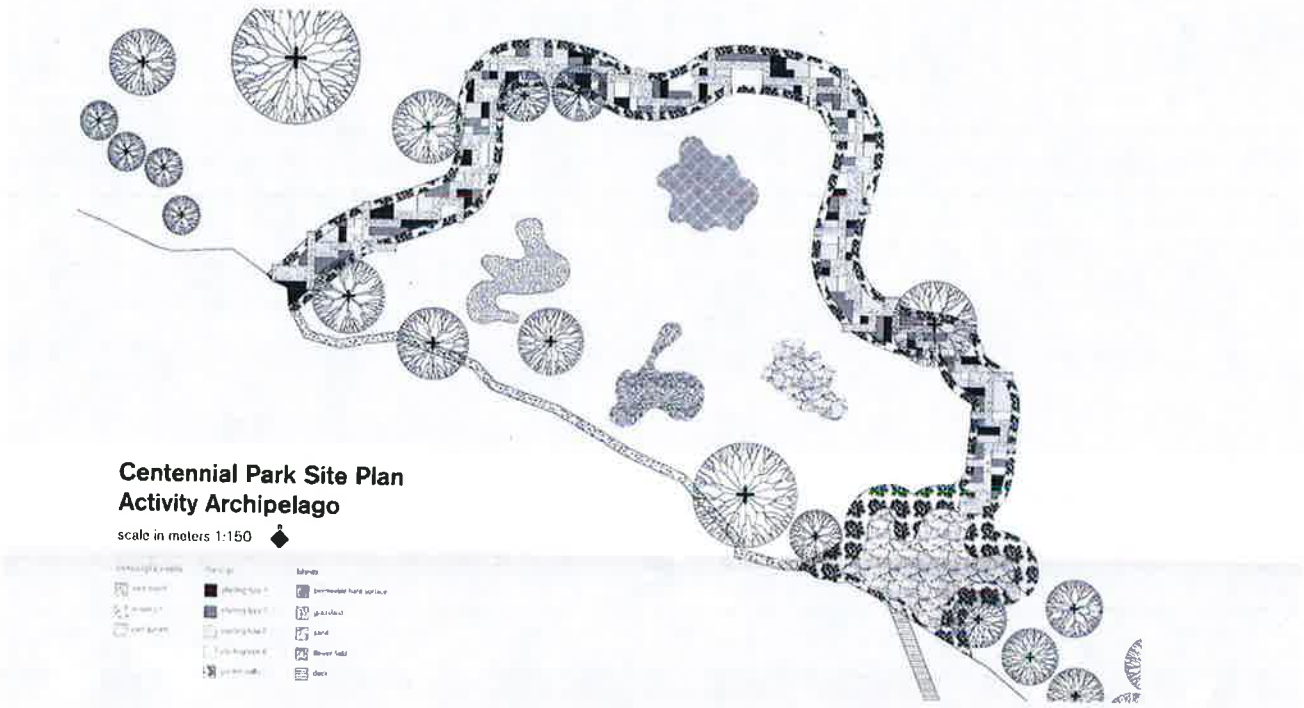


Figure 13: 2016 Rewilding Area/Activity Archipelago Plan

Figure 14: Rewilding Area/Activity Archipelago planting observed in 2023 site visit

3.4.2 Environmental Features

The subject site is partially bordered by wetlands. Through site visit observations, the wetlands are made up primarily of cattails and marshy conditions.

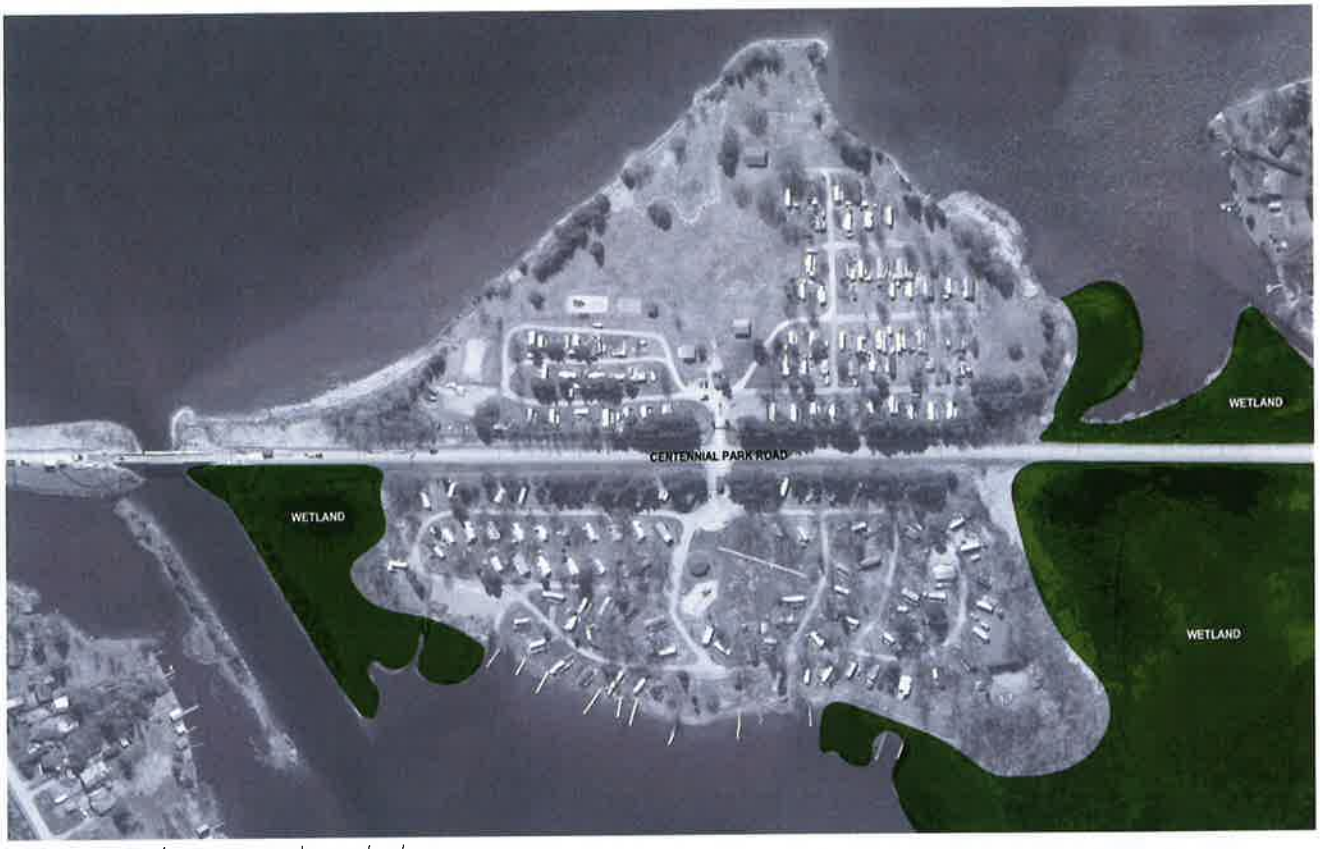


Figure 15: Map showing surrounding wetlands

Figure 16: Image of wetland vegetation

3.4.3 Park Access

Centennial Trailer Park is accessed through entrances located along Centennial Park Road, or via boat access. The vehicular access points are located centrally to the park to the east and west sides of the park. Trailer Park users must enter through gated entrances on either side of the road with key cards.

Vehicles enter the park through an automated gate on the west side where the main office is or on the east side where an existing structure is no longer used. As noted above, key cards are required to raise the gate and enter the park. Visitors are to report to the main office and pay for a parking pass. The configuration and location of only one office on the west side can be problematic for access and proper security for cars entering the site.

It is important to note that given there are different amenities on each side of the park, residents must cross Centennial Park Road to experience all amenities offered in the park.

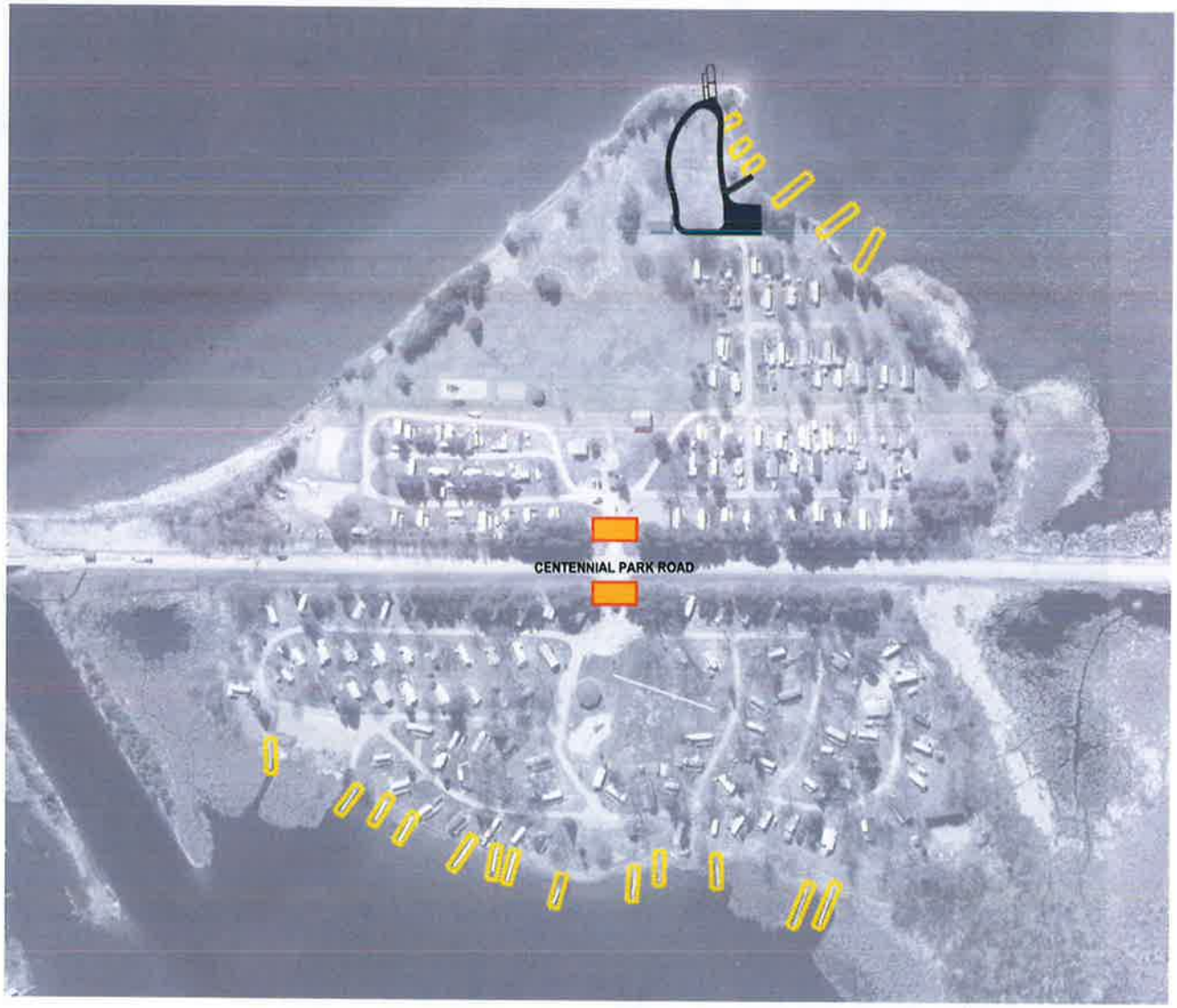


Figure 17: Centennial Trailer Park entrance points and dock areas

Figure 18: Western check in gate

Figure 19: Eastern check in gate

3.4.4 Park Edges and Fencing

The park is bounded by Canal Lake along its external edges, with road access only provided along one entrance point along Centennial Park Road. Further, the park edges along both sides of Centennial Park Road are lined with trees and chain link fences, limiting access into the park to the gated entrance only.

Figure 20: Eastern shoreline adjacent to beach

Figure 21: Eastern gate access showing chain link fences and the tree lined road

3.4.5 Parking

Park residents are typically permitted to park one vehicle on their respective lot. Most lot sizes do not have room for additional cars. The current layout of the park has limited space for additional parking areas. The majority of visitor or additional parking spaces are provided on the western portion of the park, as illustrated in Figure 23. The western portion of the park includes overflow/visitor parking behind the main office, a staff parking area, and a boat storage area. On the east side there is some parking available at the entrance, adjacent to the washroom and the existing boat launch area.

Parking lot areas are not clearly defined through ground markings or signage. The boat storage area is informal and underutilized – the space is currently occupied by several abandoned boats.

Figure 22: Existing Overflow Parking Lot

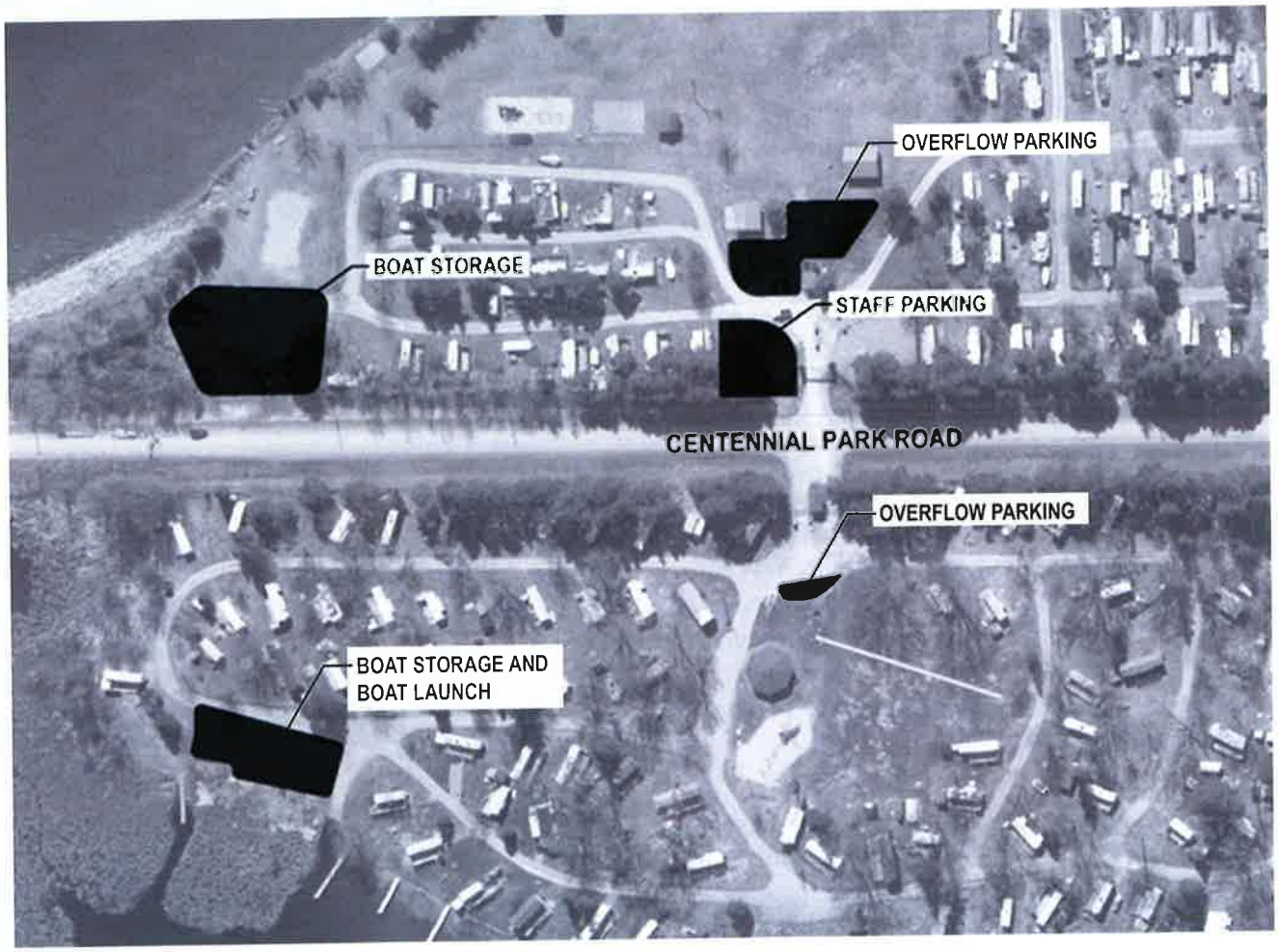


Figure 23: Existing Parking Areas

3.4.6 Docks and Boat Launch

In general, existing docks are in poor condition and require upgrades. Docks are designed in fixed positions, which makes it difficult for boat users to access docks when water levels fluctuate. Some docks have recently been replaced.

There is an existing boat launch on the east side of the park which is difficult to access due to lower water levels and being surrounding by wetland vegetation. A new boat launch has recently been completed on the west side of the park (**Figure 24**).

Figure 24: Boat Launch on west side of the park

3.4.7 Wayfinding Signage

There is limited wayfinding signage throughout Centennial Trailer Park. Each trailer lot is numbered with a small green sign on the lot. Amenity areas or uses, are not identified with signage. Neither the park's western nor eastern entrance indicates where outdoor amenity features are located; the range; and numbered site locations. There are no street signs.

3.4.8 Indoor and Outdoor Amenities

Amenities and buildings on the western side include the main office, picnic shelter, beach area, volleyball pit, baseball diamond, basketball court, volleyball court, horseshoe pit, and children's playground. These amenities are in close proximity to each other, and are situated just north of the main office.

The western portion of the park also includes a recreation building, which is informally used as a games room during bad weather. The recreation building can also be used as an informal lunchroom by municipal staff. The recreation building,

Figure 25: Recreation Building

shown in **Figure 25** includes tables and chairs, and some games.

The eastern side of the park contains fewer outdoor amenity features. The eastern side contains a children's playground, central to the area, and a seating area along the edge of Canal Lake.

Other amenities on the eastern side of the park include a comfort station with washrooms and showers, and a coin operated laundry room.

Figure 26: Outdoor amenity features located on the western side of the park

Figure 27: Children's playground on the eastern side of the park, adjacent to the septic bed

Figure 28: Seating area along Canal Lake

3.4.9 Existing Trailer Lots

An analysis of the site survey identified several trailer lots that are either irregularly shaped, or larger than average lot size (**Figure 29**). Lot size consistency is important to provide equitable trailer lot size for all park residents. We recommend splitting larger lots into smaller lots or charging a premium rental cost for larger than average lots.

Figure 29: Larger than average Trailer lots

4 Community Engagement Overview

Engagement has been an important part of the CTPMP process and has been an ongoing activity. This section summarizes the public and stakeholder engagement that has occurred for CTPMP study.

4.1 Phase 1 Engagement

4.1.1 Online Questionnaire

An online questionnaire was publicly circulated in November 2023 to gather feedback and input from both the residents and the public to help prepare the CTPMP. The questionnaire closed on December 15, 2023, which gathered 69 responses. It is worth noting, that 63 respondents indicated they visited or stayed at Centennial Trailer Park in the past whereas 6 have not. The 6 respondents concluded the survey after question 6. A copy of the questionnaire results can be found in **Appendix D**.

4.1.2 Summary of Questionnaire Results

4.1.2.1 Demographics

- Most respondent households are made up of adults between the ages of 19 to 64.
- Most respondents have visited or stayed at Centennial Trailer Park before.
- All respondents were seasonal trailer park users, and most have either been an occupant for more than 10 years or between 1 to 4 years.
- Most trailers contain 2 to 4 people.
- Most occupants stay at the trailer park mostly for the weekend.

4.1.2.2 Facilities

- Comfort stations (e.g., showers, washroom, and laundry facilities), playgrounds, picnic shelter, boat docking, and beach/swimming areas were the most popular amenities.
- Sustainability and low impact development features were "somewhat important" to most people followed by "important", "not important", and then "very important".
- Overall cleanliness and maintenance, the boat launch, and the beach area were common themes of improvement indicated by respondents.
- Some respondents indicated they would participate in programs offered by park staff while others had no interest.
- Most respondents felt safe while in the park.
- Most respondents described the cleanliness of the on-site washrooms as "acceptable".
- The overall condition of the beach (e.g., water quality, sand quality, accessibility, and size) is in fair to good condition.
- Common critiques regarding the beach include need for more seating areas, cleanliness of the sand, larger area, and weed overgrowth.
- About 50% of respondents rent the dock slip and half of them said the dock conditions are good.
- Common critiques regarding the dock include safety concerns, lack of maintenance, and abundance of goose droppings.
- Comments about park staff were generally positive and common themes include friendliness, helpful, and polite.

4.1.3 Stakeholder Consultation

On December 15, 2023, a virtual meeting with various stakeholders took place. Key staff from Parks and Recreation, Engineering, the consulting team, and service providers (Jackson Water) participated in a discussion regarding park opportunities and challenges. Input was provided into issues regarding septic, water, parking, operations. This input was used to help develop two concepts to inform the CTPMP.

4.2 Phase 2 Engagement

4.2.1 Virtual Open House

The consultant team and municipal staff hosted a virtual Open House on January 24th, 2024. The purpose of the Open House was to provide a summary of the work that was completed to date, present the draft CTPMP to attendees, and gain feedback and recommendations from the public as to how the Plan could be revised. Approximately 36 trailer park residents and members of the public attended the Open House.

Overall, attendees reacted positively to the Draft CTPMP. Some attendees emphasized the need to upgrade the electrical service. Staff commented that electric upgrades are one of the items being considered as part of the Master Plan. Another attendee highlighted the issue of goose droppings present throughout the park and requested solutions for resolving the issue. Lastly, an attendee questioned reducing the size of larger lots into smaller lots. Staff clarified that larger trailer lots may be reduced and made consistent with the size of other lots in the park, and that this process would happen over the long term.

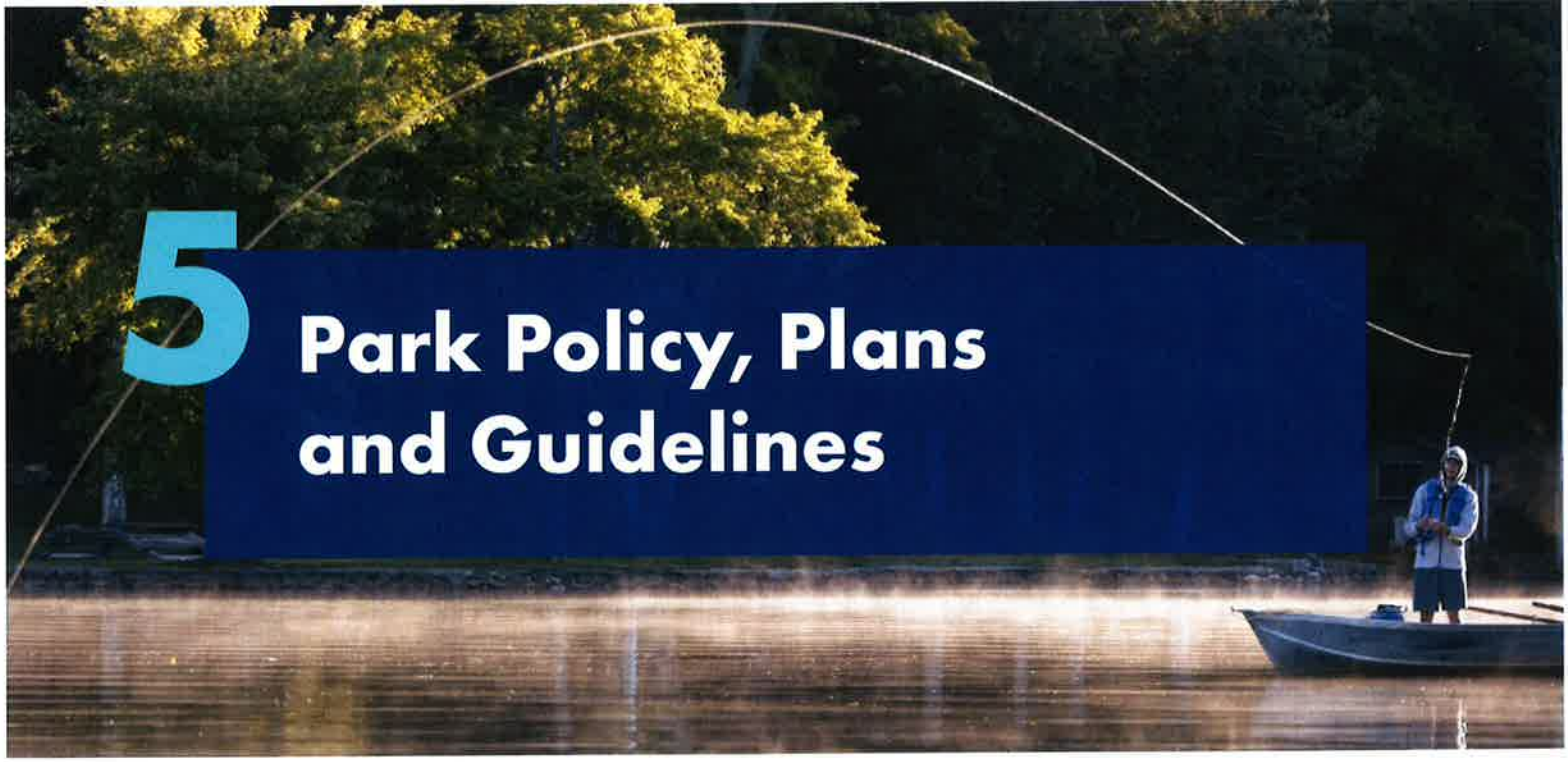
Various attendees suggested the following additional amenities:

- A fish hut and freezer to clean and store fish.
- Children's splash pad near the beach.
- Off leash dog area.
- Swimming pool; and
- WIFI throughout the park.

4.2.2 Results of Engagement

Throughout the engagement process, several suggested amenities were identified for inclusion in the CTPMP. The table below outlines how the suggested amenities have been considered, and either included in the CTPMP or why they have not been included:

Recommended Amenity	Response for CTPMP
Off Leash Dog Area	An off-leash dog area has been suggested for inclusion on the west side of the park.
Fish Hut	A formalized and built-up fish hut as suggested would require water, hydro, an additional structure, and additional maintenance costs. A freezer is currently available to serve the purpose needed. Given the requirements, a fish hut is not recommended for inclusion in the CTPMP now.
Swimming Pool	Due to high water table, high cost for installation, ongoing maintenance costs and proximity to beach and Canal Lake a swimming pool is not recommended.
Children's Splash Pad	For the same reasons as a swimming pool a children's splash pad is not recommended.
WIFI throughout Park	WIFI is available close to the Main Office. There are no plans to expand coverage throughout the park due to cost and the inability to secure WIFI at each site.



5 Park Policy, Plans and Guidelines

5.1 Official Plan Policies and Strategic Plans

The following provides an overview of the City of Kawartha Lakes Strategic Plan, Official Plan, and the Tourism Destination Development Plan. Summaries of each document, and their relevance to the park are outlined below.

5.1.1 Kawartha Lakes Strategic Plan

The City of Kawartha Lakes Strategic Plan outlines the vision, mission, and guiding principles, to ensure the continued growth and development of the municipality.

The Strategic Plan sets out four Strategic Priority Areas to achieve the City's vision, mission, and guiding principles. The Strategic Priority Areas include:

- Healthy Environment.
- Exceptional Quality of Life.
- Vibrant and Growing Economy; and
- Good Government.

The City of Kawartha Lakes has identified the need for a Master Plan for Centennial Trailer Park to guide the management of the park for future rehabilitation, replacement and/or expansion of the park, and its associated facilities over the next 20 years. The CTPMP establishes a vision and addresses environmental, social, and economic concerns, ensuring the park can operate sustainably over the long-term.

The CTMP will achieve the goals of the Strategic Plan to ensure the park and its facilities expands sustainably over the next 20 years, to improve the health and well-being of users, and that it will continue to serve as a popular destination seasonal campground for all users. The CTPMP will also attract more trailer park visitors, and contribute to the local economy, while supporting community infrastructure such as the park.

5.1.2 Official Plan

The City of Kawartha Lakes Official plan came into effect on June 8th, 2012, and contained policies, goals, and objectives to guide growth, and development in the City of Kawartha Lakes.

The subject lands are currently designated as Waterfront, shown on Schedule A-4 of the City's Official Plan. The purpose of the Waterfront designation is to permit seasonal and limited permitted residential development along the waterfront. This designation recognizes the established character of the low density seasonal and permanent residential development. This designation is intended to protect surface water quality while maintaining and improving shorelines and adjacent areas.

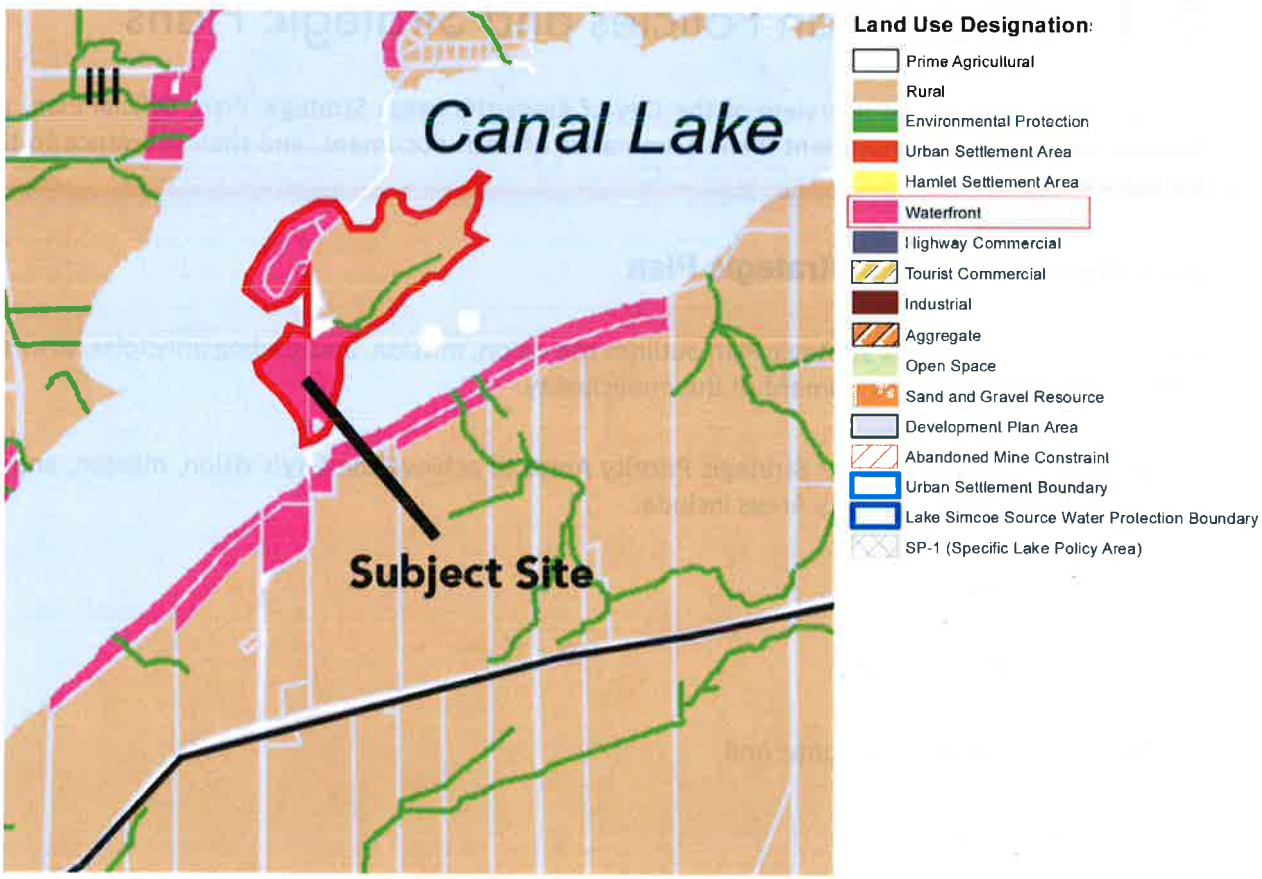


Figure 30: Official Plan Designations - Schedule A-4

5.1.3 2020 – 2025 Tourism Destination Development Plan (Draft)

The Destination Development Plan guides the effort of municipal staff and tourism stakeholders in the City to build upon the sector's contributions to the local economy. It identifies assets with the most potential to differentiate Kawartha Lakes from other competing destinations, and scores the assets' draw, duration and off-season potential either low, medium, or high.

Key themes that informed the development of the Destination Development Plan include the following:

- Culture
- Food
- Downtowns
- Incentives
- Itineraries
- Visiting friends and relatives
- Market readiness
- Sector development; and
- Environment sustainability.

Strategic Priorities were developed for the Destination Development Plan to ensure Kawartha Lakes thrives as a tourism destination and include asset development, sustainability, and tourism development capaCity. Destination development should be focused in four areas: active outdoor experiences, culinary, culture and accommodation.

The Destination Development Plan helps to inform the development of the CTPMP including the vision, guiding principles and concepts for the master plan based on the key themes and strategic priorities.

5.1.4 Standard Operating Procedures (SOP)

The City has a set of SOPs for various procedures, conduct etc. within the park. Parks and recreation staff are undertaking an exercise to review its SOPs some of which may apply to the park.. A review of other trailer parks did not reveal any precedent information that would be helpful in informing any updates to the existing SOPs. Currently the documents include Site Rentals, Sheds, Code of Conduct, and Pump Out. A decision regarding management of the park will need to be made to inform the update to these policies. If the City continues operations of the park, then a review and update to the SOPs is recommended. If the City decides to have an outside party manage the park, that company will need to provide its' own SOPs.

6 Park Design Standards

The City of Kawartha Lakes has a number of park design standards for tree planting, tree species and selection, fencing, and accessible design that will inform changes to the park to implement the CTPMP. These standards are attached in **Appendix F** and can be found on the municipality's website.

Refer to the City's Trails Master Plan Update, as well as **Appendix G** for standards related to trail design and signage.

Refer to the City's Facility Accessibility Design Standards (FADS) for detailed accessibility requirements for benches, picnic tables, landscaping, lighting, exterior materials and finishes, and more.

Appendix F includes park design standards to be implemented to ensure consistency between existing City standards, consistency between street furniture elements such as benches and waste receptacles and establish a memorable and unique design style that will distinguish Centennial Trailer Park from other parks in Kawartha Lakes.

7 Master Plan Recommendations

7.1 Vision

The CTPMP sets the "Vision for the Future" operation of the Centennial Trailer Park. It ensures facilities, and amenities, are adequate for the needs of the trailer park community. The vision of the CTPMP is built upon public, and stakeholder consultation, to address environmental, social, and economic concerns, and to ensure that the park, can operate sustainably over the long-term.

7.2 Goals

To ensure that current and future trends of trailer park utilization are reflected in the park's long-term success and sustainability of Centennial Trailer Park. This will be achieved through the rehabilitation, replacement or expansion of infrastructure, services, amenities and/or site development.

The CTPMP will achieve the following goals:

- Provide adequate parking for residents and guests, effectively manage peak parking times throughout the season;
- Confirm lot equity or require premiums for large and waterfront lots;
- Improve and provide safer pedestrian access to both sides of the park;
- Ensure long-term infrastructure is to a municipally-approved standard;
- Update amenities and park features;
- Evaluate and improve current fees for services – parking, boat storage, waste, water, hydro, taxes; and
- Review and update SOP based on management format.

7.3 The Master Plan

The following presents a breakdown of the proposed Master Plan with descriptions for each new or revitalized feature and aligns with the park recommendations illustrated throughout this chapter. **Section 7.4** outlines additional recommendations as well as proposed timing and cost estimates for infrastructure, site improvements, fee structure, and financing.

Figure 31: Centennial Trailer Park Master Plan

7.3.1 Site Access – (Main Gate/Secure Check-In/Visitor Parking)

The CTPMP reimagines the entrance to the park on both sides of Centennial Park Road to include a new archway, entrance feature, or signage for the west and east side of the park. The entrances will include new visitor and staff parking outside the newly delineated access with automated gates and a centralized gate house on the west side.

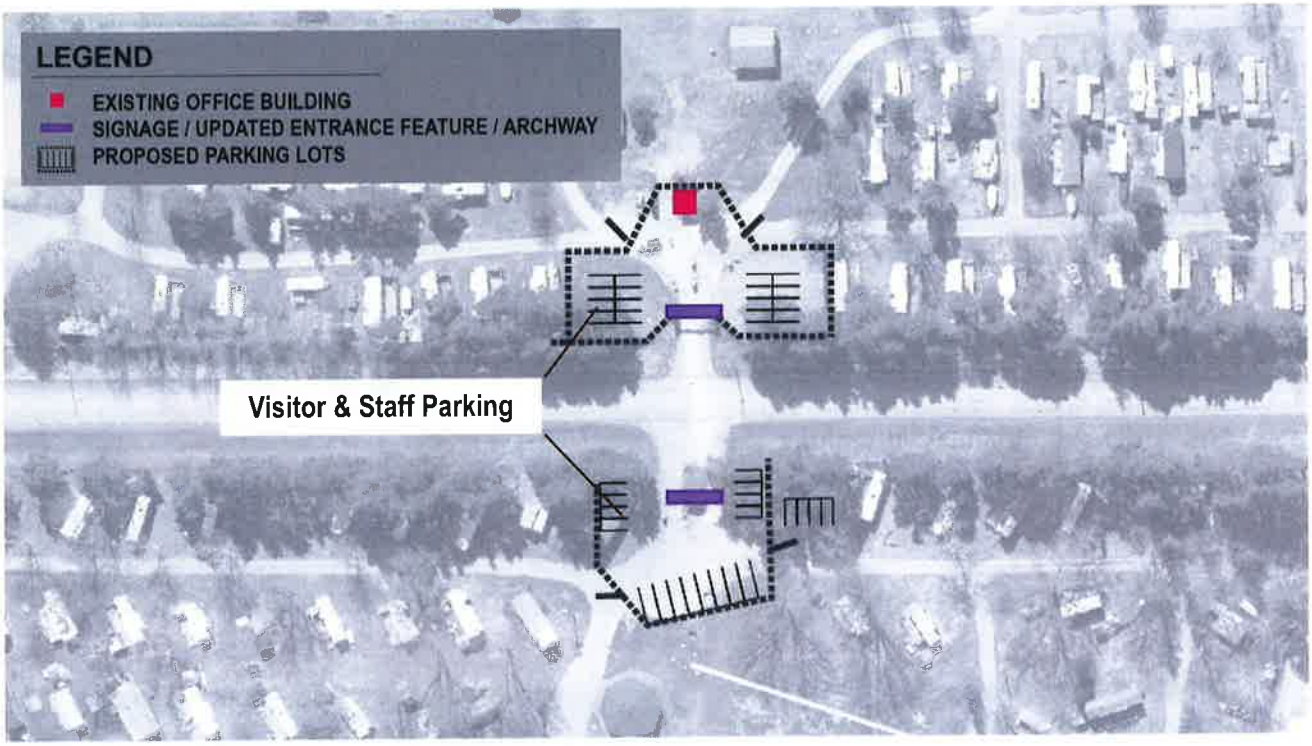


Figure 32: Site Access

7.3.2 Sense of Arrival and Pedestrian Safety

The west and east side of the park are bisected by Centennial Park Road. This requires residents to cross the road to access different amenities on either side of the park. In addition to the updated entry feature and updated main-secure check-in, the Master Plan will include sense of arrival pavement art, as well as cross walks between the two entrances on the east and west side of the park. The sense of arrival art will create a sense of place and the pedestrian crosswalks will indicate safe spaces for pedestrians to move to cross the road and help identify to drivers to be aware of pedestrians. Pedestrian safety and future road improvements can be completed at the same time.

7.3.3 Lot Reconfigurations / New Lots

As part of the existing site review, it was identified that there are several existing lots that are quite large, irregular in shape or have encumbrances such as retaining walls. The CTPMP identifies lots to be resized to a minimum of 11 metres to accommodate the length of an average trailer, and reconfigured where existing trailer lots are excessively large. Reconfiguration of some trailer lots, identified in pink on **Figure 33**, allows more space for parking lots and new trailer lots shown in green below. The CTPMP also allows for potential new short-term trailer lots shown in yellow and proposes premium lots along the eastern waterfront with higher rental charges.

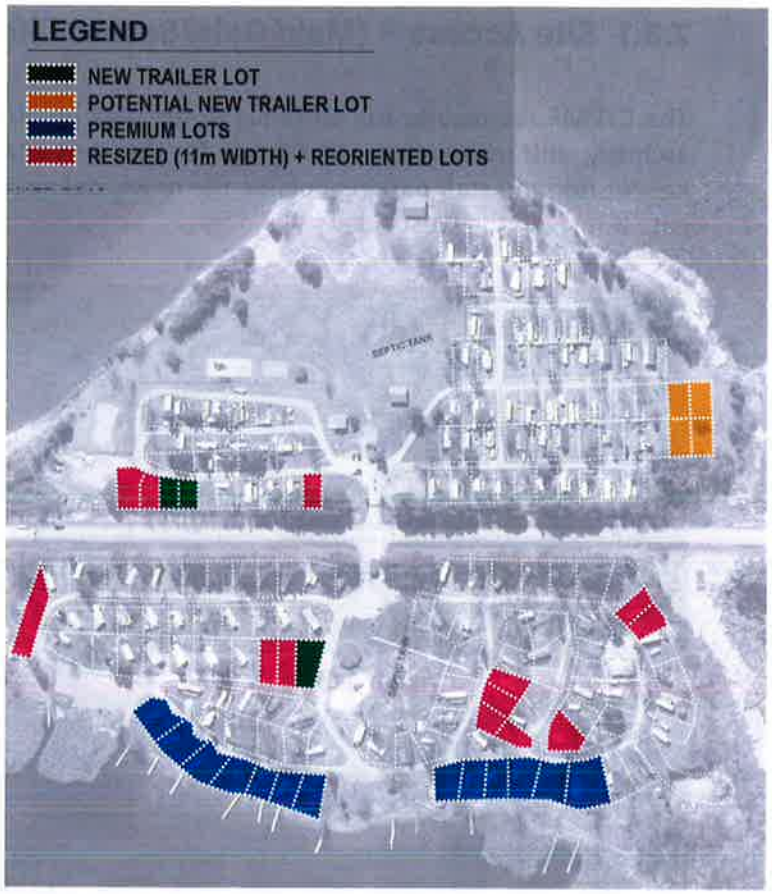


Figure 33: New trailer lots, premium lots, and resized lots

7.3.4 Centralized Docks

To address the issues identified during the on-site walk through and discussion with staff and to improve maintenance and water levels, a centralized floating docking system, one per side, is recommended to replace the existing docks.

The floating dock on the west side may extend from the existing boat launch area to create one cohesive area for boat access.

The floating dock on the east side will offer centralized dock access from the small open space central to the proposed premium lots to replace the individual docks along the entire eastern waterfront. The centralized dock will resolve potential privacy issues, allow ease of access, help with the low water levels and provide equal access for all trailer park residents without having to cross private lots.

Figure 34: New centralized docks, docks to be phased out, and location of existing boat launch

7.3.5 Parks, Open Space, Trails, and Wayfinding

The CTPMP identifies several new improvements to amenities, spaces for play, and trails. The west side of the park will include an expanded beach with two armour stone retaining walls to stabilize the shoreline and create multiple activity spaces. The beach will include more seating areas, will be bordered by trees to increase shade, and will include two docks that are connected by a low-profile floating deck swim platform.

The large baseball diamond will be removed to accommodate an open play area on the west side, which will include a nine hole disc golf course, an off-leash dog park, new tree planting, new seating areas, and bird and bat boxes. The open play area will be bisected by looping trails that extend along the western waterfront, indicated with trail markers and wayfinding signage at the trailhead (Refer to **Appendix F** for Park Design Standards for furniture and **Appendix G** for trail signage). Existing playgrounds and multi-use courts will be refreshed.

The east side of the park will maintain the existing playground and open play area along the waterfront. New trees will be added throughout the eastern side to frame the waterfront and new looping trails. One trailer lot will be removed and relocated to accommodate trail entrance and exit to the centralized playground.

Edges of trailer lots and open play areas will be delineated with naturalized planting to increase biodiversity and reinforce property lines.

Figure 35: Parks, areas of naturalization, trails and wayfinding plan

7.3.6 Park Lighting

Currently there is no "public" lighting existing on the site. As a way to improve a sense of community, increase safety and tie in with the overall electrical improvements, pedestrian level lighting is conceptually shown on **Figure 36** is proposed. Refer to **Appendix F** for standard details of pedestrian level lighting.

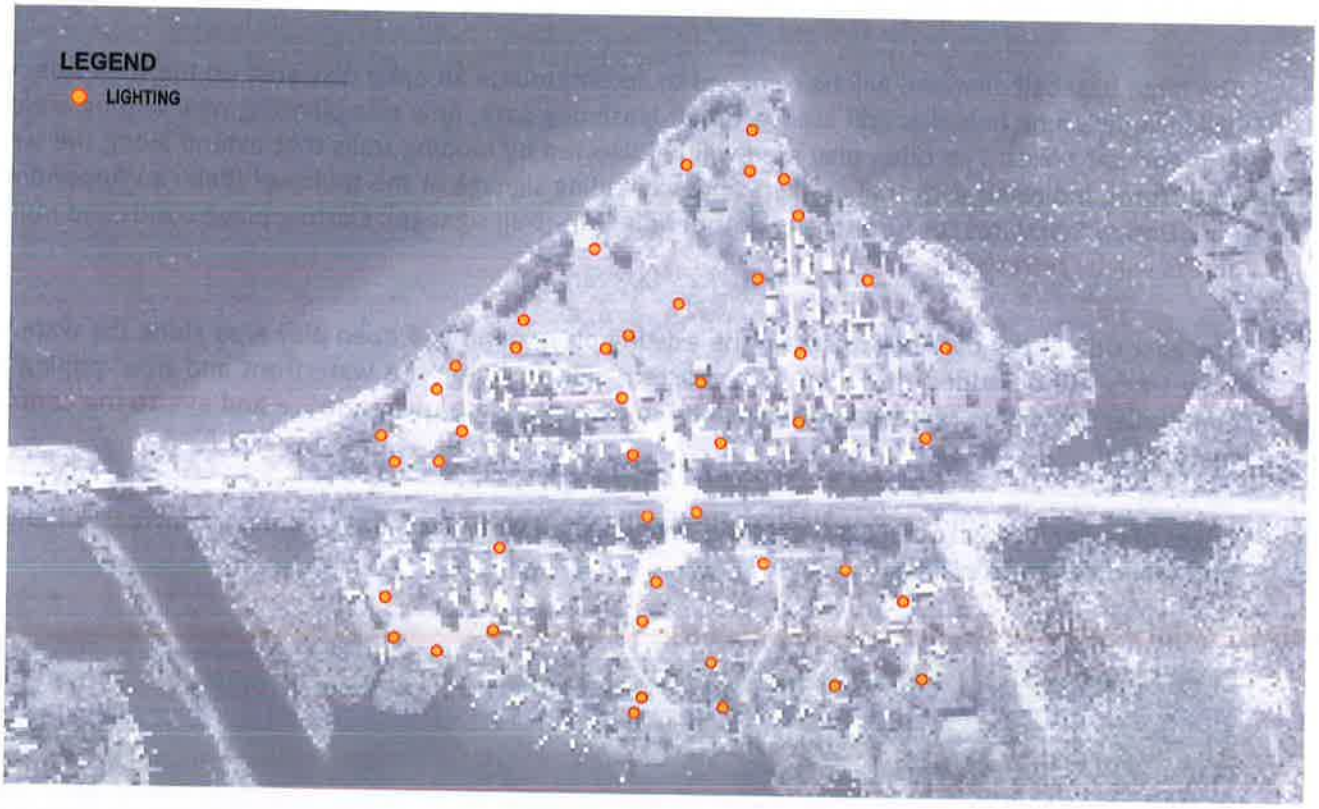


Figure 36: Proposed lighting plan

7.4 Recommendations

A fulsome review of the current site function, maintenance, infrastructure, amenities and financial matters has resulted in a number of short-, medium- and long-term implementation recommendations.

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
1.0 Infrastructure				
1.1	Water Treatment	Based on the as-builts provided, it is estimated that the water system on the east half of the park was constructed around 1979 while the water system on the west half of the park was an extension of the east system and was constructed around 1987. The water system is supplied by a groundwater well located on the east side of the east portion of the park. A full analysis is provided in GM BluePlan's Report. A contractor employed by the City tests water quality regularly and completes maintenance for the water system throughout the season. Regular testing has not identified any issues with the current system. The option to loop dead-end watermains was considered. Water treatment, distribution and demand were analyzed against the possibility of additional lots being added to the park and the system. While it was identified that there are some days in 2023 where isolated capacity exceedances were experienced, it is not recommended that these outliers should not form the basis for a water system capacity expansion. **Water Treatment Recommendation:** No expansion to the water system is recommended at this time. **Water Distribution Recommendation:** Capital upgrades as a function of increased demand are not recommended. It was determined the potential advantages of a loop dead-end system were not worth the up-front capital costs given the regular water testing results. If in the future if water quality testing shows stagnation consideration should be given to improving the system through looping dead-end feeds. **Water Demand:** It is recommended that gate-controlled entry to the park should be enforced to ensure that the park is not over-populated which could lead to water system capacity issues	N/A	N/A
1.2	Water Distribution			
1.3	Water Demand			

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
1.4	Wastewater Treatment	The septic system for the east half of the park was installed in 1978 and the west was installed around 1987. No major improvements to the septic system have been recorded since their installation. Both systems, based on the east being 46 years old and the west 37 years old are beyond a typical service life of a septic system. **Wastewater Treatment Recommendation:** A septic evaluation should be completed to confirm the remaining service life and next steps for replacement. Detailed recommendations of requirements are included in GM BluePlan's report attached as **Appendix E.**	Short Term	Evaluation $16,000 Each System: $310,000
1.5	Wastewater Collection	The existing wastewater collection system is limited to sewers collecting sewage from 51 lots on the west half of the park with the remaining 122 lots requiring pump-out operations currently done by City staff. The option to provide localized collection systems for the lots currently without gravity sewer connections was explored. This option provides an upgraded level of service to the park residents and improved health and safety for staff, given pump-out operations would be limited to localized facilities with improved access. The localized systems will include centralized holding tanks that are connected to sewers extended along the gravel driveways with sewage service connections provided to each lot. **Wastewater Collection Recommendation:** Provide localized collection systems for lots currently without gravity sewer connections. Also, that float sensors be added to the holding tanks to notify staff when sewage levels are reaching the limit therefore minimizing the potential for spills.	Long Term	Seven (7) collection systems: $3,155,000
1.6	Electrical Infrastructure	Currently there is a 30 amp electrical service to each lot. However, park policy requires new trailers entering the park to be newer than 10 years old. Newer trailers typically have higher electrical demand appliances which is causing maintenance issues. It was noted that repairs to the existing electrical system have been required multiple times in recent years based on newer trailers requiring more power than the current electrical system could provide. **Electrical Infrastructure Recommendation:** Replace the existing 30 amp infrastructure with a 50 amp system, or with a 30 amp system that can be upgraded to 50 amp over the long term. While capital costs will be substantial, it will reduce maintenance costs and service calls required to maintain the existing 30 amp system.	Short Term, phase in 30 amp to 50 amp service	$1,600,000

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
1.7	Electrical Sub-metering	Sub-metering, either on a per-lot basis or on an area-basis, provides the City the ability to alter their billing structure to a usage basis instead of the current system where the electrical utility bill is split equally amongst park residents. Sub-metering also has the potential to encourage park residents to limit electrical usage if a premium is associated with high usage. **Sub-metering Recommendation:** It is recommended to provide electrical submeters for all lots. The installation of submeters will allow accurate tracking of individual unit usage, allowing the City an improved understanding of the overall cost of utilities and the opportunity to identify where utility usage is higher.	Short Term	Inc. within cost identified for Item 1.6
1.8	Telecommuni-cations	WIFI is available in proximity to the main office with limited range. Additional free telecommunications is not provided to the residents. Residents do have the option of paying for telecommunications companies to install telecom infrastructure on an individual lot. **Telecommunications Recommendation:** It is recommended that the free WIFI in proximity to the office continues. Additional telecommunications infrastructure has not been recommended.	N/A	N/A
1.9	Green Infrastructure	Also referred to as blue green infrastructure, these features help with meeting climate change goals such as efficient water use. Natural vegetation features, parkland, stormwater management, trees, permeable surfaces are all features that could be incorporated in more detailed plans for upgrades to the park. Several examples are included in GM BluePlan's report. **Green Infrastructure Recommendation:** Encourage and include blue- green infrastructure as part of future RFPs, designs and construction contracts.	N/A	N/A

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
1.10	Road and Parking Refresh	Due to the viewed condition of the roads within the park, a repair and refresh of the existing roads within the park has been suggested. As well, additional new parking areas are proposed to address the visitor and additional car parking issues that were identified. New and expanded parking lot areas are proposed to provide spaces for boats and trailers, as well as visitors and additional resident vehicles. **Road and Parking Infrastructure Recommendation:** For new roadways and parking areas, a consultant should be retained to recommend a road design profile that will be suitable for the soil conditions and vehicle loadings. General road repairs are to be completed on an as needed basis.	Short Term: Road Refresh & re-surfacing of existing parking areas New parking areas - Medium Term to Long Term	$125,000 $695,000
2.0 Site Improvements				
2.1	Site Access – (Main Gate, Secure Check-In and Visitor Parking)	Secured access can be tricky given the site is bisected. Currently there is no efficient centralized access for residents and guests or any delineated area for visitor parking that provides separation of visitors from residents. **Site Access Recommendations:** Reconfigure entrances on both sides of the site to include visitor and staff parking outside the newly delineated area and the automated gate access. Visitors would park outside the fenced area and access the office for a pass. The reconfiguration will require the removal of the existing gatehouse on the east side. Residents would enter the park via automated gates on both sides of the park. Visitors would need to check in at the office. This change along with visitor parking identified in 3.2 would possibly require short term seasonal staff.	Medium Term	Automated Gates $50,000/side Fencing $45,000

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
2.2	Boat Storage and Trailer Parking	Existing parking lots/areas are not clearly defined through fencing, ground markings or signage. An existing area at the south corner on the west side of the park is an informal and underutilized storage area. The space is currently occupied by several abandoned boats. Some existing campgrounds discussed as part of the background review include a boat trailer storage fee in their base rates, while others charge an additional fee to individuals who choose to leave their trailers on-site year-round. Nearly a third of the campgrounds surveyed also charge for seasonal boat storage. The intent of these charges is to help monitor which amenities are left on-site by which residents year-round. Additional charges intend to disincentivize residents from leaving belongings and equipment in the park for extended periods of time. **Boat and Trailer Storage Recommendations:** Repurpose the existing fenced-in lot on the northeast side of the park for seasonal boat trailer storage and implement a fee for this storage in the future. The lot will need to be cleaned to remove work equipment and abandoned boats and refreshed by municipal staff with parking lot lines. The southwest lot shall be refreshed and delineated for boat and trailer parking and secondary or visitor parking. This will require surface improvements and signage to identify designated parking areas.	Short Term Boats and Trailers to move storage area in 2024 Additional site fee charge in 2025	Maintain practice of requiring a $250 deposit for trailer parking and introduce a fee of $50 per season for trailer parking
2.3	Lot Reconfig-urations and New Lots	As part of the existing site review, it was identified that there are several existing lots that are quite large, irregular in shape or have encumbrances e.g. retaining walls. **New Lot Reconfiguration Recommendation:** As indicated on Figure 35, phase the division of larger lots into smaller regular lots over the course of this Master Plan timeline as they become available.	Long Term, or as lots become available	$47,000
2.4	Centralized Docks	In general, existing docks are in poor condition and require maintenance or replacements. Docks are designed in fixed positions, which makes it difficult for boat users to access docks when water levels fluctuate. **Dock Replacement Recommendation:** To address the dock issues with regards to improved maintenance and water levels, a centralized floating docking system, one per side, is recommended to replace the existing docks.	East side of Park – Short Term West side of Park – Medium Term	$415,000 each

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
2.5	Sense of Arrival and Pedestrian Safety	There are a couple issues because of Centennial Park Road bisecting the site. One is the sense of arrival to the park and the other is pedestrian safety. There are different site amenities on each side of the park therefore residents must cross the road to access them. It is our understanding that road works for Centennial Park Road are happening soon. **Pedestrian Safety and Arrival Recommendations:** As part of the road works along Centennial Park Road, road painting or markings between the two entrances should be provided to indicate to drivers that pedestrians could be crossing. Sense of arrival painting could also be included at this time. In addition, short term shoulder parking at the entrances should be considered for move-in and move-out days and peak weekends.	Medium Term Timing tied to road works	$5,000 for painting
2.6	Improvements to Beach Area	Existing Beach area is small with difficult access to the water. The area is quite small and uninviting. Improvement to the beach area was a request made by some of the residents. **Beach Area Recommendations:** In coordination with LSRCA Shoreline improvement could include improving and expanding the beach area to make it accessible, larger to accommodate a larger number of trailer park residents, and more inviting through additional beach furniture elements such as shade structures and/or benches. Shoreline improvements require permits and will be addressed in the Staff Report.	Beach – Short Term Armour Stone – Short Term Floating Dock – Medium Term	$26,900 $24,500 $171,000
2.7	Trails and other Amenities	The background review indicated several amenities that are offered at other trailer parks in the catchment area. As a result of the engagement and the existing site review the Master Plan proposes some additional amenities. **Amenity Recommendations:** Two new trails have been proposed for each side of the park. Seating, bird house, bat boxes and a disc golf course are included for in the Master Plan.	Medium Term	Trails $22,600 Disc Golf $20,000 Bird/Bat Boxes $1,500 Seating $23,800

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
2.8	Signage/ Wayfinding	Signage and wayfinding help create a sense of community and place. There is very little signage throughout the park. Signage can also be important in creating a sense of arrival. **Signage Recommendations:** It is recommended to install three trailhead signs (3), sixteen street signs (16) and seven wayfinding (7) signs. A new sign or archway is also proposed to replace the existing one.	Short Term – Medium Term, ongoing	$9,000 $4,600
2.9	Recreation Building refresh	There is an existing recreation building where residents can host events, play games etc. The building needs a refresh. **Recreation Building Recommendations:** It is recommended to improve the existing building with paint, additional seating and some game tables.	Short Term As-needed upgrades over time	$8,500
2.10	Off Leash Dog Area	We heard through the engagement process that residents would like to have an off-leash dog park/area. While the park currently permits dogs within the park, they must be leashed as all times. There are many residents who have dogs and would benefit from an area where they could play leash free. **Off Leash Dog Area Recommendation:** As per the Master Plan a fenced in area for dogs to be off leash has been proposed on the west side of the park.	Short Term	$15,000
2.11	New and Replacement Trees	Existing mature trees are located throughout the park and provide important shade. As part of the Master Plan 67 new trees are proposed to be planted. In addition, the mature trees will start to reach the end of their lives. **Tree Recommendations:** Plant additional trees as part of the Master Plan. An arborist should prepare a tree inventory, assess the health of trees, identify trees to be replaced, and the replacement strategy for existing trees.	Phased, Short Term - Medium Term Inventory trees and add in as trees are removed	New Trees $40,200 Inventory Report $5000

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
3.0 Fees and Finances				
3.1		2 Options are presented as part of the business case: **Option 1:** The City should continue with the current practice of increasing lot fees at the rate of growth in the CPI and the timing of capital investments would be determined through the annual budget process. **Option 2:** The City could increase annual lot fees at a rate of 5% per year.		
3.2	Visitor Fees	The background data showed that the current rate of $364 for the parks seasonal visitor rates is higher than the seasonal rates reviewed as part of the Environmental Scan. Based on the parks financials over the last few years it doesn't appear they track and/or collect revenues for this right now. **Visitor Rate Recommendations:** While it is not recommended to raise the visitor seasonal rates, it is recommended that the current honour system for payment be evaluated along with the visitor parking to confirm the need for season admin staff.	N/A	N/A
3.3	Parking Fees	Additional car and visitor parking fees already exist. As with the visitor rates, it does not look from the from the financials that these fees are consistently enforced. **Parking Fee Recommendation:** it is recommended to enforce the parking fees and identification for visitor and additional cars. To provide designated parking areas to help enforce parking the Master Plan provides for visitor parking.	N/A	N/A
3.4	Short Term Lots	The Background review indicated that some trailer parks include short term stay lots. Short term stay lots provide opportunity for someone who may be interested in renting a seasonal lot as well as for friends and family of residents to stay ensuring the carry capacity of each site is met. **Short Term Stay Lots Recommendations:** The Master Plan recommends short term stay lots be developed.	Long Term	$60/night

*NOTE: Cost estimate values are based on 2024 rates

Recommendation Item		Rationale and Recommendations	Timing Short Term: 0 - 3 yrs. (2024 – 2026) Medium Term: 4 - 10 yrs. (2027 – 2034) Long Term: 10 – 20 yrs. (2035 - 2043)	Cost Estimate*
3.5	Premium Lots	The Background review indicated that lots along the eastern waterfront should be converted into premium lots due to their prime location. **Premium Lots Recommendations:** The Master Plan recommends the implementation of premium lots along the waterfront, with higher rates applied to these lots. and a premium be paid for waterfront lots.	Short Term	Premium Lots $+500
3.6	Staffing/ Park Management/ Park Mainte-nance/SOPs	City continues to provide staff at the gatehouse and is responsible for park maintenance. Increased staffing levels would be necessary to maintain staff in the gatehouse 24/7. It is anticipated that 1 full-time position and 2 to 3 part time positions would be required. **3rd party company to run/City Maintains:** Kawartha Lakes staff would still be responsible for park maintenance, staffing the gatehouse and (1 staff) monitoring the Park would be the responsibility of a third-party. **3rd party runs and maintain:** Kawartha Lakes retains ownerships		$150,000 $85,500 Further Investigation Required to Confirm Costs

*NOTE: Cost estimate values are based on 2024 rates

7.4.1 Park Management (SOPs, Staffing, Maintenance)

The city should further investigate models that may be available to operate the park on an ongoing basis, including the use of a third-party organization. As part of the Business Case outlined in **Appendix B**, Parcel has engaged in preliminary discussions with a third-party organization that is currently operating trailer parks in the municipality. While this organization was unable to provide an estimated cost for providing these services at this time, they may be interested in responding to a city-initiated request for proposal to provide these services in the future. Alternative operating models that may be available include, having a third-party organization operate the park on a day-to-day basis, including the staff of the gatehouse, while municipal staff would still be responsible for the maintenance of the park. An alternative would be for a third-party organization to provide the full operation of the park.

8 Implementation Strategy

To help inform the CTPMP and the phasing of infrastructure, Parcel has prepared a Business Case that estimates potential future revenues and costs for both operational and capital costs (**Appendix B**). The Business Case estimates how the proposed improvements, updated infrastructure and changes will impact the operating and capital budget going forward and help inform phasing and future Council decisions regarding capital projects.

Costs and revenues for the park have been estimated and compared over a 20-year horizon, concluding in 2044. This forecast period assumes the complete integration of all infrastructure, capital projects and changes proposed in the CTPMP.

In addition, the Business Case estimates the potential timing for infrastructure proposed in CTPMP. This includes the potential onset of new costs, including possible park additions (new infrastructure, lot restructuring, fencing, other amenities etc.) and anticipated service changes (linear servicing, water upgrades, septic beds etc.). It also includes the onset or anticipated timing of potential revenue generating changes, including additions or changes to trailer lots, short-term stay lots and premium rates.

The timing of revenue, operating cost and capital projects has been estimated based on a range of factors including scale, complexity, priority and integrated at various points over the 20-year horizon. It is important to note that the timing for these changes are estimates. The timing of actual changes will be the decision of Council on a year-to-year basis through the approval of a City-wide capital budget.

The following summarizes the timing of the recommendations found in chart in section and associated costs to be implemented in the short term, medium term, and long term:

Short Term: 0 - 3 years (2024 – 2026)

- Evaluation of septic system to confirm remaining service life and septic system replacement
- Provide localized connection systems for lots currently without gravity sewer connections
- Replace the existing 30 amp system with 50 amp system
- Implement hydro sub-metres for all lots
- Continue the ongoing refresh of roads, delineation of existing parking lots
- Move boat and trailer storage and parking lot areas to the existing fenced-in lot on the east side of the park
- Implement a centralized floating dock system on the east side of the park ($415,000 each)
- Expand the beach ($26,900) and install armour stone retaining walls on the expanded beach ($24,500)
- Refresh the recreation building ($6,500)
- Implement an off-leash dog park ($15,000)

Medium Term: 4 – 10 years (2027 - 2034)

- Reconfigure entrances on both sides of the site to include visitor and staff parking outside the newly delineated area and the automated gate access (Automated Gates: $50,000 / side, Fencing: $45,000)
- Implement a centralized floating dock system on the west side of the park ($415,000 each)
- Implement road painting and pedestrian crossing marks on Centennial Park Road ($5,000)
- Implement a floating dock for the expanded beach ($171,000)
- Add new trails ($22,600), bird and / or bat boxes ($1,500), benches and covered seating areas ($24,700) and disc golf holes ($20,000)
- Install trailhead signs, street signs and wayfinding signs (short term: $9,000, medium term: $4,800)
- Install new trees ($40,200)

Long Term: 10 – 20 years (2034 - 2044)

- Expanding existing parking lots and implement new parking lots
- Divide larger lots into smaller regular lots as they become available

A Mapping Images

A.1 Opportunities and Constraints Mapping

The opportunities and constraints maps illustrated in this chapter visually summarizes and maps, through blocks of colours, symbols, and graphic lines, areas that may be re-developed, re-programmed, redesigned, and more.

A.1.1 What Challenges or Constraints Exist?

The subject site, illustrated below contains a few constraints that may impact the revitalization of Centennial Trailer Park.

Centennial Trailer Park Constraints Map

Access to the eastern and western sides of Centennial Trailer Park are limited to two entrance gates along Centennial Park Road. Almost the entire length of Centennial Park Road is constrained with chain link fences on both sides of the road. The purpose of the chain link fence is to ensure only trailer park residents have access to lots and amenities.

The existing shoreline requires stabilization and/or revitalization. The shoreline is currently unstable and eroding, as observed during the site visit and indicated by municipal staff. Revitalization of the shoreline will require coordination with the Lake Simcoe Region Conservation Authority (LSRCA) and/or the Ontario Ministry of Natural Resources.

Shoreline condition adjacent to the beach

The east side of the park is constrained by wetlands. A dock was observed within the wetland and is less frequently used due to its hidden location.

In general, existing docks are in poor condition and require upgrades. Docks are designed in fixed positions, which makes it difficult for boat users to access docks when water levels fluctuate. There is a proposed boat launch improvement area on the west side of the park, which will prevent any additional development or improvement in this area.

Hidden dock within wetland on the east portion of the park

Both the east and west sides of the park contain septic beds within the open play/playground areas. No new developments or structures are permitted on top of these beds. Further, no activity, such as open play space or sports field are permitted on the septic beds. This constrains the subject site on both sides and limits the amount of amenity or developable space in the park.

There is limited existing parking lots on either the east or west side of the park. Online survey feedback and municipal staff comment indicated the need for expanded parking lots, and new parking lot types. This included the need for additional personal vehicle spaces, visitor spaces, and trailer and boat parking.

Lastly, the existing electric system is outdated based on current trailer park user needs. Existing electrical systems run at 30 amps. It is recommended that the system be upgraded to accommodate 50 amps. Constraints include high costs to upgrade the entire electrical system.

A.1.2 What Opportunities Exist?

There are several opportunities for improvements to Centennial Trailer Park. Constraints identified in the previous Section of this report are also inversely identified as opportunities to improve the park illustrated below.

Access to Centennial Trailer Park is limited to two entrance gates along Centennial Park Road. Gate access may be improved or upgraded to include automated gate entry controlled by one central office, or a main secure check-in area with layby parking. There are opportunities to expand the main check-in office to

include a store and expand the storage and games room to offer more indoor amenity spaces and uses. Further, the entrance area may include a gateway feature such as a mural painted on the asphalt to signal arrival to the park.

Through coordination with the LSRCA shoreline improvements such as shoreline planting and/or constructed methods can stabilize the shoreline to ensure no erosion occurs. Shoreline improvement may also include improving and expanding the beach area to make it accessible, larger to accommodate a larger number of trailer park residents, and more inviting through additional beach furniture elements such as shade structures and/or benches.
Online survey feedback, as well as City staff comments recommend floating docks and/ or a central floating pier situated further into the lake. Docks on the east side of the park may be lined with a trail that will delineate trailer lots from other resident access.

Centennial Trailer Park Opportunities Map

There are opportunities to rearrange the existing sports field and play area on the western portion of Centennial Trailer Park, adjacent to the beach area. Underutilized sports fields, such as the baseball diamond, should be removed to allow open play space with new tree planting. The existing revitalization planting area may be revitalized to re-establish a naturalize trail and planting to increase habitat space for birds, bugs, and small animals. On the eastern side of the park, the outdoor amenity space along Canal Lake can be revitalized to include smaller scale active uses such as lawn games, restoration / meadow planting bordering trailer lots, and maintaining the open play area.
Additional meadow planting may be placed on top of the septic beds to allow visual interest, increase habitat area, and utilize portions of the park that are otherwise constrained from active use.

There are opportunities to reconfigure trailer park lots and resize them to make each trailer lot size more consistent. There are several lots, identified in the Opportunities Map which are larger than the average lot size. Reducing the size of these lots would allow additional space for more amenity areas, parking areas, additional long-term, or short-term trailer lots, and more.

A.1.3 The Concepts

Results from the Opportunities and Constraints mapping, municipal staff, and online public survey results, as well as findings from the background review and site visit resulted in the preparation of two different concept plans. These concept plans illustrate how Centennial Trailer Park may be maintained, redeveloped, expanded, or revitalized.

A.1.3.1 Concept 1: Nature + Sustainability

Centennial Trailer Park Plan - Concept 1

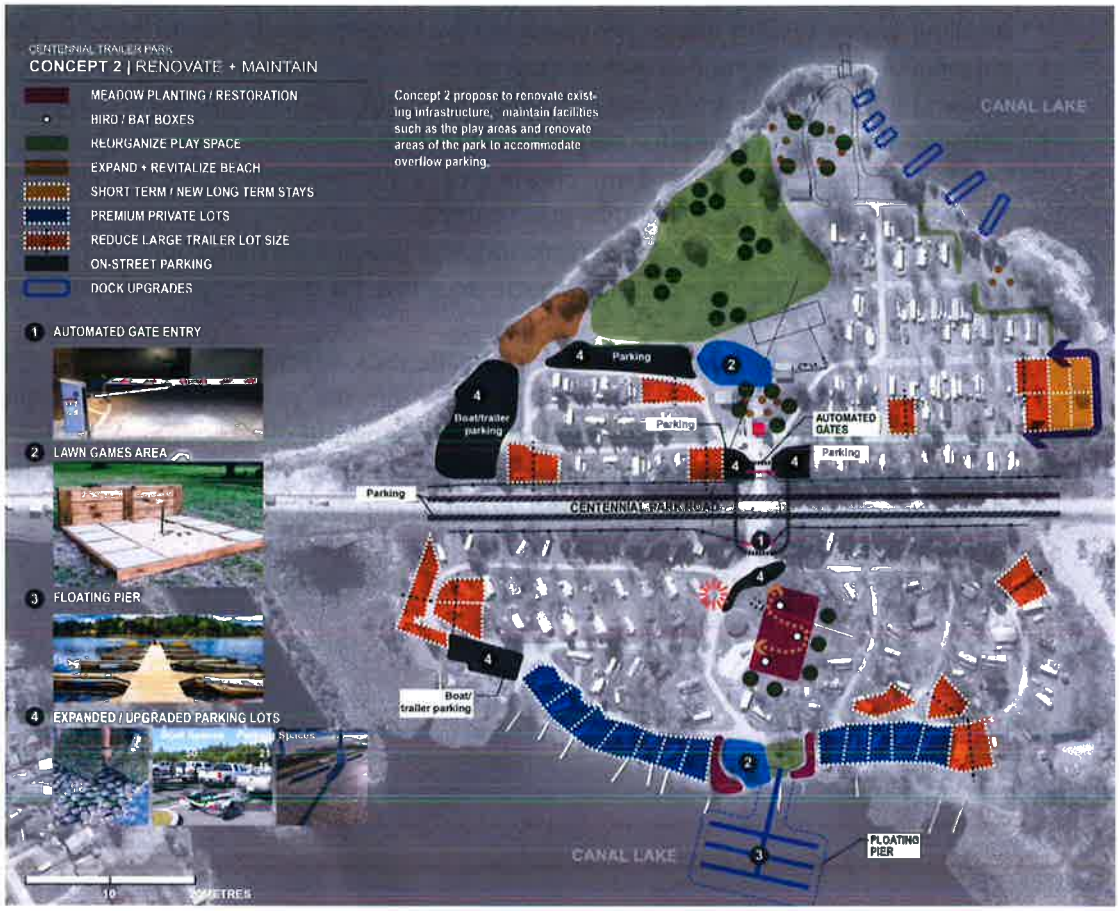
Concept 1 is organized around revitalizing the water's edge, increasing areas of no- mow zones and adding areas for birds, butterflies, bats, adding trails, educating and encouraging sustainable behavior. The unique features of this concept include:

- Create a sense of arrival with paint on the Road to visually join the two sides of the park together
- Revitalizing an existing naturalized area adjacent to the water and proposes to add additional features
- Revitalize the beach area while maintaining the integrity of the shoreline and creating a better

access to the beach and area, seating, shade structures and trail access

- Trails are proposed along the eastern edge of the water
- Drinking water system would be upgraded by looping existing dead ends in the system to improve water quality and minimize stagnation.
- Delineated parking for additional cars and guest with one main secure check-in
- Delineated and secure area for parking boat trailers
- Remove the baseball diamond and create a central green/free play areas with the additional of some no mow areas to minimize grass cutting
- Relocate and add a multi-court, playground, and beach volleyball court
- Increase the size of the recreation centre to allow for ping pong, pool, darts, and a larger gathering space
- Expand the office and add a store area for incidentals, snacks, and ice cream
- Upgrade to provide 50 amp electrical service within the park, including the replacement of existing hydro service to each lot, complete with separate metering.
- Evaluate existing sewage treatment system and replace if required. For lots requiring pump-out operations, install localized gravity collection sewers to centralized holding tanks to minimize spills and maximize staff health and safety.
- Retain permanent staff to run and maintain park infrastructure to build a sustainable knowledge base amongst staff.

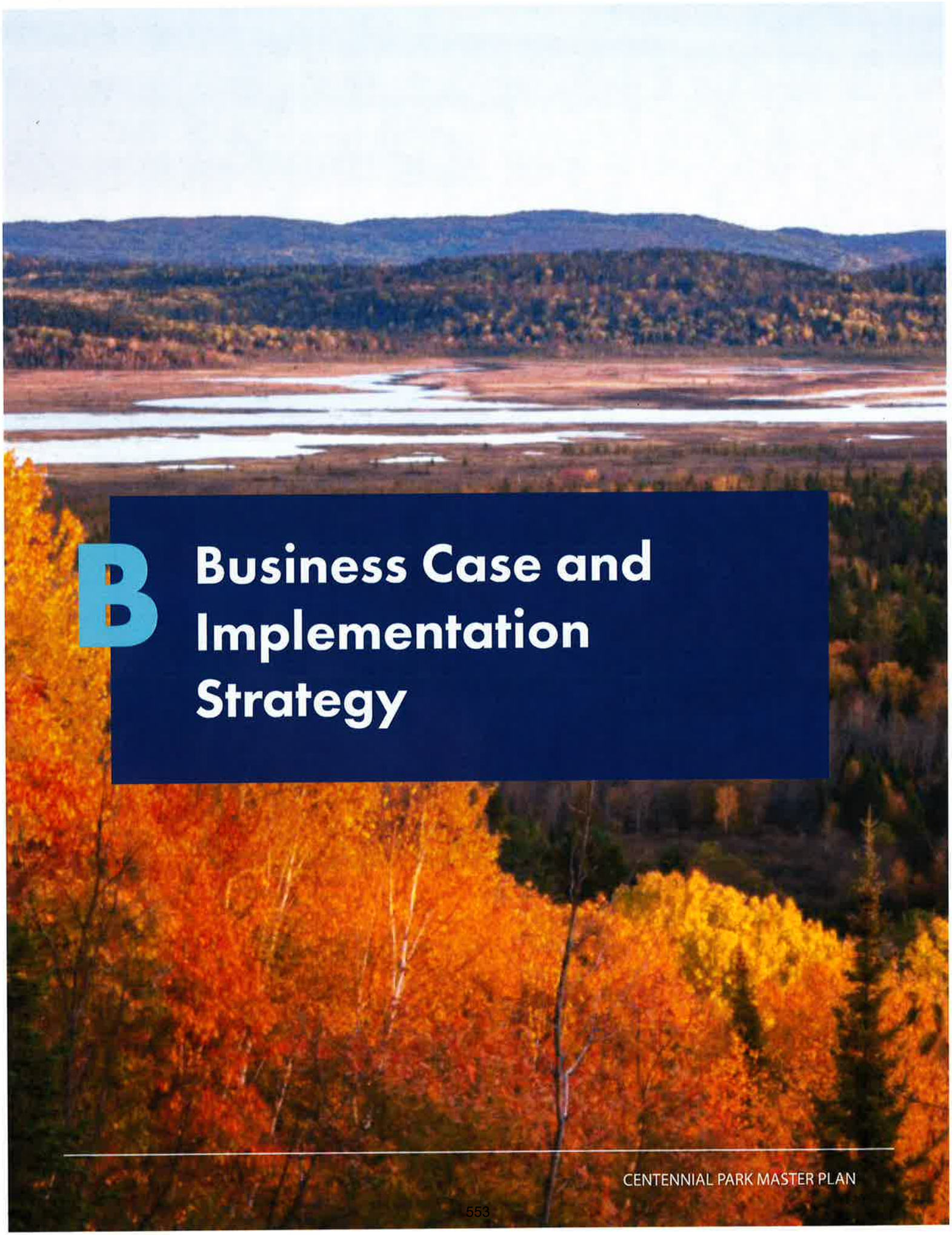
A.1.3.2 Concept 2: Renovate + Maintain



Centennial Trailer Park Plan - Concept 2

Concept 2 proposes to renovate existing infrastructure, maintain facilities such as the play areas and renovate areas of the park to accommodate overflow parking. The unique features of this concept are:

- On street parking along the roadside
- Remove an existing naturalized area adjacent to the water and allow the area to regenerate
- Renovate the beach area to increase the size and created better water access/beach area
- Drinking water system to be maintained and repaired as needed
- Addition of new lots for short term or long-term stay
- Delineated parking for additional cars and guest with automated gate access
- Adjust large lots to accommodate more parking
- Renovate play facilities, and adding lawn games such as horseshoe pits
- Expand the office and add a store area for incidentals, snacks, and ice cream
- Maintain 30 amp and equal division of hydro
- Evaluate existing sewage treatment system and replace if required.
- Maintain existing pump-out operations.
- Contact separate company to staff and maintain park



B Business Case and Implementation Strategy

Centennial Trailer Park

Master Plan – Business Case

April 18, 2024

Parcel

PREPARED FOR:

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This document is available in alternative formats upon request.

Cover Image: Google Earth.

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Parcel

1.0

Business Case

1.1 Introduction

To help inform the Master Plan for Centennial Park and the phasing of infrastructure, Parcel has prepared the following Business Case that estimates potential future revenues and costs (both operational and capital costs) associated with the preferred concept plan. The purpose of this analysis is to estimate how the proposed infrastructure will impact the operating and capital budget of the park going forward and help inform phasing and future Council decisions regarding capital projects.

Costs and revenues for Centennial Park have been estimated and compared over a 20-year horizon, concluding in 2043. This forecast period assumes the complete integration of all infrastructure, capital projects and changes proposed in the Master Plan for Centennial Park.

In preparing this Business Case, Parcel, SGL and GM Blue Plan have estimated the potential timing for infrastructure proposed in the Master Plan. This includes the potential onset of new costs, including; potential park additions (new infrastructure, lot restructuring, fencing, other amenities etc.) and anticipated service changes (linear servicing, water upgrades, septic beds etc.). It also includes the onset or anticipated timing of potential revenue generating changes, including; additions or changes to trailer lots, short-term stay lots and premium rates.

Timing of Revenue and Capital Costs

The timing of revenue, operating cost and capital projects has been estimated based on a range of factors (e.g., scale, complexity, priority etc.) and integrated at various points over the 20-year horizon. It is important to note that the timing for these changes are estimates. The timing of actual changes will be the decision of Council on a year-to-year basis through the approval of a City-wide capital budget.

I

Immediate
anticipated to take effect next year.

ST

Short Term Horizon
anticipated to fruition in the next 3-years.

MT

Medium Term Horizon
anticipated to fruition in the next 10-years.

LT

Long Term Horizon

anticipated to fruition in the next 20-years.

Estimated Operational and Capital Costs

The estimated operational costs and capital costs are based on information that was available at the time this Business Case was prepared. In the case of capital costs, estimates are largely based on the current replacement value of similar infrastructure in the City of Kawartha Lakes. Where current costs are not available, Parcel has relied on costs estimates included in the 2019 Development Charges Background Study and inflated them to current year.

For servicing infrastructure such as roads, linear water and wastewater and septic beds, GM Blue Plan has provided estimates (in current dollars) based on their extensive experience across the province. However, the actual value of capital costs will ultimately be based on City tenders, when a decision is made by Council to move forward with the various pieces of infrastructure.

1.2 Revenues

Seasonal Trailer Lots

I

Seasonal rates for trailer lots on the east and west side of the property were estimated based on existing rates for sites in the park. This includes $2,517 per lot on the east side of the property, $2,328 per lot on the west side for lots with water and pump out to $2,769 per lot on the west site for lots with water and sewer access. In forecasting future revenues, we have assumed that there will be 0% vacancy and that lot fees are increased at a rate of 2% per year. The assumed increase of 2% per year is consistent with current City policy that seeks to increase lot rates at the pace of growth in the Consumer Price Index ("CPI").

Recognizing the seasonal rates for lots with full water and sewer are higher than lots with pump-outs, we have assumed that seasonal rates for lots that currently have pump-outs will increase when full municipal services are available to those lots. The increase in rates will be in-line with anticipated upgrades to sanitary infrastructure.

I

We have assumed a premium of $500 per lot per year for lots identified in the Master Plan as **waterfront lots**. This premium rate is assumed to be integrated immediately to better account for

the premium location, access and unique characteristics of these lots compared to other sites at the park. The premium of $500 per year per lot is based on pricing of waterfront lots at comparable parks.

LT

The restructuring of Centennial Park is anticipated to generate opportunity for an additional four trailer lots to be added to the property. This includes three lots on the east and one lot on the west. These lots will be integrated as existing lots turnover and sites become available rather than at a certain point in time. However, for purposes of estimating potential revenues, Parcel has conservatively estimated that these lots will be integrated over the long-term though recognize that they could fruition at an earlier date. Per above, seasonal rates for these lots were estimated based on existing rates for sites in the park (currently $2,517 per lot on the east side and $2,769 per lot on the west side, assuming access to full municipal services).

Short-Term Stay Lots

LT

The Master Plan anticipates the introduction of four new lots for short-term (overnight) stays over the longer term. Based on comparable parks which offer this feature, the nightly rate for these lots has been estimated at $60 per night (2024 dollars). To calculate the potential revenues generated by these lots, Parcel has estimated potential occupancy. It has been estimated that the highest rate of occupancy will be on summer weekends (i.e., July and August). To this end, the revenue calculation has assumed 100% occupancy across summer weekends and 75% occupancy throughout summer weekdays.

Occupancy is anticipated to be less significant outside the core summer months. To be conservative, Parcel has estimated 50% occupancy across the four lots for May, June. September and October.

Based on these assumptions, the short-term lots are estimated to generate some $32,000 in additional revenues for the park in 2043, increasing by 2% per year thereafter. To put this in perspective, this would result in revenue of nearly $8,000 per lot per year, which is over double the lease rate at traditional seasonal lots. Incorporating short-term stay lots also serves as a marketing opportunity for the park by introducing people to the park and potentially creating a "wait list" for when seasonal lots become available in the future.

Hydro Revenue

LT

In the short term—recognizing that lot servicing is anticipated to be upgraded to 50 AMP servicing—hydro services fees are anticipated to increase by $300 per lot in 2043, increasing by 2% per year thereafter. The additional rate charged for 50 AMP servicing is consistent with the cost differential

applied to competitive campgrounds for premium–better serviced–lots and recognizes increased costs to the municipality for providing this service to seasonal lots.

Additional Revenues

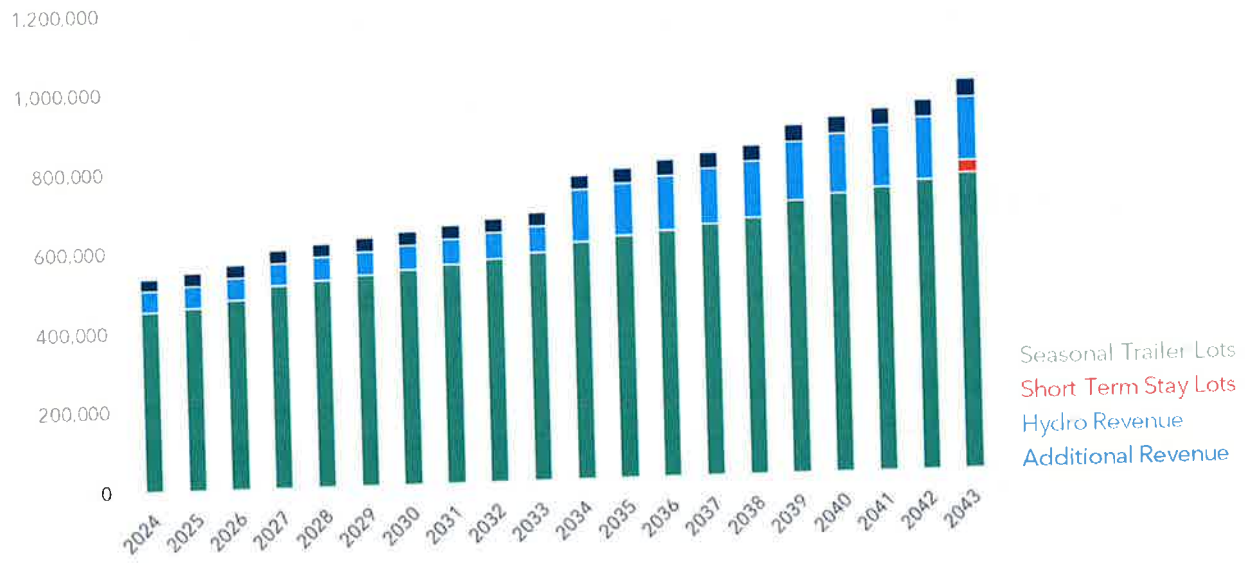
Including: *Shower & Laundry, Boat Docking Fee, Boat Trailer Storage & Miscellaneous Revenues.*

To calculate potential additional revenues for Shower & Laundry, Boat Docking Fees and other Miscellaneous Revenues, Parcel has relied on actual revenues attained in 2023. This is because these features are anticipated to maintain their current operations, with no significant changes anticipated as part of the Master Plan. To calculate boat trailer storage, Parcel has estimated revenues on the conservative assumption that approximately 40 boats trailers will be stored at Centennial Park during operating season. In looking at comparable parks, revenues have been calculated assuming a storage fee of $100 per year. Current rates have been inflated by 2% per year to determine potential annual revenues attained by the park.

