

Township of Selwyn Regular Council Meeting

Tuesday, March 23, 2021 – 6:00 PM

Virtual Meeting

Watch the meeting via livestreaming

<https://www.youtube.com/user/SelwynTownship>

- **4:30 PM – Special Meeting – Dashboard Review**
 - **5:00 PM – Committee of Adjustment**
 - **6:00 PM – Regular Council Meeting Begins**
-

Moment of Silent Reflection

Please observe a moment of silence, so that Council, staff and members of the public can quietly reflect on our duty to the community that we are trying to serve.

Notification to Members of the Public

Members of the public, staff, presenters and members of Council please be advised that meetings are broadcast and recorded and made available on the internet.

Declaration of Pecuniary Interest and the General Nature Thereof

1. Minutes

(a) Minutes – Open Session

- Motion to adopt the minutes of the regular Council meetings of March 9, 2021 and the special Council meetings of March 3, 2021 - CAO Evaluation No. 4
- Discussion out of the minutes

2. Deputations and/or Invited Persons and/or Public Meetings

(a) 6:05 PM – Arthur Tarala – Building Permit Issuance

3. Question Period

15 minutes, one question per person at a time, on a rotating basis

If a member of the public has a question please send an [email](#) by 4:30 PM on the day of the meeting noting your question which will be read into the public record and responded to during the meeting. An email will be sent following the meeting with a link to the recording.

4. Municipal Officer's & Staff Reports - Direction

- (a) Jeannette Thompson, Planner – Zoning By-law Amendment File No. C-02-20 - 1824 Eighth Line – Smith Ward
 - Public and Ministry / Agency Comments
 - Staff Report dated March 9, 2021
 - Draft Zoning By-law Amendment and Schedule A
- (b) Gord Jopling, Fire Chief - Fire Department MVA Billing
 - Draft - Motor Vehicle Accident (MVA) Policy
- (c) Janice Lavalley, CAO – Curbside Garbage Collection – Contract Extension
- (d) R. Lane Vance, Manager of Financial Services & Adam Tobin, Project Coordinator – Water & Sewer – Generator System Replacement at Various Selwyn Water and Wastewater Facilities

Consent Items

All matters listed under Consent Items are considered to be routine, housekeeping, information or non-controversial in nature and to facilitate Council's consideration can be approved by one motion

5. Municipal Officer's & Staff Reports – Information/Housekeeping/Non-Controversial

- (a) Gord Jopling, Fire Chief – Government of Ontario Fire Safety Grant
 - Ministry of the Solicitor General – Fire Safety Grant Announcement
- (b) Angela Chittick, Manager of Community & Corporate Services/Clerk - Approval to Licence a New Group to Conduct Lottery Event Lottery
- (c) Angela Chittick, Manager of Community & Corporate Services/Clerk – Operating Agreement – City of Peterborough – Rural Bus Services
 - Draft Operating Agreement

- (d) Deputy Fire Chief Ted Jackman - Request for Proposal for two (2) new Fire Rescue Boats

6. Correspondence for Discussion and/or Decision

- (a) Correspondence Report – March 23, 2021

Correspondence for Direction

Recommendation:

That the following items of correspondence be received for information and that staff proceed with the recommended direction therein:

1. EORN Gig Broadband Project

Recommendation:

That the letter from the County of Peterborough regarding the EORN Gig Broadband Project be received for information; and

That the Township of Selwyn supports EORN's project proposal to bring up to 1 Gigabyte or 1,000 Megabits of broadband speed to our residents and businesses, ensuring that our municipality's needs are met today and long into the future.

2. Animal Welfare Legislation

- Petition

Recommendation:

That the letter from Margaret McCullough regarding the sale of companion animals from unregistered breeders be received for information; and

That the Township of Selwyn support Margaret McCullough's e-petition to endorse the passing of progressive legislation to protect animals from being abused, sold or neglected within their municipality.

Correspondence for Information

Recommendation:

That the following items of correspondence be received for information:

3. AMO Update – Phase II Vaccinations Plan, Bill 257 – Supporting Broadband Expansion and Firefighter Training Modernization
4. AMO Update – Additional Transit Funding, Municipal Modernization Funding and Public Health Vaccination Plans
5. AMO Update – Municipal Councillor Code of Conduct Consultations
6. AMO Update – Social Services Funding to Protect the Homeless and Ontario Vaccine Rollout Update
7. AMO Update – New Support for Local Fire Services and Updated COVID-19 Vaccine Tools and Resources
8. Special Investigations Unit - January - March 2020 - Quarterly Report
9. Ministry of Municipal Affairs and Housing - COVID-19 Recovery Funding
10. Fire Marshal's Communique - Ontario Fire College Training Modernization
11. Kawartha Chamber of Commerce & Tourism – NewsFlash! March 9th and March 16th, 2021
12. Board of Health Meeting Minutes - March 10, 2021
13. Letter from MP's - Bill C-213 and the Canada Pharmacare Act
14. Township of South Glengarry - Provincial Vaccine Rollout
15. Brock Township - Health Canada Cannabis Enforcement
16. Howick Township - Tile Drain Installation Act and Background Information
17. Township of Adjala-Tosorontio - Title Drainage Installation Act
18. Town of Bracebridge, Brock Township, Morris-Turnberry, Leamington and Township of Limerick - Ontario Fire College Closure
19. Municipality of Grey Highlands - Minister's Zoning Orders
20. Town of Blue Mountains – COVID Relief Funding
21. Township of Terrace Bay - Community Safety & Well-Being Extension Request
22. Municipality of Shuniah - Municipal Insurance Rates
23. Muskoka District - Request to Reverse the Decision to Close the Ontario Fire College

Mayor's Correspondence Forwarded on Behalf of Council:

None.

7. Peterborough County Report

(a) Peterborough County Report – March 23, 2021

County Correspondence for Direction:

None.

County Correspondence for Information:

Recommendation

That the following items of correspondence from the County of Peterborough be received for information:

1. County Official Plan Project:

- Focus on Transportation and Mobility Report
- Focus on Healthy Communities Report
- Focus on Public Safety Report
- Focus on Aggregate Resources
- Focus on Agriculture and Rural Areas Report and Provincial Mapping
- Focus on Waterfront Development

2. Peterborough County Organizational and Service Delivery Review:

- Lang Pioneer Village Advisory Committee Recommendations Report
- Working Group Recommendations to Council Report
- Sub Committee Activities and Action Items
- Infrastructure Services Department Service Delivery Review - Project Status Report

3. News Release and Photo - Lighting Installed at Intersection of CR18 (8th Line) and CR20 (Selwyn Road)

4. Regular County Council Minutes – March 3, 2021

8. Committee Reports

(a) Smith-Ennismore Police Services Board Minutes – January 25, 2021

- Speed Awareness Policy (Revision)

Recommendation:

That the updated Speed Awareness Policy as endorsed by the Police Services Board be approved.

(b) Peterborough Police Service Board Minutes – February 23, 2021

9. Petitions

None.

10. Council Portfolio Updates

Council to provide brief verbal update related to the following portfolios where necessary:

- Community Services, Transportation and Housing – Councillor Donna Ballantyne

- Economic Development, Business Retention and Attraction, Planning and Building Client Services – Deputy Mayor Sherry Senis
- Public Works and Recreation – Councillor Gerry Herron
- Sustainability, Culture and Senior Services – Councillor Anita Locke
- Governance and Inter-Governmental Relations – Mayor Andy Mitchell

11. Other, New & Unfinished Business

- (a) Special Meeting – May 13, 3:30 PM – Cannabis Best Practices Review and Initial Recommendations

12. By-laws

- (a) 2021 – 015 – Zoning By-law Amendment – Polish Perfection - 1824 Eighth Line – Smith Ward
- (b) 2021 – 021 - Authorizing - Genset Tender Award - Supply Point Inc.
- (c) 2021 – 022 – Authorizing MOU – Curbside Garbage Collection Extension
- (d) 2021 – 023 – Adopt MVA Billing Policy
- (e) 2021 – 024 - Authorizing - Service Contract City of Peterborough - Rural Bus Service
- (f) 2021 – 025 - Confirming

Adjournment

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Corporation of the Township of Selwyn

Regular Council Meeting
Tuesday, March 9, 2021

Virtual Council Meeting

A regular meeting of the Council of the Township of Selwyn was held on Tuesday, February 9, 2021.

Council Present (Virtual):

Mayor Andy Mitchell
 Deputy Mayor Sherry Senis
 Councillor Donna Ballantyne
 Councillor Gerry Herron
 Councillor Anita Locke

Staff Present (Virtual):

Janice Lavalley, Chief Administrative Officer
 Angela Chittick, Manager of Community & Corporate Services /Clerk
 R. Lane Vance, Manager of Finance/Treasurer
 Robert Lamarre, Manager of Building and Planning
 Jeannette Thompson, Planner
 Mike Richardson, Manager of Recreation (arrived at 5:20 PM)
 Rick Dunford, Manager of Public Works
 Michelle Thornton, Deputy Treasurer/I. T. Coordinator
 Tania Goncalves, Deputy Clerk (left at 6:35 PM)

The Council meeting commenced at 5:00 PM with Mayor Mitchell in the Chair.

Declaration of Pecuniary Interest

None.

Minutes**Resolution No. 2021 – 054 – Minutes**

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the minutes of the regular Council meeting of February 23, 2021 and the special Council meetings of February 23, 2021 (Dashboard Review) be adopted.

Carried.

Deputations and/or Invited Persons and/or Public Meeting

Council welcomed new employee Acting Economic Development Coordinator - Leisha Newton to the Township.

Resident Mike Muir made a presentation to Council to request the implementation of an Interim Control By-Law to prohibit cannabis cultivation in Selwyn Township including 290 Cork Line, Ennismore Ward.

Resolution No. 2021 – 055 – Cannabis Regulation – 290 Cork Line, Ennismore Ward

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the report from the Manager of Building and Planning regarding the regulation of cannabis and the correspondence and delegation from residents noting concerns about the proposed cannabis cultivation at 290 Cork Line be received for information; and

That the scope of the best practices review be broadened to include regulations related to indoor cultivation/production activities as well as outdoor cultivation; and

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That those residents that have contacted the Township be provided with a copy of this report that outlines the applicability of using an Interim Control By-law; and

That Selwyn Township, on behalf of the residents in the vicinity of the Cork Line property, reiterate its commitment to advise residents who have expressed concern about the proposal upon being notified by Health Canada that an application for an outdoor cultivation licence has been made so that residents can submit feedback directly to Health Canada; and further

That the Township submit the following comments to Health Canada in response to the application, should one be submitted:

- That any lighting required on the site for access or security purposes be dark sky compliant and designed to ensure that no light spillage occurs onto neighbouring residential properties.
- The existing vegetative buffer located along the north boundary of the property which is shared with the residential Zone be maintained and further improved to mitigate the view of the crop.
- That any water required to irrigate the crop be drawn from the adjacent surface water source (Pigeon Lake) not the aquifer.
- That waste by-products be properly managed using best agricultural practices.
- That the land owner/licensee keep the Township abreast of relevant milestones as they progress through the Health Canada licensing process.
- That the applicant be advised, again, of the set-back requirements of 50 m for accessory structures ancillary to a cannabis cultivation operation.

Carried.

Mayor Mitchell removed himself from the Chair in order to second a motion.

Deputy Mayor Sherry Senis assumed the Chair.

Mayor Mitchell resumed the Chair.

Resolution No. 2021 – 056 – Cannabis Regulation – 290 Cork Line, Ennismore Ward

Councillor Donna Ballantyne – Mayor Andy Mitchell –

Whereas the federal Government has assigned Cannabis regulating licencing to Health Canada; and

Whereas some operations need zoning by-law amendments and other site plan alterations before operations begin; and

Whereas Municipalities are not informed of applications for licences for indoor medical cannabis operations which results in the licence holder not being required to conform to applicable zoning and building code requirements; and

Whereas the Township expects all property owners to abide by the official plan, zoning by-laws, site plan requirements, building code and other regulatory matters, including Medical cannabis operations; and

Whereas Selwyn Township supports the Municipality of Tweed's request that licences for Medical Cannabis production should be subject to consultation with Municipalities and have regard for specific land use zoning by-laws; and

Whereas Selwyn Township intends for its official plan and zoning by-laws to be consistent with the Provincial Policy Statement and ensure land uses be planned and developed to avoid or minimize potential adverse health risks from odour, noise or other contaminants in the water or on the land; and

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Whereas the Federal Government announced on March 8, 2021 that public consultation was launched in an effort to tighten the rules for individuals who are allowed to grow medical cannabis; and

Therefore be it resolved that the Federal Government and Health Canada be asked to review the effects of Cannabis production and processing, both indoors and outdoors, on local residents and implement additional measures to protect the health of local residents; including informing municipalities of all types of licencing so that community concerns can be considered; and

Further, that, in view of changing circumstances, Selwyn Township move expeditiously in conducting a review of best practices in respect of outdoor Cannabis cultivation and that the scope of the best practices review be broadened to include regulations related to indoor cultivation/production activities as well as outdoor cultivation, and

Further, that Health Canada be requested to ensure that all licence types, including indoor medical cannabis applications, be consistent with municipal zoning and building requirements and that until such time as this change is made that no other licence types, including outdoor cultivation licences, be considered by Health Canada, including the property at 290 Cork Line; and

Further, that Selwyn Township advise Health Canada that the sheds recently erected at 290 Cork Line as part of its proposed outdoor cannabis cultivation operation does not conform to the Township's By-laws for such operations, and Further, that the owners of 290 Cork Line be requested to maintain a separation of 150 meters between any outdoor Cannabis cultivation and any residential property, and

Further, that a copy of this resolution be sent to Prime Minister Trudeau, the Minister of Health Patricia Hajdu, the Honourable MP Maryam Monsef, Health Canada, and the owners of 290 Cork Line.

Carried.

Township Planner Jeannette Thompson announced that the Township of Selwyn is holding a public meeting to consider applications to amend the Comprehensive Zoning By-law for the Township of Selwyn, in accordance with Section 34 of The Planning Act. The prescribed notice of the public meeting was provided by prepaid first-class mail to all residents within a 120-metre radius of the subject properties as well as by way of a sign being posted on the properties. The notice was provided to the prescribed ministries and agencies via email and was also available on the Township website. If a person or public body does not make an oral submission at the public meeting or make a written submission to the Township of Selwyn before the Zoning By-law is passed the person or public body is not entitled to appeal the decision of the Council of the Township of Selwyn to the Local Planning Appeal Tribunal, nor can a person or public body be added as a party to the hearing of an appeal before the Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so. In order to be notified of the decision of the Township of Selwyn on the proposed Zoning By-law Amendments, a written request must be made to the Township.

A public meeting commenced at 5:32 PM to amend the Township's Comprehensive Zoning By-law in accordance with Section 34 of The Planning Act. The amendment related to property described as being Part of Lot 24, Concession 8 in the Smith Ward, municipally known as 1824 Eighth Line. The property owners are presently operating a home-based business/industry, Polish Perfection, on the subject property. The property is zoned Rural Residential Exception 413 (RR-413). The exception zone specifically permits a minimum lot frontage of 30 metres. Further, the Rural Residential zone does not permit small-scale commercial/industrial uses beyond what would be considered a home-based

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business/industry. Therefore, the application proposes to complete a textural amendment to the RR-413 zone, which would add the small-scale commercial uses, an automobile and boat detailing business, as a permitted use. The Planner noted that a number of studies were provided in support of the application including a Planning Justification report, Traffic Impact Analysis and a Stormwater Management Brief. It was also noted that the studies/supporting documents have been peer reviewed by qualified professionals; and the conclusions and recommendations have been found to be acceptable, with the exception of the management of greywater generated from the automobile and boat detailing operation. The Township's peer review engineers, have requested additional information related to the disposal of greywater and as a result, the Township proposed that a holding provision be applied to the subject property which will obligate the property owner to enter into a site plan agreement with the municipality. The site plan agreement will incorporate the recommendations of the various supporting documents/studies including those related to the disposal of greywater. The Planner also noted that comments were received from Pat MacDonald, identifying a number of concerns including: potential well contamination due to greywater runoff, potential depletion of well water due to increased water usage, and improper drainage. The Planner advised that a peer review of the supporting documents were completed, and with the exception of the disposal of the greywater, the review concluded that the proposal would not adversely impact the neighbouring property owner in these matters. It was also noted that a number of letters and a petition has been received by the Township in support of the application. Agent Kent Randall from EcoVue Consulting was in attendance to speak in support of the application. Mr. Randall advised that the property owner will be using water from a cistern in order to minimize the need to use well water. Property owners Pat and Carrie Hasson were also in attendance to speak in support of the application. Kelly Wilson spoke on behalf of his mother, neighbouring property owner Evelyn Wilson. Mr. Wilson brought forward concerns regarding water volumes and chemicals being used to operate the car/boat washing business. Mr. Wilson also expressed concerns regarding the minor body work being done onsite. Mr. Randall advised that harsh chemicals will not be used and that the body work being done is minor (paint touch-ups and scratches). Planner Jeannette Thompson advised that the Zoning By-law Amendment is specific to the existing proposal and that any changes to the business model would require another Zoning By-law Amendment. Council members asked a number of questions pertaining to the application. There were 13 members of the public in attendance virtually. The public meeting concluded at 6:10 PM.

Resolution No. 2021 – 057 – Zoning By-law Amendment – 1824 Eighth Line

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Part of Lot 24, Concession 8 in the Smith Ward (1824 Eighth Line) be received for information; and

That staff consider the input received resulting from the public meeting, and bring back a recommendation for the March 23, 2021 Council meeting.

Carried.

A public meeting commenced at 6:10 PM to amend the Township's Comprehensive Zoning By-law in accordance with Section 34 of The Planning Act. The amendment related to property described as being Part of Lot 5, Concession WCR in the Smith Ward, municipally known as 1575 Chemong Road. Presently the lands are designated Rural, Highway Commercial and Environmental Constraint. The area of the development proposal is entirely within the Highway Commercial designation. The property is zoned Highway Commercial Exception 423 (C1-423), Rural (RU) and Environmental Protection (EP). The area subject to the application is zoned C1-423. The purpose of the proposed Zoning By-law Amendment is to amend the provisions of the C1-423 Zone, in order to accommodate two (2) phases of development. Phase 1 will permit the existing principal building (former Rona Building) to be retrofitted and used as an athletic

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training facility, including indoor turf fields, playing courts and fitness/training areas on the main floor. During this phase, the upper floor will remain vacant. Phase 2 is intended to accommodate the proposed future development of the site; which includes: the construction of a fieldhouse able to accommodate multiple sports with regulation sized fields; a reception building; and the replacement of the southernmost Quonset hut with a newly constructed building to accommodate an indoor turf field and additional training space; and required parking areas. Planner Jeannette Thompson advised that in support of Phase 1, a number of documents were submitted including a Planning Justification Report, Environmental Constraints Map, Traffic Study Report and a Hydrogeological Assessment. Agent Amanda Dougherty from DM Wills was in attendance in support of the application. Owner Greg Couch and Architect Chad Cranley were available to answer any questions. Holly Gillam, operator of Hybrid Fitness, was also in attendance in support of the application. Council asked a series of questions. There were 10 members of the public in attendance virtually. The public meeting concluded at 6:19 PM.

Resolution No. 2021 – 058 – Zoning By-law Amendment – 1575 Chemong Road

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Part of Lot 5, Concession WCR in the Smith Ward (1575 Chemong Road) be received for information; and

That By-law 2021-016, being a By-law to complete a textural amendment to the Highway Commercial Exception 423 (C1-423) Zone, in order to permit additional uses of the subject lands situated in Part of Lot 5, Concession WCR in the Smith Ward be brought forward to the By-law section of the agenda for consideration.

Carried.

Township Planner Jeannette Thompson announced that the County of Peterborough and the Township of Selwyn are holding a joint public meeting to consider applications to amend the local component of the County of Peterborough Official Plan and the Comprehensive Zoning By-law for the Township of Selwyn, in accordance with Sections 17 and 34 of The Planning Act. The prescribed notice of complete application and the public meeting was jointly advertised by the Township and County. The notice was provided to the prescribed ministries and agencies via email. The notice was also available on the County and Township websites. If a person or public body does not make an oral submission at the public meeting or make a written submission to the County of Peterborough and/or the Township of Selwyn before the Official Plan amendment is adopted and/or the Zoning By-law is passed the person or public body is not entitled to appeal the decision of the Councils of the County and the Township to the Local Planning Appeal Tribunal, nor can a person or public body be added as a party to the hearing of an appeal before the Tribunal unless, in the opinion of the Tribunal there are reasonable grounds to do so. In order to be notified of the decision of the County of Peterborough or Township of Selwyn on the proposed Official Plan or Zoning By-law Amendment, a written request must be made to the County or Township. Planner Caitlin Robinson and County Councillor Rodger Bonneau representing the County of Peterborough were present as the County is the approval authority for the Official Plan amendment application.

A public meeting commenced at 6:19 PM to amend the Township's Comprehensive Zoning By-law in accordance with Section 34 of The Planning Act. The amendment related to property described as being Part of Lot 18, Concession 4 in the Smith Ward, municipally known as 724 Centre Line. The property is the site of the former Fairview United Church; and is presently designated Prime Agriculture and zoned Community Facility (CF). The amendments are required in order to facilitate the development of the lot including the conversion of the former

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Fairview United Church to a rental music hall, the conversion of the former rectory office into an administrative office for the property owners existing landscaping business, and the conversion of the former education centre to an accessory residential unit for use by the property owners. The proposed Official Plan Amendment intends to add a site-specific policy to the subject property to allow a rental music hall, administrative office, and an accessory residential unit. The proposed Zoning By-law Amendment intends to create an exception to the Community Facility Zone specific to the property that permits a rental music hall, administrative office, and an accessory residential unit, in addition to the uses permitted in the CF Zone. Planner Jeannette Thompson noted that a number of supporting documents were submitted by the applicant in support of the application. County Planner Caitlin Robinson was in attendance to provide a summary of the proposed Official Plan Amendment. County Councillor Rodger Bonneau was also in attendance. Agent Amanda Dougherty from DM Wills was in attendance in support of the application. Owners John and Karen Curtis were also in attendance to speak in support of the application. Council asked a series of questions. There were 8 members of the public in attendance virtually. The public meeting concluded at 6:28 PM.

Resolution No. 2021 – 059 – Zoning By-law Amendment – 724 Centre Line

Councillor Gerry Herron – Deputy Mayor Sherry Senis –

That the report of the Planner regarding the Official Plan Amendment and the Zoning By-law Amendment related to lands described as Part of Lot 18, Concession 4 (724 Centre Line) in the Smith Ward be received for information; and

That the County of Peterborough be advised that the Township of Selwyn supports the proposed Official Plan Amendment No. 61 to the County Official Plan as described in the document prepared by the County Planning Department; and

That By-law 2021-017, being a By-law to rezone certain lands situated in Part of Lot 18, Concession 4 in the Smith Ward from Community Facility (CF) Zone to Community Facility Exception 582 (CF-582) be brought forward to the By-law section of the agenda for consideration.

Carried.

A public meeting commenced at 6:28 PM to amend the Township's Comprehensive Zoning By-law in accordance with Section 34 of The Planning Act. The amendment relates to property described as being Part of Lot 36, Concession 12 in the Smith Ward municipally known as 2766 River Road and 2771 River Road. The subject lands are designated Hamlet and Environmental Constraint (Floodplain); and are zoned Lakeshore Residential Exception 470 (LR-470), Residential Type One (R1) and Environmental Protection (EP) (Floodplain). The Zoning By-law Amendment is a condition of consent to sever application B-26-20, which was imposed by the Township. The severed parcel will be merged with 2766 River Road; in order to provide waterfront access. The severed parcel will be zoned Environmental Protection 471 (EP-471) Zone. The EP-471 exception zone states "no structures can be constructed upon these lands". The benefiting parcel (2766 River Road) will be zoned Lakeshore Residential Exception 581 (LR-581) Zone, which will recognize lot area and frontage deficiencies of the merged parcels (i.e. severed parcel and benefiting lot). The Zoning By-law Amendment will complete a textural amendment to the Lakeshore Residential Exception 470 (LR-470), which will recognize lot area and road frontage deficiencies of the retained lot. Agent Emily Hunt from LLF was in attendance in support of the application. Erin Brown and David Rusland were also in attendance in support of the application. Ross & Bev Bartlett were in attendance to seek clarification on the application. There were 5 members of the public in attendance virtually. The public meeting concluded at 6:35 PM.

Resolution No. 2021 – 060 – Zoning By-law Amendment – 2766 River Road and 2771 River Road

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

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That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Part of Lot 36, Concession 12 in the Smith Ward be received for information; and

That By-law 2021-018, being a By-law to rezone certain lands situated in Part of Lot 36, Concession 12 in the Smith Ward from Lakeshore Residential Exception 470 (LR-470) Zone to Environmental Protection 471 (EP-471) Zone; from Residential Type One (R1) Zone to Lakeshore Residential Exception 581 (LR-581) Zone; and to complete a textural amendment to the Lakeshore Residential Exception 470(LR-470), be brought forward to the by-law section of the agenda for consideration; and

That the Mayor and Clerk be authorized to sign any agreements related to Consent Application File No. B-26-20.

Carried.

Question Period

None.

Municipal Officers & Staff Reports – Direction**Resolution No. 2021 – 061 – Grants - Municipal Modernization Intake 2 and Healthy Communities**

Councillor Anita Locke – Councillor Gerry Herron –

That the report related to Municipal Modernization-Intake 2 and Healthy Communities grants be received for information; and

That the Council of the Township of Selwyn endorse an application to the Provincial – Intake 2 Municipal Modernization Grant program for the digitization of Township property files, building and planning application files and road files for integration into relevant Township software applications to enhance access, search ability of records and better utilization of corporate spaces (conversion of storage space to useable work space).

Carried.

Consent**Resolution No. 2021 – 062 – Interim Control By-law – 44 Bridge Street**

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the correspondence from Donnelly Law sent on behalf of the Friends of the Old Stone Mill House – 44 Bridge Street requesting that Council consider passing an Interim Control By-law be received for information; and

That Mr. Donnelly be advised that the Township of Selwyn cannot consider the request to use of an Interim Control By-law as it would contravene Section 38(7) of the Planning Act which prohibits a municipality from enacting an Interim Control By-law over the same lands for a period of three years from the expiration of a previous Interim Control By-law, in this case the Cannabis Interim Control By-law which applied to all lands in the Township and expired March 12, 2020.

Carried.

Resolution No. 2021 – 063 – Municipal Officer's and Staff Reports – Information/Housekeeping/Non-Controversial

Councillor Anita Locke – Councillor Gerry Herron –

That the report of the Deputy Treasurer/I.T. Coordinator with respect to the Statement of Remuneration for the year 2020 for the Township of Selwyn Council members, be received for information; and

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That the report from the HR Coordinator regarding the staffing update for the Building & Planning Department be received for information; and

That the report of the Deputy Clerk regarding various By-laws be received for information; and that By-law 2021-014, being a By-law to assume Summer Lane into the Township's road system; and that By-law 2021-019, being a By-law to authorize the execution of a Development Agreement for 1896 Chemong Road between the Township of Selwyn and Leighmac Ltd be brought forward to the By-law section for consideration; and

That the report of the Planner related to Building & Planning Services Review Implementation Recommendation #18, being a recommendation to formalize the practice of accepting building permit applications during the interim period between receipt of the Committee's Decision and the end of the 20-day appeal period; and Recommendation #19, being a recommendation to formalize the practice of accepting building permit applications during the interim period between the completion of the technical review and Council's final approval of a Site Plan Application, be received for information; and

Correspondence for Information

That the following items of correspondence be received for information:

1. AMO Update - Pre-Budget Submission, Economic Recovery Letter, Emergency Orders Extended and Updated COVID-19 Regional Framework
2. AMO Update – Build Back Better Extension and New Anti-Human Trafficking Legislation
3. AMO Update – New 2021 COVID-19 Relief Funding
4. Trent Lands - Draft Implementation Plan
5. Eastern Ontario Regional Network (EORN) - Submits Proposal for Ultra-Fast Gig Internet Project
6. Kawartha Chamber of Commerce & Tourism – NewsFlash! February 23 and March 2, 2021
7. Township of Perry - Childcare Post Pandemic Recovery Plan, Community Safety & Well-Being Plan Extension Request and Ontario Fire College Closure
8. Township of The Archipelago - Amendments to the Municipal Elections Act
9. Township of South Glengarry - MFIPPA Reform and Automatic Speed Enforcement
10. St. Charles - Cannabis Production Facilities, the Cannabis Act and Health Canada Guidelines
11. City of Port Colborne, Town of Mono, Town of the Archipelago, Township of Georgian Bluffs, Township of Tiny, Township of Howick and Township of Strong - Ontario Fire College Closure
12. Norfolk County - Carbon Tax on Primary Agriculture Producers
13. Lake of Bays - Capacity Limits for Restaurants in Stage 2
14. Niagara Region - Homelessness, Mental Health and Addiction and the COVID-19 Economic Recovery Act, 2020
15. City of Sarnia - Colour Coded Capacity Limits; and

Mayor's Correspondence Forwarded on Behalf of Council:

16. Congratulatory letter to County of Peterborough CAO Sheridan Graham
17. Letter to the Ennismore and District Horticultural Society – Veteran Monument; and

County Correspondence for Information

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That the following items of correspondence from the County of Peterborough be received for information:

1. County Statement Re: City Council Decision – Establishing Government Business Enterprise
2. Municipal Modernization Funding
3. County Official Plan Project - Focus on Public Safety
4. Regular County Council Minutes - February 17, 2021; and

Committee Reports

That the minutes of the Economic Development and Business Committee of November 23, 2020 and February 1, 2021; and

That the minutes of the Peterborough Police Services Board of February 2, 2021; and

That the minutes of the Trail Advisory Committee of February 8, 2021; and

That the minutes of the Heritage Committee of February 18, 2021 and February 25, 2021 be received for information.

Carried.

Petitions

None.

Council Portfolio Updates

Verbal updates were provided by Council members regarding the following Council Portfolios:

- Community Services, Transportation and Housing – Councillor Donna Ballantyne
- Economic Development, Business Retention and Attraction, Planning and Building Client Services – Deputy Mayor Sherry Senis
- Public Works and Recreation – Councillor Gerry Herron
- Sustainability, Culture and Senior Services – Councillor Anita Locke
- Governance and Inter-Governmental Relations – Mayor Andy Mitchell

Other, New & Unfinished Business**Resolution No. 2021 – 064 – EDBC – Request for Endorsement –**

Deputy Mayor Sherry Senis – Councillor Gerry Herron –

That the Township of Selwyn supports the recommendation by the Selwyn's Economic Development and Business Committee whereby it fully supports appropriate corrective actions being laid on residents, owners and students as Peterborough Public Health has listed as attending these two parties.

Carried.

By-laws**Resolution No. 2021 – 065 – By-laws First, Second & Third Reading**

Councillor Anita Locke – Councillor Donna Ballantyne –

That By-law 2021-014, being a By-law to assume certain lands into the Township road system, specifically Summer Lane in Woodland Acres, Smith Ward; and

That By-law 2021-016, being a By-law to complete a textural amendment to the Highway Commercial Exception 423 (C1-423) Zone for certain lands describes as Part of Lot 5, Concession WCR in the Smith Ward (1575 Chemong Road); and

Draft Subject to Approval

Regular Council Meeting
March 9, 2021
Page 10 of 10

That By-law 2021-017, being a By-law to rezone certain lands situated in Part of Lot 18, Concession 4 (724 Centre Line) in the Smith Ward from Community Facility (CF) Zone to Community Facility Exception 582 (CF-582); and

That By-law 2021-018, being a By-law to rezone certain lands situated in Part of Lot 36, Concession 12 in the Smith Ward from Lakeshore Residential Exception 470 (LR-470) Zone to Environmental Protection 471 (EP-471) Zone; from Residential Type One (R1) Zone to Lakeshore Residential Exception 581 (LR-581) Zone; and to complete a textural amendment to the Lakeshore Residential Exception 470(LR-470); and

That By-law 2021-019, being a By-law to Authorize the Execution of an Agreement between Leighmac Limited and the Township of Selwyn to construct a single-family dwelling on the lands described as 1896 Chemong Road be read a first, second and third time and finally passed.

Carried.

Resolution No. 2021 – 066 – Closed Session

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the next portion of the meeting be closed to the public pursuant to Section 239.(2) i) Litigation matters, potential litigation matters affecting the municipality – Section 239.(2) (e) and Proposed or Pending Disposition of Property – Section 239.(2) (c) (7:18 PM).

Carried.

Resolution No. 2021 – 067 – Rise Closed Session

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That Council now rise from closed session (7:36 PM).

Carried.

Resolution No. 2021 – 068 – Confirming By-law

Councillor Anita Locke – Councillor Donna Ballantyne –

That By-law 2021-049, a By-law to confirm the proceedings of the meeting of Council held on March 9, 2021 be read a first, second and third time and finally passed.

Carried.

Adjournment**Resolution No. 2021 – 069 – Adjournment**

Councillor Gerry Herron – Councillor Anita Locke –

That the meeting be adjourned. (7:38 PM)

Carried.

Draft Subject to Approval

1. a)
Special Council Meeting – CAO Performance Evaluation
March 3, 2021
Page 1 of 2

Corporation of the Township of Selwyn

Special Council Meeting Wednesday, March 3, 2021

Council Chambers, 1310 Centre Line

A special meeting of the Council of the Township of Selwyn was held on Wednesday, March 3, 2021 at the Council Chambers, 1310 Centre Line in order that Council may discuss the performance evaluation of the CAO.

Present: Mayor Andy Mitchell
Deputy Mayor Sherry Senis
Councillor Donna Ballantyne
Councillor Gerry Herron
Councillor Anita Locke

Staff Present: Janice Lavalley, Chief Administrative Officer

The Council meeting commenced at 4:30 PM with Mayor Mitchell in the Chair.

Declaration of Pecuniary Interest

None.

Minutes

None.

Deputations and/or Invited Persons and/or Public Meeting

None.

Question Period

None.

Municipal Officers & Staff Reports – Direction

None.

Consent Items

None.

Committee Reports

None.

Draft Subject to Approval

1. a)
Special Council Meeting – CAO Performance Evaluation
March 3, 2021
Page 2 of 2

Petitions

None.

Other, New & Unfinished Business

Resolution No. 2021 – 051 – Closed Session

Councillor Gerry Herron – Deputy Mayor Sherry Senis –

That the next portion of the meeting be closed to the public pursuant to Section 239 (2)(b) of the Ontario Municipal Act, 2001, S.O. 2001, c.25, as amended, in order that Council may discuss matters regarding an identifiable individual for the purposes of conducting the performance evaluation of the CAO (4:30 PM).

Carried.

Resolution No. 2021 – 052 – Rise Closed Session

Councillor Donna Ballantyne – Councillor Anita Locke–

That Council now rise from closed session (7:23 PM).

Carried.

By-laws

None.

Adjournment

Resolution No. 2021 – 053 – Adjournment

Councillor Gerry Herron – Deputy Mayor Sherry Senis –

That the meeting be adjourned. (7:23 PM)

Carried.

Deputation to the Elected Council

Township of Selwyn

My name is Arthur Tarala and have worked in the construction trade as a licensed Carpenter and General Contractor since 1982. www.atarala.com

I bring this issue to Mayor Mitchell and Council in hopes to resolve the 8 year dispute between me and Robert Lamarre, C.B.O. to avoid another Superior Court legal action for a Order of Mandamus under BCA section 25 for our May 24, 2012 Building Permit Application that all fees and applicable laws have been met.

The following slides will guide you on acceptable design and plans on what's required on construction plans to meet the BCA and OBC across all of 444 Ontario Municipalities.

Given that this issue and dispute has taken up 8 long years of valuable court time in the Superior Court of Justice and hundreds of thousand of tax payers money in legal fees started by Robert Lamarre, CBO in Court File No. 269/12 on October 31, 2012 even though we had met every legal requirement, that included his requirement of Committee of Adjustment Application for the Minor Variance that was approved in the Township letter dated October 17, 2012.

The very fact that the legal action was taken less than two weeks after the final legal requirement he insisted and made was met, shows that the CBO had violated his duty, abused his authority, breached the public trust and failed to act in a fair and reasonable manner preventing me from the BCA Section 24 dispute resolution process that would not cost any tax payers money to resolve.

The CBO actions were taken to bully and intimate me into hiring his named friend to prepare the construction plans for the 2 simple one story additions to an existing wood frame structure that the BCA and OBC under Div. B – Part 9 shows that they are of the simplest of residential construction one story design.

The CBO has admitted in his sworn affidavits that he was aware that the home owner is allowed to prepare the plans under Div. C - Part 3 - Article 3.2.4.1 and 3.2.4.1, has admitted that the submitted plans were similar design to the 2008 Building Permit No. 08-0109 dated June 23, 2008 that were of the same construction technique that meets the OBC Div. B – Part 9 he had issued our permit.

Mr. Lamarre, C.B.O. continues to act in bad faith and you the Elected Council have allowed this 8 years of negligence to continue, known that this issue was reported to Mayor Smith, Deputy Mayor and Council in our August 28, 2012 letter.

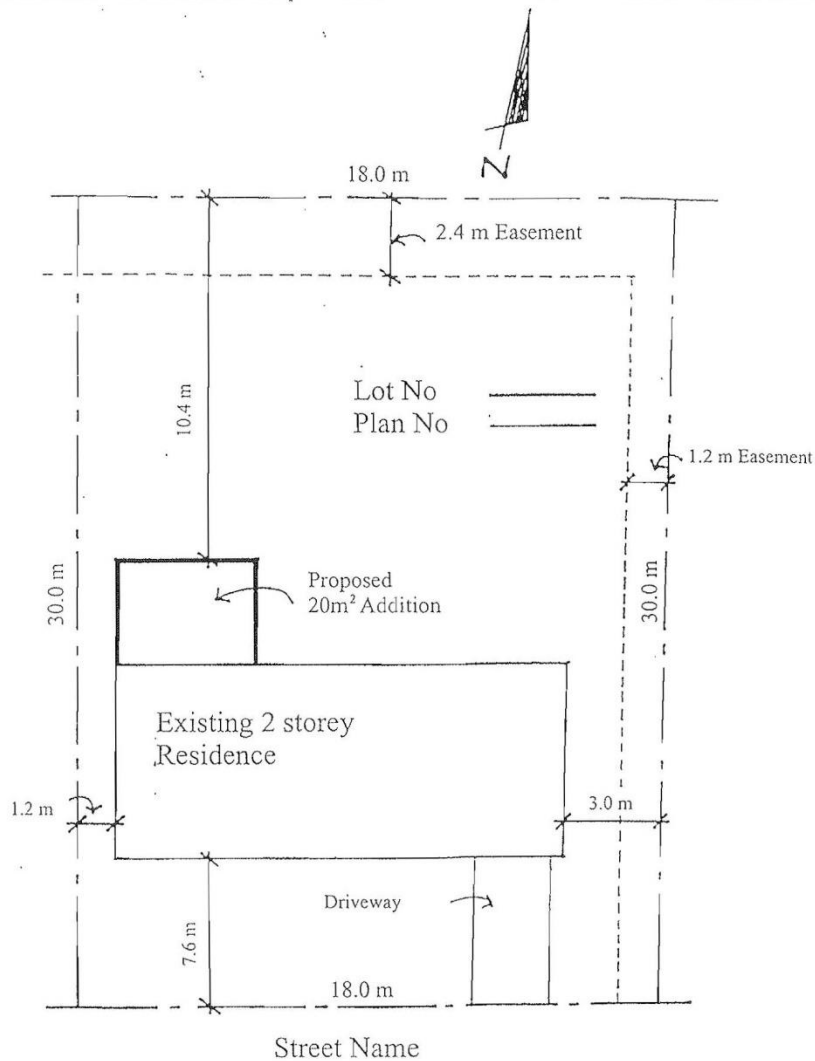
In my opinion and with the many submitted court briefs and documents, along with Chief Building Officials letters and e-mails, they will show the actions taken by the CBO and the lawyers are not in the best interest of the community, public safety and the legal costs to the tax payers in this fraudulent litigation Court File No. 269/12 filed in Superior Court of Justice. www.atarala-vs-selwyntownship.ca

The very fact that we have been requesting that the current Manager / CBO / Plans Examiner issue our permit over 3200 days speaks volumes to his negligence, vexatious conduct and personal vindictive attacks on my professional abilities.

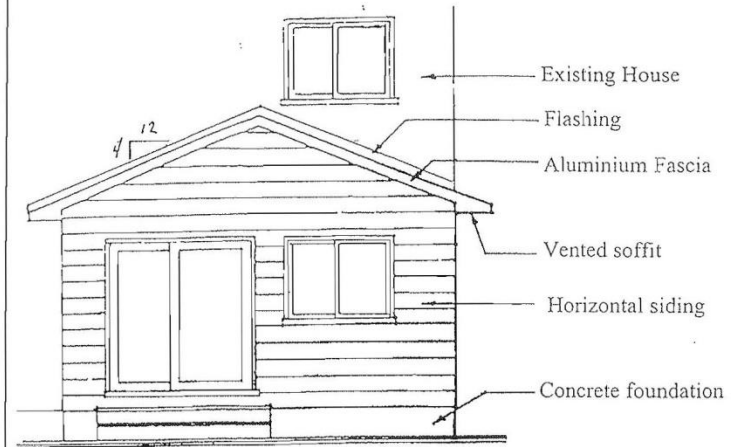


To enlighten you on the OBC Requirements for plans, the following examples are from the Township websites that are used across all 444 Ontario Municipalities.

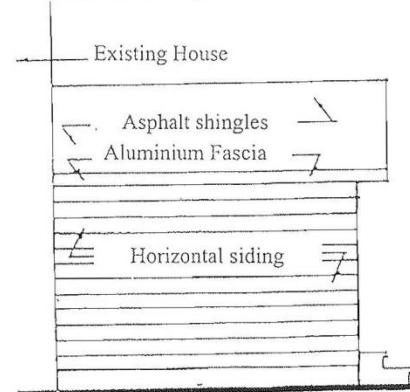
Sample of acceptable Building Permit Plans found on Township Website in 2012 for additions to existing house structure that meet BCA and OBC Requirements



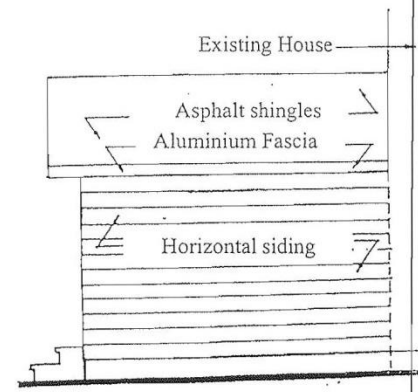
SITE PLAN
Scale 1:250



REAR ELEVATION
Scale 1/4" = 1'-0"



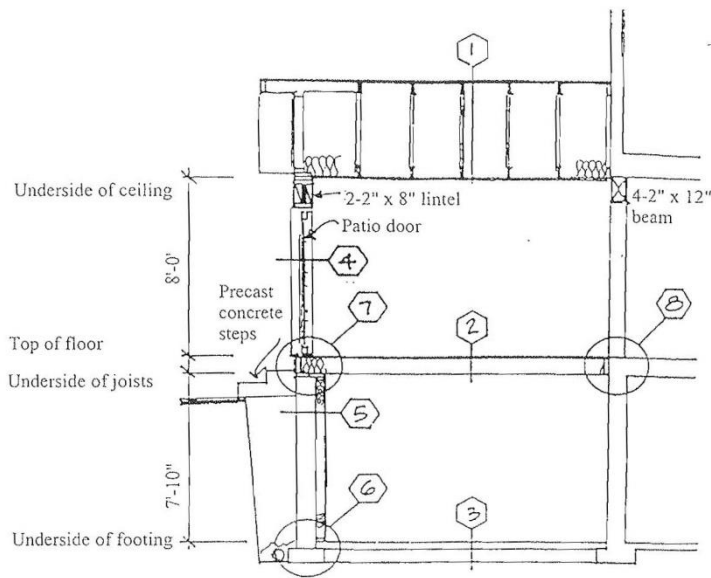
SIDE ELEVATION
Scale 1/4" = 1'-0"



SIDE ELEVATION
Scale 1/4" = 1'-0"

Sample of acceptable Building Permit Plans found on Township Website in 2012

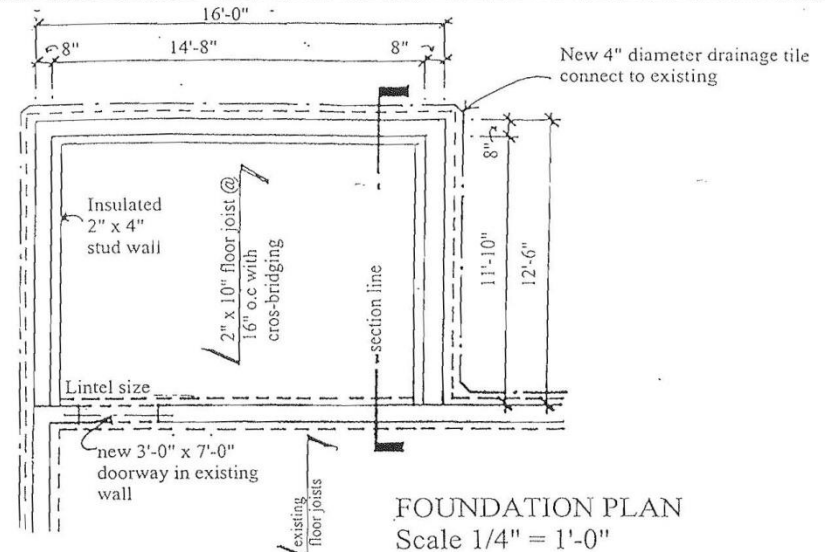
For additions to existing house structure that meet BCA and OBC Requirements



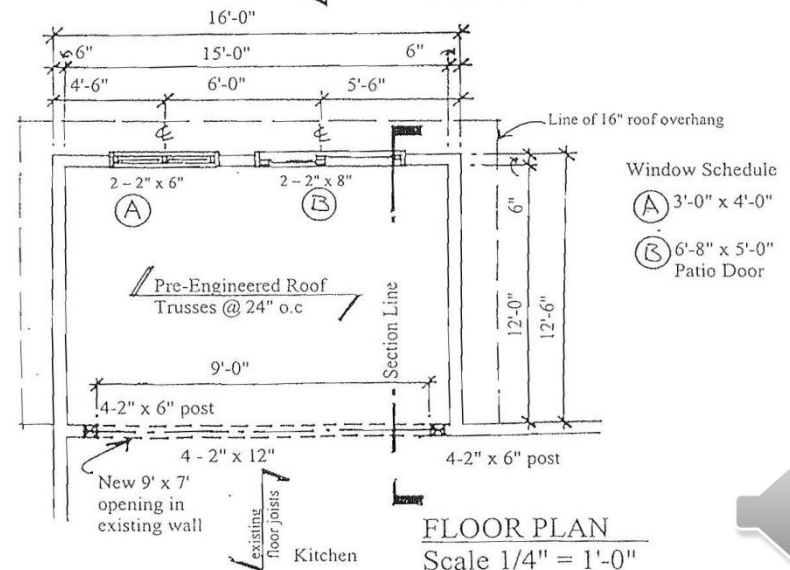
CROSS SECTION
Scale 1/4" = 1'-0"

CONSTRUCTION NOTES

- | | | |
|---|---|--|
| <p>1 ROOF</p> <ul style="list-style-type: none"> - Asphalt shingles - Gave protection, 36" up roof slope - 3/8" OSB sheathing with H-clips - Pre-Engineered roof trusses @ 24" o.c - R31 insulation - 6 mil polyethylene vapour barrier - 1" x 3" strapping @ 16" o.c - 1/2" Drywall | <p>4 EXTERIOR WALL</p> <ul style="list-style-type: none"> - Vinyl siding - Air barrier - 1/4" OSB sheathing - 2" x 6" studs @ 24" o.c - R17 insulation - 6 mil polyethylene vapour barrier - 1/2" drywall | <p>6 FOOTING</p> <ul style="list-style-type: none"> - 8" x 16" continuous poured concrete strip footing - 4" diameter drainage tile with 6" stone cover |
| <p>2 FLOOR</p> <ul style="list-style-type: none"> - 5/8" OSB subfloor - 2" x 10" floor joists @ 16" o.c - 1" x 3" strapping @ 16" o.c | <p>5 FOUNDATION WALL</p> <ul style="list-style-type: none"> - 4" drainage layer - Dampproofing - 8" poured concrete wall - Moisture barrier - 2" x 4" studs @ 24" o.c - R8 insulation - 6 mil polyethylene vapour barrier | <p>7 ANCHORAGE</p> <ul style="list-style-type: none"> - 2" x 6" sill plate - 1/2" diameter anchor bolts @ 7'-10" o.c, 4" minimum into structure |
| <p>3 BASEMENT FLOOR</p> <ul style="list-style-type: none"> - 3" concrete slab, 30 MPa - 6" granular material | <p>8 CONNECTION</p> <ul style="list-style-type: none"> - 3" x 10" ledger board with 1/2" diameter bolts @ 24" embedded 4" into structure - Galvanized joint hangers | |



FOUNDATION PLAN
Scale 1/4" = 1'-0"

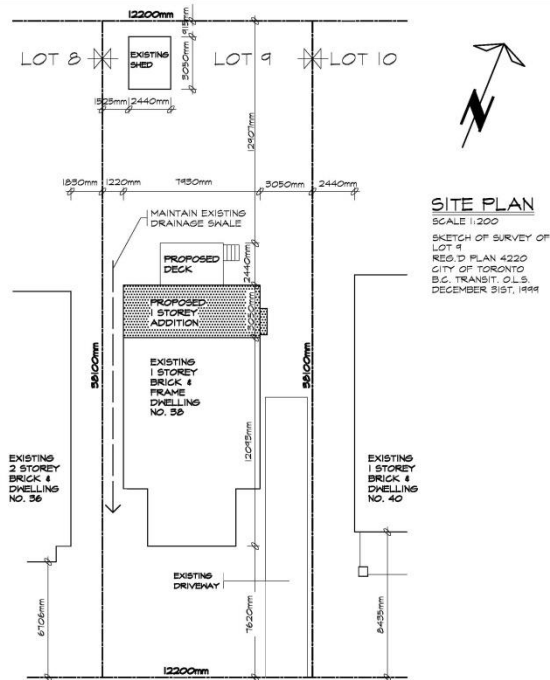


FLOOR PLAN
Scale 1/4" = 1'-0"



Sample of acceptable Building Permit Plans found on 2021 Township Website.

For additions to existing house structure that meet BCA and OBC Requirements



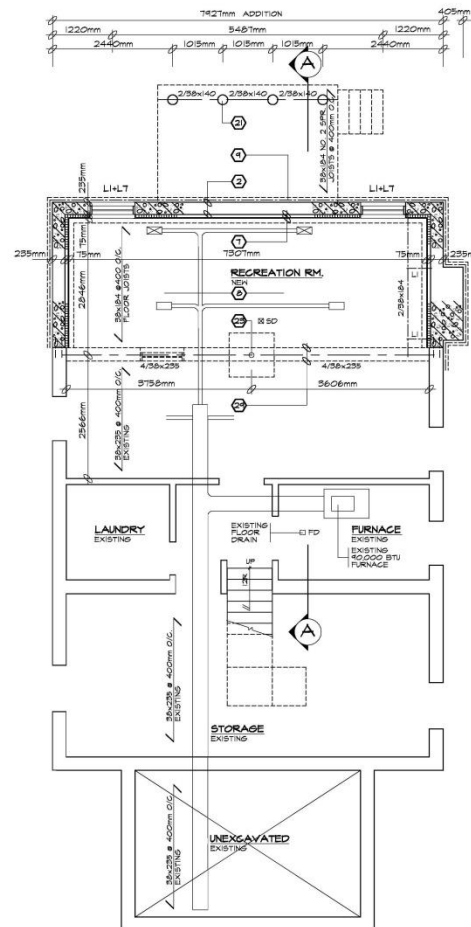
KHALMUR CRESCENT

ZONING	LOT NO.	PLAN NO.	LOT AREA	LOT FRONTAGE	LOT DEPTH
R2 20.6	LOT 4	4220	350.6-4m ²	122.00m	581.00m
DESCRIPTION	EXISTING	ADDITION	TOTAL	% ALLOWED	%
LOT COVERAGE	86.32m ²	24.9m ²	111.22m ²	W.D.	
GROSS FLOOR AREA	86.32m ²	24.9m ²	111.22m ²	W.D.	348.34m ² NO.G.
LANDSCAPED AREA					
NO. OF STOREYS HEIGHT	1 STOREY 4.50m	1 STOREY 4.50m	1 STOREY 4.50m	100.00m	
WIDTH	74.50m	74.50m	74.50m		
DEPTH	120.43m	50.50m	91.43m	170.00m	
PARKING					

NOTE: ZONING RESTRICTIONS VARY IN EVERY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.

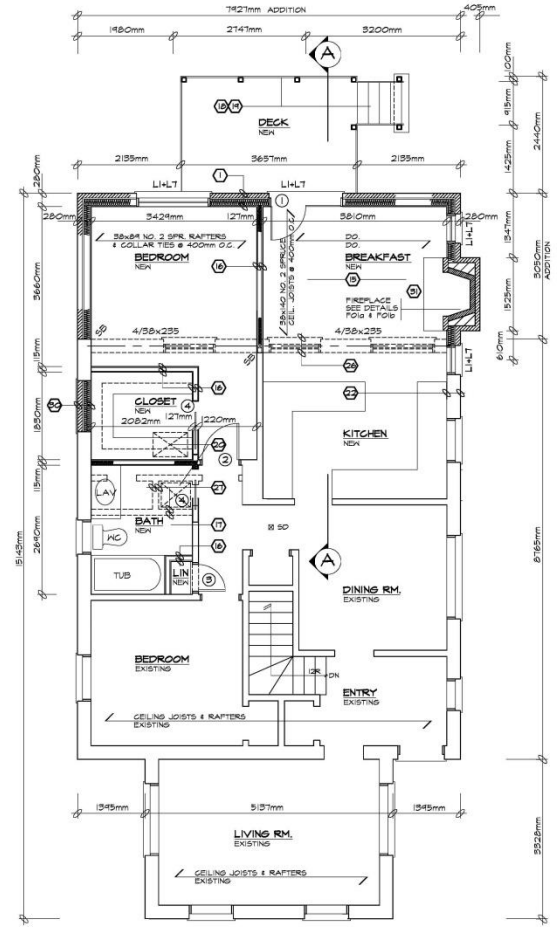
TACBOC TITLE
STANDARD DETAIL SAMPLE DRAWING
SITE PLAN

DWG. NO.
A03a
2007



TACBOC TITLE
STANDARD DETAIL SAMPLE DRAWING
BASEMENT PLAN

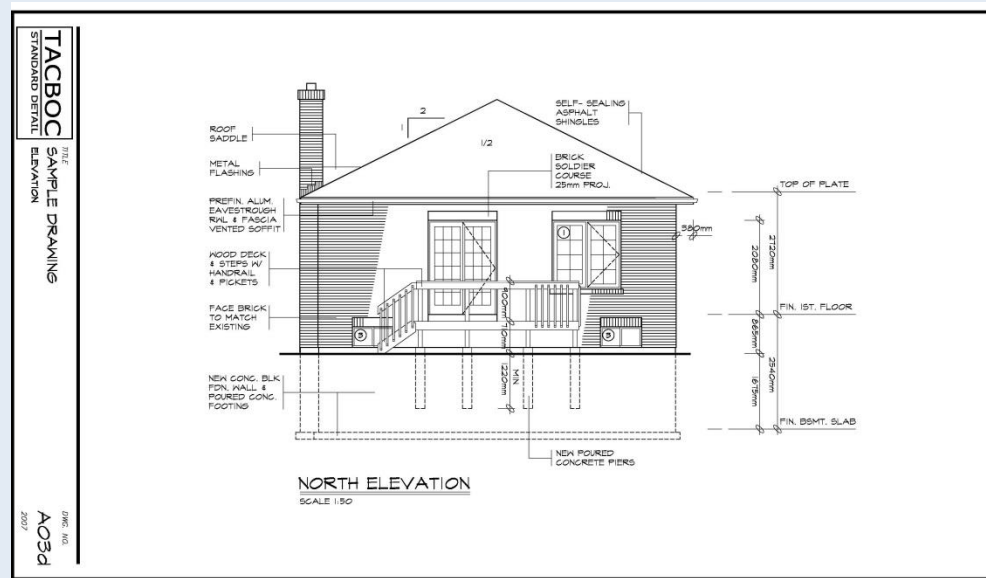
DWG. NO.
A03b
2007



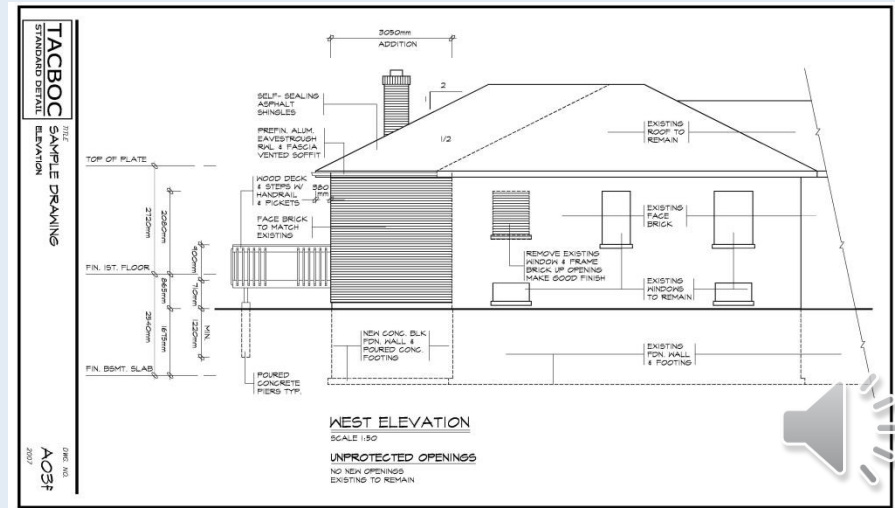
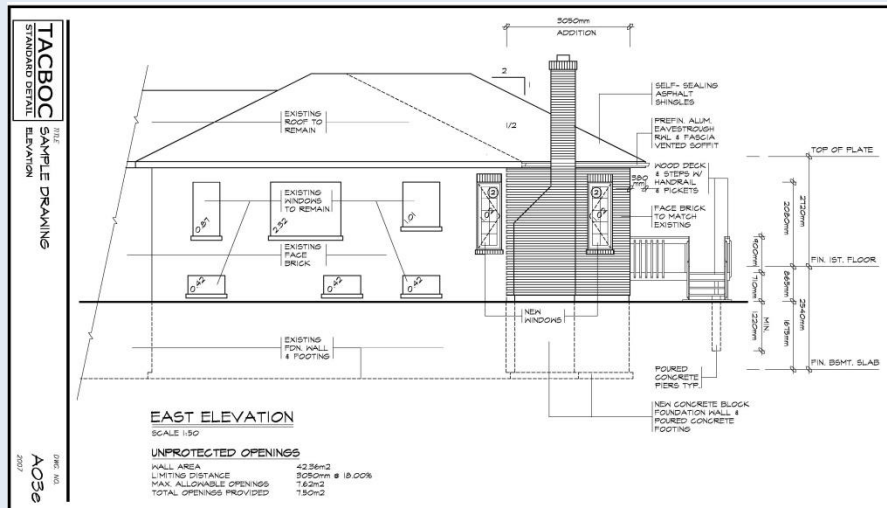
TACBOC TITLE
STANDARD DETAIL SAMPLE DRAWING
GROUND FLOOR PLAN

DWG. NO.
A03c
2007

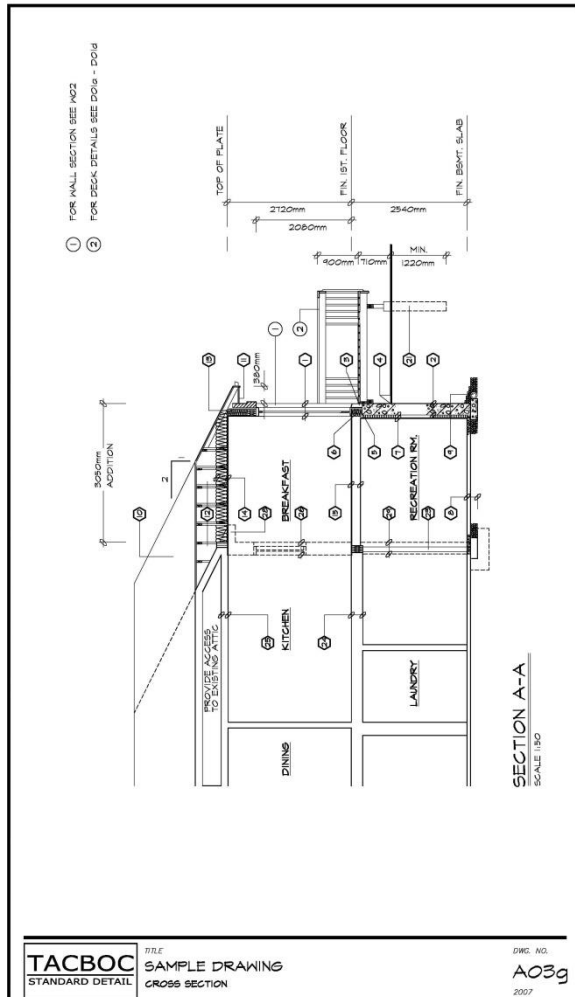
Sample of acceptable Building Permit Plans found on Township Website in 2021 that shows basic minimum information and detail that is needed to describe the scope of the project and it is the on site Building Inspectors job to make the final decision during construction.



For additions to existing house structure that meet BCA and OBC Requirements



Sample of acceptable Building Permit Plans found on Township Website in 2021 that shows basic minimum information and detail that is needed to describe the scope of the project and it is the on site Building Inspectors job to make the final decision during construction.



CONSTRUCTION SPECIFICATIONS

- BRICK VENEER WALL**
40mm FACE BRICK, 25mm AIR SPACE
0.75mm THICK x 22mm WIDE
GALVANIZED METAL TIES
INSTALLED IN GALVANIZED
SPIRAL WALLS OR SQUARES
400mm O.C. HORIZ. 800mm O.C. VERT.
AIR BARRIER LAYERS
TO OVERLAP EACH OTHER
EXTENDING TYPE SHOWN
25x40 HOOD STUDS @ 400mm O.C.
RSI 1.54 BATT WALL IN CONTINUOUS
CONTACT W/ EXTERIOR SHEATHING
CONTINUOUS AIR / VAPOUR BARRIER
12mm INTERIOR DRYHALL FINISH
DOUBLE PLATE & TOP
SOLE PLATE & BOTTOM
- FOUNDATION WALL**
BITUMINOUS DAMPROOFING ON
MINIMUM 8mm FASCIOS ON
CONCRETE BLOCK FDN. WALL
TOP BLOCK COARSE FILL
W/ MORTAR OR CONCRETE
PROVIDE PANGING COVER
400mmx30mm FOUNDED CONC. FOOTING
TO BREAK ON UNDISTURBED SOIL
PROVIDE DRAINAGE LAYER
- MIN. 8mm MINERAL FIBRE
INSULATION IN A DENSITY OF
NOT LESS THAN 250kg/m³ OR
- MIN. 100mm OF FREE DRAINING
GRANULAR MATERIAL OR
- A B.M.E.C. APPROVED
DRAINAGE LAYER MATERIAL
- BRICK VENEER & FDN. WALL**
0.5mm POLY FLASHING MINIMUM
180mm UP BEHIND SHEATHING PAPER
KEEP HOLES @ MIN. 800mm APART
- GRADE**
SLOPE GRADE AWAY FROM
BUILDING FACE & PROVIDE
SEMI-SOLID BLOCK COURSE
AT OR BELOW GRADE LEVEL
- BILL PLATE**
25x40 BILL PLATE FASTENED
TO FOUNDATION WALL WITH
MIN. 10mm DIA. ANCHOR BOLTS
EMBEDDED MIN. 100mm IN CONCRETE
& 2400mm O.C. MAX. & PROVIDE A
CONTINUOUS AIR BARRIER BETWEEN
THE FOUNDATION WALL & HOOD
FRAME CONSTRUCTION
- FLOOR INSULATION**
CONTINUOUS HEADER JOIST WITH
RSI 1.40 BATT INSULATION EXTEND
VAPOUR / AIR BARRIER & SEA
TO JOIST AND SUBFLOOR
- FOUNDATION INSULATION**
12mm INTERIOR DRYHALL FINISH
25x40 HOOD STRAPPING @ 400mm O.C.
MIN. RSI 1.54 BATT INSULATION
VAPOUR BARRIER FULL HEIGHT
POISTIVE BARRIER IN HEIGHT OF
EXTERIOR GRADE BETWEEN
FOUNDATION WALL & HOOD FRAMING
- BASEMENT SLAB**
75mm Poured CONCRETE SLAB
25 MPA CONC. STRENGTH
100mm CRUSHED STONE BELOW
- DRAINAGE**
100mm DIA. HEEPING TILE W/
180mm CRUSHED STONE COVER
- ROOF CONSTRUCTION**
20 YEAR ASPHALT SHINGLES W/
EAVES PROTECTION ON MIN. 45mm
EXTERIOR PLYWOOD SHEATHING
ON APPROVED ROOF TRUSSES OR
CONVENTIONAL FRAMING (SEE PLANS)
USE 1/2 CLIPS IF 400mm O.C. SPACING
- OVERHANGS CONSTRUCTION**
PREFINISHED ALUMINUM FASCIA
EAVES TROUGH & RAIN WATER LEADERS
TO MATCH EXISTING FINISHES. PROVIDE
DRAIN EDGE AT FASCIA & VENTED SOFFIT
EXTEND DOWNWARDS TO GRADE LEVEL.
- ROOF VENTILATION**
1.000 OF THE INSULATED CEILING
AREA UNIFORMLY DISTRIBUTED.
- EAVES PROTECTION**
EAVED PROTECTION MEMBRANE TO
EAVES FROM THE EDGE OF THE
ROOF 400mm UP THE SLOPE BUT NOT
LESS THAN 500mm BEYOND THE
INTERIOR FACE OF THE EXTERIOR WALL.
- CEILING CONSTRUCTION**
12mm INTERIOR DRYHALL FINISH
CONTINUOUS AIR / VAPOUR BARRIER
W/ MINIMUM RSI 1.00 BATT INSULATION
OR SOLID BLOCKING
- FLOOR CONSTRUCTION**
15mm T&G PLYWOOD SUBFLOOR
25x40 FLOOR JOISTS @ 400mm O.C.
FLOOR JOISTS BRIDGED W/
CONTINUOUS MINIMUM 8mm STRAPPING
OR 2 ROWS OF 25mmx38mm CROSS
BRIDGING OR SOLID BLOCKING
- INTERIOR STUD PARTITION**
12mm DRYHALL FINISH BOTH SIDES OF
25x40 HOOD STUDS @ 400mm O.C.
2 TOP PLATES & 1 BOTTOM PLATE
PROVIDE REINFORCEMENT FOR FUTURE
GRAB BAR INSTALLATION IN BATHROOM
- MECHANICAL VENTILATION**
PROVIDE MIN. 3.0 L/S IN KITCHENS
AND BATHROOMS, STS L/S FOR
PRINCIPAL EXHAUST FAN
- STAIRS INTERIOR/EXTERIOR**
MAXIMUM RISE = 200mm
MAXIMUM RUN = 120mm
MINIMUM RUN = 300mm
MAXIMUM TREAD = 250mm
MAXIMUM TREAD = 350mm
MAXIMUM NOSING = 25mm
MINIMUM HEADROOM = 1900mm
- GUARDS**
INTERIOR LANDINGS = 400mm
EXTERIOR BALCONY = 1070mm
INTERIOR STAIRS = 400mm
EXTERIOR STAIRS = 400mm
MAX. BETWEEN PICKETS
GUARD HEIGHT IF
DECK TO GRADE IS
GREATER THAN 1800mm = 1070mm
(800mm OR LESS
NO MEMBERS OR ATTACHMENT
BETWEEN 40cm & 400mm HIGH
SHALL FACILITATE CLIMBING)
- ATTIC ACCESS**
PROVIDE ATTIC ACCESS
FOR INSULATION & LEATHER STRIPPING
- PIERS**
PROVIDE 200mm DIA. SOND TUBE
FOR Poured CONCRETE PIERS
MINIMUM 1200mm BELOW GRADE
- EXISTING SOLID MASONRY
EXTERIOR WALL TO REMAIN.
- 75mm DIA. PIPE COLUMN W/
100mmx100mmx35mm
TOP & BOTTOM PLATE
- EXISTING FLOOR FOOTING
MINIMUM 180mm CONCRETE FOOTING
TO REMAIN.
- EXISTING CEILING STRUCTURE
TO REMAIN.
- REMOVE EXISTING EXTERIOR WALL
AS SHOWN DOTTED
- REMOVE EXISTING INTERIOR STUD
PARTITIONS AS SHOWN DOTTED
- REMOVE EXISTING ROOF OVERHANG
AS SHOWN DOTTED
- REMOVE EXISTING FOUNDATION WALL
AS SHOWN DOTTED
- REMOVE EXISTING WINDOW & FRAME
MAKE GOOD OPENING W/ BRICK TO
MATCH EXISTING ON THE EXTERIOR
- INSTALL A CARBON MONOXIDE
DETECTOR CONFORMING TO
CAN/ULC-594 OR ILL 2094

ROOM FINISH SCHEDULE

RM. NO.	ROOM NAME	FLOOR MATERIAL FINISH	BASE MATERIAL FINISH	WALLS MATERIAL FINISH	CEILING MATERIAL FINISH	HEIGHT	REMARKS
1	FIRST FLOOR						
1	KITCHEN	CERAMIC TILE	HOOD PAINT	DRYHALL PAINT	DRYHALL PAINT	2120mm	
2	BREAKFAST	HOOD STAIN	HOOD PAINT	DRYHALL PAINT	DRYHALL PAINT	2120mm	HAPLE TO MATCH EXISTING
3	BEDROOM	HOOD STAIN	HOOD PAINT	DRYHALL PAINT	DRYHALL PAINT	2120mm	HAPLE TO MATCH EXISTING
4	CLOSET	HOOD STAIN	HOOD PAINT	DRYHALL PAINT	DRYHALL PAINT	2120mm	HAPLE TO MATCH EXISTING
5	BATH	CERAMIC TILE	HOOD PAINT	DRYHALL PAINT	DRYHALL PAINT	2120mm	
	BASEMENT						
6	RES. ROOM	CONC.	CERAMIC TILE	HOOD PAINT	DRYHALL PAINT	2540mm	

DOOR SCHEDULE

NO.	TYPE	SIZE	QTY.	REMARKS
1	EXTERIOR	825mm x 2030mm	1	FRENCH DOOR
2	SLAB	810mm x 2030mm	1	800 SERIES
3	POCKET DOOR	810mm x 2030mm	2	

LINTEL SCHEDULE

NO.	DESCRIPTION
1	3-58x184 SPRUCE
2	3-58x184 SPRUCE
3	3-58x235 SPRUCE
4	3-58x235 SPRUCE
5	3-58x235 SPRUCE
6	3-58x235 SPRUCE
7	10mm x 40mm 8mm L
8	10mm x 40mm 8mm L
9	10mm x 40mm 8mm L

WINDOW SCHEDULE

ONE WINDOW PER FLOOR TO HAVE AN UNOBSTRUCTED OPEN PORTION IN A MIN. AREA OF 0.25m² & NO DIMENSION LESS THAN 500mm & MAXIMUM SILL HEIGHT OF 114 ABOVE FLOOR

NO.	TYPE	SIZE	QTY.	REMARKS
1	CASHEMENT	825mm x 925mm	1	
2	CASHEMENT	810mm x 925mm	2	
3	SLIDER	158mm x 450mm	2	

LEGEND

- DUPLEX OUTLET (WEATHERPROOF)
- DUPLEX OUTLET (HST. ABOVE FLR.)
- EXHAUST FAN
- SWITCH
- NOSE BID
- SMOKE DETECTOR
- HEAVY DUTY OUTLET
- LIGHT FIXTURE (WALL MOUNTED)
- LIGHT FIXTURE (CEILING MOUNTED)
- POT LIGHT FIXTURE
- LIGHT FIXTURE (WATER RESISTANT)
- LIGHT FIXTURE (CARPETED)
- FLUORESCENT LIGHT FIXTURE
- SOLID HOOD BEARING
- FLOOR DRAIN
- TV CABLE OUTLET
- TELEPHONE OUTLET
- COMPUTER OUTLET
- DRYER EXHAUST

C.B.O. / Plans Examiners - ABUSE OF AUTHORITY and MALFEASANCE IN HIS DUTY

History

In early May, 2008 we submitted and paid for the large front 16ft. X 36ft. Addition to our existing 18ft. X 38ft. residential home that the C.B.O. had issued our Building Permit No. 08-0109. Back then he tried to bully and intimidate me by insisting that I must use Engineered trusses and where I should buy them. 2008 plans show the changes he made to the plans written in red ink that he deemed were needed to meet the Building Code.

Mr. Robert Lamarre, C.B.O. own sworn affidavits will show his actions and conduct are abuse of authority and malfeasance in his duties, knowingly insisting that home owners must hire his named third party to prepare permit plans, even though they are of the simplest of construction design and found under OBC - Div. B – Part 9 .

It will show that the CBO actions are intentional vexatious personal attack and abuse of his authority to bully and intimidate me and that has caused harm to the Tarala family for over 8 years with the past Mayor and Deputy Mayors and C.A.O. knowledge.

I ask that this Elected Council to act in good faith and integrity and issue our May 24, 2012 Building Permit Application for the 2 one story additions to our retirement home.

This council is aware that I have been requesting your help in resolving this minor dispute over the last 8 years and that both lawyers had advised you to violate our Charter Freedoms and Rights has noted in the December 13, 2016 meeting.

Special Council Meeting
December 13, 2016
Page 1 of 2

Corporation of the Township of Selwyn

Special Council Meeting
Tuesday, December 13, 2016

Council Chambers, 1310 Centre Line

A special meeting of the Council of the Township of Selwyn was held on Tuesday, December 13, 2016 at the Council Chambers, 1310 Centre Line.

Present: Mayor Mary Smith
Deputy Mayor Sherry Senis
Councillor Gerry Herron
Councillor Anita Locke
Councillor Donna Ballantyne

Staff Present: Janice Lavalley, Chief Administrative Officer
Angela Chittick, Manager of Community & Corporate Services/ Clerk
Robert Lamarre, Manager of Building and Planning

Guest: John Ewart, Ewart O'Dwyer, Barrister & Solicitor
Russ Palin, Russell Wm. Palin Professional Corp., Barrister & Solicitor

The Council meeting commenced at 4:30 PM with Mayor Smith in the Chair.

The following Legal Case Law will provide you with knowledge and the June 23, 2008 Building Permit shows the CBO / Plans Examiner had issued the front addition building permit and knew that the same construction system and design for our May 24, 2012 Permit Application met the BCA and OBC requirements.

His action are not in the best interest of the public and are a vindictive, slanderous attack against Arthur Tarala for correcting his interpretation and writing to the Elected Council on August 28, 2012 pointing out his misfeasance and continued bullying tactics.

The Elected Council and Upper management has been aware of our continued requests for the CBO to issue our building permit and release the Stop Work Order placed against a second garage workshop structure that a permit was issued after the CBO had canceled the first application extorting 55% of our permit fee.



2920 days waiting for our Building Permit Application approval

Arthur Tarala <arthur@atarala.com>

Sent: Thu 2020-05-14 5:56 PM

To: 'Rob Lamarre'

Cc: 'Jim Dakin'; 'Daniela Ferranti'; 'Janice Lavalley'; 'Andy Mitchell'; 'Sherry Senis'; 'gherron@selwyntownship.ca'

 Message  Complete Application for House Permit - Feb-20-2019 correspondence.pdf (9 MB)

Dear Mr. Lamarre

Day 2920 +/- of my many requests to you too please issue our Building Permit for the additions to our retirement home.

As you can see from the attached document we have met all of the legal requirements, paid all fees in full.

We also request you remove the work orders placed against the 2nd Building Permit for our homebased business to be run out of our Garage Workshop: Building Permit # 2013-0038.

Given you and the Council were aware your assistant Austyn (Nadean) Reichelt had approved the permit using the same Permit Application and construction details that you canceled on November 21st, 2012 during discussions with Solicitor M. John Ewart.

Arthur Tarala
705-559-6564

The following Legal Case Law will provide you with knowledge and the June 23, 2008 Building Permit shows the CBO / Plans Examiner had issued the front addition building permit and knew that the same construction system and design for our May 24, 2012 Permit Application met the BCA and OBC requirements.

The following are noted Case Law from the Annotated Building Code Act to show this Elected Council some past legal pleadings in hopes they will understand their duty.

***Pedwell v. Pelham(Town),[1998] O.J. No.3461, 47 M.P.L.R.(2nd) 222 (gen.Div.),
aff'd[2003 O.J. No 1774, 37 M.P.L.R.(3rd) 161 (C.A.), leave to appeal refused [2003]
S.C.C.A. No.335.***

If the chief building official is to deal fairly with each application, it is imperative that any such decision-making be done impartially. The true measure of impartiality is the ability of the judge or other official to take some distance from his own preconceived notions and prejudices to arrive at a fair decision, looking only at the issues in question.

First City Developments Corp. v. Bekei, [1986] B.C.J. No. 3152, 3 B.C.L.R. (2d) 175 (S.C.).
Preliminary plans are schematic and design-oriented in nature, They are aimed at purchasers on investors and they tend not to be technically detailed. Working drawings, on the other hand, are aimed at the construction industry and produced for use by the builder in the course of construction. They include technical information concerning materials and may include drawings of structural, mechanical and electrical engineers, Preliminary plans would typically be filed in an application for a development permit and working plans on an application for a building permit. Working plans will commonly be revised in the course of construction.

Craft-Bilt Materials, Ltd. V. Toronto (City), [2006] O.J. No.4710, 57 C.L.R. (3rd) 203, 28 M.P.L.R.(4th) 274 (S.C.J.), aff'd [2008] O.J. No. 59, 42 M.P.L.R. (4th) 304, 68 C.L.R. (3d) 299 (Div.Ct.). The 1992 BCA generally compels the chief building official to issue a building permit unless the application for a permit does not comply with the OBC or is inadequate for other reasons set out in the statute. Thus, the discretion of the chief building official in deciding whether to issue a building permit is very narrow.

Oriole Park Resort Inc. v. Middlesex Centre (Municipality), [2008] O.J. No. 4668, 52 M.P.L.R. (4th) 98 (S.C.J.) Clause 8(2)(a) of the 1992 BCA requires a chief building official to issue a permit unless the proposed building will contravene the BCA, the OBC or any other applicable law.

Shuparski v. Toronto (city), [2010] O.H.R.T.D. No. 674 (human Rights Tribunal). A building permit is not a blueprint for construction and is not comprehensive. Builders may exceed the minimum standards established in the provincial Building Code.

Wolfond v. North York (1990) O.J. 1370, the court held that administrative delay by the CBO in acting on the applicant's building permit applications should not be permitted to deprive the applicants of their rights.

Fiore v. Whitchurch-stouffville (Town), [2011] O.J. No. 2856 (S.C.J.), supplementary reasons [2011] O.J. No. 4767 (S.C.J.) . If proposed construction satisfies the 1992 BCA, the OBC and any other applicable law, the chief building official has no discretion and must issue a building permit.

Thatcham Dev. Ltd. v. Teperman & Sons Ltd., [1981] O.J. No. 573 (S.C.) The phrase indicating that the municipality is “responsible” for the enforcement of the BCA is of great significance. If the municipality is responsible for the enforcement of the BCA, one would expect that the municipality would then be responsible for the act taken in course of enforcing the BCA which turned out to be negligently performed.

R. v. Nikkel [2007] M.J. No.453, 222 Man. R. (2d)98 (Q.B.) A building inspector is an “official” defined in s.118 of the criminal Code for the purposes of the offence of breach of public trust by a officier under s 122 of the Criminal Code . A building inspector of the city of Winnipeg was found guilty of seven counts of breach of trust under s 122 of the Criminal Code.

Burns v. Perth South (township), [2001] O.J. No.2117, 19 M.P.L.R. (3d) 170, 54 O.R. (3d) 266, 39 C.E.L.R. (N.S.) 291 (S.C.J.) Under subs 8(2) of the 1992 BCA, the mandate of the chief building official is to determine whether the proposed project will contravene the BCA, or the OBC or any other applicable law. If he concludes, after his investigation, that there will be no such contravention, he must issue (“shall issue”) the requested permit.

The following case should interest the Mayor and Council as it shows the C.B.O. misconduct and speaks to the lawyers malpractice has the lawyer in both our case and the Town of Kearney was M. John Ewart who clearly has failed to give sound legal advise that has wasted tax payers money.

Carson v. Kearney (Town), [2016] O.J.No.4225, 50 M.P.L.R. (5th) 76 (S.C.J.) aff'd [2016] O.J.] No.6637, 58 M.P.L.R. (5th) (C.A.) As confirmed in the municipality's job description for its chief building official , and in s.7.1 of the 1992 BCA, the independence of the chief building official is not absolute . A chief building official remains subject to direction and supervision by the officials of the municipality . Such supervision and direction relates particularly to issues pertaining to procedural fairness and abuse of process, among others.

Carson v. Kearney (Town), [2016] O.J.No.4225, 50 M.P.L.R. (5th) 76 (S.C.J.) aff'd [2016] O.J.] No.6637, 58 M.P.L.R. (5th) (C.A.) Many of the duties imposed on the chief building official under the 1992 BCA involve the exercise of discretion. Under the circumstances, the question to be answered in an action against the municipality for negligent enforcement of the BCA was not whether the chief building official had authority to act as he did, but rather, assuming he had the authority, did he exercise that authority reasonably in all of the circumstances. The chief building official was negligent in his dealings with the permit applicants and in his representations to them. The requirement he imposed on them were excessive and arbitrary, and did not reflect a careful consideration of the condition and history of the building and its intended use.

In early May, 2008 we submitted and paid for the large front 16ft. X 36ft. addition to our existing 18ft. X 38ft. winterized residential home that the C.B.O. issued our Building Permit and made changes to our plans that can be seen in red ink.

TOWNSHIP OF SMITH-ENNISMORE-LAKEFIELD
100 Centre Line - P.O. Box 270
Bridgman, Ontario N0A 1S0
BUILDING & PLANNING DEPARTMENT
Phone: (705) 292-9507, Fax: (705) 292-6491
www.smithennismorelakefield.on.ca

OWNER: Tarala
PROJECT: Addition

BUILDER: Owner
DATE: June 23, 2008

PLAN REVIEW INFORMATION

ATTACHMENTS:

- ☒ INSPECTION SEQUENCE INFO
- ☒ PLAN REVIEW HIGHLIGHTS
- ☐ CODE TEXT HIGHLIGHTS
- ☐ PERTINENT CODE GUIDE SECTIONS
- ☐ GUARDS FOR HOUSING & SMALL BUILDING SB-7
- ☐ COLD WEATHER CONCRETING
- ☐ GRAB BAR BLOCKING DETAILS - MAIN BATHROOM
- ☐ BUILDING LOCATION SURVEY REQUIRED UPON COMPLETION OF BUILDING/PROJECT OR AS PER COMMITTEE OF ADJUSTMENT.
- ☐ COPY OF SOILS REPORT PRIOR TO FOOTING INSPECTION.
- ☒ COPY OF ROOF TRUSS OR FLOOR DESIGN PLANS SUBMITTED TO INSPECTOR AT FRAMING INSPECTION
 - 1) MUST HAVE P. ENG SEAL
 - 2) NO PLANS - NO INSPECTION
- ☐ COPY OF FLOOR SYSTEM FRAMING PLAN SUBMITTED TO INSPECTOR AT FRAMING INSPECTION
 - 1) NO PLANS - NO INSPECTION
- ☐ COPY OF STEEL BEAM SIZE INVOICES AT FRAMING INSPECTION
- ☐ WHEN SPRAY FOAM INSULATION IS USED, A LETTER FROM THE INSTALLER IS REQUIRED TO CONFIRM THE AMOUNT OF INSULATION APPLIED
- ☐ HEAT RECOVERY VENTILATOR BALANCE REPORT REQUIRED FROM HEATING CONTRACTOR (9.32.3.11 (10))

ADDITIONAL DRAWINGS REQUIRED

- ☒ PLEASE SEE NOTES ON DRAWING. CHANGES HAVE BEEN MADE TO FOOTING PAD SIZES, BEAM SIZES AND SUGGESTIONS HAVE BEEN MADE AS IT RELATES TO ADDING CEILING JOISTS TO MEET INSULATION REQUIREMENTS AND ATTIC VENTILATION CRITERIA.
- ☐
- ☐
- ☐
- ☐

NOTES

1. RECOMMEND THAT THE BUILDING FOUNDATION BE LOCATED BY AN ONTARIO LAND SURVEYOR PRIOR TO PLACEMENT OF FOOTINGS.
2. OWNER/BUILDER MAY BE REQUIRED TO CONFIRM PROPERTY LINES TO INSPECTOR AT ANY GIVEN TIME.
3. CHECK YOUR SUBDIVISION AGREEMENT FOR ANY OBLIGATION ON YOUR PART (I.E. COVENANTS)

COPIES: ☒ OWNER ☐ APPLICANT/CONTRACTOR

48 HOURS NOTICE REQUIRED FOR INSPECTIONS

H:\My Documents\Word Building\1 Building Plan Review - 2008 Addition.doc

TOWNSHIP OF SMITH-ENNISMORE-LAKEFIELD
Building & Planning Department
BUILDING PERMIT

PERMIT NO. 08-0109 For ADDITION

Issued To TARALA ARTHUR Project Location PLAN 92 LOT 14 AMB20 REG

Roll # 020.006.09600.0000 Address 2628 DERAMORE RD

June 23/08

Chief Building Official Date

48 HOURS NOTICE REQUIRED

INSPECTION

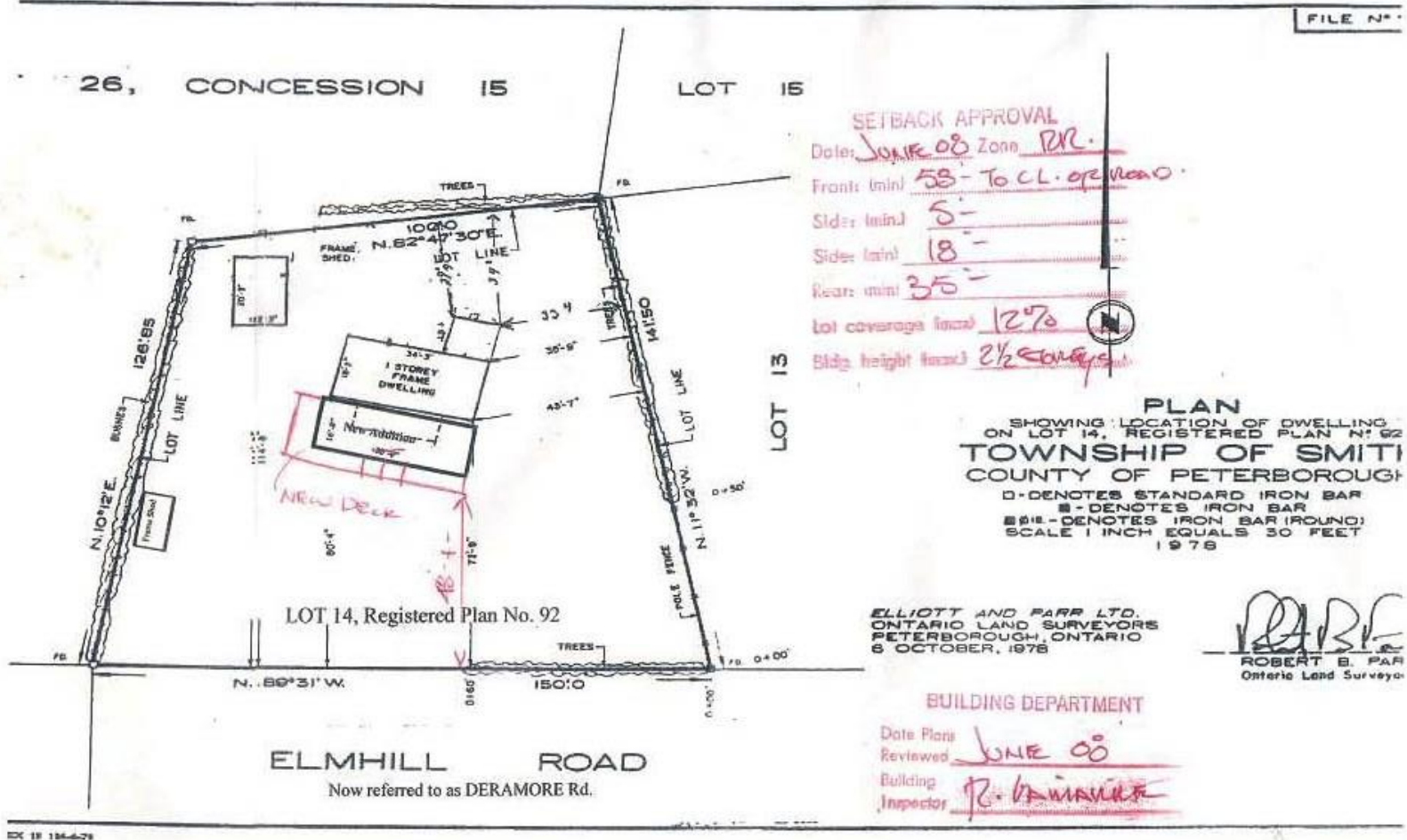
a) Commencement of the construction of the building	
b) Readiness to construct footings	
c) Substantial completion of the footings and foundations	
d) Where the building is within the scope of Part 9 of the Substantial completion of: <ul style="list-style-type: none">(i) structural framing of each storey,(ii) insulation and vapour barriers,(iii) ductwork and piping for heating and air-conditioning system	
e) Where the building is within the scope of other parts of the Code, of the substantial completion of: <ul style="list-style-type: none">(i) structural framing of each storey,(ii) insulation and vapour barriers,(iii) roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment	
f) Commencement of the construction of: <ul style="list-style-type: none">(i) masonry fireplaces and masonry chimneys,(ii) factory-built fireplaces and allied chimneys,(iii) stoves, ranges, space heaters and addition furnaces	
g) Substantial completion of fire protection systems including standpipe, sprinkler, fire alarms and emergency	
h) Substantial completion of interior finishes and heating, ventilation, air-conditioning and air-contaminant extraction equipment	
i) Substantial completion of exterior cladding, fire access routes and site grading or	
j) Completion and suitability of drawings of the building as constructed	
k) Readiness for inspection and testing of: <ul style="list-style-type: none">(i) building sewers and drains(ii) water service pipes(iii) drainage and venting systems(iv) water distribution system(v) plumbing fixtures and appliances	

THIS PERMIT MUST BE POSTED IN A CONSPICUOUS PLACE
PLEASE ALLOW 48 HOURS NOTICE FOR INSPECTIONS
TO BOOK INSPECTIONS PLEASE CALL 705-292-9507 - MON. TO FRI. - 8:30 - 4:30

Site Plan for June 8, 2008 issued Building Permit No. 08-0109

Note the Setback Approval stamp and Height that is 2½ stories and with Robert Lamarre signature and date.