A summary of revenue by source (seasonal lots, short-term stay lots, hydro and additional revenue) is summarized in Figure 1.1. As shown, revenue from seasonal lot rentals is anticipated to account for the majority of revenue in the future.

Figure 1.1

Forecast Revenues – Centennial Trailer Park



Source: Parcel.

1.3 Operating Costs

Wages

The wage estimates included in this analysis assume that a third-party organization operates the Park on a day-to-day basis. While Kawartha Lakes staff would still be responsible for park maintenance, staffing the gatehouse and monitoring the Park would be the responsibility of a third-party. It is our understanding that Kawartha Lakes staff are interested in this approach and the potential costs associated with this change.

To this end, in preparing this Business Case, Parcel engaged in preliminary discussions with an organization that currently operates other trailer parks in the municipality. While this organization was unable to provide an estimated cost for providing services to Centennial Park, they may be interested in responding to a City-initiated request for proposal to provide these services in the future.

Included cost estimates assume the potential operational cost associated with a third- party organization maintaining one gatehouse staff on the property during operating season. This staff member would be supported by one additional gatehouse staff in the evenings and during the weekends. Wages have been calculated for each staff at an hourly rate of $25. Based on current dollar estimates, this amounts to some $150,600 per year in wages. Going forward, wages have been inflated by 2% per year.

The addition of a third-party organization and associated gatehouse staff would increase wage costs by some $85,500 per year based on the current estimated wages associated with Park staff. While this represents a 75% increase from existing costs, it would also transfer some of the responsibility from the City to another organization and–if interest exists–provides opportunities for other longer-term support.

Wages (Related Costs)

Including: *Overtime, Employment Insurance, Canada Pension Plan, Employer Health Tax, Omer's Pension & Group Benefits.*

Parcel has estimated the cost of each additional wage-item based on historical assumptions included in the Park's 2023 operating budget. For example, the 2023 budget estimates that overtime costs were 4.6% of 2023 wages. This assumption was maintained going forward and applied to the anticipated total wages forecast. Based on current dollar estimates, this amounts to some $25,600 in additional wage-related costs.

Water Utilities, Wastewater, Electrical, Lighting & Stormwater (Drainage) & Roads

MT

GM Blue Plan has estimated the annual maintenance costs of Water Utilities, Electrical & Stormwater (Drainage) & Roads. In the short-term, water infrastructure maintenance is anticipated to be some $15,000 per year, increasing to $20,000 in the medium term and some $25,000 in the long term. Increasing costs overtime coincide with additional repairs required as water infrastructure approaches its end of life.

Wastewater infrastructure maintenance has been estimated at some $15,000 annually. While the new collection system will likely reduce staff operation costs, it will ultimately require additional ongoing maintenance. Further to above the ongoing maintenance of stormwater facilities and roads–including culvert clearing and pothole repair–has been estimated at $8,000 annually beginning immediately.

Finally, upgraded electrical infrastructure is anticipated to continue demanding maintenance and servicing support. Prior to upgrading all lots to 50-AMP servicing, maintenance is estimated to cost some $10,000 annually. These costs will assist in completing the system's redesign. In 2034, upon adoption and implementation of 50-AMP servicing, annual electrical costs are anticipated to reduce to $3,000 annually. Electrical costs also include the cost of new lighting at Centennial Park, specifically the introduction of 45 new lights (lighting pole, fixture and cables) which are estimated at $10,000 each and structural footing, estimated at $2,000 each. An additional cost to continue operating existing telecom infrastructure has also been integrated, including some $3,700 each year beginning immediately.

In summary, these estimates considered data provided by staff for the last 5-years of park operation, alongside the approximate service life of each asset proposed. Furthermore, all rates noted above have been inflated by 2% per year to determine potential annual costs attained by the park.

Other Operating Costs

I

Including: *Telecommunications, Miscellaneous Expenses, Janitorial Supplies, Maintenance Supplies, Hydro, Propane (Bulk), Contract Allocation, Dock Maintenance & Repair, Garbage Collection, Security, Building Maintenance & Repair, Alarm Monitoring, Operating Equipment Maintenance, Grounds Maintenance & City Property Tax.*

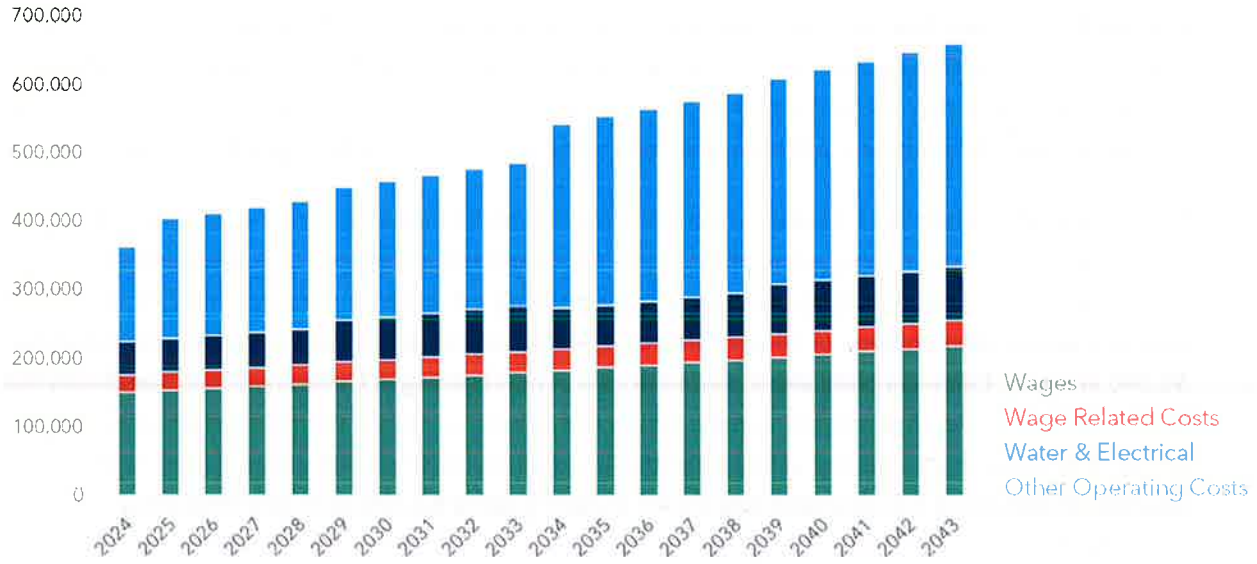
Recognizing that operating costs fluctuate year over year, Parcel has estimated the potential cost of each operating item based on the assumptions included in the 2023 Operating Budget for the Park. To be conservative, Parcel has maintained the same base rate for each line-item, recognizing that

individual items are likely to exceed and / or be less than the estimated total. Based on current dollar estimates, this amounts to some $139,900. Going forward, each cost has been inflated by 2% per year.

A summary of operating costs by source is summarized in Figure 1.2. As shown, wages are anticipated to account for the majority of costs in the future.

Figure 1.2

Forecast Operating Costs – Centennial Trailer Park



Source: Parcel. Wage estimates are based on a third-party organization operating the gatehouse and monitoring the Park, a 75% increase from budgeted wage estimates for Centennial Park in 2023.

1.4 Capital Costs

Servicing

GM Blue Plan has estimated servicing costs necessary to implement the proposed changes to Centennial Park. As noted by GM Blue Plan, the capital costs for each were estimated using a unit rate construction cost and considered the rural nature of the park and typical reinstatement costs. The capital costs also assumed an additional 20% for construction, engineering, and design costs, and a 30% contingency.

The wastewater collection system has been integrated as a long-term cost recognizing that the introduction of these systems is expensive and that each represents a desired improvement rather than a necessary change. While improvements to each collection system are integrated over the long-term, it is also recognized that each system is self-contained. The city can ultimately proceed with implementation of each system individually or simultaneously developing on future capital availability.

Similarly, a standalone fee to extend water infrastructure to new lots proposed as part of the Master Plan has been integrated. This fee is estimated at $82,000. Recognizing that the servicing of four lots can be serviced at any point determined by the city and that the servicing needs of the other three lots depends on the turnover of existing lots, this cost has been divided. Some $47,000 has been integrated in the short-term while the remaining $35,000 to service the remaining three lots has been integrated over the medium term. Some $70,000 has also been integrated to construct gravel roads to new lots integrated as part of the Master Plan.

Furthermore, electrical infrastructure has been integrated as a medium-term cost as this upgrade represents a substantial cost. As a one-time cost, dependent on the redesign and complete system upgrade, integrating this cost over the medium term provides opportunity for the City to work through the pre-design, design & capital hurdles in the preceding years. The servicing costs are summarized below.

Figure 1.3

Stand Alone Capital Costs

Proposed Improvements	Cost ($2024)	Timing
Wastewater Infrastructure	$3,881,000	
Septic Evaluation	$16,000	Short-term
Septic System (East Side)	$310,000	Short-term
Septic System (West Side)	$310,000	Short-term
Sewer Extension	$90,000	Short-term
Tank Systems 1-7	$3,155,000	Long-term
Water Infrastructure	$82,000	
New Lots	$47,000	Short-Term
Divided Lots	$35,000	Medium-term
Stormwater (Drainage) & Roads	$890,000	
Construct Gravel Road	$70,000	Medium-term
Road Refresh & Parking Resurfacing	$125,000	Short-term
New Parking Area Development	$695,000	Medium-term
Electrical Infrastructure	$1,600,000	Medium-term
New 50 AMP Servicing	$75,000	Short-term

Source: Costing prepared by GM Blue Plan.

Park Infrastructure Upgrades

NOTE:

Where possible, infrastructure costs have been based on 2024 infrastructure costs provided by the City of Kawartha Lakes and inflated by 2% per year thereafter. Where updated rates are not available, Parcel has relied on cost information included in the 2019 Development Charges Background Study (2019 DCBS) and inflated these values to estimate a base 2024 rate. These rates have similarly then been inflated by 2% per year thereafter.

Road & Parking Refresh

ST

Road and parking re-fresh and resurfacing has been estimated by GM Blue Plan to cost some $125,000. As a short-term investment, this fee is anticipated to occur in 2026.

Fencing - Front Entrances

MT

The Master Plan proposes to include new fencing at the entrance of the park, some 320 metres. The 2019 DCBS includes an estimate of replacement costs for new fencing costs per metre, some $96. As a priority and less intensive change, this cost has been anticipated to occur in the medium-term horizon. As such, after inflation, it is estimated that new fencing will cost some $53,800.

Arrival Art

MT

The Master Plan proposes to include "arrival art" at the entrance of the park, helping draw attention to the entrance and delineate it within the road network. In current dollars, this art piece is anticipated to require a $5,000 one-time investment.

Play Surface

ST

The Master Plan proposes to replace the existing play surface area with a hard surface pad, some 358 square metres in area. The 2019 DCBS includes an estimate for play surfaces of some $103 per square metre. After inflation, it is estimated that this upgrade will cost nearly $56,100 in the short-term horizon.

Automated Gate Entry

MT

A new automated gate entry on either side of the park has been included as part of the Master Plan, helping improve the safety of the park while better controlling park access. The cost of this gate will vary significantly based on the quality, scale and function of the equipment purchased. Recognizing that the municipality will ultimately determine what type and quality of gate arm they are willing to purchase during the capital budgeting process, we have conservatively estimated the total cost to be $100,000 in 2023 ($50,000 per gate). The introduction of these automated gates have been identified as a priority and will be introduced in the medium term.

Figure 1.4

Proposed Gate Entry Options – Potential Considerations

Source: Parking BOXX and Hudson Entry.

Centralized Docks

The addition of two centralized docks have been included in the draft plan for Centennial Park. This includes one on each of the east and west sides. Each centralized dock is estimated to be some 800 square metres in size.

MT

The 2019 DCBS includes an estimate for docks / piers at some $354 per square metre. After inflating this to 2024, it is estimated that each pier would cost nearly $415,000 or a combined total of nearly $830,000.

Recognizing the scale and costs associated with this project, it has been assumed that one of the docks will be introduced in the short term, with the other introduced over the medium term

New Trail

MT

As part of broader revitalization efforts, there are plans to integrate new trails through the park. On the west side, this includes a 0.5-kilometre loop around the existing open play area and a 0.9-kilometre trail along the edge of Canal Lake. On the east side, a 0.8-kilometre trail loop is proposed to run throughout the property, extending between existing lots and the street edge.

Parcel has used the "natural trail" rate from the 2019 DCBS—some $7 per metre—to estimate the cost of constructing these new trails. After inflation, these trails are estimated to cost some $22,600.

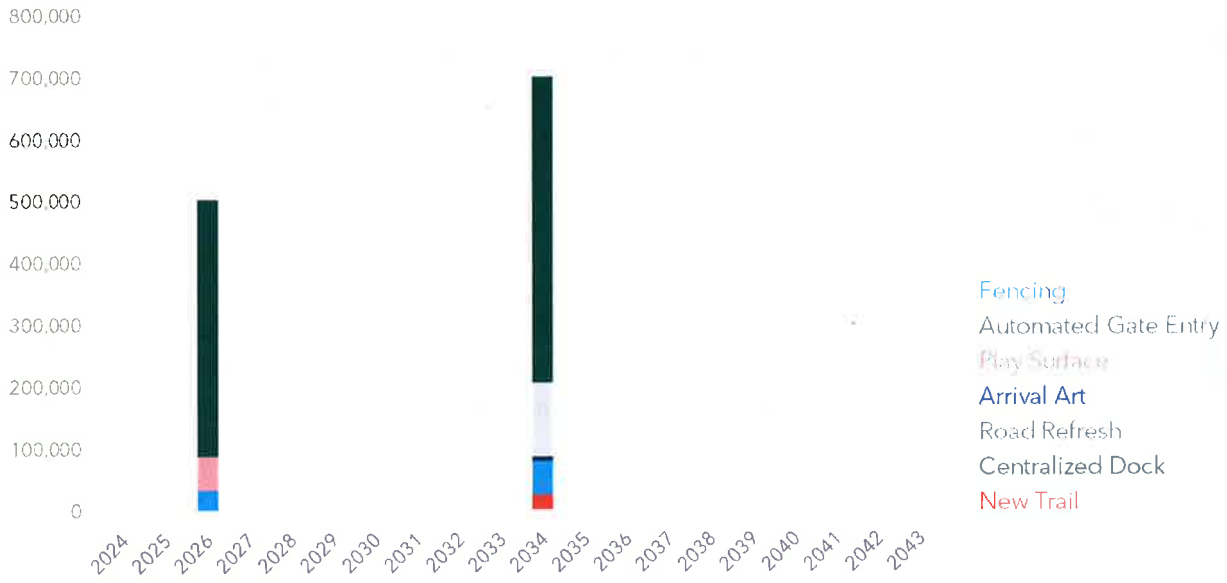
Fencing - Boat Storage

ST

Over the short term, the Master Plan proposes to include new fencing around the boat storage area. This includes some 250 metres of fencing. Consistent with above, Parcel has applied the 2019 DCBS estimate for new fencing—some $96 per metre—to estimate the potential cost of this addition. After inflating the rate in the 2019 DCBS to 2024, it is estimated that fencing will cost nearly $35,200. Recognizing that fencing at the park entrance is likely a high priority, this has been included as a medium-term cost. It is important to note that the costs for new fencing included in this analysis do not factor the potential need for new gravel or security associated with fencing. These components could increase the cost associated with fencing around the boat storage area, albeit a marginal amount relative to acquisition and installation fees.

Figure 1.5

Forecast Infrastructure Upgrades – Centennial Trailer Park



Source: Parcel.

Beach Upgrades

Expanded Beach

ST

The Master Plan includes an expansion to the existing beach along Canal Lake over the long-term. Currently, this includes an expansion totalling some 1,530 square metres (0.38 acres). In reviewing development charges background studies for comparable municipalities, the cost of a beach expansion currently averages some $71,000 per acre. Applying this estimate to the anticipated expansion area of the beach, amounts to some $26,900 in cost.

Additional fees may be required as part of this expansion, including permit and application fees required from the Conservation Authority. These fees are tied to conditions and requirements by the Conservation Authority and have not been included in the costs summarized in this analysis. That said, relatively to the costs of physically expanding the beach, it is anticipated these fees would be minimal.

Armour Stone

ST

To further support and improve the beach area of the park, the Master Plan proposes to integrate new armour stone edging surrounding the area, some 120 metres of edging. In reviewing a range of cost estimates for armor stone—including that utilized for landscaping or aesthetic purposes—the average estimated cost was approximately $200 per metre in current 2024 dollars. This means the proposed development is expected to cost some $24,500.

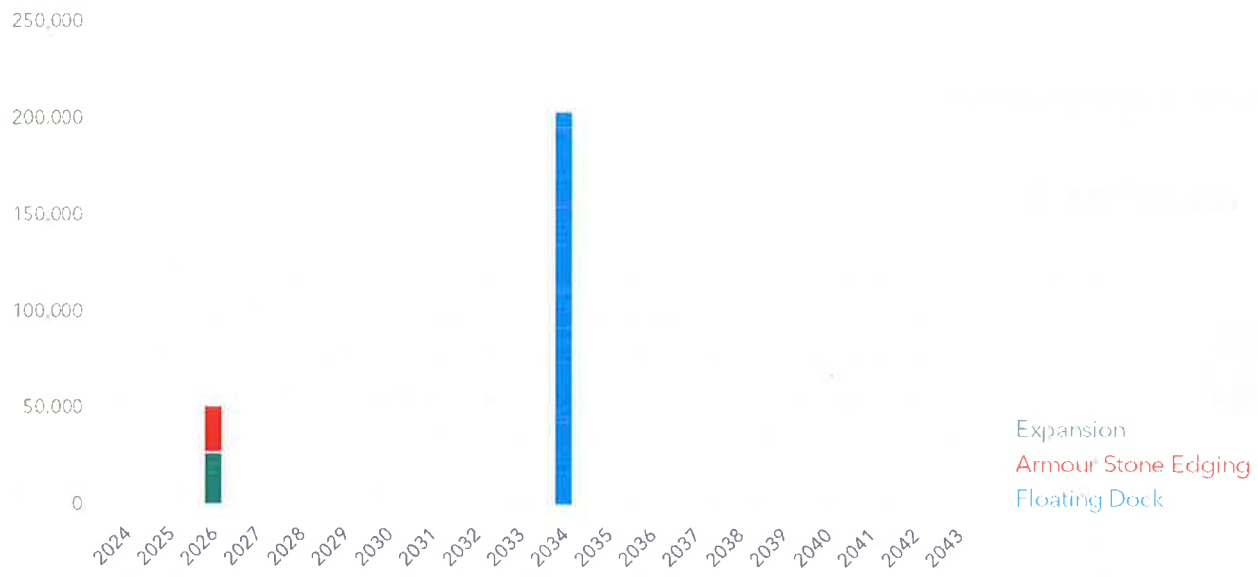
Floating Dock

MT

The final improvement proposed to be integrated to the existing beach is a 330 square metre floating dock. This dock is proposed to extend from the beach, a short distance into shore. Consistent with above, the estimated cost for a dock or pier in Kawartha Lakes was some $354 per square metre in 2019. After inflation, it is estimated that cost of the new floating dock will be some $171,000.

Figure 1.6

Forecast Beach-Related Costs - Centennial Trailer Park



Source: Parcel.

Additional Amenities

NOTE:

Where possible, infrastructure costs have been based on 2024 infrastructure costs provided by the City of Kawartha Lakes and inflated by 2% per year thereafter. Where updated rates are not available, Parcel has relied on cost information included in the 2019 DCBS to estimate a base 2024 rate. These rates have similarly then been inflated by 2% per year thereafter.

Site Furnishing & Trees

ST

The Master Plan proposes to include covered **seating areas**. Parcel has relied on 2024 costing information provided by the City of Kawartha Lakes to estimate potential costs. Specifically, each seating areas is estimated to cost some $1,484.

Based on these estimates, the additional park seating proposed is estimated to cost approximately $23,800 in current dollars. Relative to other additions or changes proposed, the addition of new seating is not anticipated to be an extensive process. Therefore, it is expected to be a short-term cost.

Figure 1.7

Proposed Seating Options – Potential Considerations

Source: Eh Canada Travel, DeviantArt and iStock Images.

ST

Replacement and the addition of new trees is also identified as way to enhance the campground. Per changes included in the Master Plan, there is opportunity to add 67 **new trees** across the east and west side of the property. On that basis that a new tree costs $600, these trees are anticipated to cost a total of $45,200 in current dollars. They are anticipated to be planted in the short-term, allowing each to grow and expand overtime.

Forecasts have also recognized that the park will need to monitor and potentially replace existing and new trees over the longer term. To be conservative, we have assumed an annual fee for annual tree replacement, some $1,500 per year.

In advance of replacing and adding trees, it is also anticipated that a Tree Inventory Assessment and replacement plan be completed by a certified arborist. This has been estimated to cost some $5,000.

Recreation Centre Refresh

ST

The Master Plan proposes to refresh the existing recreation centre, improving its overall quality and function rather than fully replacing it. In 2024 dollar, the anticipated refresh is estimated to cost $8,500. This one-time investment is assumed to cover painting, the purchase of limited seating, in addition to one-time labour costs required to implement these improvements.

Wayfinding Improvements

Includes: *Trailhead signs, Street signs, Wayfinding boards.*

MT

Trailhead signs (3), **street signs** (16) and **wayfinding** (7) are all proposed as potential improvements to Centennial Park. Potential costs for each are based on a range of background information, including fees and charges of other municipalities. Based on this review, 2024 costs have been estimated at: $1,500 per trailhead sign, $265 per street sign, and $50 per wayfinding unit. In total, the addition of signs and wayfinding is estimated to cost some $9,000.

ST

A new sign or archway is proposed to be introduced at the entrance of the park, including a new feature on both the east and west sides. Per the 2019 DCBS, the cost of a new sign was estimated at $1,578 per unit. After inflation–and recognizing that there are two signs proposed–the total cost for signage is estimated to be some $4,600. In helping distinguish, highlight and celebrate the park, this feature is proposed as a short-term cost.

Other Features

Includes: *Bird / Bat Boxes, Dog Park & Disc Golf Course*

ST

Based on our review, a **bird / bat box** costs approximately $300 per unit. The current Master Plan integrates some 5 bird / bat boxes within its existing area, totalling some $1,500 in the near term.

ST

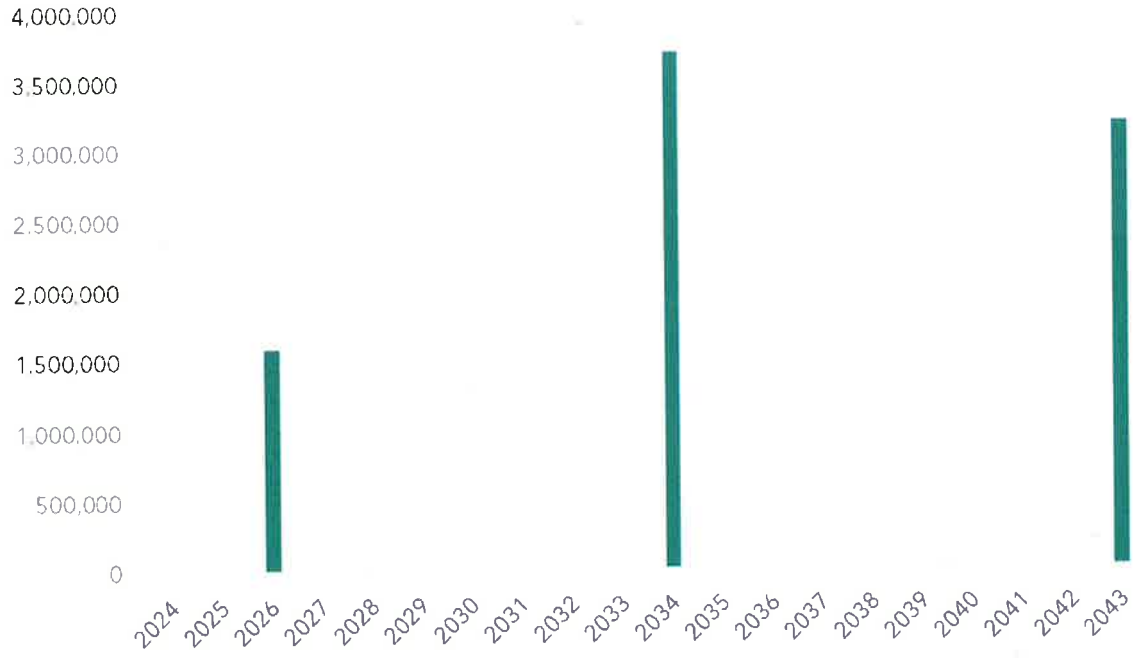
The Master Plan proposes to introduce an off-leash **dog park**. Based on land availability on-site and other requirements, the dog park is estimated to be some 2,000 square metres (0.2 hectares) in size. Having reviewed data for new dog park developments, it is estimated that development of this space would cost $7.50 per square metre, amounting to a total costs of $15,000 ($2024).

ST

A review of replacement costs for **disc golf courses** across other municipalities (e.g., Guelph, Collingwood, etc.) suggests a disc golf course currently costs $20,000 per course. As the draft plan proposes to include one new disc golf course, $20,000 is the estimated cost of this addition.

Figure 1.8

Forecast Cost of Additional Amenities - Centennial Trailer Park



Source: Parcel

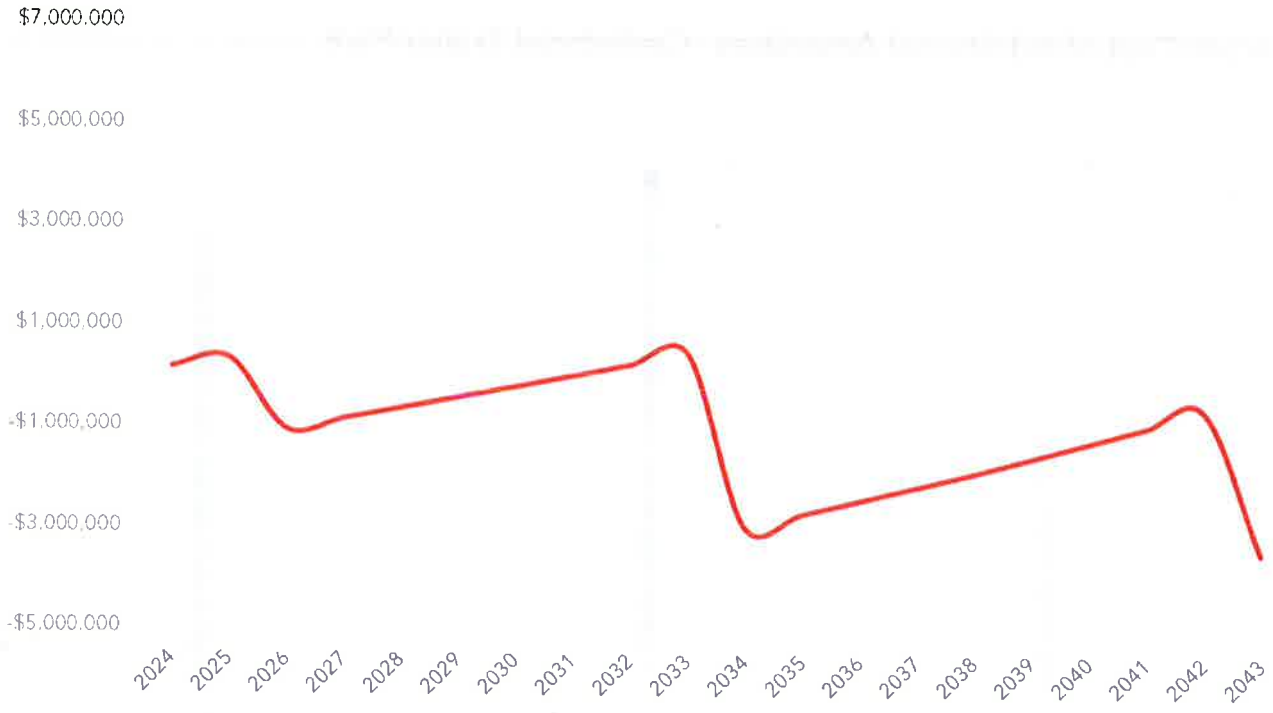
Net Infrastructure Costs

Based on the above assumptions, including increasing lot fees by 2% per year, we have estimated the net operating surplus in each year of operation. However, as shown in Figure 1.9, when capital costs associated with the Master Plan for Centennial Park are incorporated, the Park is anticipated to have a net deficit of approximately $3.4 million by 2043, as the revenue from lot fees will not be sufficient to support to the significant cost of capital infrastructure, including electrical upgrades, collection systems, among other upgrades.

Recognizing that Centennial Park has been generating an annual operating surplus (approximately $2.1 million between 2015 and 2023), the City could continue with the current practice of increasing lot fees at the rate of growth in the CPI and the timing of capital investments would be determined through the annual budget process.

Figure 1.9

Accumulated Net Operating & Capital Costs

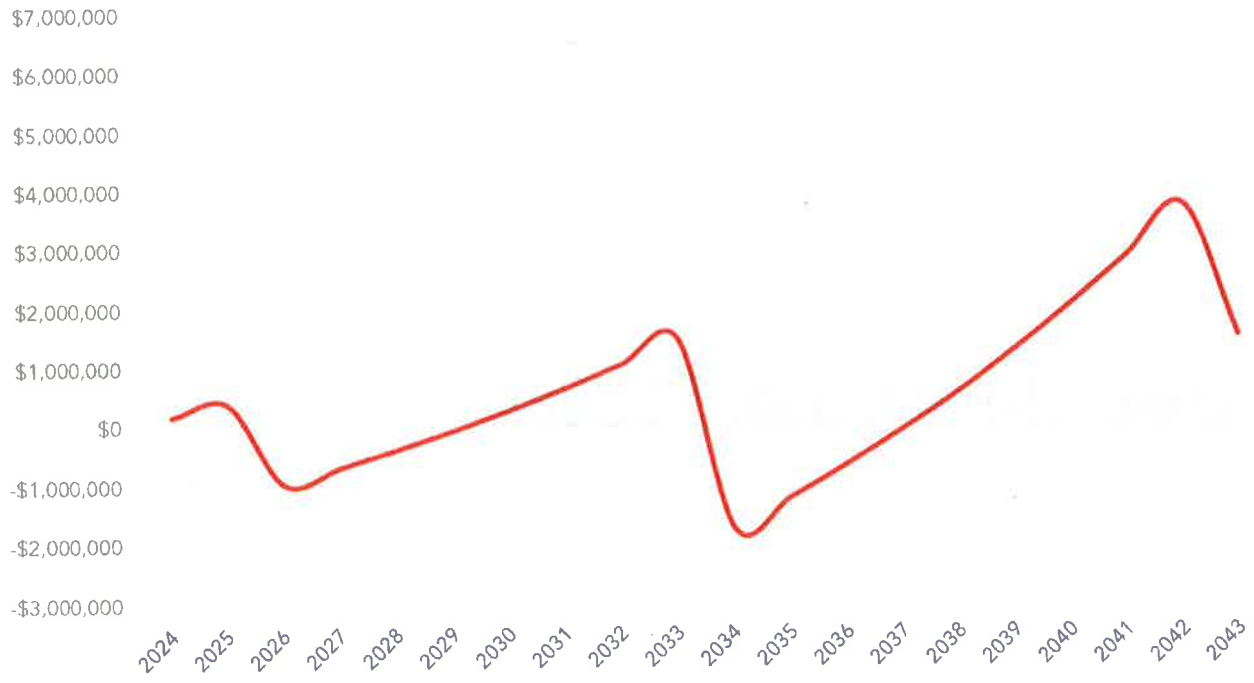


Source: Parcel.

As an alternative, if the City increased annual lot fees at a rate of 5% per year (greater than the rate of growth in the CPI), it would be sufficient to cover capital and operating costs at Centennial Park between 2024 and 2043, as shown in Figure 1.10. Increasing fees by 5% per year would result in a net surplus of $1.4 million by 2043.

Figure 1.10

Accumulated Net Operating & Capital Costs Based on 5% Growth in Lot Fees



Source: Parcel.

Appendix:

Detailed Cash Flows

Figure A.1

Detailed Cash Flows - Revenue

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Revenue										
Number of Lots										
Existing Lots	173	173	173	173	173	173	173	173	173	173
East Side	99	99	86	86	86	86	86	86	86	86
West Side (water and sewer)	51	51	51	51	51	51	51	51	51	51
West Side (water and pump-out)	23	23	23	23	23	23	23	23	23	23
Waterfront Lots	0	0	13	13	13	13	13	13	13	13
Additional Lots										
East Side	0	0	0	0	0	0	0	0	0	0
West Side	0	0	0	0	0	0	0	0	0	0
Rental Rate										
East Side	$2,567	$2,618	$2,670	$2,997	$3,057	$3,118	$3,180	$3,244	$3,309	$3,375
West Side (water and sewer)	$2,824	$2,880	$2,938	$2,997	$3,057	$3,118	$3,180	$3,244	$3,309	$3,375
West Side (water and pump-out)	$2,375	$2,423	$2,471	$2,520	$2,570	$2,621	$2,673	$2,726	$2,781	$2,837
Waterfront Lots	$3,067	$3,128	$3,191	$3,255	$3,320	$3,386	$3,454	$3,523	$3,593	$3,665
Lot Rental Revenue	**$452,782**	**$461,791**	**$477,774**	**$510,864**	**$521,079**	**$531,467**	**$542,041**	**$552,925**	**$564,005**	**$575,271**
Short Term Stay Lots	0	0	0	0	0	0	0	0	0	0
Occupied Nights	0	0	0	0	0	0	0	0	0	0
Short Term Stay Lease Rate (per night)	$60	$61	$62	$63	$64	$65	$66	$67	$68	$69
Revenue from Short Term Stay Lots	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
				$0.00						
Hydro Revenue (per site)										
30 amp	$318	$324	$330	$337	$344	$351	$358	$365	$372	$379
50 amp	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Revenue from Hydro Rates	$55,014	$56,052	$57,090	$58,301	$59,512	$60,723	$61,934	$63,145	$64,356	$65,567
Shower and Laundry	$1,430	$1,459	$1,488	$1,518	$1,548	$1,579	$1,611	$1,643	$1,676	$1,710
Boat Docking Fee	$19,211	$19,595	$19,987	$20,387	$20,795	$21,211	$21,635	$22,068	$22,509	$22,959
Boat Trailer Storage	$4,080	$4,162	$4,245	$4,330	$4,417	$4,505	$4,595	$4,687	$4,781	$4,877
Trailer Park Day Use Rates	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Miscellaneous Revenue	$5,989	$6,109	$6,231	$6,356	$6,483	$6,613	$6,745	$6,880	$7,018	$7,158
Total Revenue	**$538,506**	**$549,168**	**$566,815**	**$601,756**	**$613,834**	**$626,098**	**$638,561**	**$651,348**	**$664,345**	**$677,542**

Revenue	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Number of Lots										
Existing Lots	173	173	173	173	173	173	173	173	173	173
East Side	86	86	86	86	86	86	86	86	86	86
West Side (water and sewer)	51	51	51	51	51	51	51	51	51	51
West Side (water and pump-out)	23	23	23	23	23	23	23	23	23	23
Waterfront Lots	13	13	13	13	13	13	13	13	13	13
Additional Lots										
East Side	0	0	0	0	0	2	2	2	2	2
West Side	4	4	4	4	4	5	5	5	5	5
Rental Rate										
East Side	$3,443	$3,512	$3,582	$3,654	$3,727	$3,802	$3,878	$3,956	$4,035	$4,116
West Side (water and sewer)	$3,443	$3,512	$3,582	$3,654	$3,727	$3,802	$3,878	$3,956	$4,035	$4,116
West Side (water and pump-out)	$2,894	$2,952	$3,011	$3,071	$3,132	$3,802	$3,878	$3,956	$4,035	$4,116
Waterfront Lots	$3,738	$3,813	$3,889	$3,967	$4,046	$4,127	$4,210	$4,294	$4,380	$4,468
Lot Rental Revenue	**$598,423**	**$610,417**	**$622,588**	**$635,086**	**$647,761**	**$688,585**	**$702,356**	**$716,474**	**$730,785**	**$745,456**
Short Term Stay Lots	0	0	0	0	0	0	0	0	0	4
Occupied Nights	0	0	0	0	0	0	0	0	0	385
Short Term Stay Lease Rate (per night)	$70	$71	$72	$73	$74	$75	$77	$79	$81	$83
Revenue from Short Term Stay Lots	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$31,955**
Hydro Revenue (per site)										
30 amp	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
50 amp	$746	$761	$776	$792	$808	$824	$840	$857	$874	$892
Revenue from Hydro Rates	$132,046	$134,687	$137,381	$140,129	$142,931	$148,261	$151,226	$154,251	$157,336	$160,482
Shower and Laundry	$1,744	$1,779	$1,815	$1,851	$1,888	$1,926	$1,965	$2,004	$2,044	$2,085
Boat Docking Fee	$23,418	$23,886	$24,364	$24,851	$25,348	$25,855	$26,372	$26,899	$27,437	$27,986
Boat Trailer Storage	$4,975	$5,075	$5,177	$5,281	$5,387	$5,495	$5,605	$5,717	$5,831	$5,948
Trailer Park Day Use Rates	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Miscellaneous Revenue	$7,301	$7,447	$7,596	$7,748	$7,903	$8,061	$8,222	$8,386	$8,554	$8,725
Total Revenue	**$767,907**	**$783,291**	**$798,921**	**$814,946**	**$831,218**	**$878,183**	**$895,746**	**$913,731**	**$931,987**	**$982,637**

Figure A.2

Detailed Cash Flows – Operating Costs

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Operating Costs										
Wages	$150,600	$153,612	$156,684	$159,818	$163,014	$166,275	$169,600	$172,992	$176,452	$179,981
Overtime	$6,939	$7,078	$7,219	$7,364	$7,511	$7,661	$7,814	$7,971	$8,130	$8,293
Employment Insurance	$3,536	$3,607	$3,679	$3,753	$3,828	$3,905	$3,983	$4,062	$4,144	$4,226
Canada Pension Plan	$7,519	$7,670	$7,823	$7,980	$8,139	$8,302	$8,468	$8,637	$8,810	$8,986
Employer Health Tax	$2,963	$3,022	$3,083	$3,144	$3,207	$3,271	$3,337	$3,403	$3,471	$3,541
Omers Pension	$4,580	$4,671	$4,765	$4,860	$4,957	$5,056	$5,157	$5,261	$5,366	$5,473
Group Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Telecommunications	$3,700	$3,774	$3,849	$3,926	$4,005	$4,085	$4,167	$4,250	$4,335	$4,422
Miscellaneous Expenses	$3,060	$3,121	$3,184	$3,247	$3,312	$3,378	$3,446	$3,515	$3,585	$3,657
Janitorial Supplies	$3,060	$3,121	$3,184	$3,247	$3,312	$3,378	$3,446	$3,515	$3,585	$3,657
Maintenance Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hydro	$5,014	56,052	57,090	$8,301	59,512	60,723	61,934	63,145	64,356	65,567
Propane - Bulk	$510	$520	$531	$541	$552	$563	$574	$586	$598	$609
Water Utilities	$15,000	$15,300	$15,606	$15,918	$16,236	$20,000	$20,400	$20,808	$21,224	$21,649
Electrical	$10,000	$10,200	$10,404	$10,612	$10,824	$11,041	$11,262	$11,487	$11,717	$11,951
Stormwater (Drainage) & Roads	$8,000	$8,160	$8,323	$8,490	$8,659	$8,833	$9,009	$9,189	$9,373	$9,561
Contract Allocation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dock Maintenance & Repair	$5,100	$5,202	$5,306	$5,412	$5,520	$5,631	$5,743	$5,858	$5,975	$6,095
Garbage Collection	$5,100	$5,202	$5,306	$5,412	$5,520	$5,631	$5,743	$5,858	$5,975	$6,095
Security	$15,300	$15,606	$15,918	$16,236	$16,561	$16,892	$17,230	$17,575	$17,926	$18,285
Building Maintenance and Repair	$15,300	$15,606	$15,918	$16,236	$16,561	$16,892	$17,230	$17,575	$17,926	$18,285
Alarm Monitoring	$510	$520	$531	$541	$552	$563	$574	$586	$598	$609
Operating Equipment Maintenance	$4,590	$4,682	$4,775	$4,871	$4,968	$5,068	$5,169	$5,272	$5,378	$5,485
Grounds Maintenance	$8,160	$8,323	$8,490	$8,659	$8,833	$9,009	$9,189	$9,373	$9,561	$9,752
City Property Tax	$20,400	$20,808	$21,224	$21,649	$22,082	$22,523	$22,974	$23,433	$23,902	$24,380
Water Infrastructure - Short	$15,000	$15,300	$15,606	$15,918	$16,236	$0	$0	$0	$0	$0
Water Infrastructure - Mid	$0	$0	$0	$0	$0	$21,649	$22,082	$22,523	$22,974	$23,433
Water Infrastructure - Long	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Operating Expenses	**$363,941**	**$371,158**	**$378,498**	**$386,138**	**$393,904**	**$410,330**	**$418,533**	**$426,876**	**$435,362**	**$443,992**
Operating Surplus / (Shortfall)	**$174,565**	**$178,010**	**$188,317**	**$215,618**	**$219,930**	**$215,768**	**$220,028**	**$224,472**	**$228,983**	**$233,550**

Operating Costs	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Wages	$183,581	$187,252	$190,997	$194,817	$198,714	$202,688	$206,742	$210,876	$215,094	$219,396
Overtime	$8,458	$8,628	$8,800	$8,976	$9,156	$9,339	$9,526	$9,716	$9,910	$10,109
Employment Insurance	$4,311	$4,397	$4,485	$4,575	$4,666	$4,760	$4,855	$4,952	$5,051	$5,152
Canada Pension Plan	$9,166	$9,349	$9,536	$9,727	$9,922	$10,120	$10,322	$10,529	$10,739	$10,954
Employer Health Tax	$3,612	$3,684	$3,758	$3,833	$3,909	$3,988	$4,067	$4,149	$4,232	$4,316
Omers Pension	$5,583	$5,694	$5,808	$5,924	$6,043	$6,164	$6,287	$6,413	$6,541	$6,672
Group Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Telecommunications	$4,510	$4,600	$4,692	$4,786	$4,882	$4,980	$5,079	$5,181	$5,285	$5,390
Miscellaneous Expenses	$3,730	$3,805	$3,881	$3,958	$4,038	$4,118	$4,201	$4,285	$4,370	$4,458
Janitorial Supplies	$3,730	$3,805	$3,881	$3,958	$4,038	$4,118	$4,201	$4,285	$4,370	$4,458
Maintenance Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hydro	132,046	134,687	137,381	140,129	142,931	148,261	151,226	154,251	157,336	160,482
Propane - Bulk	$622	$634	$647	$660	$673	$686	$700	$714	$728	$743
Water Utilities	$22,082	$22,523	$22,974	$23,433	$23,902	$25,000	$25,500	$26,010	$26,530	$27,061
Electrical	$3,000	$3,060	$3,121	$3,184	$3,247	$3,312	$3,378	$3,446	$3,515	$3,585
Stormwater (Drainage) & Roads	$9,752	$9,947	$10,146	$10,349	$10,556	$10,767	$10,982	$11,202	$11,426	$11,654
Contract Allocation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dock Maintenance & Repair	$6,217	$6,341	$6,468	$6,597	$6,729	$6,864	$7,001	$7,141	$7,284	$7,430
Garbage Collection	$6,217	$6,341	$6,468	$6,597	$6,729	$6,864	$7,001	$7,141	$7,284	$7,430
Security	$18,651	$19,024	$19,404	$19,792	$20,188	$20,592	$21,004	$21,424	$21,852	$22,289
Building Maintenance and Repair	$18,651	$19,024	$19,404	$19,792	$20,188	$20,592	$21,004	$21,424	$21,852	$22,289
Alarm Monitoring	$622	$634	$647	$660	$673	$686	$700	$714	$728	$743
Operating Equipment Maintenance	$5,595	$5,707	$5,821	$5,938	$6,056	$6,178	$6,301	$6,427	$6,556	$6,687
Grounds Maintenance	$9,947	$10,146	$10,349	$10,556	$10,767	$10,982	$11,202	$11,426	$11,654	$11,888
City Property Tax	$24,867	$25,365	$25,872	$26,390	$26,917	$27,456	$28,005	$28,565	$29,136	$29,719
Water Infrastructure - Short	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Infrastructure - Mid	$23,902	$24,380	$24,867	$25,365	$25,872	$0	$0	$0	$0	$0
Water Infrastructure - Long	$0	$0	$0	$0	$0	$32,987	$33,647	$34,320	$35,006	$35,706
Total Operating Expenses	**$508,851**	**$519,027**	**$529,408**	**$539,996**	**$550,796**	**$571,502**	**$582,931**	**$594,590**	**$606,481**	**$618,611**
Operating Surplus / (Shortfall)	**$259,056**	**$264,264**	**$269,513**	**$274,949**	**$280,422**	**$306,681**	**$312,815**	**$319,141**	**$325,506**	**$364,026**

Figure A.3

Detailed Cash Flows – Capital Costs

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Capital Costs										
Water Infrastructure - New Lots	$0	$0	$47,000	$0	$0	$0	$0	$0	$0	$0
Water Infrastructure - New Lots	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Septic Evaluation	$0	$0	$16,000	$0	$0	$0	$0	$0	$0	$0
Septic System (East Side)	$0	$0	$310,000	$0	$0	$0	$0	$0	$0	$0
Septic System (West Side)	$0	$0	$310,000	$0	$0	$0	$0	$0	$0	$0
Extension of Existing Sewer	$0	$0	$90,000	$0	$0	$0	$0	$0	$0	$0
Tanks 1-7	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construct Gravel Road	$0	$0	$70,000	$0	$0	$0	$0	$0	$0	$0
Road Refresh & Parking Resurfacing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
New Parking Area Development	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electrical Infrastructure	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
New 50 Amp Service	$0	$0	$75,000	$0	$0	$0	$0	$0	$0	$0
Other Upgrades										
New Trail	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing - Boat Storage	$0	$0	$35,160	$0	$0	$0	$0	$0	$0	$0
Fencing - Front Entrances	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Arrival Art	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Play Surface (Hard Surface Pad)	$0	$0	$53,969	$0	$0	$0	$0	$0	$0	$0
Automated Gate Entry	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Centralized Dock	$0	$0	$414,888	$0	$0	$0	$0	$0	$0	$0
[illegible]										
Expansion	$0	$0	$26,838	$0	$0	$0	$0	$0	$0	$0
Armour Stone Edging	$0	$0	$24,480	$0	$0	$0	$0	$0	$0	$0
Floating dock	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Amenities										
Bird / Bat Box	$0	$0	$1,500	$0	$0	$0	$0	$0	$0	$0
Seating - Shelter / Gazebo	$0	$0	$23,744	$0	$0	$0	$0	$0	$0	$0
Annual Tree Replacement	$0	$0	$1,561	$1,592	$1,624	$1,656	$1,689	$1,723	$1,757	$1,793
New Trees	$0	$0	$45,200	$0	$0	$0	$0	$0	$0	$0
Dog Park	$0	$0	$15,000	$0	$0	$0	$0	$0	$0	$0
Trailhead Signs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Street Signs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wayfinding	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Signage/Archway	$0	$0	$4,624	$0	$0	$0	$0	$0	$0	$0
Disk Golf Holes	$0	$0	$20,000	$0	$0	$0	$0	$0	$0	$0
Playground Upgrade	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Recreation Centre - Refresh	$0	$0	$8,500	$0	$0	$0	$0	$0	$0	$0
Total Capital Costs	**$0**	**$0**	**$1,593,463**	**$1,592**	**$1,624**	**$1,656**	**$1,689**	**$1,723**	**$1,757**	**$1,793**
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Operating Surplus / (Shortfall) Less Capital Cost	**$174,565**	**$352,575**	**-$1,052,571**	**-$838,545**	**-$620,239**	**-$406,126**	**-$187,788**	**$34,962**	**$262,188**	**$493,945**

Capital Costs	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Water Infrastructure - New Lots	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Infrastructure - New Lots	$41,828	$0	$0	$0	$0	$0	$0	$0	$0	$0
Septic Evaluation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Septic System (East Side)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Septic System (West Side)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Extension of Existing Sewer	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tanks 1-7	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,155,000
Construct Gravel Road	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Road Refresh & Parking Resurfacing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
New Parking Area Development	$830,589	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electrical Infrastructure	$1,912,148	$0	$0	$0	$0	$0	$0	$0	$0	$0
New 50 Amp Service	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Upgrades										
New Trail	$26,962	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing - Boat Storage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing - Front Entrances	$53,785	$0	$0	$0	$0	$0	$0	$0	$0	$0
Arrival Art	$5,975	$0	$0	$0	$0	$0	$0	$0	$0	$0
Play Surface (Hard Surface Pad)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Automated Gate Entry	$119,509	$0	$0	$0	$0	$0	$0	$0	$0	$0
Centralized Dock	$495,830	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dock										
Expansion	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Armour Stone Edging	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Floating dock	$204,530	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Amenities										
Bird / Bat Box	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Seating - Shelter / Gazebo	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual Tree Replacement	$1,828	$1,865	$1,902	$1,940	$1,979	$2,019	$2,059	$2,100	$2,142	$2,185
New Trees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dog Park	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Trailhead Signs	$5,378	$0	$0	$0	$0	$0	$0	$0	$0	$0
Street Signs	$5,067	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wayfinding	$418	$0	$0	$0	$0	$0	$0	$0	$0	$0
Signage/Archway	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Disk Golf Holes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Playground Upgrade	$0	$0	$0	$0	$0	$0	$0	$0	$0	$27,957
Recreation Centre - Refresh	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Capital Costs	**$3,703,849**	**$1,865**	**$1,902**	**$1,940**	**$1,979**	**$2,019**	**$2,059**	**$2,100**	**$2,142**	**$3,185,142**

	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Operating Surplus / (Shortfall) Less Capital Cost	**-$2,950,848**	**-$2,688,449**	**-$2,420,838**	**-$2,147,829**	**-$1,869,387**	**-$1,564,724**	**-$1,253,968**	**-$936,928**	**-$613,564**	**-$3,434,680**

Parcel

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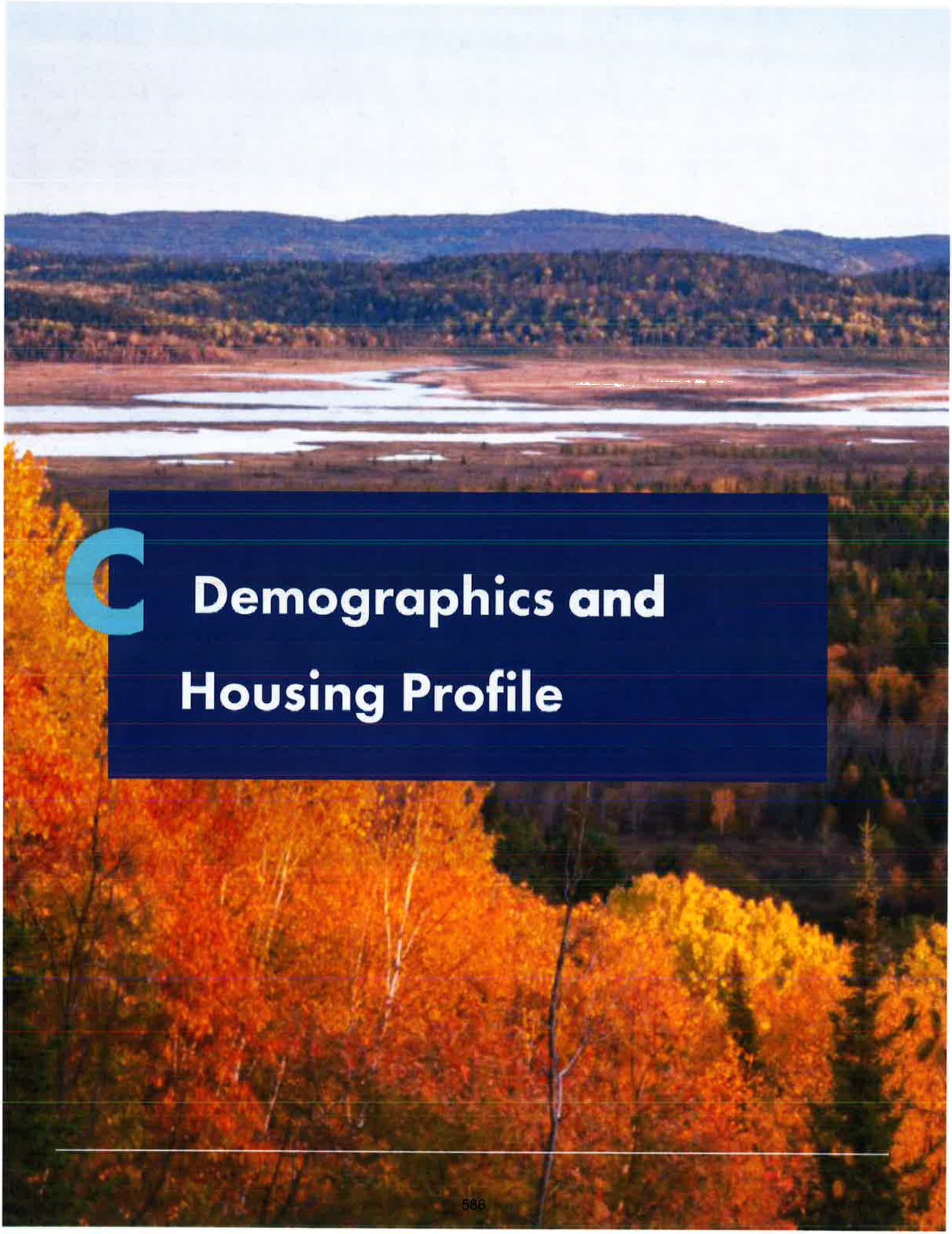

C Demographics and Housing Profile

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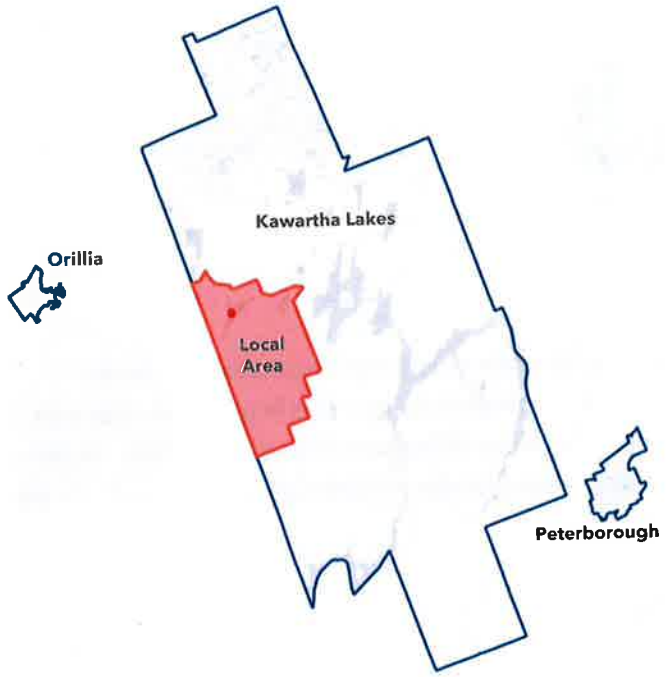
Demographic and Household Profile

To better understand the demographic and household profile of people living near Centennial Park, Parcel has examined the profile of a Local Area (shown in Figure 1 below) and the City of Kawartha Lakes. For comparison purposes, these profiles have been benchmarked to the nearby municipalities of Orillia and Peterborough, in addition to the province more generally. This analysis is based on information from the 2021 Census of Canada. It is important to note that the 2021 Census of Canada was conducted on May 11, 2021, which was prior to residents occupying Centennial Park for the season. Therefore, the information below excludes Centennial Park seasonal residents.

Figure 1

Demographic and Household Profile – Key Market Areas



Source: Parcel.

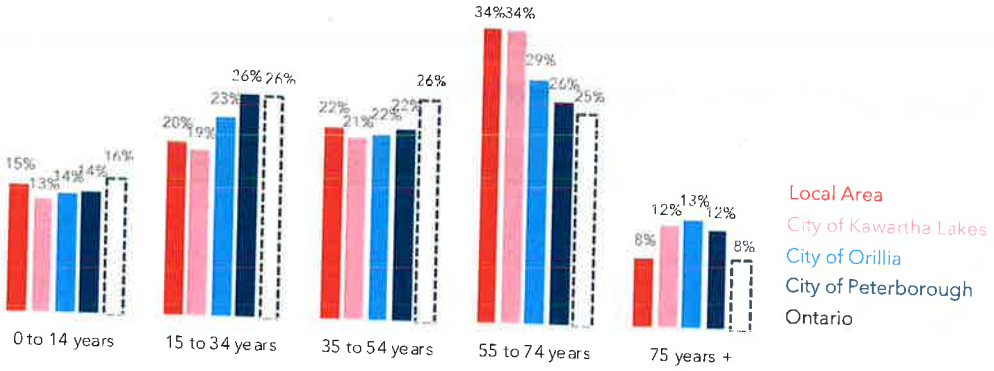
Age & Housing Profile

Figure 2 highlights the age composition of each geography. Relative to Orillia, Peterborough and the province more generally, the Local Area and Kawartha Lakes have a higher proportion of residents ages 55 to 74. This coincides with a smaller proportion of younger residents between the ages of 15 to 34, particularly relative to trends across the province.

Similarly, Kawartha Lakes–and to a lesser extent the Local Area–has a smaller share of residents between the ages of 35 and 54. As a popular retirement and cottage destination that is mostly rural, it is not surprising that the area is largely comprised of older adults.

Figure 2

Age Distribution of Residents

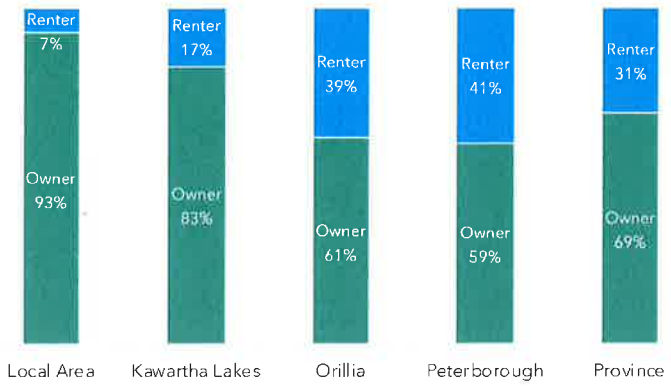


Source: Parcel based on data from Statistics Canada.

Relative to other geographies, the Local Area and Kawartha Lakes also has a more significant share of owner-households. In particular, a mere 7% of households in the Local Area rent their homes. This largely coincides with the age profile and rural composition of the area. Notwithstanding obvious differences from the province, the lack of renter households in the Local Area and Kawartha Lakes is heightened relative to both Orillia and Peterborough.

Figure 3

Tenure of Private Households

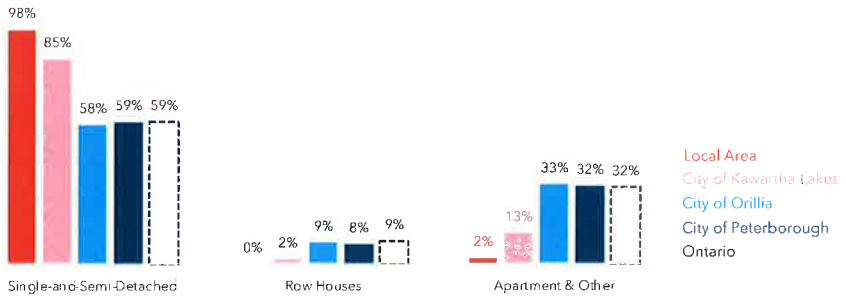


Source: Parcel based on data from Statistics Canada.

A lack of renter households in the Local Area and Kawartha Lakes can also be explained by the existing composition of households in these areas. Figure 4 shows that upwards of 85% of housing in these areas is comprised of single-and-semi-detached housing while less than 13% is occupied by apartments and other formats. By comparison, housing in Orillia and Peterborough incorporates a more diverse housing complement, including row housing and apartment formats.

Figure 4

Private Dwellings by Structure Type



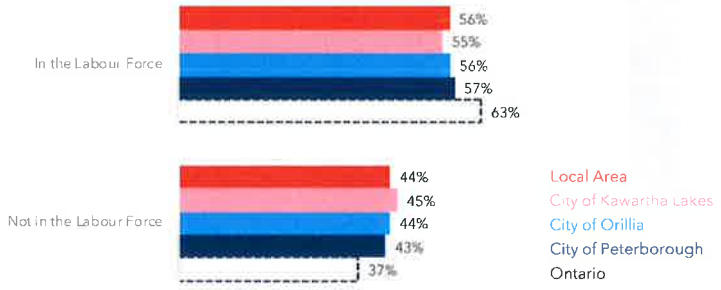
Source: Parcel based on data from Statistics Canada.

The older age profile of the Local Area and Kawartha Lakes residents coincides with labour force trends shown in Figure 5. Relative to the province, a smaller share of persons are currently in the labour force. This is likely

influenced by the large share of older residents (those over 55) in each of these geographies, or individuals who are of retirement age.

Figure 5

Labour Force Participation



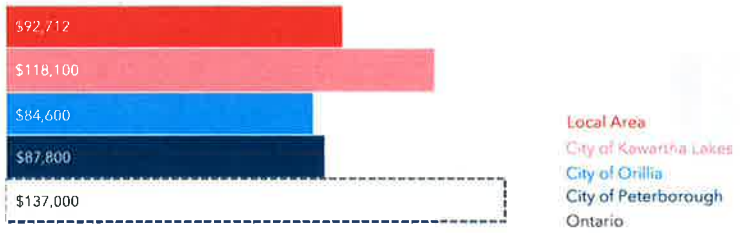
Source: Parcel based on data from Statistics Canada.

Income

Both the Local Area and the City of Kawartha Lakes have household and per capita incomes below that of the province. The household income of Kawartha Lakes is 16% below the province. More significantly, the household income of the Local Area is some 48% below the provincial average.

Figure 6

Average Household Incomes (2020)



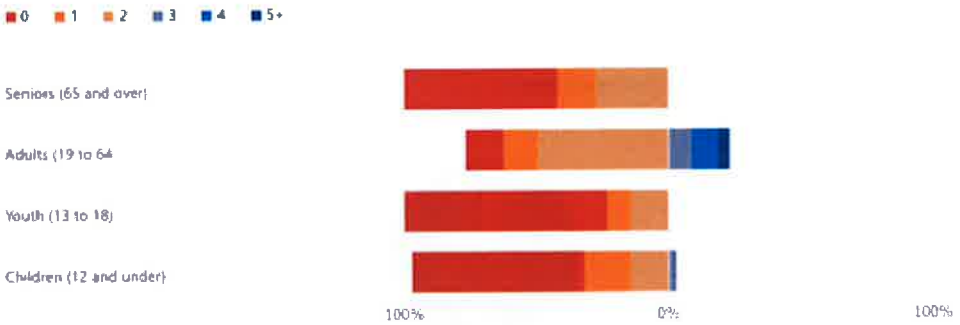
Source: Parcel based on data from Statistics Canada.

D Summary of Community Consultation

Note: to view the detailed summary of responses with percentages please visit: http://tinyurl.com/mwfy4t3s

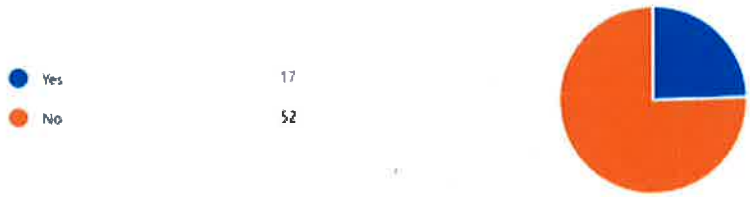
1. Please indicate how many of the following age groups make up your household (including yourself):

More Details



2. Have you visited or stayed at any Trailer Parks in and around Kawartha Lakes other than Centennial Trailer Park?

More Details Insights



3. If you visited other trailer parks tell us which one(s) and what you enjoyed about them:

More Details Insights

16
Responses

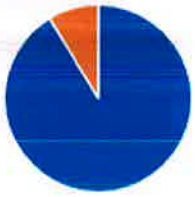
Latest Responses

8 respondents (50%) answered **Park** for this question.

4. Have you ever visited or stayed at Centennial Trailer Park in Kirkfield?

More Details

Yes	63
No	6



5. Are you aware that there is a municipal trailer park in Kirkfield, Centennial Trailer Park?

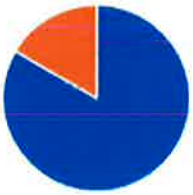
More Details

Yes	0
No	6

6. Would you be interested in more information on the Centennial Trailer Park?

More Details

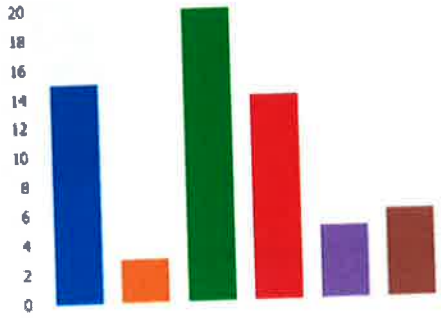
Yes	5
No	1



7. How did you find out about Centennial Trailer Park?

More Details Insights

We have been visiting the park f...	15
Word of mouth	3
Friends	20
Family (generational)	14
Online (e.g. Camping Ontario, K...	5
Other	6



8. Indicate how you primarily use the park:

More Details Insights

Seasonal Trailer User	63
Guest of Trailer Park Occupant	0

9. How long have you been an occupant at the park?

More Details Insights

Our first year	2
1 to 4 years	22
5 to 9 years	12
Over 10 years	27

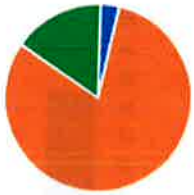
10. How long have you been coming to the park as a guest?

Our first year	0
1 to 4 years	0
5 to 9 years	0
Over 10 years	0

11. How many people occupy your Trailer?

More Details Insights

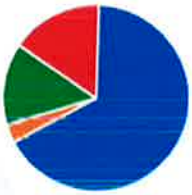
1	2
2 to 4	51
5+	10



12. When you visit the park, how long do you usually stay?

More Details Insights

Weekends mostly	42
Weekdays mostly	2
I stay at the Trailer for the entire...	9
Other	10



13. Which side of the park do you reside on?

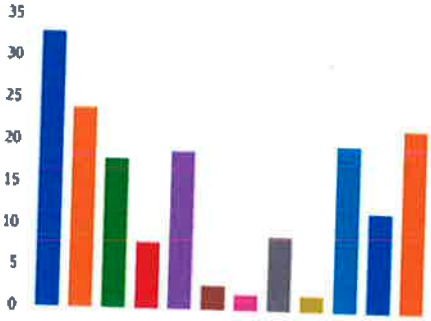
More Details Insights

East	36
West	27

14. Indicate what you like **best** about the park today:

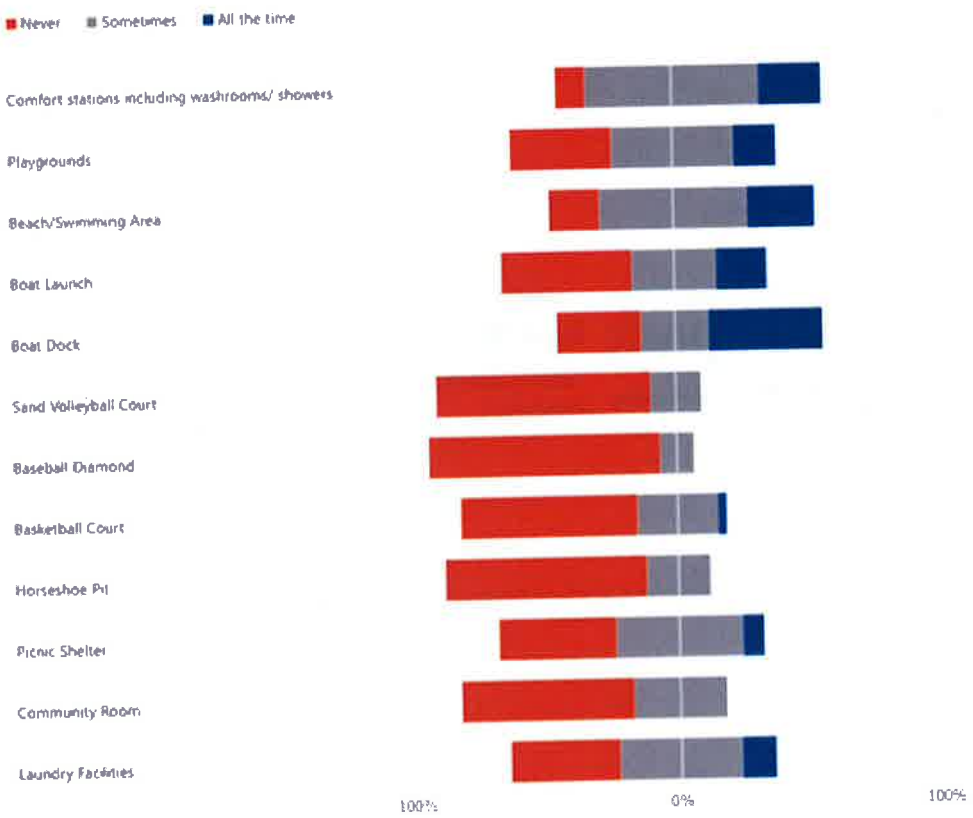
More Details

Comfort stations including wash	33
Playgrounds	24
Beach/Swimming Area	18
Boat Launch	8
Boat Docking	19
Sand Volleyball Court	3
Baseball Diamond	2
Basketball Court	9
Horseshoe Pit	2
Picnic Shelter	20
Community Room	12
Other	22



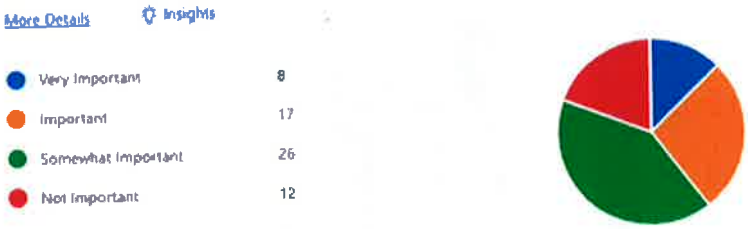
15. How often do you use these park features?

More Details



16. Sustainability and low impact development features such as bioswales, mow-free zones, and naturalized areas offer strategies for managing stormwater and reducing our impact on the environment. How important are these sustainable design features to you in the future planning of the trailer park?

More Details Insights



17. Is there an element(s), feature(s) or improvement(s) that, in your opinion, **should** be incorporated into the future planning concept?

More Details Insights

48
Responses

Latest Responses

12 respondents (25%) answered **park** for this question.

18. Is there an element(s), feature(s) or improvement(s) that, in your opinion, should **not** be incorporated into the future planning concept?

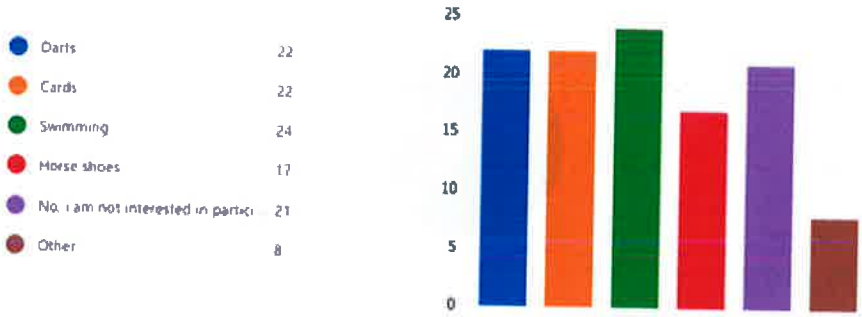
More Details Insights

29
Responses

Latest Responses

19. Which of these programs would you participate in if they were offered by The Trailer Park?

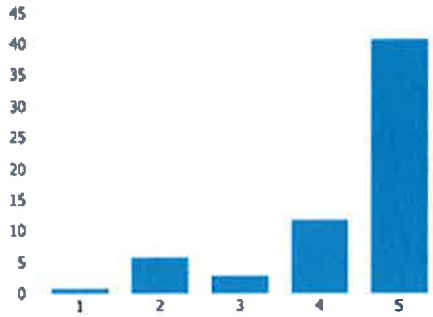
More Details



20. To what degree do you feel safe while in the park?

More Details Insights

4.37
Average Rating



21. Centennial Park employs a security service for weekend evening and night, coverage. Please provide any feedback regarding the security service.

More Details Insights

63
Responses

Latest Responses
"good to have but cant really help in an altercation."

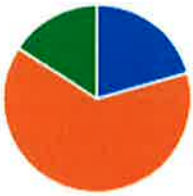
...

16 respondents (25%) answered **security** for this question

22. Please describe the overall cleanliness of the on-site washrooms:

More Details Insights

Excellent	13
Acceptable	40
Unacceptable	10



23. Please explain why:

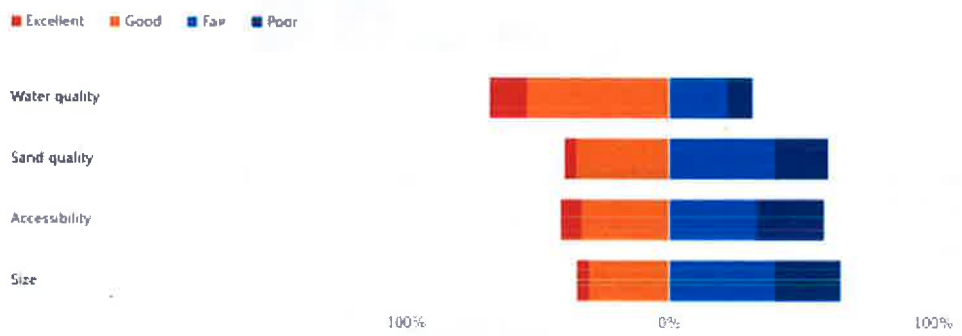
More Details Insights

9
Responses

Latest Responses

24. How would you rate the condition of the beach?

More Details



25. Do you have any feedback regarding the beach? If so, please explain.

More Details Insights

45
Responses

Latest Responses

12 respondents (27%) answered **area** for this question

26. Do you rent a dock slip? How are the dock conditions?

More Details Insights

- Yes, I rent the dock slip and doc... 14
- Yes, I rent the dock slip and doc... 14
- No, I do not rent the dock slip 35

27. Please provide your feedback on dock conditions:

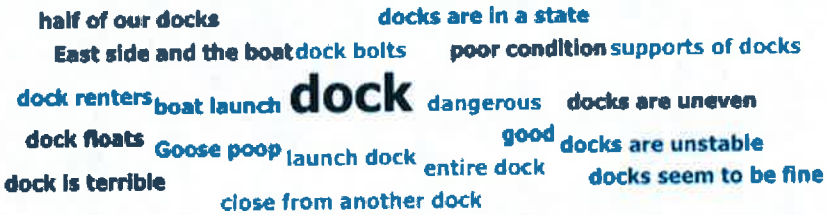
More Details Insights

39
Responses

Latest Responses

...

18 respondents (46%) answered **dock** for this question.



28. What is your experience with Kawartha Lakes park staff?

More Details Insights

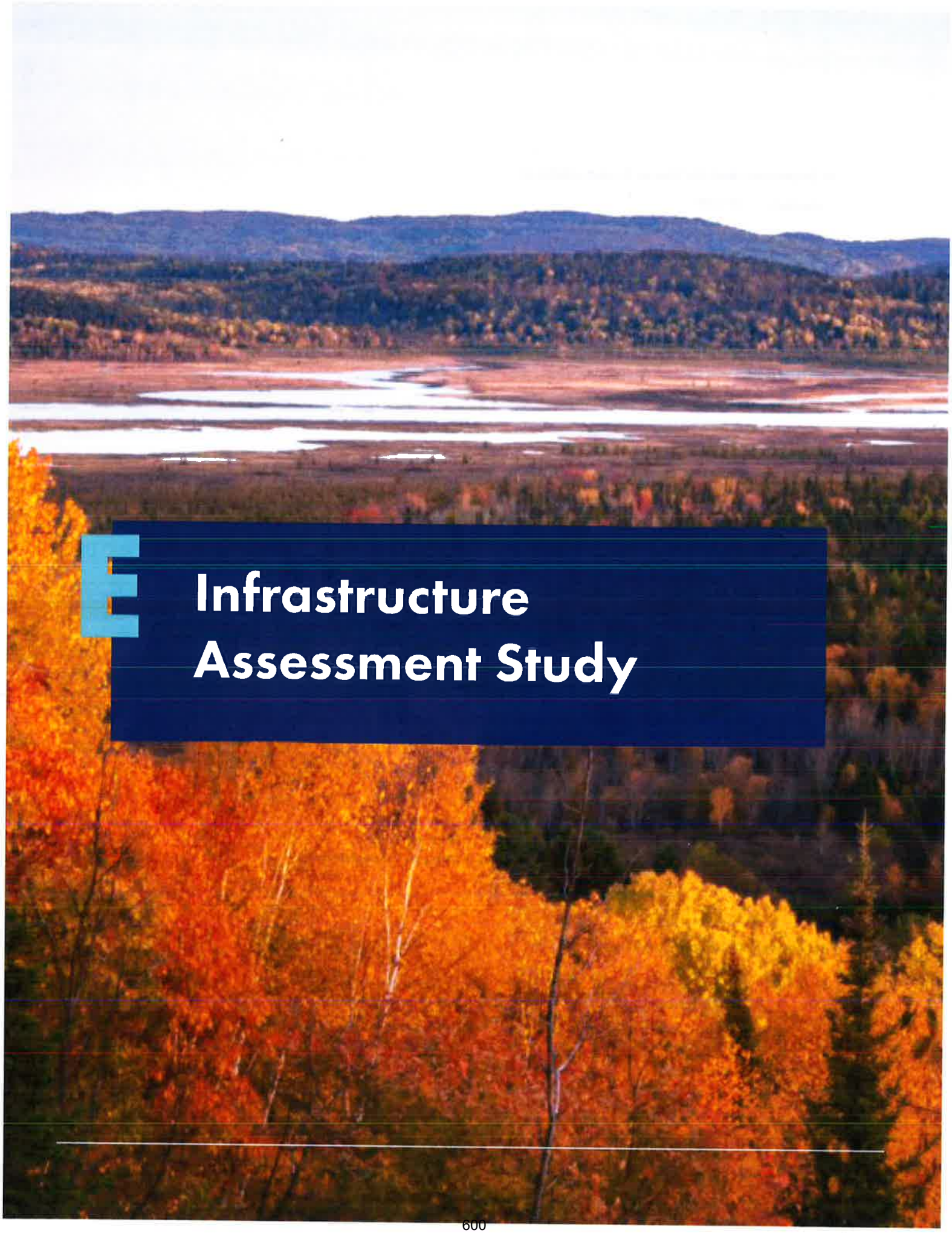
63
Responses

Latest Responses

"very easy to talk too, will help you if they can."

...

21 respondents (33%) answered **good** for this question.



E Infrastructure Assessment Study

Centennial Trailer Park Master Plan – Infrastructure Assessment Study

GMBP File No. 723054
April 2024

GUELPH | OWEN SOUND | LISTOWEL | KITCHENER | LONDON | HAMILTON | GTA
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VERSION LOG

Version	Date	Author(s)	Reviewed By	Description
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2	March 13, 2024	Benjamin Peachman, P.Eng.	Matthew Fisher, P.Eng.	Issued for Review
3	April 3, 2024	Benjamin Peachman, P.Eng.	Matthew Fisher, P.Eng.	Issued for Review

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APPENDIX A TOPOGRAPHIC SURVEY

APPENDIX B COST ESTIMATES

1 INTRODUCTION AND BACKGROUND

GM BluePlan Engineering (GMBP) was retained by SGL Planning & Design Inc. (SGL) to complete an Infrastructure Assessment Study (IAS) in support of the Centennial Trailer Park Master Plan (Centennial TPMP). Centennial Trailer Park is a municipally-owned seasonal trailer park located at 943 and 944 Centennial Park Road on Canal Lake in the City of Kawartha Lakes. The property was acquired from the federal government in 1961 and currently has 173 sites that can accommodate trailers up to 40 feet in length. The park is operational from May to October with access to the park limited during the off-season. The park is approximately 12.8 hectares in area and provides a variety of amenities to the residents such as washrooms and showers, communal laundry facilities, municipal potable water, septic treatment, and electrical servicing.

1.1 Purpose and Objectives

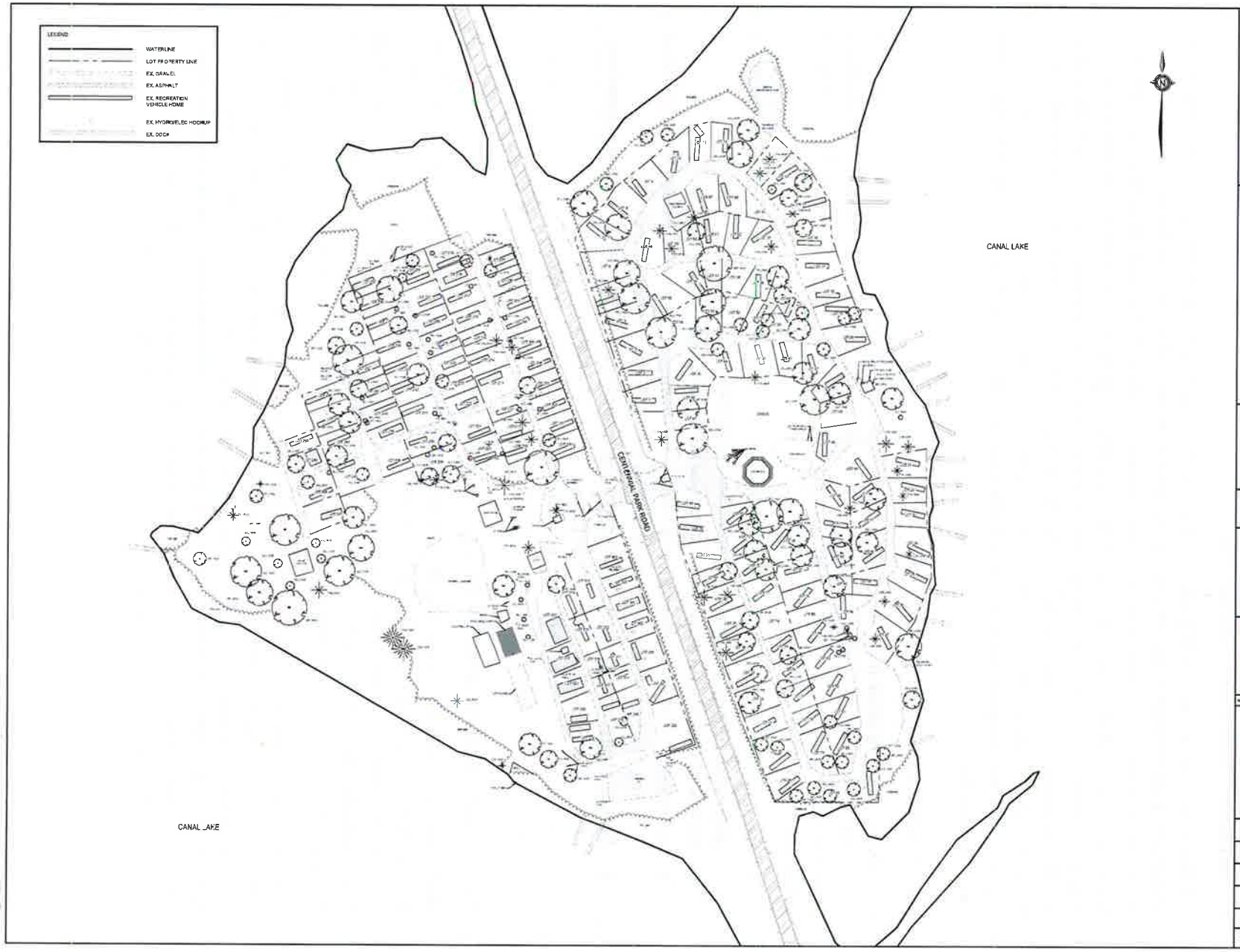
The City of Kawartha Lakes (City) initiated the Centennial TPMP to address the continued operation of Centennial Trailer Park over the next 20 years including the identification of areas of necessary rehabilitation, replacement, or expansion. The IAS will provide an overview of the following tasks completed in support of the Centennial TPMP:

- Completion of a topographic survey of the existing property in order to assist in developing alternative concept plans for the Centennial Trailer Park;
- Review of background documents on existing infrastructure & policies;
- Assessment of existing infrastructure (water, wastewater, stormwater management, electrical servicing, roads, and telecommunications) based on available information;
- Review of alternative concept plans for the Centennial Trailer Park from a servicing perspective;
- Identification of a preferred concept plan for the Centennial Trailer Park; and,
- Completion of preliminary cost estimates and phasing recommendations for infrastructure necessary to implement the preferred concept plan.

1.2 Location and Site Layout of Centennial Trailer Park

The Centennial Trailer Park is an irregular-shaped parcel which is bisected by Centennial Park Road. The 'east section' and 'west section' of the park are approximately 6.3 and 6.5 hectares in area, respectively. The park is located on an island in Canal Lake with access by car available from Centennial Park Road. Refer to **Figure 1** for the base plan of the Centennial Trailer Park which details the existing site layout at the date of the survey's completion. The topographic survey of the park is provided in **Appendix A**.

As shown, the east half of the park includes Lots 1 to 99, along with a communal washroom and laundry facility near the central portion of the park. A maintenance yard, water treatment building, and separate maintenance building are also located on the east side of the site. The west half of the site includes Lots 200 – 250 and Lots 301 – 323. This half of the park includes additional green space, the park office, a baseball diamond, a picnic shelter, a community hall, a basketball court, a beach, a volleyball pit, and a playground. A communal washroom is also centrally located near the park office.