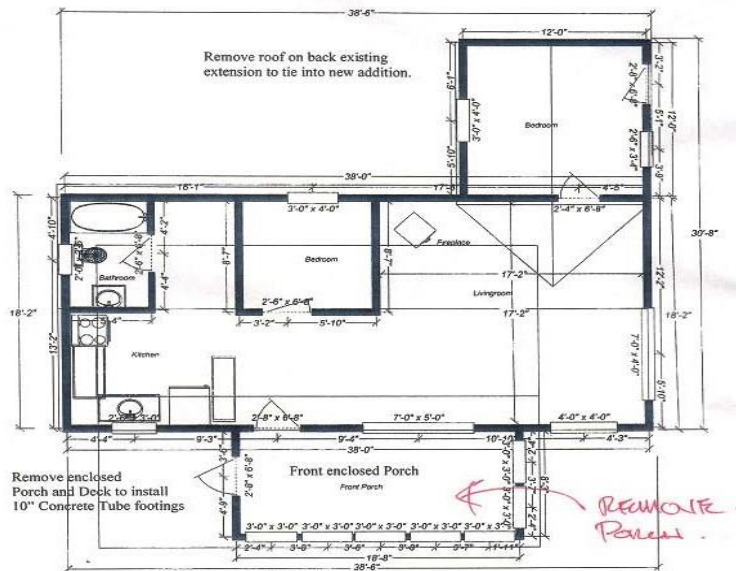
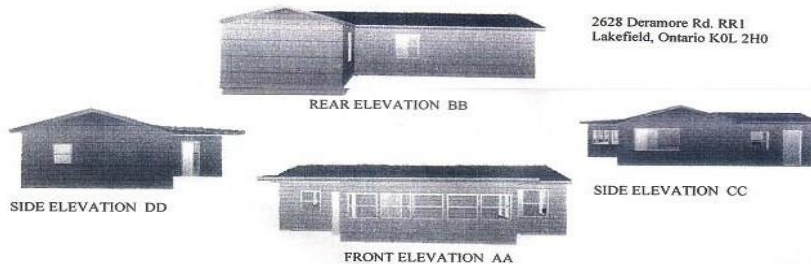
Proposed New Addition Construction



These plans were accepted by the Robert Lamarre, C.B.O. who issued our permit. He had made changes to our plans he felt should be made to meet the OBC requirements and fulfill his Duty as the C.B.O. and Plans Examiner.

EXISTING Cottage as of January 1, 2008

2628 Deramore Rd. RR1
Lakefield, Ontario K0L 2H0



Existing building built on concrete piers.

2628 Deramore Rd.
Lakefield, Ontario
K0L 2H0

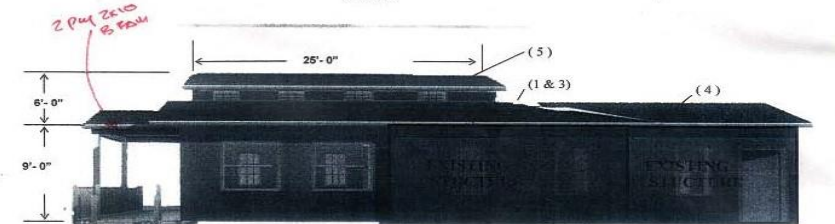
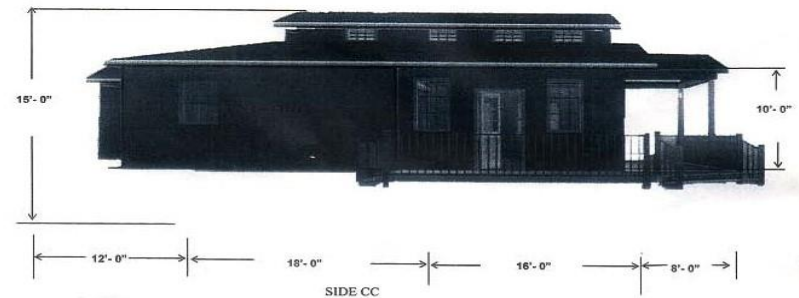
PLAN 92 Lot 14

5/29/2008

page 2

New Additions attached to existing structure.

All roofing will be covered with 5/8" Plywood Sheathing, felt tar paper and 210 asphalt shingles.



- 1.) Existing Roof will be Modified and reinforced
- 2.) Extend height of walls on existing structure 9'-0" to conform with New Addition
- 3.) Install new 8/12 roof to existing roof. Custom Truss
- 4.) Existing Roof on 12' x 12' will remain
- 5.) New Gable Roof full length of addition to centre of existing structure.

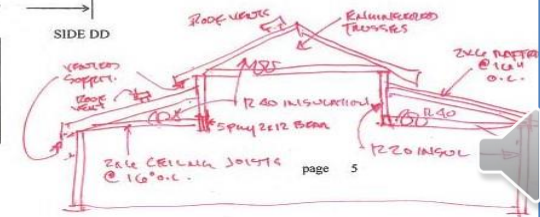


2628 Deramore Rd.
Lakefield, Ontario
K0L 2H0

PLAN 92 Lot 14

5/29/2008

page 5



New Footing Placement for New Addition and reinforce older structure.

BB

Existing Structure Will stay the same.

EXISTING STRUCTURE
Only front half of roof will be Modified

Pt. CORNER Pt. CORNER

24"x24"x8 CONCL. PAD.

DD

CC

24"x24"x8" TYP.

CONC. FOOTING

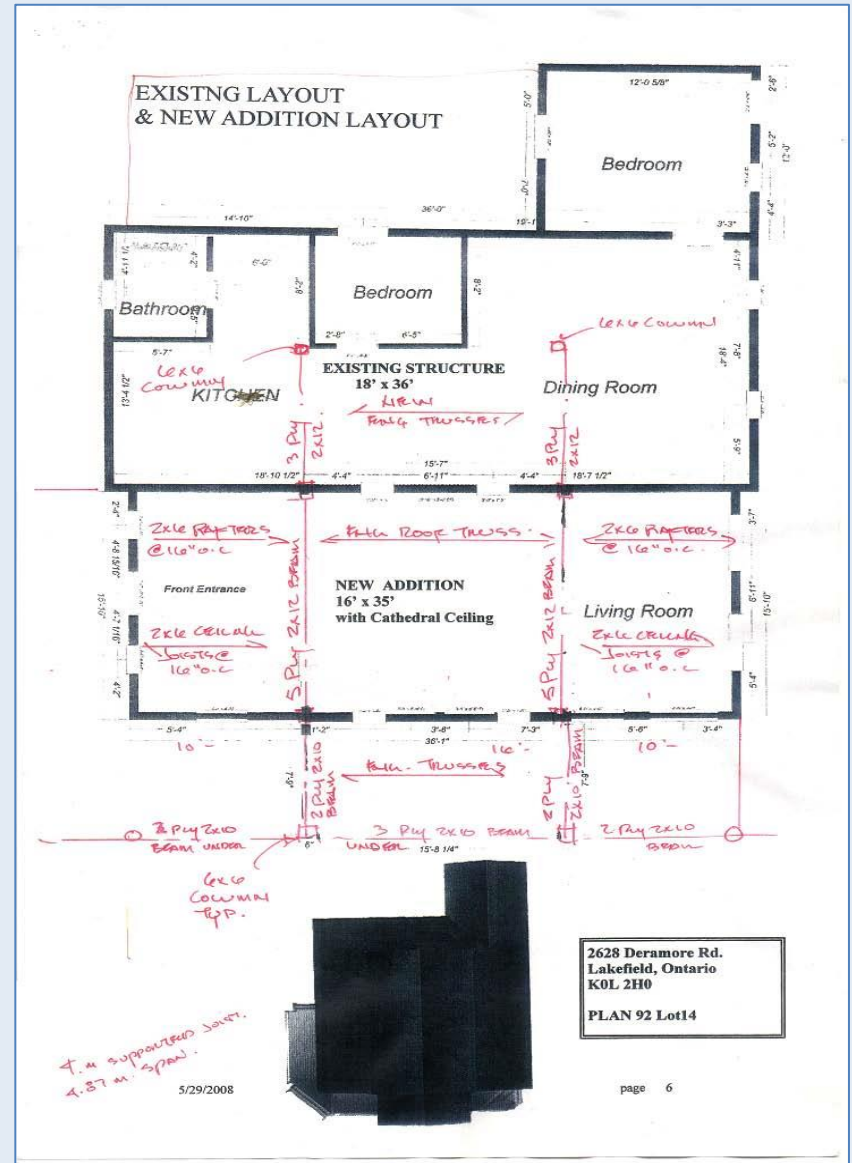
FOUNDATION FOOTING
With 8" block column sitting on concrete pad below frost line minimum 48" deep. With laminated wood beam to support floor joists

10" Ø SOND TUBES ON 24" BLK FOOT FOOTING

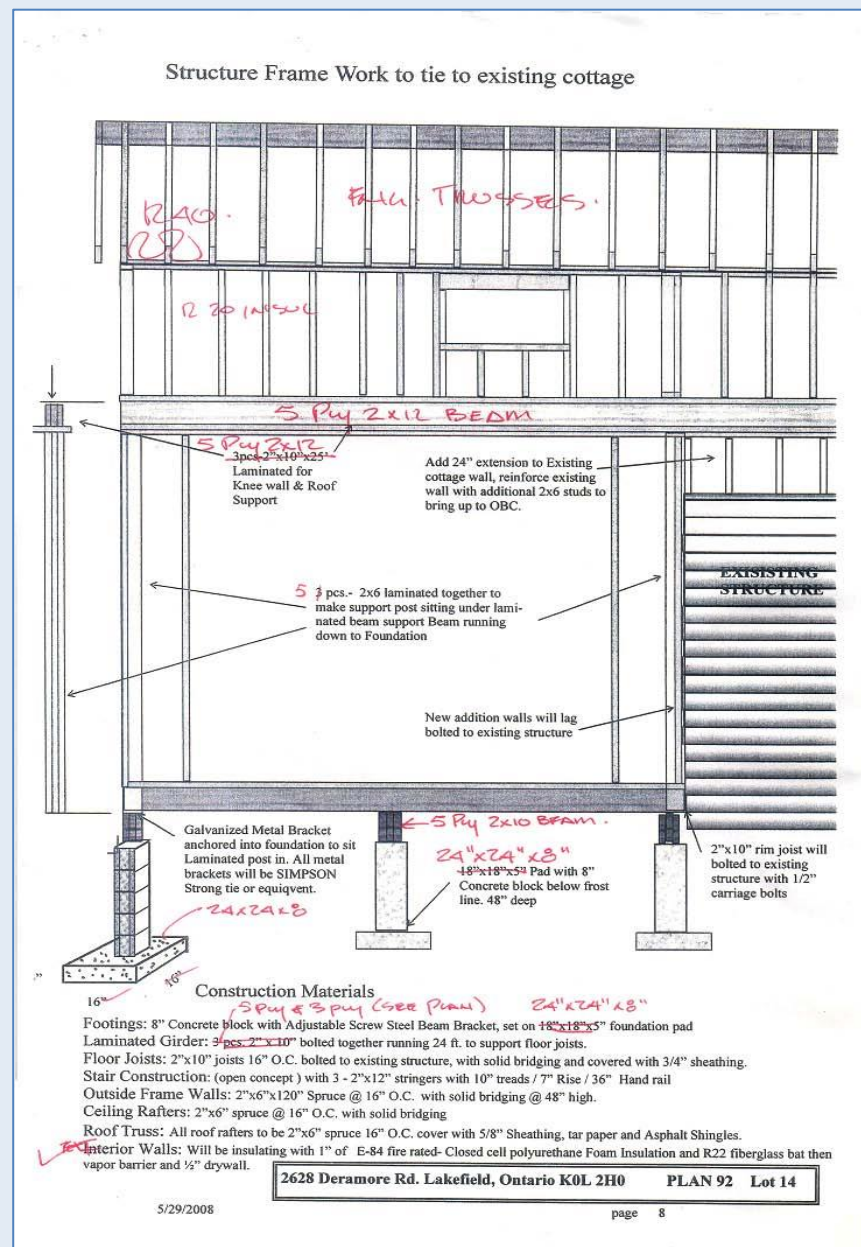
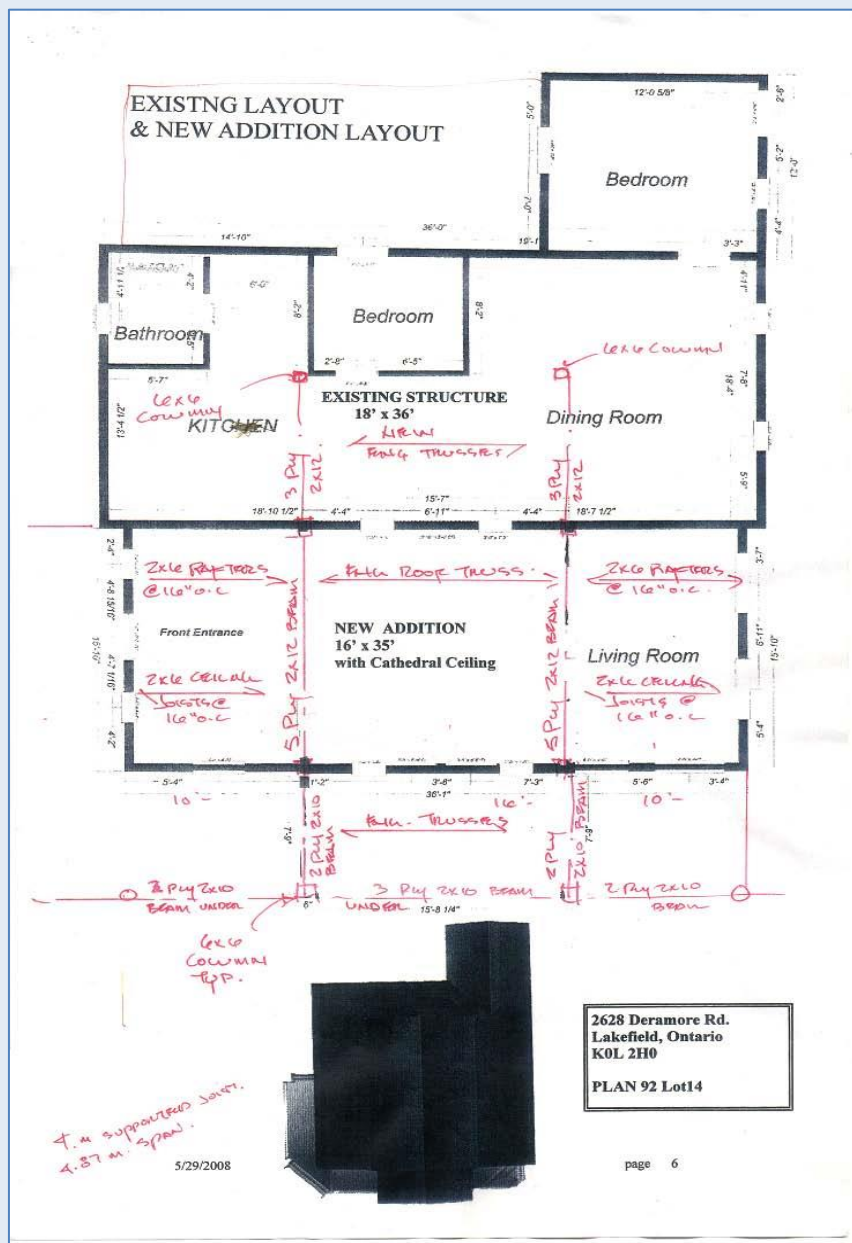
10" Ø SOND TUBES TO 48" BELOW GRADE

2628 Deramore Rd.
Lakefield, Ontario
K0L 2H0
PLAN 92 Lot 14

page 4



He had made changes to our plans he felt should be made to meet the OBC requirements and fulfill his Duty has the C.B.O. and Plans Examiner.



He had made changes to our plans he felt should be made to meet the OBC requirements and fulfill his Duty as the C.B.O. and Plans Examiner. Notice that he wrote engineered trusses in red ink, that shows his push on where I should buy them.

5/29/2008

CONSTRUCTION MATERIALS

FOOTINGS & FOUNDATION: Poured concrete Pad and 8" Concrete Block

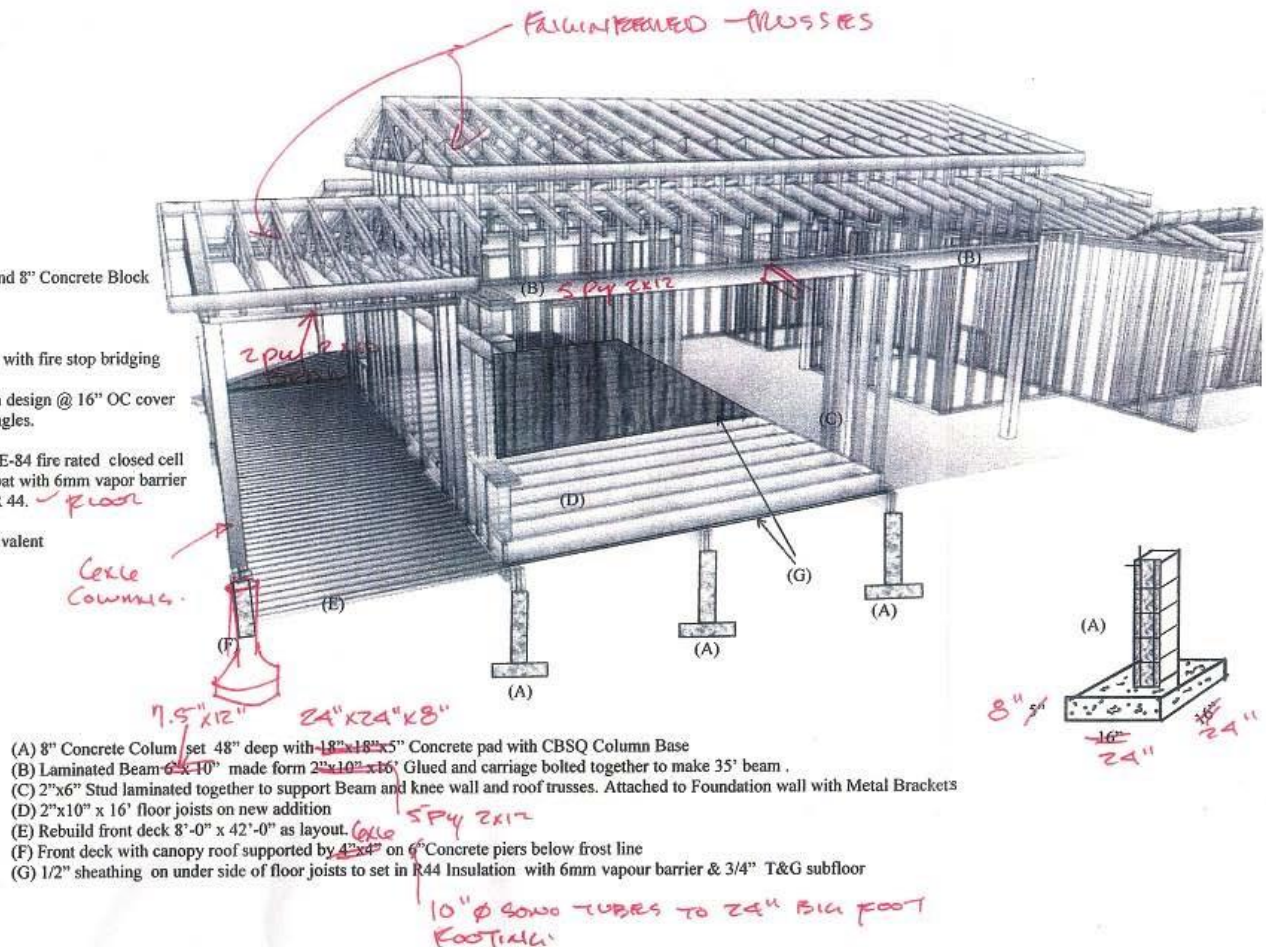
FLOOR JOIST: 2" x 10" x 16" set 16" OC

EXETIOR FRAME WALL: 2" x 6" x 120" @ 16" OC with fire stop bridging

ROOF TRUSS: Will be constructed with 2"x6" custom design @ 16" OC cover with 5/8" exterior sheathing, tar paper and Asphalt shingles.

INSULATION: All interior will be sprayed with 1" of E-84 fire rated closed cell polyurethane foam insulation and then R22 fiberglass bat with 6mm vapor barrier and 1/2" drywall. Ceiling & Roof will be insulated to R 44.

All metal brackets will be SIMPSON Strong tie or equivalent



2628 Deramore Rd.
Lakefield, Ontario
K0L 2H0

PLAN 92 Lot 14

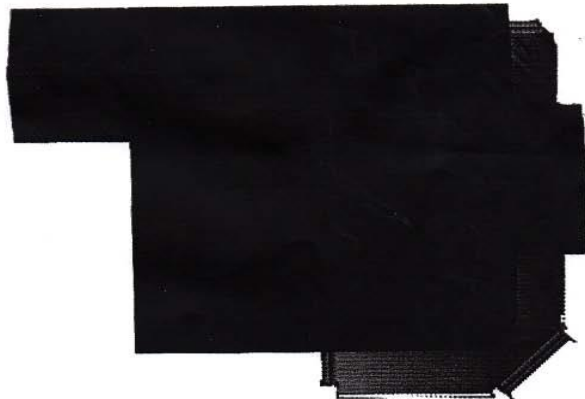
He had made changes to our plans he felt should be made to meet the OBC requirements and fulfill his Duty as the C.B.O. and Plans Examiner.

ROOF TRUSS LAYOUT



Front deck will continue around to side 16" the same as new addition
Depth of deck 8'-0"

Roof will be covered with 1/2 exterior sheathing , and Felt Tar paper. 25 year asphalt shingles.
Custom roof vent system will be install.



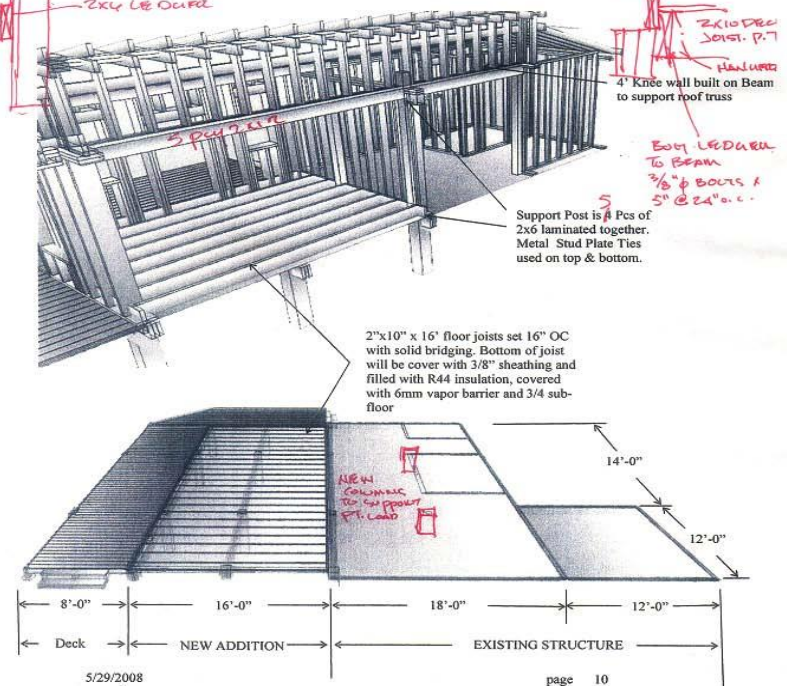
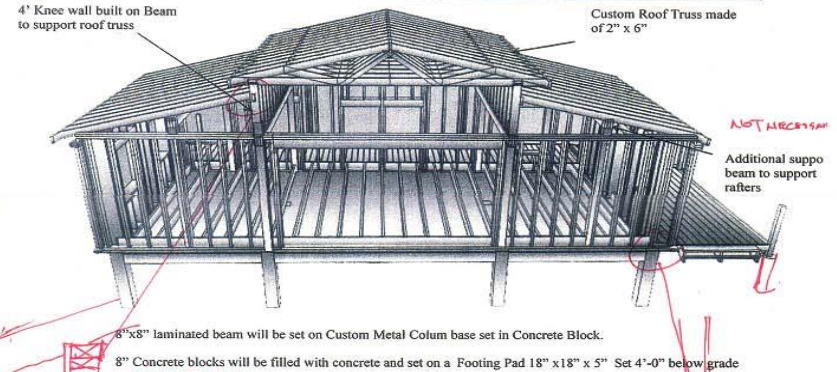
2628 Deramore Rd.
Lakefield, Ontario
K0L 2H0

PLAN 92 Lot 14

5/29/2008

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2628 Deramore Rd. Lakefield, Ontario K0L 2H0 PLAN 92 Lot 14



The C.B.O. / Plans Examiner was informed of all changes to the Building Permit No. 08-0109 construction design and Mr. Doug Head who was very helpful and had approved all changes made during the many visits and inspections that followed.

More important is the fact that Arthur Tarala has used the same e-mail address arthur@atarala.com in both Building Permit Applications No -08-0209 and May 24, 2012 and Robert Lamarre CBO sent out the May 24, 2012 letter to an address that Arthur Tarala had never lived at..

The C.B.O. actions and conduct that follows will show his misfeasance, bullying, intimidation and fraud in his e-mails, letters and Sworn Affidavits submitted into court.

Page 1 of 1

Robert Lamarre

From: Arthur Tarala [arthur@atarala.com]
Sent: Thursday, September 11, 2008 11:49 PM
To: rlamarre@nexicom.net
Subject: Revised Foundation

Hi Robert

Attached is the revised foundation drawing.

You can see that I have increased the size of the concrete footings/piers.

Also I have increased the size of the support beams and the direction of the joist.

I will require additional plumbing permit, the existing plumbing is a mess and I will be redesigning the kitchen and bathroom.

I hope to be up to see you next week.

Arthur

Information from ESET NOD32 Antivirus, version of virus signature database 3436 (20080911)

The message was checked by ESET NOD32 Antivirus.

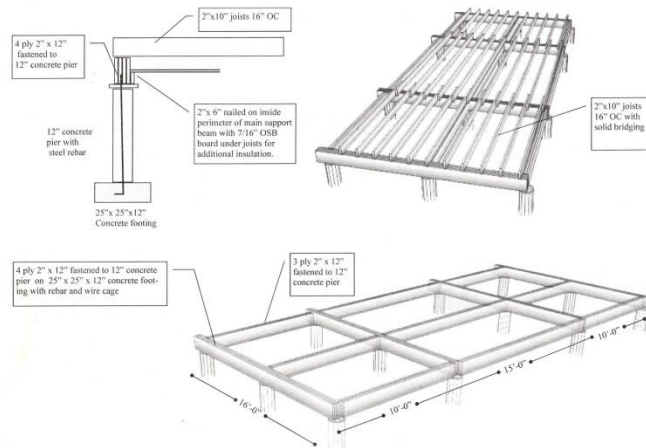
<http://www.eset.com>

Bob -

I RECEIVED THIS EMAIL & DRAWING -
FROM MR. TARALA - IS IT ACCURATE? -

Bob.

REVISED FOUNDATION Sept 12, 2008
2628 Deramore Rd. Lakefield, Ontario



May 7, 2012 Order to Comply to obtain building permit forthwith and May 7th, 2012 Stop Work Order for the 12' x 22' NW addition. On May 24th, 2012 we submitted the Building Permit Application for 2 additions, the NW 12'x22' and NE 12'x23' , paid all permit fees and met every legal requirement has shown in the Township receipts.

CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD
1310 Centre Line - P.O. Box 270
Bridgenorth, Ontario K0L 1H0
Tel: 705-292-9507 Fax: 705-292-6491
BCIN 21531

Order to Comply

Pursuant to Subsection 12(2) of the
Building Code Act, 1992

Date Order issued: May 7, 2012

Application/Permit Number: N/A

Address to which Order applies:

Roll Number: 15.16.020.006.09600.0000
2628 Deramore Rd.
Plan 92, Lot 14

Order issued to:

Tarala, Arthur
117 Woodfield Rd.
Toronto, ON M4L 2W8

The inspection on or about May 7, 2012 (date) at the above-referenced address found the following contravention(s) of the Building Code or the Building Code Act, 1992.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by May 21st, 2012

Item	Reference	Description and location	Required action and compliance date
1	8 (1) BCA	Construction of an addition	Obtain building permit forthwith and provide all required documents.

Order issued by:

Name Robert Lamarre, C.B.O.

BCIN 21147

Signature _____

Telephone No. 705-292-9507 ext. 219

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]
- An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 25] It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [Building Code Act, 1992 s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [Building Code Act, 1992 s. 14]
- Failure to comply with this Order is an offence which could result in a fine. [Building Code Act, 1992 s.36]
- No construction affected by this Order is to be covered until inspected and approved. [Building Code Act, 1992 s.13]

CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD
1310 Centre Line - P.O. Box 270 Bridgenorth, Ontario
K0L 1H0
Tel: 705-292-9507 Fax: 705-292-6491
BCIN 21531

Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Date Order issued: May 7, 2012

Address to which Order applies:

Roll Number: 15.16.020.006.09600.0000
2628 Deramore Rd.
Plan 92, Lot 14

Order issued to (name and address):

Tarala, Arthur
117 Woodfield Rd.
Toronto, ON M4L 2W8

The inspection on or about May 7, 2012 at the above-referenced address found the following contravention(s) of the Building Code Act, 1992 or the Building Code have not been rectified as required by the Order(s) indicated below:

☐ Order to Comply, dated May 7, 2012

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details
1.	§ (1) BCA – Construct an Addition
2.	Orders – To Comply
3.	

Order issued by:

Name Robert Lamarre, C.B.O.

BCIN 21147

Signature _____

Telephone no. 705-292-9507 ext. 219

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]
- An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 25] It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [Building Code Act, 1992 s. 24]
- Failure to comply with this Order is an offence which could result in a fine. [Building Code Act, 1992 s.36]
- When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [Building Code Act, 1992 s. 14]

Building Permit Application dated May 24th, 2012 that includes Schedule 1 - Designer Information that Arthur Tarala is the owner and exempt from BCIN Qualification under Div. C – Part 3 – Article 3.2.4.1 and 3.2.5.1 was submitted as per May 7, Order to Comply. Making the Superior Court Application Court File No. 269/12 fraudulent abuse of authority

Application for a Permit to Construct or Demolish This form is subject to subsection 9(1) of the Building Code Act				Schedule 1: Designer Information			
Township of Smith-Ennismore-Lakefield							
For use by Principal Authority Application number: _____ Permit number (if different): _____ Date received: _____ Roll number: _____ Application submitted to: <u>Township of Smith-Ennismore-Lakefield</u>				E. Builder (optional) Last name: _____ First name: _____ Corporation or partnership: _____ Street address: _____ Unit number: _____ Location: _____ Municipality: _____ Postal code: _____ Province: _____ Municipality: _____ Telephone number: _____ Fax: _____ Cell number: _____			
A. Project information Building number, street name: _____ Unit number: _____ Location: _____ 2628 Deramore Rd. Municipality: <u>LAKEFIELD</u> Postal code: <u>K0L 2H0</u> Plan number/other description: <u>Lot 14, Registered Plan #92</u> Project value est. \$: <u>6,000.00</u> Area of work (sq. ft.): <u>408 sq. ft. in House</u>				F. Tension Warranty Corporation (Ontario New Home Warranty Program) Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is registration required under the Ontario New Home Warranties Plan Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to (ii) provide registration number(s): _____			
B. Purpose of application <input checked="" type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit Proposed use of building: <u>Residential home</u> Current use of building: <u>Residential home</u> Description of proposed work: 1.) Add 12' x 22' addition back of house, NW side, to enlarge Bedroom and make Mudroom/Laundry room. 2.) Add 9' x 14' walk in closet on NE side of house				G. Required Schedules Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. Attach Schedule 3 where application is to construct on-site, install or repair a sewage system. Completeness and compliance with applicable law This application meets all the requirements of clauses 13.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent; all applicable fees have been completed on the application and required schedules, and all required schedules are submitted). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Payment has been made of all fees that are required under the applicable by-law, resolution or regulation made under clause 71(1)(c) of the Building Code Act, 1992 to be paid when the application is made. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 71(1)(b) of the Building Code Act, 1992. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 71(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The proposed building, construction or demolition will not contravene any applicable law. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
C. Applicant Applicant is: <input checked="" type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner Last name: <u>TARALA</u> First name: <u>ARTHUR</u> Corporation or partnership: _____ Street address: <u>2628 Deramore Rd.</u> Unit number: _____ Location: _____ Municipality: <u>Lakefield</u> Postal code: <u>K0L 2H0</u> Province: <u>Ontario</u> Email: <u>arthur@atarala.com</u> Telephone number: <u>(705) 657-2830</u> Fax: _____ Cell number: <u>(416) 209-9952</u>				I. Declaration of applicant I, <u>ARTHUR TARALA</u> (print name) declare that: 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. Date: <u>May 24, 2012</u> Signature of applicant: _____			
D. Owner (if different from applicant) Last name: _____ First name: _____ Corporation or partnership: _____ Street address: _____ Unit number: _____ Location: _____ Municipality: _____ Postal code: _____ Province: _____ Municipality: _____ Telephone number: _____ Fax: _____ Cell number: _____				D. Declaration of Designer I, <u>ARTHUR TARALA</u> (print name) declare that (choose one as appropriate): <input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4 of Division C of the Building Code. I am qualified, and the firm is registered, in the appropriate category/categories: Firm BCIN: _____ <input checked="" type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5 of Division C of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____ <input checked="" type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____ I certify that: 1. The information contained in this schedule is true to the best of my knowledge. 2. I agree to indemnify this application with the knowledge and consent of the firm. Date: <u>May 24, 2012</u> Signature of Designer: _____			

This is the Complete Building Application and Signed Schedule 1: Designer Information. This shows the CBO / Plans Examiner had checked off the contact information and he mailed out the May 24, 2012 response letter in less than 3 hours on the same day and mailed it to an address the Permit Applicate has never lived at.

The additional payment receipts from the Township, show the C.B.O. has abused the Superior Court of Justice court process to cover up his violations of the Building Code and Zoning By-laws and prevent the Elected Council from investigating the August 28, 2012 compliant letter dropped off at Township Office for the Elected Council and C.A.O.

It appears the Chief Building Official, Plans Examiner is also the Manager of Planning and Building Department and he is also in charge of Investigations of Township Employee wrongful Acts of Bad Faith and Breach of Trust in Administration of the B.C. A. & OBC.

DESIGNER: Arthur Tarala

E-mail: arthur@atarala.com Phone: 705-559-6564

SCALE

Graph Square = 1 foot

Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.

Lakefield, Ontario K0L 2H0

These receipts show that all fees and legal requirements were met .

Official General Receipt
Township of Smith-Ennismore-Lakefield
Box 275, Ennismore, Ontario K3L 1H6 Tel 705-885-4887

Received From: Tarala

Address: _____

Date: May 24/12 Cash ☐ Check ☒ Debit ☐
Amount: \$13.75

<input type="checkbox"/> Blue Box	<input type="checkbox"/> Certificate	<input type="checkbox"/> Blue Box	<input type="checkbox"/> Certificate
<input type="checkbox"/> Garage Tag	<input type="checkbox"/> No Det.	<input type="checkbox"/> Garage Tag	<input type="checkbox"/> No Det.
<input type="checkbox"/> Kitchen Computer	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Kitchen Computer	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> County Map	<input type="checkbox"/> Building Comp.	<input type="checkbox"/> County Map	<input type="checkbox"/> Building Comp.
<input type="checkbox"/> Misc.	<input type="checkbox"/> Zoning Comp.	<input type="checkbox"/> Misc.	<input type="checkbox"/> Zoning Comp.
<input type="checkbox"/> H.S.T.	<input type="checkbox"/> Survey Comp.	<input type="checkbox"/> H.S.T.	<input type="checkbox"/> Survey Comp.
<input type="checkbox"/> Adm Inv. #	<input type="checkbox"/> Other	<input type="checkbox"/> Adm Inv. #	<input type="checkbox"/> Other
<input type="checkbox"/> Commissioner/Cash	<input type="checkbox"/> Planning	<input type="checkbox"/> Commissioner/Cash	<input type="checkbox"/> Planning
<input type="checkbox"/> Litterbox	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Litterbox	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Day Night/Normal	<input type="checkbox"/> Zoning By-Law Amend.	<input type="checkbox"/> Day Night/Normal	<input type="checkbox"/> Zoning By-Law Amend.
<input type="checkbox"/> Letters	<input type="checkbox"/> Official Plan Amend.	<input type="checkbox"/> Letters	<input type="checkbox"/> Official Plan Amend.
<input type="checkbox"/> Marriage	<input type="checkbox"/> O.R.C.A.	<input type="checkbox"/> Marriage	<input type="checkbox"/> O.R.C.A.
<input type="checkbox"/> Trailer Park	<input type="checkbox"/> Other	<input type="checkbox"/> Trailer Park	<input type="checkbox"/> Other
<input type="checkbox"/> Bad & Breached	<input type="checkbox"/> Development Fee	<input type="checkbox"/> Bad & Breached	<input type="checkbox"/> Development Fee
<input type="checkbox"/> Network Vehicle	<input type="checkbox"/> Planning	<input type="checkbox"/> Network Vehicle	<input type="checkbox"/> Planning
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Notes: _____

Signature: [Signature] G 31469

Total Cash: \$13.75
APPROVED: [Stamp]
344.0

Official General Receipt
Township of Smith-Ennismore-Lakefield
Box 275, Ennismore, Ontario K3L 1H6 Tel 705-885-4887

Received From: TARALA, ARTHUR

Address: _____

Date: Aug 17, 2012 Cash ☐ Check ☒ Debit ☐
Amount: \$200.00

<input type="checkbox"/> Blue Box	<input type="checkbox"/> Certificate	<input type="checkbox"/> Blue Box	<input type="checkbox"/> Certificate
<input type="checkbox"/> Garage Tag	<input type="checkbox"/> No Det.	<input type="checkbox"/> Garage Tag	<input type="checkbox"/> No Det.
<input type="checkbox"/> Kitchen Computer	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Kitchen Computer	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> County Map	<input type="checkbox"/> Building Comp.	<input type="checkbox"/> County Map	<input type="checkbox"/> Building Comp.
<input type="checkbox"/> Misc.	<input type="checkbox"/> Zoning Comp.	<input type="checkbox"/> Misc.	<input type="checkbox"/> Zoning Comp.
<input type="checkbox"/> H.S.T.	<input type="checkbox"/> Survey Comp.	<input type="checkbox"/> H.S.T.	<input type="checkbox"/> Survey Comp.
<input type="checkbox"/> Adm Inv. #	<input type="checkbox"/> Other	<input type="checkbox"/> Adm Inv. #	<input type="checkbox"/> Other
<input type="checkbox"/> Commissioner/Cash	<input type="checkbox"/> Planning	<input type="checkbox"/> Commissioner/Cash	<input type="checkbox"/> Planning
<input type="checkbox"/> Litterbox	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Litterbox	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Day Night/Normal	<input type="checkbox"/> Zoning By-Law Amend.	<input type="checkbox"/> Day Night/Normal	<input type="checkbox"/> Zoning By-Law Amend.
<input type="checkbox"/> Letters	<input type="checkbox"/> Official Plan Amend.	<input type="checkbox"/> Letters	<input type="checkbox"/> Official Plan Amend.
<input type="checkbox"/> Marriage	<input type="checkbox"/> O.R.C.A.	<input type="checkbox"/> Marriage	<input type="checkbox"/> O.R.C.A.
<input type="checkbox"/> Trailer Park	<input type="checkbox"/> Other	<input type="checkbox"/> Trailer Park	<input type="checkbox"/> Other
<input type="checkbox"/> Bad & Breached	<input type="checkbox"/> Development Fee	<input type="checkbox"/> Bad & Breached	<input type="checkbox"/> Development Fee
<input type="checkbox"/> Network Vehicle	<input type="checkbox"/> Planning	<input type="checkbox"/> Network Vehicle	<input type="checkbox"/> Planning
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Notes: _____

Signature: [Signature] G 31448

Total Cash: \$200.00
APPROVED: [Stamp]
344.0

Official General Receipt
Township of Smith-Ennismore-Lakefield
Box 275, Ennismore, Ontario K3L 1H6 Tel 705-885-4887

Received From: Tarala

Address: _____

Date: Aug 21/12 Cash ☐ Check ☒ Debit ☐
Amount: \$285.00

<input type="checkbox"/> Blue Box	<input type="checkbox"/> Certificate	<input type="checkbox"/> Blue Box	<input type="checkbox"/> Certificate
<input type="checkbox"/> Garage Tag	<input type="checkbox"/> No Det.	<input type="checkbox"/> Garage Tag	<input type="checkbox"/> No Det.
<input type="checkbox"/> Kitchen Computer	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Kitchen Computer	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> County Map	<input type="checkbox"/> Building Comp.	<input type="checkbox"/> County Map	<input type="checkbox"/> Building Comp.
<input type="checkbox"/> Misc.	<input type="checkbox"/> Zoning Comp.	<input type="checkbox"/> Misc.	<input type="checkbox"/> Zoning Comp.
<input type="checkbox"/> H.S.T.	<input type="checkbox"/> Survey Comp.	<input type="checkbox"/> H.S.T.	<input type="checkbox"/> Survey Comp.
<input type="checkbox"/> Adm Inv. #	<input type="checkbox"/> Other	<input type="checkbox"/> Adm Inv. #	<input type="checkbox"/> Other
<input type="checkbox"/> Commissioner/Cash	<input type="checkbox"/> Planning	<input type="checkbox"/> Commissioner/Cash	<input type="checkbox"/> Planning
<input type="checkbox"/> Litterbox	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Litterbox	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Day Night/Normal	<input type="checkbox"/> Zoning By-Law Amend.	<input type="checkbox"/> Day Night/Normal	<input type="checkbox"/> Zoning By-Law Amend.
<input type="checkbox"/> Letters	<input type="checkbox"/> Official Plan Amend.	<input type="checkbox"/> Letters	<input type="checkbox"/> Official Plan Amend.
<input type="checkbox"/> Marriage	<input type="checkbox"/> O.R.C.A.	<input type="checkbox"/> Marriage	<input type="checkbox"/> O.R.C.A.
<input type="checkbox"/> Trailer Park	<input type="checkbox"/> Other	<input type="checkbox"/> Trailer Park	<input type="checkbox"/> Other
<input type="checkbox"/> Bad & Breached	<input type="checkbox"/> Development Fee	<input type="checkbox"/> Bad & Breached	<input type="checkbox"/> Development Fee
<input type="checkbox"/> Network Vehicle	<input type="checkbox"/> Planning	<input type="checkbox"/> Network Vehicle	<input type="checkbox"/> Planning
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Notes: _____

Signature: [Signature] G 31468

Total Cash: \$285.00
APPROVED: [Stamp]
344.0

MAY 24th, 2012 Permit Application Receipt that proves Acts of Bad Faith by Chief Building Official / Plans Examiner in filing Superior Court File No. 269/12 for Failure to Comply

August 21st, 2012 Permit Receipt for Penalty Fine and Discharge Fee for both Orders. Acts of Bad Faith and Breach of Trust by Chief Building Official / Plans Examiner in filing Superior Court File No. 269/12 for Failure to Comply

Payment for Committee of Adjustment Application for Minor Variance that was approved on October 17, 2012.

Part of the C.B.O. requirement in the e-mail / letters exchanged between May 24, and November 5, 2012 filing of Court File No. 269/12

Receipt for the First detached Garage Workshop Building Permit Application that the CBO / Plans Examiner had canceled and extorted 55% of the permit fee without reasonable cause.

ANOTHER EXAMPLE OF BREACH OF TRUST and ACTS OF BAD FAITH by Chief Building Official / Plans Examiner

DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

Graph Square = 1 foot
Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

Below is the OBC Data Matrix sheet submitted that states all construction falls under the scope of O.B.C. - Part 9, the simplest of wood frame construction and not requiring a professional engineer or architect to prepare construction plans.

Name of Practice: Arthur Tarala				Plans Review Certificate Pursuant to Section 15.18 of the Building Code Act, 1992			
Name of Project: Add 2 additions to Existing Rural Residential House, NW12ft.X 22ft. and NE10ft. x 23ft. located at back of existing house. Location: 2628 Deramore Rd. Lakefield, ON. K0L 2H0				Certificate Number: <u>45082</u> Date Certificate issued: <u>01/06/2017</u>			
Address of Building Site Permit Application 2628 Deramore Rd., Lakefield, Ontario, K0L 2H0 Lot 14 PL 92 Smith				Certificate issued to : Arthur Tarala, Owner 2628 Deramore Rd. Lakefield, Ontario, K0L 2H0			

Item	Ontario Building Code Data Matrix Parts 3 or 9	Building Code Reference <small>References are to Division B unless noted [A] for Division A or [C] for Division C</small>	
1	Project Description: Additions to existing house <input type="checkbox"/> New <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use	<input type="checkbox"/> Part 11 <input type="checkbox"/> Part 3 <input checked="" type="checkbox"/> Part 9 11.1 to 11.4 1.1.2 [A] 1.1.2 [A] & 9.10.1.3	
2	Major Occupancy(s)	3.1.2.1.(1)	9.10.2.
3	Building Area (sq.ft.) Existing <u>1404</u> New <u>494</u> Total <u>1898</u> <input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Total	1.4.1.2 [A]	1.4.1.2 [A]
4	Gross Area Existing New Total <input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Total	1.4.1.2 [A]	1.4.1.2 [A]
5	Number of Storeys Above grade <u>1</u> Below grade <u>0</u> <input type="checkbox"/> Above grade <input type="checkbox"/> Below grade	1.4.1.2 [A] & 3.2.1.1	1.4.1.2 [A] & 9.10.4
6	Number of Streets/Fire Fighter Access <u>One</u>	3.2.2.10. & 3.2.5.	9.10.20.
7	Building Classification <u>Group C rural residential</u>	3.2.2.20. - 83	9.10.2.
8	Sprinkler System Proposed <input type="checkbox"/> entire building <input type="checkbox"/> selected compartments <input type="checkbox"/> selected floor areas <input type="checkbox"/> basement <input type="checkbox"/> in lieu of roof rating <input checked="" type="checkbox"/> Not required	3.2.2.20. - 83 3.2.1.5. 3.2.2.17. INDEX	9.10.8.2. INDEX
9	Standpipe required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3.2.9	N/A
10	Fire Alarm required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3.2.4	9.10.18
11	Water Service/Supply is Adequate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3.2.5.7.	N/A
12	High Building <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3.2.6	N/A
13	Construction Restrictions <input type="checkbox"/> Combustible permitted <input type="checkbox"/> Non-combustible required <input type="checkbox"/> Both <input checked="" type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both	3.2.2.20. - 83	9.10.6.
14	Maximum Area <u>nil</u>	3.2.1.1 (3)-(8)	9.10.4.1.
15	Occupant load based on <input type="checkbox"/> m ² /person <input checked="" type="checkbox"/> design of building Basement: Occupancy <u>0</u> Load _____ persons 1 st Floor: Occupancy <u>3</u> Load _____ persons 2 nd Floor: Occupancy _____ Load _____ persons 3 rd Floor: Occupancy _____ Load _____ persons (Additional floor areas continued on last page)	3.1.17.	9.9.1.3.
16	Barrier-free Design <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Explain)	3.8.	9.5.2.
17	Hazardous Substances <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3.3.1.2. & 3.3.1.19	9.10.1.3 (4)

Building Code Data Matrix, Parts 3 or 9
© Ontario Association of Architects

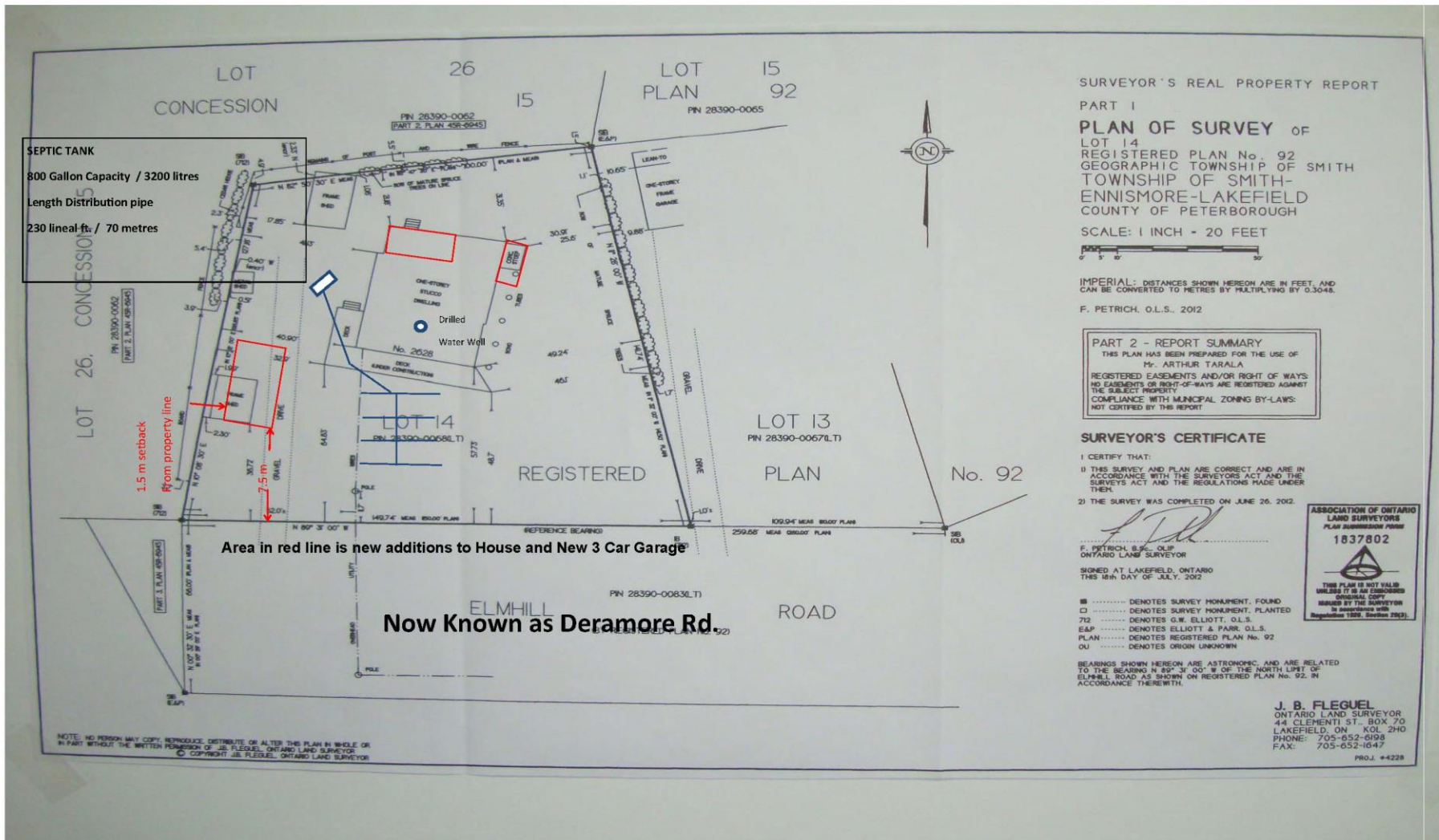
December, 2013

This certificate is authorized by the Minister of Municipal Affairs and Housing under the Building Code Act, 1992

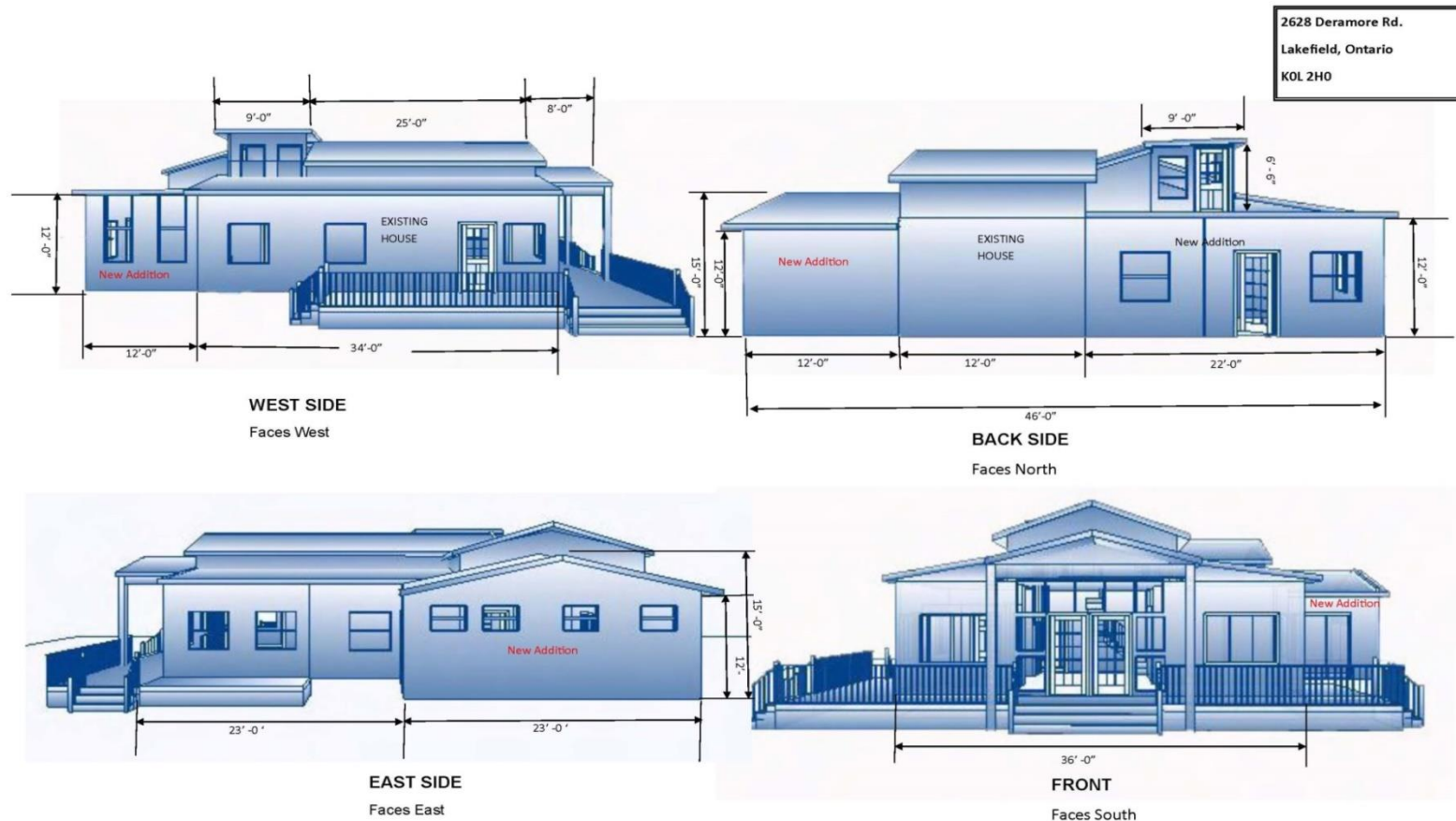
DESIGNER: Arthur Tarala E-mail : arthur@atarala.com Phone: 705-559-6564	SCALE Graph Square = 1 foot Exact Measurements on Plan Detail	ONTARIO BUILDING CODE Data Matrix	JOB LOCATION: 2628 Deramore Road. Lakefield, Ontario K0L 2H0
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New Site Plan / Survey that the Chief Building Official required to receive Building Permit in Application submitted in May 24th , 2012

NEW ADDITIONS TO 2628 Deramore Rd.



ELEVATION - North-West- East - South of 2628 Deramore Rd.



DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

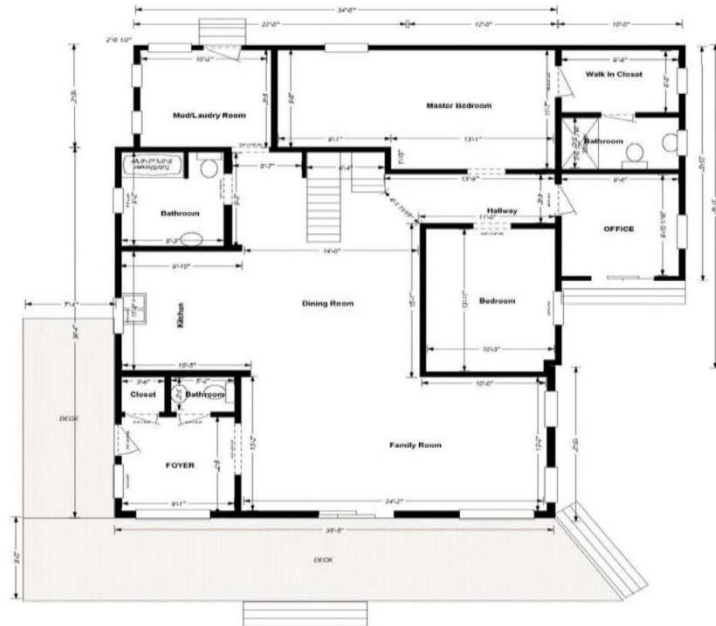
SCALE Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

Main Floor Layout and Roof Top overview & Attic Utility Room

Division "B" Part 9, section 9.8.1. Stairs, Ramps, Handrails and Guards.

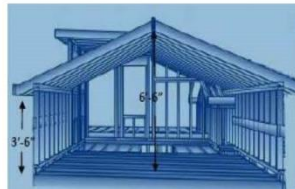
Below is the floor layout from the submitted construction plans. Currently we have a 48" x 80" opening that is required by the OBC Part 9, Section 9.19.2.1 of the code to have access to attic and the High Efficiency Furnace and Hot Water tank.



We wish to build stairs to the Attic Utility Room that will make it safer for servicing the High Efficiency Furnace and Hot Water tank, along with allowing the space to be used for storage.



Attic space support foundation was designed by CBO / Plans Examiner in Building Permit No. 08-0109 and drawn on the submitted construction plans.



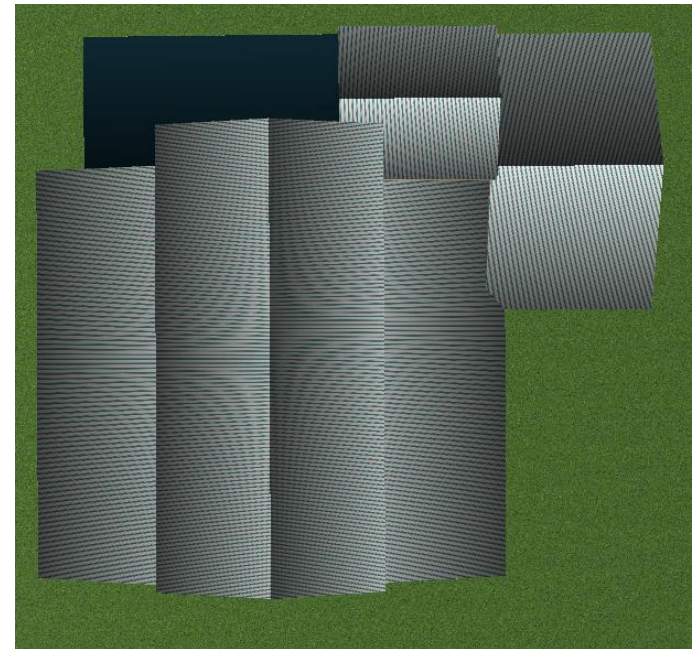
Attic Utility Room was built with Building Permit No. 08-0109 and the CBO / Plans examiner added the additional post and beam footings with 4ply, 2" x 12" Laminated beam to support the 2"x8" ceiling joists.

It also should be noted that the height of Attic Utility Room is 6'-6" at the peak that runs down to 3'-6" at the knee wall.

This is classified as attic storage not habitual living space.

Gable Roof are covered with Galvanized Steel Panels.

Flat roof will be covered with Black EPDM Rubber Roofing

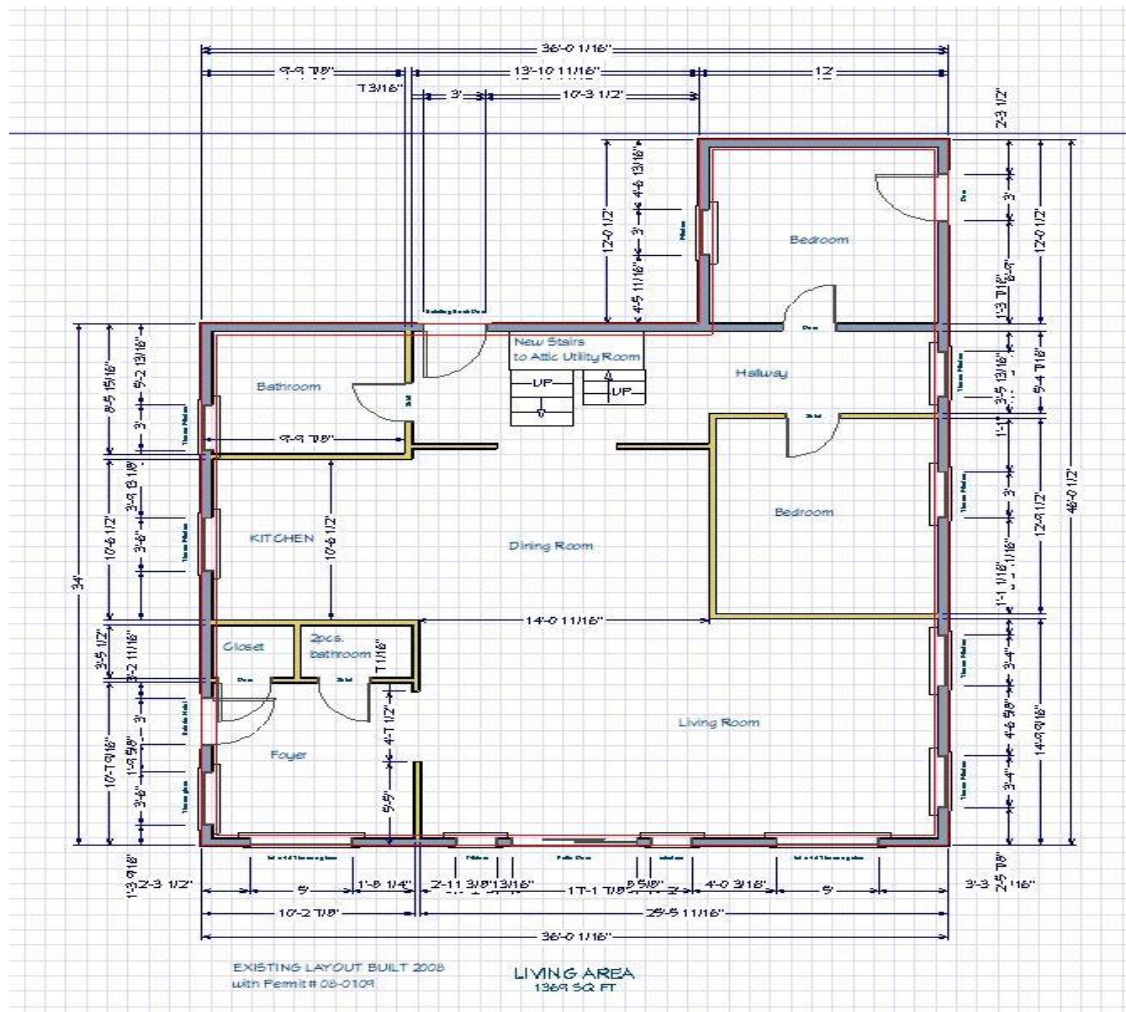


DESIGNER: Arthur Tarala

E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE See exact measurements on plans

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0



Existing House layout
Before May 24, 2012

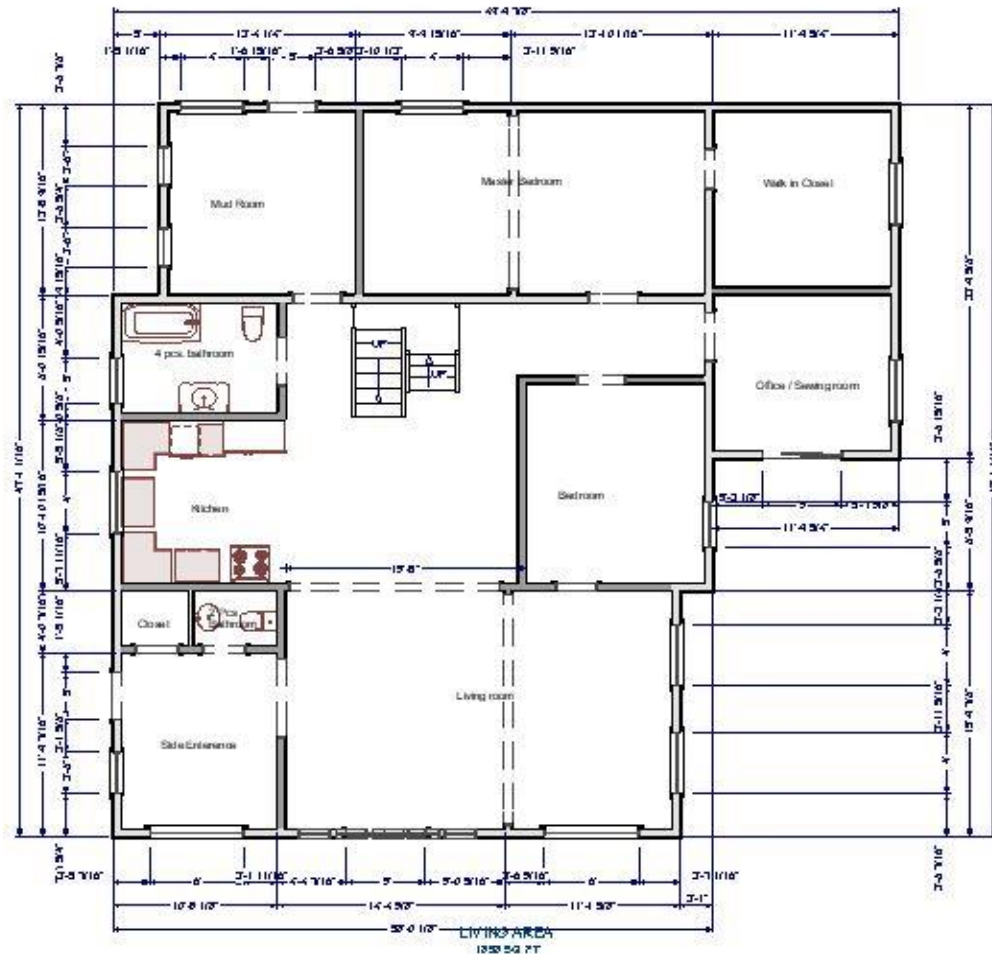
Note stairs to Attic Utility
Room were built to
provide safer access to
High Efficiency Furnace
and Hot water tank.

DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE See exact measurements on plans

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

Existing House with new additions submitted in May 24, 2012 Building Permit Application, Note that Section B had nothing to do with May 7, 2012 Order to Comply



DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE See exact measurements on plans

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

UPGRADED POST AND BEAM FOUNDATION DURING 2008 Building Permit No. 08-109

All foundation footing were replaced with Bigfoot 36" Post and Beam in Front Addition and Existing 18' x 38' structure that far exceeds minimum OBC requirements.

POST & BEAM FOUNDATION SPECS

ON THE HELPFUL ADVISEMENT OF SELWYN TOWNSHIP'S INSPECTOR DOUG HEAD - ALL FOUNDATION FOOTING WERE REPLACED IN THE ORIDGINAL 18' X 38' EXISTING STRUTURE DURING THE CONSTRUCTION OF THE FRONT 16' x 36' ADDITION IN 2008 Permit No. 08-109

3ply Laminated
2"x12" screwed,
nailed and Glued

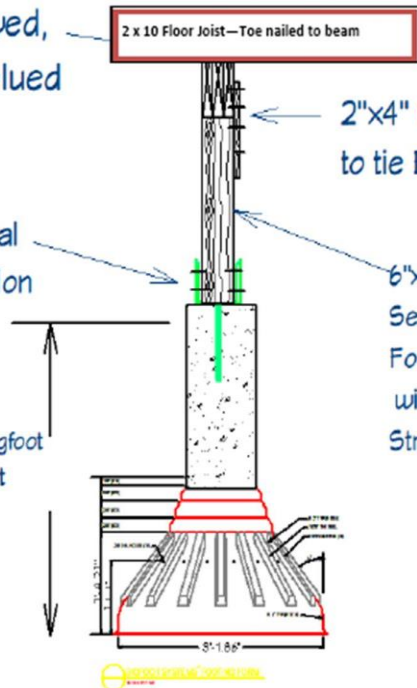
2 x 10 Floor Joist—Toe nailed to beam

2"x4" PT brace
to tie Beam to Post

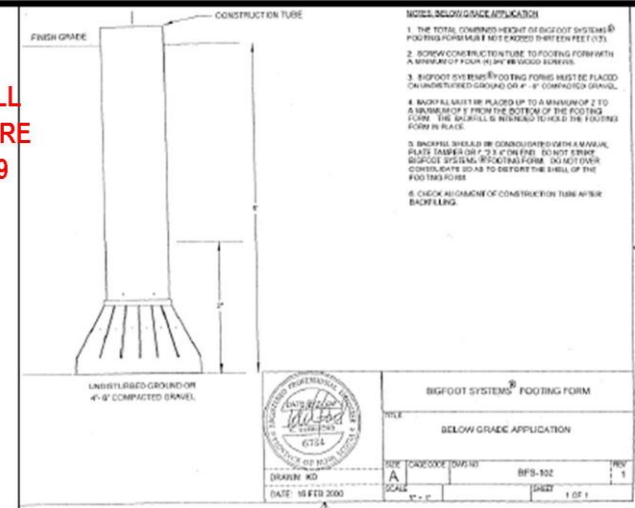
Simpson Metal
Post connection

6"x6" PT Post
Secured to
Foudation
with Metal
Strong Tie

48" Sona & Bigfoot
Foundation set
in concrete



SELWYN TOWNSHIP sits on the lower part of the Canadian Shield consisting of Soil Type known as Clay Shale and the Model BF36" footing will support and hold 44289 .06 lbs. and meets the BCA & OBC Requirements.



Allowable Loads on BIGFOOT Systems Footing Forms Models BF20, BF24, BF28 and BF36 as per NBC 2015 Vol.2 Table 9.4.4.4

Soil Type	Maximum Allowable Bearing Pressure psf (kPa)	Model BF 20 Allowable Loads lbs (kN)	Model BF 24 Allowable Loads lbs (kN)	Model BF 28 Allowable Loads lbs (kN)	Model BF 36 Allowable Loads lbs (kN)
Soft Clay	835.42 (40.0)	1822.59 (8.1)	2624.54 (11.7)	3572.29 (15.9)	5905.21 (26.3)
Loose Sand or Gravel	1044.27 (50.0)	2278.24 (10.1)	3280.67 (14.6)	4465.36 (19.9)	7381.51 (32.8)
Firm Clay	1566.41 (75.0)	3417.37 (15.2)	4921.01 (21.9)	6698.04 (29.8)	11072.26 (49.3)
Dense or Compact Silt	2088.54 (100.0)	4556.49 (20.3)	6561.34 (29.2)	8930.71 (39.7)	14763.02 (65.7)
Dense or Compact Sand or	3132.81 (150.0)	6834.73 (30.4)	9842.01 (43.8)	13396.07 (59.6)	22144.53 (98.5)
Stiff Clay	3132.81 (150.0)	6834.73 (30.4)	9842.01 (43.8)	13396.07 (59.6)	22144.53 (98.5)
Till	4177.08 (200.0)	9112.97 (40.5)	13122.68 (58.4)	17861.43 (79.5)	29526.04 (131.3)
Clay Shale	6265.62 (300.0)	13669.46 (60.8)	19684.02 (87.6)	26792.14 (119.2)	44289.06 (197.0)
Sound Rock	10442.70 (500.0)	22782.44 (101.3)	32806.71 (145.9)	44653.57 (198.6)	73815.09 (328.3)

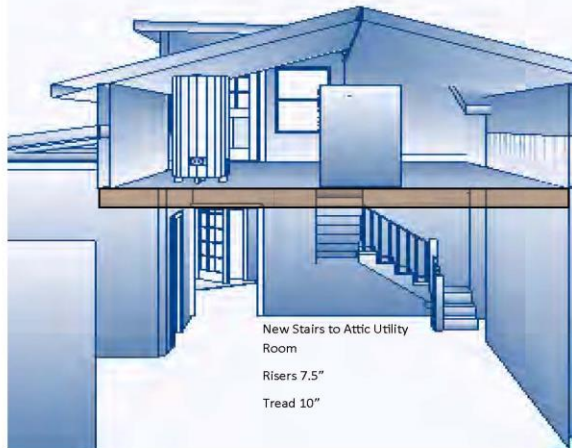


EXISTING ATTIC STORAGE AND UTILITY ROOM BUILT IN 2008 Permit No. 08-109

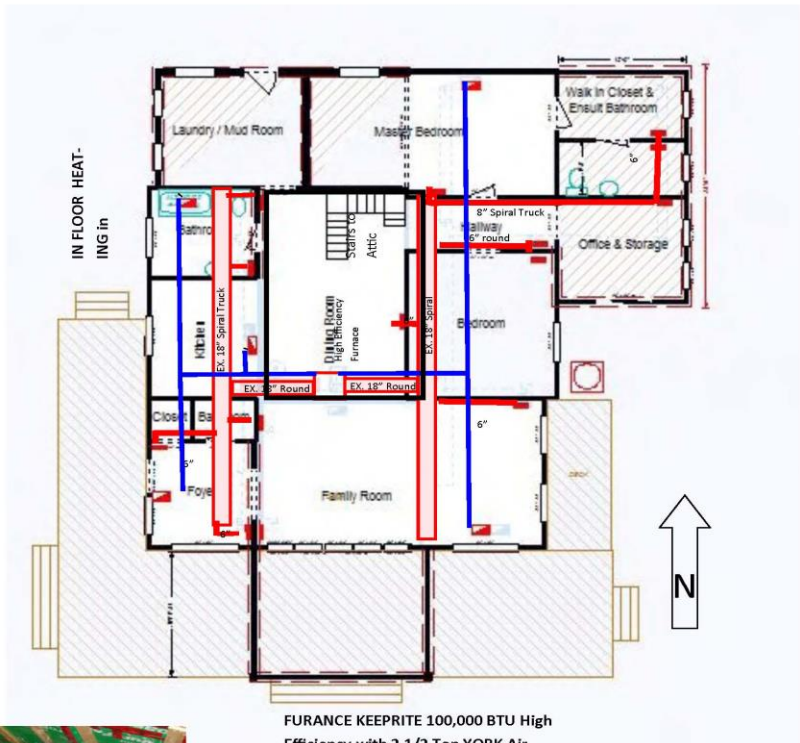
The height of Attic shows it does not meet OBC requirement to be classed as second floor living space

UPGRADED HEATING & AIR CONDITIONER SYSTEM INSTALLED ATTIC

2628 Deramore Rd. Lakefield, Ontario K0L 2H0



ATTIC FLOOR JOISTS
2"x8" Joist 16" O.C. with
solid bridging and
5/8" subfloor



FURANCE KEEPRITE 100,000 BTU High
Efficiency with 2 1/2 Ton YORK Air
Conditioner Installed in Attic

RED LINE Heat Out = 18" Spiral Truck
Lines with 6" round branch line to rooms, running
down between wall stud. To floor

BLUE LINE Cold Air Return = 8" Cold Air return
mounted in ceilings.

2628 Deramore Rd.
Lakefield, Ontario
K0L 2H0

DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

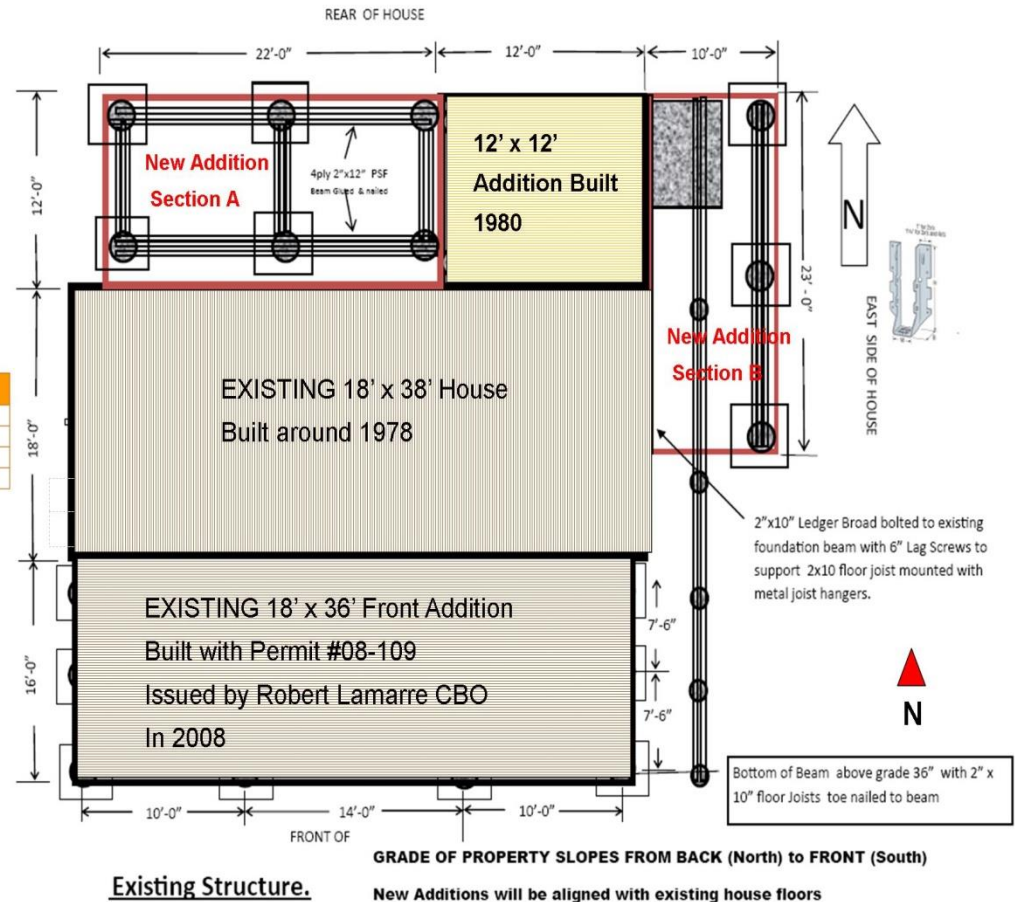
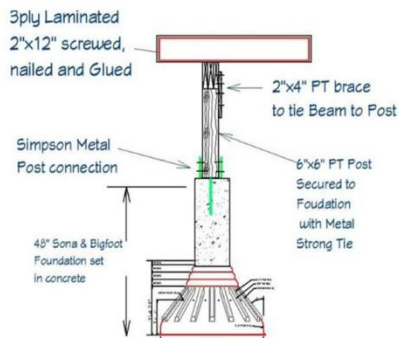
NEW ADDITIONS TO EXISTING HOUSE, Section A and Section B

AS BUILT FOUNDATION DESIGN for the 2 New Additions to Existing House submitted in the May 24, 2012 Complete Building Permit Application that all permit fees and legal requirements have been met.

Construction Detail on 2628 Deramore Rd.

- 1.) SELWYN TOWNSHIP sits on the lower part of the Canadian Shield consisting of Soil Type known as Clay Shale and the Model BF36" footing will hold 44289 .06 lbs. and meets the BCA & OBC Requirements.
- 2.) Complete location of all Foundation Footing - Bigfoot 36/ SONATUBE 12" filled with Concrete footing with Simpson Metal Post Connection for PT 6x6 Post to support 3ply 2x12 laminated beams as described in technical drawing below.
- 3.) The OBC under Part 9 shows this Foundation can be found in Section 9.15.23.3 Pier Foundation and Spans for Joist, Rafters and Beams in Section 9.23.4.2 can be found table A-1 to A-7, for spans for built-up wood and glued laminated timber floor beams shall conform to the spans in Table A-8 to A-11.

Sprouce, Pine or Fir (No. 1 and No. 2 Grades) Maximum Beam Span in Feet-Inches (metres)									
Size of Beam in inches x inches (millimetres x millimetres)									
2 X 8 (38 X 184)			2 X 10 (38 X 235)			2 X 12 (38 X 286)			
3-ply	4-ply	5-ply	3-ply	4-ply	5-ply	3-ply	4-ply	5-ply	
8-0(2.46)	9-3(2.85)	10-4(3.18)	9-10(3.01)	11-4(3.48)	12-8(3.89)	11-5(3.50)	13-2(4.04)	14-8(4.51)	



DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE

Exact Measurements on Plan Detail

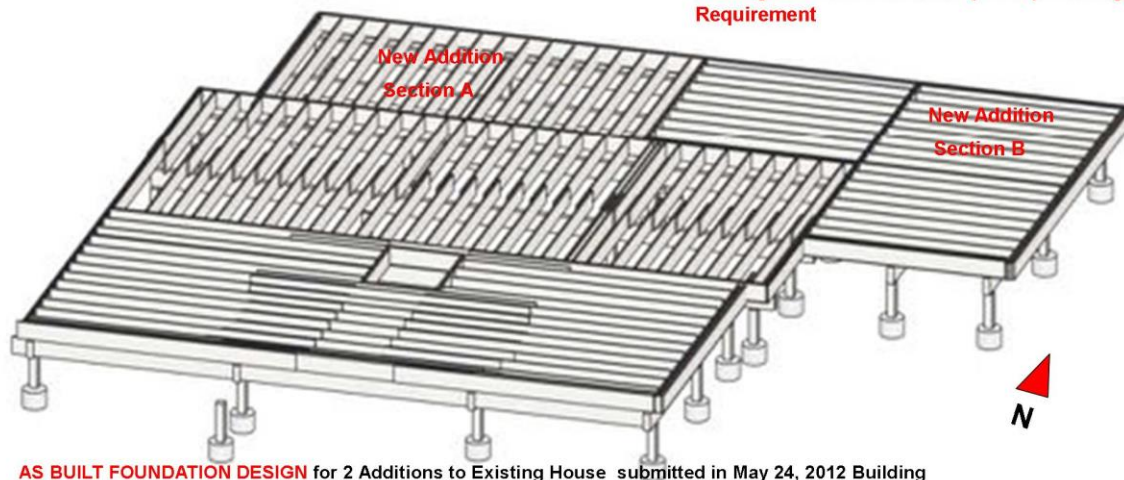
JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

As built plans of complete Post & Beam Foundation and Joist direction as required by CBO and Span Table that shows compliance with BCA & OBC Legislation.

FOUNDATION DESIGN for May 24, 2012 submitted building permit

Data taken from CMHC Wood-Frame House Construction Tables

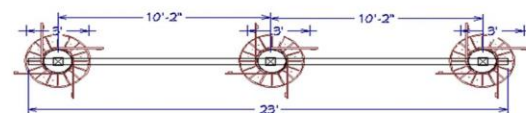
Spruce, Pine or Fir (No. 1 and No. 2 Grades) Maximum Beam Span in Feet-Inches (metres)								
Size of Beam in Inches x Inches (millimetres x millimetres)								
2 X 8 (38 X 184)			2 X 10 (38 x 235)			2 X 12 (38 x 286)		
3-ply	4-ply	5-ply	3-ply	4-ply	5-ply	3-ply	4-ply	5-ply
8-0(2.46)	9-3(2.85)	10-4(3.18)	9-10(3.01)	11-4(3.48)	12-8(3.89)	11-5(3.50)	13-2(4.04)	14-8(4.51)



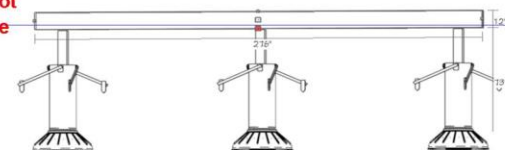
AS BUILT FOUNDATION DESIGN for 2 Additions to Existing House submitted in May 24, 2012 Building Permit Application

LAYOUT SHOWING 3ply - 2"x12" Laminated Beams and 2" x10" Joist Directions of all Sections that were built by Arthur Tarala

The foundation footings will be 35 MPa concrete with 2 lengths of #5 rebar poured into Bigfoot Model BF 28 or 36 footing forms with 12" concrete forming tube set 4' below frost line on undisturbed soil.



SPECIAL NOTE : 3-ply 2 x12 Span between Bigfoot Footings are under the 11'-6' (3.50M) Building Code Requirement



O.B.C. approved Bigfoot Footing by Structural Engineer

Allowable Loads on BIGFOOT Systems Footing Forms Models BF20, BF24, BF28 and BF36 as per NBC 2015 Vol.2 Table 9.4.4.4

Soil Type	Maximum Allowable Bearing Pressure psf (kPa)	Model BF 20 Allowable Loads lbs (kN)	Model BF 24 Allowable Loads lbs (kN)	Model BF 28 Allowable Loads lbs (kN)	Model BF 36 Allowable Loads lbs (kN)
Soft Clay	835.42 (40.0)	1822.59 (8.1)	2624.54 (11.7)	3572.29 (15.9)	5905.21 (26.3)
Loose Sand or Gravel	1044.27 (50.0)	2278.24 (10.3)	3280.67 (14.6)	4465.36 (19.9)	7381.51 (32.8)
Firm Clay	1566.41 (75.0)	3417.37 (15.2)	4921.01 (21.9)	6698.04 (29.8)	11072.26 (49.3)
Dense or Compact Silt	2088.54 (100.0)	4556.49 (20.3)	6561.34 (29.2)	8930.71 (39.7)	14763.02 (65.7)
Dense or Compact Sand or Gravel	3132.81 (150.0)	6834.73 (30.4)	9842.01 (43.8)	13396.07 (59.6)	22144.53 (98.5)
Stiff Clay	3132.81 (150.0)	6834.73 (30.4)	9842.01 (43.8)	13396.07 (59.6)	22144.53 (98.5)
Till	4177.08 (200.0)	9112.97 (40.5)	13122.68 (58.4)	17861.43 (79.3)	29526.04 (131.3)
Clay Shale	6265.62 (300.0)	13669.46 (60.8)	19684.02 (87.6)	26792.14 (119.2)	44289.06 (197.0)
Sound Rock	10442.70 (500.0)	22782.44 (101.3)	32806.71 (145.9)	44653.57 (198.6)	73815.09 (328.3)



DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

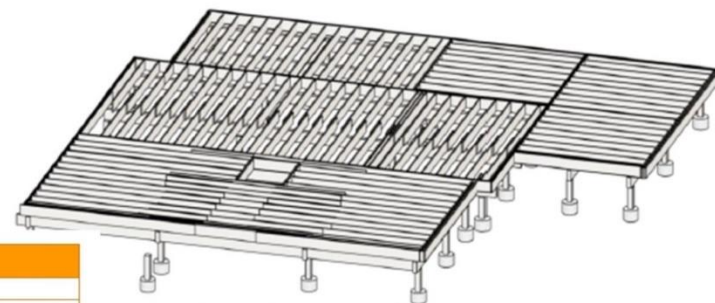
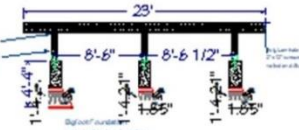
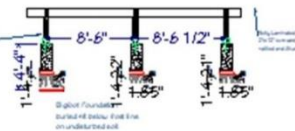
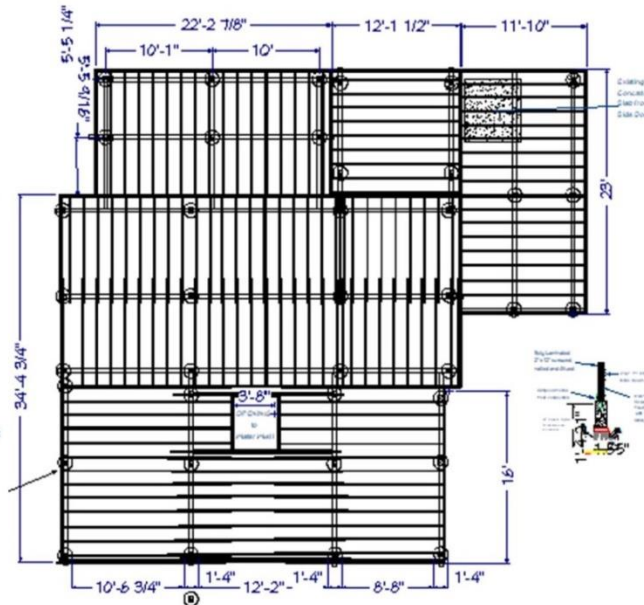
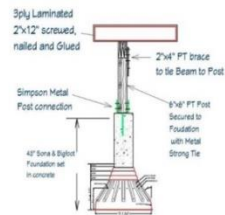
SCALE

**Graph Square = 1 foot
Exact Measurements on Plan Detail**

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

Additional details of Pier Type Foundation and Joist Layout and Span Table that the C.B.O. said does not meet the OBC minimum requirement over the last 8 plus years in my May 24th, 2012 Building Permit Application.