NOTES

BENCH MARKS

BluePlan ENGINEERING

CENTENNIAL TRAILER PARK

CITY OF KAWARTHA LAKES

BASE PLAN

DRAWN BY	APPROVED BY	PROJECT NO.	Figure 1
A.K.	-	723054	
DESIGNED BY	DATE	SCALE	
-	NOVEMBER 2023	1:1000	

2 DESIGN BASIS

The following sub-sections provide an overview of the design basis for evaluation of the various infrastructure assets within the Centennial Trailer Park. These sub-sections will review the following:

- Design Criteria
- Existing Infrastructure
- Population Projections, Water Demand, and Wastewater Flow Projections

2.1 Design Criteria

A review of servicing design criteria for the City of Kawartha Lakes (CKL) was conducted. Servicing design criteria are intended as a guide to provide a clear engineering basis for new development design as well as to establish a consistent guideline of minimum engineering standards. The following documents were reviewed as part of this exercise:

1) City of Kawartha Lakes (CKL) Infrastructure Guidelines – 2023 (Water)
2) CKL Infrastructure Guidelines – 2023 (Sanitary)
3) CKL Infrastructure Guidelines – 2023 (Storm and Stormwater)
4) CKL Infrastructure Guidelines – 2023 (Roads)

These documents were reviewed to confirm the design criteria applicable to the re-development of any areas proposed within the Centennial Trailer Park as a function of this master plan.

It is worth noting that these design criteria are typically used to support the construction of new residential, commercial, industrial, or institutional developments. Therefore, as the Centennial Trailer Park provides municipal servicing and access for mobile homes; not all of the criteria will be applicable.

2.1.1 Water

Design criteria for estimating water supply demands are summarized in **Table 1.**

Table 1: Design Criteria for Estimating Future Water Demand

Parameter	Criteria	Source
Domestic water demand (residential)	450 L/capita/day	CKL Infrastructure Guidelines – 2023 (Water)
Population Density	2.3 people per unit (ppu)	
Maximum Day Factor	2.75	Table 3-1 (500 - 1000 people) from 'Design Guidelines for Drinking Water Systems' (MECP)
Peak Hour Factor	4.13	
Acceptable Operating Pressure Range	40 – 100 psi	CKL Infrastructure Guidelines – 2023 (Water)
Preferred Operating Pressure Range	50 – 70 psi	

Generally, watermains are to be sized to carry the greater capacity of the maximum day plus fire flow or the peak hour demand. As it is assumed that the Centennial Trailer Park is applicable to rural fire fighting requirements; which generally would involve pump trucks using lake water to fight fires, the watermain sizing is based on providing sufficient peak hourly domestic water demand to the residents.

2.1.2 Wastewater

Design criteria for estimating wastewater flows are summarized in **Table 2.**

Table 2: Design Criteria for Estimating Future Wastewater Flows

Parameter	Criteria	Source
Sewage generation rate (residential)	450 L/capita/day	CKL Infrastructure Guidelines – 2023 (Sanitary)
Infiltration Flow	0.26 L/sec/ha	
Minimum Acceptable Pipe Slope	0.5%	
Acceptable Velocity Range	0.6 – 3.0 m/s	

Per the City's Design Criteria, the peak design flow that the wastewater collection system must be able to convey is as follows:

$$Q = \frac{P \times q \times M}{86.4} + IA$$

P = population (thousands)
Q = Average daily per capita domestic flow (L/cap/day)
M = Harmon peaking factor
I = Unit of peak extraneous flow (infiltration)
A = Gross tributary area (ha)

The Harmon peaking factor calculations is as follows:

$$M = \left[1 + \frac{14}{4 + P^{1/2}}\right]$$

P = population (thousands)
M = ratio of peak flow to average flow
M_{Max} = Maximum of 3.8
M_{Min} = 2.0

2.1.3 Stormwater

As outlined in the City's Infrastructure Guidelines for Storm and Stormwater (2023), the following stormwater management (SWM) and drainage criteria are applicable to the Centennial Trailer Park.

1) Quantity Control (Flood protection): Post-to-pre quantity control shall be provided unless otherwise directed by the City or Conservation Authority.
2) Quality Control: All new SWM facilities should provide at a minimum the Enhanced level of protection (long-term average removal of 80% of suspended solids) as specified in the SWM Planning and Design Manual (MECP, 2003). In addition, it should be demonstrated that through an evaluation of anticipated changes in phosphorus loadings between pre-development and post-development conditions how the phosphorus loadings shall be minimized.
3) Erosion Control: Developments ≥ 5 hectares in drainage area shall require erosion control measures to be implemented whereby the 25 mm 4 hr Chicago storm shall be stored and released over a minimum 24 hour period.

4) Water Balance: Developments ≥ 5 hectares in drainage area shall provide post-to-pre infiltration on-site where soils permit.
5) Minor Conveyance System: Storm sewers will be sized to convey the 5-year event.
6) Major Conveyance System: The major system shall be designed to safely convey in excess of the minor system including the larger of the 100-year storm and Regional Timmins Storm via streets, open channels, storm sewers, walkways, and approved drainage easements to a safe outlet without flooding private property.
7) Culverts: Culverts must be designed to prevent overtopping during the 100-year design storm.

2.1.4 Roads

The City provides design standards for municipal roads, entrances, streetscaping, utilities and streetlighting within the Infrastructure Guidelines for Roads (2023). However, as the Centennial Trailer Park provides access to its internal lots via gravel roadways, the municipal road design standards are largely not applicable. However, the existing gravel access road and lot driveway designs were provided within an as-built (Greer Galloway & Associates, 1979) for the east half of the park and are listed as follows:

- Gravel roadways
  - 6" of Granular 'B'
  - 2" of Limestone screening
- Campsite driveway
  - 4" of Granular 'B'
  - 2" of Limestone screening

2.2 Existing Infrastructure

Background documents pertaining to the existing infrastructure within the Centennial Trailer Park were provided to the project team by the City and its contractors. The existing infrastructure assessment was completed based on information available at the time of this project's completion. A summary of the existing infrastructure assets, along with an assessment on their condition and remaining service life was completed and is outlined in the following sections.

2.2.1 Water Infrastructure

The Centennial Trailer Park's treated water system is supplied by a groundwater well located on the east side of the east portion of the park. The groundwater well is located adjacent to the water pump house, which is approximately 20 metres from the shoreline of Canal Lake. The water pump house contains the water treatment & pump equipment necessary to disinfect and distribute treated water throughout the park. The water pump house is supplied electricity by an underground electrical service with an emergency back-up generator supported by a propane tank.

The groundwater well is permitted under Permit to Take Water (PTTW) No. 5104-ABYRET, dated May 30, 2016. A summary of the authorized water takings under this PTTW is provided in **Table 3**. The PTTW allows a water taking of 200,000 litres per day (or 2.3 L/s) from May 1st to November 1st (which coincides

with the operating days of the park) with a peak allowable water taking of 280 litres per minute (4.7 L/s).

Table 3: Summary of PTTW No. 5104-ABYRET

Well Name	Type	Max. Taken per Minute	Max. Num. of Hrs. Taken per Day	Max. Taken per Day:	Max. Num. of Days Taken per Year
Well 1	Drilled well	280 litres (4.7 L/s)	24 hours	200,000 litres (2.3 L/s)	150
			Total Taking	200,000 litres	

Based on the as-builts provided for the Centennial Trailer Park, it is estimated that the water system on the east half of the park was constructed around 1979 while the water system on the west half of the park was an extension of the east system and was constructed around 1987.

2.2.1.1 Treatment

Water treatment operations within the park are completed within the water pump house and involve mechanical filtration (via four WaterBetter filters), chlorination (via two chlorinators), and ultraviolet (UV) disinfection (via three UV disinfection filters with a total capacity of 60 GPM (3.8 L/s)) of the raw groundwater pulled from the well to achieve potable levels of drinking water.

The level of chlorination is completed to ensure that adequate disinfection levels are achieved throughout the park's treated water system based on the well's classification of Ground Water Under Direct Influence (GWUDI) for the source water. GWUDI is a classification meaning that the groundwater source (i.e., from the park's well) is located close enough to surface water (i.e., Canal Lake) to receive direct surface water recharge. Therefore, the groundwater source is considered at risk to certain contaminants not normally found in groundwater, but typically found in surface water. Water quality testing is completed by the City's contractor at locations throughout the park, as identified on **Figure 2**, to confirm that adequate disinfection is achieved for the GWUDI source water.

LEGEND
WATERLINE
LOT PROPERTY LINE
EX. GRAVEL
EX. ASPHALT
EX. RECREATION VEHICLE HOME
EX. HYDRO/ELEC HOOKUP
EX. DOCK
EX. WATER DISTRIBUTION SYSTEM
EX. WATER SHUT OFF VALVE
EX. WATER LINE DRAIN
WATER QUALITY SAMPLE LOCATION
NOTES
1. ROADWAYS CONSTRUCTED WITH
-150mm GRANULAR 'B'
-50mm LIMESTONE SCREENINGS
2. CAMPSITE PARKING SITE CONSTRUCTED WITH
-150mm GRANULAR 'B'
-50mm LIMESTONE SCREENINGS
3. MINIMUM SEPARATION BETWEEN HYDRO AND WATER SERVICES IS 300mm
15 0 10 20 40
1:1000 (m)
CANAL LAKE
CENTENNIAL PARK ROAD
CANAL LAKE
CITY OF KAWARTHA LAKES
KEY PLAN
NOT TO SCALE
SITE
NOTES:
BENCH MARKS:
BluePlan
ENGINEERING
CENTENNIAL TRAILER PARK
CITY OF KAWARTHA LAKES
EX. WATER INFRASTRUCTURE
A.K.
APPROVED BY:
PROJECT NO.
T22054
NOVEMBER 2023
SCALE:
1:1000
Figure 2

2.2.1.2 Distribution

Treated drinking water is distributed throughout the park via existing 50mm diameter (ø) and 100mm ø watermains, as shown on **Figure 2**. The 100mm ø watermain extends as a spine distribution main from the water pump house on the east side of the park, across Centennial Park Road, to the west side of the park. Several smaller 50mm ø watermains connect to the larger 100mm ø watermain and convey treated water to the individual lots via local looping. Each individual campsite has a dedicated water hook-up for a trailer. In addition, the laundry room and communal washrooms on the east and west sides of the site are connected to the potable water system. There are several additional potable water connections on the west side of the park, specifically to the shed, to a communal water faucet north of the baseball diamond, and to the picnic shelter. As as-builts were available for the east side of the park but not for the west side of the park, a conceptual layout of the water system has been provided for the west side of the park based on the information available to the project team at the date of the project's completion. The exact location of the distribution network will need to be confirmed prior to any re-design.

2.2.1.3 Water Demand

As outlined in **Table 5**, the average daily water demand during the park's operational months (May to October) is approximately 2.1 L/s based on the estimated resident population of 398 persons and the City's design criteria. Based on the peaking factors identified in the City's design criteria, the maximum daily demand is 5.7 L/s and the peak hourly demand is 8.6 L/s.

As noted in Section 2.2.1, the PTTW allows for an average water taking of 2.3 L/s throughout the operational months of the trailer park with allowable temporary peak loading of up to 4.7 L/s.

As population within the park varies significantly throughout the season and the design criteria estimates for water demand are based upon water usage within a residential dwelling, it is anticipated that the water demand estimates calculated using the City's design criteria are overly conservative. Therefore, a review of the recorded water takings was completed in Section 2.3.2 to confirm the actual water demand typically encountered within the park.

2.2.2 Wastewater Infrastructure

The Centennial Trailer Park's wastewater treatment and collection system is split into two systems with a separate system located on the east and west sides of the park. Refer to **Figure 3** for the conceptual location of the wastewater infrastructure within the Centennial Trailer Park.

The east side of the park includes a septic system with a tank and bed of an approximate area of 1,032 square metres (24 metres in width, 43 metres in length). The septic system is located beneath the open space area within the center of the east half of the park which currently also includes a horseshoe pit and playground at-grade. Directly connected to the septic system via sewer is the communal washroom, shower, and laundry facility which is located adjacent to the playground. Upstream of the septic tank is a trailer dumping station where sewage pump trucks can discharge collected sewage into the septic system.

NOTES

BENCH MARKS

UNDERGROUND AND OVERHEAD UTILITIES AND SERVICES WERE PLOTTED BY NORTHWATER CONTRACTORS AND DO NOT SHOW THE ACCURACY OF THE PERTINENT SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED.

BEFORE STARTING WORK THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR ALL DAMAGE TO THEM.

NO.	DATE	REVISION DESCRIPTION	CHKD.

BluePlan ENGINEERING

CENTENNIAL TRAILER PARK

CITY OF KAWARTHA LAKES

EX. WASTEWATER INFRASTRUCTURE

DRAWN BY: A.K.	APPROVED BY: -	PROJECT NO. 720054	Figure 3
DESIGNED BY: -	DATE: NOVEMBER 2023	SCALE: 1:1000	

The west side of the park also includes a septic system with a tank and bed of an approximate area of 1,080 square metres (2 beds, each with a length of 30 metres and a width of 18 metres).

The septic system is located beneath an open space area within the center of the west half of the park which currently includes a baseball diamond and some landscaped areas. Directly connected to the septic system via sewer is the communal washroom which is located adjacent to the baseball diamond. Upstream of the septic tank is a trailer dumping station where sewage pump trucks can discharge collected sewage into the septic system. There is also a historical snack bar located southwest of the current office which has been recently used as a 'community hall'. The community hall has a septic tank and tile bed that infiltrates greywater from the appliances located within the building.

Based on a provided sewage system inspection report, the wastewater system on the east half of the park was installed in October 1978. Similar to the existing water systems at the Centennial Trailer Park, it is estimated based on the available as-builts that the wastewater system on the west half of the park was constructed around 1987 while the snack bar's wastewater system was installed in 1982.

2.2.2.1 Treatment

Records of the septic bed design and construction were limited in availability; however, the provided sewage system inspection report did identify that the septic tank for the east system is a 10,000 gallon system (2 x 5,000 gallon concrete tanks) with a septic bed of 945 linear metres comprised of PVC distribution pipes laid out in 31 runs of 30.5 metres. As noted, the approximate area of the septic bed on the east half of the park is 1,032 m^2. The inspection report for the septic system on the east side also identified that the septic bed is fed by a pump however no further details were available.

The snack bar's septic tank is a 950 gallon (3,600 L) concrete tank which discharges to a leaching bed of 94 linear metres comprised of 4" PVC distribution pipes laid out in 7 runs of 13.4 metres. The snack bar's wastewater system flows by gravity and does not require a pump chamber.

The septic system on the west half of the park had additional records available, albeit still limited. The septic tank for the west system is a 10,000 gallon (38 m^3) concrete tank which discharges to a 1,000 gallon (3.8 m^3) pump chamber equipped with a 4/10 HP Meyer Pump. The pump has the following set points:

- ON: when water level reaches 1.12 m from tank bottom
- OFF: when water level reaches 0.15 m from tank bottom
- High Water Level (HWL) ALARM: when water level reaches 1.27 m from tank bottom

The pump chamber discharges effluent via a 50mm ø forcemain to a 14 outlet distribution box which feeds seven (7) leach lines in each bed (14 total). As noted, the approximate area of the septic bed is 1,080 m^2.

2.2.2.2 Collection

As noted in Section 2.2.2, the wastewater generated within the Centennial Trailer Park is treated by two septic systems located within the east and west parts of the park. However, how the wastewater is collected and conveyed to the septic systems is specific to the individual lot. Prior to discussing wastewater collection, the following two terms must be defined:

1) Greywater: refers to domestic wastewater generated from trailers (or other sources) within the Centennial Trailer Park, which does not include fecal contamination. Examples of greywater sources include sinks, showers, baths, washing machines, or dishwashers.
2) Blackwater: refers to domestic wastewater generated from trailers (or other sources) within the Centennial Trailer Park, which does include fecal contamination. Generally, the only source of blackwater are toilets.

There are three (3) types of wastewater collection for the lots within the Centennial Trailer Park, which are listed here, along with the applicable lots:

1) Full septic (a wastewater servicing connection is available on the lot and provides conveyance of greywater and blackwater to the septic system)
   West side: Lots 200-250 (based on available records but requires field verification)
   East side: None

2) Partial pump-out (a wastewater servicing connection is not available on the lot; however, it does include a leaching bed for the infiltration of greywater. A pump-out service is provided by the park for blackwater which gets discharged to the septic bed at the applicable trailer dumping station.)
   West side: None
   East side: Lots 8 - 12, 43, 44, 55, 60, 63, 64, & 69 (based on available records but requires field verification)

3) Full pump-out (a wastewater servicing connection is not available on these lots. Similarly, a leaching bed is also not available due to the proximity of the lot to the lakefront and/or other sensitive ecological features.)
   West side: Lots 301 – 323
   East side: 1 - 7, 13 – 42, 45 – 54, 56 – 59, 61, 62, 65 – 68, 70 – 99 (based on available records but requires field verification)

The pump-out procedure for the Centennial Trailer Park involves the resident leaving a pump tag in the centralized drop box once their trailer's holding tank approaches its capacity. The park's maintenance department completes pump-outs once a week for the collected tags and discharges the collected sewage into the septic bed.

2.2.2.3 Wastewater Flow Projections

As outlined in **Table 5**, the average daily flow during the park's operational months (May to October) is approximately 1.2 L/s for the east half of the park and 0.9 L/s for the west half of the park, based on the estimated resident population of 398 persons and the City's design criteria. Based on the Harmon peaking factor and infiltration allowance identified in the City's design criteria, the peak design flow for the east and west parts of the park are 4.5 L/s and 3.8 L/s, respectively.

As previously noted in Section 2.2.1.3, it is anticipated that the wastewater flow projections for the park, as calculated using the City's design criteria, may be overly conservative. Section 2.3 provides a review of the recorded water takings to confirm the actual water demand typically encountered within the park. While it is recognized that losses within the water distribution system mean that wastewater flows

to the septic system will typically be lower than the recorded water takings, equating the two values (water takings and wastewater flows) provides a conservative estimate for wastewater flows.

2.2.3 Stormwater Infrastructure

As the Centennial Trailer Park does not have significant impervious areas (paved parking lots, large buildings, etc.) that could necessitate the need for sub-grade stormwater infrastructure, such as catch basins and drains, there is no known sub-grade stormwater conveyance or management assets within the park. The park has been graded to convey surface drainage overland towards Canal Lake and to ensure that nuisance ponding within the park does not occur. Refer to **Figure 4** for the identification of the existing drainage areas within the park, along with the overland flow direction for surface drainage. The purpose of identifying existing surface drainage patterns is to ensure that any proposed changes within the park stemming from the master plan recommendations consider these drainage patterns and ensure that the existing drainage strategy is maintained or adequately mitigated.

LEGEND
WATERLINE
LOT PROPERTY LINE
EX. GRAVEL
EX. ASPHALT
EX. RECREATION VEHICLE HOME
EX. HYDRO/ELEC HOOKUP
EX. DOCK
EX. CONTOURS
Catchment ID
Area (ha)
Overland drainage flow direction
103
3.4
101
1.2
102
6.3
104
3.1
CENTENNIAL PARK ROAD
CANAL LAKE
CANAL LAKE
CITY OF KAWARTHA LAKES
KEY PLAN
NOT TO SCALE
NOTES
BENCH MARKS
BluePlan ENGINEERING
CENTENNIAL TRAILER PARK
CITY OF KAWARTHA LAKES
Existing Drainage Plan
BASE PLAN WITH CONTOURS
Figure 4

2.2.3.1 Drainage Areas

As detailed on **Figure 4**, the Centennial Trailer Park and Centennial Park Road have four (4) catchment areas which are further detailed in **Table 4**.

Table 4: Existing Drainage Areas

Catchment ID	Area (hectares)	Description
101	1.2	Comprises the right-of-way of Centennial Park Road which has a rural cross-section with grassed ditches that convey drainage northward to Canal Lake. This road is owned by the City of Kawartha Lakes.
102	6.3	Comprises the east half of the park. Surface drainage is conveyed overland eastward to Canal Lake via sheet flow. Culverts are installed under gravel roads where required to facilitate overland drainage.
103	3.4	Comprises the lakefront portion of the west half of the park. Surface drainage is conveyed overland westward to Canal Lake via sheet flow. This catchment contains approximately 23 lots but is primarily landscaped.
104	3.1	Comprises the internal portion of the west half of the park, including approximately 51 lots and the open space area near the baseball diamond. Surface drainage is conveyed overland southward, primarily along the north-south gravel roads that lead to the south parking lot. Surface drainage ultimately flows to Canal Lake to the south.
TOTAL	**14.0**	

2.2.3.2 Conveyance & Outlets

As previously noted, the conveyance of drainage within the park is achieved through a combination of overland sheet flow, at-grade culverts, ditches, and gravel roads. The ultimate outlet for all of the catchments is Canal Lake, albeit with varying outlet locations. Generally, the park has been graded to evenly distribute the conveyance of surface drainage to Canal Lake, meaning that there are limited outlet locations that receive a concentrated portion of the surface drainage from the park. This is generally seen as beneficial as it can reduce the potential for erosion.

2.2.3.3 Management Strategy

The purpose of stormwater management is to maintain the health of local water bodies and features as well as provide opportunities for the human use of water by mitigating the effects of human impacts on the environment. To achieve this goal, stormwater management strives to maintain the natural hydrologic cycle, prevent an increased risk of flooding or undesirable stream erosion, and protect water quality.

Centennial Trailer Park does not currently have any stormwater management infrastructure however the existing design of the site does provide some mitigating measures from a stormwater management perspective. As previously stated, the surface grading of the park avoids erosion impacts by not applying points sources of surface flow to Canal Lake. Additionally, the majority of the park remains pervious (landscaped) or semi-pervious (gravel roads) with the drainage from impervious surfaces (trailers, etc.)

being directed to landscaped areas prior to discharge to Canal Lake which can provide a measure of beneficial water quantity and quality controls.

2.2.4 Roads Infrastructure

As shown in **Figure 1**, the Centennial Trailer Park is bisected by Centennial Park Road which is a 2-lane highway with a maximum speed of 60 kilometres per hour in proximity of the park. Centennial Park Road is owned by the City and provides vehicular access to the east and west sides of the park. Internal gravel roadways of approximately 4 metres in width provide vehicular access to each of the lots with gravel driveways provided on each lot. Boreholes to confirm the depth of installed gravel road profile were not completed as part of this project. Based on the site walk, the gravel roadways were in generally good condition with minor potholes observed. As discussed with City staff, potholes are fixed as required with truckloads of gravel spread and compacted by maintenance staff where required.

2.2.5 Electrical Infrastructure

The Centennial Trailer Park currently provides a 30 amperage (A) electrical service to each of the 173 lots within the park. While as-builts of the electrical system within the park were not available, the following information was gathered based on available documents, a site walk, and discussions with park staff.

The electrical system for the park connects to Hydro One electrical service lines which are located on hydro poles on the west side of Centennial Park Road. An overhead electrical service connects from a hydro pole located approximately 60 metres south of the park entrance to a hydro pole internal to the east side of the park; adjacent to the communal washroom facility. This hydro pole includes three (3) transformers, from which overhead service lines are strung to other hydro poles within the east portion of the park. Each hydro pole connects the overhead electrical line to electrical conduit below-grade, which is then extended below-grade as individual services to the lots.

The existence of hydro poles and overhead electrical lines was not observed on the west half of the park therefore it is assumed that an underground electrical service feed is provided to the west half of the park from the existing hydro pole approximately 45 metres north of the park entrance, as shown on **Figure 5**. It is further assumed that the majority of electrical infrastructure is buried with the exception of electrical panels which were observed on wooden posts in the west half of the park.

While the majority of other trailer parks in Kawartha Lakes provide a 30A service connection as the standard with a few trailer parks offering a 50A service connection as a premium option, a significant portion of newer trailer homes include higher-demand appliances which would benefit from a 50A service connection. It was noted on the site walk that repairs to the existing electrical system have been required multiple times in recent years based on newer mobile homes requiring more power than the current electrical system could provide.

LEGEND
WATERLINE
LOT PROPERTY LINE
EX. GRAVEL
EX. ASPHALT
EX. RECREATION VEHICLE HOME
EX. HYDRO/ELEC HOOKUP
EX. DOCK
EX. HYDRO (OVERHEAD)
EX. HYDRO (UNDERGROUND)
15 0 10 20 40
1:1000 (m)
CANAL LAKE
CENTENNIAL PARK ROAD
CANAL LAKE
CITY OF KAWARTHA LAKES
KEY PLAN
NOT TO SCALE
NOTES
BENCH MARKS
NO. DATE REVISION DESCRIPTION DWN
BluePlan ENGINEERING
CENTENNIAL TRAILER PARK
CITY OF KAWARTHA LAKES
EX. ELECTRICAL INFRASTRUCTURE
DRAWN BY A.K.
APPROVED BY -
PROJECT NO. 72054
DESIGNED BY -
DATE NOVEMBER 2023
SCALE 1:1000
Figure 5

2.2.6 Telecommunications Infrastructure

From discussions with park staff during the site visit, the park provides free Internet service via Wi-Fi to residents. The Wi-fi is only available in close proximity to the park office on the west side of the park as the range of the Wi-fi modem is limited. In addition, cellular reception within the park can be limited and additional telecommunications infrastructure is not provided by the park to the residents.

However, residents do have the option of paying for telecommunications companies to install telecom cable to their individual lot. According to park staff, this option has been used by some residents however records of which lot have telecom infrastructure and the associated infrastructure layout were not available.

2.3 Population Projections, Water Demand, and Wastewater Flow Projections

The anticipated demand on the existing water and wastewater infrastructure was calculated using two approaches. The first approach involved using the City's design criteria, along with an estimated park population, to determine the peak water demand and wastewater flow projections. As previously noted, this approach was deemed an overly conservative approach given the reasons listed in Section 2.3.1. The second approach involved reviewing the water taking records measured by the flowmeter in the park's pump house to determine the actual water volumes used by park residents throughout the operational months of 2022 and 2023. This approach provided a more accurate estimate of water demand and wastewater projections, albeit the approach was not able to identify peak daily demands. These two approaches are detailed in Sections 2.3.1 and 2.3.2 with the preferred approach used to size future infrastructure needs further detailed in Section 0.

2.3.1 Design Criteria Approach

In order to calculate the projected water demand and wastewater flow projections required of the existing water and wastewater systems at the Centennial Trailer Park using the City's design criteria, an estimated average population during the summer months is required. While the population density estimate for residential dwellings in Kawartha Lakes is 2.3 people per unit, the Centennial Trailer Park permits a maximum of 6 persons, and in some cases 8 persons, to a site. However, there are several factors that impact the projected water demand and wastewater flow projections from a trailer park, such as:

- It is considered unlikely that the majority of lots are occupied full-time throughout the operational months, as a primary residence would be. Therefore, the anticipated water use would likely be reduced.
- Heavy water-use appliances, such as dishwashers or washing machines, may be used less frequently within the trailer park given the park's amperage limitations and due to most trailers being used primarily on the weekends.

Therefore, as an exact average people per site is not available and the water demand and wastewater flows may be impacted by the aforementioned reasons, the City's estimate of 2.3 people per site will be used for this analysis. This estimate was further validated by the survey conducted of park residents who stated that the majority of lots include 2-4 people. **Table 5** provides a summary of the population

projections, along with the associated water demand and wastewater flow projections, for the Centennial Trailer Park.

Based on the existing water and wastewater systems within the Centennial Trailer Park, the water demand is calculated for the entirety of the park as the entire system is connected, whereas the wastewater flow projections are separated into the east and west septic systems.

As previously noted, the east half of the park includes some sites (the number being unconfirmed) that include partial pump-out servicing. While it is recognized that lot-specific leaching beds may infiltrate a portion of the greywater from the applicable lots on the east half of the site, the wastewater flow calculations assume that all wastewater from the lots in the Centennial Trailer Park is conveyed to the septic beds on the east and west sections of the park, respectively; either by gravity or through the pump-out service. This is assumed to maintain conservative estimates for future planning.

Table 5: Population Projections, Water Demand, and Wastewater Flows

Population Estimate			
	East of Centennial Park Road (Lots 1 – 99)	West of Centennial Park Road (Lots 200 – 250, 301 – 323)	Total (173 lots)
	228 persons	170 persons	398 persons
Water Demand			
Average Daily Demand	-	-	2.1 L/s
Maximum Daily Demand	-	-	5.7 L/s
Peak Hourly Demand	-	-	8.6 L/s
Wastewater Flows			
Average Daily Flow	1.2 L/s	0.9 L/s	2.1 L/s
Harmon Peaking Factor	Calculated: 4.12, therefore M_{max} = 3.8	Calculated: 4.18, therefore M_{max} = 3.8	Calculated: 4.02, therefore M_{max} = 3.8
Gross Tributary Area	-	1.7 hectares	1.7 hectares
Infiltration Allowance	-	0.44 L/s	0.44 L/s
Peak Design Flow	4.5 L/s	3.8 L/s	8.3 L/s

2.3.2 Measured Volume Approach

The measured volume approach involves examining the actual water volumes treated by Centennial Trailer Park's potable water system and correlating that to existing water demand and wastewater flow projections within the park. The water takings from the park's operational days (May – October) for the preceding two years (2022 & 2023) were reviewed and are presented in **Figure 6** and **Figure 7**, respectively. As shown on both figures, the limit on daily water taking for the park is 200,000 litres per day, or 2.3 L/s continuously throughout the day, as outlined in Section 2.2.1.

In 2022, daily water takings ranged from 0.22 L/s to 1.49 L/s with an average of 0.69 L/s. It was observed that weekend demand was generally higher with an average daily demand for Saturdays, Sundays, and holidays of 0.82 L/s with a regular weekday average of 0.62 L/s.

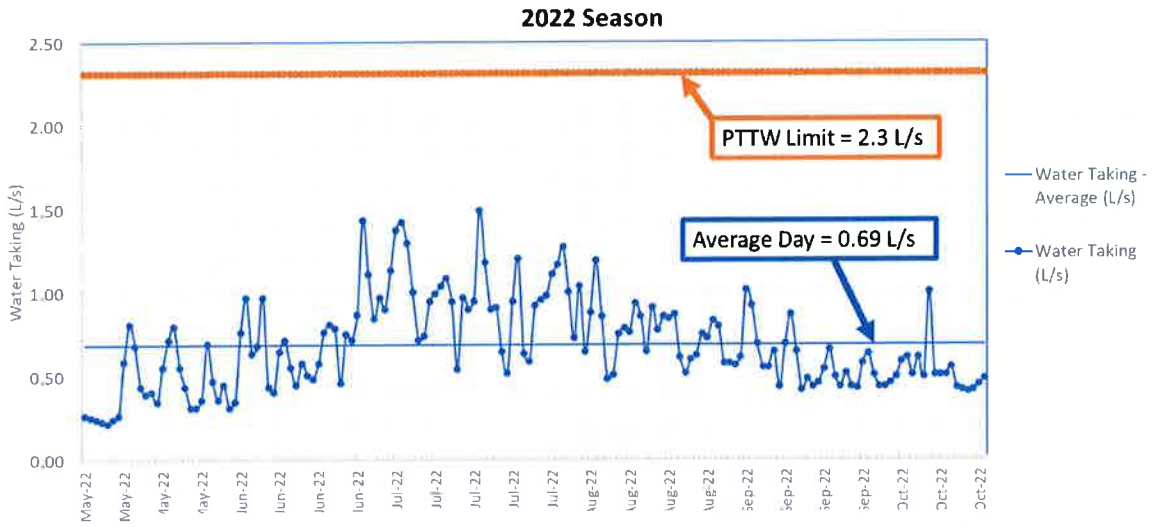


Figure 6: Water Takings from 2022

In 2023, daily water takings ranged from 0.23 L/s to 1.39 L/s with an average of 0.77 L/s. Similar to the data for 2022, weekend demand was higher with an average daily demand for Saturdays, Sundays, and holidays of 0.87 L/s with a regular weekday average of 0.73 L/s.

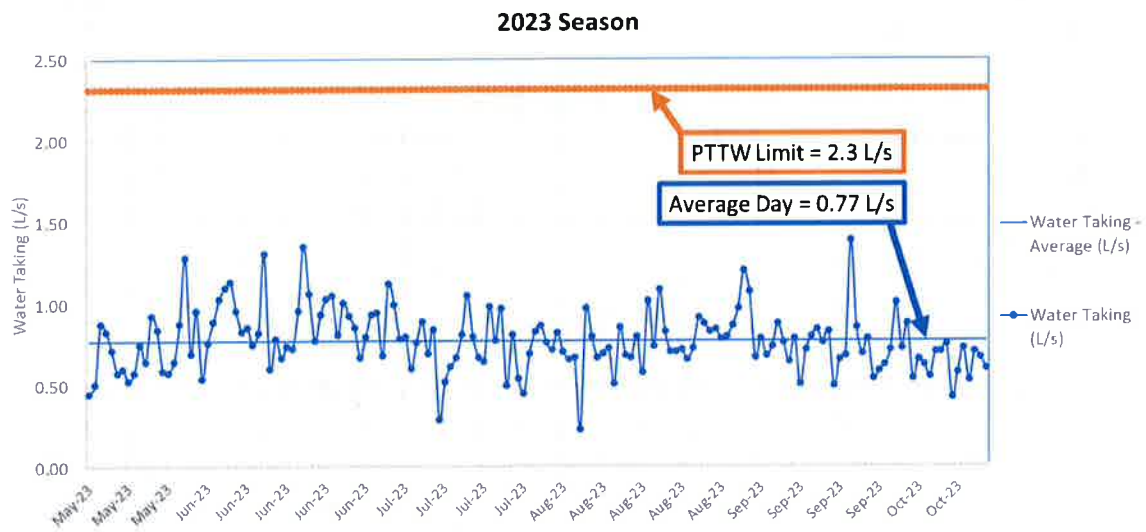


Figure 7: Water Takings from 2023

While this data confirms that the Centennial Trailer Park is operating well below the daily water use limits imposed by the PTTW, it does not address higher demand rates encountered throughout the day. For example, water demand will typically increase within a shared water system from 7-9am and 5-8pm

when residents are showering, preparing meals, washing clothes, etc. The provided data only notes the total daily water volume so peak demand rates encountered throughout the day will need to be approximated, which is further detailed in Section 2.3.3.

2.3.3 Preferred Approach

The preferred approach for determining the approximate load placed upon the existing water and wastewater infrastructure at the Centennial Trailer Park involves using the measured volume approach to determine the average daily demand and using the peaking factors from the design criteria approach to determine the approximate peak demands. In order to establish a baseline estimate, the 2023 data was carried forward as it was more recent and included higher average daily flow rates, thereby maintaining a conservative estimate. A summary of the average and peak water demand and wastewater flow projections using the preferred approach is outlined in **Table 6**, along with estimates of the water demand and wastewater flow projections during the higher-demand weekend periods.

Table 6: Water Demand and Wastewater Flow Projections

2023 Season			
	East of Centennial Park Road	West of Centennial Park Road	Total
Number of Lots	99 lots	74 lots	173 lots
Water Demand			
Average Daily Demand (ADD)	-	-	**0.77 L/s** (0.87 L/s on weekends)
Maximum Daily Demand (MDD)	-	-	**2.12 L/s** (2.39 L/s on weekends)
Peak Hourly Demand (PHD)	-	-	**3.18 L/s** (3.59 L/s on weekends)
Wastewater Flows			
Average Daily Flow	0.44 L/s	0.33 L/s	0.77 L/s
Harmon Peaking Factor	M_{max} = 3.8	M_{max} = 3.8	M_{max} = 3.8
Gross Tributary Area	-	1.7 hectares	1.7 hectares
Infiltration Allowance	-	0.44 L/s	0.44 L/s
Peak Design Flow	**1.67 L/s** (1.89 L/s on weekends)	**1.70 L/s** (1.92 L/s on weekends)	**3.37 L/s** (3.81 L/s on weekends)

As shown in **Figure 8**, the average daily demand (ADD) was based on the daily water takings measured in 2023 which ranged from 0.23 L/s to 1.39 L/s with an average of 0.77 L/s. This average, along with all of the measured water takings from 2023, remained below the PTTW limit for daily water takings of 2.3 L/s. The PTTW also identified a maximum minute demand of 4.7 L/s. Peaking factors are only available for maximum day and peak hour conditions so the higher peaking factor of 4.13 for peak hour was applied to the ADD for comparison purposes to the PTTW limit of 4.7 L/s. As shown in **Figure 8**, the PHD ranged from 0.96 L/s to 5.74 L/s with an average of 3.2 L/s which is below the PTTW limit of 4.7 L/s. However, on seven (7) high-demand days in 2023 (typically coinciding with weekends or holidays), based on the applied peaking factor the PHD exceeded the maximum minute demand outlined in the PTTW.

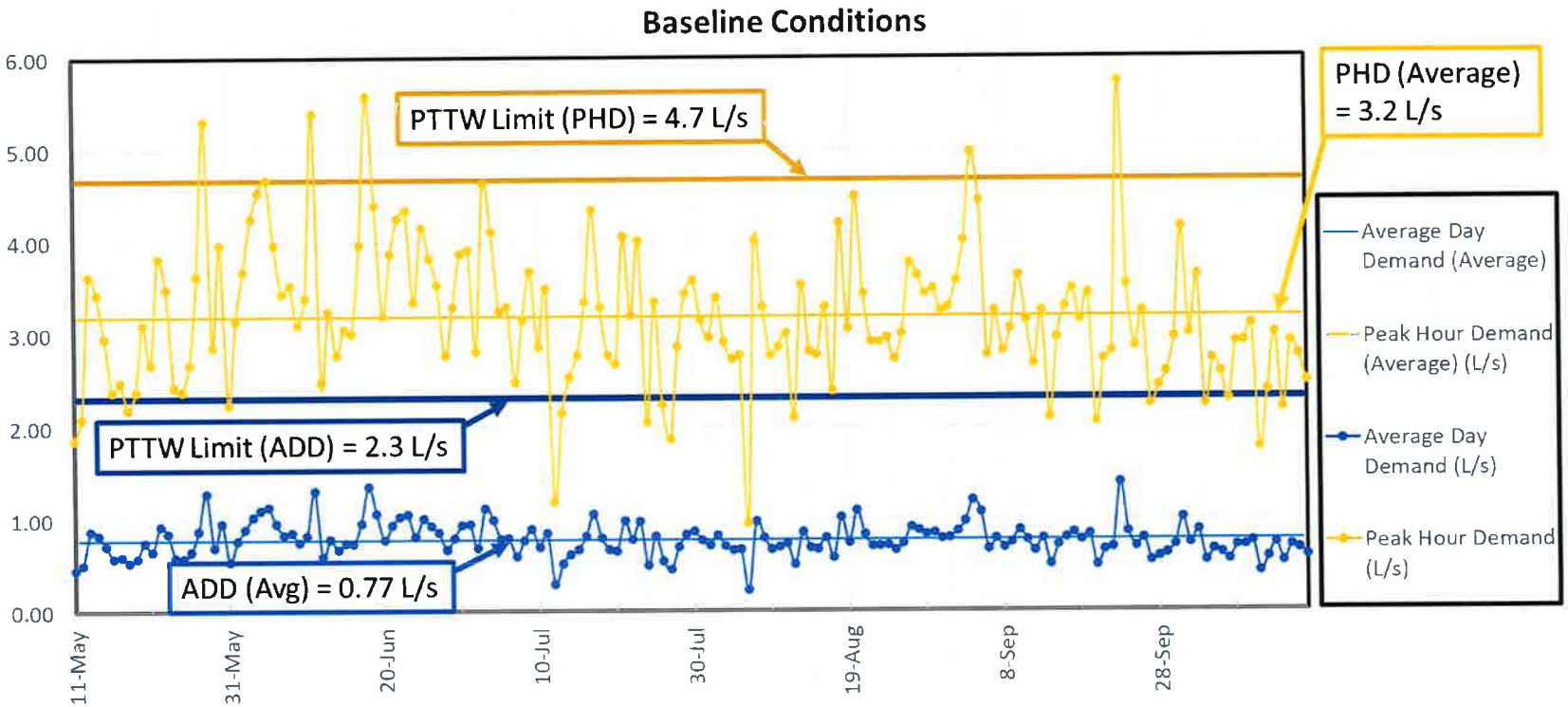


Figure 8: Water Takings Analysis using Preferred Approach

These exceedances are reflected in City communication which indicated that on days with excessive park population, a boil advisory was periodically required when the water system could not keep up with the water demand. If demand exceedances to the water treatment system become a regular occurrence within the park the City could consider additional treatment capacity. Furthermore, the City could investigate installing metering within the water system to confirm areas and/or lots with high water demand in order to notify residents of water conservation options or to increase water billing rates to encourage conservation.

3 ALTERNATIVE DESIGN CONCEPTS

Along with the background review, extensive consultation with City staff, stakeholders, and current park residents was conducted in order to identify opportunities and constraints for the Centennial Trailer Park. Based on the information gathered, two alternative concept plans were developed to illustrate options for how the park could be maintained, expanded, and/or revitalized over the next 20 years.

3.1 Description of Alternative Concept Plans

The following sections provide an overview of the features, opportunities, and constraints associated with the two alternative concept plans that were reviewed through this Master Plan. Advantages and disadvantages for each alternative concept plan are also identified.

3.1.1 Alternative Concept Plan 1

The theme of Alternative Concept Plan 1 is 'Nature & Sustainability'; the details of which are outlined on **Figure 9**. A summary of the key features, along with the relative advantages and disadvantages of each feature from an infrastructure perspective, is provided in **Table 7**.

Table 7: Alternative Concept Plan 1

Feature	Advantage	Disadvantage
Revitalize existing naturalized areas along the shoreline, including the beach.	Improved erosion control along shoreline.	-
Construct trails along the shoreline.	Walking paths separate from roadways improve resident safety.	-
Additional lots; either short-term or long-term.	-	Additional load on existing infrastructure thereby potentially requiring upgrades or expansions.
Drinking water system would be upgraded by looping dead ends in the system to improve water quality, minimize stagnation, and increase redundancy in supply.	Improve water quality. Minimize stagnation. Increase redundancy in supply.	Up-front capital cost. Ongoing maintenance costs associated with aging system regardless of localized improvements.
Delineated parking areas for additional cars and boat trailers.	Designated parking areas will reduce excessive parking on lots or roadways.	Additional hardscaping may require SWM controls to mitigate impacts.
Remove baseball diamond and add greenspace with no-mow areas.	Additional rainwater retention in no-mow areas.	-
Relocate and add a multi-court, playground, and beach volleyball court.	-	Additional hardscaping may require SWM controls to mitigate impacts.

Increase the size of the community hall & office. Add a store area for incidentals.	-	Additional impervious roof area may require SWM controls to mitigate impacts.
Upgrade to a 50 amp electrical service throughout the park, complete with separate metering.	Improved service for park residents. Reduced ongoing service calls and maintenance costs.	Significant capital cost.
Evaluate existing septic system and replace if required. For lots requiring pump-out operations, install localized gravity collection systems (sewers) to centralized holding tanks to minimize spills and increase staff health and safety.	Confirmation on functionality of septic system & upgrade if required. Improved collection system for residents. Improved health & safety for park staff who won't need to complete pump-outs at every trailer.	Significant capital cost.

CENTENNIAL TRAILER PARK

CONCEPT 1 | NATURE + SUSTAINABILITY

- MEADOW PLANTING / RESTORATION
- BIRD / BAT BOXES
- REORGANIZE PLAY SPACE
- REVITALIZE BEACH
- VISITOR / SHORT TERM PARKING
- DOCK UPGRADES

Concept 1 is organized around revitalizing the waters edge, increasing areas of no- mow zones and adding areas for birds, butterflies, bats, adding trails, educating and encouraging sustainable behaviour. The unique features of this concept included

1 SENSE OF ARRIVAL ART

2 BEACH UPGRADES

3 UPGRADE + EXPAND RECREATION CENTRE

4 UPGRADE FROM 30 AMP TO 50 AMP

- Create a sense of arrival with paint on the Road to visually join the two sides of the park together
- Revitalizing an existing naturalized area adjacent to the water and proposes to add additional features
- Revitalize the beach area while maintaining the integrity of the shoreline and creating a better access to the beach and area, seating, shade structures and trail access
- Trails are proposed along the eastern edge of the water
- Drinking water system would be upgraded by looping existing dead ends in the system to improve water quality and minimize stagnation.
- Delineated parking for additional cars and guest with one main secure check-in
- Delineated and secure area for parking boat trailers
- Remove the baseball diamond and create a central green/free play areas with the additional of some no mow areas to minimize grass cutting
- Relocate and add a multi-court, diamond and beach volleyball court
- Increase the size of the recreation centre to allow for ping pong, pool, darts and a larger gathering space
- Expand the office and add a store area for incidentals, snacks and ice cream
- Upgrade to provide 50 amp electrical service within the park. Including the replacement of existing hydro service to each lot, complete with seperate metering.
- Evaluate existing sewage treatment system and replace if required. For lots requiring pump-out operations, install localized gravity collection sewers to centralized holding tanks in order to minimize spills and maximize staff health & safety.
- Retain permanent staff to run and maintain park infrastructure in order to build a sustainable knowledge base amongst staff.

Figure 9

3.1.2 Alternative Concept Plan 2

The theme of Alternative Concept Plan 2 is 'Renovate & Maintain'; the details of which are outlined on **Figure 10**. A summary of the key features, along with the relative advantages and disadvantages of each feature from a servicing perspective, is provided in **Table 8**.

Table 8: Alternative Concept Plan 2

Feature	Advantage	Disadvantage
On-street parking on Centennial Park Road.	Reduce parking needs within park.	Potential safety concerns.
Increase the beach area & provide better access to the water.	-	-
Drinking water system to be maintained and repaired as needed.	No up-front capital costs.	Ongoing maintenance costs associated with aging system.
Additional lots; either short-term or long-term.	-	Additional load on existing infrastructure thereby potentially requiring upgrades or expansions.
Delineated parking areas for additional cars.	Designated parking areas will minimize excessive parking on lots or roadways.	Additional hardscaping may require SWM controls to mitigate impacts.
Adjust large lots to accommodate more parking.	Additional parking areas may reduce excessive parking on lots or roadways.	Additional hardscaping may require SWM controls to mitigate impacts.
Increase the size of the office and add a store area for incidentals.	-	Additional impervious roof area may require SWM controls to mitigate impacts.
Maintain existing 30 amp electrical system and current metering system (one meter for entire park).	No up-front capital costs.	Ongoing maintenance costs and service disruptions associated with higher amp needs of new trailers.
Evaluate existing septic system and replace if required. Maintain existing pump-out operations.	Confirm adequacy of septic system & upgrade if required.	Significant capital cost.

CENTENNIAL TRAILER PARK
CONCEPT 2 | RENOVATE + MAINTAIN
MEADOW PLANTING / RESTORATION
BIRD / BAT BOXES
REORGANIZE PLAY SPACE
EXPAND + REVITALIZE BEACH
SHORT TERM / NEW LONG TERM STAYS
PREMIUM PRIVATE LOTS
REDUCE LARGE TRAILER LOT SIZE
ON-STREET PARKING
DOCK UPGRADES
Concept 2 propose to renovate existing infrastructure, maintain facilities such as the play areas and renovate areas of the park to accommodate overflow parking.
1 AUTOMATED GATE ENTRY
2 LAWN GAMES AREA
3 FLOATING PIER
4 EXPANDED / UPGRADED PARKING LOTS
Boat Spaces
Parking Spaces
50
21
10
20METRES
CANAL LAKE
Parking
Boat/trailer parking
AUTOMATED GATES
CENTENNIAL PARK ROAD
Boat/ trailer parking
FLOATING PIER
N
Provide for on street parking along the road side
Remove an existing naturalized area adjacent to the water and allow the area to regenerate
Renovate the beach area to increase the size and created better water access/beach area
Drinking water system to be maintained and repaired as needed
Addition of new lots for short term or long term stay
Delineated parking for additional cars and guest with automated gate access
Adjust large lots to accommodate more parking
Renovate play facilities, add horeshoe pits
Expand the office and add a store area for incidentals, snacks and ice cream
Maintain 30 amp and equal division of hydro
Evaluate existing sewage treatment system and replace if required. Maintain existing pump-out operations.
Contact separate company to staff and maintain park

Figure 10

4 PREFERRED CONCEPT PLAN

Further consultation on the alternative concept plans was conducted with City staff, stakeholders, and current park residents to inform the development of the Master Plan. The Preferred Concept Plan put forward in the Master Plan incorporated the background information review, feedback from the online survey, the Public Information Centre (PIC), and multiple meetings with City staff. Ultimately, the Master Plan combined elements from Alternative Concept Plans 1 & 2 to create a Preferred Concept Plan that addressed the issues deemed most relevant to the preservation and sustainability of the park over the next 20 years.

4.1 Description of Preferred Concept Plan

The details of the Preferred Concept Plan are outlined on **Figure 11**. A summary of the key recommendations are as follows:

- Centralized floating docks on the west and east sides of the park to replace the existing docks.
- Increase and renovate the beach area, including armourstone edging to stabilize the shoreline. Provide better access to the water via a cantilevered dock.
- New open play area on west side which includes disc golf, walking trail, and new tree planting.
- Revitalize open play area on east side with walking trail, buffer planting, and new tree planting.
- Lighting throughout the park and along walking trails.
- Refresh the community hall & main office.
- Improve multi-use courts with new pavement.
- Upgrade to a 50 amp electrical service throughout the park, complete with separate metering.
- Delineated parking areas for additional cars and boat trailers.
- Reduce larger existing lots into smaller lots to improve consistency.
- Seven additional lots. Five additional lots on west side and two additional lots on east side.
- Evaluate existing septic system and replace if required. For lots requiring pump-out operations, install localized gravity collection systems to centralized holding tanks to minimize spills and improve health and safety for park staff.
- Refresh roadways throughout the park.

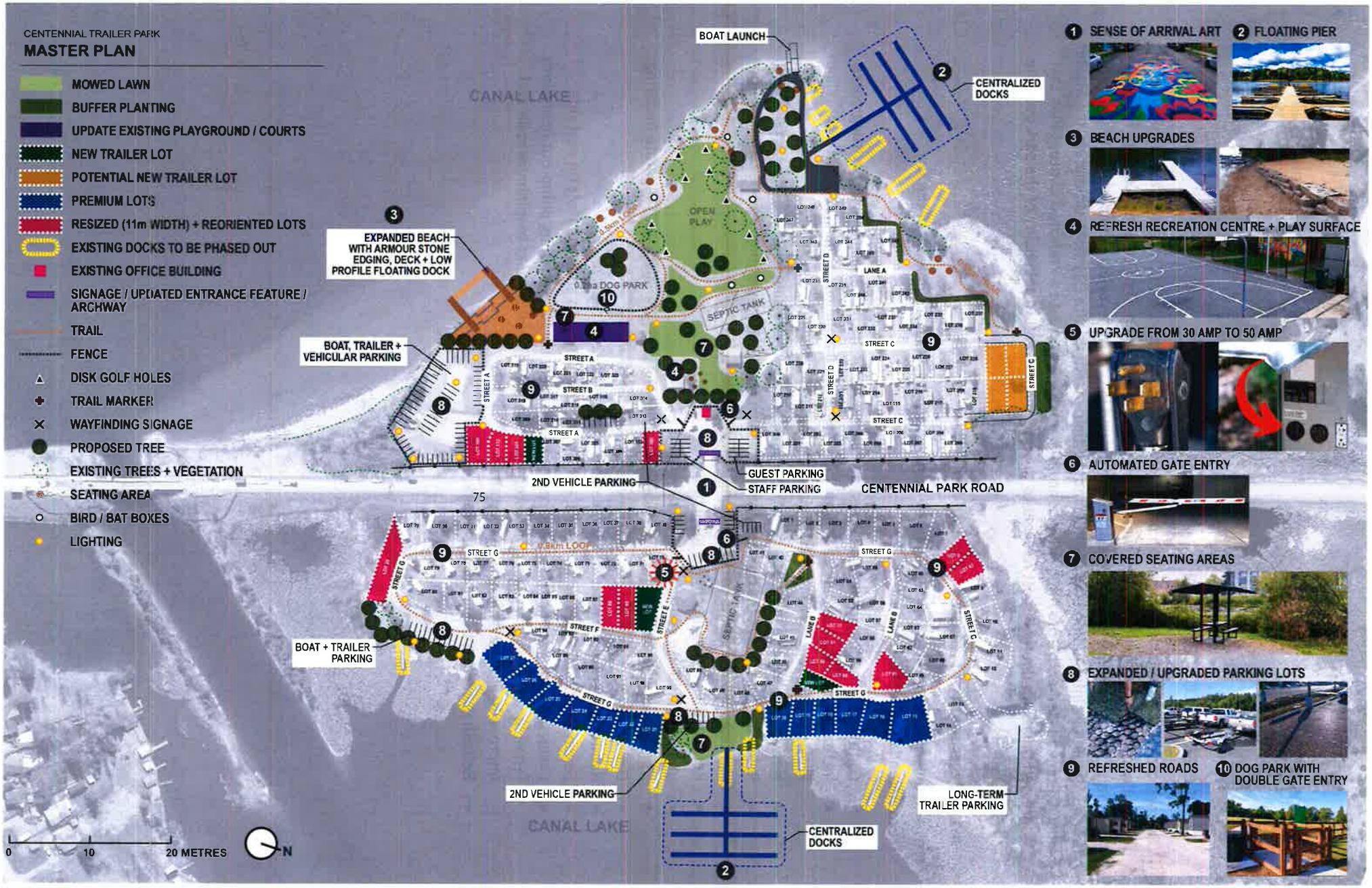

CENTENNIAL TRAILER PARK
MASTER PLAN
MOWED LAWN
BUFFER PLANTING
UPDATE EXISTING PLAYGROUND / COURTS
NEW TRAILER LOT
POTENTIAL NEW TRAILER LOT
PREMIUM LOTS
RESIZED (11m WIDTH) + REORIENTED LOTS
EXISTING DOCKS TO BE PHASED OUT
EXISTING OFFICE BUILDING
SIGNAGE / UPDATED ENTRANCE FEATURE / ARCHWAY
TRAIL
FENCE
DISK GOLF HOLES
TRAIL MARKER
WAYFINDING SIGNAGE
PROPOSED TREE
EXISTING TREES + VEGETATION
SEATING AREA
BIRD / BAT BOXES
LIGHTING
BOAT LAUNCH
CENTRALIZED DOCKS
CANAL LAKE
OPEN PLAY
0.2ha DOG PARK
SEPTIC TANK
EXPANDED BEACH WITH ARMOUR STONE EDGING, DECK + LOW PROFILE FLOATING DOCK
BOAT, TRAILER + VEHICULAR PARKING
STREET A
STREET B
STREET C
STREET D
LANE A
2ND VEHICLE PARKING
GUEST PARKING
STAFF PARKING
CENTENNIAL PARK ROAD
STREET G
STREET F
STREET E
LANE B
BOAT + TRAILER PARKING
LONG-TERM TRAILER PARKING
0 10 20 METRES
N
1 SENSE OF ARRIVAL ART
2 FLOATING PIER
3 BEACH UPGRADES
4 REFRESH RECREATION CENTRE + PLAY SURFACE
5 UPGRADE FROM 30 AMP TO 50 AMP
6 AUTOMATED GATE ENTRY
7 COVERED SEATING AREAS
8 EXPANDED / UPGRADED PARKING LOTS
9 REFRESHED ROADS
10 DOG PARK WITH DOUBLE GATE ENTRY

Figure 11

4.2 Infrastructure Recommended to Implement Preferred Concept Plan

Based on the Preferred Concept Plan, the following recommendations are made pertaining to the infrastructure needs at the Centennial Trailer Park.

4.2.1 Water Infrastructure

Treatment: As noted in Section 4.1, it is proposed to increase the number of lots within the Centennial Trailer Park by reducing the size of several existing larger lots over time. It is envisioned to increase from 173 lots to 180 lots, or a 4% increase. This will require a minor increase in the treatment needs at the park. Given the water treatment capacity available within Centennial's existing water system per Section 2.2.1.1, it is not envisioned that an expansion to the treatment system will be required to accommodate the additional 7 lots. Based on the days in 2023 where isolated capacity exceedances were experienced within Centennial's water system, it is anticipated that these instances were due to additional visitors beyond the park's capacity. These outliers should not form the basis for a water system capacity expansion; rather the recommendation for a gate-controlled entry should reduce these outliers in the future.

Distribution: Similar to the recommendations outlined for the treatment system, it is not anticipated that a 4% increase to the park's resident population will significantly impact the functionality of the existing water distribution system. Therefore, capital upgrades as a function of increased demand are not recommended. Given the estimated age of the existing system (45 years for east system and 37 years for west system; refer to Section 2.1.1) and an average service life of water distribution systems being 70-80 years, the distribution system is not anticipated to require full replacement within the next 20 years. As the assets age over time, ongoing maintenance costs (leaks, breaks, etc.) are anticipated to increase and this is reflected in the recommended future maintenance costs.

The option to loop dead-end watermains within the park's distribution system was considered in Alternative Concept Plan 1 (refer to **Table 7**). However, the potential advantages outlined in **Table 7** were not deemed worth the up-front capital cost at this stage as the City's contractor completes regular water quality testing and has not identified issues with the existing system's water quality. If water quality testing indicates issues with stagnation or reduced water quality in the future, the City should review the treatment methods and/or consider improving the distribution system through looping dead-end feeds.

Water Demand: As noted, the increase from 173 to 180 lots will involve a modest increase in the water demand within the park. Based on the measured water takings in the park, it is estimated that the average day demand (ADD) will increase from 0.77 L/s to 0.80 L/s and the peak hour demand (PHD) will increase from 3.18 L/s to 3.31 L/s. During increased weekend demand, it is estimated that the ADD will be 0.91 L/s and the PHD will be 3.74 L/s. These values all remain below the PTTW limit of 2.3 L/s for ADD and 4.7 L/s for peak minute demand. Therefore, it is not recommended that additional water infrastructure is required as a function of the increased demand.

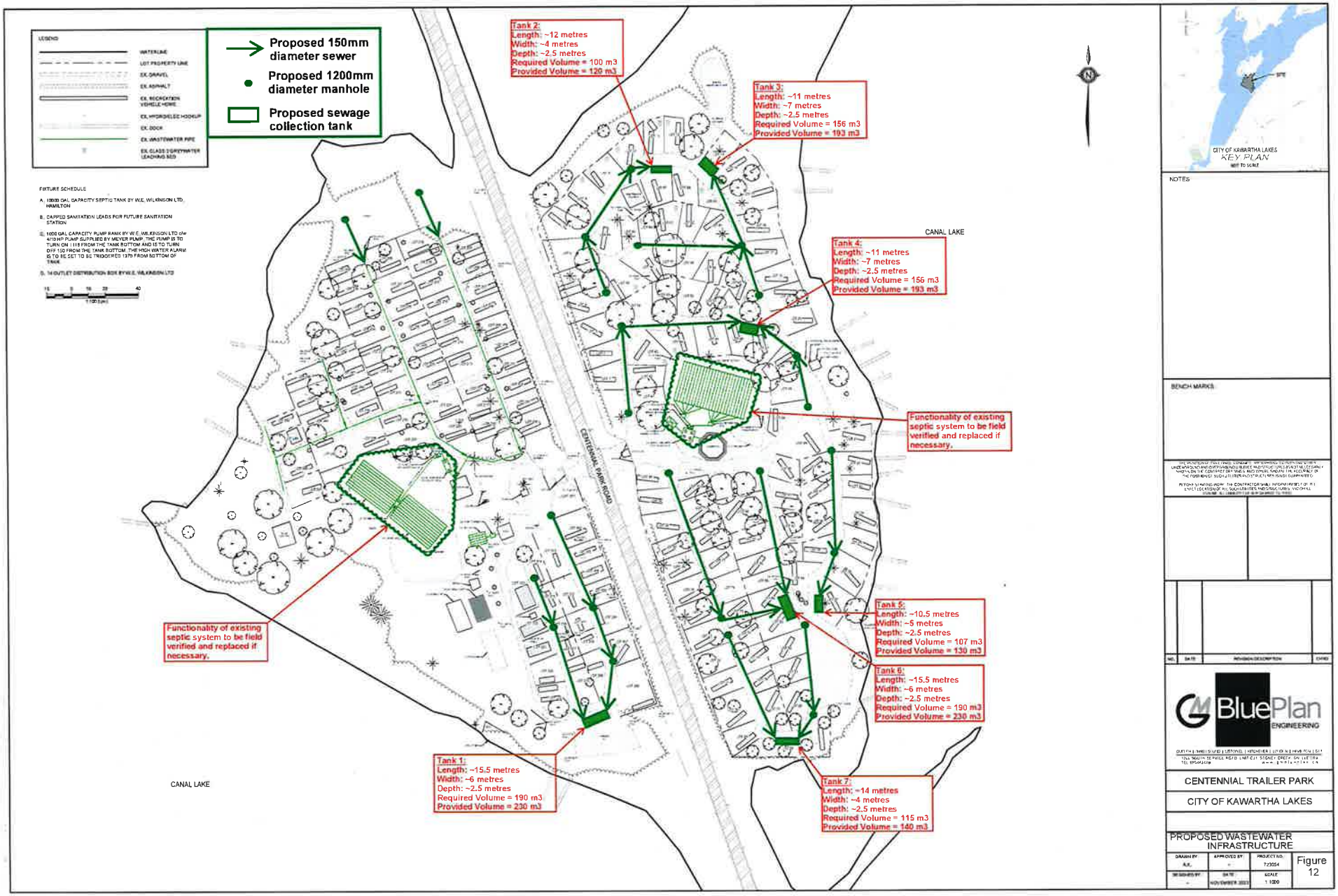
4.2.2 Wastewater Infrastructure

Treatment: As noted in Section 2.2.2, the septic system servicing the east half of the park was installed in 1978 while the septic system servicing the west half of the park was installed around 1987. While annual pump-outs of the septic tank are conducted as part of the park's maintenance program, no major improvements to the septic systems have been recorded since their installation. This would indicate that the east and west septic systems are 46 years and 37 years old, which is beyond the typical service life of a septic system. Therefore, it is recommended that the functionality of both septic systems be evaluated and replaced if required. The following recommendations are made in relation to the treatment systems on site:

- Retain a professional to evaluate the functionality of the existing septic systems; both from a treatment and capacity perspective (considering the updated flow rates identified below in addition to completing flow monitoring).
- If replacement is required, consider the following as part of design:
  - If sufficient footprint is not available for a new east septic system, a reduced septic system footprint could be considered with the additional capacity provided in an expanded west septic system. This option would involve pump trucks conveying sewage from the east half of the park to the septic system located on the west half of the park.
  - Review the implications associated with sewage point loads introduced to the septic tank via the pump-out trucks. Moderating the sewage flow rate into the septic tank via reducing the flow rate from the pump-out truck or construction of a storage tank upstream of the septic tank are potential options.

Refer to **Figure 12** for the proposed wastewater infrastructure associated with the Preferred Concept Plan.

Collection: As detailed in Section 2.2.2.2, the existing wastewater collection system is limited to sewers collecting sewage from 51 lots on the west half of the park with the remaining 122 lots requiring pump-out operations. As noted in Section 4.1, the Preferred Concept Plan recommends that localized collection systems be constructed for the lots currently without gravity sewer connections. The localized systems will include centralized holding tanks that are connected to sewers extended along the gravel driveways with sewage service connections provided to each lot. The holding tanks are sized for one week of average daily flow (ADF) as it was assumed that the weekly pump-out operations would continue. Sizing of the tanks is to be confirmed at detailed design once the optimal number of pump-out operations per week is confirmed by the City. It is recommended that flow monitoring be conducted during design to confirm the required tank sizing as the preliminary tank sizing estimates provided in this report include wastewater generated from the communal washroom, shower, and laundry facilities which currently drains directly to the septic bed, thereby ensuring that the tank sizing is conservative. This option provides an upgraded level of service to the park residents and improved health and safety for park staff as the pump-out operations are limited to localized facilities with improved access. It is recommended that float sensors are added to the holding tanks to notify staff when sewage levels are reaching the tank's limit, thereby minimizing the potential for spills within the park.


Proposed 150mm diameter sewer
Proposed 1200mm diameter manhole
Proposed sewage collection tank
Tank 1:
Length: ~15.5 metres
Width: ~6 metres
Depth: ~2.5 metres
Required Volume = 190 m3
Provided Volume = 230 m3
Tank 2:
Length: ~12 metres
Width: ~4 metres
Depth: ~2.5 metres
Required Volume = 100 m3
Provided Volume = 120 m3
Tank 3:
Length: ~11 metres
Width: ~7 metres
Depth: ~2.5 metres
Required Volume = 156 m3
Provided Volume = 193 m3
Tank 4:
Length: ~11 metres
Width: ~7 metres
Depth: ~2.5 metres
Required Volume = 156 m3
Provided Volume = 193 m3
Tank 5:
Length: ~10.5 metres
Width: ~5 metres
Depth: ~2.5 metres
Required Volume = 107 m3
Provided Volume = 130 m3
Tank 6:
Length: ~15.5 metres
Width: ~6 metres
Depth: ~2.5 metres
Required Volume = 190 m3
Provided Volume = 230 m3
Tank 7:
Length: ~14 metres
Width: ~4 metres
Depth: ~2.5 metres
Required Volume = 115 m3
Provided Volume = 140 m3
Functionality of existing septic system to be field verified and replaced if necessary.
Functionality of existing septic system to be field verified and replaced if necessary.
CANAL LAKE
CANAL LAKE
CENTENNIAL PARK ROAD
CITY OF KAWARTHA LAKES
KEY PLAN
NOTES
BENCH MARKS
BluePlan ENGINEERING
CENTENNIAL TRAILER PARK
CITY OF KAWARTHA LAKES
PROPOSED WASTEWATER INFRASTRUCTURE
Figure 12

Wastewater Flow Projections:

As noted, the increase from 173 to 180 lots will involve a modest increase in the wastewater flow generated within the park. Based on the measured water takings in the park, it is estimated that the average daily flow (ADF) will increase from 0.33 L/s to 0.35 L/s on the west half of the park and the east half of the park will increase from 0.44 L/s to 0.45 L/s. Based on the increased collection area and inflow/infiltration considerations, the peak design flow (PDF) for the west half of the park will increase from 1.70 L/s to 1.99 L/s and the east half of the site will increase from 1.68 L/s to 2.62 L/s. During increased weekend demand, it is estimated that the ADF will be 0.40 L/s and 0.51 L/s for the west and east sides of the park, respectively. The PDF on weekends is estimated to be 2.25 L/s and 2.96 L/s for the west and east sides of the park, respectively. The design of the treatment and collection systems should review any current water taking records and/or complete flow monitoring to inform the sizing of the infrastructure. The preliminary infrastructure sizing presented in this report was completed based on the preferred approach outlined in Section 2.3.3.

4.2.3 Stormwater Infrastructure

As detailed in Section 2.2.3, the Centennial Trailer Park does not have any sub-grade drainage infrastructure such as catch basins or storm sewers. The park is graded to convey surface drainage overland towards Canal Lake with the existing drainage areas and outlets detailed on **Figure 4**. The park also does not have any formalized stormwater management infrastructure although there are several natural mitigating features, such as vegetated areas, that provide benefits from a water quality, water quantity, water balance, and erosion perspective.

The Preferred Concept Plan identifies several features which will have stormwater management impacts on the park. **Table 9** summarizes these features and identifies the recommended mitigation measures.

Table 9: Impacts of Preferred Concept on Stormwater Management

Feature	Impact and Mitigation Measure
Increase and renovate the beach area, including armourstone edging to stabilize the shoreline. Provide better access to the water via a cantilevered dock.	This feature, specifically the armourstone edging, will assist in reducing erosion along the shoreline.
New open play area on west side which includes disc golf, walking trail, and new tree planting.	Increasing the active play areas that include pervious cover (grass, walking trail, tree plantings) helps improve water quality and promotes infiltration of drainage.
Revitalize open play area on east side with walking trail, buffer planting, and new tree planting.	
Improve multi-use courts with new pavement.	As existing courts have pavement, this feature will not have an impact on the existing drainage conditions.
Delineated parking areas for additional cars and boat trailers.	Additional parking areas will increase surface runoff if completed with pavement. Gravel surface treatment will also increase

	surface runoff, albeit to a lesser degree. It is recommended to consider pervious surfaces during design and to direct surface drainage to vegetated areas.
Reduce larger existing lots into smaller lots to improve consistency.	Reducing larger lots into smaller lots will likely lead to a greater percentage of each lot having impervious cover (trailers, awnings, etc.). It is recommended to maximize the greenspace on each new lot and implement low impact development techniques to mitigate surface runoff where feasible.
Additional lots on west side and east side (5 additional lots on west side, 2 additional lots on east side; 7 additional lots total).	Additional lots will increase impervious cover. It is recommended to maximize the greenspace on each new lot and implement low impact development (LID) techniques where feasible to mitigate additional surface runoff.
Evaluate existing septic system and replace if required.	For new septic systems, the design should include grading to direct surface drainage away from the footprint of the septic bed.

4.2.4 Roads Infrastructure

As noted in Section 4.1 and **Figure 11**, it is recommended that the existing roadways within the park be repaired and re-graded where required. This can be completed on an as-needed basis with an annual budget allocated towards road repairs. The condition of the existing roadways should be evaluated with priority road sections identified for repair in the near-term.

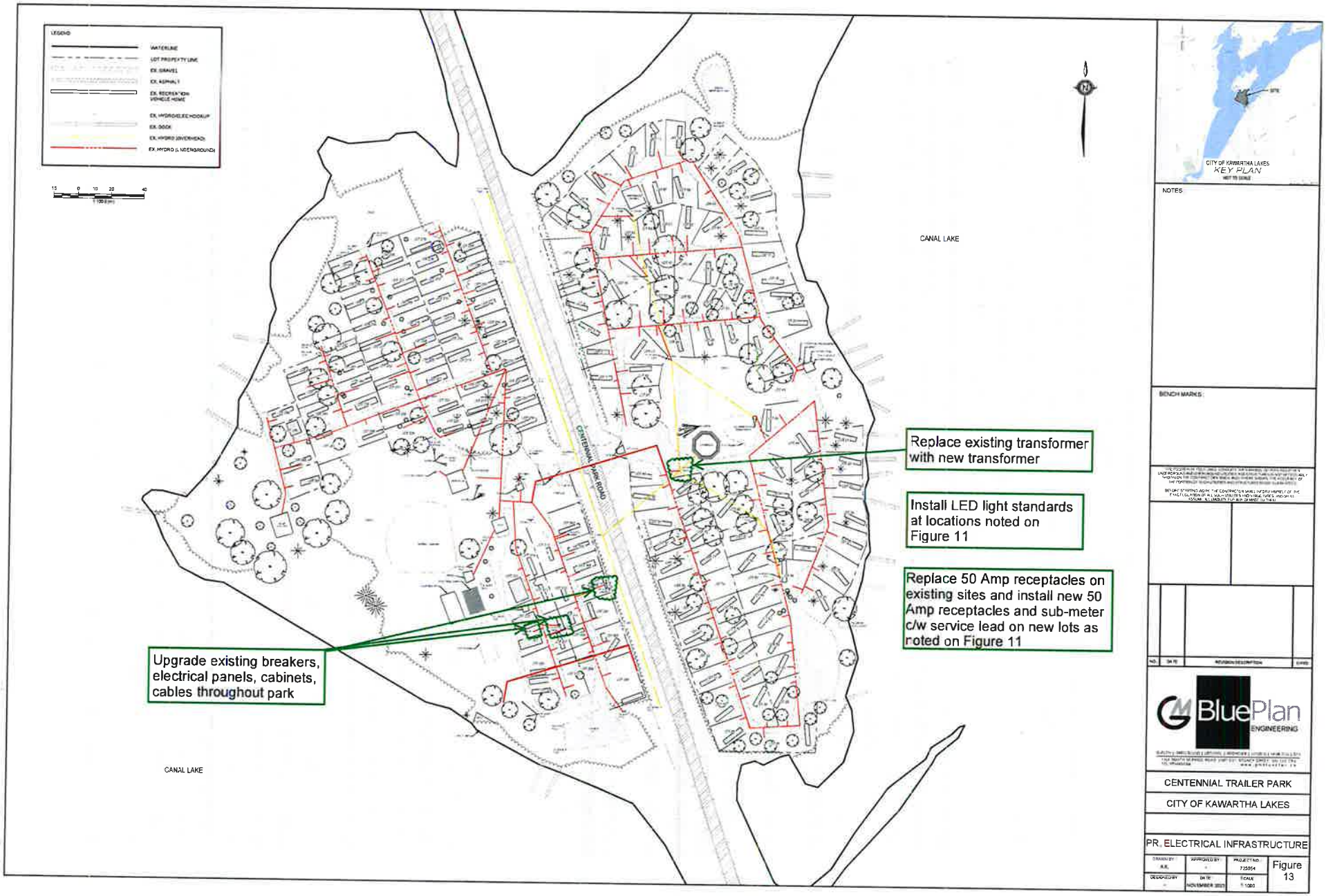
For areas that require additional gravel roadway, parking areas, or driveway to achieve the Preferred Concept Plan, a consultant should be retained to recommend a road design profile that will be suitable for the soil conditions and vehicle loadings anticipated at the Centennial Trailer Park.

4.2.5 Electrical Infrastructure

As noted in Section 2.2.5, the Centennial Trailer Park currently provides a 30 amp electrical service to each of the 173 lots in the park. However, the park has a policy requiring that new trailers entering the park be newer then 10 years old. Newer trailers typically have higher electrical demand appliances which is causing maintenance issues for park staff. It was noted that repairs to the existing electrical system have been required multiple times in recent years based on newer trailers requiring more power than the current electrical system could provide.

Based on feedback from the City and current park residents, the Preferred Concept Plan includes upgrading the park from the existing 30 amp system to a 50 amp system, along with submetering for each lot. Submetering (either on a per-lot basis or on an area-basis) provides the City the ability to alter their billing structure to a usage basis instead of the current system where the park's electrical utility bill is split equally amongst park residents. Submetering also has the potential to encourage park residents to limit electrical usage if a premium is associated with high usage. This is a significant capital expenditure that will be detailed in Section 5. While the capital cost will be substantial, it will reduce the maintenance costs and service calls required to maintain the existing 30 amp system in the long-term.

Refer to **Figure 13** for the proposed electrical infrastructure associated with the Preferred Concept Plan.


LEGEND
WATERLINE
LOT PROPERTY LINE
EX. GRAVEL
EX. ASPHALT
EX. RECREATION VEHICLE HOME
EX. HYDRO/ELEC HOOKUP
EX. DOCK
EX. HYDRO (OVERHEAD)
EX. HYDRO (UNDERGROUND)
CANAL LAKE
CENTENNIAL PARK ROAD
CANAL LAKE
Replace existing transformer with new transformer
Install LED light standards at locations noted on Figure 11
Replace 50 Amp receptacles on existing sites and install new 50 Amp receptacles and sub-meter c/w service lead on new lots as noted on Figure 11
Upgrade existing breakers, electrical panels, cabinets, cables throughout park
CITY OF KAWARTHA LAKES
KEY PLAN
NOTES
BENCH MARKS
BluePlan ENGINEERING
CENTENNIAL TRAILER PARK
CITY OF KAWARTHA LAKES
PR. ELECTRICAL INFRASTRUCTURE
Figure 13

4.2.6 Telecommunications Infrastructure

As noted in Section 2.2.6, the Centennial Trailer Park currently provides free Internet service via Wi-Fi to residents. The Wi-fi is available in proximity to the park office on the west side of the park as the range of the Wi-fi modem is limited. Additional telecommunications infrastructure is not provided to the residents; however, residents do have the option of paying for telecommunications companies to install telecom cable to their individual lot. While it is recommended that the free Wi-Fi service for residents continue, additional telecommunications infrastructure has not been recommended as part of this Master Plan.

4.2.7 Green Infrastructure Opportunities

Green infrastructure is typically defined as 'natural vegetative features and systems, parklands, stormwater management systems, trees, and permeable surfaces'. It has also been referred to as 'blue-green' infrastructure which incorporates features that assist in meeting climate change goals such as efficient water use. The following green infrastructure opportunities should be explored during the implementation stage of the recommendations stemming from the Centennial Trailer Park Master Plan:

- Rainwater harvesting: direct downspouts to vegetated areas and/or collect rainwater in rain barrels to use for watering lawns or gardens.
- Continue to enforce restriction on using potable water within the park for lawn or garden watering.
- Incorporate dense 'no-mow' vegetation, bioswales, and rain gardens where possible to reduce stormwater runoff and improve water quality.
- Incorporate permeable pavement where practical to reduce stormwater runoff and improve water quality.
- Future renovations within the communal washroom and/or laundry facilities should consider low-flow appliances.

5 COST ESTIMATES AND RECOMMENDED PHASING

5.1 Cost Estimates

As described in the previous sections, the Preferred Concept Plan has been developed to address the infrastructure concerns identified through the background review and ensure the preservation and sustainability of the park over the next 20 years. The capital costs for each infrastructure project were estimated using a unit rate construction cost and considered the rural nature of the park and typical reinstatement costs. The capital costs assume an additional 20% for additional construction, engineering, and design costs and a 30% contingency. Refer to **Appendix B** for the detailed cost estimate.

The maintenance costs were estimated based on data provided by the City for the last 5 years (2019 to 2023) and consider the approximate service life of each assets. Operational costs related to City staff salaries are not included within the cost estimates below. Annual inflation rates are anticipated to increase all of the costs noted below in **Table 10**.

Table 10: Summary of Capital and O&M Costs for Preferred Concept Plan

Asset Class	Stand-Alone Improvements	Annual Maintenance Costs	Notes
Water Infrastructure	• Water service connections for new lots **$82,000**	• **$15,000** for Years 1-5 • **$20,000** for Years 5-15 • **$25,000** for Years 15-20	As the water infrastructure nears end-of life, it is anticipated that larger repairs will be required which is reflected in the increasing annual maintenance costs.
Wastewater Infrastructure	• Extension of existing sewer to service new lots & new servicing connections **$90,000** • Septic Evaluation **$16,000** • Septic System (East Side) **$310,000** • Septic System (West Side) **$310,000** • Tank 1 system **$600,000** • Tank 2 system **$325,000** • Tank 3 system **$455,000** • Tank 4 system **$515,000** • Tank 5 system **$315,000** • Tank 6 system **$560,000** • Tank 7 system **$385,000**	Ongoing maintenance (annual pumps, etc.) **$15,000**	• The capital cost of septic systems varies significantly with soil type (T-time, etc.), groundwater level, proximity of materials, etc. These factors will need to be confirmed via site investigations. • The new collection systems will reduce staff operational costs as pump-out operations will be limited to the tanks, however the expanded collection system will involve additional maintenance.
Stormwater (Drainage) & Roads	• Road re-fresh & resurfacing of existing parking areas **$125,000** • New parking areas **$695,000** • Construct gravel road to new lots (Street C) **$70,000**	Ongoing maintenance (clearing culverts, pothole repair, etc.) **$8,000**	
Electrical Infrastructure	• Upgrade existing lots to 50 amp electrical system **$1.6M** • New 50 amp service to new lots **$75,000**	• **$10,000** before upgrade • **$3,000** after upgrade	Upgraded system will reduce maintenance and service calls.
Telecom Infrastructure	None	**$3,700**	Estimated current cost of telecommunications for park.

5.2 Phasing

Given the scope of the infrastructure improvements recommended through this Master Plan, it is anticipated that the projects will be completed over time as budget becomes available. The phasing of the infrastructure improvements have been broken into Short-Term (within 3 years), Medium-Term (within 10 years), and Long-Term (within 20 years) priorities. The recommended improvements have been allocated into the various priority categories based on the information available at the time of this report's completion. However, it is anticipated that these priorities will evolve over time given regular condition reviews of the various infrastructure assets within the park.

Short-Term (within 3 years):

- Septic evaluation
- New septic systems (if warranted based on septic evaluations)
- Road re-fresh & re-surfacing of existing parking areas

Medium-Term (within 10 years):

- Upgrade park to 50 amp electrical service
- Construct new parking areas

Long-Term (within 20 years):

- New wastewater collection systems (each of the collection systems can be constructed independently to phase the capital costs)

The seven (7) new lots are recommended to be implemented as space becomes available within the trailer park.

5.3 Implementation

The following requirements should be considered through the implementation program, primarily during the detailed design of the projects:

- Refinement of infrastructure location and alignment;
- Identification of preferred construction methodologies;
- Completion of additional supporting investigations as required (e.g., geotechnical, hydrogeological, etc.);
- Review and mitigation of potential construction related impacts; and,
- Satisfying all provincial, municipal, and conservation authority approval requirements.

With respect to the cost estimates provided in **Appendix B**, this estimate will be further developed and refined during the implementation stage as more detailed information becomes available.

6 CONCLUSIONS

As detailed in this report, the existing infrastructure within the Centennial Trailer Park was reviewed and evaluated based on the available background information. Design criteria from the City was reviewed to assist in forming a design basis for infrastructure recommendations. In order to determine an accurate demand on the existing water and wastewater systems within the park, an analysis of the recorded water takings within the park was completed. This analysis indicated that on average the daily water demand was below the limits set out in the park's Permit To Take Water (PTTW). When applying a peak hour demand factor, the majority of days remained below the PTTW maximum minute limit albeit with a few outliers which were associated with higher-demand days.

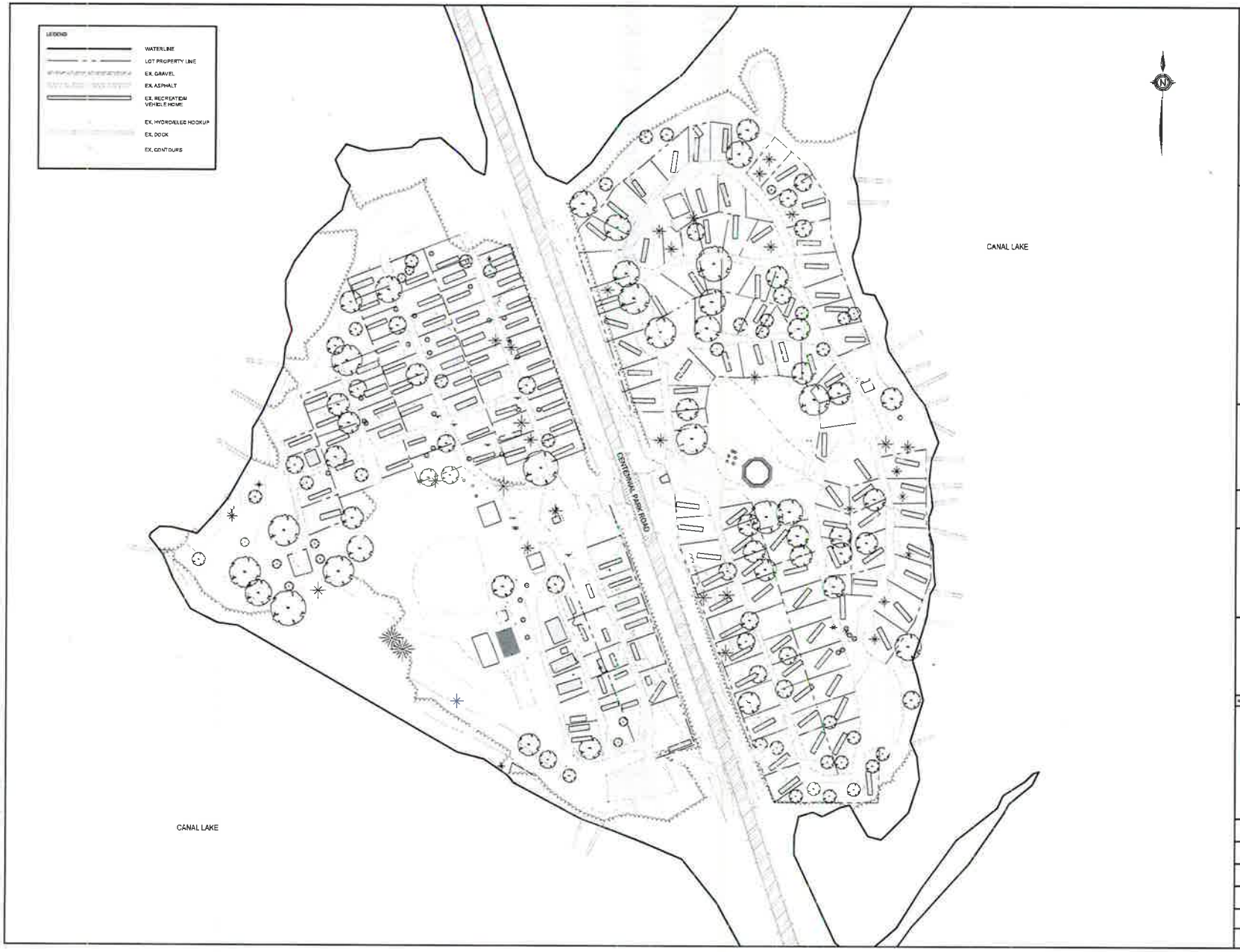
Two alternative concept plans were considered within this Master Plan. Extensive consultation was conducted with City staff, stakeholders, and park residents to inform the Preferred Concept Plan which includes the following features:

- Centralized floating docks on the west and east sides of the park to replace the existing docks.
- Increase and renovate the beach area, including armourstone edging to stabilize the shoreline. Provide better access to the water via a cantilevered dock.
- New open play area on west side which includes disc golf, walking trail, and new tree planting.
- Revitalize open play area on east side with walking trail, buffer planting, and new tree planting.
- Lighting throughout the park and along walking trails.
- Refresh the community hall & main office.
- Improve multi-use courts with new pavement.
- Upgrade to a 50 amp electrical service throughout the park, complete with separate metering.
- Delineated parking areas for additional cars and boat trailers.
- Reduce larger existing lots into smaller lots to improve consistency.
- Seven (7) additional lots. Five additional lots on west side and two additional lots on east side.
- Evaluate existing septic system and replace if required. For lots requiring pump-out operations, install localized gravity collection systems to centralized holding tanks to minimize spills and improve health and safety for park staff.
- Refresh roadways throughout the park.

Infrastructure recommendations were provided to maintain and/or improve (where indicated by the Master Plan recommendations) the park. Capital cost estimates were provided for the infrastructure recommendations with ongoing operation & maintenance costs informed by budget records from the last five years. The anticipated phasing of the infrastructure improvements, along with implementation considerations, were provided to guide the enactment of the Master Plan recommendations.

APPENDIX A

TOPOGRAPHIC SURVEY



NOTES

BENCH MARKS

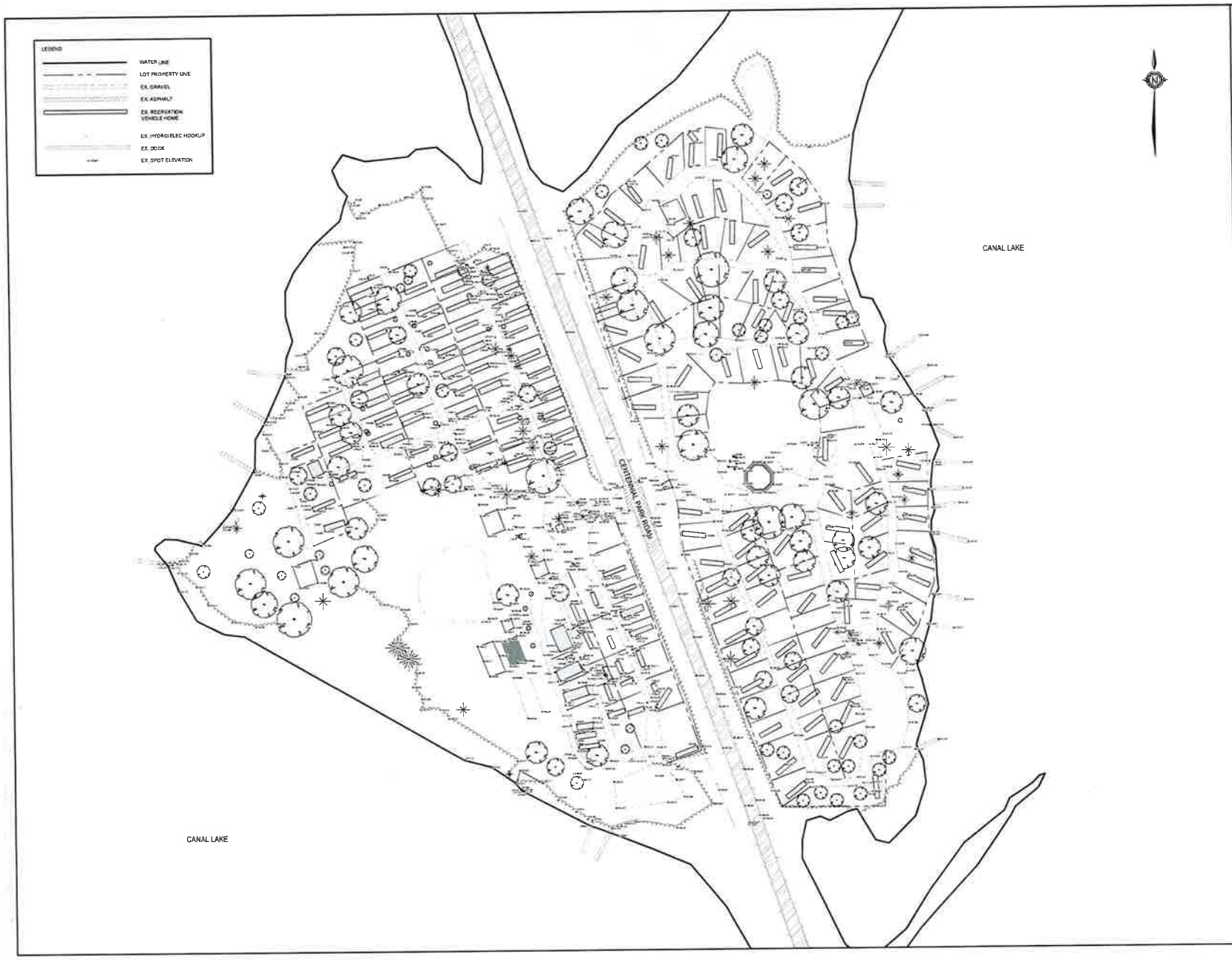
BluePlan ENGINEERING

CENTENNIAL TRAILER PARK

CITY OF KAWARTHA LAKES

BASE PLAN WITH CONTOURS

DRAWN BY	APPROVED BY	PROJECT NO.	DRAWING NO
A.K.	-	72105#	C3
DESIGNED BY	DATE	SCALE	
-	NOVEMBER 2021	1:1000	



NOTES

BENCH MARKS

NO.	DATE	REVISION DESCRIPTION	CHKD

BluePlan ENGINEERING

CENTENNIAL TRAILER PARK

CITY OF KAWARTHA LAKES

BASE PLAN WITH ELEVATIONS

DRAWN BY	APPROVED BY	PROJECT NO.	DRAWING NO.
A.E.	-	723054	C2
DESIGNED BY	DATE	SCALE	
-	NOVEMBER 2023	1:1000	

APPENDIX B

COST ESTIMATES

Project No. 723054
Project Name: Centennial Trailer Park Master Plan
Description: Wastewater System
Date: 2/14/2024
Estimate Class (refer to table below): Class 5

Item	Item Description	Estimated Quantity	Unit	Unit Price	Total Amount	Notes
	Collection System					
	Tank 1 System					
1	Supply & install 300mm dia. PVC sanitary sewer	205	m	$ 450	$ 92,250.00	
2	Gravel driveway restoration	205	m^2	$ 60	$ 12,300.00	
3	Supply & install 1200mm dia. sanitary manhole	5	each	$ 12,000	$ 60,000.00	
4	Supply & install sanitary service connection to lot	25	each	$ 1,500	$ 37,500.00	
5	Cast-in-place concrete holding tank	233	m^3	$ 700	$ 163,100.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 385,150.00**	
	Tank 2 System					
1	Supply & install 300mm dia. PVC sanitary sewer	100	m	$ 450	$ 45,000.00	
2	Gravel driveway restoration	100	m^2	$ 60	$ 6,000.00	
3	Supply & install 1200mm dia. sanitary manhole	3	each	$ 12,000	$ 36,000.00	
4	Supply & install sanitary service connection to lot	12	each	$ 1,500	$ 18,000.00	
5	Cast-in-place concrete holding tank	120	m^3	$ 700	$ 84,000.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 209,000.00**	
	Tank 3 System					
1	Supply & install 300mm dia. PVC sanitary sewer	140	m	$ 450	$ 63,000.00	
2	Gravel driveway restoration	140	m^2	$ 60	$ 8,400.00	
3	Supply & install 1200mm dia. sanitary manhole	3	each	$ 12,000	$ 36,000.00	
4	Supply & install sanitary service connection to lot	19	each	$ 1,500	$ 28,500.00	
5	Cast-in-place concrete holding tank	193	m^3	$ 700	$ 135,100.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 291,000.00**	
	Tank 4 System					
1	Supply & install 300mm dia. PVC sanitary sewer	190	m	$ 450	$ 85,500.00	
2	Gravel driveway restoration	190	m^2	$ 60	$ 11,400.00	
3	Supply & install 1200mm dia. sanitary manhole	4	each	$ 12,000	$ 48,000.00	
4	Supply & install sanitary service connection to lot	19	each	$ 1,500	$ 28,500.00	
5	Cast-in-place concrete holding tank	193	m^3	$ 700	$ 135,100.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 328,500.00**	
	Tank 5 System					
1	Supply & install 300mm dia. PVC sanitary sewer	90	m	$ 450	$ 40,500.00	
2	Gravel driveway restoration	90	m^2	$ 60	$ 5,400.00	
3	Supply & install 1200mm dia. sanitary manhole	2	each	$ 12,000	$ 24,000.00	
4	Supply & install sanitary service connection to lot	13	each	$ 1,500	$ 19,500.00	
5	Cast-in-place concrete holding tank	132	m^3	$ 700	$ 92,400.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 201,800.00**	

			Tank 6 System			
1	Supply & install 300mm dia. PVC sanitary sewer	205	m	$ 450	$ 92,250.00	
2	Gravel driveway restoration	205	m^2	$ 60	$ 12,300.00	
3	Supply & install 1200mm dia. sanitary manhole	3	each	$ 12,000	$ 36,000.00	
4	Supply & install sanitary service connection to lot	23	each	$ 1,500	$ 34,500.00	
5	Cast-in-place concrete holding tank	233	m^3	$ 700	$ 163,100.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 358,150.00**	
			Tank 7 System			
1	Supply & install 300mm dia. PVC sanitary sewer	140	m	$ 450	$ 63,000.00	
2	Gravel driveway restoration	140	m^2	$ 60	$ 8,400.00	
3	Supply & install 1200mm dia. sanitary manhole	3	each	$ 12,000	$ 36,000.00	
4	Supply & install sanitary service connection to lot	14	each	$ 1,500	$ 21,000.00	
5	Cast-in-place concrete holding tank	140	m^3	$ 700	$ 98,000.00	
6	Allowance for float sensors in holding tank	1	each	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 246,400.00**	
			Treatment			
Item	**Item Description**	**Estimated Quantity**	**Unit**	**Unit Price**	**Total Amount**	**Notes**
1	Conduct evaluation of existing septic systems	2	each	$ 5,000	$ 10,000	
2	Supply & install new septic system	2	each	$ 200,000	$ 400,000	Includes removal & disposal of existing septic systems
				Sub-total:	**$ 410,000.00**	
				Sub-total Construction:	**$ 2,430,000**	
				Additional Construction Costs (10%):	$ 243,000	Includes mobilization/demobilization, inspection, bonding, insurance
				Engineering / Design Costs (10%):	$ 243,000	Includes design fees & contract admin
				Sub-total Construction and Engineering:	**$ 2,916,000**	
				Contingency (30%)	$ 874,800.0	
				Total Cost:	**$ 3,790,800.0**	

	Primary Characteristic	*Secondary Characteristic*		
ESTIMATE CLASS	MATURITY LEVEL OF PROJECT DEFINITION DELIVERABLES Expressed as % of complete definition	END USAGE Typical purpose of estimate	METHODOLOGY Typical estimating method	EXPECTED ACCURACY RANGE Typical variation in low and high ranges[3b]
Class 5	0% to 2%	Functional area, or concept screening	SF or m^2 factoring, parametric models, judgment, or analogy	L: -20% to -30% H: +30% to +50%
Class 4	1% to 15%	or Schematic design or concept study	Parametric models, assembly driven models	L: -10% to -20% H: +20% to +30%
Class 3	10% to 40%	Design development, budget authorization, feasibility	Semi-detailed unit costs with assembly level line items	L: -5% to -15% H: +10% to +20%
Class 2	30% to 75%	Control or bid/tender, semi-detailed	Detailed unit cost with forced detailed take-off	L: -5% to -10% H: +5% to +15%
Class 1	65% to 100%	Check estimate or pre bid/tender, change order	Detailed unit cost with detailed take-off	L: -3% to -5% H: +3% to +10%

Note: [a] The state of construction complexity and availability of applicable reference cost data affect the range markedly. The +/- value represents typical percentage variation of actual cost from the cost estimate after application of contingency (typically at a 50% level of confidence) for given scope.

Table 1 – Cost Estimate Classification Matrix for Building and General Construction Industries

In addition to the degree of project definition, estimate accuracy is also driven by other systemic risks such as:

- Complexity of the project.
- Quality of reference cost estimating data.
- Quality of assumptions used in preparing the estimate.
- Experience and skill level of the estimator.
- Estimating techniques employed.
- Time and level of effort budgeted to prepare the estimate.

Systemic risks such as these are often the primary driver of accuracy; however, project-specific risks (e.g. risk events) also drive the accuracy range[3d].

Project No. 723054
Project Name: Centennial Trailer Park Master Plan
Description: Electrical System
Date: 3/28/2024
Estimate Class (refer to table below): Class 5

Item	Item Description	Estimated Quantity	Unit	Unit Price	Total Amount	Notes
				West System		
1	Replacement of existing transformer with new transformer (by local utility provider).	1	LS	$ 100,000	$ 100,000.00	Anticipated new transformer to be 75 kVA, 3 Phase, 600V Secondary. Existing transformer secondary side cables will need to be replaced up to the existing (assumed) 30Amp breaker.
2	Upgrades to breakers, electrical panels, cabinets, cables.	1	LS	$ 125,000	$ 125,000.00	
3	Installation of LED light standard (lighting pole, fixture, & cables)	45	each	$ 10,000	$ 450,000.00	
4	Light standard structural footing	45	each	$ 2,000	$ 90,000.00	
5	Replacement of 50 Amp receptable c/w meter at lots	172	each	$ 1,500	$ 258,000.00	
				Sub-total Construction:	**$ 1,023,000**	
				Additional Construction Costs (10%):	$ 102,300	Includes mobilization/demobilization, inspection, bonding, insurance
				Engineering / Design Costs (10%):	$ 102,300	Includes design fees & contract admin
				Sub-total Construction and Engineering:	**$ 1,227,600**	
				Contingency (30%)	$ 368,280.0	
				Total Cost:	**$ 1,595,880.0**	

December 5, 2012

	Primary Characteristic	Secondary Characteristic		
ESTIMATE CLASS	MATURITY LEVEL OF PROJECT DEFINITION DELIVERABLES Expressed as % of complete definition	END USAGE Typical purpose of estimate	METHODOLOGY Typical estimating method	EXPECTED ACCURACY RANGE Typical variation in low and high ranges [a]
Class 5	0% to 2%	Functional area, or concept screening	SF or m² factoring, parametric models, judgment, or analogy	L: -20% to -30% H: +30% to +50%
Class 4	1% to 15%	or Schematic design or concept study	Parametric models, assembly driven models	L: -10% to -20% H: +20% to +30%
Class 3	10% to 40%	Design development, budget authorization, feasibility	Semi-detailed unit costs with assembly level line items	L: -5% to -15% H: +10% to +20%
Class 2	30% to 75%	Control or bid/tender, semi-detailed	Detailed unit cost with forced detailed take-off	L: -5% to -10% H: +5% to +15%
Class 1	65% to 100%	Check estimate or pre bid/tender, change order	Detailed unit cost with detailed take-off	L: -3% to -5% H: +3% to +10%

Note: [a] The state of construction complexity and availability of applicable reference cost data affect the range marked. The +/- value represents typical percentage variation of actual cost from the cost estimate after application of contingency (typically at a 50% level of confidence) for given scope.

Table 1 – Cost Estimate Classification Matrix for Building and General Construction Industries

In addition to the degree of project definition, estimate accuracy is also driven by other systemic risks such as:

- Complexity of the project.
- Quality of reference cost estimating data.
- Quality of assumptions used in preparing the estimate.
- Experience and skill level of the estimator
- Estimating techniques employed
- Time and level of effort budgeted to prepare the estimate.

Systemic risks such as these are often the primary driver of accuracy; however, project-specific risks (e.g. risk events) also drive the accuracy range[19].

Assumptions / Notes:

Detailed information regarding the existing electrical system and/or electrical load demands were not available for the purposes of developing this cost estimate. This cost estimate was completed based on the information available at the time of the report's completion.

Client has indicated that power loss at the park occurs due to nuisance tripping in the campsite electrical system and indicates the preference to modify the system to provide a 50A electrical service to park residents. Confirmation via a detailed electrical servicing study will be required to confirm the sufficient power loading required within the park given the increased load associated with additional lots and new lighting loads. Given the additional load proposed to be placed on the system, the new service has been assumed to be a 75Amp, 600V service.

Provided cost estimates have not been confirmed with vendors and/or contractors and are subject to change. Costs do not include labour costs. All costs are to be confirmed at detailed design stage.

Existing utility transformer is assumed to be 30 kVA, 3Phase and 600V (secondary side). Planned electrical service upgrade (from 30 Amp service to 75 Amp service), will require existing 30 kVA utility transformer to be replaced with a 75 kVA transformer. Local electrical utility will need to be contacted to verify requirements. Local electrical utility will provide requirements as well as upgrade costs with higher certainty. These steps are to take place during the detailed design phase of the project.

It is assumed that the existing overhead electrical lines have sufficient capacity for such a service upgrade.

It is assumed that the existing hydro poles can be utilized and that new hydro poles will not need to be installed.

It is assumed that the existing main breaker is a 30Amp, 3 Phase, and 600V rated, and will be replaced with a new 75Amp, 3 Phase 600V rated breaker.

It is assumed that there is a step-down transformer (600V/120/240V) after the existing main breaker to bring 600V to 120/240V.

It is assumed that there is a 120V/240 lighting panel(s) after the step-down transformer. Quantity of branch circuits of the assumed lighting panel(s) are not known.

It is assumed that each lot is serviced with a 30 Amp, 120V rated electrical outlet.

Project No. 723054
Project Name: Centennial Trailer Park Master Plan
Description: Roadways
Date: 3/27/2024
Estimate Class (refer to table below): Class 5

Collection System						
Item	**Item Description**	**Estimated Quantity**	**Unit**	**Unit Price**	**Total Amount**	**Notes**
			West System			
1	Resurfacing of existing parking areas adjacent to new parking areas	3080	m^2	$ 20	$ 61,600.00	
2	Construction of new parking areas	3700	m^2	$ 120	$ 444,000.00	
3	Road refresh	1	LS	$ 20,000	$ 20,000.00	
				Sub-total:	**$ 525,600.00**	
				Sub-total Construction:	**$ 525,600**	
				Additional Construction Costs (10%):	$ 52,560	Includes mobilization/demobilization, inspection, bonding, insurance
				Engineering / Design Costs (10%):	$ 52,560	Includes design fees & contract admin
				Sub-total Construction and Engineering:	**$ 630,720**	
				Contingency (30%)	$ 189,216.0	
				Total Cost:	**$ 819,936.0**	

Project No. 723054
Project Name: Centennial Trailer Park Master Plan
Description: New lots
Date: 3/28/2024
Estimate Class (refer to table below): Class 5

Additional Infrastructure to Accommodate Additional Lots						
Item	**Item Description**	**Estimated Quantity**	**Unit**	**Unit Price**	**Total Amount**	**Notes**
				Water		
1	Supply & install water service connection to lot	7	each	$ 7,500.00	$ 52,500.00	
				Sub-total:	**$ 52,500.00**	
				Wastewater		
1	Supply & install 300mm dia. PVC sanitary sewer. Connect to existing wastewater collection system.	50	m	$ 450	$ 22,500.00	
2	Supply & install 1200mm dia. sanitary manhole	2	each	$ 12,000	$ 24,000.00	
3	Supply & install sanitary service connection to lot	7	each	$ 1,500	$ 10,500.00	
				Sub-total:	**$ 57,000.00**	
				Electrical		
1	New 50 Amp service for new lots c/w receptacle	7	each	$ 7,000.00	$ 49,000.00	
				Sub-total:	**$ 49,000.00**	
				Roadways		
1	Construct 4 metre width gravel roadway (Street C; approximately length of 85 metres) c/w existing removals	340	m^2	130	$ 44,200.00	
				Sub-total:	**$ 44,200.00**	
				Sub-total Construction:	**$ 202,700**	
				Additional Construction Costs (10%):	$ 20,270	Includes mobilization/demobilization, inspection, bonding, insurance
				Engineering / Design Costs (10%):	$ 20,270	Includes design fees & contract admin
				Sub-total Construction and Engineering:	**$ 243,240**	
				Contingency (30%)	$ 72,972.0	
				Total Cost:	**$ 316,212.0**	

F Park Design Standards

F.1 Pedestrian Level Lighting

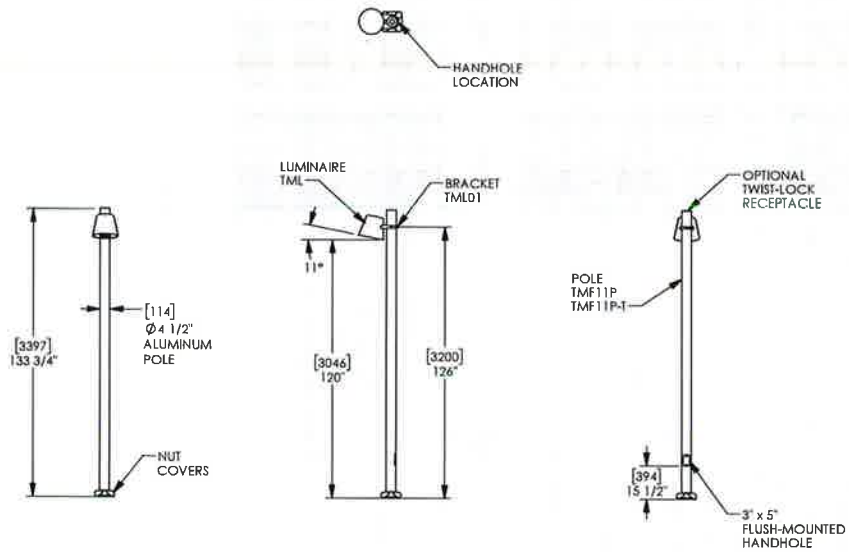
SANTA & COLE urbanism **Tumbler** Area Light, 3.4m (11.2ft) height pole with single column bracket

Product Drawing

Date: 01/28/2020
www.landscapeforms.com Ph: 800.521.2546

LUMINAIRE AND POLE ARE ORDERED SEPARATELY.
SEE PRODUCT DATA SHEET FOR LUMINAIRE OPTIONS.

ANCHORING HARDWARE INCLUDED WITH POLE.



landscapeforms

Drawing: CB0001
Dimensions are in inches [mm]

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F.2 Wall Mounted Lighting

SANTA & COLE urb·de·mis Tumbler wall mount bracket

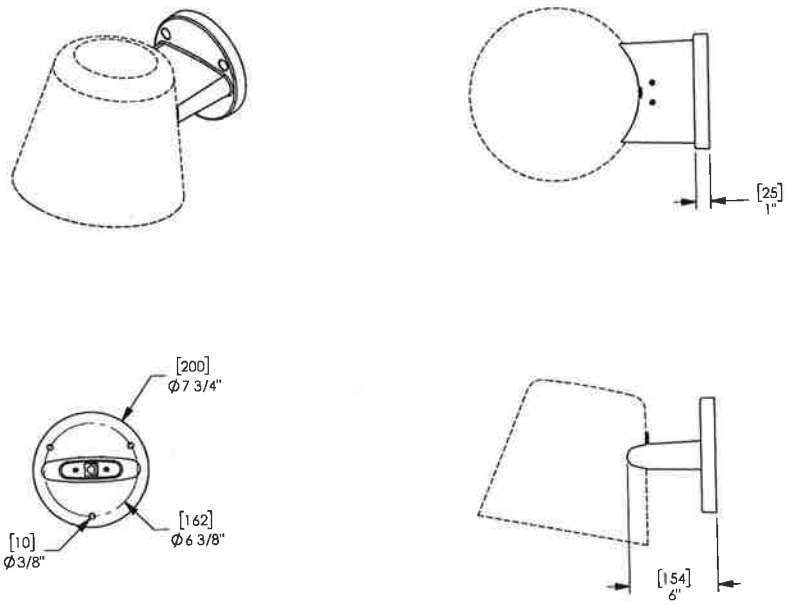
Product Drawing

www.landscapeforms.com

Date: 02/05/2020
Ph: 800.521.2546

LUMINAIRE SPECIFIED SEPARATELY

HARDWARE FOR ATTACHING BRACKET TO WALL IS NOT INCLUDED.



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Drawing: TML02
Dimensions are in inches [mm]

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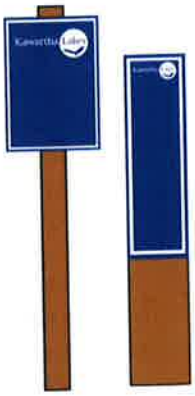
F.3 Sample Trailhead Signage

Major trailhead (left) and minor trailhead (right) signage

Off-trail / navigational signage



Trail / directional signage

F.4 List of Acceptable Tree Species

List of Acceptable Tree Species for City of Kawartha Lakes Planting

Botanical Name	Common Name	Locational Use	
Abies concolour	white fir		park
Acer griseum	paper bark maple	street	park
Acer miyabei 'Morton'	state street maple	street	park
Acer pseudoplatanus	sycamore maple	street	park
Acer saccharinum	silver maple	street	park
Acer saccharum cv.	sugar maple	street	park
Acer rubrum cv.	red maple	street	park
Acer x freemanii	Freeman maple	street	park
Aesculus glabra	Ohio buckeye	street	park
Aesculus carnea	red horse chestnut	street	park
Betula nigra	river birch		park
Carpinus caroliniana 'Uxbridge'	Rising Fire hornbeam		park
Catalpa speciosa	northern catalpa		park
Celtis occidentalis	common hackberry	street	park
Corylus columa	turkish hazel	street	park
Fagus grandiflora	American beech		park
Fagus sylvatica	European beech		park
Ginko biloba	maidenhair tree	street	park
Gleditsia triacanthos cv.	locust	street	park
Gymnocladus dioicus cv.	Kentucky coffee tree	street	park
Liquidambar styraciflua cv.	sweetgum		park
Liriodendron tulipifera cv.	tulip tree		park
Malus sp.	crabapple		park
Nyssa sylvatica	black gum		park
Ostrya virginiana	ironwood		park
Picea glauca	white spruce		park
Pinus strobus	white pine		park
Platanus sp.	planetree	street	park
Prunus serotina	black cherry		park
Pyrus calleryana cv.	ornamental pear	street	park
Quercus alba	white oak	street	park
Quercus coccinea	scarlet oak	street	park
Quercus macrocarpa	bur oak	street	park
Quercus ellipsoidalis	Northern pin oak	street	park
Quercus robur	English oak	street	park
Quercus rubra	red oak	street	park
Quercus velutina	black oak	street	park
Sorbus sp.	mountain ash	street	park
Tilia sp.	linden	street	park
Tsuga canadensis	Eastern hemlock		park
Ulmus sp.	elm	street	park

URBAN FLARE 6' BENCH

As the centerpiece of Classic Displays' new Urban Series, the Urban Flare 6' bench offers a contemporary feel and look to a classic ribbon bench design. The back and seating area features a unique laser-cut "keyhole" shaped pattern adding visual interest, with the same pattern appearing on most every piece in the Urban Series product line. The flared side arms add an extra touch of elegance while providing proper ergonomics with additional grip width for entering and exiting the bench. The Urban Flare 6' bench is manufactured from galvanized steel that is powder-coated offering increased protection against moisture, impact, chipping, scratching, abrasion, corrosion and fading. The Urban Flare 6' bench can be shipped "knocked down" for easy transport, and is also available in 2', 3', and 4' lengths with various arm configurations for Accessibility. Replacement components are readily available. The Urban Flare 6' Bench features predrilled legs for easy ground mounting. All sizes meet the National Standard of Canada for Accessible Design.

*Centre Arm with no side arms also available

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URBAN FLARE 4' BENCH

The Urban Flare 4' Bench was designed with flexible outdoor seating in mind, providing a comfortable and socially distanced seating area for an individual, couple, or parent with children. As part of the Urban series line featuring benches of various sizes and configurations, the 4' seating option pairs nicely with a 6' bench, or its smaller 2' and 3' seat siblings. The Urban Flare 4' Bench features predrilled legs for easy ground mounting, and could also be installed freestanding and secured locations. Manufactured from robust powder coated laser-cut and galvanized steel, The Urban Flare 4' Bench is available in multiple arm configurations for Accessible seating, and can be shipped unassembled to virtually every corner of North America. Replacement components are readily available.

*Centre Arm with no side arms also available

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Product Data Sheet

URBAN FLARE BENCH

Urban Flare Bench 6'

Urban Flare Bench 4'

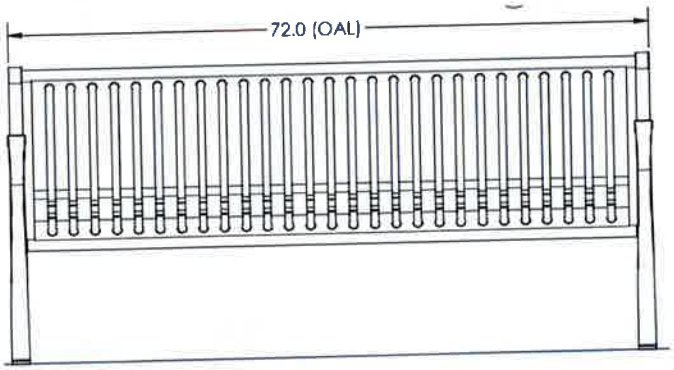
MATERIALS

- Zinc-Plated/Galvanized Powder-Coated Steel
- Stainless Steel Hardware

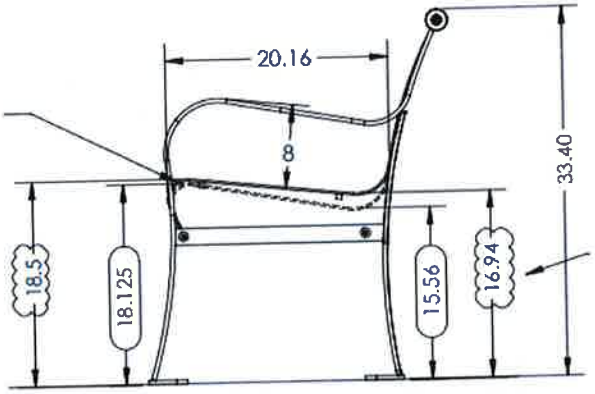
FINISHES

- Powder-Coated Epoxy Textured Black

6' Bench Shown Here



ELEVATION



SIDE VIEW

	4' Length	6' Length
Length	48"[1219mm]	72"[1829mm]
Depth	26.6"[676mm]	26.6"[676mm]
Height	33.4"[848mm]	33.4"[848mm]
Seat Height	18.1"[460mm]	18.1"[460mm]
Weight	140lbs[63.5kg]	182lbs[82.5kg]

TO SPECIFY

- Bench Length (4' or 6')
- Arm Configuration

URBAN FLARE BENCH

Installation

- For Benches with pre-drilled Legs

Tools and Hardware Required:

- Hammer Drill
- Masonry Bit
- Expanding concrete/wedge anchor (stainless steel recommended) with locking nut

Instructions:

- Drill ½" deeper than anchor will penetrate
  - o Deeper anchor will offer better hold
- Drill hole in concrete equal to diameter of anchor
  - o Depth of Wedge Anchor = Thickness of material fastened + Minimum embedment
  - o Leave space for nut and washer
- Insert wedge anchor into concrete
  - o Turn nut clockwise while pulling the anchor up
  - o Wedge clip between anchor & concrete.

Notes:

- Do not install anchor within 10 anchor diameters of other anchor, or within 5 anchor diameters of unsupported edge.
- Install on even concrete surface

Warranty

Classic Displays Site Furniture Warranty Statement

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Maintenance

Wash with Soap and Water

- Mix 1/4 cup dish soap in a gallon of hot (not scalding) water.
- Scrub the metal surface with firm, circular strokes using a soft-bristled brush.
- Rinse this off thoroughly with hot water and then wipe it dry using a lint-free cloth.

Clean Off Hard Water

- Create a solution of equal parts white distilled vinegar and water.
- Rub the solution into the metal with a soft cloth or spray with a spray bottle.
- Dry with a cloth.

URBAN FLARE 6' STRAIGHT BENCH

The Urban Flare 6' Straight Bench is designed to complement the standard backed Urban Flare Bench in a setting where multiple bench configurations are required, or is equally suited as a standalone piece for sites where access to both sides of the bench is necessary. The Urban Flare 6' Straight Bench provides a lower profile look with its backless design, while emanating the same elegant design cues as featured throughout the Urban Series product line. Manufactured from laser-cut galvanized steel, the Urban Flare 6' Straight Bench provides maximum protection against the elements in any climate. The Urban Flare 6' Straight Bench can be shipped "knocked down" or fully assembled, and is also available in a 4' length. Replacement components are readily available.

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URBAN FLARE 4' STRAIGHT BENCH

The Urban Flare 4' Straight Bench is the perfect solution for smaller areas where accessibility from both sides of the bench is required. The 4' Straight Bench compliments it's larger 6' sibling, as well as the entire Urban Series line of Site Furnishings. With pre-drilled feet for ground mounting, the Urban Flare 4' Straight Bench can also stand on its own 4 legs for a portable solution. Similar to all Urban Series Site Furnishings, the 4' Straight Bench is built from powder-coated laser-cut and galvanized steel ensuring maximum longevity with minimal maintenance requirements. Replacement components are readily available. For easy shipping throughout North America, the Urban Flare 4' Straight Bench can be shipped "knocked down".

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URBAN FLARE STRAIGHT BENCH

Product Data Sheet

Urban Flare Straight Bench 4'

Urban Flare Straight Bench 6'

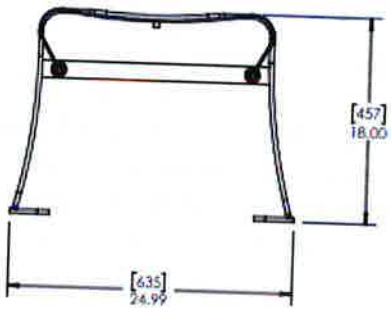
MATERIALS

- Zinc-Plated/Galvanized Powder-Coated Steel
- Stainless Steel Hardware

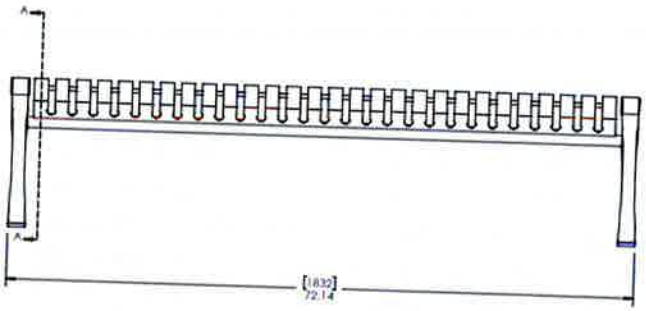
FINISHES

- Powder-Coated Epoxy Textured Black

6' Bench Shown Here:



SECTION A-A



TO SPECIFY

- Bench Length (4' or 6')

	4' Length	6' Length
Length	48"[1219mm]	72"[1829mm]
Depth	26.6"[676mm]	26.6"[676mm]
Height	18.1"[460mm]	18.1"[460mm]
Seat Height	18.1"[460mm]	18.1"[460mm]
Weight	92lbs[41.7kg]	120lbs[54.4kg]

URBAN FLARE STRAIGHT BENCH

Installation

- For Benches with pre-drilled Legs

Tools and Hardware Required:

- Hammer Drill
- Masonry Bit
- Expanding concrete/wedge anchor (stainless steel recommended) with locking nut

Instructions:

- Drill ½" deeper than anchor will penetrate
  - o Deeper anchor will offer better hold
- Drill hole in concrete equal to diameter of anchor
  - o Depth of Wedge Anchor = Thickness of material fastened + Minimum embedment
  - o Leave space for nut and washer
- Insert wedge anchor into concrete
  - o Turn nut clockwise while pulling the anchor up
  - o Wedge clip between anchor & concrete.

Notes:

- Do not install anchor within 10 anchor diameters of other anchor, or within 5 anchor diameters of unsupported edge.
- Install on even concrete surface

Warranty

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Maintenance

Wash with Soap and Water

- Mix 1/4 cup dish soap in a gallon of hot (not scalding) water.
- Scrub the metal surface with firm, circular strokes using a soft-bristled brush.
- Rinse this off thoroughly with hot water and then wipe it dry using a lint-free cloth.

Clean Off Hard Water

- Create a solution of equal parts white distilled vinegar and water.
- Rub the solution into the metal with a soft cloth or spray with a spray bottle.
- Dry with a cloth.

URBAN FLARE WASTE CONTAINER 120

Laser cut for maximum strength, style, and durability, the Urban Flare Waste Container 120 is a timeless design suitable for a wide range of settings. Fabricated from galvanized steel then powder coated, the Urban Flare Waste Container 120 includes a 32 gallon (120L) rotationally-molded polyethylene liner and pre-drilled feet for easy ground mounting with three anchor points. With its ergonomic side access door, operators can easily access the liner without lifting it up and out of the unit. An optional rain shield, lid stickers, and a customizable nameplate are also available. The Urban Flare Waste Container 120 comes standard in glossy black powder coated epoxy finish, and can also be specified in a wide range of colours. The Urban Flare Waste Container 120 ships fully assembled, with replacement components/liners readily available.

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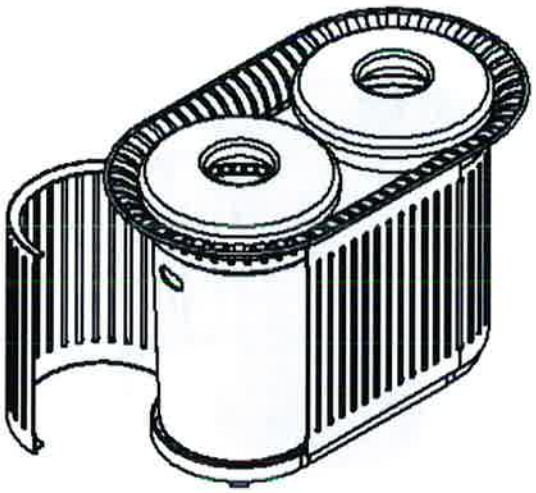
URBAN FLARE WASTE CONTAINER 240



Manufactured from zinc-plated powder coated steel, the laser-cut Urban Flare Waste Container 240 provides extended capacity, or up to two additional streams for recycling for a total of 3 streams. The unit includes 2 x 32 gallon (120L) rotationally-molded polyethylene liners, where one liner can be subdivided into 2 x 16 gallon (60L) streams. Both liners have separate side door access, ensuring proper ergonomics when servicing the unit, reducing staring on the operator. Optional rain shields, lid stickers, and nameplates can also be added to further customize the unit. The unit is equipped with three pre-drilled feet for surface mount application. Powder coated Black finish is standard for this unit, however many additional colours are also available, i ncluding a Natural Galvanized Finish. The Urban Flare Waste Container 240 ships fully assembled, with replacement components/liners readily available.

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URBAN FLARE WASTE CONTAINER

Product Data Sheet

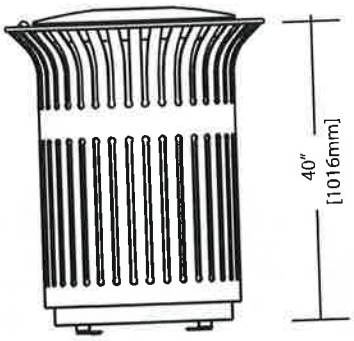
MATERIALS

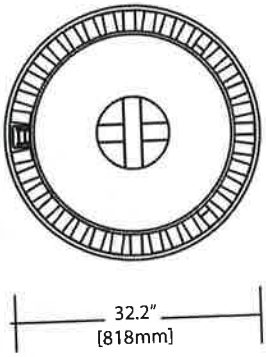
- Electrostatically Zinc Plated Laser Cut Steel for Maximized Rust Protection
- Polyester Powdercoated Finish
- Stainless Steel Hardware

FEATURES

- Side Access Door with Keyless Locking Mechanism
- Pre-Drilled feet (3 anchor points)
- Includes one or two 32 gal (120L) Poly Liners
- Optional 3 stream option with one liner divided
- Optional Rain Shield
- Optional Custom Nameplates and Lid Stickers

120 Model Shown Here





TO SPECIFY

- Single (120L), or Multi-Stream (240L, 2 or 3 streams)
- Optional Rain Shields
- Optional Side Nameplates
- Optional Lid Stickers

	120 (1 stream)	240 (2-3 stream)
Length (Bottom)	25.5"[647mm]	50"[1270mm]
Length (Top)	32.2"[818mm]	56.7"[1440mm]
Width (Bottom)	25.5"[647mm]	25.5"[647mm]
Width (Top)	32.2"[818mm]	32.2"[818mm]
Height	40"[1016mm]	40"[1016mm]
Height with Rain Shield	50"[1270mm]	50"[1270mm]
Weight	135lbs[61kg]	250lbs[113kg]
Capactiy	32 gal[120L]	64 gal[240L]

Optional Rain Shield

Optional Side Nameplate

URBAN FLARE WASTE CONTAINER

Installation

- For pre-drilled Waste Bins

Tools and Hardware Required:

- Hammer Drill
- Masonry Bit
- Expanding concrete/wedge anchor (stainless steel recommended) with locking nut

Instructions:

- Drill ½" deeper than anchor will penetrate
  - o Deeper anchor will offer better hold
- Drill hole in concrete equal to diameter of anchor
  - o Depth of Wedge Anchor = Thickness of material fastened + Minimum embedment
  - o Leave space for nut and washer
- Insert wedge anchor into concrete
  - o Turn nut clockwise while pulling the anchor up
  - o Wedge clip between anchor & concrete

Notes:

- Do not install anchor within 10 anchor diameters of other anchor, or within 5 anchor diameters of unsupported edge
- Base is pre-drilled for easy surface mounting (recommended)
- Can also be installed free-standing
- Install on even concrete surface

Warranty

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Maintenance

Wash with Soap and Water

- Mix 1/4 cup dish soap in a gallon of hot (not scalding) water.
- Scrub the metal surface with firm, circular strokes using a soft-bristled brush.
- Rinse this off thoroughly with hot water and then wipe it dry using a lint-free cloth.

Clean Off Hard Water

- Create a solution of equal parts white distilled vinegar and water.
- Rub the solution into the metal with a soft cloth or spray with a spray bottle.
- Dry with a cloth.

METRO

The Metro bike rack is available in natural galvanized steel, or a zinc-plated finished with powder coated paint. Suitable for 2 bikes, the Metro bike rack can be specified as in-ground mounted, or a surface mounted unit.

Surface Mount

In-Ground

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METRO

In-Ground

Surface Mount

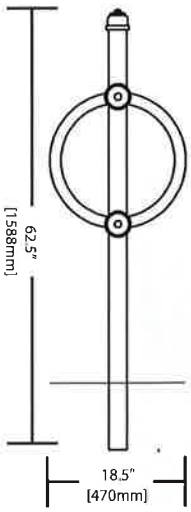
MATERIALS

- Zinc Plated or Galvanized Steel Pipe
- Cast Aluminum Ring and Cap

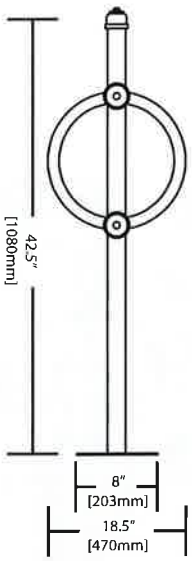
FEATURES

- Outdoor Application
- Available as a Pre-Drilled Surface Mount or as an In-Ground Model
- Powdercoated Black or Natural Galvanized Finish
- Optional Paint Colours Available
- Custom Embossing Available

In-Ground



Surface Mount



TO SPECIFY

- Surface Mount or In-Ground
- Powdercoated Black or Natural Galvanized Finish
- Optional Paint Colour
- Custom Embossing

	In-Ground	Surface Mount
Height	62.5" [1588mm]	42.5" [1080mm]
Width	18.5" [470mm]	18.5" [470mm]
Depth	6" [152mm]	6" [152mm]
Pipe Diameter	2.38" [60mm]	2.38" [60mm]
Baseplate Diameter		8" [203mm]
Weight	25 lbs [11 kg]	25 lbs [11 kg]

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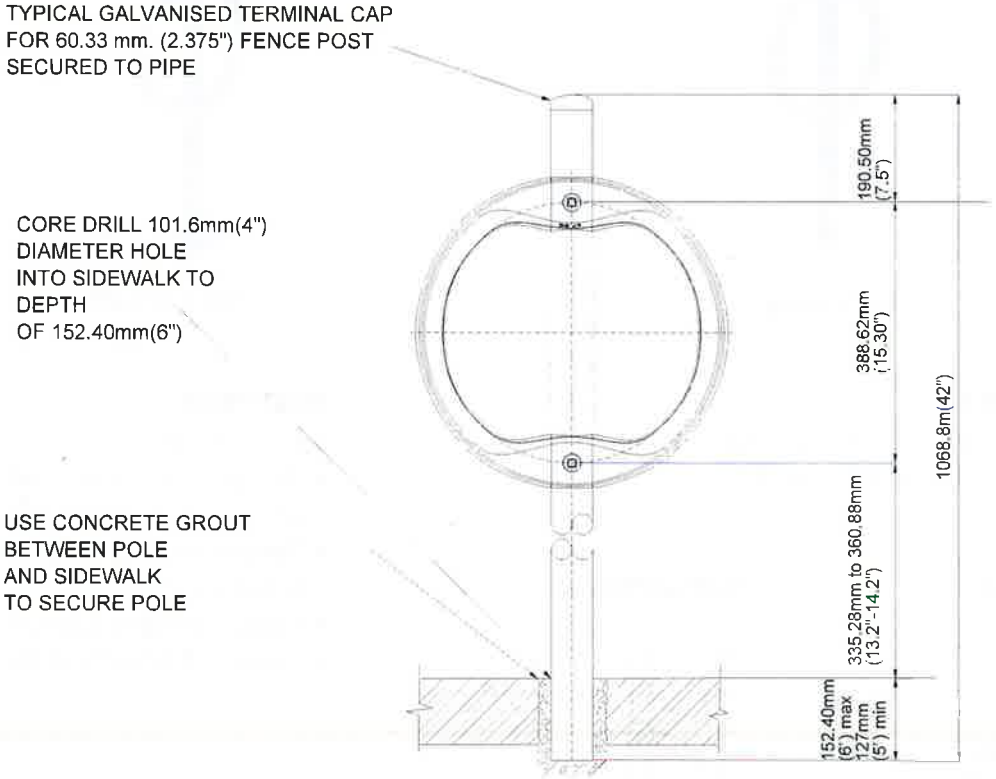
METRO

In-Ground Mounting Installation



METRO

Surface Mount Installation

Tools and Hardware Required:

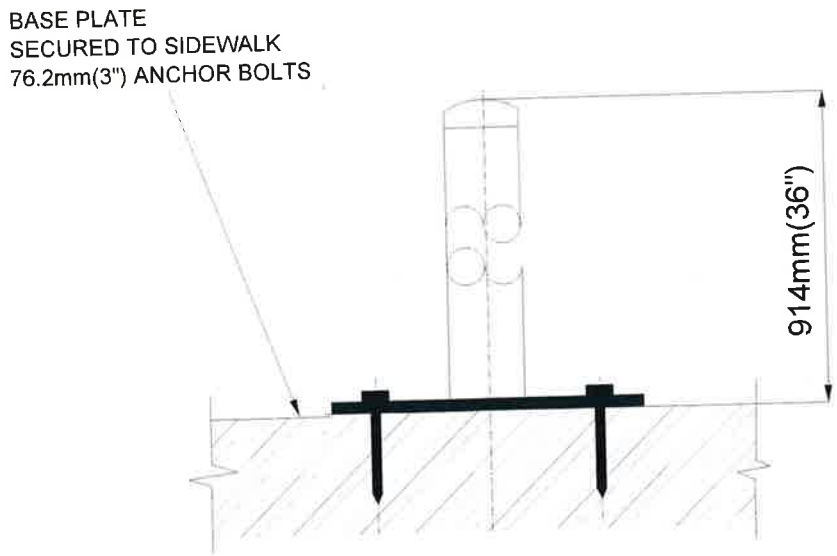
- Hammer Drill
- Masonry Bit
- Expanding concrete/wedge anchor (stainless steel recommended) with locking nut

Instructions (Surface Mount)

- Drill ½" deeper than anchor will penetrate
  - o Deeper anchor will offer better hold
- Drill hole in concrete equal to diameter of anchor
  - o Depth of Wedge Anchor = Thickness of material fastened + Minimum embedment
  - o Leave space for nut and washer
- Insert wedge anchor into concrete
  - o Turn nut clockwise while pulling the anchor up
  - o Wedge clip between anchor & concrete

Notes:

- Do not install anchor within 10 anchor diameters of other anchor, or within 5 anchor diameters of unsupported edge
- Install on even concrete surface



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Maintenance

Wash with Soap and Water

- Mix 1/4 cup dish soap in a gallon of hot (not scalding) water.
- Scrub the metal surface with firm, circular strokes using a soft-bristled brush.
- Rinse this off thoroughly with hot water and then wipe it dry using a lint-free cloth.

Clean Off Hard Water

- Create a solution of equal parts white distilled vinegar and water.
- Rub the solution into the metal with a soft cloth or spray with a spray bottle.
- Dry with a cloth.

Neutralize Alkaline Deposits (Galvanized Steel)

- Mix one part baby powder with two parts milk.
- Use a toothbrush to apply this solution to the metal surface.
- Rinse off and dry thoroughly.

COIL

The Coil bike rack is a popular design, with two different configurations for capacity. The 4 bike capacity provides parking for 2 bicycles on each side of the unit, while the 8 bike capacity provides parking for 4 bicycles on each side. Constructed from 2 3/8" zinc-plated and finished with polyester powder-coated paint, the Coil bike rack comes standard as a surface mounted unit with pre-drilled feet for easy ground mounting.

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Product Data Sheet

COIL

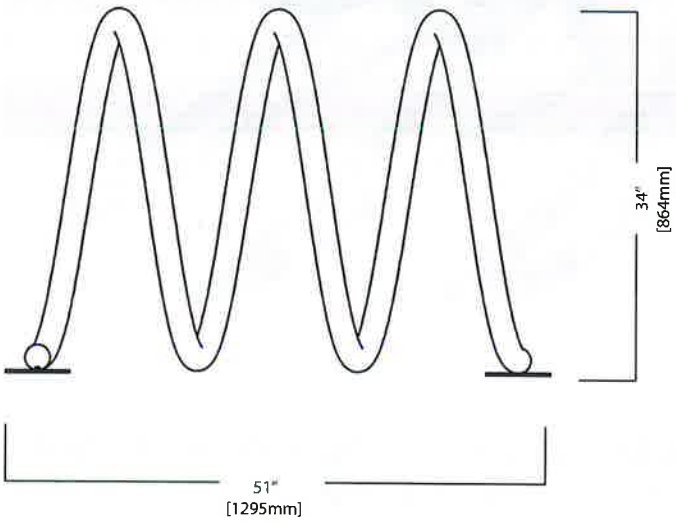
MATERIALS

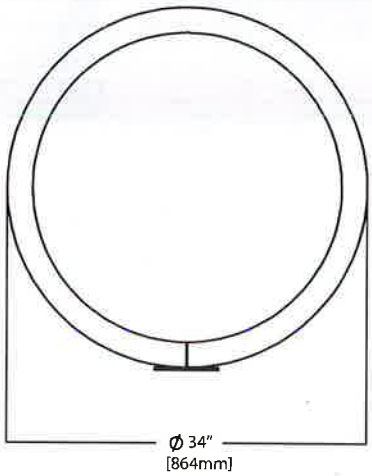
- 2 3/8" Zinc Plated or Galvanized Steel

FEATURES

- Pre-Drilled for Surface Mounting
- Indoor/Outdoor Application
- Powdercoated Black or Natural Galvanized Finish
- Optional Paint Colours Available
- 2-sided Unit with Combined 6 Bike Capacity

4 bike model shown here:





	4 Bikes	8 Bikes
Length	51"[1295mm]	85"[2160mm]
Depth	34"[864mm]	34"[864mm]
Height	34"[864mm]	34"[864mm]
Separating Distance	15"[381mm]	15"[381mm]
Weight	105lbs[42kg]	175bs[54.4kg]

TO SPECIFY

- 4 or 8 bike capacity
- Powdercoat Black or Natural Galvanized Finish
- Optional Paint Colour

COIL

Installation

- For pre-drilled Bike Rack

Tools and Hardware Required:

- Hammer Drill
- Masonry Bit
- Expanding concrete/wedge anchor (stainless steel recommended) with locking nut

Instructions

- Drill ½" deeper than anchor will penetrate
  - o Deeper anchor will offer better hold
- Drill hole in concrete equal to diameter of anchor
  - o Depth of Wedge Anchor = Thickness of material fastened + Minimum embedment
  - o Leave space for nut and washer
- Insert wedge anchor into concrete
  - o Turn nut clockwise while pulling the anchor up
  - o Wedge clip between anchor & concrete

Notes:

- Do not install anchor within 10 anchor diameters of other anchor, or within 5 anchor diameters of unsupported edge
- Base is pre-drilled for easy surface mounting (recommended)
- Can also be installed free-standing
- Install on even concrete surface

Warranty

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Maintenance

Wash with Soap and Water

- Mix 1/4 cup dish soap in a gallon of hot (not scalding) water.
- Scrub the metal surface with firm, circular strokes using a soft-bristled brush.
- Rinse this off thoroughly with hot water and then wipe it dry using a lint-free cloth.

Clean Off Hard Water

- Create a solution of equal parts white distilled vinegar and water.
- Rub the solution into the metal with a soft cloth or spray with a spray bottle.
- Dry with a cloth.

Neutralize Alkaline Deposits (Galvanized Steel)

- Mix one part baby powder with two parts milk.
- Use a toothbrush to apply this solution to the metal surface.
- Rinse off and dry thoroughly.

URBAN FLARE PLANTER

Fabricated from galvanized laser-cut steel, the Urban Flare Planter is a timeless design, seamlessly coordinating with other elements of the Urban Series product line, and other steel site furnishings with either a contemporary or a traditional feel. The powder-coated finish provides even more protection against chipping, abrasion, corrosion, scratching, and fading. The Urban Flare Planter includes a 18 gallon/60 Litre poly planting liner, pre-drilled legs with three anchor points for easy ground mounting, and can be specified in various colours upon request. A double planter version is also available increasing capacity to 36 gallons, or 120 Litres. Replacement/additional planting liners available upon request.

Double Planter Also Available

Proud

Classic Displays

Right for you since 1977

info@classicdisplays.com · 1-800-461-6635 · www.classicdisplays.com • 5959 Ambler Drive · Mississauga ON · L4W 2K2

Product Data Sheet

URBAN FLARE PLANTER

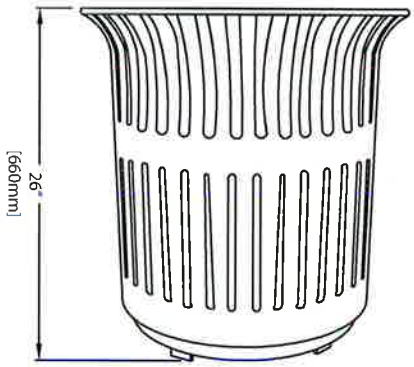
MATERIALS

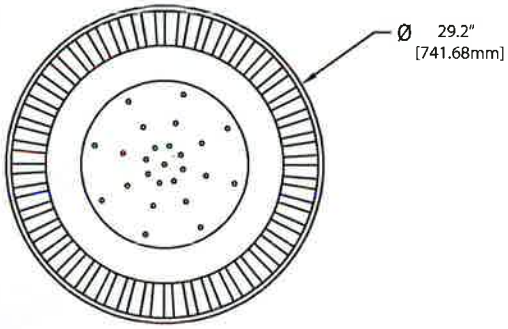
- Electrostatically Zinc Plated Laser Cut Steel for Maximized Rust Protection
- Polyester Powdercoated Finish
- Stainless Steel Hardware

FINISHES

- Powder coated Textured Black Finish
- Pre-Drilled Feet (3 anchor points)
- Optional Nameplate and Paint Colours
- Includes 60L Capacity Liner(s)

Single Planter Shown Here:





	Single	Double
Diameter at Bottom	21.9"[556mm]	43"[1092mm]
Diameter at Top	29.2"[742mm]	55"[1397mm]
Height	26"[660mm]	26"[660mm]
Weight	92.5lbs[42kg]	182lbs[82.5kg]
Capactiy	18 gal[60L]	36 gal[120L]

TO SPECIFY

- Single or Double Planter
- Optional Nameplate
- Optional Paint Colours

URBAN FLARE PLANTER

Installation

- For pre-drilled Flower Planters

Tools and Hardware Required:

- Hammer Drill
- Masonry Bit
- Expanding concrete/wedge anchor (stainless steel recommended) with locking nut

Instructions:

- Drill ½" deeper than anchor will penetrate
  - o Deeper anchor will offer better hold
- Drill hole in concrete equal to diameter of anchor
  - o Depth of Wedge Anchor = Thickness of material fastened + Minimum embedment
  - o Leave space for nut and washer
- Insert wedge anchor into concrete
  - o Turn nut clockwise while pulling the anchor up
  - o Wedge clip between anchor & concrete

Notes:

- Do not install anchor within 10 anchor diameters of other anchor, or within 5 anchor diameters of unsupported edge
- Base is pre-drilled for easy surface mounting (recommended)
- Can also be installed free-standing
- Install on even concrete surface

Warranty

Classic Displays Site Furniture Warranty Statement

Classic Displays warrants to the original owner of a Classic Displays product for five years from the date of substantial completion, that the product they receive will be free from defective workmanship and materials when subjected to proper and normal uses.

Limitations of Liability

Classic Displays warrants that should defects occur with a Classic Displays product, the company herein recognizes that it will produce a replacement product and ship it to the original owner at no charge. Classic Displays shall not be liable for any consequential damages that the product may receive through incorrect usage, adverse environment conditions, or used in conjunction with materials harmful to the product.

In the event that defective materials are received, please advise us our office immediately to expedite replacement materials.

* **Acceptance of Merchandise:** Claims of products that are lost or damaged in transit are the responsibility of the customer in reporting the claim. When accepting shipment, missing cartons or visible damage must be noted on the carrier's bill of lading/receipt of delivery, and reported to our office. Claims must be filed with the delivering carrier as soon as possible or may result in refusal of claim by the carrier.

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- Rub the solution into the metal with a soft cloth or spray with a spray bottle.
- Dry with a cloth.

Classic Displays

5959 Ambler Drive
Mississauga, ON
L4W 2K2

Tel: 905-282-8888
Fax: 905-282-1832

Finishing/Coating/Treatment

For Steel Benches, we treat the steel for maximum corrosion protection using either Zinc-Plating or Galvanizing. Steel can remain as a naturally galvanized finish, or can be further finished with Powder coated Paint.

For Powder Coating, we typically use Textured Glossy Black finishing for all our Steel Site Furniture. (Epoxy Thermoset Polymer Coating)

Some of the most important advantages of Powder Coating can be considered here:

- **Resistant:** Powder-coated paint is more resistant to impact, moisture, chemicals, and other extreme weather conditions. Items will look much better as they age.
- **Colour Integrity:** Powder-coated paint colours stay brighter longer. Harmful UV rays have little to no effect on its finish, retaining colour vibrancy for a much longer period of time.
- **Long-Lasting:** Powder-coated pain finishing has been proven to last longer than traditional paint on virtually any metal, making its application quite versatile.
- **Thick:** On the average, powder-coated paint is twice as thick as standard paint – providing greater resistance to vibration, and ability to bend to its material.
- **Durable:** Powder-coated painting reduces the risk of scratches, chipping, abrasion, corrosion, fading, and other wear issues resulting in a longer product lifespan.
- **Textured Glossy Finish:** This particular finish is perfect for hiding imperfections in the metal.

Is Powder Coating Environmentally Friendly?

Absolutely. Powder Coating has a reduced impact on the environment when compared to most traditional paints:

- **No Solvents:** No solvents are used in the powder-coating process, it's also a solid product making the application safer when done correctly.
- **No VOCs:** Powder Coated painting emits zero or near zero harmful Volatile Organic Compounds (chemicals with a low boiling point that are more prone to enter the air).
- **No Finishers:** Harmful finishers are not required in the powder-coating process, unlike traditional paints, resulting in a cleaner and safer environment with less chemicals in the water table.

Sincerely,

Classic Displays

Classic Displays

5959 Ambler Drive
Mississauga, ON
L4W 2K2

Tel: 905-282-8888
Fax: 905-282-1832

Materials

-For all flat steel components, we use 3/16" (7 Gauge) Steel.

-Steel components are laser cut and welded or fastened

-All fasteners are Stainless Steel. Visible/Accessible fasteners use tamper-proof Stainless Steel hardware

Recycled Steel & Aluminum

Classic Displays only uses premium steel and aluminum components. Steel is fully recyclable at the end of its life cycle, and a substantial portion of our steel and aluminum elements also contain previously recycled materials, resulting in a greatly reduced environmental burden.

Sincerely,

Classic Displays

Classic Displays

5959 Ambler Drive
Mississauga, ON
L4W 2K2

Tel: 905-282-8888
Fax: 905-282-1832

Lead Time

-Typical lead time is approximately 6-7 weeks from confirmation of order.

-Longer/Shorter leads times will be advised depending on the product, quantity, and timing of the order. Custom orders will see increased lead times.

-We use local fabricators, and it is possible for increased lead times to labour shortages since the spring of 2020.

-We attempt to expedite every order as quick as possible, without compromising our quality control.

-We use local and Canadian carriers to deliver our products safely to our customers, such as Day & Ross. Smaller orders are shipped by courier when possible.

-We keep our customers informed so they can plan accordingly when their products will be delivered.

Sincerely,

Classic Displays

Classic Displays Commitment to Sustainability

Sustainability is a long-term commitment that requires a long-term approach. At Classic Displays, we are constantly seeking and evaluating new materials, processes, and infrastructure to ensure we stay at the cutting edge of sustainability. Our products and components are designed and manufactured for longevity, mirroring our deep-rooted commitment of over 40 years in contributing to a sustainable environment.

Recycled Plastic Lumber

Classic Displays conscientiously promotes the use of our 100% recycled plastic lumber as the primary material for our benches, picnic tables, planters, including many waste & recycling units. With a 25 year warranty against splitting, cracking, rotting, and warping, our recycled plastic lumber is engineered to greatly exceed the lifespan of composite materials and traditional wood products while remaining fully recyclable at the end of its lifespan.

Recycled Steel & Aluminum

Classic Displays only uses premium steel and aluminum components. Steel is fully recyclable at the end of its life cycle, and a substantial portion of our steel elements contain previously recycled materials. We use energy efficient "Secondary" aluminum comprised of 95% recycled material, of which 57% is post-consumer, and 38% is post-industrial recycled material.

Recycled Material in Waste Containers & Liners

Many of our waste & recycling containers and liners are manufactured through a process called rotational molding, where plastic is "baked" into a mold. The result is a durable, long-lasting, impact-resistant, and environmentally friendly product, generating minimal waste during manufacturing. Our black rotationally molded plastic bins and liners are made from 100% recycled regrind plastic, with all colours fully recyclable at the end of their life cycle.

Paints and Finishes

Non-Galvanized metal components are zinc-plated and finished with TGIC-free and UV resistant powder coated paint. Powder coated components are more resistant, lasting longer and creating less material waste. The environmental benefits of the powder coating process itself uses no solvents, finishes, or VOC's, resulting in reduced environmental impact, with less chemicals entering the water table.

Holiday Displays and Lighting

As both a producer and direct importer of holiday display products from a very select group of manufacturers, Classic Displays has complete control over the quality products we offer. Quality fabricated products have superior longevity and produce much less waste. Wherever possible, Classic Displays recycles previously enjoyed holiday display products, including lighting components. We routinely donate used string lighting and bulbs, and recycle all metal ingredients.

Shipping & Packaging

Whenever possible, Classic Displays uses recycled skids, safely reusing shipping materials such as bubble wrap, plastic, and cardboard. We also strive to consolidate loads while maximizing load capacity to improve efficiency. Classic Displays routinely ships many products unassembled, decreasing shipping costs while minimizing the environmental impact of the shipping process.

Optimized Maintenance Programs

Classic Displays owns its own fleet of vehicles, including two hydraulic lift vehicles, two half-ton utility trucks, and one 20' straight truck. To minimize our carbon footprint, we rent additional vehicles during our busy installation season. Our year-round maintenance programs are carefully coordinated ensuring deliveries, installations, and maintenance calls are geographically optimized to reduce travel distances whenever possible, resulting in reduced vehicular emissions.

Corporate Recycling Program

Classic Displays recycles all office and warehouse products including packaging, paper, plastics, glass, printer cartridges, and electronic waste.

Location Advantages

Classic Displays' office, showroom, warehouse, storage facility, and production divisions are all located under one roof eliminating the requirement of travelling between multiple locations. With many of our suppliers nearby, our facility is centrally located in an expansive industrial area within a 2km driving distance of Highway 401, Canada's busiest highway. Our centralized location and consolidated facility greatly reduces our carbon footprint.

G Signage Images

G.1 Sample Wayfinding Boards

Example of a Trailer Park welcome sign with wayfinding elements such as a "You Are Here" label, numbered trailer lots, street names, and building names

Example of internal wayfinding signage, orienting residents within the park

Sarah O'Connell

From: Jane Pyle
Sent: Monday, April 22, 2024 10:05 AM
To: Sarah O'Connell
Subject: FW: [Council Report Writers Workgroup - Draft Council Reports] Approval has completed on [PR2024-004 Centennial Trailer Park_Master Plan.docx]

DEV 2024-46

Hi Sarah – this one is approved. Thanks.

Jane Pyle, A.M.C.T. (she/her)
Executive Assistant to the CAO
Office of the Chief Administrative Officer
City of Kawartha Lakes
(705) 324-9411, ext. 1264
www.kawarthalakes.ca

Kawartha Lakes
Jump In

From: Power Automate Admin 365 <PAAdmin365@kawarthalakes.ca>
Sent: Monday, April 22, 2024 9:41 AM
To: Jenn Johnson <jjohnson@kawarthalakes.ca>
Cc: Jane Pyle <jpyle@kawarthalakes.ca>
Subject: [Council Report Writers Workgroup - Draft Council Reports] Approval has completed on [PR2024-004 Centennial Trailer Park_Master Plan.docx]

Approval has completed on [PR2024-004 Centennial Trailer Park_Master Plan.docx].

Approval on [PR2024-004 Centennial Trailer Park_Master Plan.docx] has successfully completed. All participants have completed their tasks.

* Stage 1 approved by Ron Taylor (rtaylor@city.kawarthalakes.on.ca) on 04/22/2024 9:41 AM Comment:

* Stage 1 approved by Craig Shanks (cshanks@city.kawarthalakes.on.ca) on 04/22/2024 8:21 AM Comment: Hi, I have approved but have 1 question (more for clarification). There is a $9.7 M investment recommended over the next 20 years. Is this something we want to support - is a Trailer Park still a sustainable business/model? Shoud we state than in big picture that is $485,000/year. Can/do we support this investment? And it is saying the increased revenues will be $325,000 over the course of the 20 years. Am i understanding correctly that the $9.7M will only equate to an additional $325,000?

* Approval started by Jenn Johnson (jjohnson@city.kawarthalakes.on.ca) on 04/19/2024 10:20 AM Comment: Please let me know if you have any questions or concerns. Thanks.

View the workflow history.

Committee of the Whole Report

Report Number:	**BP2024-001**
Meeting Date:	April 30, 2024
Title:	**Facility Condition Assessments Update For Various Facilities**
Description:	Evaluating future Capital Projects from Building Condition Assessments
Author and Title:	James Smith, Manager of Buildings and Property

Recommendation(s):

That Report BP2024-001, **Facility Condition Assessments Update For Various Facilities**, be received.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Building and Property has undertaken the task of conducting Facility Condition Assessments (FCAs) to evaluate the state of its facilities. These assessments involve thorough inspections and evaluations of public facilities, administrative offices, fire halls, community centers, and other various municipal buildings. By examining the condition of these structures, the city gains valuable insights into potential maintenance needs, safety concerns, and opportunities for improvement.

Building and Property, along with Asset Management, are working on a strategic plan to continue conducting Facility Condition Assessments on an ongoing basis. Recognizing the importance of proactive maintenance and asset management, the City aims to allocate resources annually to complete as many assessments each year as the budget allows. The goal is to complete FCAs on all of the City's facilities and to use these assessments to input the capital projects into the long-term Capital forecast for a 20-year life cycle. This proactive approach enables the city to stay ahead of potential issues, prioritize projects effectively, and helps Building and Property prioritize projects that align with long-term sustainability goals or organizational objectives.

Facility condition assessments serve as a foundational tool for guiding future projects by offering a detailed assessment of a facility's current state. These reports provide insights into the condition of various facility components, ranging from structural integrity to mechanical systems performance. By highlighting areas of concern such as structural weaknesses, safety hazards, or equipment nearing the end of its lifespan, these reports help Building and Property prioritize projects that address immediate needs and mitigate potential risks. For example, if the report identifies issues with the facility's electrical wiring or HVAC system, Building and Property can prioritize projects aimed at rectifying these deficiencies to ensure the safety and comfort of occupants. By quantifying the severity of existing issues and estimating the projected lifespan of facility components, Building and Property can develop a strategic plan for allocating resources and scheduling maintenance or renovation projects. This involves weighing factors such as budget constraints, operational impact, and regulatory compliance to determine the order in which projects should be undertaken.

Building and Property has successfully conducted several FCAs in recent years. Three of these assessments are highlighted in this report, serving as crucial inputs to the City of Kawartha Lakes' 'Long-Term Capital Forecast'. Specifically, the FCA conducted for the Old Gaol Museum was instrumental following Council's approval of a substantial ten-year, $4,000,000 capital budget starting in 2023. This assessment played a pivotal role in identifying the necessary renovations and revitalization efforts required for the facility.

Rationale:

The **Norland Fire Hall**, built in 1973 in Norland, Ontario, requires significant maintenance and upgrades. The exterior envelope assessment suggests replacing the roof with code-compliant elements, switching failed vinyl siding to metal siding, and addressing insulation deficiencies. Site grading and drainage issues causing flooding requires a Storm Water Management Plan. Mold remediation is needed, including replacing insulation to meet building codes. Estimated costs include $195,000 for roof replacement, $45,000 for vinyl siding, with additional costs for various repairs over the next decade.

The **Kinmount Fire Hall** in Kinmount, Ontario, with an unknown construction date, has undergone recent repairs post-2020 tornado. The metal roofing and gypsum board ceiling are in good condition. Windows, though past life expectancy, do not require immediate replacement. Recommendations include replacing windows within five years and main entrance doors within ten years. Site drainage issues causing spring flooding necessitate a Storm Water Management Plan. Mold remediation is advised, including replacing insulation for code compliance. Estimated costs of $31,000 include immediate repairs such as replacing downspouts and investigating roof venting and flashing, along with future expenses for window replacements and other structural improvements costing $90,000.

The **Lindsay Old Jail Museum**, built in 1863, faces various structural challenges. Water ingress through basement foundations and upper floor envelope penetrations is attributed to grading and drainage deficiencies and failing sealants. The exterior walls show deteriorating mortar joints, failing windowsills, and openings allowing rodents and bats to enter. Roofing issues include failing flashing details and biological growth on flat roofs. The entry portico and stairs require reconstruction, while windows need repairs and storm protection. Parapets and chimneys suffer from deteriorating masonry and failing sealants. Site drainage needs improvement to mitigate basement flooding. Interior walls exhibit damage to plaster and paint, especially in areas prone to water infiltration. Estimated costs for urgent, short-term, and long-term repairs totaling roughly $4,000,000. These repairs will take place over the next 10 years and will be completed in three phases. Council has approved an annual budget of $400,000 over the course of ten years for the renovation and revitalization of the Old Gaol Museum (Capital Project 953230301).

This project, spanning from 2023 to 2032, aims to prioritize the restoration of the building envelope, including the roof, exterior stonework, brick, chimneys, stairs, and other structural elements. Additionally, the project will encompass the replacement of HVAC and mechanical equipment, as well as electrical and interior renovations.

Other Alternatives Considered:

No other alternatives are recommended.

Alignment to Strategic Priorities

A Vibrant and Growing Economy
- Infrastructure investment
- Property development and increased value

An Exceptional Quality of Life
- Increased building functionality
- Safety assurance
- Enhanced comfort
- Foster civic pride
- Enhance community involvement

A Healthy Environment
- Identifying health hazards
- Optimizing energy efficiency
- Enhancing occupant comfort and well-being
- Promote sustainability

Good Government
- Ensure municipal assets are well maintained and well managed
- Effective management of the municipal building portfolio

Financial/Operation Impacts:

While there are no immediate impacts, these FCAs and future assessments will identify areas that will necessitate future Capital Requests. This approach allows the City to anticipate potential issues, prioritize projects effectively, and assists Building and Property in selecting projects that align with long-term sustainability goals and organizational objectives.

Servicing Implications:

There are no servicing implications associated with this report.

Consultations:

Attachments:

Facility Condition Assessment Update

Department Head email: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

Building Condition Assessment Update

Building Information

- **Name:** Norland Fire Hall – Station #17
- **Location:** Norland, Ontario
- **Type:** Fire Hall
- **Year Built:** 1973

Overview of Findings

Exterior Envelope

- **Key Findings:**
  - Replace all elements of the roof superstructure with Code complying elements, which will eliminate the need for mold abatement/replacement of lower cords in the Fire Hall.
  - The failed vinyl siding must be replaced with stronger metal siding. Insulated metal panels could address both the failed siding and insulation deficiencies.
  - Windows do not need to be replaced.
  - Doors do not need to be replaced.
- **Recommendations:**
  - Replace roof
  - Install flashings
  - Clean and/or replace wood trusses
  - Install vapour barrier
  - Replace vinyl siding

Site Grading and Drainage

- **Key Findings:**
  - In the spring water floods into the rear classroom and into the Fire Hall.
  - There are reports of large ponds on either side of the building and there are deep depressions in the pavement directly outside the overhead doors.
  - The lack of site drainage was exacerbated when the front of the site, which had been previously gravel, was paved. With the extremes of climate change the flooding of the site is going to increase.
- **Recommendations:**
  - It is strongly recommended that a Storm Water Management Plan is completed before any other work is undertaken because the ramifications of the plan may render improvements to the current structure unfeasible.

Mold Remediation

- **Key Findings:**
  - A Mold Assessment Report was undertaken by Cambium Inc. in April 2023.

- **Recommendations:**
    - Abatement replacement of insulation to be Code compliant resulting in new ridge venting baffles and increase in member depth over exterior wall
    - Additional mold sampling should be undertaken in the walk-in fire-suit storage closet off the classroom.

Cost Estimates

- **Summary of Estimated Costs:**

Complete by 2025

- Roof replacement - $195,000
- Vinyl siding - $45,000
- Abatement – TBD

Complete within 5 Years

- Repair cracks in the concrete slab - $5,000
- Localize block stitching in the wall - $5,000
- Weather stripping on overhead doors - $1,000

Complete within 6 – 10 Years

- Vinyl sliders around windows - $8,000
- Exterior man doors - $6,000

Conclusion

The cost of the priority work on the building is estimated to be $324,000 (site servicing, taxes and professional fees not included), or about 50% of the cost of a new Code compliant building. Abatement costs TBD.

There are additional concerns that the estimated priority work on the Fire Hall would require a minimum of a 9-month shutdown and all fire services will require relocation.

Major alterations trigger OBC code compliance. It is felt the extent of the work required on a priority basis will trigger OBC Code compliance.

Therefore, it is recommended that no decisions about work on this property be undertaken until Storm Water Management and Septic/Sanitary Reports are complete. It is also recommended that once these reports are complete the City undertake a feasibility study to compare improving the current property with the building of a new fire hall on another site potentially owned by the City.

Building Information

- **Name:** Kinmount Fire Hall – Station #18
- **Location:** Kinmount, Ontario
- **Type:** Fire Hall
- **Year Built:** Not Known

Overview of Findings

Exterior Envelope

- **Key Findings:**
  - The metal roofing is three years old and in good condition, having been replaced after the tornado in 2020.
  - The gypsum board ceiling appears to have been replaced or has had major repairs undertaken since the tornado in 2020. It is in very good condition.
  - Windows are past life expectancy but do not show signs of needing immediate replacement.
  - Doors do not need to be replaced.
- **Recommendations:**
  - Replace windows in the next five years.
  - Main entrance doors will need to be replaced in the next ten years.
  - Clean and/or replace wood trusses
  - Install vapour barrier
  - Replace vinyl siding

Site Grading and Drainage

- **Key Findings:**
  - In the spring water floods into the rear classroom and into the Fire Hall.
  - There are reports of large ponds on either side of the building and there are deep depressions in the pavement directly outside the overhead doors.
  - The lack of site drainage was exacerbated when the front of the site, which had been previously gravel, was paved. With the extremes of climate change the flooding of the site is going to increase.
- **Recommendations:**
  - It is strongly recommended that a Storm Water Management Plan is completed before any other work is undertaken because the ramifications of the plan may render improvements to the current structure unfeasible.

Mold Remediation

- **Key Findings:**
  - A Mold Assessment Report was undertaken by Cambium Inc. in April 2023.
- **Recommendations:**

- Abatement replacement of insulation to be Code compliant resulting in new ridge venting baffles and increase in member depth over exterior wall
- Additional mold sampling should be undertaken in the walk-in fire-suit storage closet off the classroom.

Cost Estimates

- **Summary of Estimated Costs:**

Complete by 2025

- Replace downspout - $2,000
- Investigating roof venting - $10,000
- Investigating flashing - $16,000
- Seal flashings - $3,000

Complete within 5 Years

- Install code compliant venting in the attic - $20,000
- Install flashing and counter flashing on exterior walls - $20,000
- Replace Hall windows and flashing - $20,000

Complete within 6 – 10 Years

- Replace Classroom windows - $30,000

Conclusion

The cost of the priority work on the building is estimated to be $31,000. Storm Water Management Plan should be completed before any other site work is completed.

Building Information

- **Name:** Lindsay Old Jail Museum
- **Location:** Lindsay, Ontario
- **Type:**
- **Year Built:** 1863

Overview of Findings

Water Ingress

- **Key Findings:**
  - Water has been able to enter the building both through the basement foundations and openings, and penetrated localized areas of the building envelope in the upper floors.
  - For the basement ingress, the most significant causes are deficiencies in the site grading and storm management.
  - The water penetrations at the upper levels appear to be the result of multiple causes: failing sealants and poor flashing details at parapets, chimneys, and roof joints and failed mortar joints.
- **Recommendations:**
  - Revise/modify grading and storm drainage.
  - Install sealant at failed locations at the roof and parapet.

Exterior Walls and Foundation

- **Key Findings:**
  - The stone of the exterior walls are in fair to good condition but the mortar joints are showing various amounts of deterioration and failure.
  - All limestone windowsills are systematically failing.
  - The open masonry joints and localized missing stones have allowed bats and rodents to enter the wall cavities and interior of the building.
- **Recommendations:**
  - Infill depressions in landscape and regrade to ensure positive water drainage away from the foundation wall.
  - Reroute or add RWL extensions.
  - Investigate existence of drain at North Cell Block Basement Door Stairwell, or if it is blocked by debris. Unblock existing drain or provide new drainage system.

Roofs and Flashing

- **Key Findings:**
  - The sloped roofing of the Old Gaol, South Wing and North Wing are all in good condition.
  - The flat roof of the Old Gaol is also in fair condition.

    - The assumed cause of much of the water ingress issues is the installation detail of step flashing/counter flashing where these roof systems meet the adjacent masonry walls and chimney.
    - The flat roof of the North Cellblock and Portico do not correspond to the other roof details but are prone to biological/vegetative growth due to their northern and sheltered locations.
- **Recommendations:**
    - Install temporary sealant at counterflashing for all roof masonry junctions to prevent water infiltration into the building.
    - Remove debris and vegetative growth from flat roofs.
    - Replace all sloped roof counter flashing with new.
    - Replacement of flat roofing system at Old Gaol
    - Replace flat roof systems for North Cell Block, Vestibule, and South Wing entry.

Entry Portico and Stairs

- **Key Findings:**
    - The former wood portico was demolished and the associated concrete entry stair and landing are in very poor condition.
    - The wall and plinth coping/caps are significantly cracked.
    - The landing is in very poor condition.
- **Recommendations:**
    - Remove existing stair and landing and rebuild to match original finishing details.
    - Repoint 100% of the stone arch.
    - Complete stone Dutchmen repair at former portico beam locations.
    - Repair all anchor locations unless required for reconstruction of the portico.

Windows

- **Key Findings:**
    - Old Gaol has three wooden windows that are in poor condition
    - Old Gaol windows at grade should be conserved as they may be original.
    - North Cellblock windows are functioning as intended but are in poor condition.
    - South Wing windows appear to be in good condition but weather stripping is stretched and out of shape.
- **Recommendations:**
    - Repaint exterior face of windows, replace deteriorating putty, undertake localized wood repairs.
    - Provide vented storm windows.
    - Replace perimeter sealant.
    - Replace North Cellblock windows with non-security windows.

Parapets and Chimneys

- **Key Findings:**
    - The stone and mortar of the parapet is beginning to deteriorate due to its high exposure location.

    - The step flashing/counter flashing at the roof connections is not inserted into a reglet but finished to the rusticated stone with sealant. This sealant is failing, allowing water ingress.
    - Chimney 1 and 2 have deteriorating masonry units.
    - Chimneys 1, 2, and 4 have failing parging.
    - South Wing windows appear to be in good condition but weather stripping is stretched and out of shape.
- **Recommendations:**
    - Replace all flashing sealant.
    - Repoint all parapets in conjunction with the masonry wall conservation.
    - Install new counter flashing in reglet detail at all parapet/roof connections.
    - Install chimney flue protection to prevent access to birds and rodents.
    - Rebuild chimneys 1 and 2 and replace deteriorating masonry units.
    - Replace concrete parging on caps of Chimney 3 and 4.

Site Drainage and Grading

- **Key Findings:**
    - Site drainage and grading appear to be the largest contributing factor to the water infiltration in the basement.
    - The landscape around the building is level or has a negative slope towards the building.
    - Surrounding concrete walkways or parking contribute to the surface water remaining at grade and migration back towards the building.
- **Recommendations:**
    - Investigate drainage at the bottom of the North Cell Block exterior stairs
    - Redirect water from rainwater leaders away from the foundation with splash pads and/or extensions.
    - Improve asphalt grading below the wood entry stair and ramp.
    - Clean out window wells to ensure proper drainage.
    - Undertake grading of site to ensure a positive slope away from the building.

Interior Walls

- **Key Findings:**
    - In 'Display Room 204' there is significant damage to the existing plaster wall.
    - Wall finishes on ground floor display area range from good to poor condition.
    - The majority of the plaster has been removed from the east wall.
    - The gypsum wall board throughout the building is in fair condition.
    - The east wall of Day Room (6) 316 on the third floor is in very poor condition with water infiltration causing significant paint failure and brick deterioration.
- **Recommendations:**
    - Undertake localized repair at areas of plaster/paint deterioration.
    - Scrape/remove damaged paint of masonry surfaces.
    - Undertake repairs to basement finishes.

Cost Estimates

- **Summary of Estimated Costs:**

Urgent Work - $152,800

Work Completed within 2 Years - $2,612,511

Work Completed within 5 Years - $579,413

Work Completed with 10 Years - $710,913

Conclusion

The guiding principal for the work and the 3 Phases of Restoration/Renovation Projects to completed is derived from review of the Building Condition Assessment report completed for Building and Property by Stephen Burgess Architects Ltd. In 2021.

Building and Property also met with staff and completed their own internal review and measured findings on site in comparison with the BCA to help guide what work was priority and come up with a plan for getting the projects done to meet the approved budget and timeline.

Phases of the Work	Expected Timeline
Phase 1, Building Envelope Restoration, this includes Design Consultants work for preparation of Construction/Contract documents for the work in Phase 1	Start Q4 of 2023, substantial completion of construction by Q4 of 2025
Phase 2, HVAC and Mech. Renovation, this includes Design Consultants work for preparation of Construction/Contract documents for the work in Phase 1	Start Q2 of 2026, substantial completion of construction by Q4 of 2029
Phase 3, Electrical and Interior Renovation, this includes Design Consultants work for preparation of Construction/Contract documents for the work in Phase 1	Start Q2 of 2029, substantial completion of construction by Q4 of 2032

Council Report

Report Number:	**PLAN2024-027**
Meeting Date:	April 30, 2024
Title:	**Lindsay 2017 Developments Inc. Sugarwood Phase 2 – Block Development – Exemption from Part Lot Control Provisions of the Planning Act at Concession 4, Lot 22**
Description:	Part Lot Control exemption request to permit 29 townhouse units in Sugarwood Subdivision Phase 2 – Block Development by exempting Blocks 94 to 99 inclusive, Plan 57M-814 from the Part Lot Control Provisions of the Planning Act in the Geographic Township of Lindsay on properties identified as vacant land on Walter Street and Bulter Boulevard, Lindsay
Author and Title:	Matt Alexander, Practice Lead, MCIP, RPP; WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

Recommendations:

That Report PLAN2024-027, **Lindsay Developments Inc. – Part Lot Control Exemption Request, Application D05-2024-002**, be received;

That the Part Lot Control By-law, substantially in the form attached in Appendix D to Report PLAN2024-027 be approved for adoption by Council; and

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

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

The Plan of Subdivision known as Sugarwood Development – Phase 2 was approved by Council and registered as Plan 57M-814. The proposed lots in Plan 57M-814 were intended for a combination of single detached and townhouse dwellings. Included in Plan 57M-814 were blocks 94 to 99 inclusive, intended for townhouse development but not individually lotted until they are created through the lifting of Part Lot Control.

The applicant has applied to exempt Blocks 94 to 99 inclusive, Plan 57M-814, being 6 Blocks which results in the creation of 29 townhouse units on individual lots fronting on Walter Street and Butler Boulevard (see Appendices A and B).

The owner has entered into Subdivision and Site Plan Agreements with the City to facilitate construction of the roadways and municipal services.

Owner:	Lindsay 2017 Developments Inc.
Applicant:	D.G. Biddle & Associates Ltd. c/o Lisa Klets
Legal Description:	Blocks 94 to 99 inclusive, Plan 57M-814, former Town of Lindsay, now City of Kawartha Lakes
Official Plan:	Urban Settlement Boundary in the City of Kawartha Lakes Official Plan Schedule A3 (2012), General Commercial in the Lindsay Secondary Plan Schedule F-1 (2017)
Zones:	Residential Multiple One Special Exception Twenty-Two (RM1-S22) Site zoning is subject to Minister's Zoning Order O.Reg 355/20 as amended by O.Reg. 168/21 and O. Reg. 457/22
Site Servicing:	Full municipal water, sanitary and storm sewer services
Existing Uses:	Townhouse dwellings and single detached dwellings in various stages of completion
Adjacent Uses:	North – Butler Boulevard, Residential Development East – Residential Development South – Walters Street, Residential Development West – Residential Development

Rationale:

The owner has applied for an exemption for Blocks 94 to 99 inclusive, Plan 57M-814. All draft Reference Plans are attached as Appendix C.

The land has been serviced in accordance with the Subdivision Agreement and the units are in various stages of completion. The purpose of an exemption from Part Lot Control is to permit the further division of the subject blocks into transferable lots. The owner will then transfer ownership of each lot and apply for building permits to construct the townhouse dwellings. The proposed exemption will permit these transfers to occur.

Part Lot Control is provided as an alternative process to Consent under the Planning Act and is used where the subject lands are included in a Plan of Subdivision and described either as a Lot or a Block:

- where the subject land is covered by a zoning by-law (MZO in this case) that clearly establishes the minimum lot frontage and the minimum lot area for the proposed use; and
- where the subject land is covered by a subdivision agreement registered on title that will be in effect during the time the Part Lot Control By-law is in effect and which provides for the passing of a Part Lot Control By-law under Section 50(7) of the Planning Act.

The subject land complies with all the above criteria. The proposed By-law exempting these Blocks from Part Lot Control is attached in Appendix D.

Provincial Policies:

A Place to Grow - Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan)

These lands are identified as being within the Settlement Area of Lindsay. Section 2.2.1 of the Growth Plan, Managing Growth provides that growth should be directed towards settlement areas, and utilize existing or planned infrastructure.

The policies of the Growth Plan encourage cities and towns to develop as complete communities which feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities; provide a diverse range and mix of housing options to accommodate people at all stages of life, and integrate green infrastructure and low impact development. This development provides for additional low impact development measures.