The foundation footings will be 35 MPa concrete with 2 lengths of #5 rebar poured into Bigfoot Model BF 28 or 36 footing forms with 12" concrete forming tube set 4' below frost line on undisturbed soil.



SPECIAL NOTE : 3-ply 2 x12 Spans between Bigfoot Footings are all under the 11'-6" (3.50M) Building Code Requirement

Spruce, Pine or Fir (No. 1 and No. 2 Grades) Maximum Beam Span in Feet-Inches (metres)							
Size of Beam in Inches x Inches (millimetres x millimetres)							
2 X 8 (38 x 184)			2 X 10 (38 x 235)			2 X 12 (38 x 286)	
3-ply	4-ply	5-ply	3-ply	4-ply	5-ply	3-ply	4-ply
8-0(2.46)	9-3(2.85)	10-4(3.18)	9-10(3.01)	11-4(3.48)	12-8(3.89)	11-5(3.50)	13-2(4.04)
							14-8(4.51)

PIER TYPE FOUNDATIONS

9.15.2.3. Pier Type Foundations

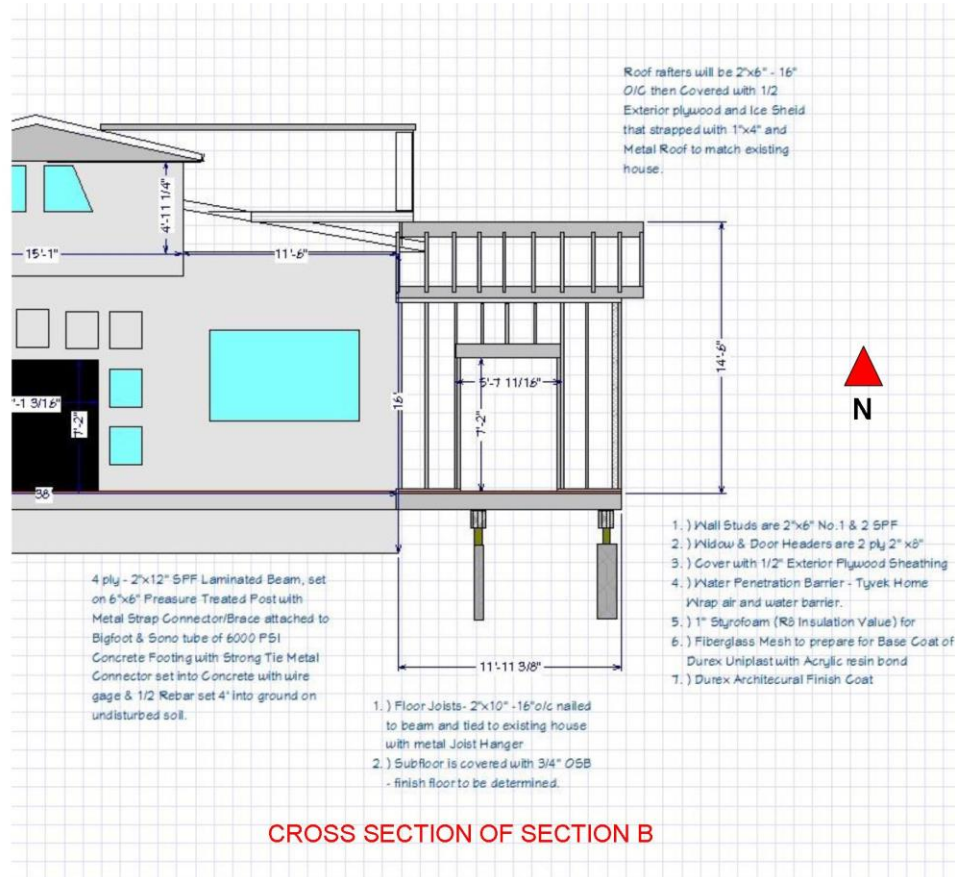
- 1) Where pier type foundations are used, the piers shall be designed to support the applied loads from the superstructure.
- (2) Where piers are used as a foundation system in a building of 1 story in building height, the piers shall be installed to support the principal framing members and shall be spaced not more than 3.5 m apart along the framing, unless the piers and their footings are designed for larger spacing.
- (3) The height of piers described in Sentence (2) shall not exceed 3 times their least dimension at the base of the pier.
- (4) Where concrete block is used for piers described in Sentence (2), they shall be laid with cores placed vertically, and where the width of the building is 4.3 m or less, placed with their longest dimension at right angles to the longest dimension of the building.

DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

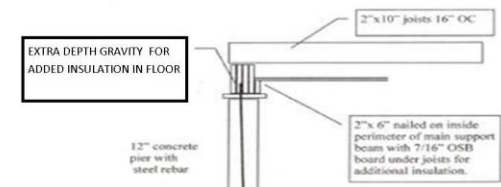
Cross Section of Section B with specs and details that are of the same construction detail that the Chief Building Official approved the 2008 Building Permit No 08-109



BCA and OBC Legislation Part 9 - Roof Construction

9.23.13.8. Ridge Support

- (1) Except as provided in Sentence (4), roof rafters and joists shall be supported at the ridge of the roof by,
 - (a) a loadbearing wall extending from the ridge to suitable bearing, or
 - (b) a ridge beam supported by not less than 89 mm (3 1/2 in) length of bearing.
- (2) Except as provided in Sentence (3), the ridge beam referred to in Sentence (1) shall conform to the sizes and spans shown in Table A-12, provided,
 - (a) the supported rafter or joist length does not exceed 4.9 m (16 ft. 1in.) , and
 - (b) the roof does not support any concentrated loads.
- (3) The ridge beam referred to in Sentence (1) need not comply with Sentence (2) where,
 - (a) the beam is of not less than 38 mm (1 1/2 in) by 140 mm (5 1/2 in.) material, and
 - (b) the beam is supported at intervals not exceeding 1.2 m (3 ft. 9 in) by not less than 38 mm (1 1/2 in) by 89 mm (3 1/2 in.) members extending vertically from the ridge to suitable bearing.
- (4) When the roof slope is 1 in 3 or more, ridge support not be provided when the lower ends of the rafters are adequately tied to prevent outward movement.
- (5) Ties required in Sentence (4) are permitted to consist of tie rods or ceiling joists forming a continuous tie for opposing rafters and nailed in accordance with Table 9.23.13.8.
- (6) Ceiling joists referred to in Sentence (5) shall be fastened together with at least one more nail per joist splice than required for the rafter to joist connection shown in Table 9.23.13.8.
- (7) Members referred to in Sentence (6) are permitted to be fastened-together either directly or through a gusset plate..



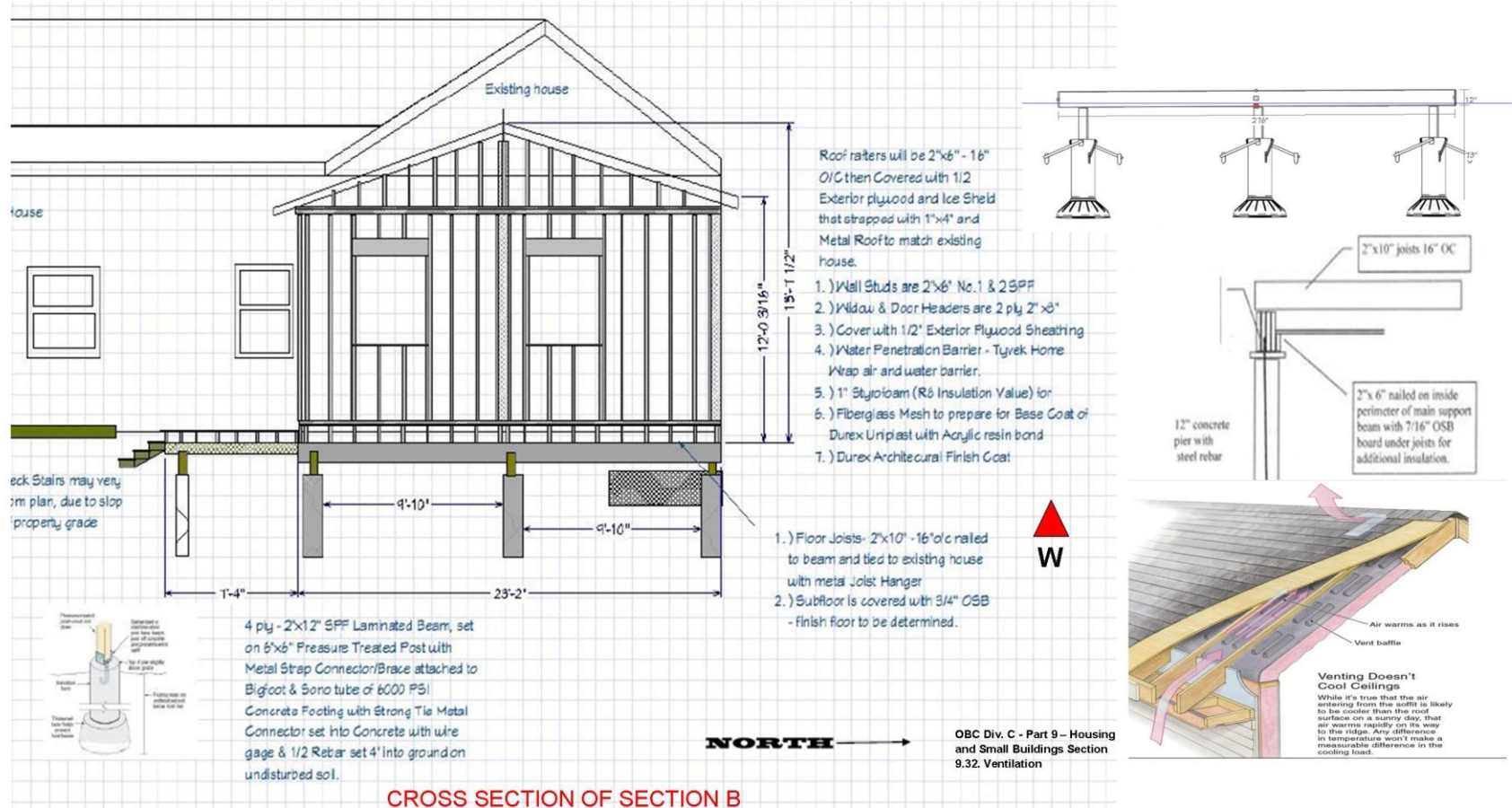
DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE

Graph Square = 1 foot
Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

Cross Section of Section B with specs and details that are of the same construction detail that the Chief Building Official approved the 2008 Building Permit No 08-109



DESIGNER: Arthur Tarala

E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE

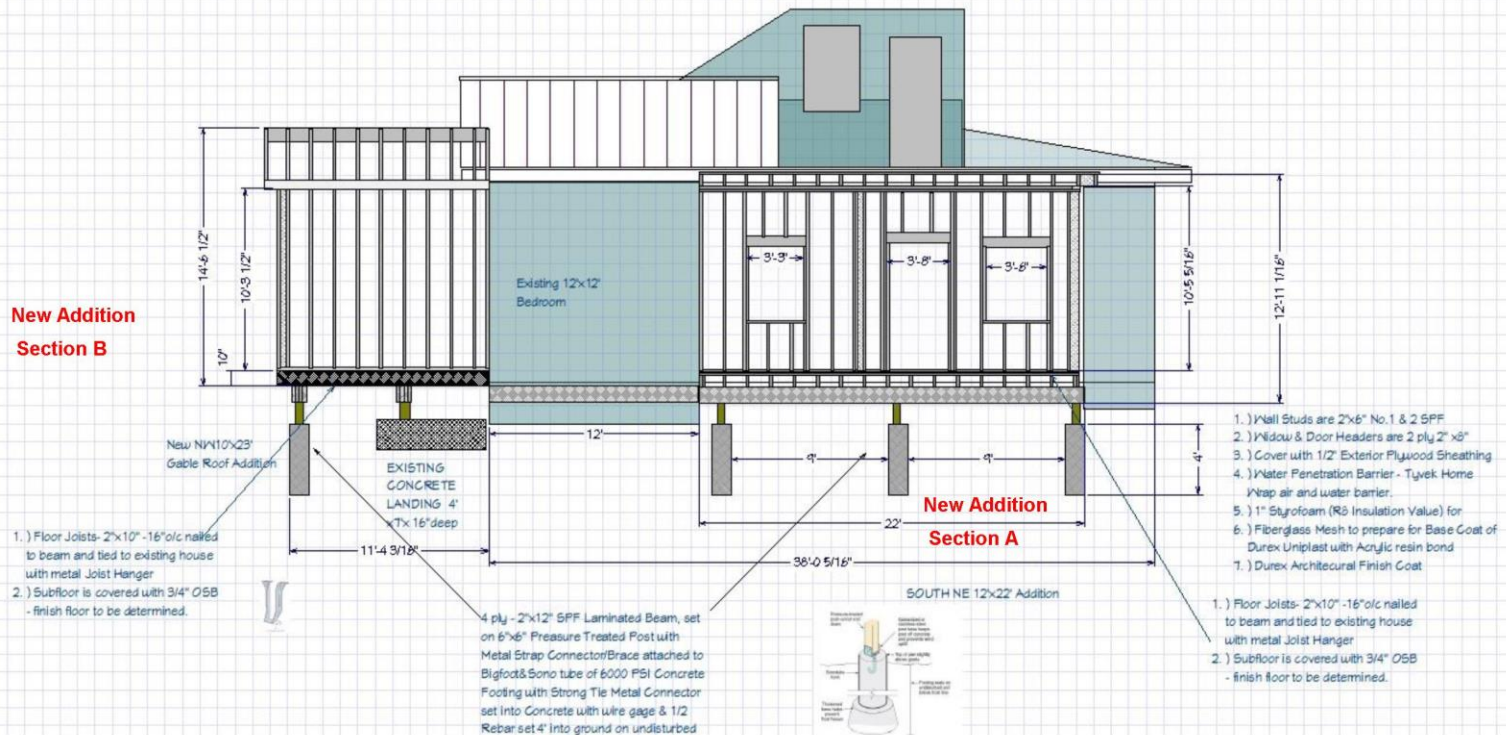
Graph Square = 1 foot

Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.

Lakefield, Ontario K0L 2H0

Cross Section of Section B and Section A with specs and details that are of the same construction detail the Chief Building Official approved the 2008 Building Permit No 08-109



CROSS SECTION of back wall Section B and Section A

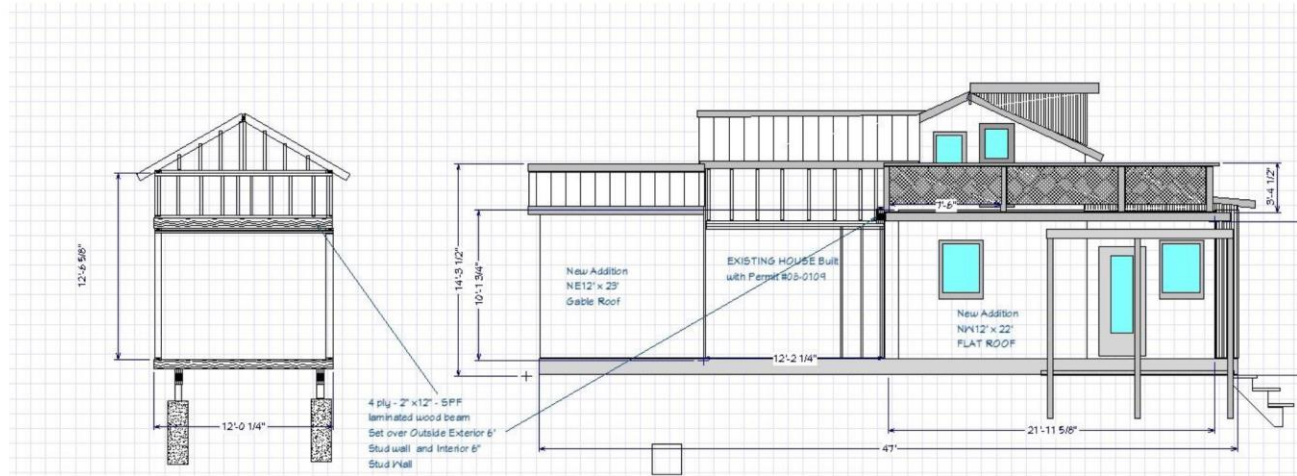
DESIGNER: Arthur Tarala
 E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE

Graph Square = 1 foot
 Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
 Lakefield, Ontario K0L 2H0

Cross Section specs and details wall opening of existing 12'x'12' bedroom that shows 4 ply 2x12 laminated beam support that is the same construction detail that the Chief Building Official approved the 2008 Building Permit No. 08-109 construction process.



9.26.11.8. Roofing over Wood – based Sheathing

(1) Except as permitted in Sentence (2), built-up roofing applied over wood, plywood, OSB or wafer board roof sheathing shall be laid over an additional base layer of felt laid dry over the entire roof deck with at least a 50 mm head lap and a 50 mm side lap between each sheet.

(2) Where plywood, OSB or wafer board roof sheathing is used, the dry layer of felt required in Sentence (1) may be omitted when the joints are taped and the sheathing is primed with asphalt.

INSULATION IN WALLS AND CEILING

- 1.) ROCKWOOL R22 BAT INSULATION
- 2.) Cover with 3/4" Styrofoam Reflective R8 vapor barrier.
- 3.) 1" x 3" Wood Strapping as thermos break
- 4.) 1/2" Drywall

Additional Details for the Guard Rails on NW12ft. X 22 ft. Flat Roof

OBC Division B, Part 9, Section 9.8.8.1 Required Guards.

The access to the NW 12' x 22' roof will have the following guard rails installed in accordance to the code.

Choice of Guard Rail will be determine after construction and finished roof completed.

Detail of North West Addition Roof Guard Rail System

- 1.) 4ft. Stud Wall nailed to existing roof rafters
- 2.) 2"x6" Top and Bottom Rail with 48" studs set at 16"o/c covered with 1/2" exterior plywood on both sides to prevent climbing.

OR

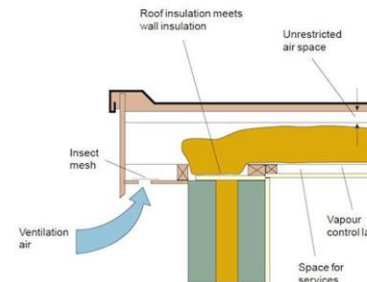
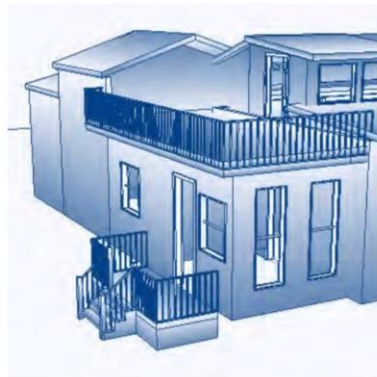
Standard Deck Guard Rail with 2"x2" Pallets and 4"x4" post every 8ft.

LOWER DECK FOR BACK DOOR

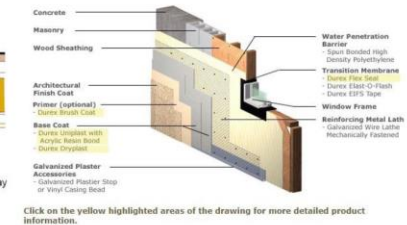
Means of Egress from the NW12' x 22' addition has 36" metal door that swing into the mudroom and does not require a landing.

We will build a landing 48" x 36" with minimum of 36" wide stairs that may have 3 or 4 steps depending on construction height of new addition.

Guard Rails will comply with Section 9.8.8.1 Required Guards if needed.



Durex Stucco Wall



DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

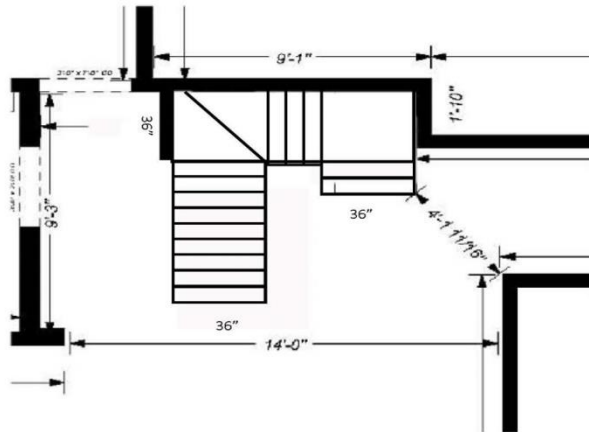
SCALE

Graph Square = 1 foot
Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

Additional OBC technical specs for stair construction that leads to Attic Utility Room that was built for safer access

STAIRS DETAIL TO ATTIC UTILITY ROOM



Stairs to Attic Utility Room

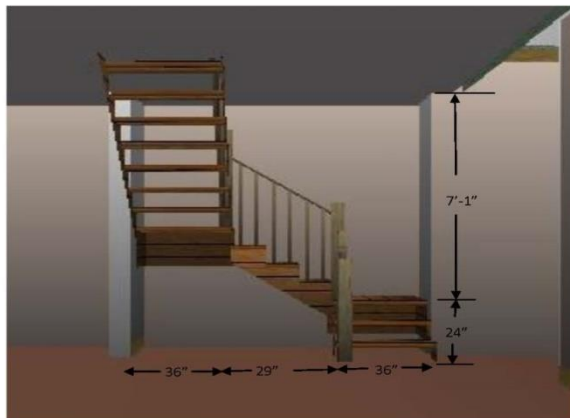
Width 36"

Rise 7 1/2"

Tread 9 1/2"

Height from 1st landing 7'-1" to ceiling and stairs to 2nd landing has 6'-11" clearance

NOTE THAT STAIRS DO NOT INTER-FEAR WITH HALLWAY



Construction may vary from picture.

Stairs will comply with Div. B Part 9.8.6.2

General

9.8.1.1. General This Section applies to the design and construction of interior interior and exterior stairs, steps, ramps, handrails and guards.

9.8.1.2. Stairs, Ramps, Landings, handrails and Guards in garages

(1) Except as provided in Sentence 9.8.6.2. (3), stairs, ramps, landings, handrails and guards in a garage that serves a single dwelling unit shall conform to the requirements for stairs, ramps, landings, handrails and guards with in a dwelling unit.

Note: On July 1, 2017, Sentence 9.8.1.2.(1) of Division B of the Regulation is amended by striking out "single dwelling unit" and substituting "house or an individual dwelling unit". (See: O. Reg. 139/17, s. 75)

9.8.2.1. Stair Width

(1) Except as provided in Sentence (2), required exit stairs and public stairs serving buildings of residential occupancy shall have a width, measured between wall faces or guards, of not less than 900 mm.

(2) At least one stair between each floor level within a dwelling unit, and exterior stairs and required exit stairs serving a single dwelling unit, shall have a width of not less than 860 mm.

Note: On July 1, 2017, Sentence 9.8.2.1.(2) of Division B of the Regulation is amended by striking out "single dwelling unit" and substituting "house or an individual dwelling unit". (See: O. Reg. 139/17, s. 75)

(3) Required exit stairs and public stairs serving buildings of other than residential occupancy shall have a width of not less than

9.8.2.2. Height over Stairs

(1) The clear height over stairs shall be,

(a) measured vertically, over the clear width of the stair, from a straight line tangent to the tread and landing nosing to the lowest point above

- (b) not less than,
- (i) 1 950 mm for stairs serving a single dwelling unit, and
- (ii) 2 050 mm for stairs not serving a single dwelling unit.

Note: On July 1, 2017, Clause 9.8.2.2.

(1)(b) of Division B of the Regulation is revoked and the following substituted: (See: O. Reg. 139/17, s. 76)

- (b) not less than,
- (i) 1 950 mm for stairs serving a house or an individual dwelling unit, and
- (ii) 2 050 mm for stairs not serving a house or an individual dwelling unit.

9.8.3. Stair Configurations

9.8.5.5. Maximum Rise

(1) Where the slope of the ramp is greater than 1 in 12, the maximum rise between floors or landings shall be 1 500 mm.

DESIGNER: Arthur Tarala
E-mail : arthur@atarala.com Phone: 705-559-6564

SCALE Exact Measurements on Plan Detail

JOB LOCATION: 2628 Deramore Road.
Lakefield, Ontario K0L 2H0

The C.B.O. letter dated May 24, 2012 below clearly states that I had submitted a Complete Building Permit Application on May 24, 2012 and began his personal attacks, abuse of authority, cronyism, corruption, fraud and malfeasance against me is personal malicious attack.



CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD

www.smithennismorelakefield.on.ca

May 24, 2012

Arthur Tarala
117 Woodfield Rd.
Toronto, On.
M4L 2W8

Dear Mr. Tarala,

**Re: Building Without a Permit
2628 Deramore Rd. – Smith Ward**

I acknowledge receipt of your incomplete application for a building permit as it relates to the construction of two additions to the rear of your dwelling located at the above noted address.

I personally delivered an Order to Comply and a Stop Work Order on the morning of May 8, 2012 and advised you to obtain a permit forthwith including all required documents. I asked that you contact the office and make an appointment to see me to review the matter in greater detail. You advised that you would do that within a week. You decided to attend the office unannounced and consequently I was unavailable.

I have reviewed your application and can see that you clearly failed to appreciate the gravity of your behaviour. An initial review of your submission has revealed the following issues:

- 1) The survey you provided with your permit application is materially different from the survey you provided for the permit issued in 2008. The existing house is depicted as being parallel to the road whereas the actual survey does not. This inaccurate depiction provides additional rear yard set back.
- 2) Given the inaccuracies and discrepancies in your site plan, you must provide a new location survey completed by an Ontario Land Surveyor.
- 3) The westerly addition is closer to the rear lot line than is permitted (10 meters). A building permit can not be issued if the proposal does not meet the regulations of the Zoning by-law.
- 4) The site plan must depict the location of the septic system and well.

- 5) As the proposed additions include plumbing and are larger than 15% of the existing building area, you must obtain a permit from the County City Health Unit as it relates to the capacity of your septic system.
- 6) The drawings you provided in support of your application are completely inadequate. Based upon our experience with your 2008 submission, you have shown that you are not capable of producing drawings which meet the minimum standard prescribed in our building by-law. You must engage a qualified person to produce adequate construction drawings.
- 7) Provide heating, ventilation and air conditioning drawings and heat gain/loss calculations.
- 8) Your drawings depict a first floor layout that is completely different than what was approved in your 2008 permit. These drawings include stairs leading up to an "attic" however no drawings are provided of the second storey. These drawings also depict a deck on the east side of the house which was not part of your 2008 permit.
- 9) You are to provide as built drawings completed by a qualified person which accurately depicts the construction which has taken place since 2008.
- 10) The fees you have paid are not sufficient. Where construction is started without a permit the fees are doubled and we will also collect a discharge fee of \$50.00 per order.

As earlier noted, the Township can not issue a permit until all applicable laws have been met. The above noted list provides some insight into the outstanding issues. In this context, the fact that the rear yard set back is not being met causes us significant concern. This will have to be addressed before we can consider moving forward. In accordance with item number 2 on the above noted list, the first step is for you to provide a location survey which accurately depicts the existing conditions. We will use this document to establish next steps.

Feel free to contact me should you have any questions.

Yours truly,

Robert Lamarre MAATO CBCO
Manager of Building and Planning

From May 24, 2012 Building Permit Application submission and over months of e-mails and letters, the C.B.O. misfeasance, bullying and abuse became intolerable as a professional Carpenter and General Contractor.

I sent this letter to the Elected Council to file my compliant on August 28, 2012

Exhibit "A1"

TARALA WOOD WORKS

Complete Renovation Services & Custom Cabinetry

August 28, 2012

Township of Smith-Ennismore-Lakefield

Dear Township Council members,

My name is Arthur Tarala, my family has been a part of this community since 1978, and have watched the communities growth over this time period and felt that the elected officials have done a great job.

It saddens me that I need to come to you for help in this simple matter regarding the duties of the Manager of Building & Planning.

As the employer of Mr. Lamarre, I request you look into his actions regarding his duties as Chief Building Official and Plans Examiner of the Ontario Building Code.

I have been in the Construction and Renovation Business for over 40 years and have never had to deal with a Plans Examiner with a Dictator like attitude.

Early April, 2008 when I came into his office with an application and plans to increase the size of our home, he acted in a condescending and non-professional manner with regards to my building plans, and my professional abilities.

Although my plans are not completed by an Architect or Designer, as the Owner and a contractor/builder I am not required to meet any Designer Requirements that are in the 2006 update to the Ontario Building Code.

As I have used the Ontario Building Code that I purchased from the Ministry to make sure that all my jobs over the last 40 years were built to code, I am aware of what is needed to meet code requirements.

Mr. Lamarre and I came to a disagreement regarding the foundation design of the 2008 Permit # 08-0109, he insisted that I put in a perimeter block foundation to support the addition.

When I explained that a perimeter block foundation would destroy the root system of the Maple tree that I planted for my mother back in 1979, he still refused to approve my drawings.

arthur@atarala.com



Telephone: 705-657-2830 Page 1 of 4 Cell: 705-559-6564

TARALA WOOD WORKS

Complete Renovation Services & Custom Cabinetry

I had to cite from the building code that Pier Foundations meet the requirements set out in the building code.

His response to my correcting him, was to delay the permit approval insisting that I have engineer stamp or have architect do my drawings. After many e-mails and verbal discussions he issued the permit with many changes to my drawing increasing my costs of materials to build the addition and costing me the month of warm weather and loss man hours my sons and I booked off work in May.

On June 23, 2008 I received the permit for the 560 sq. ft. front addition to the house and began construction. As I carefully dug out the foundation piers I had to make changes to the position of the footing in order to not damage the root system of the tree.

Mr. Doug Head the field inspector had viewed the footing on August 18, 2008 and noted that I simpler construction could have taken place, by putting in perimeter block foundation.

I explained the reasons for the Pier Foundations and history of the tree, he was extremely understanding and helpful with the rest of the build.

I had Mr. Doug Head in for all the additional inspections that were required and the Electrical Inspector who sent me the final inspection certificate.

September 2011 we decided to move into 2628 Deramore Rd. and make it our permanent residence. So I began to expand the bedroom and add a mudroom to the back of the house.

On May 8, 2012 Mr. Lamarre came to my home at 2628 Deramore Rd. with Stop Work Order & Order to Comply dated May 7, 2012. I allowed him to enter; we discussed my building without a permit and what was needed to comply.

We also discussed my building an additional walk in closet, Ensuite Bathroom, Office/Storage and 3 car garage. He also was informed that we would living at 2628 Deramore Rd. permanently on June 1st, 2012

arthur@atarala.com



Telephone: 705-657-2830 Page 2 of 4 Cell: 705-559-6564

The Elected Council consisted of Mayor Mary Smith and Deputy Mayor Andy Mitchell that have allowed the Upper Management to commit abuse of the court process, fraud, extortion, to bully and intimidate residents. After meeting every requirement the CBO filed a legal action Court File No. 269-12 for failure to comply to the May 7, 2012 Order.

Exhibit "A1"

TARALA WOOD WORKS

Complete Renovation Services & Custom Cabinetry

I freely admit that I knew better than to build without permit and I have complied with the Order to Comply dated May 7, 2012, as set out in the Township Bylaws and the building code.

In fact I have paid over \$200.00 above the permit fees and penalty fees for building without permit. Still Mr. Lamarre continues to tell me that I have not met the Order to Comply.

On August 23, 2012 I requested for the 3rd time that Mr. Lamarre clarify in writing why I have not met the Order to Comply, along with the reference to the Building Code that shows my none compliance.

He refuses to fulfill his duties as Chief Building Official and Plans Examiner of the Ontario Building Code and is personally causing my family inexpressible pain and suffering through his actions.

He has continued to insult my professional abilities, insisting that I get a builder or professional opinion from someone else, to which I did. In their opinion he either is not qualified for his job or he may be getting kickbacks from local Engineers & Designers.

His requiring engineer stamps and architect drawing from every applicant means he has nothing to do but stamp the plans and mail out the permits. What is more troubling is he made structural changes to the 2008 Permit Plans #08-0109 that he was not qualified to do.

His business card does not show that he is a structural engineer and why is he now insisting that all plans be stamped by an engineer or drawn by a Registered Designer.

He is costing the constituents that elected you to spend hard earned money needlessly or to build without a permit because it is easier then dealing with him.

In regards to my Order to Comply I have completed everything that is required to comply with the order.

We have had new Survey completed, the Health Unit Permit has been supplied and we have just found out that they were mistaken in the size of the system back in the 2008 application.

The septic installer wrote the wrong size of septic tank on the application and the Health department misfiled the amendment to correct the mistake. Our original Plan for 3 Bedroom should have been approved.

arthur@atarala.com



Exhibit "A1"

TARALA WOOD WORKS

Complete Renovation Services & Custom Cabinetry

Ms. Kathleen Sheppard the Health Inspector profusely apologized for the mistake, she even remembered my issue with building the addition to save the maple tree.

We have filed for the Minor Variance with the Committee of Adjustment for the part of the addition that we built without permit and to build the 3 car garage that does not meet the setback bylaw.

In the plans we submitted I have an addition for the east side of our home to put in a Walk in Closet, Ensuite Bathroom and Office/storeroom that meet the bylaw code.

The submitted New Plans are more detailed than what the township website sample requires.

Mr. Lamarre refuses to issue a permit for that part of the construction, his excuse is the plans are inadequate, given no explanation. His interpretation of the Building Code Act and his disregard of the Code of Conduct are appalling.

Over the last year I have submitted plans that were in the same format for a second story addition to our house in Toronto and I was complimented for their clean and easy to understand description and detail, and was approved in 10 days for construction.

So I put to you the elected council please look into this matter, have Mr. Lamarre move forward with the Building Code charges for none compliance order or issue my permit for the east side of the house.

I look forward to meeting you at the Committee Hearing regarding our minor variance.

Yours truly,

Arthur Tarala

arthur@atarala.com



This legal actions was taken less than 2 weeks after the final minor variance the last legal requirement that the CBO had said we required.

Court File No. 269/12

ONTARIO
SUPERIOR COURT OF JUSTICE

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD and
ROBERT LAMARRE, CHIEF BUILDING OFFICIAL

Applicants

- and -

ARTHUR TARALA and CATHERINE TARALA

Respondents

IN THE MATTER OF Section 8(1) and 36(1) of the *Building Code Act*, S.O. 1992, c. B.13

NOTICE OF APPLICATION

TO THE RESPONDENTS

A LEGAL PROCEEDING HAS BEEN COMMENCED by the Applicants. The claim made by the Applicants appears on the following pages.

THIS APPLICATION will come on for a hearing before a Judge on the 14th day of December, 2012 at 9:00 o'clock or as soon after that date as the matter can be heard at the Court House, 70 Simcoe Street, Peterborough, ON, K9H 7G9.

IF YOU WISH TO OPPOSE THIS APPLICATION, you or an Ontario lawyer acting for you must forthwith prepare a notice of appearance in Form 38A prescribed by the Rules of Civil Procedure, serve it on the applicant's lawyer or, where the applicant does not have a lawyer,

Page -2-

serve it on the applicant, and file it, with proof of service, in this court office, and you or your lawyer must appear at the hearing.

IF YOU WISH TO PRESENT AFFIDAVIT OR OTHER DOCUMENTARY EVIDENCE TO THE COURT OR TO EXAMINE OR CROSS-EXAMINE WITNESSES ON THE APPLICATION, you or your lawyer must, in addition to serving your notice of appearance, serve a copy of the evidence on the applicant's lawyer or, where the applicant does not have a lawyer, serve it on the applicant, and file it, with proof of service, in the court office of where the application is to be heard as soon as possible, but at least two days before the hearing.

IF YOU FAIL TO APPEAR AT THE HEARING, JUDGMENT MAY BE GIVEN IN YOUR ABSENCE AND WITHOUT FURTHER NOTICE TO YOU. If you wish to defend this proceeding but are unable to pay legal fees, legal aid may be available to you by contacting a local Legal Aid office.

Date: November 2, 2012

Issued By:

K. Gillis
70 Simcoe Street
Peterborough, ON K9A 3A9

TO: Arthur Tarala
Catherine Tarala
117 Woodfield Road
Toronto, ON M4L 2W8

This legal action and wording show negligence, fraud, misfeasance and breach of public trust by both CBO and the Township Lawyer M. John Ewart.

APPLICATION

1. **THE APPLICANTS MAKE AN APPLICATION FOR:**

- (a) an interim and permanent injunction restraining the Respondents, their agents, servants, tenants or employees from entering into or occupying the 12' x 22' addition to the residential structure located on the lands and premises legally described as Lot 14, Plan 92, in the former Village of Lakefield, now Township of Smith-Ennismore-Lakefield, and municipally known as 2628 Deramore Road, Township of Smith-Ennismore-Lakefield, County of Peterborough;
- (b) an Order that the 12' x 22' addition to the residential structure located on the lands and premises legally described as above be immediately demolished and removed from the subject property;
- (c) an Order that should the Respondents fail to demolish and/or remove the 12' x 22' addition to the residential structure from the subject property, the Applicants be permitted to demolish and/or remove the addition to the structure from the subject property;
- (d) an Order that any costs incurred by the Applicants in demolishing and/or removing the 12' x 22' addition to the residential structure from the subject property be added to the tax roll for the subject property;
- (e) costs of this application on a substantial indemnity basis; and
- (f) such further and other relief as to this honorable court may deem just.

2. **THE GROUNDS FOR THE APPLICATION ARE:**

- a) Sections 8(1), 8(2)(a) and 36(1) of the *Building Code Act* R.S.O. 1990, S.O. 1990, c. 23, as amended;

- b) Such further and other grounds as counsel may advise and this Honourable Court may permit.

3. **THE FOLLOWING DOCUMENTARY EVIDENCE WILL BE USED AT THE HEARING OF THE APPLICATION:**

- (a) the Affidavit of Robert Lamarre sworn the 31st day of October, 2012;
- (b) such further materials as counsel may advise;

Date of Issue: November 2, 2012

EWART O'DWYER
Barristers and Solicitors
311 George Street North, Suite 103
Peterborough, ON K9J 3H3

Phone: (705) 874-0404
Fax: (705) 874-1165

M. JOHN EWART
LSUC#30393R

Solicitors for the Applicants

The CBO in his own sworn affidavits show we met the May 7, 2012 Order to Comply. Solicitor M. John Ewart was made aware of all the facts and evidence and still advised the Elected Council to continue to carry on this fraudulent legal action.

ONTARIO
SUPERIOR COURT OF JUSTICE

Court File No.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD and
ROBERT LAMARRE, CHIEF BUILDING OFFICIAL**

Applicants

- and -

ARTHUR TARALA and CATHERINE TARALA

Respondents

IN THE MATTER OF Section 8(1) and 36(1) of the *Building Code Act*,
S.O. 1992, c. B.13;

AFFIDAVIT

I, **ROBERT LAMARRE**, of the Corporation of the Township of Smith-Ennismore-Lakefield, in the County of Peterborough, Province of Ontario, **MAKE OATH AND SAY:**

1. I am Chief Building Official for the Applicant municipality and as such, have knowledge of the matters herein deposed to.

2. On or about May 7th, 2012 it came to the attention of the Municipality that an addition to a structure was being developed on a property situated at Lot 14, Plan 92, in the former Village of Lakefield, now Township of Smith-Ennismore-Lakefield, and municipally known as 2628 Deramore Road, Township of Smith-Ennismore-Lakefield, County of Peterborough, more particularly described in Instrument Number PE92778 registered in the Land Registry Office for the Registry Division of Peterborough (No. 45). Attached hereto and marked as Exhibit "A" to this my affidavit is a copy of Instrument Number PE92778 being the Deed for the subject

property which Deed indicates the Respondents being the registered owners of the subject property.

3. As Chief Building Official, I am aware of the issuance of building permits for the Applicant Municipality and was not aware of any permit having been issued for the construction of an addition to the structure situated on the subject lands.

4. On or about May 8th, 2012 I attended at the property owned by the Respondents and observed that a 12' x 22' addition was under construction at the rear of the subject property for which a building permit had not been issued.

5. Upon observing the construction being carried out on the subject property, I delivered to the Respondents an Order to Comply and a Stop Work Order.

6. Attached hereto and marked as Exhibit "B" to this my Affidavit are my notes of my attendance at the property on May 8th, 2012 and my observations at that time.

7. Attached hereto and marked as Exhibits "C" and "D" to this my Affidavit is a copy of the Order to Comply dated May 7th, 2012 and Stop Work Order dated May 7th, 2012.

8. In response to the Stop Work Order and Order to Comply having been provided to the Respondents, an Application for a building permit was received by the Municipality from the Respondents. Attached hereto and marked as Exhibit "E" to this my Affidavit is the Application for Building Permit received from the Respondents dated May 24th, 2012.

9. Upon a review of the Application for Building Permit received from the Respondents, I advised the Respondents by way of letter dated May 24th, 2012 that the Application was incomplete. In my letter of May 24th, 2012 to the Respondents I advised the Respondents of the nature of the deficiencies and the fact that a building permit could not be issued until all applicable law in accordance with Section 8(2) of the Building Code Act have been complied with.

The Sworn Affidavits of Robert Lamarre CBO speaks volumes to his breach of public trust and haven been given to much power and authority in the Township Upper Management.

10. Attached hereto and marked as Exhibit "F" to this my Affidavit is a copy of my letter of May 24th, 2012 forwarded to the Respondents.

11. In response to my letter of May 24th, 2012 an email was received from the Respondents who advised that they were in the process of obtaining a new survey in order to support the Application for Building Permit. A location survey was eventually provided in support of a minor variance, a copy of which has been attached hereto and marked as Exhibit "G" duly modified to denote the location of the aforementioned 12' x 22' addition.

12. In response to the email received June 21st, 2012 I advised the Respondents that no permit could be issued until the other deficiencies identified in my letter of May 24th, 2012 were complete failing which the Municipality would be in a position to proceed with charges as authorized by the Building Code Act.

13. Attached hereto and marked as Exhibit "H" to this my Affidavit is an exchange of email of June 21st, 2012 and June 22nd, 2012 between myself and the Respondents.

14. I was next contacted by the Respondents by email on June 25th, 2012 wherein the Respondents continued to advise of their progress in obtaining a new site survey. In addition, the Respondents raised a concern as to the adequacy of the drawings that were submitted by the Respondents in support of a building permit.

15. In response to the Respondents' email of June 25th, 2012 I advised the Respondents once again as to the deficiency in the drawings and what information was required in order to deem the Application complete. Attached hereto and marked as Exhibit "I" to this my Affidavit is the exchange of email between myself and the Respondents between June 25th, 2012 and June 27th, 2012.

16. On or about July 30th, 2012 I next corresponded with the Respondents by email wherein I confirmed what issues remained outstanding in order to have the Application for Building Permit

deemed complete in order that a building permit may issue. Attached hereto and marked as Exhibit "J" to this my Affidavit is my email of July 30th, 2012 to the Respondents.

17. As a result of the Respondents having failed to provide the necessary information I again forwarded to the Respondents a request for information as well as additional information in order to assist the Respondents in obtaining the necessary building permit for the addition to the structure developed on the subject property. Attached hereto and marked as Exhibit "K" to this my Affidavit is my letter of August 15th, 2012 to the Respondents.

18. In response to my letter of August 15th, 2012 an email was received from the Respondents who advised that they were completely aware that a permit was needed. The Respondents further advised that they would "not waste money on drawings that I've already given you". Attached hereto and marked as Exhibit "L" to this my Affidavit is the exchange of email of August 16th, 2012 between myself and the Respondents.

19. I was next contacted by the Respondents by email on August 24th, 2012 wherein the Respondents continued to advise as to their unwillingness to provide that information which was requested as early as May 24th, 2012 and set out in my letter of August 15th, 2012. Attached hereto and marked as Exhibit "M" to this my Affidavit is an exchange of email which occurred between myself and the Respondents over the period of August 16th, 2012 to August 24th, 2012.

20. I was next contacted by the Respondents on October 10th, 2012 wherein I advised the Respondents once again as to the deficiency in the drawings and information provided in order to deem the Application for a Permit complete. Attached hereto and marked as Exhibit "N" to this my Affidavit is the email of October 10th, 2012 between myself and the Respondents.

21. On or about October 18th, 2012 I next corresponded with the Respondents by email wherein I confirmed what issues remained outstanding in order to have the Application for a Permit deemed complete in order that a building permit may be issued for the addition erected by the Respondents on the subject property. Specifically in my email of October 18th, 2012 the Respondents were advised again as to the deficiency in the drawings provided to date and what

The CBO with his Sworn Affidavit to written discovery on Court File No. 269/ 12 dated February 20, 2015 speaks volumes to his and the lawyers misfeasance and abuse of the court system.

was needed in order to correct the Application for a Building Permit for the addition. Attached hereto and marked as Exhibit "O" to this my Affidavit is the exchange of email of October 18th, 2012 and October 19th, 2012 between myself and the Respondents.

22. As the construction of the 12' x 22' addition upon property owned by the Respondents has been carried out without a building permit, I did not have an opportunity to inspect the building during construction to determine whether all requirements of the Building Code regulations have been satisfied. To date, I have not received the necessary information from the Respondents or anyone on their behalf with respect to the acquisition of a building permit or the completion of a building permit application with respect to the construction of the 12' x 22' addition having been carried out upon the subject property.

23. The Respondents have failed to co-operate with municipal officials as they continue to occupy the building after an Order to Comply and Stop Work Order under the *Building Code Act* was issued and served upon the Respondents and have continually failed to provide the necessary information required in order to allow for the issuance of a building permit for the construction of the 12' x 22' addition upon the Respondents' property.

24. I confirm that the Municipality herein undertakes to abide by any order concerning damages that the granting of an interim injunction causes to the Respondents for which the Applicants should provide compensation.

25. I make this Affidavit in support of the Application herein and for no other improper purpose.

SWORN BEFORE ME at the City of
Peterborough, in the County of
Peterborough this 31st
day of October, 2012

A Commissioner etc.


) ROBERT LAMARRE

Court File No.: 269/12

**ONTARIO
SUPERIOR COURT OF JUSTICE**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD and
ROBERT LAMARRE, CHIEF BUILDING OFFICIAL

Applicants

-and-

ARTHUR TARALA and CATHERINE TARALA

Respondents

ANSWERS ON WRITTEN EXAMINATION FOR DISCOVERY

I, **ROBERT LAMARRE** of the Township of Selwyn, County of Peterborough, in the Province of Ontario, Co-Applicant herein, MAKE OATH AND SAY that the following answers to the questions dated February 9, 2015 submitted by the Respondents are true, to the best of my knowledge, information and belief:

- 1.) What is your full Name and current employment position with the Township of Selwyn, formally known as The Corporation of the Township of Smith-Ennismore-Lakefield?

Robert Jean Lamarre. I am employed as the manager of Building and Planning for the Township of Selwyn.

- 2.) Are you responsible for the administration of the provincially legislated BCA and OBC for the Township of Selwyn?

I have been appointed as the Chief Building Official (CBO) and as such am responsible to fulfil the role of the CBO as defined in the Building Code Act (BCA) for the Township of Selwyn.

- 3.) Are you a Professional Engineer or Architect licenced in the Province of Ontario?

No

This Elected Council has failed to protect the ratepayers from the Manager / CBO abuse and these answers to written discovery shows the inadequate supervision and oversight by the Mayor and current C.A.O since the 2001 amalgamation

- 4.) Are you or have you been a carpenter, plumber or general contractor working in the home renovation industry?

Yes

- 5.) Are you required to inform the Town Council before taken legal actions against Constituents for alleged Building Code Violations?

No

- 6.) Are you responsible to investigate complaints made by constituents of inappropriate conduct of building code officials employed by the Township of Selwyn?

Yes

- 7.) Who else would be involved in an investigation of complaints made against the Building Code Officials in the Township of Selwyn?

The Chief Administrative Officer

- 8.) Have you accepted Building Permit Applications with the homeowners hand drawn construction plans in the past?

Yes

- 9.) Have you made changes to home owner's plans to assist them in meeting the minimum building code requirements has defined in the BCA and OBC?

Yes

- 10.) Are you aware of BCA and OBC, Division C, Part 3, Article 3.2.4.1 and 3.2.5.1 exemption for home owners?

I am aware that the Building Code provides an exemption from the requirement to comply with the designer qualification criteria if the design activity is related to a dwelling that is owned by the person undertaking the design. The Building Code does not exempt the dwelling owner from providing adequate drawings.

- 11.) Have you issued Building Permit to Arthur Tarala in 2008 for the front 16' x 36' addition with a roof extension running over the existing 18' x 38' house?

Yes

- 12.) Was Mr. Doug Head the CBO and Building Official Inspector of the Township before you were hired?

No

- 13.) Did Mr. Doug Head do the inspections of the construction of the front addition of 2628 Deramore Rd. on Building Permit #08-0109?

Mr. Head completed 2 inspections related to that permit.

- 14.) Did you redesign or add amendments to the plans on Building Permit #08-0109 marked in red pen to increase the foundation footing size to 24"x24"x 8"with concrete to support 6x6 PT post with 4ply laminated beam to support the Attic Utility Room?

No. I made several corrections to your design absolutely none of which had anything to do with a second storey. The "Utility Room" was not part of the original design.

- 15.) On May 8th, 2012 did you as the CBO, Mr. Robert Lamarre, personally serve the Order to Comply and Stop Work Order dated May 7th, 2012 on the Respondent Arthur Tarala?

Yes

- 16.) Did you the CBO have full access to the house to review the work that had been started?

I attended the site to advise you that the construction you were currently undertaking was being undertaken without the benefit of a building permit contrary to the provisions of the Building Code Act.

- 17.) Did you the CBO and Respondent Arthur Tarala discuss the NW 12' x 22' x 12' flat roof Addition that was started without benefit of Building Permit?

Yes

- 18.) Was the NW 12' x 22' x 12' flat roof addition completed and finished has indicated by Solicitor Ewart at February 14th, 2012 court appearance?

The addition in question, as I saw it on May 8, 2012 was not completed.

- 19.) Did you as CBO and Arthur Tarala discuss the adding of another addition onto the NE side of the house and that of the 3 car Garage / Work Shop to the West front side of the Property?

I have discussed the construction of a second addition and a detached garage on several occasions.

- 20.) Is the following description accurate of the Order to Comply?

"The Order to Comply states that you are hereby ordered to correct the contraventions itemized

I ask that this current Elected Council carefully read the sworn affidavits of the CBO and explain why this dispute was allowed to carry on for over 8 years without a investigation that I had requested in many correspondences.

below immediately, by the dates listed below or by May 21st, 2012 and that the order consisted of the item#1; Reference 8(1)BCA ; Description and location, Construction of an addition; required action and compliance date, Obtain building permit forthwith and provide all required documents."

Yes

- 21.) Did the Respondent on or about May 14th, 2012 attend the Township Office to submit the Application for the Building Permit has mention in the Order to Comply, and that the Building Inspector David Sutherland, discussed the drawings with Arthur Tarala informing him that the garage needed to be on separate application.

I wasn't party to the conversation you had with David Sutherland.

- 22.) Did Respondent on May 24th, 2012 at 1:15 pm in the afternoon submit the complete Application and Construction Drawings for the house that the intake clerk reviewed and they were accepted, in accordance with the Order to comply as written?

No. The application submitted by the Respondent was far from complete which prompted my correspondence to you dated May 24, 2012.

- 23.) Did you the CBO / Plans Examiner read the complete Application and write a letter dated May 24, 2012 that you mailed out at 5:25 pm the same day to an address the applicants had never lived at?

I must reiterate that the Respondent has yet to provide a complete application. Aside from that correction, I did indeed forward the initial letter to the wrong address (117 Woodfield Rd. Toronto as opposed to 177 Woodfield Rd.). I acknowledge that this delayed your receipt of the letter by several weeks (you acknowledge receipt of the letter on June 21, 2012).

- 24.) Did you the CBO, Robert Lamarre request that the following list of conditions be met to receive the Building Permit?

- 1.) File the Application for Building Permit and pay the fees.
- 2.) Supply new Property Survey by local Surveyor
- 3.) Received Health Unit Approval Permit
- 4.) Pay the Fine for starting construction without Building Permit.
- 5.) Apply for Minor Variance from the Committee of adjustment

Yes. My letters of May 24, 2012 and August 15, 2012 included those items and in addition I required that the Respondents provide better more detailed construction drawings,

Heating, Ventilation and air conditioning drawings and calculations etc. Numerous letter written subsequently have provided additional guidance and detail.

- 25.) Did you the CBO and Township receive the new Property Survey on July 18th, 2012?

Yes. On or about July 18, 2012

- 26.) Did you the CBO and Township receive the Health Unit Permit August 20th, 2012?

Yes. On or about August 20, 2012

- 27.) Did you the CBO and Township receive the payment of the Fine set out in Building Bylaw 2005 -127 Section 6.3 Work Without Permit?

Yes

- 28.) Did you the CBO and Township accept and receive the payment to discharge the Order to Comply and the Stop Work Order dated May 7th, 2012?

Yes. Payment of fees was received in accordance with the Township's Building By-law.

- 29.) When the Township and CBO accepted the Building Permit Application with Plans and received permit fees, the fine for starting work without building permit and paid the discharge fees for the 2 May 7th, 2012 Orders, what was you reason for filing the Application #269/12 in the Superior Court of Justice?

Fees must be paid to the Township in order to consider a building permit application complete. It is not disputing that the Respondents have not met their obligation as it relates to the payment of fees. What is disputed is the fact that the Respondents did not meet the totality of their obligations required to obtain a building permit and consequently failed to comply with the Order to Comply.

- 30.) Did you know the Respondents received the Committee of Adjustment approval and the letter for the Minor Variance on October 17th, 2012?

Yes

- 31.) Is there any legal reason for the Township Building Department not to issue the Building Permits for the House additions and the Separate Building Permit for the 3 Car Garage/Work Shop on October 18th, 2012?

Yes

The CBO has even admitted that Solicitor M. John Ewart was aware of every action and he negligently continue the legal attack to undermine our Charter Rights and he failed to advise the Mayor and Council of the misfeasance and wrong doing by the CBO in filing the Original Court Action No 269/12 under false pretences.

- 32.) Did the Building Permit Plans in permit #08-0109 submitted by Arthur Tarala with the changes made by the CBO/Plans Examiner meet the Building Code?

Yes

- 33.) What are the reasons you the CBO / Plans Examiner have refused to issue the Building Permit to the Respondent?

The plans you have provided in support of your application do not provide sufficient information to determine whether or not the proposed construction will conform to the Act, the Building Code or any other applicable law.

- 34.) Did Arthur Tarala inform the CBO/Plan Examiner of the minor change to the front addition foundation on #08-0109 building permit via e-mail in September 11, 2008?

Yes. Township inspector Doug Head attended the site on September 3, 2008 and determined that work underway on the floor was not consistent with the plans that you provided (joists running in the completely opposite direction). He ordered you to provide as built drawings which you provided on September 11, 2008.

- 35.) Has Arthur Tarala submitted the requested As Constructed Plans with the 2 new additions added for the new Building Permit Application to the CBO/Plans Examiner that are of similar design and format as the plans in #08-0109?

Yes the drawings you have provided in support of your most recent permit application are similar in format to the drawings provided in 2008 however; as noted in response to question 33, they are not sufficient.

- 36.) Did the Township and CBO receive the complete Building Permit Application for the 3 Car Garage /Workshop on August 22th, 2012 and paid the full permit fees, fines and discharge fees for the 2 orders?

No. The application was incomplete.

- 37.) What was the reason for canceling the Building Permit Application for the 3 Car Garage / Workshop on November 16th, 2012 and returning only 45% of the Permit Fee?

The application was incomplete.

- 38.) Were you before the BCC Tribunal on February 21st, 2013 to respond to Arthur Tarala Application for Section 24 Dispute Resolution?

Yes I attended in response to an application that you made with respect to the construction of a 3 car garage.

- 39.) Were you aware of Arthur Tarala had a severely injured his left hand at the BCC tribunal that was injured on January 18th, 2013?

I am aware that you injured your hand.

- 40.) In your response to the BCC hearing did you submit all of the information, Application for Building Permit with many sets of construction plans that Arthur Tarala had sent you to prove sufficiency of OBC technical requirements?

I responded to your application as required by the Building Code Commission.

- 41.) Did you inform Solicitor M. John Ewart that you had accepted the payment of the permit fee, fine for starting construction without permit in Building By-law 2005-127 Section 6.3 and that you accepted the payment and discharged the May 7th, 2012 Work Orders?

Yes

- 42.) Did Arthur Tarala request the name of the Township Solicitor via e-mail before the filing of the Court Application #269/12 on November 2nd, 2012?

I don't recall.

- 43.) Is there a section in the BCA and OBC to have a tribunal to review disputes and issues involving matters concerning the sufficiency of compliance with the technical requirements of the building code?

Yes

- 44.) Was Mr. Doug Head the CBO, Plans Examiner and Inspector for the BCA and OBC administration before the combining of the 3 Townships in 2001?

No

- 45.) Have you accepted homeowners Building Permit Applications with construction plans that they have drawn themselves and issued Building Permits to them?

Yes

This Council and CAO should read Question 46 to 52 and please explain why my family are still waiting for our Building Permit approval since May 24, 2012.

- 46.) Were you made aware that the BCA and OBC in Division C, Part 3, Article 3.2.4.1 and 3.2.5.1 states Home Owners are exempt from the qualification and are allowed to submit their own hand drawn plans before your file the court action file #269/12?

Yes

- 47.) Did you receive and review the 2 Building Permit Applications submitted by the Respondent with signed Schedule 1: Designer Information sheet that declares the Applicant Home owner takes full responsibility for the design and construction plans submitted?

Yes

- 48.) Did you Robert Lamarre CBO / Plans Examiner issue the Respondent, Tarala the Building Permit # 08-0109 for the front 16ft. x 36ft. addition with extended roof structure over a preexisting 840 sq. ft. residential home?

Yes

- 49.) Being a Qualified Expert, do you the CBO acknowledge that BCA and OBC Division B, Part 9, Section 9.15.2.3 Pier Type Foundations are acceptable solution for foundation systems to support the principal framing of Small Buildings?

Yes

- 50.) Being a Qualified Expert do you the CBO admit that BCA and OBC Division B, Part 9, Section 9.23.8.3 Built-Up Wood Beams set on 12" Concrete Piers using Strong Tie Metal Post Connections to connect beam are acceptable solution to support the principal framing of Small Buildings?

Yes

- 51.) Being a Qualified Expert do you the CBO admit that BCA and OBC Division B, Part 9, Section 9.23. Wood-Frame Construction interpretation in the OBC is acceptable solution for residential home additions and that Building Permit #08-0109 was approved using this system of construction?

Yes

- 52.) Being a Qualified Expert that approved the 2008 Building Permit #08-0109 based on OBC Division B, Part 9, Section 9.23. Wood-Frame Construction, is the same construction design followed in the May 24th, 2012 Building Permit Application and plans submitted?

Yes, it is a similar construction design.

- 53.) Are you an expert in wood frame construction of residential homes in the Township of Selwyn?

I am qualified and registered in accordance with the Building Code to perform plans review and inspections with respect to residential homes.

- 54.) Do you have knowledge of the ground soil conditions in the Peterborough County known has (the Peterborough Drumlin field)?

Soil bearing capacity varies greatly throughout the region and must be viewed and evaluated at each individual site.

- 55.) Have you issued building permits using Pier and Beam Foundations since you became a Building Code Official?

Yes

- 56.) Are you and the Inspectors of the Building Department, Official Enforcement Officers of the Township of Selwyn and governed by BCA, Section 7.1 Code of Conduct?

There are three (3) individuals who have been appointed by Township Council to enforce the provisions of the Building Code Act.

- 57.) Does the Towns Council and Management Team enforce and follow the Code of Conduct for Building Code Officials written in the Building By-laws of the Township of Selwyn and BCA?

Yes

- 58.) Are you the Manager of the Planning Department, the Building Department, the Chief Building Official and the Plans Examiner of Selwyn Township?

I manage the Building and Planning Departments, have been appointed as Chief Building Official and am one of three people qualified to conduct plans examinations on behalf of the Municipality.

- 59.) Who is responsible to investigate complaints made against Building Code Officials in the Township of Selwyn?

The Chief Administrative Officer.

Please continue to read the CBO Sworn Affidavit and pay attention to Questions 68 to 74 that speaks to many other intentional wrong doing that was pointed out in my correspondence to the Council over the last 8 years.

- 60.) Have you received complaints from constituents regarding the code of conduct of the building officials in Selwyn Township over the last 7 years?

No, not in relation to a breach of Code of Conduct.

- 61.) Have you or the CAO recommended to Building Permit Applicants specific named individuals who they should hire to do the construction plans for building permit applications?

We maintain a list of qualified designers that we routinely provide to prospective applicants. I have occasionally provided additional guidance towards an individual designer who may have a demonstrated ability to address a particular issue.

- 62.) Does the Township have a Licensed Engineer or Architect on staff to review submitted plans for Building Permits?

No

- 63.) Have you been requested by Arthur Tarala to have another independent Building Code Official review the 2 separate Building Permit Applications due to past conflict and dispute that occurred in 2008 and during June 21, to November 2012?

Yes

- 64.) Have you made changes to home owners construction plans to correct missing information or to highlight added information needed to ensure the home owner is building to minimum code requirements?

Yes

- 65.) Do you enforce and follow the BCA and OBC Legislation as it is written in a fair and impartial manner for each Applicate for Building Permit?

Yes

- 66.) Have you had other constituents (Home Owners) build without a applying for Building Permits to the Township?

Yes

- 67.) How many times have you filed legal actions against constituents for Building Code violations over the last 7 years?

Perhaps as many as five.

- 68.) Were you made aware of the BCA Section 24 Dispute Resolution that would be less expensive way to resolve technical issues on construction plans submitted for the sufficiency of compliance with technical requirements of the building code?

I am aware of Section 24 and its application.

- 69.) Were you given a BCC Application on or about March 7, 2013 that was dated March 9th, 2013 with the request to end the expensive legal proceeding filed November 2nd, 2012?

I received an application for hearing to the Building Code Commission dated March 9, 2013 on May 1, 2014.

- 70.) Being an expert with many years' experience as CBO / Plans examiner are you aware that existing parts of residential structures built before the Building Code came into existence are exempt from the new BCA and OBC Legislation?

I am aware that changes in Building Code Regulations do not apply retroactively to existing structures.

- 71.) When did the Building Department update the Building Inspection process to include receipts to confirm each inspection process?

The Township has not instituted an inspection process that includes receipts to confirm each inspection process.

- 72.) Does the Building Department have any outstanding building permits that have not had final inspections completed over the last 7 years?

Yes

- 73.) Is there any law against increasing the minimum building code requirements when constructing a Division B, Part 9 Small Houses and Buildings that will improve structural safety to the public?

Nothing would prevent an individual from exceeding the minimum standards as prescribed in the Building Code.

- 74.) Did you inform Solicitor Ewart of the BCA Section 24 Dispute Resolution request on March 7th, 2013 and show him the BCC Application date March 9th, 2013?

Yes

I ask this Council to carefully read the questions and answers in the sworn affidavit to written discovery of Court File 269/12 by Robert Lamarre CBO .

75.) Did you advise Solicitor Ewart that a Qualified Designer must be hired to draw construction plans for submission of a Building Permit in the Township of Selwyn?

No

76.) Did you alter the documents in the Court Application in Court File 269/12, the address on the May 24th, 2012 letter Exhibit "F" and your notes in Exhibit "B"?

I changed the address on my original letter when you advised that I had sent it to the wrong address (117 vs. 177).

77.) Are any other Township Building Department building officials permitted to issue both an Order to Comply and Stop Work Order without your consent?

An inspector may issue an Order to Comply. A Stop Work Order must be issued by the Chief Building Official (or acting CBO in my absence).

78.) As the CBO and Plans Examiner are you qualified to determine sufficiency of HVAC mechanical for Division B, Part 9, Housing and Small Building?

Yes

79.) Were you aware of the agreement made by Solicitor M. John Ewart on March 5th, 2013 to adjourn the March 12th, 2013 court hearing until April 26th, 2013 so that Arthur Tarala could hire a Registered Code Agent to review the construction plans and work started on the NW 12' x 22' addition?

No, there was no agreement as of that date.

80.) Did you and the Town Council approve of the agreement made March 5th, 2013 to allow for the Respondent to hire a Registered Code Agent to review the plans and work that was started on the NW 12' x 22' addition?

No, there was no agreement as of that date.

81.) Were you present at the March 11th, 2013 court proceeding that was held before Honorable Justice D. Gunsolus in the Superior Court of Justice?

Yes.

82.) Were you present at the March 27th, 2013 court proceeding that was held before Honorable Justice D. Gunsolus?

Yes.

83.) Did you inform Solicitors M. John Ewart and Russell Wm. Palin that the BCA and OBC does not require the Home Owner to be qualified or that it is not a building code requirement for the Building Permit Applicants (Home Owners) to submit construction plans in Division B, Part 9, Housing and Small Building to be drawn by P. Engineer or Architect?

Yes. Both solicitors were advised of the OBC designer qualification criteria.

84.) Did you inform the Town Council and CAO of the agreement made March 5th, 2013 to accept the Review of a Registered Code Agent on this dispute?

No, there was no agreement as of that date.

85.) Did you supply all of the correspondence between you and Arthur Tarala involved in this dispute to Solicitor M. John Ewart before filing the legal action Court file #269/12?

Yes.

86.) Did you receive the correspondence from Solicitor M. John Ewart that Arthur Tarala requested a meeting with a Town Council member present to discuss a resolution to the dispute before the December 14th, 2013 scheduled court appearance?

Yes, being an email as of November 21, 2012 sent by the Respondents.

87.) Did you inform Solicitors M. John Ewart and Russell Wm. Palin that the Building By-law 2005-127 Section 6.3 Work without permit had been enforced and the fine has been paid in full by the Respondent?

I don't recall

88.) Did you inform Solicitors M. John Ewart and Russell Wm. Palin that the dispute involves 2 separate Building Permit Applications?

No. The matter before the courts relates to the construction of an addition to your dwelling which took place without benefit of a building permit.

89.) Did you inform the Town Council or the CAO before filing the legal action court file #269/12 that was taken in the Superior Court of Justice on November 2nd, 2012?

The CAO of the Municipality was aware of the pending action.

90.) Have there been other complaints made against any of the building code officials employed by the Township between 2008 and 2015?

Yes

91.) Did the Township agree to hire an independent Expert Witness on April 17th, 2014 Pre-Trial conference to make a fair and impartial review of the last set of construction plans submitted as of August 20, 2013?

The Township engaged a third party to review the plans which were submitted in support of the Respondents application.

92.) Who submitted the plans and information to the Expert Witness CCI Group (Mr. Stephan J. Blaney) for the fair and impartial review?

Plans and information were submitted to CCI Group Inc by the municipal solicitor.

93.) Did you contact the Building Code Commission on April 10, 2014 at 3:11pm to find out if Arthur Tarala had withdrawn the BCC Application made in March 2013?

I don't recall making any such inquiry.

94.) Did you agree to have the hearing heard before the BCC on July 10th, 2014 regarding the submitted construction plans?

You made application to the Building Code Commission in accordance with Section 24 of the Building Code Act. The Building Code Commission set a date for a hearing to consider your submission and I attended.

95.) Did you submit to the BCC hearing on July 10, 2014 a response to the Respondents Application made in March 9, 2013 for review of the technical issues in the construction plans submitted for building permit?

Yes

96.) Was the Ruling made by the BCC heard July 10th, 2014 accurate?

Yes

97.) Did the BCC find any other issues with the Construction Plans submitted for the Building Permit?

The BCC's mandate does not include "finding issues" with plans submitted for permits.

98.) Why was the full BCC Application and your response omitted from your evidence on your 2nd Sworn Affidavit Sworn October 24th, 2014 submitted to the Courts for the hearing to be heard in the November 2014 Trail sittings?

It was not considered relevant.

99.) Were the construction plans you submitted to the BCC hearing that you dated July 29, 2013 the final set of plans submitted for building permit approval consisting of pages numbering 1 to 10 with 2 amendments pages dated August 20, 2013?

To the best of my knowledge.

100.) Need you receive an updated amendment to the construction plans on July 17th, 2014 adjusting the 3 items that have not been constructed and were minor measurement changes that would have been noted on the drawings by a fair and impartial plans examiner?

I received additional drawings via email on July 17th, 2014.

101.) Why have you not issued the Building Permit to the respondent now that the BCC has noted only 3 items that have been corrected and have nothing to do with the Order to Comply date May 7th, 2012 that was discharged by the Township in August 21st, 2012?

I have not issued a permit because the Respondents application remains incomplete (see answer to question 33). The BCC rendered a decision on the three (3) items that they considered to be within their mandate. Darrell Heaton, Secretary to the Commission, clearly advised you via email on April 24, 2014 that, "...your March 2013 application for hearing will not result in an opinion about whether your drawings are satisfactory". That is clearly outside of the Commissions mandate. The Township has not discharged the order to comply.

102.) Why did you submit the wrong set of construction plans to the Expert Witness?

CCI Group Inc. was provided with the most current drawings at the time of his engagement on May 26, 2014 and all subsequent drawings received by the Respondents.

103.) Why was the Expert Witness given the wrong set of plans and only selected letters written by you?

CCI Group Inc was provided with all relevant drawings and correspondence.

104.) Have you acted in good faith in administering the BCA and OBC in the Employment of the Township of Selwyn?

Yes

105.) Have the lawyers for the Insurers influenced your decision on issuing the Building Permit to the Respondents?

No

106.) Were you as Administrator of the Provincially Legislated BCA and OBC aware that the Townships Insurance Providers Solicitors are attempting to extort Arthur and Catherine Tarala of their civil rights and force them to sign a Full and Final Release dated April 2013?

Question is inappropriate and therefore will not be responded to.

107.) Are the actions in this legal matter in the best interest of the community and the mandate of the BCA and OBC?

Yes

108.) Being a Qualified Expert with years of experience has CBO and Plans Examiner, would you agree that a Carpenter and General Contractor with over 25 years in the industry is a Professional in his trade?

Question is vague and therefore will not be responded to.

109.) Have your actions throughout this 2 year legal process been in the interest of the health and safety of the Tarala family?

Yes

110.) Were you made aware that filing the Application Court File #269/12 on the grounds of failure to comply too the May 7th, 2012 Order to Comply is RES JUDICATA?

Question invites a legal opinion and will not be responded to.

111.) Were you made aware that when you accepted the complete Building Permit Application with fees, fines and discharge of the 2 Orders, that your actions were vexatious,

inappropriate in law, acts of bullying, malfeasance and extortion?

Question is inappropriate and will not be responded to.

112.) Who advised you to continue the court proceedings after the May 28th, 2013 court proceedings before Honorable Justice B.J. MacDougall that ended in another settlement agreement?

It was the failure of the Respondents to meet the terms of the proposed settlement that led the Municipality to carry on with the legal process.

113.) Are you responsible for the actions of the Building Code Officials employed by the Township of Selwyn?

They are responsible for their actions. I am responsible to ensure that their actions are consistent with the policies of the Municipality.

114.) Did you read the Registered Code Agents report letter date May 6th, 2013 from Fawcett Architectural (Brian Fawcett BCIN 38796 & Swift Cad Inc. BCIN 41122)?

Yes

115.) Did Brian Fawcett attend the Township Office on August 28th, 2013 after the May 28th, 2013 Settlement Agreement was made?

I don't recall.

116.) Are you aware that a Building Code Official is defined in S.118 of the Criminal Code for the purposes of the offence of breach of trust by a public officer under s.112 of the Criminal Code?

No

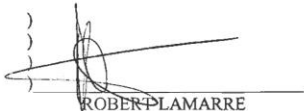
117.) Are you aware that filing of false affidavits and evidence in Superior Court of Justice is a Criminal offence?

Yes

Sworn before me in the City
of Peterborough, in the
County of Peterborough,
this 20th day of February, 2015



A Commissioner, etc.


ROBERT PLAMARRE

Smith-Ennismore-Lakefield et al
Applicant

Tarala
Respondents

Court File No.: 269/12

ONTARIO
SUPERIOR COURT OF JUSTICE
Proceedings commenced at
Peterborough, ON

Answers on Written Examination for
Discovery of Robert Lamarre
Sworn February 20, 2014

EWART O'DWYER
Barristers and Solicitors
311 George Street North, Suite 103
Peterborough, ON K9J 3H3

Tel: (705) 874-0404
Fax: (705) 874-1165

M. JOHN EWART
L.S.U.C. #30393R

Solicitors for the Applicants
MJE/sslady

The April 12, 2013 and follow up letters from the Upper Management shows the misfeasance that has taken place by both the Robert Lamarre CBO and Township Solicitor.



CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD

www.smithennismorelakefield.on.ca

April 12, 2013

Via email: Arthur@atarala.com

Arthur Tarala
2628 Deramore Rd.
R.R. #1
Lakefield, On.
K0L 2H0

Dear Mr. Tarala,

**Re: Amended Permit Application
Proposed Additions to 2628 Deramore Road**

I acknowledge receipt of your amended application for a building permit, a schedule 1 designer information sheet and some drawings.

I can advise that the amended permit application accurately describes the scope of the project you propose to undertake and can confirm that the funds we have collected to date are sufficient to cover the requisite fees.

A review of the drawings has been conducted in an effort to determine compliance with the standards which have been expressed to you on numerous occasions. I have determined that the drawings are inadequate for all of the reasons which have been enunciated to you in the past.

Yours truly,

Robert Lamarre MAATO CBCO
Manager of Building and Planning

cc. John Ewart, Municipal Solicitor
Janice Lavalley, CAO

Arthur & Catherine Tarala

2628 Deramore Rd., Lakefield, Ontario, K0L 2H0

Telephone: 705-657-2830 e-mail: arthur@atarala.com

April 16, 2013

Via email: laivalley@nexicom.net

Janice Lavalley, CAO

SELWYN TOWNSHIP
P.O. Box 270, Bridgenorth
Ontario K0L 1H0

Dear Ms. Lavalley, CAO

I received Mr. Lamarre, CBO letter and he acknowledges that the amended application for Building Permit, a schedule 1 designer information sheet and drawing, accurately describes the scope of the project we propose to undertake and that the funds we have paid to date are sufficient to cover the requisite fees.

As you know the funds included both the Permit Fees, the additional fee for Building without Permit and the discharge fees for the Order to Comply and Stop Work Order. So to date we have completed all that has been requested of us to meet the by-laws and BCA.

The last paragraph in the letter from Mr. Lamarre was no surprise to us. So I will ask you Ms. Lavalley, CAO of Selwyn Township to please have Mr. Lamarre explain in detail why the drawings are inadequate.

We have lost count of how many times we have asked Mr. Lamarre this question. As the CBO and administrator of the BCA is it not part of his duties to explain to the local constituents what is needed to meet the building code requirements.

The drawings are similar to the Permit 08-0109 Application that Mr. Lamarre approved, is it not the duty of the CBO, Plans Examiner and Field Inspectors to explain in detail with reference to the OBC, what the inadequacies are in the construction drawings or onsite inspections.

Since Mr. Lamarre is Registered and Certified as a CBO with a BCIN #21147, he should be able to explain to us what is wrong with the As Constructed Plans and the new additions to an existing house submitted for permit.

As the CAO of Selwyn Township, we would request you review Mr. Lamarre CBO conduct in the administration of the BCA and OBC. Mr. Lamarre, CBO is not performing his legislated duties as set out in the BCA Section 1.1 (6) (d) Role of Chief Building Official and Section 7.1 Code of Conduct.

We request that you have our plans reviewed by an individual that is impartial, and give fair consideration of our application for building permit.

Yours truly

Arthur Tarala

The CBO continued letters show his misfeasance and fraudulent operational policies with his every changing requirements on what determines a complete building permit application and his unreasonable conduct over a simple addition to our home.



CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD

www.smithennismorelakefield.on.ca

June 24, 2013

Via email: arthur@atarala.com

Arthur Tarala
2628 Deramore Rd.
R.R. #1
Lakefield, ON K0L 2H0

Dear Mr. Tarala,

**Re: Plan Review Comments
Proposed Additions to 2628 Deramore Road**

I acknowledge receipt of the most recent drawings you have provided in support of a permit application related to the above noted lands.

This is the fifth submission you have provided since your first submission which we received more than a year ago. I provided my opinion on the completeness of each iteration of drawings and have advised that the drawings must provide sufficient information to enable me to determine whether or not the proposed construction will conform to the Building Code.

In addition to that general requirement, I directed your attention to the Building Department's permit information package (see August 30, 2012 email) making specific reference to a section entitled "Permit Application Requirements" which provides very specific criteria related to construction drawing submissions.

I have attached a copy of this section for your reference. You will note that the requirements speak to, drawings done to scale which include floor plans, elevations and wall sections complete with a description of the relevant information which is to be noted on each drawing. These criteria are industry standard.

In addition to that above guidance, I corresponded with you on October 18, 2012 after reviewing the third and fourth iteration of drawings, to advise that those drawings still failed to meet basic industry standards such as:

- 1) The drawings were out of scale and out of proportion.
- 2) No proper sections were provided.
- 3) A second floor plan had not been provided.
- 4) There were insufficient dimensions.

- 5) There were insufficient details provided related to existing conditions.
- 6) No supporting documentation had been provided as it relates to the capacity of the heating and cooling system; no heat gain/loss calculations had been provided.

I can advise you that the Township is not engaged in the design business. An inspector's duty, as defined in the Building Code, includes reviewing plans, not designing; that role is to be played by designers.

I have further advised you that, in order to fulfill my duties as a plans "reviewer" I need a set of plans that include sufficient information for me to determine if what is proposed is consistent with the regulations of the Ontario Building Code.

In addition to the guidance provided by the Township, you solicited a third party opinion related to the completeness of your plans. This resulted in a letter produced by Fawcett Architectural dated May 6th. In the letter Mr. Fawcett advised you that upon review it was noted that several items may be flagged by the municipality as deficiencies such as:

- 1) Please provide cross sections to show distance from grade to finished floor for each of the additions.
- 2) Indicate the scale of each drawing (details exempt). In the event that your drawing does not fall into a standard scale (such as 1/4" = 1'-0"), you can use a scale bar (similar to the one that is used on your site plan page 1). This is so that anything that is not dimensioned can be scaled.
- 3) Provide a Building Code Matrix.
- 4) Provide door sizes on your floor plans.
- 5) Provide window sizes either on your floor plan or elevations or both.
- 6) Show the height of the room, either on plan or in section. If shown on the section, indicate that the height is typical.
- 7) Provide a note stating the final, minimum level of insulation has been reached so that compliance with SB-12 and Part 11 can be confirmed.
- 8) Provide the roof slopes.
- 9) Provide a note stating that mechanical ventilation is provided in the bathroom, in accordance with 9.32.
- 10) Provide a note stating that the plumbing and drainage will be protected from freezing (given the elevated construction method).

Please be advised that the drawings received June 17th, 2013 remain deficient as many of the items noted above have not been provided/addressed and for the following additional detailed reasons:

- 1) The site plan depicts sump tubes along the east side of the dwelling. No permits have been issued or applied for related to construction in the vicinity of most of these tubes. The heating system floor plan and east elevation depict the construction of a deck in this area, please explain.
- 2) The site plan depicts a side yard setback to the east addition of 25.6 feet. This dimension cannot be accurate.

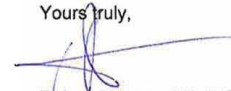
The CBO letters show that both the Ms. Janice Lavalley C.A.O. and M. John Ewart were aware of every correspondence made over the history of this issue that should never been in Superior Court of Justice and we are still waiting for our permit.

- 3) The Code Matrix you provided with the drawings identified the existing building area to be 396 m² (4273 s.f.). I have calculated it to be 126 m² (1368 s.f.) please explain.
- 4) The site plan depicts stairs leading from the north addition door; none of the other plans depict stairs or landings from the proposed exits of either addition (swing and sliding doors). What is the height of the floor above grade? Are landings and stairs required? If a landing is required, will it meet minimum set back criteria? A proper section, as noted in your consultant's report, and complete site, floor and elevation plans are necessary to properly detail this information.
- 5) You are proposing to construct an interior stair leading to a utility space. The utility space is equipped with a door leading to the flat roof over the north addition. The Building Code requires that every surface to which access is provided for other than maintenance purposes shall be protected by a guard where there is a difference in elevation of more than 600mm. No guard is proposed, please explain.
- 6) The proposed stair configuration which begins with two steps and a landing will severely impeded access to what appears to be a 4'-0" wide hallway leading to the master bedroom and office/storage space. In fact, it would appear that the hallway would be entirely inaccessible without stepping over the stair.
- 7) A floor plan of the utility space is required, complete with floor framing details as this space was created without benefit of a permit and you proposed to alter the floor to accept a stair.
- 8) The roof framing over the utility space bears no resemblance to the roof framing which you designed and was ultimately permitted in 2008 under permit No. 08-0109. You've provided a couple of sections through the space however no information has been provided with respect to roof framing, beam and column size/ location, insulation, ventilation, roof pitch etc.
- 9) No information is provided as it relates to how the various roof spaces are vented.
- 10) No information is provided which would indicate the orientation of ceiling joists in either addition or in fact how they are supported.
- 11) Which way are the roof joists and tapered joists oriented in the north addition?
- 12) You've noted that you propose to install a 2 x 10 ledger board to support the floor joist on the east addition. What diameter lags are you proposing and at what intervals will they be placed?
- 13) It would appear as though you are proposing to retain a concrete stoop which will be located beneath the east addition. Is that the case? If so, are there any floor framing or insulation implications?
- 14) Your proposed north addition would appear to necessitate the removal of an existing exterior wall. This fact is not labeled on the drawings. Are there any framing /load support implications?

- 15) The ridge in the east addition is being supported by an interior load bearing partition. How is that load supported through the floor and ultimately to the soil? In addition, it would appear that the floor of the east addition and ceilings in both additions are framed out to provide additional thickness to accept additional insulation and presumably to act as a chase for plumbing. Providing a proper section through both additions will provide an opportunity to detail and itemize (in order) the makeup of each assembly (floor, wall and roof).
- 16) No floor insulation information is provided for the north addition.
- 17) No indication has been made with respect to existing or proposed smoke alarms.
- 18) What is the actual size of the mud/laundry room (conflicting dimensions).
- 19) What are the interior doorway sizes?
- 20) What are the new bathroom dimensions?

Accordingly, please provide the information/detail identified above in order that the drawings may be complete in order to satisfy the requirements of the Building Code Act in support of your application for a building permit. I look forward to your revised submissions.

Yours truly,



Robert Lamarre MAATO CBCO CRBO
Manager of Building and Planning

cc. John Ewart, Municipal Solicitor
Janice Lavalley, CAO

The C.B.O. written letters show his action and conduct are of a personal nature in his attack against me. His misfeasance in his duty with his argumentative statements in his written letters over minor issues any reasonable BCIN Plans Examiner would have corrected on the permit construction plans and issued the Building Permit allowing the field Inspector to do his job.

Corporation of the
Township of Selwyn

July 16, 2013

Via email: arthur@atarala.com

Arthur Tarala
2628 Deramore Rd.
R.R. #1
Lakefield, ON K0L 2H0

Dear Mr. Tarala,

Re: Plan Review Comments
Proposed Additions to 2628 Deramore Road

I acknowledge receipt of your reply to my letter to you dated June 24, 2013 which I provided in response to your most recent drawing submission provided in support of the above noted development.

I will review each of your responses to the questions and concerns I raised in my letter and will identify questions and concerns that have been left unanswered.

As a general note, the drawings have not been done to scale and are still out of proportion nor have you provided any supporting documentation as it relates to the capacity of the heating and cooling system; no heat gain/loss calculations had been provided.

You are proposing to construct additions which will increase your floor area by 36%. Providing documentation that proves that the heating system is capable of heating the additional area to the standard prescribed by the Building Code is critical.

I have considered each of your responses to the list of issues noted in my June 24th letter and have provided my remarks below. For the purpose of providing a complete reference of all comments to date in one document I have reproduced my original comments which are followed by your response in *italics* and my latest remarks in **bold**.

- 1) The site plan depicts sono tubes along the east side of the dwelling. No permits have been issued or applied for related to construction in the vicinity of most of these tubes. The heating system floor plan and east elevation depict the construction of a deck in this area, please explain.

As you are aware the site plan is the New Survey you requested of us to meet the Order to Comply. The sono tubes we installed for Wood Deck that will be 24" off the ground and not attached to the house. Permit is not required for this Wood Deck as you are well aware. In sentence two of point #1, the Architectural Software I use depicts the view from above slicing the roof section out. As you have noted this section shows the upgraded heating and air condition and duct work that runs above the ceiling and there is an actual picture off the attic utility room. Please not the cross sections on the same page show stairs we will be building for safer access to utility room with attic floor joists being 2 x 8 @ 16 O.O. with solid bridging and 5/8 subfloor.

The Survey was required to support your application for a minor variance resulting from the fact that the addition you constructed without the benefit of a permit was constructed too close to the rear lot line. The wood deck you propose does require a building permit even if you do install a second row of sono tubes at the house to avoid connecting the deck to the dwelling. I have attached a permit information package which provides additional information on this issue.

- 2) The site plan depicts a side yard setback to the east addition of 25.6 feet. This dimension cannot be accurate.

The Site Plan Survey depicting the 25.6 feet is accurate, unless you have issues with J.B. Flegual who did the survey. The measurement is for the old concrete side door landing that has been there since the bedroom addition was built over 20 years ago.

I'm not concerned with the setback dimension to the concrete landing; I'm concerned with the setback dimension to the east addition. As the drawing has not been drawn to scale, it depicts the 6 foot wide concrete landing to be the same width as the proposed addition which is 10 feet wide. In reality the addition will be closer to the lot line than the concrete landing and a dimension to the addition is required. What is the correct set back dimension?

- 3) The Code Matrix you provided with the drawings identified the existing building area to be 396 m² (4273 s.f.). I have calculated it to be 126 m² (1368 s.f.) please explain.

The Code Matrix is converting to metric I wrote the wrong square footage for existing house calculations. You are correct in your calculations.

Addressed

- 4) The site plan depicts stairs leading from the north addition door; none of the other plans depict stairs or landings from the proposed exits of either addition (swing and sliding doors). What is the height of the floor above grade? Are landings and stairs required? If a landing is required, will it meet minimum set back criteria? A proper section, as noted in your consultant's report, and complete site, floor and elevation plans are necessary to properly detail this information.

As you are aware we have received approval for minor variance and the steps that lead to the North West Addition Door is 36" wide and 84" high are the same stairs you climbed to enter our home when you personally served us the Order to Comply and Stop work order. There are 3 stairs with 7 1/2 Rise and 10" Tread and for the North East Addition there will be 2 steps as the grade of the property runs from the back which is North property line to the South property line is approximately 4 to 5 feet in height, as you have pointed out in past correspondence we are in the heart of the Peterborough Drumlins Fields.

Please provide the drawings noted in my comment so that information related to stairs at both proposed exits are accurately depicted. The Building Code prescribes that landings be provided at the top of stairs if they exhibit certain characteristics. I can't establish if you meet these requirements unless sufficient detail is provided on the plan. You note that the north addition entrance will have 3 stairs does that mean 3 treads or 3 risers?

- 5) You are proposing to construct an interior stair leading to a utility space. The utility space is equipped with a door leading to the flat roof over the north addition. The Building Code requires that every surface to which access is provided for other than maintenance purposes shall be protected by a guard where there is a difference in elevation of more than 600mm. No guard is proposed, please explain.

The stairs leading to the utility attic and with the exit door 36" wide x 84" high, that leads to the flat roof that as not to be finished, since you issued the Stop Work Order and Order to Comply. The door was added for safety reasons, stepping out on the roof to clear excess snow or maintenance on the roof in the future.

You are providing access to a surface where there is a difference in elevation between its surface and the adjacent grade which is significantly greater than 600mm and does not appear to have any equipment on it which requires periodic maintenance. Accordingly, the Code requires that this surface be protected by guards on each side that is not protected by a wall. Please provide details on your drawings that accurately describe the construction of the required guards.

- 6) The proposed stair configuration which begins with two steps and a landing will severely impeded access to what appears to be a 4'-0" wide hallway leading to the master bedroom and office/storage space. In fact, it would appear that the hallway would be entirely inaccessible without stepping over the stair.

The hallway is 4'6" wide and the stair when completed will not encroach into the hallway. The bottom step will have railing as per building code requirements. When completed the township field inspectors, should they have problem with it will point out any code violations. I have found both Mr. Sutherland and Mr. Reichelt very knowledgeable and professional in their duties as building code inspectors.

As it relates to the specific point I made in item 6 related to the proposed stair, it is not possible to build a stair with the configuration you propose in conformity with the building code requirements without significantly encroaching into the hallway. This issue would be clearly demonstrated on a drawing done to scale and must be addressed before a permit can be issued.

- 7) A floor plan of the utility space is required, complete with floor framing details as this space was created without benefit of a permit and you proposed to alter the floor to accept a stair.

The floor plan of the utility space is the same as the heating and air conditioning layout, complete with photo. You will also find the floor construction information. All this has been completed since 2009. There has been access opening to the attic utility space and we used a ladder to go up in the area. Not the safe way to go up into the attic utility space. Our adding the stairway will make it much safer and that is what the building code is about and my hope is you agree.

The heating and air conditioning layout depicts the area in question as a dining room? The picture you provide of the space depicts a column which is not located on that floor plan. How is the point load created by that column supported? How will you frame the stair opening, the section does not depict any walls or columns? Your drawings must provide answers to these important questions so that you have a clear understanding of what the Building Code regulations require before you begin construction. In addition, it will enable us to establish the sufficiency of what has been constructed without benefit of permits.