This application conforms to the policies of the Growth Plan.

Provincial Policy Statement, 2020 (PPS)

The Provincial Policy Statement (PPS, 2020) provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS requires planning authorities to manage and direct land use to achieve efficient and resilient development and land use patterns.

Settlement areas are the focus of growth, including redevelopment which utilizes existing or planned infrastructure.

Development and site alteration shall be directed in accordance with the policies of Section 2 and 3 of the PPS. This includes natural heritage and hydrologic features (Section 2), and natural and man-made hazards (Section 3). Planning for sewage, water, and stormwater shall be in accordance with Section 1.6.6 of the PPS. This includes the efficient use and optimization of existing municipal sewage and water services in a sustainable manner, and the use of low impact development techniques for stormwater management. This development is outside of natural heritage and hydrologic features, and outside of natural hazards.

This application is consistent with the PPS.

City of Kawartha Lakes Official Plan (Official Plan):

The City of Kawartha Lakes Official Plan (City Official Plan) was adopted by Council in September 2010 and approved by the Minister of Municipal Affairs and Housing (MMAH) in 2012. The City Official Plan included the entire subject property within the Urban Settlement Boundary of Lindsay as recommended by the City's 2011 Growth Management Strategy (GMS).

The property is designated Urban Settlement Boundary within the Town of Lindsay in the City of Kawartha Lakes Official Plan. The Urban Settlement policies of the Official Plan provide valuable guidance in shaping lands within the Urban Settlement Designation. Per Section 18.2 the Urban Settlement Designation is intended to permit a wide range of uses, and guide responsible growth. Predominant land uses within the Urban Settlement Designation shall be residential, commercial, institutional, recreational, cultural and industrial uses.

Housing objectives of the Official Plan aim to accommodate the present and future population by providing a variety of housing options as detailed in Section 5.1. Section 5.2 provides that residential growth should occur on full municipal services, and should occur at densities that are appropriate based on the surrounding community context.

The owner has obtained the necessary approvals and the site is connected to municipal services. The Part Lot Control will contribute to adding additional housing in the community.

On this basis, the application conforms to the Official Plan.

Lindsay Secondary Plan

The site is also located within the Lindsay Secondary Plan Area, and is designated as General Commercial and Special Policy Area #2 (Ops No. 1 Drain/Jennings Creek Floodplain Area), also identified as subject to a Ministerial Zoning Order per Schedule F-1.

The Lindsay Secondary Plan (LSP) was prepared under the City of Kawartha Lakes Official Plan and was adopted by Council in June 2017. The LSP was previously under appeal to the Ontario Land Tribunal (OLT). Due to the appeals of both the City of Kawartha Lakes Official Plan, and the LSP, the lands were previously under the jurisdiction of the Town of Lindsay Official Plan (Lindsay Official Plan), where the subject lands were designated 'Residential' and 'Local Commercial' on Schedule A of the Lindsay Official Plan. The owner previously received Council approval to replace the 'Local Commercial' land use designation in the Town of Lindsay Official Plan with a 'Residential' land use designation; however, this approval was appealed by a third party. As a result, the developer applied for and received a Ministerial Zoning Order (MZO), which is not required to conform to the Town of Lindsay Official Plan. Notwithstanding, the MZO does take into consideration Council's direction on land use policy for the lands in question. The predominant use of lands shall be for townhouse dwellings.

Staff note that since the MZO was received, in February 2024 the Town of Lindsay Official Plan was officially repealed, and the LSP was brought into force and effect, with modifications. Notwithstanding the Commercial land use designation per Schedule F-1, a new policy, Section 31.2.2.12 was introduced to the LSP. This policy states that on land subject to MZOs identified on Schedule F-1, pursuant to Section 47 of the Planning Act, if there is a conflict between the permitted land use in the LSP and the MZO, then the provisions of the MZO shall prevail. In this instance there is a conflict between the land use designation in the LSP and the MZO, as the LSP designates the site General Commercial, but the MZO designates it Residential. Per the in force LSP, the MZO provisions shall prevail and the Residential provisions detailed per the MZO shall continue to apply to the site.

As such, this application conforms to the Lindsay Secondary Plan.

Zoning By-law Review:

Zoning for the residential portion of the property is subject to Minster's Zoning Order O. Reg. 355/20 as amended by O. Reg. 168/21 and O. Reg. 457/22. The MZO does reference certain Town of Lindsay Zoning By-law provisions. The proposed development complies with MZO provisions for use, lot frontage and lot area.

The site is zoned Residential Multiple One Special Exception Twenty-Two (RM1-S22). Per the MZO, within the RM1 zone, triplex, fourplex and townhouse dwellings are permitted, subject to the following provisions:

1. The minimum front yard setback is 4.0 metres to the main front wall of a building or covered porch, and 6.0 metres to a garage;
2. The minimum exterior side yard setback is 2.4 metres;
3. The minimum interior side yard setback is 1.2 metres, but this requirement shall not apply to the common wall between dwelling units;
4. There is no maximum gross floor area as a percentage of lot area;
5. The maximum lot coverage for all buildings is 55 percent

The proposal includes townhouse dwellings which is a permitted use, and the dwellings comply with the lot provisions detailed in the MZO.

Other Alternatives Considered:

While the owner could apply to the Committee of Adjustment for Consents, staff considers Part Lot Control Exemption a more appropriate and efficient process to create these lots given the public process and consultation that has already been undertaken through previous approvals. No other alternatives have been considered at this time.

Alignment to Strategic Priorities:

For reference the four strategic priorities within the 2024-2027 Kawartha Lakes Strategic Plan are:

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

This application aligns with an Exceptional Quality of Life by increasing the availability of housing stock in the community.

If approved, this proposal would help the City achieve its target of constructing 6,500 housing units by 2031 as stated in the Housing Pledge adopted by Council on November 21, 2023.

Financial/Operation Impacts:

There are no financial considerations as Council's approval or refusal to grant the Part Lot Control Exemption cannot be appealed to the Ontario Land Tribunal.

Servicing Comments:

All of the lots have been serviced with full municipal water, sanitary sewer and storm sewer services, which has been approved and secured through the Subdivision Agreement registered on title to the property.

Consultations:

There are no notice requirements for Part-Lot Control applications under the Planning Act; however, the City's Engineering Division along with KRCA reviewed the engineering submissions and contributed to the Development Agreement.

Development Services – Planning Division Comments:

The application conforms to the 2020 Growth Plan, and is consistent with the Provincial Policy Statement, 2020. Conformity with the Minster's Zoning Order as amended, the intent of the City of Kawartha Lakes Official Plan, and the Lindsay Secondary Plan are maintained.

Conclusion:

In consideration of the comments and issues contained in this report, Staff respectfully recommend the proposed By-law be approved.

Attachments:

Appendix A – Location Map

Appendix A

Appendix B – Subdivision Plan 57M-814

Appendix B

Appendix C – Draft Reference Plans

Appendix C

Appendix D – Part Lot Control By-law

Appendix D

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

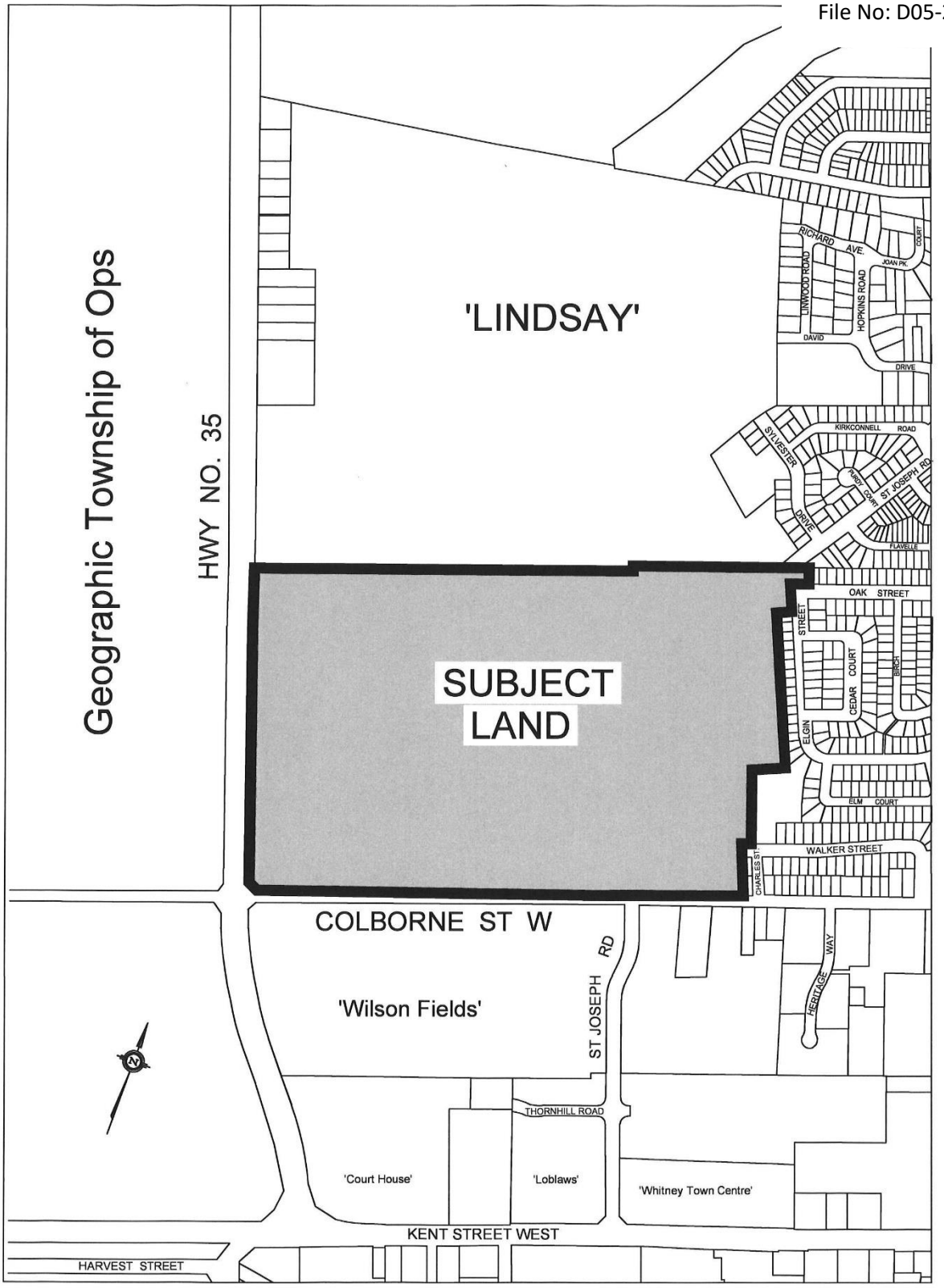
Department File: D05-2024-002 PLC

Appendix "A"

to

Report PLAN2024-027

File No: D05-2024-002PLC

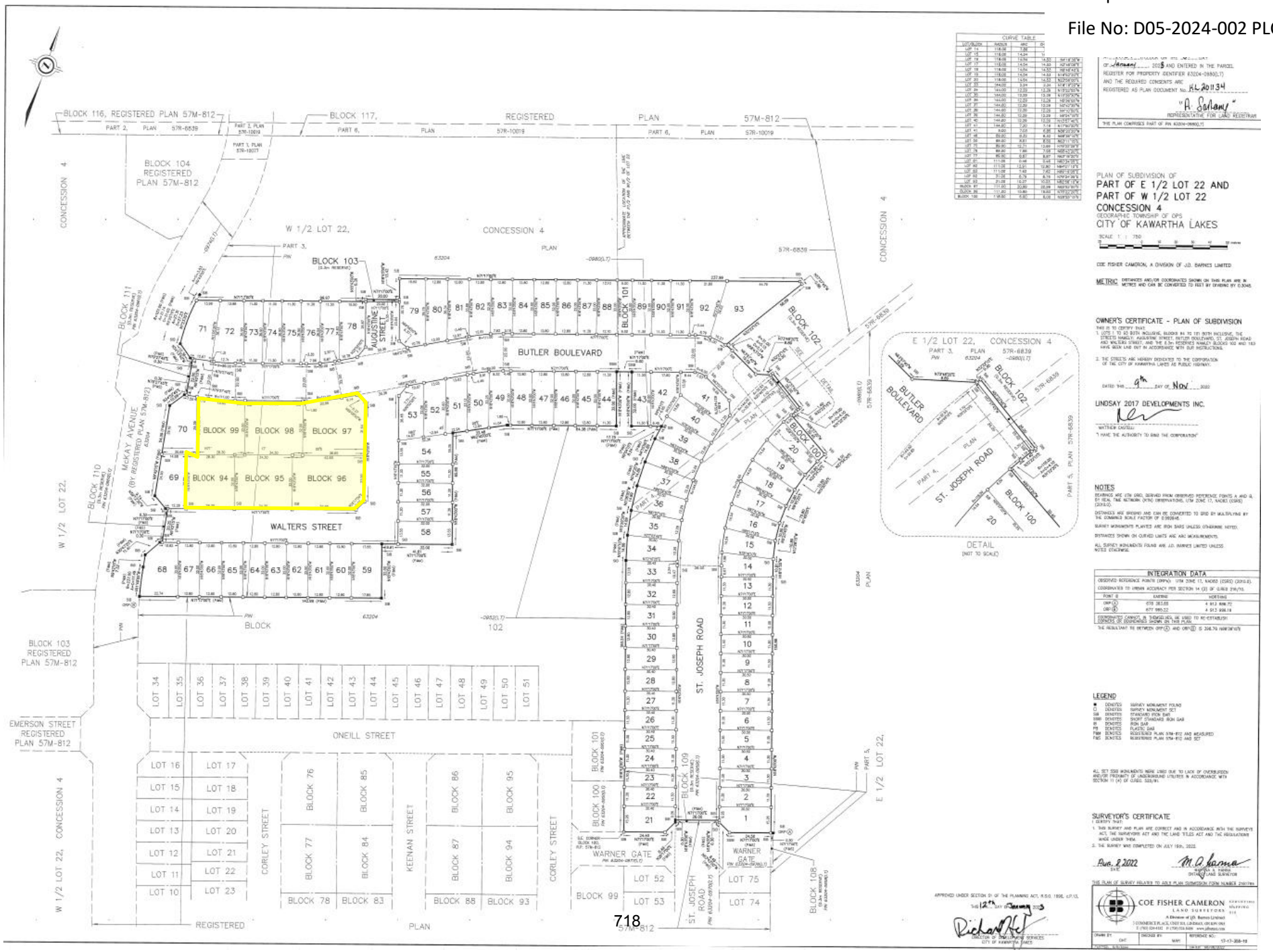


Appendix "B"

to

Report PLAN2024-027

File No: D05-2024-002 PLC



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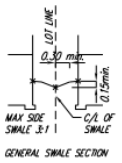
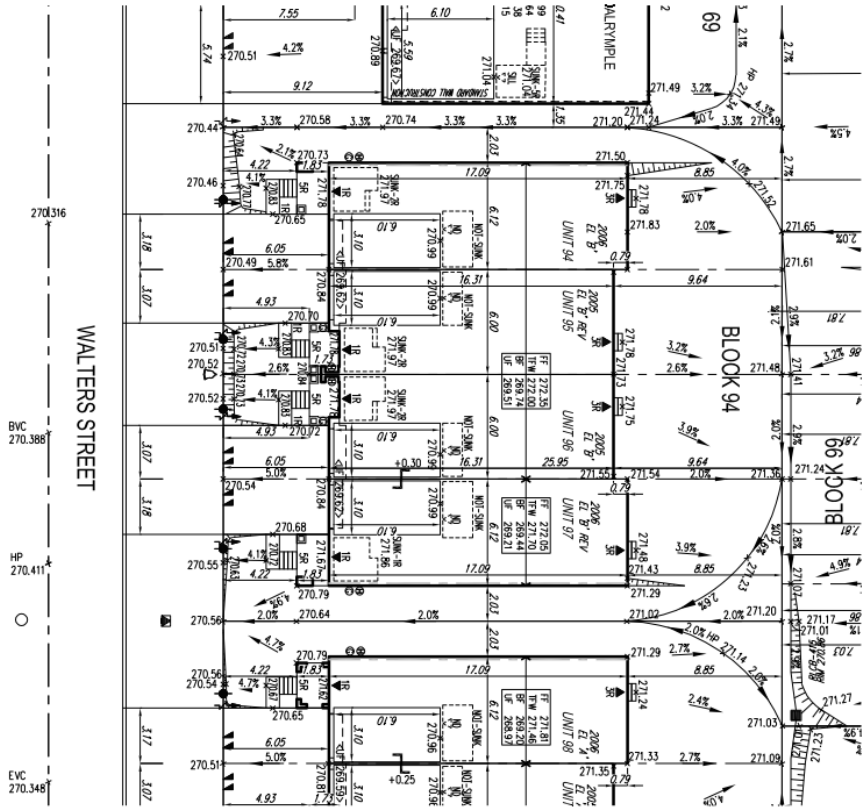
CITY OF KAWARTHA LAKES GENERAL NOTES

1. DRAINAGE SHALL BE SELF-CONTAINED ON SITE BY THE CONSTRUCTION OF SWALES OR DRAIN TO A PROTECTED OUTLET. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES.
2. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT MIGRATION OF SILT AND SEDIMENT FROM THE SUBJECT LOT TO ANY ADJACENT LOT, INCLUDING MUNICIPAL RIGHT-OF-WAY. SPECIAL CARE SHALL BE TAKEN TO ENSURE THAT SILT AND SEDIMENT LADEN SURFACE WATER DOES NOT ENTER ANY WATERCOURSES OR ENVIRONMENTALLY SENSITIVE AREA, EITHER OVERLAND OR THROUGH THE STORM DRAINAGE SYSTEM. THE OWNER/BUILDER SHALL COMPLY WITH ALL DIRECTIVES ISSUED BY ANY OF THE ENVIRONMENTAL AGENCIES.
3. INTERIM GRADING MEASURES MAY BE REQUIRED DURING BUILDING CONSTRUCTION TO ENSURE THAT DRAINAGE DOES NOT ADVERSELY AFFECT THE NEIGHBORING PROPERTIES. ROUGH GRADING OF THE PROPERTY SHALL BE COMPLETED SUCH THAT DRAINAGE IS CONTAINED ON SITE OR CONTROLLED TO A PROTECTED OUTLET.
4. ALL DOWNSPOUTS AND OTHER DRAINAGE DISCHARGE POINTS SHALL DISCHARGE ON TO A SPLASH PAD OR APPROVED EQUIVALENT (AND LOCATIONS TO BE SHOWN AS PER 3.4).
5. SUMP PUMP DISCHARGE POINTS MUST BE WHOLLY WITHIN PRIVATE PROPERTY.
6. THE OWNER/BUILDER IS RESPONSIBLE FOR OBTAINING UTILITY AND SERVICING LOCATES PRIOR TO ANY WORKS.
7. ALL DISTURBED AREAS ARE TO BE SODDED OR SEEDED OVER A MINIMUM OF 150MM OF TOPSOIL OR APPROVED EQUIVALENT.
8. THE OWNER/BUILDER MUST OBTAIN A ROAD OCCUPANCY PERMIT FROM PUBLIC WORKS PRIOR TO ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.
9. NO ELEVATIONS WILL BE LESS THAN 0.15M BETWEEN FINAL GRADE AND TOP OF FOUNDATION WALL.
10. A COPY OF THE 'REVIEWED BY ENGINEERING' LOT GRADING AND DRAINAGE PLAN IS TO BE ON SITE FOR REFERENCE AT ALL TIMES DURING CONSTRUCTION.
11. THE SUBMISSION OF THIS PLAN REPRESENTS THAT OWNER HEREBY ACKNOWLEDGES THAT ANY GRADING CHANGES THAT OCCUR THROUGH THE CONSTRUCTION THAT RESULT IN ADVERSE EFFECTS TO EXISTING ADJACENT PROPERTIES WILL RESULT IN AN AS-CONSTRUCTED SITE GRADING PLAN WILL BE REQUIRED.



GENERAL SWALE SECTION



ZONE DESIGNATION	BUILDING HEIGHT	LOT COVERAGE		
STANDARD/PROVISION	10.5m MAX	LOT	UNIT	55% MAX
BLOCK 94	8.99m	94	2006B	42.2%
		95	2005	52.6%
		96	2005	52.6%
		97	2006B	42.2%

GENERAL NOTES:
1. BUILDER TO VERIFY LOCATION OF UTILITIES AND OTHER SERVICES. IF MIN. DIMENSIONS ARE NOT MAINTAINED, BUILDER IS TO RELOCATE AT BUILDERS EXPENSE.
2. BUILDER TO VERIFY ELEV. OF STM. AND SAN. LATERALS IN RELATION TO BASEMENT U/S OF FOOTING ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
3. APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES MUST BE REVIEWED AND FOLLOWED IN CONJUNCTION WITH THE SITING AND GRADING PLAN. BUILDER TO VERIFY BUILDING ENVELOPE ON SITE PLAN MATCHES APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES PRIOR TO POURING CONCRETE. IF THERE ARE ANY DISCREPANCIES, THEY ARE TO BE BROUGHT TO THE ATTENTION OF HUNT DESIGN ASSOCIATES INC.
4. UNLESS NOTED ON BUILDING ENVELOPE OR APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES, ALL TOP OF FOUNDATION WALLS INCLUDING GARAGE WALLS TO BE CONSISTENT WITH THE ELEVATION PROVIDED FOR TFW ON SITING AND GRADING PLAN. THE EXTERIOR OF THE FOUNDATION WALL TO BE PROVIDED WITH A REDUCTION OF THICKNESS FOR MASONRY VENEER AS REQUIRED.

CONSULTANTS DECLARATION:
THIS PROPOSAL CONFORMS WITH THE MUNICIPALITY'S GRADING CRITERIA AND APPROVED SUBDIVISION MASTER LOT GRADING PLAN AND THE PROPOSED HOUSE TYPE IS COMPATIBLE WITH THE GRADING. THE PROPOSED DRIVEWAY LOCATION DOES NOT CONFLICT WITH ADJACENT DRIVEWAYS, WALKWAYS, CATCHBASIN, HYDRANT, VALVE OR ANY STREET UTILITY. June 20, 2023 DATE REVIEWED BY

ISSUED FOR FINAL APPROVAL	JR	2023.06.20
ISSUED FOR PRELIMINARY APPROVAL	JR	2023.04.13

THIS LOT HAS ENGINEERED FILL, REFER TO ENGINEERED FILL REPORT FOR CONSTRUCTION REQUIREMENTS

SAN & STM INVERTS NOT AVAILABLE AT TIME OF SITING

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS. EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

ENGINEERED FILL LOTS; STREET TREE; RETAINING WALL; CATCH BASIN; DOUBLE / SINGLE STM & SAN CONNECTION; SANITARY MANHOLE; STORM MANHOLE; VALVE & CHAMBER; VALVE & BOX; HYDRANT; WATER SERVICE; HYDRO SERVICE; SHEET DRAINAGE; STREET LIGHT PEDESTAL; STREET LIGHT; TRAFFIC SIGNAL POWER PEDESTAL; BELL PEDESTAL; CABLE PEDESTAL; HYDRO POLE; HYDRO POLE GUY; STREET SIGN; COMMUNITY MAILBOX; HYDRO TRANSFORMER; PADMOUNTED MOTOR; EXISTING GRADES; 190.10 PROPOSED GRADES; 2.0% SWALE DIRECTION; EMBANKMENT / BERM MAX 3:1 SLOPE; SANITARY LINE; STORM WATER LINE; WATERLINE; HYDRO LINE; GAS LINE; CABLE LINE; BELL; HYDRO, GAS, BELL, CABLE LINE; DOWNSPOUTS; WINDOWS PERMITTED; 45 MINUTE FIRE RATED WALL SIDEYARD DISTANCE IS LESS THAN 1.2m TO LOT LINE. (NO WINDOWS PERMITTED); EXTERIOR DOOR LOCATION; EXTERIOR DOOR LOCATION IF GRADE PERMITS; SUMP PUMP AND SURFACE DISCHARGE LOCATION; UPGRADE ELEVATION; CHAIN LINK FENCE; FENCE AND GATE; PRIVACY FENCE; ACOUSTIC FENCE; FF FINISHED FLOOR; TFW TOP OF FOUNDATION WALL; BF BASEMENT FLOOR; UF UNDERSIDE OF FOOTING; WOD WALKOUT DECK; WOB WALKOUT BASEMENT; MOD MODIFIED; REV REVERSED; ND NO DOOR; XXXXX HIGHLIGHTED GRADE

Title: SITING AND GRADING PLAN
Plan No.: -
Lot: BLOCK 94
Street Name: WALTERS STREET

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION
NAME: Jadewin Riel
SIGNATURE
BCIN: 44992
REGISTRATION INFORMATION
HUNT DESIGN ASSOCIATES INC. 19695

HUNT DESIGN ASSOCIATES INC.
www.huntdesign.ca

KINGSMEN GROUP - 219073
LINDSAY, ONTARIO

Drawn By: JR/MAS | Checked By: JR/MAS | Scale: 1:250 | File Number: 219073SG-01.DWG | Lot / Page Number: **BLOCK 94**

8966 Woodbine Ave, Markham, ON L3R 0J7 T 905.737.5133 F 905.737.7326

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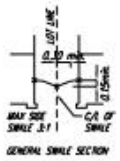
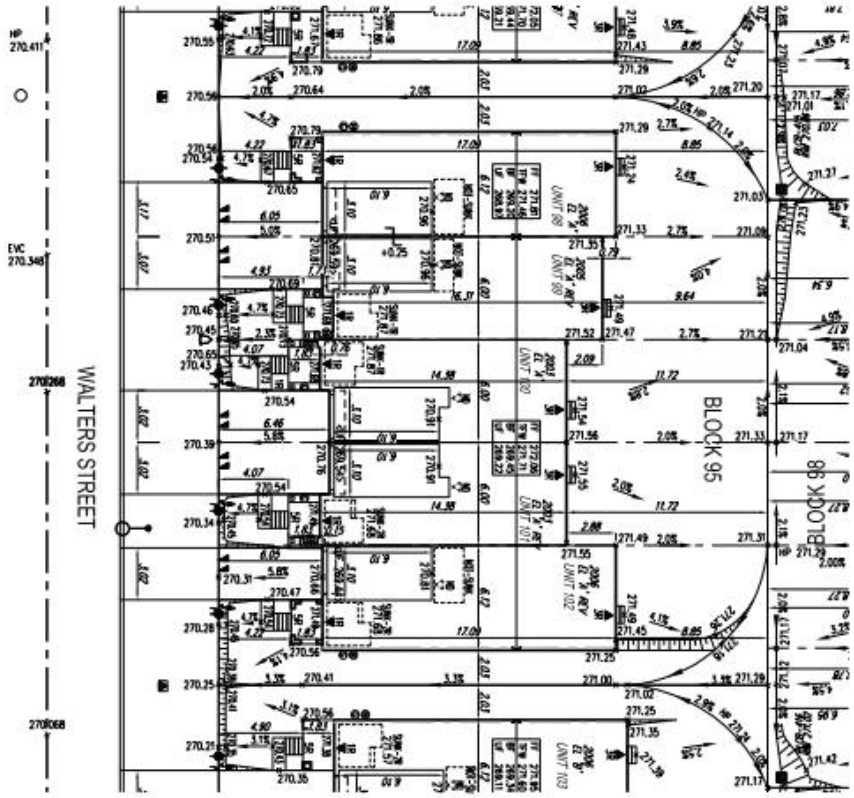


GENERAL SWALE SECTION



ZONE DESIGNATION	BUILDING HEIGHT	LOT COVERAGE		
STANDARD/PROVISION	10.5m MAX	LOT	UNIT	55% MAX
BLOCK 95	8.86m	98	2006A	41.9%
		99	2005	52.1%
		100	2003	44.5%
		101	2003	44.5%
		102	2006A	41.9%

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1. BUILDER TO VERIFY LOCATION OF UTILITIES AND OTHER SERVICES. IF MIN. DIMENSIONS ARE NOT MAINTAINED, BUILDER IS TO RELOCATE AT BUILDER'S EXPENSE.
2. BUILDER TO VERIFY ELEV. OF STM. AND SAN. LATERALS IN RELATION TO BASEMENT USE OF FOOTING ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
3. APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES MUST BE REVIEWED AND FOLLOWED IN CONJUNCTION WITH THE SITING AND GRADING PLAN. BUILDER TO VERIFY BUILDING ENVELOPE ON SITE PLAN MATCHES APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES PRIOR TO POURING CONCRETE. IF THERE ARE ANY DISCREPANCIES, THEY ARE TO BE BROUGHT TO THE ATTENTION OF HUNT DESIGN ASSOCIATES INC.
4. UNLESS NOTED ON BUILDING ENVELOPE OR APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES, ALL TOP OF FOUNDATION WALLS (INCLUDING GARAGE WALLS) TO BE CONSISTENT WITH THE ELEVATION PROVIDED FOR TPW ON SITING AND GRADING PLAN. THE EXTERIOR OF THE FOUNDATION WALL TO BE PROVIDED WITH A REDUCTION OF THICKNESS FOR MASONRY VENEER AS REQUIRED.

CONSULTANTS DECLARATION:
THIS PROPOSAL CONFORMS WITH THE MUNICIPALITY'S GRADING CRITERIA AND APPROVED SUBDIVISION MASTER LOT GRADING PLAN AND THE PROPOSED HOUSE TYPE IS COMPATIBLE WITH THE GRADING. THE PROPOSED DRIVEWAY LOCATION DOES NOT CONFLICT WITH ADJACENT DRIVEWAYS, WALKWAYS, CATCHBASIN, HYDRANT, VALVE OR ANY STREET UTILITY. June 20,
DATE 2023 REVIEWED BY

ISSUED FOR FINAL APPROVAL	JR	2023.06.20
ISSUED FOR PRELIMINARY APPROVAL	JR	2023.04.13

THIS LOT HAS ENGINEERED FILL, REFER TO ENGINEERED FILL REPORT FOR CONSTRUCTION REQUIREMENTS

SAN & STM INVERTS NOT AVAILABLE AT TIME OF SITING

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS. EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

SITING AND GRADING PLAN

Part No. - Lot BLOCK 95 Street/Name WALTERS STREET

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER

QUALIFICATION INFORMATION
Jaideep Rai 44992
NAME SIGNATURE BCIN
REGISTRATION INFORMATION
HUNT DESIGN ASSOCIATES INC. 19996

HUNT DESIGN ASSOCIATES INC.
www.huntdesign.ca

KINGSMEN GROUP - 219073
LINDSAY, ONTARIO

Drawn By JR/MAS Checked By JR/MAS Scale 1:250 File/Number 219073SG-01.DWG Lot/Plan Number **BLOCK 95**

6986 Woodbine Ave, Markham, ON L3R 0J7 T 905.737.5133 F 905.737.7326

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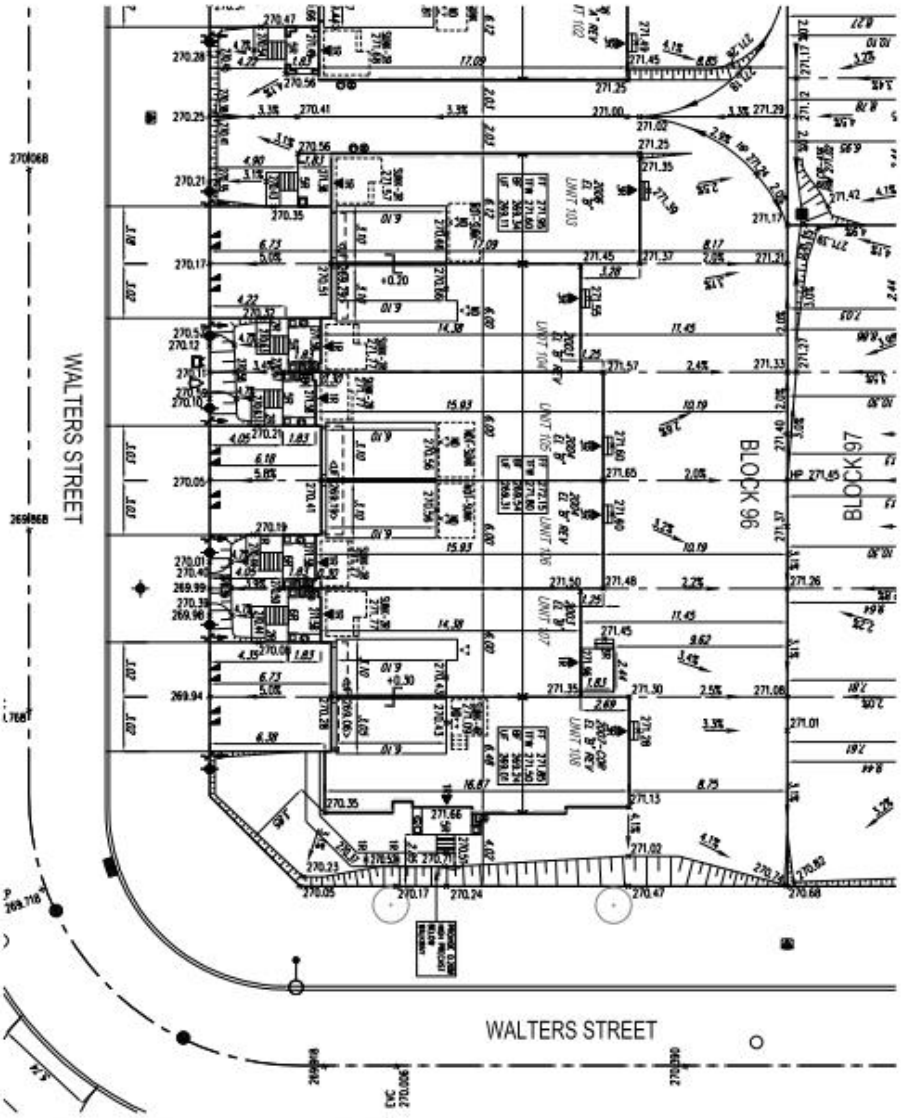
JRIEL | TUE JUN 20,2023 08:04 AM | K:\PROJECTS\2019\219073.KINGSMEN\DWG\2190730G-01-PH2.DWG

CITY OF KAWARTHA LAKES GENERAL NOTES

1. DRAINAGE SHALL BE SELF-CONTAINED ON SITE BY THE CONSTRUCTION OF SWALES OR DRAIN TO A PROTECTED OUTLET. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES.
2. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT MIGRATION OF SILT AND SEDIMENT FROM THE SUBJECT LOT TO ANY ADJACENT LOT, INCLUDING MUNICIPAL RIGHT-OF-WAY. SPECIAL CARE SHALL BE TAKEN TO ENSURE THAT SILT AND SEDIMENT LADEN SURFACE WATER DOES NOT ENTER ANY WATERCOURSES OR ENVIRONMENTALLY SENSITIVE AREA, EITHER OVERLAND OR THROUGH THE STORM DRAINAGE SYSTEM. THE OWNER/BUILDER SHALL COMPLY WITH ALL DIRECTIVES ISSUED BY ANY OF THE ENVIRONMENTAL AGENCIES.
3. INTERIM GRADING MEASURES MAY BE REQUIRED DURING BUILDING CONSTRUCTION TO ENSURE THAT DRAINAGE DOES NOT ADVERSELY AFFECT THE NEIGHBORING PROPERTIES. FINISH GRADING OF THE PROPERTY SHALL BE COMPLETED SUCH THAT DRAINAGE IS CONTAINED ON SITE OR CONTROLLED TO A PROTECTED OUTLET.
4. ALL DOWNSPOUTS AND OTHER DRAINAGE DISCHARGE POINTS SHALL DISCHARGE ON TO A SPLASH PAD OR APPROVED EQUIVALENT AND LOCATIONS TO BE SHOWN AS PER 3 H.
5. SUMP PUMP DISCHARGE POINTS MUST BE WHOLLY WITHIN PRIVATE PROPERTY.
6. THE OWNER/BUILDER IS RESPONSIBLE FOR OBTAINING UTILITY AND SERVICING LOCATES PRIOR TO ANY WORKS.
7. ALL DISTURBED AREAS ARE TO BE SODDED OR SEEDED OVER A MINIMUM OF 100MM OF TOPSOIL OR APPROVED EQUIVALENT.
8. THE OWNER/BUILDER MUST OBTAIN A ROAD OCCUPANCY PERMIT FROM PUBLIC WORKS PRIOR TO ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.
9. NO ELEVATIONS WILL BE LESS THAN 0.15M BETWEEN FINAL GRADE AND TOP OF FOUNDATION WALL.
10. A COPY OF THE "REVIEWED BY ENGINEERING" LOT GRADING AND DRAINAGE PLAN IS TO BE ON SITE FOR REFERENCE AT ALL TIMES DURING CONSTRUCTION.
11. THE SUBMISSION OF THIS PLAN REPRESENTS THAT OWNER HEREBY ACKNOWLEDGES THAT ANY GRADING CHANGES THAT OCCUR THROUGH THE CONSTRUCTION THAT RESULT IN ADVERSE EFFECTS TO EXISTING ADJACENT PROPERTIES WILL RESULT IN AN AS-CONSTRUCTED SITE GRADING PLAN WILL BE REQUIRED.



ZONE DESIGNATION	BUILDING HEIGHT	LOT COVERAGE		
STANDARD/PROVISION	10.5m MAX	LOT	UNIT	55% MAX
BLOCK 96	8.90m	103	2006B	42.2%
		104	2003	44.5%
		105	2004	46.9%
		106	2004	46.9%
		107	2003	44.5%
		108	2006B	34.0%

GENERAL NOTES:
1. BUILDER TO VERIFY LOCATION OF UTILITIES AND OTHER SERVICES. IF MIN. DIMENSIONS ARE NOT MAINTAINED, BUILDER IS TO RELOCATE AT BUILDER'S EXPENSE.
2. BUILDER TO VERIFY ELEV. OF STM. AND SAN. LATERALS IN RELATION TO BASEMENT USE OF FOOTING ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
3. APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES MUST BE REVIEWED AND FOLLOWED IN CONJUNCTION WITH THE SITING AND GRADING PLAN. BUILDER TO VERIFY BUILDING ENVELOPE ON SITE PLAN MATCHES APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES PRIOR TO POURING CONCRETE. IF THERE ARE ANY DISCREPANCIES, THEY ARE TO BE BROUGHT TO THE ATTENTION OF HUNT DESIGN ASSOCIATES INC.
4. UNLESS NOTED ON BUILDING ENVELOPE OR APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES, ALL TOP OF FOUNDATION WALLS INCLUDING GARAGE WALLS TO BE CONSISTENT WITH THE ELEVATION PROVIDED FOR TPA ON SITING AND GRADING PLAN. THE EXTERIOR OF THE FOUNDATION WALL TO BE PROVIDED WITH A REDUCTION OF THICKNESS FOR MASONRY VENEER AS REQUIRED.

CONSULTANTS DECLARATION:
THIS PROPOSAL CONFORMS WITH THE MUNICIPALITY'S GRADING CRITERIA AND APPROVED SUBDIVISION MASTER LOT GRADING PLAN AND THE PROPOSED HOUSE TYPE IS COMPATIBLE WITH THE GRADING. THE PROPOSED DRIVEWAY LOCATION DOES NOT CONFLICT WITH ADJACENT DRIVEWAYS, WALKWAYS, CATCHBASIN, HYDRANT, VALVE OR ANY STREET UTILITY.
DATE June 20, 2023 REVIEWED BY

ISSUED FOR FINAL APPROVAL	JR	2023.06.20
ISSUED FOR PRELIMINARY APPROVAL	JR	2023.04.13

THIS LOT HAS ENGINEERED FILL. REFER TO ENGINEERED FILL REPORT FOR CONSTRUCTION REQUIREMENTS

SAN & STM INVERTS NOT AVAILABLE AT TIME OF SITING

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS. EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

SITING AND GRADING PLAN

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER

QUALIFICATION INFORMATION
Jadowin Rial — 44992
NAME — SIGNATURE — BCIN
REGISTRATION INFORMATION
HUNT DESIGN ASSOCIATES INC. — 18896

HUNT DESIGN ASSOCIATES INC.
www.huntdesign.ca

KINGSMEN GROUP - 219073
LINDSAY, ONTARIO

Drawn By	Checked By	Scale	File Number	Lot/Plan Number
JRIMAS	JRIMAS	1:250	219073SG-01.DWG	BLOCK 96

8986 Woodbine Ave, Markham, ON L3R 0J7 T 905.737.5130 F 905.737.7326

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CITY OF KAWARTHA LAKES GENERAL NOTES

1. DRAINAGE SHALL BE SELF-CONTAINED ON SITE BY THE CONSTRUCTION OF SWALES OR DRAIN TO A PROTECTED OUTLET. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES.
2. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT MIGRATION OF SILT AND SEDIMENT FROM THE SUBJECT LOT TO ANY ADJACENT LOT, INCLUDING MUNICIPAL RIGHT-OF-WAY. SPECIAL CARE SHALL BE TAKEN TO ENSURE THAT SILT AND SEDIMENT UNDER SURFACE WATER DOES NOT ENTER ANY WATERCOURSES OR ENVIRONMENTALLY SENSITIVE AREA, EITHER OVERLAND OR THROUGH THE STORM DRAINAGE SYSTEM. THE OWNER/BUILDER SHALL COMPLY WITH ALL DIRECTIVES ISSUED BY ANY OF THE ENVIRONMENTAL AGENCIES.
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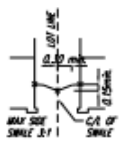
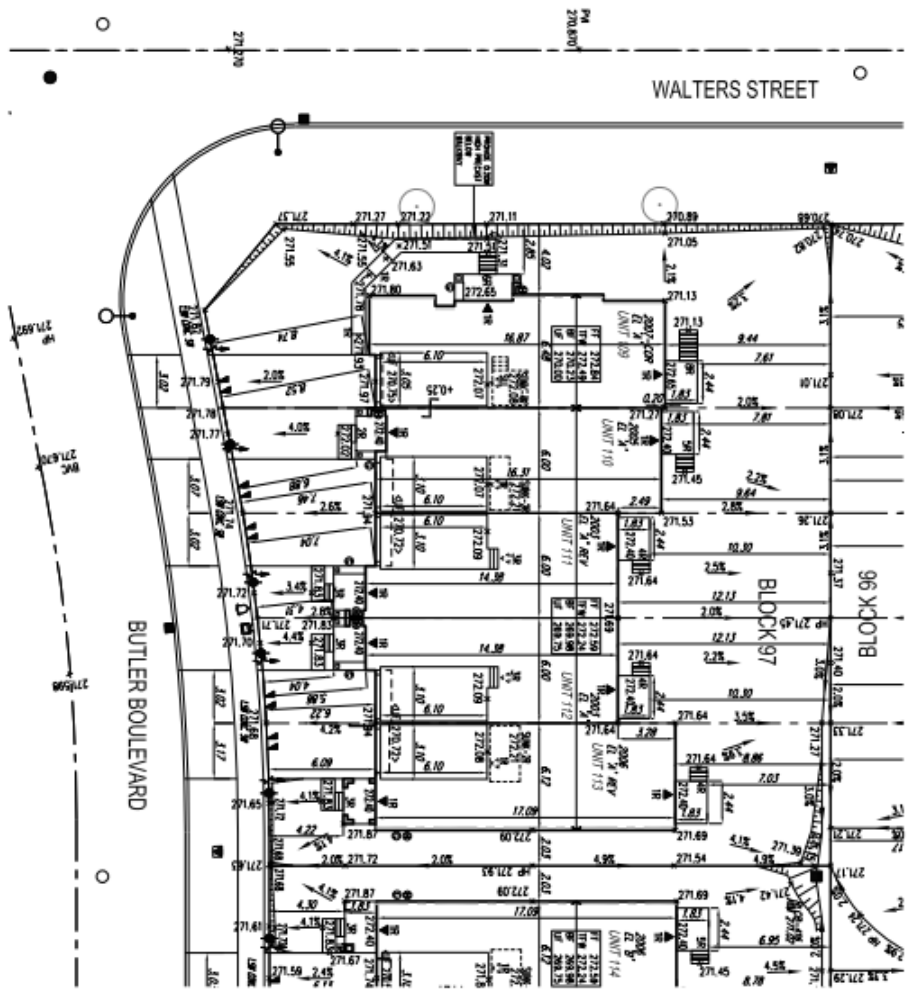
4. ALL DOWNSPOUTS AND OTHER DRAINAGE DISCHARGE POINTS SHALL DISCHARGE ON TO A SPLASH PAD OR APPROVED EQUIVALENT (AND LOCATIONS TO BE SHOWN AS PER 3.4).
5. SUMP PUMP DISCHARGE POINTS MUST BE WHOLLY WITHIN PRIVATE PROPERTY.
6. THE OWNER/BUILDER IS RESPONSIBLE FOR OBTAINING UTILITY AND SERVICING LOCATES PRIOR TO ANY WORKS.
7. ALL DISTURBED AREAS ARE TO BE SODDED OR SEEDED OVER A MINIMUM OF 150MM OF TOPSOIL OR APPROVED EQUIVALENT.
8. THE OWNER/BUILDER MUST OBTAIN A ROAD OCCUPANCY PERMIT FROM PUBLIC WORKS PRIOR TO ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.
9. NO ELEVATIONS WILL BE LESS THAN 0.15M BETWEEN FINAL GRADE AND TOP OF FOUNDATION WALL.
10. A COPY OF THE 'REVIEWED BY ENGINEERING' LOT GRADING AND DRAINAGE PLAN IS TO BE ON SITE FOR REFERENCE AT ALL TIMES DURING CONSTRUCTION.
11. THE SUBMISSION OF THIS PLAN REPRESENTS THAT OWNER HEREBY ACKNOWLEDGES THAT ANY GRADING CHANGES THAT OCCUR THROUGH THE CONSTRUCTION THAT RESULT IN ADVERSE EFFECTS TO EXISTING ADJACENT PROPERTIES WILL RESULT IN AN AS-CONSTRUCTED SITE GRADING PLAN WILL BE REQUIRED.





ZONE DESIGNATION	BUILDING HEIGHT	LOT COVERAGE		
STANDARD/PROVISION	10.5m MAX	LOT	UNIT	55% MAX
BLOCK 97	8.44m	109	2007	30.5%
		110	2005	49.0%
		111	2003	43.0%
		112	2003	43.9%
		113	2006A	41.9%

GENERAL NOTES:
1. BUILDER TO VERIFY LOCATION OF UTILITIES AND OTHER SERVICES. IF MIN. DIMENSIONS ARE NOT MAINTAINED, BUILDER IS TO RELOCATE AT BUILDER'S EXPENSE.
2. BUILDER TO VERIFY ELEV. OF STM. AND SAN. LATERALS IN RELATION TO BASEMENT U/S OF FOOTING ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
3. APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES MUST BE REVIEWED AND FOLLOWED IN CONJUNCTION WITH THE SITING AND GRADING PLAN. BUILDER TO VERIFY BUILDING ENVELOPE ON SITE PLAN MATCHES APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES PRIOR TO POURING CONCRETE. IF THERE ARE ANY DISCREPANCIES, THEY ARE TO BE BROUGHT TO THE ATTENTION OF HUNT DESIGN ASSOCIATES INC.
4. UNLESS NOTED ON BUILDING ENVELOPE OR APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES, ALL TOP OF FOUNDATION WALLS INCLUDING GARAGE WALLS TO BE CONSISTENT WITH THE ELEVATION PROVIDED FOR TPA ON SITING AND GRADING PLAN. THE EXTERIOR OF THE FOUNDATION WALL TO BE PROVIDED WITH A REDUCTION OF THICKNESS FOR MASONRY VENEER AS REQUIRED.

CONSULTANTS DECLARATION:
THIS PROPOSAL CONFORMS WITH THE MUNICIPALITY'S GRADING CRITERIA AND APPROVED SUBDIVISION MASTER LOT GRADING PLAN AND THE PROPOSED HOUSE TYPE IS COMPATIBLE WITH THE GRADING. THE PROPOSED DRIVEWAY LOCATION DOES NOT CONFLICT WITH ADJACENT DRIVEWAYS, WALKWAYS, CATCHBASIN, HYDRANT, VALVE OR ANY STREET UTILITY. June 20,
DATE 2023 **REVIEWED BY**

ISSUED FOR FINAL APPROVAL	JR	2023.06.20
ISSUED FOR PRELIMINARY APPROVAL	JR	2023.04.13

THIS LOT HAS ENGINEERED FILL, REFER TO ENGINEERED FILL REPORT FOR CONSTRUCTION REQUIREMENTS

SAN & STM INVERTS NOT AVAILABLE AT TIME OF SITING

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS. EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

SITING AND GRADING PLAN

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THE DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION
Jadowin Riel — 44892
NAME — SIGNATURE — BCIN
REGISTRATION INFORMATION
HUNT DESIGN ASSOCIATES INC. — 19995

HUNT DESIGN ASSOCIATES INC.
www.huntdesign.ca

Plan No. - | Lot: BLOCK 97 | Street Name: BUTLER BOULEVARD

KINGSMEN GROUP - 219073
LINDSAY, ONTARIO

Drawn By: JR/MAS | Checked By: JR/MAS | Scale: 1:250 | File Number: 219073SG-01.DWG | Lot/Plan Number: **BLOCK 97**

8996 Woodbine Ave, Markham, ON L3R 0J7 T 905.737.5133 F 905.737.7326

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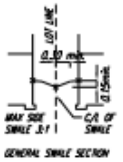
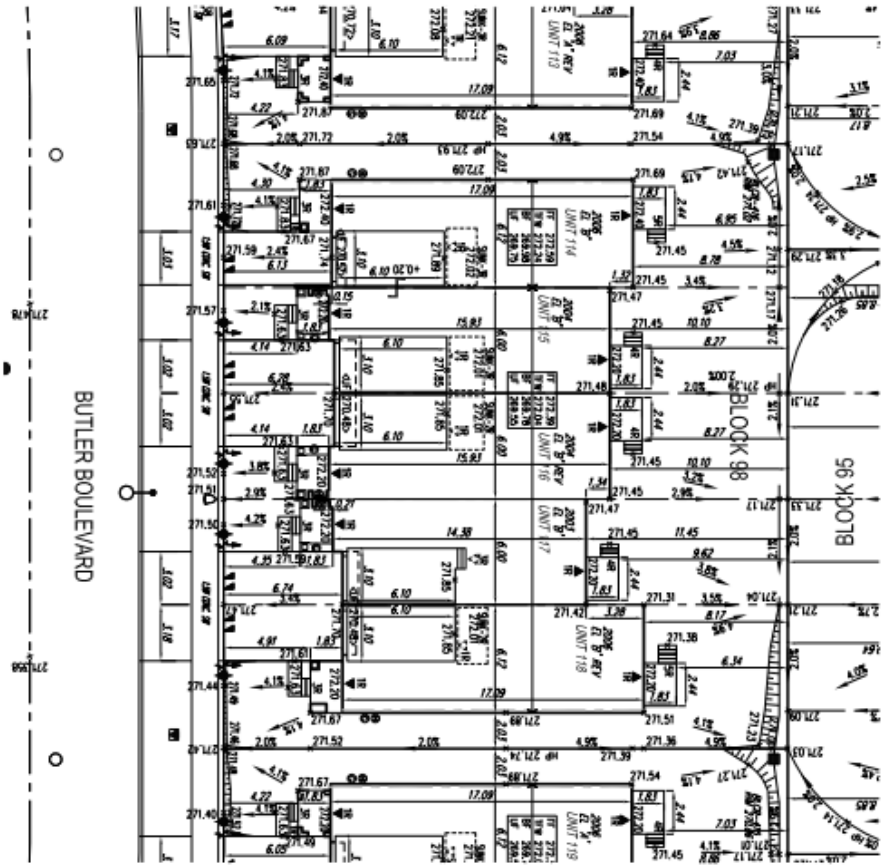
CITY OF KAWARTHA LAKES GENERAL NOTES

1. DRAINAGE SHALL BE SELF-CONTAINED ON SITE BY THE CONSTRUCTION OF SWALES OR DRAIN TO A PROTECTED OUTLET. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES.
2. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT MIGRATION OF SILT AND SEDIMENT FROM THE SUBJECT LOT TO ANY ADJACENT LOT, INCLUDING MUNICIPAL ROW-OF-WAY. SPECIAL CARE SHALL BE TAKEN TO ENSURE THAT SILT AND SEDIMENT LADEN SURFACE WATER DOES NOT ENTER ANY WATERCOURSES OR ENVIRONMENTALLY SENSITIVE AREA, EITHER OVERLAND OR THROUGH THE STORM DRAINAGE SYSTEM. THE OWNER/BUILDER SHALL COMPLY WITH ALL DIRECTIVES ISSUED BY ANY OF THE ENVIRONMENTAL AGENCIES.
3. INTERIM GRADING MEASURES MAY BE REQUIRED DURING BUILDING CONSTRUCTION TO ENSURE THAT DRAINAGE DOES NOT ADVERSELY AFFECT THE NEIGHBORING PROPERTIES. FINISH GRADING OF THE PROPERTY SHALL BE COMPLETED SUCH THAT DRAINAGE IS CONTAINED ON SITE OR CONTROLLED TO A PROTECTED OUTLET.
4. ALL DOWNSPOUTS AND OTHER DRAINAGE DISCHARGE POINTS SHALL DISCHARGE ON TO A SPLASH PAD OR APPROVED EQUIVALENT (AND LOCATIONS TO BE SHOWN AS PER 3.4).
5. SUMP PUMP DISCHARGE POINTS MUST BE WHOLLY WITHIN PRIVATE PROPERTY.
6. THE OWNER/BUILDER IS RESPONSIBLE FOR OBTAINING UTILITY AND SERVICING LOCATES PRIOR TO ANY WORKS.
7. ALL DISTURBED AREAS ARE TO BE SODDED OR SEEDED OVER A MINIMUM OF 150MM OF TOPSOIL OR APPROVED EQUIVALENT.
8. THE OWNER/BUILDER MUST OBTAIN A ROAD OCCUPANCY PERMIT FROM PUBLIC WORKS PRIOR TO ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.
9. NO ELEVATIONS WILL BE LESS THAN 0.15M BETWEEN FINAL GRADE AND TOP OF FOUNDATION WALL.
10. A COPY OF THE "REVIEWED BY ENGINEERING" LOT GRADING AND DRAINAGE PLAN IS TO BE ON SITE FOR REFERENCE AT ALL TIMES DURING CONSTRUCTION.
11. THE SUBMISSION OF THIS PLAN REPRESENTS THAT OWNER HEREBY ACKNOWLEDGES THAT ANY GRADING CHANGES THAT OCCUR THROUGH THE CONSTRUCTION THAT RESULT IN ADVERSE EFFECTS TO EXISTING ADJACENT PROPERTIES WILL RESULT IN AN AS-CONSTRUCTED SITE GRADING PLAN WILL BE REQUIRED.





ZONE DESIGNATION	BUILDING HEIGHT	LOT COVERAGE		
STANDARD/PROVISION	10.5m MAX	LOT	UNIT	55% MAX
BLOCK 98	8.29m	114	2006B	42.2%
		115	2004	46.9%
		116	2004	46.9%
		117	2003	44.5%
		118	2006B	42.2%

GENERAL NOTES:
1. BUILDER TO VERIFY LOCATION OF UTILITIES AND OTHER SERVICES. IF MIN. DIMENSIONS ARE NOT MAINTAINED, BUILDER IS TO RELOCATE AT BUILDER'S EXPENSE.
2. BUILDER TO VERIFY ELEV. OF STM. AND SAN. LATERALS IN RELATION TO BASEMENT USE OF FOOTING ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
3. APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES MUST BE REVIEWED AND FOLLOWED IN CONJUNCTION WITH THE SITING AND GRADING PLAN. BUILDER TO VERIFY BUILDING ENVELOPE ON SITE PLAN MATCHES APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES PRIOR TO POURING CONCRETE. IF THERE ARE ANY DISCREPANCIES, THEY ARE TO BE BROUGHT TO THE ATTENTION OF HUNT DESIGN ASSOCIATES INC.
4. UNLESS NOTED ON BUILDING ENVELOPE OR APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES, ALL TOP OF FOUNDATION WALLS INCLUDING GARAGE WALLS TO BE CONSISTENT WITH THE ELEVATION PROVIDED FOR TPA ON SITING AND GRADING PLAN. THE EXTERIOR OF THE FOUNDATION WALL TO BE PROVIDED WITH A REDUCTION OF THICKNESS FOR MASONRY VENEER AS REQUIRED.

CONSULTANTS DECLARATION:
THIS PROPOSAL CONFORMS WITH THE MUNICIPALITY'S GRADING CRITERIA AND APPROVED SUBDIVISION MASTER LOT GRADING PLAN AND THE PROPOSED HOUSE TYPE IS COMPATIBLE WITH THE GRADING. THE PROPOSED DRIVEWAY LOCATION DOES NOT CONFLICT WITH ADJACENT DRIVEWAYS, WALKWAYS, CATCHBASIN, HYDRANT, VALVE OR ANY STREET UTILITY. June 20, 2023 REVIEWED BY

ISSUED FOR FINAL APPROVAL	JR	2023.06.20
ISSUED FOR PRELIMINARY APPROVAL	JR	2023.04.13

THIS LOT HAS ENGINEERED FILL, REFER TO ENGINEERED FILL REPORT FOR CONSTRUCTION REQUIREMENTS

SAN & STM INVERTS NOT AVAILABLE AT TIME OF SITING

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS. EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

ENGINEERED FILL LOTS · STREET TREE · RETAINING WALL · CATCH BASIN · DOUBLE / SINGLE STM & SAN CONNECTION · SANITARY MANHOLE · STORM MANHOLE · VALVE & CHAMBER · HYDRANT · WATER SERVICE · HYDRO SERVICE · SWEET DRAINAGE · STREET LIGHT PEDESTAL · STREET LIGHT · TRAFFIC SIGNAL POWER PEDESTAL · BELL PEDESTAL · CABLE PEDESTAL · HORO POLE · HORO POLE GUY · STREET SIGN · COMMUNITY MAILBOX · HYDRO TRANSFORMER · PADMOUNT/SECTION · ENTERPRISE · HYDRO LINE · BELL LINE · CABLE LINE · MEL · HYDRO, GAS, MEL, CABLE LINE · SANITARY LINE · STORM WATERLINE · EXISTING GRADES · 160.10 PROPOSED GRADES · 2.0% SWALE DIRECTION · EMBANKMENT (SDR) (MAX 3:1 SLOPE) · DOWNSPOUTS · WINDOWS PERMITTED · 10 MINUTE FIRE RATED WALL SEPARATE/DISTANCE (SUBS) (MAX 1 OF 10 LOT LINE, NO WINDOWS PERMITTED) · EXTERIOR DOOR LOCATION · EXTERIOR DOOR LOCATION IF GRADE PERMITS · SUMP PUMP AND SURFACE DISCHARGE LOCATION · UPGRADE ELEVATION · CHAIN LINK FENCE · FENCE AND GATE · PRIVACY FENCE · ACOUSTIC FENCE · FF FINISHED FLOOR · TFW TOP OF FOUNDATION WALL · BF BASEMENT FLOOR · UF UNDERSIDE OF FOOTING · WOD WALKOUT DECK · WOB WALKOUT BASEMENT · BCB BOSERED · REV REVERSED · ND NO DOOR · HIGHLIGHTED GRADE

Title: SITING AND GRADING PLAN | Plan No. - | Lot: BLOCK 98 | Street Name: BUTLER BOULEVARD

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION: Jaideven Rai, 44902 (NAME, REGISTRATION INFORMATION, SIGNATURE, BCIN) — HUNT DESIGN ASSOCIATES INC., 19906

HUNT DESIGN ASSOCIATES INC.
www.huntdesign.ca

KINGSMEN GROUP - 219073
LINDSAY, ONTARIO

Drawn By: JR/MAS | Checked By: JR/MAS | Scale: 1:250 | File Number: 219073SG-01.DWG | Lot/Page Number: **BLOCK 98**

6966 Woodbine Ave, Markham, ON L3R 0J7 T 905.737.5133 F 905.737.7326

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JRIEL | TUE JUN 20/23 09:54 AM | K:\PROJECTS\2019\219073.KINGSMEN\SITE\219073SG-01-PH2.DWG

CITY OF KAWARTHA LAKES GENERAL NOTES

1. DRAINAGE SHALL BE SELF-CONTAINED ON SITE BY THE CONSTRUCTION OF SWALES ON SHWN TO A PROTECTED OUTLET. DRAINAGE SHALL NOT IMPACT ADJACENT PROPERTIES.
2. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE IMPLEMENTED TO PREVENT MIGRATION OF SILT AND SEDIMENT FROM THE SUBJECT LOT TO ANY ADJACENT LOT, INCLUDING MUNICIPAL RIGHT-OF-WAY. SPECIAL CARE SHALL BE TAKEN TO ENSURE THAT SILT AND SEDIMENT LADEN SURFACE WATER DOES NOT ENTER ANY WATERCOURSES OR ENVIRONMENTALLY SENSITIVE AREA, EITHER OVERLAND OR THROUGH THE STORM DRAINAGE SYSTEM. THE OWNER/BUILDER SHALL COMPLY WITH ALL DIRECTIVES ISSUED BY ANY OF THE ENVIRONMENTAL AGENCIES.
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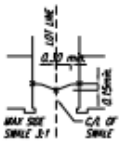
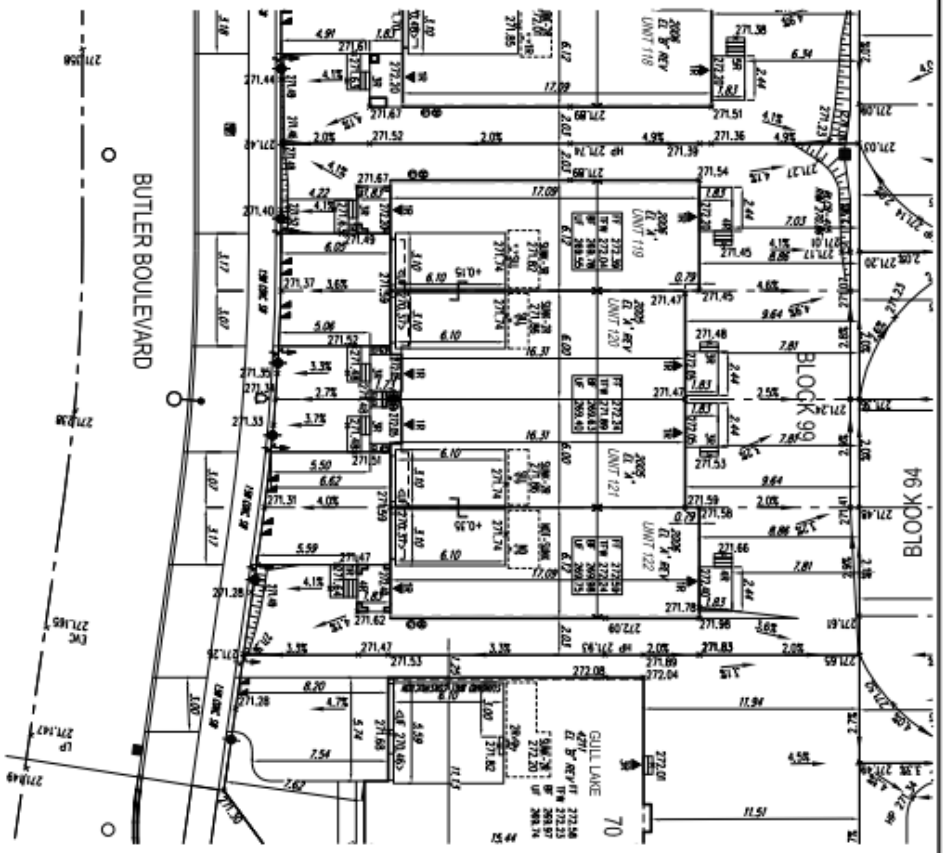
4. ALL DOWNSPOUTS AND OTHER DRAINAGE DISCHARGE POINTS SHALL DISCHARGE ON TO A SPLASH PAD OR APPROVED EQUIVALENT AND LOCATIONS TO BE SHOWN AS PER 3.4).
5. SUMP PUMP DISCHARGE POINTS MUST BE WHOLLY WITHIN PRIVATE PROPERTY.
6. THE OWNER/BUILDER IS RESPONSIBLE FOR OBTAINING UTILITY AND SERVICING LOCATES PRIOR TO ANY WORKS.
7. ALL DISTURBED AREAS ARE TO BE SODDED OR SEEDED OVER A MINIMUM OF 150MM OF TOPSOIL OR APPROVED EQUIVALENT.
8. THE OWNER/BUILDER MUST OBTAIN A ROAD OCCUPANCY PERMIT FROM PUBLIC WORKS PRIOR TO ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.
9. NO ELEVATIONS WILL BE LESS THAN 0.15M BETWEEN FINAL GRADE AND TOP OF FOUNDATION WALL.
10. A COPY OF THE 'REVIEWED BY ENGINEERING' LOT GRADING AND DRAINAGE PLAN IS TO BE ON SITE FOR REFERENCE AT ALL TIMES DURING CONSTRUCTION.
11. THE SUBMISSION OF THIS PLAN REPRESENTS THAT OWNER HEREBY ACKNOWLEDGES THAT ANY GRADING CHANGES THAT OCCUR THROUGH THE CONSTRUCTION THAT RESULT IN ADVERSE EFFECTS TO EXISTING ADJACENT PROPERTIES WILL RESULT IN AN AS-CONSTRUCTED SITE GRADING PLAN WILL BE REQUIRED.



GENERAL SWALE SECTION



ZONE DESIGNATION	BUILDING HEIGHT	LOT COVERAGE		
STANDARD/PROVISION	10.5m MAX	LOT	UNIT	55% MAX
BLOCK 99	8.36m	119	2006A	41.9%
		120	2005	51.9%
		121	2005	51.2%
		122	2006A	40.1%

GENERAL NOTES:
1. BUILDER TO VERIFY LOCATION OF UTILITIES AND OTHER SERVICES. IF MIN. DIMENSIONS ARE NOT MAINTAINED, BUILDER IS TO RELOCATE AT BUILDER'S EXPENSE.
2. BUILDER TO VERIFY ELEV. OF STM. AND SAN. LATERALS IN RELATION TO BASEMENT U/S OF FOOTING ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
3. APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES MUST BE REVIEWED AND FOLLOWED IN CONJUNCTION WITH THE SITING AND GRADING PLAN. BUILDER TO VERIFY BUILDING ENVELOPE ON SITE PLAN MATCHES APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES PRIOR TO POURING CONCRETE. IF THERE ARE ANY DISCREPANCIES, THEY ARE TO BE BROUGHT TO THE ATTENTION OF HUNT DESIGN ASSOCIATES INC.
4. UNLESS NOTED ON BUILDING ENVELOPE OR APPROVED PERMIT DRAWINGS & CONSTRUCTION NOTES, ALL TOP OF FOUNDATION WALLS INCLUDING GARAGE WALLS TO BE CONSISTENT WITH THE ELEVATION PROVIDED FOR TPA ON SITING AND GRADING PLAN. THE EXTERIOR OF THE FOUNDATION WALL TO BE PROVIDED WITH A REDUCTION OF THICKNESS FOR MASONRY VENEER AS REQUIRED.

CONSULTANTS DECLARATION:
THIS PROPOSAL CONFORMS WITH THE MUNICIPALITY'S GRADING CRITERIA AND APPROVED SUBDIVISION MASTER LOT GRADING PLAN AND THE PROPOSED HOUSE TYPE IS COMPATIBLE WITH THE GRADING. THE PROPOSED DRIVEWAY LOCATION DOES NOT CONFLICT WITH ADJACENT DRIVEWAYS, WALKWAYS, CATCHBASIN, HYDRANT, VALVE OR ANY STREET UTILITY. June 20,
DATE 2023 REVIEWED BY

THIS LOT HAS ENGINEERED FILL, REFER TO ENGINEERED FILL REPORT FOR CONSTRUCTION REQUIREMENTS

SAN & STM INVERTS NOT AVAILABLE AT TIME OF SITING

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS. EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

ISSUED FOR FINAL APPROVAL	JR	2023.06.20
ISSUED FOR PRELIMINARY APPROVAL	JR	2023.06.13

Title: SITING AND GRADING PLAN
Plan No.: -
Lot: BLOCK 99
Street Name: BUTLER BOULEVARD

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.
QUALIFICATION INFORMATION
Jadewin Riel 44902
FIRM
REGISTRATION INFORMATION
HUNT DESIGN ASSOCIATES INC. 19995

HUNT DESIGN ASSOCIATES INC.
www.huntdesign.ca

KINGSMEN GROUP - 219073
LINDSAY, ONTARIO

Drawn By	Checked By	Scale	File Number	Lot/Plan Number
JR/MAS	JR/MAS	1:250	219073SG-01.DWG	BLOCK 99

8986 Woodbine Ave, Markham, ON L3R 0J7 T 905.737.9133 F 905.737.7326

The Corporation of the City of Kawartha Lakes

By-Law 2024 -

A By-law To Temporarily Suspend The Application of Subsection 50(5) of the Planning Act For Certain Properties Within Kawartha Lakes PIN # 63204-1075 (LT), PIN # 63204-1076 (LT), PIN # 63204-1077 (LT), PIN # 63204-1078 (LT), PIN # 63204-1079 (LT), PIN # 63204-1080 (LT)

Recitals:

1. Council has received a request to suspend the application of Subsection 50(5) of the Planning Act against certain property, and considers that request reasonable.

2. Pursuant to Subsection 51(4) of the Planning Act, The Corporation of the City of Kawartha Lakes is the approval authority for an application to suspend Subsection 50(5) to certain lands.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-____.

Section 1:00 Definitions and Interpretation

1.01 **Definitions**: In this by-law:

(a) **"By-law"** means this by-law, as it may be amended from time to time. The Recitals to, and the Schedules attached to this By-law are considered integral parts of it.
(b) **"City"**, **"City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.
(c) **"City Clerk"** means the person within the administration of the City, which fulfils the function of the City Clerk as required by the Municipal Act, 2001, S.O. 2001, c.25.
(d) **"Council"** means the municipal council for the City.
(e) **"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.

1.02 **Interpretation Rules**:

(a) Whenever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable in the circumstances.

(b) References to items in the plural include the singular, as applicable
(c) The word “include” is not to be read as limiting the phrase or descriptions that precede it.
(d) The recitals, and any schedules to this By-law are integral parts of it.

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 Zoning Details

2.01 **Property Affected**:

PIN # 63204-1075 (LT) – Block 94, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1076 (LT) – Block 95, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1077 (LT) – Block 96, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1078 (LT) – Block 97, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1079 (LT) – Block 98, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1080 (LT) – Block 99, Plan 57M-814; Kawartha Lakes.

2.02 **Suspension**: Subsection 50(5) of the Planning Act, R.S.O. 1990, c.P.13 does not apply to the Property.

Section 3:00 Administration and Effective Date

3.01 **Administration**: 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 and take effect on the date it is finally passed.

3.03 **Expiry**: This By-law expires three (3) years from the date that it comes into force pursuant to Section 3.02.

By-law read a first, second and third time, and finally passed, this ___ day of _____, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Council Report

Report Number:	**PLAN2024-028**
Meeting Date:	April 30, 2024
Title:	**Morningside Subdivision Phase 2 – Exemption from Part Lot Control Provisions of the Planning Act, Lot 57 Plan 57M-813**
Description:	Part Lot Control exemption request to permit two semi-detached units in Morningside Subdivision Phase 2, Lot 57, Plan 57M-813 from the Part Lot Control Provisions of the Planning Act in Geographic Town of Lindsay on the southeast corner of Bakogeorge and Traux Street
Author and Title:	Matt Alexander, Practice Lead, MCIP, RPP; WSP Canada Inc., on behalf of Kawartha Lakes Planning Division

Recommendations:

That Report PLAN2024-028, **Morningside Subdivision Phase 2 – Exemption from Part Lot Control Provisions of the Planning Act, Lot 57 Plan 57M-813**, be received;

That the Part Lot Control By-law, substantially in the form attached in Appendix D to Report PLAN2024-028, be approved for adoption by Council; and

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

Department Head: _____

Legal/Other: _____

Chief Administrative Officer: _____

Background:

A Plan of Subdivision on the subject lands, known as Morningside Subdivision – Phase 2, was approved by Council and registered as Plan 57M-813. The proposed lots in Plan 57M-813 were for a combination of single-detached and semi-detached dwellings. Lot 57 in Plan 57M-813 is intended for semi-detached dwellings but not individually lotted until they are created through the lifting of Part Lot Control.

The applicant has applied to exempt Lot 57 from Part-Lot Control, resulting in the creation of two (2) semi-detached dwellings located at 1 Bakogeorge Street and 3 Bakogeorge Street. The owner has entered into a Subdivision Agreement with the City to facilitate the construction of the roadways and municipal services.

Owner:	1000561448 Ontario Limited.
Applicant:	H.F. Grander Co. Ltd.
Legal Description:	Lot 57, Plan 57M-813, Bakogeorge Street, Geographic Town of Lindsay
Official Plan:	Urban Settlement Boundary, City of Kawartha Lakes Official Plan (2012), Residential in the Lindsay Secondary Plan Schedule F-1 (2017)
Zones:	Residential Three Special Exception Eleven (R3-S11) Zone, Town of Lindsay Zoning By-Law 2000-75
Site Servicing:	Full Municipal water, sanitary, storm sewer services
Existing Uses:	Townhouse dwellings and single detached dwellings in various stages of site clearing and construction
Adjacent Uses:	North – Residential East – Residential South – Open Space and Community Facility Zone West – Residential

Rationale:

The applicant has applied for an exemption from Part-Lot Control for Lot 57, Plan 57M-813. The registered Reference Plan is attached as Appendix C.

The land has been serviced in accordance with the subdivision agreement, and dwelling units are in various stages of completion. The purpose of an exemption from Part Lot Control is to permit the further division of the lands into transferable lots. The owner will then transfer ownership of each lot and apply for building permits to construct the semi-detached dwellings. The proposed exemption will permit the transfer to occur.

Part Lot Control is provided as an alternative process to Consent under the Planning Act and is used where the subject lands are included in a Plan of Subdivision and described as either a Lot or Block:

- where the subject land is covered by appropriate zoning that clearly establishes the minimum lot frontage and the minimum lot area for the proposed use; and
- where the subject land is covered by a subdivision agreement registered on title that will be in effect during the time of the Part Lot Control By-law is in effect and which provides for the passing of a Part Lot Control By-law under Section 50(7) of the Planning Act.

The subject land complies with the above criteria. The proposed by-law exempting Lot 57 from Part Lot Control is attached as Appendix D.

Provincial Policies:

A Place to Grow - Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan)

The lands are identified as being within the Urban Settlement Boundary of Lindsay.

Section 2.2.1, Managing Growth, provides that the majority of growth will be directed to settlement areas within delineated built boundaries that have existing or planned services and infrastructure.

Section 2.2.6, Housing, requires the municipality to support housing choice through the achievement of minimum intensification and density targets established in the Growth Plan by utilizing mechanisms such as land use planning tools to support implementation of these targets.

The request for exemption from Part Lot Control represents a low impact development approach that will support the creation of new housing within lands designated for residential growth that have access to existing or planned infrastructure.

Therefore, the application conforms to the policies of the Growth Plan.

Provincial Policy Statement, 2020 (PPS)

The PPS requires planning authorities to manage and direct land use to achieve efficient and resilient development and land use patterns. Section 1.1.3.4 and 1.1.3.5 prescribes that planning authorities promote the appropriate development standards to facilitate intensification as well as establish and implement minimum targets for intensification within built-up areas, based on local conditions.

Section 1.4.3 states that planning authorities should provide for an appropriate range and mix of housing options and densities to meet projected needs by establishing development standards for residential intensification and new residential development while minimizing the cost of housing and facilitating a compact built form.

The exemption from Part Lot Control will permit the further division of an existing residential lot within a registered subdivision in a settlement area. The proposed exemption represents an appropriate standard to facilitate the development of housing in the municipality.

On this basis, the application is consistent with the policies of the PPS.

City of Kawartha Lakes Official Plan (Official Plan):

The City of Kawartha Lakes Official Plan (City Official Plan) was adopted by Council in September 2010 and approved by the Minister of Municipal Affairs and Housing (MMAH) in 2012. The City Official Plan included the entire subject property within the Urban Settlement Boundary of Lindsay as recommended by the City's 2011 Growth Management Strategy (GMS).

The property is designated Urban Settlement Boundary within the Town of Lindsay in the City of Kawartha Lakes Official Plan. The Urban Settlement policies of the Official Plan provide valuable guidance in shaping lands within the Urban Settlement Designation. Per Section 18.2 the Urban Settlement Designation is intended to permit a wide range of uses, and guide responsible growth. Predominant land uses within the Urban Settlement Designation shall be residential, commercial, institutional, recreational, cultural and industrial uses.

Housing objectives of the Official Plan aim to accommodate the present and future population by providing a variety of housing options as detailed in Section 5.1. Section 5.2.1 of the Official Plan provides for the accommodation of present and future population of the City by providing a wide choice of housing proportionate to the overall growth of the City. The proposed exemption from Part Lot Control supports the housing objectives of the Official Plan as it represents growth on lands intended for residential use.

The owner has obtained the necessary approvals and the site is connected to municipal services. The Part Lot Control will contribute to adding additional housing in the community.

On this basis, the application conforms to the Official Plan.

Lindsay Secondary Plan:

The subject site is located within the Lindsay Secondary Plan Area. The Lindsay Secondary Plan came into force and effect in February 2024 with the Minister's approval of the City's by-law repealing the Town of Lindsay Official Plan. The subject site is designated as Residential in the Lindsay Secondary Plan.

The residential designation of the Lindsay Secondary Plan permits a variety of residential dwelling types at various densities to accommodate residential development. Semi-detached dwellings are a permitted use. The proposed semi-detached dwellings support the objectives of the Residential designation in the Lindsay Secondary Plan, and the overall goals and objectives of the City of Kawartha Lakes Official Plan.

On this basis, this application conforms to the Lindsay Secondary Plan.

Town of Lindsay Zoning By-law 2000-75:

The site is zoned as Residential Three Special Exception Eleven (R3-S11) Zone. Semi-detached dwellings are permitted in the R3-S11 Zone. Semi-detached dwellings are subject to the following lot provisions:

i.	Minimum Lot Area	270 m^2
ii.	Minimum Lot Frontage	8.5 m (interior lot) 10 m (corner lot)
iii.	Minimum Front Yard	6.0 m
iv.	Maximum Lot Coverage	47%

The semi-detached dwellings comply with the lot provisions detailed per the R3-S11 zone. The proposal complies with the Zoning By-law.

Other Alternatives Considered:

While the owner could apply to the Committee of Adjustment for Consents, staff considers Part Lot Control Exemption a more appropriate and efficient process to create these lots given the public process and consultation that has already been undertaken through previous approvals. No other alternatives have been considered at this time.

Alignment to Strategic Priorities:

For reference the four strategic priorities within the 2024-2027 Kawartha Lakes Strategic Plan are:

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

This application would align with An Exceptional Quality of Life by contributing to added housing stock in the community.

If approved, this proposal would help the City achieve its target of constructing 6,500 housing units by 2031 as stated in the Housing Pledge adopted by Council on November 21, 2023.

Financial/Operation Impacts:

There are no financial considerations as Council's approval or refusal to grant the Part Lot Control Exemption cannot be appealed to the Ontario Land Tribunal.

Servicing Implications:

All of the lots have been serviced with full municipal water, sanitary and storm sewer services, which has been approved and secured through the Subdivision Agreement registered on title to the property.

Consultations:

There are no notice requirements under the Planning Act; however, the City's Engineering Division reviewed the engineering submissions and contributed to the Development Agreement.

Development Services – Planning Division Comments:

The application conforms to the Growth Plan and is consistent with the Provincial Policy Statement. The application also conforms to the policies of the City of Kawartha Lakes Official Plan, Lindsay Secondary Plan and Town of Lindsay Zoning By-law.

Conclusion:

In consideration of the comments and issues contained in this report, Staff respectfully recommend the proposed By-law be approved.

Attachments:

Appendix A – Location Map

Appendix A

Appendix B – Subdivision Plan 57M-813

Appendix B

Appendix C – Deposited Reference Plan

Appendix C

Appendix D – Part Lot Control By-law

Appendix D

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

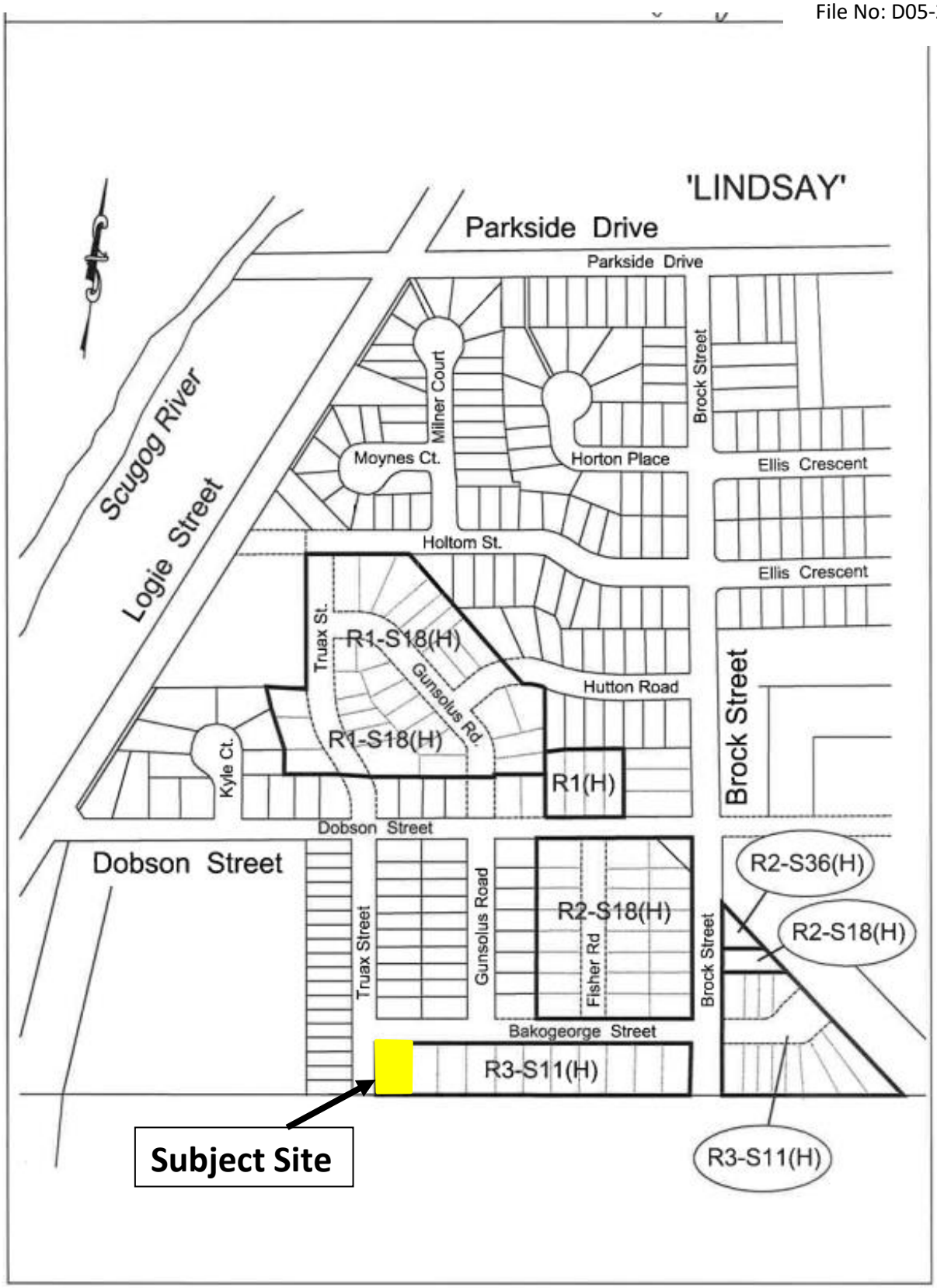
Department File: D05-2024-003 PLC

Appendix "A"

to

Report PLAN2024-028

File No: D05-2024-003 PLC

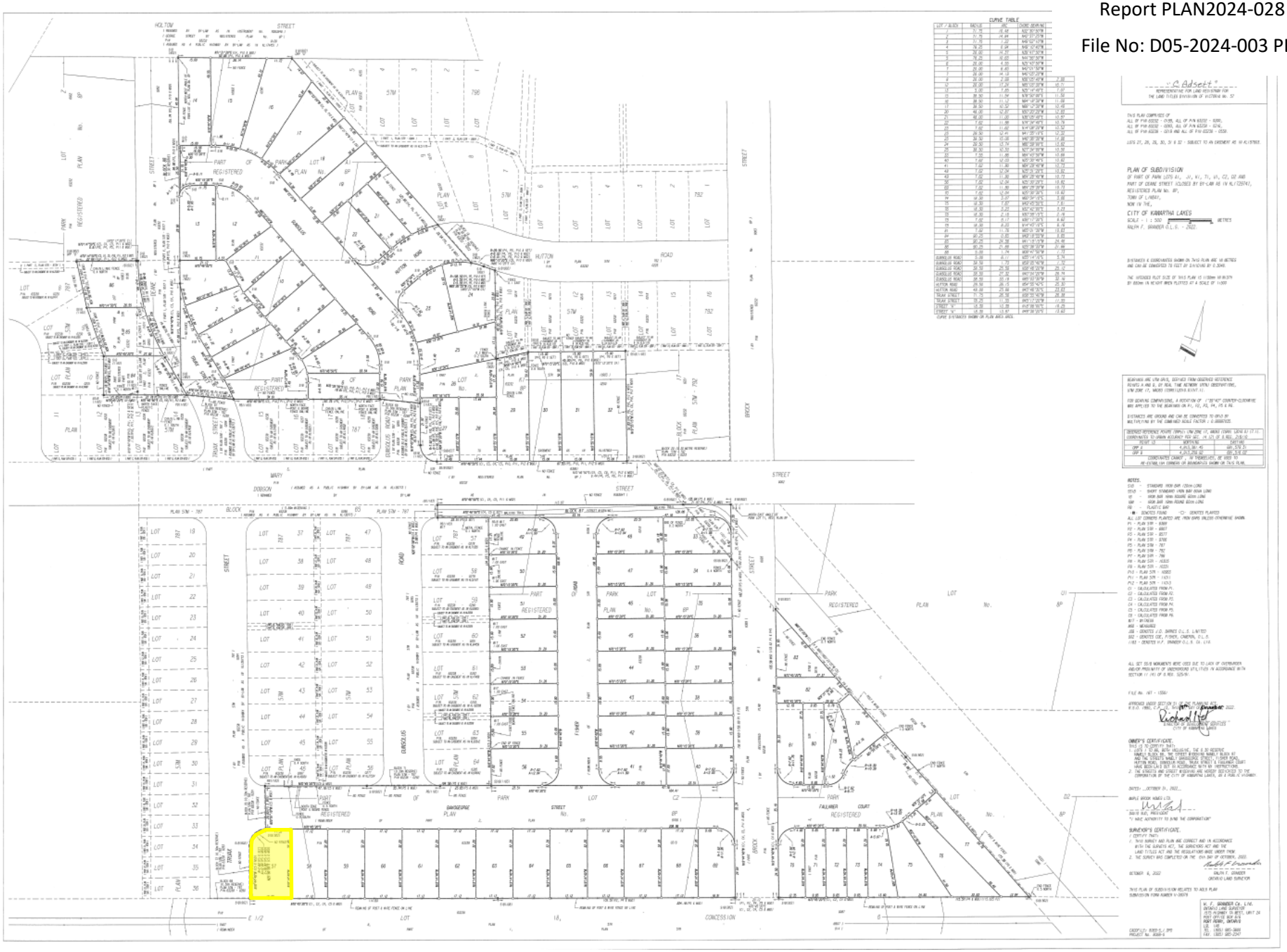


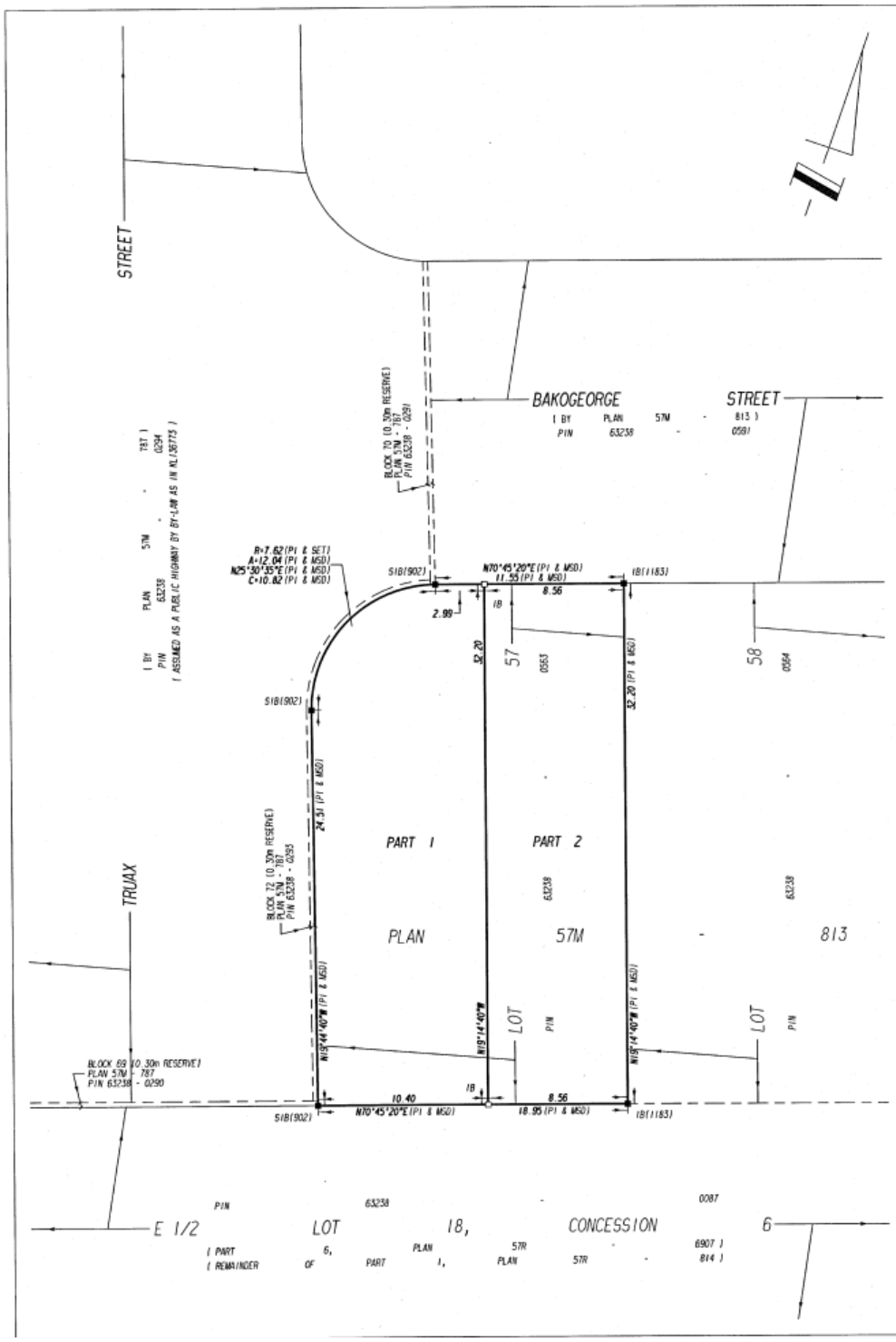
Appendix "B"

to

Report PLAN2024-028

File No: D05-2024-003 PLC





I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

MARCH 8, 2024
DATE
RALPH F. GRANDER

March 7, 2024
DATE
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF VICTORIA (No. 57).

SCHEDULE

PART	LOT	PLAN	PIN
1 & 2	ALL 57	57M - 813	ALL 63238 - 0563

PLAN OF SURVEY
OF ALL OF LOT 57, PLAN 57M - 813,
CITY OF KAWARTHA LAKES
SCALE - 1 : 200 METRES
RALPH F. GRANDER O.L.S. - 2024.

DISTANCES & COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

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)(V7.1).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR : 0.99997035.

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0)(V7.1). COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4,913,381.45	681,579.31
ORP B	4,913,259.92	681,516.02

COORDINATES CANNOT , IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SEE PLAN 57M-813 FOR LOCATION OF ORP 'A' AND ORP 'B'.

NOTES.
SIB - STANDARD IRON BAR 120cm LONG
SSIB - SHORT STANDARD IRON BAR 60cm LONG
IB - IRON BAR 16mm SQUARE 60cm LONG
IBØ - IRON BAR 19mm ROUND 60cm LONG
-■- DENOTES FOUND -□- DENOTES PLANTED
PI - PLAN 57M - 813
WIT - WITNESS
MSD - MEASURED
902 - DENOTES COE, FISHER, CAMERON, O.L.S.
1183 - DENOTES H.F. GRANDER O.L.S. Co. Ltd.

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 THE 26th DAY OF FEBRUARY, 2024.

FEBRUARY 26, 2024
RALPH F. GRANDER
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-67210

CADDFILE: 8069-R(5M)-L57_1.DPD
PROJECT No. 8332-R(5M)-L57

H. F. GRANDER Co. Ltd.
ONTARIO LAND SURVEYOR
1575 HIGHWAY 7A WEST, UNIT 2A
POST OFFICE BOX 616
PORT PERRY, ONTARIO
L9L 1A6
TEL. (905) 985-3600
FAX. (905) 985-2347

The Corporation of the City of Kawartha Lakes

By-Law 2024_____

A By-law To Temporarily Suspend The Application of Subsection 50(5) of the Planning Act For Certain Properties Within Kawartha Lakes

PIN # 63-238-0563 (LT)

Recitals:

1. Council has received a request to suspend the application of Subsection 50(5) of the Planning Act against certain property, and considers that request reasonable.

2. Pursuant to Subsection 51(4) of the Planning Act, The Corporation of the City of Kawartha Lakes is the approval authority for an application to suspend Subsection 50(5) to certain lands.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___.

Section 1:00 Definitions and Interpretation

1.01 **Definitions**: In this by-law:

(a) **"By-law"** means this by-law, as it may be amended from time to time. The Recitals to, and the Schedules attached to this By-law are considered integral parts of it.
(b) **"City"**, **"City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.
(c) **"City Clerk"** means the person within the administration of the City, which fulfils the function of the City Clerk as required by the Municipal Act, 2001, S.O. 2001, c.25.
(d) **"Council"** means the municipal council for the City.
(e) **"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.

1.02 **Interpretation Rules**:

(a) Whenever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable in the circumstances.
(b) References to items in the plural include the singular, as applicable
(c) The word "include" is not to be read as limiting the phrase or descriptions that precede it.
(d) The recitals, and any schedules to this By-law are integral parts of it.

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 Zoning Details

2.01 **Property Affected**:

PIN # 63238-0563 (LT) – Part 1 and Part 2, Lot 57, Plan 57M-813; Kawartha Lakes.

2.02 **Suspension**: Subsection 50(5) of the Planning Act, R.S.O. 1990, c.P.13 does not apply to the Property.

Section 3:00 Administration and Effective Date

3.01 **Administration**: 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 and take effect on the date it is finally passed.

3.03 **Expiry**: This By-law expires three (3) years from the date that it comes into force pursuant to Section 3.02.

By-law read a first, second and third time, and finally passed, this ___ day of _____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Council Report

Report Number:	ED2024-023
Meeting Date:	April 30, 2024
Title:	**2024-2025 Kawartha Lakes Small Business Centre (KLSBC)**
Description:	One-year Transfer Payment Agreement
Author and Title:	Diane Steven, Economic Development Officer Entrepreneurship

Recommendations:

That Report ED2024-023, **2024-2025 Kawartha Lakes Small Business Centre (KLSBC)**, be received; and

That the Mayor and Clerk, following a review of agreements to the satisfaction of the City Solicitor, be authorized to execute agreement(s) with the Province of Ontario for the Kawartha Lakes Small Business Centre program for 2024-2025, and any extensions to the program.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Acknowledging the pivotal role that entrepreneurial activity and businesses play in Ontario's economy, particularly in fostering growth and prosperity within local communities, the Small Business Enterprise Centres (SBECs) were established across Ontario to offer a range of services and programs.

The roots of the SBEC Core programming trace back to the mid-1980s with the inception of a few pilot Business Self-Help Offices (BSHOs). Presently, there are 54 SBEC locations spread across Ontario.

The Province of Ontario initiated the SBEC Program with the objective of providing pertinent resources, training, mentoring to entrepreneurs, businesses, and youth. Additionally, micro-financing opportunities are extended to individuals and youth to facilitate the initiation, expansion, or acquisition of small businesses in Ontario.

In 2002, the Province collaborated with the City of Kawartha Lakes to establish the Kawartha Lakes Small Business Centre (KLSBC), which serves as a hub for the local small business community. Alongside the Core Service program, the KLSBC administers other provincially funded initiatives such as Starter Company PLUS and Summer Company. These programs offer training, mentorship, and grants to participants and are facilitated by dedicated staff.

Over the course of two decades, the KLSBC has solidified its reputation as the primary resource for entrepreneurs and new business owners seeking guidance, resources, and training to embark on and expand their ventures.

The Province of Ontario has communicated its intention to forge a new transfer payment agreement for the KLSBC program spanning from April 1, 2024, to March 31, 2025. This report seeks Council's approval for the City of Kawartha Lakes to enter into a new funding agreement with the Province of Ontario for the fiscal year 2024-2025.

Rationale:

Under transfer payment agreements, the Province allocates funding to SBECs, encompassing municipalities and non-profit entities. The SBEC program includes three areas; Core, Starter Company Plus, and Summer Company. The Core Initiative comprises Client Services and supports tailored to entrepreneurs and new businesses within a municipality and its surrounding service region.

The mandate of the SBEC Core Initiative is to foster a prosperous and equitable Ontario by:

1. Assisting small Main Street businesses, including entrepreneurs and new start-ups.
2. Providing stability and early-growth support to existing businesses, typically less than five (5) years in operation, and with under ten (10) employees.
3. Enhancing the success rate and longevity of small businesses across Ontario.
4. Elevating the profile of small businesses in Ontario and promoting them as integral components of the community, as well as viable career choices.

Starter Company PLUS:

The Starter Company PLUS program, funded by the Government of Ontario, offers entrepreneurs complimentary access to training and mentorship to facilitate the launch or expansion of their early-stage ventures. Participants undergo training in business skills development and receive mentorship from local business leaders, with potential eligibility for grants of up to $5,000.

Summer Company:

Summer Company program, funded by the Government of Ontario, aims to cultivate the entrepreneurial spirit among students aged 15 to 29. This initiative provides hands-on training, mentorship, and financial grants of up to $3,000.

SBECs provide:

1. Training and business skills development to support small businesses in sustaining or expanding their operations.
2. Business supports for start-ups and existing businesses to thrive and grow.

3. Diverse services, events, and activities tailored to bolstering small businesses.

4. Data collection to gauge various metrics and assess the local economic landscape and performance effectively.

Under this collaborative partnership agreement, the province contributes a substantial portion of the total program expenses.

The following statistics illustrate key achievements of the two EDOs from the existing agreement spanning 2022-2024:

Consultations = 580

Jobs created =162

Seminars = 44

Starter Company PLUS Participants = 28

Grant funding issued for Starter Company PLUS =$110,000

Summer Company participants - 11

Grant funding issued for Summer Company =$33,000

The KLSBC actively fosters collaboration with local stakeholders to support the small business community. An example of this collaboration is the annual Small Business Week events, where the KLSBC partnered with the Kawartha Lakes Community Futures Development Corporation (KLCFDC) and chambers of commerce to host and deliver events focusing on key topics of the period.

The new Transfer Payment Agreement (TPA) (Attachment 1) spans April 1, 2024 to March 31, 2025 and encompasses Core Programming, the Starter Company PLUS, and the Summer Company Program. The new agreement includes the following changes to the current agreement:

- TPA provides up to 90 percent of funding upfront with 10% holdback
- Reporting frequency reduced from quarterly to bi-annually
- New KPI requirements for Voluntary Self–Identified Demographics

Other Alternatives Considered:

Considering the fruitful partnership between the Province of Ontario and the City of Kawartha Lakes since 2002, this partnership has empowered the City of Kawartha Lakes

to allocate staff and resources towards supporting and fostering its small business communities. The KLSBC stands as an integral component of the Economic Development Division.

Continuing the transfer payment agreement with the province also secures grant funding for small businesses within our community through initiatives like the Starter Company PLUS and Summer Company Programs.

It is strongly recommended to continue this partnership and renew the agreement, thereby fostering the health and growth of small business communities across the City of Kawartha Lakes.

Alignment to Strategic Priorities

The KLSBC program advances the strategic priorities of the 2024-2027 Kawartha Lakes Strategic Plan;

- A Vibrant and Growing Economy
- Good Government

As a member of the Economic Development Team, supporting entrepreneurship, new business start-up and growth, and helping make the public recognize that there are opportunities to work and grow their families and keep the community strong.

Financial/Operation Impacts:

The annual funding amount that will be received from the Province of Ontario will total $199,990. For the fiscal year 2024-2025 the breakdown of these funds includes $126,990 for operating costs, and $73,000 for grants to be directed to the small business community for Starter Company PLUS and Summer Company programs.

The 2024 operation budget for the KLSBEC program is $276,275. With the Provincial support of $199,990, the municipal tax base contribution will be $76,285.

Consultations:

Manager, Economic Development

Senior Accountant

Attachments:

Appendix A: Ontario Transfer Payment Agreement for SBEC Program:

Adobe Acrobat Document

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

ONTARIO TRANSFER PAYMENT AGREEMENT FOR SBEC PROGRAM:
SBEC Core, Starter Company Plus and Summer Company

THE AGREEMENT is effective as of the 1st day of April, 2024

B E T W E E N :

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Economic Development, Job Creation and Trade

(the **"Province")**

- and -

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

(the **"Recipient")**

BACKGROUND

The Recipient intends to undertake the SBEC Program which is comprised of the SBEC Core, Starter Company Plus and Summer Company programs.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A"	General Terms and Conditions
Schedule "B"	SBEC Program Specific Information
Schedule "C"	SBEC Program
Schedule "D"	Budget
Schedule "E"	Payment Schedule
Schedule "F"	Reports
Schedule "G"	Request for Payment and Certificate
Schedule "H"	Eligible Expenditures
Schedule "I"	Communications and Confidentiality Protocol

and
any amending agreement entered into as provided for in Section 3.1, constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 COUNTERPARTS

2.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

(a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act*, *2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

(b) His Majesty The King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);

(c) the Funds are:

(i) to assist the Recipient to carry out the SBEC Program and not to provide goods or services to the Province;

(ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);

(d) the Province is not responsible for carrying out the SBEC Program; and

(e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) (“**FIPPA**”) and that any information provided to the Province in connection with the SBEC Program or otherwise in

connection with the Agreement may be subject to disclosure in accordance with that Act.

5.0 CONFLICT OR INCONSISTENCY

5.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

(a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and

(b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

- SIGNATURE PAGE FOLLOWS -

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

HIS MAJESTY THE KING IN RIGHT OF ONTARIO as represented by the Minister of Economic Development, Job Creation and Trade

_____ _____

Date

Name: Clara Chan
Title: Assistant Deputy Minister, Small Business and Program Delivery,
Ministry of Economic Development, Job Creation and Trade

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

_____ _____

Date

Name: Doug Elmslie
Title: Mayor

I have authority to bind the Recipient.

_____ _____

Date

Name: Cathy Ritchie
Title: City Clerk

I have authority to bind the Recipient.

SCHEDULE "A"

GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

(a) words in the singular include the plural and vice-versa;

(b) words in one gender include all genders;

(c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;

(d) any reference to dollars or currency will be in Canadian dollars and currency; and

(e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

"Agreement" means this agreement entered into between the Province and the Recipient, all of the Schedules listed in Section 1.1, and any amending agreement entered into pursuant to Section 3.1.

"Approved Participant" means an individual in a business, professional or official capacity who has been approved by the Recipient as a participant, in either the Starter Company Plus program or in the Summer Company program.

"Budget" means the budget attached to the Agreement and more particularly described as the MEDJCT Program Funding Budget in section B of Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Business Plan" means the business plan attached to the Agreement in Schedule "C" section C8.

"Client" means an entrepreneur in a business, professional or official capacity

who, or small business that, seeks the services of the Recipient under the SBEC Core program.

"Clients and Approved Participants Data List" has the meaning ascribed to it in Section C4 of Schedule "C".

"Effective Date" means the date set out at the top of the Agreement.

"Eligible Business" means a Starter Company Plus Eligible Business or a Summer Company Eligible Business.

"Eligible Expenditures" means those expenditures, exclusive of HST, which are directly attributable to the SBEC Program as more particularly described in Schedule "H" that are incurred and paid by the Recipient during the term of the Agreement.

"Event of Default" has the meaning ascribed to it in Section A13.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

(a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

(b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Grantee" means an Eligible Business that has received a Micro-Grant in either the Starter Company Plus program or the Summer Company program.

"Indemnified Parties" means His Majesty The King in right of Ontario, Her ministers, agents, appointees, and employees.

"Maximum Funds" means the maximum amount of Funds set out in Schedule "B" that the Province will provide to the Recipient under the Agreement.

"Micro-Grant" means a grant of up to $5000 of the Funds provided under the Starter Company Plus program or of up to $3000 of the Funds provided under Summer Company program, as more particularly set out in Schedule "C".

"Micro-Grant Agreement" means the Micro-Grant agreement entered into between the Recipient and any Approved Participant that the Recipient has

further approved for a Micro-Grant, the foregoing subject to and in accordance with the terms and conditions of this Agreement and Schedule “C”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to Section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with Section A13.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Reports” means the reports set out in Schedule “F”.

“Program Guidelines” has the meaning ascribed to it in section A2.1(e). \

“Program Plan” means the program plan attached to the Agreement in Schedule “C” section C8.

“SC Eligible Business” has the meaning given to it in Schedule “C”.

“SCP Eligible Business” has the meaning given to it in Schedule “C”.

“SBEC Core” means the program described in Schedule “C”, the Program Guidelines and the Program Plan.

“SBEC Program” means the program described in Schedule “C”, the Program Guidelines and the Program Plan that consists of SBEC Core, Starter Company Plus and Summer Company programs.

“Starter Company Plus” or “SCP” means the program described in Schedule “C”, the Program Guidelines and the Program Plan.

“Summer Company” or “SC” means the program described in Schedule “C”, the Program Guidelines and the Program Plan.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 **General.** The Recipient represents, warrants, and covenants that:

(a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;

(b) it has, and will continue to have, the experience and expertise necessary to carry out the SBEC Program;

(c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the SBEC Program, the Funds, or both;

(d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for Funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete;

(e) it shall carry out the SBEC Program in compliance with Schedule "C"; the Province's program guidelines (the "**Program Guidelines**"), copies of which the Recipient acknowledges and agrees it has received from the Province; the Program Plan; and the Business Plan;

(f) the Recipient shall provide all services to the public under the SBEC Program in accordance with the *French Language Services Act* (Ontario), including, but not limited to, providing signs, notices and other information on such services in French and making it known to members of the public that such services are available in French. The Recipient shall, among other things that the Province may require from time to time, ensure to the Province's satisfaction that:

(i) any person may communicate with the Recipient in both French and English;

(ii) any person may receive the services under the SBEC Program in both French and English;

(iii) the portions of the Recipient's website relating to the SBEC Program are available in French;

(iv) all public documents relating to the SBEC Program are available in French;

(v) bilingual (English/French) signs relating to the SBEC Program are posted as needed;

(vi) it has developed a protocol for providing Francophone clients with services in French; and

(vii) it shall submit the French Language Services Checklist described in Schedule "F"; and

(g) It shall comply with the terms and requirements of Schedule “I” - Communications and Confidentiality Protocol.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

(a) the full power and authority to enter into the Agreement; and

(b) taken all necessary actions to authorize the execution of the Agreement, including if the Recipient is a municipality, passing a municipal by-law authorizing the Recipient to enter into the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

(a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;

(b) procedures to enable the Recipient’s ongoing effective functioning;

(c) decision-making mechanisms for the Recipient;

(d) procedures to enable the Recipient to manage Funds prudently and effectively;

(e) procedures to enable the Recipient to complete the SBEC Program successfully;

(f) procedures to enable the Recipient to identify risks to the completion of the SBEC Program and strategies to address the identified risks, all in a timely manner;

(g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and

(h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

A4.0 FUNDS AND CARRYING OUT THE SBEC PROGRAM

A4.1 **Funds Provided.** The Province will, subject to the terms and conditions of the Agreement:

(a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the SBEC Program;

(b) provide the Funds to the Recipient in accordance with the payment schedule set out in Schedule "E"; and

(c) deposit the Funds into an account designated by the Recipient provided that the account:

(i) resides at a Canadian financial institution; and

(ii) is in the name of the Recipient.

A4.2 **Limitation on Payment of Funds.** Despite Section A4.1:

(a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to Section A10.2;

(b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the SBEC Program;

(c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to Section A7.1;

(d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:

(i) reduce the amount of Funds and, in consultation with the Recipient, change the SBEC Program; or

(ii) terminate the Agreement pursuant to Section A12.1;

(e) If the Recipient is a municipality, the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient's council has authorized the execution of this Agreement by the Recipient by municipal by-law.

A4.3 **Use of Funds and Carry Out the SBEC Program.** The Recipient will do all of the

following:

(a) carry out the SBEC Program in accordance with the Agreement;

(b) use the Funds only for the purpose of carrying out the SBEC Program;

(c) spend the Funds only on account of Eligible Expenditures and in accordance with the Budget; and

(d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Despite Section A4.3(c). Despite Section A4.3(c), the Recipient may, within any one Funding Year, subject to Section A4.10 and provided that the Recipient complies with the conditions set out in Section A4.9:

(a) transfer Funds from any single line within the expenses category 'SBEC Core' in the Budget to another single expense line within the expenses category 'SBEC Core' in the Budget, provided that the transfers do not result in a change to any line in the expenses category heading 'SBEC Core' in the Budget that is more than 10% higher than the original amount in the line in the Budget, and provided that at all times the following condition is met:

(i) Administration: The amount of the line item for 'Administrative Expenses' under the category heading 'SBEC Core' in the Budget, for the Funding Year within which the transfer is made, shall not exceed 10% of the total amount of Funds allocated to the 'SBEC Core' expense category in the Budget for that Funding Year;

(b) provided the condition set out in subsection A4.4(a)(i) is complied with, transfer any amount of Funds from any single line within the expenses category heading 'SBEC Core' in the Budget to:

(i) the expenses category 'Starter Company Plus' in the Budget wherein 25% of the transferred amount shall be allocated to the line item 'SCP Project Delivery', and the remaining 75% shall be allocated towards the line item 'SCP Micro Grants'; or

(ii) the expenses category 'Summer Company' in the Budget wherein 25% of the transferred amount shall be allocated to the line item 'SC Project Delivery', and the remaining 75% shall be allocated to the line time 'SC Micro Grants';

(c) provided that at no time shall the total amount of Funds allocated to the expense category 'Summer Company' in the Budget be less than $3,000 and that the transfer shall not occur prior to August 31st of the Funding Year in which the transfer occurs**,** transfer Funds in one or both of the following ways:

(i) transfer any amount of Funds from the line 'SC Project Delivery' under the expenses category 'Summer Company' in the Budget to the expenses category 'Starter Company Plus' in the Budget wherein 25% of the transferred amount shall be earmarked for the line 'SCP Project Delivery', and the remaining 75% shall be allocated towards the line 'SCP Micro Grants' under;

(ii) transfer any amount of Funds from the line 'SC Micro-Grants' under the expenses category 'Summer Company' in the Budget to the expenses category 'Starter Company Plus' in the Budget wherein 25% of the transferred amount shall be earmarked for the line 'SCP Project Delivery', and the remaining 75% shall be allocated towards the line 'SCP Micro Grants' under.

For certainty, this Section A4.3 does not at any time permit the Recipient to transfer any Funds allocated to one Funding Year in the Budget to any other Funding Year in the Budget.

A4.5 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.6 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

(a) deduct an amount equal to the interest from any further instalments of Funds; or

(b) demand from the Recipient the payment of an amount equal to the interest.

A4.7 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on Eligible Expenditures, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A4.8 **Updates to Program Guidelines**. The Recipient is responsible for obtaining updated versions, if any, of the Program Guidelines from the Province.

A4.9 **Conditions of Reallocation of Funds under Section A4.4**. The Recipient shall not be entitled to transfer any Funds within the Budget in accordance with Section A4.4 unless the following conditions are complied with:

(a) the Recipient has given the Province prior written notice, in form and substance satisfactory to the Province, of the Recipient's intent to transfer the Funds, and has received the Province's written approval to proceed with the proposed transfer or transfers set out in such notice; and
(b) there shall be no change to the total amount of Funds allocated to any one Funding Year in the Budget.

A4.10 **Budget Compliance Decisions of Province Final**. In the event of any ambiguity or interpretation issues regarding whether or not any transfer or combination of transfers of Funds by the Recipient resulting in a variance from the original Budget constitutes a permitted variance from the Budget, which variances may be permitted only if they comply with Section A4.4, the Province reserves the exclusive right to make a determination of whether or not such transfer or combination of transfers is permitted in accordance with Section A4.4. Such decision of the Province shall be final and determinative.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

(a) do so through a process that promotes the best value for money; and

(b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **No Conflict of Interest.** The Recipient will carry out the SBEC Program and

use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

(a) the Recipient; or

(b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the SBEC Program, the use of the Funds, or both.

A6.3 **Disclosure to Province.** The Recipient will:

(a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and

(b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 **Preparation and Submission.** The Recipient will:

(a) submit to the Province at the address referred to in Section A17.1, all Reports in accordance with the timelines and content requirements set out in Schedule "F", or in a form as specified by the Province from time to time;

(b) submit to the Province at the address referred to in Section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;

(c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and

(d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 **Record Maintenance.** The Recipient will keep and maintain:

(a) all financial records (including invoices) relating to the Funds or otherwise to the SBEC Program in a manner consistent with generally accepted accounting principles; and

(b) all non-financial documents and records relating to the Funds or

otherwise to the SBEC Program.

A7.3 **Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the SBEC Program and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

(a) inspect and copy the records and documents referred to in Section A7.2;

(b) remove any copies made pursuant to Section A7.3(a) from the Recipient's premises; and

(c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the SBEC Program, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in Section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to Section 9.1 or 9.2 of the *Auditor General Act* (Ontario), as applicable.

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

(a) acknowledge the support of the Province for the SBEC Program; and

(b) ensure that the acknowledgement referred to in Section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its SBEC Program-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the SBEC Program or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the SBEC Program would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence. The insurance policy will include the following:

(a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

(b) a cross-liability clause;

(c) contractual liability coverage; and

(d) a 30-day written notice of cancellation.

A10.2 **Proof of Insurance.** The Recipient will:

(a) provide to the Province, either:

(i) certificates of insurance that confirm the insurance coverage as provided for in Section A10.1; or

(ii) other proof that confirms the insurance coverage as provided for in Section A10.1; and

(b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A11.0 TERMINATION ON NOTICE

A11.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the

Recipient.

A11.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to Section A11.1, the Province may take one or more of the following actions:

(a) cancel further instalments of Funds;

(b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and

(c) determine the reasonable costs for the Recipient to wind down the SBEC Program, and do either or both of the following:

(i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to Section A11.2(b); and
(ii) subject to Section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 TERMINATION WHERE NO APPROPRIATION

A12.1 **Termination Where No Appropriation.** If, as provided for in Section A4.2(e), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A12.2 **Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to Section A12.1, the Province may take one or more of the following actions:

(a) cancel further instalments of Funds;

(b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and

(c) determine the reasonable costs for the Recipient to wind down the SBEC Program and permit the Recipient to offset such costs against the amount owing pursuant to Section A12.2(b).

A12.3 **No Additional Funds.** If, pursuant to Section A12.2(c), the Province determines that the costs to wind down the SBEC Program exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A13.1 **Events of Default.** Each of the following events will constitute an Event of Default:

(a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

(i) carry out the SBEC Program;

(ii) use or spend Funds; or

(iii) provide, in accordance with Section A7.1, Reports or such other reports as may have been requested pursuant to Section A7.1(b);

(b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;

(c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or

(d) the Recipient ceases to operate.

A13.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the SBEC Program;

(b) provide the Recipient with an opportunity to remedy the Event of Default;

(c) suspend the payment of Funds for such period as the Province determines appropriate;

(d) reduce the amount of the Funds;

(e) cancel further instalments of Funds;

(f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;

(g) demand from the Recipient the payment of an amount equal to any

Funds the Recipient used, but did not use in accordance with the Agreement;

(h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and

(i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with Section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

(a) the particulars of the Event of Default; and

(b) the Notice Period.

A13.4 **Recipient not Remedying.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to Section A13.2(b), and:

(a) the Recipient does not remedy the Event of Default within the Notice Period;

(b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

(c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in Sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

A14.0 FUNDS AT THE END OF A FUNDING YEAR

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Section A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) demand from the Recipient payment of the unspent Funds; and

(b) adjust the amount of any further instalments of Funds accordingly.

A15.0 FUNDS UPON EXPIRY

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A16.0 DEBT DUE AND PAYMENT

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

(a) deduct an amount equal to the excess Funds from any further instalments of Funds; or

(b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

(a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or

(b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province set out in Schedule “B".

A16.5 **Fails to Pay.** Without limiting the application of Section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty The King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty The King in right of Ontario.

A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, or personal delivery and will be addressed to the Province and the Recipient respectively set out in Schedule “B”, or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been received:

(a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or

(b) in the case of email or personal delivery, one (1) Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite Section A17.2(a), in the event of a postal disruption:

(a) Notice by postage-prepaid mail will not be deemed to be received; and

(b) the Party giving Notice will give Notice by email or personal delivery.

A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A19.0 SEVERABILITY OF PROVISIONS

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A20.0 WAIVER

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to Section A20.1 will:

(a) be valid only if the Party granting the waiver provides it in writing; and

(b) apply only to the specific obligation referred to in the waiver.

A21.0 INDEPENDENT PARTIES

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A23.0 GOVERNING LAW

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A24.0 FURTHER ASSURANCES

A24.1 Agreement into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A25.0 JOINT AND SEVERAL LIABILITY

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A26.0 RIGHTS AND REMEDIES CUMULATIVE

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A27.1 **Other Agreements.** If the Recipient:

(a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty The King in right of Ontario or one of Her agencies (a "**Failure**");

(b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A28.0 SURVIVAL

A28.1 **Survival.** The following Articles and Sections, and all applicable cross-referenced Sections and Schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 5.0, Article A1.0 and any other applicable definitions, Section A2.1(a), Section A2.2, Sections A4.2(e), A4.5, A4.6, A.4.7 Section A5.2, Section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), Sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, Section A11.2, Sections A12.2, A12.3, Sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, Section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

SBEC PROGRAM SPECIFIC INFORMATION

Maximum Funds	$199,990
Expiry Date	March 31, 2025
Amount for the purposes of Section A5.2 (Disposal) of Schedule "A"	$ 2,000
Insurance	$ 2,000,000
Contact information for the purposes of Notice to the Province	**Position:** Eric Ciullo, (A) Manager, Program and Contract Management **Address:** Ministry of Economic Development, Job Creation and Trade Small Business Branch Program and Contract Management Unit 56 Wellesley St West, 4th floor Toronto, Ontario M7A 2E7 **Email:** eric.ciullo@ontario.ca
Contact information for the purposes of Notice to the Recipient	**Position: Diane Steven, Manager,** **Address:** **Kawartha Lakes Small Business & Entrepreneurship Centre** **180 Kent St West** **Lindsay, ON** **K9V 2Y6** **Email: dsteven@kawarthalakes.ca**

Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	**Position: Cathy Ritchie, City Glerk** **Address:** **180 Kent St West** **Lindsay ON** **K9V 2Y6** **Email: critchie@kawarthalakes.ca**

SCHEDULE "C"

SBEC PROGRAM

The Recipient shall deliver SBEC programs including SBEC Core, Starter Company Plus and Summer Company, set out in further detail below.

The Recipient shall ensure that all third party mentors and consultants engaging with Clients or Approved Participants in the SBEC Program are bound by appropriate confidentiality, non-compete, and conflict of interest provisions in agreements with the Recipient and Client or Approved Participants, as applicable.

C1. SBEC PROGRAM OBJECTIVES

The objectives of the SBEC Core, Starter Company Plus and Summer Company programs are set out below:

SBEC PROGRAM	OBJECTIVES
1. SBEC Core	• This program shall provide business advisory supports and skills development to Ontario's entrepreneurs and small businesses to improve the success rate and longevity of small businesses and build growth and prosperity in local communities.
2. Starter Company Plus	• The program shall provide training, mentoring and Micro-Grants of up to $5,000 of the Funds to Approved Participants to start, expand or buy a small business. • Address local and/or regional economic development needs, and where appropriate focus on special industries and sectors.
3. Summer Company	• The program shall provide training, mentoring and Micro-Grants of up to $3,000 to youth entrepreneurs who wish to start a full-time business over the summer. • Inspire more youth to choose entrepreneurship as a career option and equip them with tools to succeed.

C2. SBEC PROGRAM COMPONENTS

The Recipient shall deliver all SBEC Program components below.

SBEC PROGRAM	COMPONENTS
1. SBEC Core	**Triaging/Inquiries** The Recipient shall: • Respond to inquiries related to entrepreneurship and small business, and Recipient service offerings (initiatives, programs and services available). • Direct members of the public to appropriate Recipient services or refer to other entrepreneurship stakeholder services. **Business Advisory/Coaching** The Recipient shall work with Clients to provide personalized options, information and advisory support to address their business needs. The Recipient shall offer: • Initial one-on-one consultation, on a no fee basis to each Client. • Any additional consultation (advanced/in-depth) may be offered to the Client. Fees, if any, and the amount (cost-recovery or otherwise) are to be determined by the Recipient. The consultation can take place at the Recipient location, offsite, or through virtual delivery. • Mentorship and/or coaching services to Clients. Services may be delivered on a non-fee or fee basis. • Referrals for third party “professional” consultations (i.e. accountants, real estate). **Business Skill Development** The Recipient shall assist Clients in starting, maintaining or expanding their small business through short term workshops, events or activities. The Recipient shall: • Conduct and/or facilitate seminars and workshops that focus on entrepreneurship, small business and business development. Other than the initial consultation which shall

	be complementary, fees, if any, are to be determined by the Recipient. • Host and/or organize networking activities or events. These activities or events can be targeted to serve specific demographics (e.g., Francophone, women, Indigenous and youth entrepreneurs), to be determined by the Recipient. **Resources** To raise the profile and promote small businesses in Ontario, the Recipient shall offer the following resources to assist businesses to proposer and expand: • Conduct outreach services to the community to promote the services of the Recipient and develop partnerships within the community. • Provide computer stations (with internet) and business resources for Clients. The Recipient shall undertake post-SBEC Core program reporting with all Clients to obtain outcomes performance reporting information from Clients at exit or until an outcome can be reported.
2. Starter Company Plus	The Recipient shall deliver all four components at their sites: 1. Approved participant intake 2. Training and skills development 3. Mentorship 4. Micro-Grants (Funds contributed by the Province up to $5,000) The Recipient shall ensure that all Approved Participants and Grantees who are eligible and approved by the Recipient undertake the second and third components set out above. The fourth component is not required. The availability of the Micro-Grant component for an Approved Participant shall be determined by the Recipient in accordance with the Program Guidelines. The Recipient shall determine an individual's eligibility for Starter Company Plus program as well as their general business needs.

	The Recipient shall:
	• Assess individuals based on eligibility requirements set out in Schedule “C” and additional local criteria developed by the Recipient needed to select Approved Participants from a pool of applicants.
	  ○ If the individual is eligible, and the individual wishes to proceed with the initiative, the Recipient may accept the individual as an Approved Participant.
	  ○ If the individual is not eligible for Starter Company Plus, the Recipient shall direct the individual to other entrepreneurship initiatives, programs and services.
	• Have a decision-making process in place that provides rationale for approval to participate in the Starter Company Plus.
	• Work with the Approved Participant to develop a customized learning plan outlining required training and mentorship based on the Approved Participant’s business needs and goals.
	
	Training and Skills Development
	
	The objective of the training and skills development component is to help Approved Participants start, expand or purchase a business by providing short term workshops or activities. This can include seminars, workshops, networking events and experiential learning. Activities can be completed in a classroom, virtual one-on-one, or in a group setting.
	
	The Recipient shall:
	
	• Develop content and a suitable delivery method of training and skills development for each Approved Participant. The Recipient will organize, schedule and sequence the workshops to meet Approved Participants’ needs in a way that is suitable for their organization.
	• Provide short-term training and skills development opportunities to enhance business knowledge and skills to support Approved Participants in starting, expanding or purchasing a business.
	• Monitor when an Approved Participant has finished the identified training on their learning plan.
	
	Mentoring
	
	The Recipient must match each Approved Participant with a designated mentor and/or a group of mentors to provide business

	expertise and support. Activities can include, but are not limited to, identifying challenges, working on problem solving strategies, developing networking skills, expanding contact networks and providing overall guidance. The Recipient shall: • Match each Approved Participant with a mentor who will provide support, entrepreneur advice and expertise for a minimum of three months. • Recruit, train and coordinate a mentorship network to meet the needs of the program. • Monitor the Approved Participant-mentor match and record when the component has been completed. Approved Participants can participate in the training and skills development and mentorship component concurrently. **Micro-Grants** Each SCP Eligible Business that the Recipient approves for Micro-Grants shall receive up to $5000 of the Funds. The Recipient may find funding locally to match or increase the Micro-Grant amount. The Micro-Grant is administered and distributed by the Recipient. All Grantees must also contribute 25% of the Micro-Grant amount (which may include in kind contributions) to its project to start, expand or buy a small business. The matching contribution may be waived by the Recipient under exceptional circumstances only. The Recipient shall: • Establish a committee to review and approve Micro-Grant applications. • Develop all required procedures and criteria governing Micro-Grant selection and administration including assessment of Approved Participants, approval for funding, all financial administration, banking, monitoring and issuing of T4As • Prepare, negotiate, monitor and enter into Micro-Grant Agreements with Approved Participants prior to disbursement of Funds. • The Micro-Grant Agreement shall provide up to $5,000 of Funds to the Approved Participant and outline the terms and the conditions of the Micro-Grant including eligible

	expenditures, milestones and grounds for repayment and the following provisions: (i) Audit Rights for the Crown. The parties agree that audit rights under the Micro-Grant Agreement (or such other term used in the Micro-Grant Agreement to refer to the agreement) shall inure to the benefit of the His Majesty The King in right of Ontario as represented by the Minister of Economic Development, Job Creation and Trade (the "Province"), any authorized representative or any independent auditor identified by the Province, which audit rights (including the right of inspection and review of the Approved Participant's (or such other term used in the Micro-Grant Agreement to refer to the Approved Participant) progress of its project under the Starter Company Plus program and any allocation and expenditure of Funds (or such other term used in the Micro-Grant Agreement to refer to the funds provided under the agreement) and to perform a full or partial audit of the Approved Participant) shall be carried out at the Province's expense and shall continue in full force and effect for a period of seven years from the date of expiry or termination of the Micro-Grant Agreement; and (ii) Post-Starter Company Plus Program Reporting. The Approved Participant shall, if requested by the Recipient or the Province, provide business development progress reporting information such as the Approved Participant's business expansion (increase in a company's size, revenue, market share over time) and job creation for three consecutive funding years after exit from Starter Company Plus following the expiry date or termination of the Micro-Grant Agreement. • Distribute Micro-Grants to all SCP Eligible Businesses who have been approved for a Micro-Grant subject to the terms and conditions of the Micro-Grant Agreement. • Where Grantees fail to comply with Starter Company Plus requirements or any requirements under the Micro-Grant Agreement, the Recipient shall recoup all or part of the Funds. • The Recipient shall ensure that the review and approval for Micro-Grant process is fair, transparent and accountable. • The Recipient shall monitor Micro-Grant payments made to Grantees based on spending and progress against established program milestones. It will ensure that funds are being used for

	their intended purposes and request evidence of costs incurred and paid if necessary. • Funds allocated to Micro-Grants in the MEDJCT Program Funding Budget in section B of Schedule “D” must be spent on Micro-Grants for Starter Company Plus Grantees.
3. Summer Company	**Intake- Application Process** Youth interested in participating in the Summer Company program will be required to submit an application, which includes a business plan and a description of the eligible business and cash flow. Those applicants will then be interviewed by the Recipient, assessed for their eligibility to be accepted as Approved Participants, approved in accordance with the eligibility requirements set out in section C.3 of Schedule “C” or declined, and informed if they have been accepted as Approved Participants. The Recipient shall: • Promote and market the program to targeted groups. • Determine if potential applicants meet eligibility requirements as listed under Schedule “C” Section C3. • Distribute Summer Company applications to youth applicants. • Assist youth applicants in completing Summer Company applications. • Assess submitted applications to determine if they meet eligibility and program requirements. • Interview youth applicants and select Approved Participants. • Ensure the Approved Participant has met all the eligibility requirements to participate as listed under Schedule “C” Section C3. • Enter into Summer Company Micro-Grant Agreement with the Approved Participant acting as representative of a prospective SC Eligible Business. **Business Training and Coaching** The Recipient shall provide short term workshops or activities designed to help Approved Participants with the skills and tools to succeed in entrepreneurship. The training can focus on, but not be limited to marketing and sales, HST, record/bookkeeping, time management, customer service, insurance and risk management.

	The Recipient shall: • Recruit and coordinate business mentors. Mentors must have a valid criminal background check issued by the police within the last six months and have an understanding of the objectives, business planning and operations of Summer Company, and must maintain confidentiality of all information in addition to mentor and third party contractor obligations set out in this Schedule C. • Assign the Approved Participant to a mentor or mentor group. • Provide a minimum of 12 hours of business training and guidance per Approved Participant. • Conduct one on-site visit at the project location for the Approved Participant for ongoing support and guidance. • Monitor Approved Participant progress to ensure compliance with the business plan and cash flow forecasts submitted in the application. • Conduct exit interviews with the Approved Participants to ensure all Summer Company requirements have been met. **Micro-Grants** Grantees are eligible to receive up to $3000 of the Funds for Micro-Grants to support start-up costs and completion of their project under Summer Company. Micro-Grants are issued by the Recipient in two installments. • an initial disbursement of up to $1,500 for start-up expenses; and • a final disbursement of up to $1,500 for successful completion of the Approved Participant's project under the program and Micro-Grant Agreement The Recipient shall: • Establish a committee to review and approve Micro-Grant applications. • Develop all required procedures and criteria governing Micro-Grant selection and administration including assessment of Approved Participants, approval for funding, all financial administration, banking, monitoring and issuing of T4As. • Prepare, negotiate, monitor and enter into Micro-Grants with Approved Participants acting as a representative of the respective Approved Participant's prospective SC Eligible

	Business prior to disbursement of Funds which will be paid out in two instalments. • The Micro-Grant Agreement shall provide up to $3,000 of the Funds to the Grantee and outline the terms and the conditions of Micro-Grant including eligible expenditures, milestones and grounds for repayment and the following provisions: (a) Audit Rights for the Crown. The parties agree that audit rights under the Micro-Grant Agreement (or such other term used in the Micro-Grant Agreement to refer to the agreement) shall inure to the benefit of the His Majesty The King in right of Ontario as represented by the Minister of Economic Development, Job Creation and Trade (the "Province"), any authorized representative or any independent auditor identified by the Province, which audit rights (including the right of inspection and review of the Approved Participant's (or such other term used in the Micro-Grant Agreement to refer to the Approved Participant) progress of its project under the Summer Company program and any allocation and expenditure of Funds (or such other term used in the Micro-Grant Agreement to refer to the funds provided under the agreement) and to perform a full or partial audit of the Approved Participant) shall be carried out at the Province's expense and shall continue in full force and effect for a period of seven years from the date of expiry or termination of the Micro-Grant Agreement; and (ii) Post-Summer Company Program Reporting. The Approved Participant shall, if requested by the Recipient or the Province, provide business progress reporting information such as the Approved Participant's business expansion and job creation for three consecutive funding years after exit from Summer Company following the expiry date or termination of the Micro-Grant Agreement. • Distribute the first instalment after execution of the Micro-Grant Agreement. • Distribute the second instalment once the Approved Participant has completed all requirements of his or her project under the program and Micro-Grant Agreement. • Where an Approved Participant fails to comply with Summer Company requirements or any requirements under the Micro-

	Grant Agreement, the Recipient shall recoup all or part of the Funds. • The Recipient shall ensure that the review and approval for Micro-Grant process is fair, transparent and accountable. • The Recipient shall monitor Micro-Grant payments made to Grantees based on spending and progress against established program milestones. It will ensure that funds are being used for their intended purposes and request evidence of costs incurred and paid if necessary. • Funds allocated to Micro-Grants in the MEDJCT Program Funding Budget in section B of Schedule "D" Budget must be spent on Micro-Grants for Summer Company Grantee. **Reporting** The Recipient has the option to use the SCREEN platform to support the delivery of Summer Company. It is not a mandatory requirement. Recipients are required to: • Administer and approve applications through a delivery method of their choice. Recipients have the option to use the Summer Company Registration, Eligibility and Evaluation Network web-based system ("**SCREEN**"). • Report identified Summer Company performance measures to the Province through the Enterprise Centre Reporting ("**ECR**") system. • Collect and submit success stories with, and subject to having obtained, written consent of the applicable Approved Participant. • Distribute a survey to Approved Participants in a format and in accordance with the timelines to be provided by the Province. **Information Management and Privacy Provisions** The Recipient shall follow information management and privacy provisions in the Program Guidelines including without limitation: • An acceptable use policy to provide a set of principles and practices governing all users of the Province's "SCREEN" web-based back office platform.

	• Privacy policy to protect personal information of applicants and Approved Participants. The Recipient will collect completed release and consent forms from Approved Participants in the form provided by the Province prior to publication or release of program success stories.

C3. MINIMUM ELIGIBILITY REQUIREMENTS

The Recipient shall approve applicants in accordance with the SBEC Program eligibility requirements or guidance described below at minimum.

SBEC Core provides general inquiry and advisory services support to entrepreneurs and small businesses with a client profile that is typically:

- Less than five (5) years in operation, and
- Have under ten (10) employees

SBEC PROGRAM	ELIGIBILITY
1. Starter Company Plus	<u>Eligibility</u> Individuals applying for the program must satisfy the following eligibility requirements: • 18 years of age or older at the time of registration; • proposing starting a new company, expanding an existing company or buying a business in Ontario; • not attending school full time nor returning to school; • resident of Ontario; • Canadian citizen or permanent resident; • not enrolled in other comparable provincial employment or self-employment related initiatives and programs that include or do not include financial assistance; and • not currently enrolled concurrently in any comparable self-employment or entrepreneurship training/financing initiatives and programs offered by government funded organizations. <u>Business Eligibility Criteria</u> Approved Participants must create a new business, operate or expand an existing business, or buy a business, in Ontario that

	meets the following criteria (an “SCP Eligible Business”): • Is a sole proprietorship or a corporation in which the Approved Participant is the majority shareholder; • Operates at arm’s length from family business ventures; • Operates in Ontario; and • Is in compliance with all applicable laws. While Starter Company Plus is open to all eligible individuals, it is a training and mentoring initiative geared towards assisting those in need of business knowledge and support. Approval into Starter Company Plus is competitive and eligible applicants may not all be accepted. As the program aims to address local and/or regional economic development needs, the Recipient may prioritize participation based on specific industries and sectors. For record keeping, the SBEC must provide a written rationale to justify the Approved Participant selection into the Starter Company Plus program.

2. Summer Company	<u>Eligibility</u>
	
	Individuals applying for the program must satisfy the following eligibility requirements:
	• a student between 15 and 29 years old as of April 30 of each Funding Year (a parent or guardian must sign the application for applicants under 18);
	• starting a new eligible business (see below);
	• attending school and returning to school in the fall (this includes full-time, part-time, homeschooling, e-learning, distance learning, apprenticeships, trade schools, etc.);
	• a resident of Ontario;
	• a Canadian citizen or a permanent resident;
	• not working at another job or attending school for more than 12 hours per week during the term of the project under the program;
	• self-employed as defined by the Canada Revenue Agency;
	• able to work over the summer period:
	  ○ a minimum of 280 hours if a high school student
	  ○ a minimum of 420 hours if a post-secondary student
	• has not received funding from Summer Company program in the past.

	Under exceptional circumstances, exceptions may be granted by the Recipient. <u>Business Eligibility Criteria</u> Approved Participants must create a new business that meets the following criteria (an “SC Eligible Business”): • Is a sole proprietorship or a corporation where the Approved Participant is the majority shareholder; • Is an independent business venture; • Is a new business, not previously registered or operated on an on-going basis; • Operates at arm’s length from family business ventures; • Operates in Ontario; • In which the Approved Participant spends an average of 35 hours per week on the business operation for a minimum of 8 weeks for high school students, or 12 consecutive weeks for post-secondary school students, from the business start date as stated in the business plan; and • Is in compliance with all applicable laws. <u>Businesses that are not eligible:</u> • partnerships/co-operatives; • franchises; • distributorships; • incorporated businesses that are controlled directly or indirectly by a person who would not be an eligible Youth under the Summer Company program; • business ventures that are subsidiaries or divisions of an existing business; • business ventures that are continuations of existing commercial endeavours; • business ventures that allow for commissioned sales; • multi-level marketing ventures; • single events such as a theatrical production, a DJ gig, a music concert, a dance/party event, a fundraiser, a sporting tournament, etc.; • businesses that have a strictly pay per click service model; or • “1-900” number businesses.

C4. PERFORMANCE METRICS

The Recipient is responsible for reporting on activities and outcomes of the SBEC Program through the collection and reporting of key performance measures identified by the Province in accordance with this section C4, Table 1, Table 2 and Table 3 below and Schedule F. Explanations for the performance metrics listed below can be found on the Enterprise Centre Report (ECR) web portal (https://www.ontariocanada.com/ecr) or otherwise distributed by the Province.

Key Performance Indicators:

Table 1: Key Performance Indicators

Program	Metric
General	# of unique businesses supported: unique businesses served in the year by the Recipient including both new and existing or legacy clients. # of businesses supported through workshops: the number of businesses who participated in a workshop series as part of the SBEC's triaging process before receiving a consultation.
SBEC Core	**Activities** # of inquires # of consultations • Exploring entrepreneurship • Starting a business • Existing business # of French language consultations **Outcomes** # of businesses started # of businesses sustained # of businesses expanded # of businesses purchased # of jobs created
Starter Company Plus	**Activities** # of applications submissions # of completed approved participants # of grants issued Dollar value of investment leveraged

	<u>Outcomes</u> # of businesses started # of businesses expanded # of businesses purchased # of jobs created
Summer Company	**<u>Activities</u>** # of applications submissions # of completed approved participants # of grants issued **<u>Outcomes</u>** # of businesses started # of jobs created # of interested in pursing entrepreneurship as a career option

Demographics	# of Total of respondents that voluntarily self-identified for collection of demographics
	
	# of Respondents (on an aggregate basis) that have voluntarily self-identified as part of any of the following groups (check all that applies):
	
	• Francophone
	• 2SLGBTQ+
	• Youth under 30 years of age
	• Newcomers to Canada (landed immigrants who came to Canada up to five years prior to a given census year)
	• Do you identify as a person with one or more disabilities?
	  ○ Yes
	  ○ No
	  ○ I do not know
	  ○ I prefer not to answer
	• Do you identify as First Nations, Métis, and/or Inuit? If yes, select all that apply:
	  ○ No
	  ○ Yes, First Nations
	  ○ Yes, Métis
	  ○ Yes, Inuit
	• Race categories of participant respondents:

	○ Black ○ East/Southeast Asian ○ Indigenous (First Nations, Métis, Inuk/Inuit) ○ Latino ○ Middle Eastern ○ South Asian ○ White ○ Other – please specify. • Gender of participant respondents: ○ Woman ○ Man ○ Non-Binary ○ Two-Spirit ○ I don't identify with the above (please specify) ○ I prefer not to answer.

Reporting requirements and timelines are provided in Schedule "F" Reports.

Program Participant Level Data Metrics:

1. Clients and Approved Participants Data List

The bi-annual Reports to be submitted to the Province in accordance with item 1C of the table in Schedule "F" shall include the information set out in Table 2 below (the "Clients and Approved Participants Data List") for each Client and Approved Participant. For certainty, the Clients and Approved Participants Data List shall not contain any identifying information relating to individual Clients or Approved Participants other than in their business, professional or official capacity.

Table 2: Clients and Approved Participants Data List (Business Information Only)

Clients and Approved Participants (Business Information Only)	Definition
Legal Name of Business Supported	Business legal name receiving supports from an SBEC through Core and/or Micro-Grants
Fiscal Year	Fiscal Year (FY2024-25)
Business Title	Business Information Only
Business Email Address	
Business Phone Number	
Business Mailing Address	

Business Postal Code	
City	
Municipality	
Region	Central; Eastern; Northern; Southwestern
Sector	Area of the economy in which the SME operates (use NAICS code).
Referral Partnerships	Please specify the number and type of referral throughout the project including but not limited to RICs, SBECs, IPON.

2. Grantee Data List

The bi-annual Reports that are to be submitted to the Province in accordance with item 1D of the table in Schedule "F" shall include the information set out in Table 3 below (the "Grantees Data List") for each Grantee. For certainty, the Grantees Data List shall not contain any identifying information relating to individual Approved Participants other than in their business, professional or official capacity. The Recipient shall not submit any Grantee Data List to the Province unless it has a first obtained a Grantee Data List Consent from the Grantee/Approved Participant to which the information in the Grantee Data List relates, in accordance with the applicable requirements set out in in Schedule "F": Reports.

Table *3: Grantee Data List (Business Information Only)*

Grantee Data List *(Business Information Only)*	**Definition**
Legal Name of Grantee	Business legal name
SBEC Grant Year	Fiscal Year of funding (FY 2024-25)
Business Title of the Micro-Grant applicant (CEO, Owner…)	Business Information Only
Business Email Address	
Business Phone Number	
Business Mailing Address	
Business Postal Code	
City	
Municipality	

Region	Central; Eastern; Northern; Southwestern
Sector	Area of the economy in which the SME operates (use NAICS code).
Starter Company Plus (SCP)	SCP funds received in $
Summer Company (SC)	SCP funds received in $
If Summer Company participant is aged of 18 years or older, please specify	Yes, at least 18 years old, or No?
Total Funding	Total Funds of SCP and/or SC received in $
Total Funding Leveraged through other institutions/organizations (based on voluntary self-identification)	Other sources of funds in $
Referral Partnerships	Please specify the number and type of referral throughout the project including but not limited to RICs, SBECs, IPON.

C5. ENTERPRISE CENTRE REPORTING (ECR)

The Recipient will report back to the Province bi-annually in the ECR system during the term of the Agreement on key performance activities and metrics set out in Schedule "C", Section C4 and in accordance with Schedule "F" Reports.

C6. PROGRAM MONITORING, COMPLIANCE AND FOLLOW-UP

Program Monitoring and Compliance

Program monitoring and compliance will be carried out between the Province and Recipient. Some of the activities that can be expected during the life cycle of an Agreement include:

1. Activity and financial reporting on program activities, budget and performance metrics
2. On-site compliance and evaluation visits from the Province to evaluate onsite program activities and performance reporting processes
3. Monthly discussions via telephone with the Province on program progress
4. Correspondence by mail or e-mail.

Follow-Up

The Recipient will conduct follow-up with all Clients and Approved Participants who received a consultation through SBEC Core services and completed Summer Company and Starter Company Plus at exit to report on the impact performance metrics outlined in

Schedule C, Section C4. or until an outcome performance metric is reported. The Recipient is required to maintain Clients and Approved Participant contact information.

C7. INFORMATION MANAGEMENT REQUIREMENTS

The Recipient will develop and maintain relevant and up-to-date systems for planning, monitoring, and reporting program activity and expenditures. Without limiting the generality of the provisions in sections A7.2, A7.3 and A7.4, at a minimum, the Recipient's information management records, systems, and procedures will:

a. Ensure that full documentation is available, verifying that the statistical and financial information entered into any Province systems and other Recipient management systems meets the reporting and audit requirements of the Province;

b. Protect Clients' and Approved Participants' privacy in accordance with the Agreement with the Province, including records through storage in a secured system, for both electronic and manual records;

c. Make records accessible for audit purposes by identifying them in a distinct manner, rather than only by name;

d. Ensure records and information are used for ongoing evaluation of services.

C8. SBEC BUSINESS PLAN AND PROGRAM PLAN

The Business Plan and Program Plan attached in this section C8 form part of the Agreement.

Small Business Enterprise Centre (SBEC) Business Plan

SBEC Name:	**Kawartha Lakes Small Business Centre**
Location:	**180 Kent St. W., Lindsay, ON K9V 2Y6**
Completed By (Name and Title):	**Diane Steven, Manager**
Date:	**January 17, 2024**

Overview
The intent of this Business Plan is to provide a description of the work of the Small Business Enterprise Centre (SBEC) in **FY2024-25**, and will be included as part of the program agreement. This business planning process also provides a basis for dialogue between the ministry and your SBEC which covers:

- A plan to achieve objectives for the upcoming fiscal year;

- How local and regional economic development priorities and strategic direction align with programming; and
- How services meet the needs of entrepreneurs in their community.

Note:

Please provide short, concise and direct responses wherever possible or as bulleted responses. Where descriptions are being requested, please limit your response to no more than 1-2 paragraphs (~ 2-300 words max.).

1. **Small Business Enterprise Centre (SBEC) Overview**

1. Describe the Small Business Enterprise Centre's main objectives for the next 2-5 years:

Our primary goal is to empower entrepreneurs and small business owners in achieving their aspirations of launching and expanding their businesses. We aim to foster a positive perception of entrepreneurship and small business ownership within the community by:

1. Promoting entrepreneurship as a respected and desirable profession.
2. Offering affordable services tailored to the needs of both aspiring and established small business owners.
3. Providing a comprehensive range of resources, services, and programs that not only meet but exceed the requirements of our clients.
4. Upholding the commitment to deliver personal, confidential one-on-one consultation services.
5. Ensuring our staff is adequately trained and equipped with the necessary tools to effectively address the unique needs of our clients.
6. Establishing partnerships with community organizations dedicated to supporting the small business community.

Update: The Small Business Centre has undergone a recent rebranding initiative. Formerly known as the Kawartha Lakes Small Business & Entrepreneurship Centre, we have now rebranded as the Kawartha Lakes Small Business Centre (KLSBC).

2. How is the SBEC currently governed? (please check one)

X Reporting to a municipality
Independent non-profit
Other: _____

3. Describe the current service area of the SBEC (i.e. using municipal boundaries):

The Kawartha Lakes Small Business Centre (KLSBC) extends its services to the City of Kawartha Lakes, situated northeast of the Greater Toronto Area (GTA). The city, characterized as a single-tier municipality, boasts a growing population exceeding 75,000 residents, complemented by an additional 31,000 seasonal residents. Our boundaries touch on Durham Region, Peterborough County, and Haliburton County.

Kawartha Lakes thrives in key sectors such as agriculture, tourism, manufacturing, and arts, culture, and heritage. At the KLSBC, we are dedicated to supporting businesses within these vital sectors and contributing to the overall economic growth of the region.

Additionally, the KLSBEC extends its occasional support and services to businesses situated in Haliburton County, further enhancing our commitment to fostering entrepreneurship and small business development across our diverse community.

4. If you have a service area that extends to other municipalities beyond the municipality in which your SBEC is based, do those municipalities contribute to the SBEC (i.e. through in-kind and/or cash contributions)

Yes No X

2. **Economic Development Strategy and COVID Recovery**

1. Does your municipality (or region) have a current economic development strategy?

Yes X No

If yes, briefly describe the key objectives or main themes in the plan:
In 2016, the City of Kawartha Lakes Council adopted a new Corporate Strategic Plan. Three strategic goals are identified in the Strategy, with the first directly related to Economic Development, A Vibrant and Growing Economy. To work towards this, Council identified the creation and execution of a comprehensive Economic Development Strategy to diversify the local economy, bring more businesses to the City of Kawartha Lakes and to expand local employment.

2. Does the municipality or region's economic development strategy include any specific initiatives delivered by the SBEC?

Yes X No

If yes, please identify the initiative:

The Economic Development Strategy is a strategic document and the work of the KLSBC is integrated throughout the objectives, particularly supporting the development of entrepreneurship in the primary focus clusters, and the development of partnerships with the broader business community.

3. How does your SBEC ensure that its services align with the goals and priorities of the municipality or region's economic development strategy?

The objective is to help expand existing businesses leading to new jobs and buildings, and attract new businesses to Kawartha Lakes. To accomplish this, the KLSBC works in partnership with the EDOs in the identification and development of services that support the needs of their sectors that include but not limited to:

- agriculture
- food production
- tourism
- arts and culture
- specialized manufacturing, and engineered products and related services.

4. Is the SBEC active in supporting a COVID recovery strategy or plan?

Yes X No

If yes, provide an overview of how. If not, please provide a rationale:
Although COVID restrictions have been lifted, the KLSBC has actively contributed to the COVID recovery strategy by collaborating closely with the Economic Development Team. Through a virtual format, we have provided consultation, training, and resources over the past two years. Our efforts have been focused on assisting existing businesses in their pursuit of process improvements, access to new technologies, and fostering innovation.
We strive to enhance their operations and increase the likelihood of survival by providing education on strategic measures.

3. **Local Entrepreneurship Partners**

1. Provide an overview of local and regional partners that support the work of the SBEC and the entrepreneurship ecosystem (e.g. municipalities, Chamber of

Commerce, Business Improvement Areas, Regional Innovation Centres, Community Futures Development Corporations, etc.)

Partner / Organization Name	**Type of Support Provided to SBEC or Partnership (e.g. funding, in-kind contributions, service exchange, referrals, etc)**
City of Kawartha Lakes	Contract partner - funding
4 Chambers of Commerce	In-kind support for events, referrals, program coordination, awareness
KLCFDC	In-kind and funding support for events, referrals, program coordination, awareness
BDC	Sponsorship SBW $1000
Innovation Cluster Peterborough and Kawarthas	In-kind support for events, referrals, program coordination, awareness
Kawartha Lakes Ecosystem Network	Referral, program coordination, awareness
SBC Ontario	Program awareness, referral, resources

2. Identify any new partnerships that the SBEC has been pursuing or plans to pursue during the contract period, if any:

We plan to further collaborate with the newly formed Small Business Centres of Ontario Non Profit - a membership for the Small Business Enterprise Centres. We want to further strengthen our position in the entrepreneurship ecosystem, seek opportunities to collaborate with each other and to offer programming together across the Province as well as professional development opportunities for our centre staff.

3. Does the SBEC have dedicated initiatives for any special interest populations (e.g. BIPOC entrepreneurs, francophone, LGBTQIA2+, youth, etc.)?

Yes No

If yes, please identify which groups:
Yes – Summer Company

4. **SBEC Operations**

1. How is the SBEC staffed:

	Full-Time	**Part-Time**

Permanent Employees	2	
Contract Staff		

Please provide an organizational structure/chart that shows reporting relationships and roles/titles:

Development Services Department

- Director – Leah Barrie

Economic Development Division

- Manager – Rebecca Muster
  - KLSBC
    - Lead – Diane Steven
    - Program Advisor – Sandy Greenberg

2. How often does your SBEC report to your municipal Council (if applicable) or Not-For-Profit Board?

Once a Year

Twice a Year

Quarterly (4 times per year)

X Other: The SBEC is imbedded within the Economic Development Division

4.3 If you do report to Council or a Non-For Profit Board, what information does your SBEC provide? (Select all that apply)

X Highlights from the SBEC (e.g. consultations, # jobs created, businesses supported, success stories)

X Administrative and service delivery (e.g. Transfer Payment Agreement updates, staffing resources)

X Partnerships (e.g. existing or recommendation to pursue new partnership opportunities)

X Financial reporting (e.g. budget, municipal/county or other partner contributions of cash and/or in-kind)

Other: _____

3. Describe any changes to operations and client service delivery in response to post COVID-19 (e.g. shifts between in-person and digital service; changes to methods of engaging with businesses):

March of 2020 all staff was mandated to work from home and to offer all client services virtually. Work From Home agreements are currently in place for all staff. Consultations, meetings and training have been provided through ZOOM primarily. Ongoing outreach communication to the client base has been maintained through monthly newsletters, social media and direct emails. We will continue to adapt and be responsive to the changing needs of our small business community.

4. Identify any barriers or possible risks to successfully delivering the programs and services of the SBEC. What steps are being undertaken to address these risks?

Clients have adapted very well to the new virtual methods of service delivery. Zoom meetings create a feeling of meeting in person and helps with relationship building while providing the ability to share resources while online. Online training is more accessible for those who would normally find it difficult to attend in person due to travel distances, child care, health concerns or limited access to a vehicle. One challenge, which is not unusual, is the lack of continued commitment from individuals exploring entrepreneurship. To keep them engaged, before the end of our initial meeting, we schedule a follow up meeting date with specific objectives and activities that keep them more enthusiastic about moving forward with their entrepreneurial plans and feel more accountability.

5. What tools, platforms or systems does your SBEC use to manage client outreach, engagement and tracking program and client data?

Salesforce – CRM, campaigns, clients outreach, engagement, program tracking
Social Media – client outreach, engagement, marketing

6. Describe any future initiatives to improve programs, services or operations:

The KLSBC continues to respond and adapt programs and services to reflect the changing and evolving needs of our client base. Identify emerging training needs and create calendar of training events. Our services and operations will continue virtually for the time being.

5. **Client Service, Engagement and Follow-up**

1. Briefly describe the steps of the SBEC's client intake, service and engagement process:

- Client inquiries are received through Kawartha Lakes website, direct email, phone and is followed up with invitation to schedule a consultation.

- 1st consultation to discover client situation, needs and goals – set up in CRM, introduce SBC range of services, provide resources based on individual needs, refer to Starter Company PLUS or Summer Company if applicable.
- 2nd consultation to review client progress and offer additional support and resources to enhance their learning and growth
- Send out monthly newsletter to promote registration to new programs and upcoming webinars

2. How does your SBEC conduct client follow-ups? At what stage of your engagement does this occur?

- New start ups – follow up 2 weeks after 1st consultation if not automatically prescheduled
- Follow up email sent 3 months after last consultation to determine continued interest and re-engagement.

6. Program Plan and Outcomes

SBEC PROGRAM PLAN AND OUTCOMES
April 1, 2024 - March 31, 2025

SBEC Name:	**Kawartha Lakes Small Business Centre**
Location:	**180 Kent St. W., Lindsay, ON K9V 2Y6**
Completed By: (Name and Title)	**Diane Steven, Manager**
Date:	**January 25, 2024**

Note: To assist with completing activity and outcomes targets for 2024-25, please review targets set in the 2022-24 consolidated TPA and actuals reported to date as a starting point and adjust accordingly based on any trends or changes in demand observed.

Program Components	Key Activities	Performance Indicators – Activities and Outcomes		Target 2024/25
Program plan for delivery of **SBEC Core** *Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Strategic Planning and Recruitment, Initial Assessment/Inquiries, Business Advisory/Coaching, Business Skill*		Activity	# of Inquiries	250
			Total # of consultations	150
			# of consultations – exploring entrepreneurship	50
			# of consultations – starting a business	75
			# of consultations – existing business	25
			# of French language consultations	0

Development, Events, Partnership Communications.		Outcomes	# of businesses started	40
			# of businesses sustained	N/A
			# of businesses expanded	20
			# of businesses purchased	2
			# of jobs created	75
Program plan for delivery of **Starter Company Plus** *Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Intake, Training and Skills Development, Mentorship, Micro-Financing*		Activity	# of applications submissions	17
			# of completed approved participants	12
			# of grants issued	12
			$ value of investment leveraged	10,000
		Outcomes	# of businesses started	10
			# of businesses expanded	2
			# of businesses purchased	0
			# of jobs created	12
Program plan for delivery of **Summer Company** *Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Intake, Training and Skills Development, Mentorship, Micro-Financing.*		Activity	# of application submissions	12
			# completed approved participants	6
			# of grants issued	6
		Outcomes	# of businesses started	6
			# of jobs created	6
			# interested in pursuing entrepreneurship as a career option	3
Demographics (NEW)	N/A	Voluntarily Self-Identified	# of Total of unique businesses that **voluntarily self-identified** for collection of demographics	N/A
			# of businesses owned by individuals (on an aggregate basis) that have **voluntarily self-identified** as part of any of the following groups: - Women - Francophones - Indigenous people (First Nations, Inuit or Metis) - Racialized groups - Black communities - Newcomers to Canada (landed immigrants who came to Canada up to 5 years prior to a given census year) - People with disabilities - Lesbian, gay, bisexual, or queer, Trans or non-Binary (LGBQ2+) - Youth under 39 years of age	N/A

SCHEDULE "D"

BUDGET

A. SUMMARY OF FUNDING CONTRIBUTIONS

Funding Year 1:

FY2024/25	REVENUE SOURCES					
SBEC Program Components	**MEDJCT Funding**	**Municipal Funding**	**County Funding**	**Other Funding**	**In-kind (non-cash) contributions**	**TOTAL**
SBEC Core	$122,890	$108,000				$230,890
Starter Company Plus (SCP)	$58,500					$58,500
Summer Company (SC)	$18,600					$18,600
TOTAL:	**$199,990**	$108,000				$307,990

B. MEDJCT Program Funding Budget

SBEC PROGRAM

EXPENSES CATEGORIES	FY 2024/25 April 1, 2024 to March 31, 2025	
	Budget *In Cash*	**Actual** *In Cash*
A. SBEC Core		
SBEC Core Project Delivery:		
• Staffing (Salary & MERCS, Consultants)	$104,590	
• Program Operating Expenses (events, marketing/advertising, travel, workshops)	$11,900	
• Technology Platform Upgrades	$0	
Administrative Expenses (Max. 10% of the 'SBEC Core' Subtotal)**:**		
• Courier, phone, office supplies, rent, audit at end of term	$6,400	
SBEC CORE Subtotal (A)	**$122,890**	**$**
B. Starter Company Plus (SCP)		
SCP Project Delivery: • Monitoring, grant committee, workshops, outreach, events, marketing, advertising, travel	$1,500	
SCP Micro-Grants:	$57,000	
Starter Company Plus Subtotal (B)	**$58,500**	**$**
C. Summer Company (SC)		
SC Project Delivery: • training, workshops, outreach, events, marketing/advertising, travel	$600	
SC Micro-Grants:	$18,000	
Summer Company Subtotal (C)	**$18,600**	**$**
TOTAL EXPENSES (A+B+C)	**$199,990**	**$**
Maximum Fund per Funding Year from the Province	$199,990	

See Schedule “H” for Eligible Expenditures for more details

*Pro-rated Staff, please indicate how many staff are allocated to the project: 2

SCHEDULE "E"

PAYMENT SCHEDULE

All payments are subject to the terms and conditions of the Agreement including, but not limited to, those in section A4.2(a)

Maximum Funds: $199,990		**TERM: 1 Year** **2024-25**
FUNDS IN FUNDING YEAR 1: up to $199,990		**2024/25**
PAYMENT DATE OR MILESTONE	**AMOUNT OF FUNDS**	**TOTAL DISBURSEMENT**
Payment 1: After execution of the Agreement by both the Recipient and Ontario, and receipt and approval by the Province of the insurance certificate required under Schedule "A", Article 10	Up to $179,991 (**up to 90%** Maximum of Funds per Funding Year	Up to $179,991
Payment 2: Following the receipt and acceptance by the Province of the following reports pursuant to Schedule "F" for payment by June 30, 2025: **1. Bi-Annual Performance Metrics Reports** for the period from Q1 to Q2 and from Q3 to Q4 of the Funding Year; **and** **2. Interim Report** for the Funding Year: • Interim Financial Report on Budget; • Interim Report on Program Plan and Operations; **and** **3. French Language Services Act (Ontario) Checklist** for the Funding Year; **and**	Up to $19,999 (**up to 10%** Maximum of Funds per Funding Year)	Up to $19,999

4. Clients & Approved Participants Data Lists and Grantee Data Lists for the Funding Year; **and** **5. Year-End Report** for the Funding Year: • Year-End Financial Report on Budget; • Year-End Report on Program Plan and Operations; • Request for Payment and Certificate; **and** **6. Audit Report** pursuant to Schedule "F" for the Funding Year.		
Total Payments for Funding Year 1, 2024-25		**Up to $199,990**

SCHEDULE "F"

REPORTS

REPORTING REQUIREMENTS

The Recipient will submit reporting as outlined below:

Type of Report	Name of Report	Due By
1. Performance Metrics and Outcomes	**A. Bi-annually Performance Metrics Reporting** **Bi-annually reporting** of SBEC Program performance metrics as set out in Schedule "C" SBEC Program and the Program Plan. Performance activities and outcomes to be submitted through the Enterprise Centre Reporting (ECR) system with reference to any data definitions provided by the Province.	• Q1-Q2 (Apr – Sep) of each Funding Year by October 15, 2024 • Q3-Q4 (Oct – Mar) of each Funding Year by April 15, 2025
	B. Number of Unique Businesses Supported and Businesses Supported by Workshops • **Number of unique businesses supported:** Reported annually. The number of unique businesses supported through the Recipients services. These are unique businesses served in the year by the Recipient including both new and existing or legacy clients. • **Number of businesses supported through workshops:** Reported annually. The number of businesses who participated in a workshop series (as part of the SBECs triaging process before receiving a consultation).	Q1-Q4 (Apr – Mar) by April 15 of each Funding Year
	C. Clients & Approved Participants Data List – Table 2	

	• **Bi-annual reporting** of Clients and Approved Participants Data List, in accordance with section C.4 of Schedule "C", for Clients and Approved Participants for the reporting period of April 1, 2024 to September 30, 2024 and October 1, 2024 to March 31, 2025.	• On or before October 15 of each Funding Year • On or before April 15 of each Funding Year
	D. Grantee Data Lists – Table 3 • **Bi-annual reporting** of Grantee Data Lists, in accordance with section C.4 of Schedule "C", for any Eligible Businesses that have received a Micro-Grant and that have provided consent for reporting of such Grantee's Grantee Data List information to Province, for the reporting period of April 1, 2024 to September 30, 2024 and October 1, 2024 to March 31, 2025. • **Template of the Grantee Data Consent Form** for the Grantee or the Approved Participant acting as representative of a prospective SCP or SC Eligible Business.	• On or before October 15 of each Funding Year • On or before April 15 of each Funding Year
2. Financial	**A. Interim Report on Budget** Each Report shall include: • Reporting on actuals relative to the Budget set in Schedule "D" for the period of April 1 to December 31. Identification and explanation of any and all variances in the Budget resulting from a transfer of Funds by the Recipient in accordance with that comply with section A4.4 of Schedule "A". • Projected spending for the remainder of the fiscal year to identify over- or underspending.	On or before January 15 of each Funding Year
	B. Year-End Report on Budget	On or before May 31 of each Funding Year

	Each Report shall include: • Report on actuals relative to the Budget set in Schedule “D” for the period of April 1 to March 31. • Identification and explanation of any and all variances in the Budget resulting from a transfer of Funds by the Recipient in accordance with with section A4.4 of Schedule “A”. • Report on other partner funding contributions as projected in Schedule “D” Budget.	
3. Program Plan and Operations	**A. Interim Report on Program and Operations** Interim progress report on the SBEC Program including but not limited to a report on Program Plan activities, explanation of tracking to targets and plan to achieve any missed targets, any additional context or updates on operations for the period of April 1 to December 31.	On or before January 15 of each Funding Year
	B. Year-End Report on Program and Operations Year-end progress report on the SBEC Program including but not limited to a report on Program Plan activities, explanation of tracking to targets and plan to achieve any missed targets, any additional context or updates on operations for the period of April 1 to March 31.	On or before May 31 of each Funding Year

	C. SBEC Program Success Stories Submission of 2-3 Client or Approved Participant success stories for each of SBEC Core, Starter Company Plus and Summer Company: • SBEC Core and Starter Company Plus:	• On or before May 31 of each Funding Year
	• Summer Company:	• August 31 of each Funding Year
4. Certificates and Documentation	**A. Proof of Insurance Report** Proof of Insurance Certificate for each Funding Year to be supplied by the Recipient in accordance with Section A10.2 in Article A10.0 of Schedule "A".	Upon execution of the Agreement by the Recipient
	B. Request for Payment and Certificate To be submitted as request for funds per Schedule "E" Payment Schedule with accompanying reports required. Completed per Schedule "G" to be signed by a senior officer	On or before May 31, 2025
	C. *French Language Services Act (Ontario)* Checklist Checklist for the provision of services in French by the Recipient, in a form to be provided by the Province and to be signed by a senior officer.	On or before January 15 of each Funding Year
	D. Proof of Acquisition of Goods or Services For any acquisition valued at $25,000 or more in accordance with Schedule "A", Section A5.1 submit full documentation of the competitive process used for any sub-contract for goods or services (excluding industry experts and employers that the Recipient partners with to deliver the SBEC Program).	Within 30 days of selecting process for the subcontractors that may deliver the SBEC Program

	E. Auditor's Certificate Auditor's report certifying financial reporting provided in item **2. Financial** of this Schedule "F" for the period of April 1, 2024 to March 31st, 2025. To be prepared and signed by a chartered accountant in the form of Schedule "J".	On or before May 31, 2025
5. Other Reports	Other reports or information requests as specified and to the satisfaction of the Province	On a date or dates as specified by the Province

REPORT DETAILS

The Recipient shall submit all Reports in the format as specified by the Province, in accordance with Section A7.1 of Schedule A:

- Performance Metrics and Outcomes data will be submitted to the Enterprise Centre Reporting (ECR) system; and
- Other items including Financial, Program Plan and Operations, Clients and Approved Participants Data Lists (Table 2), Grantee Data Lists (Table 3), SBEC Program Success Stories, and French Language Services Act (Ontario) Checklist.

COMPLIANCE AND PERFORMANCE MONITORING

The Province will conduct compliance and performance monitoring activities throughout the term of the Agreement in consultation with the Recipient as follows:

- Bi-weekly and/or Bi-monthly check-ins will be conducted by the ministry staff advisor assigned to oversee the SBEC to discuss program successes, challenges as they arise and any actions to mitigate program risks.
- Compliance with the modernized French Language Services Act (Ontario) and completion of the checklist. Development of a plan to achieve compliance with timelines in the case of non-compliance.
- An on-site (or virtual if necessary) SBEC review and assessment will be conducted by the Province once a year. A thorough review of the SBEC's performance and program documentation will be reviewed for all aspects of program delivery as

outlined in the Agreement. The Province will provide a summary report to the SBEC and establish actions for follow-up.

- Following the annual review and assessment the Ministry staff advisor will work with the SBEC to provide course correction and/or identify opportunities for continuous improvement.
- Provide a reflection and update on the Business Plan.

CLIENTS AND APPROVED PARTICIPANTS DATA LIST AND NOTICE OF COLLECTION

The Recipient agrees that the Province may contact Clients and Approved Participants, on behalf of the Recipient, to solicit their participation in an annual business supports survey to provide performance and program and service delivery feedback to the Province. The Recipient shall provide the Province with up-to-date business contact details for its Clients and Approved Participants List in accordance with the Clients and Approved Participants Data List, and will add consent language to its application and inquiry forms to notify the Client or Approved Participant, as applicable, that their business contact information contained in the Clients and Approved Data List will be shared with the Province for purposes of the Province conducting a program service delivery survey/improvements as described
above.

GRANTEES DATA LIST AND NOTICE OF COLLECTION

The Recipient, in its **Micro-Grant Agreements** related to the Starter Company Plus and/or Summer Company, will add language requesting consent from each respective Grantee (a “Grantee Data List Consent”) for the business contact information in the Grantee Data List pertaining to that Grantee to be disclosed to the Province for purposes of the Province using it to communicate with the Grantee about SBEC Program updates and to invite the Grantee’s participation in SBEC Program events, public announcements, press releases and opportunities for visits by Provincial officials, members of provincial parliament, and local representatives. The Recipient shall provide the Province with up-to-date business contact details, in accordance with the Grantee Data Lists, for those Grantees which have provided a Grantee Data List Consent. The form of Grantee Data List Consent shall notify the Grantee that it has the right to withdraw such consent, in writing, at any time, by contacting the Recipient. The Recipient shall provide the Province with (i) a copy of any Grantee Data List Consent provided by a Grantee; and (ii) a copy of any withdrawal of such consent by any Grantee promptly upon receipt of such withdrawal by the Recipient.

SCHEDULE "G"

REQUEST FOR PAYMENT AND CERTIFICATE

TO: The Ministry of Economic Development, Job Creation, and Trade

FROM: [**Instructions to staff:** Recipient to fill out].

RE: Request for Funds for Payment # [ ] for the Period of:
_____

I, <Enter (name), (title) of senior officer> of the Recipient, on behalf of the Recipient, hereby certify that:

1. To the best of my knowledge, information and belief, and after making all appropriate examinations and enquiries, the Recipient is in compliance with the terms and conditions of the Agreement and that no material changes have been made to the SBEC Program or Budget, as such terms are defined in the Agreement;

2. On and as of the date hereof, the unspent balance of Funds for the period ending <enter **day/month/year** > is $●.

3. On and as of the date hereof, the revenues and expenditures for the period ending <Enter **day/month/year** > are accurately reported and that all Funds were spent in accordance with the terms of the Agreement;

4. On and as of the date hereof, the amount requested herein as an advance in Funds will be incurred on behalf of the Recipient solely for Eligible Expenditures per Schedule "H"; and

5. On and as of the date hereof, the attached or submitted Reports, namely:

    - Reporting on performance metrics and outcomes have been reported on the Enterprise Centre Reporting (ECR) platform and are current;
    - Financial Report on Budget; [and]
    - Program Plan and Operations Report; [and]

- [Any additional reports required]

are true and accurate.

The Recipient requests that the Province disburses Funds to the Recipient as follows:

A. Amount Requested:		
	SBEC Core	
	Core Project Delivery	0.00
	Core Project Administration	0.00
	Subtotal SBEC Core	**$ -**
	Starter Company Plus (SCP):	
	Starter Company Plus Project Delivery	0.00
	Starter Company Plus Project Grants	0.00
	Subtotal Starter Company Plus	**$ -**
	Summer Company (SC):	
	Summer Company Project Delivery	0.00
	Summer Company Project Grants	0.00
	Subtotal Summer Company	**$ -**
	Total Requested (A):	**$ -**
B. Actual interest* earned on all Funds this Funding Year to date: **interest will be deducted at the end of each Funding Year*		
C. Total Requested Payment (A-B=C)		**0**

IN WITNESS WHEREOF the undersigned has hereunto signed these presents this ● day of ●, 20●●.

Per: _____

Name:

TITLE OF SENIOR OFFICER:

SCHEDULE "H"

ELIGIBLE EXPENDITURES

Eligible and Ineligible Expenditures

Eligible Expenditures must be directly related to the delivery of the SBEC Program and Budget and not of a nature which would have been incurred by the Recipient in the normal course of business. Documentation for all expenditures must be kept on file for audit purposes. The Province reserves the right to make a determination on the eligibility of expenditures submitted for reimbursement. In the event of any interpretation issues regarding the eligibility, valuation or other matter regarding expenditures, the decision of the Province shall be final and determinative. Expenses not described in the categories set out in this document require prior written approval of the Province in order to be considered Eligible Expenditures.

Eligible Expenditures

Eligible Expenditures include, but are not limited to:

- SBEC Program administration and overhead (not to exceed 10% of amount budgeted for the SBEC Program expenses as described in the Budget) pursuant to Schedule "A", Section A4.4(a)(i).
- Travel costs to attend business meetings within Ontario related to the administration of the Agreement or to attend meetings that the Province convenes or supports, all of which shall be subject to the Recipient's guidelines on travel, meal and hospitality expenses.
- Professional fees, including legal and audit fees: a) directly related to and required for the management of the SBEC Program or b) to conduct the activities and services relating to the SBEC Program as described in the Budget. Costs are not to exceed demonstrated fair market value.
- Costs related to work performed by companies or individuals that contribute to the delivery of the SBEC Program. Consulting or other services directly related to the delivery of the SBEC Program must be costed at demonstrated fair market value or less.
- Telecommunication fees including connectivity charges directly related to and required for the management of the SBEC Program.
- Staff training costs directly related to delivery of the SBEC Program.
- Development, marketing and delivery expenditures directly related to the delivery of the SBEC Program.
- Training delivery directly related to the development and delivery of the SBEC Program, all of which shall be subject to the Recipient's guidelines on travel, meal and hospitality expenses provided that such guidelines are no less stringent that the Province's *Travel, Meal and Hospitality Expenses Directive*.

- Salaries and MERCs which are pro–rated to the time spent directly on the delivery of the activities and services relating SBEC Program as described in the Budget. Salaries and MERCs is defined as the actual salaries or wages paid to employees, excluding bonuses, together with mandatory employment-related costs (MERCs), incurred by the Recipient during the term of this Agreement. For greater certainty, mandatory employment-related costs may only include mandatory minimum vacation pay, employer's contributions to employment insurance and the Canada Pension Plan, employer health tax, and Workplace Safety and Insurance Board Premiums.
- Travel costs to meet with potential partners or stakeholders within Ontario required in the development of the SBEC Program and in connection with activities and services relating to the SBEC Program as described in the Budget.
- Marketing materials and related communication costs if directly related to the activities and services relating to the SBEC Program as described in the Budget.
- Information and marketing session costs required to deliver the SBEC Program. Facility and equipment rental fees and utilities used to support the delivery of the SBEC Program, and not of a nature which the proponent would incur in the normal course of business, and which are demonstrably incremental to the delivery of the SBEC Program.