- 8) The roof framing over the utility space bears no resemblance to the roof framing which you designed and was ultimately permitted in 2008 under permit No. 08-0109. You've provided a couple of sections through the space however no information has been provided with respect to roof

framing, beam and column size/ location, insulation, ventilation, roof pitch etc.

The roof framing is exactly what I proposed when my drawing were submitted, it was you who redesigned my original drawings to include engineered trusses, that were not required. The existing roof is constructed with 2"x10" ridge board with 2"x6" rater 16' O.C. with ½ exterior plywood nailed with 3" spiral nails and completely covered with strapping to mount the Vic West steel roofing. The result is a dual roof that is both structurally superior and better insulated.

I have attached a copy of a drawing you provided in support of your permit for an addition in 2008 which I reference in my initial comment. The drawing is entitled Roof Truss Layout and states the following "12 x 12 roof and back half of the main cottage will be left intact". What has actually occurred bears no resemblance to what was put forward on that drawing and ultimately permitted. The back half of the main cottage roof was removed and a second story utility space was constructed. The roof was not constructed of roof trusses as you proposed but of 2 x 6 rafters. Clearly the current roof is not exactly what you proposed when your drawings were submitted in 2008. We require proper floor plans and cross sections that accurately depict what has been constructed to determine compliance with the requirements of the Building Code.

- 9) No information is provided as it relates to how the various roof spaces are vented.

Has you can see from the picture of the attic utility space we have no need to vent this attic space. For the record our heating and air conditioning costs for the past year was under \$1500.00. It would have been less had you permitted us to complete the North West Addition last year.

The Building Code requires that roof spaces, defined as the space between the ceiling and underside of the roof sheathing, shall be vented to permit the movement of air from the space to the exterior. Please provide details on your drawings that depict how the various roof spaces are being vented including the roof space in the utility room.

- 10) No information is provided which would indicate the orientation of ceiling joists in either addition or in fact how they are supported.

The orientation of the north west addition roof joists are the north to south with 2"x8" rafters 16" O.C. with ½ exterior plywood nailed with 3" spiral nails and completely covered with Ice Shield then 2" x 6" rafters tapered

from 6" to 1 ½ running south to north nailed and screwed on top off plywood and 2" x 8" rafters to allow water to run off as I have described in the details in the drawings. The ceiling in the North West addition as 2' x 6" ceiling joists running north to south nailed to wall studs, that is 12" below the 2" x 8" roof rafters to allow for 3 layers R22 Roxul Insulation that is clearly in the details on the drawing of the North West 12' x 22' addition.

Please provide drawings that accurately depict these details.

- 11) Which way are the roof joists and tapered joists oriented in the north addition?

As described in #10

Please provide drawings that accurately depict these details.

- 12) You've noted that you propose to install a 2 x 10 ledger board to support the floor joist on the east addition. What diameter lags are you proposing and at what intervals will they be placed?

You will find this information located on the foundation drawing, the 2" x 10" will be lag bolted to the existing house with 6" galvanized bolts with 3/8 diameter shaft every 16"

The Foundation drawing states the following "2 x 10 ledger board bolted to existing foundation beam with 6" Lag Screws to support 2 x 10 joists". Please amend the drawing to reflect the additional information you have provided in your response.

- 13) It would appear as though you are proposing to retain a concrete stoop which will be located beneath the east addition. Is that the case? If so, are there any floor framing or insulation implications?

It appears you did not what the 25.6' set back was for that you mentioned in point #2 all along. The concrete stoop you now mentioned is only 8" high and is well below the post & beam we will be installing to support our floor joists. As with all the flooring and insulation that was done on the 2008 front addition, we will be adding a false bottom below the laminated beam that will allow for increased R value and the concrete stoop as you called it will help support the false bottom.

Please provide a cross section that details the configuration and composition of the compound floor.

- 14) Your proposed north addition would appear to necessitate the removal of an existing exterior wall. This fact is not labeled on the drawings. Are there any framing /load support implications?

You are correct in this assumption; we installed 4ply 2"x10" running north to south to upper roof. Since it was completed in 2011 and the bedroom was completed with drywall and finished without a single movement crack at any corner joint, can we agree that framing/load support implication would not be an issue.

Please provide additional information on your plans that describe what has been done including column sizes etc.

- 15) The ridge in the east addition is being supported by an interior load bearing partition. How is that load supported through the floor and ultimately to the soil? In addition, it would appear that the floor of the east addition and ceilings in both additions are framed out to provide additional thickness to accept additional insulation and presumably to act as a chase for plumbing. Providing a proper section through both additions will provide an opportunity to detail and itemize (in order) the makeup of each assembly (floor, wall and roof).

Since what you have described in very accurate detail as to how it appears to be designed and built to do, why do you require additional drawings and details

Please provide a proper section as requested in my initial comment which includes information as it relates to the support of the ridge load.

- 16) No floor insulation information is provided for the north addition.

You are correct, that detail did not print out, the floor is built with false bottoms, that run below the post & Beam to allow for additional insulation. The same as we did in the 2008 front addition.

Please provide floor insulation information and details on the drawings. The details would generally itemize the construction materials as they appear in the assembly.

- 17) No indication has been made with respect to existing or proposed smoke alarms.

We have both smoke alarms and carbon monoxide alarms in each bedroom, the hallways and attic space.

Please indicate the location of the alarms and their power source on the drawings.

- 18) What is the actual size of the mud/laundry room (conflicting dimensions).

The Mud/laundry room size is around 11'x11' with ceiling at 8' height. The back door is Steel 36' x 84' and the Thermo Vinyl windows have not been completely installed since Stop Work Order.

Please correct the dimensions on the drawings to accurately reflect the size of the room.

- 19) What are the interior doorway sizes?

The interior door sizes are all 36" wide by 80" high for easy access should we ever end up wheel chairs in our latter years.

Please include a general note to that effect on the drawings.

- 20) What are the new bathroom dimensions?

The new bathroom will be roughly 6' x 10' with shower stall, vanity sing and of course the toilet. The water supply will run from the attic utility room and completely insulated from freezing. The waste pipe will be 4" that will run under the house, directly to the septic system and cover with insulated wrap.

Please provide a floor plan that accurately details the bathroom size and fixture configuration.

Accordingly, please provide the information/detail identified above in order that the drawings may be complete in order to satisfy the requirements of the Building Code Act in support of your application for a building permit. I look forward to your revised submissions.

Yours truly,



Robert Lamarre MAATO CBCO CRBO
Manager of Building and Planning

cc. John Ewart, Municipal Solicitor
Janice Lavalley, CAO

These are earlier correspondence that show the CBO total lack of understanding his duty as a Public Official in administering the BCA and OBC Legislation and our local By-laws. His condescending comments, actions and administration conduct have not in the best interest of the Public.

Corporation of the
Township of Selwyn

July 25, 2013

Via email: arthur@atarala.com

Arthur Tarala
2628 Deramore Rd.
R.R. #1
Lakefield, ON K0L 2H0

Dear Mr. Tarala,

**Re: Plan Review Comments
Proposed Additions to 2628 Deramore Road**

I acknowledge receipt of your new drawings which were attached to an email dated July 19, 2013. The email has been provided in response to my letter to you dated July 16, 2013.

I have reviewed your most recent iteration of plans and the remarks made in your email and provide the following comments: I have followed the same protocol as with my previous response wherein I have included my original list of 20 questions/concerns together with the corresponding comments made on each item to date.

As a general observation the drawings have not been done to scale and many remain out of proportion. On a positive note, the new floor plan provides considerably more detail. The ability of a furnace to provide sufficient heat to maintain the minimum temperatures as prescribed by the Building Code is dependent upon several factors including building area and volume, insulation values, window and door size, orientation and efficiency etc. It is important to have a qualified third party provide an opinion on the capacity of the furnace to manage the additional building area. My most recent comments are **highlighted**.

- 1) The site plan depicts sono tubes along the east side of the dwelling. No permits have been issued or applied for related to construction in the vicinity of most of these tubes. The heating system floor plan and east elevation depict the construction of a deck in this area, please explain.

As you are aware the site plan is the New Survey you requested of us to meet the Order to Comply. The sono tubes we installed for Wood Deck that will be 24" off the ground and not attached to the house.

P.O. Box 270, Bridgenorth, On K0L 1H0
Phone 705-292-9507 Fax 705-292-8964
www.mytownship.ca

Permit is not required for this Wood Deck as you are well aware. In sentence two of point #1, the Architectural Software I use depicts the view from above slicing the roof section out. As you have noted this section shows the upgraded heating and air condition and duct work that runs above the ceiling and there is an actual picture off the attic utility room. Please not the cross sections on the same page show stairs we will be building for safer access to utility room with attic floor joists being 2 x 8 @ 16 O.O, with solid bridging and 5/8 subfloor.

The Survey was required to support your application for a minor variance resulting from the fact that the addition you constructed without the benefit of a permit was constructed too close to the rear lot line. The wood deck you propose does require a building permit even if you do install a second row of sono tubes at the house to avoid connecting the deck to the dwelling. I have attached a permit information package which provides additional information on this issue.

I trust that you acknowledge that construction of a deck in the area of the existing sono tubes will require a permit. No further comment is necessary.

- 2) The site plan depicts a side yard setback to the east addition of 25.6 feet. This dimension cannot be accurate.

The Site Plan Survey depicting the 25.6 feet is accurate, unless you have issues with J.B. Flegual who did the survey. The measurement is for the old concrete side door landing that has been there since the bedroom addition was built over 20 years ago.

I'm not concerned with the setback dimension to the concrete landing; I'm concerned with the setback dimension to the east addition. As the drawing has not been drawn to scale, it depicts the 6 foot wide concrete landing to be the same width as the proposed addition which is 10 feet wide. In reality the addition will be closer to the lot line than the concrete landing and a dimension to the addition is required. What is the correct set back dimension?

You have provided an amended site plan which provides a setback dimension to the proposed east addition. The addition is proposed to be located in accordance with our zoning by-law regulations. No further comment is necessary.

- 3) The Code Matrix you provided with the drawings identified the existing building area to be 396 m² (4273 s.f.). I have calculated it to be 126 m² (1368 s.f.) please explain.

The Code Matrix is converting to metric I wrote the wrong square footage for existing house calculations. You are correct in your calculations.

Addressed

No further comment is necessary.

- 4) The site plan depicts stairs leading from the north addition door; none of the other plans depict stairs or landings from the proposed exits of either addition (swing and sliding doors). What is the height of the floor above grade? Are landings and stairs required? If a landing is required, will it meet minimum set back criteria? A proper section, as noted in your consultant's report, and complete site, floor and elevation plans are necessary to properly detail this information.

As you are aware we have received approval for minor variance and the steps that lead to the North West Addition Door is 36" wide and 84" high are the same stairs you climbed to enter our home when you personally served us the Order to Comply and Stop work order. There are 3 stairs with 7 1/2" Rise and 10" Tread and for the North East Addition there will be 2 steps as the grade of the property runs from the back which is North property line to the South property line is approximately 4 to 5 feet in height, as you have pointed out in past correspondence we are in the heart of the Peterborough Drumlin Fields.

Please provide the drawings noted in my comment so that information related to stairs at both proposed exits are accurately depicted. The Building Code prescribes that landings be provided at the top of stairs if they exhibit certain characteristics. I can't establish if you meet these requirements unless sufficient detail is provided on the plan. You note that the north addition entrance will have 3 stairs does that mean 3 treads or 3 risers?

You have depicted stairs at each of the proposed exits on your floor plans however you have not provided the information on your elevation nor have you provided a proper section that would accurately dimension height of the floor above grade etc. Will there be more than 3 risers?

- 5) You are proposing to construct an interior stair leading to a utility space. The utility space is equipped with a door leading to the flat roof over the north addition. The Building Code requires that every surface to which access is provided for other than maintenance purposes shall be protected by a guard where there is a difference in elevation of more than 600mm. No guard is proposed, please explain.

The stairs leading to the utility attic and with the exit door 36" wide x 84" high, that leads to the flat roof that as not to be finished, since you issued the Stop Work Order and Order to Comply. The door was added for safety reasons, stepping out on the roof to clear excess snow or maintenance on the roof in the future.

You are providing access to a surface where there is a difference in elevation between its surface and the adjacent grade which is significantly greater than 600mm and does not appear to have any equipment on it which requires periodic maintenance. Accordingly, the Code requires that this surface be protected by guards on each side that is not protected by a wall. Please provide details on your drawings that accurately describe the construction of the required guards.

You have not amended the drawings in response to this item nor have you provided any additional comment. This issue remains outstanding.

- 6) The proposed stair configuration which begins with two steps and a landing will severely impeded access to what appears to be a 4'-0" wide hallway leading to the master bedroom and office/storage space. In fact, it would appear that the hallway would be entirely inaccessible without stepping over the stair.

The hallway is 4'6" wide and the stair when completed will not encroach into the hallway. The bottom step will have railing as per building code requirements. When completed the township field inspectors, should they have problem with it will point out any code violations. I have found both Mr. Sutherland and Mr. Reichelt very knowledgeable and professional in their duties has building code inspectors.

As it relates to the specific point I made in item 6 related to the proposed stair, it is not possible to build a stair with the configuration you propose in conformity with the building code requirements without significantly encroaching into the hallway. This issue would be clearly demonstrated on a drawing done to scale and must be addressed before a permit can be issued.

I have reviewed the picture included on your drawing which depicts the stair leading to the utility room as currently constructed without the benefit of a permit. You note in your email that the stairs, when completed after the issuance of a building permit will meet the requirements of the OBC. The current configuration does not meet the requirements of the OBC and we insist that you provide drawings that accurately depict how you will construct a stair that meets the minimum standard. This may require a larger stair opening and reorientation to avoid conflict with the hallway. This issue remains outstanding.

- 7) A floor plan of the utility space is required, complete with floor framing details as this space was created without benefit of a permit and you proposed to alter the floor to accept a stair.

The floor plan of the utility space is the same as the heating and air conditioning layout, complete with photo. You will also find the floor construction information. All this has been completed since 2009. There has been access opening to the attic utility space and we used a ladder to go up in the area. Not the safe way to

go up into the attic utility space. Our adding the stairway will make it much safer and that is what the building code is about and my hope is you agree.

The heating and air conditioning layout depicts the area in question as a dining room? The picture you provide of the space depicts a column which is not located on that floor plan. How is the point load created by that column supported? How will you frame the stair opening, the section does not depict any walls or columns? Your drawings must provide answers to these important questions so that you have a clear understanding of what the Building Code regulations require before you begin construction. In addition, it will enable us to establish the sufficiency of what has been constructed without benefit of permits.

You have provided a floor plan which depicts the layout of the Utility Room. As noted above, the floor framing may have to be altered to accept a stair built in conformity with the OBC. The floor plan does not depict the location of a column which is depicted on a photo?

- 8) The roof framing over the utility space bears no resemblance to the roof framing which you designed and was ultimately permitted in 2008 under permit No. 08-0109. You've provided a couple of sections through the space however no information has been provided with respect to roof framing, beam and column size/ location, insulation, ventilation, roof pitch etc.

The roof framing is exactly what I proposed when my drawing were submitted, it was you who redesigned my original drawings to include engineered trusses, that were not required. The existing roof is constructed with 2"x10" ridge board with 2"x6" rater 16" O.C. with 1/2" exterior plywood nailed with 3" spiral nails and completely covered with strapping to mount the Vic West steel roofing. The result is a dual roof that is both structurally superior and better insulated.

I have attached a copy of a drawing you provided in support of your permit for an addition in 2008 which I reference in my initial comment. The drawing is entitled Roof Truss Layout and states the following "12 x 12 roof and back half of the main cottage will be left intact". What has actually occurred bears no resemblance to what was put forward on that drawing and ultimately permitted. The back half of the main cottage roof was removed and a second story utility space was constructed. The roof was not constructed of roof trusses as you proposed but of 2 x 6 rafters. Clearly the current roof is not exactly what you proposed when your drawings were submitted in 2008. We require proper floor plans and cross sections that accurately depict what has been constructed to determine compliance with the requirements of the Building Code.

You note in your email reply that the Township attended on many occasions since 2008 and that we were aware of all of the changes, additions and deviations from the plan. In addition, you suggest that the Limitation Period

provision of the BCA under Section 36 (8) would apply somehow in this context. I provided you with a copy of the Township's inspection record related to your 2008 permit on August 15, 2012 and spoke to this very issue in a letter of that same date. The Township has not signed off on framing above the subfloor, insulation etc. as we were not called to complete these inspections. Your 2008 Building Permit file remains open and consequently the limitation provisions do not apply. The drawings noted above must be provided in order for us to consider your application complete.

- 9) No information is provided as it relates to how the various roof spaces are vented.

Has you can see from the picture of the attic utility space we have no need to vent this attic space. For the record our heating and air conditioning costs for the past year was under \$1500.00. It would have been less had you permitted us to complete the North West Addition last year.

The Building Code requires that roof spaces, defined as the space between the ceiling and underside of the roof sheathing, shall be vented to permit the movement of air from the space to the exterior. Please provide details on your drawings that depict how the various roof spaces are being vented including the roof space in the utility room.

You have not amended the drawings in response to this item nor have you provided any additional comment. This issue remains outstanding.

- 10) No information is provided which would indicate the orientation of ceiling joists in either addition or in fact how they are supported.

The orientation of the north west addition roof joists are the north to south with 2"x8" rafters 16" O.C. with 1/2" exterior plywood nailed with 3" spiral nails and completely covered with Ice Shield then 2" x 6" rafters tapered from 6" to 1 1/2" running south to north nailed and screwed on top off plywood and 2" x 8" rafters to allow water to run off as I have described in the details in the drawings. The ceiling in the North West addition as 2' x 6" ceiling joists running north to south nailed to wall studs, that is 12" below the 2" x 8" roof rafters to allow for 3 layers R22 Roxul insulation that is clearly in the details on the drawing of the North West 12' x 22' addition.

Please provide drawings that accurately depict these details.

You have added a couple of drawings which depict stud and rafter layouts. This is not what is meant by a cross section. I have included an example of a cross section so that you can appreciate the level of detail we are looking for.

- 11) Which way are the roof joists and tapered joists oriented in the north addition?

As described in #10

Please provide drawings that accurately depict these details.

See item 10 and attached section.

- 12) You've noted that you propose to install a 2 x 10 ledger board to support the floor joist on the east addition. What diameter lags are you proposing and at what intervals will they be placed?

You will find this information located on the foundation drawing, the 2" x 10" will be lag bolted to the existing house with 6" galvanized bolts with 3/8 diameter shaft every 16"

The Foundation drawing states the following "2 x 10 ledger board bolted to existing foundation beam with 6" Lag Screws to support 2 x 10 joists". Please amend the drawing to reflect the additional information you have provided in your response.

You have not amended the drawings in response to this item.

- 13) It would appear as though you are proposing to retain a concrete stoop which will be located beneath the east addition. Is that the case? If so, are there any floor framing or insulation implications?

It appears you did not do what the 25.6' set back was for that you mentioned in point #2 all along. The concrete stoop you now mentioned is only 8" high and is well below the post & beam we will be installing to support our floor joists. As with all the flooring and insulation that was done on the 2008 front addition, we will be adding a false bottom below the laminated beam that will allow for increased R value and the concrete stoop as you called it will help support the false bottom.

Please provide a cross section that details the configuration and composition of the compound floor.

You have not provided the requisite cross section.

- 14) Your proposed north addition would appear to necessitate the removal of an existing exterior wall. This fact is not labeled on the drawings. Are there any framing /load support implications?

You are correct in this assumption; we installed 4ply 2"x10" running north to south to upper roof. Since it was completed in 2011 and the bedroom was completed with drywall and finished without a single movement crack at any corner joint, can we agree that framing/load support implication would not be an issue.

Please provide additional information on your plans that describe what has been done including column sizes etc.

You have included a note on the framing layout drawing as it relates to the beam size. Please reference column sizes and beam location on the floor plan. This issue remains outstanding.

- 15) The ridge in the east addition is being supported by an interior load bearing partition. How is that load supported through the floor and ultimately to the soil? In addition, it would appear that the floor of the east addition and ceilings in both additions are framed out to provide additional thickness to accept additional insulation and presumably to act as a chase for plumbing. Providing a proper section through both additions will provide an opportunity to detail and itemize (in order) the makeup of each assembly (floor, wall and roof).

Since what you have described in very accurate detail as to how it appears to be designed and built to do, why do you require additional drawings and details

Please provide a proper section as requested in my initial comment which includes information as it relates to the support of the ridge load.

You have not provided the requisite cross section.

- 16) No floor insulation information is provided for the north addition.

You are correct, that detail did not print out, the floor is built with false bottoms, that run below the post & beam to allow for additional insulation. The same as we did in the 2008 front addition.

Please provide floor insulation information and details on the drawings. The details would generally itemize the construction materials as they appear in the assembly.

You have included a note on the framing layout drawing. Perhaps the detail provided as required in item 13 can serve as a typical detail.

- 17) No indication has been made with respect to existing or proposed smoke alarms.

We have both smoke alarms and carbon monoxide alarms in each bedroom, the hallways and attic space.

Please indicate the location of the alarms and their power source on the drawings.

You have included the location of the smoke detectors. Please advise if they are battery operated or hard wired and interconnected.

18)What is the actual size of the mud/laundry room (conflicting dimensions).

The Mud/laundry room size is around 11'x11' with ceiling at 8' height. The back door is Steel 36' x 84' and the Thermo Vinyl windows have not been completely installed since Stop Work Order.

Please correct the dimensions on the drawings to accurately reflect the size of the room.

This item has been addressed.

19)What are the interior doorway sizes?

The interior door sizes are all 36" wide by 80" high for easy access should we ever end up wheel chairs in our latter years.

Please include a general note to that effect on the drawings.

You have not included a general note on the drawing.

20)What are the new bathroom dimensions?

The new bathroom will be roughly 6' x 10' with shower stall, vanity sing and of course the toilet. The water supply will run from the attic utility room and completely insulated from freezing. The waste pipe will be 4" that will run under the house, directly to the septic system and cover with insulated wrap.

Please provide a floor plan that accurately details the bathroom size and fixture configuration.

You have amended the floor plan to include the required information. No further comment is necessary.

Accordingly, please provide the information/detail identified above in order that the drawings may be complete in order to satisfy the requirements of the Building Code Act in support of your application for a building permit. I look forward to your revised submissions.

Yours truly,

Robert Lamarre MAATO CBCO CRBO
Manager of Building and Planning

cc. John Ewart, Municipal Solicitor
Janice Lavalley, CAO

These are just the first of many letters and e-mails at the start of this dispute.

Given that the Madame Justice M. Lack dismissed our actions and no judge has rule on our BCA Section 25 Claim and we have patiently requested you issue our permit for 8 years now.

The CBO actions and conduct are not that of a reasonable person and through his actions and conduct shows he continues to act in bad faith, with malice toward me.

Going forward on positive note, can you honestly say that the CBO has acted in good faith in this 8 year dispute.

Please govern yourself accordingly and issue our Building Permit to avoid more wasted tax dollars on legal fees.

After 8 plus years of requests to the Township, the C.B.O. who have continued to act in bad faith with this e-mail dated Jan. 5, 2012 that clearly breaches the public trust, slanders and commits defamation of my professional abilities and continue to deprive my family of quiet enjoyment and improvement of our retirement home.

Arthur Tarala

From: Rob Lamarre <rlamarre@selwyntownship.ca>
Sent: January 5, 2021 9:15 AM
To: Arthur Tarala
Subject: RE: issuing of building permit

Hello Mr. Tarala,

I have provided you with very detailed letters which identified the numerous building code regulation deficiencies of your design. I have advised you on several occasions that it is incumbent on the designer to submit designs in support of permit applications which are in accordance with the Building Code Act and Regulations and are sufficiently detail to permit the design to be assessed for compliance with the Act and Code. The designs you have provided have never met that requirement. This most recent design is no different.

The Building Code Act prevents the chief building official from issuing a permit if the proposed construction will contravene the building code. Until the design submitted in support of your permit application is accurate and sufficiently detailed to meet the above noted standard, I cannot issue a building permit.

There are gaps in your knowledge of Ontario Building Code regulations. To be successful in the development of a design that meets the minimum standard, you will need the support of a third party that can fill those gaps. There are numerous designers in the area that are capable of supporting your efforts. I would once again encourage you to seek out the support of a qualified designer.

Robert Lamarre MAATO CBCO CRBO
Manager of Building and Planning
The Corporation of the Township of Selwyn
(p) 705 292-9507
(f) 705 292-6491

Over the last 8 Plus years the Township of Selwyn's Upper Manager / CBO and this Elected Council have intentionally committed Charter Rights violations against me and my family, misfeasance in their duty has public officials and have allowed this abuse of authority to continue.

This Council and C.B.O. actions have clearly breached the public trust and committed defamation of my professional abilities has Carpenter and General Contractor with over 50 years in the trades.

The actions of the Manager /C.B.O. were not in the best interest of the public and were a personal slanderous attack to deprive my family of quiet enjoyment and improvement of our retirement home.

I will now ask that this Elected Council summon the courage to end this abuse and have the C.B.O issue our May 24th, 2012 Building Permit Application as the construction details far exceed the minimum OBC requirements.

Mr. Lamarre, C.B.O. and Solicitor M. John Ewart have caused this Council to waste tax dollars on fraudulent legal actions and I will not stop until my Building Permit is issued and letter of apology is sent to me and my wife.

May I remind you of this legal case file: *Carson v. Town of Kearney, 2016 ONSC 1940 - Reason for decision. In my opinion it appears to be malpractice by M. John Ewart in his representation and advice to local Municipalities when it comes to BCA and OBC legislation?*



311 George St. N. Suite 200
Peterborough, ON K9J 3H3

T 705.876.8340 | F 705.742.8343

www.ecovueconsulting.com

November 17, 2020

Township of Selwyn
1310 Centre Line
Selwyn, ON K9J 6X5

Attn: Jeannette Thompson, BSc., MCIP, RPP
Planner

Re: **Response to Township/Agency Comments – Zoning By-law Amendment C-02-20
Part Lot 24, Concession 8, Former Township of Smith (1824 Eighth Line)
EcoVue Reference: 19-1932**

Dear Ms. Thompson,

Please accept the following as our formal response to comments for the above-noted property (Polish Perfection). EcoVue received Township and agency comments on June 11th, 2020 and are providing the following responses below.

Comments from the Township and agencies are shown in italics, followed by our response.

1. Township Planning Comments

Please provide further details regarding the seasonality of the business and hours of operation. The PJR references a busy season. Please provide further details.

- Polish Perfection operates 9:00 am to 6:00 pm between the months of April and November.

It is not explicitly stated that the current use of the attached garage and driveway will no longer be used as part of the business. It is staff's understanding that the business will solely be operated out of the new building in the back. Please confirm.

The PJR did not review the proposal in the context of Section 1.6.6.4 of the PPS which states "where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual water services may be provided that the site conditions are suitable for the long-term provision of such services with no negative impacts".

In order to satisfy policy 1.6.6.4 of the PPS as well as 7.4.4 of the Official Plan, it's staff opinion that additional detail regarding water consumption is required.

- A Water Quality Assessment prepared by GHD has been included with this submission. The Letter outlines the water usage on the property and concludes that the water usage for the detailing business (Polish Perfection) is relatively minor and can be accommodated with the existing private water servicing. The letter is included with the submission.

The PJR indicates a planting strip will be provided along the western lot line, adjacent to the residential dwelling unit to the west. The concept plan submitted with the application does not show the proposed buffer strip. This should be included on the concept plan to demonstrate the buffer strip can be accommodated and further what type of formal buffer will be proposed. The concept plan also does not delineate parking spaces or isle widths. A total of four spaces are required. Please include this on the concept plan.

- The concept plan has been revised to show the proposed buffer strip and delineated parking spaces. The revised concept can be found in **Appendix A**.

The PJR does not provide any justification regarding compatibility of the proposed use with adjacent uses. Consideration should be given to the impact of the proposed expanded business on the adjacent residential uses, particular to the west.

- The subject property is located adjacent to an existing commercial node and residential uses to the west of the property. As discussed above, a 3-metre buffer along the lot line between the neighbouring residential property and the expanded home industry to provide further separation between the uses. In addition, a Water Quantity Assessment and a Septic Review was undertaken to determine the impact of the business on the existing well and septic system. It was determined through both of these studies that there is adequate water to sustain the business with the cistern on the property and the current septic system has capacity to handle the expanded business. It is not anticipated that the proposed development will have any negative impact on neighbouring wells.

The PJR reviewed the property within the context of the Rural Residential (RR) Zone and is proposing that the RR-413 exception zone be further amended to allow the proposed use as a permitted non-residential use. Please provide a draft of the amendment text and schedule.

- A draft of the text and schedule are included in **Appendix B** of this letter.

2. Stormwater Management Comments – Otonabee Region Conservation Authority

Otonabee Region Conservation Authority (ORCA) provided comments regarding the proposed Stormwater Management (SWM) Brief. Comments 1-4 in ORCA's letter have been addressed in the attached letter from Tatham Engineering and updated Stormwater Management Brief (**Appendix D**). Although it was stated that comments 5-8 of the ORCA response could be addressed at the site plan stage, Tatham has provided a response to comments 5-7 in their letter

3. Traffic Impact Analysis Comments – Peterborough Engineering and Design

Entrance improvements to meet commercial standards under the County of Peterborough By-law 2012-026 will be required as well as pavement of the existing gravel shoulders. A sign permit will be required.

- Noted. As mentioned in the Township response, these items will be addressed at the Site Plan Approval stage.

4. Public Comments

As stated in the letter from the Township, *"the Township continues to get complaints about the business. The complainants are concerns about the depletion of the aquifer, the disturbance to the enjoyment of their property, parking on the grass and the number and size of vehicles on the property, the increasing number of employees etc."*. Each of these comments are discussed below.

- **Depletion of the aquifer**

As discussed in the Water Quantity Assessment prepared by GHD, water usage for Polish Perfection is relatively minor. In addition, a cistern tank will be used to collect rain water to accommodate the business. The Assessment from GHD demonstrates that the cistern can sustain the business and only in an extreme situation would water from the private well be used. The details are outlined in the attached letter.

- **Disturbance to the enjoyment of their property**

With the proposed shop being located at the back of the property, all activities and operations related to the business will be moved out of the public view. Visual screening will also be provided along the western lot boundary to further screen adjacent residential properties.

- **Parking on the grass**

Again, the construction of the new building in the rear of the property will accommodate most business operations and activities associated with Polish Perfection. Parking of vehicles (associated with the business) will occur at the back of the property adjacent to the new building, as shown on the concept plan.

- **Number and size of vehicles on the property**

Polish Perfection undertakes detail work on vehicles, boats, transport trucks, trailers, ATV's and more. It is anticipated that there will be a range in the number of size of vehicles on the site. However, they will be parked at the shop and not at the front of the property.

- **Increasing number of employees**

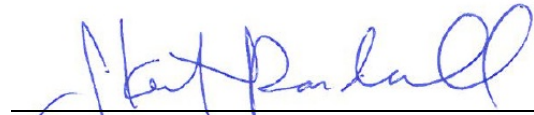
As discussed in the Planning Justification Report, the owner, Pat Hasson, is the sole full-time employee. There are two contractors who are self employed under a separate business who assist during the busy season. Additionally, there may be one to two other subcontractors that are called in on an as needed basis to provide services such as dent pulling and body work.



We trust this information is sufficient in addressing the outstanding concerns. Should any further information be required, please do not hesitate to contact the undersigned.

Respectfully submitted,

ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Principal Planner



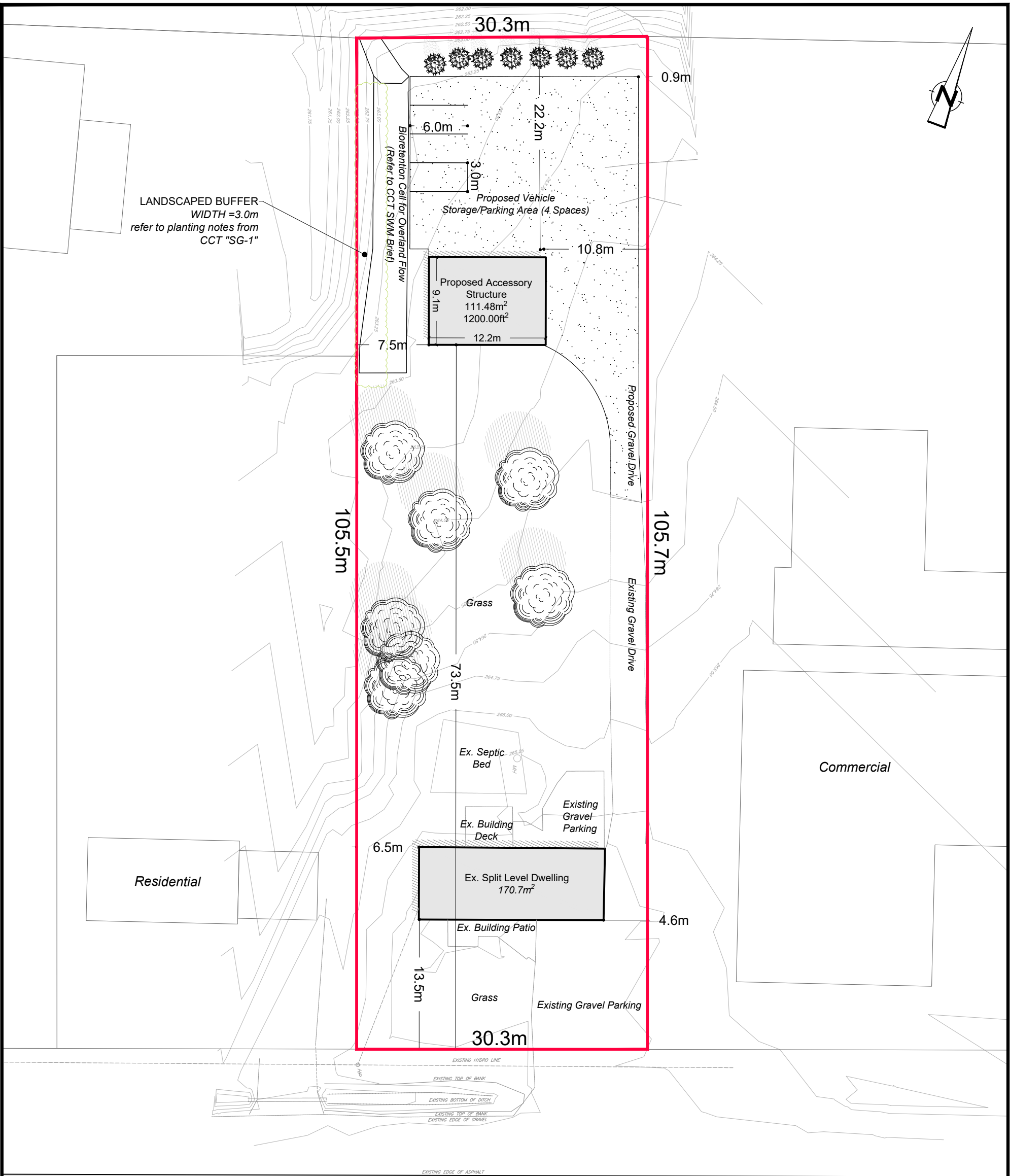



Appendix A

Revised Concept Plan

EcoVue Consulting Services





 = Subject Property



www.ecovueconsulting.com

PROJECT NO: 19-1932

DATE: NOVEMBER 17 2020

HORIZ. SCALE: 1:400

Figure 2 - Concept Plan

Polish Perfection

Part of Lot 24, Concession 8
1824 8th Line of Smith (County Road No. 18)
Geographic Township of Smith
Township of Selwyn, County of Peterborough



Appendix B

Draft Zoning By-law Amendment Text

EcoVue Consulting Services



By-law read a first, second and third time, and finally passed, the day of , 2020.

Andy Mitchell, Mayor

Angela Chittick, Clerk



311 George St. N. Suite 200
Peterborough, ON K9J 3H3

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November 17, 2020

Township of Selwyn
1310 Centre Line
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Attn: Jeannette Thompson, BSc., MCIP, RPP
Planner

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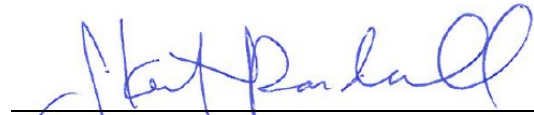
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We trust this information is sufficient in addressing the outstanding concerns. Should any further information be required, please do not hesitate to contact the undersigned.

Respectfully submitted,

ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Principal Planner



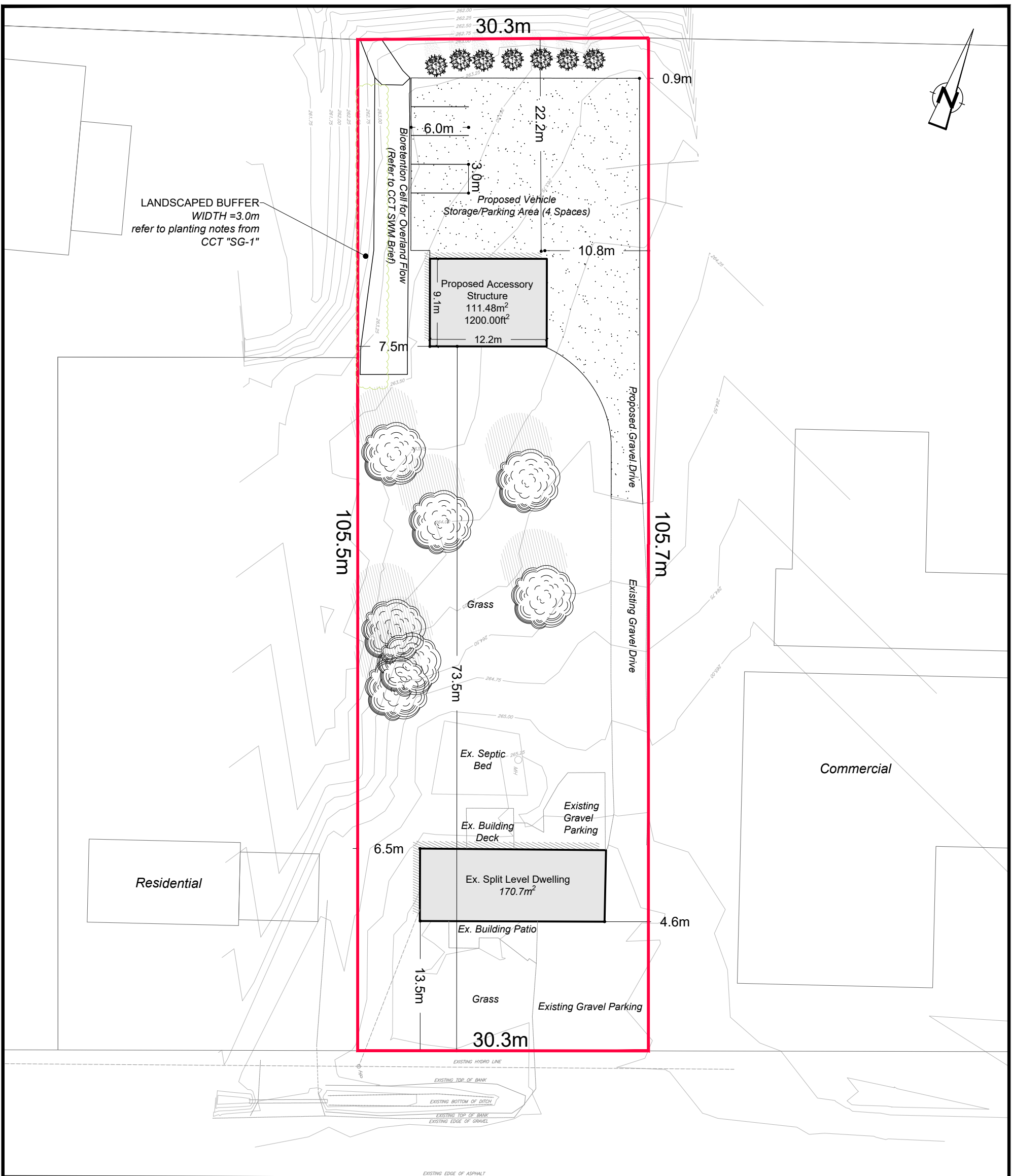


Appendix A


Revised Concept Plan

EcoVue Consulting Services





COUNTY ROAD No.18

 = Subject Property



www.ecovueconsulting.com

PROJECT NO: 19-1932

DATE: NOVEMBER 17 2020

HORIZ. SCALE: 1:400

Figure 2 - Concept Plan

Polish Perfection

Part of Lot 24, Concession 8
1824 8th Line of Smith (County Road No. 18)
Geographic Township of Smith
Township of Selwyn, County of Peterborough



Appendix B

Draft Zoning By-law Amendment Text

EcoVue Consulting Services







BY-LAW 2020-

By-law read a first, second and third time, and finally passed, the ____ day of _____, 2020.

Andy Mitchell, Mayor

Angela Chittick, Clerk


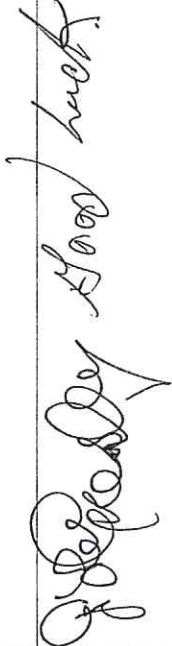
Proposed Zoning By-law Amendment – 1824 Eighth Line

NAME & EMAIL	ADDRESS	COMMENTS
GRAHAM WILKINS	1828 8th 8th Line	OUR BUSINESS, PALUSKI BOATS, IS NEXT TO POLISH PERFECTION, AND WE BELIEVE HE SHOULD BE ALLOWED TO OPERATE & EXPAND HIS BUSINESS.
PATRICK SMITH	1828 8th Line	AS CO-OWNER OF PALUSKI BOAT LTD. AND AS A MEMBER OF THE SELWYN ECONOMIC DEVELOPMENT COMMITTEE I AM EAGER TO SEE POLISH PERFECTION EXPAND THEIR BUSINESS. 
Craig & Kim Tedford	1840 8th Line	A&T Scott Concrete Products Ltd. is in agreement with the expansion of Polish Perfection Good Luck Pat! 
John & Linda Dunford	1328 Buckhornville	NO PROBLEM PAT. CAN'T STOP FROM LIKING Business 
Scott & Keli Davis	1804 8th Line	Scott & Keli Davis is in agreement with the expansion of Polish Perfection 

Proposed Zoning By-law Amendment – 1824 Eighth Line

NAME & EMAIL	ADDRESS	COMMENTS
MIKE DUNFORD EXCAVATING	1816 8th Line	no worries HERE. GOOD LUCK. PAT.
Nicole Rowe	1623 8th line	Best of luck!
Tom St. Antoine	1833 8th line	Good of Luck
Monna Wofford	1720 8th LINE	Good Luck
John Dan	1701 8th Line	Good luck!

Proposed Zoning By-law Amendment – 1824 Eighth Line

NAME & EMAIL	ADDRESS	COMMENTS
Brent Sargent	1807 8th line	
Brian Sargent 1807 8th line		
Mike DeMaeyer 1881 8th line		a great small business for our community.
Jeff Moore 1827 8th line	1827 8th Line	
Janice 1224, 8th line		

Proposed Zoning By-law Amendment – 1824 Eighth Line

NAME & EMAIL	ADDRESS	COMMENTS
Paul Thompson	1745-8TH LINE	No Problems with Him Moving Ahead P77L
Grant & Moby Hannon	1781 EIGHTH LINE	'COME GROW WITH US' HELLO
Doug & ENID HANNON	1785 EIGHTH LINE	Larry Hannon.
CLAUDE & DENISE CARRIERE	1791 EIGHTH LINE	NO PROBLEM, GOOD LUCK IN YOUR BUSINESS.
Harold Bual	1795 Eighth Line	no problem. Harold Bual

Declan Hasson

1824 8th Line

to whom it may concern,

I think Daddy should build

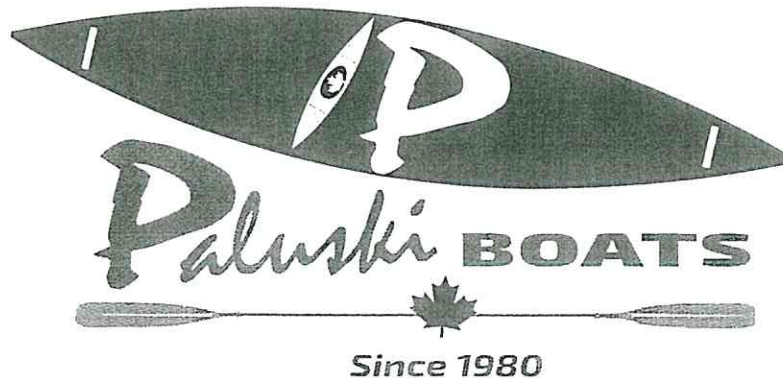
a shop. he needs more room
for trucks and boats.

and so daddy doesn't have to

work outside. so there is no noise
inside our house.

thank you.

Declan Hasson



March 6th, 2021

Selwyn Council

To the Members of the Selwyn Township Council,

I am writing regarding the Zoning Application submitted for the property known as 1824 Eighth Line.

My business is located beside this property and we have watched Pat's business, Polish Perfection grow over the past few years. I can confirm that Pat has always operated his business in a responsible manner and that his business has no negative impacts on our businesses or our property. I am reassured that Pat has gone to expense of obtaining the studies required that confirm that his proposed building will not have any negative impact on any of his neighbors.

Our Township relies on small independent businesses to provide local employment and support the services the Township provides to local residents through the taxes we pay as business and property owners. I strongly urge the Selwyn Council to approve Pat's Zoning Amendment and allow him to continue to operate his business in a safe and responsible manner.

Sincerely

Graham Wilkins
President
Paluski Boats Limited

cc. Pat Hassen

Township of Selwyn
P O Box 279
Bridgenorth, ON K0L 2H0

RE: Submission for zoning amendment 1824 Eighth Line

We have no objection to the request for rezoning to permit an automobile and boat detailing business, Also no objection for the 1200 square foot structure at the rear of the property.

The structure at the back of the lot will provide the activities of the business to happen further away from the main road.

A handwritten signature in cursive script, appearing to read "John & Linda Dunford".

John (Clinton) & Linda Dunford

1328 Buckhorn Rd.

March 5th,

To whom this may concern

I am writing this letter on behalf of Pat Hasson owner of Polish perfection. I have watched this business grow for years. He has always kept his property clean and organized while conducting his business. I have listened to his dreams of expanding and the many troubles caused by so few trying to sabotage his success. The fact that he has been fighting over 2 years to be allowed to build a shop far from the road is Ludacris to me. He is surrounded by commercial properties. Everytime the township has given him a "hoop" to jump through he does, just to be met with another at every turn. He has done nothing but comply with a smile on his face. I can't imagine what this has cost him. The sleepless nights. The lost revenue. And the uncertainty of his future business caused by so few. I hope the township comes to there senses and overrides the couple of complainers that would never be happy no matter what he does. I hope the majority rules in this decision.

Why is it so hard for the little guy to get ahead in this township?

Vince Orlandi

Selwyn resident for 25 years

Neighbour to Pat for 10 years



March 6th, 2021

Selwyn Council

To the Members of the Selwyn Township Council,

Please accept this letter of support for the rezoning of the property --1824 8th Line. operating as Polish Perfection.

Pat Hasson has been a good neighbour. His operation has had no negative impact on our businesses or on our property.

We have watched Polish Perfection grow into a thriving small business. They draw customers from all over the area. On many occasions, customers of Polish Perfection have become customers of Paluski Boats and Adventure Outfitters

I strongly recommend that you pass this amendment.

Sincerely

Patrick Smith.
Paluski Boats Limited

cc. Pat Hassen

ROTO Spa

Portable • Affordable • Luxury

March 5, 2021

To Whom It May Concern,

This letter is in support of the application of Polish Perfection to construct a new shop at their location on the 8th Line, Lakefield.

We have known Pat for many years and he has always conducted business in a professional manner and has performed an outstanding job on our vehicles.

We hope that our Township would support and encourage small business growth and the resulting creation of new jobs and increase in the tax base, especially in these difficult times with so many businesses just trying to hang on, let alone thrive and expand!

Sincerely;

Fred Jackson

Bill Prentice

The block contains two handwritten signatures. The top signature is for Fred Jackson, written in a cursive style. The bottom signature is for Bill Prentice, also in cursive. The signatures are positioned to the right of the printed names.

RotoSpa Hot Tubs

1565 Eighth line,

Lakefield, Ontario

K0L 2H0



R & J Machine
MARINE DOCKING & LIFT SOLUTIONS

1601 Eighth Line, Lakefield, ON
K0L 2H0 Tel: (705) 652-6731
rjmachine.ca

March 8th, 2021

Re: Polish Perfection Rezoning

To whom it may concern;

I am writing with regards to the rezoning application submitted by Polish Perfection, 1824 8th line, Lakefield, Ontario.

We at R&J Machine fully support this application. They do an excellent job and their only drawback is not having a decent building that they can work inside of 12 months of the year. His idea of building behind his home would keep a lot of the activity out behind and in most cases would not be seen from the road.

In this time when more businesses are closing than are opening, I think the Township should support this application and help keep as many people working as possible.

Thank you,

Yours truly,

Rick & Jennifer Hickson

Jeanette Thompson, Planner, Township of Selwyn

Re File Number C-02-20

We are writing this letter in response to the application concerning a proposed Zoning by-law amendment for lands described as Part Lot 24, Concession 8 in Smith Ward. (Municipally known as 1824 Eighth Line).

The studies and supporting documentation have been peer reviewed by qualified professionals and the conclusions and recommendations have been found to be acceptable.

The existing business has operated and grown successfully over the past several years providing employment opportunities and a much needed service for the community. Expanding this facility and locating the operation at the rear of the property is a preferable decision.

With Scott Concrete, Paluski Boats and CBD Transport all flourishing businesses, encouraging an existing businesses growth would be productive.

The recent construction of the new Kingdon Timber Mart speaks to how Lakefield is expanding and growing. Over the past several years we have seen several commercial businesses developed on the Eighth Line.

We have lived here for over 45 years and watched this area develop and grow commercially.

We have no objections to the amendment, and find the proposal acceptable.

Wm. Grant Holland and Mary Holland

The block contains two handwritten signatures in black ink. The signature on the left is for Wm. Grant Holland, and the signature on the right is for Mary Holland. Both signatures are written in a cursive, flowing style.

TO WHOM IT CONCERN.

I'M IN SUPPORT OF PAT HASSON
AND HIS SMALL BUSINESS

POLISH PERFECTION

AND HIS APPLICATION FOR

REZONING AT 1824 8TH LINE

BEING OWNER OF A SMALL BUSINESS
OF MY OWN NEXT DOOR, I HAVE
SEEN OR HAD NO ISSUES OR
ANY NEGATIVE IMPACT IN THE
PAST OR EXPECT ANY IN THE
FUTURE. WE NEED TO SUPPORT
MORE SMALL BUSINESSES. IN
THE AREA.

THANKS. MIKE DUNFORD EXCAVATING

MJD.

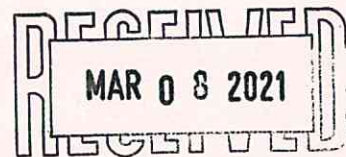
THERE IS A BUSINESS BEING OPERATED NEXT TO MY PROPERTY. THEY DETAIL AND WASH BIG TRUCKS, CARS, BOATS, etc. THEY USE CHEMICALS TO CLEAN ENGINES AND LOWER UNITS AND LARGE VOLUMES OF WATER. MY CONCERN IS CONTAMINATION TO MY WATER SYSTEM, ON MY PROPERTY FROM THE RUNOFF, AS MY PROPERTY IS LOWER AND MY WELL IS 100' AWAY FROM WORK SITE. THE TOWNSHIP IS AWARE OF THIS. THE BUSINESS CONTINUES TO OPERATE AND I'M CONCERNED THAT THE USE OF LARGE VOLUMES OF WATER COULD CAUSE MY WELL TO GO DRY. PROPER DRAINAGE IS ANOTHER CONCERN. I AM REQUESTING THIS SITUATION BE INVESTIGATED.

PAT MACDONALD.
#1820 8TH LINE

June 4, 2020

C.C. A. MITCHELL
S. SENIS
D. BALLANTYNE
G. HERRON
A. LOCKE
R. LAMARRE

March 5, 2021



To Whom It May Concern:

My name is Pat MacDonald, I live at #1820, 8TH Lane, Lakefield, Ont. K0L 2H0. I have concerns about the Business, Polish Perfections operating next door to me.

My concerns are as follows:

1. Water usage (a power sprayer uses 2.5 gals. per minute)
(Polish Perfections supposedly uses 250 L per day)
(It takes 18 mins to use 250 L (estimate))
2. How big is his cistern going to be in gallons.
3. When cistern is empty he should not be using his house well to refill it.
4. What becomes of the gray water
5. All parking of vehicles and boats should have to be parked at the back of the new building
6. All work should have to be done at the back of his building.

Concerned Citizen

Pat Mac Donald



Date: March 9, 2021

To: Mayor Andy Mitchell and Council Members

From: Jeannette Thompson, Planner

Subject: Zoning By-law Amendment
(Part of Lot 24, Concession 8 (Smith Ward)
- 1824 Eighth Line)

Status: For Direction

Recommendation

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Part of Lot 24, Concession 8 in the Smith Ward (1824 Eighth Line) be received for information; and

That staff continue to work with the applicant to establish a viable solution for the disposal of greywater generated from the automobile and boat detailing operation; and

That staff consider the input received resulting from the public meeting, and bring back a recommendation for Council's consideration at a future Council meeting.

Information

Summary of Application

The Township has received a complete application for a Zoning By-law Amendment (ZBLA), for the lands described as being Part of Lot 24, Concession 8 in the Smith Ward, municipally known as 1824 Eighth Line (Figure 1).



Figure 1: Location Plan

The property owners are presently operating a home-based business/industry, Polish Perfection, on the subject property. According to the Planning Justification Report (PJR) completed by EcoVue Consulting Services Inc., *“Polish Perfection is a seasonal business that details automobiles, trucks, boats and motorcycles. As the business is expanding, the applicant is proposing to develop a 111.4 square metre (1200 square foot) accessory structure to accommodate the growing business (refer to Figure 2).*

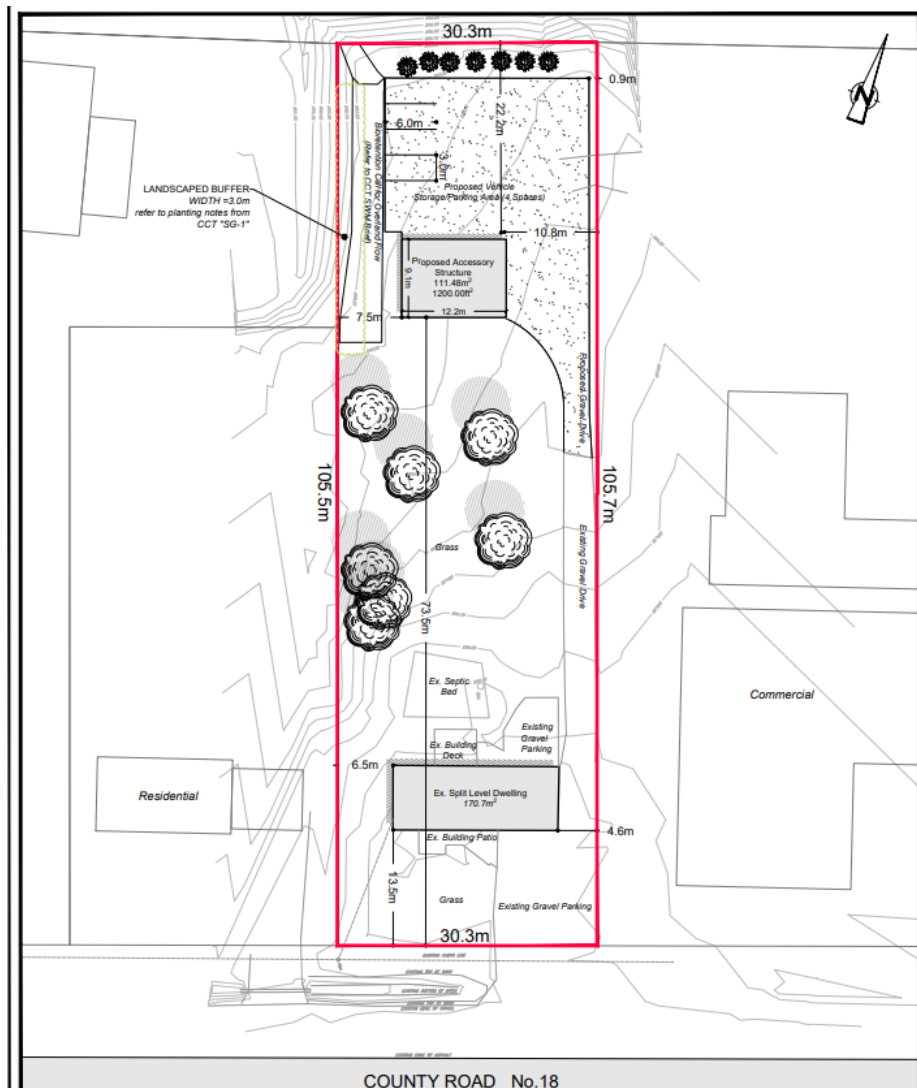


Figure 2: Concept Plan of Development Proposal

Presently the lands are designated **‘Rural’**; and zoned ***“Rural Residential Exception 413 (RR-413)”***.

The **Rural** designation permits *“limited small-sale commercial uses”*. Presently, the property owner is operating a home-based business/industry from the subject lands. As

noted above, the business has grown over the years, and the property owner is proposing to expand the business. The PJR indicates that the business is expanding beyond the scope of what would be considered a home-based business/industry; however, EcoVue asserts that the proposed use is considered to be a small-scale commercial use – and as such is permitted within the **Rural** designation. County and Township staff agree with this interpretation.

The property is zoned “**Rural Residential Exception 413 (RR-413)**”. The exception zone specifically permits a minimum lot frontage of 30 metres. Otherwise, all other provisions of the **RR** zone apply. As previously noted, the development proposal is beyond the scope of what would be considered a home industry. Further, the **RR** zone does not permit small-scale commercial/industrial uses beyond what would be considered a home-based business/industry. Therefore, the application proposes to complete a textual amendment to the **RR-413** zone, which would add the small-scale commercial uses – an automobile and boat detailing business - as a permitted use. It is proposed that a holding provision will be placed on the subject lands, which would obligate the property owner to enter into a site plan agreement with the municipality prior to the removal of the holding provision.

In support of the application, the following documents/studies were submitted:

- Planning Justification Report (PJR) prepared by EcoVue Consulting Services Inc., dated January 15, 2020;
- Traffic Impact Analysis (TIS) prepared by Transplan Associates dated November 13, 2019; and
- Stormwater Management Brief (SWM) prepared by Tatham Engineering date January 7, 2020.

As a result of the initial peer review, additional documentation was submitted, including:

- Water Quantity Assessment prepared by GHD Limited, dated August 14, 2020;
- Sewage System Assessment prepared by EcoVu Consulting Services Inc, dated 2020/11/03; and
- Email from EcoVue Consulting Inc., dated February 25, 2021, related to the disposal of greywater from the proposed operation.

The studies / supporting documentation have been peer reviewed by qualified professionals; and the conclusions and recommendations have been found to be acceptable, with the exception of the management of greywater generated from the automobile and boat detailing operation.

The Township’s peer review engineers, Stantec have requested additional information related to the disposal of greywater (additional details can be found on page 5 and 13).

As noted above, a holding provision will be applied to the subject property which will obligate the property owner to enter into a site plan agreement with the municipality. The site plan agreement will incorporate the recommendations of the various supporting documents/studies.

A review of the application has been completed to determine conformity with the applicable policies of the Provincial Policy Statement (2020), Growth Plan (2019), County/Township Official Plan, and Township Comprehensive Zoning By-law (refer to the Planning Analysis).

Response to Circulation of Notice

Dated May 7, 2020, the prescribed Ministries and Agencies were provided with notice of the “complete” application via email / courier and facsimile. The Township provided Notice of a Complete Application and a Public Meeting on February 16, 2021 by prepaid first-class mail to any property owner(s) within a 120 metre radius of the subject lands. The prescribed Ministries and Agencies were provided notice via email and facsimile. The subject property was posted with a sign advertising the public meeting. The notice is available on the Township’s website. The notice circulation complies with the requirements of *The Planning Act*. The following correspondence has been received to date:

Agency/Ministry/Peer Review Comments

- Enbridge Gas Inc., dated May 11, 2020.

Comment Summary: No objection to the application.

- Review of the Stormwater Management Report completed by ORCA, dated May 22, 2020; and December 21, 2020.

Comment Summary: The SWM Report has been reviewed by ORCA technical staff and are deemed to be satisfactory. Additional information has been requested to be addressed at the site plan stage of the development.

- Review of Traffic Impact Analysis by the County of Peterborough Engineering and Design, dated May 26, 2020. November 13, 2020.

Comment Summary: Entrance Improvements to meet commercial standard will be required, as well as paving of the existing gravel shoulders. A sign permit may also be required for signage on the property. These items can be addressed as a function of the site plan approval process.

- Peer Review completed by Stantec Consulting Ltd., dated January 29, 2021, and March 2, 2021.

Comment Summary: Stantec completed a review of the Septic System and Water Quantity Assessment, and concurred that the existing septic system would be capable of handling the additional domestic sewage flow. Further, Stantec concurred that the well is shown to adequately meet both the water demand of the home and business with very little drawdown and is not expected to interfere with water quantities of neighbouring wells.

However, Stantec has noted the following concerns related to disposal of greywater associated with the detailing operation:

Stantec has noted that the applicant intends to discharge the boats/vehicles water into the stormwater system, this system is intended to receive stormwater only, and this arrangement is generally not acceptable, especially as the site has its own sanitary system. Stantec has further noted that although the applicant does not intend to use chemicals in his cleaning, there remains a high probability that the cleaning will add various pollutants to the water, this could only be confirmed through monitoring program. The proposed Low Impact Development (LID) measures are not sufficient to remove these pollutants. Finally, the applicant has indicated that they intend to use gravel pads underneath vehicles/boats when washing, however, these are not fixed structures, and may not be used all the time.

Public Comments

- Comments were received from Pat MacDonald dated June 4, 2020, identifying a number of concerns including: contamination of well due to greywater runoff of the operation, depletion of well due to water usage, and improper drainage. As noted above, peer review of the supporting documents were completed, and with the exception of the disposal of the grey water, concluded that the proposal would not adversely impact the neighbouring property owner in these matters.

A solution to the management of the grey water will have to be established before the proposed by-law amendment will be provided to Council for consideration. We will keep Mr. MacDonald informed of the treatment methodology and provide him with an opportunity to review the proposal.

No further comments from the public have been received to date.

Site Plan Approval

As noted earlier in the report, the proposed Zoning By-law amendment will be subject to a holding provision the removal of which will be the execution of a site plan agreement (SPA). The SPA will contain provision that will obligate the land owner to develop the site in accordance with the design and recommendations contained within the supporting documents. Equally important, it will contain provisions that will also obligate the land owner to operate the facility in accordance with recommendations made in the supporting documents and within the limits of the specified quantities that formed the basis of the recommendations.

Financial Impact

The recommendation in this report has no financial impact.

Strategic Plan Reference

Goal 3: Support a sustainable, balanced, and investment-ready community.

Official Plan and Zoning By-law updates that support environmental and agricultural stewardship, housing diversity and economic investment.

Environmental Impact

The recommendation in this report has no environmental impact.

Attachment

- Planning Justification Report prepared by EcoVue Consulting Services Inc., dated January 15, 2020;
- Agency/Ministry/Peer Review/Public Comments
- Response to Township/Agency Comments, prepared by EcoVue Consulting Services Inc., dated November 17, 2020;
- Draft Zoning By-law Amendment prepared by Township Planning Staff.

Jeannette Thompson

Prepared By: Jeannette Thompson, Planner

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Planning Analysis for Zoning By-law Amendment File No. C-02-20

The Application & the Development Proposal

The Township has received a complete application for a Zoning By-law Amendment (ZBLA), for the lands described as being Part of Lot 24, Concession 8 in the Smith Ward, municipally known as 1824 Eighth Line (Figure 1).

The property owners are presently operating a home-based business/industry, Polish Perfection, on the subject property. According to the Planning Justification Report (PJR) completed by EcoVue Consulting Services Inc., *“Polish Perfection is a seasonal business that details automobiles, trucks, boats and motorcycles. As the business is expanding, the applicant is proposing to develop a 111.4 square metre (1200 square foot) accessory structure to accommodate the growing business (refer to Figure 2).*

As noted above, the development proposal includes the construction of a 120 square metre (1,200 square foot) building. The existing driveway will be extended to the proposed building; and a gravel parking area will be established to the rear of the proposed building (refer to Figure 2). The entrance will be upgraded to a commercial standard. A SWM facility (i.e. bio-retention cell) will be constructed along the north-westerly limits of the property.

Presently the lands are designated ‘**Rural**’; and zoned “**Rural Residential Exception 413 (RR-413)**”.

The **Rural** designation permits “*limited small-sale commercial uses*”. Presently, the property owner is operating a home-based business/industry from the subject lands. As noted above, the business has grown over the years, and the property owner is proposing to expand the business. The PJR indicates that the business is expanding beyond the scope of what would be considered a home-based business/industry; however, EcoVue asserts that the proposed use is considered to be a small-scale commercial use – and as such is permitted within the **Rural** designation. County and Township staff agree with this interpretation.

The property is zoned “**Rural Residential Exception 413 (RR-413)**”. The exception zone specifically permits a minimum lot frontage of 30 metres. Otherwise, all other provisions of the **RR** zone apply. As previously noted, the development proposal is beyond the scope of what would be considered a home industry. Further, the **RR** zone does not permit small-scale commercial/industrial uses beyond what would be considered a home-based business/industry. Therefore, the application proposes to complete a textural amendment to the **RR-413** zone, which would add the small-scale commercial uses – an automobile and boat detailing business - as a permitted use. It is

proposed that a holding provision will be placed on the subject lands, which would obligate the property owner to enter into a site plan agreement with the municipality prior to the removal of the holding provision.

Property Description and Surrounding Land Uses

The subject lands are approximately 0.32 hectare (0.8 acre) in area with 30 metres (100 feet) of frontage along the Eighth Line. The subject property is presently developed with a two-storey dwelling, gravel driveway and a grassed area at the rear of the property. The existing entrance off of the Eighth Line is not to a commercial standard.

Surrounding land uses include residential to the south and west, and a mix of commercial and light industrial uses to the north and east (refer to Figure 3).



The PJR assessed the applications within the context of the 2020 Provincial Policy Statement (PPS), in particular Sections 1.1.4, 1.1.5, 1.6 and 2.1 of the PPS.

As noted in the PJR, the subject site is within a well-developed area, however it is outside of an identified settlement area – therefore it is considered Rural Areas in Municipalities. Rural areas are considered to be important to the economic success of the Province and quality of life. Rural areas are a system of lands which include rural settlement areas; rural lands; prime agricultural areas; natural heritage features and areas; and other resources areas. Within this context the subject lands are considered to be Rural Lands. The PPS indicates that when directing development on rural lands, planning authorities need to consider the relevant policies of Sections 1, 2 and 3 of the PPS (2020).

The PJR notes that the subject property is considered part of the rural lands as identified in Section 1.1.4.1 and growth and development may be directed to these areas in accordance with Section 1.1.5 of the PPS. Section 1.1.5.2 states that permitted uses on Rural Lands include “resource-based recreational uses (including recreational dwellings); limited residential development; home occupations and home industries; and other rural land uses”. The proposed accessory building is considered an expanding home industry and is compatible with the largely commercial core area surrounding the subject property. Therefore, the development proposal is consistent with Section 1.1.5 of the PPS. Furthermore, Section 1.1.5.3 states “... economic opportunities should be promoted”. The expansion of the home industry will contribute to the local rural economy by providing a service (boat and vehicle detailing) for residents and tourists alike.

The PPS indicates that development on rural lands should be compatible with the rural landscape and be sustained by rural service levels (Section 1.1.4). Through the peer review process, it was noted that the existing road infrastructure would support the proposed development. Further, the hydrogeology work completed concluded that the existing well should be sufficient to service the water needs of the development. Further, the existing septic system can accommodate the additional domestic sewage due to additional employees on-site. However, details related to the disposal of grey water generated from the detailing operations still need to be finalized. Until such time, the proposed ZBLA cannot be considered consistent with the PPS, 2020

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019

The Places to Grow Act, 2005 (Bill 136), which received Royal Assent on June 13, 2005; promotes the use of growth plans to ensure that growth occurs throughout the Province in a positive manner. The Growth Plan for the Greater Golden Horseshoe (2019) came into effect on May 16, 2019.

The legislation is centered on the idea of building sustainable communities while making use of existing infrastructure. It also sets out to ensure that long term visions and goals guide decision-making, in order to maintain healthy and sustainable future growth opportunities.

The PJR assessed the applications within the context of the Growth Plan for the Greater Golden Horseshoe 2019 (Growth Plan), in particular Sections 2.2.9.3 and 4.

Section 2.2.9.3 of the Growth Plan states:

Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:

- c) other rural land uses that are not appropriate in settlement areas provided they:
 - i. are compatible with the rural landscape and surrounding local land uses;
 - ii. will be sustained by rural service levels; and
 - iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.

As indicated above, the development proposal is in a historically developed area that has a range and mix of commercial and light industrial uses. The proposed development is well suited for this area, can be sustained on rural service levels; and will not impact surrounding agricultural lands and uses. As noted above, details related to the disposal of grey water generated from the detailing operations still need to be finalized. Until such time, the proposed ZBLA cannot be considered consistent with the Growth Plan, 2019.

County of Peterborough Official Plan

In the County Official Plan, the subject property is identified as “**Rural and the Cultural Landscape**”. The goal of this designation is “*to preserve and enhance the rural character of the County as a cultural resource and ensure the viability of the agricultural industry*”. The proposal does not detract from this goal.

Township of Selwyn Official Plan

Official Plan Amendment No. 3 received Ministerial consent on October 22, 2008. The amendment functions as the lower tier Official Plan for the Township. Section 6.0 (Local Plan Policies) provides detailed strategies, policies and land use designations for planning and development at the local municipal level.

Schedule A1 (Land Use Plan – Rural Component) of the Official Plan, designates the lands subject to the development proposal **Rural** (refer to Figure 4).

The PJR assessed the applications within the context of the policies of the Rural designation (Section 6.2.2) and Criteria for Assessing Commercial, Industrial and Institutional Development (Section 7.14).

The **Rural** designation permits “*limited small-sale commercial uses*”. Presently, the property owner is operating a home-based business/industry from the subject lands. As noted above, the business has grown over the years, and the property owner is proposing to expand the business. The PJR indicates that the business is expanding beyond the scope of what would be considered a home-based business/industry; however, EcoVue argues that the proposed use is considered to be a small-scale commercial use – and as such is permitted within the **Rural** designation. County and Township staff agree with this interpretation.

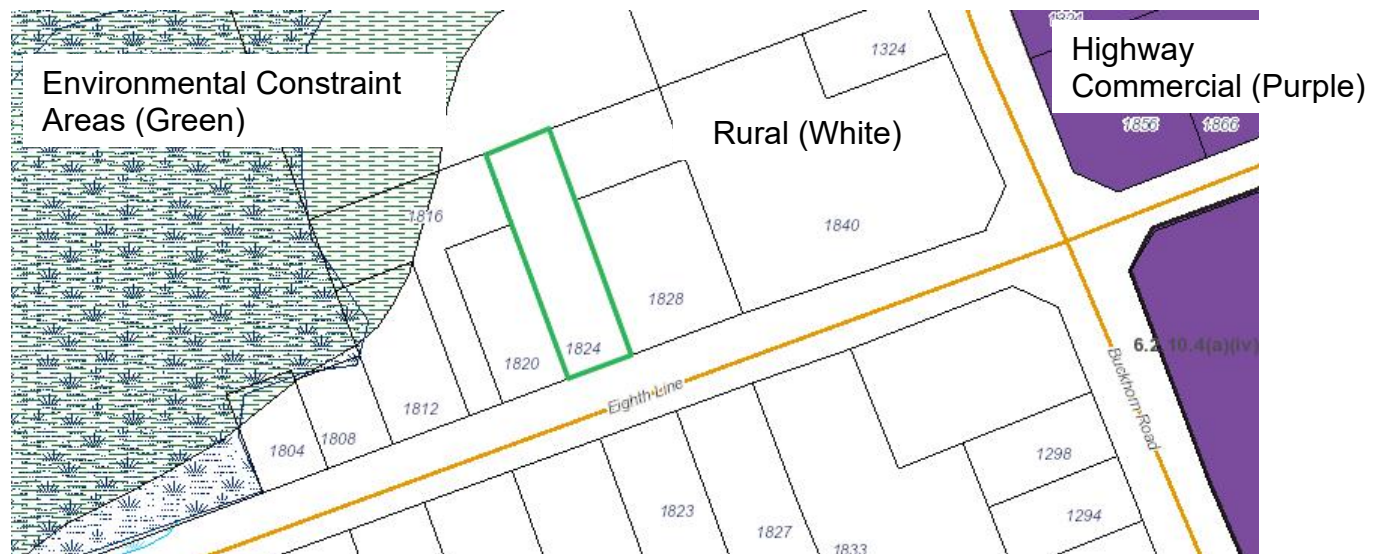


Figure 3: Excerpt from County of Peterborough Official Plan, 2008

Section 7.14 outlines a list of criteria that should be considered when considering a commercial, industrial and institutional development. EcoVue Consulting provided a review of the criteria as noted below:

(1) The proposal shall conform to the requirements for the appropriate zone in the implementing Zoning By-law.

By virtue of the proposed ZBLA, the proposal will conform to the requirements for the appropriate zone, being the amended site-specific RR-413. As described in this report,

the additional permitted use in the RR-413 Zone will be an automobile and boat detailing business.

(2) These uses shall have direct access to an arterial road, collector or Provincial highway. And should be sited to permit easy and safe access by motor vehicles.

The subject lands front on and have direct access to the Eighth Line.

(3) The proposal shall be in keeping with the existing size and type of development in the surrounding area. Proposals which will conflict with surrounding uses shall not be permitted unless the applicant can demonstrate to the satisfaction of the Township that the concerns can be overcome.

The PJR states, “the subject property is located in an existing commercial node and the proposed commercial building is in keeping with the existing character of the area.”

(4) Proposals which will create a substantial increase in traffic along local roads travelling through existing or potential residential areas shall not be permitted.

The Traffic Impact Study completed by Tranplan Associates noted that the existing road network is capable of handling the anticipated additional traffic generated from the proposed expansion of the existing business.

(5) All proposals located adjacent to residential uses shall be separated by a buffer strip, as set out in the implementing Zoning By-law.

The PJR states, “a planting strip will be provided along the western lot line, adjacent to the residential dwelling unit to the west. This buffer strip be a minimum of 3 metres wide and 1.5 metres high, in accordance with the provisions of the Township’s Zoning By-law”. This will be implemented through site plan control.

(6) Adequate off-street parking shall be provided and access points shall be limited in number and design in a manner which will minimize the danger to vehicular traffic.

Adequate off-street parking will be provided on the site and meet the requirements under Section 3.29 of the Township Zoning By-law.

(7) Advertising and signs shall be strictly limited.

As per comments from the County’s Infrastructure Services Department, a sign permit is required for the erection of any new signage.

(8) Open storage of goods or materials shall be permitted provided storage is suitably screened from adjacent uses from public view.

The PJR states:

There is a proposed open storage area shown on the Concept Plan. This storage area will be used for boats, automobiles, trucks and ATVs. The storage area is located at the rear of the property and is appropriately screened from adjacent residential uses.

As noted above, this will be implemented through site plan control.

(9) Commercial and service industrial uses shall be encouraged to locate in nodes, adjacent to existing concentrations of commercial development. Consideration will be given to commercial and industrial uses outside of designated areas only if there is a demonstrated need and no appropriate vacant land exists within the designated area.

The subject property is located in an existing industrial and commercial area and is appropriately designated. The subject lands are located in close proximity to the commercial node located at the intersection of the Eighth Line and Buckhorn Road.

(10) No uses shall be permitted which, from the nature of the process or materials used, is declared by the Health Unit to be a noxious trade, business or manufacture, under the Health Protection and Promotion Act, as amended.

The PJR notes that the proposed use involves detailing of automobile, trucks and boats. This is not deemed a noxious use under the Health Protection and Promotion Act. However, the disposal of grey water generated from the detailing operations has not been adequately addressed.

(11) Permitted use shall minimize smoke emissions, noise, odours or other forms of pollution. The appropriate standards and requirements of the Ministry of Environment shall be adhered to and shall be the minimum acceptable standard.

It has been noted that the applicant does not use chemicals in the cleaning/detailing process. There may be some remnants of waxing residue that may remain on the boats/vehicles, however, the amount would be insignificant, and is not anticipated to impact the environment. Further, the operation includes the use of gravel pads underneath the vehicles/boats when washing, which will assist in absorbing any residue.

The Township's peer review engineers have noted concerns with this approach, namely:

- Stantec has noted that the applicant intends to discharge the boats/vehicles water into the stormwater system, this system is intended to receive stormwater only, and this arrangement is generally not acceptable.
- Stantec has further noted that although the applicant does not intend to use chemicals in his cleaning, there remains a high probability that the cleaning will add various pollutants to the water, this could only be confirmed through monitoring program. Further the proposed LID measures are not sufficient to remove these pollutants.
- Finally, Stantec notes that the use of gravel pads underneath vehicles/boats when washing, is not an appropriate mitigation measure, as these are not fixed structures, and may not be used all the time.

(12) Access points to commercial and industrial uses shall be restricted in number and located to avoid any undue conflict with the normal and safe functioning of any adjacent road.

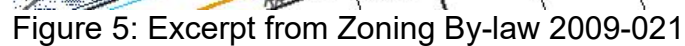
There will be one access point to the subject property.

Township of Selwyn Comprehensive Zoning By-law No. 2009-021

According to Schedule 'A', the subject lands are zoned "**Rural Residential Exception 413 (RR-413)**" (refer to Figure 5). The exception zone specifically permits a minimum lot frontage of 30 metres. Otherwise, all other provisions of the **RR** zone apply.

As previously noted, the development proposal is beyond the scope of would be considered a home industry. Further, the **RR** zone does not permit small-scale commercial/industrial uses beyond what would be considered a home-based business/industry. Therefore, the application proposes to complete a textural amendment to the **RR-413** zone, which would add the small-scale commercial uses – an automobile and boat detailing business - as a permitted use. It is proposed that a holding provision will be placed on the subject lands, which would obligate the property owner to enter into a site plan agreement with the municipality prior to the removal of the holding provision.

The draft by-law has been attached for Council's review.



In has been recommended that staff continue to work with the applicant to establish a viable solution for the disposal of greywater generated from the automobile and boat detailing operation; and that staff continue to receive comments from the public. Staff will consider the input received resulting from the public consultation process and bring back a recommendation for Council's consideration at a future Council meeting.

Jeannette Thompson, BSc, MCIP, RPP
Planner

**The Corporation of the
Township of Selwyn**

By-law Number 2021-015

**Being a By-law passed pursuant to the provisions of
Section 34 of *The Planning Act*, R.S.O. 1990, as amended to amend
the Township of Selwyn Comprehensive
Zoning By-law No. 2009-021, as otherwise amended**

Whereas the Council of the Corporation of the Township of Selwyn has received an application to amend By-Law No. 2009-021, otherwise known as the Comprehensive Zoning By-Law, insofar as is necessary to re-zone those lands described as being Part of Lot 24, Concession 8 in the Smith Ward (1824 Eighth Line).

The proposed Zoning By-Law Amendment related to the subject lands will amend the site-specific zone category, ***“Rural Residential Exception 413 (RR-413) Zone”***, of the subject lands; together with applying a ***“Rural Residential Exception 413-holding (RR-413(h)) Zone”*** to a certain portion of the subject lands. This would permit an additional the small-scale commercial use (i.e. an automobile and boat detailing business) as a permitted use.

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c.25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

Now therefore the Council of the Corporation of the Township of Selwyn enacts as follows:

1. **That** Schedule “A” attached to and forming part of By-law No. 2009-021, as otherwise amended, is hereby further amended by changing the zone category of certain lands described as being situated in Part of Lot 24, Concession 8 in the Smith Ward (1824 Eighth Line) from ***“Rural Residential Exception 413 (RR-413) Zone”*** to ***“Rural Residential Exception 413-holding (RR-413(h)) Zone”***, as illustrated on Schedule “A” attached hereto and by this reference forming part of this By-law.
2. That Schedule ‘B’, entitled Exceptions Zones, of By-law No. 2009-021, as amended, is hereby further amended with the deletion of subsection 423, and replacing it with the following:

“Rural Residential Exception 413-holding (RR-413h)
Roll No. 1516.020.003.26600

Notwithstanding any other provisions of the Rural Residential (RR) Zone to the contrary, within the following provisions shall apply:

a) Permitted Uses:

- i) Auto / boat detailing shop;
- ii) Those uses permitted in Section 4.12.1 of this By-law.

b) Regulations

- i) Lot Frontage (Minimum) 30 m

c) All other provisions of the Rural Residential (RR) Zone shall apply.

d) The Holding (H) symbol attached to the lands being the subject of this By-law shall be removed only the property owner has entered into a site plan agreement to the satisfaction of the Township, and/or the County of Peterborough, and/ or Conservation Authority.”

3. **That** subject to notice of the passing of this By-law in accordance with the provisions of Section 34(18) of the Planning Act, this By-law shall come into force and effect on the date of passing by the Council of the Corporation of the Township of Selwyn where no notice of appeal or objection is received pursuant to the provisions of Section 34(21) of *The Planning Act*, R.S.O.1990, as amended.

Read a first, second, and third time and finally passed this 23rd day of March, 2021.

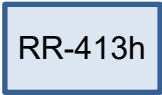
Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal

The Corporation of the
Township of Selwyn

Schedule 'A' to By-law No. 2021-015



Lands to be rezoned from “**Rural Residential Exception 413 (RR-413) Zone**” to “**Rural Residential Exception 413-holding (RR-413h) Zone**”.

Certificate of Authentication

This is Schedule 'A' to By-law No. 2021-015 passed this 23rd day of March, 2021.

Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal



Date: March 23, 2021

To: Mayor Andy Mitchell and Council Members

From: Jeannette Thompson, Planner

Subject: Zoning By-law Amendment File No. C-02-20
- 1824 Eighth Line – Smith Ward

Status: For Direction

Recommendation

That the report of the Planner regarding Zoning By-law Amendment related to lands described as Part Lot 24, Concession 8 in the Smith Ward (File No. C-02-20) be received for information; and

That By-law 2021-015, being a By-law to amend the site-specific zone category, “Rural Residential Exception 413 (RR-413) Zone”, of the subject lands; to “Rural Residential Exception 413-holding (RR-413(h)) Zone”, be brought forward to the by-law section of the agenda for consideration.

Information

Application Summary

The Township has received a complete application for a Zoning By-law Amendment (ZBLA), for the lands described as being Part of Lot 24, Concession 8 in the Smith Ward, municipally known as 1824 Eighth Line (Figure 1).



Figure 1: Location Plan

Presently the lands are designated ‘**Rural**’; and zoned “***Rural Residential Exception 413 (RR-413)***”.

The **Rural** designation permits “*limited small-sale commercial uses*”. Presently, the property owner is operating a home-based business/industry from the subject lands. The business has grown over the years, and the property owner is proposing to expand the business. The proposal is beyond the scope of a home occupation/home industry; however, would be considered a small-scale commercial use. The proposal is considered to be consistent with the County/Township Official Plan.

The property is zoned “**Rural Residential Exception 413 (RR-413)**”. The exception zone specifically permits a minimum lot frontage of 30 metres. Otherwise, all other provisions of the **RR** zone apply. The **RR** zone does not permit small-scale commercial/industrial uses beyond what would be considered a home-based business/industry. Therefore, the application proposes to complete a textural amendment to the **RR-413** zone, which would add the small-scale commercial uses – an automobile and boat detailing business - as a permitted use. It is proposed that a holding provision will be placed on the subject lands, which would obligate the property owner to enter into a site plan agreement with the municipality prior to the removal of the holding provision.

Report History & Public / Agency Feedback

Dated May 7, 2020, the prescribed Ministries and Agencies were provided with notice of the “complete” application via email / courier and facsimile. The Township provided Notice of a Complete Application and a Public Meeting on February 16, 2021 by prepaid first-class mail to any property owner(s) within a 120-metre radius of the subject lands. The prescribed Ministries and Agencies were provided notice via email and facsimile. The subject property was posted with a sign advertising the public meeting. The notice was available on the Township’s website. The notice circulation complied with the requirements of *The Planning Act*.

The following responses were received prior to the public meeting held on March 9, 2021.

Agency/Ministry/Peer Review Comments

- Enbridge Gas Inc., dated May 11, 2020.

Comment Summary: No objection to the application.

- Review of the Stormwater Management Report completed by ORCA, dated May 22, 2020; and December 21, 2020.

Comment Summary: The SWM Report has been reviewed by ORCA technical staff and is deemed to be satisfactory. Additional information has been requested to be addressed at the site plan stage of the development.

- Review of Traffic Impact Analysis by the County of Peterborough Engineering and Design, dated May 26, 2020 and November 13, 2020.

Comment Summary: Entrance Improvements to meet commercial standard will be required, as well as paving of the existing gravel shoulders. A sign permit may also be required for signage on the property. These items can be addressed as a function of the site plan approval process.

- Peer Review completed by Stantec Consulting Ltd., dated January 29, 2021 and March 2, 2021.

Comment Summary: Stantec completed a review of the Septic System and Water Quantity Assessment, and concurred that the existing septic system would be capable of handling the additional domestic sewage flow. Further, Stantec concurred that the well is shown to adequately meet both the water demand of the home and business with very little drawdown and is not expected to interfere with water quantities of neighbouring wells.

However, Stantec noted concerns related to disposal of greywater associated with the detailing operation. Following the public hearing staff have discussed the management of greywater with Stantec, and it was agreed that the management of grey water can be adequately addressed through the site plan process.

- Resubmission of a proposed grey water management solution with some additional detail was received on March 5, 2021 and has been forwarded to Stantec for review.

Public Comments

- Comments were received from Pat MacDonald dated June 4, 2020, identifying a number of concerns including: contamination of well due to greywater runoff of the operation, depletion of well due to water usage, and improper drainage. As noted above, peer review of the supporting documents were completed, and with the exception of the disposal of the grey water, concluded that the proposal would not adversely impact the neighbouring property owner in these matters. The management of grey water will be addressed through the site plan process.

Statutory Public Hearing

In accordance with the requirements of the *Planning Act*, a statutory public meeting was held on March 9, 2021; and Council resolved the following:

Resolution No. 2021 – 057 – Zoning By-law Amendment – 1824 Eighth Line

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Part of Lot 24, Concession 8 in the Smith Ward (1824 Eighth Line) be received for information; and

That staff consider the input received resulting from the public meeting, and bring back a recommendation for the March 23, 2021 Council meeting.

Carried.

At the hearing, it was noted that further comments were received from Pat MacDonald, identifying a number of concerns including: contamination of well due to greywater runoff, depletion of well due to water usage, and improper drainage.

It was also noted that a number of letters and a petition had been received by the Township in support of the application.

The agent for the applicant, Kent Randall from EcoVue Consulting spoke in support of the application. Mr. Randall indicated that the property owner will be using water from a cistern in order to minimize the need to use well water. Mr. Randall also re-iterated the proposed solution to manage grey-water, and further indicating that the amount of water discharged from the proposed use is minimal and that there would be little to no contaminants in the discharge. The property owners, Pat and Carrie Hasson were also in attendance, and spoke in support of the application, further clarifying the proposed operation, specifically indicating that the products used in the operations are being 'environmentally friendly'.

Kelly Wilson spoke on behalf of his mother, Evelyn Wilson. Mr. Wilson addressed concerns regarding water volumes and chemicals being used to operate the detailing operation. Mr. Wilson expressed concerns regarding the service being offered for minor body work being done on vehicles onsite. Mr. Randall advised that harsh chemicals will not be used and that the body work being done is minor (paint touch-ups and scratches).

At the time of preparation of this report, the Township has not received any further correspondence from neighbouring property owners, the applicant or their agent.

Planning Analysis

As noted in the Planner's report to Council dated March 9, 2021, the Provincial Policy Statement (PPS), 2020 indicates that development on rural lands should be compatible with the rural landscape and be sustained by rural service levels (Section 1.1.4). Through the peer review process, it was noted that the existing road infrastructure would support the proposed development. Further, the hydrogeology work completed concluded that the existing well should be sufficient to service the water needs of the development; and the existing septic system can accommodate the additional domestic sewage due to additional employees on-site. However, details related to the disposal of grey water generated from the detailing operations still need to be finalized. Staff have confirmed with our peer review engineers, Stantec, that a viable solution for the disposal of grey water generated from the operations can be established. The details of how the greywater is to be managed can be finalized through the site plan approval process. The proposed ZBLA is considered to be consistent with the PPS, 2020.

The Growth Plan for the Greater Golden Horseshoe, indicates that development outside of settlement areas may be permitted on rural lands for under certain circumstances:

- they are compatible with the rural landscape and surrounding local land uses;
- will be sustained by rural service levels; and
- will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.

The development proposal is in a historically developed area that has a range and mix of commercial and light industrial uses. The proposed development is well suited for this area, can be sustained on rural service levels; and will not impact surrounding agricultural lands and uses. As noted above, details related to the disposal of grey water generated from the detailing operations will be finalized through the site plan approval process. The proposed ZBLA is considered consistent with the Growth Plan, 2019.

As noted above the property is designated **Rural**. Within the **Rural** designation "*limited small-sale commercial uses*" are permitted. Presently, the property owner is operating a home-based business/industry from the subject lands. As noted above, the business has grown over the years, and the property owner is proposing to expand the business. The PJR indicates that the business is expanding beyond the scope of what would be considered a home-based business/industry; and alternatively, would be considered a small-scale commercial use. The proposed ZBLA is considered to be consistent with the County/Township Official Plan.

The property is zoned Rural Residential Exception 413. The exception zone recognizes a minimum lot frontage requirement of 30 metres. Permitted uses within the RR-413

Zone include residential uses; and home industries/occupations accessory to the residential use. As previously noted, the development proposal is beyond the scope of would be considered a home industry. Therefore, the application proposes to complete a textural amendment to the **RR-413** zone, which would add the small-scale commercial uses – an automobile and boat detailing business - as a permitted use. It is proposed that a holding provision will be placed on the subject lands, which would obligate the property owner to enter into a site plan agreement with the municipality prior to the removal of the holding provision.

It is my professional planning opinion that the proposal is consistent with the Provincial Policy Statement and the Growth Plan and maintains the spirit and intent of the County and Township Official Plans and the Township Zoning By-law, and represents good planning.

Financial Impact

The recommendation in this report has no financial impact.

Environmental Impact

The recommendation in this report has no environmental impact.

Strategic Plan Reference

Goal 3: Support a sustainable, balanced, and investment-ready community.

Official Plan and Zoning By-law updates that support environmental and agricultural stewardship, housing diversity and economic investment.

Attachment

- Draft Zoning By-law Amendment prepared by Township Planning Staff
- Public and Ministry / Agency Comments
- Staff Report dated March 9, 2021

Jeannette Thompson

Prepared By: Jeannette Thompson, Planner

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Subject: Motor Vehicle Accident (MVA) Billing Policy	Effective Date: March 23, 2021
	Review Date:
Page: 1 of 1	

Motor Vehicle Accident Billing Policy

Purpose:

The Township of Smith-Ennismore-Lakefield Fire Department attends to Motor Vehicle Accidents for the purpose of life safety, extrication of trapped victims and property protection. The Fire Department also plays a role in traffic control for the safety of its firefighters and other emergency service personnel that are working on scene, as well as the other motorists.

Objectives:

To help offset the costs incurred in response to these incidents, an invoice will be calculated using the current Ministry of Transportation (MTO) fee for service rate for all Motor Vehicle Accidents in which a Highway Traffic Act infraction has been committed.

Applicable Legislation:

The Municipal Act, 2001, S.O. 2011, C. 25, Section 391(1), as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided by or on behalf of it.

Policy:

1. Billings will be issued for MVA incidents where a driver (resident or non-resident) is charged under the Highway Traffic Act.
2. The billing will be sent to the applicable insurance company.
3. Where there is no insurance policy in place, the billing will be sent directly to the driver.
4. Where the insurance company refuses to pay the bill, the bill will re-directed to the driver.
5. The Fire Chief, or designate, may waive or reduce the fee under certain, limited circumstances (eg. extenuating or compassionate circumstances)



Date: March 23, 2021

To: Mayor Andy Mitchell and Council Members

From: Gord Jopling, Fire Chief

Subject: Fire Department, MVA Billing

Status: For Direction

Recommendation

That the report from the Fire Chief regarding the Fire Department Motor Vehicle Accident (MVA) billing policy be received for information and that Bylaw 2021- 022, a Bylaw to adopt the Motor Vehicle Accident Billing Policy, be brought forth the Bylaws section of the agenda.

Information

Council provided the following direction in response to the November 24, 2020 report with respect to the Fire Department MVA Billing:

Resolution No. 2020 – 228 – Fire Department MVA Billing

Councillor Anita Locke – Councillor Gerry Herron –

That the report from the Fire Chief regarding the Fire Department Motor Vehicle Accident (MVA) billing process be received for information; and that a policy be developed for Council's consideration to provide for MVA billings to be sent directly to the drivers involved in an accident who are deemed to be at fault and/or are charged under the Highway Traffic Act.

Councillor Anita Locke - yes

Mayor Andy Mitchell - yes

Deputy Mayor Sherry Senis - yes

Councillor Donna Ballantyne - no

Councillor Gerry Herron – yes

Carried.

In subsequent discussions as part of developing the policy staff have identified an alternative for the billing process which may assist in recovering the costs associated with MVA responses while minimizing the number of billings sent directly to drivers. This alternative would provide for the billings to be directed to the driver directly only in instances where the insurance company refuses to pay the bill or where there is no insurance policy in place.

The attached policy has been prepared to guide the billing process and incorporates the provisions which have been the practice of the Fire Department related to the MVA billing process in the past. Essentially the only change would be that the billing would be sent directly to the driver should the insurance company refuse to pay or if there is no insurance policy in place. The policy would establish the following parameters:

- Issue MVA billings for incidents where a driver (resident or non-resident) is charged under the Highway Traffic Act;
- Billing to be sent to the applicable insurance company;
- Where there is no insurance policy in place, the billing will be sent directly to the driver;
- Where the insurance company refuses to pay the bill, the bill will directed to the driver for payment;
- Provision to authorize the Fire Chief, or designate to waive or reduce the fee under certain, limited circumstances (eg. extenuating or compassionate circumstances)

Financial Impact

It is anticipated that there will be an ability to collect more of the billed amounts as the driver is responsible to pay the bill where there is no insurance coverage to access. There could be costs incurred for the services of a collection agency to pursue outstanding accounts. As these are not services provided to a property, they cannot be added to the tax roll.

Environmental Impact

- No environmental impact related to this recommendation.

Strategic Plan Reference

- Achieve excellence in governance and service delivery
- Support a sustainable, balanced, and investment-ready community

Attachment (s)

- Draft MVA Policy

Gord Jopling

Prepared By: Gord Jopling, Fire Chief

R. Lane Vance

Reviewed By: Lane Vance, Manager of Financial

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: March 23, 2021

To: Mayor Andy Mitchell and Council Members

From: Janice Lavalley, C.A.O.

Subject: Curbside Garbage Collection Contract Extension

Status: For Direction

Recommendation

That the report of the Chief Administrative Officer with regard to the extension of the Curbside Garbage Collection Contract be received for information, and

That Bylaw 2020 - 022 to authorize the execution of a Memorandum of Understanding with Waste Connections of Canada Inc. for an extension of the current curbside garbage collection contract, be brought forth for passage under the Bylaws section of the agenda.

Information

As identified in the 2021 work plan, the current term of the curbside garbage collection contract expires September 27, 2021. Given current circumstances related to waste management, staff met with representatives of Waste Connections of Canada Inc. (WCC) to discuss the possibility of an extension to the contract. WCC are amenable to extension of the contract for one-year, with an option for a second year subject to review and mutual consent of both parties. The terms and conditions of the contract would remain the same and the cost would be subject to a 4% increase. Proceeding with the contract extension at this time is recommended as it would:

- provide for continuity of service for ratepayers during the transition period to clear bag program;
- reasonable increase in cost given overall length of contract period and provisions therein and which is within current budget estimates;
- provides additional time to understand the Provincial and County direction with respect to waste diversion/organics and the impact this may have on the future collection program;
- provides additional time for the County to complete its review of Waste Management Services as recommended by the Integrated Service Delivery Review completed in 2020 and understand any resulting impacts (review is currently underway with expectation it would be complete early 2022).

The Memorandum would be structured to provide for a one-year renewal with an optional second year subject to the circumstances at that time and the mutual consent of the parties.

Clear Bag Program Update

It is timely to provide Council with an update on the status of the Clear Bag Program soft launch activities. The program is scheduled to come into full force as of September 1, 2021. While some initiatives had to be changed due to COVID-19 restrictions, there has been a great deal of activity that will hopefully help the transition to enforcement of the program in the Fall.

- In advance of the soft launch we communicated with local retailers to ensure they were aware of the program and stocking up on regular and kitchen-sized clear bags. Staff have been in touch a couple times in the last year to keep communication open and will continue working with local retailers leading up to September.
- A complete *Let's Be Clear* Sorting Guide and Frequently Asked Questions has been developed and a webpage on the Township website was created to house these documents as well as other relative information on the program.
- Posters and signage were put up in high traffic venues across the community including the landfill.
- The public outreach promoting the Clear Bag Program was conducted at the landfill twice a week through the summer and fall of 2020.
- An unaddressed ad mail out was prepared in which clear bag ads, a free clear bag and coupons were sent to every household in the Township.
- Two community contests (Cheerful Challenge & Sustainable Stories Contest) were held and the prizes were boxes of clear bags, accompanied by Sorting Guides.
- A Special Circumstances Program for people with personal or medical reasons has been set-up to allow the continued use of opaque bags.
- The 2020 Council Communicator featured a story on the Clear Bag Program.
- Stories on the Clear Bag Program have been featured by several local publications including The Lakefield Herald, the Peterborough Examiner and MyKawartha.
- The Kawartha Lake Stewards Association has featured an ad for the Township's Clear Bag Program in their 2019 Annual Report and will include an ad again in their 2020 Annual Report.

Curbside garbage collectors have noted that approximately 30% of residents have started using clear bags for garbage and utilizing the privacy bag allowance. Based on best practice for clear bag programs, this is good progress! Among residents who use the landfill, attendants have noticed minimal participation in the clear bag program. Therefore, we will focus public education efforts on landfill users in the coming months. Staff will also continue sharing information regularly through Township communication outlets (social media, e-newsletters, electronic sign) and conducting other promotional activities to in order to raise awareness of the program.

Financial Impact

Costs for this contract are provided for in the annual budget and the related increased contract price is within the current estimates.

Environmental Impact

There are no environmental impacts related to this report.

Strategic Plan Reference

- Achieve excellence in governance and service delivery.

Attachments

None

Janice Lavalley

Prepared By: Janice Lavalley, CAO

R. Lane Vance

Reviewed By: R. Lane Vance, Manager of Financial Services
Treasurer



Date: March 23, 2021

To: Mayor Andy Mitchell and Council Members

From: R. Lane Vance, Manager of Financial Services
Adam Tobin, Project Coordinator-Water&Sewer

Subject: Generator System Replacement at Various
Selwyn Water and Wastewater Facilities

Status: For Endorsement

Recommendation

That the report of the Manager of Financial Services and the Project Coordinator – Water & Sewer with respect to the Generator System Replacement at Various Selwyn Water and Wastewater Facilities be received for information; and

That Selwyn Township enters into an agreement with Supply Point Inc. to complete services for removal and installation of generators at various water and wastewater facilities for a contract value of \$367,500 (HST excluded); and

That By-law 2021-021 to authorize the execution of an Agreement between Supply Point Inc. and the Township of Selwyn for Generator System Replacement at Various Selwyn Water and Wastewater Facilities be forwarded to the by-law section of the agenda for Council consideration; and

That Council confirms the costs for oversizing of the generators to accommodate future demand will be calculated and recovered through future development charges.

Information

As directed by Council at the January 19th, 2021 regular meeting, a tender was issued for replacement of Generator System Replacement at Various Selwyn Water and Wastewater Facilities.

Resolution No. 2021 – 005 – Generator System Replacement at Various Selwyn Water and Wastewater Facilities

Councillor Gerry Herron – Deputy Mayor Sherry Senis –

That the report of the Manager of Financial Services and the Project Coordinator – Water & Sewer with respect to the Generator System Replacement at Various Selwyn Water and Wastewater Facilities be received for information; and

That the Township of Selwyn reject all bids related to the Request for Proposal for the Generator System Upgrades at Selwyn Water and Wastewater Facilities; and alternatively that staff be directed to complete and issue a Tender for Generator System Replacement at Selwyn Water and Wastewater Facilities.

The results of the subsequent tender are provided below;

	<u>Item</u>	<u>Bid</u>	<u>Total</u>
Supply Point	Water Street SPS	\$143,500	\$367,500
	Water Treatment Plant	\$128,500	
	Woodland Acres B.S.	\$ 95,500	
Summit Mechanical	Water Street SPS	\$142,500	\$370,900
	Water Treatment Plant	\$136,200	
	Woodland Acres B.S.	\$ 92,000	
Ferguson Electric	Water Street SPS	\$153,000	\$371,000
	Water Treatment Plant	\$128,000	
	Woodland Acres B.S.	\$ 90,000	
Total Power Solutions	Water Street SPS	\$166,972	\$413,904
	Water Treatment Plant	\$148,158	
	Woodland Acres B.S.	\$ 98,774	

Bids submitted for this project include all necessary labour, materials and equipment to supply, deliver and install three (3) various sized stationary stand-by emergency generating sets and appurtenances. Generators for the Water Treatment Plant (WTP) and Water Street Sewage Pumping Station were identified as requiring additional capacity to meet future load requirement. Generator sets at these locations will be upgraded to 200 kW and 250 kW respectively. The Woodland Acres Booster Station serves the Woodland Acres subdivision exclusively. As this subdivision is fully built out, there is no increase in load requirement anticipated at this location. This unit will be replaced with a generator of the same load rating, 80 kW.

The three low bid submissions were very close in range, indicating a competitive tender process. It was noted that the low bid from Supply Point Inc. reflected a larger credit than other bidders for the existing generators, reducing their bid submission. The generator models submitted by the three low bids, including Supply Point Inc., for installation at the facilities are all Kohler generator sets similar to the one seen below.



200 kW Kohler Generator Set

After a thorough review of the submissions for completeness and accuracy Supply Point Inc. provided a complete Tender Package and have demonstrated that they can meet the outlined project objectives.

Strategic Plan Reference

Goal: Achieve excellence in governance and service delivery.

Environmental Impact

Generator system replacement at these facilities will improve emissions as new units are built to current standards

Financial Impact

Council will recall that the rebuild/upgrades originally required by TSSA were estimated to be approximately 50-60% of total replacement value. Since the units were well along in their useful life, the full replacement was seen to be better value for dollar and expected to cost approximately \$262,500. The oversizing for future demand accounts for the additional dollar value of this tender and is approximately \$102,500. This oversizing amount is recommended to be recovered through future development charges.

The remaining funding for these improvements will come from the Lakefield Water and Sewer reserve respectively.

Adam Tobin

Prepared By: Adam Tobin, Project Coordinator – Water & Sewer

R. Lane Vance

Prepared By: R. Lane Vance, Manager of Financial Services

Janice Lavalley

Approved By: Janice Lavalley, CAO

Ministry of the Solicitor General

**Office of the Fire Marshal and
Emergency Management**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
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Ministère du Solliciteur général

**Bureau du commissaire des incendies et
de la gestion des situations d'urgence**

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MEMORANDUM TO: CAO Janice Lavalley
Clerk Angela Chittick
Fire Chief Gord Jopling

FROM: Jon Pegg
Ontario Fire Marshal

DATE: March 11th, 2021

SUBJECT: Fire Safety Grant Announcement

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of Selwyn is eligible to receive up to **\$8,800.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding the grant may not have time to proceed to municipal council for approval within the

timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at ofm@ontario.ca. If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg
Ontario Fire Marshal



Date: March 23, 2021

To: Mayor Andy Mitchell and Council Members

From: Gord Jopling, Fire Chief

Subject: Government of Ontario Fire Safety Grant

Status: For Direction

Recommendation

That the report from the Fire Chief regarding the Fire Safety Grant be received for information; and

That the grant be used for further firefighter training offered at the Eastern Ontario Emergency Training Academy; and

That a budget amendment report be brought forth at a future meeting to formally amend the 2021 budget.

Information

With the announcement from the Office of the Fire Marshal and Emergency Management of the one-time allocation of \$5 million dollars toward the Fire Safety Grant, the Township is eligible for a total up to \$8,800. This grant is based upon a \$4,500 base amount plus an amount calculated by population. Funding must be used before August 1, 2021.

The grant is meant to provide funding to assist in addressing challenges associated with training and inspections due to the COVID-19 pandemic. Fire Department staff considered both the training and fire prevention divisions and are recommending the allocation of the grant to provide for additional training to be conducted at the Eastern Ontario Emergency Training Academy (EOETA) in Norwood.

The Fire Prevention division has been providing virtual programs at very cost effective or no cost to our ratepayers. Training has also been conducted virtually for the most part since the pandemic began.

This grant offers an opportunity to provide live fire training and sign offs to approximately 48 Officers and/or Firefighters. With the refitting of the fire tower at the EOETA to propane, a quality safe training session can be provided for our personnel. The opportunity to provide some enhanced hands-on training at the EOETA will enhance the Department's procedures and health and safety on fire scenes. The training will be conducted in four ½ day sessions with 12 firefighters participating in each session as well as 9 instructors.

Financial Impact

The cost of the training is estimated to be approximately \$8,800 and will be funded by the grant.

Environmental Impact

No environmental impact related to this recommendation.

Strategic Plan Reference

- Achieve excellence in governance and service delivery
- Support a sustainable, balanced, and investment-ready community

Attachment

- Ministry of the Solicitor General – Fire Safety Grant Announcement

Gord Jopling

Prepared By: Gord Jopling, Fire Chief

R. Lane Vance

Reviewed By: Lane Vance, Manager of Financial

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: March 23, 2021
To: Mayor Mitchell and Council Members
From: Angela Chittick, Manager of Community & Corporate Services/Clerk
Subject: Approval to Licence a New Group to Conduct Lottery Events
Status: For Direction

Recommendation

That the report of the Manager of Community & Corporate Services/Clerk, with respect to approving the licensing of a new group to conduct lotteries, be received for information; and that approval be given to license the Peterborough Regional Health Centre Foundation to conduct lottery gaming events in the Township of Selwyn, subject to all of the required documentation to comply with AGCO regulations being submitted to the Township's satisfaction.

Information

The Peterborough Regional Health Centre Foundation is seeking permission to conduct lottery events in the Township of Selwyn. The Foundation is an approved charity whose function is to raise funds for the benefit of the Peterborough Regional Health Centre to enhance patient care through supporting the purchase of equipment and other lifesaving/health care programs.

The Peterborough Regional Health Centre Foundation wishes to conduct lottery activities to support its programs and services.

Strategic Plan Reference

1. Foster a healthy, engaged and connected community

Financial Impact

None.

Angela Chittick

Reviewed By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer

Transit Service Agreement for Selwyn Township Rural Bus Service dated this ____ day of _____ 2021

Between:

The Corporation of the City of Peterborough
("Peterborough Transit" or the "City")

and

The Corporation of the Township of Selwyn
("Selwyn")

Recitals

- A. The Township of Selwyn (Selwyn) has received provincial funding to establish a rural transportation service ("The Link") operating within Selwyn and Curve Lake First Nation and linking to the City of Peterborough.
- B. Selwyn and the City of Peterborough's Transit Division ("Peterborough Transit") have entered into discussions for Peterborough Transit to operate The Link transit services and provide services to support The Link on behalf of Selwyn; and to develop a transit transfer agreement for ridership travelling between Selwyn Township and Peterborough.
- C. Selwyn and Peterborough Transit wish to set out the terms and conditions upon which The Link transit service and transit transfer agreement for ridership travelling between Selwyn Township and Peterborough will be provided.

Now the parties, for the consideration and exchange of the covenants set out herein, the receipt and sufficiency which is hereby acknowledged, agree as follows:

Term and Termination

- 1. The agreement will remain in full force and effect for a term commencing on Sunday, May 2nd, 2021 (the "Effective Date") and being fully completed on March 31, 2023, (the "Term") being a date which accords with the funding period contained in the Provincial Community Transportation Grant, subject to either party invoking the applicable termination or extension clauses.
- 2. The parties may extend the term of the agreement to align with any extended funding period granted in accordance with the Provincial Community Transportation Grant, upon such terms and conditions as the parties may in writing agree to.

3. If either party wishes to terminate the Agreement, it shall provide six (6) month's notice.

Selwyn Township "The Link" Customer Access to Peterborough Transit Services

4. For the duration of this agreement, all eligible customers of The Link services will be permitted a single transfer on each trip to and from any Peterborough Transit Route, subject to the following conditions:
 - a. Customers hold valid passes, have proof of purchase of valid fare media or purchase valid fare media at the time of boarding for The Link;
 - b. Customers abide by the policies of Peterborough Transit.

Continuity of Services Provided by Peterborough Transit

5. Peterborough Transit will continue to operate City transit services that allow for the transfer of passengers between The Link and City transit routes during the term of the agreement.
6. Peterborough Transit reserves the right to add, remove or modify City transit routes within the City of Peterborough as it deems appropriate, which may include routes that use or access transit stops within the City or stops along the routes of the current and proposed Link routes, or which may serve as transfers for The Link.
7. Peterborough Transit reserves the right to adjust the schedule and/or frequency of any City transit routes in response to ridership demands or other factors deemed appropriate by Peterborough Transit in its sole opinion.
8. In event of a change to existing City transit routes or schedules during the term of the agreement, Peterborough Transit will provide reasonable notice to Selwyn in advance of the change of service.
9. The City will use reasonable efforts to integrate The Link Schedule/ Routes/Rates on any Peterborough Transit application ('app') platforms it develops or deploys.
10. Selwyn acknowledges that Peterborough Transit will not provide on-demand accessible transit services (also known as "Handi Van")

Selwyn Township Rural Bus Services to be Provided by Peterborough Transit

11. Peterborough Transit agrees to operate a designated rural transit service, known as "The Link", on behalf of Selwyn Township during the term of the agreement. The base rural transit service is comprised of two routes using accessible buses,

providing undesignated flag and designated stop, both accessible and non-accessible, as mutually agreed by the parties, as described below:

- a. Curve Lake – Lakefield Route: Running between Curve Lake, Lakefield and Trent University, Monday to Friday (except holidays as outlined in Section 13), on a schedule and frequency to be agreed upon between the parties and attached hereto as Appendix 1 - Year One Service and Transfer Scenarios, (Appendix 1”), and;
 - b. Ennismore – Bridgenorth Route: Running between Ennismore, Bridgenorth and Trent University, Monday to Friday (except holidays as outlined in Section 13) on a schedule and frequency to be agreed upon between the parties and attached hereto as Appendix 1.
12. Notwithstanding anything else in this agreement enhancements or reductions to The Link services may be made by the parties without requiring amendments to this agreement. All changes will be confirmed by issuing a new Appendix 1.
 13. Unless otherwise agreed under Section 15 “Other Enhanced Services”, The Link service will not be provided on the following Statutory Holidays: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.
 14. The City may, acting reasonably, change service levels outlined in this agreement or as subsequently agreed to in writing, upon providing Selwyn with reasonable prior written notice. Such changes apply to all services inclusive of but not limited to service frequency, schedules, transfer locations identified in The Link base service.

Other Enhanced Services

15. Peterborough Transit and Selwyn may enter into an additional agreement(s) as required to and provide additional customer service enhancements, as follows:
 - a. Additional transit services on weekends or statutory holidays;
 - b. Additional buses or additional routes to improve frequency of services;
 - c. City provision of printed route maps and schedules for Link services on behalf of Selwyn.

Program Administration

16. The parties agree to the establishment of the Community Transportation Task Team (“CT Task Team”) with membership from Peterborough Transit, Selwyn, Curve Lake First Nation, and representatives from municipalities or First Nations

which have executed a Link agreement with the City of Peterborough. The CT Task Team will meet as required to:

- a. Review program performance;
 - b. To review and/or resolve service levels, route performance, ridership, and other performance issues that may arise from time to time; and
 - c. Discuss program or service issues, changes to services or to this agreement.
17. Any new or enhanced services provided by Peterborough Transit under this agreement will be on a fee for service basis as described in this agreement.
18. Selwyn shall administer The Link Transit Pass Program (the “Program”) excepting as detailed in Section 19 and Section 20, through the development and implementation of policies including policies concerning:
- a. Establishing collection and management of passenger fares and program fees from other entities which have a contractual relationship with Selwyn (E.g. other organizations including Trent University);
 - b. Refund policies and processes for The Link customers;
 - c. Policies and processes for replacing lost or stolen passes (including issuing temporary passes as required);
 - d. Providing and disseminating printed route maps and schedules to Selwyn residents for all Link services and other new services as part of the agreement including any planned variations to routes or schedules for different periods under The Agreement. Providing, installing and maintaining printed route maps and schedules at any Link bus stops or shelters. Electronic copies of route maps and schedules for The Link will be provided by Selwyn (unless otherwise agreed to) for posting to the City of Peterborough website and printed copies will be provided by Selwyn for distribution on buses and in the downtown Transit Terminal. Selwyn will promptly post electronic copies of routes maps and schedules for The Link routes on the applicable Selwyn website(s);
 - e. Advertising and marketing of Link services to its residents, including providing a web page for residents that provides information on Selwyn policies and access to route maps and schedules for new services, and selling advertising or entering into sponsorship agreements for any Link bus stops or shelters installed and provided by Selwyn.
 - f. Receiving, tracking and responding to Selwyn passenger complaints about service hours or program policies and forwarding a copy of same to Peterborough Transit; and

- g. Making routine adjustments to fares to cover annual cost increases or planned service level changes.
19. Where Peterborough Transit is required to collect fare onboard or at the designated Link pass sales locations in the City of Peterborough, Peterborough Transit will track all sales in a manner which will allow the parties to satisfactorily reconcile the Link fares collected and the Selwyn-to-City transfer fee. For the Term, the Selwyn-to-City transfer fee shall be set at a rate of \$1.00 per transfer. Reporting and remittance will be conducted in accordance with Section 26.
 20. Where Peterborough Transit shall track all transfers from The Link service to Peterborough Transit service and complete its reporting and remittance in accordance with Section 26.
 21. Selwyn agrees that policies developed under Section 18 will be consistent with Peterborough Transit's operational policies and that any new policies or changes to approved policies will be submitted in writing to Peterborough Transit for review and approval a minimum of 60 business days prior to their intended implementation date.
 22. Peterborough Transit agrees that review and approval of any new policies or changes to approved policies will be completed within 30 business days of receipt and that its review will focus on consistency with current or amended Peterborough Transit policies and any applicable legislation governing delivery of transit services (E.g. **Accessibility for Ontarians with Disabilities Act**), and that approval of such policy changes will not be unreasonably withheld.
 23. The City reserves the right to:
 - a. notwithstanding Section 18 above, check and determine the validity of a Link Pass or fare media and to refuse access to service for reasonable cause; and
 - b. Resolve all complaints regarding Peterborough Transit service or policies which are received by Peterborough Transit;
 - c. to sell on-bus advertising under its Sponsorship, Naming Rights and Advertising Policy, accordingly, Selwyn acknowledges that the City has the exclusive right to sell sponsorship and advertising on City transit vehicles that provide the service in Selwyn.

Fees for Service and Billing

24. Peterborough Transit will provide The Link bus service to Selwyn as described in Appendix 1, or as subsequently agreed to, and will charge Selwyn for each hour of service delivered at the rate of \$85.30 per hour of service for the first year of

this agreement commencing (May 2nd, 2021). In subsequent years, the hourly rate for service will increase by 2% annually at May 1st.

25. Hours of service will include the scheduled hours of “revenue service” for each vehicle utilized to deliver the service plus any additional “non-revenue” time required to cover reporting time plus any deadhead travel time incurred in delivering service, in accordance with the applicable operational policies of Peterborough Transit.
26. Peterborough Transit will invoice Selwyn quarterly. The City will use reasonable efforts to issue an invoice for the first quarter in April; for the second quarter in July; for the third quarter in October; and for the fourth quarter in January. Selwyn shall pay each invoice within 30 calendar days of receipt. The invoice will include the billed hours of service; a reconciliation of transfer fees owed by The Link to Peterborough Transit and a reconciliation of fee collected by Peterborough Transit that are owed to The Link.
27. In the event of a termination of service in accordance with this agreement, hours of service provided up to the termination date will be billed to Selwyn as soon as practicable following the termination date.
28. Peterborough Transit will provide other enhanced services as described in Section 15 of this agreement and will invoice Selwyn separately for these services in accordance with the terms of the separate agreements covering these services.

Program Monitoring and Reporting

29. The parties agree to develop a monitoring and reporting program to provide information on statistics and usage of the new services.
30. The costs of program monitoring and reporting will be equally shared by both parties through in-kind contributions of staff and other financial resources, unless otherwise agreed.
31. The parties agree that any rights related to the reduction of Greenhouse Gas or particulate matter emissions, including any current or future value of greenhouse gas emissions from motor vehicles that may be created due to auto trip reduction associated with the Service Operating and Transit Transfer Agreement, including any tradable credits, offsets, reductions, transfers, or other instruments whether such rights or instruments are traded at the time of the execution of this agreement, will be retained by Peterborough Transit.
32. Selwyn will be responsible for reporting financial information and operational statistics regarding Link services to external agencies (such as MTO and Canadian Urban Transit Association) as required. Peterborough Transit will

assist in assembling the required operational statistics related to services provided on behalf of Selwyn.

33. Selwyn will be responsible for applying for and administering any Provincial or Federal transit related funding programs to support The Link services including, but not limited to, Provincial Gas Tax Program and the Provincial-Federal Investing in Canada Infrastructure Program (ICIP) as applicable.

Service Disruptions

34. In the event of a service disruption impacting City transit services or The Link services established as part of this agreement, Peterborough Transit will provide reasonable notice to Selwyn of the service disruption and the anticipated length of time before full services can be restored (if known).
35. Peterborough Transit will not be held responsible for service disruptions due to external factors (E.g. traffic congestion, weather, etc.) impacting on time service performance of City services or The Link services established as part of this agreement.
36. Where a planned event, such as a detour or road construction, is anticipated to result in a disruption to service along a route covered by this agreement, Selwyn will notify Peterborough Transit as soon as they are aware of the need for disruption and will provide as much advance notice as possible to allow for the joint development of plans for changes to service during the period of disruption. If Peterborough Transit becomes aware of an event, such as a detour or road construction, that will result in a disruption to service along a route covered by this agreement, Peterborough Transit will notify Selwyn as soon as we are aware of the need for the disruption, and will provide as much advance notice as possible of any changes proposed to the service during the period of the disruption. During the disruption Peterborough Transit will post appropriate notification of the service disruption in accordance with current Peterborough Transit policies and may implement other measures including but not limited to providing a detour for the route, temporarily closing stops, opening temporary stops, or modifying the schedule in order to maintain service.
37. In the event of a labour disruption at Peterborough Transit, service will be suspended pending resolution of the labour disruption, Peterborough Transit will provide reasonable notice to Selwyn of the service suspension. Selwyn will not be billed for scheduled service hours that cannot be fulfilled due to a labour disruption at Peterborough Transit.

Indemnity

38. Peterborough Transit shall defend, indemnify and hold harmless Selwyn, its directors, officers, employees and agents from and against any and all Claims which may be suffered or incurred by, accrue against or be charged to or

recoverable from Selwyn that are caused by Peterborough Transit while performing the Services within Selwyn's municipal boundary.

Insurance

39. Peterborough Transit shall arrange for insurance coverage as described below (AM Best Rating – A or better) and provide proof of their insurance to Selwyn in the form of a certificate of insurance which includes 30 days notice of cancellation.

Automobile Insurance

Coverage: Standard OAP 1 Automobile Liability in an amount no less than \$8,000,000 in accordance with the Public Vehicles act including Accident Benefits per Ontario Statutes including and OPCF 6A Permission to Carry Passengers for Compensation.

Commercial General Liability Insurance

Coverage:

Peterborough Transit shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to Selwyn and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a. A limit of liability of not less than \$8,000,000 per occurrence.
- b. Add Selwyn as an additional insured with respect to the operations of the Named Insured (The Corporation of the City of Peterborough).
- c. The policy shall contain a provision for cross liability & severability of interest in respect of Selwyn.
- d. Non-owned automobile coverage with a limit not less than \$8,000,000 and shall include contractual non-owned coverage (SEF 96).
- e. Products and completed operations coverage.
- f. Broad Form Property Damage
- g. Contractual Liability
- h. The policy shall provide 30 days prior (written) notice of cancellation or material change.

Miscellaneous

40. Neither party will assign this agreement, or any of the rights granted by this agreement, without prior written approval of the other party.
41. This Agreement and all schedules and attachments are subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"). Any

information collected by Peterborough Transit pursuant to this Agreement is subject to the rights and safeguards provide for in the MFIPPA).

42. The parties hereto declare that nothing in this Agreement shall be construed as creating a legally binding partnership, joint venture or agency relationship between them. Neither party is in any way authorized to make a promise, agreement, or contract on behalf of the other nor is Selwyn deemed to be a sales agent for Peterborough Transit.
43. If any provision of this agreement is determined by a Court of competent jurisdiction to be invalid or unenforceable, in whole or in part, such invalidity or unenforceability shall only attach to the impugned provision and shall be severed from this agreement. The remaining provisions of this agreement shall continue in full force and effect, provided that the context allow the remaining provisions to give effect to the parties intent in signing this agreement. The remaining provisions shall be interpreted in the same as they would have been had the severance not taken place.
44. This agreement shall be governed by and be interpreted in accordance with the laws of the Province of Ontario.
45. Neither party by reason of this agreement or of any discussion leading up to or in connection with this agreement has or shall be understood to have a fiduciary duty or trust relationship with the other party except as may be explicitly stated in this agreement.
46. This agreement is the entire agreement between the parties relating to the matters dealt with herein and it supersedes all prior understandings, discussions, negotiations, commitments, representations, warranties and agreements, whether written or oral, express or implied between the parties as of the Effective Date.
47. In this agreement, words in the singular include the plural and vice-versa and words in one gender include all genders.
48. Neither party shall be liable for damages caused by delay or failure to perform its obligations under the agreement where such delay or failure is caused by an event beyond its reasonable control. The parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism but shall not include shortages or delays relating to supplies or services. If a party seeks to excuse itself from its obligations under the agreement due to a force majeure event, that party shall immediately notify the

other party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. Notwithstanding the foregoing, the parties acknowledge the presence of Covid-19 in the Province of Ontario, accordingly neither party will seek to rely on the presence of Covid-19 as a force majeure event unless the City has satisfied itself that it can meet its occupational health and safety requirements towards its employees.

49. Each party represents and warrants to the other that:
- a. it is a validly existing legal entity under the laws of Ontario;
 - b. it has the requisite legislative and other authority and necessary approvals to enter into this agreement and carry out its terms;
 - c. it has or will take such necessary steps to ensure that it has all approvals, including budget and licencing approvals, which are required in order to fulfill its obligations under this agreement; and
 - d. that it will not enter into any agreement or arrangement that would restrict or materially alter the other party's ability to perform its obligations under this agreement.

Notices

50. Any notice, or other communication required or permitted to be given hereunder by either party to this Agreement shall be in writing and shall be delivered in person, or by email, addressed as follows:

The Township of Selwyn
Telephone: 705-292-9507
Attention: Clerk of the Municipality – achittick@selwyntownship.ca

Mailing Address
P.O. Box 270
Bridgenorth ON K0L 1H0

Office Location
1310 Centre Line
Selwyn, Ontario

The City of Peterborough

City Clerk
City Hall
500 George Street North
Peterborough, ON K9H 3R9

E: Clerks@Peterborough.ca

In witness whereof the parties have duly executed this Agreement.

The Corporation of The Township of Selwyn

Date of Signing

By: _____
Mayor Andy Mitchell

Date of Signing

By: _____
Clerk Angela Chittick

The Corporation of the City of Peterborough

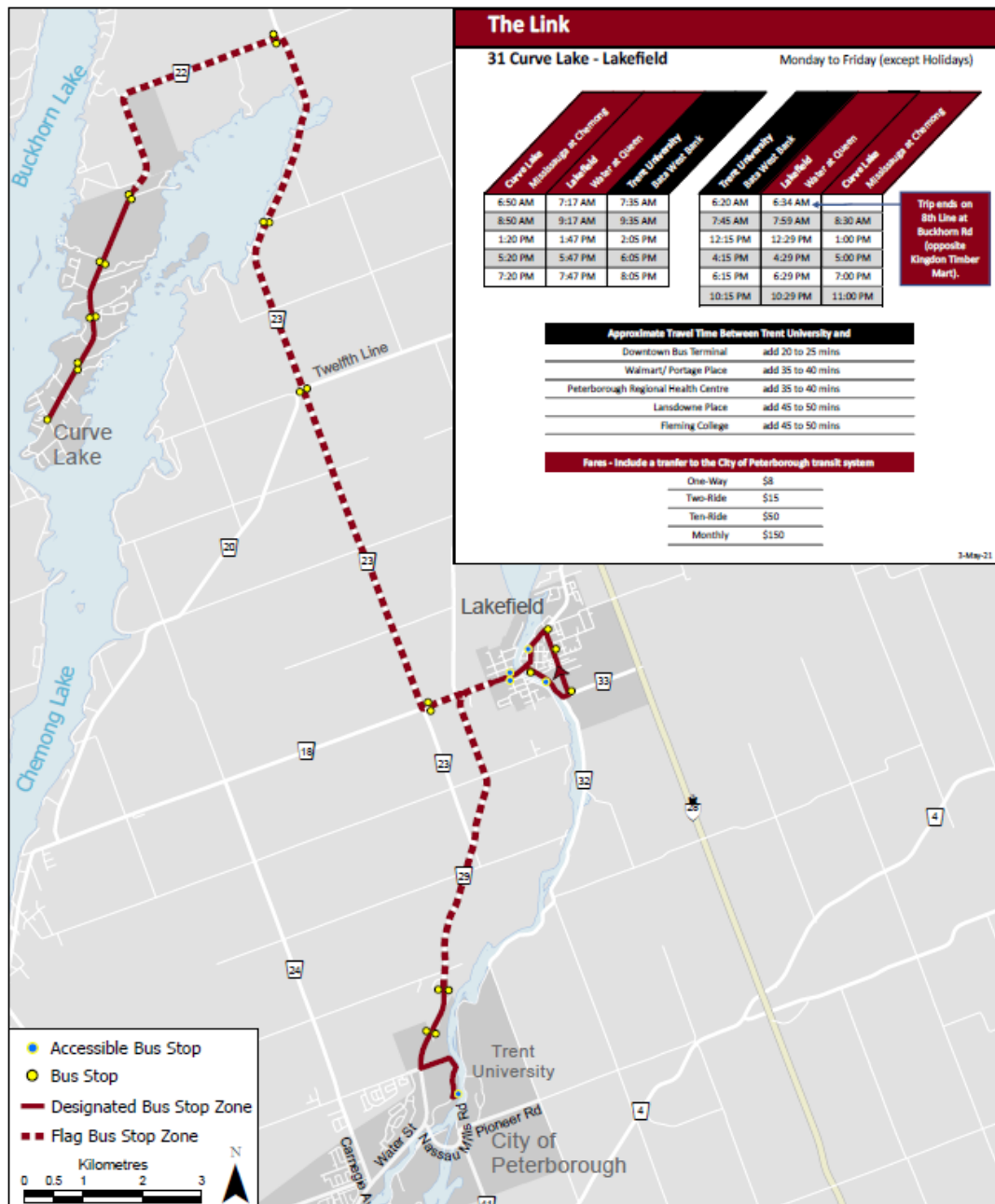
Date of Signing

By: _____
Dianne Therrien, Mayor

Date of Signing

By: _____
John Kennedy, City Clerk

Appendix I – The Link Base Service Year One (1)

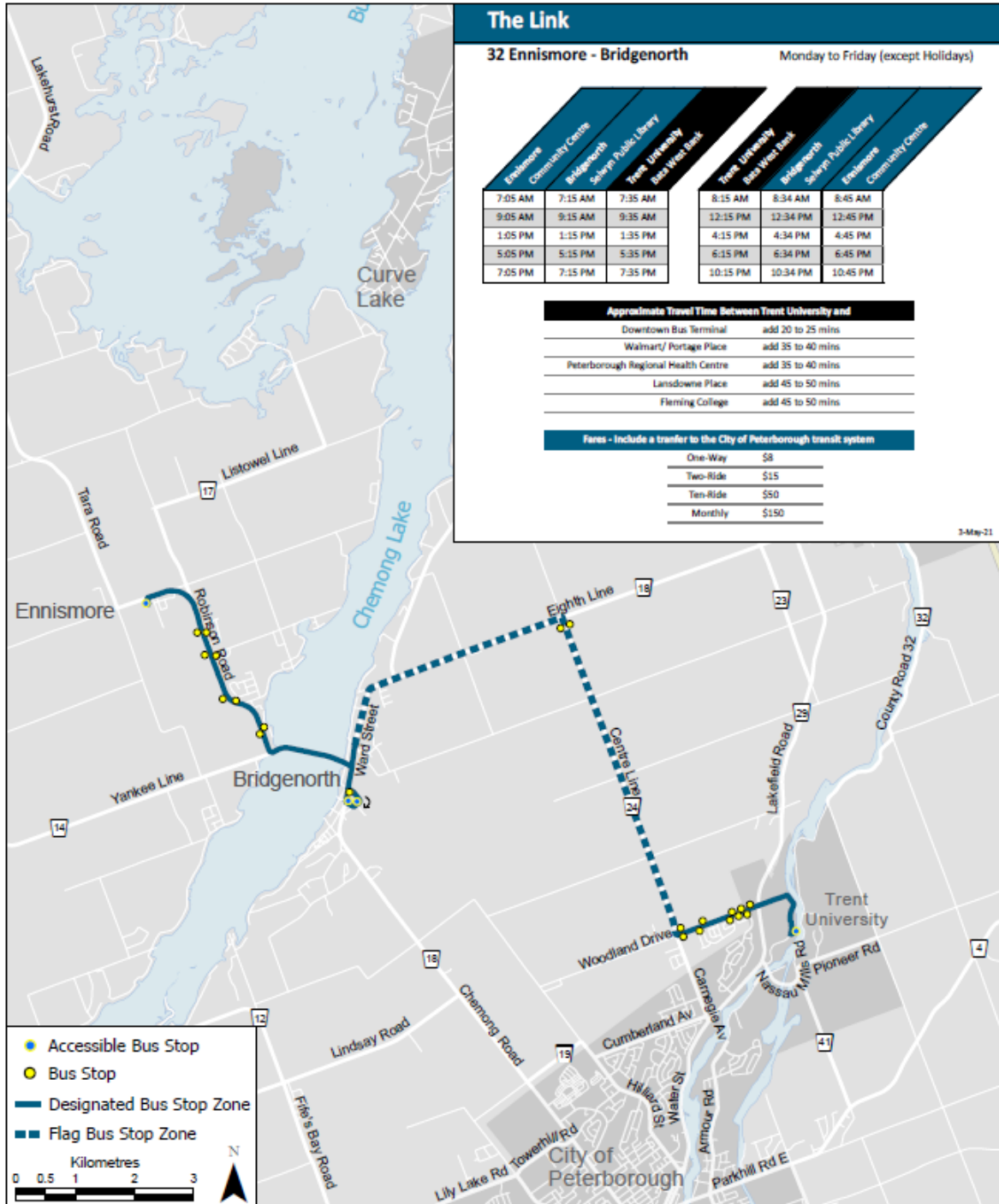


Township of
Selwyn



Community Care
 Empowering you to live at home
 in the City and County of Peterborough

peterborough





Date: March 23, 2021

To: Mayor Mitchell and Council Members

From: Angela Chittick, Manager of Community & Corporate Services/Clerk

Subject: Operating Agreement – City of Peterborough – Rural Bus Service **The Link**

Status: For Direction

Recommendation

That the report of the Manager of Community & Corporate Services/Clerk, with respect to the operating agreement with the City of Peterborough regarding the rural bus service, be received for information; and

That By-law 2021 - 024, being a By-law to authorize the execution of an agreement with the City of Peterborough for the operation of a rural bus service in Selwyn Township be brought forward to the By-laws section of the agenda for consideration.

Information

The Township has been working with Peterborough Transit on the development of a rural bus service. Peterborough Transit will operate the bus service on behalf of the Township. An operating agreement has been prepared to set out the terms of service. The agreement will commence on May 2, 2021 for a term to align with the Provincial Community Transportation Grant. As Council will recall the current grant deadline is established as March 31, 2023 however, the Township has requested an extension to March 31, 2025. Should the extension be granted the agreement contains a clause to automatically extend the service agreement to align with the new deadline.

Highlights of the agreement:

- 2 routes have been established for The Link: Curve Lake – Lakefield Route and Ennismore – Bridgenorth Route
- Service will operate Monday to Friday with runs commencing as early as 6:50 am and as late as 11:00 pm
- Busses will be accessible
- Both routes will allow for transfers at Trent with the ability to transfer onto Peterborough Transit.
- Peterborough Transit users can also transfer onto The Link at Trent to access areas in Selwyn.
- Peterborough Transit will invoice the Township quarterly
- An hourly rate has been established to cover the costs of the operation. The hourly rate in 2021 is \$85.30 and will increase by 2 % annually over the term of the agreement.

Background and Next Steps

Over the past few years, a great deal of work including the establishment of routes and bus stops based on community and business feedback has taken place to establish a rural bus service for Selwyn called **The Link**. Fares have been established and marketing and branding of The Link has also been completed. This project has included community partners Curve Lake First Nation, Community Care, Peterborough Transit and Trent University in the development of the service. Several Township Departments have also contributed to the effort including Public Works, Parks and Recreation, Finance and Corporate Services. ***Special acknowledgement to Anna Currier and Meaghan Larocque who have worked on every aspect of this project.*** We are now ready to launch the service on May 2, 2021. This will be a soft launch to review the functionality of the service and manage COVID related provisions. A 'formal launch' of the service that will include all of the project partners including the Province who is a major funder of the pilot is expected to be held in the Fall.

Staff are developing agreements with other project partners, Curve Lake First Nation and Trent University and will bring forward these agreements to a future Council meeting.

Strategic Plan Reference

1. Foster a healthy, engaged and connected community

Financial Impact

The budget for the rural bus service for 2021 has been approved by Council. Department 25 includes the grant from the Ministry of Transportation as well as forecasted revenues from fares. Expenses related to the service contract with the City along with other expenses including costs for printing route maps, advertising, bus stop signs etc.. are also included in the approved budget.

Attachment

- Draft Agreement and Route Maps

Angela Chittick

Reviewed By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer



Date: March 23, 2021
 To: Mayor Andy Mitchell and Council Members
 From: Deputy Fire Chief Ted Jackman
 Subject: Request for Proposal for two (2) new Fire Rescue Boats
 Status: For Endorsement

Recommendation

That the report of the Deputy Fire Chief regarding the Request for Proposal for two (2) new Fire Rescue Boats for the Fire Department be received for information; and

That Council approve the purchase of two (2) new Boat, Motor and Trailer Packages at the price of \$47,844.00 plus HST from Paris Marine in the Township of Selwyn.

Information

Background

This report pertains to the purchase of two (2) new Boat, Motor and Trailer Packages to replace two aging inflatable type boats, one at Hall 2 and one at Hall 5, according to the Apparatus and Equipment Replacement Schedule and Capital Equipment Forecast.

The RFP Evaluation Process

One proposal was received.

Evaluation of the proposal was conducted using a Scoring Matrix that included the proposed Boat, Motor and Trailer Package (meeting the specification), the qualifications of the manufacturer and supplier, warranty, delivery, payment and price.

Fire Chief Gord Jopling and Deputy Fire Chief Ted Jackman conducted the evaluation of the proposal. The proposal submitted by Paris Marine in the Township of Selwyn was found to be complete and met the specification.

Summary of Proposal Bid

Supplier	Price Bid (plus HST)
Paris Marine	\$47,844.00

Strategic Plan Reference

Achieve excellence in governance and service delivery.

Environmental Impact

The new outboard motors will be EFI (electronic fuel injection) four-stroke type that meet or exceed the EPA ratings at the time of manufacture. These new, more efficient and environmentally friendly engines will be replacing older carburetted two-stroke outboard motors that burn a combination of oil and gasoline and are considered to be more harmful to the environment. The new outboards should result in improved emissions.

Financial Impact

Our Equipment Replacement Schedule was predicated on a cost estimate of \$46,000 for two boat packages. The Request for Proposal result is slightly over budget by \$1,844 plus HST. This overage is attributed to the boat packages being 2022 model year (5% increase) as no packages are available for the 2021 model year. This expenditure, if approved, is part of the 2021 budget approved Fire Department Capital Equipment Forecast. Delivery is expected by September 30, 2021.

Attachments

- Nil

Ted Jackman

Prepared By: Ted Jackman, Deputy Fire Chief

R. Lane Vance

R. Lane Vance, Manager of Financial Services

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Date:

Honourable Maryam Monsef
Minister for Women and Gender Equality and Rural Economic Development
180 Kent Street, Suite 1100
Ottawa, Ontario
K1P 9B6

Honourable Laurie Scott
Minister of Infrastructure
5th Floor
777 Bay Street
Toronto, Ontario
M7A 2J3

Dear Ministers:

Re: EORN Gig Project

On behalf my council colleagues and as Mayor of I writing to you both today to express our municipality's strong support for the EORN Gig Project. EORN's approach has proven itself to be very successful in improving broadband connectivity across eastern Ontario and we believe that it merits the careful consideration of both of your governments.

The EORN model offers a reliable and efficient way to fix the broadband needs in our municipality. Their proposal to bring up to 1 Gigabyte or 1,000 Megabits of speed to our residents and businesses will ensure that our needs are met today and long into the future. Our community needs this project and we urge both governments to come together and fully fund EORN's proposal. Our citizens and businesses have waited far too long for better high-speed services. Further delays are simply not acceptable.

Now is the time to act and we urge both of you to work together to launch the EORN project as soon as possible.

Yours truly,

Mayor

Cc: Local MP, Local MPP

COMMUNIQUE

du commissaire des incendies

March 4, 2021

No. 2021-02

ONTARIO FIRE COLLEGE TRAINING MODERNIZATION

This Fire Marshal's Communiqué is issued as a follow up to the January 13, 2021 announcement regarding the decommissioning of the Ontario Fire College (OFC) and the modernization of fire safety training in Ontario.

This Communiqué provides an overview of OFC training modernization through several modes, including online and blended courses, Regional Training Centres (RTCs) and Learning Contracts.

A fire department's training program should be designed to meet its set level of fire protection service, based on its needs and circumstances, and guided by the advice of the fire chief. A training program can include a combination of different OFC training modes as well as local in-house training.

While the decommissioning of the OFC campus in Gravenhurst is set for March 31, 2021, staff will continue to play a leading role in developing training courses. This will include curriculum design and development, registration services, online training development and maintenance, training development to build capacity in RTCs, and monitoring performance and quality assurance of programs at the local level.

As part of this plan, OFC instructors will be assigned regionally so that fire departments have a central point of contact for all training inquiries within their region. Instructors will work collaboratively to ensure the availability of training across Ontario.

Available options for OFC training are outlined below:

1. Online and Blended Courses
2. Learning Contracts
3. Regional Training Centres (RTC)
4. Mobile Live Fire Training Units (MLFTUs)

Inquiries on any of the options available, or how to contact the instructor assigned to your region can be directed to Guy Degagne, Assistant Deputy Fire Marshal, Training and Certification (Guy.Degagne@ontario.ca).

1. Online and Blended Courses

Online courses are generally self-paced, which allows for greater flexibility in completing coursework.

Blended courses have a portion of the course online, combined with specific in-person training sessions. The purpose of blended learning is to focus in-person training to elements that cannot be taught online. Blended courses are offered through RTCs or Learning Contracts.

The following courses are available in either an online and/or blended format:

Course	Online	Blended
Legislation	X	
NFPA 1521	X	
NFPA 1031 – Level 1	X	
NFPA 1035 – PIO	X	
NFPA 1035 – Level 1	X	
NFPA 1021 – Level 1	X	X
NFPA 1021 – Level 2		X
NFPA 1021 – Level 3		X
NFPA 1021 – Level 4		X
NFPA 1041 – Level 1	X	X
NFPA 1041 – Level 2		X
Fire Code – Part 2	X	
Fire Code – Part 6	X	
Fire Code – Part 9	X	
NFPA 1001 – Level 1		X
NFPA 1001 – Level 2		X
NFPA 1002		X
NFPA 1006 – Ice/Water Rescue		X
NFPA 1033 – Fire Investigator		X

The remaining National Fire Protection Association (NFPA) courses are scheduled to be upgraded to online and/or blended by the 2022-23 OFC calendar year. These include:

Course	Online	Blended
NFPA 1031 – Level 1	X	
Fire Code – Part 3	X	
Fire Code – Part 4	X	
Fire Code – Part 5	X	
Courtroom Procedures	X	X
NFPA 1072 Haz Mat Operations		X

2. Learning Contracts

Learning contracts provide access to OFC programs through in-house training that is affordable and scalable, and they are provided at the local fire department at their pace. Learning contracts are set up within one fire department, but there is an opportunity for smaller departments to share in the training.

The OFC supports learning contracts with full OFC course delivery including full registration in the OFC database; OFC course numbers; OFC course material; OFC assistance with arranging ASE testing; OFC support in case of Ministry of Labour investigations; and OFC certificates of completion for each student.

Course delivery costs \$65 per student. Training can occur during working hours to reduce overtime costs and can be provided by fire departments' training staff.

3. Regional Training Centres (RTC)

RTCs are operated by municipalities, community colleges, or associations. They are strategically located across the province and provide access to training for career, composite, volunteer, Northern Fire Protection Program (NFPP), and First Nations fire departments.

RTCs are capable of delivering all NFPA programs, including certification testing, and courses meet professional qualification standards including classroom and outdoor fire ground training. It is important to note that course availability across Ontario will be based on a needs analysis that must support local fire departments and the RTC's infrastructure and capacity to deliver.

A number of factors may result in cost savings or avoidance for fire departments that train at RTCs including mileage to and from the home location, costs to backfill fire department personnel, meal reimbursement, banked time and overtime costs.

The interest to open and operate a new RTC has grown significantly since the announcement in January. A map of current RTC locations is provided below, along with some additional locations being considered. Please note that potential locations are continually being updated and not all locations are reflected in the attached map.

4. Mobile Live Fire Training Units (MLFTUs)

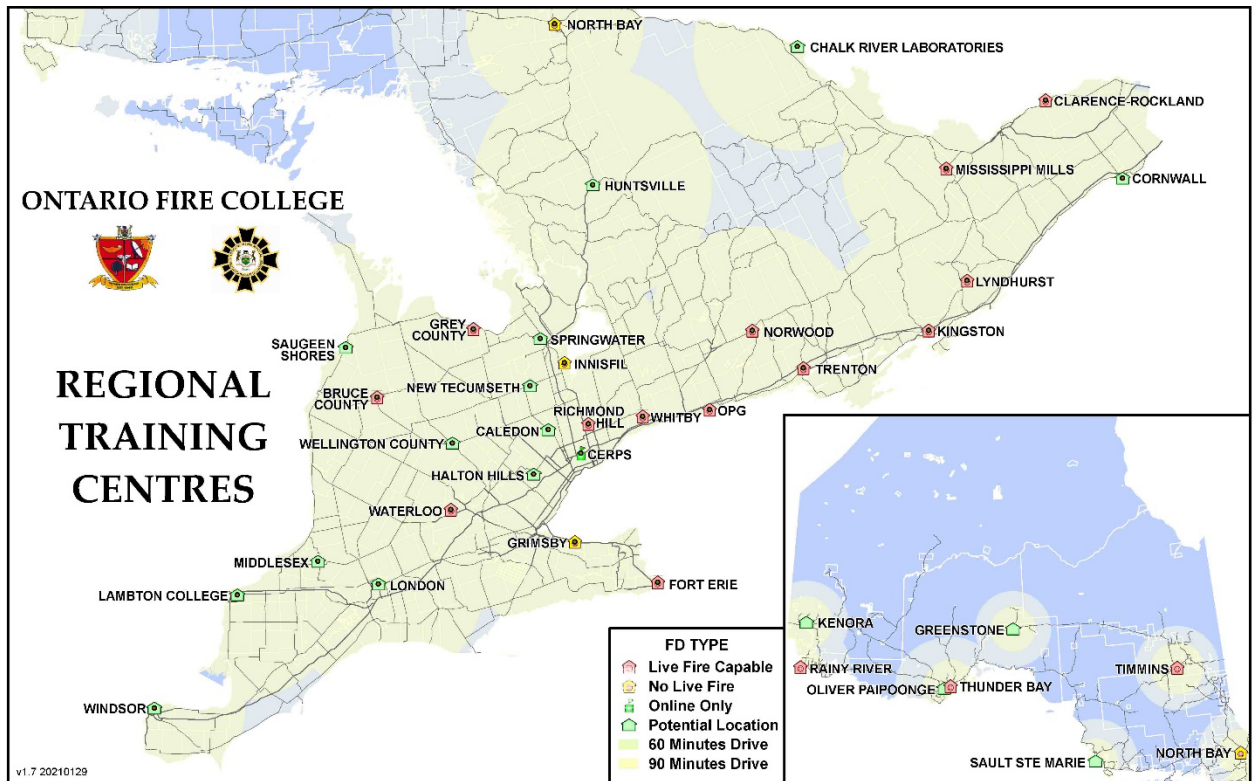
The OFM has purchased two mobile live fire training units that will be available to fire departments across Ontario. In order to support training across the province, one unit will be deployed in northern Ontario and one in southern Ontario. However, this will be continually reviewed to assess where there is the greatest need.

The MLFTUs offer diverse options for live fire training to meet the unique needs of training including: a confined space rescue hatch; main level training rooms; different attack options; multi-prop fire simulators; and portable props.

The OFM will be deploying these units in 2021 and can have them delivered to any location. The MLFTUs will need to be booked in advance and will be available seasonally between May and October. Please contact the OFC Registrar at ApplyOFC@ontario.ca to reserve a unit.

Appendix 1

Map of Ontario's 20 Current Regional Training Centres



Appendix 2
Ontario Fire College – Geographic Coverage Areas

Andrew Blair – Eastern Ontario	<ul style="list-style-type: none"> • Northumberland • Peterborough • Hasting • Prince Edward • Lennox Addington • Frontenac • Lanark • Ottawa • Leeds and Grenville • Stormont, Dundas, and Glengarry • Prescott-Russell
Robert King – Central Ontario	<ul style="list-style-type: none"> • Kawartha Lakes • Haliburton • Muskoka • Simcoe • Grey • Bruce • Dufferin
Ken Benoit – GTA / Niagara	<ul style="list-style-type: none"> • Durham • York • Peel • Toronto • Halton • Hamilton • Niagara
Lyle Quan – Southwest Ontario	<ul style="list-style-type: none"> • Wellington • Waterloo • Brant • Haldimand • Norfolk • Oxford • Perth • Huron • Middlesex • Elgin • Lambton • Chatham-Kent • Essex

Grant Love – Northeast Ontario	<ul style="list-style-type: none"> • Renfrew • Nipissing • Parry Sound • North Bay • Temiskaming
Jamie Meyer – Rainbow / Algoma / Far Northeast	<ul style="list-style-type: none"> • Sudbury • Algoma (Wawa and East and South of Wawa) • Cochrane • Manitoulin
Jennifer Grigg – Northwest Ontario (Nipigon and East)	<ul style="list-style-type: none"> • Thunder Bay (Area East of Nipigon) • Algoma (Wawa and West and North of Wawa)
Tim Beebe – Northwest Ontario (Nipigon and West)	<ul style="list-style-type: none"> • Kenora • Rainy River • Thunder Bay (Area West of Nipigon)

kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

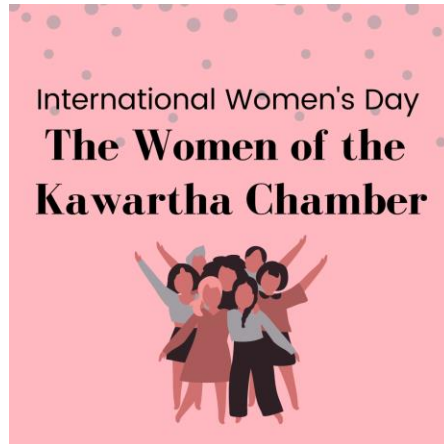
CHAMBER UPDATES

WOMEN'S HISTORY MONTH

The Women Of The Kawartha Chamber

The Kawartha Chamber of Commerce & Tourism recently elected the new Board of Directors. Of the fifteen directors and one non-voting position, ten of them are women. In recognition of International Women's Day & Women's History Month, we share some words of wisdom from these successful and empowering changemakers!

Read more in our latest blog - [check it out!](#)



CUSTOMERS... WHO NEEDS THEM?

Kawartha Chamber Webinar - March 23 @ 4:30PM



How you 'Show Up' to your customers can make all the difference in whether they stay your customer. Now that more businesses are re-opening, it is vital to examine how your business is showing up to your past, existing and prospective customers.

In this webinar, Sharon Worsley, Senior Manager Chamber Success, for the Ontario Chamber of Commerce, will share with you strategies to excel in meeting the needs of your customers, clients or patients.

Register [here!](#)

Professional Development Sponsor:
[Lynn Woodcroft, Sales Representative, Royal LePage Frank Real Estate](#)

KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

We want our community to know that we are here for you. If you wish to share the challenges you are having and the support you are needing, we can communicate this to all levels of government via the Chamber network. Please send these thoughts to info@kawarthachamber.ca or generalmanager@kawarthachamber.ca

Also visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



KEEPING YOU UPDATED

Local Services Open/Closed List



With the latest re-opening help us keep local customers updated. We have revamped our [Open/Closed List](#). Businesses have been sorted into six categories for easier access.

We encourage member & non-member businesses in Peterborough County to [email](#) us with your updated business information! This includes hours, services, closures, etc.

We will be updating lists regularly. Keep us updated as things evolve.

MEMBER OF THE MONTH - MEMBER SPOTLIGHT

Lynn Woodcroft

The Kawartha Chamber would like to introduce our first Member of the Month – [Lynn Woodcroft Sales Representative, Royal LePage Frank Real Estate](#). Lynn is also a major Kawartha Chamber Sponsor for our Professional Development events.

Check out our [Member Spotlight blog](#) to learn more about the lovely Lynn Woodcroft!



If you're wondering how you can be a Member of the Month and have a Member Spotlight, here's how we select which Members to spotlight

1. A Member that is a Major Sponsor
2. A Member that is a Select Member and on committees
3. A Select Member
4. A Member that is a Standard Member and is on committees
5. A Standard Member

Upgrade your membership today to take advantage of extra benefits! Contact Tracy Beverley, Member Relations Coordinator – membership@kawarthachamber.ca

NEW MEMBER AFFINITY PROGRAM

Pragmatic

We are excited to offer our Members another Affinity Program that will save you money and help your business!

Pragmatic is a one stop shop for everything to do with business conferencing. The Pragmatic Affinity Program is designed to help you save on your conferencing costs, and to extend high-quality, reliable conferencing and collaboration services.

Discounts apply to all services that Pragmatic offers, including teleconferencing, video conferencing, hardware and more.

As a participant in the Affinity program, you can SAVE BETWEEN 20% AND 50% on all Pragmatic products and services and only \$16/mo for UMX video conferencing!

[Click Here](#) to learn more about the service offering!

If you want to know more about UMX video conferencing - [Click Here](#)

If you have any questions contact our [Member Relations Coordinator](#)!



INTERNATIONAL WOMEN'S DAY

A Conversation With The Honourable Maryam Monsef

March 11 @ 3:30PM

Join Canadian Chamber President and Chief Executive Officer, Perrin Beatty, in a conversation with the Honourable Maryam Monsef, Minister for Women and Gender Equality and Rural Economic Development, as they discuss how childcare, tailored supports for women business owners and entrepreneurs, and upskilling and reskilling can ensure an inclusive response and recovery from the pandemic.

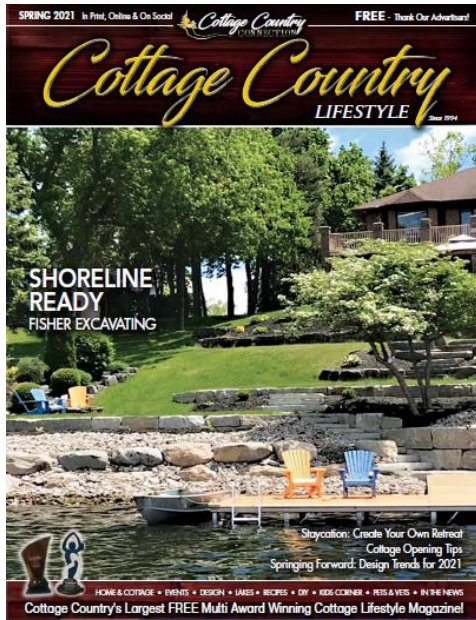
[Register Here](#)



MEMBER NEWS & UPDATES

2021 SPRING EDITION NOW ON STANDS & ONLINE

Cottage Country Connection - Your Cottage Lifestyle Magazine



The Spring Issue of [Cottage Country Lifestyle Magazine](#) is now available online and on stands now!

In this issue you will find lots of information about preparing your home and waterfront cottage for the coming summer season. They also have new recipes that will be sure to make your tummy rumble, and design ideas to freshen up things for the new season. Ready for some fun on the water? There is a great read about the new must-haves for getting active on the lake.

Also, find information on our up-coming event 'Customers... Who Needs Them?' on page 30!

[Read Spring Issue](#)

CLEAR BAGS ARE COMING

Township of North Kawartha

Effective June 1, 2021 the Clear Bag Program will become mandatory for all non-recyclable Waste/Garbage in [North Kawartha Township](#).

All Municipalities in Peterborough County will have implemented a 'clear bag' program by 2021, due to increasing garbage weights, mandatory recycling requirements and decreasing diversion rates. The County and the City of Peterborough, all have the overall objective of prolonging the life of the Bensfort Road Landfill Site.



[Clear Bag Program Frequently Asked Questions](#)

[Recycling/Blue Box Sorting Guide](#)

TREE SEEDLING SALES PROGRAM

Otonabee Region Conservation Authority



[ORCA's](#) tree seedling sales program is now available online. Each year, land owners can purchase bare-root tree seedlings in a variety of native species. Orders can be completed online (minimum 25 seedlings) with contactless pickup in late April/early May 2021, just in time for planting this spring!

The deadline for ordering is March 21, 2021 through the [online ordering system](#).

SAVE THE DATE - MAY 3, 2021

The Link Is Launching

The Link rural bus service launches May 3, 2021! The Link is a 3-year pilot project funded through the Province of Ontario and partners include [Selwyn Township](#), [Curve Lake First Nation](#), [Community Care](#) and the City of Peterborough. The service will provide Monday-Friday access to and from major hubs within Selwyn and Curve Lake First Nation with a connection to the Peterborough Transit system at Trent University, where riders can take several routes all across the City and beyond! Peterborough Transit will be the operator of the service and all COVID-related safety protocols will be consistent with The Link service.



Check the [webpage](#) for details on the service design and for regular updates or join the mailing list by contacting [Anna Currier](#).

LAKEFIELD TRAIL CONTEST

Celebrating 20 Years!



The Lakefield Trail Stewardship Committee invites you to help celebrate the 20th anniversary of the Lakefield Trail in 2021, by entering your photos in a year-long photo contest!

The Lakefield Millenium Trail was officially opened as a way to celebrate the new Millenium and the 125th anniversary of the Village of Lakefield. So many natural and historic locations along the trail, result in wonderful photo opportunities. The Lakefield Trail photo contest will run for all four seasons of 2021!

Photos must be taken with at least one foot on the Trail and then emailed to lakefieldtrailphotocontest@gmail.com . [Click here](#) for contest details.

BUSINESS NEWS & RESOURCES

RED ZONE DESIGNATION & UPDATES

Peterborough Public Health

On Monday, March 8, 2021 **Peterborough Public Health (PPH) moved into the Red—CONTROL level** of the provincial COVID-19 Response Framework to prevent the possibility of further spread of COVID-19 cases and Variants of Concern (VOCs).

Some of the following measures that are now required under the Red-CONTROL level:

- Gathering limits of 5 people indoors, and 25 people outdoors, AND physical distancing of 2 metres must be maintained;
- 10 people maximum in restaurants, bars, dining with household members only, maximum of 4 per table;
- Outdoor dining, take out, drive through, and delivery permitted, including alcohol;
- Establishments must be closed from 10 p.m. to 5 a.m.;
- Food courts must close;
- Capacity limits of 75% for supermarkets and other stores that primarily sell groceries, convenience stores, pharmacies
- Capacity limits of 50% for all other retail, including discount and big box retailers, liquor stores, hardware stores and garden centres. Does not apply to

indoor malls, however malls are required to actively screen patrons for COVID-19 symptoms prior to entry;

- For sports and recreational facilities, spacing increased between patrons to 3 metres in areas where there are weights or exercise equipment and in exercise and fitness classes. Also, capacity limits, where physical distancing can be maintained of 10 people in indoor areas with weights and exercise machines, 10 people in all indoor classes or 25 people in outdoor classes;
- Indoor cinemas closed.

Many of the general public health measures applicable to all businesses and organizations remain the same, including completing COVID-19 safety plans, actively screening employees, passively screening all customers and members of the public, and ensuring compliance by staff and the public for mandatory masks and face coverings.

The new guidelines as they relate to our local area will be updated on [PPH's Website](#) over the coming days. For an overview, please visit the [Response Framework Site](#).

Red – Control



COVID-19 ENERGY ASSISTANCE PROGRAM

Ontario Energy Board

The Government of Ontario recently simplified the eligibility criteria for the COVID-19 Energy Assistance Program for Small Business (CEAP-SB) making it easier for those struggling with their electricity and natural gas bills to access financial assistance. Through CEAP-SB, eligible small businesses and registered charities can receive a one-time, on-bill credit to help them catch up on their energy bills and resume regular payments.

Updated eligibility
rules for the COVID-19
Energy Assistance
Program-Small Business,
means more customers
can get help with their
energy bills.



Amounts of support have also been increased. A **small business or registered charity can now receive up to \$1500** towards their electricity and natural gas bills.

More information on CEAP-SB and how to apply can be found at the Ontario Energy Board's [website](#).

Beginning Feb. 23, 2021, Regulated Price Plan (RPP) electricity consumers return to Time-of-Use and Tiered pricing at the RPP prices set by the OEB on Dec. 15, 2020. The [Government of Ontario website](#), is a useful resource for additional information on available support programs for small businesses at this time.

SAFE TRAVELS STAMP

Tourism Industry Association of Ontario



TIAO has been chosen by the World Travel and Tourism Council (WTTC) to administer the Safe Travels Stamp in Canada. The Safe Travels Stamp is an international symbol designed to allow travellers to recognize governments and companies around the world, which have adopted health and hygiene standardized protocols – so consumers can experience 'Safe Travels'.

[Apply Here!](#)

If you have received your Safe Travels Stamp let us know so we can add to your member information!

PHASE TWO VACCINE DISTRIBUTION

Ontario Ready To Rollout

The Ontario government is preparing to move into Phase Two of its COVID-19 vaccine distribution plan next month, with a focus on vaccinating populations based on age and risk. This approach is designed to save lives, protect those at risk of serious illness and to stop the virus from spreading.

With vaccine supply stabilizing and over two million doses of the COVID-19 vaccine expected from the federal government before the end of March, the province to enter Phase Two of its vaccine rollout. Between April 2021 and July 2021, up to nine million Ontarians will be vaccinated.

[Read More](#)



MAIN STREET RELIEF GRANT EXPANDED

Helping Small Business Access PPE

The Ontario government is expanding the number of small businesses that can apply for the Main Street Relief Grant to help offset the costs of purchasing personal protective equipment (PPE) to cautiously and gradually reopen in parts of the province. Small businesses with 2 to 19 employees in all eligible sectors - expanded from 2-9 employees - including those in the arts, entertainment, and recreation sector, can now **apply for up to \$1,000 in financial support**. The expansion is being made as more parts of the province enter the strengthened [COVID-19 Response Framework](#), which allows for the gradual and safe reopening of in-store shopping at non-essential retail stores.



[Access Grant](#)

WEBINARS

Information for Businesses

March 10 @ 1PM: [Supporting Women in Entrepreneurship Through Recovery & Revitalization](#)

March 11 @ 3:30PM: [International Women's Day – A Conversation with the Honourable Maryam Monsef](#)

March 18 @ 1PM: [Leading with Trust, with Deloitte Canada](#)

March 23 @ 1PM: [Industrial Revolution 4.0 Webinar Series](#)

March 25 @ 10:30AM: [Executive Summit Series – Innovation in a Business-led Recovery](#)

March 30 @ 1PM: [Anyone Can Be A Victim: How to Protect Your Business, with TD](#)

kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

PROFESSIONAL DEVELOPMENT BLOG

Maintaining A Positive Work Environment - Remotely



Working from home has been a difficult adjustment for many during COVID-19, learning how to maintain a positive work environment virtually can be even more daunting.

The Kawartha Chamber wants to help! We have identified 3 key elements that help translate your work environment into a virtual setting!

Read more in our [latest blog!](#)

CUSTOMERS... WHO NEEDS THEM?

Kawartha Chamber Webinar - March 23 @ 4:30PM

Listen in on our interview with Sharon Worsley to get a sneak peek at what you can learn from our upcoming webinar; Customers...Who Needs them? This is a free virtual event to Members and Non-Members - Sign up today!

Register [here!](#)



Professional Development Sponsor:

[Lynn Woodcroft, Sales Representative, Royal LePage Frank Real Estate](#)

KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

We want our community to know that we are here for you. If you wish to share the challenges you are having and the support you are needing, we can communicate this to all levels of government via the Chamber network. Please send these thoughts to info@kawarthachamber.ca or generalmanager@kawarthachamber.ca

Also visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



KEEPING YOU UPDATED

Local Services Open/Closed List

With the latest re-opening help us keep local customers updated. We have revamped our [Open/Closed List](#). Businesses have been sorted into six categories for easier access.

We encourage member & non-member businesses in Peterborough County to [email](#) us with your updated business information! This includes hours, services, closures, etc.

We will be updating lists regularly. Keep us updated as things evolve.



CANADIAN CHAMBER OF COMMERCE BLOG

Can Women Regain The Ground Lost Due To The Pandemic?

Working women have disproportionately fallen behind due to the pandemic. Many of the fields where women are still in the majority — like hospitality and retail — are not fields where women have a choice of working from home; they are required to report to a job site. In addition, women cannot homeschool their children from that job site. With no other options, women have dropped out of the workforce.



COVID-19 has set women's achievements back and there is much to be done to return even to where Canada was before the pandemic, let alone advancing.

In honour of Women's History Month, read the Canadian Chamber's [blog](#).

STRONGER & MORE RESILIENT TOGETHER

Ontario Chamber of Commerce Webinar

In-Conversation with the Premier of Ontario, Minister of Finance & Associate Minister of Children and Women's Issues

Join the Ontario Chamber of Commerce on **Monday, March 22 from 9:15am to 10:00am** for a discussion with Ontario's Premier, Minister of Finance and Associate Minister of Children and Women's Issues on protecting lives and livelihoods, safe reopening, and laying the foundation for an inclusive and robust economic recovery.



Premier Ford, Minister Bethlenfalvy, and Associate Minister Dunlop will address safely reopening the province, vaccine distribution and deployment, and how we can work together to support economic recovery and growth.

[Register Here!](#)

MEMBER NEWS & UPDATES

NEW MEMBER

Lischkoff Build Design Ltd.

Business Name: Lischkoff Build Design Ltd

Rep: Suzy Linkletter

Website: <https://lischkoff.ca/>

Facebook: [@Lischkoff](#)

Instagram: [@lischkoffbulldesign](#)



L i s c h k o f f
B U I L D | D E S I G N LTD

[Lischkoff Build Design Ltd.](#) Is a residential custom design and build firm. They have a design team located in their Brampton office with registered designers/ BCIN certified. Their build team has 35+ years experience combined, in creating beautiful custom build homes to design, on time and budget. They have builds currently throughout Muskoka, the Kawarthas, Collingwood and the GTA.



NEW MEMBER

J P Hall Management Services

Business Name: J P Hall Management Services

Rep: Joe Hall

LinkedIn: [Joe Hall](#)

[J P Hall Management Services](#) is a consulting firm with 30 years experience focused on hands on bookkeeping, accounting and financial reporting, HR and IT support. People development and procedures. Benchmarking and best practices. They are also business partners and investors. They apply their skilled seasoned operational experience to assist in scaling up, negotiations, funding and development of critical roles.

Joe Hall is original from Apsley and currently lives in Omemee.

WORKER IMPACT SURVEY

Workforce Development Board

The [Workforce Development Board \(WDB\)](#) is conducting an Worker Impact Survey in Peterborough, Northumberland, Kawartha Lakes, and Haliburton. The survey, open from March 15 to April 30, allows individuals to share information about their employment challenges to help support local recommendations for training and skills development initiatives. Take the survey [here!](#)

Complete the survey by April 30, 2021 and you could enter into a draw for a \$100 Visa gift card in each region!

[More Information](#)



EASTER BLESSING

Lakefield Youth Unlimited

Donate \$25 grocery gift cards (or cash/cheque) to help provide an Easter meal for a youth and/or family in the Lakefield community. [Lakefield Youth Unlimited](#) will distribute 100% of your donation to local schools, outreach workers and the Lakefield Community Food Bank to provide needed food for Easter meals.

Donation due date is **Thursday, March 25, 2021**

For more info: 705.651.0156 or email lakefield@youthunlimitedkaw.com

Lakefield
**Community
Easter Blessing**



**Donate \$25
Grocery Gift Cards
or
Cash /Cheques**

Provide for Local Families In Need
Gift cards & cash donations will be distributed through Lakefield Youth Unlimited to local schools, outreach workers and the Lakefield Community Food Bank to help provide needed food for Easter meals to local families.

Donation Deadline is Thursday, March 25, 2021
In Person: LYU Office, 10 Hill St. (behind the LYU Barn on the bridge)
9am-12 noon, Monday to Thursday (mask required)
Online: youthunlimitedkaw.com under "Donate"
Mark your donation for "LYU Easter Blessing"
By Mail: PO Box 1178, Lakefield, ON K0L 2H0
Cheques payable to Youth Unlimited (Memo: LYU Easter Blessing)



Youth Unlimited™
YFC LAKEFIELD



705.651.0156 / lakefield@youthunlimitedkaw.com

DEPAVE PARADISE

Coming to Selwyn Township!

Are you a local business or property owner with a large impermeable asphalt or concrete surface? Is your property in an area with lots of public traffic? If so, your property could be the first Depave site in [Selwyn Township!](#)



Depave Paradise is a project of Green Communities Canada and local partners such as GreenUP, in communities across Canada. Volunteers work together to remove unwanted pavement and plant gardens filled with native species in its place. Removing asphalt and concrete at the neighbourhood level is an exciting new trend that renews neglected urban spaces by improving biodiversity and stormwater infiltration potential.

Selwyn businesses are encouraged to apply! **The deadline to submit is Friday March 26, 2021.**

[More Info](#)

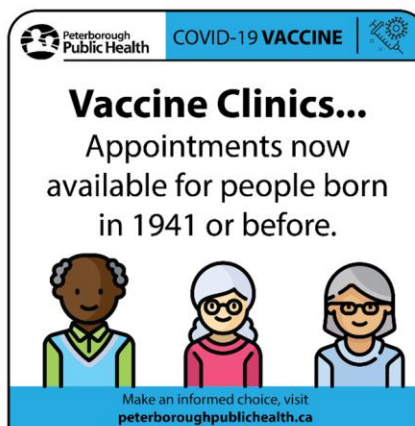
BUSINESS NEWS & RESOURCES

VACCINE WEBSITE NOW LIVE

Peterborough Public Health

Peterborough Public Health is using the provincial booking system, COVax to book mass immunization clinics. COVax is now live and available for people born in 1941 or before to book their vaccine appointment. At this time, this system will not be pre-registering people. This means that on March 15, only people born in 1941 or before will be able to log in and use the booking system.

Booking information is available [here](#).



How to Book

- 1) Book online at [Ontario.ca/bookvaccine](https://ontario.ca/bookvaccine)
 - a. To book online you must have an email address & an Ontario health card with a photo
- 2) Book over the phone at 705-876-4636
 - a. You must book over the phone if you have a red and white Ontario health card
 - b. Please note – this line is staffed Monday to Friday 9am to 4pm.

If you are having issues with the booking system or have general COVID-19 vaccine questions, please contact the Ministry of Health for assistance 1-888-999-6488

[Booking A Vaccine](#)
[Vaccinated... Now What?](#)

ONTARIO TO RELEASE 2021 BUDGET

March 24, 2021



The Ontario government will continue to focus on protecting people's health and jobs through the COVID-19 pandemic when Peter Bethlenfalvy, Minister of Finance and President of the Treasury Board, releases the 2021 Ontario Budget on March 24. The Budget will support the province's comprehensive vaccine distribution plan, along with providing additional resources for the health care sector and initiatives to protect the economic well-being of families, workers and employers.

Since the 2020 Budget, Ontario's Action Plan: Protect, Support, Recover, Ontario has invested an additional \$2.6 billion to protect and support people's health and economic well-being...

[Read More](#)

COVID-19 ENERGY ASSISTANCE PROGRAM

Ontario Energy Board

The Government of Ontario recently simplified the eligibility criteria for the COVID-19 Energy Assistance Program for Small Business (CEAP-SB) making it easier for those struggling with their electricity and natural gas bills to access financial assistance. Through CEAP-SB, eligible small businesses and registered charities can receive a one-time, on-bill credit to help them catch up on their energy bills and resume regular payments.

Amounts of support have also been increased. A **small business or registered charity can now receive up to \$1500** towards their electricity and natural gas bills.

More information on CEAP-SB and how to apply can be found at the Ontario Energy Board's [website](#).

Beginning Feb. 23, 2021, Regulated Price Plan (RPP) electricity consumers return to Time-of-Use and Tiered pricing at the RPP prices set by the OEB on Dec. 15, 2020. The [Government of Ontario website](#), is a useful resource for additional information on available support programs for small businesses at this time.

TOURISM ECONOMIC RECOVERY TASK FORCE

Ontario Government



The Ontario government announced the new Tourism Economic Recovery Ministerial Task Force. It will be chaired by former MPP and Cabinet minister Tim Hudak, and give expert advice and recommendations on how to help the province's \$36-billion tourism industry recover from the COVID-19 pandemic.

The mandate of the voluntary task force includes providing strategies and advice that will help position Ontario and its local communities as destinations of choice for travel, as well as identifying products and experiences that enhance destination development. It will also offer a forum for sector partners and leaders to share ideas, collaborate, and provide advice and information to the minister on approaches to support the economic recovery of Ontario's tourism industry. The tourism sector supports more than 400,000 jobs provincewide.

[Read More](#)

MAIN STREET RELIEF GRANT EXPANDED

Helping Small Business Access PPE

The Ontario government is expanding the number of small businesses that can apply for the Main Street Relief Grant to help offset the costs of purchasing personal protective equipment (PPE) to cautiously and gradually reopen in parts of the province. Small businesses with 2 to 19 employees in all eligible sectors - expanded from 2-9 employees - including those in the arts, entertainment, and recreation sector, can now **apply for up to \$1,000 in financial support**. The expansion is being made as more parts of the province enter the strengthened [COVID-19 Response Framework](#), which allows for the gradual and safe reopening of in-store shopping at non-essential retail stores.



[Access Grant](#)

WEBINARS

Information for Businesses

March 18 @ 9:30AM: [Destination Ontario Presents – Google My Business](#)

March 18 @ 12:30PM: [The pandemic and the impact on working arrangements](#)

March 18 @ 1PM: [Leading with Trust, with Deloitte Canada](#)

March 22 @ 9:15AM: [Stronger & More Resilient Together](#)

March 23 @ 1PM: [Industrial Revolution 4.0 Webinar Series](#)

March 25 @ 10:30AM: [Executive Summit Series – Innovation in a Business-led Recovery](#)

March 30 @ 1PM: [Anyone Can Be A Victim: How to Protect Your Business, with TD](#)



BOH March 10 Meeting Summary

Board of Health Membership

Provincial appointee Andy Sharpe's term on the board has expired. Board of Health members commended him for his extensive service on the board and pivotal role leading past initiatives as a former board chair, including playing a key role in relocating Peterborough Public Health from its Hospital Drive location to Jackson Square in 2015.

Auditor Engagement

An annual audit by external auditors is required by legislation and under Board Policy 2-130. Audit expenses are part of the approved budget. The board authorized the Chair and Vice-Chair to sign the Letter of Engagement to engage the audit services of Baker Tilly Kawarthas LLP, formerly Collins Barrow Chartered Accountants LLP.

COVID-19 Update

Most new cases being reported are variants of concern (VOC), which appears to indicate that VOCs are the predominant strain circulating locally. Those already identified as high-risk contacts continue to be the main source of new cases, reflecting the strong work of PPH's contact tracing team. Containing the local outbreaks at Severn Court and Champlain College at Trent University remains an active focus of PPH's contact and case management team. At 52 cases to date Severn Court is the largest local outbreak since the beginning of the pandemic. The outbreak at Regency of Lakefield Retirement Home is stable, and PPH will be going into the home tomorrow (March 11) to vaccinate staff and residents.

The Ontario government announced March 5 it is ready to roll out Phase 2 of its provincial vaccination plan. The Ministry of Health expects to release detailed guidance documents soon to local public health agencies. Local clinics for adults 80+ begin next week both in the City and County of Peterborough (starting in Norwood). The provincial COVax booking system launches March 15 for eligible residents, enabling them to book appointments both online or by phone.

Other groups eligible to receive vaccine in Phase 2 includes high-risk congregate settings, individuals with high-risk chronic conditions and their caregivers, and those who cannot work from home. On March 5, the Chief Medical Officer of Health sent a memo that all Ontarians (with some exceptions) can move to a four-month interval between doses, enabling more people to receive their first dose in the coming months. With Health Canada's approval of the AstraZeneca vaccine, adults aged 60-64 years can be vaccinated as part of Phase 2 (AstraZeneca is not recommended for adults over

65 years or for those with high-risk conditions). Peterborough's primary care providers (e.g. physicians and Nurse Practitioners) are part of a provincial pilot to roll out AstraZeneca vaccine within their practices. Participating healthcare providers will reach out to their eligible patients to invite them in for vaccinations. The Ministry has provided vaccine shipment projections for Moderna and Pfizer over the next two and four weeks respectively, providing longer sight lines for vaccine supply to support clinic planning. PPH staff completed second doses among all local long-term care residents, resulting in a 90% uptake rate. Phase 1 vaccination clinics are well underway for the local Indigenous population, as well as for local healthcare workers, and for staff and residents in area retirement homes and seniors' congregate living settings. It is expected that eventually 20% of local vaccinations will be delivered by pharmacies. None are doing so yet, but once the provincial pharmacy pilot is completed, vaccine supplies will open up to pharmacies in other regions.

2020 Financial Statements

In 2020, of the \$10,481,171 total budget, 66% was spent on mandatory public health programs, and 34% was spent on the COVID-19 response. Detailed expenses and off-setting provincial funding can be found on pages 57-61 in the March 10, 2021 Board of Health meeting package.

Next meeting:

The Board of Health meets next virtually on **Wednesday, April 14, 2021 at 5:00 p.m.**

Dear Mayor and Councillors,

Thank you for your terrific support for Bill C-213, the Canada Pharmacare Act. As you may have heard, the Bill was brought to a second-reading vote on February 24th, and was defeated by a majority of MPs. No other legislation on public, universal Pharmacare is before Parliament.

We are profoundly disappointed that Liberal and Conservative MPs voted against this bill that lays out the path to establishing a universal, comprehensive and public Pharmacare plan. With millions of Canadians having lost their jobs due to the COVID-19 pandemic, a universal public Pharmacare program is needed now more than ever.

Tragically, the rejection of the Canada Pharmacare Act will have devastating effects on the hopes of millions of Canadians who are making impossible choices every day because they can't afford their prescription medication. MPs who voted no on Bill C-213 were rejecting:

1. Public and universal Pharmacare being included under the Canada Health Act framework.
2. The clear recommendations made by the Hoskins' report to establish with provincial governments a universal, public Pharmacare program.
3. The Liberal Party's 2019 election promise committing to universal Pharmacare.

That said, our fight for equality and justice is not over. We will continue to hold the Liberal government and all MPs who voted against it accountable for rejecting C-213. We will keep fighting for public and universal Pharmacare for all Canadians.

Thank you again to the many mayors and councils who endorsed the bill, representing over 100 municipalities, for their advocacy on Bill C-213. This endorsement makes a real impact on moving towards universal Pharmacare.

Here is a link where you can find out how your MPs voted:
<https://www.ourcommons.ca/members/en/votes/43/2/57>

Stay healthy and safe during these difficult times,

MPs Peter Julian, Don Davies & Jenny Kwan

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Lyle WARDEN RESOLUTION NO 75-2021

SECONDED BY SAM McDONELL DATE March 1, 2021

WHEREAS COVID-19, a disease caused by the 2019 novel coronavirus, has resulted in the deaths of almost 7,000 Ontarians;

AND WHEREAS Canada currently lags behind dozens of nations in terms of the proportion of the population that has received doses of COVID-19 vaccines;

AND WHEREAS the federal government has moved too slowly and is failing to foster domestic vaccine-production capacity;

AND WHEREAS the number of administered vaccines in Ontario is not keeping pace with the number of doses that have been received by the provincial government;

AND WHEREAS the provincial COVID-19 vaccine booking system is not yet operational;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges Premier Doug Ford and the Province of Ontario to procure approved COVID-19 vaccines to be distributed to the residents of the Province of Ontario, increase the Province's vaccination rate to keep pace with the doses that have been received and accelerate the launch of its COVID-19 vaccine booking system;

AND FURTHERMORE that this resolution be forwarded to Premier Doug Ford, MPP Jim McDonnell, Hon. Christine Elliot, Minister of Health, Hon. Peter Bethlenfalvy, Minister of Finance and all Ontario municipalities.