Ineligible Costs

The Funds cannot be used towards the following costs:

- Costs related to referral fees for consultants.
- Costs of those receiving referrals from the Recipient related to professional consultations by law firms or lawyers and accounting firms or accountants.
- Costs related to the development of the application for funding under this Agreement.
- Costs not directly associated with the delivery of the SBEC Program or directly required to meet the deliverables of the SBEC Program.
- Administrative salaries, except for SBEC Program management costs covered under SBEC Program administration and SBEC Program delivery.
- Out–of–province travel costs.
- Capital expenses, including but not limited to, purchasing or leasing land or buildings, leasehold improvements.
- Costs for activities not related to the SBEC Program.
- Annual membership fees to associations.
- Stipends for Approved Participants.
- Costs incurred prior to the Effective Date or after the Expiry Date.
- Expenses or fees payable to organizations located outside of Ontario.
- Debt reduction charges.
- Bonuses.

SCHEDULE "I"

COMMUNICATIONS AND CONFIDENTIALITY PROTOCOL FOR ALL PROGRAMS UNDER SBEC PROGRAM

1. The Recipient shall provide to the Province, prior to public release, an electronic copy of all reports, announcements, brochures, audiovisual materials, internet materials, advertising and publicity, including design or other public communication or publication relating to the SBEC Program.

2. The Recipient shall advise the Province's staff (to be designated by the Province) of any upcoming (positive or negative) announcements or advertising campaigns related to the Recipient's activities as described in the SBEC Program and Budget (e.g. news release, news conference, awards, bankruptcies, etc.) and, at the Province's option, provide the Province with the opportunity to participate or be present at these announcements. The Recipient will provide the Province with a minimum of ten (10) Business Days prior written notice of such announcements or advertising campaigns.

(a) The Recipient shall not make any public announcement related to the Recipient's SBEC Program related activities or services without the prior written approval of the Province.

(b) The Recipient shall respond to requests by the Province for information about any public announcement as soon as possible and in any event will provide an initial response within twenty–four (24) hours.

(c) The Recipient shall comply with any direction of the Province in respect of the Recipient's use of any official logos of the Province on any of the Recipient's websites, as well as promotional material and instructions for accessing the SBEC Program.

(d) The Recipient will include information about the SBEC Program prominently displayed on its website, including promotional material and instructions for accessing the SBEC Program, with links to websites identified by the Province.

Confidentiality

A. Any information submitted to the Province in confidence should be clearly marked.

B. The Recipient is advised that the business contact information of Clients and Approved Participants, and if applicable, any amount of Micro-Grant and the purpose for which the Micro-Grant is being granted is information to be made available to the Province upon request.

SCHEDULE "J"

AUDITOR'S CERTIFICATE

TO: **[Instructions**: insert legal name and address of Recipient and contact person]

CC: Ministry of Economic Development, Job Creation and Trade
Small Business Branch
56 Wellesley St West, 4th Floor
Toronto, Ontario M7A 2E7

Attention: Manager

RE: **Agreement between His Majesty The King in right of Ontario as represented by the Ministry of Economic Development, Job Creation and Trade ("Ontario") and [Instructions:** insert legal name of Recipient] **(the "Recipient") dated effective MONTH DAY, 20XX (the "Agreement")**

Except as otherwise defined herein, all capitalized terms shall have the meanings given to them in the Agreement.

We have audited the accompanying Schedules (the "Schedules") which comprise a summary of the financial reporting provisions of the Agreement and other explanatory information, relating to the Auditor's Certificate dated [*insert date*]. **[Instructions to staff:** Recipient to fill out] for the period [*] to [*] [**Instructions to staff:** Recipient to fill out]. The Schedules have been prepared by management of the Recipient based on the financial reporting provisions of the Agreement described in Schedule F.

Management's Responsibility for the Schedules

Management of the Recipient is responsible for the preparation of the Schedules in accordance with the financial reporting requirements of the Agreement, and for such internal control as management of the Recipient determines is necessary to enable the preparation of the Schedules that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the Schedules based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Schedules are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedules.

The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misinformation of the Schedules, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the management's preparation of the Schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Recipient's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Schedules.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Schedules for the period ● to ● [**Instructions to staff:** Recipient to fill out] are prepared, in all material respects, in accordance with the financial reporting provisions of the Agreement.

Basis of Accounting Restriction on Distribution and Use

Without modifying our opinion, we draw attention to the note to the Schedules, which describe the basis of accounting. The Schedules are prepared to assist the Recipient to comply with the financial reporting provisions of the Agreement. As a result, the Schedules may not be suitable for another purpose. Our report is intended solely for the Recipient and Ontario and should not be distributed to or used by parties other than the Recipient and Ontario.

DATED: _____

Signed

Chartered Accountant **[Instructions to staff:** Recipient to insert name of chartered accountant. To be dated and signed by Chartered Accountant]

Council Report

Report Number:	**ED2024-024**
Meeting Date:	April 30, 2024
Title:	**Young Canada Works Funding Agreement**
Description:	Funding agreement for Young Canada Works – Building Careers in Heritage
Author and Title:	Emily Turner, Economic Development Officer – Heritage Planning

Recommendations:

That Report ED2024-024, **Young Canada Works Funding Agreement**, be received; and

That the Mayor and Clerk, following a review of agreements to the satisfaction of the City Solicitor, be authorized to execute any documents and agreements with the Government of Canada and National Trust for the Young Canada Works – Building Careers in Heritage Program for 2024-2025.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Each year, the Government of Canada offers support for heritage organizations such as museums and archives, municipal and Indigenous governments, and other organizations with a heritage or cultural mandate through its Young Canada Works (YCW) program to hire summer students or interns. This program is a cost sharing program where the organizations are typically responsible for 50% of the cost of the position while the remaining 50% is funded by YCW grant. The purpose of this program is to provide funding for positions in the heritage sector which may not exist otherwise and to support young people entering into careers in the heritage sector. There are several streams of funding to support different types of positions which are delivered through a number of Canadian delivery organizations, including the National Trust for Canada, the Canadian Council of Archives and the Canadian Museums Association.

The City has applied for and received funding through the Young Canada Works – Building Careers in Heritage stream which funds 4- to 12-month internship positions for recent graduates. The position will be hosted in Economic Development, working with the Economic Development Officer – Heritage Planning, and is intended to support the City's Heritage Planning program. Applicants for YCW internship positions must be between 16 and 30 years of age, Canadian citizens or permanent residents, and have recently graduated from post secondary education. The delivery organization for this funding is the National Trust for Canada which supports positions related to built heritage, including heritage planning, heritage restoration, and historic site administration. The Government of Canada and National Trust for Canada have shared with staff that the City's funding application was successful for a position in the 2024-2025 funding cycle and that a funding agreement will be forthcoming. The funding agreement has not yet been received but staff are anticipating that it will be received in late April or early May 2024, in accordance with the typical timelines for receiving YCW funding agreements.

This report requests that Council approve entering into a funding agreement with the Government of Canada and National Trust for Canada through the Young Canada Works program for the 2024-2025 federal fiscal year to facilitate the hiring of a heritage intern position within Economic Development.

Rationale:

The City's Heritage Planning program sits in Economic Development and provides services to support the preservation of built heritage and archaeological resources in Kawartha Lakes. The core functions of the program are:

- Designation of property under Part IV and the creation of heritage conservation districts under Part V of the Ontario Heritage Act
- Review and processing of applications related to heritage properties
- Heritage policy development and implementation
- Community outreach, education and heritage property owner support
- Supporting the Kawartha Lakes Municipal Heritage Committee
- Supporting Indigenous consultation

The program is administered by the Economic Development Officer – Heritage Planning.

Since the passage of Bill 23 by the provincial government in late 2022, the workload of the City's Heritage Planning program has increased significantly to respond to the legislative changes to the Ontario Heritage Act and its associated regulations. Alongside major revisions required to the City's heritage planning policies, the primary impact of Bill 23 has been a substantial increase in the number of designations being brought forward to Council in response to provincial direction to review and designate listed properties on municipal heritage registers. In 2023, the City designated 26 properties, a large increase from previous years where, in general, 2 or 3 properties would be brought forward for designation each year. The process of designation requires the research and writing of heritage evaluation reports, presentation of reports and by-laws to the Municipal Heritage Committee and Council, the issuance of notices and other documents, and communications with property owners. This work must be completed while still maintaining the other core functions of the City's Heritage Planning program.

In order to alleviate some of this workload, staff applied for and have received funding through the YCW program to fund a 36-week internship position to support the City's Heritage Planning program. The position funded through the YCW stream will undertake several activities:

- Research and completion of heritage evaluation reports to support the designation of listed properties as a result of Bill 23
- Completion of data collection, fieldwork and data entry in support of the City's ongoing Heritage Inventory
- Support for and participation in community engagement and public outreach activities offered through the Heritage Planning program including workshops and public information meetings

It is anticipated that the work completed by the intern will increase the number of designations the City can pursue throughout 2024 and contribute to the City's broader Heritage Inventory and public outreach initiatives. It will also provide valuable

experience for a young professional to introduce them to the heritage planning field in Ontario and the operations of municipal government.

The funding provided through the YCW program will provide up to 50% of the cost of the position to a maximum amount of $15,000 and the internship must be completed with the federal 2024-2025 fiscal year. Staff were originally anticipating the position to run from May to December 2024, but given that the confirmation of funding was not received until early April and the funding contract has not yet been received, it is likely that the position will now run from June 2024 to January 2025. The contract, which outlines the funding received, employment conditions, and reporting requirements, must be executed prior to recruitment and hiring.

Other Alternatives Considered:

The City has previously received funding for YCW summer student positions, specifically in its Archives program. This will be the first YCW internship position for which the City has received funding and it will provide valuable temporary support to the Heritage Planning program, as well as an opportunity for a recent graduate. It is recommended that the funding agreement be signed to facilitate the hiring of this position.

Alignment to Strategic Priorities

The hiring of a YCW intern through the funding stream supports the following goals from the 2024-2027 Council-adopted Strategic Plan:

- A Vibrant and Growing Economy

The internship position, which is contingent on the execution of the funding agreement, will support the core functions of the heritage planning program offered as part of the City's economic development and business development programming which has been identified as one of the priority area's action items.

Financial/Operation Impacts:

The funding approved under the YCW program for this position is $14,293.12. This amount will fund 50% of the position, including both the salary of the intern and mandatory employer costs for a 36-week contract. The funding will also offset certain other costs the City will incur in hiring a new intern, such as the purchase of a new laptop for the position.

The heritage intern position job description was developed and evaluated by People Services in 2023 in anticipation of the funding application. The position was evaluated at the Specialized Student rate ($18.69/hour) and 654 additional student hours (approximately 18 weeks) in Economic Development were approved in the 2024 budget to facilitate this position, if the funding was received. The budget allocated for these student hours will fund the remaining 50% of the position.

Additional costs which may be incurred to facilitate this position, such as office supplies, technology and mileage, have been anticipated for and included in the approved 2024 Economic Development budget.

Consultations:

People Services
Manager, Economic Development

Attachments:

N/A

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

CASE # 168772

Person Submitting the Petition

Name:	EDWARD LEWIS
Address:	676 HAYES LINE OMEMEE
Phone:	705 799 5194 CELL 705 930 8696

RECEIVED
MAR 14 2024
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:

AS THIS IS A HILLY NARROW ROAD WITH NO SHOULDER WE THE UNDERSIGNED WOULD LIKE A SIXTY KILOMETER SPEED LIMIT ON THE ROAD FOR HAYES LINE FROM SKI HILL RD TO COUNTY ROAD 10. CASE # 168772

#	Name	Contact Information	Signature
	EDWARD LEWIS	705 799 5194	
	Andy Peterson	705 930 1487	
	GREG BOYD	705-799-7404	
	[illegible]	705 875 8607	
	JOE FRIEND	705-738-0982	
	Wendy Villemaire	905-243-8469	
	DOUG MCGUIRE	437-928-1958	
	RICHARD & SARAH KEEFER	705-799-0645	
	JOHN HARDING	705-740-5600	
	[illegible]	705 799 2715	
	Crystal Hyde	705 9284199	
	JOE HYDE	705-741-8300	
	Mike Villemaire	2893567461	
	Mark Villemaire	705-879-3105	
	Sandra Ludyka	705-799-2600	
	Adrian VanVolkenburg	705 799 0681	
	Bruce VanVolkenburg	705 799 0681	

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the City Clerk at 705.324.9411 ext. 1295.

Person Submitting the Petition

RECEIVED
APR 08 2024
OFFICE OF THE CITY CLERK
KAWARTHA LAKES

Name:	Raquel Harry
Address:	4-1 Devan Court. Lindsay, ontario
Phone:	705-341-5157.

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:

1 Privacy Fence or Fenced in back yards - Speak Devan court and Redpine.
2 get rid of basketball court and put in new Kids playground
3 Red pines garbage pick up location moved from basketball court. make a designated new area for red pines garbage

#	Name	Contact Information	Signature
1	Kimberly Pollock	705-934-5044	Kimberly Pollock
2	Justin Hughes	705-934-8342	Justin Hughes
3	Sarah Bath	705-344-5588	Sarah Bath
4	Tiffanni Emes	6474518977	T.E
5	Erica Gerard	705-344 5266	EG
6	Tim Donohue	289 688 5695	[illegible]
7	Michelle Milne	705-307-5138	M. Milne
8	Raquel Harry	705-341-5157	R Harry
9	Kay Donohue	9055501342	[illegible]
10	Mike mccaw	705 320 8843	[illegible]
11	Dianne McCaw	705-320-8843	Dianne McCaw
12	William Brown	705-341-0811	[illegible]
13	Callie whitehead	705-928 2637	[illegible]
14	Jodie Carmichael	705-328-4359	Jodie carmichael
15	Brianna Reuter	705-928-0941	[illegible]

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the City Clerk at 705.324.9411 ext. 1295.

Council Memorandum

Date:	April 30, 2024
To:	Council
From:	Mayor Elmslie
Re:	City of Kawartha Lakes O.P.P. Detachment Board Transition

Recommendation

That the Memorandum from Mayor Elmslie**, regarding the City of Kawartha Lakes O.P.P. Detachment Board Transition**, be received;

That the By-Law to Establish the City of Kawartha Lakes O.P.P. Detachment Board, as attached as Appendix A to this Memorandum, be brought forward to Council for approval;

That the City of Kawartha Lakes Community Policing Advisory Committee (CPAC) be dissolved;

That Councillor Ashmore, Councillor Richardson and Councillor Warren be appointed to the City of Kawartha Lakes O.P.P. Detachment Board, for the balance of the current term of Council;

That Staff be directed to initiate the process to recruit for one public member for appointment to the City of Kawartha Lakes O.P.P. Detachment Board, for the balance of the current term of Council;

That the Mayor and Clerk be authorized to execute the Agreement attached as Appendix B to this Memorandum, regarding Assumption of Policing Responsibility by the Commissioner for the Provisions of Services;

That Staff be directed to schedule the first meeting of the City of Kawartha Lakes O.P.P. Detachment Board;

That Staff be directed to provide draft Terms of Reference for the City of Kawartha Lakes O.P.P. Detachment Board to the Board at their first Board Meeting for consideration; and

That Staff be directed to report back to Council with the final version of the Terms of Reference for the City of Kawartha Lakes O.P.P. Detachment Board.

Rationale

As of April 1, 2024, the Community Safety and Policing Act, 2019 was revised to require that an Ontario Provincial Police Detachment Board be established for each detachment that provides policing in a municipality.

As such, it is necessary for Council to establish the City of Kawartha Lakes O.P.P. Detachment Board ("the Board") which will replace the City of Kawartha Lakes Community Policing Advisory Committee (CPAC). A By-Law to Establish the City of Kawartha Lakes O.P.P. Detachment Board has been attached as Appendix A to this Memorandum.

It is recommended that the existing members of the Community Policing Advisory Committee, being Councillor Ashmore, Councillor Richardson and Councillor Warren, be appointed to the Detachment Board for the balance of the current term of Council.

The Detachment Board will be comprised of three (3) members of Council, one public member appointed by Council and one provincial appointee appointed by the Minister. It is recommended that staff initiate recruitment for the public member to be appointed to the Detachment Board.

The Board will operate within the requirements of the Community Safety and Policing Act, 2019 and within the requirements of the associated Regulation, being Ontario Regulation 135/24.

As part of the transition process, it will be necessary for the Agreement attached as Appendix B to this Memorandum to be executed to confirm the transition from the Community Policing Advisory Committee to the Board.

The Terms of Reference for the Board will be developed by Staff to outline the mandate of the Board, in keeping with applicable legislation and Provincial guidelines. The terms of reference will include, but are not limited to, requirements to:

(a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the Detachment Commander;

(b) determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the Detachment Commander or his or her designate;

(c) advise the Detachment Commander with respect to policing provided by the detachment;

(d) monitor the performance of the Detachment Commander;

(e) review the reports from the Detachment Commander regarding policing provided by the detachment; and

(f) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves. 2019, c. 1, Sched. 1, s. 68 (1); 2023, c. 12, Sched. 1, s. 28.

Staff is targeting June of 2024 to schedule and hold the inaugural meeting of the Detachment Board. Members require certain training be completed in advance of participating in Board meetings. Staff is monitoring the provincial appointment process, and will assist in onboarding that appointee to the Board, and training, when known.

Staff will consult with the Board regarding the recommended draft Terms of Reference for the Board and will report back to Council with the final version of the draft Terms of Reference for Council approval.

Appendix A – Draft By-Law to Establish the Kawartha Lakes O.P.P. Detachment Board

2024-XXX By-Law to Establish the Kawartha

Appendix B – Agreement – Policing Services

Appendix B

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

A By-Law to Establish the City of Kawartha Lakes O.P.P. Detachment Board

Recitals

1. The Community Safety and Policing Act, 2019, S.O. 2019, c.1,Sched. 1, s.67 provides that there shall be an O.P.P. Detachment Board in accordance with the regulations made by the Minister for each detachment of the Ontario Provincial that provides policing in a municipality
2. Under this authority the Kawartha Lakes O.P.P. Detachment Board will be established by Council and shall replace the City of Kawartha Lakes Community Policing Advisory Committee.
3. The City of Kawartha Lakes O.P.P. Detachment Board shall operate in compliance with The Community Safety and Policing Act, 2019, and Ontario Regulation 135/24.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___

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;

"Chief Administrative Officer" 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 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: City of Kawartha Lakes O.P.P. Detachment Board

2.01 **Establish Board:** The City of Kawartha Lakes O.P.P. Detachment Board is hereby established and shall operate in compliance with the Community Safety and Policing Act, 2019 and Ontario Regulation 135/54

2.02 **Composition:** The City of Kawartha Lakes O.P.P. Detachment Board shall be comprised of three (3) members of Council, one public member appointed by Council and one Provincial appointee.

2.03 **Mandate:** The City of Kawartha Lakes O.P.P. Detachment Board shall:

(a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;

(b) determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;

(c) advise the detachment commander with respect to policing provided by the detachment;

(d) monitor the performance of the detachment commander;

(e) review the reports from the detachment commander regarding policing provided by the detachment; and

(f) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves. 2019, c. 1, Sched. 1, s. 68 (1); 2023, c. 12, Sched. 1, s. 28.

(g) other matters deleted by Council through approval of the associated Terms of Reference for the City of Kawartha Lakes O.P.P. Detachment Board.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Chief Administrative Officer 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.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The City of Kawartha Lakes

Proposal for Assuming Policing Responsibility Under Section 22(2)2 of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Prepared by: Sergeant Lisa Rotar
Municipal Policing Specialist
Ontario Provincial Police
Municipal Policing Bureau
Date: April 8th, 2024

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Contract Proposal for Assuming Policing Responsibilities

under Section 22(2)2 of the Community Safety and Policing Act, 2019

On the 1st day of April 2024, the City of Kawartha Lakes (the "Municipality") requested a proposal for OPP policing under section 22(2)2 of the *Community Safety and Policing Act, 2019* (CSPA).

This proposal is provided based on section 22(2)2 of the CSPA, whereupon the Minister may approve to allow policing to be provided in more than one way in different areas of the Municipality by entering an agreement with the Ministry to have the Commissioner assume policing responsibility for the area.

Service Delivery

Under section 10 of the Community Safety and Policing Act, the Commissioner shall provide adequate and effective policing in the area. Adequate and effective policing means all the functions that are described in section 11 of the CSPA and applicable regulations.
The City of Kawartha Lakes OPP Detachment will remain as the Administration/Operations Centre for the delivering of policing to the area.

Costs

Under section 64(1) of the CSPA, the Municipality shall pay the Minister of Finance for the policing the Commissioner provides in the area, in the amount and manner provided by O. Reg. 413/23: AMOUNT PAYABLE BY MUNICIPALITIES FOR POLICING FROM ONTARIO PROVINCIAL POLICE.

The estimated policing cost for 2024 associated to this proposal is **$8,057,660**. This amount is reflective of the most current cost estimates under the OPP Billing Model, captured in the current Annual Billing Statement. **(See Schedule A)**

Costs for any additional services positions provided under section 17(2) of the CSPA are not detailed in this proposal. As applicable, a separate additional cost statement will be provided in relation to additional services positions.

Schedule A

Costing Proposal

OPP 2024 CSPA s.22 Costing Proposal

Kawartha Lakes C

Estimated costs for the period January 1 to December 31, 2024

			Cost per Property $	Total Cost $
Base Service	**Property Counts**			
	Household	28,295		
	Commercial and Industrial	1,025		
	Total Properties	29,320	165.59	4,854,996
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	1.5132%	94.45	2,769,172
Overtime			8.76	256,985
Prisoner Transportation	(per property cost)		1.12	32,838
Accommodation/Cleaning Services	(per property cost)		4.90	143,668
Total 2024 Estimated Cost			**274.82**	**8,057,660**

Note: Final costs will be determined in accordance with O. Reg. 413/23: AMOUNT PAYABLE BY MUNICIPALITIES FOR POLICING FROM ONTARIO PROVINCIAL POLICE.

OPP Contacts

Please forward any questions or concerns to Detachment Commander or Municipal Policing Specialist at the Municipal Policing Bureau, OPP General Headquarters.

Detachment Commander, Inspector Timothy (Tim) Tatchell
Phone: (705) 324-6741
Email: timothy.tatchell@opp.ca

Municipal Policing Specialist, Sergeant Lisa Rotar
Phone: (705) 238-9118
Email: lisa.rotar@opp.ca

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE

City of Kawartha Lakes

BY-LAW NUMBER 2024-

A by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of $31,500.00 to be repaid with interest by means of rates hereinafter imposed;

The council, persuant to the *Tile Drainage Act*, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2024-Apr-30
yyyy/mm/dd

Second Reading 2024-Apr-30
yyyy/mm/dd

Provisionally adopted this 30 day of April , 2024

Doug Elmslie
Name of Head of Council

Signature

Cathie Ritchie
Name of Clerk

Signature

Third Reading 2024-Apr-30

Enacted this 30 day of April , 2024

Doug Elmslie
Name of Head of Council

Signature

Corporate Seal

Cathie Ritchie
Name of Clerk

Signature

I, Cathie Ritchie , clerk of the Corporation of the City of Kawartha Lakes certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Corporate Seal

Cathie Ritchie
Name of Clerk

Signature

The Corporation of the City of Kawartha Lakes

Schedule 'A' to By-law Number 2024-

Property Owner Information*				Description of Land Parcel to Which the Repayment Charge Will be Levied					Proposed date of loan (YYYY-MM-DD)	Sum to be loaned $	Annual rate to be imposed $
Benjamin Brouwer	Veronique Brouwer	0		Lot: 4			Con: 6 S Pt		2024-May-01	$ 31,500.00	$ 4,279.84
-	-										
221 Salem Road		Manilla	ONT	Roll #:	1651	110	030	01500			
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
0	0	0		Lot:			Con:				
-	-										
				Roll #:							
									TOTAL *	$ 31,500.00	$ 4,279.84

*** If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided.Only the owner(s) of the property may apply for a loan.**

TILE DRAINAGE DEBENTURE

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)

$31,500.00 No. 2024-05

The Corporation of the City of Kawartha Lakes hereby promises to pay to the Minister of Finance, the principal sum of $31,500.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of $4,279.84 on the 1st day of May, in the years 2025 to 2034, both inclusive.

The right is reserved to The Corporation of the City of Kawartha Lakes to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the City of Kawartha Lakes in the Province of Ontario, this 1st day of May, 2024, under the authority of By-law No. 2006-184 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

Corporate Seal

Doug Elmslie
Name of Head of Council

Signature

Carolyn Daynes
Name of Treasurer

Signature

OFFER TO SELL

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 5(8)

TO THE MINISTER OF FINANCE

The Corporation of City of Kawartha Lakes hereby offers to sell Debenture No. 2024-05 in the principal amount of $31,500.00 to the Minister of Finance as authorized by Borrowing By-law No. 2006-184 of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate for each drainage work, for which the Corporation lend the proceeds of this debenture, is attached hereto.

May 01, 2024

Date

Carolyn Daynes

Corporate Seal

Name of Treasurer

Signature of Treasurer

The Corporation of the City of Kawartha Lakes

By-Law 2024-

A By-Law to Stop Up and Close Part of Commerce Road on Plan 608, City of Kawartha Lakes, designated as Part 1 on Plan 57R-11129 (Part of PIN: 63237-0406 (LT)), and to Authorize its Sale to the Abutting Landowner

And to Authorize the Sale of Municipally Owned Property Legally Described as Part of Lot 9 and Part of Block 14 on Plan 608, City of Kawartha Lakes, designated as Part 2 on Plan 57R-11129 (Part of PIN: 63237-0397 (LT)) to the Abutting Landowner

Recitals

1. Pursuant to the Municipal Act, 2001, Council is empowered to stop up, close and to sell any part of a highway under its jurisdiction.

2. The Land legally described as Part of Commerce Road on Plan 608, in the Geographic Town of Lindsay, City of Kawartha Lakes, designated as Part 1 on Plan 57R-11129 (Part of PIN: 63237-0406 (LT)) forms part of the road allowance legally described as Commerce Road on Plan 605; Commerce Road on Plan 606; Commerce Road on Plan 608; Part of the West 1/2 of Lot 20, Concession 4, Ops, Part 1 on Plan 57R-4256; Part 3 on Plan 57R-4627 Being a Travelled Road Being Commerce Road South of Kent Street; Subject to R188721, VT72761, VT76551; Kawartha Lakes (PIN: 63237-0406 (LT)), and has been declared to be surplus to municipal needs.

3. It is desirable to stop up and close that part of the road allowance legally described as Part of Commerce Road on Plan 608, in the Geographic Town of Lindsay, City of Kawartha Lakes, designated as Part 1 on Plan 57R-11129 (Part of PIN: 63237-0406 (LT)) and to authorize the sale of the land to the abutting owners.

4. It is also desirable to sell the property legally described as Part of Lot 9 and Part of Block 14 on Plan 608, City of Kawartha Lakes, designated as Part 2 on Plan 57R-11129 (Part of PIN: 63237-0397 (LT)) to the abutting owner.

5. The sale of the lands described in Schedule A was recommended by the Committee of the Whole on the 7th day of March, 2023 by CW2023-054. The recommendation was adopted at the regular Council meeting on the 21st day of March, 2023 by CR2023-169.

6. Notice of the intention of City Council to pass this By-Law was given by advertising notice duly published in the Kawartha Lakes This Week on the 9th, 16th, and 23rd days of February, 2023 in accordance with the provisions of the Municipal Act, 2001 and City of Kawartha Lakes By-Law 2018-020, as amended.

7. The proposed By-Law came before Council for consideration at its regular meeting on the 30th day of April, 2024 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.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-Law 2024- .

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:**

(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: Road Closure and Land Sale

2.01 **Road Closure:** That part of the road allowance legally described as Part of Commerce Road on Plan 608, in the Geographic Town of Lindsay, City of Kawartha Lakes, designated as Part 1 on Plan 57R-11129 (Part of PIN: 63237-0406 (LT)) has been declared to be surplus to municipal needs and is hereby stopped up and closed.

2.02 **Sale:** The property legally described in Schedule A has been declared to be surplus to municipal needs and is hereby authorized to be sold to 1000324998 Ontario Inc. for Eighty-Five Thousand Dollars ($85,000.00),

plus HST (if applicable), plus the cost of the Reference Plan, advertising, appraisal, registrations, City staff time fee, legal fees and disbursements, and any other costs incurred by the City in connection to this transaction.

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 Division of Victoria (No. 57).

By-Law read a first, second and third time, and finally passed, this 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule A

Description of Land to be Sold to the Abutting Landowner

Part of Lot 9 and Part of Block 14 and Part of Commerce Road on Plan 608, City of Kawartha Lakes, being Parts 1 and 2 on Plan 57R-11129

The Corporation of the City of Kawartha Lakes

By-Law 2024-

A By-law to Deem Part of a Plan of Subdivision, Previously Registered for Lands Within the City of Kawartha Lakes, Not to Be a Registered Plan of Subdivision in Accordance with the Planning Act, Described as Lots 167-173, 188-191, 193-200 on Plan 57; Part of Lots 165-166, 192 on Plan 57 as in R466817; Part of Lot H on Plan 22 as in R466813; City of Kawartha Lakes, being PIN: 63150-0217 (LT)

File No.: L06-22-RS023, respecting 80 Ellice Street, Fenelon Falls

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 for the land described in section 2.01 in order to ensure that the portion of road allowance to be purchased by the property owner merges with the subject property.

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 of the land described in Section 2.01.

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: 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, 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: Details

2.01 **Property Affected:** The property affected by this By-law is legally described as Lots 167-173, 188-191, 193-200 on Plan 57; Part of Lots 165-166, 192 on Plan 57 as in R466817; Part of Lot H on Plan 22 as in R466813; City of Kawartha Lakes, being PIN: 63150-0217 (LT).

2.02 **Deeming Provision:** The property is deemed not to be part of a Registered Plan of Subdivision for the purposes of subsection 50(3) of the Planning Act, R.S.O. 1990, c.P.13.

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, 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 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-XXX

A By-law to Authorize the Execution of a Letter of Agreement between His Majesty the King in Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario and the City of Kawartha Lakes related to Funding Provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program

Recitals

1. An Agreement between the Minister of Transportation and the City must be entered into for the municipality to be eligible to receive funding.

2. The purpose of the Agreement was directed at capital and operating initiatives to increase public transportation ridership and support the development of strong communities.

3. This By-law authorizes the Agreement to be executed by the municipality.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2023-031.

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 within the administration of the City which fulfils the function of the City Clerk as required by the Municipal Act, 2001, c.25.

"Council" means the municipal council for the City.

"Treasurer" 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;

"Mayor" means the Chief Executive Officer of the City.

1.02 **Interpretation Rules**:

(a) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.

(b) References to items in the plural include the singular, as applicable.

(c) The word “include” is not to be read as limiting the phrases or descriptions that precede it.

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 will be considered to be severed from the balance of the By-law, which will continue to operate in full force and effect.

Section 2.00: Approval

2.01 Approvals: The Agreement appended to this By-law as Schedule “A” is approved.

2.02 Authorization: The Mayor and City Clerk are authorized to sign the Agreement appended to this By-law as Schedule “A”, and to affix the City’s corporate seal to them.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Treasurer shall be 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.

By-law read a first, second and third time, and finally passed, this XX day of XXX, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Kawartha Lakes - Letter of Agreement

Ministry of Transportation

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

Ministère des Transports

Bureau du ministre

777, rue Bay, 5e étage
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports

Ontario

March 15, 2024

Mayor Doug Elmslie
City of Kawartha Lakes
P.O. Box 9000, 26 Francis Street
Lindsay ON K9V 5R8

Dear Mayor Elmslie:

RE: Dedicated Gas Tax Funds for Public Transportation Program

---

This Letter of Agreement between the **City of Kawartha Lakes** (the "Municipality") and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2023-24 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **$708,684** ("the "Maximum Funds") in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.

2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **$531,513**; and any remaining payment(s) will be provided thereafter.

.../3

3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.

4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.

5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.

6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.

7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2023-24 Program year.

8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the return of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.

9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.

10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.

11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

.../3

12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.

13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.

14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:
MTO-PGT@ontario.ca

Sincerely,

Prabmeet Singh Sarkaria
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

Municipality

Date	Name (print): Title (head of council or authorized delegate): I have authority to bind the Municipality.
Date:	Name (print): Title (clerk or authorized delegate): I have authority to bind the Municipality.

The Corporation of the City of Kawartha Lakes

By-Law 2024-XXX

A By-Law to Designate 91 William Street North, Town of Lindsay in the City of Kawartha Lakes

A By-law to designate 91 William Street North in the Town of Lindsay 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 91 William Street North, Town of Lindsay 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 2024-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 91 William Street North, Town of Lindsay 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 19th day of March, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule A to By-law 2024-XXX

Being a By-law to designate 91 William Street North, Town of Lindsay in the City of Kawartha Lakes as being of cultural heritage value or interest.

Section 1: Description of Property

91 William Street North, Town of Lindsay

Section 2: Location of Property

Located on the south west corner of the intersection of William Street North and Bond Street West.

Section 3: Legal Description

LT 7 S/S BOND ST PL TOWN PLOT; PT LT 6 S/S BOND ST, 8 S/S BOND ST PL TOWN PLOT AS IN TL30707 AND VT94471; S/T AND T/W VT94471; KAWARTHA LAKES

Section 4: Location of Heritage Features

The primary heritage feature of the property is the historic telephone exchange building which is located on the east side of the property facing William Street North.

Section 5: Statement of Reasons for Designation

Design and Physical Value
91 William Street North has design and physical value as a unique example of a mid-twentieth century Stripped Classical telephone exchange in Lindsay. The building was constructed between 1948 and 1949 as a new telephone exchange for the Bell Telephone Company and is one of only a few examples of this style of industrial structures in Kawartha Lakes. The Neoclassical style was prevalent throughout the 1920s and 1930s in commercial and public architecture where it was adopted by a range of architects in different urban locations across North America. Although it had declined in popularity in Canada and the United States by the late 1940s when the subject property was constructed, it remained an important architectural form into the mid-twentieth century of which the subject property is a good example. The property is also representative of increasing technical requirements around telephone exchange construction in the first half of the twentieth century in response to new technologies and an increased demand for telephone services.

Historical and Associative Value
91 William Street North has historical and associative value in its association with the history of telecommunications in Lindsay. The building was constructed in 1949 as a replacement for the town’s older telephone exchange and responded to a substantial increase in demand for telephone services in the community. The property yields information regarding the development of the telephone in Lindsay as it evolved from the late nineteenth to the mid-twentieth century as increasing numbers of residents and businesses installed telephones in the community. Similarly, it yields information regarding changes in the local

economy and workforce with the introduction of new technology, particularly automated switching which had a substantial impact on women in the workforce.

Contextual Value
91 William Street North has contextual value as part of the diverse historic landscape of William Street North. The William Street North corridor, which runs north from Kent Street West in close proximity to the Scugog River, include a wide range of historic buildings dating from the late nineteenth to the mid-twentieth century and includes both commercial and residential structures. Taken together these form a cohesive evolved landscape that demonstrates the development of this portion of Lindsay and the subject property is linked to its surroundings as part of this evolving development.

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 support the value of the property as a mid-twentieth century telephone exchange and a unique example of Stripped Classical architecture in Lindsay.

- Two storey red brick construction
- Flat roof
- Cornice
- Rectangular, symmetrical massing
- Low relief decorative brickwork and coursing
- Fenestration including:
    - Drip moulds
    - Low relief surrounds
    - Radiating voussoirs
    - Keystones
    - Hexagonal windows on front elevation
- Central entrance including:
    - Classical entrance surround

- Pilasters
- Entablature and decorative motifs
- “The Bell Telephone Company of Canada” signage
- Cornice
- Double entrance doors
- Transome with decorative grating

Historical and Associative Attributes
The historical and associative attributes support the value of the property in its role in the history of telecommunications in Lindsay.

- Association with the historic of telecommunications in Lindsay
- Relationship to 33 William Street North
- “The Bell Telephone Company of Canada” signage

Contextual Attributes
The contextual attributes support the value of the property as a contributing feature of the mixed and evolved landscape of William Street North.

- Location along William Street North at the intersection of Bond Street West
- Views from the property along William Street North and Bond Street West
- Views of the property from William Street North and Bond Street West
- Set back from the sidewalk

The heritage attributes of the property do not include the modern rear addition to the building or its rear parking lot.

Section 7: Scope of Designation

The scope of the designation only includes the historic portion of the building, constructed in 1949 and located on the east side of the property, facing William Street. This area encompasses 632 m², including the historic structure and the directly adjacent front and side yards. The designation does not include in the 1970 rear addition or the existing parking lot on the rear of the lot with entrance from Bond Street West. This area encompasses 2,724 m² and includes the side yards directly adjacent to the 1970 addition and the parking lot to the rear of the building.

The Corporation of the City of Kawartha Lakes

By-Law 2024-XXX

A By-law to Designate 37 King Street East, Village of Omemee in the City of Kawartha Lakes

A By-law to designate 37 King Street East 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 37 King Street East 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 2024-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 37 King Street East, 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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule A to By-law 2024-XXX

Being a By-law to designate 37 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

37 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 commercial 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
37 King Street East has design and physical value as a representative example of a Second Empire style commercial 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. 37 King Street East forms part of the commercial block known municipally as 31-37 King Street East.

Historic and Associative Value
37 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 these businesses, 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 commercial buildings extant along King Street East. It is one of a collection of Second Empire style commercial 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. 37 King Street East forms part of the commercial block known municipally as 31-37 King Street East and its physically attached to the other portion of the building addressed as 31-35 King Street East.

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 representative example of a Second Empire style commercial property in Omemee.

- Two-and-a-half storey buff brick construction
- Mansard roof including:
    - Dormer windows
    - Decorative woodwork
    - Brackets
- Decorative brickwork
- Pilasters
- Brackets
- Wide eaves
- Fenestration including:
    - Rounded sash windows
    - Transoms
- Residential entrances

- Surviving Victorian storefront

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.

- Former use as Williamson's Harness and Shoe Shop and T. Ivory & Sons General Store
- Relationship to the history of commercial development in Omemee
- Relationship to other buildings erected as part of the post-1890 reconstruction of Omemee

Contextual Attributes
The contextual attributes of the property support its value as a contributing feature to the historic streetscape of downtown Omemee.

- Construction to the lot line
- Views of the property along King Street East
- Views from the property along King Street East
- Relationship to other Second Empire style buildings in downtown Omemee

The Corporation of the City of Kawartha Lakes

By-Law 2024-XXX

A By-law to Designate 31-35 King Street East, Village of Omemee in the City of Kawartha Lakes

A By-law to designate 31-35 King Street East 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 31-35 King Street East 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 2024-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 31-35 King Street East, 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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule A to By-law 2024-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 commercial 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 commercial 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 commercial 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 these businesses, 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 commercial buildings extant along King Street East. It is one of a collection of Second Empire style commercial 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 commercial 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 and apply to all elevations, unless otherwise specified, and the roof including: all façades, entrances, windows, chimneys, and trim, together with construction materials of wood, brick, stone, stucco, concrete, plaster parging, metal, glazing, their related building techniques and landscape features.

Design and Physical Attributes
The design and physical attributes of the property support its value as a representative example of a Second Empire style commercial property in Omemee.

- Two-and-a-half storey buff brick construction
- Mansard roof including:
    - Dormer windows
    - Decorative woodwork
    - Brackets
- Decorative brickwork
- Pilasters
- Brackets
- Wide eaves
- Fenestration including:
    - Rounded sash windows
    - Transoms
- Residential entrances

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.

- Former use as Williamson's Harness and Shoe Shop and T. Ivory & Sons General Store
- Relationship to the history of commercial development in Omemee
- Relationship to other buildings erected as part of the post-1890 reconstruction of Omemee

Contextual Attributes
The contextual attributes of the property support its value as a contributing feature to the historic streetscape of downtown Omemee.

- Construction to the lot line
- Views of the property along King Street East
- Views from the property along King Street East
- Relationship to other Second Empire style buildings in downtown Omemee

The Corporation of the City of Kawartha Lakes

By-Law 2024-XXX

A By-law to Designate 13-17 King Street East, Village of Omemee in the City of Kawartha Lakes

A By-law to designate 13-17 King Street East 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 13-17 King Street East, 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 2024-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 13-17 King Street East, 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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule A to By-law 2024-XXX

Being a By-law to designate 13-17 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

13-17 King Street East, Village of Omemee

Section 2: Location of Property

Located on the north side of King Street East at the intersection of King Street East and George Street North.

Section 3: Legal Description

PLAN 109 LOT 5 N KING ST E - STURGEON ST

Section 4: Location of Heritage Features

The primary heritage feature of the property is the late nineteenth century commercial block which is located on the south side of the property facing King Street East and George Street North.

Section 5: Statement of Reasons for Designation

Design and Physical Value
13-17 King Street East has design and physical value as a representative example of a Second Empire style commercial 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 in 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, although it is unique as a corner block.

Historical and Associative Value
13-17 King Street East has historical and associative value as the Grandy Block. Constructed in 1892, 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 a commercial building within the downtown that provides information regarding the economic growth of the community throughout the second half of the nineteenth century. More specifically, it is the former home of the Omemee post office that once occupied the corner unit and yields information regarding the importance of the mail in turn of the century communities.

Contextual Value
13-17 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 commercial buildings extant along King Street East. It is one of a collection of Second Empire style commercial 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.

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 representative example of a Second Empire style commercial property in Omemee.

- Two-and-a-half storey buff brick construction
- Mansard roof including:
    - Dormer windows
    - Decorative woodwork
    - Brackets
- Decorative brickwork including:
    - Corbels
- Pilasters
- Brackets
- Wide eaves
- Flattened corner
- Corner entrance
- King Street East entrance
- Storefront
- Fenestration including:
    - Rounded sash windows

    - 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.

- Former use as a grocery store and post office
- Relationship to the Grandy family
- Relationship to the history of commercial development in Omemee
- Relationship to other buildings erected as part of the post-1890 reconstruction of Omemee

Contextual Attributes
The contextual attributes of the property support its value as a contributing feature to the historic streetscape of downtown Omemee.

- Construction on the corner of King Street East and George Street North
- Construction to the lot line
- Views of the property along King Street East and George Street North
- Views from the property along King Street East and George Street North
- Relationship to other Second Empire style buildings in downtown Omemee

The Corporation of the City of Kawartha Lakes

By-Law 2024-XXX

A By-law to Designate 479 Eldon Road, Geographic Township of Mariposa in the City of Kawartha Lakes

A By-law to designate 479 Eldon Road in the Geographic Township of Mariposa 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 479 Eldon Road, Geographic Township of Mariposa 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 2024-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

2.01 479 Eldon Road, Geographic Township of Mariposa 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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule A to By-law 2024-XXX

Being a By-law to designate 479 Eldon Road, Geographic Township of Mariposa in the City of Kawartha Lakes as being of cultural heritage value or interest.

Section 1: Description of Property

479 Eldon Road, Geographic Township of Mariposa

Section 2: Location of Property

Located on the west side of Eldon Road north of the hamlet of Little Britain.

Section 3: Legal Description

LT 20 W/S KING ST AND N/S MILL ST PL 79; PT S1/2 LT 15 CON 5 MARIPOSA; PT LT 19 W/S KING ST AND N/S MILL ST PL 79 AS IN R372169; KAWARTHA LAKES

Section 4: Location of Heritage Features

The primary heritage feature of the property is the former school which is located on the east side of the property facing Eldon Road.

Section 5: Statement of Reasons for Designation

Design and Physical Value
479 Eldon Road has design and physical value as a representative example of an early twentieth century. Constructed in the Beaux-Arts style, it originally demonstrated the key architectural features associated with this style, including large banks of windows, a rusticated foundation and symmetrical massing alongside more unique features, such as its crenelated tower. The building has been extensively modified since its original date of construction, but nevertheless still retains some of its features, as well as its massing, that is typical of new school construction in the first decades of the twentieth century. It is also unique as a surviving example of a rural continuation school as it is the sole example of this type of early twentieth century school in Mariposa Township.

Historical and Associative Value
479 Eldon Road has historical and associative value as the former school for the hamlet of Little Britain. It was constructed to serve Mariposa School Section 8, which included the community, in 1929 to replace an older school and was the last of several generation of schools in and around Little Britain to serve local children. It also served as a continuation, or secondary, school for Little Britain and surrounding area at a time when most secondary education was offered in larger communities, such as Lindsay, and demonstrates the evolving nature of education in Ontario in the early twentieth century as the province sought to bridge to service gap between urban and rural communities. As a surviving historic school in the township, it yields information regarding the history of education in both Little Britain and in Mariposa Township more generally. It operated as a school from 1929 to 1972 and has direct associations with the historic and development of education in the community as a settlement are serving a wider rural agricultural area.

Contextual Value
479 Eldon Road has contextual value as a local landmark and an important part of the hamlet character of Little Britain. In its location at the northern edge of Little Britain, the property is in close proximity to other residential, institutional and commercial structures of a similar age in a variety of architectural styles which, taken together, form a cohesive historic landscape. The property maintains and supports this hamlet character and is historically linked to its surroundings as part of this development. It is also a landmark as the former local school, a role it served from its construction in 1929 to its closure in 1972.

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 support the value of the property as an early twentieth century Beaux-Arts school.

- Raised one-storey red brick construction
- Flat roof
- Cornice
- Symmetrical massing
- Central tower
- Central entrance with double doors and transom
- Stairs
- Side entrances with transoms
- Rusticated foundation
- Polychromatic and decorative brickwork
- Fenestration
- “S.S. No. 8 Public and Continuation School” sign
- “Boys” and “Girls” signs

Historical and Associative Attributes
The historical and associative attributes support the value of the property as the

former Little Britain Public and Continuation School and in its role in the history of education in Little Britain.

- Former use as a public and continuation school
- Relationship to the history of education in Little Britain
- Signage

Contextual Attributes

- Location at the north side of Little Britain along Eldon Road
- Views of Eldon Road from the property
- Views of the property from Eldon Road

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

A By-law to Amend By-law 2005-328 being A By-law to Establish Speed Limits in the City of Kawartha Lakes

Recitals

1. By-Law 2005-328 was adopted by Council on December 13, 2005 to establish speed limits in the City of Kawartha Lakes.
2. Policy CP2022-002 grants the Director of Engineering and Corporate Assets, or their delegate, the authority to bring By-laws to regulate traffic to Council.
2. Engineering staff have deemed this amendment to be in keeping with best practices.
3. The Municipal Act, 2001, S.O.2001, c.25 authorizes municipal councils to pass by-laws respecting traffic on highways under their jurisdiction, in conjunction with the provisions and requirements of the Highway Traffic Act, R.S.O. 1990, c.H.8.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-__.

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;

"Director of Engineering and Corporate Assets" 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: Amendments - Deletions

2.01 **Schedule D:** That Schedule D to By-law Number 2005-328, Highways with a speed limit of 50 Kilometres per Hour, be amended by **deleting** the following:

Road #	**From**	**To**
8 (Bobcaygeon)	the west limit of the Village of Bobcaygeon	a point 640m westerly
Carden – E. Dalrymple Lake Road	Con 2/3 in Lot 15	Con ¾ in Lot 18
Carden – East Lake Dalrymple Road	Concession 3	Lot 20
Carden – Avery Point Road	Lot 19/20	End

2.02 **Schedule G:** That Schedule G to By-law Number 2005-328, Designated School Zones – Highways with a Speed Limit of 60 km/hr, be amended by **deleting** the following:

Road Name	**School**
Eldon Road (Mariposa)	Mariposa Elementary School
Heights Road (Emily)	Mennonite School
Glenarm Road (Road #8) (Fenelon)	Mennonite School

Section 3.00: Amendments - Additions

3.01 **Schedule C:** That Schedule C to By-law Number 2005-328, Highways with a speed limit of 60 Kilometres per Hour, be amended by **adding** the following:

Road #	**From**	**To**
CKL Road 8	the west limit of the Village of Bobcaygeon	a point 1000m westerly
Yelverton Road	A point 500m south of Highway 7a	Newry Road

Yelverton Road	Highway 7a	Janetville Road
Fleetwood Road	Highway 35	St. Mary's Road
Lake Dalrymple Road	Whippoorwill Lane	A point 500m northerly

3.02 **Schedule E:** That Schedule D to By-law Number 2005-328, Highways with a speed limit of 40 Kilometres per Hour, be amended by **adding** the following:

Road #	**From**	**To**
Lake Dalrymple Road	A point 500m north of Kirkfield Road	Whippoorwill Lane
Avery Point Road	McNabb Road	North End

3.03 **Schedule F:** That Schedule F to By-law Number 2005-328, Designated School Zones – Highways with a Speed Limit of 40 km/hr, be amended by **adding** the following:

School	**Road Name**	**Designation**	**Extents**	**Prescribed Times**
Private Community School	Colborne Street West	School Zone	150m east and west of Heritage Way	All times

3.04 **Schedule G:** That Schedule G to By-law Number 2005-328, Designated School Zones – Highways with a Speed Limit of 60 km/hr, be amended by **adding** the following:

School	**Road Name**	**Designation**	**Extents**	**Prescribed Times**
Mariposa Elementary School	Eldon Road	School Zone	150m from property	7am to 5pm on days school is in session

School	Road Name	Designation	Extents	Prescribed Times
Private Community School	Heights Road	School Zone	150m from property	All times
Private Community School	Glenarm Road (CKL Road 8)	School Zone	150m from property	All times

Section 4.00: Administration and Effective Date

4.01 **Administration of the By-law:** The Director of Public Works is responsible for the installation and maintenance of signs authorized by this by-law.

4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed, and after properly worded signs have been erected.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

_____ _____

Doug Elmslie, Mayor Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

A By-law to Amend By-law 2023-179 being A By-law to Regulate Parking in the City of Kawartha Lakes

Recitals

1. By-Law 2023-179 was adopted by Council on October 24, 2023 to Regulate Parking in the City of Kawartha Lakes.
2. Policy CP2022-002 grants the Director of Engineering and Corporate Assets, or their delegate, the authority to bring By-laws to regulate traffic to Council.
2. Engineering staff have deemed this amendment to be in keeping with best practices.
3. The Municipal Act, 2001, S.O.2001, c.25 authorizes municipal councils to pass by-laws respecting traffic on highways under their jurisdiction, in conjunction with the provisions and requirements of the Highway Traffic Act, R.S.O. 1990, c.H.8.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-__.

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;

"Director of Engineering and Corporate Assets" 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: Amendments - Deletions

2.01 **Schedule A:** That Schedule A to By-law Number 2023-179, No Parking Zones, be amended by **deleting** the following:

Street	**Geographic Area**	**Side**	**From**	**To**	**Time Restrictions**
Adelaide Street North	Lindsay	East	Elgin Street	Parkway Ave.	

Section 3.00: Amendments - Additions

3.01 **Schedule A:** That Schedule A to By-law Number 2023-179, No Parking Zones, be amended by **adding** the following:

Street	**Geographic Area**	**Side**	**From**	**To**	**Time Restrictions**
Adelaide Street North	Lindsay	East	Elgin Street	Pottinger Street	
Adelaide Street North	Lindsay	Both	Pottinger Street	A point 80m northerly	
Adelaide Street North	Lindsay	East	A point 80m north of Pottinger Street	Parkway Avenue	
Pottinger Street	Lindsay	South	Adelaide Street North	Albert Street North	

Section 4.00: Administration and Effective Date

4.01 **Administration of the By-law:** The Director of Public Works is responsible for the installation and maintenance of signs authorized by this by-law.

4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed, and after properly worded signs have been erected.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-

A By-Law to Repeal and Replace By-Law 2019-077 as amended, Being a By-Law to Regulate the Operation of ORVs on Municipal Highways in the City of Kawartha Lakes

Recitals

1. The Highway Traffic Act, R.S.O. 1990, ChapterH.8, Section 191.1, subsection (1) states that no person shall drive an off-road vehicle on a highway except in accordance with the regulations and any applicable municipal by-laws. 1999, c. 12, Sched. R, s. 17
2. The Highway Traffic Act, R.S.O. 1990, Chapter H.8, Section 191.8, subsection (3) provides that a Council of a municipality may pass by-laws permitting the operation of off-road vehicles with three or more wheels and low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality, or on any parts of such highway.
3. Ontario Regulation 316/03, Part 1, includes definitions for both All-terrain Vehicle (ATV) and Multi-Purpose Off-Highway Utility Vehicle (UTV).
4. Council deems it advisable to allow ATVs on certain roads as previously approved by Resolution CR2009-650 and By-law 2009-116, as amended.
5. Council adopted Resolution CR2019-225 on March 26, 2019 directing amendments to By-law 2009-116, as amended, to temporarily permit the use of Side by Side Off Road Vehicles on designated City Highways to allow for implementation of a pilot project.
6. Council adopted Resolution CR2024-122, to permanently permit the use of ATV's on certain roads on a permanent basis.
7. This by-law repeals and replaces By-law 2019-077, as amended, to implement Council's decision, align definitions with applicable legislation and address any minor amendments required as identified by staff.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___.

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"All-terrain Vehicle (ATV)" as defined in Section 1 of the Ontario Regulation 316/03 as an off-road vehicle (ORV) that,

a) has four wheels, the tires of which are all in contact with the ground
b) has steering handlebars,
c) has a seat that is designed to be straddled by the driver; and
d) is designed to carry,
    i. a driver only and no passengers, or
    ii. a driver and only one passenger, if the vehicle,
        a. has one passenger seat that is designed to be straddled by the passenger while sitting face forward behind the driver; and

b. is equipped with foot rests for the passenger that are separate from the foot rests for the driver.

"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 Public Works" 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.

"Helmet" includes the requirements for a helmet for the purpose of section 19 of the Off-Road Vehicles Act, R. S. O. 1990, c.O.4 and are those set out for motorcycles in Regulation 610 of the Revised Regulations of Ontario, 1990 made under the Highway Traffic Act. O. Reg. 317/03, s. 3, as amended.

"Highway(s)" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge viaduct or trestle within the city of Kawartha Lakes, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof or as defined in the most recent revision of the Highway Traffic Act, R.S.O. 1990, Chapter H.8;

"Multi-Purpose Off-Highway Utility Vehicle" (UTV) as defined in Section 1 of the Ontario Regulation 316/03 means an off-road vehicle (ORV) that,

a) has four or more wheels, the tires of which are all in contact with the ground,
b) has a steering wheel for steering control,
c) has seats that are not designed to be straddled, and
d) has a minimum cargo capacity of 159 kilograms;

"Municipal Law Enforcement Officer" means a person appointed by Council under the Police Services Act to enforce the By-laws of the City;

"Off-Road Vehicle" (ORV) is as defined within the Off-Road Vehicles Act, R.S.O. 1990, as amended;

"Police Officer" means a chief of police or other police officer in a police service which is responsible for enforcing the provisions of this By-law;

"Recreational Off-Highway Vehicle" (ROV) as defined in Section 1 of the Ontario Regulation 316/03 as amended below means an off-road vehicle that,

a) has four or more wheels, the tires of which are all in contact with the ground,
b) has a steering wheel for steering control,
c) has seats that are not designed to be straddled,

d) has an engine displacement equal to or less than 1,000 cubic centimeters, and
e) does not exceed 1625 mm (64 inches) in width.

"VRTC" means the Victoria Rail Trail Corridor.

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.

1.05 **Pilot Projects:** If City Council deems it appropriate to adopt temporary modifications to this by-law to validate the viability of a series of regulations, amendments may be made to this by-law by City Council and attached to this by-law as a Schedule. Where there is disagreement between the main body of this by-law, and a Schedule attached to this by-law, established as a Pilot Project, the regulations established in the Schedule(s) of this by-law shall take precedence and be enforceable. Pilot Projects attached as a Schedule to this by-law shall be time limited, and the regulations established therein shall expire by the expiry date listed on the Schedule.

Section 2.00: Operation of ORVs

2.01 No person shall operate an ORV on highways unless otherwise permitted in accordance with the Off Road Vehicles Act, R.S.O 1990, c.O.4, as amended and where defined in Section 3.00 herein.

2.02 That an ORV shall not be operated on highways unless it meets the equipment requirements of Section 7-15 of Ontario Regulation 316/03 and it is operated in accordance with Sections 16-24 of the Regulation.

2.03 That an ORV shall not be permitted to travel on a municipal highway if the exhaust system has been altered over the manufacturer's recommended decibel level. Operation and use of ORV must be in accordance with City Noise By-law, as amended.

2.04 No person shall operate an ORV on any highways between 9:00 p.m. and 7:00 a.m.

2.05 No person shall operate an ORV over and upon any municipally owned or municipally maintained land used as parks, playgrounds or for utility purposes.

2.06 No person shall travel on an ORV on any highway in a direction opposite to that of traffic.

2.07 No person shall operate an ORV on a highway without wearing a motorcycle helmet as required by the Highway Traffic Act, R.S.O.1990, as amended.

2.08 No person shall operate an ORV on a highway without a valid driver's license issued under section 32 of the Highway Traffic Act R.S.O. 1990, Chapter H.8. and insurance.

2.09 No person shall travel on an ORV on any part of the highway other than the shoulder of the highway. The exception to this provision is if the shoulder is unsafe the ORV may be operated on the highway.

Section 3.00: Location and ORV Type

3.01 ATV's and ROV's shall be permitted:

i. north of Kawartha Lakes Road 8: shall be permitted on highways, which are described in Schedule "A" – ATV Routes, attached to this by-law.

ii. on all highways north of Kawartha Lakes Road 8 and Kawartha Lakes Road 121 as it connects Kawartha Lakes Road 8 in Fenelon Falls, excluding all roads within the settlement area of Fenelon Falls except those included in Section 3.02 i.

iii. on Kawartha Lakes Road 36 from the intersection of Kawartha Lakes Road 8 north to Main Street to the Kawartha Lakes boundary in Bobcaygeon, and save and except Highway 35, for the express purpose of travelling from the place of residence to the nearest designated ATV and/or ROV route.

3.02 ATVs shall be permitted:

i. Fenelon Falls

- North to South Road Access Route VRTC to Garnett Graham Park, east on Francis Street to Colborne Street, south on Colborne Street to Lindsay Street, east on Elliot Street and south on Murray Street to VRTC.

- South to North Road Access Route VRTC, north on Murray Street, west on Elliot Street to Lindsay Street, north on Lindsay Street to Colborne Street, west on Francis Street to Garnett Graham Park to VRTC.

ii. Lindsay Victoria Rail Trail Link

- Logie Street from the Victoria Rail Trail (VRT) trailhead to Riverview Road
- St. David Street from Riverview Road to King Street

- King Street from St. David Street to Lindsay Street North
- Lindsay Street North from King Street to Wellington Street
- Wellington Street from Lindsay Street North to Victoria Avenue North
- Victoria Avenue North from Wellington Street to Elgin Street
- Elgin Street from Victoria Avenue North to Angeline Street North
- Angeline Street North from Elgin Street to Thunderbridge Road
- Thunderbridge Road from Angeline Street North to the Victoria Rail Trail Corridor.

iii. Pontypool area

- Telecom Road from John Street to Porter Road
- Porter Road from Telecom Road to the Victoria Rail Trail Corridor

iv. Omemee area

- Sturgeon Road South from the boat launch to Highway 7
- Sturgeon Road North from Highway 7 to Beaver Road
- Beaver Road from Sturgeon Road North to Heights Road
- Heights Road from Beaver Road to Mount Horeb Road
- Mount Horeb Road from 100m East of Highway 35 to 100m West of Highway 7
- Crosswind Road (all)
- Hogsback Road from Mount Horeb Road to Ski Hill Road

v. Cameron area

- Ranchers Road from Kawartha Lakes Road 121 to Long Beach Road
- Long Beach Road from Highway 35 to Kawartha Lakes Road 121, save and except the section of Long Beach Road from Ranchers Road to Manor Road (where Long Beach Road reaches the water)

vi. Janetville area

- Golf Course Road from View Lake Road to St. Mary's Road
- St. Mary's Road from Golf Course Road to Mount Horeb Road
- Mount Horeb Road from 100m East of Highway 35 to 100m West of Highway 7
- Janetville Road from Janetville to Golf Course Road

vii. Lindsay area

- Thunder Bridge Road (all)
- Kenrei Road (all)

Section 4.00: Rate of Speed

4.01 Maximum speeds shall align with O. Reg. 316/03, s. 22, under the Highway Traffic Act, R.S.O. 1990, c.H.8. The ATV or UTV shall not be driven at a rate of speed greater than:

a. 20 km/hr if the speed limit established under the Highway Traffic Act or by municipal by-law for that part of the Highway is not greater than 50 km/hr; or
b. 50km/hr if the speed limit established under the Highway Traffic Act or by municipal by-law for that part of the Highway is greater than 50 km/hr.

Section 5.00: Exemptions

5.01 This by-law does not apply to police, fire, ambulance, search and rescue or other emergency vehicles while engaged in an emergency situation.

Section 6.00: Enforcement, Offence and Penalties

6.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.

6.02 **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 maximum penalty as set out in section 61 of the Provincial Offences Act R.S.O 1990, c.P.33 as amended or any successor thereof and to any other applicable penalty.

Section 7.00: Administration and Effective Date

7.01 **Administration of the By-law:** The Director of Public Works is responsible for the administration of this by-law.

7.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

Section 8.00: Repeals

8.01 **Repeal:** By-law 2019-077 is repealed.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule "A" To By-Law 2024-___

Designated ATV Routes

Road Name	From	To	Type of Road
Black River Rd.	Dalton/Digby Line	Chisholm Trail (Road #6)	Open Road Allowance
Chisholm Trail (Road #6)	Black River Rd.	Road #45	Open Road Allowance
Road #45 (Taylor's Rd.)	Road #6	Hill's Road	Open Road Allowance
Hill's Rd.	Taylor's Rd.	Wolf Run Lane	Part Open Road Allowance – Part unopened
Wolf Run Lane	Hill's Rd.	Lake Dalrymple Rd	Unopened Road Allowance
Lake Dalrymple Rd.	Wolf Run Lane	Alvar Rd.	Open Road Allowance
Alvar Rd.	Lake Dalrymple Rd.	Wylie Rd.	Open Road Allowance
Alvar Rd.	Wylie Rd.	Victoria Rd.	Open Road Allowance
Victoria Rd. (Road #35)	Alvar Rd.	South to North Mountain Rd.	Open Road Allowance
North Mountain Rd.	Victoria Rd. (Road #35)	CKL Road #41	Open Road Allowance
CKL Road #41	North Mountain Rd.	North East to Bexley Laxton Township Line	Open Road Allowance
Bexley Laxton Township Line	CKL Road #41	West to Deer Lake Rd.	Open Road Allowance
Deer Lake Rd.	Bexley Laxton Township Line	North-East to Monck Rd. (Road #45)	Open Road Allowance
Monck Rd. (Road #45)	Deer Lake Rd.	East through the Hamlet of Norland to Buller Rd.	Open Road Allowance
Wylie Rd.	Alvar Rd.	Kirkfield Rd. (Road #6)	Open Road Allowance
Kirkfield Rd. (Road #6)	Wylie Road	Lift Lock Road	Open Road Allowance
Lift Lock Rd.	Kirkfield Rd. (Road #6)	Rockview Rd.	Part Open Road Allowance – Part unopened
Rockview Rd.	Lift Lock Rd.	Portage Rd. (Road #48)	Unopened Road Allowance
Rockview Rd.	Portage Rd. (Road #48)	Eldon Station Rd.	Open Road Allowance
Eldon Station Rd.	Rockview Rd.	Sandringham Rd.	Open Road Allowance
Sandringham Rd.	Eldon Station Rd.	Lorneville Rd.	Open Road Allowance
Lorneville Rd.	Sandringham Rd.	Windemere Rd.	Open Road Allowance
Windemere Rd.	Lorneville Rd.	Woodville Rd. (Road #9)	Open Road Allowance
Woodville Rd. (Road #9)	Windemere Rd.	The West Limit of the Village of Woodville	Open Road Allowance
Glenarm Rd. (Road #8)	Sandringham Rd.	East to Road #36 (Village of Bobcaygeon)	Open Road Allowance
Northline Rd,	Glenarm Rd. (Road #8)	North to Somerville 7th Conc. Rd.	Open Road Allowance

Road Name	From	To	Type of Road
Somerville 7th Conc. Rd.	Northline Rd.	West to Baseline Rd. (Road #42)	Open Road Allowance
Baseline Rd. (Road #42)	Somerville 7th Conc. Rd.	Sticky Lane	
Somerville 11th Conc. Rd.	Sticky Lane	East to Woodcock Line	Unopened Road Allowance
Woodcock Line	Somerville 11th Conc. Rd.	North to Monck Rd. (Road #45)	Open Road Allowance
Monck Rd. (Road #45)	Woodcock Line	West to Buller Rd.	Open Road Allowance
Buller Rd.	Monck Rd. (Road #45)	North to Boundary Rd. With Lutterworth Twp.	Open Road Allowance
Boundary Rd. (with Lutterworth Twp.)	#380 Boundary Rd.	West to Road #121	Open Road Allowance
Road #121	Boundary Rd.	South to the Hamlet of Kinmount	Open Road Allowance
Road #121	South Limits of the Village of Kinmount	South to Somerville 11th Conc. Rd.	Open Road Allowance
Somerville 11th Conc. Rd.	Road #121	West to Pinery Rd.	Open Road Allowance
Pinery Rd.	Somerville 11th Conc. Rd.	South West to Burnt River Rd.	Open Road Allowance
Burnt River Rd. (Road #44)	Pinery Rd.	South to Somerville 6th Conc. Rd.	Open Road Allowance
Somerville 6th Conc. Rd.	Burnt River Rd. (Road #44)	West to Northline Rd.	Open Road Allowance
Somerville 3rd Conc. Rd.	Brook Rd.	East to Road #49	Part Open Road Allowance – Part unopened.

The Corporation of the City of Kawartha Lakes

By-Law 2024-

A By-law to Amend The Township of Mariposa Zoning By-law 94-07, as amended, To Rezone Land within the City of Kawartha Lakes

File D06-2024-004, Report PLAN2024-022, respecting Part Lot 16, Lot 17, Concession A Geographic Township of Mariposa, being 77 Cottage Road, 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 zone 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.

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 2024-___.

Section 1.00: Zoning Details

1.01 **Property Affected:** The Property affected by this by-law is described as Part Lot 16, Lot 17, Concession A Geographic Township of Mariposa, being 77 Cottage Road, now City of Kawartha Lakes.

1.02 **Schedule Amendment:** Schedule 'A' to By-law No 94-07 of the Township of Mariposa, as amended, is further amended to change the zone category on:

(a) A portion of the property from the 'Agricultural (A1) Zone' to the 'Rural Residential Type One Exception Thirteen (RR1-13) Zone'; and

(b) A portion of the property from the 'Agricultural (A1) Zone' to 'Agricultural Exception Forty Three (A1-43) Zone', as shown on Schedule 'A' attached to this By-law;

1.03 **Textual Amendment:** By-law No. 94-07 of the Township of Mariposa, as amended, is further amended by adding the following to Subsection 8.3 Agricultural Exception Zones:

"8.3.43 Agricultural Exception Forty Three (A1-43*)* Zone

8.3.43.1 Notwithstanding Subsection 8.1.1, on land zoned ‘A1-43’, a residential dwelling shall not be a permitted use.”

1.04 **Textual Amendment:** By-Law No. 94-07of the Township of Mariposa, as amended, is further amended by adding the following to Subsection 12.3 Rural Residential Type One Exception Zones:

12.3.13 Rural Residential Type One Exception Thirteen (RR1-13) Zone

12.3.13.1 Notwithstanding article 12.2.1.3 clause (b), land zoned ‘RR1-13’ shall have a minimum front yard of 6.63 metres.

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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

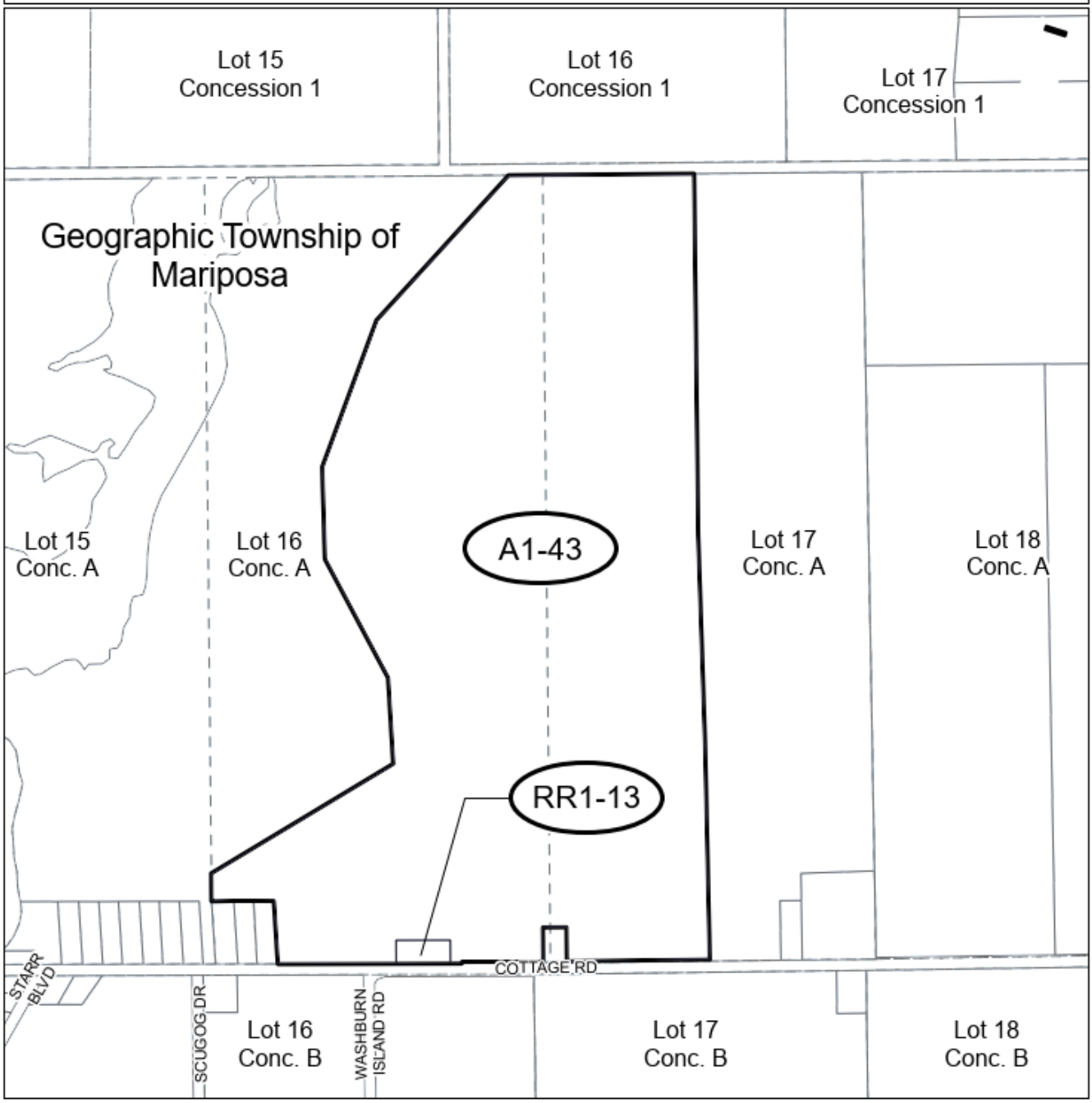
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2024.

MAYOR _____ CLERK _____



The Corporation of the City of Kawartha Lakes

By-Law 2024-

A By-Law to Amend the City of Kawartha Lakes Official Plan to Re-designate Land within the City of Kawartha Lakes

[File D01-2023-003 and D06-2023-027, Report PLAN2024-026, respecting Block 18 Plan 57M-759, Part of Lot 1, Concession 19 and Part of Lot 2, Concession 10, geographic Township of Verulam, now City of Kawartha Lakes - 1570194 Ontario Inc.]

Recitals:

1. Sections 17 and 22 of the Planning Act, R.S.O. 1990, c. P.13, authorize Council to consider the adoption of an amendment to an Official Plan.

2. Council has received an application to amend the City of Kawartha Lakes Official Plan to recognize the historical placement of six (6) existing docks, and to permit the development of three (3) new docks on the shoreline property known as Block 18, Peller Court. The subject site in question is identified as Development Plan Area 5 (DP-5) and designated as Nature Reserve under the Official Plan.

3. A public meeting to solicit public input has been held.

4. Council deems it appropriate to adopt Official Plan Amendment Number ____.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___.

Section 1:00 Official Plan Amendment Details

1.01 **Property Affected**: The property affected by this By-law is described as Block 18 Plan 57M-759, Part of Lot 1, Concession 19 and Part of Lot 2, Concession 10, geographic Township of Verulam, now in the City of Kawartha Lakes.

1.02 **Amendment**: Amendment No. ___ to the City of Kawartha Lakes Official Plan, attached hereto as Schedule ‘A’ and forming a part of this By-law is hereby adopted.

Section 2:00 Effective Date

2.01 **Force and Effect**: This By-law shall come into force and take effect on the date it is finally passed, subject to the approval of the City of Kawartha Lakes in accordance with the provisions of Section 17 and 22 of the Planning Act, R. S. O. 1990, c. P.13.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule ‘A’ to By-law No. 2024-___

The Corporation of the City of Kawartha Lakes

Amendment No. __ to the Official Plan for the City of Kawartha Lakes

Part A – The Preamble

A. Purpose

The purpose of the Official Plan Amendment is to add a Special Provision within the “Nature Reserve” land use designation to recognize the historical placement of six (6) existing docks and permit the development of three (3) additional docks on the property identified as Block 18, Peller Court, in the “Development Plan Area 5” designation of the City of Kawartha Lakes Official Plan. The land is also subject to an application for zoning by-law amendment.

The effect of the change would recognize the historical placement of six docks (and access pathways) within the Provincially Significant Wetland (PSW) along the shoreline area; permit an additional three docks and two additional access pathways within the PSW and shoreline area; and remove the beach as a permitted use. Land shown as Nature Reserve (NR) on DP-5 shall remain undisturbed in order to protect and preserve its ecological functions and processes and there shall be no dredging, filling, removal of vegetation or installation of walkways except under management practices deemed necessary or compatible with the preservation and protection of the ecological functions or processes on the lands within the Nature Reserve designation.

B. Location

The subject site has an area of approximately 1.43 hectares and is a shoreline property which abuts Pigeon Lake. The subject site has approximately 295 metres of shoreline frontage on Pigeon Lake. There are six (6) existing docks and access pathways that have been identified as historic structures. The property is legally described as Block 18, Plan 57M-579 Part of Lot 1, Concession 19 and Part of Lot 2, Concession 10, geographic Township of Verulam now City of Kawartha Lakes.

C. Basis

Council has enacted this Official Plan Amendment in response to an application submitted by D.M Wills Associates Limited on behalf of the owner to recognize the placement of six (6) existing docks and permit the development of three (3) new docks on the subject site. The land is located within Development Plan Area 5 (DP-5) – Szakacsi Subdivision Verulam, and is designated as Nature Reserve. The lands are also subject to an application for a Zoning By-law Amendment.

The proposed use and amendment to the City of Kawartha Lakes Official Plan are justified and represent good planning for the following reasons:

1. The proposed use and development conforms to relevant provincial policy documents being the Growth Plan for the Greater Golden Horseshoe and is consistent with the Provincial Policy Statement.

2. The proposed use and development conforms to the goals and objectives of the “Development Plan Area Five (DP-5)” and “Nature Reserve” designation, as amended, with a special policy provision as set out in the City of Kawartha Lakes Official Plan.

3. The proposed use is compatible and integrates well with the surrounding area.

4. The applicant has submitted background reports to demonstrate the appropriateness of the proposed use with respect to the protection of the environment and natural features.

Part B - The Amendment

D. Introductory Statement

All of this part of the document entitled Part B – The Amendment, consisting of the following text constitutes Amendment No. ___ of the City of Kawartha Lakes Official Plan.

E. Details of the Amendment

1. The City of Kawartha Lakes Official Plan is hereby amended by adding a the following to Subsection 31.13 Development Plan Area Five (DP-5) Szakacsi Subdivision, Verulam.

“31.13.6 Notwithstanding Subsections 31.13.3., 31.13.4, and 31.13.5 of this Plan, on the land designated as Nature Reserve, described as Block 18 Plan 57M-579, Part of Lot 1 Concession 19, Part of Lot 2, Concession 10, geographic Township of Verulam, now City of Kawartha Lakes construction of 9 docks for access and storage for boats is a permitted use.

31.13.6.1 Notwithstanding Subsection 31.13, on land designated as Nature Reserve, described as Block 18 Plan 57M-579, Part of Lot 1 Concession 19, Part of Lot 2, Concession 10, geographic Township of Verulam, now City of Kawartha Lakes, a beach for the purpose of public recreation is not permitted.

F. Implementation and Interpretation

The implementation and interpretation of this amendment shall be in accordance with the relevant policies of the Official Plan.

The Corporation of the City of Kawartha Lakes

By-Law 2024 -

A By-law to Amend the Township of Verulam Zoning By-law No. 6-87 to Rezone Land within the City of Kawartha Lakes

File D01-2023-003 and D06-2023-027, Report PLAN2024-026, respecting Block 18 Plan 57M-759, Part of Lot 1, Concession 19 and Part of Lot 2, Concession 10, geographic Township of Verulam, 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 a specific parcel of land.

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 2024-___.

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described Block 18 Plan 57M-759, Part of Lot 1, Concession 19 and Part of Lot 2, Concession 10, geographic Township of Verulam, now City of Kawartha Lakes.

1.02 **Textual Amendment**: By-law No. 6-87 of the Township of Verulam is further amended by adding the following to subsection 18.3 OS Special Requirements

‘18.3.19 Notwithstanding Sections 18.1 and 18.2, on land zoned OS-19, nine (9) seasonal boating docks shall be permitted, with walkways to facilitate access to the docking facilities. Walkways will be limited to providing access to the boating docks directly. No additional buildings or structures are permitted within this zone.

18.3.19.1 Not withstanding Sections 18.1 and 18.2,on land zoned OS-19, a beach shall not be a permitted use.

18.3.19.2 On land zoned OS-19, installation of the proposed docks and access pathways shall be done so in accordance with the mitigation recommendations and shoreline restoration plan as detailed in the Environmental Impact Study, prepared by GHD Limited, dated February 2, 2023.

1.03 **Schedule Amendment:** Schedule ‘A’ to By-law No. 6-87 of the Township of Verulam, as amended, is further amended to change the zone category on the property from ‘Open Space Exception Ten (OS-10) Zone’ to ‘Open Space Exception Nineteen (OS-19) 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 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 ___ day of _____, 2024.

_____	_____
Douglas Elmslie, Mayor	Cathie Ritchie, City Clerk

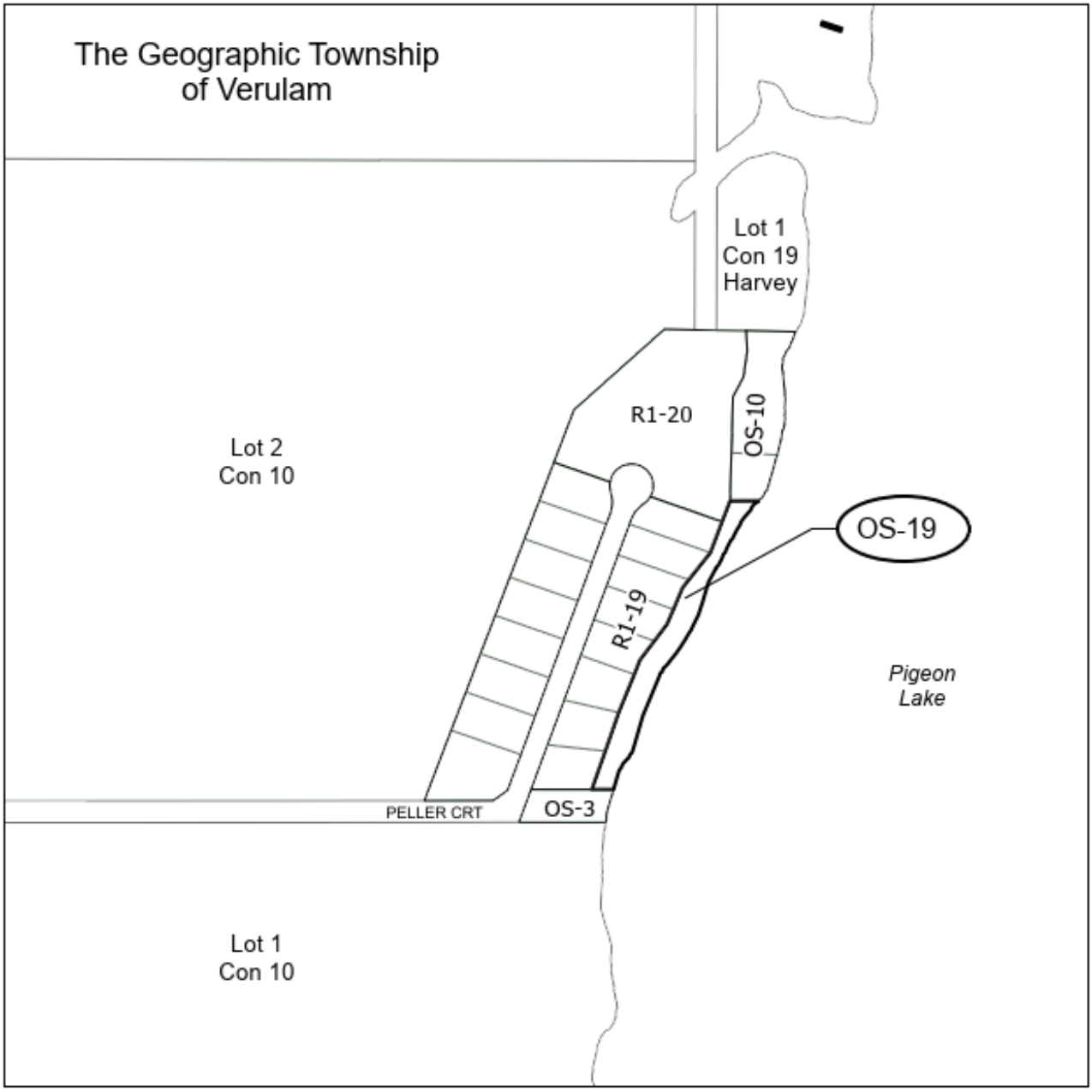
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2024.

MAYOR _____ CLERK _____



The Corporation of the City of Kawartha Lakes

By-Law 2024 -

A By-law To Temporarily Suspend The Application of Subsection 50(5) of the Planning Act For Certain Properties Within Kawartha Lakes PIN # 63204-1075 (LT), PIN # 63204-1076 (LT), PIN # 63204-1077 (LT), PIN # 63204-1078 (LT), PIN # 63204-1079 (LT), PIN # 63204-1080 (LT)

Recitals:

1. Council has received a request to suspend the application of Subsection 50(5) of the Planning Act against certain property, and considers that request reasonable.

2. Pursuant to Subsection 51(4) of the Planning Act, The Corporation of the City of Kawartha Lakes is the approval authority for an application to suspend Subsection 50(5) to certain lands.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-____.

Section 1:00 Definitions and Interpretation

1.01 **Definitions**: In this by-law:

(a) **"By-law"** means this by-law, as it may be amended from time to time. The Recitals to, and the Schedules attached to this By-law are considered integral parts of it.
(b) **"City"**, **"City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.
(c) **"City Clerk"** means the person within the administration of the City, which fulfils the function of the City Clerk as required by the Municipal Act, 2001, S.O. 2001, c.25.
(d) **"Council"** means the municipal council for the City.
(e) **"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.

1.02 **Interpretation Rules**:

(a) Whenever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable in the circumstances.

(b) References to items in the plural include the singular, as applicable
(c) The word “include” is not to be read as limiting the phrase or descriptions that precede it.
(d) The recitals, and any schedules to this By-law are integral parts of it.

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 Zoning Details

2.01 **Property Affected**:

PIN # 63204-1075 (LT) – Block 94, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1076 (LT) – Block 95, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1077 (LT) – Block 96, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1078 (LT) – Block 97, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1079 (LT) – Block 98, Plan 57M-814; Kawartha Lakes.

PIN # 63204-1080 (LT) – Block 99, Plan 57M-814; Kawartha Lakes.

2.02 **Suspension**: Subsection 50(5) of the Planning Act, R.S.O. 1990, c.P.13 does not apply to the Property.

Section 3:00 Administration and Effective Date

3.01 **Administration**: 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 and take effect on the date it is finally passed.

3.03 **Expiry**: This By-law expires three (3) years from the date that it comes into force pursuant to Section 3.02.

By-law read a first, second and third time, and finally passed, this ___ day of _____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024_____

A By-law To Temporarily Suspend The Application of Subsection 50(5) of the Planning Act For Certain Properties Within Kawartha Lakes

PIN # 63-238-0563 (LT)

Recitals:

1. Council has received a request to suspend the application of Subsection 50(5) of the Planning Act against certain property, and considers that request reasonable.

2. Pursuant to Subsection 51(4) of the Planning Act, The Corporation of the City of Kawartha Lakes is the approval authority for an application to suspend Subsection 50(5) to certain lands.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___.

Section 1:00 Definitions and Interpretation

1.01 **Definitions**: In this by-law:

(a) **"By-law"** means this by-law, as it may be amended from time to time. The Recitals to, and the Schedules attached to this By-law are considered integral parts of it.
(b) **"City"**, **"City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.
(c) **"City Clerk"** means the person within the administration of the City, which fulfils the function of the City Clerk as required by the Municipal Act, 2001, S.O. 2001, c.25.
(d) **"Council"** means the municipal council for the City.
(e) **"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.

1.02 **Interpretation Rules**:

(a) Whenever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable in the circumstances.
(b) References to items in the plural include the singular, as applicable
(c) The word "include" is not to be read as limiting the phrase or descriptions that precede it.
(d) The recitals, and any schedules to this By-law are integral parts of it.

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 Zoning Details

2.01 **Property Affected**:

PIN # 63238-0563 (LT) – Part 1 and Part 2, Lot 57, Plan 57M-813; Kawartha Lakes.

2.02 **Suspension**: Subsection 50(5) of the Planning Act, R.S.O. 1990, c.P.13 does not apply to the Property.

Section 3:00 Administration and Effective Date

3.01 **Administration**: 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 and take effect on the date it is finally passed.