☒ CARRIED

☐ DEFEATED

☐ POSTPONED


Mayor Frank Prevost



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

March 2, 2021

The Honourable Patty Hajdu
Minister of Health Canada
Via email: Patty.Hajdu@parl.gc.ca

Health Canada
Ottawa, Ontario
via email: hcinfo.infosc@canada.ca

Dear Honourable Madam:

Re: Cannabis Licencing and Enforcement

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

Resolution Number 22-2

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

WHEREAS the Township of Brock has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws;the future;

BE IT RESOLVED THAT the Township of Brock requests that Health Canada:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;

3. Provide dedicated communication with local governments and Police services;
4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and,
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

AND FURTHER BE IT RESOLVED THAT the Township of Brock will forward this motion by email to the following partners: All municipalities in Ontario; the MP and MPP of Haliburton–Kawartha Lakes–Brock; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and the Durham Region Police Services with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

MOTION CARRIED

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson
Municipal Clerk

BJ:dh

cc. The Honourable Christine Elliott, Minister of Health, Ontario –
christine.elliott@ontario.ca
The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock -
laurie.scottco@pc.ola.org
Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - Jamie.schmale@parl.gc.ca
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs –
minister.omafra@ontario.ca
The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food - Marie-
Claude.Bibeau@parl.gc.ca
Inspector Ryan Connolly, DRPS - northdivision@drps.ca
Ontario municipalities



44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

December 3, 2020

The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

By email only minister.omafra@ontario.ca

Dear Mr. Hardeman:

Please be advised that the following resolution was passed at the December 1, 2020 Howick Council meeting:

Moved by Councillor Hargrave; Seconded by Councillor Illman:

Be it resolved that Council request the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations under the Act that would require tile drainage contractors file farm tile drainage installation plans with the local municipality; and further, this resolution be forwarded to Minister of Agriculture, Food and Rural Affairs, Huron-Bruce MPP Lisa Thompson, Perth-Wellington MPP Randy Pettapiece, Rural Ontario Municipal Association, Ontario Federation of Agriculture, Christian Farmers Federation Of Ontario, Land Improvement Contractors of Ontario, Drainage Superintendents of Ontario and all Ontario municipalities. Carried. Resolution No. 288/20

If you require any further information, please contact this office, thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk
Township of Howick



Howick
TOWNSHIP

44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 Fax: 519-335-6208
www.howick.ca

Background Information to the Township of Howick Resolution No. 288-20 Requesting Amendments to the Agricultural Tile Drainage Installation Act

Rational for Proposed Amendments

Over the years, Howick Township staff have received many requests for tile drainage information on farmland. Usually these requests come after a change in ownership of the farm. Some of these drainage systems were installed recently but many are 30 to 40 or more years old. Many were installed by contractors who are no longer in business or who have sold the business and records are not available.

Information is generally available if the tile was installed under the Tile Drain Loan Program because a drainage plan is required to be filed with the municipality. If the tile system was installed on a farm without using the Tile Drain Loan Program, there likely are no records on file at the municipal office.

The other benefits to filing tile drainage plans with the municipality are identified in Section 65 of the Drainage Act.

- 65(1) – Subsequent subdivision of land (severance or subdivision)
- 65(3) – Drainage connection into a drain from lands not assessed to the drain
- 65(4) – Drainage disconnection of assessed lands from a drain
- 65(5) – Connecting to a municipal drain without approval from council

Section 14 of the Act states:

(1) “The Lieutenant Governor in Council may make regulations,

(a) providing for the manner of issuing licences and prescribing their duration, the fees payable therefor and the terms and conditions on which they are issued;

(a.1) exempting classes of persons from the requirement under section 2 to hold a licence, in such circumstances as may be prescribed and subject to such restrictions as may be prescribed;

(b) Repealed: 1994, c. 27, s. 8 (5).

(c) establishing classes of machine operators and prescribing the qualifications for each class and the duties that may be performed by each class;



Howick
TOWNSHIP

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- (d) providing for courses of instruction and examinations and requiring licence holders or applicants for a licence under this Act to attend such courses and pass such examinations;
- (e) prescribing the facilities and equipment to be provided by persons engaged in the business of installing drainage works;
- (f) prescribing standards and procedures for the installation of drainage works;
- (g) prescribing performance standards for machines used in installing drainage works;
- (h) prescribing forms and providing for their use;
- (i) respecting any matter necessary or advisable to carry out effectively the intent and purpose of this Act. R.S.O. 1990, c. A.14, s. 14; 1994, c. 27, s. 8 (4, 5)."

I believe it would be beneficial if a regulation required the installer, of agricultural drainage, to file a plan of the drainage system with the municipality following completion of the work.

While most of Section 14 deals with contractor, machine and installer licences, I think that Section 14(f) or 14(i) may allow a regulation change. This would be a better solution than an amendment to the Act.

Recommendations:

- Request by municipal resolution that the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations, under the Act, that would require tile drainage contractors file all farm tile drainage installation plans in the Municipality where the installation took place
- Send the municipal resolution to:
 - Minister of Agriculture, Food and Rural Affairs
 - Lisa Thompson, MPP Huron Bruce
 - Randy Pettapiece, MPP Perth Wellington
 - Rural Ontario Municipal Association roma@roma.on.ca
 - [OFA](#)
 - [CFFO](#)
 - All Ontario municipalities
 - the Land Improvement Contractors of Ontario (LICO), and
 - the Drainage Superintendents Association of Ontario (DSAO)

Wray Wilson, Drainage Superintendent
Township of Howick
drainage@howick.ca

February 26, 2021

The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

By email only: ernie.hardeman@pc.ola.org

Dear Mr. Hardeman,

Please be advised that the following resolution was passed at the February 10, 2021 Township of Adjala-Tosorontio Council meeting.

*Moved by: Deputy Mayor Meadows
Seconded by: Councilor Hall-Chancey*

Resolved, THAT the Council of the Township of Adjala-Tosorontio request the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations under the Act that would require tile drainage contractors file farm tile drainage installation plans with the local municipality; and further,

THAT this resolution be forwarded to Minister of Agriculture, Food and Rural Affairs (Minister Ernie Hardeman), Jim Wilson, MPP Simcoe-Grey, Lisa Thompson, MPP Huron Bruce, Randy Pettapiece, MPP Perth Wellington, Rural Ontario Municipal Association, Ontario Federation of Agriculture, Christian Farmers Federation Of Ontario, Land Improvement Contractors of Ontario, Drainage Superintendents of Ontario and all Ontario municipalities.

If you require further information, please do not hesitate to contact our office.

Sincerely,

Alice Byl

Alice Byl
Deputy Clerk
Township of Adjala-Tosorontio



March 9, 2021

Re: Item for Discussion – Request the Province of Ontario to Reverse Decision to Close Ontario Fire College

At its meeting of March 3, 2021, the Council of the Corporation of the Town of Bracebridge ratified motions 21-GC-057, regarding the request to the Province of Ontario to reverse the decision to close the Ontario Fire College, as follows:

“WHEREAS the Ontario Fire College (OFC) has been in existence since 1949;

AND WHEREAS the OFC is one of the primary sources of certified training for Ontario Firefighters;

AND WHEREAS the OFC has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario;

AND WHEREAS the OFC has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario;

AND WHEREAS the OFC gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications;

AND WHEREAS the OFC is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario;

AND WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018;

AND WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future.

THEREFORE, BE IT RESOLVED THAT the Town of Bracebridge requests that the Province of Ontario reverse their decision to close the OFC as it is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.”

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

In accordance with Council's direction I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read "L. McDonald". The signature is stylized with a large, looped "L" and a cursive "McDonald".

Lori McDonald
Director of Corporate Services/Clerk



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

February 25, 2021

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Dear Honourable Sir:

Re: Ontario Fire College, Gravenhurst

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

Resolution Number 24-2

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Ontario Fire College has been in existence since 1949; and,

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and,

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and,

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part Time and Career firefighters throughout Ontario; and,

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centres to obtain National Fire Protection Association (NFPA) certifications; and,

WHEREAS the Ontario Fire College is the most cost effective method to certify Firefighters to NFPA Standards in Ontario; and,

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and,

WHEREAS when the Ontario Government revoked O. Reg. 379/18: The Firefighter certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future;

THEREFORE, BE IT RESOLVED THAT the Corporation of the Township of Brock requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost effective methods for municipalities to train their firefighters which assists us in protecting our residents; and,

BE IT FUTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Jon Pegg, the Ontario Fire Marshal; and all municipalities within the Province of Ontario.

MOTION CARRIED

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK

A handwritten signature in cursive script that reads "Becky Jamieson".

Becky Jamieson
Municipal Clerk

BJ:dh

cc. The Honourable Sylvia Jones, Ontario Solicitor General - sylvia.jones@ontario.ca
The Honourable Steve Clark, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca
Jon Pegg, Ontario Fire Marshal – Jon.Pegg@ontario.ca
Ontario municipalities

MUNICIPALITY OF MORRIS-TURNBERRY

P.O. Box 310, 41342 Morris Road, Brussels, Ontario N0G 1H0
Tel: 519-887-6137 Fax: 519-887-6424 Email: mail@morristurnberry.ca



March 10, 2021

Honourable Doug Ford, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Via email: premier@ontario.ca

Dear Honourable Doug Ford, Premier of Ontario

Please be advised that at their March 2nd, 2021 meeting the Council of the Municipality of Morris-Turnberry passed motion 66-2021 to endorse and support the resolution requesting the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst.

MOTION
66-2021

Moved by Jim Nelemans
Seconded by Sharen Zinn

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and 6

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

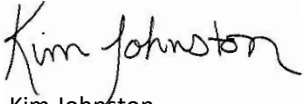
WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Municipality of Morris-Turnberry requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried.

Thank you,

A handwritten signature in black ink that reads "Kim Johnston". The signature is written in a cursive, flowing style.

Kim Johnston
Deputy Clerk
Municipality of Morris-Turnberry

c.c Municipality of Charlton and Dack

March 15, 2021

SENT VIA EMAIL

**RE: Support of Save the Ontario Fire College Resolution dated February 11, 2021,
received from Chris McConnell, President, OPSEU Local 317**

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, February 23, 2021 enacted the following resolution:

No. C-48-21

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Municipality of Leamington requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried

Sincerely,

Signature on File

Brenda M. Percy, Clerk

cc: Hon. Doug Ford, Premier of Ontario
Hon. Sylvia Jones, Ontario Solicitor General
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Jon Pegg, Ontario Fire Marshal
All Ontario Municipalities



March 9, 2021

Premier Doug Ford

By email only premier@ontario.ca

Dear Premier Ford,

Please be advised that the following resolution was passed at the February 22, 2021 Limerick Township Council Meeting:

Moved By: Councillor Ingo Weise
Seconded By: Councillor Jan MacKillican
Resolution No. 036-2021

Whereas, the Province of Ontario has announced that as of March 31, 2021 the Gravenhurst campus of the Ontario Fire College will be permanently closed and
Whereas, the Province of Ontario announced plans to modernize and expand access to firefighter training in Ontario; and
Whereas, there has been no clear plan communicated by the Province of Ontario on how firefighter training in the absence of the Ontario Fire College campus; and
Whereas, there has been no clear plan communicated by the Province of Ontario on how firefighter training in Ontario will be modernized and expanded; and
Whereas, there has been no clear plan communicated by the Province of Ontario regarding the costs or funding for modernized and expanded firefighter training in Ontario; and
Whereas, the Township of Limerick is a small rural municipality that operates a volunteer fire department to provide fire protection;
Now therefor, be it resolved that Council respectfully request a clear plan be communicated that establishes how the Province intends to modernize and expand firefighter training ensuring equal access to all municipal fire departments in Ontario, and as well, present a plan for funding to subsidize and or regulate the cost for firefighter training in the Province of Ontario.

Sincerely,

Victoria Tisdale

Victoria Tisdale – Clerk-Treasurer

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca

Telephone: 613-474-2863

Fax: 613-474-0478

Nicole Ilcio, Deputy Clerk Treasurer
assistant@township.limerick.on.ca

Telephone: 613-474-2863

613-474-0478

Fax:

March 9, 2021

RE: Minister's Zoning Orders (MZO's)

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held March 3, 2021, passed the following resolution:

2021-159

Moved by Cathy Little - Aakash Desai

Whereas the COVID-19 crisis has shown the residents of the Municipality of Grey Highlands how important natural lands, farmland and water sources in and around Grey Highlands are to their health and well-being and their economic livelihood; and

Whereas residents are rightly concerned with addressing the economic challenges posed by the COVID-19 crisis and are looking at new types of development that create new homes and businesses, jobs and economic activity in ways that are cost effective to residents and municipalities; and

Whereas there is development that creates jobs, new affordable homes and economic activity while protecting and preserving existing natural areas, farmland and water sources and meeting the needs of residents and municipalities; and

Whereas Minister's Zoning Orders (MZOs) are a tool that should not be used to fast-track development proposals, bypass important public consultations and override laws and policies designed to protect the environment; and

Whereas in 2020 the Ontario government has issued over 30 MZOs to fast-track development, many of them in natural areas, farmland and/or important water sources; and

Whereas Ontario residents would benefit financially, physically and socially from development that does not take place in natural areas, farmland, and water sources and from permanently protecting these lands instead;

Now therefore be it resolved that Council commit to not requesting a MZO to fast-track development on natural areas, farmland and/or water resources because they bypass public consultations and

existing policies and procedures designed to promote environmental protection; and

That Council request the Premier and Minister of Municipal Affairs and Housing to stop using Minister's Zoning Orders and urges the Provincial Government to move forward with COVID recovery actions that promote development that simultaneously protects natural areas, farmland and water sources while creating affordable homes and new jobs and in a way that is cost effective to residents and the municipality; and

That Council endorse the efforts of Blue Mountain Watershed Trust and the Ontario Greenbelt Alliance to bring more natural areas, farmland and water sources under the protection of laws like the Greenbelt Act; and

**That this resolution be circulated to Premier Ford; Minister Clark, Ministry of Municipal Affairs and Housing; MPP Bill Walker; and Ontario municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands

The Municipality of Grey Highlands

206 Toronto Street South, Unit One P.O. Box 409 Markdale, Ontario N0C 1H0
☎ 519-986-2811 Toll-Free ☎ 1-888-342-4059 Fax 519-986-3643
🌐 www.greyhighlands.ca ✉ info@greyhighlands.ca



February 16, 2021

Mayor Brian Saunderson, Town of Collingwood bsaunderson@collingwood.ca

Mayor Alar Soever, The Blue Mountains mayor@thebluemountains.ca

Mayor Doug Measures, Township of Clearview dmeasures@clearview.ca

Mayor Paul McQueen, Municipality of Grey Highlands mayormcqueen@greyhighlands.ca

Warden Selwyn Hicks, County of Grey Selwyn.hicks@grey.ca

Warden George Cornell, County of Simcoe George.cornell@simcoe.ca

We hope you and your loved ones are well. Thank you for all your efforts over the past months to help get us through this terrible COVID-19 crisis.

The COVID-19 pandemic has shown us how important natural spaces are to our wellbeing. We rely on these areas for our mental and physical health, and on farmland for the local food that keeps us healthy and our farmers employed. These lands are also critical to conserving biodiversity and enhancing community resilience to the impacts of climate change.

Some local governments in the GTA have ignored this reality and have tried to get permission to have protected Greenbelt land used for sprawl-style development. As well, some are working to secure Minister's Zoning Orders to bypass important environmental protections and local planning rules. Others, however, have expressed growing concerns about the provincial government's inappropriate use of this tool and we hope this number grows.

In addition, just recently, the Province has passed regressive changes to the Conservation Authorities Act to remove powers to protect natural areas and to protect us from the impacts of floods and toxic soil dumping.

As a result we are making two specific requests:

Please resist the use of MZO's and tell the Province you oppose the recent changes to the Conservation Authorities Act because both of these actions fast-track sprawl-style development, sidestep public consultation and override policies intended to protect Ontario's natural areas, water sources and farmland. Please also consider asking the province to add farmland and natural areas in your region to the Greenbelt to increase their protection.

Please pass a Council resolution that includes the above points and forward it to the Minister of Municipal Affairs and Housing.

As an environmental advocacy group established for over 25 years, we are calling on you and the entire Council to commit to resisting the misuse of MZO's, oppose implementation of the changes to the Conservation Authorities Act, stop sprawl and seek growth of the Greenbelt as part of a Green and Just

Recovery.

Yours sincerely,

Norman Wingrove, Acting President BMWTF

C: BMWTF Board of Directors

BMWTF Watershed Action Committee

MZO Letter to Municipalities 2021-02-09

From: noreply@selwyntownship.ca On Behalf Of Margaret McCullough
Sent: March 7, 2021 5:17 PM
To: Selwyn Info <info@selwyntownship.ca>
Subject: Puppy Mills

Hello Mayor Mitchell and Council,

I am most concerned and disappointed about the lack of protection for companion animals in Canada. The consequences of this are being exacerbated by the huge demand for puppies because of the pandemic. Our laws regarding the conditions animals can be kept in are outdated and need strengthening. These living conditions as proposed by the Humane Society of Canada and the SPCA need to be actually stated in the criminal code. Other countries such as New Zealand, Finland and the UK have recently done this. I would also ask that anyone breeding a companion animal for sale must be registered, (this would be dependent on meeting the stated living standards), advertising animals for sale from unregistered breeders would be illegal and buyers must be able to see where the animals are living. This would help CKC registered breeders who already adhere to strict standards.

I have an e petition, sponsored by MP Nathaniel Erskine Smith, and it would be fantastic if you could sign and share it. I have a huge amount of support from citizens across Canada including in your province, and also ask that you consider enacting Animal Welfare legislation similar to that adopted by Beaconsfield council Quebec.

Thank you,
Margaret McCullough

e-2997 (Animals)

E-petition

Initiated by Margaret McCullough from Victoria, British Columbia

Petition details

Petition to the Government of Canada

Whereas:

- Animals in puppy mills are kept in cramped, filthy conditions with no opportunity for exercise, socialisation or veterinary care;
- The living conditions for animals in a puppy mill include tiny wire or wooden cages, old tractor cabs, and the mother dogs being chained to trees;
- Mother dogs are repeatedly bred, spend their whole lives in these appalling living conditions and often suffer with debilitating eye, skin, ear, foot and other diseases;
- When mother dogs are unable to breed anymore they are discarded, and more than often killed; and
- Inbreeding is common in puppy mills, and the puppies are often sick and suffer with horrific genetic disorders.

We, the undersigned, **Citizens of Canada**, call upon the **Government of Canada** to ban the operation of puppy mills in the entire country.

Member of Parliament



[Nathaniel Erskine-Smith](#)

Beaches—East York

Liberal Caucus

Ontario

8386 signatures



Town of The Blue Mountains

32 Mill Street, Box 310
THORNBURY, ON N0H 2P0
<https://www.thebluemountains.ca>

OFFICE OF: Mayor Alar Soever

Email: asoever@thebluemountains.ca

Phone: 519-599-3131 Ext 400

Sent via E-mail

March 10, 2021

Ministry of Municipal Affairs and Housing

Hon. Steve Clark | Minister | minister.mah@ontario.ca

777 Bay Street, 17th Floor

Toronto, ON M5G 2E5

Dear Minister Clark,

RE: COVID-19 Recovery Funding

We are very disappointed that the 2021 COVID-19 Recovery Funding for Municipalities program to support COVID-19 operating costs and pressures does not include an application based portion as was done in Phase 2. (see Council resolution attached). As you will recall, we expressed our appreciation for this very progressive needs-based approach to funding in our delegation at ROMA.

Now, instead of addressing the real needs that individual communities have in dealing with COVID, the new funding announced March 4, 2021 is allocated by the number of households and by the number of cases within the Health Unit. This fails to recognize the unique circumstances and real costs that municipalities have had and continue to have in addressing COVID. Actually, somewhat perversely, the formula actually awards communities that did little and had higher case counts.

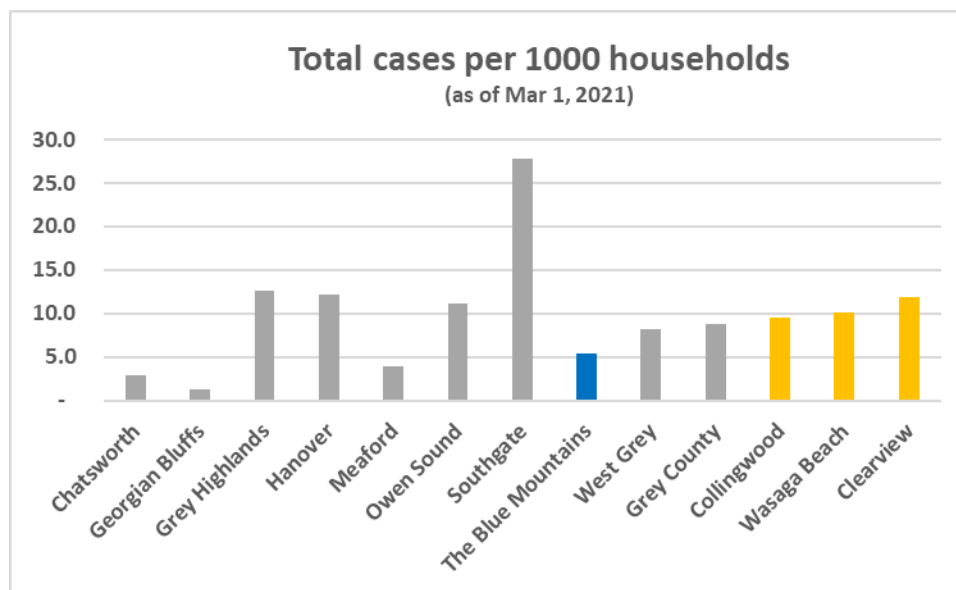
Last year in The Town of The Blue Mountains COVID had a total negative budget impact of \$2,301,500, (\$902,000 in COVID related costs and \$1,399,500 in lost revenue.) As we are a popular tourist destination which hosts some 2.5 M visitors per year, approximately \$433,000 of these costs were connected with managing COVID risks related to our tourism.

Throughout the pandemic we did not turn our fellow Ontarian's away, as some other communities did, but rather implemented measures to keep our community and visitors safe. These included the following:

- Hiring additional By law staff to respond to COVID-19 related complaints and inquires and to manage capacity of our beaches (We thank the province for the speed reduction on Highway 26 this summer so we could manage capacity on our waterfront safely)
- Implementing paid parking at high-volume beachfront areas to manage traffic;
- Installing jersey barriers and handwashing stations in downtown Thornbury to increase sidewalk space to allow for appropriate physical distancing requirements;
- Installing COVID-19 safety signage throughout the Town to support education and awareness;

- Implementing a Mandatory Face Covering By-law to expanding the Provincial mask order to include the retail customer as well as the business operator in order to reinforce the importance of wearing a mask indoors/enclosed spaces throughout the Town;
- Producing a weekly video message from myself updating our citizens on the status of COVID cases and reminding them to follow public health advice.

These measures were effective in keeping our case counts below that of most of our neighbouring municipalities, in spite of the fact we host far more tourists.



The \$2,301,500 in costs and lost revenue, were offset by \$1,375,000 in cost savings we were able to find at the local municipal level, \$880,500 in Safe Restart Funding, and \$46,000 which needed to be funded from reserves.

2020 Safe Restart Funding

Ontario Safe Restart Funding Phase 1	\$495,500
Ontario Safe Restart Funding Application based Phase 2	\$385,000
Total Ontario Safe Restart 2020 Funding	\$880,500

In addition, we have tried to mitigate the costs by finding efficiencies and in fact have just completed the 2021 budget with a 1.13 percent tax increase using zero based budgeting principles in the main town departments. We have also looked to maximize revenue from other non-taxation revenue sources, and have lead the county in finding missing assessment revenue.

This year, with the Province promoting 2021 as Year of the Ontario Staycation, we expect that we will again have to again manage excess COVID related tourism in our community, including capacity on our beaches and trails, and promote social distancing, and other COVID health measures. As such we anticipate our costs to be similar to last year. Our current estimate of 2021 costs is about \$900,000.

2021 Safe Restart Funding

Funding Stage	
Phase 2 for 2021	\$99,000
March 2021 COVID-19 Recovery Funding	\$148,523

The funding we will be receiving for 2021 however, will amount to only \$247,523, leaving us about \$650,000 short. This is only in terms of COVID expenses. In addition, we anticipate that we will again have a substantial revenue shortfall in 2021. Recognizing the hardship resulting from the shutdown of the ski industry this winter we have waived interest for property taxes and utility bills for the period from April 1 to June 30th, to allow our businesses and residents to get back on their feet after a lost winter season. We accept we will again have to find savings to cover this lost revenue ourselves, as we did last year.

We had and continue to have real costs keeping not only our residents, but also visitors from other parts of Ontario safe. We don't expect the province to cover all our costs and the revenue shortfall caused by shutdowns of our tourism businesses due to high case counts in other parts of the province. Neither did we expect to be penalized by a formula that penalizes us just because we were successful in keeping case counts low.

Please consider adding an additional phase of application funding to support tourist communities such as ours who actually invest to make sure we keep all Ontarians safe, visitors and residents alike.

Respectfully submitted,



Mayor Alar Soever
Town of The Blue Mountains

Enclosed: Resolution – March 8, 2021

CC: Premier Ford (via email)
Hon. Jim Wilson, MPP Simcoe-Grey (via email)
Hon. Bill Walker, MPP Bruce-Grey (via email)
Saif Sumbal, Manager, Local Government and Housing – Western Municipal Services (via email)
Stephanie DiNucci, Senior Policy Advisor for Municipal Affairs (via email)
Association of Municipalities of Ontario (via email)
Municipalities of Ontario (via email)
Council, Town of The Blue Mountains (via email)
Shawn Everitt, CAO, Town of The Blue Mountains (via email)
Ruth Prince, Director of Finance & IT Services, Town of The Blue Mountains (via email)
Department File – C2048



Town of The Blue Mountains

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info@thebluemountains.ca • www.thebluemountains.ca

March 8, 2021

Moved by: Deputy Mayor Potter

Seconded by: Councillor Bordignon

THAT Council of the Town of The Blue Mountains receives for information the February 23, 2021 correspondence thank you letter from Ministry of Municipal Affairs and Housing at the ROMA Conference Delegation;

AND THAT Council of the Town of The Blue Mountains receives the March 4, 2021 correspondence from Ministry of Municipal Affairs and Housing regarding COVID-19 Recovery Funding;

AND THAT Council request Mayor Soever respond to the Minister of Municipal Affairs and Housing, Association of Municipalities of Ontario and to other municipalities, as appropriate, in response to the COVID-19 Recovery Funding being provided,

Councillor Bordignon	Yay
Councillor Hope	Yay
Councillor Matrosovs	Absent
Deputy Mayor Potter	Yay
Councillor Sampson	Yay
Councillor Uram	Yay
Mayor Soever	Yay

The motion is **CARRIED**.

CERTIFIED TO BE A TRUE COPY

A handwritten signature in black ink, appearing to read "Krista Royal", is written over a dotted line.

Krista Royal, Deputy Clerk



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 **Fax:** (807) 825-9576

March 2, 2021

The Honourable Sylvia Jones
Solicitor General
18th Floor – 25 Grosvenor St.
Toronto, ON
M7A 1Y6

Dear Solicitor General Jones,

At the Township of Terrace Bay Regular Council Meeting held on Monday March 1, 2021, the following resolution of support was passed.

Re: Township of Perry – Community Safety & Well-Being Extension Request.

Resolution: 49-2021

Moved By: Councillor R. St. Louis

Seconded By: Councillor P. Malashewski

RESOLVED THAT the Council of the Township of Terrace Bay hereby support the efforts being taken seeking an extension of the July 1, 2021 deadline to the Solicitor General for the submission for the Community Safety and Well-Being Plan.

Carried

We appreciate your attention to this matter.

Sincerely,

Jody Davis
Mayor

CC: All Ontario Municipalities

March 16, 2021

Honourable Premier Doug Ford
Premier of Ontario
Legislative Building
Queens Park
Toronto, ON M7A 1A1

premier@ontario.ca

Dear Premier Ford:

Re: Municipal Insurance Rates

The Municipality of Shuniah has passed the following resolution at the March 9, 2021 council meeting:

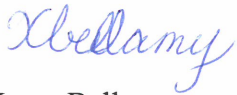
The Council of the Municipality of Shuniah hereby supports the resolution of the Corporation of the Municipality of West Grey wherein they call on the Province of Ontario to review the seven recommendations of AMO to investigate the following municipal insurance issues, as insurance premiums will soon be out of reach for many communities:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a one-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence, including but not limited to, premiums, claims and deductible limit changes which support its own and municipal arguments as to the fiscal impact of joint and several liability.

7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General; and

That this motion be provided to the Premier of Ontario, Minister of Finance, Attorney General of Ontario, MPP for Thunder Bay and all municipalities in Ontario.

Sincerely,



Kerry Bellamy
Clerk
Municipality of Shuniah

Cc: Minister of Finance
Attorney General
Local MPP's
Ontario Municipalities

The District Municipality of Muskoka

Moved By: H. Lorenz

Seconded By: P. Kelly

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958;

AND WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters;

AND WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario;

AND WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario;

AND WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus;

AND WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications;

AND WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario;

AND WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018;

AND WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future;

NOW THEREFOR BE IT RESOLVED THAT The District Municipality of Muskoka requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

AND THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried ✓

Defeated _____


District Clerk

AMO Policy Update – Phase II of Vaccinations Plan, Bill 257 – *Supporting Broadband and Infrastructure Expansion Act*, and Firefighter Training Modernization

Vaccination Distribution Plan – Phase II

The Province has announced that Phase Two of Ontario's vaccination distribution plan will begin next month. Phase Two will focus on age and risk to prevent further death, hospitalization, and transmission. Populations eligible for Phase Two vaccination will be: older adults, between 60-75-79 years of age; individuals with specific health conditions and some primary caregivers; people who live and work in congregate care settings and some primary caregivers; people who live in hot spots with high rates of death, hospitalizations, and transmission; and certain workers who cannot work from home. These groups are expected to be vaccinated from April to July 2021.

Beginning March 15th, the Province will be launching an online booking system and a provincial customer service desk to answer questions and support appointment bookings at mass immunization clinics. In addition to mass vaccination clinics, hospitals, and mobile clinics, the Province is also working with the pharmacy sector and primary care professionals to offer vaccinations in new settings. This phase is expected to vaccinate up to nine million Ontarians.

Bill 257 – *Supporting Broadband and Infrastructure Expansion Act*

Yesterday, *Bill 257, Supporting Broadband and Infrastructure Expansion Act*, was introduced in the Legislature by the Honourable Laurie Scott, Minister of Infrastructure. The purpose of the Act is to reduce costs to broadband providers associated with attaching broadband wires to hydro utility poles and would provide timely access to poles and to municipal rights of way to install broadband on municipal land for “provincially significant” broadband projects. These proposed measures build on the Province's Up to Speed: Ontario's Broadband and Cellular Action Plan.

The definition of a “provincially significant project” will be determined through regulation. If this term is scoped to mean **projects in rural and northern areas receiving provincial broadband funding**, this Act could help to ensure projects are delivered faster to the benefit of local communities that are currently unserved or underserved.

Bill 257 also proposes amendments to the *Ontario Energy Board Act, 1998* that could see an impact to the pole attachment process for local distribution companies (LDCs) and to the Ontario Energy Board.

There are also proposed amendments to the *Planning Act* that ministerial zoning orders made under section 47 are not required, and are deemed to never have been required, to be consistent with the Provincial Policy Statement (PPS), except in the Greenbelt.

While this amendment, if passed, may clarify some legal matters, it raises questions as to why the Province would not want to abide by the Provincial Policy Statement which articulates provincial interests.

AMO expects to engage with the Ontario Government during the regulatory development process to ensure that the legislation improves broadband coverage to municipal governments without jeopardizing accountability for municipal rights-of-way and local autonomy. AMO has strongly supported expansion of access to broadband connectivity for Ontario communities and will work to ensure the proposed legislation helps communities achieve that while protecting local taxpayers and their investments.

Firefighter Training Modernization

Yesterday the Office of the Fire Marshal published a Communiqué on the Ontario Fire College Training Modernization. It was issued as a follow up to the January 13, 2021 announcement regarding the decommissioning of the Ontario Fire College (OFC) and the modernization of fire safety training in Ontario.

The decommissioning of the OFC campus is set for March 31, 2021. Available options for OFC training are set out in the Communiqué, as is who to contact should municipalities have any questions.

AMO Policy Update – Province Provides Additional Transit Funding, Municipal Modernization Funding, and 34 Public Health Unit Vaccination Plans Together

Province Provides Additional Transit Funding

The Honourable Caroline Mulroney announced today that the Province was providing an additional \$150 million to support transit systems through the pandemic. The funding is in addition to funds provided by the provincial and federal governments under the Safe Restart Agreement.

With some reallocation of funding, this announcement will make up to \$650 million available to municipalities to be spent by December 31, 2021. Extensions may be considered on a case-by-case basis. The Ministry of Transportation will provide information webinars on the funding in partnership with the Ontario Public Transit Association (OPTA) in the coming days.

The Safe Restart Agreement provides up to \$4 billion in federal-provincial funding for emergency costs related to the pandemic. \$2 billion of this is allocated to supporting transit systems, of which \$1.5 billion has been allocated. The funding has helped to provide personal protective equipment, fund additional cleaning, and help keep transit systems operating as ridership patterns and social distancing have taken place. This funding was strongly advocated by AMO to help maintain transit during the pandemic and ensure these systems are ready to support the recovery.

Municipal Modernization Funding

Also today, the Minister of Municipal Affairs and Housing, the Honourable Steve Clark, announced \$10 million under the Audit and Accountability Fund to support efficiency and modernization projects in 31 large municipalities.

This funding is in addition to the January 26th, 2021 ROMA Conference announcement of \$40 million to help small and rural municipalities through the Municipal Modernization Fund. The funding will support initiatives to improve processes and develop new ways of operating to provide more effective public services.

Public Health Vaccination Plans

Further to the good work the *Toronto Star* did this weekend to have all 34 Public Health Units' vaccination plans in one publicly accessible site, AMO staff has reviewed and updated each of the PHU's links and have put them in one spreadsheet here.

AMO Policy Update – Municipal Councillor Code of Conduct

The Honourable Steve Clark, Minister of Municipal Affairs and Housing, announced late Friday afternoon, March 5th, that the Province would launch a consultation on municipal Codes of Conduct for council members. The consultation will be led Associate Minister of Children and Women's Issues, Jill Dunlop, and will consider input from municipal councillors, staff, and associations.

AMO recognizes that enforcing behavioural standards for council members can be a challenging matter for many members to find consensus on. However, stronger standards and compliance are in the public interest. To frame the considerations from a municipal government perspective, AMO was asked to provide input to the Minister earlier this year. With the launch of the consultations, AMO is now providing its input to members today to help them consider options to strengthen Codes of Conduct.

The AMO Board of Directors' recommendations aim to strengthen existing tools for compliance with Codes of Conduct as well as provide some new tools for municipal governments to use in defined circumstances. In providing their input, AMO's Board expressed confidence in Codes of Conduct and the office of Municipal Integrity Commissioners as local tools to help councils maintain public accountability and agreed to by all council members upon assuming office.

The Board's recommendations are:

- amending the Municipal Act to allow for **Administrative Monetary Penalties** in Municipal Code of Conduct breaches to incentivize compliance – subject to regulation and a municipal by-law setting out appropriate penalty thresholds for the municipality;
- **suspension** of a council member for a certain period of time in defined circumstances that could negatively impact public health and safety;
- **removal from office** by a member of the Judiciary on the recommendation of an Integrity Commissioner where a report has found serious and/or repeated breaches of Codes of Conduct; and
- better **training and standards for Integrity Commissioners** to improve capacity and consistency of decision-making across the province.

To provide context for AMO Board's recommendations, here is the background to this work. In December, Minister Clark requested that AMO consider providing advice to the Government on this subject. After conducting research and several robust discussions, AMO's Board of Directors adopted recommendations at its meeting in late January. Since that time, AMO staff has been working with the Ministry of Municipal Affairs and Housing to provide input on next steps. With the public launch of this consultation AMO is providing members with the Board's advice to the Province.

March 10, 2021

AMO Update – More Social Services Relief Funding to Protect the Homeless during COVID-19 and Ontario Vaccine Rollout Update

More Social Services Relief Funding to Protect the Homeless

Today the Ontario government announced that it is providing \$255 million in additional funding for the Social Services Relief Fund (SSRF). The SSRF will continue to help municipalities, District Social Services Administration Boards, and Indigenous program partners to keep vulnerable people safe. It will protect homeless shelter staff and residents and help people from becoming homeless.

Specifically, the funding can be used to acquire motel and hotel spaces to support physical distancing of shelter residents, hire more shelter staff, and purchase personal protective equipment (PPE) and cleaning supplies. It can also add to rent and utility banks to help prevent more people from becoming homeless.

This brings the total SSRF investment up to \$765 million since the onset of the pandemic. The SSRF funding is an important investment for both economic and social recovery and is literally saving lives. AMO has highlighted the need for the funding to continue for the duration of the COVID-19 pandemic situation and is pleased with the government's proactive response.

Ontario Vaccine Rollout Update

Additional information on the provincial vaccination rollout has been released today. With the increasing vaccine supply, the Ontario government is able to expand the delivery of COVID-19 vaccines to include pharmacies and primary care settings.

As of Friday, March 12, over 325 pharmacies will be offering the AstraZeneca/COVISHIELD vaccine to eligible Ontarians aged 60-64, by appointment only, as part of the vaccine delivery pilot program in three public health unit regions: Toronto, Windsor-Essex, and Kingston, Frontenac, Lennox & Addington. This vaccine rollout will be expanded to more pharmacies in other regions of the province as supply increases.

To increase capacity for vaccination beyond public health units and the pharmacy pilots, the Province is working with primary care professionals to offer vaccinations in primary care settings and community locations, such as physician offices, in partnership with public health units. This initiative will begin in Hamilton, Toronto, Guelph, Peterborough, Simcoe-Muskoka, and Peel as of Saturday March 13, 2021.

It needs to be emphasized that primary care providers will not be taking appointments by request but will be contacting eligible Ontarians aged 60-64 directly to book an appointment starting today, March 10, 2021. They will only be offering the AstraZeneca/COVISHIELD vaccine at this time.

As Phase One of Ontario's COVID-19 vaccine rollout is nearing its completion, there are preparations to move into Phase Two of its COVID-19 vaccine distribution plan as of April, with a focus on vaccinating populations based on age and risk. Vaccinations continue to be offered to eligible populations at hospitals, mobile clinics, and mass immunization clinics.

Mass immunization clinics are a significant delivery channel to administer Pfizer and Moderna vaccines. Over 120 mass immunization clinics are planned to open this month across Ontario in addition to sites already open, increasing the Province's vaccine administration capacity to over 150,000 doses per day, dependent on supply. Many municipalities and their staff are working with their public health units to support these mass immunization clinics.

As greatly anticipated, the Province will launch an online booking system and a provincial customer service desk on March 15. These supports are to answer questions and book appointments at mass immunization clinics, starting with those over the age of 80. As further vaccine distribution information becomes available, AMO will share through future updates and/or on our COVID-19 Resources page.

March 12, 2021

AMO Policy Update – New Support for Local Fire Services and Updated COVID-19 Vaccine Tools and Resources

Support for Local Fire Services During COVID-19

Yesterday, the Ministry of the Solicitor General announced it will provide \$5 million to help municipal fire services address the impacts of the COVID-19 pandemic. This one-time funding will enhance fire safety training across the province and support safety inspection programs to ensure compliance with the Ontario Fire Code. Recognizing that Ontario's fire departments vary in size, capacity and levels of risk, each municipality will be able to submit proposals for an initial \$4,500 base grant plus additional funding dependent on population served.

Updated COVID-19 Vaccine Tools and Resources

The Ministry of Health vaccine tools and resources have been updated and are now posted to the Ministry's website. Changes are highlighted within these documents, and new documents include information for AstraZeneca and COVISHIELD COVID-19 vaccines.

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

SPECIAL INVESTIGATIONS UNIT



JANUARY – MARCH 2020

QUARTERLY REPORT

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INTRODUCTION

At the start of the year 2020, Joseph Martino accepted a two-year appointment as the SIU's director, having served in the interim director capacity for most of 2019. In accepting his appointment, Mr. Martino said that transparency remains a pressing objective and the SIU must continue to push the envelope with the amount of information released to the public while respecting the legal limitations in place meant to protect the integrity of SIU investigations.

Traditionally, the SIU's annual reports are calendar based in a calendar year. However, with the coming into force of the *Special Investigations Unit Act, 2019* in December 2020, the SIU must now report based on the fiscal year – the beginning of April to the end of March. As our last annual report covered the period until the end of December 2019, and the next annual report period begins in April 2021, this quarterly report capturing January to March 2020 has been prepared to bridge the gap.

COVID-19 PANDEMIC

In January 2020, The World Health Organization (WHO) declared coronavirus a global health emergency.

With increasing transmission in the province of Ontario, a state of emergency was declared by Premier Doug Ford on March 17, 2020, including the gradual implementation of restrictions on gatherings and commerce.

On March 24, 2020, the Secretary of the Cabinet Steven Davidson, made the following announcement to all Ontario Public Service (OPS) staff, which includes the SIU staff:

. . . Yesterday the government announced that it will order the mandatory closure of all non-essential workplaces effective as of Tuesday, March 24 at 11:59 p.m. This closure will be in effect for 14 days with the possibility of extending as the situation evolves. . .

Recognizing that significant efforts have already been underway to enable remote work, we will only be asking OPS employees to come to work in person if a ministry requires them to deliver critical services, effective Wednesday, March 25, 2020, and until further notice.

All services (critical or otherwise) that can be delivered remotely should continue.

Employees who do not support critical services and who cannot work remotely will be asked to remain at home. The OPS has a significant role in addressing this current pandemic, and thus I strongly believe that this precautionary measure is required.

This decision was not made lightly, and I have consulted with the deputy ministers to ensure all ministries are prepared to implement this updated direction. I have asked all deputy ministers to communicate within their organizations regarding their critical services.

While doing everything we can to ensure the delivery of critical public services is important, your health and safety is equally important. . .

Subsequent Announcement

The OPS will continue to pause on its workplace reintegration plans until at least late January 2021 and reassess the impact of the pandemic at that time.

COMMUNICATION WITH MEDIA

Communication with the media is critical in ensuring that the SIU remains responsive, transparent and accountable to the public it serves. Because the SIU takes on cases at all hours of the day and night across the province, SIU Communications has made it a priority to respond to media 24 hours a day, seven days a week.

In the three-month period from January 1, 2020 to March 31, 2020, SIU Communications responded to approximately 112 inquiries from media via phone, email, text, Twitter and in-person. The nature of the questions varied, with media looking for the following types of information:

- Updates on SIU cases;
- Statistics; and
- Backgrounder information to get a better understanding of SIU policies and procedures.

While the vast majority of calls are from media across Ontario, SIU Communications also fields and responds to inquiries from across the country, as well as from international media.

Status of SIU Cases

Though the time of this report, the SIU was mandated with investigating incidents involving police that resulted in serious injury, death, or an allegation of sexual assault. Due to the complexity and/or circumstances of any case, these investigations can require a significant amount of time to complete. The length of an investigation may be impacted by how long it takes to conduct interviews and gather and analyze physical evidence. For example, significant delay can result when the SIU must await the completion of expert reports from outside organizations with respect to the forensic analysis of evidence or the completion of a post-mortem examination report. While the SIU recognizes it is important to resolve cases in a timely manner, the thoroughness of the investigation must take precedence over the length of time it takes to finish an investigation.

In an effort to keep the public up-to-date on the progress of SIU investigations, the Unit continues to proactively provide updates on each investigation via the Unit's Status of SIU Cases chart at https://www.siu.on.ca/en/case_status.php, a practice that began July 1, 2018.

News Releases

From January 1, 2020 to March 31, 2020, the SIU issued 57 news releases.

18 News releases were issued in the early stages of an investigation

The SIU has committed to issuing news releases at the beginning of investigations in cases where a death has occurred, a firearm has caused serious injury, there has been a major vehicle collision, a significant public interest has been generated.

23 News releases were issued in cases where the evidence did not satisfy the director that there were reasonable grounds to lay charges

At the conclusion of a SIU investigation, if the evidence does not satisfy the director that there are reasonable grounds to lay criminal charges, a Director's Report is produced and posted to the SIU's website. Each time a report is published, the SIU notifies the public of the report by issuing a news release.

13 News releases were issued for cases terminated by memo

In order to promote transparency, investigations that are terminated because the mandate of the SIU is not engaged, including instances in which it is determined that no serious injury was sustained, the SIU issues a news release. This practice was initiated in the summer of 2017.

3 News releases were issued in cases where charges were laid

Information Release in Cases Involving Allegations of Sexual Assault

In cases involving allegations of sexual assault, the SIU, as a general matter, did not release details to the public which could potentially identify the individual alleging a sexual assault occurred or the officer who was the subject of the allegation. This was so because the release of information related to investigations of sexual assault allegations is associated with a risk of further deterring what is already an under-reported crime and undermining the heightened privacy interests of the involved parties, most emphatically, the complainants. As with other types of cases, once a sexual assault investigation is underway, it is denoted on the Status of SIU Cases chart.

OUTREACH INITIATIVES

The SIU's outreach initiatives aim to increase public knowledge of the SIU's mandate, while creating meaningful dialogue with community stakeholders. Developing, strengthening and fostering relationships through outreach efforts enhances transparency, encourages mutual awareness and, ultimately, increases the public's confidence in the SIU's work throughout Ontario.

For the period January to March 2020, the Outreach Coordinator position remained vacant. The following chart sets out the number of presentations made by SIU staff to different types of audiences.

Outreach Presentations January – March 2020	
Academia (college, university, high school)	9
Community Groups	3
Hospital Staff	1
Total	13

AFFECTED PERSONS PROGRAM

The Affected Persons Program (APP) provides support services to those negatively impacted by incidents investigated by the Unit. The Program responds to the psychosocial and practical needs of complainants, their loved ones and witnesses by offering immediate crisis support, information, guidance, emotional support, systems navigation, advocacy and referrals to community agencies. Program staff are available to respond to the needs of affected persons 24 hours a day, 7 days a week.

The Affected Persons Court Support Program continues to provide direct support services to SIU complainants and witnesses throughout the court process, which is often difficult and confusing. Court support services are available to SIU complainants and witnesses when an investigation results in criminal charges.

APP Statistics

From January 1 – March 31, 2020, the Program was involved in 47 cases, including cases that required court support services.

*Some cases are referred to the Program outside of the year they occurred and/or support is provided beyond the year the investigation was launched.

*Many cases involve providing support services to more than one affected person.

All Cases, Breakdown by type:

Death	19
Sexual Assault	10
Injury	18

Court Support Program, Case Type Breakdown:

Death	3
Sexual Assault	4
Injury	6

TRAINING

The SIU training that occurred between January and March 2020 consisted of the following:

- January 23/24 – Mental Health First Aid, Affected Person Coordinator; and
- March 9 - Ontario Police College Forensic Recertification Exam (Six Forensic Investigators). This is administered every three years.

FIRST NATIONS, INUIT AND MÉTIS LIAISON PROGRAM

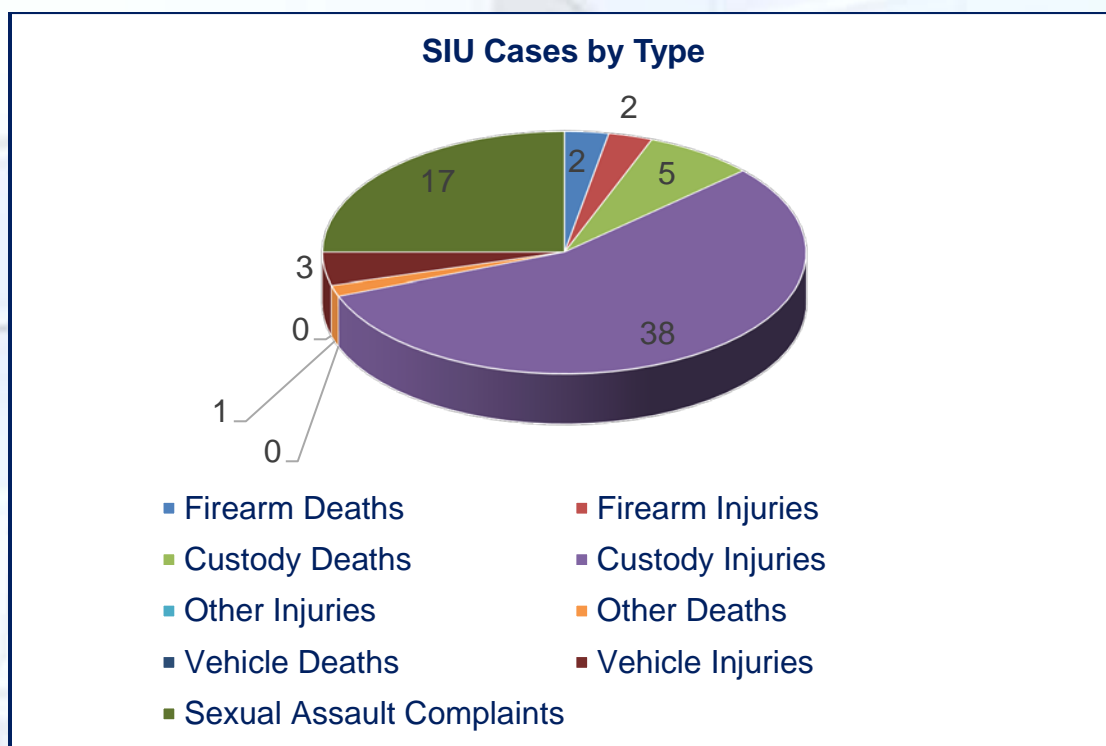
The objective of the First Nations, Inuit and Métis Liaison Program (FNIMLP) is to develop cultural competence in the Unit's approach to incidents involving First Nations persons or communities.

While the SIU does not have jurisdiction over First Nations police, the Unit has in place a protocol for incidents that may involve Indigenous communities in one way or another.

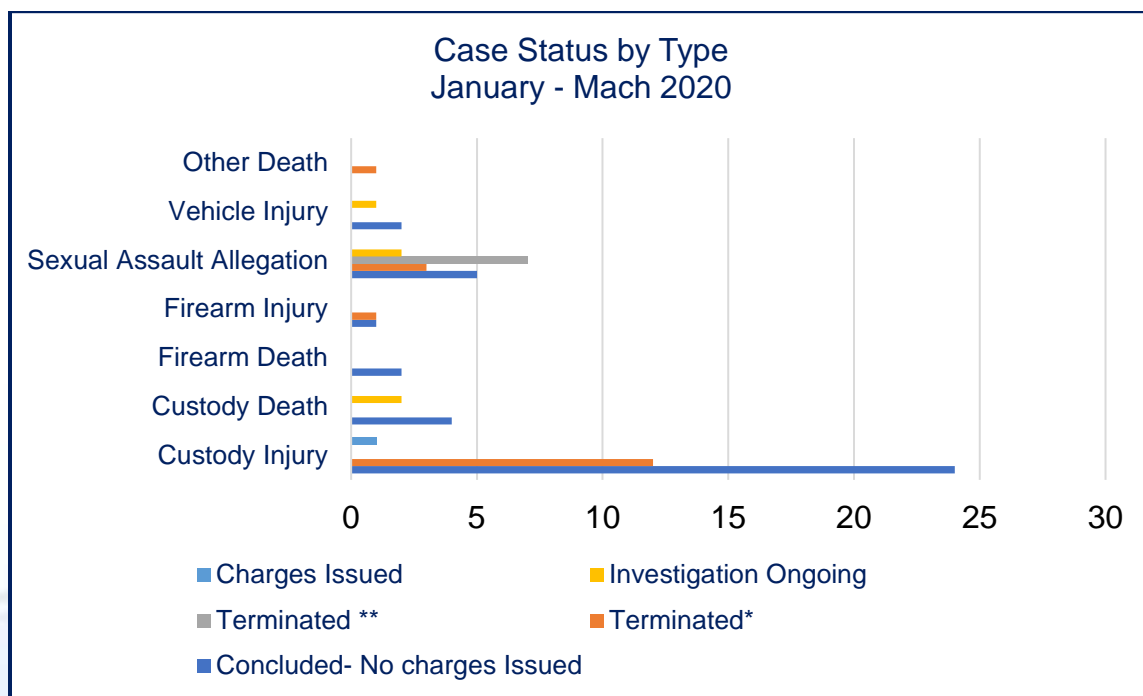
An additional investigator was added to the FNIM Liaison Program team. As a former member of the Sarnia Police Service (SPS), the investigator received regular training on Indigenous cultures.

Still living in the Sarnia area, the investigator has been involved extensively with the Walpole Island, and Kettle and Stony Point communities.

SIU STATISTICS



Out of the 68 cases closed by the SIU, the majority (38 cases) were custody injuries. Sexual assault allegations were the second highest with 17 complaints.



NOTES:

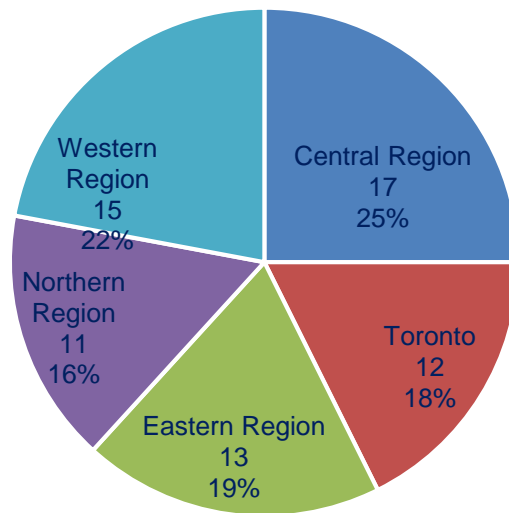
Concluded, no charges issued - at the end of a SIU investigation, the evidence does not satisfy the director that there are reasonable grounds to lay criminal charges.

- * SIU terminates the investigation of a case when preliminary inquiries reveal:
 - there is no presence of "serious injury" for purposes of the SIU's mandate
 - there is patently nothing to investigate as far as the potential criminal liability of any police officer is concerned

- ** Investigation terminated by SIU and referred to the OPP for investigation. The decision to do so followed consultation between the SIU and the OPP in which it became clear that there were overlapping investigative interests between the agencies and that the administration of justice was best served by having one organization assume carriage of the matter.

Charges issued – there are reasonable grounds to believe an officer committed a criminal offence under the *Criminal Code of Canada*.

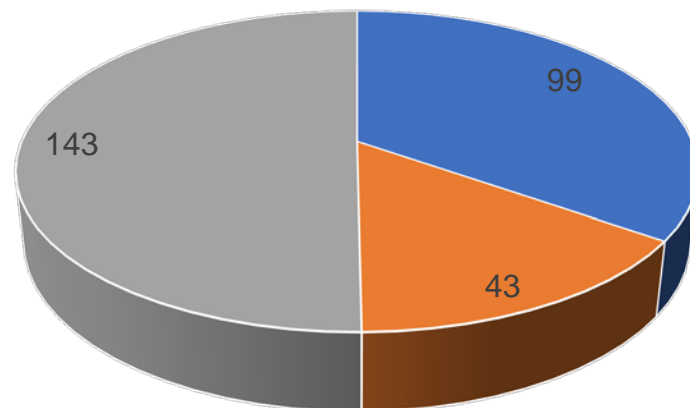
Case Breakdown by Region January - March 2020



On a regional basis, Central region had the highest number, accounting for 17 cases or 25% of total while Northern region had the least number of cases at 16% of total.

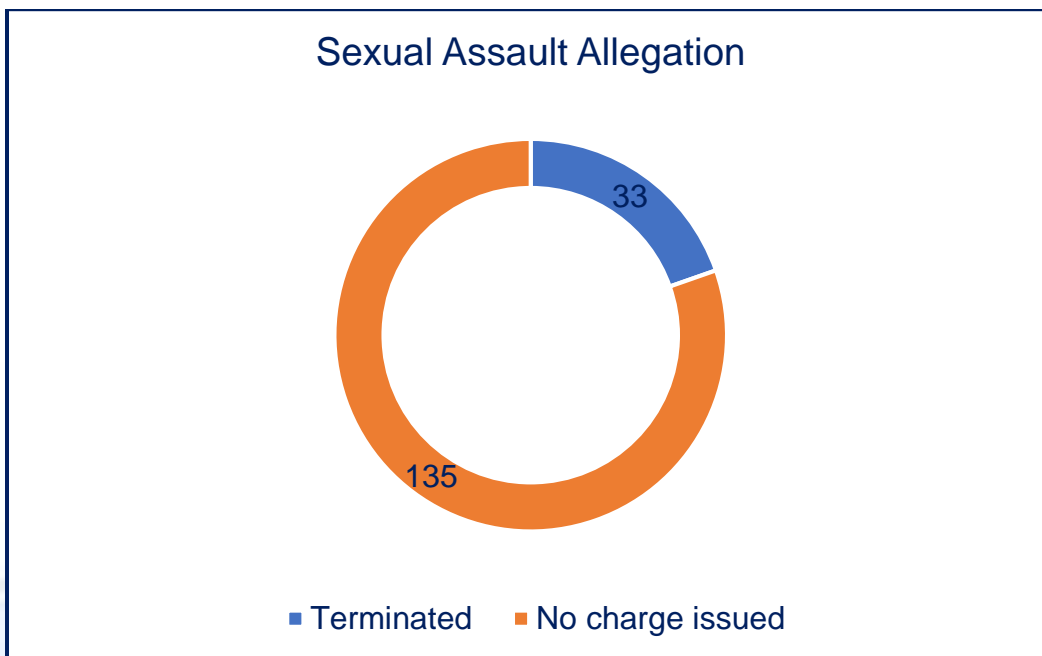
Average Number of Days to Close an Investigation

Custody Injury

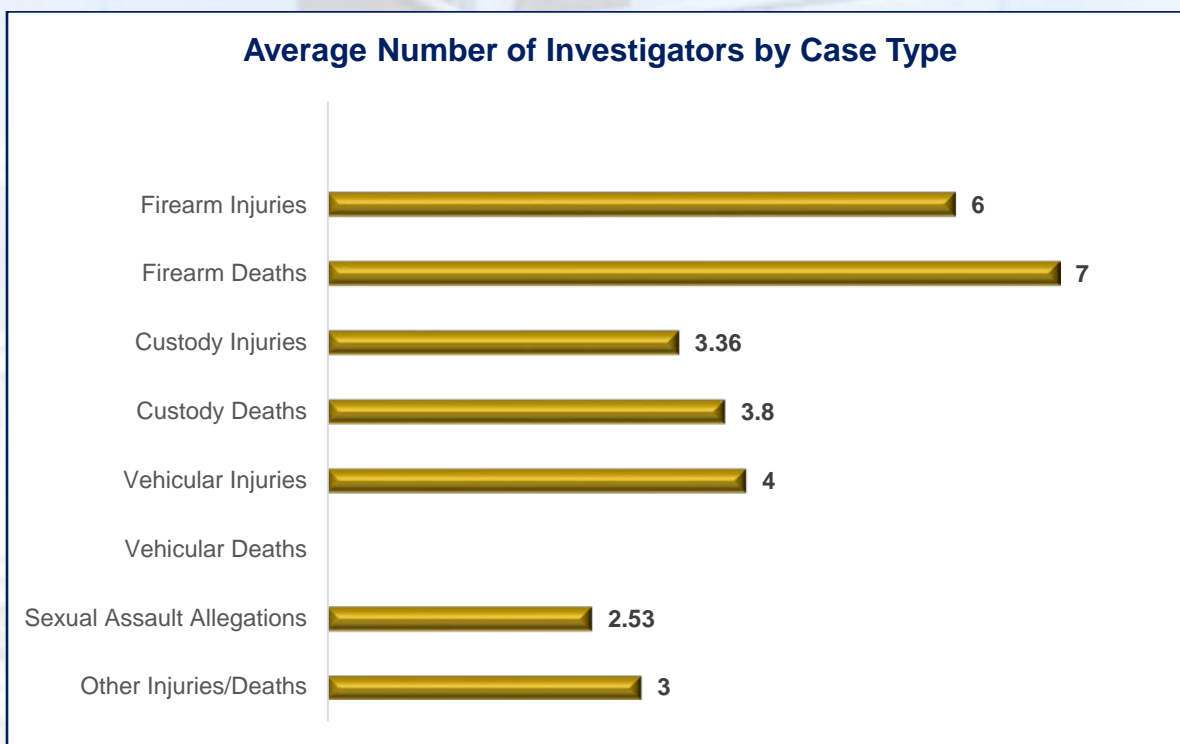


■ Charge Issued ■ Terminated ■ No charge Issued

On average, it took 143 days to close a custody injury case with no charge issued.



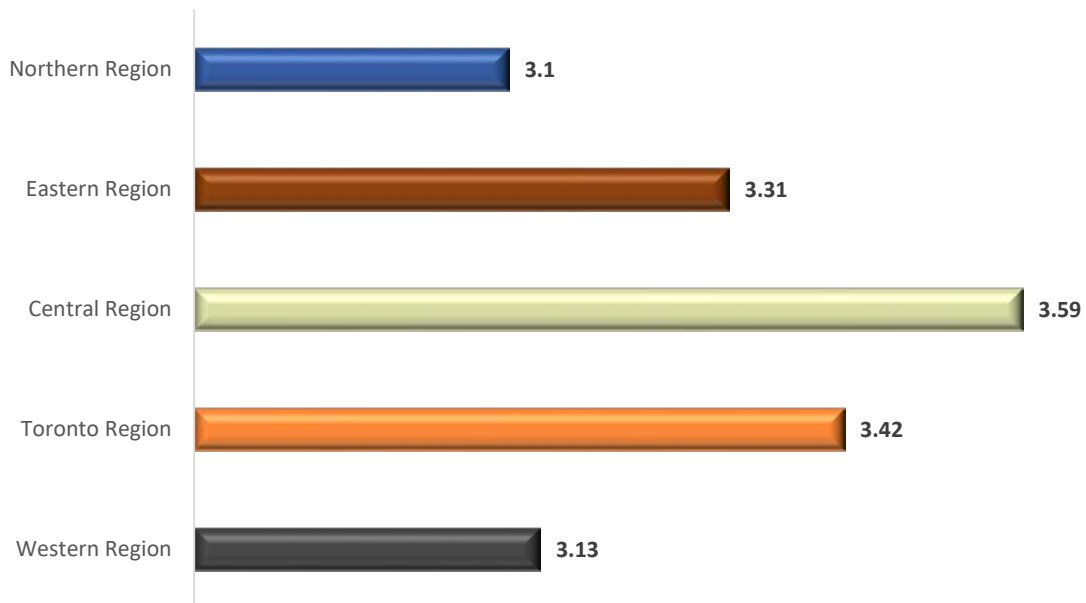
In sexual assault allegation, the SIU spent an average of 135 days to close a case with no charge issued.



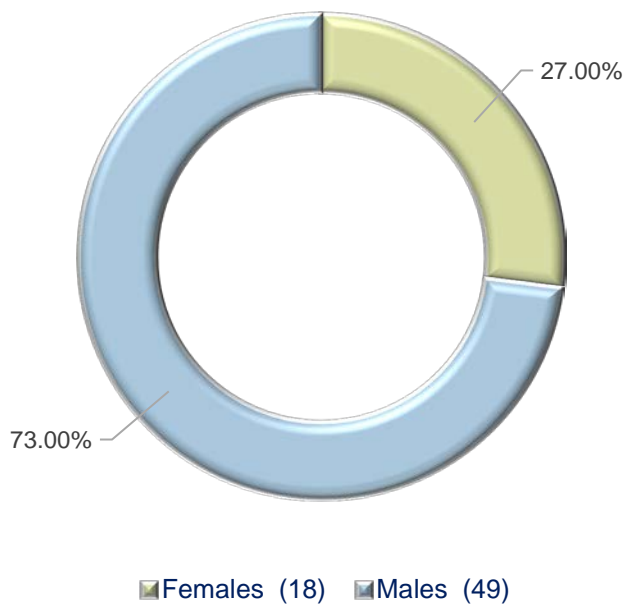
Firearm deaths and firearm injuries received the highest number of investigators assigned due to the complexity and scope of the investigations.

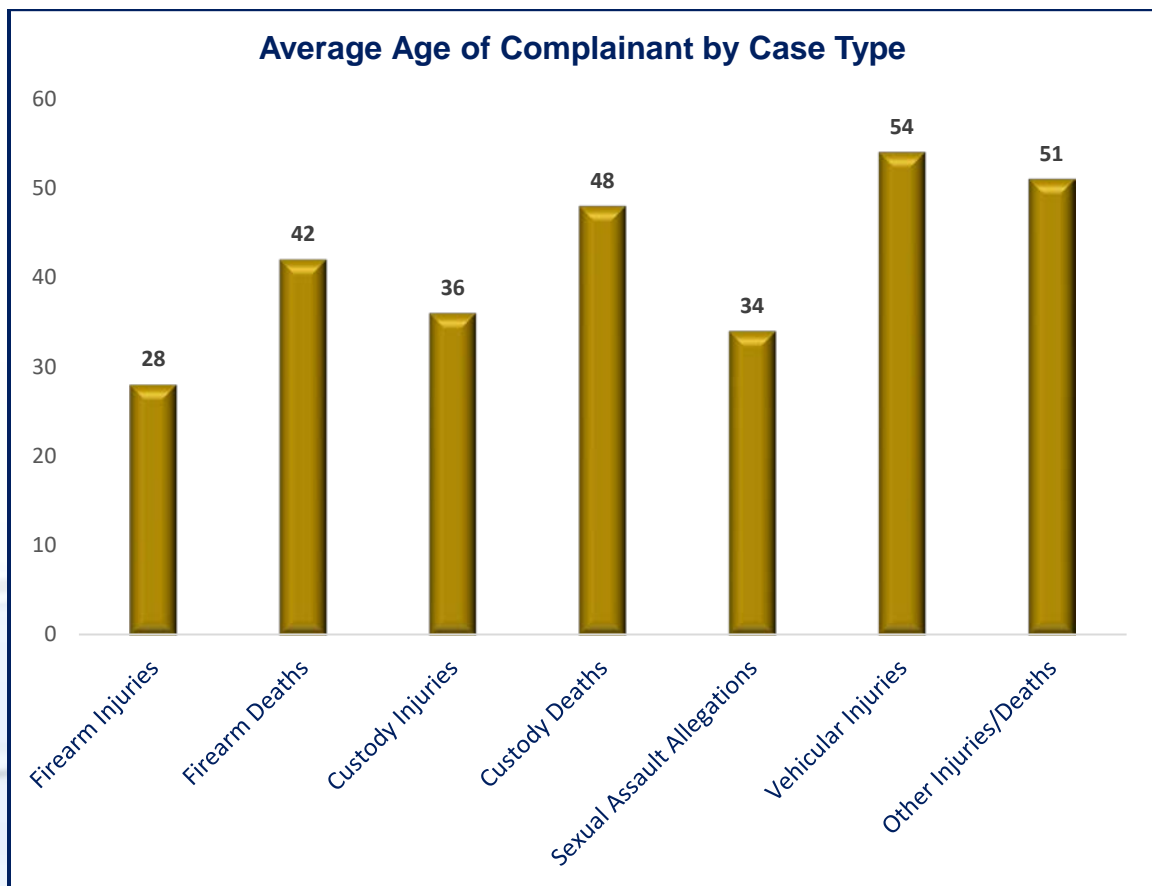
REGION/COUNTY	POLICE SERVICE	TOTAL	FIREARM INJURIES	FIREARM DEATHS	CUSTODY INJURIES	CUSTODY DEATHS	VEHICULAR INJURIES	VEHICULAR DEATHS	SEXUAL ASSAULT COMPLAINTS	OTHER
CENTRAL REGION										
Brant †	Brantford Police Service	2			1				1	
Halton	Halton Regional Police Service	3	1		2					
Simcoe	Barrie Police Service	1				1				
Simcoe	OPP Huronia West Detachment	1							1	
Simcoe	OPP Southern Georgian Bay	1			1					
Simcoe	OPP Orillia	1			1					
Niagara	Niagara Regional Police Service	1			1					
Hamilton	Hamilton Police Service	2			2					
Durham	Durham Regional Police Service	1			1					
Peel	Peel Regional Police Service	4		1	3					
TOTAL CENTRAL REGION		17	1	1	12	1	0	0	2	0
TORONTO										
Toronto	Toronto Police Service	12		1	6	2			3	
TOTAL TORONTO REGION		12	0	1	6	2	0	0	3	0
EASTERN REGION										
Prescott and Russell	OPP Hawkesbury	3			1	1			1	
Leeds and Grenville	Gananoque Police Service	1			1					
Stormont, Dundas and Glengarry †	Cornwall Community Police Service	1			1					
Hastings †	Belleville Police Service	1			1					
Ottawa	Ottawa Police Service	3	1		1		1			
Northumberland	OPP Quinte West Detachment	1			1					
Peterborough	Peterborough Police Service	2			1		1			
	OPP Peterborough County	1							1	
TOTAL EASTERN REGION		13	1	0	7	1	2	0	2	0
NORTHERN REGION										
Rainy River	OPP Atikokan Detachment	1							1	
Sudbury	OPP Espanola Detachment	1			1					
Sudbury	OPP Sudbury Detachment	1			1					
Red Lake	OPP Red Lake Detachment	1			1					
Cochrane †	Timmins Police Service	1			1					
Thunder Bay †	Thunder Bay Police Service	5			3				2	
	OPP Thunder Bay Detachment	1				1				
TOTAL NORTHERN REGION		11	0	0	7	1	0	0	3	0
WESTERN REGION										
Bruce	OPP South Bruce Detachment	1			1					
Chatham-Kent	Chatham-Kent Police Service	1			1					
Wellington	Guelph Police Service	1			1					
Wellington	OPP Wellington County	7							7	
Essex	Windsor Police Service	3			1		1			1
Essex	OPP Leamington Detachment	1			1					
Waterloo	Waterloo Regional Police Service	1			1					
TOTAL WESTERN REGION		15	0	0	6	0	1	0	7	1
GRAND TOTAL		68	2	2	38	5	3	0	17	1

**Average Number of Investigators
by Region**



Percentage of Complainants by Gender





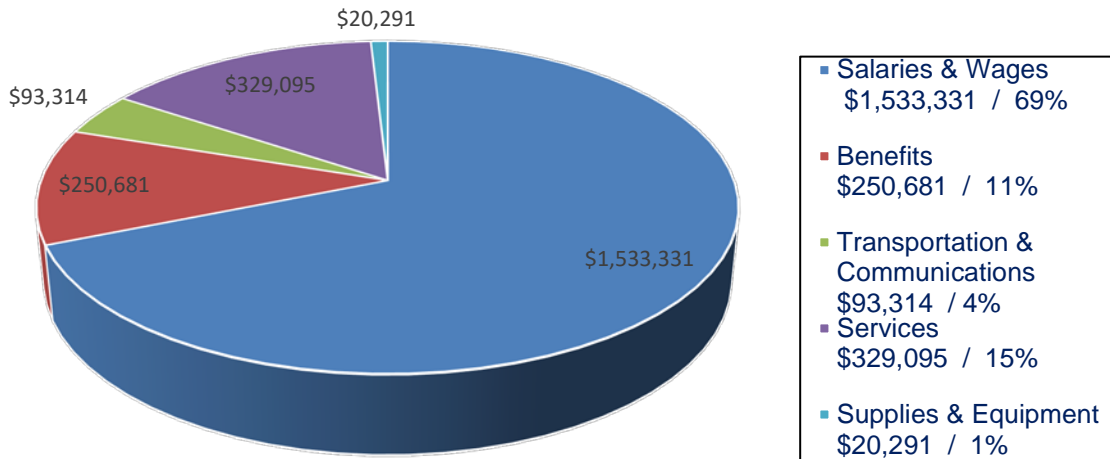
FINANCIALS

EXPENSES	JANUARY – MARCH 2020	% TOTAL
Salaries and Wages	\$ 1,533,331	69
Benefits	\$ 250,681	11
Transportation and Communications	\$ 93, 314	4
Services	\$ 329,095	15
Supplies and Equipment	\$ 20,291	1
Grand Total	\$ 2,226,713	100%

*Expenditures from January 1 to March 31, 2020 were \$2,226,712, which were 25% of its total annual expenditures

*Total Annual Expenditures for the year ended March 31, 2020 were \$8,830,139.

**SIU Expenditures
January 1, 2020 - March 31, 2020**



**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-1005

March 4, 2021

Mayor Andy Mitchell
Township of Selwyn
1310 Centre Line
Selwyn ON K9J 6X5

Dear Mayor Mitchell:

Ontario has heard directly from the municipal sector that operating impacts due to the pandemic will continue in 2021. In order to respond to municipal need and to further strengthen our communities, we are now investing an additional \$500 million to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. While the actual extent of municipal impacts for 2021 are uncertain at this time, the province expects that this funding will help municipalities continue to deliver the high-quality local services that residents and business rely on, as well as help municipalities proceed with planned capital projects in 2021.

I am pleased to inform you that the Government of Ontario has committed financial support to the **Township of Selwyn** through the 2021 COVID-19 Recovery Funding for Municipalities program in order to support your COVID-19 operating costs and pressures. All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for your respective municipality during the period of January 1, 2021 to February 18, 2021. I have reviewed the eligibility criteria for provincial assistance under the program and have determined that accordingly, your municipality will receive **\$158,809.00**, subject to your municipality returning a copy of this letter, signed by your municipal treasurer, to the ministry by March 31, 2021. You will receive these funds in two equal instalments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding your municipality receives exceeds your 2021 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess

funding into a reserve fund to be accessed to support any future COVID-19 operating costs and pressures.

The province realizes that municipalities are facing financial impacts due to the COVID-19 pandemic and that in some instances, this provincial funding will not be sufficient to cover all municipal operating impacts due to COVID-19. The province expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Your municipality will be expected to provide two report backs on your COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
 - a) Use of funds provided last year under the Safe Restart Agreement – Operating funding stream; and
 - b) 2021 estimated COVID-19 operating impacts and how your municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

We had previously indicated that Safe Restart Agreement reporting would be expected in March 2021. However, we have decided to streamline this reporting and the new 2021 COVID-19 Recovery Funding for Municipalities program. The template for this report back will be provided by the ministry with more details to follow in the coming months. While the province expects your municipality to complete this report, your second instalment under the 2021 COVID-19 Recovery Funding for Municipalities program is not contingent on the province receiving your interim report.

At this time, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email to: Municipal.Programs@ontario.ca. If the province has not received your letter on or before March 31, 2021, you will not be eligible for this program and your municipality's allocation will not be paid. In order to allow for processing time, please provide your signed letter to the ministry on or before March 24, 2021.

Our government continues to stand with our municipal partners as we have throughout the pandemic, advocating for funding for communities from the federal government to support local economic recovery. Communities may need more COVID-19 related operating funding in the coming year, and we will continue to advocate on your behalf to the federal government. I encourage you to contact your local Member of Parliament to seek further federal support in order to help municipalities deal with their operating impacts due to COVID-19.

The government thanks all 444 Ontario municipal heads of council for their support throughout the pandemic and our ongoing partnership in Ontario's economic recovery.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the allocation of **\$158,809.00** is provided to the **Township of Selwyn** for the expected purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2021 will be put into a reserve fund to support potential COVID-19 costs and pressures in 2022. I further acknowledge that the **Township of Selwyn** is expected to report back to the province on 2021 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:



Council Report

Meeting Date:	March 17, 2021
Report Number:	PLG 2021-006
Title:	County Official Plan Project: Focus on Transportation and Mobility
Author:	Bryan Weir, Director of Planning and Public Works
Approval:	Sheridan Graham, CAO

Recommendation

That County Council receive Report PLG 2021-006 "County Official Plan Project: Focus on Transportation and Mobility" from the Director of Planning and Public Works for information, and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

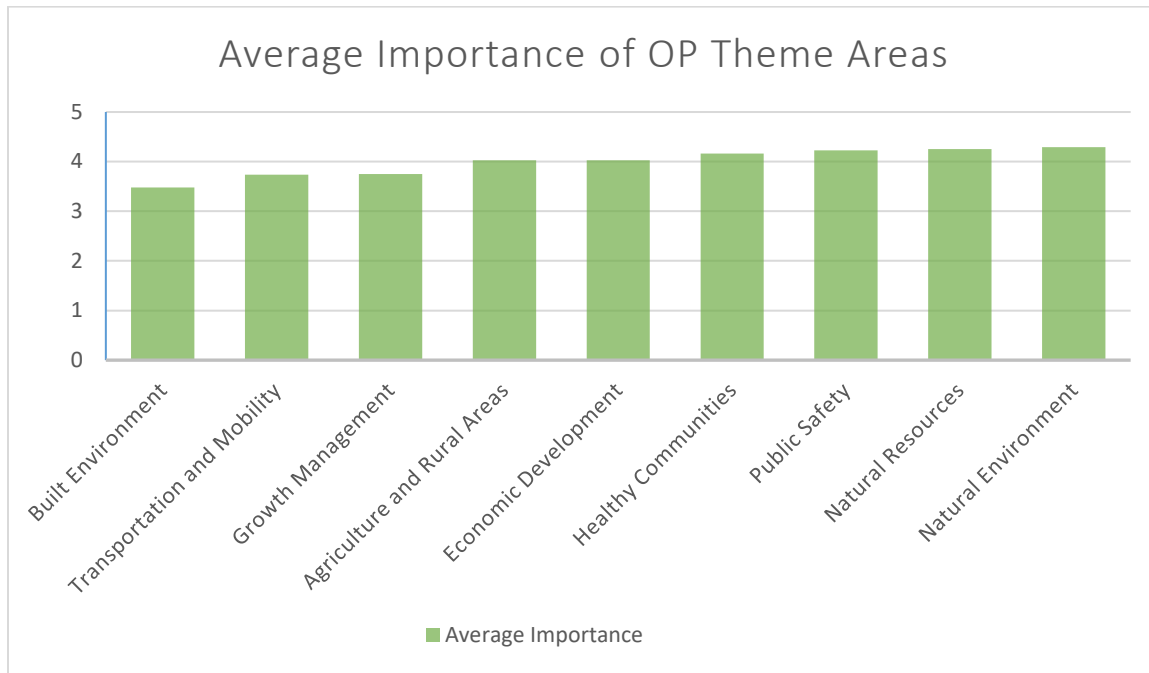
This report is intended to provide Council with information on the inclusion of transportation and mobility policies in the new County Official Plan.

Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.

Council Report



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the sixth report in a series and relates to the OP theme area 'Transportation and Mobility', with a link to 'Healthy Communities'.

Council Report

Key Policy Objectives from Existing Official Plan(s)

- To develop a transportation system that will encourage unity within the County and will satisfy local municipal transportation demands.
- Ensure that the transportation system is planned and developed with minimum environmental and community disruption.
- Increase accessibility to areas of employment, education, shopping and recreation.
- Develop a transportation system that protects transportation corridors and air transportation and is compatible with and supportive of future land uses.
- Encourage the use of public transit, cycling and walking as sustainable, energy efficient, affordable and accessible forms of travel.
- Ensure that appropriate right-of-way widths for all existing and proposed roads are provided.

While these key objectives are not stated explicitly in every Official Plan, the intent of the transportation policies across the County remains the same. Some Official Plans, including that of the County, are not as up-to-date as others and as a result contain limited language around active transportation or the implementation of Transportation Master Plans.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

The Provincial Policy Statement (PPS, 2020) states that transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs. It promotes efficient use of existing and planned infrastructure and land use patterns that minimize the length and number of vehicle trips and support the use of transit and active transportation. The PPS recognizes the importance of transportation planning by prohibiting development in planned corridors that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.

Active transportation is playing an increased role in communities and the PPS aims to improve these systems. The PPS encourages healthy, active communities by requiring that public streets, spaces and facilities are planned to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity. The PPS also supports the provision of public access to shorelines and

Council Report

recognizes provincial parks, conservation reserves, and other protected areas, and the need to minimize negative impacts on these areas.

Planning for land uses in the vicinity of airports, rail facilities and marine facilities will continue to be undertaken such that their long-term operation and economic role is protected. In particular, new residential development and other sensitive land uses in areas near airports above 30 NEF/NEP must be prohibited. The Noise Exposure Forecast (NEF) and Noise Exposure Projection (NEP) are established in studies completed by the City of Peterborough (as owner of the Peterborough Airport) and approved by Transport Canada. They provide a single number rating of overall aircraft noise, combining the noise levels of individual aircraft and the number of aircraft to give a single number rating of the average negative impact of the aircraft noise and a projection of aircraft movements for up to 20 years into the future.

The Growth Plan, 2019, contains similar policies by requiring connectivity among transportation modes for moving people and for moving goods, and offering a balance of transportation choices that reduces reliance upon the automobile and promotes transit and active transportation. It also states that in the design, refurbishment, or reconstruction of the existing and planned street network, a “complete streets” approach will be adopted that ensures the needs and safety of all road users are considered and appropriately accommodated.

Policies in the Growth Plan recognize the importance of the transportation system to the local economy and requires municipalities to provide for the establishment of priority routes for goods movement, where feasible, to facilitate the movement of goods into and out of employment areas and other areas of significant commercial activity and to provide alternate routes connecting to the provincial network.

Active transportation is also strongly encouraged in policies throughout the Growth Plan. To manage growth, Official Plans must provide direction for an urban form that will optimize infrastructure, particularly along transit and transportation corridors, to support the achievement of complete communities. In turn, complete communities will provide a diverse mix of land uses and housing options, promote a compact built form and include options for the safe, comfortable and convenient use of active transportation.

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

Council Report

- Transportation and mobility was ranked highly important by residents during the project launch
- Goals and objectives of County Transportation Master Plan, Active Transportation Master Plan, and those of local Municipal Trails Master Plans and/or Parks and Recreation Master Plans
- How policies would be implemented going forward using available tools
- Flexibility for each Municipality to implement different infrastructure depending on their community needs
- The need to provide infrastructure that is safe and accessible to all ages and abilities

According to the Greater Peterborough Area Climate Change Action Plan transportation accounts for 25% of total greenhouse gas (GHG) emissions. By looking at ways to support active transportation, encourage alternatives to single-occupant vehicles, and increase the use of public transit, the greater Peterborough area can reduce its climate impacts associated with transportation. As well, the intent of “complete communities” is to rely less on personal vehicles and more on alternative modes of transportation. The Official Plan can provide direction on land uses and require developments to include transportation corridors and infrastructure where deemed appropriate by Transportation/Active Transportation Master Plans, Parks and Recreation Master Plans or similar.

The Greater Peterborough Area Climate Change Action Plan and Sustainability Plan, and Age Friendly Peterborough all reference the need to improve the transportation and active transportation system such that it is safe, accessible and convenient to its users. The submission from Peterborough Public Health also contained three recommendations relating to healthy transportation systems. By making improvements to the transportation systems and including them in land use planning from the start of the development process, communities can be better connected and will not have to go through the process of retrofitting infrastructure at a later date.

What to Expect Going Forward

County staff, together with the TAC, will be developing policies based on the Provincial policies and recommendations of the Council-endorsed community plans. The Transportation and Active Transportation Master Plan will be reviewed to ensure recommendations are implemented, and any updates to the Transportation Master Plan are included when the update is approved. The Official Plan should also make reference to local Municipal Trails and/or Parks and Recreation Master Plans to ensure that those



Council Report

documents are utilized and implemented in the review of development applications. Consultation with Infrastructure Services and the Ministry of Transportation will also be required.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

None at this time. All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Iain Mudd, Manager of Planning
2. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments: None.

Respectfully Submitted,
Original Signed by:

Bryan Weir
Director of Planning and Public Works

For more information, please contact
Bryan Weir, Director of Planning and Public Works
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400

Staff Report

County Council

To: Warden and Members of Council
From: Bryan Weir, Director of Planning
Date: February 17, 2021

Subject: **PLG 2021-004 County Official Plan Project: Focus on Healthy Communities**

Recommendation: That County Council receive Report PLG 2021-004 "County Official Plan Project: Focus on Healthy Communities" from the Director of Planning for information, and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

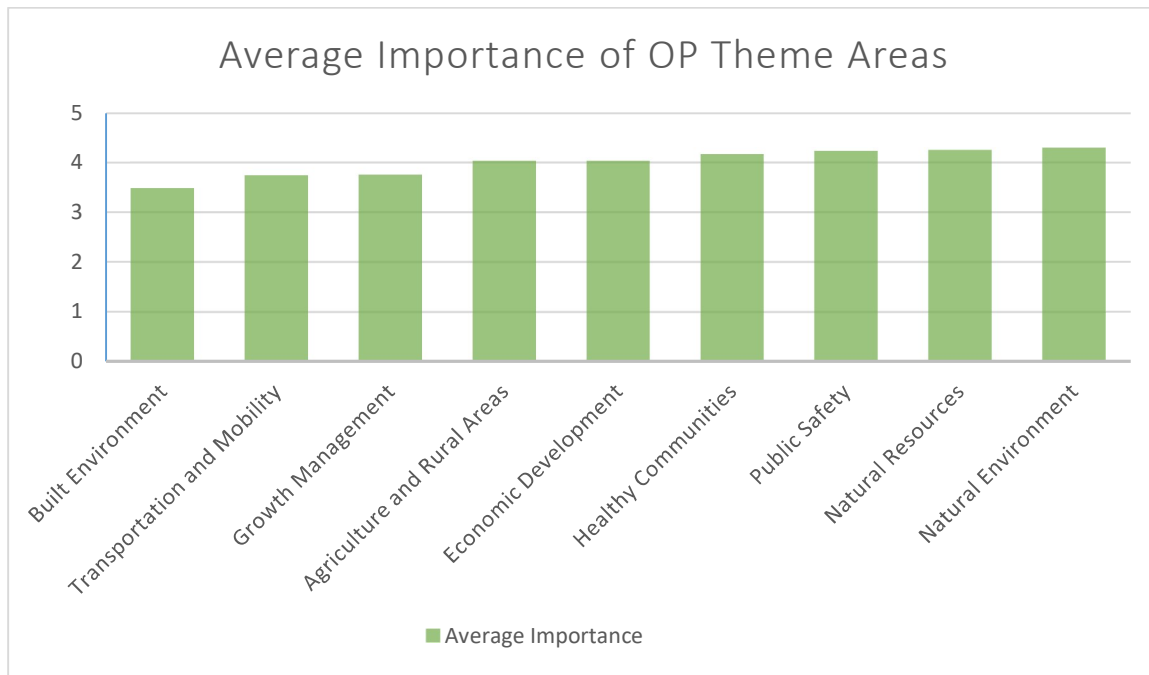
This report is intended to provide Council with information on the inclusion of waterfront development policies in the new County Official Plan.

Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.

Staff Report



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the fourth report in a series and relates to the OP theme areas 'Healthy Communities', 'Built Environment' and 'Transportation and Mobility'.

Staff Report

Key Policy Objectives from Existing Official Plan(s)

- Encourage a full range of living and employment opportunities through the creation of complete communities.
- Encourage a density of new development that is energy efficient, sustainable and makes the most efficient use of existing services and infrastructure.
- Encourage the provision of a wide range of public and private parkland, and recreational and cultural facilities.
- Encourage building siting and design to reduce energy consumption.

These key objectives are quite general, and some Official Plans are not as up-to-date as others in aiding the development of complete and healthy communities.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

The Provincial Policy Statement (PPS, 2020) states that healthy communities are strong, liveable, healthy and resilient communities, which protect the environment and public health and safety, and facilitate economic growth. The PPS contains a number of high level requirements to ensure new developments are contributing to healthy, complete communities. These requirements include requiring an appropriate range and mix of housing types, employment, institutional, recreation, parks and open space, and other uses to meet long-term needs; avoiding development and land use patterns which may cause environmental or public health and safety concerns; and improving accessibility for persons with disabilities and older persons.

The PPS states that settlement areas shall be the focus of growth and development. Land use patterns in settlement areas must efficiently use land and resources, must be appropriate for the infrastructure that is planned or available, promote energy efficiency and support active transportation. Public streets should meet the needs of pedestrians, foster social interaction and facilitate active transportation. Healthy, active communities should also be promoted by planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation.

The PPS, 2020 now contains several policies related to climate change and the need to prepare for impacts of a changing climate through land use and development patterns. The PPS intends to achieve this by promoting active transportation between residential, employment and other land uses, encouraging intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion, and by promoting building design and orientation which maximizes energy

Staff Report

efficiency and conservation, and considers the mitigating effects of vegetation and green infrastructure.

The Growth Plan, 2019, also requires that settlement areas be the focus of future growth and further directs the development of complete communities by requiring upper-tier Municipalities to set minimum intensification and density targets. Although these targets will be determined through the Land Needs Assessment, they will need to be achieved by identifying a range and mix of housing options and densities, including additional residential units and affordable housing, thereby diversifying the housing stock across the whole Municipality.

Municipalities are encouraged to implement regional strategies aimed at maintaining and improving the agri-food network. The Growth Plan recommends providing opportunities for increased access to healthy, local and affordably food and providing supports for urban agriculture.

Like the PPS, the Growth Plan also has a host of new policies to address climate change. Healthy communities must be resilient to climate change and offer ways to mitigate these effects in the long term. The Growth Plan recommends reducing dependence on the automobile and supporting planned transit and active transportation; promoting local food, food security and protecting the agricultural land base; recognizing the importance of key hydrologic features and protecting them and undertaking stormwater management in a manner that assesses impacts of extreme weather events and incorporates green infrastructure and low impact development where appropriate.

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

- Healthy communities ranked highly important by residents during the project launch
- Healthy communities ties several key objectives together, such as the physical construction of buildings, different housing types, climate change, accessible spaces, food access and a robust economy – all of which need to be balanced
- New Provincial policies encourage healthy community considerations in new development and require Official Plans to address climate change
- How new policies will be implemented and which planning tools are available to ensure their success
- Community plans, local Active Transportation Master Plans and submissions received contain numerous recommendations relating to healthy communities

Staff Report

Healthy communities are places that are safe, contribute to a high quality of life, provide a strong sense of belonging and identity, and offer access to a wide range of health-promoting amenities, infrastructure, and opportunities for all residents.

County residents ranked 'Healthy Communities' as highly important to them. This theme area also relates to 'Built Environment' and 'Transportation and Mobility' since it includes, among other things, increasing diversity of housing stock and energy efficiency of buildings and encourages active transportation and accessibility for all. The Accessibility Advisory Committee has recently submitted comments which reflect these community priorities and made several recommendations. Peterborough Public Health (PPH) also made a submission full of recommendations spanning five different focus areas, including community design, transportation, housing, food systems and natural environments. Similar recommendations are made in the Greater Peterborough Area Community Sustainability Plan and the Climate Change Action Plan, Peterborough Housing and Homelessness Plan and the Age Friendly Peterborough Plan. It's clear, based on the number of comments received to date and direction provided from Council-endorsed plans, that additional policy must be included in the new Official Plan. These policies must then be carried out and be able to be implemented at the local level using available planning tools.

What to Expect Going Forward

County staff, together with the TAC, will be developing policies based on the Provincial policies and implementing the recommendations as described above. These new policies will be encouraging and permissive in nature and may further direct local Municipalities to develop and rely on local plans or guidelines (e.g. Active Transportation Master Plan, Parks and Recreation Plans, Tree Preservation Plans, Design Guidelines). By relying on other local plans or guidelines, each local Municipality maintains the flexibility to direct development in a way that is consistent with their community needs.

New policies may also be used to assess new developments and encourage healthy community design or infrastructure. These items can be discussed during pre-consultation and any requirements from local plans can be brought up at that time.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

None at this time. All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have

Staff Report

collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input checked="" type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Acting CAO, Sheridan Graham
2. Iain Mudd, Manager of Planning
3. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments: None.

Respectfully Submitted,
Original Signed by:

Bryan Weir
Director of Planning

For more information, please contact
Bryan Weir, Director of Planning
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400

Staff Report

County Council

To: Warden and Members of Council
From: Bryan Weir, Director of Planning
Date: March 3, 2021

Subject: **PLG 2021-005 County Official Plan Project: Focus on Public Safety**

Recommendation: That County Council receive Report PLG 2021-005 "County Official Plan Project: Focus on Public Safety" from the Director of Planning for information, and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

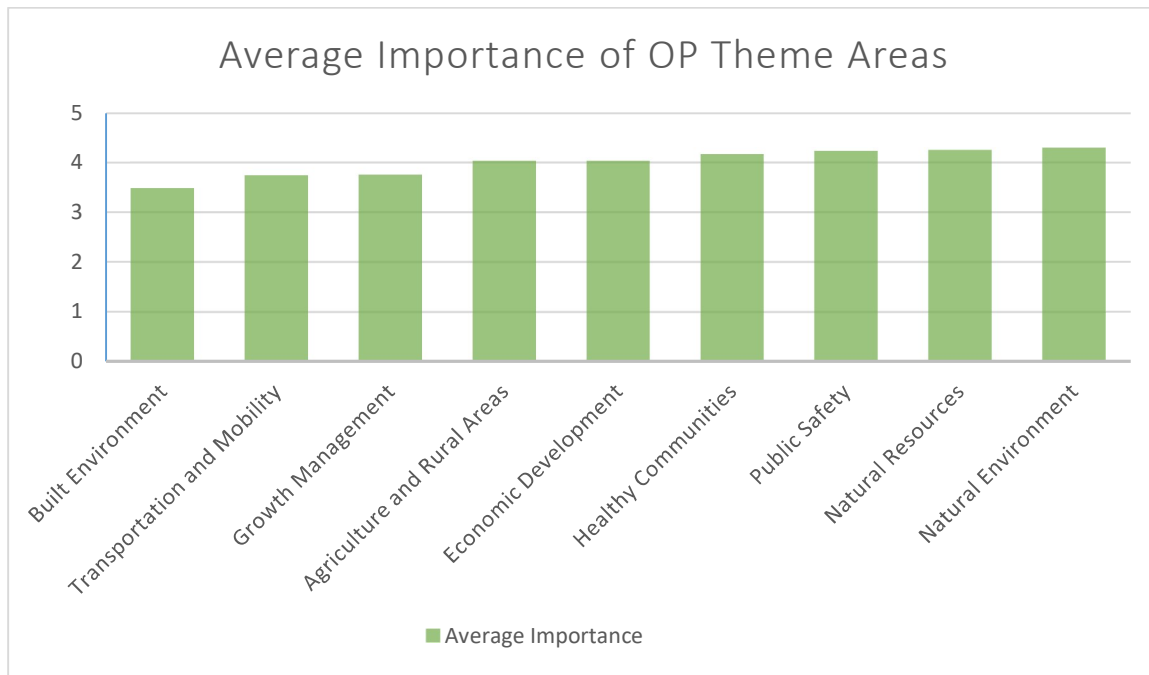
This report is intended to provide Council with information on the inclusion of public safety policies in the new County Official Plan.

Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.

Staff Report



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the fifth report in a series and relates to the OP theme area 'Public Safety', with links to 'Natural Environment' and 'Built Environment'.

Staff Report

Key Policy Objectives from Existing Official Plan(s)

- Prevent development or site alteration on lands that are hazardous due to flooding, poor drainage, deep organic soils, erosion, steep slopes, contamination or any other physical condition that could cause loss of life, personal injury, or property damage.
- Protect sensitive land uses from impacts of new industrial, transportation or utility uses and vice versa.
- Protect existing and future sources of municipal drinking water.
- Maintain and improve, wherever possible the quality and quantity of ground and surface water.
- Protect sensitive land uses from human made hazards such as waste disposal sites and mine hazards.

These key objectives are consistent across all local Official Plans and the County Official Plan.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

The Provincial Policy Statement (PPS, 2020) continues to provide direction for public safety in many of its policies. Most policies are not new and are already being implemented in our Official Plans.

Major facilities are considered by the PPS to be manufacturing uses, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities, transmission systems and the like. Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.

An entire section of the PPS is entitled 'Protecting Public Health and Safety' and requires new developments to be located outside of natural hazards, such as flooding and erosion hazards. That said, the PPS recognizes that development may be permitted in certain areas associated with flooding hazards where there is an approved special policy area. In the County context, the downtown areas of both Millbrook and Norwood contain known floodplains and are subject to provisions of existing special policy areas and it is not anticipated that these areas or policies will change.

Staff Report

The PPS restricts development on, abutting or adjacent to lands affected by mine hazards; oil, gas and salt hazards; or former mineral mining operations, mineral aggregate operations or petroleum resource operations, and only permits development if rehabilitation or mitigation of known or suspected hazards have been completed. The PPS also requires waste management systems to be located and designed in accordance with provincial legislation and standards.

Public health and safety is also considered by the PPS by ensuring that municipal drinking water sources are protected. The PPS restricts development in designated vulnerable areas and aims to protect, improve or restore sensitive ground and surface water features. These policies are implemented through the Clean Water Act and locally through the Trent Source Protection Plan and associated Official Plan policies.

New to the PPS is the recognition of wildland fire hazards. Policies in the PPS directs development to areas outside lands that contain hazardous forest types for wildland fire unless the risk is mitigated in accordance with wildland fire assessment and mitigation standards.

The PPS, 2020, also recognizes risks associated with climate change such as changes in weather patterns at the local and regional levels, including extreme weather events and increased climate variability. New policies in the PPS are aimed at reducing the impact of development on the natural environment and protecting new development from natural processes through land use patterns and design.

The Growth Plan, 2019, defines hazardous lands as lands that could be unsafe for development due to naturally occurring processes and requires that growth be directed away from these areas. In several instances, the Growth Plan defers to the Provincial Policy Statement, requiring new development to meet the public health and safety policies of the PPS.

New policies in the Growth Plan which direct development to be outside of key hydrologic features and their associated vegetation protection zone are designed not only to protect the ecological function of those features, but also to protect the quality and quantity of water those features provide.

Like the PPS, the Growth Plan also includes new climate change policies. These policies encourage municipalities to develop strategies to reduce greenhouse gas emissions and improve resilience through the identification of vulnerabilities to climate change, land use planning, and planning for infrastructure, including transit and energy, green infrastructure, and low impact development.

Staff Report

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

- Public safety was ranked highly important by residents during the project launch
- Public safety may mean different things to different people
- Identifying gaps or improvements to be made in existing Official Plan policies and approaches
- Acknowledging that climate change can have a significant impact on life and property, and making difficult decisions about where development can happen responsibly in the future based on the information available today
- Recognizing the importance of compatibility and having sufficient land use separation and/or policy to minimize impacts on sensitive land uses from human-made hazards such as waste disposal sites, mining operations, or aggregate extraction

Public safety can include keeping development outside of flood prone areas, restricting development adjacent to hazardous land uses, ensuring that everyone has access to safe drinking water and safe housing, and providing safe roads and trails. Public safety involves many different policy areas in an Official Plan and these will need to be balanced and in some cases, prioritized. It may also mean a change in direction – simply because uses exist or have been permitted in the past does not necessarily mean that it represents good planning for the future.

In recent years, the effects of climate change can be seen around the world. In Canada, wildfires alone have taken their toll on communities and locally Ontario reported 607 forest fires in the 2020 fire season. We must also consider periods of drought or flooding events as weather patterns become more erratic. To ensure everyone's health and safety, development will need to be more resilient to the impacts of a changing climate.

Floodplain mapping projects are being undertaken in several areas around the County. These projects will delineate the extent of the flooding hazard and will be precluded from development in accordance with Provincial policy.

Both the Greater Peterborough Area Community Sustainability Plan and Climate Change Action Plan recognize the need to strengthen land use policy and the development review process to better support climate change mitigation and adaptation. As well, Age Friendly Peterborough and the Peterborough Housing and Homelessness Plan aim to provide everyone with safe, accessible and affordable housing, while comments received from Peterborough Public Health include recommendations that relate to all of these goals.

Staff Report

Hazardous lands have potential to impact public safety through groundwater contamination, noise, vibrations, blasting, and excess traffic among other things. Separation distances established in Provincial regulations and guidelines have long been included in Official Plans, the intent of which is to ensure that existing human-made hazards are protected from encroachment of new sensitive land uses and reciprocally to ensure that new sensitive land uses will not be impacted by known hazards.

What to Expect Going Forward

County staff, together with the TAC, will be developing policies based on the Provincial policies and recommendations of the Council-endorsed community plans. Many of the policies will not change significantly since they are already being implemented through existing Official Plans and Provincial policy. Land use compatibility policies will be reviewed to ensure that sensitive land uses are protected from existing known hazardous sites, and appropriate planning tools are available for implementation of those policies. It is anticipated that there will be additions to reflect new Provincial directives and, based on existing recommendations and public survey, policies will encourage new approaches to development where feasible to provide a greater range of housing choices and high quality housing, and protect communities from impacts of a changing climate.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

None at this time. All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input checked="" type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. CAO, Sheridan Graham
2. Iain Mudd, Manager of Planning

Staff Report

3. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments: None.

Respectfully Submitted,
Original Signed by:

Bryan Weir
Director of Planning

For more information, please contact
Bryan Weir, Director of Planning
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400

Staff Report

County Council

To: Warden and Members of Council
From: Bryan Weir, Director of Planning
Date: January 13, 2021

Subject: **PLG 2021-001 County Official Plan Project: Focus on Aggregate Resources**

Recommendation: That County Council receive Report PLG 2020-001 "County Official Plan Project: Focus on Aggregate Resources" from the Director of Planning for information, and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

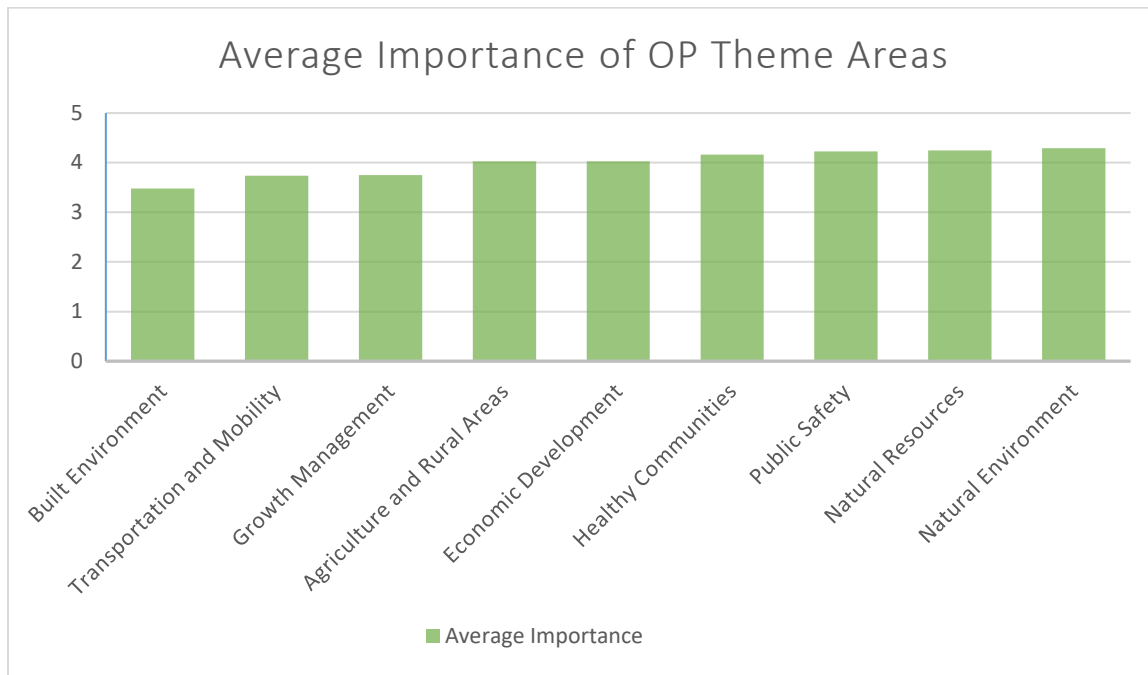
This report is intended to provide Council with information on the inclusion of aggregate resource policies and mapping in the new County Official Plan.

Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified, and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.

Staff Report



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the second report in a series and relates to the OP theme area 'Natural Resources'.

Key Policy Objectives from Existing Official Plan(s)

- Recognize existing pits, quarries and mines and protect them from activities that would preclude or hinder their continued use or expansion

Staff Report

- To permit the establishment of new operations with minimal impacts on surrounding natural and cultural resources
- Ensure that extractive activities are carried out in a manner that minimizes environmental and social impacts
- Ensure that aggregate extraction operations are designed to minimize visual impacts on the open space character of the rural landscape
- Ensure the progressive rehabilitation of pits and quarries

Although not explicitly stated as key objectives in all Official Plans, similar objectives are implemented through policy across all Official Plans. These objectives will be carried forward in the new Official Plan, with some changes to better reflect current provincial definitions and policy and to allow certain exceptions in accordance with provincial planning documents.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

The Provincial Policy Statement (PPS, 2020) requires mineral aggregate resources, and mineral and petroleum resources to be protected for long-term use. Furthermore, the PPS requires the protection of existing mineral aggregate operations and mining operations from development and activities that would preclude or hinder their continued use or expansion. Prior to any recognized aggregate or mineral deposit being used for other purposes, applicants must demonstrate that the proposed use serves a greater long-term interest or that the use of the resource is not feasible. These policies recognize aggregate, mineral and petroleum resources and their extraction as a priority across the province and have been in place since 2005. The PPS also makes it very clear that demonstration of need, including supply/demand analysis shall not be required for new aggregate operations. This is often a frustration for those Townships with many existing licenced pits and quarries. However, the PPS is clear that there is no “limit” on the number that may exist.

Prior to the 2017 Growth Plan being released (and subsequently revised in 2019), the Growth Plan provided very little direction on the topic of mineral aggregate resources, indicating only that significant mineral aggregate resources should be identified, and a strategy developed for their protection.

Under the current Growth Plan, Municipalities must develop Official Plan policies and other strategies to conserve mineral aggregate resources, including the recovery and

Staff Report

recycling of aggregate resources from manufactured materials for reuse in construction or manufacturing projects.

In addition, direction is provided for the establishment of new mineral aggregate operations within a Natural Heritage System and requires operators to address a number of criteria, including how connectivity between key natural heritage and key hydrologic features will be maintained and how vegetation protection zones will be addressed. The implementation of a Natural Heritage System (NHS) within the County is a new concept required by the Growth Plan and will be discussed in a future report. However, provincial direction requires certain criteria to be met when an aggregate operation is within the NHS and gives priority to specific natural heritage features when they are present within the system. A similar approach is required when a mineral aggregate operation surrenders its licence and the grounds are to be rehabilitated; a higher level of rehabilitation is required, particularly for key natural heritage and key hydrologic features within the Natural Heritage System.

Also new to the 2019 Growth Plan is the requirement for an agricultural impact assessment where new operations are being proposed in a prime agricultural area.

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

- Carrying forward and standardizing mapping of existing licenced operations and deposits of mineral aggregate resources, recognizing that development potential in proximity to these features will be limited
- The effect of development, or potential development, on lands adjacent to existing aggregate operations
- Recognizing the importance of compatibility and having sufficient land use separation and/or policy to minimize impacts
- Whether haul routes should be identified
- Recognizing the importance of mineral aggregate resources in everyday life and as a contributor to the economy
- Natural resources ranked highly important by County residents in initial survey

Aggregate resources are used in the everyday lives of all Ontario residents, and make up an integral part of our roads, sidewalks, sewers, subway tunnels and airports, as well as our homes, offices, hospitals, schools and shopping centres. On average, Ontarians use about 14 tonnes of aggregate per person per year. Peterborough County accounted for

Staff Report

3.83 million tonnes or 2.0% of the 161 million tonnes of aggregate extracted from Ontario pits and quarries in 2019.

What to Expect Going Forward

County staff, together with the TAC, will be developing policy based on best practices and experiences encountered within the County, all while implementing the requirements of the Provincial legislation. Policies will need to provide clear direction and include reference to the new Natural Heritage System, key hydrologic features and key natural heritage features. Policy outcomes from the County's Transportation Master Plan update, which is currently underway, will need to be considered and may affect haul routes, specifically if select road sections are designated as No-Truck Routes. Coordination with the County's Infrastructure Services department will be required in this regard.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

None at this time. All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Acting CAO, Sheridan Graham
2. Iain Mudd, Manager of Planning
3. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments: None.

Staff Report



Respectfully Submitted,
Original Signed by:

Bryan Weir
Director of Planning

For more information, please contact
Bryan Weir, Director of Planning
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400

Staff Report

County Council

To: Warden and Members of Council
From: Bryan Weir, Director of Planning
Date: December 11, 2020

Subject: **PLG 2020-021 County Official Plan Project: Focus on Agriculture and Rural Areas**

Recommendation: That County Council receive Report PLG 2020-021 "County Official Plan Project: Focus on Agriculture and Rural Areas" from the Director of Planning for information, and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

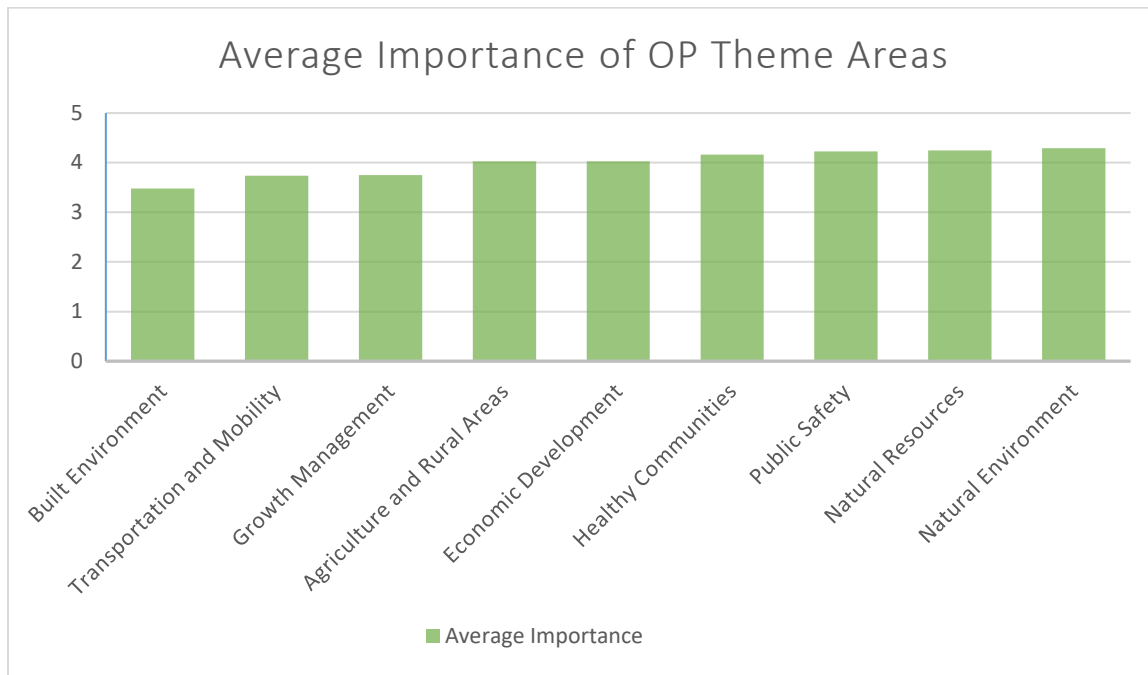
This report is intended to provide Council with information on the inclusion of agricultural and rural policies and mapping in the new County Official Plan.

Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.

Staff Report



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the first report in a series and relates to the OP theme area 'Agriculture and Rural Areas'.

Key Policy Objectives from Existing Official Plan(s)

- To preserve prime agricultural lands and protect farm operations from incompatible land uses through:

Staff Report

- the application of Minimum Distance Separation (MDS)
- directing development to settlement areas
- identifying prime agricultural areas on land use maps
- ensuring that agricultural uses and normal farm practices will be promoted and protected
- maintenance of large farm parcel size (~40 ha)
- To encourage compatible economic diversity by providing greater flexibility for on-farm activities and agri-tourism
- To permit an amount and type of development in the rural area that is consistent with the rural landscape
- A very limited amount of small-scale commercial uses, or farm-related commercial/industrial uses permitted.
- A limited amount of residential consents are permitted

These key objectives are consistent across all Official Plans in the County and will be carried forward in the new Official Plan, with some changes to terminology to better reflect current provincial definitions and policy.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

Agricultural policies have been included in the Provincial Policy Statement (PPS) since 1997 and have remained largely unchanged. The current iteration of the PPS (2020) requires that prime agricultural areas shall be protected for long-term use for agriculture and limits lot creation in these areas to only a few exceptional circumstances; specifically, new residential lots are not permitted unless they meet the criteria for a residence surplus to a farm operation. All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. These policies are currently in place in the existing County and Township Official Plans, and it is the intent of the TAC that these policies be carried forward with a few changes to provide clarity.

On-farm diversified uses are required to be permitted in prime agricultural areas. The terminology first appeared in the PPS 2014, where previously they were referred to as a secondary use. On-farm diversified use policies are being introduced in the new County Plan which will further implement potential for economic growth and development in the agricultural sector in accordance with provincial directives.

Staff Report

The PPS also requires Minimum Distance Separation (MDS) to be calculated for new development, including the creation of new lots, in rural and agricultural areas. MDS is calculated using a formula and software developed by the Province and is already implemented in existing Official Plans. MDS must continue to be implemented in the new Official Plan.

The Provincial Growth Plan, which was initially released in 2006, has not historically provided much additional direction for prime agricultural lands. Current Growth Plan (2019) policies focus on an agricultural system, the geographic continuity of the agricultural land base and the functional and economic connections to the agri-food network. Rather than making major changes to policy, the current Growth Plan impacts come in the form of the Provincial Agricultural Systems mapping. The Province has identified prime agricultural areas and candidate areas. The Growth Plan mandates that prime agricultural areas will be designated in accordance with mapping identified by the Province and these areas will be protected for long-term use for agriculture. There is an opportunity through the development of the new Official Plan to review this mapping and refine it, with strong justification to be provided if candidate areas will be excluded. To be clear, this is an onerous somewhat prescribed process and we are utilizing review of aerial photography from the GIS and will be utilizing local knowledge (through TAC representatives) to assist with any justification/rationalization for submission to the Province. Once this mapping has been implemented in the new Official Plan, it can only be further refined through a municipal comprehensive review of the OP.

The extent of the Provincial Agricultural Systems mapping is significant, and it is anticipated that many local Municipalities will see more land designated 'Agriculture' in the new Official Plan. This, in turn, will limit lot creation potential in these areas since the new OP must remain consistent with the policies of the PPS.

The implementation of the Provincial Agricultural Systems mapping will primarily impact the south end of the County since it does not extend to areas north of Stoney, Lower Buckhorn and Big Bald Lakes. The extent of the Provincial Agricultural System can be seen in maps attached to this report.

Candidate areas that are found not to require the protections of the 'Agriculture' land use designation, may be placed in the 'Rural' designation. Rural lands may still be agriculturally productive however the soil classifications on the lands or the fragmented nature of the land base may not lend itself to the agricultural intensity potential of the prime agricultural areas.

Staff Report

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

- Balance the requirement to protect agricultural land with the desire for continued limited development in the broader rural area
- Agriculture as an economic driver
- Agriculture ranked highly important by County residents
- Opportunities for farmers to generate additional income through on-farm diversified uses
- Local community groups and efforts encourage protection of land for local food security

With over 900 operating farms in the region (PKED), contributing over \$70 million to the economy (OMAFRA stats), it is important that the agricultural system is enhanced and remains protected.

County residents ranked agriculture as an area of high importance within the context of the new OP. In addition, Peterborough Public Health highlighted healthy food systems in their submission to the Official Plan project and recommended that agricultural capacity and the agri-food sector be enhanced to benefit the local food system. Specifically, the designation of sufficient land for agriculture was suggested as a means of obtaining local food security. Both the Greater Peterborough Area Community Sustainability Plan and the Climate Change Action Plan recognize the local food system as a focus area to be enhanced by ensuring sufficient land is designated, permitting on-farm diversified uses and encouraging urban agriculture. The Sustainability Plan identified as a priority action that we “identify and protect existing farmland, and increase its capacity to supply local food needs.” There is strong local support through the farming community, interest groups and other agencies to support the agricultural economy and to protect as much land as possible by appropriately designating the Provincially-identified candidate areas.

What to Expect Going Forward

County staff, together with Township staff on the TAC, are in the process of carefully reviewing the Provincial Agricultural Systems mapping and adding it to the ‘Agriculture’ designation, where appropriate, in order to provide it with the suitable level of protection. As noted earlier in this report, several local Municipalities will see more land designated ‘Agriculture’ but the policies related to these agricultural areas will remain similar to those existing today. Additional language will be added to permit on-farm diversified uses and provide clarity around the types of uses that may be permitted.

Staff Report

In those areas that remain in the 'Rural' land use designation, a similar array of permitted uses will be carried forward from existing Official Plans. Limited residential lot creation may be permitted in the 'Rural' designation (subject to the outcome of a Growth Analysis study as required by the Province), recognizing that the primary focus for residential growth will be the existing serviced settlement areas and rural settlement areas throughout the County.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

None at this time. All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Acting CAO, Sheridan Graham
2. Iain Mudd, Manager of Planning
3. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments:

1. Provincial Agricultural Systems Mapping

Respectfully Submitted,
Original Signed by:

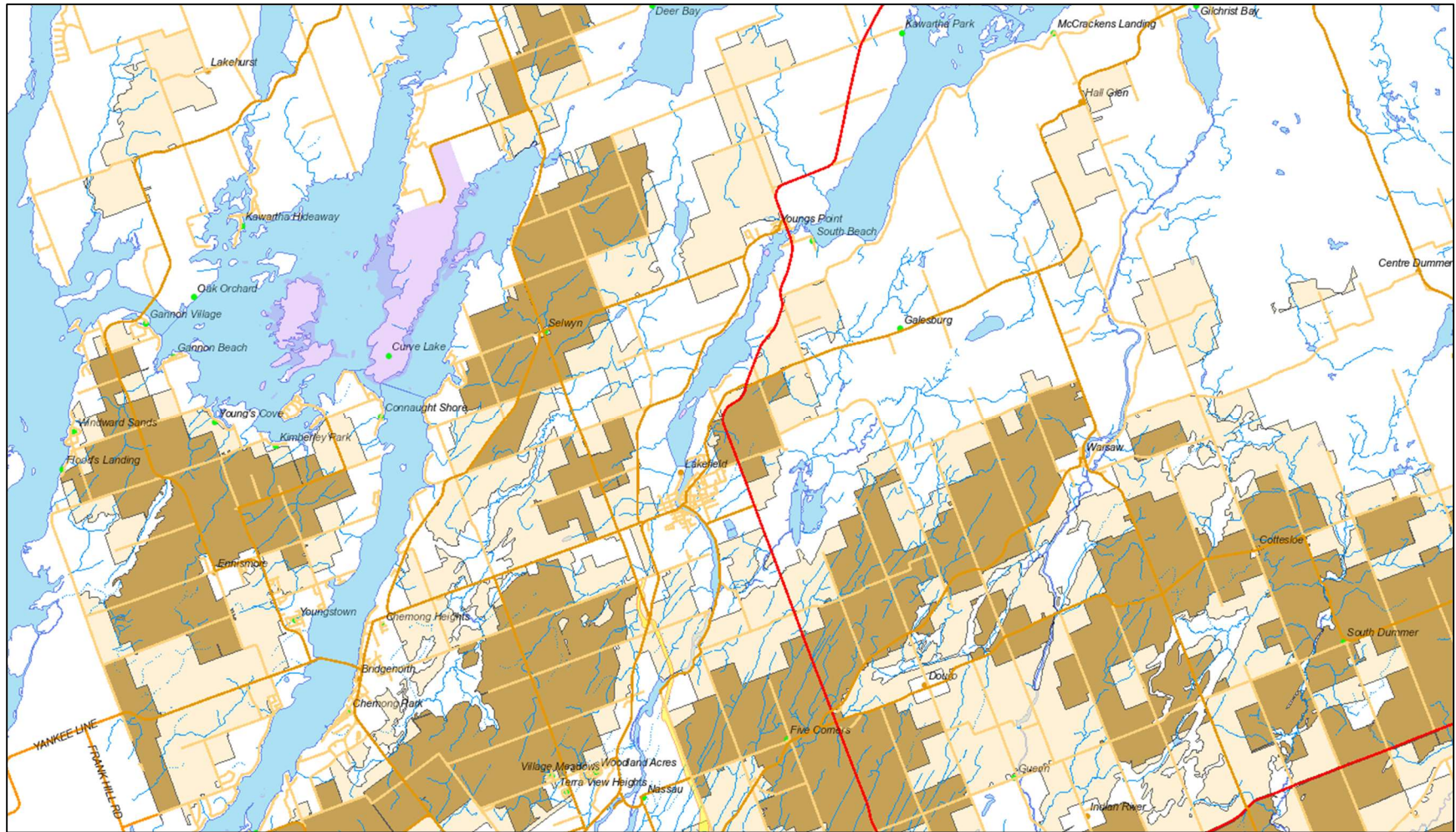
Bryan Weir
Director of Planning

Staff Report



For more information, please contact
Bryan Weir, Director of Planning
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400

Provincial Agricultural Systems Mapping



Central County, Douro-Dummer, Selwyn and Trent Lakes

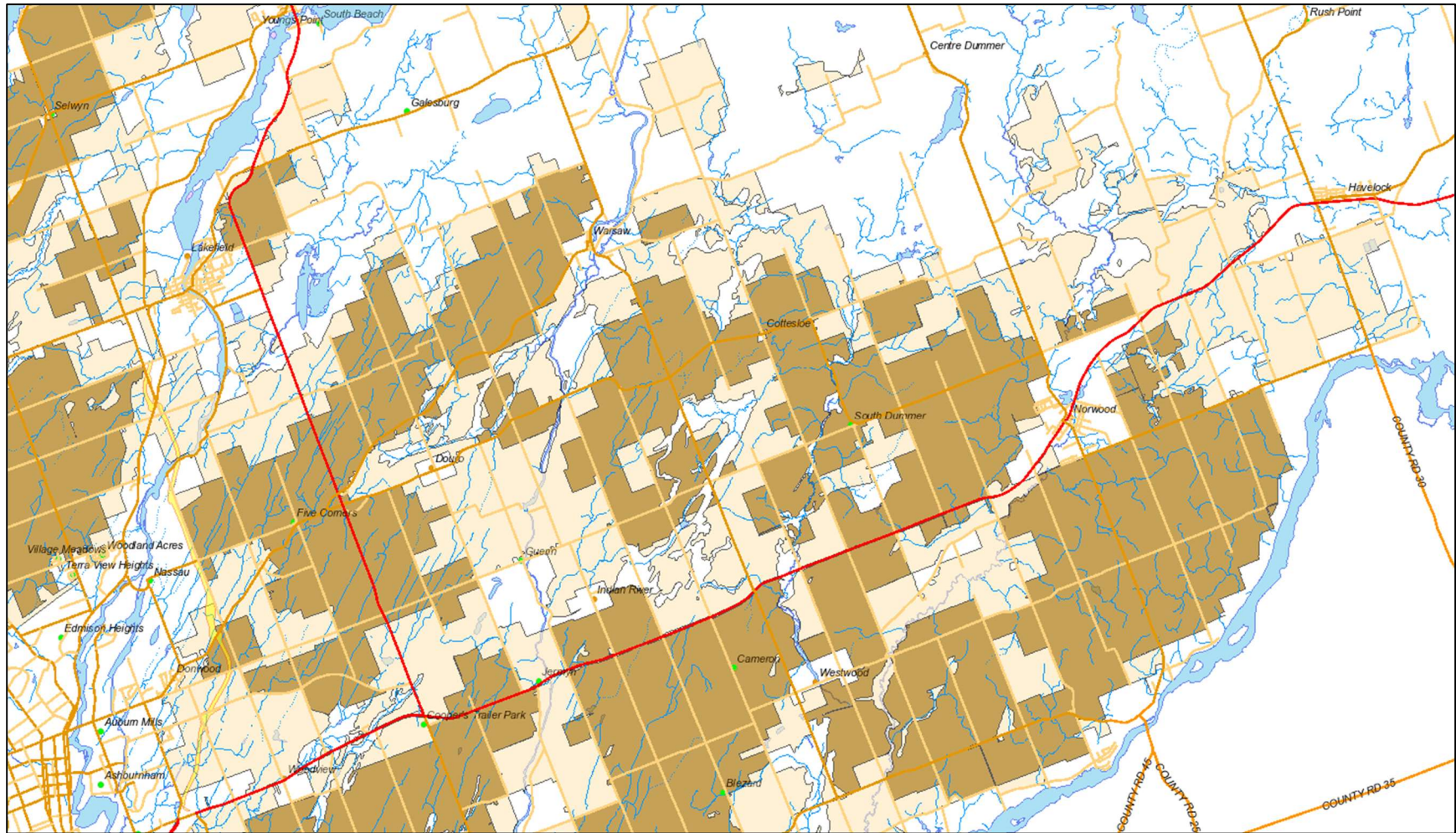


Prime Agricultural Areas



Candidate Agricultural Areas

Provincial Agricultural Systems Mapping



Southeast side of County, Otonabee-South Monaghan, Asphodel-Norwood, Douro-Dummer and Havelock-Belmont-Methuen

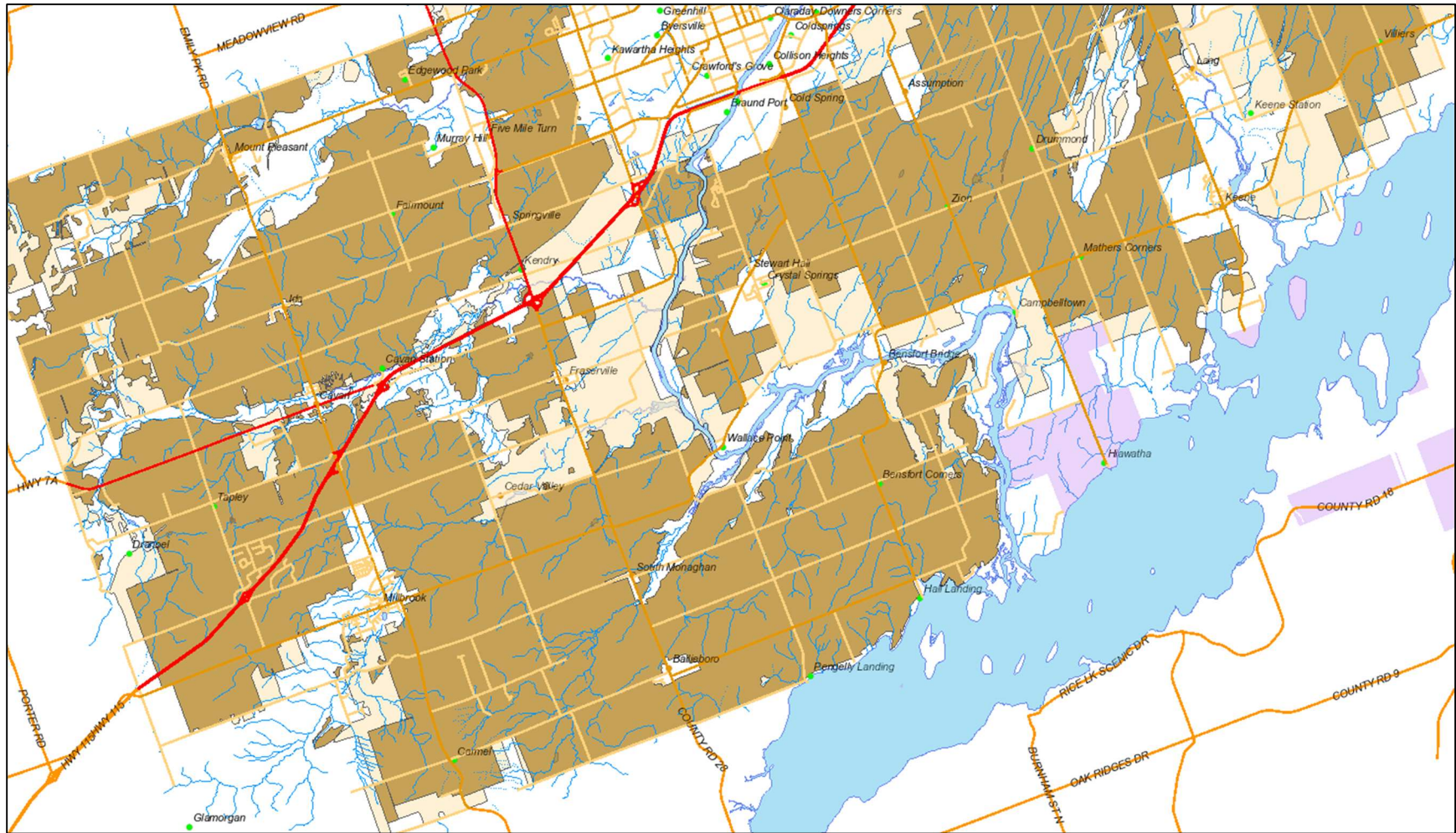


Prime Agricultural Areas



Candidate Agricultural Areas

Provincial Agricultural Systems Mapping



Southwest side of County, Cavan Monaghan and Otonabee-South Monaghan



Prime Agricultural Areas



Candidate Agricultural Areas



Staff Report

County Council

To: Warden and Members of Council
From: Bryan Weir, Director of Planning
Date: February 3, 2021

Subject: **PLG 2021-002 County Official Plan Project: Focus on Waterfront Development**

Recommendation: That County Council receive Report PLG 2020-002 “County Official Plan Project: Focus on Waterfront Development” from the Director of Planning for information; and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

This report is intended to provide Council with information on the inclusion of waterfront development policies in the new County Official Plan.

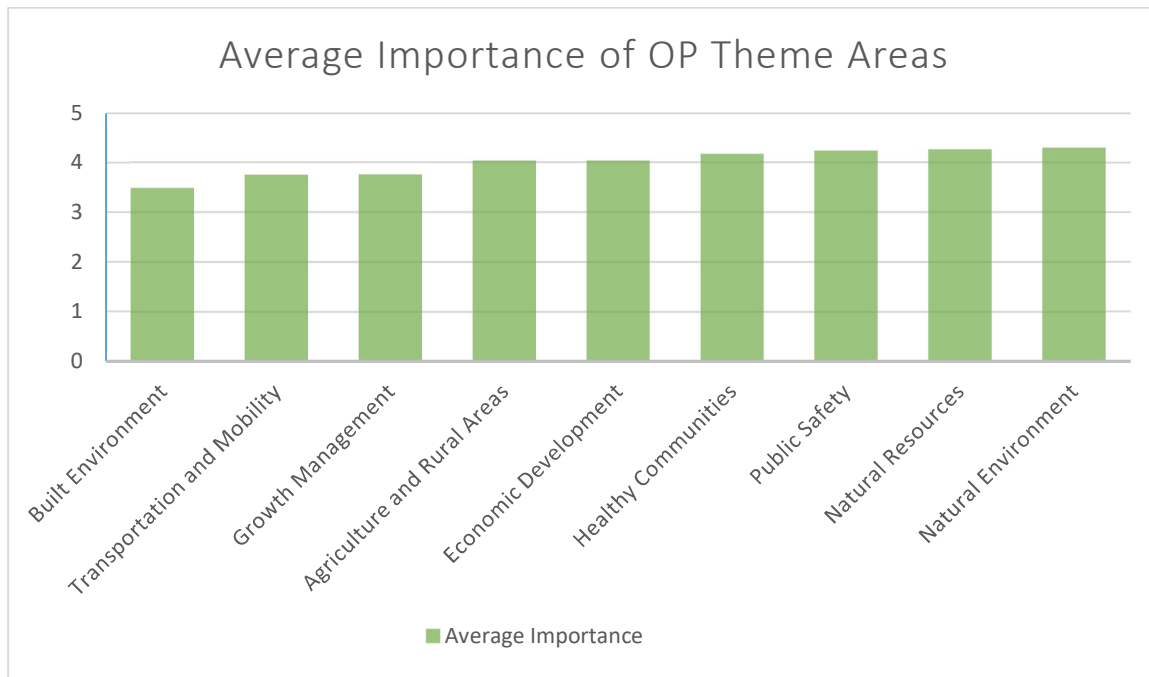
Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the

Staff Report

chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the third report in a series and relates to the OP theme areas 'Built Environment', 'Growth Management', 'Natural Resources' and 'Natural Environment'.

Staff Report

Key Policy Objectives from Existing Official Plan(s)

- To protect the water quality of lakes and rivers, and reciprocally to protect property from changing water levels, through a 30-metre water setback for new development.
- To protect 'at capacity' lakes from further development.
- To protect the heritage character of the Trent-Severn Waterway.
- To permit shoreline development in accordance with the approval of regulating authorities and in accordance with best resource management practices.
- To permit sustainable development that allows for limited growth of existing and new tourist developments.

These key objectives are reasonably consistent across almost all Official Plans.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

The Provincial Policy Statement (PPS, 2020) requires development in rural areas to be directed to rural settlement areas, while still allowing limited residential and resource-based recreational development (including recreational dwellings). This development must be able to be sustained by rural service levels and must be appropriate for the infrastructure which is available.

The PPS also requires implementation of restrictions on development where necessary to protect, improve or restore vulnerable or sensitive surface and ground water features, and to ensure the consideration of environmental lake capacity.

These policies have been included in the PPS for some time, however, a number of climate change policies were added in the PPS, 2020. These policies require Planning authorities to prepare for increased risks associated with natural hazards, including flooding, erosion and extreme weather events. Given their location, waterfront properties are inherently at risk to impacts of a changing climate.

Waterfront developments are typically areas of high archaeological potential, and significant archaeological and cultural resources will continue to be protected in accordance with Provincial policy and the implementation of those policies in the new Official Plan.

Staff Report

The Growth Plan (2019) introduced a number of new policies that restrict waterfront development. While it still permits resource-based recreational uses, including those related to tourism, this type of development is extremely limited outside of settlement areas. In developed shoreline areas of inland lakes that are designated or zoned for development as of July 1, 2017, only infill development, redevelopment and resort development is permitted. This is a policy that is currently being implemented today, since the Growth Plan takes precedence over local Official Plans. In the context of the new OP, this will result in no new areas being designated for waterfront development and will continue to limit opportunities for lot creation along the waterfront. For redevelopment and resort development, a significant number of criteria must be met to address natural heritage and key hydrologic features.

The protection of key hydrologic features and key natural heritage features is another significant addition to the most recent version of the Growth Plan. These policies require that key hydrologic features, which includes lakes and rivers, must have a minimum vegetation protection zone of 30 metres in which no development can take place. This has been, and will continue to be, implemented as a 30-metre water setback. Further details regarding restrictions within and adjacent to key hydrologic and key natural heritage features will be provided to Council in a future report.

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

- Recognizing that a significant portion of the population within the County lives, either seasonally or permanently, on a waterfront property
- Tourism as an economic driver, acknowledging that access to the waterfront and the protection of the waterfront for future use will necessitate a balance
- Climate change impacts will need to be considered and planned for
- The built environment, natural resources and natural environment were all ranked highly by residents during the project launch
- Access to and use of the Trent-Severn Waterway

The Trent-Severn Waterway and its associated locks and dams not only serve as a means of flood control and hydroelectric power generation, but it also brings thousands of visitors to the greater Peterborough area every year. Tourism jobs include those in accommodation, food services, arts, entertainment and recreation – to name a few – and is one of the largest employment sectors in the County.

Staff Report

County staff have also heard from several lake associations and environmental councils, who have raised concerns with lake water quality, the impact of invasive aquatic species, the need to identify flood plain mapping, the implementation of and adherence to the 30-metre setback, and ongoing activities taking place on Federal and Provincial lands.

These interests will need to be balanced with a number of other factors, including the ongoing flood plain mapping being developed under the National Disaster Mitigation Program and climate change initiatives as outlined in the Greater Peterborough Area Climate Change Action Plan and Community Sustainability Plan.

What to Expect Going Forward

County staff, together with the TAC, will be developing waterfront policies that that implement Growth Plan and PPS. The 30-metre water setback will be carried forward to ensure vegetation protection zones adjacent to the shoreline remain protected. The intent is to simplify the language used in policy to provide additional clarity. New policies will also be added to reflect the Growth Plan restrictions around waterfront development and ensure that the majority of new development is directed to settlement areas.

County staff will also be meeting with Township staff outside of the TAC setting to review mapping, although with the exception of some minor infilling, new areas for waterfront development will not be recognized since it is not permitted by provincial policy. Known natural hazards, including flood prone areas, will be recognized on a schedule or appendix, and will be protected from development through policy.

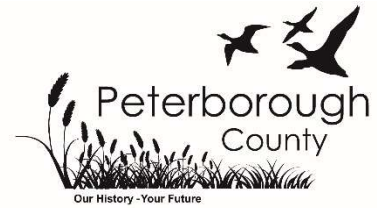
For consultation purposes, the County also maintains a working database of contacts for lake associations. This has been compiled with the assistance of local Municipal staff and will be used to ensure that these groups are notified as we move through the consultation process.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

First Nations communities have rights and interests in waterfront areas. Pre-consultation with First Nations communities will identify these rights and interests and determine the need for site-specific studies at the time of application.



Staff Report

All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Acting CAO, Sheridan Graham
2. Iain Mudd, Manager of Planning
3. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments: None.

Respectfully Submitted,
Original Signed by:

Bryan Weir
Director of Planning

For more information, please contact
Bryan Weir, Director of Planning
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400

Staff Report

County Council

To: Chair and Members of Committee
From: Sheridan Graham, CAO
Date: February 23, 2021

Subject: Peterborough County Organizational and Service Delivery Review – Review Items

Recommendation: That the Lang Pioneer Village Advisory Committee receives the Peterborough County Organizational and Service Delivery Review (OSDR) – Review Items report; and

That the Lang Pioneer Village Advisory Committee recommends to the OSDR Working Group that:

- 1) Further analysis be completed by staff to identify revenue generating and cost reduction opportunities; and
 - 2) Further investigation as to the feasibility of a County staff facility be pursued for the site.
-

Overview

This report is to provide information to the Lang Pioneer Village Museum Advisory Committee about the recommendations within the County's Organizational and Service Delivery Review and to provide additional information related to the recommendations.

Background

The County underwent an Organizational and Service Delivery review in 2020 conducted by a MNP and funded in part by the Provincial Municipal Modernization funding. County Council received the report and directed staff to bring forward a plan for further review of the recommendations contained in the report.

An OSDR Working Group was compiled, with representatives from both Council and Staff to manage the project moving forward. To better assist the intense review process, sub-committees were compiled that addressed the major themes within the OSDR. Some of the recommendations are applicable to Lang Pioneer Village Museum and as there is an existing Advisory Committee for Lang, it was decided to assign the recommendations of the OSDR to the Lang Advisory Committee.

Staff Report

Analysis

The recommendations assigned to the Lang Advisory Committee for further review are:

G1 - Proceed with Focussed Effort to Generate More Commercial Revenues

G2 - Consider "Passive Use" of Facility to Reduce Staff Costs

G3 - Investigate Disposition of Lang Pioneer Village Museum

This report is to provide information related specifically to G3 – Investigate Disposition of Lang Pioneer Village Museum. The County Manager of Planning was asked to review and provide a report related to the Lang and Grist Mill properties of the Museum. The attached reports summarize the Managers' analysis.

As noted, there are potential options available with respect to the site(s) that could be considered. While these options are available, it is not recommended that complete disposition be considered at this time. The site holds extensive community value and a great amount of community investment (most recently with the Peterborough County Agricultural Heritage Building). This site could be considered for other County options, including relocating of County administration as an option. This option would require more investigation as to its feasibility.

With respect to recommendations G1 & G2 – 2020 had already included initiatives at Lang to increase revenues and reduce overall costs. However, COVID-19 through a wrench into our plans and forced the closer of the Village for an extended time and required a new approach to our services when we were able to open to limited attendance. Staff will be bringing forward detailed analysis and options for further cost reductions/revenue generation opportunities at a future meeting of the Committee.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

The Lang Pioneer Village Site and our Aabnaabiin camp hold high community value.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

☒ Communications

☐ Housing

☒ Infrastructure

☒ Financial Responsibility

☒ Industry & Business

☐ Organizational Development

Staff Report

In consultation with:

1. **Iain Mudd, Manager of Planning**

Communication Completed/required: None at this time

Attachments

1. Lang Pioneer Village Site
2. Lang Grist Mill Site

Respectfully Submitted,
Original Signed by:
Sheridan Graham, CMO
CAO

For more information, please contact
Sheridan Graham, CMO
CAO
Tel: 705.743.0380 ext. 2500
Email: sgraham@ptbocounty.ca

Memorandum

Date: January 8, 2021
To: Sheridan Graham, Acting CAO
From: Iain Mudd, Manager of Planning
Re: Lang Pioneer Village Site

As requested, the following is a review of the local planning documents applicable to the Lang Pioneer Village site located in the Township of Otonabee-South Monaghan (OSM).

MPAC information indicates that the site is 23.57 acres in area. There is approx. 265' frontage on Lang Road and approx. 1800' frontage on North Lang Road

Aerial view of site:



Overview:

OSM Official Plan (OP)

The OSM OP designates a majority of the lands as “Hamlet” reflecting that they are located within the rural settlement area of Lang. This designation is favourable to development and in accordance with the Growth Plan, Provincial Policy Statement and County OP, its where development should be directed. The OP policies for the Hamlet designation state in part:

“The purpose of the Hamlet designation is to recognize the essential mixed-use character of these settlements within the Township of Otonabee-South Monaghan. Hamlet areas are intended to provide a sufficient supply of land for residential, commercial, small-scale industrial, recreation/open space and institutional uses to accommodate projected growth over the 20-year time frame of this Plan. In order to protect and enhance this mixed-use character, the following principles are to be considered in the development and control of these lands.

5.2.1 Pattern of Development: The future development of Hamlets will take place primarily in the form of registered plans of subdivision adjacent to and as a natural extension of existing development. Future development will be encouraged in depth rather than in strips along the main roads. New lot creation by consent shall be permitted in accordance with the policies of Section 4.0 (Land Division Policies).”

A ribbon of land adjacent to the Indian River is designated “Environmental Protection” which basically reflects the floodplain for the Indian River and land uses in this designation reflect the need for conservation and to remain natural. Buildings and structures other than those required for conservation purposes shall generally be prohibited.

OSM Zoning By-Law

The site is zoned Open Space (OS) and Environmental Protection (EP).

The (OS) zone permits the following:

“19.1 PERMITTED USES

19.1.1 an accessory dwelling unit

19.1.2 an athletic field

19.1.3 a camping park

19.1.4 conservation

19.1.5 a conservation area including outdoor recreation activities, nature study and wildlife areas, or other similar use as provides for the preservation of the natural environment

19.1.6 a forestry use

19.1.7 a private park

19.1.8 a public park
19.1.9 a boat docking and launching facility”

The (EP) zoning permits the following:

PERMITTED USES

21.1.1 residential uses are prohibited with the exception of an existing dwelling or an existing dwelling unit
21.1.2 an agricultural use, excluding buildings
21.1.3 a forestry use
21.1.4 a conservation area including outdoor recreation activities, nature study and wildlife areas, or other similar use which provides for the preservation of the natural environment
21.1.5 a private park
21.1.6 a public park
21.1.7 structures required for flood and erosion control
21.1.8 a marine facility
21.1.9 existing uses, buildings and structures

It would appear the LPV use has likely been considered a “public park” for the purposes of the By-law and it is defined as follows:

“PARK, PUBLIC means any open space area, owned or controlled by the Corporation or by any Board, Commission or other Authority established under any statute of the Province of Ontario or Government of Canada and may include therein neighbourhood, community, regional and special parks or areas and may include one or more athletic fields, field houses, bleachers, swimming pools, greenhouses, botanical gardens, zoological gardens, bandstands, skating rinks, tennis courts, bowling greens, refreshment rooms, fair grounds, golf courses, or similar uses including accessory buildings, but for the purpose of this By-law shall not include a trailer park or camp.”

Any future development of the site (if it were no longer in the ownership of the County) would likely require a rezoning to reflect any new intended use(s) if they were not in accordance with the existing zoning.

The area adjacent to the river also falls within the Conservation Authority’s Development Control Area. This regulates any development in that area and requires permits from ORCA for any such development.

Planning Act Permissions

Section 50(3) of the Planning Act allows for a municipality (County) to acquire or dispose of parcels of land without going through a consent to sever process. This would allow options for the County should there ever be a decision made to dispose (sell) only a portion of the land. As an example, should the County ever wish to

dispose of the Village but retain the ownership of the Agricultural Heritage Building then it could do so without the need for a severance.

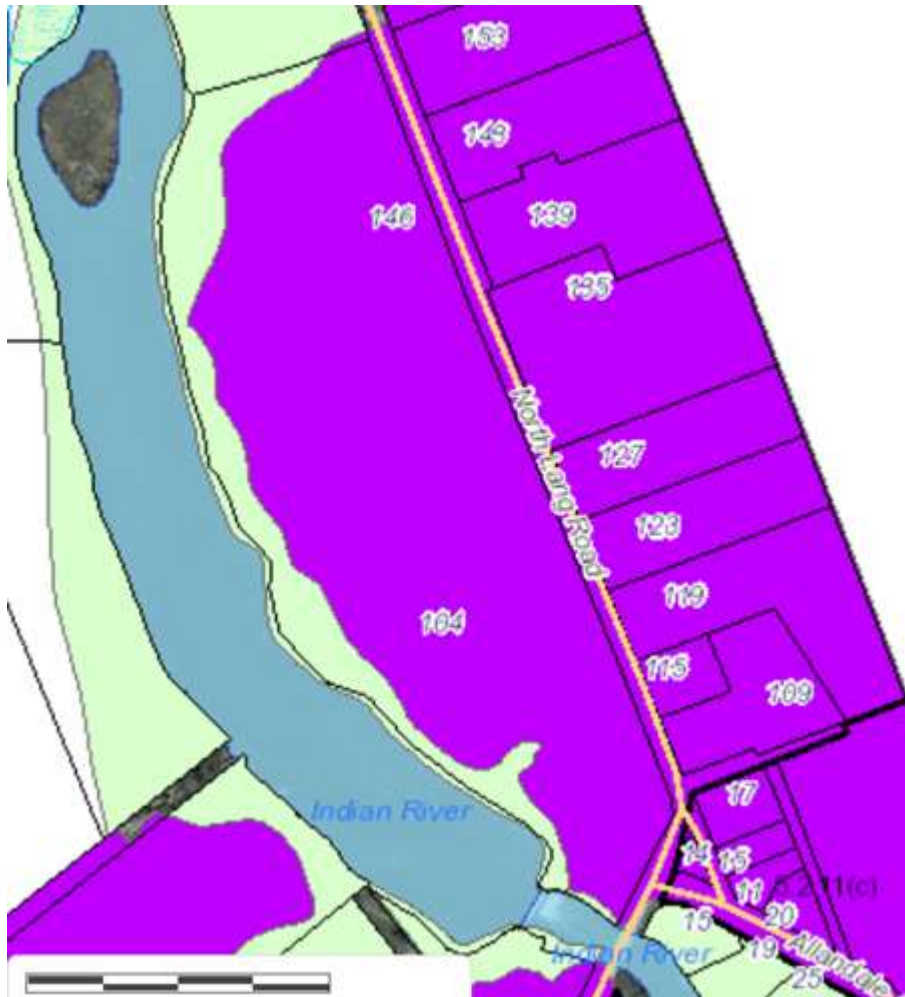
Conclusion:

Having the “Hamlet” designation on the property is definitely a “value” to the County as a property owner. This designation allows for a range of uses subject to rezoning for the permitted uses. Residential, commercial and/or institutional development potential does exist for the site within this designation. Any new owner may possibly be eligible for a few severances however development by plan of subdivision would require the standard supporting studies and the statutory approval process and would be the preferred method for in-depth residential development of the site.

OSM OP Designations:

Purple – Hamlet Designation

Green – Environmental Protection Designation



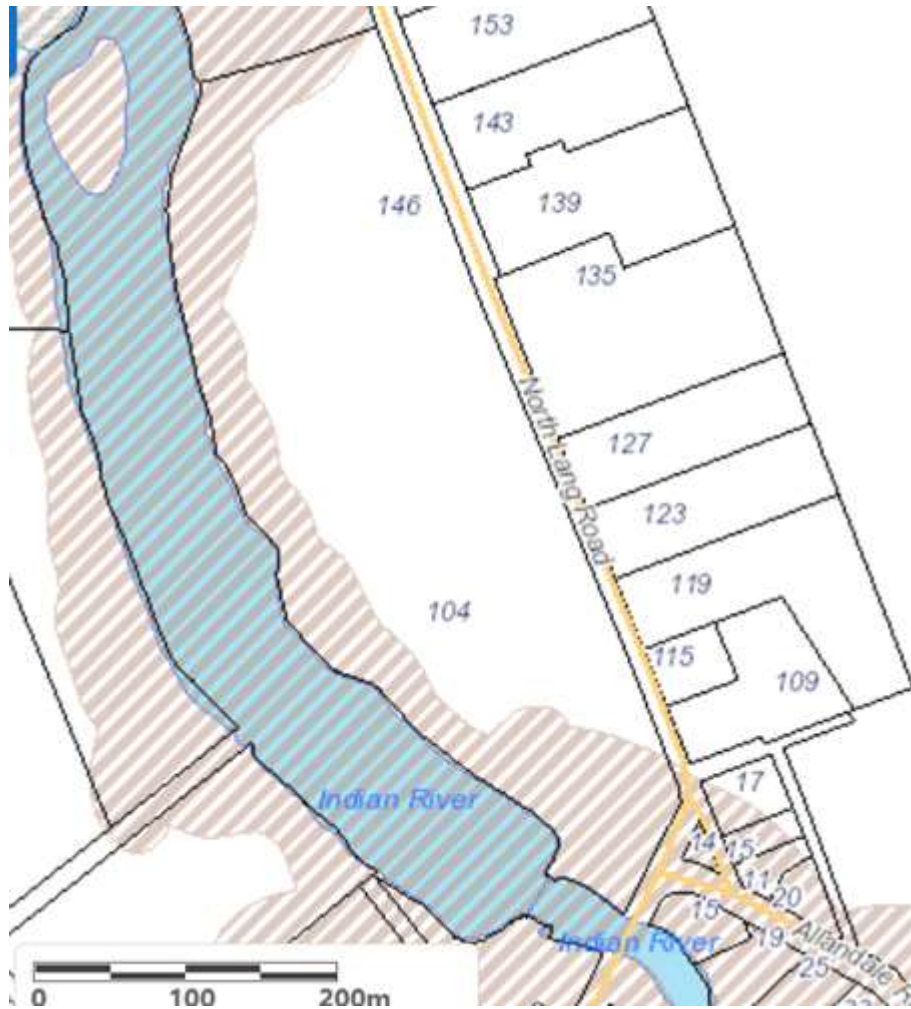
OSM Zoning:

OS – Open Space

EP – Environmental Protection



ORCA Development Control Area (which essentially follows the EP zoning)



Date: January 8, 2021
To: Sheridan Graham, Acting CAO
From: Iain Mudd, Manager of Planning
Re: Lang Grist Mill Site

As requested, the following is a review of the local planning documents applicable to the Lang Grist Mill site located in the Township of Otonabee-South Monaghan.

MPAC information indicates that the site is 1.38 acres in area. There is approx. 187' frontage on Lang Road and approx. 265' frontage on Keene Street.

Aerial view of site:



Overview:

OSM Official Plan

The OSM OP designates a portion of the lands as “Hamlet” reflecting that they are located within the rural settlement area of Lang. Considering the limited lot area size of this parcel development potential would be rather limited. This designation is favourable to mixed uses in accordance with the Growth Plan, Provincial Policy Statement and County OP. The OP policies for the Hamlet designation state in part :

“The purpose of the Hamlet designation is to recognize the essential mixed-use character of these settlements within the Township of Otonabee-South Monaghan. Hamlet areas are intended to provide a sufficient supply of land for residential,

commercial, small-scale industrial, recreation/open space and institutional uses to accommodate projected growth over the 20-year time frame of this Plan. In order to protect and enhance this mixed-use character, the following principles are to be considered in the development and control of these lands.

5.2.1 Pattern of Development: The future development of Hamlets will take place primarily in the form of registered plans of subdivision adjacent to and as a natural extension of existing development. Future development will be encouraged in depth rather than in strips along the main roads. New lot creation by consent shall be permitted in accordance with the policies of Section 4.0 (Land Division Policies)."

A ribbon of land adjacent to the Indian River is designated "Environmental Protection" which basically reflects the floodplain for the Indian River and land uses in this designation reflect the need for conservation and to remain natural. Buildings and structures other than those required for conservation purposes shall generally be prohibited.

OSM Zoning:

The site has a split zoning of Hamlet Residential (HR) and Environmental Protection (EP)

The (HR) zoning permits the following:

"PERMITTED USES

- 8.1.1 a single detached dwelling
- 8.1.2 a converted dwelling with a maximum of two dwelling units
- 8.1.3 a duplex dwelling
- 8.1.4 a semi-detached dwelling
- 8.1.5 a bed and breakfast establishment
- 8.1.6 a group home
- 8.1.7 a home occupation
- 8.1.8 a public park

The (EP) zoning permits the following:

PERMITTED USES

- 21.1.1 residential uses are prohibited with the exception of an existing dwelling or an existing dwelling unit
- 21.1.2 an agricultural use, excluding buildings
- 21.1.3 a forestry use
- 21.1.4 a conservation area including outdoor recreation activities, nature study and wildlife areas, or other similar use which provides for the preservation of the natural environment
- 21.1.5 a private park
- 21.1.6 a public park

- 21.1.7 structures required for flood and erosion control
- 21.1.8 a marine facility
- 21.1.9 existing uses, buildings and structures

It would appear the Grist Mill use has likely been considered a “public park” for the purposes of the By-law and it is defined as follows:

“PARK, PUBLIC means any open space area, owned or controlled by the Corporation or by any Board, Commission or other Authority established under any statute of the Province of Ontario or Government of Canada and may include therein neighbourhood, community, regional and special parks or areas and may include one or more athletic fields, field houses, bleachers, swimming pools, greenhouses, botanical gardens, zoological gardens, bandstands, skating rinks, tennis courts, bowling greens, refreshment rooms, fair grounds, golf courses, or similar uses including accessory buildings, but for the purpose of this By-law shall not include a trailer park or camp.”

Any future development of the site (if it were no longer in the ownership of the County) would likely require a rezoning to reflect any new intended use(s) if they were not in accordance with the zoning on the site.

The entire site falls within the Conservation Authority’s Development Control Area. This regulates any development in that area and requires permits from ORCA for any such development.

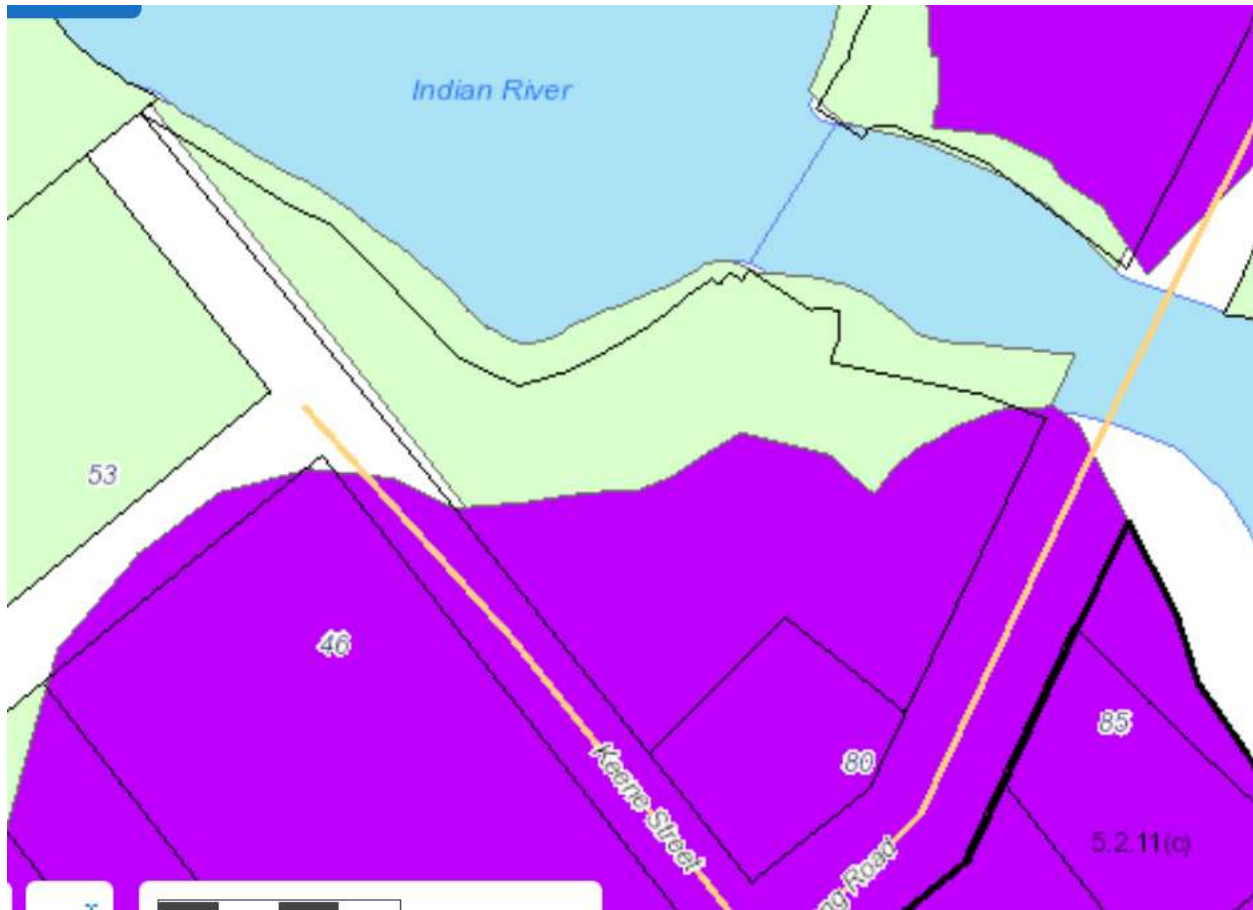
Conclusion:

The small lot area of this site and split between the “Hamlet” and “Environmental Protection” designations tends to limit available options. Any proposed change in use would need to be evaluated to determine conformity with the Official Plan.

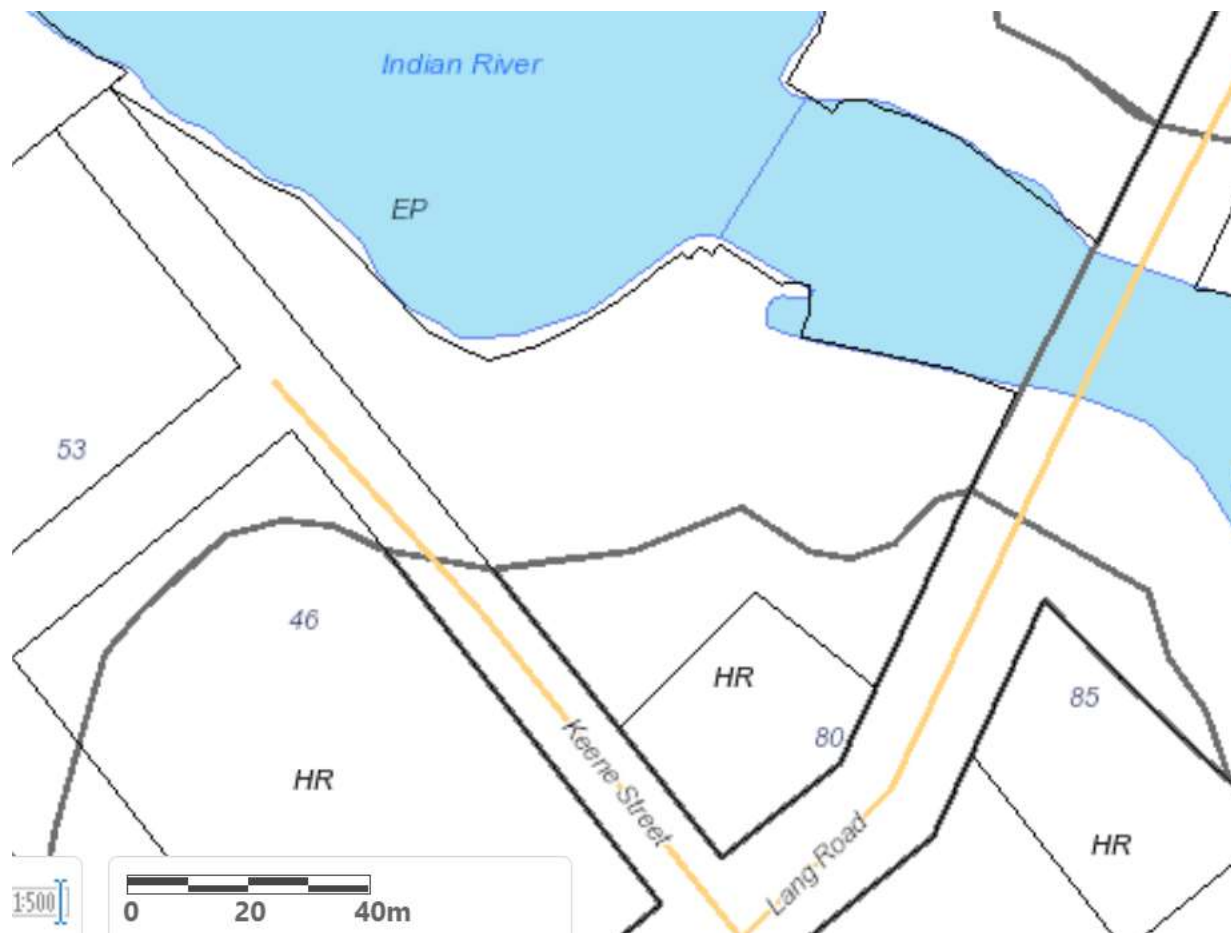
OSM OP Designations:

Purple – Hamlet Designation

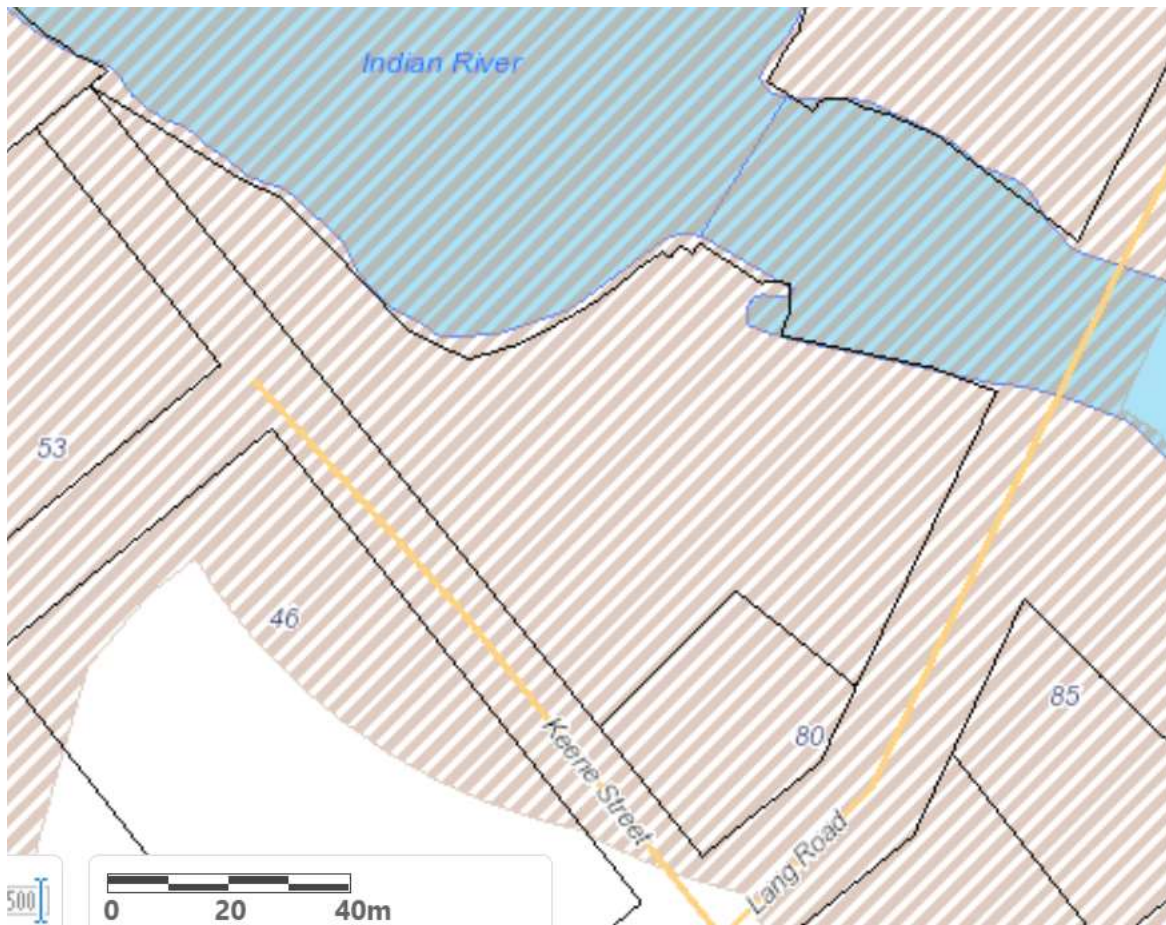
Green – Environmental Protection Designation



OSM Zoning:
OS – Open Space
EP – Environmental Protection



ORCA Development Control Area - covers the entire site therefore permits and approvals required for any development on the site



The County of Peterborough
County Council

To: Warden and Members of Council
From: Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer
Date: March 17, 2021

Subject: CAO 2021-011 Organizational and Service Delivery Review
Working Group – Recommendations to Council

Recommendation: That Council receive report CAO 2021-011 regarding the Organizational and Service Delivery Review (OSDR) Sub-Committee recommendations, which have been endorsed by the OSDR Working Group for consideration to Council; and

That Council endorse the recommendations of the OSDR Working Group, being that:

1. The following mission statement be approved for the Communications/Governance Sub-Committee: *We are committed to providing more efficient, accessible and quality services and infrastructure through effective governance and innovation.* (Tagline - Let's work smarter!)
2. Where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.
3. For external advisory committees, we ensure that the County's interests are being served on the committees.
4. The composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.
5. For internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.
6. A full Council compensation review be included as part of the non-union management compensation review.
7. The new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages, with additional information as appendices.

Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.

8. Staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.
9. A report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.
10. The GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.
11. The OSDR Working Group recommends that the County does not dispose of Lang Pioneer Village Museum.
12. Further analysis be completed by staff to identify revenue generating and cost reduction opportunities at Lang Pioneer Village Museum.
13. Further investigation as to the feasibility of a County staff facility be pursued for the site at Lang Pioneer Village Museum.

Overview

This report is to provide Council with an update on the Service Delivery & Organizational Review (OSDR) Working Group and respective sub-committee's meetings. It is intended that monthly reports in this format will be brought to Council for consideration containing the recommendations of the OSDR Working Group (on behalf of the sub-committees).

Background

Council will recall that the OSDR Working Group was initiated to review and make recommendations to Council with respect to recommendations as outlined in the OSDR, IT/GIS Master Plan and Capital Projects Review.

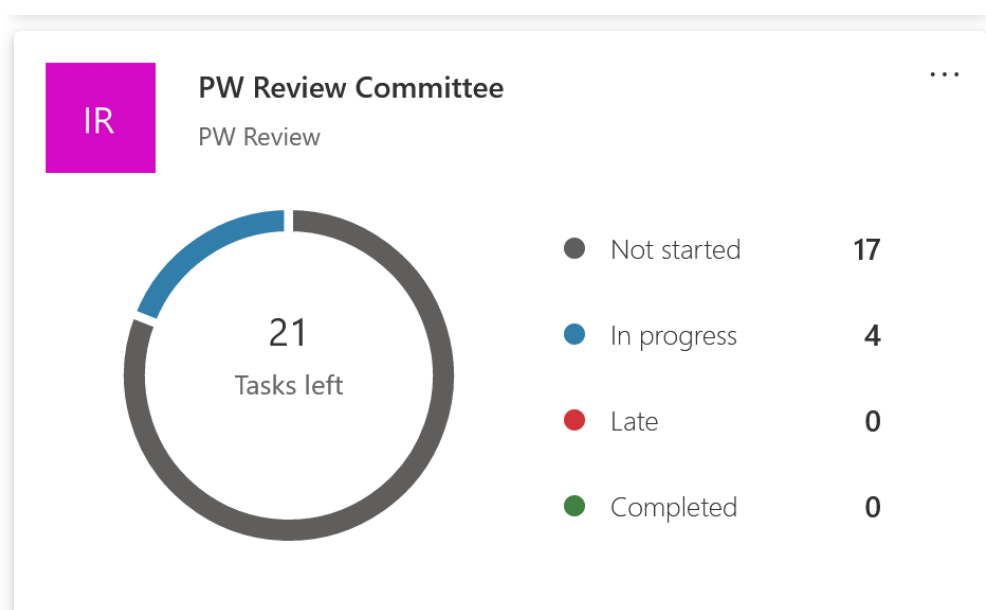
This report will provide a brief update for each sub-committee and will identify the recommendations made by each sub-committee to the OSDR Working Group.

Further details are provided in the attached OSDR Sub-Committee Activities Summaries and the Detailed Task List.

Public Works Service Delivery Review Committee

Organizational Structure changes have been implemented. Bryan and Sheridan continue to work with WSCS. Lean Six Sigma White belt training took place on Feb. 23 and 25th in four sessions; offered to all staff. This training is the precursor to the consultation process (phase 2 of the project). Please see attached the project update from WSCS.

Items identified in the sub-committee task list will form a part of the overall review and will be updated pending the review.

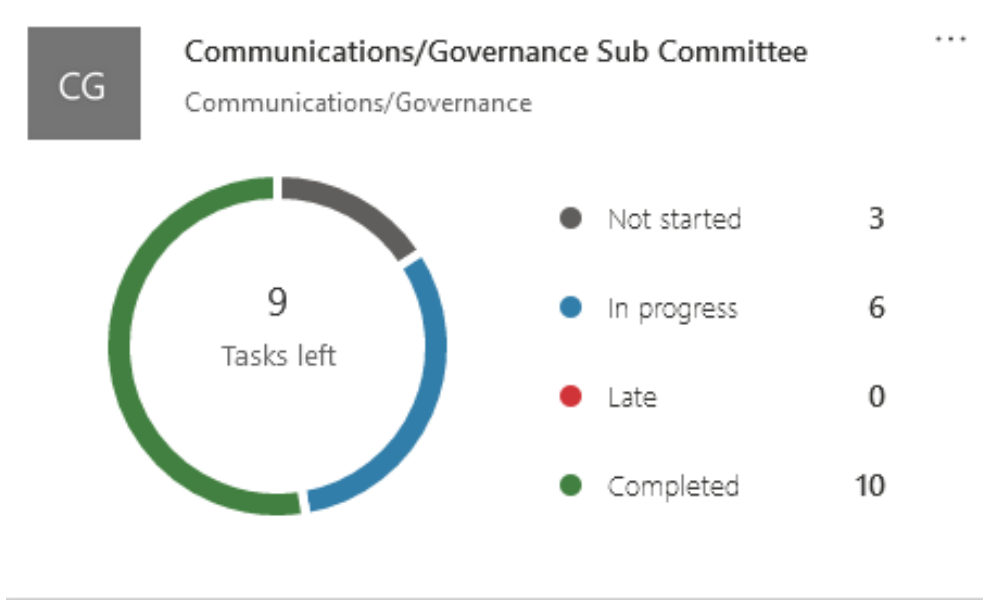


Communications/Governance Subcommittee

Meeting Date: February 5, 2021

Updates from the February Communications/Governance Sub-Committee meeting include:

- A discussion re: Council Committee and Advisory Committee appointments (see recommendations below)
- A discussion re: Council report template, motion manual and agenda process for staff reports
- Began discussions regarding the January 13, 2021 Notice of Motion re: Warden's Election & Deputy Warden Selection/Election Review Process. The next meeting will draw more focus to this particular item.



Recommendations to OSDR Working Group:

1. That the following mission statement be approved: We are committed to providing more efficient, accessible and quality services and infrastructure through effective governance and innovation. (Tagline = Let's work smarter!)
2. That where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.

That for external advisory committees, we ensure that the County's interests are being served on the committees.

That the composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.

That for internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.

That a full Council compensation review be included as part of the non union management compensation review.

3. That the new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages, with additional information as appendices.

That Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.

Shared/Managed Services:

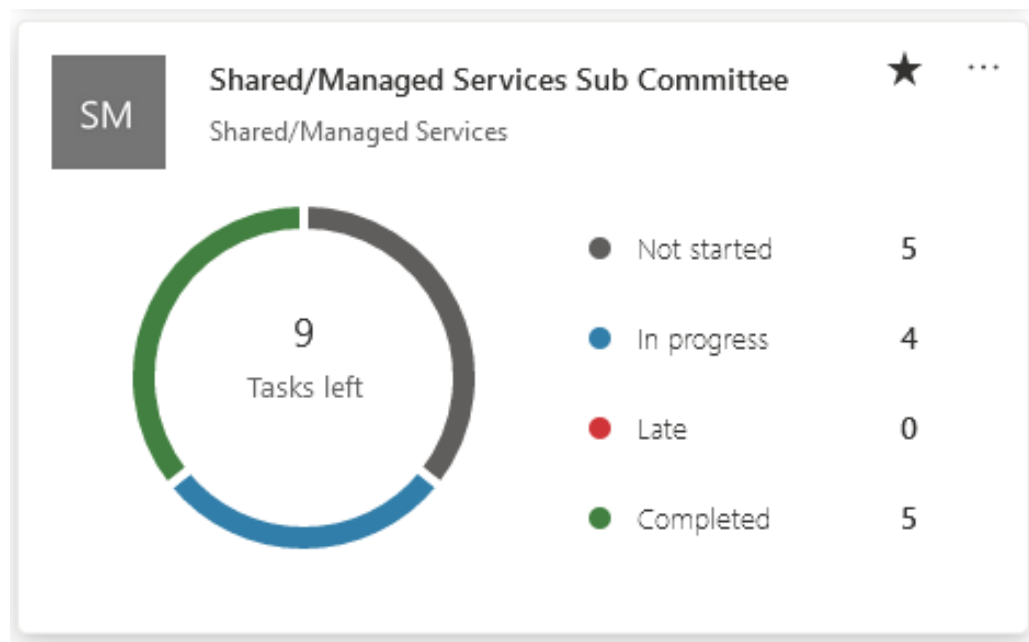
Meeting Date: February 8, 2021

Updates from the February Shared/Managed Services Sub-Committee meeting include:

- A presentation from Tammy Sikma re: GIS Technology – functionality and opportunities
- A presentation from Tammy Sikma re: Assessment Opportunities project
- Monthly County/City – CAO/Warden/Mayor meetings are ongoing
- Council has appointed Councillors Bonneau, Clark, Graham and Senis to the Waste Management Committee. The City has been advised and are waiting for City Council to approve whether they will participate in the Waste Management Committee.

The following items continue on the radar for this sub-committee:

- Human Resources to provide a list of all corporate training to the subcommittee with an intent to look to working with local Townships for shared training opportunities
- PCCP - Expand Community Based Paramedicine to Reduce Use of Ambulance Services – in progress
- Investigate New PCCP Funding Model – on hold until CMSM review



Recommendations to OSDR Working Group:

1. That staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.
2. That a report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.

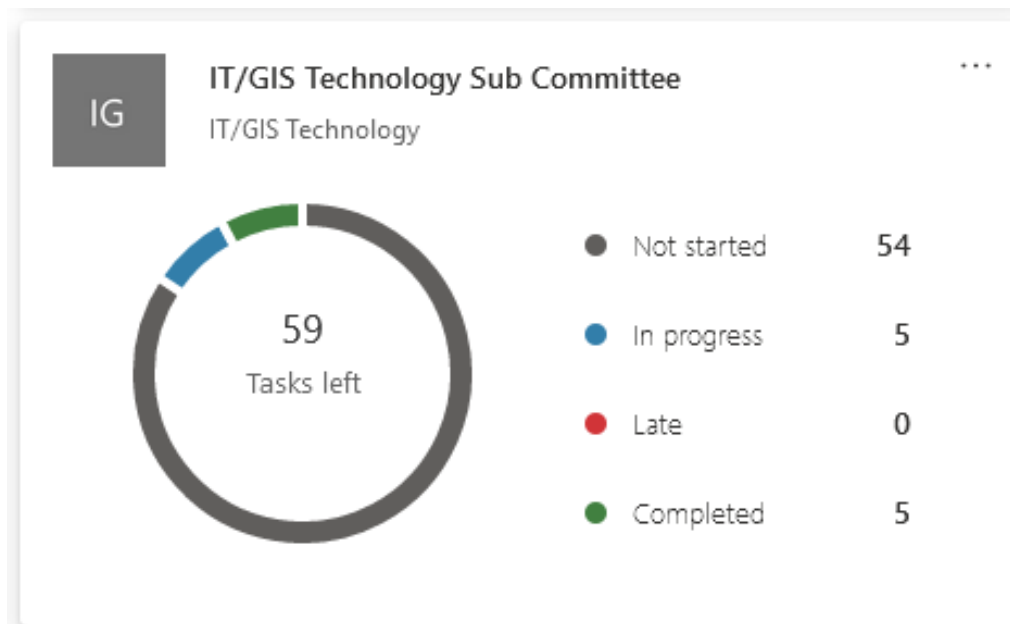
IT/GIS Technology Sub-Committee

Meeting Date: February 5, 2021

Updates from the February IT/GIS Technology Sub-Committee meeting include:

- Official start up of the Technology Steering Committee (TSC)
- A presentation from Tammy Sikma re: GIS Technology – functionality and opportunities
- Kari Stevenson presented on the Records Management Project (Info Pros). Kari and Christopher to initiate the implementation committee.
- New Technology/System updates were provided (Questica, Paramount)

As a reminder, many of the items in the IT/GIS Master Plan will be reviewed and implemented by the Technology Steering Committee.

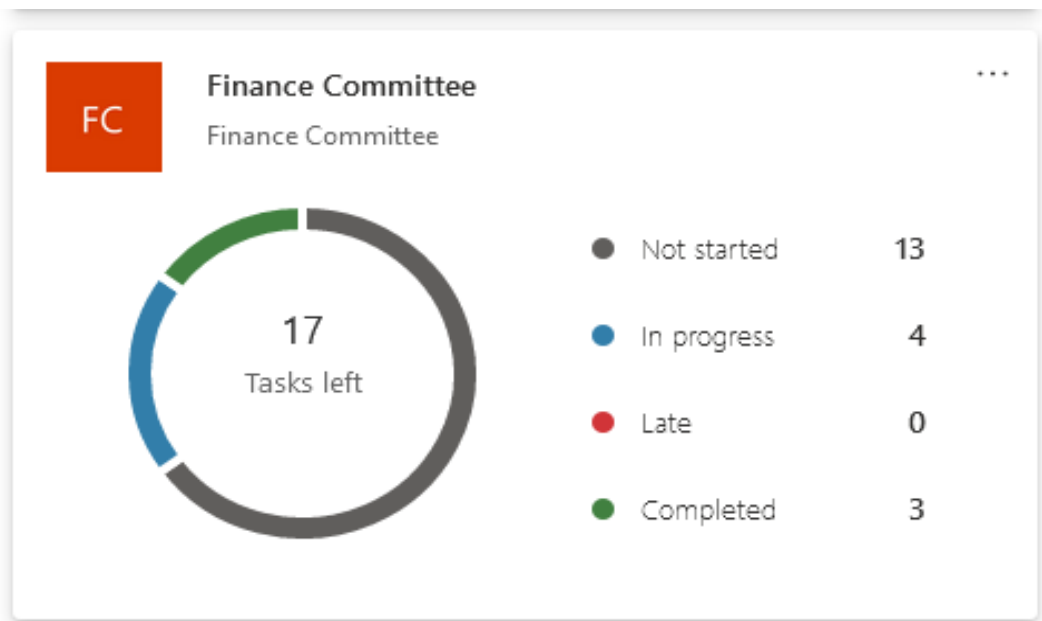


Recommendations to OSDR Working Group:

1. That the GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.

Finance Committee:

With the 2021 budget receiving Council approval on February 17th, the items identified in the OSDR are being added as a standing item to the Finance Committee Agenda. The first discussion will take place at the next Committee meeting.



Recommendations to OSDR Working Group: None at this time

Lang Pioneer Village Advisory Committee:

The items identified for review in the OSDR related to Lang Pioneer Village Museum have been referred to the Lang Pioneer Village Advisory Committee, and were discussed at the February 23rd meeting. See report attached for further details.



Recommendations to OSDR Working Group:

- 1) That the County does not dispose of Lang Pioneer Village Museum.
- 2) That further analysis be completed by staff to identify revenue generating and cost reduction opportunities
- 3) That further investigation as to the feasibility of a County staff facility be pursued for the site.

Anticipated Impacts on Local and/or First Nations Communities

The process outlined above will ensure input from County residents, Townships and First Nations.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input checked="" type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Organizational Development |

In consultation with:

1. OSDR Working Group
2. Leadership Team

Communication Completed/Required: None at this time. Future communication and engagement plans will be recommended to Council by the OSDR Working Group through the individual sub-committees.

A County webpage has been dedicated to this project: www.ptbocounty.ca/OSDR

Project updates will be posted to the website as approved by Council.

Attachments

1. OSDR Subcommittee Activities Summaries
2. Master Task List
3. WSCS Project Update
4. LPVM Report

Respectfully Submitted,
Original Signed by
Sheridan Graham, CMO
CAO

For more information, please contact;
Sheridan Graham, CMO
CAO
E: sgraham@ptbocounty.ca
T: 705.743.0380 ext. 2500

OSDR Sub Committee Activities

Friday, February 26, 2021

Communications/Governance Sub Committee							
Task Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
NEW - Review Warden's Election & Deputy Warden Selection Process (Council Motion Jan 13/21)	In progress	Important	Graham, Sheridan;Fawn, Lynn	02/02/2021	12/31/2021	<p>Main focus for March meeting.</p> <p>Notices of Motion – January 13, 2021 Moved by Councillor Clarkson Seconded by Councillor Lamshead</p> <p>Whereas the current practice for the selection of a Warden is a time consuming process for staff;</p> <p>And whereas the current practice of holding a mid-term election for the Warden can be both a distraction and disruption to a Council;</p> <p>And whereas many municipal jurisdictions across the Province have recently reconsidered and implemented different processes for the selection of their Heads of Council;</p> <p>Therefore be it resolved that the matter of the selection of Warden be referred to the Communications/Governance sub-committee of the Organizational & Service Delivery Review process.</p> <p>Action:</p> <ul style="list-style-type: none">•To be the focus of the next meeting. <p>Current State:</p> <ul style="list-style-type: none">- On hold- KPI's should be linked to NEW Strat Plan 2021	Kari to do research and bring report back on what other Municipalities in the EOWC are doing
I4 - Develop KPI's for All Departments	In progress	Medium	Graham, Sheridan			<p>Planning: Very Preliminary Discussion with Managers</p> <ul style="list-style-type: none">- PCCP: launched O-KPI suite in 2018. Clinical KPI's are in development with anticipated launch in Q1 2021- Tied to Strat. Plan	Each deparment should develop measurable KPI's that are aligned with strategic priorities
B4 - Strengthen Alignment Between Departmental Business Plans and County Strategic Priorities	In progress	Medium	Graham, Sheridan				
B3 - Create One Page "Placemat" to Communicate Strategic Priorities	Not started	Medium	Graham, Sheridan			2021 Budget	Replace strategic priority posters from 2015-2019 in County buildings;Update current "placemat"
B1 - Conduct Virtual Townhall and Provide Recordings to Refresh Strategic Priorities	Not started	Low	Graham, Sheridan			2021 Budget	
						Current State: Employee Performance Appraisal Under Review to Include Strategic Plan as Part of the Appraisal Process	

A4 - Consider Options to Streamline and Simplify the County's 20 Working & Advisory Committees	In progress	Important	Graham, Sheridan;Fawn, Lynn, 12/16/2020	<p>Recommendations to OSDR Working Group: (next meeting - March 5/21)</p> <p>That where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.</p> <p>That for external advisory committees, we ensure that the County’s interests are being served on the committees.</p> <p>That the composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.</p> <p>That for internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.</p> <p>That a full Council compensation review be included as part of the non union management compensation review.</p>	Send survey to Council re: committee/board committments;Bring back a list of all committees (review mandate, scope, TOR's, \$\$ etc.)
A3 - Work with Council to Strengthen Communication and Reporting Expectations	In progress	Important	Graham, Sheridan;Fawn, Lynn, 01/04/2021	<p>Need to be prudent with the number of committees we have</p> <p>Recommendations to the OSDR Working Group: (next meeting - March 5/21)</p> <p>That the new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages, with additional information as appendices.</p> <p>That Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.</p> <p>Report expectations (Council's expectations)</p> <ul style="list-style-type: none"> - Receive all relevant info with reports - Review template for items to include in reports (create check list) - Offer recommendations if possible - Report writing training (refresher/new staff) - Better planning for staff - bring forward first, ask for decision at next meeting <p>Current State:</p> <p>Communications Strategy Approved by Council (Sept. 2020)</p> <p>Shared Public Engagement Platform (2021)</p> <p>Website Update (2021)</p>	Develop effective communication processes when there are County wide program rollouts/policies;Establish protocols to engage Townships in consultation sessions;Facilitate a working session with Council to clarify expectations for reporting;Kari to bring back sample of new Agenda template (sample from NK)
A2 - Write and Develop Meeting Protocols Including Requirements for Advance Clarification and Questions	Not started	Important	Graham, Sheridan;Fawn, Lynn,	<p>Meeting Protocols are needed (ask questions before meeting rather than bombarding at meeting)</p> <p>Lengthy Preamble not necessary :)</p> <p>Questions asked - answers to go to all council members</p> <p>Council & Staff Relations Policy</p> <p>Procedural By-law - consideration for (ie 5 min. per person/topic)</p> <p>Action item: Create Meeting Protocol and bring back to next meeting</p> <p>New process for Council reports - first meeting info only ; second report direction/approval</p>	

A1 - Conduct Council Orientation on Role and Governance	In progress	Medium	Graham, Sheridan;Fawn, Lynn	10/01/2020	04/01/2021	<p>Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p> <p>THAT an annual governance refresher be held for Council (similar to the recent Integrity Commissioner Session).</p> <p>Create videos etc. Do session at the beginning of new Council and a refresher (1/2 way through) Web page dedicated (look at Bruce County) Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p>	Establish value added role of Council - engaging rather than micromanaging/rubber stamping;Reinforce fiduciary duty to represent County (not Township) interests
B2 - Conduct Mapping Exercise Between Service Delivery & Strategic Priorities	Assigned to the OSDR Working Group	Medium	Graham, Sheridan			<p>Consensus of this Committee is to conduct the County’s strategic planning re-write after the completion on the OSDR.</p>	
H1 - Proceed to Amend By-laws and Governance by Reducing Council to 8 Members, Being the Mayors of Each Township	Completed	Low				<p>Task to be moved to the OSDR Working Group Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p> <p>THAT the Communications/Governance Subcommittee recommends to the OSDR Working Group that no change be made to Council composition at this time.</p> <p>Consensus of this Committee is that they do not want to proceed at this time. Committee has considered what has been discussed at Council.</p> <p>- Would lead to reconstituting and streamlining committee structure to reflect fewer Councillors - Would require compensation review See J1-4 for more Financial Info</p>	
D1 - Implement Commitment and Budgeting Modules in Great Plains Applications	Assigned to the Finance Committee	Important		09/09/2020		<p>Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.</p>	Establish/agree to a schedule of advanced disclosure/budget estimates, prior to setting final numbers
D2 - Support Roll Out With Training And Use Tracking	Assigned to Finance Committee	Important		09/09/2020		<p>Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.</p>	Conduct budget estimation training for Finance staff once the procurement system is operational
M1 - Establish IT/GIS Steering Committee	Assigned to IT/GIS Technology S.C.	Important				<p>Current State: Not Started</p>	Govern processes, manage project/data committments
N3 - Improve Tracking of Purchasing and Progress Commitments	Assigned to Finance Committee	Important				<p>Training project that does not require Excel transformation</p>	Improve reporting from Great Planes - using either GP Management Reporter or Power BI;Engage Steering Committee to plan a training project for staff to generate structured reports
O3 - Broaden GIS Services to Support All Departments	Assigned to Shared/Managed Services S.C.	Important				<p>Current State: Not Started</p>	
R1 - Reduce Consulting Expenditures by Insourcing	Assigned to ISD Review Committee	Medium				<p>Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.</p>	
R2 - Strengthen Capacity to Impliment Capital Plan, Including New FTE in Engineering & Design	Assigned to ISD Review Committee	Medium				<p>Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.</p>	
R3 - Focus Effort on Core Capital Planning Function	Assigned to ISD Review Committee	Medium				<p>Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.</p>	

PW Review Committee							
Task Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items

R3 - Focus Effort on Core Capital Planning Function	Not started	Medium	Weir, Bryan	03/01/2020	06/01/2021	ON HOLD: Pending ISD Review	related to R2
R2 - Strengthen Capacity to Implement Capital Plan, Including New FTE in Engineering & Design	In progress	Medium	Weir, Bryan	11/01/2020	06/01/2021	Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work. ON HOLD: Pending ISD Review	Design support and technical oversight requirements;Closing the Infrastructure Gap - funding requirements;Project coordination requirements;Develop Budget Issue Paper for resourcing
R1 - Reduce Consulting Expenditures by Insourcing	Not started	Medium			06/01/2021	Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work. ON HOLD: Pending ISD Review	Consultant roster and skill requirements;Review Engineering work plan with ISD Review Committee;Succession planning and external factors;Current staff complement review;Discuss technical competency and project coordination
Q3 - Consider Innovative Procurement Models Such As Design Build	Not started	Low	Weir, Bryan	06/01/2021	06/01/2021	Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work. ON HOLD: Pending ISD Review	Likely candidates are ones which are large, complex, not well defined projects;Design Build projects are few for the County;Facilities and bridge projects consideration
Q2 - Leverage Procurement Services/Build Buying Co-ops	In progress	Medium	Weir, Bryan	11/30/2020	12/31/2021	Current State: Review With E&D and Purchasing to Identify Opportunities in 2021 Add to: Streamlining and Efficiencies Comm.	E&D - construction tenders for capital road rehab or line painting;operations - joint purchases of material, (e.g. salt, sand) ;develop township commitment and shared agreements;Share ideas with other municipalities;E&D - project management and consulting on specific road re-build projects;Develop list of existing joint activities
Q1 - Bundle Work/Consider Multi-Year Contracts to Create Larger Purchases	Not started	Low		11/01/2021	12/24/2021	Add to: Streamlining & Efficiencies Committee Consider "lowest responsible price" vs "lowest price" Current State: Review With E&D and Purchasing to Identify Opportunities in 2021 On Hold Pending ISD Review	Identify likely project types which would benefit from bundling;Pre qualify vendors;Ensure County work is priority by selected contractors
P3 - Risk Managment Procedures	Not started	Medium					Develop processes and tools to identlify, monitor and mitigate project risk
P2 - Documented Work Flows	Not started	Medium				Current State: Not Started - Submitted Budget Issue Paper for 2021. Require External Resources to Assist Staff. On Hold Pending ISD Review	Document methodology and processes
P1 - Common Processes and Policies	Not started	Medium				Current State: Not Started - Submitted Budget Issue Paper for 2021. Require External Resources to Assist Staff. See P2. On Hold Pending ISD Review	
K3 - Additional Consultation for Capital Plan	In progress	Important	Weir, Bryan			Current State: Not Started - Submitted Budget Issue Paper for 2021. Require External Resources to Assist Staff. County led workshops - prior to finalizing capital plan	Allow for additional review & consultation cycles with twp staff through a series of workshops;Provided draft 2021 capital project schedule to all townships - Nov 20
K2 - Modify Delivery of Winter Operations to Adhere to Provincial MMS	Not started	Medium				Current State: Not Started - Submitted Budget Issue Paper for 2021 On Hold Pending ISD Review	refer to K1
K1 - Adjust Service Levels to Minimum Required Standards Unless There is a Clear Business Case or Public Need For Enhanced Services	In progress	Important	Weir, Bryan	11/18/2020	07/01/2021	Current State: Not Started - Longer Term Strategy. Require New Operations Managers On Hold Pending ISD Review Current State: Not Started - Longer Term Strategy. Require New Operations Managers	Review tasks and project schedule;Develop service level schedule of vaules to identify incremental costs;Begin assignment;Hire external consultant ;Communicate with staff

I3 - Review Ops Work Methods & Task Planning to Reduce Overtime	Not started	Important	On Hold Pending ISD Review	Undertake a review of the overtime & workload driving tasks to target meaningful reductions;refer to K1 - hire consultant to complete analysis
			Current State: Not Started / Require Operations Manager to Review Status (Planned for 2021)	
F4 - Prepare A County Facilities Plan That Outlines Future Needs and Innovative Options to Address Requirements	Not started	Low	Consultant? Current State: Not Started / Defer Until 2021	
F3 - Consider Public Tender of Facilities Contract	Not started	Low	Current State: Not Started / Defer Until 2021	
F2 - Potentially Hire Full Time Facility Maintenance Person to Reduce Outsourcing Costs	Not started	Medium	Current State: Not Started / Defer Until 2021	
F1 - Benchmark Facilities Costs	Not started	Low	Current State: Not Started / Defer Until 2021	Investigate potential disposal/reuse of Courthouse if/when courts issue notice of leaving
E2 - Investigate Other Areas of County Services That Have Third Part Costs to Assess Business Case for Insourcing Work	Not started	Medium		
E1 - Hire An Additional Engineer and Admin Support for Infrastructure Services	Not started	Medium		refer to R1, R2, R3
C4 - Optimize Roads Maintenance & Fleet Utilization with Townships	Not started	Medium	Example: Service yards - there is a potential for joint usage, but there is not a unified agreement with all townships to act. Current State: Not Started - Defer Until 2022. Requires New Operations Manager to Undertake	refer to K1 - consultant engagement;Find more active/collaborative approaches for use of facilities, road maintenance and others;Lead a shared services initiative with all TWPS to reduce costs via analysis and business case
C2 - Consolidate all Waste Management Services at the County	Not started	Important	Current State: Not Started / Defer	Collect garbage once every 2 weeks (alternate household waste & recyclables each week);Scale economies for third party contracts;Bag tag program - encourages reduction/diversion;Prepare Waste Management Plan;Consolidate all waste management at the County

IT GIS Technology Sub Committee							
Task Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
Establish HR Systems Modernization Project	Not started	Medium		01/01/2023		Initiate project to select and implement an enterprise Human Resources Information System solution in accordance with practices adopted by the Steering Committee.	
Define Requirements	Not started	Medium		01/01/2023		Define and document functional requirements for Human Resources management, including an enterprise Time Tracking and Payroll solution. (est. cost - \$10,000 consulting support)	
Issue Request for Information (RFI)	Not started	Medium		01/01/2023		Conduct Market Scan, identify a long list of potential candidate solutions; issue RFI to vendors (est. cost - \$5,000 consulting support)	
Determine Shortlist	Not started	Medium		01/01/2023		Evaluate RFI responses and prepare shortlist of candidate solutions (est. cost - \$7,000 consulting support)	
Conduct Demonstrations	Not started	Medium		01/01/2023		Prepare demonstration evaluation criteria; invite shortlisted vendors to demonstrate solutions and evaluate based on per-determined criteria. (est. cost - \$7,500 consulting support)	
Select Platform and Negotiate Contract	Not started	Medium		01/01/2023		Finalize solution selection; negotiate software subscription as well as implementation services contract.	
Implement Solution	Not started	Medium		01/01/2023		Strike a separate implementation project with a detailed work plan. Configure solution; conduct testing and training; migrate data; final acceptance.	
Develop Minimum Viable Product (MVP) Design	Not started	Medium		01/01/2023		Collaboratively design a Minimum Viable Product (MVP) and develop prototype for Map-based solutions. (est. cost - \$0 to \$5.000 consulting support)	
Set Up Information Exchange	Not started	Medium		01/01/2023		Develop specific partnership agreements and processes for information exchange to support design.	
Integrate Data	Not started	Medium		01/01/2023		Carry out initial data preparation and integration (est. cost - \$0-\$5,000 consulting support)	
Implement Interim Solution	Not started	Medium		01/01/2023		Develop and implement version 1 of the Land Development Tracking solution (est. cost - \$0-\$20,000 consulting support)	
Develop Plan for Enhancements	Not started	Medium		01/01/2023		Work with users to document opportunities for streamlining and identify any pain points.	
Implement Version 2	Not started	Medium		01/01/2023		Implement interim enhancements - version 2 of the solution (est. cost - \$10,000 consulting support)	
Develop Longer Term Strategy	Not started	Medium		01/01/2023		Develop a multi-phase long-term strategy for additional capabilities (est. cost - \$0 - \$10,000 consulting support)	

Complete Implimentation of Electronic Document Management (EDM) Project	Not started	Medium		Pause EDM project for Year 1. Proceed with implementation using project management and governance processes adopted by the Steering Committee. Ensure process changes and change management/training are an integral part of the implementation.
GIS Request Tracking System	Not started	Medium		Leverage IT Ticketing system as a GIS request tracking system as well.
Refresh and Develop Partnerships and Service Level Agreements with Townships	Not started	Medium		Build on new governance framework and the new Planning GIS applications in Year 1 to enhance partnerships with Townships. Expand use of Open Data and ArcGIS Online.
Establish Asset Management/Work Management Project	Not started	Medium	01/01/2022	Initiate project to select and implement an enterprise Asset Management and Work Management Solution in accordance with practices adopted by the Steering Committee.
Define Requirements	Not started	Medium	01/01/2022	Define and document functional requirements for asset management and work management. These may include Customer Relationship Management (CRM) needs or requirements to integrate with CRM. (est. cost - \$20,000 consulting support)
Issue Request for Information (RFI)	Not started	Medium	01/01/2022	Conduct Market Scan, identify a long list of potential candidate solutions; issue RFI to vendors. (est. cost - \$8, 000 consulting support)
Determine Shortlist	Not started	Medium	01/01/2022	Evaluate RFI responses and prepare shortlist of candidate solutions. (est. cost - \$12, 000 consulting support)
Conduct Demonstrations	Not started	Medium	01/01/2022	Prepare demonstration evaluation criteria; invite shortlisted vendors to demonstrate solutions and evaluate based on per-determined criteria. (est. cost - \$10,000 consulting support)
Select Platform and Negotiate Contract	Not started	Medium	01/01/2022	Finalize solution selection; negotiate software subscription as well as implementation services contract. (est. cost - \$15,000 - 50,000 for annual enterprise subscription)
Impliment Solution	Not started	Medium	01/01/2022	Strike a separate implementation project with a detailed work plan. Configure solution; build and link asset data; conduct testing and training; final acceptance. (est. cost - \$50, 000 - 10, 000 consulting support + 1 FTE ongoing)
Impliment Property Viewer Application	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve Property Viewer
Impliment Land Development Status Viewer Application	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve Land Development Status Viewer
Implement Road Operations Viewer Application	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve Road Operations Viewer
Implement EOC Common Operating Picture	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve EOC Common Operating Picture
Perform a Thorough Content Audit	Not started	Medium		Identify exactly what data will be migrated to M365, inventory its current location and data volume. Plan for data migration into Teams and Channels that will replace Legacy Network Shared Drives with Team Library Drives (est. cost - \$12,000 consulting support/QA)
Review and Create a Requirements Plan	Not started	Medium		Plan the technical configuration of M365 based on a business-case model of requirements mapping to features / configuration. Develop and review the migration method, authentication method, and configuration plan. (est. cost \$20,000 consulting s support)
Review and Configure Infrastructure and End-Point Network Access	Not started	Medium		Using Microsoft’s network assessment checklist for M365, test all end-points, consider routing M365 traffic directly through the WAN at the end-point instead of funneling all Microsoft 365 traffic through the courthouse, as it is today. (est. cost - \$15,000 consulting support/QA)
Create a Continuous Training Plan Available to All Employees to Address Constant Change of the Platform	Not started	Medium		Consider a training service that provides on-demand training videos that support users staying up to-date. (est. cost - \$6,000 annual training subscription)
Consider Centralization of GIS Function with IT - or If Not Centralized; Determine Coordination Process	Not started	Medium		Select organization structure for technology function from options presented in this document. Note that Option 2 is the recommended option. See Addendum for details.
Revisit Roles and Job Descriptions	Not started	Medium		Finalize job descriptions and salary ranges for Manager Enterprise Applications role and Systems Integration Specialist role; obtain approval for positions
Fill New Positions	Not started	Medium		Recruit and/or transition existing staff members into new positions positions (est. cost - \$91,000 fully loaded cost for 1 new FTE. Could change depending on decisions by County)
Monitor and Report Regularly on User Activity	Not started	Medium		Recommendation: Note that both potential organization structure options presented in the Addendum involve recruiting one (1) System Integration Specialist. This is required to achieve the minimum staff complement that the Technology team will require to deliver on the Technology Master Plan. Monitor and report on M365 usage analytics regularly with the migration team. Keep tabs on what users are doing in the current Monitor and report regularly on user implementation, prioritize support and stabilization of the areas N/A activity most currently utilized. Identify most active and least actively engaged departments and personnel on the platform to focus.

Identify Key Personnel to Become Champions	Not started	Medium						From each department identify the staff who will be first to complete training and become masters of the program.
Restrict Users from Creating New Groups and Teams Ad-Hoc	Not started	Medium						Prohibit users from creating new data silos until a plan can be established to migrate legacy data and content into a structure of Teams and Channels prescribed by the project committee (now the migration team, later the Steering Committee).
Implement Restrictive Sharing Controls For External Users	Not started	Medium						Until an external sharing policy is established, prevent leakage of data by limiting user’s ability to share files and folders outside of the organization.
Re-Visit Backup Systems if Necessary	Not started	Medium						Microsoft provides no guarantees that data on M365 is protected from deletion or accidental change. Validate and test backup systems that are in place before proceeding to full implementation. NOTE — this may have been done.
Assemble a M365 Migration Team	Not started	Medium						As a precursor to the establishment of the Steering Committee, form a migration team of a similar structure, cross-departmental representatives to specifically address the M365 Migration. Do not proceed with any activities until this is done.
Establish Financial Controls Project	Not started	Medium						Use the Financial Controls project to institutionalize the new governance model (could be done in parallel with the Governance Framework).
Design Improved Purchasing, Budgeting and Reporting Processes and Functional Requirements	Not started	Medium						New purchasing, budgeting and reporting processes that satisfy corporate goals will be defined including workflows and approval steps; detailed functional requirements that flow from the defined processes will be documented and approved. (est. costs - \$24,000 consulting support)
Modify Great Plains Configuration	Not started	Medium						Implement any changes to Great Plains configuration that are required based on outcomes from Step 2. Does not include modifying the Chart of Accounts. (est. cost - \$24,000 consulting support)
Implement Paramount Purchasing Add-On	Not started	Medium						Implement and configure the Paramount solution to support the defined requirements for purchasing and commitments tracking. (est. costs - \$15,000 consulting support)
Implement Questica Budgeting Add-On	Not started	Medium						Implement and configure the Questica solution to support the defined requirements for budgeting. (est. cost - \$15,000 consulting support)
Select and Implement Self-Serve Reporting Capacity	Not started	Medium						Determine if Power BI or GP Management Reporter is the appropriate solution based on the functional requirements; long-term sustainability and cost. Implement solution and develop self-serve reports. (est. cost - NA - assuming new resource has skills)
Conduct User Training	Not started	Medium						Prepare training materials and conduct user training for using the new functionality in support of the new processes for purchasing, budgeting and reporting (est. costs - \$8000 consulting report)
Develop IT Policy Handbook	Not started	Medium						Prepare and adopt refreshed IT policies appropriate to an organization of the County’s size and publish an IT Policy Handbook. (est. cost - \$15,000 consulting support)
Adopt Project Management Guidelines	Not started	Medium						Document and adopt basic project management guidelines based on Project Management Book of Knowledge (PMBOK) best practices (est. cost - \$15,000 consulting support)
Establish Software Selection and Procurement Process	Not started	Medium						A process for selecting and procuring software that the technology team is expected to support should be defined and adopted (est. cost - \$15,000 consulting support)
Establish Project Intake Process	Not started	Medium						Define process for submitting project requests; evaluating requests; and approving projects including value/cost thresholds (est. cost - \$15,000 consulting support)
Adopt Guiding Principles	Not started	Medium						Committee to adopt Guiding Architectural Principles recommended in the Future State report with a 5 year horizon
Establish Technology Steering Committee	Not started	Medium						Prepare Terms of Reference including adoption of a centralized technology governance model; clearly establish that GIS direction is within the purview of the Steering Committee; establish membership; Obtain Council approval if required; hold kick-off meeting (est. cost - TBD - Committee may require consulting support for initial period)
O3 - Broaden GIS Services to Support All Departments	In progress	Urgent	Sikma, Tammy	02/15/2021	04/01/2021			Recommendation to OSDR Working Group: (next meeting – March 2) That the GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.
								Tammy presenting to all OSDR Sub-Committees re: functionality and opportunities
								To Consider: Infrastructure & Connectivity Informational update/presentation to Streamlining & Efficiencies Committee Copy info to CBO's & PW (potentially through CAO's) Sheridan to reach out to Twps. re new technology To begin following establishment of Tech Steering Committee

O2 - Review Recommended Staff & Structural Changes	In progress	Medium	Graham, Sheridan;Weir, Bryar	01/11/2021	02/28/2021	<p>FOCUS for March meeting</p> <p>Systems Integration Specialist (recommended FTE)</p>	Waiting for costing from Mary Spence
O1 - Implement 5 year Technology/GIS Plan	In progress	Important	Graham, Sheridan;Lee, Christc		06/28/2021	<p>Sheridan and Bryan to bring report back to next meeting</p> <p>Refer to the 5 year Technology Master Plan developed by MNP, which includes projects, sequencing, costs and governance/organizational changes. Recommendation is to implement this Strat. Plan over 5 years, under the direction of the recommended Technology Steering Committee.</p>	Effective & efficient processes;Develop a 5 year Strategic approach to technology (Plan);Improved reporting to Council;Effective governance and IT capacity;Modern & flexible infrastructure;Collaboration and information sharing with Townships;Stable, secure and supported applications;Improve operations and organizational agility
M3 - Manage & Prioritize IT/GIS Procurement	In progress	Important	Graham, Sheridan			<p>Identified in Tech. Steering Committee</p> <p>Including intake, approval of procurement and implementation of technology solutions</p>	Finalize budget requests for both software and devices (tablets, laptops, server, networks etc.)
M2 - Set Strategy & Direction for Technology	In progress	Important	Graham, Sheridan			<p>Integrated into Paramount Work System</p> <p>Follow best practices & comparable strategies implemented in other Municipalities (ie - Town of Whitby)</p>	Make technology capacity fit for purpose (incl. people, process and budget);Support service level agreements externally (townships);Support service level agreements internally (cross department)
M1 - Establish IT/GIS Steering Committee	Completed	Urgent	Graham, Sheridan	02/01/2021	02/01/2021	<p>Update: Attach Comm. Members names and Depts.</p> <p>Look at: Data integration Integration with Municipalities</p>	Govern processes, manage project/data committments
N2 - Improve Financial Controls	Assigned to Finance Committee	Important					Complete implimentation of Paramount to support purchasing and tracking of cimmitments;A user training project planned by the Finance Steering Committee must be part of the implimentation;Ensure appropriate implimentation resources are engaged eg. Consultants or Temps
J1 - Leverage Great Plains Budgeting Module	Assigned to Finance Committee	Important				<p>See D1-2 for more Financial Info</p> <p>Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.</p>	
N1 - Leverage Great Plaines Capabilities	Assigned to Finance Committee	Important					Optimize workflows and procedures to improve user experience for depts. ;Review capabilities to see if they can be better utilized;Ensure appropriate controls are in place to achieve cost savings through process efficiency
N3 - Improve Tracking of Purchasing and Progress Commitments	Assigned to Finance Committee	Important				Training project that does not require Excel transformation	Improve reporting from Great Planes - using either GP Management Reporter or Power BI;Engage Steering Committee to plan a training project for staff to generate structured reports

Shared/Managed Services Sub Committee							
Task Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items

O3 - Broaden GIS Services to Support All Departments	In progress	Medium	Weir, Bryan	<p>Recommendation to OSDR Working Group: (next meeting – March 2) That staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.</p> <p>Drone: Insurance has been removed (\$1100/year) no staff licensed to operate</p> <p>ACTION: Tammy to present to all OSDR Sub-Committees (in progress)</p> <p>Recommendation to IT/GIS Technology Sub Committee: (next meeting – March 5): That Tammy’s presentation be recorded and share it out. Presentation to go to the next Streamlining and Efficiencies Committee.</p> <p>Tammy reaching out to TWPS to provide GIS knowledge re: capabilities/services Educational seminars for all GIS users are occurring (internal and external partners) Communications re capabilities = important Recommendation to OSDR Working Group: (next meeting – March 2) That a report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.</p> <p>Suggested Next Steps: Bring this back to the Streamlining and Efficiencies Committee – identifying structures over 1000 sq feet Maybe request a RFI (structure and cost to look at) Can get started on smaller things - decks, additions, pools etc. (less challenges). Bryan, Tammy and Sheridan to brainstorm and come back to the committee at the next meeting</p> <p>Current State: Meetings Held Previously with Local Municipalities; on Hold Pending SDR Action 800+ cases</p> <p>Need to know what twps are interested (or not). May look at higher sq. ft structures first</p> <p>Action Items: Presentation from Tammy at next meeting; then get direction from this sub-committee re contacting twps CAO/CBO Meeting to discuss further? (future item) Update: The City has been advised of our appointees (Senis, Bonneau, Clark & Graham) and we are waiting for City Council to approve whether they will participate in the Waste Management Committee.</p> <p>Recommendation to Council - Feb. 3, 2021: a) Consolidate all Waste Management Services. It is requested that an ISD report will come to Council regarding what others are doing (outline twp. contract dates, costs paid etc.).</p> <p>Recommendation: that this matter be referred to the ISD Review Sub-Committee for follow-up.</p> <p>b) Request that the Waste Management committee be re-established.</p> <p>Recommendations to PRLC: 1) Request that the Waste Management committee be re-established 2) Warden/Mayor and CAO's to meet more frequently re: Communications (tipping fees, road closures, WM, public daycare etc.)</p> <p>Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.</p>	Issue RFI for drone; Tammy to present to all OSDR Sub Committees; Drone. Who has it, and who has operators licence?
L1 - Immediately Enforce Building Permit By-laws for Structures That Have Been Built Without Permits	In progress	Important	Weir, Bryan		<p>Presentation from Tammy at next meeting; then get direction from this sub-committee re contacting tw; Support TWPS to conduct more rigorous investigations & enforcement to capture lost tax revenues; Support TWPS to ensure building code compliance & support a fairer distribution of tax burden; CAO/CBO Meeting to discuss further? (future item); Karla to create Sharepoint; Tammy to populate</p>
J2 - Request Advance Notice of Shared Services Costs from the City	Not started	Important	Graham, Sheridan		Provide Recommendations to PRLC (see notes above)

I2 - Expand Community Based Paramedicine to Reduce Use of Ambulance Services	In progress	Important	Mellow, Randy			<ul style="list-style-type: none"> - PCCP partner on PTBO OHT which has CP Program established as priority (seeking funding) - PCCP partnering on Eastern Ontario Paramedic Service Community Paramedic business case submission for base funding to Ontario Health - PCCP invited to provide proposal for Community Paramedic positions in PTBO Opioid CTS (full funding - 2 FTE) 	Improve staff moral to reduce costs associated with high employee turnover
I1 - Investigate New PCCP Funding Model	Not started	Low	Graham, Sheridan			Was done with CMSM.	Renegotiate cost sharing agreement with the City to more accurately reflect service usage
C4 - Optimize Roads Maintenance & Fleet Utilization with Townships	Not started	Medium	Graham, Sheridan			<ul style="list-style-type: none"> - Successful joint application for Substance Use & Addiction Program (31 months 100% funded) - PCCP obtained temporary funding for COVID response team - Service sharing agreement and opportunities analysis launched with CKL Cross over with ISD SDR Communication with each twp. Learning future needs/plans for twps Action: Sheridan to draft survey out to twps. Will bring back to this committee.	Find more active/collaborative approaches for use of facilities, road maintenance and others;Lead a shared services initiative with all TWPS to reduce costs via analysis and business case
C3 - Expand IT, HR, Finance & Planning Shared Services Amongst Townships and County	In progress	Medium	Graham, Sheridan			Example: Service yards - there is a potential for joint usage, but there is not a unified agreement with all townships to act. Current State: Not Started - Defer Until 2022. Requires New Operations Manager to Undertake Action: Bring forward a list of training requirements, identifying what is legislated and County to next meeting.	Bring forward a list of training requirements, identifying legislated & County to next meeting
C2 - Consolidate all Waste Management Services at the County	Not started	Low				IT Current: 3 twps Opening the door and letting townships know they can reach out to the County for support Need to reassess capacity for support HR - Training requirements Roads School training H&S / small equipment ISD training (ie. chainsaw, high climbs etc.)	Collect garbage once every 2 weeks (alternate household waste & recyclables each week);Scale economies for third party contracts;Bag tag program - encourages reduction/diversion;Prepare Waste Management Plan;Consolidate all waste management at the County
C1 - Investigate Feasability of Shared Permit Portal to Streamline and Digitize Land Use and Building Permit Applications	Not started	Medium	Graham, Sheridan;Weir, Bryar			Current State: Not Started / Defer Update: Being considered for Municipal Modernization Funding. IT/GIS Comm as well 3 Municipis taking part in the same permitting system. Let other Municipis know through CAO's Meeting	
D2 - Support Roll Out With Training And Use Tracking	Assigned to Finance Committee	Medium	Graham, Sheridan	09/09/2020		Current State: Not Started; Awaiting Direction from OSDR Working Group Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	Conduct budget estimation training for Finance staff once the procurement system is operational

O1 - Implement 5 year Technology/GIS Plan	Assigned to IT/GIS Tech S.C.	Important	Graham, Sheridan			Refer to the 5 year Technology Master Plan developed by MNP, which includes projects, sequencing, costs and governance/organizational changes. Recommendation is to implement this Strat. Plan over 5 years, under the direction of the recommended Technology Steering Committee.	Effective & efficient processes;Develop a 5 year Strategic approach to technology (Plan);Improved reporting to Council;Effective governance and IT capacity;Modern & flexible infrastructure;Collaboration and information sharing with Townships;Stable, secure and supported applications;Improve operations and organizational agility
A4 - Consider Options to Streamline and Simplify the County's 20 Working & Advisory Committees	Assigned to Comms/Governance S.C.	Medium	Graham, Sheridan				
D1 - Implement Commitment and Budgeting Modules in Great Plains Applications	Assigned to Finance Committee	Important		09/09/2020		See J1-4 for more Financial Info	Establish/agree to a schedule of advanced disclosure/budget estimates, prior to setting final numbers
L2 - Increase Landfill Tipping Fees	Completed	Medium	Graham, Sheridan			Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. To encourage waste diversion and increase revenues	
						Current State: Approved Increased Tipping Fees by PRLC in Sept. 2020	

Finance Committee							
Task Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
D2 - Support Roll Out With Training And Use Tracking	In progress	Important		09/09/2020		Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	Conduct budget estimation training for Finance staff once the procurement system is operational
Q3 - Consider Innovative Procurement Models Such As Design Build	Not started	Medium				Current State: Review With E&D and Purchasing to Identify Opportunities in 2021	
Q2 - Leverage Procurement Services/Build Buying Co-ops	Not started	Medium				Current State: Review With E&D and Purchasing to Identify Opportunities in 2021	
Q1 - Bundle Work/Consider Multi-Year Contracts to Create Larger Purchases	Not started	Medium				Consider "lowest responsible price" vs "lowest price"	Pre qualify vendors;Ensure County work is priority by selected contractors
						Current State: Review With E&D and Purchasing to Identify Opportunities in 2021	
N3 - Improve Tracking of Purchasing and Progress Commitments	Not started	Important				Training project that does not require Excel transformation	Improve reporting from Great Planes - using either GP Management Reporter or Power BI;Engage Steering Committee to plan a training project for staff to generate structured reports
N2 - Improve Financial Controls	In progress	Important					Complete implimentation of Paramount to support purchasing and tracking of cimmitments;A user training project planned by the Finance Steering Committee must be part of the implimentation;Ensure appropriate implimentation resources are engaged eg. Consultants or Temps
N1 - Leverage Great Plains Capabilities	Not started	Important					Optimize workflows and procedures to improve user experience for depts. ;Review capabilities to see if they can be better utilized;Ensure appropriate controls are in place to achieve cost savings through process efficiency
K3 - Additional Consultation for Capital Plan	Not started	Important				County led workshops - prior to finalizing capital plan	Allow for additional review & consultation cycles with twp staff through a series of workshops
						Current State: Not Started - Submitted Budget Issue Paper for 2021	
J4 - Conduct Quarterly Adjustments to Budgets Based on Actuals in Order to Reduce Unnecessary Surpluses	Not started	Important					
J3 - Conduct Budget Estimation Training for Finance Staff	Not started	Important				Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	

J2 - Request Advance Notice of Shared Services Costs from the City	In progress	Important				Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. See D1-2 for more Financial Info	
J1 - Leverage Great Plains Budgeting Module	Not started	Important				Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. See J1-4 for more Financial Info	
D1 - Implement Commitment and Budgeting Modules in Great Plains Applications	In progress	Important		09/09/2020		Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. Example: Service yards - there is a potential for joint usage, but there is not a unified agreement with all townships to act.	Establish/agree to a schedule of advanced disclosure/budget estimates, prior to setting final numbers
C4 - Optimize Roads Maintenance & Fleet Utilization with Townships	Not started	Medium				Current State: Not Started - Defer Until 2022. Requires New Operations Manager to Undertake	
C3 - Expand IT, HR, and Finance Shared Services Amongst Townships and County	Not started	Medium				Current State: HR Currently Provides HR Services to Douro	
C2 - Consolidate all Waste Management Services at the County	Not started	Important				Current State: Not Started / Defer	Collect garbage once every 2 weeks (alternate household waste & recyclables each week);Scale economies for third party contracts;Bag tag program - encourages reduction/diversion;Prepare Waste Management Plan;Consolidate all waste management at the County
C1 - Investigate Feasability of Shared Permit Portal to Streamline and Digitize Land Use and Building Permit Applications	Not started	Medium				Current State: Not Started; Awaiting Direction from OSDR Working Group	
R1 - Reduce Consulting Expenditures by Insourcing	Completed	Medium				Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	
R2 - Strengthen Capacity to Impliment Capital Plan, Including New FTE in Engineering & Design	Completed	Medium				Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	
R3 - Focus Effort on Core Capital Planning Function	Completed	Medium				Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	

Lang Advisory Committee							
Task Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
G3 - Investigate Disposition of Lang Pioneer Village Mu	In progress	Medium	Graham, Sheridan	11/24/2020	04/01/2021	Recommendation to OSDR Working Group: That further investigation as to the feasibility of a County staff facility be pursued for the site.	
G2 - Consider "Passive Use" of Facility to Reduce Staff	In progress	Medium	Graham, Sheridan	11/24/2020	04/01/2021	Working with County planning to review other land uses/development. Will report back to LPVAC Implemented closure on Monday & Tuesday Tours for 2020; however COVID impacted this season and will re-try this in 2021. Have secured funding for ipads for self-guided tours targeted for accessibility option.	
G1 - Proceed with Focussed Effort to Generate More C	In progress	Low	Graham, Sheridan	12/01/2020	04/01/2021	Recommendation to the OSDR Working Group: That further analysis be completed by staff to identify revenue generating and cost reduction opportunities;	
						Delayed due to Covid-19	
						Rental rates for weddings/events in the Village have increased Photography packages have been created	

Peterborough County OSDR

Communications/Governance Sub-Committee


Action Items


Status Key:

- ☐ In discussion/investigation phase
- ☒ Progressing well, no barriers to providing outcomes or solutions
- ☐ Progressing with some minor challenges or barriers impeding a positive outcome or solution
- ☐ Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
1. Develop Communication Mission Statement	<p>Recommendation to OSDR Working Group: (next meeting – March 5)</p> <p>That the following mission statement be approved: We are committed to providing more efficient, accessible and quality services and infrastructure through effective governance and innovation.</p> <p>Let's work smarter!</p>	All	<input checked="" type="radio"/>

	Good governance is not just financial savings. It is about working smarter and accomplish more in the allotted time. Not necessarily about working harder, but working smarter.		
2. Standing items to be added to agenda for future meetings	1) Communications 2) Task Assignments	Sheridan Karla	✓
3. Monitor communication engagement	To be done through KPI's (I4)	All	○
4. H1 – Proceed to Amend By-laws and Governance by Reducing Council to 8 Members, Being the Mayors of Each Township	<p>Consensus of this Committee is that they do not want to proceed at this time. Committee has considered what has been discussed at Council.</p> <p>Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p> <ul style="list-style-type: none"> That the Communications/Governance Subcommittee recommends to the OSDR Working Group that no change be made to Council composition at this time. 	All	✓
5. A4 – Consider Options to Streamline and Simplify the County's 20 Working & Advisory Committees	<p>Bring back a list of all County Committees to review mandate, meeting frequency, scope, ToR's, financial commitment for each committee/board etc. (complete)</p> <p>Create Survey for council members to provide input about the committee/board they are on – time commitment, efficacy of the committee etc. (complete)</p> <p>Recommendations to OSDR Working Group: (next meeting – March 5/21)</p>	Lynn Kari	●

	<p>That where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.</p> <p>That for external advisory committees, we ensure that the County's interests are being served on the committees.</p> <p>That the composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.</p> <p>That for internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.</p> <p>That a full Council compensation review be included as part of the non union management compensation review.</p>		
<p>6. A3 – Work with Council to Strengthen Communication and Reporting Expectations.</p> <p>Council Reports:</p>	<p>Develop/Update Council Report expectations document/template to include the following:</p> <ul style="list-style-type: none"> • Receive all relevant information • Offer recommendations if possible <p>New process for Council reports – first meeting FYI only; second report direction/approval (better planning for staff)</p> <p>Consider change to report process:</p> <ol style="list-style-type: none"> 1. Reports requiring decision of Council 2. Reports for information (but presentation) 3. Reports strictly for info on consent <p>Review/Update Report template (create checklist)</p>	<p>Sheridan Lynn Kari</p>	

	<p>Recommendations to the OSDR Working Group: (next meeting – March 5/21)</p> <p>That the new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages, with additional information as appendices.</p> <p>That Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.</p> <p>Action: Kari to bring back sample of new Agenda template (sample from NK)</p>	Kari	
7. A1 – Conduct Council Orientation on Role and Governance	<p>Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p> <ul style="list-style-type: none"> • THAT an annual governance refresher be held for Council (similar to the recent Integrity Commissioner Session). <p>Web page dedication (look at Bruce County)</p>	Sheridan Lynn Kari	✓
8. B2 – Conduct Mapping Exercise Between Service Delivery & Strategic Priorities	<p>Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p> <ul style="list-style-type: none"> • Consensus of this Committee is to conduct the County's strategic planning re-write after the completion on the OSDR. <p>Task to be moved to the OSDR Working Group</p>	Sheridan Karla	✓

9. B2 - Strategic Planning	Consensus of this Committee is to conduct our strategic planning re-write after the completion on the OSDR.	OSDR Working Group	✓
10. New Task – Warden’s Election & DW Selection/Election Review Process	<p>Notices of Motion – January 13, 2021 Moved by Councillor Clarkson Seconded by Councillor Lambshead</p> <p>Whereas the current practice for the selection of a Warden is a time consuming process for staff;</p> <p>And whereas the current practice of holding a mid-term election for the Warden can be both a distraction and disruption to a Council;</p> <p>And whereas many municipal jurisdictions across the Province have recently reconsidered and implemented different processes for the selection of their Heads of Council;</p> <p>Therefore be it resolved that the matter of the selection of Warden be referred to the Communications/Governance sub-committee of the Organizational & Service Delivery Review process.</p> <p>Action:</p> <ul style="list-style-type: none"> • Kari to do research and bring report back on what other Municipalities in the EOWC are doing • To be the focus of the next meeting. 	<p>All</p> <p>Kari</p> <p>ALL</p>	<p>●</p> <p>○</p>
11. GIS Technology Presentation	<p>Next Meeting: Tammy to present to Committee on GIS functionality and opportunities.</p>	Tammy	●
12. Records Management Process (Info Pro)	<p>Next Meeting:</p>	Kari	●

	Kari to present to Committee on the new records management process.		
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Peterborough County OSDR

ISD Review Committee

Action Items

Status Key:

- ☐ In discussion/investigation phase
- ☒ Progressing well, no barriers to providing outcomes or solutions
- ☒ Progressing with some minor challenges or barriers impeding a positive outcome or solution
- ☒ Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
December 15, 2020			
1. General Comments	<ul style="list-style-type: none"> • Would like to see projects split up. • What were we given government grants for? • Infrastructure Deficit – how can we look at this in a different way? • Disappointed in the service delivery that went through; senior staff reviewed consultation on final piece, however not with other staff, public and First Nations. • Public Works – Township and County should be working together; need to make better use of facilities and equipment. • Contracting – Pros and cons. What is better? (Do we have the right structure?) 	All	<input type="radio"/>

	<ul style="list-style-type: none"> • Goal – To make county more effective in delivering services to our residents. • Communications with staff (informed; not scared); engagement = important • Working with partners • Involve Township CAO's • Service levels need to be defined, so expectations will be much clearer • What are the public ready to pay for? What are their expectations? • We need to deliver a service level • Community needs to be more involved. We need to give them the information for the value. So they understand. • Would like to see how to be more efficient, cost savings, and doing our job better. • Is looking for a standard, and boundary for service levels • Asset Management – would like to build on • Software and maintenance programs on dealing with maintenance etc. • Having service contractors most efficient or more staff? • Joint services opportunities with the townships and other municipalities 		
2. Next Steps	<ul style="list-style-type: none"> • Tammy to send out Stakeholder register for Grant and Sheridan to complete. • Then council • This will help build the communications strategy. • Other Stakeholders: <ul style="list-style-type: none"> ○ Townships ○ City of Peterborough ○ CKL and neighbouring areas 	Sheridan Grant	●

	<p>Can summary sheets be posted online after meetings?</p> <ul style="list-style-type: none"> • Action Minutes will come back to Committee • The Communications/Governance Sub Committee will review overall communications recommendations for the entire OSDR. • Can establish a webpage to post all of this info there for all Committee members to see (it will not be visible by the public). 	Sheridan	○
3. Timing (set by Consultant; not Council)	<ul style="list-style-type: none"> • First round of consultations with staff (boots on the ground) and Council in January/February • Consultation process with staff and management will run through till March(ish) • Final report to Council in May(ish) <ul style="list-style-type: none"> ○ Is May realistic? ISD, Eng and Sr. Admin. are all short staffed. Would like us to consider a schedule in a different light. ○ Tammy – Suggestion that once they get the stakeholder register, and have put together the detailed workplan, review it and get back to us with your thoughts. If you think it is unreasonable then let's talk. We prefer for things not to go through the summer. Unless interim report at the beginning of summer and final report in the fall. • How will we reach out to front line staff? <ul style="list-style-type: none"> ○ It has been mainly virtual, due to Covid-19 ○ Will have to do some onsite, to understand the working 	<p>Consultants Sheridan Grant</p> <p>All</p> <p>Consutant</p>	○

	<p>environment (will respect your Covid requirements).</p> <p>Tammy would suggest:</p> <ul style="list-style-type: none"> • Council and staff survey (ie survey monkey) • Register and list of documents • We can get an agreement by email of the committee if need be • Detailed workplan before the holidays 	<p>Consultant Sheridan Grant Karla</p>	
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Peterborough County OSDR

IT/GIS Technology Sub-Committee

Action Items

Status Key:

- ☐ In discussion/investigation phase
- ☒ Progressing well, no barriers to providing outcomes or solutions
- ☒ Progressing with some minor challenges or barriers impeding a positive outcome or solution
- ☒ Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
1. ToR Updates	<ul style="list-style-type: none"> Pg. 4 – Governance. Considered by County Council Add “Working with the Municipalities” (and reach out to let them know we are doing this) 	Sheridan Karla	✓
2. GIS Discussion	<p>Tammy to present to Committee on GIS functionality and opportunities</p> <p>Recommendation to OSDR Working Group: (next meeting – March 2)</p> <p>That the GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.</p>	Tammy	✓






	Tammy to bring Slim Jim to an upcoming meeting		○
3. Structure Change (O2)	<p>Bryan and Sheridan to bring back a report re: changing organizational structure</p> <p>Focus for next meeting (structure changes)</p>	Bryan Sheridan	○
4. Project Charter Updates	<ul style="list-style-type: none"> Update IT/GIS "Technology Steering Committee" terminology throughout document Goals: Update #4 & 5 to ensure language is broad enough to include "data". Tammy to update this piece. <p>Bring updated Charter back to next meeting</p> <p>Update: TSC will forward recommendations to this committee.</p>	<p>Sheridan Karla</p> <p>Tammy</p> <p>Karla</p>	●
5. Technology Steering Committee participants	<p>Email to Directors to identify participants from a broad level across the organization.</p> <p>To be lead by IT & GIS Managers.</p> <p>Bring others in on an as needed basis (ie PKED, Lower Tiers, guest speakers)</p> <p>Tech. Steering Committee (TSC) to establish meeting timeframe</p>	Sheridan	✓
6. Records Management Project (Info Pros)	<p>Kari to present Info Pros to sub-committee</p> <p>Kari and Christopher head up implementation committee</p> <p>Info Pros to assist in setting up Sharepoint</p>	Kari	<p>✓</p> <p>○</p>





Peterborough County OSDR

Shared/Managed Services Sub Committee

Action Items

Status Key:

-  In discussion/investigation phase
-  Progressing well, no barriers to providing outcomes or solutions
-  Progressing with some minor challenges or barriers impeding a positive outcome or solution
-  Stalled, unable to find outcome or solution to issue or challenge, not resolved
-  Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
1. Communications	<p>Communications to staff are important (to ease anxiety) HR/Union/Communications are also very important</p> <ul style="list-style-type: none"> Comms piece sent out for ISD SDR re: consultation process with consultant 	All	 
2. Broaden GIS Services (O3)	<p>Tammy to present to all OSDR Sub Committees.</p> <p>Set up Tammy to present to this committee at next meeting.</p> <p>Recommendation to IT/GIS Technology Sub Committee: (next meeting – March 5):</p>	Bryan	 

	That Tammy's presentation be recorded and share it out. Presentation to go to the next Streamlining and Efficiencies Committee.		
3. Drone (O3)	<p>Investigate into where this is at, and who has a licence to use it, and are their opportunities to loan our drone to Townships if they have licensed operators.</p> <p>Recommendation to OSDR Working Group: (next meeting – March 2) That staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.</p>	Bryan	○
4. Enforce Building Permit By-laws for Structures Built without Permits (L1)	<p>Tammy to present at next meeting; then get direction from this Sub Committee on contacting Townships.</p> <p>CAO/CBO's Meeting to discuss further (future item)</p> <p>Create Sharepoint file for sharing of information with CAO/Director/Staff (Tammy to populate)</p> <p>Recommendation to OSDR Working Group: (next meeting – March 2) That a report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.</p>	<p>Bryan</p> <p>Sheridan</p> <p>Karla/ Tammy</p>	<p>●</p> <p>✓</p>
5. Recommendation to PRLC (J2)	<p>Request that the Waste Management committee be re-established</p> <ul style="list-style-type: none"> - Meeting has been set with PRLC - Message sent to City to start discussions 	Sheridan	●

	<p>Council recommendation sent to PRLC for Feb. 11th meeting.</p> <p>County WM Committee Members:</p> <ol style="list-style-type: none"> 1) Sherry Senis 2) Matthew Graham 3) Rodger Bonneau 4) Bonnie Clark <p>The City has been advised of our appointees and we are waiting for City Council to approve whether they will participate in the Waste Management Committee.</p>		
6. Recommendation to PRLC (J2)	<p>Warden/Mayor and CAO's to meet more frequently re: Communications (tipping fees, road closures, WM, public daycares etc.)</p> <ul style="list-style-type: none"> - Monthly County/City – CAO/Warden/Mayor meetings scheduled <p>Update: Meetings are scheduled for the first Friday of every month.</p>	Sheridan	✓
7. Future ISD needs/plans for Townships ie: Service Yards (C4)	<p>Sheridan to draft survey to go out to Townships. Will bring back to this Committee.</p> <p>This crosses over with the ISD SDR as well.</p>	Sheridan	○
8. Training opportunities (C3)	<p>Bring forward a list of training requirements, identifying what is legislated and County to next meeting.</p>	Mary	○
9. Consolidate all WM Services (C2)	<p>ISD Educational Communications piece to Council re: pros & cons / what others are doing (outline twp contract dates, costs paid etc.)</p>	Sheridan	○

	Recommendation to potentially look at this in the future		
10. Shared Permit Portal (C1)	<p>Sheridan to make other Municipalities aware of this system (there are currently 3 taking part in the same system), through an upcoming CAO meeting.</p> <p>This crosses over with the IT/GIS Technology Sub Committee as well.</p> <p>Update: Being considered for Municipal Modernization Funding.</p>	Sheridan	●

Peterborough County
ISD Service Delivery Review
Project Status Report

Project	ISD Service Delivery Review				
Date	February 1, 2021	Reporting Period	December 15, 2020	To	January 31, 2021

Distribution List

Project Authority	<i>Sheridan Graham, Interim CAO ISD Committee</i>	WSCS Project Lead	Tammy Carruthers, Principal
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1. Overall Project Status

Scope	As agreed upon with Project Authority	
Budget	As agreed upon with Project Authority	See Appendix A of status report for budget details.
Schedule	As agreed upon with Project Authority	

2. Major Milestones/Deliverables Performance

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
Planning Phase			
Kick-off meeting/ Project Plan for planning phase	November 30, 2020	December 15, 2020	Complete
Stakeholder Register	January 11, 2021	January 12, 2021	Complete
Documentation Review	February 28, 2021		Underway
SWOT Sessions	March 15, 2021		Virtual
LEAN SS Training	February 26, 2021		2 Sessions scheduled
Surveys	March 31, 2021		3 Surveys draft developed – To be Administered until March 31 st .
Consultations – County	April 30, 2021		Interview scheduling to coincide with Survey results.

2. Major Milestones/Deliverables Performance

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
Consultations – Local Municipalities	April 30, 2021		
Consultations – Other Stakeholders	April 30, 2021		
Service Profiles	March 31, 2021		
Benchmarking	April 15, 2021		
Current State Analysis	June 26, 2021		
Current State Validation	July 16, 2021		
Interim Report	July 26, 2021		
Opportunity Identification & Validation Session	August 13, 2021		
Draft Final Report to Steering Committee	August 31, 2021		
Final Report to Council	September 9, 2021		
Final Changes to Report and Project Close out	September 30, 2021		

- GREEN – On target to achieve Planned Delivery Date.
- AMBER – Planned Target Delivery Date is in danger of not being achieved but a managed solution capable

2. Activities & Risks/Issue Monitoring

Activity Description	Date of Completion
Key Activities Completed over the Reporting Period	
<ul style="list-style-type: none"> ■ Kick off meeting ■ Workplan developed ■ Documentation is being gathered and reviewed. ■ Survey Development – Draft being reviewed ■ LEAN SS training scheduling ■ Consultations with 3 ISD Council Members 	<ul style="list-style-type: none"> ■ December 15, 2020 ■ January 11, 2021 ■ January 31, 2021 ■ January 31, 2021 ■ January 25, 2021
Key Activities Planned for Next Reporting Period – February 1- February 28, 2021	
<ul style="list-style-type: none"> ■ Documentation is being gathered and reviewed. ■ Survey approval and administration ■ LEAN Six Sigma Training ■ Benchmarking ■ Consultations - Scheduling 	

2. Activities & Risks/Issue Monitoring

Risks/Issue Management

No.	Risk/Issue Description	Mitigation Strategy	Date Approved by Project Authority
1	Documentation availability	Interviews to assess additional requirements	

Appendix A

Budget reporting – work completed versus budget spent to date, as at January 31, 2021.

	BUDGET	ACTUALS TO DATE	REMAINING BUDGET	FORECAST FOR COMPLETION	COMMENTS
Appendix A: Budget					
Stage 1: Planning	\$3,944	\$2,578	\$1,366	\$3,944	
Stage 2: Documentation Review and Service Exploration	\$2,308	\$1,350	\$958	\$2,308	
Stage 3: Consultations	\$12,673	\$1,500	\$11,173	\$12,673	
Stage 4: Benchmarking and Research	\$2,345	\$0	\$2,345	\$2,345	
Stage 5: Current State Analysis	\$7,329	\$0	\$7,329	\$7,329	
Stage 6: Development of Opportunities/Recommendations	\$3,702	\$0	\$3,702	\$3,702	
Stage 7: Reporting	\$13,527	\$0	\$13,527	\$13,527	
Total Cost (before HST)	\$45,828	\$5,428	\$40,400	\$45,828	
Disbursement Travel Costs	\$7,000	\$0	\$7,000	\$7,000	

News Release



For Immediate Release

Date: March 16, 2021
To: Representatives of the Media
From: Karen Jopling, Manager of Communications/Strategic Initiatives
Subject: Lighting Installed at Intersection of CR18 (8th Line) and CR20 (Selwyn Road)
– Township of Selwyn

March 16, 2021 – Selwyn Township Deputy Mayor Sherry Senis and Christine Williams, Township resident, were at the intersection of CR18 (Eighth Line of Smith) and CR20 (Selwyn Road) to celebrate the installation of street lighting.

At the August 7, 2019 Council Meeting, Christine Williams, on behalf of Concerned Residents of Selwyn Township, presented a Community Petition signed by over 400 people requesting Peterborough County to install appropriate lighting at the intersection to provide illumination during evening, overnight hours and inclement weather.

After assessment and discussion, Peterborough County arranged for the installation of the streetlight which was completed March 5, 2021.



News Release



For further information, contact: Sheridan Graham at sgraham@ptbocounty.ca

Sheridan Graham, CAO, Deputy Clerk/Deputy Treasurer
Peterborough County
705-743-0380 ext. 2500

-30-



Minutes County Council - Regular Meeting



9:30 AM - Wednesday, March 3, 2021

Electronic Participation

The Council Chambers were closed due to COVID-19 precautionary measures.

[The meeting was held electronically and was streamed live on the County of Peterborough's YouTube channel.](#)

Present: Warden J. Murray Jones, Deputy Warden Andy Mitchell, Councillors Carolyn Amyotte, Rodger Bonneau, Lori Burt, Bonnie Clark, Janet Clarkson, David Gerow, Matthew Graham, Jim Martin, Scott McFadden, Karl Moher, Sherry Senis, Joe Taylor and Jim Whelan

Regrets: Councillor Ron Windover

Staff Present: Chris Allen, Purchasing Supervisor; Chris Barry, Deputy Chief/PCCP; Trena DeBrujin, Director of Finance/Treasurer; Lynn Fawn, Manager, Legislative Services/Clerk; Michelle Fisher, Deputy Treasurer; Sheridan Graham, Chief Administrative Officer; Randy Mellow, Chief of Paramedics/Deputy CAO; Peter Nielsen, Manager, Capital Projects; Mary Spence, Director of Human Resources; Kari Stevenson, Deputy Clerk and Bryan Weir, Director of Planning and Public Works

Guests: Staff Sergeant Chris Galeazza, Ontario Provincial Police

1. Call To Order

A quorum of Council being present, Warden Jones called the meeting to order at 9:30 a.m.

2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

3. Moment of Silent Reflection/Silence

A Moment of Silence was held in memory of the late First Nation elder and Second World War Veteran Murray Mackenzie Whetung. Condolences were extended to Chief Whetung, her family and the Curve Lake First Nation community.

4. Adoption of Agenda

109-2021

Moved by Councillor Amyotte
Seconded by Councillor Burt

Be it resolved that County Council adopts the agenda as amended to include Item 19.f. A by-law for the regulation of parking on highways and roadways within the jurisdiction of the County of Peterborough. **Carried**

5. Disclosure of Interest

Councillor McFadden declared a pecuniary interest with Agenda item number 11.c. Township of Perth South letter regarding Conservation Authorities Task Force as he is a member on the Task Force being discussed.

6. Adoption of Minutes

110-2021

Moved by Councillor Martin
Seconded by Councillor Moher

Be it resolved that County Council adopts the minutes of the Regular County Council meeting of February 17, 2021 as circulated. **Carried**

7. Delegations and Presentations

There were no Delegations or Presentations.

8. Business Arising from a Previous Meeting

9. Staff Reports

- a. Administration - Corporate Services - Clerk's Division**
Report prepared by: Kari Stevenson, Deputy Clerk
Re: CPS 2021-011 - Parking Regulation By-law consolidation

111-2021

Moved by Councillor Clark
Seconded by Councillor Gerow

Be it resolved that County Council receives report CPS 2021-011 Parking Regulation By-law consolidation is approved; and further

That the draft by-law attached to Report ISD 2021-004 Update to Parking Regulation By-law be adopted by by-law. **Carried**

- b. Planning and Public Works - Engineering & Design**
Report prepared by: Peter Nielsen, Manager, Capital Projects
Re: INF 2021-006 Deer River Hatchery Bridge - Notice of Study Completion

112-2021

Moved by Councillor Bonneau
Seconded by Councillor Graham

Be it resolved that County Council receives the report of the Manager, Capital Projects, entitled "INF 2021-006 Deer River Hatchery Bridge - Notice of Study Completion"; and further

That the Notice of Study Completion for the Municipal Class Environmental Assessment for the replacement of the Deer River Hatchery Bridge (Structure No. B099049) be advertised for the mandatory 30 day review period. **Carried**

- c. Human Resources**
Report prepared by: Mary Spence, Director of Human Resources
Re: HRS 2021-001 Non-Union & Management Wage Increase

113-2021

Moved by Councillor Taylor
Seconded by Councillor Whelan

Be it resolved that County Council receives report HRS 2021-001 Non-Union & Management Wage Increase; and

That Council approves the wage increase for the non-union group of employees effective October 1, 2020.

Carried

- d. Administration - CAO**
Report prepared by: Sheridan Graham, CAO
Re: CAO 2021-010 Municipal Modernization Funding

114-2021

Moved by Councillor Graham
Seconded by Councillor Amyotte

Be it resolved that County Council receive report CAO 2021-010; and further

That Council authorize staff to submit an Expression of Interest to submit an application for funding under the Provincial Municipal Modernization Program Intake Two for both the Review Stream and the Implementation Stream before March 15, 2021.

Carried

e. Finance

Report prepared by: Chris Allen, Purchasing Supervisor

Re: FIN 2021-012 Purchasing Policy Amendment

115-2021

Moved by Councillor Burt

Seconded by Councillor Senis

Be it resolved that County Council receives report FIN 2021-012 Purchasing Policy Amendment; and further

That Council approve the amendment to Section 25 - Change Orders to the Purchasing Policy FI-30.

Carried

f. Finance

Report prepared by: Chris Allen, Purchasing Supervisor

Re: FIN 2021-013 Policy Amendment - Disposal of County Assets

116-2021

Moved by Councillor Bonneau

Seconded by Councillor Moher

Be it resolved that County Council receives report FIN 2021-013 Policy Amendment - Disposal of County Assets; and further

That Council approve the amended Policy FI-4 Disposal of County Assets.

Carried

10. Staff Reports - Information Only

a. Finance

Report prepared by: Trena DeBruijn, Director of Finance/Treasurer

Re: FIN 2021-011 Council Remuneration and Expenses for 2020

b. Planning and Public Works

Report prepared by: Bryan Weir, Director of Planning and Public Works

Re: PLG 2021-005 County Official Plan Project: Focus on Public Safety

c. Planning and Public Works - Engineering & Design

Report prepared by: Peter Nielsen, Manager, Capital Projects

Re: INF 2021-005 County Road 44 Cross Culverts Replacement - Study Completion

d. Administration - Corporate Services - Clerk's Division

Report prepared by: Sarah Boyd, Administrative Services Assistant

Re: CPS 2021-010 Correspondence Report

117-2021

Moved by Councillor Gerow
Seconded by Councillor Clark

Be it resolved that County Council receives the Staff Reports - Information Only items 10.a. through d. **Carried**

11. Action Correspondence

- a. **Town of Orangeville resolution dated February 8, 2021
Re: Greenhouse Gas Emissions**

118-2021

Moved by Councillor Taylor
Seconded by Deputy Warden Mitchell

Be it resolved that County Council supports the Town of Orangeville resolution dated February 8, 2021 regarding Greenhouse Gas Emissions. **Carried**

- b. **Township of Conmee resolution dated January 26, 2021
Re: Criminal Records and Municipal Election Candidates**

119-2021

Moved by Councillor Bonneau
Seconded by Councillor Graham

Be it resolved that County Council receives the Township of Conmee's resolution dated January 26, 2021 regarding Criminal Records and Municipal Election Candidates. **Carried**

Councillor McFadden left the meeting at 10:17 a.m.

- c. **Township of Perth South letter dated February 2, 2021
Re: Ontario Announces Working Group to Better Focus Conservation Authorities**

120-2021

Moved by Councillor Moher
Seconded by Councillor Bonneau

Be it resolved that County Council receives the Township of Perth South letter dated February 2, 2021 regarding Ontario Announces Working Group to Better Focus Conservation Authorities. **Carried**

Councillor McFadden returned to the meeting at 10:18 a.m.

- d. **Township of The Archipelago resolution dated February 19, 2021**
Re: Municipal Elections Act - Non-resident Electors

121-2021

Moved by Councillor Whelan
Seconded by Councillor Clark

Be it resolved that County Council receives the Township of The Archipelago resolution dated February 19, 2021 regarding Municipal Elections Act - Non-resident Electors. **Carried**

- e. **Township of South Glengarry resolution dated February 16, 2021**
Re: Automatic Speed Enforcement

122-2021

Moved by Councillor Clarkson
Seconded by Councillor Amyotte

Be it resolved that County Council supports the Township of South Glengarry's resolution dated February 16, 2021 in support of the Township of South-West Oxford's resolution regarding Automatic Speed Enforcement. **Carried**

12. Committee Minutes

- a. **Councillor Graham**
Finance Committee
Re: Minutes of February 11, 2021

123-2021

Moved by Councillor Senis
Seconded by Councillor Whelan

Be it resolved that County Council receives and adopts the Finance Committee meeting minutes of February 11, 2021. **Carried**

13. Liaison Reports from External Committees, Boards and Agencies

- a. **Age-Friendly Peterborough Advisory Committee** - Councillor Moher
- b. **Fairhaven Committee of Management** - Councillor Moher
- c. **Peterborough Housing Corporation** - Councillor Clarkson
- d. **Peterborough County Federation of Agriculture** - Councillor Burt
- e. **Peterborough Public Health** - Deputy Warden Mitchell

124-2021

Moved by Councillor Senis

Seconded by Councillor Clarkson

Be it resolved that Peterborough County Council fully supports appropriate corrective actions being taken on residence owners and students as Peterborough Public Health has listed as attending these two parties.

Warden Jones requested a recorded vote.

Ayes: Amyotte, Bonneau, Burt, Clark, Clarkson, Gerow, Graham, Martin, McFadden, Mitchell, Moher, Senis, Taylor. Whelan and Jones

Absent: Windover

Carried 19-0 on a recorded vote

125-2021

Moved by Councillor Graham

Seconded by Councillor Martin

Be it resolved that the Liaison Representative Reports and supporting documentation be received for information.

Carried

f. Referrals to Peterborough Regional Liaison Committee

There were no referrals brought forward.

14. Notices of Motion

126-2021

Moved by Councillor Clarkson
Seconded by Councillor Clark

Be it resolved that by a two-thirds vote, Council suspend the Rules of Procedure to allow for the following Notice of Motion.

Councillor McFadden requested a recorded vote:

Ayes: Amyotte, Bonneau, Burt, Clark, Clarkson, Gerow, Graham, Martin, McFadden, Mitchell, Moher, Senis, Taylor, Whelan and Jones
Absent: Windover

Carried 19-0 on a recorded vote

127-2021

Moved by Councillor Clarkson
Seconded by Councillor Clark

Whereas the City of Peterborough passed a motion on February 22, 2021 to establish a Government Business Enterprise to be responsible for the management and construction of affordable housing; and

Whereas the County of Peterborough was not engaged, consulted or informed of the review or decisions pertaining to it; and

Whereas the County of Peterborough is the majority funder of social housing in Peterborough City and County;

Be it therefore resolved that, in order for the County to fully understand the implications of the decisions of the City of Peterborough, that Peterborough Housing Corporation be invited to present to County Council on March 17th, 2021 to provide information to County Council on the impacts to Peterborough Housing Corporation on the decisions made, as well as alternatives that were not considered by City Council.

Warden Jones requested a recorded vote.

Ayes: Amyotte, Bonneau, Burt, Clark, Clarkson, Gerow, Graham, Martin, McFadden, Mitchell, Moher, Senis, Taylor, Whelan and Jones
Absent: Windover

Carried 19-0 on a recorded vote

15. Announcements

- a. Councillor Clarkson** advised for those volunteers looking to obtain a Criminal Record Check they are only being completed online, they are no longer being conducted in person.
- b. Councillor McFadden** noted there is a significant realignment taking place at the four corners in Cavan. There has been a lack of consultation by the MTO with township residents regarding the potential expropriation of properties. He advised the lower tier governments has been informed and expects that a future report will be forthcoming to the County.

16. Closed Session

There were no closed session matters requiring Council consideration.

17. Rise from Closed Session

18. Matters Arising from Closed Session

19. By-laws

- a.** A By-law to adopt the 2021 Budget of the Corporation of the County of Peterborough (By-law No. 2021-15)
- b.** A By-law to authorize the Corporation of the County of Peterborough to enter into an amending agreement (Amendment No. 2) with Zoll Medical Canada Inc. for acquisition of new defibrillators (P-08-2020). (By-law No. 2021-16)
- c.** A By-law to appoint Randy Mellow as Deputy Chief Administrative Officer for the Corporation of the County of Peterborough. (By-law No. 2021-17)
- d.** A By-law to appoint Kari Stevenson as Clerk for the Corporation of the County of Peterborough. (By-law No. 2021-18)
- e.** A By-law to appoint Lynn Fawn as Deputy Clerk for the Corporation of the County of Peterborough. (By-law No. 2021-19)
- f.** A By-law for the regulation of parking on highways and roadways within the jurisdiction of the County of Peterborough. (By-law No. 2021-20)

128-2021

Moved by Councillor Moher
Seconded by Councillor Amyotte

Be it resolved that County Council passes By-law a. through f. and that these by-laws shall be signed by the Warden and the Clerk and sealed with the Seal of the Corporation.

Carried

20. Confirming By-law

129-2021

Moved by Councillor Martin
Seconded by Councillor Senis

Be it resolved that County Council passes the confirming by-law to adopt, ratify and confirm the actions of Council at today's meeting in respect to each report, motion, resolution or other action passed and taken by Council and that this confirming by-law shall be signed by the Warden and the Clerk, sealed with the Seal of the Corporation and Numbered. **Carried**

21. Adjournment

130-2021

Moved by Councillor Clark
Seconded by Councillor Graham

Be it resolved that the County Council meeting adjourn at 10:53 a.m. **Carried**

J. Murray Jones, Warden

Lynn Fawn, Clerk

Subject: Speed Awareness	Effective Date: February 11, 2020
	Review Date: March 23, 2021
Page: 1 of 1	

Speed Awareness Policy

Purpose:

The purpose of this Policy is to reduce speeding by motorists on the roadways in the Wards of Smith and Ennismore in the Township of Selwyn.

Scope:

This policy applies only to roadways in the Wards of Smith and Ennismore in the Township of Selwyn.

Objectives:

To establish a procedure by which to create speed awareness for motorists, and to collect speed behavior data to allow for targeted enforcement of speeding on the roadways in the Wards of Smith and Ennismore in the Township of Selwyn.

Applicable Legislation:

The law regarding speeding is found in Section 128 of the Highway Traffic Act of Ontario.

Procedures:

The review and implementation process for investigating a complaint about speeding on a township roadway, in the Wards of Smith and Ennismore, is as follows:

1. Complainants, including Council Members, should be advised to report speeding complaints directly to the OPP by calling the O.P.P. Communications Centre at 1-888-310-1122 or Cell phone *OPP so that the OPP can respond to complaints in a timely manner and track areas of concern.
2. Complaints that have been directly received by Council members or Township staff, are to be forwarded to the Selwyn staff representative on the Smith-Ennismore Police Services Board who will direct them to the OPP, the Smith-Ennismore Police Services Board and the Community Policing Volunteers members so that data collection can take place prior to the next Police Services Board meeting.

3. Smith-Ennismore Community Policing Volunteers will visit the location (if possible) to collect vehicle speed data using the Radar Gun.
4. O.P.P. will review their files for collision history, and either send a directed patrol to collect vehicle speed data using a Radar Gun, or set up the Black Cat Radar Detection Device, when available, to gather data over a period of time. The data collected by the Black Cat device allows for time-specific directed patrols by the O.P.P., based on the data indicating at what time of day speeding is most likely to occur.
5. Board members may visit the roadway in person to gain a familiarity with the area of concern.
6. If necessary, the Manager of Public Works for the applicable road authority (Township, County, etc.) will be asked to provide any additional information about the roadway which might be of value to Board members, and to confirm with Public Works that the current Speed Limit is appropriate for the roadway. Any changes to the speed limit would require approval by Council.
7. The collected data will be provided to Board member at the next Police Services Board meeting and it will be determined if there is indeed a problem based on the statistics received.

When Black Cat data indicates a “severe” speeding issue, the OPP will provide an action plan and report to the Smith-Ennismore Police Services Board on enforcement actions at the next Smith-Ennismore Police Services Board meeting.

8. If speeding is occurring on a Peterborough County road, the information gathered will be forwarded to the County Roads Department for their information and follow-up.
9. After the meeting the following will occur:

The O.P.P. will add the road to their list of directed patrols and charge speeders as necessary and to make their presence known.

The Smith-Ennismore Police Services Board will send a letter to the resident advising them of the outcome of the meeting and providing them with ROAD WATCH program information. ROAD WATCH is a program that provides citizens with a means to confidentially report aggressive driving behaviour to the O.P.P.

Traffic calming strategies, such as but not limited to, road painting and rumble strips could be used as a potential/partial solution for roads/areas where enforcement alone has not had the desired long-term effect. Traffic

calming strategies such as speed bumps will not be used as they impede the operations of the Public Works Department and Emergency vehicles.

Smith-Ennismore Police Services Board Meeting Minutes

Monday January 25, 2021 1:00 PM
Electronic Meeting via Zoom

Present: Steve Connolly - Chair & Municipal Appointee
Ron Black - Vice - Chair & Provincial Appointee
Donna Ballantyne - Ennismore Ward Councillor & Council Appointee

Also Present: Inspector Lisa Darling - O.P.P. Detachment Commander
Staff Sergeant Chris Galeazza - O.P.P. Detachment Manager
Val Austin – Chair Smith-Ennismore Community Policing
Tania Goncalves – Township Staff

Regrets: Barbara Choronus – Vice-Chair Smith-Ennismore Community Policing

1. Call to Order

Tania Goncalves called the meeting to order at 1:09 p.m.

2. 2021 Election of Officers

Tania Goncalves asked for nominations for the Election of Officers.

Nominations were called for the position of Chair.

Resolution No. 01/21 - Election of Chair

Donna Ballantyne – Ron Black –

That Steve Connolly be nominated for the position of Chair.

Carried.

Nominations were called for the position of Vice Chair.

Resolution No. 02/21 - Election of Vice Chair

Donna Ballantyne – Steve Connolly –

That Ron Black be nominated for the position of Vice Chair.

Carried.

The chair was turned over to Steve Connolly at 1:15 p.m.

3. Declaration of Pecuniary Interest

None.

4. Adoption of Agenda Items

Resolution No. 03/21 - Agenda

Donna Ballantyne – Ron Black –

That the Smith-Ennismore Police Services Board Agenda for the Meeting of Monday, January 25, 2021 be adopted with the following amendment:

- agenda item 8. a) 4. regarding correspondence received pertaining to County Road 20 be moved to agenda Section 7. c) - New and/or Unfinished Business for discussion.

Carried.

5. Minutes

Resolution No. 04/21 – Minutes

Donna Ballantyne – Ron Black –

That the minutes of the Smith-Ennismore Police Services Board Regular Meeting of October 6, 2020 and the Special Meeting of November 12, 2020 be approved.

Carried.

6. Delegations/Guests

None

7. Reports

a) O.P.P. Detachment Commander Reports

1. SE-PSB – 2020 4th Quarter DC & Calls for Service Report & Black Cat Report
 - Detachment Commander Lisa Darling reviewed the 2020 4th Quarter DC, Calls for Service and Black Cat Report
 - Detachment Commander Lisa Darling advised that there has been an increase in thefts however; many of the occurrences have been at one commercial property (28 calls for Ultramar – Lindsay Highway). The Board had a general discussion regarding options to address the number of incidences at the Ultramar – Lindsay Highway including options to have customers pay prior to pumping gas. Detachment Manager Chris Galeazza advised the Board that this has been an ongoing issue at this location and that a Security Assessment was performed several years ago which resulted in a placement change of security cameras as well as other minor initiatives.

Resolution No. 05/21 – Ultramar Gas Station

Ron Black – Donna Ballantyne –

That Staff forward correspondence to the owners/operators of the Ultramar Gas Station located on Lindsay Road advising of the concerns related to the ongoing theft calls and request that measures be put in place to minimize the number of theft incidences.

Carried.

- Black Cat Report – the Board had a general discussion regarding the Black Cat Report. Ron Black suggested that the Enforcement Tolerance noted in the report be adjusted so that speeding is calculated based on vehicles traveling 15% over the speed limit versus 15 km over the speed limit. Rob Black advised that this would provide a more accurate picture of potential speeders especially on lower

speed road. Currently for a vehicle to be deemed speeding on a road that is posted 50 KM per hour, they must be traveling 15 KMs over the speed limit (65 KM). Imposing a 15% enforcement tolerance would mean that any one traveling over 58 KMs would be captured on the Black Cat as speeding. Ron also requested that the Black Cat be placed on Highway 28 during cottage season.

Resolution No. 06/21 – Black Cat

Ron Black – Donna Ballantyne –

That the Enforcement Tolerance on the Black Cat be amended from 15 KMs above the speed limit to 15% above the speed limit.

Carried.

Resolution No. 07/21 - Detachment Commander Reports including the Black Cat Report

Donna Ballantyne – Ron Black –

That the Detachment Commander 2020 4th Quarter Reports for the Smith-Ennismore Police Services Board be received for information.

Carried.

b) Community Policing Reports

1. SECP PSB 2020 Q4 Report

- Smith-Ennismore Community Policing Chair Val Austin reviewed the 2020 Q4 Report and advised that the COVID19 lockdown has resulted in operations being slow.

Resolution No. 08/21 – Community Policing Reports

Donna Ballantyne – Ron Black –

That the Smith-Ennismore Community Policing Committee Report be received for information.

Carried.

8. Unfinished and New Business

a) Speed Awareness Policy

The Board reviewed the amended Speed Awareness Policy.

Resolution No. 09/21 – Speed Awareness Policy

Ron Black – Donna Ballantyne –

That the Speed Awareness Policy, as amended, be approved and forwarded to the Council of the Township of Selwyn for final approval.

Carried.

b) 2021 Operation Budget

Steve Connolly and Donna Ballantyne updated the Board on Council's decision to not include funds in the 2021 Budget to purchase a Speed Awareness Board. Donna noted that Council has requested that the Board gather data in the summer of 2021 on

speeding trends in order to determine the viability of purchasing a Speed Awareness Board as part of the 2022 SE PSB operations budget.

c) County Road 20 - Speeding

Tania advised that the County of Peterborough is looking in to speed changes on County Road 20. County Council will be discussing the Road at their next Council meeting. Detachment Commander Lisa Darling advised that there are a number of enforcement issues on that road due to the road design.

9. Correspondence

a) Correspondence Report Summary

Correspondence for Direction

None.

Correspondence for Information

Resolution No. 20/21 - Correspondence for Information

Ron Black – Donna Ballantyne –

That the following items of correspondence be received for information:

1. OPP News Release – Festive Ride Wrap-Up – January 6, 2021
2. OPP News Release – Access Restricted Due to Lockdown - January 7, 2021
3. Ontario Regulation 316/03 and Ontario Regulation 863 – Off Road Vehicles

Carried.

10. In camera

None

11. Adjournment/Next Meeting

- a) Next Meeting April 26, 2021, 1:00 PM

Adjournment at 2:50PM

Donna Ballantyne – Ron Black –

That the meeting be adjourned.

Carried.

Peterborough Police Services Board**February 23, 2021 – Public Minutes**

Minutes of the public meeting of the Peterborough Police Services Board held in the Hugh Waddell Boardroom and via Teams.

Members Present:
(Via Teams) Bob Hall, Chair
Les Kariunas, Vice-Chair
Mayor Diane Therrien
Councillor Gary Baldwin
Mrs. Mary ten Doeschate

Also Present:
(In the Boardroom) Scott Gilbert, Chief of Police
Tim Farquharson, Deputy Chief of Police
Niquel Pritchard-Pataki, former Executive Assistant
Lisa Wilson, Executive Assistant

Regrets:
Councillor Anita Locke, Advisor for Lakefield
Mayor Scott McFadden, Advisor for Cavan Monaghan

1. The Chair called the meeting to order at 4:00 pm.

Also present via Teams: Inspector Jamie Hartnett, Inspector John Lyons and Inspector Neil Collins.

2. Approval To Go In-Camera

Moved by Mary ten Doeschate
Seconded by Gary Baldwin

That the Peterborough Police Services Board move in-camera to discuss items contained in the agenda package. –
CARRIED

Police Services Act:

35 (4): The board may exclude the public from all or part of a meeting or hearing if it is of the opinion that,

- (a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- (b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P.15, s. 35.

The Chair reconvened the public meeting at 6:00 pm.

3. Approval of the Agenda

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the agenda of the Peterborough Police Services Board meeting of February 23, 2021 be approved as circulated. –
CARRIED

4. A declaration of conflict of interest was not noted.

5. Approval of the Minutes

Moved by Les Kariunas
Seconded by Mary ten Doeschate

That the Minutes of the February 2, 2021 public meeting be approved as circulated. –
CARRIED

6. Chief's Remarks

Moved by Gary Baldwin
Seconded by Mary ten Doeschate

That the Board receive the Chief's verbal remarks. -
CARRIED

Chief Gilbert advised there was a new homicide (stabbing) last week. He noted the Service received great assistance from people in the area who tried to assist the victim, as well as assistance from witnesses and key support from security personnel at Lansdowne Place Mall, Sport Chek and a Call-a-Cab taxi driver; all of whom helped the Service effect the arrest of a person now charged with second degree murder.

Chair Hall relayed a query received from a concerned citizen regarding Covid-19 measures and enforcement by Peterborough Police. The Chief advised that the **Emergency Management and Civil Protection Act** is the government legislation that authorizes enforcement measures followed by the Service. Much of the local enforcement is carried out by Peterborough Public Health with respect to workplace issues. The Service will also ensure that people properly follow the Federal rules under the **Quarantine Act**. The Service has received calls from people who want to go into stores without a mask and stores not allowing them in - this is private property and owners are within their right to set their own rules and are entitled under the **Trespass to Property Act** to bar a person from their property.

7. Chair's Remarks

Nil

8. Delegations and Presentations

Nil

9. Correspondence

Moved by Les Kariunas
Seconded by Diane Therrien

That the following correspondence be received as one omnibus motion:

a) Ministry of the Solicitor General

- i) January 29, 2021 memo re: Ministry Organizational Changes Regarding Municipal Police Services Advisors.
- ii) February 2, 2021 memo re: Section 25 Annual Reporting.
- iii) February 2, 2021 memo re: Amendment under the **Emergency Management and Civil Protection Act**.
- iv) February 4, 2021 memo re: **Missing Persons Act** – 2020 Annual Report and Training Supports.

- v) February 4, 2021 memo re: Time Access to Bail Hearings.
- vi) February 4, 2021 memo re: Protocol for Specialized Searches of Ministry of Transportation Data.
- vii) February 9, 2021 memo re: Termination of Declared Emergency and Amendments to Orders under the **Emergency Management and Civil Protection Act** and **Reopening Ontario Act**.
- viii) February 20, 2021 memo re: Use of Force and Firearms Training Order.
- ix) February 16, 2021 memo re: Amendments to Orders under the **Emergency Management and Civil Protection Act** and **Reopening Ontario Act**.

b) Township of Asphodel-Norwood

February 1, 2021 Letter from Township of Asphodel-Norwood to the Honourable Sylvia Jones, Solicitor General, requesting an extension of time to complete the Community Safety & Well-Being Plan.

c) Ontario Association of Police Services Boards (OAPSB)

OAPSB 2021 Spring Conference Registration agenda and registration details.

d) Police Association of Ontario

2021 Nominees – PAO Police Services Hero of the Year Civilian Award: Alice Czitrom and Facility Dog Pixie, Peterborough Police Victim Services Unit. - CARRIED

With respect to item 9 a) viii), the Chief advised that Sergeant Branch is now conducting one-on-one training with members. The Service is in good shape with training – all members have their use of force training up to date, except for a few members who are off due to illness or injury. The training is addressed as “use of force”, but the emphasis is on judgement training, scenario-based training and de-escalation – force is minimally involved. The Service is required to re-qualify members with use of weapons to show proper proficiency, but the emphasis is on de-escalation.

With respect to item 9 b) – Councillor Baldwin advised that City Council has recently passed a motion to likewise request an extension of time (one year) from the Minister.

10. 2020 Q4 Policing Activity Report – Ward of Lakefield

Moved by Gary Baldwin
Seconded by Les Kariunas

That the Board receive the 2020 Fourth Quarter Policing Activity Report for the Ward of Lakefield from Inspector Lyons, and Chief Gilbert. – CARRIED

11. 2020 Q4 Policing Activity Report – Cavan Monaghan Township

Moved by Gary Baldwin
Seconded by Les Kariunas

That the Board receive the 2020 Fourth Quarter Policing Activity Report for the Township of Cavan Monaghan from Inspector Lyons, and Chief Gilbert. – CARRIED

Inspector Lyons advised that the feedback on targeted enforcement from the community has been positive and the resonating theme throughout the five years of the contract has been positive. There is open email communication between the Council and Mayor so that complaints are funnelled directly to the Service. There has been a pro-active approach to problem-oriented policing and public awareness before enforcement.

12. Annual Records Purge Report

Moved by Les Kariunas
Seconded by Diane Therrien

That the Board receive the Annual Records Purge Report pursuant to Board By-Law 110-2014 from Inspector Jamie Hartnett, and Chief Gilbert. –
CARRIED

Inspector Hartnett advised the Board that the new Policy, Audit and Risk Control Manager will be utilized to re-assess and update the policy to ensure compliance with provincial requirements.

13. 2020-2023 Strategic Plan Goals and Objectives – Update Report

Moved by Diane Therrien
Seconded by Les Kariunas

That the Board receive the 2020-2023 Strategic Plan Goals and Objectives – Status at the end of 2020 Update Report from Chief Gilbert. –
CARRIED

14. Annual Employee & Family Assistance Program Report

Moved by Mary ten Doeschate
Seconded by Diane Therrien

That the Board receive the 2020 Employee & Family Assistance Program Report from Karen Howran, and Chief Gilbert.-
CARRIED

15. Annual Report – Regulated Interactions

Moved by Gary Baldwin
Seconded by Les Kariunas

That the Board receive the 2020 Annual Regulated Interactions Report as cited in the Board's Collection of Identifying Information Policy from Chief Gilbert. –
CARRIED

16. Annual Joint Forces Operations Report

Moved by Les Kariunas
Seconded by Diane Therrien

That the Board receive the 2020 Annual Joint Forces Operations Report from Inspector Neil Collins, and Chief Gilbert. –
CARRIED

17. Annual Internal Task Force Report

Moved by Gary Baldwin

Seconded by Mary ten Doeschate

That the Board receive the 2020 Annual Internal Task Force Report from Inspector Neil Collins, and Chief Gilbert. –

CARRIED

18. Wallet Badge for Retired Special Constables

Moved by Gary Baldwin

Seconded by Diane Therrien

That the Board receive the memo and information from the Executive Assistant regarding the request to provide Special Constables with a retired wallet badge upon retirement. Further, that the Board approve this request as the practice going forward. –

CARRIED

19. 2021 Membership Renewal–Canadian Association of Police Governance (CAPG)

Moved by Gary Baldwin

Seconded by Mary ten Doeschate

That the Board receive the memo and information from the Executive Assistant regarding the CAPG membership renewal for 2021 and significant increase in fees.

Further, that the Board authorize and direct the Executive Assistant to pay the fee and renew the membership. –

CARRIED

20. Update – 2019 Police Personnel Ratios

Moved by Les Kariunas

Seconded by Gary Baldwin

That the Board receive the updated information from the Executive Assistant re: 2019 Police Personnel Ratios (“Cop to Pop”) by municipal police service. –

CARRIED

Deputy Chief Farquharson acknowledged and thanked former Executive Assistant Niquel Pritchard-Pataki for her work in compiling and maintaining these comprehensive statistics which are often requested for use by other police services in the Province.

21. Ratification and Adjournment

Moved by Gary Baldwin

Seconded by Les Kariunas

That the Board ratify all actions of today’s date. –

CARRIED

Moved by Mary ten Doeschate
Seconded by Diane Therrien

That the public meeting be adjourned at 6:57 pm. –
CARRIED

Read and approved this 16th day of March, 2021.

Lisa Wilson, Executive Assistant

Bob Hall, Chair