3.03 **Expiry**: This By-law expires three (3) years from the date that it comes into force pursuant to Section 3.02.

By-law read a first, second and third time, and finally passed, this ___ day of _____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-

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 2024-___.

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:** Pieter Junkin 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:** Margaret Persaud 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 **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 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

A By-Law to Appoint an Area Weed Inspector for the City of Kawartha Lakes

Recitals

1. Weed inspectors are required to enforce the Weed Control Act, R.S.O. 1990, c. W.5.
2. Paragraph 6(1) of the Weed Control Act, R.S.O. 1990, c. W.5 states that the council of every upper-tier and single tier municipality shall By-Law appoint one or more persons as area weed inspectors to enforce the Weed Control Act, R.S.O. 1990, c. W. 5 in the area within the council's jurisdiction and fix their remuneration or other compensation.
3. Council deems it appropriate to appoint Municipal Law Enforcement Officers as Weed Inspectors.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-Law 2024-___.

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 Licennsing" 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 Weed Inspector:** Pieter Junkin is appointed as an Area Weed Inspector for The Corporation of the City of Kawartha Lakes.

Section 3.00: Duties and Responsibilities

3.01 The duties and responsibilities of the Area Weed Inspector are set out in the Statutes and Regulations of the Province of Ontario and in the By-Laws and Policies of The Corporation of the City of Kawartha Lakes, which exist or may be passed in future.

3.02 The Area Weed Inspector shall report to and be under the direction of the Manager Municipal Law Enforcement and Licensing of The Corporation of the City of Kawartha Lakes.

Section 4.00: Remuneration

4.01 The Area Weed Inspector shall receive remuneration in accordance with the City's Collective Agreement with the Canadian Union of Public Employees.

Section 5.00: Notice

5.01 Written notice of this By-Law shall be given to the chief inspector appointed under Section 2 of the Weed Control Act R.S.O. 1990, c.W.5 by the Manager of Municipal Law Enforcement and Licensing.

Section 6.00: Administration and Effective Date

6.01 **Administration of the By-Law:** The Manager of Municipal Law Enforcement and Licensing is responsible for the administration of this By-Law.

6.02 **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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

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 2024-___.

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:** Lauren DiManno 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:** Lauren DiManno 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 **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 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

A By-Law to Appoint an Area Weed Inspector for the City of Kawartha Lakes

Recitals

1. Weed inspectors are required to enforce the Weed Control Act, R.S.O. 1990, c. W.5.
2. Paragraph 6(1) of the Weed Control Act, R.S.O. 1990, c. W.5 states that the council of every upper-tier and single tier municipality shall By-Law appoint one or more persons as area weed inspectors to enforce the Weed Control Act, R.S.O. 1990, c. W. 5 in the area within the council's jurisdiction and fix their remuneration or other compensation.
3. Council deems it appropriate to appoint Municipal Law Enforcement Officers as Weed Inspectors.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-Law 2024-___.

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 Licennsing" 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 Weed Inspector:** Lauren DiManno is appointed as an Area Weed Inspector for The Corporation of the City of Kawartha Lakes.

Section 3.00: Duties and Responsibilities

3.01 The duties and responsibilities of the Area Weed Inspector are set out in the Statutes and Regulations of the Province of Ontario and in the By-Laws and Policies of The Corporation of the City of Kawartha Lakes, which exist or may be passed in future.

3.02 The Area Weed Inspector shall report to and be under the direction of the Manager Municipal Law Enforcement and Licensing of The Corporation of the City of Kawartha Lakes.

Section 4.00: Remuneration

4.01 The Area Weed Inspector shall receive remuneration in accordance with the City's Collective Agreement with the Canadian Union of Public Employees.

Section 5.00: Notice

5.01 Written notice of this By-Law shall be given to the chief inspector appointed under Section 2 of the Weed Control Act R.S.O. 1990, c.W.5 by the Manager of Municipal Law Enforcement and Licensing.

Section 6.00: Administration and Effective Date

6.01 **Administration of the By-Law:** The Manager of Municipal Law Enforcement and Licensing is responsible for the administration of this By-Law.

6.02 **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 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-xxx

A By-law to Establish 2024 Tax Ratios in the City of Kawartha Lakes

Recitals

1. Subsection 308 (4) and 308.1 (4) of the Municipal Act, 2001 provides that the council shall pass a by-law in the year to establish the tax ratios for that year.

2. Subsection 308 (6) requires the municipality to pass a by-law adopting tax ratios subsequent to the setting of transition ratios.

3. Ontario Regulation 162/09, amending Ontario Regulation 385/98, provides for the exclusion of properties in a property class in the calculation of tax ratios.

4. The tax ratios determine the relative amount of taxation to be borne by each property class.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-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;

"Commercial classes" means the commercial property class and the property classes each of which is a property class that a municipality may opt to have apply under the regulations under the Assessment Act and that contains property that, if the municipality did not opt to have the property class apply, would be in the commercial property class.

"Council" means the municipal council for the City.

"Industrial classes" means the industrial property class prescribed under the Assessment Act and the property classes each of which is a property class that a municipality may opt to have apply under the regulations under the Assessment Act and that contains property that, if the municipality did not opt to have the property class apply, would be in the industrial property class.

"**Manager of Revenue and Taxation"** means the person within the administration of the City which fulfills the function of the Tax Collector and his or her delegate(s), as required by the Municipal Act, 2001 or, in the event of organizational changes, another person designated by Council.

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: Tax Ratios

2.01 **Transition Ratios:** On April 16, 2009 Ontario Regulation 162/09 was made setting out the method of setting transition ratios.

2.02 **Tax Ratios:** The Tax Ratios for the taxation year 2024 shall be as follows:

Property Class	Tax Ratio
Residential and Farm	1.000000
New Multi Residential	1.000000
Residential FAD 1	0.550000
Farmland	0.250000
Managed Forest	0.250000
Multi Residential	1.956823
Commercial Occupied	1.379305
Commercial Excess Land	1.379305
Commercial Vacant Land	1.379305
Landfill Occupied	1.353442
Industrial Occupied	1.346448
Industrial Excess Land	1.346448
Industrial Vacant Units	1.346448
Pipelines	2.001314

2.03 **Optional Property Classes:** For the purpose of this By-law:

a) the commercial property class includes parking lot property, major office buildings and shopping centres; and

b) the industrial property class includes large industrial properties.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager, Revenue and Taxation is responsible for the administration of this by-law 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.

By-law read a first, second and third time, and finally passed, this ___ day of ____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-xxx

A By-law to Set Tax Rate Reductions for the Prescribed Subclasses in the City of Kawartha Lakes for the Year 2024

Recitals

1. Subsection 313(1) of the Municipal Act provides that the tax rates that would otherwise be levied for municipal purposes for the subclasses prescribed under Subsection 8 (1) of the Assessment Act shall be reduced in accordance with the rules in that section of the Municipal Act.
2. Ontario Regulation 383/98 prescribes the farmland awaiting development subclasses and tax reduction percentages
3. Council has determined the rates for reductions in the various subclasses prescribed

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-xxx

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"By-Law" means this by-law, as it may be amended from time to time. The Recitals to, and Schedules attached to this By-Law are considered integral parts of it.

"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 within the administration of the City which fulfils the function of the City Clerk as required by the Municipal Act.

"Commercial Property Class" includes all major office property, shopping centre property and parking lot property.

"Manager, Revenue and Taxation" means the person within the administration of the City which fulfills the function of the Tax Collector or his or her delegate(s), as required by the Municipal Act, 2001 or, in the event of organizational changes, another person designated by Council.

"Council" means the municipal council for the City.

The **"First and Second Classes of Farmland Awaiting Development"** consist of land as defined in accordance with Ontario Regulation 282/98, as amended.

“Industrial Property Class” includes all large industrial property.

1.02 **Interpretation Rules:**

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
(b) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.
(c) References to items in the plural include the singular, as applicable.
(d) 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: Tax Rate Reductions

2.01 **Commercial**: The tax rate reduction for the vacant land and excess land subclasses in the Commercial Property Class is thirty (30%) percent

2.02 **Industrial**: The tax rate reduction for the vacant land and excess land subclasses in the Industrial Property Class is thirty-five (35%) percent.

2.03 **First Class Undeveloped Farm Land:** The tax rate reduction for the First Class of Farm Land Awaiting Development in the residential/farm, multi-residential, Commercial or Industrial Property Classes is forty-five (45%) percent.

2.04 **Second Class Undeveloped Farm Land**: The tax rate reduction for the Second Class of Farm Land Awaiting Development in the residential/farm, multi-residential, Commercial or Industrial Property Classes is zero (0%) percent.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Manager, Revenue and Taxation 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.

By-law read a first, second and third time, and finally passed, this ___ day of ____, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-xxx

A By-law to Limit Tax Decreases on Commercial, Industrial and Multi-Residential Properties for 2024 in the City of Kawartha Lakes

Recitals

1. Section 330 of the Municipal Act, 2001 provides that the council of a municipality may pass a by-law to establish a percentage by which tax decreases are limited for 2024.

2. The Council considers it appropriate to limit the tax decreases for commercial, industrial and multi-residential properties this year.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-xxx.

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

"**By-law**" means this by-law, as it may be amended from time to time. The Recitals to, and the Schedules attached to this By-law are considered integral parts of it

"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;

"**Manager of Revenue and Taxation"** means the person within the administration of the City which fulfills the function of the Tax Collector and his or her delegate(s), as required by the Municipal Act, 2001 or, in the event of organizational changes, another person designated by Council.

"Council" or "City Council" means the municipal council for the City;

1.02 **Interpretation Rules:**

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

(b) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.

(c) References to items in the plural include the singular, as applicable.

(d) 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: Limitation of Tax Decreases

2.01 **Application of By-law**: This By-law applies to all properties in the affected property classes whose taxes for municipal and school purposes for 2024, as determined pursuant to the Municipal Act, 2001, exceed their taxes for municipal and school purposes for 2022, as adjusted in accordance with the Provincial Regulations.

2.02 **Commercial Property Class**: The property tax decrease percentage retained by the municipality for all property within the commercial class is 0% of the decrease, which would otherwise have been applicable under By-law 2024-xxx.

2.03 **Industrial Property Class:** The property tax decrease percentage retained by the municipality for all property within the industrial class 0% of the decrease, which would otherwise have been applicable under By-law 2024-xxx.

2.04 **Multi-Residential Property Class:** The property tax decrease percentage retained by the municipality for all property within the multi-residential class is 0% of the decrease, which would otherwise have been applicable under By-law 2024-xxx.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** Manager of Revenue and Taxation 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.

By-law read a first, second and third time, and finally passed, this ___ day of ____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-xxx

A By-law to Provide 2024 Tax Relief To Certain City of Kawartha Lakes Property Owners Who Are Low Income Elderly Persons, Low Income Persons Between The Ages Of 55 And 64, Low Income Disabled Persons Or Ontario Disability Support Program Recipients

Recitals

1. Section 319 of the Municipal Act*,* 2001, S.O. 2001, c.25, provides that for purposes of relieving financial hardship, a municipality may pass a by-law providing for deferrals or cancellation of, or other relief in respect of all or part of a tax increase for 1998 and subsequent years on property in the residential property class for persons assessed as owners who are, or whose spouses are, (a) low-income seniors as defined in the by-law; or (b) low-income persons with disabilities as defined in the by-law.
2. Section 365 of the Municipal Act*,* 2001, S.O. 2001, c.25, provides that the council of a local municipality may, in any year, pass a by-law to provide for the cancellation, reduction or refund of taxes levied for local municipal and school purposes in the year by the council in respect of an eligible property of any person who makes an application in that year to the municipality for that relief whose taxes are considered by the council to be unduly burdensome, as defined in the by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-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;

“Manager of Revenue and Taxation” means the person within the administration of the City which fulfills the function of the Tax Collector or his or her delegate(s), as required by the Municipal Act, 2001 or, in the event of organizational changes, another person designated by Council.

“Assessment Related Property Tax Increase” is the increase in property taxes attributed directly to an increase in the assessed value of the eligible property

“**Low-income Senior**” means:

i) a person who attained the age of 65 years as of December 31st of the previous year and is in receipt of benefits paid under the Guaranteed Income Supplement (GIS) program, as established under The Old Age Security Act (Canada);

ii) a person aged 55 to 64 years of age as of December 31st of the previous year whose taxable income, as reported on Line 260 of the 2022 Income Tax Notice of Assessment, is less than $30,000.

“Low-income person with disabilities” means a person who is in receipt of benefits paid under the Ontario Disability Support Program Act, 1997; or a disability amount paid under the Family Benefits Act (Ontario); or a Canada Pension Plan Disabilities Pension, and be eligible to claim a disability amount as defined under the Income Tax Act (Canada).

“**Eligible person**” means a “low-income senior” or a “low-income person with disabilities” or the spouse of such eligible person whose name also appears as a registered owner of the property.

“**Eligible property**” means residential property located in the City of Kawartha Lakes that is utilized as a principle residence and must be solely owned (with their spouse, if applicable) and occupied by the eligible person(s) as of January 1st of the year for which a tax credit is being applied.

“**Owner**” means a person assessed as the owner of residential real property, and includes an owner within the meaning of the Condominium Act.

“**Tax increase**” means the difference between current year tax on assessment and the previous year tax on assessment – excluding tax increases resulting from an assessment increase from new construction and/or improvements to a property.

“**Eligible amount**” means for

(i) Low Income Senior as defined in section 1.01 (c) (i) and Low income person with disabilities, a combined amount totaling $300 that first addresses the assessment related increase for the eligible property, and if the assessment related increase is less than $300, the balance of the $300 is related to taxes considered to be unduly burdensome.

(ii) Low Income Senior as defined in section 1.01 (c) (i) and Low income person with disabilities, where the taxes have decreased from 2022, an amount equivalent to the

difference between the $300 and the amount of the total property tax reduction.

(iii) Low Income Senior aged from 55 to 64 the amount of the property tax increase assessment related property tax increase to a maximum of $300 per year, with a minimum rebate of $25, if there is an increase in property taxes from the previous year.

The tax relief applies only to increases in tax based upon assessment values and does not apply to any additional charges that may be levied against the property, including but not restricted to local improvement charges, or any other miscellaneous types of charges added to the Tax Roll for collection purposes.

The tax relief amount shall be prorated from the date of ownership to December 31st, if the applicant subsequent to January 1st of the year for which the relief is sought purchases the property.

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: Tax Relief Provisions

2.01 Tax relief granted pursuant to this by-law shall be in the form of an outright cancellation of the annual eligible amount, provided that:

(a) the Owner, or the spouse of such Owner, or both, occupies or occupy the property in respect of which real property taxes are imposed, as his, her or their principle residence;

(b) the Owner, or the spouse of such Owner, or both, have been or has been the assessed owner of the residential real property in the City on or before January 1st of the year for which they are applying for the credit

2.02 No tax relief granted pursuant to this by-law shall be allowed to an Owner in respect of more than one (1) single family dwelling unit in any year and the residence must be solely classified in the Residential tax classification.

2.03 Tax relief shall be granted, pursuant to this by-law, to only one eligible person per household.

2.04 Applications for the property tax rebate must be in writing on a form prepared by the City for this purpose and must be submitted to the City of Kawartha Lakes on or before June 30 of this taxation year for which the property tax rebate is sought.

2.05 The application must be submitted to:

Manager of Revenue & Taxation
P.O. Box 696
26 Francis St.
Lindsay ON K9V 4W9

2.06 Applications must include documentation in supporting the applicant is an eligible person and that the property with respect to which the application is made is an eligible property.

2.07 Successful applications will result in a credit applied to the eligible property tax account to be deducted from the final tax installment for the year.

2.08 Credits will not be refunded but will be applied to future property taxes.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** Manager of Revenue and Taxation is responsible for the administration of this by-law 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.

By-law read a first, second and third time, and finally passed, this ___ day of ____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2024-xxx

A By-law to Establish
2024 Tax Rates in the City of Kawartha Lakes

Recitals

1. Section 312 of the Municipal Act, 2001, as amended, provides that the Council of a local municipality shall, after the adoption of estimates for each year, pass a by-law to levy a separate tax rate on the assessment in each property class, including any adjustments made under Sections 32, 33, 34, 39.1 or 40 of the Assessment Act for the purposes of raising the general local municipal levy.

2. Section 326 (1) (c) of the Municipal Act, 2001, as amended provides that the City may designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality.

3. Section 326 (4) (a) of the Municipal Act, 2001, as amended, states the municipality shall levy a special local municipal levy under section 312 on the rateable property in the area designated in cause (1) (c) to raise the costs determined under clause (1) (e).

4. Tax Billing and Collection Policy, Section 5.01 provides for a minimum tax bill at the amount permitted under the Act.

5. Council Resolution 2016-295 approved a minimum installment amount of $250.

6. Section 342(b) of the Municipal Act, 2001, as amended, provides that a by-law under 342(1)(a) may establish different installments and due dates for taxes on property.

7. Council has adopted a budget for the 2024 taxation year.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-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;

"**Manager, Revenue and Taxation**" means the person within the administration of the City which fulfills the function of the Tax Collector and his or her delegate(s), as required by the Municipal Act, 2001 or, in the event of organizational changes, another person designated by Council;

"Council" or "City Council" means the municipal council for the City;

"Collector" means the Manager, Revenue and Taxation and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

"MPAC" means the Municipal Property Assessment Corporation;

"RTC" means the Realty Tax Class in relation to the Property Class, as defined within the Assessment Act*;*

"RTQ" means the Realty Tax Qualifier in relation to the Property Class, as defined within the Assessment Act*;*

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.
(c) All references to the municipalities, which existed prior to January 1, 2001, and which were amalgamated to form the City, are references to the geographic areas of those former municipalities.
(d) This By-law is subject to By-law 2024-xxx (Limit Tax Decreases on Commercial, Industrial, and Multi-Residential Properties) and must be read and applied in accordance with that By-law.

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: Adoption of Estimates

2.01 **Adoption**: The Council adopts the current estimates of all sums required during the year 2024 for the purposes of the City in the gross amount of $252,933,967 and in the net amount of $143,524,213.

Section 3.00: Payment Due Dates

3.01 **All Property Classes**: Taxes levied under this By-law for properties within the Residential & Farm, Farmlands, Managed Forest, Commercial, Industrial and Pipeline property classes, are payable in two installments.

The first installment is payable on June 27, 2024 and the second installment is payable on September 27, 2024.

Section 4.00: Alternative Installment Payment Due Dates

4.01 **12-Month Preauthorized Payment Program**: Where a property is registered for the 12-month preauthorized debit program taxes are payable in twelve installments and are due on the fifteenth day of each month.

4.02 **10-Month Preauthorized Payment Program**: Where a property is registered for the 10-month preauthorized debit program taxes are payable in ten installments. Payments are due on the first day of each month, for the 10-month period beginning in February and ending in November.

Section 5.00: Establishment of Tax Rates

5.01 **Assessment**: The whole of the assessment on real property in the City of Kawartha Lakes according to the last assessment roll for the City as amended by MPAC is in the amount of $14,970,738,889 upon which the rate of taxation for Municipal and Education purposes for the year 2024 shall be fixed and levied pursuant to the provisions of the Municipal Act, 2001. The assessment used for calculation purposes is outlined in Schedule 'A'.

5.02 **Rates**: For the year 2024, there shall be levied and collected on the assessment in each property class in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC, the rates of taxation for current value assessment for general purposes to raise a sum of $114,309,816. The amount set out in Schedule "B" in column "a" as the General Levy.

2024 Budget Requirement	$114,105,157
2024 Generally Rated Streetlights	$204,659
Total General Levy	$114,309,816

5.03 **Infrastructure Renewal:** An Infrastructure Renewal Levy shall be levied and collected, separately on the tax bill for clarity, on the assessment in each property class in the City of Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule "B", column "b", to raise the sum of $2,062,324.

5.04 **Fire Area A**: A special levy for fire services in Area A, as defined on Schedule "C", shall be levied and collected on the assessment in each property class in Area A service area in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule "B", column "c", to raise the sum of $3,475,019.

5.05 **Fire Area C**: A special levy for fire services in Area C, as defined on Schedule "C", shall be levied and collected on the assessment in each property class in Area C service area in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule "B", column "d", to raise the sum of $3,346,572.

5.06 **OPP Police Services**: A special levy for Ontario Provincial Police Services shall be levied and collected on the assessment in each property class in the geographic areas other than Lindsay and Ops, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”, column “e”, to raise the sum of $7,988,543.

5.07 **Kawartha Lakes Police Services (Lindsay)**: A special levy for Kawartha Lakes Police Services shall be levied and collected on the assessment in each property class in the geographic area of Lindsay in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”, column “f”, to raise the sum of $8,452,507.

5.08 **Kawartha Lakes Police Services (Ops)**: A special levy for Kawartha Lakes Police Services shall be levied and collected on the assessment in each property class in the geographic areas of Ops in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”, column “g”, to raise the sum of $1,348,895.

5.09 **Transit:** A special services levy for transit shall be levied and collected on the assessment in each property class in the geographic area of Lindsay in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”, column “h” to raise the sum of $1,346,330.

5.10 **Parks**: A special levy for parks shall be levied and collected on the assessment in each property class in the geographic area of Lindsay in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”, column “i” to raise the sum of $440,649.

5.11 **Street Lights**: A special services levy for street lights shall be levied and collected on the assessment in each property class in the geographic areas of Lindsay, Omemee, Bobcaygeon, Fenelon Falls, Woodville, and Sturgeon Point in Kawartha Lakes, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”, column “j” to raise the sum of $503,066.

5.12 **Business Improvement Area (BIA)**: A special levy for the Business Improvement Area shall be levied and collected on the assessment in each property class for each property defined in Schedule “D”, according to the last assessment roll for the City as amended by MPAC. This special municipal levy shall be at the rates of taxation set out in Schedule “B”,column “k”, to raise the sum of $240,492.

5.13 **Education:** In addition to the municipal taxes levied by this By-law, education rates as prescribed by Ontario Regulation 06/20 amending O.Reg. 400/98 shall be levied and collected on the assessment in each property class defined in

Schedule “A”, according to the last assessment roll for the city as amended by MPAC.

5.14 **Reduction**: The amount raised by the levy provided for in this By-law shall be reduced by the amount previously raised by the interim levy in 2024 and collected.

5.15 **PIL Payments**: For payment-in-lieu of taxes due to the City, the actual amount due to the City is based on the last assessment roll for the City as amended by MPAC and the tax rates for the year 2024.

5.16 **Application**: Every property owner shall be taxed according to the applicable tax rates in this By-law.

Section 6.00: Public Hospitals, Provincial Mental Health Facilities, Universities, Colleges and Correctional Institutions

6.01 The sum of $75 is fixed as the amount levied in 2024 on each:

(a) full time student of a designated university or college of applied arts and technology;
(b) resident place of a designated correctional institution or training school or youth custody facility; and
(c) provincially rated bed in a designated public hospital or provincial mental health facility;

as determined by the relevant Provincial Minister.

6.02 The taxes levied by section 6.01 are due and payable on or before August 31, 2024.

Section 7.00: Minimum Tax

7.01 **Minimum Tax:** Where the assessment times the tax rates equals an amount less than $50.00, the minimum tax bill that will be issued will be $50.00. For those properties where the taxes generated would be less than $10.00, those taxes will not be levied and will be cancelled. The difference between the taxes levied at current value assessment times the tax rate and the taxes billed the minimum amount will form part of the general funds of the City.

Section 8.00: Minimum Installment

8.01 **Minimum Installment:** Where the total amount of the taxes is $250.00 or less, the amount shall be payable on the first installment due date.

Section 9.00: Late Payments

9.01 **Late Payment Charge:** A percentage charge of one and one-quarter (1.25%) per cent shall be imposed as a penalty for non-payment of taxes under this By-law and shall be added to every tax installment, or part of a tax installment, on the first

day of each calendar month after the default in which the default continues, up to and including December of the year concerned.

9.02 **Future Installments Due:** The immediate payment of any installments may be required if earlier installments are not paid on time. (Municipal Act, 2001, Section 342(1)(e).

Section 10.00: Notice of Taxes Due

10.01 **Notices:** The Collector is authorized and directed to cause to be mailed or delivered, the notice of taxes due under this By-law to the address of the residence or place of business of the person to whom such notice is required to be given according to the last assessment roll for the City as amended by MPAC.

Section 11.00: Where and How Taxes are Payable

11.01 **Payments**: All taxes payable pursuant to this By-law shall be payable to the City. All taxes, including local improvement assessments, water and wastewater rates and other rents, rates or charges payable or collected as taxes, can be paid as follows:

a) at the office of the Manager, Revenue and Taxation, at 26 Francis Street, Lindsay;
b) at any City Municipal Service Centre;
c) by mail addressed to City of Kawartha Lakes, P.O. Box 696, Lindsay, Ontario, K9V 4W9; or
d) provided they are paid on or before the due dates as specified in Section 3.00 of this By-law may be paid into any Chartered Bank of Canada, Trust Company, Credit Union or Caisse Populaire Incorporated subject to The Credit Unions and Caisses Populaires Act, to the credit of the City, in person, or via internet or telephone banking.
e) Through a third party service provider through an agreement entered into by the City and subject to any fees charged by the service provider.
f) Payment options may be altered, at the discretion of the City when an emergency has been declared by the Head of Council or Premier of Ontario in all or part of the City of Kawartha Lakes under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act. Should this occur, the City will advise residents of the changes through various media outlets.

Section 12.00: Part Payment of Taxes Due and Owing and Application of Payment

12.01 **Partial Payment**: The Manager, Revenue and Taxation is authorized and directed to accept part payment from time to time on account of any taxes due and to give a receipt for the payment, provided that acceptance of any payment shall not affect the collection of any percentage charge imposed and collectable under Section 7.00 of this By-law in respect of non-payment of any taxes or any class of taxes or of any installment of taxes.

12.02 **Application of Tax Payment:** A tax payment will be applied in accordance with subsection 347 (1) of the Municipal Act, 2001.

Section 13.00: Administration and Effective Date

13.01 **Administration of the By-law:** The Manager, Revenue and Taxation is responsible for the administration of this by-law.

13.02 **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 ___ day of ____, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Schedule “A” to By-law 2024-xxx
Assessment Returned to the Municipality

Unit Class/Tax Class/Tax Qualifier			2024 Assessment
COM PIL: FULL	C	F	$ 13,509,700
COM PIL: GENERAL	C	G	$ 16,879,200
COM TX: FULL, SHARED PIL	C	H	$ 3,540,800
COM TX: VACANT LAND, SHARED PIL	C	J	$ 128,300
COM PIL: FULL, TX TEN OF PROV	C	P	$ 41,200
COM TX: FULL	C	T	$ 500,851,476
COM TX: EXCESS LAND	C	U	$ 8,206,000
COM TX: VACANT LAND	C	X	$ 22,136,500
COM PIL: FULL VACANT LAND	C	Y	$ 1,087,900
COM PIL: GENERAL VACANT LAND	C	Z	$ 1,742,800
OFFICE BLDG PIL: GENERAL	D	G	$ 10,163,500
OFFICE BLDG TX: FULL	D	T	$ 3,651,959
OFFICE BLDG TX: EXCESS LAND	D	U	$ 7,700
EXEMPT	E		$ 498,888,921
FARM TX: FULL	F	T	$ 210,000
FARM TX: FULL	F	T	$ 1,145,200
FARM TX: FULL	F	T	$ 1,280,198,111
FARM TX: FULL	F	T	$ 49,422,250
PARKING LOT TX: FULL	G	T	$ 242,500
LANDFILL PAYMENT IN LIEU: FULL	H	F	$ 856,900
IND TX : FULL, SHARED PIL	I	H	$ 1,956,200
IND TX: VACANT LAND, SHARED PIL	I	J	$ 48,000
IND TX: EXCESS LAND, SHARED PIL	I	K	$ 179,900
IND TX: FULL	I	T	$ 83,332,008
IND TX: EXCESS LAND	I	U	$ 7,410,678
IND TX: VACANT LAND	I	X	$ 6,781,100
IND PIL: GENERAL VACANT LAND	I	Z	$ -
INDUSTRIAL: New Construction	J	T	$ -
INDUSTRIAL : Excess Land	J	U	$ -
LG IND TX: FULL	L	T	$ 6,041,800
LG IND TX: EXCESS LAND	L	U	$ 157,300
MULTI-RES TX: FULL	M	T	$ 164,037
MULTI-RES TX: FULL	M	T	$ 114,849
MULTI-RES TX: FULL	M	T	$ 187,529,575
MULTI-RES TX: FULL	M	T	$ 5,427,557

Schedule "A" to By-law 2024-xxx
Assessment Returned to the Municipality

Unit Class/Tax Class/Tax Qualifier			2024 Assessment
NEW MULTI-RES TX:FULL	N	T	$ -
NEW MULTI-RES TX:FULL	N	T	$ 9,958
NEW MULTI-RES TX:FULL	N	T	$ 4,439,994
NEW MULTI-RES TX:FULL	N	T	$ 395,948
PIPELINE	P	T	$ 23,165,000
RESIDENTIAL TX: FARM1	R	1	$ 2,941,000
RESIDENTIAL PIL: FULL	R	F	$ -
RESIDENTIAL PIL: FULL	R	F	$ 6,225
RESIDENTIAL PIL: FULL	R	F	$ 3,061,035
RESIDENTIAL PIL: FULL	R	F	$ 205,840
RESIDENTIAL PIL: GENERAL	R	G	$ 8,581,200
RESIDENTIAL TX: FULL, SHARED PIL	R	H	$ -
RESIDENTIAL TX: FULL, SHARED PIL	R	H	$ 289
RESIDENTIAL TX: FULL, SHARED PIL	R	H	$ 51,237
RESIDENTIAL TX: FULL, SHARED PIL	R	H	$ 9,574
RESIDENTIAL PIL: FULL, TXTEN OF PROV	R	P	$ -
RESIDENTIAL PIL: FULL, TXTEN OF PROV	R	P	$ 144
RESIDENTIAL PIL: FULL, TXTEN OF PROV	R	P	$ 1,238,877
RESIDENTIAL PIL: FULL, TXTEN OF PROV	R	P	$ 4,779
RESIDENTIAL TX: FULL	R	T	$ 15,269,000
RESIDENTIAL TX: FULL	R	T	$ 18,320,862
RESIDENTIAL TX: FULL	R	T	$ 315,568
RESIDENTIAL TX: FULL	R	T	$ 11,430,816,080
RESIDENTIAL TX: FULL	R	T	$ 643,481,210
SHOP CENTER TX: FULL	S	T	$ 50,957,430
SHOP CENTER TX: EXCESS LAND	S	U	$ -
MANAGED FOREST TX: FULL	T	T	$ 359,400
MANAGED FOREST TX: FULL	T	T	$ 67,311
MANAGED FOREST TX: FULL	T	T	$ 54,491,688
MANAGED FOREST TX: FULL	T	T	$ 495,319
COMMERCIAL NEW CONSTRUCTION	X	T	$ -
COMMERCIAL NEW CONSTRUCTION: EXCESS LAND	X	U	$ -
COMMERCIAL NEW CONSTRUCTION: VACANT LAND	X	X	$ -
TOTAL 2024 ASSESSMENT			**$ 14,970,738,889**

Schedule “B” to By-law 2024-xxx
2024 Tax Rates by Realty Tax Class/Qualifier

2024 Class Description	Realty Tax Class	General	Infrastructure Renewal
	RTC	(a)	(b)
COMMERCIALPIL: FULL	CF	0.01134324	0.00020471
COMMERCIALPIL: GENERAL	CG	0.01134324	0.00020471
COMMERCIALTX: FULL, SHARED PIL	CH	0.01134324	0.00020471
COMMERCIALTX: VACANT LAND, SHARED PIL	CJ	0.00794027	0.00014330
COMMERCIALPIL: FULL, TAXABLE TENANT OF PROV	CP	0.01134324	0.00020471
COMMERCIALTX: FULL	CT	0.01134324	0.00020471
COMMERCIALTX: EXCESS LAND	CU	0.00794027	0.00014330
COMMERCIALTX: VACANT LAND	CX	0.00794027	0.00014330
COMMERCIALPIL: FULL VACANT LAND	CY	0.00794027	0.00014330
COMMERCIALPIL: GENERAL VACANT LAND	CZ	0.00794027	0.00014330
OFFICE BUILDING PIL: GENERAL	DG	0.01134324	0.00020471
OFFICE BUILDING TX: FULL	DT	0.01134324	0.00020471
OFFICE BUILDING TX: EXCESS LAND	DU	0.00794027	0.00014330
EXEMPT	E	0.00000000	0.00000000
FARM TX: FULL	FT	0.00205597	0.00003710
PARKING LOT TX: FULL	GT	0.01134324	0.00020471
LANDFILL PAYMENT IN LIEU: FULL	HF	0.01113054	0.00020088
INDUSTRIAL TX : FULL, SHARED PIL	IH	0.01107302	0.00019984
INDUSTRIAL TX: VACANT LAND, SHARED PIL	IJ	0.00719747	0.00012989
INDUSTRIAL TX: EXCESS LAND, SHARED PIL	IK	0.00719747	0.00012989
INDUSTRIAL TX: FULL	IT	0.01107302	0.00019984
INDUSTRIAL TX: EXCESS LAND	IU	0.00719747	0.00012989
INDUSTRIAL TX: VACANT LAND	IX	0.00719747	0.00012989
INDUSTRIAL PIL: GENERAL VACANT LAND	IZ	0.00719747	0.00012989
LARGE INDUSTRIAL INDUSTRIAL TX: FULL	LT	0.01107302	0.00019984
LARGE INDUSTRIAL INDUSTRIAL TX: EXCESS LAND	LU	0.00719747	0.00012989
MULTI-RES TX: FULL	MT	0.01609267	0.00029043
NEW MULTI-RES TX: FULL	NT	0.00822388	0.00014842
PIPLINE TX: FULL	PT	0.01645856	0.00029703
RESIDENTIAL TX: FARM1	R1	0.00452313	0.00008163
RESIDENTIAL PIL: FULL	RF	0.00822388	0.00014842
RESIDENTIAL PIL: GENERAL	RG	0.00822388	0.00014842
RESIDENTIAL TX: FULL, SHARED PIL	RH	0.00822388	0.00014842
RESIDENTIAL PIL: FULL, TXTEN OF PROV	RP	0.00822388	0.00014842
RESIDENTIAL TX: FULL	RT	0.00822388	0.00014842
SHOPPING CENTER TX: FULL	ST	0.01134324	0.00020471
SHOPPING CENTER TX: EXCESS LAND	SU	0.00794027	0.00014330
MANAGED FOREST TX: FULL	TT	0.00205597	0.00003710

Schedule “B” to By-law 2024-xxx
2024 Tax Rates by Realty Tax Class/Qualifier

2024 Class Description	Realty Tax Class	Fire	
		Area A	Area C
	RTC	(c)	(d)
COMMERCIALPIL: FULL	CF	0.00125706	0.00045782
COMMERCIALPIL: GENERAL	CG	0.00125706	0.00045782
COMMERCIALTX: FULL, SHARED PIL	CH	0.00125706	0.00045782
COMMERCIALTX: VACANT LAND, SHARED PIL	CJ	0.00087994	0.00032048
COMMERCIALPIL: FULL, TAXABLE TENANT OF PROV	CP	0.00125706	0.00045782
COMMERCIALTX: FULL	CT	0.00125706	0.00045782
COMMERCIALTX: EXCESS LAND	CU	0.00087994	0.00032048
COMMERCIALTX: VACANT LAND	CX	0.00087994	0.00032048
COMMERCIALPIL: FULL VACANT LAND	CY	0.00087994	0.00032048
COMMERCIALPIL: GENERAL VACANT LAND	CZ	0.00087994	0.00032048
OFFICE BUILDING PIL: GENERAL	DG	0.00125706	0.00045782
OFFICE BUILDING TX: FULL	DT	0.00125706	0.00045782
OFFICE BUILDING TX: EXCESS LAND	DU	0.00087994	0.00032048
EXEMPT	E	0.00000000	0.00000000
FARM TX: FULL	FT	0.00022784	0.00008298
PARKING LOT TX: FULL	GT	0.00125706	0.00045782
LANDFILL PAYMENT IN LIEU: FULL	HF	0.00123349	0.00044924
INDUSTRIAL TX : FULL, SHARED PIL	IH	0.00122711	0.00044692
INDUSTRIAL TX: VACANT LAND, SHARED PIL	IJ	0.00122711	0.00029050
INDUSTRIAL TX: EXCESS LAND, SHARED PIL	IK	0.00079762	0.00029050
INDUSTRIAL TX: FULL	IT	0.00122711	0.00044692
INDUSTRIAL TX: EXCESS LAND	IU	0.00079762	0.00029050
INDUSTRIAL TX: VACANT LAND	IX	0.00079762	0.00029050
INDUSTRIAL PIL: GENERAL VACANT LAND	IZ	0.00079762	0.00029050
LARGE INDUSTRIAL INDUSTRIAL TX: FULL	LT	0.00122711	0.00044692
LARGE INDUSTRIAL INDUSTRIAL TX: EXCESS LAND	LU	0.00079762	0.00029050
MULTI-RES TX: FULL	MT	0.00178339	0.00064951
NEW MULTI-RES TX: FULL	NT	0.00091137	0.00033192
PIPLINE TX: FULL	PT	0.00182394	0.00066428
RESIDENTIAL TX: FARM1	R1	0.00050125	0.00018256
RESIDENTIAL PIL: FULL	RF	0.00091137	0.00033192
RESIDENTIAL PIL: GENERAL	RG	0.00091137	0.00033192
RESIDENTIAL TX: FULL, SHARED PIL	RH	0.00091137	0.00033192
RESIDENTIAL PIL: FULL, TXTEN OF PROV	RP	0.00091137	0.00033192
RESIDENTIAL TX: FULL	RT	0.00091137	0.00033192
SHOPPING CENTER TX: FULL	ST	0.00125706	0.00045782
SHOPPING CENTER TX: EXCESS LAND	SU	0.00087994	0.00032048
MANAGED FOREST TX: FULL	TT	0.00022784	0.00008298

Schedule “B” to By-law 2024-xxx
2024 Tax Rates by Realty Tax Class/Qualifier

2024 Class Description	Realty Tax Class	Police		
		OPP	Lindsay	Ops
	RTC	(e)	(f)	(g)
COMMERCIALPIL: FULL	CF	0.00108620	0.00395214	0.00235979
COMMERCIALPIL: GENERAL	CG	0.00108620	0.00395214	0.00235979
COMMERCIALTX: FULL, SHARED PIL	CH	0.00108620	0.00395214	0.00235979
COMMERCIALTX: VACANT LAND, SHARED PIL	CJ	0.00076034	0.00276650	0.00165185
COMMERCIALPIL: FULL, TAXABLE TENANT OF PROV	CP	0.00108620	0.00395214	0.00235979
COMMERCIALTX: FULL	CT	0.00108620	0.00395214	0.00235979
COMMERCIALTX: EXCESS LAND	CU	0.00076034	0.00276650	0.00165185
COMMERCIALTX: VACANT LAND	CX	0.00076034	0.00276650	0.00165185
COMMERCIALPIL: FULL VACANT LAND	CY	0.00076034	0.00276650	0.00165185
COMMERCIALPIL: GENERAL VACANT LAND	CZ	0.00076034	0.00276650	0.00165185
OFFICE BUILDING PIL: GENERAL	DG	0.00108620	0.00395214	0.00235979
OFFICE BUILDING TX: FULL	DT	0.00108620	0.00395214	0.00235979
OFFICE BUILDING TX: EXCESS LAND	DU	0.00076034	0.00276650	0.00165185
EXEMPT	E	0.00000000	0.00000000	0.00000000
FARM TX: FULL	FT	0.00019687	0.00071633	0.00042771
PARKING LOT TX: FULL	GT	0.00108620	0.00395214	0.00235979
LANDFILL PAYMENT IN LIEU: FULL	HF	0.00106583	0.00387803	0.00231554
INDUSTRIAL TX : FULL, SHARED PIL	IH	0.00106032	0.00385799	0.00230357
INDUSTRIAL TX: VACANT LAND, SHARED PIL	IJ	0.00068921	0.00250769	0.00149732
INDUSTRIAL TX: EXCESS LAND, SHARED PIL	IK	0.00068921	0.00385799	0.00149732
INDUSTRIAL TX: FULL	IT	0.00106032	0.00385799	0.00230357
INDUSTRIAL TX: EXCESS LAND	IU	0.00068921	0.00250769	0.00149732
INDUSTRIAL TX: VACANT LAND	IX	0.00068921	0.00250769	0.00149732
INDUSTRIAL PIL: GENERAL VACANT LAND	IZ	0.00068921	0.00250769	0.00149732
LARGE INDUSTRIAL INDUSTRIAL TX: FULL	LT	0.00106032	0.00385799	0.00230357
LARGE INDUSTRIAL INDUSTRIAL TX: EXCESS LAND	LU	0.00068921	0.00250769	0.00149732
MULTI-RES TX: FULL	MT	0.00154099	0.00560690	0.00334783
NEW MULTI-RES TX: FULL	NT	0.00078750	0.00286531	0.00171085
PIPLINE TX: FULL	PT	0.00157603	0.00573438	0.00342395
RESIDENTIAL TX: FARM1	R1	0.00043312	0.00157592	0.00094097
RESIDENTIAL PIL: FULL	RF	0.00078750	0.00286531	0.00171085
RESIDENTIAL PIL: GENERAL	RG	0.00078750	0.00286531	0.00171085
RESIDENTIAL TX: FULL, SHARED PIL	RH	0.00078750	0.00286531	0.00171085
RESIDENTIAL PIL: FULL, TXTEN OF PROV	RP	0.00078750	0.00286531	0.00171085
RESIDENTIAL TX: FULL	RT	0.00078750	0.00286531	0.00171085
SHOPPING CENTER TX: FULL	ST	0.00108620	0.00395214	0.00235979
SHOPPING CENTER TX: EXCESS LAND	SU	0.00076034	0.00276650	0.00165185
MANAGED FOREST TX: FULL	TT	0.00019687	0.00071633	0.00042771

Schedule “B” to By-law 2024-xxx
2024 Tax Rates by Realty Tax Class/Qualifier

2024 Class Description	Realty Tax Class	Transit	Parks	Streetlights	BIA
	RTC	(h)	(i)	(j)	(k)
COMMERCIALPIL: FULL	CF	0.00062950	0.00020603	0.00013313	0.00588991
COMMERCIALPIL: GENERAL	CG	0.00062950	0.00020603	0.00013313	0.00588991
COMMERCIALTX: FULL, SHARED PIL	CH	0.00062950	0.00020603	0.00013313	0.00588991
COMMERCIALTX: VACANT LAND, SHARED PIL	CJ	0.00044065	0.00014422	0.00009319	0.00412294
COMMERCIALPIL: FULL, TAXABLE TENANT OF PROV	CP	0.00062950	0.00020603	0.00013313	0.00588991
COMMERCIALTX: FULL	CT	0.00062950	0.00020603	0.00013313	0.00588991
COMMERCIALTX: EXCESS LAND	CU	0.00044065	0.00014422	0.00009319	0.00412294
COMMERCIALTX: VACANT LAND	CX	0.00044065	0.00014422	0.00009319	0.00412294
COMMERCIALPIL: FULL VACANT LAND	CY	0.00044065	0.00014422	0.00009319	0.00412294
COMMERCIALPIL: GENERAL VACANT LAND	CZ	0.00044065	0.00014422	0.00009319	0.00412294
OFFICE BUILDING PIL: GENERAL	DG	0.00062950	0.00020603	0.00013313	0.00588991
OFFICE BUILDING TX: FULL	DT	0.00062950	0.00020603	0.00013313	0.00588991
OFFICE BUILDING TX: EXCESS LAND	DU	0.00044065	0.00014422	0.00009319	0.00412294
EXEMPT	E	0.00000000	0.00000000	0.00000000	0.00000000
FARM TX: FULL	FT	0.00011410	0.00003734	0.00002413	0.00000000
PARKING LOT TX: FULL	GT	0.00062950	0.00020603	0.00013313	0.00588991
LANDFILL PAYMENT IN LIEU: FULL	HF	0.00061770	0.00020217	0.00013064	0.00577947
INDUSTRIAL TX : FULL, SHARED PIL	IH	0.00061451	0.00020113	0.00012996	0.00574960
INDUSTRIAL TX: VACANT LAND, SHARED PIL	IJ	0.00039943	0.00013073	0.00008448	0.00373724
INDUSTRIAL TX: EXCESS LAND, SHARED PIL	IK	0.00039943	0.00013073	0.00008448	0.00373724
INDUSTRIAL TX: FULL	IT	0.00061451	0.00020113	0.00012996	0.00574960
INDUSTRIAL TX: EXCESS LAND	IU	0.00039943	0.00013073	0.00008448	0.00373724
INDUSTRIAL TX: VACANT LAND	IX	0.00039943	0.00013073	0.00008448	0.00373724
INDUSTRIAL PIL: GENERAL VACANT LAND	IZ	0.00039943	0.00013073	0.00008448	0.00373724
LARGE INDUSTRIAL INDUSTRIAL TX: FULL	LT	0.00061451	0.00020113	0.00012996	0.00574960
LARGE INDUSTRIAL INDUSTRIAL TX: EXCESS LAND	LU	0.00039943	0.00013073	0.00008448	0.00373724
MULTI-RES TX: FULL	MT	0.00089308	0.00029230	0.00018888	0.00000000
NEW MULTI-RES TX: FULL	NT	0.00045639	0.00014938	0.00009652	0.00000000
PIPLINE TX: FULL	PT	0.00091338	0.00029895	0.00019317	0.00854601
RESIDENTIAL TX: FARM1	R1	0.00025102	0.00008216	0.00005309	0.00000000
RESIDENTIAL PIL: FULL	RF	0.00045639	0.00014938	0.00009652	0.00000000
RESIDENTIAL PIL: GENERAL	RG	0.00045639	0.00014938	0.00009652	0.00000000
RESIDENTIAL TX: FULL, SHARED PIL	RH	0.00045639	0.00014938	0.00009652	0.00000000
RESIDENTIAL PIL: FULL, TXTEN OF PROV	RP	0.00045639	0.00014938	0.00009652	0.00000000
RESIDENTIAL TX: FULL	RT	0.00045639	0.00014938	0.00009652	0.00000000
SHOPPING CENTER TX: FULL	ST	0.00062950	0.00020603	0.00013313	0.00588991
SHOPPING CENTER TX: EXCESS LAND	SU	0.00044065	0.00014422	0.00009319	0.00412294
MANAGED FOREST TX: FULL	TT	0.00011410	0.00003734	0.00002413	0.00106755

Schedule “C” to By-law 2024-xxx

fire map.pdf

Schedule “D” to By-law 2024-xxx
Listing of Business Improvement Properties

Property Class	Roll Number	Assessment
CF	010 00200201.0000	184,000
Commercial PIL: Full Total		**184,000**
CT	010 00200200.0000	641,000
CT	010 00200300.0000	301,100
CT	010 00200400.0000	190,000
CT	010 00200500.0000	1,518,800
CT	010 00200600.0000	339,800
CT	010 00200650.0000	215,400
CT	010 00200700.0000	181,700
CT	010 00200800.0000	212,800
CT	010 00201000.0000	351,200
CT	010 00201100.0000	320,000
CT	010 00201200.0000	158,100
CT	010 00201300.0000	1,219,000
CT	010 00201400.0000	915,700
CT	010 00201500.0000	330,000
CT	010 00201700.0000	741,700
CT	010 00201800.0000	931,000
CT	010 00202200.0000	249,800
CT	010 00202300.0000	322,000
CT	010 00202400.0000	281,000
CT	010 00202500.0000	294,900
CT	010 00202600.0000	191,800
CT	010 00202700.0000	608,000
CT	010 00202800.0000	296,000
CT	010 00202900.0000	316,000
CT	010 00203000.0000	352,000
CT	010 00203100.0000	584,000
CT	010 00203200.0000	515,700
CT	010 00203300.0000	364,800
CT	010 00203400.0000	263,500
CT	010 00203500.0000	902,700
CT	010 00222500.0000	255,700
CT	010 00222600.0000	122,500
CT	010 00222700.0000	103,400
CT	010 00222900.0000	116,500
CT	010 00223100.0000	205,000
CT	010 00223200.0000	181,600
CT	010 00223300.0000	143,300

Schedule “D” to By-law 2024-xxx
Listing of Business Improvement Properties

Property Class	Roll Number	Assessment
CT	010 00223500.0000	748,000
CT	020 00200200.0000	941,000
CT	020 00200300.0000	344,000
CT	020 00200400.0000	294,000
CT	020 00200500.0000	500,000
CT	020 00200600.0000	222,300
CT	020 00200800.0000	587,000
CT	020 00200900.0000	865,000
CT	020 00201000.0000	237,000
CT	020 00201200.0000	187,000
CT	020 00201300.0000	2,190,000
CT	020 00201500.0000	333,049
CT	020 00201600.0000	583,000
CT	020 00201700.0000	372,000
CT	020 00201800.0000	3,489,000
CT	020 00217000.0000	340,000
CT	020 00217200.0000	274,000
CT	020 00300210.0000	189,000
CT	020 00300220.0000	200,100
CT	020 00300230.0000	209,900
CT	020 00300300.0000	617,800
CT	020 00300500.0000	778,100
CT	020 00300800.0000	2,389,000
CT	020 00301000.0000	410,000
CT	020 00301100.0000	329,000
CT	020 00301200.0000	391,000
CT	020 00301400.0000	296,000
CT	020 00301700.0000	1,027,000
CT	020 00326200.0000	368,000
CT	020 00326300.0000	535,000
CT	020 00326400.0000	584,000
CT	020 00326500.0000	472,700
CT	040 00325000.0000	852,400
CT	040 00325500.0000	500,500
CT	040 00325600.0000	257,461
Commercial Taxable: Full Total		**38,150,810**

Schedule “D” to By-law 2024-xxx
Listing of Business Improvement Properties

Property Class	Roll Number	Assessment
CU	010 00201200.0000	75,200
CU	020 00300500.0000	123,900
Commercial Taxable: Excess Land Total		**199,100**
ST	020 00201800.0000	2,357,000
Shopping Centre Taxable: Full Total		**2,357,000**
	GRAND TOTAL	**40,890,910**

The Corporation of the City of Kawartha Lakes

By-Law 2024-___

A By-Law to Establish the City of Kawartha Lakes O.P.P. Detachment Board

Recitals

1. The Community Safety and Policing Act, 2019, S.O. 2019, c.1,Sched. 1, s.67 provides that there shall be an O.P.P. Detachment Board in accordance with the regulations made by the Minister for each detachment of the Ontario Provincial that provides policing in a municipality
2. Under this authority the Kawartha Lakes O.P.P. Detachment Board will be established by Council and shall replace the City of Kawartha Lakes Community Policing Advisory Committee.
3. The City of Kawartha Lakes O.P.P. Detachment Board shall operate in compliance with The Community Safety and Policing Act, 2019, and Ontario Regulation 135/24.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___

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;

"Chief Administrative Officer" 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 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: City of Kawartha Lakes O.P.P. Detachment Board

2.01 **Establish Board:** The City of Kawartha Lakes O.P.P. Detachment Board is hereby established and shall operate in compliance with the Community Safety and Policing Act, 2019 and Ontario Regulation 135/54

2.02 **Composition:** The City of Kawartha Lakes O.P.P. Detachment Board shall be comprised of three (3) members of Council, one public member appointed by Council and one Provincial appointee.

2.03 **Mandate:** The City of Kawartha Lakes O.P.P. Detachment Board shall:

(a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;

(b) determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;

(c) advise the detachment commander with respect to policing provided by the detachment;

(d) monitor the performance of the detachment commander;

(e) review the reports from the detachment commander regarding policing provided by the detachment; and

(f) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves. 2019, c. 1, Sched. 1, s. 68 (1); 2023, c. 12, Sched. 1, s. 28.

(g) other matters deleted by Council through approval of the associated Terms of Reference for the City of Kawartha Lakes O.P.P. Detachment Board.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Chief Administrative Officer 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.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation Of The City Of Kawartha Lakes

By-Law 2024-

A By-Law to Provide for a Minor Improvement on Drainage Works in The City of Kawartha Lakes, Known as The Short and 2A Drain

Recitals

1. The work to be included in the engineers report includes a 10m wide low level crossing on the Short and 2A Municipal Drain Located on Part of Lot 14, Concession 12 within the City of Kawartha Lakes.

2. The Council of the City of Kawartha Lakes subsequently directed that a report be prepared under the provisions of the Drainage Act.

3. The Council of the City of Kawartha Lakes received a report made by M. Gerrits Inc. dated February 12, 2024 (the “Report”).

4. The estimated total cost of constructing the drainage works is $33,209.00

5. At the conclusion of the meeting held on April 2, 2024 to consider the Curtin Drain Report, the petition for drainage works remained valid.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024- pursuant to the Drainage Act.

1. The Report is adopted and the drainage works described in it are authorized. These works shall be completed in accordance with the Report.

2. The City of Kawartha Lakes may borrow on the City’s credit the amount of $33,209.00, which is the amount necessary for the construction of the drainage works.

3. A special rate shall be levied upon lands and roads as set forth in the assessment schedules included as Schedules A and B to this By-law, less the total amount of:

   (a) grants to the agricultural lands under Section 85 of the Act, where applicable; and

   (b) allowances granted under Section 29 to 33 of the Act, where applicable.

   The special rate shall become due and payable as a single cash payment within 30 days of the invoicing of it by the City, or if single cash payment has not been made within 30 days of the invoicing, then the amount shall be levied upon the lands and roads as set forth in Schedules A and B to this By-law and collected in the same manner and at the same time as other taxes are collected; and

(c) If requested in writing, the Corporation of the City of Kawartha Lakes may arrange for the issue of debentures as stipulated in Policy CP2021-017, being the Credit Granting Policy, that is in effect at the time of the passing of the actual cost by-law.

4. This By-law shall come into force on the passing thereof and may be cited as the "Short and 2A Drain Minor Improvement 2024 By-law"

By-law read a first and second time on the 30th day of April, 2024 and provisionally adopted.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

By-law read a third time, and finally passed, on the 21th day of May, 2024.

Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Appendix A – Short and 2A Drain – Minor Improvement Engineer's Report

Appendix A - Short and 2A Drain 0 Minc

M. GERRITS
CONSULTING INC.

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519 845-0969
mike@mgerritsconsulting.ca

The City of Kawartha Lakes
26 Francis Street
Lindsay, ON
K9V 5R8

April 3, 2024

Re: Short and 2A Drain - Masters Low Level Crossing Improvement Revisions for Consideration at the April 30, 2024 Council Meeting

Following the Meeting to Consider the Report, a landowner requested M. Gerrits Consulting Inc. review if the proposed improvement was a primary or secondary access. Upon review of the property, it was determined that the access was the only access for the lands ending with the Area Roll Number 161100004010900, and is considered a primary access for the lands.

The references to the secondary access and grant on pages 2, 3 and 4 of the drain report dated February 12, 2024, have been updated to reflect the changes, and are attached for consideration and incorporation into the adopted report at the April 30, 2024 Council meeting.

Yours truly,

Michael Gerrits, P. Eng.
M. Gerrits Consulting Inc.

M. GERRITS
CONSULTING INC.

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The City of Kawartha Lakes
26 Francis Street
Lindsay, ON
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February 12, 2024

Re: Short and 2A Drain - Masters Low Level Crossing Improvement

In accordance with your instructions, M. Gerrits Consulting Inc. has undertaken an examination of the Short and 2A Drain, with respect to construction of a low level crossing on the B., G., & R. Masters property at 823 Peniel Road (Part of Lot 14, Concession 12), within the City of Kawartha Lakes.

Authorization Under the Drainage Act

This Engineer's Report has been prepared under Section 78(5) of the Drainage Act, as per the request of an affected landowner.

Existing Reports

W.E. Yarnold, Township Engineer prepared a report for the Short and 2A Drain, dated April 12, 1981. The report included the construction of the original drain.

T. Pridham. P.Eng. prepared a drain report, dated March 20, 2006. The report included deepening and widening of the drain.

Existing Conditions and Investigation

M. Gerrits Consulting Inc. completed a site visit and survey on June 5, 2023. The open channel portion of the drain at the proposed low level crossing appeared to be in good condition.

Drain Classification

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Agricultural mapping, indicates that the Short and 2A Drain is a Class D drain.

On Site Meeting

An on site meeting was held on June 5, 2023 at 823 Peniel Road. The following attended the meeting:

Richard Monaghan, City of Kawartha Lakes Drainage Superintendent
Michael Gerrits, M. Gerrits Consulting Inc.
Guy Masters – Landowner
Reid Master – Landowner

The following is a brief summary of the meeting.

- M. Gerrits completed an overview of the Drainage Act.
- M. Gerrits confirmed the minor improvement met the requirements under Section 78(5) of the Drainage Act.
- G. Masters identified the location of the access, and marked it with a wooden stake.
- M. Gerrits confirmed the access width with G. Masters who agreed to a 10m driving platform.
- Following the meeting, M. Gerrits completed a survey of the proposed low level crossing.

Recommendations

It is therefore recommended that a new drain report be prepared for a 10m wide, low level crossing on the Short and 2A Drain in Part of Lot 14, Concession 12 (Masters land), within the City of Kawartha Lakes.

Design

The drainage works will be located at Station 6+957 of the Short and 2A Drain. The proposed low level crossing will maintain the drain cross section and will not impede flows. Due to the limited use of the crossing, the rip rap access has been installed to a level 0.6m above the channel bottom.

Approvals

All construction will be completed in accordance with the Department of Fisheries and Oceans (DFO) regulations, and the applicable Conservation Authority permits.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying specification of work and profile, that form a part of this report. An Estimate of Cost has been prepared in the amount of $32,641, which includes engineering fees but does not include work beyond the preparation of the report, such as inspection during construction or in person meetings.

A plan has been prepared, which shows the location of the work, the approximate drainage area, and the depths and grades of the proposed work.

Assessment

As per Section 21 of the Drainage Act, a Schedule of Assessment for the lands and roads affected by the Short and 2A Drain low level crossing has been prepared.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works, may be assessed for benefit (Section 22).

Lands and roads that use the drainage works as an outlet, for which the drainage works are constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse, may be assessed for outlet. The assessment for outlet shall be based on the volume and the rate of flow of the water artificially caused to flow into the drainage works, from the lands and roads liable for such assessments. If, from any land or road, water is artificially caused by any means to flow upon and injure any other land or road, the land or road from which the water is caused to flow, may be assessed for injuring liability with respect to a drainage works, to relieve the injury so caused to such other land or road (Section 23).

The estimated cost of the drainage works has been assessed in the following manner:

- The low level crossing is considered an additional crossing for the Masters lands (ARN 161100004010900), and is being installed under Section 78(5) of the Drainage Act; therefore, the cost of the low level crossing has been assessed with 100% of the estimated cost assessed as a benefit assessment to the Masters lands.

Allowances

The proposed work is an access with all costs being assessed to the requesting landowner, and for this reasoning there will be no Section 29 or Section 30 allowances paid under this report.

Access and Working Area

In addition to the access and working area set out in the current drain report, access to the low level crossing will be via the Master lands (ARN 161100004010900). The working corridor will be extended to 25m either side of the drain, for the length of the low level crossing.

Restrictions

Following construction, no trees or shrubs shall be planted nor shall permanent structures be erected within the working area without prior written permission of Council, unless otherwise specified in this report.

Attention is also drawn to Sections 80 and 82 of the Drainage Act, which refers to a landowner's responsibility regarding obstruction of a drainage works, the removal of obstructions in a drain, and the damage caused to a drain by an obstruction.

Agricultural Grant

Under Section 85 of the Drainage Act, a grant may be available for assessments against privately owned parcels of land which are used for agricultural purposes, and are eligible for the Farm Property Class Tax Rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of this drain.

Maintenance

Upon completion of the work, the drainage works shall be repaired and maintained by the City of Kawartha Lakes, under the provisions of the Drainage Act at the expense of the owner on which the low level crossing is located.

Yours truly,

Michael Gerrits, P. Eng.
M. Gerrits Consulting Inc.

Short and 2A Drain
City of Kawartha Lakes
February 12, 2024

ESTIMATE OF COST

	Quantity	Unit	Unit Price	Total
General Work				
Benchmark Verification	1	L.S.	100	100
Light Duty Silt Fence (Station 6+588)	5	m	100	500
Stripping	555	sq.m.	2	1110
Excavation	456	cu.m.	5	2280
200mm - 300mm Channel Rip Rap (0.3m Depth)	150	sq.m.	70	10500
200mm - 400mm Access Bank Rip Rap (0.4m Depth) c/w Geotextile	70	sq.m.	80	5600
Level Spoils	1	LS	600	600
Restoration of Disturbed Areas	130	sq.m.	2	260

Subtotal		20950
Miscellaneous		1054
Engineering		10630
Net HST		575
Total Estimate	$	33,209

Short and 2A Drain
City of Kawartha Lakes
February 12, 2024

SCHEDULE OF ASSESSMENT
MASTERS LOW LEVEL CROSSING
(Station 6+597)

Conc.	Lot or Part	Aff. Hect.	Roll No.	Owner	Special Benefit ($)	Benefit ($)	Outlet ($)	Total ($)	Eq. Area (Ha)
Agricultural Lands									
12	Pt. Lot 13 & 14	20.0	161100004010900	B., G., & R. Masters	-	33,209	-	33,209	20.0
					-	33,209	-	33,209	

Total Special Benefit	-
Total Benefit	33,209
Total Outlet	-
Total - Agricultural Lands	33,209
Total Assessment	$ 33,209

Short and 2A Drain – Masters Low Level Crossing
The City of Kawartha Lakes
February 12, 2024

SPECIFICATION OF WORK

1. Scope of Work

The work to be included in this specification includes the low level crossing on the Masters land at 823 Peniel Road (Part of Lot 14, Concession 12), within the City of Kawartha Lakes.

2. Plans and Specifications

These specifications shall apply and be a part of the construction Contract. This Specification of Work shall take precedence over all plans and general conditions pertaining to the Contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications (OPSS) and Standard Drawings (OPSD).

Any reference to the Owner contained in these Contract Documents, shall refer to The City of Kawartha Lakes, or the Engineer authorized by The City of Kawartha Lakes, to act on its behalf.

3. Health and Safety

The Contractor, at all times, shall be responsible for health and safety on the worksite, including ensuring that all employees wear suitable personal protective equipment, including safety boots and hard hats.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act, to ensure that work sites are safe, and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency, and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for a stop work order to be issued, or even termination of the Contract.

The Contractor shall also ensure that only competent workmen are employed onsite, and that appropriate training and certification is supplied to all employees.

4. **Workplace Safety and Insurance Board**

The Contractor hereby certifies that all employees and officers working on the project are covered by the Contractor's benefits. The WSIB Clearance Certificate must be furnished prior to the execution of the Contract, and updated every 90 days.

5. Benchmarks

The benchmark locations are identified on the drawings. The Contractor is required to complete a benchmark loop, prior to construction, to verify the benchmarks. If discrepancies exist, the Contractor must notify the Drainage Superintendent and Engineer prior to completing any work.

6. Utility Locates

Prior to completing any tile installation, the Contractor shall locate all utilities in the working area and adjacent road allowances, and forward the locations and elevations to the Drainage Superintendent and Engineer for review.

7. Geotechnical Investigation

A geotechnical investigation has not been undertaken within the project limits.

8. Access and Working Area

In addition to the access and working area set out in the current drain report, access to the low level crossing will be via the Master lands (ARN 161100004010900). The working corridor will be extended to 25m either side of the drain, for the length of the low level crossing.

9. **Strip Existing Channel**

The existing channel shall be stripped of organic matter. Topsoil shall be placed on the east side of the drain and the material must be used as part of the final restoration.

Stripping shall be in accordance with OPSS 206.

10. Excavation Channel

The low level access shall be excavated and maintained to the depths and grades as per the drawings, which are contained in this Engineer's Report. The low level access shall be excavated to the proper depth using a laser or similar approved device, with a labourer on site to ensure that the grade is correct.

The low level access shall have a minimum of 10H:1V back slopes and 2H:1V side slopes. The existing topsoil in the area of the excavation and working area, shall be stripped and stockpiled within the working area and used for restoration of the working area. The centre of the low level crossing shall be in the same location as the existing channel.

Any spoils shall be levelled within the working area. Spoils shall be placed on the east side of the channel. The excavated material shall be placed and levelled to a maximum depth of two hundred millimeters (200mm), and shall not impede overland drainage. If the spoils have sub-soil in them, the topsoil shall be windrowed along the edge of the working area, prior to placing the sub-soil. After the excavated material has been levelled, the topsoil shall be spread to its original depth and left in a condition suitable for seeding.

The side slopes of the low level access shall be seeded as soon as the final grading is completed.

Restoration is to be in accordance with the Restoration Specification.

Excavation shall be in accordance with OPSS MUNI 206.

11. Low Level Access Rip Rap

Rip rap channel bank protection shall have a minimum 2H:1V sideslopes. The rip rap shall consist of 200mm - 400mm quarry stone, or an approved equal. The area to receive the rip rap shall be graded to a depth of 300mm below the finished grade. Filter fabric (Terrafix 270R or an approved equal) shall then be placed in areas of the channel bank with any joints overlapped at a minimum of 600mm. The quarry stone shall be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

Rip low level crossing protection shall have a minimum 10H:1V backslopes. The rip rap shall consist of 150mm - 300mm quarry stone, or an approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below the finished grade. The quarry stone shall be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance. The rip rap shall be installed to a level 0.6m above the channel bottom.

12. Levelling of Excavated Material

The excavated material shall be levelled to a maximum depth of 200mm, and left in a condition suitable for restoration.

13. Restoration

Restoration shall be in accordance with the following:

Working Area and Access Restoration

- Disturbed areas within the working area other than tilled lands, shall be restored with a minimum of 100mm of native topsoil generated on site and seed.

Seed

- The application rates are as follows:
  a. Primary seed (85 kg/ha.) consisting of 50% red fescue, 40% perennial ryegrass and 5% white clover.
  b. Nurse crop consisting of Italian (annual) ryegrass at 25% total weight.
  c. Fertilizer (300 kg/ha.) consisting of 8-32-16.
- Hand seeding shall be spread on the affected areas on a daily basis during construction with the seed mixture, fertilizer, and application rate as shown above.

Topsoil shall be in accordance with OPSS MUNI 802.

Seed shall be in accordance with OPSS MUNI 804.

14. Silt Fence

Light duty silt fencing shall be installed immediately downstream of the low level crossing, for the duration of construction. The silt fence shall consist of filter fabric, or manufactured silt fence supported with posts.

The light duty silt fencing and accumulated sediment shall be removed once the disturbed area has been revegetated.

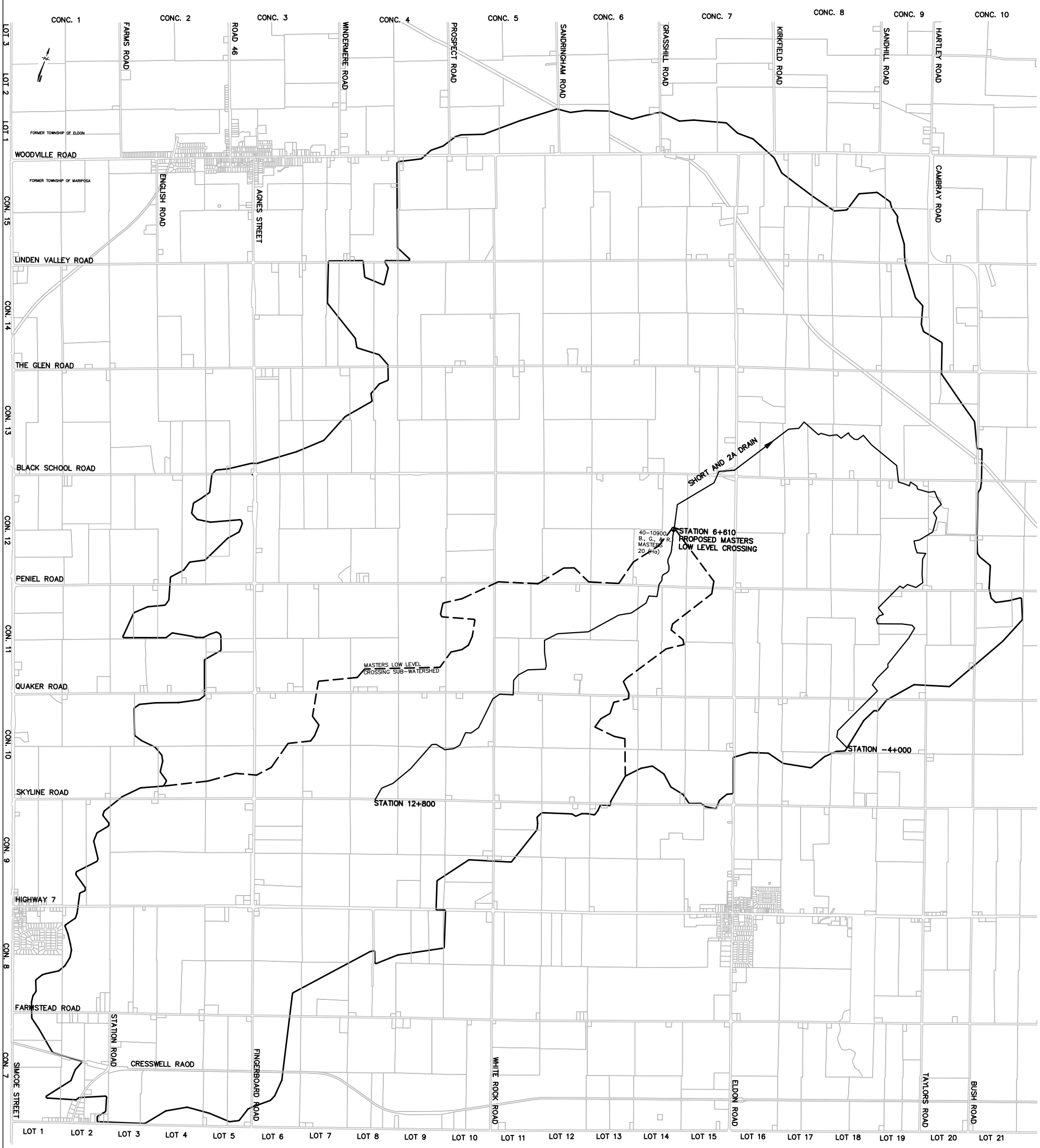
Light duty silt fencing shall be in accordance with OPSS MUNI 805 and OPSD 219.110.

15. Environmental Considerations

The Contractor shall take care to adhere to the following considerations:

- All excavated and stockpiled material shall be placed a minimum of 1.5m from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All granular and erosion control materials shall be stockpiled a minimum of 1.5m from the top of the bank or surface water runs. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance, shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank, surface water runs, and open inlets that enter the drain.

- All construction in the channel shall be carried out during periods of low flow. When possible, the Contractor shall schedule work to avoid periods of high winds and rain. The Contractor shall maintain a dry working area during construction. Prior to construction, the Contractor shall install a silt fence downstream of the work area.
- The work shall be completed in accordance with any required Department of Fisheries and Oceans timing windows and Conservation Authority permits.



LICENSED PROFESSIONAL ENGINEER
M.R.M. GERRITS
FEB 12, 2024
2023-12
PROVINCE OF ONTARIO

SCALE: 1:50,000
0 250 500 750 1000m

LEGEND

- APPROXIMATE DRAINAGE AREA
- SHORT AND 2A DRAIN
- APPROXIMATE SUB-CATCHMENT BOUNDAR
- PROPOSED LOW LEVEL CROSSING

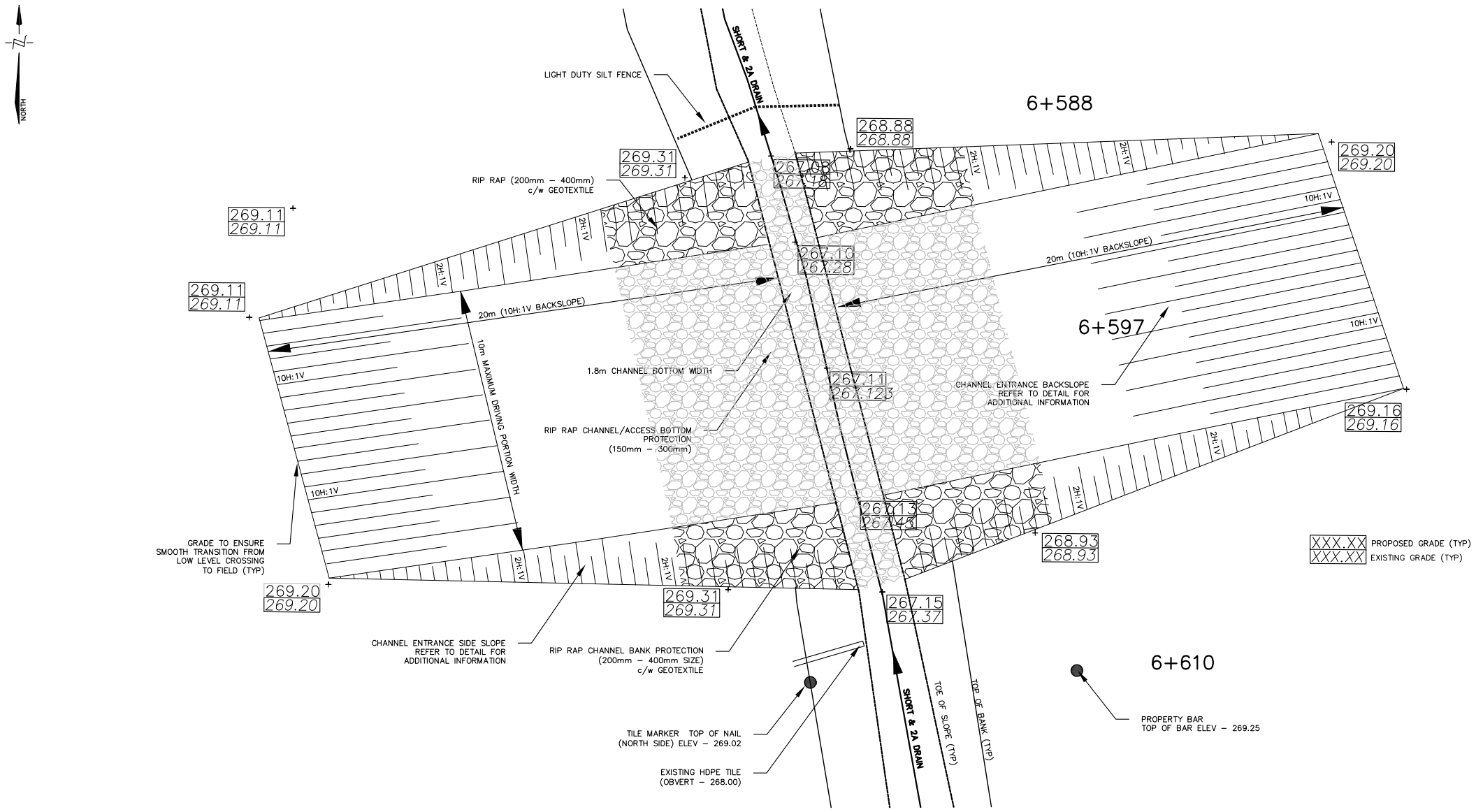
M. GERRITS CONSULTING INC.

No.	REVISIONS	DATE	BY
1	FOR APPROVAL REVIEW	JULY 19, 2023	MG
2	FOR REPORT	FEB. 12, 2024	MG

SHORT AND 2A DRAIN
MASTERS LOW LEVEL CROSSING
CITY OF KAWARTHA LAKES

OVERALL PLAN

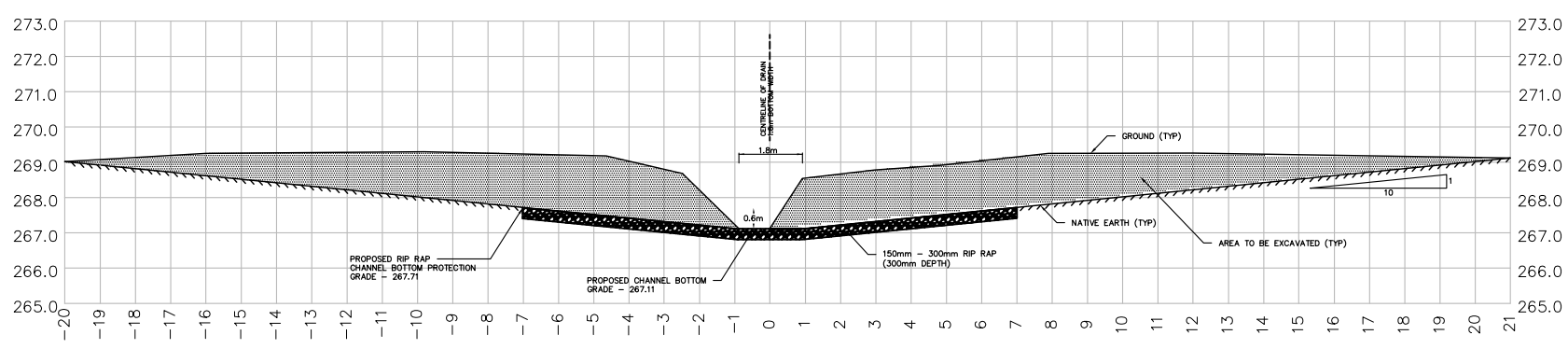
DRAWN	MG
CHECKED	EG
DATE	FEBRUARY 12, 2024
PROJECT NO.	2023-012
SHEET	1 OF 2



LOW LEVEL CROSSING STATION 6+597
SCALE 1:150

GENERAL NOTES

1. BENCHMARK #1 ELEV. 269.25
   TOP OF PROPERTY BAR ON EAST SIDE OF CHANNEL
   AT STATION 6+610.
2. BENCHMARK #2 ELEV. 269.02
   TOP OF NAIL LOCATED 0.05m NORTH OF TILE MARKER
   AT STATION 6+608.
3. THE CONTRACTOR IS REQUIRED TO COMPLETE A BENCHMARK
   LOOP, PRIOR TO CONSTRUCTION, TO VERIFY THE BENCHMARKS.
   IF DISCREPANCIES EXIST, THE CONTRACTOR MUST NOTIFY THE
   DRAINAGE SUPERINTENDENT AND ENGINEER, PRIOR TO COMMENCING
   ANY WORK.



LOW LEVEL CROSSING CROSS SECTION STATION 6+597
SCALE 1:150

M. GERRITS
CONSULTING INC.

No.	REVISIONS	DATE	BY
1	FOR APPROVAL REVIEW	JULY 19, 2023	MG
2	FOR REPORT	FEB. 12, 2024	MG

SHORT AND 2A DRAIN
MASTERS LOW LEVEL CROSSING
CITY OF KAWARTHA LAKES

DETAILS

DRAWN	MG
CHECKED	EG
DATE	FEBRUARY 12, 2024
PROJECT NO.	2023–012
SHEET	2 OF 2

The Corporation of the City of Kawartha Lakes

By-Law 2024 -

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 D06-2022-021, Report PLAN2024-019, Part Lot 22, Concession 4, Geographic Township of Ops, Former Town of Lindsay, identified as 158 Colborne Street West – Francoeur]

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 to permit 3 townhouses on a portion of the subject land with site specific development standards and facilitate the severance of the land.

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 2024-__.

Section 1:00 Zoning Details

1.01 **Property Affected**: The Property affected by this by-law is described as Part Lot 22, Concession 4, Geographic Township of Ops, Former Town of Lindsay, identified as 158 Colborne Street West, City of Kawartha Lakes.

1.02 **Textual Amendment**: By-law No. 2000-75 of the Town of Lindsay is further amended by adding Section 9.3.21 as follows:

"**RM1-S20 Zone**

Notwithstanding the permitted uses and zone requirements of the RM1 zone, on lands zoned RM1-S20 a maximum of 3 townhouses are permitted, subject to the following provisions:

For all townhouse lots:

a.	Minimum rear yard setback	5.8 m

For the inner (middle) townhouse lot:

a.	Minimum lot area per dwelling unit	146 sq. m.
b.	Maximum lot coverage	46%

c. Maximum gross floor area as a % of lot area 74%

All other provisions of this By-law shall continue to apply."

1.03 **Textual Amendment**: By-law No. 2000-75 of the Town of Lindsay is further amended by adding Section 7.3.48 as follows:

"**R2-S43 Zone**

Notwithstanding the definition of "Lot Line, Front" in Section 4, Colborne Street West shall be considered the front lot line. Notwithstanding the permitted uses and zone requirements of the R2 zone, on lands zoned R2-S43, the following requirements shall also apply:

a. Minimum rear yard setback 5.56 m

All other provisions of this By-law shall continue to apply."

1.04 **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 Residential Two (R2) Zone to the Residential Multiple One Special Twenty (RM1-S20) Zone and from the Residential Two (R2) Zone to the Residential Two Special Forty-Three (R2-S43) 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 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 ** day of ***, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

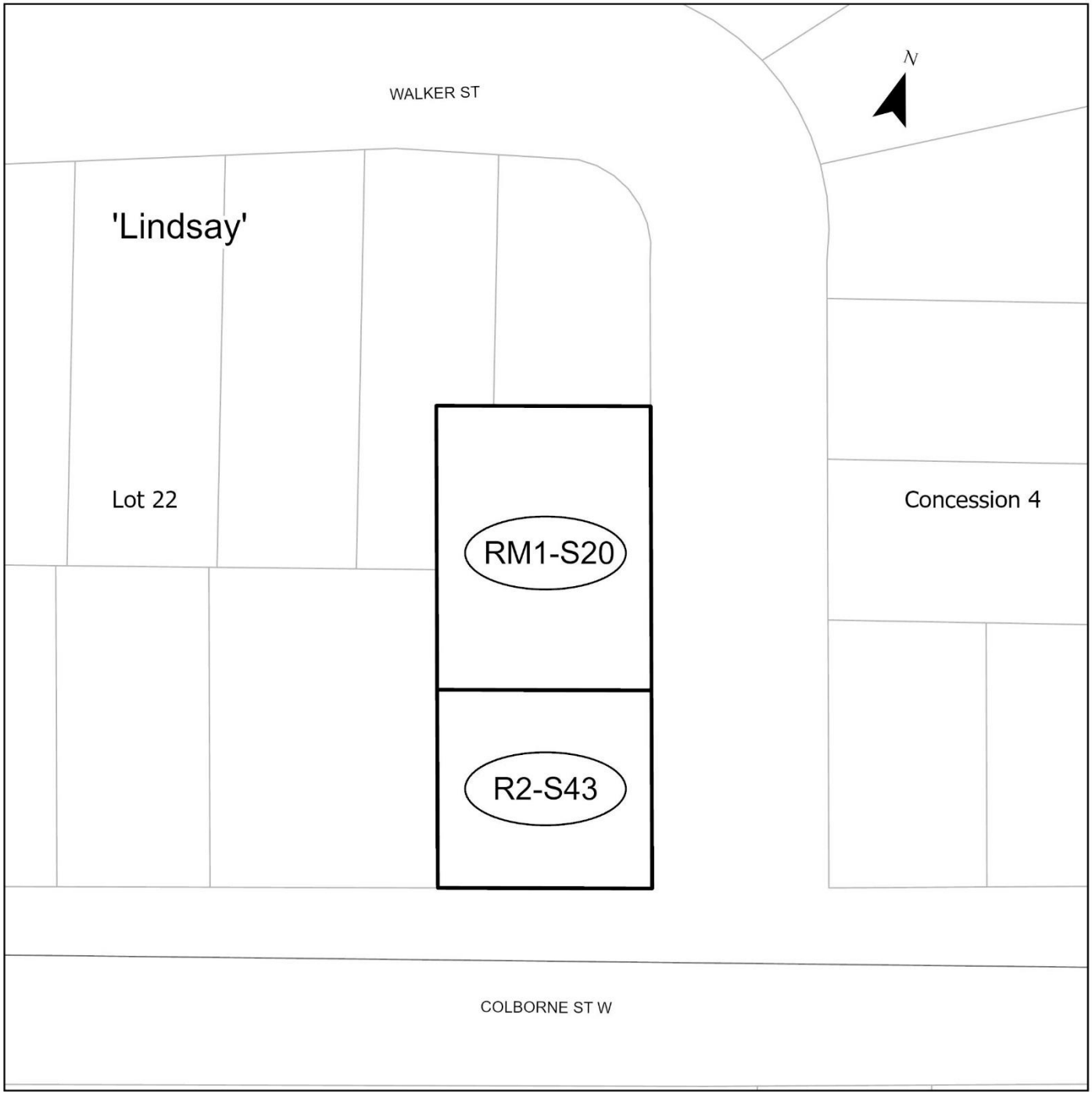
THE CORPORATION OF THE CITY OF

KAWARTHA LAKES

THIS IS SCHEDULE 'A' TO BY-LAW _____ PASSED

THIS _____ DAY OF _____ 2024.

MAYOR _____ CLERK _____



The Corporation of The City of Kawartha Lakes

By-Law 2024-___

A By-Law to Amend By-Law 2022-184, being a By-Law to Appoint a Committee of Adjustment for The City of Kawartha Lakes

Recitals

1. The Planning Act, R.S.O. 1990 Chapter P. 13, Subsection 44(1), as amended, provides that Council may by By-law constitute and appoint a Committee of Adjustment and pursuant to Subsection 44(3) that members who are not members of a municipal council shall be appointed for the term of the Council that appointed them; and pursuant to Subsection 44(4) where a member ceases to be a member before the expiration of his or her term, the Council shall appoint another eligible person for the unexpired portion of the term.

2. City of Kawartha Lakes By-law 2015-008 constituted the City of Kawartha Lakes Committee of Adjustment and delegated responsibilities to that Committee and an appointed official.

3. By-Law 2022-184 was adopted by Council on December 13, 2022 to appoint members to the Committee of Adjustment for a term ending November 14, 2024.

4. Due to a change in membership, Council now considers it advisable to update the membership of the Committee of Adjustment for the balance of the current term of Council.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2024-___.

1.01 **Definitions**: In this by-law,

All defined terms in the amending by-law take their meaning from By-Law 2022-184, as amended, 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.

Section 1.00: Amendment Details

1.01 Amendment: That Section 1.01 of By-Law 2022-184 be amended to remove _____ from the list of members appointed to the Committee of Adjustment.

1.02 **Amendment:** That Section 1.01 of By-Law 2022-184 be amended to add _____ to the list of members appointed to the Committee of Adjustment.

Section 2.00: Effective Date

2.01 **Effective Date:** This By-Law shall be effective on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

The Corporation of the City of Kawartha Lakes

By-law 2024-___

A By-Law to Confirm the Proceedings of a Regular Meeting of Council, Tuesday, April 30, 2024

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 2024-___.

Section 1.00: Confirmation

1.01 The actions of the Council at the following meeting:

Tuesday, April 30. 2024, 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 30th day of April, 2024.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk